

11i Implement and Use General Ledger

Student Guide

Vol 1

14869GC10
Production 1.0
March 2001
D31982

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This book was published using:

Oracle® Tutor™



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Preface

Profile

Prerequisites

- R11i Navigating Oracle Applications

How This Course Is Organized

This course is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

Related Publications

Oracle Publications

Additional Publications

- System release bulletins
- Installation and user's guides
- read.me files
- Oracle Magazine

Typographic Conventions

Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <i>algorithm</i> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I', 300);</code> Directory: <code>bin (DOS), \$FMHOME (UNIX)</code> Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address (<i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish. This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the SELECT command to view information stored in the LAST_NAME column of the EMP table.

Convention	Element	Example
Arrow	Menu paths	Select File→ Save.

Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER (`prod_pie_layer`))
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

Notations :

(N) = Navigator

(M) = Menu

(T) = Tab

(I) = Icon

(H) = Hyperlink

(B) = Button

Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

Searching for Help

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

R11i Overview of general financial accounting process

Chapter 1

R11i Overview of the general financial accounting process

R11i Overview of the general financial accounting process

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Objectives

Objectives

After completing this lesson, you should be able to:

- **Describe the general accounting process in Oracle General Ledger**
- **Describe the Oracle Accounting Engine program**

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Agenda

Agenda

- **Overview of the general accounting process in Oracle General Ledger**
- **Overview of Oracle Accounting Engine**

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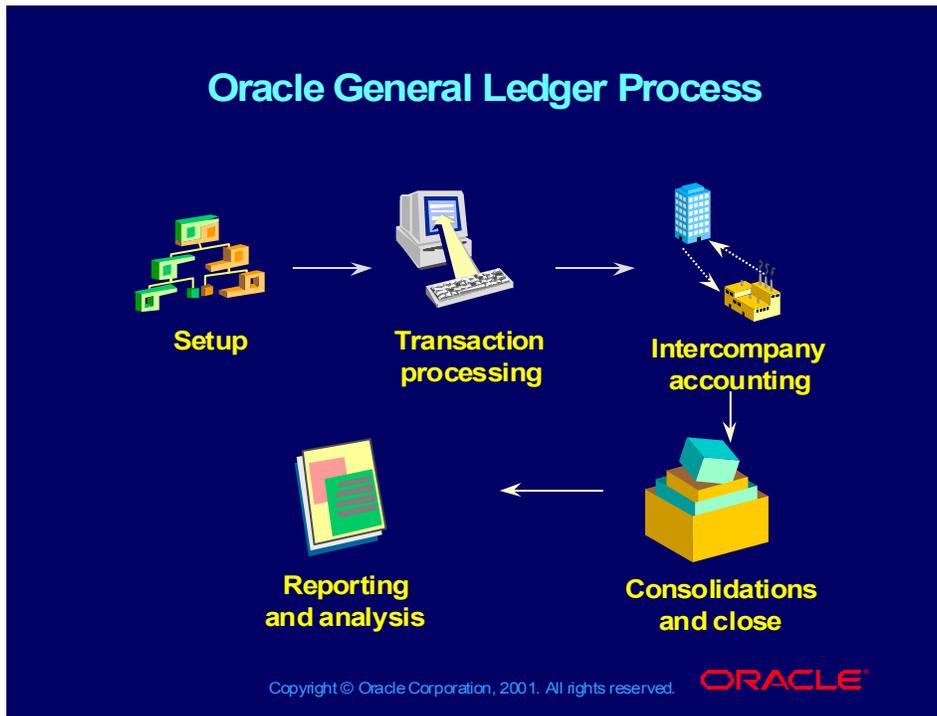
Overview

- Overview of the general accounting process
- Overview of Oracle Accounting Engine

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Oracle General Ledger Process



Major Functions and Features

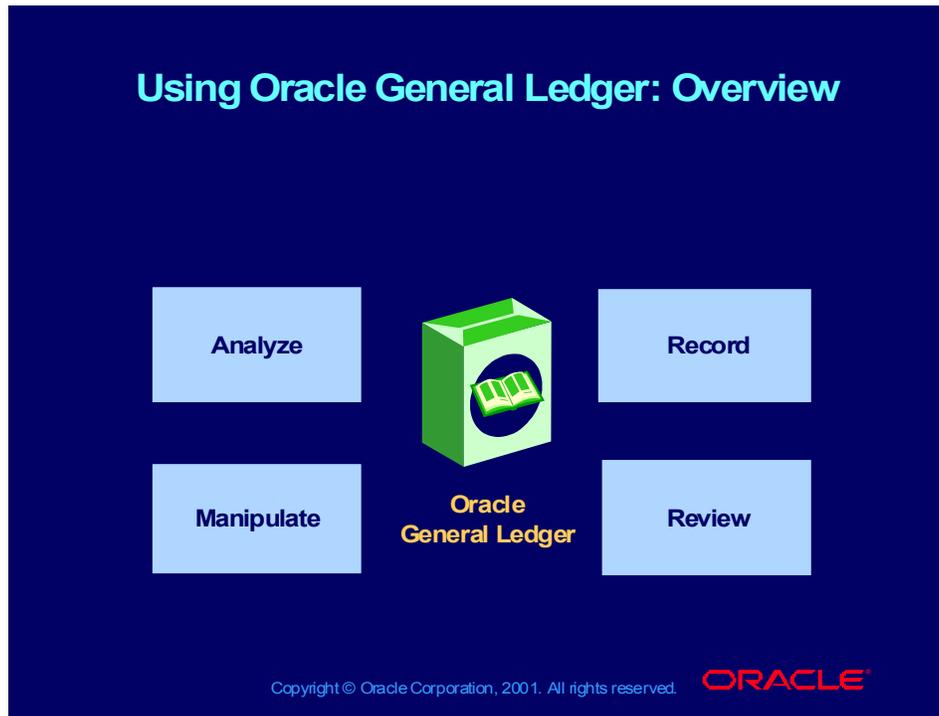
Oracle General Ledger is a comprehensive financial management solution that facilitates the following tasks:

- **Financial controls**
- **Data collection**
- **Information access**
- **Financial reporting and analysis**

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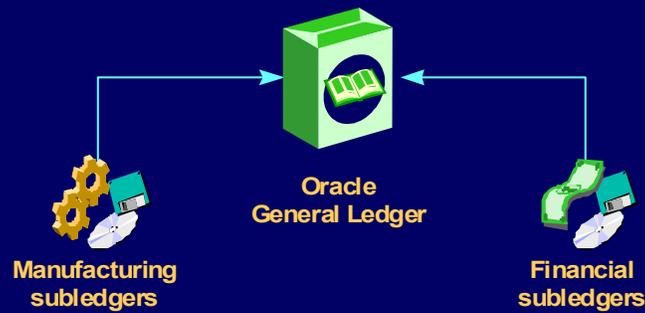
Using Oracle General Ledger: Overview



Integrating with Subledgers

Integrating with Subledgers

Oracle General Ledger is the central repository for accounting information, receiving transactions from financial and manufacturing subledgers.



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Review Question

Review Question

Oracle General Ledger is the central repository for:

- A. Accounting information and receiving transactions from financial subledgers**
- B. Accounting information and receiving transactions from manufacturing subledgers**
- C. All of the above**

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Review Question

Review Question

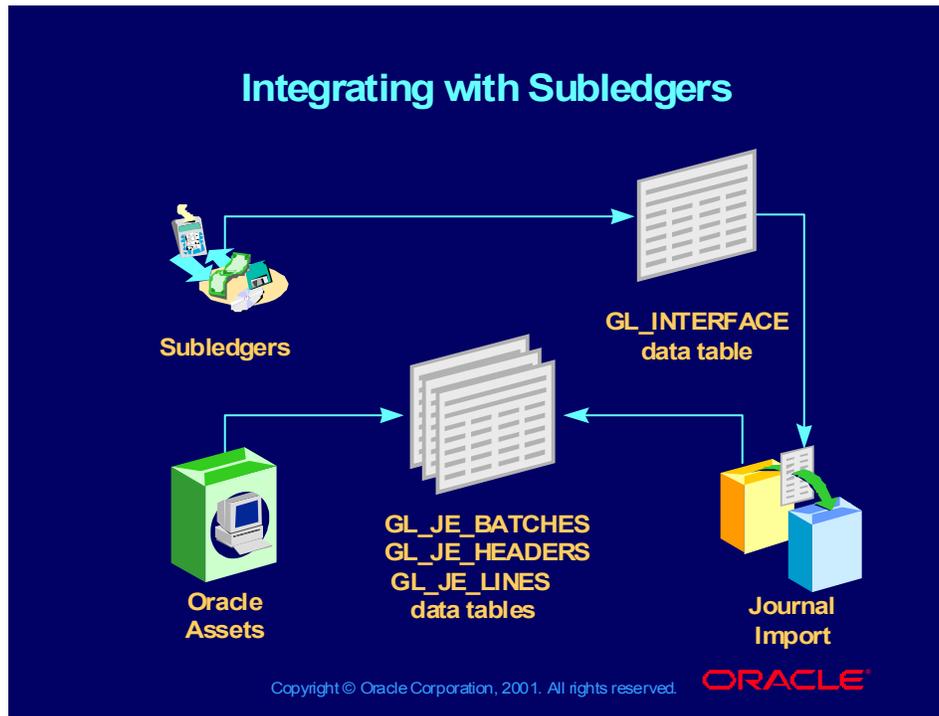
Oracle General Ledger is the central repository for:

- A. Accounting information and receiving transactions from financial subledgers
- B. Accounting information and receiving transactions from manufacturing subledgers
- C. All of the above**

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Integrating with Subledgers



Using Open Interfaces

- You can integrate with external systems by using published open interfaces.
- You can write import programs to import data from an external system or from your previous accounting system.
- You can initiate a full account validation process during import.

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Sharing Information with Subledgers

Oracle subledgers share:

- **The Oracle General Ledger set of books, consisting of a calendar, currency, and chart of accounts**
- **The Oracle General Ledger exchange rates, including conversion rate types, daily rates, period rates, and historical rates**
- **The Oracle General Ledger journal entry sources and categories used to record information about the origination and purpose of transactions**

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Review Question

Review Question

Oracle subledgers share:

- A. The Oracle General Ledger set of books**
- B. The Oracle General Ledger exchange rates**
- C. The Oracle General Ledger journal entry sources and categories**
- D. All of the above**

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Review Question

Review Question

Oracle subledgers share:

- A. The Oracle General Ledger set of books
- B. The Oracle General Ledger exchange rates
- C. The Oracle General Ledger journal entry sources and categories
- D. All of the above**

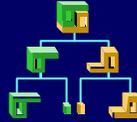
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Elements Required for a Set of Books

Elements Required for a Set of Books

Complete the three tasks necessary to create a set of books.



Define a chart of accounts



Define an
accounting calendar



Define currencies

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Demonstration

In Oracle General Ledger we will demonstrate the Set of Books window.

(N) Setup—>Financials—>Books

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Review Question

Review Question

A set of books determines the account structure, functional currency, and accounting calendar for each company or group of companies.

A. True

B. False

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Review Question

Review Question

A set of books determines the account structure, functional currency, and accounting calendar for each company or group of companies.

- A. True**
- B. False

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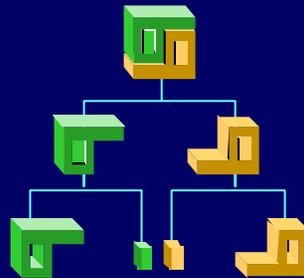
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Chart of Accounts Structure

Chart of Accounts Structure

With Oracle General Ledger, you:

- Define the account combinations to be used for journal entry and budgeting
- Define account hierarchies for reporting and analysis



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Accounting Calendar

Accounting Calendar

You need to create a calendar to define an accounting year and the periods it contains.



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Unlimited Currencies

Unlimited Currencies

You can enable a variety of currencies to allow you to enter transactions in multiple currencies.



Dollars



Francs



Yen



Pounds

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Demonstration

In Oracle General Ledger we will demonstrate the available currencies that you can enable in the Currencies window.

(N) Setup—>Currencies—>Define

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Sharing a Set of Books across Oracle Applications

Sharing a Set of Books across Oracle Applications

Many elements of an Oracle General Ledger set of books are shared with other Oracle applications.

Account Structure:

Value sets

Segment values

Security rules

Cross-validation rules

Accounting Calendar:

Periods

Period types

Currencies

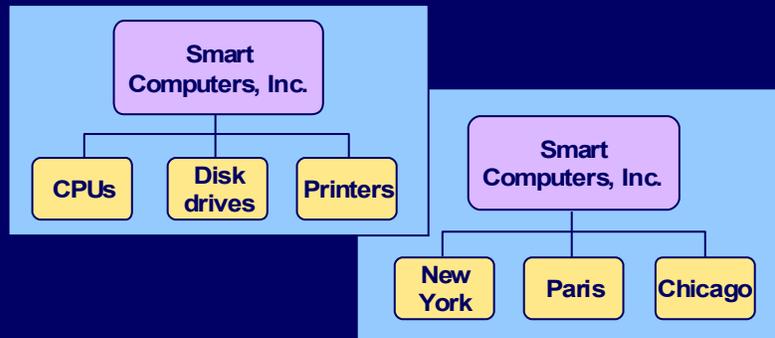
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Flexible Account Hierarchies

Flexible Account Hierarchies

Oracle General Ledger enables you to set up a variety of flexible parent and child account hierarchies to match your organizational needs.



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Chart of Accounts Structure

Define a flexible chart of accounts structure:

- **Create up to 30 segments of up to 25 characters per segment.**
- **Define each segment name and the order in which it appears.**
- **Attach a list of valid values to each segment.**

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Balancing Accounts

Balancing Accounts

Due to multicompany journal entries or invalid account combinations, journal entries which do not balance within each balancing segment can sometimes be posted. However, you can use special balancing accounts to ensure that your books always remain in balance.

$$3 + 2 = 4$$

Regular accounts

$$+ 1$$

Balancing accounts

The diagram illustrates the concept of balancing accounts. It shows a mathematical equation $3 + 2 = 4$ where the numbers are yellow. Below the equation, the text "Regular accounts" is written. To the right of the equation, a blue arrow points from the number 4 to a larger yellow $+ 1$ above the text "Balancing accounts". This indicates that a balancing account is added to the sum of regular accounts to ensure the books remain in balance.

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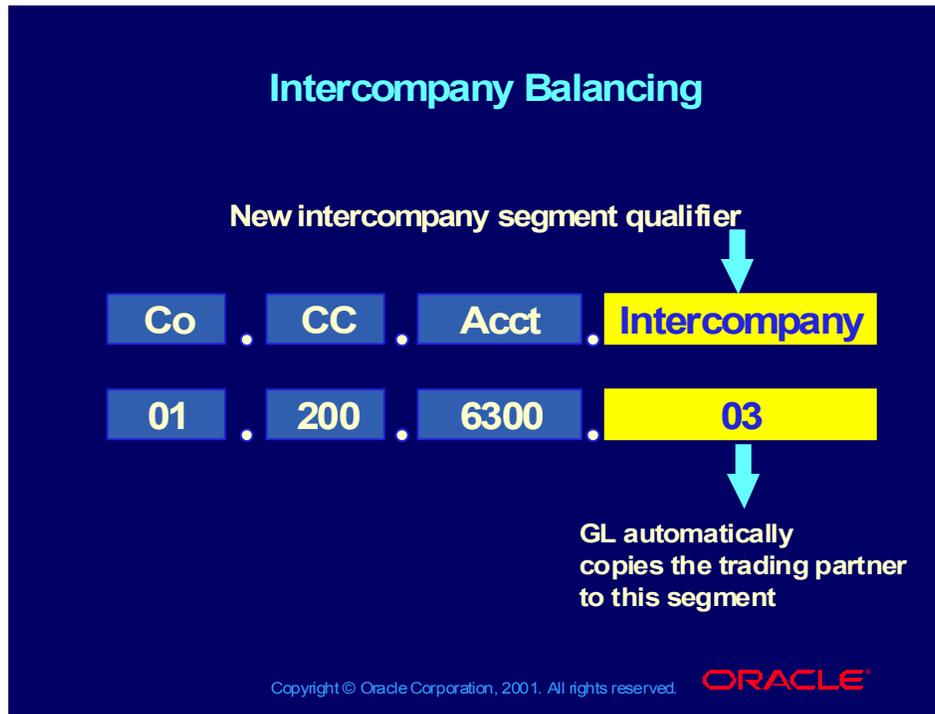
Intercompany Balancing

- You can balance intercompany journals based on multiple parameters, including journal source, journal category, and balancing segment value.
- You can specify unique due to and due from intercompany accounts or templates for Oracle General Ledger to use to automatically balance intercompany journal entries.
- Based on the rules that you define, Oracle General Ledger inserts additional journal lines to offset journal lines that cross balancing segments.

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Intercompany Balancing



Summary Accounts

Summary Accounts

Summary accounts store the sum of the balances of groups of detail accounts.

Summary Revenue Account.....15,000

Detailed Revenue Account A....10,000

Detailed Revenue Account B.....3,000

Detailed Revenue Account C.....2,000

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Defining Summary Accounts

Summary accounts enable quick online inquiries of account groupings. Common ways you can summarize information within each segment are:

- Company
- Cost center
- Account
- Product
- District or region

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Defining Financial Controls

Define financial controls for maximizing system efficiency:

- Shorthand aliases speed data entry.
- Journal sources and categories help provide an audit trail.
- Statistical units enhance the power of journal entries.
- Parameters and options maximize system storage and efficiencies.

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Defining Shorthand Aliases

Defining Shorthand Aliases

A shorthand alias is a simple code that represents a partial or complete account combination. Use shorthand aliases to reduce account-entry keystrokes and to maximize productivity and accuracy.

Shorthand Alias		Account Combination
Cash01		01-110-000-1110-000-0000
NY	=	-320- - - -
Sales		01 - -420-4110- -
Computer monitors		- - - -310-
NY monitor sales		01-320-420-4110-310-0000

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Defining Journal Sources

Journal entry sources identify the origin of your journal entries.

- **Use the predefined journal sources.**
- **Define your own journal sources.**
- **Freeze journals imported from feeder systems.**

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Defining Journal Categories

Journal categories help you differentiate journal entries by purpose or type, such as accrual, payments, or receipts. When you enter journals, you specify a category.

- **Use the predefined journal categories.**
- **Define your own journal categories.**

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Defining Units of Measure

Defining Units of Measure

You can associate statistical amounts with monetary amounts using statistical units of measure. This enables you to enter both monetary and statistical amounts in a single journal line.

New York Consulting Revenue Dollars and Hours
Dr. 04.420.430.4310.000.000:\$10,000.....50 Hours

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Maximizing Performance

To maximize your system's performance, you should run the Optimizer at least once a period or when you:

- Add a large number of segment values
- Define a new chart of accounts
- Add or delete summary templates

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Review Question

Review Question

To maximize your system's performance, you should run the Optimizer when you:

- A. Add a large number of segment values
- B. Define a new chart of accounts
- C. Add or delete summary templates
- D. All of the above

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Review Question

Review Question

To maximize your system's performance, you should run the **Optimizer** when you:

- A. Add a large number of segment values
- B. Define a new chart of accounts
- C. Add or delete summary templates
- D. All of the above**

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Concepts You Should Know

Concepts You Should Know

Multiple Sets of Books

Transactions must be entered, revalued, and translated separately in each set of books.

MRC Sets of Books

Enter transactions in primary book

Reporting books

Transactions entered in primary books are automatically converted to each reporting set of books.

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Review Question

Review Question

If you are using multiple sets of books, the transactions you enter in the primary set of books are automatically converted to each reporting set of books.

A. True

B. False

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Review Question

Review Question

If you are using multiple sets of books, the transactions you enter in the primary set of books are automatically converted to each reporting set of books.

A. True

B. False

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Foreign Currency Concepts

Foreign Currency Concepts

There are three key concepts in Oracle General Ledger that pertain to foreign currency:

Conversion

Revaluation

Translation

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Conversion

Conversion

Oracle General Ledger automatically converts the amounts in foreign currency journals to functional currency equivalents using supplied daily exchange rates.

Foreign
currencies



Functional
currency

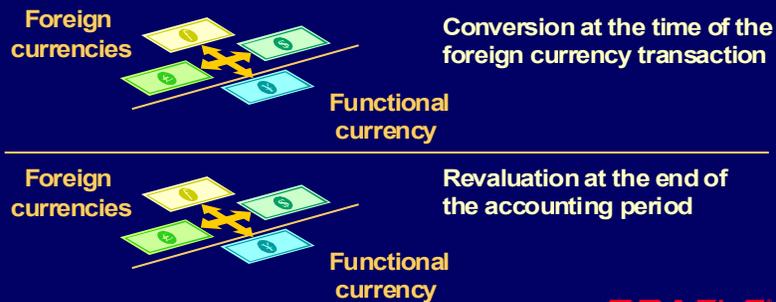
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Revaluation Process

Revaluation Process

Revaluation is a process that reviews foreign currency transactions, reconverts them to the functional currency using the Revaluation Rate, then creates a journal entry to adjust the functional balance to the reconverted amount.



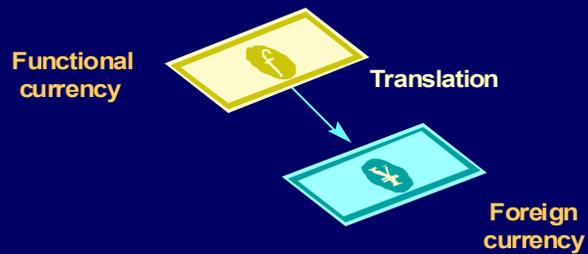
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Translation

Translation

Foreign currency translation is a process that enables you to restate your functional currency account balances into a reporting currency.



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Overview

- **Overview of the general accounting process**
- **Overview of Oracle Accounting Engine**

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The Global Accounting Engine Program: Overview

The Global Accounting Engine Program: Overview

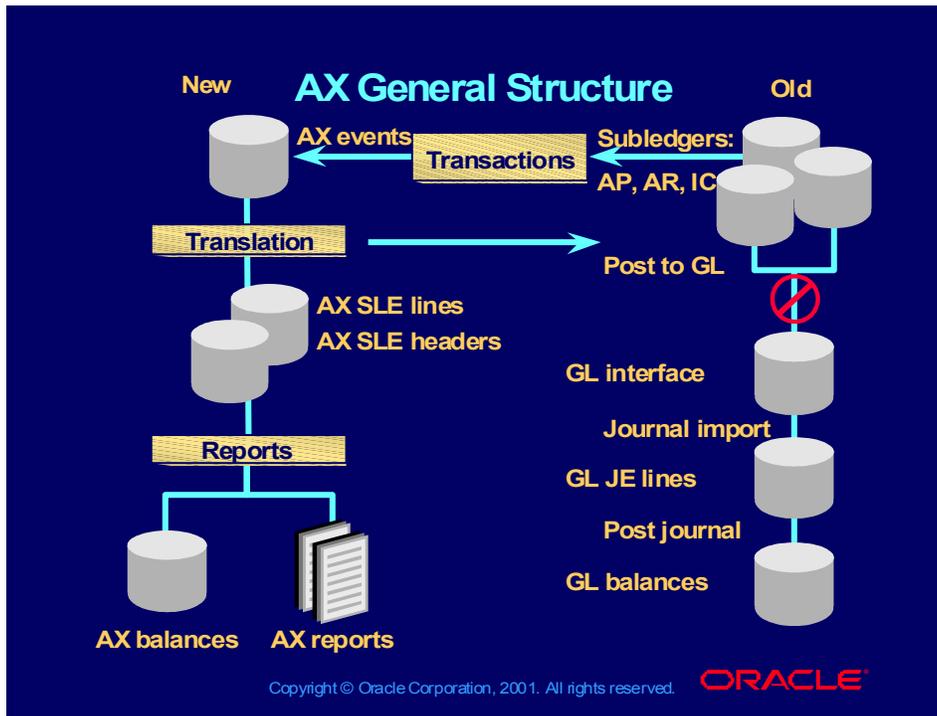
The Global Accounting Engine program:

- Provides a subledger accounting system
- Provides an audit trail for legal and fiscal authorities
- Ensures subledger and general ledger account symmetry
- Replaces the Transfer to General Ledger program used in each Oracle application

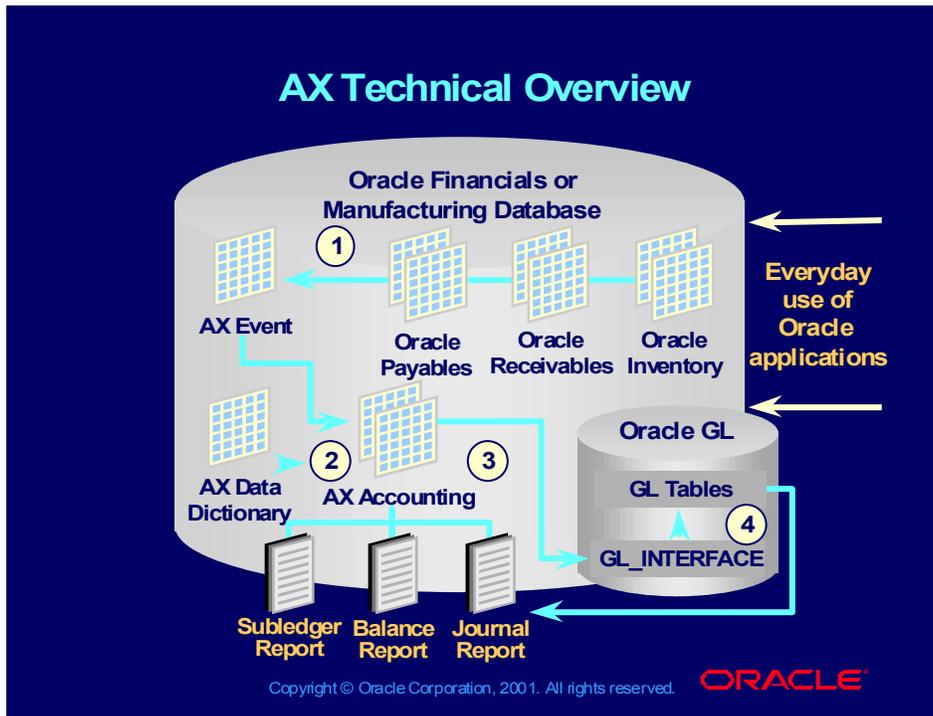
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AX General Structure



AX Technical Overview



Why Is the Global Accounting Engine Needed?

Why Is the Global Accounting Engine Needed?

The same business case can produce different accounting entries. These differences can be due to different:

- Valuation methods
- Recognition of accounting events
- Focus of interest

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Features of the Global Accounting Engine

Features of the Global Accounting Engine

- **The ability to differentiate between a document and event**
- **New way of numbering accounting entries**
- **A new mechanism of closing periods**
- **Storing all accounting entries in the same structure and format for all applications**
- **Ability to generate different accounting entries from the same business transaction into different sets of books**

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Features of the Global Accounting Engine

Features of the Global Accounting Engine

- **An online drilldown from the general ledger to the original documents**
- **Printing additional reports, such as daily journal and reconciliation reports, to match the amounts in the subledgers, such as receivables, payables, and general ledger**
- **Synchronous multiple sets of books accounting that ensures that a business transaction is posted in all related set of books or is posted in any set of books**
- **Compliance with the granularity level of accounting entries**

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Components for Net Class

The next five screens are components for Net Class.

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Before We Begin

Interactive course

- Chat questions
- Chat answers and replay available on Net Class web page
- Q & A session at end
- Polling questions
- Set your monitor to 1024 x 768 for optimal viewing

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Technical Assistance

Technical Assistance

Press *0 for technical assistance

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Questions and Comments in 5 Minutes

Questions and Comments in 5 Minutes

Telephone or chat in your
questions and comments

We'll open the lines
in 5 minutes

Press *1 now

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Questions and Comments Now

Questions and Comments Now

**Taking your questions
and comments**

Press *1 now

Press *2 to exit queue

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Replay of This Net Class

Replay of This Net Class

- **Available at:**
oracleu.us.oracle.com/netclass/ondemand.htm
- **Available on demand in five business days**
- **Full audio and slide replay**
- **PowerPoint slide set**
- **Chat questions and answers**

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Implementing General Ledger 1

Chapter 2

Oracle General Ledger Implementation Process - I

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Help

You can use the Help to assist you in Oracle General Ledger. Use Help for:

- **An explanation of the Toolbar icons.**
- **An explanation of each region of the Navigator.**
- **Detailed information about each Oracle General Ledger window.**
- **Searching for information by entering your query in the Search field and hitting the Find button.**

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Using Help

For Help paths in this module, start with:

- **Applications Help Library**
 - **Oracle Financial Applications**
 - **Oracle General Ledger**

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Practice Note

Since you will access the system and create definitions during this course, you need a way to distinguish between the definitions created by you and by your classmates. Therefore, you will be assigned a number by your instructor. Use this number as a prefix wherever you see XX included in the name of something you are defining. This way, you can ensure the definitions you create are unique.

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Objectives

After completing this lesson, you should be able to:

- **Create Charts of Accounts**
- **Create Sets of Books**
- **Describe setup considerations for setting up your basic chart of accounts structure**

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Agenda

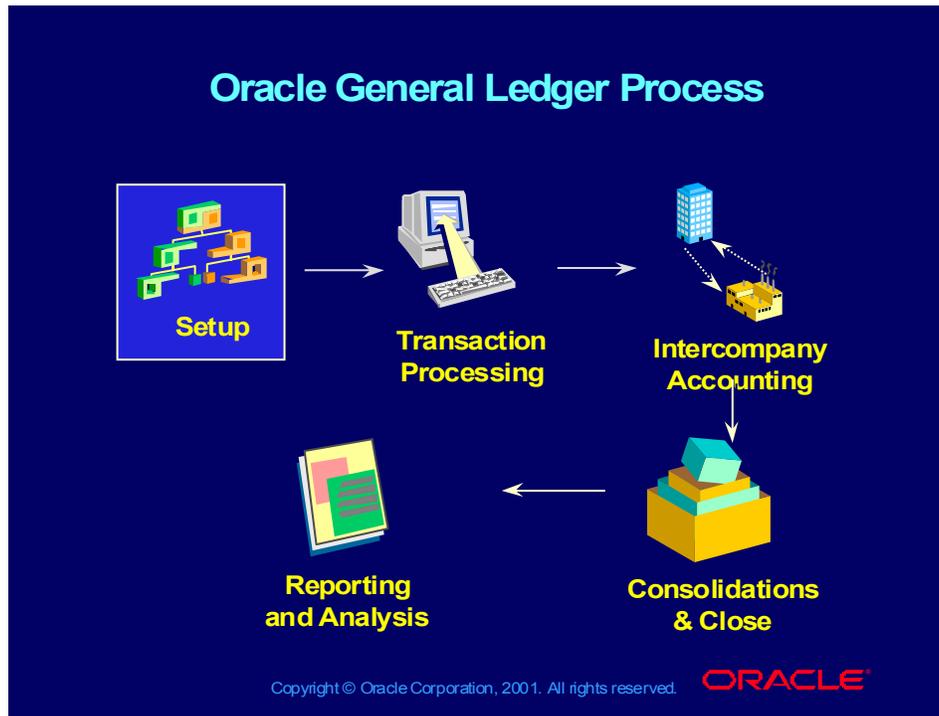
Agenda

- **Creating Chart of Accounts**
- **Creating Sets of books**
- **Setup considerations for setting up your basic chart of accounts structure**

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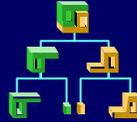
Oracle General Ledger Process



Elements Required for a Set of Books

Elements Required for a Set of Books

Complete the three tasks necessary to create a set of books.



Define a chart of accounts



Define an
accounting calendar



Enable currencies

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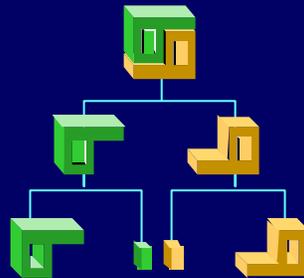
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Chart of Accounts Structure

Chart of Accounts Structure

With Oracle General Ledger, you:

- Define the account combinations to be used for journal entry and budgeting
- Define account hierarchies for reporting and analysis



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Accounting Calendar

You need to create a calendar to define an accounting year and the periods it contains.



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Unlimited Currencies

Unlimited Currencies

You can enable a variety of currencies to allow you to enter transactions in multiple currencies.



Dollars



Francs



Yen



Pounds

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Chart of Accounts Structure

Define a flexible chart of accounts structure:

- **Create up to 30 segments of up to 25 characters per segment, limited to 240 characters total.**
- **Define each segment name and the order in which it appears.**
- **Attach a list of valid values to each segment.**

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Creating Accounting Flexfields

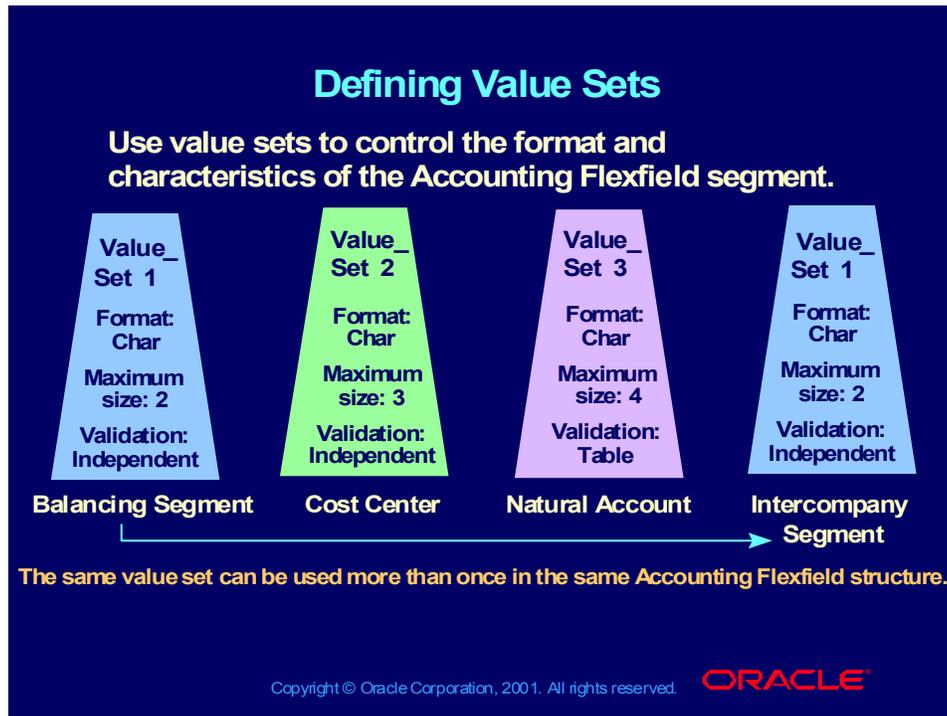
Perform the five steps necessary to create an Accounting Flexfield.

