



# Infor Infinium FMS General Ledger Guide to Processing and Reporting

## **Copyright © 2023 by Infinium® Software, Inc. and/or its affiliates**

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infinium Software, Inc. and/or its affiliates. All rights reserved. All other trademarks listed herein are the property of their respective owners.

### **Important Notices**

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

By this communication, Infor does not intend to provide tax or regulatory advice or recommendations, nor should this communication be construed as imparting advice or recommendations regarding federal or state tax laws and/or regulations. Customers are solely responsible for complying with all tax laws, rules, and regulations and should consult a professional tax advisor should questions or issues arise.

### **Trademark Acknowledgements**

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

### **Publication Information**

Release: Infor Infinium FMS General Ledger 14.1.0.4

Publication date: August 23, 2023

Document code: INFGL1\_ALL\_03

---

# Table of Contents

<b>About This Guide .....</b>	<b>1</b>
<b>Chapter 1 Infinium GL: An Overview .....</b>	<b>1-1</b>
Product information.....	1-2
Application overview .....	1-3
Terminology and concepts.....	1-8
<b>Chapter 2 Entering, Proofing, and Posting Journals.....</b>	<b>2-1</b>
Overview of entering, proofing, and posting journals .....	2-2
Entering new journals .....	2-3
Updating existing journals.....	2-18
Deleting existing journals.....	2-24
Copying/reversing existing journals.....	2-25
Copying existing journals to recurring journals.....	2-28
Loading journal batches from Infinium PY.....	2-31
Proofing journals .....	2-35
Accepting and posting journals.....	2-38
<b>Chapter 3 Using Mass Journal Entry .....</b>	<b>3-1</b>
Overview of mass journal entry .....	3-2
Entering a new journal in a new batch using mass journal entry .....	3-3
Updating an existing mass journal entry batch.....	3-9
Entering a new journal in an existing mass journal entry batch .....	3-16
Copying an existing journal to a recurring journal .....	3-19
Using the mass journal entry services menu.....	3-23
Copying and reversing journals using mass journal entry.....	3-25

---

<b>Chapter 4 Creating and Using Recurring Journals</b> .....	<b>4-1</b>
Overview of recurring journals.....	4-2
Creating and updating recurring journals.....	4-5
Copying a recurring journal into a batch.....	4-14
Displaying recurring journals.....	4-27
Printing recurring journals.....	4-31
<b>Chapter 5 Using Intercompany Processing</b> .....	<b>5-1</b>
Overview of intercompany processing.....	5-2
Activating intercompany processing in company controls.....	5-6
Authorizing accounts to use intercompany processing.....	5-8
Creating intercompany table code values.....	5-10
Defining intercompany tables.....	5-12
Using intercompany tables in journals.....	5-17
Using extra pairs.....	5-20
Defining intercompany table groups.....	5-24
<b>Chapter 6 Using Intracompany Processing</b> .....	<b>6-1</b>
Overview of intracompany processing.....	6-2
Defining intracompany processing controls.....	6-3
Using intracompany processing in <i>Journal Processing</i> .....	6-7
<b>Chapter 7 Using Transcoding</b> .....	<b>7-1</b>
Overview of transcoding.....	7-2
Activating transcoding in entity controls.....	7-8
Setting up transcoding in company controls.....	7-11
Defining account relationships.....	7-16
Creating transcoded journals.....	7-20
Transcoding posted journals.....	7-23
<b>Chapter 8 Using Allocation Processing</b> .....	<b>8-1</b>
Overview of allocation processing.....	8-2
Establishing allocation posting controls.....	8-4
Defining the origin.....	8-6

---

---

Defining the ratio.....	8-12
Defining the target .....	8-18
Defining the set.....	8-25
Submitting the allocation.....	8-29
Printing allocation information .....	8-34
<b>Chapter 9 Performing Year End Processing.....</b>	<b>9-1</b>
Overview of year end processing .....	9-2
Creating year end closing journals .....	9-4
Updating year end closing journals .....	9-7
Proofing and printing year end closing journals .....	9-10
Posting year end closing journals and closing the year .....	9-13
<b>Chapter 10 Processing Budgets .....</b>	<b>10-1</b>
Overview of budget processing .....	10-2
Creating budgets interactively .....	10-3
Updating budgets interactively .....	10-12
Making global changes to interactive budgets .....	10-16
Defining and changing budget creation codes .....	10-23
Working with budget journals.....	10-31
Proofing budget journals.....	10-42
Posting budget journals .....	10-45
Working with budget inquiries and reports .....	10-48
<b>Chapter 11 Using Analytical Inquiries and Reports.....</b>	<b>11-1</b>
Overview of analytical inquiries and reports.....	11-2
Displaying a trial balance interactively .....	11-3
Displaying processed journals.....	11-34
Displaying journal audit logs.....	11-36
Overview of standard reports .....	11-39
Printing a month-to-date or year-to-date trial balance.....	11-40
Printing a year-to-date general ledger.....	11-43
Printing a processed journals report.....	11-46
Printing a journal audit log report.....	11-49

---

Printing a comparative ledger report .....	11-51
Printing a job costing analysis report.....	11-53
<b>Chapter 12 Using Query Interface Reports .....</b>	<b>12-1</b>
Overview of Query Interface reports.....	12-2
Defining and maintaining sequence codes.....	12-3
Printing a Query Interface Trial Balance report.....	12-6
Printing a Query Interface General Ledger report.....	12-10
Printing a Query Interface Job Cost Analysis report .....	12-14
Printing a Query Interface Budget Variance report .....	12-17
Printing sequence codes .....	12-21
<b>Chapter 13 Uploading and Downloading Infinium GL Data .....</b>	<b>13-1</b>
Overview of uploading and downloading Infinium GL data.....	13-2
Uploading input journals .....	13-3
Uploading budget journals.....	13-10
Downloading information .....	13-16
<b>Chapter 14 Accessing Infinium GL Data for Infinium QY Reporting.....</b>	<b>14-1</b>
Overview of Infinium GL data for Infinium QY reporting.....	14-2
Terminology and concepts.....	14-3
Naming conventions for files and fields.....	14-4
Commonly used Infinium GL files.....	14-6
<b>Chapter 15 Using Weekly Reporting.....</b>	<b>15-1</b>
Overview of weekly reporting .....	15-2
Setting up weekly controls.....	15-3
Initializing weekly balances .....	15-8
Setting weekly controls in <i>Journal Processing</i> .....	15-11
Using weekly reporting in <i>Budget Processing</i> .....	15-14
Using weekly reporting in <i>Query Interface Reports</i> .....	15-20
<b>Chapter 16 Using Sequential Numbering.....</b>	<b>16-1</b>
Overview of sequential numbering .....	16-2
Creating and maintaining calendars.....	16-4

---

Defining and updating a number series.....	16-8
Defining and working with document types.....	16-12
Creating and working with number series assignments.....	16-16
Working with sequential numbering through Infinium GL.....	16-20
<b>Chapter 17 Maintaining Debit and Credit Balances .....</b>	<b>17-1</b>
Overview of debit/credit balances.....	17-2
Enabling debit/credit balances for your system.....	17-3
Defining company controls for debit/credit balances.....	17-5
Enabling debit/credit entry for users.....	17-7
Using debits and credits in journals.....	17-9

---





---

## About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Organization of this guide
- Conventions used in this guide
- Related documentation

### Intended audience

This guide is for the Infinium General Ledger (GL) users who are responsible for creating and maintaining Infinium GL information.

### Purpose of this guide

Use this guide as a reference at your site and also to complement the instructor's presentation during a portion of the Infinium GL Currency Processing course.

---

## Organization of this guide

This guide is task oriented. We have group related tasks into chapters. Each chapter contains overview information and step-by-step instructions to lead you through the tasks.

## Conventions used in this guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

### Fonts and wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names  The guide uses the same abbreviations as the screen.	<i>Work with company controls</i>  Use Max Lnth to specify the maximum length of alpha user fields.
<b>Standard typeface</b>	Used for notes, cautions and warnings	<b>Caution:</b> You must ensure that all Infinium GL users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
<b>Monospaced typeface</b>	Characters that you type and messages that are displayed	Type <b>A</b> to indicate that the position is alphanumeric and type <b>N</b> to indicate that the position is numeric.  The following message is displayed:  Company not found

---

---

Convention	Description	Example
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F21 to perform an override.
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Work with journals</i> and press Enter.  Select <b>M</b> (monetary account), <b>S</b> (statistical account), <b>B</b> (both), <b>N</b> (non-posting account), <b>U</b> (user fields) as the <i>Account use</i> value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.

---

Convention	Description	Example
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.
[Quick Access Code]	<p>Quick access codes provide direct access to functions. Most quick access codes in Infinium GL consist of the first letter of each word of the menu option name.</p> <p>Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.</p>	Select <i>Work with company controls</i> [WWCC].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium General Ledger Guide to Controls</i> is referred to as <i>Infinium GL Guide to Controls</i> .

## Function keys

Infinium AM function keys and universal Infinium GL function keys for the IBM System i are described in the following table. All Infinium GL function keys are identified at the bottom of each screen.

Function key	Name	Description
F1	Help	Displays help text

---

Function key	Name	Description
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen  Type the quick access code in <i>Level</i> . You can change the application designator, such as PA, GL, IC and so forth, by selecting another application.
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

---

## Character-based and graphical-based screens

```

2/11/1998 14:53:26      Work With Budgets      GLGBHM      GLDBHM
                                           Page 6 of 6
Company . . . . . : 001 Century Manufacturing Company
Budget/Year/Type/Currency . . . . . : BUDGET1 1997 M USD
Account . . . . . : 001-001-000-4100-001
Account description . . . . . : Sales: Product Line 1
Annual amount . . . . . : 3,500.00-

Round factor . . . . . _ 10 to the power specified

Period Amounts      Override description . . . . .
01 3,500.00- .00 .00 .00
05 .00 .00 .00 .00
09 .00 .00 .00 .00

Use field- key for credit amounts.
F2=Function keys F3=Exit F10=Quick access F12=Cancel
    
```

Figure 1: Sample character-based screen for Infinium FM suite

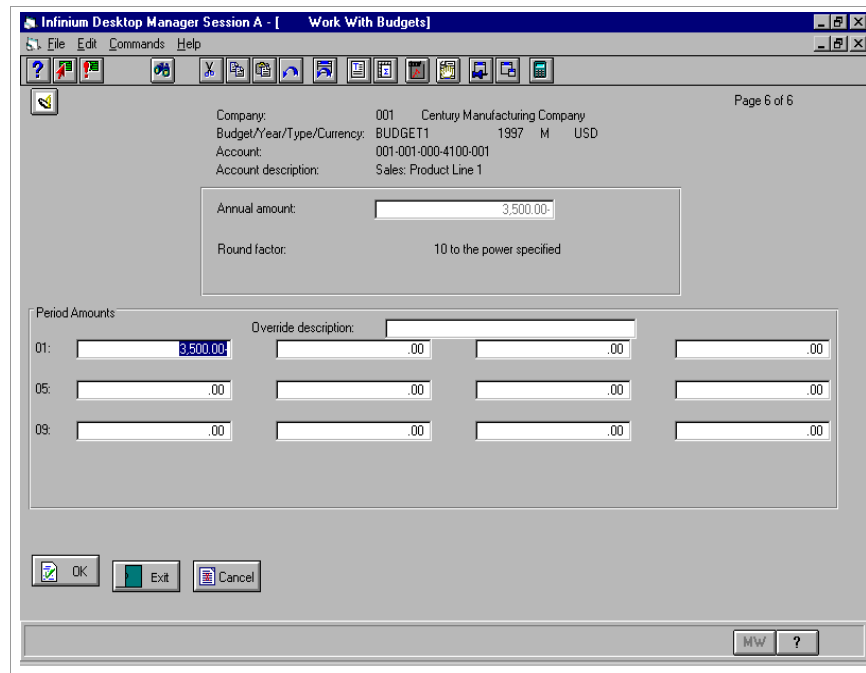


Figure 2: Sample graphical-based screen for Infinium FM suite

## Prompt and selection screens

A prompt screen as in Figure 3 lets you access a record or subset of records in a file. A selection screen as in Figure 4 lets you select one or more records for an action.

When we first explain a task in this guide, we fully document how to access and use the applicable prompt and selection screens. For related tasks, we include the prompt and selection screen steps but we do not repeat the screen images.

```
4/08/2009 08:42:32   Work With Recurring Journals   GLGRHM   GLDRHM
                                                                Page 1 of 4
Company . . . . . = +
Journal type . . . . . M   M=Monetary
                               S=Statistical

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 3: Work With Recurring Journals prompt screen

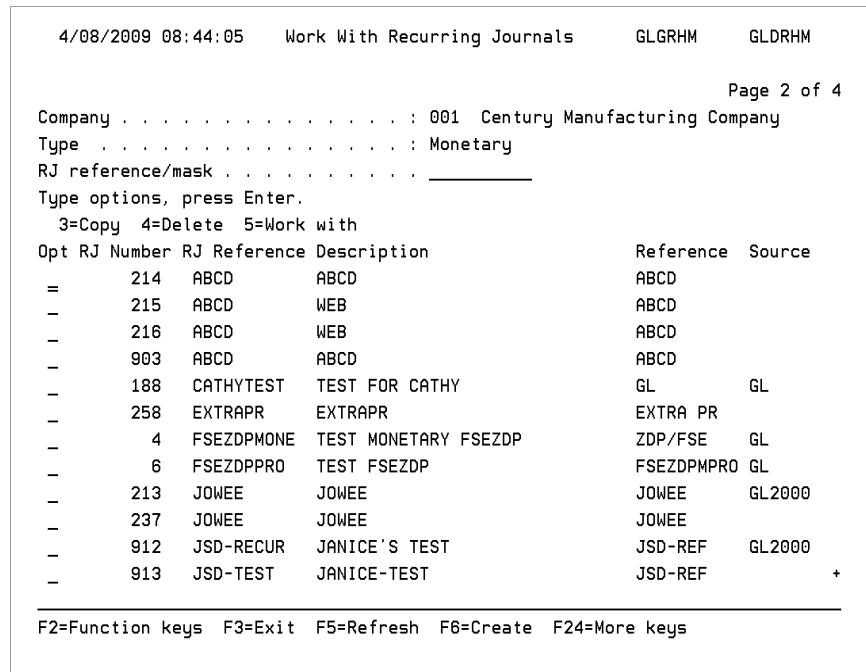


Figure 4: Work With Recurring Journals selection screen

### Promptable fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

### Infinium applications and abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
<b>Infinium Financial Management Suite</b>	<b>Infinium FM</b>
Infinium Accounts Receivable	Infinium AR
Infinium Currency Management	Infinium CM



<b>Application</b>	<b>Abbreviation</b>
Infinium Financial Products	Infinium FP
Infinium Fixed Assets	Infinium FA
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Income Reporting	Infinium IR
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium ReportWriter	Infinium RW
<b>Infinium Human Resources Suite</b>	<b>Infinium HR</b>
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Human Resources International	Infinium HR/UK
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR
<b>Infinium Materials Management Suite</b>	<b>Infinium MM</b>
Infinium Cross Applications	Infinium CA
Infinium Electronic Exchange	Infinium EX
Infinium Inventory Control	Infinium IC
Infinium Journal Processor	Infinium JP
Infinium Order Processing	Infinium OP
Infinium Purchase Management	Infinium PM
<b>Infinium Process Manufacturing Suite</b>	<b>Infinium PR</b>
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Laboratory Management	Infinium LA
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM

## Related documentation

For additional information about Infinium GL, refer to the following:

- *Infinium GL Guide to Controls*
- *Infinium GL Guide to Currency Processing*
- *Infinium GL Guide to ReportWriter*
- *Infinium GL Technical Guide*
- *Activating the Infinium GL to Infinium PY Walkback*
- *Infinium GL Mass Journal Entry Quick Reference Card*
- *Infinium GL Menu Tree*
- Online help text

Installation instructions and release notes are available on Infor365.

---

---

# Chapter 1 Infinium GL: An Overview

# 1

This chapter includes Infinium GL system overview information.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Product information	1-2
Application overview	1-3
Terminology and concepts	1-8

## Product information

Infinium GL is a software application that provides you with such features as: free-format chart of accounts; chart of reporting, masking, intercompany and intracompany processing, allocations, multicurrency processing, weekly reporting, account-level security, and interactive inquiries.

All other Infinium Financial Management applications are integrated with Infinium GL.

---

# Application overview

## Controls

Infinium GL provides you with several functions that enable you to customize your system to meet your processing needs.

Through control file functions, you define system-wide and company specific values that manage your system. Entity controls contain system wide information such as your system date format and internal counters used by Infinium GL. Company controls contain accounting period data, budget information, the account number structure, report totaling specifications, and posting data.

## Chart of accounts

To define your account number structure for each company, you can use a maximum of 36 alphanumeric characters and 9 components. Additional chart of accounts features provide you with further control. For example, you can define maximum debit or credit amounts to specific accounts, or you can restrict specific accounts to certain journals.

## Processing

Computer processing is either batch or interactive. In batch processing, the system performs a predefined group of processing actions submitted to the system with little or no interaction between the user and the system. In contrast, interactive processing requires the user to interact with the system by entering data for the system to process and respond to immediately.

## Journal processing

You enter journals in Infinium GL in a batch. A batch can contain only monetary entries or only statistical entries.

The system provides a recurring journal function. You can repeatedly select these journals to include in a batch and update the entries as needed. In addition, you can perform intercompany or intracompany processing, create

---

transcoded journals, and create allocation journals within Infinium GL. You can also create journals in *Infinium ReportWriter* or upload journals from a spreadsheet.

Once the journals have been entered, you should proof the batch to check the accuracy of the data. After proofing, you accept and post the batch to the general ledger. You are not required to run a separate proof of the batch because the system automatically runs a proof when you post the batch.

## Budget processing

Infinium GL provides budgeting functions to create budgets based on actual data, ratios or other budget accounts. You can create budget journals in *Infinium ReportWriter* or upload journals from a spreadsheet.

## Year end processing

This function generates a year end closing journal that creates reversing entries to set the income and expense accounts to zero with the net balance posted to Retained Earnings. In addition the system carries the asset and liability balances forward to the following year.

## Currency processing

In combination with Infinium CM, Infinium GL provides you with the ability to process and report financial information in foreign currencies. The system provides functions that you can use to revalue financial balances and translate your financial data.

## Reports

Infinium GL provides system-generated reports. In addition you can create your own reports using Infinium RW.

### Standard reports

You can run month-to-date and year-to-date reports and inquiries within Infinium GL. The system includes functions for selective or comparative ledgers, selected journals, and job costing analysis. These reports can be run in batch or through on-line inquiries.

---

## Infinium ReportWriter

*Infinium ReportWriter* uses definitions at the column, line and cell levels. You can define the format and content of financial reports specific to your organization. *Infinium ReportWriter* allows you to create report definitions for multiple companies, divisions and departments. Once you define the reports, you can run them as often as you like.

## Infinium Financial Manager Powered by Cognos® Finance

If you are using *Infinium Financial Manager* powered by Cognos® Finance to generate reports, please refer to the *Infinium Financial Manager Powered by Cognos® Finance Guide to Integration*.

## Infinium Reporting Manager

If you are using *Infinium Reporting Manager* to generate reports, please refer to the *Guide to Infinium Reporting Manager*.

## Infinium Analysis Manager

If you are using *Infinium Analysis Manager* to generate reports, please refer to the online help text.

Figure 1-1 illustrates the controls, processing, and reporting areas of *Infinium GL*.

---

## Infinium General Ledger Application Overview

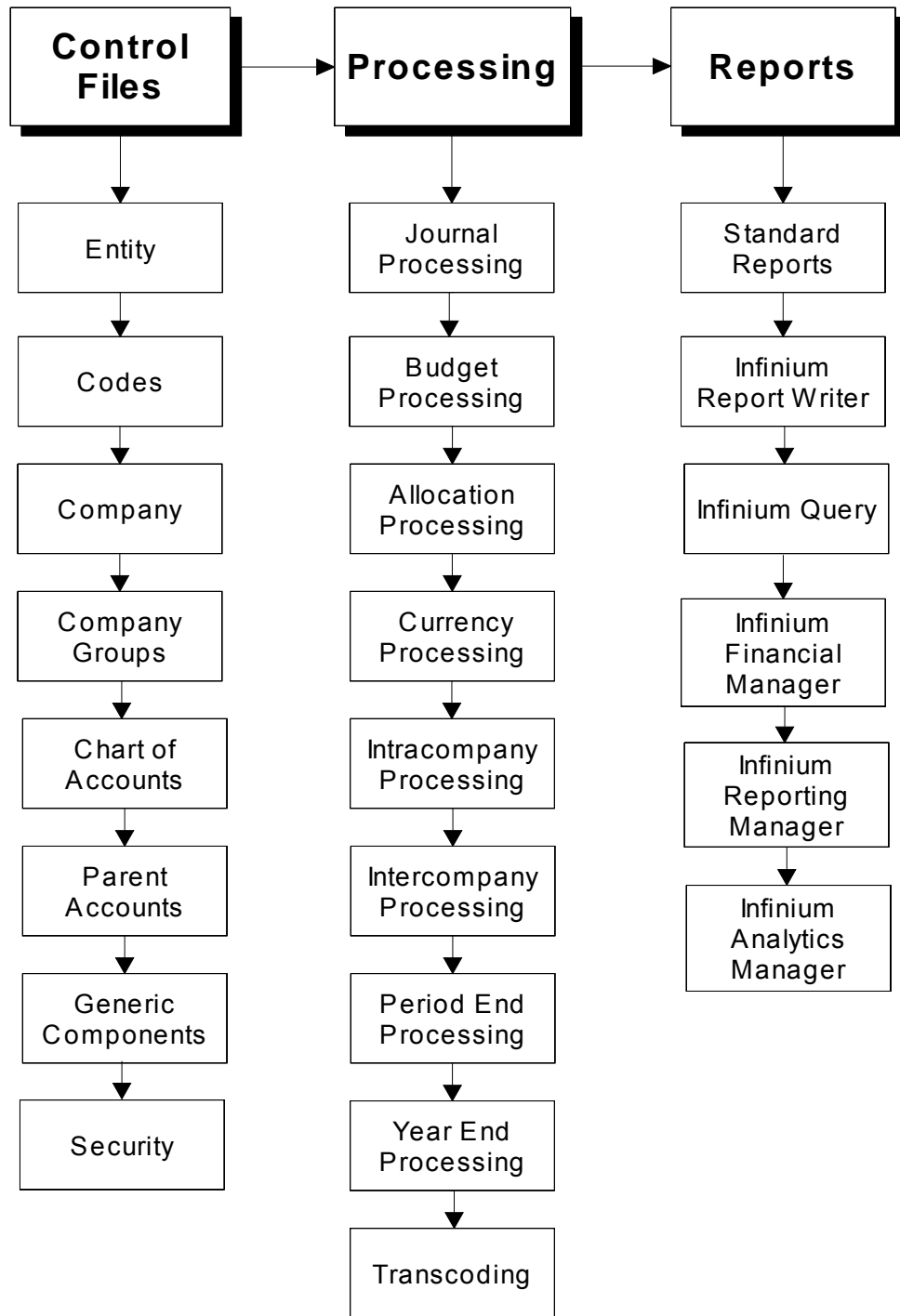


Figure 1-1: Infinium GL Application Overview



## Conventions used in Infinium GL

### Field size

The length of all database currency amount fields is 17 digits in Infinium GL with a decimal precision of two (17,2). Screen and report currency amount fields, however, are 13,2. The system displays zero decimal currency amounts on screens and reports with 13,0 as the maximum size. The maximum integer length stored in the database is 15 for both two decimal and zero decimal currency amounts.

### Zero decimal point precision

Infinium GL retrieves the decimal precision of the currency from the *Implied decimal precision* field in the currency record in Infinium CM. If you specify zero decimal precision for the currency, you cannot enter decimals in an amount field.

Infinium GL also supports zero decimal place rounding and truncating in calculations. Entity controls in Infinium CM contain a *Round or truncate?* field. If the value in this field is 2, the system assumes that the rounding factor is zero and it truncates the decimal portion of the number. If the value in this field is 1, the system assumes that the rounding factor is five. If the decimal portion of the result is greater than or equal to .50, the system rounds this number up.

---

## Terminology and concepts

This section contains Infinium and Infinium GL terminology that you should understand before you continue to the detail chapters. These concepts are used throughout the entire system.

### Entity

Entity refers to information and controls that are applicable to the entire Infinium GL system. For example, an entity control that you define is the date format that your system uses. Because this control is at the entity level, all companies use the same date format. Entity controls are defined once.

### Code types and code values

Code types and code values define validation tables. A code type is a three-character designator defined by the system, which names the table. For each code type, you assign a list of values; these values are called code values. For example, code type **AYR** defines accounting years. You define code values for this code type such as 2007, 2008, and 2009.

### Ranges

Ranges are used to select a consecutive grouping of account numbers. Infinium GL selects the first account specified in the *From* field up to and including the last account specified in the *To* field.

For example, Company 001 has the following account structure:

Company-Division-Department-Account-Sub Account

To select all expense accounts for Company 001, Division 100 and Department 10, you specify the following account range:

*From:*     **001-100-010-5000-001**

*To:*         **001-100-010-5000-999**

Another way to specify the above range follows. This method is referred to as a smart range.

*From:*     **001-100-010-5000**

---

To: **001-100-010-5000**

## Masks

Masking is a technique used to select multiple account numbers. Unlike ranges, Infinium GL selects all account numbers that match the mask that you entered. You specify specific values to delimit your selection and use the asterisk (\*) as a wild card.

For example, Company 001 has the following account structure:

Company-Division-Department-Account-Sub Account

Expense accounts begin with 5 in the account component. To select all expense accounts for Company 001, specify the following account mask:

**001-\*\*\*-\*\*\*-5\*\*\*-\*\*\***

A shorter way to specify the above mask is to use a keying shortcut.

**001.\*.\*.5\*\*\*.\***

## Keying shortcuts

Your account numbers can be very lengthy numeric or alphanumeric combinations. To make it easier to specify account numbers, Infinium GL provides you with several keying shortcuts.

### Short name

You can assign a unique name for each account number. You then can use this name in place of typing the full account number for which it is assigned. For example, if you assign the short name “Cash” to a particular account, you can specify “Cash” in place of the full account.

### Period

Regardless of the break character you use in your account structure, you can use a period to delimit components when typing an account number.

### Default account number

You can assign an account number in the Work with user security controls option to be used as a default account number for a specific user. For example, if the account 001-001 is defined as your default account number, you can specify the following for the account 001-001-003:

---

**..3**

The periods denote the use of the two components defined as your default account.

### **Justify & fill**

You define justification and fill characters in company controls. The system uses them to expand an account number when it is entered using a key shortcut. For example, Company 001 defines all of its components as right justified with the fill character zero. You specify an account number using the period key shortcut as follows:

**001.1.3**

Using justification and fill characters, the system expands the account number to the proper number of characters and length of each component as shown below.

**001.001.003**

---

---

# Chapter 2 Entering, Proofing, and Posting Journals

# 2

This chapter includes information about entering, proofing, and posting Infinium GL journals.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of entering, proofing, and posting journals	2-2
Entering new journals	2-3
Updating existing journals	2-18
Deleting existing journals	2-24
Copying/reversing existing journals	2-25
Copying existing journals to recurring journals	2-28
Loading journal batches from Infinium PY	2-31
Proofing journals	2-35
Accepting and posting journals	2-38

---

## Overview of entering, proofing, and posting journals

In this chapter you learn about the various methods that you can use to enter and post journals. The *Journal Processing* menu contains the options you use to enter, update, proof, accept, and post your general ledger transactions.

The *Work with journals* and *Work with mass journal entry* functions allow you to enter and update journals. These functions have many similar features for entering journals. However, they differ in the following ways:

<i>Work with mass journal entry</i>	<i>Work with journals</i>
For a large volume of transactions	For individual transactions
Allows processing of a journal created in <i>Work with journals</i> .	Does not allow processing of a journal created in the <i>Work with mass journal entry</i> function.
Allows processing of journals with more than one processing currency	Allows processing only of journals with a single processing currency
Allows up to three different currency amounts for each transaction through on-line currency conversion	Uses only the processing currency; all conversions take place in the proof

**Note:** For more information on the *Work with mass journal entry* function, refer to the “Using Mass Journal Entry” chapter of this guide.

## Objectives

Upon completion of this chapter, you should be able to perform the following tasks:

- Enter journals using the *Work with journals* function
  - Create auto-accrual journals
  - Proof journals
  - Accept and post journals
-

# Entering new journals

## Overview

You define journals within a batch. Each batch can contain multiple journals. Each journal consists of header and detail information. The entries or updates that you make through journal processing determine the transaction detail and account summary balances generated throughout the Infinium GL system.

Figure 2-1 illustrates the process for creating a batch of journals.

---

### Work with Journals Flow

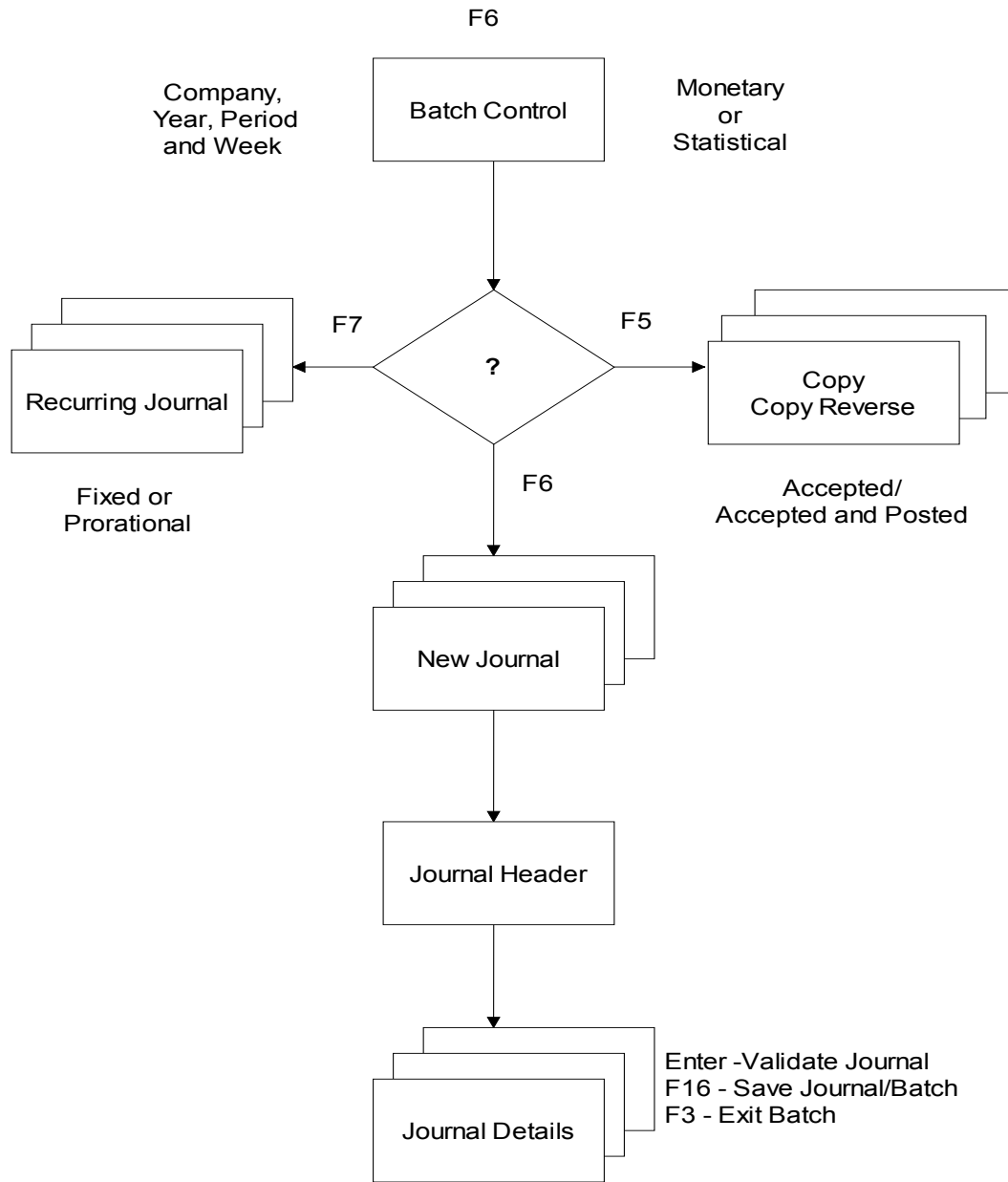


Figure 2-1: Work with Journals Flow Diagram

## Controls that affect journal entry

Entity controls can affect journal entry as follows:



- Transaction user fields can be defined and required at journal entry.
- If debit/credit balances are maintained separately, you enter normal debit and credit amounts as positive. Entering negative amounts is considered a correcting entry.

**Note:** You can disable this feature on a company-by-company and user-by-user basis.

Company controls can affect journal entry as follows:

- The current accounting year and period for the company are defaults in the batch header. These fields control the period and year to which the journals in the batch are posted. You can override these fields if your user security allows you to do so. If weekly processing is activated in the entity controls, the current week is also a default in the batch header.
- You can create intercompany journal entries only if intercompany processing is allowed for the companies.

## Steps to enter new journals

To enter new journals within a batch, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with journals* [WWJ]. The system displays a screen similar to Figure 2-2.
-

6/21/2005 11:36:11		Work With Journals			GLGGHM	GLDGHM
		Batch List			4435 Batches	Page 1 of 6
Type option, press Enter.						
3=Fast path 4=Delete 5=Work with						
Opt	Batch Co	Reference	User	Journal count	Year	Pd M/S Sts Err?
Scn						
-	1	KE1 AR2000	CGK	1	2004	1 M ACT
-	3	KE1 AR2000	CGK	1	2004	3 M ACT
-	5	KE1 AR2000	CGK	1	2004	8 M ACT
-	6	KE1 AR2000	CGK	1	2004	9 M ACT
-	7	KE1 AR2000	CGK	1	2004	9 M ACT
-	7	KE1 AR2000	CGK		2004	9 M ERR
-	8	KE1 AR2000	CGK	1	2004	10 M ACT
-	9	KE1 AR2000	CGK	1	2004	10 M ACT
-	10	KE1	DEG	1	2004	9 M SBM
-	10	KE1 AR2000	CGK		2004	9 M ERR
-	11	KE1 AR2000	PG	2	2004	10 M SBM
-	11	KE1 AR2000	CGK		2004	10 M ERR
-	12	CK1 AR2000	DEG	3	2004	10 M SBM
-	12	CK1 AR2000	CGK		2004	10 M ERR +
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys						
+						

Figure 2-2: Work With Journals Batch List screen

This screen lists all journal entry batches that have not been accepted or posted. Use this screen to create a new batch or update an existing batch. For more information on updating an existing batch, refer to the “Updating existing journals” topic later in this chapter.

- 4 Press F6 to create a new batch. The system displays a screen similar to Figure 2-3.

```

6/21/2005 11:39:43      Work With Journals      GLGGHM      GLDGHM
                        Batch Header
                                                Page 2 of 6
Batch number . . . . . : 0013380
Last update . . . . . : On          At          By AM2000
Company . . . . .      _ +

Batch type . . . . .      M M=Monetary, S=Statistical

Reference . . . . .      _____
Description . . . . .      _____
Accounting year . . . . .      _ +      Period  _

Manual Tape                                     System Calculated
Total journal . . .      _ +                                     0
Dr/Cr totals . . .      _ .00 +                               Dr      .00
                                                           Cr      .00

UNITS . . . . .      _ .00 +                               .00
COMMISSION . . . . .      _ .00 +                               .00

F2=Function keys  F3=Exit  F4=Prompt  F24=More keys

```

Figure 2-3: Work With Journals Batch Header screen

You use this screen to enter or modify batch control information and batch proof data.

- 5 Use the following information to complete the fields on this screen:

*Company*

Specify the company to which this batch will be posted. This company is the default value for any journal you create within this batch. You can override the company for each journal in the batch.

*Batch type*

Select either *Monetary* or *Statistical*. You cannot have monetary and statistical entries in the same batch.

*Reference*

Assign a name to identify the batch. The system displays the reference on batch selection screens.

*Accounting year, Period*

The accounting period and year specified in company controls is the default value if you press Enter. These fields control the period and year to which the journals in the batch will be posted. You can override these fields within the

tolerance specified in accounting period security within the *Work with user security controls* option.

### **Manual tape**

Infinium GL provides your journal entry operators with two optional methods for checking the journal entry task. At the batch level you indicate the total number of journals and the total dollar amount expected for the batch. At the journal header level you indicate the total number of distributions (line items) and the total dollar amount per journal.

If you enter manual tape information, the system compares these values with the system-generated values to verify that the values are equal. If the values are not equal, Infinium GL indicates that the batch is in error.

#### *Total journal*

This field is optional. You can specify the expected number of journals for this batch. The system validates the total only if you specify an amount.

If this number does not match the system-calculated total, the system places the batch in error, and the batch is not available for posting.

#### *Dr/Cr totals*

This field is optional. You can specify the expected debit or credit total for this batch. The system validates the total only if you specify an amount.

If this amount does not match the system-calculated total, the batch is placed in error and is not available for posting.

### **Numeric user fields**

These fields are optional. You can specify the expected total amount for each numeric transaction user field in this batch. The system validates the total only if you specify an amount.

If this amount does not match the system-calculated total, the batch is placed in error and is not available for posting.

The example shown in Figure 2-4 illustrates the use of batch and journal manual tape totals.

---

### Use of Manual Tapes

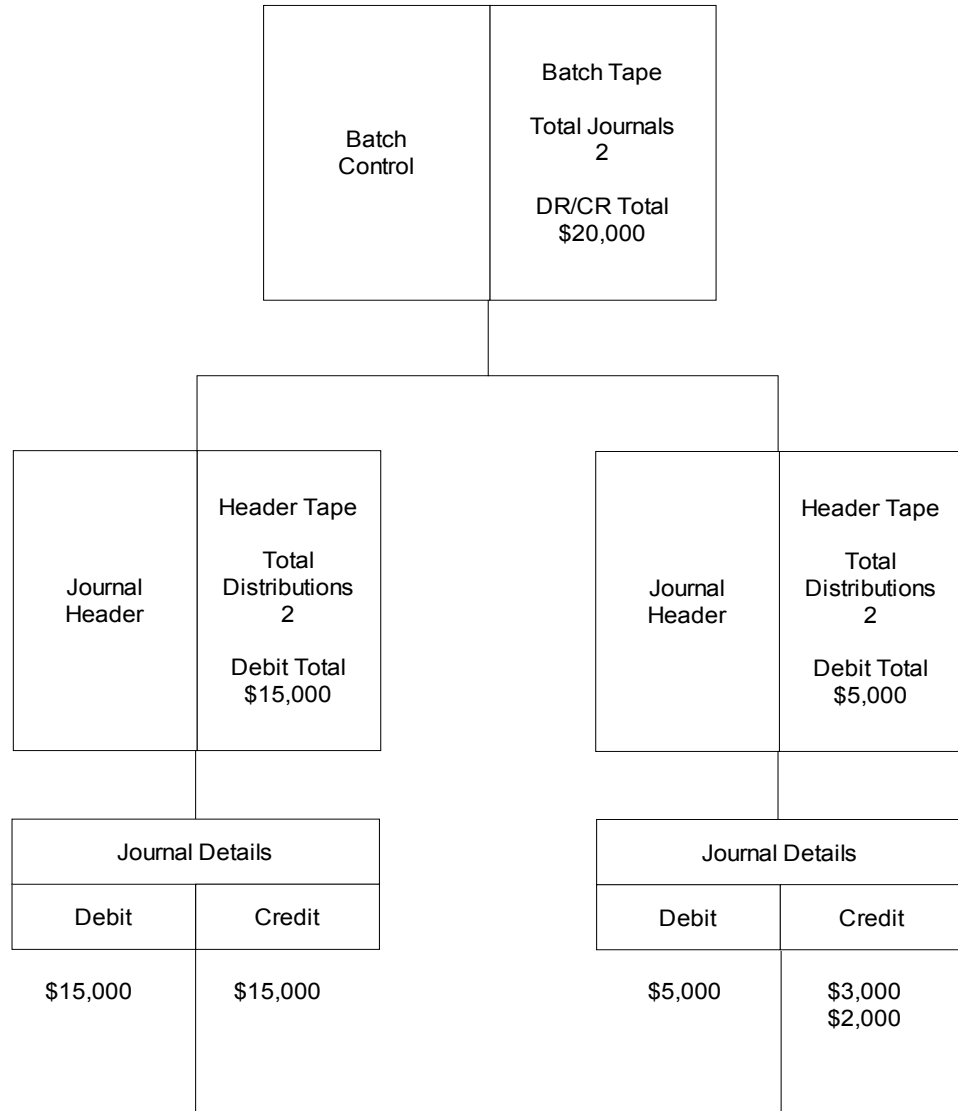


Figure 2-4: Manual Tape Totals

6 Press Enter. The system displays a screen similar to Figure 2-5.

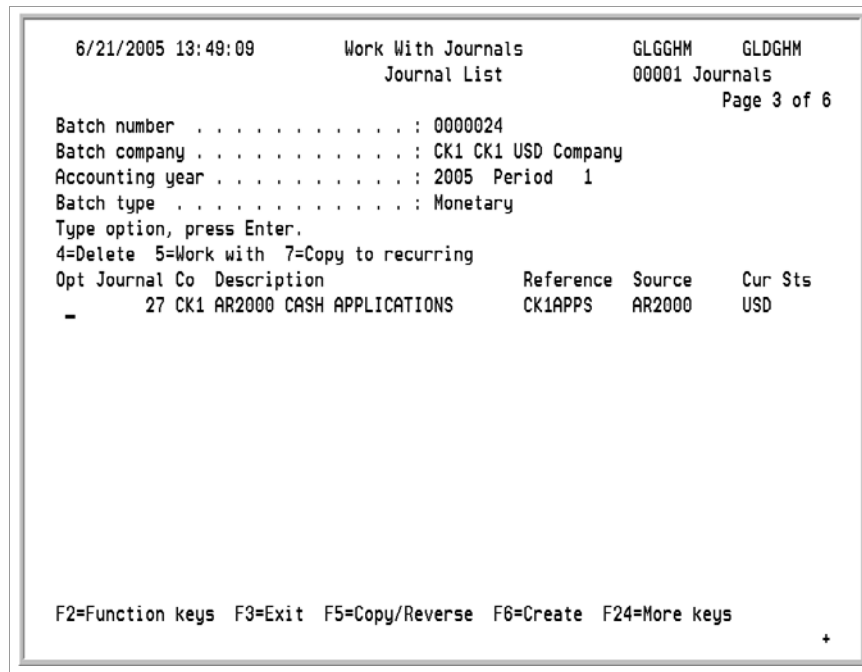


Figure 2-5: Work With Journals Journal List screen

## Defining journals

This screen allows you to either select an existing journal or add a new journal to the batch. Refer to the following topics within this chapter for additional information:

- “Updating existing journals”
- “Deleting existing journals”
- “Copying/reversing existing journals”
- “Copying existing journals to recurring journals”

Refer to the “Creating and Using Recurring Journals” chapter of this guide for information on how to add a recurring journal to a batch.

- 7 Press F6 to create a new journal. The system displays a screen similar to Figure 2-6.

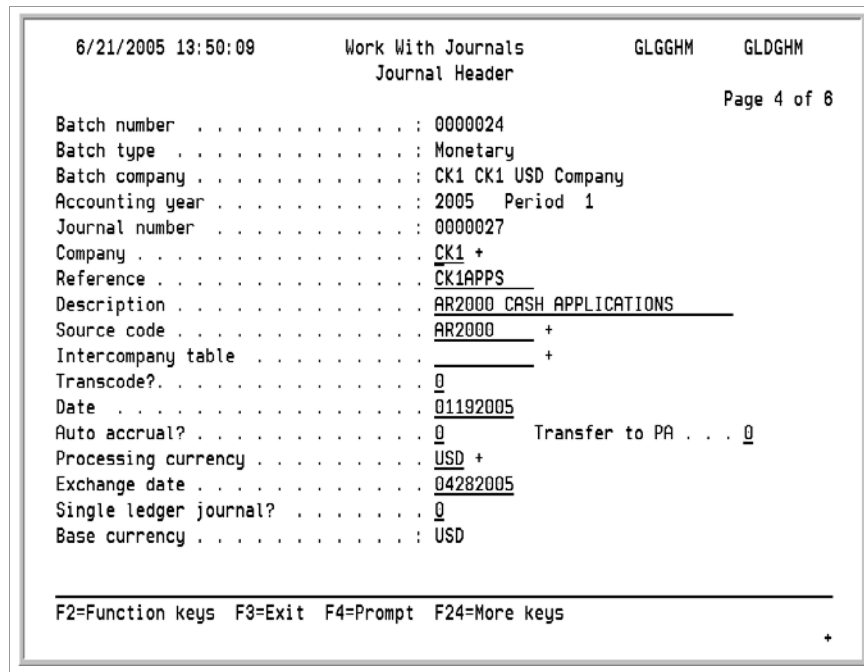


Figure 2-6: Work With Journals Journal Header screen 1

## Defining journal header information

Use this screen to enter journal header information for the journal that you are creating.

The top portion of this screen contains the batch and journal numbers assigned by the system and other information that you specified at the previous screens.

- 8 Use the following information to complete the fields on this screen:

### *Company*

The company specified in the batch header is the default. If this journal is for a different company than you selected on the batch header, you can specify the company for which to post the journal.

### *Reference*

You must specify a journal reference to identify this journal header throughout the system.

### *Description*

You must specify a journal description. This description can be up to 30 characters. The system prints this description on Infinium GL system reports.

### *Source code*

Select a valid source code value for this journal to identify the source of entry of this journal.

### *Intercompany table*

Specify the name of the intercompany table that the system uses to balance companies if this journal contains intercompany transactions. For more information on intercompany processing refer to the “Using Intercompany Processing” chapter of this guide.

### *Transcode?*

Specify **1** for the system to create a transcoded journal from this journal. For more information on transcoding journals, refer to the “Using Transcoding” chapter of this guide.

### *Date*

The default is the system date, which you can override. This date is the transaction date of the journal and has no effect on the period in which this journal will be posted.

You can use the *Interactive trial balance* function to display account balances and activity by this date.

### *Auto accrual?*

Specify **1** in this field for the system to automatically create a reversing entry to the same accounts for the next period.

The system creates auto-accrual journals when this batch is accepted. The reversing auto-accrual journal is automatically accepted into the following period and must be posted using the *Post journals & close period* function.

If the *Post auto-accrual reversals automatically?* field on the entity controls is set to yes, the reversal journal will be accepted and posted. You do not have to run the *Post journals & close period* function.

### *Transfer to PA*

Specify **1** in this field to pass the journal to Infinium PA in the form of a miscellaneous transaction. Miscellaneous transactions are created in Infinium PA when journal lines containing project-related information are posted in Infinium GL. For more information, see the *Infinium PA Guide to Setup and Processing*.

---



### Currency related fields

The following fields are related to currency processing. For more information on these fields, refer to the *Infinium GL Guide to Currency Processing*.

- *Processing currency*
- *Exchange date*
- *Single ledger journal?*
- *Base currency*
- *Secondary currency*

### Long Description

Press F17 to create a detailed journal description. The maximum number of characters for this description is 800. The system prints this description on the Proof Input Journals report and the Accepted Journals report.

9 Press Enter. The system displays a screen similar to Figure 2-7.

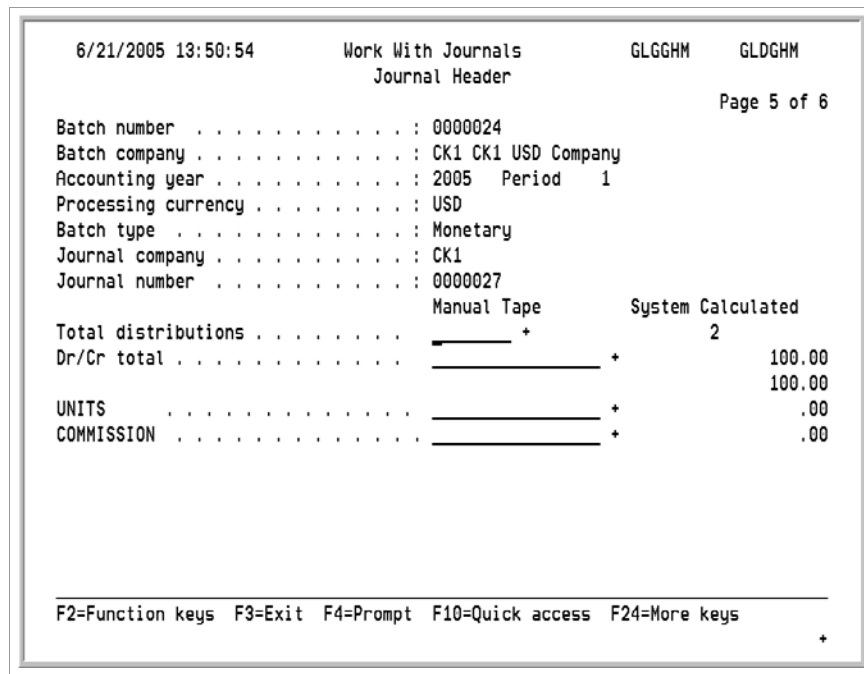


Figure 2-7: Work With Journals Journal Header screen 2

### Maintaining manual totals

You use this screen to enter manual tape totals for the total number of distributions for this journal as well as the debit totals on this screen. The system does not perform an edit check if you do not enter amounts. The system does, however, ensure that a monetary journal is in balance.

10 Use the following information to complete the fields on this screen:

*Total distributions*

You can specify the manual tape total for the number of expected distributions for this journal.

*Dr/Cr total*

You can specify the expected dollar amount for this journal. For monetary type batches, debits and credits must be equal.

**Transaction User Fields**

You can specify the expected amount for this journal for any of the numeric transaction user fields.

11 Press Enter. The system displays a screen similar to Figure 2-8.

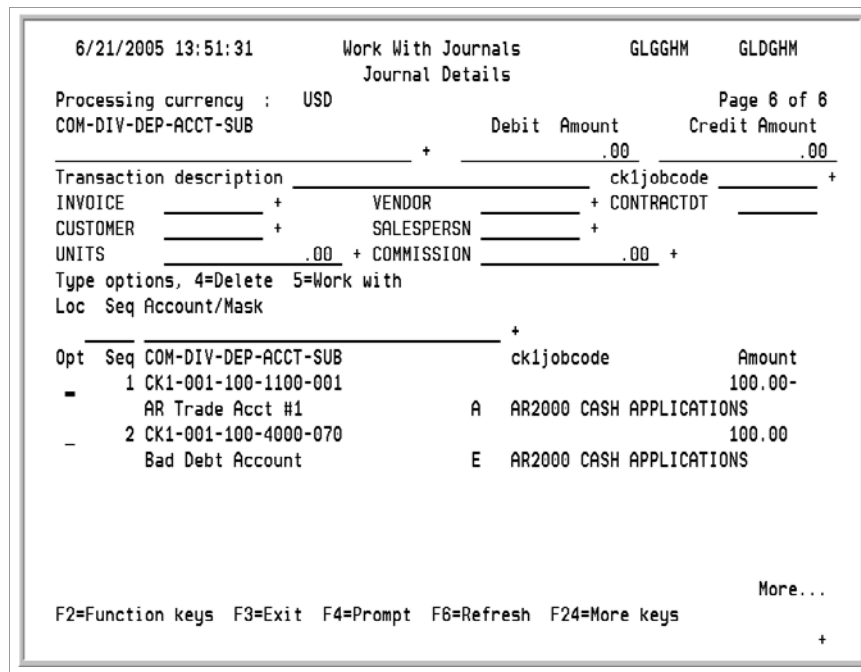


Figure 2-8: Work With Journals Journal Details screen

Defining journal details

Use this screen to enter or update the account distribution data for this journal. For more information on updating an existing detail line or deleting an account detail line, refer to the “Updating existing journals” topic later in this chapter.

12 Use the following information to complete the fields on this screen:

*Account*

To add an account to the journal, specify the account number on the blank line under the account template. You can use any of the keying shortcuts available, such as a short name, a default account number, or a period. You can also select a single account or press F23 to select multiple accounts (up to 99) from a list of account numbers.

If you specify an account number using a keying shortcut, you can press F14 to expand the account number.

*Debit Amount, Credit Amount*

Specify a positive amount for this account in either the *Debit Amount* or *Credit Amount* field. If you are using the debit credit feature, refer to the “Maintaining Debit Credit Balances” chapter in this guide.

The system does not allow you to specify negative amounts if either of the following is true:

- The value in the *Allow debit/credit entry?* is not activated in the entity controls.
- Allowing debit/credit entry is not activated in the user security control.

*Transaction description*

If you leave this field blank, the system supplies the description from the journal header during the proof.

*Job code field (with variable field label, such as PROJECT)*

The label displayed for this field, such as PROJECT, is defined in the Job code name field in the Infinium GL company controls base data. For more information, refer to the *Infinium GL Guide to Controls*.

- If the project accounting controls in the Infinium GL entity controls are not activated, use job codes defined in Infinium GL to track projects.
- If project accounting controls in Infinium GL entity controls are activated, the system accepts only project IDs and related project values that are valid in Infinium PA.

If you press F4 in the job code field or specify a project ID that is invalid in Infinium PA, the system displays a project data window that requires you to specify a valid project ID and allows you to specify additional project-related information. The selection lists include values from Infinium PA.

---

**Caution:** Once you activate the interface with Infinium PA, Infinium GL uses project identifiers (job code values) only from Infinium PA and no longer uses any existing Infinium GL job code values. In addition, project related data that you enter or update in an Infinium GL journal is not passed back to Infinium PA unless you specify 1 in the *Transfer to PA* field located on the journal header. If you associate a transaction with a project, ensure that the transaction currency is the same as the Infinium GL company's base currency.

```

Project ID . . . . . 00-00X-XX-PP +
Activity (WBS) . . . . . _____ +
Cost Code . . . . . _____ +
Currency . . . . . : USD

```

Figure 2-9: Project data window

### Transaction user fields

The system displays the transaction user-defined fields below the *Transaction description* field. You define these fields in entity controls. When you created each account in the chart of accounts, you designated whether or not each user-defined field is required for each account.

- 13 Press Enter. The system adds the transaction to the journal at the bottom of the screen.

The system may display a warning message if you specified an account that belongs to a company other than the journal company. You can press F21 to override the warning message depending on your user security.

If the interface with Infinium PA is active and you specified a value in the job code field without displaying the list of valid project IDs, the system displays the project data window when you press Enter in this step. Complete applicable fields, press Enter again to return to the Journal Details screen, and then repeat step 13 to add the transaction to the list at the bottom of the screen.

- 14 Repeat steps 12 and 13 until you enter all accounts into the journal.

### Notes:

- Press F5 (Fold/Unfold) to display the account description for each transaction displayed in the subfile. If you prefer to always display the account description on each transaction, specify *yes* in the *Display account description journal entry?* field for each user preferring to always display the account description. Use *Work with user security controls* to update those user profiles.

- You can press F20 at any time to display the debit/credit totals for the journal.
- 15 Press F16 to save your changes when you have finished entering all journal details. The system returns you to the journal list screen as shown in Figure 2-5. From the journal list screen, you can enter another journal, update an existing journal, or exit the batch.

**Caution:** If you cancel this screen instead of pressing F16, the system returns you to the journal header without saving the journal details. If you exit this screen instead of pressing F16, the system displays a warning message that it will not save the current journal and will return you to the main menu.

When you complete entry of the journal, you can proof and post the batch to Infinium GL. For more information on proofing and posting, refer to the “Proofing journals” and “Accepting and posting journals” topics later in this chapter.

---

## Updating existing journals

### Steps to update existing journals

To update an existing batch of journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Work with journals [WWJ]*. The system displays a screen similar to Figure 2-10.

6/21/2005 11:36:11 Work With Journals GLGGHM GLDGHM  
Batch List 4435 Batches  
Page 1 of 6

Type option, press Enter.  
3=Fast path 4=Delete 5=Work with

Opt	Batch Co	Reference	User	Journal count	Year	Pd	M/S	Sts	Err?
Scn									
-	1 KE1	AR2000	CGK	1	2004	1	M	ACT	
-	3 KE1	AR2000	CGK	1	2004	3	M	ACT	
-	5 KE1	AR2000	CGK	1	2004	8	M	ACT	
-	6 KE1	AR2000	CGK	1	2004	9	M	ACT	
-	7 KE1	AR2000	CGK	1	2004	9	M	ACT	
-	7 KE1	AR2000	CGK		2004	9	M		ERR
-	8 KE1	AR2000	CGK	1	2004	10	M	ACT	
-	9 KE1	AR2000	CGK	1	2004	10	M	ACT	
-	10 KE1		DEG	1	2004	9	M	SBM	
-	10 KE1	AR2000	CGK		2004	9	M		ERR
-	11 KE1	AR2000	PG	2	2004	10	M	SBM	
-	11 KE1	AR2000	CGK		2004	10	M		ERR
-	12 CK1	AR2000	DEG	3	2004	10	M	SBM	
-	12 CK1	AR2000	CGK		2004	10	M		ERR +

F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

Figure 2-10: Work With Journals Batch List screen

### Locating a batch to update

To limit the display of batches, you can specify values in any of the *Scn* fields at the top of the screen and press Enter. For example, to display batches for only Company 001, specify 001 in the Co scan column. You can press F5 to display the entire batch list.

***Batch***

Internal batch number assigned by Infinium GL.

***Co***

The company for which the batch was created.

***Reference***

The name that you assigned to identify the batch.

***User***

The user that last accessed the batch.

***Journal count***

The total number of journals in this batch.

***Year Pd***

The year and period to which this batch will be posted.

***M/S***

The batch type, monetary or statistical.

***Sts***

The batch's status as follows:

<b>Blank</b>	Available for update
<b>ACT</b>	Active (in use)
<b>SBM</b>	Submitted for proof or accept

***Err?***

If your batch is out of balance, does not equal the manual tape totals, or does not contain entries, the system displays **ERR**, meaning errors, in the last column. You cannot accept and post any batch with errors.

- 4 Select a batch. Specify **5** in the *Opt* column and press Enter. The system displays a screen similar to Figure 2-11.

Other valid entries for the *Opt* field are as follows:

---

- 3 If the batch contains only one journal, you can use the fast path method. This method brings you directly to the distribution entry screen for the journal.
- 4 You can delete empty batches only. You cannot delete a batch that contains journals until you delete all of the journals. When you use this option, the system takes you to the last journal in the batch

```

6/21/2005 11:39:43      Work With Journals      GLGGHM      GLDGHM
                        Batch Header
                                                Page 2 of 6
Batch number . . . . . : 0013380
Last update . . . . . : On          At          By AM2000
Company . . . . .      _ +

Batch type . . . . .      M M=Monetary, S=Statistical

Reference . . . . .      _____
Description . . . . .      _____
Accounting year . . . . .      _ +      Period  _

Manual Tape                                     System Calculated
Total journal . . .      _ +                                     0
Dr/Cr totals . . .      _ .00 +                               Dr      .00
                                                           Cr      .00

UNITS . . . . .      _ .00 +                               .00
COMMISSION . . . . .      _ .00 +                               .00

F2=Function keys F3=Exit F4=Prompt F24=More keys
+

```

Figure 2-11: Work With Journals Batch Header screen

- 5 Make necessary data changes to the fields on the batch header as described in the “Entering new journals” topic earlier in this chapter.

If this batch is in error (manual tape totals do not match system calculated totals), you can correct the error on this screen.

- If the system calculated totals are correct, you can adjust the manual tape totals to equal the system calculated totals.
- If the manual tape totals are correct, you must correct the error in the journals.

- 6 Press Enter. The system displays a screen similar to Figure 2-12.



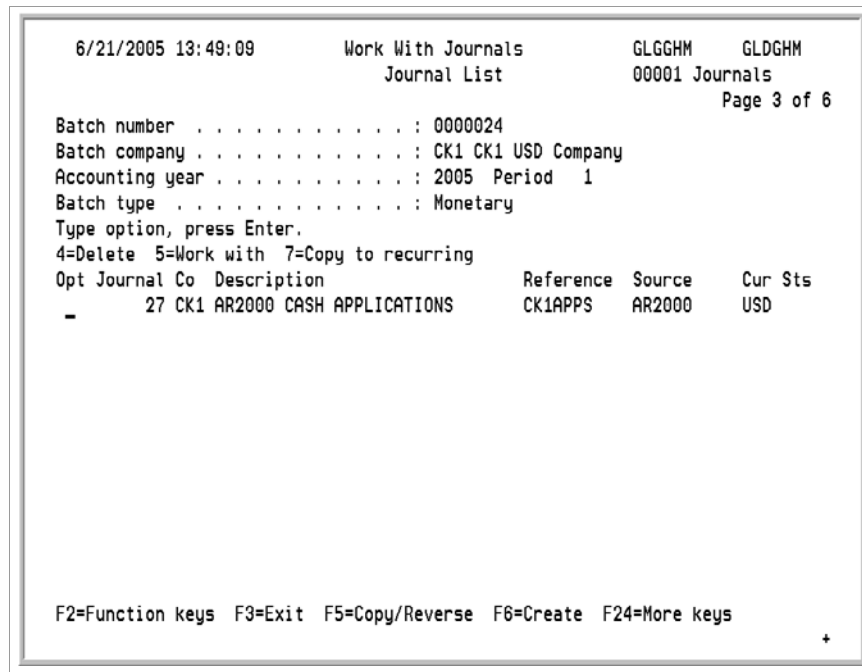


Figure 2-12: Work With Journals Journal List screen

For information on how to delete or copy/reverse a journal, refer to the “Deleting existing journals” and “Copying/reversing existing journals” topics later in this chapter.

- 7 Select a journal.
- 8 Specify 5 in the *Opt* column and press Enter. You can select only journals that were created in the *Work with journals* function.
- 9 Change general information about the journal on this screen.

For detailed field information, refer to the “Entering new journals” topic earlier in this chapter.

- 10 Press Enter. The system displays the Work With Journals Header screen 2.
- 11 You can change manual tape totals for the total number of debit and credit distributions for this journal on this screen. You can also change the total amount.

For detailed field information, refer to “Entering new journals” topic earlier in this chapter.

- 12 Press Enter. The system displays a screen similar to Figure 2-13.

```

6/21/2005 13:51:31      Work With Journals      GLGGHM      GLDGHM
                        Journal Details
Processing currency :   USD                        Page 6 of 6
COM-DIV-DEP-ACCT-SUB      Debit Amount      Credit Amount
                        +      .00      .00
Transaction description      ck1jobcode      +
INVOICE      +      VENDOR      + CONTRACTDT      +
CUSTOMER      +      SALESPERSN      +
UNITS      .00      + COMMISSION      .00      +
Type options, 4=Delete 5=Work with
Loc Seq Account/Mask
-----+
Opt Seq COM-DIV-DEP-ACCT-SUB      ck1jobcode      Amount
-   1 CK1-001-100-1100-001      A      AR2000 CASH APPLICATIONS      100.00-
   2 CK1-001-100-4000-070      E      AR2000 CASH APPLICATIONS      100.00
      Bad Debt Account
More...
F2=Function keys F3=Exit F4=Prompt F6=Refresh F24=More keys
+

```

Figure 2-13: Work With Journals Journal Details screen

## Locating detail lines

You can specify values in the following two fields to locate existing detail lines:

- Use the *Loc Account/Mask* field to search and display existing detail lines at the bottom portion of the screen. Specify the account number or account mask and press Enter. The system displays the detail line or lines containing the matching account or accounts on the bottom portion of the screen.
- Use the *Loc Seq* field to locate a detail line on the bottom portion of the screen (subfile). Specify the sequence number of an existing detail line and press Enter. The system displays that detail line as the first line in the subfile.

- 13 Select a detail line. Specify **5** in the *Opt* column and press Enter.

The system copies the detail line information to the top portion of the screen for you to make your changes.

To delete a detail line from the journal, select the line. Specify **4** in the *Opt* column and press Enter.

- 14 Change the detail line as needed. For detailed field information, refer to the “Entering new journals” topic earlier in this chapter.

- 15 Press Enter. The system updates the detail line at the bottom of the screen.

**Note:** Press F5 (Fold/Unfold) to display the account description for each transaction displayed in the subfile. If you prefer to always display the account description on each transaction, specify *yes* in the *Display account description journal entry?* field for each user preferring to always display the account description. Use *Work with user security controls* to update those user profiles.

- 16 When you have finished updating the journal, press F16. The system returns you to the journal list screen shown in Figure 2-12. From the journal list screen, you can enter another journal, update an existing journal, or exit the batch.

**Caution:** If you cancel the Journal Details screen instead of pressing F16 the system returns you to the journal header without saving the journal details. If you exit the Journal Details screen instead of pressing F16, the system displays a warning message that it will not save the current journal and will return you to the main menu.

---

## Deleting existing journals

### Steps to delete an existing journal

To delete an existing journal, perform the following steps:

- 1 Complete steps 1 through 7 in the “Updating existing journals” topic earlier in this chapter.
- 2 Select the journal.
- 3 Specify 4 in the *Opt* field and press Enter.

You can delete empty batches and batches that contain journals. If you delete a batch that contains journals, all journals for that batch are also deleted.

**Caution:** If a batch does not contain journals, no confirmation window is displayed before the batch is deleted. Once you specify 4 and press Enter you cannot regain the batch; it is immediately marked deleted. If a batch contains journals, a confirmation window is displayed. Press Enter to delete the batch and the related journals.

- 4 Exit to return to the main menu.
-

# Copying/reversing existing journals

## Overview

You can copy or copy and reverse the dollar amounts of a journal into a batch. However, the journal must have been previously accepted or posted.

## Steps to copy/reverse an existing journal

To copy/reverse an existing journal, perform the following steps:

- 1 Complete steps 1 through 7 as outlined in the “Updating existing journals” topic earlier in this chapter. The system displays the Work With Journals List screen.
- 2 Press F5. The system displays a screen similar to Figure 2-14.

```

3/10/2009 13:08:37      Work With Journals      GLGTHCPY  GLDTHCPY
                          Copy/Reverse

Company . . CK1 +      Type . . . . . : M      Currency . . . . . ___ +
Reference * _____ Accounting year 2009 + Period 1
Source * . _____ + Journal status _ 1=Accepted, 2=Posted, BLANK=Both
Type options, press Enter.
3=Copy 5=Copy with D/C reversed 8=Display

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 2-14: Work With Journals Copy/Reverse screen

- 3 Select the journal to copy or copy/reverse.

- 4 Press Enter. The system displays the journals matching your selection criteria in a screen similar to Figure 2-15.

```

3/10/2009 13:10:10          Work With Journals          GLGTHCPY  GLDTHCPY
                          Copy/Reverse

Company . . CK1 +          Type . . . . . : M          Currency . . . . . ___ +
Reference * _____ Accounting year 2009 + Period 1
Source * . _____ + Journal status  _ 1=Accepted, 2=Posted, BLANK=Both
Type options, press Enter.
3=Copy 5=Copy with D/C reversed 8=Display
Option Company Type Reference Source      Journal Year Period Currency
-          CK1   M   ASD          21914 2009  01      USD
-          CK1   M   CK1 OBLIG AR2000    22457 2009  01      USD

                                          BOTTOM

F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 2-15: Work With Journals Copy/Reverse screen

- 5 Select the journals to copy, or copy and reverse by typing one of the following values in the *Option* column:

- 3 Copy a journal.
- 5 Copy and reverse a journal. This option changes debits to credits and credits to debits.  
  
When the debit/credit support feature is off at the entity and/or user level, the system indicates debits and credits are reversed by reversing the signs.
- 8 Display journal detail.

To use option 7, refer to the “Maintaining Debit and Credit Balances” chapter in this guide.

- 6 Press Enter after making your selections. The system copies one journal at a time. Continue to press Enter until the system has copied all the selected journals into the batch.
- 7 Press F12 twice to return to the Work With Journals Journal List screen.

To update the copied journal, specify **5** in the *Opt* column and press Enter. Refer to the “Updating existing journals” topic in this chapter for more information on updating a journal.

- 8** Exit to return to the main menu.

## Copying existing journals to recurring journals

### Overview

You can copy an unposted journal to a recurring journal. The system uses the values from the journal you copy as default values for the recurring journal. You can change these values. In addition, you must complete fields that are unique to recurring journals.

### Steps to copy an existing journal to a recurring journal

To copy an existing journal to a recurring journal, perform the following steps:

- 1 Complete steps 1 through 7 as outlined in the “Updating existing journals” topic earlier in this chapter. The system displays the Work With Journals List screen.
- 2 Specify 7 in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-16.



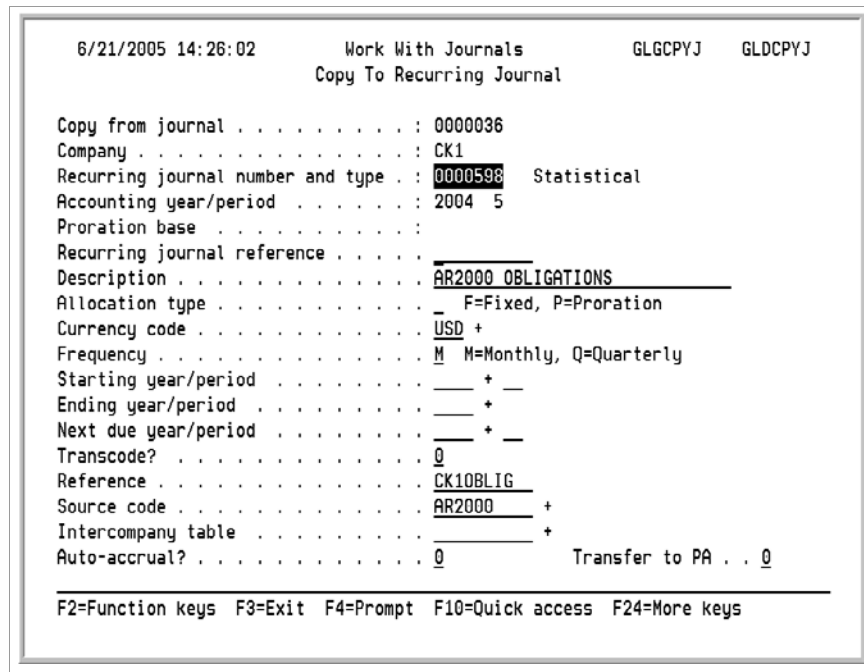


Figure 2-16: Work With Journals Copy To Recurring Journal screen

- 3 Change any of the values, if necessary, that the system used as default values from the journal you copied. You must also complete the required recurring journal fields below.

*Recurring journal reference*

Enter a reference for this recurring journal. The system uses this ten-character reference to identify and select recurring journals in input batches.

*Allocation type*

Specify one of the following values:

- F** A fixed recurring journal has monetary amounts.
- P** A proration recurring journal has ratio values. The ratio is not a percentage and, therefore, does not need to equal 100.

*Next due year / period*

Specify the account year and period when the system will process this recurring journal. After a recurring journal in a batch is accepted, you cannot use it again in another batch in the same period. The system updates the next due year and period based on the frequency when you accept a batch containing a recurring journal.

- 4 Press Enter. The system returns you to the Work With Journals - Journals List screen and displays the following message where xxxxxx represents the number of the journal and yyyyyy represents the number of the recurring journal:

Journal XXXXXXXX copied to recurring journal YYYYYYY.

---

# Loading journal batches from Infinium PY

## Overview

You use this option to bring the input journals created by the Infinium PY system into Infinium GL. Before you perform this task, you must perform a close to Infinium GL from within Infinium PY.

## Steps to load journal batches from Infinium PY

To load input journals from Infinium PY, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Load input batch from PY*. The system displays a screen similar to Figure 2-17.
-

```
3/10/2009 13:13:00 Load input batch from PY2000      PYGGLP      PYDGLP

Either the database library or program library not found.
Type the library name(s), then press Enter.

Database library name . . _____ PYPAC

Program library name . . . HR2000110 PYGGLI

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-17: Load Input Batch from PY2000 screen 1

- 4 Specify the name of the Infinium PY database.
- 5 Press Enter. The system displays a screen similar to Figure 2-18.

**Note:** You must have the Infinium HR database and libraries in your library list to perform this function.

```

1/08/2009 11:40:27   Load Input Batch From PY2000   PYGGLP   PYDGLP

Type options, then press Enter.

Batch type to load . . . . M           M = Load monetary accounts
                                       S = Load statistical accounts

Recovery options . . . . 0           0 = Normal batch load
                                       1 = Recover abnormal load
                                       2 = Reload all batches

Restrict to employer . . . ___       Leave BLANK to load all transactions

Intercompany table name _____ + BLANK for no intercompany journals

Source company . . . . . ___ +       Leave BLANK if no intercompany table

Purge records after load . 0         0 = Transaction records are not purged
                                       1 = Successful transactions are purged

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 2-18: Load Input Batch from PY2000 screen 2

6 Use the following information to complete the fields on this screen:

*Batch type to load*

Valid entries for this field are as follows:

- M** Create a monetary batch. Load payroll monetary information into the amount fields and put hours into *Numeric user field 2*.
- S** Create a statistical batch and load head counts into the amount fields.

*Recovery options*

Valid entries for this field are as follows:

- 0** Perform a normal close.
- 1** Recover information if the previous attempt to use this option ended abnormally.
- 2** Load all payroll information that has been closed in Infinium PY.

*Restrict to employer*

Specify a valid employer to restrict the selection of payroll information to that employer.

Leave this field blank to load information from all employers.

*Intercompany table name*

Specify a valid intercompany table if you are closing multiple companies and perform intercompany balancing of the payroll journals.

Leave this field blank if it is not necessary to balance companies.

*Source company*

If you specified a value in the *Intercompany table name* field, you must specify a source company. The system balances all other companies against the source company.

Leave this field blank if you did not specify a value in the *Intercompany table name* field.

*Purge records after load*

Select *Successful transactions are purged* (or type 1) to purge the closed information from the payroll files after it has been successfully loaded into Infinium GL.

- 7 Press Enter. The system creates the batch of Infinium PY journals in Infinium GL.

Once the system creates the Infinium PY batch of journals in Infinium GL, you can make changes to the batch through the *Work with journals* option. Otherwise, you can proof and post the batch to Infinium GL. For more information on proofing and posting, refer to the “Proofing journals” and “Accepting and posting journals” topics in this chapter.

---

# Proofing journals

**Note:** Authorization to accept, proof, and post journals that you created may be restricted. See the “Performing Supervisor Tasks” chapter in the *Infinium General Ledger Guide to Controls* for information on using the *Work with security controls* function to change authorization levels, or consult your Infinium GL administrator.

## Overview

The *Proof input journals* option allows you to print a detailed proof report for selected batches to verify that data is correct and that all journals are in balance.

You can perform this task before you accept batches that you created using *Work with journals* or *Work with mass journal entry*.

**Note:** This feature of Infinium GL is a tool that helps you verify your data entry. Proofing journals is not a required part of the journal entry process. When you use *Accept and post journals*, the system automatically proofs journals and produces a proof report as part of the accept and post process. If a batch of journals passes all Infinium GL proofing checks inherent in the accept and post process, the system automatically posts the batch. Therefore, if you do not make changes before you accept and post, you must create an adjusting entry to make corrections.

## Controls that affect proofing

If suspense handling is enabled in entity controls, you must have a suspense account created in your chart of accounts that has an account type of **B** (both monetary and statistical). You create accounts in the *Work with chart of accounts* option.

You must assign the suspense account to the company for which you are proofing batches of journals. You assign suspense accounts to companies in the *Work with company controls* option.

---

**Note:** If suspense handling is not enabled in entity controls and the batch you proof contains errors, the system places the entire batch in error until you correct the errors.

**Caution:** When a slash (/), hyphen (-), or period (.) separator character is used in a journal entry, the substitution to the suspense account cannot be done and the proof will fail.

## Steps to proof journals

To proof journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Posting*.
- 3 Select *Proof input journals* [PIJ]. The system displays a screen similar to Figure 2-19.

