



Infor Infinium FMS Project Accounting Guide to Setup and Processing

Volume 2

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Chapter 14 Working with Incoming Infinium Product Interfaces

This chapter describes the Infinium PL, Infinium PM, Infinium IC, Infinium PY, and Infinium GL incoming interfaces.

The chapter consists of the following topics:

Topic	Page
Working with Infinium PM	14-2
Working with Infinium PL	14-7
Working with Infinium IC	14-11
Working with Infinium PY	14-14
Working with Infinium GL	14-17

Working with Infinium PM

Overview

Within Infinium PM you assign an Infinium PA project ID, activity (WBS), and cost code values on the purchase order detail line. Detail lines associated with an Infinium PM project are passed to Infinium PA as committed dollar amounts.

You can issue a warning or a restriction for all purchase orders that exceed their budget amount. Infinium PM checks the following three Infinium PA budget categories:

- Total unposted budgeted project amounts (temporary file waiting for posting in Infinium PA)
- Total committed budgeted project amounts (posted amounts)
- Project actual amounts

When Infinium PM passes dollar values to Infinium PA, these amounts go into the total unposted budgeted project amounts. When you post these amounts, they become total committed budgeted project amounts.

They remain in that category until you process a PL invoice. The relieved amounts are credited and the actual amounts are debited.

Specifying that Infinium PA is used with Infinium PM

- 1 Select Infinium CA and then select *Work with Entity Controls* in *Control Files*.
 - 2 Access the Work with Entity Controls System Information page.
 - 3 Type **S2K** in *Project Accounting*.
 - 4 Access the Work with Entity Controls Integration Programs page.
 - 5 Add these Infinium PA integration programs:
 - Entity Retrieval - PAGRSV
 - Project ID Validation - PAGAPI
-

- Budget Amount Validations - PAGAPB
- Project Accounting Update - PAGSLI
- Project Accounting Prompts - PAGAPI

Activating Infinium PA with Infinium PM at the company level

- 1 Select Infinium CA and then select *Work with Company Controls* in *Control Files*.
- 2 Access the *Work with Company Controls Base Application Information Attribute* page.
- 3 Set *Use Project Accounting* to **Yes**. This activates Infinium PA in Infinium PM and enables Infinium PM to access and pass the appropriate purchase order information to Infinium PA.

Use Project Accounting is displayed only if you have activated Infinium PA at the entity level of the system information attribute in Infinium CA. Also, your user profile must be a valid user profile within Infinium PA. Use *Work with users* in Infinium PA's *Supervisor Functions* to establish valid users.

Assigning Infinium PA project information to a PO in Infinium PM

- 1 Select Infinium PM and then select *Work with purchase orders* in *Purchase Orders*.
- 2 Access the *Work with Purchase Orders Detail* page.
- 3 Prompt on *Project ID* and select the appropriate Infinium PA project ID, activity (WBS), and cost code information from the *Interface Prompting* page. If you defined a default cost code for purchase order transactions on the entity controls in Infinium PA that cost code defaults into *Cost code*. You can override the default value.

If you specify a project ID that is incorrect or if the activity (WBS) and cost code information are incorrect, a message displays the problem; for example:

Project is invalid.

You can include project and non-project items on the same purchase order. Only purchase order detail lines that contain project information are passed to Infinium PA when you complete the purchase order.

You can include multiple projects on the same purchase order, but multi-ships must be for the same project. You cannot add a project to lines with inventory or capital items.

To speed entry in Infinium PM, you can select a project on the Infinium PM PO Fast Entry and Purchase Order Defaults pages. The values assigned within Infinium PM then default to the purchase order detail pages.

When an Infinium PM PO puts an Infinium PA project over budget

A purchase order must have a status of **01** in Infinium PM before it is passed to Infinium PA for processing. When a purchase order is exited and saved as complete, Infinium PA is checked for an over budget condition.

If the Infinium PA budget policy's *Purchase Order Transactions* flag is set to **Warning** and there is an over budget condition, a warning is displayed, but you can enter the purchase order. For Infinium PA to prevent entry of an over budget purchase order, the Infinium PA budget policy's *Purchase Order Transactions* flag must be set to **Restrict**.

The Infinium PA budget policy's *PO validation percentage* specifies the percentage used to check the project's committed and actual dollars against the approved budget amount for purchase order transactions.

A project's net committed amount consists of all processed purchase orders referencing that project plus any relieved amounts posted by invoices. A project's current approved budget amount is the last budget approved for the project.

When you exit and save the purchase order as complete, Infinium PA calculates incoming purchase order amounts from Infinium PM to check the budget for a project against the incoming amount. If a warning or restriction condition exists, a message is passed to Infinium PM and is displayed.

Using approval processing

The Infinium PA over budget is processed first and, if an over-budget condition does not exist, the dollar amounts are passed to Infinium PA. If there are established approval routings, the purchase order then goes through the normal Infinium PM approval process.

Once the purchase order transactions have been passed to Infinium PA, you can use *Post transactions* to post the transactions and update the committed balances for a project.

Passing PO detail dollar values associated with an Infinium PA project to Infinium PA

When you exit a purchase order in Infinium PM and save it as complete, project information is passed to Infinium PA when:

- Infinium PA is used by the company
- A project ID, activity, and cost code (if required) were entered on the purchase order detail line
- The detail line was not flagged as a capital item
- The detail line was not flagged as an inventory item

When the company uses blankets, the committed dollar values are passed to Infinium PA at the time of blanket parent creation. When the blanket release is performed, *Project ID* is input inhibited. No dollar values are passed to Infinium PA for a blanket release.

New purchase orders

When you create a new purchase order, the full base extended dollar amount is passed to Infinium PA.

Changed purchase orders

When you change a purchase order, Infinium PM passes a credit to Infinium PA for the original amount and a debit for the new amount.

Deleted or cancelled purchase orders

You can delete or cancel a purchase order only if no accounting transaction has occurred. When you delete or cancel a purchase order, Infinium PM passes the base extended dollar amount to Infinium PA as a credit.

Manually closed purchase orders

A manually closed purchase order has accounting transactions against it. When you close it manually, the difference between the invoiced quantity and

the ordered quantity is calculated. The result is multiplied by the unit cost and a credit is issued to Infinium PA.

Manually closed blanket parents

When you exit and save a blanket parent purchase order, a blanket detail control record is automatically created for each detail line that contains no blanket controls.

When you manually close a blanket parent, Infinium PM passes the difference between the *PO detail base extended amount* and the detail blanket control *Total dollar value of releases* to Infinium PA as a credit.

If the blanket release amounts exceed the originally passed parent amount, no credit amount is passed to Infinium PA.

Displaying Infinium PA project information in Infinium PM

- 1 Select Infinium PM and then select *Display purchase orders* in *Purchase Orders*.
 - 2 Access the Purchase Order Inquiry detail page.
 - 3 Press F17 to display the Infinium PA project ID, activity (WBS) code and cost code.
-

Working with Infinium PL

Overview

When you create an invoice in Infinium PL and enter an Infinium PA project number in *Job code*, a WBS (or activity code), and a cost code, Infinium PL requests validation of this information. Edits and validations take place before the invoice is passed to Infinium PA.

Budget validation occurs when you enter the invoice. Invoice amounts are totaled for the project and passed to Infinium PA for budget validation.

At the time of the invoice session proof, information validation occurs again between Infinium PL and Infinium PA. If the information validation fails during the invoice session proof, the invoice in error is marked, a message is printed on the proof report, and the invoice is not posted.

Budget validation also occurs during the invoice session proof. Depending on the settings in Infinium PA, a budget error may cause a warning or a restriction. When a warning message is printed on the proof report, you are not prevented from posting the invoice. When a restriction message is printed on the proof report, you are prevented from posting the invoice.

When the invoice is posted, all detail lines that contain Infinium PA information are passed to the Infinium PA invoice transaction file. You can then use *Post transactions* in Infinium PA to post to your projects.

In Infinium PL's *Work with entity*, you enable Infinium PA. In Infinium PL's *Work with invoices*, you enter the default for the job code (project ID), activity (WBS), and cost code on the invoice header. You can also update this information on the invoice detail level.

Activating Infinium PA with Infinium PL

- 1 Select Infinium PL and then select *Work with entity* in *Controls*.
 - 2 Access the Entity Controls Base data controls page.
-

- 3 Activate the Infinium PA to Infinium PL interface. This enables Infinium PL to access and pass the appropriate information to Infinium PA.

Working with Infinium PA job code information

- 1 Select Infinium PL and then select *Work with invoice entry* in *Invoices*.
- 2 Access the Invoice Header page.
- 3 Prompt to select a job code. An Infinium PA interface page is displayed on which you can enter a project, activity, and cost code if required. If you have defined a default cost for invoice transactions on the entity controls in Infinium PA, that cost code defaults into *Cost code*. You can override the default value.

If a project, activity and cost code are specified on the invoice header, that information defaults to all of the detail lines. You can change or delete information on the detail lines.

The job code value in Infinium PL equates to the project ID in Infinium PA. Job code and project ID are used synonymously throughout this document.

- 4 Access the Invoice Distribution More Detail page by selecting a PL expense distribution line with **6**.
- 5 Add, modify, or remove Infinium PA job code information.

Standard invoices

If a job code defaults from the invoice header to the detail, that job code is displayed in *Job code*. If you clear the default job code on any detail line, cost code, and activity values are cleared.

You can enter a new job code for this invoice or select an existing job code. Infinium PA validates this information and, if additional information is required, an Infinium PA interface page is displayed.

PO invoices

If Infinium PM has a purchase order with a job code associated with Infinium PA, Infinium PM passes that job code to Infinium PL when the purchase order is invoiced. You cannot change the value for this job code. This ensures that the commitment amount is properly relieved when the invoice is posted in Infinium PA.

Entering Infinium PA project information in Infinium PL

Use the Invoice Distribution More Detail Interface Information page to select Infinium PA values for *Project*, *Activity*, and *Cost Code*.

Activity codes identify activities within a project. You use cost codes to categorize costs collected against projects.

Adjusting invoices

You can add information to existing invoices to be passed to Infinium PA by adding new detail lines and specifying a job code on a new line. You cannot add, remove, or change a job code for existing lines on posted invoices.

Using referenced invoices

If you use a referenced invoice, all of the Infinium PL detail entries with Infinium PA job codes, cost codes, and activity information are passed to Infinium PA.

Proofing and validating invoices

Before information is passed from Infinium PL to Infinium PA, all values entered in Infinium PL are validated against values in Infinium PA. If the values do not match, the information is not passed and the invoice is placed in error.

Infinium PL also validates totals for invoices against Infinium PA budget amounts. If the budget limit has been exceeded, an error message is generated. Infinium PA controls determine if this error generates a warning message and you can post the invoice or if the invoice is placed in error and you cannot post the invoice.

Posting invoices

Infinium PL passes transactions to Infinium PA and passes information only for expense detail lines with job code values.

Viewing information passed from Infinium PL to Infinium PA

Use *Work with invoice transactions* in Infinium PA to view invoice information passed from Infinium PL to Infinium PA.

Posting information from Infinium PL in Infinium PA

When the information is passed from Infinium PL to Infinium PA, you must post that information in Infinium PA. Use *Post transactions* in Infinium PA to post the information.

Working with Infinium IC

Overview

As an interface to Infinium PA, Infinium IC reallocates an item from inventory to a project through an issue out transaction.

Infinium IC performs edits and validations based on Infinium PA information. This includes:

- Validating the project number activity (WBS) code, and cost code from Infinium PA
- Validating that the project budget will not be exceeded when the inventory item's cost is charged against the project
- Preventing transactions that are over budget from being processed
- Passing information for transactions that are within budget to Infinium PA

The interface accommodates returns within *Work with Issue/Return Requisition*. In a weighted average cost (WAC) environment the issue out could be at a different cost from the return.

This means that the Infinium PA credit could be different from the Infinium PA debit. You must manually adjust Infinium PA for differences by entering a transaction directly from within Infinium PA.

Specifying that Infinium PA is used with Infinium IC

- 1 Select Infinium CA and then select *Work with Entity Controls* in *Control Files*.
 - 2 Access the Work with Entity Controls System Information page.
 - 3 Type **S2K** in *Project Accounting*.
 - 4 Access the Work with Entity Controls Integration Programs page.
 - 5 Add these Infinium PA integration programs:
 - Entity Retrieval - PAGRSV
-

- Project ID Validation - PAGAPI
- Budget Amount Validations - PAGAPB
- Project Accounting Update - PAGSLI
- Project Accounting Prompts - PAGAPI

Activating Infinium PA with Infinium IC at the company level

- 1 Select Infinium CA and then select *Work with Company Controls* in *Control Files*.
- 2 Access the *Work with Company Controls Base Application Information Attribute* page.
- 3 Set *Use Project Accounting* to **Yes**. This activates Infinium PA in Infinium IC and enables Infinium IC to access and pass the appropriate inventory information to Infinium PA.

Use Project Accounting is displayed only if you have activated Infinium PA at the entity level of the system information attribute in Infinium CA. Also, your user profile must be valid user profile within Infinium PA. Use *Work with users* in Infinium PA's *Supervisor Functions* to establish valid users.

Assigning Infinium PA project information to Infinium IC inventory items

- 1 Select Infinium IC and then select *Work with Issue/Return Req in Inventory Control*.
- 2 Access the *Work with Issue/Return Selection* page.
- 3 Press F15 to access the *Interface Prompting* page.

The *Infinium PA - Infinium IC Interface Prompting* page displays only if the company on the *Work with Issue/Return Req* page has the *Use Project Accounting* flag set to **Yes**.

- 4 Prompt on *Project ID* and select the appropriate Infinium PA project ID, activity (WBS), and cost code information. If you have defined a default cost for item transactions on the entity controls in Infinium PA, that cost code defaults into *Cost code*. You can override the default value.
-

- 5 Press Enter to access the Work With Issue & Return Req detail page and enter information. All items entered are passed to Infinium PA and are charged against the project specified on the selection page.
- 6 Press Enter after you complete editing the information.

All of the Infinium PA entries are validated. When you press F6, the entries that pass validation will be passed to Infinium PA. You must run *Post transactions* in Infinium PA to apply the charges to the product.

Designating an Infinium PA related GL account

You can view the GL account by placing the cursor on the applicable subfile line and pressing F8. The work in process project account, which you defined the Journal Processor to resolve, is displayed in *G/L Account*.

If *G/L Account* is blank or is in error, you can select the appropriate account.

Processing over budget items

When you enter the items to include on the issue requisition and press Enter, the issue requisition is checked to ensure that it does not put the Infinium PA project over budget.

Depending on how Infinium PA has been set up to handle over-budget conditions, you will either receive a warning that you are over budget or you will be required to remove items until the total cost of the issue requisition is less than the remaining budget amount.

The budget is not checked for returns because a return is a credit transaction.

Updating Infinium PA

When all errors have been corrected, press F6, to update the Infinium PA files. Each line item is passed to Infinium PA.

The cost associated with each item is its inventory cost at the time of processing the transaction. This is the cost designated as your normal cost on the Infinium CA Costing Attribute within the Entity/Company/Warehouse controls hierarchy.

Working with Infinium PY

Overview

The Infinium PY to Infinium PA interface passes project-related labor cost information (dollar amounts and time) created in Infinium PY to Infinium PA. Integration programs, which exist in Infinium PA, are called from the Infinium PY time entry programs. The Infinium PA integration programs are:

- PAGRVS - Entity Retrieval

This program is used to obtain the default currency code from the Infinium PA entity controls in both time entry and payroll posting. Because Infinium PY is a single currency application, the default entity currency is used as the transaction currency for all Infinium PY transactions. Therefore, you must enter a default currency on Infinium PA's entity controls.

- PAGAPI2 - Project ID Validation and Project Accounting Prompts

When the Infinium PY to Infinium PA interface is active, any use of *Project* in Infinium PY is validated against Infinium PA. You enter project information when you enter time information.

This program validates the project ID. When you prompt on *Project* in Infinium PY, the Interface Prompting page is displayed. You can select a project, activity, and cost code.

- PAGSLI2 - Project Accounting Update

When the payroll cycle is posted, Infinium PY uses this program to pass all project-related labor transactions to Infinium PA. This creates unposted labor transactions within Infinium PA.

After you pass the labor transactions to Infinium PA, you make corrections to hours or monetary amounts in Infinium PA using adjusting entries in *Work with labor transactions*.

Activating Infinium PA with Infinium PY

- 1 Select Infinium PY and then select *Update Master Files* in *Master Files*.
-

- 2 Access *Update Entity Controls*.
- 3 Type 2 in the *PA Interface Active?* field. This activates Infinium PA in Infinium PY and enables Infinium PY to access and pass the project-related timesheet information to Infinium PA.

Assigning Infinium PA project information in Infinium PY

Activating the Infinium PY to Infinium PA interface allows you to add project accounting information to an employee timesheet record using any of the following time entry methods:

- *Enter Timesheet Data*
- *Express Timesheet Entry*
- *Update Checks*
- *Enter On-Demand Checks*
- *Update Daily Time Data*

When you prompt on *Project* to select the project number to be assigned to an employee's timesheet record, Infinium PY calls the Infinium PA Interface Prompting Page. You can enter or select a valid project, activity, and cost code. If you have defined a default cost for labor transactions on the entity controls in Infinium PA, that cost code defaults into the *Cost code* field. You can override the default value.

When you select a project, the value in *G/L Account* is overridden with the charge account number assigned to the project or activity in Infinium PA. If these account numbers do not exist in the Infinium PY chart of accounts, you cannot add the project accounting information to the timesheet record.

At the time of timesheet entry, only hours are assigned to a project and, therefore, no budget validation can take place. Once the transactions have been passed to Infinium PA with amounts, all budget validations are performed by *Post transactions*.

Updating Infinium PA

When you post the cycle using *Post Cycles and Print Checks* in Infinium PY, the hours and amounts associated with the incomes assigned to projects are closed to Infinium PA. On-demand checks are transferred individually when you post the check using F8.

Making labor detail anonymous in Infinium PA

On the Work with Entity Controls processing controls page in Infinium PA you can specify that references to individual employees be removed. If the value in *Make labor detail anonymous* is **Yes**, the assigned labor resource's employee number is not provided on the labor transaction when the transaction is passed to Infinium PA.

Using this option precludes any ability to reconstruct supporting history from payroll information.

Labor detail can be anonymous only if the labor transactions are not summarized.

Working with Infinium GL

Overview

The interface from Infinium GL to Infinium PA provides the ability to pass journal entries involving a project, activity, or cost code created in Infinium GL to Infinium PA. When the journal is posted in Infinium GL, miscellaneous transactions are automatically created for only those journal lines that contain a project and activity or a project, activity, and cost code.

Once posted in Infinium GL and passed to Infinium PA, these miscellaneous transactions can be accessed and updated using *Work with misc. transactions*. Running *Post transactions* in Infinium PA updates the appropriate files.

The Infinium PA integration programs include:

- PAGAPI - Validates project codes, activities, and cost codes when project-related journal entries are made in Infinium GL
- PAGAPB - Validates budgets
- PAGSLI - Writes transactions to Infinium PA

Activating Infinium PA with Infinium GL

- 1 Select Infinium GL and then select *Work with Entity Control* from *Entity in Control File Functions*.
- 2 Select *Project Accounting controls*.
- 3 Type 1 in *Project Accounting*. This activates Infinium PA in Infinium GL and enables Infinium GL to access and pass the appropriate journal entry information to Infinium PA.

When you activate Infinium PA, Infinium GL:

- 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.

- Displays project accounting data in the Infinium GL interactive trial balance
- Prints project accounting data on these 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)

Entering Infinium PA project information in Infinium GL

Once you activate the interface with Infinium PA, Infinium GL uses project identifiers (job code values) only from Infinium PA and not Infinium GL job code values. On the company controls, you can define a label such as **Project** for the journal detail job code.

The Interface Prompting Page is used to enter and validate the project, activity, and cost code to be charged. Values and amounts are validated to ensure that the values are valid, the status code will accept miscellaneous transactions, and so forth.

Validation occurs online and during the proof process for journals created in *Work with journals* and *Work with mass journal entry*.

The current transaction amount, the unposted transactions in Infinium GL that contain the same project/activity/cost code, the unposted transactions in Infinium PA, and the posted amounts in Infinium PA are accumulated. This accumulated amount is then compared to the budget amount.

A percentage is calculated and the budget policy is checked to ensure the amount is not over budget. Depending on how Infinium PA has been set up to handle over-budget conditions, a warning or fatal message is displayed if the amount exceeds the budget parameters.

For journals created using *Work with journals* or *Work with mass journal entry*, Infinium GL validates the budget when the journal is validated online and proofed using either *Proof input journals*, *Accept input journals*, or *Accept and post journals*. Depending on the settings in Infinium PA, a warning or hard error is issued if an amount exceeds the budget amount.

In the proof, the warning or error message is printed below each journal line that exceeds the budget amount for that project/activity/cost code. A warning message is printed on the proof but does not prevent you from posting the journal. A hard error is printed on the proof and the journal cannot be posted.

When journals are validated online, each line of the journal is validated and a warning or restriction is issued for each transaction that exceeds the budget.

Budget validation takes place on each line of the journal that contains project accounting information. During the online validation, journal lines that place a project/activity/cost code over budget are highlighted and a warning or error message appears.

Closing to Infinium PA from Infinium GL

In *Work with mass journal entry* on the *Work with Journal Header* and *Work with Auto Batch* pages, specify **Yes** in *Transfer to PA?* to pass journal lines containing project/activity/cost code information to Infinium PA when the journal is posted.

In *Work with journals* on the *Journal Header* page, specify **Yes** in *Transfer to PA?* to pass journal lines containing project/activity/cost code information to Infinium PA when the journal is posted.

If a journal originated in Infinium PA and was transferred to Infinium GL, you cannot update the *Transfer to PA?* field.

Using base currency

Because Infinium PA is not currency enabled, only the base amount is passed to Infinium PA for budget validation. If you associate a transaction with a project, ensure that the project currency is the same as the Infinium GL company's base currency.

Work with mass journal entry performs online currency conversion and passes the base amount for validation. For journals created in *Work with journals*, the currency conversion is not performed until the proof is run.

Posting journals in Infinium GL

When the journal is posted, the transactions have passed all edits and the journal has been flagged as an Infinium PA journal, all transactions with project/activity/cost code information are passed to Infinium PA as miscellaneous transactions.

The following information is passed to Infinium PA:

- Journal reference, number, and description
- Date
- Accounting year and period
- Project, activity and cost code
- Amount in base currency
- Transaction user fields (four alpha, two numeric, and one date)

Posting transactions in Infinium PA

You run *Post transactions* in Infinium PA to post the amounts to the projects.

To ensure that the entry from Infinium GL does not generate an entry back to Infinium GL, *Create General Ledger journal entry?* on an Infinium PA miscellaneous transaction will be set to **0** and protected for all transactions that have been created in Infinium GL.

For incoming transactions, the journal reference and the journal number are the journal header reference and the journal number that passed the transactions to Infinium PA. The four alpha, two numeric, and one date Infinium GL user fields map to the Infinium PA user fields if defined on the transaction.

The four analytical reports that you can generate provide project and activity transaction details, summarized project and activity transaction information, project and activity actual and committed costs by cost code, and total actual amounts with a comparison of the current budget and commitment accounts.

The chapter consists of the following topics:

Topic	Page
Printing the Project/Activity Summary report	15-2
Printing the Project Costs by Cost Code report	15-7
Printing the Project Details report	15-12
Printing the Budget vs. Total Costs report	15-17

Printing the Project/Activity Summary report

Overview

Use *Print project/activity summary* to generate a report that lists all total costs by activity within a project. A new page and project totals are provided for each project.

The report includes commitment amounts, actual costs, and total costs by activity within each project. No budget information is provided on this report.

