Infor VISUAL General Ledger User's Guide

Publication Information

Contents

Chapter 1: Accounting Window

The Chart of Accounts forms the basis for the entire Financials application. Before you begin to use the software, it is critical that you develop a logical chart of account for your business. This typically involves an analysis of how your business runs and the types of management tools (i.e. reports) you require. After you establish your chart of accounts and post activity to it, you cannot delete existing accounts, and only make minimal changes.

For both multi-site and single-site users, the Chart of Accounts is maintained at the tenant level.

This chapter includes:

Introducing the Accounting Window

Use the Accounting Window to create your chart of accounts and enter all of your account information.

Euro functionality is supported in Financials. The application easily adapts to universal European guidelines defined by the Madrid Council. All European Common Community (ECC) country companies must view their business transactions in two simultaneous system currencies. The currencies of ECC countries are tracked and provides the ability to report in either the country's native or Euro currency.

The basic concept of Posting and Summary Accounts is used in Financials. Posting Accounts form the basis of your General Ledger. These posting accounts are used to record activity of subsidiary ledgers and general journal entries to the General Ledger. Summary Accounts, on the other hand, are not posting accounts, but they summarize a series of subordinate posting level accounts that make it easier for you to consolidate information for use on reports. You cannot reference any posting activity to, or create general journal entries for summary accounts.

Summary-level Accounts are useful when you set up your financial statements and when you create product line or departmental statements. When you create subordinate accounts, you create the relationships that define summary level accounts in the Accounting Window. The window allows you to determine whether the account is a summary or posting level account, and whether that account summarizes to a higher-level account. If the account summarizes to a higher level, the Summary Level Account ID appears.

You can create account groups that contain any combination of accounts. You can use account groups to view balance and budget totals for similar accounts, such as individual payroll accounts, or for different account types. For example, you could create an account group with revenue accounts and expense accounts, for analyzing gross profit. Depending on the structure of your Chart of Accounts, you can use account groups to build Key Performance Indicators (KPIs), such as gross profit for your entire enterprise or for a particular product code, total asset vs. liability, or total income vs. total sales. Additionally, you can create reports of account groups within Report Writer. For information on using the Report Writer, refer to "Starting Report Writer" on page 4–2 of the Financials Administrative User's Guide.

Note: As you design your Chart of Accounts, make certain you leave enough of a gap between numbers so you can add accounts at a later date, if necessary. Account numbers are alphanumeric and can be a maximum of 30 characters. Account Descriptions can be as much as 120 characters.

Account Types

Aside from the Account ID, the Account Type you assign is crucial information. Account Types identify the role the account plays within the Chart of Accounts and controls how information is processed in VISUAL. This table lists the five options for Account Types within Financials:

Account Type	Processing	Beginning Balance
Asset	Balance Sheet	Balance Forward

Account Type	Processing	Beginning Balance
Liability	Balance Sheet	Balance Forward
Equity	Balance Sheet	Balance Forward
Revenue	Income Statement	Period Account
Expense	Income Statement	Period Account

Together, Asset, Liability, and Equity accounts comprise the Balance Sheet. Revenue and Expense accounts are part of profit and loss (P&L) and form the basis of the Income Statement. Balance Sheet accounts carry beginning balances forward through subsequent processing periods, whereas Income Statements apply only to the accounting period.

Starting the Accounting Window

The Accounting Window within Financials allows you to configure your complete chart of accounts, and is the cornerstone to your Financials application.

From the main menu, select **Ledger**, **Accounting Window**.

Posting & Summary Account Structure

Summary Accounts combine the amounts from other accounts. Summary Account balances may consist of other Summary Accounts or Posting Accounts.

To access Summary and Posting Accounts:

1   Select **Ledger**, **Accounting Window** from the VISUAL main menu.

2   Specify or select a Posting or Summary Account ID. You can specify the Account ID manually, or click the browse button and select the appropriate Account ID.

3   From the Accounting Window's Info menu, select **Chart of Accounts (Indented)**.

The Chart of Accounts is informational. You can review the entire Chart of Accounts for the selected account, or you can view account details for any subsidiary account.

The Levels Down column indicates the reporting level for each account associated with the selected account. For example, Level 1 accounts are the accounts that cumulate/contain the value of other accounts below them. So, Level 2 accounts include Level 3 accounts, and Level 1 accounts consist of Level 1 accounts.

Hierarchical G/L Definitions

Basic accounting definitions are as follows:

- Total Liabilities = Total Liabilities + Owners Equity
- Total Assets = Current Assets + Net Fixed Assets + Other Assets
- Current Assets = Total Cash + Net Accounts Receivable + Total Inventory
- Total Cash = A/R Bank Account + A/P Bank Account + Payroll Bank Account
- Net A/R = Accounts Receivable - Allowance for Doubtful Accounts
- Total Inventory = Total Stock Inventory + FG Inventory + WIP Inventory

Adding Accounts

Use the Accounting Window to add accounts to the database.

1 On the Accounting Window, click the New toolbar button.

The window is cleared.

If you have an account in the database that closely matches the new account you want to add, you can minimize the information you need to manually enter by copying the existing account and giving it a new ID. To do so:

a On the Accounting Window, click the Account ID browse button to select the Account to copy. If you know the Account ID, you can enter it manually.

b Change the ID of the existing Account to the ID you want to use for the new one. Because this process creates a copy of an existing account, changing the ID does not affect the existing Account record.

c On the Accounting Window, make the appropriate edits to the information on the new window.

d To commit the record to the database, click the **Save** toolbar button.

2 On the Accounting Window, enter the appropriate information as follows:

Account ID – In the Account ID field, enter an identification code to use to represent the current account. Enter up to 30 alphanumeric characters for the Account ID. As you design your chart of accounts, make certain that you leave enough space between accounts to

Description – Enter a brief definition or description for your new account. You can enter up to 120 alphanumeric characters for the description. This helps you identify the new account in your database and in Account ID browses.

Summarize to Account ID – If the current account summarizes into another account, this field indicates the destination Account ID. After you save the account, you can add it to your chart of accounts, and define its subordinate accounts. To populate this field, you must select the parent account, and add the current account to the parent account's list of subordinate accounts. For additional information on adding Subordinate Accounts, refer to "Inserting Subordinate Accounts" on page 1–6.

Summary Account – If the current account is a Summary Account (has subordinates), select this check box. If you clear this check box, the current account is a posting account. When you add subordinate accounts to the current account, this check box is automatically selected.

Revalue – If the current account requires revaluation due to Euro and/or multi-currency, select this check box. Revaluation applies to foreign currencies, and involves defining a fixed exchange rate for the foreign currency.

Active – If you actively use the account, select the Active check box. If you clear this check box, you cannot post to it, and it does not apply to any parent account's calculations. By default, this check box is selected when you create a new account. Only users with Administrator privileges can change the Active status of an account.

Type – In the Type section, select the account type. The Account Type determines the types of transactions you can perform for the account. Make your selection from either:

- Asset
- Liability
- Equity
- Revenue
- Expense

For additional information about Account Types, refer to "Account Types" on page 1–2.

3 Click **Save**.

Deleting Accounts

If you no longer use specific accounts, you can remove them from your database. You cannot, however, delete an account if it has a balance, or if you have posted transactions to the account.

1 On the Accounting Window, enter or select the Account ID for the account you want to delete. You can enter the Account ID manually, or you can click the browse button and select it from the list.

2 Click the **Delete** toolbar button.

You are prompted to confirm the deletion.

3 To delete the account, click **Yes**. To cancel the deletion, click **No**.

Adding Account Structure

Before you start to add accounts or account information, you should take the time to design the structure of your Chart of Accounts. The design should consist of the accounts, their IDs, and the relationship between them. Create relationships from the top of the hierarchy downward, and use the summary level account to specify its subordinate accounts within the hierarchy.

After you complete the design of your Chart of Accounts, as well as the Indented Chart of Accounts, use the Accounting Window to add the posting and summary level accounts.

You should add all of your accounts and their relationships before you start to use the General Ledger, however, you can add accounts and relationships at any time. When you add relationships at the top of the account hierarchy, the appropriate amounts are automatically summarized from lower level accounts.

Inserting Subordinate Accounts

Subordinate accounts have what may be considered a parent/child relationship. All "child" accounts roll up into a "parent" account. To configure your account relationships, you work from the parent account and assign child accounts. Parent accounts are Summary accounts.

1   On the Accounting Window, enter or select the Summary account to which you want to add subordinate account relationships. You can enter the Account ID manually, or you can click the browse button to select the account record from a browse list.

2   From the Accounting Window's Edit menu, select Subordinate Accounts.

3   To activate the next line on the table, click **Insert**.

    An arrow appears in the row header, indicating that there has been a change to the line.

4   In the Account ID column, enter or select the Account ID you want to add as a subordinate to the current Account ID. You can enter the Account ID manually, or you can double click the browse button in the row header to access a list of Account IDs.

    When you exit the Account ID field, the associated information is inserted in the Description and Type columns.

5   Repeat steps 3 and 4 for any additional account you want to add to the Summary (parent) account.

6   To commit the Account Structure information to the database, click **Save**. To exit the dialog box, click **Cancel**.

    If you click Cancel prior to clicking Save, any changes you made to the account structure are cleared and the window is closed.

Note: If, at any time, you want to modify your account structure, you can return to this function. Accounts are allowed to be subordinate to only one other account in the hierarchy. If you add an Account ID that is already a subordinate account to another parent, the previous relationship of the subordinate is deleted (backs out any summarized accounts) and the new relationship is formed with the current parent account.

Removing Subordinate Accounts

To remove a parent/child account relationship, use the Subordinate Accounts function.

1   With the parent account in the Accounting Window, from the Edit menu, select **Subordinate Accounts**.

2   On the Subordinate Accounts table, select the child account in the table, then click **Delete**.

    The table row is flagged for deletion. An X appears in any row header to be deleted. To clear the deletion flag, select the row you do not want to delete and click the Delete button again.

3   To finalize the deletion, click **Save**. When you remove a relationship, all amounts associated with the child account that had been summarized to the parent are automatically backed out.

    After you remove the existing relationship, make certain that you create a new relationship for the orphaned account within the account structure, if necessary.

Creating Posting Level Account Structures with Departments

Occasionally, you may want to create reports based on departments. A good example of such a report is a company Profit and Loss (P&L) Statement, by department. You can create reports by department in Financials.

In order for a department concept of account structures to be effective, you must create posting level accounts to the level of detail that you want to appear on the P&L Statement. For example, to break out machine tooling expenses or sales by department, you must create a summary account for each department. The following is a sample structure:

9000-001 ——— Department code

   I_____Group or base account number

9000 Total Revenue (Summary Account)

   9000-001 Total Net Sales - Domestic (Summary Account)

9001-000 Tooling Revenue

   9001-001 Tooling Revenue - Department 1

   9001-002 Tooling Revenue - Department 2

   9001-003 Tooling Revenue - Department 3

9002-000 Total Stamping Revenue

   9002-001 Stamping Revenue - Department 1

   9002-002 Stamping Revenue - Department 2

   9002-003 Stamping Revenue - Department 3

The example above shows a basic account structure with a summary account by product type, and detail by department. To create a P&L Statement for Department 1, use a query by example or wild cards within the G/L Report Writer. For example, use 9__-001 to generate statements for revenue accounts that begin with 9 and end with 001. Alternately, you can create Account Groups. Account Groups function similarly to subordinate accounts within summary accounts, but it does not rely on the account structure. Account Groups are not part of the formal Chart of Accounts, and are specifically for report writing. For additional information, refer to "Creating and Maintaining Account Groups" on page 1–9.

For the example above, you can create a Group ID called Department 1, and list every account that applies to the department in that window. You can then select the Department 1 group in G/L Report Writer and create the P&L Statement for the department without having to manually enter all the accounts in the report.

When you configure your Chart of Accounts, you must define specific accounts for Net Income and Retained Earnings. Specifically, you need a Net Income summary account that captures Net Income/Loss for the year for all of the activity on the income statement accounts, which would have an Account Type of Revenue. Net Income then summarizes to a Current Year Income account with a type of Equity, which would reside in the Equity section of the balance sheet.

In addition to the Net Income/Current Year Income, you must create a Posting Level Account to use at year end to clear the Current Year Net Income to Retained Earnings. After you finalize your year end, you then post a general journal entry to book your year to date net income/loss to retained earnings.

Balance Sheet

Acct 1315-Retained Earnings: Equity Account - Posting Level

Acct 1350-Current YTD Income: Equity Account - Sum Level

Income Statement

Acct 8999-Summary Account for all Income Statement posting accounts - Balance is the YTD Income (Loss) = (Total Revenue - Total Expenses)

Acct 9999-Posting Account to clear income to Retained Earnings

At Year-End, book a journal entry to move current year income to Retained Earnings:

The following is an example of generating a profit for the year:

Entry	DR	CR
Debit Acct 9999	$ xxxxxxx	
Credit Acct 1315-000		$ xxxxxxx

This moves current year profit into retained earnings and creates a contra account to summarize with Net Profit to report only Current Year Profit.

Level	Acct ID	Description	Type
1	1315-000	Cur Yr	Equity (Posting)
1	1350-000	CurYr Inc/Loss	Equity (Summary)
2	8999	YTD Net Inc/Loss	Revenue (Summary)
2	9999	Net Inc Clear A/C	Revenue (Posting)

Account 8999; Net Income (Loss) YTD is the summary account for all the income statement posting accounts. This account balance is your Net Income number for the current year. This account summarizes to account 1350-000, Current Year Income/(Loss) in the Equity section of your balance sheet. Account 9999, Net Income Clearing Account, is the posting level account used to clear your current year net income to Retained Earnings. This account also summarizes to account 1350-000. This account acts as a contra account to account 8999.

After your year-end and before you close the first period of the next year, you need to book a journal entry to close out net income to retained earnings. Assuming you have generated a profit for the year, the entry would be as follows:

Entry	DR	CR
Debit Acct 9999	$ xxxxxxx	
Credit Acct 1315-000		$ xxxxxxx

After this entry, if you print a balance sheet, the effect would be that account 1350-000 will have a zero balance and account 1315-000 will have increased by the amount of the journal entry and your balance sheet will still be in balance.

Creating and Maintaining Account Groups

Use Account Groups to combine individual accounts together under a single identifier. You can view balance information about the account group in the Accounting Window. You can also create reports for account groups with the Report Writer. See "Creating Reports Using Report Wizard" on page 4–4 and "Manually Creating Reports with the Report Writer" on page 4–6 of the Financials Administrative User's Guide.

To create or maintain an account group:

1   From the Accounting Window select **Maintain**, **Account Groups**.

2   To create an account group specify an ID. To edit an existing account group select the Group ID.

3   Specify how to calculate the balance for the account group. Click one of these options:

    Positive Equity/Liability/Revenue values - When this option is selected positive balances for equity, liability, and revenue are added to the total while asset and expense balances are subtracted.

    Positive Asset/Expense values - When this option is selected the positive balances of assets and expenses are added to the total, while equity, liability, and revenue balances are subtracted.

4   Click **Insert**.

5   In the Account ID column, enter or select an Account ID that you want to add as a member of the Account Group. You can enter the Account ID manually, or you can double-click the browse button in the column header to select the Account ID from a list.

    When you specify or select a valid Account ID, the Description and Type information is inserted in the appropriate cells.

6   Repeat Steps 4 and 5 for each account you want to add to the group.

7   After you add all the accounts to the group, click **Save**. To exit the dialog, click **Close**.

Deleting Account Group Accounts

To remove an account from an account group:

1   From the Account Groups window's Group ID drop-down list, select the group that contains the account you want to remove.

2   Select the table row that contains the Account ID you want to remove. To make your selection. click in the appropriate row's header.

3   Click **Delete**. This marks the line for deletion. Until you click Save, the row is not deleted.

4   To remove the marked rows from the table, click **Save**.

Deleting Account Groups

To completely remove an Account Group, delete all the accounts within the group.

Filtering Account Browse Tables

This procedure is most beneficial to users who are licensed to use multiple sites.

The Chart of Accounts is maintained at the tenant level. All entities and all sites have access to the accounts you specify.

You can display only selected accounts when users browse for an Account ID. To display only certain accounts when you browse for an account in a particular site, use the Filter Account by Site function.

To set up the filters:

1   Select **Maintain**, **Filter Account Browse by Site**.

2   Click the **Site ID** arrow and select the site for which you are setting up the account browse filter.

3   To include an account in the account browse for the selected site, select the **View** check box.

4   Click **Save**.

When you next browse for an account when entering a transaction for a site, only the accounts you specified are displayed. You can still manually type in any account.

Viewing Information in the Accounting Window

You can view account balance and budget information for a single account or for an account group.

To view this information:

1   Select the account or account group to view:

   • To view an account, ensure that the **Account Groups** check box is cleared. Click the **Account ID** browse button and select the account.

   • To view information by Account Group, select the **Account Groups** check box. Click the **Account Group ID** drop-down button and select the account group.

     When viewing information by Account Group the File menu's Save, New, and Delete options are not available.

2   Select this information:

   Financial Calendar – If you are licensed to use multiple entities, click the **Financial Calendar** arrow and select the calendar to use to view account information. The financial calendar determines the period size. If you are licensed to use a single entity, this field is unavailable.

Site ID(s) – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to view. You can select any site that shares the same financial calendar. The sites you select must also share at least one tracking currency. If you are licensed to use a single site, this field is unavailable.

Budget – From the drop-down list, select the appropriate budget account to use for the current account. Maintain Budgets within Budget Maintenance. See "Creating Budgets" on page 5–3 of the Financials Administrative User's Guide.

Display Currency – From the Display Currency drop-down list, select the ID for the currency you want to use to display values within your Accounting Window. If you are licensed to use multiple sites, the tracking currencies shared by the sites you selected in the Site ID(s) field are displayed. If no common currency exists, "Not Available" is displayed in the Display Currency field. Remove sites from your site selection until a common currency can be identified.

The monthly totals for the Site IDs you selected are displayed in the table. For balance sheet accounts, the Balance, Budget, Cumulative Budget, and Variance for each month are displayed. For income sheet accounts, the Balance, YTD Balance, Budget, YTD Budget, and Variance for each month are displayed. If you select an account group that contains both income sheet and balance sheet accounts, then the income sheet account columns are used. The period balances for the balance sheet accounts are used instead of the forward balances.

3 Review this information that is also displayed:

Total Budget – The sum of the current fiscal year for budget amounts is inserted in the Total Budget field. You cannot edit this information on the Accounting Window. If the current account is a Balance Forward account, this field is blank.

Average Budget – This field indicates the total sum of all budget amounts from the beginning of the fiscal year through the current period, divided by the total number of periods elapsed in the current fiscal year. For example, if your company uses a 12 period (monthly) fiscal year, beginning on January 1st, and the current period is July, the Average Budget is calculated by adding together the monthly budgets for January through July, then dividing by 7 (the number of periods elapsed for the current year).

Total Amount – The Total Amount field indicates the sum of one fiscal year of Balance amounts. If the current account is a Balance Forward account, this field remains blank.

Average Amount – The Average Amount field contains the total sum of balance amounts through the current period, divided by the number of elapsed periods for the current fiscal year. For example, if your company uses a 12 period (monthly) fiscal year, beginning on January 1st, and the current period is July, the Average Amount is calculated by adding together the monthly balances for January through July, then dividing by 7 (the number of periods elapsed for the current year).

Total Variance – The Total Variance is the difference of the amounts between the Total Budget dollars and Total Budget dollars for one fiscal year. For Balance Forward accounts, this field is blank.

Average Variance – This field indicates the total sum of all variance dollars through the current period divided by the number of elapsed periods for the current fiscal year. For example, if your company uses a 12 period (monthly) fiscal year, beginning on January 1st, and the current period is July, the Average Variance is calculated by adding together the monthly variances for January through July, then dividing by 7 (the number of periods elapsed for the current year).

Using the Accounting Window Inquiry Features

Inquiry windows provide you with some insight to your accounts and the subordinate accounts that comprise them. These inquiry options do not allow you to directly edit the information on the window, however; they are informational only. Information on the inquiry windows relates to the Account currently open in the Accounting Window.

You have the following available options from the Info menu:

- Chart of Accounts (indented)
- Chart of Accounts (next level)
- Posted Transactions
- General Journal by Dimension

If you access the Chart of Accounts, either indented or next level, a dialog box opens with the applicable accounts on the table. To view an account from the Chart of Accounts list, select the row and click **View**, or you can double-click the row you want to view.

The **Chart of Accounts (indented)** option (shown on page 3) opens a dialog box that indicates the levels of subordinate accounts (which feed into the current account). In addition to the Account ID, Description, and Type information, a column is added that indicates the levels down (number of indents) from the current account, that the subordinate account appears in the Account Structure.

The **Chart of Accounts (next level)** option opens a similar dialog box as the Indented Chart of Accounts. The primary difference between the Indented and Next Level account information is that the Next Level only shows the accounts that exist only 1 level below the current account. Also, the current balance for the account also appears.

The **General Journal by Dimension** option opens a dialog box that contains the journals that are tied to your user dimensions. You can create summary data from the upper table in the lower summary table.

On the View menu, the following inquiry options are available:

- Display Parent Account
- Display by Dimension

If you select the **Display Parent Account** option, the current Account information is displayed with the information for the parent account.

The **Display by Dimension** option opens a dialog box in which you can select the dimensions, Customer Order ID, and product code you would like displayed in the Accounting Window.

These quick inquiries allow you to obtain information about a specific account and the relationships it has. This can help when you create your Chart of Accounts, or need to review it.

In addition to the queries outlined above, you can view several reports related to your accounts. From the File menu, select any of the following reports to view:

- General Journal
- Trial Balance
- General Ledger
- Chart of Accounts
- Indented Chart of Accounts

- Basic Balance Sheet
- Basic Income Statement
- Account Status

Using the Posted Transactions Window

You can view the posted transactions for the currently selected account. The currently selected account must be a posting-level account; if the currently selected account is a summary account, the system deactivates the Posted Transactions menu option.

To view the transactions posted to the account:

1 Select **Info**, **Posted Transactions**. If you are viewing a posting-level account in the Accounting Window, you can double-click a line in the table to access this dialog box.

2 To view posted transactions that were created in multiple sites for this account, click the **Site ID(s)** drop-down and select the sites to use. If you are licensed to use a single site, this field is unavailable.

3 In the Accounting Month field, specify which month for which to view posted transactions. You can specify any date in the month; the system adjusts the date you enter to the final day of the account month.

The system inserts information about the posted transactions in the table.

You can view additional information about the batch that posted the transaction and the details of the posted transaction.

To view batch information, select a line, then click **Batch Detail**.

The system displays all the transactions in the batch. The system displays the Currency ID, the Document ID associated with the each transaction (for example, a Purchase Order ID or a Work Order ID), the date of the posting, the debit amount, the credit amount, and the accounts to which the credits and debits were applied.

To view posting information, from the G/L Transactions dialog box select a line, then click **Posting Detail**.

The system displays the transactions posted to the currently selected account. The system displays the Currency ID, the Document ID associated with the each transaction (for example, a Purchase Order ID or a Work Order ID), the date of the posting, the debit amount, and the credit amount.

You can view additional information about the document (such as a purchase order or work order) associated with the transaction. You can view additional information about these document types:

- PUR
- WIP
- LAB
- FG
- SLS
- ADJ

- IND
- PRJ
- BUR
- REV

From either the Batch Detail or Posting Detail dialog box, select a line and click **Document Detail**. The system displays all posted transactions associated with the document. Specify a broader range of dates to view additional transactions associated with the document. You can export the information except for the grand totals to Microsoft Excel.

From the Document Postings dialog box, you can view the details of a transaction. Select a line, then click Detail Transactions. The system lists the transactions that make up the posted amount, such as material issues and labor tickets.

Posting Transaction Accounts to the General Ledger

The subsystems of Accounts Payable and Accounts Receivable are used to generate Subsystem Journals to post to the General Ledger.

Accounts consist of two types of amounts: Actual and Budget (forecast). Actual represents the actual transactions of your company - ones that have occurred. Budget accounts represent any financials you plan or forecast as a projection of transactions.

Actual amounts by period and by fiscal year are posted to an account through one of the following functions:

- **General Journal Entry** – When you post through General Journal Entry, you can create journals within the General Ledger that post directly to posting level accounts. For additional information about posting General Journal entries to the G/L, refer to "Posting to the General Ledger" on page 3–9.
- **Allocations** – If you post through Allocations, automatic journal entries are created within the General Ledger. These entries post to posting level accounts. You can then use allocations to distribute costs among accounts, or to create recurring journal entries. Recurring entries work on a cyclical basis, such as Weekly, Monthly, Annually, etc. For additional information about using Allocations to post to the General Ledger, refer to "Using Allocations" on page 1–16.
- **Post Manufacturing Journals** – You can use Post Manufacturing Journals within the General Ledger. Use this function to post transactions that are created through the Costing Utilities. For additional information on posting Manufacturing Journals to the G/L, refer to "Posting Manufacturing Journals" on page 5–2.
- **Subsystem Journals** – You can use the Accounts Payable and Accounts Receivable subsystems to create Subsidiary Ledgers. After you create the subsidiary ledgers, you can post the financial transactions to the G/L.

Financial Transaction Types include:

BAJ = Bank Account Adjustments	**GJ** = General Journal Entry
API = A/P Invoice	**PUR** = MFG Purchase
APC = Cash Disbursements	**WIP** = MFG Work in Progress

ARI = A/R Invoice   **FG** = MFG Finished Goods

ARC = Cash Applications   **SLS** = MFG Shipments

ADJ = Inventory Adjustments   **IND** = Indirect Labor

Rules for Posting to Actuals

Whether you post Actuals through General Journal, Allocations, or Manufacturing or Subsystem Journals, transactions must meet the following conditions:

- You must post an open period.
- All entries are posted on a site-by-site basis.
- All specified accounts must be posting level accounts.
- Within the journal, the total of Debit amounts must equal the total Credit amounts.

These requirements ensure that your ledger remains in balance.

Summarization of Amounts

Accounts within Financials have a tight relationship. When you post activity to a posting-level account that is part of a summary-level account, amounts are automatically imploded, rolled-up, or summarized to all related higher-level accounts.

In other words, your indented chart of accounts is used, and amounts are summarized up through the hierarchy until you reach the Level 1 Summary account, if account relationships exists.

If you look at your Indented CoA as a "tree" structure, which goes four levels deep for Account #0014579, a basic account structure may appear as follows:

0014579	Summary
0014579-001	Summary
0014579-001-04 0014579-001-05	Posting
0014579-002	Summary
0014579-002-01	Summary
0014579-002-01-1 0014579-002-01-2	Posting
0014579-002-02 0014579-002-03	Posting

To better understand summarization of accounts, it is best to read your chart of accounts from the deepest level upward. That said, in the above example:

- Accounts 0014579-002-01-1 and 0014579-002-01-2 roll into 0014579-002-01.
- Accounts 0014579-002-01, 0014579-002-02, and 0014579-002-03 roll into 0014579-002.
- Accounts 0014579-001-04 and 0014579-001-05 roll into 0014579-001
- Accounts 0014579-002 and 0014579-001 roll into 0014579.

Automatic Amount Maintenance

The amounts within an account hierarchy are automatically maintained. As described on the previous page, amounts are imploded upward. If you remove relationships between accounts, you do not have to retrieve the amounts associated with the account you want to remove from the relationship; the amounts for the account are retained, and those amounts are removed from the summary-level account(s) within the structure.

Consider the example on the previous page:

If you remove account 0014579-002-01-2 from the structure, the amounts are rolled back to it along the following path within the Chart of Accounts:

0014579 to 0014579-002 to 0014579-002-01 and finally to 0014579-002-01-2.