```

1/08/2009 11:44:22      Proof Input Journals      GLGGHS      GLDGHS
Type options, press Enter.  i=Select      Page 1 of 2
Batch      M
Opt Number S Co Reference Year Pd Wk Last User Batch Status Errors
SCN
-----
- 15475 M 001 RR_ME_TFR 2007 1 PSCHILOS AVAILABLE ERRORS
- 15476 S 001 RR_ME_TFR 2007 1 PSCHILOS AVAILABLE ERRORS
- 15478 M 001 RR_ME_TFR 2007 1 PSCHILOS AVAILABLE ERRORS
- 15479 S 001 RR_ME_TFR 2007 1 PSCHILOS AVAILABLE ERRORS
- 15516 M 001 RR_ME_TFR 2007 1 PSCHILOS AVAILABLE ERRORS
- 15517 S 001 RR_ME_TFR 2007 1 PSCHILOS AVAILABLE ERRORS
- 15569 M CK1 ACCEPT 2007 1 CGK AVAILABLE
- 15592 M CK2 ITB 2007 1 CGK AVAILABLE ERRORS
- 15611 M CK1 AUDIT 2007 1 CGK AVAILABLE
- 15624 M CK2 TEST 2007 1 1 CGK AVAILABLE
- 15625 M CK2 TEST 2007 1 1 CGK AVAILABLE
- 15638 M 004 001-WWMJE 2007 1 LVC AVAILABLE
- 15639 M 004 LVC-M-WWJ 2007 1 LVC AVAILABLE
- 15641 M 004 JSD-TEST 2007 8 JDUMONT AVAILABLE ERRORS
- 15643 M LVC 15643 2007 1 LVC AVAILABLE +
-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 2-19: Proof Input Journals screen

This screen shows all batches that are currently not accepted. You can correct those batches with errors through either the *Work with journals* or the *Work with mass journal entry* options.

- 4 Use the following information to complete the fields on this screen:



*SCN*

To limit the display of batches, you can specify values in any of the *SCN* fields at the top of the screen and press Enter. For example, to display batches for only company 001, specify **001** in the *Co scan* column.

*Opt*

Specify **1** to select one or more batches.

**Note:** To quickly select multiple batches, select one batch and press F13. The system selects all batches below the batch that you selected.

- 5 Press Enter. The system displays a confirmation screen similar to Figure 2-20.

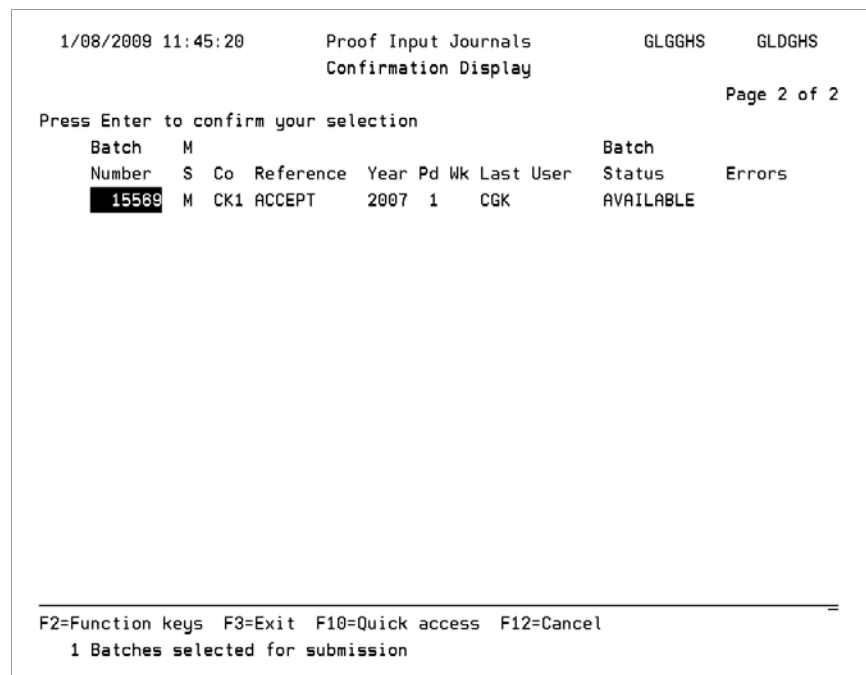


Figure 2-20: Proof Input Journals Confirmation Display screen

- 6 Press Enter to submit the batches for proof or cancel this screen. If you press Enter, the system submits the batch for proof, produces the Proof Input Journal report, and returns you to the main menu.

If there are no errors on the Proof Input Journal report and you are satisfied with the journal entries, you can post the journals to Infinium GL. For more information on posting journals, refer to the “Accepting and posting journals” topic in this chapter.

Otherwise, you can correct errors and make changes to the journals in the *Work with journals* or *Work with mass journal entry* options.

## Accepting and posting journals

**Note:** Authorization to accept, proof, and post journals that you created may be restricted. See the “Performing Supervisor Tasks” chapter in the *Infinium General Ledger Guide to Controls* for information on using the *Work with security controls* function to change authorization levels, or consult your Infinium GL administrator.

### Posting options

Infinium GL provides you with two ways to post your journals.

- Accept and post journals in a single step
- Accept journals only and then post the journals and close the period as a separate step

Both methods are discussed below.

#### Method 1

The *Accept & post journals* option proofs, accepts, and posts the journal through this one option. The system updates your month-to-date (transaction history) and year-to-date totals (summary balance totals). The system also increments by one the value in the *Direct Postings* field for the company.

The system never rolls the current period forward as a result of this option; you must roll the period forward manually in company controls.

You can run the *Accept & post journals* option as many times as necessary in a given period.

#### Method 2

This method uses two options: *Accept input journals* and *Post journals & close period*.

##### 1 Accept input journals

You use this option to proof and accept journals into the system without posting them. Once a journal is accepted, you cannot delete it. When the

---

system runs the *Accept input journals* option, Infinium GL updates the transaction history only; summary balance totals are not updated.

Journals that have been accepted but not posted are not reflected in the balances accessed by Infinium RW.

The only way to post accepted journals is through the *Post journals & close period* option.

**Caution:** Once the system accepts a journal, you cannot update it. The only way you can make corrections is to create an adjusting journal.

## 2 *Post journals & close period*

You must use this option to post journals accepted through the *Accept input journals* option. The system then updates the summary balance totals. The transaction history totals were updated when the journals were accepted.

The system increments by one the value in the *Postings to Date* field in company controls every time you run the *Post journals & close period* option. If the value in the *Postings to Date* field is equal to the value in the *Posting Per Period* field in company controls, then the system automatically rolls the period forward.

The diagram shown in Figure 2-21 illustrates the two posting methods.

---

### Journal Posting Flow

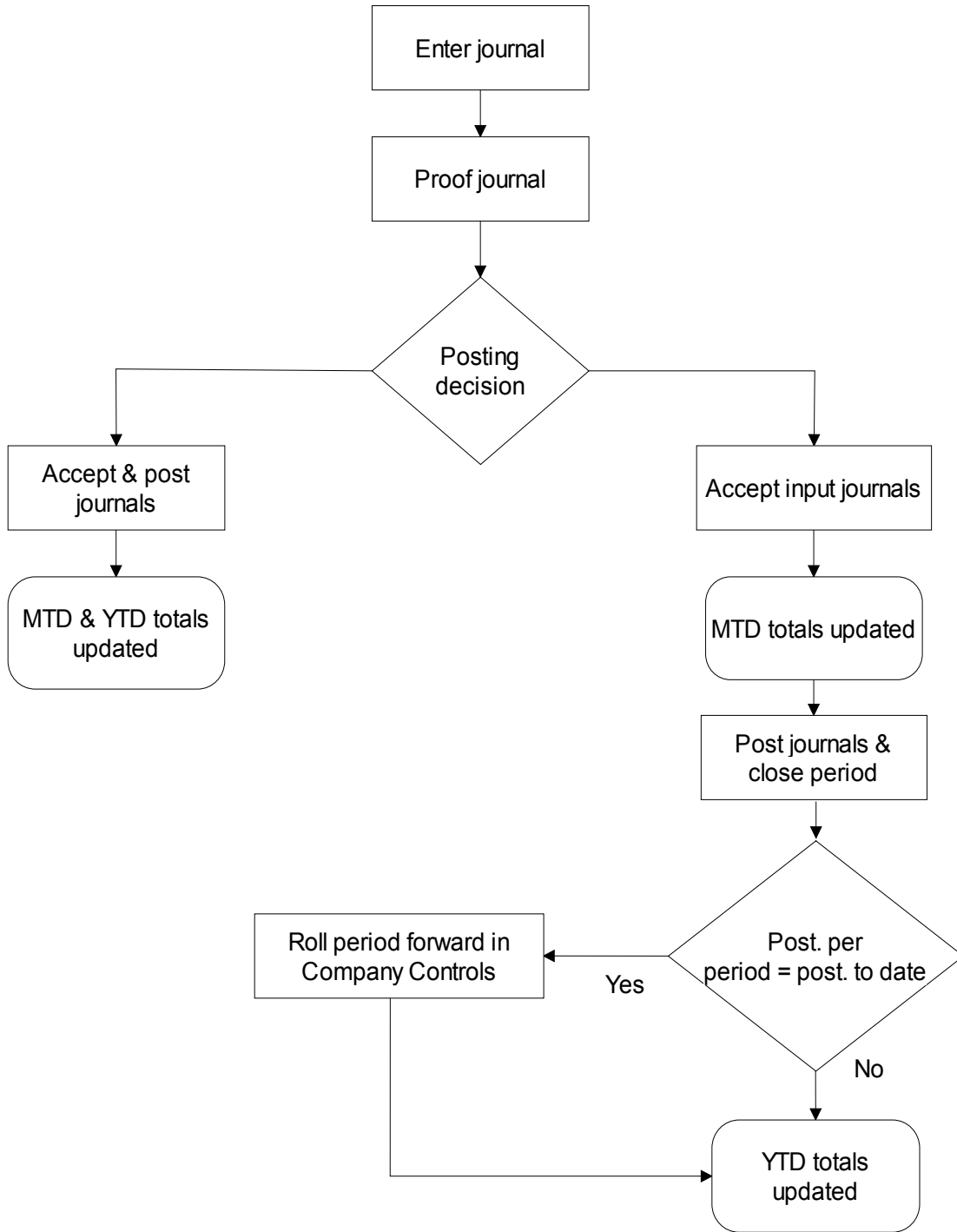


Figure 2-21: Journal Posting Flow

## Controls that affect posting

If suspense handling is enabled in entity controls, you must have a suspense account created in your chart of accounts that has an account type of **B** (both monetary and statistical). You create accounts in the *Work with chart of accounts* option.

You must assign the suspense account to the company for which you are posting batches of journals. You assign suspense accounts to companies in the *Work with company controls* option.

**Note:** If suspense handling is not enabled in entity controls and the batch you post contains errors, the system places the entire batch in error until you correct the errors.

**Caution:** When a slash (/), hyphen (-), or period (.) separator character is used in a journal entry, the substitution to the suspense account cannot be done and the proof will fail.

## Steps to accept and post journals in a single step

For an overview of this method of posting, refer to the “Posting options” section earlier in this topic.

To accept and post journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Posting*.
  - 3 Select *Accept & post journals [AAPJ]*. The system displays a screen similar to Figure 2-22.
-

```

1/08/2009 11:49:00      Accept & Post Journals      GLGGHB      GLDGHB
Type options, press Enter.  1=Select
Page 1 of 2

```

Opt	Batch	M	S	Co	Reference	Year	Pd	Wk	Total	Journal	Last User	Batch	Status
SCN													
-	15569	M		CK1	ACCEPT	2007		1	1	CGK		AVAILABLE	
-	15611	M		CK1	AUDIT	2007		1	1	CGK		AVAILABLE	
-	15624	M		CK2	TEST	2007	1	1	1	CGK		AVAILABLE	
-	15625	M		CK2	TEST	2007	1	1	1	CGK		AVAILABLE	
-	15638	M		004	001-WWMJE	2007		1	1	LVC		AVAILABLE	
-	15639	M		004	LVC-M-WWJ	2007		1	1	LVC		AVAILABLE	
-	15643	M		LVC	15643	2007		1	1	LVC		AVAILABLE	
-	15649	M		004	GL243PM	2007		1	1	LVC		AVAILABLE	
-	15670	M		004	JSD-MASS	2007		8	1	JDUMONT		AVAILABLE	
-	15672	M		004	JSD2	2007		8	1	JDUMONT		AVAILABLE	
-	15673	M		004	ITB TEST	2007		8	1	JDUMONT		AVAILABLE	
-	15691	M		LVR	GL	2007		2	1	LVC		AVAILABLE	
-	15697	M		004	WWMJE-WEB	2007		5	1	TESTFM1		AVAILABLE	
-	15698	M		LVC	GL	2007		2	1	TESTFM1		AVAILABLE	
-	15699	M		001	001	2007		2	1	LVC		AVAILABLE	+

```

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 2-22: Accept &amp; Post Journals screen

The system displays all batches that are not accepted or in error.

- 4 Select one or more batches by typing 1 in the *Opt* field to the left of the batch or batches to accept and post.

You can select multiple batches; however, Infinium GL posts only those batches with the same year and period as the first batch that you selected on the display.

**Note:** To quickly select multiple batches, select one batch and press F13. The system selects all batches below the batch that you selected.

- 5 Press Enter. The system displays a confirmation screen similar to Figure 2-23.

```

1/08/2009 11:50:02      Accept & Post Journals      GLGGHB      GLDGHB
                        Confirmation Display
                                                    Page 2 of 2
Press Enter to confirm your selection(s)
Batch M
Number S Co Reference Year Pd Wk Journals Last User Batch
15670 M 004 JSD-MASS 2007 8          1 JDUMONT  AVAILABLE

```

---

```

F2=Function keys F3=Exit F10=Quick access F12=Cancel
1 Batches selected for submission

```

Figure 2-23: Accept & Post Journals Confirmation Display screen

- 6 Press Enter to submit the batches for posting or cancel this screen. If you press Enter, the system first runs a proof. If no errors exist in the proof, the system accepts and posts the journals and returns you to the main menu.

The system prints the following reports:

- Proof Input Journals
- Accepted Journals
- Posting Report

## Steps to accept journals only and then post them later

This method of posting requires you to first accept the journals and then post the journals at a later time. For an overview of this method of posting, refer to the “Posting options” section earlier in this topic.

### Accepting journals (step 1)

To accept journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.

- 2 Select *Journal Posting*.
- 3 Select *Accept input journals* [AIJ]. The system displays a screen similar to Figure 2-24.

```

1/08/2009 11:51:19      Accept Input Journals      GLGGHB      GLDGHB
Type options, press Enter.  1=Select
                                Page 1 of 2
Batch M          Total          Batch
Opt  Number S  Co Reference  Year Pd Wk  Journal Last User  Status
SCN
-    16112 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16113 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16114 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16115 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16116 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16117 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16118 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16119 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16120 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16121 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16122 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16123 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16124 M  PS1 PL2000   2007 5    1 PSCHILOS  AVAILABLE
-    16131 M  CK1 PL2000   2007 5    1 CGK      AVAILABLE
-    16132 M  CK1 PL2000   2007 5    1 CGK      AVAILABLE      +
=====
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 2-24: Accept Input Journals screen

The system displays all batches that are not accepted or in error.

- 4 Select one or more batches or type 1 in the *Opt* field to the left of the batch or batches to accept.

You can select multiple batches. However, Infinium GL accepts only those batches with the same posting year and period as the first batch that you selected on the display.

**Note:** To quickly select multiple batches, select one batch and press F13. The system selects all batches below the batch that you selected.

- 5 Press Enter. The system displays a screen similar to Figure 2-25.



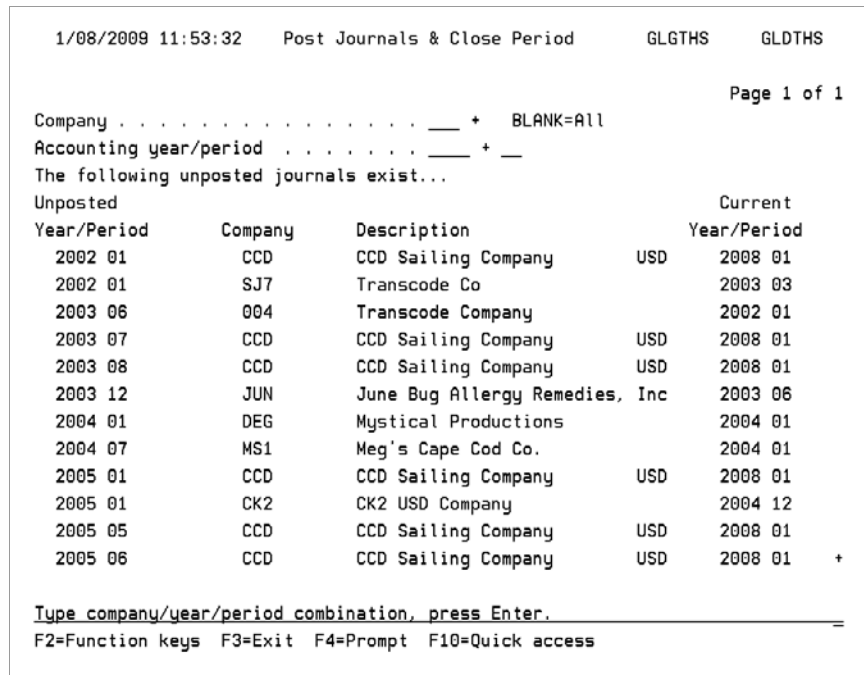


Figure 2-25: Accept Input Journals Confirmation Display screen

- 6 Press Enter to accept the batches or cancel this screen. If you press Enter, the system first runs a proof. If no errors exist in the proof, the system accepts the journals and returns you to the main menu.

The system prints the following reports:

- Proof Input Journals
- Accepted Journals

To post these journals, you can run the *Post journals & close period* option at any time.

### Post journals and close period (step 2)

If you do not automatically post your accrual reversals, you must run this function at least once a month.

To post previously accepted journals and close the period, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Posting*.

- 3 Select *Post journals & close period* [PJACP]. The system displays a screen similar to Figure 2-26.

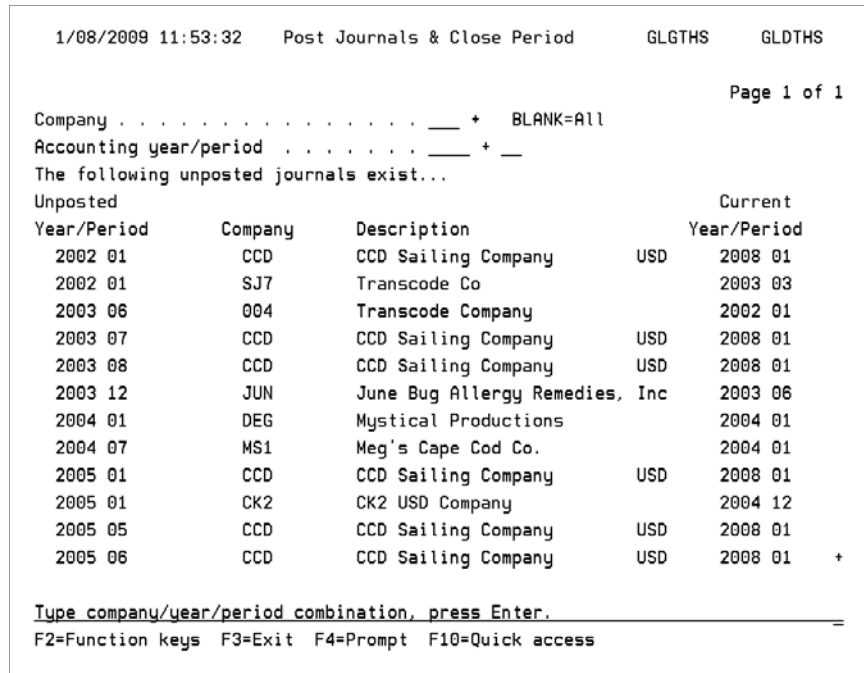


Figure 2-26: Post Journals & Close Period screen

Use this screen to post journals that have been accepted. The system does not display a confirmation screen for this option.

- 4 Use the following information to complete the fields on this screen:

*Company*

Specify the company for the accepted journals to post. If you leave the company blank, the system posts all journals with the accounting year and period you specify.

*Accounting year/period*

You must specify the accounting year and period for the accepted journals to post.

- 5 Press Enter. The system posts the journals that you selected and prints the Posting Report.

**Note:** Remember that this option rolls the period forward for your company only if the value in the *Postings to Date* field equals the value in the *Postings Per Period* field in company controls.

This chapter contains information about using the *Work with mass journal entry* functions.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of mass journal entry	3-2
Entering a new journal in a new batch using mass journal entry	3-3
Updating an existing mass journal entry batch	3-9
Entering a new journal in an existing mass journal entry batch	3-16
Copying an existing journal to a recurring journal	3-19
Using the mass journal entry services menu	3-23
Copying and reversing journals using mass journal entry	3-25

---

## Overview of mass journal entry

Mass journal entry is another way you can enter journals into the Infinium GL system. For more information on entering journals into the system, refer to the “Entering, Proofing, and Posting Journals” chapter of this guide.

Mass journal entry uses one screen to enter journals. At this screen, you can access batch, journal header, and transaction detail information as well as perform miscellaneous functions. Also, you can enter a large number of transactions quickly and easily.

Like the *Work with journals* function, you can select existing batches to work with, or you can create a new batch within the *Work with mass journal entry* function. Also, you can create multiple journals within a batch.

The mass journal entry function does the following:

- Perform any functions that are also available in the *Work with journals* function
- Work with a batch created in the *Work with journals* function
- Validate accounts in journals that you upload from your PC or that originate external to Infinium GL.
- Enter journals that contain more than one currency
- Perform currency conversion on-line interactively

**Note:** You cannot access journals that you create in the *Work with mass journal entry* function in the *Work with journals* function.

**Note:** Authorization to accept, proof, and post journals that you created may be restricted. See the “Performing Supervisor Tasks” chapter in the *Infinium General Ledger Guide to Controls* for information on using the *Work with security controls* function to change authorization levels, or consult your Infinium GL administrator.

## Objectives

After you complete this chapter of the guide, you should be able to enter and copy journals using the *Work with mass journal entry* function.

---

# Entering a new journal in a new batch using mass journal entry

## Overview

This topic explains how to enter a new journal into a new batch using the *Work with mass journal entry* function.

You can enter a new journal in a new batch using two different methods as follows:

- You can enter the batch and journal header information first and then enter the journal details, the accounts and amounts.
- You can enter the journal details first and then enter the batch and journal header information.

This topic explains the method of entering the journal details first.

## Steps to enter a new journal in a new batch

To enter a new journal in a new batch, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with mass journal entry* [WWMJE]. The system displays a screen similar to Figure 3-1.
-

```

1/08/2009 08:58:51   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.
Batch/Co              Batch type              Processing currency
Journal/Co            Year/Pd/Week            Total distributions
Total CR              .00                    Total UNITS           .00
Total DR              .00                    Total COMMISSION      .00
Press batch list or enter to create new batch

Locate   Find account/mask

Seq  Opt Account Number          Cur          Amount
000001 - _____ + _____ .00
000002 - _____ + _____ .00
000003 - _____ + _____ .00
000004 - _____ + _____ .00
000005 - _____ + _____ .00
000006 - _____ + _____ .00
000007 - _____ + _____ .00
000008 - _____ + _____ .00
000009 - _____ + _____ .00
000010 - _____ + _____ .00

```

BOTTOM

F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

Figure 3-1: Work with Mass Journal Entry screen

## Entering your transactions

Mass journal entry has only one screen. You use this screen to enter your transactions. Use the function keys to display windows from which you can perform additional tasks. You can press F2 from within any window in mass journal entry to display the list of function keys that you can use.

The *Batch/Co* field at the top of the screen indicates the batch number and batch company for the batch in which you are currently working.

The *Journal/Co* field displays the journal number and journal company for the journal in which you are currently working.

If you are creating a new journal in a new batch, these fields are blank until you enter that information.

**Note:** If the *Display account description in journal entry?* field on the user's security profile is set to yes, five transactions rather than ten are displayed. If you prompt, multi-select, or validate the journal, the account description for each transaction will be displayed automatically.

- 4 Use the following information to complete the fields on this screen:

### *Account Number*

Specify accounts in these fields. You can press F23 to select multiple accounts to include in the journal. You can select up to 99 accounts at a time. In addition, all of the account keying shortcuts for specifying accounts are available.

### *Amount*

If you pressed F23 and selected multiple accounts, you can press F11 to work with only the *Amount* fields. To make all fields accessible again, press F11 again.

The procedure you use to specify amounts depends on whether the *Allow debit/credit entry?* field in your user security controls permits you to use the debit/credit feature. This feature enables you to specify normal entries as positive amounts, and correcting entries as negative amounts. Refer to the “Maintaining Debit and Credit Balances” chapter in this guide for information on entering amounts using the debit/credit feature.

If your user security control does not allow you to use the debit/credit feature, use the procedure below to specify debit and credit amounts.

- Specify debits as positive amounts in the *Amount* field and press either Field+ or FieldExit to make the amount you specified a debit.
- Specify credits as negative amounts in the *Amount* field and press either Field- or type a minus sign after the amount and press FieldExit. When you specify credit amounts, Infinium GL displays a character in the last position of the *Amount* field. The system displays the trailing minus sign when you press Enter or roll the screen up or down.

**Note:** If you press F13 in the *Account* or *Amount* field, the system copies the account or amount from the previous line.

- 5 If you specify a tenth transaction and press Field Exit to right-justify the tenth amount value, the system automatically validates the transactions. If there are no errors, the system scrolls to the next page for more entries. You can press Page Up to return to the prior page if necessary.

Press Enter when you have finished entering transactions to display the Work With Autobatch window.

If you are entering the first new journal in a new batch, the system displays a window similar to Figure 3-2.

---

```

3/05/2001 15:26:06 Work With Mass Journal Entry GLGGXM GLDGXM
New page. Page 1 of 1
Batch/Co Batch type Processing currency
Journal/Co Year/Period Total distributions
Total CR .00 Total UNITS .00
Total DR .00 Total COMMISSION .00
Work with AutoBatch 0003033
Journal number . . . : 0003654 Batch type . . . . M
Company . . . . . 001 + Year/Period . . . . 2001 + 03
Auto accrual? . . . . 0 Transcode? . . . . 0
Reference . . . . . ACCRUAL Source . . . . . GL +
Date . . . . . 03052001 Intercompany Table +
Description . . . . . SALES ACCRUAL ENTRY
Processing currency USD + Exchange date . . 03052001
Base currency . . . : Secondary currency
Transfer to PA . . . 0 Single ledger jrn? . 0
Journal Control Totals
Debit / Credit . . . . . .00 + Total UNITS .00 +
Manual journals + Total COMMISSION .00 +
Press function key for the long description
F2=Function keys F4=Prompt F10=Quick access F24=More keys
Bottom
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys
MB a 14/060

```

Figure 3-2: Work with Autobatch window

## Defining controls for batch and journal header

Use the Work with Autobatch window to define controls that pertain to both the batch header and the journal header. These fields are the same fields that you define in the *Work with journals* option.

If you prefer, you can create or modify the batch header and journal header separately as you do in the *Work with journals* function.

- Press F5 to work with the batch header to modify the information you defined for the batch.
- Press F6 to work with the journal header to override the controls that you define in the autobatch window for each journal within the batch.

6 Use the following information to complete the fields on this window:

### *Batch type*

The default is *Monetary*. If this is a statistical batch, change the value to *Statistical*.

### *Company*

Specify the company to which this batch will be posted. The default is the journal company for any journal that you create within this batch.



### *Year/Period*

Specify the accounting year and period to which the journals in this batch will be posted. If weekly processing is enabled, specify the week also. If you leave these fields blank, the system defaults the current year, period, and week from company controls.

### *Auto accrual?*

Specify **1** to automatically reverse the entries for the journal into the next accounting period. The default is **0**.

### *Transcode?*

Specify **1** for the system to create transcoded journals from the journals within this batch. Otherwise specify **0**. The default for this field is **1** if transcoding is enabled for the journal header company.

For more information on transcoding, refer to the “Using Transcoding” chapter of this guide.

### *Reference*

Specify a reference to identify this batch. The system also defaults this reference into the *Reference* field for all journals within this batch. Therefore, you may want to change the reference on each journal header.

### *Source*

Specify a source code to identify the source of entry of the journals within this batch. The system defaults this value into all journals for this batch. Therefore, you may want to change the source on each journal header.

### *Intercompany Table*

Specify the intercompany table name to use if you are creating cross-company distributions. The system enters this value into all journals that you create within this batch.

### *Description*

Specify a description of this batch. The system also enters this value into the *Description* field for all journals that you create within this batch.

### *Processing currency*

Specify a currency to use as the default currency for the transactions in this journal. You can override the processing currency for a specific transaction by typing a different currency next to the account in the *Cur* field on the Work with Mass Journal Entry screen.

---

For more information on the currency related fields, refer to the *Infinium GL Guide to Currency Processing*.

#### *Transfer to PA*

Specify 1 in this field to pass the journal to Infinium PA in the form of a miscellaneous transaction.

- 7 Press Enter. The system creates the batch and journal header and returns you to the Work with Mass Journal Entry screen. The system also updates the fields at the top of the screen.
- 8 Press Enter. The system validates the journal and displays any error messages at the bottom of the screen. The system verifies that:
  - The account is valid and active; if so, the system permits posting
  - An amount exists for each account
  - An account exists for each amount
  - A debit/credit total is in balance if this is a monetary journal
  - Any optional edits that you have established on the chart of accounts or transaction user fields are met
  - A journal header exists for this journal
- 9 Press F16 to save your changes and exit the journal. The system clears the *Account* and *Amount* fields so you can enter another journal in this batch.

For more information on entering new journals in an existing batch, refer to the “Entering a New Journal in an Existing Mass Journal Entry Batch” chapter of this guide.

**Caution:** If you do not press Enter before you press F16 the system saves the journal without validating it. Consequently, you can save a journal that contains errors.

- 10 Press F16 again to update and exit the batch.

If the batch does not contain any errors and your security permits autoposting, when you press F16 the system displays a window for you to specify whether to automatically post this batch of journals. If your user profile does not have a record set up in the GL User Security File, you are not authorized to autopost, and this window is not displayed.

---

# Updating an existing mass journal entry batch

## Overview

This topic explains how to make the following changes to an existing mass journal entry batch:

- Update the batch header
- Delete the batch
- Update an existing journal
  - Update the journal header
  - Update the journal details
  - Delete the journal

## Steps to update an existing mass journal entry batch

To update an existing batch, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work with Mass Journal Entry screen.
  - 4 Press F8 when you are not currently working in a batch. The system displays a window similar to Figure 3-3.
-

```

1/08/2009 08:58:51   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                                    Page 1 of 1
Batch/Co              Batch type              Processing currency
Journal/Co            Year/Pd/Week              Total distributions
00
00
Work With Input Batch List
Options, 2=Change 3=Fast path 4=Delete
5=Work with 8=Display errors
Locate . . . . . +
Option      Batch Co  Year Pd Wk Reference  Journal T S E
=           0000046 CK1 2004 07 00 AR2000  0000004 M S
-           0000046 CK1 2004 07 00 AR2000  0000000 M E
-           0000047 CK1 2004 07 00 AR2000  0000005 M E
-           0000047 CK1 2004 07 00 AR2000  0000000 M E
-           0000048 CK1 2004 08 00 AR2000  0000003 M
MORE...

F2=Function keys F3=Exit F4=Prompt F24=More keys
BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 3-3: Work With Input Batch List window

- 5 Select a batch. Specify 5 in the *Opt* column to access all journals in the batch.

Other valid options are as follows:

- 2 The system displays the Work with Batch Header window. You change information on the batch header and press Enter to return to the Work With Input Batch List window.

You can also update the batch header by pressing F5 once you are in a batch.

- 3 The system automatically loads the first journal in the batch into the Work With Mass Journal Entry screen.
- 4 The system asks you to confirm the deletion. You must press Enter again for the system to delete the batch and all the journals within the batch.

- 8 The system displays the errors associated with the batch at the bottom of the window. If there are multiple errors, the system displays + next to the error line. You can place your cursor on the error message and scroll through them.

- 6 Press Enter. The system displays a window similar to Figure 3-4.

**Note:** You can also access a window similar to Figure 3-4 by pressing F8 from within a batch.

```

1/08/2009 08:58:51   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                     Page 1 of 1
Batch/Co           Batch type           Processing currency
Journal/Co         Year/Pd/Week           Total distributions
00
Work With Input Batch List
Options, 2=Change 3=Fast path 4=Delete
Work with Journal Lists
Type options, 2=Change 4=Delete 5=Work with 7=Copy to recurring
8=Display errors
Locate _____
Option Journal  Co  Reference   Source   Distribution E Currency
=      0020155  CK1  MJE AUDIT   Source   0000002   E USD
Bottom
F2=Function keys F5=Copy/Reverse F7=Recurring jrnl F24=More keys
BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 3-4: Work with Journal Lists window

- 7 Select an existing journal. Specify 5 in the *Opt* column and press Enter to update the journal details.

Other valid options are as follows:

- 2 The system displays the Work with Journal Header window. You change information on the journal header and press Enter to return to the Work with Journal Lists window.  
  
You can also update the journal header by pressing F6 once you are in a journal.
- 4 The system asks you to confirm the deletion. You must press Enter again for the system to delete the journal.
- 8 The system displays the errors associated with the journal at the bottom of the screen. If there are multiple errors, the system displays + next to the error line. You can place your cursor on the error message and scroll through them.

- 8 Press Enter. The system loads the journal details into the Work With Mass Journal Entry screen as shown in Figure 3-5.

```

3/10/2009 13:29:55   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.
Batch/Co      18421 CK1 Batch type M           Processing currency USD
Journal/Co    20715 CK1 Year/Period 2008 2       Total distributions 4
Total CR           27,000.00           Total UNITS           .00
Total DR           27,000.00           Total COMMISSION     .00
Type options, press enter.
2=Change details 5=Work with currency 7=Validate 8=Display details
Locate Find account/mask

-----+-----
Seq  Opt Account Number          Cur      Amount
000001 - CK1-001-100-1100-001      + USD + 26000.00
000002 - CK1-001-100-3000-001      + USD + 26000.00-
000003 - CK1-001-100-9999          + USD + 1000.00
000004 - CK1-001-100-9999          + USD + 1000.00-
000005 - _____          + _____ + .00
000006 - _____          + _____ + .00
000007 - _____          + _____ + .00
000008 - _____          + _____ + .00
000009 - _____          + _____ + .00
000010 - _____          + _____ + .00
                                           BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 3-5: Work With Mass Journal Entry screen

## Locating transactions

Mass journal entry provides two ways of locating your journal transactions in a journal:

- By sequence number
 

Specify the sequence number in the *Locate* field and then press Enter; the sequence number must be right justified. The system displays and highlights the sequence you requested and places the cursor in the *Opt* field.
- By account number or account mask
 

Specify an account number or account mask in the *Find account/mask* field. Press F14 to expand the account number or account mask. Then press either F19 to search backward or F20 to search forward. Inifinium GL locates and highlights the first occurrence of the account you specified.

## Updating transactions

On this screen you can do the following:

- Change the accounts, currencies, and amounts by typing over the existing values
  - Add a new detail line by typing the account and amount information on a new line
  - Delete a detail line by blanking out the *Account*, *Cur*, and *Amount* fields
  - Update detail information by selecting a line with 2
- 9 Select an account with 2 in the *Opt* field to update the transaction description, job code, and transaction user fields. You can select several transactions at a time.
- 10 Press Enter. The system displays a window similar to Figure 3-6.

**Note:** You can also press F7 to access the window similar to Figure 3-6.

```

3/10/2009 13:29:55   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                     Page 1 of 1
Batch/Co 18421 CK1 Batch type M Processing currency USD
Journal/Co 20715 CK1 Year/Period 2008 2 Total distributions 4
Total CR 27,000.00 Total UNITS .00
Total DR 27,000.00 Total COMMISSION .00
Type options, press enter.
2=Change details 5=Work with currency 7=Validate 8=Display details
Locate Find account/mask

Seq Opt Account Number Cur Amount
000001 _ CK1-001-100-1100-001 + USD + 26000.00
000002 _ CK1-001-100-3000-001 + USD + 26000.00-

Seq 00001 Acc CK1-001-100-1100-001 AR Trade Acct #1
Description . . . . . AR2000 OBLIGATIONS
ck1jobcode _____ +
UNITS _____ .00 + COMMISSION _____ .00 +
INVOICE _____ + VENDOR _____ +
CUSTOMER _____ + SALESPERSN _____ +
CONTRACTDT _____
F2=Function keys F4=Prompt F10=Quick access F24=More keys
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys
    
```

Figure 3-6: All Fields window

- 11 Specify the appropriate detailed data.

*Job Code Field, such as Project*

The label displayed for this field, such as PROJECT, is defined in the Job code name field in the Infinium GL company controls base data. For more information, refer to the *Infinium GL Guide to Controls* manual.

- If the project accounting controls in the Infinium GL entity controls are not activated, use job codes defined in Infinium GL to track projects.

- If project accounting controls in Infinium GL entity controls are activated, the system accepts only project IDs and related project values that are valid in Infinium PA.

If you press F4 in the job code field, or if you specify a project ID that is invalid in Infinium PA, the system displays a project data window that requires you to specify a valid project ID and allows you to specify additional project-related information. The selection lists include values from Infinium PA.

**Caution:** Once you activate the interface with Infinium PA, Infinium GL uses project identifiers (job code values) only from Infinium PA and no longer uses any existing Infinium GL job code values. In addition, project related data that you enter or update in an Infinium GL journal is not passed back to Infinium PA. If you associate a transaction with a project, ensure that the transaction currency is the same as the Infinium GL company's base currency.

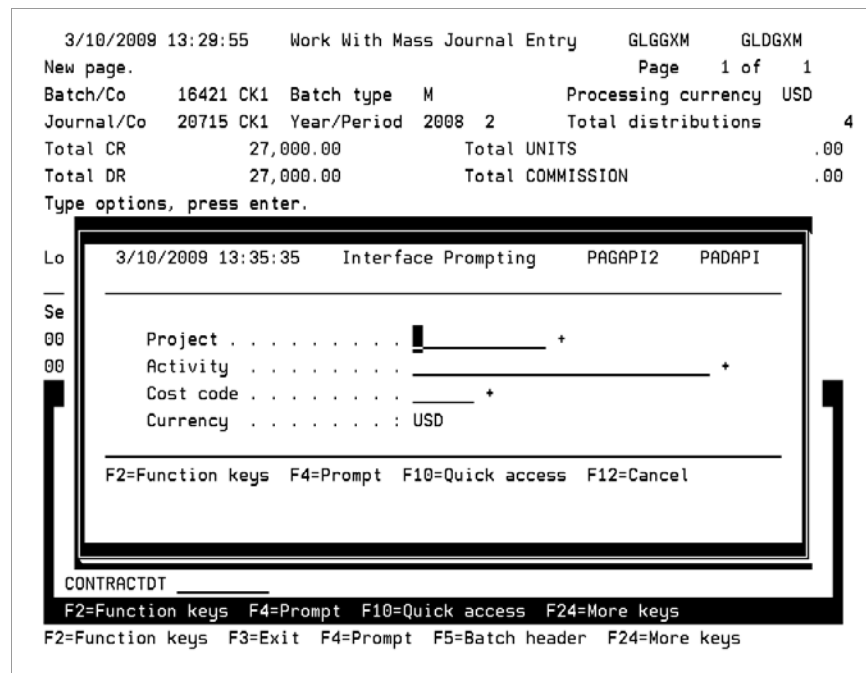


Figure 3-7: Project Data screen

To return to the All Fields window, press Enter.

- 12 Press Enter in the All Fields window to return to the Mass Journal Entry screen.

### Updating multiple transactions

If you accessed this window by pressing F7 or if you selected several accounts, the system displays each account consecutively. Press Enter after



updating each account. You can press F12 to interrupt the sequence at any time and return to the Work With Mass Journal Entry screen.

**13** Make your changes in any of the fields.

You can press F13 to save the information that you specify in this window to copy to other transactions. To copy the stored information, press F14.

**14** Press Enter. The system saves your changes and returns you to the Work With Mass Journal Entry screen.

**15** Press Enter. The system validates your entries.

**16** Press F16. The system updates the journal within the batch.

**17** Press F16. The system updates the batch.

---

## Entering a new journal in an existing mass journal entry batch

### Overview

This topic explains how to enter a new journal into an existing batch using the *Work with mass journal entry* function.

Similar to entering a new journal in a new batch, you can enter a new journal in an existing batch using two different methods.

- You can enter the journal header information first and then enter the journal details, the accounts and amounts.
- You can enter the journal details first and then enter the journal header information.

This topic explains the first method of entering the journal header information first.

### Steps to enter a new journal in an existing batch

To enter a new journal in an existing batch, perform the following steps:

- 1 Complete steps 1 through 6 in the “Updating an existing mass journal entry batch” topic previously in this chapter. The system displays the Work with Journal List window.
  - 2 Press Enter. The system displays the Work With Mass Journal Entry screen.
  - 3 Press Enter or F6. The system displays a window similar to Figure 3-8.
-

```

3/05/2001 16:04:16  Work With Mass Journal Entry  GLGGXM  GLDGXM
New page.
Batch/Co      3034 001  Batch type  M           Processing currency
Journal/Co    Year/Period 2001 3       Total distributions
Total CR      .00           Total UNITS           .00
Total DR      .00           Total COMMISSION     .00
Work with Journal Header for Batch 0003034
Journal number . . . : 0003657      Transcode? . . . . 1
Company . . . . . 001 +           Auto accrual? . . . 0
Reference . . . . . REF           Source . . . . . +
Date . . . . . 03052001          Intercompany Table _____ +
Description . . . . DESCRIPTION
Processing currency USD +           Exchange date . . 03052001
Base currency . . . : USD           Secondary currency CAD
Transfer to PA . . . 0             Single ledger jrn? 0
Journal Control Totals
Debit / Credit . . . . .00 + Total UNITS . . . . .00 +
Manual Distribution _____ + Total COMMISSION _____ .00 +
Press function key for the long description
F2=Function keys  F4=Prompt  F7=Exchange defaults  F24=More keys
F2=Function keys  F3=Exit   F4=Prompt  F5=Batch header  F24=More keys

```

Figure 3-8: Work with Journal Header window

The system defaults many values from the batch header into the fields on this window.

- 4 Make the necessary changes to any of the fields in this window. For more information about these fields, refer to the “Entering a new journal in a new batch using mass journal entry” topic discussed earlier in this chapter.
- 5 Press Enter. The system displays a screen similar to Figure 3-9.

```

3/10/2009 13:29:55   Work With Mass Journal Entry   GLGGXM   GLDGXM
NO errors.
Page 1 of 1
Batch/Co 18421 CK1 Batch type M Processing currency USD
Journal/Co 20715 CK1 Year/Period 2008 2 Total distributions 4
Total CR 27,000.00 Total UNITS .00
Total DR 27,000.00 Total COMMISSION .00
Type options, press enter.
2=Change details 5=Work with currency 7=Validate 8=Display details
Locate Find account/mask

+
Seq Opt Account Number Cur Amount
000001 - CK1-001-100-1100-001 + USD + 26000.00
000002 - CK1-001-100-3000-001 + USD + 26000.00-
000003 - CK1-001-100-9999 + USD + 1000.00
000004 - CK1-001-100-9999 + USD + 1000.00-
000005 - + + .00
000006 - + + .00
000007 - + + .00
000008 - + + .00
000009 - + + .00
000010 - + + .00
BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 3-9: Work With Mass Journal Entry screen

- 6 Specify the accounts and amounts for this journal. For more information on these fields, refer to the “Entering a new journal in a new batch using mass journal entry” topic earlier in this chapter.

**Note:** If the *Display account description in journal entry?* field on the user’s security profile is set to yes, five transactions rather than ten are displayed. If you prompt, multi-select, or validate the journal, the account description for each transaction will be displayed automatically.

- 7 Press Enter. The system validates the journal.
- 8 Press F16. The system saves the journal in this batch.
- 9 Press F16. The system updates and exits the batch.

# Copying an existing journal to a recurring journal

## Overview

You can copy an unposted journal to a recurring journal. The system uses the values from the journal you copy as default values for the recurring journal. You can change these values. In addition, you must complete fields that are unique to recurring journals.

## Steps to copy an existing journal to a recurring journal

To copy an existing journal to a recurring journal, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work with Mass Journal Entry screen.
  - 4 Press F8 when you are not currently working in a batch. The system displays a window similar to 3-10.
-

```

1/08/2009 08:58:51   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                     Page 1 of 1
Batch/Co           Batch type           Processing currency
Journal/Co         Year/Pd/Week           Total distributions
00
00
Work With Input Batch List
Options, 2=Change 3=Fast path 4=Delete
5=Work with 8=Display errors
Locate . . . . . +
Option      Batch Co  Year Pd Wk Reference  Journal T S E
=          0000046 CK1 2004 07 00 AR2000  0000004 M S
-          0000046 CK1 2004 07 00 AR2000  0000000 M E
-          0000047 CK1 2004 07 00 AR2000  0000005 M E
-          0000047 CK1 2004 07 00 AR2000  0000000 M E
-          0000048 CK1 2004 08 00 AR2000  0000003 M
MORE...

F2=Function keys F3=Exit F4=Prompt F24=More keys
BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 3-10: Work With Input Batch List window

- 5 Select a batch. Specify 5 in the *Opt* column to access all journals in the batch.
- 6 Press Enter. The system displays a window similar to Figure 3-11.

**Note:** You can also access a window similar to Figure 3-11 by pressing F8 from within a batch.

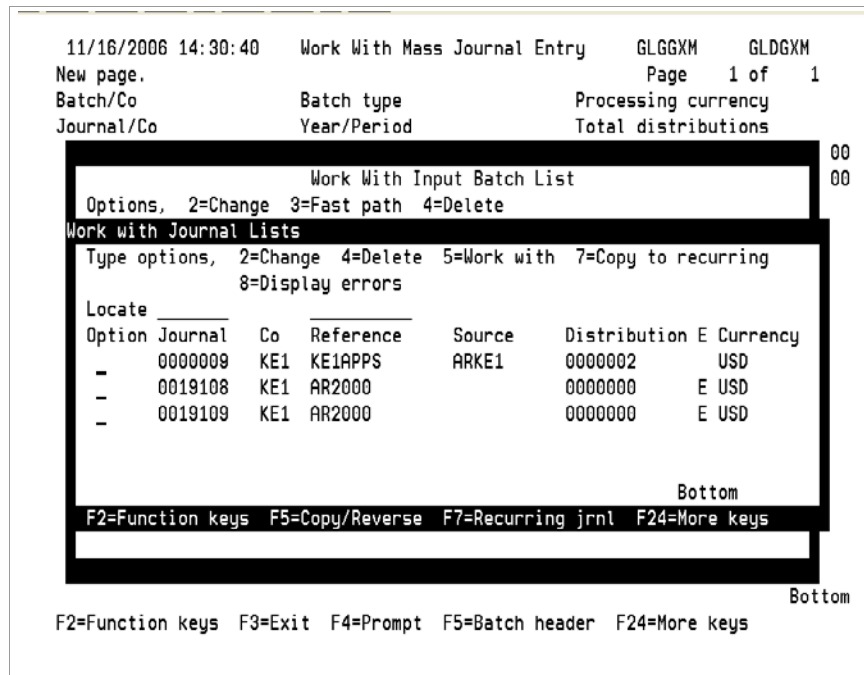


Figure 3-11: Work with Journal Lists window

- 7 Select an existing journal. Specify 7 in the *Opt* column and press Enter. The system displays a screen similar to Figure 3-12.

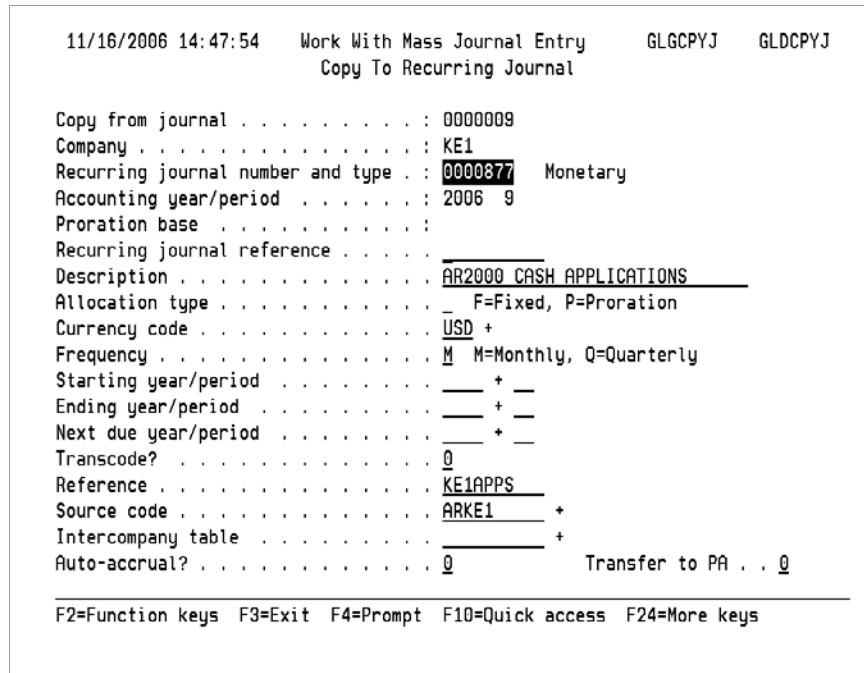


Figure 3-12: Work with Mass Journal Entry - Copy To Recurring Journal screen

- 8 Change any of the values, if necessary, that the system used as default values from the journal you copied. You must also complete the required recurring journal fields below.

*Recurring journal reference*

Enter a reference for this recurring journal. The system uses this ten-character reference to identify and select recurring journals in input batches.

*Allocation type*

Specify one of the following values:

- F** A fixed recurring journal has monetary amounts.
- P** A proration recurring journal has ratio values. The ratio is not a percentage and, therefore, does not need to equal 100.

*Next due year / period*

Specify the account year and period when the system will process this recurring journal. After a recurring journal in a batch is accepted, you cannot use it again in another batch in the same period. The system updates the next due year and period based on the frequency when you accept a batch containing a recurring journal.

- 9 Press Enter. The system returns you to the Work with Journal Lists window and displays the following message where xxxxxx represents the number of the journal and yyyyyy represents the number of the recurring journal:

Journal XXXXXXXX copied to recurring journal YYYYYY.

---



# Using the mass journal entry services menu

## Overview

The services menu within mass journal entry provides you with additional time saving functions that you can perform with the *Work with mass journal entry* function.

## Steps to use the services menu

To access the services menu, perform the following steps:

- 1 Complete steps 1 through 3 in the “Updating an existing mass journal entry batch” topic discussed previously in this chapter.
- 2 Press F15 from the Work with Mass Journal Entry screen. The system displays a window similar to Figure 3-13.

Batch/Co	Batch type	Processing currency	Total distributions
Journal/Co	Year/Pd/Week		
Services window		ITS	.00
Options, 1=Select		COMMISSION	.00
= Change default account			
- Clear current page			
- Copy previous page			
- Sort accounts - ascending			
- Sort accounts - descending			
- Save screen as default			
- Insert defaults			
- Reset journal transactions			
- Display currency distributions			
- Currency totals			
F2=Function keys F24=More keys			
000009			.00
000010			.00
			BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys			

Figure 3-13: Services window

- 3 Select an option from the list of additional services as described below.

*Change default account*

Change the account number to a new default account number.

*Clear current page*

Erase all data displayed on the Work With Mass Journal Entry screen.

*Copy previous page*

Copy all of the data from the previous page to the current page. If any data is on the current page, you receive a warning message that the system will overwrite this data. You can confirm or cancel the option.

*Sort accounts*

Sort all accounts in a journal in either ascending or descending account number order.

*Save screen as default*

Store data from a screen to copy to other screens. In addition, you can use this service to copy journal or batch headers.

*Insert defaults*

Copy the stored information into the journal or batch that you saved using the *Save screen as default* service.

**Currency services**

The three remaining services are related to currency processing. These services are discussed in the *Infinium GL Guide to Currency Processing*.

- 4 Press Enter. The system performs the service you selected.
-

# Copying and reversing journals using mass journal entry

## Overview

In this topic you learn how to create a new journal in mass journal entry by copying a journal that has been accepted or accepted and posted. You can also copy a journal and reverse the signs of each transaction to correct a journal that was posted in error.

You can copy journals into new or existing batches.

## Steps to copy or copy and reverse journals

To copy or copy and reverse journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work With Mass Journal Entry screen.
- 4 Press F5 to create a new batch. The system displays the Work With Batch Header window.
- 5 Complete the batch header fields. For more information on these fields, refer to the “Entering a new journal in a new batch using mass journal entry” topic discussed earlier in this chapter.
- 6 Press Enter. The system displays the Work With Mass Journal Entry screen.
- 7 Press F8. The system displays a window similar to Figure 3-14.

**Note:** You can also access the window in Figure 3-14 if you press F8 when you first come in to mass journal entry and then select an existing batch with 5 at the Work With Input Batch List window.

---

```

3/10/2009 13:29:55   Work With Mass Journal Entry   GLGGXM   GLDGXM
NO errors.
Page 1 of 1
Batch/Co 16421 CK1 Batch type M Processing currency USD
Journal/Co 20715 CK1 Year/Period 2008 2 Total distributions 4
Total CR 27,000.00 Total UNITS .00
Total DR 27,000.00 Total COMMISSION .00
Type options, press enter.
Work with Journal Lists
Type options, 2=Change 4=Delete 5=Work with 7=Copy to recurring
8=Display errors
Locate █
Option Journal Co Reference Source Distribution E Currency
X 0020715 CK1 CK1 OBLIG AR2000 0000004 USD
Bottom
F2=Function keys F5=Copy/Reverse F7=Recurring jrnل F24=More keys
000009 _ _____ + ___ + _____ .00
000010 _ _____ + ___ + _____ .00
BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 3-14: Work with Journal Lists window

- 8 Press F5 to work with the copy journals function. The system displays a screen similar to Figure 3-15.

```

3/10/2009 13:47:31   Work With Mass Journal Entry   GLGTHCPY   GLDTHCPY
Copy/Reverse
Company . . CK1 + Type . . . . . : M Currency . . . . . USD +
Reference * █ Accounting year 2008 + Period 2
Source * . _____ + Journal status _ 1=Accepted, 2=Posted, BLANK=Both
Type options, press Enter.
3=Copy 5=Copy with D/C reversed 8=Display
Bottom
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 3-15: Work With Mass Journal Entry Copy/Reverse screen

- 9 Specify the necessary selection criteria to locate the journal to copy or copy/reverse.
- 10 Press Enter. The system displays the journals that match your selection criteria.
- 11 Select the journals that you want to copy or copy and reverse by typing one of the following values in the *Option* column:

3 Copy an accepted or posted journal.

5 Copy a journal with the debit and credit amounts reversed. The system creates a journal containing debit entries for the original credit amounts and a journal containing credit entries for the original debit amounts.

**Note:** If the debit/credit feature is enabled for the system and your user security allows you to use the debit/credit feature, you can make another selection. Refer to the “Maintaining Debit and Credit Balances” chapter in this guide for more information.

- 12 Press Enter. The system copies in one journal at a time. Continue to press Enter until the system has copied all the selected journals into the batch.
- 13 Press Cancel twice to return to the Work with Journals List window.

To update the copied journal or journals, select them by typing 5 in the *Opt* column. Refer to the “Updating an existing mass journal entry batch” topic in this chapter for more information on updating a mass journal entry journal.

- 14 Press Enter. The system returns you to the Work With Mass Journal Entry screen.
  - 15 Press F16 to update the batch.
-

## Notes

---

# Chapter 4 Creating and Using Recurring Journals

# 4

This chapter includes information about creating and using recurring journals.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of recurring journals	4-2
Creating and updating recurring journals	4-5
Copying a recurring journal into a batch	4-14
Displaying recurring journals	4-27
Printing recurring journals	4-31

---

## Overview of recurring journals

Infinium GL provides you with the option to use recurring journals. A recurring journal is a journal you define that contains regularly occurring, standard transactions.

You can select one or more of these pre-defined journals at journal entry time to include them in a batch. You can either post them as defined or modify them prior to posting. If you modify a recurring journal prior to posting, your modifications apply to the journal in that batch only. You must use the *Work with recurring journals* option to make any permanent changes.

Some of the reasons to use recurring journals follow:

- To avoid repetitious data entry
- To automate standard journal entries
- To distribute dollar amounts on a prorational basis

To implement recurring journals, you must complete the following two tasks:

- 1 Create and Update Recurring Journals
- 2 Copy a Recurring Journal into a Batch
  - Method 1: Using the *Work with journals* option
  - Method 2: Using the *Work with mass journal entry* option

The diagram in Figure 4-1 illustrates the tasks you perform to implement recurring journals.

---



## Recurring Journals Overview

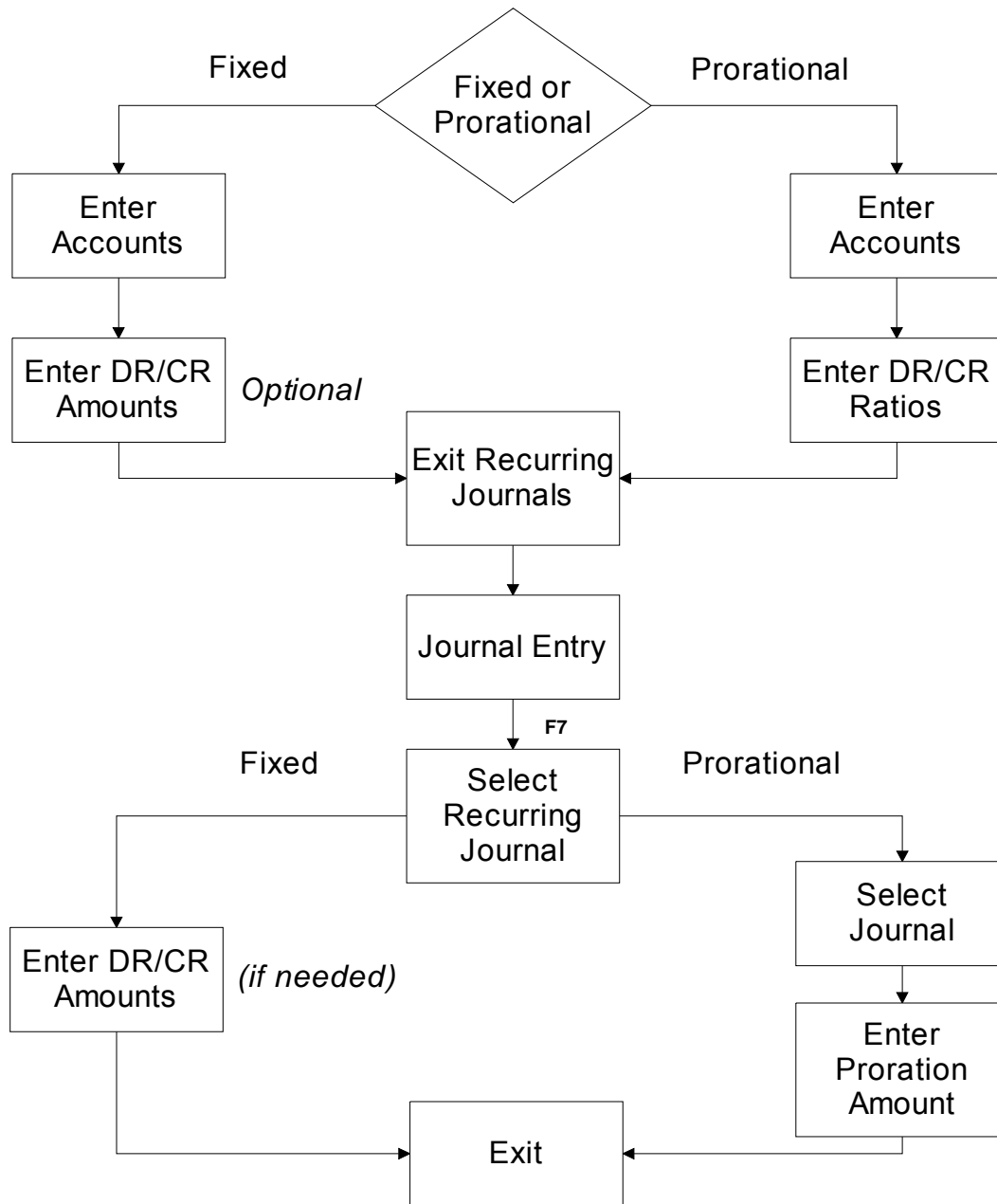


Figure 4-1: Recurring Journals Overview

## Objectives

After completing this chapter, you should be able to:

- Create a fixed recurring journal
  - Create a prorational recurring journal
  - Use fixed and prorational recurring journals
-

# Creating and updating recurring journals

## Overview

The two types of recurring journals are fixed and prorational. The journals can contain monetary or statistical information.

For example, you can set up a fixed recurring journal for a fixed car loan monthly payment. Within the recurring journal, you identify the account numbers and dollar amounts to post on a monthly basis.

Also, you have the option to define prorational recurring journals. For example, you can set up a recurring journal for a utility bill in which you specify the accounts and define a ratio. You can base the ratio on the square footage occupied by each department for the distribution of a dollar amount. The dollar amount of the bill varies each month and the accounts and ratios remain the same.

## Steps to create and update recurring journals

You can create a recurring journal by copying a regular journal to a recurring journal in the *Work with journals* or *Work with mass journal entry* function, or you can create the recurring journal directly in *Work with recurring journals*.

To create or update recurring journals using *Work with recurring journals*, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with recurring journals* [WWRJ]. The system displays a screen similar to Figure 4-2.
-

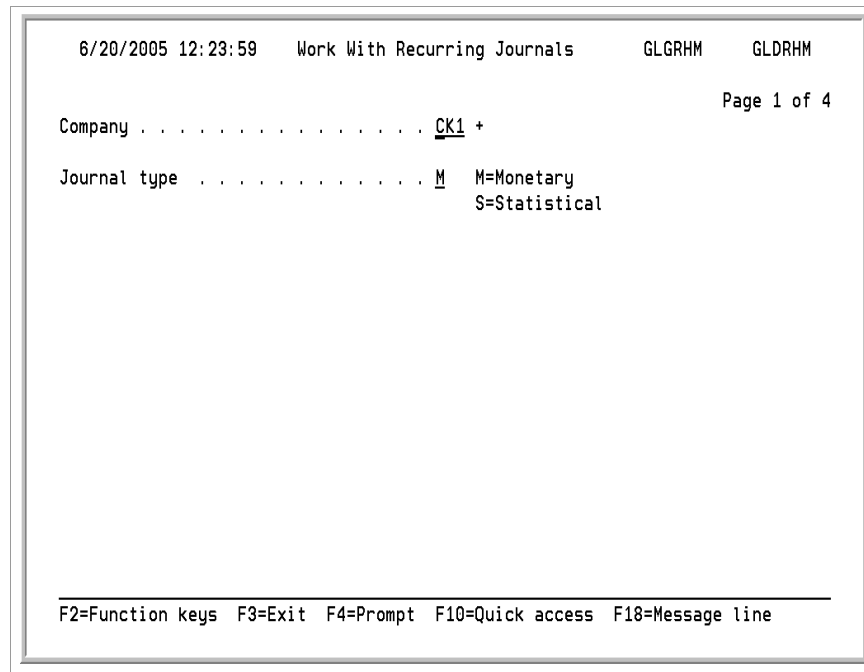


Figure 4-2: Work With Recurring Journals prompt screen

- 4 Use the following information to complete the fields on this screen:

*Company*

Select the company from the list of valid companies.

*Journal type*

Specify the journal type of the recurring journals with which you want to work.

**Note:** This example illustrates defining a prorational recurring journal for a standard electricity expense entry. The accounts and ratios represent the square footage by department. This ratio determines how the monthly expense is distributed.

- 5 Press Enter. The system displays a screen similar to Figure 4-3.

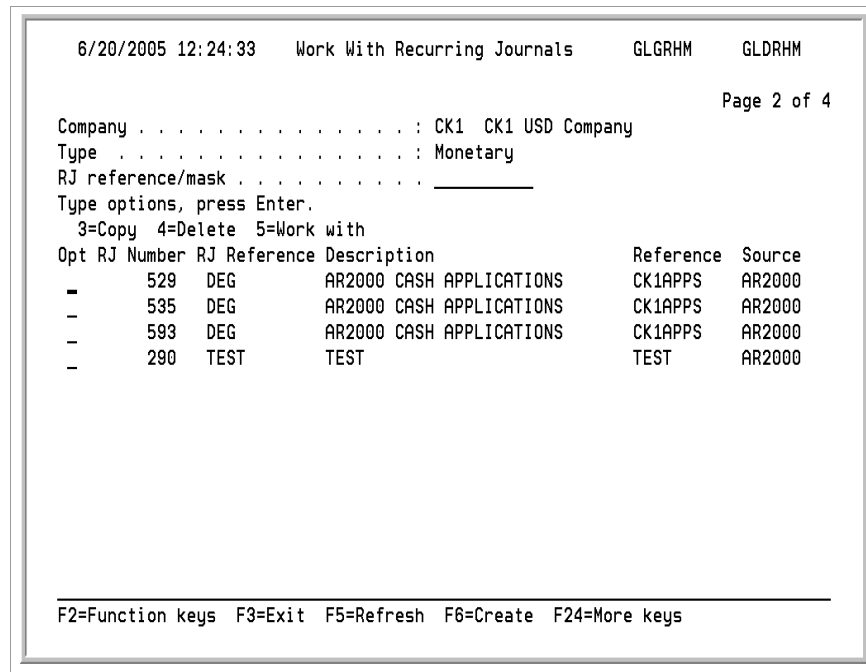


Figure 4-3: Work With Recurring Journals selection screen

### Locating recurring journals

To locate one or more recurring journals for this company, specify a mask in the *RJ reference/mask* field and press Enter. The system displays only those recurring journals that match your selection.

### Deleting recurring journals

To delete a recurring journal, specify **4** in the *Option* column and press Enter. The system displays a message prompting you to confirm the deletion. To confirm deletion of the message or messages, press Enter.

To return to the prompt screen without deleting the selected message or messages but save other changes you made, press F12.

### Copying recurring journals

To copy a recurring journal, specify **3** in the *Option* column and press Enter. The system displays a screen similar to Figure 4-4 that contains a new journal number and uses the information from the journal you are copying as default information for the new recurring journal. You can change the default information on the Recurring Journal Header screen and on the Recurring Journal Detail screen.

- 6 Press F6 to create a new recurring journal. To select an existing recurring journal, specify 5 from the displayed list and press Enter. The system displays a screen similar to Figure 4-4.

```

6/20/2005 12:25:20   Work With Recurring Journals   GLGRHM   GLDRHM
                    Recurring Journal Header
                                                    Page 3 of 4
Company . . . . . : CK1
Recurring journal number and type . . : 0000594 Monetary
Accounting year/period . . . . . : 2004 5
Proration base . . . . . :
Recurring journal reference . . . . . : DEG
Description . . . . . : AR2000 CASH APPLICATIONS
Allocation type . . . . . : E F=Fixed, P=Proration
Currency code . . . . . : USD +
Frequency . . . . . : _ M=Monthly, Q=Quarterly
Starting year/period . . . . . : ___ + ___
Ending year/period . . . . . : ___ + ___
Next due year/period . . . . . : ___ + ___
Transcode? . . . . . : 0
Reference . . . . . : CK1APPS
Source code . . . . . : AR2000 +
Intercompany table . . . . . : +
Auto-accrual? . . . . . : 0 Transfer to PA . . 0
Last accepted . . . . . :

F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 4-4: Work With Recurring Journals Recurring Journal Header screen

- 7 Use the following information to complete the fields on this screen:

*Recurring journal reference*

Use this field to name the recurring journal. Use this name to identify and select the recurring journal you want to copy into an input batch for processing.

*Description*

Specify a meaningful description to further identify the contents of this recurring journal. This description defaults to the transaction description, but you can override it there.

*Allocation type*

Indicate whether this journal is fixed or proration. A fixed journal has monetary amounts. A proration journal has ratio values. The ratio is not a percentage and therefore does not have to add up to 100.

*Currency code*

Specify a processing currency or select from the list of valid currencies. All transaction amounts you enter must be in this currency.

*Frequency*

Indicate if you want to process this journal monthly or quarterly. Leave this field blank to process this journal in any frequency other than monthly or quarterly.

*Starting year/period*

Specify the first year and period for which this journal is to be processed.

*Ending year/period*

Specify the last year and period for which this journal is to be processed.

*Next due year/period*

Specify the next year and period for which this journal is to be processed.

The system updates the *Next due year/period* field based on the frequency when a batch containing a recurring journal is accepted. Infinium GL prevents you from bringing in a recurring journal into a batch where the period is different from the period in the *Next due year/period* field.

*Reference*

When you copy a recurring journal into a batch, the system uses the value you specify in this field as the reference on the input journal header.

*Source code*

Specify a source code for this recurring journal or select from a list of valid source codes. The entry you specify becomes the source code when this journal is brought into an input batch.

Source codes must exist as code values for code type **SRC**. You use source codes to identify the source of a journal entry.

*Intercompany table*

Specify the intercompany table to be used to balance the companies within this journal.

---

*Auto-accrual?*

This field allows the automatic reversal of a journal in the next period. You can use this field to reverse month-end adjustments, prepayments and accrual journals.

The following values are valid entries for this field:

- 0** No, do not reverse this journal.
- 1** Yes, reverse this journal in the next period.

When you accept this journal, the system creates the reversing journal and accepts it in the next period.

*Transfer to PA*

Specify **1** in this field to pass the journal to Infinium PA in the form of a miscellaneous transaction.

**8** Press Enter. The system displays a screen similar to Figure 4-5.

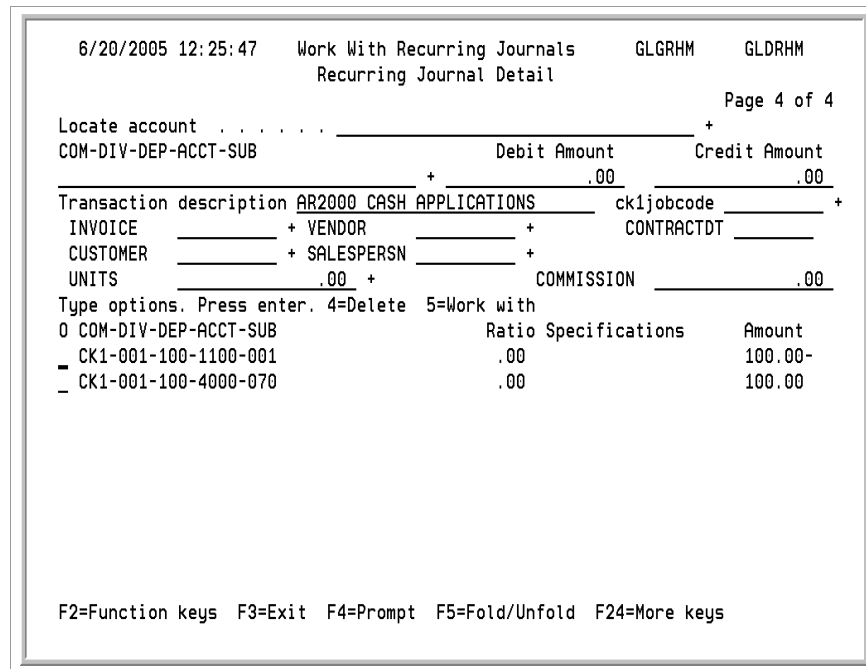


Figure 4-5: Work With Recurring Journals Recurring Journal Detail screen

On this screen you can add, delete, or update detail lines for this recurring journal.



## Deleting detail lines

To delete a detail line, specify **4** and press Enter. The system immediately deletes the line.

## Updating detail lines

To update a detail line, specify **5** in the *Option* column and press Enter.

The system copies it to the top portion of the screen where you can change the fields as described below.

- 9 Use the following information to complete the fields on this screen to add a detail line:

### *Account number*

This field is located below the example of your account structure. Specify an account number or select from the list of valid accounts. You can also press F23 to select up to 99 accounts at once.

