



Infor VISUAL for .NET Financials Global Edition Consolidations

white paper

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Introduction

Infor VISUAL .Net Global Financials was designed to hold the financial information of many separate entities or locations within an entity in one database. With all financial data within the same database, users can easily:

- Produce consolidated and consolidating reports
- Automate inter-company transactions
- Centralize processing

However, there are many reasons that may still force organizations to have multiple financial databases that must be combined for reporting purposes.

Using the consolidation program within VISUAL Global Financials, an entity can create a month-end journal entry to send to another VISUAL Global Financials database, or accept a journal entry from another VISUAL Global Financials database to load as a separate entity or a location code within an operational entity.

The steps required to set-up this export/import functionality are:

- 1 Ensure the VFINFILE option within VISUAL Exchange has been installed.
- 2 Set-up file transfer definitions in Exchange (identify outbound and inbound directories and filenames for automated processing on subscriptions).
- 3 Define External System records
- 4 Create a Consolidation record (only required if exporting to another Global Financials database).

Points to Consider

Before beginning the steps to setup the consolidation process, please be aware of the following:

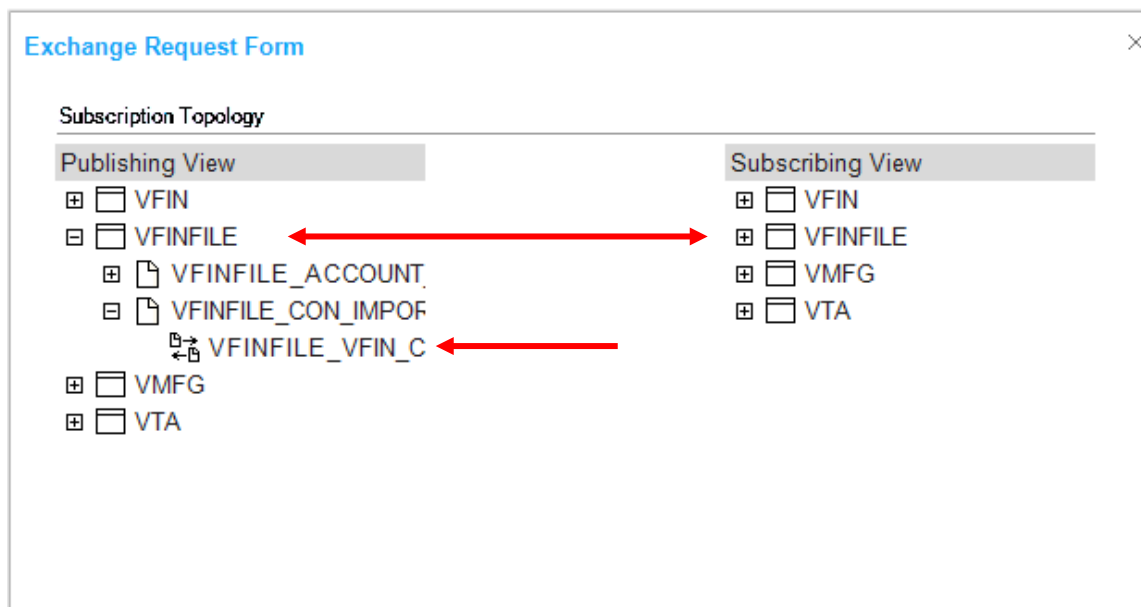
- Consolidations can only be processed between Infor VISUAL .Net Global Financial databases.
- For the purposes of this discussion, the Parent database (Entity B, Database 2) is the importing database that accepts the consolidation entry. The Subsidiary database (Entity A, Database 1) is the exporting database that sends the consolidation entry.
- Instead of using this consolidation process, some users have created an Excel spreadsheet template. A month-end journal can be created within the Subsidiary database and quickly

imported into the Parent database. This approach does not use any of the Consolidation aspects discussed in this document.

