

**RAMCO AVIATION SOLUTION  
VERSION 5.9**

# **USER GUIDE BOOK KEEPING**

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# INTRODUCTION

General Accounting – Themes

## Enterprise Setup

The *Enterprise Setup* theme covers the different entities required to support transactions.

## Budgeting

*Budgeting* theme enables the user to define the account, analysis budget for control and optimizing the activities happening in an organization.

## Reconciliation of Financial Transactions

*Reconciliation of Financial Transactions* theme covers the process of keeping track and settling discrepancies of the transactions that are posted into multiple finance books and bankbooks.

## Revaluation

*Revaluation* theme covers the process that facilitates the reinstatement of foreign currency balances to represent the true financial picture of the company, as on a reporting date.

## Statutory and Operational MIS

*Statutory and Operational MIS* theme enables the user to gather data for reporting and other operations purposes.

## Financial Book Closure

*Financial Book Closure* theme covers the prerequisites that are needed for the generation of financial statements.

## Tax Invoice Window

*Tax Invoice Window* theme enables the user to manage to tax invoice window for supplier / customer invoices.

## BUSINESS SCENARIOS

Business Scenarios for Enterprise Setup

[Setting up Account Groups](#)

[Account Definition](#)

[Bank / Cash / PTT Definition](#)

[Company Setup](#)

[Account Rule Definition](#)

[Initial Balance Entry](#)

Business Scenarios for Budgeting

[Account Based Budget Control and Analysis](#)

[Analysis Rule Definition](#)

Business Scenarios for Reconciliation of Financial Transactions

[Bank Reconciliation](#)

Business Scenario for Revaluation

[Revaluation of Customer / Supplier / Account Balances](#)

Business Scenarios for Statutory and Operational MIS

[Two Dimensional Expense Analysis using Analysis Codes](#)

[Account Base MIS Report Generation](#)

[Financial Statement Layout Definition](#)

Business Scenarios for Financial Book Closure

[Adjustment Entries Generation](#)

[Year End Adjustment Entries Generation with Reversal Option](#)

[Accrue Service Revenue and Cost Recurring Voucher Generation](#)

[Memorandum Voucher Generation Finance Book Closure](#)

Business Scenarios for Tax Invoice Window

[Manage Tax Invoice Window](#)

# ENTERPRISE SETUP

Enterprise Modeling refers to the planning and representation of the basic structure of an organization. It forms the backbone for the functioning of the organization. It covers the interaction across business functions (data), the flow of information and applications (reporting **relationships**, legal reporting structures and business reporting structures).

In the rapidly changing current business scenario, information systems must necessarily offer a dynamic modeling which caters to the present needs and is also adaptable to changes in the business environment, say, adding a new plant, changing the business profile of an existing company, etc. This requires a dynamic modeling component that is flexible and responsive to changes.

In Ramco Enterprise Series, Enterprise Modeling aims at providing a flexible organization setup, which has the ability to capture and analyze information from different dimensions of a business enterprise, which forms the basis for crucial decision-making.

**Theme Enterprise Setup: Scenario 1 – Setting Up Account Groups**

S. No	Flow of Events	Component Name	Activity Name	UI Name	Functional Steps
1.	Setting options for finance book postings	Account Group	Set Posting Finance Books	<a href="#">Set Posting Finance Books</a>	1. Set options for finance book posting
2	Setting options	Account Group	Set Options	<a href="#">Set Options</a>	1. Setting options
3	Maintaining part account group	Account Group	Maintain Part Account Group	<a href="#">Maintain Part Account Group</a>	1. Maintaining part account groups. 2. Activating and Inactivating part account groups
4	Associating parts to account group	Account Group	Associate Parts to Account Group	<a href="#">Associate Parts</a>	1. Associating parts to different account groups. 2. Associating different parts to the same account group
5	Maintaining supplier account group	Account Group	Maintain Supplier Account Group	<a href="#">Maintain Supplier Account Group</a>	1. Maintaining supplier account groups. 2. Activating and Inactivating supplier
6	Associating suppliers to account group	Account Group	Associate suppliers to Account Group	<a href="#">Associate Suppliers</a>	1. Associating suppliers to different account groups. 2. Associating different suppliers to the same account group
7	Maintaining customer group	Account Group	Maintain Customer Account Group	<a href="#">Maintain Customer Account Group</a>	1. Maintaining customer account groups. 2. Activating and Inactivating customer
8	Associating customers to account group	Account Group	Associate suppliers to Account Group	<a href="#">Associate Customers</a>	1. Associating suppliers to different account groups. 2. Associating different suppliers to the same account group

## 2.1 SETTING UP ACCOUNTS GROUP

Every organization maintains individual accounts as a ledger book for all items, suppliers and customers for tracking expenses or revenues incurred on these items or suppliers or customers. This business component provides you with the option of grouping the various accounts since many parts, suppliers or customers are associated with the same set of account codes based on the usage.

Setting up account groups for parts, customers and suppliers facilitates managing the item account and payable account details and efficient tracking of the transactions in the system by tracking the stock or payables account as it flows through different processes in an organization.

### 2.1.1 SETTING OPTIONS FOR FINANCE BOOK POSTINGS

You can allocate the finance book to post entries for the events identified in the login OU. The finance postings for those events will be entered in the finance book, as associated in this page. You can also associate a default posting finance book for all the events.

1. Select **Set Posting Finance Books** under **Account Group** business component. The “Set Posting Finance Books” page appears. See Figure 2.1.

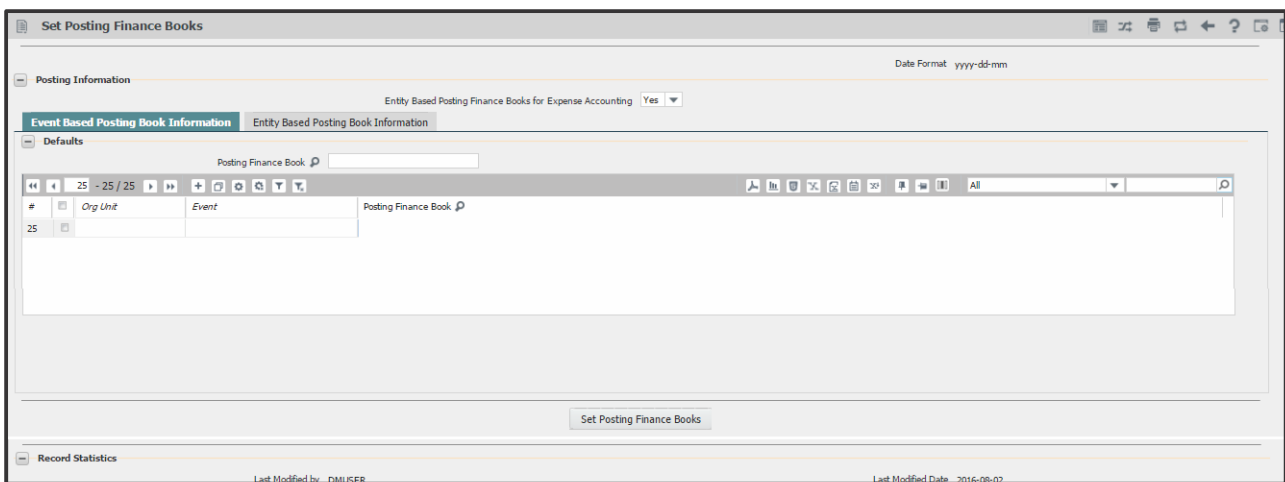


Figure 2.1 Setting finance book postings

2. In the **Posting Information** multiline, enter the code identifying the **Posting Finance Book** to be associated with the events identified.
3. Click the **Set Posting Finance Books** pushbutton to set the finance book postings.

### 2.1.2 SETTING OPTIONS FOR ACCOUNT GROUP

You can set the default options for the various fields in the activities of the Account Group business component. You can also modify the options that are already defined.

1. Select **Set Options** under **Account Group** business component. The “Set Options” page appears. See Figure 2.2.
2. Set **Account Group in Part Master** as “Allowed” in the **Editing Options For Finance Information** group box, to allow the modification of the account group in the **Part Administration** business component. Select “Not Allowed” if you wish to disallow the modification of account group.
3. Set **Account Group of Activated Part** as “Allowed” to allow the modification of the account group of activated parts. Select “Not Allowed” if you wish to disallow the modification of account group for activated parts.
4. Set **Account Group in Supplier Master** as “Allowed” to allow the modification of the account group in the **Supplier** business component. Select “Not Allowed” if you wish to disallow the modification of account group in the **Supplier** business component.

5. Set **Account Group of In-use Supplier** as “Allowed” to allow the modification of the account group of in-use supplier.
6. Set **Finance Book for Warehouse** as “Allowed” to allow the modification of the finance book for the warehouse. Select “Not Allowed” if you wish to disallow the modification of the finance book.
7. Set **Account Group in Customer master** as “Allowed” to allow the modification of the account group in the **Customer** business component. Select “Not Allowed” if you wish to disallow the modification.
8. Set **Account Group of activated Customer** as “Allowed” to allow the modification of the account group of activated customer. Select “Not Allowed” if you wish to disallow the modification.
9. Set **Report Consumption after Main Core Return** as “Yes” to carry out financial postings for spares being returned along with the main core part. Select “No” to carry out financial postings for main core part only.
10. Check the appropriate box in the **Finance Posting Options** group box to specify if the finance posting is required for “Skill”, “Tools”, “Equipment” and “Others”. Select the appropriate box in the **Analysis Posting Options** group box to specify if **Analysis Accounting for Aircraft Based Expenses** is required.
11. Check the appropriate box in the **Asset Mapping Options** group box to specify the **Enforce Object to Asset Mapping** for “Aircraft”, “Component” and “Facility”.

**Set Options**

Date Format: dd/mm/yyyy

**Editing Options for Finance Information**

Account Group in Part Master: Allowed  
 Account Group of Activated Part: Allowed  
 Account Group in Supplier master: Allowed  
 Account Group of In-use Supplier: Not Allowed  
 Finance Book for Warehouse: Not Allowed  
 Account Group in Customer master: Allowed  
 Account Group of activated Customer: Allowed  
 Report Consumption after Main Core return: Yes

**Finance Posting Options For Resource Type**

Finance Postings Required For: ☒ Skill ☒ Tools ☒ Equipment ☒ Others

**Analysis Posting Options**

Analysis Accounting for Aircraft Based Expenses: No

**Asset Mapping Options**

Enforce Object to Asset Mapping For: ☐ Aircraft ☐ Component ☐ Facility

**Accounting Process Parameters**

#	Process Parameter	Permitted Values	Value	Status	Error Message
1	Cost Center Basis for Resource Adjustment - Base CC not ava..	Enter '0' for Task Work Center and '1' for Debit Cost Center		0 Defined	
2	WIP Policy for Aircraft Maintenance - Internal	Enter '0' for Maint.Consumption, '1' for Maint.Suspense		0 Defined	
3	Incidence of Cost booking for Shop Maintenance - External	Enter '0' for Task closure, '1' for Root work order closure		1 Defined	
4	Incidence of Cost booking for Shop Maintenance - Internal	Enter '0' for Task closure, '1' for Root work order closure		0 Defined	
5	Cost Center Basis for Resource Adjustment	Enter '0' for Task Work Center, '1' for Work Order CCRD and '2' for Base...		2 Defined	
6	Cost and Revenue Accruals for Completed Root Work Orders	Enter '1' for Completed Root Work Orders		1 Defined	

**Set Options**

**Record Statistics**

Last Modified by: DMUSER Last Modified Date: 15/03/2016

**Figure 2.2 Setting options for part account group**

12. In the **Accounting Process Parameters** multiline, enter the **Value** for the process parameter.
13. Click **Set Options** pushbutton to set the options.

## 2.1.3 MAINTAINING PART ACCOUNT GROUP

You can create a part account group and activate or inactivate the part account group at any time.

1. Select **Maintain Part Account Group** under **Account Group** business component. The “**Maintain Part Account Group**” page appears. *See Figure 2.3.*
2. Enter the **Part Account Group** and **Account Group Description** in the Search Criteria group box

**Associate Parts**

**Search Criteria**

Part #   
 Part Description   
 Part Account Group   
 Part Group   
 Reference Status   
 Part Type   
 Associated?   
 Part Category   
 Search

**Search Results**

#	Part #	Part Description	Part Type	Part Account Group	Account Group Description	Issue Basis	Exg
1	34234	324234	Expendable	Consumables	Consumables	Non-Returnable	Rev
2	TEST NEW	test	Expendable	Consumables	Consumables	Non-Returnable	Rev
3	REGNONEPART001	REG NONE PART	Expendable	Consumables	Consumables	Non-Returnable	Rev
4	ROUND2-EXP	ROUND2-Exp	Expendable	Consumables	Consumables	Non-Returnable	Rev
5	0012345	0012345	Expendable	Consumables	Consumables	Non-Returnable	Rev
6	MH:CR:0078	ice detector	Expendable	Consumables	Consumables	Non-Returnable	Rev
7	GZ	fg	Expendable	Consumables	Consumables	Non-Returnable	Rev
8	P1	yftgtdrt	Expendable	Consumables	Consumables	Non-Returnable	Rev
9	CONLOTPART001	CONSUMEABLE LOT PART	Expendable	Consumables	Consumables	Non-Returnable	Rev
10	10973KITCONST1	10973KITCONST1	Expendable	Consumables	Consumables	Non-Returnable	Rev

**Associate all selected parts to Account Group**

☐ Select All   
 Associate Parts

Figure 2.3 Maintaining part account group

- Set the **Status** of the part account group as “Active” or “Inactive”. Set the status as “Inactive” only when you wish to disable the part account group from future reference in other activities.
- Click the **Search** pushbutton to retrieve the details based on the search criteria.

### To modify the part account group details

- Enter the **Part Account Group** and **Account Group Description** in the **Part Account Group Details** multiline.
- Select the **Status** as “Activate” or “Inactivate”.
- Click the **Maintain Part Account Groups** pushbutton to update the modified details. To provide further details,
- Select the **Associate Part Account Group to Parts** link to associate parts to part account group.

## 2.1.4 ASSOCIATING PARTS TO ACCOUNT GROUP

You can associate a part to a part account group that is already defined.

- Select **Associate Parts** to **Account Group** under **Account Group** business component. The “Associate Parts” page appears. See Figure 2.4.

**Maintain Supplier Account Group**

Date Format: dd/mm/yyyy

**Search Criteria**

Supplier Account Group   
 Account Group Description   
 Status   
 Search

**Supplier Account Group Details**

#	Supplier Account Group	Account Group Description	Status	Created by	Created Date	Last Modified by
1	INTERCO	INTERCO	Active	DMUSER	07/11/2011	DMUSER
2	TRADE	TRADE	Active	DMUSER	07/11/2011	DMUSER
3	EMP	Employees	Active	DMUSER	14/12/2015	DMUSER
4	FOR	Foreign Currency Vendor	Active	DMUSER	14/12/2015	DMUSER
5	PO	PO Vendor	Active	DMUSER	14/12/2015	DMUSER
6	CORP	Corporate Vendor	Active	DMUSER	14/12/2015	DMUSER
7	EMPLOYEE	Employees	Active	DMUSER	14/12/2015	DMUSER
8	SAGDM	sagdm	Active	DMUSER	14/12/2015	DMUSER
9	SAGUT	sagut	Active	DMUSER	14/12/2015	DMUSER
10	SAG01	sag01	Active	DMUSER	14/12/2015	DMUSER

Maintain Supplier Account Groups

Associate Supplier Account Group to Suppliers

Figure 2.4 Associating parts to account group

- Enter the **Part #** and/or other search criteria in the **Search Criteria** group box.



- Click the **Search** pushbutton to retrieve the details.

### Modifying the already associated part and part account group details

- Enter the modified Part #, Part Description and Part Type in the Search Results multiline.
- Select the **Part Account Group** to which the parts displayed in the multiline, is to be associated.

### Associating all the selected parts to account group

- Check the **Select All** box to select all the parts listed in the multiline to associate with a part account group.
- Select the **Part Account Group** to which all the parts must be associated.
- Click the **Associate Parts** pushbutton to associate the parts.

## 2.1.5 MAINTAINING SUPPLIER ACCOUNT GROUP

You can create and maintain Supplier account group to one or more Suppliers depending on the business requirements.

- Select **Maintain Supplier Account Group** under **Account Group** business component. The “**Maintain Supplier Account Group**” page appears. See Figure 2.5.

Figure 2.5 shows the 'Maintain Supplier Account Group' application window. The window displays a search criteria section with fields for 'Supplier Account Group' and 'Account Group Description', a 'Status' dropdown menu set to 'Active', and a 'Search' button. Below the search criteria is a table titled 'Supplier Account Group Details' with columns: '#', 'Supplier Account Group', 'Account Group Description', 'Status', 'Created by', 'Created Date', and 'Last Modified by'. The table contains 10 rows of data. At the bottom of the window is a button labeled 'Maintain Supplier Account Groups' and a link labeled 'Associate Supplier Account Group to Suppliers'.