### *Dr Ratio, Cr Ratio*

If you are creating a fixed recurring journal, these fields display as *Debit Amount* and *Credit Amount*. Specify a debit or credit amount.

You can leave the amounts blank when you are creating the recurring journal. You can specify the amounts after you have copied the recurring journal into an input batch.

If you are creating a prorational recurring journal, these fields display as *Dr Ratio* and *Cr Ratio*. Specify a debit or credit ratio. Because the ratio is not a percentage, the ratios do not have to add up to 100.

To calculate the percentage for an account, the system divides each debit or credit ratio by the total debit or credit ratio amount respectively.

### *Transaction description*

Use this field to provide a comment to explain this transaction.

### *Job code field* (with variable field label, such as PROJECT)

The label displayed for this field, such as PROJECT, is defined in the Job code name field in the Infinium GL company controls base data. For more information, refer to the *Infinium GL Guide to Controls*.

- If the project accounting controls in the Infinium GL entity controls are not activated, use job codes defined in Infinium GL to track projects.
-

- If project accounting controls in Infinium GL entity controls are activated, the system accepts only valid Infinium PA project IDs and related project values.

If you press F4 in the job code field or specify a project ID that is invalid in Infinium PA, the system displays a project data window that requires you to specify a valid project ID and allows you to specify additional project-related information. The selection lists include values from Infinium PA.

**Caution:** Once you activate the interface with Infinium PA, Infinium GL uses only Infinium PA project identifiers (job code values) and no longer uses any existing Infinium GL job code values. In addition, project related data that you enter or update in an Infinium GL journal is not passed back to Infinium PA unless you specify 1 in the *Transfer to PA* field located on the journal header.

If you associate a transaction with a project, ensure that the transaction currency is the same as the Infinium GL company's base currency.

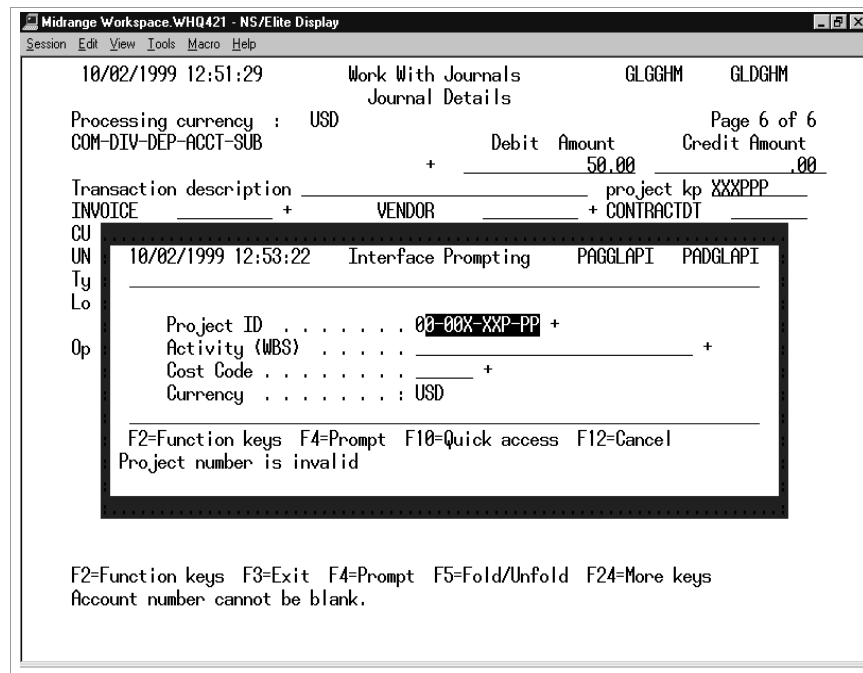


Figure 4-6: Project data window

### User-defined fields

If required, specify valid values for the user-defined fields.

Since controls for these fields are specific to your needs, user fields can be either required or optional at your site.

In this example, the system displays the user-defined fields *INVOICE*, *VENDOR*, *CONTRACTDT*, *CUSTOMER*, *SALESPERSN*, *UNITS*, and *COMMISSION*.

- 10 Press Enter. The system creates the detail line and displays it on the bottom portion of the screen. Continue to enter accounts and amounts or ratios until you have completed entering the journal.
  - 11 Press F16. The system saves the recurring journal and returns you to the selection screen as shown in Figure 4-3 where you can create or update another recurring journal.
-

## Copying a recurring journal into a batch

### Overview

Once you have set up a recurring journal, you can copy the recurring journal into an input batch at a later date. This saves you time and keystrokes in typing repetitious data. After you copy the recurring journal into a batch, you can modify the information, if necessary. If you modify the journal in the batch, your modifications apply to the journal in that batch only. You must use the *Work with recurring journals* option to make any permanent changes.

This topic contains the steps for copying the recurring journal into a *Work with journals* batch and a *Work with mass journal entry* batch.

### Steps to copy a recurring journal using *Work with journals*

To copy a recurring journal into a batch using the *Work with journals* option, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with journals* [WWJ]. The system displays a screen similar to Figure 4-7.
-

```

1/07/2009 08:37:57      Work With Journals      GLGGHM      GLDGHM
                        Batch List                        191 Batches
                                                    Page 1 of 6

Type option, press Enter.
  3=Fast path  4=Delete  5=Work with

Opt  Batch Co Reference User      Journal count Year  Pd Wk M/S Sts Err?
Scn  _____
=    17095 CK1 AR2000  CGK          2 2008  10  M  ERR
-    17096 001 AR2000  CGK          1 2008  4  M
-    17097 001 AR2000  CGK          1 2008  8  M
-    17098 001 AR2000  CGK          1 2008  9  M
-    17099 002 AR2000  CGK          1 2008  9  M  ERR
-    17100 CK1 AR2000  CGK          1 2008  10 M
-    17107 J11 JSD-TEST JDUMONT       1 2008  10 M  ERR
-    17181 004 DEG      DEG          1 2008  1  M
-    17184 004 DEG      DEG          2008  1  M  ERR
-    17186 004 DEG      DEG          1 2008  1  M
-    17187 004 DEG      DEG          1 2008  1  M
-    17189 004 DEG      DEG          1 2008  1  M
-    17190 004 DEG      DEG          1 2008  1  M
-    17192 004 DEG      DEG          1 2008  1  M  +

F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
    
```

Figure 4-7: Work With Journals Batch List screen

- 4 Press F6 to create a new batch. The system displays a screen similar to Figure 4-8.

You can also update an existing batch. Specify 5 in the *Option* column and press Enter.

```

4/09/2009 07:33:10      Work With Journals      GLGGHM      GLDGHM
                        Batch Header
                                                Page 2 of 6

Batch number . . . . . : 0016442
Last update . . . . . : On 4/22/2008 At 9:20:10 By CGK
Company . . . . . : 001 + Century Manufacturing Company

Batch type . . . . . M M=Monetary, S=Statistical

Reference . . . . . AR2000
Description . . . . . AR2000 BATCH
Accounting year . . . . . 2008 + Period 4 Week   

Manual Tape                                System Calculated
Total journal . . . _____ +                                1
Dr/Cr totals . . . _____ .00 +                               Dr      1,080.00
                                                Cr      1,080.00

UNITS . . . . _____ .00 +                                .00
COMMISSION . . . . _____ .00 +                            .00

```

---

F2=Function keys F3=Exit F4=Prompt F6=Translation Table F24=More keys

Figure 4-8: Work With Journals Batch Header screen

The batch header screen does not directly relate to recurring journals.

- 5 Complete or change the fields on this screen as necessary.
- 6 Press Enter. The system displays a screen similar to Figure 4-9.

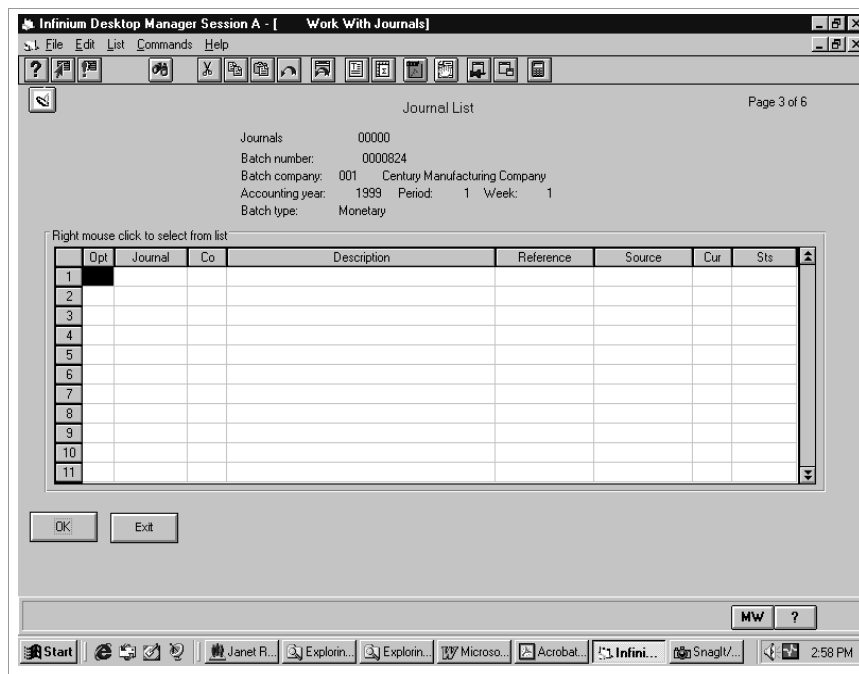


Figure 4-9: Work With Journals Journal List screen

7 Press F7 to display a list of recurring journals. The system displays a screen similar to Figure 4-10.

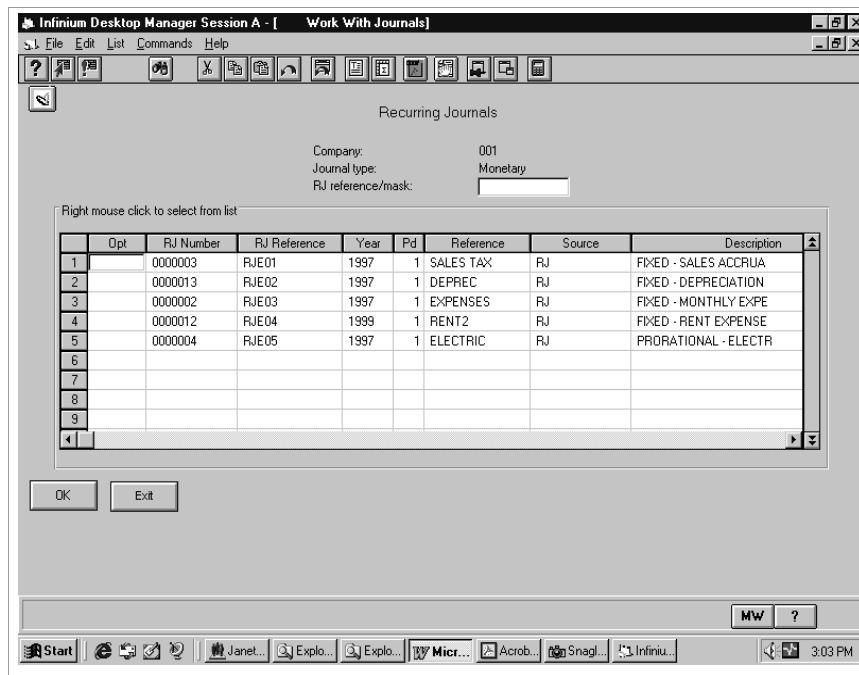


Figure 4-10: Work With Journals Recurring Journals List screen

8 Select a recurring journal.

You can select multiple recurring journals.

To bring a recurring journal into the batch, the general ledger company of the batch must be the same as the general ledger company for which the recurring journal was created.

- 9 Specify **1** in the *Opt* field and press Enter to bring it into the batch. Infinium GL copies the recurring journal into the batch where you can update it as needed. The system displays a screen similar to Figure 4-11.

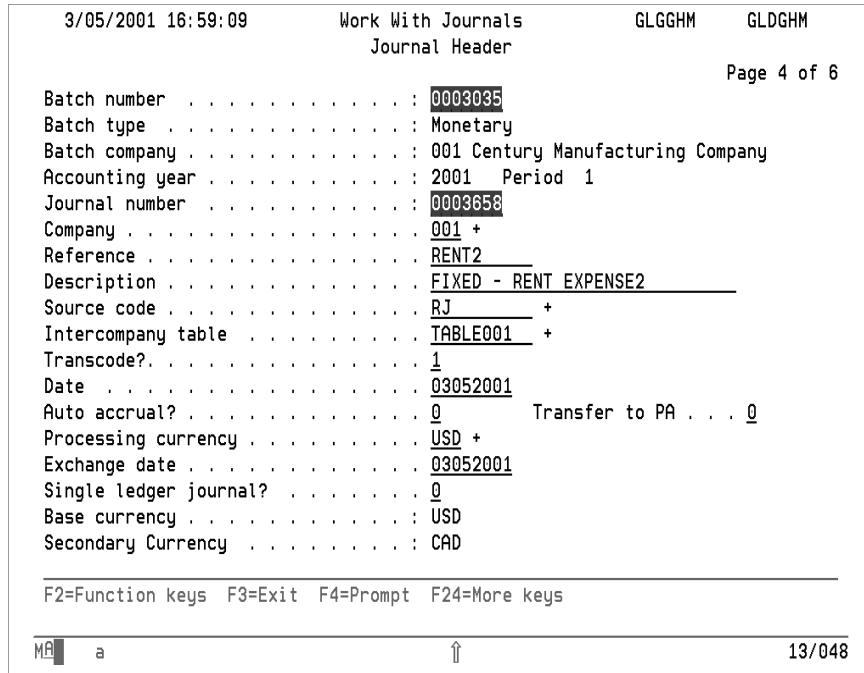


Figure 4-11: Work With Journals Journal List screen

The recurring journal now displays on the Journal List screen.

If you select a prorational recurring journal, the system displays the journal number in reverse image with a status of **ERRORS**. This indicates that you must select the prorational journal to enter an amount.

- 10 Select the recurring journal.
- 11 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 4-12.



```

3/05/2001 16:59:09      Work With Journals      GLGGHM      GLDGHM
                        Journal Header
                        Page 4 of 6

Batch number . . . . . : 0003035
Batch type . . . . . : Monetary
Batch company . . . . . : 001 Century Manufacturing Company
Accounting year . . . . . : 2001 Period 1
Journal number . . . . . : 0003658
Company . . . . . : 001 +
Reference . . . . . : RENT2
Description . . . . . : FIXED - RENT EXPENSE2
Source code . . . . . : RJ +
Intercompany table . . . . . : TABLE001 +
Transcode?. . . . . : 1
Date . . . . . : 03052001
Auto accrual? . . . . . : 0 Transfer to PA . . . 0
Processing currency . . . . . : USD +
Exchange date . . . . . : 03052001
Single ledger journal? . . . . . : 0
Base currency . . . . . : USD
Secondary Currency . . . . . : CAD

F2=Function keys F3=Exit F4=Prompt F24=More keys

MR a                               ↑                               13/048
    
```

Figure 4-12: Work With Journals Journal Header screen 1

The system copies the information from the recurring journal to this first journal header screen.

- 12 Update any information on this screen as necessary.
- 13 Press Enter. The system displays a screen similar to Figure 4-13.

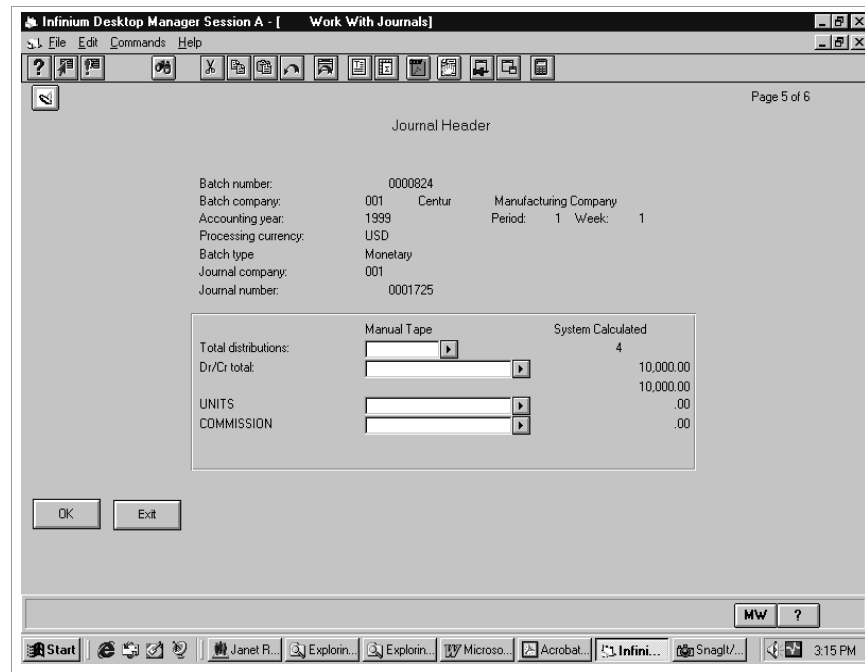


Figure 4-13: Work With Journals Journal Header screen 2

- 14 Specify an amount in the *Proration base quantity* field if you selected a prorational recurring journal. This amount is the total amount to be multiplied by each ratio in the journal.

If you selected a fixed recurring journal, the system does not display this field.

- 15 Press Enter. The system displays a screen similar to Figure 4-14.

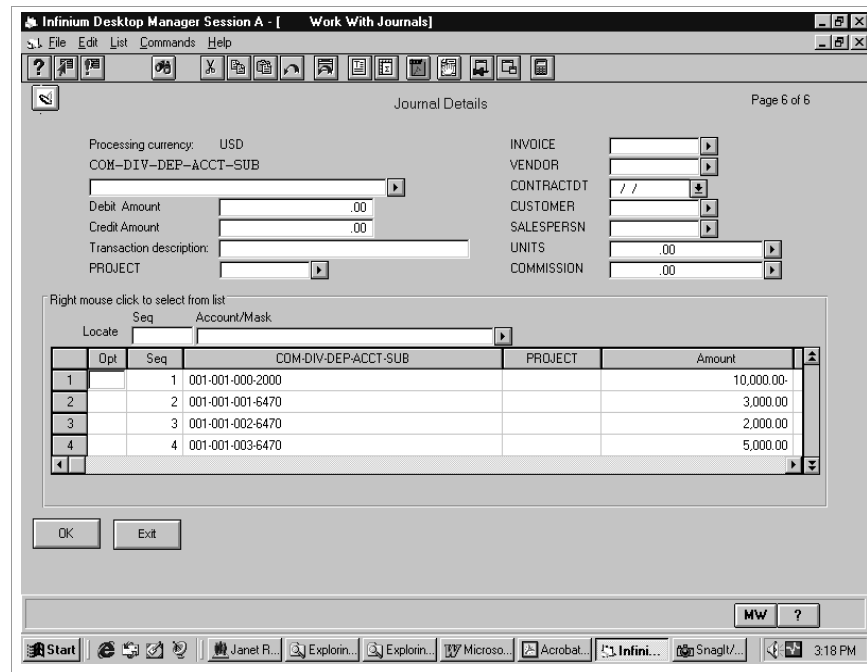


Figure 4-14: Work With Journals Journal Details screen

For proration recurring journals, Inifinium GL allocates the amount based on the ratio you defined in the recurring journal.

Any additions, deletions or changes you make here do not affect the original recurring journal.

- 16 Press F16. The system saves your changes and returns you to the Journal List screen where you can add another journal, update an existing journal, or exit the batch.

## Steps to copy a recurring journal using *Work with mass journal entry*

To copy a recurring journal into a batch using the *Work with mass journal entry* option, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work With Mass Journal Entry screen.

- Press F5 to create a batch header for a new batch in which you want to copy a recurring journal. The system displays a window similar to Figure 4-15.

You can also include recurring journals in an existing mass journal entry batch by pressing F8 and then selecting a batch.

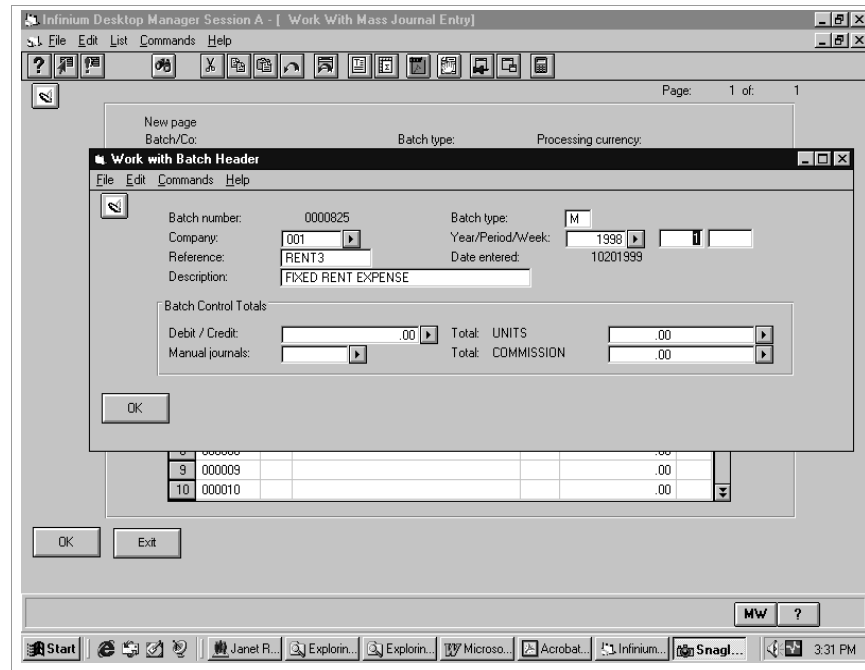


Figure 4-15: Work with Batch Header window

The batch header window does not directly relate to recurring journals; however, you must create the batch header before you can create journals in the batch.

- Complete the batch header fields. Refer to the “Using Mass Journal Entry” chapter in this guide for more information on these fields.
- Press Enter. The system creates the batch and returns you to the Work With Mass Journal Entry screen.
- Press F8 from within the batch. The system displays a window similar to Figure 4-16.

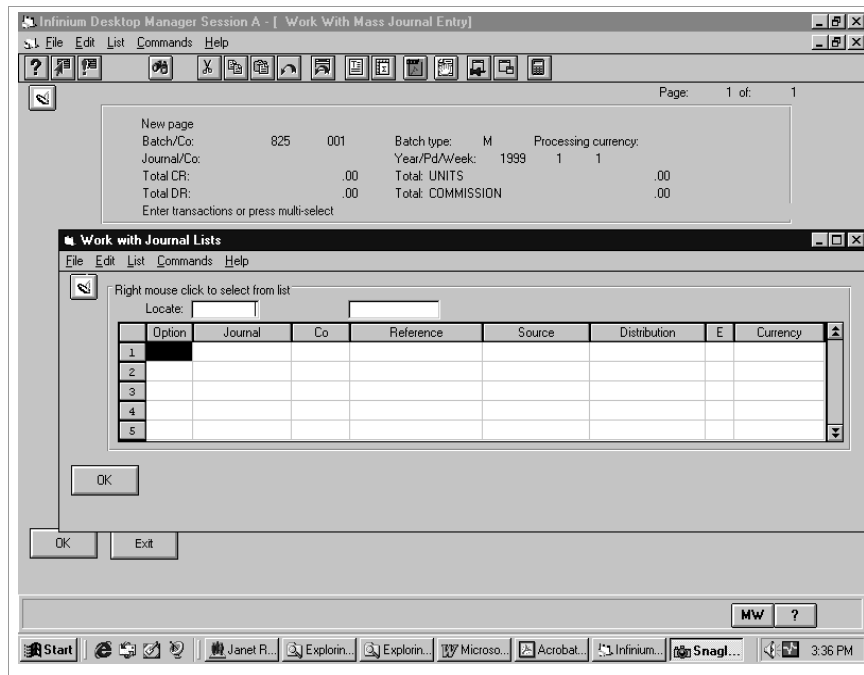


Figure 4-16: Work with Journal Lists window

- 8 Press F7 to display a list of recurring journals. The system displays a screen similar to Figure 4-17.

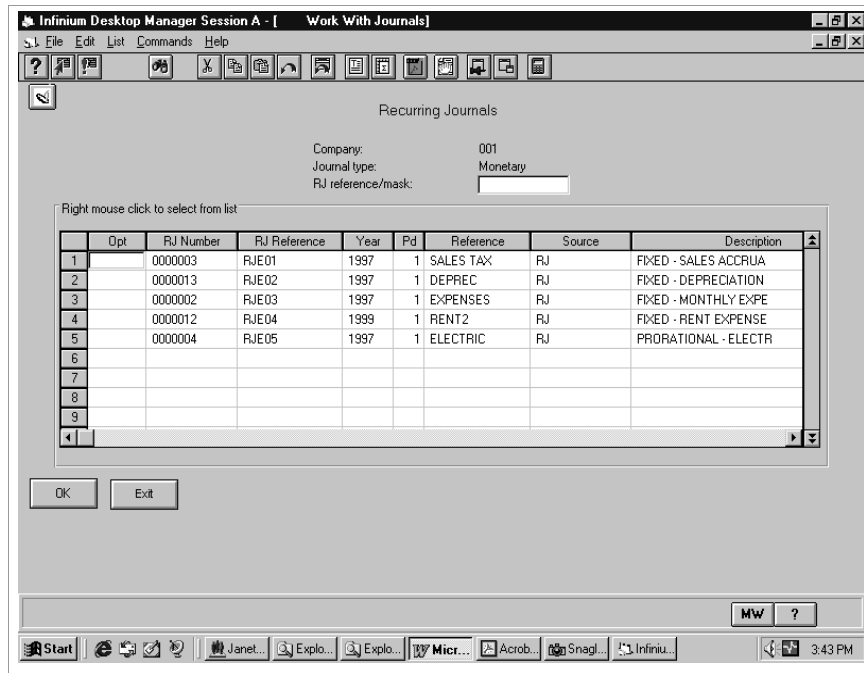


Figure 4-17: Work With Mass Journal Entry Recurring Journals screen

- 9 Select a recurring journal with 1 to bring it into the batch.

You can select multiple recurring journals.

To use a recurring journal, the general ledger company of the input batch must be the same as the general ledger company for which the recurring journal was created.

- 10 Press Enter. Infinium GL copies the recurring journal into the batch where you can update it as needed. The system displays a window similar to Figure 4-18.

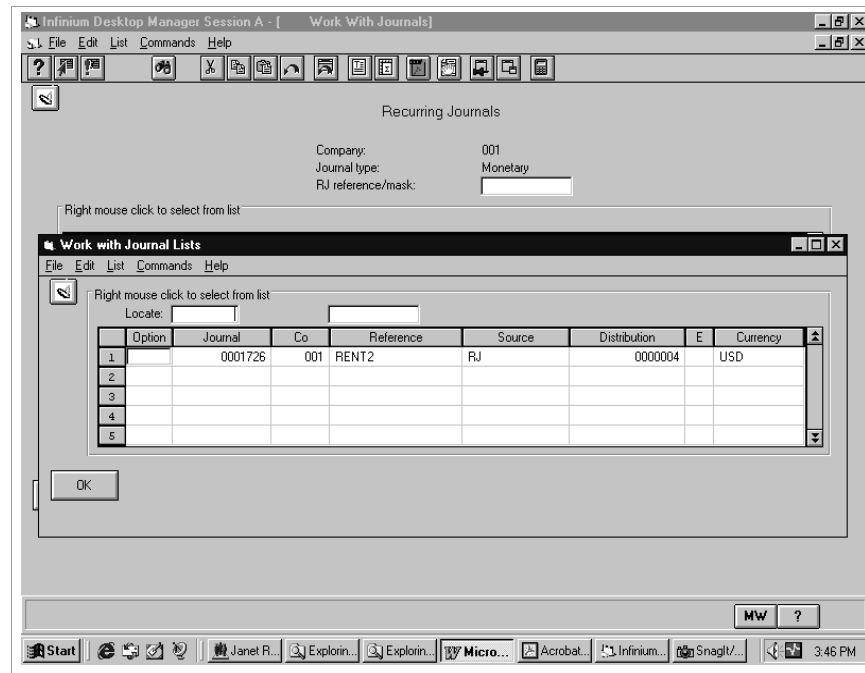


Figure 4-18: Work with Journal Lists window

The recurring journal now displays in the Journal List window.

If you select a prorational recurring journal, the system displays the journal number in reverse image. This indicates that you must select the prorational journal to enter an amount.

- 11 Select the recurring journal.
- 12 Specify 5 in the *Option* field and press Enter. The system displays a window similar to Figure 4-19.

```

3/05/2001 17:05:18   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                     Page 1 of 1
Batch/Co      3036 001  Batch type  M           Processing currency
Journal/Co    Year/Period 2001 1           Total distributions
Total CR      .00           Total UNITS .00
Total DR      .00           Total COMMISSION .00
Work with Journal Header for Batch 0003036
Journal number . . . : 0003659           Transcode? . . . 1
Company . . . . . 001 +           Auto accrual? . . 0
Reference . . . . . RECURRING           Source . . . . . +
Date . . . . . 03052001           Intercompany Table _____ +
Description . . . . RECURRING JOURNAL ENTRIES

Processing currency USD +           Exchange date . . 03052001
Base currency . . . : USD           Secondary currency CAD
Transfer to PA . . . 0           Single ledger jrn? 0
Journal Control Totals
Debit / Credit . . . . .00 + Total UNITS .00 +
Manual Distribution _____ + Total COMMISSION .00 +

Press function key for the long description
F2=Function keys F4=Prompt F7=Exchange defaults F24=More keys
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 4-19: Work with Journal Header window

- 13 Specify the amount in the *Base prorate amount* field if you selected a prorational recurring journal. The system does not display this field again. You can press F23 to display this field if you need to update the amount.

If you selected a fixed recurring journal, the system does not display this field.

- 14 Press Enter. The system displays a screen similar to Figure 4-20.

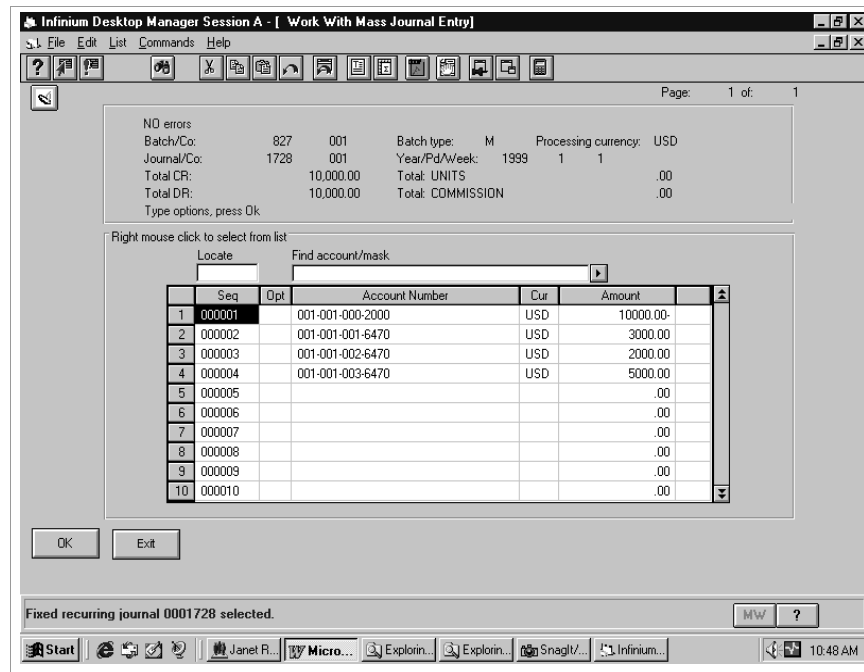


Figure 4-20: Work With Mass Journal Entry screen

Infinium GL allocates the amount based on the ratio you defined in the recurring journal. You can update the journal transactions as needed.

- 15 Press Enter to validate the journal.
- 16 Press F16 to save the journal before you exit the batch.



# Displaying recurring journals

## Overview

You can view recurring journals that are already defined in the system using the *Display recurring journals* option. You set the parameters of the journals you want to display. You can then select individual journals to review in greater detail.

You cannot use this option to make changes to recurring journals. To create or change recurring journals, refer to the “Creating and updating recurring journals” topic discussed earlier in this chapter of the guide.

## Steps to display recurring journals

To display a recurring journal, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Display recurring journals* [DRJ]. The system displays a screen similar to Figure 4-21.
-

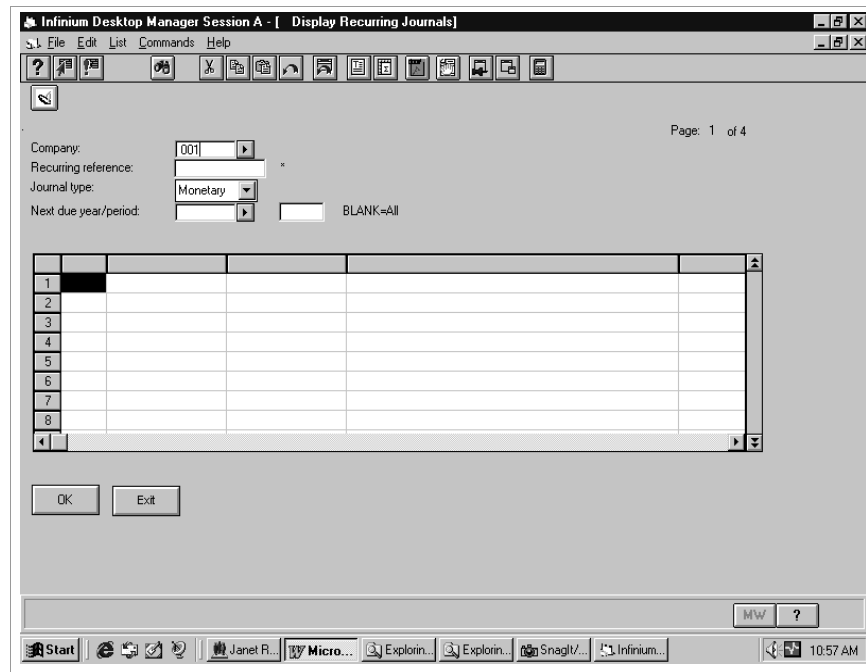


Figure 4-21: Display Recurring Journals screen

- 4 Specify values in the selection fields to limit the display of recurring journals. You must specify a value in at least the *Company* and *Journal type* fields.
- 5 Press Enter. The system displays a screen similar to Figure 4-22.

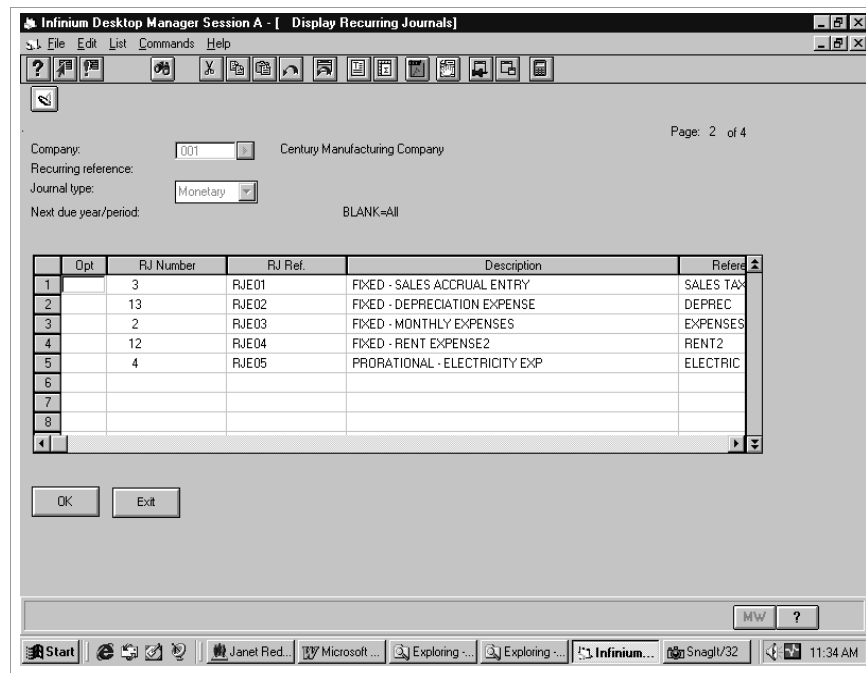


Figure 4-22: Display Recurring Journals selection screen

The system displays the recurring journals on the bottom of the screen that match your selection criteria.

- 6 Display the recurring journal.
- 7 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 4-23.

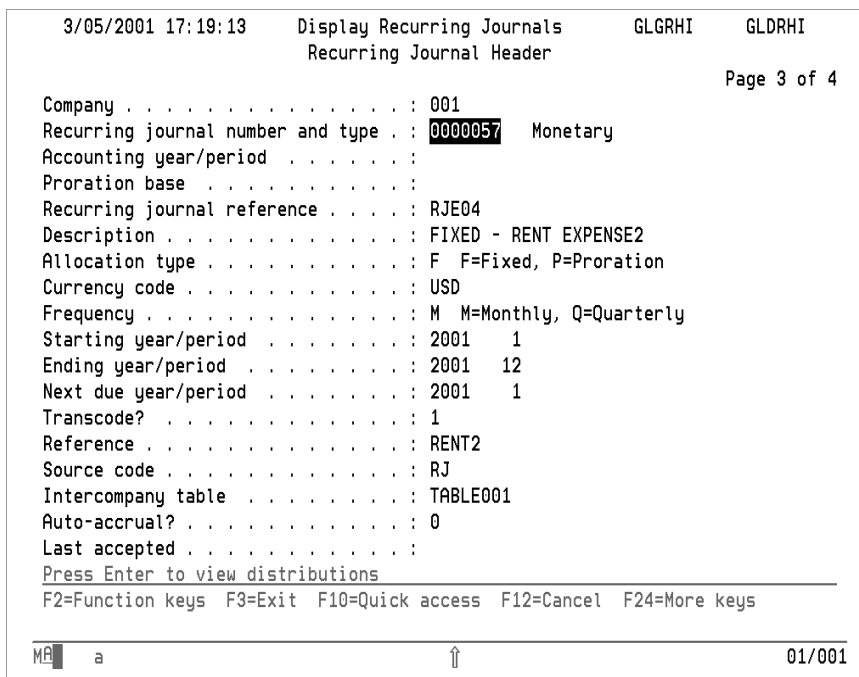


Figure 4-23: Display Recurring Journals Recurring Journal Header screen

- 8 Press Enter. The system displays a screen similar to Figure 4-24.

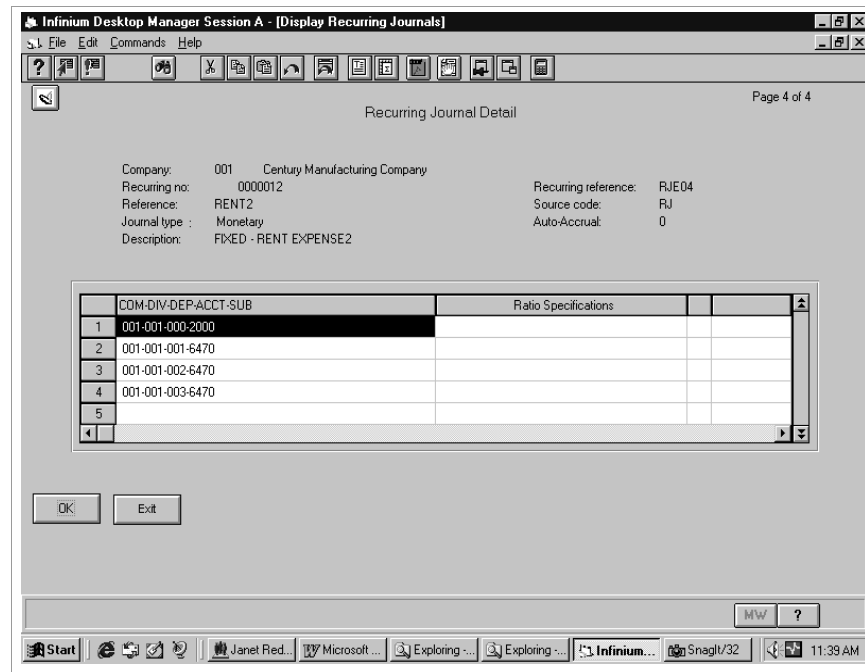


Figure 4-24: Display Recurring Journals Recurring Journal Detail screen

The system displays the account and amount or ratio information for the journal.

- 9 Press Enter. The system returns you to the selection screen where you can select another journal to view.

# Printing recurring journals

## Overview

You can use the *Print recurring journals* option to print a list of recurring journals for a specific company.

## Steps to print recurring journals

To print a recurring journal, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Print recurring journals* [PRJ]. The system displays a screen similar to Figure 4-25.

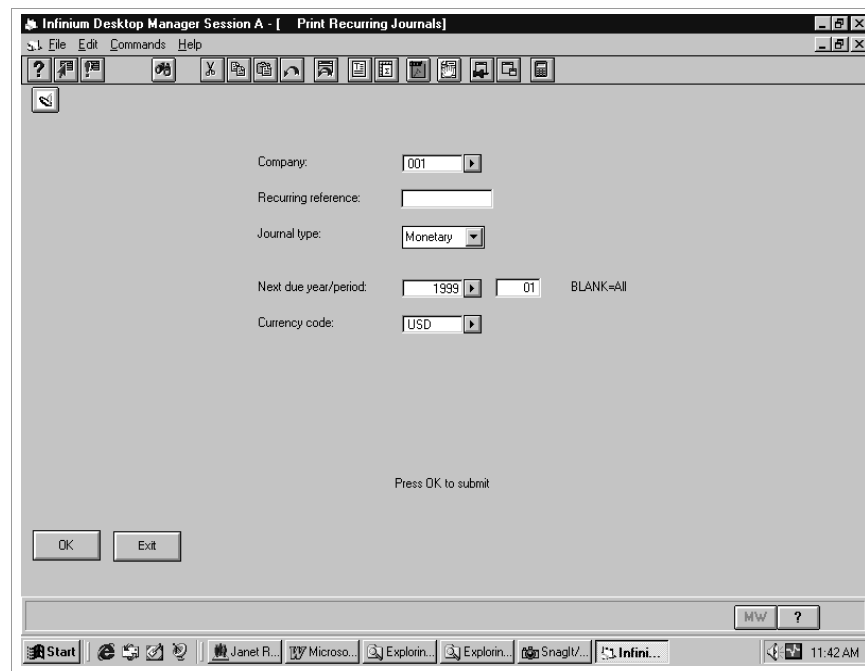


Figure 4-25: Print Recurring Journals screen

- 4 Specify values in the selection fields to limit the report of recurring journals. You must specify a value in at least the *Company* and *Journal type* fields.
- 5 Press Enter. The system submits the report and returns you to the main menu.

---

# Chapter 5 Using Intercompany Processing

# 5

This chapter includes information on using intercompany processing.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of intercompany processing	5-2
Activating intercompany processing in company controls	5-6
Authorizing accounts to use intercompany processing	5-8
Creating intercompany table code values	5-10
Defining intercompany tables	5-12
Using intercompany tables in journals	5-17
Using extra pairs	5-20
Defining intercompany table groups	5-24

---

## Overview of intercompany processing

Intercompany processing allows you to define intercompany relationships for the purpose of creating journal entries that keep your companies in balance. You do this by creating a table of accounts that the system uses to generate offset entries for companies that are not balanced within a journal.

For example, if Company 001 pays an expense for Companies 002 and 003, these companies would not be in balance. However, by using intercompany processing, you can create a table that generates the correct receivable and payable entries to bring these companies into balance. The system processes these balancing entries during posting, and the journal proof lists the balancing components.

Intercompany processing can be carried out between companies that have different base currencies.

Before you can use an intercompany table in journal processing, you must complete the following tasks:

- 1 Activate intercompany processing in company controls
- 2 Authorize accounts to use intercompany processing
- 3 Create code values for intercompany tables and intercompany table groups
- 4 Set up account relationships in intercompany tables

You set up the specific accounting relationship between companies for which you need to create intercompany transactions.

- 5 Authorize users to make intercompany entries in the *Work with user security controls* option. For more information on this topic, refer to the “Performing Supervisor Functions” chapter in the *Infinium GL Guide to Controls*.

Within journal processing, you specify the intercompany processing table. Based on the relationships that you defined in the intercompany table, Infinium GL automatically creates the journal entries needed to keep your companies in balance.

---



## Intercompany example

In the example used throughout this chapter, Company 001 pays an advertising bill for advertisements that were created for Company 002. You make the entry to debit Company 002's advertising expense and credit Company 001's accounts payable. Infinium GL automatically generates the balancing entries based on controls that you previously defined.

Figure 5-1 illustrates entries that the user and the system make.

### User entries

<p>Company 002 Advertising Expense</p> <hr style="border: 0.5px solid black;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;">50,000</td> <td style="width: 50%; padding: 5px;"></td> </tr> </table>	50,000		<p>Company 001 Accounts Payable</p> <hr style="border: 0.5px solid black;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"></td> <td style="width: 50%; padding: 5px;">50,000</td> </tr> </table>		50,000
50,000					
	50,000				
<p>Company 002 Intercompany Payable to 001</p> <hr style="border: 0.5px solid black;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"></td> <td style="width: 50%; padding: 5px;">50,000</td> </tr> </table>		50,000	<p>Company 001 Intercompany Receivable from 002</p> <hr style="border: 0.5px solid black;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;">50,000</td> <td style="width: 50%; padding: 5px;"></td> </tr> </table>	50,000	
	50,000				
50,000					

Figure 5-1: Intercompany Entries Example

The diagram in Figure 5-2 illustrates the tasks that you must perform to use intercompany processing.

## Intercompany Processing Overview

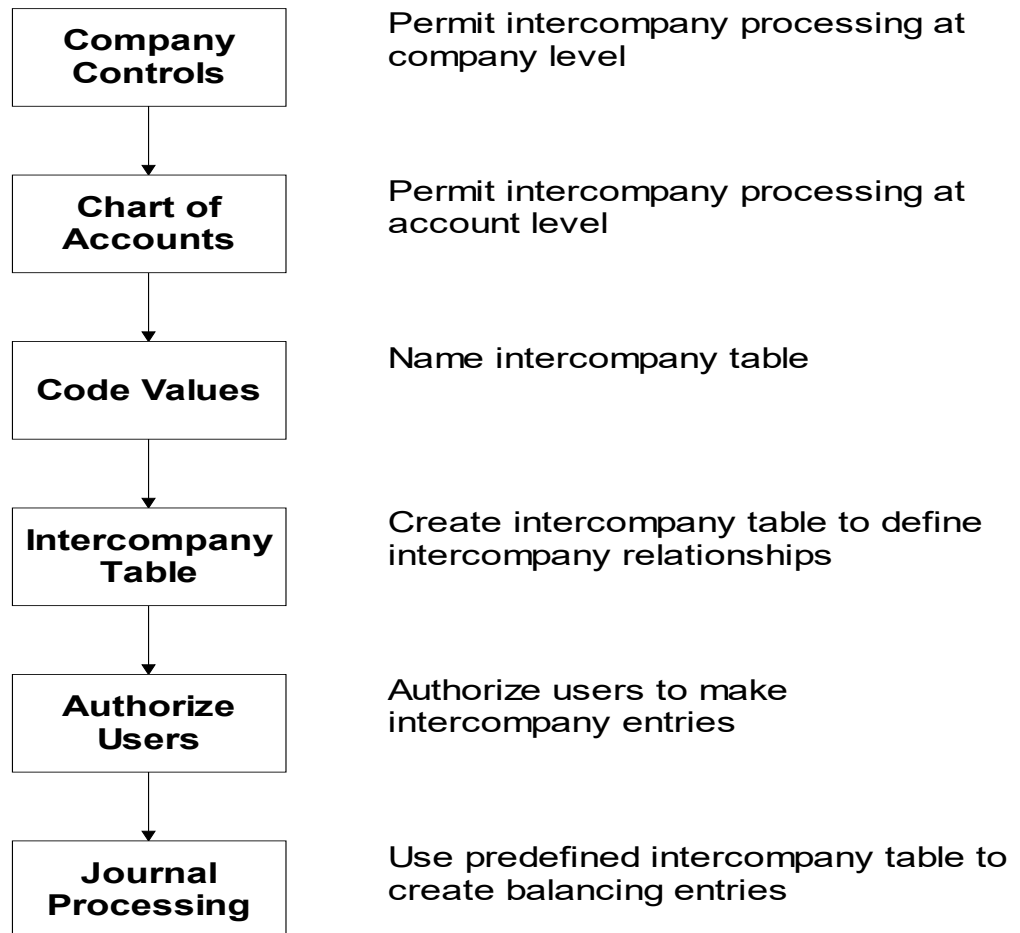


Figure 5-2: Intercompany Processing Overview

### Controls that affect intercompany processing

The controls that affect intercompany processing are as follows:

- Companies
- Chart of accounts
- Code values

- Intercompany tables
- Intercompany groups

For more information on these controls, refer to the individual topic explanations in this chapter of the guide.

## Objectives

At the conclusion of this chapter of the guide, you should be familiar with the following:

- Using extra pairs in an intercompany table
  - Creating intercompany groups
-

# Activating intercompany processing in company controls

## Overview

As with most functions, before you can perform the processing tasks, you must first set up controls that define the processing environment.

In Infinium GL's intercompany processing module, the first control that you must define is at the company level. You must enable intercompany processing for each company that processes intercompany journal entries.

## Steps to activate intercompany processing in company controls

To activate intercompany processing for a company, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Companies*.
  - 3 Select *Work with company controls [WWCC]*. The system displays the Work with Company Controls prompt screen.
  - 4 Specify the company to update in the *Company* field.
  - 5 Press Enter. The system displays the Work with Company Controls selection screen.
  - 6 Select the *Base data* attribute. Specify **5** in the *Opt* column.
  - 7 Press Enter. The system displays the screen shown in Figure 5-3.
-

```

1/06/2009 12:56:37      Work With Company Controls      GLGCNM      GLDCNM
                          Base Data
                                          Page 1 of 1

Company . . . . . : 001

Company name . . . . . Century Manufacturing Company
Company description . . . . . A CENTURY HOLDINGS COMPANY
Active? . . . . . 1                      1=Yes, 0=No
Base currency . . . . . : USD
Number of accounting periods . . . . . 12      12 .. 13
Number of accrual periods . . . . . 12         12 .. 13
Current accounting year . . . . . 2005 +
Current accounting period . . . . . 1          1 .. 13
Current accounting week . . . . . 1           1 .. 53
Suspense account . . . . . 001-999-000-3999      +
Retained earnings account . . . . . 001-001-000-3002 +

Tax id . . . . . 493-28-9231
Job code name . . . . . PROJECT
Intercompany processing? . . . . . 1          1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F4=Prompt  F5=Reset  F24=More keys
    
```

Figure 5-3: Work With Company Controls Base Data screen

- 8 Specify yes in the *Intercompany processing?* field to allow intercompany processing for this company.

Specify yes in this field for every company for which the system generates intercompany transactions.

- 9 Press Enter. The system saves your entry and returns you to the Work With Company Controls selection screen.
- 10 Exit this screen. The system returns you to the main menu.

After you specify at the company level to use intercompany processing, you must authorize the accounts for that company to be used in intercompany processing.

# Authorizing accounts to use intercompany processing

## Overview

All accounts that you use for intercompany entries must be authorized to do so. You enable intercompany processing for an account in the chart of accounts.

## Steps to authorize accounts for intercompany processing

To authorize accounts for intercompany processing, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Chart of Accounts*.
  - 3 Select *Work with chart of accounts* [WWCOA]. The system displays a screen similar to Figure 5-4.
-

```

AUG/23/2023 12:21:01   Work With Chart Of Accounts   GLGCTM   GLDCTM
Locate account . _____ + Parent A/C CURASSETS +
Account number . 001-001-000-1014 + Short name _____
Description . . Accounts Receivable - Interest   Permit Intercompany? 1
Transcode acct . 004-001-000-1022 + Account use . M 1
Posting limits DR _____ Req Usr Field   Account type . A 2
Posting limits CR _____ 1 2 3 4 5 6 7   Permit budgets? 1 3
Statistical units _____ 0 0 0 0 0 0 0   Permit generics? 1 4
Restricted to journals _____ Active? 1 5
Account user fields . A _____ + _____ + _____ + _____ +
Valid from year/period . _____ + _____ Valid to year/period . _____ + _____
Currency USD + Translation method 0   Override rate type _____ + Revalue? 0
Project req? 0 Project _____ + Activity _____ +
Op COM-DIV-DEP-ACCT-SUB   Description   1 2 3 4 5
__ 001-001-000-1001-400   Bank Account 4 - AR   M A 1 1 1
__ 001-001-000-1001-500   Bank Account 5 - AR   M A 1 1 1
__ 001-001-000-1002   Marketable Securities   M A 1 1 1
__ 001-001-000-1010   Accounts Receivable - Trade   M A 1 1 1
__ 001-001-000-1011   Identified Cash - On Account   M A 1 1 1
__ 001-001-000-1012   Unidentified Cash - Treasury   M A 1 1 1
5 001-001-000-1014   Accounts Receivable - Intere   M A 1 1 +
Options, 3=Copy 33 33=Copy range 4=Delete 5=Work with 8=Currency
F2=Function keys F3=Exit F4=Prompt F5=Clear F24=More keys

ME + A
    
```

Figure 5-4: Work With Chart Of Accounts screen

Infinium GL verifies that you have permitted an account to be used in intercompany processing.

- 4 Select the account. Specify 5 in the *Op* column.
  - 5 Press Enter. The system copies the account information to the top portion of the screen.
  - 6 Set the *Permit Intercompany?* field to 1 to use an account in a journal in which the account company differs from the journal company. Accounts in which this field is set to 0 cannot be used in an intercompany processing table or in an intercompany journal.
  - 7 Press Enter. The system updates the account on the bottom portion of the screen.
- Note:** To permit intercompany processing for large numbers of accounts, use the *Mass change chart of accounts* option.
- 8 Exit this screen. The system returns you to the main menu.

# Creating intercompany table code values

## Overview

Before you set up the intercompany relationships within a table, you must create a code value or name for the intercompany table.

Once you have created the table names, you can then set up the specific accounting relationship between companies for which you need to create intercompany transactions. You define these relationships in an intercompany account table.

## Steps to create intercompany table code values

To create intercompany table code values, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Codes*.
  - 3 Select *Work with code values* [WWCV]. The system displays the Work With Code Values prompt screen.
  - 4 Specify **IAT** in the *Code type* field and leave the *Company* field blank.
  - 5 Specify the name of the intercompany table in the *Code value* field.
  - 6 Press Enter. The system displays a screen similar to Figure 5-5.
-



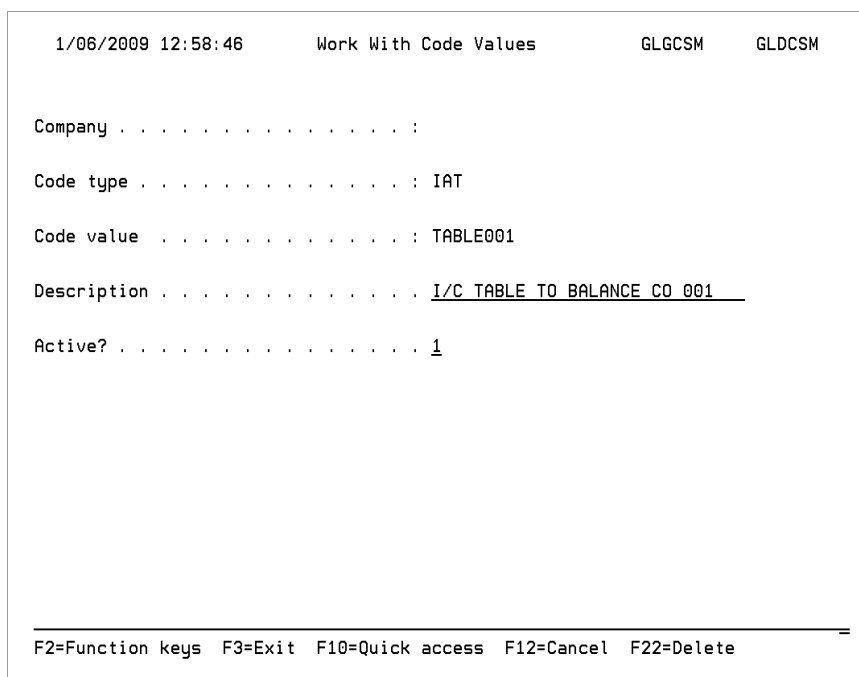


Figure 5-5: Work With Code Values screen

**7** Specify a description for the intercompany table and whether or not it is active.

**1**            The intercompany table is active.

**0**            The intercompany table is inactive.

**8** Press Enter. The system saves the code value and returns you to the Work With Code Values prompt screen.

**9** Create an intercompany code value for each intercompany table you will create.

After you establish the proper code values, you can begin defining the intercompany tables that determine the pairs of companies and the receivable and payable relationship of the accounts within those companies.

## Defining intercompany tables

### Overview

In this step, you define the account relationships between each company that you want to use to create intercompany entries. You set up these account relationships in an intercompany table by defining intercompany pairs.

An intercompany pair consists of a source company and a target company. The source company is the journal company; the target company is any other company that is used within the intercompany journal.

Within the intercompany pair definition, you specify the intercompany receivable account and the intercompany payable account to use for the source company. In addition, you must specify the intercompany receivable account and the intercompany payable account to use for the target company. These are the accounts that Infinium GL uses when creating the balancing entries between the source company and target company.

#### Intercompany processing table

Pair	Account description
Source: 001	Company 001 Receivable from Company 002
	Company 001 Payable to Company 002
Target: 002	Company 002 Receivable from Company 001
	Company 002 Payable to Company 001

When creating a debit balancing entry, the system uses the receivable account. When creating a credit balancing entry, the system uses the payable account. If you prefer, you can use the same account for both the receivable and payable entries.

### Steps to define intercompany tables

To define intercompany tables, perform the following steps:

- 1 From the main menu select *Control File Functions*.

- 2 Select *Intercompany Tables*.
- 3 Select *Work with intercompany tables* [WWIT]. The system displays a screen similar to Figure 5-6.

```
1/06/2009 12:59:47  Work With Intercompany Tables  GLGITM  GLDITM

Intercompany table . . . . . TABLE001  +
Copy like table . . . . . _____  +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F18=Message line
```

Figure 5-6: Work With Intercompany Tables prompt screen

- 4 Specify the name of the intercompany table in the *Intercompany table* field.

**Note:** You can work only with a table that you defined a code value for in the *Work with code values* option.

To copy the information from one table into a new table, you can specify an existing intercompany table in the *Copy like table* field. Otherwise, leave the *Copy like table* field blank.

- 5 Press Enter. The system displays a screen similar to Figure 5-7.

```

1/06/2009 13:13:09  Work With Intercompany Tables  GLGITM  GLDITM

Intercompany table . . . . . : TABLE001
Description . . . . . : I/C TABLE TO BALANCE CO 001
Type options, press Enter.
  2=Change  4=Delete  5=Define extra pairs

Locate source/target company . . . . .  _  _

Opt  Source Company  Target Company  Description  Act  Rev
-    001             AMS             001 and AMS intercompany  1   1
-    001             DEG             001 and DEG                1   1
-    001             KAL             intercompany table         1   1
-    001             LVC             001 and LVC intercompany  1   1
-    001             MLF             mlf/001                    1   1
-    001             TG2             001 to TG2 pair           1   1
-    001             002             Co 1 and 1                 1   1

Bottom

-----
F2=Function keys  F3=Exit  F6=Create Pair  F10=Quick access  F24=More keys

```

Figure 5-7: Work With Intercompany Tables selection screen

The purpose of this screen is to display or work with previously defined intercompany pairs that are listed on the lower portion of the screen. You can also create new intercompany pairs.

To delete an entire intercompany table, press F22. You cannot delete an intercompany table that is attached to an input journal. Option 4 allows you to delete individual intercompany pairs (relationships) within the table as long as the table has not been used in a journal.

For more information on defining extra pairs, refer to the “Using extra pairs” topic.

- 6 Press F6 to create an intercompany pair. The system displays a screen similar to Figure 5-8.

```

1/06/2009 13:15:32  Work With Intercompany Tables      GLGITM      GLDITM

Intercompany table . . . . . : TABLE001
Description . . . . . : I/C TABLE TO BALANCE CO 001

Type information for Intercompany pair and press Enter.

Source company . . . . . ___ +
Source receivable . . . . . _____ +
Source payable . . . . . _____ +

Target company . . . . . ___ +
Target receivable . . . . . _____ +
Target payable . . . . . _____ +

Description . . . . . _____

Active? . . . . . 1

Reverse pair? . . . . . 0

-----
F2=Function keys  F3=Exit  F4=Prompt  F5=Clear display  F24=More keys
    
```

Figure 5-8: Work With Intercompany Tables create pair screen

**7 Use the following information to complete the fields on this screen:**

*Source company*

Specify the source company in the *Source company* field. The source company is the journal company.

*Source receivable, Source payable*

Specify the receivable and payable accounts for the source company.

*Target company*

Specify the target company in the *Target company* field. The target company is any other company that is used within the intercompany journal.

*Target receivable, Target payable*

Specify the receivable and payable accounts for the target company.

*Reverse pair?*

To define the reciprocal relationship for this pair, specify **1** in the *Reverse pair?* field. The reciprocal relationship allows you to use the table in a journal where the journal company is the target company.

- 8** Press Enter to create this intercompany pair. The system returns you to the Work With Intercompany Tables selection screen shown in Figure 5-7.
- 9** Repeat steps 6 through 8 until you have created or modified all the intercompany pairs for this table.
- 10** Exit this screen to return to the main menu.

After you define an intercompany table, you can use the intercompany table in a journal.

---

# Using intercompany tables in journals

## Overview

Once you create an intercompany table, you can use it in journal processing. You specify the intercompany table name on the journal header for Infinium GL to use for the purpose of balancing your companies.

Within journal processing, you specify the intercompany processing table to use. Based on the relationships that you defined in the intercompany table, Infinium GL automatically creates the journal entries needed to keep your companies in balance.

The table below illustrates the entries that Infinium GL creates to balance the companies used in the example.

Journal company: 001 Input journal			I/C table: Table001		
User entries			Balancing entries		
Company	Debit	Credit	Account	Debit	Credit
001		50,000	Company 001 Receivable from Company 002	50,000	
002	50,000		Company 002 Payable to Company 001		50,000

## Steps to use intercompany tables in journals

To use intercompany tables in journal processing, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.

- 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work With Mass Journal Entry screen.
- 4 Press Enter to create a new batch. The system displays a window similar to Figure 5-9.

```

3/10/2009 13:58:13   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                     Page 1 of 1
Batch/Co           Batch type           Processing currency
Journal/Co         Year/Period           Total distributions
Total CR           .00           Total UNITS           .00
Total DR           .00           Total COMMISSION      .00

Work with AutoBatch 0018016
Journal number . . . : 0022724           Batch type . . . . M
Company . . . . . +           Year/Period . . . . +
Auto accrual? . . . @           Transcode? . . . @
Reference . . . . .           Source . . . . . +
Date . . . . . 03102009           Intercompany Table _____ +
Description . . . . .
Processing currency ____ +           Exchange date . . 03102009
Base currency . . . :           Secondary currency
Transfer to PA . . . @           Single ledger jrn? . @
Journal Control Totals
Debit / Credit _____ .00 + Total UNITS _____ .00 +
Manual journals _____ +           Total COMMISSION _____ .00 +
Select the action for the long description
F2=Function keys F4=Prompt F10=Quick access F24=More keys

BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 5-9: Work with Autobatch window

- 5 Specify the name of the intercompany table that the system uses in the *Intercompany Table* field. Be certain that the journal company exists as a source company within the table you specify in this field or as the target company in a table that has the *Reverse pair?* field set to 1.

You can also use the *Work with journals* option to create intercompany journals.

- 6 Complete the remaining fields in this window as applicable for your batch. For more information on the remaining fields, refer to the “Using Mass Journal Entry” chapter of this guide.
- 7 Press Enter.
- 8 Specify accounts and amounts for the intercompany journal entry, provided those companies exist in the intercompany table.
- 9 Press Enter for the system to validate the journal.



- 10 Press F17 to preview the balancing entries that the system generates when you proof the journal.
- 11 Press Enter to return to the Work With Mass Journal Entry screen.

For more information on using mass journal entry, refer to the “Using Mass Journal Entry” chapter of this guide.

---

## Using extra pairs

### Overview

In addition to defining receivable and payable accounts for the source and target companies, Infinium GL provides you with the option to define extra pairs of offset accounts. These extra pairs are attached to the receivable accounts for both the source and target companies.

If you set up extra pairs, when you use the intercompany table in journal processing, the system automatically generates additional offsetting entries.

In this modified example, Company 003 is a holding company that is used to recognize intercompany relationships between its subsidiary (Company 002) and the parent company (Company 001).

The diagram in Figure 5-10 and the table that follows illustrate the intercompany extra pairs example.

---

## Intercompany Processing Extra Pairs

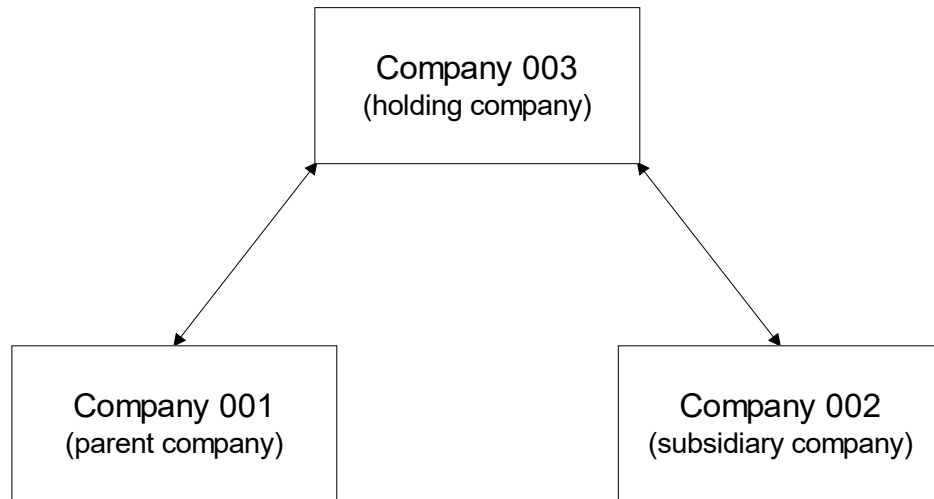


Figure 5-10: Extra Pairs Example

### Intercompany processing table

Pair	Account description	Extra pairs
Source: 001	Company 001 Receivable from Company 002	Dr Company 003 Account A Cr Company 003 Account B
	Company 001 Payable to Company 002	
Target: 002	Company 002 Receivable from Company 001	Dr Company 003 Account B Cr Company 003 Account A
	Company 002 Payable to Company 001	

### Steps to define extra pairs

- 1 From the main menu select *Control File Functions*.
- 2 Select *Intercompany Tables*.

- 3 Select *Work with intercompany tables* [WWIT]. The system displays the Work with Intercompany Tables prompt screen.
- 4 Specify the name of the intercompany table to work with in the *Intercompany table* field.
- 5 Press Enter. The system displays the Work With Intercompany Tables selection screen, which shows the intercompany relationships for this table.
- 6 Select the intercompany pair for which you want to define extra pairs (specify 5 in the *Opt* field).
- 7 Press Enter. The system displays a screen similar to Figure 5-11.

```

1/06/2009 13:26:17  Work With Intercompany Tables      GLGITM      GLDITM

Table name . . . . . : INTERCOMP  Intercompany Table

Source company . . . . . : 001    Century Manufacturing Company
Target company . . . . . : ABC    ABC Manufacturing Company
Pair description . . . . . : ABC/001

Type options, press Enter.  5=Work with
Option  Attribute                               Used?
-      Pair 1                                   0
-      Pair 2                                   0
-      Pair 3                                   0
-      Pair 4                                   0
-      Pair 5                                   0
-      Pair 6                                   0
-      Pair 7                                   0
-      Pair 8                                   0

-----
F2=Function keys  F3=Exit  F12=Cancel  F18=Message line

```

Figure 5-11: Work With Intercompany Tables extra pairs selection screen

- 8 Specify 5 in the *Option* field to select an extra pair to define or update.

Additional pairs exist behind the primary pair. While the system uses primary pairs to balance the journal, the system uses the secondary pairs to make additional entries. You can create up to eight sets of extra pairs.

- 9 Press Enter. The system displays a screen similar to Figure 5-12.

```

1/06/2009 13:27:07  Work With Intercompany Tables  GLGITM  GLDITM

Table name . . . . . : INTERCOMP  Intercompany Table

Source company . . . . . : 001 Century Manufacturing Company
Target company . . . . . : ABC ABC Manufacturing Company
Pair description . . . . . : ABC/001

Pair      1 - Accompanies Receivable in Source Company
  Debit . . . . . _____ +
  Credit . . . . . _____ +

Pair      1 - Accompanies Receivable in Target Company
  Debit . . . . . _____ +
  Credit . . . . . _____ +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 5-12: Work With Intercompany Tables extra pairs definition screen

- 10 Specify the offset accounts that the system debits and credits when a journal contains the receivable account for the source company or the target company. The amount that the system uses for the entry is from the receivable of either the source or target company.
- 11 Press Enter. The system saves the extra pair and returns you to the Work With Intercompany Tables extra pairs selection screen where you can create or update another extra pair.

**Note:** The following table illustrates the entries that Infinium GL creates to balance companies when you use extra pairs.

Journal company: 001			Journal entries			I/C table: Table001XP		
User entries			Balancing entries			Extra pairs		
Co.	Dr	Cr	Account	Dr	Cr	Account	Dr	Cr
001		500	Co. 001 Receivable from Co. 002	500		Co. 003 Account A	500	
						Co. 003 Account B		500
002	500		Co. 002 Payable to Co. 001		500			

# Defining intercompany table groups

## Overview

An intercompany table group includes one or more intercompany tables. You use an intercompany table group for security purposes; once you define an intercompany table group, you attach the group to a user profile. When using intercompany processing, the user can access only the tables specified in the intercompany table group.

Defining an intercompany table group is a two step procedure.

- 1 You must first create the code value (name) for the intercompany table group (ITG) code type.
- 2 You then specify which intercompany tables to include in the intercompany table group.

## Steps to create intercompany table group code values

To create the code value or name for an intercompany table group, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Codes*.
  - 3 Select *Work with code values* [WWCV]. The system displays the Work With Code Values prompt screen.
  - 4 Specify **ITG** in the *Code type* field and leave the *Company* field blank.
  - 5 Specify the name of the intercompany table group in the *Code value* field.
  - 6 Press Enter. The system displays a screen similar to Figure 5-13.
-

```
1/06/2009 13:29:01      Work With Code Values      GLGCSM      GLDCSM

Company . . . . . :
Code type . . . . . : ITG
Code value . . . . . : ITG123
Description . . . . . : GROUP FOR COMPANIES 1,2,3
Active? . . . . . : 1

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F22=Delete
```

Figure 5-13: Work With Code Values screen

- 7 Specify a description for the intercompany table group and whether or not it is active.
- 8 Press Enter. The system saves the code value and returns you to the Work With Code Values prompt screen.
- 9 Exit this screen to return to the main menu.

## Steps to include intercompany tables in an intercompany group

To include intercompany tables in a group, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Groups*.
- 3 Select *Work with intercompany groups* [WWIG]. The system displays a screen similar to Figure 5-14.

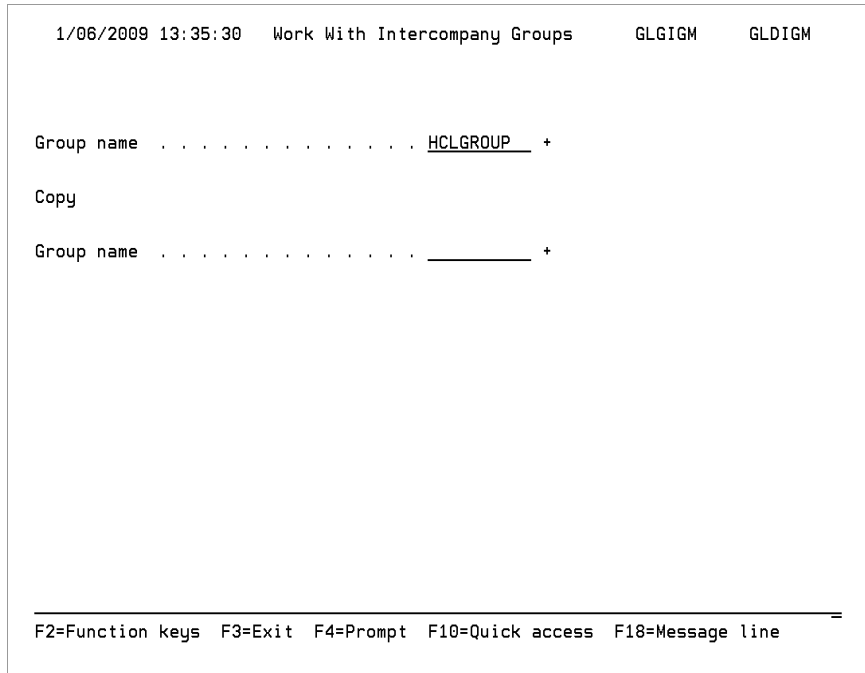


Figure 5-14: Work With Intercompany Groups prompt screen

- 4 Specify the intercompany table name in the *Group name* field. You can press F4 to display a list of intercompany group values.
- 5 Press Enter. The system displays a screen similar to Figure 5-15.

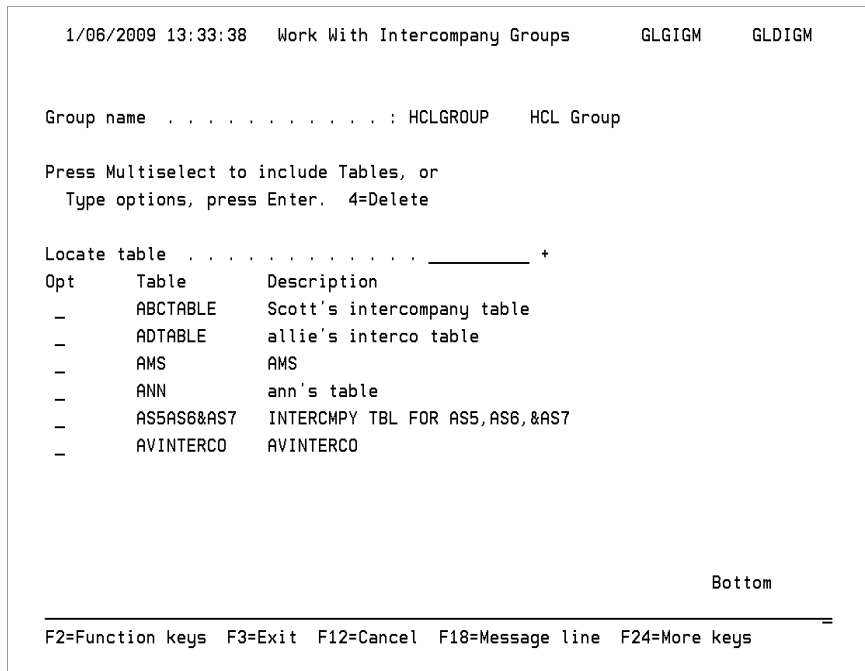


Figure 5-15: Work With Intercompany Groups screen



This screen displays the intercompany tables included in this group. To remove a table from a group, specify **4** in the *Opt* field.

- 6 Press F23, the multi-select function key, to display a list of intercompany tables.
- 7 Double click the tables to include in the group or specify **1** in the *Opt* field.
- 8 Press Enter. The system copies the tables into the intercompany group.
- 9 Exit this screen to return to the main menu.

After you create an intercompany table group, you attach the group to a user profile. For more information on securing a user to an intercompany table group, refer to the *Infinium GL Guide to Controls*.

---

## Notes

---

# Chapter 6 Using Intracompany Processing

# 6

This chapter includes information about using intracompany processing.

The chapter consists of the following topics:

Topic	Page
Overview of intracompany processing	6-2
Defining intracompany processing controls	6-3
Using intracompany processing in <i>Journal Processing</i>	6-7

---

## Overview of intracompany processing

Intracompany processing supports divisional accounting within your organization. You can use this feature to create a balanced set of books for a unit within an Infinium GL company.

You establish intracompany processing by:

- Identifying the unit or account component for which the system performs intracompany processing.
- Specifying the intracompany payable and receivable accounts that the system uses to create balancing entries for each of the units in the journal.
- Ensuring that a suspense account exists for the company. The system uses the suspense account when the payable or receivable accounts are invalid or inactive.
- Ensuring that a retained earnings account exists for the company. The system uses the retained earnings account to create the balancing entries for the year end journal.

Unlike intercompany processing, you do not need to define account relationships in tables. You cannot perform intracompany processing if you perform intercompany processing.

**Note:** If you use intracompany processing, the system maintains a net receivable and a net payable amount for each unit. Therefore, you will not be able to track the unit that the receivable or payable amount is due to or due from. If you require this level of detail, you should use intercompany processing.

## Objectives

Upon completion of this chapter, you should be able to:

- Set up the proper controls to perform intracompany processing
  - Create a journal that invokes intracompany processing
  - Preview the balancing entries that the system generates during the proof process
-

# Defining intracompany processing controls

## Overview

In company controls you define controls for intracompany processing. First, you specify the unit or account component for which the system performs intracompany processing, for example, the division component.

Next, you can choose to either create the balancing entries yourself or elect for the system to automatically create the balancing entries. If you choose to create the entries manually, the system does not automatically create the entries, but still performs the edit and displays a message at journal entry time. This message warns you if your books are out of balance for the intracompany balancing component.

## Steps to define intracompany processing controls

Only the fields that pertain to intracompany processing are discussed. For more information on company controls, refer to *Infinium GL Guide to Controls*.

To define intracompany processing controls, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Companies*.
  - 3 Select *Work with company controls* [WWCC]. The system displays the Work With Company Controls prompt screen.
  - 4 Specify the company for which you want to implement intracompany processing.
  - 5 Press Enter. The system displays the Work With Company Controls selection screen.
  - 6 Select *Intracompany controls*.
-

- 7 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 6-1.

