Infor System21 Advanced Financial Integrator

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Advanced Financial Integrator Module.

Intended audience

The guide is intended for any users of the FI Advanced Financial Integrator business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

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If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

1

Introduction to AFI

AFI Concepts

Any business must collate its financial information in ledgers to provide a basis for analysis and decision-making. The Advanced Financial Integrator (AFI) takes data (for example costs, or statistical information) generated in other applications and sends it to target accounts within the General Ledger. This could be either financial or statistical information.

Note: *How and when these updates occur, and the format of the postings, is in your control. For this reason, you should make extensive use of the test and simulation facilities before activating AFI.*

When defining an AFI to GL link, the software validates account codes nominated as suspense or default accounts to make sure that they exist in the GL.

You can use the account code structure of an existing ledger (such as the Profit and Loss, or Balance Sheet) when you set up an account generation code rule in AFI. If you do this, you must have previously defined that ledger, along with the detail accounts to which AFI posts.

When an AFI extract is run and it has been flagged to update the General Ledger automatically, only the transactions in that AFI session are processed by the AFI-GL update program, which then generates the General Ledger postings.

If the AFI extract has been invoked manually from a menu option, only transactions associated with a completed session are processed by the AFI-GL update program.

It is assumed that when an AFI application has been flagged to update the General ledger automatically and source extracts are in progress, the AFI-GL update will not be invoked manually.

Applications Used by AFI

Source Applications

A source application is one that provides AFI with data to post to the General Ledger.

The following are the source applications that can be used with AFI:

Sales Order Processing (generic and Style versions)

Inventory Management (generic and Style versions)

Equipment Servicing

Service Management

Manufacturing

Style Production

General Ledger

buy.connect

Retrospective Discounts

Bonded Warehousing

Each source application has its own extract routine, which finds the information defined for financial analysis and extracts the posting value.

There are two further applications that use the AFI mapping tools, but do not actually post to the General Ledger:

Purchase Management (builds GL extension codes)

Job Management (uses data dictionary)

These two applications may therefore be seen in the installed application list.

Multiple AFI extracts for the same source application can be run concurrently; there is no risk of sessions still in progress being posted to the General Ledger.

Some source applications make postings, typically of costs or revenue, to balance sheet suspense accounts when the costs are incurred or the billing is made, and then in subsequent periods release these to profit and loss to match costs with revenues.

To facilitate reconciliation of the outstanding balance on these suspense accounts, AFI can set the match field on the journal line with a reference from the source application, allowing the netting off of matching debit and credit postings on the accounts.

Target Applications

A target application is one to which AFI sends data, from a source application.

The only target application to which you can currently post is the General Ledger.

Posting Across Companies

You can post information from different source companies to one or more General Ledger companies.

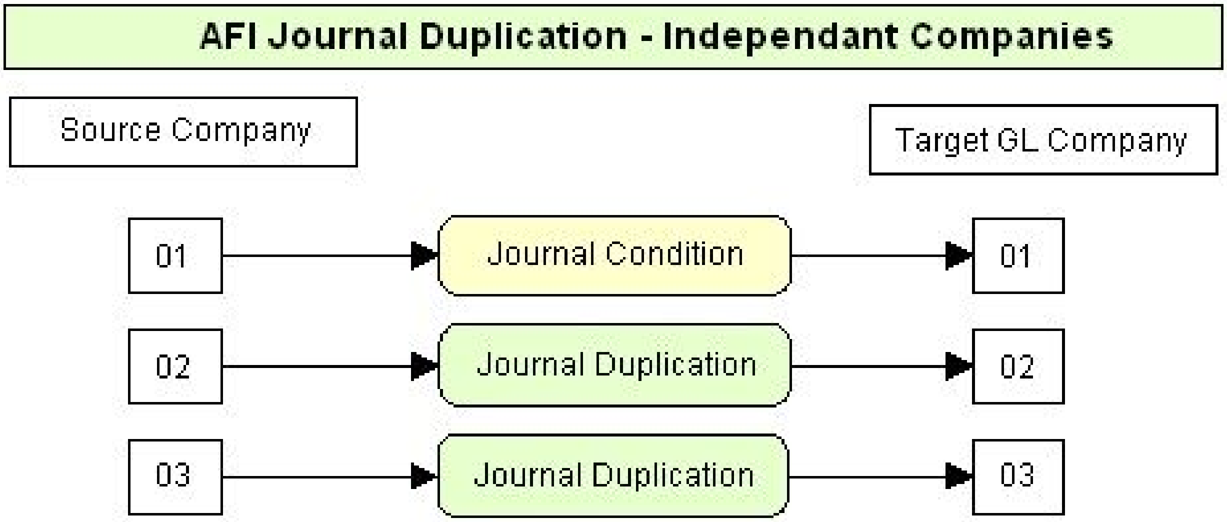
Journal Duplication

Each Journal Condition and its associated Posting Definitions is linked to one source and one target company. In an environment with a single or few System21 companies it may not be a problem defining and maintaining the necessary journals, but where an installation encompasses a number of System21 companies this may mean having to define a number of identical journal definitions - one for each company.

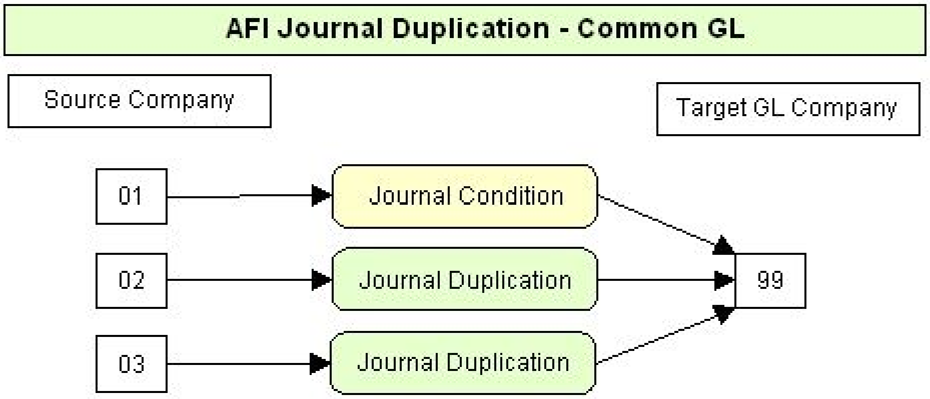
The Journal Duplication feature allows the duplication of a Journal Condition for use against a different source company or to post to a different target company, without having to replicate all the journal and posting definition details, thus saving on the initial setup, but also saving time if there is perpetual or yearly maintenance.

The Journal Condition is defined in the Maintain Journal Conditions task in the normal manner, where that journal is defined with one source and one target company and the Maintain Journal Duplication task is then used to define the additional source and target company pairs.

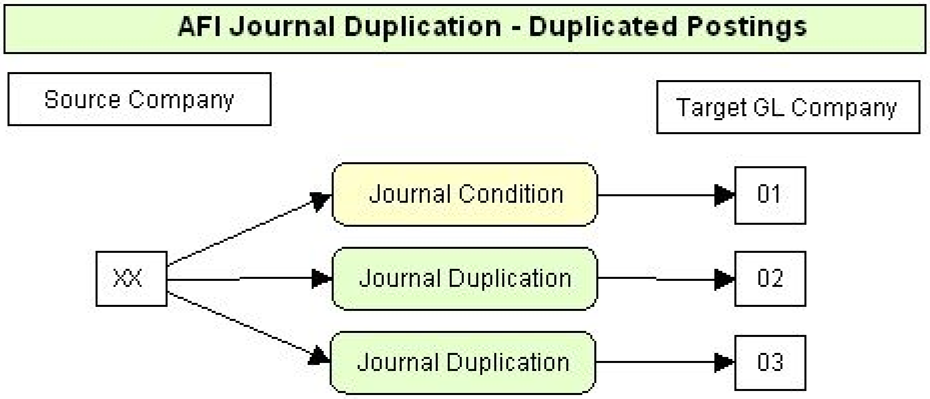
The primary purpose of this journal duplication is to duplicate the base journal for use in an entirely different company, as in the example diagram that follows where that same journal can be used for all three companies:



It is also possible to use the duplication for use in more complex inter-company structure, as in the example diagram that follows the source application companies, perhaps Sales Order Processing, all share the common General Ledger:


AFI Journal Duplication - Common GL
Source Company
Target GL Company
01
02
03
Journal Condition
Journal Duplication
Journal Duplication
99

It is also possible to establish multiple journals that take the same source data and post it to multiple target GL companies - perhaps uncommon, but possible. In the diagram that follows, the one journal is used to post to three General Ledgers:


AFI Journal Duplication - Duplicated Postings
Source Company
Target GL Company
XX
Journal Condition
Journal Duplication
Journal Duplication
01
02
03

The base Journal Condition has its Posting Definitions and Account Rules etc. all defined in the normal manner, and all to be used in the same way for every duplicate use of the journal. The only element that can be varied by company is the Default Posting Account, for which there is an additional Maintain Default Posting Account task. Therefore, where the default accounts defined on the base journal condition are not applicable to some of the other companies, this allows a different fiscal General Ledger account and extension code to be defined for each use of journal duplication. These potentially could be different default accounts for each source and target company.