#	Supplier Account Group	Account Group Description	Status	Created by	Created Date	Last Modified by
1	INTERCO	INTERCO	Active	DMUSER	07/11/2011	DMUSER
2	TRADE	TRADE	Active	DMUSER	07/11/2011	DMUSER
3	EMP	Employees	Active	DMUSER	14/12/2015	DMUSER
4	FOR	Foreign Currency Vendor	Active	DMUSER	14/12/2015	DMUSER
5	PO	PO Vendor	Active	DMUSER	14/12/2015	DMUSER
6	CORP	Corporate Vendor	Active	DMUSER	14/12/2015	DMUSER
7	EMPLOYEE	Employees	Active	DMUSER	14/12/2015	DMUSER
8	SAGDM	sagdm	Active	DMUSER	14/12/2015	DMUSER
9	SAGUT	sagut	Active	DMUSER	14/12/2015	DMUSER
10	SAG01	sag01	Active	DMUSER	14/12/2015	DMUSER

Figure 2.5 Maintaining supplier account group

- Provide search criteria to search for the supplier account group and click the **Search** pushbutton.
- In the multiline, enter the **Supplier Account Group** and the Account Group Description.
- Use the **Status** drop-down list box to set the status of the supplier account group as “Active” or “Inactive”.
- Click the **Maintain Supplier Account Groups** to save the supplier account groups.

## 2.1.6 ASSOCIATE SUPPLIERS TO ACCOUNT GROUP

You can associate suppliers to the supplier account group. You can search for the supplier and associate a supplier account group to the supplier listed.

- Select **Associate Suppliers** to Account Group under the **Account Group** business component. The “**Associate Suppliers**” page appears. See Figure 2.6.

**Associate Parts**

**Search Criteria**

Part #   
 Part Description   
 Part Account Group   
 Part Group

Reference Status   
 Part Type   
 Associated?   
 Part Category

**Search Results**

#	Part #	Part Description	Part Type	Part Account Group	Account Group Description	Issue Basis	Expense Type
1	ADRIAN-35895	Lord Krishna	Consumable	Consumables	Consumable	Non-Returnable	Revenue
2	7670000-03-F1958	PNEU. TEMP SENSOR	Component	Rotables	Rotables	Core Returnable	Capital
3	BEN-NATE07-F9111	TRANSISTOR	Consumable	Consumables	Consumable	Non-Returnable	Revenue
4	CL-CN-01-81205	CONSUMABLE for SCM-	Consumable	Consumables	Consumable	Non-Returnable	Revenue
5	CL-CR-01-81205	Component Rotable for CL -	Component	Rotables	Rotables	Core Returnable	Capital
6	CL-CR-02-ALT-81205	COMPONENT FOR SCM-	Component	Repairables	Repairables	Non-Returnable	Capital
7	CL-CR-02-81205	Component for SCM-INV-	Component	Consumables	Consumable	Non-Returnable	Capital
8	CL-CR-11-81205	TEST AUAIV-5065	Component	Rotables	Rotables	Non-Returnable	Capital
9	0154DB5-04274	PZT2 INLET PROBE	Consumable	Consumables	Consumable	Non-Returnable	Revenue
10	0-001-368-016-35895	est	Consumable	Consumables	Consumable	Non-Returnable	Revenue

**Associate all selected parts to Account Group**

☐ Select All

Part Account Group

**Associate Parts**

Figure 2.6 Associating suppliers to account group

2. Provide search criteria to search for the supplier and click the **Search** pushbutton.
3. Use the **Supplier Account Group** drop-down list box, in the multiline to select the supplier account group with which you want to associate the supplier. The system lists all the supplier account groups that are in the “Active” status.

### Associating all the selected suppliers to account group.

4. Check the **Select All** box to select all the suppliers listed in the multiline for association with the supplier group.
5. Select the **Part Account Group** to which all the suppliers must be associated.
6. Click the **Associate Suppliers** pushbutton to associate the supplier with the account groups.

## 2.1.7 MAINTAINING CUSTOMER ACCOUNT GROUP

You can create and maintain customer account group to one or more customers depending on the business requirements.

1. Select **Maintain Customer Account Group** under **Account Group** business component. The “**Maintain Customer Account Group**” page appears. See Figure 2.7.

**Maintain Customer Account Group**

Date Format: yyyy-dd-mm

**Search Criteria**

Customer Account Group   
 Status: Active

Account Group Description

**Search Results**

#	Customer Account Group	Account Group Description	Status	Created by	Created Date	Last Modified by	Last Modified C
1	INTERCO	INTERCO	Active	DMUSER	2011-07-11	DMUSER	2011-07-11
2	TRADE	TRADE	Active	DMUSER	2011-07-11	DMUSER	2011-07-11
3	DOHA AVIATION	Doha Aviation	Active	DMUSER	2015-27-08	DMUSER	2015-27-08
4	DOHA ACCOMMODATION	Doha Accommodation	Active	DMUSER	2015-27-08	DMUSER	2015-27-08
5	UK	UK	Active	DMUSER	2015-27-08	DMUSER	2015-27-08
6	IRAN	Iran	Active	DMUSER	2015-27-08	DMUSER	2015-27-08
7	BELINCO	Bedek Lingyun (Yichang) A/c Maintenance Engineering Co. Ltd.	Active	DMUSER	2016-13-04	DMUSER	2016-13-04
8							

**Maintain Account Groups**

[Associate Customers](#)

Figure 2.7 Maintaining customer account group

2. Provide search criteria to search for the customer account group and click the **Search** pushbutton.
3. In the multiline, enter the **Customer Account Group** and the **Account Group** Description.

4. Use the **Status** drop-down list box to set the status of the customer account group as “Active” or “Inactive”.
5. Click the **Maintain Customer Account Groups** to save the customer account groups.

### 2.1.8 ASSOCIATE CUSTOMERS TO ACCOUNT GROUP

You can associate customers to the customer account group. You can search for the customer and associate a customer account group to the customer listed.

1. Select **Associate Customers** to Account Group under the **Account Group** business component. The “**Associate Customers**” page appears. See Figure 2.8.

#	Customer #	Customer Name	Reference Status	Customer Account Group	Account Group Description
1	046	Customer 1	Under Creation		
2	2010A7PS046G	Customer 6	Under Creation		
3	AC000005-2015	Customer 208	Under Creation		
4	AC000006-2015	Customer 209	Under Creation		
5	AC000014-2015	DF	Under Creation		
6	AC000016-2015	FH	Under Creation		
7	AC000017-2015	SS	Under Creation		
8	AC000019-2015	TESTSANDHYA	Under Creation		
9	AC000024-2015	CUSTOMER	Under Creation		
10	AC000028-2015	RAMCO	Under Creation		

Figure 2.8 Associating customers to account group

2. Provide search criteria to search for the customer and click the **Search** pushbutton.
3. Use the **Customer Account Group** drop-down list box, in the multiline to select the customer account group with which you want to associate the customer. The system lists all the customer account groups that are in the “Active” status.

### Associating all the selected customers to account group

4. Check the **Select All** box to select all the customers listed in the multiline for association with the customer group.
5. Select the **Part Account Group** to which all the customers must be associated.
6. Click the **Associate Customers** pushbutton to associate the customer with the account groups.

## Theme Enterprise Setup: Scenario 2 – Account Definition

S. No	Flow of Events	Component Name	Activity Name	UI Name	Functional Steps
1.	Operative Chart of Accounts ID Account Creation	Accounting Setup	Create Operative COA	<a href="#">Create Operative COA ID</a>	1. Create Operative COA ID along with description
		Accounting Setup	Create Operative COA	<a href="#">Create Operative COA</a>	1. Select COA ID 2. Create posting account code, description and set properties. 3. Map account codes to
2.	Attach Operative COA to Company	Accounting Setup	Attach / Copy Operative COA to Company	<a href="#">Select Operative Account code to Attach / Copy</a>	1. Select either few account codes or the entire COA
		Accounting Setup	Attach / Copy Operative COA ID to Company	<a href="#">Attach / Detach Account Code to Company</a>	1. Select the companies defined in the installation 2. Select “Attach” option in the Action field 3. Give the same COA ID and description
3.	Copy Operative COA to Company Edit Accounts	Accounting Setup	Attach / Copy Operative COA to Company	<a href="#">Select Operative Account Code to Attach / Copy</a>	1. Select either few account codes or the entire COA
		Accounting Setup	Attach / Copy Operative COA to Company	<a href="#">Attach / Detach Account Code to Company</a>	1. Select the companies defined in the installation 2. Select “Copy” option in the Action field 3. Give a unique COA ID and description 4. If account currency is to be converted to the base currency of the company, use the check box

4.	Reporting Chart of Accounts ID Account Creation	Accounting Setup	Create Reporting COA	<a href="#">Create Reporting COA ID</a>	1. Create COA ID along with description for various types
		Accounting Setup	Create Reporting COA	<a href="#">Create Reporting COA ID</a>	1. Select Reporting COA ID 2. Create Reporting Account Code, Level, Description and set properties
5.	Reporting Chart of Accounts ID Account Creation Attach Reporting COA after creation	Accounting Setup	Create Reporting COA	<a href="#">Create Reporting COA</a>	1. Select either few account codes or the entire COA
		Accounting Setup	Create Reporting COA	<a href="#">Attach Reporting COA</a>	1. Select companies defined in the installation
6.	Reporting COA ID Account Creation Copy Reporting COA Edit Reporting COA after creation	Accounting Setup	Create Reporting COA	<a href="#">Copy Reporting COA</a>	1. Select the companies defined in the installation 2. Give a unique COA ID and description
7.	Attach Reporting COA to companies (subsequently)	Accounting Setup	Attach / Detach Reporting COA	<a href="#">Attach / Detach Reporting COA</a>	1. Select the COA ID 2. Select the companies defined in the installation 3. Give the same COA ID and description
8.	Copy Reporting COA (subsequently)	Accounting Setup	Attach / Detach Reporting COA	<a href="#">Attach / Detach Reporting COA</a>	1. Select the COA ID 2. Select the companies defined in the installation 3. Give a unique COA ID and description

9.	Mapping Posting Account Codes after creation of Reporting COA	Accounting Setup	Create Reporting COA	<a href="#">Attach Posting Accounts to Reporting COA</a>	<ol style="list-style-type: none"> <li>1. Select reporting COA ID</li> <li>2. Select operative COA ID</li> <li>3. Retrieve the posting account codes based on the search criteria and map to the lowest level reporting account</li> </ol>
10.	Mapping Posting Account Codes (subsequently)	Accounting Setup	Attach / Detach Posting Account Code to Reporting COA	<a href="#">Attach / Detach Posting account Code to reporting COA</a>	<ol style="list-style-type: none"> <li>1. Select reporting COA ID</li> <li>2. Select operative COA ID</li> <li>3. Retrieve the reporting account codes based on the search criteria.</li> <li>4. Retrieve the posting account codes based on the search criteria and map to the lowest level reporting account</li> </ol>
11.	Create Financial Calendar	Accounting Setup	Create Calendar	<a href="#">Create Financial Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter year code, description, start date and end date</li> <li>2. Select frequency for period and compute periods (if frequency is selected as "Customize" then the user has to define the period end dates)</li> <li>3. Mark legacy periods as "Yes"</li> </ol>
12.	Attach Financial Calendar after creation	Accounting Setup	Create Calendar	<a href="#">Create Financial Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter year code, description, start date and end date</li> <li>2. Select frequency for period and compute periods (if frequency is selected as "Customize" then the user has to define the period end dates)</li> <li>3. Mark legacy periods as "Yes"</li> </ol>
		Accounting Setup	Create Calendar	<a href="#">Attach Financial Calendar</a>	<ol style="list-style-type: none"> <li>1. Select the year code</li> <li>2. Select the company and attach</li> </ol>
13.	Attach Financial Calendar (subsequently)	Accounting Setup	Attach/Detach Calendar	<a href="#">Attach / Detach Calendar</a>	<ol style="list-style-type: none"> <li>1. Select the year type as financial year</li> <li>2. Select the year code</li> <li>3. Select the company and attach</li> </ol>
14.	Detach Financial Calendar	Accounting Setup	Attach / Detach Calendar	<a href="#">Attach / Detach Calendar</a>	<ol style="list-style-type: none"> <li>1. Select the year type as "Financial Year"</li> <li>2. Select the year code</li> <li>3. Select the company and detach</li> </ol>

15.	Maintain Posting Rule - Include	Accounting Setup	Maintain Posting Rule	<a href="#">Maintain Posting Rule</a>	<ol style="list-style-type: none"> <li>1. Select the journal voucher type</li> <li>2. If the rule is to be set at account level, execute search and set the rule (Include) after entering the effective date.</li> <li>3. If the rule is to be set at the account property level, set the rule (Include) after entering the effective date</li> </ol>
16.	Maintain Posting Rule – Exclude	Accounting Setup	Maintain Posting Rule	<a href="#">Maintain Posting Rule</a>	<ol style="list-style-type: none"> <li>1. Select the journal voucher type</li> <li>2. If the rule is to be set at Account level, execute search and set the Rule (Exclude) after entering the effective date.</li> <li>3. If the rule is to be set at the account property level, set the rule (Exclude) after entering the effective date</li> </ol>

## 2.2 ACCOUNT DEFINITION

Accounting Setup process includes creation of the financial calendar, operative COA and the reporting COA. If a tax book is applicable for the company then a tax calendar can also be created. Apart from this rules can also be set for posting journal vouchers (JV) in the “Posting” FB, “Main” FB, “Consolidation” FB and “Tax” FB of the company.

### 2.2.1 CREATE OPERATING CHART OF ACCOUNTS ID

This sequence describes the process of creating an operative chart of accounts ID. This ID created is unique for the installation and account codes are defined for this chart of accounts ID.

Figure 2.9 Create Operative COA ID

1. The “Create Operating Chart of Accounts ID” page is launched. *See Figure 2.9.*
2. Enter the Chart of **Account ID** and **Description**.
3. Click the **Create ID** pushbutton to save the COA ID details.

### 2.2.2 CREATE OPERATING CHART OF ACCOUNTS

This sequence elaborates the process of defining an operative chart of accounts for a company. An *Operative Chart of Accounts* represents a structure that consists of various account codes through which transactions can be recorded.

Figure 2.10 Create Operative COA

1. The “Create Operating Chart of Accounts” page is launched. *See Figure 2.10.*
2. Select the **Chart of Accounts ID** in the header for which the accounts have to be defined.
3. Enter the Posting Account Code, Description, Effective Period From and Effective Period To in the multiline.
4. Select the account properties like Currency, Account Group, Account Classification, Control Account Type, **Automatic Posting Account Type** and **Layout heading**.
 

*Note: The Account Group, Account Classification, Control Account Type, Automatic Posting Account combination must be a valid for the given automatic posting account type.*
5. Enter the **Consolidation Account Code** if the posting account code must be mapped to a consolidation chart of accounts that have already been defined.
6. Click the **Create Account Code** pushbutton to create the operative COA.
7. Click the **Upload Account Code** pushbutton to upload the COA to Excel format



### 2.2.3 SELECT OPERATIVE ACCOUNT CODE TO ATTACH / COPY

Account codes that have been defined for a parent company can be attached / copied to the subsidiary companies. This sequence explains the process of selecting operative COA to be attached or copied.

**Select Operative Account Code to Attach/Copy**

Chart of Accounts ID: 01245 Description: account for finance Status: Active

Search Criteria:

Account Code From: To: Currency: CAD

Description: Account Group: ASSET

Layout Heading: Automatic Posting Account Type: Control Account Type: Account Classification: Consolidation Account Code:

Search

Search Results:

#	Account Code	Description	Currency	Account Group	Account Classification	Control Account Type
1	0123654	Accounting	CAD	ASSET	BALANCE SHEET	

Attach/Copy Account code to Company

**Figure 2.11 Select Operative COA to Attach / Copy**

1. The “Select Operative Account Code to Attach / Copy” page is launched. *See Figure 2.11.*
2. Select the **Chart of Accounts ID** in the header that needs to be attached / copied.
3. Use the search criteria, like Account Code From and Account Code To, Account Group, Layout Heading, Account Classification, Auto Posting Account Type, Control Account Type or Consolidation Account Code to get the details of the accounts for that range.
4. Use blank search criteria to retrieve all the account details.
5. Select specific or all **Account Code** in the multiline to be attached / copied.

### 2.2.4 ATTACH / DETACH ACCOUNT CODES TO COMPANY

#### Attach Account Code

This sequence describes the process of attaching the selected operative COA to subsidiary or child companies. While attaching a chart of accounts to a company, the original chart of accounts ID is retained. This value cannot be modified.

**Attach / Copy Account code to Company**

Chart of Accounts ID: 123456 Description: abc Status: Active

Convert Account Currency to Base Currency: ☒

Chart of Accounts Information:

#	Company Name	Parent	Chart of Accounts ID	Description	Action	Main Finance Bc
1	CB Airways	AVEOS	123456	abc	Attach	Main Finance Bc
2	Able Engineering	AVEOS	ABLE1	ABLE Eng.	Attach	ABLEMFB
3	Execute To Win	AVEOS	EXE	EXE 2 WIN	Attach	EXEMFB
4						

Attach/ Copy Account Code Detach Account Code

Attach Notes

**Figure 2.12 Attach / Copy Account Code to Company**

1. The “Attach/Copy Account Code to Company” page is launched. *See Figure 2.12.*
2. Select the **Company Name** in the multiline to which the COA is to be attached.
3. Enter the same **Chart of Accounts ID** and **Description** in the multiline as given in the header.
4. Set the Action as “Attach”.

5. Click the **Attach / Copy Account Code** pushbutton to attach the account codes to the selected companies.
6. Click the **Detach Account Code** pushbutton to detach the account codes from the selected companies.

## Copy Account Code

This sequence describes the process of copying the selected operative COA to subsidiary or child companies.

1. The “**Attach/Copy Account Code to Company**” page is launched. *See Figure 2.12.*
2. Select the **Company Name** in the multiline to which the COA is to be attached.
3. Enter a **Chart of Accounts ID** and Description different from the one in the header.
4. Set the Action as “**Copy**”.
5. Check **Convert Account Currency to Base Currency** if the base currency of the company to which the COA is to be attached is different from the currency in which the accounts are defined.
6. Click the **Attach/Copy Account Code** pushbutton to attach the account codes to the selected companies.