- 1. Define a value set.**
- 2. Define an Accounting Flexfield structure.**
- 3. Define valid segment values.**
- 4. Create account combinations.**
- 5. Optionally, define security rules.**

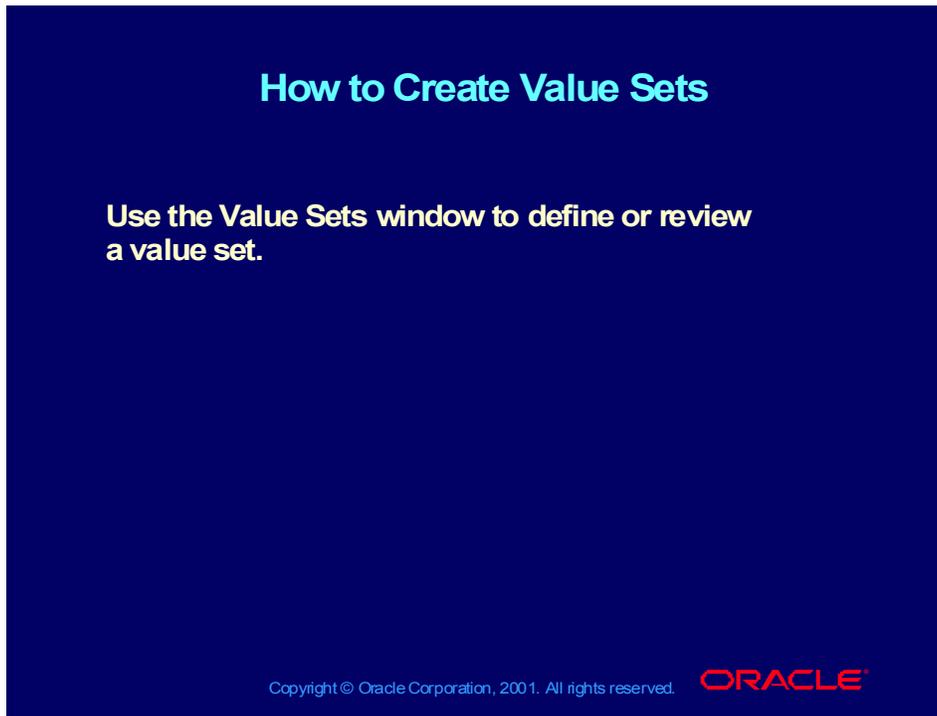
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Defining Value Sets



How to Create Value Sets



Help Path: Setting Up General Ledger> Chart of Accounts> Defining Your Chart of Accounts

Demonstration

In this demonstration, we will show how you can define a value set in the Value Sets window.

(N) Setup> Financials> Flexfield> Validation> Sets

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Validation Types

When you define value sets, you also need to determine how you want to validate your values.

Choose the appropriate validation type:

- **Independent**
- **Dependent**
- **Table Validated**

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Review Question

Review Question

If you wanted the meaning of a value to depend on the value of another (independent) segment, what type of validation would you use?

1. Independent
2. Dependent
3. Table Validated

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How to Define the Accounting Flexfield Structure

How to Define the Accounting Flexfield Structure

Use the Flexfield Segments window to define the accounting flexfield structure.

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Help Path: Setting Up General Ledger> Accounting Flexfield> Defining Your Account Structure

Demonstration

In this demonstration, we will show how to define the accounting flexfield structure set in the Key Flexfield Segments window.

(N) Setup > Financials > Flexfields > Key > Segments

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Defining Segment Values

Defining Segment Values

Enter valid values for each value set before using them in the Accounting Flexfield segments.

Value_Set 1	Value_Set 2	Value_Set 3	Value_Set 1
Format: Char	Format: Char	Format: Char	Format: Char
Maximum size: 2	Maximum size: 3	Maximum size: 4	Maximum size: 2
Validation: Independent	Validation: Independent	Validation: Table	Validation: Independent
Balancing Segment	Cost Center	Natural Account	Intercompany Segment
01	100	HEAD	01
02	101	1000	02
03	999	9999	03

Values are shared by the same value set

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Defining Segment Values

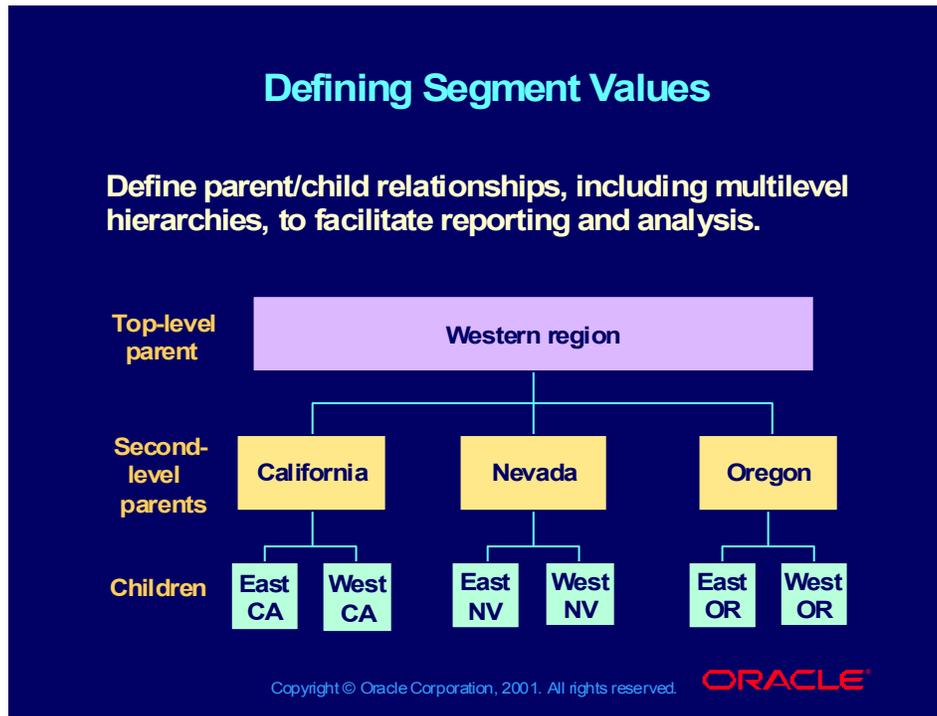
For each parent value, you can:

- Define child ranges
- Define parent ranges
- Move child ranges
- Move parent ranges
- View hierarchies

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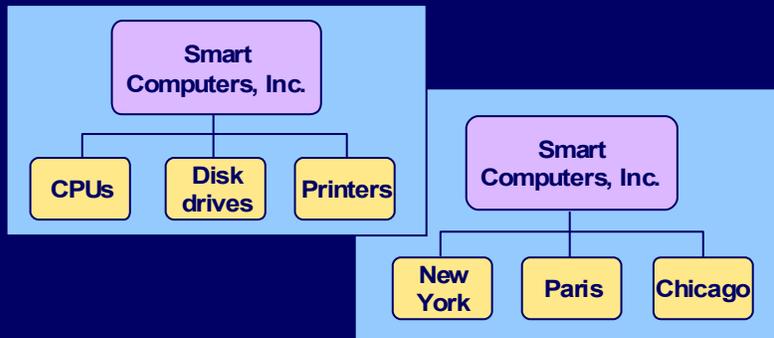
Defining Segment Values



Flexible Account Hierarchies

Flexible Account Hierarchies

Oracle General Ledger enables you to set up a variety of flexible parent/child account hierarchies to match your organizational needs.



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How to Define Segment Values

How to Define Segment Values

Use the Segment Values window to enter values for each value set.

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**Help Path: Setting Up General Ledger> Chart of Accounts>
Defining Your Chart of Accounts**

Demonstration

In this demonstration, we will show how to query an existing value set and enter values

(N) Setup> Financials> Flexfields> Key> Values

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How to Populate Attributes of a Segment Value

How to Populate Attributes of a Segment Value

Selections for each value include the following:

- Translated Value
- Description
- Parent
- Group and Level
- Segment Qualifiers
 - Allow budgeting
 - Allow posting
 - Account Type - Natural Account segment values
- Enabled
- Date range enabled

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**Help Path: Setting Up General Ledger> Chart of Accounts>
Defining Your Chart of Accounts**

Demonstration

In this demonstration, we will show how to populate attributes of a segment value

(N) Setup> Financials> Flexfields> Key> Values

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How to Enable and Disable Account Combinations

How to Enable and Disable Account Combinations

Use the GL Accounts window to specify the following for your account combinations:

- Enabled
- Preserved
- Type
- Effective Dates
- Allow Posting
- Allow Budgeting

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Help Path: Setting Up General Ledger > Defining Accounts

Demonstration

In this demonstration, we will show how to enable, disable, allow posting and budgeting to account combinations in the GL Accounts window.

(N)Setup>Accounts> Combinations

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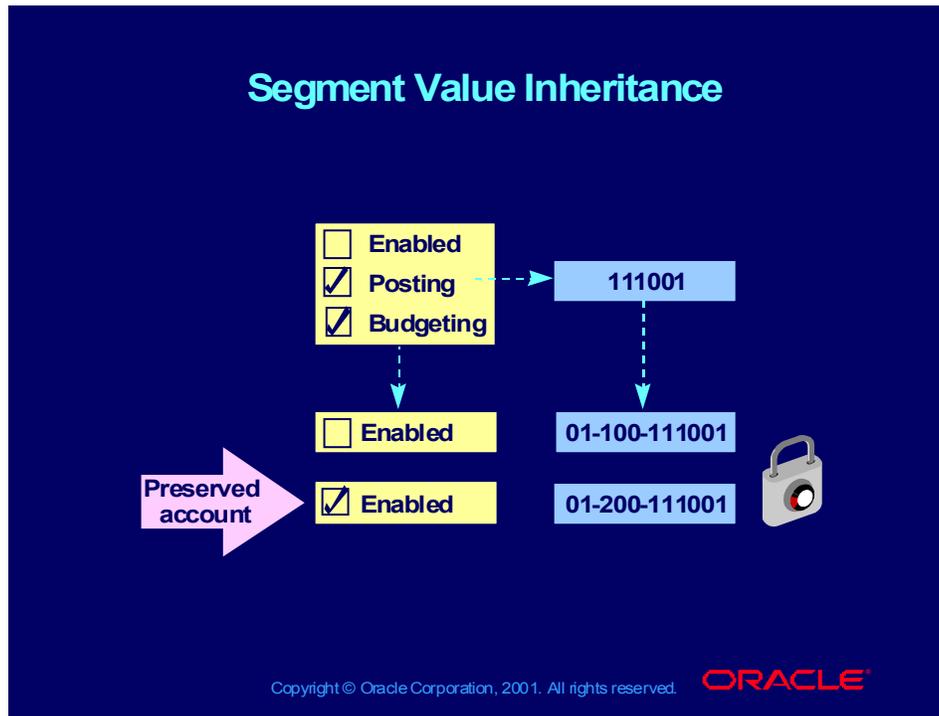
Segment Value Inheritance

- The Segment Value Inheritance program automatically propagates the attributes of a segment value to all account code combinations that contain that segment value.
- You can assign attributes at two levels:
 - The individual segment value in the Segment Values window
 - The account code combination in the GL Accounts window
 - You can set the Preserved flag for account code combinations to prevent the Segment Value Inheritance program from updating code combinations based on the individual account values' attributes.

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Segment Value Inheritance



Review Question

Review Question

You can only assign attributes at the individual segment value level.

- A True
- B False

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Using Dynamic Insertion

Dynamically create new account combinations while you are entering data by enabling dynamic insertion in the Key Flexfields Segments window.

- **Dynamic insertion can be enabled or disabled at any time.**
- **All new combinations must satisfy all defined cross-validation rules before they are created.**

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Defining Flexfield Security Rules

Defining Flexfield Security Rules

Restrict a responsibilities data entry and online inquiry to specific values by using flexfield security rules.

Account Segment

Include	#s 0000 to 9999
Exclude	#s 1000 to 3999
Available Values	0000 to 0999 4000 to 9999
Unavailable Values	1000 to 3999

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How to Define and Assign Flexfield Security Rules

How to Define and Assign Flexfield Security Rules

- Use the Define Security Rules window to define Security Rules containing Include and Exclude value range elements
 - For clarity, always define a Universal Include element and one or more Exclude elements
- Use the Assign Security Rules windows to assign a Security Rule to a Responsibility

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**Help Path: Applications Help Library>Applied Technology>
Oracle Applications Flexfields> Define Security Rules Window**

Demonstration

Demonstration

In this demonstration, we will show how to define and assign security rules.

**(N)Setup> Financials> Flexfields> Validation>
Security> Define**

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Defining Cross-Validation Rules

Prohibit creation of invalid account combinations using cross-validation rules.

- **Use cross-validation rules in combination with dynamic insertion.**
- **Define cross-validation rules before entering a chart of accounts.**

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How to Define Cross-Validation Rules

How to Define Cross-Validation Rules

Use the Cross-Validation Rules window to specify cross-validation rules and elements.

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**Help Path: Applications Help Library>Applied Technology>
Oracle Applications Flexfields> Cross-Validation Rules**

Demonstration

In this demonstration, we will show how to specify cross validation rules and define cross-validation rule elements.

(N)Setup> Financials> Flexfields> Key> Rules

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Helpful Reports

The following standard reports may be useful in analyzing your Accounting Flexfield structure:

- **Chart of Accounts Listing**
- **Rollup Detail Listing**
- **Rollup Range Listing**
- **Segment Values Listing**

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Summary

We covered the following topics:

- **Defining value sets**
- **Defining an Accounting Flexfield structure**
- **Entering segment values**
- **Entering and disabling accounts for posting and budgeting**
- **Creating flexfield security and cross-validation rules**

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Practice 1 Overview



Practice 1 Overview

This practice covers defining a value set.

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Practice Instruction

For the following practice, use the Vision database and login information assigned by your instructor. Use the, General Ledger, Vision Operations (USA) responsibility.

Defining a Value Set

Define three Value Sets using the information in the table.

Note: Replace XX with the number assigned by your instructor.

Hint: Use the down arrow key to enter new value sets.

Value Set Name	XX_Company	XX_Cost Center	XX_Account
Description	Company for Team XX	Cost Center for Team XX	Account for Team XX
Security Available	No	Yes	Yes
Enable Longlist	No	No	No
Format	Char	Char	Char
Maximum Size	2	3	4
Format Validation	Numbers Only Right-Justify	Uppercase Only	Numbers Only Right-Justify
Validation Type	Independent	Independent	Independent

Practice 1 - Solution

Practice 1 - Solution

This practice solution covers defining a value set.

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Practice Solution

Open the Value Sets window.

(N) Setup—>Financials—>Flexfields—>Validation—>Sets

In the Value Set Name field, enter XX_Company. For example, if the number assigned by your instructor is 01, the value set name would be 01_Company.

In the Description field, enter Company for Team XX.

Select No Security Available and Select Char for the Format Type.

Enter 2 in the Maximum Size field.

Choose Numbers Only and Right Justify.

Select the Independent Validation Type.

Use the down arrow key to enter values for the Cost Center and Account Segments.

In the Value Set Name field, enter XX_Cost Center.

Enter Cost Center for Team XX as the description.

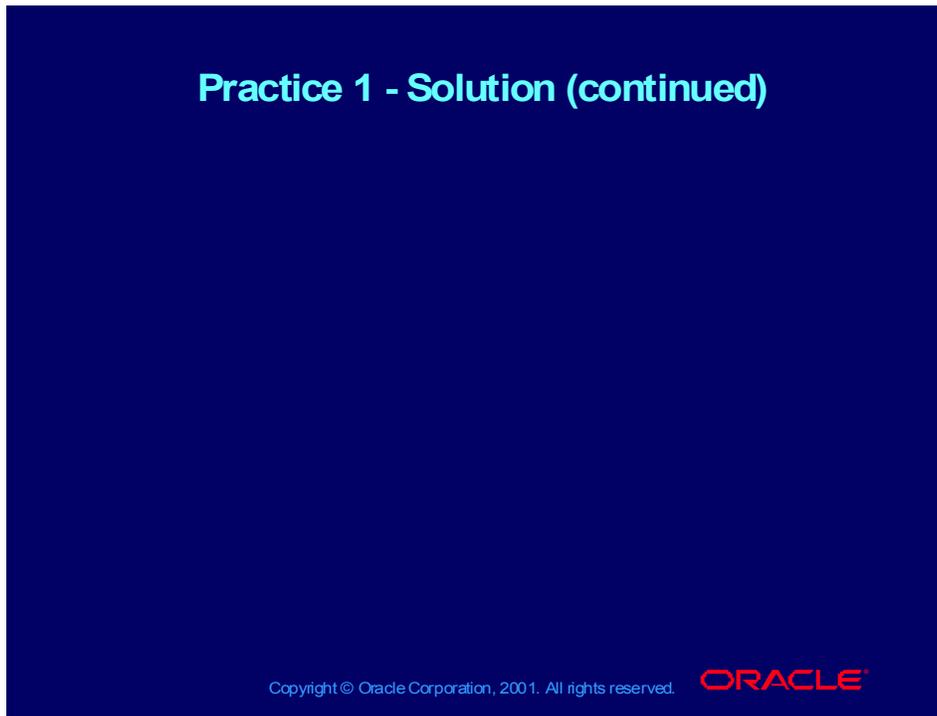
Select Security Available and Select Char for the Format Type.

Enter 3 in the Maximum Size field and choose Uppercase Only.

Select the Independent Validation Type.

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Practice 1 - Solution (continued)



Use the down arrow key to enter values for the Account Segment.

In the Value Set Name field, enter XX_Account.

In the Description field, enter Account for Team XX.

Select Security Available and Select Char for the Format Type.

Enter 4 in the Maximum Size field.

Choose Numbers Only and Right-Justify.

Select the Independent Validation Type.

Save your work.

Practice 2 Overview

Practice 2 Overview

Practice contents:

- **Defining key flexfield segments**
- **Freezing the flexfield definition**

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Practice Overview

Step 1: Defining Key Flexfield Segments

Query on the Application Oracle General Ledger and the flexfield titled Accounting Flexfield and enter the following information:

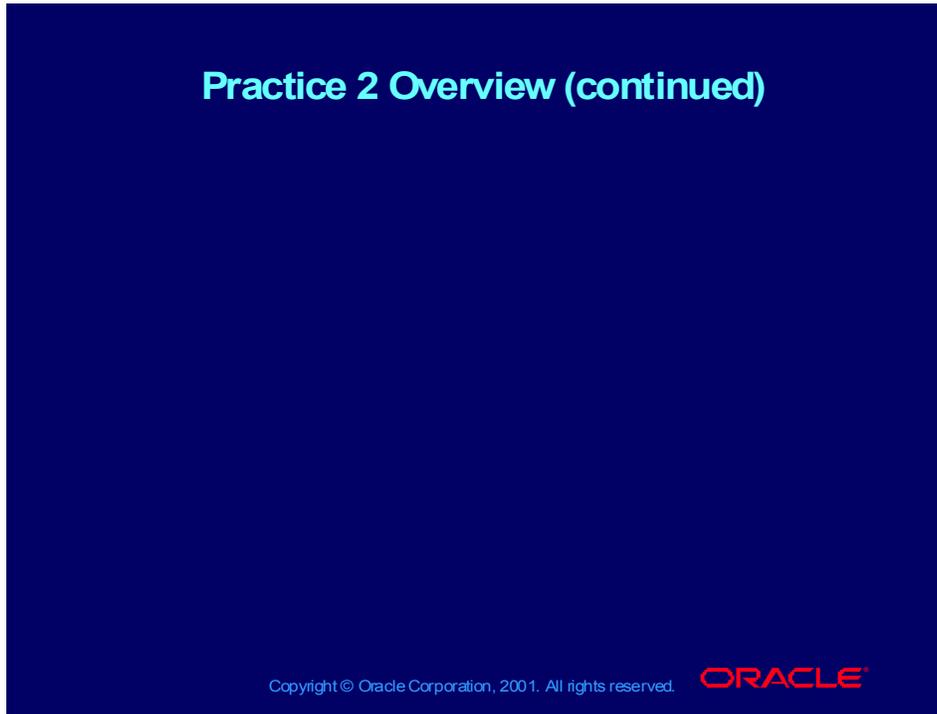
Name	<XX> _ACCOUNTING_FLEXFIELD	Description	<XX> Chart of Accounts
View Name	GL_AFF_XX_VIEW	Freeze Flexfield Definition	No
Enabled	Yes	Segment Separator	Period (.)
Cross-Validate Segments	Yes	Freeze Rollup Groups	No
Allow Dynamic Inserts	Yes		

Order each segment as follows:

Number	Name	Window	Column (List)	ValueSet (List)
1	Company	Company	Segment1	XX_Company
2	Cost Center	Cost Center	Segment2	XX_Cost Center
3	Account	Account	Segment3	XX_Account
4	Intercompany	Interco	Segment4	XX_Company

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Practice 2 Overview (continued)



Note: Click OK to the warning message that appears informing you that your list of values prompt is longer than your segment size.

Add the following additional information for each segment:

	Company	Cost Center	Account	Intercompany
Default Type				Constant
Default Value				00
Required	Yes	Yes	Yes	Yes
Security Enabled	No	Yes	Yes	No
List of Values Prompt	Co	CC	Acct	Interco
Concatenated Description Size	12	15	25	15
Flexfield Qualifier Segment	Balancing	Cost Center	Natural Account	Intercompany

Important: Verify that all the information is correct and navigate back to the Key Flexfields Segment window.

Step 2: Freezing the Flexfield Definition

Freeze and Compile your Flexfield Definition.

Practice 2 - Solution

Practice 2 - Solution

Practice contents:

- Defining key flexfield segments
- Freezing the flexfield definition

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Practice Solution

Step 1: Defining Key Flexfield Segments

Open the Key Flexfield Segments window.

(N) Setup—>Financials—>Flexfields—>Key—>Segments

Find the Application called Oracle General Ledger and the Flexfield Title Accounting Flexfield.

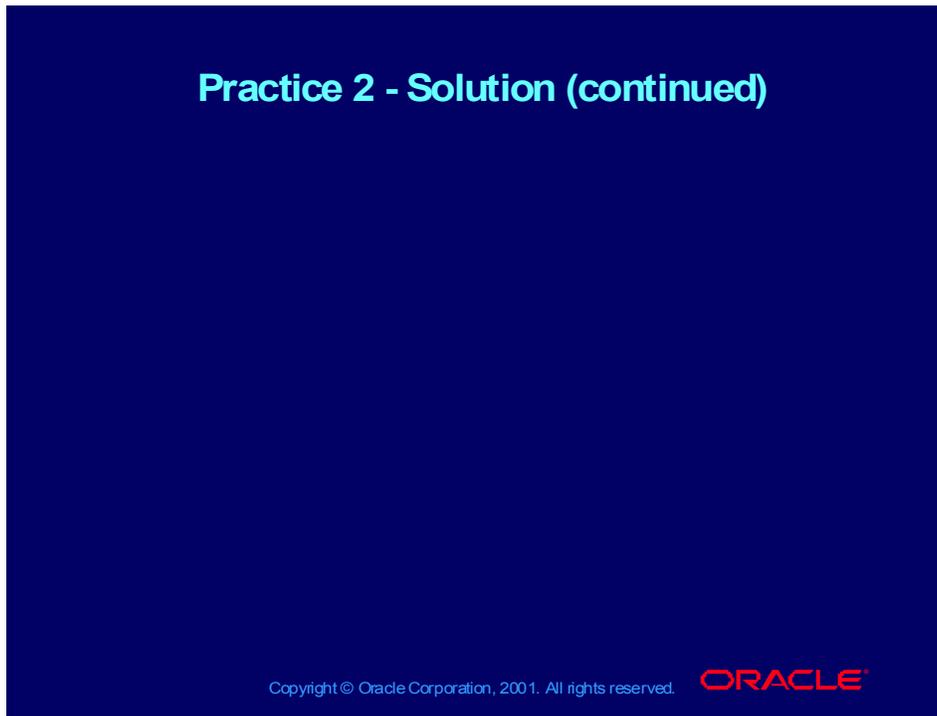
Position your cursor in the Title field and select the green + icon to insert a new record.

Enter the following information:

Code	<XX> _ACCOUNTING_FLEXFIELD
Description	<XX> Chart of Accounts
View Name	GL_AFF_XX_VIEW
Freeze Flexfield Definition	Yes
Enabled	Yes
Segment Separator	Period (.)
Cross-Validate Segments	Yes
Freeze Rollup Groups	No
Allow Dynamic Inserts	Yes

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Practice 2 - Solution (continued)



Order the segments

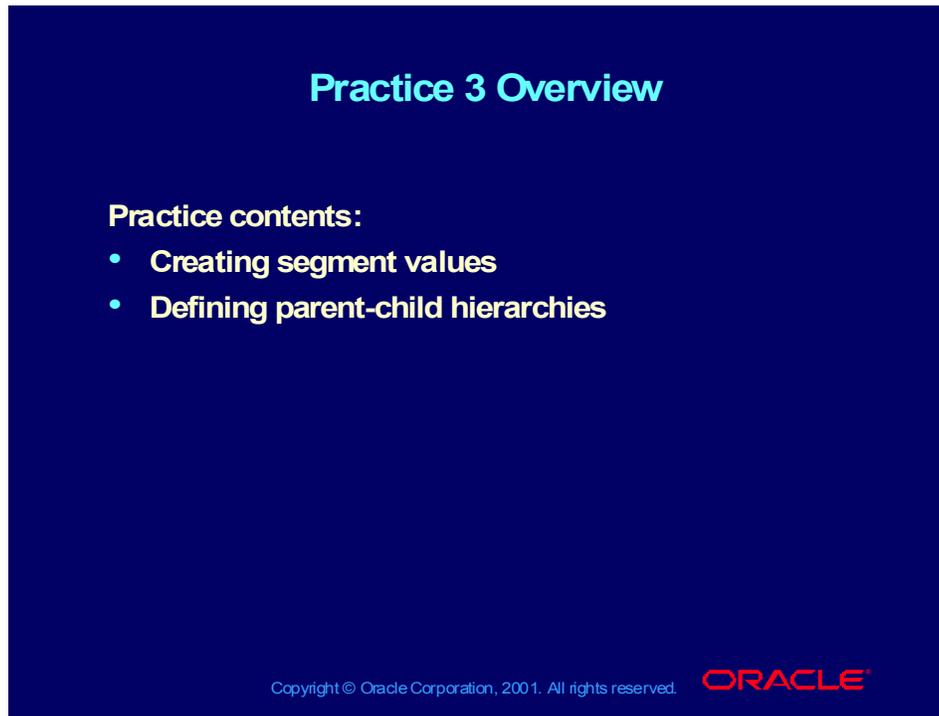
Add the additional information for each segment by selecting the Open button.
Save your work and navigate back to the Key Flexfields Segment window.

Step 2: Freezing the Flexfield Definition

From the Key Flexfields Segment window, select Freeze Flexfield Definition and select OK to the warning message.

Select Compile and select OK to the warning messages.

Practice 3 Overview



Practice 3 Overview

Practice contents:

- **Creating segment values**
- **Defining parent-child hierarchies**

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Practice Overview

Step 1: Creating Segment Values

Navigate to the Segment Values window and query the Key Flexfield values based on the following information:

Field Name	Information
Application	Oracle General Ledger
Title	Accounting Flexfield
Structure	<XX>_ACCOUNTING_FLEXFIED
Segment	Company

Enter the following information for the Company Segment.

Hint: Be sure to tab through completely.

Value	Description	Enabled	AllowBudget Post
00	Corporate	Yes	Yes, Yes
01	US Ops	Yes	Yes, Yes
02	CAD Ops	Yes	Yes, Yes

Practice 3 Overview (continued)

Practice 3 Overview (continued)

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Enter the following values for the Cost Center segment:

Value	Description	Enabled	Allow Budget Post
000	Unspecified	Yes	Yes, Yes
110	110 Cost Center	Yes	Yes, Yes
210	210 Cost Center	Yes	Yes, Yes
310	310 Cost Center	Yes	Yes, Yes
410	410 Cost Center	Yes	Yes, Yes

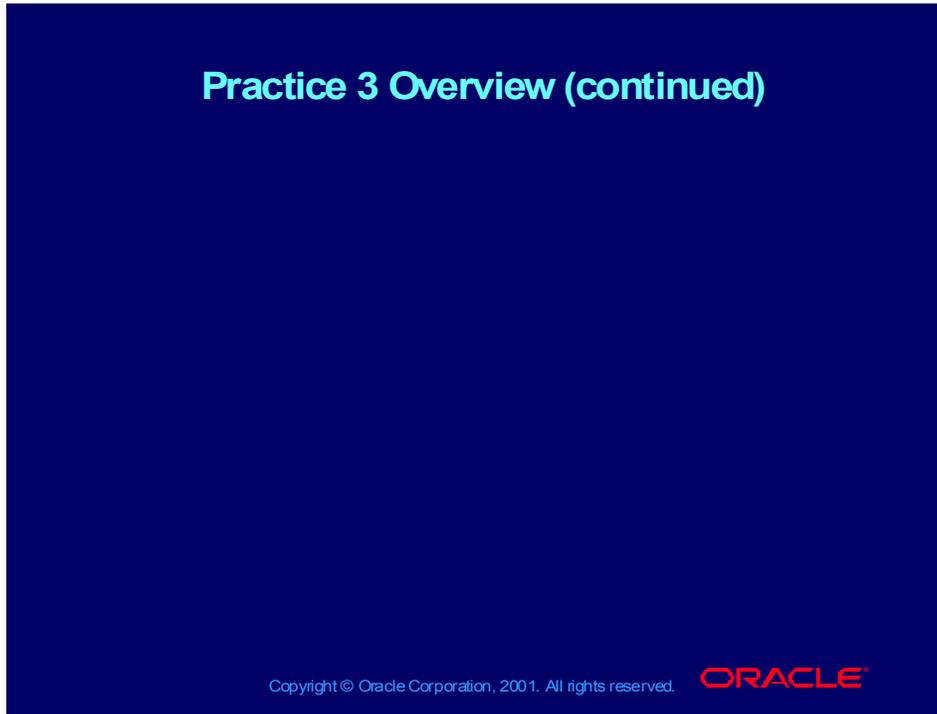
Enter values for the Account segment as follows:

Value	Description	Parent	Account Type	Budget / Post
1000	Cash		Asset	Yes, Yes
1200	Accounts Receivable		Asset	Yes, Yes
2000	Accounts Payable		Liability	Yes, Yes
3310	Retained Earnings		Ownership/Stock	Yes, Yes
3510	Translation Adjustment		Ownership/Stock	Yes, Yes
4000	Parent Revenue	Yes	Revenue	Yes, Yes
4010	Sales Revenue		Revenue	Yes, Yes
4020	Training Revenue		Revenue	Yes, Yes
5000	Parent Expense	Yes	Expense	Yes, Yes
5010	Sales Expense		Expense	Yes, Yes
5020	Training Expense		Expense	Yes, Yes
6000	Parent Special Exp	Yes	Expense	Yes, Yes
6010	GL Training - Travel		Expense	Yes, Yes

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6020	GL Training - Supplies	Expense	Yes, Yes
9920	Default Suspense	Expense	Yes, Yes
9930	Default Intercompany	Expense	Yes, Yes
9940	Override Suspense	Expense	Yes, Yes
9950	Override Intercompany Debit	Expense	Yes, Yes
9960	Override Intercompany Credit	Expense	Yes, Yes

Practice 3 Overview (continued)



Step 2: Defining Parent Child Hierarchies

Define Child Ranges as follows:

Parent Value	Account Low	Account High	Child Values Only or Parent Values Only
4000	4001	4999	Child Values Only
5000	5001	5999	Child Values Only
6000	6001	6999	Child Values Only

Note: Selecting Child Values Only will ignore all parent values in the range.
Selecting Parent Values Only will ignore all child values in the range.

Practice 3 - Solution

Practice 3 - Solution

Practice contents:

- **Creating segment values**
- **Defining parent-child hierarchies**

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Practice Solution

Step 1 Solutions

Navigate to the Segment Values window.

(N) Setup—>Financials—>Flexfields—>Key—>Values

Select Key Flexfield in the Find Values By region.

Enter the following information and select Find:

Application: Oracle General Ledger

Title: Accounting Flexfield

Structure: <XX> _ACCOUNTING_FLEXFIED

Segment: Company

Practice 3 - Solution (continued)

Practice 3 - Solution (continued)

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Enter the following information for the Company segment.

Hint: Be sure to tab through to view the Effective and Hierarchy Qualifier regions.