Budgets

You can maintain Budget information for a specific account through the Accounting Window. To maintain less specific budgeted amounts, use Budget Maintenance, which appears on the main Ledger menu. You maintain budgets on a period-by-period basis for the fiscal year. Keep in mind that budget amounts for balance sheet accounts do not carry forward.

You can enter Budgets at the Posting or Summary level of the account hierarchy, in the manner that best serves the reporting requirements of your company. Similar to Actuals, when you define relationships, amounts are imploded to parent accounts.

Because you can enter budget amounts at the Posting and Summary levels, you must carefully maintain consistency for the levels you use for your budgets. This ensures the accuracy of the budget and forecast reports.

If you are licensed to use multiple sites, maintain budgets on a site-by-site basis. Click the **Site ID** arrow and select a single site. You can then specify budget figures for the site. Express budget figures in the default entity Currency ID of the site's parent entity.

Using Allocations

You can use Allocations to generate General Ledger journal entries. To create Allocations, from the Accounting Window's Maintain menu, select Allocations that can:

- Distribute common costs between accounts

- Create recurring journals

If you are licensed to use multiple sites, you can allocate amounts within a single site only.

Use the Allocation function to configure allocations that distribute the amount from one account to other accounts within your General Ledger. After you create the allocation, you can run it on a regular basis, or on an as-needed basis.

Distributing Common Costs Between Accounts

It is not uncommon to have to distribute the costs from one account to multiple others within your General Ledger, for example, by division, department, or product line. Use Allocations to make these distributions; with the amount to distribute to which account(s) as well as the timing of the distribution. This provides the ability to automatically allocate costs across functional structures, such as departments or divisions. After you create allocations, you can run it on a scheduled basis or as-needed.

If you are licensed to use multiple sites, you can allocate amounts within a single site only.

> **Caution:**   Use caution when you change calculated allocation amounts. Doing so affects the journal entries that post to the General Ledger, and may result in unexpected calculations.

Creating Recurring Journals

When you need to post the same journal repeatedly, the easiest means is through a Recurring Journal. The Accounting Window includes functionality to generate recurring journals through the Allocations window. When you create Recurring Journals, it saves you the trouble of recreating the journal each time you post it, and it also ensures that you do not post the journal more than once within the specified time period.

Recurring Journals work especially well for fixed expenses such as rent, certain utilities, prepayments, depreciation & amortization, etc.

Allocating Amounts

You can allocate amounts by the following methods:

- **Fixed Dollar Amount** – Use this method to specify a dollar amount that you want to distribute to the posting level accounts. For example, you may want to use this method to create recurring journal entries.
- **Set Percentage** – Use set percentages to assign a fraction of a posting level account to other posting level accounts.

- **Ratio** – Use the Ratio method of allocations to distribute amounts from one posting level account to several others. Ratios work in relation to one another. For example, if you have three accounts, (A, B, and C), and give them a 1:1:1 ratio, they all get equal amounts, whereas a 1:2:3 ratio means that Account A gets a portion, Account B gets twice as much as Account A, and Account C gets three times as much as Account 1.

- **Any combination of the above**.

Allocating Accounts

Depending on your allocation method, the following factors play specific roles:

- **Allocation Amount (Account ID)** – Allocate Amounts provide the percentage of the amount to allocate in the Set Percentage and Ratio allocation methods. It can, therefore, be considered the *Allocate From Account*. When you process an allocation in a specific period in a fiscal year, the amount for that period from the base account is used as the base amount you want to allocate, then the formula you specify is used to arrive at the actual amount to allocate.

- **Numeric and Divisor Accounts (ratio)** – In the Ratio method, you define the ratio or factor that determines the base amount. To define the ratio, you specify the accounts whose period amounts you want to use as Numerators and Divisors. The period you are processing is used to determine the appropriate period amounts in the Numerator and Divisor accounts to use.

- **Debit/Credit Accounts (allocate-to accounts)** – Debit and Credit accounts receive the allocated amounts. These are the Allocate To Accounts. After the amount to allocate are calculated, a debit and credit amount is created and posted. These accounts are used in all allocation methods. For additional information, refer to "Generating Allocations" on page 3–10.

The Allocation Account ID and the Numerator/Divisor accounts are used in allocation calculations, thereby creating the journal entries for the Debit and Credit accounts.

Triggering the Timing of Allocation Accounts

You can trigger the allocations to occur on a timed basis. Three timed options are provided:

- **Always** – If you set your triggering value to Always, the allocation is set to be a daily occurrence. You can run allocations a maximum of once per day, but can also run it less often.

- **Weekly** – If you select a triggering value of Weekly, you can run allocations a maximum of once per week (Saturday - Friday). Specify the day of the week on which you want to run the allocation.

- **Monthly** – Select a triggering value of Monthly to run allocations a maximum of once per month. When you select this option, you must specify the day of the month (1-31) on which to run the allocations. To run on the last day of the month, enter a value of 31.

When you create an allocation, you specify the appropriate timing to use. This is the schedule to use for an allocation, consisting of frequency and actual time.

- You can manually schedule allocations through the Generate Allocations feature within General Journal Entry. If you have already run a schedule, however, any already run allocations will not be

scheduled for the specified time frame. For additional information about manually running allocation schedules, refer to "Generating Allocations" on page 3–10.

Setting Up G/L Allocations

General Ledger Journal Allocations allow you to automatically allocate general or common costs, such as rent and utilities across functional structures (departments, divisions, entities, etc.) These allocations may be a fixed amount, set percentage, or a ratio. Also, you can use a combination of allocation formats. G/L Allocations also provide a similar function as recurring journal entries for items that you need to consistently purchase.

Creating Allocations

When you create allocations, you specify how to distribute amounts across multiple posting-level accounts.

If you are licensed to use multiple sites, you can allocate amounts within a single site only.

1   On the Accounting Window, from the Maintain menu, select **Allocations**.

2   On the Allocations dialog box, enter the appropriate information as follows:

Allocation ID – In the Allocation ID field, enter a unique identifier to represent the Allocation. You can enter up to 5 alphanumeric characters to represent the allocation. To modify an existing Allocation, you can enter or select the appropriate Allocation ID.

Group ID – Optionally, you can define a Group or assign the allocation to a group. Allocation Groups allow you to process multiple allocations simultaneously. Enter up to 15 alphanumeric characters for the Group ID.

Description – You can optionally enter a description for the allocation to help you identify it when you click a browse button associated with account Allocations.

Currency ID – From the Currency drop-down list, select the currency in which you want to define the amounts for the current allocation. The entity currency is inserted, by default, but you can override the value.

Account ID – In the Account ID field, enter or select the ID for the account from which you want to allocate amounts to other accounts. You must add a value to this field, however, the Account ID is ignored if you specify data for the Fixed Dollar Amount. When you enter or select an Account ID, the Account Description is inserted to the right of the field.

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site from which you are allocating funds. If you are licensed to use a single site, this field is unavailable.

3   On the General tab, make the appropriate selections as follow:

Generate – You can generate allocations either by All Tracking Currencies, or by Document Currency Only. If you select All Tracking Currencies, the Create As options remain inactive. When you select Document Currency Only, you must select the appropriate Create As currency.

Create As – In the Create As section, select how you want the allocations created. This indicates the currency you want the system to use. This selection only applies if you select a Generate value of Document Currency Only.

4   Click the **Triggering** tab to define the maximum frequency that you can generate Allocations, as follows:

Always – If you set your triggering value to Always, the allocation is set to be a daily occurrence. You can run allocations a maximum of once per day, but can also run it less often.

Weekly – If you select a triggering value of Weekly, you can run allocations a maximum of once per week. Specify the day of the week (Saturday - Friday) on which you want to run the allocation.

Monthly – Select a triggering value of Monthly to run allocations a maximum of once per month. When you select this option, you must specify the day of the month (1-31) on which to run the allocations. To run on the last day of the month, enter a value of 31.

Max Applications – You can assign the maximum number of times to apply the allocation before it expires. After you exceed the number specified in this field, amounts are no longer allocated. This is an optional entry. If you use the Max Applications functionality in conjunction with the Discontinue After date, the allocations are only ran to whichever threshold is reached first.

To Date – When you enter a Max Applications value, the number in the To Date field is maintained. This indicates the number of times that the current allocation has generated.

Discontinue After – To set an expiration date for the Allocation, enter or select it here. When you reach or pass this date, the allocation no longer applies. If you do not enter a date, it is assumed that the Allocation will last indefinitely.

5   Click the **Variables** tab and enter the appropriate information into the various fields. You can add up to 8 variables.

6   Add any detail lines to the Allocation described. You do not need to add allocation lines to save it, but without detail lines, the information necessary to generate financial allocations appropriately is missing.

7   After you add all the appropriate information for the G/L Allocation, to commit the allocation to the database, click **Save**. To exit the dialog box, click **Close**. If you have unsaved changes, you are prompted to save them before exiting. To add another allocation and start from a blank page, click **Clear**. To remove the current Allocation from the database, click **Delete**.

Adding Allocation Detail Lines

Allocation detail lines provide the necessary information to generate financial allocations appropriately. You can use multiple detail lines within a single allocation. In fact, you can use a single allocation to post to different entities, if appropriate.

1   With the appropriate allocation information populating the Allocations dialog box, in the table area, click **Insert** to activate the next line on the table and enter the information as follows:

Ln # – When you add a new detail line to the Allocations table, the next available number is automatically inserted in the Ln # column. This is for information only, and serves as a simple identifier for the detail line.

Numerator G/L Account ID – Allocations that are the result of a calculation require a numerator and divisor. The Numerator is the number to which you apply the divisor. In this column, enter or select the Account ID to use for the Allocation Numerator. You can enter the Account ID manually, or double-click the browse button in the column header.

Numerator Site ID – Click the **Numerator Site ID** browse button and select the site to use for the numerator.

Divisor G/L Account ID – Allocations that result from a calculation between two accounts require both a Numerator and Divisor. The Divisor is the number by which you divide the Numerator. In this column, enter or select the Account ID to use for the Divisor. You can enter the Account ID manually, or you can double-click the browse button in the row header to select an Account ID from the list.

Divisor Site ID – Click the **Divisor Site ID** browse button and select site for the divisor.

Allocation Percents – You can opt to use a percentage of an account for your allocations. These percents work with your variables you defined on the Variables tab, and affect the calculation within the Formula from the header portion of the Allocations dialog box.

Additional Amount – The Additional Amount allows you to define a fixed amount to use in your Formula calculation for the Allocation line.

Debit G/L Account ID – The Debit G/L Account ID indicates the Account ID from which you withdraw the allocation calculated by the Formula. You can enter or select the Account ID to use. Either enter the Account ID manually, or double-click the browse button in the column header and select it from the list that appears.

Credit G/L Account ID – The Credit G/L Account ID indicates the Account ID into which you deposit the allocation withdrawn from the Debit G/L Account ID. You can enter or select the Account ID. Either enter the Account ID manually, or double-click the browse button in the column header and select it from the list that appears.

Transaction Site ID – If you are licensed to use multiple sites, click the **Transaction Site ID** browse button and select the site that receives the allocation. If you are licensed to use a single site, this field is unavailable.

User Dimensions – If you are using User Dimensions, click the corresponding user dimension browse button and select the user dimension to use for this transaction.

2   Repeat this procedure for as many allocation lines as you require. Alternately, you can tab out of the last cell on the current row to activate the next line.

3   Review the Formula for each line and make any necessary corrections to the various components of the formula. The Formula appears above the table.

4   After you add all the appropriate information for the G/L Allocation, to commit the allocation to the database, click **Save**. To exit the dialog box, click **Close**. If you have unsaved changes, you are prompted to save them before exiting. To add another allocation and start from a blank page, click **Clear**. To remove the current Allocation from the database, click **Delete**.

Deleting Allocation Detail Lines

If you need to remove a detail line from an allocation, with the appropriate Allocation in the dialog box, select the line to remove then click **Delete**.

If you have not yet saved the allocation, the line is removed from the table. If you have previously saved the allocation, the line is marked for deletion. If you decide you do not want to remove the detail line, click **Delete** again. Otherwise, to confirm the deletion and permanently remove the line, click **Save**.

Generating Allocations

After you configure your allocations in the Accounting Window, use the Generate Allocations function from within General Journal Entry. For additional information on generating allocations, refer to "Generating Allocations" on page 3–10.

Entering Recurring General Ledger Transactions

As your projects become longer and more complex, you may want to configure Recurring General Ledger Transactions for some or all of the transactions that repeat themselves on a regular basis. When you configure recurring transactions, you eliminate the need to repeatedly enter the same information each time a transaction is due.

The configuration of Recurring General Ledger Transactions is similar to any other recurring transactions, with the addition of the following information:

* Project ID
* WBS Code
* Project Reference Sub ID
* Project Reference Sequence Number
* Hours

Creating Recurring General Ledger Transactions

On the Accounting Window, you can set up recurring G/L Transactions. You do not need to populate the Accounting Window with an Account ID prior to creating a G/L Transaction.

1 On the Accounting Window, from the Maintain menu, select **Recurring G/L Transactions**.

2 On the Recurring General Ledger Transactions dialog, enter the appropriate header information as follows:

Recurring ID – In the Recurring ID field, enter a unique identifier for the General Ledger recurrence. This ID appears any time you browse for a Recurring G/L transaction. You can enter up to 15 alphanumeric characters to represent the Recurring ID.

Description – In the Description field, enter a brief definition of the Recurring transaction. This field helps you identify the Recurring ID in a list. The Description field allows you to enter up to 80 characters for the description of the Recurring transaction.

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select that is making this transaction. If you are licensed to use a single site, this field is unavailable.

Currency ID – From the Currency ID drop-down list, select the unit of currency in which you want the transaction to occur. By default, the entity currency is entered.

Create Date – When you create a new recurring transaction, the current system date is inserted. This is for tracking purposes. When you create a new transaction, you can alter the Create Date manually or select the appropriate date from the pop-up calendar.

Total Debits – This field indicates the total amount of Debits that the current transaction has generated to date. This value is calculated by adding the total amount in the Debit column on the table by the number of times you have run the recurring transaction. You cannot maintain this field directly.

Total Credits – This field indicates the total amount of Credits that the current transaction has generated to date. This value is calculated by adding the total amount in the Credit column on the table by the number of times you have run the recurring transaction. You cannot maintain this field directly.

3   In the **Post Based On** section, select the currency you want to use for transactions. Make your selection from either All Tracking Currencies or Document Currency Only.

4   If you select Document Currency Only, in the **Create As** section, select either Native Currency or Non Native Currency.

5   Enter the appropriate information on the Type and Trigger tabs, as described later in this chapter.

6   Enter the appropriate account information on the table, as described later in this chapter.

7   After you add all the appropriate information for the Recurring General Ledger Transaction, to commit the transaction to the database, click **Save**. To exit the dialog box, click **Close**. If you have unsaved changes, you are prompted to save them before exiting. To add another transaction and start from a blank page, click **Clear**. To remove the current transaction from the database, click **Delete**.

Adding Type and Trigger Information

In addition to the header information on the Recurring General Ledger Transactions dialog box, you must enter the appropriate account transaction and trigger information. This is included on tabs within the header portion of the dialog box.

1   With the appropriate Recurring ID information in the Recurring General Ledger Transactions window, click the Type tab, if it is not already in the foreground.

2   In the Entry Type section, select the type of accounting Transaction you want to assign to the Recurring Transaction. Make your selection as follows:

General – If the recurring transaction cannot be categorized as either an accrual or reversal of funds, select this option.

Accrual/Reversal – If the recurring transaction is either an Accrual or Reversal, select this option.

3   In the Transaction Processing section, select the method you want used when the Recurring Transaction is processed. Make your selection as follows:

Automatic – If you want the recurring transaction to repeat itself on a regular basis, with no interaction from you, select this option.

Manual – To actively trigger the recurring transaction, select this option.

4   From the Group ID drop-down list, select the Transaction Group to which you want to assign the current Recurring Transaction. If no groups appear in the list, you can type a group name into the field.

5   Click the Trigger tab to view the Triggering information and enter the following information:

Frequency – Select the appropriate triggering frequency as follows:

- **Always** – If you set your triggering value to Always, the allocation is a daily occurrence. You can run allocations a maximum of once per day, but can also run it less often.
- **Weekly** – If you select a triggering value of Weekly, you can run allocations a maximum of once per week. Specify the day of the week (Saturday - Friday) on which you want to run the allocation.
- **Monthly** – Select a triggering value of Monthly to run allocations a maximum of once per month. When you select this option, you must specify the day of the month (1-31) on which to run the allocations. To run on the last day of the month, enter a value of 31.
- **Hold** – To stop processing a Recurring Transaction, but do not want to delete it from your database, for example, you have a seasonal recurrence, you can put the Recurring Transaction on hold. The transaction will not process when it has a Trigger status of Hold.

Max Applications – You can assign the maximum number of times to apply the recurring transaction before it expires. After you exceed the number specified in this field, the transaction is no longer processed. This is an optional entry. If you use the Max Applications functionality in conjunction with the Discontinue After date, the transaction is only ran to whichever threshold is reached first.

To Date – When you enter a Max Applications value, the number in the To Date field is maintained. This indicates the number of times that the current recurring transaction has generated.

Discontinue After – To set an expiration date for the Allocation, enter or select it here. When you reach or pass this date, the allocation no longer applies. If you do not enter a date, it is assumed that the Allocation will last indefinitely.

6   After you add all the appropriate information for the Recurring General Ledger Transaction dialog box's tabs, to commit the transaction to the database, click **Save**. To exit the dialog box, click **Close**. If you have unsaved changes, you are prompted to save them before exiting. To add another transaction and start from a blank page, click **Clear**. To remove the current transaction from the database, click **Delete**.

Adding Recurring Transaction Table Information

The table on the Recurring General Ledger Transactions dialog box includes the account details for the transaction.

1   With the appropriate Recurring ID information populated in the Recurring General Ledger Transactions window, click the **Insert Row** button to activate the next line on the table.

When you click Insert Row, the next line on the table is activated and the Line No value increments by 1. The Line Number is for information only and you cannot edit it.

2   Enter the additional information on the table as follows:

G/L Account ID – Enter or select the appropriate G/L Account ID to which you want the recurring transaction to apply. You can enter the G/L Account ID manually, or you can double-click the browse button in the column header to select it from the browse list that appears.

G/L Account Description – When you enter or select a valid Account ID, the G/L Account Description information is automatically populated with the associated description from the Account table.

Site ID – When you add a line to the table, the Site ID you specified in the Site ID field is inserted.

Debit – In the Debit column, if the transaction pulls an amount from the current account, enter the amount to deduct in this column. This amount is measured in the transaction Currency ID.

Credit – If the account receives a deposit during the transaction, in the Credit column, enter the amount the account receives upon generation of the transaction. This amount is measured in the transaction's Currency ID.

User Dimensions – If you use user dimensions, click the appropriate user dimension browse button and select the dimension to use for this transaction.

3   To remove an unsaved row from the table, click the row header and click **Delete Row**. The line is removed from the table.

If you have already saved the transaction record, and you want to remove a line from the table, click **Delete Row**. The row is marked for deletion, but the line is not removed from the table until you save the record.

4   After you add all the appropriate information for the Recurring General Ledger Transaction dialog box's table, to commit the transaction to the database, click **Save**. To exit the dialog box, click **Close**. If you have unsaved changes, you are prompted to save them before exiting. To add another transaction and start from a blank page, click **Clear**. To remove the current transaction from the database, click **Delete**.

Closing & Reopening Accounting Periods

Use the Close Period window to close a period, reopen a closed period, or to display the number of unposted or potentially unposted transactions in a specific period.

Closing a Period

After you complete transaction processing, you can close the period. When you close a period, you are no longer permitted to apply transactions to it. This ensures the integrity of the ledger.

Typically, when you close a period, you do so for an obvious reason, and typically don't want to re-open it. For example, after you complete posting for a designated period and want to reconcile it so nobody else posts to it, you want to close the period.

When you access the Close/Reopen Period dialog box, the current accounting period is displayed, which must be open and active.

You can view any period that exists in your Financial Calendar. For each period, the status for the period is displayed. Status may be:

Open - This selection shows the status as available for postings.

Closed - You cannot post to this period unless you reopen it.

Locked - You cannot post or reopen this period. If locked is displayed, than either the entire period is locked or the general journal business function is locked for the period. Unlock the period or business function when you are ready to close the period. See "Working with the Calendar Status Tab" on page 3-10 in the financials administration guide.

A count of any outstanding transactions for the period is provided. For each of the possible transaction types, the number of Unposted Transactions and Post Candidates is displayed.

The Unposted Transactions list designates the possible transactions from:

- A/R Invoices
- A/R Cash Receipts
- A/P Invoices
- A/P Cash Disbursements
- Bank Account Adjustments

The Post Candidates list designates the possible transactions from:

- Purchasing Receipts Journal
- Work in Process Journal
- Sales Shipment Journal
- Adjustments Journal
- Indirect Labor Journal

There is a potential for additional transactions for the period and you are informed through the Post Candidates list. As an example, an active work order in Manufacturing may subsequently have transactions against it for which the Costing Utilities will create journals to post to the General Ledger.

Posting Candidates are "as of the moment" and are NOT specific to the period you are "testing".

To close a period:

1   From the Accounting Window's Maintain menu, select **Close/Reopen Period**.

The Close/Reopen Period dialog displays the period and the status of the period; Open or Closed. Additionally, it shows you if there are any unposted transactions for the period. Transactions are broken down to the following types:

- Accounts Receivable - Invoices
- Accounts Receivable - Cash Receipts
- Accounts Payable - Invoices
- Accounts Payable - Cash Disbursements
- Bank Account - Adjustments
- Revenue Adjustments
- General Journal Adjustments
- Purchasing Receipts Journals
- Work in Process Journals
- Sales Shipment Journals
- Adjustments Journals
- Indirect Labor Journals

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which you are closing the period. If you are licensed to use a single site, this field is unavailable.

3   Enter a date within the period to view. You can enter the date manually in Windows system format, or you can select it from the pop-up calendar.

The last day of the financial period you specify is determined. When you exit the End Date of Beginning Acct Period field, the Fiscal Period information is automatically entered and the period's status is displayed below the Fiscal Period field.

4   To view the number of outstanding transactions for the fiscal period, click the **Test** button. The number of unposted transactions for all categories and Post Candidates appear.

If a period has unposted transactions, you cannot close it. If you try, a message box is displayed that indicates there are other transactions to post to the period, and does not allow you to close the period. Posting candidates do not prevent you from closing a period.

5   To exit the window, post the transactions, then close the period, click **Cancel**. To simply view the information related to unposted transactions and exit the window without closing the period, click **Cancel**.

6   To close the period, click **Close Period**.

Reopening Accounting Periods

There are a number of reasons why you may need to re-open a period. For example, you may have discovered a batch of unposted transactions for a period that you have already closed, or you may have to post adjustments to a closed period.

You can re-open a closed period. You cannot, however, open a locked period or re-open a locked period from the Close/Reopen Period dialog box. If you need to make changes to a locked period or re-open a locked period, use the Financials Application Global Maintenance window's Calendar function.

The Reopen Period function allows you to consciously reopen periods to post transactions, then manually use the Close Period function to close it again. This prevents you from inadvertently posting to it.

1   From the Accounting Window's Maintain menu, select **Close/Reopen Period**.

The Close/Reopen Period dialog box appears with the last day of the current (active) period in the End Date of Beginning Acct Period field.

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are reopening the accounting period. If you are licensed to use a single site, this field is unavailable.

3   In the End Date of Beginning Acct Period field, enter a date that falls within the period you want to open. You can enter the date manually, in Windows system format, or you can select it from the pop-up calendar. When you specify a date, the last day of the period is entered.

When you exit the field, the Fiscal Period for the date is displayed. The period's status appears below it.

4   Click **Reopen Period**.

There is no limit to the number of periods you can have open at any given time. Use caution when you decide to reopen periods because you may already have run period end and/or year end reports.

Viewing Account Information

You can easily move from year to year within the Accounting Window. From the View menu, select **Previous Year Balances** and **Next Year Balances**, or if you have a numeric keypad, you can use the + and - keys. Additionally, you can use the View menu to graphically display yearly figures, and view native balances if the invoice was created in a different language.

These displays are offered:

•   Show Balances

•   Show Line Graph

•   Show Bar Graph

•   Show Pie Chart

•   Show Native Balances

Native balances pertain to multi-currency transactions. Selecting the Native Balances option allows you to run reports that display the original currency value of each document. If you transact in foreign currency, a "Native" report is likely to contain values of various denominations.

•   Show YTD Line Graph

This line graph is available for income statement accounts and for account groups containing at least one income statement accounts and displays the YTD Balance and the YTD Budget.

There are a number of options available for printing information from the File menu of the Accounting Window. Use the print functions to generate many useful reports. The system also addresses the Euro issues by offering the reports by transaction or system date and in multi-currency format. The reports addressed are: General Journal, Trial Balance, General Ledger, Chart of Accounts, Indented Chart of Accounts, Basic Balance Sheet, Basic Income Statement, and Account Status.

Viewing Audit History

If you are auditing columns in database tables related to accounts, you can use the Audit History dialog to view a history of the changes made to the audited columns for a particular account record.

A system administrator must grant you permission to view this dialog.

Use Audit Maintenance to set up the audit. See "Audit Maintenance" on page 5–1 in the System Administration guide.

Information is written to this dialog if you are auditing columns in these database tables:

- ACCOUNT
- ACCOUNT_AT_NATIVE
- ACCOUNT_BALANCE
- ACCOUNT_BUDGET
- ACCOUNT_SITE

To view audit history information:

1   Select **Ledger**, **Accounting Window**.

2   Open an account record.

3   Select **Info**, **Audit History**.

4   This information is displayed:

ID – The primary key of the database record that was changed.

User ID – The ID of the user who made the change.

Date – The date that the change was made.

Field – The database table and column that was changed.

Old Value – The original value.

New Value – The new value.

Action – The action that occurred to update the date. These actions are used:

Insert – A new value was created.

Update – An existing value was changed.

Delete – A value was deleted.

Exporting Audit Information

You can export Audit Information to Microsoft Excel or to an XML file.

Exporting Audit Information to Microsoft Excel

To export the information to Microsoft Excel:

1 Select **Ledger**, **Accounting Window**.

2 Open an account record.

3 Select **Info**, **Audit History**.

4 In the table, select the rows to export.

5 Right-click the table and select **Send to Microsoft Excel**. Microsoft Excel is opened, and the rows you selected are inserted in the spreadsheet.

Exporting Audit Information to XML

To export audit information to XML:

1 Select **Ledger**, **Accounting Window**.

2 Open an account record.

3 Select **Info**, **Audit History**.

4 In the table, select the rows to export.

5 Right-click the table and select **Send to XML**.

6 Specify this information:

File Name – Specify the name to use for the XML file.

XML to Write – Specify the content to include in the file. Click one of these options:

Schema – Click this option to export the schema only. The XML structure is exported, but no information from the table is exported.

Document – Click this option to export the rows that you selected in the Audit History table in XML format.

Both – Click this option to export both a schema file and a document file.

Tags – Specify the information to use for the XML tags. Click one of these options:

Use column name – Click this option to use the database column names for the tags.

Use item name – Click this option to use the column names as displayed in the Audit History table for the tags.

7 Click **Export**.

Printing the General Journal

Use the General Journal report to print a list of all Journal Batch types you have made to the General Ledger during a specific accounting period. Use this report to verify your Journal Batches, their associated accounts and monetary totals. You can then make any necessary corrections through adjustments in the General Journal window.

You can print a standard report or an advanced report. Use the standard report to print the report for a single site using the site's financial calendar. Use the advanced report to print the report for multiple sites or to use a reporting calendar.