Ensure VFINFILE Option Installed

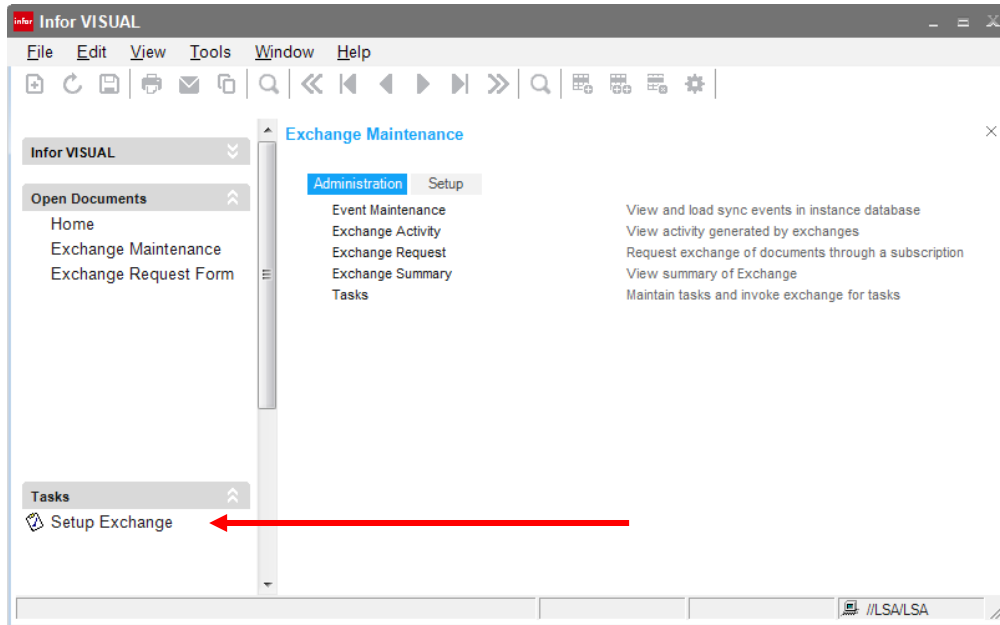
The easiest way to verify that the VFINFILE option has been installed is to access the Exchange Maintenance window, select the **Request Exchange** menu option, and see if the VFINFILE object is available under the Publishing and Subscribing View lists. If VFINFILE appears in the lists, then the installation has taken place.

Open the VFINFILE Object and the VFINFILE_CON_IMPORT object to make sure the specific database is available.

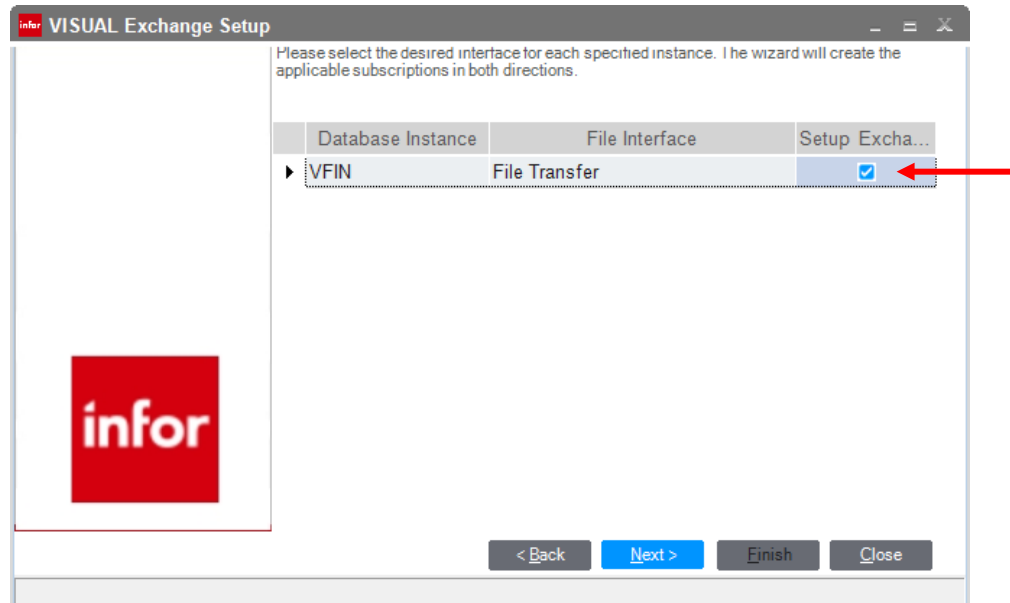


If the VFINFILE objects do not appear, or if the specific Global Financial database is not listed, you must run the Setup Exchange with the VFINFILE option selected. If the Parent and Subsidiary entities are in separate databases, the VFINFILE objects must be installed in both places.