Journal Posting

Each of the source applications that can post via AFI to the General ledger can make use of the Journal Duplication facility. Journal Conditions are initially defined for a specific application, and similarly the Journal Duplications are specified by application, and apply to only that application.

When the financial movements extract processes are run in each of the source applications they are run for a specific source company. They not only look for Journal Conditions for that source company, but also look for Journal Duplication entries for that source company. Either way they then use the same journal condition and posting definition.

It is also possible to establish multiple journals that take the same source data and post it to multiple target GL companies; in the same way the application extract processes also look for journal duplications that require the source data to be posted to multiple targets.

Prerequisites

The following are prerequisites for the installation of AFI:

You must have General Ledger installed and implemented, with account codes defined.

You must install and implement the source application from which you intend to extract data.

You must make sure that both the source and the target applications are at the same PTF level.

Note: *AFI will not create new accounts or analysis codes for you - it will only post to accounts or codes you have previously set up.*

Implementation Steps

The steps to implement AFI are as follows:

Select Maintain Application from the AFI utilities, and do the following:

Make sure that the Integrator link status is set to inactive for each of your source applications.

Set the default company codes for the source and the target applications, and set the parameters that govern consolidation and automatic posting.

Nominate a General Ledger suspense account for each General Ledger company to which you expect to post journals using AFI (you should have set the suspense accounts up already within those relevant General Ledger companies).

Create the AFI rules that determine how the software manipulates the data from each source application when creating postings.

You do this by setting up journal conditions and posting definitions. Account code rules, data conversion codes and template definitions are only required where AFI generates account codes from source application data.

Use one of the source applications’ utilities to test thoroughly the AFI rules you have defined. Check the printed reports to make sure that the results meet your expectations.

You use the trial extract facilities solely to reproduce on paper the results of using AFI to generate postings. These trial extract facilities do not update data.

Once you are satisfied that AFI is producing the results you require, you can carry out the following activities:

Select the Maintain Journal Conditions task to change the status of each journal condition you want to use from Test to Live.

Select the Maintain Application task to set the Integrator link status to active. You can only do this if there is a journal condition set up that extracts data from the source application.

Once you have set the link status to active, AFI processes any relevant transactions generated within the source application. AFI does not process transactions generated by the source application before you set the link status to active.

***Note:** For the Sales Order Processing application, AFI lists transactions that do not meet the selection criteria defined on the journal condition.*

Code Structure

The chart of accounts is a coding structure for General Ledger accounts. Each ledger has its own account structure.

An account number can be up to 42 characters long. The first 12 characters form the account code and the last 30 characters form the extension code.

The account code has up to four possible levels. The maximum length of each level code is 9 characters.

The extension code has up to five possible level codes. The maximum length of any extension level code is 15 characters.

Although most users use the first 12 characters for fiscal codes and the last 30 for analysis, you can specify any combination of level codes to form an account number or view.

Consolidation

When posting transactions to the General Ledger, you can consolidate either by account code or by a specified field from the source application. For example, you can consolidate goods values from a batch of sales invoices by sales region and post them to a target account as one transaction entry per sales region.

If you have not set up consolidated postings by specifying a consolidation field, the software consolidates on the General Ledger account code itself.

Once you have defined on your posting definition how you want consolidation to take place, you also need to specify at run-time that you require consolidation. If you are performing an automatic update of the General Ledger from the source application, you must **check** the Consolidation Postings flag in the Maintain Application task. If you are initiating the update to General Ledger manually, you need to **check** the Consolidation GL postings flag when performing the AFI to GL update, if this is not already the default.

You can only consolidate tax postings to GL where the tax codes are the same. Consolidated tax postings to GL do not affect postings to the tax sub-system. The software does not consolidate those.

***Note:** The software groups positive and negative transactions separately. It does not net positive and negative values.*

Posting Periods

The software posts data from the source application to the General Ledger based on the posting period of the source data. If the posting period of the source data is earlier than the current General Ledger period, the software posts data to the current General Ledger period.

General Ledger Journals

For each journal condition created within AFI, the software creates a General Ledger journal, providing that the source input data meets the selection criteria, the journal status is live and you have specified no consolidation.

Where you do specify consolidation, it takes place when the posting to the General Ledger is created. At this point, postings generated by different journal conditions may be grouped together to become a single posting to the General Ledger. AFI posting definitions specify the individual General Ledger account codes that the software posts to within the journal. These can be account codes specified directly or codes that are created by attaching account code rules to the posting definition.

A General Ledger journal has a limit of 99,999 account code postings. If you exceed this number, the software creates a balancing posting to a suspense account. You define a suspense account for this General Ledger company within the Maintain Application task of AFI. AFI then opens another journal to account for any future postings, again creating a posting to the suspense account to balance the journal.

You control the transfer of suspense account details to their correct destination account by using the General Ledger processing tasks. Where you have made postings to suspense accounts, the software automatically produces printed reports giving details of such postings. You can use these reports as a guide when directing suspense account postings to their correct accounts.

Precision Production Costs

The precision of consolidated material movement costs posted into the General Ledger from Production has been improved. AFI holds material production costs and associated overheads to five decimal places. Within AFI, the software will consolidate the values and adjust to two decimal places, immediately writing them to the General Ledger. The values are displayed and printed within AFI to two decimal places. AFI transactions are posted to the General Ledger and held to two decimal places.

General Ledger Control Accounts

You can post to control accounts in the General Ledger, if you set the Post Inhibit flag to **C** on the General Ledger account. If you leave the flag blank or enter anything other than **C**, then you cannot post to control accounts. In this case, you use the default posting account instead.

Basic Financial Integrator (BFI)

When AFI is inactive for the Sales Order Processing, Equipment Servicing or Service Management link, the software posts journals to the General Ledger using the Basic Financial Integrator (BFI).

You cannot modify or control the way that BFI controls General Ledger journals. The software generates these postings automatically, posting to accounts in the General Ledger as per the General Ledger accounts defined within the source application, with tax postings controlled by the tax information defined within the General Ledger.

The software only uses BFI when AFI is inactive for the Sales Order Processing, Equipment Servicing and Service Management links. If you de-activate AFI for links to other applications, the software makes no postings at all for those applications.

When an AFI extract is run in BFI mode, the AFI transactions are not populated with an AFI session number. No validation occurs for a zero session number as there is no corresponding session record to validate.

Chapter 2 Maintenance

2

AFI Maintenance Functions

To use AFI you must set up at least one of each of the following:

Journal conditions

***Note:** These contain the rules used by AFI to select transactions in the source application.*

Posting definitions

***Note:** These tell AFI what information to pick up from the selected transactions.*

Once the information has been extracted, AFI needs to know where to post it. You can let it post to the default accounts in GL, but to make full use of the analysis function provided via AFI, you will want to use the extracted information itself to decide where to post.

If you want to use the extracted information to create the codes to which to post (these codes will be accounts within GL), you need to have the following:

Account rules

***Note:** These let you define how extracted information is to be mapped to create posting codes.*

Data conversion codes

***Note:** These are required if you are converting the input data to alternative values when generating codes.*

Template definitions

***Note:** You need these if you want to vary the account level structure defined in your General Ledger, for AFI purposes.*

Try to avoid maintaining this data if there are AFI transactions awaiting update (that is, where automatic update is not being used).

Change Application [89/FIM, 11/FIP]

Use this task to select the application that AFI will use for definition and maintenance rule processing.

Application Pop-up

To display this pop-up, select the Change Application task.

Note: *If you select a maintenance task without first selecting an application, the software automatically displays this pop-up.*

Select the application you want to use. The software changes to that application and then leaves the task.

Maintain Journal Conditions [1/FIM]

Use this task to define the source company to use for extracting details, the parameters that govern when the software makes an extraction and the target company and application to which you want to post transactions.

Maintain Journal Definition Pop-up

To display this pop-up, select the Maintain Journal Conditions task.

Use this pop-up to select a journal definition or to add a new journal.

Whether you decide to amend an existing condition or create a new condition, the Journal Definition Maintenance window is displayed.

Fields

Position To

Use these fields to specify a journal at which to start the display.

