



Infor Infinium FMS General Ledger Guide to Controls

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Publication Information

Release: Infor Infinium FMS General Ledger 14.1.0.2

Publication date: March 8, 2019

Document code: INFGL2_ALL_05

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About This Guide

This section focuses on the following information:

- Audience, purpose, and organization of this guide
- Conventions used in this guide
- Related documentation

Intended audience

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

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 application course.

Organization of this guide

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

Conventions used in this guide

This section describes conventions that we use in this guide as follows:

- Fonts and wording
 - Function keys
 - 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.
Bold standard typeface	Used for notes, cautions and warnings	Caution: 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.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type A to indicate that the position is alphanumeric and type N to indicate that the position is numeric. The following message is displayed: Company not found
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 M (monetary account), S (statistical account), B (both), N (non-posting account), U (user fields) as the <i>Account use</i> value.

Convention	Description	Example
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.
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].

Convention	Description	Example
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
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

Prompt and selection screens

A prompt screen as in Figure 1 lets you access a record or subset of records in a file. A selection screen as in Figure 2 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 1: Work With Recurring Journals prompt screen

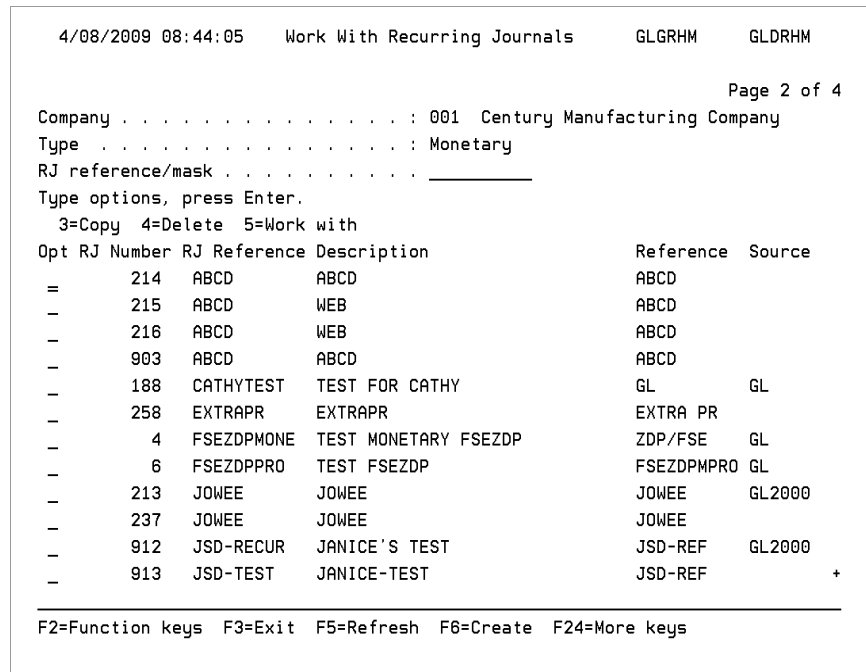


Figure 2: Work With Recurring Journals selection screen

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

Application	Abbreviation
Infinium Financial Management Suite	Infinium FM
Infinium Accounts Receivable	Infinium AR
Infinium Currency Management	Infinium CM
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
Infinium Human Resources Suite	Infinium HR
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
Infinium Materials Management Suite	Infinium MM
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

Application	Abbreviation
Infinium Process Manufacturing Suite	Infinium PR
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 more on Infinium GL and Infinium RW refer to the following:

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

Chapter 1 Infinium GL: An Overview

1

The chapter consists of the following topics:

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Application overview	1-3
Terminology and concepts	1-8

Product information

Infinium GL provides 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 applicable Infinium FM products are integrated with Infinium GL.

Application overview

Controls

Infinium GL provides 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 each company's account number structure, use up to 36 alphanumeric characters and nine components. Additional chart of accounts features provide you with further control. For example, you can define maximum debit or credit amounts for specific accounts, or you can restrict specific accounts to certain journals.

Processing

Batch processing and interactive processing

Computer processing is either batch or interactive. In batch processing, a predefined group of processing actions that are submitted to the system are performed 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 batch 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 for inclusion 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 RW 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 also provides budgeting functions to create budgets based on actual data, ratios or other budget accounts. You can create budget journals in Infinium RW or upload journals from a spreadsheet.

Year end processing

Infinium GL year end processing 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

Used with Infinium CM, Infinium GL allows you 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 RW uses definitions at the column, line and cell levels. You can define the format and content of financial reports specific to your organization. Infinium RW 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 System Overview

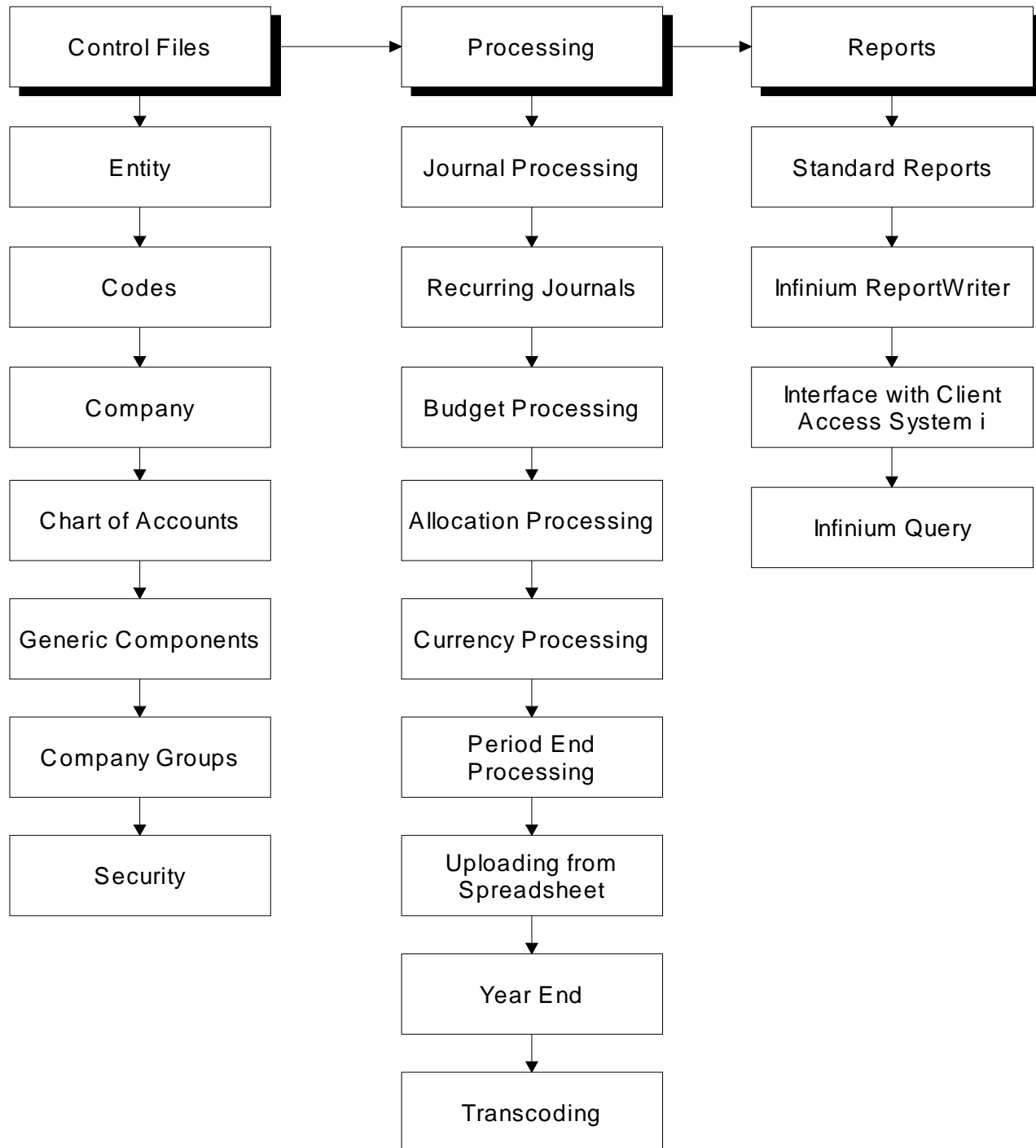


Figure 1-1: Infinium GL Application Overview

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 Infinium CM setting specifies truncating an amount, the system assumes that the rounding factor is zero and truncates the decimal portion of the number.
 - If the Infinium CM setting specifies rounding, the system assumes that the rounding factor is five. That is, 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 GL terminology that you should understand before you continue to the detailed chapters of this guide. 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 2000, 2001 and 2002.

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

Expense accounts contain **5000** in the account component. To select all expense accounts for Company 001, Division 100, and Department 10, you type the following account range:

From: **001-100-010-5000-001**

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

Another way to type 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. When you use masking rather than ranges, Infinium GL selects all account numbers that match the mask that you entered. You type 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 have 5000 in the account component. To select all expense accounts for Company 001, type the following account mask:

001-*-***-5000-*****

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

001.*.*.5000.*

Keying shortcuts

Your account numbers can be very lengthy numeric or alphanumeric combinations. To make it easier to type 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 type **Cash** in place of the full account number.

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* function 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 type 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

In company controls you define justification and fill characters that the system uses to expand an account number typed using a keying shortcut. For example, suppose Company 001 is defined with all of its components right justified and zero as the fill character. You type an account number using the period keying shortcut as follows:

001.1.3

The system expands the account number to the proper number of characters using the justification, fill characters, and length of each component as shown below:

001.001.003

The chapter consists of the following topics:

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Overview of entity controls

Use control file functions to establish controls unique to your organization. Some controls apply on the entity (system-wide) level to all the companies in the system. Other controls are specific to individual companies. A general ledger system can have many companies but the system is a single entity.

This chapter of the guide describes how to clear any training data that is shipped with the system and then how to set up the entity controls. The Infinium GL entity controls are grouped into the following areas:

- Base data
- Account user fields and transaction user fields
- Journal controls
- User exit programs
- Chart of reporting controls
- Currency processing controls
- Infinium ReportWriter controls
- Transcoding controls and allocation controls
- Weekly reporting controls
- Balance controls
- Project accounting controls
- Parent account controls

The Entity menu also allows you to work with sequential numbering.

Objectives

After you complete this chapter of the guide, you should be familiar with:

- Clearing data in the application files that are shipped with the system
 - Establishing entity controls
-

Clearing application files

Overview

Clearing the training data shipped with Infinium GL

Infinium GL is usually shipped with training data. Infinium recommends that you keep a copy of the training data until you can set up your own training database.

You should clear any training data that is in your production database before you begin setting up your own data. To clear the training data, you can execute the *Clear all application files* function.

Preparing to run the *Clear All Application Files* function

Coordinate execution of this function with your technical staff. Have your technical staff ensure that the target library is in your library list. The target library is the database library that contains the data you plan to clear. Ensure that you clearly identify the version with the database you are clearing.

Ensure that you have a backup copy of the database before clearing the data.

Verify that you are signed on to the appropriate version of Infinium GL.

Caution: Before executing this function, be certain that all other users are signed off the version of the system that you want to clear. Do not cancel this job once it starts running.

Restoring cleared data

When you execute this function, the system interactively clears most data from all of the Infinium GL data files. If you run this function by mistake, recover your data by restoring the data from the backup.

Steps to clear application files

To clear the training data from your application files, perform the following steps:

- 1 From the main menu select *General Ledger Initial Setup*.
- 2 Select *Clear all application files* [CAAF]. The system displays a screen similar to Figure 2-1.

```
_ 1/06/2009 08:22:47  Clear All Application Files  GLGCLRAL  GLDCLRAL

Proceed with great caution!

This function will clear all Infinium General Ledger application files,
including control and history files. It will not clear the Codes files
or certain files used for Virtual Disk configuration.

Select Clear Files to clear all application files or Exit to cancel function.

F2=Function keys  F3=Exit  F10=Quick access  F22=Clear files
```

Figure 2-1: Clear All Application Files screen

- 3 Press F22. The system interactively clears the application files for the version to which you are signed on.

Caution: To avoid accidental clearing of production data, you should remove this option from every user's menu.

Defining entity base data controls

Overview

Base data controls contain general information about the entity, Infinium GL. You should define these controls before you set any other entity controls.

Steps to define entity base data controls

To define entity base data controls, 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 a screen similar to Figure 2-2.

You can also access entity controls through the *General Ledger Initial Setup* option.

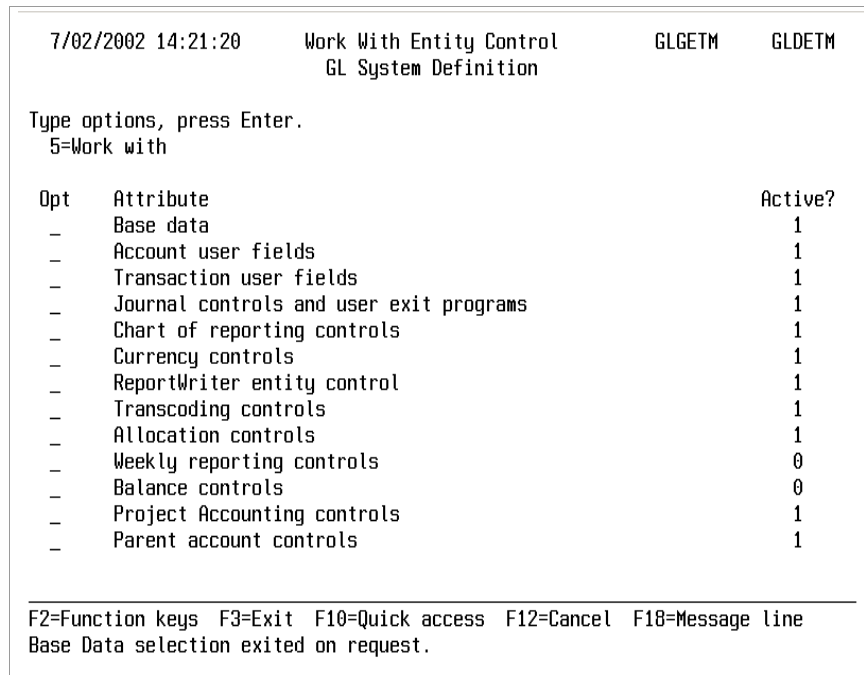


Figure 2-2: Work With Entity Control GL System Definition selection screen

4 Select *Base data*.

5 Specify **5** in the *Opt* field and press Enter. You can select multiple attributes. The system displays a screen similar to Figure 2-3.

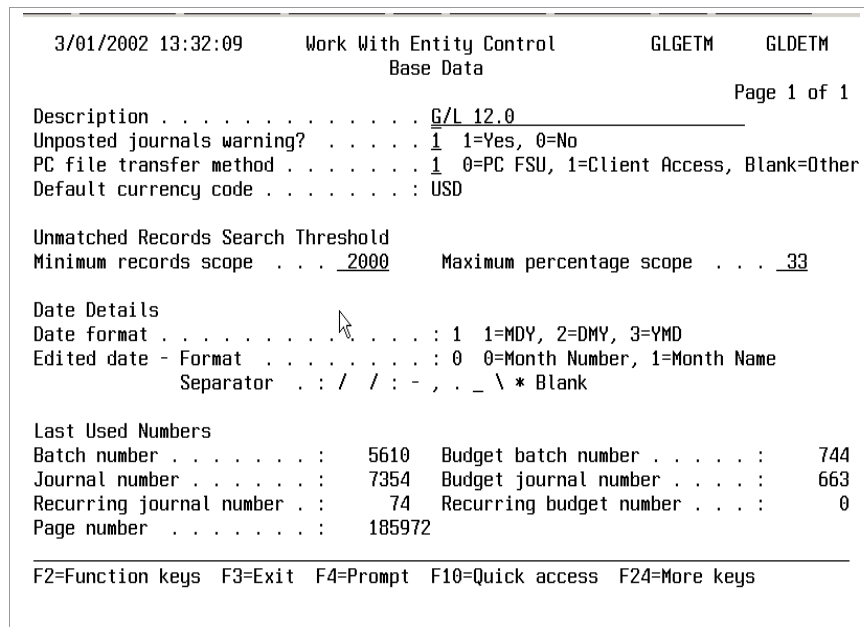


Figure 2-3: Work With Entity Control Base Data screen

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

Description

Specify up to 30 characters for the description. The entity description is for internal purposes only; it is not used on any system reports.

*Unposted journals **WARNING?***

This field controls Infinium RW warnings.

- | | |
|----------|---|
| 0 | The system displays an interactive warning upon report submission if any journals or recurring journals have not been posted to the system for the period specified for the report. |
| 1 | The system does not display the warning |

Infinium recommends that you activate the warning to ensure that you know the status of your journals when you run financial reports.

PC file transfer method

This field tells the system which PC file transfer method to use. The method that you use depends upon the type of software that you install to upload and download information.

Default currency code

When you are setting up Infinium GL, the system prompts you for a default currency. That currency is the default for all Infinium GL companies.

- If you activate multi-currency processing in the *Enable currency processing* field on the Work With Entity Control Currency Processing screen similar to Figure 2-8, you can use the *Work with company controls* function to override the default for individual companies.
- Before typing a currency code other than **USD**, you must use *Work with code values* to set up that code as a valid value for code type **CUR**.

Minimum records scope and Maximum percentage scope

These parameters apply to application of selection criteria in the *Display chart of accounts* and *Interactive trial balance* functions. You can use these parameters to specify the minimum numbers of records to be searched and the maximum number of records to be searched.

If you specify both parameters, the system uses whichever is largest. Refer to the *Infinium GL Technical Guide* for additional information.

Date format

Three date formats are available in Infinium GL. You must use the same date format for all your interfacing Infinium applications.

WARNING! Once you set the date format for an entity, you cannot change to another format.

The following table lists examples of the formats using the sample date of January 25, 1999:

Format	Description	Example
MDY	Month, Day, Year	01251999
DMY	Day, Month, Year	25011999
YMD	Year, Month, Day	19990125

Last used numbers

These fields provide internal numbers for batches, journals, and accounts that the system increments during processing of various functions. You may need to cite these numbers when consulting your technical staff or Infinium support staff.

WARNING! Do not update the last used number fields once you begin processing.

7 Press Enter.

- If you also selected *Account user fields* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-4, which is discussed in the next topic, “Defining entity account user fields.”
 - Otherwise, the system returns you to the selection screen.
-

Defining entity account user fields

Overview

You can use account user fields to group accounts that you cannot group using a mask or range for financial reporting purposes in Infinium RW. You can specify a common value for related accounts in the *Work with chart of accounts* function and then extract these accounts based on that common value.

Infinium GL allows up to four account user fields.

You can use Work with code values to identify valid values for these user fields. If you create the code values, the system validates any corresponding account user field values that are entered during creation and maintenance of the chart of accounts.

Steps to define entity account user fields

To define account user fields, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Account user fields*.
 - 3 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-4.
-

1/06/2009 08:24:39		Create Entity Control		GLGETM	GLDETM
Account User Fields					
Page 1 of 1					
Field Type	Field Name	Len	Min/Max	User Exit Pgm	Code Value Edit? Field?
1=Yes, 0=No					
Alphanumeric	<u>N-A-L-I-E</u>	1	1 10		1 0
	<u>ACCOUNT 2</u>	5	5 10		1 0
	<u>Account 3</u>	5	5 10		1 0
	<u>F/SWAPPING</u>	5	5 10		1 0

F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys

Figure 2-4: Work With Entity Control Account User Fields screen

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

Field Type

You can define a maximum of four alphanumeric account user fields.

Field Name

You define a field name for each account user field. For example, on the sample screen the field name **Product** is defined for the second account user field. You can specify values for these fields when you create or modify an account in the *Work with chart of accounts* function.

Len

Specify the maximum length of each user field that you define, not to exceed the number of characters specified in the *Max* column on the screen.

Min

This is the minimum length of each account user field that you define. The minimum length must be at least one character.

Max

This is the maximum length of each account user field value, up to 10 characters.

User Exit Pgm

To specify your own validation program for the field, specify the program name. The system automatically executes the specified program during data entry.

Code Value Edit?

Specify yes or no to indicate whether the system is to validate the values a user specifies in the account user field during chart of accounts setup and maintenance.

If you specify yes, use *Work with code values* to define the valid values. The code types for the account user fields are **A01** through **A04**.

Required Field?

Specify yes to require an entry in the field.

5 Press Enter.

- If you also selected *Transaction user fields* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-5, which is discussed in the next topic, “Defining entity transaction user fields.”
 - Otherwise, the system returns you to the selection screen.
-

Defining entity transaction user fields

Overview

You can define up to seven transaction user fields. The system displays each of these defined fields during journal transaction entry. These fields apply to all companies.

You can define the following:

- Up to four alphanumeric fields
These are the only transaction user fields for which you can create code values.
- One or two numeric fields
These are the only transaction user fields that are accessible to Infinium RW.
- One date field

Steps to define entity transaction user fields

To define transaction user fields, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Transaction user fields*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-5.
-

```

1/06/2009 08:25:28      Create Entity Control      GLGETM      GLDETM
                        Transaction User Fields
                                                Page 1 of 1

Field      Field      User      Code      Required
Type      Name      Len Dec  Min/Max  Exit Pgm  Value Edit?  Field?
                                                1=Yes, 0=No
Alphanumeric  INVOICE    30      5 10      1          0
                VENDOR    10      4 10      1          0
                CUSTOMER  10      1 10      0          0
                SALESPERSN 30      1 10      0          0

Numeric      UNITS     13 02      0          0
                COMMISSION 13 02      0          0

Date         CONTRACTDT 08 00      0          0
    
```

F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys

Figure 2-5: Work With Entity Control Transaction User Fields screen

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

Field Type

Refer to this topic’s overview for information about the alphanumeric, numeric, and date field types.

Field Name

Specify a field label for each field you are defining. For example, specify **INVOICE** for an alphanumeric user field. The system displays the field with the specified label during journal entry.

Len

For alphanumeric fields, you can define a field length up to the number of characters identified in the *Max* column.

For numeric and date user fields, this is a display only field indicating the required length of these fields.

Dec

For numeric fields, the system displays the number of decimal positions.

Min

For alphanumeric transaction user fields you must specify the minimum length of each user field value that you define. You must specify at least 1.

Max

Infinium GL displays the maximum length of each alphanumeric transaction user field.

User Exit Pgm

To use your own program to validate a user field, specify the name of the program in this field. The system automatically invokes this program each time that you specify data in the specified user field during journal entry.

Code Value Edit?

Indicate whether the system is to validate values that the user specifies in this transaction user field. Indicate yes only if you have used *Work with code values* to define valid entries for the field.

You can define the valid entries by defining code values for the applicable transaction user field code type. The code types are **U01** through **U04**.

Required Field?

Indicate whether the transaction user field is required during journal entry.

Caution: To require an entry in the user field at journal entry time, you must specify yes in this field. For those accounts that do not require an entry, you can override this value in *Work with chart of accounts* or use *Mass change chart of accounts* to change a large group of accounts at the same time.

5 Press Enter.

- If you also selected *Journal controls and user exit programs* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-6, which is discussed in the next topic, “Defining journal controls and entity user exit programs.”
 - Otherwise, the system returns you to the selection screen.
-

Defining journal controls and entity user exit programs

Overview

You can use this function to:

- Specify how the system handles auto-accrual reversals
- Specify how the system handles zero dollar transactions
- Create your own exit programs to access systems other than Infinium systems when you accept or post journals
- Control how the system handles posting a journal with an invalid account, otherwise known as suspense processing

For more information about this topic, refer to the *Infinium GL Technical Guide*.

Steps to define journal controls and entity user exit programs

To define journal controls and user exit programs, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Journal controls and user exit programs*.
 - 3 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-6.
-

```

1/23/2009 09:10:57      Work With Entity Control      GLGETM      GLDETM
                        Journal Controls and User Exit Programs
                                                    Page 1 of 1

Journal Controls:

Post to suspense account? . . . . . 1      1=Yes, 0=No

Post auto-accrual reversals automatically? 1      1=Yes, 0=No

Post zero dollar transactions? . . . . . 0      1=Yes, 0=No

Audit Journal Changes? . . . . . 2      0=No

User Exit Programs:

Accept pre-execute program . . .

Posting pre-execute program . . .

Posting post-execute program . .

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys

```

Figure 2-6: Work With Entity Control Journal Controls and User Exit Programs screen

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

Post to suspense account?

This field determines the posting process if the system finds invalid accounts during posting.

- 1** Post the amount of the transaction in error to the suspense account.
- 0** Do not post. Place the batch in error.

Post auto-accrual reversal automatically?

This field determines whether auto-accrual reversal journals are posted automatically as a result of posting the original journal.

- 1** The reversal journal created by an accrual journal will be accepted and posted in the period following the accrual.
- 0** The accrual reversal journal should be accepted only in the period following the accrual.

Note: Use the *Post journals & close period* function to post the reversal journal.

Post zero dollar transactions?

This field determines whether the system posts zero dollar journal detail lines encountered during the accept process or removes them after accepting the journal.

- 1** Post zero dollar journal detail lines encountered during the accept process.
- 0** Do not post. Remove zero dollar detail lines from the journal.

Note: Deleting zero dollar transaction lines can result in unposted journals. Zero dollar transactions are removed during the accept process. If a journal contains only zero dollar transactions and these are removed, the resulting journal has a header record and no corresponding detail lines. Journals that do not contain any detail lines cannot be posted.

Accept pre-execute program

You can specify the name of a user exit program to execute before the system runs the accept program.

This exit program and the following two exit programs are optional.

Posting pre-execute program

You can specify the name of a user exit program to execute before the system runs the posting program.

Posting post-execute program

You can specify the name of a user exit program to execute after the systems runs the posting program.

Audit Journal Changes?

Specify whether the system will not perform journal auditing, will audit only header changes, or will audit both header and detail changes.

Valid values are:

- 0** No, do not audit journal changes.
- 1** Audit only journal header changes.
- 2** Audit both journal header and journal detail changes.

5 Press Enter.

- If you also selected *Chart of reporting controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-7, which is discussed in the next topic, “Defining entity chart of reporting controls.”
- Otherwise, the system returns you to the selection screen.

Defining entity chart of reporting controls

Overview

Chart of reporting is a hierarchical reporting function within Infinium RW that you can use to produce reports for organizational components that may or may not be in your account structure.

Steps to define entity chart of reporting controls

To define chart of reporting controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Chart of reporting controls*.
 - 3 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-7.
-

```
4/23/2001 14:54:14      Work With Entity Control      GLGETM      GLDETM
                          Chart of Reporting Controls
                                          Page 1 of 1

Enable chart of reporting? . . . . . 1      1=Yes, 0=No
Last used id . . . . . 148

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
-----
MR a                                          01/001
```

Figure 2-7: Work With Entity Control Chart of Reporting Controls screen

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

Enable chart of reporting?

Specify yes to use the chart of reporting feature.

Last used id

The *Last used id* is an internal counter that the system uses for each reporting component in a chart of reporting hierarchy. This value is system-maintained and should not be modified. The system uses this value when you define or update your chart of reporting definition.

For additional information refer to the *Infinium GL Guide to ReportWriter*.

5 Press Enter.

- If you also selected *Currency controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-8, which is discussed in the next topic, “Defining entity currency controls.”
- Otherwise, the system returns you to the selection screen.

Defining entity currency controls

Overview

At the entity level you indicate whether you plan to use currency processing. You can disable currency processing for individual companies. In addition, you indicate the level of currency processing detail you want the system to maintain.

Steps to define entity currency controls

To define entity currency controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Currency controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-8.
-

1/06/2009 08:26:19	Create Entity Control Currency Processing	GLGETM	GLDETM
			Page 1 of 1
Enable currency processing?	1	1=Yes, 0=No	
Enable multi-currency processing? . . .	1		
Enable dual currency processing? . . .	1		
<hr/> F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys			

Figure 2-8: Work With Entity Control Currency Processing screen

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

Enable currency processing?

If you plan to use multiple currencies, specify yes in this field. If you do not specify currency processing in this field, Infinium GL does not display currency related fields in the other functions.

If you activate currency processing here, the following apply:

- You must use Infinium CM.
- You can use *Work with company controls* to disable currency processing for particular companies.

Enable multi-currency processing?

To enable entry of journals with a currency other than the base or secondary currency, specify yes in this field.

Enable dual currency processing?

Dual currency allows you to maintain a complete set of books in two currencies. Specify yes in this field if your organization requires either of the following:

- The availability of detailed journal transactions in a currency other than the base currency of your company

- Balances maintained throughout the period which reflect the actual exchange rates that were in effect when the business transactions occurred, for a currency other than the base currency of your company

For more information about this topic, refer to the *Infinium GL Guide to Currency Processing*.

5 Press Enter.

- If you also selected *ReportWriter entity control* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-9, which is discussed in the next topic, “Defining Infinium RW entity controls.”
 - Otherwise, the system returns you to the selection screen.
-

Defining Infinium RW entity controls

To define Infinium RW entity controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
- 2 Select *ReportWriter* entity control.
- 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-9.

```
1/06/2009 08:26:57      Create Entity Control      GLGETM      GLDETM
                        ReportWriter Entity Control
                                                Page 1 of 1

Last report number . . . . . 001000088

Rebuild account macros:

Use dynamic storage? . . . . . 0 1=Yes, 0=No

When company group changes? . . . . 1 1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 2-9: Work With Entity Control ReportWriter Entity Control screen

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

Last report number

This field indicates the internal number that the system assigns to the most recently created Infinium RW report. The system maintains this field and you should not change it.

Use dynamic storage?

Use this field to indicate whether the *Rebuild account macros* function uses dynamic storage when reading from the database.

- 0** The system reads each macro definition once and stores the definitions in memory while it processes each account change. *Rebuild account macros* runs faster but the process uses more storage.
- 1** The system reads each macro definition every time it processes an account change. *Rebuild account macros* runs slower but it does not affect the system storage.

You should consult with your technical staff when you define this field. For further information, refer to the *Infinium GL Technical Guide*.

5 Press Enter.

- If you also selected *Transcoding controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-10, which is discussed in the next topic, “Defining entity transcoding controls.”
 - Otherwise, the system returns you to the selection screen.
-

Defining entity transcoding controls

Overview

Transcoding is the process that allows you to post financial information from one or more companies to another company called a transcoded company.

Steps to define entity transcoding controls

To define transcoding controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Transcoding controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-10.
-

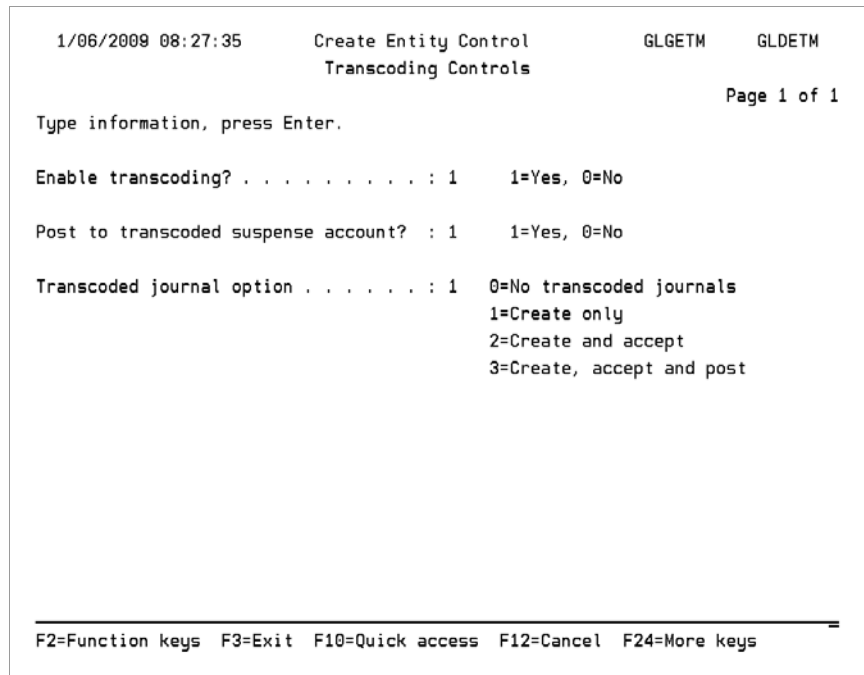


Figure 2-10: Work With Entity Control Transcoding Controls screen

If you enable transcoding, use this screen to specify whether the system uses a transcoded suspense account when posting. Also, set up the control that determines how the system handles transcoded journals.

- 4 Use the following information to complete fields on this screen. For more on this screen's fields, refer to *Infinium GL Guide to Processing and Reporting*.

Enable Transcoding?

Specify yes to use transcoding.

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 place the journal in error if an error occurs when the system creates a transcoded journal.

Transcoded journal option

Specify how to treat the automatically created transcoded journal.

- 5 Press Enter.

- If you also selected *Allocation controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-11, which is discussed in the next topic, “Defining entity allocation controls.”
 - Otherwise, the system returns you to the selection screen.
-

Defining entity allocation controls

To define allocation controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
- 2 Select *Allocation controls*.
- 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-11.