## 2.2.5 CREATE REPORTING CHART OF ACCOUNTS ID

This sequence elaborates the process of creating a reporting chart of accounts ID. This ID is usually defined at the company or group company level. Account codes are defined for this chart of accounts ID.

**Figure 2.13 Create Reporting Chart of Accounts ID**

1. The “**Create Reporting Chart of Accounts ID**” page is launched. *See Figure 2.13.*
2. Enter the Chart of Accounts ID and Description.
3. Select **Chart of Accounts Type** as “Industry specific”, “Country Specific” Or “Multilevel” and enter the Country.
4. Click the Create ID pushbutton to save the reporting COA ID details.

## 2.2.6 CREATE REPORTING CHART OF ACCOUNTS

This sequence explains the process of creating a reporting COA. A **Reporting Chart of Accounts** allows interpretation of important financial information of a company by logically grouping the various accounts to which postings are made.

1. The “**Create Reporting Chart of Accounts**” page is launched. *See Figure 2.14.*
2. Select the **Chart of Accounts ID** in the header for which the accounts have to be defined

**Create Reporting Chart of Accounts**

Chart of Accounts ID: 5 | Description: SS | Status: Active

Country: SE | Chart of Accounts Type: COUNTRY SPECIFIC

**Account Definition Details**

#	Account Code	Account Level	Parent Account Code	Description	Currency	Account Group	Account Classification
1	SMG OPCA				CAD	ASSET	BALANCE SHEET
2					CAD	ASSET	BALANCE SHEET

**Operative Account Code Mapping**

Operative Chart of Accounts ID: 123456 | Description: abc

**Search Criteria**

Account Code from: | To: | Currency: CAD

Description: | Account Group: ALL

Layout Heading: | Control Account Type: All

Account Classification: All | Auto Posting Account Type: All

Consolidation Account Code: | Search

**Search Results**

#	Posting Account Code	Description	Currency	Account Group	Account Classification	Consolidation Account Code	Effective
1	001	Charge Suspense	CAD	LIABILITIES	BALANCE SHEET		2016-01-
2	1001002	CHARGE SUSPENSE	CAD	LIABILITIES	BALANCE SHEET		2016-01-
3	109902	Freight Expenses	CAD	EXPENSES	INCOME STATEMENT		2016-01-
4	TAX	taxable	CAD	EXPENSES	INCOME STATEMENT		2016-01-

**Attach Account Code**

Attach Reporting Chart of Accounts | Copy Reporting Chart of Accounts

Figure 2.14 Create Reporting Chart of Accounts

- Enter the account properties like Account Code, Account Level, Parent Account Code, Description, Currency, **Account Group** and **Account Classification**.
- Click the **Create Account Code** pushbutton to create the account codes.

## 2.2.7 ATTACH REPORTING CHART OF ACCOUNTS (IMMEDIATELY AFTER CREATION)

Reporting chart of accounts is created individually and then assigned to a company. This sequence describes this process. The company to which a chart of account has been attached cannot modify the details of the attached chart of account.

**Attach Reporting Chart of Accounts**

Chart of Accounts ID: 5 | Description: SS | Status: Active

**Chart of Accounts Information**

#	Company Name	Parent	Main Finance Book ID
1	Able Engineering	CB Airways	ABLEMFB
2	CB Airways		ELIMINATION
3	Execute To Win	CB Airways	EXEMFB

**Attach**

Attach Notes

Figure 2.15 Attach Reporting COA

- The “Attach Reporting Chart of Accounts” page is launched. See Figure 2.15.
- Select the **Company Name** in the multiline to which the reporting COA ID has to be attached.
- Click the **Attach** pushbutton to attach reporting COA to companies

## 2.2.8 COPY REPORTING CHART OF ACCOUNTS (IMMEDIATELY AFTER CREATION)

Reporting chart of accounts that has been created can be copied to other companies. This sequence describes this process.

Figure 2.16 Copy Reporting COA

1. The “Copy Reporting Chart of Accounts” page is launched. *See Figure 2.16.*
2. Select the **Company Name** in the multiline to which the reporting COA ID has to be copied.
3. Enter the **Chart of Accounts ID** and **Description** different from the one in the header.
4. Click the **Copy** pushbutton to copy reporting COA to companies.

## 2.2.9 ATTACH / DETACH POSTING ACCOUNT CODE TO REPORTING ACCOUNT CODE (SUBSEQUENT TO CREATION OF REPORTING COA)

This sequence explains the process of attaching or detaching posting account codes to reporting COA subsequent to its creation. This is done by selecting an operating COA and retrieving account codes based on it. The retrieved posting account codes are then mapped to the reporting COA.

Figure 2.17 Attach / Detach Posting Account to Reporting Chart of Accounts

1. The “Attach / Detach Posting Account to Reporting Chart of Accounts” page is launched. *See Figure 2.17.*
2. Select the **Chart of Accounts ID** in the header and execute the search to retrieve Account Code and the corresponding details.

3. Select the lowest level reporting account codes in the multiline to which the Operating accounts codes are to be attached.
4. Select the **Operating Chart of Accounts ID** and execute the search to retrieve **Posting Account Code**.
5. Select the posting accounts from the multiline.
6. Click the **Attach Account Code** pushbutton to attach the posting account codes to reporting COA.
7. Click the **Detach Account Code** pushbutton to detach the posting account codes from the reporting COA.

## 2.2.10 CREATE FINANCIAL CALENDAR

This sequence elucidates the process of creating a financial calendar and attaching it to other companies defined in the installation. A financial calendar is usually defined at the company level and is to cater to the needs of publishing financial statements periodically for monitoring the financial status of the company.

**Figure 2.18 Create Financial Calendar**

1. The “**Create Financial Calendar**” page is launched. See Figure 2.18.
2. Enter the financial year details like **Financial Year Code**, **Description**, **Start Date** and **End Date** in the header and select the **Frequency**.
3. Click the **Compute Periods** pushbutton to default the start date and end date of the financial periods in the multiline based on the frequency.  
*Note: If the frequency is selected as “Customized” then enter the required End Date in the multiline against each period.*
4. Enter the **Financial Period Code** and **Description** in the multiline.
5. Set the **Legacy Date** to “Yes” or “No” for each financial period.
6. Click the **Create** pushbutton to create the calendar.

## 2.2.11 ATTACH FINANCIAL CALENDAR

This sequence explains the process of attaching financial calendars immediately after creating it. Since financial calendars are defined at the company level, it is attached to companies only.

Figure 2.19 Attach Financial Calendar

1. The “**Attach Financial Calendar**” page is launched. See Figure 2.19.
2. Select a **Financial Year code** in the header that is to be attached.
3. Select a **Company Name** from the multiline to which the financial calendar is to be attached.
4. Click **Attach Financial Calendar** pushbutton to attach calendar selected companies.

## 2.2.12 ATTACH / DETACH CALENDAR

This sequence explains the process of attaching or detaching financial calendars to/from a company.

Figure 2.20 Attach / Detach Calendar

1. The “**Attach / Detach Calendar**” page is launched. See Figure 2.20.
2. Select the **Year** as “Financial Year” in the header.
3. Select the **Financial / Year Code** in the header.
4. Select the **Company Name** in the multiline.
5. Click the **Attach Calendar** pushbutton to attach the calendar to the company.
6. Click the **Detach Calendar** pushbutton to detach the calendar from the company

## 2.2.13 MAINTAIN POSTING RULE

This process explains the process of setting the combination of account properties for which journal vouchers can be passed in the “Posting” finance book, “Main” finance book, “Tax” book or the “Consolidation” finance book of a company. This has to be done because posting to journal vouchers for any predefined account property combination is not allowed by default.

**Maintain Posting Rule**

Journal Voucher Type: POSTING BOOK JV Effective From Date: 2011-01-01

Search Criteria: Account Code from: To: Status: All Search

Exception Details

#	Account Classification	Account Group	Control Account Type	Automatic Posting Account Type	Account Code	Status
1	BALANCE SHEET	ASSET				Excluded
2	BALANCE SHEET	CAPITAL				Excluded
3	BALANCE SHEET	LIABILITIES				Excluded
4	INCOME STATEMENT	EXPENSES				Excluded
5	INCOME STATEMENT	REVENUE				Excluded
6	RETAINED EARNINGS	CAPITAL				Excluded
7	BALANCE SHEET	ASSET				Excluded

Include Exclude

Created by: SCHELLAMUTHU Created Date: 2011-13-11  
Last Modified by: Last Modified Date:

Figure 2.21 Maintain Posting Rule

1. The “**Maintain Posting Rule**” page is launched. *See Figure 2.21.*
2. Select the **Journal Voucher Type** in the header for which the accounts are to be included or excluded and enter the Effective From Date.
3. Enter **Account Code From, To** and **Status** and execute search to retrieve account codes.
4. Select the accounts in the multiline, which are to be included or excluded.
5. Click the **Include** pushbutton to include the accounts.
6. Click the **Exclude** pushbutton to exclude the accounts.

**Theme Enterprise Setup: Scenario 3 – Bank / Cash / PTT Definition**

S. No	Flow of Events	Component Name	Activity Name	UI Name	Functional Steps
1.	Creation of Bank Codes (Drawable Limit at Header Level)	Bank Cash Definition	Create Bank / Cash Definition	<a href="#">Create Bank</a>	2. Enter the bank reference, bank account number, credit limit and drawable limit at the header level. 3. Create bank codes and map it to finance book.
2.	Bank Balance Query	Bank Cash Definition	View Bank Cash Details	<a href="#">Select Bank</a>	4. Execute search criteria to retrieve bank code and bank account number
				<a href="#">View Bank</a>	1. Select bank reference or bank account number from entry point page 2. View bank balance for the bank code.
3.	Bank Usage Information	Bank Cash Definition	Create Bank / Cash Details	<a href="#">Create Bank Usage Information</a>	1. Select bank code 2. Set the bank usage
4.	Set Bank Charges	Bank Cash Definition	Set Bank Charges	<a href="#">Set Bank Charges</a>	1. Select the bank account number 2. Set bank charges.
5.	Inactivate Bank Codes	Bank cash Definition	Activate / Inactivate Bank / Cash Details	<a href="#">Select Bank</a>	1. Select bank reference or bank account number 2. Activate / Inactivate bank.
6.				<a href="#">Activate / Inactivate Bank</a>	1. Select the bank reference or bank account number from entry point page 2. Activate / Inactivate bank account number
7.	Creation Cash Codes	Bank Cash Definition	Create Bank Cash Definition	<a href="#">Create Cash Book Details</a>	1. Create cash code 2. Map it to the finance book



## 2.3 BANK / CASH / PTT DEFINITION

Any business transaction results in payment or receipt of funds. The payments and receipts can be made through “Bank”, “Cash”, “PTT” or “Electronic Fund Transfer”.

### 2.3.1 CREATE BANK

This sequence elaborates the process of capturing the essential bank details. This is a one-time activity and is used to capture the details of all the branches of a bank. The information captured in this screen can be retrieved while making payments or receiving receipts from vendors or customers using a file transfer mode.

The screenshot shows the 'Create Bank' form with the following sections and fields:

- Bank Account Information:** City, Country (India), Phone #, E-Mail, Bank Clearing #, State, Fax, Swift No., zip, Telex, Mailstop, Bank Type.
- Credit Card Information:** Bank Account No., Credit Limit, Drawable Limit, Currency (CAD), Credit Card Account?, Recon. Required?, User Defined - 1, User Defined - 2, User Defined - 3, User Defined - 4.
- Electronic File Generation:** Based on Supplier Bank Type.
- Bank Book Details:** A table with columns: #, Bank Code, Description, Map to Finance Book, Credit Limit, Drawable Limit, Over Draft Amount. The table shows one entry with Bank Code 'ABC-PFB1'.

At the bottom, there is a 'Create Bank' button and links for 'Create Cash Book Details', 'Create Bank Contact Details', 'Create File Transfer Details', 'Bank Usage Information', and 'Attach Notes'. The footer includes 'Created by' and 'Created Date' fields.

Figure 2.22 Create Bank

1. The “**Create Bank**” page is launched. See Figure 2.22.
2. Enter the **Bank Reference**. The details of the bank reference entered in the “Organization Setup” will be retrieved.
3. Enter the Bank Account Information like Bank Account Number, Credit Limit and the Drawable Limit and select the **Currency**.
4. In the **Based on Supplier Bank Type** field of the **Electronic File Generation** group box, indicate whether the supplier bank type must be the basis for EFT payment. If this field is set to “Yes”, individual pay vouchers are generated for every combination of Supplier, Pay-to Supplier, Pay Mode and, Supplier Bank Type fields. If this field is set to “No”, individual pay vouchers are generated for every combination of Supplier, Pay-to Supplier and, Pay Mode fields.
5. Enter the Bank Code and Description in the multiline with details like Credit Limit, Drawable Limit, Overdraft Amount, Effective Date for Interest Rate, Interest Rate for Overdraft Balance, Interest Rate for Cr Balance and Interest Rate for Dr Balance.
6. In the **Credit Card Information** section, provide whether the bank account is a credit card account or not in the **Credit Card Account?** combo and specify whether you require bank reconciliation for the given account in the **Recon. Required?** combo.
7. Map each of the Bank Code to **Map to Finance Book** in the multiline.
8. Select the details in the multiline for which **Bank Code** is entered.
9. Click the **Create Bank** pushbutton to save bank details.

## 2.3.2 CREATE BANK USAGE INFORMATION

This sequence explains the process of saving bank usage information by which a bank can be referred in various processes of the application like: payments, receipts etc

**Figure 2.23 Create Bank Usage Information**

1. The “Bank Usage Information” page is launched. *See Figure 2.23.*
2. For the selected Bank Code and Finance Book in the multiline, set the bank usage to “Yes” or “No” for the usages **Supplier Payments, Supplier Receipts, Sundry Payments, Sundry Receipts, Customer Payment, Customer Receipts, Payroll** and **Employee Receipts**.
3. Click the **Set Usage** pushbutton to set the bank usage information.

## 2.3.3 SET BANK CHARGES

This sequence describes the process of setting bank charges for a company, which is set based on the charges type and pay mode. Bank charges can be set for charge currency and transaction currencies also.

**Figure 2.24 Set Bank Charges**

1. The “Set Bank Charges” page is launched. *See Figure 2.24.*
2. Enter the **Bank Reference**, **Bank Account No** and **Effective Date From** in the header.
3. Select the **Pay Mode**, **Bank Charges Type**, **Charge Currency** and **Transaction Currency**.
4. Enter the **Amount From**, **Amount To** and the **Incremental Amount** in the multiline.
5. Enter either the **Flat Charge** or the **Percentage** in each row.
6. Enter the **Minimum Charge**, **Maximum Charge** and the **Miscellaneous Charge** (if required).

## 2.3.4 SELECT BANK DETAILS

This sequence elaborates the process of selecting “Active” bank details for inactivation and “Inactive” bank details for activation.

Figure 2.25 Select Bank Details

1. The “**Select Bank**” page is launched. See Figure 2.25.
2. Enter the **Bank Reference** and **Bank Account No** to be activated or inactivated.
3. Alternatively, use the search criteria to search for the bank details based on **Bank Reference**, **Bank Account No**, **Bank Name**, **Bank Code**, **Status** and **Effective Date From**.
4. Select the Active bank and click the **Inactivate Bank** pushbutton to inactivate the bank details.
5. Select the Inactive bank and click the **Activate Bank** pushbutton to activate the bank details.

### 2.3.5 ACTIVATE / INACTIVATE BANK CASH DETAILS

This sequence explains the process of activating or inactivating bank details or specific bank codes that has been mapped to a bank.

Figure 2.26 Activate / Inactivate Bank Cash Details

1. The “**Activate / Inactivate Bank Details**” page is launched. See Figure 2.26.
2. Select the **Bank Code** in Active status to be inactivated from the multiline.
3. Click the **Inactivate Bank Code** pushbutton to inactivate the bank code.
4. Select the Bank Code in Inactive status to be activated from the multiline.
5. Click the **Activate Bank Code** pushbutton to activate the bank code.
6. If all the bank codes are to be inactivated then, click the **Inactivate Bank** pushbutton to inactivate all the bank accounts.
7. If all the bank codes are to be activated then, click the **Activate Bank** pushbutton to activate all the bank accounts.

*Note: In case a bank code has an account code mapped to it, then the bank account can be inactivated only after deleting the bank account definition in “Account Rule Definition”. Also, if an account definition has to be deleted then the account code should have zero balance.*

## 2.3.6 SELECT BANK DETAILS

This sequence describes the process of selecting bank details for viewing.

The 'Select Bank' window displays search criteria and results. The search criteria section includes fields for Bank Reference, Bank Account No., Bank Name, Bank Code, Status (Active), and a Search button. The search results table lists the following data:

#	Bank Reference	Bank Account No.	Bank Code	Bank Name	Bank Clearing No.	Swift No.	City
1	1234	1234567	ASB	ICICI	456789		CHENNAI
2	5643	10008765	ICICI	ICICI	12345678		
3	BMO CAD BLOCKED	BMO CAD BLOCKED	BMO CAD BLOCKED	AXIS BANK	000111259376	BOFMCAM2	Montreal
4	BMO CAD CHEQUE	BMO CAD CHEQUE	BMO CAD CHEQUE	Bank of Montreal	8150101251446	BOFMCAM2	Montreal
5	BMO CAD EFT	BMO CAD EFT	BMO CAD EFT	Bank of Montreal	000111259413	BOFMCAM2	Montreal

At the bottom, there are links for View Bank, View Cash Book Details, View Bank Contact Details, View Bank Charges, and View File Transfer Details.

