Infor System21 General Ledger Extract

Product Guide

Contents

About this guide

The purpose of this document is to describe the functions that can be used within the General Ledger Extract Module.

Intended audience

The guide is intended for any users of the GX General Ledger Extract business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "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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Chapter 1   Overview

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Introduction

The General Ledger Extract application (GX) is used to extract data from the General Ledger for use in the following external OLAP tools:

- Infor MPC Relational product
- Microsoft AS (Analysis Services) product

The General Ledger balances are extracted from System21 and transferred to a Windows server as comma-separated files (CSVs), using the TCP-IP network and FTP (File Transfer Protocol).

This data is then imported into the external products.

This product guide describes the function within the extract from System21 only; it does not cover the import processes.

Application Overview

It is possible to run a General Ledger extract for:

- Actual figures or a selected budget code/type
- A single period or a period range

As a special case, it is also possible to extract the opening balance position for a year (it is likely that this will only be run for the very first data load). Infor MPC has a period zero concept to hold opening balances.

The dimensions used in Infor are associated with levels within user-defined views/account codes. These levels are validated as being global/cross ledger levels for the extract because it is only such levels that really represent dimensions.

The levels are mapped directly to MPC dimensions, irrespective of their position in particular ledgers. As a special case, the mapping of the whole 12-character account to the Schedule dimension is supported. This is the recommended approach wherever possible, as it will allow the extract to determine:

- The account type from the chart of account master*

- The 'parent' schedule from report control code A (assuming these are being maintained for the Total Descriptions reporting option within the General ledger (GL)

Note: It is possible to define an existing level as a cross ledger level through ledger maintenance, so this requirement should not cause major problems for users who are not currently using this feature.

*Setting the GL country-specific parameter 0054 to 1 will ensure that Account Type is validated against GL parameter ATYP when a GL account is maintained.

Users may define whatever account types they wish. The Value 1 field will be set to indicate the MPC value, if MPC is installed, as follows:

Code	Description	Value
PE	P&L Expenses	0
PR	P&L Revenue	1
PS	P&L Statistics	2
BA	Balance Sheet Assets	3
BE	Balance Sheet Equity	4
BL	Balance Sheet Liabilities and Equities	5
BS	Balance Sheet Statistics	6

When the extract has been run, it creates the following outputs:

For MPC:

- Data file
- Configuration file
- Structure files (for each dimension)

in CSV format.

The configuration file for the data is created by the extract, as the number of periods is variable and the configuration file needs to specify these.

A configuration file is also required for the structure import, but this is in XML format and Infor recommend the use of the MPC Import Wizard to define this. This is done by taking the first structure file generated from the extract and using the mapping facility within the Import Wizard to generate the configuration file. From then on, an automated script can be used to run the import.

Only the structure for the Schedule and Category dimensions are imported. The user will set up the following dimensions by modifying template files provided with the software.

Year - The member names must be in the format CCYY (e.g. 2008).

Period - The member names must agree with the names assigned in parameter maintenance. If the user chooses to set these up as 2-digit numerics, e.g. 01, 02 etc., they will not need to define the parameter mapping: the extract will default to these values.

Version - This is the dimension that defines whether actual figures, or an instance of a specific budget, are included. The member name must agree with the name assigned in parameter maintenance for the actual, and budget code/type combinations.

Currency - This is set up automatically as part of the database creation with local currency.

Rate - Not applicable

Rate Set - This is set up automatically as part of the database creation as 'un-translated'.

Organization (Unit) - The member name must agree with the System21 company code.

Other - Not Applicable

The FINLOC_BASE table is loaded. This is the default Fact table.

An automated import script has been developed to import the files into MPC. This is not detailed here.

For AS:

- Data file
- Structure files (for each dimension)

in CSV format.

The data file contains a separate line for each dimension/period.