```
1/06/2009 08:28:16      Create Entity Control      GLGETM      GLDETM
                        Allocation Controls

Auto accept allocation journal? . . . 1      1=Yes, 0=No
Auto post allocation journal? . . . . 1      1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 2-11: Work With Entity Control Allocation Controls screen

- 4 Complete the fields on this screen to define the controls that the system uses when creating allocation journals. If you specify no in both fields on this screen, the system creates the allocation journal only.

Depending on how you define the controls on this screen, the system performs one of the following when you submit allocations:

- Creates allocation journals
- Creates and accepts allocation journals
- Creates, accepts, and posts allocation journals

For more information about the allocations feature, refer to the *Infinium GL Guide to Processing and Reporting*.

5 Press Enter.

- If you also selected *Weekly reporting controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-12, which is discussed in the next topic, “Defining entity weekly reporting controls.”
 - Otherwise, the system returns you to the selection screen.
-

Defining entity weekly reporting controls

Overview

Weekly reporting allows you to maintain weekly balances in addition to period balances for all your accounts.

Steps to define entity weekly reporting controls

To define weekly reporting controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Weekly reporting controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-12.
-

```
1/06/2009 08:29:52      Create Entity Control      GLGETM      GLDETM
                        Weekly Reporting Controls
                                           Page 1 of 1

Enable weekly reporting? . . . . . @      1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 2-12: Work With Entity Control Weekly Reporting Controls screen

4 Specify whether you plan to use weekly reporting.

For more information about weekly reporting refer to the *Infinium GL Guide to Processing and Reporting*.

5 Press Enter.

- If you also selected *Balance controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-13, which is discussed in the next topic, “Defining entity balance controls.”
- Otherwise, the system returns you to the selection screen.

Defining entity balance controls

Overview

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 specifying that 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 separately from credit balances, enabling you to print separate debit and credit columns on reports.

Steps to define entity balance controls

To define entity balance controls, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Balance controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-13.
-

```
1/06/2009 08:30:31      Create Entity Control      GLGETM      GLDETM
                        Balance Controls
                                                    Page 1 of 1

Maintain debit/credit balances? . . . 0      1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 2-13: Work With Entity Control Balance Controls screen

4 Specify yes to maintain separate debit and credit balances for each account.

Specifying yes enables you to set the following fields within their respective functions:

- *Maintain debit/credit balances?* field in *Work with company controls*

You can disable the debit/credit feature in *Work with company controls* for any of the companies in the system.

- *Allow debit/credit entry?* field in *Work with user security controls*

For each user profile you can specify whether to permit access to this feature.

Caution: Before you specify yes in the *Maintain debit/credit balances?* field, refer to “Maintaining Debit and Credit Balances” chapter in *Infinium GL Guide to Processing and Reporting*.

5 Press Enter.

- If you also selected *Project Accounting controls* at the selection screen in Figure 2-2, the system displays a screen similar to Figure 2-14, which is discussed in the next topic, “Activating project accounting controls for Infinium PA.”
- Otherwise, the system returns you to the selection screen.

Activating project accounting controls for Infinium PA

Overview

If you use Infinium PA, you ordinarily enter all project related transactions in Infinium PA. You can then transfer the transactions to Infinium GL as described in the Infinium PA documentation.

You can also enter project related transactions in Infinium GL to be passed along to Infinium PA.

Activating the project accounting controls in the Infinium GL entity controls affects the journal details job code field. This is a field for which you define a label such as **Project** in company controls. If you activate Infinium PA, the system does the following:

- Accepts only project IDs and related project values that are valid in Infinium PA

This applies to regular journal entry, mass journal entry, and entry of recurring journals. Refer to the Infinium GL Guide to Processing and Reporting.

- Displays project accounting data in the Infinium GL interactive trial balance
 - Prints project accounting data on the following reports:
 - Proof Input Journals
 - Accepted Input Journals
 - M-T-D General Ledger
 - Y-T-D General Ledger
 - Processed Journals
 - Selective G/L Ledger
 - Job Costing Analysis
 - General Ledger Report (Query Interface)
 - Job Costing Analysis (Query Interface)
-

Caution: Once you activate the interface with Infinium PA, Infinium GL uses project identifiers (job code values) only from Infinium PA and no longer directly 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.

Steps to activate project accounting controls

To activate use of Infinium PA with Infinium GL for project accounting, perform the following steps:

- 1 Complete steps 1-3 as outlined in the "Defining entity base data controls" topic earlier in this chapter.
- 2 Select *Project Accounting controls*.
- 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-14.

```

7/02/2002 15:45:39      Work With Entity Control      GLGETM      GLDETM
                        Project Accounting Controls
                                                    Page 1 of 1

Use Infinium Project Accounting? . . . 1      1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys

```

Figure 2-14: Project Accounting Controls screen

- 4 To activate the interface with Infinium PA, specify yes in the *Use Infinium Project Accounting?* field.

- 5 Press Enter. The system returns you to the entity controls selection screen.
- 6 At the selection screen, press F3 to return to the main menu.

Activating parent account controls

Overview

Infinium GL allows you to use parent accounts in your chart of accounts. If you enable the use of parent accounts, you can:

- Access the *Parent account* field in *Work with chart of accounts*
- Access the *Parent account* field in *Mass change chart of accounts*
- Access the *Parent account* field in *Mass add chart of accounts*
- View the parent account assigned to a general ledger account in *Display chart of accounts*
- Print the parent account if the value in the *Output format* field is **Long** in *Print chart of accounts*
- Print a chart of accounts report in parent account order using *Print chart of accounts*
- Define an account hierarchy for use with Infinium Financial Manager powered by Cognos® Finance (Infinium Financial Manger)

You use *Work with parent accounts* to create, maintain and delete parent accounts. Parent accounts are defined specifically for use with Infinium Financial Manager.

You use *Display parent accounts* to view parent account information.

Steps to activate parent account controls

To activate use of parent accounts in Infinium GL, perform the following steps:

- 1 Complete steps 1-3 as outlined in the “Defining entity base data controls” topic earlier in this chapter.
 - 2 Select *Parent account controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 2-15.
-

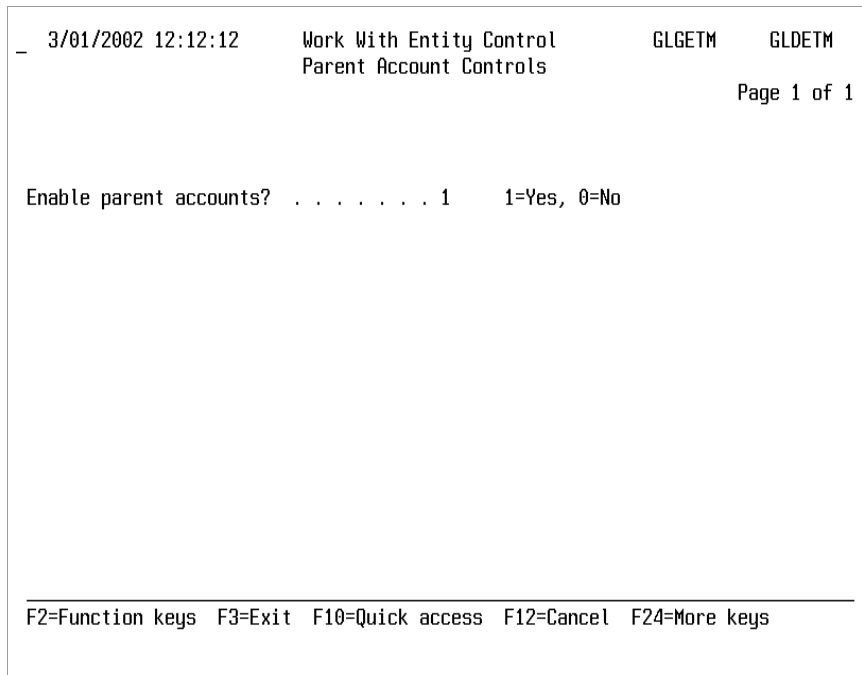


Figure 2-15: Parent Account Controls screen

- 4 To activate parent accounts, specify yes in the *Enable parent accounts?* field.
- 5 Press Enter. The system returns you to the entity controls selection screen.
- 6 At the selection screen, press F3 to return to the main menu.

Setting up sequential numbering

The Infinium GL *Entity* menu provides a *Work with sequential numbering* option that applies when you use Infinium Financial Products (Infinium FP) with Infinium GL. You can use Infinium FP to perform the following tasks:

- Sequentially number specific types of documents within your financial applications
- Establish and maintain financial calendars that identify your accounting years and periods

Infinium FP interfaces with the following Infinium applications:

- Infinium GL
- Infinium PL
- Infinium AR

Used with Infinium FP, Infinium GL allows you to sequentially number monetary journals for auditing purposes. For Infinium GL you can set up sequential numbering for monetary journals only. The document type for monetary journals is **MJRNL**. In addition, you can specify journal source code values as subtypes.

For more about using sequential numbering, refer to the *Infinium GL Guide to Processing and Reporting*.

Chapter 3 Defining and Maintaining Companies and Codes

3

The chapter consists of the following topics:

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Accessing company control attributes	3-9
Defining company base data	3-12
Defining the company account structure	3-16
Defining company report controls	3-22
Defining company budget controls	3-24
Defining company journal controls	3-26
Displaying a company's purged history	3-29
Defining company period controls	3-32
Defining intracompany processing controls	3-35
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Changing accounting period information for multiple companies	3-46
Defining company groups	3-49

Overview of Infinium GL companies and codes

The control files described in this chapter are for setting up Infinium GL companies. The system uses these controls to validate information that you enter for a company as well as information entered throughout the Infinium GL system.

This chapter explains how to set up certain codes used in company controls and how to set up company controls, change the current accounting period for multiple companies at once, and group companies.

Objectives

After completing this chapter, you should be able to do the following:

- Define accounting year, source, and job code values
 - Define company controls
 - Mass change company controls
 - Define company groups
-

Defining code values

Overview

The system uses code values to validate information that you enter for a company. Before you can set up a company, you must define certain code values.

You need to be aware of three code values before setting up a company.

Accounting year code value

Before you can set up a company, you must have an active accounting year set up in the system. In addition to defining the active accounting year for your current year, you can set up additional inactive accounting years, such as prior or future years. You cannot create a journal transaction entry for an inactive year.

When converting your history, you must set all accounting years that include history to active before the conversion.

Job code and project ID values

Infinium GL job codes and Infinium PA project IDs that you specify during journal transaction entry let you track the costs associated with a specific job or project.

Infinium GL job codes

Infinium GL job code values apply only if you are not using Infinium PA with Infinium GL and have not activated project accounting in the Infinium GL entity controls.

- If you have not activated the interface with Infinium PA, you can define job codes that are valid either for specific companies or for all companies. Once you define the codes, users can use the codes during entry of any transactions that are to be associated with a job or project.
 - The company controls' base data attribute includes a *Job code name* field for defining the field label to be displayed to the user, such as **Project** or **Job**.
-

- To generate job costing analysis reports based on the job code values, use the *Analytical Inquiries and Reports* function.

Infinium PA project data

If you are using Infinium PA for project accounting, you ordinarily enter project transaction information in Infinium PA. You can then transfer transactions to Infinium GL.

If you activate Infinium PA in the Infinium GL entity controls, the system uses an Infinium PA interface to make Infinium PA project data available during journal transaction entry. In the job code field, you specify a project ID that is valid in Infinium PA and can also specify related information from lists of valid Infinium PA data. The system does not pass the ID or other information back to Infinium PA.

For more about associating an Infinium GL transaction with an Infinium PA project, refer to the “Activating project accounting controls” topic in the “Defining Entity Controls” chapter of this guide and to the *Infinium GL Guide to Processing and Reporting*.

Source code value

The *Work with code values* function allows you to define source codes for general ledger journals. Source codes identify where each journal originates and are required at journal entry. These can be as specific as necessary.

If you do not define specific source codes for a company, the system does not validate the source code the user specifies during journal entry for that company.

Steps to define code values

To define 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 a screen similar to Figure 3-1.

You can also access code values through *General Ledger Initial Setup*.

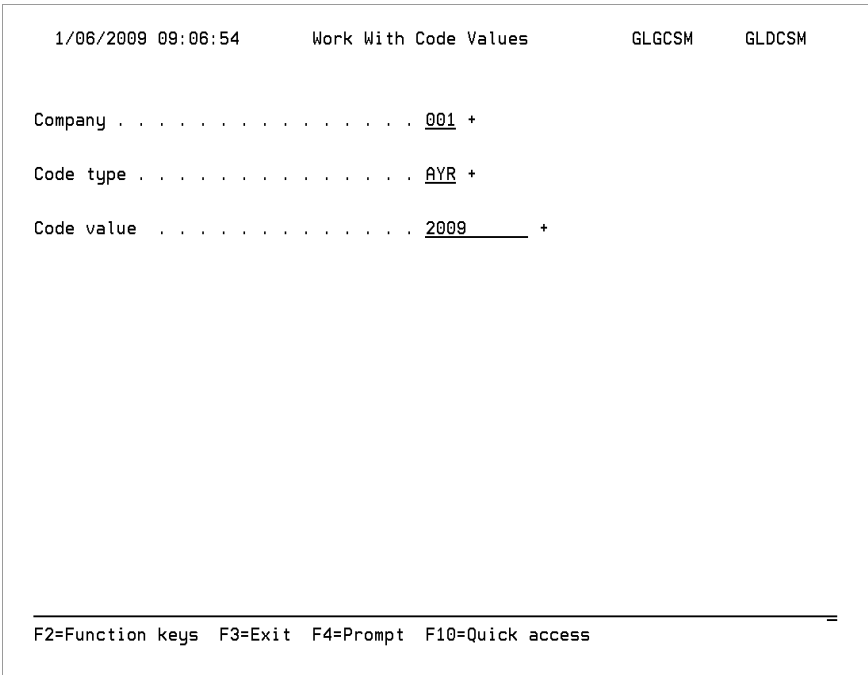


Figure 3-1: Work With Code Values selection screen 1 of 2

Defining accounting year code values

- 4 Use the following information to complete the accounting year fields:

Company

Leave this field blank indicating that the accounting year is valid for all companies.

Caution: Infinium RW requires that all accounting and year code values be set up with the *Company* field blank.

Code type

Specify **AYR** (accounting year).

Code value

Specify a four-digit accounting year, such as **2000**.

- 5 Press Enter. The system displays a screen similar to Figure 3-2.

```

1/06/2009 09:08:02      Work With Code Values      GLGCSM      GLDCSM

Company . . . . . : 001
Code type . . . . . : AYR
Code value . . . . . : 2009
Description . . . . . _____
Active? . . . . . 1

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

```

Figure 3-2: Work With Code Values screen 2 of 2

- 6 Use the following information to complete the fields:

Description

Specify a description of the year, such as **TWO THOUSAND** or **2000**.

Active?

If this year is the current accounting year, set this year to active. You cannot post to any year that is inactive.

Caution: To prevent posting to prior or future years, inactivate those years.

- 7 Press Enter to save the accounting year code and return to the first Work With Code Values screen.

Defining job code values

If you have activated the interface with Infinium PA in Infinium GL entity controls, do not define job codes. The system uses project IDs from Infinium PA rather than Infinium GL job codes. Continue to the “Defining source code values” instructions, skipping the following steps.

If you have not activated Infinium PA in Infinium GL, perform these steps:

- 8 Use the following information to complete the job code fields on the screen similar to Figure 3-1:

Company

- To restrict use of the job code to one company, specify that company.
- To make the job code valid for all companies, leave this field blank.

Code type

Specify **JOB**.

Code value

Specify a job code value such as **REMODTRN** for a remodel training center job. The maximum length of this value is ten characters.

- 9 Press Enter. The system displays a screen similar to Figure 3-2.
- 10 Use the following information to complete the fields:

Description

Specify a description of up to 30 characters to clarify the meaning of the code, such as **REMODEL TRAINING CENTER**. The system includes this description when the user displays a list of valid job code values during journal entry.

Active?

Activate the job code. You cannot use an inactive job code.

- 11 Press Enter to save the job code and return to the first Work With Code Values screen.

Defining source code values

Since source codes are required during journal entry, We recommend setting up a blank source code for any company that does not use source codes. Setting up a blank source code allows the user to specify any value.

- 1 Use the following information to complete the source code fields on the screen similar to Figure 3-1:

Company

- To restrict a source code to a single company, specify that company.
 - To make the source code valid for all companies, leave this field blank.
-

Code type

Specify **SRC**.

Code value

Specify a source code such as **CD** for cash distributions. The maximum number of characters is 10.

2 Press Enter. The system displays a screen similar to Figure 3-2.

3 Use the following information to complete the fields:

Description

Specify a description of up to 30 characters to explain the source code, such as **CASH DISBURSEMENTS**. The system displays this description along with the code when a user displays a list of valid codes during journal entry.

Active?

Specify whether the code is active or inactive. You cannot use an inactive code.

4 Press Enter to save the source code.

5 Exit to the main menu.

Accessing company control attributes

Overview

Use *Work with company controls* to define controls for a specific company. You can copy an existing company's controls for a new company and edit the new controls.

This function provides access to company control attributes and other company-specific information as follows:

- Base data
- Account structure
- Report controls and budget controls
- Journal controls
- Purged history display
- Period controls
- Intracompany controls
- Currency controls and transcoding controls
- Weekly controls

The company controls selection screen displays this selection only if weekly reporting has been activated in the Infinium GL entity controls.

- Sequence number relationship controls

The company controls selection screen displays this selection only if sequential numbering has been activated in the Infinium GL entity controls.

This chapter of the guide does not cover sequence number relationship controls. Refer to the *Infinium GL Guide to Processing and Reporting*.

Steps to access company control attributes

To access the control attributes 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 a screen similar to Figure 3-3.

You can also access company controls in the *General Ledger Initial Setup* function.

```
1/06/2009 09:10:22      Work With Company Controls      GLGCNM      GLDCNM

Company . . . . . 001 +
Copy like company . . . . . ___ +

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

Figure 3-3: Work With Company Controls prompt screen

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

Company

Specify a three-character alphanumeric value for a new or existing company.

If this is an existing company, the subsequent screens display that company's existing information.

Copy like company

You can copy an existing company's controls to define a new company by typing the existing company's identifier in this field. You can then edit the controls for the new company.

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

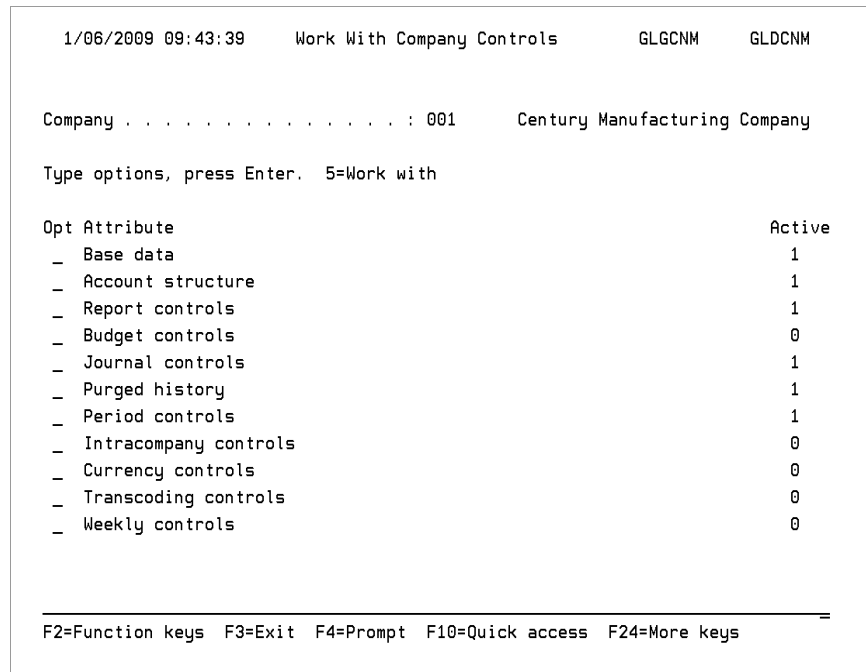


Figure 3-4: Work With Company Controls selection screen

If you are defining a new company, the system allows you to access only the base data. After you define the base data, you can select additional attributes.

- 6 To delete the company, press F22. When you delete a company, the system also removes the company from all company groups and security groups.

To work with the company’s attributes, continue to the following steps:

- 7 Select an attribute. After defining base data, you can select multiple attributes.
- 8 Specify 5 in the *Opt* field and press Enter. The system displays a screen for the selected attribute. If you selected multiple attributes, the system displays them consecutively.

For information about completing data for each attribute, refer to the subsequent topics in this chapter.

- 9 When done working with attributes, exit to the main menu.

Defining company base data

Overview

The base data attribute includes basic information about each company, such as company name and description, base currency, accounting period, default accounts, job code name (that is, the label displayed for the job code field), and other controls.

Steps to define company base data

To define the base data for a company, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Base data*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-5.
-

```
1/06/2009 09:11:32    Work With Company Controls    GLGCMN    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

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 3-5: Work With Company Controls Base Data screen

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

Company name

Specify the company name as it is to be printed on all reports, up to 30 characters.

Company description

This optional up to 40-character description does not appear on printed reports.

Active?

Specify whether the company is active. You cannot post to an inactive company.

Base currency

This field appears only if currency processing in activated the entity controls.

The currency specified in the entity controls is the default here. To maintain the books for this company in a different currency, specify the different currency.

Number of accounting periods

Specify 12 or 13 accounting periods for your accounting year. The system always reserves Period 14 for closing your year.

Number of accrual periods

This field controls how the system handles auto accrual journals entered for Period 12. To have the system reverse those journals in Period 13, specify **13**. To reverse the journals in the first period of the following year, specify **12**.

If you have 13 periods, but use Period 13 for year end adjustments only, set this field to **12** so that period 12 accruals are reversed in Period 1.

Current accounting year, Current accounting period, and Current accounting week

The system displays the *Current accounting week* field only if weekly reporting is active in the entity controls.

The values you specify here are the defaults for new journal batch headers.

Suspense account

The system uses this account for journals that may include invalid entries.

You must specify an account that is defined as type **B** (both monetary and statistical) in *Work with chart of accounts*.

Retained earnings account

This account is required for year end closing. The account must already have been defined in *Work with chart of accounts*.

Job code name

This is a required field. Specify the job code field label to be displayed during journal entry for this company. The user can specify job codes during entry of journal transaction details in order to track expenses for specific jobs or projects.

For example, if you specify **Project** in this *Job code name* field in the company controls, the system displays a field labeled *Project* for entry of job or project codes during entry of transaction details.

Intercompany processing?

Intercompany processing allows you to create journals that contain transactions for multiple companies. Intercompany processing balances

companies that you use within journals by using balancing accounts to generate intercompany payable and receivable entries.

Intercompany processing and intracompany processing are mutually exclusive. That is, if you choose to perform intercompany processing for this company, you cannot perform intracompany processing for this company.

5 Press Enter. The system updates the base data.

- If you selected *Account structure* at the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-6, which is discussed in the next topic, “Defining the company account structure.”
 - Otherwise, the system returns you to the selection screen.
-

Defining the company account structure

Overview

You must define an account structure for each company.

The flexibility of Infinium GL reporting depends on the chart of accounts' structure. The structure can have the following:

- Up to nine components such as company, division, department and so forth
- A total length of up to 36 characters including the separators

Planning the account structure

Planning the account structure is very important. The availability of nine components lets you define many levels on which to post and report for this company. The best planned account structures balance reporting flexibility with system efficiency.

We recommend allowing at least one extra character in certain components such as an account or sub-account component to allow for company growth.

Caution: You cannot change the structure once you have defined the structure and have created an account for this company.

Planning for reporting

You use Infinium RW to create most of your Infinium GL reports. Because you select general ledger accounts for reports using masks and ranges, carefully consider preparation for report writing when you design your account structure.

Hierarchical relationship

You must define a hierarchical account structure with the company component first, followed by major to minor company units. To use ranges and masks in the most efficient way, define the reporting components to the left and the accounting components to the right.

The first component must be the company code which should have three characters. If you use the chart of reporting feature, no component length can exceed eight.

For example, a company can define its components in the following hierarchy:

Company, Division, Department, Account, Sub-Account

The following table summarizes a sample chart of account hierarchy:

Sample account	Account description
001	Company (nonposting)
001-001	Division 001 (nonposting)
001-001-001	Department 001 (nonposting)
001-001-001-4100	Sales (nonposting header)
001-001-001-4100-001	Product Line 1 (posting account)
001-001-001-4100-002	Product Line 2 (posting account)

Coding account structure

After planning the structure, define the structure in the company controls.

Generic components

You can define generic components to let the system automatically create accounts as you need them during journal entry.

Using generic components takes less effort than defining the entire chart of accounts. You define only a standard set of accounts from which the system can automatically create additional accounts as you need them.

This creation of a chart of accounts subset also means initial use of less disk space.

Steps to define the company account structure

To define an account structure for a company, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.

2 Select *Account structure*.

3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-6.

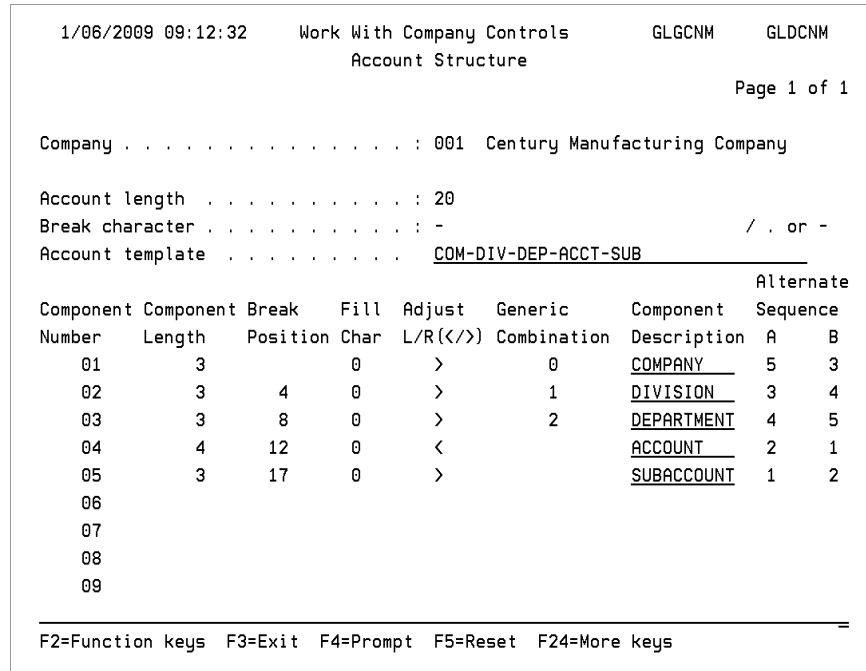


Figure 3-6: Work With Company Controls Account Structure screen

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

Account length

Specify the total length of the account structure including the separator break characters. This is the maximum account length including all the components.

For example, if the structure is Company, Division, Department, Account, Sub-Account and a sample subaccount number is 001-001-001-4100-001, specify **20** in this *Account length* field.

Break character

The break character separates account components on your screen and in reports.

Select one of the following break characters:

- Hyphen (-)
- Period (.)

- **Slash (/)**

Regardless of the break character you select, you can use the period as a keying shortcut for typing accounts.

Account template

Specify an alphabetic description for each chart of accounts component.

- We recommend that you make each component's description the same length as the component.
- Separate the descriptions by the break character you selected.

For example, you can specify **COM-DIV-DEP-ACCT-SUB** here corresponding to a sample account such as 001-001-001-4100-001.

The system displays this template in many functions to remind you of your account structure. You also use the template for reference on reports.

Component Length

Specify each component's length. Once you define an account, you cannot update this field.

The first component length can be **1**, **2**, or **3**, but we strongly recommend that you specify **3** for the company component.

If you use the chart of reporting, no component length can exceed 8.

If you prefer typing the break position numbers rather than the component lengths, press F6 to allow input in the *Break Position* column.

Break Position

If you specified the component lengths in the previous column, the system supplies this number to indicate the break position after the component. Example: If the first component is three characters, the first break position value is 4.

Pressing F6 to specify break positions instead of component lengths makes this column available for input.

Fill Char

Use this field with the *Adjust L/R* field. Specify the character that the system is to supply if you abbreviate a component entry during processing. The system uses that character to expand the abbreviation to the full component length.

For example, suppose you define the following for your division component:

- A length of three characters with the fill character set to 0
- Right justification (that is, the subsequent *Adjust L/R* field is set to >)

During processing, you can specify 1 for division 001 and press Enter. The system right justifies the 1 and supplies two 0 fill characters to the left to display 001.

Adjust L/R

You can right justify (>) or left justify (<) each component in the structure.