To print a report:

1   From the Accounting Window's File menu, select **Print General Journal**.

2   Do one of these steps:

  •   To print a standard report, click the **Standard** tab, and specify this information:

      Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

      End Date of Beg Acct Period – Enter or select a date in the period where you want your date range to begin. To print a Journal range for a specific period, enter the same date in the End Date of Beg Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

      End Date of End Acct Period – Enter or select a date in the period where you want your date range to end. To print a Journal range for a specific period, enter the same date in the End Date of Beg Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

  •   To print an advanced report, click the **Advanced** tab, and specify this information:

      Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

      Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

      Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3   Specify this information:

    Sequence – In the Sequence group box, select how you want the report to sort the accounts. Make your selection from either By Account ID, By Batch ID, or By Batch Type. By default, By Account ID is selected.

    Range – In the Range group box, select the range for which you want to print your General Journal report. Make your selection from either Account ID or Batch ID. The selection you make here determines whether to activate the Starting and Ending Account ID or Starting and Ending Batch ID fields.

Starting Account ID – In the Starting Account ID field, enter or select the Account ID for the beginning of the report print range. You can enter the account ID manually, or you can select it from the browse list. If you leave this field blank, all accounts up to and including the Ending Account ID are included. This field is only active if you select Account ID in the Range group box.

Ending Account ID – Enter or select the Account ID for the end of the report print range. You can enter the Account ID manually or you can select it from its associated browse list. If you leave this field blank, all accounts in the range from the Starting Account ID onward are included. This field is only active if you select Account ID as your report Range.

Starting Batch ID – In the Starting Batch ID field, enter or select the Batch ID for the beginning of the report print range. You can enter the Account ID manually, or you can select it from the browse list. If you leave this field blank, all batches up to and including the Ending Batch ID are included. This field is only active if you select Batch ID in the Range group box.

Ending Batch ID – Enter or select the Batch ID for the end of the report print range. You can enter the Batch ID manually or you can select it from its associated browse list. If you leave this field blank, all batches in the range from the Starting Batch ID onward are included. This field is only active if you select Batch ID as your report Range.

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared Tracking Currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Show Inactive Accounts – To display accounts that have a status of Inactive, select this check box. By default, only the report for Active accounts is generated. Change the active status of accounts on the Accounting Window.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Type – In the Type group box, select the format you want to print for the report. You can either print a Summary or a Detail report. When you select Detail, the Detail group box is activated.

Detail – If you select a report type of Detail, the Detail group box is activated. Select the detail you want to see: Posting or Costing.

Additional Report Heading – To add an additional header to the report, enter the text you want to appear in this field. This is an optional entry.

4 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any journals, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing the Trial Balance

The Trial Balance report includes all posting level accounts, and displays the list of Account IDs, prior period Ending Balances, Current Period Activity (total debits and credits for the account to date within the period), and Current Period Balance. If you are printing the report to file, the ending balance is also included in the report. This report is useful when you want to reconcile G/L accounts before you post your final General Ledger for a period.

1 From the Accounting Window's File menu, select **Print Trial Balance**.

2 Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

    Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

    Beginning Accounting Period – Enter or select a date in the accounting period where you want your report range to begin. To print a Trial Balance range for a specific period, enter the same date in the Beginning Accounting Period and Ending Account Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

    Begin Fiscal Period – When you enter or select a Beginning Accounting Period and exit the field, the Fiscal Period associated with the Beginning Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the Beginning Accounting Period date, this entry will be immediately adjusted.

    Ending Accounting Period – Enter or select a date in the period where you want your date range to end. To print a Journal range for a specific period, enter the same date in the End Date of Beg Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

    End Fiscal Period – When you enter or select an Ending Accounting Period and exit the field, the Fiscal Period associated with the Ending Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the Ending Accounting Period date, this entry will be immediately adjusted.

- To print an advanced report, click the **Advanced** tab, and specify this information:

    Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

    Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

    Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3 Specify this information:

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared Tracking Currency ID is displayed in the drop-down list.

Accounts With Activity Only – To generate the report only for accounts with transactions for the period range, select the Accounts With Activity Only check box. If you clear this check box, the report for all accounts will be printed.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Additional Report Heading – To add an additional header to the report, enter the text you want to appear in this field. This is an optional entry.

4   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing the General Ledger

Use the General Ledger report to view a detailed record of posting activity. The General Ledger report displays posting level accounts, and contains detailed information about all journal entries that you have posted during a specific accounting period. The information appears as debit and credit values, and may help you determine reasons why your Trial Balance is out of balance, or give you status information about a specific account's (or range of accounts) activity, or to identify transactions that may have been posted to the wrong account.

1   On the Accounting Window, from the File menu, select **Print General Ledger**.

2   Do one of these steps:

•   To print a standard report, click the **Standard** tab, and specify this information:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

End Date of Begin Acct Period – Enter or select a date in the period where you want your date range to begin. To print an Account range for a specific period, enter the same date in the End Date of Begin Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

Fiscal Period – When you enter or select an End Date of Begin Acct Period and exit the field, the Fiscal Period associated with the Beginning Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the End Date of Begin Acct Period date, this entry will be immediately adjusted.

End Date of End Acct Period – Enter or select a date in the period where you want your date range to end. To print an Account range for a specific period, enter the same date in the End Date of Begin Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

Fiscal Period – When you enter or select an End Date of End Acct Period and exit the field, the Fiscal Period associated with the Ending Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the End Date of End Acct Period date, this entry will immediately adjust.

• To print an advanced report, click the **Advanced** tab, and specify this information:

Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3 Specify this information:

Starting Account ID – In the Starting Account ID field, enter or select the Account ID for the beginning of the report print range. You can enter the Account ID manually, or you can select it from the browse list. If you leave this field blank, all accounts up to and including the Ending Account ID are included.

Ending Account ID – Enter or select the Account ID for the end of the report print range. You can enter the Account ID manually or you can select it from its associated browse list. If you leave this field blank, all accounts in the range from the Starting Account ID onward are included.

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared Tracking Currency ID is displayed in the drop-down list.

Accounts With Activity Only – To generate the report only for accounts with transactions for the period range, select the Accounts With Activity Only check box. If you clear this check box, the report for all accounts will be printed.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Additional Report Heading – To add an additional header to the report, enter the text you want to appear in this field. This is an optional entry.

4 Click the **Advanced** tab and specify this information:

Report Calendar ID – Click the **Report Calendar ID** arrow and select the calendar for which to print the general ledger report.

Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year of the Report Calendar ID.

Site ID(s) – Click the **Site ID(s)** arrow and select the site(s) for which the Report Calendar ID is contained.

5   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing the Chart of Accounts

After you add and configure your accounts and account structures, it is important to print your CoA and verify that it is as you want it to be. On paper, it may be easier to see any problems and oversights, such as missing accounts, duplicate account descriptions, and missing or incorrect relationships.

The Accounting Window's File menu provides two options for viewing your Chart of Accounts:

*   **Chart of Accounts** – The **Print Chart of Accounts** option outputs a list of all of your accounts, consisting of the Account ID, Description, Type, parent account, and whether or not it is a Summary account (Yes/No). It provides "Summarize to" information, which indicates the ID of the account into which the current account rolls when you run the General Journal. This option does not show the account structure.
*   **Indented Chart of Accounts** – The **Print Indented Chart of Accounts** option prints your entire CoA, including the level (indent), Account ID, Description, and Type. The level number identifies where the account falls in your accounting hierarchy. Zero-level account indicate top-level accounts. Each subsequent level uses an incremental level identifier that depicts the depth of the account structure. This report greatly helps you evaluate the accuracy of the structure of the relationship(s) you defined.

Both reports display your chart of account by alphanumeric Account ID, then by type. To more easily group your accounts, you should assign a specific range of numbers for each account type, for example:

1000	Assets
2000	Liability
3000	Equity
4000	Revenue
5000	Expense

1   On the Accounting Window, from the File menu, select either **Print Chart of Accounts** or **Print Indented Chart of Accounts**.

The information on the two dialog boxes is similar, however, in the Chart of Accounts (flat), you can display inactive accounts.

2   Enter the appropriate information on the dialog box that appears as follows:

Starting Account ID – In the Starting Account ID field, enter or select the Account ID for the beginning of the report print range. You can enter the Account ID manually, or you can select it from the browse list. If you leave this field blank, all accounts up to and including the Ending Account ID are included.

Ending Account ID – Enter or select the Account ID for the end of the report print range. You can enter the Account ID manually or you can select it from its associated browse list. If you leave this field blank, all accounts in the range from the Starting Account ID onward are included.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Show Inactive Accounts – To display accounts that have a status of Inactive, select this check box. By default, only the report for Active accounts is generated. Change the active status of accounts on the Accounting Window.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

3   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing the Basic Balance Sheet

The Basic Balance Sheet lists all posting-level balance sheet accounts. The report lists asset accounts that have a Total Assets line, followed by all liability accounts with Total Liability lines, then all equity accounts with a Total Equity line. This report is useful during implementation and month-end closings, as it helps you ensure that your G/L is in balance. However, due to the limited structure that this report provides, you may want to use the G/L Report Writer to create a more meaningful report for your specific business needs.

1   From the Accounting Window's File menu, select **Print Basic Balance Sheet**.

2   Do one of these steps:

•   To print a standard report, click the **Standard** tab, and specify this information:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

End Date of Begin Acct Period – Enter or select a date in the period where you want your date range to begin. To print an Account range for a specific period, enter the same date in the End Date of Begin Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

Fiscal Period – When you enter or select an End Date of Begin Acct Period and exit the field, the Fiscal Period associated with the Beginning Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the End Date of Begin Acct Period date, this entry will be immediately adjusted.

End Date of End Acct Period – Enter or select a date in the period where you want your date range to end. To print an Account range for a specific period, enter the same date in the End Date of Begin Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

Fiscal Period – When you enter or select an End Date of End Acct Period and exit the field, the Fiscal Period associated with the Ending Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the End Date of End Acct Period date, this entry will immediately adjust.

- To print an advanced report, click the **Advanced** tab, and specify this information:

   Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

   Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

   Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3   Specify this information:

   Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared Tracking Currency ID is displayed in the drop-down list.

   Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

   PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

   Additional Report Heading – To add an additional header to the report, enter the text you want to appear in this field. This is an optional entry.

4   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

   If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing the Basic Income Statement

The Basic Income Statement lists all posting-level income statement accounts by account type. The report displays all revenue accounts with a Total Revenue line, then all expense accounts with a Total Expenses line, and Net Income line.

1   From the Accounting Window's File menu, select **Print Basic Income Statement**.

2   Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

    Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

    End Date of Begin Acct Period – Enter or select a date in the period where you want your date range to begin. To print an Account range for a specific period, enter the same date in the End Date of Begin Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

    Fiscal Period – When you enter or select an End Date of Begin Acct Period and exit the field, the Fiscal Period associated with the Beginning Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the End Date of Begin Acct Period date, this entry will be immediately adjusted.

    End Date of End Acct Period – Enter or select a date in the period where you want your date range to end. To print an Account range for a specific period, enter the same date in the End Date of Begin Acct Period and End Date of End Acct Period fields. You can enter the date manually in Windows system format or you can select it from the associated pop-up calendar. By default, the current system date is inserted.

    Fiscal Period – When you enter or select an End Date of End Acct Period and exit the field, the Fiscal Period associated with the Ending Accounting Period's date is automatically figured out. You cannot directly edit this value, but if you change the End Date of End Acct Period date, this entry will immediately adjust.

- To print an advanced report, click the **Advanced** tab, and specify this information:

    Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

    Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

    Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3   Specify this information:

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the

tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Additional Report Heading – To add an additional header to the report, enter the text you want to appear in this field. This is an optional entry.

4 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing the Account Status Report

Occasionally, you may want to review the status of a specific account. This report does not contain a lot of detail, but shows the Account ID, Description, and whether it is a Parent or Child account.

1 From the Accounting Window's File menu, select Print Account Status Report.

2 On the dialog box, enter or select the Account ID. You can enter the ID manually, as it exists within your accounts table, or you can click the browse button and select it from the list that appears. You can only view the account status for a single account at a time.

3 From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

4 If you selected E-mail as the output format, select the **PDF Format** check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

5 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Chapter 2:   Cost Centers

Use dimensional reporting to create Cost Centers. You can use Cost Centers to associate costs with particular records in your database, such as warehouse IDs, customer IDs, and vendor IDs. Dimensional reporting provides more granularity to your general ledger transactions.

This chapter includes:

Dimensional Reporting

Use dimensional reporting to associate costs with a particular records in your database, such as warehouse IDs, customer IDs, and vendor IDs. Dimensional reporting provides more granularity to your general ledger transactions.

The link between the record and the costs is the dimension ID. After you create dimension IDs, you can assign them to particular records, such as a warehouse ID. You can specify a dimension ID for credit transactions and for debit transactions. When you use the warehouse ID for a transaction, such as a shipment, the cost of the transaction is stored with the dimension ID. You can then report all the costs for the dimension ID. Because the dimension ID is associated with a warehouse, you can track the value of all transactions that use the warehouse.

You can assign the same dimension ID to multiple records. For example, if you had multiple warehouses in Virginia, you could assign the same dimension ID to all of the Virginia warehouses to track costs associated with your Virginia operation.

You can associate dimension IDs with these record types:

• Bank Accounts

• Buyer IDs

• Commodity Codes

• Customer IDs

- Department IDs
- Employee IDs
- Product Codes
- Sales Rep IDs
- Shop Resource IDs
- Territory Codes
- Vendor IDs
- Warehouse IDs

Costs are recorded to dimension IDs for these transactions:

- Accounts Payable Invoices, including recurring invoices
- Accounts Payable Payments
- Accounts Receivable Cash Application
- Accounts Receivable Invoices, including recurring invoices
- Bank Adjustments
- Financial Allocations
- General Journal Entries, including recurring transactions
- Indirect Labor
- Inventory Adjustments, including Inter Branch Transfers and adjustments from Physical Inventory Counts
- Purchase Receipts
- Shipments
- Work Order Finished Goods Receipt
- Work Order Labor (Direct labor)
- Work Order Material Issues
- Work Order Service Dispatch

For some of the transactions, the dimension ID is determined by priorities that you establish. You can specify priority information for these transactions:

- Accounts Payable Invoices, lines
- Indirect Labor
- Inventory Adjustments, including Inter Branch Transfers and adjustments from Physical Inventory Counts
- Purchase Receipts
- Shipments
- Work Order Finished Goods Receipt
- Work Order Labor (Direct labor)
- Work Order Material Issues
- Work Order Service Dispatch

For each dimension group, you can specify which record type should be examined first for a dimension ID for these transactions. For example, Indirect Labor transactions use three record types that can have dimension IDs: Shop Resource IDs, Department IDs, and Employee IDs. Presume you assigned these priorities to the record types for Indirect Labor transactions:

Record Type	Priority
Shop Resource IDs	1
Department IDs	2
Employee IDs	3

The shop resource ID on the indirect labor ticket is examined first. If a dimension ID is assigned to the shop resource ID, the value of the indirect labor ticket transaction is recorded with the shop resource's dimension ID. If no dimension ID is found on the shop resource, then the department ID is examined. If a dimension ID is assigned to the department ID, then the value of the indirect labor ticket transaction is recorded with the department ID's dimension ID.

For all other these transactions, you can select the dimension ID to use when you create the transaction. A default dimension ID may be inserted depending upon the information you enter in the transaction, but you can override the default. See "Transactions" on page 2-6 in this guide.

Tracking Costs by Customer Order ID and Product Code

For certain transactions, you can track costs by customer order ID or product code. You assign the customer order ID or product code when you enter the transaction. You can specify customer order IDs or product codes in these transactions:

- Accounts Payable Invoices (Lines Only)
- Accounts Payable Payments (Header Only)
- Accounts Receivable Cash Receipts (Header Only)
- Accounts Receivable Invoices (Lines Only)
- Bank Adjustments (Lines Only)
- General Journal Entry (Lines Only)
- Inventory Adjustments (Customer Order ID only)
- Physical Inventory Counts (Customer Order ID only)
- Recurring Payable Invoices (Lines Only)
- Recurring Accounts Receivable Invoices (Lines only, Product Code only)

Setting Up Dimensions

To set up dimensions:

- Create dimension IDs in the Accounting Window
- Assign the dimension IDs to record types

- Specify dimension ID priorities for each transaction

Creating Dimension IDs

Create dimension IDs in the Accounting Window. When you create dimension IDs, you create them in groups. These groups are used to prioritize which dimension IDs should be used in each transaction.

You can create summary level dimension IDs.

To create dimension IDs:

1   In the Accounting Window, select Maintain, User Dimension 1 to specify dimension IDs in the first group. Select Maintain, User Dimension 2 to specify dimension IDs in the second group.

2   To name the dimension group, specify a name in the Label field.

3   Click Insert.

4   Specify this information:

   Dimension ID – Specify the ID for this description.

   Description – Specify a description of the ID.

   Summary – If this dimension ID is a summary dimension, select this check box. Summary dimensions have subordinate dimension IDs that report to the summary dimension. See Specifying Subordinate Dimensions.

   Summary dimensions cannot be used on records or in transactions.

5   Click **Save**.

Specifying Subordinate Dimensions

If you created summary dimensions, assign the subordinate dimensions to the summary dimension. Summary dimensions can be subordinate to other summary dimensions.

To specify subordinate dimensions:

1   In the User Dimension dialog box, select the row that contains the summary dimension to which you are assigning subordinate dimensions.

2   Click **Subordinate Dimensions**.

3   Click **Insert.**

4   If you labeled the user dimension group, the label is inserted in the column header. Double-click the browse button and select the dimensions that report to this summary dimension. To display summary dimensions, click the **Show Summary** check box. To display reserved dimensions, click **Show Reserved**.

5   Click **Save**.

6   After you create dimension IDs, you can associate them with particular records in your database, such as warehouse IDs.

Specifying Reserved Dimensions

If dimension IDs are used on records or in transactions, you cannot delete them. You can designate the dimension IDs as reserved to prevent their use in new transactions.

To designate a dimension as reserved:

1   Select the dimension ID in the table.

2   Click the **Reserved** check box.

3   Click **Save**.

Specifying Dimension ID Priorities

For each dimension group, you can specify which record type should be examined first to determine a dimension ID for a transaction. If a dimension ID is not found in your first priority, your second priority is examined, and so on.

For Payable Invoices, the dimension ID priorities you specify apply only to the invoice lines when a purchase order is entered on the line without a receiver. If a receiver is entered on the line, the dimensions saved for the purchase receipt are used. Dimensions are saved for a purchase receipt when the transaction has been costed and posted. If a work order is entered on a line, then the priorities you specify for Work Order - Service are used if the item on the line is a service. The priorities you specify for Work Order - Issue are used if the item on the line is a part.

The dimension code specified for the vendor is used on the Payable Invoice header.

For Receivables Invoices, the dimension code specified for the customer is used in the Receivables Invoice header.

The priorities you establish for Adjustments apply to all adjust in/adjust out transactions, including interbranch transfers and transferring inventory between locations. You can override the default debit dimension ID in these transactions.

To specify dimension priorities:

1   In the Accounting Window, select **Maintain**, **User Dimensions Priorities...**.

2   Expand the list of transactions under the dimension group to which you are assigning priorities.

3   Click the transaction type.

4   The types of records that can carry dimension IDs for the transaction type you selected is listed in the right pane. Specify priorities in ascending order. Specify 1 if the record type is the first priority, 2 for the second priority, and so on. You can specify different priorities for credits and debits. To omit a record type from consideration, leave the field blank.

5   Click **Save**.

Assigning Dimension IDs to Records

After you create dimension IDs, assign them to individual records. To assign a dimension ID to a warehouse ID, customer ID, vendor ID, employee ID, or shop resource ID, use the dialog box available in the maintenance window. To assign a dimension ID to these records:

1 Access the appropriate maintenance window. For example, to assign a dimension ID to a warehouse, select **Inventory**, **Warehouse Maintenance** to access the maintenance window.

2 Click the browse button and select the ID to associate with a dimension ID.

3 Select **Edit**, **User Dimensions**.

4 In the left pane, each user dimension group is listed. Expand the list under the user dimension group to view the transactions in which this record is used. For example, Warehouse IDs can be used in Receivable Invoices, Shipments, Payable Invoices, Purchase Receipts, Inventory Adjustments, Work Order - Material Issues, Work Order - Labor Tickets, Work Order - Services, and Work Order - Finished Goods.

To assign the same dimensions to all transaction types, click the name of the dimension group in the left pane. All Subledgers is inserted in the Subledger field.

To assign dimensions to a particular transaction type, select the appropriate transaction type. The transaction type is inserted in the Subledger field.

5 Click **Insert**.

6 Specify this information:

Valid From – Specify the date the dimension assignment becomes effective.

Debit Dimension – Double-click the browse button and select the dimension to use for account debits.

Credit Dimension – Double-click the browse button and select the dimension to use for account credits.

7 Click **Save**.

For Buyer IDs, Commodity Codes, Department IDs, Product Codes, Sales Rep IDs, and Territory Codes, use the User Dimension button available on the dialog box to assign user dimensions. To assign user dimensions to these types, click the User Dimension button and assign the dimension IDs as described in steps 4 through 7.

Transactions

After you set up user dimensions and assign priorities, you can use dimension IDs in transactions.

For certain transactions, the dimension ID is determined solely by the priorities you set up. You cannot override the dimension IDs used in these transactions:

• Indirect Labor

• Purchase Receipts

• Shipments

- Work Order Finished Goods Receipt
- Work Order Labor (Direct labor)
- Work Order Material Issues
- Work Order Service Dispatch

Accounts Payable Invoices

When you select a vendor ID on the header, the dimension ID for credits associated with the vendor is inserted in the header. You can override the dimension ID.

On the lines, a default value is inserted based on the priorities you set up. These conditions apply:

If a purchase order is entered on the line without a receiver, the priorities you specify for Invoices - Accounts Payable are used.

If a receiver is entered on the line, the dimensions saved for the purchase receipt are used.

If a work order is entered on the line, then the priorities you specify for Work Order - Service are used if the item on the line is a service. The priorities you specify for Work Order - Issue are used if the item on the line is a part.

You can override the default dimension on the lines.

Accounts Payable Invoices - Recurring

When you select a vendor ID on the header, the dimension ID for credits associated with the vendor is inserted in the header. You can override the dimension ID.

On the lines, no dimension IDs are inserted. You can insert any dimension ID.

Accounts Payable Payments

When you select a Bank ID on the header, the dimension ID for credits associated with the bank is inserted. You can override the dimension ID.

On the lines, if you select a Voucher ID the dimension ID from the invoice header is inserted on the line. You can override the dimension ID.

Accounts Receivable Invoices and Recurring Accounts Receivable Invoices

When you select a customer ID on the header, the dimension ID for debits associated with the customer is inserted in the header. You can override the dimension ID.

On the lines, no dimension IDs are inserted. You can insert any dimension ID.

Accounts Receivable Cash Application

When you select a Bank ID on the header, the dimension ID for debits associated with the bank is inserted. You can override the dimension ID.

On the lines, the dimension ID from the invoice header is inserted on the line. You can override the dimension ID.

Bank Adjustments

When you select a Bank ID before accessing the Adjustments dialog box, the dimension ID associated with the bank is inserted. If you are entering a debit adjustment, then the debit dimension ID for the bank is inserted. If you are entering a credit adjustment, then the credit dimension ID for the bank is inserted.

You can override the dimension IDs.

Financial Allocations

When you create an allocation line, you can specify credit and debit dimension IDs.

General Journal Entries and Recurring General Journal Entries

When you create a general journal entry or a recurring general journal entry, you can specify dimension IDs on the line.

Inventory Adjustments

When you adjust inventory, you can override the default dimension ID used for the debit transaction. The priorities you set up for Adjustments are used to determine the dimension ID used for the credit transaction.

When you adjust inventory in or adjust inventory out, the default dimension IDs for the debit transaction are inserted into the Dimension 1 and Dimension 2 fields. The priorities you established for debit transactions for Adjustments are used to determine which IDs are inserted into the fields. Click the browse button to override the default dimension ID used for the debit transaction.

Transferring Inventory Between Locations

When you transfer inventory between locations in Inventory Transaction Entry, you can override the default dimension ID used for the debit transaction. The priorities you set up for Adjustments are used to determine the dimension ID used for the credit transaction.

When you transfer inventory between locations, the default dimension IDs for the debit transaction are inserted into the Dimension 1 and Dimension 2 fields for each warehouse. The priorities you established for debit transactions for Adjustments are used to determine which IDs are inserted into the fields. Click the browse button to override the default dimension ID used for the debit transaction.

Inter Branch Transfer

When you use the Inter Branch Transfer window to transfer inventory between warehouses, you can override the default dimension ID used for the debit transaction. The priorities you set up for Adjustments are used to determine the dimension ID used for the credit transaction.

When you enter an inter branch transfer, the default dimension IDs for the debit transaction are inserted into the Dimension 1 and Dimension 2 fields for the from warehouse and to warehouse on the transaction line. The priorities you established for debit transactions for Adjustments are used to determine which IDs are inserted into the fields. Click the browse button to override the default dimension ID used for the debit transaction.

Physical Inventory Counts

When you initialize a physical inventory count, you can specify dimension IDs to use when the physical count does not match the quantity recorded in VISUAL. Use the Deficit area to specify dimension IDs to use when the physical count is less than the quantity recorded. Use the Overstock area to specify dimension IDs to use when the physical count exceeds the quantity recorded.

When you enter counts, the dimension codes you specified during initialization are inserted after you specify a quantity. You can override the codes.

If you generate inventory adjustments when you close the physical count, the dimension IDs you specified are used for the inventory adjust in and adjust out transactions. The Deficit IDs are used for the adjust in transactions. The Overstock IDs are used for the adjust out transactions.

Costing and Posting

To save manufacturing transaction information with dimensions, you must run costing and post manufacturing journals. For financial transactions, you must post transactions. Dimension cost information is not recorded until transactions are posted.

Using the Account Balance Dimensions Service

When you add dimensions to transactions, the dimension balances are processed when you post manufacturing journals to the general ledger. On SQL Server databases, the processing of dimensions can slow VISUAL's performance. To process dimensions on a SQL Server database, you must install the Account Balance Dimensions Service.

When you use the service, information about batches processed by the Post Manufacturing Journal program is written to a database table, ACCT_BAL_DIM_BATCH. The Account Balance Dimensions Service polls this table to identify the dimensions to process. You can specify the polling frequency.

To use the service in multiple sites, you must install a separate instance of the service for each site.

Installing the Service

To install the service:

1   Navigate to the directory where you store the VISUAL executables.

2   Right-click VMACCTBALDIMSVC.EXE and select **Run as Administrator**.

3   Sign in to the database where you want to run the service. You can use any valid VISUAL user ID and password. This is the user ID that the service will use when accessing the database. The user ID that you specify can still be used to access the VISUAL executables. The service does not need its own user ID.

4   Specify this information:

Site ID – Specify the site where you want to run the service.

Log File Directory – Specify where to store the log file for the service.

Polling Interval – Specify in seconds how frequently the service should check for updates to the ACCT_BAL_DIM_BATCH table.

Log Level – Specify the level of information to write to the log file. Click one of these options:

> **None** – To write the time that the service started, click this option. This option is recommended for normal production environments.

> **Error** – To write the time that the service started and any error messages, click this option.

> **Info** – To write the time that the service started, error messages, and additional information about the service, click this option. The use of this option is recommended only if you are troubleshooting issues with the service. When you use this option, the size of the log file grows quickly.

The log file's name is the name of the service executable combined with the name of your site. For example, if you installed the service on site MMC, the name of the log file is VMACCTBALDIMSVC_MMC.log. The size of the log file is limited to 1 MB. When the log file approaches 1 MB, the log is renamed by appending the current date and time. A new log file is created.

Max # of Retries – Specify the number of times that the service will attempt to process a batch. The service might not be able to process a batch due to a SQL error or connection issues with the database. If the service has not processed the batch after the maximum number of retries, the batch is ignored. If you select Error or Info as the log level, then information about failures is written to the log file.