Value	Description	Enabled	Allow Budget / Post
00	Corporate	Yes	Yes, Yes
01	US Ops	Yes	Yes, Yes
02	CAD Ops	Yes	Yes, Yes:

Enter the following values for the Cost Center segment:

Value	Description	Enabled	Allow Budget/Post
000	Unspecified	Yes	Yes, Yes
110	110 Cost Center	Yes	Yes, Yes
210	210 Cost Center	Yes	Yes, Yes
310	310 Cost Center	Yes	Yes, Yes
410	410 Cost Center	Yes	Yes, Yes

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Practice 3 - Solution (continued)

Practice 3 - Solution (continued)

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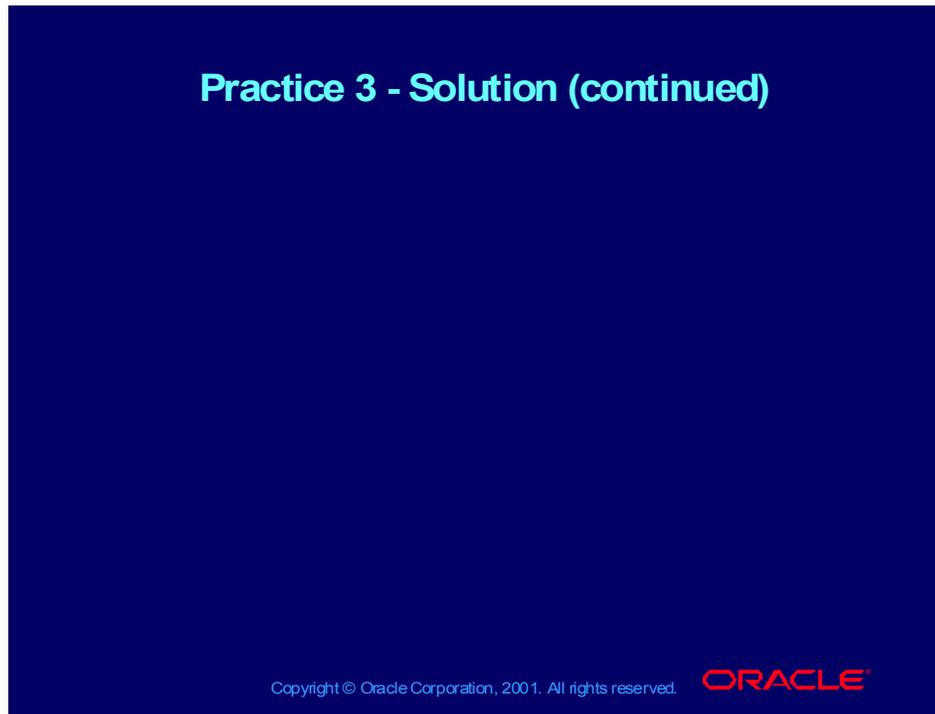
Enter values for the Account segment as follows:

Note: Enable all values with the Start Date of 01-DEC-1999.

Value	Description	Parent	Account Type	Allow Budget/Post
1000	Cash		Asset	Yes, Yes
1200	Accounts Receivable		Asset	Yes, Yes
2000	Accounts Payable		Liability	Yes, Yes
3310	Retained Earnings		Ownership/Stock	Yes, Yes
3510	Translation Adjustment		Ownership/Stock	Yes, Yes
4000	Parent Revenue	Yes	Revenue	Yes, Yes
4010	Sales Revenue		Revenue	Yes, Yes
4020	Training Revenue		Revenue	Yes, Yes

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Practice 3 - Solution (continued)



Value	Description	Parent	Account Type	Allow Budget/Post
6000	Parent Special Exp	Yes	Expense	Yes, Yes
6010	GL Training - Travel		Expense	Yes, Yes
9920	Default Suspense		Expense	Yes, Yes

Step 2 Solution

Position your cursor on value 4000 and select Define Child Ranges.

Assign the child values 4001 to 4999 to parent value 4000. Select Child Values Only.

Assign 5001 to 5999 on parent value 5000. Select Child Values Only.

Assign 6001 to 6999 to parent value 6000. Select Child Values Only.

Note: Selecting Child Values Only will ignore all parent values in the range. Selecting Parent Values Only will ignore all child values in the range.

Save your work and review the message that is displayed on the message screen.

Practice 4 Overview



Practice 4 Overview

This practice covers defining flexfield security rules.

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Practice Overview

Step 1: Defining Flexfield Security Rules

Define a rule to limit the use of Cost Center Value 410 by the General Ledger, XXX Student responsibility.

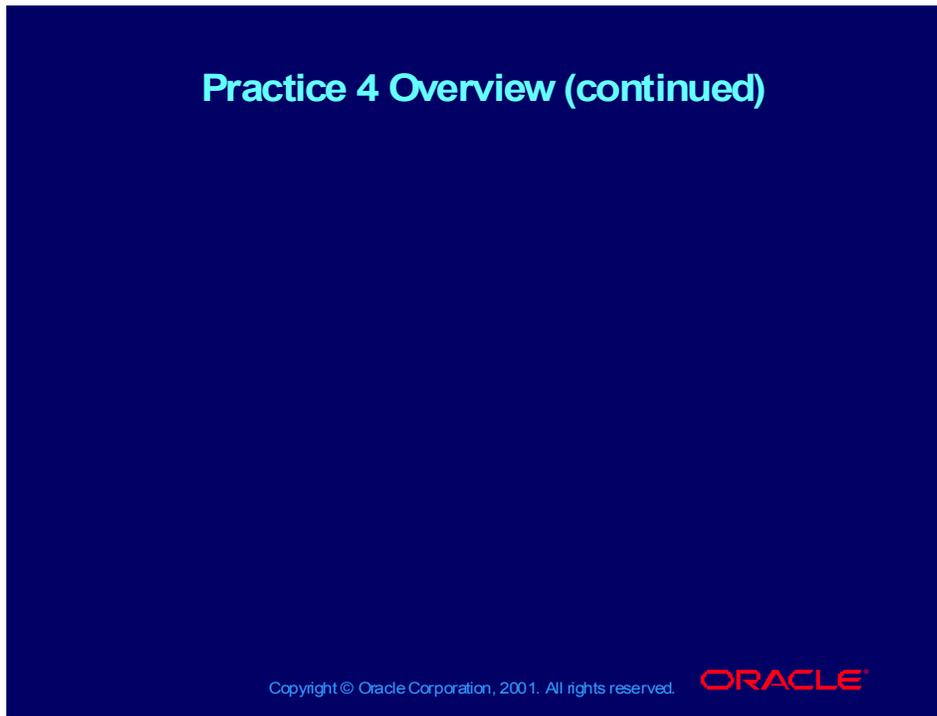
Hint: The navigation path is as follows:

(N) Setup—>Financials—>Flexfields—>Key—>Security—>Define

Find the Key Flexfield values based on the following information:

Field Name	Information
Application	Oracle General Ledger
Title	Accounting Flexfield
Structure	<XX> _ACCOUNTING_FLEXFIED
Segment	Cost Center

Practice 4 Overview (continued)



Enter the following information for the Security Rules and Elements:

Security Rules

Name <XX>_FFS

Description Cost Center Not Valid for Responsibility

Message Cost Center 410 Not Valid for This Responsibility

Rule Elements

Include 000–999

Exclude 410–410

Save your work, then assign the XX_FF5 rule to the Oracle General Ledger Application and General Ledger, XXX Student responsibility.

Be sure to save again.

Practice 4 - Solution

Practice 4 - Solution

This practice covers defining flexfield security rules.

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Practice Solution

Step 1 Solution

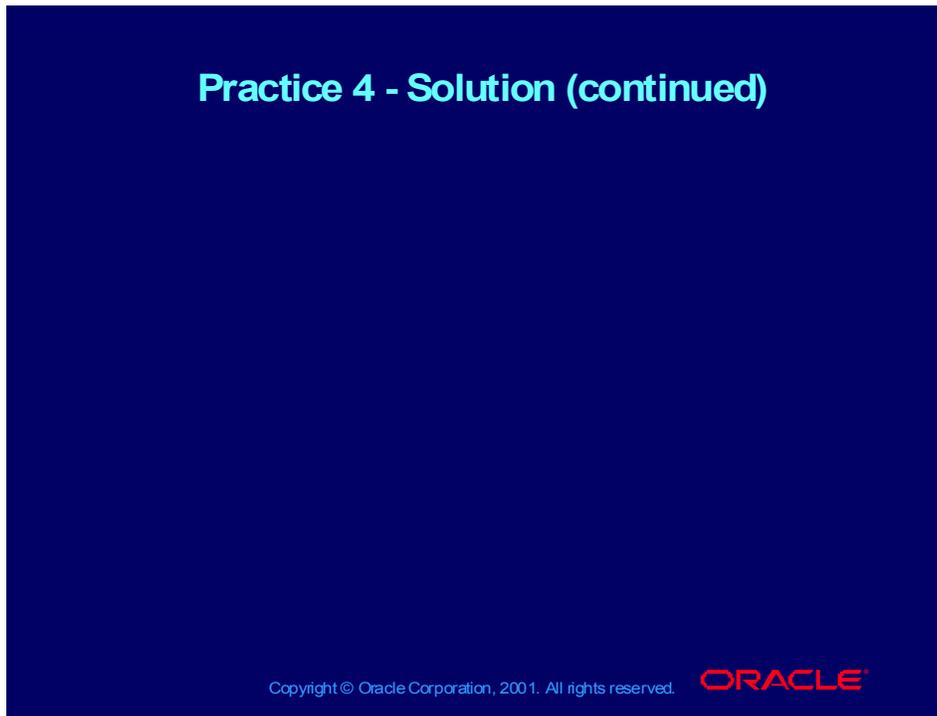
Open the Find Key Flexfield Segments window.

(N) Setup—>Financials—>Flexfields—>Key—>Security—>Define

Query the Key Flexfield values based on the following information:

Field Name	Information
Application	Oracle General Ledger
Title	Accounting Flexfield
Structure	<XX> _ACCOUNTING_FLEXFIED
Segment	Cost Center

Practice 4 - Solution (continued)



In the Define Security Rules window enter the Security Rules and Rule Elements.

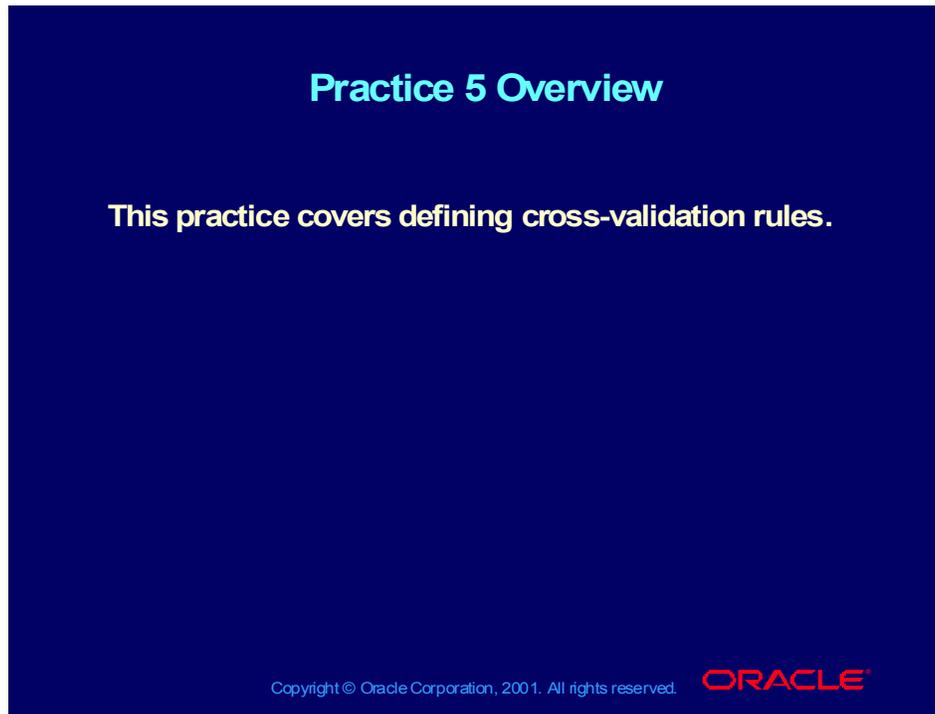
Name	<XX>FFS
Description	Cost Center Not Valid for Responsibility
Message	Cost Center 410 Not Valid for This Responsibility
Rule Elements	
Include	000–999
Exclude	410–410

Save your work.

Select Assign to assign this rule to the Oracle General Ledger Application and General Ledger, XXX Student responsibility.

Save your work.

Practice 5 Overview



Practice Overview

Defining Cross-Validation Rules

Define a cross-validation rule that disallows use of account 6010 with any cost center other than cost center 310.

Query on the following information:

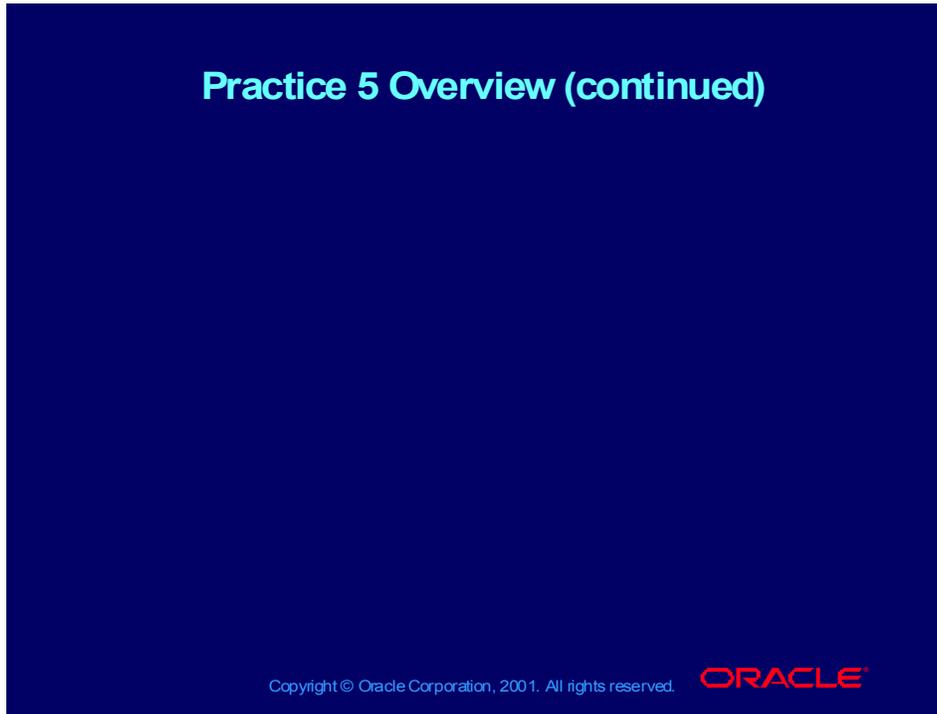
Application	Oracle General Ledger
Flexfield Title	Accounting Flexfield
Structure	<XX> _ACCOUNTING_FLEXFIED

Enter the following information for the Rule and Rule Elements:

Security Rules

Name	<XX>_CVR
Description	Account 6010 valid only with CC 310
Error Message	Text XX_CVR - Account 6010 valid only with CC 310
Error Segment Name	Account
From	01-DEC-1999

Practice 5 Overview (continued)



Rule Elements	Low	High
Include	00.000.0000.00	99.ZZZ.9999.99
Exclude	00.000.6010.00	99.309.6010.99
Exclude	00.311.6010.00	99.ZZZ.6010.99

Practice 5 - Solution

Practice 5 - Solution

This practice covers defining cross-validation rules.

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Practice Solution

Open the Cross-Validation Rules window.

(N) Setup—>Financials—>Flexfields—>Key—>Rules

Query the Oracle General Ledger Application, the Accounting Flexfield Title, and the <XX> Accounting Flexfield Structure.

Enter the following information for the Rule and Rule Elements:

Security Rules

Name	<XX>_CVR	
Description	Account 6010 valid only with CC 310	
Error Message	Text XX_CVR - Account 6010 valid only with CC 310	

Error Segment Name	Account
From	01-DEC-1999

Rule Elements	Low	High
Include	00.000.0000.00	99.ZZZ.9999.00
Exclude	00.000.6010.00	99.309.6010.00
Exclude	00.311.6010.00	99.ZZZ.6010.00

Save your work.

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Defining the Accounting Calendar

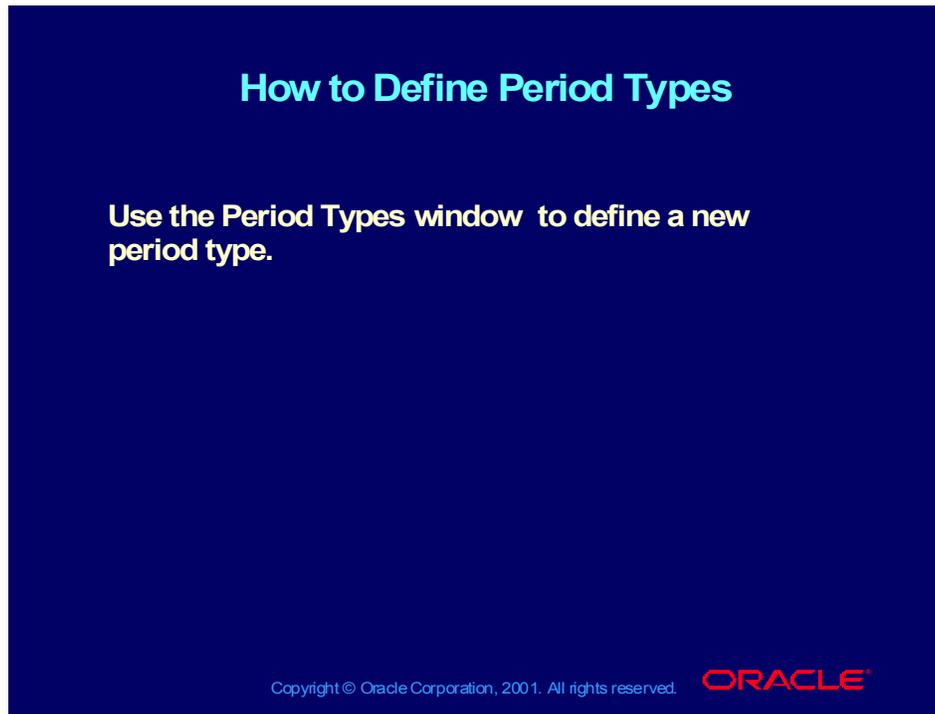
Create a calendar to define an accounting year and the periods that it contains.

- Set up one year at a time, specifying the accounting period type.
- Define your calendar at least one period before the period in which you will start entering transactions.
- Optionally define multiple calendars and assign a different calendar to each set of books.

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How to Define Period Types



Help Path: Setting Up General Ledger>Setting Up General Ledger>Planning and Installation

Demonstration

In this demonstration, we will show how to define a new period type.

(N)Setup> Financials> Calendar> Types

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How to Define a New Calendar

How to Define a New Calendar

Use the Accounting Calendar window to define a new calendar.

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Help Path: Setting Up General Ledger> Setting Up General Ledger>Planning and Installation>

Demonstration

In this demonstration, we will show how to define a new calendar.

(N)Setup> Financials> Calendar> Accounting

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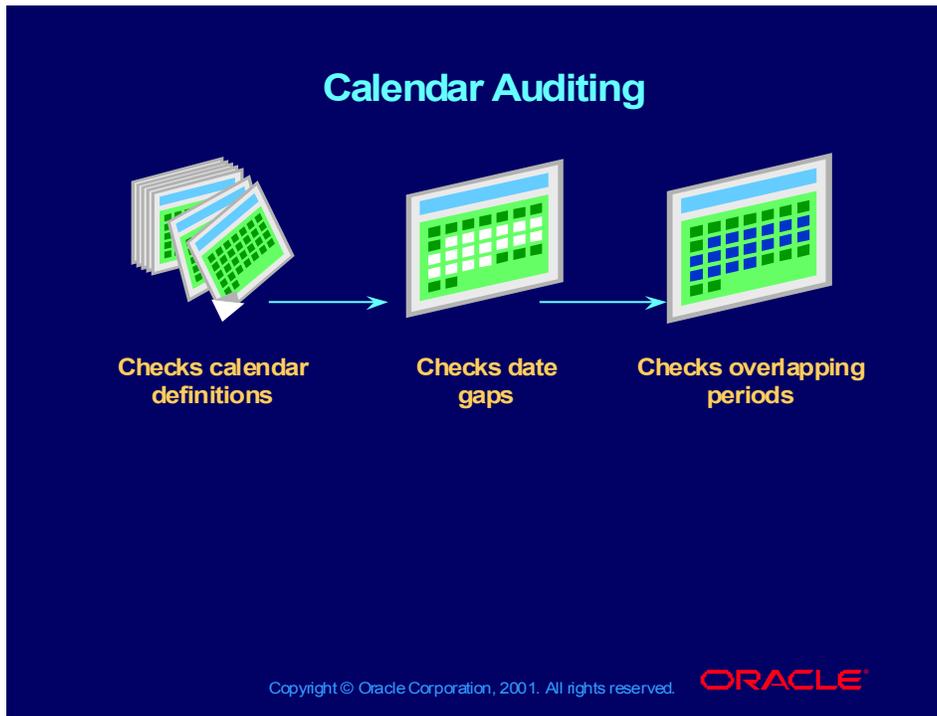
Calendar Auditing

- Oracle General Ledger can audit your accounting calendars to check for common setup errors.
- The Calendar Auditing program automatically validates any defined calendar.
- The Calendar Validation Report identifies calendar errors.

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Calendar Auditing



How to Define Currencies

How to Define Currencies

Use the Currencies window to enable predefined currencies or create new ones. All the ISO 9000 currencies are predefined.

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**Help Path: Applications Help Library>Oracle Financial Applications>
Oracle General Ledger > Multi-Currency > Defining Currencies**

Demonstration

In this demonstration, we will show how to define a new currency.

(N)Setup> Currencies> Define

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Predefined Rate Types

Predefined Rate Types

Oracle General Ledger provides the following predefined daily conversion rate types

- Spot
- Corporate
- User
- EMU Fixed

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How to Define Conversion Rate Types

How to Define Conversion Rate Types

Use the Conversion Rate Types window to define a new conversion rate type.

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Help Path: Applications Help Library>Oracle Financial Applications>Oracle General Ledger > Multi-Currency > Defining Conversion Rate Types

Demonstration

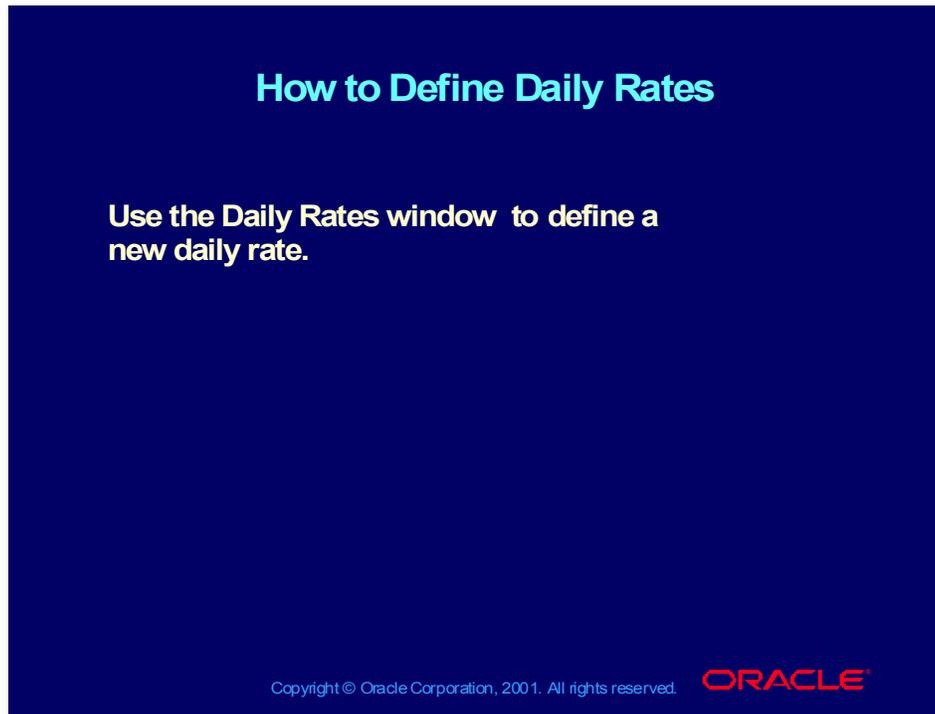
In this demonstration, we will show how to define a new conversion rate type.

(N)Setup> Currencies> Rates> Type

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How to Define Daily Rates



**Help Path: Applications Help Library>Oracle Financial Applications>
Oracle General Ledger > Multi-Currency > Entering Daily Rates**

Demonstration

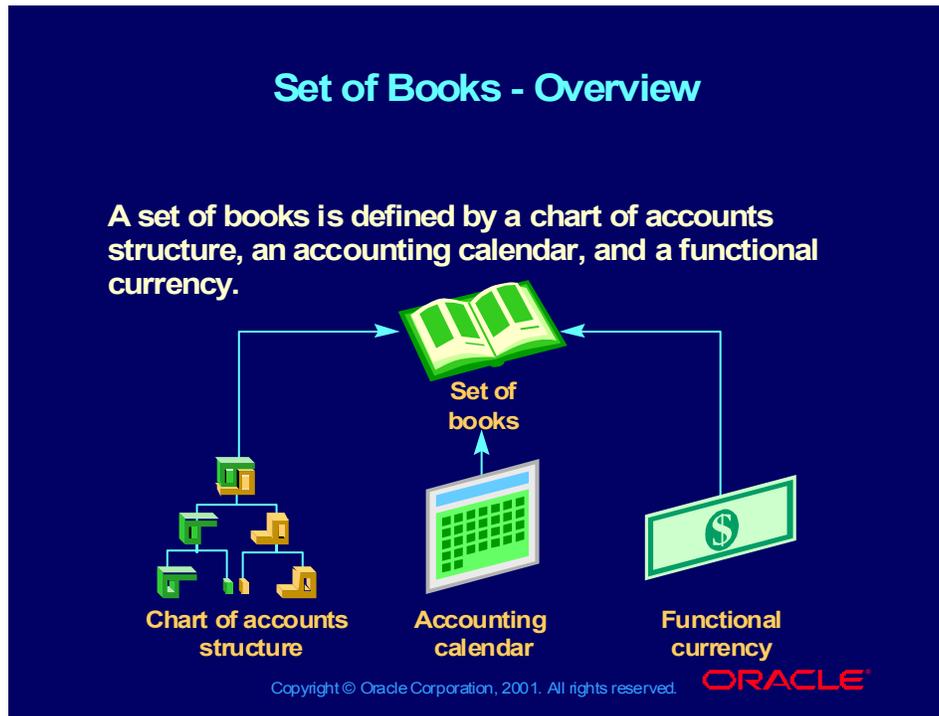
In this demonstration, we will show how to define a new daily rate.

(N)Setup> Currencies> Rates> Daily

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Set of Books - Overview



How to Define a Set of Books

How to Define a Set of Books

Use the Set of Books window to define a set of books.

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Help Path: Setting Up General Ledger > Define Sets of Books

Demonstration

In this demonstration, we will show how to define a new set of books.

(N)Setup> Financials> Books

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Set of Books Options - Closing Accounts

Set of Books Options - Closing Accounts

- **Retained Earnings - (Required)** Post the net balance of all income and expense accounts from the prior year.
- **Cumulative Translation Adjustment - (Optional)** If you choose to translate your functional currency balances into another currency for reporting, enter an account here.

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Help Path: Setting Up General Ledger>Defining Sets of Books>Set of Books Accounts

Set of Books Options - Journaling

- **Balance Intercompany Journals - (Optional)** Posts out-of-balance intercompany journal entries to an intercompany account that you specify.
- **Journal Approval - (Optional)** Allows you to use the Journal Approval feature in your set of books.
- **Journal Entry Tax - (Optional)** Enables automatic taxing of manual entries journal entries in General Ledger.
- **Suspense - (Optional)** Enables automatic balancing of out-of-balance journal entries by offsetting to a specified account.
- **Rounding Differences - (Optional)** Enables tracking rounding differences that occur during currency conversions to a specified rounding differences account.

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Help Path: Setting Up General Ledger>Defining Sets of Books>Set of Books Accounts

Set of Books Options - Average Balances

Set of Books Options - Average Balances

If you enable average balance processing for a set of books, you need to set the following options:

- **Enable Average Balances** - Allows you to use this set of books for average balance processing.
- **Consolidation Set of Books** - You must check this box if the set of books is to be used for consolidating average balances.
- **Transaction Calendar** - This calendar is used to ensure that transactions are posted only to valid business days.

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Help Path: Setting Up General Ledger>Defining Sets of Books>Set of Books Average Balance Options

Set of Books Options - Average Balances (continued)

Set of Books Options - Average Balances (continued)

- **Translation Rate Type** - General Ledger uses the daily rates for the chosen rate type to compute average rates to use when translating average balances.
- **Translate Optional Amount Types** - You can choose to translate end-of-day, quarter-average-to-date, and year-average-to-date balances by marking the appropriate check boxes.
- **Net Income Account** - This account captures the net activity of all revenue and expense accounts when calculating the average balance for retained earnings

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Help Path: Setting Up General Ledger>Defining Sets of Books>Set of Books Average Balance Options

Set of Books Options - Budgetary Control

Set of Books Options - Budgetary Control

Using budgetary control requires funds reservation for any transactions you enter in General Ledger, Oracle Purchasing or Oracle Payables. Only journal entries that pass funds reservation can be posted.

- **Enable Budgetary Control - (Optional)** Check this box to enable budgetary control. If you enable this option, you must enter a Reserve for Encumbrance account for the set of books.
- **Require Budget Journals - (Optional)** Check Require Budget Journals to allow only those budget journal entry methods that create journal entries, namely budget journals, budget transfers, MassBudgets, and consolidation of budget balances.

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Help Path: Setting Up General Ledger>Defining Sets of Books>Defining Sets of Books

Set of Books Options - Multiple Reporting Currencies

Set of Books Options - Multiple Reporting Currencies

If you need to report in multiple currencies at the balance level, as well as transactions level, define a primary set of books using your functional currency and additional reporting sets of books using your reporting currencies.

- **Primary Set of Books**- Choose this option if you are defining a primary set of books.
- **Reporting Set of Books** - Choose this option if you are defining a reporting set of books.
- **Not Applicable** - Choose this option if you are not using Multiple Reporting Currencies.

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Help Path: Setting Up General Ledger>Defining Sets of Books>Defining Sets of Books

Linking a Set of Books to a Responsibility

- Use Oracle System Administration to link a set of books to a General Ledger responsibility.
- When starting an Oracle General Ledger session, choose a responsibility in order to enter and retrieve accounting information for the set of books associated with that responsibility.

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How to Assign a Set of Books to a Responsibility

How to Assign a Set of Books to a Responsibility

Use the **System Profile Values** window to assign a set of books to a responsibility.

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System Administrator Help Path: Application Help Library >Applied Technology> Oracle Applications Systems Administration>Setting Profile Options

Demonstration

In this demonstration, we will show how to assign a set of books to a responsibility.

System Administration Responsibility (N)Profile>
System

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Summary

We covered the three basic elements of a set of books:

- **Chart of accounts structure**
- **Accounting calendar**
- **Functional currency**

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Practice 5 Overview

Practice 5 Overview

Practice contents:

- Defining an accounting calendar
- Enabling a new currency
- Defining a set of books
- Attaching the set of books to a responsibility
- Signing on as the new responsibility

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Practice Overview

Step 1: Defining a New Period Type

Define a new period type called <XX>_Month. Specify 12 periods for this calendar year.

Step 2: Defining an Accounting Calendar

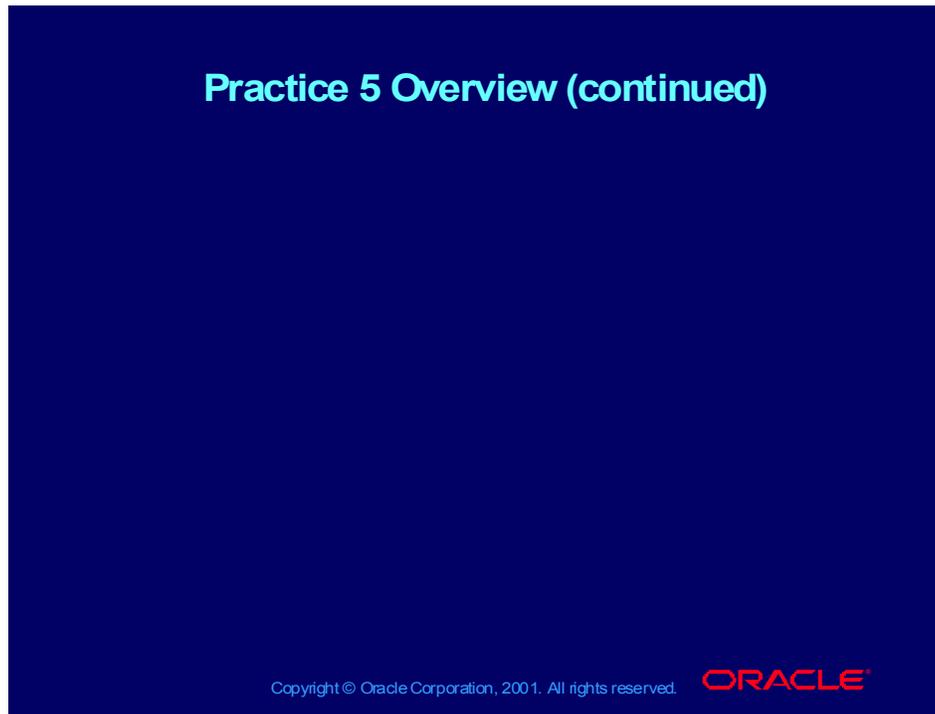
Login under the General Ledger Vision Operations responsibility to define an accounting calendar with a name and description called <XX>_Calendar, replacing <XX> with the number assigned by your instructor.

Enter the following information for your two period calendar. Be sure to use the period type you defined in the previous step called <XX>_Month.

Prefix	Type	Year	Qtr	Num	From	To	Name
DEC	<XX>_Month	1999	4	12	12/01/1999	12/31/1999	DEC-99
JAN	<XX>_Month	2000	1	1	01/01/2000	01/31/2000	JAN-00

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Practice 5 Overview (continued)



Step 3: Defining a Set of Books

Define a standard set of books called <XX>_US Books with a short name of <XX>_US.

Use your <XX>_ACCOUNTING_FLEXFIED Chart of Accounts and the USD currency as the functional currency for your set of books.

Select your <XX>_Calendar from the list of values as the monthly calendar for your set of books.

Allow one future enterable period.

Allow Suspense Posting. Do not allow Balancing Intercompany Journals.