- Numeric components are typically right justified and zero filled
- Alphabetic components are typically left justified

Generic Combination

This field allows you to specify if and how accounts from the chart of accounts can be combined with generic accounts from the Generic Accounts file to create new accounts as needed during journal entry.

Refer to Appendix A for information about how to use this field in conjunction with information you define in other functions to set up generic components.

Component Description

You can specify a component description of up to ten characters, such as **Company** or **Division**.

Alternate Sequence

You can define two alternative sequences in which to present the components, such as alternative sequence ACCT-SUB-COM-DIV-DEP. If you do not leave the alternate sequence fields blank, you must define both alternate sequences.

- The system uses the alternate sequences, if defined, for system reports, the interactive trial balance, and allocations functions.
- If you do not define alternate sequences, the system uses the normal account structure sequence.

If you convert the chart of accounts, you must run *Mass Change Alternate Sequence* to update sequences A and B. For information on running this function, refer to the “Defining and Maintaining Your Chart of Accounts” chapter.

- 5 Press Enter. The system updates the account structure.
-

- If you selected *Report controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-7, which is discussed in the next topic, “Defining company report controls.”
- Otherwise, the system returns you to the selection screen.

Defining company report controls

Overview

Define company report controls to do the following:

- Set up the headings for standard reports
- Set general ledger totaling controls for components and account types

Steps to define company report controls

To define company report controls, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Report controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-7.
-

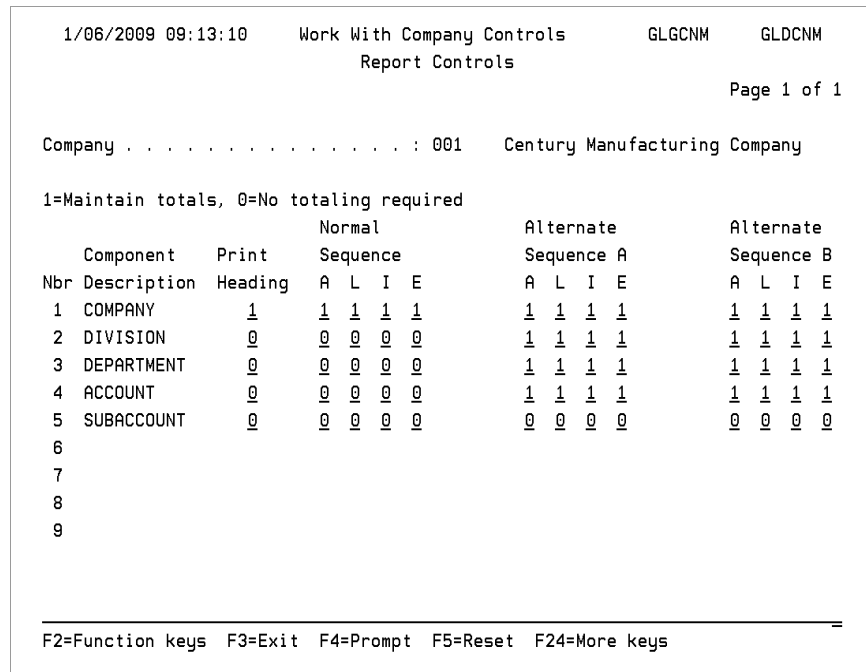


Figure 3-7: Work With Company Controls Report Controls screen

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

Print Heading

Specify 1 to print nonposting dependent component headings for each posting level account number on the General Ledger and Trial Balance reports. You can update these controls as needed.

Normal Sequence, Alternate Sequence A, and Alternate Sequence B

Use the remainder of the screen to define your general ledger totaling controls. Specify 1 to print subtotals on standard reports.

Within each sequence (Normal Sequence, Alternate Sequence A, and Alternate Sequence B), indicate whether the system calculates totals for each component and for each type of account (Asset, Liability, Income, and Expense).

5 Press Enter. The system updates the report controls.

- If you selected *Budget controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-8, which is discussed in the next topic, “Defining company budget controls.”
- Otherwise, the system returns you to the selection screen.

Defining company budget controls

To define company budget controls, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
- 2 Select *Budget controls*.
- 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-8.

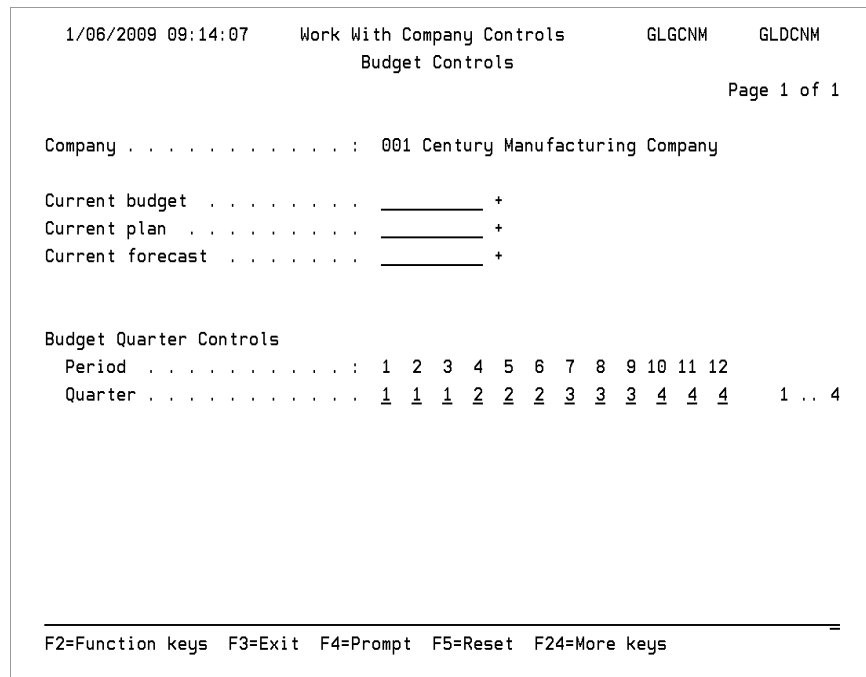


Figure 3-8: Work With Company Controls Budget Controls screen

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

Current budget, Current plan, and Current forecast

Specify existing budgets to use for reports when you specify ***C** (this company’s current budget), ***P** (this company’s current plan), or ***F** (this company’s current forecast) in Infinium RW report definitions.

Defining these variables on the company level allows you to run the same report for different companies. In each case, the system uses the budget that

you specified in a company's controls when you run the report for that company.

Quarter

Assign each accounting period to a quarter within the accounting year by typing the quarter's number, **1**, **2**, **3**, or **4**. The system uses these controls for budget processing, allowing you to view budget information by quarter.

- 5 Press Enter. The system updates budget controls.
 - If you selected *Journal controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-9, which is discussed in the next topic, "Defining company journal controls."
 - Otherwise, the system returns you to the selection screen.

Defining company journal controls

Overview

Company journal controls specify journal source, reference, and description details for Infinium RW journals and imported budget journals.

This information appears in Infinium GL journals.

Steps to define company journal controls

To define company journal controls, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Journal controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-9.
-

```

1/06/2009 09:15:50      Work With Company Controls      GLGCMN      GLDCNM
                        Journal Controls
                                                    Page 1 of 1

Company . . . . . : 001 Century Manufacturing Company

Infinium ReportWriter Journals
Source . . . . . _____ +
Reference . . . . . RWALLOC
Description . . . . . REPORT WRITER ALLOCATION JRNL

Imported Budget Journals
Source . . . . . _____ +
Reference . . . . . PCUPLOAD
Description . . . . . PC UPLOAD

Balance Controls
Maintain debit/credit balances? . . . : 0          1=Yes, 0=No

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

Figure 3-9: Work With Company Controls Journal Controls screen

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

Source, Reference and Description

The system uses the values you specify in these fields to label information from Infinium RW allocation journals or budgets uploaded from personal computers.

Maintain debit/credit balances?

The system displays this field only if maintaining debit/credit balances is activated in the Infinium GL entity controls.

Infinium GL allows maintaining separate debit and credit balances for monetary accounts so that you can print separate debit and credit columns on reports. This meets an international requirement where users enter negative debit amounts to correct debit entries and positive credit amounts to correct credit entries.

Use this field to activate this feature for this company.

Once debit/credit balances exist for the company, you cannot inactivate the feature.

5 Press Enter. The system updates the journal controls.

- If you selected *Purged history* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-10, which is discussed in the next topic, “Displaying a company’s purged history.”
 - Otherwise, the system returns you to the selection screen.
-

Displaying a company's purged history

Overview

The system tracks the purging of journal transactions and balance data.

You can display a company's purged data for a specific year or user.

Steps to display a company's purged history

To display a company's purged historical data, perform the following steps:

- 1 Complete steps 1 - 5 in the "Accessing company control attributes" topic earlier in this chapter.
 - 2 Select *Purged history*.
 - 3 Specify 5 in the *Opt* field and press Enter twice. The system displays a screen similar to Figure 3-10.
-

```

1/06/2009 09:17:13      Work With Company Controls      GLGCNM      GLDCNM
                          Purged History
                                          Page 1 of 1

Company . . . . . : 001 Century Manufacturing Company

Purge type . . . . .      D=Detail, S=Summary, Blank=All
Balance type . . . . .    M=Monetary, S=Statistical, Blank=All
Year . . . . .           +      BLANK=All
User . . . . .           +      BLANK=All

                          Through
Typ Balance Yr  Year/Pd Purged On  By      At      Summary  Jrnl's Distrib
S   M   2002 2002   11/10/2006 CGK      9:18:05   193
S   S   2002 2002   11/10/2006 CGK      9:18:05    22
D   M   2002 2002 12 11/10/2006 CGK      9:18:03     50   161
S   M   2001 2001   11/10/2006 CGK      9:16:58   113
S   S   2001 2001   11/10/2006 CGK      9:16:58    4
S   M   1999 2000   11/10/2006 CGK      9:11:05    3
S   M   2000 2000   11/10/2006 CGK      9:11:05   54
S   S   2000 2000   11/10/2006 CGK      9:11:05    5      +
=====
F2=Function keys  F3=Exit  F4=Prompt  F5=Reset  F24=More keys
    
```

Figure 3-10: Work With Company Controls Purged History screen

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

Purge type

Leave this field blank to include both summary and detailed information, or specify one of the following to define what to include in the display:

- *Summary* to display only summary information
- *Detail* to display only detailed information

Balance type

Leave this field blank to include both monetary and statistical balances, or specify *Monetary* or *Statistical* to limit the display of the purged history.

Year

To limit the display to history for a specific accounting year, specify that year.

Leave this field blank to include all valid years.

User

To limit the display to information that was purged by a particular user, specify a user profile.

Otherwise, leave this field blank.

- 5 Press Enter. The system displays the following information at the bottom of the screen:
 - Number of journals and distributions purged and the user who performed the purge
 - Year, period, date, and time of the purge
 - Type of purge: Summary or detail
 - 6 Press Enter.
 - If you selected *Period controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-11, which is discussed in the next topic, "Defining company period controls."
 - Otherwise, the system returns you to the selection screen.
-

Defining company period controls

Overview

You must define a company's period controls before posting its journals. Defining a company's period controls includes specifying the following:

- The company's accounting periods
- The ending date of each period
- The number of closing per period

The system records the number of closings that occur during each accounting period.

Steps to define company period controls

To define a company's period controls, perform the following steps:

- 1 Complete steps 1 - 5 in the "Accessing company control attributes" topic earlier in this chapter.
 - 2 Select *Period controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-11.
-

1/06/2009 09:18:24		Work With Company Controls		GLGDAM	GLDDAM	
Period Controls						
					Page 1 of 1	
Company		: 001				
Year		: 2005				
Period	Name	End Date		Postings Per Period	Postings To Date	Direct Postings
01	<u>JAN</u>	1312005	1/31/2005	<u>2</u>		16
02	<u>FEB</u>	2282005	2/28/2005	<u>2</u>		
03	<u>MAR</u>	3312005	3/31/2005	<u>2</u>		
04	<u>APR</u>	4302005	4/30/2005	<u>2</u>		
05	<u>MAY</u>	5312005	5/31/2005	<u>2</u>		2
06	<u>JUN</u>	6302005	6/30/2005	<u>2</u>		
07	<u>JUL</u>	7312005	7/31/2005	<u>2</u>		2
08	<u>AUG</u>	8312005	8/31/2005	<u>2</u>		
09	<u>SEP</u>	9302005	9/30/2005	<u>2</u>		
10	<u>OCT</u>	10312005	10/31/2005	<u>2</u>		
11	<u>NOV</u>	11302005	11/30/2005	<u>2</u>		
12	<u>DEC</u>	12312005	12/31/2005	<u>2</u>	1	1
F2=Function keys F3=Exit F4=Prompt F5=Clear F24=More keys						

Figure 3-11: Work With Company Controls Period Controls screen

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

Start period name

After you have completed setting up the company's period controls, the system no longer displays the *Start period name* field.

The default value for this field is **JAN**. If your fiscal year starts with a different month, such as October, specify an alternative first period name such as **OCT**.

When you specify the start period name, the system automatically fills in the period name column on the lower portion of the screen beginning with the start period name for period 01. You can override these defaults.

End Date

In the *End Date* column, the system supplies a default period ending date for each accounting period, such as 10312000 for October 31, 2000.

You can specify any date that is later than all prior periods' end dates.

Postings Per Period

Specify the number of postings you expect for this accounting period. The maximum allowable value is 35.

The system compares this field with the next field, *Postings To Date*, to determine whether to increment the current accounting period in the base data.

Postings To Date

This is a display-only field.

Each time you run the *Post journals and close period* function, the system increments this field by one.

When the value in this field equals the value in the *Postings Per Period* field for the same period, the system rolls the current accounting period forward in this company's base data.

Direct Postings

This is a display-only field.

Each time you run the *Accept and post journals* function, the system increments this field by one. There is no limit to the number of times you can run this function within a single period.

- 5 Press Enter. The system updates the period controls.
 - If you selected *Intracompany controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-12, which is discussed in the next topic, "Defining intracompany processing controls."
 - Otherwise, the system returns you to the selection screen.

Defining intracompany processing controls

Overview

Intracompany processing lets you maintain several balanced sets of books for a single Infinium GL company based on a component of your account structure.

Intercompany processing and intracompany processing are mutually exclusive. You cannot use both.

Steps to define intracompany processing controls

To define intracompany processing controls, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Intracompany controls*.
 - 3 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-12.
-

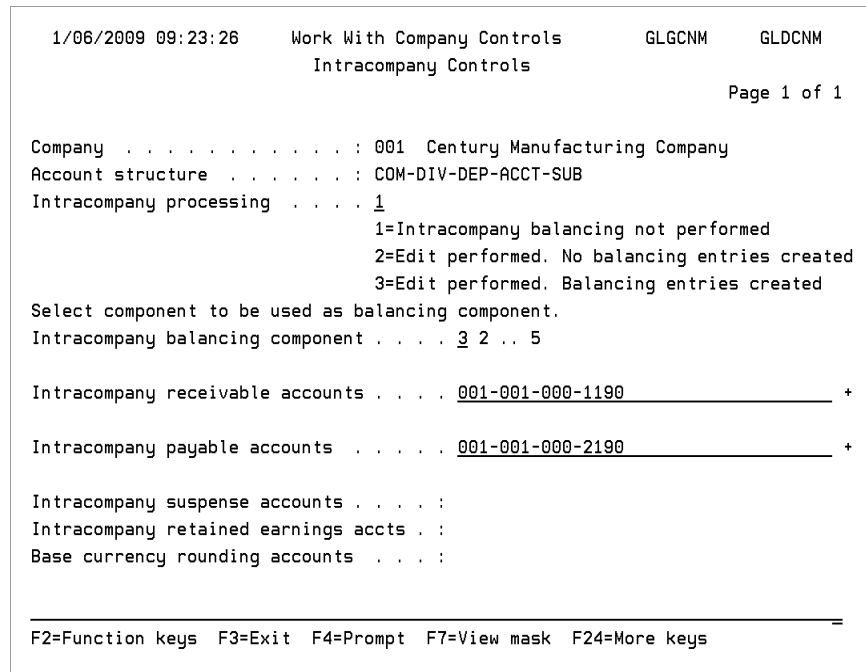


Figure 3-12: Work With Company Controls Intracompany Controls screen

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

Intracompany processing

Specify one of the following to indicate the extent of intracompany processing:

- Intracompany balancing not performed
The system performs no balancing edits and generates no balancing entries.
- Edit performed. No balancing entries created.
The system performs balancing edits but does not generate balancing entries.
- Edit performed. Balancing entries created.
The system automatically generates intracompany balancing entries.

Intracompany balancing component

The balancing component is typically the division level component.

You can specify any component except the first. The first component is reserved to identify the company.

Intracompany receivable accounts

If a debit is needed to balance the journal, the system uses a receivables account based on the one specified here.

Intracompany payable accounts

If a credit is needed to balance the journal, the system uses a payables account based on the one specified here.

For additional information on completing the remaining fields on this screen refer to the “Using Intracompany Processing” chapter of the *Infinium GL Guide to Processing and Reporting*.

- 5 Press Enter. The system asks you to confirm your changes.
 - 6 Press Enter. The system updates the intracompany controls.
 - If you selected *Currency controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-13, which is discussed in the next topic “Defining company currency controls.”
 - Otherwise, the system returns you to the selection screen.
-

Defining company currency controls

Overview

You can specify whether this company is to use one, two, or multiple currencies.

For more about currency processing and these company currency controls, refer to the *Infinium GL Guide to Currency Processing*.

Steps to define company currency controls

To define currency controls for a company, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Currency controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-13.
-

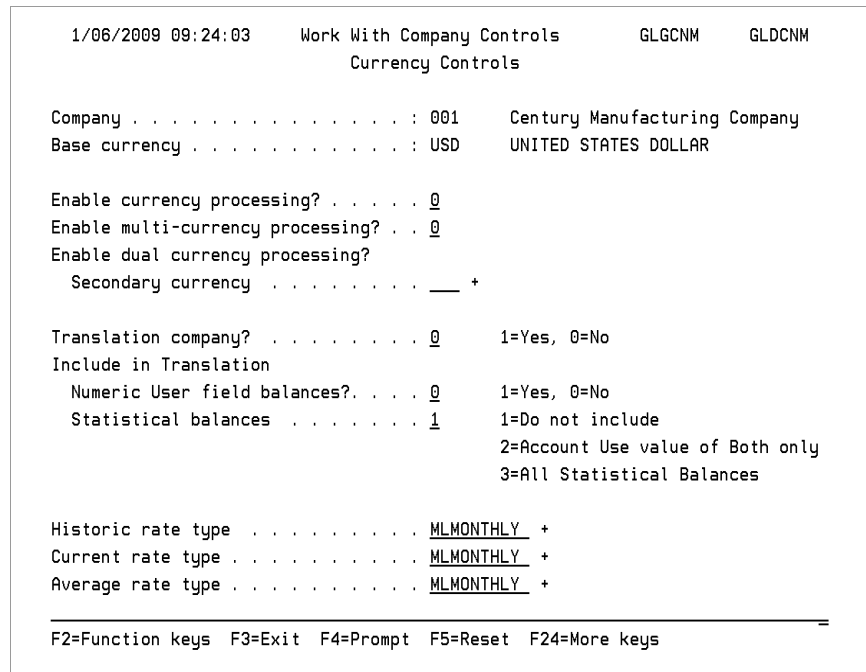


Figure 3-13: Work With Company Controls Currency Controls screen

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

Enable currency processing?

Specify yes to enable the use of more than one currency for this company.

Enable multi-currency processing?

Specify yes to enable the entry of journals in currencies other than the base currency and the secondary currency.

Secondary currency

Specify a secondary currency if your organization needs either of the following:

- Detailed transactions in a currency other than the base currency
- Currency balances maintained throughout the period that reflect the exchange rates in effect when the business transactions occurred for a currency other than the base currency

For more information on completing the remaining fields on this screen, refer to the *Infinium GL Guide to Currency Processing*.

5 Press Enter. Depending on your specifications at this screen and the selections you made at the company controls attribute list, the system does one of the following:

- Displays additional screens with fields related to multi-currency processing and dual currency processing. Refer to the *Infinium GL Guide to Currency Processing* for more information.
- 6 When you complete the last of the displayed screens and press Enter, the system updates the currency controls and returns you to the company controls selection screen in Figure 3-4.
- Updates the currency controls and if you selected *Transcoding controls* on the selection screen, displays a screen similar to Figure 3-14, which is discussed in the next topic “Defining company transcoding controls”
 - Updates the currency controls and returns you to the selection screen
-

Defining company transcoding controls

Overview

Transcoding lets you post financial information from one or more companies to a single different company, called a transcoded company, with a different account structure. The system transcodes this information by copying journal transactions from the one account structure to the other account structure.

Transcoding can be used for legal, government, or regulatory reporting or to consolidate several Infinium GL companies.

Steps to define company transcoding controls

To define company transcoding controls, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Transcoding controls*.
 - 3 Specify 5 in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-14.
-

```

1/06/2009 09:24:35      Work With Company Controls      GLGCNM      GLDCNM
                          Transcoding Controls
                                                    Page 1 of 1

Type information, press Enter.
Company . . . . . : 001      Century Manufacturing Company
Transcoded company? . . . . . @ 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 period . . . . ___      (1..13 +/-)

  Transcoded journal source code . . _____ +

  Transcoded journal reference . . . _____

  Transcoded journal description . . _____

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

```

Figure 3-14: Work With Company Controls Transcoding Controls screen

- 4 Use the following information to define transcoding controls for either a general ledger company or a transcoded company:

Transcoded company?

- If you are defining controls for a regular company, specify *GL company*.
- If you are defining controls for a company to which the information is to be copied (transcoded), specify *Transcoded company*.

For information on using the remaining fields on this screen, refer to the “Using Transcoding” chapter of the *Infinium GL Guide to Processing and Reporting*.

- 5 Press Enter. The system updates the transcoding controls.
- If you selected *Weekly controls* on the selection screen in Figure 3-4, the system displays a screen similar to Figure 3-15, which is discussed in the next topic, “Defining company weekly controls.”
 - Otherwise, the system returns you to the selection screen.

Defining company weekly controls

Overview

You must define period controls before you can define weekly controls.

Weekly controls apply to a specific combination of company and year. The defaults are the company and year specified in the company base data.

Steps to define company weekly controls

To define weekly controls, perform the following steps:

- 1 Complete steps 1 - 5 in the “Accessing company control attributes” topic earlier in this chapter.
 - 2 Select *Weekly controls*.
 - 3 Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure 3-15.
-

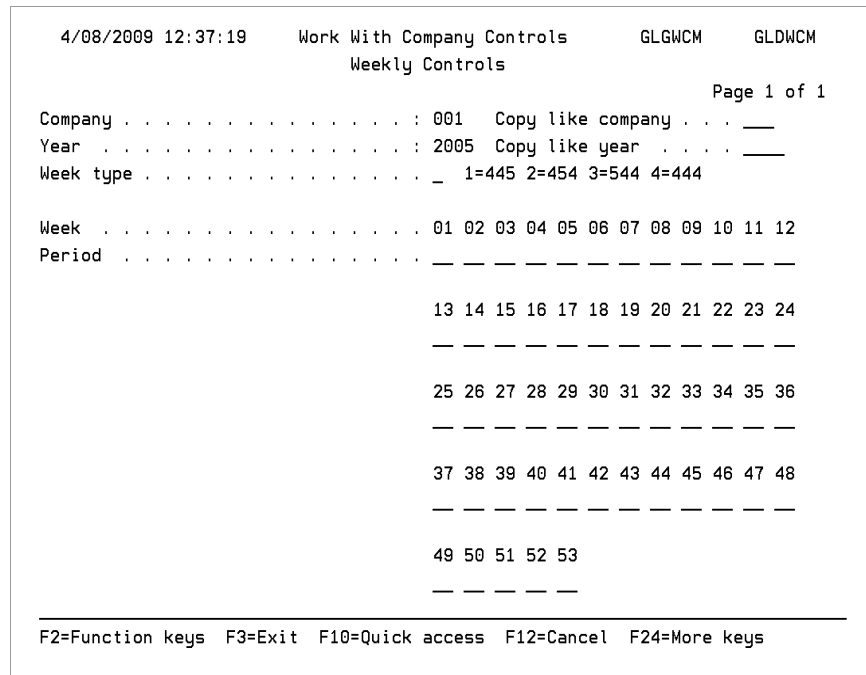


Figure 3-15: Work With Company Controls Weekly Controls screen

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

Week type

Assign the weeks to periods by doing one of the following:

- Selecting a value from the list.
- Leaving this field blank and then manually assigning weeks or copying weekly controls from another company.

The system displays the following fields only if you have not yet defined the weekly controls:

Copy like company

Specify the company from which to copy weekly controls.

Copy like year

Specify the year from which to copy weekly controls. This field is required if you specify a company in the *Copy like company* field.

5 Press Enter. The system fills in the *Period* fields at the bottom of the screen.

6 Press Enter. The system updates the weekly controls and returns you to the company controls selection screen.

7 Exit to the main menu.

Changing accounting period information for multiple companies

Overview

The *Mass change company controls* function allows you to change the current period and year for either of the following:

- All of the Infinium GL companies on your system
- All companies in a specific company group

You can also use *Mass change company controls* to change and create period and weekly controls for all companies or companies within a company group.

Steps to change accounting period information for multiple companies

To change accounting period information for multiple companies, perform the following steps:

- 1 From the main menu select *Control File Functions*.
 - 2 Select *Companies*.
 - 3 Select *Mass change company controls* [MCCC]. The system displays a screen similar to Figure 3-16.
-

```

1/06/2009 09:31:45   Mass Change Company Controls   GLGMCCS   GLDMCCS

Enter new attributes, press Enter to submit

Company group . . . . . JSD_____ + Blank=All Companies
Include inactive companies? . . . . . 1
Trial update . . . . . 1

Current accounting year . . . . . 2007 +
Current accounting period . . . . . *   1 .. 13
Current accounting week . . . . . *   1 .. 53

Create weekly controls for company? . 1

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

```

Figure 3-16: Mass Change Company Controls screen

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

Company Group

- To change controls for all companies in a group, specify the group.
- To change controls for all companies, leave this field blank.

Include inactive companies?

This is a required field. Specify 1 to include inactive companies in the update.

Trial update

We strongly recommend that you always perform a trial update prior to performing an actual update.

Specify 1 to generate a trial update report without making actual changes.

Specify 0 to perform a mass update to the controls and generate a report.

Current accounting year and Current accounting period

Specify the new current year and period. If you specify a year for which no controls exist and you specified 0 in the *Trial update* field, the system does one of the following:

- If period controls existed for a company in a previous year, the system copies those period controls for the new year.
- If period controls did not exist for a company in a prior year, the system creates the period controls for the new year.

If you leave the asterisk (*) for the year, the system keeps the same year.

Fields for weekly reporting

The system displays the following two fields only if weekly reporting was activated in the entity controls.

- *Current accounting week*
 - Create weekly controls for company?
- 5 Press Enter. The system runs the trial or actual mass change and returns you to the main menu.
-

Defining company groups

Overview

A company group is a defined set of one or more companies. A single company can be included in an unlimited number of different company groups.

Using groupings for efficiency

You can use a company group for the following:

- Submitting standard reports

You can use company groups to run reports for an entire group of companies rather than submitting the report for each company individually. The resulting report has separate information for each company and a grand total at the end.

- Purging history

You can purge history for all companies within a specified company group.

- Updating companies' controls

You can use *Mass change company controls* to change accounting period information all the companies the group.

Company group definition tasks

Defining company groups is a two-task process.

- First, assign the group a name. Use *Create code values* or *Work with code values* to define the name as a code value for company group code type **CGP**.
 - Then use *Create company groups* or *Work with company groups* to identify the companies that are included in the group.
-

Steps to define the company group's name

To define the group's name as a company group code value, 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 a screen similar to Figure 3-17.

You can also access code values from the *General Ledger Initial Setup* option.

```

1/06/2009 09:54:30      Work With Code Values      GLGCSM      GLDCSM

Company . . . . . _____ +
Code type . . . . . CGP +
Code value . . . . . DOMESTIC +

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

Figure 3-17: Work With Code Values screen 1 of 2

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

Company

Always leave this field blank when working with company group code values.

Code type

Specify code type **CGP**.

Code value

Assign a name to the company group such as **DOMESTIC**. The name can have up to 10 characters.

- 5 Press Enter. The system displays a screen similar to Figure 3-18.

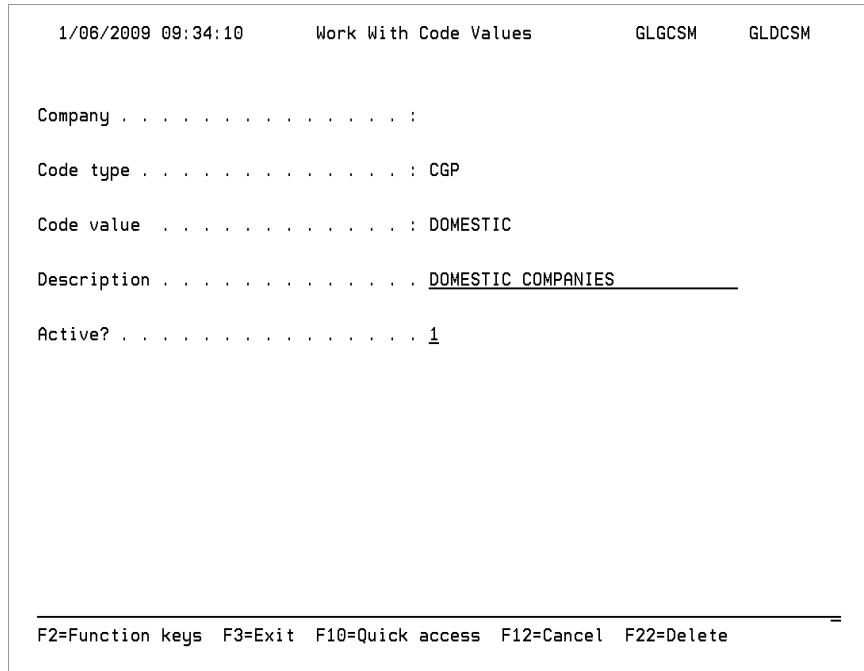


Figure 3-18: Work With Code Values screen 2 of 2

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

Description

Specify an up to 30 character description of the company group, such as **Domestic Companies**. The system displays this description along with the company group name when a user displays a list of valid company group names.

Active?

Indicate whether the code value for the company group (that is, the company group's name) is active or inactive.

- 7 Press Enter to create the company group code value.

Steps to assign companies to the company group

To assign companies to a company group, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Groups*.
- 3 Select *Work with company groups [WWCG]*. The system displays a screen similar to Figure 3-19.

You can also access company groups from the *General Ledger Initial Setup* option.