```

12/05/2008 07:18:33      Work With Company Controls      GLGCNM      GLDCNM
                          Intracompany Controls
                                                                Page 1 of 1

Company . . . . . : CKE  CGK's Euro company
Account structure . . . . . : COM-DIV-DEP-ACCT-SUB
Intracompany processing . . . . . 1
                                1=Intracompany balancing not performed
                                2=Edit performed. No balancing entries created
                                3=Edit performed. Balancing entries created
Select component to be used as balancing component.
Intracompany balancing component . . . . . _ 2 .. 5

Intracompany receivable accounts . . . . . _____ +
Intracompany payable accounts . . . . . _____ +

Intracompany suspense accounts . . . . . :
Intracompany retained earnings accts . . . . . :
Base currency rounding accounts . . . . . :

-----
F2=Function keys  F3=Exit  F4=Prompt  F7=View mask  F24=More keys

```

Figure 6-1: Work With Company Controls Intracompany Controls screen

Use this screen to:

- Determine whether the system generates intracompany balances for a company.
- Specify the payable and receivable accounts that the system uses to balance the intracompany units.

- 8 Use the following information to complete the fields on this screen:

*Intracompany processing*

You use this field to indicate whether the system performs intracompany processing. In addition, this field specifies whether balancing entries are created manually or automatically. Valid values for this field follow:

- 1 Do not perform any intracompany processing.
- 2 Perform intracompany processing manually. At journal entry time the system displays a warning message if this journal will cause your intracompany books to become out of balance.

**3** Perform intracompany processing and have the system automatically create balancing entries.

*Intracompany balancing component*

Select the account component for which the system creates and maintains a balanced set of books. All components, except the company component, are available for selection.

*Intracompany receivable and payable accounts*

Specify the model receivable and payable accounts. When the system performs intracompany balancing for the component you selected, it uses the appropriate values needed to create the balancing entries.

For example, assume the balancing component is division.

At journal entry time the system subtotals the amounts you entered for each division in the journal. For each division the system creates a single balancing entry as needed.

If the system needs a debit to balance the division, it resolves the account to use as follows:

- Uses the model intracompany receivable account as a basis
- Substitutes the division that is being balanced into the balancing component

If the system needs a credit to balance the division, it resolves the account to use as follows:

- Uses the model intracompany payable account as a basis
- Substitutes the division that is being balanced into the balancing component

If the derived balancing account does not exist, the system creates it by copying the attributes of the corresponding model account. You must manually add model accounts to the chart of accounts.

**Remaining fields**

The intracompany suspense accounts and intracompany retained earnings accounts default from the company's base data. The system masks the balancing components. These accounts are also model accounts.

If the suspense and retained earnings accounts do not exist, the system creates them by copying the attributes of the corresponding model accounts. You must manually add model accounts to the chart of accounts.

---

If currency processing is enabled, the system displays the exchange rounding account that you specified in the company's currency controls and masks the balancing component.

- 9 Press Enter twice, once to accept your changes and once to confirm your changes. The system returns you to the selection screen where you can exit the company or update another attribute.



# Using intracompany processing in *Journal Processing*

## Overview

Depending on how you decide to implement intracompany processing in company controls, the following occurs at journal entry:

- If you select option **2** for the intracompany processing method in company controls, you must manually create balancing entries for each unit. When you exit and save your journal, the system checks that the units are balanced. If the units are not individually balanced, the system generates a warning message but does not place the journal in error.
- If you select option **3** for the intracompany processing method in company controls, the system automatically creates balancing entries during the proof process for each unit that is not balanced.

You can view the intracompany balances for a unit of a company during the journal entry process.

## Entering an intracompany journal

The steps in this section are based on company controls that are set to have the system automatically generate the intracompany balancing entries.

To enter an intracompany journal, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work With Mass Journal Entry screen.
  - 4 Access an existing batch or create a new batch. For more information, refer to the “Using mass journal entry” topic in this guide.
  - 5 Specify the detail lines for the journal. The system displays a screen similar to Figure 6-2.
-

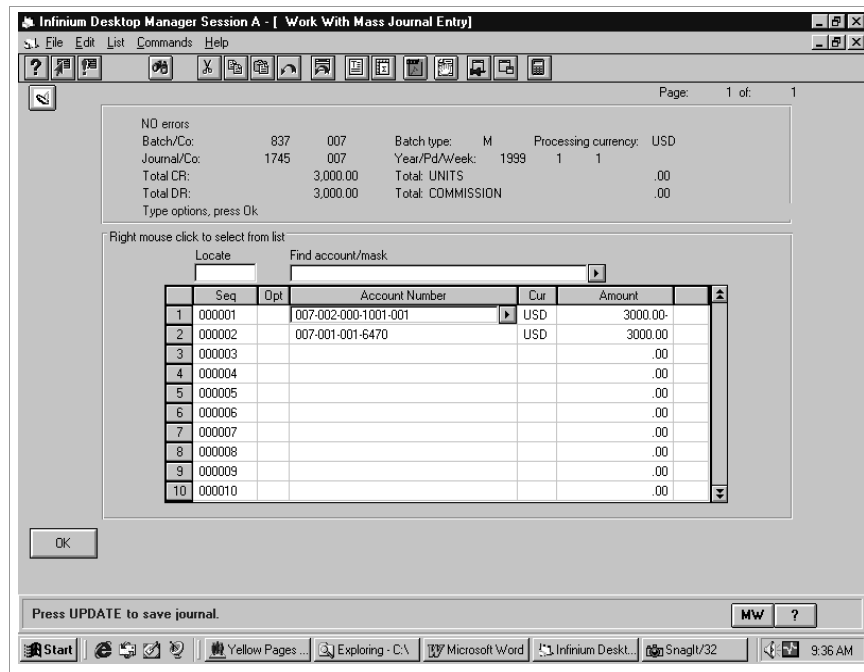


Figure 6-2: Work With Mass Journal Entry screen

6 Press F17. The system displays a window similar to Figure 6-3.

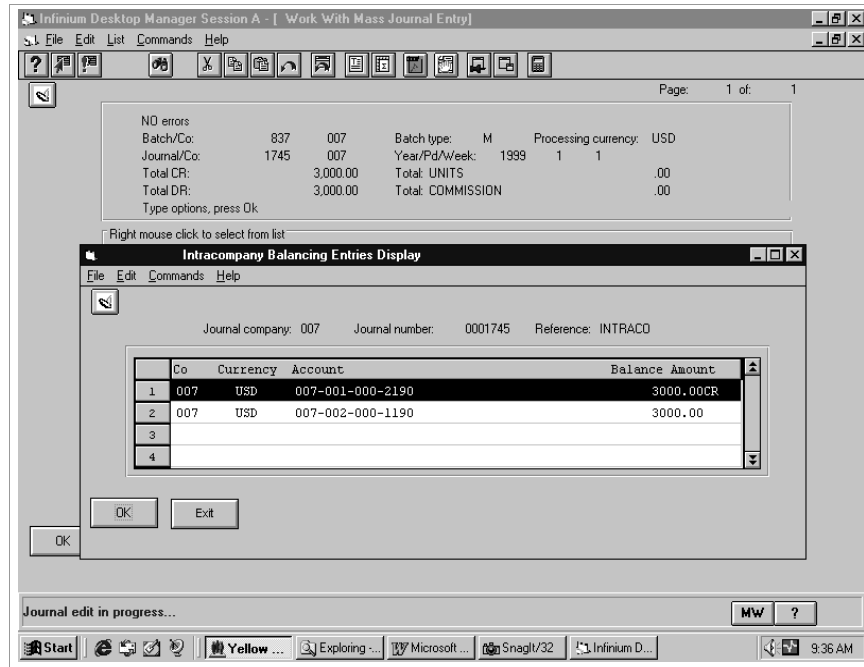


Figure 6-3: Intracompany Balancing Entries Display window

Because the intracompany processing controls for Company 007 are defined to automatically create the balancing entries, you can preview the balancing

entries that the system will generate. The system actually creates the entries during the proof process.

- 7 Press Enter. The system returns you to the Work With Mass Journal Entry screen where you can save the journal.

## Your next step

After you create the intracompany journal, you must proof and post it. The proof report lists the balancing entries that the system created.

If the system needs to create balancing entries that use accounts that do not exist, it creates the accounts. To create the new accounts, the system copies the attributes from the model intracompany receivable account or intracompany payable account specified in company controls.

If the system finds an invalid account and suspense posting is enabled, it creates an entry to that division's suspense account. The system resolves which suspense account to use by substituting the invalid account's division into the model suspense account in company controls. If the derived suspense account does not exist, the system creates the account by copying the attributes of the model suspense account.

---

## Notes

This chapter includes information on using transcoding.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of transcoding	7-2
Activating transcoding in entity controls	7-8
Setting up transcoding in company controls	7-11-
Defining account relationships	7-16
Creating transcoded journals	7-20
Transcoding posted journals	7-23

---

## Overview of transcoding

Transcoding is the process that allows you to post financial information from one or more companies to a single company that may or may not have a different account structure. The system transcodes this information by copying transactions from one or more companies to another company. This allows you to use transcoding to maintain two sets of books for one company.

You can use transcoding to perform:

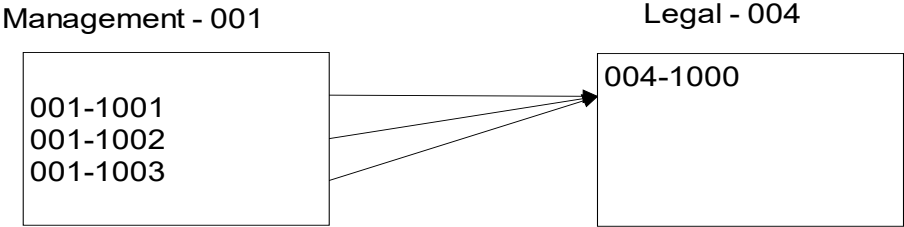
- Legal, government or regulatory reporting
- Consolidation of several general ledger companies

The diagram in Figure 7-1 shows the different ways in which you can use transcoding.

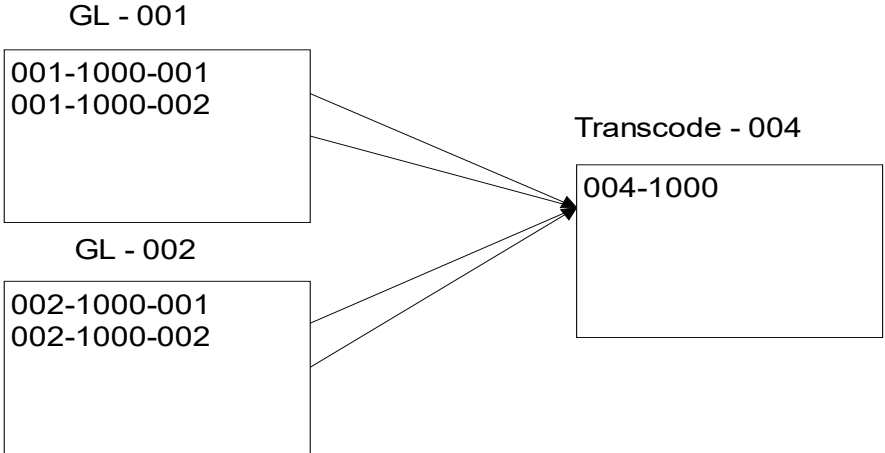
---

### Transcoding Examples

#### Legal Reporting



#### Consolidation



#### Period Mapping



Figure 7-1: Examples of Using Transcoding

## Controls

In order to use transcoding, you must set up controls within entity controls, company controls, and your chart of accounts.

To perform transcoding, you must set up two types of companies.

- GL company

A GL company is a company in which you enter your original journal transactions. GL companies contain the highest level of detail.

- Transcoded company

A transcoded company is a company in which the financial information is primarily obtained from one or more GL companies through the transcoding process.

The GL and transcoded companies do not have to have the same account or period structures and both companies can operate in a different accounting year and period. Both companies must have the same number of periods and at least one currency in common between their base and secondary currencies.

After you define these controls, you must set up the specific account relationships between the chart of accounts for the GL company and the chart of accounts for the transcoded company.

Each account in the GL company references a corresponding account in the transcoded company. A number of GL accounts can reference the same account in the transcoded company.

## Processing

At journal entry time you specify the journals you want to transcode. During the accept process for the original journal, the system creates the transcoded journal. Depending on the selections you make in entity controls and company controls, the system performs one of the following:

- Creates the transcoded journal as an input journal
- Creates and automatically accepts the transcoded journal
- Creates and automatically accepts and posts the transcoded journal

Alternatively, if you do not want to transcode automatically, you have the option to manually submit an accepted or posted GL journal for transcoding.

---



Because a transcoded company is defined as a separate company in Infinium GL, you can use a transcoded company in every function on the system that accesses companies.

## Transcoding example

In the example used in this guide, Company 001 and Company 002 are GL companies that transcode journals to Company 004. In this case Company 004 is used for consolidation purposes.

The diagram shown in Figure 7-2 illustrates the controls and processing steps you must perform to implement transcoding.

---

### Transcoding Process

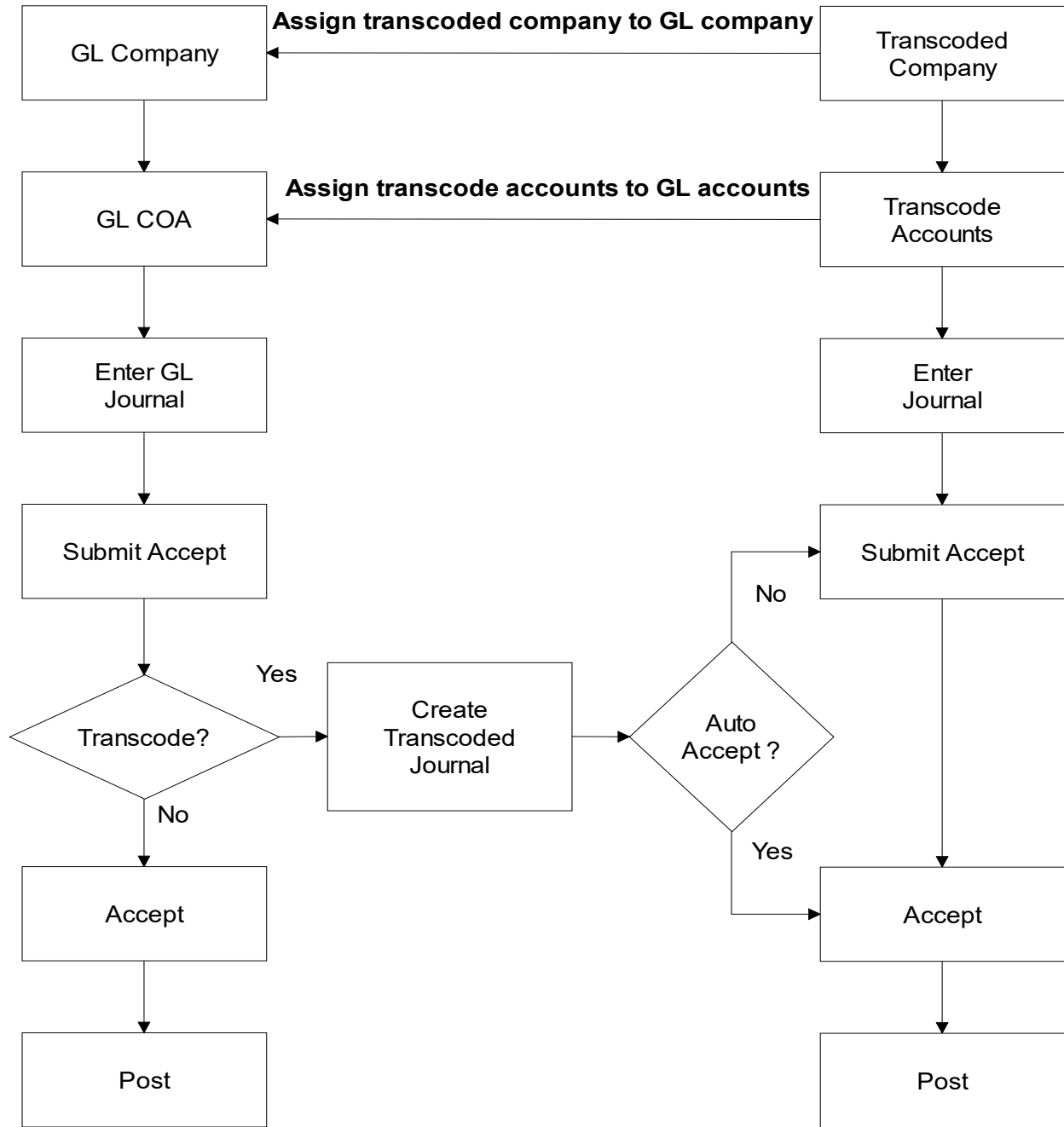


Figure 7-2: Implementing Transcoding Flow

## Objectives

Upon completion of this chapter, you should be able to:

- Define criteria for setting up and using transcoding
  - Set up transcoding criteria
  - Create transcoded journals automatically
  - Transcode previously posted journals
-

# Activating transcoding in entity controls

## Overview

Before you can use transcoding, you must first specify in entity controls that you plan to use transcoding. Once transcoding is available at this level, you can create transcoded companies and accounts as required.

## Steps to activate transcoding in entity controls

To activate transcoding in entity controls, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Entity*.
  - 3 Select *Work with entity control* [WVEC]. The system displays the Work With Entity Control GL System Definition screen.
  - 4 Select *Transcoding controls*.
  - 5 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar Figure 7-3.
-

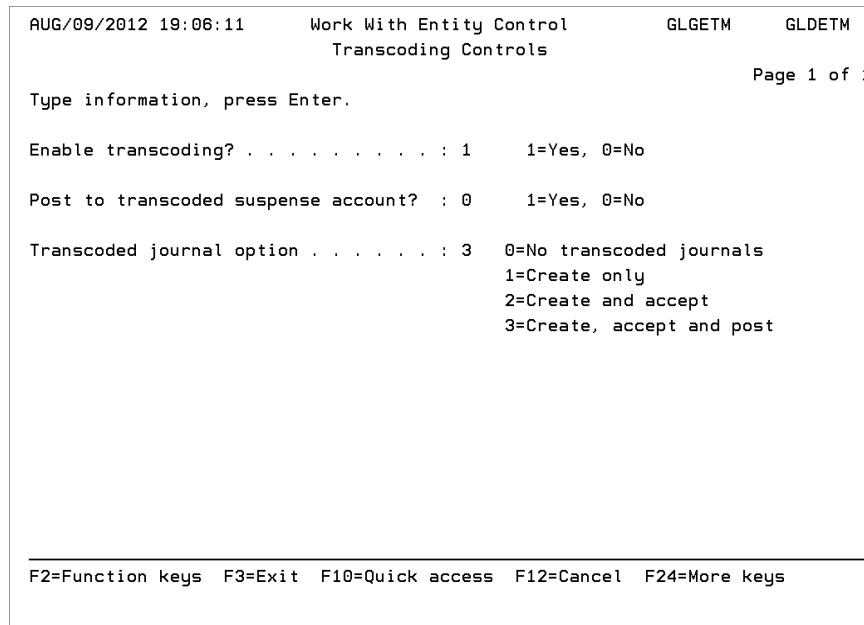


Figure 7-3: Work With Entity Control Transcoding Controls screen

**6** Use the following information to complete the fields on this screen:

*Enable transcoding?*

Specify yes in this field to allow transcoding in the system.

- 1**            Transcoding is active.
- 0**            Transcoding is inactive.

*Post to transcoded suspense account?*

Specify yes to use the suspense account for the transcoded company if an error occurs when the system creates a transcoded journal.

Specify no to not use suspense posting when the system creates the transcoded journal. When an error occurs with a transcoded account, the system places the journal in error.

- 1**            Uses the suspense account for the transcoded company if an error occurs when the system creates a transcoded journal.
- 0**            Does not use suspense posting when the system creates the transcoded journal.

*Transcoded journal option*

Select the option that you want the system to use when transcoding journals. The valid values for this field follow:

- 0** Do not use transcoding.
  - 1** Have the system automatically create transcoded journals for the transcoded company. In order to change a transcoded journal before it is accepted or posted, you must select option 1. You must manually select these transcoded journals to proof and post.
  - 2** Have the system automatically create and accept transcoded journals for the transcoded company. You must manually select these transcoded journals to post.
  - 3** Have the system automatically create, accept and post transcoded journals for the transcoded company.
- 7 Press Enter. The system returns you to the GL System screen where you can update another entity attribute or exit to the main menu.
-

# Setting up transcoding in company controls

## Overview

After you have defined transcoding controls in entity controls, you must further define transcoding in company controls.

Remember that you must set up two types of companies to use transcoding: a GL company and a transcoded company.

You define each of these companies separately within company controls.

- GL Company

This is the company you will use to enter the original journals. Within the company controls for the GL company, you specify the transcoded company for which the system will create transcoded journals.

- Transcoded Company

This is the company for which the system creates transcoded journals.

After you define the transcoded and GL companies, you link them together. The GL company and the transcoded company must have the same number of accounting periods.

You cannot transcode from a transcode company.

The base or secondary currency of the GL company must match the base or secondary currency of the transcoded company.

## Steps to define a GL company

To define a GL company, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Companies*.
-

- 3 Select *Work with company controls* [WWCC]. The system displays the Work With Company Controls prompt screen.
- 4 Specify the company for which you are defining transcoding controls.
- 5 Press Enter. The system displays the Work With Company Controls selection screen.
- 6 Select *Transcoding controls*.
- 7 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 7-4.

```

1/08/2009 07:51:58      Work With Company Controls      GLGCMN      GLDCNM
                        Transcoding Controls
                                                    Page 1 of 1

Type information, press Enter.
Company . . . . . : 005      Transcode Company
Transcoded company? . . . . . 1 0=GL company
                                1=Transcoded company

For Transcoded company only :
Purge transcoded journals? . . . . 0
Summarize transcoded journals? . . 0

For GL company only:
Transcode to company . . . . . ___ +

Relative transcoding week . . . . . ___      (1..53 +/-)

Transcoded journal source code . . _____ +

Transcoded journal reference . . . _____

Transcoded journal description . . _____

```

Figure 7-4: Work With Company Controls Transcoding Controls screen

You use this screen to define transcoding controls for either a GL company or a transcoded company.

Once you have defined the company as either a GL company or a transcoded company, the system displays only those fields that pertain to that company type.

- 8 Use the following information to complete the fields on this screen:

*Transcoded company?*

To define a GL company, select GL company or specify **0** in this field.



### *Transcode to company*

The company you specify in this field must have the same number of accounting periods as this GL company. However, the accounting periods do not require the same structure.

The base or secondary currency of both the GL company and the transcode company must match.

### *Relative transcoding period (or week)*

You use this field if the GL company and the transcoded company have different accounting years.

For example, January is Period 1 in Company 007, but in Company 009, January is Period 4. For the system to transcode entries from Period 1 in Company 007 to Period 4 in Company 009, you would specify **+03** in this field.

You can specify values from **-13** to **13** in this field. To specify a negative value, type a minus sign after the number (13-).

The system adds the value you specify in this field to the value of the current period for the GL company. The system uses the resulting value to determine the batch period for the transcoded journal.

If the accounting year for the GL company and the transcoded company are the same, leave this field blank.

If weekly processing is enabled in entity controls, the system displays and processes this field as *Relative transcode week*.

### **Transcoded journal information**

You use the remainder of the fields on this screen to specify the source code, reference and description that you want the system to use on the journal header when creating transcoded journals.

If you leave the *Transcoded journal source code*, *Transcoded journal reference*, and *Transcoded journal description* fields blank, the system defaults these values from the original journal.

- 9 Press Enter. The system returns you to the selection screen where you can exit the company or update another attribute.
-

## Steps to define a transcoded company

To define a transcoded company, perform the following steps:

- 1 Complete steps one through seven in the “Steps to define a GL company” section of this topic. The system displays a screen similar to Figure 7-5.

```

1/08/2009 07:51:58      Work With Company Controls      GLGCNM      GLDCNM
                          Transcoding Controls
                                                                Page 1 of 1

Type information, press Enter.
Company . . . . . : 005      Transcode Company
Transcoded company? . . . . . 1 0=GL company
                               1=Transcoded company

For Transcoded company only :
  Purge transcoded journals? . . . . @
  Summarize transcoded journals? . . @

For GL company only:
  Transcode to company . . . . . ___ +

  Relative transcoding week . . . . ___      (1..53 +/-)

  Transcoded journal source code . . _____ +

  Transcoded journal reference . . . _____

  Transcoded journal description . . _____

=====
F2=Function keys  F3=Exit  F4=Prompt  F5=Reset  F24=More keys

```

Figure 7-5: Work With Company Controls Transcoding Controls screen

- 2 Use the following information to complete the fields on this screen:

### *Transcoded company?*

Specify yes in this field to define a transcoded company.

### *Purge transcoded journals?*

You should specify yes in this field only if you do not require transaction details in the transcoded company. If you specify yes in this field, the system purges all of the transactions in the transcoded journals during the posting process. The system maintains only balances for the transcoded company.

- 1 The system purges all of the transactions in the transcoded journals during the posting process. The system maintains only balances for the transcoded company.

- 0** The system does not purge all of the transactions in the transcoded journals during the posting process.

*Summarize transcoded journals?*

If you specify yes in this field, the system consolidates multiple occurrences of an account in a transcoded journal into one entry that contains the net amount.

- 3** Press Enter. The system returns you to the selection screen where you can exit the company or update another attribute.

## Defining account relationships

### Overview

After you have defined the company controls for both the GL company and transcoded company, you can create the chart of accounts for each company. The account structures for the GL and the transcoded company do not have to be the same.

Next, you assign a transcode account to a GL company account for each account that you want to transcode. You can assign the same transcode account to several GL company accounts; however, you cannot assign several transcode accounts to the same GL company account.

The diagram in Figure 7-6 shows the account relationships between two GL companies and one transcoded company and how the system makes the transcoded entry.

---

## Transcoding Account Relationships

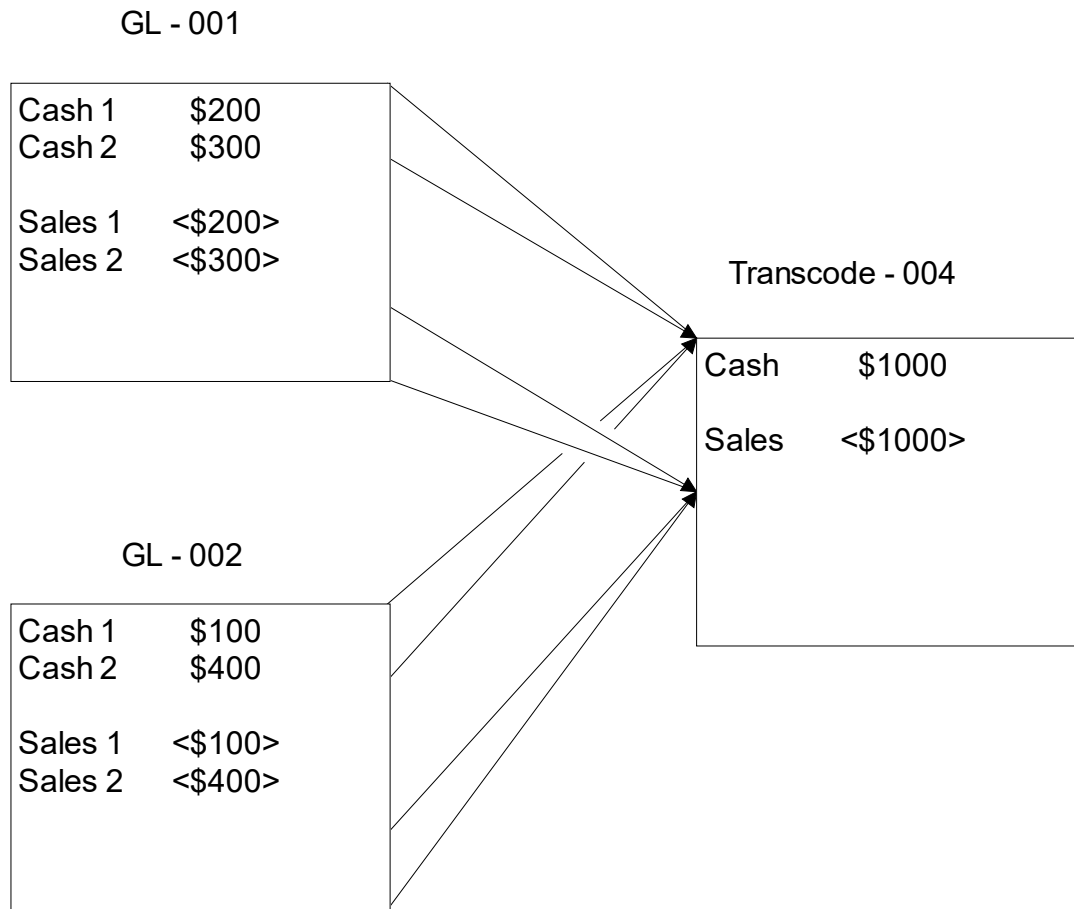


Figure 7-6: Transcoding Account Relationships

### Steps to define account relationships

To define account relationships, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Chart of Accounts*.

- 3 Select *Work with chart of accounts* [WWCOA]. The system displays a screen similar to Figure 7-7.

```

AUG/23/2023 12:28:24   Work With Chart Of Accounts           GLGCTM   GLDCTM
Locate account . _____ + Parent A/C 4000 _____ +
Account number . 001-001-000-4100-001 + Short name _____
Description . . Sales: Product Line 1 + Permit Intercompany? 1
Transcode acct . 004-001-000-4100-001 + Account use . B 1
Posting limits DR _____ Req Usr Field _____ Account type . I 2
Posting limits CR _____ 1 2 3 4 5 6 7 Permit budgets? 1 3
Statistical units _____ 0 0 0 0 0 0 0 Permit generics? 0 4
Restricted to journals _____ Active? 1 5
Account user fields . I _____ + _____ + _____ +
Valid from year/period . _____ + _____ Valid to year/period . _____ +
Currency USD + Translation method 0 Override rate type _____ + Revalue? 0
Project req? 0 Project _____ + Activity _____ +
Op COM-DIV-DEP-ACCT-SUB Description 1 2 3 4 5
___ 001-001-000-3001 Additional Paid in Capital M L 1 1 1
___ 001-001-000-3002 Retained Earnings M L 1 1 1
___ 001-001-000-3005 Translation Gain/Loss M L 1 1 1
___ 001-001-000-3998 Suspense (JSD) M A 1 1 1
___ 001-001-000-3999 Suspense B L 1 1 1
___ 001-001-000-4100 Sales B I 1 0 1
5 001-001-000-4100-001 Sales: Product Line 1 B I 1 0 +
Options, 3=Copy 33 33=Copy range 4=Delete 5=Work with 8=Currency
F2=Function keys F3=Exit F4=Prompt F5=Clear F24=More keys

MB + A

```

Figure 7-7: Work With Chart Of Accounts screen

- 4 Select a GL company's account to update.
- 5 Specify 5 in the *Opt* field and press Enter. The system copies the account information to the top of the screen.
- 6 Specify the transcode account in the *Transcode acct* field that you are assigning to the GL account that you are updating. The GL company account and the transcoded company account must be compatible in the following areas:
- Account use
 

For example, if the GL company account is monetary, the transcode account you assign must have an account use of either monetary or both. If the GL company account is both, the transcode account must also be both.
  - Currency
 

If a GL company account is denominated in a foreign currency, the corresponding transcode account must be denominated either in the same foreign currency, base currency or secondary currency of the transcoded company.

**Note:** You must create the transcode account before you can assign it to a GL company account.

7 Press Enter. The system updates the account.

8 Continue to assign account relationships or exit to the main menu.

**Note:** You can use the *Mass change chart of accounts* option to assign the same transcode account to multiple GL company accounts.

---

# Creating transcoded journals

## Overview

Within journal entry you specify on the journal header whether you want the system to create transcoded journals from the journal you are entering. You can use either the *Work with journals* option or the *Work with mass journal entry* option.

## Steps to create transcoded journals

To create transcoded journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Entry*.
  - 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work With Mass Journal Entry screen.
  - 4 Press Enter to create a new batch. The system displays a screen similar to 7-8.
-



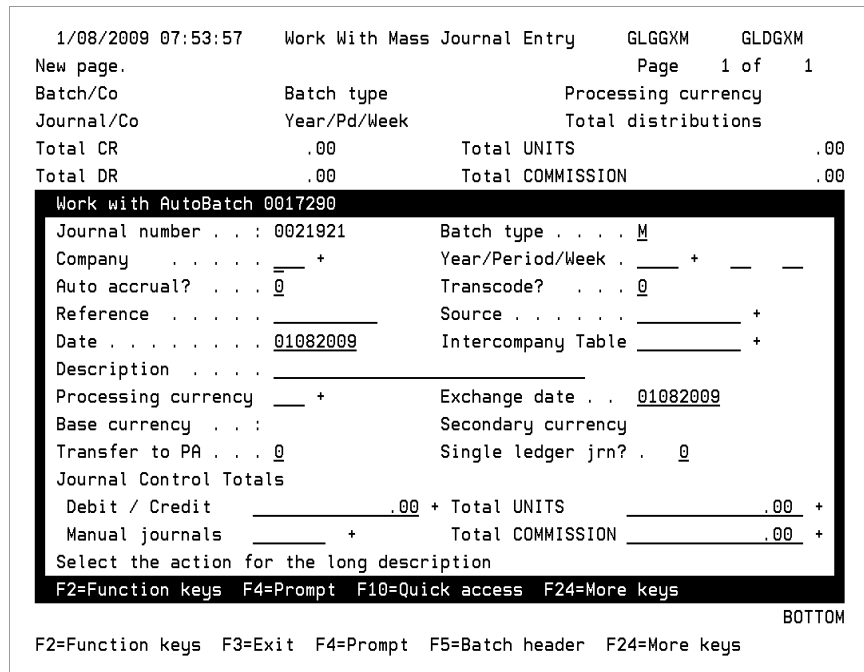


Figure 7-8: Work with Autobatch window

You can indicate whether you want to create a transcoded journal from either the Autobatch window or the Journal Header window.

- 5 Specify yes in the *Transcode?* field to create transcoded journals in this batch. All journals you create within this batch will automatically have the *Transcode?* field set to yes. To create non-transcoded journals in this batch, you must change this field to no on the journal header of those journals. If you have transcoding enabled for this company, the system defaults to yes.

The system creates the transcoded journal when the journal is accepted.

- 6 Press Enter. The system saves the batch and journal header and returns you to the Work With Mass Journal Entry screen where you can enter your journals.

After you create your journals, you must proof and post them. One of the following occurs when you submit a batch containing GL journals marked for transcoding for accept and/or post:

- If the *Transcoded journal* field in entity controls is set to 1, the system creates journals for the transcoded company. You must manually accept and post these journals.
- If the *Transcoded journal* field in entity controls is set to 2, the system creates journals for the transcoded company and automatically accepts them. You must manually post the journals.

- If the *Transcoded journal* field in entity controls is set to **3**, the system automatically creates, accepts, and posts journals for the transcoded company.

If the system automatically accepts and posts transcoded batches, the transactions will be purged if the *Purge transcoded batches?* field in company controls is set to **1**.

---

# Transcoding posted journals

## Overview

Infinium GL provides you with the ability to transcode journals that have been previously posted to the GL company but not automatically transcoded. This option is useful at month end to ensure that all journals have been transcoded.

## Steps to transcode posted journals

To transcode posted journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Journal Posting*.
  - 3 Select *Transcode journals* [TJ]. The system displays a screen similar to Figure 7-9.
-

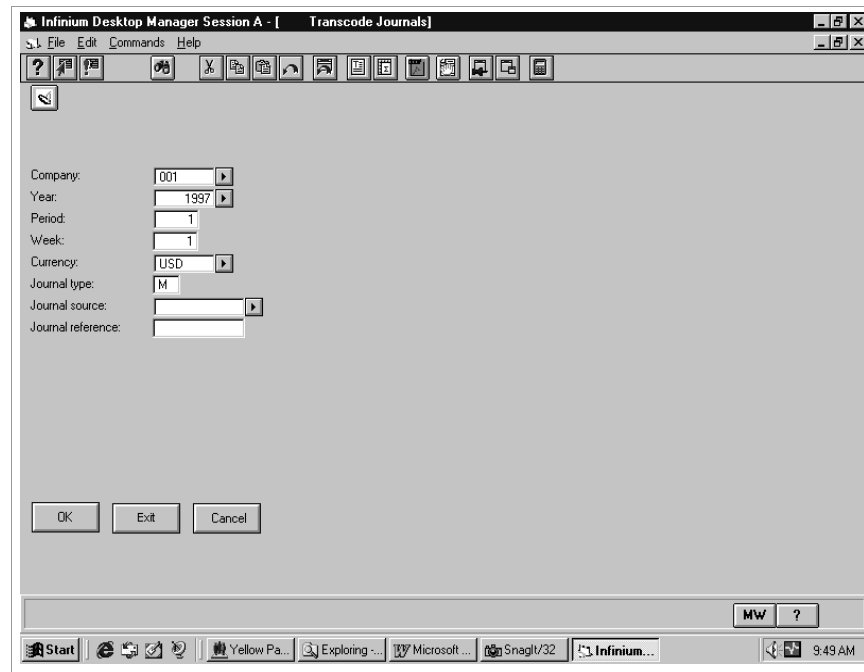


Figure 7-9: Transcode Journals screen 1

- 4 Specify the search criteria for the posted journals to transcode. You must specify values in the *Company*, *Year*, *Period*, and *Journal type* fields.

Infinium GL ensures a journal is transcoded only once.

- 5 Press Enter. The system displays a screen similar to Figure 7-10.

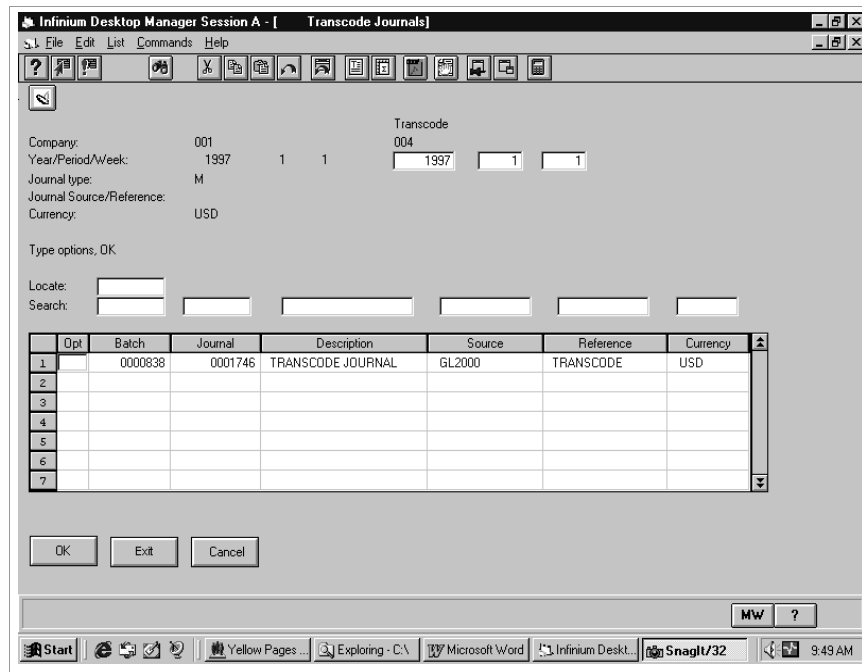


Figure 7-10: Transcode Journals screen 2

## 6 Select the journals to transcode.

The system calculated the transcoded year and period on this screen using the value from the *Relative transcoding period* field. You can modify this as necessary.

## 7 Press Enter. The system displays a confirmation screen.

## 8 Press Enter to confirm the selections that you made. The system transcodes the journals and returns you to the main menu.

If the journal contains non-transcoded accounts, the journal will not be in proof. You must update the journal to resolve any errors. If you want to post the journal without adding the offsetting transcode accounts, enter the journal as is. If you want to offset the non-transcoded accounts, enter the appropriate additional lines to the journal.

You can press F12 to cancel this screen.

## Notes

This chapter includes information about using allocation processing.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of allocation processing	8-2
Establishing allocation posting controls	8-4
Defining the origin	8-6
Defining the ratio	8-13
Defining the target	8-20
Defining the set	8-28
Submitting the allocation	8-33
Printing allocation information	8-38

---

## Overview of allocation processing

You use allocation processing to allocate or distribute expenses to different profit centers in your organization. You can generate a journal entry through allocation processing to update actual amounts or budget amounts.

For every allocation you must establish an origin, ratio, target, and set as follows:

- 1 Determine the amount to allocate (Origin).
- 2 Define the distribution of the origin amount (Ratio).
- 3 Determine the accounts to which the amounts will be distributed (Target).
- 4 Link the origin to the ratio and target (Set).

For every origin, ratio and target, you define control and detail information.

Control information specifies the type of accounts that can be included in the detail information. In addition, the control information designates the year and period for balances used to calculate the origin and ratio.

The detail information specifies the amount to allocate (origin), how to allocate the amount (ratio) and which accounts to use in the allocation entries (target).

Once you have established the above controls, you can then create the allocation journal. Depending on the allocation posting controls that you select in entity controls, the system performs one of the following when creating allocation input journals:

- Creates the journal only; does not automatically perform an accept or post
- Creates and automatically accepts the journal
- Creates, accepts and posts the journal

### Allocation example

The example in this chapter illustrates the creation of an allocation journal that allocates MIS expenses to other departments based on fixed percentages.

---



The diagram in Figure 8-1 illustrates the creation of the allocation origin, ratio, target, and set.

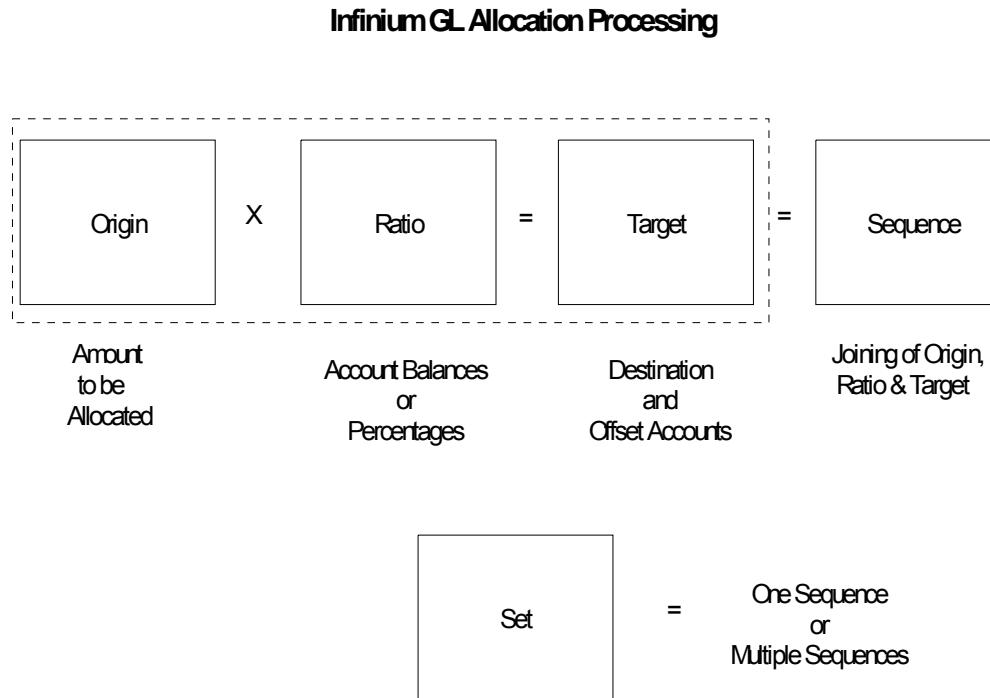


Figure 8-1: Infinium GL Allocation Processing

## Objectives

Upon completion of this chapter, you should be able to:

- Define origin information
- Create ratio information
- Set up target information
- Specify set information
- Submit the allocation
- Understand the allocation controls in entity controls

## Establishing allocation posting controls

### Overview

In entity controls you establish controls that determine how the system handles the posting of allocation journals.

### Steps to establish allocation posting controls

To establish allocation posting controls, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Entity*.
  - 3 Select *Work with entity control* [WVEC]. The system displays the Work With Entity Control GL System Definition screen.
  - 4 Select *Allocation controls*.
  - 5 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 8-2.
-

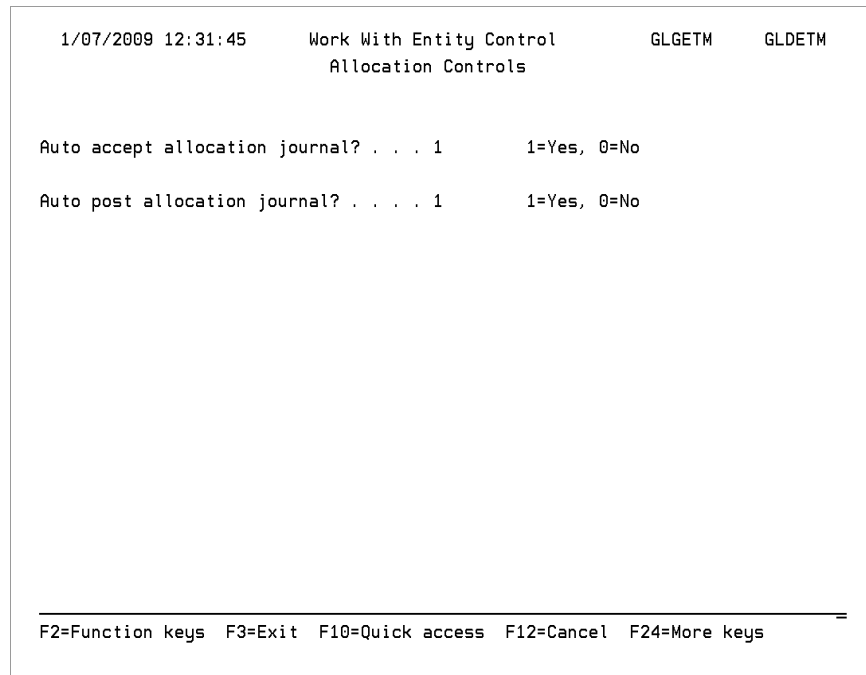


Figure 8-2: Work With Entity Control Allocation Controls screen

**6** Indicate whether the system automatically accepts and/or automatically posts allocation journals.

- 1** Automatically accepts and/or automatically posts allocation journals.
- 0** Does not automatically accept and/or automatically post allocation journals.

If you specify no in both fields on this screen, the system only creates the allocation journal. The system does not accept or post the allocation journal.

If you specify yes in both fields, when you submit the allocation for processing, the system automatically accepts and posts the allocation journal.

When you are testing your allocations, set these fields to no to prevent incorrect posting to your accounts.

**7** Press Enter. The system updates allocation controls and returns you to the GL System Definition screen where you can update another entity attribute or exit.

# Defining the origin

## Overview

You define the origin by setting up control and detail information. The control information designates the following:

- Company or reporting company
- Year and periods that the system uses to obtain balances
- Account use: monetary or statistical
- Budget or actual balances

When defining the origin detail, you determine what amount or account balances to allocate.

As you will see, you can use any origin with any ratio.

You can create allocations based on any combination of the following:

- Individual account balance
- Total balance of account range
- Total balance of account mask
- Chart of reporting balance
- Budget account balances
- Fixed amounts

Once you specify the amounts to use, the system totals those amounts and uses that total as the origin (the amount to be allocated).

The diagram in Figure 8-3 illustrates the information contained in the origin controls and details.

---

## The Origin: What amounts?

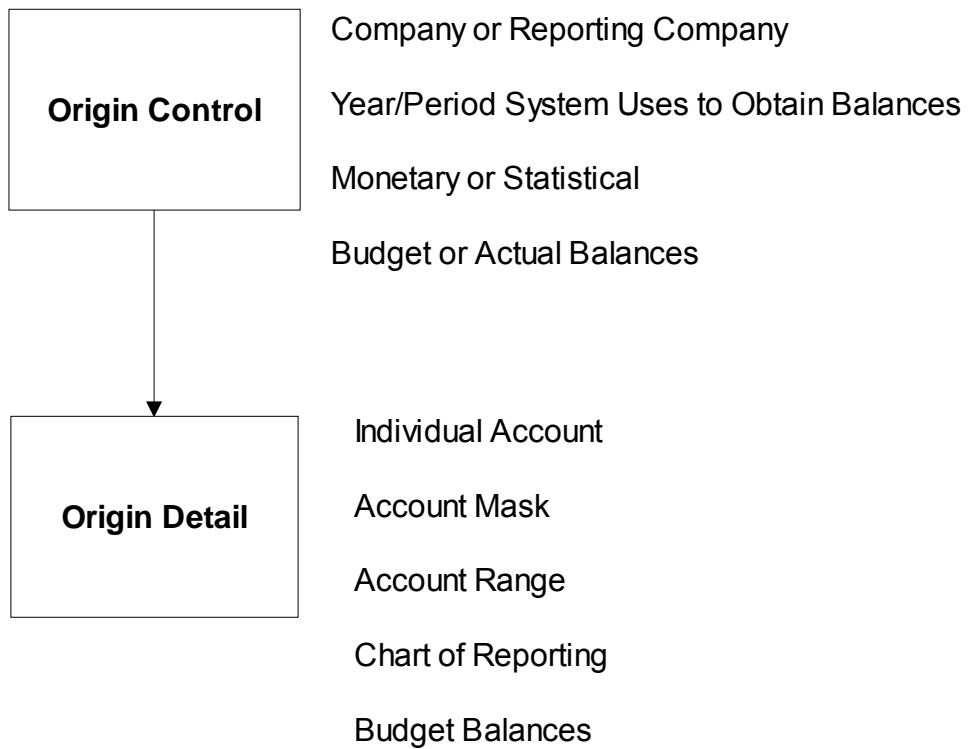


Figure 8-3: Origin Controls and Details

## Steps to define the origin

To define the origin, perform the following steps:

- 1 From the main menu select *Allocation Processing*.
- 2 Select *Work with origin* [WWO]. The system displays a screen similar to Figure 8-4.

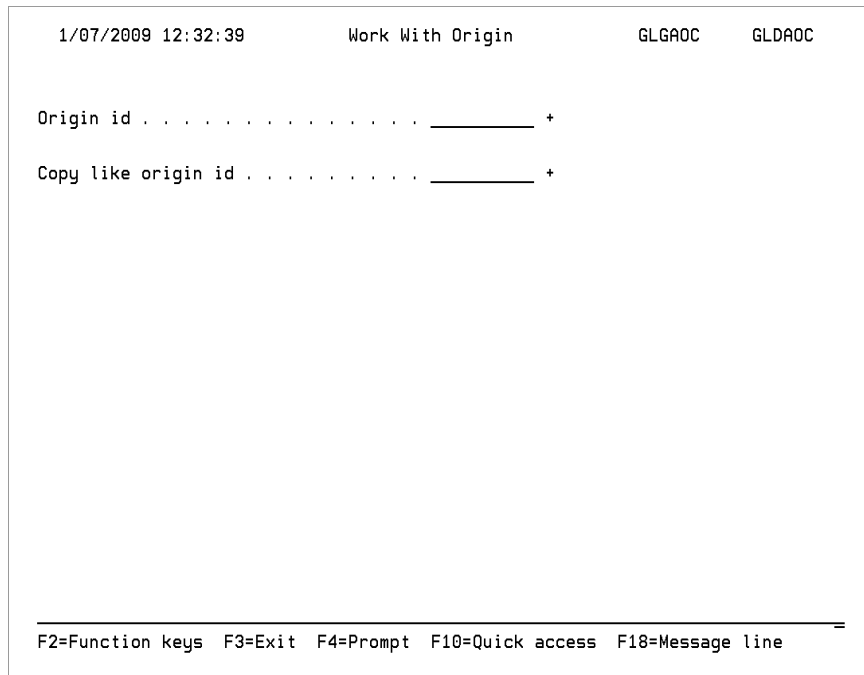


Figure 8-4: Work With Origin prompt screen

3 Specify the name of the origin in the *Origin id* field.

You can also create the origin by copying from an existing origin.

4 Press Enter. The system displays a screen similar to Figure 8-5.

```

1/07/2009 12:35:43      Work With Origin      GLGAOC      GLDAOC
                          Origin Control

Origin id . . . . . : ORIGIN

Description . . . . . ORIGIN

Company . . . . . SEJ +

Currency . . . . . USD +

Year . . . . . ____ +
Period - From/To . . . . . __ __ Blank for current period

Balance type . . . . . M      M=Monetary
                                   S=Statistical

Budget code . . . . . _____ +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 8-5: Work With Origin - Origin Control screen

5 Use the following information to complete the fields on this screen:

*Company and Reporting company*

You must specify a company or a reporting company.

If you specify a company, you are not restricted to only accounts in the company you specified.

If you specify a reporting company, you are restricted to all of the companies in the reporting company.

*Currency*

Specify the currency of the balances to retrieve when calculating the origin amount. The system displays this field only if the *Enable currency processing?* field is enabled in entity controls.

For more information on currency processing, refer to the *Infinium GL Guide to Currency Processing*.

*Year and Period - From/To*

You can specify the year and periods from which the system obtains balances. If you specify a company in the *Company* field and leave the *Year* and *Period From/To* fields blank, the system uses the current year and period

from company controls for both the *From* and *To* fields when you submit the allocation.

### *Budget code*

To allocate amounts based on a budget, specify a *Budget code*; otherwise, the system uses actual amounts.

- 6 Press Enter. The system displays a screen similar to Figure 8-6.

```

1/07/2009 12:37:26          Work With Origin          GLGAOM  GLDAOM
                          Origin Detail

Origin id . . . . . : ORIGIN  ORIGIN
Company . . . . . : SEJ

Type options, press Enter.  4=Delete  5=Work with  8=Mask detail
Loc _____
Opt From Account/Amount          To Account
_ SEJ-001-000-41**-*

-----
F2=Function keys  F3=Exit  F5=Locate  F6=Create detail  F24=More keys

```

Figure 8-6: Work With Origin - Origin Detail screen

## Defining origin details

Use this screen to create, display, or modify detail items of the origin. The information displayed in the bottom half of this screen differs depending on whether the origin is based on a chart of reporting company or a GL company.

You can specify an account in the *Loc* field and press F5 to locate items that are listed in the lower half of the screen.

If you select an existing detail item by typing 8 in the *Opt* field and pressing Enter, the system displays the accounts within that mask.

- 7 Press F6 to create a new detail item or select an existing detail. Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 8-7.



```

1/07/2009 13:19:37          Work With Origin          GLGAOM      GLDAOM

Origin id . . . . . ORIGIN

Select either Account or Amount for Origin definition

1. Account
Account - from/mask . . . . . SEJ-001-000-41**-***      +
      To . . . . . _____      +
Company masked? . . . . . 0          1=Yes, 0=No
Account mask alternate sequence . . . . . _          Blank , A or B

Restrict to
Company group . . . . . _____      +

2. Amount
Origin amount . . . . . _____ .00      +

=====
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 8-7: Work With Origin create screen

### Defining chart of reporting

If you specified a chart of reporting company on the origin's controls, this screen displays different fields. You must specify the chart of reporting component and summarization component to use for the reporting balances.

### Defining accounts

Use this screen to define the accounts or amounts to be allocated. You can specify amounts from any of the following:

- Single account
- Account mask
- Account range
- Fixed amount

8 Use the following information to complete the fields on this screen:

*Account - from/mask* and *To*

You can specify either a single account, account mask, or a range of accounts.

If you are using an account mask, specify the masked expression in normal sequence order, even if you are using an alternate sequence to resolve the masked expression.

*Company masked?*

If you specify 1 in this field, the system selects all companies that have the same account structure as the account that you specified in the previous two fields. If you specify 0, the system selects only the accounts of the company entered.

*Account mask alternate sequence*

If you are using an account mask, and you have an alternate sequence that reorders the components so that the masked components are to the right, specify that alternate sequence in this field. This results in quicker account resolution. For example, if division is masked and this is your second component, typing an alternate sequence here that reorders division to be your third or greater component results in quicker account resolution.

*Restrict to Company group*

You can restrict the accounts to those belonging to the companies within a company group. To use a company group, you must set the *Company masked?* field to 1.

*Origin amount*

If you did not specify an account, account range, or mask, you must specify a fixed amount.

- 9 Press Enter. The system returns you to the Origin Detail screen and displays the new or updated line at the bottom of the screen.
  - 10 Repeat steps seven through nine to add or update additional detail lines as needed.
  - 11 Press F16 to save the detail lines. The system returns you to the prompt screen.
-

# Defining the ratio

## Overview

The ratio determines the distribution of the origin. Once you define the amounts in the origin to allocate, the ratio allows you to define how to allocate those amounts.

As you learned in setting up the origin, control and detail information must be set up in order to define the ratio. The control information designates the following:

- Company
- Year and periods that the system uses to obtain balances
- Account use: monetary or statistical
- Budget or actual balances
- Absolute value

You can divide the origin amount using any, several, or all of the following:

- Total balance of an account mask
- Single account balance
- Percentages

For example, a series of expense accounts make up the origin total and you want to apply the total expense based on balances in various profit centers. To do this, you express each profit center's balances as a percentage of the total profit. The system uses these percentages to allocate the origin total.

The diagram in Figure 8-8 illustrates the information contained in the ratio controls and details.

---

## The Ratio: How to distribute the origin?

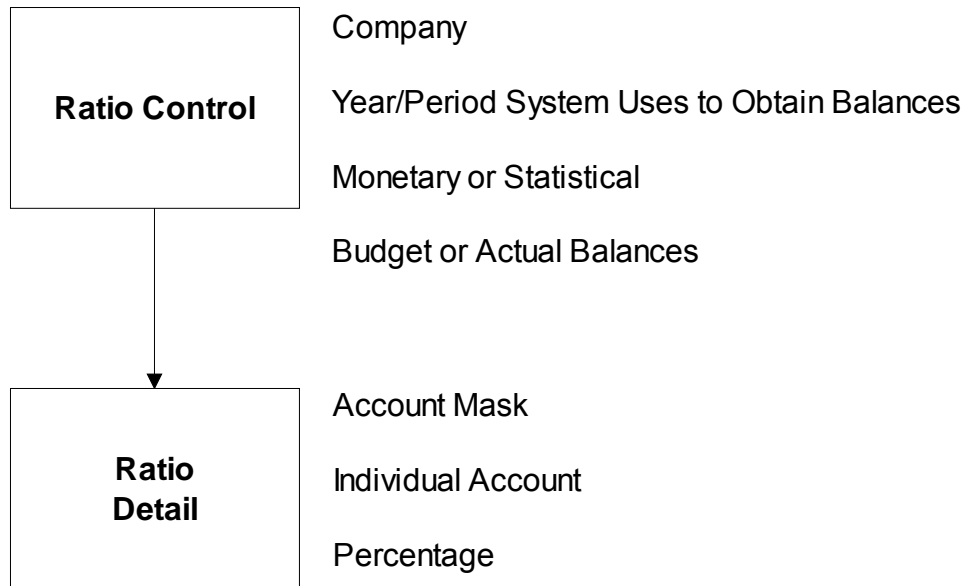


Figure 8-8: Ratio Controls and Details

## Steps to define the ratio

To define the ratio, perform the following steps:

- 1 From the main menu select *Allocation Processing*.
  - 2 Select *Work with ratio* [WWR]. The system displays a screen similar to Figure 8-9.
-

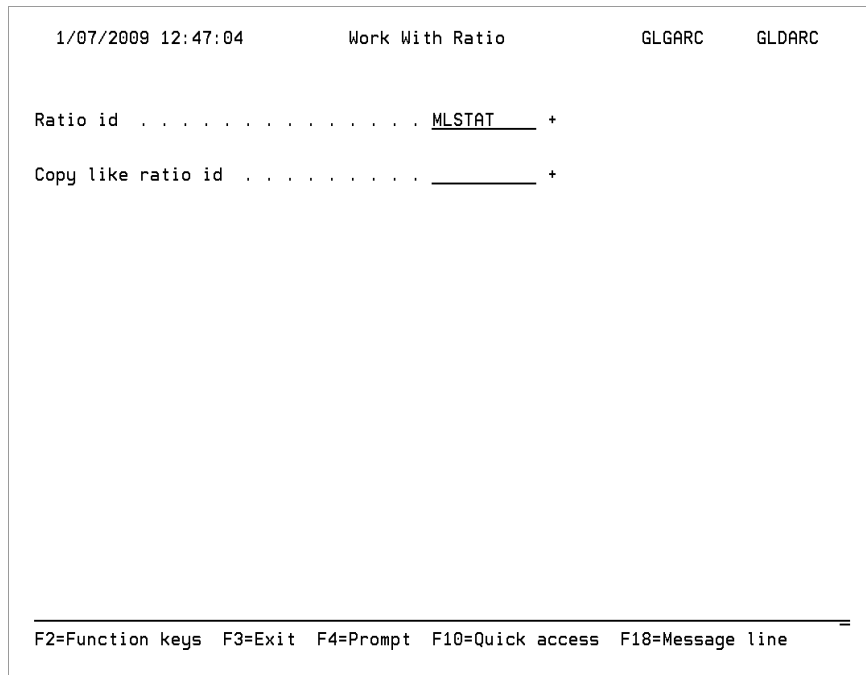


Figure 8-9: Work With Ratio prompt screen

3 Specify the name of the ratio in the *Ratio id* field.

You can also create a ratio by copying an existing ratio.

4 Press Enter. The system displays a screen similar to Figure 8-10.

```

1/07/2009 13:22:45      Work With Ratio      GLGARC      GLDARC
                        Ratio Control
Ratio id . . . . . : BUDGET
Description . . . . . BUDGET RATIO
Company . . . . . SEJ +
Currency . . . . . USD +
Year . . . . . 1999 +
Period - From/To . . . . . _ _ Blank for current period
Balance type . . . . . M      M=Monetary
                        S=Statistical
Budget code . . . . . JASBUD +
Absolute value ratio? . . . . . 0      1=Yes, 0=No
=====
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 8-10: Work With Ratio - Ratio Control screen

- 5 Use the following information to complete the fields on this screen:

*Company*

You must specify a company.

*Year and Period - From/To*

You can specify the year and periods from which the system will obtain balances. If you specify a company in the *Company* field and leave the *Year* and *Period - From/To* fields blank, the system uses the current year and period from company controls for both the *From* and *To* fields when you submit the allocation.

*Budget code*

To allocate amounts based on a budget, specify a *Budget code*; otherwise, the system uses actual amounts.

*Absolute value ratio?*

To calculate the denominator of the ratio using its absolute value, specify yes in this field; otherwise, specify no.

- 6 Press Enter. The system displays a screen similar to Figure 8-11.

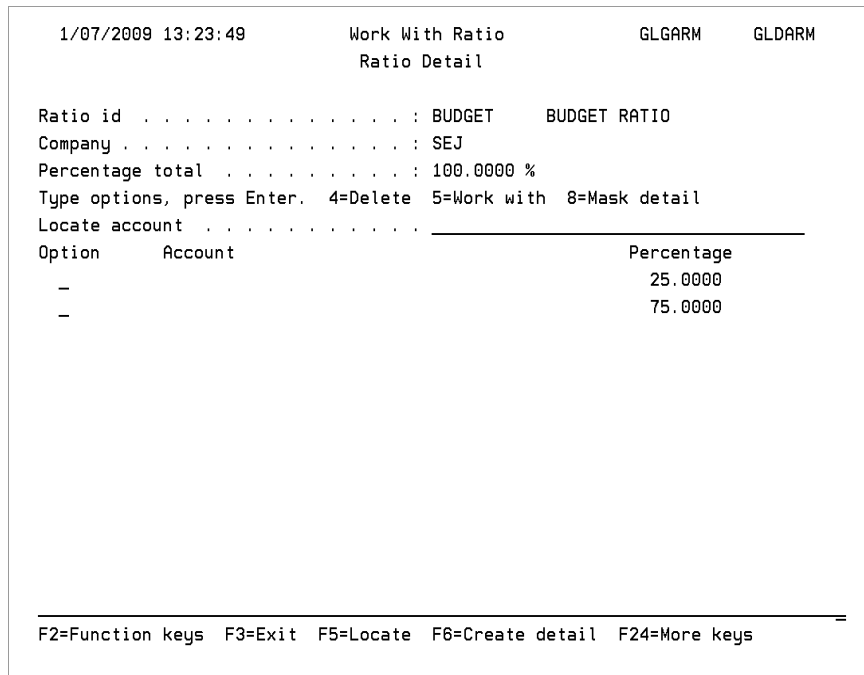


Figure 8-11: Work With Ratio - Ratio Detail screen

## Defining ratio details

Use this screen to create, display, or modify detail items of the ratio.

You can specify an account in the *Locate account* field and press F5 to locate items that are listed in the lower half of the screen.

If you select an existing detail item that contains a mask with 8 and press Enter, the system displays the accounts within that mask.

- 7 Press F6 to create a new detail item or select an existing detail item. Specify 5 in the *Option* field and press Enter. The system displays a screen similar to Figure 8-12.

```

1/07/2009 12:51:28          Work With Ratio          GLGARM    GLDARM

Ratio id . . . . . : MLSTAT

Select either Account or Percentage for ratio definition.

Account

Account number/mask . . . . . 001-001-001-9999          +
Company masked? . . . . . 0      1=Yes, 0=No
Account mask alternate sequence . . . _      Blank , A or B

Percentage

Percentage . . . . . .0000          +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 8-12: Work With Ratio create screen

## Distributing the origin amount

Use this screen to define how to distribute the origin amount.

You can specify the ratio distribution based on balances from any combination of the following:

- Single account
- Account mask
- Fixed percentage not greater than 100

### 8 Specify an account, account mask, or percentage.

Infinium GL calculates the distribution in the following ways:

- If you specify only a percentage, the system uses that percentage as the ratio.
- If you specify only single account numbers and account masks, the system:
  - Totals the account balances for all detail items (every account mask or single account specified) and uses that total amount as the denominator.
  - Totals the account balances for each individual detail item (each account mask or single account) and uses that total as the numerator.



- If you specify account numbers or account masks and a fixed percentage, the system calculates the distribution using the following steps:
  - a Infinium GL performs all of the fixed percentage calculations based on the entire origin.
  - b The system calculates the remainder of the distribution, that is, the origin less the amounts calculated in the previous step, as follows:
    - The system totals the account balances for all detail items (every account mask or single account specified) and uses that total amount as the denominator.
    - The system totals the account balances for each individual detail item (each account mask or single account) and uses that total as the numerator.

The following table illustrates how the system resolves the ratio when you have three ratio detail items, of which one is a fixed percentage and two are account masks. In this example the origin amount is \$100.

**Variable ratio resolution**

Ratio detail item	Ratio resolution	Target
10%	.10 * \$100 = \$10	\$10
Mask 1 = \$15	15/45 * \$90 = \$30	\$30
Mask 2 = \$30	30/45 * \$90 = \$60	\$60

- 9 Press Enter. The system returns you to the Ratio Detail screen and displays the new or updated line at the bottom of the screen.
- 10 Repeat steps seven through nine to add or update additional detail lines as needed.
- 11 Press F16 to save the detail lines. The system returns you to the prompt screen.

## Defining the target

### Overview

The target specifies the accounts for which the allocation journal entries are created. You attach a ratio, how the amount is to be allocated, to the target. You can attach one ratio to more than one target, but a target can have only one ratio.

Because the target is based on a specific ratio, there is a one-to-one correspondence between the accounts and/or percentages set up in the ratio definition and those used in the target definition.

Before you can set up detail information for the target, you must set up the target control information. Infinium GL uses the target control information when you create an allocation journal. This information includes:

- Journal company
- Year and period for the batch
- Journal source
- Journal reference
- Budget code
- Account use: monetary or statistical
- Offset information
- Corresponding ratio

In setting up the detail information, the system copies the items from the ratio. You update each ratio item with a target account. The system creates the journal entries from the accounts you enter.

The diagram in Figure 8-13 illustrates the information contained in the target controls and details.

---

## The Target: To which accounts?

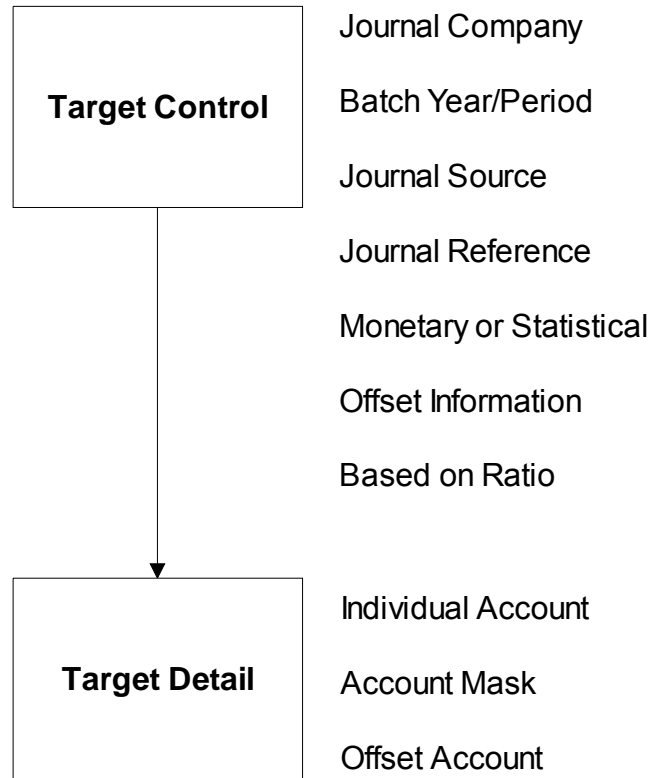


Figure 8-13: Target Controls and Details

## Steps to define the target

To define a target, perform the following steps:

- 1 From the main menu select *Allocation Processing*.
- 2 Select *Work with target* [WWT]. The system displays a screen similar to Figure 8-14.

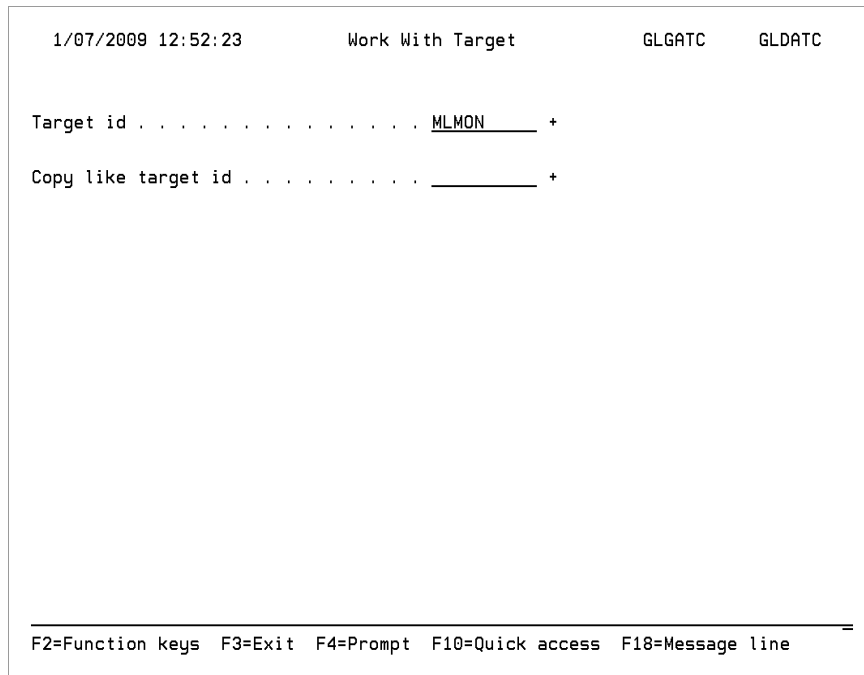


Figure 8-14: Work With Target prompt screen

3 Specify the name of the target in the *Target id* field.

You can also create the target by copying an existing target.

4 Press Enter. The system displays a screen similar to Figure 8-15.