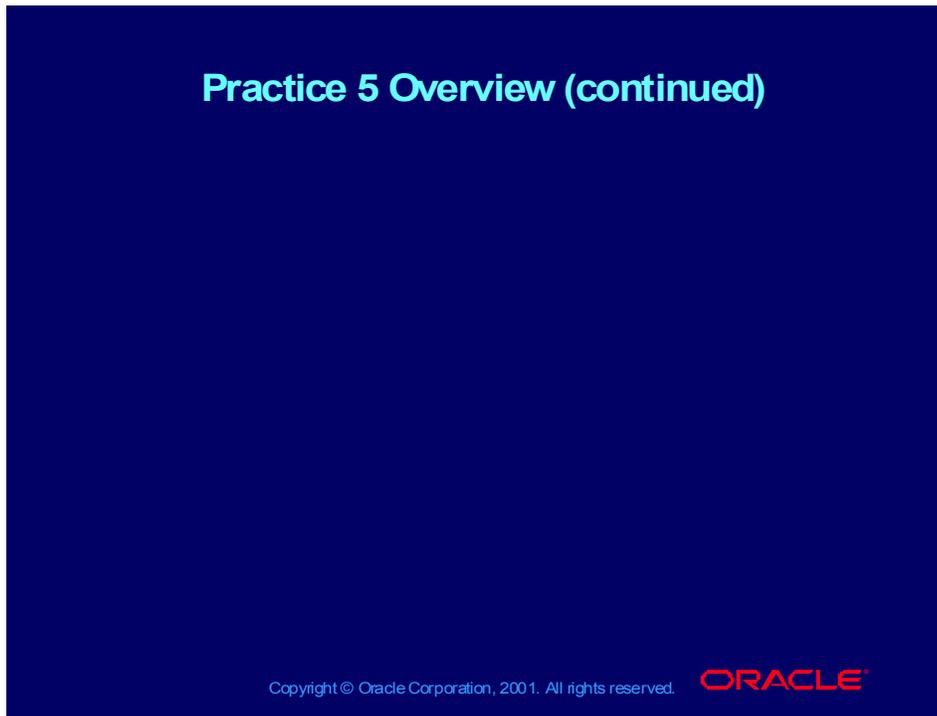
Note: If you select Balance Intercompany Journals you must go to the Intercompany Account window to define intercompany accounts.

Enter the following accounts:

Account	Account Code Combination
Retained Earnings	01.110.3310.01
Suspense	01.110.9920.01
Translation Adjustment	01.110.3510.01

Note: The default accounts defined here are a mask for the actual accounts which will be used. For instance, if an unbalanced journal were posted to balancing segment 02, suspense account 02.110.9920 would be used, and so on.

Practice 5 Overview (continued)



Step 4: Attaching the Set of Books to Your Responsibility

Using the System Administrator responsibility, attach the set of books you just created to your General Ledger, XXX Student responsibility.

Hint: The navigation path is as follows:

(N) Profile—>System

In the Find window, use the list of values to enter the following:

Responsibility: General Ledger, XXX Student

Profile: GL Set of Books Name

In the next window, use the list of values to select <XX>_ Books in the Responsibility field to link the Set of Books to the Responsibility.

Be sure to save your work when finished.

Step 5: Signing On as the New Responsibility

Sign on to Oracle General Ledger using your new General Ledger, XXX Student responsibility.

Step 6: Open the First Period

Hint: The navigation path is as follows:

(N) Setup—>Open/Close

Practice 5 - Solution

Practice 5 - Solution

Practice contents:

- Defining an accounting calendar
- Enabling a new currency
- Defining a set of books
- Attaching the set of books to a responsibility
- Signing on as the new responsibility

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Practice Solution

Step 1 Solution

Navigate to the Period Types window.

(N) Setup—>Financials—>Calendar—>Types

Enter a unique name <XX>_Month for your Accounting Period Type.

Enter 12 for the number of accounting Periods per Year.

Enter calendar as the Year Type.

Save your work.

Step 2 Solution

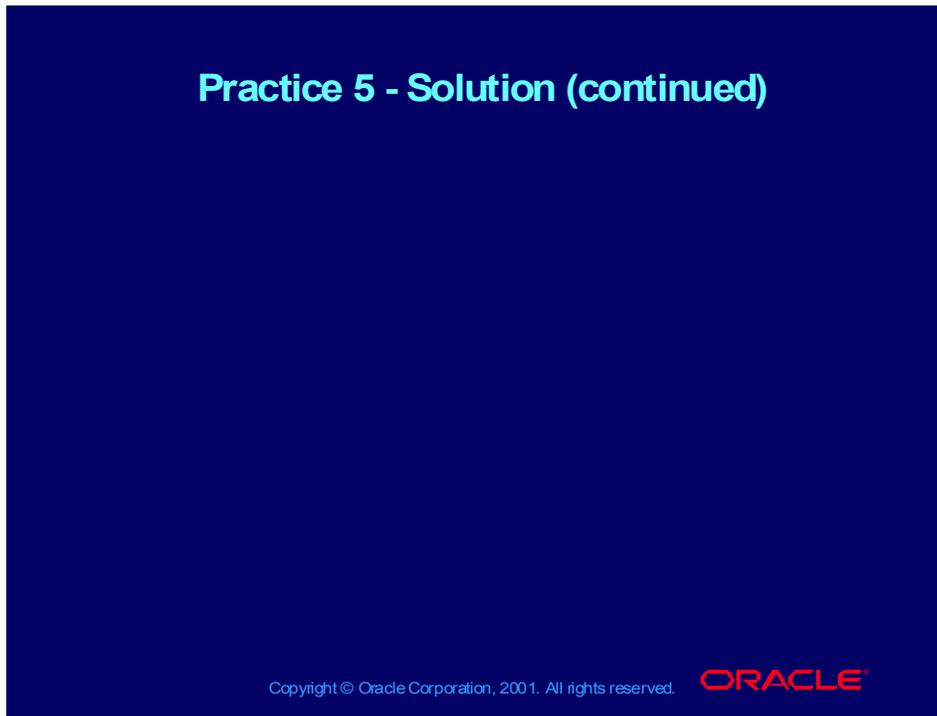
Switch to the General Ledger responsibility you have been working with.

Open the Accounting Calendar window.

(N) Setup—>Financials—>Calendar—>Accounting

Enter <XX>_Calendar as the name and description of your calendar.

Practice 5 - Solution (continued)



In the Periods region, enter the calendar information as shown:

Prefix	Type	Year	Qtr	Num	From	To	Name
DEC	<XX>_Month	1999	4	12	12/01/1999	12/31/1999	DEC-99
JAN	<XX>_Month	2000	1	1	01/01/2000	01/31/2000	JAN-00

Save your work.

Step 3 Solution

Open the Set of Books window.

(N) Setup—>Financials—>Books—>Define

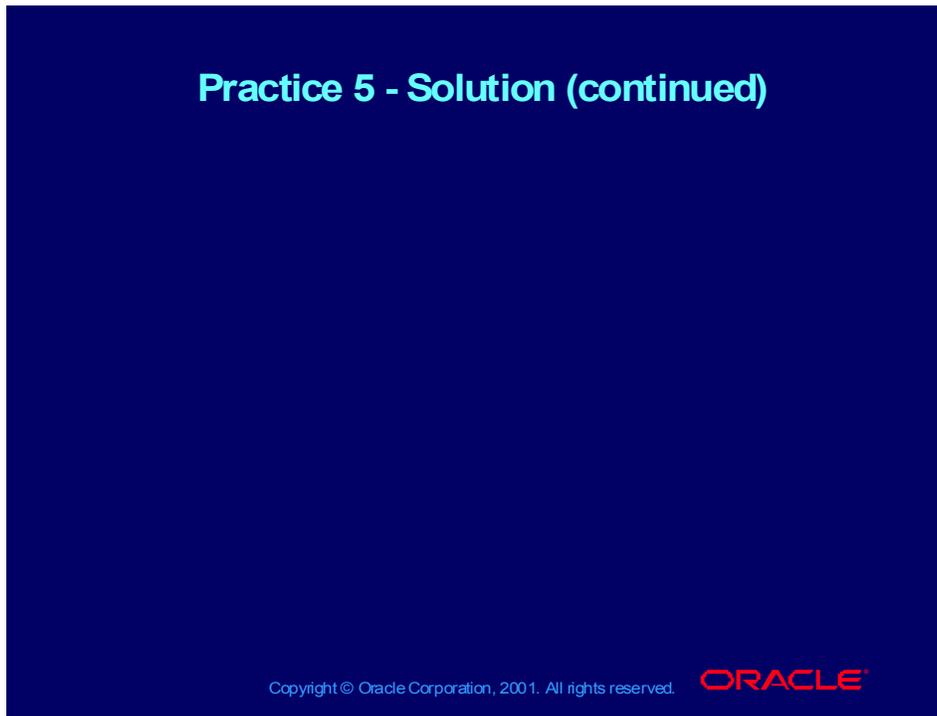
In the Name field, enter <XX>_US Books.

In the Short Name field enter <XX>_US.

Enter 1 in the Future Periods field.

Select the Suspense check box. Do not select the Balance Intercompany Journals check boxes.

Practice 5 - Solution (continued)



Enter the following accounts:

Account	Account Code Combination
Retained Earnings	01.110.3310.01
Suspense	01.110.9920.01
Translation Adjustment	01.110.3510.01

Save your work.

Step 4 Solution

Switch responsibilities to the System Administrator responsibility.

Open the Find System Profile Values window.

(N) Profile—>System

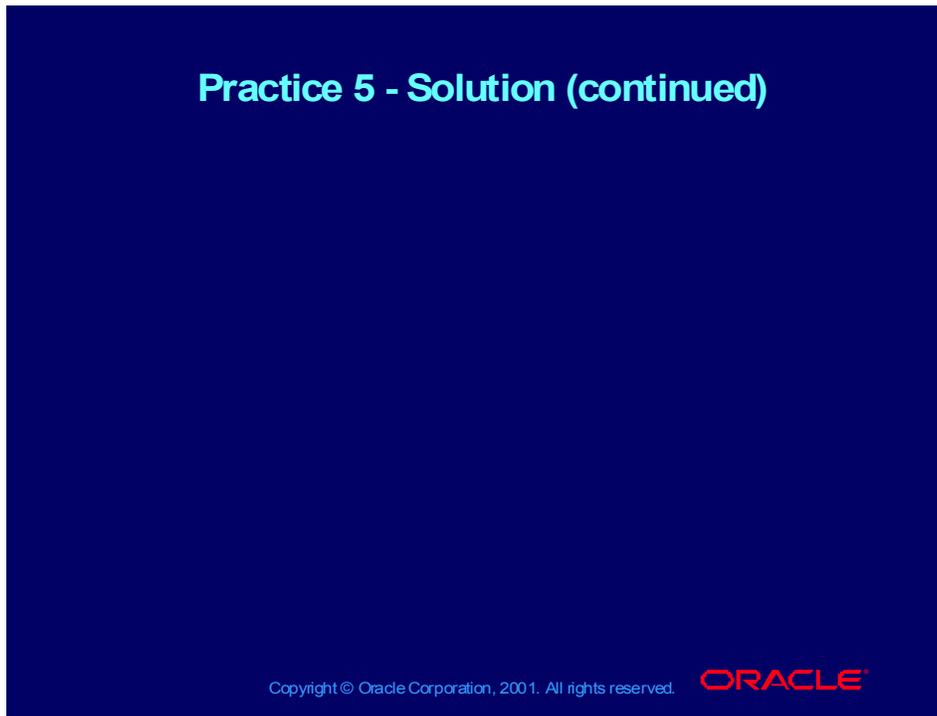
Select the Responsibility check box and select General Ledger, XXX Student from the list of values.

In the Profile field, select GL: Set of Books Name.

Select Find to open the System Profile Values window.

In the Responsibility field, select <XX>_Books to link the Set of Books to the Responsibility. Be sure to save when finished.

Practice 5 - Solution (continued)



Step 5 Solution

Select Special—>Sign on Again from the Navigator menu.
Select the General Ledger, XXX Student responsibility.

Step 6 Solution

Navigate to the Open and Close Periods window.
(N) Setup—>Open/Close
In the Status field of first accounting period, select Open.
Save your work.

Creating a Set of Books Considerations

You must create a set of books for each entity that has a unique combination of currency, calendar and chart of accounts. Required steps include:

- Defining Accounting Flexfields, including defining value sets, segments, and segment values
- Defining calendar period types and calendar periods
- Enabling and defining currencies
- Defining your set of books and assigning it to a responsibility

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Sharing a Set of Books Across Oracle Applications

Sharing a Set of Books Across Oracle Applications

Many elements of an Oracle General Ledger set of books are shared with other Oracle applications.

- **Account Structure**
 - Value sets
 - Segment values
 - Security rules
 - Cross validation rules
- **Accounting Calendar**
 - Periods
 - Period types
- **Currencies**

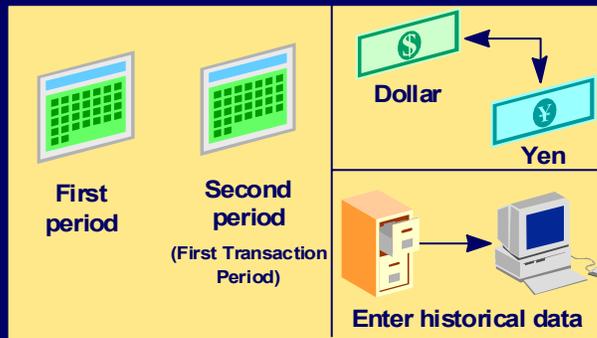
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Defining Your First Accounting Period

Defining Your First Accounting Period

Define at least one accounting period before the first period for which you will enter transactions or perform foreign currency translation.



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Accounting Flexfield Considerations

- Identifying business requirements
- Analyzing reporting requirements
- Creating a worldwide charts of accounts
- Creating vertical structures
- Using independent and dependent segments
- Designing size and segment numbering schemes
- Sequencing the segments
- Using dynamic insertion and cross validation rules
- Using security rules

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Identifying Business Requirements

Identify the aspects of your business that you need to track and analyze; pay specific attention to aspects that span several applications. Examples include:

- Company, legal entity, fund
- Division, region, territory, state, country
- Location, plant, office, store
- Cost center, department, function
- Natural Account categories under asset, liability, owners equity, revenue and expense types.
- Product, product line, line of business, channel
- Project, phase, task, job, work order

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Identifying Business Requirements

Identifying Business Requirements

- Assign each item type as a separate segment.
- Avoid having more than one meaning for each segment.



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Analyzing Reporting Requirements

Analyzing Reporting Requirements

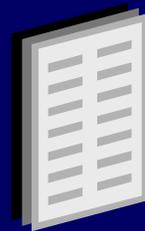
Make certain that you can generate the required reports based on the segments in your Accounting Flexfield.

Company

Region

Cost Center

Project



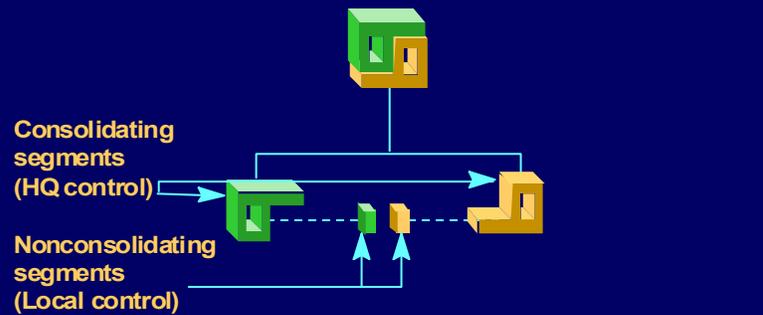
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Creating a Worldwide Chart of Accounts

Creating a Worldwide Chart of Accounts

Many companies need to use a unified chart of accounts, but also need to capture different information in different sites and countries based on business needs and statutory requirements.



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Creating Vertical Structures

Creating Vertical Structures

Avoid creating unneeded segments. Track structures such as division-region-office in a single segment by using a vertical Accounting Flexfield.

Example: Use Company-Office-Account instead of Company-Division-Region-Office-Account.

Division parent

Division

Region parent

Region

Posting level

Company

Office

Account

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Using Independent and Dependent Segments

Using Independent and Dependent Segments

Independent Segment	Dependent Segment
Segment that has meaning on its own without depending on other segment values	Segment that is linked to an independent segment
Example Company: 01	Example Account: 1100 Subaccount: 001 Desc: Cash-Citibank Account: 2200 Subaccount: 001 Desc: Debt-B of A

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Designing Size and Segment Numbering Schemes

Designing Size and Segment Numbering Schemes

- **Decide whether to allow alphabetical characters in Accounting Flexfield value sets.**
- **Decide on the size of the Accounting Flexfield segments.**
 - **Do not design the segments longer than need.**
 - **Consider your organizations growth requirements**
- **Design the coding schema for your Accounting Flexfield values.**
 - **Consider revising your existing coding schemas to leverage features in the Accounting flexfield structure.**

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Sequencing the Segments

Consider the efficiency of data entry and a logical order for users when deciding how to order your Accounting Flexfield segments.

- Place segments with defaults at the beginning or end of your Accounting Flexfield.
- Several reports in Oracle General Ledger sort in the following order:
 - Balancing segment
 - Account segment
 - Remaining segments from left to right

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Using Dynamic Insertion and Cross Validation Rules

- **Allow dynamic insertion if you want users to create new combinations from windows that do not use your combinations table.**
- **You should prevent dynamic inserts if you want all new valid combinations entered only from the GL Accounts window.**
- **If dynamic insertion is allowed, consider using cross-validation rules to prevent the creation of combinations that should never exist (combinations with values that should not coexist in the same combination).**

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Using Flexfield Security Rules

- **Flexfield Security Rules restrict access to Accounting Flexfield segment values based on responsibility**
- **Use the Define Flexfield Security Rules window to define security rules at any time.**
- **Once you define your rule, you must assign your rule to a responsibility.**
- **You may define rules for a segment that does not have security enabled, but your rule has no effect until you enable security for that segment and assign your rule to a responsibility.**
- **Flexfield security rules for the Accounting Flexfield restrict all data entry, query access and FSG (Financial Statement Generator) reporting to certain segment values.**

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Components for Net Class

The next five screens are components for Net Class.

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Before We Begin

Interactive course

- Chat questions
- Chat answers and replay available on Net Class web page
- Q & A session at end
- Polling questions
- Set your monitor to 1024 x 768 for optimal viewing

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Technical Assistance

Press *0 for technical assistance

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Questions and Comments in 5 Minutes

Questions and Comments in 5 Minutes

Telephone or chat in your
questions and comments

We'll open the lines
in 5 minutes

Press *1 now

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Questions and Comments Now

Questions and Comments Now

**Taking your questions
and comments**

Press *1 now

Press *2 to exit queue

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Replay of This Net Class

Replay of This Net Class

- **Available at:**
oracleu.us.oracle.com/netclass/ondemand.htm
- **Available on demand in five business days**
- **Full audio and slide replay**
- **PowerPoint slide set**
- **Chat questions and answers**

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Implementing General Ledger II

Chapter 3

Setting Up Financial Controls

Oracle General Ledger 11i

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Agenda

Agenda

- **Define Financial Controls**
- **Set up features to use with your set of books**
- **Adjust settings for System Controls and Resources**

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Objectives

After completing this module, you will be able to:

- **Define Financial Controls**
 - Define journal sources and categories, shorthand aliases, statistical units of measure
- **Set up features to use with your set of books:**
 - Suspense Accounts, balance intercompany journals, track rounding differences, enable average balances, enable journal approval, enable journal tax entry, autoreversal, and autopost

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Objectives

- **Adjust settings for System Controls and Resources**
 - **Run the Optimizer Program**
 - **Set Concurrent Program Controls**
 - **Set Storage Parameters for Interim Tables**

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Agenda

Agenda

- **Define Financial Controls**
 - Define Journal Sources and Categories
 - Define Shorthand Aliases
 - Define Statistical Units of Measure
- Set up features to use with your set of books
- Adjust settings for System Controls and Resources

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Overview

You can define financial controls to customize Oracle General Ledger to suit your organizational needs.

You can:

- **Attach greater meaning to journals using journal sources, categories, and statistical units of measure**
- **Use shorthand aliases to reduce the amount of journal entry time**
- **Set up General Ledger features to use with your set of books**
- **Set system controls and resources to optimize software performance**

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Agenda

Agenda

- **Define Financial Controls**
 - **Define Journal Sources**
 - **Define Journal Categories**
 - **Define Shorthand Aliases**
 - **Define Statistical Units of Measure**
- **Set up features to use with your set of books**
- **Adjust settings for System Controls and Resources**

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Defining Journal Sources

Journal entry sources identify the origin of your journal entries.

- Use predefined journal sources
- Define your own journal sources

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(Help) Oracle Financial Applications > General Ledger > Setup > Journal > Sources

Additional uses for Journal Sources

Journal Sources can help you use the full range of features in General Ledger:

- **Define intercompany and suspense accounts for specific journal sources**
- **Run General Ledger AutoPost for specific sources**
- **Import journals by source**
- **Freeze journals imported from feeder systems**
- **Report on journals by source using Foreign Currency Journals or General Journals reports**

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Predefined Journal Sources

Examples of Predefined Journal Sources are:

- **Assets**
- **Consolidation**
- **Accounts Receivable**
- **Accounts Payable**
- **Recurring Journals**
- **Manual**

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Define Your Own Journal Sources

Define Your Own Journal Sources

Define at least one journal entry source for each of your own, non-Oracle feeder systems to help you track imported journal entries

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Freezing Journal Sources

Freeze journal sources to prevent users from making changes to any journals that are posted to General Ledger from that source.

This ensures that transactions from your subledger systems reconcile with those posted in General Ledger.

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Additional Considerations When You Define Journal Sources

Additional Considerations When You Define Journal Sources

Consider the following when you are defining journal sources:

- **if you want to view transaction detail when you drilldown on balances, specify to import detail reference information for summary journals**
- **if you have journal approval enabled for your set of books, you can use journal sources to enforce management approval of journals before they are posted**
- **if you are using average balance processing, select an effective date for your journal source**

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Demonstration

This demonstration shows you how to:

- define a Journal Source
(N) Setup > Journal > Sources

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Review Question

Review Question

List a few examples of Journal Sources

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Answer

Some common Journal Sources are:

- Accounts Payable
- Accounts Receivable
- Consolidation
- Manual
- Recurring Journals
- Assets

Agenda

Agenda

- **Define Financial Controls**
 - Define Journal Sources
 - **Define Journal Categories**
 - Define Shorthand Aliases
 - Define Statistical Units of Measure
- Set up features to use with your set of books
- Adjust settings for System Controls and Resources

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Defining Journal Categories

Defining Journal Categories

Journal categories help you differentiate journal entries by purpose or type, such as accrual, payments, or receipts. When you enter journals, you must choose the default or specify a category.

- Use the predefined journal categories.
- Define your own journal categories.

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(Help) Oracle Financial Applications > General Ledger > Setup > Journal > Categories

Additional Uses for Journal Categories

Additional Uses for Journal Categories

- You can define intercompany and suspense accounts for specific categories.
- Define journal categories for accruals and estimates. Use these categories when you define criteria for AutoReverse and AutoPost.
- You can use document sequences to sequentially number journal entries by category.
- Journal categories appear in standard reports, such as the General Journals report.

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Demonstration

This demonstration shows you how to:

- define a Journal Category
(N) Setup > Journal > Categories

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Review Question

Review Question

Why are journal categories important?

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Answer

You can use journal categories to take advantage of other features in General Ledger, such as autoreversals, intercompany balancing, and suspense accounts. You can also run reports by category, source, or category and source (among other parameters).

For example, for month end close, you might run a report listing journals you created for the period with the category of accrual. This way you can review the accrual entries you created before finalizing your close.

Agenda

Agenda

- **Define Financial Controls**
 - Define Journal Sources
 - Define Journal Categories
 - **Define Shorthand Aliases**
 - Define Statistical Units of Measure
- Set up features to use with your set of books
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Defining Shorthand Aliases

Defining Shorthand Aliases

A shorthand alias is a simple code you create that represents a partial or complete account combination. Use shorthand aliases to reduce account-entry keystrokes and to maximize accuracy.

Shorthand Alias		Account Combination
Cash01		01-110-000-1110-000-0000
NY	=	-320- - - -
Sales		01 - -420-4110- - -
Computer Monitors		- - - -310-
NY Monitor Sales		01-320-420-4110-310-0000

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Defining Aliases to Represent Accounts

Defining Aliases to Represent Accounts

- **An Alias can represent:**
 - the value for a single segment
 - values for more than one segment
 - an entire account code combination
- **You can define an unlimited number of aliases**

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To Use Aliases

- Set the profile option, Flexfield: Shorthand Entry to yes
- Define Aliases in the Shorthand Aliases window for General Ledger and your set of books
- The Enabled checkbox in the Shorthand region must be checked
- In the Key Flexfield Segments window:
 - query General Ledger and your chart of accounts
 - choose the compile button

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(Help) Oracle Applications Library > Oracle Applications AOL > Oracle Applications Flexfields > Overview of Shorthand Flexfield Entry

Tips on Using Aliases

- When you choose the list of values to enter an account, the shorthand window appears.
- You can enter a partial shorthand alias or skip the shorthand window to open the accounting flexfield window.
- After you enter a partial alias, the accounting flexfield window displays the segment values represented by the alias. You can change any segment value.
- If you use an alias that represents an entire account combination, the values are inserted and the cursor moves to the next field in the window.

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Demonstration

This demonstration shows you how to:

- define a Shorthand Alias
(N) Setup > Financials > Flexfields > Key > Aliases

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Agenda

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- **Define Financial Controls**
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Defining Units of Measure

Defining Units of Measure

You can associate statistical amounts with monetary amounts using statistical units of measure. This allows you to enter both monetary and statistical amounts in a single journal line.

New York Consulting Revenue Dollars and Hours
Dr. 04.420.430.4310.000.000:\$10,000.....50 Hours

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To Use Statistical Units of Measure

To Use Statistical Units of Measure

- **Enable the profile option, Journals: Mix Statistical and Monetary**
- **Identify account segments you want to associate with a statistical unit, such as:**
 - payroll account, hours worked
 - building maintenance account, square feet
- **Associate units of measure with accounts in the Statistical Units of Measure window**

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Statistical Accounts > Defining Statistical Units of Measure

Reports

- **The Units of Measure Listing contains all statistical units of measure and their respective natural account value**
- **General Journals reports display journal entries and their statistical units of measure**
- **Note: Statistical quantities are not included in running totals or control totals**

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Demonstration

This demonstration shows you how to:

- define Statistical Units of Measure
(N) Setup > Accounts > Units

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Agenda

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- Define Financial Controls
- Set up features to use with your set of books
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 - Enable journal tax entry
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Defining Suspense Accounts

Defining Suspense Accounts

Use suspense accounts to balance out of balance journal entries. The amount to balance your journal entry is automatically placed in the suspense account.

Dr. 04.420.430.4310.000.000:	\$100	
Cr. 04.110.320.5130.000.000:		\$90
Cr. suspense account:		\$10

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Suspense Accounts

Suspense Accounts in General Ledger

- **When you define a set of books, you assign a default suspense account that has a source and category of Other.**
- **You can define additional suspense accounts for your set of books. They can have a source or category of Other, but not both.**
- **Additional suspense accounts are always associated with a source and category.**
- **You can assign multiple unique combinations of source and category to a single account.**
- **General Ledger automatically creates a suspense account for each balancing segment.**

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Examples of Suspense Accounts

Examples of Suspense Accounts

- **Balance out of balance transactions.**
- **Define a suspense account, as the one you typically use for journal entries you cannot readily classify. When you classify the transaction, you can reallocate the suspense account balance.**
- **Use suspense accounts for disputed transactions. When the dispute is resolved, you can transfer the balance out of the suspense account.**

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Demonstration

This demonstration shows you how to:

- **define additional suspense accounts**
(N) Setup > Accounts > Suspense

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- Define Financial Controls
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Balance Intercompany Journals

Balance Intercompany Journals

This option allows you to post out of balance intercompany journals. The out of balance offset is automatically applied to an intercompany account you specify.

If you do not choose this option, you can only post intercompany journals that balance by balancing segment.

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Set of Books Standard Options

To Activate Intercompany Balancing

To Activate Intercompany Balancing

In the Set of Books window:

- 1 Choose the Journalling tab
- 2 Enable the Intercompany Balancing check box
- 3 Navigate to the Intercompany Accounts field and specify the intercompany account(s) you want to use

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Track Rounding Differences

Track Rounding Differences

You can use this option to track penny differences in currency conversions. You must specify an account to use for your set of books.

Use this option if your foreign currency transactions include different balancing segments to represent multiple companies. General Ledger automatically creates a rounding differences account for each balancing segment.

If you do not use this option, General Ledger will post penny differences to the transaction line with the largest amount.

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Set of Books Standard Options

To Activate Track Rounding Differences

To Activate Track Rounding Differences

In the Set of Books window:

- 1 Choose the Journalling tab
- 2 Enable the Track Rounding Differences checkbox and specify an account for your set of books.

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Average Balancing

Average Balancing

You can use average balance processing for your set of books. Once you enable this option, General Ledger automatically stores the aggregate balances that are used to calculate average and end of day balances.

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Set of Books Standard Options

To Activate Average Balance Processing

To Activate Average Balance Processing

When you define your set of books:

- 1 Choose the Average Balances tab
- 2 Enable the Average Balances checkbox
- 3 Complete the remaining average balance fields in the tab

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Student Note

Consult the Average Balance Processing module for specific information on how to set up average balance processing for your set of books.

Agenda

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Journal Approval

Journal Approval is a General Ledger feature that invokes Workflow to notify and gain approval from managers before journals with a specific source can be processed.

For Journal Approval to operate you must:

- enable Journal Approval in the Set of Books window
AND
- specify Journal Approval for a specific journal source(s) in the Journal Sources window

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Set of Books Standard Options

(Help) Oracle Financial Applications > Oracle General Ledger > Journal Entry > Journal Approval

To Activate Journal Approval

To Activate Journal Approval

Identify the Journal Sources you want to associate with Journal Approval.

- 1 In the Journal Sources window, check the Journal Approval check box for your identified journal sources.**
- 2 In the Set of books window, choose the Journalling tab.**
- 3 Enable the Journal Approval check box.**
- 4 You will be prompted to choose Journal Approval for Manual Sources. Choose Yes or No.**

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Journal Entry Tax

Journal Entry Tax

This option allows you to manually enter taxable journals.

With this option enabled, General Ledger automatically calculates and generates associated tax amounts and journal lines.

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > Defining Sets of Books > Set of Books Standard Options

To Activate Journal Entry Tax

To Activate Journal Entry Tax

- 1 In the Set of books window, choose the Journalling tab.
- 2 Enable the Journal Entry Tax checkbox.

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Journal Reversal Criteria

Journal Reversal Criteria

If you routinely generate and post large numbers of journal reversals, you can save time by setting up reversal criteria for journal categories.

When you create journals, simply use a category for which you have defined reversal criteria.

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(Help) Oracle Financial Applications > General Ledger > Journal Entry > Automatic Journal Reversal > Assigning Journal Reversal Criteria

Using Automatic Journal Reversal

Once you have posted journals using categories associated with journal reversal criteria, you can:

- automatically generate reversals when a new period is opened
- manually launch a reversal program which finds and generates all journals marked for reversal
- automatically post any reversal journals

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Using Automatic Journal Reversal

Once reversals are generated, General Ledger posts all reversed journals that satisfy the following conditions:

- the journal category is enabled to AutoPost reversals
- the reversal period is open or future enterable
- automatically post any reversal journals

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Assigning Journal Reversal Criteria

For each journal category you define in General Ledger, you can select criteria to control how and when your journals are reversed.

Method - choose a method to reverse your journal

- **switch DR/CR: changes debits and credits of your originating journals**
- **change sign: changes the sign of your originating journals**

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Assigning Journal Reversal Criteria

Assigning Journal Reversal Criteria

- **Reversal period rule - choose a rule based on the table below:**

<i>When you select this period</i>	<i>the period of your reversal is</i>
No Default	the reversal period you define when you manually enter your original journal entry
Same Period	the same period of the original journal entry
Next Period	the period following the period of the original journal entry
Next Non-Adjusting Period	the non-adjusting period following the period of the original journal entry

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Assigning Journal Reversal Criteria

Assigning Journal Reversal Criteria

- **Autoreverse** - check this box to enable autoreversal for this category
- **Autopost** - check this box to enable autopost for this category
 - autoreverse must be enabled to use autopost

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Demonstration

This demonstration shows you how to:

- define Journal Reversal Criteria
(N) Setup > Journal > Reversal Criteria

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Review Question

Review Question

How might you use the AutoReversal Program?

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Answer

You may have accruals you routinely enter as part of your month end closing procedures. These accruals are possible estimates that should be reversed in the following period.

You can use AutoReversal to automatically reverse all accrual entries with the category accrual, in the following period.

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- Define Financial Controls
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AutoPost

You can automatically post journal batches that meet specific criteria you have defined in the AutoPost criteria set.

You can run or schedule the AutoPost program to select and post any journal batches that meet the criteria you defined in the criteria set.

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(Help) Oracle Financial Applications > General Ledger > Journal Entry > Posting Journals > Posting Journals Automatically

AutoPost Criteria

- **Check the Enabled check box to use your criteria set**
- **Posting Submission Options**
 - **Submit All Priorities in Order:** to submit the batches for all your AutoPost priorities in the same AutoPost run.
 - **Submit Only Priorities with Batches in Order:** to submit batches only from the specified Number of Priorities

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AutoPost Criteria

- **Journal Effective Dates:** AutoPost will select journals whose effective date is within the range you specify.
 - From: starting effective date of the range
 - To: ending effective date of the range
- **AutoPost Priorities:** Create priorities based on combinations of journal source, category, balance type and period. Batches with higher priorities are processed first.

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Demonstration

This demonstration shows you how to:

- define AutoPost Criteria Sets
(N) Setup > Journal > AutoPost Criteria

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Agenda

- Define Financial Controls
- Set up features to use with your set of books
- Adjust settings for System Controls and Resources
 - Run the Optimizer Program
 - Set Concurrent Program Controls
 - Set Storage Parameters for Interim Tables

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System Controls and Resources

System Controls and Resources

You can modify General Ledger settings to optimize performance for journal import and various concurrent processing programs.