5 Click **Install Service**.

6 To start the service now, click **Yes**. To start the service later, click **No**. You can start the service from the Services section of Administrative Tools in the Windows Control panel.

7 To install the service in another site, repeat steps 1 through 6.

Installing the Service in a Single Sign-on Environment

If you use single sign-on, you must install the service from a command line prompt with the System Administrator parameter.

1 Select **Start**, **All Programs**, **Accessories**.

2 Right-click **Command Prompt** and select **Run as administrator**.

3 In the Command Prompt line, specify <Service path>/VMACCTBALDIMSVC.EXE -SYSADM

4 Replace <Service path> with the path where the service executable is installed.

5 Proceed with steps 3 through 6 of the Installing the Service procedure.

Uninstalling the Service

Uninstall the service by site. If you installed the service for more than one site, you must repeat this procedure for each site to completely remove the service. To uninstall an instance of the service:

1 Launch the service executable:

- If you do not use single sign-on, navigate to the directory where you store the VISUAL executables. Right-click VMACCTBALDIMSVC.EXE and select **Run as Administrator**.

- If you do use single sign-on, launch the service executable as described in "Installing the Service in a Single Sign-on Environment."

2 Specify this information:

User ID – Specify the user ID that the service uses to sign in to VISUAL.

Password – Specify the password associated with the ID.

Database – Specify the database on which you are running the service.

3 Click **Sign In**.

4 In the Site ID field, specify the site where you no longer want to run the service.

5 Click **Remove Service**.

Viewing Dimension Cost Information

After you post transactions, you can view your general journal by dimension. You can also display dimension transactions for individual accounts.

Viewing the General Journal by Dimension

If you are viewing information in the Accounting Window when you access the General Journal by Dimension dialog box, the information in the dialog box is filtered by your selections in the Accounting Window. For example, if you are viewing an account when you access the General Journal by Dimension dialog box, information for that account only is shown in the dialog box.

If you are licensed to use multiple sites and have selected a Site ID, only information related to that site is shown in the General Journal by Dimension dialog box.

You can adjust the filtering settings. See Filtering Information in the Detail Table.

To view the general journal by dimension:

1   Select **Info**, **General Journal by Dimension**.

The detail table is displayed at the top of the window. All posted transactions that have been saved for dimensions are displayed.

To view the details of a transaction, double-click the line. The transaction is opened in the window where it was created. For example, accounts payable invoices are displayed in Accounts Payable Invoice entry.

The detail table shows this information:

Type – The type of transaction. The types are:

ADJ – Inventory Adjustments, including inter branch transfers

APC – A/P Payments

API – A/P Invoices

ARC – A/R Cash Receipts

ARI – A/R Invoices

BAJ – Bank Adjustments

FG – WIP Finished Goods

GJ – General Journal Entry

IND – Indirect Labor

PUR – Receivers

SLS – Shipments

WIPI – WIP Issues

WIPL – WIP Labor

WIPS – WIP Services

Document ID – The ID of the transaction that generated the cost.

Site ID – The Site ID associated with the transaction.

Currency ID – The currency used in the transaction.

Account ID – The GL Account ID used in the transaction.

Posting Date – The date the transaction was posted.

Account Year – The financial calendar year the transaction was posted.

Account Period – The financial calendar period the transaction was posted.

Batch ID – The ID of the batch used to post the transaction.

Debit Amount – The amount debited the account specified in the Account ID field.

Credit Amount – The amount credited the account specified in the Account ID field.

Document Date – The date the transaction was created.

Trans ID – The inventory transaction ID associated with the transaction.

Customer ID – If applicable, the customer ID associated with the transaction.

Sales Rep ID – If applicable, the sales rep ID associated with the transaction.

Cust Order ID – If applicable, the customer order ID associated with the transaction.

Pack List ID – If applicable, the pack list ID associated with the transaction.

Pack List Ln # – If applicable, the pack list line number associated with the transaction.

Vendor ID – If applicable, the vendor ID associated with the transaction.

Buyer ID – If applicable, the buyer ID associated with the transaction.

Receiver ID – If applicable, the purchase receipt ID associated with the transaction.

Rcvr Ln # – If applicable, the purchase receipt line number associated with the transaction.

User Dimension 1 – The dimension ID from the user dimension 1 group associated with the transaction. If you changed the label for the user dimension 1 group, the label you specified is displayed as the column header.

User Dimension 2 – The dimension ID from the user dimension 2 group associated with the transaction. If you changed the label for the user dimension 2 group, the label you specified is displayed as the column header.

Product Code – If applicable, the product code associated with the transaction.

Department ID – If applicable, the department ID associated with the transaction.

Warehouse ID – If applicable, the warehouse ID associated with the transaction.

Commodity Code – If applicable, the commodity code associated with the transaction.

Displaying Summary Information

Use the Summary area to display totals for all transactions or for selected transactions. To summarize transactions, specify this information:

Detail Lines to be Summarized – Select one of these options:

All Lines – The summary information displayed is for all lines in the table.

Selected Lines – The summary information displayed is for the lines you selected in the detail table only. To select lines in the detail table, click the row header. You can select multiple lines using SHIFT+click for multiple contiguous lines or CTRL+click for multiple non-contiguous lines.

Unselected Lines – The summary information displayed is for lines that you have not selected in the detail table. Any lines you have selected are omitted from the summary.

Summarize By – Select how to view the summary information. Your selection determines how transactions are grouped together for the summary. For example, if you select Warehouse ID, all transactions associated with Warehouse ID ABC are grouped into one summary line, and all transactions associated with Warehouse ID DEF are grouped into a second summary line. You can summarize information by:

- Account ID
- Buyer ID
- Commodity Code
- Customer Order ID
- Customer ID
- Department ID
- Product Code
- Sales Rep ID
- Vendor ID
- Warehouse ID
- User Dimension 1. If you specified a different label for User Dimension 1, the label is inserted in the drop-down list.
- User Dimension 2. If you specified a different label for User Dimension 2, the label is inserted in the drop-down list.

Filtering Information in the Detail Table

You can filter the information displayed in the detail table. To filter information:

1   Select **Data**, **Search**.

2   To specify filter criteria, click **Insert**.

3   Click the **Criteria** arrow and select the criterium to view in the General Journal by Dimension dialog box. After you select a criterium, double click the **From** and **To** browse buttons to specify a range of IDs to view. Or, double-click the **Multiple Codes** browse button to select specific IDs to view.

If you selected Account Year, Account Period, Debit Amount, Credit Amount, Document ID, Document Date, Posting Date, or Transaction ID, you must manually specify the range to use. You cannot use the browse buttons to select from a table. You cannot specify multiple codes.

You can select multiple criteria. Click **Insert** to add more criteria.

4 To specify the sort order for the table, click **Insert** and select the element to use.

5 Click **Ok**.

The detail table displays the transactions that meet the criteria you specified.

To save the filter information, select **Profile**, **Save As...** and specify a name for the filter. To open a saved filter, select **Profile**, **Open...** and select the saved filter.

Click the **Reset** button to clear the filter and display all available information in the detail table.

Viewing Dimension Information for Individual Accounts

You can filter the Accounting Window to display only dimension, customer order ID, or product code amounts for an account. To filter the Accounting Window:

1 Click the **Account ID** browse button and select the account to view.

2 Select **View**, **Display by Dimension**.

3 In the Display by Dimension dialog box, specify the filter information:

User Dimension 1 – Click the browse button to select a dimension ID from the user dimension 1 group. If you changed the label for the user dimension, the label you specified is used as the field label. Amounts associated with the dimension ID you select are displayed in the Accounting Window.

User Dimension 2 – Click the browse button to select a dimension ID from the user dimension 2 group. If you changed the label for the user dimension, the label you specified is used as the field label. Amounts associated with the dimension ID you select are displayed in the Accounting Window.

Cust Order ID – Click the browse button to select a customer order ID to view. Amounts associated with the customer Order ID you select are displayed in the Accounting Window.

Product Code – Click the arrow or browse button and select the product code to view. Amounts associated with the customer order ID you select are displayed in the Accounting Window.

You can combine the four filters to view specific information in the Accounting Window. For example, if you specified a user dimension 1 ID and a customer order ID, the amount of the customer order that was also saved to the dimension ID is displayed in the Accounting Window.

4 Click **Apply**. The information in the Accounting Window is filtered by the criteria you selected.

To remove the filter, click the **Clear** button in the Display by Dimension Dialog box, then click **Apply**. All amounts for the account are displayed in the Accounting Window.

Chapter 3: General Journal Entry

Use General Journal Entry to create journals that post directly to General Ledger Accounts. For the most part, subsystems (Accounts Receivable or Accounts Payable) or Costing Utilities are relied on to create your G/L Transactions. You may have to, however, manually create account balance adjustments transactions through General Journal Entry.

When you first implement your VISUAL software, you create journals to post beginning balances. You may also need to create journals to post adjustments to account balances for all tracking currencies or even just a single tracking currency. You can manipulate single currency balances or all tracking currency balances, and you can view postings from all subsidiary ledgers. Also, General Journal Entry allows you to create reversing entries or transpose improperly-made entries.

This chapter includes:

General Journal Batches

Each General Journal Entry has a Batch ID. Batch IDs are unique identifiers of Journal Entries that make up the postings to the general ledger.

After you create and save journal entries, you can post them to the G/L. After you post them, the batches are retained in the Batch ID table, which allows for an audit trail.

Batch Descriptions define the external batches from Accounts Receivable, Accounts Payable, or Manufacturing's Costing Utilities. Any batches you create through General Journal Entry use that description.

> **Caution:** After you create batches, do not modify them. Doing so will corrupt your General Ledger.

You CANNOT modify Sub Batches.

Before you post your Journals, you can make any necessary changes to General Journal Entries. If you need to make a change after you post the batch, you must create a new batch with a reversing or adjusting transaction.

Definition of Post Based On and Create As

The **Post Based On** and **Create As** sections appear on the General Journal Entry window.

Your selection in the Post Based On section determines the currency of the posting. By default, All Tracking Currencies is selected, which affects all tracking currency values, based on the exchange rate on the date you applied it (if you use multiple tracking currencies). If you select Document Currency Only, you must indicate which unique currency you want to affect.

When you select Document Currency Only, the Create As section is activated. You can then make your selection; whether you want to use Native Currency or Non-Native Currency. Native Currency documents affect revaluation calculations. Revaluation ignores non-native currency documents.

When you activate and create a tracking currency, you are required to apply an exchange rate to use for all historical transactions. This rate corresponds to a particular period and spot rate. You may then, possibly need to make adjustments to income and expense accounts to arrive at an average rate. The revaluation method is used to make adjustments. For historical rates, you must manually adjust the accounts. Use the document currency option to adjust historical rate accounts to the currency balance you want to use.

Starting General Journal Entry

From the main menu, select **Ledger**, **General Journal Entry**.

Creating New Entries to Post to the General Journal

Use the procedure outlined below to create journal entries and post to General Ledger accounts.

1   After you access the General Journal Entry window as described in "Starting General Journal Entry" on page 3–2, click the **New** toolbar button.

This clears any existing information from the window, and adjusts the Entry Date to the current system date, and Currency ID to the entity currency.

2   On the General Journal Entry window's header portion, enter the following information:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to create new entries to post to the general journal. If you are licensed to use a single site, this field is unavailable.

Entry Date – In the Entry Date field, enter or select the date for the Journal Entry. By default, the current system date is inserted into this field. You can alter the date manually, in Windows system format, or you can select a different date from the pop-up calendar.

Currency ID – From the Currency ID drop-down list, select the appropriate currency to use for the current Journal Entry. By default, the entity currency associated with the site is entered, but you can select a different currency to use.

Transaction ID – To manually enter an ID for the Journal Entry transaction, enter it here. If you use auto-numbering for your General Journal transactions, leave this field blank and the next available number will be inserted. For additional information on configuring automatic numbering for General Journal Entries, refer to "Setting Up Auto Numbering" on page 3–6.

Description – Enter a brief description to help you identify the current General Journal Entry. For example, you may want to enter a description of "Beginning Balances" for your implementation batch. You can enter up to 80 characters for your Entry description. Depending on your preferences, this text can be automatically copied the Reference field when you add a line to the table.

See "Automatically Copying the Description to the Reference Field" on page 3-5 in this guide.

Post Based On – In the Post Based On group box, select whether you want to base the General Journal Entry on either All Tracking Currencies or Document Currency Only. Make your selection as follows:

- **All Tracking Currencies** – Journal batches are posted based on All Tracking Currencies within the database. When you select this option, the G/L Balance is affected for a specific tracking or entity currency without affecting the other.

- **Document Currency Only** – Journal batches are posted based on only the document currency within the database. When you select this option, the options within the Create As group box are activated.

Create As – When you select Document Currency Only within the Post Based On group box, the Create As group box is activated. Make your selection as follows:

- **Native Currency** – The General Journal is created based on Native Currency. When you select this option, the functional currency of the site's parent entity is used. Use this selection to adjust transactions from foreign currencies. Any transaction converts to system and tracking currencies.

- **Non-Native Currency** – The General Journal Entry is created based on a currency other than your own. Use this selection to adjust a foreign transaction without affecting your native figures. The transaction affects only the system and tracking currency translation.

The appropriate values are inserted in the following fields:

Accounting Period – The Accounting Period that corresponds to the Entry Date for the Journal Entry is inserted. This is for information only, and you cannot edit this value.

Total Credits – The total amount for all credits entered in the period is inserted. This is a simple sum of all values in the Credit column of the table.

Total Debits – The total amount of all debits deducted during the specified period is inserted. This is a sum of all the values within the Debit column of the General Journal table.

Transaction Type – The appropriate Transaction Type is populated for the General Journal Entry.

3 To add information to the General Journal table, click the **Insert Row** toolbar or from the Edit menu, select **Insert Row** and enter the appropriate information on the table as follows:

Line No – When you add a row to the table, the Line Number automatically increments by 1. This is for information only and you cannot edit the number.

G/L Account ID – Enter or select the ID for the account for which the transaction occurs. You can enter the Account ID manually, or you can select it from a list by double-clicking the browse button in the column header.

G/L Account Description – When you enter or select a valid G/L Account ID and exit the column, the associated description for the account is inserted. Maintain the Description within the Accounting Window.

Site ID – The Site ID from the header is inserted.

Debit – If the current account has funds taken from it, enter the total amount of funds withdrawn from the current account. This value appears in the Currency you selected in the header portion of the General Journal Entry window.

Credit – If the current account receives funds during the Journal run, enter the total amount of funds deposited into the current account. This value appears in the Currency you selected in the header portion of the General Journal Entry window.

Reference – In the Reference column, enter a brief description of the transaction. You can set up a preference to automatically copy the text from the Description field in the header to this field. You can edit the text as required.

See "Automatically Copying the Description to the Reference Field" on page 3-5 in this guide.

User Dimensions – Click the corresponding user dimension and user dimension sub-category browse buttons to designate user dimensions in this general journal entry.

4 To commit the General Journal Entry information to the database, click the **Save** toolbar button.

Automatically Copying the Description to the Reference Field

You can set up a preference to automatically copy the text in the Description field in the header to the Reference field in the line item table. The text is copied when you add the line.

1   Select **Options**, **Preferences**.

2   To automatically copy the description to the Reference field, select the **Auto Copy Journal Description** check box.

3   Click **Done**.

When you next add a line to the line item table, the text in the Description field in the header is copied to the Reference field on the line.

Editing General Journal Entry Information

After you save a General Journal Entry, you can only edit the Reference field. Any other edits to the information should be done as adjustments to the batch, rather than modifying an existing one.

To edit existing transactions:

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the general journal entry was created. If you are licensed to use a single site, this field is unavailable.

2   Enter or select the Transaction ID. You can enter the Transaction ID manually, or select it from a list by clicking the Browse button.

3   Make the necessary changes to the unposted journal entry.

If you change the Transaction ID, a copy of the transaction is created, rather than the transaction being overwritten.

4   To commit the changes to the database, click the **Save** toolbar button.

Transposing Entries

Use the Transpose feature to create opposite transactions that will undo a journal entry. Essentially, a transposing entry changes debits to credits and credits to debits. This is a useful feature to correct a journal that was posted in error while you maintain the audit trail for all financial transactions.

To create a transposing entry:

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the general journal entry was created. If you are licensed to use a single site, this field is unavailable.

2   Enter or select a Transaction ID. You can enter the Transaction ID manually, or you can select it from a list by clicking the browse button.

3   From the Edit menu, select **Transpose**. Alternately, you can click the **Transpose** toolbar button.

The word "Transposed" is added to the end of the description. Any amounts from the Debit column are moved and added to the Credit column. Similarly, it takes any existing amounts from the Credit column and assigns it to the Debit column.

4   To assign a Transaction ID manually, enter the new Transaction ID. Otherwise, leave the field blank and a Transaction ID will be automatically assigned when you save the entry.

5   To commit the transposed entry to the database, click the **Save** toolbar button.

Setting Up Auto Numbering

Transaction IDs can be automatically generated. This feature can significantly reduce keystrokes and confusion, as well as ensure proper control of document sequencing. Although it is not required, Infor highly recommends that you use this feature. Typically, you configure auto-numbering during implementation, however, you can enable it at any time.

To modify your numbering scheme after you enter data, you can do so here. You cannot, however, use duplicate numbers. If you try to assign a duplicate number, a warning message is generated and you are required to supply a different number.

If you are licensed to use multiple site, you can specify a different auto-numbering scheme for each site. This is highly recommended. If you specify a different licensing scheme for each site, then the transactions for each site will be numbered sequentially.

1   From the General Journal Entry window's Edit menu, select **Auto Numbering for General Journal**.

2   Enter the appropriate information on the dialog box as follows:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are setting up automatic numbering. If you are licensed to use a single site, this field is unavailable.

Next Sequential Number – If you have already worked with transaction IDs, and want to continue the same numbering scheme, enter the next number in the sequence.

Alphanumeric Prefix – If you want any characters to appear before the Transaction ID, enter them here. You can enter up to 4 alphanumeric characters. For example, you may want to prefix your Transaction IDs with GJE- to represent General Journal Entry.

Alphanumeric Suffix – Similar to the prefix, if you want any characters to follow the Transaction ID, enter them here. You can enter up to 4 alphanumeric characters. For example, you may want to add the year to the Transaction ID.

Number of Decimal Digits – In the Number of Decimal Digits field, enter the total length you want to use for the current ID. This does not include any prefix or suffix values. This is the maximum number of digits your Transaction IDs may be.

Show Leading Zeroes – If you want "leading zeroes" to appear in the Transaction ID, select this check box. Leading zeroes take into account the length of the Next Sequential Number and the number of decimal digits values, and adds zeroes before the ID to force it to the total number of decimal digits in length.

3 To save your automatic numbering settings, click the **Save** button. This closes the Automatic Numbering dialog box. To exit the Automatic Numbering dialog box without saving any changes, click **Cancel**.

Creating Reversing Entries

Reversing General Journal Entries allow you to make adjustments for expenses at the end of an accounting period, but allocate the expense to a subsequent period. In essence, you use a reversing entry to offset a different journal entry, typically from the pervious period. You typically apply your reversing entries on the first day of the following period. This eliminates the need to recognize portions of expenses or credits that were accrued at an earlier date.

1 If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the general journal entry was created. If you are licensed to use a single site, this field is unavailable.

2 Enter or select the Transaction ID for the batch that includes the entry you want to reverse. You can enter the Transaction ID manually, or you can click the browse button to select it from the Transaction table.

3 Either click the **Create Reversing Entry** toolbar button, or from the Edit menu, select **Create Reversing Entry**.

4 A General Journal Entry message box appears, prompting you to confirm the Transpose transaction.

- To authorize debits and credits to transpose (all debits are taken and turned to credits, and vice versa) before you apply the new batch to the next period, click **Yes**. This creates a new batch that is a mirror image of the original; the debits and credits are transposed and the period is new. If you have automatic numbering enabled, the next Transaction ID is entered, and the word "REVERSAL" is added to the end of the Description.

  Additionally, the Entry Date of the journal is changed to the first date in the subsequent accounting period. You can change the Entry Date if necessary.

- If you do not want debits and credits transposed before you apply a newly created batch to the next period, click **No**. If you click No, a copy of the original batch is created to post to the next period.

- To return to the General Journal Entry window without creating a new Transaction, click **Cancel**.

5 To commit the reversing transaction to the database, click the **Save** toolbar button.

Viewing Batch Information

You can view entries you have made to the Journal Batch, through the View Batch Information function. This can significantly reduce the possible mistakes to your journals, and therefore the number of transposed entries.

1 From the General Journal Entry window, select **Edit**, **View Batch Information**.

2 If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to use. If you are licensed to use a single site, this field is unavailable.

3 Enter or select the appropriate Journal Batch you want to view. You can enter the Batch ID manually, or you can select it from the browse list. If you are licensed to use multiple sites, the browse list shows journal batches created in the selected site.

You can use the **Previous** and **Next** buttons to move between journals.

The Entry Date, Accounting Period, Site ID, Description, and Batch Type information are automatically populated.

The following information appears in the table:

Trans ID – The Transaction ID is a simple line number that is used as a reference for the transaction detail line.

G/L Account ID – The G/L Account ID indicates the ID for the account associated with the debit or credit transaction within the Journal Batch.

G/L Account Description – This is a brief description of the G/L Account. This information comes from the Account table. You can modify the Account Description within the Accounting Window.

Site ID – The Site ID indicates the site in which the transaction was made.

Debit – The Debit column indicates the amount, in the transaction currency, that the current transaction line withdraws from the Account on the current line.

Credit – This column indicates the amount, in the transaction currency, that the current transaction line deposits into the Account on the current line.

Reference – The Reference column contains any reference information that you entered on the original Journal Entry line.

Currency ID – This column indicates the ID for the transaction currency.

Native – This column indicates whether the currency is a Native or Non-Native currency. If it is native, this column contains a Y. If it is non-native, the column indicates N.

4 To view Batch Information for transactions that occurred for a specific currency, you can select an alternate currency from the Display Currency drop-down list.

5 To transpose the current batch you can click the **Transpose** button. A message box is displayed and you are prompted to confirm the Transpose. Click **OK** to transpose the batch. Click **Cancel** to discard the Transpose function.

6 To exit the Batch Information dialog box, click **Close**.

Setting/Resetting Exchange Rates

If you handle international orders, it is likely that you have customers and/or vendors that use a different currency than your system (native) currency. Use the Set/Reset Exchange Rates feature to define or reset the effective exchange rate on a day that you specify. You can only reset the exchange rates for documents you have not yet posted to the General Ledger.

1 If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are setting exchange rates. If you are licensed to use a single site, this field is unavailable.

2 Select **Edit**, **Set/Reset Exchange Rates**.

3 If necessary, select the appropriate currency.

4 To apply a currency exchange rate for a specific day, click the **Calendar** button to select a date.

5 Click the **Lookup Rates** button to find the currency exchange rate for the specified date.

The exchange rate amount is automatically applied and the change is verified by a check mark being placed in the row header.

6 Click the **Close** button to close the dialog box.

Posting to the General Ledger

After you verify your General Journal Entry batches, at the end of a period, you can post the transactions to the General Ledger.

1 On the General Journal Entry window, click the **Post to G/L** toolbar button or from the File menu, select **Post to G/L**.

2 If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to post the general journal entry to the general ledger. If you are licensed to use a single site, this field is unavailable.

3 Enter or select a date within the accounting period that you want to post to the General Ledger. You can enter the date manually in Windows system format, or you can click the **Calendar** button to select a date from the pop-up calendar. By default, the current system date is inserted.

When you enter a date, the associated Accounting Period name is inserted.

4 If you only want to post your own journals to the General Ledger, select the **Current User Only** check box. If you clear this check box, all unposted transactions up to and including the Batch Date criteria will post.

5 To begin the posting process, click **Start**.

6 A message box appears, which prompts you to select whether you want to preview the posts to the General Ledger.

To preview the posting before you submit it to the General Ledger, click **Yes**. To post to the G/L without viewing it, click **No**.

When you click **Yes**, the Print G/L Transactions dialog box appears.

For additional information about the Print G/L Transactions, refer to "Printing Transactions" on page 3–15.

7 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Generating Allocations

After you create allocations within the Accounting Window, use General Journal Entry to schedule them to post to your General Ledger. The allocation is processed, the journal entries are created, then they are posted to the appropriate accounts.

For additional information about configuring allocations, refer to "Setting Up G/L Allocations" on page 1–19.

1   On the General Journal Entry window, click the **Generate Allocations** toolbar button. Alternately, you can select **File**, **Generate Allocations**.

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to generate allocations. If you are licensed to use a single site, this field is unavailable.

3   The current system date appears in the Allocation Date field. To generate allocations for a different date or period, enter or select an alternate date. You can enter the date manually, in Windows system format, or you can click the Calendar button and select the appropriate date from the pop-up calendar.

     After you enter an Allocation Date then exit the field, the name of the accounting period is inserted directly below the Allocation Date field.

4   In the Allocations to Apply group box, make the appropriate selection and/or entries as follows:

     All Allocations Defined – Select this option to schedule all allocations that meet the selected Allocation Date criteria and have not been run to date.

     Allocations in Group – If you have created allocation groups and only want to run the Allocations for a particular group, select this option.

     Group ID – If you select **Allocations in Group**, this field is activated. You can enter the Group ID manually, or click the browse button to select it from a list.

     Specific Allocation – To generate a specific allocation entry, it must meet the Posting Date criteria and cannot have been run in the current period.

     Allocation ID – When you select the **Specific Allocation** option, enter or select the Allocation ID you want to generate. You can enter the ID manually, or click the browse button to select it from the list.

5   To generate the Allocations and post them to the General Ledger, click **OK**. If you do not want to generate the allocations, click **Cancel**.

     When you click OK, you are informed of the allocations that were applied during the generate transaction.

Generating Recurring Entries

Recurring Journals allow you to configure financial transfers that occur on a regular basis, such as recurring electrical and other utility bills.

1   On the General Journal Entry window, from the File menu, select **Generate Recurring Entries**.

2 If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which to generate recurring entries. If you are licensed to use a single site, this field is unavailable.

3 The current system date appears in the Transaction Date field. To generate recurring entries for a different date or period, enter or select an alternate date. You can enter the date manually, in Windows system format, or you can click the Calendar button and select the appropriate date from the pop-up calendar.

After you enter a Transaction Date then exit the field, the name of the accounting period is inserted directly below the Transaction Date field.

4 In the Recurring Entries to Apply group box, make the appropriate selection and/or entries as follows:

All Defined – Select this option to schedule all transactions that meet the selected Transaction Date criteria and have not been run to date.

In Group – If you have created transaction groups and only want to run the transactions for a particular group, select this option.

Group ID – If you select **In Group**, this field is activated. You can enter the Group ID manually, or click the browse button to select it from a list.

Specific Transaction – To generate a specific recurring transaction, it must meet the Posting Date criteria and cannot have been run in the current period.

Allocation ID – When you select the **Specific Transaction** option, enter or select the Transaction ID you want to generate. You can enter the ID manually, or click the browse button to select it from the list.

5 To generate the Transactions and post them to the General Ledger, click **OK**. If you do not want to generate the recurring transactions, click **Cancel**.

When you click OK, you are informed of the recurring transactions that were applied during the generate function.

Generating Consolidation Entries

The Generate Consolidation Entries feature allows you to import previously defined consolidations into the General Journal Entry window.

1 On the General Journal Entry window, either click the Generate Consolidation Entries toolbar button, or from the File menu, select Generate Consolidation Entries.

Consolidation entries are text files (.txt).

2 Locate the Consolidation Entries you want to import.

3 You can either double-click the entry name, or you can click the file name and click Open.

The consolidation entries are imported into the General Journal Entry window.