Return to the Exchange Maintenance main menu and select the **Setup Exchange** option in the Tasks window.



You should run the Setup Exchange wizard as you normally would during a VISUAL .NET upgrade. On the File Interfaces window, select the Setup Exchange check box for the Global Financials databases (both parent and subsidiary databases) that will be part of the Consolidation process.



Continue through the wizard and complete the Setup of Exchange. After the process has completed successfully, the VFINFILE objects should now appear in the Exchange Request window.

Set Up File Transfer Definitions

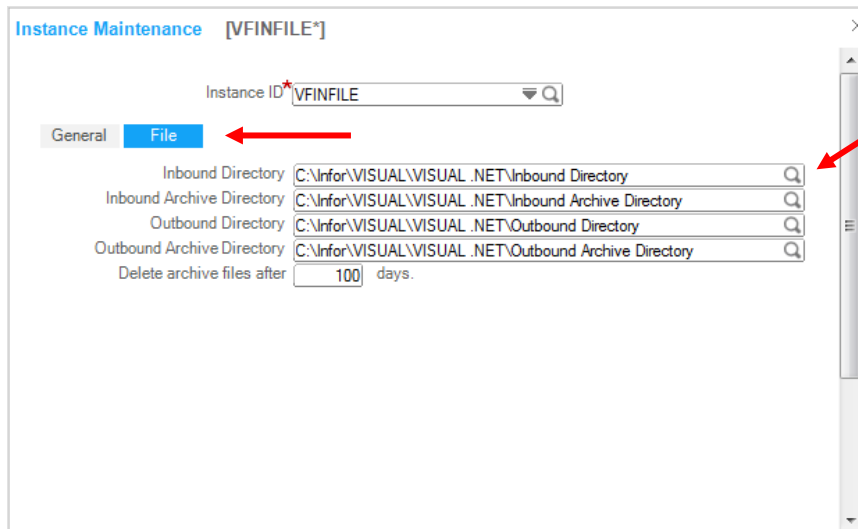
Directories

VISUAL Exchange needs to know where to look for the correct files and where to place files. Before proceeding with consolidations, create four folders on your network to be used in this process.

- Inbound Directory
- Inbound Archive Directory
- Outbound Directory
- Outbound Archive Directory

After you create these folders, go to the Setup tab on the Exchange Maintenance main menu and select the **Instances** option.

Click the browse button and select VFINFILE from the list, or enter VFINFILE to call up the VFINFILE Instance. Click the **File** tab.



Click the browse button next to each field to navigate to the folder that matches the field name. If you would like to retain archive files only for a certain amount of time, enter the number of days you would like to retain archive files in the Delete archive files after field. The files will be deleted after they have been held for the number of days you specify. Save this record and exit the window.