Figure 2.27 Select Bank Details

1. The “**Select Bank**” page is launched. See Figure 2.27.
2. Enter the **Bank Reference** and **Bank Account No** to be viewed.
3. Alternatively, use the search criteria to search for the bank details based on **Bank Reference**, **Bank Account No**, **Bank Name**, **Bank Code**, **Status** and **Effective Date From**.

## 2.3.7 VIEW BANK

This sequence elaborates the process by which bank details can be viewed.

1. The “**View Bank**” page is launched. See Figure 2.28.

The 'View Bank' window displays detailed bank information. The top section shows Bank Reference (5643), Bank Name (ICICI), Address 1 (123), City, Country (Malaysia), Phone #, E-Mail, State, zip, Fax, Telex, Mailstop, and Bank Type. The Bank Account Information section includes Bank Clearing # (12345678), Bank Account No. (10008765), Credit Limit, Currency (CAD), and Drawable Limit. The Electronic File Generation section is based on Supplier Bank Type. The Bank Book Details section shows a table with the following data:

#	Bank Code	Description	Finance Book	Posting Account Code	Account Balance	Dr/Cr	Credit Limit	Balance in Ex
1	ICICI	Bank	AVEOS	Bank456	0.00			

At the bottom, there are links for View Bank Contact Details, View File Transfer Details, and Attach Notes. The footer shows Created by (DMUSER), Created Date, Last Modified by (DMUSER), and Last Modified Date (2015-10-06).

Figure 2.28 View Bank

2. The **Bank Code** along with the details like EFT Generation, **Posting Account Code**, **Account Balance**, **Credit Limit**, **Drawable Limit**, **Balance in Excess of Credit Limit** etc will be displayed.

## 2.3.8 CREATE CASH BOOK DETAILS

This sequence explains the process of defining a cash book with cash codes and specific currencies

#	Cash Code	Description	Currency	Map to Finance Book
1			CAD	AVE

[Cash Usage Information](#)

Created by \_\_\_\_\_ Created Date \_\_\_\_\_

**Figure 2.29 Create Cash Book Details**

1. The “**Create Cash Book Details**” page is launched. *See Figure 2.29.*
2. Enter the Cash Code, Description, Currency and Map to Finance Book in the multiline.
3. Click the **Create Cash Book** pushbutton to create the cash book details.

## Theme Enterprise Setup: Scenario 4 – Company Setup

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Create Currency Currency Denomination	Chief Finance Officer	Organization Setup	Create Currency and Country	<a href="#">Create Currency</a>	1. Enter currency information 2. Create currency 3. Check whether the created currency exists in the list of predefined values.
		Chief Finance Officer	Organization Setup	Create Currency and Country	<a href="#">Create Currency Denomination</a>	1. Select currency code 2. Enter currency denomination and description 3. Create currency denomination
2.	Inactivate Currency	Chief Finance Officer	Organization Setup	Activate / Inactivat	<a href="#">Activate / Inactivate Currency</a>	1. Select currency code 2. Enter effective from date 3. Inactivate currency
3.	Activate Currency	Chief Finance Officer	Organization Setup	Activate / Inactivat	<a href="#">Activate / Inactivate Currency</a>	1. Select currency code 2. Enter effective from date 3. Activate currency
4.	Create Company Create Registered Office (with Parallel Base Currency)	Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Company</a>	1. Enter company code, name and registration date 2. If the company is a child company then specify the parent company details 3. Enter address details 4. Enter base currency and parallel base currency
		Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Registered Office details</a>	1. Select company code, country 2. Enter address details 3. Register the details
5.	Create Company Register Office (without Parallel Base Currency)	Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Company</a>	1. Enter company code, name and registration date 2. If the company is a child company then specify parent company details 3. Enter address details 4. Enter base currency
		Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Registered Office details</a>	1. Select company code and country 2. Enter address details 3. Register the details

6.	Introduce parallel base currency subsequent to installation	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Company</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter parallel base currency</li> <li>3. Enter effective date for parallel base currency</li> </ol>
7.	Remove Parallel Base Currency	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Company</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Remove parallel base currency after specifying date</li> </ol>
8.	Assign Permitted Currencies	Chief Finance Officer	Organization Setup	Create Company	<a href="#">Assign Permitted Currencies</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter ISO currency code to be assigned</li> <li>3. Assign currency</li> </ol>
9.	Unassign Permitted Currencies	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Unassign Permitted Currencies</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter effective from date</li> <li>3. Select currency to be unassigned</li> <li>4. Unassign permitted currency</li> </ol>
10.	Create Finance Book Map to OU / BU	Chief Finance Officer	Organization Setup	Create Finance Book	<a href="#">Create Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter finance book ID and description</li> <li>3. Select book type and deployed at OU</li> <li>4. Enter effective from date</li> <li>5. Create the finance book</li> </ol>
		Chief Finance Officer	Organization Setup	Map OU Finance Book	<a href="#">Map Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select BU</li> <li>2. Select OU (only those that have been defined for that BU)</li> <li>3. Enter finance book and effective from date</li> <li>4. Map the finance book</li> </ol>
11.	Create Consolidation Finance Book Map to OU / BU	Chief Finance Officer	Organization Setup	Create Finance Book	<a href="#">Create Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select parent company code</li> <li>2. Enter finance book ID and description</li> <li>3. Select book type and deployed at OU</li> <li>4. Enter effective from date</li> <li>5. Create finance book</li> </ol>
		Chief Finance Officer	Organization Setup	Map OU Finance Book	<a href="#">Map Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select BU</li> <li>2. Select OU (not mandatory)</li> <li>3. Enter finance book and effective from date</li> <li>4. Map the finance book</li> </ol>

12.	Create Tax Book	Chief Finance Officer	Organization Setup	Create Finance Book	<a href="#">Create Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter tax book ID and description</li> <li>3. Select book type and deployed at OU</li> <li>4. Enter effective from date</li> <li>5. Create finance book</li> </ol>
		Chief Finance Officer	Organization Setup	Map OU Finance Book	<a href="#">Map Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select BU</li> <li>2. Select OU (not mandatory)</li> <li>3. Enter Finance Book and Effective from date</li> <li>4. Map the finance Book</li> </ol>
13.	Unmap Finance Book	Chief Finance Officer		Map OU Finance Book	<a href="#">Map Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select BU and OU (not mandatory)</li> <li>2. Enter effective date (either system date or future date)</li> <li>3. Get details</li> <li>4. Unmap the finance book after giving effective date</li> </ol>
14.	Inactivate Finance Book (Tax Book)	Chief Finance Officer	Organization Setup	Activate / Inactivate Finance Book	<a href="#">Activate/ Inactivate Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Select finance book</li> <li>3. Enter effective from date (either system date or future date)</li> <li>4. Inactivate finance book</li> </ol>
15.	Activate Finance Book (Tax Book)	Chief Finance Officer	Organization Setup	Activate / Inactivate Finance Book	<a href="#">Activate/ Inactivate Finance Book</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Select finance book</li> <li>3. Enter effective from date</li> <li>4. Activate finance book</li> </ol>
16.	Inactivate Company	Chief Finance Officer	Organization Setup	Activate / Inactivate Company	<a href="#">Activate / Inactivate Company</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter effective from date (either system date or future date)</li> <li>3. Inactivate company</li> </ol>
17.	Activate Company	Chief Finance Officer	Organization Setup	Activate / Inactivate Company	<a href="#">Activate / Inactivate Company</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Enter effective from date</li> <li>3. Activate company</li> </ol>
18.	Create Business Unit - Internal Company	Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Business Unit</a>	<ol style="list-style-type: none"> <li>1. Select company code</li> <li>2. Define BU ID and BU name, address ID and effective date</li> </ol>



19.	Create Business Unit - Across Companies	Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Business Unit</a>	1. Define BU ID and BU name, effective date and address ID 2. Select company code
20.	Inactivate Business Unit	Chief Finance Officer	Organization Setup	Activate / Inactivate Company	<a href="#">Activate/ Inactivate Business Unit</a>	1. Select company code 2. Enter effective from date (either system date or future date) 3. Select the business unit 4. Inactivate BU
21.	Activate Business Unit	Chief Finance Officer	Organization Setup	Activate / Inactivate Company	<a href="#">Activate/ Inactivate Business Unit</a>	1. Select company code 2. Enter effective from date 3. Select the business unit 4. Activate BU
22.	Create Logistics Organization	Chief Finance Officer	Organization Setup	Create Company	<a href="#">Create Logistics Organization</a>	1. Enter LO code, LO name Effective date 2. Select business unit 3. Create LO
23.	Map BU to Logistics Organization	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Logistics Organization</a>	1. Select LO code, business unit 2. Enter effective from date
24.	Unmap BU from Logistics Organization	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Logistics Organization</a>	1. Select LO code, business unit 2. Enter effective from date
25.	Create Bank Reference details through	Chief Finance Officer	Organization Setup	Maintain Bank Reference	<a href="#">Maintain Bank Reference</a>	1. Enter effective from date 2. Upload the information
26.	Creation of Bank Reference details by manual data entry	Chief Finance Officer	Organization Setup	Maintain Bank Reference	<a href="#">Maintain Bank Reference</a>	1. Enter data manually for all fields

29.	Map BFG to Organization Unit	Chief Finance Officer	Organization Setup	Map BFG to Organization Unit	<a href="#">Map BFG to Organization Unit</a>	<ol style="list-style-type: none"> <li>1. Select the business function group, company code</li> <li>2. Enter the effective date</li> <li>3. Get details (status can be given)</li> <li>4. Select the org unit to be mapped</li> </ol>
30.	Unmap BFG from Organization Unit	Chief Finance Officer	Organization Setup	Map BFG to Organization Unit	<a href="#">Map BFG to Organization Unit</a>	<ol style="list-style-type: none"> <li>1. Select the business function group, company code</li> <li>2. Enter the effective date</li> <li>3. Get details (status can be given)</li> <li>4. Select the OU to be unmapped</li> </ol>
31.	Create Business Segment with Finance Book same base currency	Chief Finance Officer	Organization Setup	Create Segment	<a href="#">Create Segment</a>	<ol style="list-style-type: none"> <li>1. Select segment type as business segment</li> <li>2. Enter segment ID and name</li> <li>3. Enter effective date</li> <li>4. Select company code and finance book</li> </ol>
32.	Create Business Segment with Finance Book different base currencies	Chief Finance Officer	Organization Setup	Create Segment	<a href="#">Create Segment</a>	<ol style="list-style-type: none"> <li>1. Select segment type as business segment</li> <li>2. Enter segment ID and name</li> <li>3. Enter effective date</li> <li>4. Select company code and finance book</li> </ol>
33.	Create Alternate Segment with Finance Book of same base currency	Chief Finance Officer	Organization Setup	Create Segment	<a href="#">Create Segment</a>	<ol style="list-style-type: none"> <li>1. Select segment type as alternate segment</li> <li>2. Enter segment ID and name</li> <li>3. Enter effective date</li> <li>4. Select company code and finance book</li> </ol>
34.	Create Alternate Segment with Finance Book different base currencies	Chief Finance Officer	Organization Setup	Create Segment	<a href="#">Create Segment</a>	<ol style="list-style-type: none"> <li>1. Select segment type as alternate segment</li> <li>2. Enter segment ID and name</li> <li>3. Enter effective date</li> <li>4. Select company code and finance book</li> </ol>

35.	Edit Segment	Chief Finance Officer	Organization Setup	Edit Segment	<a href="#">Edit Segment</a>	<ol style="list-style-type: none"> <li>1. Select business segment type</li> <li>2. Select segment</li> <li>3. Enter effective from date</li> <li>4. Edit segment</li> </ol>
		Chief Finance Officer	Organization Setup	Edit Segment	<a href="#">Edit Segment</a>	<ol style="list-style-type: none"> <li>1. Select alternate segment type</li> <li>2. Select segment</li> <li>3. Enter effective from date</li> <li>4. Edit segment</li> </ol>
36.	Unmap finance book from segment	Chief Finance Officer	Organization Setup	Edit Segment	<a href="#">Edit Segment</a>	<ol style="list-style-type: none"> <li>1. Select segment type</li> <li>2. Select segment</li> <li>3. Enter effective from date</li> <li>4. Get details</li> <li>5. Select finance book</li> </ol>
37.	Maintain Identification Details	Chief Finance Officer	Organization Setup	Maintain Identification details	<a href="#">Maintain Identification details</a>	<ol style="list-style-type: none"> <li>1. Select the company code, BU, org unit, identifier and get values</li> <li>2. Enter the identification number and default</li> </ol>
38.	Delete Identification details	Chief Finance Officer	Organization Setup	Maintain Identification details	<a href="#">Maintain Identification details</a>	<ol style="list-style-type: none"> <li>1. Select the company code, BU, org unit, identifier and get values</li> <li>2. Delete the</li> </ol>
39	Maintaining identification references for entities	Chief Finance Officer	Organization Setup	Maintain Entity Level Identification Ref.	Maintain Entity Level Identification Ref.	<ol style="list-style-type: none"> <li>1. Select Entity Type (Customer or Supplier)</li> <li>2. Select Customer # or Supplier #.</li> </ol>
40	Maintaining options for partner transactions	Chief Finance Officer	Organization Setup	Maintain Organization Parameters	<a href="#">Maintain Organization Parameters</a>	<ol style="list-style-type: none"> <li>1. Recording Relationship Details between transacting group companies</li> <li>2. Setting Value for process parameters for trading option between transacting</li> </ol>

41.	Create Address details	Chief Finance Officer	Organization Setup	Maintain Address details	<a href="#">Maintain Address details</a>	1. Enter the address ID, description and address details 2. Select the country
42.	Update Address details	Chief Finance Officer	Organization Setup	Maintain Address details	<a href="#">Maintain Address details</a>	1. Enter the address ID, description and address details 2. Select the country
43.	Edit Currency Edit Currency denomination	Chief Finance Officer	Organization Setup	Edit Currency	<a href="#">Edit Currency</a>	1. Select currency 2. Modify details
		Chief Finance Officer	Organization Setup	Edit Currency	<a href="#">Edit Currency denomination</a>	1. Select currency 2. Modify details
4	Create Country	Chief Finance Officer	Organization Setup	Create Currency and Country	<a href="#">Create Country</a>	1. Enter country code, name, currency code
45.	Edit Company Register Office	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Company</a>	1. Select company code 2. Modify details
46	<b>Edit Registered Office Details</b>	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Registered Office Details</a>	1. Modify register office details
47.	Edit Finance Book	Chief Finance Officer	Organization Setup	Edit Finance Book	<a href="#">Edit Finance Book</a>	1. Select company 2. Select finance book 3. Modify details
48.	Default Value Setting	Chief Finance Officer	Organization Setup	Edit Company	<a href="#">Edit Company</a>	1. Select company 2. Select BU and modify details
49.	Default Value Setting	Chief Finance Officer	Exchange Rate	Set function defaults	<a href="#">Set function defaults</a>	1. Select one of the two values USD, Euro for the intermediate cross currency 2. Select the sequence for base currency exchange rate category to choose the method of conversion 3. Select the value of

		Chief Finance Officer	Exchange Rate	Set function defaults	<a href="#">Set function defaults</a>	<ol style="list-style-type: none"> <li>1. Select one of the two values USD, Euro for the intermediate cross currency</li> <li>2. Select the sequence for cross currency exchange rate category to choose the method of conversion</li> <li>3. Select the value of</li> </ol>
50.	Creating Exchange Rate Type	Chief Finance Officer	Exchange Rate	Create Exchange Rate Type	<a href="#">Create Exchange Rate Type</a>	<ol style="list-style-type: none"> <li>1. Enter the exchange rate type (other than BR, SR, MR) and description</li> </ol>
52	Modifying the Exchange Rate Type	Chief Finance Officer	Exchange Rate	Edit exchange rate type	<a href="#">Edit Exchange Rate Type</a>	<ol style="list-style-type: none"> <li>1. Select the exchange rate type and enter the description</li> </ol>
53	Activate / Inactivate Exchange Rate Type	Chief Finance Officer	Exchange Rate	Activate/ Inactivate Exchange Rate Type	<a href="#">Activate / Inactivate Exchange Rate Type</a>	<ol style="list-style-type: none"> <li>1. Select the exchange rate type</li> <li>2. Enter effective from date</li> <li>3. Activate / Inactivate</li> </ol>
54	Download the Exchange Rate	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<a href="#">Create Exchange Rates</a>	<ol style="list-style-type: none"> <li>1. Select the exchange rate type, enter the valid from date and download</li> </ol>
55	Create Exchange Rates (Centralized Exchange Rate definition - One deployment for every installation)	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<a href="#">Create Exchange Rates</a>	<ol style="list-style-type: none"> <li>1. Enter the values of From Currency, To Currency, Exchange rate, Exchange Rate Type, Tolerance % and Tolerance Limit</li> </ol>
56	Downloading the Exchange rate	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<a href="#">Create Exchange Rates</a>	<ol style="list-style-type: none"> <li>1. Select the exchange rate type</li> <li>2. Enter the valid from date and</li> </ol>

57	Creating Exchange Rates (Decentralized Exchange Rate Definition (OU level deployment))	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<a href="#">Create Exchange Rates</a>	<ol style="list-style-type: none"> <li>1. Select the exchange rate type</li> <li>2. Enter the valid from date and download rates from temp table</li> <li>3. Enter the values of From Currency, To</li> </ol>
58.	Viewing the Exchange rate for the period/ year	Chief Finance Officer	Exchange Rate	View Exchange Rates by Date	<a href="#">View Period / Year End Rates</a>	<ol style="list-style-type: none"> <li>1. Enter the financial year, financial period, From Currency, To Currency and</li> </ol>
59	Mapping organization units to a company		Enterprise Setup	Mapping organization units to a company	<a href="#">Maintain OU – Company Mapping</a>	<ol style="list-style-type: none"> <li>1. Assign / unassign organization units for a company</li> </ol>
60	Creating quick codes for finance-related entities	Chief Finance Officer	Organization Setup	Create Quick Codes	<a href="#">Create Quick Codes</a>	<ol style="list-style-type: none"> <li>1. Select Entity</li> <li>2. Specify the quick code, Value and Default for the entity</li> </ol>

## 2.4 COMPANY SETUP

Organization setup is a sequential process, covering master definitions, that enables posting financial transactions. This is the foremost activity undertaken subsequent to the installation of Ramco Enterprise Series and covers the whole gamut of definitions, starting with currency, country, company, business unit, finance books, logistics unit and segments. These definitions are extremely critical to the functioning of the application.