Importing General Journals

You can import journal transactions from comma-separated files. The Import General Journal options eliminates the need to manually enter journals from outside of VISUAL. You must, however, configure your comma-separated files properly.

1 On the General Journal Entry window, from the File menu, select **Import General Journals**.

2 Enter the appropriate information on the Import General Journal Transactions dialog box as follows:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which you are importing transactions. If you are licensed to use a single site, this field is unavailable.

GJ Date – Enter or select the date for the Import. By default, the current system date is inserted. You can enter the date manually in Windows system format, or you can click the Calendar button and select the appropriate date from the pop-up calendar that appears. When you enter or select a date, the associated Accounting Period is displayed below the field.

Batch Description – Each General Journal import task is a Batch. Enter a brief description of the task in the Batch Description field. You can enter up to 80 alphanumeric characters in the Batch Description field.

Suspense Account ID – Specify the ID of the suspense account. A suspense account holds any unclassified transactions.

Import Filename – Enter or select a file you want to import. You can enter the file name manually or click the Browse button to select the file. You must enter the full Windows path to the file, in addition to the file name.

Post Invalid Accounts to Suspense Account – If the import includes any invalid accounts, and you want them posted into the specified Suspense Account, select this check box. If you do not select this check box, and you have any invalid accounts, they will not post to your General Ledger.

File Format Includes Line One Headings – If your import file includes headers for each table column, select this check box. Essentially, when you select this option, the first line of the import file will not be imported.

Import Format – In the Import Format group box, select the file format for the import file as follows:

- **KIS Payroll for Windows M.Y.O.B. Format** – KIS Payroll format must be in the M.Y.O.B. accounting software format for the close period. This type of formatting consists of: Journal Number, Date, Memo, Account ID, Debit Amount, and Credit Amount. When you import Payroll entries, this is the default import format.

- **VISUAL Financials Standard Format** – Standard VISUAL Financials format consists of the Account ID, a Description, Debit Amount, and Credit Amount. Only one of your debit or credit amounts may be non-zero, and you must have entries for each of the four items for each line. By default this format uses the entity currency.

Import Type – In the Import Type group box, select how you want to import the file, as follows:

- **Detail (One Journal Entry per Transaction)** – To import details for each journal entry, select this option.

- **Summary (One Journal Entry per Account ID)** – To view a summary of the journal entries, grouped by Account ID, select this option.

3   To view details about the import file formats, click the **Format Info** browse button.

4   To import the selected file, click **OK**.The journal entries are imported into General Journal Entry. You can Save, Edit, or Post the journal entry.

If you do not want to import the file, click **Cancel**.

Printing Current General Journals

The Current General Journal report is not limited to a specific number of runs, and you can therefore print it at any time during your accounting period. The report includes the entries made to the G/L during the current Accounting period.

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the transaction was created. If you are licensed to use a single site, this field is unavailable.

2   Click the **Transaction ID** button and select a transaction to print.

3   Select **File**, **Print Current General Journal**.

4   From the Output Format drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

5   If you want the report sorted in descending order (Z-A and 9-0), select the **Sort Descending** check box. If you clear this checkbox, the report is sorted in ascending (0-9 and A-Z) order.

6   If you selected E-mail as the output format, select the **PDF Format** check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

7   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing General Journals

The General Journals report is similar to the Current General Journals report, but with a greater level of control. You can print for a specific account or batch range, for a range of accounting periods, etc. You can run the General Journal report at any time within an accounting cycle.

1   On the General Journal Entry window, from the File menu, select **Print General Journals**.

2   Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

    Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

End Date of Beg Acct Period/End Date of End Acct Period – In the End Date fields, enter a date that falls within the periods you want to use for your report range. You do not need to enter the end date of the period; when you enter a date that falls in a valid accounting period, the date in this field is automatically adjusted to the end date of the period. To print all journals up to and including a specific accounting period, leave the End Date of Beg Acct Period field empty. To print all journals from a specific accounting period onward, leave the End Date of End Acct Period field blank. To print the journals for a single specific month, enter the same date in the two fields.

• To print an advanced report, click the **Advanced** tab, and specify this information:

Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3 Specify this information:

Sequence – In the Sequence group box, select how you want your report sorted. Make your selection from: Account ID, Batch ID, or Batch Type.

Range – In the Range group box, select the group of journals you want to print. Your selection in this group box determines the fields that get activated to the right of the Range group box. Make your selection from either Account ID or Batch ID.

Starting/Ending Account ID – When you select a Range of Account ID, these fields are activated. Enter or select the beginning and ending account IDs to use for your report range. You can enter the Account IDs manually, or select them from their respective browse lists. To print all accounts, leave both fields blank. To print all accounts up to and including a specific account, leave the Starting Account ID blank. To print all accounts from a specific account onward, leave the Ending Account ID blank.

Starting/Ending Batch ID – When you select a Range of Batch ID, these fields are activated. Enter or select the beginning and ending batch IDs to use for your report range. You can enter the Batch IDs manually, or select them from their respective browse lists. To print all batches, leave both fields blank. To print all batches up to and including a specific one, leave the Starting Batch ID blank. To print all batches from a specific batch onward, leave the Ending Batch ID blank.

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Show Inactive Accounts – To display accounts that have a status of Inactive, select this check box. By default, the report is only generated for Active accounts. Change the active status of accounts on the Accounting Window.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Type – In the Type group box, select the format you want to print for the report. You can either print a Summary or a Detail report. When you select Detail, the Detail group box is activated.

Detail – If you select a report type of Detail, the Detail group box is activated. Select the detail you want to see: Posting or Costing.

Additional Report Heading – To add an additional header to the report, enter the text you want to appear in this field. This is an optional entry.

4 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

   If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing Transactions

The G/L Transactions report allows you to print all transactions for a particular period or batch.

1 On the General Journal Entry window, from the File menu, select Print Transactions.

2 Do one of these steps:

   • To print a standard report, click the **Standard** tab, and specify this information:

      Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

      By Accounting Period – To base your report on Accounting Periods, select this option. When you select this option, the End Date of Acct Period fields are activated.

      End of Date Acct Period – Enter or select a date that falls within the Accounting Period whose transactions you want to view. You can enter the date manually, in Windows system format, or you can click the Calendar button and select the appropriate date from the pop-up calendar. The end date of the period is automatically determined. By default, the end date of the current accounting period is inserted.

      Fiscal Period – When you enter or select a valid date within an existing Accounting period, the name of the fiscal period is inserted in the space below the End Date of Acct Period field.

      By Batch Number – To base your report on Batches, select this option. When you select this option, the date when the transaction occurred is inconsequential, but the Batch ID itself is important. This option activates the Starting Batch ID, Ending Batch ID, and Report Currency fields.

      Starting/Ending Batch ID – When you select By Batch ID, these fields are activated. Enter or select the beginning and ending Batch IDs to use for your report range. You can enter the Batch IDs manually, or select them from their respective browse lists. To print all batches,

leave both fields blank. To print all batches up to and including a specific one, leave the Starting Batch ID blank. To print all batches from a specific batch onward, leave the Ending Batch ID blank.

• To print an advanced report, select the By Accounting Period option, then click the **Advanced** tab. Specify this information:

Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3 Specify this information:

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Current User Only – If you only want to view transactions that you posted, select this check box. If you clear this check box, all transactions that match the Print Selection criteria are output.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Sequence – Select the sorting sequence for your report. This indicates the order that the details appear on the report output. Make your selection from: G/L Account ID; Transaction ID then G/L Account ID; Batch ID then G/L Account ID; or Batch ID then Transaction ID.

Transactions – If you select a Print Selection of By Accounting Period, select whether you want to Print Unposted Transactions or Print Posted Transactions. If you run the report by Batch Number, only Posted Transactions appear on the report.

4 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any accounts, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Chapter 4: Costing Utilities

Costing Utilities is used to calculate the cost of all manufacturing activities within your operation. Infor recommends that you run Costing Utilities on a daily basis. The Prepared Journals function of Costing Utilities is used to prepare and sort the journal entries associated with costed manufacturing activities, then it is transferred to Financials. From there, you can preview and post the costed activities.

If you are licensed to use multiple sites, you must run Costing Utilities on a site-by-site basis.

This chapter includes:

Using the Costing Utilities Window

The Costing Utilities window consists of two sections; the top reflects inventory costs, and the bottom allows you to prepare manufacturing journals. While the window may seem to imply that you only need to run this utility when you close the month, that is only a minimum. Infor recommends that you

run Costing Utilities on a more frequent, regular basis. The more often you run Costing Utilities during the month, the less processing time will be required when you close the month. You can determine the appropriate frequency to use for your costing utility, based on the amount of activity your business generates, and your need for accounting reports review.

The Default Posting Date for Journals that appears is the ending date for the last fiscal period. You can overwrite this date as necessary. If you enter a period date and the prior period is still open, a message is displayed that you cannot process the current period until you close the previous period. This prevents any information that you haven't yet posted in the previous period from being posted in the current period.

To prepare manufacturing journals:

When you access the Costing Utilities window, none of the Prepare check boxes are selected.

Select the appropriate check boxes for the journals you want to prepare. Keep in mind that this does not post the journals but simply prepares them for posting.

To post the journals to the General Ledger:

From the main menu, select **Ledger**, **Post Manufacturing Journals**. For additional information on posting journals, refer to "Posting Manufacturing Journals" on page 5–2.

If you prepare journals, but do not post them to the general ledger, upon preparation of subsequent journals, any unposted journals are deleted, and the information is rolled into the new journal.

Manufacturing Cost Flow Overview

Work order costs are implemented as a function of inventory and labor transactions placed against them. All costs ultimately originate from these two window controls.

Upon initial creation of a work order, it has no transactions. As you issue inventory and post labor to the work order, costs can be calculated. Depending on the costing method you use in your organization, these costs may consist of part and resource standards, work order operation standards, or actual costs. Purchase Orders, upon receipt, effectively have costs as well. Similarly, Customer Orders have costs associated with them upon shipment. While Work Orders may consist of costs that total issues and labor against them, purchase orders and customer order costs may be calculated by totaling the receipts and shipments against those work orders.

The Costing Utilities prepare inventory and labor transactions for permanent costing and posting to the General Ledger. You cannot perform all costing actions during normal system interaction; you must perform some actions in batch mode. The Costing Utilities function allows you to configure those batch processes, including:

• Receipt Transaction Costing (Work Orders)

• Inventory Transaction Costing

• Prepare Purchase Journal Transactions

• Prepare Work in Process/Finished Goods (WIP/FG) Journal Transactions

• Prepare Shipment Journal Transactions

• Prepare Part Adjustment Journal Transactions

• Prepare Indirect Transaction Journal Transactions.

Purchase Receipts

As you enter and invoice purchase order receipts, that invoice cost information is used in the Inventory Transaction Costing function, and the transactions are costed that are on hold due to missing cost information, such as received Purchase Orders that have not yet been invoiced in Financials. Open work orders and receipts are checked in the Receipt Transaction Costing function to verify if all receipts can be costed. For example, when an invoice is matched to its receipt, the invoice can then be costed and any issue from the receipt (FIFO) can be costed. As a result, the costed issue has affected the cost of a Work Order or Customer Shipment. In the case of a Work Order, the receipt of the finished product can be valued with its final cost. This step is performed in Receipt Transaction Costing.

In order to maintain accuracy in all these values, Infor suggests that you run your costing tools often.

Costing Flow Chart
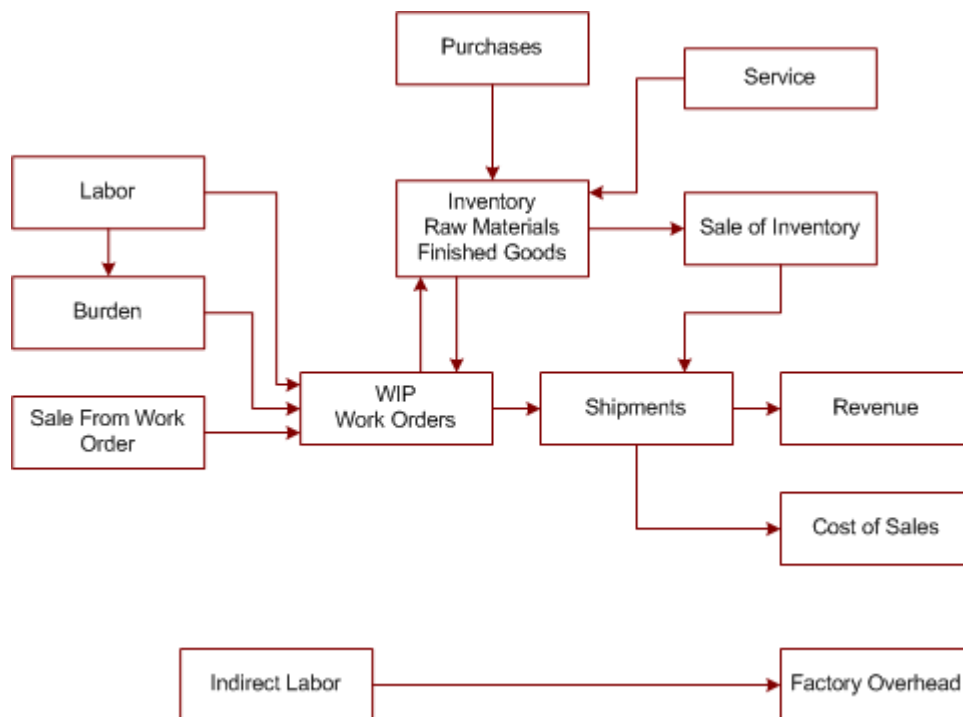
This is reclassed:

- Direct Labor from Payroll to Cost of Sale - Direct Labor Account(s).
- Indirect Labor from Payroll to Manufacturing Indirect Payroll.

Cost Flow Procedure

- Create Work Orders and Requirements (Operations, Service, Costs, Status)

- Create Purchase Order(s) for Material Requirements
- Receipt of Raw Material into Stock or to Work Order if Linked. Run Costing Utilities and prepare Purchase Journal Inventory, temporarily valued at Purchase Order
    - Enter A/P Invoices and Match to receipt & Post
- Issue Materials to Job, if not linked
    - Run Costing Utilities and prepare Purchase and WIP Journals - Updates Material Costs to actuals
    - Apply labor & burden to work order
- Enter Labor Tickets for Operations on Job
    - Run Costing Utilities and prepare Purchase and WIP Journals - Updates Material Costs to actual
    - Apply labor and burden to work order
- Finished product - Receive into stock and Ship - If linked to Customer Order = Ship
    - Run Costing Utilities and prepare WIP and Shipment Journals -Updates Work Order costs and Finished Goods Inventory value. Relieves Finished Goods and debits Cost of Goods Sold for shipments.
- Invoice Forms - Print Invoices and transfer into A/R module for posting to G/L (Revenue recognition)

Costing Utilities – Running Receipt Transaction Costing (Work Order Receipts)

A work order gathers actual cost from labor ticket postings or inventory transactions throughout its life; however, the majority of the time its final actual cost is unknown. After you fully receive or ship the work order, it is closed. After a status of Closed is received, the Receipt Transaction Costing function is used to permanently cost receipts for the work order. After you establish the permanent cost, outgoing transactions can be costed (issues of Work Order Receipts).

If you use either standard or actual costing, run Receipt Transaction Costing. In actual costing, Receipt Transaction Costing evaluates the total order to verify whether or not all inventory transactions and operations have been completed and final costs determined. If completed, it assigns permanent costs to the receipt and assigns a work order status of closed. If you re-open the work order at a later date, this option re-evaluates the work order for any cost changes and updates receipts as necessary. Any issues from that receipt are also updated.

For standard costing, this option determines the Manufacturing Variance that is taken. All receipts are valued as standard at the moment of creation. Depending on the costs incurred during WIP, a variance is recorded for any deviation from standard.

Receipt Transaction Costing does the following:

- Examines newly created labor transactions and inventory transactions of any permanently costed work order to verify if any changes have occurred since the work Order was permanently costed. If it detects any new transactions, the corresponding work order is re-eligible for costing.
- Examines each work order that is not permanently costed and determines if the work order is costable. A work order can be permanently costed if the following is true:

- Examines whether the order is fully received or marked closed.

- Determines if the operations of the order are fully reported or marked completed.

- Verifies that the material requirements of the order are fully issued or marked completed.

- Checks if the material issue transactions of the order are fully costed. Invoices have been received and matched to receipts consumed by this work order.

If the work order is costable, the actual cost is taken, the unit cost for each cost category (MLBS) is determined, and the result is saved in each inventory receipt of the work order. The work order is then marked as permanently costed. To do so, it sets the COSTED_DATE to the current system date/time in the Work Order table.

- The first option allows you to assume that all operations and requirements for a work order are closed if the work order is closed (fully received to stock), regardless of the complete status of the individual requirements and operations. All material issues to the work order however, must have a final cost. For example, a work order may require 100 pieces of an item per the estimate. If 90 pieces have been issued and fully costed, this option assumes that the job can be final costed.

- The second option allows the Receipt and Inventory Transaction costing to continue to run until you have performed all updates to transactions. This check box is selected by default. All activity can be captured for a change in Transaction, using a single step rather than requiring you to run it multiple times. For example, in actual costing, if the Accounts Payable Invoice and Purchase Order Receiver for an issue to a work order, and therefore fully costed, you can then cost any issue (shipment or issue to a higher level work order) of the received work order. If you clear this check box, the receipt is recognized as not fully costs, and the issue of fabricated item costs go to a higher level work order without it being costed.

If you do not select the check box, the first pass values receipts, then the issues from those receipts. Because some receipts require you to value issues first, a single pass does not always cost all valuable issue. Infor suggests that you select this check box. The only time you do not need to select this option is when all Bills of Materials for the fabricated product are single-level, and you do not receive many returns of the inventory. At that point, you only need to cost the inventory at month's end. If a "No Updates Performed" message appears, all activity to date has been costed. Under normal circumstances, however, you want to select both these options.

Inventory Transaction Costing

The Costing Utilities window's Inventory Transaction option provides costs to and relates incoming transactions to outgoing transactions. Inventory Transaction Costing is only required when you use Actual Costing mode.

Actual Costing assigns incoming costs, represented by purchased part receipts or adjustments to inventory, to outgoing costs, represented by material issues, shipments, and inventory adjustments. Before you can assign costs to an outgoing transaction, there must first be a permanent cost for the associated incoming transaction.

The primary source for incoming costs is the purchased part receipt, while work order receipts from WIP also contribute to costs. As previously mentioned, labor tickets receive a permanent cost upon creation, whereas purchased part receipts may not receive a permanent cost at any time of receipt. If you configure purchase part receipts to be costed from Purchase Orders, the transaction is assignd

its final value upon creation. If you configure A/P Invoices to be used to cost purchased part receipts, then the transaction must wait until you enter the matching A/P Invoice before it can receive its permanent cost.

After the purchased part inventory receipt receives its permanent, final value, costs are distributed from that value. The system does this by connecting the receipt to one or more outgoing transactions for the same part. For example, a receipt of 1000 parts may be distributed to 1000 single parts, 10 issues of 100 parts, or a single issue to 1000 parts, or any combination in between.

A FIFO (First in, First out) transaction assignment order is used.

Inventory Transaction Costing examines each inventory part's incoming transactions that have not been fully distributed, then assigns them to the same part's outgoing transactions that have not already been assigned.

A database table is maintained to store all affected transactions when you change a given value. For example, if you changed an A/P Invoice after its initial entry, there are potential effects of the change that may proceed all the way down to the Cost of Goods Sold account. This, of course, applies only if the finished part has already been shipped.

As you cost purchased part receipts. material issues are costed. In turn, material issues comprise the cost of a work order. These material issues affect the receipt costs for parts that come from the work order. After you cost all the details of the work order, you can then cost the receipts of the work order. Those costs are then distributed to either material issue costs (when the part is a finished good to be shipped to a customer). The process of costing inventory transactions spirals up the bill of material and routing path (i.e. the engineering structure) until it becomes part of inventory or cost of goods sold.

Preparing Manufacturing Journals

Prepare Manufacturing Journals through the Costing Utility application. Manufacturing Journals are the result of an analysis of inventory transactions and, if applicable, labor tickets. The procedure creates summary journal transactions, called *distributions*. These distributions are ready for posting to the General Ledger. Distributions are subsidiary journals that are similar in nature to the Accounts Payable or Accounts Receivable journals, and must be posted through the Post Manufacturing Journals function.

The Costing Utility may create several distributions for each order. If an order remains open for more than one period, for example, it will typically consist of multiple distributions. If you run Costing Utilities more than once during a period and post the results, multiple distributions are created. Costing Utilities remove any unposted transactions for the current period and replace them with up-to-date transactions. This simplifies the resulting distributions and allows a summary to occur across all available transactions. If you run Costing Utilities and do not post the results, any unposted transactions are picked up for a subsequent batch. However, you do not lose previously created distributions created by the previous Costing Utility run; they are added to the current distribution.

If you encounter any discrepancies between your Manufacturing Journals and your WIP Journal and/or Indirect Labor Journal, or the labor expense that results from payroll transactions, typically one of these scenarios cause the problem:

- You do not use VISUAL to enter all transactions. Occasionally, you may not have entered indirect labor as a labor ticket.
- Your payroll system's employee rate information differs from the employee rate within VISUAL.
- Salaried employee expenses have been mixed with the direct/indirect labor posting from your payroll system.

Labor tickets are costed immediately, upon creation. This eliminates any delay in obtaining cost information. Additionally, burden is determined at the time of labor ticket creation.

Material burden only applies when you issue material to a work order. Material Burden is not intended to capture any inventory storage costs, and does not affect the value of inventory as it remains in storage waiting for use. When you issue material to a work order, the work order becomes burdened to the material. This cost appears in the Burden column of a work order. Each part the work order generates includes a share of the burden. This Material Burden may be in addition to the Shop Resource Burden.

When a material issue to a work order forces the on-hand quantity of a part to a negative value, within an Actual Costing database, the following occurs:

- **Material Cost** – Only the on-hand quantity is costed to the work order, then a zero cost is issued to the balance of the inventory that drove the quantity to a negative number.
- **Issue Burden** – Issue Burdens are distributed as:
  - **Unit Burden** – The total quantity for the order is costed, since the Unit Burden figure relies on the total number of issued pieces.
  - **Percent Burden** – Only the issued, on-hand quantity is costed, as the Percent Burden relies on material costs.

The balance of inventory is only costed when it becomes available, either through a material receipt or adjustment into stock. Do this during your next run of the Costing Utilities. These costs are based on FIFO (First in, First out).

There are six Manufacturing Sub-ledger Journals:

- Purchase Receipts Journal – Order Based
- Work Order Journal (WIP) – Order Based
- Finished Goods Receipt Journal (FG) – Order Based
- Shipments Journal (SLS) – Order Based
- Inventory Adjustment Journal (ADJ) – Transaction Based
- Indirect Labor Journal (IND) – Transaction Based

Purchase Journals

The Purchase Journal contains a listing of the summary transactions created by the Costing Utilities. These summary transactions are the results of processing inventory transactions of purchase orders and receipts of services from the vendor that are linked to a Purchase Order. These are receipts (or returns) of each part.

Each purchase order you ship (or receive as a return) is examined for its current value, then the inventory receipts attached to the purchase order are summed. These receipts are then summarized by G/L Account number for each purchase order. In other words, if you receive three PO lines at $100.00 each, and they all go to the same G/L Account, a sub-ledger distribution of $300.00 would be made. If, however, each line has a differing debiting account, three sub-ledger distributions for $100.00 each would be created. Any existing distributions that have already been posted are also deducted, and the resulting distribution is saved for the purchase order.

The combined purchase journals for a given period represent the total purchase receipts for all types of manufacturing materials and expense items for the period.

Purchase Receipt Journals

The Purchase Order accrual account from the G/L Interface is used for all Purchase Order Receipts. This account is debited when you match the A/P Invoice to the Purchase Order Receipt. If you have previously linked the purchase order line item to a job requirement, this journal posts the receipt, and the WIP journal poses the automatic issue that occurs upon receipt of the Purchase Order.

Work In Process (WIP) Journals

The Work In Process Journal contains a listing of the summary transactions created by the Costing Utilities as a result of processing inventory transactions and labor tickets to work orders. These are issues (or returns) of materials and posting of labor to work orders during the period.

Each work order that has material issued (or returned) to it, or labor entered for it, during the period is examined for its current value. The actual value of a work order comes entirely from inventory transactions and labor tickets. Any existing distributions you have posted are deducted from the current value, and the difference is made into a new distribution for the work order. This journal is based on orders, not transactions.

All WIP journals for a given period represent the total usage of material, as well as the total value added by the manufacturing process for the given period.

Note: Any miscellaneous charges to the job from payables post to the General Ledger via the Accounts Payable Invoice Journal. These values are relieved from WIP after you receive the order to finished goods or ship it.

The value that is determined for labor and burden in the WIP Journal consist of absorbed labor and burden. Absorbed labor and burden are temporarily placed in WIP Inventory, and they ultimately flow into Finished Goods inventory and finally to the Cost of Goods Sold (COGS).

Finished Goods Journals

The Finished Goods Journal consists of a list of summary transactions created through Costing Utilities as a result of your processing of work orders' inventory transactions. These are receipts (or returns) of manufactured parts from the floor into finished goods inventory. This journal is based on work orders rather than transactions.

Finished Goods Journals in Actual Costing

You can stagger completions and partially receive inventory into stock, therefore all cost information may not be complete. When you move a partial quantity from WIP to finished goods, the transaction is valued at the total accumulated cost on the work order at the time of the move. If you move another partial quantity to stock, that transaction is valued with the costs accumulated with the previous transaction and the current move. This continues until the work order is 100% complete and you close it. After you close the work order, the Costing Utilities evaluate the total cost of the work order versus completed transactions, then creates adjustment distributions for any differences.

Shipments Journals

The Shipments Journal consists of a list of summary transactions that the Costing Utilities create as a result of processing inventory transactions related to customer orders. These are shipments (or returns) for parts you sell to customers. This is a customer order-based sub-ledger and not related to transactions.

Shipping Journals in Actual Costing

You can create shipments for stocked items in finished goods, or, if you have linked the customer order to a work order, directly from the work order, If you ship the product from finished goods inventory, the value booked to the Cost of Goods Sold is the value booked to finished goods from the Finished Goods Journal on a FIFO basis.

If you link the customer order to a work order, then make a partial shipment, the total cost accumulated to date on the work order is booked to the Cost of Goods Sold. A second shipment is then generated at the cost accumulated between the previous shipment and the current one. When you make the final shipment and close the work order, if there are any discrepancies between the total cost of the work order and the costs already transacted, adjustment distributions are created for the difference.

This methodology, if partial shipments occur across accounting periods, may result in the cost of goods sold in a particular period may be over or under stated.

Within actual costing, it is possible that you post cost variances for a job to a period for which you made no shipment.

For example, if you ship an order in February for a total value of $4,000, you post the value to the Cost of Goods Sold account(s). If you receive an invoice on March 15th for the order, any difference between the Purchase Value and Invoice cost is posted to the Cost of Goods Sold journal for the current period.

Inventory Adjustment Journals (Adjust In or Out)

The Inventory Adjustment Journal includes a list of summary transactions the Costing Utilities created as a result of inventory transaction processing of parts. These adjustments may involve on-hand quantities moving out of inventory (adjust out), or materials moving into inventory (adjust in).

If you use actual costing, you must value any incoming adjustments as they arrive into inventory. You can use the standard as it exists on the Part Master, or you can manually override the value upon creation of the transaction. This allows you to create a cost-per-unit, and therefore a total cost for every incoming adjustment transaction. All adjustments into inventory that are created in the Physical Inventory module use this standard. It is therefore extremely important that each of your part masters include a cost standard if you use the Physical Inventory function.

For adjustments out of inventory, you must value them by the same inventory costing method that you use to distribute costs from receipts to issues, as you defined within Costing Utilities, Inventory Transaction Costing. You cannot set the value of an outgoing adjustment.

