



# Infor System21 Brazilian Tax

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 Brazilian Tax module.

## Intended audience

The guide is intended for any users of the BZ Brazilian Tax business module.

## Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 7.

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from [docs.infor.com](https://docs.infor.com) or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).





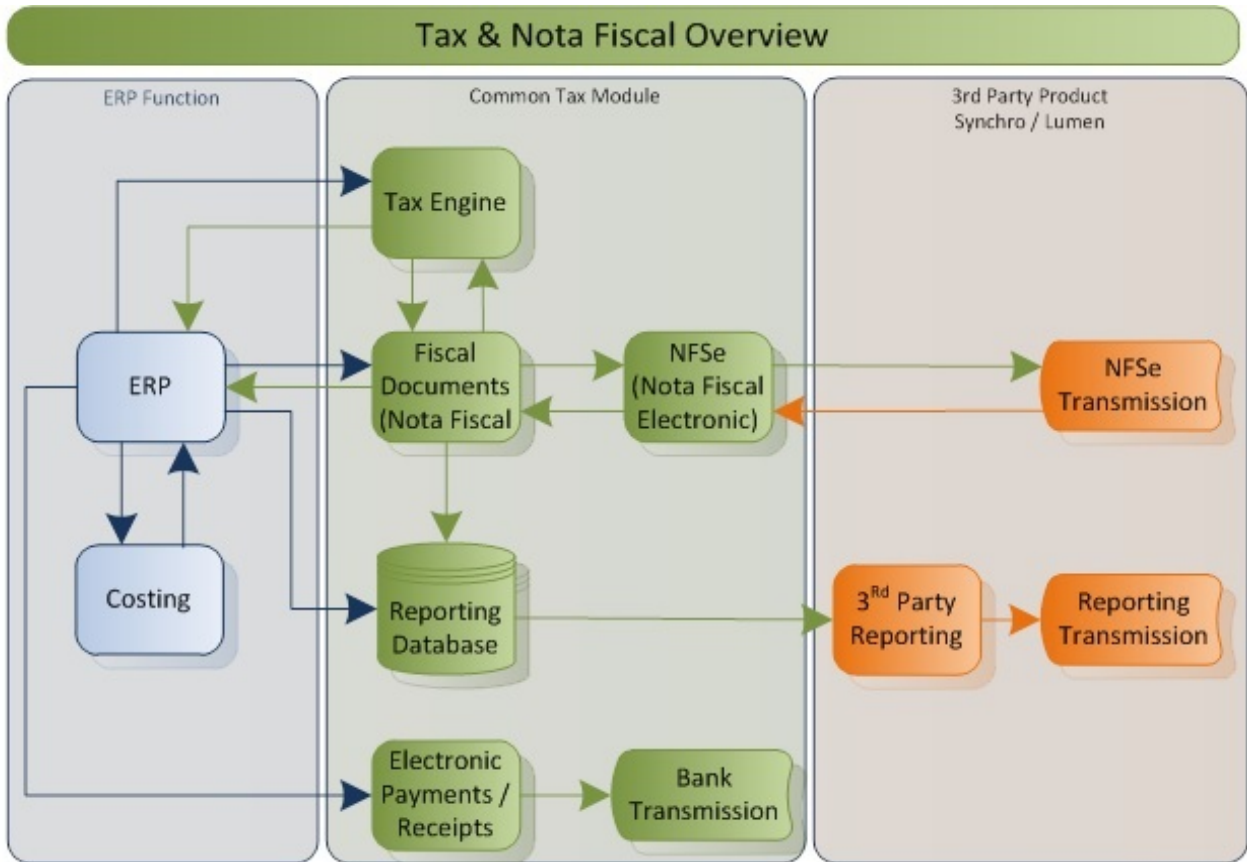
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## Chapter 1 Overview

### Introduction

The Brazilian tax module provides the ability to trade in Brazil and charge tax in accordance with the Brazilian legal rules.

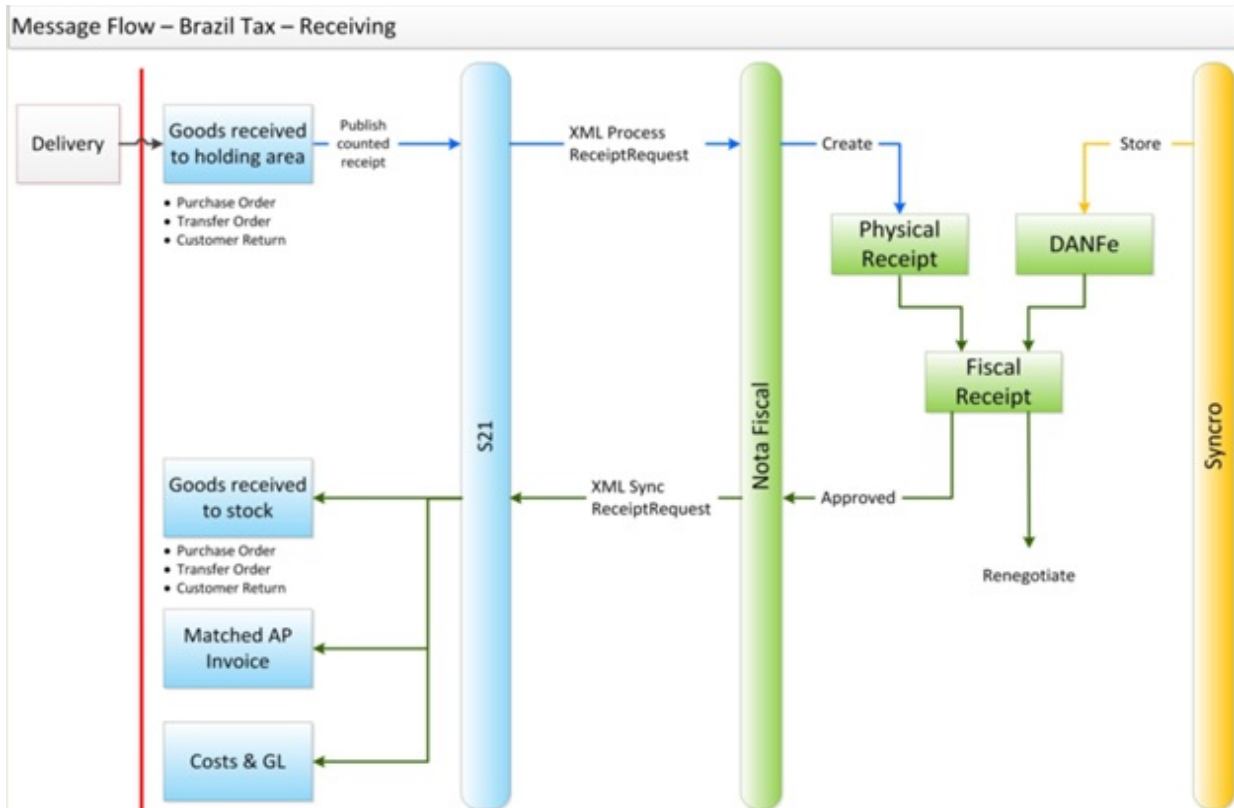
The Nota Fiscal Engine (also known as the [tax engine](#)) allows Brazilian [Nota Fiscals](#) to be transmitted to and the approval received back from the Brazilian government.



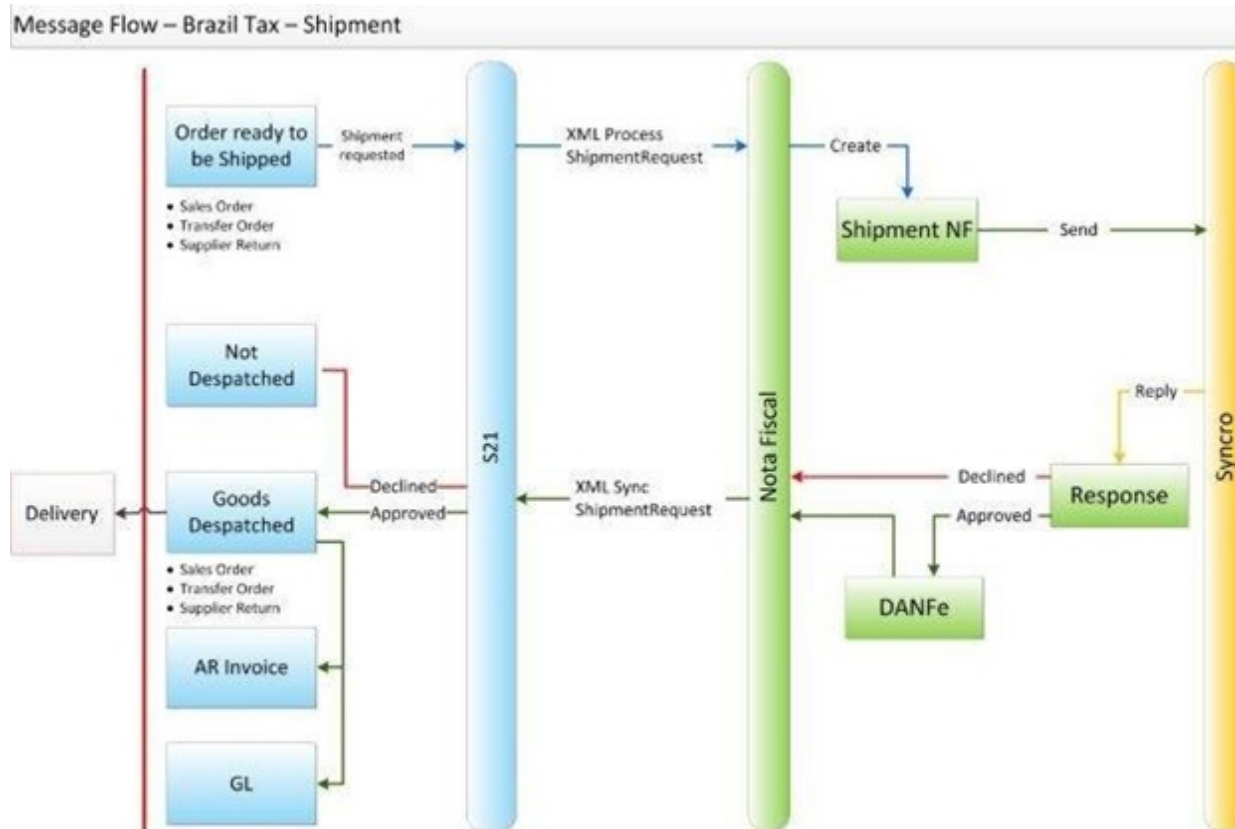
The mechanism for passing the messages from System21 to and from the [tax engine](#) is ION.

## ION Adaptor Processes

### Receipts



## Shipments



## Brazil Taxes

When a tax calculation request is sent to the engine a number of taxes can be returned and alongside each tax and its value is a classification.

The tax Classifications are as follows:

### 1 Detached Tax

These taxes are paid by the supplier (you) – so on a sale these are not included in the final value posted to the AR but are posted to the GL. We pay this value directly to the Government.

### 2 Add Tax to total Receipt

These work in a similar way to standard System21 Tax in that the tax value is added to the value of the goods. On a sale the customer would pay the tax to 'you' and we would pay the Government.

### 3 Retained Tax

All taxes classified as 3 and above have their values subtracted from the final invoice value to be paid. i.e. On a sale they are paid directly by the customer to the Government.

### 4 Retained controlled by Fiscal Document date

- 5 Retained controlled tax by due date
- 6 Retained controlled tax by anticipated due date
- 7 Retained controlled tax by payment date.

The following table shows the Tax Classification for the various Brazil taxes.

	Tax	Classification
1	ICMS	1
2	ICMS Substitution	2
3	IPI	2 (*)
4	IPI Substitution	1
5	PIS	1
6	COFINS	1
7	ISS	1
8	INSS	1
9	Accounting Entity Income Tax	3+
10	Individual Income Tax	3+
11	PIS Retained	3+
12	COFINS Retained	3+
13	CSLL Retained	3+
14	ISS Retained	3+
15	INSS Retained	3+
16	Import	1
17	INSS Retained Individual	3+
18	PIS Substitution	2
19	COFINS Substitution	2

(\*) Except when fiscal benefit is credit in sale it will be "1".

## Relationship to Other Applications

The following System21 applications are affected:

- General Ledger (GL)
- Generic Application (L1)
- Accounts Receivable (SL)
- Accounts Payable (PL)
- Cash Management (CS)
- Advanced Financial Integrator (FI)
  
- Sales Order Processing (OE)
- Advanced Order Entry (AO)
- Order Capture (OC)
- Customer Returns (CR)
  
- Inventory Management (IN)
- Distribution Requirements Planning (DR)
  
- Purchase Management (PM)
- Requisitions (RQ)
- Vendor Scheduling (VS)
  
- Equipment Servicing (EQ)
  
- ION Adaptor (YO)
- ION Adaptor connectors (YA)

## Finance

- The following standard System21 finance functions are not available:
- Collection Documents
- Automatic Cash Posting
- Consolidate b/f accounts

## Brazil Banking

### Currency

The [Banking Engine](#) assumes that the currency code of payments is local currency (i.e. Brazilian Reals), the same as defined as Local currency on [Tax Engine](#).