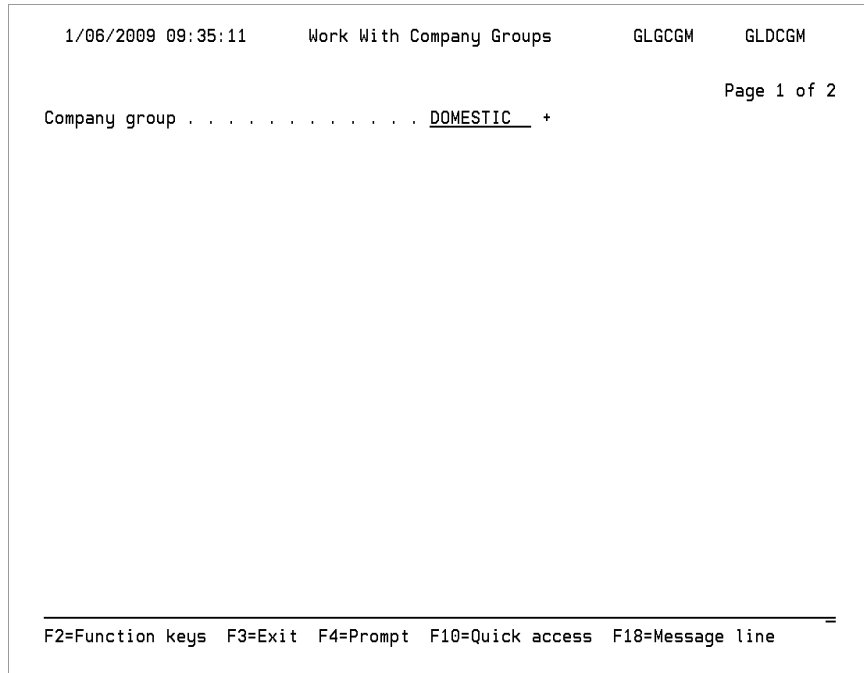


Figure 3-19: Work With Company Groups screen 1 of 2

- 4 Specify the company group to which you are adding companies. The name is the code you assigned to the CGP (company group) code type in the previous task.
 - 5 Press Enter. The system displays a screen similar to Figure 3-20.
-

```

1/06/2009 09:36:08      Work With Company Groups      GLGCGM      GLDCGM
                                                                    Page 2 of 2

Type options, press Enter.  X=Include  Blank=Remove

Company group . . . . . : DOMESTIC
Description . . . . . : MSGID_CGP0018_GLMMSGT
Locate company . . . . . ___ +

Option      Company      Company Name
-           CW2         CW2 Intraco 1-CAD, 2-USD
-           CW3         CW3 Translation Co. DEM
-           CW4         CW4 D/C Co.
-           CW5         CW5 1-IRP,2-GBP
-           CW6         CW6 1-CAD,2-USD
-           C14         C14 1-YEN, 2-USD Transc Co.
-           C15         C14 1-YEN, 2-USD Transc Co.
-           C2D         C2D Marina Bay Company   USD
-           C3D         CCD Sailing Company      FRF
-           C4D         CCD Sailing Company      CAD
-           DCB         debit credit balance company +

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

Figure 3-20: Work With Company Groups screen 2 of 2

- 6 Specify **X** or **1** in the *Option* field for each company in this group.
- 7 To remove a company from the group, blank out the *Option* field value.
- 8 Press Enter to update the company group list. The system returns you to the first Work With Company Groups screen.
- 9 Exit to the main menu.

Notes

Chapter 4 Defining and Maintaining Your Chart of Accounts

4

The chapter consists of the following topics:

Topic	Page
Overview of your chart of accounts	4-2
Defining and updating accounts	4-3
Mass adding accounts	4-19
Mass changing the chart of accounts	4-32
Mass deleting accounts	4-51
Mass changing alternate component sequences	4-53
Defining parent accounts	4-56

Overview of your chart of accounts

After you have established entity controls, code values, and company controls, you can begin to build your chart of accounts.

This chapter discusses the various methods that you can use to create and maintain the chart of accounts.

Objectives

After completing this chapter, you should be able to do the following:

- Define and maintain accounts using the *Work with chart of accounts* function
 - Create multiple accounts using the *Mass add chart of accounts* function
 - Change multiple accounts using the *Mass change chart of accounts* function
 - Delete multiple accounts using the *Mass delete chart of accounts* function
 - Change alternate sequences using the *Mass Change Alternate Sequences* function
 - Define and maintain parent accounts using the *Work with parent accounts* function
-

Defining and updating accounts

Overview

Once you have defined your account structure in the company controls, you can create each account.

You must define accounts hierarchically. That is, each component is dependent on the components before it. For example, you must create the company account (001) before you can create the account for Company 001, Division 001 (001-001).

Once you define a standard set of accounts, you can use several of the following features to create the remaining accounts:

- Copy
- Copy range
- Generic components
- Mass add

After completing the chart of accounts, you can delete or modify accounts using the same function, *Work with chart of accounts*.

Authorization to maintain accounts can be restricted. If users require authorization to change account information, see the “Performing Supervisor Tasks” chapter in this guide for information on using the *Work with security controls* function to change authorization levels.

Steps to define and update your chart of accounts

This topic describes how to perform the following tasks beginning at the initial *Work with chart of accounts* screen:

- Create a Single New Account
 - Locate a Subset of Existing Accounts
 - Copy a Single Account
 - Copy a Group of Accounts within a Single Company
-

- Copy a Group of Accounts from One Company to Another
- Update an Existing Account
- Delete Existing Accounts

To define and maintain your chart of accounts, 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 4-1.

You can also access the chart of accounts by selecting the *Create chart of accounts [CCOA]* menu option within *General Ledger Initial Setup*.

```

12/07/2006 12:58:54   Work With Chart Of Accounts   GLGCTM   GLDCTM
Locate account . _____ + Parent . _____ +
Account number . _____ + Short name _____
Description . . _____ Permit Intercompany? 0
Transcode acct . _____ + Account use . _ 1
Posting limits DR _____ Req Usr Field   Account type . _ 2
Posting limits CR _____ 1 2 3 4 5 6 7 Permit budgets? 0 3
Statistical units _____ 0 0 0 0 0 0 0 Permit generics? 0 4
Restricted to journals _____ Active? 1 5
Account user fields . _____ + _____ + _____ +
Valid from year/period . ____ + ____ Valid to year/period . ____ + ____
Currency ____ + Translation method 0 Override rate type _____ + Revalue? 0
Project req? 0 Project _____ + Activity _____ +
Op COM-DIV-DEPT-ACCT-SUB Description 1 2 3 4 5
_ AAA AAA COMPANY N 0 0 1
_ AAA-001 Division 001 - e-business M A 0 0 1
_ AAA-001-XXXX Balance Sheet N 0 0 1
_ AAA-001-XXXX-1000 Cash N 0 1 1
_ AAA-001-0000 Balance Sheet N 0 0 1
_ AAA-001-0000-1000 Cash N 0 0 1
_ AAA-001-0000-1000-XXX Bank Acct. One M A 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
    
```

Figure 4-1: Work With Chart Of Accounts initial screen

The system displays existing accounts on the bottom portion of the screen.

The *Locate account* field allows you to reposition the list of existing accounts, also called the subfile, to begin with the account that you specify in this field.

To locate a subset of existing accounts by account mask, by description, or by both, refer to “Locating a subset of accounts” later in this topic.

Creating a single new account

To create a single account by specifying the account information in the top portion of the screen, perform the following steps.

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

Parent

Specify a valid parent account that this GL account should roll up to in the account hierarchy. Leave blank to have the system use the parent definition file to populate the correct parent account after you press Enter.

If you select a parent account whose definition does not contain the GL account being maintained, the system issues a warning message.

The system displays this only if the value is yes in *Enable parent accounts?* on the Parent Account Controls screen in *Work with entity controls*.

Account number

Specify the account's number. The structure of the number must match the company's defined account structure. For example, if the company's account structure is COM-DIV-DEP-ACCT-SUB, the components must all have three characters except that the account component must have four characters.

Short name

Specify a short name to be used as an abbreviation or acronym for this account.

You can use short names throughout Infinium GL in place of entering account numbers. A short name can have up to ten alphanumeric characters and must be unique within the entire Infinium GL system.

Description

The account description can have up to 30 alphanumeric characters. This description appears in screen displays and in reports.

Permit Intercompany?

Specify 1 to permit intercompany processing. You must also enable intercompany processing in the base data controls for this company.

Transcode acct

Specify the transcode company account to which this account is to be transcoded.

Ensure that the general ledger company account and the transcode company account are of the same type. For example, if one is an asset account, the linked account should also be an asset account.

Account use

Specify one of the following uses for this account:

- Monetary (for only monetary balances)
- Statistical (for quantities such as gallons)
- Both (for both monetary and statistical journals)
- Non-posting (for holding together the account hierarchy; neither monetary nor statistical, containing no amounts, but available for use in budgets)

The value you specify appears in column 1 on the bottom portion of the screen.

Posting limits DR

Posting limits CR

These fields are optional. To limit the debit or credit amount that can be posted to this account for a single journal transaction, specify a maximum amount.

- You cannot define a limit if this is a non-posting account.
- For other accounts, the system uses any limit specified here to validate amounts during journal entry, budget journal entry, and the proof process.

Req Usr Field

The seven one-character fields under this label correspond to the seven possible transaction user fields that you can define in the entity controls.

To require a value in a transaction user field during entry of a journal transaction for this account, ensure that the field has been activated in the entity controls and specify 1 in the corresponding field here in the account definition.

Specify 0 for each non-required transaction user field.

Account type

Use of this field depends upon the use of the account.

- If the account is either monetary or both monetary and statistical, you must specify the account type. The available types and their codes are as follows:
-

A	Asset
L	Liability
I	Income
E	Expense

You can set up equity accounts as liability accounts. Income and expense accounts are closed as part of year end processing.

- If the account is statistical and you want the account to zero out during year end processing, specify Income or Expense as the account type.
- If the account is non-posting, you must leave this field blank.

The account type appears in column 2 on the bottom portion of the screen.

Permit budgets?

Specify **1** to be able to use this account in a budget. You can use non-posting accounts in budgets.

This value appears in column 3 on the bottom portion of the screen.

Statistical units

If you plan to post statistical information to this account, identify the unit in which you plan to measure amounts, such as gallons or miles.

This field is valid for statistical (**S** account use code) accounts and for accounts that are both monetary and statistical (**B** account use code).

Permit generics?

Specifying yes indicates that this is one of the accounts from which the system can copy attributes when creating new accounts during journal entry. The system determines which account to copy based on additional controls that you define by use of the *Work with generic components* function.

This value appears in column 4 on the bottom portion of the screen.

Restricted to journals

Specify a journal reference to restrict this account to only those journals with this code. This restriction applies to both journal entry and budget journals. You can use a mask to select a group of journals. For example, **JR******* allows you to use this account in any journal with a reference beginning JR.

Leaving all four of these fields blank allows you to specify this account in any journal.

If you specify this account during journal entry and there is a value in this *Restricted to journals* field, the system requires that the value in the journal header's *Reference* field matches the value in this *Restricted to journals* field.

Active?

You cannot post to an inactive account, but you can view inactive account information on reports and in *Interactive trial balance* function displays.

This value appears in column 5 on the bottom portion of the screen.

Account user fields

If an account user field is set in the entity controls to be required, you must specify a code here. Specify a code to use in Infinium RW for grouping accounts.

- Build logic within each character of the code so that you can use a mask for grouping accounts in Infinium RW.
- If the entity-level controls for these fields specify validation against defined code values, you can specify only account user field codes that you created by use of *Work with code values*.

Valid from year/period and Valid to year/period

To restrict use of this account to a specific period of time, indicate the beginning and ending periods in these fields.

If you leave both of these fields blank, the account is always valid.

Currency and translation method fields

These fields appear only if currency processing is activated in the entity controls.

Currency

Specify the currency in which to denominate this account. If you do not specify a currency, the system uses the base currency defined in this company's controls.

For more about currency related fields refer to the *Infinium GL Guide to Currency Processing*.

Translation method

Specify one of the following values:

- 0** Exclude this account from translation processing.
- 1** Translate using the historic rate type specified in company controls.
- 2** Translate using the current rate type specified in company controls.
- 3** Translate using the average rate type specified in company controls.

Override rate type

Specify a different rate type for translation to override one of the rate types you specified in company controls. The rate type must be a valid rate type for Infinium CM.

Revalue?

Specify **1** to include this account in the revaluation process. Only accounts that are denominated in a currency other than the base or secondary currency are eligible for revaluation.

Project accounting information fields

Project req?

Specify **0** to allow for optional entry of project-related information within Infinium GL and Infinium PL.

Specify **1** to make project information required for the account when the account is used in an Infinium GL or Infinium PL transaction.

Specify **2** to make project information required for the account only when the account is used in the system where the entry originated.

Project

Select a valid default project for the account. The system will use this default for Infinium GL journals and for Infinium PL invoice detail lines. The user can change the default on the journal and on the invoice detail lines.

Leave this field blank if you do not want the system to use a default project.

Activity

Select a valid default project activity for the account. The system will use this default for Infinium GL journals and for Infinium PL invoice detail lines. The user can change the default on the journal and on the invoice detail lines.

Leave this field blank if you do not want the system to use a default project activity.

- 2 Press Enter. The system validates the data, clears the top portion of the screen, creates the account, and displays it on the bottom portion of the screen.

Locating a subset of existing accounts

To locate and display a subset of accounts, press F17 to display the Subset Details screen similar to Figure 4-2.

```
10/30/2006 15:03:12          Chart Of Accounts          GLGCTM  GLDCTM
                          Subset Details

Account number . _____
Description . . _____

F12=Cancel
```

Figure 4-2: Work With Chart Of Accounts Subset Details screen

You use the *Account number* field to display account numbers beginning with a specified number. Enter account numbers in abbreviated form or specify an account mask. If you use masking, you must enter the mask character for all positions of the account component. Shortcut masking is not supported. The display of accounts begins with the account number entered if it exists or the next number greater than the account number entered.

For example, to locate to Company 001, enter **001**. To locate to the first account with the third segment defined in 001 and with the second segment 1000, enter **001-1000-*****.

The masking character in this field is used only to resolve the first account; therefore, a Locate of 001-****-007 locates to the first account in Company 001 with a second component defined: 001-0001-001.

Specify either an account mask or a partial description or both. Then press Enter to redisplay the Work With Chart of Accounts screen with only the specified subset of accounts displayed.

For example, If you specify **AAA-001-*** and a partial description such as **Inven** for Inventory, the system lists only Division 1 accounts in Company AAA that have the string of letters **Inven** in their description.

Copying a single account

To copy a single account at the Work With Chart of Accounts screen, perform the following steps:

- 1 Select the account in the bottom portion of the screen.
- 2 Specify **3** in the *Op* field and press Enter. The system copies the account with its attributes such as description and account type and displays the copy in the top half of the screen.
- 3 To create a new account, change the account number to a non-existent account number. You can also change the attributes.

For example, if you use short names, specify a new short name for this account. Each account's short name must be unique within the system.

- 4 Press Enter to add the new account.

The system does not copy the account's history.

If you specify a different company component in the new account number, the system may in some cases make adjustments to the account settings for compatibility with the new company.

For example, if you copy an account to a company that does not support the account's currency, the new account is denominated in the company's base currency.

Copying a group of accounts within a single company

Because copying multiple accounts is an interactive function, we recommend that you copy only a small number of accounts at one time.

This procedure assumes that you set up your chart of accounts with a logical hierarchy. If you have a logical hierarchy you can use this procedure to complete tasks such as copying a group of accounts into a new division or new department.

The following examples assume a Company-Division-Department-Account-Subaccount chart of accounts structure with component lengths 3-3-3-4-3.

For each copy procedure, first specify **33** next to the account at the start of the range and **33** next to the account at the end of the range to select a range of accounts. Then press F22 to display a panel for specifying from and to account masks. Refer to the steps later in this section for details.

From and to mask example 1

Suppose you define Company 001, Division 001, Department 001 accounts including a 4100 sales account and regional subaccounts. Now you want to copy these sales accounts to Department 002 without needing to copy the sales account and the three regional subaccounts one at a time.

You specify the following from and to account masks:

- *from* **001-001-001-4100-***
- *to* **001-001-002-4100-***

From and to mask example 2

Suppose you define Company 001 Division 001 Department 001 accounts. Now you define Division 002 and want to copy the entire Department 001 hierarchy with all its accounts to Division 002.

For this example, you specify the following from and to account masks:

- *from* **001-001-001-*. ***
- *to* **001-002-001-*. ***

Steps to copy multiple accounts within a single company

To copy multiple accounts within a single company, perform the following steps:

- 1 To identify the range of accounts from within which you will select accounts to be copied, specify **33** in the *Op* field next to the first account in the range and the last account in the range.

For example, to work with Department 001 accounts you plan to copy to Department 002, specify **33** next to the first full account number for Department 001 and also specify **33** next to the last full account number for Department 001.

- 2 Press F22, the Copy/Change function key. The system displays a window with Copy/Change control fields similar to Figure 4-3.

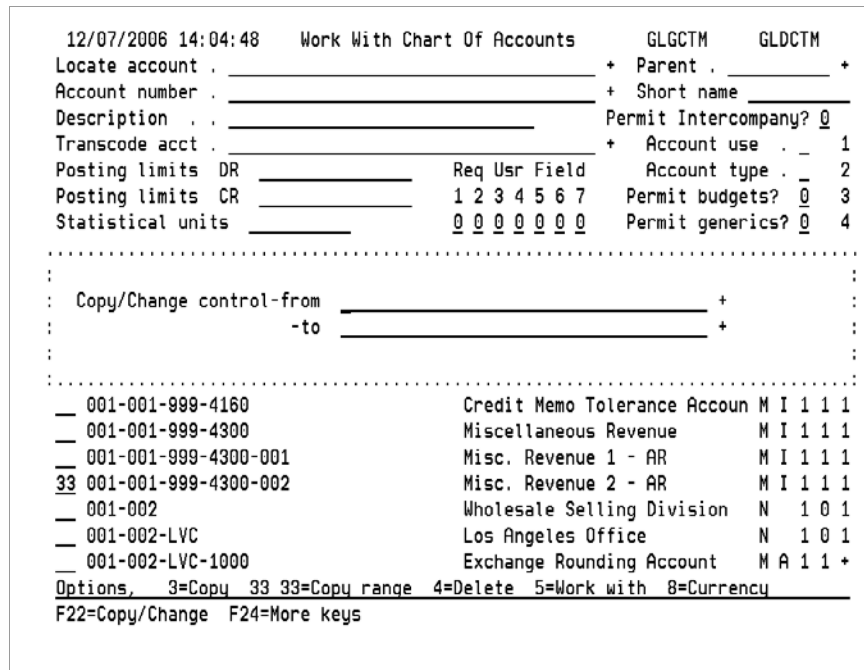


Figure 4-3: Work With Chart Of Accounts screen Copy/Change controls window

- 3 Specify a mask in the *Copy/Change control-from* field to indicate which accounts to select for copying from the range you defined in step 1, such as **001-001-001-4100-*** to select Company 001, Division 001, Department 001, sales accounts.

The mask you specify depends on the chart of accounts hierarchy and the components you define in the company controls. The example in these steps assumes a company-division-department-account-sub structure.

- 4 Specify a mask in the *Copy/Change control-to* field to indicate the account numbers to which these selected accounts are to be copied.

For example, if you specify **001-001-002-4100-*** you copy the specified Department 001 accounts to Company 001 Division 001 Department 002.

- 5 Press Enter to copy the accounts. The system closes the Copy/Change controls window and displays a message indicating the number of accounts you copied. In this example, if there are four regional sales subaccounts in addition to the 4100 account itself, the system copies five accounts.

Copying a group of accounts from one company to another

Because copying multiple accounts between companies is an interactive function, we recommend that you copy only a small number of accounts at one time.

This procedure assumes that you set up your chart of accounts with a logical hierarchy and compatibility between the chart of accounts and company settings of the source and target companies.

For each copy procedure, first specify **33** next to the account at the start of the range and **33** next to the account at the end of the range to select a range of accounts. Then press F22 to display a window for the from and to account masks. Refer to the steps later in this section for details.

Requirements

When you copy accounts between companies, ensure that you meet the following requirements:

- You are copying from one company to one other company. You must explicitly specify a single target company.
- The companies must share the same chart of accounts structure, with the same number of components of the same lengths in the same order.
- The accounts you copy must not exist in the target company.
- You must be authorized to work with both companies.
- If you are restricted to a specific account range, you must copy only accounts within that range.
- The company controls of the target company should be compatible with the company controls of the source company.

Account hierarchy

The system also creates any higher-level accounts in the hierarchy necessary to complete the hierarchy required by any new account.

For example, suppose you specify from and to accounts as follows:

- *from:* **001-001-002-4100-***
 - *to:* **002-001-002-4100-***
-

If Company 002 does not yet have account 002-001-002 to receive the new 4100 accounts, the system automatically creates account 002-001-002 as well as 002-001-002-4100 to complete the hierarchy. The system excludes these supplemental hierarchy-required accounts in the pop-up window message that identifies the number of accounts successfully copied.

Account attributes

When you copy a group of accounts from one company to another, the system copies most attributes but does not copy the accounts' histories. The system also does not copy short names, because each account's short name must be unique within the entire Infinium GL system.

If you attempt to copy between companies that do not share the same company control settings, the system may in some cases adjust certain attribute values or leave certain values blank in the new accounts in the target company. For example:

- If a target company does not support the source account's currency, the new account is in the company's base currency.
- If a source account's year and period are invalid for the target company, the valid year and period values are blank for the new account.

Intercompany copying example 1

Suppose you have a limited number of Company 001 Division 001 Department 001 accounts and want to copy all these Department 001 accounts to new Company 002 Division 001 Department 001.

You specify the following to and from masks:

- *from* **001-001-001-*-***
- *to* **002-001-001-*-***

Intercompany copying example 2

Suppose you have too many Department accounts to copy efficiently at one time. You can copy all of the sales accounts with these masks:

- *from* **001-001-001-4100-***
- *to* **002-001-001-4100-***

Steps to copy a group of accounts to another company

To copy a group of accounts to another company, perform the following steps:

- 1 To identify the range of accounts from within which you will select accounts to copy, specify **33** in the *Op* field next to the first account in the range and the last account in the range.
- 2 Press F22. The system displays a window with Copy/Change control fields near the middle of the screen similar to Figure 4-4.