Constraints and Limitations

1. Deleted level codes or accounts

It is not possible to extract amended or deleted level codes and accounts through the structure interface. This is because:

- Deletion through the MPC structure import is not supported
- Dimension hierarchies are not supported within System 21. Where the user wishes to make use of dimension hierarchies they will define a default parent within the extract application's dimension definition. They will then move the imported member from this default to the relevant hierarchy within MPC. If an amendment through the structure interface were performed then this hierarchy relationship would change back, or in the case of Schedule Lines re-link the line to the default Schedule. Amendments must therefore be made within MPC.

2. Number of dimensions

There is a maximum of 36 dimensions due to the use of global/cross ledger levels.

3. Member names

Where member names are defined for period and version, they are limited to 25 characters as this is the length of the parameter file description.

This limitation will not apply to the Schedule and Category dimensions, as the member names are generated from the General Ledger codes.

4. Debit/credit flag

There is no debit/credit flag against accounts in System21. This will have to be manually assigned within MPC. MPC does provide sensible defaults based upon the account type.

5. Currency balances

Currency exchange rates are not part of this extract. As we are extracting a single base currency for all accounts this should not be an issue.

6. Quantities

Quantity actual values and budget values are extracted for AS; they have not been addressed for the MPC extract yet.

Chapter 2   The General Ledger Extraction

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Extract General Ledger [1/GX]

Use this task to perform the General Ledger Extraction for the required General Ledger company.

Data Extraction Criteria Window

To display this window, select the General Ledger Extraction task.

Fields

Period Range/To

Use this field to specify the range of periods for which data is to be extracted.

The period range must be within one year - the extract cannot span more than one year.

Note: Note. For the opening balance extract these will both be set to the 00 period for the year; e.g. 0800 to 0800 will extract opening balances as at the start of 2008.

Actual or Budget

Select one of the following:

Actual - To extract actual balances

Budget - To extract budgets

Take Memo Accounts

Use this checkbox as follows:

Unchecked - If you want memo accounts to be ignored

Checked - If you require memo accounts to be extracted

Budget Code

If you have selected **Budget** in the Actual or Budget field, enter the budget code.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

Budget Type

If you have selected **Budget** in the Actual or Budget field, enter the budget type.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

Interface

The extract can be run for either MPC or AS.

Select one of the following:

MPC (0) - If extracting data for MPC

AS (1) - If extracting data for AS

Note: Note. Once this has been selected and an extract has been run, the field is display only.

Default Schedule

This is applicable for MPC extracts only.

Enter one of the following:

Default Parent (0) - If a default parent is to be defined at schedule level

Report Code A (1) - If Report Control Code A is to be used

Opening Balance Extract

Use this checkbox as follows:

Unchecked - For all other extracts

Checked - If this is an opening balance extract (the period range will need to be for 00 periods)

FTP Data Automatically

Use this field to specify whether you want to send the comma-separated files automatically via FTP to the Windows server.

Use this checkbox as follows:

Unchecked - If you do not have a TCP/IP network

Checked - If you do want to send the files automatically

Note: If a TCP/IP network is in not in place, the comma-separated files can be downloaded to the Windows server via an ODBC driver and any ODBC compliant PC tools.

Functions

Parameters (F15)

Use this to define the Windows server to which the data is to be sent, the directory to which it should be sent and the names of the files to be sent. The Maintain Parameters window is displayed.

Select Views (Actuals) (F16)

Use this to specify which views of which sub-ledger should be extracted. This is normally the most detailed view of the sub-ledger, including the most account levels. The Maintain Preferred UDVs for Actuals window is displayed.

Views should not be selected until the dimensions have been defined via **Dimensions (F19)**.

Select Views (Budgets) (F17)

Use this to specify which views of which sub-ledger should be extracted. This is not always the same views as for actuals, as in some cases budgets are not held at the same level of detail as the actual transactions. The Maintain Preferred UDVs for Budgets window is displayed.

Views should not be selected until the dimensions have been defined via **Dimensions (F19)**.