### Payment Type

The new Boleto payment type should be processed via the [Banking Engine](#); it will not produce any documentation with System21 itself.

### Payment Mode/Payment Type

The [banking engine](#) assigns a 'mode' to the payment; this may be related to the System21 payment type as follows:

System21 – Payment Type	Banking Engine – Payment Mode
Cheque	Check
Transfer	Doc. Compe or Doc Str. determined on value by <a href="#">banking engine</a>
Electronic	N/A
Collection document	Not yet supported
Cash	N/A
Credit card	N/A
EDI	N/A
Boleto	Value set in System21 Boleto barcode window: <ul style="list-style-type: none"> <li>- Bank boleto</li> <li>- Third party boleto</li> <li>- Agency boleto</li> </ul>

### AP Actions

For Accounts Payable payments, the 'Action' status received back from the [Banking Engine](#) will be catered for as follows:

The following 'Actions' will not apply to System21 as we do not process such documents or have no impact on System21

- Rebate Suspended
  - The company sends an instruction to the bank to give a rebate on the document because, for example material returns, etc
  - The company sends a new instruction to the bank to cancel the rebate
  - The bank confirmed the rebate cancel;
- Rebate Granted
  - The company sends an instruction to the bank to give a rebate on the document because, for example material returns, etc.
  - The bank confirmed the rebate
- Confirm Instruction Protest
  - The company sends an instruction to the bank to protest the document
  - The bank confirms the instruction was received;
- Confirmed
  - The bank confirmed the document was received
  - This receipt by the bank does not change the System21 status
- Partially Settled
  - The document was partially paid.
  - Part payments are not handled in System21
- Confirm Halt Protest
  - The company sends an instruction to the bank to protest the document
  - The bank confirms the document was sent to Notary Office
- Waiting for Clearance
  - No action is required
- Canceled Settlement
  - The bank returned to the company that the document was paid, after that for some reason the bank returns to the company the payment of the document was canceled (usually when the bank makes a transfer to another bank but because of wrong data the money is not transferred); This is done at a later date, after settlement and as such will have no impact on System21.
  - You should use Cancel Transactions [42/CSP] to cancel the payment
- Due Date Changed
  - The company sends an instruction to the bank to change the due date
  - The bank confirms the due date was changed

The following Actions will be treated as payment cancellations:



- Wrote Off (Paid to Assignor)
  - The document was sent to the bank but your supplier paid directly to you for example
- Wrote Off
  - The document was sent to the bank but for some reason the bank returned the document to the company
- Wrote Off After x Days
  - If the document is not paid until n (according to each bank) Days the bank returns the document to the company
- Rejected
  - The document was rejected for some reason and returned to the company

The following actions will be treated as payment completions:

- Paid in Notary Office:
  - The document was paid in Notary Office
- Paid
  - The document was paid

### **AR Actions**

For Accounts Receivable collections, the 'Action' status received back from the [Banking Engine](#) will be catered for as follows:

The following 'Actions' will not apply to System21 as we do not process such documents or have no impact on System21

- Rebate Suspended
  - The company sends an instruction to the bank to give a rebate on the document because for example material returns, etc...
  - The company sends a new instruction to the bank to cancel the rebate
  - The bank confirmed the rebate cancel
- Rebate Granted
  - The company sends an instruction to the bank to give a rebate on the document because for example material returns, etc.
  - The bank confirmed the rebate
- Confirm Instruction Protest
  - The company sends an instruction to the bank to protest the document
  - The bank confirms the instruction was received
- Confirm Halt Protest
  - The company sends an instruction to the bank to protest the document

- The bank confirms the document was sent to Notary Office
- Waiting for Clearance
  - No action is required
- Due Date Changed
  - The company sends an instruction to the bank to change the due date
  - The bank confirms the due date was changed

Additionally, the following actions will not be processed as you should use the standard interactive options to un-pay documents through **Identify unpaid documents [31/CSD]** and **Manage unpaid documents [32/CSD]**:

- Partially Settled
  - The document was partially paid.
  - Use Identify unpaid documents [31/CSD] and Manage unpaid documents [32/CSD] to identify and manage part unpaid items.
- Canceled Settlement
  - The bank returned to the company that the document was paid, after that for some reason the bank returns to the company the payment of the document was cancelled (usually when the bank makes a transfer to another bank but because of wrong data the money is not transferred)
  - This is done at a later date, after settlement
- Wrote Off (Paid to Assignor)
  - The document was sent to the bank but your supplier paid directly to you for example
- Wrote Off
  - The document was sent to the bank but for some reason the bank returned the document to the company
- Wrote Off After x Days
  - If the document is not paid until n (according to each bank) Days the bank returns the document to the company
- Rejected
  - The document was rejected for some reason and returned to the company

## Sales Cycle

Within the sales cycle, the taxes to be paid directly by the customer are displayed.

**Note:** *This does not include retained taxes.*

Details of each despatch is sent to the engine for approval prior to the inventory and sales ledger updates. The approval triggers the creation of the nota fiscal and the invoice, which contain the same price, tax and date details

The following standard System21 sales functions are not available:

- Consolidated Invoices.
- Override addresses (these will need CPF/CNPJ details in the Engine)
- OE Miscellaneous Invoices and Credits
- OE Consignment stock
- Pre-forma Invoices
- Direct delivery

## Purchases (Inbound goods and services)

Receipts are sent to the engine for verification against inbound [Nota Fiscales](#). Batch matching should operate against approved [Nota Fiscales](#).

All transactions that have tax calculated *must* have the item set up in the engine. Therefore non-stock Purchase Orders will have "dummy" items manually created in the engine to allow tax maintenance to be performed. You *must* ensure these items are used or errors will occur.

If a Purchase Receipt includes goods from multiple Purchase Orders then the GRN continuation function must be used.

The following standard System21 purchasing functions are not available:

- Services must be received the same as stock or non-stock items so that the engine can check the taxes on the inbound Nota Fiscal. Therefore System21 Service orders are not allowed as these are not 'received'.
- Purchase Receipts directly into Stores
- Customer Return receipts directly into Stores

## Manufacturing

### Sub-Contracts

Sub-contract operations that are done off site require Nota Fiscal processing.

The following standard System21 manufacturing functions are not available:

- Finished goods. The assumption is that manufactured goods are made in one location and then moved to another. Prior to use on production lines they are put down in the manufacturing location, then used on the line.

## Costing

Manufacturing operations are revalued according to the period end average cost. This is standard System21 function which can be summarized thus:

- This function allows the possibility of evaluating all the stock movements that occur within a Period at their average cost across the period. Since that average cannot be determined until all the movements within the Period have been recorded, an adjustment needs to be calculated at the end of the Period. This is then stored for each of those movements, to account for the difference between the Period-end Average Cost, and the cost that was originally recorded for the movement.
- The Period End (also referred to as 'Month-end' or 'Month End') Average Cost for an Item is calculated by first accumulating all the accrued actual costs of receipts recorded within the Period, divided across the total received quantity. This is then combined with the opening balance and value (at the previous period end's cost), to produce the new Month End Average Cost.
- The Period End Average Cost can then also be used to revalue the outward stock movements (inventory issues) that occurred in the Period.
- This requirement is additional to the existing costing methods provided by System21. All items, regardless of the System21 costing method used, need to have Period End Average Costs calculated and stored. These costs may or may not be used to set the costs of Items for the purposes of calculating the costs of inventory movements in the following Period or Periods.
- There is an additional requirement for manufacturing facilities, whereby the costs of manufactured goods that were produced within a period need to be revalued at the end of the Period, not only using the Period End Average Costs of the materials that were consumed in their production, but also using the average actual Labour Costs and Rates that were incurred.

## Inventory

The following standard System21 inventory functions are not available:

- Inventory Movements that allow goods to move into/out of the organization
- Inventory movements where goods cross site boundaries

## DRP

Confirm Shipment Receipt (transfer in) must be receipted by despatch note.

## Equipment Servicing

Workshop jobs, where the machine comes to the engineer, require three [Nota Fiscals](#):

- an inbound Nota Fiscal to receive the machine,
- an outbound Nota Fiscal to despatch the machine
- an outbound Nota Fiscal to charge the customer for the work performed

Service jobs, where the engineer goes to the machine, requires only one nota Fiscal to charge the customer for the work performed

Service exchange jobs where the machine is swapped, required two [Nota Fiscals](#), one for the receipt of the broken item and the other to charge the customer for the work performed

The following standard System21 Equipment Servicing functions are not available:

- EQ Warranty Claims
- EQ Sundry Invoices
- EQ Deferred revenue Contract Postings via AFI

## BZ Components

The Brazilian Tax Module (BZ) uses ION connectors (YA) to "talk" to the [tax engine](#) through ION.

In addition, a web services module is deployed in the sales cycle to request tax information from the [tax engine](#).

## BZ Configuration

As with any integration, it is vitally important that the system is configured correctly to get the correct data flowing to the [tax engine](#) and back. This is mainly done through the use of parameter settings

Application	Parameter	Description
GL	SPED	FTP Extract information

Application	Parameter	Description
GL	00061	<a href="#">Tax engine</a> in use. This is used to condition processing based on whether the <a href="#">tax engine</a> is active or not. It is not country-specific.
GL	00065	Nota Fiscal in Use. This is used to condition processing based on whether Brazilian <a href="#">Nota Fiscals</a> are required, or not.
GL	00066	Detailed Transaction Description required. Used to allow bigger descriptions to be held
GL	00067	<a href="#">Banking engine</a> in use. This is used to condition processing based on whether the <a href="#">banking engine</a> is active or not.
GL	BZ	The country code BR is deployed
L1	CFOP	List of Usage codes shipped by Infor to separate the fiscal document types entered against each transaction. For example, 01 is the Sales Fiscal Code and 02 is for Purchases. These should not be amended as the system is hardcoded to use the ones shipped
IN	ASNP	ASN Company prefix used for sales despatches
IN	BZTX	Defines certain criteria for use when the Brazilian Tax Module is active.
IN	DFLT	The defaults for Order Entry are expanded
IN	RFTP	Reference types have been expanded

## BZ Set Up Data

The [tax engine](#) is able to receive a number of different messages from the ERP system based on the type of transaction occurring. Usage codes, shipped as System21 metadata, are used to link the area of System21 with a defined [tax engine](#) Fiscal code. These need to be defined in **Fiscal Document Usage Code Maintenance [3/L1M]** for all areas of System21 which will be sending or receiving messages from the [tax engine](#).

In Brazil, if goods are being moved, then they need to be approved via a nota fiscal before they can be transported. There are different types of Nota Fiscal documents. Each requirement needs to be activated via **Nota Fiscal Maintenance [2/BZM]**.

An AFI link should be installed so that Nota Fiscal information can be sent through the AFI interface to the financial system.

## BZ Processing

All processing and communication with the banking, Nota Fiscal and [tax engines](#) is done through standard System21 functions.





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## Chapter 2 Maintenance

### Nota Fiscal Maintenance [2/BZM]

To display this window, select the Nota Fiscal Maintenance task.

### Nota Fiscal Maintenance Selection Window

Use this window to state which types of Nota Fiscal codes are in operation.

Select the types that are active.

**Caution:** Normally in Brazil mode all would be in operation.

### Non-stock item/MCN [3/BZM]

Option to add and maintain non-stock item codes for the Brazil localisation.

### Maintain PM Non-stock item/MCN code relationship

Option to add and maintain non-stock item codes for the Brazil localization. The details are:

- Non-stock item code (NSIC)
- Mercosur Code (MCN)
- GL account code
- GL account extension code

*Note: existing NSIC Inventory descriptions are shown and can be amended (2=Amend) to establish an MCN code and GL account.*

### **Options**

Text (1)

Use this to add or maintain text for the NSIC code.

#### **Amend (2)**

Use this to amend the NSIC code information.

See the **Add** function for further detail.

#### **Delete (4)**

Use this to delete the NSIC code information.

### **Fields**

#### **NSIC Code and Description**

The NSIC code and description.

#### **MCN Code and Description**

The MCN Code and Description.

### **Functions**

#### **Add (F6)**

Use this to add the NSIC code information.

## Add an MCN code relationship

Use this window to Add or Amend NSIC code information.

### **Fields**

#### **NSIC Code and Description**

Enter the NSIC code and description or amend the existing code description.

#### **MCN Code and Description**

Enter or amend the MCN code, the code must be established to the Generic description **MITM**.

The Generic description prompt is available for type **MITM**.

#### **GL Code and Description**

Enter or amend the GL code. A prompt is available.

### **Functions**

**Confirm (F8)**

Use this validate and confirm the information.

The GL account extension window will be shown (if applicable) to enter account extension.

The Inventory description type **NSIC** is added or updated with the NSIC code and description.

The Brazil localisation NISC / MCN detail is added or amend.

## Nota Fiscal Document Enquiry [11/BZM]

When the Brazil module is active in System21, the System21 invoice number becomes a memo number and it is the Nota Fiscal number that becomes more important.

However, it is not possible to know from the Nota Fiscal number if it is for a sales invoice, generated through a sale to a customer, or for an equipment servicing Invoice. Use this task to get to the correct enquiry.

## Nota Fiscal Document Enquiry Window

To display this window, select the Nota Fiscal Document Enquiry task.

Use this window to display System21 invoice details for a Nota Fiscal document.