```

12/07/2006 14:04:48   Work With Chart Of Accounts   GLGCTM   GLDCTM
Locate account . _____ + Parent . _____ +
Account number . _____ + Short name _____
Description . . _____ Permit Intercompany? 0
Transcode acct . _____ + Account use . _ 1
Posting limits DR _____ Req Usr Field   Account type . _ 2
Posting limits CR _____ 1 2 3 4 5 6 7   Permit budgets? 0 3
Statistical units _____ 0 0 0 0 0 0 0   Permit generics? 0 4
:
:
: Copy/Change control-from _____ +
:                               -to _____ +
:
:
:
:
_ 001-001-999-4160           Credit Memo Tolerance Account M I 1 1 1
_ 001-001-999-4300           Miscellaneous Revenue           M I 1 1 1
_ 001-001-999-4300-001       Misc. Revenue 1 - AR           M I 1 1 1
33 001-001-999-4300-002       Misc. Revenue 2 - AR           M I 1 1 1
_ 001-002                     Wholesale Selling Division     N 1 0 1
_ 001-002-LVC                 Los Angeles Office             N 1 0 1
_ 001-002-LVC-1000           Exchange Rounding Account     M A 1 1 +
Options, 3=Copy 33 33=Copy range 4=Delete 5=Work with 8=Currency
F22=Copy/Change F24=More keys

```

Figure 4-4: Work With Chart Of Accounts screen Copy/Change controls window

- 3 Specify a mask in the *Copy/Change control-from* field to indicate which accounts to select for copying from the range you defined in step 1, such as **001-001-001-4100-*** to select sales accounts in Department 001.
- 4 Specify a mask in the *Copy/Change control-to* field to indicate the account numbers to which to copy these selected accounts.

For example, **002-001-001-4100-*** in this example means copy the accounts to Company 002, Division 001, Department 001.

- 5 Press Enter to copy the accounts. The system closes the Copy/Change controls panel and displays a message indicating how many accounts you copied.

If validation issues exist ,such as significant incompatibility between key settings for the source and target companies, the system displays messages that identify the issues and does not copy the accounts.

Updating an existing account

To update an existing account, select the account. Specify **5** in the *Op* field and press Enter. The system displays the account and its attributes on the top half of the screen where you can then update any attributes.

If you change the account number, the system associates the history of the old account with the new account.

When finished, press Enter.

- If the account has existing activity, the system displays one or more warning messages that indicate where the account is used. If there are multiple messages, you can page through the messages to view all of the conditions.
- If the system displays warning messages, you can press Enter to override the warnings and continue with the changes or press F3 to exit this function and to cancel your changes.

When you press Enter to confirm changes, the system either returns the account to the subfile at the bottom of the screen or displays the applicable currency processing screen for optional update.

If the system displays the additional screen, make any applicable edits and then press Enter to return to the Work With Chart of Accounts screen with the account returned to the bottom portion of the screen.

Deleting existing accounts

You cannot delete an account that meets any of the following conditions:

- Has dependent components
 - Is a transcoded account
 - Is a suspense account or a retained earnings account
 - Is used in a translation table, input journal, budget, budget journal, recurring journal, or intercompany table
 - Has balance history or transaction history
 - Is used in origin detail in allocation processing
 - Is used in ratio detail in allocation processing
 - Is used as an offset account in allocation processing
 - Is used as a provision account for remeasurement
 - Is used as a revaluation or remeasurement gain or loss account
 - Is used as an exchange rounding account
-

- Is used as a translation adjustment account

To delete an eligible account, select the account. Specify 4 in the *Op* field and press Enter.

- If the account is not eligible for deletion because it has historical data or is used somewhere in the system, the system displays one or more warning messages indicating where the account is being used.
 - If there are multiple error messages, you can page through the messages to view all of the conditions.
-

Mass adding accounts

Overview

The *Mass add chart of accounts* function allows you to add a large number of accounts through a batch job rather than adding each account interactively. There are many ways to add accounts to one or more chart of accounts.

To help you plan a mass addition, this overview provides background about how to specify additions and how the system applies your specifications. This topic then provides step-by-step instructions for the following examples:

- Add a new division by copying an existing division
- Add a new account to multiple departments
- Add new accounts to a group of companies
- Add a department to selected divisions

Key fields

Fields to specify accounts to add

For each batch job, you specify the following:

- Accounts to add, in *Add account number/mask*
- Accounts on which to base the new accounts, in *Restricted to acct/mask*

Fields to specify how to add those accounts

In the remaining fields, you can also specify the following:

- Whether to limit the additions to companies in a specified company group
 - Whether to run the batch job in trial or actual mode
 - Attributes for which the new account uses the same value as the account on which it is based and attributes for which you specify new values for the new account.
-

Asterisk (*) masking and percent sign (%) wildcarding

Both * and % are position dependent. Each represents a single position. To represent a three character component, specify *** or %%%.

- To use the % character, you must fill the entire component with that character. That is, if a component has three positions, specify %%%.
- The * can be combined with actual values within a single component. For example, 001-001-001-4*** represents all Company 001, Division 001, Department 001 four-digit accounts that begin with 4.

Single position masking and wildcarding allows the system to interpret how many characters a specified component has in a company's chart of accounts. This is important for multi-company changes.

Using * and % characters in the *Add Account Number/Mask* field

Use of these symbols in the *Add account number/mask* field affects how the system responds when you press F4 to display a selection list.

- If you press F4 without a % wildcard in the *Add account number/mask* field, the system displays the Display Chart Of Accounts screen. When you select an account and press Enter, you return to the *Add account number/mask* field with that account in the field. You can edit the value for your add mask. Note that if you select more than one account from the list, the system uses only the first account you selected.
- If you press F4 when the *Add account number/mask* value includes at least one % character, the system displays a Select Accounts screen with a matching subset of accounts and account components. To match, an account must also match component lengths and the break character. You can select multiple components to define where to add new accounts. For example, you can select divisions within a company to receive the accounts.

To help you find the desired components without having to scroll through the entire chart of accounts, the system displays component levels only down as far as the add mask has either %%% characters or an actual value that is not followed by asterisks. For example:

- If you specify %%%-***-***, the Select Accounts screen lists only the matching company components (001, 002, and so forth) because you specified the wildcard only at the company level. But the system completes any specified additions through the third component level.
- If you specify %%%-%%%-***-4100, the list displays 4100 accounts for any company-division-department combination that has three positions in all three components.

In *Mass add chart of accounts*, the following rules apply to these characters:

- You cannot use an asterisk anywhere to the left of a percent character.
`***-%%%-001` is invalid.
`%%%-***-001` is valid.
- You cannot use the % character anywhere in the *Restricted to acct/mask* field. You cannot use the * character in this field's company component.

Restrictions on simultaneously adding accounts to multiple companies

- All the companies specified in both the add mask and the restrict to mask must share the same chart of accounts structure: the same number of components with the same lengths and the same break characters.
- You must have access to the companies. The system does not add accounts to companies you are not authorized to access. If you use asterisks to mask the company component and do not specify a company group, the system applies the additions to all companies that you can access.
- You can specify a company group only if you use asterisk masking in the company component of the Add account number/mask value. You cannot specify both a company group and a % add mask.

Simple examples of adding accounts

To simplify the following explanation, these examples use a simplified chart of accounts with four single-digit components (company-division-department-account) rather than topic's usual COM-DIV-DEPT-ACCT-SUB structure.

The following examples demonstrate how the system interprets your specifications. For these simple examples, assume that you have two companies. Each company has only two divisions and two departments. Each department has only two accounts.

Example 1: Add account 3 to departments that have account 2

Suppose you specify add mask `1-*-3` and restricted to mask `1-*-2`.

The system identifies the set of items that match the restricted to mask:

1-1-1-2 in Division 1
 1-1-2-2 in Division 1
 1-2-1-2 in Division 2
 1-2-2-2 in Division 2

For each of these four items, the system creates a new account based on that item but does the following to construct the new account number:

- Uses the company value specified in the add mask. For item 1-1-1-2, the company value therefore remains 1.

If the add mask includes * in the company component, the system creates a new account from this item in each company you are authorized to access or, if you specify a company group, for each company included in that company group.

- Uses the add mask division value or, if the add mask has an * in this position, uses the item's own division value. For item 1-1-1-2, the division therefore remains 1.
- Uses the add mask department value, or if the add mask has an * in this position, uses the item's own department value. For item 1-1-1-2, the department therefore remains 1.
- Uses the add mask account value, or if the add mask has an * in this position, uses the item's own account value. For item 1-1-1-2, this means changing the account value from the item's 2 to the add mask's 3.

The system then repeats this procedure for each remaining item. As a result, the system adds the following new accounts:

Based on item 1-1-1-2:	1-1-1-3
Based on item 1-1-2-2:	1-1-2-3
Based on item 1-2-1-2:	1-2-1-3
Based on item 1-2-2-2:	1-2-2-3

Example 2: Masking the company component with asterisks

A mask in the company component works differently from a mask in a lower component. When planning additions keep in mind the following:

- An * in an add mask's lower-level component means keep the same value in the component as in the original item.
- An * in the add mask's company component means for each item, add the new account to each company you are authorized to access or, if you also specify a company group, to each company in that group with which you are authorized to work.

Suppose you specify add mask *-*-3 and restrict to mask 1*-*-2, and do not restrict the additions to a company group.

The system identifies the same four Company 1 items on which to base the new accounts as in Example 1. But because the company is masked, the system creates the new accounts in both Company 1 and Company 2.

As a result, the system adds the following new accounts:

Based on item 1-1-1-2: 1-1-1-3 and 2-1-1-3
 Based on item 1-1-2-2: 1-1-2-3 and 2-1-2-3
 Based on item 1-2-1-2: 1-2-1-3 and 2-2-1-3
 Based on item 1-2-2-2: 1-2-2-3 and 2-2-2-3

The following step-by-step examples assume a chart of accounts structure like this: COM-DIV-DEP-ACCT-SUB.

Steps to add a new division by copying an existing division

This example describes how to add Division 020 with the same accounts as Division 001. Perform the following steps:

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

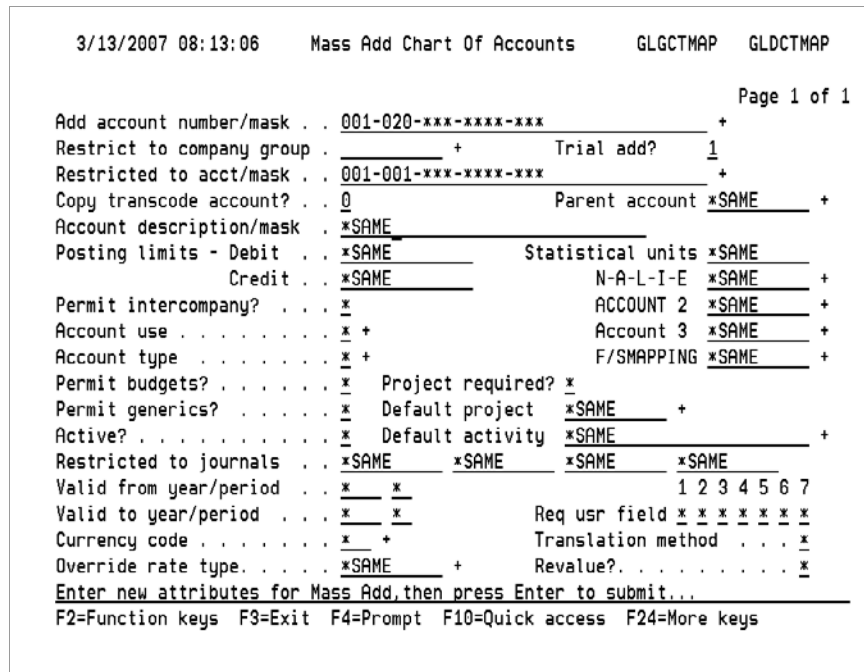


Figure 4-5: Mass Add Chart Of Accounts screen - add Division 020

Specify in the *Add account number mask* field the accounts to be added. Specify in the *Restricted to acct/mask* field the accounts on which to base the new accounts. In Figure 4-5, the settings specify adding Division 020 with all the same departments, accounts and subaccounts that are in Division 001.

The system displays the screen values from your last use of this function. Therefore, if you previously ran a trial mass add you can reset the *Trial add?* field to off and resubmit the job without having to retype any other values.

If you are submitting a different mass add, however, carefully check all of the attributes to ensure that they are properly set for the new mass add job.

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

Add account number/mask

Specify an account mask for the new accounts to add. Specify exact values for the fixed portions of the new accounts. Use asterisks for the values to be copied from the existing accounts.

For example, to add Division 020 to Company 001 with all of the same accounts as Division 001, specify the following in this field:

001-020-*_****_*****

and specify Division 001 in the *Restricted to acct/mask* field as follows:

001-001-*_****_*****

When you use masking in these fields, you must mask all of the other components identically.

Restrict to company group

This field applies only when you use asterisks to mask the company component in the *Add account number/mask* field. Refer to “Steps to add new accounts to a group of companies” later in this topic for an example.

Restricted to acct/mask

Specify an account mask to identify the accounts from which to copy the attributes you specified in the *Add account number/mask* field.

To copy all of the accounts from Company 001 Division 001, specify the following:

001-001-*_****_*****

Trial add?

We strongly recommend that you always perform a trial add before an actual add. The trial add produces reports that you can use for verification. The reports list errors and the accounts that the system adds when you perform an actual add.

Defining the new accounts' attributes

Use the remaining fields to define attributes for the new accounts. If an attribute in the new accounts is to be copied from the old accounts, specify one of the following in the field for that attribute:

- If the field has four or fewer characters, specify * (an asterisk).
- Otherwise, specify ***SAME**.

Specifying a parent account

The system displays the *Parent account* field only if the value is yes in *Enable parent accounts?* on the Parent Account Controls screen in *Work with entity controls*.

Select a parent account to change the parent account of the accounts you are adding to the chart of accounts. Specify ***SAME** to keep the parent account you are adding the same as the copied parent account. The parent account will be copied from the accounts defined in the *Restricted to acct/mask* field.

If you select a parent account whose definition does not contain the GL account being maintained, the system issues a warning message.

- 4 Press Enter. The system submits the mass add trial or actual batch job and returns you to the main menu.

Steps to add a new account to multiple departments

This example describes how to add Overtime account 6105 to all Company 001 departments that have Salary account 6101.

Perform the following steps:

- 1 From the main menu select *Control File Functions*.
 - 2 Select *Chart of Accounts*.
 - 3 Select *Mass add chart of accounts [MACOA]*. The system displays a screen similar to Figure 4-6.
-

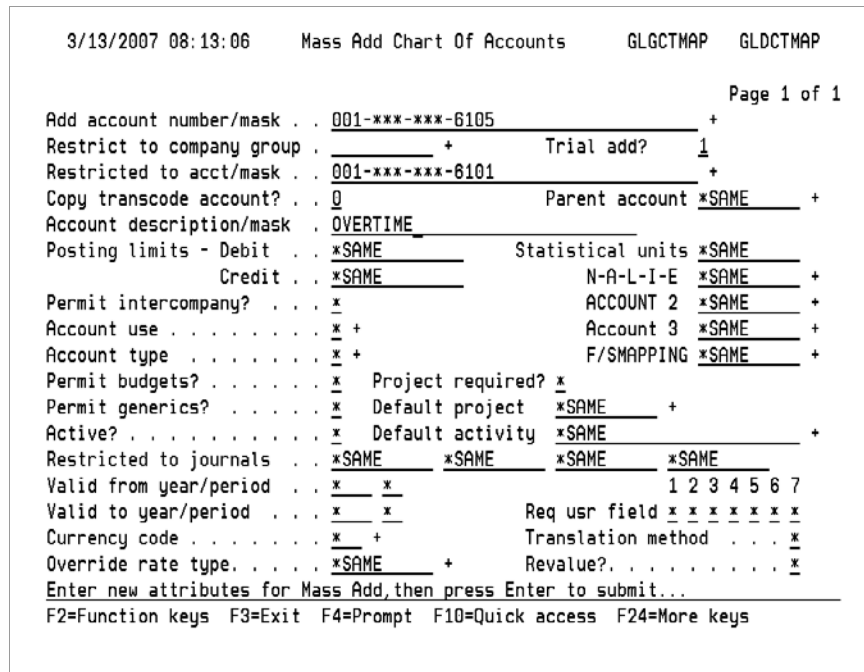


Figure 4-6: Mass Add Chart Of Accounts screen - add overtime accounts

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

Add account number/mask
Restricted to acct/mask

To add account 6105 to all Company 001 departments that have a 6101 salary account, specify **001-***-***-6105** in the *Add account number/mask* field and specify **001-***-***-6101** in the *Restricted to acct/mask* field.

Trial add?

We strongly recommend that you always perform a trial add before an actual add. The trial add produces reports that you can use for verification. The reports list errors and the accounts that the system adds when you perform an actual add.

Account description/mask

Specify the account description **OVERTIME** for the new accounts.

In the remaining attribute fields, specify other alternative values that apply to the new accounts. For attributes that are to remain as in the salary account, keep the default * and ***SAME** values.

5 Press Enter. The system submits the additions and returns to the main menu.

Steps to add new accounts to a group of companies

In this example, you add Overtime account 6105 to all departments with the salary account within all companies in a specified company group. For this task, use the *Restrict to company group* field to identify the companies to which the system adds this new account.

Perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Chart of Accounts*.
- 3 Select *Mass add chart of accounts [MACOA]*. The system displays a screen similar to Figure 4-7.

```

3/13/2007 08:13:06      Mass Add Chart Of Accounts      GLGCTMAP      GLDCTMAP
                                                                    Page 1 of 1
Add account number/mask . . ***-***-***-6105                +
Restrict to company group . DOMESTIC +      Trial add? 1
Restricted to acct/mask . . 001-***-***-6101          +
Copy transcode account? . . 0                Parent account *SAME +
Account description/mask . OVERTIME
Posting limits - Debit . . *SAME                Statistical units *SAME
                  Credit . . *SAME                N-A-L-I-E *SAME +
Permit intercompany? . . . x                ACCOUNT 2 *SAME +
Account use . . . . . x +                Account 3 *SAME +
Account type . . . . . x +                F/SMAPPING *SAME +
Permit budgets? . . . . . x      Project required? x
Permit generics? . . . . . x      Default project *SAME +
Active? . . . . . x      Default activity *SAME +
Restricted to journals . . *SAME *SAME *SAME *SAME
Valid from year/period . . x x                1 2 3 4 5 6 7
Valid to year/period . . . x x                Req usr field x x x x x x
Currency code . . . . . x +                Translation method . . . x
Override rate type. . . . . *SAME +                Revalue? . . . . . x
Enter new attributes for Mass Add, then press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 4-7: Mass Add Chart Of Accounts screen - company group additions

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

Add account number/mask
Restricted to acct/mask

To add overtime account 6105 to all departments with salary account 6101 in every company that is included in a specific company group, specify the following:

*****-***-***-6105** in the *Add account number/mask* field

001-*-***-6101** in the *Restricted to acct/mask* field

Restrict to company group

Specify a company group to restrict the additions to companies identified in that group. The system adds the new 6105 overtime account only to departments in these companies that already have a 6101 salary account.

Trial add?

We strongly recommend that you always perform a trial add before an actual add. The trial add produces reports that you can use for verification. The reports list errors and the accounts that the system adds when you perform an actual add.

Account description/mask

Specify the account description **OVERTIME** for the new accounts.

In the remaining attribute fields, specify other alternative values that apply to the new accounts. For attributes that are to remain as in the salary account, keep the default * and ***SAME** values.

- 5 Press Enter. The system submits the additions and returns to the main menu.

Steps to add a department to only selected divisions

This example demonstrates use of the % wildcard and component selection. Note the following reminders for use of the % wildcard:

- You can combine the % and * characters as long as they are in separate components. When you use both in an add mask and press F4, the system displays components for selection down through the last % component (or actual value component). But the system adds new accounts down through the components specified by the * characters:

ABC-%%%-*-****-***** means display a selection list of Company ABC's divisions but add the new accounts down through the subaccount level for the selected divisions.

- You cannot use an * anywhere to the left of any % character.

Suppose you acquired new Company ABC. Certain kinds of divisions in all your companies are required to have a certain Department 050 that provides a standard set of accounts and subaccounts. You therefore need to add this department and its accounts to selected divisions in the new company.

Perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Chart of Accounts*.

Select *Mass add chart of accounts [MACOA]*. The system displays a screen similar to Figure 4-8.

```

3/13/2007 08:13:06      Mass Add Chart Of Accounts      GLGCTMAP      GLDCTMAP
                                                                    Page 1 of 1
Add account number/mask . . ABC-%%%-***-****-***      +
Restrict to company group . .      +      Trial add?      1
Restricted to acct/mask . . 001-001-050-****-***      +
Copy transcode account? . . 0      Parent account *SAME      +
Account description/mask . .
Posting limits - Debit . . *SAME      Statistical units *SAME
                  Credit . . *SAME      N-A-L-I-E *SAME      +
Permit intercompany? . . . . . *      ACCOUNT 2 *SAME      +
Account use . . . . . *      +      Account 3 *SAME      +
Account type . . . . . *      +      F/SMAPPING *SAME      +
Permit budgets? . . . . . *      Project required? *
Permit generics? . . . . . *      Default project *SAME      +
Active? . . . . . *      Default activity *SAME      +
Restricted to journals . . *SAME      *SAME      *SAME      *SAME
Valid from year/period . . *      *      1 2 3 4 5 6 7
Valid to year/period . . . *      *      Req usr field * * * * *
Currency code . . . . . *      +      Translation method . . . *
Override rate type. . . . . *SAME      +      Revalue? . . . . . *
Enter new attributes for Mass Add, then press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 4-8: Mass Add Chart Of Accounts screen - division wildcard

- 3 In the *Add account number/mask* field, specify **ABC-%%%-***-****-*****.
- 4 Select which divisions are to receive the new department and its accounts. With the cursor in the *Add account number/mask* field, press F4 to display the *Select Accounts* screen similar to Figure 4-9.

```

3/13/2007 09:05:01      Select Accounts      GLGCTSLT  GLDCTSLT
                                COM-DIV-DEP-ACCT-SUB      Page 1 of 1
Current account mask . : ABC-%%-***-****-***
Locate account . . . . . _____

Opt  COM-DIV-DEP-ACCT-SUB      Description      1 2 3 4 5
-   ABC-CUR                    Retail Selling Division  N  1 1 1
-   ABC-001                    Retail Selling Division  N  1 1 1
-   ABC-002                    Wholesale Selling Divisio N  1 0 1
-   ABC-111                    Retail Selling Division  N  1 1 1

-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F22=Delete

```

Figure 4-9: Select Accounts screen - division component selection

To facilitate selection of the groups of accounts to be added, the system displays a component list only down to the lowest level at which you specified either the % wildcard or an actual value in the *Add account number/mask* field. In this case, the display lists only Company ABC divisions.

Select the divisions to which to add Department 050.

The following actions are available at this screen:

- Specify a value in the *Locate account* field and press Enter to reposition the display to start with the specified account.
- Press F5 to return to the top of the list without changing selections.
- Press F22 to clear your selections on this screen and for your corresponding workfile entries.
- Press F3 to exit to the Mass Add Chart Of Accounts screen without saving your selections. If you have cleared your selections, your selections remain cleared in the workfile when you exit.
- With no value in the *Locate account* field, press Enter to save your selections and return to the Mass Add Chart Of Accounts screen.

The system saves the selections in a workfile. The Mass Add Chart Of Accounts screen displays **ACCOUNTS ARE SELECTED** above the *Add account number/mask* field. The selections and message remain until one of the following occurs:

- You redisplay the Select Accounts screen, press F22 to clear, and press Enter to return to the Mass Add Chart Of Accounts screen.
 - The system successfully completes the add job in actual mode.
- 5 For this example, press Enter to save your selections and return to the Mass Add Chart Of Accounts screen.
 - 6 Leave the *Restrict to company group* field blank, and in the *Restricted to acct/mask* field, specify **001-001-050-****-*****. The account and subaccount masking here tells the system to include the entire department account structure like that in Company 001 Division 001 when adding the accounts.

Specify a trial add unless you have already checked the trial add reports.

Because you are adding multiple accounts on multiple component levels, consider at least initially keeping the same attributes as in the original accounts by leaving the default * or ***SAME** values in the attribute fields.

You can subsequently use the *Mass change chart of accounts* function to modify specific attributes for specific subsets of the new accounts.

- 7 Press Enter. The system submits your entries and returns you to the main menu.
-

Mass changing the chart of accounts

Overview

The *Mass change chart of accounts* function lets you do the following:

- Simultaneously change attributes for a specified set of accounts within the same company or in multiple companies
- Change account numbers for accounts within the same company, retaining the accounts' histories

The examples in this topic assume a chart of accounts structure like this: COM-DIV-DEP-ACCT-SUB.

Several methods of specifying accounts to change are available.

To help you plan a mass change, this overview provides background about how to identify changes and how the system applies your specifications. This topic then provides step-by-step instructions for the following examples:

- Mass changing attributes for a group of accounts in a company
- Mass changing account numbers in a company
- Mass changing account attributes in multiple companies
- Mass changing account attributes in selected departments

Authorization to maintain accounts can be restricted. If users require authorization to change account information, see the "Performing Supervisor Tasks" chapter in this guide for information on using the *Work with security controls* function to change authorization levels.

Key fields

This function provides two screens with key fields as follows:

- An Accounts To Change screen to select which accounts to change

You use the *Change account - from/mask* field to identify accounts. In the remaining fields on this screen, you can specify the following:

- Whether to limit changes to companies in a specified company group
-

- Whether to run the batch job in trial or actual mode
- Whether to further limit the changes to accounts that have specific existing attributes
- An Attributes To Change screen to specify changes to those accounts

Asterisk (*) masking and percent sign (%) wildcarding

You can mask values with asterisks or use percent signs as wildcards in the *Change account - from/mask* field. The * and the % differ both in their use and in the effect they have on prompting in this change mask field. The following paragraphs summarize their similarities and differences.

The masking and wildcard characters

Both the * and the % are position dependent. Each represents a single position. Position dependency enables the system to know the account structure for components where you do not specify an exact value.

To represent a full three-character component, specify *** or %%. Note that to match your mask, an account must also match both the specified component lengths and the specified break characters.

- If you use the % in a component, you must represent the entire component with % characters, as in **001-%%%-%%%-4100**.
- You can combine the * with actual values in a component. For example, **001-%%%-%%%-4***** specifies any Company 001 account within any division and department where the account component has four positions, the first position is 4, and the chart uses the - break character.

You cannot use an asterisk anywhere to the left of a percent character.

*****-%%%-001** is invalid.

%%%-*-001** and **001-%%%-***** are valid.

Masking and wildcarding for multi-company changes

The following rules apply to changes across multiple companies:

- All of the companies must share the same chart of accounts structure, including the same number of components with the same lengths and the same break characters. You must also have access to the companies.
- If a new value is invalid in a company, the system does not change that value in that company's accounts. A batch job report lists those values as unchanged. This rule applies, for example, to implementing intercompany processing, translation methods, and transcoding.

- If you mask the company component with asterisks, you can specify a company group. If you mask the company component with asterisks and do not specify a company group, the system applies the changes to all companies that you are authorized to access.
- If you wildcard the company component with percent signs (%%%), you select individual companies and their components from a Select Accounts screen rather than specifying a company group.
- In either case (masking with *s or wildcarding with %s in the company component), the system applies the changes only for accounts that match the full account mask. For example, if you specify *****-001-*****, the changes apply only down to the department level.

In contrast, if you specify a specific company such as **001** in the company component, the system applies changes down the full hierarchy regardless of the number of components you specify. For example, if you specify **001-*****, the effect is the same as **001-***_***_***_*****.

- Masking or wildcarding the company component allows only attribute changes. You cannot change account numbers. Without an actual company value such as **001** or **ABC** in the change mask, you cannot enter a new value on the Attributes To Change screen's *To/mask* field.

In contrast, specifying a company such as **001** lets you change both attributes and account numbers.

Different effects of * and % in *Change account - from/mask*

Use of these asterisk and percent sign symbols in the Accounts To Change screen's *Change account - from/mask* field affects how the system responds when you press F4.

- If you press F4 without a % wildcard in the *Change account - from/mask* field, the system displays the Display Chart of Accounts screen. When you select an account and press Enter, you return to the *Change account - from/mask* field with that account in the field. You can edit the value for your change mask. Note that if you select more than one account from the list, the system uses only the first account you selected.
- If you press F4 when the *Change account - from mask* field includes at least one % character, the system displays a Select Accounts screen with a matching subset of accounts and account components. You can select individual account components to change. For example, you can select individual departments to which to apply the changes.

To help you find desired components without scrolling through the entire chart of accounts, the system displays component levels only down as far as the change mask has either % characters or an actual value.

For example, if you specify **001-%%%-*****, the Select Accounts screen lists only the company and division components because you specified the wildcard only at the division level. But the system completes any specified changes through the masked department level for any component that you select on the Select Accounts screen.

Similarly, if you specify **001-%%%-%%%-4100** or **001-%%%-%%%-4100-*****, the Select Accounts screen lists all of the Company 001 4100 accounts down through the account level. The screen does not list the subaccounts for selection but does apply changes to the subaccounts.

Workfile from multi-selecting at the Select Accounts screen

When you select the desired account components at the Select Accounts screen and return to the Accounts To Change screen saving your selections, the system saves your selections in a workfile for use during the trial and actual change batch jobs. The screen displays **ACCOUNTS ARE SELECTED** over the *Change account - from/mask* field.

Unless you redisplay the Select Accounts screen and clear the selections, the system does not delete your selections from the workfile until you have successfully run the actual change batch job.

Examples of multi-company account selections for mass changes of attributes

The following simple examples illustrate the differences between methods.

Example 1: Using masking without a company group

Suppose you have several companies where 6105 represents overtime salary accounts. You plan to coordinate the descriptions of all of these accounts across these companies for quick access in locating the accounts by description.

On the Accounts To Change screen, you specify *****-***-***-6105** in the *Change account - from/mask* field. You leave the *Restrict to company group* field blank. On the Attributes to Change screen, you specify the new account description, and specify to keep the same values in all other attributes.

The system changes the description in every 6105 account that you are authorized to access in any company that has three-position company, division, and department components, and uses this break character.

Example 2: Using masking with a company group

Suppose you want to limit the description change to a set of related companies that are included in a company group named Domestic.

- In the *Change account - from/mask* field, specify *****-***-***-6105**.
- In the *Restrict to company group* field, specify **DOMESTIC**.

The system changes only accounts that meet the requirements in Example 1 and that are in companies that are included in the Domestic company group.

Example 3: Using the % wildcard and component selection

Suppose you want, instead, to select individual companies and divisions for this change. You leave the *Restrict to company group* field blank. In the *Change account - from/mask* field, you specify **%%%-%%-***-6105**.

After you press Enter, the system displays the Select Accounts screen listing the 6105 accounts for every department that has three characters in each of the first three components. You select which accounts to change. The system saves your selections in a workfile until the changes are completed or until you clear your selections from the workfile.

The following step-by-step examples assume a chart of accounts structure of COM-DIV-DEP-ACCT-SUB.

Mass changing attributes for a group of accounts in a company

In this example, you use *Mass change chart of accounts* to ensure that all Company 001's 6105 overtime salary accounts consistently contain the word **OVERTIME**. This consistency allows you to locate this subset of accounts in *Work with chart of accounts* through selecting by description.

This example uses only asterisk masking.

To change one or more attributes for a group of related accounts within a single company, perform the following steps:

- 1 From the main menu select *Control File Functions*.
 - 2 Select *Chart of Accounts*.
 - 3 Select *Mass change chart of accounts* [MCCOA]. The system displays a screen similar to Figure 4-10.
-

```

1/26/2009 12:22:58  Mass Change Chart Of Accounts  GLGCTMCP  GLDCTMCP
                    Accounts To Change
                    Page 1 of 2

Enter the account selection criteria, press Enter to continue...
                    ACCOUNTS ARE SELECTED
Change account- from/mask . . . KP4-001-000-991* +
Restrict to company group . . . _____ +
Trial change? . . . . . 1
Summary or detail report? . . . -
Permit intercompany? . . . . . x      N-A-L-I-E . . . . . *SAME +
Account use . . . . . x +      ACCOUNT 2 . . . . . *SAME +
Account type . . . . . x +      Account 3 . . . . . *SAME +
Permit budgets? . . . . . x      F/SMAPPING . . . . . *SAME +
Permit generics? . . . . . x      Project required . . . -
Active? . . . . . x      Project . . . . . _____ +
                        Activity _____ +
Currency code . . . . . x +      Revalue? . . . . . x
Translation method . . . . . x      Override rate type . . *SAME +

Include in remeasurement? . . . x
Remeasurement method . . . . . x      Override rate type . . *SAME +

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

Figure 4-10: Mass Change Chart Of Accounts - Accounts To Change screen

Use this screen to specify criteria for selecting the accounts to be changed. The system displays the screen values from your last use of this function. If you previously ran a trial mass change you can reset the *Trial change?* field to off and resubmit the job without having to retype any other values.

If you define a different mass change, however, carefully check all of the attributes to ensure that they are properly set for the new mass change job.

Specifying accounts to change

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

Change account from/mask

Specify a mask to specify a set of accounts. The mask must identify accounts that exist in the current chart of accounts. You can further limit the selection to accounts within this group that have certain attributes by specifying those attributes later on this screen.

For example, to specify all Company 001 overtime salary accounts in any division and department, specify **001-***-***-6105**.

To apply the change to all of these accounts' subaccounts, include the subaccount in this mask. For example, if you plan to change all Company 001's 6105 accounts and their subaccounts to active status, specify **001-***-***-6105-*****.

Trial change?

We strongly recommend that you always perform a trial change before an actual change. The system produces verification reports that identify errors and the changes that occur if you submit an actual change job.

Summary or detail report?

If you specify yes, the system prints the report in detail format. The detail report includes each account that changes and the before and after values of each field that changes.

If you specify no, the system prints the report in summary format. The summary report includes each account that changes and the changed values for a subset of fields.

The report includes the account, regardless of whether it changed, to help you identify the account that contains changed fields.

Defining additional selection criteria attributes

Use the remaining fields to further specify the accounts to change. When selecting accounts to change, the system performs the following steps:

- Identifies accounts that match the account number mask
- Selects only those accounts within this group that also match the attribute values that you specify in the remaining fields on this screen

If you choose not to use an attribute for selection, leave the default value ***SAME** or * (asterisk) in that field. If the field is four characters or less, the default value is * (asterisk). Otherwise, the default value is ***SAME**. The system carries these defaults forward as defaults for the next screen where you specify new values.

- 4 Press Enter. The system displays a screen similar to Figure 4-11.
-

```

1/26/2009 12:26:14  Mass Change Chart Of Accounts      GLGCTMCP  GLDCTMCP
                   Attributes To Change                Page 2 of 2
Change account- from/mask . KP4-001-000-991*          TRIAL
                   To/mask . . KP4-001-000-101*      +
Account description/mask . delete
Posting limits - Debit . . *SAME                      Statistical units _____
                   Credit . . *SAME
Permit intercompany? . . . . . *
Account use . . . . . * +      N-A-L-I-E . . . . . *SAME +
Account type . . . . . * +      ACCOUNT 2 . . . . . *SAME +
Permit budgets? . . . . . *      Account 3 . . . . . *SAME +
Permit generics? . . . . . *      F/SMAPPING . . . . . *SAME +
Active? . . . . . *      Currency code . . . . . * +
Transcode account . . . . . *SAME +
Valid from year/period . . * + *      1 2 3 4 5 6 7
Valid to year/period . . . * + *      Req Usr Field * * * * *
Restrict to journals . . . MIS      KMB      KMP      *SAME
Project required @ Project _____ + Activity _____ +
Translation method * Override rate type. . *SAME + Revalue? . . . . *
Include in run? . . . * Remeasurement method * O/R rate type *SAME +
Provision account . . . . . *SAME +
Enter new attributes for accounts, then press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 4-11: Mass Change Chart Of Accounts - Attributes To Change screen

Defining attributes to change

Use this screen to specify the new attribute values for the accounts you specified on the previous screen. To change attributes other than account numbers, leave the *Change account To/mask* field blank.

For example, to change the account descriptions in these accounts, specify a value such as **OVERTIME** in the *Account description/mask* field.

If the description already has values such as ten-character location codes that you also want to preserve, you can alternatively add **OVERTIME** as a suffix to these existing codes. Specify asterisks for the character positions to leave unchanged, and then specify **OVERTIME** to add to the existing values:

***** **OVERTIME**

You can still use the *Work with chart of accounts* subset feature to find these accounts since you can locate accounts by partial values like **OVERTIME**.

You can also specify other attribute changes by typing new values in other fields on this screen. To specify leaving an attribute unchanged, leave the default * or ***SAME** value in the attribute's field.

- 5 Press Enter. The system submits the mass change, returns you to the main menu, and produces verification reports.

Mass changing account numbers in a company

In this example, you change all Company 001 Division 020 account numbers to Division 040 from the division level through the subaccount level. This example uses only asterisk masking. You cannot use the % wildcard for specifications related to account number changes.

To change the account numbers for a group of accounts within a company retaining those accounts' histories, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Chart of Accounts*.
- 3 Select *Mass change chart of accounts [MCCOA]*. The system displays a screen similar to Figure 4-12.

```

3/13/2007 10:59:35  Mass Change Chart Of Accounts  GLGCTMCP  GLDCTMCP
                    Accounts To Change
                    Page 1 of 2
Enter the account selection criteria, press Enter to continue...

Change account- from/mask . . . 001-020-xxx-xxxx-xxx  +
Restrict to company group . . . _____  +
Trial change? . . . . . 1

Permit intercompany? . . . . . *
Account use . . . . . * +
Account type . . . . . * +
Permit budgets? . . . . . *
Permit generics? . . . . . *
Active? . . . . . *

Currency code . . . . . * +
Translation method . . . . . *

Include in remeasurement? . . . *
Remeasurement method . . . . . *

Parent account . . . . *SAME  +
N-A-L-I-E . . . . . *SAME  +
ACCOUNT 2 . . . . . *SAME  +
Account 3 . . . . . *SAME  +
F/SMAPPING . . . . . *SAME  +
Project required . . . *
Project . . . . . *SAME  +
Activity *SAME  +
Revalue? . . . . . *
Override rate type . . *SAME  +

Override rate type . . *SAME  +

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

Figure 4-12: Mass Change Chart Of Accounts - Accounts To Change screen

The system displays the screen values from your last use of this function. For a different mass change, carefully check all of the attributes to ensure that they are properly set for the new mass change job.

Defining accounts to change

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

Change account from/mask

Specify an asterisk mask identifying the accounts to be changed. The mask must identify accounts that exist in the current chart of accounts. To specify all Company 001 Division 020 accounts, specify **001-020-***-****-*****.

Trial change?

We strongly recommend that you always perform a trial change before an actual change. The system produces verification reports identifying errors and the changes that will occur if you submit an actual change job.

Parent account

The system displays *Parent account* only if the entity controls specify yes in the *Enable parent accounts?* field on the Parent Account Controls screen. If you select a parent account, the system changes only general ledger accounts with that value.

If you select a parent account whose definition does not contain the GL account being maintained, the system issues a warning message.

Specify ***SAME** to select accounts regardless of their parent account.

Other account selection criteria

Use the remaining fields on this screen to further specify the accounts to change. If you choose not to use an attribute for selection, leave the default value ***SAME** or * (asterisk) in that field. The system carries these defaults forward as defaults for the next screen where you specify new values.