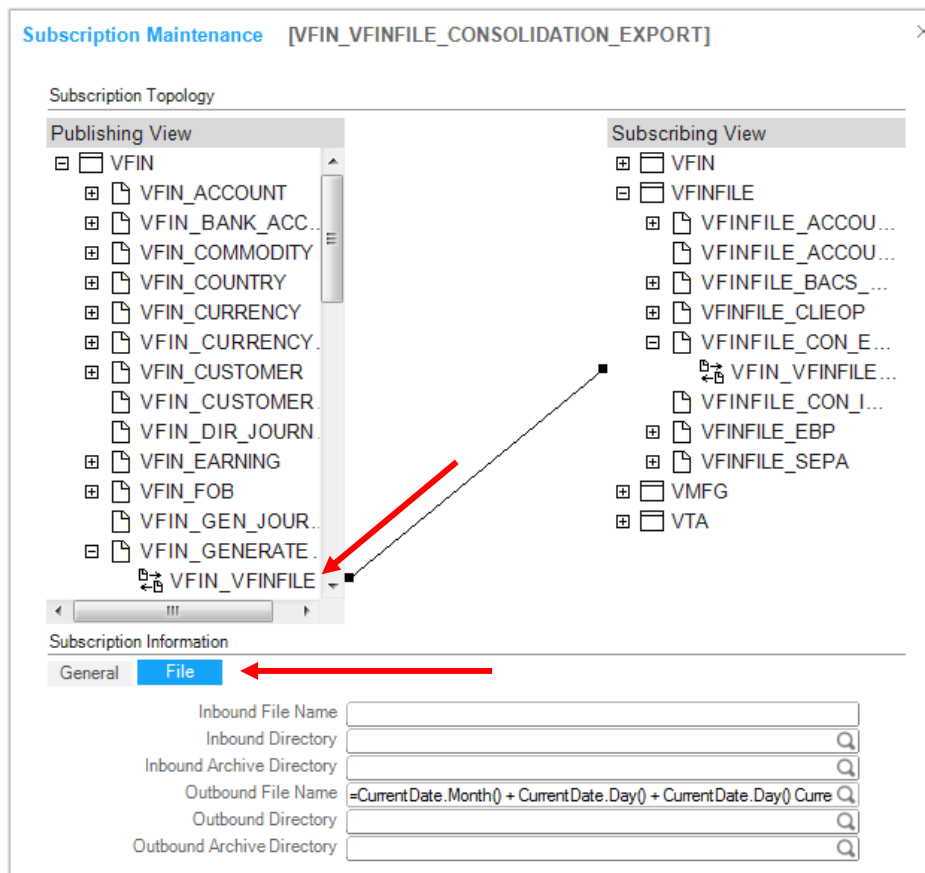
If the Parent and Subsidiary databases are controlled under different VISUAL Exchange installations, this process must be repeated for both the Parent and Subsidiary databases.

Subsidiary File Names

Next, VISUAL Exchange needs to know the file names to create and the filename to search for in the consolidation process.

The Subsidiary database exports the Consolidation entry and can import an account listing from the Parent.

Sign onto the system controlling the Subsidiary database and go to the Exchange Maintenance main menu. From the Setup tab, open **Subscriptions**.



The Publishing View defines the Export files and the Subscribing View holds the Import file names.

Under the Publishing view, open the Subsidiary database and locate the VFIN_GENERATE_CON_EXPORT object and select the VFINFILE_CONSOLIDATION_EXPORT subscription for the database. Select the **File** tab and either enter an Outbound File Name or use the browse button to define a variable File Name. By using the plus symbol, multiple variables can be

joined into the File Name. The file you specify will contain the account activity that will be sent to the Parent database as part of the consolidation process.

Under the Subscribing view, open the Subsidiary database and locate the VFIN_IMPORT_EXTERNAL_SYSTEM object and select the VFINFILE_ACCOUNT_IMPORT subscription for the Subsidiary database. Click the **File** tab on the subscription and enter an Inbound File Name that VISUAL Exchange should process. This import obtains a listing of the posting accounts from the Parent database for the consolidation process to map against.

In all of these subscriptions, you can define directory names if they differ from the default entries already set up on the Instance window.

Parent File Names

Now the reverse file names must be defined. Sign into the Parent database and go to the Subscriptions window in Exchange.

The Parent database imports the Consolidation entry from the Subsidiary, and can export an account listing.

Under the Publishing view, open the Parent database and open the VFIN_GET_POSTING_LEVEL_ACCOUNT object and select the VFINFILE_ACCOUNT_EXPORT subscription. Open the **File** tab on the subscription and enter an Outbound File Name. This is the name of the posting level account listing that the Parent database can provide to the Subsidiary database.

After saving this record, move to the Subscribing View and open the Parent database. Open the VFIN_GENERATE_CON_IMPORT object and select the VFINFILE_CONSOLIDATION_IMPORT subscription. On the File tab enter an Inbound File Name. This is the file name the Exchange service will look for to process. This field can be left blank; however, you will need to create a manual Exchange Request when the file is ready for processing. The user will be required to enter the file name for the Exchange Request.