General Ledger uses default values set to work well for most installations.

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(Help) Oracle Financial Applications > General Ledger > Setup > System Controls and Resources

Agenda

Agenda

- Define Financial Controls
- Set up features to use with your set of books
- Adjust settings for System Controls and Resources
 - **General Ledger Optimizer Program**
 - Set Concurrent Program Controls
 - Allocate Memory
 - Set Storage Parameters for Interim Tables

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General Ledger Optimizer Program

General Ledger Optimizer Program

Run the Optimizer program to create or drop indexes for those segments in your chart of accounts that you have marked for indexing.

Run the Optimizer program once per period or any time you add several segment values, define a new chart of accounts, or add or delete summary templates.

When you keep indexing information current, you optimize the performance of journal entry posting and financial reporting.

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(Help) Oracle Financial Applications > Oracle General Ledger > Performance > Running the Optimizer Program

General Ledger Optimizer Program

Run the Optimizer program to keep the following statistics current:

- size of your balances and combinations tables
- number of accounts with a particular segment value
- number of accounts associated with each accounting period

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Demonstration

This demonstration shows you how to:

- create and drop indexes for your chart of accounts
(N) Reports > Request > Program > Optimizer
- update statistical information about your data
(N) Reports > Request > Program > Optimizer

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- Define Financial Controls
- Set up features to use with your set of books
- Adjust settings for System Controls and Resources
 - General Ledger Optimizer Program
 - Set Concurrent Program Controls
 - Set Storage Parameters for Interim Tables

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Setting Concurrent Program Controls

Setting Concurrent Program Controls

You can set the concurrent program controls to improve the performance of the Journal Import and MassAllocation/MassBudgeting programs.

Increasing the concurrent program control values, increases the amount of memory the Journal Import or MassAllocation/MassBudgeting programs use, speeding processing.

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > System Controls > Setting Concurrent Program Controls

Setting Concurrent Program Controls

Setting Concurrent Program Controls

Use this formula to determine the total amount of main memory required for the programs and your accounting data.

Size of program
(Journal Import or MassAllocation/MassBudgeting)
+
Memory used for journal lines held in memory
(Journal Import or MassAllocation/MassBudgeting)
+
Memory used for accounts held in memory
(MassAllocation/MassBudgeting only)

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Allocating Memory

Use the following formula to allocate memory for Journal Import. Start with either a total memory size or a desired number of journal lines and accounts, then solve for the unknowns.

- Allocate Y Mb to store accounts
- Allocate X Mb to store journal lines

Running Journal Import requires $1.4 + X + Y$ Mb.

Demonstration

This demonstration shows you how to:

- Set your concurrent program controls
(N) Setup > System > Control

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Agenda

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- Define Financial Controls
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 - Set Storage Parameters for Interim Tables

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(Help) Oracle Financial Applications > Oracle General Ledger > Setting Up General Ledger > System Controls > Setting the Storage Parameters

Interim Tables

You can change the storage parameters for all interim tables and indexes in Oracle General Ledger.

- Some programs create interim tables as temporary storage space for transaction data. When the programs finish, the tables are dropped.
- Several concurrent programs in Oracle General Ledger use interim tables. Examples include:
 - Posting: GL_POSTING_INTERIM
 - MassAllocations: GL_ALLOC_INTERIM
 - Create Summary Accounts: GL_SUMMARY_INTERIM

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Interim Tables

In the Storage Parameters window, General Ledger displays all the interim tables and indexes it uses and the corresponding default storage parameters.

Prerequisite: Determine the amount of storage space you want to allocate to interim tables and indexes.

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Interim Tables

In Oracle General Ledger, we will demonstrate how to:

- **set Storage Parameters for Interim Tables**
(N) Setup > System > Storage

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Review Question

Review Question

What are the three areas in which you can adjust processing performance of General Ledger?

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Answer

You can run the Optimizer program to create or drop indexes for those segments in your chart of accounts that you have marked for indexing.

You can adjust settings in the Concurrent Program Controls window and the Storage Parameters window to improve General Ledger processing performance.

Summary

This lesson covered the following topics:

- **Defining Financial Controls**
- **Setting up General Ledger feature to use with your set of**
- **Adjust Settings for System Controls and Resources**

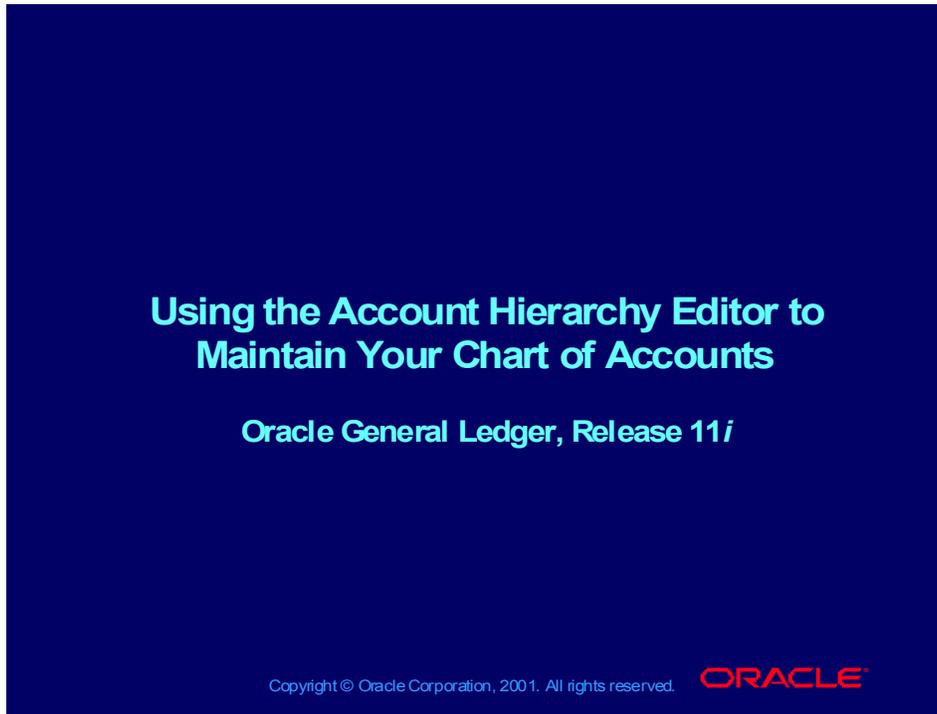
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Maintain the General Ledger Chart of Accounts

Chapter 4

Using the Account Hierarchy Editor to Maintain Your Chart of Accounts



Notations:

- (N) = Navigator
- (T) = Tab
- (I) = Icon
- (H) = Hyperlink
- (B) = Button
- (Help) = Oracle Applications Help System

Objectives

Objectives

After this lesson, you should be able to:

- View flexfield structures
- Change the view of the structure
- Add segment values
- Change account hierarchies
- Duplicate Hierarchies
- Modify Segment Value Descriptions
- Save changes to Oracle General Ledger
- Add and Change Rollup Groups

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Agenda

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- Overview
- Account Hierarchy Editor Features
- Integrating with General Ledger
- Using the interface
- Creating Child and Parent Values
- Updating Hierarchies
- Duplicating Hierarchies
- Modifying descriptions
- Saving Hierarchies
- Adding and Changing Rollup Groups

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Overview

With the Account Hierarchy Editor, you can create, maintain, simulate, view, and print hypothetical account hierarchy structures in a variety of formats.

Your changes are directly reflected in General Ledger programs, windows and reports. The Account Hierarchy Editor interface is intuitive and easy to use. You can drag and drop segments and hierarchies to modify existing structures or to build new ones.

You can simulate hierarchies, for example, to predict the outcome of reorganizations.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor

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- Overview
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- Saving Hierarchies
- Adding and Changing Rollup Groups

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Account Hierarchy Editor Features

- View accounting flexfield structure hierarchies
- Change hierarchies to reflect organizational changes
- Create new parent or child segment values
- Copy existing hierarchies to create new ones
- Change segment value descriptions using the Modify Node Descriptions window
- Save changes to the database

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Features

Review account structure hierarchies

Define new parent and child segment values

Change parent-child relationships

Create new rollup groups. Your changes are automatically reflected in the Key Segment Values and Rollup Groups windows in General Ledger.

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Integrating with General Ledger

In General Ledger, segment values comprise your accounting flexfield to create account combinations. GL account combinations are used to store balances for all your transactions and journal entries.

Parent values are nonpostable and nonbudgetable segments that have child values assigned to them. Child values can be other lower-level parent values or standard child segment values.

Parent values are used in General Ledger for financial reporting, the MassAllocation feature, and in conjunction with summary accounts.

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Integrating with General Ledger

The following diagram illustrates the concept of parent levels in an account hierarchy.

Note: a parent level contains a parent segment value that has one or more child segment values associated with it.

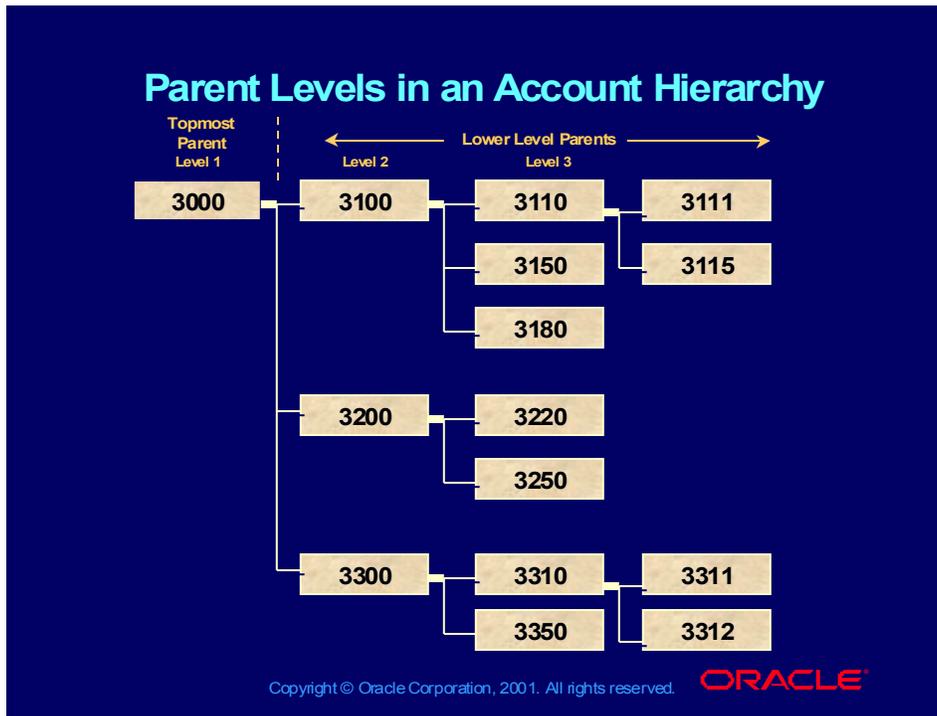
When you select a parent level in the Account Hierarchy Editor, you are selecting the parent segment value plus all of its child values, which include lower level parents and their associated child values.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Parent Levels in an Account Hierarchy

Parent Levels in an Account Hierarchy



Demonstration

This demonstration shows you how to:

- view hierarchies in General Ledger and the Account Hierarchy Editor.

(N) Setup > Flexfields > Key > Segments

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Agenda

Agenda

- Overview
- Account Hierarchy Editor Features
- Integrating with General Ledger
- **Using the interface**
- Creating Child and Parent Values
- Updating Hierarchies
- Duplicating Hierarchies
- Modifying descriptions
- Saving Hierarchies
- Adding and Changing Rollup Groups

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To Use the Account Hierarchy Editor

To Use the Account Hierarchy Editor

- You must have Applications Desktop Integrator (ADI) installed.
- Your responsibility must allow you to modify account structures, otherwise the ADI toolbar will not give you access to the Account Hierarchy Editor.
- The profile option GL AHE: Saving Allowed must be set to Yes.

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Account Hierarchy Editor window

Account Hierarchy Editor window

The Account Hierarchy Editor window contains the toolbar and two or more diagram windows:

- **Hierarchy Diagram window** - displays account hierarchies in graphical form in once or more scrolling
- **Segment Values window** - displays all the segments and their names for the chart of accounts and segment you chose from the poplists located just below the toolbar: typically balancing segment, cost center, department, account, etc.
- You can select a segment value from the right frame, drag it to the left frame and attach it to a desired position in the displayed structure.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > The Account Hierarchy Editor Interface

Demonstration

This demonstration shows you how to:

- Launch the **Account Hierarchy Editor**, view hierarchies, and use the drag and drop feature to change a hierarchy.

ADI > Ledger > View Account Hierarchy

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Account Hierarchy Editor Segment Symbols

Account Hierarchy Editor Segment Symbols

-  **Child Value**
-  **Parent Value**
-  **Disabled Segment Value**
-  **Child value with an assigned parent**
-  **Top Level Parent**
-  **Parent with assigned parent**

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Multiple Hierarchy Diagrams

You can display multiple hierarchies simultaneously:

- **Create a new Hierarchy Diagram window for each hierarchy**
- **From the Segment Values window, select the value to use as the topmost node of the new hierarchy**
- **Choose open from the File menu**

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Displaying Segment Value Details

Displaying Segment Value Details

When you select a segment value from either the **Segment Values** or **Hierarchy Diagram** windows, a related **Attributes** window shows segment value details as follows:

Parent Attributes: Segment value, description, enabled status, rollup group, effective from and to dates, account type, and assigned child values

Child Attributes: Segment value, description, enabled status, effective from and to dates, account type, allow budgeting, and allow posting

As you modify hierarchies and change parent/child relationships, the **Attributes** windows are automatically updated.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Displaying Segment Value Details

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Creating New Child Values

Creating New Child Values

Use the Account Hierarchy Editor to define a new child segment value. You can also do this in the Key Segment Values window in General Ledger.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Adding or Changing Child Values

Demonstration

This demonstration shows you how to:

- **define a new child segment value using the Account Hierarchy Editor.**

ADI > Ledger > View Account Hierarchy

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Demonstration

This demonstration shows you how to:

- **define a new parent value using the Account Hierarchy Editor.**

ADI > Ledger > View Account Hierarchy

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Demonstration

This demonstration shows you how to:

- **update Parent Hierarchies with the Account Hierarchy Editor.**

Instead of opening the Parent Attributes window to manually add or delete child values assigned to the parent, you can drag and drop values to and from the hierarchy.

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Duplicating Parent Hierarchies

Duplicating Parent Hierarchies

Use the Account Hierarchy Editor to duplicate existing parent hierarchies.

- The duplicated hierarchy inherits all the attributes from the source hierarchy, such as account type, rollup groups, effective dates, enabled status, and lower level parents and children.
- The duplicated hierarchy is independent from the source hierarchy.
- When you duplicate a hierarchy, you can replace lower level parent segment values using wild card searches, or you can specify the new parent segment values directly.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Duplicating Parent Hierarchies

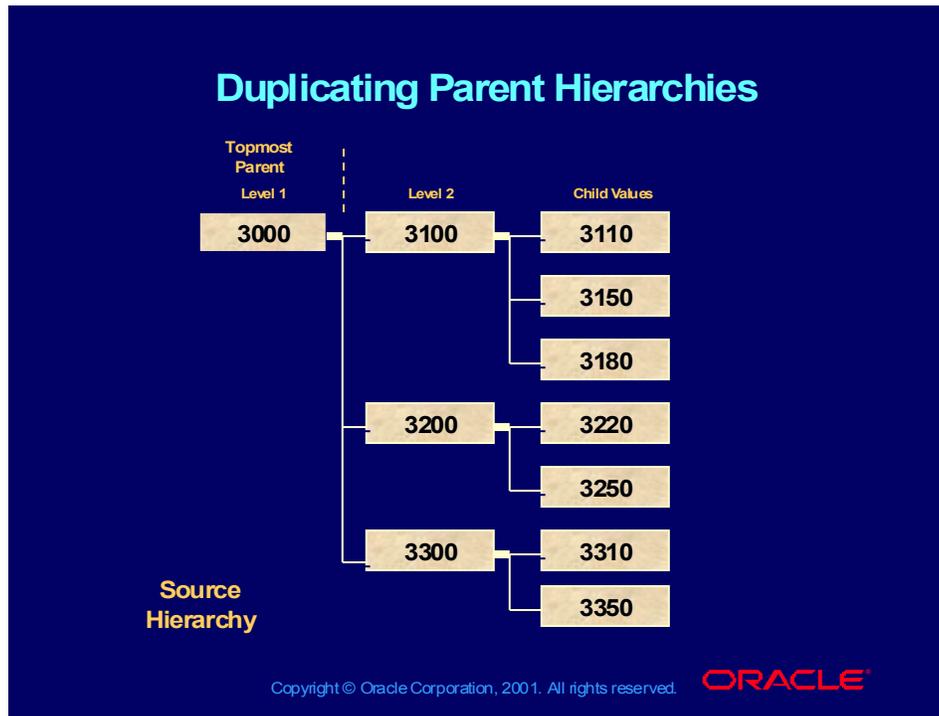
Duplicating Parent Hierarchies

- **Preview the duplicated hierarchy to make sure it meets your requirements.**
- **Save the duplicated hierarchy then modify the descriptions to make new descriptions.**
- **Duplicate an entire hierarchy or any parent level within a hierarchy.**

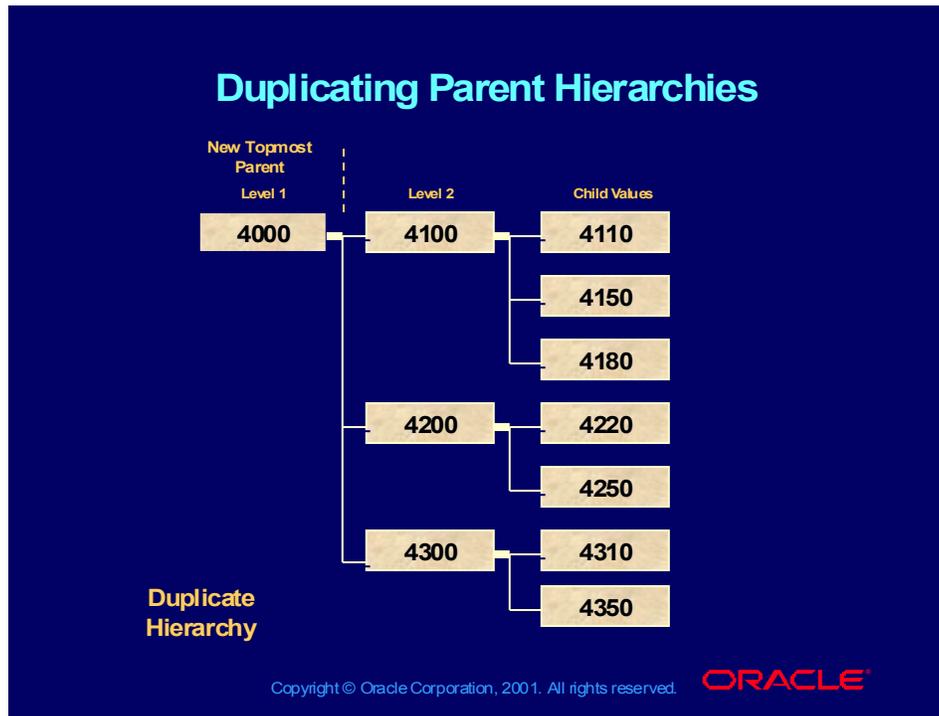
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Duplicating Parent Hierarchies



Duplicating Parent Hierarchies



Demonstration

This demonstration shows you how to:

- duplicate a Hierarchy

ADI > Ledger > View Account Hierarchy

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Notes on the Duplicating Hierarchies Window

Notes on the Duplicating Hierarchies Window

- You must replace lower level parents in order of their level.
 - Replace level 2 parent segment values before replacing level 3 parent segment values and so on.
- You cannot replace child values.
 - To change child segment values, delete the child segment value, then create a new value or drag and drop an existing one from the Segment Values window.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Replacing Parent Segment Values > Replacement Order List

Notes on the Duplicating Hierarchies Window

Notes on the Duplicating Hierarchies Window

- **Create replacement criteria, one level at a time in the Replace Lower Level Parent Value(s) region.**
- **Choose the Add button to move the criteria to the Replacement Order region.**
- **You can reorder or remove criteria once you add it to the Replacement Order region.**
- **When you are satisfied with the criteria, choose the Preview button to review your new hierarchy.**

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Notes on Using Wildcards

Notes on Using Wildcards

- The table below gives you examples about how using wildcards operate in duplicating hierarchies.

Original Parent Segment Value	Find Parent:	Replace With:	Replace With	Replace With:
3275	32??	5???	?770	9999
3205		5205	3700	9999
3215		5215	3710	9999
3225		5225	3720	9999
3235		5235	3730	9999
3245		5245	3740	9999
3255		5255	3750	9999

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Previewing Hierarchies

As you review your new hierarchy, choose one of the following buttons to take the appropriate action.

- **Undo** - Reverses the last change you made to your duplicate hierarchy. Restores criteria to the Replacement Order region. Continue to edit your duplicate hierarchy.
- **Undo All** - Reverses all your changes and closes the duplicate hierarchy diagram window.
- **Accept** - Saves your duplicate hierarchy locally. This action does not save the duplicate hierarchy to the database.
- **Cancel** - Cancels your duplication process and closes the the Duplicate Hierarchy window.

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Modifying Descriptions for Groups of Values

Modifying Descriptions for Groups of Values

Use the Account Hierarchy Editor to quickly modify segment value descriptions using search and replace functionality.

- Change descriptions or parts of descriptions for an entire hierarchy
- Change descriptions or parts of descriptions for specific parent or child descriptions
- Rename individual parent and child descriptions

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Modifying Segment Value Descriptions

How to Modify Descriptions

Use the **Modify Node Descriptions** window to search for and modify descriptions:

- **Specify your search criteria**
 - specify entire descriptions, text, numbers, words, or case sensitive words
 - replace the results of your search with numbers or words
 - limit your search to a specific level of your hierarchy
 - limit your search to children or parents

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How to Modify Descriptions

Your search results are displayed in the Replacement Description region:

- Review and modify the results:
 - new descriptions are displayed next to old descriptions
 - you can rename new descriptions using your right mouse button
 - checkboxes allow you to use the new description or retain the original

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Demonstration

This demonstration shows you how to:

- **modify and rename segment value descriptions within a hierarchy**

ADI > Ledger > View Account Hierarchy

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Saving and Refreshing Hierarchies

Saving and Refreshing Hierarchies

When you duplicate or build new hierarchies, save your changes to the database. Refresh the Account Hierarchy Editor to ensure you are working with current data.

When you review a duplicate hierarchy and accept it, the hierarchy is saved locally.

- to make your changes permanent, always Choose File > Save or the Save button from the menu.
- To refresh, choose a different account segment from the Segment poplist. To continue, choose the segment you want to work with.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Duplicating Parent Hierarchies

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Adding and Changing Rollup Groups

Adding and Changing Rollup Groups

Rollup groups are groups of parent segment values you use to create summary accounts.

Use the Rollup Groups window to create a new rollup group or make changes to an existing rollup group.

- **Prerequisite:**
 - Rollup groups must be unfrozen for the current chart of accounts.
 - **Note:** When you change the contents of a rollup group used in a summary template, you must delete and recreate your summary accounts.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > The Account Hierarchy Editor > Adding and Changing Rollup Groups

Demonstration

This demonstration shows you how to:

- **create new rollup groups or change existing rollup groups**

Menu > Edit > Rollup Groups

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Summary

Summary

This lesson covered the following topics:

- **View flexfield structures**
- **Change the view of the structure**
- **Add segment values**
- **Change account hierarchies**
- **Duplicate Hierarchies**
- **Modify Segment Value Descriptions**
- **Save changes to Oracle General Ledger**
- **Adding and Changing Rollup Groups**

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Practice Account Hierarchy Editor Overview

Practice Account Hierarchy Editor Overview

Practice contents:

- In this practice, you will view an existing hierarchy, create new segment values, duplicate hierarchies, and modify descriptions within a hierarchy.

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Practice

Practice

- 1. Open the Account Hierarchy Editor**
 - a. Select the Operations Accounting Flex from the Chart of Accounts list and the Department segment from the Segment list.**
- 2. View Hierarchies and Segment Attributes**
 - a. View the hierarchy of value 400.**
 - b. View the attributes of value 400.**

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Practice Solutions

Step 1: Open the Account Hierarchy Editor

- Click the View Account Hierarchy Editor icon on the ADI toolbar.
- When the Account Hierarchy Editor window opens, select Operations Accounting Flex from the Chart of Accounts list and Department from the Segment list.
- Click OK to acknowledge the message.
- Step 2: View Hierarchies and Segment Attributes
- Click the value 400 and drag it to the Hierarchy Diagram window. You can view your hierarchy vertically or horizontally.
- Double-click the value 400 to view the attributes of the value. Notice the child values.
- Click the OK button when you are done.

Practice

3. Update Hierarchies

- a. Remove all child values from value 400 except 410, 420, and 430.
- b. View the new attributes.
- c. View the hierarchy in a vertical format.
- d. Change the node properties by viewing the description of both parents and children. Change the description length to 15.
- e. View your hierarchy with the description.
- f. Change the node properties by clearing the Description check box for both parents and children.

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Step 3: Update Hierarchies

- In the Hierarchy Diagram window, place your cursor on the value 402.
- Click and drag it back to the Segment Values window. This removes the child from the hierarchy.
- Remove all values from parent 400 by repeating steps 1–2 for each value except 410, 420, and 430.
- Double-click the value 400 to view the new attributes.
- View the hierarchy vertically by clicking the Vertical Format icon.
- Select Edit—>Node Properties from the menu or right mouse click and choose Node properties.
- Change the display attributes for both parent and child values by selecting Description.
- Change the description length to 15.
- Click the OK button.
- Change the node properties back to their original settings by clearing the Description check box.

Practice

4. Find Segment Values

- a. Open a new hierarchy
- b. Find parent value PT in the Segment Values window.
- c. Drag and drop PT to the new window and view its attributes.
- d. When you are done, close this window and drag value 400 to the SegmentValues window.

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Practice Solutions

Step 4: Find Segment Values

- From the menu, select File—>New Window.
- Place your cursor on “New child value” in the segment values window.
- Click your right mouse button and select Find to open the Find Segment window.
- Specify the following parameters:

Find What	PT
Search for	Segment Value
Direction	Down
- Select Find Next. PT should now be highlighted.
- Click Cancel to close the Find Segment window.
- Drag PT and drop it into the new window. View its attributes.
- Close the middle window by clicking (×) in the upper right corner.
- Click the value 400 in the far left Hierarchy Diagram window. Drag it and drop it into the far right window.

Practice

5. Create New Parent Values

- a. Create a new parent value named **9XX**, with a description of “1999 new parent value,” where **XX** is your terminal number.
- b. Add the child range 100 to 199 to this parent by clicking the **New** button in the **Parent Attributes** window.
- c. Create another new parent value called **ZXX**, with a description of “1999 Z parent,” where **XX** is your terminal number.
- d. Make **ZXX** a child of **9XX**.
- e. Add values 810, 820, 830 to the **ZXX** parent by dragging and dropping them.

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Practice Solutions

Step 5: Create New Parent Values

- Double-click “New parent value” in the segment window. The Parent Attributes window opens.
- Enter 9 XX, in the Segment Value field, where XX is your terminal number.
- Enter 1999 new parent value in the Description field.
- Click the New button. The Range window opens.
- Enter the range of child values of 100 to 199 in the Range fields..
- Click the OK button to close the window. You will see the new hierarchy in the Ranges region of the window.
- Click OK to close the Parent Attributes window.
- Drag 9XX and drop it into the Hierarchy Diagram window.
- Double-click the New Parent Value in the segment window. The Parent Attributes window opens.
- Enter ZXX, in the Segment Value field, where XX is your terminal number.
- Enter 1999 Z parent in the Description field.

Practice

Practice

f. Create another new parent value called *YXX* with a description of “1999 Y parent,” where *XX* is your terminal number.

g. Make *YXX* a child of *ZXX*.

h. Add child values 840 and 850 to the *YXX* parent by dragging and dropping them.

i. View the new three level parent hierarchy.

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Step 5 continued:

- Click OK.
- Drag the *ZXX* value and drop it into *9XX*, to make it a child of the *9XX* value.
- Drag values 810, 820, and 830 and drop them into *ZXX*, to make them child values assigned to *ZXX*.
- Double-click the New Parent Value from the segment window. The Parent Attributes window opens.
- Enter *YXX* in the Segment Value field, replacing *XX* with your terminal number.
- Enter 1999 Y parent in the Description field.
- Click OK.
- Drag value *YXX* and drop it into *ZXX*, to make it a child value assigned to *ZXX*.
- Drag child values 840 and 850 into the *YXX* parent.

Practice

6. Duplicate Hierarchies

- a. Create a duplicate of 9XX hierarchy. The top-most parent of the new hierarchy will be called 1XX.
- b. Change the description to “Yr 2000 new parent value.”
- c. Change the Z of parent ZXX to a letter (A–X) assigned by your instructor in parent level 2. Remember to click the Add button.
- d. View the new hierarchy.

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Practice Solutions

Step 6: Duplicate Hierarchies

- Place your cursor on the value 9XX in the Hierarchy Diagram window and click once. Notice how the hierarchy changes color.
- Click the right mouse button and select Duplicate Hierarchy. The Duplicate Hierarchy window appears.
- In the New Top Level Parent field, enter 1XX, where XX = your terminal number.
- In the Description field, enter Yr 2000 new parent value.
- In the Find Parent field, enter Z??.
- In the Replace With field, enter the letter assigned by your instructor, followed by two wildcards (??).
- In the In level field, select 2.
- Click the Add button.
- Click the Preview button.
- Preview your new hierarchy and compare it with the original.
- Click the Accept button.
- Click OK to the message informing you that your changes have not been saved to the database.

Practice

7. Modify Descriptions

- a. Using the Find/Change feature, change all descriptions for parent values containing the word 1999 to Yr 2000 for your 9XX hierarchy.
- b. For the YXX parent, edit the new description to read “Yr 2000 parent *Your name*.”
- c. View your new hierarchy in a vertical format.
- d. Display the description of the segment values and change the description length to 25.

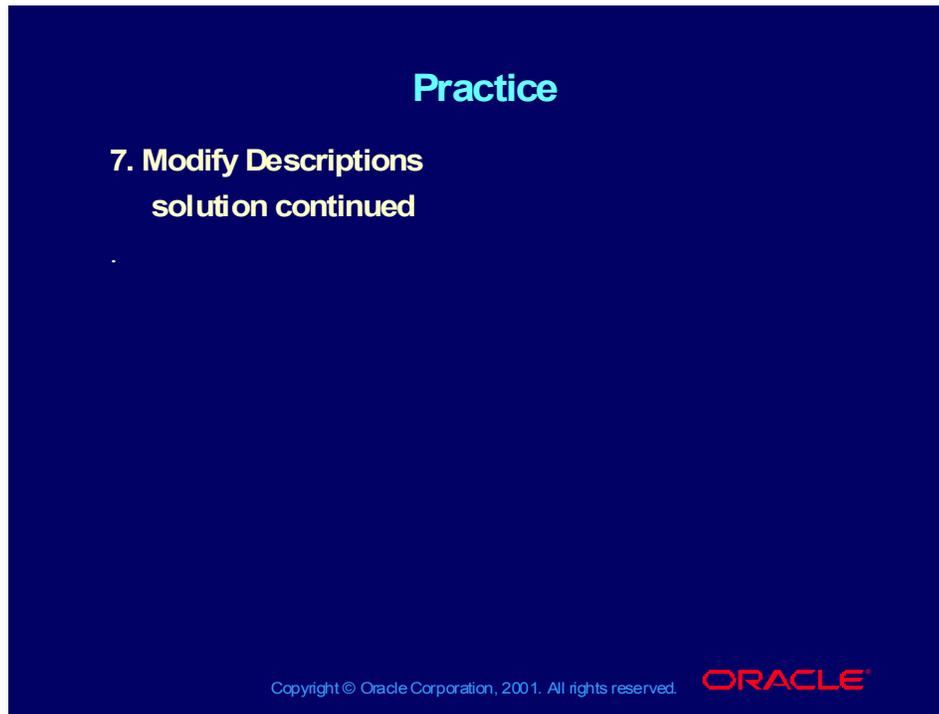
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Practice Solutions

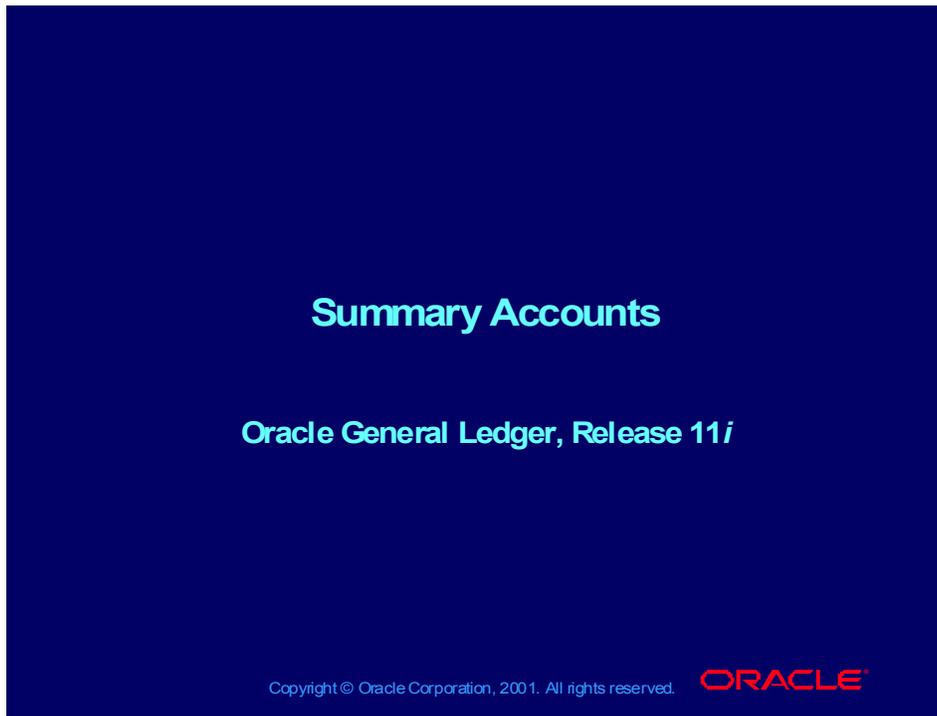
Step 7: Modifying Descriptions

- Select the 9XX parent in the Hierarchy Diagram window. The entire hierarchy should be highlighted.
- Use your right mouse button to select Modify Node Descriptions. The Modify Node Descriptions window appears.
- In the Find What field, enter 1999.
- In the Replace With field, enter Yr 2000.
- In the In Level field, select ALL.
- Select the Parent check box.
- Click the Find button. The lower portion of the window shows the results of your search. Notice that your New and Old description is displayed. The red check marks indicate that you want to change the description of the segment value.
- Click inside the New Description field for the value YXX. Do not click the red check mark.
- Click your right mouse button. The Rename menu appears.
- Rename the description by adding your name.