- 4 Press Enter. The system displays a screen similar to Figure 4-13.
-

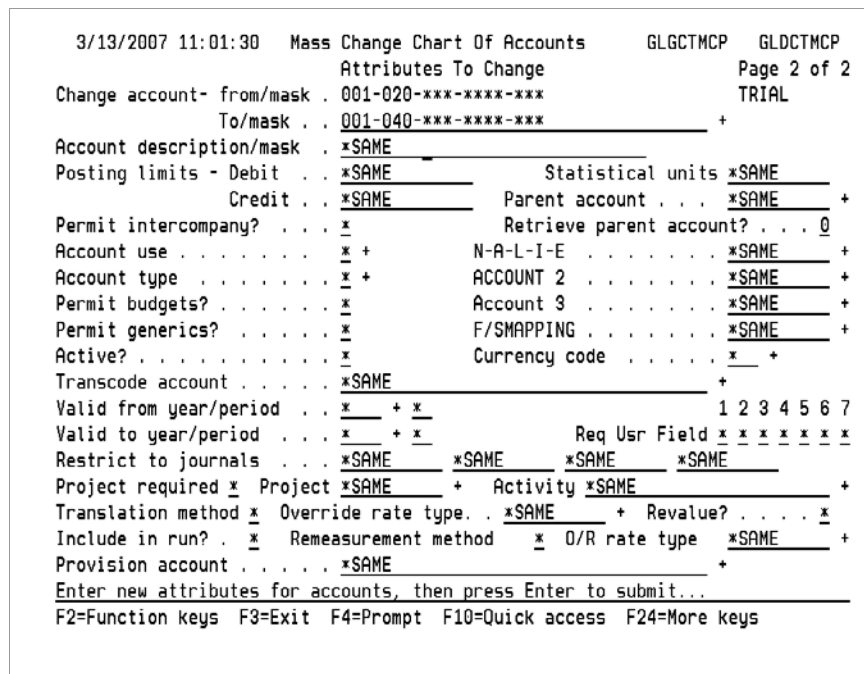


Figure 4-13: Mass Change Chart Of Accounts - Attributes To Change screen

Defining changes to account numbers

Use this screen to specify the new account number values for the accounts you specified on the previous screen. Use the following information to complete the fields on this screen:

Change account To/mask

Refer to the previous example, “Mass change attributes for a group of accounts in a company,” for changes other than account number changes.

To change the account numbers, specify an account mask to specify the fixed portion of the accounts to change and use asterisks for positions in which the system is to keep the same values as before.

For example, to change all of the account numbers in Division 020 to Division 040, specify the following account masks in the following fields:

001-020-*-****-***** in *Change account - from/mask*

001-040-*-****-***** in *To/mask*

After using the *Mass change chart of accounts* function to change account numbers, you should also run the *Mass change alternate sequences* function to reset the alternate sequences for the changed accounts.

Parent account

Select a parent account that will be used to replace the current parent account on each account being changed.

If you select a parent account whose definition does not contain the GL account being maintained, the system issues a warning message. Specify ***SAME** if you do not want to change the value in *Parent account* on each account being changed.

If you specify *yes* in *Retrieve parent account?*, you must specify ***SAME** in *Parent account*. You cannot have a value in *Parent account* and also have *Retrieve parent account?* set to *yes*.

Leave blank to remove the parent account values on the accounts being changed.

Retrieve parent account?

Specify *yes* to update all accounts selected for change with the correct parent account from the parent definition file. The parent account will be retrieved only if the field is blank. If there is a value in *Parent account*, no new parent account will be retrieved.

Specify *no* to not update the parent account.

As each account is updated the general ledger account will be updated with the appropriate parent account.

The system displays *Parent account* and *Retrieve parent account* only if the value is *yes* in *Enable parent accounts?* on the Parent Account Controls screen in *Work with entity controls*.

Other attributes

For each other attribute that is to remain unchanged, leave the default * or ***SAME** value in the attribute's field.

- 5 Press Enter. The system submits the mass change, returns you to the main menu, and produces verification reports.

Mass changing account attributes in multiple companies

In this example, you update the description of 6105 overtime salary accounts through all companies in a specified company group. This example uses * masking. You cannot combine the % wildcard with using a company group.

Refer to the rules for multi-company changes in the overview to this topic.

To change one or more attributes in multiple companies by one batch job, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Chart of Accounts*.
- 3 Select *Mass change chart of accounts [MCCOA]*. The system displays a screen similar to Figure 4-14.

```

3/20/2007 15:18:53  Mass Change Chart Of Accounts  GLGCTMCP  GLDCTMCP
                   Accounts To Change
                                     Page 1 of 2
Enter the account selection criteria, press Enter to continue...

Change account- from/mask . . . xxx-xxx-xxx-6105 +
Restrict to company group . . . DOMESTIC +
Trial change? . . . . . 1

Permit intercompany? . . . . . x      Parent account . . . . . *SAME +
Account use . . . . . x +           N-A-L-I-E . . . . . *SAME +
Account type . . . . . x +           ACCOUNT 2 . . . . . *SAME +
Permit budgets? . . . . . x +       Account 3 . . . . . *SAME +
Permit generics? . . . . . x       F/SMAPPING . . . . . *SAME +
Active? . . . . . x                 Project required . . . . . x
                                     Project . . . . . *SAME +
                                     Activity *SAME +
Currency code . . . . . x +         Revalue? . . . . . x
Translation method . . . . . x       Override rate type . . *SAME +

Include in remeasurement? . . . . . x
Remeasurement method . . . . . x     Override rate type . . *SAME +
-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 4-14: Mass Change Chart Of Accounts - Accounts To Change screen

Use this screen to specify criteria for selecting the accounts to change. The system displays the screen values from your last use of this function. If you previously ran a trial mass change you can reset the *Trial change?* field to no and resubmit the job without having to retype any other values.

If you define a different mass change, however, carefully check all of the attributes to ensure that they are properly set for the new mass change job.

Specifying accounts to change

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

Change account from/mask

Specify a set of accounts. If you mask the company component with asterisks to make changes in multiple companies, you can specify a company group to further limit the changes.

You can also further limit the selection to accounts that have certain attributes by specifying those attributes later on this screen.

For this example, to specify all overtime salary accounts in any division and department of any company that has an account structure with three-character first, second, and third components and that uses this break character, specify *****_***_***-6105**.

Restrict to company group

Specify a company group to further limit the changes. The system changes only accounts that are identified in that group and that you are authorized to access.

Trial change?

We strongly recommend that you always perform a trial change before an actual change. The system produces verification reports that identify errors and the changes that occur if you submit an actual change job.

Defining additional selection criteria attributes

Use the remaining fields to further specify the accounts to change.

If you choose not to use an attribute for selection, leave the default value ***SAME** or * (asterisk) in that field. If the field is four characters or less, the default value is * (asterisk). Otherwise, the default value is ***SAME**.

The system uses these values as the defaults for the next screen where you specify the new values to which to change the accounts' attributes.

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

```

3/15/2007 15:48:56  Mass Change Chart Of Accounts      GLGCTMCP  GLDCTMCP
                   Attributes To Change                Page 2 of 2
Change account- from/mask . ***-***-***-6105          TRIAL
                   To/mask . ***-***-***-6105          +
Account description/mask . *SAME
Posting limits - Debit . . *SAME                      Statistical units *SAME
                   Credit . . *SAME                    Parent account . . . *SAME +
Permit intercompany? . . . *
Account use . . . . . * +                             N-A-L-I-E . . . . . *SAME +
Account type . . . . . * +                             ACCOUNT 2 . . . . . *SAME +
Permit budgets? . . . . . *                           Account 3 . . . . . *SAME +
Permit generics? . . . . . *                           F/SMAPPING . . . . . *SAME +
Active? . . . . . *                                   Currency code . . . . . * +
Transcode account . . . . . *SAME +
Valid from year/period . . * + *                      1 2 3 4 5 6 7
Valid to year/period . . . * + *                      Req Usr Field * * * * *
Restrict to journals . . . *SAME *SAME *SAME *SAME
Project required * Project *SAME + Activity *SAME +
Translation method * Override rate type. . *SAME + Revalue? . . . *
Include in run? . * Remeasurement method * O/R rate type *SAME +
Provision account . . . . . *SAME +
Enter new attributes for accounts, then press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 4-15: Mass Change Chart Of Accounts - Attributes To Change screen

Defining attributes to change

Use this screen to specify the new attribute values for the accounts you selected on the previous screen. The *Change account To/mask* field is unavailable in this example because you masked the company component.

To change only the account descriptions in the specified 6105 accounts, specify a value such as **OVERTIME** in the *Account description/mask* field. Leave the other attribute values * or *SAME to leave their values unchanged.

- 5 Press Enter. The system submits the mass change, returns you to the main menu, and produces verification reports.

Mass changing account attributes in selected departments

This example uses the % wildcard character to enable prompting to display the Select Accounts screen. At the Select Accounts screen you can select the components or individual accounts to which the changes apply.

In this example, you update cash account attributes for individually selected departments within individually selected Company 1 divisions.

To change one or more attributes for individually selected items, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Chart of Accounts*.
- 3 Select *Mass change chart of accounts [MCCOA]*. The system displays a screen similar to Figure 4-16.

```

3/15/2007 15:15:52  Mass Change Chart Of Accounts      GLGCTMCP  GLDCTMCP
                   Accounts To Change
                                     Page 1 of 2
Enter the account selection criteria, press Enter to continue...

Change account- from/mask . . . 001-%%-%%-1001      +
Restrict to company group . . . _____ +
Trial change? . . . . . 1

Permit intercompany? . . . . . x      Parent account . . . . . *SAME +
Account use . . . . . x +      N-A-L-I-E . . . . . *SAME +
Account type . . . . . x +      ACCOUNT 2 . . . . . *SAME +
Permit budgets? . . . . . x      Account 3 . . . . . *SAME +
Permit generics? . . . . . x      F/SMAPPING . . . . . *SAME +
Active? . . . . . x      Project required . . . . . x
Currency code . . . . . x +      Project . . . . . *SAME +
Translation method . . . . . x      Activity *SAME +
                                     Revalue? . . . . . x
                                     Override rate type . . *SAME +

Include in remeasurement? . . . . . x      Override rate type . . *SAME +
Remeasurement method . . . . . x

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

Figure 4-16: Mass Change Chart Of Accounts - Accounts To Change screen

Use this screen to specify criteria for selecting the accounts to change. The system displays the screen values from your last use of this function. If you previously ran a trial mass change, you can reset the *Trial change?* field to no and resubmit the job without retyping any other values.

If you define a different mass change, however, carefully check all of the attributes to ensure that they are properly set for the new mass change job.

Specifying accounts to change

Use the following information to find and select the accounts to change:

Change account - from/mask

To display the Select Accounts screen with a list of components from which you can choose individual items for change, specify a value in this field that includes the % wildcard.

For example, to display a selection list of all Company 001 cash accounts in any division and department, specify **001-%%-%%-1001** and press F4.

If the change you plan to specify on the Attributes To Change screen is also to be applied to the accounts' subaccounts, include the subaccount in this mask. For example, if you plan to change selected 1001 accounts and their subaccounts to active status, specify **001-%%-%%-1001-*****.

For more information about using the % wildcard, refer to the overview of this "Mass change the chart of accounts" topic.

The system displays a screen similar to Figure 4-17.

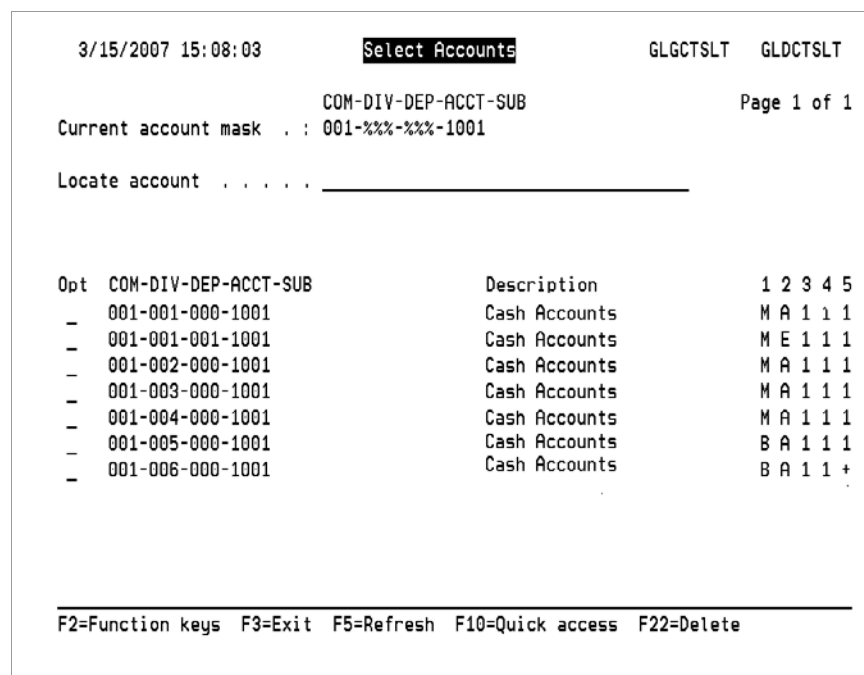


Figure 4-17: Select Accounts screen

Use this screen to select individual items to change and to save the list of selected items in a workfile. To facilitate selection of items, the system displays a component list only down to the lowest level at which you specified either the % wildcard or an actual value in the *Change account = from/mask* field. In this case, the display lists the matching cash accounts but does not list any subaccounts.

Select the cash accounts to change.

The following actions are available at this screen:

- Specify a value in the *Locate account* field and press Enter to reposition the display to start with the specified account.
- Press F5 to return to the top of the list without changing selections.
- Press F22 to clear your selections on this screen and to clear your selections from the workfile that identifies your current selections when you press Enter to return to the Accounts To Change screen.
- Press F3 to exit to the Accounts To Change screen without saving your selections. If you cleared your selections, your selections remain cleared in the workfile when you exit. F3 does not cancel the action of clearing.
- With no value in the *Locate account* field, press Enter to save your selections and return to the Accounts To Change screen.

The system saves the selections in a workfile. The Mass Add Chart Of Accounts screen displays **ACCOUNTS ARE SELECTED** above the *Add account number/mask* field. The selections and message remain until one of the following occurs:

- You redisplay the Select Accounts screen, press F22 to clear, and press Enter to return to the Mass Add Chart Of Accounts screen.
 - The system successfully completes the add job in actual mode.
- 4 For this example, press Enter to save your selections and return to the Mass Add Chart Of Accounts screen.
 - 5 On the Add Chart Of Accounts screen, leave the *Restrict to company group* field blank. Specify a trial add unless you already checked the trial add reports. We strongly recommend that you always perform a trial change before an actual change. The system produces verification reports that identify errors and the changes that occur if you submit an actual change job.

Defining additional selection criteria attributes

Use the remaining fields to further specify the accounts to change.

If you choose not to use an attribute for selection, leave the default value ***SAME** or * (asterisk) in that field. If the field is four characters or less, the default value is * (asterisk). Otherwise, the default value is ***SAME**.

The system uses these values as the defaults for the next screen where you specify the new values to which to change the accounts' attributes.

- 6 Press Enter. The system displays a screen similar to Figure 4-18.
-

```

3/15/2007 15:34:46  Mass Change Chart Of Accounts      GLGCTMCP  GLDCTMCP
                   Attributes To Change                Page 2 of 2
Change account- from/mask . 001-%%-%%-1001          TRIAL
                   To/mask . 001-%%-%%-1001          +
Account description/mask . *SAME
Posting limits - Debit . . *SAME                    Statistical units *SAME
                   Credit . . *SAME                  Parent account . . . *SAME +
Permit intercompany? . . . *
Account use . . . . . * +                            N-A-L-I-E . . . . . *SAME +
Account type . . . . . * +                            ACCOUNT 2 . . . . . *SAME +
Permit budgets? . . . . . *                          Account 3 . . . . . *SAME +
Permit generics? . . . . . *                          F/SMAPPING . . . . . *SAME +
Active? . . . . . *                                  Currency code . . . . . * +
Transcode account . . . . . *SAME                    +
Valid from year/period . . * + *                    1 2 3 4 5 6 7
Valid to year/period . . . * + *                    Req Usr Field * * * * *
Restrict to journals . . . *SAME *SAME *SAME *SAME
Project required * Project *SAME + Activity *SAME +
Translation method * Override rate type . *SAME + Revalue? . . . *
Include in run? . * Remeasurement method * O/R rate type *SAME +
Provision account . . . . . *SAME                    +
Enter new attributes for accounts, then press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 4-18: Mass Change Chart Of Accounts - Attributes To Change screen

Defining attributes to change

Use this screen to specify the new attribute values for the accounts you selected on the previous screen. To change attributes other than account numbers, leave the default *Change account To/mask* value. The system uses the mask from the previous screen to select the accounts to change.

For this example, to change the account descriptions in the 6105 accounts within the departments you selected at the Select Accounts screen, specify a value such as **OVERTIME** in the *Account description/mask* field.

- 7 Press Enter. The system submits the mass change, returns you to the main menu, and produces verification reports.

Mass deleting accounts

Overview

The *Mass delete chart of accounts* function allows you to specify a large number of accounts to be simultaneously deleted.

You cannot delete an account that meets any of the following conditions:

- Has dependent components
- Is a transcoded account
- Is a suspense account or a retained earnings account
- Is used in a translation table, input journal, budget, budget journal, recurring journal, or intercompany table
- Has balance history or transaction history
- Is used in origin detail in allocation processing
- Is used in ratio detail in allocation processing
- Is used as an offset account in allocation processing
- Is used as a provision account for remeasurement
- Is used as a revaluation or remeasurement gain or loss account
- Is used as an exchange rounding account
- Is used as a translation adjustment account

Authorization to delete accounts can be restricted. If users require authorization to delete accounts, see the “Performing Supervisor Tasks” chapter in this guide for information on using the *Work with security controls* function to change authorization levels.

Steps to use mass delete chart of accounts

To delete a group of accounts, perform the following steps:

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

- 2 Select *Chart of Accounts*.
- 3 Select *Mass delete chart of accounts* [MDCOA]. The system displays a screen similar to Figure 4-19.

```

6/02/2003 14:22:18  Mass Delete Chart Of Accounts  GLGCTMDP  GLDCTMDP
                                                    Page 1 of 1
DELETE Account number/mask . . . . . ABC_____ +
    Restrict to company group . . . . . _____ +
Trial delete? . . . . . 1 1=Yes, 0=No

Press Enter to submit...
F3=Exit F4=Prompt F10=Quick access

```

Figure 4-19: Mass Delete Chart Of Accounts screen

Specify the account mask for the accounts to delete in the *DELETE Account number/mask* field.

Caution: If you mask the company number and do not restrict the selection of companies by specifying a company group in the next field, the system deletes the specified accounts for every company in the system.

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

Restrict to company group

If you specify a company group, the system deletes the specified accounts only for each company within that company group.

Trial delete?

We strongly recommend that you always perform a trial delete before submitting an actual deletion.

- 5 Press Enter. The system submits your entries and returns you to the main menu.

Mass changing alternate component sequences

Overview

Because Infinium GL attaches the alternate sequence values to every account, you must use the *Mass change alternate sequences* batch function to update them.

This function also updates the values of the alternate sequences in company controls.

Steps to mass change alternate component sequences

To mass change alternate component sequences for a company, perform the following steps:

- 1 From the main menu select *Control File Functions*.
 - 2 Select *Chart of Accounts*.
 - 3 Select *Mass change alternate sequences* [MCAS]. The system displays a screen similar to Figure 4-20.
-

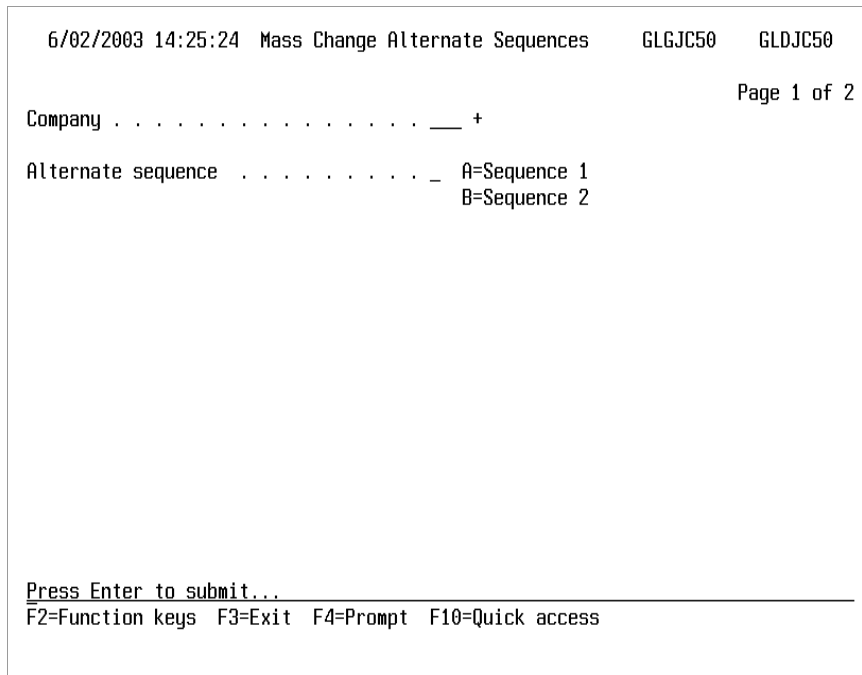


Figure 4-20: Mass Change Alternate Sequences screen 1

- 4 Use these fields to specify the company and alternate sequence to change.

Company

Specify the company for which to change the alternate sequences.

Alternate sequence

Specify Sequence 1 (**A**) or Sequence 2 (**B**) to select the sequence to change.

- 5 Press Enter. The system displays a screen similar to Figure 4-21.
-

```
6/02/2003 14:26:54 Mass Change Alternate Sequences    GLGJC50    GLDJC50
                                                    Page 2 of 2
Company . . . . . : 001
Alternate sequence . . . . . : A A=Sequence 1
                               B=Sequence 2
New alternate sequence . . . . . : COMPANY    01  _
                               DIVISION    02  _
                               DEPARTMENT  03  _
                               ACCOUNT     04  _
                               SUBACCOUNT  05  _

Press Enter to submit...
F2=Function keys F3=Exit F10=Quick access F12=Cancel
```

Figure 4-21: Mass Change Alternate Sequences screen 2

- 6 Number the components in the desired sequence to indicate the placement of the components within the new configuration of the account number.

For example, to change the sequence to Department - Account - Subaccount - Division - Company, specify **1** next to Department, **2** next to Account, **3** next to Subaccount, and so forth.

- 7 Press Enter. The system submits your changes and returns you to the main menu.

Defining parent accounts

Overview

You use this function to define parent accounts, which are used by the chart of accounts to identify a natural account hierarchy. A parent account definition includes the parent account name, its description and all of the accounts, masks and ranges that should point to or contain that parent account.

You can define parent accounts if the value is yes in *Enable parent accounts?* on the Parent Account Controls screen in *Work with entity controls*. As you add new records to the chart of accounts, Infinium GL will search for the appropriate parent account and automatically populate the *Parent account* field.

All accounts added to Infinium GL are automatically included in the script that populates the Cognos® Finance database and, therefore, in the reports generated by Infinium Financial Manager powered by Cognos® Finance (Infinium Financial Manager).

The account hierarchy in Infinium GL is only a two-level hierarchy and is not intended to be a full account hierarchy. If you are using Cognos® Finance, you will have to maintain the hierarchy in the Cognos® Finance report writer.

You can also use *Display parent accounts* to view parent account information.

Steps to define and update parent accounts

To define and maintain parent accounts, perform the following steps:

- 1 From the main menu select *Control File Functions*.
 - 2 Select *Chart of Accounts*.
 - 3 Select *Work with parent accounts*. The system displays a screen similar to Figure 4-22.
-

```

4/14/2009 08:17:28      Work With Parent Accounts      GLGPAM      GLDPAM

Locate parent . . . _____
Search for . . . _____ Enter known words or characters

Type options and press Enter. 4=Delete, 5=Work with

Opt  Parent      Description
=    AS TEST      AS TEST
-    BANK         BANK ACCOUNTS- COMPANY 001
-    BANKAAA      BANK ACCOUNT COMPANY AAA
-    BANKMLF      BANK ACCOUNTS MLF
-    CASH         CASH ACCOUNTS
-    CK1         CK1 ACCOUNTS
-    COGS        COST OF GOODS SOLD
-    CURASSETS   CURRENT ASSETS
-    DEG         DEG
-    EQUITY      EQUITY ACCOUNTS
-    FIXED      FIXED ASSETS

                                           MORE...

F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F10=Quick access  F12=Cancel

```

Figure 4-22: Work With Parent Account Definition screen 1

Use this screen to create, update or delete parent accounts. The system displays existing parent accounts and their descriptions on the bottom portion of the screen. You can press F5 to refresh the screen and view the most current list of parent accounts.

The *Locate parent* field allows you to reposition the list of existing accounts, called the subfile, to begin with the parent account that you specify in this field. Use the *Search for* field to search on any string of values for either the parent name or the parent account description.

Creating a new parent account

To create a new parent account, complete the following steps:

- 1 Press F6. The system displays a screen similar to Figure 4-23.

```

3/20/2002 09:47:25      Work With Parent Accounts      GLGPAM      GLDPAM

Parent Account . . . . : 1000
Description . . . . . ASSETS
Account Type . . . . . A + ASSET ACCOUNT

1. Account - from/mask . . . . . 001-***-***-1***-***      +
   To . . . . . _____      +
   Company masked? . . . . . 1 1=Yes, 0=No

2. Account - from/mask . . . . . _____      +
   To . . . . . _____      +
   Company masked? . . . . . 0 1=Yes, 0=No

3. Account - from/mask . . . . . _____      +
   To . . . . . _____      +
   Company masked? . . . . . 0 1=Yes, 0=No

4. Account - from/mask . . . . . _____      +
   To . . . . . _____      +
   Company masked? . . . . . 0 1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel

```

Figure 4-23: Work With Parent Account Definition screen 2

Use this screen to create or update a parent account definition. You can enter one account, a range or a mask in each of four account definitions.

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

Parent account

Specify the parent account name for the parent account you are creating. Parent accounts can be used in the chart of accounts to identify a natural account hierarchy. This hierarchy is only used by Infinium Financial Manager.

Description

Specify a description for the parent account you are creating or maintaining.

Account type

Select the type of parent account you are creating or maintaining. The account type must be one of the following:

- A** Asset
- E** Expense
- I** Income

L Liability

This value is used to set the account attributes of the parent account for Infinium Financial Manager reporting.

Accounts in the parent account definition do not have to have the same account type.

Account - from/mask

Select one account, the beginning of an account range or an account mask to define the GL accounts that should contain this parent account. New accounts added to the chart of accounts that meet this parent definition are updated with the parent account specified on this screen.

There can be no overlap between definitions. No account used on one parent account definition can be used in another parent account definition.

To

Select the “to” account if you are entering a range of accounts. New accounts added to the chart of accounts that meet this parent definition are updated with the parent account specified on this screen.

There can be no overlap between definitions. No account used on one parent account definition can be used in another parent account definition.

Company masked?

Specify yes to have the company portion of the account entered in the *from/mask* field to be masked.

Specify no if the account mask is for one company or if you entered an account range.

This field is used throughout Infinium GL to indicate that the mask entered is valid for all companies. Specify an account number and specify yes in this field instead of masking the company field (***-001-001-1000-001).

3 Press Enter. The system validates the data and creates the parent account.

The system uses the company number to validate the account structure. Every account, range or mask is validated to ensure that there is no overlap. No account used on one parent account definition can be used in another parent account definition.

Example of an invalid account structure:

The first definition defines all 1000 accounts and the second definition is for a mask of 010-001-001-1***-001. The 1000 accounts defined in the first sequence are also included in the second sequence.

In addition, the definitions for each parent account are validated.

Example of parent account validation:

The account definitions for the parent account called cash, cannot have any overlaps with a parent account called current assets.

Updating existing parent accounts

To update an existing parent account, complete the following steps:

- 1 From the screen similar to Figure 4-22, select one or more parent accounts with **5** and press Enter.
- 2 The system displays a screen similar to Figure 4-23.
- 3 Update the fields as necessary and press Enter. You are returned to the selection screen. If you selected multiple parent accounts, you are returned to the selection screen after updating the last selected parent account.

Deleting existing parent accounts

To delete an existing parent account, complete the following:

From the screen similar to Figure 4-22, select the parent account with **4** and press Enter.

If a parent account is currently attached to a chart of accounts record, you cannot delete it.

This chapter of the guide describes several supervisor tasks.

The chapter consists of the following topics:

Topic	Page
Overview of supervisor tasks	5-2
Defining and modifying security groups	5-3
Defining user security	5-8
Updating prior year balances	5-26
Updating journal batch control flags	5-30
Updating budget status flags	5-33
Updating budget batch control flags	5-35
Printing a chart of accounts audit log	5-38
Moving company balances	5-40
Reorganizing application files	5-42
Purging data	5-44
Purging the chart of accounts audit log	5-47
Purging batch prompt data	5-49
Purging journal audit data	5-51

Overview of supervisor tasks

Supervisor tasks include implementing user security, recovering from errors by resetting flags, and reorganizing and recovering file space. The *Supervisor Functions* menu provides access to several other functions in addition to those described in this chapter.

For information on the *Initialize weekly balances* function refer to the *Infinium GL Guide to Processing and Reporting*. For more about recalculating account balances and resetting transcoded journals, refer to the *Infinium GL Technical Guide*.

Objectives

At the conclusion of this chapter you should be able to define:

- Security groups and account level security
- User security functions

In addition, you should be able to:

- Update prior year balances
 - Update batch control flags
 - Update budget status flag
 - Update budget batch flags
 - Print chart of accts audit log
 - Move company balances
 - Reorganize application files
 - Purge journal & summary files and save purged data to tape
 - Purge chart of accts audit log
 - Purge batch prompt data
-

Defining and modifying security groups

Overview

A security group is a set of companies and accounts that a user can be authorized to access or restricted from accessing.

- This topic, “Defining and modifying security groups,” describes how to begin by setting up security groups.
- The next topic, “Defining user security,” describes how to use the *Work with user security controls* function to assign a security group to a user profile.