Depending on the type of Nota Fiscal document, one of the following enquiries will be displayed:

- Whole Order [1/OEE]
- Invoice by Invoice Number [22/OEE]
- Enquire on Job History [40/EQS]
- Enquire on Invoice [22/EQI]
- Enquire on Item Reference [4/ARE]
- Enquire on items [4/APE]



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## Chapter 3 Month End Average Costing

### Inventory Month End [10/BZAV]

If the Brazilian Period End Average Costing function is active, then the following additional processing occurs when the Inventory Month End Update function takes place.

For each Item/Stockroom combination that is processed within the Month End Update, the following calculations and updates occur:

- Period End Average Cost is calculated for the Period that is being closed.
- A Period End History record is created for the Period that has been closed.
- The Brazil Stock Balance Extension record is updated with the new Period End Average Cost and new opening balances taken from the Stock Balance record.
- A Period End Average Cost record is created.
- Each movement within the Period is re-valued using the Period End Average Cost. A cost adjustment record is created for the difference between the cost recorded at the time of the receipt and the cost calculated using the Period End Average Cost.

### Period End Average Cost Calculation

#### Period End Average Cost Inputs

The calculation of the Period End Average Cost uses the following data inputs:

- Stock balance at start of period
- Stock value at start of period (at previous Month End Average Cost)
- Total quantity received in the period
- Total cost of quantity received in the period

The new Period End Average Cost is calculated by adding the total received quantity in the month to the opening balance, and dividing the result into the total cost of receipts in the month added to the

opening value. This gives a unit cost, which is the Period End Average Cost. This unit cost is then applied to the current balance of the Item in the Stockroom, to give a valuation of the current balance at the previous month's average cost. This provides the opening balance and value for the next month's calculation.

The transactions included in the calculation are the same as those included in the standard Month End processing.

For practical purposes, the Brazil Stock Balance Extension keeps a running total of the current month's average cost so far. This is made up of the total received quantity and value in the month so far, accumulated over the opening balance and value. This means that at any time the record already holds the correct Month End Average Cost at the end of the month, as well as the totals used to calculate it. Theoretically, these values could be used instead of performing the full recalculation.

## Period End History

Once the new Month End Average Cost has been calculated, a Brazil Stock History record is created for the Item/Stockroom. This holds all the details from the month start, the month total receipts, and the month end. These are always available to allow reconciliation with the actual movements from which the totals were derived, and are available to provide historical information regarding the rates that were used to re-value the stock movements in the month.

The Brazil Stock History record also holds the 'pure' month total quantity and value received, and the average unit cost within the month. These do not include the opening balance of stock at the start of the period, and therefore are not 'weighted' by the quantity of issues in the previous month.

## Brazil Stock Balance Extension Update

As suggested above, the Brazil Stock Balance Extension record is updated with the current stock balance once the Period End History updates have been recorded. The current physical balance from the standard inventory stockroom record is used to reset the Period Opening Stock Balance. This is then multiplied by the newly calculated Period End Average Cost from the previous month to give the Period Opening Value.

## Period End Average Cost Create.

A Period End Average Cost record is also created. This record is identical to the History record, but is maintained separately, so that it will be possible to retain a certain number of Periods on the 'live' database for enquiry purposes, when the history records may have been archived or removed elsewhere to satisfy legal requirements.

## Movement Re-evaluation

Once the Period End Average Cost has been calculated, it is necessary to revisit all of the transactions for the Item made within the month that contributed to that average cost. These all need to be re-valued using the newly available Period End Average Cost. Instead of updating the movement transactions themselves, a new cost adjustment transaction is created for each of them, to account for the difference between the original cost of the movement, and the 'correct' monthly average cost. These are created in inventory stock movements, and the adjustment record holds the Serial Number of the original transaction. This would enable the original transaction and the adjustment movement to be combined to give the full movement data including the Month End Average cost.

The Brazil Stock Movement Extension records are also updated with the Period End Average Unit Cost and Period End Average Total Cost as these values are calculated for the related Stock Movement.

## Record Report Selection Criteria Window

To display this window, select the Inventory Month End task.

Use this window to enter the report delimiters.

### **Fields**

Enter:

#### **Stockroom code**

Enter the from and to stockroom codes

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

#### **Item**

Enter the from and to item number

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Or:

#### **Item group major/minor**

Enter the from and to item group major

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

Or:

#### **Item type**

Enter the from and to item type

Alternatively, use the prompt facility to select from the PTYP Item Type pop-up.

Or:

### **Item class**

Enter the from and to item class

Alternatively, use the prompt facility to select from the PCLS Item Class pop-up.

### **Include kits**

Select one of the following:

Components (1) (default) - To include kit components in the report

Headers (2) - To include kit headers in the report

Both (3) - To include both kit components and headers in the report

Press Enter to continue to the Record Report Sequence window

## Record Report Sequence Window

To display this window, press Enter on the Record Report Selection Criteria Window

Use this window to specify the sequence of the report lines

### **Fields**

#### **Major sequence**

Enter the number of the criteria you wish the report to be sequenced in

#### **Minor sequence**

Enter the number of the criteria within the major sequence you wish the report to be produced in.

Select **Submit (F8)** to submit the report to batch.

## Purchase Item Re-cost [11/BZAV]

Before the Period End Average costs can be calculated for manufactured Items, it is necessary to transfer the already calculated Period End Average costs for purchased items into the manufacturing Item Costs database. This parallels the transfer of Inventory costs for purchase items into the manufacturing costs database prior to the roll up of standard costs.

As with Cost Centre Cost Rates, Period End Average costs for items in the manufacturing costs database are identified by Cost Sets, which are used to determine the Period for which the costs and cost rates are held.

The Purchase item Recost function has an additional function enabled if the Period End Average costing function is activated. This new function causes the Recost function to use the Period End Average costs in Inventory to be used when transferring the costs for purchased items into the



equivalent manufacturing costs database, by equating the Month or Period number with the Cost Set identification.

## Purchase Items Costing Update Selection Window

To display this window, select the Purchase Item Re-cost task.

Use this window to enter the selection parameters for the purchase item re-costs.

### **Fields**

#### **Range of Items to Process/To**

Enter the range of items to be re-costed. Item types other than M (made) or X (phantom) are re-costed. Leave these fields blank to re-cost all such items.

You can use the prompt facility on this field to select from the Select Item pop-up.

#### **Create Costs For**

You can update the material cost element for selected items in either the standard or non-standard cost sets, or both.

Select one of the following:

Standard Cost (1) - To create standard costs only

Entered Cost Set (2) - To create costs for a cost set only

Both (3) - To create both sets of costs

#### **Cost Set**

If you selected Entered Cost Set or Both in the Create Costs For field, enter the non-standard cost set to be updated.

#### **Inventory Costs to Copy**

Use this to specify the inventory cost type to be copied. The software takes the cost from the primary stockroom for the item defined in Inventory Management.

Enter one of the following:

Default Inventory Setting (Blank) - To use the default method from the Inventory Management company profile

Standard (1) - For standard cost

Latest (2) - For latest cost

Average (3) - For average cost

FIFO (4) - For FIFO cost

Latest Purchase Price (5) - For latest purchase price

Use this to value the item at the price at which it was last purchased.

#### **Items without Costs**

Use this checkbox as follows:

Unchecked - To not restrict the transfer

Checked - To restrict the transfer to items that have no material costs in production

#### **Cost Set Description**

Enter the description of the cost set, if you are creating costs for a cost set.

#### **Stockroom**

Enter a stockroom, if costs are to be created for an entered cost set (if you selected Entered Cost Set in the Create Costs For field and entered the cost set in the Cost Set field).

If you specify a stockroom in this field, only items for which a cost is found in this stockroom will be updated. The costs will always go into the cost set specified in the Cost Set field.

Only items that are stocked in this stockroom appear on the report if no costs are found. Items that are not stocked in this stockroom are omitted.

### **Functions**

#### **Period End Average Cost Transfer (F17)**

Use this to transfer costs to an inventory period.

The Period End Average Cost Transfer is only available as an alternative to the other Purchase item Recost options. It is not possible to submit a 'normal' Purchase item Recost and a Period End Average Cost Transfer simultaneously.

Press Enter to validate your entries and **Submit Job (F8)** to submit the batch job to re-cost the purchase items which fall within the selected criteria. Alternately, once the items have been re-costed, select **Period End Average Cost Transfer (F17)** to transfer the costs to inventory.

## Enter Inventory Period Window

To display this window, select **Period End Average Cost Transfer (F17)** from the Purchase Items Costing Update Selection Window

Use this window to enter the inventory period you wish to transfer costs to.

### **Fields**

#### **Period Select (Year and Period)**

Enter the current period or any valid previous Period.

Press Enter to continue to the Purchase Items Costing Period End Cost Transfer Window.

## Purchase Items Costing Period End Cost Transfer Window

To display this window, press Enter on the Enter Inventory Period Window

Use this window to check the pre-filled details and submit the purchase item re-costs job. This job will transfer the correct Inventory Month End Average costs of purchased items into the equivalent manufacturing Month End Cost Set, thereby making the raw material costs available for the manufacturing cost roll up function.

### Fields

#### **Range of Items to Process/To**

Set to all items

#### **Create Costs For**

Set to Entered Cost Set (2)

#### **Cost Set**

Set to 01YYPP, where YY is the Year selected and PP is the Period selected. This is the closest numerical match to the 1YYPP that is how the Period is held on the Inventory records.

#### **Inventory Costs to Copy**

Set to Period End Transfer (9)

#### **Items without Costs**

Set to All Items (0)

#### **Cost set description**

Set to 'Period End Average – YYYY/PP', where YYYY/PP are the values entered in the Enter Inventory Period Window.

This may be overridden.

#### **Stockroom**

Set to 'All Stockrooms'.

Select **Submit Job (F8)** to submit the run in batch.

## Item Master File Recost [12/BZAV]

When Month End Average Costing is active, this function is used to calculate the Month End Average costs for manufactured items. This encompasses all levels of manufactured goods, including intermediates and subassemblies.

Before using this function to calculate these costs, it is necessary to have updated the Cost Centre Period End Cost Set Cost Rates with the correct end of month average cost values, to have

generated the Period End Average Subcontract Operation cost set costs, and to have transferred the Period End Average costs of purchased items into the manufacturing item costs database. See the three previous sections for details on how these are done. This ensures that the correct Period End Average Labour rates, subcontract rates, and raw material costs are in place, before calculating the costs of items that are manufactured from those materials and using those labour and subcontract resources.

## Item Master File Cost Update Selection Window

To display this window, select the Item Master File Re-cost task.

Use this window to enter the selection criteria for the item master cost update.

### **Fields**

#### **Option**

Use this to specify which item costs will be updated.

Select one of the following:

Standard costing only (1)

Entered cost set only (2)

Standard and Entered cost set (3)

#### **Cost Set**

If you want to re-cost a non-standard cost set, enter the cost set here. If you use this option, current cost centre rates are used to calculate operational costs.

If this field is left blank and you press Enter before selecting Submit Job in batch (F8) to run the update, the following message is displayed: "Standard Cost Update Requested".

#### **Material Costs**

Use this to specify which costs you will use for materials.

Select one of the following:

Standard Costs (1) - To extract standard route item costs

Entered Cost Set (Non-standard Costing Only) (2) - To extract non-standard costs using the cost set specified in the Cost Set field

#### **Cost Set**

Enter the name of the cost set in this field if you selected Entered Cost Set (Non-standard Costing Only) in the Material Costs field.

#### **Cost as At**

Enter or select the effective date of the re-cost. Only the input and cost routes effective at this date are included. The default is the current system date.

### Consolidate Shrinkage

The software can hold planned operational and material shrinkage costs separately from the corresponding cost element, or consolidate the shrinkage costs into the cost element. However, any existing shrinkage costs are always calculated and recorded in separate cost fields.

State here whether or not you want shrinkage costs to be added to the item unit cost. This field defaults from the Reports Include Shrinkage flag in the company profile.

Select one of the following:

Include shrinkage (1) - To consolidate shrinkage costs

Exclude shrinkage (0) - Not to consolidate shrinkage costs

### Items From/To

Enter the range of items to include in the re-calculation. Leave these fields blank to include all items.

Process group items within the selected range are costed using the costing route of the group.

You can use the prompt facility on these fields to select from the Select Item pop-up.

### Uncosted Items Only

You can restrict the re-cost to items that do not have any costs recorded. Use this facility to generate costs for newly-defined items without affecting established item costs.

Use this checkbox as follows:

Unchecked - If you want to update the costs of all selected items

Checked - If you only want to update the costs of new items

### Route

Use this to specify the item route you want to use for the cost roll-up.

Select one of the following:

Costing Route (1) (default)

Cost Route Designate (2)

Press Enter to validate the data and then select **Submit Job (F8)** in batch to submit the run.

Alternately, select **Period End Cost Rollup (F17)** to transfer the costs to inventory

**Note:** *If you select a range of items for re-cost, rather than all items, you must make sure that there are no inconsistencies. For example, you can update an input sub-assembly but exclude the final parent item. In this case, in enquiries and reports, the input cost would not add up to the parent cost.*

## Enter Inventory Period Window

To display this window, select **Period End Average Cost Transfer (F17)** from the Item Master Cost Update Selection Window

Use this window to enter the inventory period, for which Period End Average Costs are to be calculated.