You cannot print information for projects from which you are restricted.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Analytical Inquiries and Reports*
 - ▼ *Print project/activity summary* [PPAS]

Defining report parameters and generating the report

```

11/07/2002 12:08:41  Print Project/Activity Summary  PAGPASP  PADPASP

From project/mask _____ +   Project group . . . . . _____ +
To project . . . . . _____ +   Include closed projects _ 1=Yes, 0=No

From activity/mask _____ +
To activity . . . . . _____ +

Project level selection fields
From project start date _____
To project start date . _____

Project status . . . _ +           Project type . . . . . _ +
Capitalization code _ +           Priority . . . . . _____ +
GL company . . . . . _____ +   FA company . . . . . _____ +
Currency . . . . . _____ +     Contact name . . . . . _____ +
Charge account . . . _____ +
Location . . . . . _____
State/province . . . _ +           Country . . . . . _____ +
User field 1 . . . _____ +     User field 2 . . . . . _____ +

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

Figure 15-1: Print Project/Activity Summary prompt page

On the Print Project/Activity Summary prompt page, you define parameters to restrict or customize the report to fit your requirements.

Use the information below to complete this page.

From project/mask

Select a project to use as the beginning of a range of projects to include on the report, or type a project mask. If you are assigned to a project group, the list of projects from which you can select is limited to the project in that project group.

Summary information for all projects matching the project you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all projects that meet the remaining search criteria or if you are running the report for a project group.

Project group

Select a project group to include all projects belonging to the group and matching the remaining search criteria on the report.

Leave blank to run the report for a specific project, for a range of projects, or for projects matching the remaining search criteria you specify on this page.

To project

Select an ending project to use as the end of a range of projects to include in the report.

Select an ending project only if you are entering a beginning project. Leave blank if you are not entering a range of projects or if you specified a project mask.

Include closed projects

Specify yes to include closed projects on the report.

Specify no to exclude closed projects from the report.

Leave blank to include both active and closed projects on the report.

From activity/mask

Select an activity to use as the beginning of a range of activities to include on the report, or type an activity mask.

Summary information for a specific activity, for the range of activities, or for all activities matching the activity mask you select, and the remaining criteria you specify on this page are included in the report.

To activity

Select an activity to use as the ending of a range of activities to include on the report.

Summary information for all activities matching the activity range you select and the remaining criteria you specify on this page are included in the report.

From project start date

Specify a beginning start date to include only projects based on that project start date. You must specify a date here if you specify a date in *To start date*.

To project start date

Specify an ending start date to include only projects based on a range of start dates. All projects that started within the range of dates entered and that match the remaining search criteria entered are reported.

Project status

Select a project status to include only projects with that status.

Project type

Select a project type to include only projects with that type.

Capitalization code

Select a capitalization to include only projects with that capitalization code.

Priority

Select a priority to include only projects with that priority.

GL company

Select a general ledger company to include only projects for that general ledger company.

FA company

Select a fixed assets company to include only projects for that fixed assets company.

Currency

Select a currency to include only projects in that currency.

Contact name

Select a project contact to include only projects for that contact.

Charge account

Select a charge account to include only projects for that charge account.

Location

Type a location to include only projects in that location.

State/province

Select a state or province to include only projects located in that state or province.

Country

Select a country to include only projects located in that country.

User fields

Select a user-defined field value to include only projects with this value on the project header.

How do I...

Submit the request to generate and print the report	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Printing the Project Costs by Cost Code report

Overview

Use *Print project costs by cost code* to generate a report that lists project costs and other pertinent project information by activity and cost code within each project. Actual and committed costs by cost code associated with projects and activities and total costs by activity within each project are included.

The report includes net commitment amounts, actual costs, and total actual costs and committed dollars for each project included on the report.

If the budget policy for a project is NB, **NB** is printed as the *Original budget* and both *Current budget* and *Variance* are blank. If the budget level of the project is higher than the level of activity printing on the report, no budget information is available.

The variance equals the net commitments plus the actual costs less the current budget. The current budget, committed and actual dollars, and the variance at the project level do not reflect the total of the detail shown if you limit the selection criteria to activity or cost code.

For projects not using cost codes, the same report is generated with project level column headings, project numbers, and all of the activity summary information. A message is printed in the cost code section stating that no cost code information is available.

You cannot print information for projects from which you are restricted.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Analytical Inquiries and Reports*
 - ▼ *Print project costs by cost code* [PPCBCC]

Defining report parameters and generating the report

```

11/07/2002 12:12:04 Print Project Costs By Cost Code PAGPCCP PADPCCP

From project/mask _____ + Project group . . . . . _____ +
To project . . . . . _____ + Include closed projects _ 1=Yes, 0=No

Include activity detail _ 1=Yes, 0=No Posting activities only _ 1=Yes, 0=No
From activity/mask _____ +
To activity . . . . . _____ +

From cost code . . . . . _____ +
To cost code . . . . . _____ +

Project level selection fields
From project start date _____
To project start date . . . . . _____
Project status . . . . . ___ + Project type . . . . . ___ +
Capitalization code _ + Priority . . . . . ___ +
GL company . . . . . ___ + FA company . . . . . ___ +
Currency . . . . . ___ + Contact name . . . . . _____ +
State/province . . . . . ___ + Country . . . . . ___ +
User field 1 . . . . . _____ + User field 2 . . . . . _____ +

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

```

Figure 15-2: Print Project Costs By Cost Code prompt page

On the Print Project Costs By Cost Code prompt page, you define parameters to restrict or customize the report to fit your requirements.

Use the information below to complete this page.

From project/mask

Select a project to use as the beginning of a range of projects to include on the report, or type a project mask. If you are assigned to a project group, the list of projects from which you can select is limited to the project in that project group.

Summary information for all projects matching the project you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all projects that meet the remaining search criteria or if you are running the report for a project group.

Project group

Select a project group to include all projects belonging to the group and matching the remaining search criteria on the report.

Leave blank to run the report for a specific project, for a range of projects or for projects matching the remaining search criteria you specify on this page.

To project

Select an ending project to use as the end of a range of projects to include in the report.

Select an ending project only if you are entering a beginning project. Leave blank if you are not entering a range of projects or if you specified a project mask.

Include closed projects

Specify yes to include closed projects on the report.

Specify no to exclude closed projects from the report.

Leave blank to include both active and closed projects on the report.

Include activity detail

Specify yes to print costs by cost code for each project/activity combination.

Specify no to summarize costs by cost code at the project level.

Posting activities only

Specify yes to print only posting level activities. Report details are sorted in order by project, activity, and cost code.

Specify no to include all activities on the report.

This field is valid only if you are including activity detail.

From activity/mask

Select an activity to use as the beginning of a range of activities to include on the report, or type an activity mask.

Summary information for a specific activity, for the range of activities, or for all activities matching the activity mask you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all activities that meet the remaining search criteria or if you are running the report for a specific project, range of projects, or a project group.

To activity

Select an activity to use as the ending of a range of activities to include on the report.

Summary information for all activities matching the activity range you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all activities that meet the remaining search criteria or if you are running the report for a specific activity, a specific project, range of projects, or a project group.

From cost code

Select a cost code to use as the beginning of a range of cost codes to include on the report.

Leave blank to include all cost codes in the report.

To cost code

Select a cost code to use as the ending of a range of cost codes to include on the report.

Leave blank to include all cost codes in the report.

From project start date

Specify a beginning start date to include only projects based on that project start date. You must specify a date here if you specify a date in *To start date*.

To project start date

Specify an ending start date to include only projects based on a range of start dates. All projects that started within the range of dates entered and that match the remaining search criteria entered are reported.

Project status

Select a project status to include only projects with that status.

Project type

Select a project type to include only projects with that type.

Capitalization code

Select a capitalization code to include only projects with that capitalization code.

Priority

Select a priority to include only projects with that priority.

GL company

Select a general ledger company to include only projects for that general ledger company.

FA company

Select a fixed assets company to include only projects for that fixed assets company.

Currency

Select a currency to include only projects in that currency.

Contact name

Select a project contact to include only projects for that contact.

State/province

Select a state or province to include only projects located in that state or province.

Country

Select a country to include only projects located in that country.

User fields

Select a user-defined field value to include only projects with this value on the project header.

How do I...

Submit the request to generate and print the report	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Printing the Project Details report

Overview

Use *Print project details* to generate a report that lists transaction level information for each project. The report lists project transactions by transaction type, year/period and transaction source.

This detail level report prints transaction details for each project and activity selected. If cost codes are not required on a project, the cost code column is blank. You can also print transactions in summary by transaction type rather than printing each transaction in detail.

The project status, actual start date, percent complete, remaining dollars to close, original budget, and close date on the report reflect current project values. The current budget, the total net commitments and the total actual costs are as of the current date. You can specify that transactions be selected based on their accounting year and period.

The project status, start date, completion date, close date, percentage complete, remaining dollars to close, original budget, current budget, net commitments, total actual costs, and variance are included for each activity reported. Transactions that match the search criteria are also included and are printed in order by transaction type and transaction date.

If you limit project selection criteria, the project totals may not reflect the sum of the detail presented for each activity. If all transactions and all activities for all periods are reported, the detail totals should equal the project totals.

If the budget policy for a project is NB, **NB** is printed as the *Original budget* and *Current budget* and *Variance* are blank. The variance equals the sum of the total actual costs and the total net commitments less the current budget.

You cannot print information for projects from which you are restricted.

Use the menu path below.

- ▶ Infinium PA
 - ▶ *Analytical Inquiries and Reports*
 - ▼ *Print project details* [PPD]
-

Defining report parameters and generating the report

```

11/07/2002 12:16:25      Print Project Details      PAGPDP      PADPDP

From project/mask _____ +   Project group . . . . . _____ +
To project . . . . . _____ +   Include closed projects _ 1=Yes, 0=No
From activity/mask _____ +
To activity . . . . . _____ +
From year/period . . . . . ____ _
To year/period . . . . . ____ _
Project selections
Project status . . . . . ____ +
Capitalization code _ +
GL company . . . . . ____ +
Currency . . . . . ____ +
Charge account . . . . . _____ +
State/province . . . . . ____ +
User field 1 . . . . . _____ +
Include transactions 0=Exclude, 1=Detail, 2=Summary
Miscellaneous transactions _
Labor transactions . . . . . _
Invoice transactions . . . . . _

Project type . . . . . ____ +
Priority . . . . . ____ +
FA company . . . . . ____ +
Contact name . . . . . _____ +
Country . . . . . ____ +
User field 2 . . . . . _____ +
Item transactions . . . . . _
Purchase order transactions _
Transaction user fields =

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

Figure 15-3: Print Project Details prompt page

On the Print Project Details prompt page, you define parameters to restrict or customize the report to fit your requirements.

Use the information below to complete this page.

From project/mask

Select a project to use as the beginning of a range of projects to include on the report, or type a project mask. If you are assigned to a project group, the list of projects from which you can select is limited to the project in that project group.

Summary information for all projects matching the project you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all projects that meet the remaining search criteria or if you are running the report for a project group.

Project group

Select a project group to include all projects belonging to the group and matching the remaining search criteria on the report.

Leave blank to run the report for a specific project, for a range of projects or for projects matching the remaining search criteria you specify on this page.

To project

Select an ending project to use as the end of a range of projects to include in the report.

Select an ending project only if you are entering a beginning project. Leave blank if you are not entering a range of projects or if you specified a project mask.

Include closed projects

Specify yes to include closed projects on the report.

Specify no to exclude closed projects from the report.

Leave blank to include both active and closed projects on the report.

From activity/mask

Select an activity to use as the beginning of a range of activities to include on the report, or type an activity mask. Leave blank to include all activities in the report.

Summary information for a specific activity, for the range of activities, or for all activities matching the activity mask you select and the remaining criteria you specify on this page are included in the report.

Limiting the report to specific activities causes the project net commitments and actual figures to be inconsistent with report activity details.

To activity

Select an activity to use as the ending of a range of activities to include on the report. Leave blank to include all activities in the report.

Summary information for all activities matching the activity range you select and the remaining criteria you specify on this page are included in the report.

From year/period

Specify a year and period to include only transactions based on the transaction year and period. You must specify a year and period here if you specify a date in *To year/period*.

To year/period

Specify a year and period to include only transactions for the year and period specified.

Project status

Select a project status to include only projects with that status.

Project type

Select a project type to include only projects with that type.

Capitalization code

Select a capitalization code to include only projects with that capitalization code.

Priority

Select a priority to include only projects with that priority.

GL company

Select a general ledger company to include only projects for that general ledger company.

FA company

Select a fixed assets company to include only projects for that fixed assets company.

Currency

Select a currency to include only projects in that currency.

Contact name

Select a project contact to include only projects for that contact.

Charge account

Select a charge account to include only projects for that charge account. This is the charge account on the project header and not the charge account on the actual transactions.

State/province

Select a state or province to include only projects located in that state or province.

Country

Select a country to include only projects located in that country.

User fields

Select a user-defined field value to include only projects with this value on the project header. User fields are available only if *Include transactions* is set to include detail.

Include transactions - Miscellaneous, Labor, Invoice, Item, Purchase order

Type **2** next to a transaction type to include only a total of that transaction type. The total amount of all transactions of the type selected is provided rather than a listing of all transaction detail.

Type **1** next to a transaction type to include transaction detail. All transactions of that type that meet the selection criteria are included in the report.

Type **0** next to a transaction type to exclude that transaction type from the report.

Include transactions - Transaction user fields

Specify yes to include transaction user field detail. If you include transaction user field detail, remember that there are many user fields available for each transaction type. This information takes up additional lines and space on the report.

Specify no next to a transaction type to exclude that transaction user fields.

User fields are defined on the entity control. The field headings for the report are taken from these definitions. If the user field is not defined, no heading is printed.

How do I...

Submit the request to generate and print the report	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Printing the Budget vs. Total Costs report

Overview

Use *Print budget vs. total costs* to generate a report that compares total costs to budgeted dollars. It lists commitment amounts and actual amounts and compares them to the current budget amount. Variance amounts are accumulated and the percentage of the budget that is complete is provided.

Because you can budget information at different levels with each project, this report is formatted differently based on the budget level. All reports contain totals for each main element.

If the budget level includes activities, only budget level activities are included on the report. If the posting level is below the budget level, actual amounts are summarized to the level of the budget.

For example, if the budget level is BLDG but the posting level is BLDG-ARCH and BLDG-CONS, the actual amounts from BLDG-ARCH and BLDG-CONS are combined and printed at the BLDG level.

Report for project level budgeting

When you generate this report for projects with a budgeting level of P (project), the report compares the current budget amount to the net commitment amount and total actual amount for projects with a budget level of P (project). All of the projects are listed on one report without page breaks after each project.

The variance amount equals the sum of the net commitments and total actual costs less the current budget. The percentage complete equals the sum of the net commitments and total actual costs divided by the current budget multiplied by 100.

Report for activity level budgeting

You can generate this report for projects with a budget level of PA (project/activity). The activity is the budget level activity and, if the posting level is below the budget level, commitment amounts and actual amounts are summarized to the budget level.

For example, if the budget level is BLDG but the posting level is BLDG-ARCH and BLDG-CONS, the actual amounts from the two posting level activities are summarized on the report.

The project number, project currency and project description are repeated on each page. Project totals are provided before a different project is report on the next page.

Report for cost code level budgeting

This report can be generated for projects with a budget level of PAC (project/activity/cost code) or PC (project/cost code). If the budget level is PAC, the budget level activity and activity description are provided. If the budget level is PC, only the project and project description are provided before listing the cost codes.

The activity is the budget level activity and, if the posting level is below the budget level, commitment amounts and actual amounts are summarized to the budget level.

For example, if the budget level is BLDG but the posting level is BLDG-ARCH and BLDG-CONS, the actual amounts from the two posting level activities are summarized for the report.

There are totals for each activity and for the project. The project and activity information is printed on all pages.

Report for period level budgeting

This report can be generated for projects with a budget level of PP (project/period), PAP (project/activity/period), PCP (project/cost code/period), or PACP (project/activity/cost code/period). The detail that prints is by year and period and the difference on the report is whether or not activity or cost code information appears.

The activity should be the budget level activity and if the posting level is below the budget level, commitment amounts, and actual amounts are summarized to the budget level.

For example, if the budget level is BLDG but the posting level is BLDG-ARCH and BLDG-CONS, the actual amounts from the two posting level activities are summarized on the report.

You can specify that information be extracted for the report by year and period only for projects that budget to the period level. If you select a range of periods, only those periods are included on the report. There are totals for

each year, activity, cost code, and project. Project/activity/cost code information prints on all pages.

The net commitment by period amount is calculated using the sum of purchase order transaction amounts and the sum of invoice transaction relieved amounts. The total costs amount is calculated by adding the labor, miscellaneous, item, and invoice transaction amounts.

You cannot generate reports for projects from which you are restricted.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Analytical Inquiries and Reports*
 - ▼ *Print budget vs. total costs [PBVTC]*

Defining report parameters and generating the report

```

11/07/2002 12:21:10      Print Budget Vs. Total Costs      PAGBAP      PADBAP

From project/mask _____ +      Project group . . . . . _____ +
To project . . . . . _____ +      Include closed projects _ 1=Yes, 0=No
From activity/mask _____ +
To activity . . . . . _____ +
From year/period . . . . . ____ _
To year/period . . . . . ____ _

Project level selection fields
From project start date _____
To project start date . . . . . _____

Project status . . . . . __ +      Project type . . . . . __ +
Capitalization code _ +      Priority . . . . . ____ +
GL company . . . . . ____ +      FA company . . . . . ____ +
Currency . . . . . ____ +      Contact name . . . . . _____ +
Charge account . . . . . _____ +
Location . . . . . _____
State/province . . . . . __ +      Country . . . . . ____ +
User field 1 . . . . . _____ +      User field 2 . . . . . _____ +

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

Figure 15-4: Print Budget Vs. Total Costs prompt page

On the Print Budget Vs. Total Costs prompt page, you define parameters to restrict or customize the report to fit your requirements.

Use the information below to complete this page.

From project mask

Select a project to use as the beginning of a range of projects to include on the report, or type a project mask. If you are assigned to a project group, the list of projects from which you can select is limited to the project in that project group.

Summary information for all projects matching the project you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all projects that meet the remaining search criteria or if you are running the report for a project group.

Project group

Select a project group to include all projects belonging to the group and matching the remaining search criteria on the report.

Leave blank to run the report for a specific project, for a range of projects or for projects matching the remaining search criteria you specify on this page.

To project

Select an ending project to use as the end of a range of projects to include in the report.

Select an ending project only if you are entering a beginning project. Leave blank if you are not entering a range of projects or if you specified a project mask.

Include closed projects

Specify yes to include closed projects on the report.

Specify no to exclude closed projects from the report.

Leave blank to include both active and closed projects on the report.

From activity/mask

Select an activity to use as the beginning of a range of activities to include on the report, or type an activity mask.

Summary information for a specific activity, for the range of activities, or for all activities matching the activity mask you select and the remaining criteria you specify on this page are included in the report.

Limiting the report to specific activities causes the project net commitments and actual figures to be inconsistent with report activity details.

Leave blank to include in the report all activities that meet the remaining search criteria or if you are running the report for a specific project, range of projects, or a project group.

To activity

Select an activity to use as the ending of a range of activities to include on the report.

Summary information for all activities matching the activity range you select and the remaining criteria you specify on this page are included in the report.

Leave blank to include in the report all activities that meet the remaining search criteria, if you are running the report for a specific activity or if you entered an activity mask.

From year/period

Specify a year and period to include only transactions and budget information within the year and period range entered. You must specify a year and period here if you specify a date in *To year/period*.

This is only valid for projects with a period budget (project/period, project/activity/period, project/cost code/period, and project/activity/cost code/period).

To year/period

Specify a year and period to include only transactions and budget information within the year and period range entered. All projects that started within the year and period range entered and that match the remaining search criteria entered are reported.

This is only valid for projects with a period budget (project/period, project/activity/period, project/cost code/period, and project/activity/cost code/period).

From project start date

Specify a beginning start date to include only projects based on that project start date. You must specify a date here if you specify a date in *To start date*.

To project start date

Specify an ending start date to include only projects based on a range of start dates. All projects that started within the range of dates entered and that match the remaining search criteria entered are reported.

Project status

Select a project status to include only projects with that status.

Project type

Select a project type to include only projects with that type.

Capitalization code

Select a capitalization code to include only projects with that capitalization code.

Priority

Select a priority to include only projects with that priority.

GL company

Select a general ledger company to include only projects for that general ledger company.

FA company

Select a fixed assets company to include only projects for that fixed assets company.

Currency

Select a currency to include only projects in that currency.

Contact name

Select a project contact to include only projects for that contact.

Charge account

Select a charge account to include only projects for that charge account. This is the charge account on the project header and not the charge account on the actual transactions.

Location

Type a location to include only projects in that location.

State/province

Select a state or province to include only projects located in that state or province.

Country

Select a country to include only projects located in that country.

User fields

Select a user-defined field value to include only projects with this value on the project header.

How do I...

Submit the request to generate and print the report	Complete the information on this page and press Enter.
Exit without printing	Press F3.

Notes

Project inquiry allows you to view balance information by project, by activity, and by cost code with a drill down to transaction information.

Display budget vs. total costs provides a listing of projects, activities, or cost codes with total costs, current budget, and variance amounts. You can also drill down to transaction information.

The chapter consists of the following topics:

Topic	Page
Working with project inquiry	16-2
Working with budget vs. total costs display	16-34

Working with project inquiry

Overview

Use *Project inquiry* to view:

- Actual and commitment balances by project, activity, or cost code
- Project and activity header information
- Transaction information

You can view actual and commitment amounts at the project, activity, or cost code level. If a budget amount is defined at a different level and if the budget level for the project is higher than the project level that you are viewing, the budget amount displays as zero and a message indicates the budget level.

For example, if the budget level for the project is P (project) and you are viewing the activity amounts page, the current budget for the activity selected displays as zero. There is no way to determine what the budget amount would be at a lower level.

You can view balance information by project, by activity, and by cost code with a drill down to transaction information. When the budget level is lower or equal to the level being viewed, an amount displays. If the budget level is lower, amounts are summarized.

You can also drill down to transactions from the project, activity, or cost code level and view.

Project inquiry allows you to view only information within a project. You cannot summarize projects or activities across projects.

Period budget information is available only in *Display budget vs. total costs*. In *Project inquiry*, budget amounts are summarized to the next highest level.

For example, if the budget level is PAP (project/activity/period), budget information displays for the project and activity levels.

Period level information is provided only for projects that have a budget level of:

- PP (project/period)
-

- PAP (project/activity/period)
- PACP (project/activity/cost code/period)
- PCP (project/cost code/period)

Use the menu path below.

- ▶ Infinium PA
- ▶ *Analytical Inquiries and Reports*
 - ▼ *Project inquiry [PI]*

Defining criteria for project selection

```

11/11/2002 10:05:12          Project Inquiry          PAGPIQ  PADPIQ

From project/mask . . . _____ +
To project . . . . . _____ +

-OR

Project group . . . . . _____ +

Project status . . . . . _ +
Project type . . . . . _ +
Priority . . . . . _____ +
Capitalization code . . _ +
GL company . . . . . _____ +
Currency . . . . . _____ +
State/province . . . . . _ +
Country . . . . . _____ +
Contact name . . . . . _____ +

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

```

Figure 16-1: Project Inquiry prompt page

On the Project Inquiry prompt page, you can select a project, project mask, project group, or project range or you can leave all fields blank to display all projects. You can also specify project header criteria to select projects meeting the criteria.

All conditions must be met for the project to be displayed for selection on the Project Inquiry selection page.

Use the information below to complete this page.

From project/mask

Select a project to use as the beginning of a range of projects to display or type a project mask. Leave blank to include all projects on the Project Inquiry selection page.

If you select a project group, you cannot select a range of projects or a project mask.

To project

Select an ending project only if you are entering a beginning project. Leave blank if you did not enter a range of projects or if you specified a project mask.

Project group

Select a project group to include projects in that group in the inquiry. If you are restricted to a project group, only projects to which you have access will be displayed for selection on the Project Inquiry selection page.

If you select a project group, you cannot select a project, a range of projects, or a project mask.

Project status

Select a project status code to include only projects with that status. Leave blank to include projects regardless of their status.

Project type

Select a project type code to include only projects with that type. Project and activity types are used to group certain types of projects and activities such as construction, marketing, research, and development. Leave blank to include projects regardless of their project type.

Priority

Select a project priority code to include only projects with that priority. Leave blank to include projects regardless of their priority.

Capitalization code

Select **C** to include projects accumulating costs that are capitalized.

Select **E** to include projects accumulating costs that are expensed.

Select **B** to include projects accumulating both costs that are capitalized and costs that are expensed.

Leave blank to include projects regardless of general capitalization code.

GL company

Select a general ledger company to include only projects with that general ledger company. Leave blank to include projects regardless of general ledger company.

Currency

Select a currency to include only projects with that currency code on the project header. Leave blank to include projects regardless of transaction currency.

State/province

Select a state or province to include projects located in that state or province. Leave blank to include projects regardless of state or province.

Country

Select a country code to include all projects located in this country. Leave blank to include projects regardless of country.

Contact name

Select a contact to include all projects associated with this main contact. Leave blank to include projects regardless of main contact name.

How do I...

Select project inquiry criteria for specific projects on which to inquire	Complete the applicable information on this page and press Enter.
Select all projects for inquiry	Leave all fields blank and press Enter.
Exit	Press F3.

Selecting a project for inquiry

To access the page described below, you complete the Project Inquiry prompt page shown in Figure 16-1 and press Enter.

Opt	Project	Description	Total costs
=	000-000-056	GL walkback project	990.73

5/29/2003 13:21:14 Project Inquiry PAGPIQ PADPIQ

Locate project . _____
 Search for . . . _____ Enter known words or characters

Type options and press Enter. 1=Amounts, 2=Header, 3=Activities,
 5=Cost codes, 6=Transactions, 9=Closed inquiry

Bottom

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

Figure 16-2: Project Inquiry projects page

On the Project Inquiry projects page, you can select a project and then view its amounts, header information, activities, cost codes, transactions, and project close information. You can select more than one project.

All projects that meet the selection criteria are displayed. Only projects that you are allowed to access are displayed.

The total costs column is calculated by adding total commitments relieved amounts, labor, item, invoice, and miscellaneous balances for the project.

How do I...

View the most current list of projects	Press F5.
Find a project	Type a full or partial project identifier in <i>Locate project</i> and press Enter. This repositions the list to start with that project.
Search for a value	Type a value in <i>Search for</i> and press Enter. This displays all values that match your entry.

How do I...

View project amounts	Type 1 in <i>Opt</i> next to the project and press Enter.
View project header information	Type 2 in <i>Opt</i> next to the project and press Enter.
View a project's activities	Type 3 in <i>Opt</i> next to the project and press Enter.
View a project's cost codes	Type 5 in <i>Opt</i> next to the project and press Enter.
View a project's transactions	Type 6 in <i>Opt</i> next to the project and press Enter.
View project close information	Type 9 in <i>Opt</i> next to the project and press Enter.

Project inquiry flow

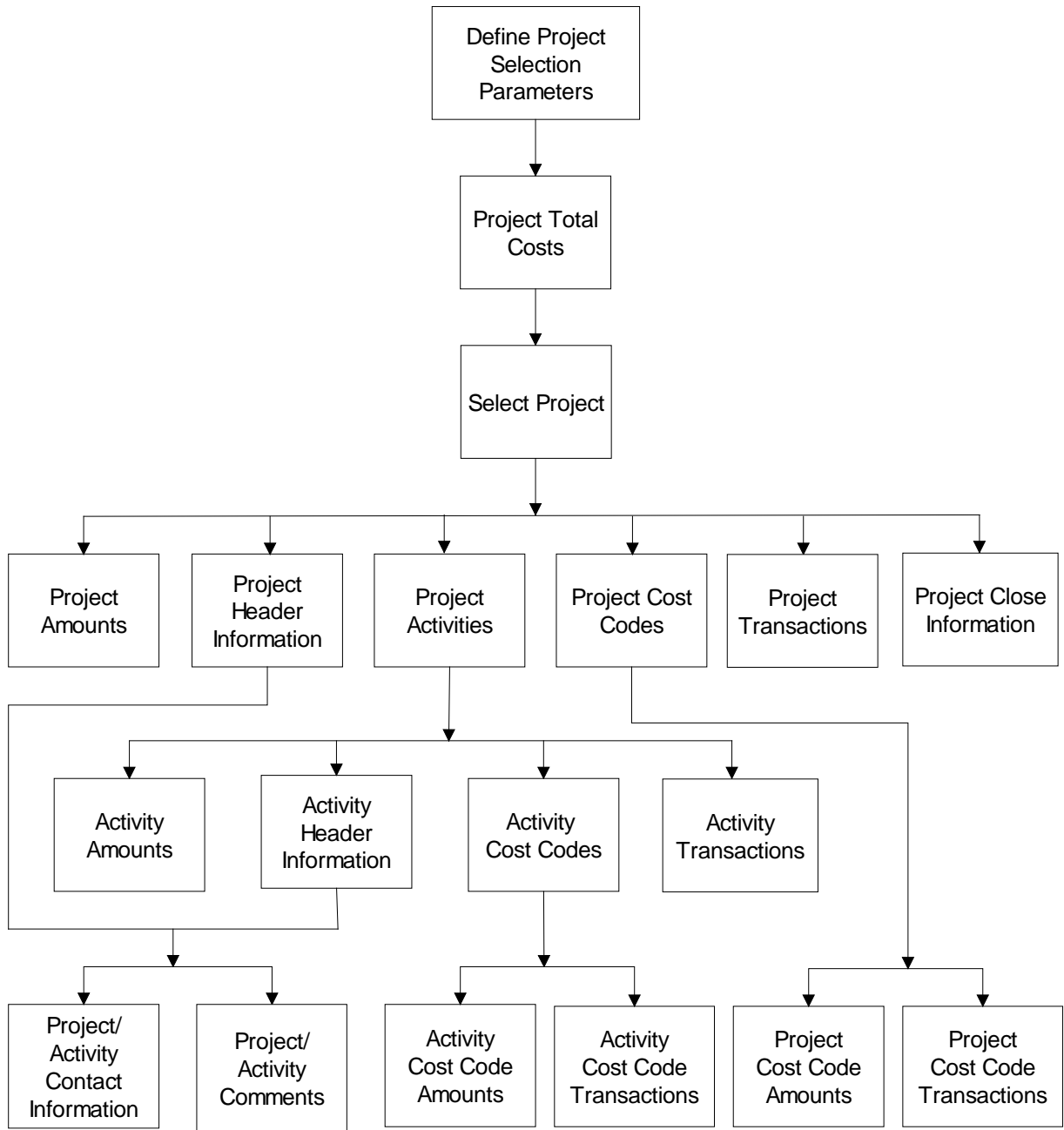


Figure 16-3: Project Inquiry Flow

Viewing project inquiry pages

Project amounts page

To access the page described below, you select a project with 1 and press Enter on the Project Inquiry projects page shown in Figure 16-2.

11/12/2002 11:20:12		Project Inquiry	PAGPIQ	PADPIQ
Project number :		000-000-007	NEW DISTRIBUTION CENTER	
Total commitments :		750,000.00		
Relieved commitments :		300,000.00-		
Net commitments to date :		450,000.00		
Total invoice charges :		300,000.00		
Total labor charges :		189,875.00		
Total item charges :		375,000.00		
Total miscellaneous charges :		9,800.00		
Total actual charges :		874,675.00		
Remaining amount to close :		387,800.00		
Total net commitments and actual charges . . . :		1,324,675.00		
Total current budget :		.00		
Budget variance amount :		1,324,675.00		
Percent of budget :		.00		
F2=Function keys F3=Exit F10=Quick access F12=Cancel				

Figure 16-4: Project Inquiry project amounts page

On the Project Inquiry project amounts page, you can view all of the project amounts from the budget and balance files.

You can view:

- Total and relieved commitments
- Net commitments to date
- Total invoice, labor, item, miscellaneous, and actual charges
- Remaining amount to close
- Total net commitments and actual charges
- Total current budget
- Budget variance amount and percent of budget

If the budget level for the project is lower than the project level, the budget amounts are summarized to display on this page. All balance amounts are summarized.

The variance amount is calculated by subtracting the current budget from the total costs (total commitments and charges).

How do I...

Return to the selection page	Press Enter after viewing amount information for each selected project.
------------------------------	---

First project header page

To access the page described below, you select a project with **2** and press Enter on the Project Inquiry projects page shown in Figure 16-2.