```

1/07/2009 12:53:43      Work With Target      GLGATC      GLDATC
                        Target Control

Target id . . . . . : MLMON
Description . . . . . : MONETARY TARGET
Company . . . . . : 001 +

Currency . . . . . : USD +
Year and period . . . . . : ____ + __ Blank for current period
Journal source code . . . . . : ALLOC +
Journal reference . . . . . : ALLOCATION
Journal type . . . . . : M          M=Monetary
                                   S=Statistical

Intercompany table . . . . . : _____ +
Auto accrual? . . . . . : 0          1=Yes, 0=No
Budget code . . . . . : _____ +
Single ledger journal? . . . . . : 0          1=Yes, 0=No
Offset account . . . . . : 001-001-000-4100 +
Offset booked . . . . . : 1          1=Summary, 2=Detail
Transcode? . . . . . : 0          1=Yes, 0=No
Based on ratio id . . . . . : MLMON +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 8-15: Work With Target - Target Control screen

The system uses the following fields to create the journal header for the allocation journal:

- *Company*
- *Year and period*
- *Journal source code*
- *Journal reference*
- *Journal type*
- *Intercompany table*
- *Auto accrual?*
- *Single ledger journal?* This field indicates whether the system converts amounts between base and secondary currencies.

5 Use the following information to complete the remaining fields on this screen:

*Budget code*

To create a budget journal, specify a budget code in this field. The system posts the allocation to the budget you specify.

### *Offset account*

You must specify an account to use as the offset account for the allocation journal if the journal is monetary. You can leave this field blank for statistical and/or budget targets.

When the allocation is processed, the system uses the offset account on the target to balance the journal. If this field is blank, then the system does not generate an offset.

### *Offset booked*

You have the option of booking the offset in summary or detail.

- **Summary**

If you choose to book the offset amount in summary, the system uses the account you specified in the *Offset account* field to book the net amount as an offset.

You cannot override the offset account within the target detail if you are booking in summary.

- **Detail**

If you choose to use multiple offset accounts, you must book in detail.

For every unique offset account, the system calculates and books the net offsetting balance.

If you are booking in detail, you can override the default offset account for each entry in the target detail. If you do not override the offset account, the default offset account is the account you specified in the *Offset account* field.

### *Based on ratio id*

You can use a target with only one ratio. You specify the ratio to use for the target you are defining. The system then links the target to the ratio you specified.

- 6 Press Enter. The system displays a screen similar to Figure 8-16.
-

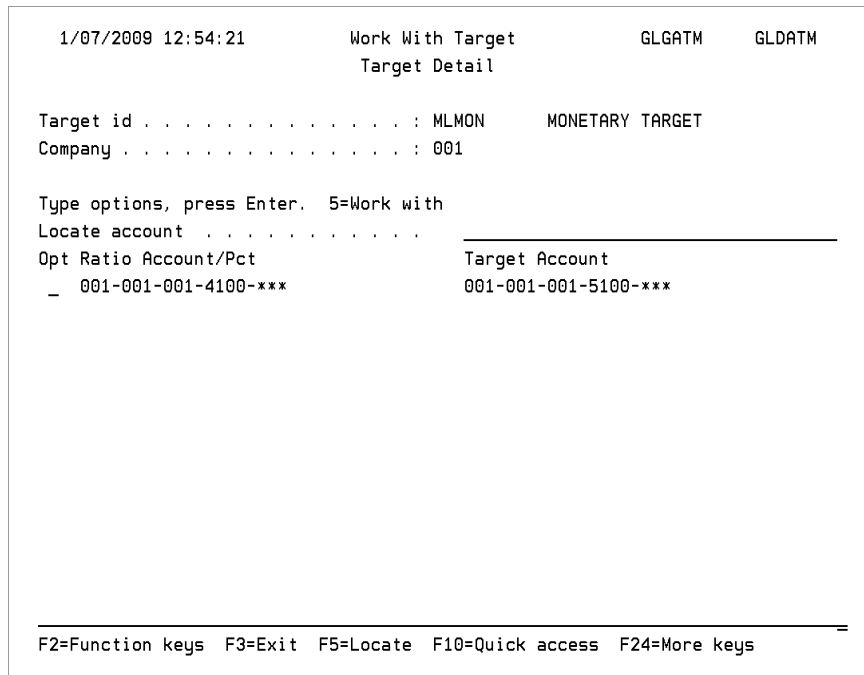


Figure 8-16: Work With Target - Target Detail screen

### Updating target details

Because the target is linked to a specific ratio, the system displays the ratio items that you previously defined.

- 7 Select each item to specify a target account for the item that you defined in the corresponding ratio.
- 8 Press Enter. The system displays a screen similar to Figure 8-17.

```

1/07/2009 12:55:02      Work With Target      GLGATM      GLDATM

Type information , press Enter.

Target id . . . . . : MLMON
Account number/mask . . . . . 001-001-001-5100-*** +
Ratio Acct/Pct . . . . . : 001-001-001-4100-***

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 8-17: Work With Target account screen

- 9 Specify an account or mask in the *Account number/mask* field as described below.

If you selected the summary option for the offset account, specify only the account to which you want to post the amount. The system uses the offset account that you specified on the Target Control screen.

If you selected the detail option for the offset account, you can specify both the:

- Account to which you want to post the amount
- Offset account if it is different from the default offset account you specified on the Target Control screen

**Note:** The *Offset account* field displays only if you select to offset in detail on the Target Control screen.

If you specified a mask in both the ratio and the target, the same number of accounts that fall within the masked expression must be in the ratio and target. The system matches the masked field in each to identify the ratio percentage for each target account.

- 10 Press Enter. The system returns to the Target Detail screen and displays the updated line at the bottom of the screen.
- 11 Repeat steps seven through nine to update additional detail lines.



- 12 Press F16 to save the detail lines. The system returns you to the prompt screen.

## Defining the set

### Overview

Once you have defined the control and detail information for the origin, ratio and target, you must link the three pieces together to create your allocation journal. Because Infinium GL provides you with the ability to use an origin with a ratio/target combination, you group an origin with a target. These groupings are called sequences.

You do not specify the ratio because every target is already linked to a specific ratio.

You can define multiple allocation journals to be generated within one set by defining multiple sequences. Each grouping or combination is assigned a sequence number that determines the order in which the system processes combinations within the set. Sequences can be dependent on a previous sequence; that is, one sequence number cannot run until the sequence on which it is dependent has successfully completed.

When you submit a set for processing, you can have the system produce audit reports that list the accounts and balances contained in an origin, ratio, and target.

### Steps to define the set

To define the set, perform the following sets:

- 1 From the main menu select *Allocation Processing*.
  - 2 Select *Work with set* [WWS]. The system displays a screen similar to Figure 8-18.
-

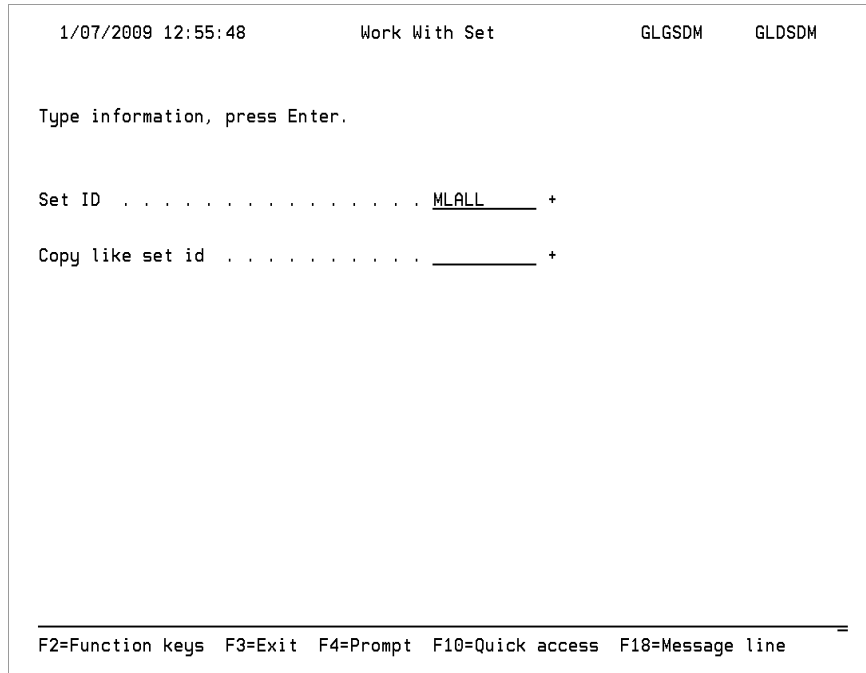


Figure 8-18: Work With Set prompt screen

3 Specify the name of the set in the *Set ID* field.

You can also create a set by copying an existing set.

4 Press Enter. The system displays a screen similar to Figure 8-19.

```
1/07/2009 12:56:48          Work With Set          GLGSDM    GLDSDM

Set ID . . . . . : MLALL
Description . . . . . : ALLOCATION SET

Type options, press Enter.
  4=Delete  5=Work with Sequence

Opt Sequence   Origin   Ratio   Target   Description
-   0010      MLALL   MLALL   MLALL   ALLOCATION SET
-   0020      ANOTHER  NEWRATIO  COMASK

Bottom

F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 8-19: Work With Set sequence selection screen

## Defining sequences in a set

This screen displays all of the sequences defined in this set. Each sequence represents one allocation journal. You can define several allocation journals in each set by creating several sequences.

- 5 Press F6 to create a sequence or select an existing sequence to update and press Enter. The system displays a screen similar to Figure 8-20.

```

1/07/2009 12:57:25      Work With Set      GLGSDM      GLDSDM

Type information, press Enter.

Set ID . . . . . : MLALL
Sequence . . . . . 0030

Origin ID . . . . . _____ +
Target ID . . . . . _____ +

Description . . . . . _____

Depends on Sequence . . . . . 0020 +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 8-20: Work With Set create sequence screen

6 Use the following information to complete the fields on this screen:

*Sequence*

The *Sequence* field groups an origin, ratio and target together to create an allocation journal. You can specify a number in the *Sequence* field or you can use the system default. The system uses the sequence number to determine the order in which to create the allocations. When you submit the set or sequences, the system runs each sequence in numerical order.

*Origin ID and Target ID*

Specify the origin and target that you want to use to create the allocation journal. Because the ratio is linked directly to a specific target, Infinium GL retrieves and displays the corresponding ratio when you press Enter.

*Depends on Sequence*

Use this field to specify the sequence that must successfully complete before the system executes this sequence. This field defaults to the previous sequence you defined in the set.

If the results of the sequence you are defining are independent from the results of previous sequences in the set, specify **0000** in this field. This ensures that if the previous sequence contains an error, the system continues processing other sequences that are not dependent on the set that contains an error.

**Note:** To use the *Depends on Sequence* feature, you must enable the *Automatic accept allocation journal?* and *Automatic post allocation journal?* fields in entity controls.

- 7 Press Enter. The system returns you to the Sequence Selection screen and displays the new or updated sequence at the bottom of the screen.
  - 8 Repeat steps five through seven to add or update additional sequences as needed.
  - 9 Press F16 to save the sequences. The system returns you to the prompt screen.
-

# Submitting the allocation

## Overview

After you have defined a set, you can then submit the entire set or individual sequences within the set to create input journals or budget journals.

### Determining sequences eligible for submission

You use the Successful Completion flag in the Allocation Set Definition record, GLPSD, for each sequence in the Set ID, along with the dependencies defined for the Set ID, to determine which sequences are eligible for processing in an allocation submission run.

The Successful Completion flag is set to **0** for all sequences in a Set ID when all sequences have been processed successfully. This can include any combination of dependent and independent sequences. The Successful Completion flag is also set to **0** when a Set ID with no dependencies within its definition is submitted, regardless of whether all sequences are processed successfully. The next time that the Set ID is submitted, all sequences are processed again. This is true whether the Create Allocation Journal (GLGAJR) step is completed successfully for each sequence.

However, when a Set ID with dependencies within its definition is submitted and one of the sequences upon which another sequence is dependent fails, processing stops for the Set ID and no sequences after the dependent sequence are processed for this submission run. When this happens, the Successful Completion flag is set to one of two values for each sequence:

- 1** For any sequences that were processed successfully
- 0** For those sequences not processed, including the one for which the processing failed

The next time this Set ID is submitted, only those sequences set to **0** are processed and the sequences set to **1** are skipped. Any independent sequences are also processed if dependencies are found for sequences with a Successful Completion flag set to **0**. If all sequences are completed successfully, the Successful Completion flag is set to **0** for all sequences. The next time the Set ID is submitted, all sequences are once again processed.

---

Until all sequences for a specific Set ID are successfully processed, that is, where the Successful Completion flag is set to 0, only those sequences that have not yet been processed successfully are processed when the Set ID is submitted.

The last submitted date/time and last completed date/time are not used in determining which sequences are processed. They reflect when each sequence in a Set ID is submitted for processing and when each sequence is completed successfully. Whenever a sequence is processed, either submitted individually or included in a submission for a Set ID, the last submitted date and time are updated.

Only when a sequence is successfully processed is the last completed date/time updated.

## Steps to submit the allocation

To submit the allocation, perform the following steps:

- 1 From the main menu select *Allocation Processing*.
- 2 Select *Submit allocation [SA]*. The system displays a screen similar to Figure 8-21.

```

1/07/2009 12:58:11          Submit Allocation          GLGSDS    GLDSDS

Type options, press Enter.
  1=Select for submission  8=Show sequences

Locate set id . . . . . _____
Option  Set ID      Description
-      DW06291621
-      FIXEDSET
-      FLN
-      GPEX4
-      GPNOW      GPNOW
-      GPSET
-      JAS
-      JASPER
-      JASPERSET
-      JASSET      JAS SET
-      JOWEE
-      JSD        JANICE'S TEST

More

-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 8-21: Submit Allocation set selection screen



- 3 Select an allocation set to display sequences within the set from which you can select particular sequences for processing. Specify **8** in the *Option* field and press Enter. The system displays a screen similar to Figure 8-22.

You can also select an allocation set to submit the entire set for processing. Specify **1** in the *Option* field and press Enter. The system displays the Allocation Submitter window as shown in Figure 8-23.

```

1/07/2009 13:00:13          Submit Allocation          GLGSDS      GLDSDS

Type options, press Enter.
 1=Select for submission

Set ID . . . . . : FIXEDSET

Locate sequence . . . . .
Opt  Seq      Origin      Ratio      Target      Depends On Sequence
_   0010      FIXED       BUDGET     FIXEDTAR     0000

Bottom

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
    
```

Figure 8-22: Submit Allocation sequence selection screen

- 4 To select individual sequences for processing, specify **1** in the *Opt* field and press Enter.

If you select a sequence that depends on the successful completion of prior sequences, the system automatically includes those sequences in the submission and processes them first.

- 5 Press Enter. The system displays a window similar to Figure 8-23.

```

1/07/2009 13:00:13      Submit Allocation      GLGSDS      GLDSDS

Type options, press Enter.
  1=Select for submission

Set ID . . . . . : FIXEDSET

Locate sequence . . . . . ____
Opt  Seq      Allocation submitter      uence
  1   0010

```

```

Type information, press Enter.

Create allocation journal . . . . . 0
Print audit report . . . . . 0
Print proof report . . . . . 0
Override exchange date . . . . . 01072009

F2=Function keys  F24=More keys

```

```

Bottom

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 8-23: Allocation submitter window

- 6 Use the following information to complete the fields on this screen:

*Create allocation journal*

Indicate whether you want the system to create the journal or just print reports.

You can print an audit report only if you set this field to 1. To print only a proof report, you must specify 0 in this field.

*Print audit report*

Indicate whether the system prints an audit report. The audit report lists the control information defined for the allocation, the accounts and balances for the origin, and the accounts and amounts for the ratio.

If you set up entity controls to automatically accept or accept and post allocation journals, you will not be able to verify the audit report before the system posts the journal.

*Print proof report*

Indicate whether the system prints a proof report. The proof report lists the origin, ratio, and target for each sequence submitted. The report also lists any errors associated with the allocation.

- 7 Press Enter. The system displays a screen similar to Figure 8-24.

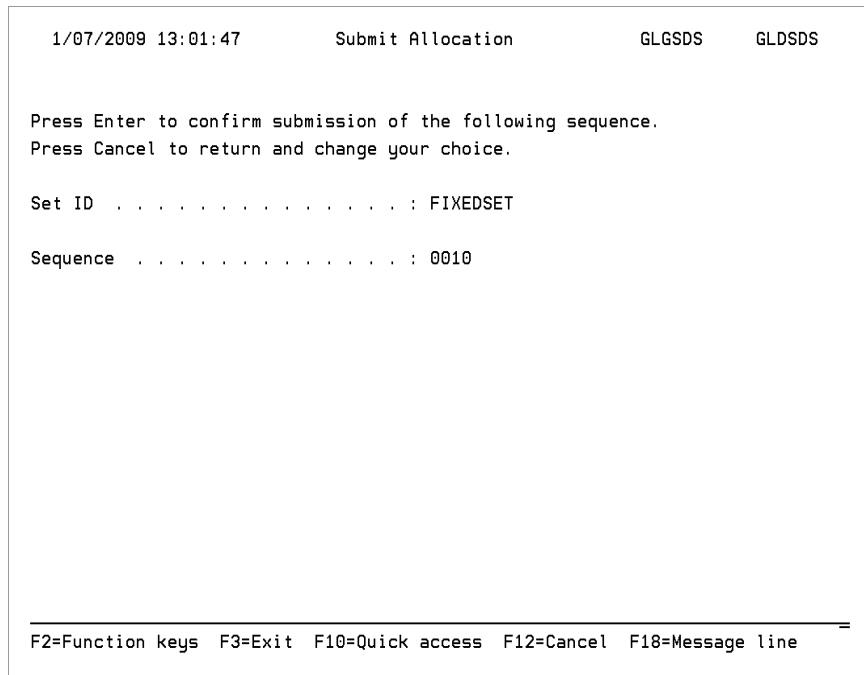


Figure 8-24: Submit Allocation confirmation screen

- 8 Press Enter to confirm your selections. Otherwise press F12 to cancel.

If the *Post to suspense?* field is not activated in entity controls and the system stops processing due to an error, such as an invalid account, you can resubmit your selection after correcting the error. The system continues processing from the point at which the processing stopped.

# Printing allocation information

## Overview

Infinium GL allows you to print both control and detail information for the origin, ratio, and target. You can use the reports to ensure that the information you set up for an allocation is correct before you create or submit an allocation set.

## Steps to print allocation information

Because printing allocation information is very similar for the origin, ratio, and target, this section describes the steps for printing only the target.

To print a target definition, perform the following steps:

- 1 From the main menu select *Allocation Processing*.
  - 2 Select *Print target* [PT]. The system displays a screen similar to Figure 8-25.
-

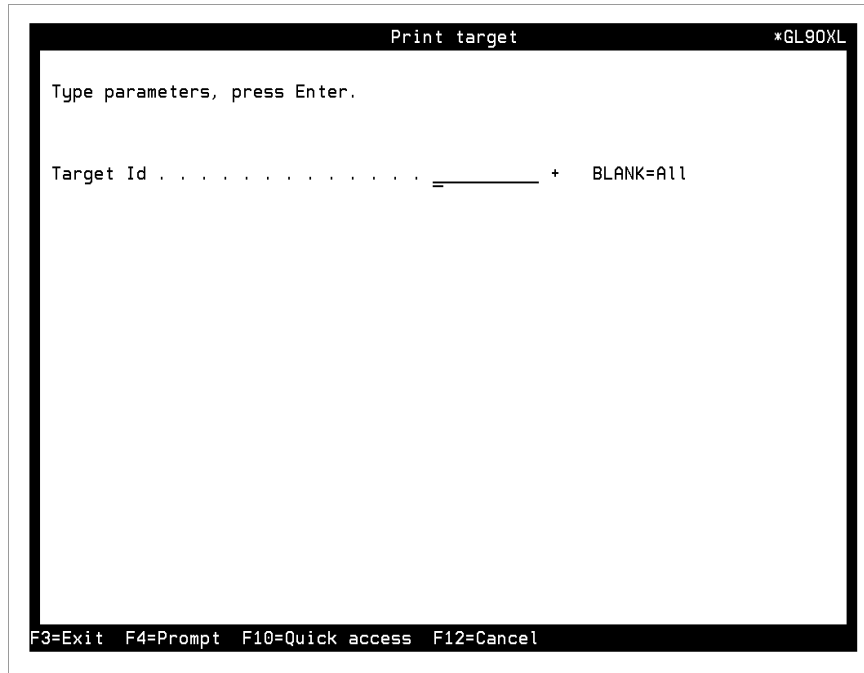


Figure 8-25: Print target screen

- 3 Specify the name of the target you want to print in the *Target ID* field; otherwise, leave this field blank to receive a report that includes all targets.
- 4 Press Enter. The system submits the report and returns you to the main menu.

## Notes

---

# Chapter 9 Performing Year End Processing

# 9

This chapter includes information about using year end processing.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of year end processing	9-2
Creating year end closing journals	9-4
Updating year end closing journals	9-7
Proofing and printing year end closing journals	9-10
Posting year end closing journals and closing the year	9-13

---

## Overview of year end processing

The purpose of the year end processing task is to create, update, proof and post your year end closing journals to close the year. You perform monetary and statistical year end closes separately.

Infinium GL performs the following:

- Creates year end journal entries that set the income and expense account balances to zero
- Updates the retained earnings account balance for monetary journals only to post the net income (loss) for each company
- Rolls forward the asset and liability account balances to the next year

To ensure that the system rolls the account balances, you must use the options within the *Year End Processing* menu to generate and post the year end closing journals.

Infinium GL allows you to keep more than one year active at a time. That is, you can work in one year without having closed the previous year. However, the year that you are working in contains starting balances for only those accounts that have had activity in that year. Therefore, to have starting balances rolled forward from the previous year, you should close the previous year.

You can close more than once. Infinium GL does not have a hard close in year end processing. To make adjustments, you can run year end processing more than once to reflect those adjustments as long as you make the current year consistent with the year that you are closing.

Perform the following tasks in the order listed to close the year:

- 1 Create the year end closing journal
  - 2 Update the year end closing journal (optional)
  - 3 Proof the year end closing journal (optional)
  - 4 Set the next accounting year to active
  - 5 Post the year end closing journal
  - 6 Define period ending dates for the new accounting year for all companies closed
-



## Objectives

After completing this chapter, you should be able to perform a year end close.

# Creating year end closing journals

## Overview

The *Create year end closing journal* option generates your year end closing journals. This option generates a journal transaction for each income and expense account with the offset to your Retained Earnings account. Regardless of the number of periods in your year, the system uses Period 14 to close the year. You can create a separate year end journal for monetary and for statistical balances.

You must create and post all year end journals through the *Year End Processing* menu options.

Before running this function, be sure that you have attached a retained earnings account in company controls for the companies that you closing.

## Steps to create year end closing journals

To create year end closing journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Year End Processing*.
  - 3 Select *Create year end closing journal* [CYECJ]. The system displays a screen similar to Figure 9-1.
-

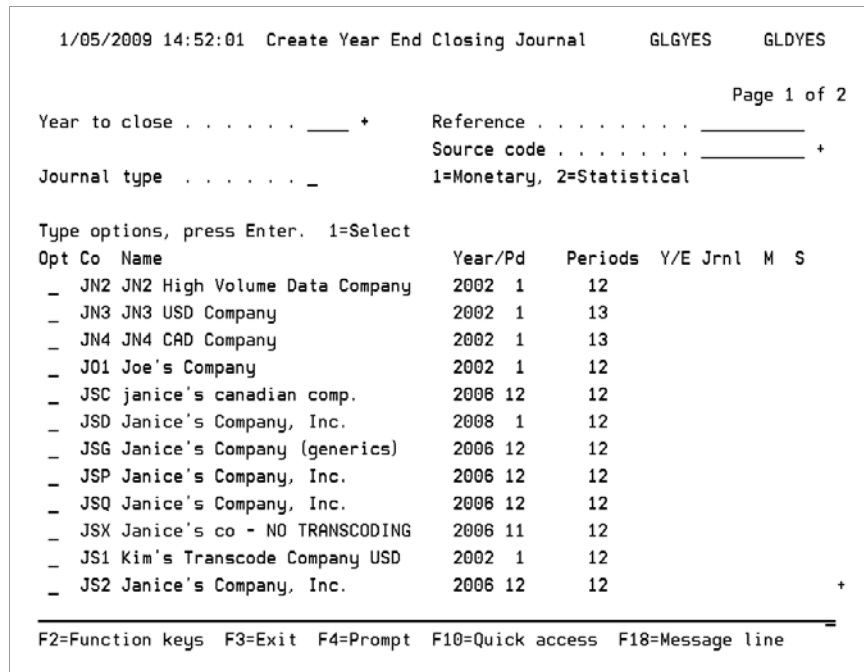


Figure 9-1: Create Year End Closing Journal screen

For each company that displays, the system indicates the current year and period, and the total number of periods in the fiscal year.

- 4 Use the following information to complete the fields on this screen:

*Year to close*

You can close only the current year in company controls for a company.

*Journal type*

For each company that you select, Infinium GL creates a year end closing journal for the journal type that you specify.

*Reference and Source code*

The system uses the values that you specify in the *Reference* and *Source code* fields as the reference value and source code value of the journal header for the year end journal.

The system always places **YE JRN** in the *Reference* field of the batch.

*Opt*

Select the company or companies to close.

- 5 Press Enter. The system displays a screen similar to Figure 9-2.

```

1/05/2009 14:56:51 Create Year End Closing Journal      GLGYES      GLDYES
                    Confirmation Display
                                                    Page 2 of 2
Year to close . . . . . : 2004      Reference . . . . . :
Journal type . . . . . : 1          Source code . . . . . :
                                       1=Monetary 2=Statistical

Press Enter to confirm your selection.
Company  Name                Year/Pd   Periods  Y/E Jrnl  M  S
  CK2    CK2 USD Company      2004 12     13      01      01 00

Press Enter to submit
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line

```

Figure 9-2: Create Year End Closing Journal Confirmation Display screen

If any unposted journals exist for the year that you are closing, the system displays a warning message.

- 6 Press Enter to continue creating the year end closing journal for the selected companies. You can cancel and return to the previous screen.

After you create the year end closing journal, you should proof it before you post it. Refer to the “Proofing and printing year end closing journals” topic in this chapter for more information.

Occasionally you may need to make adjustments to the year end journal. Refer to the “Updating year end closing journals” topic in this chapter for more information.

# Updating year end closing journals

## Overview

You use the *Update year end closing journal* option to make adjustments to the year end closing journal that the system generated through the *Create year end closing journal* option. You can update the journal as many times as necessary. This option accesses mass journal entry.

If you created a year end closing journal but have not yet posted it and you post any batches to the year that you are closing, you can delete the year end closing batch and then recreate it to incorporate the updated information.

However, if you have already posted the year end closing journal and then post any batches to the year that you are closing, create another year end closing journal and close the year again.

## Steps to update year end closing journals

To update year end closing journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
  - 2 Select *Year End Processing*.
  - 3 Select *Update year end closing journal* [UYECJ]. The system displays a screen similar to Figure 9-3.
-

```

1/05/2009 14:57:32 Update Year End Closing Journal  GLGGXM  GLDGXM
New page.                                          Page 1 of 1
Batch/Co          Batch type          Processing currency
Journal/Co        Year/Period          Total distributions
Total CR          .00                Total UNITS          .00
Total DR          .00                Total COMMISSION    .00
Press batch list or enter to create new batch

Locate  Find account/mask

Seq  Opt Account Number          Cur          Amount
000001 = _____ + _____ + _____ .00
000002 - _____ + _____ + _____ .00
000003 - _____ + _____ + _____ .00
000004 - _____ + _____ + _____ .00
000005 - _____ + _____ + _____ .00
000006 - _____ + _____ + _____ .00
000007 - _____ + _____ + _____ .00
000008 - _____ + _____ + _____ .00
000009 - _____ + _____ + _____ .00
000010 - _____ + _____ + _____ .00

```

BOTTOM

F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

Figure 9-3: Update Year End Closing Journal screen

4 Press F8. The system displays a window similar to Figure 9-4.

```

1/05/2009 14:57:32 Update Year End Closing Journal  GLGGXM  GLDGXM
New page.                                          Page 1 of 1
Batch/Co          Batch type          Processing currency
Journal/Co        Year/Period          Total distributions

```

```

Work With Input Batch List
Options, 2=Change 3=Fast path 4=Delete
5=Work with 8=Display errors
Locate . . _____ +
Option  Batch Co Year Pd Reference Journal T S E
-      0000009 KE1 2004 10 AR2000 0000003 M A E
-      0000010 KE1 2004 09          0000001 M A E
-      0000010 KE1 2004 09 AR2000 0000000 M E
-      0000011 001 2004 10 B00    0000002 M A E
-      0000011 KE1 2004 10 AR2000 0000000 M E

```

MORE...

F2=Function keys F3=Exit F4=Prompt F24=More keys

BOTTOM

F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

Figure 9-4: Work With Input Batch List window

The system displays a list of all available batches.

- 5 Select the year end batch to update.
- 6 Specify **3** in the *Opt* field and press Enter. The *Reference* field is always **YE JRN** for year end closing batches. The system returns you to the Update Year End Closing Journal screen.
- 7 Update the journal as needed. Refer to “Using Mass Journal Entry” chapter of this guide for information on how to update a journal.
- 8 Press F16 to save your changes in the journal.
- 9 Press F16 again to save the batch.
- 10 Press F16 to exit the batch.

The system displays the autopost window when exiting the batch if autopost is enabled for your user profile. We recommend that you print and verify the year end closing journal before posting it. If your user profile does not have a record set up in the GL User Security File, you are not authorized to autopost, and this window is not displayed.

After you update the year end closing journal, you should proof it before you post it. Refer to the “Proofing and printing year end closing journals” topic in this chapter for more information.

---

# Proofing and printing year end closing journals

## Overview

This function prints a proof listing of the year end closing journals you select. Check the listing carefully before posting the batch. To make changes to year end closing journals, refer to the previous section “Updating year end closing journals.”

## Steps to proof and print year end closing journals

To proof and print year end closing journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Year End Processing*.
- 3 Select *Proof year end closing journal* [PYECJ]. The system displays a screen similar to Figure 9-5.



```

1/05/2009 15:01:01  Proof Year End Closing Journal      GLGGHS      GLDGHS

Type options, press Enter.  1=Select                               Page 1 of 2
  Batch      M
Opt Number  S Co Reference Year Pd  Last User  Batch      Errors
SCN
-----
-   15815  M  CK2 SECURITY  2007 2  TESTFM1  AVAILABLE
-   15816  M  CK2 SECURITY  2007 2  TESTFM1  AVAILABLE  ERRORS
-   15817  M  CK2 TEST    2007 2  CGK      AVAILABLE  ERRORS
-   15818  M  CK2 BYPASS  2007 2  CGK      AVAILABLE  ERRORS
-   15819  M  CK1 TEST/   2007 2  TESTFM2  AVAILABLE
-   15820  M  CK2 TESET   2007 2  TESTFM2  AVAILABLE
-   15821  M  CK2 TESTING 2007 2  TESTFM2  AVAILABLE  ERRORS
-   15822  M  CK2 TEST    2007 1  TESTFM2  AVAILABLE  ERRORS
-   15823  M  CK1 PA      2007 2  CGK      EXECUTING
-   15832  M  CK1 AUDIT TEST 2007 2  CGK      AVAILABLE
-   15833  M  CK2 TEST    2007 2  PSCHILOS AVAILABLE  ERRORS
-   15834  M  CK2 TEST    2007 2  PSCHILOS AVAILABLE  ERRORS
-   15835  M  CK2 TEST    2007 2  PSCHILOS AVAILABLE  ERRORS
-   15836  M  CK2 TEST    2007 2  PSCHILOS ACTIVE
-   15837  M  CK2 TEST    2007 2  PSCHILOS AVAILABLE  ERRORS  +
-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
    
```

Figure 9-5: Proof Year End Closing Journal screen

- 4 Select the year end batch to proof.
- 5 Specify 1 in the *Opt* field and press Enter. You can scan in the *Reference* field for **SECURITY**. The system displays a screen similar to Figure 9-6.

```

1/05/2009 15:01:56  Proof Year End Closing Journal      GLGGHS      GLDGHS
                        Confirmation Display                               Page 2 of 2

Press Enter to confirm your selection

  Batch      M
  Number  S Co Reference Year Pd  Last User  Batch      Errors
  -----
  15815  M  CK2 SECURITY  2007 2  TESTFM1  AVAILABLE

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel
1 Batches selected for submission
    
```

Figure 9-6: Proof Year End Closing Journal Confirmation Display screen

- 6 Press Enter to continue proofing the year end closing batch. You can cancel this screen and return to the previous screen.

Once the system prints the journal, be certain that you carefully review it to confirm your entries.

After you proof the year end closing journal, you must set the next accounting year to be a valid active accounting year. You can then post the year end closing journal. Refer to the "Posting year end closing journals and closing the year" topic in this chapter for more information.

---

# Posting year end closing journals and closing the year

## Overview

The *Post y/e journal & close year* option posts year end closing journals in Period 14 and closes the year. The system automatically changes the current year and period to the new accounting year for the selected companies.

As discussed in the “Overview of year end processing” topic in this chapter, the system rolls forward the asset and liability account balances and sets the income and expense account balances to zero.

**Note:** To ensure that the system changes the current year and period and updates account balances, you must post the year end closing journals through this option only.

Before selecting this option, be sure to set the next year as a valid, active accounting year in *Control File Functions* as follows:

- 1 Select the code type **AYR** in the *Work with code values* option.
- 2 Define the code value for the next accounting year by its four character designation, for example 1998. The system then requests a description of that year and a designation as active or inactive. Specify yes to indicate that this is an active accounting year.

When you confirm that the next accounting year is a valid year and is set to active, you can proceed to the *Post y/e journal & close year* option.

The system closes statistical accounts only if they are income or expense accounts.

If you make adjustments to your company after you post the year end closing journal, you must perform the entire year end process again.

If, however, your adjustments do not affect your retained earnings, such as a reclassification entry of an asset, you have to run only the *Post y/e journal & close year* option to roll the new balances forward.

---

## Steps to post year end closing journals and close the year

To post year end closing journals and close the year, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Year End Processing*.
- 3 Select *Post y/e journal & close year* [PYEJACY]. The system displays a screen similar to Figure 9-7.

```

1/05/2009 15:05:56  Post Y/E Journal & Close Year      GLGYEP      GLDYEP

Year to close . . . . . 2007 +

Type options, press Enter.  1=Select

Opt Co  Name                               Year/Pd  Periods  Y/E Jrnl  M  S
-   A a                               2008  1      12
-   AB ab company                       2008  1      12
-   JJ 2 digits fred                     2005  1      12
-   AAA AAA                             2005  1      12
-   ABC ABC Manufacturing Company        2002  1      12
-   ABX asdf                             2006           13
-   AD1 Allie's Company                 2004  1      12
-   AD6 Allie's Company                 2004  1      13
-   AML AMS CORPORATION                 2007  1      13
-   AMS AMS                             2005  8      12
-   AS5 AS5 - CURRENCY ON               2002  1      12
-   AS6 AS6 - CURRENCY ON               2002  1      12
-   AS7 AS7 - CURRENCY ON               2002  1      12      +

```

---

F2=Function keys F3=Exit F4=Prompt F10=Quick access F18=Message line

Figure 9-7: Post Y/E Journal & Close Year screen

- 4 Specify the year you are closing in the *Year to close* field.
- 5 Select the companies to close from the displayed list. The *Y/E Jrnl* column indicates whether a year end journal exists for each company.
- 6 Press Enter. The system displays a screen similar to Figure 9-8.

```
1/05/2009 15:05:13 Post Y/E Journal & Close Year      GLGYEP      GLDYEP
                    Confirmation Display

Year to close . . . . . : 2007

Company Name                Year/Pd  Periods Y/E Jrnl M  S
CKU   CK-USD Only Company   2007  8    13
DG3   deg                   2007          12

Press ENTER to submit.
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 9-8: Post Y/E Journal & Close Year Confirmation Display screen

- 7 Press Enter to continue posting the year end closing batch. You can cancel this screen and return to the previous screen.

After you post the year end closing journal, you must define the period controls for the new accounting year for each company that is closed. If weekly processing is enabled, you must also define weekly controls.

You can perform the above change using one of the following options:

- *Work with company controls* (for individual companies)
- *Mass change company controls* (for all companies or a company group)

Refer to the “Defining and Maintaining Companies and Codes” chapter in the *Infinium GL Guide to Controls* for information on how to update period ending dates.

## Notes

This chapter includes information about processing budgets.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of budget processing	10-2
Creating budgets interactively	10-3
Updating budgets interactively	10-12
Making global changes to interactive budgets	10-16
Defining and changing budget creation codes	10-23
Working with budget journals	10-31
Proofing budget journals	10-42
Posting budget journals	10-45
Working with budget inquiries and reports	10-48

---

## Overview of budget processing

Infinium GL allows you to create and maintain an unlimited number of budgets for each company. You can designate which accounts are permitted in a budget.

Budget balances are available through system reports and Infinium RW. You can view budget balances on-line through the budget display options and also the *Interactive trial balance* option.

You can copy account numbers and actual data or other budget data into a budget. You can use creation codes to set up ratios to allocate yearly budgeted amounts over specific periods.

Infinium GL provides two ways to create and maintain budgets.

- Interactive budgeting, which is a flexible and efficient way to enter budgets
- Journal budgeting, which uses batch processing so you can proof the batch and post it to a budget balance file

## Objectives

After you complete this chapter, you should be able to do the following:

- Enter budgets interactively
  - Define creation codes
  - Use copy/change budgets
  - Maintain budget journals
  - Proof budget journals
  - Post budget journals
  - Display budget journals
  - Print budget worksheets
-



# Creating budgets interactively

## Overview

The *Work with budgets* option allows you to enter budgets interactively. You enter data for specific weeks, periods, quarters, or for an entire year.

You can specify an annual budget amount for each account and have the system automatically spread that amount over the periods specified in a predefined ratio. Entering data through interactive maintenance automatically updates budget files.

The diagram below illustrates the budget flow process for interactive budgets.

### Work with Budgets Flow

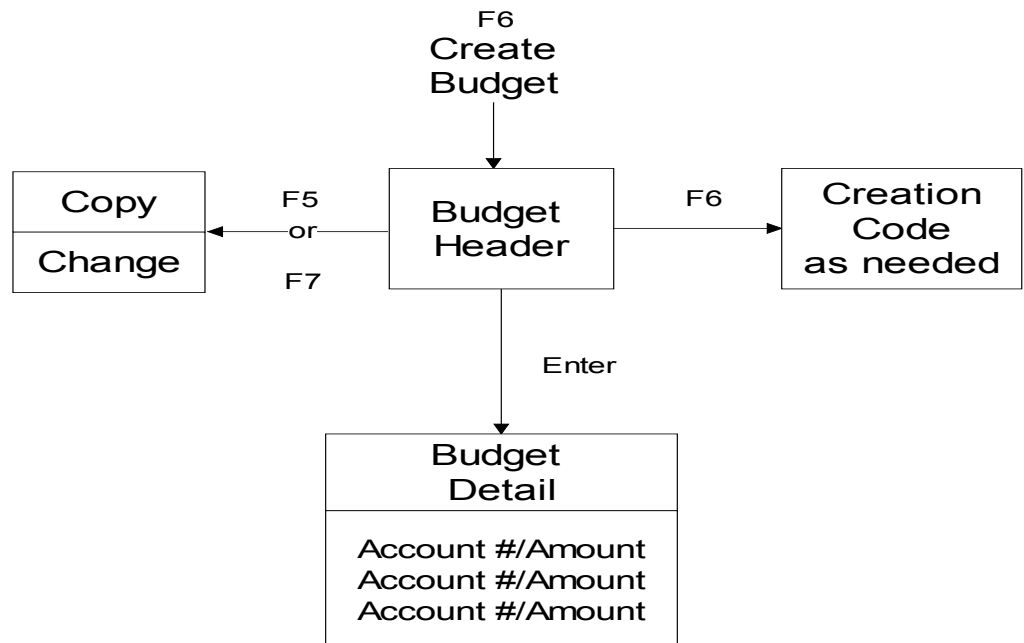


Figure 10-1: Work With Budgets Flow diagram

## Steps to create a new interactive budget

To enter data through interactive budgeting, perform the following steps:

- 1 From the main menu select *Budget Processing*.
- 2 Select *Work with budgets [WWB]*. The system displays the Work With Budgets prompt screen.
- 3 Specify an existing company code in the *Company* field to create or update a budget. You must assign a budget to a specific company.
- 4 Press Enter. The system displays a screen similar to Figure 10-2.

```

1/05/2009 10:13:06      Work With Budgets      GLGBHM  GLDBHM
                               Budget List
                               Page 2 of 6

Year . . . . . ____ +      Budget type . . _
Budget code . . ____ +

Type options, press Enter.    4=Delete  5=Work with
Opt Year Budget   Type Cur  Description      Owner      Last Changed
_  2000  STATIS01   M  USD                FMINTERN   12/04/2008

List contains authorized budgets only.
F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F10=Quick access  F12=Cancel

```

Figure 10-2: Work With Budgets Budget List screen 2 of 6

If budgets exist for this company, the system displays a list of the budgets you are authorized to use by year, budget type and currency (if currency is active).

At this point you can either create a new budget or you can select an existing budget to work with from the list on the screen. To work with an existing budget see the “Steps to update budgets interactively” topic discussed later in this chapter.

- 5 Press F6. The system displays a screen similar to Figure 10-3.

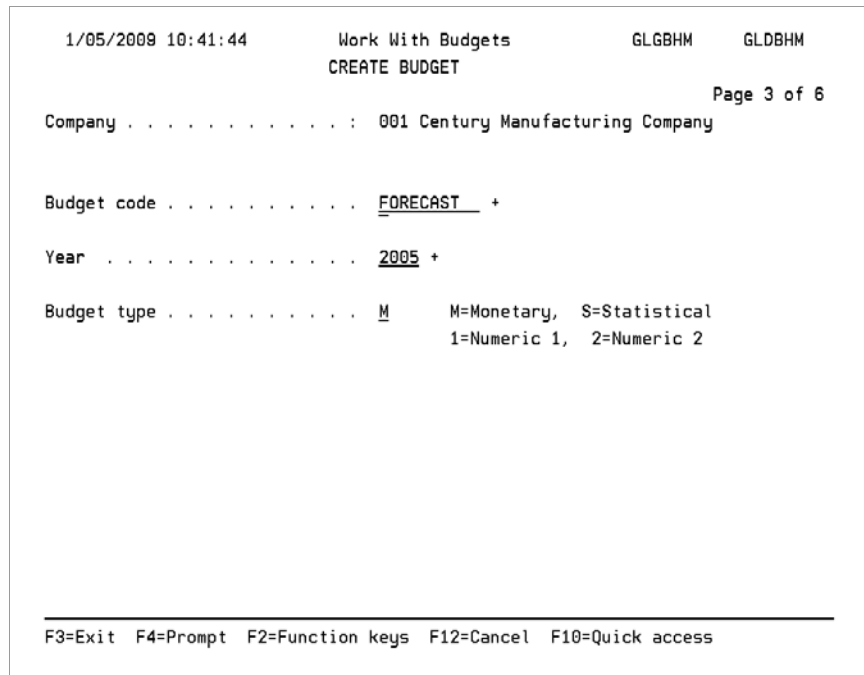


Figure 10-3: Work With Budgets Create Budget screen 3 of 6

6 Use the following information to complete the fields on this screen:

*Budget code*

Specify the budget name using a maximum of ten characters. The budget name is unique by budget type, year and currency. You can use the same budget name to define budgets for monetary, statistical, numeric user field 1, and numeric user field 2. Also, a budget in one company can have the same name as a budget in another company. You can display a list of existing budget codes.

*Year*

Specify the year of the budget you want to create.

*Budget type*

To designate the type of budget, specify one of the following values:

- M**                      Monetary
- S**                      Statistical
- 1**                      Numeric user field 1
- 2**                      Numeric user field 2

You cannot define a budget with a type of **B** (Both).

The budgeting of numeric user fields simplifies budget reporting in Infinium RW. You can learn more about this benefit in the *Infinium GL Guide to ReportWriter*.

### Currency

Specify the currency of the budget you are creating. The currency can be any one of the following:

- The base currency of the budget company
- The secondary currency of the budget company, if one is defined
- Any foreign currency if multi-currency is enabled for the budget company

Only use currency when creating a monetary budget; leave this field blank for statistical or numeric user field budget types.

The system displays this field only if *Enable Currency Processing?* is activated in entity controls and company controls.

The system accepts any currency you enter; it does not validate currency. You can learn more about currency related information by consulting the *Infinium GL Guide to Currency Processing*.

7 Press Enter. The system displays a screen similar to Figure 10-4.

```

1/05/2009 10:42:49      Work With Budgets      GLGBHM      GLDBHM
                                     BUDGET HEADER
                                     Page 4 of 6

Year . . . . . : 2005
Company . . . . . : 001 Century Manufacturing Company
Budget code . . . . . : FORECAST
Created by . . . . . : ESW      1/05/2009 10:42:49
Last changed by . . . . . : ESW      1/05/2009 10:42:49
Creation code . . . . . :
Display quarters. . . . . :      Blank=No, Q=Yes
Budget type . . . . . : M      M=Monetary, S=Statistical
                                     1=Numeric 1, 2=Numeric 2

Description . . . . . : _____

Freeze from update? . . . . . : 0      1=Yes, 0=No

Security - Management . . . . . : 5      0..9 or Blank for Private
      - Operational . . . . . : 9

_____
F2=Function keys  F3=Exit  F5=Copy  F6=Creation Code  F24=More keys

```

Figure 10-4: Work With Budgets Budget Header screen 4 of 6

8 Use the following information to complete the remaining fields on this screen:

*Creation code*

This field displays the budget creation code that is currently in effect for this budget. Creation codes control the proration of annual budget amounts to periods, as well as rounding of the period amounts. Press the creation code function key F6 to update this field.

*Display quarters*

Specify **Q** to indicate that the creation code on this screen displays the quarterly fields for update. If selected, quarterly amount fields display after the entry of the annual amount for an account, but before the display of the monthly fields.

*Description*

You can use a maximum of thirty characters to describe this budget.

*Freeze from update?*

Specify yes to prohibit interactive updates to this budget.

**Caution:** When you freeze a budget from update, you cannot update it using the interactive method. To perform all future updates to a frozen budget, you must use the *Work with budget journal* option. Because you cannot reverse the freeze option, you must complete your budget before you set the *Freeze from update?* field to 1.

*Management Security*

Designate the level of security for updating this budget.

- Blank** Private budget; only the user who created this budget can update it.
- 0-9** The highest level of security (with the exception of a private budget) is **0**, while the lowest is **9**.

*Operational Security*

Designate the level of security for viewing this budget.

- Blank** Private budget; only the user who created the budget can display it.
- 0-9** The highest level of security (with the exception of a private budget) is **0**, while the lowest is **9**.

9 Press Enter. The system displays a screen similar to Figure 10-5.

```

1/05/2009 10:58:10      Work With Budgets      GLGBHM  GLDBHM
                                BUDGET DETAILS
                                Page 5 of 6
Company . . . . . : 001 Century Manufacturing Company
Year . . . . . : 2005
Budget/type . . . . . : FORECAST M
                                COM-DIV-DEP-ACCT-SUB
Locate account . . . . . _____ +
Account number . . . . . 001-001-000-1010 +
Add/ Replace amounts? . . . . . _ A=Add, Blank=Replace

Options, 1=Period 2=Year 4=Delete.
F2=Function keys F3=Exit F4=Prompt F5=Fold/Unfold F24=More keys

```

Figure 10-5: Work With Budgets Budget Details screen 5 of 6

10 Use the following information to complete the fields on this screen:

*Account number*

Specify an account number to include in the budget.

You can add an account number to a budget only if the *Permit budgets?* field is set to yes in the chart of accounts. Additionally, a monetary budget can contain only account use of monetary, both, or nonposting (M, B, or N), and a statistical budget can contain only an account use of statistical, both or nonposting (S, B, or N).

You can use any of the short-cut methods for entering accounts, for example, short names, translation tables, generic accounts or account number abbreviations. Press F4 to select from a list of valid account numbers or press F23 to add multiple accounts to your budget.

*Add/Replace amounts?*

You can indicate whether to add or replace amounts for existing accounts in the budget.

**A**          Add

**Blank**      **Replace**

- 11 Press Enter. The system displays a screen similar to the top half of Figure 10-6.

```

1/05/2009 11:01:08      Work With Budgets      GLGBHM      GLDBHM
                                           Page 6 of 6
Company . . . . . : 001 Century Manufacturing Company
Budget/year/Type . . . . . : FORECAST 2005 M
Account . . . . . : 001-001-000-1010
Account description . . . . . : Accounts Receivable - Trad
Annual amount . . . . . : 3,500

Round factor . . . . . : 0 10 to the power specified

Period Amounts      Override description . . . . .
01 288.00 292.00 292.00 292.00
05 292.00 292.00 292.00 292.00
09 292.00 292.00 292.00 292.00

Use field- key for credit amounts.
F2=Function keys F3=Exit F10=Quick access F12=Cancel
    
```

Figure 10-6: Work With Budgets Period Amounts screen 6 of 6

- 12 Specify an *Annual amount* to spread over the quarter, periods, or weeks of the year. If you do not want to specify in the annual amount, leave this field blank and press Enter to specify in period amounts.

If you have defined a budget creation code, the system uses the ratios specified to determine how to spread the annual amount.

You can specify an annual budget amount in whole currency units for the account specified.

- 13 Press Enter to display the amount fields.
- 14 Use the following information to complete the remaining fields on the screen:

*Round factor*

Specify a value to specify the power of ten to which the system rounds the period amounts. The default for this field is 0. Valid rounding factors are as follows:

**0**              Rounds to nearest unit of 1 (3.667 rounds to 4.00)

- 1** Rounds to nearest unit of 10 (16.26 rounds to 20.00)
- 2** Rounds to the nearest unit of 100 (160.26 rounds to 200.00)
- 3-9** Rounds to the nearest unit of 1,000, 10,000, and so forth
- P** Rounds to two decimal positions (3.667 rounds to 3.67)

*Period/week mode?*

This field is valid if you enabled weekly processing in the entity control.

The default value is 1 for period mode. The system displays 12 or 13 periods and spreads the annual amount over those periods.

Specify 2 to change to week mode. The system displays 52 or 53 weeks and spreads the annual amount over those periods.

- 15 Press Enter. Depending on your settings, the system displays the quarters, periods or weeks for the years at the bottom portion of the screen.
- 16 Use the following information to complete the fields on this screen:

*Override description*

Specify a description to override the account description for this account in this budget. The system displays this description on all displays and reports for this budget.

*Period Amounts*

Depending on your settings, the system displays the quarters, periods or weeks for the years at the bottom portion of the screen.

If you have not used a creation code and you specified an amount in the *Annual amount* field, the system spreads the amount evenly throughout the fields at the bottom portion of the screen. Use this screen to manually alter the amounts of this budgeted account. The system automatically updates the annual amount when you change an amount in any period. This affects no other periods.

If you use a creation code, Infinium GL distributes the annual amount according to the creation code.

If the system cannot evenly divide an annual amount, it includes the remainder in Period 1.

---



- 17 Press Enter. The system adds the account to the budget and returns you to the Work with Budgets Budget Details screen. From this screen you can add more accounts or exit the budget.

# Updating budgets interactively

## Overview

In addition to creating new budgets, you can update an existing budget. More than one user can access a budget at the same time to allow updating of the same budget by different divisions.

## Steps to update or delete an existing budget

To update or delete an existing budget, perform the following steps:

- 1 Follow steps 1 through 4 as outlined in the “Creating budgets interactively” topic earlier in this chapter. The system displays a screen similar to Figure 10-2.

**Note:** The highlighted budgets are frozen and, therefore, cannot be interactively updated.

- 2 Perform one of the following actions to update a budget:
  - Specify values in all four selection criteria fields at the top of the screen.
  - Select a listed budget.

**Note:** To delete a budget, specify 4 in the *Opt* field and press Enter. You cannot delete a budget if it is defined as the current budget, current plan, or current forecast in your company controls.

- 3 Press Enter. The system displays the Budget Header screen 4 of 6 with the following information:
  - The user profile that created this budget
  - The user profile that last updated this budget and the date and time of the last update
  - The creation code currently in use for this budget

The creation code determines the distribution of budget amounts. For more information, refer to the “Defining and changing budget creation codes” topic discussed later in this chapter.

---

4 Change any of the following fields as necessary:

- *Description*
- *Security*
- *Freeze from update?*

**Caution:** When you freeze a budget from update, you cannot update it using the interactive method. To perform all future updates to a frozen budget, you must use the *Work with budget journal* option. Because you cannot reverse the freeze option, you must complete your budget before you set the *Freeze from update?* field to 1.

From this screen you can also perform the following:

- Change the creation code  
Refer to the section “Changing a budget creation code within a budget” in the “Defining and changing budget creation codes” topic.
- Copy multiple accounts into the budget or globally change amounts for the budget.  
Refer to the “Making global changes to interactive budgets” topic.

5 Press Enter to change individual account information. The system displays a screen similar to Figure 10-7.

---

```

1/05/2009 10:58:10      Work With Budgets      GLGBHM  GLDBHM
                                BUDGET DETAILS
                                Page 5 of 6
Company . . . . . : 001 Century Manufacturing Company
Year . . . . . : 2005
Budget/type . . . . . : FORECAST M
                                COM-DIV-DEP-ACCT-SUB
Locate account . . . . . _____ +
Account number . . . . . 001-001-000-1010 +
Add/ Replace amounts? . . . . . _ A=Add, Blank=Replace

Options, 1=Period 2=Year 4=Delete.
F2=Function keys F3=Exit F4=Prompt F5=Fold/Unfold F24=More keys

```

Figure 10-7: Work With Budgets Budget Detail screen 5 of 6

On this screen you can add a new account to the budget by typing the account in the account number field and then typing an amount. You can also update an existing account line.

You can locate an account to update by typing the account in the locate account field and pressing Enter.

- 6 Specify one of the following values in the *Opt* field to update an account line:

*Opt*

You can select detail lines in the subfile to:

- 1 Update the period amounts for that account.
- 2 Update the year and/or period amounts for that account.
- 3 Update the weekly amounts for that account.
- 4 Delete the detail line.

**Note:** More than one user can access a budget at the same time to allow updating of the same budget by different divisions. However, multiple users are restricted from accessing the same account. If you select an account to update and it is in use by another user, you will not be allowed access. You can continue to select the account until the account becomes available.

7 Press Enter. The system displays the Work With Budgets screen 6 of 6.

8 Specify the annual amount, period amounts, or weekly amounts.

If you selected a budget with **2**, or if you are adding a new account, you can specify an annual budget amount in whole currency units. If you are using a character-based interface, press **Field-** to enter credit amounts.

You can press F6 to recalculate the amounts. This means you are entering the same annual amount, but you want to redistribute the amount based on a different creation code.

9 Press Enter. The system saves your change and returns you to the Work With Budgets Budget Detail screen.

---

# Making global changes to interactive budgets

## Overview

Infinium GL provides a feature to make global additions or changes to a budget. These features are accessed through function keys.

- Copy actual or budget data

You can copy from another budget or from your actual balances. This procedure eliminates the task of typing account numbers. You can optionally replace accounts already in the budget or only copy accounts that do not already exist in the budget.

You can specify accounts and/or amounts to include in the budget currently accessed. You can copy data from actual data or an existing budget.

At the bottom of the copy screen you can indicate which periods to include or exclude. If you are only copying certain periods of information, the annual amount is adjusted accordingly.

- Change budget amounts

You can change budget amounts for selected periods or the entire year. You can change selected accounts or all accounts by:

- Increasing or decreasing budget amounts by a factor
- Setting budget amounts equal to actual data
- Increasing or decreasing the budget amount by a specified dollar amount

- Change a budget creation code

Before copying or changing a budget, you can change the creation code and round factor of a budget. The system applies the budget creation code you specify here to all subsequent account entries. For more information on creation codes, refer to the “Defining and changing budget creation codes” topic discussed later in this chapter.

---

## Steps to copy actual or budget data

To copy actual or budget data, perform the following steps:

- 1 From the main menu select *Budget Processing*.
- 2 Select *Work with budgets* [WWB]. The system displays the Work With Budgets prompt screen.
- 3 Specify a company and press Enter. The system displays the Work With Budgets Budget list screen.
- 4 Select a budget and press Enter. The system displays the Work With Budgets Budget Header screen 4 of 6.
- 5 Press F5. The system displays a screen similar to Figure 10-8.

```

1/05/2009 11:12:09      Work With Budgets      GLGBHM      GLDBHM
                          COPY BUDGETS
Company . . . . . : 001 Century Manufacturing Company
Year/budget/type. . . . . : 2008 FORECAST M
Last changed by . . . . . : ESW      1/05/2009 11:11:59

Copy?  @ (1/0) New crtn code _____ + Creation code
          Round factor  P 10 to the power specified

          Budget/actual @ B=Budget, A=Actual, C=Chart of Accounts
          Budget code . _____ + Budget type . . . _ (M/S/1/2)
          Year . . . . . _____ + Currency. . . . . _____ +
          Use . . . . . _ ( M/S/B ) Include amounts? 1 (1/0)
          Scale factor . _____ 0000.00000
          COM-DIV-DEP-ACCT-SUB

Account - From/mask . . _____ +
          To . . . . . _____ +
          Replace amount @ 1=Yes, 0=No

          Period number 1 2 3 4 5 6 7 8 9 10 11 12 1=Include
                          1 1 1 1 1 1 1 1 1 1 1 1 0=Exclude

-----
F2=Function keys F4=Prompt F6=Creation Code F24=More keys
    
```

Figure 10-8: Work With Budgets Copy Budgets screen

- 6 Specify yes in the *Copy?* field and then use the following information to complete the remaining fields.

### *New crtn code*

You can specify a predefined creation code or select from a list of valid creation codes. You can use a new creation code when entering budget amounts interactively or when copying a budget using the copy feature.

*Round factor*

You can specify a rounding factor. This factor specifies the power of ten to which the system rounds the period amounts. Valid rounding factors are as follows:

- 0**           Rounds to nearest unit of 1 (3.667 rounds to 4.00)
- 1**           Rounds to nearest unit of 10 (16.26 rounds to 20.00)
- 2**           Rounds to the nearest unit of 100 (160.26 rounds to 200.00)
- 3-9**         Rounds to the nearest unit of 1,000, 10,000, and so forth
- P**           Rounds to two decimal positions (3.667 rounds to 3.67)
- A**           Rounds to 0 decimal positions and spreads the annual amount evenly over periods or weeks (3.667 rounds to 4.00)

To have the annual amount spread the same as the budget being copied, be sure that **P** is the value in the *Round factor* field.

*Budget/actual*

Indicate whether to copy from budget or actual data or the chart of accounts.

- B**           Budget
- A**           Actual
- C**           Accounts only (no amounts copied)

To copy a budget exactly as it exists, you must specify **P** in the *Round factor* field.

*Budget code*

Specify the code for the budget if you are copying an existing budget. If not, leave this field blank.

*Budget type*

Specify the type for the budget if you are copying an existing budget.

---



### *Year*

Specify the year if you are copying budget or actual accounts. The year must be valid for the budget code entered above.

### *Currency*

The system displays this field only if you enabled currency processing in the entity control.

### *Include amounts?*

Specify **1** to copy the amounts and accounts into this budget. If you are copying from the chart of accounts, you cannot copy amounts.

### *Use*

You can specify the type of accounts to copy.

- M** Copy monetary accounts only
- S** Copy statistical accounts only
- B** Copy both accounts

If the budget you are copying information from has an account use of **M** on the budget header and you set the account use to **B** on this screen, the system copies both **M** (monetary) and **B** (both) type accounts.

Similarly, if the budget you are copying information from has an account use of **S** on the budget header and you set the account use to **B** on this screen, the system copies both **S** (statistical) and **B** (both) type accounts.

### *Scale factor*

Specify a percentage to increase or decrease the copied amounts. For example, to increase all balances by 5%, specify 1.05; to decrease all balances by 5%, specify .95.

### *Replace amount*

Specify **1** in this field to replace existing budget amounts for the accounts that already exist in this budget. Specify **0** to ignore the accounts that already exist in this budget.

### *Period number*

Specify **1** for each accounting period to include in the copy function.

---

- 7 Specify the appropriate account in the *From/mask* and *To* fields. If you leave these fields blank, the system copies all accounts.
- 8 Press Enter. The system copies the requested information and displays the number of accounts copied under the *Copy?* field.
- 9 Cancel to return to the budget header.

## Steps to change budget amounts in interactive budgets

To update amounts in the budget, perform the following steps:

- 1 Complete steps 1 through 4 as outlined in the “Copying actual or budget data” section earlier in this topic.
- 2 Press F7 from the Budget Header screen. The system displays a screen similar to Figure 10-9.

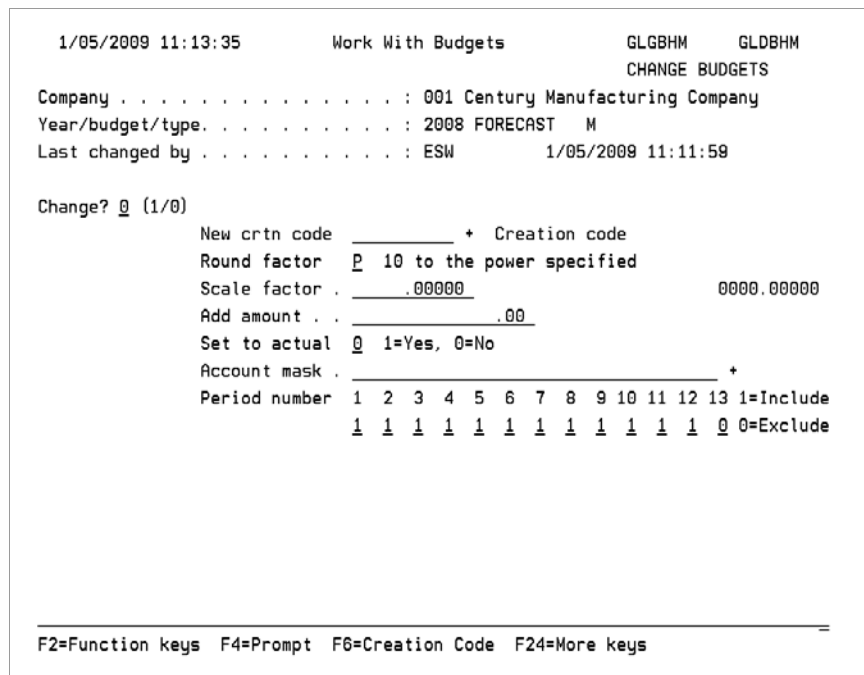


Figure 10-9: Work With Budgets Change Budgets screen

- 3 Specify yes in the *Change?* field to invoke a change.
- 4 Use the following information to complete the remaining fields:

### *New crtn code*

You can specify a predefined creation code or select from a list of valid creation codes. You can use a new creation code when entering budget amounts interactively.

### *Round factor*

You can specify a rounding factor. This factor specifies the power of ten to which the system rounds the period amounts. Valid rounding factors are as follows:

- |            |   |
|------------|---|
| <b>0</b>   | Rounds to nearest unit of 1 (3.667 rounds to 4.00)  |
| <b>1</b>   | Rounds to nearest unit of 10 (16.26 rounds to 20.00)  |
| <b>2</b>   | Rounds to the nearest unit of 100 (160.26 rounds to 200.00)   |
| <b>3-9</b> | Rounds to the nearest unit of 1,000, 10,000, and so forth   |
| <b>P</b>   | Rounds to two decimal positions (3.667 rounds to 3.67)  |
| <b>A</b>   | Rounds to 0 decimal positions and spreads the annual amount evenly over periods or weeks (3.667 rounds to 4.00) |

### *Scale factor*

Specify a percentage by which to increase or decrease the copied amounts. For example, to increase all balances by 5%, specify 1.05; to decrease by 5%, specify 0.95.

### *Add amount*

Specify a fixed dollar amount to be added to each period in the current budget. You enter a negative amount by pressing **Field-** to decrease a budget amount.

### *Set to actual*

You can indicate whether to set the budget amounts equal to the month-to-date actual amounts for each account in a given year.

- |          |  |
|----------|--|
| <b>1</b> | Set to actual amounts. You must use the actual balances of the same currency as in the budget header screen. |
| <b>0</b> | Do not set to actual amounts.  |
-

*Account mask*

Specify an account mask to limit the accounts to change in the budget. Only those accounts selected by the *Account mask* field are included in the change.

*Period number*

You can indicate whether to include specific periods in this change.

- 5 Press Enter to record the change. The system displays the number of accounts changed under the *Change?* field.
- 6 Cancel to return to the budget header.

# Defining and changing budget creation codes

## Overview

Infinium GL provides an option to determine the distribution of budget amounts through the use of creation codes. Budget creation codes contain information related to monthly prorated amounts and the degree of rounding for budgeted amounts. You can define how to prorate annual budget amounts over specific periods of the year.

You can predefine creation codes using the *Work with budget creation codes* option or you can define the creation code on an as needed basis by pressing F6 from within a budget. You can also change a creation code in affect for the budget by typing a new creation code from within the Budget Header screen.

You can distribute annual amounts in the following two ways:

- Prototype accounts
- Ratios

### Using a prototype account

When you specify an account and a specific year, the system creates ratios based on actual amounts. The system uses these ratios to spread a budget amount. For example, you may use the sales account activity for a previous year as a ratio to spread the expected sales budget for the current year.

### Using a ratio

You can specify the desired ratio in each period. For example, to spread by days of the month using a calendar year, specify the ratios shown in the table below.

Period	Ratio	Period	Ratio
Period 1	31	Period 7	31
Period 2	28	Period 8	31
Period 3	31	Period 9	30

Period	Ratio	Period	Ratio
Period 4	30	Period 10	31
Period 5	31	Period 11	30
Period 6	30	Period 12	31

This example distributes 8.5% (31/365) of the annual amount into Period 1.

**Note:** If you do not use a creation code, the system always defaults to an even spread.

## Steps to define a creation code

To define budget creation codes, perform the following steps:

- 1 From the main menu select *Budget Processing*.
- 2 Select *Creation Codes*.
- 3 Select *Work with budget creation codes [WWBCC]*. The system displays the creation code prompt screen.
- 4 Specify a name for the new creation code in the *Creation code* field. You can select an existing code from a list of valid budget creation codes.

**Note:** The creation code works with the copy function but not with the change function.

- 5 Press Enter. The system displays a screen similar to Figure 10-10.
-

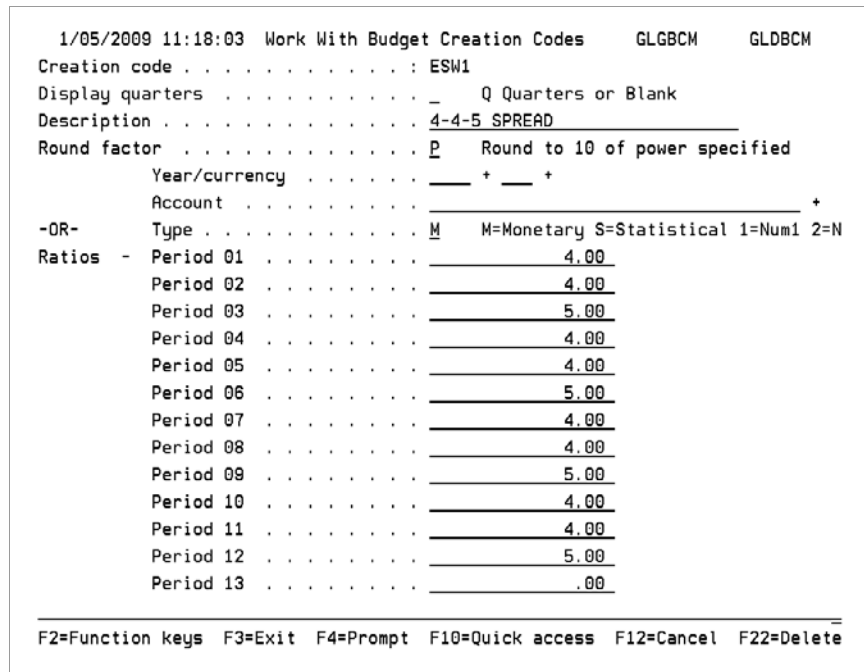


Figure 10-10: Work With Budget Creation Codes screen

You can use this screen to define your new creation code or view the details of an existing creation code.

6 Use the following information to complete the fields on this screen:

*Display quarters*

Specify **Q** to display quarterly amount fields for budgets that use this creation code.

If you specify **Q** in this field, when you enter budget information into an account, the system displays the quarterly amount fields after the annual amount field but before the monthly or weekly amount fields.

*Description*

Specify up to 30 alphanumeric characters to describe the distribution defined by this creation code. The description displays with the creation code when you press F4.

*Round factor*

Specify a value that specifies the power of ten to which the budget amounts will be rounded. The valid values for the *Round factor* field on this screen are **0** through **9** and the value **P**. The values **A** and **Blank** are not valid round factor values on this screen.

## Using prototype accounts

You define the use of a prototype account for the creation code by typing values in the *Year/currency*, *Account*, and *Type* fields. The system uses that account's activity for the specified year, currency, and type of balance to create period ratios.

You must leave this section blank if you define a ratio.

To set the ratios in this creation code equal to the month-to-date actuals in a specific account number, define the fields below. Otherwise, skip to the "Using ratios" topic.

### *Year/Currency*

Specify the year and the currency of the balance to retrieve for the distribution.

### *Account*

Specify the account number to use for the distribution.

### *Type*

You use the *Type* field only with the prototype account. Specify a valid account balance type to indicate the type of activity to use for the prototype account.

The system performs the following activities:

- The system uses the prototype account, year, currency, and type of balance together to identify a particular set of data.
- The system uses that set of data to create a budget ratio for the accounting periods. The system fills in the *Period* fields with the annual amounts it retrieves.
- The system will use this ratio when you enter annual budget amounts for a new budget, spreading the annual amounts across the periods.

In this way you use actual historical activity trends to predict the budget levels for a new budget by quarter, month, and week.

For example, if you are in the process of setting up the budget for the 1996 sales account, you can use the 1995 sales account as a prototype account. The system uses the 1995 sales activity as a ratio to prorate the 1996 annual budget amount over specific quarters, months, and weeks (if weekly processing is active).

---



## Using ratios

Use this section of the screen to define specific period ratios to prorate budget amounts.

There is a specific order in which each piece of the period-by-period calculations takes place. There are four steps in the calculation, as shown below.

- 1 Calculate each period's amount by using the budget total and ratios, rounded to the nearest dollar.
- 2 After calculating each period, determine any remainder/adjustment and apply any shortage/overage to period 1.
- 3 After adjusting period 1, apply the rounding factor from the creation code to each period's budgeted amount.
- 4 After the above calculations are performed on periods, adjust the starting balance of the budget to reflect the total of all periods.

### Example

- 1 Create a new budget and apply a creation code that specifies a round factor of 2 (round to the nearest hundred) and uses ratios such as the following:

Period 01:	23
Period 02:	20
Period 03:	21
Period 04:	22
Period 05:	23
Period 06:	20
Period 07:	23
Period 08:	22
Period 09:	21
Period 10:	23
Period 11:	21
Period 12:	22

- 2 Add an account as an annual amount of \$1,800,000.00. Accounts will be prorated as described below.

- a Calculate each period's amount by using the budget total and ratios, rounded to the nearest dollar:

In this example, periods 1, 5, 7, 10 use the same ratio and calculate the same amount ( $23/261 * \$1,800,000 = \$158,621.68$ , rounded = \$158,621.00)

- b After calculating each period, determine any remainder/adjustment and apply the overage/shortage to period 1:

Starting budget of 1,800,000 less the sum of periods 2 through 12 = the remaining amount

Apply this amount to period 1, in effect, adjusting period 1 to now contain \$158,619.00

- c After adjusting period 1, apply the rounding factor from the creation code to each period's budgeted amount:

Period 1 \$158,619.00 becomes \$158,600.00

Period 2 \$137,931.00 becomes \$137,900.00

See details in the table below for how all periods change. Note that the second column reflects the amounts after steps 1 and 2. The third column represents the amounts after step 3.