- Click Replace.
- Click Yes to the message asking you if you are sure.
- Select Edit—>Node Properties from the menu.
- Change the display attributes for both parent and child values by selecting Description.
- Change the description length to 25.
- Click OK.
- View your new hierarchy.

Summary Accounts



Notations:

- (N) = Navigator
- (T) = Tab
- (I) = Icon
- (H) = Hyperlink
- (B) = Button
- (Help) = Oracle Applications Help System

Objectives

After completing this lesson, you should be able to do the following:

- Define rollup groups for summary account creation
- Assign parent values to rollup groups
- Determine the number of summary accounts created by a template using a specific formula
- Enter summary account templates to create summary accounts
- Maintain summary accounts

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Agenda

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- **Overview**
- **Rollup Groups**
- **Summary Accounts**
- **Defining Summary Accounts**
- **Maintaining Summary Templates**
- **Summary**

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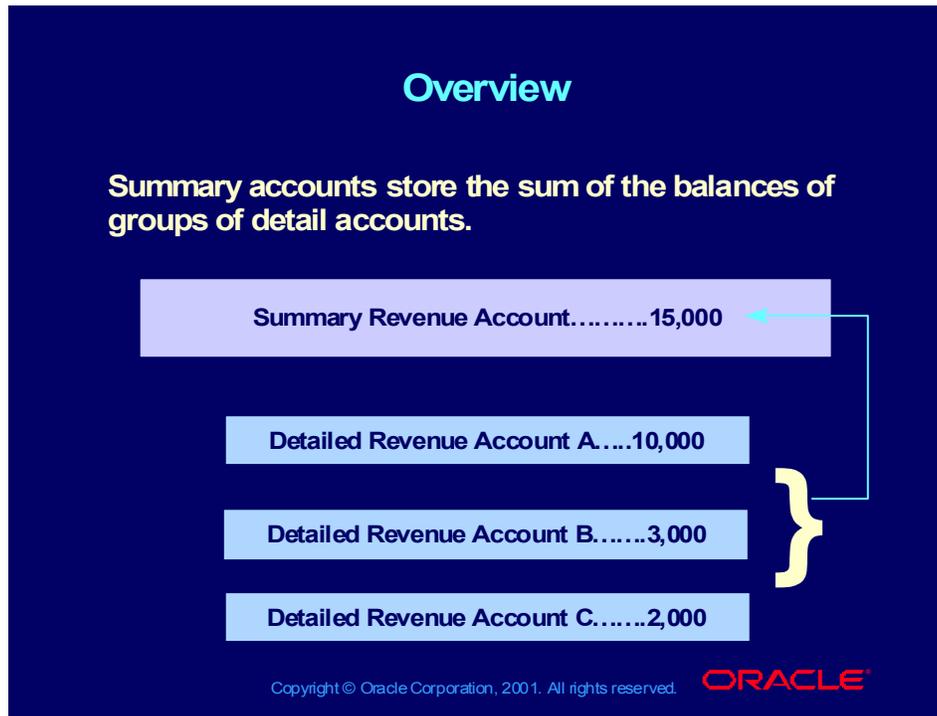
Overview

- Rollup Groups
- Summary Accounts
- Defining Summary Accounts
- Maintaining Summary Accounts
- Summary

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Overview



(Help) Oracle Financial Applications > General Ledger > Setting Up General Ledger > Defining Summary Accounts

Detail vs Summary Accounts

- **Detail Accounts:**
 - allow direct posting of business transactions and journals.
- **Summary Accounts:**
 - are updated when journals are posted to a corresponding detail account.
 - enable online summary inquiries, including account inquiry on the detail accounts that compose the summary amount.
 - speed concurrent processing, eliminating the need to sum the account balances of groups of detail accounts during runtime.

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Defining Summary Accounts

Summary accounts enable quick online inquiries of account groupings. Following are common segments and examples of ways you can summarize information within each segment:

- Company
- Cost center
- Account
- Product
- District or region

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Summary Account Examples

Summary Account Examples

Segment	Example
Company	Summarize companies by industry, such as electronics companies
Cost Center	Track functional areas at a detail level, but produce summary reports that group cost centers such as accounting, planning, and office services into one departmental rollup call Administration.
Account	Summarize your accounts by account type: Assets, Liabilities, Equity, Revenues, and Expenses or more detailed: Current Assets, Long-Term Liabilities.
Product	Summarize products into product groups such as personal computer components, storage devices, and so on.
District	If you define data within geographical areas, such as districts, you can easily summarize districts into states or regions.

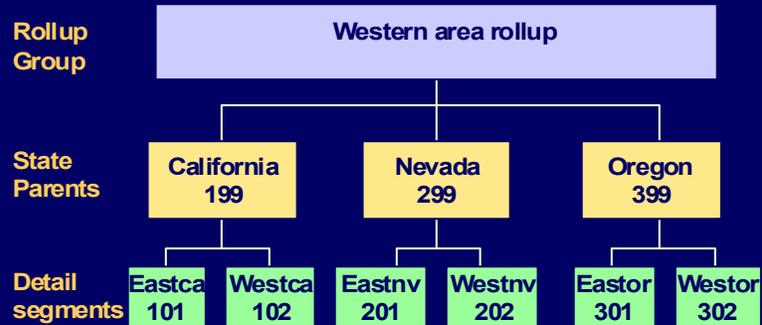
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Parent Values and Rollup Groups

Parent Values and Rollup Groups

Assign related parent values to rollup groups before creating summary accounts.



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Rollup Groups

About Rollup Groups

- a rollup group is a collection of parent segment values for a given segment.
- a value cannot belong to a rollup group unless it is a parent value that has child values.
- Parent values and child values belong to the same value set, which is then attached to a key flexfield segment.

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(Help) Oracle Financial Applications > General Ledger > Setting Up General Ledger > Defining Summary Accounts > Parent and Child Values and Rollup Groups

Demonstration

This demonstration shows you how to:

- **define Rollup Groups**

(N) Setup > Financials > Flexfields > Key > Groups

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Demonstration

This demonstration shows you how to:

- assign Rollup Groups

(N) Setup > Financials > Flexfields > Key > Values

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Summary Templates

Summary Templates

Creating Summary Templates

- a rollup group allows you to group related parent values for creating summary templates.
- In a summary template, General Ledger creates summary and detail balances using all parent values assigned to that rollup group.
- Rollup groups are separate from parent-child relationships. You can assign any parent value to a given rollup group, regardless of that parent value's place in a value hierarchy.

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(Help) Oracle Financial Applications > General Ledger > Setting Up General Ledger > Defining Summary Accounts > Planning Summary Account Templates

Summary Accounts

Oracle General Ledger uses summary templates to create summary accounts.

- Oracle General Ledger uses the templates in combination with parent segment value definitions to create summary accounts.
- You specify when you want Oracle General Ledger to begin maintaining your summary account balances.
- When you delete a summary template, Oracle General Ledger deletes all summary accounts created from that template and their associated balances.

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Summary and Parent Accounts

Summary and Parent Accounts

Summary accounts differ from parent accounts in several important ways:

- Storage of account balances
- Posting process
- Online inquiries
- Financial Statement Generator
- Recurring journals and budget formulas
- MassAllocation

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Student Note

Summary Accounts

- Store Summary Balances
- View Balances online
- Use in recurring journals or budget formulas
- Use the constant segment type in MassAllocations
- Get quicker FSG reporting because no summations are required
- Require posting to additional accounts because balances must be updated each time journals are posted to one of the corresponding detail accounts

Parents

- Do not store account balances
- Cannot be viewed online because they do not maintain balances
- Cannot be used in recurring journals or budget formulas because they do not maintain balances
- Use the looping segment or summing segment types in MassAllocations
- Result in slower FSG reporting because summations are required
- Expedite the posting process because summary balances do not have to be updated each time journals are posted

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Template Values

- **Detail (D):** Your template creates and maintains a summary account for every detail segment. This value creates the most summary accounts of any template value.
- **Template (T):** Your template creates and maintains a summary account that sums balances of all detail segments.
- **Rollup Group Name:** Your template creates and maintains a summary account for each parent segment assigned to the rollup group you specify.

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Defining Summary Accounts

Defining Summary Accounts

Determine the number of summary accounts created by a template using this formula.

$$\begin{array}{c} \text{Number of Summary Accounts Created} \\ = \\ \text{Number of Detail Segment Values for} \\ \text{Each Segment with A "D" Value} \\ \times \\ \text{Number of Parent Segment Values for} \\ \text{Each Segment with a Rollup Group Name} \\ \times \\ 1 \\ \text{For Each Segment with a "T" Value} \end{array}$$

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(Help) Oracle Financial Applications > General Ledger > Setting Up General Ledger > Defining Summary Accounts > Defining Summary Accounts

Demonstration

This demonstration shows you how to :

- define a **Summary Account Template**

(N) Setup > Accounts > Summary

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Agenda

Agenda

- Overview
- Rollup Groups
- Summary Accounts
- Defining Summary Accounts
- **Maintaining Summary Accounts**
- Summary

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Maintaining Summary Templates

Maintaining Summary Templates

Posting automatically updates summary templates if you have added new detail accounts since your last posting for your set of books

To improve the performance of your posting program, run the Maintain Summary Templates program to update your summary templates.

(N) Reports > Request > Standard > Maintain Summary Templates

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(Help) Oracle Financial Applications > General Ledger > Setting Up General Ledger > Defining Summary Accounts > Updating Summary Accounts

Maintaining Summary Templates

Maintaining Summary Templates

Note: If you make changes to your flexfield hierarchy that affect associated summary accounts, you must drop and recreate the summary template.

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Incremental Add/Delete Summary Templates Program

Incremental Add/Delete Summary Templates Program

Effective with Oracle General Ledger, Release 11.5.3, a new program, Incremental Add/Delete Summary Templates, allows you to update your summary templates when you make changes to your flexfield hierarchy.

The following actions cause changes in the summary account reporting structure:

- Addition of child ranges assigned to a parent value
- Removal of child ranges assigned to a parent value
- Assigning a new parent segment value to a rollup group
- Removing a rollup group assignment from a parent segment value
- Changing rollup group assignments for a parent segment value

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Incremental Add/Delete Summary Templates Program

Incremental Add/Delete Summary Templates Program

**Submit the Incremental Add/Delete Summary
Templates Program through the Standard Request
Submission form.**

**(N) Reports > Request > Standard > Incremental
Add/Delete Summary Templates**

**Ensure you also run the Maintain Summary Template
Program to update summary accounts for non-
flexfield hierarchy related changes.**

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Incremental Add/Delete Summary Templates Program

Incremental Add/Delete Summary Templates Program

Factors that affect performance of Incremental

Summarization:

- Degree of complexity of the summary account template
- Number of parents assigned to each affected rollup group
- Number of detail child values that are assigned to the affected parent values
- Number of periods for which summary account balances have to be maintained
- Maintenance of average daily balances for summary accounts
- Extent of changes made to the account hierarchies

**For more information, refer to the Oracle
General Ledger 11.5.3 patch release.**

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Summary Accounts Practice

Summary Accounts Practice

Answer the following questions based on the information below:

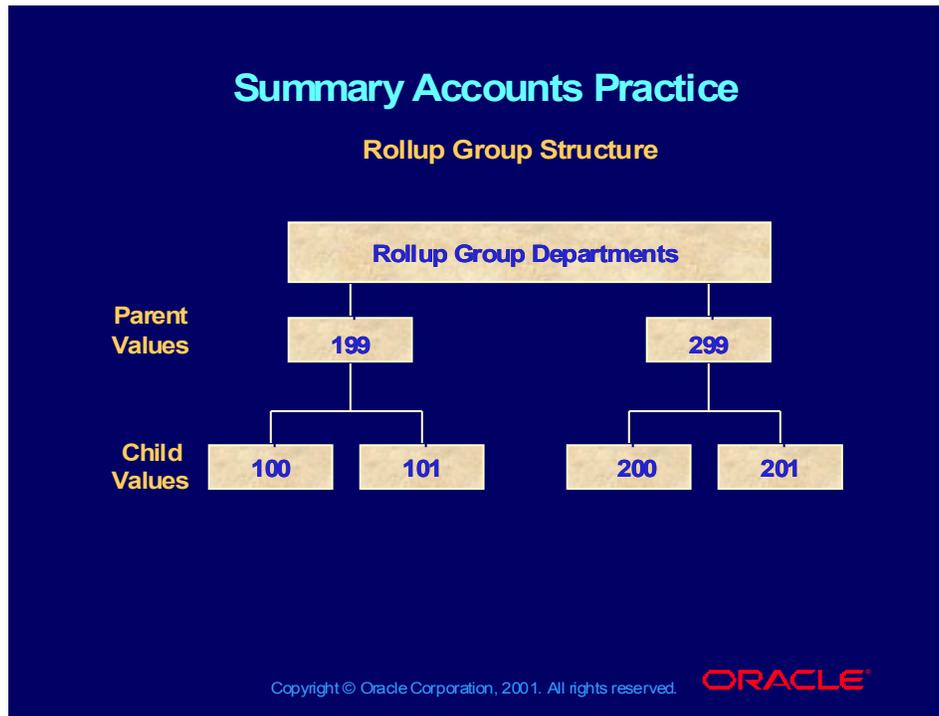
Account Structure

Company	Department	Natural Account	Balance
01	100	1000	5,000,000
02	101	2000	22,000,000
	199	3000	15,000,000
	200		
	201		
	299		

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Summary Accounts Practice



Practice Questions

Practice Questions

1. The summary account template **T - Departments - T** would create how many summary accounts? What accounts would they be summarizing?
2. The summary account template **T - D - T** would create how many summary accounts? What accounts would they be summarizing?
3. The summary account template **D - T - D** would create how many summary accounts? What accounts would they be summarizing?

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Question Answers:

1. T-Department-T
2 Summary Accounts Created
T-199-T T-299-T
2. T-D-T
4 Summary Accounts Created
T-100-T T-101-T T-200-T T-201-T
3. 6 Summary Accounts Created
01-T-1000 01-T-2000 01-T-3000
02-T-1000 02-T-2000 02-T-3000

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Practice Questions

Practice Questions

4. What summary accounts would the template **D - Departments - T** create?
5. How many summary accounts would the template **D - Departments - D** create?
6. How many summary accounts would the template **D - D - D** create?
7. Would you want to create a template of **T - T - T** or **D - D - D**?

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Question Answers:

4. D-Departments-T
would create the following summary accounts:
01-199-T 01-299-T 02-199-T 02-299-T
5. D-Departments-D
12 Summary Accounts Created
01-199-1000 01-199-2000 01-199-3000
02-199-1000 02-299-2000 02-199-3000
02-299-1000 01-299-2000 01-299-3000
02-299-1000 02-299-2000 02-299-3000
6. D-D-D would create no (zero) summary accounts.
7. A Template with T-T-T would add up all accounts resulting in a net balance of zero (0) is all accounts are in balance.
A Template with D-D-D replicates individual account code combinations and result in a duplication of your chart of accounts.

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Agenda

Agenda

- Overview
 - Rollup Groups
 - Summary Accounts
 - Defining Summary Accounts
 - Maintaining Summary Accounts
- Summary**

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Summary

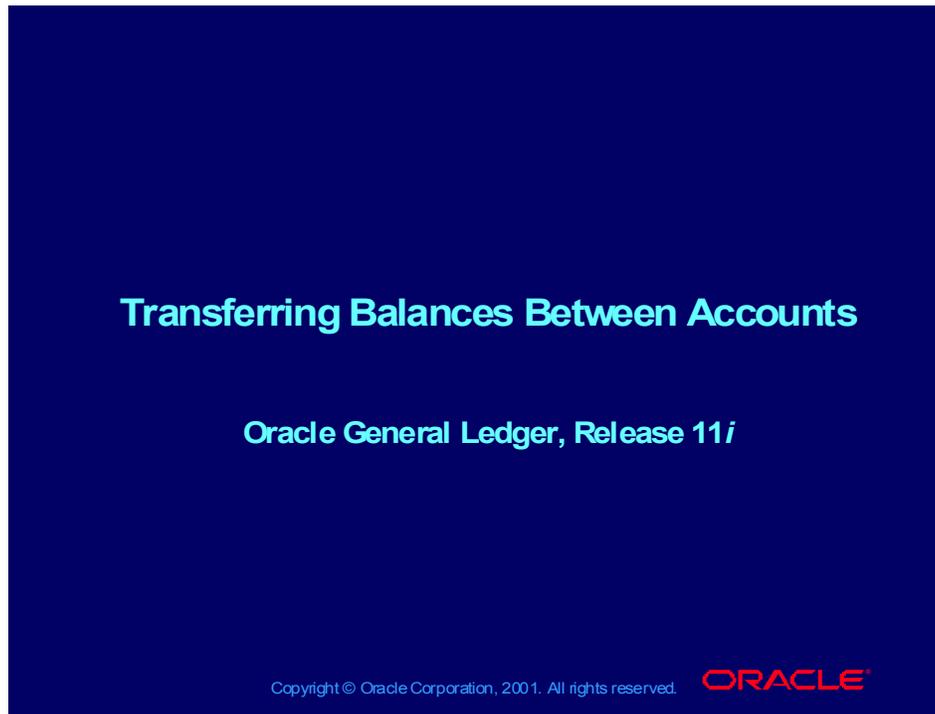
This lesson covered:

- **Defining rollup groups for summary account creation by using the Rollup Groups window**
- **Assigning parent values to rollup groups by using the Segment Values window**
- **Entering summary account templates to create summary accounts by using the Summary Accounts window**
- **Determining the number of summary accounts created by a template using a specific formula**
- **Maintaining summary accounts by using the Submit Requests window**

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Transferring Balances Between Accounts



Notations:

- (N) = Navigator
- (T) = Tab
- (I) = Icon
- (H) = Hyperlink
- (B) = Button
- (Help) = Oracle Applications Help System

Objectives

After completing this lesson, you should be able to do the following:

- **Create and save a Move/Merge Request**
- **Run prevalidation on the Move/Merge Request**
- **Inquire on balances and review the journal entries for the Move/Merge Request**
- **Process and reverse the Move/Merge Request**
- **Inquire on standard and average balances after reversal**
- **Create, save, process, and delete a Mass Creation Request**

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Agenda

Agenda

- **Overview**
- **Moving account balances from a single source**
- **Moving account balances from multiple sources**
- **Move/Merge limitations**
- **Defining a move/merge request**
- **Creating new accounts with Mass Creation**
- **Summary**

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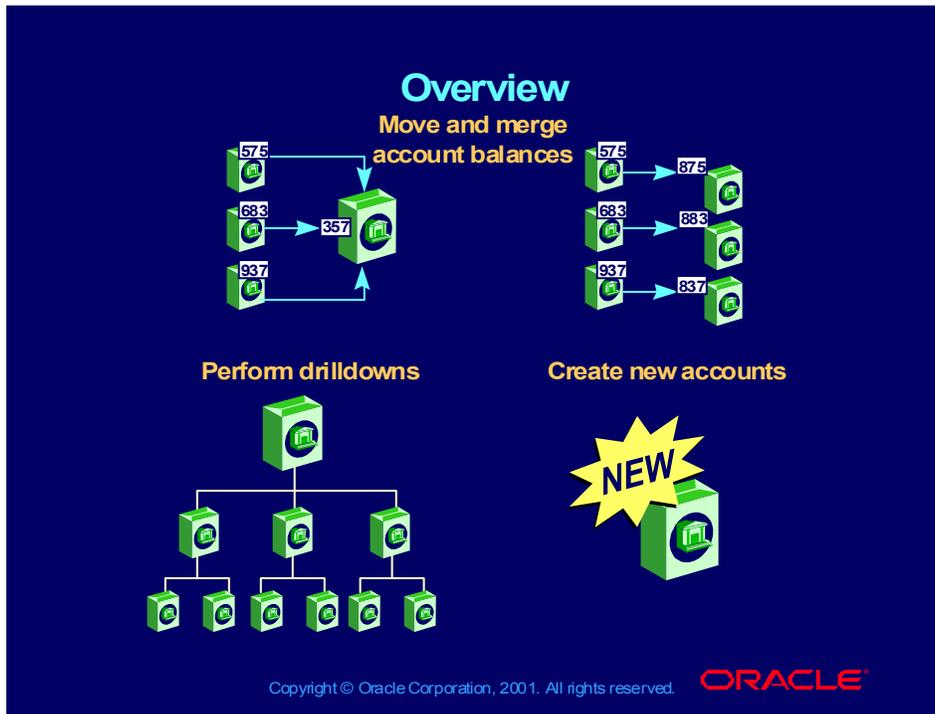
Overview

- Move/merge account balances from a single source
- Move/merge account balances from multiple sources
- Move/Merge limitations
- Defining a move/merge request
- Creating new accounts with Mass Creation
- Summary

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Overview



(Help) Oracle Financial Applications > General Ledger > Maintenance > Mass Maintenance

Move and Merge Account Balances

Move and Merge Account Balances

Use Mass Maintenance to:

- **Move balances by period from one or more source accounts to one or more target accounts**
- **Merge balances from multiple source accounts into one or more target accounts**

For example, you can move balances from a division or cost center that has been closed

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General Ledger Functionality

Financial integrity between GL and your subledger is maintained. After a move/merge operation you can still drill down to your subledger details.

The MassCreation feature of MassMaintenance allows you to create new accounts based on existing accounts. For example, if you create a new cost center, you can copy accounts from an existing cost center.

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Mass Maintenance Processes

- **Move/merge**
- **Prevalidation**
- **Reversal**
- **Mass Creation**
- **Purge**

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Mass Maintenance Processes

Mass Maintenance Processes

Process	Purpose
Move/merge	Transfer balances from multiple source accounts into one or more target account
Prevalidation	Validates a move/merge process prior to submitting the request
Reversal	Reverses a previous move/merge and restores original account balances
Mass creation	Creates new accounts automatically base on existing accounts
Purge	Deletes the interim tables created during a move/merge process

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Process Status

Each process can have one of four statuses:

- **New:** Is displayed when you define a new move/merge or mass creation
- **In Process:** Indicates that the process is currently active
- **Completed:** Indicates that the process has successfully completed
- **Failed:** Indicates that the process has completed unsuccessfully

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What Move/Merge Does

Using the move/merge process, you can:

- **Validate target accounts**
- **Create new target accounts**
- **Calculate balances to be moved or merged**
- **Calculate amounts to adjust quarter-to-date, year-to-date, project-to-date, period-average-to-date, quarter-average-to-date, and year-average-to-date balances**
- **Move/merge the calculated balances**
- **Create move/merge audit journals**
- **Produce the Mass Maintenance Execution Report**

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Conflicts

Only run move/merge operations when no conflicting activities are taking place in the same set of books:

- **Journal Creation** - entering manual or budgetary control journals, importing journals, revaluation, MassAllocations, and recurring journals
- **Balance Processing** - posting, translation, summarization, open period, and purge
- **Account Creation** - creating, modifying, disabling, and enabling accounts

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Conflicts

Complete all other processes first.

- **Establish and enforce procedures for scheduling move/merge operations**
- **Establish and enforce procedures over account creation and modification**
- **Consider excluding the move/merge concurrent program from the standard concurrent manager. Assign the program to a special concurrent manager queue that is active only at specific times.**

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Agenda

Agenda

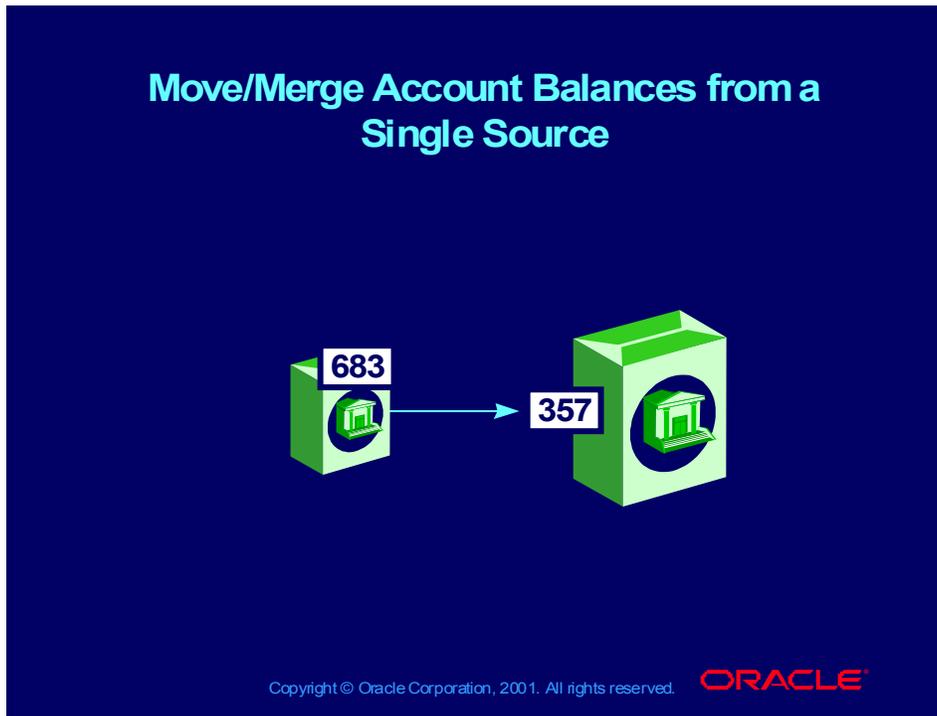
- **Overview**
Move/Merge account balances from a single source
- **Move/Merge account balances from multiple sources**
- **Move/Merge limitations**
- **Defining a move/merge request**
- **Creating new accounts with Mass Creation**
- **Summary**

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**(Help) Oracle Financial Applications > General Ledger > Maintenance
> Mass Maintenance**

Move/Merge Account Balances from a Single Source



Agenda

Agenda

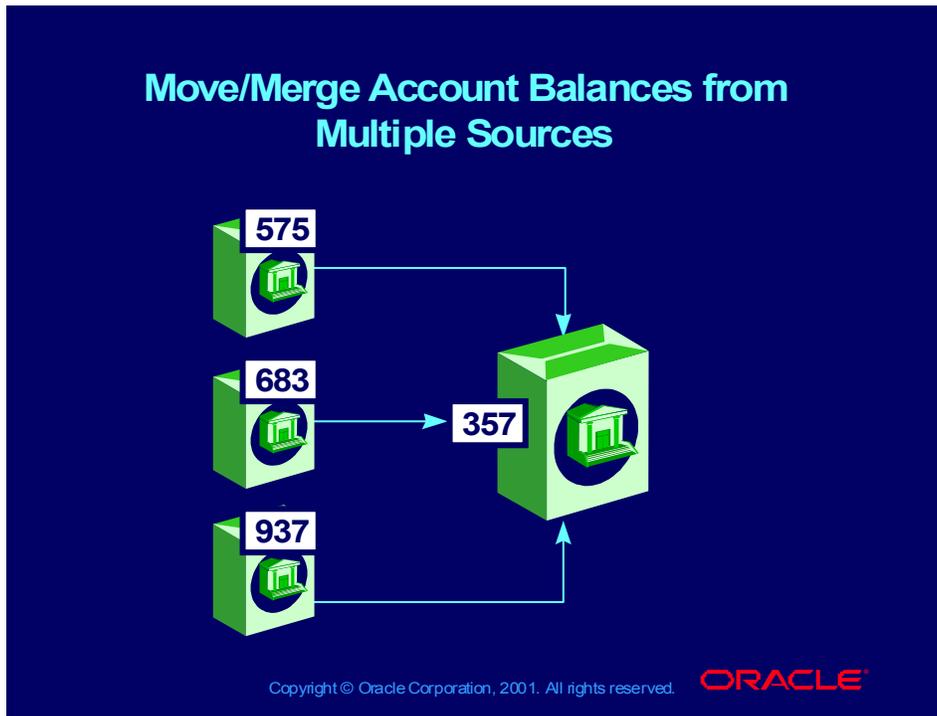
- Overview
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**(Help) Oracle Financial Applications > General Ledger > Maintenance
> Mass Maintenance**

Move/Merge Account Balances from Multiple Sources



Move/Merge Prerequisites

- All target account segment values must exist and be enabled.
- Target accounts that exist before the move/merge is submitted must be enabled.
- Target accounts that do not exist will be created.

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 - Creating new accounts with Mass Creation
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Move/Merge Limitations

You cannot move/merge:

- **across sets of books or balancing segment values**
- **across financial statement categories**
- **budget or encumbrance balances**
- **balances of purged accounting periods**
- **with General Ledgers' dual currency accounting feature**

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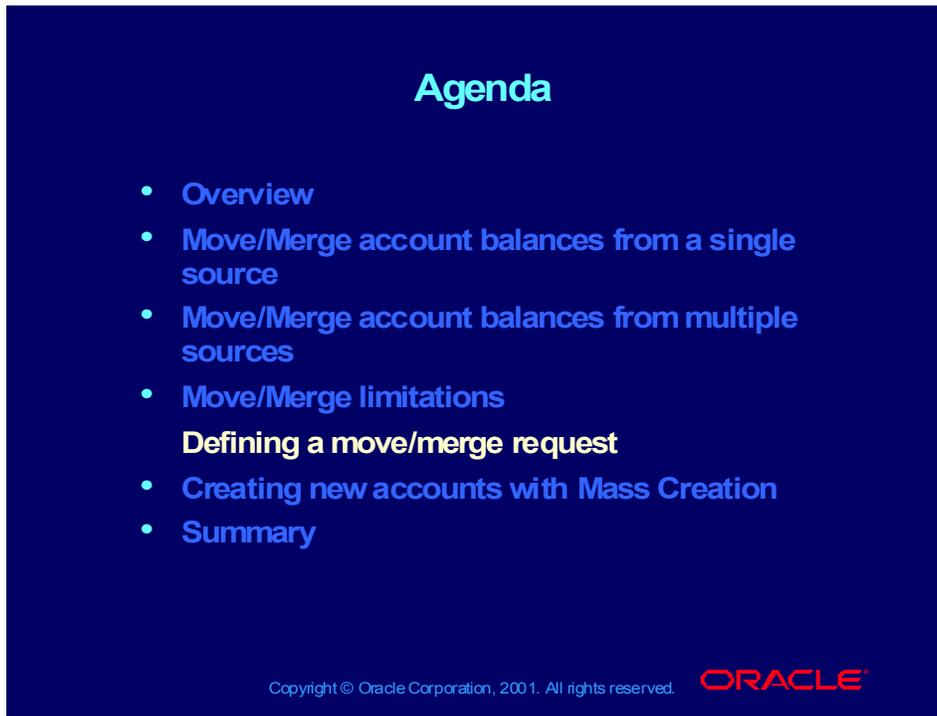
Other Limitations

- **Move/merge operations will not update the accounts and account ranges used in any General Ledger definitions - recurring journals, MassAllocations, consolidation mappings, and summary accounts**
- **If any source account has historical rates assigned, you must update or create the historical rate for the target accounts**
- **If you have budgetary control enabled in your set of books, funds checking and reservation does not validate move/merge adjustments to source and target accounts**

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Agenda



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- Move/Merge account balances from a single source
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- Move/Merge limitations

Defining a move/merge request

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**(Help) Oracle Financial Applications > General Ledger > Maintenance
> > Mass Maintenance > Defining a Move/Merge Request**

**(Help) Oracle Financial Applications > General Ledger > Maintenance
> > Mass Maintenance > Submitting a Move/Merge Request**

Demonstration

This demonstration shows you how to:

- define a move/merge request

(N) Setup > Other > Mass Maintenance

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Demonstration

This demonstration shows you how to:

- submit a move/merge request
- reverse a move/merge request

(N) Setup > Other > Mass Maintenance

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Agenda

Agenda

- Overview
- Move/Merge account balances from a single source
- Move/Merge account balances from multiple sources
- Move/Merge limitations
- Defining a move/merge request
- **Creating new accounts with Mass Creation**
- Summary

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Demonstration

This demonstration shows you how to:

- create new accounts with Mass Creation

(N) Setup > Other > Mass Maintenance

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(Help) Oracle Financial Applications > General Ledger > Maintenance > > Mass Maintenance > Creating New Accounts with Mass Creation

Notes

Running move/merge during off-peak hours minimizes system performance degradation and the possibility of the move/merge conflicting with other processes. Prevalidating helps ensure that unattended move/merge operations complete successfully.

Formats for source and target accounts must be the same. If you enter a complete account as the source, you must also enter a complete account as the target.

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Practice Questions

Practice Questions

1. Creating and Submitting a Move/Merge Request

- The management has decided to merge Department 470 (training) with Department 480 (Marketing).

Create a Move/Merge request named *<Unique Identifier> MoveDept. 470 to 480* to do this.

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Question Answers:

Creating and Submitting a Move/Merge Request

- Navigate to the Mass Maintenance Workbench form.
(N) Setup—>Other—>Mass Maintenance
- Enter *<Unique Identifier> Move Dept. 470 to 480* as the Request name and Description for your move/merge.
- Select Move/Merge as the Request Type.
- Enter a Line number of 10.
- In the Source field, enter *..470.0000.000*.
- In the Target field, enter *..480.0000.000* as the destination of your balances.
- Optionally select Prevalidate to run the prevalidation process and ensure that your move/merge request completes successfully.
- If you selected Prevalidate, review the Mass Maintenance Execution Report and correct any errors such as overlapping accounts, disabled accounts, target accounts that violate cross-validation rules, or move/merge transactions that violate the move/merge prerequisites and business rules.
- Save your work.
- Select Submit.