### 2.4.1 CREATE CURRENCY AND COUNTRY

This sequence elaborates the process of defining currencies with sub-unit details. The created currencies are then mapped to countries.

**Figure 2.30 Create Currency**

1. The “Create Currency and Country” page is launched. See Figure 2.30.
2. Enter the currency details like ISO Currency Code, Numeric ISO Currency Code, Currency Symbol, Currency Description, Currency Sub-units, Currency Sub-unit Description and Number of Units.
3. Click **Create Currency** pushbutton to create the currency.

### 2.4.2 CREATE COUNTRY

This sequence details the process of defining countries in the application, in addition to the country codes assigned by the ISO.

**Figure 2.31 Create Country**

1. The “Create Country” page is launched. See Figure 2.31.
2. Enter the ISO Country Code, Country and ISO Currency Code.
3. Click **Create Country** pushbutton to save the country details along with the assigned currency.

### Create Currency Denomination

This sequence explains the process of defining denomination details to a currency that has already been defined. Denominations are usually defined to make cash payments.

Figure 2.32 Create Currency Denominations

1. The “Create Currency Domination” page is launched. *See Figure 2.32.*
2. Select the currency code in the **ISO Currency Code** field of the header.
3. Enter the **Currency Denomination** details of the selected currency in the multiline.
4. Click **Create Currency Denomination** pushbutton to create denomination details.

### 2.4.3 ACTIVATE / INACTIVATE CURRENCY

This sequence describes the process of activating or inactivating currencies. Currencies in Active status are inactivated and currencies in Inactive status can be activated.

Figure 2.33 Activate / Inactivate Currency

5. The “Activate / Inactivate Currency” page is launched. *See Figure 2.33.*
6. Select the **ISO Currency Code** to be activated or inactivated.
7. Enter the **Effective Date** from which the activation / inactivation is valid.
8. Click the **Inactivate pushbutton** to activate a currency in the Active status (or) click the **Activate** pushbutton to activate a currency in the Inactive status.

*Note: On activation the status of the currency gets updated to Active and on inactivation the status gets updated to Inactive.*

### 2.4.4 CREATE COMPANY

This sequence explains the process of creating a company. Multiple companies can be defined during an installation. Base currency and parallel base currency for the company can also be set during creation.



Figure 2.34 Create Company

1. The “**Create Company**” page is launched. See Figure 2.34.
2. Enter the Company Identity details like the **Company Code**, **Company Name** along with **Parent Company Code** and **Registration Date**.
3. Enter the Corporate Office details like **Address**, **City**, **State**, **Country**, **Zip**, **Fax**, **Telex**, **Mailstop** and **URL**.
4. Enter the company’s currency details also like: **Base Currency**, **Parallel Base Currency**, if any.
5. Click the **Create Company** pushbutton to create the company with **company identity**, **corporate office** and **company currency** details.

## Create Registered Office Details

This sequence details the process of specifying the registered office details for a company that has been created.

Figure 2.35 Create Registered Office Details

1. The “**Create Registered Office Details**” page is launched. See Figure 2.35.
2. The user should select **Company Code** and then enter the **Registered office** details like **Address**, **City**, **State**, **Country**, **Fax**, **Telex**, and **Mailstop** etc.
3. Click the **Create Registered Office Details** pushbutton to save the details.

## 2.4.5 EDIT COMPANY

This sequence explains the process of modifying details of a company that has already been defined. Corporate office and currency details of the company can be modified.

Figure 2.36 Edit Company

1. The “**Edit Company**” page is launched. See Figure 2.36.
2. Select **Company Code**, whose corporate office or currency details are to be modified.
3. Modify the appropriate fields.
4. Click **Edit Company** pushbutton to save modifications made.

## 2.4.6 ASSIGN PERMITTED CURRENCIES

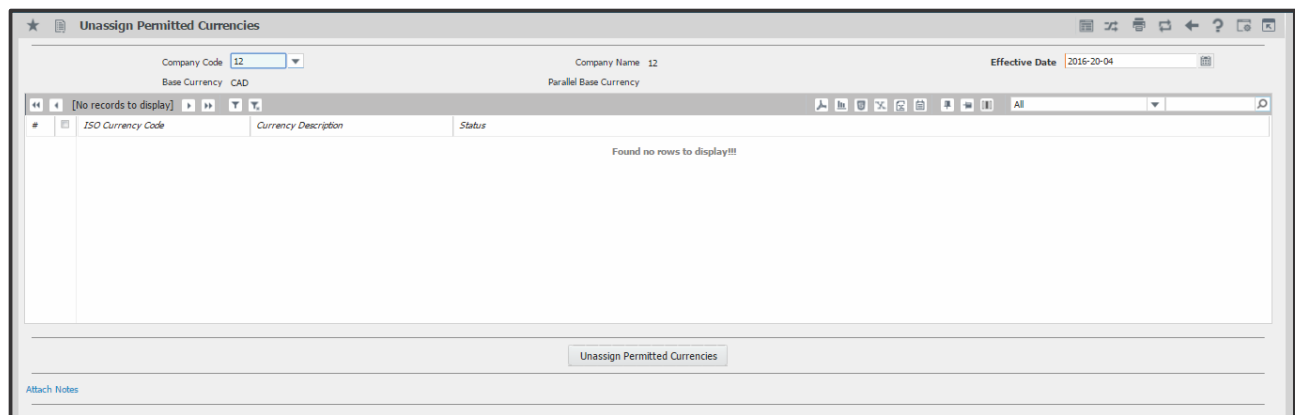
This sequence elaborates the process of assigning currencies to an already defined company, in which the company can transact.

Figure 2.37 Assign Permitted Currencies

1. The “**Assign Permitted Currencies**” page is launched. See Figure 2.37.
2. Select the **Company Code** to which the currencies are to be assigned.
3. Enter the **ISO Currency Code** manually or use Help on Currency to retrieve currency details in the multiline.
4. Click **Assign Permitted Currencies** pushbutton to assign currencies to the company

## 2.4.7 UNASSIGN PERMITTED CURRENCIES

This sequence details the process of unassigning the currency from a company to which it has already been mapped. The company can no more transact in this currency.

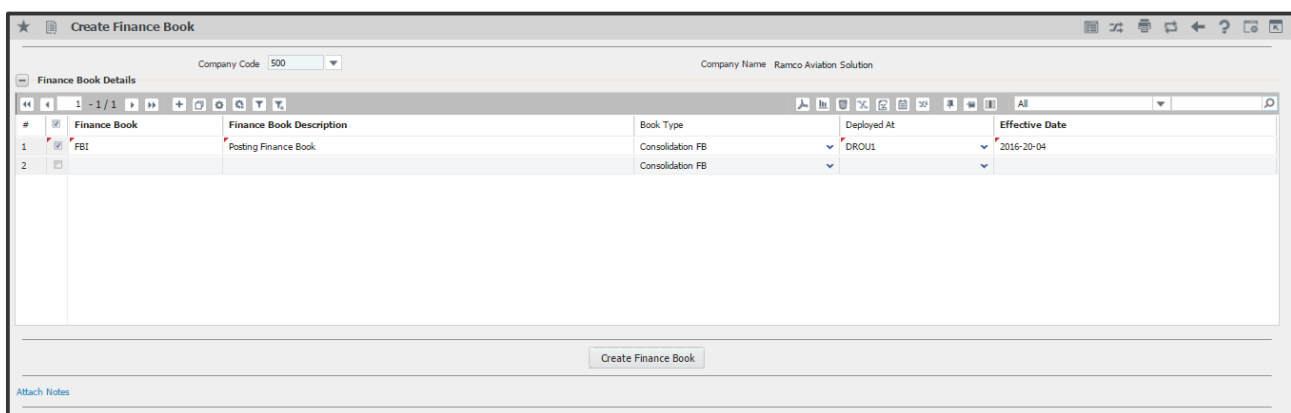


**Figure 2.38 Unassign Permitted Currencies**

1. The “Unassign Permitted Currencies” page is launched. *See Figure 2.38.*
2. Select the **Company Code** from which the currencies are to be unassigned.
3. Click the Help on Currency to retrieve the currency details in the multiline.
4. Select the currencies to be unassigned under **ISO Currency Code**.
5. Click the **Unassign Permitted Currencies** pushbutton to unassign the currencies from the company.

## 2.4.8 CREATE FINANCE BOOK

This sequence describes the process of defining a finance book for a company. A finance book can be termed as an entity that contains financial information. Finance books can be posting FB, main FB or consolidation FB.



**Figure 2.39 Create Finance Book**

1. The “Create Finance Book” page is launched. *See Figure 2.39.*
2. Select the **Company Code** in which Finance Book is to be created.
3. Enter the Finance Book Code, Finance Book Description along with Book Type, Deployed At and Effective Date in the multiline.
4. Click the **Create Finance Book** pushbutton to create the finance book for the company.

## Map Finance Book

This sequence explains the process of mapping a posting finance book to an organization unit. Unmapping finance books from an OU can also be done.

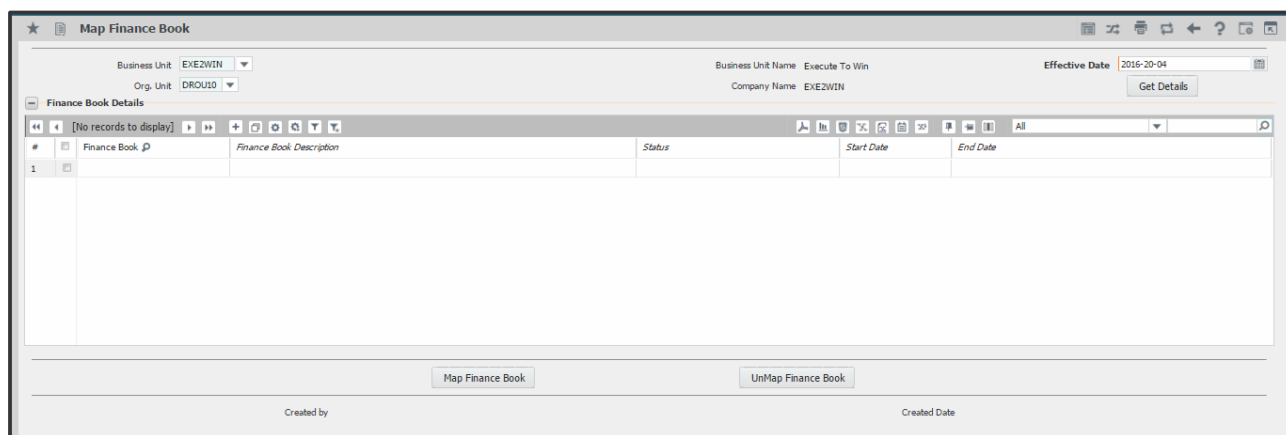


Figure 2.40 Map Finance Book - OU

1. The “**Map Finance Book**” page is launched. *See Figure 2.40.*
2. Select the **Business Unit** and the **Organization Unit** to which the finance book has to be mapped or from which the finance book has to be unmapped.
3. Select the **Finance Book** and the corresponding **Finance Book Description** in the multiline by making use of Help on Finance Book.
4. Click the **Map Finance Book** pushbutton to map the finance book to the organization unit.
5. Click the **UnMap Finance Book** to unmap the finance book from any of the organization unit.

## 2.4.9 ACTIVATE / INACTIVATE FINANCE BOOK

This sequence details the process of activating an Inactive finance book and inactivating an Active finance book.

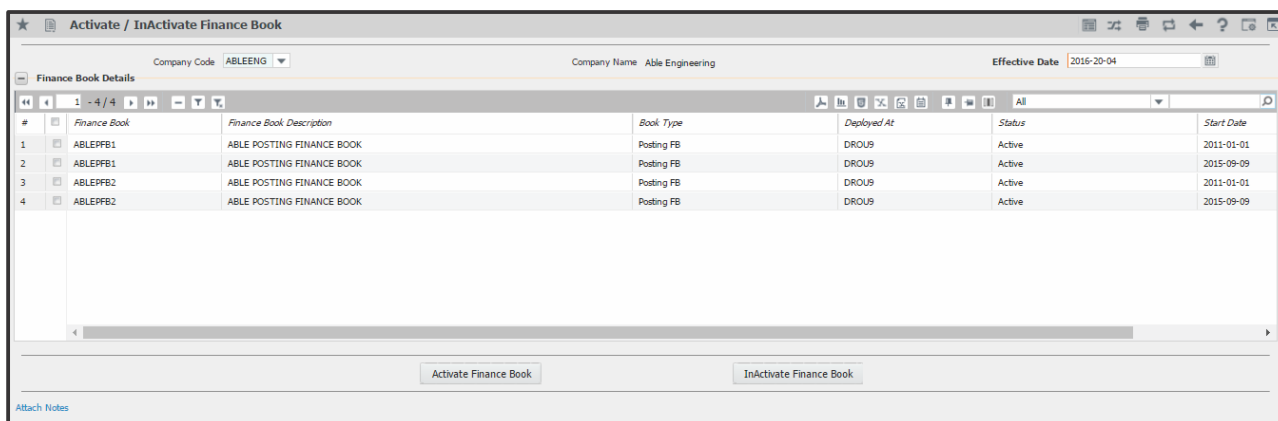


Figure 2.41 Activate / Inactivate Finance Book

1. The “**Activate / Inactivate Finance Book**” page is launched. *See Figure 2.41.*
2. Select the **Company Code** in which the finance book is to be activated / inactivated.
3. Select the **Finance Book** (only posting finance books) in Active status and click the **Inactivate Finance Book** pushbutton to inactivate the finance book.
4. Select the **Finance Book** (only posting finance books) in Inactive status and click the **Activate Finance Book** pushbutton to activate the finance book

## 2.4.10 ACTIVATE / INACTIVATE COMPANY

This sequence explains the process of activating or inactivating a company.

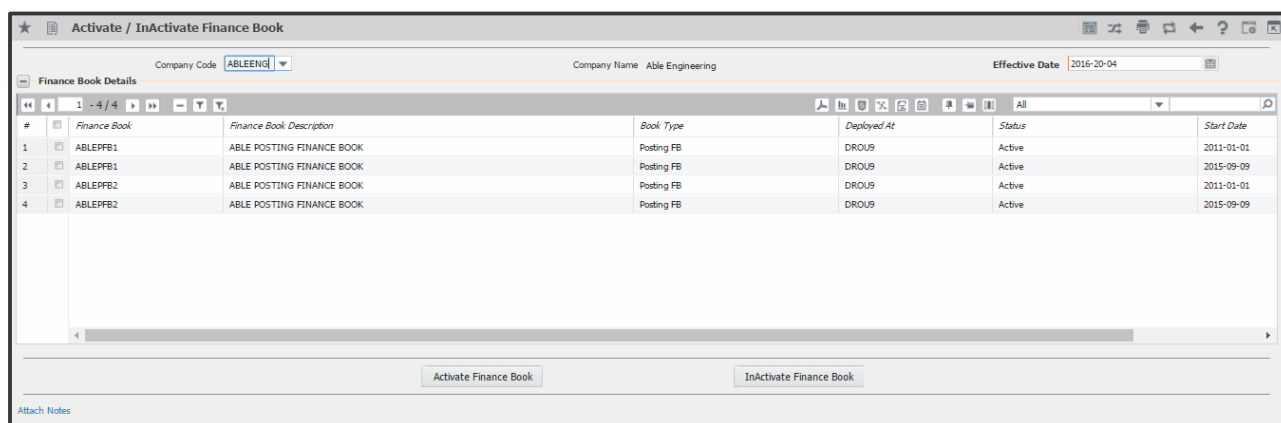


Figure 2.42 Activate / Inactivate Company

1. The “**Activate / Inactivate Company**” page is launched. See Figure 2.42.
2. Select the **Company Code** in the header which is to be activated / inactivated.
3. Click the **Inactivate** Company pushbutton to inactivate the company that is in Active status.
4. Click the **Activate** Company pushbutton to activate the company that is in the Inactive status.

### 2.4.11 CREATE BUSINESS UNIT

This sequence elaborates the process of creating a business unit within a company. A business unit can be considered as a logical division of an organization.