Factor	Amount before rounding	Amount after rounding
23	158,619.00	158,600.00
20	137,931.00	137,900.00
21	144,828.00	144,800.00
22	151,724.00	151,700.00
23	158,621.00	158,600.00
20	137,931.00	137,900.00
23	158,621.00	158,600.00
22	151,724.00	151,700.00
21	144,828.00	144,800.00
23	158,621.00	158,600.00
21	144,828.00	144,800.00
22	151,724.00	151,700.00

Factor	Amount before rounding	Amount after rounding
261.00	1,800,000.00	1,799,700.00

- d When the above calculations are performed on periods, adjust the starting balance of budget to reflect the total of all periods:

\$1,800.00.00 becomes \$1,799,700.00

You must leave this section blank if you defined a prototype account in the previous section.

#### *Period 1-13*

Specify the portion of the ratio total to be allocated for each period.

When you enter annual budget amounts later, the system determines the amount to allocate to each period by dividing each period's portion by the total of the ratio.

For example, to allocate annual budget amounts based on the number of days in each month, you specify the number of days for each month (31 for the period relating to January, and so on). January's allotment of the annual budget would be 31/365 of the annual amount.

#### **Notes:**

- Any overage/shortage caused by the rounding effect will be placed in Period 1.
- If you use the 13<sup>th</sup> accounting period for adjustments, set up a creation code for 12 even periods. The system budgets only the first 12 periods.

### Saving the creation code

- 3 Press Enter. The creation code is now available for use in the *Work with budgets* option.

## Steps to change a budget creation code within a budget

To change a budget creation code before copying or changing a budget, perform the following steps:

- 1 From the main menu select *Budget Processing*.

- 2 Select *Work with budgets* [WWB]. The system displays the Work With Budgets prompt screen.
- 3 Specify a company and press Enter. The system displays the Work With Budgets Budget List screen.
- 4 Select a budget with 5 and press Enter. The system displays the Work With Budgets Budget Header screen 4 of 6.
- 5 Press F5 or F7 from the Budget Header screen from within a budget. The system displays the Copy Budgets screen or the Change Budgets screen.

Specify a value in the *New crtn code* field to change the existing budget creation code in effect for this budget. Press F4 for a list of valid codes.

**Note:** You can press F6 to enter a new creation code. Refer to the “Defining a creation code” topic discussed earlier in this chapter for help in entering the fields.

- 6 Press Enter. The system applies the budget creation code to all subsequent account entries and does not affect previously entered accounts.
- 7 Press F12. The system returns you to the budget header.

**Note:** To recalculate the spread based on a new creation code for previously entered accounts, specify 2 (year) to select the account and press Enter. On Page 6 of 6 of the Annual Amount Screen, press F6.

---

# Working with budget journals

## Overview

You can enter budget amounts through budget journals. Budget journals provide a posting report of updates to your budgets. You can modify budgets that are frozen from interactive update only through the use of budget journals.

You can also use this option to upload budget information from a PC spreadsheet. When the system uploads the budgets, the system creates a budget journal. You must proof and post the budget journal to update the budget balance file.

To create and update a budget using budget journals, begin by defining the budget header interactively using the *Work with budgets* option. For a detailed description of this option, refer to the previous topic, "Creating budgets interactively."

## Steps to update a budget using budget journals

To update a budget using budget journals, perform the following steps:

- 1 From the main menu select *Budget Processing*.
  - 2 Select *Budget Journals*.
  - 3 Select *Work with budget journals* [WWBJ]. The system displays a screen similar to Figure 10-11.
-

```

1/05/2009 12:13:54      Work With Budget Journals      GLGBJM      GLDBJM
                                                                    Page 1 of 5
Company . . . . . _____ +
Type options, press Enter  4=Delete  5=Work with
Opt  Batch  Co Reference  User      Journal Year  Per      Type Status Err
-----
=  1824 LN3      MXV      1 2004  12      M
-  1825 LN3      MXV      1 2004   1      M
-  1826 LN3      CGK      1 2004   2      M
-  1827 LN3      MXV      1 2004   3      M
-  1828 LN3      MXV      1 2004   4      M
-  1829 LN3      MXV      1 2004   5      M
-  1830 LN3      MXV      1 2004   6      M      ERRORS
-  1831 LN3      MXV      1 2004   7      M
-  1832 LN3      MXV      1 2004   8      M
-  1833 LN3      MXV      1 2004   9      M
-  1834 LN3      MXV      1 2004  10      M
-  1835 LN3      MXV      1 2004  11      M
-  1836 LN3      MXV      1 2004  12      M      +
    
```

---

F2=Function keys F3=Exit F4=Prompt F5=Refresh F7=Scan F10=Quick access

Figure 10-11: Work With Budget Journals screen 1 of 5

Use this screen to create a new batch or update an existing batch.

You can also locate a batch or batches by using any of the column headings on the screen in conjunction with the F7 key.

- 4 Specify a valid company on the budget batch listing screen or select an existing batch. The system displays a screen similar to Figure 10-12.

To delete a budget batch, specify 4 and press Enter. You can delete empty budget batches and budget batches that contain journals. If you delete a budget batch that contains journals, all journals for that budget batch are also deleted.

**Caution:** If a budget batch does not contain journals, no confirmation window is displayed before the budget batch is deleted. Once you specify 4 and press Enter, you cannot regain the budget batch; it is immediately marked deleted. If a budget batch contains journals, a confirmation window is displayed. Press Enter to delete the budget batch and the related journals.

```

1/05/2009 12:17:36      Work With Budget Journals      GLGBJM      GLDBJM

Batch Control Information                                     Page 2 of 5
Batch number . . . . . :      1882
Last update . . . . . :      9/11/2008  9:55:38
Last user . . . . . :      CGK
Company . . . . . :      CK1  CK1 USD Company 13.1 test
Batch use . . . . . :      M  M=Monetary, S=Statistical
                               1=Numeric 1, 2=Numeric 2
Reference code . . . . . :      NEWBUDJNL
Description . . . . . :      CK BUDGET JNL 9112008 @ 10:58
Accounting year . . . . . :      2008 +
      Period . . . . . :      09

Batch Proof Control Totals
Manual tape - Number of jrnls . . . . _____
      Debit total . . . . . :      _____ .00
      Credit total . . . . . :      _____ .00
System calc - Number of jrnls . . . . :      0
      Debit total . . . . . :      _____ .00
      Credit total . . . . . :      _____ .00

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel

```

Figure 10-12: Work With Budget Journals screen 2 of 5

The system displays the following batch control information:

- The internal number assigned to the batch
- The date and time the batch was last updated
- The user profile that last updated the batch
- The company to which the batch is to be posted

5 Use the following information to complete the fields on this screen:

*Batch use*

Specify a valid entry to indicate the type of budget balance to update for this budget journal.

*Reference code*

You can specify a reference code for the batch. The reference code displays on the selection screens to identify the batch throughout the system.

*Description*

You can specify up to 30 alphanumeric characters to describe this journal. This description displays on all reports.

*Accounting year*

Specify the accounting year to which the batch is to be posted.

*Period*

Specify the period to which the batch is to be posted. Budget journals are specific to a period.

*Week*

If you use weekly reporting, designate the week to which the batch is to be posted. The week must fall within the period specified as determined in your weekly controls.

The system displays this field only if you enabled weekly reporting in entity and company controls.

### Batch proof control totals

These fields are optional. The system compares the expected number of totals with the actual calculated amounts.

*Number journals*

Indicate the number of journals you expect to create in this batch.

*Debit totals*

Specify the total debits expected for this batch.

*Credit totals*

Specify the total credits expected for this batch.

**Note:** Debits and credits do not need to balance; however, if you use manual tape totals, your actual budget totals must equal the manual tape totals. If the amounts do not match, the system places the batch in error. The batch cannot be posted until the error is corrected.

- 6 Press Enter. The system displays a screen similar to Figure 10-13.
-



```
_ 1/05/2009 12:19:17      Work With Budget Journals      GLGBJM      GLDBJM
                                                                 Page 3 of 5
Batch company . . . . . : CK1  CK1 USD Company 13.1 test
Batch number . . . . . :      1882
Batch use . . . . .      : Monetary
Accounting year/period . . . . . : 2008   9
Type options, press Enter.
  4=Delete  5=Work with  Enter=Create new journal
Opt Journal Co  Budget    Cur Description          Reference  Status

-----
F2=Function keys  F3=Exit  F5=Copy/Reverse  F10=Quick access  F12=Cancel
```

Figure 10-13: Work With Budget Journals screen 3 of 5

Because you are creating a new budget journal, the system displays no journal for this batch.

- 7 Press Enter to create a new journal. The system displays a screen similar to Figure 10-14.

You can select an existing journal to update or delete an existing journal. If you are deleting a journal, a confirmation message displays on the bottom of the screen before the journal is deleted.



*Date*

The default for this field is today's date. You can override the value by typing another date.

*Company*

The default for this field is the budget batch company. If you override the default company, you must specify a valid company for the budget code.

*Description*

Specify up to 30 alphanumeric characters to describe this budget journal. This description prints on the proof report for this budget journal.

*Expanded description*

This is an optional field. You can specify up to 800 alphanumeric characters describing specific details regarding this journal. This description prints on the proof report for this budget.

## Journal controls

You can specify the expected number of distributions (number of journal entries) and totals for this budget journal. The system compares these totals with the actual calculated amounts. Journal controls are optional.

If the actual amounts calculated by the system do not match the amounts you specified in these fields, the system places the journal in error. The journal cannot be posted until the error is corrected.

- 9 Press Enter. The system displays a screen similar to Figure 10-15.
-

```

1/05/2009 12:34:29      Proof Budget Journals      GLGBJS      GLDBJS

Type options, press Enter.  1=Select
Opt  Batch M/S Co Reference  Year/Period  Last User  Date      Error
--  -
-   1925 M CK1      2009 1      DEG      10/29/2008  ERR
-   1926 M CK1      2005 1      DEG      11/04/2008
-   1931 M DEG      2004 1
-   1932 M DEG      2004 1      ERR
-   1937 M 555 UPLOAD 2003 1      DEG      11/04/2008
-   1938 M 555 UPLOAD 2003 2      DEG      11/04/2008
-   1939 M 555 UPLOAD 2003 3      DEG      11/04/2008
-   1940 M 555 UPLOAD 2003 4      DEG      11/04/2008
-   1941 M 555 UPLOAD 2003 5      DEG      11/04/2008
-   1942 M 555 UPLOAD 2003 6      DEG      11/04/2008
-   1943 M 555 UPLOAD 2003 7      DEG      11/04/2008
-   1944 M 555 UPLOAD 2003 8      DEG      11/04/2008
-   1945 M 555 UPLOAD 2003 9      DEG      11/04/2008
-   1946 M 555 UPLOAD 2003 10     DEG      11/04/2008
-   1947 M 555 UPLOAD 2003 11     DEG      11/04/2008
-   1948 M 555 UPLOAD 2003 12     DEG      11/04/2008
-   1949 M 555      2003 1
ER +

F2=Function keys  F3=Exit  F10=Quick access

```

Figure 10-15: Work With Budget Journals screen 5 of 5

To locate an account to update in the subfile, specify the account in the *Locate mask* field and press Enter.

- 10 Use the following information to complete the fields on this screen:

#### *Description*

Specify a description of the accounts to be included in the distribution listing of those accounts debited or credited in this budget journal entry. This serves as a descriptive comment to explain this distribution allotment and only displays as part of informational displays regarding this budget journal. It is not attached to the account number for any other purpose.

#### *COM-DIV-DEP-ACCT-SUB*

You can enter accounts into a budget journal using one of the following methods:

- Specify the account number in the *COM-DIV-DEP-ACCT-SUB* field, if you already know the account to use for this journal. The account template displays the account structure for the company.
- To select account numbers from the chart of accounts, place the cursor in the *COM-DIV-DEP-ACCT-SUB* field and either display the chart of accounts and select one account or press F23 to select several accounts. When you multi-select, you can select up to 99 accounts to bring into the journal.

- While the cursor is in the account number field, you can use any of the following keying shortcuts to enter an account:
  - Specify a short name
  - Use a translation table
  - Use a generic account
  - Specify an account number abbreviation

**Note:** The accounts you enter in a budget journal do not have to already exist in the budget.

#### *Debit Amount or Credit Amount*

Specify the debit or credit amount for this account.

- 11 Press Enter. The system moves the account and amount to the lower portion of the screen. The system displays error messages in the message line, if necessary. You must correct any error before the system moves the information.
- 12 Press F16 to update the journal when you have finished entering accounts and amounts and all budget journal information.

When you press F16, the system saves all of the data you entered and returns you to the Work With Budget Journals screen 3 of 5. Now you can do one of the following:

- Create another budget journal for this batch
- Copy or reverse a previously entered budget journal
- Exit from the batch and return to the main menu

## Steps to copy and/or reverse budget journals

To copy or copy and reverse budget journals, perform the following steps:

- 1 Perform steps 1 through 6 in the “Updating a budget using budget journals” topic.
- 2 Press F5. The system displays a screen that allows you to specify details about the budget journals you want to copy/reverse.

The system defaults in the *Company*, *Year/period/week* (week if weekly processing is active), and *Type* fields from the Batch Header. You can change any of this information except the company.

---

- 3 Use the following information to complete the remaining fields on this screen. All fields are optional and intended to narrow the selection of budget journals.

*Budget*

Specify a valid budget code or select from the list of valid budget codes.

If you specify a valid budget in this field, the system displays the list of budget journals posted to this budget code.

*Reference/\**

Valid entries for this field are as follows:

- Leave the field blank to display all budget journals.
- Specify a specific reference name to display the budget journals with that particular reference.
- Specify any combination of characters and asterisks (\*) to include budget journals that contain a reference that matches the non-asterisk characters.

For example, if you specify AP\*\*S\*\*/84, the system would display journal references such as AP25S08/84, APMTS12/84, and APL9SY1/84.

*Source/\**

Valid entries for this field are as follows:

- Leave the field blank to display all budget journals.
- Specify a specific source name to display the budget journals from that particular source.
- Specify any combination of characters and asterisks (\*) to include budget journals that have a source name that matches the non-asterisk characters.

For example, if you specify NO\*TH\*\*\*\*\*, the system would display journal sources such as NORTHWEST, NORTHEAST, and NO5TH00510.

- 4 Press Enter. The system displays a list of previously entered and posted budget journals that match the selection criteria you entered.

- 5 Specify one of the following values in the *Opt* field:

**1** Review

The system displays all header information, accounts, and amounts for this budget journal. You can use review to verify this is the budget journal you want to copy.

---

- 3**      **Copy journal**  
The system copies all budget journal data for the selected journal into the current batch.
  
- 5**      **Copy with amounts reversed**  
The system copies all budget journal data for the selected journal with the amounts reversed into the current batch. Debits are copied as credits and credits as debits.
  
- 6** Press Enter. If you select more than one journal, you must press Enter for each journal selected to complete the function. A confirming message displays on the bottom of the screen each time you press Enter.
  
- 7** Exit this screen after reviewing, copying, or reversing all journals. The system returns to the Work With Budget Journals screen 3 of 5.

If you copied or reversed any budget journals, the system displays those budget journals on the lower portion of the screen.

To review any budget journal and all of its detail, select the budget journal.

---

# Proofing budget journals

## Overview

As you learned in journal processing, you should check a proof listing to ensure that all information is accurate before posting a batch. Infinium GL also provides this option for budget journals.

When you submit a budget journal batch for proofing, the system produces a report listing all information for each budget batch. The report includes the following:

- Budget journal batch header information
- Budget journal header information for each journal in the batch
- Budget journal detail information for each journal in the batch
- Any error that may be in each journal or batch

## Steps to proof budget journals

To proof budget journals, perform the following steps:

- 1 From the main menu select *Budget Processing*.
  - 2 Select *Budget Journals*.
  - 3 Select *Proof budget journals* [PBJ]. The system displays a screen similar to Figure 10-16.
-



```

1/05/2009 12:34:29      Proof Budget Journals      GLGBJS      GLDBJS

Type options, press Enter.  1=Select
Opt  Batch M/S Co Reference  Year/Period  Last User  Date      Error
--  -
_   1967 M 555 UPLOAD  2003  4      DEG      11/04/2008
_   1968 M 555 UPLOAD  2003  5      DEG      11/04/2008
_   1969 M 555 UPLOAD  2003  6      DEG      11/04/2008
_   1970 M 555 UPLOAD  2003  7      DEG      11/04/2008
_   1971 M 555 UPLOAD  2003  8      DEG      11/04/2008
_   1972 M 555 UPLOAD  2003  9      DEG      11/04/2008
_   1973 M 555 UPLOAD  2003 10      DEG      11/04/2008
_   1974 M 555 UPLOAD  2003 11      DEG      11/04/2008
_   1975 M 555 UPLOAD  2003 12      DEG      11/04/2008
_   1976 M DEG          2004  1              ERR
_   1977 M DEG          2004  1              ERR
_   1978 M DEG          2004  1      DEG      11/04/2008  ERR
_   1979 M 555 UPLOAD  2003  1      DEG      11/04/2008
_   1980 M 555 UPLOAD  2003  2      DEG      11/04/2008
_   1981 M 555 UPLOAD  2003  3      DEG      11/04/2008
_   1982 M 555 UPLOAD  2003  4      DEG      11/04/2008
_   1983 M 555 UPLOAD  2003  5      DEG      11/04/2008  +
=====
F2=Function keys  F3=Exit  F10=Quick access
    
```

Figure 10-16: Proof Budget Journals selection screen

The selection screen displays a list of all unposted budget batches in the system.

- 4 Select one or more batches and press Enter. The system displays a screen similar to Figure 10-17 so you can verify the batches you selected.

```
1/05/2009 12:38:14      Proof Budget Journals      GLGBJS      GLDBJS
                        Confirmation Display
Press Enter to confirm your selection
  Batch  M/S  Co  Reference  Year/Period  Last User  Date      Error
  1917   M   CK1           2005    1        DEG      10/28/2008

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel
```

Figure 10-17: Proof Budget Journals Confirmation Display screen

5 Press one of the following:

- Enter to submit the batches for proofing
- Cancel this screen to return to the selection screen to change your selection

# Posting budget journals

## Overview

Unlike journal processing, the system provides only one option to post your budget journals. The *Proof and post budgets* option posts the selected budget journals after it automatically proofs the budget journal batch. The system produces a report listing all information for each budget batch proofed. The report includes the following:

- Budget journal batch header information
- Budget journal header information for each journal in the batch
- Budget journal detail information for each journal in the batch
- Any error that may be in each journal or batch

When you post the journals, the system updates the budget balance file for the budget, currency, year, period and week specified in the budget journal batch header. The system updates the currency and week only if currency and weekly processing are active in entity controls.

For more information on journal processing, refer to the chapter “Entering and Posting Journals” in this guide.

## Steps to posting budget journals

To post budget journals, perform the following steps:

- 1 From the main menu select *Budget Processing*.
  - 2 Select *Budget Journals*.
  - 3 Select *Proof and post budgets* [PAPB]. The system displays a screen similar to Figure 10-18.
-

```

7/15/2002 09:58:21      Proof And Post Budgets      GLGGBJB      GLDBJB

Adjust/Replace . . . . 0 0 = Adjust, 1 = Replace

Type options, press Enter. 1=Select
Opt  Batch Typ  Co Reference  Year/Period      Last User      Journals
_    1182  M   MLF  MLF        2002    6           MLF            1

-----
F2=Function keys  F3=Exit  F10=Quick access  F24=More keys

```

Figure 10-18: Post Budgets selection screen

This screen shows a list of all budget batches that are eligible for posting. Budget batches containing errors are not eligible.

- 4 Specify in the *Adjust/Replace* field whether the amounts in the budget should be adjusted or replaced by the amounts in the budget journal. This option is in effect for all batches selected in each submission.

Specify **1** to replace the existing amount in the budget with the amount from the budget journal.

Specify **0** to adjust the amount in the budget by the amount in the budget journal.

- 5 Select a batch or batches and press Enter. The system displays a screen that shows you a list of the batches you select for posting similar to Figure 10-19.

```
7/15/2002 10:02:10      Proof And Post Budgets      GLGGBJB      GLDGBJB
                        Confirmation Display
Press Enter to confirm your selection
Batch  Typ  Co Reference  Year/Period      Journals  Last User
 1182   M  MLF MLF          2002  6              1      MLF
```

---

F2=Function keys F3=Exit F10=Quick access F12=Cancel

Figure 10-19: Post Budgets confirmation screen

6 Press one of the following:

- Enter to submit the batches for posting
- Cancel this screen to return to the previous screen to change your selection.

When you submit batches for posting, the system not only updates the budget balance file, but it also produces a report that lists all posted budget journals.

# Working with budget inquiries and reports

## Overview

The *Budget Inquiries & Reports* option contains several options that you can use to display and further work with budgets within your company. The following options are available:

- The *Display budgets* option allows you to look at budgets by company and year. You cannot enter or change budget data with this option.
- The *Display posted budget journals* option allows you access to budget journals after they have been posted. You cannot enter or change budget data with this option.
- The *Print budget worksheets* option provides a budget listing for your review, including fields where you can specify new ratios or add amounts or replace existing amounts. Use this report as a basis for creating a new budget.
- The *Print budget listing* option provides a printed copy of a budget for your review. Use this option after you have entered or updated budgets.
- The *Print budget vs actual* option provides a report that shows a budget in comparison to the actual data within the system. This report lists budgeted amounts, actual postings, the differences, and percentages.

## Steps to display budgets

To view budgets, perform the following steps:

- 1 From the main menu select *Budget Processing*.
  - 2 Select *Budget Inquiries & Reports*.
  - 3 Select *Display budgets* [DB]. The system displays the Display Budgets screen 1 of 3.
  - 4 Specify a valid company code in the *Company* field and a valid account year in the *Year* field. You can select from the list of valid codes.
-

- 5 Press Enter. The system redisplay the Display Budgets prompt screen and includes a list of budgets defined for the company and year you specified.
- 6 Select a budget with one of the following values:
  - 1 Displays accounts included in the budget
  - 2 Displays budget header information
- 7 Press Enter. If you selected a budget with 1, the system displays a screen similar to Figure 10-20.

Figure 10-20: Display Budgets screen 2 of 3

- 8 Select the account to display the amounts associated with that account.
- 9 Press Enter. The system displays a screen similar to Figure 10-21.

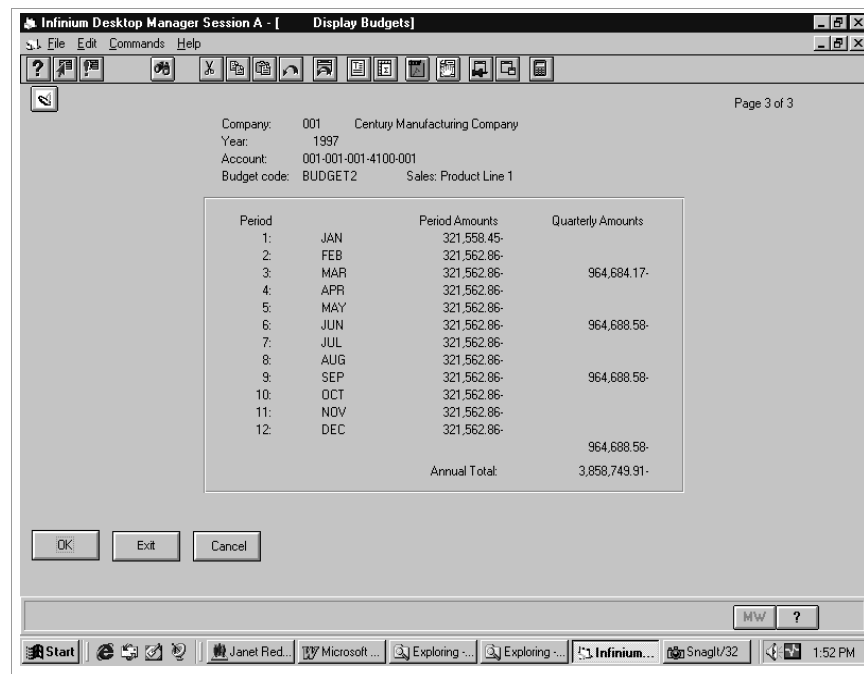


Figure 10-21: Display Budgets screen 3 of 3

Use this screen to view the distribution of amounts over the periods associated with the selected accounts.

- 10 Press Enter to return to the Display Budgets screen 2 of 3 where you can select another account to display.

## Steps to display posted budget journals

To view posted budget journals, perform the following steps:

- 1 From the main menu select *Budget Processing*.
- 2 Select *Budget Inquiries & Reports*.
- 3 Select *Display posted budget journals [DPBJ]*. The system displays a screen similar to Figure 10-22.



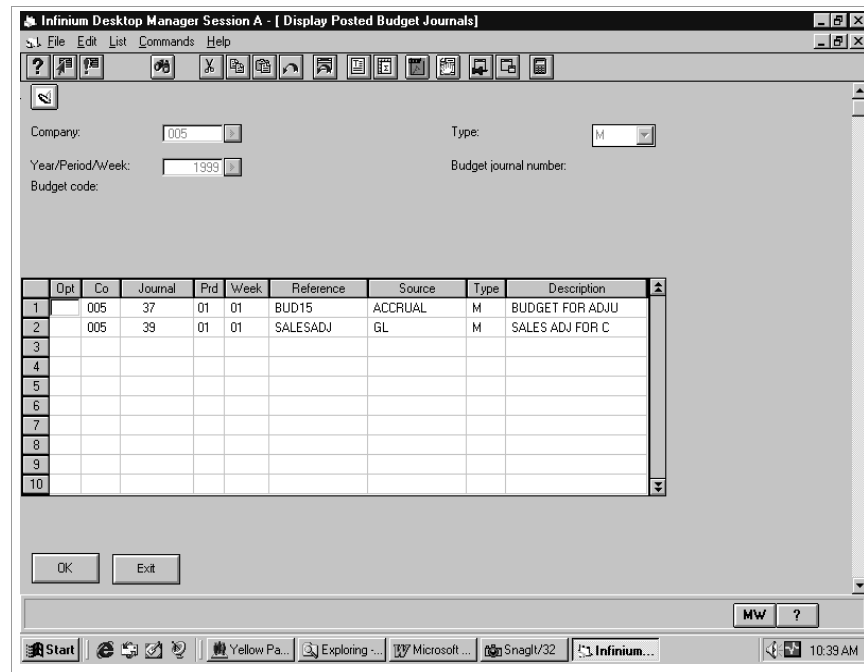


Figure 10-22: Display Posted Budget Journals prompt screen

- 4 Use the following information to complete the fields on this screen to narrow the list of budget journals to display:

#### *Company*

Specify a valid company code or select from the list of valid companies.

#### *Type*

Specify a valid budget type or leave this field blank to include all budget types.

#### *Year/Period/Week*

Specify a valid accounting year or select from the list of valid years. The system defaults the company's current year, defined at the company's control level.

Specify a valid period for which to display processed budget journals. Leave the period blank to display all periods in the year.

Specify a valid week for which to display processed budget journals. Leave the week blank to select all weeks in the period and/or year.

*Budget journal number*

Specify a seven character journal number of a posted budget journal to directly display its transaction details after you press Enter. Leave this field blank to display a listing of budget journals from which to choose.

*Budget code*

Specify a valid budget code or select from the list of valid budget codes.

Press F17 to display additional selection fields. Specify a *Source*, *Reference*, and/or *Budget currency* to include in the selection criteria for displaying posted budget journals.

- 5 Press Enter. The system redisplay the Display Posted Budget Journals prompt screen and includes a list of budgets based on the budget information you defined.
- 6 Select the budget journal you want displayed.
- 7 Press Enter. The system displays a screen similar to Figure 10-23.

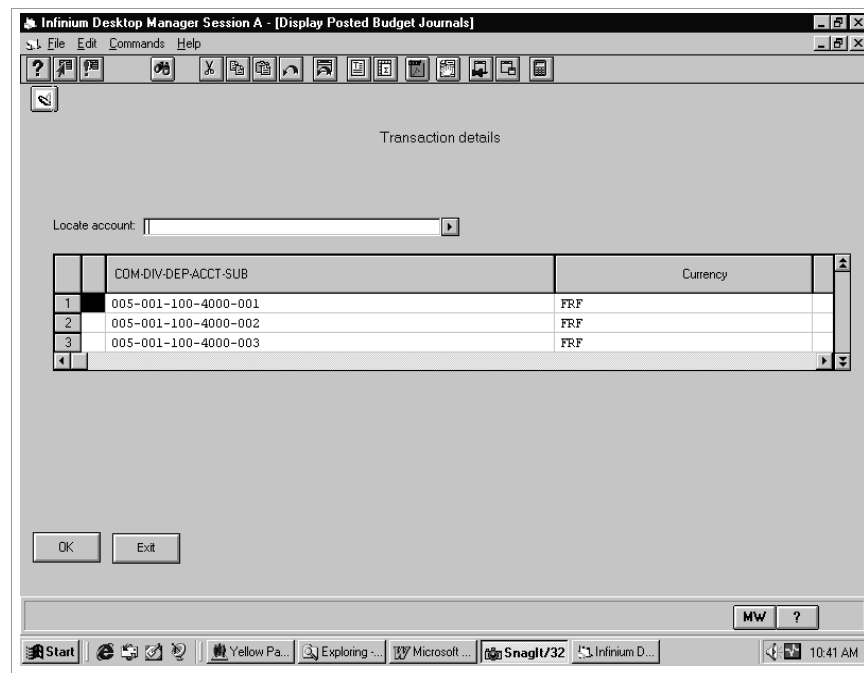


Figure 10-23: Display Posted Budget Journals Transaction Detail screen

Use this screen to view the budget journal transactions. If the accounts fill more than one screen, you can use the *Locate account* field to find the details for a specific account.

- 8 Cancel this screen to return to the Display Posted Budget Journals prompt screen.

## Steps to print budget worksheets

To print a budget worksheet, perform the following steps:

- 1 From the main menu select *Budget Processing*.
- 2 Select *Budget Inquiries & Reports*.
- 3 Select *Print budget worksheets [PBW]*. The system displays a screen similar to Figure 10-24.

```

1/05/2009 12:53:49      Print Budget Worksheets      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company group . . . . . _____ +
Company . . . . . 001 +

Accounts - From/Mask. . . . . _____ +
          To . . . . . _____ +

Accounting year . . . . . 2008 +

Budget code . . . . . FORECAST + *COA=Chart of accounts
                                     *ACT=Actuals

Account use . . . . . _           M=Monetary
                                     S=Statistical
                                     N=Non-Posting
                                     BLANK=All

Currency code . . . . . USD +

Press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 10-24: Print Budget Worksheets screen

- 4 Use the following information to complete the fields on this screen:

*Company group* and *Company*

Specify a valid company group or company or select from the list of valid company groups or companies.

These fields are mutually exclusive: you cannot specify a value in both fields.

#### *Account - From/To*

Specify the account number or mask to enter a range of accounts to print.

You can select from the list of valid accounts.

#### *Accounting year*

Specify a valid accounting year on which to base the report. You can select from the list of valid years.

#### *Budget code*

Use this field to specify a budget code using the following information:

- Specify a budget code or select from the list of valid budget codes.
- Specify \***Current** for the current budget specified in company controls.
- Specify \***COA** to list worksheets based on accounts in the chart of accounts designated as budget accounts, that may or may not have posted activity. The system prints all budget accounts.
- Specify \***ACT** to list worksheets based on accounts in the chart of accounts designated as budget accounts that also have posted activity. The system displays COA, not a specific budget.

#### *Account use*

Specify a valid account use or leave this field blank to include all account types.

#### *Currency code*

Specify a valid currency. This field displays only if you enabled currency processing in the entity control.

- 5 Press Enter to submit the report.

## Steps to print budget listings

To print a budget listing, perform the following steps:

- 1 From the main menu select *Budget Processing*.
  - 2 Select *Budget Inquiries & Reports*.
  - 3 Select *Print budget listing* [PBL]. The system displays a screen similar Figure 10-25.
-

```

1/05/2009 12:52:51      Print Budget Listing      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company group . . . . . _____ +
Company . . . . . 001 +

Account - From/mask . . . . . _____ +
        To . . . . . _____ +

Accounting year . . . . . 2008 +

Budget code . . . . . LVC +

Budget type . . . . . M  M=Monetary,  S=Statistical
                        1=Numeric 1, 2=Numeric 2

Currency code . . . . . USD +

Press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 10-25: Print Budget Listing screen

4 Use the following information to complete the fields on this screen:

*Company group and Company*

Specify a valid company group or company or select from the list of valid company groups or companies.

These fields are mutually exclusive: you cannot specify a value in both fields.

*Account - From/To*

Specify the account number or mask to enter a range of accounts to display.

You can select from the list of valid accounts.

*Accounting year*

Specify a valid accounting year on which to base the report. You can select from the list of valid years.

*Budget code*

Use this field to specify a budget code using the following information:

- Specify a budget code or select from the list of valid budget codes.
- Specify **\*Current** for the current budget specified in company controls.

*Budget type*

Specify a valid account type or leave this field blank to include all account types.

*Currency code*

Specify a valid currency. The system displays this field only if you enabled currency processing in the entity control.

- 5 Press Enter to submit the report.

## Steps to print budget and actual amount comparisons

To print a report that lists budget amounts compared to actual amounts, perform the following steps:

- 1 From the main menu select *Budget Processing*.
- 2 Select *Budget Inquiries & Reports*.
- 3 Select *Print budget vs actual [PBVA]*. The system displays a screen similar to Figure 10-26.

```

1/05/2009 12:51:48      Print Budget Vs Actual      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company group . . . . . _____ +
Company . . . . . 001 +
Budget code . . . . . FORECAST +
Account number/mask . . . . . 001-001-000-1001-001 +
Accounting year . . . . . 2008 +
Period - From . . . . . 5
      To . . . . . 5
Budget type . . . . . M  M=Monetary, S=Statistical
                        1=Numeric 1, 2=Numeric 2
Restrict to Budget? . . . . . 0  1=Yes, 0=No
Currency code . . . . . USD +
Press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 10-26: Print Budget Vs Actual screen

4 Use the following information to complete the fields on this screen:

*Company group and Company*

Specify a valid company group or company or select from the list of valid company groups or companies.

These fields are mutually exclusive: you cannot specify a value in both fields.

*Budget code*

Use this field to specify a budget code using the following information:

- Specify a budget code or select from the list of valid budget codes.
- Specify **\*Current** for the current budget specified in company controls.

*Account number/mask*

Specify a valid account number on which to base the report. You can select from the list of valid accounts.

*Accounting year*

Specify a valid accounting year on which to base the report. You can select from the list of valid years.

*Period - From*

Specify the period number that is the beginning of a range of periods within the specified year.

*Period - To*

Specify the period number that is the end of a range of periods within the specified year.

*Budget type*

Specify a valid budget type or leave this field blank to include all account types.

*Restrict to Budget?*

Specify **1** to select and report only accounts that exist in the budget that you specified in the *Budget code* field and fit the account number/mask.

Specify **0** to include accounts that fit the account number/mask, even if they are not in the budget. N type accounts will be included if the *Permit budgets?* field is set to yes in the chart of accounts.

---

**5** Press Enter to submit the report.



---

# Chapter 11 Using Analytical Inquiries and Reports

# 11

This chapter includes information about Infinium GL analytical inquiries and reports.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of analytical inquiries and reports	11-2
Displaying a trial balance interactively	11-3
Displaying processed journals	11-34
Displaying journal audit logs	11-36
Overview of standard reports	11-39
Printing a month-to-date or year-to-date trial balance	11-40
Printing a year-to-date general ledger	11-43
Printing a processed journals report	11-46
Printing a journal audit log report	11-49
Printing a comparative ledger report	11-51
Printing a job costing analysis report	11-53

---

## Overview of analytical inquiries and reports

Infinium GL provides several standard reports, query interface reports, and inquiry options that you can use to analyze your financial data. You can also use Infinium RW to create your own reports.

### Objectives

After you complete this chapter, you should be able to:

- Display a month-to-date trial balance interactively
  - Display a year-to-date trial balance interactively
  - Compare balances for two periods, quarters, or years
  - Optionally add budget information to each of these displays
  - Display information about processed journals
  - Print standard reports
  - Display and print journal audit logs
-

# Displaying a trial balance interactively

## Overview

You can use the *Interactive trial balance* function to display up-to-date account data. You can display information such as month-to-date net balances, year-to-date net balances, and comparisons of balances between specified months, quarters or years for specified accounts.

From an initial display, depending on the view, you can drill down for additional details such as the following for any selected account:

- Company currency control information for a listed account
- Monthly activity for a selected account within a year-to-date view (each month's starting balance, posted activity, and ending balance)
- Journals for a listed month

This list is accessible from a monthly activity display or for a listed account from a month-to-date or comparative view's account list display.

- Posted or accepted transactions for a listed journal

From the list of transactions, you can also display journal header information including journal audit details such as who created the journal, updated the journal, and accepted the journal, and when.

If the information is from Infinium AR, Infinium PL, Infinium FA, Infinium PY, Infinium PA, or Infinium JP, you can also display the subledger information.

## Quick reference overview of using selection criteria

The *Interactive trial balance* function provides an initial selection criteria screen and a Subset details screen, accessed by pressing F17 at the initial screen. The following table provides quick reference summary information for selections that you can make at these screens. Refer to the steps for sample views and more details.

---

Selection type	Fields and their uses
Time periods and resulting columns	<p data-bbox="477 331 1341 359">Choose one of the following field combinations for the following views:</p> <ul data-bbox="477 394 1425 768" style="list-style-type: none"> <li data-bbox="477 394 1425 558">■ Month-to-date: Specify both year and period in the <i>Year/period</i> field at the top left of the screen. You can further limit the time period by specifying a transaction date range on the F17 Subset details screen. This view displays net month-to-date balances and year-to-date cumulative balances for specified accounts.</li> <li data-bbox="477 583 1425 646">■ Year-to-date: Specify only a year in the <i>Year/period</i> field at the top left. This view displays posted debit and credit balances for the accounts.</li> <li data-bbox="477 672 1425 768">■ Comparison of a specified period with the same period of the previous year: Specify both year and period in the <i>Year/period</i> field at the top left of the screen, and specify 1 in the <i>Comparative view</i> field.</li> </ul> <p data-bbox="524 800 1425 896">The resulting <i>Month</i> column displays the specified accounts' balances for posted and unposted journals for this period. The <i>Prior Year's Month</i> column displays the balances for the same period the previous year.</p> <ul data-bbox="477 928 1425 1031" style="list-style-type: none"> <li data-bbox="477 928 1425 1031">■ Comparison of a specified quarter with the same quarter the previous year: Specify both year and period in the <i>Year/period</i> field at the top left of the screen, and specify 2 in the <i>Comparative view</i> field.</li> </ul> <p data-bbox="524 1058 1425 1155">The resulting <i>Quarter</i> column displays the accounts' journal balances for the period and two prior periods. The <i>Prior Year's Quarter</i> column displays the balances for the same months of the prior year.</p> <ul data-bbox="477 1186 1425 1249" style="list-style-type: none"> <li data-bbox="477 1186 1425 1249">■ Comparison of a specified year with the preceding year: Specify only a year in the <i>Year/period</i> field, and specify 3 in the <i>Comparative view</i> field.</li> </ul> <p data-bbox="524 1281 1425 1377">The resulting <i>Year</i> column displays the posted journal balances for the specified year for the specified accounts. The <i>Prior Year</i> column displays the journal balances for the year before the specified year.</p> <ul data-bbox="477 1409 1425 1575" style="list-style-type: none"> <li data-bbox="477 1409 1425 1575">■ Custom comparison between any two specified periods: Leave the <i>Year/period</i> field at the top left of the screen blank. Specify 4 in the <i>Comparative view</i> field and then specify the years and periods of the two months to be compared in the two unlabelled year/period fields after the <i>Comparative view</i> field near the bottom right of the selection criteria.</li> </ul> <p data-bbox="524 1606 1425 1703">The resulting <i>First Period</i> column displays the accounts' balances for the year and period specified in the first of the two unlabelled fields. The <i>Second Period</i> column displays the balances for the other period.</p>

Selection type	Fields and their uses
Accounts	<p>Use <i>Account/mask</i>, <i>Macro name</i> (restrict to accounts in that macro), <i>Zero balance?</i> (include or exclude zero balance accounts), and <i>Active accts?</i> (inactive, active, or both) to restrict the display to certain accounts and kinds of accounts. See also the information about budgets later in this table.</p> <p>You cannot mask the company component in the <i>Account/mask</i> field. To include other companies in the display, specify 1 in the <i>Company masked</i> field. If you specify a single account in <i>Account/mask</i>, the account display begins at that account, but does not limit the display to that account.</p> <p>A comparative view excludes zero balance accounts only if the accounts have zero balances in both specified time periods.</p> <p>You can also use the Subset details screen's <i>Account currency</i> field to limit the display to accounts that meet the other criteria and are denominated in a specified currency. To use this field, exclude zero balance accounts.</p>
Balance type	<p>Specify a balance type to limit the display to monetary only, statistical only, or both monetary and statistical data. You can also include user field data in the display. If you include two or more types, and you do not specify a budget, you can press F5 to display additional lines with the additional balance types.</p>
Subtotaling	<p>You can use <i>Subtotal mask</i> to indicate component levels at which to display subtotals, and <i>Subtotal option</i> (off, detailed, or summary) to specify the level of detail to display for subtotaling.</p>
Budget information	<p>If you specify a budget in the <i>Budget code</i> field, you can press F5 at the account list in many views to display the budgeted amounts on additional lines for comparison with the actual amounts and the variances.</p> <p>If you also specify 1 in the Subset details screen's <i>Restrict to budget</i> field, the account list includes only accounts included in this budget.</p>
Currency in which to display balances	<p>You can use the subset details <i>Amount currency</i> field to select the currency in which to display the accounts' balances.</p>
Alternative order of accounts in the display	<p>You can use the subset details <i>Alternate sequence</i> field to choose to display the accounts in sequence A or sequence B rather than in normal order. Subtotals for alternate sequences reflect the alternate sequence.</p>

## Viewing additional lines of information

As indicated above for including budget information and multiple balance types, a view can display additional lines of information when you press F5

(Fold/unfold). The information displayed depends upon the selection criteria you used. For example, if you do not specify a budget or multiple kinds of balances, pressing F5 can display account descriptions on an extra line.

Similarly, you can press F5 at a transaction list to view account description, transaction description, and transaction user field data.

In some cases, you can press F5 again to display still more information.

## Viewing debit/credit balance information

This topic illustrates screens that the system displays if you have disabled the credit/debit support feature. For more about the feature, refer to the “Maintaining Credit and Debit Balances” chapter of this guide.

If the controls specify maintaining debit/credit balances, the system displays posted debits, posted credits, and ending balance information on the monthly activity display at the top right of the screen.

If debit/credit information is activated for the current user, the journal list display includes debit/credit data next to the usual amount data.

## Clearing the account list to define a different view

After you specify selection criteria and display an initial list of accounts with their net balances, you cannot change your selection criteria without clearing the account list. Press F12 to clear the account list.

The remainder of this topic provides step-by-step instructions for sample month-to-date, year-to-date, and comparative views.

The year-to-date and comparative view steps describe only screens and steps that differ from the basic month-to-date view. For information about other screens, fields, and steps that apply, refer to the month-to-date steps.

## Displaying a month-to-date trial balance

To display a month-to-date trial balance, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
-

- 2 Select *Interactive trial balance* [ITB]. The system displays a screen similar to Figure 11-1.

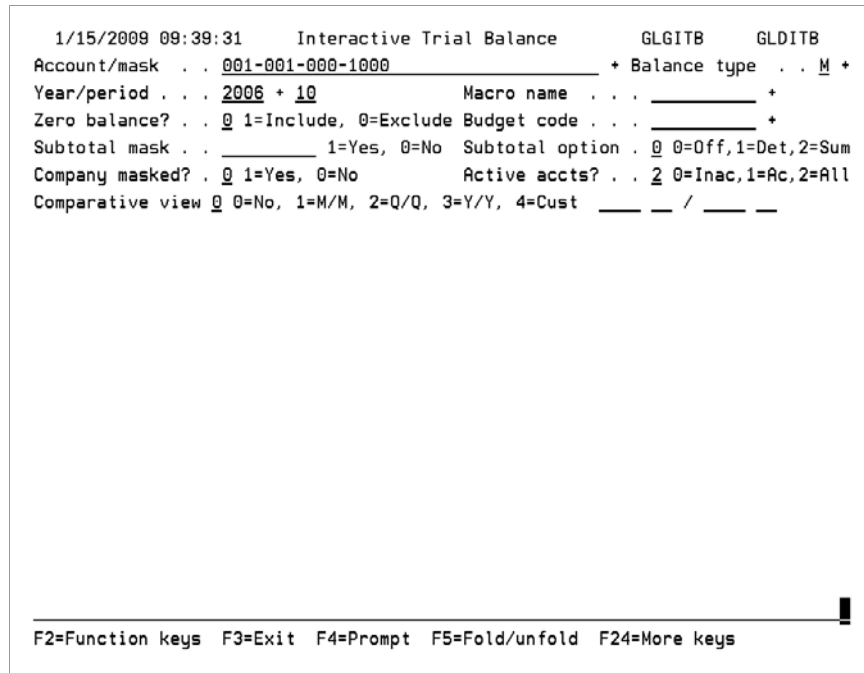


Figure 11-1: Interactive Trial Balance month-to-date selection criteria

## Defining interactive trial balance criteria

You use this screen to specify the criteria to run an interactive trial balance. To display the Subset details screen where you can specify additional criteria, press F17 as described later in these steps.

**Note:** This example illustrates the screens that the system displays if you have disabled the debit/credit support feature.

- 3 Use the following information to complete the fields on this screen:

### *Account/mask*

Specify either a specific account number or a mask. If you specify an account number, the system begins the display of accounts at that account number. If you specify a mask, the system limits the display to only those accounts that meet the mask criteria.

You cannot mask the company component. Use the *Company masked* field described below to include matching accounts from all companies.

If you also specify a budget on this screen and restrict the display to accounts in that budget on the Subset details screen, you must specify only the company in the *Account/mask* field.

#### *Balance type*

Specify one of the following to specify the type of balance you want to view:

**M** To show only monetary data

**S** To show only statistical data

**B** To show both monetary and statistical data

Press F5 (Fold/unfold) at the displayed listing to view monetary data on line 1 and statistical data on line 2.

This value is invalid when you specify a budget code.

**1** To show only user field 1 data for the listed accounts

Press F5 (Fold/unfold) at the displayed listing to view numeric user field 1 balances.

**2** To show only user field 2 data for the listed accounts

Press F5 (Fold/unfold) at the displayed listing to view numeric user field 2 balances.

**U** To show monetary, user field 1 and user field 2 data

Press F5 (Fold/unfold) at the displayed listing to view user field 1 data on line 2 and user field 2 data on line 3.

This value is invalid when you specify a budget code.

#### *Year/period*

For a month-to-date view of balances that reflect accepted and posted journals for the specified accounts, specify an accounting year and a period.

To display the year-end closing adjustments, specify Period 14.

#### *Macro name*

A macro is a grouping of accounts that you use in *Infinium ReportWriter*. You can only use direct macros, user field macros and multi-select macros here.

---



If you specify a macro name, the display excludes accounts that are not included in that macro.

#### *Zero balance?*

Specify one of the following:

- Include accounts with zero balances. The system displays the view faster if you include zero balance accounts.
- Exclude accounts with zero balances. This specification is required if on the Subset details screen you limit the display to accounts denominated in a specific currency.

#### *Budget code*

If you specify a budget code, you can press F5 (Fold/unfold) at the displayed listing to view budgeted, actual, and variance amounts as follows:

- Line 1 displays the actual balances as usual.
- For listed accounts included in this budget, line 2 displays the budgeted amounts and line 3 displays the variances between the budgeted and actual amounts.

If you specify a budget code here, the following additional information applies to these related fields:

- You can exclude accounts that are not in this budget by specifying yes in the Subset details screen's *Restrict to budget?* field.
- You must specify **M**, **S**, **1**, or **2** in the *Balance type* field.

#### *Subtotal mask*

For each component position, indicate whether you want to display subtotals. This field is nine characters long, corresponding to the nine possible account components.

For example, if your chart of accounts for each company has a structure of COM-DIV-DEP-ACCT-SUB, specify **101000000** to subtotal the balances for each department and each company.

If you later choose an alternate sequence at the Subset screen described next in this chapter, the system automatically maps the appropriate subtotal mask to the alternate sequence.

The system displays a view faster if you minimize the subtotalling.

#### *Subtotal option*

Specify the level of detail to display.

---

- 0** Off: Display account detail only
- 1** Detail: Display account detail and subtotals
- 2** Summary: Display subtotals only

*Company masked?*

If you specify yes, the system identifies accounts to display as follows:

- Identifies all companies with the same account structure as the company specified in the first component of the *Account/mask* value.
- For each of these companies, identifies the accounts that match the *Account/mask* field's mask for the remaining components.

*Active accts?*

Specify one of the following:

- 0** Display only inactive accounts
- 1** Display only active accounts
- 2** Display all accounts, active and inactive

*Comparative view*

Specify **0**. This field does not apply for month-to-date and year-to-date views.

- 4** Press F17 to specify more criteria. The system displays a screen similar to Figure 11-2.
-

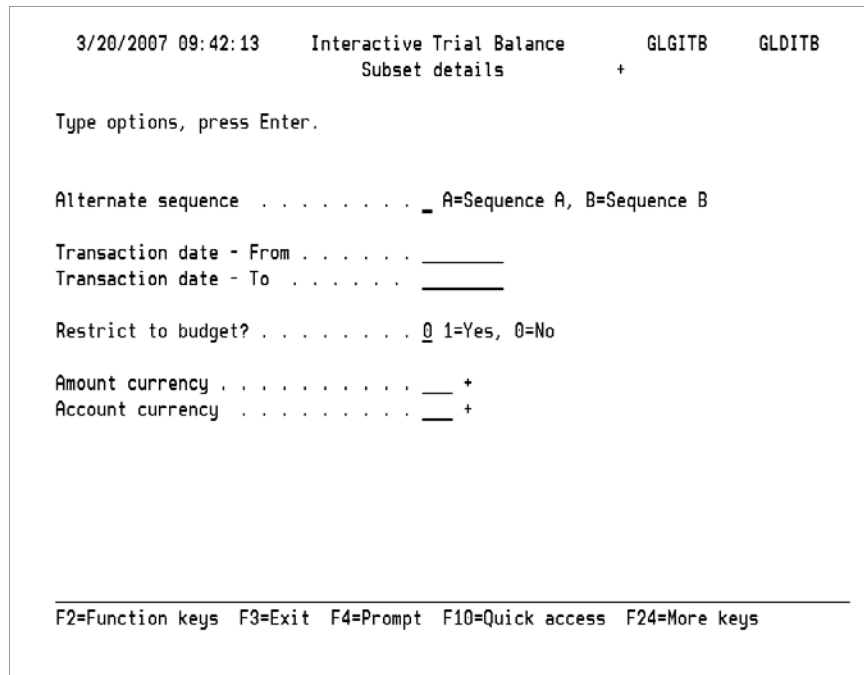


Figure 11-2: Interactive Trial Balance Subset details screen

5 Use the following information to complete the fields on this screen:

*Alternate sequence*

Specify **A** or **B** to display accounts in an alternate sequence, or leave the field blank for the normal sequence. If you are using an alternate sequence in conjunction with subtotaling, the calculated subtotals correspond to the alternate sequence selected.

*Transaction date - From*

*Transaction date - To*

These fields are available only for this month-to-date view. They are not available for year-to-date or comparative views.

- If you specify only a *From* date, the system displays transactions from that date through the end of the period.
- If you specify only a *To* date, the system displays transactions from the beginning of the period through that date.
- If you specify the same date in both the *From* and *To* fields, the system displays transactions for only that one day.

*Restrict to budget?*

Specify yes to display information for only those accounts that are in the budget you specified in the *Budget code* field.

If you specify yes, you must specify only the company component in the *Account/mask* field on the initial selection criteria screen.

*Amount currency*

You can use this field to specify the currency in which to display amounts.

*Account currency*

You can specify a currency to limit the display to accounts that are denominated in that currency. Otherwise, leave this field blank.

If you specify a currency here, also specify excluding accounts with zero balances in the *Zero balance?* field on the initial selection criteria screen.

To learn more about currency fields, refer to the *Infinium GL Guide to Currency Processing*.

- 6 Press Enter. The system displays account balances on the bottom portion of the screen similar to Figure 11-3.

```

1/15/2009 09:37:47      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . 001-001-000-1000      + Balance type . . M +
Year/period . . . 2008 + 10      Macro name . . .      +
Zero balance? . . 0 1=Include, 0=Exclude Budget code . . .      +
Subtotal mask . . .      1=Yes, 0=No Subtotal option . 0 0=Off,1=Det,2=Sum
Company masked? . 0 1=Yes, 0=No      Active accts? . . 2 0=Inac,1=Ac,2=All
Comparative view 0 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust      /      /
Type options, press Enter.      5=Display 8=Company information
                                9=PL Inquiry
                                Base currency      Base currency
                                Current Period      YTD/Cumulative
0 COM-DIV-DEP-ACCT-SUB
001-001-000-1000      1,100.88      16,726.41
- 001-001-000-1001      .00      129,412,389.88
- 001-001-000-1010      8,756.00      8,756.00
- 001-001-000-1011      .00      5,000.00-
- 001-001-000-1080      .00      1,149,177.74-
- 001-001-000-1082      .00      1,304,884.75-
- 001-001-000-1160      65,000.00      65,000.00
- 001-001-000-1161      .00      1,473,880.43
- 001-001-000-1180      65,000.00-      65,000.00-
                                MORE...

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys
    
```

Figure 11-3: Interactive Trial Balance month-to-date account balances screen

In a month-to-date view, the system displays the net account activity for the period and the year-to-date cumulative balance for the accounts you specified in your selection criteria. These balances reflect accepted and posted transactions as well as accepted only transactions.

You can view additional information on this screen as follows, depending on the selection criteria you specified for this view:

- Press F5 to display additional information on one or two additional lines for each account. The information may be account descriptions, budget information, or additional types of balances such as multiple lines of user field balance types, depending on your selections.

Refer to the *Balance type* and *Budget code* field descriptions earlier in these steps for additional details.

If pressing F5 displays account descriptions and you have activated project accounting, pressing F5 a second time displays project data.

- If applicable, press F11 to view the balances in the secondary currency. If base, secondary, and foreign currency all apply, continue to press F11 to toggle the display of the balances in each of these three. The system displays column headings to indicate whether the display is for the base, the secondary, or the foreign currency.
- Press F13 to display security information.

You can also press F15 to download information to a PC. For details, refer to the “Uploading and Downloading Infinium GL Data” chapter of this guide.

To view payables invoices and payments for an account in *Analytical Inquiry* in Infinium PL, select an account with **9** in the *Opt* field and press Enter. The system displays the Accounts Subset screen in Infinium PL.

To view company information, select an account with **8** in the *Opt* field and press Enter. The system displays company-level currency information.

- 7 To display a list of journals included in an account balance, specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 11-4.
-

```

3/20/2007 09:44:23   Interactive Trial Balance   GLGITB   GLDITB
                    Journals
Select journal to display account transactions.
Account . . : 001-001-000-1010           Accounts Receivable - Tra
Period . . . . . : 2006 10 OCT 10/31/2006 Monetary   USD
Start balance . . . : .00   Posted activity .           3,755.00
End balance . . . . : 3,755.00   Unposted activity           .00
0 Journal Date      Reference Source           Currency      Amount
- 20233 3/09/2007 AR OBLIG AR2000           USD           1,500.00
- 20234 3/09/2007 AR OBLIG AR2000           USD           2,255.00

                                                    BOTTOM

Press Currency Detail to displau more information.
F2=Function keys F3=Exit F5=Fold/unfold F6=More info. F24=More keys

```

Figure 11-4: Interactive Trial Balance Journals selection screen

The journals listed on this screen contain transactions for the account you selected on the previous screen. The system highlights the journal number of each journal that is accepted only, that is, is not yet posted.

If your user security controls allow debit/credit processing, the system displays the *D/C* column next to the *Amount* column.

Press F5 to display numeric user field information on additional lines. Press F6 to display a window with accounting year and period, balance type, and period end information. Press F11 to display additional currency information such as an exchange rate for each journal. Press 14 to toggle the displayed entries from the oldest to the most recent journal activity.

- 8 To display a list of the transactions included in a listed journal, specify any character such as 5 in the *O* field next to the journal and press Enter.

The system displays a screen similar to Figure 11-5.

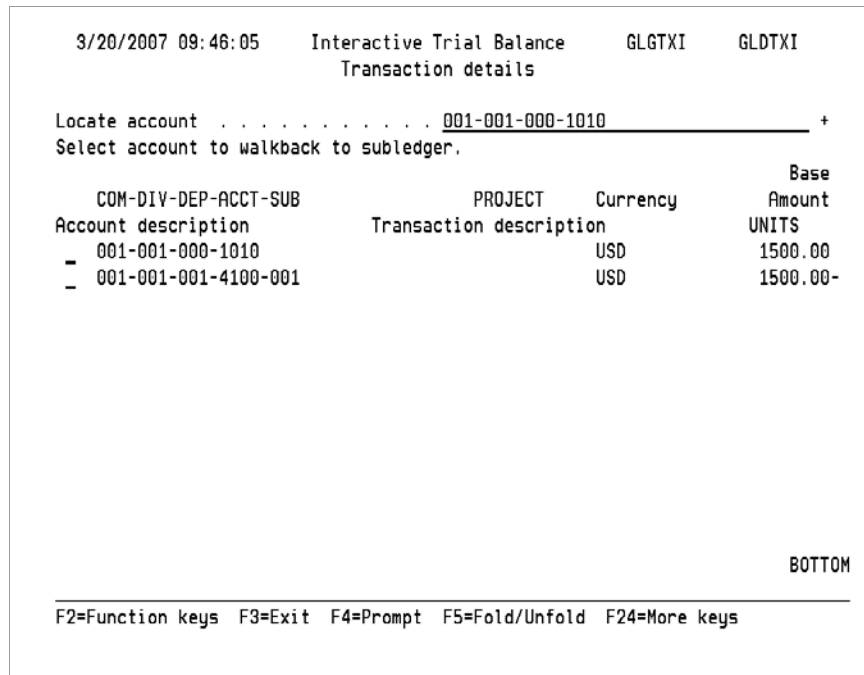


Figure 11-5: Interactive Trial Balance Transaction details screen

This screen displays a list of the transactions included in the journal you selected. If your user security controls allow debit/credit processing, the system displays the *D/C* column next to the *Amount* column.

The following actions are available at this screen:

- If the journal came from an Infinium subledger, select a listed transaction with any character and press Enter to walk back to the subledger source.
- To display additional information such as account and transaction descriptions, transaction user fields, and if applicable, project information, press F5 (Fold/unfold).
- To display the journal header, press F6.

9 Press F6. The system displays a screen similar to Figure 11-6.

```

_ 3/20/2007 09:46:54   Interactive Trial Balance   GLGTXI   GLDTXI
                        Journal header

Company . . . . . : 001 Century Manufacturing Company
Accounting year/period . . . . . : 2006 10
Journal currency . . . . . : USD 20233 Monetary
Source . . . . . : AR2000
Reference . . . . . : AR OBLIG
Description . . . . . : AR2000 OBLIGATIONS
Single ledger journal? . . . . . : 0 1=Yes, 0=No
Intercompany table . . . . . :

Auto accrual? . . . . . : 0 Transfer to PA?: 0 1=Yes, 0=No

Created by user/date/time . . . . . : AM2000 3/09/2007 12:36:35
Last updated by user/date/time . . . . . : AM2000 3/09/2007 12:36:35
Accepted by user/date/time . . . . . : CGK 3/09/2007 12:37:17
Debit total . . . . . : 1,500.00
Credit total . . . . . : 1,500.00
UNITS total . . . . . : .00
COMMISSION total . . . . . : .00

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys

```

Figure 11-6: Interactive Trial Balance Journal header screen

This screen displays journal header data including audit details and certain fields that are displayed only when applicable, along with other information.

### Journal audit details fields

*Created by user / date / time*  
*Last updated by user / date / time*  
*Accepted by user / date / time*

The system automatically displays journal audit information in these fields. The system updates the *Last updated by user / date / time* value when you change either header or detail information.

Blank values or zeroes in these fields indicate activity performed before the addition of the fields to the Infinium GL database.

### Fields displayed only when applicable

The system displays certain fields only when applicable as follows:

*Reverses journal number*

The system displays this field only if this journal was created by reversing entries from another journal that was an auto accrual journal. The number in this field is the journal number from which the system created this journal.



### *Transcoded from journal*

The system displays this field only if this journal was created through transcoding. The number that displays in this field is the journal number from which the system created this journal.

### *Transcoded to journal*

The system displays this field only if this journal created a transcoded journal. The number that displays in this field is the journal number of the transcoded journal that was created from this journal.

- 10 Exit to the main menu or cancel to return to the previous screens.

## Displaying a year-to-date trial balance

### Overview

To select a year-to-date view, specify a year in the *Year/period* field, leaving the period blank, and leaving the default 0 in the *Comparative view* field.

The year-to-date view differs from the month-to-date view as follows:

- The year-to-date view displays *Posted Debits* and *Posted Credits* columns at the account list.
- The year-to-date view provides an additional monthly activity screen. From this screen, you can drill down to the journals and transactions.
- The transaction date range fields on the Subset details screen are not available in the year-to-date view.

This topic describes year-to-date screens and fields that differ from the month-to-date view. For details about fields and screens not illustrated and described in this topic, refer to the preceding month-to-date topic.

### Steps

To display a year-to-date trial balance, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Interactive trial balance* [ITB]. The system displays a screen similar to Figure 11-7.
-

```

1/15/2009 09:42:50      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . 001-*** + Balance type . . . M +
Year/period . . . 2008 + _____ Macro name . . . _____ +
Zero balance? . . . @ 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . @ 0=Off,1=Det,2=Sum
Company masked? . @ 1=Yes, 0=No Active accts? . . . 2 0=Inac,1=Ac,2=All
Comparative view @ 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust _____ / _____

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys

```

Figure 11-7: Interactive Trial Balance year-to-date selection criteria

Use this screen to specify the criteria to run a year-to-date interactive trial balance. You can also press F17 to display the Subset details screen to specify additional criteria.

**Note:** This example illustrates the screens that the system displays if you have disabled the debit/credit support feature.

- 3 Specify a year in the *Year/period* field and leave the period blank. Use the information in the “Displaying a month-to-date trial balance” topic earlier in this chapter to complete other view criteria.
- 4 Press Enter. The system displays account balances on the lower portion of the screen similar to Figure 11-8.

```

1/15/2009 09:43:31      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . 001-*** + Balance type . . . M +
Year/period . . . 2006 + Macro name . . . +
Zero balance? . . . @ 1=Include, 0=Exclude Budget code . . . +
Subtotal mask . . . 1=Yes, 0=No Subtotal option . @ 0=Off,1=Det,2=Sum
Company masked? . @ 1=Yes, 0=No Active accts? . . . 2 0=Inac,1=Ac,2=All
Comparative view @ 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust ___ / ___
Type options, press Enter. 3=Yearly activity 5=Display 8=Company information
                        9=PL Inquiry

                                Base currency      Base currency
                                Posted Debits    Posted Credits
0 COM-DIV-DEP-ACCT-SUB
█ 001-LV5-LVC-1000                1,000.00          .00
- 001-001-LVC-1080                  .00          392,508,953.40-
- 001-001-000-1000                18,726.41          .00
- 001-001-000-1001                129,412,389.88     .00
- 001-001-000-1001-001            77,099.00          .00
- 001-001-000-1010                10,261.00          .00
- 001-001-000-1011                  .00          4,955.00-
- 001-001-000-1014                  .00          50.00-
- 001-001-000-1080                  .00          1,149,177.74-
                                MORE...

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys

```

Figure 11-8: Interactive Trial Balance posted debits and credits screen

The system displays the balance for every account that meets the selection criteria. If the net monetary balance is positive, the system displays the balance in the *Posted Debits* column. If the net monetary balance is negative, the system displays the balance in the *Posted Credits* column.

If the *Maintain debit/credit balances?* field is activated in *Work with company controls* for a particular company, the system displays the debit and credit balance, rather than the monetary balance for an account.

For more information on debit and credit balances refer to the “Maintaining Debit and Credit Balances” chapter of this guide.

**Additional information available at this screen**

You can display additional information at this screen as follows:

- Press F5 to display additional information on a second or on a second and third line for each account. The information may be account descriptions, budget information, or additional types of balances such as multiple lines of user field balance types, depending on your selections.

Refer to the *Balance type* and *Budget code* field descriptions in the month-to-date steps in the previous topic for additional details.

If pressing F5 displays account descriptions and you have activated project accounting, pressing F5 a second time displays project data.

- Press F11 to view the balances in the secondary currency. If base, secondary, and foreign currency all apply, continue to press F11 to toggle the display of the balances in each of these three. The system displays column headings to indicate whether the display is for the base, the secondary, and the foreign currency.
- Press F13 to display security information.

#### **Additional screens available from this screen**

The following actions are available at this screen:

- To display company currency control information for an account, specify **8** in the *Opt* field and press Enter, as in the month-to-date view.
- To display payables invoices and payments for an account in *Analytical Inquiry* in Infinium PL, select an account with **9** in the *Opt* field and press Enter.
- To display a listed account's journals, specify **3** (Yearly activity) in the *Opt* field and press Enter. You can also access the list of journals from the Monthly activity screen as indicated later in these steps.

As in the month-to-date view, you can display additional information from the list of journals. You can display a journal's transactions, the journal header, and, if applicable, walk back to subledger source information.

- To display a listed account's monthly activity, specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 11-9.

You can also press F15 to download information to a PC. For details, refer to the "Uploading and Downloading Infinium GL Data" chapter of this guide.

- 5 Specify **5** next to a listed account and press Enter. The system displays a screen similar to Figure 11-9.
-

```

11/27/2006 14:48:25   Interactive Trial Balance   GLGITB   GLDITB
                    Monthly activity
Select option, press Enter.
Account . : 001-001-000-5100                    Intercompany Receivables

0 Period End      Base currency      Base currency      Base currency
                  Starting Balance    Posted Activity    Ending Balance
- JAN 1/31/2006      .00                1,000.00          1,000.00
- FEB 2/28/2006     1,000.00           .00                1,000.00
- MAR 3/31/2006     1,000.00           .00                1,000.00
- APR 4/30/2006     1,000.00           .00                1,000.00
- MAY 5/31/2006     1,000.00           .00                1,000.00
- JUN 6/30/2006     1,000.00           .00                1,000.00
- JUL 7/31/2006     1,000.00           .00                1,000.00
- AUG 8/31/2006     1,000.00           .00                1,000.00
- SEP 9/30/2006     1,000.00           .00                1,000.00
- OCT 10/31/2006    1,000.00           .00                1,000.00
- NOV 11/30/2006    1,000.00           .00                1,000.00
- DEC 12/31/2006    1,000.00           .00                1,000.00
- ADJ 12/31/2006    1,000.00           .00                1,000.00

-----
F2=Function keys  F3=Exit  F5=Refresh  F6=More info.  F24=More keys
    
```

Figure 11-9: Interactive Trial Balance Monthly activity screen

This screen displays the selected account’s starting balance, posted activity and ending balance for each of the year’s periods.

If the company controls specify debit/credit maintenance, the columns display the posted debits, posted credits, and ending balance.

You can display additional information on this screen as follows:

- Press F6 (More information) to display additional information such as the accounting year, balance type, and currency information.
  - Press F11 to toggle the amount columns between base, secondary, and, if applicable, foreign currency.
- 6 To display the posted journals for a listed period’s balances, specify 5 in the *Opt* field next to that period and press Enter. The system displays the Journals selection screen as in the month-to-date view.

From the Journals selection screen, you can display a journal’s transactions and the journal header. From the transactions list you can, if applicable, walk back to subledger information.

From each displayed screen, you can exit to the main menu or cancel to return to the previous screens.

## Comparing balances for two periods, quarters, or years

### Overview of view selection

#### Month-to-month, quarter-to-quarter, and year-to-year views

Use the *Year/period* with the *Comparative view* field to do the following:

- Compare a specified period with the same period of the previous year  
Specify the year and period in the *Year/period* field and specify **1** (month-to-month) in the *Comparative view* field.

- Compare a specified quarter with the same quarter of the previous year  
Specify a year and period in the *Year/period* field and specify **2** (quarter-to-quarter) in the *Comparative view* field. The system totals the balances for the specified month plus the preceding two months and compares these totals with totals for the same quarter of the preceding year.

For example, if you specify **2006 03** in the *Year/period* field, the system displays the balance totals for periods 1 through 3 of 2006 in the first column of the resulting view and the corresponding totals for periods 1 through 3 of 2005 in the second column.

- Compare an entire specified year with the preceding year  
Specify the year in the *Year/period* field, leave the period blank, and specify **3** (year-to-year) in the *Comparative view* field.

The balances in a year-to-year comparison include the totals from posted journals. The balances do not include journals that are only accepted.

#### Custom comparison of any two periods

Leave the *Year/period* field blank. Specify **4** in the *Comparative view* field. Specify the first period in the first unlabeled time period field after the *Comparative view* field. Specify the second period in the second unlabeled time period field after the *Comparative view* field.

### Overview of comparative views displays

The following characteristics apply to all comparative views:

- When determining whether an account is to be included in the view, the system looks for account data in the first time period. If there is no data for that time period, the system omits the account from the view.
-

For example, suppose you compare period 2006/3 with period 2005/3. If an account has no data for 2006/3, the account is excluded even if it has data for 2005/3. Similarly, suppose you define a custom view to compare 2006/3 with 2006/2. If an account has no data for 2006/3, the account is excluded even if it has data for 2006/2.

- Time period to time period amount differences

If you do not specify a budget code but do specify a monetary or statistical balance type, when you press F5 the system displays the difference between the first time period amount and the second amount—that is, between the amount in column 1 and the amount in column 2.

- Budgeted amounts and variances

If you specify a budget code and press F5 to display budget information, the system displays the information time period by time period.

For example, if you compare 2006/3 with 2005/3, the system displays the budgeted amounts and variances between budgeted and actual amounts for 2006/3 in column 1. The system displays the budgeted amounts and variances between budgeted and actual amounts for 2005/3 in column 2.

The following pages illustrate each of the four comparative views.

**Note:** The following examples illustrate the screens that the system displays if you have disabled the debit/credit support feature.

## Comparing a specified period with the previous year's corresponding period

This example compares balances from 2006 period 1 to balances for 2005 period 1. The balances for a period to period view include journals that are only accepted along with journals that are both accepted and posted.

To display a comparison between balances for a period and the previous year's corresponding period, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Interactive trial balance* [ITB]. The system displays a screen similar to Figure 11-10.
-

```

1/15/2009 09:45:25      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . 001-001-000-1190      + Balance type . . M +
Year/period . . . 2006 + 1      Macro name . . .      +
Zero balance? . . 0 1=Include, 0=Exclude Budget code . . .      +
Subtotal mask . .      1=Yes, 0=No      Subtotal option . 0 0=Off,1=Det,2=Sum
Company masked? . 0 1=Yes, 0=No      Active accts? . . 2 0=Inac,1=Ac,2=All
Comparative view 1 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust      _ _ / _ _

-----
F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys

```

Figure 11-10: Interactive Trial Balance month-to-month comparison selection

Except as otherwise noted below, use the selection criteria fields on this screen and the Subset details screen as you use them for a month-to-date view.

- 3 Use the following information to complete the fields on this screen:

*Year/period*

To compare a period's balances with balances for the same period of the preceding year, specify a year and period in the *Year/period* field.

*Comparative view*

Specify 1.

- 4 Use the initial selection criteria screen and Subset details screen fields to define which accounts to display and which data to include in the view. Refer to the month-to-date steps earlier in this topic for details about the uses of individual fields.

The subset details transaction date range is not available for this view.

- 5 Press Enter. The system displays a screen similar to Figure 11-11.



```

1/15/2009 09:46:21      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . 001-001-000-1190 + Balance type . . . M +
Year/period . . . 2008 + 1      Macro name . . .      +
Zero balance? . . . 0 1=Include, 0=Exclude Budget code . . .      +
Subtotal mask . . .      1=Yes, 0=No Subtotal option . 0 0=Off,1=Det,2=Sum
Company masked? . 0 1=Yes, 0=No      Active accts? . . 2 0=Inac,1=Ac,2=All
Comparative view 1 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust      /      /
Type options, press Enter.      5=Display 8=Company information
                                9=PL Inquiry

                                Base currency      Base currency
                                Month      Prior year's month
0 COM-DIV-DEP-ACCT-SUB
001-001-000-1190      5,000.00      100.00
- 001-001-000-3002      .00      21,258,403.28
- 001-001-000-3005      .00      289,893.22-
- 001-001-000-3999      2,000.00      20,969,510.14-
- 001-001-000-5100      1,000.00      .00
- 001-001-000-6009      1,000.00-      289,893.22
- 001-001-000-6101      .00      289,893.22
- 001-001-000-6103      .00      289,893.22
- 001-001-000-6109      .00      289,893.22
                                MORE...

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys
    
```

Figure 11-11: Interactive Trial Balance month-to-month comparison account list

The *Month* column displays the specified accounts' balances for posted and unposted journals for the specified period. The *Prior Year's Month* column displays the balances for the same period the previous year.

Pressing F5 differs in this view from the month-to-date view as follows:

- If you specified a budget code and press F5, the system displays the budget information for each period in that period's column.
- If you did not specify a budget code but did specify a monetary or statistical balance type and press F5, the system displays the difference between the column 1 and column 2 amounts.

6 Press a function key or specify a value in the O field next to a listed account to perform additional actions or to display additional screens as in the month-to-date view.

When you drill down to journal and transaction information, the displayed information is for the balances in the *Month* column. To view details for the balances in the *Prior year's month* column, press F12 to clear the account list and display a month-to-date view for that month.

From each displayed month-to-month comparative view screen, you can exit to the main menu or cancel to return to the previous screens.

## Comparing a specified quarter with the previous year's corresponding quarter

This example compares balances from 2006 periods 1 through 3 to balances for 2005 periods 1 through 3. The balances for a quarter to quarter view include journals that are only accepted and journals that are both accepted and posted.

To display a comparison between balances for a quarter and the previous year's corresponding quarter, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Interactive trial balance [ITB]*. The system displays a screen similar to Figure 11-12.