```

11/12/2002 11:23:32          Project Inquiry          PAGPHI  PADPHI
                               Page 1 of 4
Project number . . . . : 000-000-007
Description . . . . . : NEW DISTRIBUTION CENTER
Project status . . . . : AP   Approved
Project type . . . . . : IN   IN HOUSE PROJECT
Capitalization code : B   Both
Priority . . . . . : HIGH  HIGH PRIORITY
GL company . . . . . : 001  Century Manufacturing Company
Currency . . . . . : USD   USD
Location . . . . . : HYANNIS
State/province . . . . : MA  MASSACHUSETTS
Country . . . . . : USA   USA

Contact name . . . . . :

-----
F2=Function keys  F3=Exit  F9=Display contact  F24=More keys

```

Figure 16-5: Project Inquiry first project header page

On the first of four Project Inquiry project header pages, you can view the project description, status, type, and priority. You can also view how project costs are capitalized. You can view the general ledger company, the currency and location of project transactions, and the project contact.

How do I...

View contact information	Press F9.
--------------------------	-----------

How do I...

View comments about the project	Press F19.
Continue to the second project header information page	Press Enter.
Return to the project selection page and not continue	Press F12.

Contact inquiry page

To access the page described below, you press F9 on the Project Inquiry first project header page shown in Figure 16-5.

```

11/12/2002 11:29:36          Contact Inquiry          PAGCMI  PADCMI

Contact ID . . . . . : JOESMITH

Contact name . . . . . : JOSEPH X. SMITH
Contact address . . . : ONE PARK CENTER

Contact city . . . . . : HYANNIS
State/province . . . . : MA  MASSACHUSETTS
Postal code . . . . . : 02601
Country . . . . . : USA  USA

Telephone number . . . : 800-666-1111
Cell phone number . . . : 899-777-1212
Fax number . . . . . : 630-290-2222
E-mail address . . . . : JOSEPH_SMITH@INFINIUM.COM
URL . . . . . :

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

```

Figure 16-6: Contact Inquiry page

On the Contact Inquiry page, which is available from the first project and activity header page, you can view information about the main contact for the project or activity.

This information includes:

- ID and name
- Postal, e-mail, and URL addresses
- Telephone, cell and Fax numbers

How do I...

Continue after viewing contact information	Press Enter.
--	--------------

Comments page

To access the page described below, you press F19 on the Project Inquiry first project header page shown in Figure 16-5.

11/12/2002 11:37:32	Project Inquiry	PAGTMD	PADTMD
Project number . . . : 000-000-007		NEW DISTRIBUTION CENTER	
Comments			
This is an example of comment text.			
			Bottom
F2=Function keys F3=Exit F5=Refresh F10=Quick access F12=Cancel			

Figure 16-7: Project Inquiry comments page

On the Project Inquiry comments page, which is available from all project and activity header pages, you can view comments about the project/activity.

How do I...

View most current comments	Press F5.
Continue after viewing comments	Press Enter.

Second project header page

To access the page described below, you press Enter on the Project Inquiry first project header page shown in Figure 16-5.


```

11/12/2002 11:43:32      Project Inquiry      PAGPHI   PADPHI
                          Page 2 of 4

Project number . . . . : 000-000-007
Description . . . . . : NEW DISTRIBUTION CENTER
Project Processing Controls
Charge account . . . . . : 001-001-000-1080
Close account . . . . . : 001-001-000-1161

Cost code required? . . : 1 1=Yes, 0=No
Project calendar . . . . : CALENDAR

Expected start date . . : 5/31/2000
Actual start date . . . : 6/15/2000
Expected completion date : 12/31/2000
Actual completion date . : 5/05/2001
Financial close date . . :

Final cost . . . . . :
Cost to complete . . . . :
Percent complete . . . . :

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F19=Display text

```

Figure 16-8: Project Inquiry second project header page

On the Project Inquiry second project header page, you can view the selected project's processing controls.

How do I...

View comments about the project	Press F19.
Continue to the next project header information page	Press Enter.
Return to the previous header information page	Press F12.

Third project header page

To access the page described below, you press Enter on the Project Inquiry second project header page shown in Figure 16-8.

```

11/12/2002 11:43:49          Project Inquiry          PAGPHI   PADPHI
                                   Page 3 of 4

Project number . . . . : 000-000-007
Description . . . . . : NEW DISTRIBUTION CENTER

Budget Controls
  Budget level . . . . : NB      No budget
  Budget policy . . . . :

Fixed Assets Controls
  FA company . . . . . : 001
  Model asset number . :          BL
  Accounting location : 001-001-0001-1161
  Physical location . : MA-BARNST-HYANNIS -AIR-00
  Acquisition code . . : C
  Serial number . . . . :

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F19=Display text

```

Figure 16-9: Project Inquiry third project header page

On the Project Inquiry third project header page, you can view the selected project's budget and fixed assets controls.

How do I...

View comments about the project	Press F19.
Continue to the next project header information page	Press Enter.
Return to the previous header information page	Press F12.

Fourth project header page

To access the page described below, you press Enter on the Project Inquiry third project header page shown in Figure 16-9.

```

11/12/2002 11:44:10      Project Inquiry      PAGPHI   PADPHI
                          Page 4 of 4
Project number . . . : 000-000-007
Description . . . : NEW DISTRIBUTION CENTER

Alpha User Fields
  REGION          NORTH

Numeric User Fields

Date User Fields
  PHASE1          PHASE3
  PHASE2

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F19=Display text
+

```

Figure 16-10: Project Inquiry fourth project header page

On the Project Inquiry fourth project header page, you can view the selected project's alpha, numeric, and date user fields.

How do I...

View comments about the project	Press F19.
Return to the project selection page	Press Enter.

Project activities page

To access the page described below, you select a project with **3** and press Enter on the Project Inquiry projects page shown in Figure 16-2.

Opt	Activity	Description	Total Costs
-	DS	DISTRIBUTION CENTER	1,324,675.00
-	DS-AR	ARCHITECTURAL PHASE	10,500.00
-	DS-BD	BUILDING PHASE	564,175.00
-	DS-BD-FD	FOUNDATION	140,000.00
-	DS-BD-FR	FRAMING	375,000.00
-	DS-BD-IN	INTERIOR BUILDOUT	49,175.00
-	DS-BD-RF	REFRIDGERATION SYSTE	.00
-	DS-FL	FLEET PURCHASES	750,000.00

Bottom

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

Figure 16-11: Project Inquiry activities page

On the Project Inquiry activities page, you can view a list of activities, their descriptions, and total costs. You can select more than one activity.

The entire WBS hierarchy is displayed allowing you to view amounts at all levels in the hierarchy. Total costs are summarized for higher-level activities.

How do I...

View the most current list of activities	Press F5.
Find an activity	Type a full or partial project identifier in <i>Locate activity</i> and press Enter. This repositions the list to start with that activity.
View activity amounts	Type 1 in <i>Opt</i> next to the activity and press Enter.
View activity header information	Type 2 in <i>Opt</i> next to the activity and press Enter.
View an activity's cost codes	Type 5 in <i>Opt</i> next to the activity and press Enter.
View an activity's transactions	Type 6 in <i>Opt</i> next to the activity and press Enter.

Activity amounts page

To access the page described below, you select an activity with 1 and press Enter on the Project Inquiry activities page shown in Figure 16-11.

11/12/2002 13:15:10		Project Inquiry	PAGAIQ	PADAIQ
Project number :	000-000-007	NEW DISTRIBUTION CENTER		
Activity	DS-BD-FR	FRAMING		
Total commitments00	
Relieved commitments00	
Net commitments to date00	
Total invoice charges00	
Total labor charges00	
Total item charges		375,000.00		
Total miscellaneous charges00	
Total actual charges		375,000.00		
Remaining amount to close		375,000.00		
Total net commitments and actual charges			375,000.00	
Total current budget00	
Budget variance amount			375,000.00	
Percent of budget00	
F2=Function keys F3=Exit F10=Quick access F12=Cancel				
Budget amount not available - budget level is NB.				

Figure 16-12: Project Inquiry activity amounts page

On the Project Inquiry activity amounts page, you can view all of the activity amounts from the budget and balance files.

You can view:

- Total and relieved commitments
- Net commitments to date
- Total invoice, labor, item, miscellaneous, and actual charges
- Remaining amount to close
- Total net commitments and actual charges
- Total current budget
- Budget variance amount and percent of budget

If the budget level for the activity is lower than the activity level, the budget amounts are summarized to display on this page. All balance amounts are summarized.

The variance amount is calculated by subtracting the current budget amount from the total commitments and charges.

How do I...

Return to the selection page	Press Enter after viewing amount information for each selected activity.
------------------------------	--

First activity header page

To access the page described below, you select an activity with **2** and press Enter on the Project Inquiry activities page shown in Figure 16-11.

```

11/12/2002 13:36:40      Project Inquiry      PAGAHI  PADAHI
                          Page 1 of 4
Project number . . . . : 000-000-007  NEW DISTRIBUTION CENTER

Activity . . . . . : DS-BD-FR

Description . . . . . : FRAMING
Project/activity status . . : AP  Approved
Capitalization code . . . . : C  Capitalization
Charge account . . . . . : 001-001-000-1080
Close account . . . . . : 001-001-000-1161
Posting activity? . . . . . : 1
Budget activity? . . . . . : 1
Location . . . . . : HYANNIS
State/province . . . . . : MA  MASSACHUSETTS
Country . . . . . : USA +  USA

Contact name . . . . . :

=====
F2=Function keys  F3=Exit  F9=Display contact  F24=More keys

```

Figure 16-13: Project Inquiry first activity header page

On the first of four Project Inquiry activity header pages, you can view the activity description and the project/activity status.

You can also view:

- How activity costs are capitalized
- Charge and close accounts
- If transactions can be posted to this activity
- If budgeting is enabled for this activity
- Location, state or province, and country of the project
- Project contact

How do I...

View contact information	Press F9.
View comments about the project/activity	Press F19.
Continue to the next activity header information page	Press Enter.
Return to the activity selection page and not continue	Press F12.

Second activity header page

To access the page described below, you press Enter on the Project Inquiry first activity header page shown in Figure 16-13.

```

11/12/2002 13:41:03      Project Inquiry      PAGAHI  PADAHI
                               Page 2 of 4
Project number . . . : 000-000-007  NEW DISTRIBUTION CENTER
Activity . . . . . : DS-BD-FR      FRAMING

Project Processing Controls

Expected start date . . : 5/31/2000
Actual start date . . . : 6/15/2000

Expected completion date : 12/31/2000
Actual completion date . : 5/05/2001
Financial close date . . :

Final cost . . . . . :
Cost to complete . . . :
Percent complete . . . . :

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F19=Display text

```

Figure 16-14: Project Inquiry second activity header page

On the Project Inquiry second activity header page, you can view the processing controls for the selected activity.

How do I...

View contact information	Press F9.
View comments about the project/activity	Press F19.

How do I...

Continue to the next activity header information page	Press Enter.
Return to the previous activity header page	Press F12.

Third activity header page

To access the page described below, you press Enter on the Project Inquiry second activity header page shown in Figure 16-14.

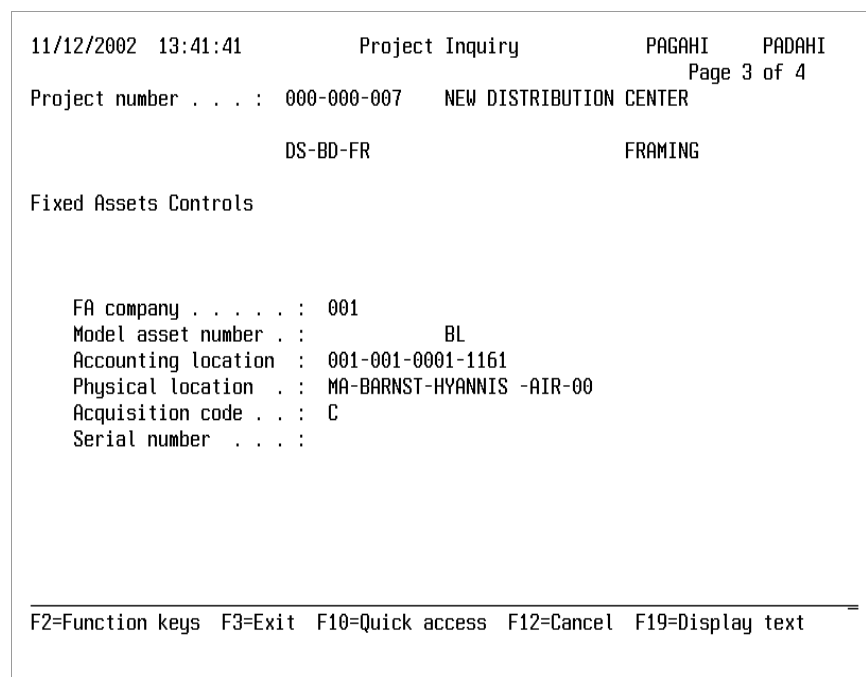


Figure 16-15: Project Inquiry third activity header page

On the Project Inquiry third activity header page, you can view the fixed assets controls for the selected activity.

How do I...

View contact information	Press F9.
View comments about the project/activity	Press F19.
Continue to the next activity header information page	Press Enter.

How do I...

Return to the previous activity header page	Press F12.
---	------------

Fourth activity header page

To access the page described below, you press Enter on the Project Inquiry third activity header page shown in Figure 16-15.

11/12/2002 13:41:58	Project Inquiry	PAGAH	PADAH
		Page 4 of 4	
Project number :	000-000-007	NEW DISTRIBUTION CENTER	
Activity :	DS-BD-FR	FRAMING	
Alpha User Fields			
REGION	NORTH		
Numeric User Fields			
Date User Fields			
PHASE1	PHASE3		
PHASE2			
F2=Function keys F3=Exit F10=Quick access F12=Cancel F19=Display text			
+			

Figure 16-16: Project Inquiry fourth activity header page

On the Project Inquiry fourth activity header page, you can view the alpha, numeric, and date user fields for the selected activity.

How do I...

View contact information	Press F9.
View comments about the project/activity	Press F19.
Return to the previous activity header page	Press F12.
Return to the selection page	Press Enter.

Cost codes page

To access the page described below, you select an activity with **5** and press Enter on the Project Inquiry projects page shown in Figure 16-2 or the Project Inquiry activities page shown in Figure 16-11.

Opt	Cost code	Description	Total Costs
-	LABCNT	CONTRACT LABOR	.00
-	LABOT	LABOR OVERTIME	.00
-	LABREG	LABOR-REGULAR	.00
-	LBRBUR	Labor Burden charges	.00
-	MATER	MATERIALS	375,000.00
-	OVHEAD	OVERHEAD	.00

Bottom

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

Figure 16-17: Project Inquiry cost codes page

On the Project Inquiry cost codes page, you can select a cost code and view its amounts and transactions. You can select more than one cost code.

The total costs column is calculated by adding total commitments, relieved amounts, labor, item, invoice, and miscellaneous balances for the cost code.

How do I...

View the most current list of cost codes	Press F5.
Find a cost code	Type a full or partial project identifier in <i>Locate cost code</i> and press Enter. This repositions the list to start with that cost code.
View cost code amounts	Type 1 in <i>Opt</i> next to the cost code and press Enter.

How do I...

View cost code transactions Type **6** in *Opt* next to the cost code and press Enter.

Cost code amounts page

To access the page described below, you select a cost code with **1** and press Enter on the Project Inquiry cost codes page shown in Figure 16-17.

11/12/2002 13:59:27	Project Inquiry	PAGCIQ	PADCIQ
Project number :	000-000-007	NEW DISTRIBUTION CENTER	
Activity :	DS-BD-FR	FRAMING	
Cost code :	MATER	MATERIALS	
Total commitments :		.00	
Relieved commitments :		.00	
Net commitments to date :		.00	
Total invoice charges :		.00	
Total labor charges :		.00	
Total item charges :		375,000.00	
Total miscellaneous charges :		.00	
Total actual charges :		375,000.00	
Remaining amount to close :		375,000.00	
Total net commitments and actual charges :		375,000.00	
Total current budget :		.00	
Budget variance amount :		375,000.00	
Percent of budget :		.00	
F2=Function keys F3=Exit F10=Quick access F12=Cancel			
Budget amount not available - budget level is NB.			

Figure 16-18: Project Inquiry cost code amounts page

On the Project Inquiry cost code amounts page, you can view all of the cost code amounts from the budget and balance files.

You can view:

- Total and relieved commitments
- Net commitments to date
- Total invoice, labor, item, miscellaneous, and actual charges
- Remaining amount to close
- Total net commitments and actual charges
- Total current budget
- Budget variance amount and percent of budget

How do I...

Continue and return to the selection page after viewing amount information for each selected project Press Enter.

Transaction selection page

To access the page described below, you select a cost code with 6 and press Enter on the Project Inquiry projects page shown in Figure 16-2, the Project Inquiry activities page shown in Figure 16-11, or the Project Inquiry cost codes page shown in Figure 16-17.

6/27/2016 14:04:25		PAGTDD	PADTDD		
Project	000-000-001	MLF project			
Activity	AAAA	Building			
Cost code	DEG	deg			
Type options and press Enter. 8=Display.					
Opt	Source	Description	Vendor	Date	Amount
Scn					
-	MTM	DEG		10/01/2010	100.00
-	MTM	300083-8		2/04/2011	118.00
-	MTM	300083-13		2/04/2011	113.00
-	MTM	DGA300083		2/04/2011	120.00
					BOTTOM
F3=Exit F5=Refresh F10=Quick access F12=Cancel F18=Message line					

Figure 16-19: Project Inquiry transaction selection page

On the Project Inquiry transaction selection page, you can select a transaction and view its detail and user field information. Transactions are sorted and displayed for selection based on their source and date.

The *Source* column indicates where the transaction originated and the type of transaction. The types of transactions are:

- ICM (manual item transaction)
- ICI (interfaced item transaction from Infinium IC)
- MTM (manual miscellaneous transaction)
- MTI (interfaced miscellaneous transaction from Infinium GL)

- PLM (manual invoice transaction)
- PLI (interfaced invoice transaction from Infinium PL)
- PMM (manual purchase order transaction)
- PMI (interfaced purchase order transaction from Infinium PM)
- PYM (manual labor transaction)
- PYI (interfaced labor transaction from Infinium PY)

You can use *Source*, *Description*, *Vendor*, *Date*, and *Amount Scn (scan)* fields to find a specific transaction in the listing. You can select more than one transaction.

How do I...

View the most current list of transactions	Press F5.
View transaction information	Type 8 in <i>Opt</i> next to the transaction and press Enter.

Transaction detail pages

To access the pages described below you select a transaction with **8** and press Enter on the Project Inquiry transaction selection page shown in Figure 16-19. Examples of detail information for the following transactions are provided:

- Miscellaneous
- Labor
- Item
- Purchase Order
- Invoice

Miscellaneous transaction detail page

```

7/08/2003 11:24:18      Project Inquiry      PAGTDI      PADTDI
                                     Manual

Transaction No . . . . :      1313
Description . . . . . Retainer for attorney
Date . . . . . 7/08/2003      Accounting Period . . . 07 2003

Project number . . . . 000-000-078      Plant Renovation
Activity . . . . . LAND-AQUI      Land Aquisition
Cost code . . . . .
Charge account . . . . 001-001-000-1160      Land
Actual amount . . . .      10,000.00      Currency . . . . USD
Closed amount . . . .      10,000.00
Create General Ledger journal entry? 0 1=Yes, 0=No
Offset account . . . .
Reference No . . . . .      Journal number . . . .
                                     Posted journal number 12804

-----
F2=Function keys  F3=Exit  F8=Walkback  F10=Quick access  F12=Cancel
    
```

Figure 16-20: Project Inquiry miscellaneous transaction detail page

On the Project Inquiry miscellaneous transaction detail page, you can view detail information about the transaction.

This information includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account and offset account
- Actual amount and currency
- Whether to create a General Ledger journal entry
- Reference number

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

Labor transaction detail page

```

7/08/2003 11:29:03      Project Inquiry      PAGTDI      PADTDI
                                     Manual
Transaction No . . . . :      134
Description . . . . . Land Surveyors
Date . . . . . 7/08/2003      Accounting Period . . . 07 2003

Resource ID . . . . .
Project number . . . . 000-000-078      Plant Renovation
Activity . . . . . LAND-SURV      Land Survey
Cost code . . . . .
Charge account . . . . 001-001-000-1160      Land

Hourly rate . . . . . 45.00
Regular hours . . . . . 20.00
Overtime hours . . . . . .00
Actual amount . . . . .          900.00      Currency . . . . USD
Closed amount . . . . .          900.00
Employer . . . . .          Income code . .

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

Figure 16-21: Project Inquiry labor transaction detail page

On the Project Inquiry labor transaction detail page, you can view detail information about the transaction.

This information includes:

- Transaction number, description, date, and accounting period
- Resource ID
- Project, activity, and cost code information
- Charge account
- Hourly rate, regular hours, and overtime hours
- Actual amount and currency
- Employer
- Income code

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

Item transaction detail page

7/08/2003 11:30:07	Project Inquiry	PAGTDI	PADTDI Manual
Transaction No :	68		
Description	Project supplies		
Date	7/08/2003	Accounting Period . . .	07 2003
Project number	000-000-078	Plant Renovation	
Activity	BLDG-ARCH-CONS	Construction Documen	
Cost code			
Charge account	001-001-000-1080	Construction in	
Item	SUPPLIES		
Item Description . . .	MISC. SUPPLIES		
Warehouse			
Unit Cost	560.850000		
Quantity	1.0000	U/M.	
Actual amount	560.85	Currency	USD
Closed amount	560.85		
Storage index 1 . . . :		Size	
Storage index 2 . . . :		Transaction U/M. . . :	
Storage index 3 . . . :			
F2=Function keys F3=Exit F10=Quick access F12=Cancel			

Figure 16-22: Project Inquiry item transaction detail page

On Project Inquiry item transaction detail page, you can view detail information about the transaction.