Options

Copy (3)

Use this to copy details of an existing journal.

Functions

Add New Journal (F18)

Use this to add a new journal definition.

Select a journal definition or select **Add New Journal (F18)** to display the Journal Definition Maintenance window.

Journal Definition Maintenance Window

To display this window, select a journal definition or select **Add New Journal (F18)** on the Maintain Journal Definition pop-up.

Use this window to create or maintain journal condition parameters for AFI to use when generating posting transactions.

Fields

Journal Description

Enter a description that explains the journal condition.

Journal Status (Untitled)

Select one of the following:

Inactive (0) - If this journal condition is set up on the system, but cannot be used

Under test (1) - If this journal condition can be used only when using the AFI test extract facility

You cannot use it for making postings.

Live (2) - If this is a fully active journal condition that AFI uses to make postings

Source Company

Enter the source company that will provide the data for AFI to extract.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Jrnl Condition Field

Each journal condition includes a test it must make to determine when to create postings. Typically, this test is based on the transaction type.

Enter the data dictionary field name you want to test here.

Alternatively, use the prompt facility to select from the Select Field pop-up.

You can only use alphanumeric fields in this test.

Test Type

You use the test type in conjunction with the Journal Condition field.

Select one of the following:

Not in range (0) - If the software creates postings when the tested data lies outside the given range

In range (1) - If the software creates postings when the tested data lies within the given range

See also the Test Against Values fields.

Test Against Values From/To

Enter the value range required. The software compares these values to the data contained in the Journal Condition field based on the test type. If the match is successful, AFI carries out postings.

See also the More Conditions field.

The value you put in the From field must be less than or equal to the value you put in the To field. If you want to test for a single value, put the same information in both the From and To fields.

Target Company

Enter the company to which you want to AFI to post transactions.

Alternatively, use the prompt facility to select from the Select Company pop-up.

More Conditions

Use this checkbox as follows:

Unchecked - If you do not want to specify more test conditions

Checked - If you want to specify more test conditions

Functions

Delete (F11)

Use this to remove existing journal definitions.

***Note:** This will also delete the posting definitions, journal duplications and default posting accounts associated with the journal.*

Postings (F15)

Use this to display the first window of the Maintain Posting Definitions task.

Press Enter.

If you have unchecked the More Conditions field, the software updates your entries or changes.

If you have checked the More Conditions field, the software displays the Journal Conditioning pop-up.

Journal Conditioning Pop-up

To display this pop-up, check the More Conditions field and then press Enter on the Journal Definition Maintenance window.

Use this pop-up to specify more test conditions.

Fields

Ln

This field identifies each line on the pop-up.

Jrnl Field

Enter the data dictionary field you want to test.

Alternatively, use the prompt facility to select from the Select Field pop-up.

You can only use alphanumeric fields in the test.

Tst

Use this field to determine the conditions under which the software processes AFI postings.

Enter one of the following:

0 - To make the postings if the data lies outside the test value range

1 - To make the postings if the data lies within the test value range

From Test Value/To Test Value

Enter the values against which you want to test the data. The value in the From Test Value field must be less than or equal to the value in the To Test Value field. To test for a single value, put the same value in both fields.

***Note:** Multiple test conditions have an AND relationship, which means that all the conditions you enter must be satisfied by the input data for the software to make postings by this journal.*

When you have entered all the conditions, select **Update (F8)** to save your changes.

Maintain Posting Definitions [2/FIM]

Use this task to set the parameters for handling the data you want to post. You can specify what values to post, and how to construct the account codes.

The Posting Definition Browse and Select window is reached by either of the following methods:

Selecting the Postings Definitions task

Selecting **Postings (F15)** from within the Maintain Journal Conditions task

Select Journal Condition Pop-up

To display this pop-up, select the Maintain Postings Definitions task. to display a pop-up of existing journal conditions. Select the condition whose postings you want to review or amend - the Posting Definition Browse and Select window is then displayed.

Fields

Position To

Use these fields to specify a journal at which to start the display.

Select the condition whose postings you want to review or amend to display the Posting Definition Browse and Select window.

Posting Definition Browse and Select Window

To display this window, select the condition whose postings you want to review or amend on the Select Journal Condition pop-up.

Fields

Position List to Posting No.

Enter the posting number from which you want to start the display.

Functions

Add a Record (F18)

Use this to add a new posting definition record.

Select a posting number to maintain or select **Add a Record (F18)** to display the Posting Definition Maintenance window.

Posting Definition Maintenance Window

To display this window, select a posting number or select **Add a Record (F18)** on the Posting Definition Browse and Select window.

Fields

Posting Description

Enter a brief description of the posting you want to create or maintain.

Value Field to Post

Enter the data dictionary field containing the value to be posted.

Alternatively, use the prompt facility to select from the Select Field pop-up.

Reverse Sign of Posting?

Some transactions need to have their sign reversed.

Use this checkbox as follows:

Unchecked - To post values with the same sign as that provided by the source application

Checked - To reverse the value's sign so that positive becomes negative and negative becomes positive.

Consolidatable Posting?

Consolidation occurs when the software posts a number of transactions, containing common characteristics, as one transaction.

Use this checkbox as follows:

Unchecked - If you want individual postings to be made with no consolidation

Checked - If you want consolidation to take place at the time of posting (either via Application Maintenance, or when a manual posting is initiated)

The consolidation process uses the information you enter in the Consolidation Control Field.

Consolidation Control Field

Use this field to control consolidation before posting. It is only relevant if you check the Consolidatable Posting? field. Enter the data dictionary name of the field you want to use.

Alternatively, use the prompt facility to select from the Select Field pop-up.

The software consolidates the postings of all input transactions containing values that match what you enter in this field.

Default Posting Account

This is the target account code to which the software makes postings if no generation rule exists.

If an account generation rule is used, this is the starting account that the software modifies by the rule, to generate the target account. It is also the default account code that the software uses if the account generation rule fails to create a valid account number.

You can use the prompt facility to select from the Select Default Account (from Full Posting Accounts) pop-up.

Account Generation Rule R/

Enter **R** in the first field to remove the rule.

The second field holds the actual account generation rule, set up using the Account Rules task.

An account generation rule is only necessary if AFI generates the posting account.

You can use the prompt facility on the first field to select from the Select Posting Rule pop-up. If a rule is found, it is held in the second field. The first field can only be **blank** or **R**.

Quantity Field to Post

Enter the data dictionary field containing the quantity you want to post, using this posting definition.

Alternatively, use the prompt facility to select from the Select Field pop-up.

Debit or Credit

Use this field to define if the GL posting should be:

- in accordance with the sign of the transaction
- always a debit
- always a credit

This field is only displayed if the GL country parameter for debit/credit override (number 21) is active.

Functions

Display Alternative Rule Parameters (F10)

Use this to display the Alternative Account Rule Parameters window.

Delete (F11)

Use this to remove the existing posting definition.

***Note:** This will also delete any default posting accounts on journal duplications associated with the journal.*

Press Enter to perform the update, or select **Display Alternative Rule Parameters (F10)** to display the Alternative Account Rule Parameters window.

Alternative Account Rule Parameters Window

To display this window, select **Display Alternative Rule Parameters (F10)** on the Posting Definition Maintenance window.

The software uses the optional parameters found on this window to specify an alternative account generation rule to the one you set up in the Account Rules task. You can select a data field to test and the range of values for which to test. If the test is successful, the software uses the alternative account generation rule.

Fields

Alternative Account Rule Parameters (Optional)

Data to Test

Use this field to define a data dictionary field in the source application. That source application field indicates whether the software should use an alternative account generation rule.

You can use the prompt facility to select from the Select Field pop-up.

See also the Use Alternative if Data Is field.

Test Against Values From/To

Enter the value range you require. The software compares the values with the information held in the Data to Test field, based on the Use Alternative if Data Is field. If the match is successful, a posting occurs using the alternative rule; otherwise, the software uses the primary rule as created in the Account Rules task.

The value you put in the From field must be less than or equal to the value put in the To field. If you want to test for a single value, put the same value in both the From and To fields.

Use Alternative if Data Is

The software uses this field in conjunction with the Data to Test and Test Against Values To/From fields.

Select one of the following:

Outside range (0) - If you want the software to use the alternative rule when the data held in the Data to Test field is outside the range of Test Against Values

Inside range (1) - If you want the software to use the alternative rule when the data held in the Data to Test field is inside the range of Test Against Values

If the specified test fails, the software uses the primary account generation rule in the posting.

Alternative Account Rule R/

Enter **R** in the first field to remove the alternative rule.

Use the second field to specify which account rule (set up in the Account Rules task) AFI must use to create this posting.