Steps to define or modify security groups

To define security groups, perform the following steps:

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

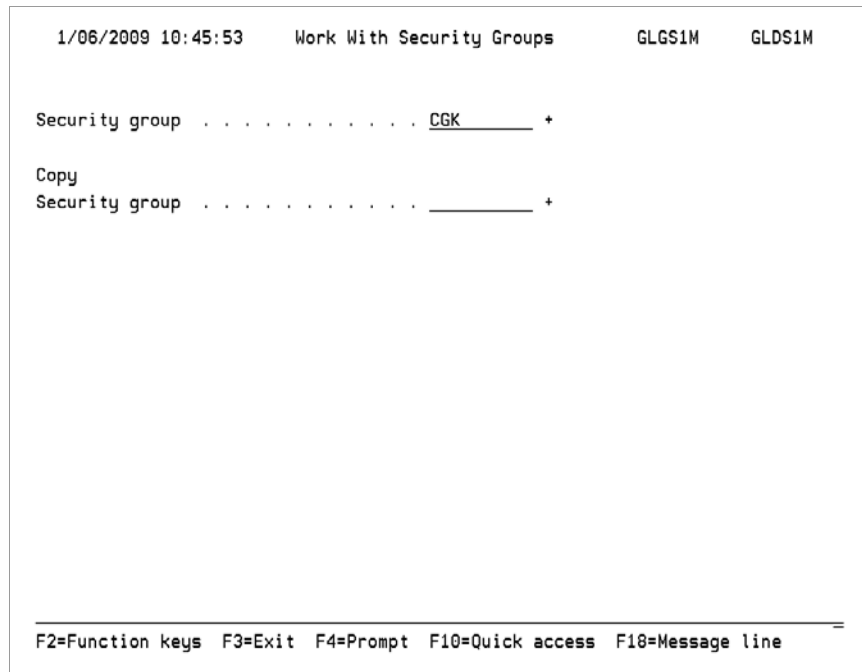


Figure 5-1: Work With Security Groups prompt screen

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

Security group

Specify the name of a new or existing security group with which you plan to work.

Copy Security group

If you are creating a new security group, you can specify an existing group in order to copy that group's definition. You can edit the copied definition later in this procedure.

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

```

1/06/2009 10:46:46      Work With Security Groups      GLGS1M      GLDS1M

Security group . . . . . : CGK
Type information, press Enter.
Description . . . . . : CGK SECURITY GRP
Active? . . . . . : 1 1=Yes, 0=No

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

Figure 5-2: Work With Security Groups description screen

- 6 Specify a description of the security group and indicate whether the group is active or inactive.
- 7 Press Enter. The system displays a screen similar to Figure 5-3.

```

1/06/2009 10:50:04      Work With Security Groups      GLGS1M      GLDS1M

Security group . . . . . : CGK
Description . . . . . : CGK SECURITY GRP

Press Multiselect to include companies, or
Type options, press Enter.  4=Delete  5=Work with

Option  Company  Description                From/To Account Definition
-----
_       KE1      KEEFE 1 Company            1          0

                                           Bottom

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
    
```

Figure 5-3: Work With Security Groups company selection screen

Use this screen to add companies to the security group, to remove companies from the group, or to modify the account level security definition for an existing company in the security group.

- 8 To select companies to add, press F23 (multi-select).
- 9 To delete a company from the group, select the company, specify 4 in the *Option* field, and then press Enter.

The system displays a confirmation screen. Press Enter to confirm the deletion and to return to the company selection screen.

- 10 To modify the account level security definition for a company already in the group, select the company, specify 5 in the *Option* field, and press Enter.

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

```

1/06/2009 10:50:41      Work With Security Groups      GLGS1M      GLDS1M

Security group . . . . . : CGK
Description . . . . . : CGK SECURITY GRP
Company . . . . . : KE1

Type information, press Enter.

Secured from or to . . . . . 1 1=From 2=To

Description . . . . . KEEFE 1 Company

Seq From Account or Mask +      To Account +
001 _____
002 _____
003 _____
004 _____
005 _____

More

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

```

Figure 5-4: Work With Security Groups account level security screen

Defining account level security

Use this screen to define the account level security for the company that you selected. You can specify up to 20 account level security definitions.

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

Secured from or to

Specify one of the following to indicate whether the users to whom this security group is assigned will be prevented from accessing the specified accounts or are to be restricted to accessing the accounts.

- Specify *From* to prevent users from working with the accounts.
- Specify *To* to allow users to work with these accounts.

When you specify *To*, the users to whom this security group is assigned can work only with the specified accounts and cannot access any other accounts for this company.

The default value in this field is *To*.

Specifying the accounts

From Account or Mask and To Account

You can use any of the following ways and any combination of these methods to specify one or more accounts to be associated with this security group:

- Specify specific individual accounts in the *From Account or Mask* column.
- Specify masks in the *From Account or Mask* column.
- Specify the start of an account number range in the *From Account or Mask* column and specify the end of the range in the *To Account* column.

Caution: Be sure to specify account level security for a company that you have included in the security group and, if applicable, to change the default value for the *Secured from or to* field for that company.

Otherwise, you are giving the user authority to access or work with all of that company's accounts.

Defining user security

Overview

Infinium GL allows you to define the following controls for each user profile:

- Default account
- Default translation table
- Whether the user can use AutoPost in mass journal entry
- Whether the account description displays on journal entry screens

These controls are included in user security controls base data:

- Company and account security
- Chart of reporting security
- Accounting period security
- Journal security
- Intercompany processing security
- Infinium RW security

Steps to define user security base data controls

To define user security base data controls, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *User Security*.
 - 3 Select *Work with user security controls [WWUSC]*. The system displays a screen similar to Figure 5-5.
-

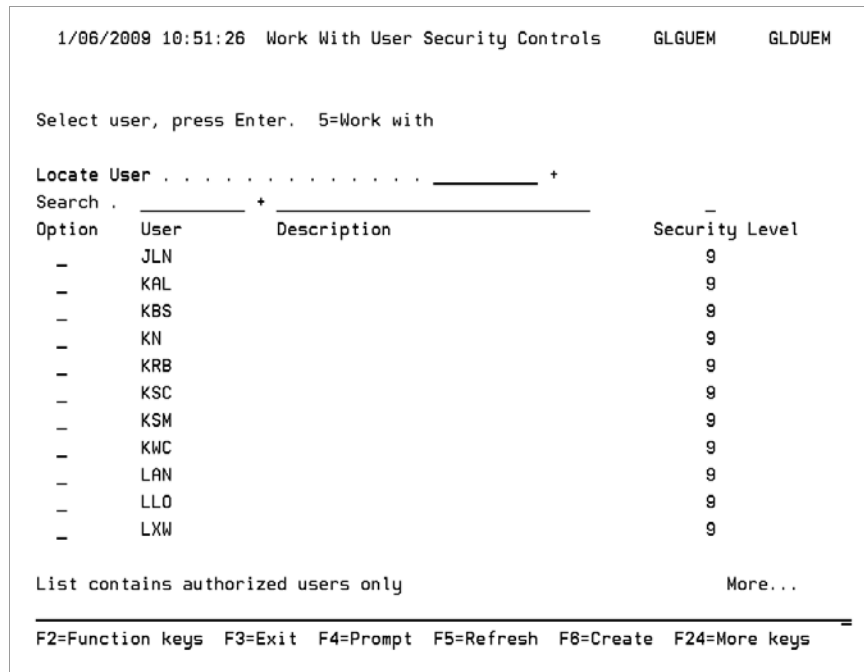


Figure 5-5: Work With User Security Controls user profile selection screen

Defining user profiles

Use this screen to modify or set up the Infinium GL security for a user profile. The system displays a list of the user profiles that have already been set up in Infinium GL.

If a user is authorized to access Infinium GL and you do not create a user security record for that user, the user has authority to access everything in Infinium GL.

4 Select a user profile.

To add a new user security profile, press F6. You can only add a new Infinium GL user profile if the corresponding user profile already exists in Infinium AM.

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

```
5/15/2001 11:09:08 Work With User Security Controls GLGUEM GLDUEM

User . . . . . : GLHYA01
Description . . . . . : GL HYANNIS USER PROFILE

Type options, press Enter. 5=Work with

Option  Attribute                                     Active?
-      Base data                                       0
-      Company & account security                       0
-      Chart of reporting security                       0
-      Accounting period security                       0
-      Journal security                                  0
-      Intercompany processing                           0
-      Infinium RW security & defaults                   0

                                                                 Bottom

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys
-----
ME a 10/004
```

Figure 5-6: Work With User Security Controls attribute selection screen

- 6 Select the *Base data* attribute.
- 7 Specify **5** in the *Option* field and press Enter. The system displays a screen similar to Figure 5-7.

If you select multiple attributes to work with not just *Base data*, the system displays the screens for all the selected attributes in sequence before returning you to the Work With User Security Controls attribute selection screen.

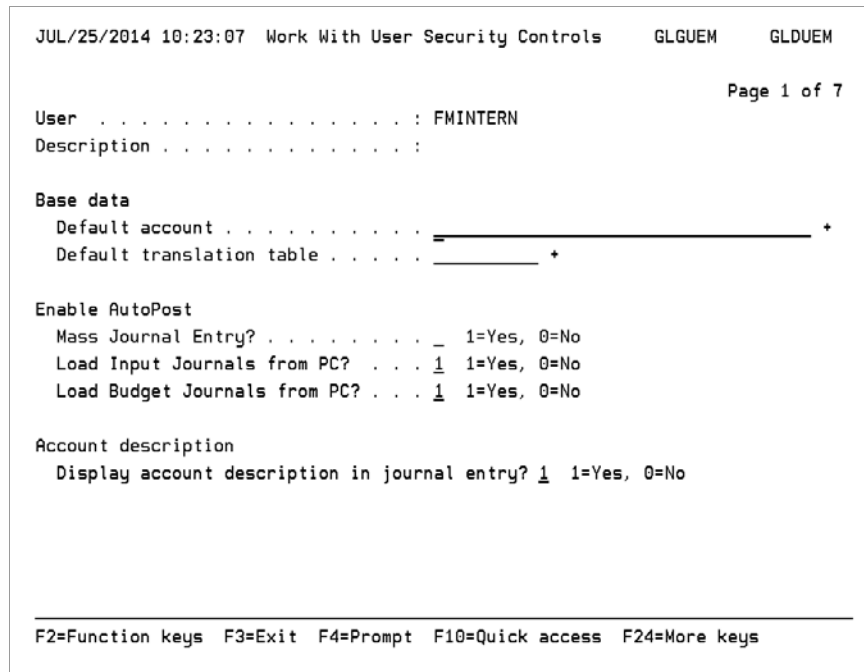


Figure 5-7: Work With User Security Controls Base Data screen

Use this screen to define the user’s default account and default translation table. Users can change their own default account and default translation table during use of the *Work with journals* and *Work with mass journal entry* functions.

You can also use this page to activate automatic posting during mass journal entry, loading input journals, and loading budget journals for this user and to display the account description in journal entry.

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

Base data

Default account

Defining a default account provides the users with an account entry keying shortcut. This shortcut is useful when the users frequently specify accounts that share the same first few components, such as the same company and division.

The default you specify in this field must do the following:

- Begin with the company component
- Use the same component order as the account structure.

During journal transaction entry, the user specifies a period for each component that the system specifies in this *Default account* field and then specifies the remainder of the account number.

Default translation table

Translation tables enable users to specify an alternate account in place of typing an Infinium GL account. The system uses the translation table to convert the specified account to the Infinium GL account.

Enable AutoPost

Mass Journal Entry?

Specify yes to give the users automatic posting during use of the *Mass journal entry* function.

If you activate AutoPost, the system displays a confirmation window when the users press F16 to exit from the *Mass journal entry* function. The users can accept and post the journals just entered or can indicate that autoposting should not occur.

Load Input Journals from PC?

Specify yes to enable the *Autopost* option from the *Load Input Batch from PC* function to upload journals. Otherwise, specify no.

Autopost is a facility whereby journals can be automatically submitted for accept and post when submitting the *Load Input Batch from PC* function.

Load Budget Journals from PC?

Specify yes to enable the *Autopost* option from the *Load Budget Journals from PC* function to upload budget journals. Otherwise, specify no.

Autopost is a facility whereby journals can be automatically submitted for proof and post when submitting the *Load Budget Journals from PC* function.

Account description

Display account description in journal entry?

Specify yes to always display the account description in *Work with journals* and *Work with mass journal entry*.

Specify no to display the account description only by using F5 (Fold/Unfold) in *Work with journals* or by using F7 (All fields) or selecting an account with 2 to change details in *Work with mass journal entry*.

- 9 Press Enter. The system updates the base data information.
 - If you selected *Company & account security* at the attribute selection screen illustrated in Figure 5-6, the system displays a screen similar to Figure 5-8.
 - Otherwise, the system returns you to the selection screen.

Steps to define company and account security

To define company and account security, perform the following steps:

- 1 Complete steps 1-5 in the “Defining user security base data controls” instructions earlier in this “Defining user security” topic.
- 2 Select the *Company & account security* attribute.
- 3 Specify **5** in the *Option* field and press Enter. The system displays a screen similar to Figure 5-8.

```

JUL/25/2014 11:43:27  Work With User Security Controls  GLGUEM  GLDUEM
                                                                    Page 1 of 7
User . . . . . : FMINTERN
Description . . . . . :

Company and Account Security
Group . . . . . _____ +

Maintain accounts . . . . . 1 0=No, 1=Yes, 2=Attributes only

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

```

Figure 5-8: Work With User Security Controls Company and Account screen

Use this screen to assign a security group to this user’s user profile and define the level of control with which the user can maintain and delete accounts. The details in the assigned security group controls identify the accounts with which this user is allowed to work. This security applies throughout Infinium GL, with the exception of journal processing. Refer to the

“Steps to define journal security” topic later in this chapter to establish journal security for a user.

- 4 Use this information to complete the screen.

Group

Specify a security group to which this user will be restricted.

Security groups can be defined with restrictions to or from companies, account masks, and/or ranges of accounts. In this way a user profile can be restricted "to" or "from" a group of companies or accounts. This security is imposed throughout Infinium GL.

Use the *Work with security groups* function under the *Groups* menu in *Control File Functions* to define security groups. For more about security groups, refer to the “Defining and modifying security groups” topic earlier in this chapter.

Maintain accounts

Specify whether a user can maintain all elements associated with an account or all elements except the account number, or cannot maintain accounts.

This field also controls whether a user can delete accounts. Valid values are:

- | | |
|----------|---|
| 0 | A user cannot maintain or delete accounts. |
| 1 | A user can maintain all elements associated with an account and can delete accounts. |
| 2 | A user can maintain account attributes only. The account number cannot be changed. A user cannot delete accounts. |

This setting affects these functions:

- *Work with chart of accounts*
- *Mass change chart of accounts*
- *Mass delete chart of accounts*

- 5 Press Enter. The system updates the company and account security group information.
 - If you selected *Chart of reporting security* at the attribute selection screen illustrated in Figure 5-6, the system displays a screen similar to Figure 5-9.
 - Otherwise, the system returns you to the selection screen.
-

Steps to define chart of reporting security

To define chart of reporting security, perform the following steps:

- 1 Complete steps 1-5 in the “Defining user security base data controls” instructions earlier in this “Defining user security” topic.
- 2 Select the *Chart of reporting security* attribute.
- 3 Specify **5** in the *Option* field and press Enter. The system displays a screen similar to Figure 5-9.

The screenshot shows a terminal window titled "Work With User Security Controls" with user identifiers "GLGUEM" and "GLDUEM". The page is labeled "Page 1 of 7". The screen displays the following information:

```

1/06/2009 10:54:36 Work With User Security Controls  GLGUEM  GLDUEM
                                                                    Page 1 of 7
User . . . . . : AMK
Description . . . . . :
Chart of Reporting Security
Reporting company group . . . . . _____ +
  
```

At the bottom of the screen, a horizontal line is followed by the text: "F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys".

Figure 5-9: Work With User Security Chart Of Reporting screen

Use this screen to specify the reporting company group to which the user is restricted. You learn more about this function in the *Infinium GL Guide to ReportWriter*.

- 4 Specify the reporting company group to which the user is restricted.

You set up reporting company groups using the *Work with reporting company groups* function accessible from the *Control File Functions* menu.

- 5 Press Enter. The system updates the chart of reporting information.
 - If you selected *Accounting period security* at the attribute selection screen illustrated in Figure 5-6, the system displays a screen similar to Figure 5-10.

- Otherwise, the system returns you to the selection screen.

Steps to define accounting period security

To define accounting period security, perform the following steps:

- 1 Complete steps 1-5 in the “Defining user security base data controls” instructions earlier in this “Defining user security” topic.
- 2 Select the *Accounting period security* attribute.
- 3 Specify **5** in the *Option* field and press Enter. The system displays a screen similar to Figure 5-10.

```

1/08/2009 10:54:38 Work With User Security Controls  GLGUEM  GLDUEM
                                                                 Page 1 of 7
User . . . . . : AMK
Description . . . . . :

Accounting Period Security
Restrict to periods? . . . . . 0  1=Yes, 0=No
Preceding periods . . . . . 0  0 .. 13
Succeeding periods . . . . . 0

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys

```

Figure 5-10: Work With User Security Controls Accounting Period screen

Use this screen to define the accounting period security that applies when this user is entering or posting journals.

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

Restrict to periods?

To restrict the user to certain accounting periods, specify yes in this field. Otherwise, specify no to allow the user access to all periods.

The values in the *Preceding periods* and *Succeeding periods* fields are valid only if you specify yes in the *Restrict to periods* field.

Preceding periods

If you specified yes in the *Restrict to periods* field, this field allows you to restrict the user to a number of periods prior to the period that is identified as current in the company controls.

Succeeding periods

If you specified yes in the *Restrict to periods* field, this field allows you to restrict the user to a number of periods after the period that is identified as current in the company controls.

To restrict the user to only the current period, specify **00** in both the *Preceding periods* and *Succeeding periods* fields.

- 5 Press Enter. The system updates the accounting period security information.
 - If you selected *Journal security* at the attribute selection screen illustrated in Figure 5-6, the system displays a screen similar to Figure 5-11.
 - Otherwise, the system returns you to the selection screen.

Steps to define journal security

To define journal security, perform the following steps:

- 1 Complete steps 1-5 in the “Defining user security base data controls” instructions earlier in this “Defining user security” topic.
 - 2 Select the *Journal security* attribute.
 - 3 Specify **5** in the *Option* field and press Enter. The system displays a screen similar to Figure 5-11.
-

```

JUN/25/2018 14:21:31 Work With User Security Controls GLGUEM GLDUEM
                                                                    Page 5 of 7
User . . . . . : AMK
Description . . . . . :

Journal Security Groups
Journal maintenance . . . . . _____ +
Journal posting . . . . . _____ +
Code Restriction
Source Code - From/mask . . . . . _____ +
To . . . . . _____ +
Value type . . . . . _ 1=Numeric 2=Alpha BLANK=Both
Reference Code - From/mask . . . . . _____
To . . . . . _____
Value type . . . . . _ 1=Numeric 2=Alpha BLANK=Both
Debit/Credit Entry
Allow debit/credit entry? . . . . . 0 1=Yes, 0=No

Proof own journals . . . . . 1 1=Yes, 0=No
Post own journals . . . . . 1 1=Yes, 0=No
-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
Accounting period security data updated.

```

Figure 5-11: Work With User Security Controls Journal screen

Use this screen to specify addition details related to the user's security restrictions for working with journals.

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

Journal Security Groups

Journal security is defined separately from company and account security. The Journal Maintenance group is used to determine security when you are in *Work with journals*, *Work with Mass Journal Entry*, or *Work with recurring journals*. The Journal Posting group is used when you proof, post, or accept journals. Leave the security group fields blank if no journal security is in effect for the user.

Journal maintenance

Specify a security group to which this user is restricted during entry and maintenance of both journals and recurring journals.

You can define security groups with restrictions to or from companies, account masks, and/or ranges of accounts. In this way a user profile can be restricted "to" or "from" a group of companies or accounts.

Use the *Work with security groups* function under the *Groups* menu in *Control File Functions* to define security groups.

Journal posting

Specify a security group to which this user is restricted when proofing, posting, and accepting journals.

You can define security groups with restrictions to or from companies, account masks, and/or ranges of accounts. In this way a user profile can be restricted "to" or "from" a group of companies or accounts.

Use the *Work with security groups* function under the *Groups* menu in *Control File Functions* to define security groups.

Code restrictions

Source Code - From/mask

Specify a source code restriction. Specify a source code with no masking as a "from" source code to indicate the beginning of a valid range of source codes for this user, or specify a source code with mask ("*") characters.

A source code restriction restricts the user to source codes matching the masked source code or within the range of valid source codes. The source code is required in journal entry and is used to indicate the source of a journal entry.

Source Code - To

Specify a "to" source code restriction if the user is to be restricted to a range of valid source codes. The "to" source code must have a value greater than or equal to that in the *Source Code -From/mask* field.

You cannot enter a mask in the *Source Code – To* field. If a mask is required, enter it in the *Source Code - From/mask* field with no corresponding value in the *Source Code - To* field because a user can be restricted either to a range or mask.

Source Code - Value type

Specify a value to restrict a user to a source code that is composed entirely of numbers or letters.

- 1** The source code can contain numbers only.
 - 2** The source code can contain letters only.
 - blank** The source code can contain letters or numbers.
-

Reference Code - From/mask

Specify a reference code restriction. Specify a reference code with no masking as a "from" reference code to indicate the beginning of a valid range of reference codes for this user, or specify a reference code with mask ("*") characters.

A reference code restriction restricts the user to reference codes matching the masked reference code or within the range of valid reference codes. A reference is required in journal entry and is used to differentiate journals.

Reference Code - To

Specify a "to" reference code restriction if the user is to be restricted to a range of valid reference codes. The "to" reference code must have a value greater than or equal to that in the *Reference Code -From/mask* field.

You cannot enter a mask in the *Reference Code – To* field. If a mask is required, enter it in the *Reference Code - From/mask* field with no corresponding value in the *Reference Code - To* field because a user can be restricted either to a range or mask.

Reference code - Value type

Specify a value to restrict a user to a reference code that is composed entirely of numbers or letters.

- 1** The reference code can contain numbers only.
- 2** The reference code can contain letters only.
- blank** The reference code can contain letters or numbers.

Debit/credit entry

Allow debit/credit entry?

Caution: The debit/credit feature is an international requirement that allows users to enter negative debit amounts to correct debit entries and positive credit amounts to correct credit entries. Refer to the "Maintaining Debit and Credit Balances" chapter of the *Infinium GL Guide to Processing and Reporting* for more information on this topic.

Infinium GL allows you to maintain debit and credit balances in addition to monetary balances for each monetary account. When you use the debit/credit balance feature, the system stores debit balances separately from credit balances. This lets you print separate debit and credit columns on reports.

If you enabled the debit/credit feature in entity controls and you specify yes in this field, the user can enter correcting entries as negative debits and negative credits at journal entry time.

Proof own journals

Specify yes to authorize the user to proof that user's own input journals.

Otherwise, specify no. When this field is set to no, a security check is performed before the job is submitted and a message is generated informing that the user is not authorized to submit the job.

Post own journals

Specify yes to authorize the user to post and accept that user's own input journals.

Otherwise, specify no. When this field is set to no, a security check is performed before the job is submitted and a message is generated informing that the user is not authorized to submit the job.

The following functions are affected by the *Proof own journals* and *Post own journals* fields:

Function	Security check
<i>Accept & post journals</i>	Identifies all batches that contain journals created by the user
<i>Accept input journals</i>	Identifies all batches that contain journals created by the user
<i>Post journals & close period</i>	Identifies only the first journal found that was created by the user; there may be additional journals, but processing stops when the first journal is identified
<i>Post y/e journal & close year</i>	Identifies only the first journal found that was created by the user; there may be additional journals, but processing stops when the first journal is identified
<i>Proof input journals</i>	Identifies all batches that contain journals created by the user
<i>Proof year end closing journal</i>	Identifies all batches that contain journals created by the user

Function	Security check
<i>Work with mass journal entry</i>	Controls the display of the automatic accept and close window

- 5 Press Enter. The system updates the journal security information.
 - If you selected *Intercompany processing* at the attribute selection screen illustrated in Figure 5-6, the system displays a screen similar to Figure 5-12.
 - Otherwise, the system returns you to the selection screen.

Steps to define intercompany processing security

To define intercompany processing security, perform the following steps:

- 1 Complete steps 1-5 in the “Defining user security base data controls” instructions earlier in this “Defining user security” topic.
- 2 Select the *Intercompany processing* attribute.
- 3 Specify 5 in the *Option* field and press Enter. The system displays a screen similar to Figure 5-12.

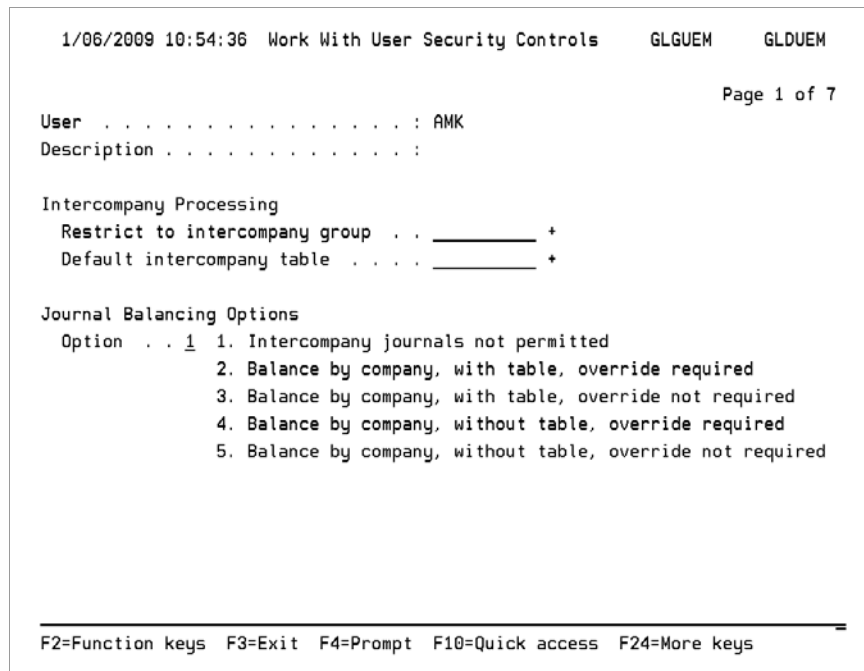


Figure 5-12: Work With User Security Controls Intercompany screen

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

Restrict to intercompany group

Use this field to restrict this user to the specified intercompany group. The intercompany group is a group of intercompany tables that the user is authorized to use.

You define intercompany groups using the *Work with intercompany groups* function accessible from the *Control File Functions* menu.

Default intercompany table

You can specify an intercompany table to use as the default table when this user creates journals.

Option

Use this field to specify the level of authority for this user when using intercompany processing. If you select *Intercompany journals not permitted*, this user cannot perform any intercompany processing.

- 5 Press Enter. The system updates the intercompany processing information.
 - If you selected *Infinium RW security & defaults* at the attribute selection screen illustrated in Figure 5-6, the system displays a screen similar to Figure 5-13.
 - Otherwise, the system returns you to the selection screen.

Steps to define Infinium RW security and defaults

To define Infinium RW security and defaults, perform the following steps:

- 1 Complete steps 1-5 in the “Defining user security base data controls” instructions earlier in this “Defining user security” topic.
 - 2 Select the *Infinium RW security & defaults* attribute.
 - 3 Specify **5** in the *Option* field and press Enter. The system displays a screen similar to Figure 5-13.
-

```

5/15/2001 11:09:08 Work With User Security Controls GLGUEM GLDUEM
Page 1 of 7
User . . . . . : GLHYA01
Description . . . . . : GL HYANNIS USER PROFILE

Infinium RW security & defaults
Run option default . . . . . 0      0 = Batch
                                      1 = Interactive
Allow user to change . . . . . 0      1=Yes, 0=No

Override printer controls . . . . . 0      0 = By Report
                                      1 = By Report Group

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys
-----
MB a 08/040

```

Figure 5-13: Work With User Security Controls Infinium RW Security and Defaults screen

Use this screen to define Infinium RW security and defaults for this user.

For additional information about these controls refer to *Infinium GL Guide to ReportWriter*.

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

Infinium RW security & defaults and Run option default

Use this field to set the processing default for Infinium RW reports or report groups to either batch or interactive mode.

Allow user to change

Specify yes to allow the user to change the run option default (batch or interactive) that you assigned in the preceding field.

A change to the run option default remains in effect until the next time you change the default.

Override printer controls

Specify *By Report* to allow the user to override printer controls by report name.

Specify *By Report Group* to allow the user to override printer controls by report group.

If authorized to do so, the user can press F17 (Change Defaults) during report submission to change the value assigned here.

- 5 Press Enter. The system updates the Infinium RW security and defaults information and returns you to the Work With User Security Controls attribute selection screen.
 - 6 Exit to the main menu.
-

Updating prior year balances

Overview

You can use the *Update prior year balances* function to update Infinium GL account balances. The system typically uses this function to create starting balances during history conversion.

Caution: Because there is no audit trail for balances created using this function, we recommend that you use this function only when you initially set up your system.

Steps to update prior year balances

To update prior year balances, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *GL Functions*.
 - 3 Select *Update prior year balances* [UPYB]. The system displays a screen similar to Figure 5-14.
-

```

1/06/2009 10:58:57      Update Prior Year Balances      GLGGLM      GLDGLM

Year . . . . . 2007 +
Account number . . . . . 001-001-001-4100-001 +
Balance type . . . . . M M=Monetary
                          S=Statistical
                          1=Numeric user field 1
                          2=Numeric user field 2
                          D=Debit
                          C=Credit

Period or week balances . . . . . 1 1=Period, 2=Week

Currency code . . . . . USD +

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F14=Expand

```

Figure 5-14: Update Prior Year Balances selection screen

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

Year

Specify a valid prior year for which to update the account balance.

Account number

Specify the account to update.

Balance type

Select one of the following balance types:

M	Monetary
S	Statistical
D	Debit
C	Credit
1	Numeric User field 1
2	Numeric User field 2

Period or week balances

Specify *Period* for period balances or *Week* for weekly balances.

Currency code

Specify the currency of the balance to maintain, which must be one of the following:

- The currency in which the account is denominated
- The base currency of the account company
- The secondary currency of the account company (only if dual currency processing is activated for the company)

5 Press Enter. The system displays a screen similar to Figure 5-15.

1/06/2009 10:59:32		Update Prior Year Balances		GLGGLM	GLDGLM
Year	:	2007			
Account number	:	001-001-001-4100-001			
Balance type	:	M			
Currency code	:	USD			
Start balance	:			.00	
Period 01	JAN	:			.00
Period 02	FEB	:			.00
Period 03	MAR	:			.00
Period 04	APR	:			.00
Period 05	MAY	:			.00
Period 06	JUN	:			.00
Period 07	JUL	:			.00
Period 08	AUG	:			.00
Period 09	SEP	:			.00
Period 10	OCT	:			.00
Period 11	NOV	:			.00
Period 12	DEC	:			.00
NEW balance record					
Period 14	ADJ	:			.00
Current balance	:			.00	
F2=Function keys F3=Exit F10=Quick access F12=Cancel F22=Delete					

Figure 5-15: Update Prior Year Balances account detail screen

Defining the account balance by period

Use this screen to establish the account balance for each period in the year that you specified. In addition, you can specify a starting balance for the account.

This function lets you view, but not update, balances for the current accounting year. This function is only for updating prior years' balances. The current balance is automatically updated.

- 6 When done, press Enter to return to the previous screen and then exit to the main menu.

Updating journal batch control flags

Overview

The *Update Batch Control Flags* function allows you to change a batch's status to ready (that is, available) if the system fails while the batch is active. If the system fails while a batch is active, the system does not automatically reset the status.

The status of a batch that is not available can be any of the following:

- Active
- Accepted
- Submitted
- Executing

Caution: The only time you should change a batch's status is after a system failure during journal processing. You should not change the status of a posted batch.

Steps to update batch control flags

To update batch control flags, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *GL Functions*.
 - 3 Select *Update batch control flags* [UBCF]. The system displays a screen similar to Figure 5-16.
-


```
1/06/2009 11:03:09      Update Batch Control Flags      GLGBTM      GLDBTM

Company . . . . . 001 +
Batch number . . . . .          BLANK=All
Type options, press Enter. S=Submitted E=Executing BLANK=Available
C=Recalculate batch(if batch=Available) A=Active P=Accepted

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

Figure 5-16: Update Batch Control Flags screen

Identifying the batch

Use this screen to identify the batch or batches with the status to be changed.