Descriptions (F18)

Use this to define how the member descriptions are to be created (from account and level code descriptions).

Dimension (F19)

Use this to map level codes/the account code to dimensions. The Maintain Dimension pop-up is displayed.

FTP Log (F20)

Use this to display the FTP Log window. If the files do not FTP successfully to the Windows server, the FTP log allows you to identify the cause of the failure.

Select **Update (F8)** to run the extract program for the parameters specified.

Maintain Parameters Window

To display this window, select **Parameters (F15)** on the Data Extraction Criteria window.

Use this window to add additional/bespoke extraction processes to the system.

There is no reason to maintain or delete the system-defined parameter GLBX.

You can select sub-codes of parameter GLBX by selecting the Sub-codes option.

Fields

Enter Type

Type (Untitled)

If you are adding a new type, enter it in this field.

If you are maintaining an existing type, this field is for information only.

Description (Untitled)

Enter or amend the description of the type.

Value 1 Reqd. (Untitled)

If value 1 is required for this type, enter **1** in this field.

Value 2 Reqd. (Untitled)

If value 2 is required for this type, enter **1** in this field.

Code Length (Untitled)

Enter or amend the code length.

<u>**Options**</u>

Maintain

Use this to amend an existing type in the input fields at the bottom of the window.

Delete

Use this to delete an existing type.

System parameters cannot be deleted.

Sub-codes

Use this to display the Maintain Parameters Sub-codes window.

Press Enter to update the parameters and then select **Previous (F12)** to return to the Data Extraction Criteria window.

Maintain Parameters Sub-codes Window

To display this window, select Sub-codes against a line on the Maintain Parameters window.

<u>**Fields**</u>

Enter New Code

Code (Untitled)

If you are adding a new sub-code, enter it in this field.

If you are maintaining an existing sub-code, this field is for information only.

Description (Untitled)

Enter or amend the description of the sub-code.

<u>**Options**</u>

Maintain

Use this to amend a sub-code.

Delete

Use this to delete a code.

The following parameters define the FTP parameters required for the successful transfer of the files to the Windows server via FTP.

DIRECTORY

This is the directory defined in the FTP server set-up as the FTP Server Directory.

PASSWORD

This is the password required to log on to the Windows server.

SERVER

This is the name of the Windows server (if DNS is active) or the TCP/IP address of the Windows server.

USER

This is the user ID required to log on to the Windows server.

The following parameters are used in the extracted files:

BLANK SUB

This character will be used where there are leading blanks in a dimension name. The default is #.

DATA LEFT

This is the left enclosure for fields in the data file. The default is [.

DATA RIGHT

This is the right enclosure for fields in the data file. The default is].

DIM LEFT

This is the left enclosure for fields in the dimension/structure files. The default is ".

DIM RIGHT

This is the right enclosure for fields in the dimension/structure files. The default is ".

SEPARATOR

This is used for separating data in the data and structure files. The default is ','.

The **PERD** parameter is used to map System21 period numbers to period member names in MPC. Enter the period number as the sub-code and the description as the period member name. If no sub-codes are set up in this parameter, the system will assume the 2-digit period as the member name.

The **VERS** parameter is used to map System21 actual, budget code and type to version member names. The user must specify the codes in the following way:

ACTL

This is the actuals. The description for this sub-code should be the actuals version member name. It defaults to ACTUALS.

AAAB

This is the budget code and type (where AAA is the budget code and B is the budget type). The description for the sub-code should be the relevant budgets version member name.

Note: The Data Left, Data Right, Dim Left, Dim Right and Separator parameters only apply to MPC; for AS the enclosures are always " and the separator is ,.

Press Enter to update the sub-codes and then select **Previous (F12)** twice to return to the Data Extraction Criteria window.

Maintain Preferred UDVs for Actuals Window

To display this window, select **Select Views (Actuals) (F16)** on the Data Extraction Criteria window.