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Practice Questions

Practice Questions

2. Review the Move/Merge Journal Entries

- Review your Move/Merge batch and journal lines created in the Journal Inquiry form.

Hint: Use Move/Merge as the Source to locate your batch.

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Question Answers:

Review the Move/Merge Journal

- Open the Journal Inquiry form.
(N) Inquiry—>Journals
- In the Find Journals Window, enter the period, the Source called Move/Merge, and the Category called Move/Merge.
- Select Review Journal or Review Batch.

Agenda

Agenda

- Overview
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 - Move/Merge account balances from multiple sources
 - Move/Merge limitations
 - Defining a move/merge request
 - Creating new accounts with Mass Creation
- Summary**

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Summary

The following topics were covered in this lesson:

- Create and save a Move/Merge Request
- Run prevalidation on the Move/Merge Request
- Inquire on balances and review the journal entries for the Move/Merge Request
- Process and reverse the Move/Merge Request
- Inquire on standard and average balances after reversal
- Create, save, process, and delete a Mass Creation Request

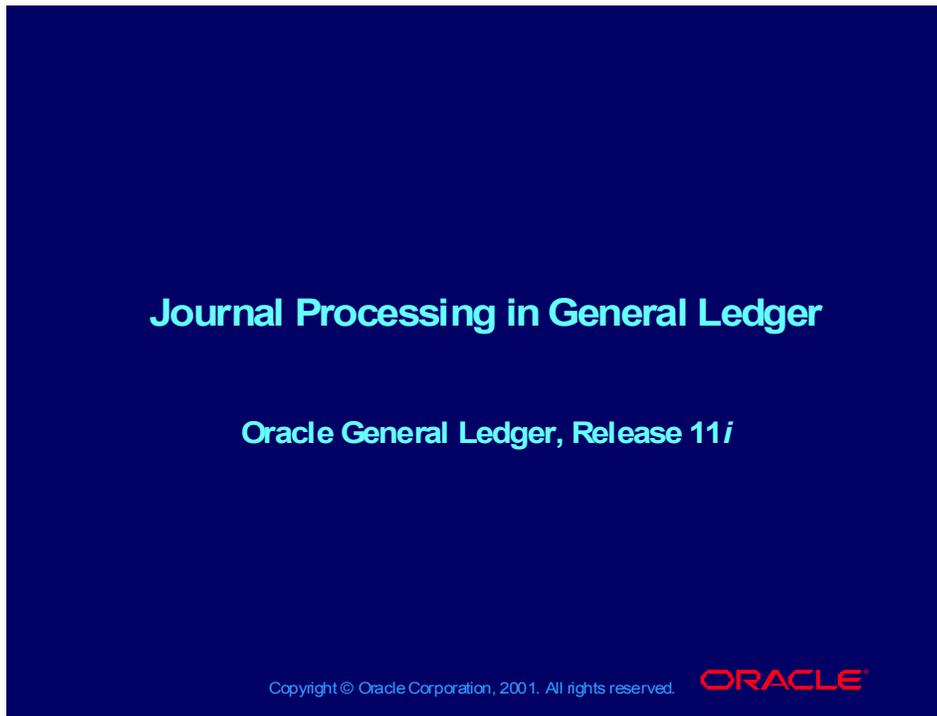
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Processing the GL 1

Chapter 5

Journal Processing in General Ledger



Notations:

(N) = Navigator

(T) = Tab

(I) = Icon

(H) = Hyperlink

(B) = Button

(Help) = Oracle Applications Help System

Objectives

After completing this unit, you should be able to do the following:

- Enter, post, and review journal entries and batches
- Reverse journal entries
- Enter journals using a spreadsheet interface using Applications Desktop Integrator Journal Wizard
- Import journal entries from subledgers

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Agenda

Agenda

- **Overview**
- **Journal Entry in General Ledger**
- **Journal Entry in Applications Desktop Integrator**
- **Using Journal Import**

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Agenda

Agenda

- **Overview**
- **Journal Entry in General Ledger**
- **Journal Entry in Applications Desktop Integrator**
- **Using Journal Import**

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Overview

General Ledger supports a variety of journal entry types to meet your business and accounting requirements.

In General Ledger, there are four basic journal entry types. Each journal entry type has expanded functionality we will explore in this and the automated journal processing module.

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Journal Entry Types

Journal Entry Types


Basic Journal Entry
Used for most accounting transactions. Examples include Revenues, Expenses, Adjustments, and Reclassifications


Reversing Journal Entry
Created by reversing an existing journal entry. You can reverse any journal entry and post it to the current or any future open accounting period.

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(Help) Oracle Financial Applications > General Ledger > Journal Entry

Journal Entry Types

Journal Entry Types



Recurring Entries

Defined once then generated for each subsequent accounting period. You can use recurring journal entries to define automatic consolidating and eliminating entries.



Mass Allocations

Journal entries that utilize a single journal entry formula to allocate revenues and expenses across a group of cost centers, departments, divisions, and so on.

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Journal Creation Methods

Journal Creation Methods



Manual Entries	Create adjusting journals and accruals	Enter debits and credits manually
Reversing Entries	Reverse an error, revaluation, encumbrance journal, and accruals	Reverse the journal amounts of a preexisting entry
Recurring Entries	Create journals using fixed accounts and amounts and complex formulas. Create multiple journals with the same/similar information.	Create journals using a skeleton template, standard template, or formula
Mass Allocations	Allocate from one account to many using a single formula	Calculate journals using an allocation formula

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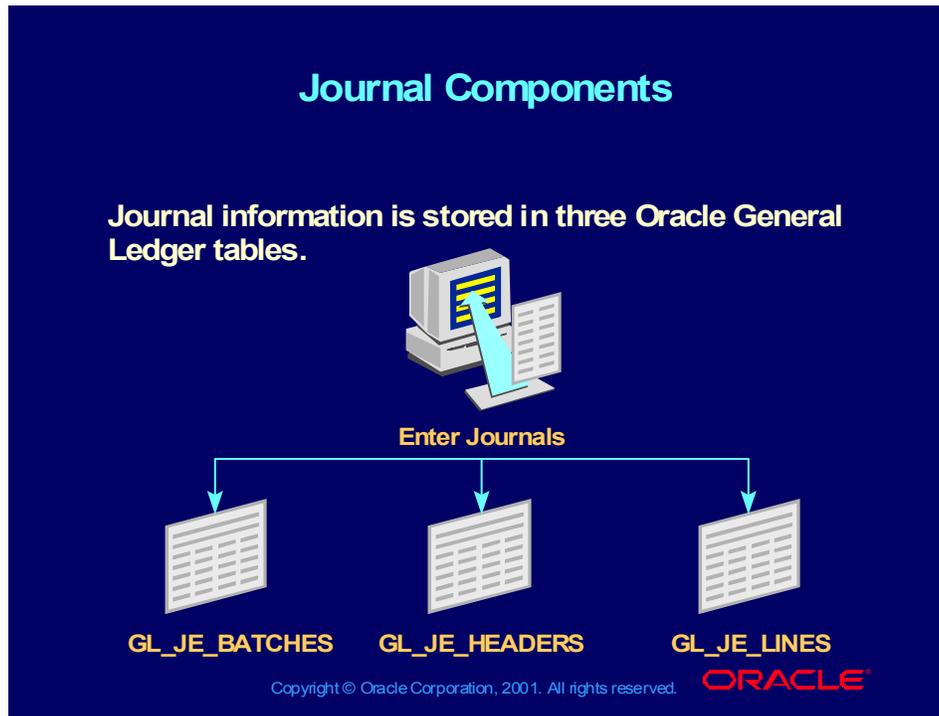
Journal Creation Methods

Journal Creation Methods

 <p>Journal Wizard</p>	Integrate General Ledger with an Excel Spreadsheet for journal creation	Upload journal entries from an Excel spreadsheet
 <p>Journal Import</p>	Integrate General Ledger with other applications	Import journal information from feeder systems

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Journal Components



Journal Batch Level Information

Journal Batch Level Information



The diagram illustrates the process of entering journal entries. It starts with an icon of a computer monitor and keyboard labeled "Enter Journals". A blue arrow points down to an icon of a document labeled "GL_JE_BATCHES".

- Optionally group related journal entries into batches. The batch name is optional.
- All journal entries in a batch share the same period
- If no batch level information is entered, General Ledger automatically creates one batch for each journal entry, default the name and latest open period
- If you do not enter a batch name, you must recall the journal entry by date

GL_JE_BATCHES

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Journal Entry Level Information

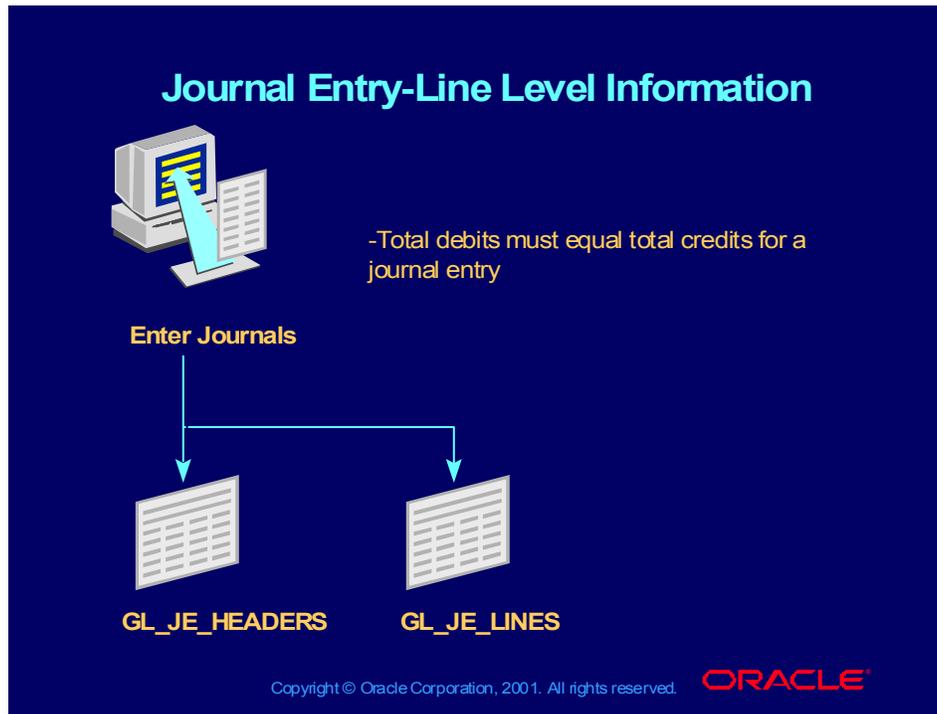
Journal Entry Level Information

The diagram illustrates the process of entering journal entries. It starts with a computer icon labeled "Enter Journals". An arrow points from this icon to two separate table icons. The left table is labeled "GL_JE_HEADERS" and the right table is labeled "GL_JE_LINES".

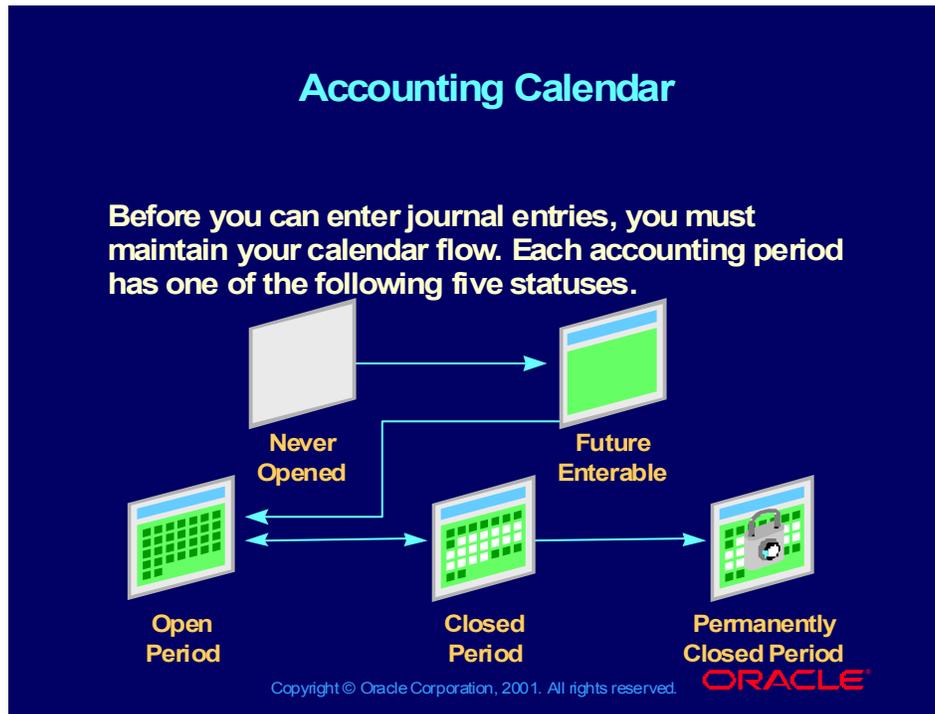
- Group related lines into journal entries
- All lines in a journal entry must share the same currency and category
- If no journal entry-level information is entered, General Ledger assigns a default name and the functional currency

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Journal Entry-Line Level Information



Accounting Calendar



(Help) Oracle Financial Applications > General Ledger > Setting Up General Ledger > Calendars

When you define a new set of books, choose carefully the first accounting period you want to open. Once you open your first accounting period, Oracle General Ledger does not allow you to open prior accounting periods.

You cannot translate balances in the first accounting period.

Accounting Calendar

Accounting Calendar



Never Opened

You cannot enter or post journals



Future Enterable

You can enter journals, but you cannot post. The number of future enterable periods is a fixed number defined in the Set of Books window.



Open Period

You can enter and post journals to any open period. An unlimited number of periods can be open, but doing so may slow the posting process.

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Accounting Calendar

Accounting Calendar



You must reopen Closed periods before you can post journals. You should manually close periods after finishing your month-end processing.



Permanently closed periods cannot be reopened.

-Do not use this status if you want to have your records auditable in future years.

-This status is required to archive and purge data.

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Maintaining Calendar Flow

General Ledger calculates the ending account balances for the current period and rolls them forward as beginning balances for the next period.

To Open a New Accounting Period

(N) Setup > Open/Close

- 1. Navigate to the Open and Close Periods window.**
- 2. General Ledger displays the Latest Open accounting period.**

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Maintaining Calendar Flow

3. **Choose Open Next Period.** General Ledger calculates the ending account balances for the current period, and launches a concurrent process to open the next period.
 - the current period remains open
 - if you open the first period of a new fiscal year, General Ledger automatically transfers the ending balance from the previous net income account and updates the Retained Earnings account.

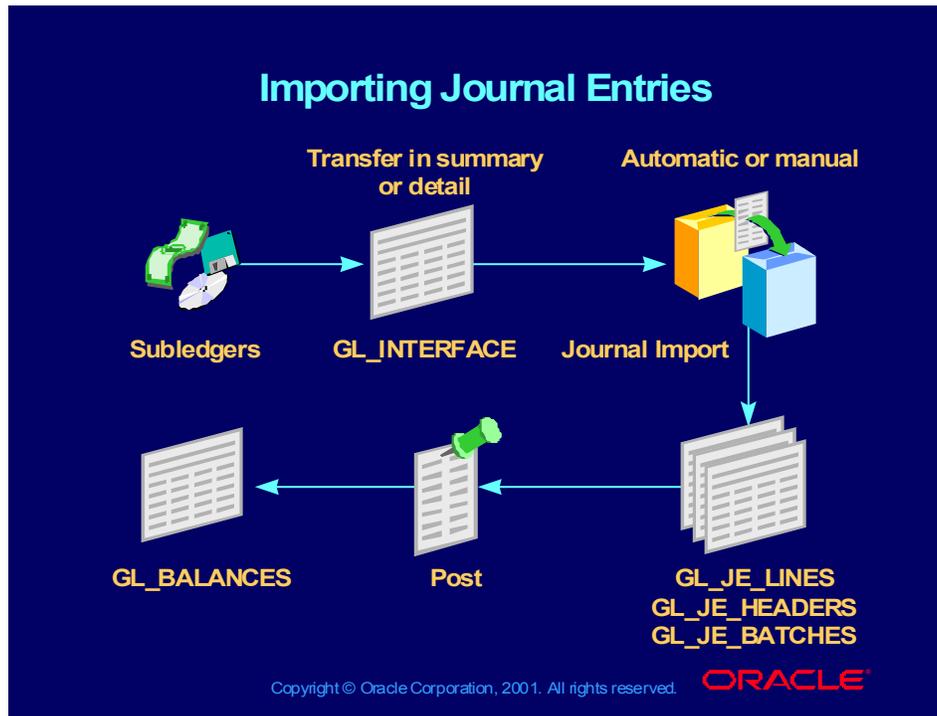
4. **Save your work.**

You can close and reopen accounting periods in this same window.

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Importing Journal Entries



(Help) Oracle Financial Applications > General Ledger > Journal Entry > Integrating General Ledger Using Journal Import

Importing Journal Entries

If you are importing from an Oracle feeder system, such as Accounts Payable or Accounts Receivable:

- the data will be automatically loaded in the GL_INTERFACE table

If you are importing from other feeder systems:

- you need to convert data into a format readable by SQL*Loader, then use SQL*Loader to load data into the GL_INTERFACE table

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Agenda

Agenda

- Overview
- **Journal Entry in General Ledger**
- Journal Entry in Applications Desktop Integrator
- Using Journal Import

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Objectives

Objectives

After completing this lesson, you should be able to do the following:

- Create journal entry batches
- Create manual journal entries
- Review and correct journal entries
- Post journal entries immediately or schedule to have them posted at a later time
- Generate reversing journal entries

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(Help) Oracle Financial Applications > General Ledger > Journal Entry

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- Overview
- **Journal Entry in General Ledger**
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- Using Journal Import

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Grouping Journals into Batches

You can organize journal entries with common attributes into batches. Examples of common attribute groupings include:

- Journal type
- Journal date
- Journal preparer
 - The use of journal batches is optional. You can enter a journal directly.
 - Batches can contain an unlimited number of journal entries
 - All journal entries in a batch must share the same period

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Manual Journals

A Manual Journal Entry is a journal entry that you enter directly into Oracle General Ledger. Manual journal entries can include the following:

- **Functional currency entries**
- **Foreign currency entries**
- **Statistical entries**
- **Intercompany entries**

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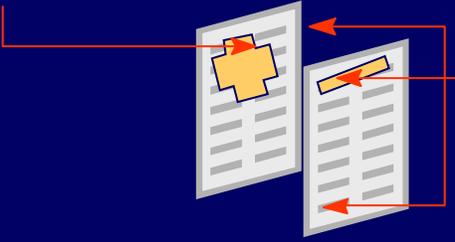
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Reversing Journal Entries

Reversing Journal Entries

You can use reversing journal entries to reverse accruals, estimates, errors, or temporary adjustments and reclassifications.

First period:
Amounts are added.



Next period:
Amounts are subtracted.

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Student Note

Enter the original journal entry; amounts are added to relevant account balances.

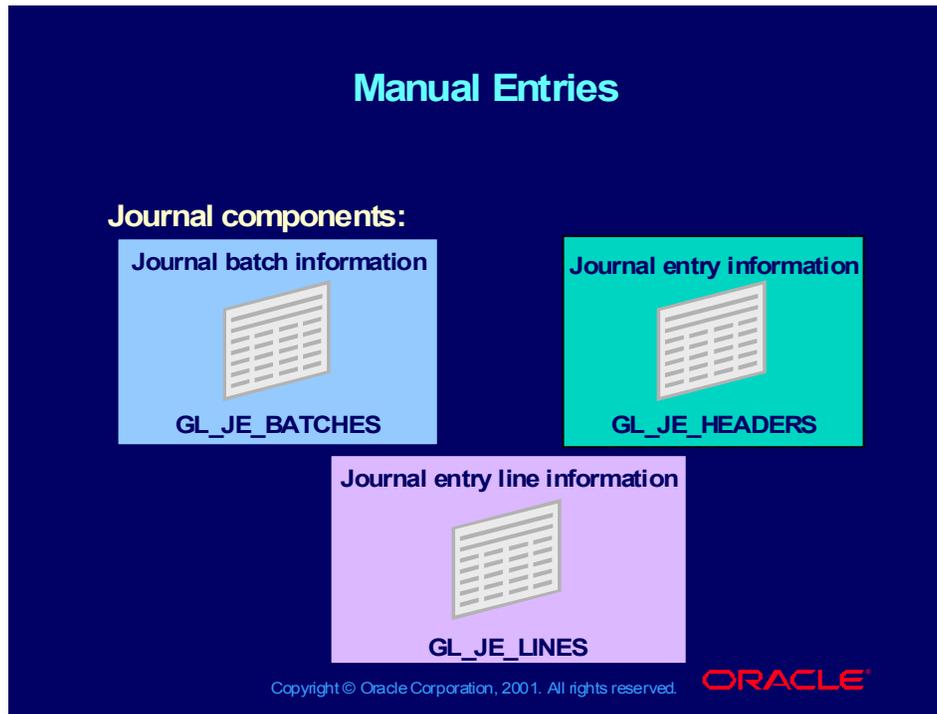
Flag the entry for reversal

Use reversing journal entries to reverse accruals, estimates, errors, or temporary adjustments and reclassifications

After the original entry is reversed, amounts are subtracted from the relevant account balances

In addition to reversing individual journal entries, entire journal entry batches can be reversed.

Manual Entries



Manual Entries

Manual Entries

Journal batch information



GL_JE_BATCHES

- Batch Name (optionally defaults)
- Batch Period (defaults to latest open)
- Batch Control Total and Description (optional)

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Manual Entries

Manual Entries

Journal entry information



GL_JE_HEADERS

- Journal Name (optionally defaults)
- Journal Category (defaults if Journals Category profile option is set)
- Journal Document Number (optional)
- Journal Currency (defaults to functional)
- Reversal Period (optional)
- Journal Control Total and Description (optional)

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Manual Entries

Manual Entries

Journal entry line information



GL_JE_LINES

- Account (required)
- Line Debit or Credit (required)
- Statistical Values and Description (optional)

*The description defaults from the header description, but it can be overridden.

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Demonstration

This demonstration shows you how to:

- Create Journal Batches
- (N) Journals > Enter (B) New Batch

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Demonstration

This demonstration shows you how to:

- Enter Journals
(N) Journals > Enter (B) New Journal

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Demonstration

This demonstration shows you how to:

- Enter Statistical Journals
(N) Journals > Enter (B) New Journal

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Demonstration

This demonstration shows you how to:

- **Change the Currency of an unposted journal**
**(N) Journals > Enter (B) New Journal (B) Change
Currency**

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Additional Journal Actions

You can use the More Actions window to perform additional journal activities:

- **Reverse Journal** to reverse the current entry
- **Change Period** to change the period, in real time, or any entry
- **Post** to launch a concurrent process to update account balances.

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Journal Entry Practice Overview

Practice contents:

- **Creating a journal entry batch**
- **Creating manual functional currency journal entries**
- **Creating a statistical journal entry**

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1. Organizing Transactions into Journal Components

1. Organizing Transactions into Journal Components

Answer the questions based on the data below:

<u>Transaction Date</u>	<u>Type of Transaction</u>
November 1997	Pay salaries of 50,000 US Dollars
December 1997	Pay salaries of 55,000 US Dollars
November 1997	Pay rent of 40,000 Australian Dollars for an office in Australia
November 1997	Pay rent of 2,000 French Francs for a office in France
December 1997	Pay rent of 32,000 Australian Dollars for storage space in Australia

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1. Continued

1. Continued

Note: there is no correct method for grouping transactions into batches, entries, and lines.

- **What is the least number of different batches needed to enter these transactions?**
- **What is the least number of difference journal entries needed to enter these transactions?**
- **Can you enter each transaction in its own journal entry?**
- **Can you enter each transaction in its own batch?**
- **What are the advantages and disadvantages of assigning each transaction its own batch and/or journal entry?**

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Answers

- Two batches, one for November 1998 and one for December 1998.
- Five journal entries: three for November 1998 (functional currency, foreign currency #1, and foreign currency #2) and two for December 1998 (functional currency and foreign currency #1).
- Yes
- Yes
- Advantages: Easier to locate individual transactions and shorter entry time.
- Disadvantages: Greater overhead - more memory used, more posting processes needed.

2. Create a Journal Batch

2. Create a Journal Batch

The Consulting Department (#420) purchased computers in the latest open period. The computers are valued at \$85,000, of which the office pays \$5,000 cash and the remainder is carried as a liability over the following year.

Also, your controller informs you of \$135,000 one-time sales revenue earned by selling these computers on credit.

Record the journal for these two items in one batch using a batch control total.

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2. Continued

2. Continued

Name your journal batch <Unique Identifier> Computer Purchases and Sales for the latest open period. Use your initials for your unique identifier and enter 220,000 in the optional Control Total field.

Name your first journal entry <Unique Identifier> Computer Purchases, and enter Additions for the journal entry category. Choose USD currency and enter the following journal entry:

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
01-000-1560-0000-000	Computers and Software	85,000	
01-000-1110-0000-000	Cash		5,000
01-000-2210-0000-000	Accounts Payable		80,000

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Answer

- Open the Find Journals form (N) Journals > Enter and select the New Batch button.
- Name your journal batch <Unique Identifier> Computer Purchases and Sales for the latest open period. Use your initials for your unique identifier. Enter 220000 in the optional Control Total field.
- Select Journals to open the Journals form.
- Name your first journal entry < Unique Identifier> Computer Purchases, and enter Addition for the journal entry category. Choose the USD currency and enter the journal entry as shown:

Line	Account	Debit	Credit
• 10	01-000-1560-0000-000	85,000	
• 20	01-000-1110-0000-000		5,000
• 30	01-000-2210-0000-000		80,000

3. Enter Headcount Information

3. Enter Headcount Information

The controller wants to keep track of debit headcount statistics for Departments 410, 420, and 430 starting in the latest open period.

Be sure to change the currency to STAT.

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3. Continued

3. Continued

- Create a new batch. Name the journal batch <Unique Identifier> Employee Statistics for the latest open period. Use your initials.
- Name the journal entry <Unique Identifier> Employee Headcount and enter Headcount for the journal category. Choose the STAT currency.
- Enter the following journal entry:

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
01-410-9110-0000-000	Dept 410 Headcount	100	
01-420-9110-0000-000	Dept 420 Headcount	150	
01-430-9110-0000-000	Dept 430 Headcount	100	

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Answer

- Name the new journal batch <Unique Identifier> Employee Statistics for the latest open period. Use your initials. Select Journals.
- Name the journal entry <Unique Identifier> Employee Headcount and enter Headcount for the journal category. Choose the STAT currency.
- Enter the journal entry as follows:

Line	Account	Debit (STAT)	Credit (STAT)
10	01-410-9110-0000-000	100.00	
20	01-420-9110-0000-000	150.00	
30	01-430-9110-0000-000	100.00	

Save your work.

Calculating Tax on Journal Entries

Calculating Tax on Journal Entries

You can automatically account for taxes, such as value added tax (VAT), sales tax, or consumption tax.

You can define tax calculations at any one of the following levels:

- Set of Books
- Account
- Journal Entry
- Journal Entry Line

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**(Help) Oracle Financial Applications > General Ledger > Setting Up
General Ledger > Setting Up Automatic Tax Calculation**

Calculating Tax on Journal Entries Set of Books Level

Calculating Tax on Journal Entries Set of Books Level

For each set of books, you can define a default Tax Code, Rounding Rule, and Tax-inclusive or Tax-exclusive status.

- If the Tax Type is Output, the system retrieves tax information from the same Tax Code name in your Oracle Receivables setup
- If the Tax Type is Input, information is received from the same Tax Name in your Oracle Payables setup

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Calculating Tax on Journal Entries Account-Level Default

Calculating Tax on Journal Entries Account-Level Default

If journal entries for a specific account are usually taxed at a certain rate or tax code, you can assign a default or required tax code for that account.

If no default values are provided, the system uses any set of books-level defaults.

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Calculating Tax on Journal Entries Journal Entry-Level

Calculating Tax on Journal Entries Journal Entry-Level

The system generates tax amount lines for groups of similar journal lines, rather than generating one tax amount line for each entered amount line.

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Calculating Tax on Journal Entries Journal Entry Line-Level

Calculating Tax on Journal Entries Journal Entry Line-Level

For line-level calculation, each journal line is considered one at a time.

- If an amount is tax-exclusive, the system creates a separate, corresponding tax line, debiting or crediting the appropriate tax liability by the calculated tax amount.
- If an amount is tax-inclusive, the system creates a separate tax line and reduces the entered amount by the calculated tax amount.

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Demonstration

This demonstration shows you how to:

- Enter a Taxable journal entry
(N) Journals > Enter (B) New Journal

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Posting Journals

Posting Journals

Update balances by posting journals.



Enter
journal



Post
journal

Account Balance

Prepost \$500

Journal 25

After post \$525

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Posting Journals

You have several ways to post journal batches:

- Use the **Post Journals** window to select and post several journal batches
- Use the **More Actions** window to post a journal batch directly
- Use the **AutoPost** program to periodically post journal batches

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(Help) Oracle Financial Applications > General Ledger > Journal Entry > Posting Journals

Correcting Unpostable Batches

Common explanations for unpostable batches include:

- Control total violations
- Posting to Unopened periods
- Unbalanced journal entries

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Demonstration

This demonstration shows you how to:

- **Post Journals**
(N) Journals > Post

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Posting to a Prior Period

You can post journal entries to a prior accounting period/fiscal year as long as the prior period is open.

When you post to a prior period:

- **General Ledger updates beginning balances of all subsequent periods**
- **General Ledger adjusts the retained earnings account for the effect on your income and expense accounts when you post to a prior fiscal year**

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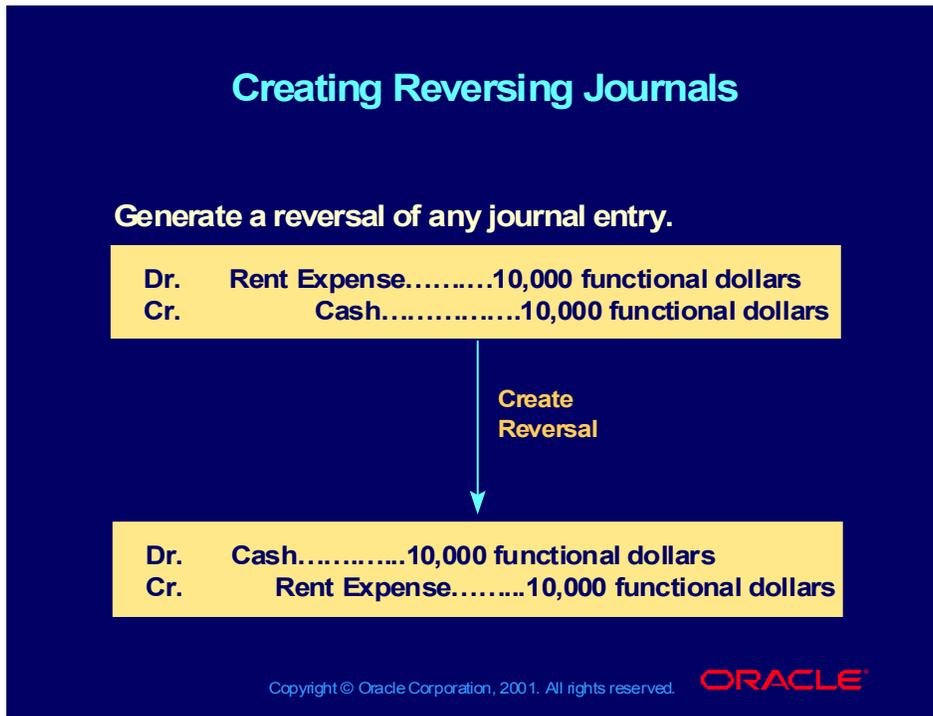
Notes on Posting to a Prior Period

- **General Ledger can display a message whenever you try to enter a prior period journal. To use this feature, have your system administrator set the user profile option Journals: Enable Prior Period Notification to Yes**
- **If you have many periods open following the period to which you are posting, General Ledger must update all subsequent balances which can impede performance**
- **When you post to a period in a prior fiscal year, run a Trial Balance Report to ensure that your Retained Earnings account is properly reconciled**

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Creating Reversing Journals



(Help) Oracle Financial Applications > General Ledger > Journal Entry > Reversing Journals

Student Note

Reversal Options

Use the More Actions window to reverse any journal entry or journal entry batch with or without a predefined reversal period.

Use the More Details window to enter a defined reversal period that you can later reverse in the Reverse Journals window.

Use the Reverse Journals window to generate reversal journals with a predefined reversal period, such as monthly accruals.

You can then choose Reverse Journal to generate the reversing entry from the Enter Journals window, or close the window allowing you to generate the reversing entry at a later time from the Reverse Journals window.

Assigning a Reversal Period to a Journal Entry

Assigning a Reversal Period to a Journal Entry

Assign a reversal period to a journal entry to generate a reversing entry from the Enter Journals window, or later from the Reverse Journals window.

(N) Journals > Enter (M) Query > (B) Review Journal
(B) More Details

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Reversing Journals with Predefined Periods

Reversing Journals with Predefined Periods

Reverse journals with a predefined reversal period by using the **Reverse Journals** window.

(N) Journals > Generate > Reversal

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Reversing Journals without Predefined Periods

Reversing Journals without Predefined Periods

Reverse journals in the More Actions window.

(N) Journals > Enter (B) Review Journal (B) More Actions

Reverse Entire Journal Batches

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Reversing Journals Practice Overview

Practice contents:

- **Defining reversing journal entries**
- **Generating a reversing journal batch**
- **Posting the reversing batch**

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Reversing Journals Practice

A memo from the MIS department requests you correct the charge for computers for the latest open period. The proper charge is \$87,000, not \$85,000.

- **1. Finding A Journal Batch**

Query the journal batch that you created in Practice 8-1 named <Unique Identifier> Computer Purchases and Sales. Locate the <Unique Identifier> Computer Purchases journal entry.