This information includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account
- Item, item description, and warehouse
- Unit cost, unit of measure, and quantity
- Actual amount and currency
- Storage index 1, 2, and 3
- Size and transaction unit of measure

How do I...

Continue and view user field information	Press Enter.
--	--------------

Return to the selection page	Press F12.
------------------------------	------------

Purchase order transaction detail page

7/08/2003 11:30:49	Project Inquiry	PAGTDI	PADTDI Manual
Transaction No :	325		
Description	Grading equipment		
Date	7/08/2003	Accounting Period . . .	07 2003
Project number	000-000-078	Plant Renovation	
Activity	LAND-IMPR	Land Improvements	
Cost code			
Charge account	001-001-000-1160	Land	
P.O. number.			
P.O. line number . . .			
P.O. date.			
Vendor			
Unit Cost.	8,000.000000		
Quantity	2.0000	U/M.	
Commitment Amount. . .	16,000.00	Currency	USD
F2=Function keys F3=Exit F10=Quick access F12=Cancel			

Figure 16-23: Project Inquiry purchase order transaction detail page

On the Project Inquiry purchase order transaction detail page, you can view detail information about the transaction.

This information includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account
- Purchase order number, line number, and date
- Vendor
- Unit cost, quantity, and unit of measure
- Commitment amount and currency

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

Invoice transaction detail page

7/08/2003 11:31:32	Project Inquiry	PAGTDI	PADTDI Manual
Transaction No :	429		
Description	Disposal fees		
Date	7/08/2003	Accounting Period . . .	07 2003
Project number	000-000-078	Plant Renovation	
Activity	LAND-IMPR	Land Improvements	
Cost code			
Charge account	001-001-000-1160	Land	
P.O. number.			
P.O. line number . . .			
P.O. date.			
Vendor			
Invoice number			
Invoice date			
Quantity0000	U/M.	
Invoice amount	4,875.00	Currency	USD
Relieved amount00		
Closed amount	4,875.00		
F2=Function keys F3=Exit F8=Walkback F10=Quick access F12=Cancel_			

Figure 16-24: Project Inquiry invoice transaction detail page

On the Project Inquiry invoice transaction detail page, you can view detail information about the transaction.

This information includes:

- Transaction number, description, date, and accounting period
- Project, activity and, cost code information
- Charge account
- Purchase order number, line number, and date
- Vendor
- Invoice number and date
- Quantity and unit of measure
- Invoice amount and currency

How do I...

Continue and view user field information	Press Enter.
--	--------------

Return to the selection page	Press F12.
------------------------------	------------

Transaction user field page

7/08/2003 11:27:18	Project Inquiry	PAGTDI	PADTDI Manual
Transaction No :	1313		
Description	Retainer for attorney		
Authorizer	Added Fees00
Approved?	Variance00
Work Order	Start date	5/31/2003	
F2=Function keys F3=Exit F10=Quick access F12=Cancel			

Figure 16-25: Project Inquiry transaction user field page

On the Project Inquiry transaction user field page, you can view user field detail for up to four alpha user fields, two numeric user fields, and one date user field if they have been defined on the entity controls and used on the transaction.

How do I...

Continue and view detail information for closed transactions	Press Enter.
--	--------------

Transaction detail page

```

7/08/2003 11:27:52      Project Inquiry      PAGTDI      PADTDI
                                     Manual

Transaction No . . . . :      1313
Description . . . . . Retainer for attorney
Close date . . . . . 7/08/2003

Project number . . . . 000-000-078      Plant Renovation
Activity . . . . . LAND-AQUI                      Land Aquisition
Cost code . . . . .

General Ledger:
GL company . . . . . 001
Charge account . . . . 001-001-000-1160
Close account . . . . 001-001-000-1161      Land
Closed amount . . . .      10,000.00      Currency . . . . USD

Fixed Assets:
FA company . . . . . 001
Asset number . . . . .
Model asset number . .
Accounting location . 001-001-0001-1161
Physical location . . PA-ALLEGH-PGH

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

Figure 16-26: Project Inquiry transaction detail page

On the Project Inquiry transaction detail page, you can view Infinium GL and Infinium FA close information for the transaction.

How do I...

Continue and view other selected transactions

Press Enter.

After you view detail information for the last selected transaction and press Enter, you return to the transaction selection page.

Project close information page

To access the page described below, select a project with **9** and press Enter on the Project Inquiry projects page shown in Figure 16-2.

5/29/2003	14:10:21	Project Close Inquiry	PAGCPI	PADCPI
Project : 000-000-056 GL walkback project				
Type options and press Enter. 1=Amounts, 2=Header, 3=Activities, 5=Cost codes, 6=Transactions				
Opt	Project	Description	Total amount	
=	000-000-056	GL walkback project	990.73	
				Bottom
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys				

Figure 16-27: Project Close Inquiry page

On the Project Close Inquiry page, you can select a project to view specific project close information. You can use the project close inquiry options to view specific information regarding the project close. You can view close information by project, amount, activity, cost code, and transaction.

At the transaction level, you can view the closed amount of the transaction and specific information for the following:

- Close to Infinium PA
- Close to Infinium GL, if applicable, that includes the general ledger posted journal number, the closed amount, general ledger company, charge, and close accounts
- Close to Infinium FA, if applicable, that includes the fixed assets company, asset number, model asset number, accounting, and physical locations

If the transaction was closed with other project transactions and divided or “split” into several assets, the system displays ***SPLIT** in the fixed assets information.

How do I...

View specific project close information

Specify the appropriate option in the *Opt* field and press Enter.

Working with budget vs. total costs display

Overview

Use *Display budget vs. total costs* to view a listing of projects, activities, or cost codes with total costs, current budget, and variance amounts. You can also drill down to transaction information.

Period budget information is available only in *Display budget vs. total costs*. Period level information is provided only for projects that have a budget level of:

- PP (project/period)
- PAP (project/activity/period)
- PACP (project/activity/cost code/period)
- PCP (project/cost code/period)

Actual amounts are extracted from the transaction file rather than from the balance file because actual balances are not stored by period.

Use the menu path below.

- ▶ Infinium PA
 - ▶ *Analytical Inquiries and Reports*
 - ▼ *Display budget vs. total costs* [DBVA]
-

Defining criteria for project selection

```

11/13/2002 11:14:19  Display Budget Vs. Total Costs  PAGPBT  PADPBT

From project/mask . . . _____ +
To project . . . . . _____ +

-OR

Project group . . . . . _____ +

Project status . . . . . _ +
Project type . . . . . _ +
Priority . . . . . _____ +
Capitalization code . . _ +
GL company . . . . . _____ +
Currency . . . . . _____ +
State/province . . . . . _ +
Country . . . . . _____ +
Contact name . . . . . _____ +

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

```

Figure 16-28: Display Budget Vs. Total Costs prompt page

On the Display Budget Vs. Total Costs prompt page, you can:

- Select a project, project mask, project group, or project range
- Leave all fields blank to display all projects
- You can also specify project header criteria to select projects meeting the criteria

All conditions must be met for the project to be displayed for selection on the Display Budget Vs. Total Costs selection page.

Use the information below to complete this page.

From project/mask

Select a project to use as the beginning of a range of projects to display or type a project mask. Leave blank to include all projects on the Display Budget Vs. Total Costs selection page.

If you select a project group, you cannot select a range of projects or a project mask.

To project

Select an ending project only if you are entering a beginning project. Leave blank if you did not enter a range of projects or if you specified a project mask.

Project group

Select a project group to include projects in that group in the inquiry. If you are restricted to a project group, only projects to which you have access will be displayed for selection on the Display Budget Vs. Total Costs selection page.

If you select a project group, you cannot select a project, a range of projects or a project mask.

Project status

Select a project status code to include only projects with that status. Leave blank to include projects regardless of their status.

Project type

Select a project type code to include only projects with that type. Project and activity types are used to group certain types of projects and activities such as construction, marketing, research, and development. Leave blank to include projects regardless of their project type.

Priority

Select a project priority code to include only projects with that priority. Leave blank to include projects regardless of their priority.

Capitalization code

Select **C** to include projects accumulating costs that are capitalized.

Select **E** to include projects accumulating costs that are expensed.

Select **B** to include projects accumulating both costs that are capitalized and costs that are expensed.

Leave blank to include projects regardless of general capitalization code.

GL company

Select a general ledger company to include only projects with that general ledger company. Leave blank to include projects regardless of general ledger company.

Currency

Select a currency to include only projects with that currency code on the project header. Leave blank to include projects regardless of transaction currency.

State/province

Select a state or province to include projects located in that state or province. Leave blank to include projects regardless of state or province.

Country

Select a country code to include all projects located in this country. Leave blank to include projects regardless of country.

Contact name

Select a contact to include all projects associated with this main contact. Leave blank to include projects regardless of main contact name.

How do I...

Select project inquiry criteria for specific projects on which to inquire

Complete the applicable information on this page and press Enter.

Select all projects for inquiry

Leave all fields blank and press Enter.

Selecting a project for budget vs. total costs inquiry

To access the page described below, you complete the Display Budget Vs. Total Costs prompt page shown in Figure 16-28 and press Enter.

```

11/13/2002 11:18:27 Display Budget Vs. Total Costs PAGPBT PADPBT

Locate project . _____
Search for . . . _____ Enter known words or characters

Type options and press Enter. 1=Activity amounts, 2=Cost code amounts,
4=Period budgets, 5=Budget history, 6=Transactions

```

Opt	Project	Total costs	Current budget	Cur
-	000-000-001	223,054.00	807,800.00	USD
-	000-000-002	122,230.56	777,800.00	USD
-	000-000-003	179,226.00	3,000,000.00	USD
-	000-000-004	.00	4,443,000.00	USD
-	000-000-005	4,500.00	14,400,000.00	USD
-	000-000-007	1,324,675.00	.00	USD
-	000-000-008	.00	4,600,000.00	USD
-	000-000-009	.00	.00	USD
-	000-000-010	.00	.00	USD
-	000-000-011	.00	.00	USD

More...

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

Figure 16-29: Display Budget Vs. Total Costs projects page

On the Display Budget Vs. Total Costs projects page, you can select a project and view its activity amounts, cost code amounts, period budgets, budget history, and transactions. You can select more than one project.

All projects that meet the selection criteria are displayed. Only projects that you are allowed to access are displayed.

The total cost consists of all actual amounts plus commitment and relieved amounts. The current budget is the approved budget amount and the variance is the difference between the two.

The total cost minus the total budget amount determines the variance amount. A negative variance indicates that the budget has not been exceeded and a positive variance indicates that the budget been exceeded.

If the budget level is higher than the level you are viewing, it is assumed that the budget amount is zero.

For example, if the budget level is P (project) but you are viewing activity amounts, it is assumed that the budget for each activity is zero.

A message indicates what the budget level is on the project header.

If the budget level is lower, the amount is summarized.

How do I...

View the most current list of projects	Press F5.
View the budget variance	Press F6.
Return to the original display after viewing budget variance	Press F6.
Find a project	Type a full or partial project identifier in <i>Locate project</i> and press Enter. This repositions the list to start with that project.
Search for a value	Type a value in <i>Search for</i> and press Enter. This displays all values that match your entry.
View activity amounts	Type 1 in <i>Opt</i> next to the project and press Enter.
View cost code amounts	Type 2 in <i>Opt</i> next to the project and press Enter.
View period budgets	Type 4 in <i>Opt</i> next to the project and press Enter.
View budget history	Type 5 in <i>Opt</i> next to the project and press Enter.
View transactions	Type 6 in <i>Opt</i> next to the project and press Enter.

Budget vs. total costs flow

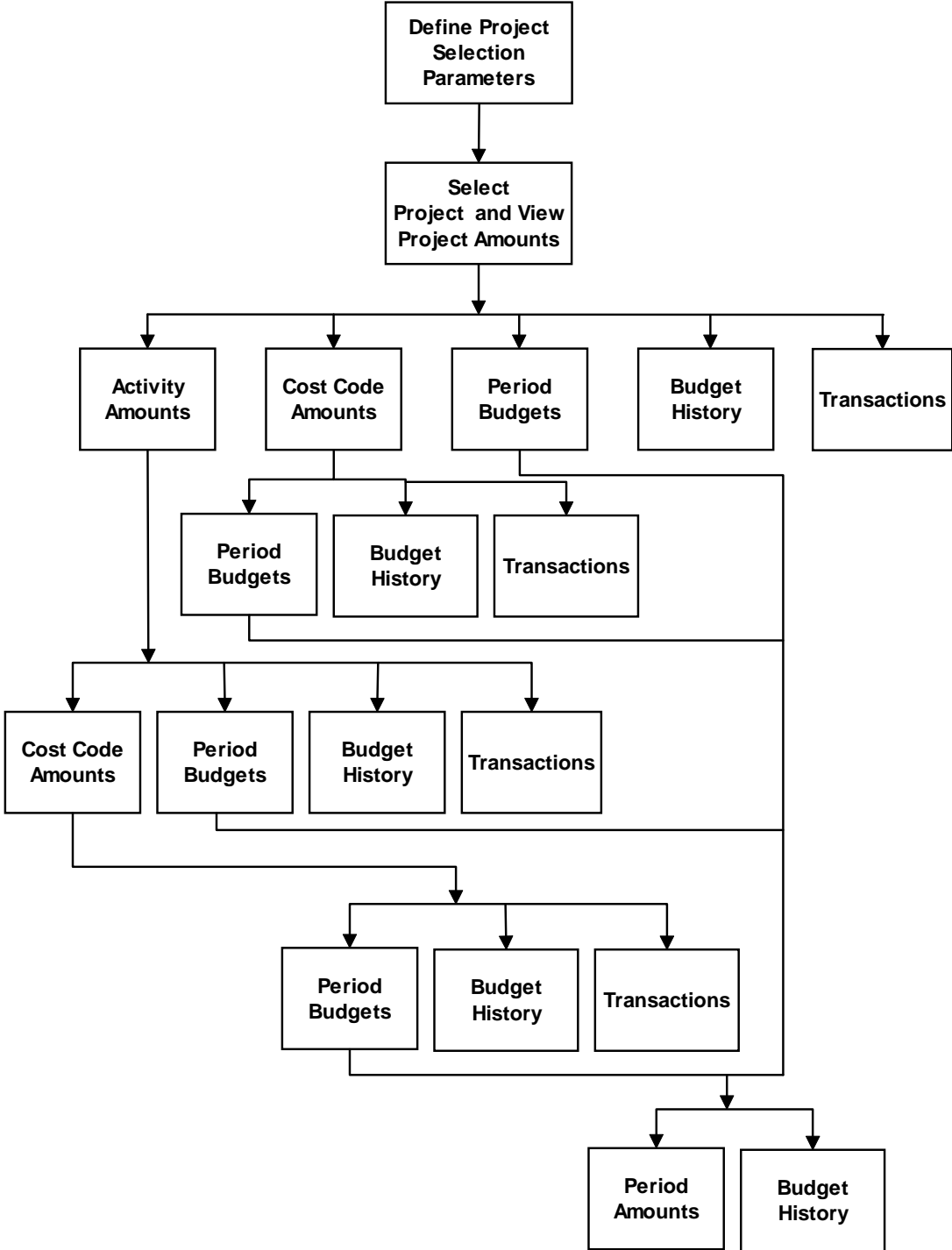


Figure 16-30: Budget vs. Total Costs Flow

Viewing budget vs. total cost pages

Activity amounts page

To access the page described below, you select a project with 1 and press Enter on the Display Budget Vs. Total Costs projects page shown in Figure 16-29.

Opt	Activity	Total costs	Current budget
-	BD	153,054.00	715,800.00
-	BD-AR	96,822.00	576,800.00
-	BD-AR-CD	67,052.00	451,000.00
-	BD-AR-CN	29,770.00	100,500.00
-	BD-AR-DN	.00	25,300.00
-	BD-CO	56,232.00	139,000.00
-	BD-CO-DW	22,384.00	35,000.00
-	BD-CO-FN	10,848.00	21,000.00
-	BD-CO-FR	.00	5,000.00
-	BD-CO-HC	15,000.00	25,000.00
			More...

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

Figure 16-31: Display Budget Vs. Total Costs activity amounts page

On the Display Budget Vs. Total Costs activity amounts page, you can view all activities for the selected project and you can view the total costs and current budget amount for each of these activities.

You can also view budget variance amounts. All actual and budget amounts are summarized for the higher-level activities. If the budget exists only for a higher-level activity, the budget amount for lower-level activities displays as zero.

You can select an activity and view its costs code amounts, period budgets, budget history, and transactions.

How do I...

View the most current list of projects Press F5.

View the budget variance Press F6.

How do I...

Return to the original display after viewing budget variance	Press F6.
Find an activity	Type a full or partial activity identifier in <i>Locate activity</i> and press Enter. This repositions the list to start with that activity.
View cost code amounts	Type 2 in <i>Opt</i> next to the activity and press Enter.
View period budgets	Type 4 in <i>Opt</i> next to the activity and press Enter.
View budget history	Type 5 in <i>Opt</i> next to the activity and press Enter.
View transactions	Type 6 in <i>Opt</i> next to the activity and press Enter.
Return to the project selection page	Press F12.

Cost code amounts page

To access the page described below, you select:

- A project with **2** and press Enter on the Display Budget Vs. total Costs projects page shown in Figure 16-29
 - An activity with **2** and press Enter on the Display Budget Vs. Total Costs activity amounts page shown in Figure 16-31
-

```

11/13/2002 11:42:31 Display Budget Vs. Total Costs PAGCBT PADCBT
-----
Project number . . . : 000-000-001 BUILD A BIG BURGER-YARMOUTH
Activity . . : BD-AR-CN CONSULTING

Locate cost code . . _____
Type options and press Enter. 4=Period budgets, 5=Budget history,
6=Transactions
Opt Cost code Total costs Current budget
- LABCNT 25,000.00 25,000.00
- LABOT .00 .00
- LABREG 4,500.00 30,000.00
- LBRBUR 270.00 .00
- MATER .00 45,000.00
- MISC .00 .00
- OVHEAD .00 500.00

Bottom

-----
F2=Function keys F3=Exit F5=Refresh F6=Variance F24=More keys

```

Figure 16-32: Display Budget Vs. Total Costs cost code amounts page

On the Display Budget Vs. Total Costs cost code amounts page, you can view all cost codes for the selected project or activity and you can view the total costs and current budget amount for each of these cost codes.

You can also:

- View the budget variance amounts

All actual and budget amounts are summarized for the higher-level activities. If you select a project to view cost code amounts, the cost codes are summarized across all activities.

If cost codes are attached only to a lower-level activity, they are summarized. If the budget exists only at the project/activity level, the cost code budget amount is zero.

- Select an activity and view its costs code amounts, period budgets, budget history, and transactions. You can select more than one cost code.

How do I...

View the most current list of cost codes	Press F5.
--	-----------

View the budget variance	Press F6.
--------------------------	-----------

How do I...

Return to the original display after viewing budget variance	Press F6.
Find a cost code	Type a full or partial cost code in <i>Locate cost code</i> and press Enter. This repositions the list to start with that cost code.
View period budgets	Type 4 in <i>Opt</i> next to the cost code and press Enter.
View budget history	Type 5 in <i>Opt</i> next to the cost code and press Enter.
View transactions	Type 6 in <i>Opt</i> next to the cost code and press Enter.
Return to the project or activity selection page	Press F12.

Period budgets page

To access the page described below, you select a cost code with **4** and press Enter on the Display Budget Vs. Total Costs cost code amounts page shown in Figure 16-32.


```

11/13/2002 11:55:26  Display Budget Vs. Total Costs  PAGPBA  PADPBA

Project number . . . : 000-000-005  PACP level
Activity . . . . . : BLDG          Building
Cost code . . . . . : 6000        Admin Labor

  Locate year      _____

Type options and press Enter. 1=Period amounts, 5=Budget history
Opt  Year          Total costs          Current Budget
-    2001          .00                  10,000,000.00
-    2002          80,029.00            .00

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

Bottom
  
```

Figure 16-33: Display Budget Vs. Total Costs period budgets page

On the Display Budget Vs. Total Costs period budgets page, you can view all period budgets for the selected project, activity, or cost code. You can view the total costs and current budget amount for each of these period budget by year.

You can also:

- View the budget variance amounts
- Select a year and view its period amounts and budget history. You can select more than one year

How do I...

View the most current list of years	Press F5.
Find a year	Type a full or partial year in <i>Locate year</i> and press Enter. This repositions the list to start with that year.
View the budget variance	Press F6.
Return to the original display after viewing budget variance	Press F6.
View period amounts	Type 1 in <i>Opt</i> next to the year and press Enter.

How do I...

View budget history	Type 5 in <i>Opt</i> next to the year and press Enter.
Return to the project or activity selection page	Press F12.

Period amounts page

To access the page described below, you select a year with **1** and press Enter on the Display Budget Vs. Total Costs period budgets page shown in Figure 16-33.

11/13/2002 11:57:23		Display Budget Vs. Total Costs		PAGPBD	PADPBD
Project number . . . :		000-000-005	PACP level		
Activity :		BLDG			
Cost code :		6000	Admin Labor		
Year :		2002			
Period	Total Costs	Current budget	Variance		
1	.00	.00	.00		
2	.00	.00	.00		
3	.00	.00	.00		
4	.00	.00	.00		
5	.00	.00	.00		
6	.00	.00	.00		
7	.00	.00	.00		
8	.00	.00	.00		
9	.00	.00	.00		
10	.00	.00	.00		
11	.00	.00	.00		
12	.00	.00	.00		
Total	.00	.00	.00		
F2=Function keys F3=Exit F10=Quick access F12=Cancel					

Figure 16-34: Display Budget Vs. Total Costs period amounts page

On the Display Budget Vs. Total Costs period amounts page, you can view period amounts for the selected project, activity, cost code, or period budget and you can view the total costs, current budget amount, and variance for each period.

How do I...

Return to the period budgets selection page	Press F12.
---	------------

Budget history page

To access the page described below, you select a year with **5** and press Enter on the Display Budget Vs. Total Costs period budgets page shown in Figure 16-33.

```

11/13/2002 12:07:47  Display Budget Vs. Total Costs  PAGBHD  PADBHD
Project . . . . : 000-000-002    P level

Current budget . . . . :          100,000.00
Previous budget . . . . :          100,000.00
Original budget . . . . :          100,000.00

Current budget approver . . . . : KWC
Approval date . . . . . : 9/02/2002
Approval time . . . . . : 22:42:30

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

```

Figure 16-35: Display Budget Vs. Total Costs budget history page

On the Display Budget Vs. Total Costs budget history page, you can view the current budget approver, approval date, and approval time.

You can also view current, previous, and original budget amounts for the selected project, activity, cost code, or period budget.

For example, if the original budget of \$10,000 was changed to \$12,000, and then changed to \$13,000, and then to \$14,000 and approved each time it was changed, the current budget is \$14,000 and the previous budget amount is \$13,000. The original budget is \$10,000.

If you are budgeting at the activity level but viewing at the project level, there could be different approvers, different times, multiple versions of the previous budget, and so forth. Because of this, budget history is displayed only at the budgeting (information entry) level.

How do I...

Return to the budgeting level's selection page	Press F12.
--	------------

Transaction selection page

To access the page described below, you select any of the following:

- A project with **6** and press Enter on the Display Budget Vs. Total Costs projects page shown in Figure 16-29
- An activity with **6** and press Enter on the Display Budget Vs. Total Costs activities page shown in Figure 16-31
- A cost code with **6** and press Enter on the Display Budget Vs. Total Costs cost code amounts page shown in Figure 16-32

Opt		Source	Description	Date	Amount
Scn					
-	ICM		material charges	10/11/2000	375,000.00
-	MTM		INTEREST CHARGES	6/11/2000	2,300.00
-	MTM		MISC ENTRIES	7/11/2000	7,500.00
-	PLM		fleet purchases	10/20/2000	300,000.00
-	PMM		Fleet purchases	6/11/2000	750,000.00
-	PYM		LABOR CHARGES	7/11/2000	3,000.00
-	PYM		labor	8/21/2000	140,000.00
-	PYM		labor	10/11/2000	46,875.00

Bottom

F3=Exit F5=Refresh F10=Quick access F12=Cancel F18=Message line

Figure 16-36: Display Budget Vs. Total Costs transaction selection page

On the Display Budget Vs. Total Costs transaction selection page, you can select a transaction and view its detail and user field information. Transactions are sorted and displayed for selection based on their source and date.

The *Source* column indicates where the transaction originated and the type of transaction:

- ICM (manual item transaction)
- ICI (interfaced item transaction from Infinium IC)
- MTM (manual miscellaneous transaction)
- MTI (interfaced miscellaneous transaction from Infinium GL)
- PLM (manual invoice transaction)

- PLI (interfaced invoice transaction from Infinium PL)
- PMM (manual purchase order transaction)
- PMI (interfaced purchase order transaction from Infinium PM)
- PYM (manual labor transaction)
- PYI (interfaced labor transaction from Infinium PY)

You can use *Source*, *Description*, *Date*, and *Amount Scn* (scan) fields to find a specific transaction in the listing. You can select more than one transaction.

How do I...

View the most current list of transactions	Press F5.
View transaction information	Type 8 in <i>Opt</i> next to the transaction and press Enter.

Transaction detail pages

To access the pages described below you select a transaction with **8** and press Enter on the Display Budget Vs. Total Costs transaction selection page shown in Figure 16-36. Examples of detail information for the following transactions are provided:

- Miscellaneous
- Labor
- Item
- Purchase Order
- Invoice

Miscellaneous transaction detail page

```

7/08/2003 12:09:47 Display Budget Vs. Total Costs  PAGTDI  PADTDI
                                                                Manual
Transaction No . . . . :      1313
Description . . . . . Retainer for attorney
Date . . . . . 7/08/2003      Accounting Period . . . 07 2003

Project number . . . . 000-000-078      Plant Renovation
Activity . . . . . LAND-AQUI                      Land Acquisition
Cost code . . . . .
Charge account . . . . 001-001-000-1160      Land
Actual amount . . . .      10,000.00      Currency . . . . USD
Closed amount . . . .      10,000.00
Create General Ledger journal entry? 0 1=Yes, 0=No
Offset account . . . .
Reference No . . . . .      Journal number . . . .
                                Posted journal number 12804

-----
F2=Function keys  F3=Exit  F8=Walkback  F10=Quick access  F12=Cancel

```

Figure 16-37: Display Budget Vs. Total Costs miscellaneous transaction detail page

On the Display Budget Vs. Total Costs miscellaneous transaction detail page, you can view detail information about the transaction that includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account and offset account
- Actual amount and currency
- Whether to create a GL journal entry
- Reference number

How do I...

Continue and view user field information	Press Enter.
--	--------------

Return to the selection page	Press F12.
------------------------------	------------

Labor transaction detail page

```

7/08/2003 12:11:59 Display Budget Vs. Total Costs PAGTDI PADTDI
Manual
Transaction No . . . . : 134
Description . . . . . Land Surveyors
Date . . . . . 7/08/2003 Accounting Period . . . 07 2003

Resource ID . . . . .
Project number . . . . 000-000-078 Plant Renovation
Activity . . . . . LAND-SURV Land Survey
Cost code . . . . .
Charge account . . . . 001-001-000-1160 Land

Hourly rate . . . . . 45.00
Regular hours . . . . . 20.00
Overtime hours . . . . . .00
Actual amount . . . . . 900.00 Currency . . . . USD
Closed amount . . . . . 900.00
Employer . . . . . Income code . .