For example, this could be used to attribute sales of one product category to one range of sales accounts, and other product categories to a different range.

You can use the prompt facility on the first field to select from the Select Posting Rule pop-up. If a rule is found, it is held in the second field. The first field can only be **blank** or **R**.

Note: *If you entered R in the first field, the software removes this alternative account rule reference.*

Functions

Delete (F11)

Use this to remove an existing posting definition.

Press Enter to update the data with the entries or amendments you have made.

Maintain Account Rules [3/FIM]

An account rule is a means of converting posting data into an account in GL. The data string that constitutes the posting is analysed according to the details of the account rule, and each element of the data string becomes an element of the account or code.

Note: *You must define any accounts or codes you create here within the target application.*

In this example, assume you want to post invoices and create the GL account codes from the postings. Each posting consists of the following fields:

Field Name	Field Description	Values		Equivalent Portion of GL Code
TRAN10	Transaction Type	70	Invoice	70
		75	Credit	75
MARK10	Market	HOM	Home	2
		EXP	Export	3
		INT	Inter-company	4
CTYP20	Customer Type	A	Industry	100
		B	Retail	200

The final column shows the portion of the GL code each field is to create. The code created for an export invoice to a type B customer, for example, would be 703200.

You can see that the contents of the TRAN10 field transfer directly to become part of the account. In other words, the software does not convert the data into another value.

The other two fields (MARK10 and CTYP20), however, do not send their contents to form part of the code. They are converted first. You can do this by setting up conversion codes using the Data Conversion Codes task.

Maintain Account Generation Rule Pop-up

To display this pop-up, select the Maintain Account Rules task.

Fields

Position To

Use these fields to specify a rule at which to start the display.

Functions

New Rule (F18)

Use this to add a new rule.

Select a rule for amendment or select **New Rule (F18)** to display the Account Rule Maintenance Input window.

Account Rule Maintenance Input Window

To display this window, select a rule for amendment or select **New Rule (F18)** on the Maintain Account Generation Rule pop-up.

You use this window to enter the data fields from the source application that the software uses to build the account code.

If you are maintaining an existing account rule, *UPDATE is displayed. If you are creating a new account code, *ADD is displayed.

Fields

Account Generation Rule

Enter a description for the rule.

Field Name

Enter the name of the source application field that AFI will use to create all or part of the account code.

Alternatively, use the prompt facility to select from the Select Field pop-up.

Start Position

Enter the start position of the data you have selected in the Field Name field for the data string you want to extract.

For example, if you want to ignore the first two characters of the field and commence building the code with the third character, enter **3** here. Leave this field blank to start at position 1.

Length to Use

Enter the length of the data string from the data field you want to use. For example, for a six-character data field with a start position of 3 defined above, you would enter **4** here to indicate that you wanted to use the remaining four characters of the field (the data in positions 3, 4, 5 and 6). Leave this field blank if you want to use all the data from the field.

You can use up to nine data fields to build up your string of input data. Define them in positions A-I on this window, with a start position and length to use for each.

The software uses the data string, built up from all or selected portions of the specified data fields, to modify all or part of the default posting account to which this rule is attached.

Functions

Delete (F11)

Use this to remove an existing account rule. The software only displays this function when there are no posting definitions in use. Confirmation of the deletion is required. The software also removes any associated conversion data.

Press Enter. The window displayed depends on the account rule application you are using. If you are posting to the General Ledger, you will see the Account Rule Maintenance Output for GL window.

Account Rule Maintenance Output for GL Window

To display this window, press Enter on the Account Rule Maintenance Input window.

Fields

GL Co

Enter the target company for which this rule will generate an account code. The account code generated by this rule must already exist in this company.

This field can only be maintained for a new rule. In this case, you can use the prompt facility to select from the Select Company pop-up.

GL Ledger

Use this field to specify the name of the actual ledger (the Profit and Loss ledger, for example, or the Balance Sheet) whose account level structure AFI will use as the template for this rule. The ledger must exist within the specified company.

This is an optional entry, used to access the level code structure defined for the target structure.

The alternatives are:

To use a template to define a level code structure

To use neither a ledger nor a template to define the level structure

In this case, the account must be retrieved directly from the data string, or the account generated by a single level data conversion.

In either of these cases, the GL Ledger field is only available if extension codes are inactive for the company.

This field can only be maintained for a new rule. In this case, you can use the prompt facility to select from the Select Ledger pop-up.

Template

You can use the template field to define the General Ledger level code structure you want to use. You have to set this template up using the Maintain Templates task.

The code you optionally enter is the three-character template code assigned to each template when they are set up.

This field can only be maintained for a new rule. In this case, you can use the prompt facility to select from the Select Template pop-up.

O/write Level

This is a display field showing up to nine levels. On each level, you can modify portions of the input data string to create or modify the account code. You can also specify the start position, the length, and whether the data is to be converted.

Portion of Rule Data to Use

Start Position

This field relates to the input data string shown in the lower portion of the window. Select the start position in the string that you want to use to create the portion of the account code at this level.

Length

This relates to the input data string shown in the lower portion of the window. Select the length of the input data string you want to use, commencing at the start position, to create the portion of the account code at this level.

Example:

Assume that the input string in the Rule Data Format field of the window is AAABBBB, as a result of selecting three-character and four-character field names on the Account Rule Maintenance Input window. By setting the Start Position field to **3** and the Length field to **4**, the extract string would be ABBB.

Convert (0/1)

You can use the data you have extracted as it is, or convert it to something else in order to build the posting reference.

Enter one of the following:

0 - If no data conversion will take place

The actual data contained in the portion of the input data string specified by start position and length will become part of the generated account code.

1 - If conversion is required

You must attach a data conversion code to this account rule. The software then converts the input data to output data via the rule.

See the Maintain Data Conversion Codes section for conversion code rules and the way in which they are defined against account code rules.

If you do not use the GL Ledger or Template fields, you can only use the first overwrite level to modify your input data string and to define your account code.

Press Enter to update the data with the entries or amendments you have made.

Maintain Data Conversion Codes [4/FIM]

You attach a data conversion code to an account code generation rule. The data conversion code specifies how the software converts the data from the source application to form all or part of the account code it generates.

For example, continuing the example Account Rule posting of invoices, the Transaction Type has no conversion, the three-character Market is converted to a single digit and the single-character Customer Type is converted to a three-digit value.

Field Name	Field Description	Convert From		Convert To
TRAN10	Transaction Type	70	Invoice	No conversion
		75	Credit	

MARK10	Market	HOM	Home	2
		EXP	Export	3
		INT	Inter-company	4
CTYP20	Customer Type	A	Industry	100
		B	Retail	200

The code created for an export invoice to a type B customer, for example, would be 703200.

Select Rule Pop-up

To display this pop-up, select the Maintain Data Conversion Codes task.

Fields

Position To

Use these fields to specify a rule at which to start the display.

Select a rule to display the Conversion Data Maintenance GL window.

Conversion Data Maintenance GL Window

To display this window, select an account rule on the Select Rule pop-up.

If you are maintaining conversion data for a General Ledger account rule, you will see the Conversion Data Maintenance GL window.

You can now define the levels you want to convert, the input data string to be converted and the returned substring (that is, output data).

Fields

Level

This field represents the levels in use within the account rule. You can have a maximum of nine levels. However, if you are using neither a General Ledger nor a template to define your account level structure, you can only make entries at level 1.

Convert From

This field defines the actual data contained in the input string at this level. It is this string which the software converts to the data shown in the Convert To field. The software tests for this data in the input string, and converts it if there is a match.

Because the input string might contain a whole range of different values at this level, it may be necessary to specify a large number of data conversion operations, with each operation containing a Convert From and a Convert To entry.

If you have not defined a ledger or a template in the account rule, you can only have level 1 Convert From entries to convert to the valid account codes defined in the Convert To entries. In other words, without a ledger or template specified on the account rule, the results of data conversion can only be valid General Ledger account codes.

Convert To

This field defines the actual data to which the input string is converted at this level. This happens if there is a match between the contents of the Input Data field from the source application and the Convert From data you have defined. The entry here can be of different length, larger or smaller, than the Convert From entry. For example, A could be converted to 01, or BBBBB to 2. However, the Convert To entries must not exceed the maximum permitted length at this account level, as defined in the ledger or template specified on the account rule.

If you have not entered a ledger or a template in the account rule, the Convert To entry must be a valid account code in the target General Ledger.

Options

Change

Use this to change an entry.

Delete

Use this to delete an entry.

Functions

Refresh (F5)

Use this to refresh the information displayed on the window after making amendments.

Press Enter to update the data files and save the entries or amendments you have made.