```

1/15/2009 09:47:17      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . CK2-***      + Balance type . . . M +
Year/period . . . 2006 + 12      Macro name . . . _____ +
Zero balance? . . . 0 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . 0 0=Off,1=Det,2=Sum
Company masked? . 0 1=Yes, 0=No      Active accts? . . 2 0=Inac,1=Ac,2=All
Comparative view 2 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust  ___ _ / ___ _

-----
F2=Function keys  F3=Exit  F4=Prompt  F5=Fold/unfold  F24=More keys

```

Figure 11-12: Interactive Trial Balance quarter-to-quarter comparison selection

Except as otherwise noted below, use the selection criteria fields on this screen and the Subset details screen as you use them for a month-to-date view.

- 3 Use the following information to complete the fields on this screen:

### *Year/period*

To compare balances for a quarter with balances for the same quarter of the preceding year, specify a year and the last period in the quarter in this field.

*Comparative view*

Specify 2 (quarter to quarter).

- Use the other selection initial selection criteria screen and Subset details screen fields to define which accounts to display and which data to include in the view. Refer to the month-to-date steps earlier in this topic for details about the uses of individual fields.

The subset details transaction date range is not available for this view.

- Press Enter. The system displays a screen similar to Figure 11-13.

```

1/15/2009 09:48:24      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . CK2-*** + Balance type . . . M +
Year/period . . . 2006 + 12      Macro name . . . _____ +
Zero balance? . . . @ 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . @ 0=Off,1=Det,2=Sum
Company masked? . @ 1=Yes, 0=No      Active accts? . . . 2 0=Inac,1=Ac,2=All
Comparative view 2 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust ____ / ____
Type options, press Enter.          5=Display 8=Company information
                                     9=PL Inquiry

                                     Base currency      Base currency
                                     Quarter      Prior year's quarter
0 COM-DIV-DEP-ACCT-SUB
- CK2-BUD-100-1000-001                .00                1,223.11
- CK2-BUD-100-1000-002                .00                11.11-
- CK2-BUD-100-1000-003                .00                1,212.00-
- CK2-ITB-100-1000-001                178.00            666.00-
█ CK2-ITB-100-1000-002                1,345.00          40.00-
- CK2-ITB-100-1000-003                825.00-          130.00-
- CK2-ITB-100-1000-004                323.00-          140.00
- CK2-ITB-100-1000-005                75.00-           30.00
- CK2-ITB-100-1000-006                777.00            666.00
                                     MORE...

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys
    
```

Figure 11-13: Interactive Trial Balance quarter-to-quarter account list

The *Quarter* column displays the accounts' journal balances for the specified period and the two preceding periods. The *Prior Year's Quarter* column displays the balances for the same three months of the prior year.

Pressing F5 differs in this view from the month-to-date view as follows:

- If you specified a budget code and press F5, the system displays the budget information for each quarter in that quarter's column.
- If you did not specify a budget code but did specify a monetary or statistical balance type and press F5, the system displays the difference between the column 1 and column 2 amounts.

- 6 Press a function key or specify a value in the O field next to a listed account to perform additional actions or to display additional screens as in the month-to-date view.

When you drill down to journal and transaction information, the displayed information is for the balances in the *Quarter* column.

From each displayed quarter-to-quarter comparative view screen, you can exit to the main menu or cancel to return to the previous screens.

### Comparing a specified year with the previous year

This example compares balances from the entire year 2006 to balances for the entire year 2005. The balances for a year to year view include only posted journals.

To display a comparison between balances for a year and the previous year, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Interactive trial balance [ITB]*. The system displays a screen similar to Figure 11-14.

```

1/15/2009 09:49:45      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . 001-001-000      + Balance type . . M +
Year/period . . . 2006 + ___      Macro name . . . _____ +
Zero balance? . . @ 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . _____ 1=Yes, 0=No Subtotal option . @ 0=Off,1=Det,2=Sum
Company masked? . @ 1=Yes, 0=No      Active accts? . . 2 0=Inac,1=Ac,2=All
Comparative view @ 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust ____ / ____

-----
F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys

```

Figure 11-14: Interactive Trial Balance year-to-year comparison selection

Except as otherwise noted below, use the selection criteria fields on this screen and the Subset details screen as you use them for a month-to-date view.

- Use the following information to complete the fields on this screen:

*Year/period*

To compare balances for a year with the balances for the preceding year, specify a year in the *Year/period* field. Leave the period value blank.

*Comparative view*

Specify 3.

- Use the other selection initial selection criteria screen and Subset details screen fields to define which accounts to display and which data to include in the view. Refer to the month-to-date steps earlier in this topic for details about the uses of individual fields.

The subset details transaction date range is not available for this view.

- Press Enter. The system displays a screen similar to Figure 11-15.

```

1/15/2009 09:50:37      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . 001-001-000 + Balance type . . . M +
Year/period . . . 2006 + ___ Macro name . . . _____ +
Zero balance? . . . 0 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . 0 0=Off,1=Det,2=Sum
Company masked? . 0 1=Yes, 0=No Active accts? . . . 2 0=Inac,1=Ac,2=All
Comparative view 3 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust ___ / ___
Type options, press Enter. 3=Yearly activity 5=Display 8=Company information
                        9=PL Inquiry

                                Base currency      Base currency
                                Year                Prior year
0 COM-DIV-DEP-ACCT-SUB
█ 001-001-000-1000                16,726.41                15,625.53
- 001-001-000-1001                129,412,389.88          129,410,389.88
- 001-001-000-1001-001              77,099.00                 .00
- 001-001-000-1001-002                 .00                1,870,007.38
- 001-001-000-1001-003                 .00                1,002,430.73
- 001-001-000-1010                 10,261.00                 .00
- 001-001-000-1011                 4,955.00-                 .00
- 001-001-000-1014                   50.00-                 .00
- 001-001-000-1080                1,149,177.74-          1,150,177.74-
                                                                MORE...

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys
    
```

Figure 11-15: Interactive Trial Balance year-to-year comparison account list

The *Year* column displays the posted journal balances for the specified year for the specified accounts. The *Prior Year* column displays the posted journal

balances for the year proceeding the specified year. This view does not include amounts from journals that have not been posted.

Pressing F5 differs in this view from the month-to-date view as follows:

- If you specified a budget code and press F5, the system displays the budget information for each year in that year's column.
  - If you did not specify a budget code but did specify a monetary or statistical balance type and press F5 the system displays the difference between the column 1 and column 2 amounts.
- 6 Press a function key or specify a value in the O field next to a listed account to perform additional actions or to display additional screens as in the year-to-date view.

When you drill down to journal and transaction information, the displayed information is for the balances in the *Year* column. To view details for the balances in the *Prior year* column, press F12 to clear the account list and display a year-to-date view for that year.

From each displayed year-to-year comparative view screen, you can exit to the main menu or cancel to return to the previous screens.

### Comparing balances for any two specified periods (custom view)

This example compares balances from 2006 period 3 to balances for 2006 period 2. The balances for this custom comparison include journals that are only accepted and journals that are both accepted and posted.

To display a comparison between balances for two specified periods, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Interactive trial balance [ITB]*. The system displays a screen similar to Figure 11-16.
-

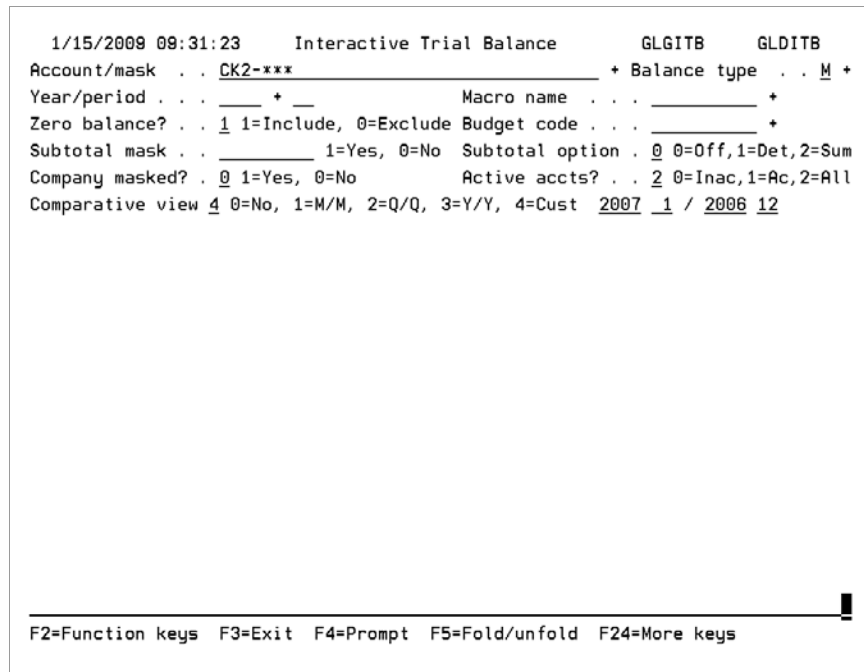


Figure 11-16: Interactive Trial Balance custom comparison selection

Except as otherwise noted below, use the selection criteria fields on this screen and the Subset details screen as you use them for a month-to-date view.

- 3 Use the following information to complete the fields on this screen:

*Year/period*

Leave both year and period blank in this field at the top left of the screen.

If you specify a year or year and period in this field and specify a custom comparative view by specifying 4 in the *Comparative view* field, the system clears this field when the system displays the account balances. This ensures that the top portion of the screen accurately reflects the settings used for account selection and account information.

*Comparative view*

Specify 4 and then specify the two periods to be compared in the two unlabeled year/period fields to the right of the *Comparative view* field. For example, to compare 2006 period 3 with 2006 period 2, specify **2006 3** in the first unlabeled field and specify **2006 2** in the second unlabeled field.

- 4 Use the other selection initial selection criteria screen and Subset details screen fields to define which accounts to display and which data to include in

the view. Refer to the month-to-date steps earlier in this topic for details about the uses of individual fields.

The subset details transaction date range is not available for this view.

5 Press Enter. The system displays a screen similar to Figure 11-17.

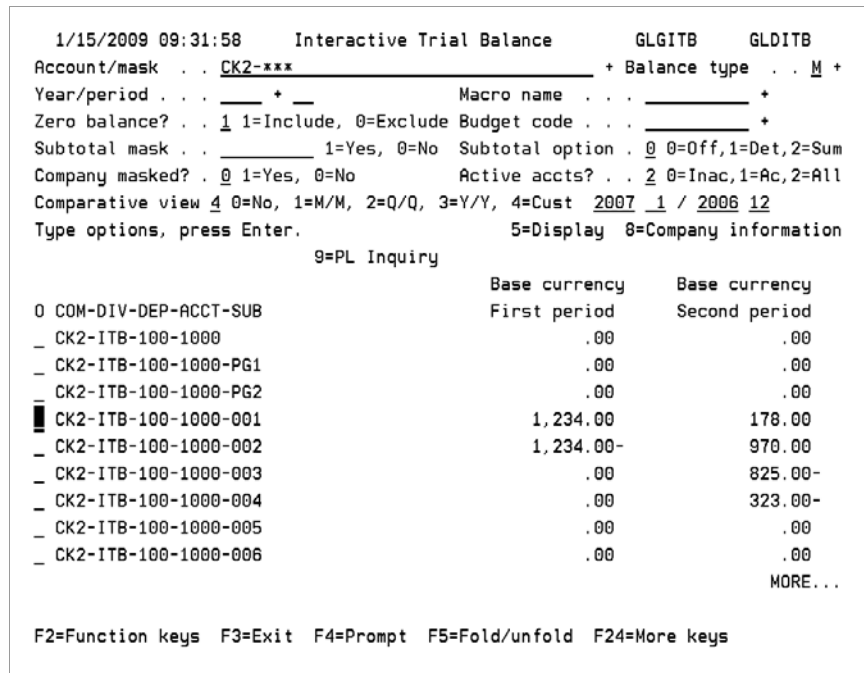


Figure 11-17: Interactive Trial Balance custom comparison account list

The column headings on this screen refer to the two periods you are comparing. They do not refer to accounting periods.

The *First Period* column displays the accounts' balances for the period specified in the first of the two unlabelled fields, in this example 2006 period 3. The *Second Period* column displays the balances for the other period, in this example, 2006 period 2.

Pressing F5 differs in this view from the month-to-date view as follows:

- If you specified a budget code and press F5, the system displays the budget information for each period in that period's column.
- If you did not specify a budget code but did specify a monetary or statistical balance type and press F5, the system displays the difference between the column 1 and column 2 amounts.

6 Press a function key or specify a value in the O field next to a listed account to perform additional actions or to display additional screens as in the month-to-date view.



When you drill down to journal and transaction information, the displayed information is for the balances in the *First period* column. To view details for the balances in the *Second period* column, press F12 to clear the account list and display a month-to-date view for that month.

From each displayed custom comparative view screen, you can exit to the main menu or cancel to return to the previous screens.

---

## Displaying processed journals

### Overview

This option allows you to display the transaction detail of processed journals for a specific company. This option is helpful in determining the status of journals for reporting purposes because you can view accepted only journals as well as accepted and posted journals.

### Displaying processed journals

To display a processed journal, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Display Processed Journals [DPJ]*. The system displays a screen similar to Figure 11-18.

```
6/20/2005 10:01:57      Display Processed Journals      GLGTHI      GLDTHI
Company . . . . . LN3 +      Type . . . . . M M,S,blank
Year/Period/Week . . . . 2004 + __      Journal number . . . . . _____

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
Press Subset to define search details
```

Figure 11-18: Display Processed Journals prompt screen

You use this screen to specify selection criteria for displaying processed journals. You can press F17 to further define the journal listing by specifying source code, reference code, status and currency.

- 3 Use the following information to complete the fields on this screen:

*Company*

Specify a valid company code to display the processed journals for that company.

*Type*

Select *Monetary* or *Statistical*, or leave blank to select both.

*Year/period*

Specify a valid year and period for which to display processed journals. Leave blank for all periods in the year. The current year is the default value.

*Journal number*

Specify the number of a journal that has been accepted or posted to directly display its transaction details. Leave blank for a listing of all journals associated with a company.

If you are using a System i screen, use the FieldExit key to right justify the journal number.

- 4 Press Enter. The system displays a list of journals. You can press F11 to toggle between the *Description* column and the *Reverses* and *Currency* columns. You can also press F14 to toggle between the *Journal* and *Reference* columns.

Journals displayed in green are “accepted only” journals. These are usually the result of monthly accruals. To post these journals, run the *Post journals and close period* option.

- 5 Display transaction detail. Specify 5 in the *Opt* field and press Enter.

If currency is activated, you can press F11 to toggle to a display of the base and secondary amounts.

If the journal entry was transferred from Infinium PA, you can select a transaction with 5 to view more information from the subledger.

---

## Displaying journal audit logs

### Overview

This option allows you to display the changes that were made to an input or budget journal. Journal auditing must be turned on at the entity level to use this function.

You can select the journals to display using various selection criteria including company, batch, journal number, and user. You can display input journals and budget journals.

This option is helpful in determining what additions, changes, and deletions were made to journals and who made those changes.

### Displaying a journal audit log

To display a journal audit log, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Display Journal Audit Logs* [DJAL]. The system displays a screen similar to Figure 11-19.
-

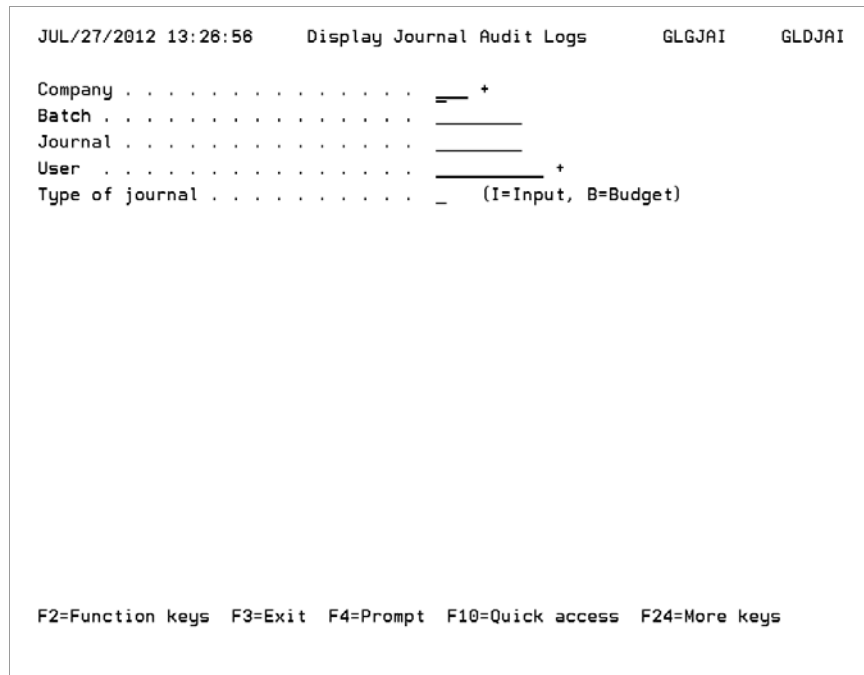


Figure 11-19: Display Journal Audit Logs prompt screen

You use this screen to specify which journal audit logs you want to display. You must specify whether to display an input journal audit log or a budget journal audit log.

- 3 Use the following information to complete the fields on this screen:

*Company*

Specify a valid company code to display the journal audit log for that company. Leave this field blank to display journal audit logs for all companies.

*Batch*

Specify a valid batch number for which you want to display journal audit logs. Leave this field blank to display journal audit logs for all batches.

*Journal*

Specify a valid journal for which you want to display journal audit logs. Leave this field blank to display journal audit logs for all journals.

*User*

Specify a valid user for which you want to display journal audit logs. Leave this field blank to display journal audit logs for all users.

*Type of journal*

You must specify whether to display journal audit logs for input journals or for budget journals.

- 4 Press Enter. The system displays a list of journal header records that meet your selection criteria. You can select a journal to display the journal header audit information or to display journal detail information.
- 5 Select a journal with **5** to display journal header audit information or select a journal with **8** to display journal detail audit information.

## Overview of standard reports

Infinium GL provides several standard reports that you can use to analyze your account activity and balances. These reports include:

- Trial Balance
- General Ledger
- Processed Journals
- Selective Ledger
- Comparative Ledger
- Job Costing Analysis

You can run the trial balance and general ledger reports for month-to-date or year-to-date account information. You can run the month-to-date reports to include accepted and/or posted transactions depending upon your selection criteria. The year-to-date reports reflect only accepted and posted transactions for the accounts that meet your selection criteria.

The Processed Journals report allows you to print selected journals for a specific period, reference code, source code, or for a specific journal number.

Infinium GL provides the ability to print a partial general ledger report by running a Selective Ledger report. You can compare activity or balances for different years for either a single month, range of months or entire year by running the Comparative Ledger report.

You can use the Job Costing Analysis report to analyze account balances that are grouped by job code. You attach job codes to the transaction at journal entry time.

---

## Printing a month-to-date or year-to-date trial balance

### Overview

Infinium GL provides the ability to print month-to-date (MTD) or year-to-date (YTD) trial balance information. This example illustrates printing a MTD trial balance. YTD differences are noted.

**Note:** Depending on the size of your data, these reports may take an extended period of time to complete and, perhaps, should be run during off-peak hours.

### Printing a month-to-date or year-to-date trial balance

To print a month-to-date or year-to-date trial balance, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Print trial balance MTD* [PTBMTD]. The system displays a screen similar to Figure 11-20.
-



```

6/01/2005 14:18:37      Print Trial Balance MTD      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company group . . . . . _____ +
Company . . . . . _____ +

Account - From/mask . . . . . LN3-001-001-4100 _____ +
      To . . . . . _____ +

Accounting year/period . . . . . 2004 + 6

Account sequence . . . . . _ A=Sequence 1, B=Sequence 2, BLANK=Normal
Consolidation level . . . . . 2 2 .. 8, BLANK=None
Account use . . . . . M M=Monetary, S=Statistical, BLANK=Both
Journal status . . . . . 2 1=Accepted, 2=Posted, BLANK=Both

Inactive companies? . . . . . 0 1=Yes, 0=No
Inactive accounts? . . . . . 0
Zero balances? . . . . . 1
Print sub-totals? . . . . . 0      Currency code . . . . . USD +

Press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 11-20: Print Trial Balance MTD screen

3 Use the following information to complete the fields on this screen:

*Company group, Company*

Specify either a valid group or company name. To print a trial balance for all companies or the entire chart of accounts, leave this field blank.

**Note:** If you specify a company group, the system prints a trial balance for each company separately and a total page for all companies. The system does not print a consolidated month-to-date trial balance.

*Account - From/mask, To*

You can specify either a mask or a range of accounts to select the accounts for this report. Use in combination with the *Account - To* field to limit accounts to a specific range for inclusion in the month-to-date trial balance report. To select all accounts for the specified company or company group, leave these fields blank.

*Accounting year/period*

Specify a valid accounting year and period. These are required fields.

*Consolidation level*

Infinium GL consolidates the reporting to the account component level you specify in this field. Consolidation level numbers correspond to the

components of a company's account number. You can use this field when you run reports that use the normal sequence only.

#### *Journal status*

To indicate the journal status, specify one of the following values:

- 1** Journals that have been accepted only
- 2** Journals that have been accepted and posted
- Blank** Journals that have been either accepted or posted

The system does not display the *Journal status* field on the Print Trial Balance YTD submission screen because the YTD balances reflect only accepted and posted transactions; otherwise the submission screens are identical.

#### *Print sub-totals*

Specify yes to include subtotals using the controls you established in the *Work with company controls* option.

- 4 Press Enter to submit report.
-

# Printing a year-to-date general ledger

## Overview

The YTD General Ledger report prints a beginning balance, all account activity for the period or range of periods requested and a calculated ending balance.

In addition to the MTD General Ledger report, you can use this report for monthly account analysis. You can run the YTD General Ledger report with detail information through the current period, and have the report summarize transactions for previous periods.

The General Ledger Month-to-Date and Year-to-Date screens are essentially the same. The difference is that the *Journal status* field displays only in the MTD report, while the *Summarize through period* field displays only in the YTD report.

## Printing a year-to-date general ledger

To print a year-to-date general ledger, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Print general ledger YTD [PGLYTD]*. The system displays a screen similar to Figure 11-21.
-

```

6/01/2005 14:16:42      Print General Ledger YTD      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company group . . . . . CGKGP1 +
Company . . . . . _____ +

Account - From/mask . . . . . _____ +
        To . . . . . _____ +

Accounting year/period . . . . . 2004 + 12

Summarize thru period . . . . . 0 00 No summarization

Account sequence . . . . . _ A=Sequence 1, B=Sequence 2,BLANK=Normal

Account type . . . . . M M=Monetary, S=Statistical, BLANK=Both

Inactive companies? . . . . . 0 1=Yes, 0=No
Inactive accounts? . . . . . 0
Print sub-totals? . . . . . 1          Currency code . . . . . USD +

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 11-21: Print General Ledger YTD screen

### 3 Use the following information to complete the fields on this screen:

#### *Company group or Company*

Specify either a valid group or company name. To print a general ledger for all companies or the entire chart of accounts, leave this field blank.

If you specify a company group, the system prints a general ledger for each company separately and a total page for all companies. The system does not print a consolidated year-to-date general ledger.

#### *Account - From/mask, To*

You can specify either a mask or a range of accounts to select the accounts for this report. Use in combination with the *Account - To* field to limit accounts to a specific range for inclusion in the month-to-date trial balance report. To select all accounts for the specified company or company group, leave this field blank.

#### *Accounting year/period*

Specify a valid accounting year and period. You can display a list of valid accounting years. These are required fields.

### *Summarize thru Period*

Specify the period through which to summarize the report. The system summarizes and prints totals of all previous periods with a detailed listing of the current period. For example, if you specify *Accounting year/period* **2007,05** and the *Summarize thru Period* is **04**, the system prints only totals for periods 1 through 4 and prints journal details for period 5.

Specify **0** to submit the report without summarization.

The *Journal status* field displays on the Print general ledger MTD screen, but not on the submission screen above. Only accepted and posted transactions are reflected in the YTD general ledger balances.

### *Include project details?*

The system displays this field only if *Use Infinium Project Accounting* is activated in entity controls. Specify yes to include the project number, activity code, and cost code in the report. If you specify no, only the project number is included. The default is no.

- 4 Press Enter to submit report.
-

## Printing a processed journals report

### Overview

Use this report to print your accepted and/or posted journals. You can select journals to print based on any combination of the following:

- Accounting year/period
- Reference code
- Source code
- Journal number

### Printing a processed journals report

To print a Processed Journals report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Print processed journals* [PPJ]. The system displays a screen similar to Figure 11-22.

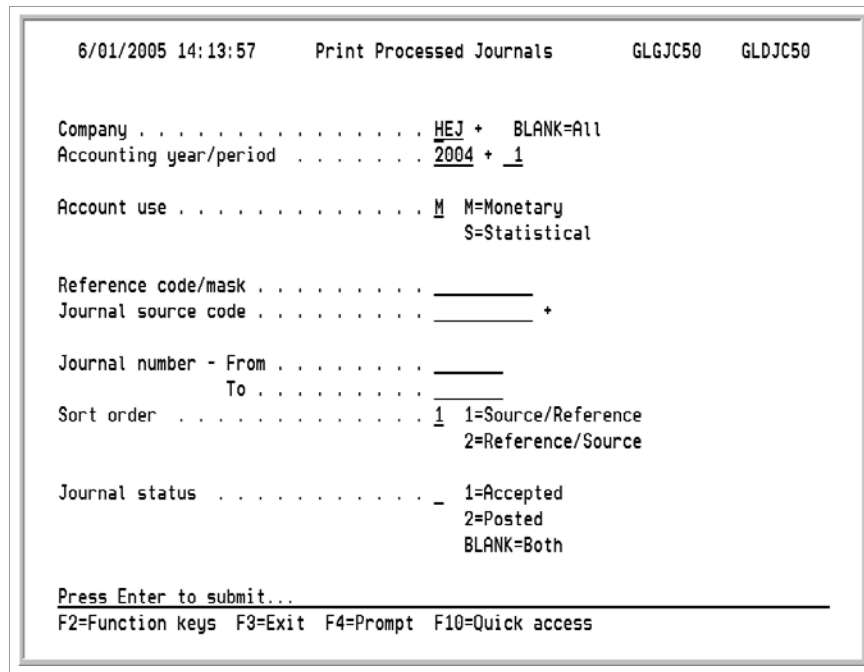


Figure 11-22: Print Processed Journals screen

3 Use the following information to complete the fields on this screen:

*Company*

Specify a valid company if you wish to print processed journals for a specific company. To print processed journals for all companies, leave this field blank.

*Accounting year/period*

Specify a valid accounting year and period. These are required fields.

*Reference code/mask*

Specify a valid journal reference to select only those journals with a matching reference. Reference codes assist in identifying journals. You can specify a portion of the code and mask the remainder. Leaving this field blank allows selection of all journals, regardless of reference code.

*Journal source code*

Specify the source code (or portion with mask) for the journals to print. Note that this code is assigned to a journal through the *Journal Entry* functions for the purpose of identifying the origin of the journal, for example AP (A\*\*) or PY (PY\*\*\*\*), and is intended to allow related journals to be grouped. Leaving this field blank allows selection of all journals.

*Journal number - From-To*

Specify a specific journal number, or specify the first journal number of a range of journals to be selected for the report.

*Sort order*

Specify **1** to order the report first by source and then by reference. Specify **2** to order the report first by reference and then by source. This is a required field.

*Journal status*

Specify **1** to select only those journals with accepted activity. Specify **2** to select only those journals with posted activity. Leave the field blank to select journals with both accepted and posted activity.

- 4 Press Enter to submit report.
-



# Printing a journal audit log report

## Overview

Journal auditing must be turned on at the entity level to use this function. You can print audit information for input journal changes or for budget journal changes. You can specify a starting date, end date, or a range of dates. You can print the report for a specific user's changes or include the changes made by all users. You can include additions, changes, and deletions.

## Printing a journal audit log report

To print a journal audit log report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Print journal audit log* [PRJAD]. The system displays a screen similar to Figure 11-23.
-

```

1/23/2009 13:22:54      Print Journal Audit Logs      GLGJC50      GLDJC50

From date . . . . . _____
To date . . . . . _____

User . . . . . _____ + ( blank for all )

Type of journal . . . . . I (I=Input, B=Budget)

Include:
Additions . . . . . 0 (0=No, 1=Yes)
Changes . . . . . 1 (0=No, 1=Yes)
Deletions . . . . . 0 (0=No, 1=Yes)

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F12=Cancel

```

Figure 11-23: Print Journal Audit Logs prompt screen

**3** Use the following information to complete the fields on this screen:

*From date*  
*To date*

You can specify a date range, specify only a beginning date, only an end date, or you can leave the date fields blank to include all journals on the journal audit log report.

The program compares the dates you specify to the dates on the audit log, not the date associated with the journal.

*User*

Specify a valid user for which you want to print the journal audit log report. Leave this field blank to print journal audit logs for all users.

*Journal*

You must specify whether to print journal audit logs for input journals or for budget journals.

*Include Additions, Changes, Deletions*

Specify whether to include add, change, or delete audit information.

**4** Press Enter to submit this report.

# Printing a comparative ledger report

## Overview

Infinium GL provides this report to compare balance amounts or activity for different years for either a single month, range of months or entire year.

## Printing a comparative ledger report

To print a Comparative Ledger report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Print comparative ledger [PCL]*. The system displays a screen similar to Figure 11-24.

```

7/26/2002 10:17:08      Print Comparative Ledger      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company group . . . . . _____ +
Account number/mask . . . . . MLF-001-000-****-*** _____ +
Accounting year . . . . . 2002 +
Compared to . . . . . 2001 +

Accounting period . . . . . 0
Through period . . . . . 0

Balance/activity . . . . . B B=Balance
                              A=Activity
Account use . . . . . M M=Monetary
                              S=Statistical

Currency code . . . . . USD +

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 11-24: Print Comparative Ledger screen

- 3 Use the following information to complete the fields on this screen:

*Company group*

Specify a valid company group. To print a comparative ledger for an account or range, or the entire chart of accounts, leave this field blank.

*Account number/mask*

You can specify an account or mask to select the accounts for this report. To select all accounts for the specified company group, leave this field blank.

*Accounting year/period*

Specify a valid accounting year and period.

*Compared to*

Specify a valid accounting year to which the Comparative Ledger report will compare the previously specified year.

*Accounting year* and *Compared to* are required fields. To print general ledger information for a single year and/or period, use the Selective Ledger report.

*Accounting period*

Specify the period for which to start the report if you are comparing a range of periods for different years. If you are comparing an individual period for different years, specify that period. Leave this field blank if you are comparing activity or balances for an entire year.

*Through period*

Specify the period for which to end the report if you are comparing a range of periods. Leave this field blank if you are comparing for a single period or the entire year.

*Balance/activity*

To compare account balances, specify **B**. To compare transaction activity, specify **A**.

- 4 Press Enter to submit this report.
-

# Printing a job costing analysis report

## Overview

Use this report to analyze account balances grouped by job code. For this report to be meaningful, you must create job codes in the *Work with code values* option for the code type **JOB** and attach them to the transaction at journal entry time.

## Printing a job costing analysis report

To print a Job Costing Analysis report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Print job costing analysis [PJCA]*. The system displays a screen similar to Figure 11-25.

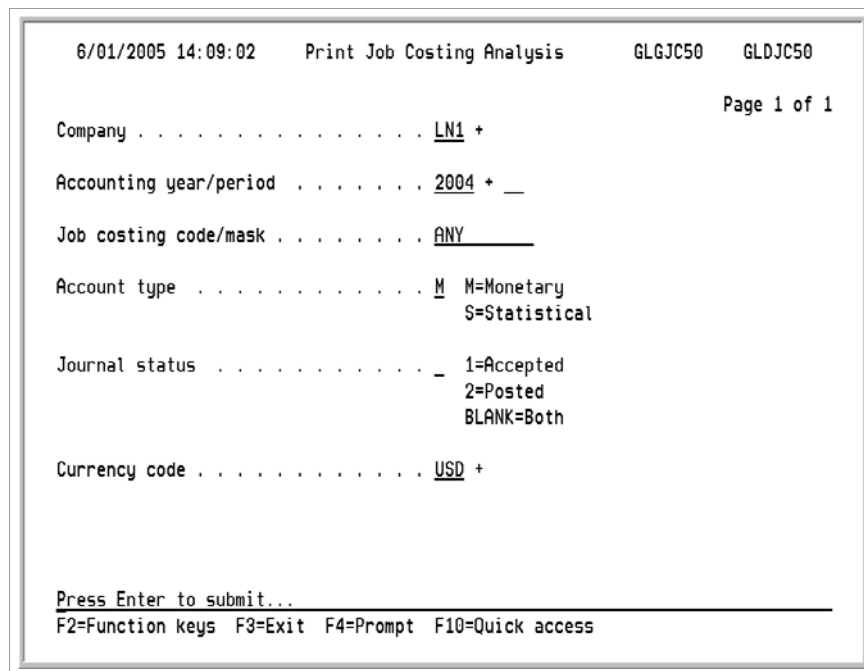


Figure 11-25: Print Job Costing Analysis screen

**3** Use the following information to complete the fields on this screen:*Company*

Specify a valid company. To print a report for all companies, leave this field blank.

*Accounting year/period*

Specify an accounting year and period to select information for a specific period. Leave the period blank to select information for the entire accounting year.

*Job costing code/mask*

Specify a single job code or a mask to run a job costing analysis for multiple job codes. You can select from the valid listing of your job codes.

*Account type*

Specify a valid account type to indicate the type of account amounts to include in the Job Costing Report.

**M**            Select monetary amounts.

**S**            Select statistical amounts.

*Journal status*

Specify a valid status value to select only journals of a specific status. Specify 1 to select only those journals with accepted activity. Specify 2 to select only those journals with posted activity. Leave the field blank to select journals with both accepted and posted activity.

*Currency code*

Specify a valid currency code to select the currency balance in which you want to print the Job Costing Report.

A valid currency is determined by a combination of entity and company controls:

- If only currency processing is enabled at the entity level and you specify a single company on this display, only the company's base currency code is allowed.
  - If both currency processing and dual currency processing are enabled at the entity level and you specify a single company on this display, only the company's base or secondary currency code is allowed, provided that dual currency is activated for this company.
-

- If both currency processing and multi-currency processing are enabled at the entity level and you specify a single company on this display, any valid currency code is allowed, provided that multi-currency is activated for this company.

4 Press Enter to submit this report.

---

## Notes



---

# Chapter 12 Using Query Interface Reports

# 12

This chapter includes information about customizing standard reports.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of Query Interface reports	12-2
Defining and maintaining sequence codes	12-3
Printing a Query Interface Trial Balance report	12-6
Printing a Query Interface General Ledger report	12-10
Printing a Query Interface Job Cost Analysis report	12-14
Printing a Query Interface Budget Variance report	12-17
Printing sequence codes	12-21

---

## Overview of Query Interface reports

Infinium GL provides the ability to customize the output of Trial Balance and GL reports through the use of sequence codes in Query Interface Reports.

You define sequence codes to use for these reports to determine the following:

- Sort order of the components of your chart of accounts
- Printing of headings
- Printing of totals
- Page breaks

You can run the same report many times with different sequence codes, which changes the display of the information each time.

Infinium GL provides the ability to print Infinium AP and Infinium PL detail on your vouchers or invoices in your query interface GL report.

A Budget Variance report is also available. You can run this report for a combination of the following:

- Variances over a single amount
  - Variances over a single percentage
-

# Defining and maintaining sequence codes

## Overview

The codes defined here are attached to Query Interface reports to customize sorting and printing.

## Steps to define and maintain sequence codes

To define and maintain a sequence code, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
- 2 Select *Query Interface Reports*.
- 3 Select *Work with sequence codes [WWSC]*. The system displays a screen similar to Figure 12-1.

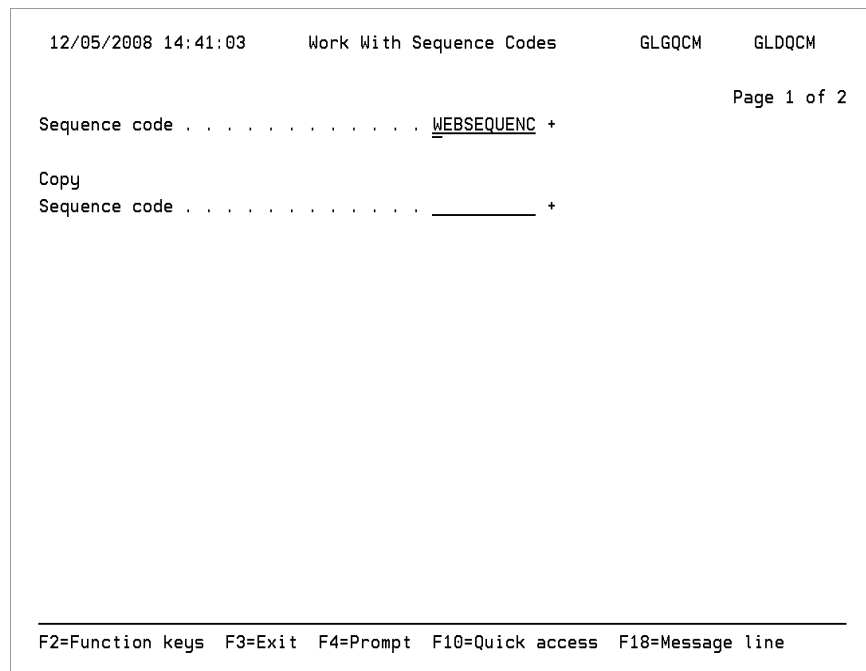


Figure 12-1: Work With Sequence Codes screen 1

- Specify a value in the *Sequence code* field to create or maintain a sequence code. You can display a list of valid codes. If the code you specify does not already exist, the system creates a new code.

You can also create a sequence code by copying an existing sequence code.

- Press Enter. The system displays a screen similar to Figure 12-2.

```

12/05/2008 14:41:44      Work With Sequence Codes      GLGQCM      GLDQCM
                                                                    Page 2 of 2
Sequence code . . . . . : WEBSEQUENC
Description . . . . . : WEBSEQUENCE NUMBER DESCRIPTION
Active? . . . . . : 1

                                                                    123456789
Component order . . . . . : 123456789 1 .. 9
Print headers? . . . . . : 010101010 1=Yes, 0=No
Print totals? . . . . . : 101010101

Number of Blank Lines      BEFORE 123456789  AFTER 123456789
  Headers . . . . . : 200000000      002000000 0 .. 2
  Totals . . . . . : 000000000      002000000

Page Break
  Headers . . . . . :   1=Before, 0=After, BLANK=None
  Totals . . . . . :  

Inactive companies? . . . . . : 0 1=Yes, 0=No
Inactive accounts? . . . . . : 1

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
    
```

Figure 12-2: Work With Sequence Codes screen 2

Use this screen to define a new sequence code or make changes to an existing code.

- Use the following information to complete the fields on this screen:

*Description*

Specify a description to define your sequence code and to distinguish it from other sequence codes.

*Component order*

You use this field to change the order of your account components for this sequence code. The **123456789** on the screen represents the normal sequence of your account components. For each component, specify the new position.

This example illustrates how the system uses this field. Specify **345126789** in the *Component order* field to sort the accounts for Company 001 in the following order:

Account-Sub Account-Company-Division-Cost Center

Normal      1            2      3      4            5

Sequence: Company-Division-Cost Center-Account-Sub Account

Component            3            4      5      1            2

Order: Company-Division-Cost Center-Account-Sub Account

This order will print the report with the account number as the primary sorting component.

#### *Print headers? and Print totals?*

Specify 1 below the component for which the system is to print the account component headings and totals. The system prints headers and totals when the account component changes.

**Note:** The print headers and totals format matches the original component order, not the new component order.

#### *Number of Blank Lines*

You can designate the number of blank lines to print before and after the headings and totals. The maximum number of blank lines is 2. A report run with the above sequence code skips one line before and after the headings. Totals print at the account levels.

Blank lines do not show on your spooled file; they show only on your printed report.

#### *Page Break*

Designate where the report is to start a new page when run with this sequence code. This option is useful to run separate reports for companies, divisions or cost centers if these components exist in your chart of accounts structure.

# Printing a Query Interface Trial Balance report

## Overview

In addition to the Print Trial Balance MTD and Print Trial Balance YTD reports, Infinium GL provides this report to print a trial balance. You can run this report for month-to-date, year-to-date or week-to-date information.

Use this report to print a trial balance for either a company, company group, account mask or account range.

## Steps to print a Query Interface Trial Balance report

To print a Query Interface Trial Balance report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Query Interface Reports*.
  - 3 Select *Print trial balance report* [PTBR]. The system displays a screen similar to Figure 12-3.
-

```

12/05/2008 14:44:09      Print Trial Balance Report      GLGQIB      GLDQIB

Company group . . . . . _____ +
Company . . . . . 001 +
Account - From/mask . . . . . 001-001-001-****-*** +
      To . . . . . _____ +
Mask company? . . . . . 0 1=Yes, 0=No

Year/period or week . . . . . 1994 + 5
Account use . . . . . _ M=Monetary, S=Statistical, BLANK=Both
Account type . . . . . ALIE A L I E
Report type . . . . . 1 1=MTD, 2=YTD 3=WTD
Journal status . . . . . _ 1=Accepted, 2=Posted, BLANK=Both
Report format . . . . . 1 1=Standard, 2=Extended
ZERO activity . . . . . 1 1=Include, 2=Exclude
Sequence code . . . . . TBCODE +
Amounts to include . . . . . 1 1=Base 2=Base & Secondary 3=Foreign & Base
Account currency . . . . . _ +

Press Enter to Submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 12-3: Print Trial Balance Report screen

4 Use the following information to complete the fields on this screen:

*Mask company?*

If you specify yes in this field, the system selects all companies that have the same account structure as the account you specified in the *Account - From/mask* field above. If you use company group, you must set the *Mask company?* field to yes.

If you select no, the system selects only the accounts for the company specified in the *Account - From/mask* field.

If you run this report for a company group and you use a sequence code with the primary sort on a component other than company, you produce a consolidated trial balance.

*Year/period*

Specify a valid accounting year. This is a required field.

Specify a valid period of the year to print this report for a specific period. Leave blank to print the report for all periods in the year.

### *Account type*

You can include or exclude accounts in your report based on their account type. To include all accounts, specify **ALIE**. You can include any combination of assets, liabilities, income and expense accounts in your report.

### *Report type*

Specify one of the following values to determine the report format:

- 1**            Month-to-date
- 2**            Week-to-date

You can only request a week-to-date report if *Enable weekly reporting?* is set to **1** in the *Work with entity controls* option. A month-to-date report includes year-to-date balances as well as that month's activity.

### *Journal status*

Specify **1** to select only those journals with accepted activity.

For MTD report, the MTD amounts include only accepted activity but YTD amounts include both accepted and posted activity. For YTD report, the YTD amounts include both accepted and posted activity.

Specify **2** to select only those journals with posted activity.

For MTD report, both MTD and YTD amounts include only posted activity. For YTD report, YTD amounts include only posted activity.

Leave blank to include both accepted and posted activity in the MTD report.

<b>Status</b>	<b>Value</b>
Accepted	<b>1</b>
Posted	<b>2</b>
Both	<b>Blank</b>

### *Report format*

Specify **1** for a standard report or **2** for an extended report. An extended report contains additional information on numeric user fields.

---



*ZERO activity*

To include accounts with zero balances, specify **1**. To exclude accounts with zero balances, specify **2**.

*Sequence code*

Specify your sequence code. If you leave this field blank, the system uses your normal sequence.

- 5 Press Enter to submit report.

# Printing a Query Interface General Ledger report

## Overview

This report is similar to the general ledger report previously discussed with the exception that you can print voucher detail from Infinium PL in this query interface report. This feature allows you to view detailed information from Infinium AP or Infinium PY in a general ledger report when you close to Infinium GL in a summary format.

Use this report to print a general ledger for either:

- A company, company group, and an account mask
- An account range

## Steps to print a Query Interface General Ledger report

To print a Query Interface General Ledger report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Query Interface Reports*.
  - 3 Select *Print general ledger report* [PGLR]. The system displays a screen similar to Figure 12-4.
-

```

12/05/2008 14:47:19   Print General Ledger Report   GLGQIB   GLDQIB
                                                    Page 1 of 1
Company group . . . . . _____ +
Company . . . . . AMS +
Account - From/mask . . . . . _____ +
      To . . . . . _____ +
Mask company? . . . . . 0 1=Yes, 0=No

Year . . . . . 2004 +
Period - from/to . . . . . _ _
Summarize to period . . . . . 00
Account use . . . . . _ M=Monetary, S=Statistical, BLANK=Both
Account type . . . . . ALIE A L I E
Journal status . . . . . _ 1=Accepted, 2=Posted, BLANK=Both
Report format . . . . . 1 1=Standard, 2=Extended
Zero Activity . . . . . 1 1=Include, 2=Exclude
Expand to Payables? . . . . . 1 0=No, 1=Yes
Sequence code . . . . . _____ +
Amounts to include . . . . . 1 1=Base 2=Base & Secondary 3=Foreign & Base
Account currency . . . . . _ +
Press Enter to submit . . . . . _____
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 12-4: Print General Ledger Report screen

4 Use the following information to complete the fields on this screen:

*Mask company?*

If you specify 1 in this field, the system selects all companies that have the same account structure as the account you specified in the *Account - From/mask* field above. If you specify 0, the system selects only the accounts for the company specified in the *Account - From/mask* field.

To use a company group, you must set the *Mask company?* field to 1.

*Report type*

Indicate whether the report is to print period or weekly amounts.

This is a required field and is used in conjunction with the *Period or Week from/to* field; however, it is only available if weekly reporting has been turned on at the entity level.

*Year*

Specify a valid accounting year. This is a required field.

*Period or week from/to*

This field is used in conjunction with the *Report type* field. If a value of 1 is specified in the *Report type* field, the numeric value specified here will

represent a period. If a value of **2** is specified in the *Report type* field, the numeric value specified here will represent a week. To include all periods or weeks of the year, leave this field blank.

#### *Summarize to period*

Specify a period (or week) up to which you require a period by period summary. The system will summarize and print totals of previous periods (weeks) with a detailed listing of the current period (week). For no summary, specify **00**.

#### *Account type*

You can include or exclude accounts in your report based on their account type. To include all accounts, specify **ALIE**. You can include any combination of assets, liabilities, income and expense accounts in your report.

#### *Journal status*

Specify **1** to select only those journals with accepted activity.

For MTD report, MTD amounts include only accepted activity but YTD amounts include both accepted and posted activity. For YTD report, the YTD amounts include both accepted and posted activity.

Specify **2** to select only those journals with posted activity.

For MTD report, both MTD and YTD amounts include only posted activity. For YTD report, YTD amounts include only posted activity.

Leave blank to include both accepted and posted activity in MTD report's MTD activity amounts.

#### *Report format*

Specify **1** for a standard report or **2** for an extended report. An extended report contains additional information on numeric user fields.

#### *Zero Activity*

Specify **1** to include accounts with zero balances. Specify **2** to exclude accounts with zero balances.

#### *Expand to Payables?*

Use the following information to select a value to determine whether to include or exclude Infinium PL payables detail in this report:

---

**1** To expand a transaction back to Infinium PL and include invoice detail

**0** For no detail to print

*Sequence code*

Specify a sequence code. If you leave this field blank, the system uses your normal sequence.

**5** Press Enter to submit report.

---

# Printing a Query Interface Job Cost Analysis report

## Overview

This report is similar to the Job Cost Analysis report previously discussed, but is enhanced to further specify the information to include in your report by using any combination of the following:

- Account number or mask
- Source
- Reference

You can run this report for a single job, all job codes or a mask.

## Steps to print a Query Interface Job Cost Analysis report

To print a Query Interface Job Cost Analysis report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Query Interface Reports*.
  - 3 Select *Print job cost analysis report [PJCAR]*. The system displays a screen similar to Figure 12-5.
-

```

12/05/2008 14:48:02  Print Job Cost Analysis Report  GLGQIB  GLDQIB

Company group . . . . . _____ + BLANK=All
Company . . . . . _____ +
Job code/mask . . . . . _____

Account number/mask . . . . . _____ +
Mask company? . . . . . 0 1=Yes, 0=No

Year . . . . . _____ + Period . . . . . ____

Source . . . . . _____ +
Reference . . . . . _____
Account use . . . . . _ M=Monetary, S=Statistical, BLANK=Both
Journal status . . . . . _ 1=Accepted, 2=Posted, BLANK=Both
Sequence code . . . . . _____ +
Summary? . . . . . 0 1=Yes, 0=No
Amounts to include . . . . . 1 1=Base 2=Base & Secondary 3=Foreign & Base
Account currency . . . . . USD +

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 12-5: Print Job Cost Analysis Report screen

4 Use the following information to complete the fields on this screen:

*Mask company?*

If you specify yes in this field, the system selects all companies that have the same account structure as the account you specified in the *Account - From/mask* field above. If you use company group, you must set the *Mask company?* field to yes.

If you select no, the system selects only the accounts for the company specified in the *Account - From/mask* field.

*Year*

Specify a valid accounting year.

*Period or week*

This field is used in conjunction with the *Report type* field. If you specify a value of 1 in the *Report type* field, the numeric value you specify here represents a period. If you specify a value of 2 in the *Report type* field, the numeric value you specify here represents a week. To include all periods or weeks of the year, leave this field blank.

*Report type*

Indicate whether the report is to print period or weekly amounts.

This field is only available if weekly reporting has been turned on at the entity level. This is a required field and is used in conjunction with *Period* or *week* field.

#### *Source*

Specify a valid source code or select from the valid listing of available source codes. To run this report for all source codes, leave this field blank.

#### *Reference*

Specify a valid reference code to select only those journals with a matching reference.

If you do not specify a source or reference, the system includes all journals in your report.

#### *Summary?*

Specify summary or detail report.

- 1**            Include only account balances.
  - 2**            Include transaction details.
- 5** Press Enter to submit report.
-



# Printing a Query Interface Budget Variance report

## Overview

Run this report to compare budgeted account balances to actual account balances. You can print all budgets and their variance amounts or budgets that have variance amounts over a single amount, percentage or combination. You can run this report for a company, company group or account mask.

## Steps to print a Query Interface Budget Variance report

To print a Query Interface Budget Variance report, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Query Interface Reports*.
  - 3 Select *Print budget variance report [PBVR]*. The system displays a screen similar to Figure 12-6.
-

```

12/05/2008 14:48:39   Print Budget Variance Report   GLGQIB   GLDQIB

Company group . . . . . _____ + BLANK=All
Company . . . . . _____ +
Budget code/currency . . . . . _____ + _____ +
Budget type . . . . . -
Account number/mask . . . . . _____ +
Mask company? . . . . . 0 1=Yes, 0=No

                                FROM                TO
Year . . . . . _____ +                _____ + BLANK=All
Period . . . . . _____                _____
Variance amount . . . . . _____ .00    _____ .00
Variance percentage . . . . . 0            0

Zero budget balances . . . . . 1 1=Include, 2=Exclude, 3=Only
Zero actual balances . . . . . 1
Sequence code . . . . . _____ +
Summary? . . . . . 0 1=Yes, 0=No

Press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 12-6: Print Budget Variance Report screen

4 Use the following information to complete the fields on this screen:

*Budget code*

Specify a valid code to limit processing to this specific code. Specify **\*C** or **\*CURRENT** for the current budget specified for the company. Specify **\*F** or **\*Forecast** for the current forecast specified for the company. Specify **\*P** or **\*Plan** for the current plan specified on the company control record. This is a required field.

*Budget type*

Indicate the type of the budget to include in this report. This is a required field and works in combination with the budget code and currency (if activated) fields.

*Mask company?*

If you specify yes in this field, the system selects all companies that have the same account structure as the account you specified in the *Account - From/mask* field above. If you use company group, you must set the *Mask company?* field to yes.

If you select no, the system selects only the accounts for the company specified in the *Account - From/mask* field.

### *Report type*

Specify a valid report type value to identify whether the report is to print period or weekly amounts.

This field is only available if weekly reporting has been turned on at the entity level. This is a required field and is used in conjunction with *Period or week* field.

### *Year*

Specify a valid accounting year.

### *Period or week*

This field is used in conjunction with the *Report type* field. If you specify a value of 1 in the *Report type* field, the numeric value you specify here represents a period. If you specify a value of 2 in the *Report type* field, the numeric value you specify here represents a week. To include all periods or weeks of the year, leave this field blank.

### *Variance amount and Variance percentage*

Specify a “from” variance amount and/or percentage to use as a starting point for the report and a “to” variance amount and/or percentage to use as an ending point for the report. The system compares the amount you specify to the difference between the budgeted amount and actual amount for the period range selected. If a variance amount falls within the range specified, the account prints on your report.

If you specify a range for both a *Variance amount* and *Variance percentage*, the system prints the account only if the variance amount falls within both ranges specified.

To list all variance amounts, leave the fields as zero.

### *Zero budget balances and Zero actual balances*

Specify one of the following values to include or exclude zero budget balances and zero actual balances:

- 1 Include all balances, zero or nonzero that meet your selection criteria
  - 2 Exclude only budgets and/or accounts with zero balances
  - 3 Include only budgets and/or accounts with zero balances
-

Zero actual and budget balances can be used in combination with the exception of options **2** and **3**. You cannot run a report that excludes zero actual balances but includes zero budget balances.

---

# Printing sequence codes

## Overview

Sequence codes are defined and maintained in the *Work with sequence codes* option and are used with Query Interface report submissions. This option prints a report listing of sequence codes by:

- Single sequence code
- All sequence codes
- Sequence code mask

## Steps to print sequence codes

To print sequence codes, perform the following steps:

- 1 From the main menu select *Analytical Inquiries & Reports*.
  - 2 Select *Query Interface Reports*.
  - 3 Select *Print sequence codes* [PSC]. The system displays a screen similar to Figure 12-7.
-

```
12/05/2008 14:49:11      Print Sequence Codes      GLGQIB      GLDQIB
                                                                    Page 1 of 1
Sequence code/mask . . . . . _____ + BLANK=All
Active? . . . . . _                1=Yes, 0=No, BLANK=All

Report format . . . . . _          1=Standard
                                      2=Extended

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F18=Message line
```

Figure 12-7: Print Sequence Codes screen

- 4 Complete the fields on this screen to print a listing of codes.
- 5 Press Enter to submit report.

---

# Chapter 13 Uploading and Downloading Infinium GL Data

# 13

This chapter includes information about uploading and downloading Infinium GL data.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of uploading and downloading Infinium GL data	13-2
Uploading input journals	13-3
Uploading budget journals	13-10
Downloading information	13-16

---

## Overview of uploading and downloading Infinium GL data

Infinium GL provides the ability to upload and download financial information. With the proper hardware and software configuration, you can:

- Upload input journals and budget journals from your PC to the System i
- Download financial data from the *Interactive trial balance* option or the *Infinium ReportWriter* display options.

**Caution:** Before performing any of the tasks in this chapter, confirm with your technical staff that your work environment has been properly set up to transfer information between your PC and the System i using IBM PC Support, IBM Client Access, or another communications software package and Infinium GL. For more information, refer to the *Infinium GL Technical Guide*.

## Objectives

After you complete this chapter, you should be familiar with:

- Uploading input journals and budget journals
  - Downloading financial information from the *Interactive trial balance* option and in the *Infinium ReportWriter* options.
-



# Uploading input journals

## Overview

You can create and upload input journals to Infinium GL using any PC spreadsheet application that creates a file in the CSV (Comma Delimited Format) format or DIF (Data Interchange Format). You can upload input journal transaction user fields as well as the job code field. The procedure is as follows:

- 1 Create journal entries in a spreadsheet
- 2 Save and upload the spreadsheet data
- 3 Transfer the journal to Infinium GL

The example in this chapter uses Excel, but you can use other spreadsheet applications.

## Steps to create and save input journal spreadsheet data

To create journal entries in a spreadsheet, perform the following steps:

- 1 Create an Excel spreadsheet as displayed on a screen similar to Figure 13-1.
-

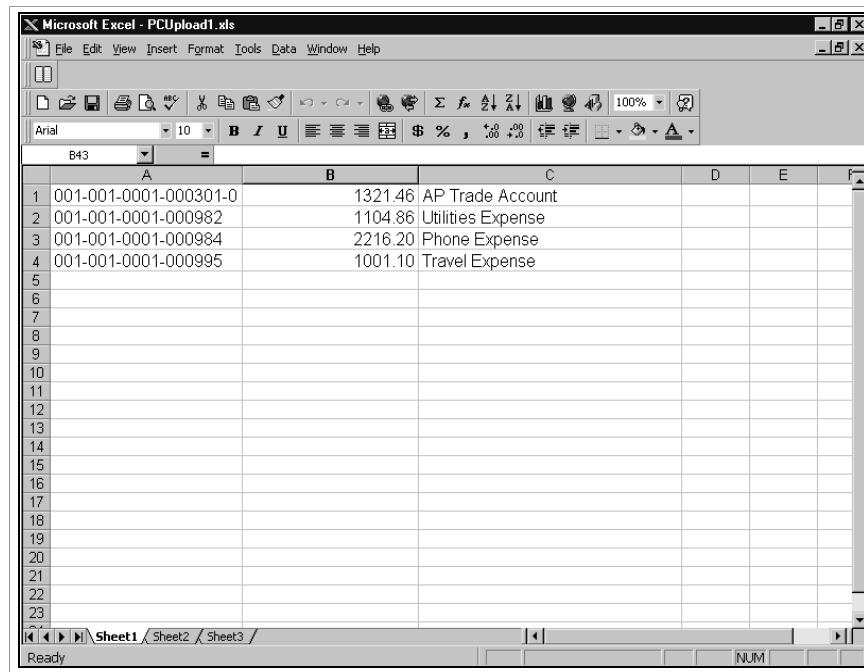


Figure 13-1: Excel Spreadsheet screen

2 Define the columns to create your input journal spreadsheet as follows:

**Note:** You must have data in the first three columns of the spreadsheet.

Column	Format	Description
A	36 alphanumeric positions	Account number (Required)
B	17 numeric positions including 2 decimal places	Amount To specify a credit amount, type the amount preceded by a minus sign. (Required)
C	30 alphanumeric positions	Transaction Description (Required)
D	30 alphanumeric positions	User Field Alpha 1
E	30 alphanumeric positions	User Field Alpha 2
F	30 alphanumeric positions	User Field Alpha 3
G	30 alphanumeric positions	User Field Alpha 4
H	17 numeric positions including 2 decimal places	User Field Numeric 1
I	17 numeric positions including 2 decimal places	User Field Numeric 2

Column	Format	Description
J	6 numeric positions with 2 place holders	Date User Field
K	10 alphanumeric positions	Job Code
L	24 alphanumeric positions with no break characters	Project Activity
M	6 alphanumeric positions	Project Cost Code

You must define the first column size as 36 positions for the account number regardless of the number of positions in your actual account number.

Although the spreadsheet format allows entry of a number up to 17 digits long, all reports and displays within Infinium GL are limited to only 13 digits. Therefore, any numbers exceeding 13 digits in the spreadsheet, including the decimal precision, will be truncated within Infinium GL.

**Caution:** The format for budget journals differs from the format for input journals. Refer to the “Uploading budget journals” topic discussed later in this chapter for a description of the budget column format.

If Infinium PA is activated in Infinium GL, the system processes the information in columns K through M as project information. The system validates the job code as a project and adds leading zeros if necessary to conform to Infinium PA masking. If the project fails validation, the system does not format the value with leading zeros.

The journal proof process executed as part of the upload also identifies errors in the project information.

- 3 Specify a file name for your .CSV or .DIF file before saving it.
  - When you transfer the journal to Infinium GL for the upload procedure, you must specify the file name and extension of the file you want to upload.
  - The file name can be up to 8 characters in length and the extension should be **CSV** for a comma delimited format (CSV) file or **DIF** for a data interchange format (DIF) file.
- 4 Save the file in the .CSV or .DIF format to upload spreadsheet information to Infinium GL.
- 5 Place the file on your virtual drive for uploading to Infinium GL.

A virtual drive is a drive designator on your PC that is defined by your technical staff for your use when transferring files to or from the System i. For example, the virtual drive designator used in this chapter is G.

A virtual drive links your PC to a folder on the System i. You store documents in the shared folder on the System i, similar to a directory on your PC. You must use the folder GL2KFLR/GLPVD within your virtual drive to transfer files to or from Infinium GL.

When using Client Access/95 with Windows/95, use Network Neighborhood to save your spreadsheet to the shared folder. Select the System i from Network Neighborhood, followed by library QDLS, followed by folder GL2KFLR, followed by subfolder GLPVD.

Use the following information to save files to a virtual drive:

- If your spreadsheet application is in a DOS environment

Save the .CSV or .DIF file to your local hard drive and then copy the file to your virtual drive.

- If your spreadsheet is in a Windows or OS/2 environment, you can use one of two methods to save your file.

In Method 1 you save the file directly to the virtual drive.

- a Start IBM PC Support or Client Access on your PC.
- b Copy the file directly to the drive associated with the virtual drive.

In Method 2 you save the file to your local hard drive and then copy it to the virtual drive.

- a Start IBM PC Support or Client Access on your PC.
- b Save the .CSV or .DIF file to your local hard drive.
- c Copy the file to the virtual drive using your file management utility.

**Note:** We recommend that you use Method 1 to eliminate the copying step.

## Steps to transfer the spreadsheet data to Infinium GL

Now you are ready to upload input journals from your spreadsheet to Infinium GL.