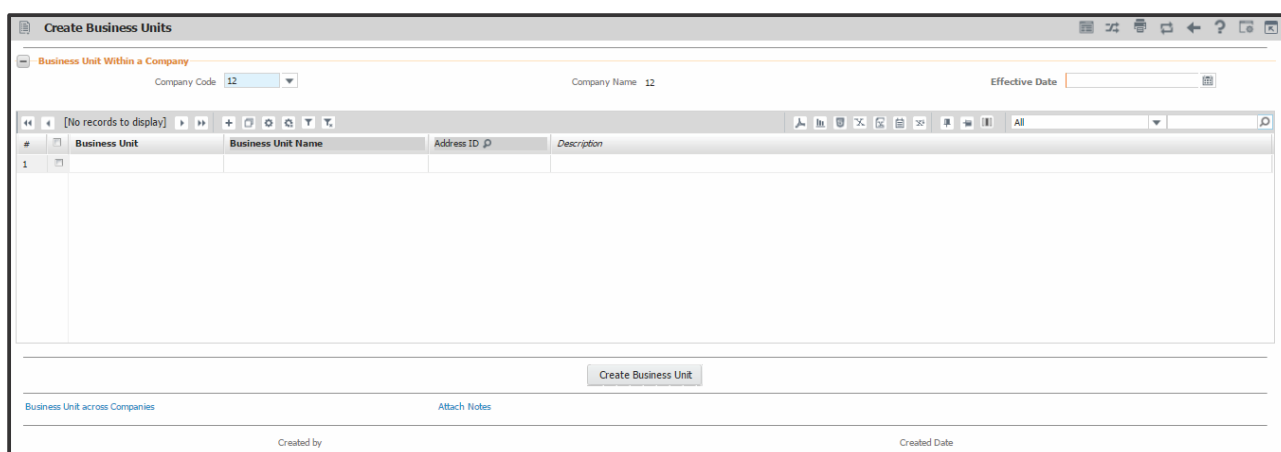


Figure 2.43 Create Business Unit

1. The “**Create Business Unit**” page is launched. See Figure 2.43.
2. Select the **Company Code** for which the business units are created.
3. Enter the Business Unit, Business Unit Name along with the Address Id.
4. Enter the Effective From Date.
5. Click the **Create Business Unit** pushbutton to create the business units for the company

### 2.4.12 CREATE BUSINESS UNIT (SPANNING ACROSS COMPANIES)

This sequence details the process of creating a business unit that spans across companies. This process can be carried only if the installation parameter “BU Cutting Across Company” has been set to “Yes”.

**Figure 2.44 Create Business Units that Spans across Companies**

1. The “**Create Business Units**” page is launched using the link “**Business Unit across Companies**” link. *See Figure 2.44.*
2. Enter the **Business Unit** and press the <Enter> key to retrieve the **Business Unit Name** and **Effective Date**.
3. If a new BU is created that spans across companies, then enter the **Business Unit**, **Business Unit Name** and **Effective Date** and enter the **Address ID**.
4. Select the **Company Codes** that are to be assigned to the business unit in the multiline.
5. Click the **Create Business Unit** pushbutton to create the business unit that spans across companies.

### 2.4.13 ACTIVATE / INACTIVATE BUSINESS UNIT

Business units that have been defined for a company can be activated / inactivated. This sequence explains such processes.

**Figure 2.45 Activate / Inactivate Business Unit**

1. The “**Activate / Inactivate Business Unit**” page is launched. *See Figure 2.45.*
2. Select the **Company Code** in the header and the corresponding **Business Unit**, **Business Unit Name**, **Status**, **Start Date** and **End Date** are retrieved in the multiline.
3. Select the business unit in Active status and click the **Inactivate Business Unit** pushbutton to inactivate the business unit.
4. Select the business unit in Inactive status and click the **Activate Business Unit** pushbutton to activate the business unit.

### 2.4.14 CREATE LOGISTIC ORGANIZATION

This sequence describes the process of defining a logistic organization for a company. An LO is defined as an operational entity which comprises multiple business units.

★ Create Logistic Organization

Logistics Organization:  Logistics Organization Name:

Effective Date:

[No records to display]

#	Business Unit	Business Unit Name	Company Code	Company Name
1				

Create Logistic Organization

Attach Notes

Created by:  Created Date:

Figure 2.46 Create Logistic Organization

1. The “Create Logistic Organization” page is launched. *See Figure 2.46.*
2. Enter the Logistics Organization, Logistics Organization Name and Effective Date.
3. Select the **Business Unit** in the multiline using Help on Business Unit.
4. Click the “Create Logistics Organization” pushbutton to map the business unit to logistics organization.

### 2.4.15 EDIT LOGISTICS ORGANIZATION

This sequence explains the process of modifying the details of a logistic organization that has already been defined.

★ Edit Logistic Organization

Logistics Organization: AIRASIA Logistics Organization Name: AIR ASIA Effective Date: 14-07-2016

1 - 1 / 1

#	Business Unit	Business Unit Name	Company Code	Company Name	Status	Start Date
1	AIRASIA	AIR ASIA	AIRASIA	AIR ASIA	Mapped	01-01-2011
2						

Map Business Unit UnMap Business Unit

Attach Notes

Created by: DMUSER Created Date: 21-10-2015  
Last Modified by: Last Modified Date:

Figure 2.47 Edit Logistic Organization

1. The “Edit Logistics Organization” page is launched. *See Figure 2.47.*
2. Select the **Logistics Organization** in the header and corresponding business unit details are retrieved in the multiline.
3. Enter the **Business Unit** (using Help on Business Unit) and click the **Map Business Unit** pushbutton to map the business unit to the logistic organization.
4. Select a **Business Unit** and click the **UnMap Business Unit** pushbutton to unmap the business unit from the logistic organization

### 2.4.16 MAINTAIN BANK REFERENCE

This sequence details the process of uploading bank reference details from an external source into the application. Also, bank reference details can also be entered manually and saved.

**Maintain Bank Reference**

Bank Information

Upload

#	Bank Reference	Bank Name	Status	Bank Clearing No.	Swift No.	BSR No.	Sort Code	BIC Code
1	1234	ICICI	Inactive	456789				
2	1234	ICICI	Active	456789				
3	234	RTYU	Inactive	F5FF	SDSDCS	fff		
4	234	RTYU	Active	F5FF	SDSDCS	fff		
5	5643	ICICI	Active	12345678				
6	7894	AXIS	Active	123456	ABCD			
7	AXIS111	AXIS	Active	1009873452				
8	AXIS123	AXIS BANK	Active	1000897654				
9	BMO CAD BLOCKED	Bank of Montreal	Inactive	00011259376	BOMFCAM2			
10	BMO CAD BLOCKED	AXIS BANK	Active	00011259376	BOMFCAM2			
11	BMO CAD CHEQUE	Bank of Montreal	Active	8150101251446	BOMFCAM2			
12	BMO CAD EFT	Bank of Montreal	Active	00011259413	BOMFCAM2			
13	BMO CAD GENERAL	Bank of Montreal	Active	00011259368	BOMFCAM2			
14	BMO CAD PAYROLL	Bank of Montreal	Active	00011259448	BOMFCAM2			
15	BMO USD BLOCKED	Bank of Montreal	Active	000114643225	BOMFCAM2			

Save Inactivate

Attach Notes

Figure 2.48 Maintain Bank Reference

1. The “Maintain Bank Reference” page is launched. *See Figure 2.48.*
2. Enter the bank reference details in the multiline: **Bank Reference**, **Bank Name**, **Address**, **City**, **State**, **Country**, **Zip**, **Phone No**, **Fax**, **E-mail**, **Telex**, **Bank Clearing Number**, **Swift Number**, **Bank Type**, **BSR No.**, **Sort Code**, **BIC Code**, **RTGS / IFSC Code**, **Transit Number**, **BSB Number**, **Routing / ABA / Fed Wire**, **Address – 1** and **Effective From Date**.
3. Click **Save** pushbutton to save the bank reference details.
4. Click the **Inactivate** pushbutton to inactivate the bank reference.
5. Click the **Upload** pushbutton to upload the data in a prescribed format (i.e. XML).

### 2.4.17 MAP BFG – ORGANIZATION UNIT

This sequence elaborates the process of mapping business function groups to organization units. This mapping is mandatory for the closure of the finance books that have been mapped to the organization unit.

**Map BFG - Organization Unit**

Business Function Group: **BEFN** Business Function Group Name: **Benefits Function** Effective Date:

Company Code: **12** Company Name: **12**

Status: **Unmapped** Get

Org. Units

[No records to display]

#	Org. Unit ID	Org. Unit Desc	Start Date	End Date	Status
1					

Map UnMap

Attach Notes

Created by Created Date

Figure 2.49 Map BFG – Organization Unit

1. The “Map BFG – Organization Unit” page is launched. *See Figure 2.49.*
2. Select the **Business Function Group** and the **Company Code** in the header.
3. Select the **Status** in the header and click the **Get** pushbutton to retrieve the organization unit details in the multiline.
4. To map a new OU, enter the **Org. Unit** using Help on Organization Unit.
5. Select an OU that has already been mapped and click the **UnMap OU** pushbutton to unmap the OU from the business function group.



6. Select an OU that has already been unmapped and click the **Map OU** pushbutton to map the OU to the business function group.

### 2.4.18 CREATE SEGMENT

This sequence explains the process of defining segments. A segment refers to a logical grouping of posting finance books. Segments can be either business or alternate segments.

**Figure 2.50 Create Segment**

1. The “**Create Segment**” page is launched. See Figure 2.50.
2. Select the **Segment Type** to be Business Segment or Alternate Segment.
3. Enter the Segment and Segment Name and Effective Date.
4. Select the **Company Code** and **Finance Book** in the multiline.

*Note: A finance book mapped to a business segment cannot be mapped to any other business segment. However, a finance book mapped to an alternate segment can be mapped to other segments.*

5. Click the **Create Segment** pushbutton to create the segment.

### 2.4.19 EDIT SEGMENT

This sequence explains the process of modifying a business or an alternate segment that has already been created

**Figure 2.51 Edit Segment**

1. The “**Edit Segment**” page is launched. See Figure 2.51.
2. Modify the segment details: Segment Name, Effective Date, Company Code and Finance Book.
3. Click the **Edit Segment** pushbutton to modify the segment details.
4. Click the **Unmap Finance Book** pushbutton to unmap finance books from a business / alternate segment.

## 2.4.20 MAINTAIN IDENTIFICATION DETAILS

This sequence elaborates the process of assigning an identification code that is used to refer to a company, a product or taxes.

**Figure 2.52 Maintain Identification Details**

1. The “**Maintain Identification Details**” page is launched. See *Figure 2.52*.
2. Select the **Company Code**, **Business Unit** and **Organization Unit** along with the Identifier (if the identifier has already been defined).
3. Click the **Get** pushbutton to retrieve the details.
4. Enter the **Identification No**.
5. Select the identification details from the multiline and click the **Maintain Identification Details** pushbutton to save the Identification details
6. Select the identification details to be deleted and click the **Delete Identification Details** pushbutton to delete the information


## 2.4.21 MAINTAIN IDENTIFICATION REFERENCES FOR ENTITIES

This activity enables you to record / update GST and other related tax registration numbers for companies, customers and suppliers with respect to specific tax regions and business lines.

1. The Maintain Entity Level Identification Ref. page appears. See *Figure 2.53*
2. In the **Identification Details** multiline, use the Identifier drop-down list box to select the identifier for which you want to set the tax identification number.
3. Use the **Identification Ref.** drop-down list box to select the identification reference for the identifier.
4. Use the **Entity Type** drop-down list box to select the type of the entity. The drop-down list box displays Self Company, Supplier and Customer.
5. Use the **Company Code** drop-down list box to select the company code, if the entity type is “Self Company”.
6. Use the **Finance Book** drop-down list box to select the finance box of the company, if the entity type is “Self Company”.
7. Enter the identification number of the trading partner, if the entity type is Customer or Supplier in the **Trading Partner #** field..
8. Use the **Tax Region** drop-down list box to select the tax region for the trading partner / entity.
9. Use the **Address Category** drop-down list box to select the address category under which you wish to record address details.
10. Use the **Addl. Ref.** drop-down list box to select the business line for which you want to define identification

reference number, such as MRO, Airline or Maintenance.

11. Enter the unique **Identification #** for the identification reference.
12. Enter the date on which the Tax Identification # was issued to the entity by the Tax department of the government in the **Registration Date** field
13. Use the **Status** drop-down list box to set the status of the identification record..
14. Use the **Primary** drop-down list box to indicate whether the identification number is primary in case of the entity holding multiple identification numbers.

 *Note: Multiple identification numbers can be defined for an entity, if the entity is involved in multiple lines of business in various states/tax regions.*

15. Click the **Save** pushbutton.

## 2.4.22 MAINTAIN ORGANIZATION PARAMETERS

To manage business transactions between related/group/sister concerns, the relationship between such companies are established in this activity and account postings for the same are controlled/enabled through options defined for specific trading type.

1. The “**Maintain Organization Parameters**” page is launched. *See Figure 2.54.*
2. Select the “Application Relations” tab to define trade relations between transacting and group companies
3. Select the “Set Options” tab to define values for process parameters
4. Click the “Save” pushbutton.

### Establishing relationship between companies

5. Select the “Application Relations” tab. *See Figure 2.*
6. Enter Defn. for – Company, Defn. for – Partner ID, Transacting with – Company, Transacting with – Partner ID and Options

### Setting process parameters for trading option

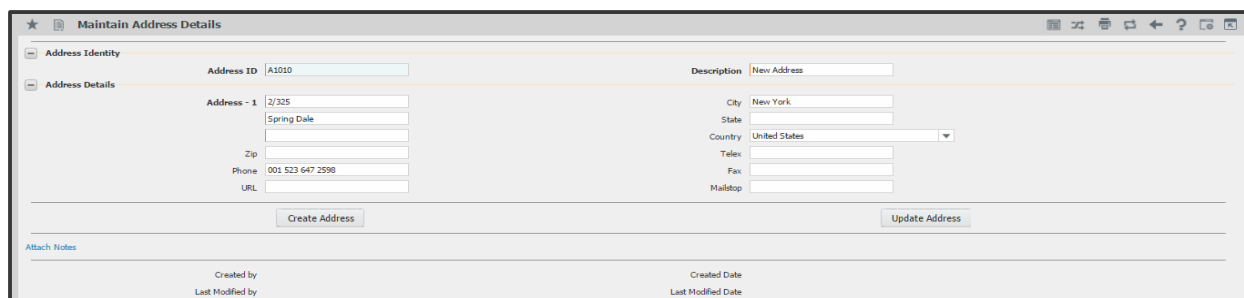
7. Select the “Set Options” tab. *See Figure 2.*
8. In the “Search by” group box, specify following criteria to retrieve process parameters for which you want to set a value.
9. Click the “Search” pushbutton.

### Enter Value for the process parameter.

10. Click the “Save” pushbutton.

## 2.4.23 MAINTAIN ADDRESS DETAILS

This sequence describes the process of maintaining the address details of various locations in which the company’s offices are situated. A unique address reference number is given to the addresses for easy identification.



**Figure 2.55 Maintain Address Details**

1. The “**Maintain Address details**” page is launched. *See Figure 2.55.*
2. Enter the Address ID and Description.
3. Enter the address details like **City, State, Country, Zip, Phone, URL, Telex** and **Mailstop**.
4. Click the **Create Address** pushbutton to create a new address ID and
5. Click the **Update Address** pushbutton to update the existing address details.

## Help on Organization Unit

This sequence describes the process of retrieving organization unit details using the help facility on organization unit.

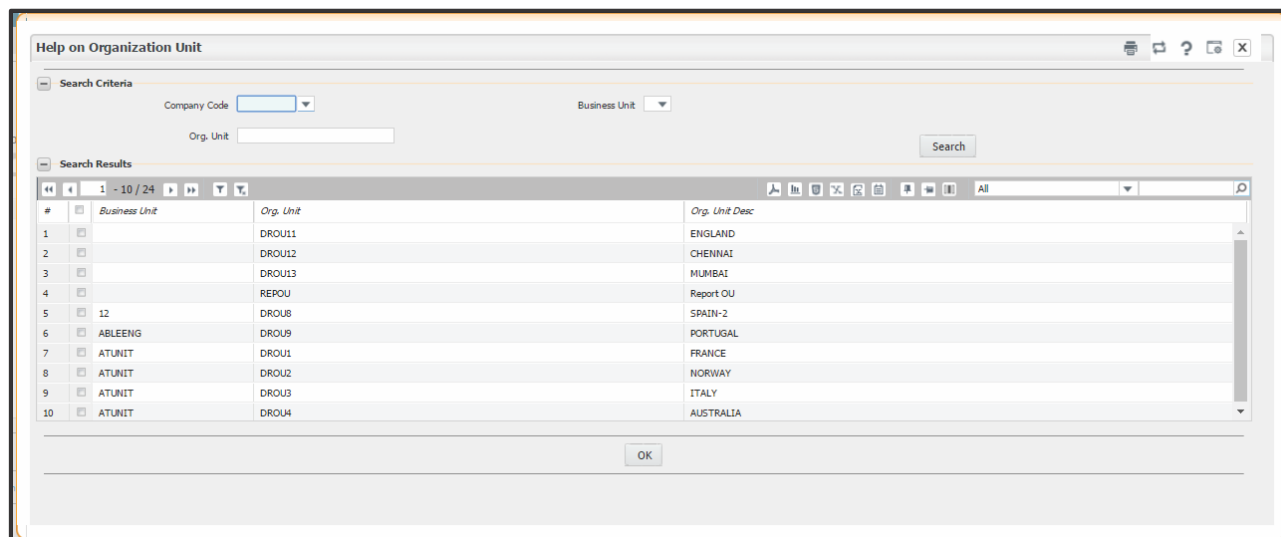


Figure 2.56 Help on Organization Unit

1. The “**Help on Organization Unit**” page is launched. *See Figure 2.56.*
2. Select **Company Code** and **Business Unit** in the header
3. Click the **Search** pushbutton to retrieve OU details in the multiline
4. Select the OU and click the **OK** pushbutton to transfer the details to the main page.