### **Fields**

#### **Period Select (Year and Period)**

Enter the current period or any valid previous Period.

Press Enter to continue to the Period End Average Cost Rollup Window.

## Period End Average Cost Rollup Window

To display this window, press Enter on the Enter Inventory Period Window

Use this window to check the pre-filled details and submit the period end average cost rollup job. This job will calculate Period End Average costs for manufactured items for that Period, using the correct cost rates and raw materials for the Period.

### **Fields**

#### **Option**

Set to Entered cost set (2)

#### **Cost Set**

Set to 01YYPP, where YY is the Year selected and PP is the Period selected. This is the closest numerical match to the 1YYPP that is how the Period is held on the Inventory records.

#### **Cost Set Description (untitled)**

Set to 'Period End Average – YYYY/PP', where YYYY/PP are the values entered in the Enter Inventory Period Window.

This may be overridden.

#### **Material Costs**

Set to Entered cost set (2)

#### **Cost Set**

Set to 01YYPP, where YY is the Year selected and PP is the Period selected. This is the closest numerical match to the 1YYPP that is how the Period is held on the Inventory records.

#### **Cost Set Description (untitled)**

Set to 'Period End Average – YYYY/PP', where YYYY/PP are the values entered in the Enter Inventory Period Window.

This may be overridden.

**Cost as At**

Set to the end date of period being processed.

**Consolidate Shrinkage**

Set to Include shrinkage (1)

**Items From/To**

Set at All items

**Uncosted Items Only**

Set to No (0)

**Route**

Set to costing route (1)

Select **Submit Job (F8)** to submit the run in batch.

The Cost Roll Up uses Cost Centre Cost Set rates for determining the processing costs from the Costing Routes. This means that whenever the Material Costs Cost Set is not blank, the Machine and Labour and Overhead Rates will be derived from the costs for the Cost Centre and Cost Set involved if it exists. If it does not exist, then the 'Current' cost rates from the Cost Centre are used. The raw material costs and costs of subassemblies are also derived from the Material Costs Cost Set.

## Transfer Costs to Inventory [13/BZAV]

Once the Period End Average Costs for manufactured Items have all been calculated, using the options described above, it is necessary to transfer these costs from the manufacturing costs database into the Inventory Item database. This is required before the Month End Revaluation can be processed for manufactured Items.

The Period End Revaluation options should not be invoked until the Period End Average costs are available for all Inventory Items, both purchased and manufactured, which will be the case after using this function.

When Period End Average Costing is active, this function transfers Period End Average Cost Set costs to the new Period End Average Cost file for Manufactured Items.

## Standard Cost Transfer Window

To display this window, select the Transfer Costs to Inventory task.

Use this window to enter the selection criteria for the cost transfer process.

The inventory is re-valued and, if the value changes, an inventory stock movement is created for each cost transfer.

If a cost is not transferred, because of missing or zero costs, it is listed in the Cost Transfer Exception report, which is automatically printed.

If a landed cost already exists in a stockroom, the cost is not transferred. This item is listed in the Cost Transfer Exception report, which is automatically printed.

## **Fields**

### **Inventory Items to Process**

Use this to specify the Inventory items to be updated with the Production standard, based on the Inventory costing method of the item.

Select one of the following:

Standard Costed Only (1) - If only Inventory items that are standard costed are to be updated

The Production standard unit cost is set in each stockroom for standard costed items and an Inventory audit record created for each stockroom revaluation.

All Cost Methods (2)

For Inventory items that are costed with the standard cost method, the processing is the same as above. For Inventory items costed by other methods, the standard cost is updated but no audit record is created, as the valuation is not affected by a change to standard.

### **From Item/To Item**

Enter a range of item codes or leave these fields blank to select all items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

### **Item Types**

You can restrict the cost transfers to up to eight selected item types.

Enter any of the following:

M - Made

P - Purchased

X - Phantom

R - Re-usable (tool)

T -Tool (consumable)

G - Gauges

B - Bought

If all the fields are left blank, they default to the M and X item types.

### **Items without Costs**

Use this to update all items conforming to the previous parameters, or only items for which no cost currently exists.



Select one of the following:

Items with and without Costs (0) - To transfer the cost of all items to Inventory

Items without Costs Only (1) - To restrict the transfer to those items without costs in Inventory

### **Primary Stockroom Only**

Use this checkbox as follows:

Unchecked - To transfer costs for all stockrooms that hold this item

Checked - To transfer costs for the primary stockroom only

### **Functions**

#### **Transfer Period End Costs (F17)**

Use this to transfer period end costs to inventory

Press Enter to submit the job. Alternately, select **Transfer Period End Costs (F17)** to transfer the costs to inventory

## Enter Inventory Period Window

To display this window, select **Period End Costs (F17)** from the Standard Cost Transfer Window

Use this window to enter the inventory period, for which Period End Average Costs are to be calculated.

### **Fields**

#### **Period Select (Year and Period)**

Enter the current period or any valid previous Period.

Press Enter to continue to the Period End Average Cost Transfer Window.

## Period End Average Cost Transfer Window

To display this window, press Enter on the Enter Inventory Period Window

Use this window to check the pre-filled details and submit the period end average cost transfer job.

### **Fields**

#### **Inventory Items to Process**

Set to All Cost Methods (2)

#### **From Item/To Item**

Set to All Items

### **Item Types**

Set to M (Made) and X (Phantom) to ensure that costs are only transferred for manufactured items.

### **Items without Costs**

Set to Items with and without Costs (0) so that all Items' costs are transferred

### **Primary Stockroom Only**

Set to All Stockrooms

Select **Submit Job (F8)** to submit the run in batch.

When Period End Average Costs are transferred, then the costs are derived from the Cost Set costs for the Period selected, rather than the Manufacturing Standard Cost.

Once the new Period End Average Costs are known, the calculated costs can be used to update the Period End History records.

Also, once the correct Period End Average Cost for manufactured Items is known, the revaluation movements can be written for each of the transactions involving those Items within the month.

## Month End Average Cost Revaluation [14/BZAV]

**Note:** Before using this function for a Period End, ensure that all the necessary previous steps have been taken, as described by the foregoing sections.

Once the Period End Average Cost has been calculated for manufactured items, it is necessary to revisit all of the transactions for those Items made within the month that contributed to that average cost. These are all re-valued using the newly available Period End Average Cost. Instead of updating the movement transactions themselves, a new cost adjustment transaction is created for each of them, to account for the difference between the original cost of the movement, and the 'correct' monthly average cost. These are created as Inventory movements, and the adjustment record holds the Serial Number of the original transaction. This would enable the original transaction and the adjustment movement to be combined to give the full movement data including the Period End Average cost.

The Period End Average Unit Cost and Period End Average Total Cost are also calculated for the related Stock Movement.

## Month End Average Cost Revaluation Selection Window

To display this window, select the Transfer Costs to Inventory task.

Use this window to enter the period for the cost revaluation process.

### **Fields**

**Period Select**

Enter the period in format year, period for the period you wish to revalue costs for  
Select **Submit Job (F8)** to submit the revaluation in batch.

## Period End Costing - Production Revaluation [15/BZAV]

The Production Revaluation process is intended to ensure that the correct transaction values will be used when posting production cost data to the AFI application within a Period End Average Costing environment. As transactions are recorded, they are valued in real time using the costs that are available at the time. At the end of the month, they must be revalued using the Period End Average costs for the month. There are several transaction types that require this revaluation.

## Month End Average Costing Production Revaluation Window

To display this window, select the Period End Costing - Revaluation task.

Use this window once the Period End Average Costs have been calculated and updated for the foregoing month, to specify which Production transactions should be re-valued.

The revaluation takes the form of the generation of additional Production transactions to account for the difference between the original transaction value, and the Month End Average Cost value, which can be calculated once the Period End Average Costs have been established.

The revaluation transactions taken together with the original transactions yield the correct transaction cost. It is advisable that the transactions are not posted to AFI until both the original transactions and the associated adjustment transactions have all been generated.

**Note:** *This function is only available if Period End Average Costing function is active.*

**Fields****Period Select**

Enter the period in the format year, period for the period you wish to revalue costs for. Only prior periods are valid for selection. The Current Period is not valid

**Transaction/Movement Selection**

The various Production transactions that can be re-valued are listed and can be selected individually. The available Transaction Types match the range of transactions that feature in the standard AFI extracts.

Select which Transaction Types are to be re-valued, and which Transaction Types are applicable, actual, standard or both.

Select **Submit Job (F8)** to submit the revaluation in batch.

When the Period End Average Cost Production Revaluation runs, there is a separate process for each Transaction Type. A separate report is produced for each Transaction Type selected. The report is produced whether or not any transactions are re-valued in the run. Standard and Actual transactions revaluations appear on the same report.

The individual transactions that are candidates for revaluation are all the transactions for the Transaction Type being processed that are dated in the selected Period. If revaluation transactions have already been written, then they appear on the report, but no additional transactions are generated. The adjustment transactions share the Transaction Number of the original transaction which they are adjusting, and have the same date and time, so that they can be considered together as a single transaction.

Any new transactions that are written have the same type as the original transaction, so that they can be picked up by the same AFI Extracts.

## Transaction Type Adjustments

The Transaction Types that may be subject to adjustment are as follows:

### Labour Bookings - Actual

The actual labour bookings are valued using the actual hours booked from the original transaction, at the selected Period End Average Cost Set Labour Cost Rate from the Cost Centre associated with the Work Station recorded on the booking record. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

### Labour Bookings - Standard

The standard labour bookings are valued using the standard hours booked from the original transaction, at the selected Period End Average Cost Set Labour Cost Rate from the Cost Centre associated with the Work Station recorded on the booking record. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## Settings – Actual

The actual setting bookings are valued using the actual hours booked from the original transaction, at the selected Period End Average Cost Set Setting Cost Rate from the Cost Centre associated with the Work Station recorded on the booking record. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## Settings – Standard

The standard setting bookings are valued using the standard hours booked from the original transaction, at the selected Period End Average Cost Set Setting Cost Rate from the Cost Centre associated with the Work Station recorded on the booking record. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## WIP Movements

The WIP movement bookings are valued using the actual quantity booked from the original transaction, at the selected Period End Average Cost Set cost for the Item/Route/Operation from the Manufacturing costing database. The difference in this value from the value on the original transaction is written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Production Line field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## Scrap Movement

The Scrap movement bookings are valued using the actual quantity booked from the original transaction, at the selected Period End Average Cost Set cost for the Item/Route/Operation from the

Manufacturing costing database. The difference in this value from the value on the original transaction is written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as in the original transaction, except that the quantity is always set to 0.

## Subcontract Movements

The actual subcontract bookings are valued using the actual subcontract receipt quantities booked from the original transaction, at the selected Period End Average Subcontract Cost Set Cost Rate. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## Material Movements - Standard

The standard material issue transactions are valued using the actual movement quantities booked from the original transaction, at the selected Period End Average Material cost. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The same process is applied to output movements that contribute to cost, i.e. by-product outputs and waste outputs.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## Material Movements - Actual

The actual material issue transactions are valued using the actual movement quantities booked from the original transaction, at the selected Period End Average Material cost. The difference in this value from the original transaction value is then written to the new adjustment transaction. The Cost Set used to calculate the adjusted transaction value is recorded on the adjustment record in the Cost Set field, thus preventing the adjustment transaction from being written more than once.

The same process is applied to output movements that contribute to cost, i.e. by-product outputs, waste outputs, and unplanned outputs.

The details on the adjustment record are otherwise mostly the same as on the original transaction, except that the quantity is always set to 0.

## Manual Additional Cost Entry [16/BZAV]

### Manual Additional Cost Entry Window

To display this window, select the Manual Additional Cost Entry task.

Use this task to enter any additional cost movements against an item/stockroom.

**Note:** *It is not expected that this option will be used for anything other than exceptional circumstances as in most cases the Engine will transfer additional 'Complement' NF costs into System21 as appropriate.*

#### **Fields**

##### **Stockroom**

Enter a stockroom.

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

##### **Item**

Enter an item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

##### **Cost**

Enter the cost in base currency that should be added into the Item/Stockroom Monthly Cost calculation value.

##### **Date**

Select the transaction date.

**Note:** *If a date is selected that is not in the current period the cost will still be added into the current period value.*

##### **Narrative**

Enter a narrative to be stored on the Inventory movement.

Select **Update (F8)** to write the additional Inventory Movement, type Y. This is a Nota Fiscal complement movement.

## Simulate Additional Costs [17/BZAV]

Run this task to identify the revaluation transaction of parts, labour and travel expense at month end for a change in cost.

A report to support the revaluation simulation is produced.

## Generate Additional Costs [18/BZAV]

This task is compatible with Work Management and you can run it as part of a Business Process in @ctive Modeler.

Use this task at the end of a period (the start of the following period to re-cost all the previous periods transactions.) to revalue transactions of parts, labour and travel expense, if there are change in cost.

It will revalue transactions posted in the selected period.

It will revalue transactions raised in the period being revalued where the transaction date falls in a prior period.

It will not revalue a transaction for a prior period that has already been revalued.

A report of revalued transactions is produced.

This may differ from the simulation if cost rates have changed or where potential revaluation transactions fail validation which is not checked when the simulation is run. When revaluation fails validation, it is reported but not included in the report totals.