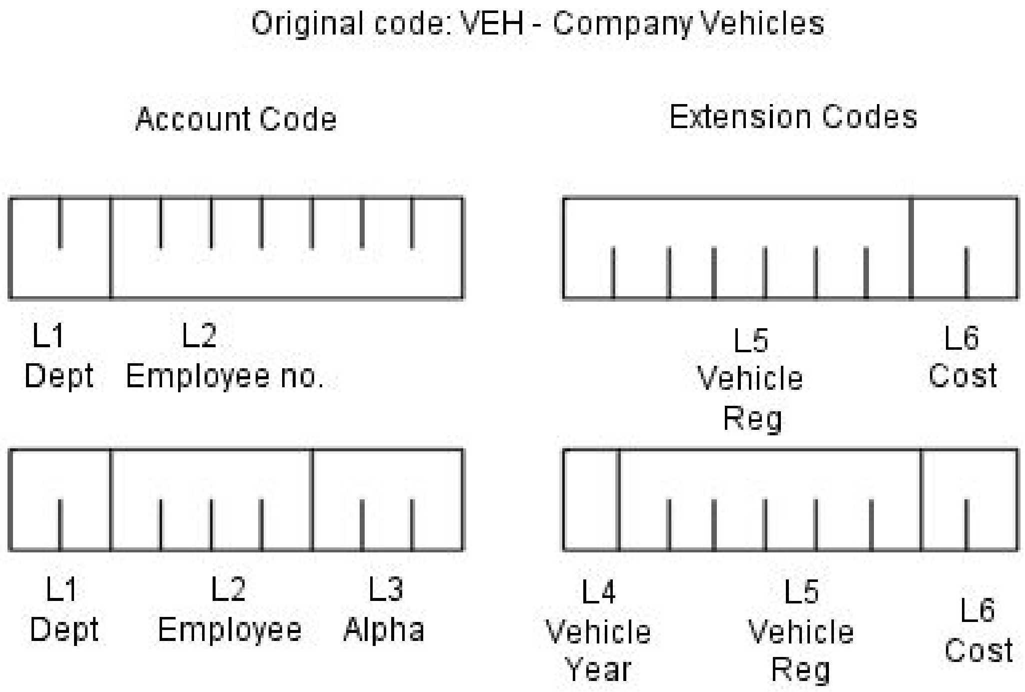
Maintain Templates [5/FIM]

As an alternative to using account level definitions as set up within a ledger, you can define an account level template of your own, with up to nine levels.

Using an account rule, as explained earlier, you can construct an account code using the elements of a data string. If the ledger associated with this account code provides account levels that you are happy to use, you can specify that ledger when you create the account rule.

If that ledger's account levels are not satisfactory, define the template here and enter it when you create the definition.

You can subdivide the original account levels in any way you want. You cannot change the order of the levels or omit sections, but you can combine two levels, or divide a single level into two:


Original code: VEH - Company Vehicles
Account Code
Extension Codes
L1
Dept
L2
Employee no.
L5
Vehicle
Reg
L6
Cost
L1
Dept
L2
Employee
L3
Alpha
L4
Vehicle
Year
L5
Vehicle
Reg
L6
Cost

Maintain Account Template Pop-up

To display this pop-up, select the Maintain Templates task.

Fields

Position To

Use these fields to specify a template at which to start the display.

Functions

Add New Template (F18)

Use this to add a new template.

Select a template to display the Template Maintenance window or select **Add New Template (F18)** to display the Account Template Maintenance window.

Account Template Maintenance Window

To display this window, select **Add New Template (F18)** on the Maintain Account Template pop-up.

Fields

GL Company

Enter the company to which you want to apply the template.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Template Code

Enter a code, using up to three characters, for the new template.

Press Enter to display the Template Maintenance window.

Template Maintenance Window

To display this window, press Enter on the Account Template Maintenance window or select an existing template on the Maintain Account Template pop-up.

Fields

Description (Untitled)

You can enter or amend the description for the template.

You can also enter a description for each level within the template. The descriptions are for information purposes only.

Level Length

Use this field to enter the length of the data field at each level. The sum of the lengths of data fields at each level defines the length of the account code created and must not exceed 42 characters.

Extension Code

Enter extension codes if you use them in your chart of accounts.

Select one of the following:

No - If this source level is from the first 12 characters of the account

At least one level must be from the first 12 characters.

Yes - If this source level is from the extension of the account

All the primary account code levels must come first.

Functions

Delete (F11)

Use this to delete an existing template definition.

Press Enter to update the data files when you have completed your template definition entries or amendments.

Maintain Relative Fiscal Year Periods [6/FIM]

This task, which relates to Cost Accounting, is no longer used.

Maintain Journal Duplication [7/FIM]

This task allows the duplication of a journal condition for use against a different source company or to post to a different target company.

The journal condition is defined in the Maintain Journal Conditions task in the normal manner, where that journal is defined with one source and one target company and this task is then used to define the additional source and target company pairs.

The base journal condition has its posting definitions, account rules etc. all defined in the normal manner, and all to be used in the same way for every duplicate use of the journal. The only element that can be varied by company is the default posting account, for which there is an additional Maintain Default Posting Account task.

Journal Duplication Selection Pop-up

To display this pop-up, select the Maintain Journal Duplication task.

When you launch this task, the selection pop-up is displayed showing all the journal duplications that exist in the current application. This allows you to select a journal duplication for maintenance or to create a new journal duplication or another journal duplication for a journal condition.

Note: *The base journals themselves do not appear in this list, just the duplications, so initially this list will be empty for an application.*

Note: *If the current AFI application has not been set before launching this task, the usual Select Application pop-up is displayed first.*

Fields

Source Company

This field displays the journal duplication source company.

Target Company

This field displays the journal duplication target company.

Journal

This field displays the base journal number.

Original Company

This field displays the base journal's source company.

Journal Description

This field displays the base journal number's description.

Status

This field displays the status of the base journal.

Options

Select

Use this to select an existing journal duplication entry.

Functions

Add New Journal Duplication (F18)

Use this to add a new journal duplication.

Select an existing journal duplication entry or select **Add New Journal Duplication (F18)** to add a new journal duplication entry. This displays the Journal Duplication Entry window.

Journal Duplication Entry Window

To display this window, select an existing journal duplication entry or select **Add New Journal Duplication (F18)** on the Journal Duplication Selection pop-up.

Fields

Journal Number to Duplicate

Enter the journal number of an existing journal condition to be duplicated.

Alternatively, use the prompt facility to select from the Select Journal Condition pop-up.

Source Company

Enter the source company code to which this journal condition is to be applied.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Valid source companies are those company profiles defined in the System21 application associated with the current AFI application. For example, in AFI applications M1 and M2 etc. the valid companies are those defined in the Manufacturing application.

Note: *A warning is displayed if this journal already has a duplication entry for the entered source company. It may be appropriate to post the same source data to multiple General Ledgers, but the warning is displayed in case this was not the intention.*

Target Company

Enter the target GL company code to which this journal condition will make its postings.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Valid target companies are the General Ledger companies associated with the current AFI application (those defined in the AFI Application Maintenance task).

Functions

Delete (F11)

Use this to delete an existing entry. Confirmation of the deletion will be required.

Note: *This will also delete any default posting accounts associated with the journal duplication*

Press Enter to validate the entered data and display the Update Confirmation window.

Update Confirmation Window

To display this window, enter journal duplication details and then press Enter on the Journal Duplication Entry window.

The entered journal duplication details are displayed, allowing you either to confirm the update or to return to the Journal Duplication Entry window and correct the details.

Select **Update (F8)** to save the details and re-display the Journal Duplication Selection pop-up.

Select Journal Condition Pop-up

To display this pop-up, use the prompt facility on the Journal Number to Copy field on the Journal Duplication Entry window.

Use this pop-up to display all the Journal Conditions in the current application.

Options

Select

Use this to select a journal.

Select a journal to return to the Journal Duplication Entry window.

Select Company Pop-up

To display this pop-up, use the prompt facility on the Source Company or Target Company field on the Journal Duplication Entry window.

Use this pop-up to display all the companies defined in the current application. For example, in AFI applications M1 and M2 etc. this will show the companies defined in the Manufacturing application.

Options

Select

Use this to select a company.

Select a company to return the Journal Duplication Entry window.

Maintain Default Posting Account [8/FIM]

When you are using the Journal Duplication facility, the default posting accounts defined on the base journal condition may not be applicable to the companies on a particular journal duplication entry. Use this task to define more appropriate default posting accounts for each of the journal duplication source companies.

***Note:** Journal duplication entries must be defined before these alternative default accounts can be specified.*

Select Journal Window

To display this window, select the Maintain Default Posting Account task.