## Help on Address

This sequence elaborates the process of retrieving address details using the help facility on address.

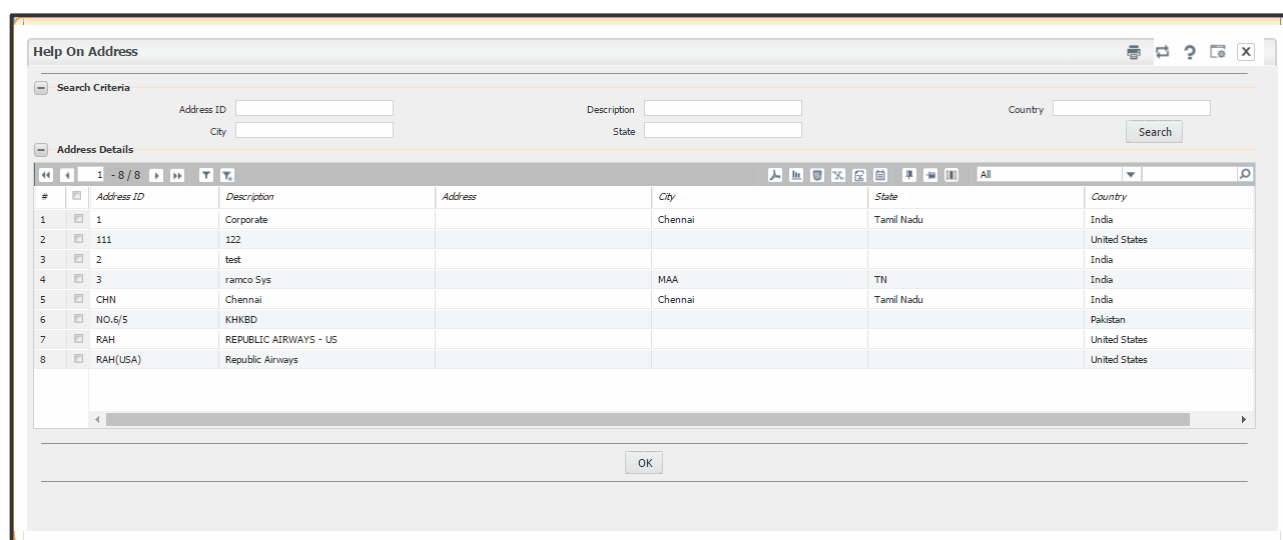
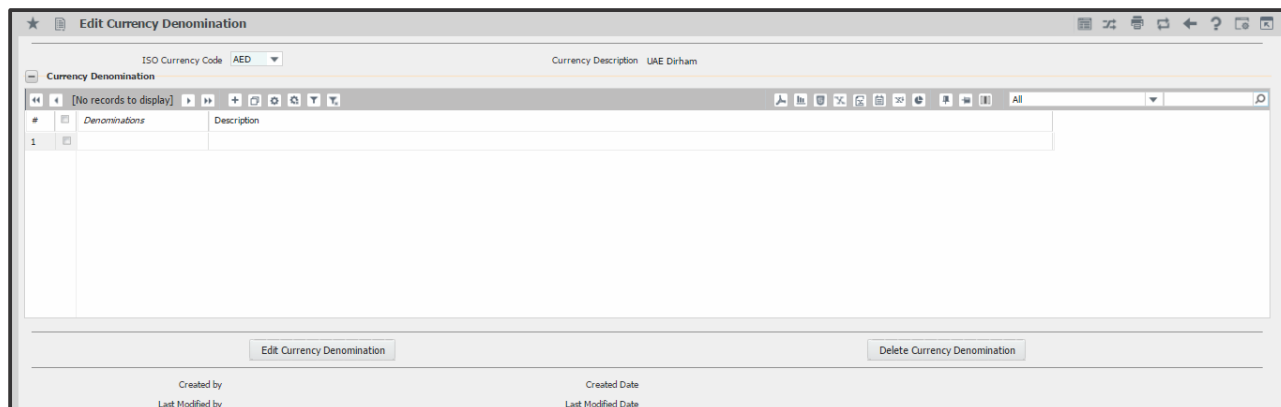


Figure 2.57 Help on Address

1. The “**Help on Address**” page is launched. See Figure 2.57.
2. Enter the **Address ID, Description, Country, City** and **State** in the header based on which address details are retrieved.
3. Click the **Search** pushbutton to search for the address ID.
4. Select the **Address ID** from the multiline and click the **OK** pushbutton to transfer the details to the main page.

## 2.4.24 EDIT CURRENCY

This sequence explains the process of modifying the details of currencies that have been defined and assigned to companies.

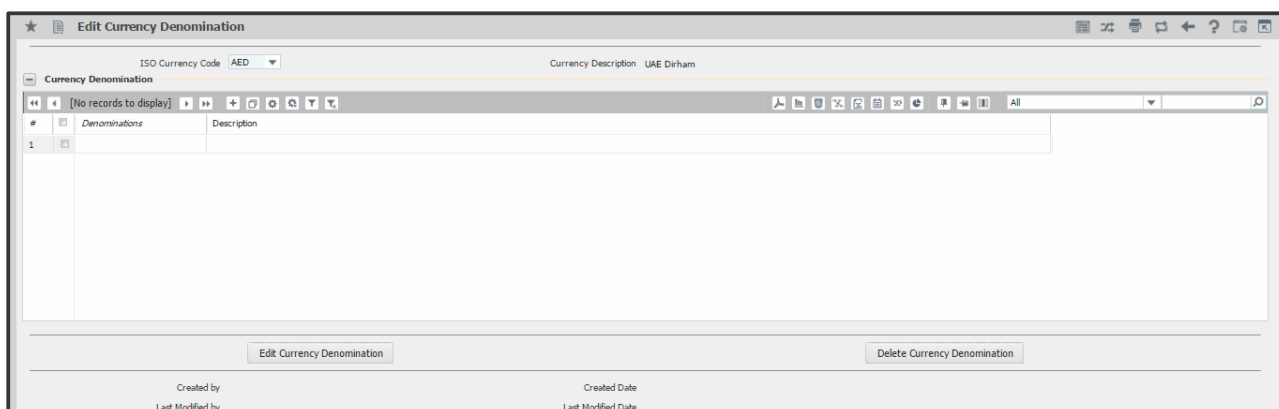


**Figure 2.58 Edit Currency**

1. The “**Edit Currency**” page is launched. See Figure 2.58.
2. Select the **ISO Currency Code** based on which the currency details are retrieved.
3. Modify the Numeric ISO Currency Code, Currency Symbol, Currency Description, Currency Sub-Units, Currency **Sub-unit Description** and **Number of Units**.
4. Click the **Edit Currency** pushbutton to save the modified details.

## Edit Currency Denomination

This sequence details the process of modifying the denomination details that has already been assigned to a currency.



**Figure 2.59 Edit Currency Denomination**

1. The “**Edit Currency Denomination**” page is launched. *See Figure 2.59.*
2. Select the **ISO Currency Code** based on which the currency denomination details are retrieved.
3. Modify the Denomination and Description.
4. Click the **Edit Currency Denomination** pushbutton to save the modified details.
5. Click the **Delete Currency Denomination** pushbutton to delete the currency denomination details.

## Edit Registered Office Details

This sequence elaborates the process of modifying the registered office details that has been entered while creating a company.

**Figure 2.60 Edit Registered Office Details**

1. The “Edit Registered Office Details” page is launched. *See Figure 2.60.*
2. Select the **Company Code** whose registered office details must be modified.
3. Modify the address details.
4. Click the **Edit Registered Office Details** pushbutton to save the modifications made.

### 2.4.25 EDIT FINANCE BOOK

This sequence explains the process of modifying the details of finance books that has been mapped to a company.

#	Finance Book	Finance Book Description	Book Type	Deployed At	Effective from Date
1	ABLEMFB	ABLE MAIN FINANCE BOOK	Main FB	DROU9	2011-01-01
2	ABLEFPB1	ABLE POSTING FINANCE BOOK	Posting FB	DROU9	2015-09-09
3	ABLEFPB2	ABLE POSTING FINANCE BOOK	Posting FB	DROU9	2015-09-09

**Figure 2.61 Edit Finance Book**

1. The “Edit Finance Book” page is launched. *See Figure 2.61.*
2. Select the **Company Code** whose finance book details must be modified.
3. Modify the **Finance Book Description** in the multiline.
4. Click the **Edit Finance Book** pushbutton to save the modifications made to the finance book details.

### 2.4.26 EDIT BUSINESS UNIT

This sequence elaborates the process of modifying a business unit that has been defined for a company.

Figure 2.62 Edit Business Unit

1. The “Edit Business Unit” page is launched. *See Figure 2.62.*
2. Select the **Company Code** whose business unit details must be modified.
3. Modify the **Business Unit Name** and **Address ID** in the multiline.
4. Click the “Edit Business Unit” pushbutton to save the modified details.

### 2.4.27 SET FUNCTION DEFAULTS

This sequence explains the process of setting functional default values for the Exchange Rate business component.

Figure 2.63 Set Function Defaults

1. The “Set Function Default” page is launched. *See Figure 2.63.*
2. Select values for Intermediate Cross Currency, Sequence for Base Currency Exchange Rate Category, Sequence for Cross Currency Exchange Rate Category, Currency Code Loading Option and Default Exchange Rate Type.
3. Click the **Set Function Defaults** pushbutton to set the functional default values.

### 2.4.28 CREATE EXCHANGE RATE TYPE

This sequence describes the process of defining exchange rate types.

Figure 2.64 Create Exchange Rate Types

1. The “Create Exchange Rate Type” page is launched. *See Figure 2.64.*
2. Enter Exchange Rate Type and Exchange Rate Type Description.
3. Click the **Create Exchange Rate Type** pushbutton to save the exchange rate type details.

### 2.4.29 EDIT EXCHANGE RATE TYPE

This sequence explains the process of modifying exchange rate types.

Figure 2.65 Edit Exchange Rate Type

1. The “**Edit Exchange Rate Type**” page is launched. *See Figure 2.65.*
2. Select the **Exchange Rate Type** to be modified.
3. Modify the retrieved Exchange Rate Type Description.
4. Click the **Edit Exchange Rate Type** pushbutton to save the exchange rate type details.

### 2.4.30 ACTIVATE / INACTIVATE EXCHANGE RATE TYPE

This sequence elaborates the process of activating or inactivating exchange rate types. Exchange rate types in Active status can be inactivated and the exchange rates in Inactive status can be activated.

Figure 2.66 Activate / Inactivate Exchange Rate Type

1. The “**Activate / Inactivate Exchange Rate Type**” page is launched. *See Figure 2.66.*
2. Select the **Exchange Rate Type** to be activated / inactivated.
3. Enter the **Effective From Date** and click the **Inactivate** pushbutton to inactivate an exchange rate type in Active status.
4. Enter the **Effective From Date** and click the **Activate** pushbutton to activate an exchange rate type in Inactive status.

### 2.4.31 CREATE EXCHANGE RATES

This sequence details the process of defining exchange rates between two currencies based on the exchange rate types defined.

Figure 2.67 Create Exchange Rates

1. The “**Create Exchange Rate**” page is launched. *See Figure 2.67.*
2. Select the Exchange Rate Type Description and enter the Valid From Date in the header.
3. Click the **Download Rates** pushbutton to retrieve already defined rates.
4. Enter the Exchange Rate along with the From Currency, To Currency and Tolerance % or Tolerance Limit in the multiline.



- Click the **Create Rates** pushbutton to save the exchange rate details

### 2.4.32 VIEW EXCHANGE RATES BY DATE

This sequence elaborates the process of viewing exchange rates based on the date on which they were defined.

Figure 2.68 View Exchange Rates by Date

- The “View Exchange Rates by Date” page is launched. *See Figure 2.68.*
- Select the From Currency, To Currency, From Date, To Date and Exchange Rate Type Description in the header.
- Click the **Get Exchange Rates** pushbutton to retrieve the exchange rate values in the multiline.

### 2.4.33 MAINTAIN OU – COMPANY MAPPING

This sequence elaborates the process of mapping organization units to a company.

Figure 2.69 Maintain OU – Company Mapping

- The “Maintain OU-Company Mapping” page is displayed. *See Figure 2.69.*
- Select the **Company Code** and **Status**.
- Click **Get Details** to retrieve the organization unit details into the multiline.
- From the **Org Unit Details** multiline, select the organization unit that has to be mapped / unmapped from the company.
- Click **Assign** to map the selected organization units.
- Click **Unassign** to unmap the selected organization units.

### 2.4.34 CREATE QUICK CODES

Quick codes are user-defined values, used to categorize different masters or transactions based on certain characteristics. The basic entities are defined in the system. This activity allows you to define the quick code values for the different entities. These values are used in other business components available in the business process chain. For

example, the entities like “Bank Type”, “Status”, “Item Type”, “Policy Type” and “Location Type” are predefined in the system.

1. The **Create Quick Code** page is displayed. See Figure 2.70.
2. Use the Entity drop-down list box to select the entity for which the quick codes must be created.
3. In the **Quick Code Details** multiline, enter Quick Code and Value for the quick code.
4. Use the Default drop-down list box to indicate whether the value must be displayed as the default for the entity in other business components.

### 2.4.35 MANAGE ACCESS RIGHTS FOR FINANCE BOOK

This screen enables the access to transaction and reports based on users to finance book level mapping.

1. Select the Manage Access Rights for Finance Book activity in the Organization Setup business component. The **Manage Access Rights for Finance Book** page is displayed.
2. Specify the **Search Criteria** and click the **Search** pushbutton to retrieve the Access Right details in the multiline.

In the **Access Right Details** multiline,

3. Specify the **company** for which the access rights for finance book is provided to the users.
4. Use the **Finance Book** drop-down list box to specify the level at which the access rights to the user is restricted.
5. Enter the **User Name** and **Role Name** who is mapped to the Finance Book.
6. Use the drop-down list box to specify the **basis** on which the Finance Book access rights to the user is to be enabled. The system lists the following values:
  - ▶ Exclusion – Indicates that the finance book access right is to be excluded for the user.
  - ▶ Inclusion – Indicates that the finance book access right is to be included for the user.
7. Specify the **Status** of the Finance Book access rights mapping with the user which could be “Active” or “Inactive”.
8. Click the **Save** pushbutton to record the access right details for the user.


### 2.4.36 MANAGE ACCESS RIGHTS FOR ACCOUNTS AND FINANCIAL DIMENSIONS


This screen enables the access to transaction and reports based on users mapping to Accounts and financial Dimensions.


1. Select the **Manage Access Rights for Accounts and Financial Dimensions** activity in the **Organization Setup** business component. The **Manage Access Rights for Accounts and Financial Dimensions** page is displayed.
2. Specify the **Mapping Criteria** and click the **Search** pushbutton to retrieve the Mapping details in the multiline.

In the **Mapping Details** multiline

3. Specify the **company Code** for which access rights for Accounts and financial Dimensions is provided to the users.
4. Enter the **account code** for which the access rights to the user is provided.
 

 *Note: This field is visible only if the 'Entity' field is selected as "Account Code".*
5. Enter the **cost center** for which the access rights to the user is provided.
 

 *Note: This field is visible only if the 'Entity' field is selected as "Cost Center".*
6. Enter the **analysis code** for which the access rights to the user is provided.
 

 *Note: This field is visible only if the 'Entity' field is selected as "Analysis Code".*
7. Enter the **User Name** and **Role Name** who is mapped to the Accounts and financial Dimensions.
8. Use the drop-down list box to specify the **basis** on which the access rights for Accounts and financial Dimensions to the user is to be enabled. The system lists the following values:

- ▶ Exclusion – Indicates that the access right for Accounts and financial Dimensions is to be excluded for the user.
  - ▶ Inclusion – Indicates that the access right for Accounts and financial Dimensions is to be included for the user.
9. Specify the **Status** of the Accounts and financial Dimensions mapping with the user which could be “Active” or “Inactive”.
  10. Click the **Save** pushbutton to record the Accounts and financial Dimensions mapping for the user.