The EQ session number is included against individual revalued transactions.

**Note:** *You must be authorised to a service branch to be able to use this task. This can be done in Maintain User/Branch Authorities [15/EQP]*

## EQ Revaluation Selection Window

To display this window, select the Generate Additional Costs task.

Use this window to enter the selection criteria for the generation of additional costs.

### **Fields**

#### **Select Period**

Enter the previous EQ period. For example, if the current period is 1305 then you must enter 1304.

This option will be run once at the end of a period (start of the following period to re-cost all the previous periods transactions).



It will also have to revalue transactions posted in prior periods that are still in WIP.

**Note:** *The transactions will be generated with a date of the final day of the period in question.*

#### **Revalue WIP Jobs**

Use this checkbox as follows:

Unchecked - If WIP jobs are not to be revalued

Checked - If WIP jobs are to be revalued

**Note:** *The job is in WIP if the Transfer method is 1, 2 and 3 and there is no release value.*

#### **Revalue P&L Jobs**

Use this checkbox as follows:

Unchecked - If P&L jobs are not to be revalued

Checked - If P&L jobs are to be revalued

**Note:** *The job is a P&L job if the Transfer method is 0 and the job is still open.*

#### **Revalue Completed Jobs**

Use this checkbox as follows:

Unchecked - If completed jobs are not to be revalued

Checked - If completed jobs are to be revalued

## EQ Revaluation Processing

### Parts Cost Revaluation

Parts are costed at the Inventory cost at the time the transaction is made.

A transaction costs of a transaction in mid January was 15. The end of January valuation was 10, so an adjustment transaction of -5 was issued.

The transaction code mid February was 15. The end of February valuation was 12, so an adjustment cost of -3 would be required. However, because an adjustment of 5- had already taken place, the actual adjustment at the end of February would be 2+.

### Labour/Travel Cost Difference

Labour/travel is costed by using the default cost list on the company profile or on the branch.

All the current rules regarding the technician grade etc. are adhered to.

## Reverse Material Issue [19/BZAV]

The material reversal function allows the identification of a particular issue transaction that is to be reversed.

Once a specific production order material issue transaction has been identified for reversal, the unit value of the transaction is used to determine the value of the reversal.

When the material reversal transaction is processed, the calculated cost is overridden by the original cost. The original cost may or may not have been adjusted to match the Period end Average Cost. If it has been adjusted, then the adjusted original cost is used. If it has not, the simple original cost is used.

## Reverse Issued Materials Selection Window

To display this window, select the Reverse Material Issue task.

Use this window to enter the selection criteria for the material issue to process.

### **Fields**

Enter:

#### **Production Order**

Enter an existing production order that you want change the issues for.

Alternatively, use the prompt facility to select from the Production Order Selection pop-up.

#### **Operation Sequence**

Enter the operation sequence that you want change the issues for or leave blank for all operations

Alternatively, use the prompt facility to select from the Production Order Selection pop-up.

#### **Date**

Enter the operation sequence that you want stamp on the changed issues

Or Enter one of the following:

#### **Item/Group**

Enter an existing Item or Process Group that you want change the issues for.

Alternatively, use the prompt facility to select an Item

#### **Item/Group**

Enter an existing Production Order reference that will help you find the production order you want change the issues for.

Alternatively, use the prompt facility to select a reference.

**Orders Dues From/To**

Enter a date range to find all production orders whose due date falls within the date range

**Functions****Review Orders (F16)**

Use this to display a list of orders on the Production Order Selection pop-up, based on the criteria in the selection fields.

If you entered Production Order details, press Enter to continue to the Reverse Issued Material window. If you are searching for the production order you require, select Review Orders to display the Select a Production Order Pop-up.

## Production Order Selection Pop-up

To display this pop-up, select **Review Orders (F16)** on Reverse Issued Materials Selection Window

This pop-up lists the orders that meet the selection criteria you entered on the Reverse Issued Materials Selection Window

**Options****Select Order (1)**

Use this against an order and then press Enter to display the Reverse Material Issue window, with the selected order displayed.

**Maintain Text (2)**

Use this to maintain text against this order.

**Functions****Key (F19)**

Use this to display a key for symbols used on this pop-up.

**Expand/Contract (F22)**

Use this to toggle between displaying more or less information about all the orders listed in the pop-up.

Use Select Order against an order to display the Reverse Issued Material window.

## Reverse Issued Material Window

To display this window, enter Production Order details on the Reverse Issued Materials Selection Window or select a production order on the Select a Production Order Pop-up.

Use this window to reverse material issues.

The Production Order Material Issue Selection function facilitates the identification of a specific Material Issue transaction which is to be reversed. All materials issued against the production order are listed.

Unplanned issues are included in the list.

### **Options**

#### **Select (1)**

Use this against one or more material details and then press **Reverse Selected (F9)** to reverse the issue against the selected material.

### **Fields**

#### **Qty Reverse**

Enter the quantity you want to reverse. The quantity must be less than or equal to the original issue quantity.

#### **Reference**

You can assign to each item to be reverse-issue a specific reference that overrides the default issue reference.

#### **Transaction Type**

You can assign a transaction type to each issue.

You can use the prompt facility on this field to select from the TRAN Movement Reference Type pop-up.

#### **Date**

This field defaults to the date entered on the Reverse Issued Materials Selection window, but you can enter or select another issue date.

### **Functions**

#### **Reverse All (F8)**

Use this to confirm the reverse issue of all the items on the window.

#### **Reverse Selected (F9)**

Use this to issue selected items only. Enter 1 against the items and use this to confirm the reversals.

#### **Expand/Contract (F22)**

Use this to display additional details for each input. These details include the date that the original issues was made, and the cost that was applied at the time of issue. This can be useful when there are multiple issues for the same material input to a Production Order.

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

---

## Material Issue Reversal Transaction Cost Calculation

The process of submitting the transaction is identical to when a negative issue is recorded within the **Issue Materials to Production Order [11/PCM]**. The cost of the original issue, including any Period End Average Adjustment, is made available and used when creating the negative issue transactions.

The original cost value is used for valuing both the inventory Movement and the associated Production Transactions.

The unit cost of the original issue is used as the unit cost of the reversal transaction.

## Production Order Material Return [19/BZAV]

This option may be added to facilitate the return of issued material to Production Orders.

Currently the ban on entering negative costs in the Production Material Issue function is predicated on the Period End Average Costing being active. This can remain, as this new function represents an alternative method of reversing material issues.

## Cost Centre Cost Sets Maintenance [20/BZAV]

The month end process for calculating Period End Average Costs for manufactured items begins with the definition of the cost rates that are to be used to calculate the processing elements of the costs. A separate set of cost rates must be defined for each Cost Centre for each month. The specific cost rates for a month are stored in a Cost Set that is identified by the year and month number.

There should be a separate full set of Cost Centre rates defined for each month for which Month End Average Costs are to be calculated. This is required for each Cost Centre involved in the costing process, and should include all of Set-up Labour, Machine, and Labour rates, and Overhead Methods and Rates. Each of these rates needs to be defined for the Cost Centre, regardless of whether they change from month to month. This is to avoid confusion over which rates will be used, and to allow the positive attribution of a zero rate. (For example, if the Machine Cost Rate is zero for a given Cost Centre's Month End Cost Set, then any Route Operation that has a Work Station that uses that Cost Centre will have a machine cost of zero calculated for that Cost Set).

The Item Cost calculation functions (both Single Item Recost and the Item Master Cost Roll Up) will use the cost rates that are defined for the Cost Set when Item Costing using Cost Sets is processed

It is necessary for the Month End Labour rates (and any other cost rates that vary by month) to be determined outside of System21. For example, the Month End Average Labour Rates may be determined by data extracted from the user's payroll system. Once the Month End Average Cost rates are finalised, they can be used to set the appropriate month's Cost Centre Rates either by some automatic process, or by manual entry. No automated process is provided within the standard System21 function, since System21 is neutral as to the source of these cost rates.

The Cost Centre Cost Set Rates are held on a new file that is introduced for this purpose. This file can be used as a record of the historical rates that were used to calculate each month's Month End Average Costs. This file is similar to the existing Cost Centre file, with the added attribute of the Cost Set which is an additional identifier for a set of cost rates. The Cost Set field is a six-character field, and a standard methodology is utilised for defining the Cost Set identification for Month End costs. This will identify the year, including the Century indicator, and the period. The Century Indicator is 01, to ensure that the values in the alphanumeric Cost Set will be compatible with other, numeric, fields that hold Period numbers. For example, the Cost Set for January 2012 will be attributed with the Cost Set 011201, February 011202, and so on. These should match the Periods used for Period End Average Costing within Inventory, so it is possible for there to be 13 periods in any given year.

The Cost Centre Cost Set Rates carry effective dates derived from the Inventory Period definitions. These identify the start and end dates of the Period to which the Cost Set applies. However, these dates are not used to identify the Cost Rates to be applied when calculating Item Costs using Cost Sets – the Cost Set itself is always used.

Cost Centre Cost Set maintenance is similar to Cost Centre Maintenance. However, only one set of Cost rates is available to maintain. Standard Cost Rates for a Cost Centre Cost Set are always the same as the Standard Cost Rates that are held on the main definition of the Cost Centre.

## Cost Centre Maintenance Selection Window

To display this window, select the Cost Centres Cost Sets Maintenance task.

Use this window to select the cost centre you want to maintain.

### **Fields**

#### **Cost Centre**

A cost centre is an area you use to find out costs. Work stations are associated with cost centres for developing product unit costs. The product unit cost represents the allocation or absorption of cost centre costs. You can define cost centre rates for standard and current costs.

Enter the code of the cost centre you want to add or edit.

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

#### **Based on Cost Centre**

If you are entering a new cost centre and you want to base it on an existing one, enter the code of the existing cost centre here. The software copies the existing cost centre details to the new code, for editing.

If you are not basing the new cost centre on an existing one, or you are editing an existing cost centre, leave this field blank.

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

**Note:** *The software shows all cost rates as hourly rates, even though minutes may have been chosen as the time unit in the company profile.*

### **Functions**

**Period End Average Cost Set (F15)**

Use this to specify cost set rate details for a period end average cost set.

Press Enter to display the Cost Centre Maintenance Details window.

## Cost Centre Maintenance Details Window

To display this window, press Enter on the Cost Centre Maintenance Selection window.

Use this window to enter standard and current hourly rates for machine time, labour and setting, and to enter overhead methods and rates or values.

**Fields****Cost Centre**

This field displays the cost centre you selected on the previous window.

**Description**

If you are entering a new cost centre, enter its description here.

**Department**

This is an analysis group for cost centres. The department can represent a functional department, a production line or a site. You define codes in the Parameter file, under type DEPT.

You can use the prompt facility to select from the DEPT Department pop-up.

**Note:** *The remaining fields may be completed for both standard and current costs.*

**Machine Rate/Hr**

Enter the standard hourly cost rate.

**Labour Rate/Hr**

Enter the standard hourly labour charge.

**Setting Rate/Hr**

Enter the standard hourly setting rate.

**O/H 1 Method**

Enter a code (see the Overhead Method Codes table). Overhead 1 is a variable overhead.

**Overhead Method Codes**

Code	Basis of Recovery
A	Specified % of Machine Cost
B	Specified % of Setting Costs + Labour Costs
C	Specified Cost Rate per Hour x Machine Run Time

Code	Basis of Recovery
D	Specified Cost Rate per Hour x (Labour Time + Setting Time)
E	Specified % of Machine + Labour + Setting Costs
F	Specified Cost Rate per Hour x (Machine Time + Labour Time + Setting Time)
I	Cost Rate for Input Unit (Material and Packaging, Material Type Code 0 and 1)
J	% of Total Input Value (Material and Packaging, Material type Code 0 and 1)
K	Cost Rate for Resource (Utility) Unit (Material Type Code 2)
L	% of Resource (Utility) Value (Material Type Code 2)
M	Cost Rate for Output Unit (not By-products and Waste Products)

**O/H 1 Rate**

Enter a percentage if you are recovering overhead against cost. Enter an hourly rate if you are recovering overhead against time.

**O/H 2 Method**

Enter a code (see the Overhead Method Codes table). Overhead 2 can be either a variable overhead, like Overhead 1, or can be a fixed overhead, which means that it does not vary with batch size.

**O/H 2 Rate**

Only enter a value in this field if you want a variable overhead. Enter a percentage or hourly rate as appropriate.

**O/H 2 Value**

Only use this field if you want a fixed overhead. Enter a fixed value that does not vary according to the batch size.

**Functions****Delete Cost Centre (F11)**

Use this to delete a cost centre. You need to confirm the deletion.

**Re-select Cost Centre (F12)**

Use this to return to the Cost Centre Maintenance Selection window.

**Re-activate Cost Centre (F17)**

Use this to re-activate a deleted cost centre. This is only displayed when the cost centre has been deleted by selecting **Delete Cost Centre (F11)**.

**Text (F21)**

Use this to enter or edit additional text for the cost centre, if you have specified a cost centre text type in the company profile. For more information, see the Additional Text section.



Press Enter to validate and update the data you have entered and re-display the Cost Centre Maintenance Selection window.