Fields

Journal Number

Enter the journal number of journal that has been defined with journal duplications.

Alternatively, use the prompt facility to select from the Select Journal Condition pop-up.

***Note:** Journal duplication entries must be defined before the journal can be selected here.*

Press Enter to validate the entered journal and display the Select Posting window.

Select Posting Window

To display this window, enter or select a valid journal and then press Enter on the Select Journal window.

This window displays details of the selected journal and its associated posting definitions. The default account shown is from the posting definitions associated to the base journal condition, so is the default account for the source company on the journal condition.

Use this window to select a posting definition for which to define alternative default accounts.

Options

Select

Use this to select a posting definition.

***Note:** Posting definition for tax postings cannot be selected, as these do not allow overrides to the posting account.*

Select an existing posting definition to display the Amend Default Accounts window.

Amend Default Accounts Window

To display this window, select a posting definition on the Select Posting window.

Use this window to define the default accounts to be used for any journal duplications for the selected posting definition.

Fields

Default Account

The default account from the base journal posting definition is initially displayed for every duplication company. It may be overridden.

Enter a valid GL fiscal account.

Alternatively, use the prompt facility to select from the Select Default Account pop-up.

Default Extension

The default account extension from the base journal posting definition is initially displayed but may be overridden.

Enter a valid extension code.

Alternatively, if you have used the prompt facility to select from the Select Default Account pop-up, you can select the extension code from the Extension Code pop-up.

Select **Update (F8)** to save the details and re-display the Select Posting window.

Chapter 3 Processing

3

AFI Processing Functions

Each source application (such as Inventory Management, Sales Order Processing, Service Management) extracts the source data and derives its postings.

The Initiate AFI to GL/Cost Update task takes the extracted data and makes the postings to the General Ledger.

Initiate AFI to GL/Cost Update [1/FIP]

Use this task to start posting all the remaining unposted data from the source application to the General Ledger.

Note: *Cost Accounting is no longer in use, so the only the only target application is currently General Ledger.*

You can only do this if you are not using the automatic update facility. If you do want to update automatically, go to the Maintain Application task and check the Automatically Update field. For manual updating, the software holds any posting information within AFI until you select this task.

Prompt for AFI to GL/Costing Update Window

To display this window, select the Initiate AFI to GL/Cost Update task.

Fields

Source Application

Enter the source application from which you want to post information.

Alternatively, use the prompt facility to select from the Application pop-up.

Consolidate GL Postings

Use this checkbox as follows:

Unchecked - To post without consolidation, including the postings you have set up to consolidate

Checked - To consolidate those postings you have set up as consolidated

The software takes the default from the setting in the Maintain Application task.

Run-time Options

Select one of the following:

List only (0) - To print only a listing of what the software will update when you select options 1 or 2

No update takes place.

Update (1) - To update the target application without producing a report

Update and list (2) - To update the target application and produce a report

Select **Proceed (F8)** to validate your entries and start the process.

Enquire on Extract Sessions/Transactions [31/FIP]

Use this task to display AFI session details and journal postings made to the target application.

AFI Session Enquiry Window

To display this window, select the Enquire on Extract Sessions/Transactions task (and, if necessary, select an application from the Application pop-up).

Fields

Note: *The fields below are all output only apart from the field Enter a GL Co…*

GL Co

This field displays the company code to which the AFI session relates.

Extract Session

This field displays the session number allocated by the software whenever source application data is transferred to AFI.

Extr Sts

This field indicates whether the software has transferred all the posting information from the source application in a particular session.

One of the following will be displayed:

1 - If the software has extracted everything

Blank - If the last extract session terminated abnormally

Inform your supervisor if this happens.

Start Date/Start Time

These fields display the start date and time of this extract session.

User Identity

This field displays the user ID of the person who ran this extract session.

Private Session

This field displays the number allocated to any AFI extract session. For example, if the AFI extract session relates to sales invoices, this is the session number of the Accounts Receivable update process at the point when the software posted invoice transactions to Accounts Receivable.

Status Flag

A is displayed here if you have archived this session.

You can access the archive by using the Enquire on Archived Sessions/Transactions task.

Position To (Enter a GL Co…)

Enter the General Ledger company and optionally the extract session number from which you want the displayed list to start.

Options

Display Session Details

Use this to display details of an AFI session.

Refer to the AFI Session Control Enquiry Window section for more information.

Display Session Transactions

Use this to show session transaction information.

Refer to the AFI Session Enquiry Transaction Window section for more details.

To display the AFI Session Control Enquiry window, select Display Session Details for the session on which you want to enquire.

AFI Session Control Enquiry Window

To display this window, select Display Session Details against the session you require on the AFI Session Enquiry window.

Fields

Note: *The fields below are all output only.*

Source Company

This field displays the source company for the transactions.

Private Ledger Session No.

This field displays the session number for this AFI session. For example, if the AFI extract session relates to sales invoices, this is the session number of the Accounts Receivable update process at the point when the software posted invoice transactions to Accounts Receivable.

Target Company

This is the General Ledger company to which the software posts journals.

General Ledger Session No.

If you have already used a session to post a journal to the General Ledger, the software displays that General Ledger session number here.

Transaction Source

This field displays the source application.

Each source application has its own code, for example:

S - Sales Order Processing

I - Inventory Management

T - Transport Planning

Extract Details

Session No.

This field displays the number that was allocated when AFI extracted the data from the source application.

Status

This should always display **1** to indicate that the extract completed successfully. If the status is not **1**, inform your supervisor.

Terminal ID

This field displays the ID of the display terminal from which the extract session was initiated.

User ID

This field displays the user ID of the person who initiated the extract session.

Session Opened/At

These fields display the date and time when this extract was initiated.

Session Closed/At

These fields display the date and time when this extract was completed.

Total Debits

This field displays the total debit amount within the journal generated by this extract. This is a control figure for reference purposes.

Total Credits

This field displays the total credit amount within the journal generated by this extract. This is a control figure for reference purposes.

AFI to Target Update Details

Session No.

This field displays the session number allocated when the journal was posted from AFI to the General Ledger.

Status

This field indicates whether the contents of this session have been posted to the General Ledger.

One of the following is displayed:

Blank - If the session has not been posted

1 - If posting has taken place

Terminal ID

This field displays the ID of the display terminal from which this AFI to Target Update session was initiated.

User ID

This field displays the user ID of the person controlling the AFI to Target Update session.

Session Opened/At

These fields display the date and time when this update session was initiated.

Session Closed/At

These fields display the date and time when this AFI to Target Update session was completed.

Status Flag

If this session has been archived, this field displays **A**.

Select **Previous (F12)** to return to the AFI Session Enquiry window.

AFI Session Enquiry Transactions Window

To display this window, select Display Session Transactions against the session you require on the AFI Session Enquiry window.

Fields

Note: *The fields below are all output only apart from the field Enter a GL Company…*

Extract Session

This field displays the session number for the API extraction session.

Src Co

This field displays the company from which the transactions were extracted.

GL Co

This field displays the GL company to which the journals were, or are to be, posted.

Trns Src

This field displays the source application. For example, **S** indicates Sales Order Processing and **I** indicates Inventory Management.

Pstg Type

This is the origin of the posting that generated this transaction. For example, IN denotes invoice and CR indicates credit note.

Consolid Pstg Ref

For consolidated postings, this field displays the consolidated posting reference number generated by AFI. The software inserts a prefix of **I**.

For non-consolidated postings, this field displays the original document reference number, for example, the invoice number or Inventory movement reference number.

Account Code

This field displays the GL Account Code to which this journal line has been posted. This is only displayed after the posting has been processed.

Posting Value

This field displays the value of the posting transaction.

Source Ref

This field displays the original document reference number from the source transaction. For example, this can be an invoice number (from Sales Order Processing), a movement date or time (from Inventory Management), or a load number (from Transport Planning).

Position To (Enter a GL Company)

Enter the target GL company and optionally the posting reference from which you want the display to start.

Options

Display Posting Details

Use this to display the posting details for a journal.

SOP Details

Use this to display Sales Order Processing details for the journal.

AR Details

Use this to display Accounts Receivable details for the journal.

Functions

Sort by Source Reference (F15)

Use this to switch the sequence of the display from the default of posting reference for the session to source reference. The Position To capability will then be on source reference.

Select **Previous (F12)** to return to the AFI Session Enquiry window.

AFI Posting Enquiry Window

To display this window, select Display Posting Details for a journal posting on the AFI Session Enquiry Transaction window.

You can use this window to see more details relating to individual journal lines shown on the AFI Session Enquiry Transaction window.

Fields

Note: *The fields below are all output only.*

Source Company

This field displays the origin of the extracted transactions.