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

Figure 16-38: Display Budget Vs. Total Costs labor transaction detail page

On the Display Budget Vs. Total Costs labor transaction detail page, you can view detail information about the transaction that includes:

- Transaction number, description, date, and accounting period
- Resource ID
- Project, activity, and cost code information
- Charge account
- Hourly rate, regular hours, and overtime hours
- Actual amount and currency
- Employer
- Income code

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

Item transaction detail page

```

7/08/2003 12:13:55 Display Budget Vs. Total Costs PAGTDI PADTDI
Manual
Transaction No . . . . : 68
Description . . . . . Project supplies
Date . . . . . 7/08/2003 Accounting Period . . . 07 2003

Project number . . . . 000-000-078 Plant Renovation
Activity . . . . . BLDG-ARCH-CONS Construction Documen
Cost code . . . . .
Charge account . . . . 001-001-000-1080 Construction in

Item . . . . . SUPPLIES
Item Description . . . MISC. SUPPLIES
Warehouse . . . . .
Unit Cost . . . . . 560.850000
Quantity . . . . . 1.0000 U/M. . . . .
Actual amount . . . . 560.85 Currency . . . . USD
Closed amount . . . . 560.85
Storage index 1 . . . : Size . . . . . :
Storage index 2 . . . : Transaction U/M. . :
Storage index 3 . . . :

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

```

Figure 16-39: Display Budget Vs. Total Costs item transaction detail page

On Display Budget Vs. Total Costs item transaction detail page, you can view detail information about the transaction that includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account
- Item, item description, and warehouse
- Unit cost, unit of measure, and quantity
- Actual amount and currency
- Storage index 1, 2, and 3
- Size and transaction unit of measure

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

PO transaction detail page

```

7/08/2003 12:15:32 Display Budget Vs. Total Costs PAGTDI PADTDI
Manual
Transaction No . . . . : 325
Description . . . . . Grading equipment
Date . . . . . 7/08/2003 Accounting Period . . . 07 2003

Project number . . . . 000-000-078 Plant Renovation
Activity . . . . . LAND-IMPR Land Improvements
Cost code . . . . .
Charge account . . . . 001-001-000-1160 Land

P.O. number. . . . .
P.O. line number . . .
P.O. date. . . . .
Vendor . . . . .

Unit Cost. . . . . 8,000.000000
Quantity . . . . . 2.0000 U/M. . . . .
Commitment Amount. . . 16,000.00 Currency . . . . USD

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

Figure 16-40: Display Budget Vs. Total Costs purchase order transaction detail page

On Display Budget Vs. Total Costs purchase order transaction detail page, you can view detail information about the transaction that includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account
- Bank account
- Purchase order number, line number date, and vendor
- Unit cost, unit of measure, and quantity
- Commitment amount and currency

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

Invoice transaction detail page

```

7/08/2003 12:16:33 Display Budget Vs. Total Costs PAGTDI PADTDI
Manual
Transaction No . . . . : 429
Description . . . . . Disposal fees
Date . . . . . 7/08/2003 Accounting Period . . . 07 2003

Project number . . . . 000-000-078 Plant Renovation
Activity . . . . . LAND-IMPR Land Improvements
Cost code . . . . .
Charge account . . . . 001-001-000-1160 Land

P.O. number. . . . .
P.O. line number . . .
P.O. date. . . . .
Vendor . . . . .
Invoice number . . . .
Invoice date . . . .
Quantity . . . . . .0000 U/M. . . . .
Invoice amount . . . . 4,875.00 Currency . . . . USD
Relieved amount . . . . .00
Closed amount . . . . 4,875.00

F2=Function keys F3=Exit F8=Walkback F10=Quick access F12=Cancel_
    
```

Figure 16-41: Display Budget Vs. Total Costs invoice transaction detail page

On the Display Budget Vs. Total Costs invoice transaction detail page, you can view detail information about the transaction that includes:

- Transaction number, description, date, and accounting period
- Project, activity, and cost code information
- Charge account
- Purchase order number, line number, and date
- Vendor
- Invoice number and date
- Quantity and unit of measure
- Invoice amount and currency

How do I...

Continue and view user field information	Press Enter.
Return to the selection page	Press F12.

Transaction user field page

```
7/08/2003 12:10:31 Display Budget Vs. Total Costs PAGTDI PADTDI
Manual
Transaction No . . . . : 1313
Description . . . . . Retainer for attorney

Authorizer . . . . . Added Fees . . . . . .00
Approved? . . . . . Variance . . . . . .00
Work Order . . . . .
Start date . . . . . 5/31/2003

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

Figure 16-42: Display Budget Vs. Total Costs transaction user field page

On the Display Budget Vs. Total Costs transaction user field page, you can view alpha, numeric, and date user field detail if they have been defined on the entity controls and have been used on the transaction.

How do I...

Continue and view detail information for closed transactions Press Enter.

Transaction detail page

```

7/08/2003 12:10:58 Display Budget Vs. Total Costs PAGTDI PADTDI
Manual
Transaction No . . . . : 1313
Description . . . . . Retainer for attorney
Close date . . . . . 7/08/2003

Project number . . . . 000-000-078 Plant Renovation
Activity . . . . . LAND-AQUI Land Acquisition
Cost code . . . . .

General Ledger:
GL company . . . . . 001
Charge account . . . . 001-001-000-1160 Land
Close account . . . . 001-001-000-1161 Buildings
Closed amount . . . . 10,000.00 Currency . . . . USD

Fixed Assets:
FA company . . . . . 001
Asset number . . . . .
Model asset number . .
Accounting location . 001-001-0001-1161
Physical location . . PA-ALLEGH-PGH

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

Figure 16-43: Display Budget Vs. Total Costs transaction detail page

On the Display Budget Vs. Total Costs transaction detail page, you can view Infinium GL and Infinium FA close information for the transaction.

How do I...

Continue and view other selected transactions

Press Enter.

After you view the detail information for the last selected transaction and press Enter, you return to the transaction selection page.

This chapter provides information about closing projects, activities, transactions, and cost codes. In addition, information about combining activities, transactions, and cost codes as well as splitting projects and activities into multiple assets is provided.

The chapter consists of the following topics:

Topic	Page
Overview of the closing process	17-2
Overview of close reports	17-6
Closing projects	17-8

Overview of the closing process

Closing projects

Projects are closed when you press Enter from either the Close Project page or the Split Project Asset page. The *Project status* on the project header is changed to a closed status.

When a project is closed, the *Financial close date* on the project header is updated with the value in *Close date* on the Close Project page. The *Financial close date* on each activity header is updated with the value in *Close date*.

The status of every activity assigned to a closed project is changed to a closed status. Every transaction under each activity for the project is flagged as closed.

A value of yes in *Create GL transactions* indicates that the project is being closed to the general ledger. Project details are sent to the GL Interface File. A journal entry is generated that reverses all charges made to the project. The charge account on each transaction is credited and the close account associated with the transaction is used to create the offset and balance entry. The close account is based on your choice of either the close account for the project or the close account from the activity being closed.

A value of yes in *Create FA transactions* indicates that the project is being capitalized. Project details are sent to the FA Interface File. The total amount of actual charges is sent to the FA Interface File as an asset.

A value of yes in *Create GL transactions* and in *Create FA transactions* indicates that the project will be closed to fixed assets and the general ledger. A transaction is created for both the GL Interface File and the FA Interface File. The general ledger journal entry credits the charge account of each transaction on the project and debits the project or activity close account for each transaction amount.

Refer to the “Accounting Journal Entries” appendix for an example of closing to fixed assets and the general ledger if you are using a fixed assets clearing account.

If the value in both *Create GL transactions* and *Create FA transactions* is no, the project is closed and details are not passed to either interface file. No further accounting entries are required.

You can subsequently work with, view, or print these general ledger transactions using *Work with open GL transactions*, *Display GL transactions*, and *List GL transactions*. You use *Transfer to General Ledger* to move these general ledger transactions to Infinium GL where they can be maintained.

You can also work with, view, or print these fixed assets transactions using *Work with open FA transactions*, *Display FA transactions*, and *List FA transactions*. You use *Transfer to Fixed Assets* to move these fixed asset transactions to Infinium FA where they can be maintained.

Closing activities

Activities are closed when you press Enter from either the Close Activity page or the Split Activity Asset page. The *Activity status* on the activity header is changed to a closed status.

When all activities for a project are closed, you can close the project. When closing a high-level activity, all lower level activities are also closed.

When an activity is closed, the *Financial close date* on the activity header is updated with the value in *Close date* on the Close Activity page. The *Activity status* is changed to a closed status and all transactions for the activity are marked as closed.

If the value in *Create GL transactions* is yes, the activity details are sent to the GL Interface File. The journal entry created for closed activities reverses the charges for each transaction charged to the closed activity. The journal credits the charge account for each transaction and debits the close account from the activity header.

If the value in *Create FA transactions* is yes, the activity details are sent to the FA Interface File. If the value in both *Create GL transactions* and *Create FA transactions* is no, the activity is closed and no details are passed to either interface file.

You can subsequently work with, view, or print these general ledger transactions using *Work with open GL transactions*, *Display GL transactions*, and *List GL transactions*. You use *Transfer to General Ledger* to move these general ledger transactions to Infinium GL where they can be maintained.

You can also work with, view, or print these fixed assets transactions using *Work with open FA transactions*, *Display FA transactions*, and *List FA*

transactions. You use *Transfer to Fixed Assets* to move these fixed asset transactions to Infinium FA where they can be maintained.

Closing transactions

Transactions are closed when you press Enter from the Close Transaction page, the Split Transaction Asset page, or the Combine Transactions page.

When all transactions for an activity are closed, you can close the activity. When all transactions for a project are closed, you can close the project.

If the value in *Create GL transactions* is yes, the transaction details are sent to the GL Interface File. The journal entry created when a transaction is closed credits the charge account originally charged by the transaction and debits the close account for the amount of the transaction.

If the value in *Create FA transactions* is yes, the transaction details are sent to the FA Interface File. If the value in both *Create GL transactions* and *Create FA transactions* is no, the transaction is closed and no details are passed to either interface file.

You can subsequently work with, view, or print these general ledger transactions using *Work with open GL transactions*, *Display GL transactions*, and *List GL transactions*. You use *Transfer to General Ledger* to move these general ledger transactions to Infinium GL where they can be maintained.

You can also work with, view, or print these fixed assets transactions using *Work with open FA transactions*, *Display FA transactions*, and *List FA transactions*. You use *Transfer to Fixed Assets* to move these fixed asset transactions to Infinium FA where they can be maintained.

Closing cost codes

Cost codes are closed when you press Enter on the Close Cost Code page, the Split Cost Code Asset page, or the Combine Cost Codes page.

When all cost codes/transactions for an activity are closed, you can close the activity. When all cost codes for a project are closed, you can close the project.

When you close transactions by cost codes, you are not prohibited from creating new transactions for the closed cost code because there is no closed or active flag for activity cost codes.

If the value in *Create GL transactions* is yes, the cost code/transaction details are sent to the GL Interface File. The journal entry, created when a cost code is closed, credits the charge account debited for each transaction being closed and debits the close account of the activity or project.

If the value in *Create FA transactions* is yes, the cost code details are sent to the FA Interface File. If the value in both *Create GL transactions* and *Create FA transactions* is no, the transaction is closed and no details are passed to either interface file.

You can subsequently work with, view, or print these general ledger transactions using *Work with open GL transactions*, *Display GL transactions*, and *List GL transactions*. You use *Transfer to General Ledger* to move these general ledger transactions to Infinium GL where they can be maintained.

You can also work with, view, or print these fixed assets transactions using *Work with open FA transactions*, *Display FA transactions*, and *List FA transactions*. You use *Transfer to Fixed Assets* to move these fixed asset transactions to Infinium FA where they can be maintained.

Overview of close reports

Reports can be generated when you close a project, activity, or transaction using *Close projects*. The reports list projects, activities, cost codes, and transactions that were closed in the session and indicate if the close process generated general ledger entries or a fixed assets entry.

Closed Assets report

If a project generates fixed assets transactions, the Closed Assets report is generated. All items you select for close (projects, activities, or cost codes) are line items on the report.

When items have been combined, each item is listed as a separate item. The audit number is the same and indicates that these items have been combined.

When you close at the project level, the line item is the project number and description and the activity and cost code are blank. When you close at the activity level, the line item is the project number, activity number, and descriptions and the cost code is blank.

When you close at the cost code level, the line item is the project number, activity, and cost code. If you select the cost code from the project level, the activity may be blank.

When you close at the transaction level and select one transaction to close, the project, activity, and cost code information are listed on the report. If you select multiple transactions from the project level, only the project is listed. If you select transactions from the activity level, the project and activity are listed. If you select transactions from the cost code level, the project and activity (if available) as well as the cost code are listed.

Each transaction is printed as a separate line item on the report and the audit number is unique if closed separately. The audit number is the same for transactions combined into a single asset. If an asset is split, there are multiple audit numbers assigned and an asterisk is printed on the report.

Closed Expenses report

If a project generates general ledger transactions, the Closed Expenses report is generated. When interfacing to the general ledger, each project transaction is reversed and a transaction to the GL Interface File is created.

This report lists all of the actual transactions being closed regardless of whether you are closing at the project, activity, cost code, or transaction level.

The general ledger company and close account are retrieved from the project or activity level, depending on the lowest level selected. The close process resolves these values.

Project Close Summary report

When you run the *Close projects* function, the system generates a third report, the Project Close Summary report. This report provides a consolidated view of all items closed in Infinium PA, projects, activities, cost codes, and transactions, and their corresponding descriptions.

Each line item on the report indicates what was selected for the close, including the project, activity, cost code, or transaction. The transaction information includes the transaction source and the transaction number.

The report also indicates if the close process generated general ledger entries, fixed asset entries, or simply closed in Infinium PA and did not generate additional entries. If the close generated general ledger or fixed assets entries, the report also lists the general ledger and fixed assets companies when applicable.

Printer controls

These reports are generated interactively to a spool file. To view or print these reports, you must set up printer controls for these reports. Use the WRKSPLF command to view the reports. Because the printer files are produced interactively, set the *SCHEDULE* parameter to ***FILEEND**.

For information about setting up printer controls, refer to the *Infinium AM Guide to Application Manager*.

Closing projects

Overview of closing projects

Use *Close projects* to:

- Close an entire project, closing all of its activities and transactions
- Select a project's activity and close it
- Select an activity's transaction and close it separately either as an asset or as an expensed item
- Select an activity and close its cost codes
- Split a project, activity, or transaction into multiple assets
- Select multiple transactions and combine them into an asset or expensed item

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
 - ▼ *Close projects* [CP]

Selecting a project

```

11/08/2002 10:54:10          Close Projects          PAGPHC  PADPHC

Locate project . . . _____
Search for . . . . . _____ Enter known words or characters

Type options and press Enter.
  1=Close project, 2=Select activities, 3=Select transaction
  8=Display project details

Opt Project      Description          Capitalization  Remain Amount
                Code                               to Close
- 000-000-001    BUILD A BIG BURGER-YARMOUTH  B              174,054.00
- 000-000-002    BUILD A BIG BURGER-DENNISPORT B              112,230.56
- 000-000-003    BUILD A BIG BURGER-PROVIDENCE B              164,226.00
- 000-000-004    BUILD A BIG BURGER-ALBANY    B                .00
- 000-000-005    BUILD A BIG BURGER-SAN DIEGO B                4,500.00
- 000-000-007    NEW DISTRIBUTION CENTER      B             574,675.00
- 000-000-008    Project level budget          B                .00
- 000-000-009    Project/Activity level budget B                .00
- 000-000-010    Project/Cost code budget      B                .00
                                     More...

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

```

Figure 17-1: Close Projects prompt page

On the Close Projects prompt page, you can view each project's capitalization code and the remaining dollars to close. The remaining dollars to close is the difference between the actual costs and any previously closed amount.

You can select a method by which to close a project or you can display the project's details. You can close an entire project, close a project's activities or close transactions. You can select more than one project.

If you belong to a project group, only the group's projects are displayed for your selection.

How Do I...

View the most current list of projects from which to select Press F5.

Search for a project Type a full or partial project identifier in *Search for* and press Enter.

This displays all projects that match your entry.

How Do I...

Find a specific project	Type a project identifier in <i>Locate project</i> and press Enter. This repositions the list of projects to start with the project you entered.
Close an entire project	Type 1 in <i>Opt</i> next to the project and press Enter.
Select multiple projects to close	Type 1 in <i>Opt</i> next to each project and press Enter.
Select a project to close its activities	Type 2 in <i>Opt</i> next to the project and press Enter.
Select a project to close its transactions	Type 3 in <i>Opt</i> next to the project and press Enter.
View a project's detail information	Type 8 in <i>Opt</i> next to the project and press Enter.
Exit	Press F3.

Closing an entire project

To access the page described below, select a project with **1** and press Enter on the Close Projects prompt page shown in Figure 17-1.

```

12/15/2008 09:55:37          Close Projects          PAGPHC2  PADPHC2

Project number . . . . . : 000-000-154  DER Company Warehouse

Close date . . . . . : 12/15/2008          Actual start date . . . : 8/12/2003
Create GL transactions . . . . . : _ 1=Yes, 0=No
Create FA transactions . . . . . : _ 1=Yes, 0=No
Split asset . . . . . : 0 1=Yes, 0=No
GL company . . . . . : DER +
Charge account . . . . . : DER-00-00-6017 _____ +
Close account . . . . . : DER-00-00-6018 _____ +
Activity close account . . . . . : 0 1=Yes, 0=No
FA company . . . . . : _____ + Model asset number . . . _____ +
Acquisition code . . . . . : _____ + Asset number . . . . . : _____
Quantity . . . . . : _____ 1 Serial number . . . . . : _____
Status . . . . . : A Depreciation allocation _____ +
Accounting location . . . . . : _____ +
Physical location . . . . . : _____ +
Total actual . . . . . : _____ 665,210.90
Total committed . . . . . : _____ .00
Remaining dollars to close . . . : _____ 665,210.90

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

```

Figure 17-2: Close Projects page

On the Close Projects page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset.

If no transactions have been posted to a project, the actual start date and the total actual and total committed amounts are blank.

The remaining dollars to close is the difference between the total project cost and any previously closed transactions for the project.

Use the information below to complete this page.

Close date

Type a date for the close or use the current date that is displayed. The system uses this date to update the *Financial close date* on the project header.

Create GL transactions

Specify yes to create general ledger transactions if the project you are closing requires the creation of journal entries. The journal created credits the charge account originally debited for each transaction on the project and creates a debit to the project's close account for each transaction.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and you specify no in *Create FA transactions*, a journal entry will be transferred to Infinium GL. The journal entry reverses the charges for all project transactions, crediting the charge account and debiting the close account.

If you specify yes in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the charge account of each transaction on the project and debits the project close account for each transaction amount.

Create FA transactions

Specify yes if the project you are closing is being capitalized and requires that an asset transaction be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

Split asset

Specify yes to split the actual total costs of the project into separate assets. The value in *Create FA transactions* must be yes to split an asset.

Specify no if splitting an asset is not required.

GL company

Select a different general ledger company or use the general ledger company assigned to the project header. A general ledger company is required if you have elected to create general ledger transactions.

Charge account

Select a different charge account or use the charge account assigned to the project header. A credit is created to this account if a transaction being closed does not have a charge account associated with it.

Close account

Select a different close account or use the close account assigned to the project header. A debit is created for this account for cash transactions being closed.

Activity close account

Specify yes to use the close account from the activity associated with the transaction being processed. If the activity does not have a close account, the system uses the close account on this screen.

Specify no to use the close account that you specified in the previous *Close account* field.

FA company

Select a different fixed assets company or use the fixed assets company assigned to the project header. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number assigned to the project header only if you want to automatically create assets in Infinium FA when you transfer to Infinium FA.

Acquisition code

Select a different acquisition code or use the acquisition code that is displayed.

Asset number

Specify an asset number and an optional component number. Leave blank if the Infinium FA company is set up to assign asset numbers.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a serial number if this field is blank or to use a different serial number than the serial number assigned to the project header.

Status

Override the default value of **A** (active), if appropriate, prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to be used to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location assigned to the project header. An accounting location is required if you have selected

a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location assigned to the project header. Physical locations describe where an asset resides physically.

How Do I...

Close the entire project	Complete the information on this page and press Enter.
--------------------------	--

Splitting project assets

To access the page described below, complete the Close Projects page shown in Figure 17-2 and specify yes in the *Create FA transactions* and *Split asset* fields.

```

11/08/2002  11:08:06      Split Project Asset      PAGPHC2  PADPHC2

Project number . . . . . : 000-000-040  Build 634
Remaining dollars to close :                50,100.00
Split Amount . . . . . :                .00

Enter asset amounts.

Amount

_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00
_____ .00

More...

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

Figure 17-3: Split Project Asset page

On the Split Project Asset page, which is displayed if you specified **Yes** in *Split asset* on the Close Projects page, you can create separate assets for a project by entering amounts for those assets.

All project amounts that are split are sent to the FA Interface File with the project details specified on the Close Projects page.

Use the information below to complete this page.

Amount

Type the dollar amount of each asset to be closed into separate assets. The total amount of individual assets must equal the amount in *Remaining \$ to close*.

How Do I...

Refresh the page and view the most current split amount	Press F5.
Split assets and close the project	Type the amount of each asset and press Enter.
Cancel and not split assets	Press F12.

Viewing detail information for a project

To access the page described below, select a project with **8** and press Enter on the Close Projects prompt page shown in Figure 17-1.

```

11/08/2002 11:11:34          Close Projects          PAGPHC1  PADPHC1

Project number . . . : 000-000-040    Build 634
Actual start date  . : 9/02/2002
Contact name . . . . : AH BENG      Ng Chong Peng
Capitalization code : C Capitalization

GL company . . . . . : 001 Century Manufacturing Company
Charge account . . . : 001-001-000-1080
Close account . . . . : 001-001-000-1161
FA company . . . . . : 001
Model asset number . : LEASEHOLD IMP
Serial number . . . . : 1234567890
Accounting location  : 001-001-0001-1161
Physical location . . : MA-BARNST-HYANNIS -AIR-00
Acquisition code . . : C

Total actual . . . . :                138,187.00
Total committed . . :                190,700.00
Remaining dollars to close . . :                50,100.00

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

Figure 17-4: Close Projects display page

On the Close Projects display page, you can view all of the detail information for the selected project.

How Do I...

View detail information for each selected project	Press Enter to view detail information for each selected project. After viewing the last selected project, the Close Projects prompt page is displayed.
---	--

Selecting activities with which to work

To access the page described below, select a project with 2 and press Enter on the Close Projects prompt page shown in Figure 17-1.