NOTE: As you will see during the normal processing of the consolidation, once the Parent ACCOUNT_EXPORT file is created, it must be copied from the Parent Outbound directory into the Subsidiary Inbound directory. If different file names are used, the file needs to be renamed accordingly.

After the Subsidiary CON_EXPORT file is created, it must be copied from the Subsidiary Outbound directory into the Parent Inbound directory. If different file names are used, the file needs to be renamed accordingly.

Define the External Systems Records

Subsidiary Record

Sign into the Subsidiary database. Within Global Financials, Maintenance menu, General Ledger tab, select the **External Systems** option.

External System Maintenance MMC

External System ID*

Description

Currency ID

When running consolidations for the selected external system ID, use the following settings:

Consolidation	Basis	Journal Type
<input type="radio"/> Import	<input checked="" type="radio"/> Complete	<input checked="" type="radio"/> General
<input checked="" type="radio"/> Export	<input type="radio"/> Net Change	<input type="radio"/> Direct
Calendar ID <input type="text"/>		Document Type ID <input type="text"/>

External System Accounts

Account ID	Description
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- 1 Enter an External System ID for this consolidation. To populate the External System Accounts from the Parent account list, the External System ID must equal the Entity ID that the Parent is using to identify the Subsidiary data.
- 2 Provide a description for the record.
- 3 Leave the Currency ID blank if you intend to export all tracking currencies to the Parent database. Select a tracking currency from the pull down menu if you wish to limit the export to a single tracking currency.
- 4 In the Subsidiary database, the Consolidation option should be set to Export. This inactivates the Basis and Journal Type input sections.
- 5 The entity's default Calendar ID is used; however, it can be overridden if necessary by making a selection in the Calendar ID field.

The External System Accounts section of the window is used to list the posting level accounts in the Parent database for this entry. These records are used in the mapping process and can be loaded automatically from the Parent Database.

If you choose to enter these lines manually, click the **Insert** button to create a new entry. The Account ID is a posting level account in the Parent database for this entity. The Description field is not a required field and is only used to assist the user in the selection of the correct account in the mapping process.

Parent Record

Sign into the Parent database. Within Global Financials, Maintenance menu, General Ledger tab, select the **External Systems** option.

Creating the Parent External Systems Record

- 1 Enter an External System ID for this consolidation. This ID must match the Entity ID of the Subsidiary in the Subsidiary database. If the Subsidiary's Entity is A but is going to be recorded as Entity B in the Parent database, the External System ID must be defined as A in this case.
- 2 Provide a description.
- 3 If a single currency consolidation entry is expected, select the correct currency value from the pull-down menu. If a multi-currency entry is expected, leave the Currency ID blank.
- 4 In the Parent database, the Consolidation option should be set to Import. This inactivates the Calendar ID field.
- 5 In the Basis section select the Complete or Net Change radio button. A Complete entry is used for the first consolidation entry to bring in Year to Date balances. After the first consolidation is run, the system selects Net Change for all future entries.
- 6 In the Journal Type section select whether you will be processing a General Journal (one currency being processed) or a Direct Journal (multiple currencies being processed).
- 7 The Document Type ID must be selected. It is possible to select a Document Type ID that has been defined to not Post Immediately. In this case the consolidation entry must be reviewed and posted manually to accept the entry.
- 8 External System Accounts are not needed on Import records.

Sending the Account List to the Subsidiary Database

In the Task section, select Export Internal Accounts. If the Exchange Service is running, a file will be created in the Parent Outbound Directory under the name provided on the VFINFILE_ACCOUNT_EXPORT Subscription.

Change the name of the file to match the Inbound File Name of the Subsidiary database subscription for VFINFILE_ACCOUNT_IMPORT and copy the file into the Subsidiary Inbound Directory. The Exchange Service will process this file and add the External System Account lines on the Subsidiary database External Systems record.

Creating Consolidation Records

Consolidation records are only required in the Subsidiary database creating the consolidation entry.