The purpose of this journal is to total the value of each inventory adjustment transaction, then post the total to Financials using the Inventory Adjustments subsidiary journal. This journal is transactional; each individual transaction results in a separate distribution to the appropriate accounts.

Indirect Labor Journals

The Indirect Labor Journal consists of a list of all summary transactions the Costing Utilities created as a result of the processing of labor tickets that had no association with a specific work order.

Indirect Labor tickets are transactional, so each indirect transaction results in a separate distribution to the appropriate accounts.

Example Postings for Journals

When you post Journals, the accounts you created during your Financials configuration are used. You must therefore decide early on in your system implementation which of the accounts to use for postings and where to use them.

For example, you can use lower level G/L Interface accounts, or specify the accounts to use at the Part, Work Order, and Product Code levels.

Use the following transaction templates for your journals:

Purchase Receipt Journals

• The Purchase Receipt Journals use the Purchase Order line item expense account, then the Product Code Account. If the line item expense account is blank, use the Part Inventory account. If the PO Line Item account, Product Code Part Inventory, or Part Inventory accounts are blank, use the Default Inventory account from the G/L Interface.

The PO Accrual account from the G/L Interface is used for all PO receipts. This account is credited when the A/P Invoice matches to the Purchase Order Receipt.

When you link a Purchase Order line item to job requirement(s), the Journal posts the receipt, and the WIP Journal posts the automatic issue that occurs upon receipt of the PO.

Work Order Journals

• Work Order WIP Accounts are attempted to be used, then the Product Code WIP Accounts, and then any default WIP Accounts from the G/L Interface table.

• Work Order Journals then attempt to use Part accounts, then the Product Code table, then the default inventory accounts from the G/L Interface table.

• Finally, Work Order Journals attempt to use the Shop Resource Absorption account, then the default Absorption accounts from the G/L Interface table.

Finished Goods Receipts Journals

• Finished Goods Receipts Journals first use the Part accounts, then Product Code accounts, followed by the default inventory accounts from the G/L Interface table.

• Work order WIP accounts are attempted to be used, then the Product Code Accounts, then the default WIP accounts from the G/L Interface table.

• Finally, the Finished Goods Receipts Journals try to first use the Manufacturing variance account from the Product Code Interface table, then the General Ledger account interface (only if you use Standard costing).

Sales (Shipments) Journals

• Sales Journals first attempt to use the line item Cost of Goods Sold (COGS) account as defined in Customer Order Entry, then the Product Code COGS account, then the default COGS accounts from the G/L Interface table.

• The Part accounts are attempted to be used, then the Product Code accounts, then the default Inventory accounts from the G/L Interface table.

Inventory Adjustment Journals

- Inventory Adjustment Journals first attempt to use Part accounts, then Product Code Accounts, then default inventory accounts from the G/L Interface table.

- The account you specified for the Inventory Transaction is attempted to be used, then the default Adjustment account from the Product Code table, then the default Inventory Adjustment account from the G/L Interface table.

Indirect Labor Journals

- The Indirect Labor Journals attempt to use the accounts you specified during the Labor transaction, then the default Indirect Labor account from the G/L Interface table.

- The Factory Payroll account from the G/L Interface table is used.

Note: Each template attempts to apply a specific account, usually an override entered during the placement of the specific order or through the Product Code table, then falls back to the G/L Interface account. This means that the user must configure the G/L Interface, in the event that you do not specify an override during order entry.

Bear in mind that more than one transaction may be produced, based on the account numbers you specify. Therefore, every attempt is made to eliminate duplicate accounts on either side of the transaction.

If you override one account in the specific category, but leave other accounts blank, the default values are assigned in any non-overridden categories. To ensure you always receive the results you expect, define an override for all four accounts, even if the defined override is the same account for each one.

Reporting Invoices Charged Directly to Work Orders

The Work Order Cost Report is a means to track direct changes to the work order from the A/P Invoice, and uses Comparative Totals and Comparative Totals with Breakdown. Direct charges only involve Material and Service Burden.

For each material requirement and operation, the following is shown:

- Quantity
- Estimated Cost = Estimated Material + Labor + Burden + Service
- Actual Cost = Actual Material + Labor + Burden + Service
- Variance = Estimated - Actual
- Projected = Projected Material + Labor + Burden + Service

The Comparative Totals with Breakdowns format of the report breaks Material, Labor, Burden, and Service totals into separate sections prior to revealing the total. It also lists invoices charged directly to the Work Order separately. Further, the report splits Setup and Run times for operations.

Starting Costing Utilities

Start the any component of Costing Utilities from within the Costing Utilities window. For information about the details of each utility's function, refer to the appropriate section earlier in this chapter.

To access the Costing Utilities window:

From the main menu, select **Ledger**, **Costing Utilities**.

Running Costing Utilities Manually

Use the Costing Utilities window to run costing manually at any time. You can also set up a service to run costing.

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to run costing utilities. If you are licensed to use a single site, this field is unavailable.

2   Select the appropriate check boxes for each of the utilities you want to run. For additional information about each of the utilities and their function, refer to the earlier sections in this chapter.

3   From the Costing Utilities window's File menu, select **Start**.

    To halt the process, click the **Stop** toolbar button.

    The Costing Utilities are run. When the run is complete, a dialog box appears, indicating which journals were prepared during the run.

4   Click **OK** to close the dialog box.

    After you run the Costing Utilities, you must post the results to the General Ledger. To do so, from the Costing Utilities window's File menu, select **Ledger**, **Post Manufacturing Journals**.

    You can determine which journals you need to post through the Accounting Window's Close Period function. For additional information about the Close Period function, refer to "Closing & Reopening Accounting Periods" on page 1–25.

Maintaining Setup Options

Some Costing Utilities options apply only if you do not run Standard Costing, and others apply, regardless of the costing method you use.

1   From the Costing Utilities window, select **Edit**, **Setup**. Alternately, you can click the **Setup** button on the Costing Utilities window.

    The Setup dialog box appears.

2   On the Costing Utilities' setup dialog box, assign two different settings, as follows:

    Assume that Operations and Materials are Closed if Work Order is Closed – If you do not want to verify that all Operations and Materials have been closed prior to the closure of the Work Order, select this check box. If you select this check box, it is assumed that the Operations and

Materials for all closed Work Orders are also closed, upon the Costing Utilities run, and therefore everything is costed. If you clear this check box, the Work Order is costed, whether the Operations and Materials have been closed or not. This setting applies to any costing method.

Continue Running Option 1 and 2 Until No Updates Performed or... n Cycles are Performed – If you want Receipt Costing and Inventory Transaction Costing to continue to run until there are no further updates, or until you reach a specified threshold, select this check box. When you select this check box, you must also enter a number of cycles you want ran through. To run Costing until you receive a "No Updates Performed" message, enter a value of 0. This option does not affect costing if you use a Standard costing method.

3   To save your Costing Utilities setup options, click **OK**. To exit the Setup dialog box without saving any changes, click **Cancel**.

Running Costing with the Costing Service

You can use the Costing Service to run costing automatically on the days and times you specify. If you have multiple sites and would like to run the service for all sites, then you must install the service once for each site.

To specify when to run the service, use the Costing Service Schedule dialog in the Costing Utilities window. You can specify one schedule for running inventory costs options and a separate schedule for preparing manufacturing journals. You can use the service to run costing up to six times a day.

You can set up one costing schedule for each site. Users that have access to the Costing Service Schedule dialog in the Costing Utilities window can edit the schedule for their allowable sites. The system administrator can control which users have access to the Costing Service dialog.

After the service is installed and the service schedule is set up, the database is examined based on the polling interval you specify to see if costing needs to be run. When the service finds that costing needs to be run, the service runs costing based on the settings you specify in the Set as Scheduled dialog.

If you prepare manufacturing journals with the Costing Service, you must post the journals manually using the Post Manufacturing Journals window. The Costing Service does not post manufacturing journals.

If you set up the Costing Service, you can still run costing utilities manually.

Preparing Manufacturing Journals Using the Costing Service

You can use the Costing Service to run costing only in the current period or the period immediately prior to the current period. In both cases the period prior to the period in which you are running costing must be closed.

For example, presume you use a monthly financial calendar. Today is April 24th and the service is scheduled to run. This table shows scenarios when the Costing Service can be used and when the costing service cannot be used:

Scenario	Can I use the Costing Service?
April is open and March is closed.	**Yes.** Costing is run for April. The default posting date used for journals is April 30.
April is open, March is open, and February is closed.	**Yes.** Costing is run for March. The default posting date used for journals is March 31.
April is open, March is open, February is closed, and January is open.	**Yes.** Costing is run for March only. The default posting date used for journals is March 31.
April is open, March is open, and February is open.	**No.** The Costing Service can only run costing in the current period or in the period immediately prior to the current period.
April is open, March is open, but manufacturing journals have already been prepared or posted in April.	**No.** You should run costing manually to ensure that costs are generated as you expect.
April is closed, March is open, and February is closed.	**Yes.** Costing is run for March, provided that no manufacturing journals have been prepared or posted in April.

These rules and scenarios apply to journal preparation only. You can run receipt transaction costing and inventory transaction costing with the service at any time.

Installing the Costing Service

The Costing Service is installed by site. If you have multiple sites, install the service for each site where you want to use the service to run costing.

To install the service:

1 In your VISUAL executables directory, locate VMCSTSVC.EXE.

2 Right-click VMCSTSVC.EXE and select **Run as Administrator**. The Sign In dialog is displayed.

3 Specify this information:

User ID – Specify the user ID that the service uses to sign into the VISUAL database. This can be any valid VISUAL user ID who has access to the site for which you are setting up the service. This user must also have security permissions to access Costing Utilities (VMAPLUTL.exe)

Password – Specify the password associated with the user ID.

Database – Specify the database on which to run the service.

4 Click **Sign In**. The name and description of the service is displayed.

5 Specify this information:

Site ID – Specify the ID of the site where you want to run costing with the service.

Log File Directory – Specify where to store the log file for the service.

Polling Interval – Specify how frequently the service should check to see if costing should be run for the site. Specify the interval in seconds. The minimum value you can specify is 5. When you specify a value in this field, take into consideration the number of times you plan to run costing in a day for the site. To reduce noise on your network and on your database, we recommend that you specify as large a number as possible for your business practices.

Log Level – Specify the level of information to write to the log file. Click one of these options:

> **None** – To write the time the service started, click this option. This option is recommended for normal production environments.

> **Error** – To write the time the service started and any error messages, click this option.

> **Info** – To write to the time the service started, error messages, and additional information about the service, click this option. The use of this option is recommended only if you are troubleshooting issues with the service. When you use this option, the size of the log file grows quickly.

6 Click **Install Service**.

7 To start the service now, click **Yes**. To start the service later, click **No**. If you click No, you can start the service in the Windows control panel.

8 To install the service for another site, repeat steps 5 through 7. Repeat these steps for each site where you want to run costing with the service.

Scheduling the Costing Service

After you install the Costing Service, specify when the Costing Service should be prompted to run costing for a site.

You can set up different schedules for transaction costing and journal preparation. For example, you can schedule the Costing Service to run transaction costing daily and prepare manufacturing journals weekly.

To schedule the Costing Service:

1 Select **Ledger**, **Costing Utilities**.

2 In the site ID field, select the site where you will run costing utilities with the service. Make sure you select a site for which you have installed the Costing Service.

3 Select **File**, **Costing Service Schedule**. The ID of the site you selected is displayed in the title bar of the dialog.

4 Specify when the service is active. Specify this information:

Start Date – Specify the date that the service should start checking to see if costing needs to be run. Leave this field blank or specify today's date if you do not want to delay the start of the service.

End Date – Specify the last date that the service should check to see if costing needs to be run. Leave this field blank if you do not want to set up an expiration date for the service.

Enabled – To use the service with the selected site, select this check box. To stop using the service, clear this check box.

5   In the Run Type section, weekly is selected. You cannot change this selection. This selection indicates that the service should check for updates only on the days and times you specify.

6   In the Transaction Costing section, specify the settings to use when the service runs transaction costing. Specify this information:

Receipt Transaction Costing – To update your work order receipt costs with the most up-to-date receipt transaction data, select this check box. Actual cost transactions are updated for Closed orders and partial receipts are updated based upon WIP costing method.

Standard Costs are used to determine Finished Goods Variances.

Inventory Transaction Costing – To update your inventory costs with your most up-to-date receipt transaction data, select this check box. If you use the Standard costing method, this option is not displayed.

Assume that operations and materials are closed if work order is closed – To automatically close any operations and materials on a closed work order during the costing run, select this check box. To retain the current status of any operation and material cards on a closed work order, clear this check box.

Days of Week – In the Days of Week section under the Transaction Costing section, specify on which days to run transaction costing with the service.

Run At – Specify the times of day that the service should check to see if transaction costing should be run. The times you specify apply to all days that you run the service for transaction costing. You can run the service up to 6 times a day. If you select a day in the Days of Week section but leave all Run At fields blank, then the service is run at 12:00 AM on the days you selected.

7   In the Journal Preparation section, specify which journals to prepare when the service runs costing and specify when to prepare journals. Specify this information:

Prepare Purchase Journal transactions – To prepare purchase journal transactions, select this check box.

Prepare WIP/FG Journal transactions – To prepare work-in-process/finished goods journal transactions, select this check box.

Prepare Shipments Journal transactions – To prepare shipments journal transactions, select this check box.

Prepare Part Adjustment Journal transactions – To prepare part adjustment journal transactions, select this check box.

Prepare Indirect Tx Journal transactions – To prepare indirect transaction journal transactions, select this check box.

Days of Week – In the Days of Week section under the Journal Preparation section, specify on which days to prepare journals using the service.

Run At – Specify the times of day that the service should check to see if journals need to be prepared. The times you specify apply to all days that you run the service for journal preparation. You can run the service up to 6 times a day. If you select a day in the Days of Week section but leave all Run At fields blank, then the service is run at 12:00 AM on the days you selected.

8   Click **Save**.

Deactivating the Costing Service Schedule for a Site

To deactivate the service schedule for a particular site:

1   Select **Ledger**, **Costing Utilities.**

2   In the site ID field, select the site where you will run costing utilities with the service. Make sure you select a site for which you have installed the Costing Service.

3   Select **File**, **Costing Service Schedule**. The ID of the site you selected is displayed in the title bar of the dialog.

4   Clear the **Enabled** check box.

5   Click **Save**.

Deleting the Costing Service Schedule for a Site

You can delete the service schedule for a site without removing the Costing Service.

To delete a Costing Service schedule:

1   Select **Ledger**, **Costing Utilities.**

2   In the site ID field, select the site where you will run costing utilities with the service. Make sure you select a site for which you have installed the Costing Service.

3   Select **File**, **Costing Service Schedule**. The ID of the site you selected is displayed in the title bar of the dialog.

4   Click **Delete**.

5   Click **Close**. Do not click Save before you click Close. If you click Save before you click Close, the service schedule is recreated.

Removing the Costing Service

To remove the service for a site:

1   In your VISUAL executables directory, locate VMCSTSVC.EXE.

2   Right-click VMCSTSVC.EXE and select **Run as Administrator**. The Sign In dialog is displayed.

3   Specify this information:

User ID – Specify the user ID that the service uses to sign into the VISUAL database. This can be any valid VISUAL user ID.

Password – Specify the password associated with the user ID.

Database – Specify the database on which to run the service.

4   Click **Sign In**.

5   In the Site ID field, specify the ID of the site where you no longer want to run the Costing Service.

6   Click **Remove Service**.

Chapter 5: Post Manufacturing Journal

After you create journals, you need to communicate that information to the General Ledger and other subsystems within VISUAL. To communicate journal information, use the Post Manufacturing Journal function. You can use the Post Manufacturing Journal to create journals that reflect the costs of the manufacturing process. The Costing Utilities integrate the journals to Financials. For additional information about the Costing Utilities, refer to "Costing Utilities" on page 4–1.

This chapter includes:

Introducing Post Manufacturing Journals

Costing Utilities create journals, but you must manually post them to the General Ledger. Infor recommends that you do not wait until the end of the month to post your manufacturing journals. Depending on your operation, you may want to post them as often as daily. At a minimum, you should post your journals once a week, after you run Costing.

Because multi-currency transactions are tracked, it posts entries in the pre-defined tracking currency.

A separate batch is created for each journal you post to the General Ledger. You can override the description that the system defines, by default, in the following format:

<Name of Journal> – Posted On <Post Date> – Created by <User ID>

To help identify the origin of the journal, a three-character batch type is assigned. This code appears on journal audit trail reports and on the G/L Transaction Entry window when you display the posted batch. Batch types include:

PUR = Purchase Journal

WIP = Work in Process Journal

FG = Finished Goods Journal

SLS = Shipments Journal

ADJ = Inventory Adjustments Journal

IND = Indirect Labor Journal

After the journals are created, you can view/print them prior to posting to the G/L.

Starting Post Manufacturing Journal

Access the Post Manufacturing Journal window from the main menu. Select **Ledger**, **Post Manufacturing Journals**.

To post a series of journal types, and the Post Manufacturing Journals window contains data for another batch, click the **New** toolbar button to clear any applicable fields. Also, to post individual journals, click the **New** toolbar button to advance to the next journal to post.

Posting Manufacturing Journals

When you post Manufacturing Journals, you update the account information and balances within the General Ledger.

1   To clear the contents of the window, click the **New** toolbar button, or from the File menu, select **New**.

2   Enter the following information to define the Manufacturing Journal you want to post:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are posting manufacturing journals. If you are licensed to use a single site, this field is unavailable.

Batch ID – Enter or select an identifier to use for the current Journal Batch. When you run Post Manufacturing Journals, even if it is for a single journal type, often a group of journals results from the run. This group of journals is a *batch*. You can manually enter a Batch ID, or if you want a Batch ID created for you upon save, leave the field blank.

Description – Enter a brief description to help you identify the batch. This field is populated if you leave it blank, with a format of <Name of Journal> – Posted On <Post Date> – Created by <User ID>. You can override the default value, however.

Batch Date – Enter or select the date on which you defined/generated the batch. You can enter the date manually in Windows system format, or you can select it from the pop up calendar that appears when you click the Calendar button. By default, the current system date is inserted. When you save the batch, the appropriate Accounting Period name is inserted below the Batch Date field.

Current User Only – To only post manufacturing journals that you defined, select this check box. By default, this check box is selected. If you clear it, when you run the Post Manufacturing Journals batch, the selected Journal Type is run for all users.

If you run Post Manufacturing Journals by user, Infor recommends that you run it for all users with permission to create Manufacturing Journals. If multiple users can use Costing Utilities, you may want to assign one person the responsibility of posting journals. For additional information about Costing Utilities, refer to "Costing Utilities" on page 4–1 earlier in this book.

Journal Type – Select the appropriate Journal Type you want to run. You can run individual journals, or you can post all journal types at one time. If you post an individual journal batch, you can preview the batch, but if you use the Post All function, there is no available preview option.

3   To post all manufacturing journals, either click the **Post All** toolbar button, or from the File menu, select **Post All**.

All manufacturing journals are posted to the General Ledger.

4   To post individual manufacturing journal batches, select the appropriate Journal Type, then click the **Save** toolbar button.

A prompt is displayed, asking if you want to preview the journal prior to posting to the General Ledger.

5   To review the Journal before actually posting it to the General Ledger, click **Yes**. If you do not want to view it, and immediately post the Journal, click **No**.

6   If you click **Yes**, the Print G/L Transactions dialog box appears with the appropriate selections made. Click **Ok** to print the report. After you view the report, click **Yes** to post the transactions to the general ledger.

7   Click **OK** to exit the message box and return to the Post Manufacturing Journals window.

Printing G/L Transaction Reports

A number of reports are included in Financials that allow you to monitor your financial activity. The reports from the Post Manufacturing Journal application include:

* Print G/L Transactions
* Print Inventory Balances
* Print PO Accruals
* Print WIP Balances
* Print WIP Activity
* Print Gross Profit

Printing G/L Transactions

You can output the G/L Transaction Report from the Post Manufacturing Journal window to review posted and/or posted activity to date.

1   From the Post Manufacturing Journals window, select **Reports**, **G/L Transactions**.

The Print G/L Transactions dialog box appears with more available options than what appear on the Print G/L Transactions dialog box you access prior to previewing your journal to post.

2   Complete one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

   Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

   By Accounting Period – To base your report on Accounting Periods, select this option. When you select this option, the End Date of Acct Period, and Site ID fields are activated.

   End of Date Acct Period – Enter or select a date that falls within the Accounting Period whose transactions you want to view. You can enter the date manually, in Windows system format, or you can click the Calendar button and select the appropriate date from the pop-up calendar. The end date of the period is automatically determined. By default, the end date of the current accounting period is inserted.

   Fiscal Period – When you enter or select a valid date within an existing Accounting period, the name of the fiscal period is inserted in the space below the End Date of Acct Period field.

   By Batch Number – To base your report on Batches, select this option. When you select this option, the date when the transaction occurred does not matter, only the Batch ID itself. This option activates the Starting Batch ID, Ending Batch ID, and Report Currency fields.

   Starting/Ending Batch ID – When you select By Batch ID, these fields are activated. Enter or select the beginning and ending Batch IDs to use for your report range. You can enter the Batch IDs manually, or select them from their respective browse lists. To print all batches, leave both fields blank. To print all batches up to and including a specific one, leave the Starting Batch ID blank. To print all batches from a specific batch onward, leave the Ending Batch ID blank.

- To print an advanced report, select the click the **By Account Period** option, then click the **Advanced** tab. Specify this information:

   Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

   Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

   Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3   Specify this information:

   Journal Type – Click the type of journal to include in the report. Click **Print All** to include all journal types.

   Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the

tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Sequence – Select the sorting sequence for your report. This indicates the order that the details appear on the report output. Make your selection from G/L Account ID; Transaction ID then G/L Account ID; Batch ID then G/L Account ID; or Batch ID then Transaction ID.

Report Type – Specify the level of detail to view in the report. Click **Summary** to view the report summarized to the sequence that you selected. Click **Detail** to view the individual transactions that comprise the totals shown in the report. This table shows the content of the report based on your sequence and report type selections:

Sequence	Report Type	Content
G/L Account ID	Detail	For each G/L account, the individual transactions that contribute to the totals are displayed. The grand totals for each account are displayed.
G/L Account ID	Summary	The grand totals for each G/L account ID are displayed.
Order ID/Trans, G/L Acct ID	Detail	For each transaction ID, the posting amounts for each account are displayed. The grand totals for each transaction are displayed.
Order ID/Trans, G/L Acct ID	Summary	The grand totals for each transaction are displayed.
Batch ID, G/L Account ID	Detail	For each batch, the individual account postings that contribute to the totals are displayed. The grand totals for each batch are displayed.
Batch ID, G/L Account ID	Summary	The grand totals for each batch ID are displayed.
Batch ID, Order ID/Trans	Detail	For each batch, the individual transactions that contribute to the totals are displayed. The grand totals for each batch are displayed.
Batch ID, Order ID/Trans	Summary	The grand totals for each batch ID are displayed.

Transactions – If you select a Print Selection of By Accounting Period, select whether you want to Print Unposted Transactions or Print Posted Transactions. If you run the report by Batch Number, only Posted Transactions appear on the report.

Current User Only – To view transactions that you posted, select this check box. If you clear this check box, all transactions that match the Print Selection criteria are output.

4   Specify how to output the report:

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

5　To output your report to the selected location, click **OK**. To exit the Print dialog without printing any transactions, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing Inventory Balances

You can output an Inventory Balance Report from the Post Manufacturing Journal window. This report allows you to review inventory balance activity for a specified account period.

1　From the Post Manufacturing Journals window, select **Reports**, **Inventory Balances**.

2　Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

  Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

  End Date of Accounting Period – Enter or select a date within the period for which you want to print inventory balances. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

  When you enter a date and exit the field, the date is automatically adjusted to the end date of the period, and the associated **Fiscal Period** is displayed below the date.

- To print an advanced report, click the **Advanced** tab. Specify this information:

  Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

  Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

  Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3　Specify this information:

Starting Part ID – To run the report for a range of parts, enter the Part ID for the start of the range. To run the report for all parts up to and including the Part ID you enter in the Ending Part ID field, leave this one blank. You can enter the Part ID manually, or click the browse button to select the Part ID from a list. To run the report for all parts, leave both the Starting and Ending Part ID fields blank.

Ending Part ID – To run the report for a range of parts, enter the Part ID for the end of the range. To run the report for all parts from the Part ID you enter in the Starting Part ID field onward, leave this one blank. You can enter the Part ID manually, or click the browse button to select the Part ID from a list. To run the report for all parts, leave both the Starting and Ending Part ID fields blank.

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Summary – To view a Summary report, rather than the default level of detail, select this check box. When you clear this check box, this report is generated with Inventory Balance details.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Sequence – Select the sorting sequence for your report. This indicates the order that the details appear on the report output. Make your selection from: Product Code; Warehouse, then Location; or G/L Account ID.

4   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing PO Accrual Reports

You can output a PO Accrual Report from the Post Manufacturing Journal window. This report allows you to review purchase order activity for a specified period.

1   From the Post Manufacturing Journals window, select **Reports**, **PO Accruals**.

2   Enter the appropriate report options on the Print PO Accrual Report dialog box as follows:

Site ID (range) – If you are licensed to use multiple sites, click the **Site ID (range)** arrow and select the sites to include in the report. If you are licensed to use a single site, this field is unavailable.

Date in Accounting Period – Enter or select a date within the period for which you want to print PO accruals. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

Starting Purchase Order ID – To run the report for a range of purchase orders, enter the PO ID for the start of the range. To run the report for all POs up to and including the Purchase Order ID you enter in the Ending Purc Order ID field, leave this one blank. You can enter the PO ID manually, or click the browse button to select it from a list. To run the report for all purchase orders within the accounting period, leave both the Starting and Ending Purc Order ID fields blank.

Ending Purchase Order ID – To run the report for a range of purchase orders, enter the PO ID for the end of the range. To run the report for all POs from the Purchase Order ID you enter in the Starting Purc Order ID field onward, leave this one blank. You can enter the PO ID manually, or click the browse button to select it from a list. To run the report for all purchase orders within the accounting period, leave both the Starting and Ending Purc Order ID fields blank.

Report Currency – By default, your default Currency ID (entity currency) is inserted in this field. To change the currency to use for the report, from the drop-down list, select the currency to use.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Summary – To view a Summary report, rather than the default level of detail, select this check box. When you clear this check box, this report is generated with detailed PO Accrual information.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

3   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing WIP Balances Report

You can output Work In Process (WIP) Balance Reports from the Post Manufacturing Journal window to review your Work In Process balances for a specified period.

1   From the Post Manufacturing Journals window, select **Reports**, **WIP Balances**.

2   Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

    Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

    End Date of Accounting Period – Enter or select a date within the period for which you want to print inventory balances. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

    When you enter a date and exit the field, the date is automatically adjusted to the end date of the period, and the associated **Fiscal Period** is displayed below the date.

- To print an advanced report, click the **Advanced** tab. Specify this information:

Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3   Specify this information:

Starting Account ID – To run the report for a range of G/L accounts, enter or select the Account ID for the start of the range. To run the report for all Accounts up to and including the ID you enter in the Ending Account ID field, leave this one blank. You can enter the Account ID manually, or click the browse button to select it from a list. To run the report for all G/L accounts for the selected accounting period, leave both the Starting and Ending Account ID fields blank.

Ending Account ID – To run the report for a range of G/L Accounts, enter or select the Account ID for the end of the range. To run the report for all G/L Accounts from the Account ID you enter in the Starting Account ID field onward, leave this one blank. You can enter the ID manually, or click the browse button to select it from a list. To run the report for all accounts for the selected accounting period, leave both the Starting and Ending Account ID fields blank.