- **2. Reversing an Entry**

Reverse the journal entry in the latest open period using the Reverse Journals or the Enter Journals window.

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Reversing Journals Practice

Reversing Journals Practice

- **3. Posting the Batch**

Post the reversal batch to negate the effect of the original batch. Note that the reversal batch will be named Reverse <Unique Identifier> Computer Purchases <Date> <Time> <Request ID>.

- **4. Entering a New Journal Batch**

Create a new journal batch in the latest open period, named <Unique Identifier> Corrected Computer Purchases. Use the Adjustment Category. Enter the following journal entry and post when finished.

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Answer 1

- Open the Find Journals window (N) Journals > Enter and enter Unique Identifier> % in the Batch field of the Find Batch window and select Find.
- Select the journal batch from the Journal Entry Practice named <Unique Identifier> Computer Purchases and Sales. Select the <Unique Identifier> Computer Purchases journal entry, then select Review Journal.

Answer 2

- From the Journals window, select More Actions > Reverse Journal to reverse the journal entry.
- Select the latest open period to reverse, then select OK to the message that appears.

Answer 3

- Find the reversing journal entry named Reverse <Unique Identifier> Computer Purchases <Date> <Time> <Request ID>.
- Select More Actions > Post

Reversing Journals Practice

Reversing Journals Practice			
<u>Account Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Computers and Software	01-000-1560-0000-000	87,000	
Cash	01-000-1110-0000-000		5,000
Accounts Payable	01-000-2210-0000-000		82,000

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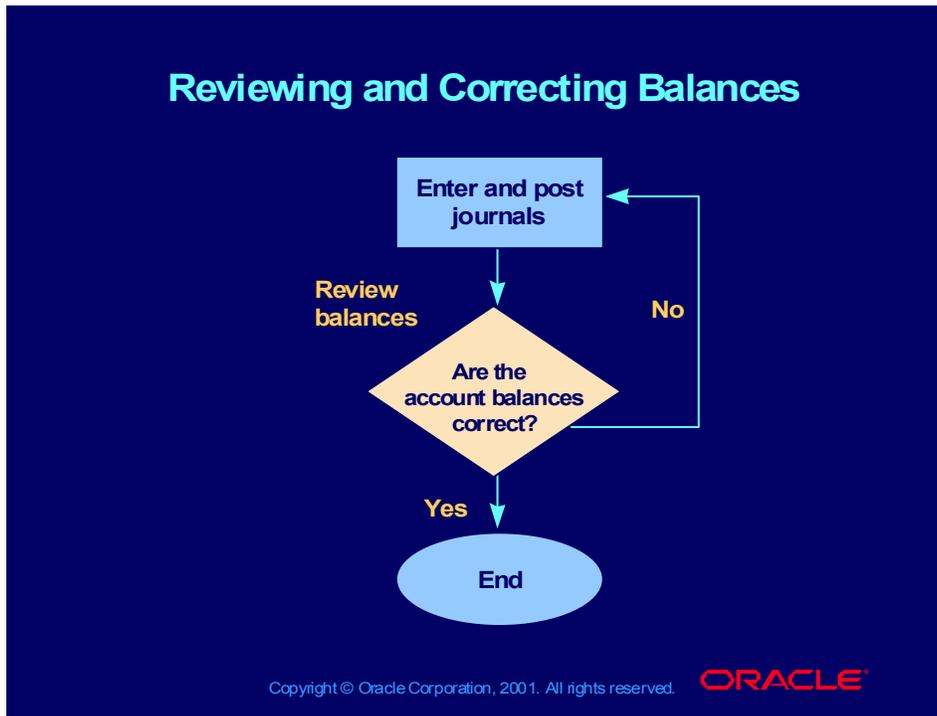
Answer 4

- From the Enter Journals window, select the New Journal button.
- Name our new journal entry <Unique Identifier> Corrected Computer Purchases using the Adjustment category. Enter the following journal entry:

Line	Account	Debit (USD)	Credit (USD)
10	01-000-1560-0000-000	87,000	
20	01-000-1110-0000-000		5,000
30	01-000-2210-0000-000		82,000

3. Select More Actions > Post to post your new journal entry.

Reviewing and Correcting Balances



Reviewing and Correcting Balances

Reviewing and Correcting Balances

Account Review and Correction

When you post to a prior period:

- Review account balances online or through reports
- Create and post adjusting journal entries to correct errors when needed

You can correct errors in unposted journals by querying the relevant journal in the Enter Journals window and making the necessary corrections.

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(Help) Oracle Financial Applications > General Ledger > Online Inquiries

(Help) Oracle Financial Applications > General Ledger > Standard Reports and Listings

(Help) Oracle Financial Applications > General Ledger > Financial Statement Generator

Variance Inquiries

Variance Inquiries

You can compare any two balance types in a variance calculation.

Open the Account Inquiry window. Complete the Primary Balance Type tab and the Secondary Balance Type tab. Choose the Show Variance button.

Variance = Primary Balance Type - Secondary Balance Type

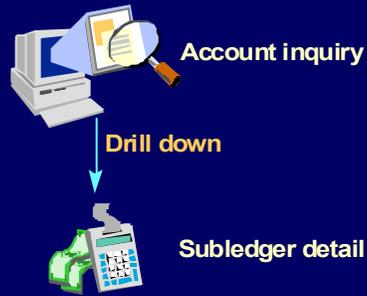
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Drilling Down to Journal Detail

Perform an Account Inquiry, and drill down to review detailed information about:

- journals you entered in General Ledger
- journals you imported from Oracle Payables, Receivables, and other subledgers.



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Demonstration

This demonstration shows you how to:

- **Review account balances and journal details online**

(N) Inquiry > Account

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T-Accounts

T-Accounts

Operations - Machinery and Equipment	
USD	USD
5,000	5,000

Operations - Asset Clearing	
USD	USD
5,000	5,000

You can view General Ledger journals or subledger accounting entries in a graphical T-account format.

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Demonstration

This demonstration shows you how to:

- **View General Ledger journals or subledger accounting entries in T-account format**
(N) Inquiry > Account

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Summary

This lesson covered the following topics:

- **Creating journal entry batches and journal lines using your functional currency and the statistical currency**
- **Using the More Actions window and the Change Currency window to perform additional journal tasks**
- **Entering taxable journal lines**
- **Posting Journals**
- **Reversing Journal Entries**
- **Using Account Inquiry to review your journals and subledger activity**

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Agenda

Agenda

- Overview
- Journal Entry in General Ledger
- **Journal Entry in Applications Desktop Integrator**
- Using Journal Import

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Using Applications Desktop Integrator to Enter Journals



Notations:

- (N) = Navigator
- (T) = Tab
- (I) = Icon
- (H) = Hyperlink
- (B) = Button
- (Help) = Oracle Applications Help System

Objectives

After completing this lesson, you should be able to do the following:

- Create a journal worksheet
- Customize journal worksheets
- Enter journals using ADI Journal Wizard
- Upload and import journals to Oracle General Ledger
- Use ADI Journal Wizard for other purposes
- Set up ADI Journal Wizard
- Customize ADI Journal Wizard with profile options

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Overview

With Applications Desktop Integrator's Journal Wizard, you can create journal entries in an Excel Spreadsheet environment.

Journal Wizard allows you to:

- **Create journal entries**
- **Customize journal worksheets**
- **Use Excel spreadsheet features**
- **Save journal worksheets**
- **Upload journals to Oracle General Ledger**

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ADI Journal Wizard Features

ADI Journal Wizard Features

ADI Journal Wizard lets you:

- **Use all the features of Microsoft Excel to assist with data entry such as cut, copy, and paste**
- **Link two or more journal worksheets together to save time and data entry**
- **Save your journal worksheet as an Excel file to use again**
- **Check whether converted amounts are within a specified threshold**
- **Allow only balanced journals to upload to General Ledger**
- **Enforce fixed conversion rates between the EURO and National Currency Units**

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(Help) Oracle Financial Applications > Oracle Applications Desktop Integrator > Journal Wizard

Integrating with Oracle General Ledger

You create your journal entry in a spreadsheet, using all of the Microsoft Excel features that you are familiar with. When you are ready, upload your journal entry from ADI to the GL_INTERFACE table.

Import your journal from the GL_INTERFACE table into Oracle GL to create a journal entry. When your journal entries have been validated by General Ledger, unposted journal entries are created.

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Prerequisites

You must have Applications Desktop Integrator installed on your PC.

Check with your manager and system administrator to ensure your responsibilities and ADI profile options are set to optimize your business requirements.

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Using ADI Journal Wizard

Using ADI Journal Wizard

To launch ADI, choose the Windows Start button > Programs > Oracle ADI.

When the ADI toolbar appears, choose the Ledger button and select Enter Journals from the poplist to launch Journal Wizard.

The Create Journal Worksheet window opens.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Journal Wizard > Creating Journal Worksheets

Create Journal Worksheet

Create Journal Worksheet

Complete two regions in the Create Journal Worksheet window:

Journal Type

Functional Actuals - journal entries using the functional currency of your set of books

Foreign Actuals - journal entries using a foreign currency

Budgets - journal entries that will be posted against a budget (choose a budget org from the poplist)

Encumbrances - journal entries to update encumbrance balances

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Number of Journals

Number of Journals

You can use a journal worksheet to enter one journal entry or a journal batch. You must specify the number of journal entries you are going to enter before the Journal Wizard will create a journal worksheet.



Single

or



Multiple

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Number of Journals

- **Single:** Use to prepare an individual journal entry. Information common to all lines in your journal entry will be reflected in the journal worksheet header.
- **Multiple:** Use to prepare multiple journal entries. All information pertaining to a journal entry, even that which is common to more than one line, is entered on each line of a multiple journal entry.
- With multiple journal entries, you can combine journal entries which have different categories, sources, and currencies on a single journal worksheet. You can then upload these different journal entries at the same time. When Oracle General Ledger imports the entries from the GL Interface table, it will separate the lines into appropriate entries and batches.

Create Journal Worksheet

Number of Journals

Single Journal Entry - all your journal lines share common header information such as period, category, and currency.

Multiple Journal Entry - to create more than one journal or batch at a time. You can enter different header information for each journal line.

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Building Journal Worksheets

Build journal worksheets that include fields for all of the journal entry information required by your company's specific implementation of Oracle General Ledger.



- Source
- Date
- Journal name
- Currency
- Category
- Set of books

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To Customize Your Journal Worksheet

To Customize Your Journal Worksheet

In the Create Journal Worksheet window, choose the Edit the Layout button.

Configure the Define Worksheet Layout window. Change the order in which the fields will appear in your worksheet by using the direction buttons in the header and lines tab.

Select the check box next to any of the optional fields in either tab to add fields to your worksheet.

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Journal Wizard > Customizing Worksheets

Results

Results

Choose OK in the Define Worksheet Layout window and the Create Journal Worksheet window.

ADI launches Excel, and displays your journal worksheet according the definitions you chose.

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Demonstration

This demonstration shows you how to:

- Enter Data in a journal worksheet
Oracle ADI > Ledger > Enter Journals

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Entering Flexfield Combinations

You can enter flexfield combinations in a variety of methods:

- Directly
- Using the list of values
- Using account aliases

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Cross Validation Rules

When you use the list of values, all segment values and combinations are validated.

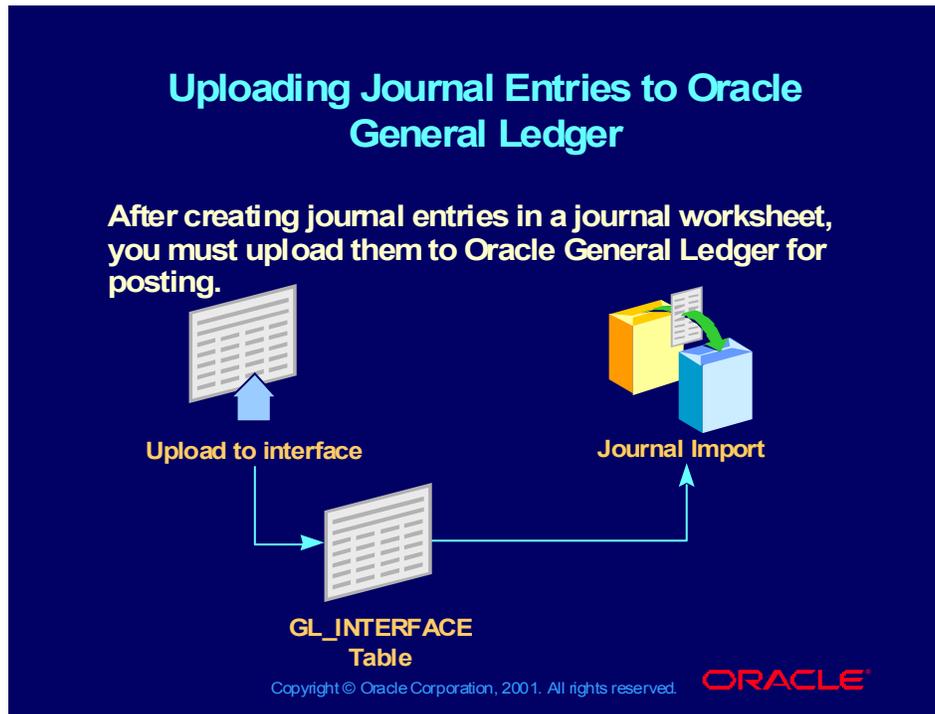
If you have the profile option Flexfields: Validate On Server set to Yes, any combinations that were entered directly are cross-validated during upload, forcing you to correct any errors before a journal reaches the interface table.

If the profile option Flexfields: Validate On Server is set to No, any combinations you enter directly are validated when you import.

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Uploading Journal Entries to Oracle General Ledger



Using Journal Upload Options

When you choose the Upload to Interface icon from the Ledger poplist of the ADI toolbar, the Upload Journals to Interface window appears:

- Select to upload flagged rows or all rows
- Select a prevalidation type
 - Full: validates all journal data and performs cross-validation
 - Partial: validates all journal data except accounts
 - None: performs segment security checking only

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Using Journal Upload Options

- **Start Journal Import:** to make your journal upload and import to General Ledger a one-step process.
- **Post Account Errors to Suspense:** to post journal lines with errors to a predefined suspense account (set in General Ledger).
- **Create Summary Journals:** to summarize all journal lines that share the same account combination.
- **Descriptive Flex:** to import descriptive flexfields with or without validation (use when you have defined a descriptive flexfield in General Ledger Enter Journals window).

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Using Journal Import Options

If you choose to upload and import your journals in two steps, you can submit journal import from the ADI toolbar. The Request Center monitors your request.

Choose Submit Process from the Ledger poplist of the ADI toolbar and complete the Select Process Type window.

- You can continue creating more journal entries in Excel because the concurrent process runs in the background.
- If you enabled the Show Upload Success Indicator in the ADI General Options window, the messages column of the worksheet displays a green success indicator in each row you have uploaded.

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Troubleshooting the Import Process

- You must have a valid accounting date before you can upload.
- You must have a value in either the debit or credit fields.
- You must have a balanced journal entry if the profile option GLDI: Force Journal to Balance is set to yes.
- If you specify a reversal period but leave the Reverse Journal field blank, the journal upload process will fail for that journal.
- ADI interprets three adjoining blank rows as the end of the journal entry. Any lines that appear after three blank lines will be ignored.

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Troubleshooting the Import Process

- You must rename any user-defined information that includes an apostrophe, such as a journal source or journal category.
- During upload, ADI validates your accounts and reference fields, such as source and category. If you receive an error message notifying you of invalid values for any of these fields, you will need to choose a valid value, and then upload again.

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Demonstration

This demonstration shows you how to:

- Upload journals to the GL_INTERFACE table
- Import journals to General Ledger

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ADI Journal Wizard Practice 1 Overview

ADI Journal Wizard Practice 1 Overview

Practice contents:

- **Creating a journal worksheet**
- **Customizing a journal worksheet**
- **Entering journals using ADI Journal Wizard**
- **Uploading journals to the GL_INTERFACE table**
- **Importing journals to Oracle General Ledger**

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Practice Overview

- Your controller has asked you to create a journal worksheet that she can use to record actual depreciation expense and accumulated depreciation.

ADI Journal Wizard Practice 1

ADI Journal Wizard Practice 1

Perform this practice using the Vision Database assigned by your instructor.

1. Logging On

Log onto ADI. Use the Username Vision and the Password Welcome. Select the responsibility indicated by your instructor.

You will create functional actuals for a single journal entry.

2. Modifying the Worksheet Layout

Modify the worksheet by moving the Category field to the very bottom and including the Journal Name in the worksheet

Add a description.

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1. Answer

- Log onto ADI using the Username, Password, and Responsibility indicated by your instructor.
- Select Ledger > Enter Journals, from the toolbar.
- Select Functional Actuals and Single Journal Entry for a new workbook.
- Do not choose OK (button with the green checkmark) yet.

2. Answer

- Choose the Edit the Layout button.
- Use the second down arrow button to move the Category field to the end and select the Journal Name check box.
- Select the Lines tab and add the Description field.
- Choose OK to close the Define Worksheet Layout window. Choose OK again to close the Define Worksheet Layout window.

ADI Journal Wizard Practice 1

ADI Journal Wizard Practice 1

3. Entering A Journal Entry
Enter a journal entry for December 30, 1997. The Category is Reclass.

Verify the context information.

Name your journal <Unique Identifier> Salary Reclass. Use your initials.

Enter the following journal entry:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
01 410 5800 0000 000	1800	
01 420 5800 0000 000	900	
01 430 5800 0000 000	900	
01 000 2210 0000 000		3600

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3. Answer

Your Excel spreadsheet should appear.

Enter December 30, 1998 as the Date by double-clicking to the right of the Date field to open a list of values to choose from. This date determines the effective date and General Ledger period.

Select the Reclass Category by double-clicking to the right of the List Text field. You can also select the List of values icon on the ADI toolbar.

Verify the context information. Hide it by clicking on the View Context Button.

Name your journal <Unique Identifier> Salary Reclass. Use your initials as your unique identifier.

Your journal entry should look like the following:

UPL	Co	Dpt	Acct	Sub	Prd	Debit	Credit	Description	Messages
		List -	Text			Value	Value	Text	
flag	01	410	5800	0000	000	1800			
flag	01	420	5800	0000	000	900			
flag	01	430	5800	0000	000	900			
flag	01	000	2210	0000	000		3600		

ADI Journal Wizard Practice 1

4. Uploading Your Journal Entry

Upload your journal entry. Accept the defaults.

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4. Answer

- Select the Ledger > Upload to Interface icon from the toolbar. Accept the defaults and choose OK. This will validate the journal before it is uploaded. You should receive a message to notify you that your upload was successful and that journal import has been initiated.
- Choose OK.

Viewing Journals in General Ledger

When you have uploaded a journal, you can review your journal lines in the Enter Journals window. Query by batch name, journal name, period or source.

When you are satisfied with your journal entry, you must post your journal to update account balances.

- If you are using Journal Approval, your journals must be approved before posting.
- You can use the Account Inquiry window to verify your posted balances.

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About Foreign Currency Journals

About Foreign Currency Journals

In the Create Journal Worksheet window, choose Foreign Actuals. You must enter the conversion rate and currency in your journal worksheet.

During upload of foreign journals, converted debits and credits are calculated from the entered local currencies and the result is checked to ensure that it falls within a specified threshold.

This check is designed to detect incorrectly entered conversion dates, rates, or types for complex multicurrency journals.

You can create journals with fixed conversion rates between the euro and a national currency unit. ADI complies with accurate rounding and triangulation procedures.

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ADI Journal Wizard Practice 2 Overview

Practice contents:

- **Creating journals with a foreign currency**
- **Entering data**
- **Uploading journal entries to Oracle GL**
- **Verifying journals in Oracle GL**

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ADI Journal Wizard Practice 2

ADI Journal Wizard Practice 2

Create a journal entry with foreign currency

1. Create a Worksheet

- Create a foreign currency journal entry.
- Edit the layout by including a batch name.
- Select a single journal in a new workbook.

2. Enter a Journal

- Enter a journal entry for the latest open period. The category is Accrual, the currency is CAD, the conversion type is Corporate, and the conversion date is today's date.
- Verify the context information.

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Practice Solution

1. Create a Worksheet

- Choose Ledger > Enter Journals from the toolbar.
- Select Foreign Actuals and single journal entry for a new workbook.
- Click the Edit the Layout button.
- Select the Batch Name field.
- Click the green check mark (OK button) to close the Define Worksheet Layout window.
- Click the OK button to close the Create Journal Worksheet window and open the Microsoft Excel spreadsheet.

2. Enter a Journal Entry

- Select the Accrual category by double-clicking to the right of the Category List-Text field. You can also click the List of Values icon on the ADI toolbar.
- Select the latest open period designated by the instructor as the date. To do this, double-click to the right of the Accounting Date List-Date field to open a list of values from which to make your selection. This date determines the effective date and GL period.

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ADI Journal Wizard Practice 2

ADI Journal Wizard Practice 2

- Name your batch Unique Identifier Foreign Currency. Use your initials. Write the batch name here: _____
- Enter the following journal entry:

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
01 110 6100 0000 000	1500	
01 120 6100 0000 000	1000	
01 130 6100 0000 000	750	
01 000 2410 0000 000		3250

3. Upload Your Journal Entry

- Upload your journal entry. Accept the defaults.
- Toggle to Oracle Applications. Query and post your journal entry.

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Practice Solution

- Select the CAD currency by double-clicking to the right of the Currency List-Text field.
- Select the Corporate conversion type by double-clicking to the right of the Conversion Type List-Text field.
- Select the Conversion Date by double-clicking to the right of the Conversion List-Date field. ADI displays the conversion rate.
- Verify the context information. Hide it by clicking the View Context Button.
- Name your batch Unique Identifier Foreign Currency. Use your initials.
- Enter the following journal entries:

Account	Debit	Credit
01 110 6100 0000 000	1500	
01 120 6100 0000 000	1000	
01 130 6100 0000 000	750	
01 000 2410 0000 000		3250

3. Upload Your Journal Entry

- Click the Upload to Interface icon on the toolbar.
- Accept the defaults and click the green check mark. This will validate your journal before it is interfaced. You should receive a message notifying you

that your upload was successful and that journal import has been initiated. Click OK.

- Toggle to Oracle Applications and open the Enter Journals window. Query your journals and post to update the balances.

Other Uses for ADI Journal Wizard

You can use ADI Journal Wizard to:

- Create Templates
- Create Valid Code Combinations
- Convert Financial History

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Setting Up ADI Journal Wizard

From the Ledger Options window, the Journal tab allows you to control the appearance of your journal worksheets.

Format

- **Select Fields or Hints.** Fields appear as row and column headings. Hints appear as detail information.
- **Select the font and size, and the Italic or Bold check boxes.**

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(Help) Oracle Financial Applications > Applications Desktop Integrator > Getting Started > ADI Options > Ledger Options

Setting Up ADI Journal Wizard

Layout

- Set the default number of rows (from 1 to 10,000) for the number of journal lines displayed in your journal worksheet.
- Set the minimum width of columns (from 1 to 10).

Header

- Set display widths for the field name, context, and field value in a journal worksheet header. The range of values is 1 to 10 columns.

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Profile Options

The following profile options influence how Journal Wizard operates:

- **GLDI: Journal Wizard Privileges**
 - **Entry:** you can only enter journals in a journal worksheet
 - **Entry, Upload:** you can enter journals and upload them to the `GL_INTERFACE` table
 - **Entry, Upload, Submit:** you can enter journals, upload them, and submit journal import processes
 - **None:** you have no access to Journal Wizard features.

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(Help) Oracle Financial Applications > Oracle General Ledger > Profile Options > ADI Profile Options

Profile Options

- **GLDI: Journal Source (optional)**
Controls whether or not the source can be changed from Journal Wizard worksheet
- **GLDI: Create Group ID (optional)**
ADI automatically generates a group ID during journal upload
- **GLDI: Converted Entry Threshold (optional)**
ADI forces converted currency journals to balance within a set threshold amount before journal upload

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Profile Options

- **GLDI: Balance by Accounting Date (optional)**
ADI forces journal amounts to balance by accounting date before journal upload
- **GLDI: Force Journal to Balance**
ADI forces journals to balance before journal upload
- **GLDI: Force Full Validation (optional)**
ADI enforces full prevalidation of budget or journal data before the data is uploaded to Oracle GL. If set to Yes, this option overrides the selected journal upload criteria in the Upload Journal window.

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Summary

This lesson covered the following topics:

- Creating a journal worksheet
- Customizing journal worksheets
- Entering journals using Journal Wizard
- Uploading journals to the GL_INTERFACE table
- Importing journals to Oracle General Ledger
- Other Uses for Journal Wizard
- Setting Up Journal Wizard
- Journal Wizard Profile Options

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Agenda

Agenda

- Overview
- Journal Entry in General Ledger
- Journal Entry in Applications Desktop Integrator
- **Using Journal Import**

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Executing Journal Import

Oracle General Ledger, Release 11*i*

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Objectives

Objectives

After completing this lesson, you should be able to do the following:

- **Import journal entries from feeder systems**
- **Review journal import data**
- **Correct and delete journal import data**

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About Journal Import

About Journal Import

Journal Import loads data from the **GL_INTERFACE** table into the following tables:

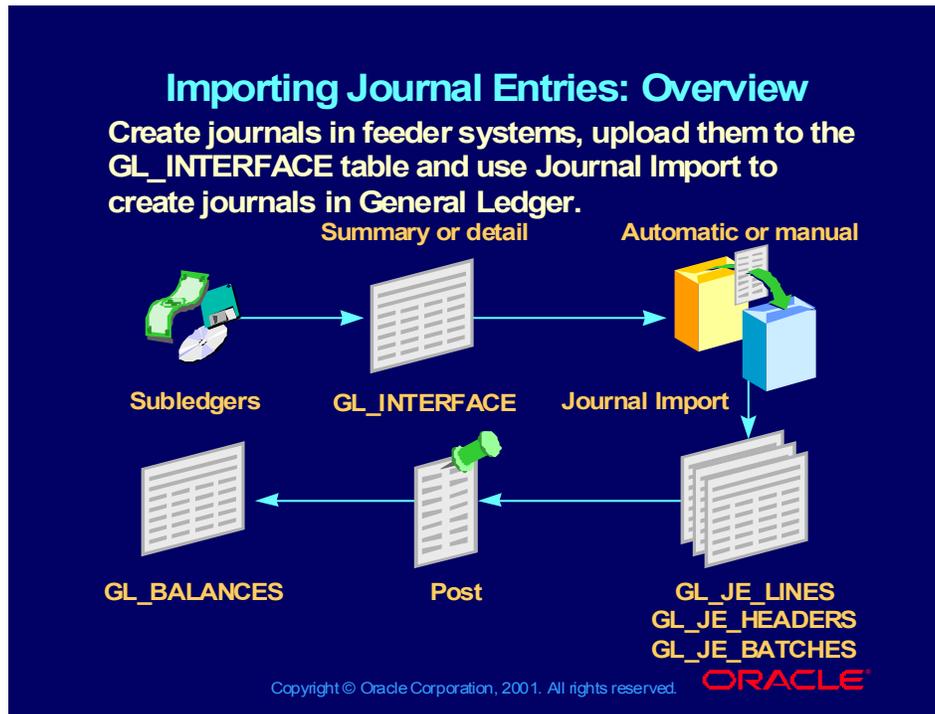
- **GL_JE_BATCHES**
- **GL_JE_HEADERS**
- **GL_JE_LINES**

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(Help) Oracle Financial Applications > General Ledger > Integrating General Ledger Using Journal Import

Importing Journal Entries: Overview



Feeder Systems

You can import data from Oracle and non-Oracle systems

- **Oracle Feeder Systems** - such as Accounts Payable and Receivable, automatically load data into the GL_INTERFACE table.
- **Non-Oracle Feeder Systems** - require data conversion into a format readable by SQL*Loader to load data into the GL_INTERFACE table.
- **Use SQL*Loader to load data in the GL_INTERFACE table**
 - start conversion at the beginning of a fiscal year and enter beginning balances in the last period of the prior fiscal year.

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Importing Descriptive Flexfields

A descriptive flexfield is a field that your organization can use to capture extra information that is otherwise not tracked by Oracle General Ledger. You can import line-level descriptive flexfields along with journal information. When importing descriptive flexfields, consider the following:

- Validation
- Table population
- Summary journals

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Importing Descriptive Flexfields

- You can choose to import descriptive flexfields with or without validation. If importing with validation, Journal Import creates journals only if validation succeeds.
- Oracle feeder systems do not automatically populate the GL_INTERFACE table with descriptive flexfield information. You must manually populate the table with descriptive flexfield information.
- If importing descriptive flexfields, do not create summary journals.

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Importing Journals

(N) Journals > Import > Run

Source and Group ID

- Enter **Source** and specify **Group ID** if this column was entered when Oracle subledgers populate the **GL_INTERFACE** table. Use the list of values to determine if the **Group ID** was entered.
- Run **Journal Import** in parallel for several sources, with each request corresponding to a unique **Group ID**
- Oracle General Ledger names the created batch
<Optional User-Entered Reference> <Source>
<Request ID> <Actual Flag> <Group ID>

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Importing Journals

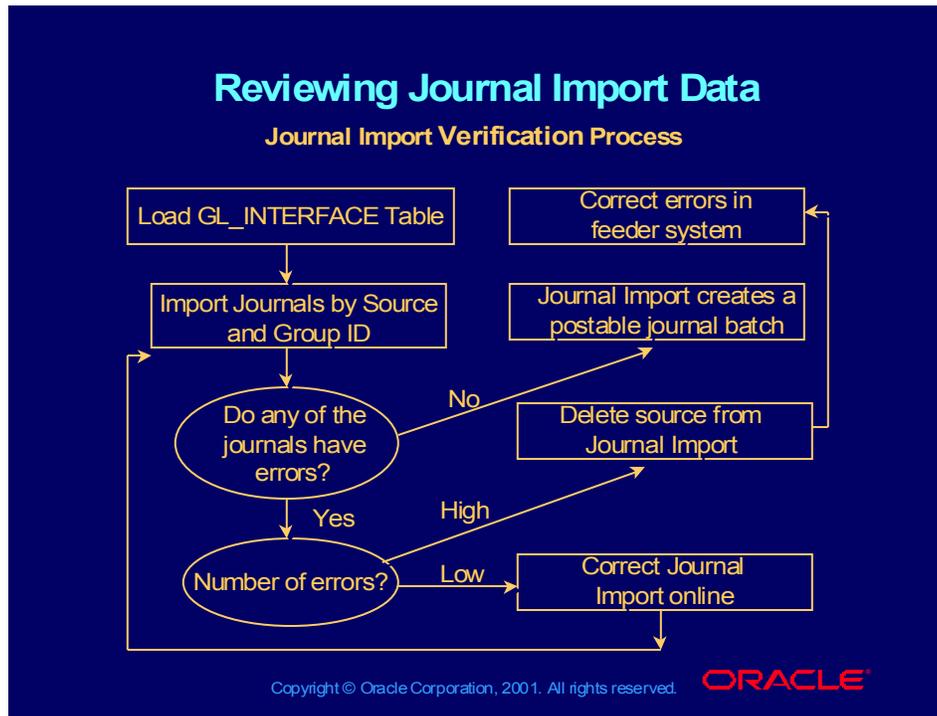
Suspense Posting

- If suspense posting is enabled for this set of books, select **Post Errors to Suspense** to have Journal Import post entries with invalid account combinations to a predefined suspense account.
- **Summary Journals**
- Select **Create Summary Journals** to have Journal Import summarize all activity into one debit and credit line for the same account, period, and currency.
- You cannot create summary journals if you are importing descriptive flexfields.
- Journal Import stores the mapping information in the **GL_IMPORT_REFERENCES** table.

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Reviewing Journal Import Data



Reviewing Journal Import Data

- Review the status of accounting data imported into General Ledger using the Journal Import Execution Report
- Identify errors that could have interfered with the Journal Import process using the Journal Import Execution Report Error Key
- The journal import program rejects an entire source and Group ID if any of its journals have errors
- Use the journal import verification process to identify and correct journal import errors

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Correcting Journal Import Errors

Correcting Journal Import Errors

If your Journal Import results in relatively few errors, you can make online corrections to the data that was rejected, then rerun Journal Import.

(N) Journals > Import > Correct

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Student Note

To Correct Journal Import Data

1. Open the Correct Journal Import window. Each of the fields in this window corresponds to a column in the GL_INTERFACE table.
2. Query the data that you need to correct. Enter a Source, Category, Accounting Date, Group ID, or Currency to find the import error lines.
You can query only lines that have a Status of Error or Corrected.
3. Select the type of information to correct.
If you are correcting Accounts data, you must enter an account segment value or enter a valid Code Combination ID.
Segment values override Code Combination Ids, so you must first clear all displayed segment values before changing the displayed code combinations ID.
4. Correct the invalid accounting data and save your changes. The Status will change to Corrected.
5. Select Import Journals to return to the Import Journals window.

Deleting Journal Import Data

Deleting Journal Import Data

If you encountered a high number of Journal Import errors, you should delete all of the import data for your journal entry source and group ID, correct the errors, and repopulate the `GL_INTERFACE` table before rerunning Journal Import.

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Student Note

To Delete Journal Import Data from the Import Table:

1. Open the Delete Journal Import Data window.
2. Identify the data you want to delete from the General Ledger import table by entering a journal entry Source.
3. Enter the Request ID corresponding to the Journal Import run.
4. Enter a Group ID to delete all Journal Import data that corresponds to the specified source and Group ID, or leave the Group ID field blank to delete all Journal Import data that corresponds to the specified source, but has no corresponding Group ID.
5. Select Delete to submit a concurrent process to delete your incorrect Journal Import data.

If you delete import data from an Oracle subledger, you must correct the data in the subledger and reimport it from the original source.

Summary

This lesson covered the following topics:

- **Using the Import Journals window to choose which journal sources to import**
- **Viewing the Journal Import Execution Report Error Key section of the Journal Import Execution Report to review Journal Import data**
- **Using the Correct Journal Import Data window to correct Journal Import data**
- **Using the Delete Journal Import Data window to delete Journal Import data**

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