Extract Session No.

This field displays the session number assigned when AFI extracted data from the source application.

General Ledger Company

This field displays the GL company where the journals have been, or are to be, posted.

GL Update Session No.

If the software has already used a session to post a journal, that session number is displayed here.

Transaction Source

This field displays the source application for the transaction. For example, **S** indicates Sales Order Processing, **I** Inventory Management and **T** Transport Planning.

Private Ledger Session No.

This field displays the session number for this AFI extraction. For example, if the AFI extract session relates to sales invoices, this is the session number of the Accounts Receivable update process at the point when the software posted invoice transactions to Accounts Receivable.

GL Updated

This field is **checked** if an update to General Ledger has taken place.

Source Transaction Date

This field displays the date on which this transaction occurred within the source application.

Period Number

This field displays the source application period in which the transaction originated. This is not necessarily the period used for posting. If, for example, the period from the source application in the General Ledger is closed, the software displays the current open General Ledger period number.

Consolid. Control Field

If this is a consolidated posting, this field displays the data dictionary field on which the consolidation takes place.

Journal No

This field displays the AFI journal definition number the software used to create this journal.

Original Posting Ref

This field displays the original document number (such as invoice or credit note number) from which this journal line was generated. For Inventory transactions, the software uses the date and time of the Inventory movement; for Transport Planning it uses the load number.

Posting No

This field displays the AFI posting definition number the software used to create this journal line.

Consolid. Posting Ref

For consolidated postings, this field displays the AFI-generated consolidated posting reference number. It prefixes the number with **I**.

For non-consolidated postings, this field displays the original document reference number, for example, the invoice number or the AFI-generated Inventory movement reference number.

Posting Type

This field displays the origin of the posting that generated this transaction. For example:

From Sales Order Processing:	IN - Invoice
	CR - Credit
From Inventory Management:	IJ - Inventory Journal
From Transport Planning:	RJ - Rating Journal
	PJ - Payment Journal
	CJ - Cancellation (rating) Journal

Posting Value

This field displays the value of the journal line.

Consolidatable Pstg

This field is **checked** if the posting is consolidated.

Goods/Service Value

When posting a tax value, this is the goods or service value associated with that tax value.

Tax Type/Code

This field displays one of the following:

0 - If you are not posting tax

1 - If you are posting tax

The Tax Type is displayed if you are posting a tax amount.

Associated Quantity

If there is a quantity associated with this posting, the amount is displayed here.

Tax Inputs/Outputs

This field is displayed if a tax posting relates to purchases or sales.

Private Ledger Account

This field displays the account code in the source application, for example, a customer account code for a Sales Order Processing-originated transaction.

Rule Number

Where you have specified an account rule, the rule number is displayed here.

Line Description

This field displays data extracted from the source transaction, for example, the customer's name from a sales invoice posting.

Default Posting Account

This field displays the General Ledger default account used for this posting, or the account code used by an account rule.

Data String

This field displays the input data string, where the software uses an account rule.

Account Code

This field displays the actual General Ledger account code used by the software, either nominated or defined by an account rule, along with its description.

Account Extension

This field displays the General Ledger extension code used by the software, either nominated or defined by an account rule.

Select **Previous (F12)** to return to the previous window.

Enquire on Archived Sessions/Transactions [32/FIP]

This task is used to enquire on sessions and postings you have archived (using the AFI Archive facility) but which are still held on the system.

Select Archive Library Pop-up

To display this window, select the Enquire on Archived Sessions/Transactions task.

Use this window to select an archive library on which to enquire.

All subsequent windows are identical to those described in the Enquire on Extract Sessions/Transactions section.

Fields

Position To

Use this to position the display starting at a particular archived library.

Select a library to display the AFI Session Enquiry window.

Chapter 4 Reports

4

Report on Journals/Posting Definitions [21/FIM]

This task produces a report listing journal conditions and posting definitions for the specified source company. You can include live journals, journals under test, or both types.

Prompt for Journal and Postings Definitions Listing Selection Window

To display this window, select the Report on Journal/Posting Definitions task.

Fields

List Definitions That Use Source Company

Use this field to enter the source company code for which you want to list journal definitions.

Alternatively, use the prompt facility to select from the Select Company pop-up.

If you leave this field blank, definitions for all companies are displayed.

Type of Journal Definition to List

Select one of the following to indicate which type of journal definition you want to list:

Under test (1) - To print only journal definitions that are under test

Live (2) - To print only live journal definitions

Both (3) - To print both live and test journal definitions

Select **Proceed (F8)** to print the report.

Report on Account Rules [22/FIM]

Use this task to list all account generation rules, and their associated conversion data, set up within the Advanced Financial Integrator part of the source application.

Select **Confirm Submit (F8)** to submit the batch job.

Templates Report [23/FIM]

Use this task to list all the templates you have set up for the source application within Advanced Financial Integrator.

Select **Confirm Submit (F8)** to submit the batch job.

Chapter 5 Utilities

5

Utilities

Maintain Application [1/FIU]

You use the Maintain Application task to activate the link between AFI and the source application, and to enter default GL accounts for the journals posted. You can also specify the General Ledger suspense account code you want to use. The Maintain Application task is usually the first thing you run after you have installed AFI.

Application Maintenance Window

To display this window, select the Maintain Application task and then select an application from the Application pop-up.

Fields

Journal Defaults

Source Company

Use this field to enter a two-character source application default company code to display when creating journals.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Consolidate Postings

Use this checkbox as follows:

Unchecked - Not to consolidate when posting journals from AFI to the General Ledger

Checked - To consolidate all posting definitions that are marked as consolidated

General Ledger Company

Use this field to enter a two-character target General Ledger company code to display when creating journals.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Automatically Update

You use this field to specify if you want to update the target application (GL) automatically.

Select one of the following:

0 - To initiate update of the target application manually

You do this by running the Initiate AFI to GL/Costing Update task.

1 - To allow automatic update of the target application with journals created in AFI but not produce a listing

2 - To allow automatic update of the target application with journals created in AFI and produce a listing

Cost Accounting Active?

The interface to Cost Accounting is no longer available, so this field should be left **unchecked**.

Cost Accounting Company

The interface to Cost Accounting is no longer available, so this field should be left blank.

General Ledger Company

For each General Ledger company to which the AFI is to make postings, you need to specify a suspense account. If AFI creates an unbalanced journal, it also creates a balancing entry and posts it automatically to the suspense account you specify here.

Use this field to enter a two-character GL company for which you want to create, or maintain, a suspense account.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Suspense Account

Enter the suspense account number here. The account you enter must be already set up in the chart of accounts.

Alternatively, use the prompt facility to select from the Select Suspense Account (from Full Posting Accounts) pop-up.

Note: *Alternatively, you can select a suspense account from the list shown in the lower half of the window and select Change or Delete.*

Options

Change

Use this to select an account code shown in the lower half of the window for amendment. The Select Suspense Account Selection Code is displayed.

Delete

Use this to select an account code shown in the lower half of the window for deletion. You cannot delete if journal definitions exist.

Functions

Refresh (F5)

Use this to refresh the window after you have made changes.

Change Link Status (F8)

Note: *The setting of the link status is crucial to the running of the AFI. Always ensure that it is correctly set.*

Note: *The software will not post journals to the target company if the link status is set to inactive. Select* ***Change Link Status (F8)*** *to toggle the link status between active and inactive. A confirmation pop-up is displayed.*

Note: *For certain applications, Sales Order Processing, Equipment Servicing and Service Management, the status BFI Mode is displayed when you set AFI to inactive. This is because, for these applications, the software continues to post journals to the General Ledger using the Basic Financial Integrator.*

Note: *Once you have set the link status to active, AFI processes transactions from the source application. The software does not post direct from the source application to the General Ledger, which means that the software does not use the BFI mode of operation.*

Press Enter. For additions and amendments, the Select Suspense Account Extension Code pop-up is displayed.

Select Suspense Account Extension Code Pop-up

To display this pop-up, press Enter on the Application Maintenance window after an addition or an amendment.

Fields

Corporate

Use the Corporate field to enter an extension code from this level of the chart of accounts.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Press Enter to save the information entered and return to the Application Maintenance window.

Archive Data [2/FIU]

Use the Archive Data task to remove or review information you have transferred from AFI. Transactions currently held in AFI awaiting posting remain unaffected.

List/Purge Transactions Window

To display this window, select the Archive Data task.

Fields

Source Application

Use this field to select the application that contains the transactions you want to archive, purge or list.

Alternatively, use the prompt facility to select from the Application pop-up.