## Enter Inventory Period Window

To display this window, select **Period End Average Cost Set (F15)** from the Cost Centre Maintenance Selection Window

Use this window to enter the inventory period, for which the Cost Rates are to be created or maintained.

### **Fields**

#### **Period Select (Year and Period)**

Enter the current period or any valid previous Period.

Alternately use the prompt facility to display a list of existing Cost Set Rates for the Cost Centre selected.

#### **Base-on Cost Set**

For new cost sets, enter the cost set of a previous period for which you want to copy.

Alternately use the prompt facility to display a list of existing Cost Set Rates for the Cost Centre selected.

Press Continue to continue to the Cost Centre Cost Set Maintenance Window.

## Cost Centre Cost Set Maintenance Window

To display this window, select **Period End Average Cost Set (F15)** from the Cost Centre Maintenance Selection Window and then enter period details

Use this window to create or maintenance Cost Rates. These are the same as for a 'standard manufacturing Cost Centre, except that only one set of cost rates is available to maintain.

**Note:** *Only the current period details can be maintained, therefore historical cost rates are not available for maintenance.*

See Cost Centre Maintenance Details Window for more details.

## Subcontract Cost Sets [21/BZAV]

The calculation of the Period End Average Costs for manufactured items includes an element which represents the cost of subcontract work that is involved in the manufacturing process.

At the end of the Month, once all the subcontract transactions that are to be included have been booked, the Subcontract Cost Sets Maintenance function is available to calculate and store the average costs of the subcontract operations for the Period.

For each subcontract operation, the cost that is to be used on the cost roll-up is the average cost for all the subcontract receipts that were made from the operation, which may be for multiple different subcontractors, charging different rates for the same process, or even the same subcontractor charging different rates over the course of the Period.

## Subcontract Period End Cost Sets Window

To display this window, select the Subcontract Cost Sets task.

Use this window to submit a batch job which will use the average cost over the period for each subcontract process that is undertaken.

### **Fields**

#### **Period Select**

Enter the period for which the calculation is to be performed.

Select **Submit (F8)** to submit the job to recalculate subcontract period end cost sets

## Recalculate Subcontract Period End Cost Sets

The calculation is as follows:

For each Route Operation that is defined as a Subcontract Operation:

- Find all the Subcontract Receipts that were booked in the period.
- Accumulate the total number of units that were received.
- Accumulate the total cost of the receipts.
- Calculate the average cost per unit.
- Write the result to the Subcontract Cost Set for the Period.

This value is now available to be used in the Period End Cost Roll-up for manufactured Items, where it replaces the standard subcontract cost for the operations that is used in the standard cost roll-up.

## Maintain EQ Revaluation Data [22/BZAV]

This task is compatible with Work Management and you can run it as part of a Business Process in @ctive Modeler.

**Note:** You must be authorised to a service branch to be able to use this task. This can be done in Maintain User/Branch Authorities [15/EQP]

## EQ Revaluation Data Selection Window

To display this window, select the Maintain EQ Revaluation Data task.  
Use this window to enter the branch for which data is to be revaluated.

### **Fields**

#### **Select Branch**

Enter a branch code.

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

Enter a branch and continue to the EQ Revaluation Data window.

## EQ Revaluation Data Window

To display this window, enter a branch in the EQ Revaluation Data Selection Window  
Use this window to set codes for the data which is to be revaluated.

### **Fields**

#### **Default Labour Cost List**

Enter a default cost list for the month end average costs.

Alternately, use the prompt function to select from a list of labour cost lists

This cannot be the same as the one on the EQ Company profile. It is used to revalue the labour/travel transactions against the job.

#### **Revalue Inventory Expense Type**

Select an expense type for the Inventory revaluation costs to be allocated to.

Alternately, use the prompt function to select from a list of expense types.

This cannot be the same as on the EQ Company profile.

#### **Revalue Inventory Transaction Type**

Enter the Transaction Type to be used for the effects of revaluing inventory transactions. This must be a valid code in the EQ parameter TRNT. A prompt is available.

**Note:** AFI setup should be done to process each transaction type to the required accounts.

#### **Revalue Inventory Charge Code**

Select a charge code for the Inventory revaluation costs to be allocated to.

Alternately, use the prompt function to select from a list of charge codes

This cannot be the same as on the EQ Company profile.

#### **Revalue Timesheet Expense Type**

Select an expense type for the timesheet revaluation costs to be allocated to.

Alternately, use the prompt function to select from a list of expense types.

This cannot be the same as on the EQ Company profile.

#### **Revalue Timesheets Transaction Type**

Enter the Transaction Type to be used for the effects of revaluing Timesheet Labour Costs. This must be a valid code in EQ parameter TRNT. A prompt is available.

**Note:** AFI setup should be done to process each transaction type to the required accounts.

#### **Revalue Timesheet Charge Code**

Select a charge code for the timesheet revaluation costs to be allocated to.

Alternately, use the prompt function to select from a list of charge codes.

This cannot be the same as on the EQ Company profile.

#### **Revalue Travel Expense Type**

Select an expense type for the travel revaluation costs to be allocated to.

Alternately, use the prompt function to select from a list of expense types.

This cannot be the same as on the EQ Company profile.

#### **Revalue Travel Hours Transaction Type**

Enter the Transaction Type to be used for the effects of revaluing Timesheet Travel Costs. This must be a valid code in EQ parameter TRNT. A prompt is available.

**Note:** AFI setup should be done to process each transaction type to the required accounts.

#### **Revalue Travel Charge Code**

Select a charge code for the travel revaluation costs to be allocated to.

Alternately, use the prompt function to select from a list of charge codes.

This cannot be the same as on the EQ Company profile.

Select **Update (F8)** to update the revaluation data.

## Month End Average Revaluation [30/BZAV]

This report lists the transactions that have been revalued in the selected Period, showing the original cost, the adjustment that was made, and the adjusted cost, which is at the period End Average Cost for the item.

## Rerun Revaluation Report Window

To display this window, select the Month End Average Revaluation task.

Use this window to submit the Month End Revaluation Report.

### **Fields**

#### **Period Select (Year and Period)**

Enter the current period or any valid previous Period.

#### **Item Select (From/To)**

Enter item codes in the From and To fields to report on a range of items. Enter an item code in the From field to report on one item. Leave both fields blank to report on all the items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Select **Update (F8)** to submit the job to generate the revaluation report.

## Report by Stock Status and Valuation [31/BZAV]

This report lists the current WIP balances at the Period End Average Cost for the Item/Operation. This can be used to extract the value of WIP at the Period End in report form.

## Stock Status Report Selection Window

To display this window, select the Report by Stock Status and Valuation task.

Use this window to submit the Stock Status Report.

### **Fields**

Selection:

#### **Organisational Model**

Enter the live organisational model.

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

The model controls the WIP locations for which WIP balances are printed on the report. You assign WIP locations to organisational models using the Workstation/WIP Locations task.

#### **WIP Locations From/To**

Enter a range of WIP locations. Leave these fields blank to include all locations. The locations you enter must exist in the model specified.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

**Item From/To**

If you want to restrict the scope of the report to an individual item or a range of items, enter the lowest and highest items to be included in the From and To item selections. To include all items, leave these fields blank. Only those items that have operation WIP balances in the WIP locations defined to the specified model appear on the report.

You can use the prompt facility on these fields to select from the Select Item pop-up.

**Order/To**

Enter the range of order numbers required on the report. This is for production orders only.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

---

Report Basis:

**Include Subcontract Details**

Use this field to indicate whether or not you want to include WIP balances at subcontractors on the report.

**Check** this field to include subcontract details in the report.

**Include Held Details**

**Check** this field to print details of held balances.

The on-hand balance includes the held quantity, and has no effect on the valuation of WIP.

**Include Valuation**

Use this field to indicate whether or not to print WIP balance values on the report.

If this field is **checked**, the software calculates the WIP balance value by multiplying the on-hand quantity at the operation by the standard operation cost

***Note:** If you sequence the report by item, the values of all operation balances for the item are grouped together and the total printed. If you sequence it by WIP locations, the values of all operation balances for each item in the WIP location are grouped together and a total is printed for each item.*

**Only Report Negative Inventory**

Use this field to indicate whether or not to restrict the scope of the report to negative WIP inventory balances.

Use this checkbox as follows:

Unchecked - If negative inventory is not required on the report

Checked - If negative inventory is required on the report

Sequence:

**By WIP Location**

Use this field to indicate whether or not you want to sequence the report by WIP location.

If you **check** this field, the report will be sequenced by WIP location.

You must leave the By Item and By Order fields **unchecked**. All WIP balances at a WIP location are grouped together, detailed by item and operation. Total item values by WIP location are printed.

**By Item**

Use this field to indicate whether or not you want to sequence the report by item.

If you **check** this field, the report will be sequenced by item.

You must leave the By WIP Location and By Order fields **unchecked**. WIP balances for all operations for an item are grouped together. Total item values are printed.

### **By Order**

**Note:** *This field is only relevant to environments running production orders.*

Use this field to indicate whether or not you want to sequence the report by production order number.

If you **check** this field, the report will be requested by order.

You must leave the By Item and By WIP Location fields **unchecked**.

WIP balances for all operations for an item are grouped together. Values are printed every time the item changes.

### **Functions**

#### **Period end Average Cost Valuation (F17)**

Use this to select the Inventory period against which the report is to be run

Select **Period end Average Cost Valuation (F17)** to set the Inventory Period and then **Submit Job (F8)** to submit the job to generate the stock status report.

## Enter Inventory Period Window

To display this window, select **Period end Average Cost Valuation (F17)** from the Stock Status Report Selection Window

Use this window to enter the inventory period, against which the stock status report is to be run .

### **Fields**

#### **Period Select (Year and Period)**

Enter the current period or any valid previous Period.

Press **Continue** or **Previous(F12)** to return to the Stock Status Report Selection Window.

## Equipment Servicing Cost Revaluation Overview

In Brazil it is necessary to revalue the postings for Parts and labour that have been made against EQ jobs.

In EQ there are three possible sets of EC AFI 'cost' transactions (WIP, WPL and P&L).

These are as follows:

### **Transfer method to WIP**



Transfer method 1, 2 or 3. Cost and Invoice transactions (job and stage payments) are written with a movement type of **WIP** to allow these transactions to be selected by AFI and can be used to derive their destination GL account.

The transfer method dictates when costs are released.

WIP transactions are written at the time the transaction is created.

### **Transfer method to WPL**

Release transactions are generated with a movement type of **WPL**.

WPL transactions are written either optionally (through Transfer to P&L [11/EQS] for types 1 and 2 ) or at the end of the job as the final invoice is created (type 3)

### **Transfer method to P&L**

Transfer method 0. Cost and Invoice transactions (job and stage payments) are written with movement type of **P&L** to allow these transactions to be selected by AFI and can be used to derive their destination GL account.

P&L transactions are written as the job is completed.

### **Additional Cost Transactions**

For Brazil, another set of transactions update costs on the job and costs within the GL as appropriate. These are known as Additional Costs, and have the following characteristics:

- If the revalue option is not run users should not see any differences in the system.
- The revalue process may potentially generate thousands of additional job transactions to flow through the background job. This will take time and will potentially have an impact on machine performance if run at an inappropriate time of day.
- Only Labour, Travel and Parts transactions will be re-valued.
- A period revaluation can only happen once per period. It must be run after the Inventory period end revaluation and after a new labour cost list for the previous period has been created.
- There will be no report or exception file to record the adjustment transactions generated.
- A new Movement Type has been introduced called CST. This will be stamped on any revaluation transactions written for actuals already invoiced and completed in the selected revaluation period. The adjustment transactions will be flagged so that they are not taken through the EQ invoicing process. Therefore the AFI rules set up for these adjustments must be set up to determine where they are to be posted.
- If a transaction is reversed using the job reversal function both the original transaction and the associated reversal transaction will be excluded from any cost revaluations.
- Quote and Fixed price transactions will be excluded from the cost revaluation process.
- All re-valued cost adjustments will be written as a record type of Miscellaneous Charge – the line definition of inventory / labour /travel will not apply as these are not actually new inventory / labour lines. Differentiation into labour and inventory will have to use the new re-costing expense types.
- It is assumed that the General Ledger period will still be open for the period being recosted.
- The new expense types set up on the EQ Revaluation screen must be set up on all job categories. If they are not set up then the adjustment transactions will not generate.



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## Chapter 4 Legal Reporting

### Item Extract [1/BZC]

This task extracts data from the Inventory item details into the bffit020 file, described in Appendix B.

### Item Extract Selection Window

To display this window, select the Item Extract task.

Use this window to submit the job to extract details into the bffit020 file

#### **Fields**

##### **Item (From/To)**

Enter item codes in the From and To fields to extract on a range of items.

Alternately, use the prompt facility on these fields to select from the Item Master Scan pop-up.

#### **Functions**

##### **Submit (F8)**

Use this to submit a job to extract the data

##### **FTP Log (F20)**

If the files do not FTP successfully to the Windows Server, the FTP log allows you to identify the cause of the failure.

Select **Submit (F8)** to submit the extract job

### Inventory Postings [12/BZC]

This task extracts data from the Inventory database into the bffit051 file, described in Appendix B.

## Item Postings Extract Selection Window

To display this window, select the Inventory Postings task.