```

11/08/2002 11:12:53          Close Activities          PAGAHC  PADAHC
Project number . . . : 000-000-040  Build 634
Locate activity . . . _____

Type options and press Enter.
  1=Close activities, 3=Select transactions, 6=Select cost codes
  7=Combine activities, 8=Display activity details

Opt Activity              Description      Capitalization Code      Remain Amount
to Close

- INFM                    Building       C              50,100.00
- INFM-ARCH               Architectural P C              .00
- INFM-ARCH-CONS          Construction Do C              .00
- INFM-ARCH-DESG          Design phase   C              .00
- INFM-CONS                Construction ph C              50,100.00
- INFM-CONS-FOUN          Foundation     C              50,100.00
- INFM-CONS-FRAM          Framing        C              .00
- INFM-CONS-WIRG          Wiring         C              .00
                                                                    Bottom
=====
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys
  
```

Figure 17-5: Close Activities prompt page

On the Close Activities prompt page, you can view each activity’s capitalization code and the remaining dollars to close. The remaining dollars to close is the difference between the actual costs and any previously closed transactions for the activity.

You can view and select activities to split, close and combine. You can only combine activities that have the same project.

You can also select an activity to view and close its transactions, to view and close its cost codes, and to display the activity's details. You can select more than one activity.

How Do I...

View the most current list of activities from which to select	Press F5.
Find an activity	Type an activity identifier in <i>Locate activity</i> and press Enter. This repositions the list of activities to start with the activity you entered.
Close an activity	Type 1 in <i>Opt</i> next to the activity and press Enter.
Select an activity to close its transactions	Type 3 in <i>Opt</i> next to the activity and press Enter.
Select an activity to close its cost codes	Type 6 in <i>Opt</i> next to the activity and press Enter.
Combine two or more activities	Type 7 in <i>Opt</i> next to each activity and press Enter.
View an activity's detail information	Type 8 in <i>Opt</i> next to the activity and press Enter.

Combining activities

To access the page described below, select a project with 7 and press Enter on the Close Activities prompt page shown in Figure 17-5.

6/05/2003 12:40:14		Combine Activities	PAGAHC	PADAHC
Project number	000-000-082	Project that starts in MAY		
Activity	AAAA	Building		
Close date	6/05/2003	Actual start date . . . : 5/23/2003		
Create GL transactions . . .	_ 1=Yes, 0=No			
Create FA transactions . . .	_ 1=Yes, 0=No			
Split asset	0 1=Yes, 0=No			
GL company	MAY +			
Charge account	MAY-000-000-000-000-000-1330 +			
Close account	MAY-000-000-000-000-000-1111 +			
FA company	MAY +	Model asset number . .	_____ +	
Acquisition code	C +	Asset number	_____	
Quantity	1	Serial number	_____	
Status	A	Depreciation allocation	_____ +	
Accounting location	MAY	_____ +		
Physical location	MA-BARNST-HYANNIS	_____ +		
Total actual		101,016.00		
Total committed00		
Remaining dollars to close . . .		90,500.00		

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

Figure 17-6: Combine Activities page

On the Combine Activities page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset. The activity number that is displayed is the number of the first activity you selected.

The values displayed default from the first activity you selected. If no value is assigned to the activity, the value displayed defaults from the project header. Because not all fields are required, some fields may have no default value.

If no transactions have been posted to an activity, the actual start date and the total actual and total committed amounts are blank. If transactions have been posted, the total actual value is the combined dollar amount posted to the activities you are combining.

The remaining dollars to close is the difference between the total activity cost and the previously closed transactions for the activities you are combining.

Use the information below to complete this page.

Close date

Type a close date for the activities you are combining or use the current date that is displayed. The system uses this date to update the *Financial close date* field on the activity header.

Create GL transactions

Specify yes if the combined activity requires the creation of journal entries for expenses or assets. The journal created credits the charge accounts associated with the activity's transactions and debits the first selected activity's close account.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and no in *Create FA transactions*, a journal entry will be transferred to Infinium GL. The journal entry reverses the charges for all activity transactions, crediting the charge account and debiting the close account.

If you specify yes in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the charge account of each transaction for the activity and debits the activity's close account for each transaction amount.

Create FA transactions

Specify yes if the combined activity is being capitalized and requires a transaction to be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

Split asset

Specify yes to split the actual total costs of the activity into separate assets. The value in *Create FA transactions* must be yes to split an asset.

Specify no if splitting an asset is not required.

GL company

Select a different general ledger company or use the general ledger company that is displayed. A general ledger company is required if you have elected to create general ledger transactions.

Charge account

Select a different charge account or use the charge account that is displayed. A credit is created for this account if a transaction being closed does not have a charge account associated with it.

Close account

Select a different close account or use the close account that is displayed. A debit is created for this account if a transaction being closed does not have a close account associated with it.

FA company

Select a different fixed assets company or use the fixed assets company that is displayed. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number that is displayed only if you have elected to create fixed assets automatically when you transfer to Infinium FA.

Acquisition code

Select a different acquisition code or use the acquisition code that is displayed.

Asset number

Select a different asset and asset component number or use the number that is displayed. Leave blank if the Infinium FA company is set up to assign asset numbers or if *Model asset number* is blank.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a different serial number or use the serial number that is displayed.

Status

Override the default value of **A** (active) if appropriate prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location that is displayed. An accounting location is required if you have selected a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location that is displayed. Physical locations describe where an asset resides physically.

How Do I...

Combine selected activities Complete the information on this page and press Enter.

Closing an activity

To access the page described below, select a project with 1 and press Enter on the Close Activities prompt page shown in Figure 17-5.

```

6/05/2003 13:06:46          Close Activities          PAGAHC  PADAHC

Project number . . . . . : 000-000-082    Project that starts in MAY
Activity . . . . . : AAAA                Building
Close date . . . . . : 6/05/2003        Actual start date . . : 5/23/2003
Create GL transactions . _ 1=Yes, 0=No
Create FA transactions . _ 1=Yes, 0=No
Split asset . . . . . : 0 1=Yes, 0=No
GL company . . . . . : MAY +
Charge account . . . . . : MAY-000-000-000-000-000-1330 +
Close account . . . . . : MAY-000-000-000-000-000-1111 +
FA company . . . . . : MAY + Model asset number . . _____ +
Acquisition code . . . . : C + Asset number . . . . . _____
Quantity . . . . . : _____ 1 Serial number . . . _____
Status . . . . . : A Depreciation allocation _____ +
Accounting location . . : MAY _____ +
Physical location . . . : MA-BARNST-HYANNIS _____ +
Total actual . . . . . : 101,016.00
Total committed . . . . : .00
Remaining dollars to close . . : 90,500.00

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

Figure 17-7: Close Activities page

On the Close Activities page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset.

The values displayed default from the first activity you selected. If no value is assigned to the activity, the value displayed defaults from the project header. Because not all fields are required, some fields may have no default value.

If no transactions have been posted to an activity, the actual start date and the total actual and total committed amounts are blank.

Use the information below to complete this page.

Close date

Type a date for the close or use the current date that is displayed. The system uses this date to update the *Financial close date* on the activity header.

Create GL transactions

Specify yes if the activity you are closing requires the creation of journal entries for expenses or assets. The journal created for the transaction credits the charge accounts associated with the transaction and debits the close account for the transaction.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and no in *Create FA transactions*, a journal entry will be transferred to Infinium GL to record the expense.

If you specify no in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the charge account of the transaction and debits the close account for the transaction amount.

Create FA transactions

Specify yes if the activity you are closing is being capitalized and requires a transaction to be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

Split asset

Specify yes to split the actual total costs of the transaction into separate assets. The value in *Create FA transactions* must be yes to split an asset.

Specify no if splitting an asset is not required.

GL company

Select a different general ledger company or use the general ledger company assigned to the activity header. A general ledger company is required if you have elected to create general ledger transactions.

Charge account

Select a different charge account or use the charge account that is displayed. A credit is created for this account if a transaction being closed does not have a charge account associated with it.

Close account

Select a different close account or use the close account that is displayed. A debit is created for this account if a transaction being closed does not have a close account associated with it.

FA company

Select a different fixed assets company or use the fixed assets company that is displayed. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number that is displayed. A model assets number is required if you have elected to create fixed assets automatically when you transfer to Infinium FA.

Acquisition code

Select a different acquisition code or use the acquisition code that is displayed.

Asset number

Select a different asset and asset component number or use the number that is displayed. Leave blank if Infinium FA is set up to assign asset numbers or if *Model asset number* is blank.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a different serial number or use the serial number that is displayed.

Status

Override the default value of **A** (active) if appropriate prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location that is displayed. An accounting location is required if you have selected a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location that is displayed. Physical locations describe where an asset resides physically.

How Do I...

Close an activity

Complete the information on this page and press Enter.

Splitting activity assets

To access the page described below, complete the Close Activities page shown in Figure 17-7 and specify yes in the *Create FA transactions* and *Split asset* fields.

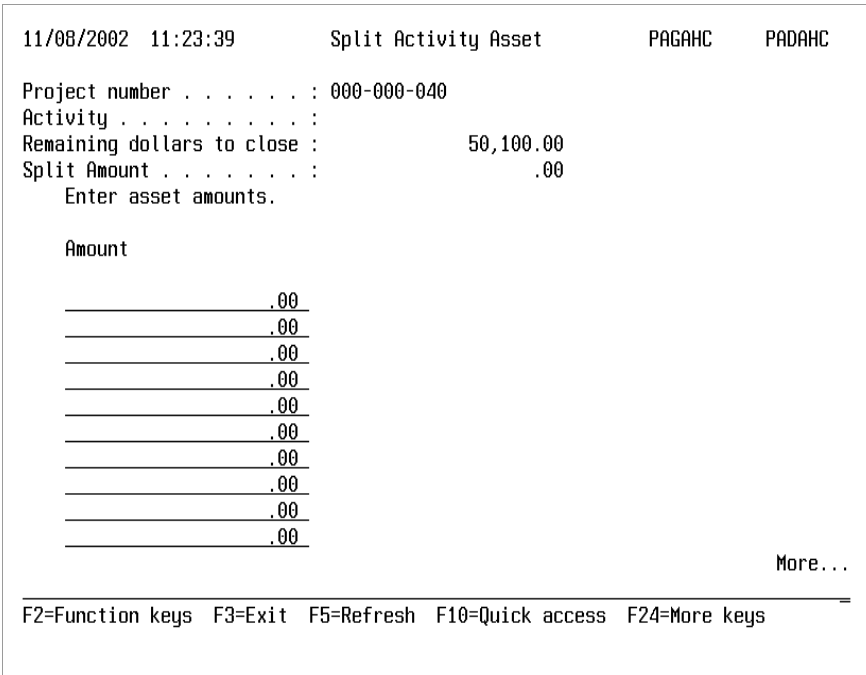


Figure 17-8: Split Activity Asset page

On the Split Activity Asset page, which is displayed if you specified yes in *Split asset* on the Close Activities page, you can create separate assets for an activity by entering amounts for those assets.

All activity amounts that are split are sent to the FA Interface File with the activity details specified on the Close Activities page.

Use the information below to complete this page.

Amount

Type the dollar amount of each asset to be closed into separate assets. The total amount of individual assets must equal the amount in *Remaining \$ to close*.

How Do I...

Refresh the page and view the most current split amount	Press F5.
Split assets and close the activity	Type the amount of each asset and press Enter.
Cancel and not split assets	Press F12.

Closing the project header when all associated activities have been closed

To access the page described below, all activities for a project must first be closed.

```

11/08/2002 12:32:21          Close Activity          PAGAHC  PADAHC
Project number . . . . : 000-000-041   MacD Birthday Event Prep

All activities for this project have been closed.
Do you want to close the project header? 1 1=Yes, 0=No

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

```

Figure 17-9: Close Activity with prompt to close the project header page

On the Close Activities with prompt to close the project header page, you can specify whether to close the project header.

How Do I...

Close the project header	Specify yes and press Enter.
Do not close the project header	Specify no and press Enter.

Viewing detail information for an activity

To access the page described below, you select an activity with **8** and press Enter on the Close Activities prompt page shown in Figure 17-5.

```

11/08/2002 12:35:29      Close Activities          PAGAHC1  PADAHC1

Project number . . . . : 000-000-005    BUILD A BIG BURGER-SAN DIEGO
Activity . . . . . : BD-AR-DN          DESIGN
Actual start date . . :
Contact name . . . . : JANEDOE      JANE M. DOE
Capitalization code . : C Capitalization

GL company . . . . . : 001 Century Manufacturing Company
Charge account . . . . : 001-001-000-1080
Close account . . . . : 001-001-000-1161
FA company . . . . . : 001
Model asset number . . :          BL
Serial number . . . . :
Accounting location . . : 001-001-0001-1161
Physical location . . : MA-BARNST-HYANNIS -AIR-00
Acquisition code . . . : C
Total actual . . . . . :                .00
Total committed . . . :                .00
Remaining dollars to close . . . :                .00

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

```

Figure 17-10: Close Activities Display page

On the Close Activities Display page, you can view all of the close activity information.

How Do I...

View detail information for each selected activity

Press Enter to view detail information for each selected activity.

After viewing the last selected activity, the Close Activity prompt page is displayed.

Selecting transactions with which to work

To access the page described below, select a project with **3** and press Enter on the Close Project prompt page shown in Figure 17-1 or you select an activity with **3** and press Enter on the Close Activities prompt page shown in Figure 17-5.

```

11/08/2002 12:45:35          Close Transactions          PAGTHC  PADTHC
Project number . . . . : 000-000-005  BUILD A BIG BURGER-SAN DIEGO

Search for . . . . . _____ Enter known words or characters

Type options and press Enter.
  1=Close transaction, 7=Combine transactions, 8=Display transaction details

Opt Description          Source Cost Code  Date                Amount
_ Consultants           PYM  LABCNT    9/19/2001          3,000.00
_ GL TO PA - OTHER EXP  MTI  OVHEAD    9/19/2001          1,500.00

                                                                    Bottom
-----
F2=Function keys  F3=Exit  F5=Refresh  F6=Fold/unfold  F24=More keys

```

Figure 17-11: Close Transactions prompt page

On the Close Transactions prompt page, you can view each transaction's description, source, cost code, date, and amount. You can also select a transaction to view its details.

You can view and select transactions to close and combine. You can only combine transactions that have the same activity.

How Do I...

View the most current list of transactions from which to select	Press F5.
Search for a transaction	Type a full or partial transaction number in <i>Search for</i> and press Enter. This displays all transactions that match your entry.
Find a specific transaction	Type the transaction number in <i>Locate transaction number</i> and press Enter. This repositions the list of transactions to start with the transaction you entered.

How Do I...

View the activity and transaction number	Press F6.
Close a transaction	Type 1 in <i>Opt</i> next to the transaction and press Enter.
Combine two or more transactions	Type 7 in <i>Opt</i> next to each transaction and press Enter.
View a transaction's detail information	Type 8 in <i>Opt</i> next to the transaction and press Enter.

Combining transactions

To access the page described below, select a transaction with **7** and press Enter on the Close Transactions prompt page shown in Figure 17-11.

```

6/05/2003 13:31:12          Combine Transactions          PAGTHC2  PADTHC2

Project number . . . . . : 000-000-082    Project that starts in MAY
Activity . . . . .       : AAAA
Cost code . . . . .      :
Close date . . . . .     : 6/05/2003    Actual start date . . . :
Create GL transactions . _ 1=Yes, 0=No
Create FA transactions . _ 1=Yes, 0=No
Split asset . . . . .    : 0 1=Yes, 0=No
GL company . . . . .     : MAY +
Charge account . . . . . : MAY-000-000-000-000-000-000-1330 +
Close account . . . . . : MAY-000-000-000-000-000-000-1111 +
FA company . . . . .     : MAY + Model asset number . . . _____ +
Acquisition code . . . . : _____ + Asset number . . . . . _____
Quantity . . . . .       : _____ 1 Serial number . . . _____
Status . . . . .         : A Depreciation allocation _____ +
Accounting location . . . : MAY _____ +
Physical location . . . . : MA-BARNST-HYANNIS _____ +
Source . . . . .         :
Date . . . . .           :
Total actual . . . . .   :                    50,000.00 Unit price/rate
                                     Quantity/Hours .0000

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

Figure 17-12: Combine Transactions page

On the Combine Transactions page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset. The default values displayed default from the first transaction you selected on the Close Transactions prompt page.

If no value is assigned to the transactions, the value displayed defaults from the activity header. If no value is assigned to the activity, the value displayed defaults from the project header. Because not all fields are required, some fields may have no default value.

The total actual value is the combined dollar amount of the transactions you are combining.

Use the information below to complete this page.

Close date

Type a close date for the transactions you are combining or use the current date that is displayed. The system uses this date to update the *Financial close date* on the activity header.

Create GL transactions

Specify yes if the combined transaction requires the creation of journal entries for expenses or assets. The journal created credits the charge accounts associated with the transaction and debits the close account of the activity of the first transaction you selected.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and you specify no in *Create FA transactions*, a journal entry will be transferred to Infinium GL. The journal entry reverses the charges for the transaction, crediting the charge account and debiting the close account.

If you specify yes in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the transaction's charge account and debits the close account for the transaction amount.

Create FA transactions

Specify yes if the combined transaction is being capitalized and requires a transaction to be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

Split asset

Specify yes to split the actual total costs of the transaction into separate assets. The value in *Create FA transactions* must be yes to split an asset.

Specify no if splitting an asset is not required.

GL company

Select a different general ledger company or use the general ledger company that is displayed. A general ledger company is required if you have elected to create general ledger transactions.

Charge account

Select a different charge account or use the charge account that is displayed. A credit is created for this account if a transaction being closed does not have a charge account associated with it.

Close account

Select a different close account or use the close account that is displayed. A debit is created for this account if the transaction being closed does not have a close account associated with it.

FA company

Select a different fixed assets company or use the fixed assets company that is displayed. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number that is displayed. A model assets number is required if you have elected to create fixed assets automatically when you transfer to Infinium FA.

Acquisition code

Select a different acquisition code or use the acquisition code that is displayed.

Asset number

Select a different asset and component number or use the number that is displayed. Leave blank if Infinium FA is set up to assign asset numbers or if *Model asset number* is blank.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a different serial number or use the serial number that is displayed.

Status

Override the default value of **A** (active) if appropriate prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location that is displayed. An accounting location is required if you have selected a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location that is displayed. Physical locations describe where an asset resides physically.

How Do I...

Combine selected transactions

Complete the information on this page and press Enter.

Closing a transaction

To access the page described below, select a transaction with 1 and press Enter on the Close Transactions prompt page shown in Figure 17-11.

```

6/05/2003 13:33:40          Close Transactions          PAGTHC2  PADTHC2

Project number . . . . . : 000-000-082    Project that starts in MAY
Activity . . . . . : AAAA                      Building
Cost code . . . . . : ITEM    Item cost code for Year Mon Da
Close date . . . . . : 6/05/2003    Actual start date . . . : 5/23/2003
Create GL transactions . _ 1=Yes, 0=No
Create FA transactions . _ 1=Yes, 0=No
Split asset . . . . . : 0 1=Yes, 0=No
GL company . . . . . : MAY +
Charge account . . . . . : MAY-000-000-000-000-000-000-1330 +
Close account . . . . . : MAY-000-000-000-000-000-000-1111 +
FA company . . . . . : MAY + Model asset number . . . _____ +
Acquisition code . . . . : C + Asset number . . . . . _____
Quantity . . . . . : _____ 1 Serial number . . . _____
Status . . . . . : A Depreciation allocation _____ +
Accounting location . . . : MAY _____ +
Physical location . . . : MA-BARNST-HYANNIS _____ +
Source . . . . . : MTI
Date . . . . . : _____ Quantity/Hours .0000
Total actual . . . . . : _____ 50,000.00 Unit price/rate
=====
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 17-13: Close Transactions page

On the Close Transactions page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset.

If no value is assigned to the transactions, the value displayed defaults from the activity header. If no value is assigned to the activity, the value displayed defaults from the project header. Because not all fields are required, some fields may have no default value.

If you accessed the Close Transactions page from the Close Projects page and selected multiple projects, transactions are displayed for one project at a time. After you complete closing tasks for the first project's transactions, the next project's transactions are displayed. The display of transactions is the same if you accessed the Close Transactions page from the Close Activities page and selected multiple activities.

Use the information below to complete this page.

Close date

Type a date for the close or use the current date that is displayed. The system uses this date to update the *Financial close date* on the activity header.

Create GL transactions

Specify yes if the transaction you are closing requires the creation of journal entries for expenses or assets. The journal created for the transaction credits the associated charge account and debits the close account for the transaction.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and you specify yes in *Create FA transactions*, a journal entry will be transferred to Infinium GL. The journal entry reverses the charges for the transaction, crediting the charge account and debiting the close account.

If you specify yes in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the charge account of the transaction and debits the close account for the transaction amount.

Create FA transactions

Specify yes if the activity you are closing is being capitalized and requires a transaction to be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

Split asset

Specify yes to split the actual total costs of the activity into separate assets. The value in *Create FA transactions* must be no to split an asset.

Specify no if splitting an asset is not required.

GL company

Select a different general ledger company or use the general ledger company that is displayed. A general ledger company is required if you have elected to create general ledger transactions.

Charge account

Select a different charge account or use the charge account that is displayed. A credit is created for this account if a transaction being closed does not have a charge account associated with it.

Close account

Select a different close account or use the close account that is displayed. A debit is created for this account if a transaction being closed does not have a close account associated with it.

FA company

Select a different fixed assets company or use the fixed assets company that is displayed. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number that is displayed. A model assets number is required if you have elected to create fixed assets automatically when you transfer to Infinium FA.

Acquisition code

Select an acquisition code or use the acquisition code that is displayed.

Asset number

Select a different asset and component number or use the number that is displayed. Leave blank if Infinium FA is set up to assign asset numbers or if *Model asset number* is blank.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a different serial number or use the serial number that is displayed.

Status

Override the default value of **A** (active) if appropriate prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location that is displayed. An accounting location is required if you have selected a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location that is displayed. Physical locations describe where an asset resides physically.

How Do I...

Close the transaction

Complete the information on this page and press Enter.

Closing the activity header when all associated transactions have been closed

To access the page described below, all transactions for an activity must first be closed.

```
11/08/2002 12:50:30          Close Activiti          PAGTHC2  PADTHC2
Project number . . . . : 000-000-005  BUILD A BIG BURGER-SAN DIEGO

All transactions for this project have been closed.
Do you want to close the project?          1  1=Yes, 0=No
```

Figure 17-14: Close Activity with prompt to close the activity header page

On the Close Activities with prompt to close the activity header page, you can specify whether to close the activity header.

How Do I...

Close the activity header	Specify yes and press Enter.
Not close the activity header	Specify no and press Enter.

Viewing detail information for a transaction

To access the page described below, select a transaction with **8** and press Enter on the Close Transactions prompt page shown in Figure 17-11.

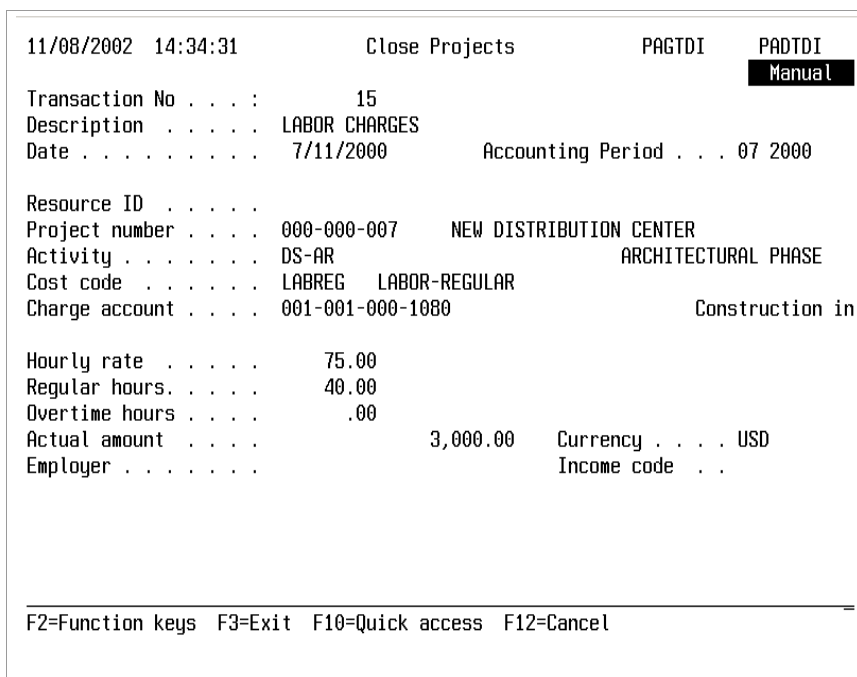


Figure 17-15: Close Projects transaction detail page

On the Close Projects transaction detail page, you can view detail information for a transaction.

How Do I...

View user field detail information for a selected transaction	Press Enter.
---	--------------

How Do I...

View the next selected transaction's detail information

Press Enter to view detail information for the next selected transaction.

After viewing the last selected transaction, the Close Transactions prompt page is displayed.

To access the page described below, press Enter on the first Close Projects transaction detail page shown in Figure 17-15.

```

11/08/2002 14:34:55          Close Projects          PAGTDI          PADTDI
                                                                Manual
Transaction No . . . . :          15
Description . . . . . LABOR CHARGES
Supervisor . . . . .
Hire Date . . . . .

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

```

Figure 17-16: Close Projects transaction user field detail page

On the Close Projects transaction user field detail page, you can view user field detail information for a transaction.

How Do I...

View the next selected transaction's detail information

Press Enter to view detail information for the next selected transaction.

After viewing the last selected transaction, the Close Transactions prompt page is displayed.

Selecting cost codes with which to work

To access the page described below, select an activity with **6** and press Enter on the Close Activity prompt page shown in Figure 17-15.

```

11/08/2002 15:28:49          Close Cost Codes          PAGCHC  PADCHC

Project number . . . . : 000-000-001  BUILD A BIG BURGER-YARMOUTH
Activity . . . . . : BD-AR-DN          DESIGN
Locate cost code . . . : _____
Search for . . . . . : _____ Enter known words or characters

Type options and press Enter.
  1=Close cost code, 7=Combine cost codes

Opt Cost code  Description                               Amount
-   LABCNT  CONTRACT LABOR                               .00
-   LABOT   LABOR OVERTIME                               .00
-   LABREG  LABOR-REGULAR                                 .00
-   LBRBUR  Labor Burden charges                          .00
-   MATER  MATERIALS                                     .00
-   MISC   Miscellaneous charges                          .00
-   OVHEAD  OVERHEAD                                       .00

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

Figure 17-17: Close Cost Codes prompt page

On the Close Cost Codes prompt page, you can view each cost code’s description and amount. You can select cost codes to close and to combine.

How Do I...

View the most current list of cost codes from which to select	Press F5.
View the transaction number and the cost code	Press F6.
Search for a cost code	Type a full or partial cost code in <i>Search for</i> and press Enter. This displays all cost codes that match your entry.
Find a specific cost code	Type the cost code in <i>Locate cost codes</i> and press Enter. This repositions the list of cost codes to start with the cost code you entered.

How Do I...

Close a cost code	Type 1 in <i>Opt</i> next to the cost code and press Enter.
Combine two or more cost codes	Type 7 in <i>Opt</i> next to each cost code and press Enter.

Combining cost codes

To access the page described below, select a cost code with **7** and press Enter on the Close Cost Codes prompt page shown in Figure 17-17.