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Summary – To view a Summary report, rather than the default level of detail, select this check box. When you clear this check box, this report is generated with WIP Activity details. By default, this check box is selected. To clear it, select the Summary w/Sub-Totals check box, and clear the Summary check box. To print a detailed report, after you select Summary w/Sub-Totals, clear it as well.

Summary w/Sub-Totals – To view the report at a summary level, but include Sub-total information on the report, select this check box. If you clear this check box, the Summary report does not include subtotal information

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Sequence – Select the sorting sequence for your report. This indicates the order that the details appear on the report output. Make your selection from: G/L Account ID (by default), Work Order ID, Product Code, or Account Reference.

4   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing WIP Activity Report

You can output Work In Process (WIP) Activity Reports from the Post Manufacturing Journal window. This report allows you to review your work in process activities to date.

1 From the Post Manufacturing Journals window, select **Reports**, **WIP Activity**.

2 Enter the appropriate report options on the Print WIP Activity Report dialog box as follows:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

End Date of Beginning Period – Enter or select a date within the period for which you want to start the range of WIP activity. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

End Date of Ending Period – Enter or select a date within the period for which you want to end the range of WIP activity. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

When you enter a date and exit the fields, the dates are automatically adjusted to the end dates of the respective periods, and the associated **Fiscal Periods** are displayed below the dates.

Starting Base/Job ID – To run the report for a range of Base IDs, enter or select the Base/Job ID for the start of the range. To run the report for all jobs up to and including the ID you enter in the Ending Base/Job ID field, leave this one blank. You can enter the Base/Job ID manually, or click the browse button to select it from a list. To run the report for all jobs for the selected accounting period range, leave both the Starting and Ending Base/Job ID fields blank.

Ending Base/Job ID – To run the report for a range of Base/Job IDs, enter or select the Base/Job for the end of the range. To run the report for all jobs from the Base/Job ID you enter in the Starting Base/Job ID field onward, leave this one blank. You can enter the ID manually, or click the browse button to select it from a list. To run the report for all jobs for the selected accounting period range, leave both the Starting and Ending Base/Job ID fields blank.

Report Currency – By default, your default Currency ID (entity currency) is inserted in this field. To change the currency to use for the report, from the drop-down list, select the currency to use.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Summary – To view a Summary report, rather than the default level of detail, select this check box. When you clear this check box, this report is generated with WIP Activity details. By default, this check box is selected.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Sequence – Select the sorting sequence for your report. This indicates the order that the details appear on the report output. Make your selection from either Product Code or Work Order ID.

3 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Printing Gross Profit Reports

You can output a request to print a Gross/Loss Profit Report from the Post Manufacturing Journal window to review the companies Gross Profit/Loss for a specified period.

1 From the Post Manufacturing Journals window, select **Reports**, **Gross Profit**.

2 Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

  Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

  End Date of Beginning Period – Enter or select a date within the period for which you want to start the range of gross profit activity. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

  End Date of Ending Period – Enter or select a date within the period for which you want to end the range of gross profit activity. Because this date applies to the entire accounting period, when you enter or select a date, the date is automatically adjusted to the last calendar date in the period. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

  When you enter a date and exit the fields, the dates are automatically adjusted to the end dates of the respective periods, and the associated Fiscal Periods are displayed below the dates.

- To print an advanced report, click the **Advanced** tab. Specify this information:

  Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

  Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

  Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3 Specify this information:

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the

tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Gross Profit Type – In the middle of the dialog box, you can select how you want to base your Gross Profit report. Make your selection from either Customer Order ID, Customer ID, Customer Name, Part ID, Product Code, or Commodity Code. Your selection of this option determines the range you can print, and affects the Starting and Ending ID fields below the options.

Starting Customer Order ID, Customer ID, Customer Name, Part ID, Product Code, or Commodity Code – To run the report for a range of Customer Order IDs, Customer IDs, Customer Names, Part IDs, Product Codes, or Commodity Codes, enter or select the ID or Code for the start of the range. To run the report for all codes/IDs up to and including the code/ID you enter in the Ending Customer Order IDs, Customer IDs, Customer Names, Part IDs, Product Codes, or Commodity Codes field, leave this one blank. You can enter the Code/ID manually, or click the browse button to select it from a list. To run the report for all codes/IDs for the selected accounting period range, leave both the Starting and Ending fields blank.

Ending Customer Order ID, Customer ID, Customer Name, Part ID, Product Code, or Commodity Code – To run the report for a range of Customer Order IDs, Customer IDs, Customer Names, Part IDs, Product Codes, or Commodity Codes, enter or select the code or ID for the end of the range. To run the report for all codes/IDs from the one you enter in the Starting Customer Order IDs, Customer IDs, Customer Names, Part IDs, Product Codes, or Commodity Codes field onward, leave this one blank. You can enter the code/ID manually, or click the browse button to select it from a list. To run the report for all codes/IDs for the selected accounting period range, leave both the Starting and Ending fields blank.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

Summary – To view a Summary report, rather than the default level of detail, select this check box. When you clear this check box, this report is generated with WIP Activity details. By default, this check box is selected.

Include Receivable Fees – If you have any additional fees that do not exist within VISUAL, that you have added to the Accounts Receivable Invoice, such as shipping or other administrative costs that are not line items on the order, and you want to include the fees on the Gross Profit report, select this check box. By default, this is not included in the Gross Profit calculations.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

4   To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Viewing Inventory Activity

You can output Inventory Activity information from the Post Manufacturing Journal window. This feature allows you to review inventory activities for an accounting period or a range of accounting periods.

1 From the Post Manufacturing Journals window, select **Info**, **Inventory Activity**.

2 Enter the appropriate information in the header portion of the Inventory Activity dialog box, as follows:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view inventory activity. If you are licensed to use a single site, this field is unavailable.

Part ID – Enter or select the ID for the Part whose activity you want to view. You can enter the Part ID manually, or you can click the browse button and select it from the Part Maintenance table. To move through the Part table, use the Previous and Next buttons to the right of the browse button.

Begin Date – Enter or select a date within the period you want to use for the beginning of your activity range. When you enter a date, the date is automatically adjusted to reflect the end date of the period in which your selected or entered date resides. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the date to use. By default, the last day of the current period is entered.

End Date – Enter or select a date within the period you want to use for the end of your activity range. When you enter a date, the date is automatically adjusted to reflect the end date of the period in which your selected or entered date resides. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the date to use. By default, the last day of the current period is entered.

3 When you exit the date range fields, the table is populated with the activity for the Part ID. The information that appears on the table varies, based on the options you select within the Presentation Mode and View Selection group boxes. Make the appropriate selections as follows:

Show Accumulated Balance – The balance for the selected Part ID for each of the periods within the specified range is accumulated and displayed.

Show Period Activity – All period activity for the selected Part ID during the specified period range is displayed by Transactions and Reference.

Show Begin / In / Out / End – The beginning and ending inventory balances are included for the selected Part ID for each period within the specified range of periods.

Display Quantities – When you select the Display Quantities check box, inventory level information is displayed, based on number of pieces. The information on the table varies, based on the Presentation Mode you select.

Display Total Costs – All total costs for the inventory are calculated and displayed. The inventory quantity is not displayed (unless you choose to view it), but only the value of the inventory. The information on the table varies, based on your Presentation Mode selection. When you select Display Total Costs, you cannot select Display Cost Components.

Display Cost Components – The cost of your inventory is broken out into its components, including Materials, Labor, Burden, and Services. When you select Display Cost Components, you cannot select Display Cost Totals. This information varies, based on your Presentation Mode selection.

Show Actual Distributions – Select this option to display the distribution amounts made in conjunction with each transaction.

4 The appropriate values are calculated when you make changes to your Presentation Mode and View Selection options, however, you can force values to **Calculate** for verification.

5 When you have reviewed the Inventory information, click **Close** to return to the Post Manufacturing Journals window.

Viewing WIP Activity

You can output Work In Process (WIP) Activity information from the Post Manufacturing Journal window to review your work in process activities to date.

1 From the Post Manufacturing Journals window, select **Info**, **WIP Activity**.

2 In the header portion of the WIP Activity dialog box, enter or select the appropriate information as follows:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view WIP activity. If you are licensed to use a single site, this field is unavailable.

Base ID – Enter or select the appropriate Base ID for which you want to view activity. You can enter the Base ID, Lot ID and Split ID manually, or you can click the browse button and select the Base ID. The Lot and Split IDs populate when you select a Base ID.

Lot ID – If you select a Base ID, the Lot ID is automatically populated. If you manually enter the Base ID, you must enter the appropriate Lot ID to view the details on the table.

Split ID – If you select a Base ID, the Split ID is automatically populated. If you manually entered the Base ID, you must also enter the appropriate Split ID.

Begin Date – Enter or select a date within the period you want to use for the beginning of your activity range. When you enter a date, the date is automatically adjusted to reflect the end date of the period in which your selected or entered date resides. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the date to use. By default, the last day of the current period is entered.

End Date – Enter or select a date within the period you want to use for the end of your activity range. When you enter a date, the date is automatically adjusted to reflect the end date of the period in which your selected or entered date resides. You can enter the date manually, in Windows system format, or you can click the **Calendar** button and select the date to use. By default, the last day of the current period is entered.

3 When you exit the date range fields, the table is populated with the activity for the Base/Lot/Split ID. The information that appears on the table varies, based on the options you select within the Presentation Mode and View Selection group boxes. Make the appropriate selections as follows:

Show Accumulated Balance – The balance for the selected Base/Lot/Split ID is accumulated and displayed for each of the periods within the specified range.

Show Period Activity – All period activity is displayed for the selected Base/Lot/Split ID during the specified period range by Account ID.

Show Begin / In / Out / End – The beginning and ending inventory balances are included for the selected Base/Lot/Split ID for each period within the specified range of periods. When you select this option, the View Selection group box selections are not available.

Display Issues – To view the WIP cost details related to Issues for the work order, select this check box.

Display Receipts – To view the WIP cost details related to Receipts for the work order, select this check box.

Display Both Costs – To view the total WIP cost details for the work order, select this check box.

4 The appropriate values are calculated when you make changes to your Presentation Mode and View Selection options, however, you can force to **Calculate** the values for verification.

5 When you have reviewed the WIP information, click **Close** to return to the Post Manufacturing Journals window.

Chapter 6: Post Financial Journals

Use Post Financial Journals to post financial transactions to the General Ledger without opening the application where the transaction was created.

This chapter includes:

Introducing Post Financial Journals

When you create a financial transaction in VISUAL Financials, you can post the transaction to the General Ledger directly from the application where you create it. For example, you can post accounts payable invoices from the A/P Invoice application. If you prefer to post financial transactions from a centralized location, use the Post Financial Journals application.

In Post Financial Journals, you can post a particular type of journal, such as Accounts Payable Invoices, or all financial journals.

To help identify the type of journal in the batch, a three-character batch type is assigned. This code is displayed on journal audit trail reports and on the G/L Transaction Entry window when you display the posted batch. These batch types are used:

- **BAJ** – Bank Adjustments
- **APC** – Cash Disbursements
- **API** – Payable Invoices
- **ARC** – Cash Receipts
- **ARI** – Receivable Invoices
- **GJ** – General Journal Entries
- **RVJ** – Account Revaluations

After the journals are created, you can view a report about the journals before posting them to the General Ledger.

Settings that Affect Post Financial Journals

These settings affect the functionality of the Post Financial Journals window:

- **Create Financial Batches with Only One Transaction check box in Accounting Entity Maintenance.** If this check box is selected, then one batch is created for each transaction that is posted.

- **PostAllWithBlankDate preference in Preferences Maintenance.** When you enable this preference, all unposted transactions are posted when you leave the Batch Date field blank. The transactions are posted in the accounting period in which they were created.

Specifying the Financial Batch Setting in Accounting Entity Maintenance

1   Select **Admin**, **Accounting Entity Maintenance**.

2   In the Entity ID field, specify the entity for which you are specifying the financial batch setting.

3   Click the **Defaults** tab.

4   To create one batch per transaction when you post financial transactions to the general ledger, select the **Create Financial Batches with Only One Transaction** check box. If you post multiple transactions to the general ledger at the same time, a batch is created for each transaction. Clear this check box to create one batch for all transactions in the posting.

5   Click **Save**.

Specifying the PostAllWithBlankDate Preference

1   Select **Admin**, **Preferences Maintenance**.

2   Click **Insert**.

3   Specify this information:

Section – Specify **PostFinancialJournals**.

Entry – Specify **PostAllWithBlankDate**.

Setting – Specify **Y** to post all unposted transactions are posted when the Batch Date field is left blank. The transactions are posted in the accounting period in which they were created. Specify **N** to require a batch date. Transactions that were created during the batch date's accounting period are posted.

4   Click **Save**.

Posting Financial Journals

When you post financial journals, you update the account information and balances within the General Ledger.

1 Select **Ledger**, **Post Financial Journals**.

2 Specify this information:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are posting financial journals. If you are licensed to use a single site, this field is unavailable.

Batch Date – Specify the date for the batch. The date that you specify determines the accounting period that will be processed. Transactions that were created during the same accounting period as the date that you specify are prepared for posting.

Depending on the preferences that have been specified in Preferences Maintenance, you may also leave this field blank. Leave the field blank to post all unposted transactions. The transactions are posted in the accounting period in which they were created. If you are allowed to leave the Batch Date blank, this message is displayed next to the Batch Date field: "If Batch Date is left blank, ALL unposted transactions will be posted."

Current User Only – To post only the transactions that you created, select this check box. To post all transactions of the journal type that you select, clear the check box.

3 Specify the journals to post:

- To post all journals, click **Post All** toolbar button.
- To post a single type of journal, click the journal type and then click the **Save** toolbar button.

4 If you posted all journal types, a dialog is displayed that lists the number of transactions posted for each type.

If you posted a single journal type, you can optionally preview the batch before it is posted to the General Ledger.

To view the postings, click Yes in the dialog that is displayed. Click **Ok** to print the report. After you view the report, click **Close**. Then, click **Yes** to post the transactions to the General Ledger.

If the **Create Financial Batches with Only One Transaction** check box in Accounting Entity Maintenance has been selected, then one batch for each transaction is created. If the check box has been cleared, then one batch is created for all transactions.

Editing Batch Descriptions

After you post a batch, you can edit its description.

1 Select **Ledger**, **Post Financial Journals**.

2 Click the **Batch ID** browse button and select the batch whose description you want to edit.

3 Edit the description.

4 Click **Save**.

Printing Financial G/L Transactions

You can output the G/L Transaction Report from the Post Financials Journal window to review posted transactions or unposted transactions.

1 Start the Post Financial Journals window.

2 Select **Reports**, **G/L Transactions**.

3 Complete one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

   Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

   By Accounting Period – To base your report on Accounting Periods, select this option. When you select this option, the End Date of Acct Period, and Site ID fields are activated.

   End of Date Acct Period – Enter or select a date that falls within the Accounting Period whose transactions you want to view. You can enter the date manually, in Windows system format, or you can click the Calendar button and select the appropriate date from the pop-up calendar. The end date of the period is automatically determined. By default, the end date of the current accounting period is inserted.

   Fiscal Period – When you enter or select a valid date within an existing Accounting period, the name of the fiscal period is inserted in the space below the End Date of Acct Period field.

   By Batch Number – To base your report on Batches, select this option. When you select this option, the date when the transaction occurred does not matter, only the Batch ID itself. This option activates the Starting Batch ID, Ending Batch ID, and Report Currency fields.

   Starting/Ending Batch ID – When you select By Batch ID, these fields are activated. Enter or select the beginning and ending Batch IDs to use for your report range. You can enter the Batch IDs manually or select them from their respective browse lists. To print all batches, leave both fields blank. To print all batches up to and including a specific batch, leave the Starting Batch ID blank. To print all batches from a specific batch onward, leave the Ending Batch ID blank.

- To print an advanced report, select the click the **By Account Period** option, then click the **Advanced** tab. Specify this information:

   Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

   Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

   Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

4 Specify this information:

   Journal Type – Click the type of journal to view in the report.

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Current User Only – If you only want to view transactions that you posted, select this check box. If you clear this check box, all transactions that match the Print Selection criteria are output.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Sequence – Select the sorting sequence for your report. This indicates the order that the details appear on the report output. Make your selection from: G/L Account ID; Transaction ID then G/L Account ID; Batch ID then G/L Account ID; or Batch ID then Transaction ID.

Transactions – If you select a Print Selection of By Accounting Period, select whether you want to Print Unposted Transactions or Print Posted Transactions. If you run the report by Batch Number, only Posted Transactions appear on the report.

5 To output your report to the selected location, click **OK**.

Chapter 7: Consolidation

The Consolidation process involves combining financial information for output on financial statement reports. Within VISUAL, the consolidation process uses two areas: Multi-currency and support of possible dissimilar Chart of Accounts (COA) structures between subsidiary and parent organizations. The Consolidation window allows subsidiary organizations to generate consolidation entries that you can electronically pass to the parent organization to use in consolidated reporting.

This chapter includes:

Introducing Consolidation

If your organization has a multi-national presence, you can use multi-currency consolidation for reporting purposes. Because distributed manufacturing organizations can spend a significant amount of time consolidating financial information for financial statements for public and/or private use, all required reporting and/or consolidating currencies are tracked. This includes, but is not limited to the Euro currency. When you use this process, you remove the conversion aspects of restating subsidiary general ledgers to report to consolidated financial statements.

Use of the "tracking" currency feature effectively removes the need to translate foreign currency consolidations. This is done through the capture and preservation of historical currency values at their inception. This feature maintains databases with varying system currencies, but also allows you to consolidate to a parent organization's financial reporting currency.

Along with the support of multiple system currencies, multiple account structures can also be supported in VISUAL. Subsidiary companies can map differing local COAs to the account structure of the parent organization. After completing all account mapping steps, subsidiary organizations can generate consolidation entries to pass the information to the parent company for consolidated reporting. When the parent organization receives the file(s), they can import the entries and perform any additional, necessary revaluation.

Support for Dissimilar (unlike) Chart of Accounts

When you consolidate multi-company financial statements, you may encounter instances when the subsidiary company's chart of accounts does not support the COA of the parent company. Often, parent companies mandate that any subsidiary company use the COA structure of the parent company. Typically, however, the subsidiary company has some leeway with their local account structure. In some countries, such as France, the COA structure resides outside the control of the organization; government mandates the COA for companies to use.

You can convert an individualized chart of accounts from your local structure to your parent-level reporting structure. To do so, use the Consolidation window.

Support for Dissimilar (unlike) System Currencies

A tracking currency function is included in Financials, which provides you with the ability to preserve all transactions in both your functional and statutory reporting currencies. For example, ParentOrg, Inc. resides within the United States, and must report all financial information in US Dollars. However, ParentOrg has subsidiary companies in Canada, England, Japan, and France. Transactions in the subsidiary companies all take place in their local currencies. Prior to reporting financial information to ParentOrg in accordance with FAS52, the companies must translate their foreign currency transaction to US dollars. The tracking currency feature captures the local currency as well as the US dollar equivalent, based on the exchange rate on the date of the transaction. By doing this, regulatory compliance is exceeded in VISUAL by the capturing and preserving of historical currency values in any reporting currency. For additional information on tracking currencies, refer to "Adding Currencies" on page 6–5.

Consolidation Process

Consolidation requires you to map a subsidiary chart of accounts to a parent level chart of accounts. You must perform this step, even if the parent chart of accounts is identical to the subsidiary chart of accounts. This process is automated for you. The parent organization is also allowed to export the account structure to a text file, and the subsidiary unit can take that file and import it for the purpose of

creating the required map of the local account structure to the parent structure. Use the Consolidation window to create the actual map. The map is a one-to-one relationship of the local (subsidiary) account to the parent (consolidating) account. You must create this relationship the first time you create a consolidation map, but after its creation, you can use it repeatedly. You may need to perform ongoing maintenance, however, if account structures change, as dictated by the parent or subsidiary unit.

Creating a Consolidation ID for the First Time or Creating a New Consolidation ID

• Parent exports COA to send to subsidiary unit

• Subsidiary imports the parent's COA

• Map local subsidiary COA to parent COA (This is required.)

Ongoing Maintenance

• Perform Account Maintenance on Parents COA, if necessary.

• Test Allocation

Preparing the Entry

• Subsidiary Export of Consolidation Entry

• Name the File

   The file is saved as a text file that contains the Account ID, Site ID, and balance for every currency in the period range exported. The parent decides, during import, which currency values they want to import. At a minimum, you must import the subsidiary system and parent consolidation currency.

• Transfer the file to the parent company for upload

   The parent company uploads the entry from the General Journal Entry window: **File**, **Generate Consolidation Entries**.

Starting the Consolidation Window

The Consolidation window performs two primary functions: Map subsidiary account structures to the parent organization's account structure; and generate the consolidation entry required to electronically pass to the parent organization. The parent organization then uses these files to upload consolidation entries to the General Journal Entry window. After you consolidate your entries, you can generate consolidated financial reports to print or view.

Before you can generate consolidations, you must configure VISUAL to support the account structures for both the subsidiary and parent organizations. To do this, you must import the parent's chart of accounts into the subsidiary's database, then build the consolidation account mapping. The export of the parent company's chart of accounts as well as the subsequent import to the subsidiary database are handled in VISUAL. Use the menu options described in this chapter to perform each of these activities.

To open the Consolidation window, and map subsidiary accounts to parent accounts, from the main menu, select **Ledger**, **Consolidation**.

Auto Numbering for Consolidations

Before you begin your Consolidation process, use the Automatic Numbering function to set up Consolidation IDs. This dramatically reduces keystrokes and confusion. While Infor advises you to set up Auto Numbering when you set up your system, you can enable it at any time.

If you have already entered Consolidation records without enabling auto numbering, and want to use auto-numbering, you can set it up. You cannot use duplicate numbers within Financials. If you try to assign a duplicate number, a warning message is generated and you are prompted to provide a different number.

1 From the Consolidation window, select Edit, Auto Numbering for Consolidation.

2 On the Automatic Numbering dialog box, enter the appropriate information as follows:

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are setting up auto numbering. If you are licensed to use a single site, this field is unavailable.

Next Sequential Number – If you have already worked with consolidations, and want to continue the same numbering scheme, enter the next number in the sequence.

Alphanumeric Prefix – If you want any characters to appear before the Consolidation ID, enter them here. You can enter up to 4 alphanumeric characters. For example, you may want to prefix your Consolidation IDs with CON- to represent Consolidations.

Alphanumeric Suffix – Similar to the prefix, if you want any characters to follow the Consolidation ID, enter them here. You can enter up to 4 alphanumeric characters. For example, you may want to add the year to the Consolidation ID.

Number of Decimal Digits – In the Number of Decimal Digits field, enter the total length you want to use for the current ID. This does not include any prefix or suffix values. This is the maximum number of digits your Consolidations IDs may be.

Show Leading Zeroes – If you want "leading zeroes" to appear in the Consolidation ID, select this check box. Leading zeroes take into account the length of the Next Sequential Number and the number of decimal digits values, and adds zeroes before the ID to force it to the total number of decimal digits in length. In the example above, the next Consolidation ID would be CON-00002-08.

3 To save your automatic numbering settings, click the **Save** button. This closes the Automatic Numbering dialog box. To exit the Automatic Numbering dialog box without saving any changes, click **Cancel**.

Exporting Parent Chart of Accounts

Before you can map a subsidiary account to the parent's chart of accounts structure, you must export the parent chart of accounts. This enables the subsidiary company to be supplied with the account structure that the parent company uses during consolidation entry generation.

1   From the Consolidation window, select **File**, **Parent Export of Chart of Accounts**.

A File Save As dialog box appears.

By default, the application directory is inserted into the Save In drop-down list. For additional information on using the Windows Save As dialog, refer to your Windows documentation.

2   In the File Name field, enter the name of the file you want to use for the Parent COA export. To overwrite an existing file, select it on the File Save As dialog box.

3   To export the chart of accounts and save it to the specified file name, click **Save**. To exit the dialog box without exporting the chart of accounts, click **Cancel**.

Subsidiary Importing the Parent's Chart of Accounts

To import the parent account structure into your own database for use in the consolidation map, use the Consolidation function's Subsidiary Import of Parent Chart of Accounts.

1   From the Consolidation window's File menu, select **Subsidiary Import of Parent's Chart of Accounts**.

A windows File Open dialog box appears.

By default, the application directory is inserted into the Look In drop-down list. For additional information on using the Windows File Open dialog, refer to your Windows documentation.

2   In the File Name field, enter the name of the file you want to use for the Parent COA to import. You can enter the file name manually, although, to eliminate errors in file names, it may be easier to click the file name in the directory in which you have saved the Parent COA.

3   To import the chart of accounts into your current database, click **Open**. To exit the dialog box without importing the chart of accounts, click **Cancel**.

Editing Accounts

Maintaining Parent Chart of Accounts

You may need to modify the parent account structure to support variations in the consolidation map. Rather than generating a new consolidation map each time you make a change to the map, you can modify the Parent Chart of Accounts structure using the Consolidation function.

To make changes to the Parent COA:

1 From the Consolidation window's Maintain menu, select **Parent's Chart of Accounts**.

2 To edit (Insert or Delete) rows on the Parent Account Maintenance table, use the buttons below the table to either Insert or Delete a row. To remove a row from the table, you must click the row, then click **Delete**. If you click **Insert**, a new row appears at the bottom of the table.

The deletion is not committed to the database until you save the Parent Account Maintenance changes.

3 When you insert a row, to view a list of all available accounts available in the Parent's general ledger, double-click the browse button in the Parent Account column header.

   a On the Parent G/L Accounts dialog box that appears, you can view specific account types only. Use the check boxes to view specific account types. By default, all account types appear.

   b To select an Account ID to add to the Parent Chart of Accounts, either double-click an Account ID or click an Account ID and then click **OK**. To exit the Parent G/L Accounts table without making a selection, click **Cancel**.

Alternately, you can enter the Account ID manually.

4 To commit any changes to the Parent Account to the database, click **Save**. To exit the Parent Account Maintenance dialog box without saving changes, click **Close**. To remove all accounts from the table, click the **Clear** button. To delete the entire Parent COA, click **Delete All**.

If you click Delete All, a message box appears, which prompts you to confirm the deletion of the Parent COA.

> **Caution:** If you close the Parent Account Maintenance dialog box prior to saving your changes, all changes you made to your Parent Account are discarded.

Building the Consolidation Account Map

After you import the chart of accounts from your parent organization, you can link your chart of accounts to your parent company's chart.

Note: You can use each consolidation map you create to generate a consolidation entry. Typically, organizations only require a single map, however, you can create an unlimited number of maps to suit your needs.

There are several ways to use to map local accounts to your Parent (holding) company's account.

• Link 100% of a subsidiary summary account to a parent posting level account.

• Link 100% of a Subsidiary posting level account to a parent posting level account.

• Link an allocated percentage of a subsidiary summary level account to a parent posting level account (prior to generation 100% allocation is required).

• Link an allocated percentage of a subsidiary posting level account to a parent posting level account (prior to generation 100% allocation is required).

Infor recommends that you base consolidations from the local to holing accounts on a one-to-one map. For each account, you can allocate up to 100%. When you generate allocations, you must map 100% of the local accounts to one or more parent accounts.

Mapping the Accounts

After you complete the import into the subsidiary account, you can proceed to the construction of the account map. You can use two methods to define the account map; either by a line-by-line entry, or you can click the **Load Chart of Accounts** button.

> **Caution:** If you import any accounts to a summary level account, the import entry will fail. You must link all consolidation entries to posting level accounts within the Parent database.

Defining Account Maps – Line-by-Line Entries

1 On the Consolidation window, click the **Insert** toolbar button.

The next available line on the table becomes active.

2 Enter the appropriate information on the table as follows:

Allocation Percent – Enter the percentage of the local account you want to map to the parent account. To map the entire account to the parent, enter a value of 100.