Use this window to submit the job to extract details into the btfite051 file

### Fields

#### **Period**

Enter a valid period to extract Inventory data for.

#### **Include zero cost Items**

Check this box if you want zero cost items to be included.

**Caution:** The cost is taken from the period end average cost file for the period. This extract would normally be performed after the Month End Average Cost has been calculated.

#### **Include -ve cost items**

Check this box if you want negative cost items to be included.

**Caution:** The cost is taken from the period end average cost file for the period. This extract would normally be performed after the Month End Average Cost has been calculated.

#### **Submit item extract**

Check this box if the Item Extract job [1/BZC] is to be run for all items at the same time.

### Functions

#### **Submit (F8)**

Use this to submit the extraction of the data

#### **FTP Log (F20)**

If the files do not FTP successfully to the Windows Server, the FTP log allows you to identify the cause of the failure.

Select **Submit (F8)** to submit the extract job

## Ledger Postings [13/BZC]

This task extracts data from the General Ledger database into the btfite030, btfite031 and btfite032 files, described in Appendix B.

## Contabil Extract Selection Window

To display this window, select the Ledgers Postings task.

Use this window to submit the job to extract details into the btfif030, btfif031 and btfif032 files.

### **Fields**

#### **Ledger (From/To)**

Enter a range of ledgers to be extracted, or leave blank to extract from all ledgers.

Alternately, use the prompt facility on these fields to select from the Ledger Selection pop-up.

#### **Period (From/To)**

Enter a range of periods for the extraction.

**Caution:** Normally a single period would be selected.

### **Functions**

#### **Submit (F8)**

Use this to submit the extraction of the data

#### **FTP Log (F20)**

If the files do not FTP successfully to the Windows Server, the FTP log allows you to identify the cause of the failure.

Select **Submit (F8)** to submit the extract job



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## Chapter 5 AFI

Part of the Nota Fiscal engine process is to generate General Ledger dissection for each authorised fiscal document. These dissections are necessarily generated in the NF Engine due to the sophisticated rules regarding the posting to the General Ledger.

The General Ledger dissections are made available when an authorised document is published (synchronised) from the Nota Fiscal Engine back to System21 and any subsequent processing or updates has occurred.

To facilitate these document updates to the System21 General Ledger, a new AFI application BZ is available.

It is the responsibility of the AFI to establish the GL account code and not the Nota Fiscal Engine, the Nota Fiscal Engine is responsible for establishing the dissections only.

## Document Types

All documents synchronised from the Nota Fiscal engine are processed through a single AFI application BZ.

The following is a list of the document types supported by the BZ AFI extract:

Document code	Document type
ADHOCINVCE	Ad Hoc Invoice
AUTHCRRcpt	CR Credit
AUTHEQRCPT	EQ Workshop Receipt
AUTHINTRAN	Transfer In
AUTHPMRCPT	PM Invoice
AUTHREcpt	Authorised Receipt
AUTHSCISSR	Subcontract Issue Reversal
AUTHSCRCPT	Subcontract Receipt
EQCREDIT	EQ Credit

Document code	Document type
EQINVOICE	EQ Invoice
EQWSDSPTCH	EQ Workshop Despatch
PICKNOTE	OE Pick Note
PICKNOTEEQ	EQ Pick Note
PICKNOTETO	Transfer Out
REJECTRQCR	CR Rejection
REJECTRQPM	PM Rejection
SBCONISSUE	Subcontract Issue
SBCONRCREV	Subcontract Receipt Reversal

## BZ Application Posting

### Data dictionary

The following values/quantities are available for posting via the BZ application:

Posting field	Description
LNQTY22	Line quantity in issue UoM
AMNT25	Posting amount (value)
CONTROL	Control account value
CUSTOM	Custom charges value
DISCOUNT	Discount value
FREIGHT	Freight value
GOODS	Goods value
INSURANCE	Insurance value
OTHER	Other expenses value
ROUND	Rounding differences
SALES	Sales Revenue
TAX-C	Tax credit for tax types 1 or 2



Posting field	Description
TAX-D	Tax debit for tax types 1 or 2
TAXR-C	Retained tax credit for tax types 3 to 7
TZXR-D	Retained tax debit for tax types 3 to 7
BRTV46	EQ Invoice line cost based revenue (base)
RTVL46	EQ Invoice line cost based revenue (prime)
CVAL70	OE invoice line cost value

**Note:** The values CONTROL, CUSTOM, DISCOUNT, FREIGHT, GOODS, INSURANCE, OTHER, ROUND, SALES, TAX-C, TAX-D, TAXR-C and TAXR-D are specific instances of the posting amount filed AMNT25, this is aid the GL account generation in the posting definitions.

The following data attributes are available for journal and posting definitions:

#### BZP2001P Nota Fiscal Header

Field	Description
BTAC20	Billing account
BTAD20	Billing address code
CFOP20	Fiscal document type
DCMT	Document type
DPCD20	Department code
DSC820	Description
IDDC20	Document ID
SPTA20	Shipping account
SPTD20	Shipping address code

#### BZP2201P Nota Fiscal Lines

Field	Description
ITEM22	Item
WHLC22	Warehouse location

**BZP2501P Nota Fiscal Accounting**

<b>Field</b>	<b>Description</b>
ACCN25	Account code
DBCR25	Debit/Credit indicator
DTAX25	Tax data
PTYF25	Posting type
TTPE25	Tax type

**CUSCODES Customer sales details**

<b>Field</b>	<b>Description</b>
BRCH20	Branch
CCLS20	Customer class
CONO20	Company number
CUSN20	Customer
DGRP20	Discount group
DIVN20	Division
LIST20	Price list code
LOCD20	Warehouse/depot location
REGN20	Region
SDIV20	Sub-division
SLMN20	Salesman
TRTY20	Territory

**CUSNAMES Customer account**

<b>Field</b>	<b>Description</b>
CGP105	Customer group code 1
CGP205	Customer group code 2
CGP305	Customer group code 3
CGP405	Customer group code 4

**CUSNAMES Customer account**

CNAM05	Customer name
CONO05	Company code
CRSP05	Credit control responsibility
CURC05	Conversion rate code
CUSN05	Customer account
GBNK05	GL Bank account
GCTL05	Debtors control
GCTX05	Debtors control extension
REGN05	Sales region
SLMN05	Salesman
VATN05	VAT Indicator

**EQP2101L Account location additional details**

Field	Description
REGN21	Region code

**EQP2401L Engineer master**

Field	Description
TEAM24	Team code

**EQP3001L Model master**

Field	Description
DIVC30	Division code
PTYP30	Product type
SECN30	Model group code
SSEC30	Model sub-group code
STF130	Statistical family field 1
STF230	Statistical family field 2

**EQP3001L Model master**

STF330	Statistical family field 3
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**EQP4501L Invoice header**

Field	Description
ACNO45	Account number
BRSV45	Branch
ICUS45	Internal customer
INVN45	Invoice number
INVT45	Invoice type
RECT45	Record type
STAC45	Statement account

**EQP4601L Invoice lines**

Field	Description
BRSV45	Branch
INVL45	Invoice line
INVN45	Invoice number
JDPL45	Job discipline
JMNC45	Job number
JOBT46	Job category
MOVT46	Movement type
OCHC46	Original charge code
OEXT46	Original expense type
ORCT46	Original record type
OTSC46	Original transaction source
RECT46	Record type
SJBN46	Sub-job number
TSKC46	Task number
VATC46	VAT code

**EQP5401L Service header**

<b>Field</b>	<b>Description</b>
GLJA54	Internal job GL account
GLJX54	Internal job GL extension

**EQP5501L Engineer number**

<b>Field</b>	<b>Description</b>
ENUM55	Engineer number

**PARTS Item Master**

<b>Field</b>	<b>Description</b>
CONO35	Company code
DCSG35	Cost of sales GL account
DGLA35	Default GL account
DIVN35	Division
DPCV35	Price variance GL account
DSGA35	Sales GL account
FETP35	Feature type
PCLS35	Item class
PGMJ35	Item group major
PGMN35	Item group minor
PNUM35	Item
PPUM35	Purch/packing unit
PTYP35	Item type
SDIV35	Sub-division
SUNT35	Stock unit
TARC35	EEC tariff code
VATC35	VAT code

**STKBAL Item stockroom**

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<b>Field</b>	<b>Description</b>
ABCC60	ABC classification
PTYP60	Item type

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**SUPNAMGL Supplier master**

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<b>Field</b>	<b>Description</b>
CONOPL	Accounts payable company
CURCPL	Conversion rate code
GBNKPL	GL bank account
GCTLPL	GL creditors control account
GCTXPL	GL creditors control extension
SGP105	Supplier group code 1
SGP205	Supplier group code 2
SGP305	Supplier group code 3
SGP405	Supplier group code 4
SNAM05	Supplier name
SUPN05	Supplier

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## Install Link to BZ/AFI [1/BZA]

Use this option to install the data dictionary

You will be prompted to submit the install job.

Select **Confirm Submit (F8)** to confirm that the installation is continue.

Once installed, you can configure your journal and posting definitions.

## AFI Update Processing

### System21 Processes

The following are the points where System21 will execute the AFI update for [Nota Fiscales](#). This replaces of any existing AFI interface [only when Nota Fiscal is active]:

Process	Details
OE invoice posting	For posted invoices and credits, BZ/AFI update for document types AUTHCRRcpt and PICKNOTE
PM 3 way invoice batch matching	For matched invoices, BZ/AFI update for document type AUTHPMRCPT. This replaces the existing GL update in the PM application.
EQ Invoice print	For posted EQ invoices and credits, BZ/AFI update for document types EQINVOICE and EQCREDIT.

### System21 Manual Updates

The following AFI updates are required to be run manually:

Process	Details
EQ Workshop despatch	EQ Workshop Despatch, execute BZ/AFI [3/BZA] for document type EQWSDSPTCH
EQ Workshop receipt	EQ Workshop Receipt [receipt of workshop despatch], execute BZ/AFI [3/BZA] for document type AUTHEQRCPT
EQ despatched parts	For EQ parts despatched, execute BZ/AFI [3/BZA] for document type PICKNOTEEQ
Transfer out	For transfer orders out, execute BZ/AFI [3/BZA] update for document type PICKNOTETO
Transfer In	For transfer orders in [shipment receipt of transfer orders out], execute BZ/AFI [3/BZA] update for document type AUTHINTRAN

### During Synchronisation

During the synchronization process to System21, when a nota fiscal document creates an item in the Accounts Receivable or Accounts Payable, the BZ/AFI update will be executed once the item creation is complete. The following document types are in this category:

Document code	Document type
ADHOCINVCE	Ad Hoc Invoice
AUTHRECPT	Authorised Receipt
REJECTRQCR	CR Rejection
REJECTRQPM	PM Rejection

## Document Extract - Test Mode [2/BZA]

Use this to simulate AFI updates for journal and posting definition evaluation and testing.

This extract operates similarly to other application trial extracts.

## Prompt for Nota Fiscal Trial Extract and Update Window

To display this window, select the Document Extract - Test Mode task.

Use this option to test the document extract

### **Fields**

#### **Document Type**

Enter a document type

Alternately, use the prompt facility to select from the DCMT Nota Fiscal Document Type Selection pop-up.

Either:

#### **Include only documents not already extracted**

Check this box if you only want to run this for new documents

Or:

#### **Include From/To**

Enter a document type range

Alternately, use the prompt facility to select from the DCMT Nota Fiscal Document Type Selection pop-up.

#### **Type of Journal definition to use**

Select one of the following:

Under Test (1) (default) - To run under test conditions



Live (2) - To run under live conditions

Both (3) - To run under test and live conditions

### **Consolidate Postings**

Check this box if you want to consolidate the postings

Enter the run criteria and select **Proceed (F8)** to submit the extract job to batch.

## Document Extract - Live Mode [3/BZA]

Use this to extract those documents where manual extracts are necessary. (see the list above).

## Advanced Financial Integrator Pop-up

To display this window, select the Document Extract - Live Mode task.

Use this option to run a live AFI extract

### **Fields**

#### **Document Type**

Enter a document type

Alternately, use the prompt facility to select from the DCMT Nota Fiscal Document Type Selection pop-up.

Enter the document type and select **Proceed (F8)** to submit the extract job to batch.



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## Appendix A Glossary

### **Banking Engine**

A piece of software that allows banking information to be sent from the ERP system to the bank.

### **Fiscal Type**

The fiscal type is a way of linking System21 transactions to something that is expected in the tax engine. Each fiscal type has a set of taxes attached to it, which may differ across the system. For example, a fiscal type "Sales" and fiscal type "Transfer" have a certain number of taxes attached which differ from each other. By defining the Fiscal type against each transaction, the tax engine knows what processing should be performed.

### **Nota Fiscals**

An approval provided by the government and given to the transport driver so he can take the goods to their destination. If goods are being transported then they must first have a Nota Fiscal approval.

### **Tax Engine**

A piece of software that allows multiple taxes to be returned to the ERP dependent on customers, suppliers, type of movement etc

## Usage Codes

These codes are a way of separating business areas to sub-set the fiscal codes that are available for you to select, i.e. different [fiscal types](#) are applicable to sales and purchases. Usage codes are used to allow physical separation of [fiscal types](#) by business area.