```

6/05/2003 13:37:44          Combine Cost Codes          PAGCHC2  PADCHC2

Project number . . . . . : 000-000-082    Project that starts in MAY
Activity . . . . .       : AAAA              Building
Cost code . . . . .     : ITEM
Close date . . . . .    : 6/05/2003      Actual start date . . . : 5/23/2003
Create GL transactions . _ 1=Yes, 0=No  Create FA transactions . _ 1=Yes, 0=No
GL company . . . . .    : MAY +          Split asset . . . . .   : 0 1=Yes, 0=No
Charge account . . . . . : MAY-000-000-000-000-000-000-1330 +
Close account . . . . . : MAY-000-000-000-000-000-000-1111 +
FA company . . . . .    : MAY +
Model asset number . . . : _____ +
Asset number . . . . .  : _____
Acquisition code . . . . : C _____ +
Quantity . . . . .      : _____ 1
Serial number . . . . .  : _____
Status . . . . .        : A
Depreciation allocation. : _____ +
Accounting location . . . : MAY _____ +
Physical location . . . . : MA-BARNST-HYANNIS _____ +
Total actual . . . . .   : _____ 90,500.00

-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F12=Cancel
    
```

Figure 17-18: Combine Cost Codes page

On the Combine Cost Codes page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset. The default values on this page are from the first cost code you selected on the Close Cost Codes prompt page.

If no value is assigned to the first cost code/transaction, the value displayed defaults from the activity header. If no value is assigned to the activity, the value displayed defaults from the project header. Because not all fields are required, some fields may have no default value.

If no transactions have been posted to an activity, the actual start date and the total actual amount are blank. If transactions have been posted, the total actual value is the combined dollar amount posted to the cost codes you are combining.

Use the information below to complete this page.

Close date

Type a close date for the cost codes that you are combining or use the current date that is displayed. The system uses this date to update the *Financial close date* on the activity header.

Create GL transactions

Specify yes if the combined cost codes you are closing require the creation of a journal entry for expenses or assets. The journal created credits the charge accounts associated with the cost code and debits the transaction's close account.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and you specify no in *Create FA transactions*, the item is expensed and a journal entry will be transferred to Infinium GL to record the expense. The journal entry reverses the charges for all cost codes, crediting the charge account and debiting the transaction's close account.

If you specify yes in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the cost code's charge account and debits the transaction's close account for each transaction amount.

Create FA transactions

Specify yes if the cost code you are closing is being capitalized and requires a transaction to be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

GL company

Select a different general ledger company or use the general ledger company that is displayed. A general ledger company is required if you have elected to create general ledger transactions.

Split asset

Specify yes to split the actual total costs of the cost code into separate assets. The value in *Create FA transactions* must be yes to split an asset.

Specify no if splitting an asset is not required.

Charge account

Select a different charge account or use the charge account that is displayed. A credit is created for this account if the cost code you are closing does not have a charge account associated with it.

Close account

Select a different close account or use the close account that is displayed. A debit is created for this account if the cost code being closed does not have a close account associated with it.

FA company

Select a different fixed assets company or use the fixed assets company that is displayed. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number that is displayed. A model assets number is required if you have elected to create fixed assets automatically when you transfer to Infinium FA.

Asset number

Select a different asset and component number or use the number that is displayed. Leave blank if Infinium FA is set up to assign asset numbers or if *Model asset number* is blank.

Acquisition code

Select a different acquisition code or use the acquisition code that is displayed.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a different serial number or use the serial number that is displayed.

Status

Override the default value of **A** (active) if appropriate prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location that is displayed. An accounting location is required if you have selected a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location that is displayed. Physical locations describe where an asset resides physically.

How Do I...

Combine selected cost codes

Complete the information on this page and press Enter.

Closing cost codes

To access the page described below, select a cost code with **1** and press Enter on the Close Cost Codes prompt page shown in Figure 17-17.

6/05/2003 13:40:05		Close Cost Codes	PAGCHC2	PADCHC2
Project number	: 000-000-082	Project that starts in	MAY	
Activity	: AAAA	Building		
Cost code	: ITEM			
Close date	: 6/05/2003	Actual start date	: 5/23/2003	
Create GL transactions	: 1=Yes, 0=No	Create FA transactions	: 1=Yes, 0=No	
GL company	: MAY +	Split asset	: 0 1=Yes, 0=No	
Charge account	: MAY-000-000-000-000-000-000-1330 +			
Close account	: MAY-000-000-000-000-000-000-1111 +			
FA company	: MAY +			
Model asset number	: _____ +			
Asset number	: _____			
Acquisition code	: C _____ +			
Quantity	: _____ 1			
Serial number	: _____			
Status	: A			
Depreciation allocation	: _____ +			
Accounting location	: MAY _____ +			
Physical location	: MA-BARNST-HYANNIS _____ +			
Total actual	: 90,500.00			
F2=Function keys F3=Exit F4=Prompt F10=Quick access F12=Cancel				

Figure 17-19: Close Cost Codes page

On the Close Cost Codes page, you must specify the close date, whether to create general ledger transactions, create fixed assets transactions, or to split an asset. If no transactions have been posted to an activity, the actual start date and the total actual amounts are blank.

If no default value is assigned to the cost code, the value displayed defaults from the activity header. If no value is assigned to the activity, the value displayed defaults from the project header. Because not all fields are required, some fields may have no default value.

If you accessed the Close Cost Codes page from the Close Activities page and selected multiple activities, cost codes are displayed for one activity at a time. After you complete closing tasks for the first activity's cost codes, the next activity's cost codes are displayed.

Use the information below to complete this page.

Close date

Type a date for the close or use the current date that is displayed. This date updates the *Financial close date* on the activity header.

Create GL transactions

Specify yes if the activity you are closing requires the creation of journal entries for expenses or assets. The journal created for each of the cost codes

credits the charge accounts associated with the transactions and debits the transaction's close account for each transaction.

Specify no if creating general ledger transactions is not required.

If you specify yes in *Create GL transactions* and no in *Create FA transactions*, a journal entry will be transferred to Infinium GL to record the expense. The journal entry reverses the charges for all cost codes, crediting the charge account and debiting the transaction's close account.

If you specify yes in *Create GL transactions* and in *Create FA transactions*, a transaction is created in the FA Interface File and in the GL Interface File. The general ledger journal entry credits the charge account of each transaction and debits the activity's close account for each transaction amount.

Create FA transactions

Specify yes if the activity you are closing is being capitalized and requires a transaction to be transferred to Infinium FA.

Specify no if creating fixed assets transactions is not required.

Split asset

Specify yes to split the actual total costs of the activity into separate assets. The value in *Create FA transactions* must be yes to split an asset.

Specify no if splitting an asset is not required.

GL company

Select a different general ledger company or use the general ledger company that is displayed. A general ledger company is required if you have elected to create general ledger transactions.

Charge account

Select a different charge account or use the charge account that is displayed. A credit is created for this account if a transaction being closed does not have a charge account associated with it.

Close account

Select a different close account or use the close account that is displayed. A debit is created for this account if a transaction being closed does not have a close account associated with it.

FA company

Select a different fixed assets company or use the fixed assets company that is displayed. A fixed assets company is required if you have elected to create fixed assets transactions.

Model asset number

Select a different model asset number or use the model asset number that is displayed. A model assets number is required if you have elected to create fixed assets automatically when you transfer to Infinium FA.

Acquisition code

Select an acquisition code or use the acquisition code that is displayed.

Asset number

Select a different asset and component number or use the number that is displayed. Leave blank if Infinium FA is set up to assign asset numbers or if *Model asset number* is blank.

Quantity

Override the default value of 1 if appropriate.

Serial number

Select a different serial number or use the serial number that is displayed.

Status

Override the default value of **A** (active) if appropriate prior to transferring to Infinium FA. Other valid values are **I** (inactive) and **N** (non-depreciable).

Depreciation allocation

Select a depreciation allocation table to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

Accounting location

Select a different accounting location or use the accounting location that is displayed. An accounting location is required if you have selected a model asset number. Accounting locations describe where an asset resides financially.

Physical location

Select a different physical location or use the physical location that is displayed. Physical locations describe where an asset resides physically.

How Do I...

Close the cost code

Complete the information on this page and press Enter.

Notes

Chapter 18 Working with Outgoing Infinium Product Interfaces

18

This chapter describes the Infinium FA and Infinium GL interfaces.

The chapter consists of the following topics:

Topic	Page
Working with open general ledger transactions	18-2
Displaying general ledger transactions	18-7
Printing general ledger transactions	18-10
Transferring transactions to Infinium GL	18-12
Working with open fixed assets transactions	18-15
Displaying fixed assets transactions	18-22
Printing fixed assets transactions	18-25
Transferring transactions to Infinium FA	18-28

Working with open general ledger transactions

Overview

Use *Work with open GL transactions* to view, update, or delete general ledger transactions awaiting transfer to Infinium GL. General ledger transactions are created when you run *Close projects* or when the posting entries from miscellaneous transactions have been set to create general ledger entries.

If you specified on the Work With Misc. Transactions detail page that general ledger journal entries should be created for general ledger transactions, a journal entry is created for each transaction when you post it.

After you run *Transfer to General Ledger*, you can maintain general ledger transactions only in Infinium GL.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to General Ledger*
 - ▼ *Work with open GL transactions* [WVOGLT]

Selecting general ledger transactions with which to work

```

11/06/2002 14:57:05 Work With Open GL Transactions PAGGLM PADGLM

Locate audit number _____
Search for . . . _____ Enter known words or characters

Type options and press Enter. 2=Change, 4=Delete.

Sel  Audit Number  Project      Description                                     Amount
--  -
_    183            000-000-040  Inventory Received N                          2,500.00
_    184            000-000-040  Product INR Account                          2,800.00
_    185            000-000-040  Misc Transaction tes                          100.00
_    186            000-000-040  Misc Transaction tes                          100.00
_    187            000-000-040  2nd misc transaction                          200.00
_    188            000-000-040  Discussion misc test                          100.00
_    189            000-000-040  Discussion misc test                          100.00
=    190            000-000-040  Discussion misc test                          100.00

Bottom

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

```

Figure 18-1: Work With Open GL Transactions prompt page

On the Work With Open GL Transactions prompt page, you can view the audit number associated with each transaction, the project to which each transaction belongs, and a description of each general ledger transaction awaiting transfer to Infinium GL.

You can select one or more general ledger transactions to view or update their details prior to transferring them to Infinium GL. You can also delete transactions.

How do I...

View the most current list of general ledger transactions from which to select	Press F5.
Search for a general ledger transaction	Type known transaction information in <i>Search for</i> and press Enter. This displays transactions awaiting transfer to Infinium GL matching the information you typed.

How do I...

Find a specific general ledger transaction	Type the transaction number in <i>Locate audit number</i> and press Enter. This repositions the list to start with your entry.
Select a general ledger transaction to update its detail information	Type 2 in <i>Opt</i> next to the transaction's audit number and press Enter.
Select a general ledger transaction to delete its detail information	Type 4 in <i>Opt</i> next to the transaction's audit number and press Enter.
Exit	Press F3.

Working with general ledger transaction details

To access the page described below, select the general ledger transaction you want to change on the Work With Open GL Transactions prompt page shown in Figure 18-1 and press Enter.

```

11/06/2002 14:57:44 Work With Open GL Transactions PAGGLM PADGLM
Project number . . . : 000-000-040 Audit number . . . . . : 183
Activity . . . . . : INFM-CONS-FOUN
Cost code . . . . . : 8200

GL company . . . . . : 001
GL reference . . . . . : PA
Creation date . . . . : 9/12/2002

Description . . . . . Inventory Received Not Paid
Close date . . . . . 9/12/2002 Accounting Period . . . 9 2002

Debit account . . . . 001-001-000-6390 +
Debit amount . . . . . 2,500.00

Credit account . . . . 001-001-000-2055 +
Credit amount . . . . . 2,500.00-

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

Figure 18-2: Work With Open GL Transactions details page

On the Work With Open GL Transactions details page, you can view detail information that includes the project number, transaction audit number, activity, cost code, general ledger company and reference, and creation date. You can change the description, close date, the debit account and amount, and the credit account and amount.

Use the information below to complete this page.

Description

Change the description of the selected transaction, if necessary.

Close date

Change the date that the project, activity, cost code, or transaction was closed. This date is passed to the general ledger journal entry.

To change the date, type six digits using the date format defined on the entity controls. You do not need to type formatting characters.

Debit account

Select a different debit account if the account that is displayed is not correct. The debit account number is from the close account on either the project or activity header.

If general ledger transactions are created for either the assets or the expenses resulting from a closure, general ledger transaction records are created to reverse the charges in the work in process accounts of your assets and in the charge accounts of your expenses.

Debit amount

Change the debit amount if the amount that is displayed is not correct.

Credit account

Select a different credit account if the account that is displayed is not correct. The credit account from the charge number on the transaction is displayed.

Credit amount

Change the credit amount if the amount that is displayed is not correct.

How do I...

Change transaction detail information

Change the information as appropriate on this page and press Enter.

How do I...

Continue to the next selected transaction	Press Enter.
Return to the prompt page	Press F3.

Confirming deletion of general ledger transaction

To access the page described below, select the general ledger transaction you want to delete on the Work With Open GL Transactions prompt page shown in Figure 18-1 and press Enter.

```

11/06/2002 14:58:34 Work With Open GL Transactions PAGGLM PADGLM
-----
Press Enter to confirm delete.
Press Cancel to return to previous screen.

  Audit Number  Project      Description              Amount
          184    000-000-040  Product INR Account      2,800.00

                                                                 Bottom
-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F12=Cancel

```

Figure 18-3: Work With Open GL Transactions confirm deletion page

On the Work With Open GL Transactions confirm deletion page, you can confirm the deletion of the general ledger transaction or you can cancel the deletion and return to the prompt page. This page is displayed only if you selected a transaction for deletion on the prompt page.

How do I...

Delete the selected transaction	Press Enter.
Cancel the deletion of the selected transaction	Press F12.

Displaying general ledger transactions

Overview

Use *Display GL transactions* to view transaction detail information before you transfer them to Infinium GL.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to General Ledger*
 - ▼ *Display GL transactions [DGLT]*

Selecting general ledger transactions to display

```

11/06/2002 14:59:01      Display GL Transactions      PAGGLD      PADGLD

Locate audit number _____
Search for . . . _____ Enter known words or characters

Type options and press Enter. 8=Display

Sel  Audit Number  Project      Description      Amount
--  -
_    183      000-000-040  Inventory Received N      2,500.00
_    184      000-000-040  Product INR Account      2,800.00
_    185      000-000-040  Misc Transaction tes      100.00
_    186      000-000-040  Misc Transaction tes      100.00
_    187      000-000-040  2nd misc transaction      200.00
_    188      000-000-040  Discussion misc test      100.00
_    189      000-000-040  Discussion misc test      100.00
=    190      000-000-040  Discussion misc test      100.00

Bottom

F3=Exit F5=Refresh F10=Quick access F12=Cancel F18=Message line
    
```

Figure 18-4: Display GL Transactions prompt page

On the Display GL Transactions prompt page, you can view the audit number associated with each transaction, the project to which each transaction belongs, and a description of each general ledger transaction awaiting transfer to Infinium GL.

You can select one or more general ledger transactions to view detail information prior to transferring them to Infinium GL.

How do I...

View the most current list of transactions from which to select	Press F5.
Search for a general ledger transaction	Type known transaction information in <i>Search for</i> and press Enter. This displays transactions awaiting transfer to Infinium GL matching the information you type.
Find a specific general ledger transaction	Type the transaction number in <i>Locate audit number</i> and press Enter. This repositions the list to start with your entry.
Select a transaction to view its detail information	Type 8 in <i>Opt</i> next to the transaction's audit number and press Enter.
Select multiple transactions to view their detail information	Type 8 in <i>Opt</i> next to each transaction's audit number and press Enter.
Exit	Press F3.

Viewing general ledger transaction detail information

To access this page, select a general ledger transaction with **8** and press Enter on the Display GL Transactions prompt page shown in Figure 18-4. On the Display GL Transactions information page you can view detail information that includes the project number, transaction audit number, activity, cost code, general ledger company and reference, creation date, description, close date, the debit account and amount, and the credit account and amount.

How do I...

Return to the prompt page or
continue if you selected multiple
transactions

Press Enter.

Printing general ledger transactions

Overview

Use *List GL transactions* to create a listing of all general ledger transaction records created during the close process that have not been transferred to Infinium GL.

This report includes each transaction's associated project/activity, general ledger company, close and creation dates, posting period, cost code, description, debit and credit accounts and amounts, as well as totals for debit and credit amounts.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to General Ledger*
 - ▼ *List GL transactions* [LGLT]

Printing the General Ledger Transactions report

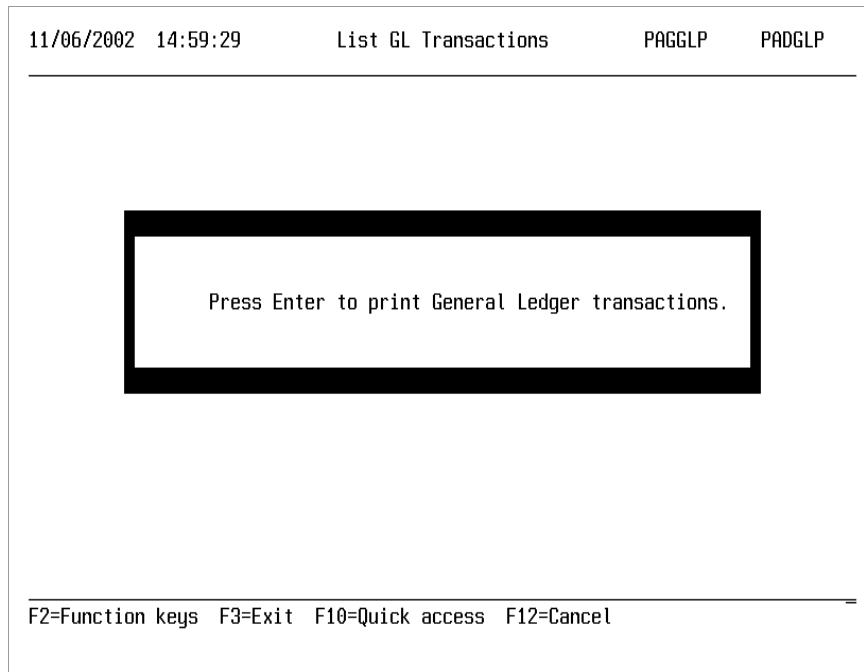


Figure 18-5: List GL Transactions prompt page

On the List GL Transactions prompt page, you can submit the report for printing.

How do I...

Submit the report for printing	Press Enter.
Return to the menu and not print the report	Press F12.

Transferring transactions to Infinium GL

Overview

Use *Transfer to General Ledger* to move the general ledger transactions to Infinium GL where they can be maintained. A general ledger journal proof report is generated when the transfer is complete and all errors appear on the report.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to General Ledger*
 - ▼ *Transfer to General Ledger [TTGL]*

Transferring general ledger transactions to Infinium GL

```
11/06/2002 15:07:36      Transfer To General Ledger      PAGTFR      PADTFR
-----
Transfer to General Ledger . . _ 1 = GL Account only
                                   2 = GL Account and project
                                   3 = GL Account, project, activity
                                       and cost code

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

Figure 18-6: Transfer To General Ledger prompt page

On the Transfer To General Ledger prompt page, you must specify whether you are transferring:

- General ledger account numbers only
- General ledger account numbers and the project number
- General ledger account numbers and project, activity, and cost codes

Use the information below to complete this page.

Transfer to General Ledger

Type **1** to transfer general ledger account information only to Infinium GL. All transactions are summarized by general ledger account number.

Type **2** to transfer general ledger account information and Infinium PA project codes. Project codes are passed to the Infinium GL *Job code* field. Transactions are summarized by account number and project number.

Type **3** to transfer general ledger account information, project, activity, and cost code information for each transaction to Infinium GL. Transactions are summarized by account number, project, activity, and cost code combination.

How do I...

Transfer records in the GL interface file to Infinium GL	Complete the information on this page and press Enter.
Return to the menu without transferring transactions	Press F12.

Working with open fixed assets transactions

Overview

Use *Work with open FA transactions* to view, update, or delete fixed assets transactions awaiting transfer to Infinium FA. Fixed assets transactions are created when you run *Close projects*.

The fixed asset records in the fixed asset interface file are permanent records, but their ID numbers are temporary. The numbers identifying asset records in *Work with open FA transactions* are used by Infinium PA to track assets prior to their transfer to Infinium FA.

After you run *Transfer to Fixed Assets*, you can maintain fixed assets transactions only in Infinium FA. You can re-number your assets according to the numbering system in Infinium FA.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to Fixed Assets*
 - ▼ *Work with open FA transactions* [WWOFAT]

Selecting fixed assets transactions with which to work

```

11/06/2002 15:15:03   Work With Open FA Transactions   PAGFAM   PADFAM

Locate audit number _____
Search for . . . . . _____

Type options and press Enter. 2=Change, 4=Delete.

Sel  Audit Number  Project      Description                                     Amount
--  -
_    1             000-000-007  fleet purchases                               75,000.00
_    2             000-000-007  fleet purchases                               75,000.00
_    3             000-000-007  fleet purchases                               75,000.00
_    4             000-000-007  fleet purchases                               75,000.00
_    5             000-000-001  SPECIAL CONTRACT                             500.00
_    6             000-000-001  MANUAL LABOR                                 384.00
=    7             000-000-001  Allocation                                   270.00

                                                                 Bottom

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

```

Figure 18-7: Work With Open FA Transactions prompt page

On the Work With Open FA Transactions prompt page, you can view the audit number associated with each transaction, the project to which each transaction belongs, and a description of each fixed assets transaction awaiting transfer to Infinium FA.

You can select one or more fixed asset transactions to view or update their details prior to transferring them to Infinium FA. You can also delete transactions.

How do I...

View the most current list of fixed asset transactions from which to select

Press F5.

Search for a fixed assets transaction

Type known transaction information in *Search for* and press Enter.

This displays transactions awaiting transfer to Infinium FA matching the information you typed.

How do I...

Find a specific fixed assets transaction	Type the transaction number in <i>Locate audit number</i> and press Enter. This repositions the list to start with your entry.
Select a fixed asset transaction to update its detail information	Type 2 in <i>Opt</i> next to the transaction's audit number and press Enter.
Select a fixed asset transaction to delete its detail information	Type 4 in <i>Opt</i> next to the transaction's audit number and press Enter.
Exit	Press F3.

Working with fixed assets transaction details

To access the page described below, select the fixed assets transaction you want to change on the Work With Open FA Transactions prompt page shown in Figure 18-7 and press Enter.

```

11/06/2002 15:15:59 Work With Open FA Transactions PAGFAM PADFAM
Project number . . . . : 000-000-001 Audit number . . . . . : 7
Activity . . . . . : BD-AR-CN

REGION NORTH ALPHA2
ALPHA3 PHASE1 8/01/2001
NUM01
GL company . . . . . : 100
FA company . . . . . : 100 +
Model asset number . . . . . : _____ EQUIP + Close date . . . . . : 8/07/2001
Asset number . . . . . : _____
Cost basis . . . . . : 270.00
Description . . . . . : Allocation _____
Quantity . . . . . : 1
Serial number . . . . . : _____
Status . . . . . : A
Accounting location . . . . . : 100-999-999- 510- 10 +
Physical location . . . . . : GA- FULT-ATLANTA -815 -5 +
Acquisition code . . . . . : P _____ +
Depreciation allocation _____ +

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

Figure 18-8: Work With Open FA Transactions details page

On the Work With Open FA Transactions details page, you can view detail information that includes the project number, transaction audit number, activity, user field information, the general ledger company, and the cost basis.

When you transfer to Infinium FA, the asset is automatically created if you provide all of the necessary fixed assets information. If you do not provide all of the necessary fixed assets information, you must use *Work with interface items* in Infinium FA to create the asset.

You can change all of the other fixed asset transactions details.

If you combined several activities or transactions into one asset in *Close projects*, the cost basis amount is the total of all combined charges. If you split an asset into multiple assets in *Close project*, the cost basis amount is the total charges incurred divided by the number of assets created or the amount assigned.

Use the information below to complete this page.

User fields

The first three alpha user fields, the first numeric field, and the first date field from the activity or project header are displayed. This information is passed to the project accounting segment (CIP segment) in Infinium FA.

FA company

Select a fixed assets company to change the company that is displayed.

The company displayed defaults from the activity if the item closed is a cost code, transaction, or activity. Otherwise, the value displayed is the project's fixed assets company.

Model asset number

Select a model asset number to change the model asset number that is displayed.

Close date

Change the date that the fixed asset transaction was closed.

To change the date, type six digits using the date format defined on the entity controls. You do not need to type formatting characters.

Asset number

Leave blank if Infinium FA assigns asset numbers or if *Model asset number* is blank. If an asset number is displayed, you can change it prior to transferring the transaction to Infinium FA.

Description

Change the description of the selected transaction if necessary.

Quantity

Change the default value of 1 if necessary.

Serial number

Change the asset's serial number assigned to this transaction if necessary.

Status

Change the default value of **A** if necessary. Valid values are **A** (active), **I** (inactive), and **N** (non-depreciable).

Accounting location

Select a different fixed assets accounting location for the selected transaction if necessary. If there is a value in *Model asset number*, there must also be a value in *Accounting location*.

Physical location

Select a different fixed assets physical location for the selected transaction if necessary. If you are automatically creating an asset in Infinium FA during the transfer, you must specify a physical location.

Acquisition code

Select a different acquisition code for the selected transaction, if necessary.

Depreciation allocation

Select a depreciation allocation table to be used to spread depreciation expense over multiple depreciation expense accounts within the same company. The depreciation accounts in the table override the depreciation expense account attached to the accounting location for that asset.

How do I...

Change transaction detail information	Change the information as appropriate on this page and press Enter.
Continue to the next selected transaction	Press Enter.
Return to the prompt page	Press F3.

Confirming deletion of a fixed assets transaction

To access the page described below, select the fixed assets transaction you want to delete on the Work With Open FA Transactions prompt page shown in Figure 18-7 and press Enter.