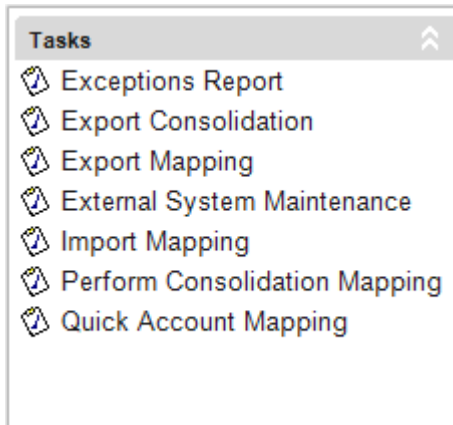
Sign into the Subsidiary database. Within Global Financials, Maintenance menu, General Ledger tab, select the **Consolidations** option.

- 1 Make sure the active entity is the entity you would like to use for the consolidation.
- 2 Enter a unique Consolidation ID to identify this definition.
- 3 Provide a Description for this definition.
- 4 Link this Consolidation record to the External System ID created earlier.

There are 4 ways to build the lines on the Consolidations tab of this record.

- Insert each line manually. The Insert button opens a line for input.
 - Line number is automatically populated
 - Exported balances are based on either Category or Account records. Select the Category ID or Account ID within the Subsidiary database to include in the consolidation.
 - The Account Class is automatically populated.

- The External System Account is the posting level account in the Parent database to map this line. This field is validated from the account list on the linked External System ID. During the set-up process this field can be left blank but must be filled in with a valid account before the consolidation can be run successfully.
- The wizard can mimic the manual entry or can be used to generate multiple lines.



 A screenshot of a dialog box titled "Enter Consolidation Mapping Information". The dialog box contains several input fields:

- "Account Category": A dropdown menu with a search icon.
- "Account ID": A dropdown menu with a search icon.
- "Depth": A numeric spinner box with the value "2" and a red asterisk next to it.
- "Percentage": A numeric spinner box with the value "100.000".
- "External Account ID": A dropdown menu with a search icon.

 Below the input fields is a checkbox labeled "Permit the account categories to branch into accounts." At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

- By entering a Category or Account ID with a Depth value the system will move down the hierarchy and bring in all records defined at that depth.
- Use the additional checkbox to allow the entering of an Account Category and a depth to bring in accounts to the mapping table.
- All records can be modified manually after being created by the wizard.
- Run the Quick Account Mapping option.
 - This option requires no input and attempts to build the entire mapping chart automatically.
 - One record is created for each posting level account found in this entity of the Subsidiary database.
 - If an exact match of the account number is found in the External System list, it is filled in on this line with a value of 100%

- If no account match is found in the External System list, the field is left blank with a value of 0%
- All records can be modified manually after being created by this option.
- If the posting accounts are identical in the Parent and Subsidiary databases, the Quick Account mapping is the best way to create the mapping table.
- Define the mapping in Excel
 - Use the Quick Account Mapping option to initially populate the table.
 - With the Export Mapping option, create an Excel spreadsheet.
 - Complete the mapping within Excel
 - Delete all lines of the Consolidation table on the Consolidation Maintenance window and use the Import Mapping option to load the spreadsheet.

After the table is complete, the “Is Validated” Box should appear in the header area. If this message does not appear, the table is not complete.

Run the Exceptions Report to find accounts that are not allocated to 100%. Continue maintaining the table until the “Is Validated” box appears.

Period Processing

Most likely, a consolidation entry is generated as an accounting period is closed.

In the Subsidiary database, go to the Consolidations window, ensure you are in the correct entity and call up the Consolidation record.

Perform any maintenance on the mapping table to add any new accounts.

When complete, use the Export Consolidation option to create the file to be passed to the Parent database.

With the VISUAL Exchange Service running, the file is created in the Subsidiary Outbound directory.

Copy the file into the Parent Inbound Directory with the name expected.

With the VISUAL Exchange Service running against the Parent database, the file will be processed and the General or Direct Journal Entry will be created.

If the Document Type used in the Parent database is not set to Post Immediately, the journal must be reviewed and posted manually. Make sure to verify the correct posting date prior to saving the journal. You may decide to select the **Allow Delete** option on the Document Type as well so that preliminary consolidation entries can be removed without consequence.

If a consolidation entry is submitted twice to the Parent database, only differences from the original consolidation posting will be entered. A separate journal is created for each tracking currency.

This completes the consolidation processing. Any consolidation reports can now be generated for analysis.