From Local Account – In the From Local Account column, enter the subsidiary account you want to map to the parent. You can enter the Account ID manually, or you can double-click the browse button in the column header and select the appropriate Account ID from the Account table.

Local Acct Description – When you enter or select a valid Account ID and exit the From Local Account cell, the associated Account Description appears in the Local Acct Description column. This information comes from the Account table.

To Parent – In the To Parent column, enter the holding (Parent) account you want to receive the Allocation Percent from the Local Account. You can enter the Account ID manually, or you can double-click the browse button in the column header and select the appropriate Account ID from the Account table.

Parent Acct Description – When you enter or select a valid Account ID and exit the To Parent cell, the associated Account Description appears in the Parent Acct Description column. This information comes from the Account table.

3 In the header portion of the Consolidation window, enter the appropriate information as follows:

Consolidation ID – To manually number your consolidation map, enter an identification code in the Consolidation ID field. If you have enabled automatic numbering, leave this field blank. When you save the Consolidation map, the next Consolidation ID is automatically inserted in this field.

Description – Enter a brief description to help you identify the consolidation map.

4 To commit your consolidation map to the database, click the **Save** toolbar button. If you have enabled and configured automatic numbering, the Consolidation ID is inserted just prior to saving the record.

Defining Account Maps – Load Chart of Accounts

When you use the Load Chart of Accounts function, posting level accounts are mapped from the subsidiary database to posting level accounts in the parent. This option causes the number of lines required to support each posting level account to be built within the subsidiary's database.

1 On the Consolidation window, click the **Load Chart of Accounts** toolbar button, or from the File menu, select **Load Chart of Accounts**.

The local chart of account structure appears on the table, and the associated Local Account Descriptions also appear.

2 On the table, enter the following information:

Allocation Percent – Enter the percentage of the local account you want to map to the parent account. To map the entire account to the parent, enter a value of 100.

To Parent – In the To Parent column, enter the holding (Parent) account you want to receive the Allocation Percent from the Local Account. You can enter the Account ID manually, or you can double-click the browse button in the column header and select the appropriate Account ID from the Account table.

Parent Acct Description – When you enter or select a valid Account ID and exit the To Parent cell, the associated Account Description appears in the Parent Acct Description column. This information comes from the Account table.

3 In the header portion of the Consolidation window, enter the appropriate information as follows:

Consolidation ID – To manually number your consolidation map, enter an identification code in the Consolidation ID field. If you have enabled automatic numbering, leave this field blank. When you save the Consolidation map, the next Consolidation ID is automatically inserted in this field.

Description – Enter a brief description to help you identify the consolidation map.

4 To commit your consolidation map to the database, click the **Save** toolbar button. If you have enabled and configured automatic numbering, the Consolidation ID is inserted just prior to saving the record.

Testing Allocations

You must map all subsidiary posting level accounts to parent posting level accounts. As mentioned in "Building the Consolidation Account Map" on page 7–6, you can use multiple ways to link these accounts.

After you build the map, before you try to consolidate your accounts, it is a good idea to test whether the consolidation will work, or if there are any errors. Use the Test Equality of Allocation feature to ensure that 100% of the subsidiary posting level accounts have been properly mapped to the parent account structure.

On the Consolidation window, with the appropriate consolidation map populated, either click the **Test Allocation for Equality** button or from the File menu, select **Test Equality of Allocation**.

The Allocation Errors dialog box appears, with a list of all errors.

In the Allocation Errors dialog box, the subsidiary Account ID, its description, and the total percentage of the account that has been allocated are displayed. When all subsidiary posting level accounts allocate to a corresponding parent account without any errors, an Account Validation Successful message box is displayed.

Subsidiary Export of Consolidation Entry

After you have properly defined an account map, you can generate a consolidation entry.

1 From the Consolidation window's File menu, select **Subsidiary Export of Consolidation Entry**.

2 In the Subsidiary Export of Consolidation Entry dialog box, enter or select the appropriate settings as follows:

Consolidation ID – Enter or select the Consolidation ID that you want to export to the parent account. You can enter the Consolidation ID manually, or click the browse button to select it from a list. When you select a Consolidation ID, you can move forward or back through the list. Simply click the **Previous** and **Next** buttons to the left of the field.

Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to export consolidation entries. If you are licensed to use a single site, this field is unavailable.

Beginning Accounting Period – In the Beginning Accounting Period field, enter a date within the accounting period you want to use as the start of your export range. You can enter the date manually in Windows system format, or you can select it from the pop-up calendar that appears when you click the **Calendar** button. To use all dates up to and including the Ending Accounting Period, leave this field blank. When you enter a date within an accounting period, the name of the Fiscal Period is automatically populated below the field.

Ending Accounting Period – In the Ending Accounting Period field, enter a date within the accounting period that you want to use as the end of the export range. You can enter the date manually in Windows system format, or you can select it from the pop-up calendar that appears when you click the **Calendar** button. To use all dates from the Beginning Accounting Period onward, leave this field blank. When you enter a date within an accounting period, the name of the Fiscal Period is automatically populated below the field.

3 To generate the Subsidiary Export file, click **Create**.

When you click Create, the File Name Used is automatically determined, the allocation test is performed to ensure that all posting level subsidiary accounts export to a parent account in the consolidation entry. If the allocation check does not encounter any errors, a File Save As dialog box appears and prompts you for a file name. If any errors arise, the generate option fails, and you must correct the errors before you can export the file.

After you name the file, you can send the export to your parent organization, and they can proceed with consolidated financial reporting.

To run another Subsidiary export, click **Clear** and repeat steps 2 and 3. To discard all your entries on the dialog box, click **Cancel**. To exit the dialog box, click **Close**.

Importing the Consolidation Entry into the General Journal

To upload any consolidations from subsidiary accounts, use the General Journal Entry window.

1 From the main menu, select **Ledger**, **General Journal Entry**.

2 From the General Journal Entry window's File menu, select **Generate Consolidation Entries**.

3 On the File Open dialog box, select the consolidation file name you want to import. Exported consolidation files have an extension of .txt, which should appear, by default, in the Files of Type drop-down list.

The Parent Import of Consolidated Accounts dialog box appears.

The Site ID, Beginning Period date, the Ending Period date, and the File Created On date are populated. The information populates from the date stamp on the consolidation file sent from the subsidiary.

The currency import information is based on all currencies supplied from the subsidiary and parent databases. The subsidiary database entity currency automatically defaults as the native currency to import.

You should NOT change this setting.

The parent company's entity currency defaults to automatically import.

In addition, you can selectively choose to import additional currencies from the subsidiary by marking the currencies to import.

4 Select the Amounts to import from the Amounts group box.

You can select either Activity in Period or Inception to Date (Balances), as follows:

Activity in Period - Select this option to post the net change in the subsidiary's accounts that occurred during the date duration of the created file. This is the default option as it only records the net change in the subsidiary's general ledger over a specific period of time.

Inception to Date (Balances) - Select this option to record the period to date balances from the subsidiary. Using this option replaces all prior balances to the currency subsidiary's balances as of the period end date of the file.

Note: Use the Inception to Date option with care and ONLY for the first consolidated import run. Use the activity and period option from that point forward.

5   To create the consolidation import entry, click **Save**.

You are returned to the General Journal Entry window.

6   To commit the import to your database, on the General Journal Entry window, click the **Save** toolbar button. Until you click Save, no information is committed to the database.

7   Post to the General Ledger from General Journal Entry window.

For information on Posting to the General Ledger, refer to "Posting to the General Ledger" on page 3–9.

Chapter 8: Revaluation

The necessary functionality to conform to reporting agency regulations is incorporated into Financials. When you deal with multi-national financials, you must also work with foreign currency trial balances, and revalue them to the reporting currency of the foreign organization.

This chapter includes:

Introducing Revaluation

International currency rates fluctuate on a daily basis. Revaluation is the process you use to assess and reset currency balances to reflect your company's true currency exposure. If you perform international transactions, you must perform revaluations.

A typical revaluation sequence involves revaluing your monetary asset accounts and most of your liability accounts to the spot rate of a currency. Currency *spot rate* is the conversion factor or value of a currency on any given day.

Currency revaluation, in relation to subsidiary accounts within Accounts Receivable and Accounts Payable, only affects accounts that have an open balance. Revaluation never affects fully settled transactions, which always hold the exchange rate that applied at the time of posting. Revaluation adjusts the balance of non-local transactions to the local (and/or functional) currency based on spot rates while the transactions remain open. When you receive payments, the rate of the foreign

currency on the receipt date is compared to the original rate, then the currency exchange gains and losses are determined. All zero-value transactions are compared, and any remaining currency values are appropriately adjusts out during the revaluation process.

Exchange Gains & Losses

You can segregate gains and losses that result from movements and exchange rates over time. You can use Financials to capture realized and unrealized gains and losses into separate accounts. This enables you to ascertain the effects of currency gains and losses in actuality from those resulting from reporting requirements. This is achieved in one of two ways: through Currency Maintenance, using a primary override by Currency ID; or through the General Ledger Account Interface table.

All realized gains and losses result when you apply payment/receipt transactions to open invoices. Any unrealized gains and losses come from the re-measurement of the reporting currency that comes from the General Ledger.

The realized exchange gain/loss account holds the effects of differences in exchange rates from the date of the invoice to the date of the payment/receipt. Unrealized gains and losses result from fluctuations in exchange rates from month to month, which affect the General Ledger and ultimately wash through the exchange gain/loss account(s). Generally Accepted Accounting Principles (GAAP) require this treatment of gain/loss accounts.

Unrealized gains and losses occur from the General Ledger effects you apply to measurement of non-local currency transactions or values to the local currency's General Ledger. Alternately, they may result from the re-measurement of financial statements in the international currency to the functional (system) currency.

Determining Revaluation

A combination of the account balance and the unapplied transactions are used to determine if revaluation is necessary. In order to properly adjust a company's books to the correct local and reporting currency values, the following items require revaluation:

• Any A/R and A/P transactions denominated outside the customer/vendor's normal currency.

• Customer/vendor bank balances denominated in a currency other than their local country currency.

• Reporting currency consolidations in currencies outside the local country currency.

Note: All Euro participating countries must compare all transactions to the Euro value prior to converting any existing local currencies (triangulation). For Euro participant countries, the Euro balance is held as dominant; in other words, balances are measured against the Euro, rather than the country's legacy currency.

Revaluation Methods

Accounting regulations (FASB 52 and IAS 21) require two different set of rules for revaluation. Some currency exchange rate gains and losses affect income statements of an enterprise. These adjustments occur when you adjust current monetary assets and liabilities to the local currency or a company's functional reporting currency. Other currency exchange rate gains and losses affect the shareholders' equity section of an enterprise's balance sheet. These types of revaluations occur when an organization translates the financial statements of foreign operations to their reporting currency.

FASB-52 and IAS 21 regulations use the following steps during the translation process:

1   Remeasure all open foreign transactions to the local currency.

2   Remeasure all foreign currency account balances to the local currency.

3   Remeasure all local currency balances to the functional reporting currency, if different.

Note: The tracking currency is heavily relied upon for automatic revaluation that occurs in step 3. The automatic revaluation option uses the Currency Maintenance function, and records ALL transactions within the database in the local and functional reporting currencies as translated on the system date when the transaction occurred. Historically, accounting regulations recommend that all income statement accounts other than depreciation accounts be revalued at the average exchange rate at the close of each reporting period. The reason for this historical method is that prior to new technology, it was impractical to capture all exchange rate values at the time the transaction occurred. What was once impractical has been made into a functional reality in Financials. Within VISUAL, you do not need to revalue income and expense accounts, but you still have the option to do so. It may be more practical for your operation to use the average rate.

Revaluation Sequence Examples

Below are examples of revaluation where transactions exist outside of the local currency and/or the customer/vendor currency balances.

Transactions denominated in Account Currency (Customer/Vendor)

1   On October 1, 2004, Majestic Manufacturing Company, a US based company, sold on-account inventory parts for 100 francs to the French Company located in Paris, France.

The exchange rate on that day was 1.35 dollars to the Euro.

Entry	US Dollars	Euros
A/R (French)	135.00 DR	100 DR
Sales	135.00 CR	100 CR

2   On October 31, 2004, the exchange rate increased to 1.37 dollars to the Euro.

Entry	US Dollars	Euros
A/R (French	2.00 DR	(no entry)

Entry	US Dollars	Euros
Gain/Loss	2.00 CR	(no entry)

3 On November 5, 2004, Majestic Manufacturing received a payment of 100 Euros. The exchange rate on that day was 1.33.

Entry	US Dollars	Euros
Cash	133.00 DR	100 DR
A/R (French)	135.00 CR	100 CR
Gain/Loss	2.00 CR	

4 The customer has entirely relieved their obligation by paying the Euro amount of 100 EU. However, a US balance still exists in the Customer's account. This balance merely reflects currency movement over a period of time. In this case, it is necessary to write off the remaining US dollar balance of (2.00).

Entry	US Dollars	Euros
A/R (French)	2.00 CR	(no entry)
Gain/Loss	2.00 DR	100 CR

This scenario holds true for vendor as well as customer accounts. A movement in daily exchange rates affect accounts of this nature, even though it is adjusted on a monthly basis for financial statement purposes.

Transactions denominated in a Currency other than the Account (Customer or Vendor)

Any transactions that are outside the "normal subsidiary's account currency" requires that you revalue the Customer or Vendor account, based on the fluctuation of the exchange rate for those transactions. Because exchange rates change so frequently, values change from month to month in the account currency, and so you must revalue them to properly reflect currency exchange rates. Similarly, if you change account currency, you must adjust all other "tracking" currency values. The transaction currency is understood to be the lowest level of importance within the system, and therefore all values above it are derived from revaluation.

Examine the following scenario:

1 On October 1, 2005, Majestic Manufacturing, LLC., a UK based subsidiary of a US company sold, on-account, inventory parts to the French Company located in Paris, France for 100 Pounds Sterling. The customer account is denominated in Euros. The Vendor currency is Pounds Sterling. The tracking currency is US Dollars.

The exchange rate on that day was 1 Pound Sterling to 1.30 Euro and 1 Pound Sterling to 1.75 US Dollar (rounded to the nearest whole cent). Revert to entity currency to derive the account currency.

Entry	US Dollars	Euros	Pounds Sterling
A/R	175 DR	130 DR	100 DR
Sales	175 CR	130 CR	100 CR

2 On October 31, 2005, the exchange rate changed to 1.38 Euro/Pound Sterling and 1.67 US Dollar/Pound Sterling. Revert to entity currency to derive the account currency.

Entry	US Dollars	Euros	Pounds Sterling
A/R	8 CR	8 DR	
Gain/Loss	8 DR	8 CR	

3 On November 5, 2005, Majestic Manufacturing received payment of 100 Pounds Sterling. The exchange rate was 1.32 Euros and 1.71 Pounds Sterling respectively on that day. Revert to entity currency to derive the account currency.

Entry	US Dollars	Euros	Pounds Sterling
Cash	171 DR	132 DR	100 DR
A/R	175 CR	130 CR	100 CR
Gain/Loss	4 DR	2 CR	

4 The customer has entirely relieved their obligation by paying the UK amount of 100 Pounds Sterling. However, US Dollar (tracking) and Euro (Customer/Account) currency balances still exist as well as a Customer account balance. This balance merely reflects currency movement over a period of time. It is necessary to write off the remaining US dollar and Euro balances.

Entry	US Dollars	Euros	Pounds Sterling
A/R	8 DR	8 CR	
Gain/Loss	8 CR	8 DR	

The entry needs to write-off remaining currency balances.

Using "T" accounts, you can determine the necessary revaluation. After step 3, the account in this case does not have any open (unapplied) transactions and should be at zero for all currencies. When you sum the balances, you can see that this is not the case.

You need to write-off the exchange difference because there are no open transactions to revalue and there is a credit balance remaining in the receivable subsidiary account. Entry 4 provides the write-off and displays the remaining balance in the exchange gain or loss account. Note that the exchange account needs to hold multiple currency balances.

Revaluation Requirements

Before you revalue your accounts, you must first establish which accounts within the G/L are subject to revaluation. Typically, you assign monetary assets and most liability accounts as eligible for revaluation. You can revalue most income statement accounts as well, though it is not necessary to do so.

Within the General Ledger, you can set any account to be subject to revaluation. Simply enable the **Revalue** flag within the Accounting Window.

During the revaluation process, you can determine which accounts you want to include, using the following possible options:

* *ALL* Accounts
* Specific Account(s)
* Account Groups

Balance sheet accounts that are subject to revaluation are always converted, using the spot rate. Conversion of income statements occurs at the average rate for the reporting period.

Re-measurement of Remaining Assets, Liabilities, and Stockholder's Equity

All assets, liabilities, and shareholder equity accounts, are remeasured based on the currency exchanges, as follows:

* Remeasure accounts based on past purchase exchanges (historical or acquisition cost) at historical exchange rates.
* Remeasure accounts based on current purchase or sale, and future exchanges at the current exchange rate.
* Remeasure revenue and expense transactions at the average exchange rate for the period. The exception to this rule is that expenses related to assets and liabilities are remeasured at historical exchange rates. For example, depreciation and amortization are remeasured at historical exchange rates - using the rate that existed at the time the underlying asset was acquired.

The following is a list of assets, liabilities, and stockholders' equity items and their corresponding re-measurement rates under FAS-52:

Re-measurement Rates	Current	Historical
Cash (in almost all forms)	X	
Marketable securities—at cost		X
Marketable securities—at market	X	
Accounts and notes receivable	X	
Allowance for receivables		X
Inventories (FG) - at cost		X

Re-measurement Rates	Current	Historical
Inventories (FG) - at market, net realizable value, selling price	X	
Inventories—under fixed contract price	X	
Prepaid expenses		X
Refundable deposits	X	
Advances to subsidiaries	X	
Fixed assets		X
Accumulated depreciation		X
Cash surrender value - life insurance	X	
Intangible assets (all)		X
Accounts and notes payable	X	
Accrued expenses	X	
Accrued losses on firm commitments	X	
Taxes payable	X	
All long-term liabilities	X	
Unamortized premium or discounts on long-term liabilities	X	
Obligations under warranties	X	
Deferred income		X
Capital stock		X
Retained earnings		X
Minority interests		X

The average currency exchange rate is used for the period when revenue and expenses that are not related to any balance sheet items are remeasured. You may want to use a daily, weekly, monthly, or even quarterly basis for the average exchange rate, or you may want to use a weighted-average rate for the period. Weighted-average rates may result in a more meaningful conversion. Remeasurement of revenue and expense items that are related to a balance sheet account (such as deferred income, depreciation, and beginning and ending inventories) uses the same exchange rate as the related balance sheet items.

Starting Currency Revaluation

Use the Currency Revaluation feature of Financials to activate the automatic process of assessing and resetting currency balances. When you work in international settings, and foreign currencies apply to your business, exchange rates fluctuate on a daily basis. Revaluation allows your company to determine its true purchasing power; money you hold, debts you owe, and amounts you expect to receive.

From the main menu, select **Ledger**, **Revaluation**.

Automatic Numbering

Automatic numbering is supported in the Financials revaluation function. Automatic numbering reduces the number of necessary keystrokes as well as the number of possible errors in data entry. Typically, you configure auto-numbering during your implementation process, however, you can enable it at any time.

If you have already entered data into your database, you cannot use duplicate numbers. If you try to insert a number that has already been used, an error message is generated and you are prompted to supply a different number.

1   On the Revaluation window, from the Edit menu, select **Auto Numbering for Revaluations**.

2   On the Automatic Numbering dialog box, enter the appropriate information as follows:

> **Site ID** – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to set up auto numbering. If you are licensed to use a single site, this field is unavailable.

> **Next Sequential Number** – If you have already worked with revaluations, and want to continue the same numbering scheme, enter the next number in the sequence.

> **Alphanumeric Prefix** – If you want any characters to appear before the Revaluation ID, enter them here. You can enter up to 4 alphanumeric characters. For example, you may want to prefix your Revaluation IDs with REV- to represent Revaluations.

> **Alphanumeric Suffix** – Similar to the prefix, if you want any characters to follow the Revaluation ID, enter them here. You can enter up to 4 alphanumeric characters. For example, you may want to add the year to the Revaluation ID.

> **Number of Decimal Digits** – In the Number of Decimal Digits field, enter the total length you want to use for the current ID. This does not include any prefix or suffix values. This is the maximum number of digits your Revaluation IDs may be.

> **Show Leading Zeroes** – If you want "leading zeroes" to appear in the Revaluation ID, select this check box. Leading zeroes take into account the length of the Next Sequential Number and the number of decimal digits values, and adds zeroes before the ID to force it to the total number of decimal digits in length. In the example above, the next Revaluation ID would be 00001.

3   To save your automatic numbering settings, click the **Save** button. This closes the Automatic Numbering dialog box. To exit the Automatic Numbering dialog box without saving any changes, click **Cancel**.

Setting Up Currency Revaluation

Use the Revaluation function to reassess foreign currencies to your local and organizational reporting currency values. When you revalue open balance subsidiary accounts to reflect exchange rates, you can use either the rate of a given day (spot rate) or an average rate (weekly, monthly, quarterly, by period, etc.)

1   Access the Revaluation window as described in "Starting Currency Revaluation" on page 8–8.

    On the Revaluation window, the default system information is automatically populated for the Posting Date, as well as the entity currency.

2   Enter the appropriate information in the header portion of the Revaluation window as follows:

    Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to use for this currency revaluation. If you are licensed to use a single site, this field is unavailable.

    Revalue ID – To review an existing revaluation, you can enter or select the Revalue ID to view. To generate a new Revalue ID, and you have auto-numbering configured and enabled, leave this field blank. The field is populated with the appropriate ID. Alternately, you can enter a Revalue ID manually.

    Posting Date – Enter or select the date for which you want to define revaluations. By default, the current system date is inserted, but you can insert an alternate date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date to use. The accounting period for the posting date must be open or "active" (A). If the posting date is not open, you must use Financials Application Global Maintenance to open the period.

    The entity currency is displayed, and on the Rates tab, the period end date as well as the Fiscal Period are displayed.

3   On the **Accounts** tab, select the Account IDs and/or Account Groups you want to view. By default this field is populated with *ALL*, indicating that every account and account group information will appear on the table. You can enter the Account ID(s) and/or Group ID(s) manually, or click the associated browse button and select them from the list.

    The table is populated with the Account, Description, Account Type, Group ID, and Revaluation Method (Spot or Average) of all Accounts eligible for revaluation during the specified period.

4   To add additional account(s) or group(s) to the table, click the **Insert Row** toolbar button.

    This activates the next row on the table and allows you to enter an Account ID. You can enter the Account ID manually in the appropriate table cell, or you can double click the browse button in the column header and select the Account ID from a list.

    When you enter or select a valid Account ID, the remaining information is populated in the table appropriately.

5   To remove any line(s) from the table, select the appropriate row(s) and click the **Delete Row** toolbar button.

    The row is removed from the table. Be careful when you remove a row; you cannot recover information after you remove it.

6   To commit the changes to the database, and save the revaluation settings, click the **Save** toolbar button.

When you click **Save**, a check is performed for duplicate accounts before the Revaluation is saved.

The system displays a progress bar during the revaluation process.

Deleting Account Revaluation Requests

> **Caution:** You can delete Account Revaluation requests that you do not need. Keep in mind, however, that you completely remove the request from the database, and it cannot be recovered. If you have already activated the request, you cannot delete it.

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which you created the revaluation entry.

2   Click the **Revalue ID** browse button and select the revaluation you want to remove.

3   To remove the Revaluation settings from the database, click the **Delete** toolbar button. A warning message is displayed.

4   To completely remove the request from the database, click **Yes**. If you want the request to remain in the database, click **No** to cancel the deletion.

Posting Distributions

After you verify the accuracy of your account revaluation entries, you must post them to the General Ledger. You can use the Print G/L Transactions option to preview the transactions to post to the G/L.

To preview your Revaluations, from the Revaluation window's File menu, select **Print G/L Transactions**.

When the proper amount for adjustments is determined, if any, unposted revaluation entries are considered for all revaluation runs.

1   From the Revaluation window's File menu, select **Post to G/L**.

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are posting distributions to the general ledger.

3   In the Batch Date field, enter or select the Batch Date you want to use for the revaluation. By default, the current system date is inserted. You can enter a different date manually, in Windows system format, or you can click the **Calendar** button and select the appropriate date from the pop-up calendar.

When you exit the Batch Date field, the associated Accounting Period is inserted below the Batch Date field.

4   To begin the Posting process, click **Start**.

You are prompted to preview the revaluations before they are actually posted.

5 To preview the Revaluations, click **Yes**. To revalue without previewing the revaluations, click **No**.

You are prompted to post the revaluations.

6 To submit the revaluations to the General Ledger, click **Yes**. To cancel the revaluation submission, click **No**.

If you select **Yes**, the revalued transactions are posted to the general ledger and you are asked if you want to print a list of the current postings.

If you select No, the transactions do not post to the general ledger, and you receive a message that the G/L transactions have not been saved.

Printing G/L Transactions

You can access the G/L Transaction Report from the Revaluation window's File menu. The output of this report is by site for a given range of Batch IDs. You can print either posted or unposted transactions. The unposted transaction option may be of particular interest, as it allows you to print any transactions that are still open, and review the transactions prior to posting them.

1 From the Revaluation window, select **File**, **Print G/L Transactions**.

2 Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

  Site ID – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

  By Accounting Period – To group your report by Accounting Period, select this option. When you select By Accounting period, the End Date of Accounting Period and Site ID fields are activated.

  End Date of Accounting Period – Enter or select a date within the accounting period that you want to generate on the report. You can enter or select any date within the accounting period. The date is adjusted to the last date of the accounting period. You can enter the date manually in Windows system format, or you can click the **Calendar** button and select the date from the pop-up calendar. After you exit the End Date of Accounting Period field, the Fiscal Period information is automatically inserted directly below the End Date of Accounting Period field with the name of the fiscal period associated with the date.

  By Batch Number – You can generate your report based on the Revaluation Batch ID if you select the By Batch Number option. When you select this option, the Starting and Ending Batch ID fields are activated.

  Starting Batch ID – In the Starting Batch ID field, enter or select the ID for the batch to use at the beginning of your Batch range. You can enter the Batch ID manually, or click the browse button and select it from a list. To view all batches up to and including the Ending Batch ID, leave this field blank.

  Ending Batch ID – In the Ending Batch ID field, enter or select the ID for the batch to end at the end of your Batch range. You can enter the Batch ID manually, or click the browse button and select it from a list. To view all batches from the Starting Batch ID onward, leave this field blank.

- To print an advanced report, click the **By Account Period** option. Click the **Advanced** tab, then specify this information:

  Report Calendar ID – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

  Fiscal Year – Click the **Fiscal Year** browse button and select the fiscal year for the report.

  Site ID(s) – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3 Specify this information:

Report Currency – Click the arrow and select the currency for the report. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

Output Format – From the drop-down list, select how you want to output your report. Make your selection from Print, View, File, or E-mail.

PDF Format – If you selected E-mail as the output format, select this check box to attach a PDF to the email. If you clear the check box, a rich text file of the report is attached.

Sequence – In the Sequence group box, select how you want to sort the report. You can sort by G/L Account ID, Revaluation ID, Batch ID then G/L Account ID, or Batch ID then Revaluation ID. To print the report by Accounting Period, you cannot select Batch sequences.

Transactions – In the Transactions group box, select whether you want to print Posted or Unposted Transactions. If you select By Batch Number, you cannot print Unposted Transactions, as unposted activity has no Batch ID.

4 To output your report to the selected location, click **OK**. To exit the Print dialog without printing any balances, click **Close**. If you need to configure your print settings, click **Print Setup**.

If you click Print Setup, the same operation is performed as when you select **File**, **Print Setup**.

Index