---

To transfer the journal to Infinium GL, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Load input batch from PC*. The system displays a screen similar to Figure 13-2.

```

JUL/22/2014 17:13:00      Load Input Batch From PC      GLGGH23      GLDGH23
                                                                    Page 1 of 1

Company . . . . . _____ +
Year . . . . . _____ +
Period . . . . . _____

Batch type . . . . . M M=Monetary, S=Statistical
Journal date . . . . . 07222014
Journal currency . . . . . _____ +
Exchange date . . . . . 07222014
Intercompany Table . . . . . _____ +
Transcode . . . . . 0 0=No, 1=Yes
Auto accrual . . . . . 0 0=No, 1=Yes
Single ledger journal . . . . . 0 0=No, 1=Yes
Source . . . . . _____ +
Reference . . . . . _____
Description . . . . . _____
Transfer to Project Accounting . . 0 0=No, 1=Yes
Autopost . . . . . 0 0=No, 1=Yes
Load from folder . . . . . 1 0=No, 1=Yes
NOTE: For PC upload data must be in either .DIF or .CSV format

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 13-2: Load Input Batch From PC screen

On this screen you specify the batch header and journal header information for the journal being uploaded by typing a company, batch type, year/period. If currency is enabled, specify a currency and exchange date.

- 4 Use the following information to complete the additional fields on this screen:

*Journal date*

Specify the date to be used as the journal date for this journal. The system uses the current date as the default date. The user can change this default value.

*Intercompany Table*

Specify the table to balance the companies within this journal. This is not a required field. The system uses this field for batches that process intercompany transactions only.

### *Transcode*

Specify yes to transcode this journal during the posting process.

### *Auto accrual*

Specify yes for the system to automatically reverse this journal in the following period. When this journal is accepted, the system creates and accepts the reversing journal in the following period.

This may be used to reverse month-end adjustments, prepayments, and accrual journals.

### *Single ledger journal*

Specify one of the following options:

- 1** Create a journal in only the processing currency for dual and multi-currency companies.
- 0** Create a journal using normal currency as defined in Infinium CM and company currency controls.

### *Source*

Specify a code to assist users in identifying the source of entry of a journal.

### *Reference*

Specify a reference to allow the user to identify and select their journals on screens and reports. The journal reference is optional here. A blank *Reference* defaults to GLGGHUL.

### *Description*

Specify a journal description to further describe the contents of the journal. This is an optional field.

### *Transfer to Project Accounting*

If you included project information in the spreadsheet, specify yes.

### *Autopost*

Specify yes to automatically post the input journals after passing the proof process.

**Note:** Authorization to accept, proof, and post journals that you created may be restricted. See the “Performing Supervisor Tasks” chapter in the *Infinium General Ledger Guide to Controls* for information on using the *Work with*

---

*security controls* function to change authorization levels, or consult your Infinium GL administrator.

Specify no to not post automatically when the upload process completes. Use the *Accept and post journals* option to post these input journals at a later date.

**Caution:** If your user profile does not have a record set up in the GL User Security File, you are not authorized to autopost, and, therefore, cannot set *Autopost* to yes.

#### *Load from folder*

Specify yes if you have previously uploaded your spreadsheet using PC Support or Client Access into a System i Shared Folder - GL2KFLR/GLPVD.

Specify no in this field only if you have loaded flat file GLP23 through some other vehicle. This entry by-passes the System i Shared Folder and works strictly from the flat file GLP23.

An entry of no in this field is specifically for a customized setup in which a customized vehicle is used to load the flat (work) file rather than PC Support or Client Access. It requires customization on your part.

- 5 Press Enter. The system displays the Transfer PC Document from the Shared Folder window.
- 6 Specify the file name of the file created from the spreadsheet function. For PC upload, data must be in either .CSV or .DIF format. CSV is the default format.

The PC File must have been previously saved into the shared folder GL2KFLR/GLPVD through PC Support or Client Access.

Once you submit your transfer request, the system automatically runs an input journals proof report.

---

# Uploading budget journals

## Overview

You can upload budget journals to Infinium GL using any PC spreadsheet application that creates a file in the CSV or DIF format. Additionally, you have the ability to upload multiple periods of budget information with varying amounts in each period in a single upload process.

Any blank cells in the spreadsheet are interpreted as zero amounts. For example, if you enter amounts in a spreadsheet for columns corresponding to three periods and you perform an upload for four periods, the blank cells corresponding to period four are considered zero amounts.

The example in this chapter uses Excel, but you can use other spreadsheet applications.

## Steps to create and save spreadsheet budget journals

To create budget entries in a spreadsheet, perform the following steps:

- 1 Create an Excel spreadsheet as displayed on a screen similar Figure 13-3.
-



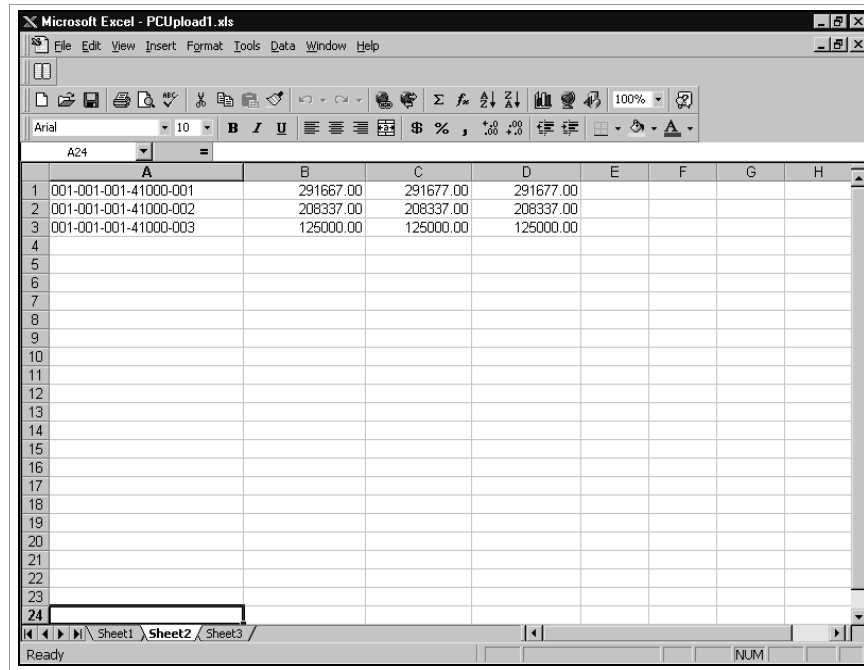


Figure 13-3: Excel Spreadsheet screen

2 When you create your spreadsheet, define the columns as follows:

Column	Format	Description
A	36 alphanumeric positions	Account number
B-N	17 numeric positions including 2 decimal places	Amount. Specify an amount for each of the 13 periods. To specify a credit amount, type the amount preceded by a minus sign.
O	17 numeric positions including 2 decimal places	Total Column not uploaded
P	30 alphanumeric positions	Transaction Description

You must define the first column size to be 36 positions for the account number regardless of the number of positions in your actual account number.

Although the spreadsheet format allows entry of a number up to 17 digits long, all reports and displays within Infinium GL are limited to only 13 digits. Therefore, any numbers exceeding 13 digits in the spreadsheet, including the decimal precision, will be truncated within Infinium GL.

You can load 13 separate budget periods, columns B through N, with different amounts in each period. You must establish all of the columns in the spreadsheet even if you are not loading 13 periods of information.

- 3 Specify a file name for your .CSV or .DIF file before saving it.
  - When you transfer the journal to Infinium GL for the upload procedure, you must specify the file name and extension of the file you want to upload.
  - The file name can be up to 8 characters in length and the extension should be **CSV** for a comma delimited format (CSV) file or **DIF** for a data interchange format (DIF) file.
- 4 Save the file in the .CSV or .DIF format to upload spreadsheet information to Infinium GL.
- 5 Place the file on your virtual drive for uploading to Infinium GL.

A virtual drive is a drive designator on your PC that is defined by your technical staff for your use when transferring files to or from the System i. For example, the virtual drive designator used in this example is G.

A virtual drive links your PC to a folder on the System i. You store documents in the shared folder on the System i, similar to a directory on your PC. You must use the folder GL2KFLR/GLPVD within your virtual drive to transfer files to or from Infinium GL.

When using Client Access/95 with Windows/95, use Network Neighborhood to save your spreadsheet to the shared folder. Select the System i from Network Neighborhood, followed by library QDLS, followed by folder GL2KFLR, followed by subfolder GLPVD.

Use the following information to save files to a virtual drive:

- If your spreadsheet application is in a DOS environment
    - Save the .CSV or .DIF file to your local hard drive and then copy the file to your virtual drive.
  - If your spreadsheet is in a Windows or OS/2 environment, you can use one of two methods to save your file.
    - In Method 1 you save the file directly to the virtual drive.
      - a Start IBM PC Support or Client Access on your PC.
      - b Copy the file directly to the drive associated with the virtual drive.
-

In Method 2 you save the file to your C drive and then copy it to the virtual drive.

- a Start IBM PC Support or Client Access on your PC.
- b Save the .CSV or .DIF file to your local hard drive.
- c Copy the file to the virtual drive using your file management utility.

**Note:** We recommend that you use Method 1 to eliminate the copying step.

## Steps to transfer the spreadsheet budget journal to Infinium GL

To upload budget journals, perform the following steps:

- 1 From the main menu, select *Budget Processing*.
- 2 Select *Budget Journals*.
- 3 Select *Load budget journals from PC [LIBFPC]*. The system displays a screen similar to Figure 13-4.

The screenshot shows a window titled "Infinium Desktop Manager Session A - [Budget Upload]". The window contains a form titled "Budget to Receive Data" with the following fields and values:

Company:	001
Budget code:	BUDGET1
Budget year:	1999
Budget period - from/to:	6 to 12
Type:	Monetary
Currency:	USD
Source:	UPLOAD
Reference:	UPLOAD
Description:	UPLOAD
Autopost:	<input type="checkbox"/>
Adjust/Replace (Autopost must be Replace):	Adjust
Load from folder?:	<input checked="" type="checkbox"/>

Below the form, there is a note: "Note: For PC upload (load from folder) data must be in either .DIF or .CSV format." At the bottom of the window, there are buttons for "OK", "Exit", "MW", and "?".

Figure 13-4: Budget Upload screen

- 4 Use this screen to specify the budget company, year, budget code, and currency for the uploaded budget transaction. Before you can upload budget journals, the budget header must exist in Infinium GL.
- 5 Use the following information to complete the remaining fields on this screen:

*Budget period - from/to*

Specify a range of periods from 1 to 12 (or 13 for companies that use 13 period accounting) for the budget transactions. You can upload a range of periods or a single period. If you are uploading only a single period of information, specify that period number in both the *From* field and the *To* field.

*Source*

Specify a code to assist users in identifying the source of entry of a journal.

*Reference*

Specify a reference to allow the user to identify and select their journals on screens and reports. The journal reference is optional here. If you leave this field blank, the system defaults to GLGGHUL.

*Description*

Specify a journal description to further describe the contents of the journal. This is an optional field.

*Autopost*

Specify yes to automatically post the budget journals when the budget upload process completes. The budget post program allows you to process batches for multiple periods; therefore, all batches created can be submitted into a single post.

**Note:** Authorization to accept, proof, and post journals that you created may be restricted. See the “Performing Supervisor Tasks” chapter in the *Infinium General Ledger Guide to Controls* for information on using the *Work with security controls* function to change authorization levels, or consult your Infinium GL administrator.

Specify no to not automatically post the budget journals when the budget upload process completes. Use the *Proof and post budgets* option to post these budget journals.

**Caution:** If your user profile does not have a record set up in the GL User Security File, you are not authorized to autopost, and, therefore, cannot set *Autopost* to yes.

---

### *Adjust/Replace*

The *Adjust/Replace* field allows you to specify whether amounts from the upload are to adjust (add to) or replace the amounts in the budget.

Specify **1** to replace amounts in the budget with the amounts in the uploaded budget journal.

Specify **0** to adjust amounts in the budget by the amounts in the uploaded budget journal.

This option is used only when the *Autopost* field is set to **1**.

### *Load from folder?*

Specify **1** if you have previously saved your spreadsheet into the System i Shared Folder GL2KFLR/GLPVD.

Specify **0** in this field only if you have loaded flat (work) file GLP22 using Client Access, PC Support, or a similar tool. This entry bypasses the System i Shared Folder and works strictly from the flat file GLP22.

- 6 Press Enter. The system displays the Transfer PC Document from the Shared Folder window after you complete the Budget Upload screen.
- 7 Specify the name of the file created from the spreadsheet function. For PC upload, data must be in either .CSV or .DIF format. CSV is the default format. The PC file must have been previously saved into the shared folder GL2KFLR/GLPVD through PC Support or Client Access.

**Note:** The system transfers all account numbers including any invalid numbers.

Once you submit your transfer request, the system automatically runs a budget journal proof and prints the budget journal proof report.

---

# Downloading information

## Overview

From within Infinium GL you can download information to a shared folder, GL2KFLR, on the System i. Then, using the PC Support/400 utility, you can copy the files to a PC and import them into a PC spreadsheet application.

This ability is available in the *Interactive Trial Balance* option and in various *Infinium ReportWriter* report display options. The procedure is as follows:

- 1 Download the data
- 2 Copy the downloaded file
- 3 Load the data into a spreadsheet

## Steps to download *Interactive trial balance* data

**Caution:** You should exit the *Interactive trial balance* function between downloading files to ensure that the PRN file is cleared between downloads. Otherwise, the PRN file may contain leftover entries.

To download the data, perform the following steps:

- 1 From the main menu select *Analytical Inquiries and Reports*.
  - 2 Select *Interactive trial balance* [ITB].
  - 3 Run a trial balance. The system displays the data that you want to download.
  - 4 Press F15. The system displays a screen similar to Figure 13-5.
-

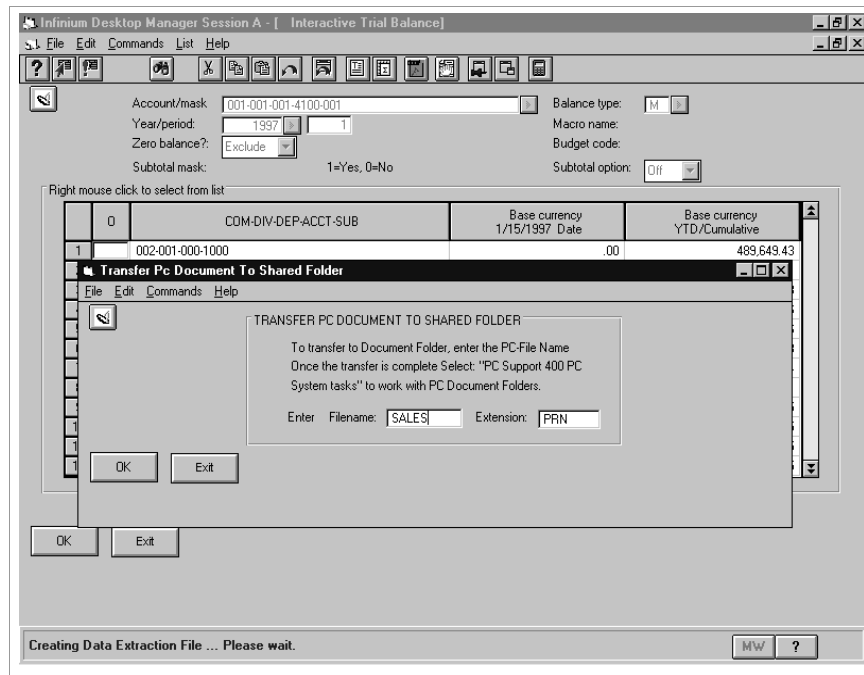


Figure 13-5: Interactive Trial Balance Download window

- 5 Specify the name of the file to which you want the system to download the data. Do not specify an extension. The system automatically assigns the extension PRN.
- 6 After you receive the message **Copy complete to virtual disk**, exit the function.
- 7 When the transfer is complete, select PC Support 400 PC System tasks to Work With PC Document Folders.

### Copying the downloaded file

A virtual drive is a drive designator on your PC that is defined by your technical staff for your use when transferring files to or from the System i.

A virtual drive links your PC to a folder on the System i. You store your documents in the folder on the System i, similar to a directory on your PC. You must use the folder GL2KFLR/GLPVD within your virtual drive to transfer files to or from Infinium GL.

- 1 Select one of the methods listed below to copy the file:
  - Type the DOS command to copy the file from the virtual drive to your local hard drive.
  - If your PC is operating in a Windows environment, use your file management utility to copy the file.

## Loading data into a spreadsheet

In this example the user imported the downloaded file into an Excel spreadsheet as displayed on the screen similar to Figure 13-6.

Your spreadsheet application may look different. Refer to that application's documentation for instructions on importing a PRN type file.

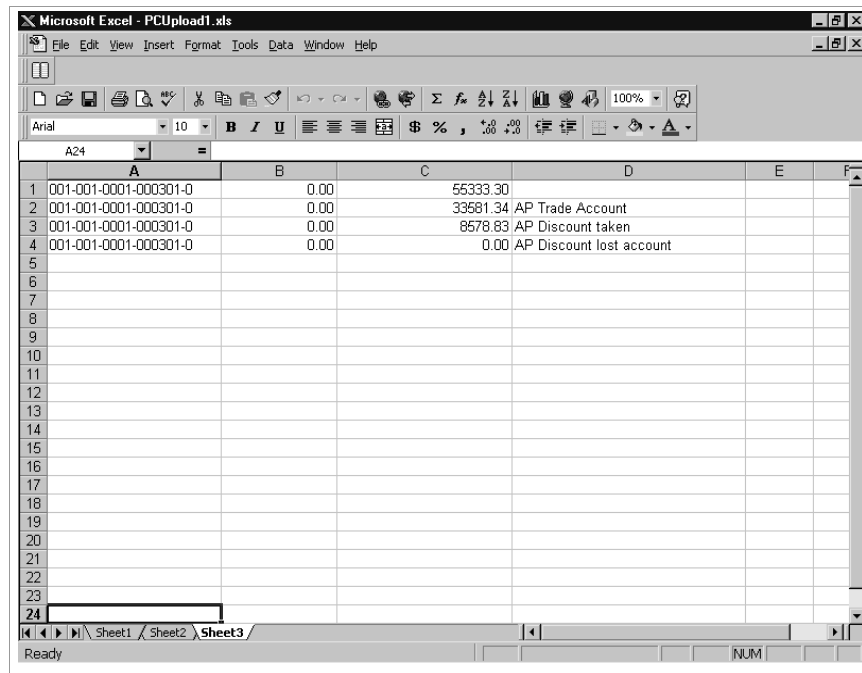


Figure 13-6: Imported data screen

Before importing the downloaded file, you must adjust the size of the spreadsheet columns to display the information correctly. Adjust the size of the columns as indicated in the following table:

Column	Format	Description
A	36 alphanumeric positions	Account number
B	17 numeric positions with 2 decimal places	Amount MTD or posted debits
C	17 numeric positions with 2 decimal places	Amount YTD or posted credits
D	30 alphanumeric positions	Account description

Import the .PRN file into your spreadsheet application.



## Steps to download information from Infinium RW

Follow the steps outlined below to download information from Infinium RW.

- 1 From the main menu select the *Infinium ReportWriter* option from the main menu.
- 2 Select *Report Printing*.
- 3 Select *Work with macro reports*, *Work with COR reports*, or *Work with report groups* depending on the location of the report output you want to download.
- 4 Select the desired report or report group. Specify **8** and press Enter to display the stored output.
- 5 From the list of stored reports, select the report you want to download. Specify **5** and press Enter.
- 6 Press F15 to download the report to a file in the GL2KFLR folder and FNPVD subfolder. The system displays a window similar to Figure 13-7.

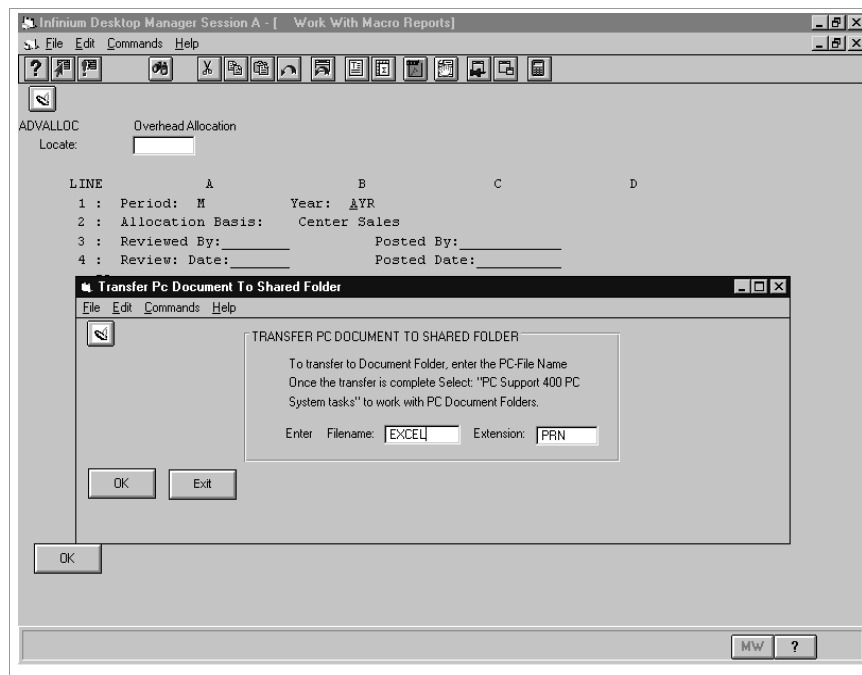


Figure 13-7: Transfer PC Document to Shared Folder window

- 7 Specify a valid file name. If you plan to import this file to Microsoft Excel, you must use the default .PRN file extension.

- 8 Press Enter to actually download the file. After you receive the message **Copy complete to virtual disk**, press F3 to exit the function.

## Copying the downloaded file

A virtual drive is a drive designator on your PC that is defined by your technical staff for your use when transferring files to or from the System i.

A virtual drive links your PC to a folder on the System i. You store your documents in the folder on the System i, similar to a directory on your PC. You must use the folder GL2KFLR/FNPVD within your virtual drive to transfer Infinium RW files to or from Infinium GL.

- 1 Select one of the methods listed below to copy the file:
  - Type the DOS command to copy the file from the virtual drive to your local hard drive.
  - If your PC is operating in a Windows environment, use your file management utility to copy the file.
- 2 The next step is to import the downloaded file into a spreadsheet program. Refer to the spreadsheet application documentation for instructions on importing a PRN type file.

Before importing the downloaded file, you must adjust the size of the spreadsheet columns to display the information correctly. Adjust the size of the columns as indicated in the following table:

Column	Format	Description
A	30 alphanumeric positions	Account number
B-M	13 numeric positions with 2 decimal places	Amount

The download from Infinium RW allows only the first column to be alpha and assumes that the other columns are numeric.

---

---

# Chapter 14 Accessing Infinium GL Data for Infinium QY Reporting

# 14

This chapter includes information about accessing Infinium GL data for Infinium QY reporting.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of Infinium GL data for Infinium QY reporting	14-2
Terminology and concepts	14-3
Naming conventions for files and fields	14-4
Commonly used Infinium GL files	14-6

---

## Overview of Infinium GL data for Infinium QY reporting

You use Infinium QY to create a variety of Infinium GL reports. Some reports, such as those that print data from your transaction user fields, can be used to supplement your standard reports and Infinium RW reports.

General ledger Infinium QY reports are also useful for a variety of diagnostic purposes. This chapter introduces you to the Infinium GL files that are commonly used to generate Infinium QY reports; it is not intended to teach you how to use the Infinium QY product.

### Objectives

After you complete this chapter, you should be familiar with:

- File and field naming conventions
  - Files commonly used in General Ledger Infinium QY reports
  - Critical join fields
  - Useful selection criteria
-

# Terminology and concepts

## Library

In Infinium QY, library is another word for database.

## Joining

Joining is the process of connecting the records from separate files with a common field for use in a report.

## Primary file

In an Infinium QY report you must select one file as the primary file. Infinium QY reads every record of the primary file and makes selections based upon the join fields specified in the secondary files.

## Secondary files

All other files selected in an Infinium QY report are called secondary files.

---

## Naming conventions for files and fields

Infinium follows a file/field naming convention. Familiarity with this convention enables you to use Infinium QY most effectively.

### File names

Within your Infinium GL database, accounts and all account related data are stored in files that start with the prefix “GL.” The table below lists Infinium GL files named in accordance with this convention that are commonly used to generate Infinium QY reports.

File	Description
GLPCT	Chart of accounts file
GLPGL	Account balance file
GLPTX	Accepted transaction file

### Field names

Field names within each record in a file also follow a naming convention. The last two characters of the file name are the first two characters of the field name. Examples follow:

File	Field	Description
GLPCT	CTPAGE	Internal account number (internal page number)
	CTACCT	Account number
	CTDESC	Account description
	PAPACT	Parent account
GLPTX	TXPAGE	Transaction account (internal page number)
	TXFAMT	Transaction amount
	TXMNTH	Transaction period
	TXJRNL	Transaction journal number

Your Infinium GL database contains a number of data files that start with “FN” rather than “GL.” These files relate to Infinium RW and contain information such as report headers, line definitions, column definitions,

macros, and runtime variables. You do not generally use Infinium RW files to generate Infinium QY reports.

## Commonly used Infinium GL files

Infinium QY allows you to report on virtually any file in your Infinium GL database, subject only to security restrictions placed by the system administrator.

This section explains Infinium GL files and fields central to the Infinium QY process. Use this information to create a variety of Infinium QY reports.

### Chart of Accounts file, GLPCT

The GLPCT file provides the account number and description for each of your accounts. Accounts are identified in the GLPCT file as monetary, statistical, non-posting, inactive, budgetary, transcoding, and foreign denominated accounts. This file is the only file to contain these account identifiers. Therefore, the GLPCT file is required in many General Ledger Infinium QY reports and is also frequently used as the primary file. The GLPCT file contains no financial data. Balances are contained in other files.

An example of this is the Accepted Transaction file, GLPTX that contains the page number reference, TXPAGE. To list transactions in account number order, you must join records in the GLPCT file to related records in the GLPTX file. The page number fields CTPAGE and TXPAGE are the only common fields you can use to join these two files.

**Note:** Records in the chart of accounts file are almost always joined to related records in other files. You accomplish this join by using the page number field, CTPAGE. Corresponding page number fields exist in all account-related files.

The following are fields in the GLPCT file that are often printed in Infinium QY reports:

Field	Description
CTACCT	Account
CTDESC	Account description
CTACK	Account short name
CTPACT	Parent account

The following are fields in the Chart of Accounts file that are useful for sorting:



Field	Description
CTALT1	Appearance of account for alternate sequence A
CTALT2	Appearance of account for alternate sequence B
CTUFxx (where xx is equal to the account user field number 01-04)	Account user field xx (where xx is equal to the account user field number 01-04)
CTRCxx (where xx is equal to the segment/component number 01-09)	Segment or component xx (where xx is equal to the segment/component number 01-09)

The following are fields in the Chart of Accounts file and valid values for these fields. These are useful as selection criteria in your Infinium QY reports.

Field	Description/valid values
CTMORS	Account Use: <b>M</b> = Monetary <b>S</b> = Statistical <b>B</b> = Both (either) allowed <b>N</b> = No postings allowed
CTALIE	Account type: <b>A</b> = Asset <b>L</b> = Liability <b>I</b> = Income account <b>E</b> = Expense Account
CTUSED	Account used: <b>1</b> = Account has been used <b>0</b> = Account has not been used
CTSEGN	Number of segments in this account (can be 1-9)
CTCUR	Currency denomination

The fields that follow are in the Chart of Accounts file that other files frequently have in common. These fields provide join capability with other files.

Field	Description
CTPAGE	Page number

Field	Description
CTLPG	Related transcoded account (if any)
CTCO	Company

The Accepted Transaction file contains detailed debit and credit transactions that have been processed in the *Accept Journals* option.

The following are fields in the Accepted Transaction file that are often printed in reports:

Field	Description
TXFAMT	Transaction amount
TXDESC	Transaction description
TXNF01	User field quantity 1
TXNF02	User field quantity 2
TXDF18	Transaction user date field

The following are fields that are useful for sorting:

Field	Description
TXBNBR	Batch number
TXJRNL	Journal number
TXJOB	Associated job or project (if any)
TXAF01	Alpha transaction user field 1
TXAF02	Alpha transaction user field 2

The fields that follow are in the Accepted Transaction file and possible valid values for these fields. These are useful as selection criteria in your Infinium QY reports.

Field	Description/valid values
TXYEAR	Year
TXMNTH	Period
TXMORS	Journal type: M = Monetary transaction S = Statistical transaction
TXCO	Company

The page number field, TXPAGE, is commonly used for joining.

## Currency Distributions GLPCD

The GLPCD file contains all of the amounts associated with a journal transaction. The GLPCD file consists of transaction detail along with any associated currency conversion records. Each transaction may have 1, 2, or 3 GLPCD records.

The GLPCD file contains both accepted and unaccepted data and is directly related to the Accepted Transaction file, GLPTX, and Input Journal Detail, GLPGX, files. The GLPGX file contains unaccepted data only. Once the information is accepted, the data is deleted from the GLPGX file and written to the GLPTX file.

The following are fields in the Currency Distributions file that are often printed in Infinium QY reports:

Field	Description
CDAMT	Amount
CDTCUR	Currency

The fields that follow are in the Currency Distributions file and possible valid values for these fields. These are useful as selection criteria in your Infinium QY reports.

Field	Description/valid values
CDYEAR	Year
CDMNTH	Period
CDSTS	Journal Status: 0 = Unaccepted 1 = Accepted 2 = Posted
CDCO	Transaction company

The Journal Number field, CDJRNL, is useful for sorting.

The fields that follow are in the Currency Distributions file that other files frequently have in common. These fields provide join capability with other files.

Field	Description
CDPAGE	Page number
CDJRNL	Journal number
CDSEQ	Sequence number

The Account Balance file contains six primary types of summary balances that are maintained by the *Journal Posting* option. They are:

<b>M</b>	Monetary balances
<b>S</b>	Statistical units balances
<b>1</b>	Numeric user field 01 quantity balances
<b>2</b>	Numeric user field 02 quantity balances
<b>C</b>	Credit balances
<b>D</b>	Debit balances

Other types of balances are contained in other files. Examples include the Budget Balance file, GLPBX, and the Chart of Reporting Balance file, GLPRB. You can use Infinium QY as well as Infinium RW to access information in these files.

The following are fields in the Account Balance file that are often printed in Infinium QY reports:

Field	Description
GLSTRT	Starting balance
GLMNxx (where xx is equal to the periods 01-14)	Net activity during period xx (where xx is equal to the periods 01-14)
GLBAL	Current (YTD) balance

The following are fields in the Account Balance file that are useful for sorting:

Field	Description
GLYEAR	Accounting year
GLCUR	Balance currency

The following are fields in the Account Balance file and valid values for these fields. These are useful as selection criteria in your Infinium QY reports.

Field	Description/valid values
GLYEAR	Accounting year
GLMORS	Balance type: <b>M</b> = Monetary balance <b>S</b> = Statistical balance <b>1</b> = Numeric User Field 01 balance <b>2</b> = Numeric User Field 02 balance <b>C</b> = Credit <b>D</b> = Debit
GLCUR	Balance currency

The fields that follow are in the Account Balance file that other files frequently have in common. These fields provide join capability with other files:

Field	Description
GLPAGE	Page number
GLCO	Company

The Journal Header file contains a record that documents each accepted journal in the system. Several journals are related to the same batch number if they are posted together in the same batch.

The following are fields in the Journal Header file that are often printed in Infinium QY reports:

Field	Description
THDESC	Journal description
THREF	Journal reference
THACRU	Auto accrual
THCO	Journal company

The following are fields in the Journal Header file that are useful for sorting:

Field	Description
THMNTH	Journal period

<b>Field</b>	<b>Description</b>
THSRC	Journal source code

The following are fields in the Journal Header file that are useful as selection criteria:

<b>Field</b>	<b>Description</b>
THYEAR	Accounting year
THMORS	Journal type: <b>M</b> = Monetary balance <b>S</b> = Statistical balance

The fields that follow are in the Journal Header file that other files frequently have in common. These fields provide join capability with other files.

<b>Field</b>	<b>Description</b>
THJRNL	Journal number
THBNBR	Batch number
THREVJ	Reverses journal number

For additional information on Infinium QY, refer to the *Guide to Infinium Query*.

---

This chapter includes information about using weekly reporting.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of weekly reporting	15-2
Setting up weekly controls	15-3
Initializing weekly balances	15-8
Setting weekly controls in <i>Journal Processing</i>	15-11
Using weekly reporting in <i>Budget Processing</i>	15-14
Using weekly reporting in <i>Query Interface Reports</i>	15-20

## Overview of weekly reporting

Weekly reporting allows you to maintain balances for each week in your fiscal year. Weekly reporting is available in the following Infinium GL options:

- *Journal Processing*
- *Budget Processing*
- *Infinium ReportWriter*
- *Query Interface Reports*

## Objectives

After you complete this chapter, you should be familiar with the following:

- Defining the proper controls to perform weekly reporting in entity and company controls
  - Initializing weekly balances
  - Entering journals by week
  - Allocating budget amounts to weeks
  - Running *Query Interface Reports* to obtain weekly information
-



# Setting up weekly controls

## Overview

To have weekly reporting fields and prompts display throughout Infinium GL, you must define weekly reporting controls at the entity and company levels. If weekly reporting is active, the system maintains period and weekly balances for each general ledger company.

This section explains the three levels to defining weekly reporting controls using the following options:

- *Work with entity control*
- *Work with weekly controls*
- *Work with company controls*
- *Initialize weekly balances*

## Steps to define weekly reporting controls at the entity level

To define weekly controls at the entity level, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Entity*.
- 3 Select *Work with Entity Control [WVEC]*.
- 4 Select *Weekly reporting controls*. Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 15-1.

**Note:** You can also access the *Weekly reporting controls* attribute by selecting the *General Ledger Initial Setup* and the *Create entity control* options.

---

```
12/04/2008 13:54:10      Work With Entity Control      GLGETM      GLDETM
                          Weekly Reporting Controls
                                                                Page 1 of 1

Enable weekly reporting? . . . . . 1      1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 15-1: Work With Entity Control Weekly Reporting Controls screen

Use this screen to set weekly reporting at the entity level.

- 5 Specify yes to use weekly reporting. The system displays weekly fields and prompts throughout Infinium GL.

Specify no if you are not using weekly reporting. The system does not display weekly fields throughout the system.

- 6 Press Enter. The system returns you to the selection screen.

## Steps to define weekly controls at the company level

Use this option to define the week and period relationships of the current year, specified in the *Base data* attribute, for a specific company.

**Note:** You must define the period controls of the current year before you can define the weekly controls for the company.

To define weekly controls at the company level, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Companies*.



- 4 Allocate the weeks in a sequence of 4,4,4 over the year.
- 8 Specify the number of the period to which this week belongs if you have chosen to assign weeks to periods manually.
- 9 Press Enter to update the weekly controls.

## Steps to define weekly controls

Use this option to define the weekly controls of a company for a specific year or to define system-wide weekly controls that will be applied to all companies that do not have weekly controls defined for them.

To define weekly controls, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Companies*.
- 3 Select *Work with weekly controls [WWWC]*. The system displays a screen similar to Figure 15-3.

```

12/04/2008 14:00:53      Work With Weekly Controls      GLGWCM      GLDWCM

Company . . . . . 001 +
Year . . . . . 2008 +
Week type . . . . . 1 1=445
                        2=454
                        3=544
                        4=444

Copy
Company . . . . . ____ +
Year . . . . . ____ +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 15-3: Work With Weekly Controls screen 1 of 2

To define weekly controls globally for all companies, leave the *Company* field blank.

- 4 You use the *Week type* field to assign the weeks to periods by either:
  - Selecting a value from the displayed list
  - Leaving this field blank to manually assign weeks or to copy weekly controls from another company

If you establish system-wide weekly controls for a 13 period year, ensure that you only use these controls for companies who also use 13 accounting periods. Likewise, you should only use system-wide weekly controls for a 12 period year for companies that use 12 accounting periods.

You may assign a pre-defined sequence of weeks to the periods in a year or copy the weekly attributes of another company.

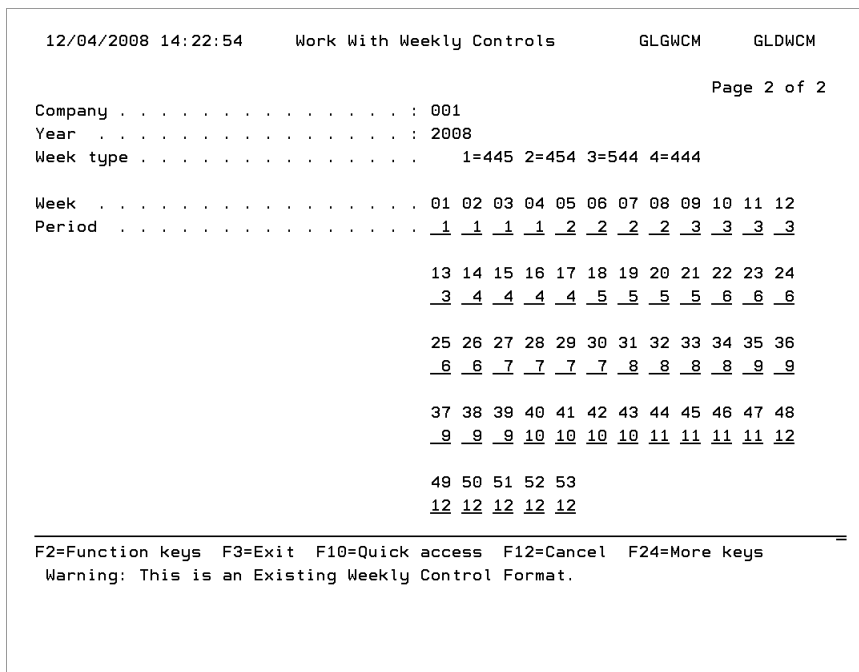


Figure 15-4: Work With Weekly Controls screen 2 of 2

- 5 Press Enter. The system displays a screen similar to Figure 15-4.

If you selected a week type on the previous screen, Infinium GL assigns a period to each week based on your selection. In the above example, weeks 1-4 are in period 1.

If you did not enter a week type, you must assign the weeks manually.

- 6 Press Enter to update the weekly controls.

## Initializing weekly balances

### Overview

You must run this option to update your weekly balances for any history stored in Infinium GL. The system calculates a weekly balance by dividing the period balance by the number of weeks defined in the period.

You can convert the balances of a specific company or all companies in the system. If you run the conversion process for a single company, you must ensure that you do not include the company in any subsequent initialization process of all companies for the same year.

### Steps to initialize weekly balances

To initialize weekly balances, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
  - 2 Select *GL Functions*.
  - 3 Select *Initialize weekly balances* [IWB]. The system displays a screen similar to Figure 15-5.
-

```

12/04/2008 14:25:19      Initialize Weekly Balances      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Company . . . . . 001 + BLANK=All
Year . . . . . 2009 +
Convert actuals? . . . . . 1      1=Yes, 0=No
Convert budgets? . . . . . 1      1=Yes, 0=No
Detailed report? . . . . . 1      1=Yes, 0=No
Replace existing weekly records? . . 1      1=Yes, 0=No

Note: When initializing the balances of the current year, weekly balances
are created up to and including the current period and week.
Balances for subsequent periods are created for the first week of those
periods.

Press Enter to submit...
F2=Function keys F3=Exit F4=Print
    
```

Figure 15-5: Initialize Weekly Balances screen

Use this screen to determine which weekly balances to update.

4 Use the following information to complete the fields on this screen:

*Convert actuals?*

Specify yes to create weekly balances for actual balances. Specify no if you do not want to initialize your actual balances.

*Convert budgets?*

Specify yes to create weekly balances for budget period balances. Specify no to exclude your budget balances from the initialization process.

*Replace existing weekly records?*

Specify one of the following values:

- 1 To replace any weekly balance records that might already exist. This response is appropriate if you have used this option before and balances exist.

- 0** To indicate that you do not want to replace existing weekly balances. This response is appropriate if you have already run this option for a specific company and you now want to run it for all companies. The company for which the option has already been run will be excluded from the process.

The system prints an exception report to indicate companies that are not included in the initialization.

When you initialize the balances of the current year, the system creates weekly balances up to and including the current period and week. Actual balances for subsequent periods will be assigned to the first week of those periods. Budget balances for subsequent periods will be distributed over the number of weeks in those periods.

- 5** Press Enter to update weekly balances.



# Setting weekly controls in *Journal Processing*

## Overview

After weekly reporting is enabled, the system displays a new field during journal processing in which you specify a valid week within a period and year. The system displays the prompt on the batch header in both the *Work with mass journal entry* option and the *Work with journals* option. Infinium GL updates both the weekly balances and period balances during the posting process.

Additionally, the setting of the weekly reporting feature has an effect on auto-accruals, year end processing, and other sub-systems in Infinium GL.

## Auto-accruals

Auto-accruals are performed on a period basis only. Therefore, if you enter an accrual journal, the journal will be reversed in the first week of the following period, regardless of the week number.

For example, if you enter an accrual journal for the last week of a period, the journal will be reversed in the first week of the next period.

## Year end processing

When the year end journal is created, the current period and week in company controls will be converted to period number 14 and week number 54. This means that the year end journal is created for week 54 and period 14.

## Other systems

If you are using sub-systems to create batches in Infinium GL, for example, Accounts Payable or Accounts Receivable, ensure that the systems transfer a valid year, period, and week number to Infinium GL. Otherwise, an incorrect week number may be created on the batch header.

To avoid this problem, you should close the sub-systems to Infinium GL at the end of each week.

---

## Steps to set the weekly control in *Working with Mass Journal Entry*

To set the weekly control in enter and post journals, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work with Mass Journal Entry screen.
- 4 Press Enter without typing anything in any field. The system displays a screen similar to 15-6.

```

12/04/2008 14:29:10   Work With Mass Journal Entry   GLGGXM   GLDGXM
New page.                                     Page 1 of 1
Batch/Co           Batch type           Processing currency
Journal/Co         Year/Pd/Week           Total distributions
Total CR           .00           Total UNITS           .00
Total DR           .00           Total COMMISSION      .00

Work with AutoBatch 0001355
Journal number . . . : 0002889           Batch type . . . . M
Company . . . . . +                       Year/Period/Week . ____ + ____
Auto accrual? . . . . 0                 Transcode? . . . . 0
Reference . . . . .                      Source . . . . . +
Date . . . . . 12042008                 Intercompany Table ____ +
Description . . . . .
Processing currency ____ +               Exchange date . . 12042008
Base currency . . . :                     Secondary currency
Transfer to PA . . . 0                   Single ledger jrn? . 0
Journal Control Totals
Debit / Credit     ____ .00 + Total UNITS ____ .00 +
Manual journals    ____ + Total COMMISSION ____ .00 +
Select the action for the long description
F2=Function keys F4=Prompt F10=Quick access F24=More keys
                                                    BOTTOM
F2=Function keys F3=Exit F4=Prompt F5=Batch header F24=More keys

```

Figure 15-6: Work With Mass Journal Entry Autobatch screen

The weekly controls for the batch company, journal company, and companies that you use within the journal must be the same.

- 5 Use the following information to complete the *Week* field:

If you specify a week and do not specify a period and year, the system uses the current year and the period associated with that week in Company Controls.

If you specify only the current year and period, the system uses the current week defined in Company Controls.

If you specify a period other than the current period and year and do not enter a week, the system uses the first week defined for that period in Company Controls.

If weekly controls are not defined for the company and year you specified, the system uses the system-wide weekly controls that were defined through the *Work with weekly controls* option.

6 Press Enter to submit changes.

---

## Using weekly reporting in *Budget Processing*

### Overview

When you enable weekly reporting, you can allocate budget amounts equally for all weeks within a company. In addition, you can base budgets on weekly balances using the Copy/Change feature in the *Work with budgets* option.

You can use two methods to apportion a budget amount: the period mode and the week mode. The period mode initially apportions the budget amount over the periods defined in a year and then calculates the weekly budget amounts.

In contrast, the week mode initially apportions the budget amount over the weeks defined in a year and then calculates the budget amounts for the periods.

### Steps to use budget processing with period mode

To use budget processing with the period mode, perform the following steps:

- 1 From the main menu select *Budget Processing*.
  - 2 Select *Work with budgets* [WWB].
  - 3 Specify the appropriate information to access the Budget Details screen. For more information on budget fields and how to access the Budget Details screen, refer to the “Processing Budgets” chapter in this guide. The system displays a screen similar to Figure 15-7.
-

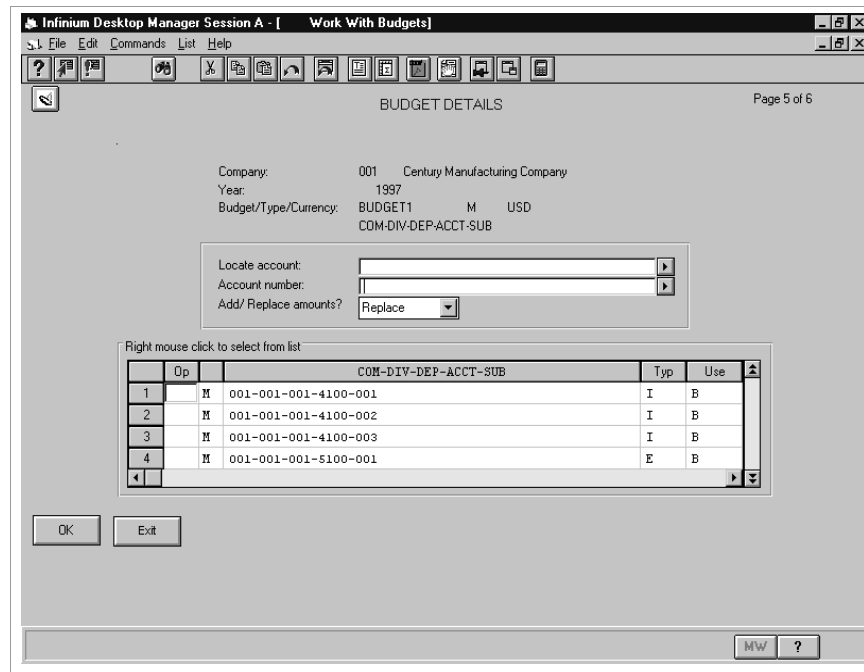


Figure 15-7: Work With Budgets Budget Details screen 5 of 6

- 4 Specify the *Account number* of the account for which budget amounts are to be added or changed.

An account number can be added to a budget only if the account is defined in the chart of accounts to permit budgets. Also, a monetary budget can contain only accounts of type **M**, **B**, or **N**, and a statistical budget can contain only accounts of type **S**, **B**, or **N**.

- 5 Specify one of the following values in the *Opt* field to change the weekly amounts of an account already included in this budget:

- 2 Update yearly amount and reallocate the amount to each week.

You select this value to recalculate the spreading of a new amount or the changing of the Round factor or Period/week mode? values. The system displays the fields on screen 6.

- 3 Update weekly amounts directly.

- 6 Press Enter. The system displays a screen similar to Figure 15-8.

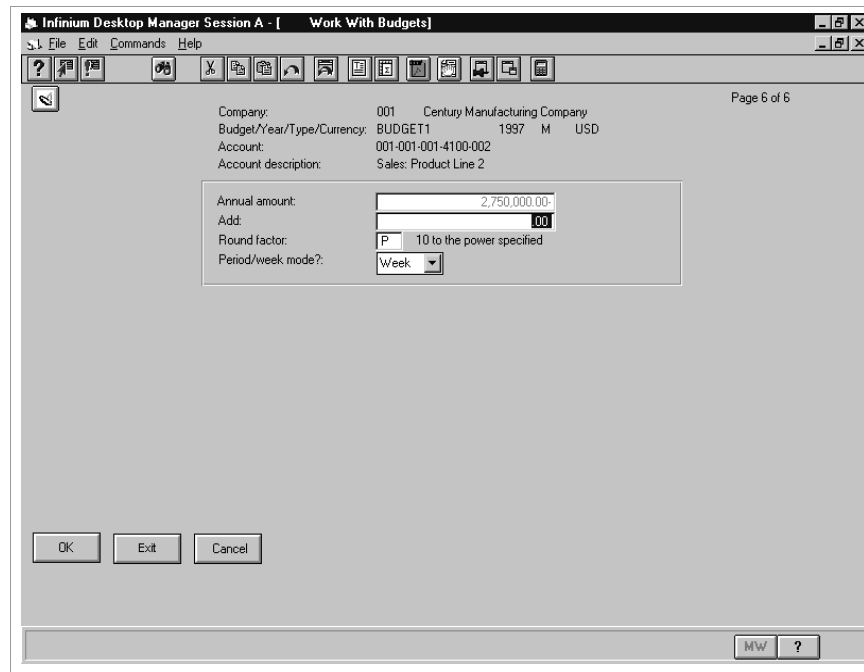


Figure 15-8: Work With Budgets budget mode selection screen 6 of 6

Follow the steps below if you specified in the previous screen that you want to update the yearly amount and reallocate the amount to each week. To apportion budget amounts equally over the weeks, refer to the next section “Steps to use budget processing with weekly mode” in this chapter.

- 7 Use the following information to complete the fields on the screen:

#### *Annual amount*

Specify the annual budget amount for this account. This amount will then be divided by the system into quarterly, monthly, and weekly amounts depending on the budget creation code.

#### *Round factor*

Specify a rounding factor to specify the power of ten to which the budget amounts are to be rounded when the annual amount is prorated to weekly amounts.

- 0** rounds to the nearest unit of 1 (3.667 becomes 4.00)
- 1** rounds to the nearest unit of 10 (16.26 becomes 20.00)
- 2** rounds to the nearest unit of 100 (160.26 becomes 200.00)

- 9** rounds to the nearest unit of 100000000 (1900000000 becomes 2000000000)
- P** rounds to 2 decimal positions (3.667 becomes 3.67)

#### *Period/week mode?*

This field displays if you specified in the previous screen that you want to update the yearly amount and reallocate the amount to each week.

Specify yes to spread the annual amount over accounting periods. Recalculate using the F6 function key to spread the new amount.

Specify a week to spread the annual amount over weeks.

The budget amounts assigned to each period are displayed in the bottom half of the screen.

- 8** Press Enter. If you specified a week in the *Period/week mode?* field, the system displays a screen similar to Figure 15-9. Use this screen to view and update the system-generated budget amounts assigned to each week. You can modify the budget amounts as required.

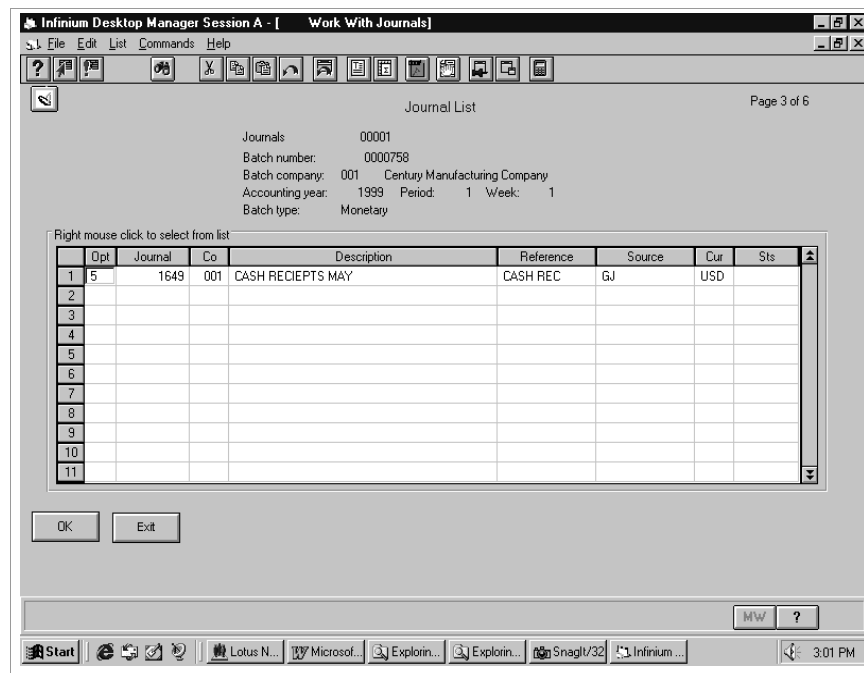


Figure 15-9: Work With Budgets Weekly Amounts screen 3 of 6

- 9** Press Enter to update the budget.

The system returns to the Work With Budget Details screen. To display amounts, continue to the next step.

### Work with assigned budget amounts

To work with the budget amounts assigned to each week in a period, perform the following steps:

- 1 Select the required account in the Work with Budget Details screen. Specify **3** in the *Opt* field and press Enter. The system displays a screen similar to the *Work With Budgets Period Amounts* screen in the “Steps to create a new interactive budget” topic in this chapter.

Use this screen to display and update the budget amounts assigned to each week in a period. If you modify a weekly amount, the change will be reflected in the budget amount for the associated period and in the annual budget amount.

- 2 Select the required account in the Work with Budget Details screen. Specify **1** in the *Opt* field and press Enter. The first screen is displayed.

Use this screen to display and update the budget amounts assigned to each period in a year. If you modify a budget amount, the change will be reflected in the weekly budget amounts associated with the period and in the annual budget amount.

- 3 Press Enter to update the budget.

### Steps to use budget processing with weekly mode

This method apportions a budget amount equally over the weeks defined for the company and year. The budget amount for a period is calculated by totaling the weekly amounts contained in that period.

To apportion a budget using the weekly mode, perform the following steps:

- 1 Complete steps 1 through 6 as outlined in “Steps to use budget processing with period mode” previously in this chapter.
  - 2 Specify the budget amount into the *Annual amount* field.
  - 3 In the *Period/week mode?* field, specify that you want to spread the annual amount over weeks if weekly controls are used. The budget amounts for each week are displayed in the bottom half of the screen.
-



Use this screen to view and update the system-generated weekly budget amounts. You can modify the budget amounts for each week as required.

4 Press Enter to update the budget.

The budget amounts for each period are now calculated by totaling the weekly budget amounts contained in the individual periods.

The system returns to the Work With Budget Details screen. You may now want to see the budget amounts that were assigned to the weeks defined for the company and year. Refer to the section on “Displaying assigned budget amounts” discussed earlier in this section.

If you press Enter on this screen, the system recalculates the budget balances. Cancel this screen to return to the previous screen if you do not want to recalculate.

The weekly reporting considerations for budget journal entry are the same as those applied to normal journal processing. Refer to the “Setting weekly controls in *Journal Processing*” topic for more information.

---

## Using weekly reporting in *Query Interface Reports*

### Overview

You can obtain weekly information through the following Query Interface Reports:

- Trial Balance Report
- General Ledger Report
- Job Costing Analysis Report
- Budget Variance Report

#### Trial Balance Report

The Print Trial Balance Report screen has two prompts that are related to weekly reporting:

- *Year/period or week*
- *Report type*

#### General Ledger Report

The Print General Ledger Report screen has two prompts that are related to weekly reporting:

- *Report type*
- *Period or week from/to*

#### Job Cost Analysis Report

The Print Job Cost Analysis Report screen has two prompts that are related to weekly reporting:

- *Report type*
  - *Period or week*
-

## Budget Variance Report

The Budget Variance Report screen has two prompts that are related to weekly reporting:

- *Report type*
- *Period or week*

For more detailed information on running these reports, refer to the section on Query Interface Reports discussed earlier in this guide.

---

## Notes

---

# Chapter 16 Using Sequential Numbering

# 16

This chapter includes information about how to set up the sequential numbering module in the Infinium FP system when you number specific documents sequentially in the Infinium GL system.

This chapter also contains information about the sequential numbering tasks that you perform in the Infinium GL system.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of sequential numbering	16-2
Creating and maintaining calendars	16-4
Defining and updating a number series	16-8
Defining and working with document types	16-12
Creating and working with number series assignments	16-16
Working with sequential numbering through Infinium GL	16-20

---

## Overview of sequential numbering

Infinium FP is a system that allows you to set up sequential numbering of documents across Infinium GL and Infinium PL. You use sequential numbering to generate an internal audit number for certain financial documents, such as journals and invoices. Infinium GL provides you with the ability to sequentially number monetary journals for auditing purposes.

You can also use Infinium FP to establish and maintain financial calendars that identify your accounting years and periods.

This chapter is divided into a series of tasks that you perform to:

- Set up the sequential numbering module in Infinium FP
- Work with sequential numbering through Infinium GL

A sequence number, which is unique within a number series, consists of 15 digits and is automatically generated by the system. Gaps within a number series do not occur except those natural gaps that result when there is a change in the accounting year and/or period. You assign the number series to facilitate auditing.

The process of setting up sequential numbering in Infinium FP involves more than setting up a number series. If you define a number series to include the year or period, you can define a specific calendar the system must follow to assign the period. In order for the financial applications to use the number series, you must assign the series to a document.

Setting up sequential numbering can be separated into the following tasks:

- Creating and maintaining calendars
- Defining and updating a number series
- Working with documents
- Assigning number series to documents

## Objectives

After you complete this chapter, you should be able to understand the purpose of sequential numbering as well as how the system assigns sequential numbers.

---

You should also be familiar with how to do the following:

- Create, update, and delete financial calendars
  - Define, update, and delete a number series
  - Define, update, and delete document types using the Infinium FP and Infinium GL systems
  - Create, update, and delete number series assignments using the Infinium FP and Infinium GL systems
-

# Creating and maintaining calendars

## Overview

Infinium FP gives you the option to incorporate the year and period as a prefix within a sequence number for a series. If you do incorporate the year and period, define the year and period by one of the following two methods:

- 1 The year and period are identified by the transaction.
- 2 The year and period are determined by a financial calendar associated with the number series.

Financial calendars support daily accounting with up to 999 accounting periods per year (regular and adjustment).

## Steps to create a calendar

To create a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen.
- 3 Press F6 to create a new calendar. The system displays the Work with Calendars entry screen.

You can also create a new calendar by selecting an existing calendar with **3** to copy it and pressing Enter. You must type the new calendar's name in the *Calendar* field and the year in the *Year* field. Press Enter to access the remaining fields to change as explained in the next step.

- 4 Use the following information to complete the fields on this screen:

### *Calendar*

Specify the name of the calendar to create. You can use up to ten characters or numbers.

---



*Year*

Identify the year for which you are creating the calendar. The year must be between 1901 and 2069.

*Description*

You must type a description.

*Starting date, Ending date*

Specify the starting and ending dates for the calendar.

*Number of periods*

Indicate the total number of periods (regular plus adjusting). If the number of periods includes 12 regular periods, the system provides the names of the 12 calendar periods (months) and their ending dates on the next screen.

*Number of adjustment periods*

If you use adjustment periods, specify the number of adjustment periods in the calendar. The system defaults in the ending date of the calendar year, which is the ending date of the last regular period. The system also defaults in the ending date of the last or only adjustment period.

- 5 Press Enter. The system displays the Work with Calendars period definition screen.

## Calendar period information

Infinium provides one entry for each period within the calendar year based on the calendar definition you entered on the previous screen. The system lists regular periods first followed by any adjustment periods.

Regular and adjustment periods are independent of each other. The system does not treat them as sequential in system processing or in editing.

- 6 Use the following information to complete the fields on this screen:

*Name*

You can change the name of each period in the accounting year. If the number of regular periods equals 12, the system defaults in the names of the 12 months into the period name fields. You can change these. If the number of regular periods is a number other than 12, the system defaults in the period number as the name of the regular and the adjustment periods.

---

### *End date*

You can type or change each period's ending date. If the number of regular periods equals 12, the system defaults in the ending dates of the 12 months into the end date fields. You can change these. If the number of regular periods is a number other than 12, the system defaults in only end date of the last regular period, which you can change. You must type the end date of each period.

The system defaults in the ending date of the calendar year, which is the ending date of the last regular period. The system also defaults in the ending date of the last or only adjustment period.

### *Maximum Closings*

Specify the maximum number of closings for each period. This is an optional field.

- 7 Press Enter. The system creates the calendar and returns you to the Work with Calendars selection screen.

## Steps to update a calendar

To update a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen.

### Locating a calendar

You can press F17 (subset) to restrict the listing to a specific calendar and/or year and/or active status. You can also use the locate fields to position the listing to a specific calendar and/or year.

- 3 Select an existing calendar. Specify **2** in the *Opt* field.

To deactivate a calendar, type **9** in the *Opt* field and press Enter. The system changes the value in the *Active* column from **Y** to **N**.

- 4 Press Enter. The system displays the Work with Calendars entry screen.
  - 5 Change any of the calendar controls except the calendar name and year.
-

- 6 Press Enter. The system displays the Work with Calendars period definition screen.
- 7 Change any of the period information.
- 8 Press Enter. The system updates the calendar and returns you to the Work with Calendars selection screen.

## Steps to delete a calendar

To delete a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen.

### Locating a calendar

You can press F17 (subset) to access the screen that allows you to restrict the listing to a specific calendar and/or year and/or active status. You can also use the locate fields to position the listing to a specific calendar and/or year.

- 3 Select a calendar with 4 to delete.
  - 4 Press Enter. The system displays a confirmation screen.
  - 5 Press Enter to continue and delete the calendar, or cancel the deletion and return to the previous screen. You can also exit this screen to cancel the deletion and return to the main menu.
-

# Defining and updating a number series

## Overview

A number series is a set of numbers that you define for the system to automatically increment. You can define the series to include years and periods within each number. Documents, applications, and companies can share a number series in any manner you prescribe.

You must define at least one number series to use sequential numbering.

## Steps to create a number series

To create a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen.
- 3 Press F6 to create a new number series. The system displays the Work with Number Series entry screen.

You can also create a new number series by selecting an existing number series with **3** to copy it and pressing Enter. You must type a unique name for the new number series in the *Number series* field. Press Enter to access the remaining fields.

- 4 Use the following information to complete the fields on this screen:

### *Number series*

Specify the name of the number series that you are creating. You can use up to ten characters or numbers.

### *Description*

You must type a description.

---

### *Include year in sequence number*

If you type **Y** in this field, the first four digits of the number are the year and a new sequence is started for each year. Also, you must type a value in the *Source for year/period* field.

If you type **N** in this field, the first four digits of the number are zeroes, and the system does not reset the number sequence based on the year.

### *Include period in sequence number*

Use this field only if you type **Y** in the *Include year in sequence number* field.

If you type **Y** in this field, the fifth, sixth and seventh digits of the number are the period, and a new sequence is started for each period.

If you type **N** in this field, the fifth, sixth and seventh digits are zeroes, and the system does not reset the number sequence based on the period.

### *Source for year/period*

This field is required only when you type **Y** in the *Include year in sequence number* field. The valid entries are as follows:

- 1** Year and period are determined by transaction year and period.
- 2** The system uses the transaction creation date and a calendar.\*
- 3** The system uses the transaction accepted date and a calendar.\*

\* The system uses the accounting calendar specified in the *Calendar* field to establish the year and period.

### *Calendar*

You must type a value in this field only if you type **2** or **3** in the *Source for year/period* field. The calendar identifies the accounting year and period.

### *Starting sequence number*

The default value for this field is **1**. The system uses the value in this field when a number series is first used and whenever a new accounting year or period is encountered if year and period are included in the sequence number.

---

- 5 Press Enter. The system displays the Work with Number Series systems screen.
- 6 Change the default value **Y** to **N** for any Infinium product that should not use the number series.
- 7 Press Enter. The system creates the number series and returns you to the Work with Number Series selection screen.

## Steps to update a number series

To update a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen.
- 3 Select an existing number series with **2** to change.

You can deactivate a number series by selecting it with **9** and pressing Enter. The system changes the value in the *Active* column from **Y** to **N**.

- 4 Press Enter. The system displays the Work with Number Series entry screen.
- 5 Change any of the number series controls except the name of the number series.
- 6 Press Enter. The system displays the Work with Number Series systems screen.
- 7 Change any of the values on this screen.
- 8 Press Enter. The system updates the number series.

## Steps to delete a number series

To delete a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
  - 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen.
-

- 3 Select the number series. Specify 4 in the *Opt* field.

You cannot delete a number series that is used within a document assignment.

- 4 Press Enter. The system displays a confirmation screen.
  - 5 Press Enter to continue and delete the number series or cancel the deletion and return to the previous screen. You can also exit this screen to cancel the deletion and return to the main menu.
-

# Defining and working with document types

## Overview

You use Infinium FP to assign numbers to document types. Document types are classifications of documents associated with internal transaction types. A document in Infinium FP is equivalent to a receipt, invoice, or journal in other applications. For example, a document defined for Infinium GL is a monetary journal.

Infinium defines the Infinium GL document that it can number sequentially, as well as Infinium AR and Infinium PL documents. You can also create non-Infinium documents.

In Infinium GL monetary journals are the only transactions that you can use for sequential numbering. Monetary journals are identified as document type **MJRNL**.

You can define document subtypes to further classify Infinium transactions. The monetary journal document, **MJRNL**, is the only document that supports subtypes. You can use subtypes in Infinium GL, for example, to accommodate different types of monetary journals. Use the *Source code* field to designate journal subtypes.

Not all Infinium documents support subtypes. The document controls delivered by Infinium indicate which documents support subtypes.

You cannot create Infinium documents or change their definition. You can change only their user controls.

As a default, the user controls that are shipped with all Infinium documents specify that sequential numbering is not used. You can modify the user controls by selecting them for updating.

## Steps to create a non-Infinium document type

Infinium predefines the documents delivered to you. You cannot create Infinium documents or change their definition.

---



To create a non-Infinium document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen.
- 3 Press F6 to create a new document type. The system displays the Work with Documents entry screen.

You can also create a document type by selecting and copying an existing document type. Specify **3** in the *Opt* field and press Enter. You must complete the *Application origin*, *Application designator*, and *Document type* fields. Press Enter to access the remaining fields as explained in the next step. You can change only the Document User Controls portion of the screen.

- 4 Use the following information to complete the fields on this screen:

*Application origin*

Specify the origin of the document. You must specify **2** to indicate that the document originates in a non-Infinium system.

*Application designator*

This field identifies the application to which the document type belongs. Use up to three characters as designators for non-Infinium systems.

*Document type*

This field identifies the type of transaction document for which you are defining controls.

*Document description*

Specify a description of the document type.

*Use document subtype*

Specify whether document subtypes are used for document type.

*Document file name*

This field identifies the database file that contains the sequence number issued for this document. The system provides it for reference purposes and you can use it for sequence number audit reporting.

---

### *Use sequential numbering*

Specify whether this document uses sequential numbering. If you specify **Y** in this field, you must specify a value in the *Default number series* field to be used for the document.

### *Default number series*

Specify the name of the number series that the system uses as its default.

If you are not assigning a number series by company, you have completed the setup of sequential numbering for this document after you specify a value in this field.

When the document type requires a sequential number, the system uses any series defined by company for this document type. When you use subtypes, the system assigns the number series by subtype for a company. If there is no company assignment, the system uses any series assigned by subtype. If there is no company or subtype, the system uses the default number series identified here.

The system uses the *Work with document assignments* option to make company and subtype assignments.

### *Allow assignment by company*

Specify whether the system assigns a number series at the company level for this document. You must specify a value in this field only if sequential numbering is used for this document.

If the value in this field is **Y**, you can assign a series by company using the *Work with document assignments* option. You must specify a value in this field only if sequential numbering is used for this document.

### *Allow assignment by division*

This field does not apply to the Infinium GL system.

- 5 Press Enter. The system creates the document type.

## Steps to update a document type

You can modify only the user controls of Infinium documents. When shipped to you, the user controls for all Infinium documents specify that sequential numbering is not used.

To update a document type, perform the following steps:

---

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen.
- 3 Select a document type to update.
- 4 Specify **2** in the *Opt* field and press Enter. The system displays the Work with Documents entry screen.
- 5 Make changes as necessary. You can change all of the controls for non-Infinium document types. You can change only the Document User Controls for Infinium document types.
- 6 Press Enter to update the document type.

## Steps to delete a non-Infinium document type

To delete a non-Infinium document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen.
- 3 Select a document type to delete.

You can delete only non- Infinium document types.

- 4 Specify **4** in the *Opt* column and press Enter. The system displays a confirmation screen.
  - 5 Press Enter to continue and delete the document type, or cancel the deletion and return to the previous screen. You can also exit this screen to cancel the deletion and return to the main menu.
-

# Creating and working with number series assignments

## Overview

You must link each document type to a number series for which sequential numbers are used. You can also assign a number series to each document type based on the document subtype and company.

When a transaction requires a sequence number, the number series assignment is based on a hierarchy in which a company assignment is attempted first, followed by subtype assignment and document assignment. The system searches for the applicable series in the following sequence:

- 1 Document type, subtype, company
- 2 Document type, company
- 3 Document type, subtype
- 4 Document type

## Steps to create a document assignment

To create a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen.

You can also make document assignments in the *Work with documents* option by selecting a document with **5** and pressing Enter.

- 3 Press F6 to create a new document assignment. The system displays the Work with Document Assignments entry screen.
-

You can also create a new document assignment by selecting and copying an existing document assignment. Specify **3** in the *Opt* field and press Enter. The system displays the copy from fields in the top half of the screen.

- 4 Use the following information to complete the fields on this screen:

#### *Application origin*

Specify the origin of the document for which you are making this assignment.

If the document originates in the Infinium GL system, specify **1** in this field. Specify **2** if the document originates in a non-Infinium system (billing system).

#### *Application designator*

Specify the application (system) identifier of the document. Specify **GL** for Infinium GL.

You can use up to three characters as designators for non-Infinium systems.

#### *Document type*

Specify the document type. Specify **MJRNL** for the Infinium GL document type.

The combination of application origin, application designator, and document type must match an existing document. The combination of application origin, application designator, document type, subtype, and company must be unique and not match any existing document assignment entry.

#### *Document subtype*

For document type **MJRNL**, you can specify a journal source code for the subtype.

Specify a user-defined value if you are assigning a number series by the subtype of a non-Infinium document.

To prompt on this field, you must specify the application of origin and the application designator.

#### *Company*

Specify the company for the document assignment you are creating to assign a number series by company for a document. If you allow company assignment for a document type but you make no company assignment, the system uses a document subtype assignment if one is available; otherwise, it uses the default assignment for the document type.

---

### *Division*

This field does not apply to the Infinium GL system.

### *Number series*

You must specify a valid number series in this field that the system will use to assign sequence numbers for the origin, application, document, subtype, and company combination you enter.

- 5 Press Enter to create the document assignment.

## Steps to update document assignments

To update a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen.
- 3 Select a document assignment to update. Specify **2** in the *Opt* field and press Enter.
- 4 Press Enter. The system displays the Work with Document Assignments entry screen.
- 5 Change the value in the *Number series* field if applicable.
- 6 Press Enter. The system updates the document assignment.

## Steps to delete document assignments

To delete a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
  - 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen.
  - 3 Select a document assignment to delete. Specify **4** in the *Opt* field.
  - 4 Press Enter. The system displays the confirmation screen.
-

- 5 Press Enter to continue and delete the document assignment, or cancel this screen to cancel the deletion and return to the previous screen. You can also exit this screen to cancel the deletion and return to the main menu.

# Working with sequential numbering through Infinium GL

## Overview

This section contains sequential numbering tasks that you can perform through Infinium GL. We recommend that you set up sequential numbering in Infinium FP before performing the tasks through the Infinium GL system.

This section includes how to perform the following tasks through Infinium GL:

- Updating a document type
- Updating a number series assignment

After you have set up all required information for sequential numbering, the system assigns sequential numbers. In Infinium GL the only documents that use sequential numbers are monetary journals.

When Infinium GL accepts monetary journals, the system:

- 1 Retrieves the next sequential number from Infinium FP
- 2 Records the number in Infinium GL in the GLPSN file

The key to this file is the journal number. The system does not generate a report for this file; however, you can use Infinium QY for reporting this information.

## Steps to update a document type through Infinium GL

To update an Infinium GL document, perform the following steps:

- 1 From the Infinium GL main menu select *Control File Functions*.
  - 2 Select *Entity*. The system displays the Work With Entity GL System Definition screen.
  - 3 Select *Work with sequential numbering [WWSN]*. The system displays the Work with Documents selection screen.
-



You are in the Infinium FP system as if you selected the *Work with documents* option directly from Infinium FP. However, when you access Infinium FP from Infinium GL, you see only Infinium GL documents.

Refer to the “Defining and working with document types” topic earlier in this chapter for information on how to create and update document types.

When you have finished working with document types, the system returns you to the Work With Entity GL System Definition screen.

## Steps to update a number series assignment through Infinium GL

To update an Infinium GL number series, perform the following steps:

- 1 From the Infinium GL main menu select *Control File Functions*.
- 2 Select *Companies*.
- 3 Select *Work with company controls [WWCC]*. The system displays the Work with Company Controls prompt screen.
- 4 Specify a valid company code in the *Company* field.
- 5 Press Enter. The system displays the Work With Company Controls selection screen.
- 6 Select *Sequence number relationship controls*.
- 7 Specify 5 in the *Opt* column and press Enter. The system displays the Work with Document Assignments selection screen.

When you complete these steps, you are in the Infinium FP system as if you selected the *Work with document assignments* option directly from Infinium FP. However, when you access Infinium FP from Infinium GL, you see only Infinium GL document assignments.

Refer to the “Creating and working with number series assignments” topic earlier in this chapter for information on how to create and update document assignments.

When you have finished working with document assignments, the system returns you to the Work With Company Controls selection screen.

---

## Notes

---

# Chapter 17 Maintaining Debit and Credit Balances

# 17

This chapter includes information about how to set controls and enter amounts for the system to maintain debit and credit balances.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of debit/credit balances	17-2
Enabling debit/credit balances for your system	17-3
Defining company controls for debit/credit balances	17-5
Enabling debit/credit entry for users	17-7
Using debits and credits in journals	17-9

## Overview of debit/credit balances

Infinium GL allows you to maintain debit and credit balances in addition to monetary balances for each account set up to track actual monetary data. The debit/credit feature is an international requirement where users enter negative debit amounts to correct debit entries and positive credit amounts to correct credit entries.

When you use the debit/credit balance feature, the system stores debit balances separate from credit balances enabling you to print separate debit and credit columns on reports.

By activating the debit/credit feature in entity controls, you determine the following:

- Whether you can maintain debit and credit balances for one, some, or all companies through the *Work with company controls* option
- How a user enters debits and credits and whether the user can make correcting debit/credit entries in the journal entry options through the *Work with user security controls* option

## Objectives

Upon completion of this chapter, you should be familiar with the following:

- Controls you set to enable the debit/credit feature
  - How to enter journals using the debit/credit feature
  - What happens when you proof and post debit/credit journals
-

# Enabling debit/credit balances for your system

## Overview

To maintain debit/credit balances for any companies, you must enable debit/credit balances in entity controls for your entire system.

## Steps to enable debit/credit balances for your system

To enable debit/credit balances, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Entity*.
- 3 Select *Work with entity control* [WWEC]. The system displays the Work With Entity Control GL System Definition screen.
- 4 Select *Balance controls*.
- 5 Specify **5** in the *Opt* field and press Enter. The system displays the Work With Entity Control Balance Controls screen.
- 6 Specify yes in the *Maintain debit/credit balances?* field to enable debit/credit balances.

**1** Debit/credit balances are enabled.

**0** Debit/credit balances are not enabled.

After you enable debit/credit balancing, you cannot disable it if at least one company has enabled debit/credit balancing.

- 7 Press Enter. The system saves your change and returns you to the Work With Entity Control GL System Definition screen.

The system now includes the corresponding fields in company controls and user profile controls.

---

**8** Exit or cancel this screen to return to the main menu.

---

# Defining company controls for debit/credit balances

## Overview

You can decide on a company-by-company basis which companies maintain debit/credit balances.

You can enable the debit/credit feature for a company only if you have enabled it for the entire system in entity controls.

## Steps to define company controls for debit/credit balances

To establish debit/credit balance maintenance for companies, perform the following steps:

- 1 From the main menu select *Control File Functions*.
  - 2 Select *Companies*.
  - 3 Select *Work with company controls [WWCC]*. The system displays the Work With Company Controls prompt screen.
  - 4 Specify a valid company in the *Company* field.
  - 5 Press Enter. The system displays the Work With Company Controls selection screen.
  - 6 Select the *Journal controls* attribute. Specify **5** in the *Opt* field and press Enter.
  - 7 Press Enter. The system displays the Work With Company Controls Journal Controls screen.
  - 8 Specify yes in the *Maintain debit/credit balances?* field to enable debit/credit balances for this company.
    - 1 Debit/credit balances are enabled.
    - 0 Debit/credit balances are not enabled.
-

**Caution:** You should enable this feature only at the beginning of a fiscal year. Enabling debit/credit balances at any other time creates inconsistent entries in the GLPGL balance file, which could affect year end processing and reporting.

The system will now maintain balance record types **D** (debit) and **C** (credit) as well as **M** (monetary) for the accounts of this company when you post monetary journals.

If you leave **0** in the *Maintain debit/credit balances?* field, the system maintains balance record type **M** for amounts posted from monetary journals only.

After you enable debit/credit balancing for a company, you cannot disable it if any **D** or **C** balance records exist for this company in the GLPGL balance file.

- 9 Press Enter. The system saves your change and returns you to the Work With Company Controls selection screen.
  - 10 Exit or cancel this screen to return to the main menu.
-



# Enabling debit/credit entry for users

## Overview

For each user you can establish user security controls that determine:

- How the user enters debit/credit amounts in the *Work with mass journal entry* option and the *Work with journals* option
- Whether the user can make correcting debit/credit entries

You can enable the debit/credit feature for a user only if you have enabled it for the entire system in entity controls.

## Steps to enable debit/credit entry for users

To enable debit/credit entry for a specific user, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
- 2 Select *User Security*.
- 3 Select *Work with user security controls*. The system displays the Work With User Security Controls user selection screen.
- 4 Select an existing user profile to update. Specify **5** in the *Opt* field and press Enter.

You can also press F6 to create user security for a new user profile.

- 5 Press Enter. The system displays the Work With User Security Controls selection screen.
  - 6 Select the *Journal security* attribute. Specify **5** in the *Opt* field and press Enter.
  - 7 Press Enter. The system displays the Work with User Security Controls journal entry screen.
-

8 Specify yes in the *Allow debit/credit entry?* field to enable debit/credit in journal processing for this user profile.

1 Debit/credit balances are enabled.

0 Debit/credit balances are not enabled.

When you enable debit/credit entry for a user:

- The *D/C* field allows the user to specify whether an entry is either a debit or a credit by typing **D** or **C**, respectively, in the *Work with mass journal entry* option.
- The system displays **D** or **C** to indicate debit or credit next to each transaction the user has entered in the journal subfile in the *Work with journals* option.
- Both the *Work with mass journal entry* and *Work with journals* options allow the user to specify normal debit and credit entries as positive amounts and correct debit and credit entries as negative amounts. In the *Work with mass journal entry* option, the value the user specifies in the *D/C* field determines if the amount is stored as a debit or a credit.

If you leave **0** in the *Allow debit/credit entry?* field:

- The system does not display the *D/C* field in the *Work with mass journal entry* option. The system interprets a positive amount as a debit and a negative amount as a credit.
- The system does not allow negative entries in the *Work with journals* option. Debit and credit transactions are indicated by a positive value and a negative sign, respectively.

The system still maintains debit/credit balances for the company if:

- The *Maintain debit/credit balances?* field in entity controls is enabled.
- The *Maintain debit/credit balances?* field in company controls is enabled.
- The *Allow debit/credit entry?* field for a user is disabled.

9 Press Enter. The system saves your change and returns you to the Work With User Security Controls selection screen.

10 Exit this screen to return to the main menu.

---

# Using debits and credits in journals

## Overview

This task applies to Infinium GL systems that have the following:

- The *Maintain debit/credit balances?* field in the entity control is enabled.
- The *Allow debit/credit entry?* field in user security controls is enabled.

When the debit/credit balances feature is not enabled:

- You must type a positive amount for a debit and a negative amount for a credit.
- When you press Enter to validate a journal, the system fills the database field with **D** for positive amounts and **C** for negative amounts.

The system does not maintain debit and credit balances for statistical accounts.

This topic explains how to make debit/credit entries in the *Work with mass journal entry* and *Work with journals* options as well as what the system does when you proof and post debit/credit journals.

## Steps to use the debit/credit feature in mass journal entry

To use the debit/credit feature in mass journal entry, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Work with mass journal entry* [WWMJE]. The system displays the Work With Mass Journal Entry screen.

The *D/C* field displays next to the *Amount* column on this screen if each of the following is true:

- The *Maintain debit/credit balances?* field in entity controls is enabled.
-

- The *Allow debit/credit entry?* field in security controls for this user is enabled.
- 4 Specify a positive amount in the *Amount* field for a normal debit or a normal credit. If you type a negative amount, the system works with that entry as a correcting or exception entry.

Use the following procedure to specify debit and credit amounts:

- a Specify the amount in the *Amount* field.
- b Indicate whether the amount is positive or negative.
  - To specify a positive amount for normal entries, the amount must be right justified.
  - To specify a negative amount for correcting entries, the amount must be right justified.
  - Specify **D** to specify a debit or **C** to specify a credit in the *D/C* column.

When you specify credit amounts, Infinium GL displays a character in the last position of the *Amount* field. The system displays the trailing minus sign when you press Enter or scroll the information on the screen.

The tables below describe the results of using the *D/C* field with positive and negative entries in the *Amount* field.

Your action	If <i>D/C</i> field is D	If <i>D/C</i> field is C
Type a positive amount	System stores amount as a positive value	System stores amount as a negative value
	System displays amount as a positive value	System displays amount as a positive value
	Normal debit	Normal credit
Type a negative amount	System stores amount as a negative value	System stores amount as a positive value
Type a negative amount	System displays amount as a negative value	System displays amount as a negative value
	Correcting debit	Correcting credit

### Leaving the *D/C* field blank

If you do not specify a value in the *D/C* field, the system automatically fills in the value from the previous entry when it edits the journal.

For example: You specify **D** in the *D/C* field in line 1, leave the *D/C* field in lines 2 through 12 blank, and specify **C** in the *D/C* field in line 13. When the system edits the journal, it fills in the blank *D/C* fields (lines 2 through 12) with **D**. If you make any entries after line 13 leaving the *D/C* field blank, the system fills those fields with **C**.

If the *D/C* field is blank for the first line, the system displays an error message.

- 5 Complete the remainder of the fields on this screen to create the journal. Refer to the “Using Mass Journal Entry” chapter in this guide for more information.

## Steps to use the debit/credit feature in *Journal Entry*

To use the debit/credit feature in journal entry, perform the following steps:

- 1 From the main menu select *Journal Processing*.
- 2 Select *Journal Entry*.
- 3 Select *Work with journals* [WWJ]. The system displays the Work With Journals Batch List screen.
- 4 Create or update a journal as described in the “Entering and Posting Journals” chapter in this guide.

The Work With Journals Journal Details screen displays separate *Debit* and *Credit* fields. The system interprets the entries in these fields as described in the table below.

Your action	If amount is in <i>Debit</i> field	If amount is in <i>Credit</i> field
Type a positive amount	System stores amount as a positive value	System stores amount as a negative value
	System displays amount as a positive value	System displays amount as a positive value
	Normal debit	Normal credit
Type a negative amount	System stores amount as a negative value	System stores amount as a positive value
	System displays amount as a negative value	System displays amount as a negative value
	Correcting debit	Correcting credit

## Differences in authority when updating journals

Two situations exist when the user updating a journal has different authority for entering debit and credit balances than the user who created the journal. The two situations are as follows:

- 1 The user who creates a journal is not authorized to make debit/credit entries and the user who updates the journal is authorized to make debit/credit entries.

The system displays the same journal differently for these users as follows:

- The creating user sees debits as positive amounts and credits as negative amounts and does not see the *D/C* field.
  - The updating user sees both debits and credits as positive amounts differentiated by either **D** or **C** in the *D/C* field.
- 2 The user who creates a journal is authorized to make debit/credit entries and the user who updates the journal is not authorized to make debit/credit entries.

The system displays the same journal differently for these users as follows:

- The creating user sees both debits and credits as positive amounts differentiated by either **D** or **C** in the *D/C* field.
- The updating user sees debits as positive amounts and credits as negative amounts and does not see the *D/C* field.

The system can deny the updating user access to the journal depending on whether negative balances (correcting entries) exist as follows:

- If negative debits or credits do not exist for this journal, the system allows the updating user to access the journal.
- If negative debits or credits exist, the system does not allow the updating user to access the journal. The system displays the following error message:

Maintenance not allowed-Journal contains correcting debit/credit entries

---

## Copy/reverse and recurring journals

### Copying/reversing journals

When you choose to copy or reverse a journal, specify **5** in the *Opt* field and press Enter. The system displays the Work With Journals Copy/Reverse screen. If the *Allow debit/credit entry?* field for your user profile is enabled, you can perform a copy/reverse using one of the following two options:

- 5**            Copy with D/C reversed  
Use this option to copy and reverse a journal. This option changes debits to credits, and vice versa.
  
- 7**            Copy with signs reversed  
This option is available only when debit/credit balancing is enabled. Use this option to reverse an entire journal to undo the debit and credit entries. This option does not change the **D** and **C** values. It changes only the positives to negatives, and vice versa.

### Using recurring journals

Because the system does not make correcting entries on a recurring basis, recurring journals do not allow correcting debits and credits.

When you enter an amount in a fixed recurring journal in the *Work with recurring journals* option, the system automatically sets the *D/C* field to **D** for positive amounts and **C** for negative amounts. If you leave the *Amount* field as a zero amount, the system leaves the *D/C* field blank.

## Proof and post reports and process

The proof, accept, and post reports contain two columns for debit and credit amounts. The system indicates a transaction's **D** or **C** value by the column in which it displays an amount.

### Proofing journals

When you proof journals, the system validates the *D/C* field for all transaction records, whether a user or the system generates them.

- If the value for the *D/C* field is anything other than **D** or **C**, the system designates it as an error.
-

- Before the journal proof, a blank value may be true for some non-Infinium subledgers. If the value is blank, the system defaults **D** for positive amounts and **C** for negative amounts.

## Posting journals

When you post journals, the system updates balances. If the system maintains debit and credit balances for the company of the account being posted, the system updates the appropriate **D** or **C** balance along with the monetary balance with the transaction amount.

If a transaction is statistical, the system maintains **S** (statistical) balances only.

---