Run Option

Select one of the following:

Archive and list (3) (default) - To archive the data and print a listing

Archive (2) - To archive the data and not print a listing

Delete and list (1) - To purge the data (delete without saving) and print a listing

List only (0) - To list the data (no archive or purge)

Press Enter to validate your selections and then select **Proceed (F8)** to start the archive process.

Maintain Data Dictionary [3/FIU]

You use the Maintain Data Dictionary task to change the descriptions of certain data dictionary fields, and decide whether the field names themselves are displayed in Prompt pop-ups.

The software uses data dictionary fields to check for the following:

The field names containing the conditions under which it generates journals

The field names used for posting values

The field names, and their contents, used for account rule consolidation, default posting accounts, quantities to post or alternative rule data to test

The software groups these dictionary fields by files, for example, Customer Master, Invoice Header and Invoice Line. It uses the fields when extracting information to use in AFI.

For each application, you can select from a subset of appropriate data dictionary fields when you perform the AFI maintenance functions.

You can find all the fields available to AFI in the data dictionary installed with the application.

Data Dictionary Maintenance Window

To display this window, select the Maintain Data Dictionary task.

Fields

Field

The software lists all the fields belonging to the same file together, with the application to which they refer displayed at the top of the window.

Display in Window

Use this field to specify the data dictionary fields you want to see in prompt pop-ups.

Enter one of the following:

0 - Not to display the field

1 (default) - To display the field

Functions

Allow Update of Description (F10)

Use this to toggle the display between allowing and inhibiting change to the description of any data dictionary field.

Press Enter to save any changes you have made.

Test Account Generation [11/FIU]

Once you have set up an account rule, you should test it before assigning it to a posting definition. You use the Test Account Generation task do this.

Depending on the rule logic, you can modify or entirely replace an account code, by the rule entered on the journal definition. You can also modify its default extension as specified on a journal posting definition.

To test the rule, you enter the journal default account and extension code. The accompanying data string should contain test data input to the rule. When processed, the software takes the default account code and extension and applies the rule, ledger or template level structure and conversion logic to it. It then calculates the account code and extension to which it would post.

Test Account Code Generation Window

To display this window, select the Test Account Generation task and then select an application from the Application pop-up.

Fields

Rule No.

You can use the prompt facility in the first rule number field to select a rule which is currently available from the Select Rule pop-up.

You can also use this field to enter **R** to remove the rule you enter in the second rule number field.

Enter or select the rule number you want to test in the second of the two input fields.

Default Account Code

Enter the GL account code to which you want to apply the account rule. You only need to enter this where the account rule partially generates an account code.

Once you have selected a rule, you can use the prompt facility to select from the Select Default Account (from Full Posting Accounts) pop-up.

Default Extension Code

Enter the default extension code you want to apply.

Data String

Enter the string of characters you want to extract from the source application. This controls the GL account code the software creates.

For example, if the rule is based on customer class/item type, enter a typical customer class/item type you would look to extract from the source application.

Functions

Refresh Defaults (F5)

Select this to re-display the original values.

Press Enter to apply the account rule to the data that you have entered. The results are displayed in the Derived Account Code and Derived Extension Code fields.

Note: *If there are errors in the derivation routine, or if the generated account code does not exist on the chart of accounts, or if the extension code is invalid, an error message is displayed.*

Journal Conditions (1/FIE)

Use this enquiry to view journal definitions

Journal Definition Selection Enquiry Pop-up

To display this pop-up select the Journal Conditions Enquiry task.

Fields

Position To

Use these fields to specify a journal at which to start the display.

Select a journal definition to display the Journal Definition Enquiry window.

Journal Definition Enquiry Window

To display this pop-up select a journal definition in the Enquire on Journal Definition Selection Enquiry pop-up

Use this window to enquire upon the journal condition parameters for AFI used when generating posting transactions

Fields

Postings (F15)

Use this to display the Posting Definition Selection window

Pressing ENTER will display Journal Conditions Enquiry Pop-up if there are more conditions or return to the Journal Definition Enquiry, if no more conditions exist

Journal Conditions Enquiry Pop-up

This displays additional journal conditions, if there are more conditions in the Journal Definition Enquiry Window

Press ENTER to return to the Journal Definition Selection Enquiry or F12 to return to the Journal Definition Enquiry

Posting Definitions (2/FIE)

Use this enquiry to view journal definitions or display via F15 in the Journal Conditions Enquiry.

Posting Definition Selection Window

To display this window, select the condition whose postings you want to view on the Journal Definition Selection Enquiry pop-up

Fields

Position List to Posting No.

Enter the posting number from which you want to start the display.

Select a posting number to display the Posting Definition Enquiry window.

Posting Definition Enquiry Window

To display this window, select the a Posting Definition from the Posting Definition Selection Window

Functions

Display Alternative Rule Parameters (F10)

Use this to display the Alternative Account Rule Parameters window.

Press ENTER to return to the Journal Definition Selection or F12 to return to the Posting Definition Selection

Alternative Rule Parameters Enquiry Window

To display this window, select F10 from the Posting Definition Enquiry Window

Press ENTER to return to the Journal Definition Selection or F12 to return to the Posting Definition Selection

Account Rules (3/FIE)

Use this enquiry to view Account Rules.

Account Rules Selection Enquiry Pop-up

To display this pop-up select the Account Rules Enquiry task.

Fields

Position To

Use these fields to specify a Rule at which to start the display.

Select a rule to display the Account Rule Input Enquiry window.

Account Rule Input Enquiry Window

To display this window select an Account Rule from the Account Rules Selection Enquiry pop-up

Pressing ENTER will display Account Rule Output Enquiry window

Account Rule Output Enquiry Window

To display this window press ENTER from the Account Rule Input Enquiry window

Pressing ENTER will return to the Account Rules Selection Enquiry window

Data Conversion Codes (4/FIE)

Use this enquiry to view Data Conversion Codes.

Pressing ENTER will return to the Account Rules Selection Enquiry window

Templates (5/FIE)

Use this enquiry to view Templates.

Template Selection Enquiry Pop-up

To display this pop-up select the Templates Enquiry task.

Fields

Position To

Use these fields to specify a Template at which to start the display.

Select a template to display the Template Enquiry window.

Template Enquiry Window

To display this window select a template from the Templates Selection Enquiry pop-up

Pressing ENTER will display Templates Selection Enquiry pop-up

Appendix A Glossary

A

Account Code

An account set up in the General Ledger to receive postings

Account Code Rule

This is also known as Account Rule. It defines the way in which AFI can generate an account to post to in the General Ledger.

Account Rule

A definition of the way in which AFI can generate an account to post to in the General Ledger

Account Level Structure

The structure that defines the formatting of your General Ledger account codes

Advanced Financial Integrator

Also known as AFI, this is an application that takes transactions posted to it by source modules, such as Sales Order Processing, and posts them on to the General Ledger. Its main function is to derive the codes it is going to post to from the data in the source transactions.

AFI

See Advanced Financial Integrator.

Archive

To copy data from the current data file libraries to alternative libraries, usually before backing up to an off-line support medium such as tape and then removing it from the system

Basic Financial Integrator

Also known as BFI, this is a subset of AFI used to make standard postings to the General Ledger when AFI is inactive. You cannot tailor postings made by BFI. It is used for postings from Sales Order Processing and Service Management.

BFI

See Basic Financial Integrator.

Consolidation

The accumulation of values from more than one source transaction, to create a single posting to the General Ledger

Consolidation Control Field

A data dictionary field on which consolidation is based

Control Accounts

General Ledger accounts to which direct posting is normally inhibited

Data Conversion Codes

These specify how data from the source module is converted to different values when generating account codes.

Data Dictionary Fields

These are field names containing information or conditions you can specify and refer to in AFI processing. Data Dictionary is a term used to describe the list of field names held in a database.

Default Account

This is a General Ledger account you must specify on a posting definition. The software uses this account for postings where there is no account rule, or if the account rule fails to generate a valid account.

Interface

A link where you can pass data created in one module to another

Journal Condition

The overall journal definition and the circumstances under which a journal is created

Post Inhibit

A setting made against a General Ledger account code to indicate that you cannot make direct postings

Posting Definition

The definition of each posting made to the General Ledger

Purge

To remove data from the system

Session Number

The means to identify a group of transactions, which are usually created at the same time - for example, a batch of sales invoices

Source Module (Application)

The source of the data extracted by AFI to create postings to the General Ledger

Suspense Account

This is a General Ledger account code that you must be set up for the module. When journal postings for a transaction fail to balance, the software makes balancing postings to this account.

System Manager

The software functions that control the module environment

Target Module (Application)

The area to which AFI posts transactions - currently this is just the General Ledger

Template

A facility used to define an account code level structure different from that defined in your General Ledger