If you are extracting ACTUAL balances, this is used to define which views' balances should be extracted.

Each view added will be validated as containing:

- All the levels required for the Schedule dimension

And for each Category dimension:

- Either all levels required or none of them

Options

Maintain

Use this to maintain an existing user-defined view. The Maintain User Defined Key pop-up is displayed.

Delete

Use this to delete an existing user-defined view. No confirmation is required.

Functions

Add (F10)

Use this to add a sub-ledger.

Select **Add (F10)** to add a sub-ledger or select **Previous (F12)** to return to the previous window.

Add User-Defined View Pop-up

To display this pop-up, select **Add (F10)** on the Maintain Preferred UDVs for Actuals window.

Fields

Ledger

Enter the required ledger.

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

User Defined Key

Enter the required user-defined view.

Alternatively, once the sub-ledger has been specified, use the prompt facility to select from the Select User Defined View pop-up.

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

Select Ledger Pop-up

To display this pop-up, use the prompt facility on the Ledger field on the Add User Defined Key pop-up.

Select a ledger to return to the previous window.

Select User Defined View Pop-up

To display this pop-up, use the prompt facility on the User Defined Key field on the Add User Defined Key pop-up or the Maintain User Defined Key pop-up.

Select a user-defined view to return to the previous window.

Maintain Preferred UDVs for Budgets Window

To display this window, select **Select Views (Budgets) (F17)** on the Data Extraction Criteria window.

The windows displayed are identical to those displayed by **Select Views (Actuals) (F16)**; however in this case the views for the budget balances extraction are defined.

Please note that these may not be the same as those for the actual balances, as budgets may have been defined at a different level of aggregation.

Select **Add (F10)** to add a sub-ledger or select **Previous (F12)** to return to the previous window.

Member Descriptions Pop-up

To display this pop-up, select **Descriptions (F18)** on the Data Extraction Criteria window.

Fields

Select one option for Fiscal Account and one for Level Code. The selected description will be used in the creation of the Schedule Line Description and Category Description in the structure files.

Select **Update (F8)** to update the data and return to the Data Extraction Criteria window.

Maintain Dimensions Pop-up

To display this pop-up, select **Dimensions (F18)** on the Data Extraction Criteria window.

Note: Note. For MPC, the Schedule dimension is mandatory. This is not shown where AS is in use.

Options

Maintain

Use this to maintain an existing dimension.

Functions

Add (F10)

Use this to add a new dimension.

Press Enter to update the data and return to the Data Extraction Criteria window.

Maintain Schedule Dimension Pop-up

To display this window, select **Add (F10)** on the Maintain Dimensions pop-up.

Fields

Dimension Name

Enter the name of the dimension.

Header File

Enter the file name for the header file.

Member File

Enter the file name for the member file.

Default Parent

You must enter the default parent to be used if a Report Control code A does not exist for the account or where Report Control codes are not being extracted.

Options

Select

Use this to select a level description.

Delete

Use this to delete a level description.

<u>Functions</u>

Add Level Description (F10)

Use this to select from the Cross-Level Dimension pop-up.

FTP Log Window

To display this window, select **FTP Log (F20)** on the Data Extraction Criteria window.

Should the FTP transfer of the comma-separated files fail, the FTP Log will provide a useful troubleshooting log of the FTP session to help you identify where the FTP process failed.

Select **Previous (F12)** to return to the Data Extraction Criteria window.

Appendix A Glossary

A

Actuals

These are the actual balances for your company's accounts created from the total of transactions posted for a period and balances brought forward.

Budgets and Forecasts

You can hold many different budgets/forecasts for your company's accounts (for example, optimistic, pessimistic and mid-view budgets).

Memo Accounts

General Ledger accounts which are not used to calculate the worth or profit and loss of the business

Views

This is a defined number of account levels arranged in any order you want and used for enquiry, report and budgeting purposes. User-defined views are also known as user-defined keys.