## Appendix B Extract Files

### Project, Item and Container (btfit020)

Field	Description	Responsible	Type	Size	Mandatory	Comments
seak	Search Key	TE	String	50	Yes	Usual code of the goods whereby the same is known in the organization. Obs: TE will fill based on Item code
dsca	Description	TE	String	50	No	Item description Obs: TE will fill based on Item code
diac	Inbound Application Code	TE	String	20	No	Default application code to be assigned to the item DOF input registered in SYNCHRO Solution. Table: COR_APLICACAO_MERCADORIA Obs: TE will fill spaces
doac	Outbound Application Code	TE	String	20	No	Default application code to be assigned to the item DOF output registered in SYNCHRO Solution. Table: COR_APLICACAO_MERCADORIA Obs: TE will fill spaces
frat	Fiscal Classification	TE	String	12	No	NCM code registered in the Goods Solution SYNCHRO. Table: COR_NBM Obs: TE will fill based on Item code
sour	Goods Origin	TE	String	1	No	Code of Origin of Goods registered in SYNCHRO Solution. Table: COR_ORIGEM_MERCADORIA

oupr	Sales Price	S21	Double	15.4	Yes	Price of the Goods to be deducted in DOF Output, typing in the items. Default = 0
cuqp	Purchase Unit	S21	String	3	No	Code Unit of Measure to be assigned to items like the DOF Input Tax Unit. Code Solution registered in SYNCHRO.
cuni	Inventory Unit	S21	String	3	No	Code Unit of Measure to be assigned to the item as DOF stock unit. Code Solution registered in SYNCHRO. Table: COR_UNIDADE_MEDIDA
cuqs	Sales Unit	S21	String	3	No	Code Unit of Measure to be assigned to items like the DOF Output Fiscal Unit. Code Solution registered in SYNCHRO. Table: COR_UNIDADE_MEDIDA
item	Item Code	S21	String	50	Yes	Item code system/ table origin. In an insert operation using the direct method and this field being zero, is recorded on the final table field contents MERC_CODIGO. Otherwise it will be recorded in the final table content entered in this field.
itmc	Internal Item Code	S21	String	30	No	Internal code of the goods. Complete only if the method used is direct.
otab	Internal Source Table	TE	String	11	No	System Name / log table origin of the goods. In an insert operation using the direct method and this field being zero, is recorded on the definitive end table top. Otherwise it will be recorded in the final table content entered in this field.
sdes	Compressed Description	S21	String	50	Yes	Brief description of the merchandise
ittp	Item Type Code	TE	String	2	No	Item type - industrial, commercial and services: 00 - Matters for resale; 01 - Raw Material; 02 - Packaging; 03 - Goods in Process; 04 - End Product; 05 - By-product; 06 - Intermediate; 07 - Material Usage and Consumption; 08 - Fixed Assets; 09 - Services;

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						99 - Other. Obs: TE will fill based on table bfit008
inst	Instruction	S21	String	1	Yes	Control Instruction. This column is used for the routine that processes the interface. I - Insert A - Change E - Delete M - Insert or Change (in this case, the routine checks as the field is filled Includes Updates After the parameterization interface. For more details, see the document Introduction). This field is mandatory. Default = M
prid	Process ID	S21	Integer	10	Yes	Internal Identifier of processing. (Sequential number, see free number on table bfit017)

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## Inventory Postings (btfit051)

Field	Description	Responsible Type	Type	Size	Mandatory	Comments
date	Transaction Date	S21	Date	10	Yes	Date referred to in the inventory, usually the last day of the month. This date is used by Remedy SYNCHRO to select the entries in the registry book of this.
cofc	Department Code	S21	String	30	Yes	Department that identify the Establishment.
bpid	Establishment origin key TE		String	9	No	Establishment Code System / Table origin. Complete only if the indirect method is used.  Obs: TE will fill based on Department code
bpcd	Fiscal establishment code	TE	String	9	No	Code establishment fiscal data. Complete only if the method used is direct.  Obs: TE will fill based on Department code
obtb	Establishment origin	TE	String	11	No	System Name / Table origin of the Establishment. Complete only if the indirect method is used.
shno	Sheet number	TE	Integer	8	No	Sheet number of the book inventory.  Obs: TE will fill zero
cwar	Warehouse Code	S21	String	30	Yes	Identifier of warehouse location
tpar	Warehouse Type	TE	String	1	No	Indicator of warehouse type: 1 = Establishment of merchandise and property in his possession 2 = Establishing ownership of merchandise held by third parties 3 = Merchandise third power of the Establishment  Default = 1
book	Book number	TE	Integer	8	No	Number of book inventory.  Obs: TE will fill zero
item	Goods origin key	S21	String	50	Yes	Code of the goods in system/ table origin.  Used in indirect method.
itmc	Internal Item Code	S21	String	30	No	Goods Code.



						Used in direct method.
otab	Goods Origin	TE	String	11	No	System Name / Table origin of the goods. Complete only if the indirect method is used.
obsr	Remark	TE	String	50	No	Note to the book Inventory Model P7 (São Paulo). Free text up to 255 characters. Obs: TE will fill spaces
ottb	Business Partner source table	TE	String	11	No	System Name / Table PFJ origin of Origin of the Goods. Obs: TE will fill based on warehouse (third control)
tpid	Business Partner	TE	String	9	No	PFJ Source Code of the Goods System / Table origin. Obs: TE will fill based on warehouse (third control)
tpcd	Internal Business Partner Code	TE	String	9	No	Source Code PFJ. Obs: TE will fill based on warehouse (third control)
stoc	Quantity	S21	Double	9.4	Yes	Quantity. Default = 0
cuni	Inventory Unit	S21	String	3	Yes	Code Unit of Measure Solution registered in SYNCHRO. Table: COR_UNIDADE_MEDIDA
reta	Withholding Amount	S21	Double	15.4	No	Total value for base retention ICMS tax substitution (CAT Ordinance 17/99)
amnt	Total Amount	S21	Double	15.4	Yes	Total value of Release Inventory. Default = 0
invl	Ledger Account	S21	String	12	No	Ledger Account
inst	Control Instruction	S21	String	1	Yes	Control Instruction. This column is used for the routine that processes the interface. I - Insert A - Change E - Delete M - Insert or Change (in this case, the routine checks as the field is

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						filled Includes Updates After the parameterization interface. For more details, see the document Introduction).
						This field is mandatory.
						Default = M
prid	Process ID	S21	Integer	10	Yes	Internal Identifier of processing. (Sequential number, see free number on table bfit017)

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## Ledger Accounts (btf130)

Field	Description	Responsible	Type	Size	Mandatory	Comments
cofc	Department Code	S21	String	30	Yes	Department that identify the Establishment.
cpid	Establishment	TE	String	25	Yes	Code registered in the PFJ Establishment Solution SYNCHRO. Obs: TE will fill based on Department code
leac	Ledger Account	S21	String	12	Yes	Ledger Account
vgin	Effective Date	TE	Date	10	Yes	Date of start of term. Used to control onset duration of inclusion or modification performed.
desc	Description	S21	String	30	Yes	Description
vgfi	Expiration Date	TE	Date	10	Yes	End date of validity. Used to control order effect of the inclusion or amendment if not informed the Synchro takes the largest data bank allowed in Oracle (31/12/4712).
icur	Monetary Correction	S21	String	1	No	Indicator account of monetary correction. Default = "N"
ifas	Asset	S21	String	1	No	Indicator asset account. Default = "N"
llev	Last Level	S21	String	1	Yes	Indicator account last level (Y / N). If equal to "Y" stands for analytical account, equal to "N" to synthetic or totalising account. Default = "N"
plac	Parent Account	S21	String	12	No	GL account code top-level
atyp	Account Type	S21	Numeric	1	No	Indicator nature of GL account (1 active, 2 passive, 3 Patrimony; 4 Result; 5 - Revenues; 9 Other)
subl	Account Sublevel	S21	String	3	No	Account Level (not the last level indicator) expected first, second, third, etc..
lela	Legal Ledger Account	TE	String	25	No	Code of group accounts in accordance with the standard chart of accounts conforme table published by the Federal Revenue in Brazil. Referring to IN_ICCON_VIGENCIA.COD_CTA_PAD. Obs: TE will fill based on Referential Ledger Account

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obat	Batch	S21	Integer	6	No	Batch belongs to the record, used to control the load lots only in the integration process, this information does not exist in the final table.
otab	Source of record	TE	String	11	No	Origin of the information system
info	Origin Key	S21	String	12	No	Key information on the source system
inst	Control Instruction	S21	String	1	Yes	Control Instruction. This column is used for the routine that processes the interface. I - Insert A - Change E - Delete M - Insert or Change (in this case, the routine checks as the field is filled Includes Updates After the parameterization interface. For more details, see the document Introduction). This field is mandatory. Default = M
prid	Process ID	S21	Integer	10	Yes	Internal Identifier of processing. (Sequential number, see free number on table btfit017)

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## Monthly Balances (btfit131)

Field	Description	Responsible Type	Size	Mandatory	Comments
cofc	Department Code	S21	String 30	Yes	Department that identify the Establishment.
cpid	Establishment	TE	String 25	Yes	Code registered in the PFJ Establishment Solution SYNCHRO. Obs: TE will fill based on Department code
date	Account Opening Balance Date	S21	Date 10	Yes	Account Opening Balance Date (DDMMYYYY)
leac	Ledger Account	S21	String 12	Yes	Analytic account
dim1	Cost Center	S21	String 9	No	Cost Center
fobh	Open Balance	S21	Double 15.4	No	Value of the initial balance of the account
dbcrc	Opening Balance D/C Indicator	S21	String 1	Yes	Opening Balance D/C Indicator
fdah	Total Debits	S21	Double 15.4	No	Total of debits in the reference month
fcach	Total Credits	S21	Double 15.4	No	Total of credits in the reference month
amnt	Closing Balance	S21	Double 15.4	No	Value of the closing balance of the account
crdb	Closing Balance D/C Indicator	S21	String 1	Yes	Closing Balance D/C Indicator
obat	Batch	S21	Integer 6	No	Batch belongs to the record, used to control the load lots only in the integration process, this information does not exist in the final table. Default = ""
otab	Source Table	TE	String 11	No	System of information souce.
info	Information Key	S21	String 25	No	Key of information in source system.
inst	Control Instruction	S21	String 1	Yes	Control Instruction. This column is used for the routine that processes the interface.  I - Insert A - Change E - Delete

						<p>M - Insert or Change (in this case, the routine checks as the field is filled Includes Updates After the parameterization interface. For more details, see the document Introduction).</p> <p>This field is mandatory.</p> <p>Default = M</p>
prid	Process ID	S21	Integer	10	Yes	Internal Identifier of processing. (Sequential number, see free number on table bfti017)

## General Ledger Postings (btfi132)

Field	Description	Responsible Type	Size	Mandatory	Comments	
cofc	Department Code	S21	String	30	Yes	Department that identify the Establishment.
cpid	Source Business Localization	TE	String	25	Yes	Code registered in the PFJ Establishment Solution SYNCHRO. Obs: TE will fill based on Department code
dcdt	Posting Date	S21	Date	10	Yes	Date of accounting entry.
leac	Ledger Account	S21	String	12	Yes	Analytical Account (account registration)
numb	Posting Number	S21	String	30	Yes	Posting Number
arqu	Archive Number	S21	String	40	Yes	Archive Number
dbcr	D/C Indicator	S21	String	1	Yes	D/C Indicator
cont		S21	String	12	No	Account counterpart. (Registration account)
amnt	Posting Amount	S21	Double	15.4	No	Posting Amount. Default = 0
tran	Operation Type	TE	String	1	No	Operation Type. The content of this will be used to relate each record this interface to an existing entry in the table of IN_CODIGO NUMBER = 2.

dim1	Cost Center	S21/TE	String	9	No	Cost Center. The content of this will be used to relate each record this interface to an existing entry in the table of IN_CODIGO NUMBER = 3.
dim2	Expense Center	S21/TE	String	9	No	Expense Center. The content of this will be used to relate each record this interface to an existing entry in the table of IN_CODIGO NUMBER = 4.
hcod	Standard History	S21	String	45	No	Standard History. The content of this will be used to relate each record this interface to an existing entry in the table of IN_CODIGO NUMBER = 5.
Comp	Additional History	S21	String	80	No	History Complete or Complementary.
Type	Posting Kind	S21	String	1	No	Indicator of the type of issue: N-Release normal E-Release Closing
Bpid	Participant	TE	String	25	No	Code Person Participant.
Obat	Bacth	S21	Integer	6	No	Batch belongs to the record, used to control the load lots only in the integration process, this information does not exist in the final table.
Otab	Source Table	TE	String	11	No	System of information souce.
Info	Information Key	S21	String	30	No	Key of information in source system.
Ctrl	Control Account	S21	Integer	1	No	Filter of account control
Inst	Control Instruction	S21	String	1	Yes	Control Instruction. This column is used for the routine that processes the interface.  I - Insert A - Change E - Delete  M - Insert or Change (in this case, the routine checks as the field is filled Includes Updates After the parameterization interface. For more details, see the document Introduction).  This field is mandatory.  Default = M

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Prid	Process ID	S21	Integer	10	Yes	Internal Identifier of processing. (Sequential number, see free number on table bfit017)
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