- 4 Specify the batch that has the status to be changed, or specify only the company and leave the *Batch number* field blank to display a list of all the batches for that company.
- 5 Press Enter. The system redisplay the screen with the specified batch on the bottom half of the screen similarly to Figure 5-17.

```

1/06/2009 11:00:40      Update Batch Control Flags      GLGBTM      GLDBTM

Company . . . . . 001 +
Batch number . . . . .          BLANK=All
Type options, press Enter. S=Submitted E=Executing BLANK=Available
C=Recalculate batch(if batch=Available) A=Active P=Accepted
Flag  Batch  Reference  User      Journals  Year Pd  M/S  Status
-    17281  JSD-1216C  JDUMONT      1    2008 12  M  Available
-    17275  JSD-1218A  JDUMONT      1    2008 12  M  Available
-    17272  JSD-TEST   JDUMONT      1    2008 11  M  Available
-    17256  JSD-TST-WT JDUMONT      1    2008 11  M  Available
-    17255  JSD-TEST   JDUMONT      1    2008 11  M  Available
-    17254  JSD-TEST   JDUMONT      1    2008 11  M  Available
-    17152  A          TXD          1    2005  2  M  Available
-    17098  AR2000    CGK          1    2008  9  M  Available
-    17097  AR2000    CGK          1    2008  8  M  Available
-    17096  AR2000    CGK          1    2008  4  M  Available
-    17027  STANDARD  MERCURY      1    2000  7  M  Available
-    17014  PY2000    PG           1    2007  7  M  Available
-    17007  BUD ALLOC PG           1    1999  1  M  Available +
=====
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 5-17: Update Batch Control Flags selection screen

- 6 To change the status of a batch to ready/available (a blank value in the *Flag* field), delete the **A**, **S** or **E** in the batch's *Flag* field.

Caution: You cannot change the status of a batch flagged **P** (Accepted).

If the status of a batch is **E** (Executing), be sure to check with your technical staff before changing the value to ensure that the system is not currently executing the batch.

- 7 Press Enter to update the batch status and exit this function.

Updating budget status flags

Overview

The *Update budget status flag* function allows you to reset a budget's status.

A budget has a status of active when the system is updating the budget. If the system fails while the budget is active, the system does not automatically reset the status.

Steps to update budget status flag

To update a budget status flag, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *GL Functions*.
 - 3 Select *Update budget status flag* [UBSF].
 - 4 At the initial screen, specify a company and a budget name, or leave the *Budget Name* field blank to display the status of all the budgets for the company.
 - 5 Press Enter. The system redisplay the screen with a list of the specified budgets similar to Figure 5-18.
-

```

1/06/2009 11:04:05      Update Budget Status Flag      GLGBMM      GLDBMM

Company . . . . . 001 +
Budget Name . . . . . _____ BLANK=All

Type options, press Enter.
Blank = Available A = Active

Flag  Year  Budget      M/S  User      No Users  Co  Cur
-    2001  ASTESTCODE  M    MLF        0      001 USD
-    2002  BUDALL      M    MXV        0      001 USD
-    2005  BUDGET      M    PG         0      001 USD
-    2004  BUDGET      M    LVC        0      001 USD
-    2003  BUDGET1     M    MXV        0      001 USD
-    2002  BUDGET1     M    PG         0      001 USD
-    1999  FESZDPBUDG S    AM2000     0      001
-    2008  FORECAST    M    ESW        0      001 USD
-    2005  FORECAST    M    ESW        0      001 USD
-    2004  FORECAST    M    LAN        0      001 USD
-    2000  JOHNMON     M    AM2000     0      001 USD
-    2003  JOWEEBUD   M    LAN        0      001 USD      +
=====
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
    
```

Figure 5-18: Update Budget Status Flag screen

If the status flag is **A**, the budget is flagged as in use.

- 6 To reset the flag to ready (available), blank out the **A**. Press Enter to update the status and exit this function.

Updating budget batch control flags

Overview

A budget batch has a status of *Active* when it is in use. If the system fails while the batch is active, the system does not automatically reset the status.

The *Update budget batch flags* function allows you to change the status of a budget batch from *Active* to ready/available (that is, a blank value for the status).

Caution: The only time you should change the status of a budget batch is if a system failure has occurred during budget processing.

Steps to update budget batch control flags

To update budget batch control flags, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *GL Functions*.
 - 3 Select *Update budget batch flags* [UBBF]. The system displays a screen similar to Figure 5-19.
-

```
1/06/2009 11:04:50      Update Budget Batch Flags      GLGBBM      GLDDBM

Company . . . . . 001 +
Batch number . . . . . _____
Type options, press Enter.
  BLANK=Available  C=Recalculate Total (if BATCH=Ready)

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

Figure 5-19: Update Budget Batch Flags screen

Use this screen to locate the batch with the status to be changed.

- 4 Specify a company and a batch, or leave the *Batch number* field blank to display the status of all the batches for the company.
- 5 Press Enter. The system displays a screen similar to Figure 5-20.

```

1/06/2009 11:04:50      Update Budget Batch Flags      GLGBBM      GLDBBM

Company . . . . . 001 +
Batch number . . . . . _____
Type options, press Enter.
  BLANK=Available  C=Recalculate Total (if BATCH=Ready)
Flag  Batch  Reference  User      Journal No.  Year/Period  M/S  Status
1    2005  JSD-1218A  JDUMONT                2005  12  M  Errors
P    1854  JSD-TEST  JDUMONT                1  2005  1  M  Posted
P    1853  JSD-TEST  JDUMONT                1  2005  1  M  Posted
P    1852  JSD-TEST  JDUMONT                1  2005  1  M  Posted
P    1851  JSD-TESTIN  JDUMONT                1  2005  1  M  Posted
P    1844                2005  1  M  Posted
-     1843                2005  1  M  Ready
1    1842                AM2000                2005  1  S  Errors
P    1583  ALLOCATION  PG                   1  2002  5  M  Posted
P    1502  JOWEE     CWL                   1  2003  9  M  Posted
P    1500                CWL                   1  2003  9  S  Posted
P    1480  JOWEE     CWL                   1  2003  9  S  Posted
P    1480  JOWEE123  CWL                   1  2003  7  M  Posted +
=====
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access

```

Figure 5-20: Update Budget Batch Flags selection screen

- 6 To change the status of a batch from **A** (*Active*) to blank (ready/available), blank out the **A** in the *Flag* field next to that batch.
- 7 Press Enter to update the status and exit this function.

Printing a chart of accounts audit log

Overview

Infinium GL allows you to print an audit log of chart of accounts maintenance. This report contains the following information:

- Account and description
- Type of changes made to the chart of accounts
- ID of the user that made the changes
- Date and time of the changes

In the GL Chart of Accounts Audit file, GLPCU, the system retains the before and after values for all fields associated with an account record.

Steps to print a chart of accounts audit log

To print a chart of accounts audit log, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *GL Functions*.
 - 3 Select *Print chart of accts audit log* [PCOAAL]. The system displays a screen similar to Figure 5-21.
-


```

1/06/2009 11:21:29  Print Chart Of Accts Audit Log  GLGJC50  GLDJC50
                                                                 Page 1 of 1
Account/mask . . . . . _____ +
Date - Start . . . . . _____
      End . . . . . _____
Maintained by user . . . . . LVC _____ +
Maintenance type . . . . . _ A=Add
                               C=Change
                               D=Delete
                               BLANK=All
Report order . . . . . 1 0=Date
                               1=New account
                               2=Old account

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 5-21: Print Chart Of Accts Audit Log screen

Use this screen to specify the type of data to include in the audit log.

Depending on the criteria you specify, the report prints changes, additions, and deletions. The system automatically prints the submission criteria with the report.

You can also purge the records contained in the audit log. For more information, refer to the “Purging the chart of accounts audit log” topic later in this chapter.

Moving company balances

Overview

If you use dual currency processing, the *Move company balances* function allows you to move the translated balances from your translation company to the secondary currency of your GL company.

- The system obtains the balances of a translation company and creates input journals in the secondary currency of the GL company.
- The input journals are single ledger journals so that there is no effect on the foreign or base currency balances of the GL company.

For more information on dual currency and translation companies, refer to the *Infinium GL Guide to Currency Processing*.

Before running this function, you must set up the translation currency as the GL company's secondary currency in the company controls.

Steps to move company balances

To move company balances, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *GL Functions*.
 - 3 Select *Move company balances* [MCB]. The system displays a screen similar to Figure 5-22.
-

```

1/06/2009 11:08:23      Move Company Balances      GLGMCP      GLDMCP

From company . . . . . JSD +
From currency . . . . . USD +
To company . . . . . JSG +

Starting year/period . . . . . 2006 + 1
Ending year/period . . . . . 2006 + 12

Journal source . . . . . GL2000 +
Journal reference . . . . . JSD-MOVE
Description . . . . . MOVING BALANCES

Press Enter to submit...
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 5-22: Move Company Balances screen

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

From company

Specify the translation company that contains the translated balances that are being moved to another company.

From currency

Specify the translation currency. The currency must be the base or secondary currency of the translation company.

To company

Specify the GL company to which you want to move the translated balances. The base or secondary currency of this company must match the *From currency* specified above.

Journal source, Journal reference, and Description

The system uses the values in these fields to identify the journal header information.

5 Press Enter to submit the move and exit this function.

Reorganizing application files

Overview

The *Reorganize application files* function allows you to reorganize Infinium GL files.

This function regains space from records that the system deleted. Reorganizing your files therefore increases the efficiency of your system.

You should coordinate this task with your MIS department.

Caution: For successful reorganization of your files, ensure that the Infinium GL files are not being accessed by a user, job or database in a library list.

Steps to reorganize application files

To reorganize application files, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *System Functions*.
 - 3 Select *Reorganize application files* [RAF]. The system displays a screen similar to Figure 5-23.
-

```
1/06/2009 11:23:25   Reorganize Application Files   GLGJC50   GLDJC50
                    Confirmation Display
                                                    Page 1 of 1

There are no parameters required for this function.

Press Enter to continue or Exit to cancel

Press Enter to submit...
F2=Function keys F3=Exit F10=Quick access
```

Figure 5-23: Reorganize Application Files confirmation screen

- 4 Press Enter to submit the reorganization and exit this function.

Purging data

Overview

You can purge summary data, transaction data, or both. You can include or exclude intercompany transactions.

Use the following three-part process to purge data:

- 1 Purge data from the journal and summary files
- 2 Save the purged data to tape
- 3 Clear the holding files

Caution: Before running the *Purge journal & summary files* function, verify with your technical staff that there is a backup copy of the data that you are about to purge.

Steps to purge data from the journal and summary files

To select and purge data, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *System Functions*.
 - 3 Select *Purge journal & summary files* [PJASF]. The system displays a screen similar to Figure 5-24.
-

```

11/27/2006 10:53:05  Purge Journal & Summary Files      GLGJC50  GLDJC50

Company . . . . . _ +
or
Company group . . . . . _____ + BLANK=All

Purge summary records
through to year . . . . . 2002 +

Purge transactions records
through to year/period . . . . . 2002 + 12

Include intercompany transactions . . 1 1=Yes, 0=No

Press Enter to submit...
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access

```

Figure 5-24: Purge Journal & Summary Files prompt screen

Use this screen to specify the data to be purged.

To purge summary and transaction data for the same year, you must purge transaction records through Period 14.

The system copies the specified data to a holding file and removes the data from the Infinium GL system file. Once this process is complete, continue with the next task, saving the purged data to tape.

Steps to save the purged data to tape

Use the *Save purged data to tape* function after you have run the *Purge journal & summary files* function. The *Save purged data to tape* function copies to tape the data you specified when you ran *Purge journal & summary files*.

Note: You should coordinate running this function with your MIS department. Be certain that there is a tape loaded prior to running this function.

To save the purged data to tape, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.

- 2 Select *System Functions*.
- 3 Select *Save purged data to tape*. The system displays a screen similar to Figure 5-25.

```
1/06/2009 11:09:38      Save Purged Data To Tape      GLGJC50      GLDJC50
                                                                    Page 1 of 1
Device name . . . . . _____
Volume identifier . . . . . _____ BLANK=*Mounted

Press Enter to submit...
F2=Function keys  F3=Exit  F10=Quick access
```

Figure 5-25: Save Purged Data To Tape screen

- 4 Specify the name of the device on which the tape is mounted and the volume ID to be used.
- 5 Press Enter to submit the copy process and exit this function.

Clearing the holding file

Your technical staff must clear the holding files to regain space on the system. For more information, refer to the *Infinium GL Technical Guide*.

Purging the chart of accounts audit log

Overview

The system uses this *Purge chart of accts audit log* function to purge the records in the audit log.

Before purging the records in the audit log, you should run the *Print chart of accts audit log* function. Depending on the criteria you specify, the report includes changes, additions, and deletions that have been made to the chart of accounts.

Steps to purge the audit log

To purge entries from the chart of accounts audit log, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *System Functions*.
 - 3 Select *Purge chart of accts audit log* [PRGCOAAL]. The system displays a screen similar to Figure 5-26.
-

```
1/06/2009 11:10:19  Purge Chart Of Accts Audit Log  GLGPRGCU  GLDPRGCU
                                                                 Page 1 of 2

Type information, press Enter.

From date . . . . . _____
To date . . . . . _____

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

Figure 5-26: Purge Chart of Accounts Audit Log Date prompt screen

Use this screen to specify a range of dates for which the system is to purge the audit log. For example, to delete entries for the month of March, 1999, specify 03/01/1999 through 03/31/1999.

- 4 Specify the starting date in the range in the *From date* field. The range includes this date but no dates prior to this date.
 - 5 Specify the ending date in the range in the *To date* field. The range includes this date but no dates after this date.
 - 6 Press Enter. The system redisplay the date range you entered so that you can confirm the date range.
 - 7 Press Enter again to confirm the range, submit the purge, and exit this function.
-

Purging batch prompt data

Overview

The *Purge batch prompt data* function purges and reorganizes files that the system uses to process batch jobs and to show the last selected values on the prompt screen.

Steps to purge the batch prompt data

To purge batch prompt data, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *System Functions*.
 - 3 Select *Purge batch prompt data* [PRGLC]. The system displays a screen similar to Figure 5-27.
-

```
1/06/2009 11:10:54      Purge Batch Prompt Data      GLGJC50      GLDJC50

** This function will purge and reorganize files that are
    used to process batch jobs and to show the last selected
    values on the prompt screen.  The PURGE THROUGH DATE
    should not include any date for which submitted jobs
    have not run.

Purge through date . . . . .      0

Selection . . . . .      -
    (0=Print Only, 1=Print and Purge, 2=Purge Only)

Press Enter to submit...
F2=Function keys  F3=Exit  F10=Quick access
```

Figure 5-27: Purge Batch Prompt Data prompt screen

- 4 Specify a *Purge through date*. The system deletes all records for this date and earlier dates. The purge date cannot be the current date.

The *Purge through date* should not include any date for which submitted jobs have not run.

- 5 In the *Selection* field, specify one of the following:

- 0 *Print Only*
To print the records selected for purging without purging those records
- 1 *Print and Purge*
To print the records and purge the records
- 2 *Purge Only*
To purge the records without printing the records

- 6 Press Enter to submit the job and exit this function.

Purging journal audit data

Overview

Purge journal audit data purges audit log records and reorganizes the Journal Audit Log History file. You can view the previously selected values on the prompt screen.

Steps to purge the journal audit data

To purge journal audit data, perform the following steps:

- 1 From the main menu select *Supervisor Functions*.
 - 2 Select *System Functions*.
 - 3 Select *Purge journal audit data* [PJAD]. The system displays a screen similar to Figure 5-28.
-

```
1/26/2009 08:49:30      Purge Journal Audit Data      GLGJC50      GLDJC50

** This Function will Purge and Reorganize the Journal
    Audit Log History File. The PURGE THROUGH DATE
    Corresponds to the CHANGE DATE in the Customer Log Files.

Purge through date . . . . . 12012008

Selection . . . . . 0
    (0=Print Only, 1=Print and Purge, 2=Purge Only)

Include Input Journal Audit Log? . 1 (0=No, 1=Yes)

Include Budget Journal Audit Log?. 1 (0=No, 1=Yes)

Press Enter to submit...
F2=Function keys F3=Exit F10=Quick access F12=Cancel
```

Figure 5-28: Purge Journal Audit Data selection screen

Use this screen to specify selection criteria for the purge. The system selects both header and detail records for any journal that matches your selection criteria and provides a separate report for each.

Input journal purge reports

The header report includes the date, time, and user ID associated with each record as well as the batch number, journal number, and journal description.

The detail report includes the date, time, and user ID associated with each record as well as the journal number, account number, and the transaction description.

Budget journal purge reports

The header report includes the date, time, and user ID associated with each record as well as the budget code and budget description.

The detail report includes the date, time, and user ID associated with each record as well as the journal number, account number, and the account description.

- 4 Use the information below to complete this screen.

Purge through date

The value you specify in the *Purge through date* field corresponds to the change date in the customer log files. The system deletes all records for this date and earlier dates. The purge date cannot be the current date.

Note: If the date you specify is less than one year from the current system date, the system displays the following warning message:

Maintaining less than 12 months history - Press Enter to continue

Selection

Specify one of the following values in this field:

- 0** *Print Only*
To print the records selected for purging without purging those records
- 1** *Print and Purge*
To print the records and purge the records
- 2** *Purge Only*
To purge the records without printing the records

Include Input Journal Audit Log?

Specify whether to include input journal audit log information in the purge.

Include Budget Journal Audit Log?

Specify whether to include budget journal audit log information in the purge.

- 5** Press Enter to submit the job and exit this function.
-

Notes

Appendix A Using Generic Components

A

This appendix includes information about establishing and using generic components.

The appendix consists of the following topics:

Topic	Page
Overview of generic components	A-2
Defining generic component controls	A-3

Overview of generic components

As indicated in the “Defining and Maintaining Your Chart of Accounts” chapter, you can establish controls that allow the system to create accounts automatically as you need them during journal entry.

If you specify an account number that does not exist in the chart of accounts, the system creates the account, but only if the account meets the criteria that you define.

Objectives

After studying this appendix and working with the generic components feature, you should be able to define controls in the *Work with generic components* function, enabling the system to create accounts during journal entry.

Defining generic component controls

Overview

You complete four steps to set up and use generic components. The first three steps are necessary to define several controls that the system uses to create a generic account. The last step creates an account during journal entry.

To define generic components, follow the four steps listed below.

- 1 Select the account components that the system uses to create new accounts using the *Work with company controls* function.
- 2 Identify the accounts that the system uses to copy the attributes when creating new accounts at journal entry using the *Work with chart of accounts* function.
- 3 Define generic component controls that further define the accounts that you add at journal entry time. In this step you define generic accounts and specify the component values that the system uses to copy account attributes.

A generic account usually consists of a combination of specific values and masked values. You specify this in the *Work with generic components* function.

- 4 Create accounts at journal entry time by using the *Work with journals* function or the *Work with mass journal entry* function.

Example of generic components

The Century Manufacturing Company has set up controls to add accounts using generic components at journal entry time as listed below.

The account structure is COM-DIV-DEP-ACCT-SUB.

- For Divisions 001 and 015, you can define any new departments. The system models the new departments on Department 001.
 - You can use only accounts and sub-accounts that exist to define new accounts.
-

For example, you specify **001-015-904-4100-001** during journal entry. If the account does not exist, the system checks the controls that you have established for generic components and determines whether you can define the account at journal entry time.

Steps to define account components

To define the generic component controls for each company in the account structure, 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 your company and press Enter. The system displays the Work With Company Controls attribute selection screen.
- 5 Select *Account structure*. Specify **5** in the *Opt* field and press Enter. The system displays a screen similar to Figure A-1.

Component Number		Component Length	Break Position	Fill Char	Adjust L/R(</>)	Generic Combination	Component Description	Alternate Sequence																																																																																		
1/06/2009 10:06:32 Work With Company Controls GLGCNM GLDCNM																																																																																										
Account Structure																																																																																										
Page 1 of 1																																																																																										
Company : 001 Century Manufacturing Company																																																																																										
Account length : 20																																																																																										
Break character : - / . or -																																																																																										
Account template : <u>COM-DIV-DEP-ACCT-SUB</u>																																																																																										
Alternate																																																																																										
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">01</td> <td style="width: 10%;">3</td> <td style="width: 10%;">0</td> <td style="width: 10%;">></td> <td style="width: 10%;">0</td> <td style="width: 10%;"></td> <td style="width: 10%;"><u>COMPANY</u></td> <td style="width: 5%;">5</td> <td style="width: 5%;">3</td> </tr> <tr> <td>02</td> <td>3</td> <td>4</td> <td>></td> <td>1</td> <td></td> <td><u>DIVISION</u></td> <td>3</td> <td>4</td> </tr> <tr> <td>03</td> <td>3</td> <td>8</td> <td>></td> <td>2</td> <td></td> <td><u>DEPARTMENT</u></td> <td>4</td> <td>5</td> </tr> <tr> <td>04</td> <td>4</td> <td>12</td> <td><</td> <td></td> <td></td> <td><u>ACCOUNT</u></td> <td>2</td> <td>1</td> </tr> <tr> <td>05</td> <td>3</td> <td>17</td> <td>></td> <td></td> <td></td> <td><u>SUBACCOUNT</u></td> <td>1</td> <td>2</td> </tr> <tr> <td>06</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										01	3	0	>	0		<u>COMPANY</u>	5	3	02	3	4	>	1		<u>DIVISION</u>	3	4	03	3	8	>	2		<u>DEPARTMENT</u>	4	5	04	4	12	<			<u>ACCOUNT</u>	2	1	05	3	17	>			<u>SUBACCOUNT</u>	1	2	06									07									08									09								
01	3	0	>	0		<u>COMPANY</u>	5	3																																																																																		
02	3	4	>	1		<u>DIVISION</u>	3	4																																																																																		
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F2=Function keys F3=Exit F4=Prompt F5=Reset F24=More keys																																																																																										

Figure A-1: Work With Company Controls Account Structure screen

The *Generic Combination* field allows you to specify if and how you use accounts in the chart of accounts, in combination with controls, to create new accounts at journal entry time. You define the controls in the *Work with generic components* option. See the “Steps to define generic component controls” topic for more information.

- 6 Specify one of the following values in the *Generic Combination* field for each account component:

Blank At journal entry time you cannot create a new value for this component. Values you specify must exist in the chart of accounts.

0 At journal entry time you cannot create a new value for this component. The value you specify at journal entry must exist for this component in the chart of accounts. In addition, you must specify the value as the component value for the generic account.

This is one way you can limit the accounts that you create.

1 At journal entry time you can create a new value for this component, but only if that component value exists in a generic account. In addition, you must base the generic account on an existing value for this component from which the system can copy account attributes. The *Match control* field contains this value.

This is another way you can limit the accounts that you create.

2 At journal entry time you can create any new value for this component only if the generic account designates a value from which the system can copy account attributes. The *Match control* field contains this value.

In the example shown on the screen, the value selected for each component is as follows:

Component	Value
Company	0
Division	1

Component	Value
Department	2
Account	Blank
Sub-account	Blank

- 7 Press Enter. The system updates the account structure data.

Steps to identify accounts

In this task you specify which account in the chart of account you use in combination with the generic component account definitions to create new accounts.

To identify accounts, 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 A-2.
-

```

6/02/2003 13:42:09   Work With Chart Of Accounts   GLGCTM   GLDCTM
Locate account . _____ + Parent . _____ +
Account number . _____ + Short name _____
Description . . _____ Permit Intercompany? 0
Transcode acct . _____ + Account use . _ + 1
Posting limits DR _____ Req Usr Field _____ Account type . _ + 2
Posting limits CR _____ 1 2 3 4 5 6 7 Permit budgets? 0 3
Statistical units _____ 0 0 0 0 0 0 0 Permit generics? 0 4
Restricted to journals _____ Active? 1 5
Account user fields . _____ + _____ + _____ + _____ +
Valid from year/period . ____ + __ Valid to year/period . ____ + __
Currency ____ + Translation method 0 Override rate type _____ + Revalue? 0
Project req? 0 Project _____ + Activity _____ +
Op COM-DIV-DEPT-ACCT-SUB Description 1 2 3 4 5
_ AAA AAA COMPANY N 0 0 1
_ AAA-001 Division 001 - e-business M A 0 0 1
_ AAA-001-0000 Balance Sheet N 0 0 1
_ AAA-001-0000-1000 Cash N 0 0 1
_ AAA-001-0000-1000-001 Bank Account One M A 1 0 1
_ AAA-001-0000-1000-002 Bank Account Two M A 0 0 1
_ AAA-001-0000-1000-006 Bank Account One M A 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

```

Figure A-2: Work With Chart Of Accounts screen

Use the *Permit generics?* field to indicate whether the system can copy this account's attributes when creating new accounts at journal entry.

- 4 Select an account to update. Specify 5 and press Enter.
- 5 Specify 1 in the *Permit generics?* field to allow copying of this account when creating accounts generically.

Specify 0 not to allow copying of this account when creating accounts generically.

When the system creates an account at journal entry time, the system automatically creates dependent components if they do not already exist.

This field is used in conjunction with additional controls established in the *Work with company controls* (Account Structure) and the *Work with generic components* functions.

- 6 Press Enter to update the account.

Steps to define generic component controls

To define generic component controls, perform the following steps:

- 1 From the main menu select *Control File Functions*.
- 2 Select *Generics*.
- 3 Select *Work with generic components [WWGC]*. The system displays a screen similar to Figure A-3.

```

6/09/2003 09:34:00   Work With Generic Components   GLGGAM   GLDGAM

Type options, press Enter.  4=Delete  5=Work with

Locate account . . . . . +
Opt Generic Account         Description         1 2 3
-  CW1-002-***-####-###   *SAME         * * *
-  MLF-003-***-####-###   *SAME         * * *
-  001-007-***-####-###   *SAME         * * *

F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys

```

Figure A-3: Work With Generic Components generic account selection screen

You can use this screen to do the following:

- Select an existing generic account
- Define controls for a new generic account definition

This example shows defining controls.

- 4 Press F6 to define controls for a new generic account definition. The system displays a screen similar to Figure A-4.


```

6/09/2003 09:36:45    Work With Generic Components    GLGGAM    GLDGAM

Generic account . . . _____ + Active? 1
Match control . . . _____ Co ctl 123456789

Enter new attributes or "*" and "*SAME"-
Description . . . . . *SAME _____
Transcode account . . . . *SAME _____ +
Account use . . . . . * + Account type . . . . . * +
Permit budget? . . . . . * Permit intercompany? . . *
N-A-L-I-E . . . . . *SAME _____ + PRODUCTS . . . . . *SAME _____ +
FIXED/VAR . . . . . *SAME _____ + F/SMAPPING . . . . . *SAME _____ +
Valid from year/period . * _____ + * Valid to year/period . * _____ +
Posting limits DR . . . . *SAME _____ Posting limits CR . . . *SAME _____
Statistical units . . . . *SAME _____
Restricted to journals . *SAME _____ *SAME _____ *SAME _____ *SAME _____
Currency code . . . . . * _____ + Revalue? . . . . . *
Translation method . . . * Override trl rate type *SAME _____ +
Include in run? . . * Remeasurement method * Override rate type . *SAME _____ +
Provision account . . . . *SAME _____ +

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

Figure A-4: Work With Generic Components account creation screen

You define each component value in the *Generic account* and *Match control* fields as described in the following table:

Company controls setting	Generic account	Match control
2	Mark entire component with *	Existing value from chart of accounts
1	Specify a value not currently in chart of accounts	Existing value from chart of accounts
Blank	Mark entire component with #	Blank
0	Existing value from chart of accounts	Blank

These values are listed from least restrictive (2) to most restrictive (0).

Refer to “Steps to defining components” topic earlier in this appendix for an example of the values selected for each component.

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

Generic account

You must specify a value for each component of your account structure according to the preceding table.

After you specify the generic account, press F14 to expand the generic account so that you can specify the matching characters more easily.

Match control

Use this field to determine which existing value in the chart of accounts the system copies in order to create the new account.

The system does not expand the value you specify in this field. The substitute characters must appear exactly under the fixed part or parts of the generic components.

You can specify specific values in the remaining fields, or you can specify an asterisk (*) or ***SAME** to indicate that these attributes are the same as the component value that you specified in the *Match control* field.

- 6 Press Enter to save the generic account control.

Steps to create accounts during journal entry

To define accounts during journal entry, complete 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 Select a batch.
- 5 Specify 3 and press Enter to go directly to journal details. The system displays a Journal Details screen similar to Figure A-5.

For creating a new batch and using other alternative paths to the Journal Details screen, refer to the *Infinium GL Guide to Processing and Reporting*.

```

1/06/2009 10:10:48      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 _____ +
INVOICE _____ + VENDOR _____ + CONTRACTDT _____
CUSTOMER _____ + SALESPERSN _____ +
UNITS _____ .00 + COMMISSION _____ .00 +
Type options, 4=Delete 5=Work with
Loc Seq Account/Mask
_____ +
      COM-DIV-DEP-ACCT-SUB      PROJECT
= 1 001-001-000-1010                        16,700.00
- 2 001-001-000-1010                        7,000.00-
- 3 001-001-001-4100-001                    7,000.00
- 4 001-001-001-4100-001                    16,700.00-

MORE...
F2=Function keys F3=Exit F4=Prompt F5=Fold/Unfold F24=More keys
    
```

Figure A-5: Work With Journals Journal Details screen

6 Specify the new generic account and amount.

Using the controls defined in this example, Infinium GL creates the account 001-015-984-4100-001 when you specify that account number in a journal transaction.

If you prefer, you can specify transactions using *Work with mass journal entry*.

7 Press Enter to edit the journal and verify that the system created the account.

Notes