11/06/2002	15:18:32	Work With Open FA Transactions	PAGFAM	PADFAM
Press Enter to confirm delete. Press Cancel to return to previous screen.				
Audit Number	Project	Description	Amount	
7	000-000-001	Allocation	270.00	
				Bottom
F2=Function keys F3=Exit F10=Quick access F12=Cancel				

Figure 18-9: Work With Open FA Transactions confirm deletion page

On the Work With Open FA Transactions confirm deletion page, you can confirm the deletion of the fixed assets transaction or you can cancel the deletion and return to the prompt page. This page is displayed only if you selected a transaction for deletion on the prompt page.

How do I...

Delete the selected transaction	Press Enter.
---------------------------------	--------------

How do I...

Cancel the deletion of the selected transaction Press F12.

Displaying fixed assets transactions

Overview

Use *Display FA transactions* to view transaction detail information before you transfer them to Infinium FA.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to Fixed Assets*
 - ▼ *Display FA transactions [DFAT]*

Selecting fixed assets transactions to display

```

11/06/2002 15:19:48      Display FA Transactions      PAGFADS  PADFADS

Locate audit number _____
Search for . . . . _____ Enter known words or characters

Type options and press Enter. 8=Display

Sel  Audit Number  Project      Description      Amount
--  -
_    1      000-000-007  fleet purchases  75,000.00
_    2      000-000-007  fleet purchases  75,000.00
_    3      000-000-007  fleet purchases  75,000.00
_    4      000-000-007  fleet purchases  75,000.00
_    5      000-000-001  SPECIAL CONTRACT  500.00
_    6      000-000-001  MANUAL LABOR     384.00
_    7      000-000-001  Allocation       270.00
=

Bottom

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

```

Figure 18-10: Display FA Transactions prompt page

On the Display FA Transactions prompt page, you can view the audit number associated with each transaction, the project to which each transaction belongs, and a description of each general ledger transaction awaiting transfer to Infinium FA.

You can select one or more fixed assets transactions to view detail information prior to transferring them to Infinium FA.

How do I...

View the most current list of transactions from which to select	Press F5.
Search for a fixed assets transaction	Type known transaction information in <i>Search for</i> and press Enter. This displays transactions awaiting transfer to Infinium FA matching the information you typed.
Find a specific fixed assets transaction	Type the transaction number in <i>Locate audit number</i> and press Enter. This repositions the list to start with your entry.
Select a transaction to view its detail information	Type 8 in <i>Opt</i> next to the transaction's audit number and press Enter.
Select multiple transactions to view their detail information	Type 8 in <i>Opt</i> next to each transaction's audit number and press Enter.
Exit	Press F3.

Viewing fixed assets transaction detail information

To access this page, select a fixed assets transaction with **8** and press Enter on the Display FA Transactions prompt page shown in Figure 18-10. On the Display FA Transactions information page you can view detail information that includes the project number, transaction audit number, activity, user field information, general ledger company, and the cost basis.

You can also view the fixed assets company, model asset number, close date, asset number, description, quantity, serial number, status, accounting and physical locations, acquisition code, and depreciation allocation table.

How do I...

Return to the prompt page or
continue if you selected multiple
transactions

Press Enter.

Printing fixed assets transactions

Overview

Use *List FA transactions* to create a listing of all fixed assets transaction records created during the close process that have not been transferred to Infinium FA.

Based on your selection criteria, the report lists each transaction's PA audit number, asset number, associated project/activity, actual close date, cost basis, description, fixed assets company, model asset and serial numbers, accounting and physical locations, status, and acquisition code. User field information and the asset count and total cost basis are also included.

Use the menu path below.

- ▶ *Infinium PA*
 - ▶ *Close and Transfer*
 - ▶ *Interface to Fixed Assets*
 - ▼ *List FA transactions [LFAT]*
-

Printing the Fixed Assets Transactions report

```

5/29/2003 10:19:43      List FA Transactions      PAGFAP      PADFAP

Project from/mask . . . . . _____ +
      To . . . . . _____ +
OR Project group . . . . . _____ +

From date. . . . . _____
      To . . . . . _____

FA company . . . . . ___ +

Accounting location. . . . . _____

F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F4=Prompt

```

Figure 18-11: List FA Transactions prompt page

On the List FA Transactions prompt page you can specify report criteria and submit the report for printing. Use the information below to complete this page.

Project From/mask

Select a project to use as the beginning of a range of projects for which to list transactions or type a project mask.

Leave blank to list transactions for all projects or leave blank if you specified a project group.

To (project)

Select a project to use as the ending project of a range of projects if you specified a beginning project.

Leave blank if you specified a project and want information for only that project, if you did not specify a beginning project for a range or if you specified a project mask or project group.

Project group

Select a project group for which to list transactions.

Leave blank to list transactions for all project groups or leave blank if you specified a project range or project mask.

From date

Specify a date to limit the report to transactions beginning with that date.

Leave blank to list all transactions regardless of date.

To (date)

Specify a date to limit the report to transactions ending with that date.

Leave blank to list all transactions regardless of date.

If you specify an ending date for a date range, you must also specify a date in the *From date* field.

FA company

Select a fixed assets company to limit the list of transactions to that company.

Leave blank to list transactions for all fixed assets companies.

Accounting location

Specify an accounting location to limit the list of transactions to that accounting location.

Leave blank to list transactions for all accounting locations.

How do I...

Submit the report for printing	Complete the selection criteria for the report and press Enter.
Return to the menu and not print the report	Press F12.

Transferring transactions to Infinium FA

Overview

Use *Transfer to Fixed Assets* to move the fixed assets transactions to Infinium FA where they can be maintained. A report is generated when the transfer is complete indicating which transactions successfully passed to Infinium FA and which transactions did not.

Additionally, the report specifies whether or not an asset was created. If an item was transferred but no asset was created, you can use *Work with interface items* in Infinium FA to create the asset.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Close and Transfer*
- ▶ *Interface to Fixed Assets*
 - ▼ *Transfer to Fixed Assets [TTFA]*

Transferring transactions to Infinium FA

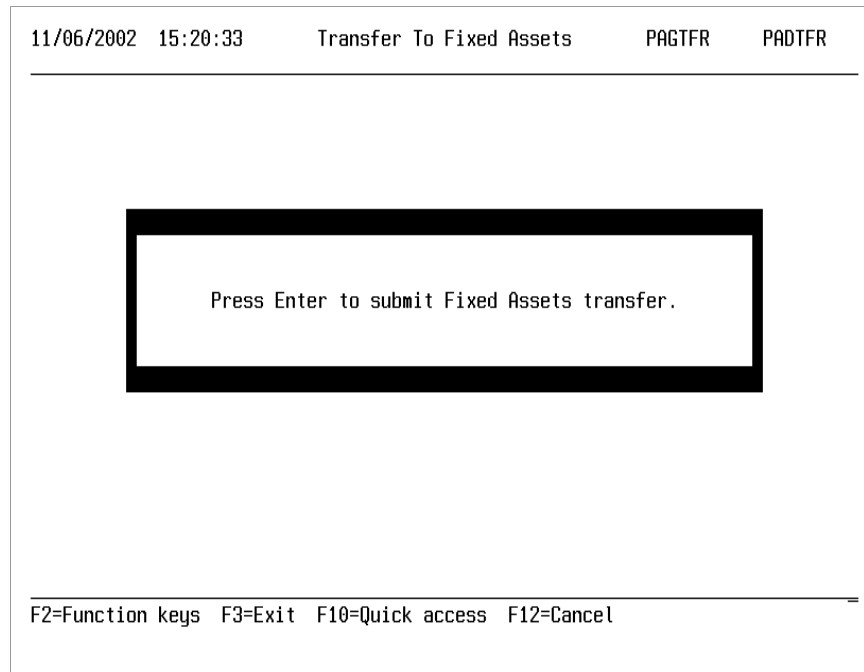


Figure 18-12: Transfer To Fixed Assets prompt page

On the Transfer To Fixed Assets prompt page, you can press Enter to transfer the records in the fixed assets interface file to Infinium FA.

How do I...

Transfer records in the FA interface file to Infinium FA	Press Enter.
Return to the menu without transferring transactions	Press F12.

Notes

Chapter 19 Purging History and Reorganizing Infinium PA Files

Purging and reorganizing files allows you to recover and reuse the disk space of deleted files.

The chapter consists of the following topics:

Topic	Page
Reorganizing all Infinium PA files	19-2
Purging batch prompt data	19-4
Purging project transactions	19-6
Purging Infinium GL interface files	19-9
Purging Infinium FA interface files	19-12

Reorganizing all Infinium PA files

Overview

Use *Reorganize all PA files* to reorganize the physical files in Infinium PA. You can remove deleted records only or remove deleted records and organize the files on an access path.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Supervisor Functions*
 - ▼ *Reorganize all PA files* [RAPAF]

Specifying reorganization method

```
11/06/2002 10:35:04      Reorganize All PA Files      PAGRPF      PADRPF

Reorganization method . . . _ 0 = Remove deleted records only
                               1 = Remove deleted records and organize
                               files on primary access paths

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

Figure 19-1: Reorganize All PA Files prompt page

On the Reorganize All PA Files prompt page, you can specify whether to remove only deleted records or remove deleted records and organize the file on an access path and submit the job.

Caution: You must ensure that all Infinium PA users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.

Use the information below to complete this page.

Reorganization method

Specify whether to remove only deleted records and not reorganize files or remove deleted records and reorganize files.

How do I...

Remove only deleted records and not organize files	Type 0 in <i>Reorganization method</i> and press Enter.
Remove deleted records and organize files	Type 1 in <i>Reorganization method</i> and press Enter.
Exit without removing records or removing records and organizing files	Press F12.

Purging batch prompt data

Overview

Use *Purge batch prompt data* to purge and reorganize the files used to process batch jobs in Infinium PA and show the last selected values on the prompt page.

Running this purge clears the task-coupling file containing the submission parameters for all submitted jobs. Storing this information allows you to view how the last job was submitted.

The two files cleared are:

- Task Coupling - PAPLK
- Task Coupling Detail - PAPLL

Use the menu path below.

- ▶ Infinium PA
- ▶ *Supervisor Functions*
 - ▼ *Purge batch prompt data* [PBPD]

Specifying purge through date

```

11/06/2002 10:35:33      Purge Batch Prompt Data      PAGPRG      PADPRG

** This function will purge and reorganize files that are
used to process batch jobs and show the last selected
values on the prompt screen. The PURGE THROUGH DATE
field should NOT include any date for which submitted jobs
have not run.

Purge through date . . . . . _____

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

```

Figure 19-2: Purge Batch Prompt Data prompt page

On the Purge Batch Prompt Data prompt page, you specify the purge through date and submit the purge.

Use the information below to complete this page.

Purge through date

Specify a date through which all records will be purged. All records for this date and earlier will be deleted.

The purge date should not include any date for which submitted jobs have not run.

How do I...

Submit the purge	Specify a date and press Enter.
Exit without purging	Press F12.

Purging project transactions

Overview

Use *Purge project transactions* to clear posted transactions from the transaction detail file (PAPTD). Only transactions that have been closed can be purged.

The Purge Transactions report lists all transactions by projects that have been purged. This report sorts and breaks by project and includes the activity, cost code, transaction number and description, charge account, year and period, source, and amount.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Supervisor Functions*
 - ▼ *Purge project transactions* [PPT]

Specifying purge parameters

```

11/06/2002 10:35:51      Purge Project Transactions      PAGPRG      PADPRG

Project . . . . . _____ +
or
Project group . . . . . _____ + Blank for all

Purge transaction records
through to year/period . . . . . ____ _

Print option . . . . . = 1=Print and purge, 2=Purge only
                        0=Print only

Press Enter to purge . . .

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

```

Figure 19-3: Purge Project Transactions prompt page

On the Purge Project Transactions prompt page, you specify which transactions to purge and whether to print a report when you submit the transaction purge.

Use the information below to complete this page.

Project

Select a project to purge posted transactions for that project only. Leave blank to purge transactions for projects in a project group or to purge transactions for all projects.

Project group

Select a project group to purge posted transactions for that project group only. Leave blank to purge transactions for a specific project or to purge transactions for all projects.

Purge transaction records through to year/period

Specify a year and period through which all transaction records will be purged. All records for this date and earlier will be deleted.

The purge date should not include any date for which submitted jobs have not run.

Print option

Type **0** to only print a report.

Type **1** to purge transaction records and print a report.

Type **2** to only purge transaction records and not print a report.

How do I...

Submit the purge	Complete the information on this page and press Enter.
Exit without purging	Press F12.

Purging Infinium GL interface files

Overview

Use *Purge GL interface file* to clear closed transactions from the GL interface file (PAPGL). Only transactions that have been transferred to Infinium GL can be purged.

The Purge GL Interface File report lists all transactions by projects that have been purged. This report sorts and breaks by project and includes the activity, cost code, General Ledger company, transaction description, debit and credit accounts, close date, journal number, and the debit and credit amounts.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Supervisor Functions*
 - ▼ *Purge GL interface file* [PGLIF]

Specifying purge parameters

```

11/06/2002 10:36:17      Purge GL Interface File      PAGPRG      PADPRG

Project . . . . . _____ +
or
Project group . . . . . _____ + Blank for all

Purge transaction records
through to close date . . . . . _____

Print option . . . . . = 1=Print and purge, 2=Purge only
                        0=Print only

Press Enter to purge . . .

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

```

Figure 19-4: Purge GL Interface File prompt page

On the Purge GL Interface File prompt page, you specify which transactions to purge and whether to print a report when you submit the transaction purge.

Use the information below to complete this page.

Project

Select a project to purge posted transactions for that project only. Leave blank to purge transactions for projects in a project group or to purge transactions for all projects.

Project group

Select a project group to purge posted transactions for that project group only. Leave blank to purge transactions for a specific project or to purge transactions for all projects.

Purge transaction records through to close date

Specify a close date through which all transaction records will be purged. All records for this date and earlier will be deleted.

Print option

Type **0** to only print a report.

Type **1** to purge transaction records and to print a report.

Type **2** to only purge transaction records and not print a report.

How do I...

Submit the purge	Complete the information on this page and press Enter.
Exit without purging	Press F12.

Purging Infinium FA interface files

Overview

Use *Purge FA interface file* to clear closed transactions from the FA interface file (PAPFA). This file contains transactions that have been closed and transferred to FA.

The Purge FA Interface File report lists all transactions by projects that have been purged. This report sorts and breaks by project and includes the activity, cost code, description, model asset and serial numbers, Fixed Assets and General Ledger companies, acquisition code, close date, and cost basis.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Supervisor Functions*
 - ▼ *Purge FA interface file* [PFAIF]

Specifying purge parameters

```

11/06/2002 10:36:35      Purge FA Interface File      PAGPRG      PADPRG

Project . . . . . _____ +
or
Project group . . . . . _____ + Blank for all

Purge transaction records
through to close date . . . . . _____

Print option . . . . . = 1=Print and purge, 2=Purge only
                        0=Print only

Press Enter to purge . . .

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

```

Figure 19-5: Purge FA Interface File prompt page

On the Purge FA Interface File prompt page, you specify which transactions to purge and whether to print a report when you submit the transaction purge.

Use the information below to complete this page.

Project

Select a project to purge posted transactions for that project only. Leave blank to purge transactions for projects in a project group or to purge transactions for all projects.

Project group

Select a project group to purge posted transactions for that project group only. Leave blank to purge transactions for a specific project or to purge transactions for all projects.

Purge transaction records through to close date

Specify a close date through which all transaction records will be purged. All records for this date and earlier will be deleted.

Print option

Type **0** to only print a report.

Type **1** to purge transaction records and to print a report.

Type **2** to only purge transaction records and not print a report.

How do I...

Submit the purge	Complete the information on this page and press Enter.
Exit without purging	Press F12.

Chapter 20 Performing Initialization Tasks

20

This chapter describes how to remove data from Infinium PA before establishing controls and how to initialize the required entity controls.

The chapter consists of the following topics:

Topic	Page
Clearing all application files	20-2
Initializing the entity controls	20-5
Initializing Infinium PA	20-8

Clearing all application files

Overview

Use *Clear all application files* to clear data from the Infinium PA application files. The training database shipped with the software must be cleared before you can establish controls for your new environment.

Before running *Clear all PA application files* you must set up either a valid profile in *Users and Authorities* in Infinium AM or you can use the AM2000 or PA2000 profiles that have already been established.

You should back up your database before clearing application files.

When you submit *Clear all application files*, the batch job is placed on hold. If you submitted it unintentionally, you can cancel the job.

We strongly recommend that you remove this menu option after system initialization.

The following files are not cleared or partially cleared:

- Code Types File (PAPCT) - This file is not cleared.
- Code Values File (PAPCV)

The following code values are not cleared from this file:

Code type	Code value	Description
CAP	B	Both
CAP	E	Expense
CAP	C	Capitalization
PBL	N	No budget
PBL	P	Project
PBL	PA	Project/activity
PBL	PAC	Project/activity/cost code
PBL	PACP	Project/activity/cost code/period

Code type	Code value	Description
PBL	PAP	Project/activity/period
PBL	PC	Project/cost code
PBL	PCP	Project/cost code/period
PBL	PP	Project/period
TRN	INVOICE	Invoice transaction
TRN	ITEM	Item transactions
TRN	LABOR	Labor transactions
TRN	MISC	Miscellaneous transactions
TRN	PO	Purchase order transactions

- User Security File (PAPUS)

The following user security profiles are not cleared from this file:

USUSER	USNAME
AM2000	Application Manager 2000
PA2000	Project Accounting Supervisor

- Status Codes File (PAPSC)

The following status codes are not cleared from this file:

SCCODE	SCDESC
AP	Approved
PA	Pending approval
RJ	Rejected
OH	On hold
CL	Closed

Use the menu path below.

- ▶ Infinium PA
- ▶ Initialization
 - ▼ Clear all application files [CAAF]

Clearing application files

```
11/06/2002 08:54:57      Clear All Application Files      PAGINZP      PADINZP
-----
                                Proceed with great caution!

This function will clear all Project Accounting files,
including control and balance files. It will not clear system required
codes or certain files used in setup. This job will submit on hold.

Press Enter to clear all application files, press exit to escape.

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

Figure 20-1: Clear All Application Files page

On the Clear All Application Files page you can submit the job. This job is placed on hold. If you submitted it unintentionally, you can cancel the job.

How do I...

Submit the job	Press Enter.
Exit and not submit the job	Press F12.

Initializing the entity controls

Overview

Use *Initialize entity controls* to initialize the entity controls in Infinium PA. These are the fields required for Infinium PA processing.

Use *Work with entity controls*, found in *Work With Controls* in *Controls*, to update these controls once the entity control is initialized.

Use the menu path below.

- ▶ Infinium PA
- ▶ *Initialization*
 - ▼ *Initialize entity controls* [IEC]

Defining base application information

```

11/06/2002 08:56:06      Initialize Entity Controls      PAGENMZ      PADENMZ
-----
Base Application Information

Date format . . . . . MDY MDY
                               YMD
                               DMY

Date separator . . . . . / \, \, ., :, -

Assign project # manually? : @ 1=Yes, 0=No

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line
The entity record has been previously established. Press cancel to exit.

```

Figure 20-2: Initialize Entity Controls base application information page

On the Initialize Entity Controls base application information page, you define the date format, the character used to separate the date elements, and whether project numbers are assigned automatically.

Use the information below to complete this page.

Date format

Specify the date format to be used throughout Infinium PA. This format should be consistent with the date format used in other Infinium applications.

Once established, this format cannot be changed.

Date separator

Specify the character to use as the separator of the date elements.

Assign project # manually?

Specify yes to have users manually assign a project number when creating a new project.

Specify no to have project numbers assigned automatically. When project numbers are assigned automatically, the numbers are sequential.

How do I...

Define base application information	Complete the information on this page and press Enter.
Cancel	Press F12.

Initializing Infinium PA

Overview

Initialization is the process by which you convert the installed software into a usable application. You do this primarily by building certain control files, such as user controls.

Infinium PA requires that you create the control files in a specific order. The values you enter in some fields are edited for accuracy against values in other files.

Steps for application initialization

All of the steps in the following table are applicable when you are initializing your Infinium PA system.

Caution: This procedure clears the first library it finds containing PAPEN.

The order for the creation of control records follows.

1 Sign on as **PA2000**.

The password in the delivered software for IBM's *Enter password to sign on* and at the application level is **PA2000**.

2 Clear and install records.

Select *Clear all PA application files* in *Initialization* to clear data in the application data files. This procedure may fail if other users have files open. For more information on clearing application files, refer to the "Clearing application files" topic in this chapter.

Which database is cleared is based on the system, version, and user library list of the user profile making the request. For more information on library list resolution, refer to the *Infinium AM Guide to Application Manager*.

3 Initialize the entity controls

Select *Initialize entity controls* in *Initialization* and select the date format, specify the character to use as the date separator, and specify whether project numbers will be automatically assigned or entered manually.

4 Define the entity controls.

Select *Controls*, *Work With Controls* and *Work with entity controls*. Complete the following pages:

- Installed systems
- Base application information
- Data field masks
- Interface API programs
- Processing controls
- Last used numbers
- Project/activity user fields
- Project default values
- Transaction user fields

For more information on working with the entity controls, refer to the "Working with Entity Controls" chapter in this guide.

5 Set up user security using Infinium PA's *Work with users* in *Supervisor Functions*.

Once you define project groups, you can return to *Work with users* and select a project group if the user will be restricted to a project group.

For more information on working with the user security, refer to the "Working with User Security Controls" chapter in this guide.

6 Define code values using *Work with code values* accessed from *Work With Controls* in *Controls*.

For more information on working with code values, refer to the "Working with Code Values" chapter in this guide.

7 Set up work breakdown structures using *Work with WBS* accessed from *Work With Controls* in *Controls*.

For more information on working with work breakdown structures, refer to the "Working with Work Breakdown Structures" chapter in this guide.

- 8 Set up cost codes using *Work with cost codes* accessed from *Work With Controls* in *Controls*.

For more information on working with cost code values, refer to the "Working with Cost Codes and Cost Code Groups" chapter in this guide.

- 9 Define cost code groups using *Work with cost code groups* accessed from *Work With Controls* in *Controls*.

For more information on working with cost code groups, refer to the "Working with Cost Codes and Cost Code Groups" chapter in this guide.

- 10 Define resources using *Work with resources* accessed from *Work With Controls* in *Controls*.

For more information on working with resources, refer to the "Working with Project Resources and Contacts" chapter in this guide.

- 11 Set up calendars using *Work with calendars* accessed from *Work With Controls* in *Controls*.

For more information on working with calendars, refer to the "Working with Calendars" chapter in this guide.

- 12 Define status codes using *Work with status codes* accessed from *Work With Controls* in *Controls*.

For more information on working with status codes, refer to the "Working with Status Codes" chapter in this guide.

- 13 Define contacts using *Work with contacts* accessed from *Work With Controls* in *Controls*.

For more information on working with contacts, refer to the "Working with Project Resources and Contacts" chapter in this guide.

- 14 Define budget policies using *Work with budget policies* in *Policies*.

For more information on working with budget policies, refer to the "Working with Budget Policies and Budgets" chapter in this guide.

Completing the initialization process

Infinium PA is available to users who have valid user profiles and a user control setup in the Infinium standard environment. For details on how to create user profiles, see the *Infinium AM Guide to Application Manager*.

When you have set up your controls, you can begin processing and work with projects, budgets, allocations, and transactions in Infinium PA.

As a final step in the initialization process, you may want to remove *Clear all PA application files* from the menu. It is not anticipated that you will use this more than once, but if necessary, you can add it back.

For information on how to remove this option from the menu, refer to the *Infinium AM Guide to Application Manager*.

Notes

Appendix A: Accounting Journal Entries

A

Fixed assets journals

Scenario #1

Infinium PA customers purchase items to be capitalized in Infinium PL and interface these purchases to Infinium PA. Once the items are associated with a project, Infinium PA interfaces the items to Infinium FA when the project is closed.

Infinium PL debit	Work in Process Account for fixed asset items
Infinium PL credit	AP Trade Account
Infinium PA debit	Fixed Asset Clearing Account
Infinium PA credit	Work in Process Account for fixed asset items
Infinium FA debit	Asset Account
Infinium FA credit	Fixed Asset Clearing Account

In this example, Infinium PA customers closed the project to both Infinium FA and Infinium GL because they used a fixed assets clearing account.

Scenario #2

Infinium PA customers send individual, capital item purchases directly from Infinium PL to Infinium FA without ever passing the purchases through Infinium PA.

Infinium PL debit	Fixed Asset Clearing Account
Infinium PL credit	AP Trade Account
Infinium PA debit	N/A
Infinium PA credit	N/A
Infinium FA debit	Asset Account
Infinium FA credit	Fixed Asset Clearing Account

Scenario #3

Infinium customers pass all fixed assets through Infinium PA. Costs are accumulated in Infinium PA and closed to Infinium FA only when the project or task is completed. The accounting entries are created in Infinium PL and Infinium FA.

Infinium PL debit	Work in Process Account
Infinium PL credit	AP Trade Account
Infinium PA debit	N/A (no Infinium GL entry from Infinium PA)
Infinium PA credit	N/A
Infinium FA debit	Asset Account
Infinium FA credit	Work in Process Account

Purchase management journals for non-capital items

When the project is closed in Infinium PA, an entry is made in Infinium GL to debit the capital account and credit the work in process account.

Infinium PM debit	PA Work in Process Account
Infinium PM credit	RNI Account
Infinium PL debit	RNI Account
Infinium PL credit	AP Trade Account
Infinium PA debit	Capital Expense Account
Infinium PA credit	PA Work in Process Account

Inventory journals

When the project is closed in Infinium PA, an entry is made in Infinium GL to debit the capital account and credit the work in process account.

Receipt journals:

Infinium PM debit	Inventory Account
Infinium PM credit	RNI Account

Issue journals:

Infinium IC debit	PA Work in Process Account
Infinium IC credit	Inventory Account
Infinium PA debit	Capital Expense Account
Infinium PA credit	PA Work in Process Account

Notes