**Theme Enterprise Setup: Scenario 5 – Account Rule Definition**

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI name	Functional Steps
1.	Define Single Sale Account Definition		Account Rule Definition	Set Function Default	<a href="#">Set Function Default</a>	1. Set the functional default value to “No” for single account definition
			Account Rule Definition	Create Sale Account Definition	<a href="#">Set Sales Parameter</a>	2. Set all the parameter of sales to “No” for single account definition.
			Account Rule Definition	Create Sale Account Definition	<a href="#">Create Sale Account Definition</a>	3. Enter Sale Account, Sales Return Account and COGS account against Item Account Group or Item Code
2.	Define Multiple Sale Account Definition		Account Rule Definition	Set Function Default	<a href="#">Set Function Default</a>	1. Set the function default value to “Yes” for multiple account definition
			Account Rule Definition	Create Sale Account Definition	<a href="#">Set Sales Parameter</a>	1. Set all the applicable sales parameters to “Yes”. 2. Set the parameters that are not applicable to “No”.
			Account Rule Definition	Create Sale Account Definition	<a href="#">Create Sale Account Definition</a>	1. For each permutation and combination required, map sale account, sales return account and COGS account. 2. Enter effective from date 3. Save the account definition
3.	Define TCD Account (Sale) Definition		Account Rule Definition	Create Sale Account Definition	<a href="#">Set Sales Parameters</a>	1. Set all the applicable sales parameters to “Yes”. 2. Set the parameters that are not applicable to “No”.
			Account Rule Definition	Create Sale Account Definition	<a href="#">Create TCD Account Definition</a>	1. For each permutation and combination required, map TCD account 2. Enter effective from date 3. Save the account definition
4.	Define Single Account for Work Order		Account Rule Definition	Set Function Default	<a href="#">Set Function Default</a>	2. Set the “Consumption accounting based on Parameter” function default to “No”

			Account Rule Definition	Create Consumption Account Definition	<a href="#">Set Consumption Parameters</a>	3. Set all the parameters to “No” for the event work order
			Account Rule Definition	Create Consumption Account Definition	<a href="#">Create Consumption Account Definition</a>	1. Enter account code for Work Order 2. Enter effective from date
5	Define Multiple Accounts for Work Order		Account Rule Definition	Set Function Default	<a href="#">Set Function Default</a>	1. Set the “Consumption accounting based on Parameters”
			Account Rule Definition	Create Consumption Account Definition	<a href="#">Set Consumption Parameters</a>	1. Set the applicable parameters to “Yes” for the event work order
			Account Rule Definition	Create Consumption Account Definition	<a href="#">Create Consumption Account Definition</a>	1. Enter account code and effective from date for each combination of the parameter under “Account definition for
			Account Rule Definition	Create Additional Account Definition	<a href="#">Create Additional Account Definition</a>	1. Select finance book and usage type 2. Enter multiline details such as usage id, currency, Dr/Cr and date. 3. For Intra-company accounts, select destination FB in the same company 4. For Inter-company accounts select
			Account Rule Definition	Create Additional Account Definition	<a href="#">Define Usage</a>	1. Fetch the account description using the search criteria 2. Enter usage ID and short description 3. If account description is to be used as usage description, click “Default Account Description”

			Account Rule Definition	Create Additional Account Definition	<a href="#">Assign Usage to Events</a>	<ol style="list-style-type: none"> <li>1. Fetch usage ID based on the search criteria</li> <li>2. Fetch the events</li> <li>3. Map usages to events</li> </ol>
6.	Create Item Account Definition		Account Rule Definition	Create Item Account Definition	<a href="#">Create Item Account definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for item account group and item</li> <li>2. Enter effective from date</li> </ol>
7.	Create TCD Account definition		Account Rule Definition	Create Item Account definition	<a href="#">Create TCD Account definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for TCD code and variant</li> <li>2. Enter effective from date</li> </ol>
8.	Create Bank / Cash Definition		Account Rule Definition	Create Bank / Cash Definition	<a href="#">Create Bank / Cash Definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for bank / PTT / cash code</li> <li>2. Enter effective from date</li> <li>3. Save the definition</li> </ol>
9.	Create Customer Account Definition		Account Rule Definition	Create Receivable Account Definition	<a href="#">Create Customer Account Definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for receivable account / prepayment account / deposit account to the</li> </ol>
10.	Create Internal Customer Account Definition		Account Rule Definition	Create Receivable Account Definition	<a href="#">Create Internal Customer Account Definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for receivable account / prepayment account / deposit account for internal receivable currency based on the BUs involved</li> <li>2. Enter effective from date</li> </ol>
11.	Create Supplier Account Definition		Account Rule Definition	Create Payable Account Definition	<a href="#">Create Supplier Account Definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for payable account / prepayment account / deposit account to the supplier group</li> </ol>

12.	Create Internal Supplier Account Definition		Account Rule Definition	Create Payable Account Definition	<a href="#">Create Internal Supplier Account Definition</a>	<ol style="list-style-type: none"> <li>1. Map account code for payable account / prepayment account / deposit account for internal payable currency based on the BUs involved</li> <li>2. Enter effective from date</li> <li>3. Save the definition</li> </ol>
13.	Create Asset Account Definition		Account Rule Definition	Create Asset Account Definition	<a href="#">Create Asset Account Definition</a>	<ol style="list-style-type: none"> <li>1. For an asset class, predefined usage and finance book, map account code.</li> <li>2. Enter effective from date</li> <li>3. Save the definition</li> </ol>
14.	Create Consumption Account Definition		Account Rule Definition	Set Consumption Parameters	<a href="#">Set Consumption Parameters</a>	<ol style="list-style-type: none"> <li>2. Set parameters for definition of aircraft and component accounts.</li> </ol>
				Create Consumption Account Definition	<a href="#">Create Consumption Account Definition</a>	<ol style="list-style-type: none"> <li>1. Enter account code</li> <li>2. Enter effective from date</li> <li>3. Save the definition</li> </ol>
15.	Create Service Sale Account Definition		Account Rule Definition	Set Service Sales Parameter	<a href="#">Set Service Sales Parameter</a>	<ol style="list-style-type: none"> <li>1. Set sales parameter</li> </ol>
				Create Service Sale Account Definition	<a href="#">Create Service Sale Account Definition</a>	<ol style="list-style-type: none"> <li>1. Enter account code</li> <li>2. Enter effective from date</li> <li>3. Save the definition</li> </ol>

## 2.5 ACCOUNT RULE DEFINITION

Account Rule Definition is a rule engine that would retrieve account codes during transactions which results in financial postings. The definition of an account rule simplifies the entry of data by retrieving account codes, to facilitate posting of financial entries using appropriate account codes. Account codes retrieval can be done for all transactions except for raising journal vouchers.

### 2.5.1 DEFINE SINGLE SALE ACCOUNT DEFINITION

#### Set Function Defaults

This sequence elaborates the process of setting functional default values for defining account rules of various transactions.

**Figure 2.68 Set Function Defaults**

1. The “Set Function Defaults” page is launched. *See Figure 2.68.*
2. Set the function default “Sales accounting based on Part” to “No” for single account definition.
3. Click the **Set** pushbutton and the function default is saved successfully.

#### Set Sales Parameter

This sequence explains the process of setting all the additional parameters to “No”, in order to create single sale account definitions.

**Figure 2.69 Create Sale Account Definition**

1. The “Set Sale Parameter” page is launched. *See Figure 2.69.*
2. Set all the sales parameters to “No”.
3. Click the **Set** pushbutton to set the sales parameters.

#### Create Sale Account Definition

This sequence specifies the process of defining single sale accounts for specific events without additional parameters.



Figure 2.70 Create Sale Account Definition

1. The “Create Sale Account Definition” page is launched. *See Figure 2.70.*
2. Select the **Finance Book** and the **Part Account Group** from the header.
3. Enter the **Effective From Date** as the period start date.
4. Enter the **Part #** (if definition is for a specific part).
5. Select the applicable events that are required like: **Order Based Invoice**, **Direct Invoice**, **Credit Note** and **COGS Events**.
6. Enter the Sales Account, Sales Return Account and the COGS Account.
7. Click the **Create** pushbutton to create the account details.

## 2.5.2 CREATE MULTIPLE SALE ACCOUNT DEFINITION

### Set Function Defaults

This sequence elaborates the process of setting functional default values for defining account rules of various transactions.

Figure 2.71 Set Function Defaults

1. The “Set Function Defaults” page is launched. *See Figure 2.71.*
2. Set the function default **Sales accounting based on Part** to “Yes” for multiple sale account definition.
3. Click the **Set** pushbutton to set the function defaults.

### Set Sales Parameter

This sequence elaborates the process of setting sales parameters in order to define multiple sale accounts based on parameters.

Figure 2.72 Set Sales Parameters

1. The “Set Sales Parameter” page is launched. *See Figure 2.72.*
2. Set the applicable parameters that affect the account definition to “Yes”. Parameters are: **Sale Order Type**, **Sale Type**, **Sales Channel**, **Delivery Area Code**, **Customer Group Code**, **Sales Purpose**, **Promotion ID**, **Receipt Type**, **Processing Action** and **Reason Code**.
3. Click the **Set** pushbutton to set the sales parameter.

## Create Sale Account Definition

This sequence explains the process of creating multiple sale accounts based on additional parameters for various events.

Figure 2.73 Create Sale Account Definition

1. The “Create Sale Account Definition” page is launched. *See Figure 2.73.*
2. Select the **Finance Book** and the **Part Account Group** from the header.
3. Enter the **Part Code** (if the definition is specific to a part).
4. Select the applicable events that are required like: **Order Based Invoice**, **Direct Invoice**, **Credit Note** and **COGS Events**.
5. Enter the **Sales Account**, **Sales Return Account** and the **COGS Account** for a combination of applicable parameters chosen in the multiline.
6. Click the **Create** pushbutton to save the account definition details.

## 2.5.3 CREATE TCD ACCOUNT DEFINITION

### Set Sales Parameters

This sequence describes the process of setting additional parameters based on which TCD accounts can be defined.

Figure 2.74 Set Sales Parameters

1. The “Set Sales Parameters” page is launched. *See Figure 2.74.*
2. Set the applicable parameters to “Yes”. The parameters available are: TCD Type, Delivery Area Code, Customer Group Code, Sales Channel, Sale Type, Processing Action, Sale Purpose and Promotion ID.
3. Click the **Set** pushbutton to set the TCD parameters.

## Create TCD Account Definition

This sequence elaborates the process of defining TCD accounts based on specific parameters.

Figure 2.75 Create TCD Account Definition

1. The “Create TCD Account Definition” page is launched. *See Figure 2.75.*
2. Select the Finance Book and Tax Accounting in Sales Cycle in the header.
3. Enter **TCD Code** and **TCD Variant** (if required).
4. For each combination of the applicable parameters define an **Account Code** and **Effective From Date**.
5. Click the **Create** pushbutton to define the account definition.

## 2.5.4 CREATE SINGLE ACCOUNT FOR WORK ORDER

### Set Function Defaults

This sequence describes the process of setting parameters for defining single consumption accounts without parameters.

Figure 2.76 Set Function Defaults

1. The “Set Function Defaults” page is launched. *See Figure 2.76.*
2. Set the function default **Consumption Accounting based on Parameters** to “No” for single account definition.
3. Set the function default **Account Material, Resources, and Others separately** to “Yes” to specify whether the expenditure / revenue are to be posted to different account heads.
4. Click the Set pushbutton to set the function defaults.

## Set Consumption Account Parameters

This sequence explains the process of setting all the consumption parameters to “No” for defining single consumption accounts.

Figure 2.77 Set Consumption Parameters

1. The “Set Consumption Parameters” page is launched. *See Figure 2.77.*
2. Set all the applicable parameters to “No” for single account definition.
3. Click the **Set** pushbutton to set the consumption parameters.

## Create Consumption Account Definition

This sequence elaborates the process of defining single work order account.

Figure 2.78 Create Consumption Account Definition

1. The “Create Consumption Account Definition” page is launched. See Figure 2.78.
2. Select the **Finance Book** and enter the **Effective From Date** as a period start date in the header.
3. Select the account head for the financial postings associated with aircraft/Hangar and component/non-component in the **Entities Accounted** field.
 

*Note: To define aircraft, hangar or component account without parameters, the parameter “Consumption Accounting based on Parameters” must be set to “No” in the “Set Function Defaults” activity of this business component.*
4. Enter the **Account Code** for the work order in the header.
 

*Note: The account code must have been mapped to the finance book in the “Accounting Setup” business component. Also, the account code entered here must be a “Non Auto Posting Account” and should belong to the account group “Expense”.*
5. Click the **Create** pushbutton to create the account definition for work order based on aircraft, hangar and component / non-component.

## 2.5.5 CREATE MULTIPLE ACCOUNT FOR WORK ORDER

### Set Function Defaults

This sequence describes the process of setting parameters for defining multiple consumption accounts using parameters.

Figure 2.79 Set Function Defaults

1. The “Set Function Defaults” page is launched. See Figure 2.79.
2. Set the function default **Consumption Accounting based on Parameters** to “Yes” for multiple account definition.
3. Set the function default **Account Material, Resources, and Others separately** to “Yes” to specify whether the

expenditure / revenue are to be posted to different account heads.

- Click the **Set** pushbutton to set the function defaults.

## Set Consumption Parameters

This sequence describes the process of setting work order parameters based on multiple work order accounts can be defined.

The screenshot shows the 'Set Consumption Parameters' window with three sections:

- Consumption Parameters for Aircraft Maintenance:**

#	Event	Document Class	Document Category	Document Type	Task Type	Planning Base
1	A/C Maint. Exe. Ref #	Yes	Yes	No	No	No
2						
- Consumption Parameters for Hangar:**

#	Event	Order Type	Order Category	Planning Base	Maintenance Base	Work Order Type
1	Hangar WO	No	No	No	No	No
2						
- Consumption Parameters for Component / Non-Component:**

#	Event	Order Type	Order Category	Planning Base	Maintenance Base	Work Order Type
1	Repair Order		Yes			
2	Repair Order for Non-components		Yes			
3	Scheduled WO		Yes			
4	Scheduled WO for Noncomponents		Yes			
5	Unscheduled WO		Yes			
6	Unscheduled WO for Noncomponents		Yes			

A 'Set' button is located at the bottom right of the window.

Figure 2.80 Set Consumption Parameters

- The "Set Consumption Parameters" page is launched. *See Figure 2.80.*
- Set the applicable consumption parameters to "Yes". The parameters are: **Work Order Type**, **Work Order Category**, **Maintenance Location** and **Cost Type**.
- Click the **Set** pushbutton to set the consumption parameters.

## Create Consumption Account Definition

This sequence explains the process of defining multiple work order accounts based on specific parameters

The screenshot shows the 'Set Consumption Parameters' window with three sections:

- Consumption Parameters for Aircraft Maintenance:**

#	Event	Document Class	Document Category	Document Type	Task Type	Planning Base
1	A/C Maint. Exe. Ref #	No	Yes	Yes	No	No
2						
- Consumption Parameters for Hangar:**

#	Event	Order Type	Order Category	Planning Base	Maintenance Base	Work Order Type
1	Hangar WO	No	No	No	No	No
2						
- Consumption Parameters for Component / Non-Component:**

#	Event	Order Type	Order Category	Planning Base	Maintenance Base	Work Order Type
1	Repair Order		Yes			
2	Repair Order for Non-components		Yes			
3	Scheduled WO		Yes			
4	Scheduled WO for Noncomponents		Yes			
5	Unscheduled WO		Yes			
6	Unscheduled WO for Noncomponents		Yes			

A 'Set' button is located at the bottom right of the window.

Figure 2.81 Create Consumption Account Definition

1. The “**Create Consumption Account Definition**” page is launched. *See Figure 2.81.*
2. Select the **Finance Book** in the header.
3. For the combinations of the applicable parameters: Work Order Type, Work Order Category, Maintenance Location and Cost Type, define an Account Code.
4. Enter the **Effective From Date** in the multiline.
5. Click the **Create** pushbutton to create the consumption account definitions.

## 2.5.6 CREATE ADDITIONAL ACCOUNT DEFINITION

This sequence explains the process of creating additional accounts along with usages.

**Figure 2.82 Create Additional Account Definition**

1. The “**Create Additional Account Definition**” page is launched. *See Figure 2.82.*
2. Select the **Finance Book** in the header.
3. Select the **Usage Type** as “Predefined” or “User Defined”
4. Enter the **Usage ID**, **Usage Short Description**, **Currency**, **Account #**, **Dr/Cr** and **Effective From Date** in the multiline.
5. For intra-company accounts, select the **Destination Finance Book** of the same company.
6. For inter-company accounts, select the Destination Finance Book, Child Company and the Destination Company.
7. Click the **Create** pushbutton to create the additional account definitions.

## Define Usage

This sequence elaborates the process of defining usages based on which additional accounts can be defined.

**Figure 2.83 Define Usage**

1. The “**Define Usage**” page is launched. *See Figure 2.83.*
2. Execute the search criteria to retrieve account details using **Account Group**, **Account Classification**, **Layout Heading** and **Account Description**.
3. Click the **Get Details** pushbutton to retrieve the account descriptions
4. Enter the Usage ID, Usage Short Description and the Usage Description in the multiline.
5. If the Account Description is to be defaulted as the Usage Description, then click the Default Account Description pushbutton.
6. Click the **Define Usage** pushbutton to save the usage details.

## Assign Usage to Event

This sequence explains the process of assigning usages to specific transactions.

#	Usage ID	Usage Short Description	Usage Description	Account #	Account Description
1	109902	Freight Expenses	Freight Expenses	109902	Freight Expenses
2	110000	Petty Cash	Petty Cash	110000	Petty Cash
3	120400	A/R Accruals CAD	A/R Accruals CAD	120400	A/R Accruals CAD
4	120410	A/R Accruals USD	A/R Accruals USD	120410	A/R Accruals USD
5	120420	A/R Accruals EUR	A/R Accruals EUR	120420	A/R Accruals EUR

#	Transaction Type	Type Description
1	INV_MREQ	Material Request

**Figure 2.84 Assign Usage to Event**

1. The “**Assign Usage to Event**” page is launched. *See Figure 2.84.*
2. Execute the search criteria with Usage ID, Usage Short Description, Usage Description, Usage Type, Currency, **Account Group** and **Account Description** to retrieve usages.
3. Click the **Get** pushbutton to retrieve the usage details.
4. Execute the search criteria with **Function**, **Transaction** and **Transaction Type** to retrieve event details.
5. Click the **Get** pushbutton to retrieve the event details.
6. Select the usages and the applicable events from the respective multiline.
7. Click the **Assign** pushbutton to map the usages to the events.

## 2.5.7 CREATE ITEM ACCOUNT DEFINITION

This sequence describes the process of defining a range of item accounts.



Figure 2.85 Create Item Account Definition

1. The “Create Item Account Definition” page is launched. *See Figure 2.85.*
2. Select the **Part Account Group**.
3. Enter **Part Code** (if definition is specific to an part).
4. Enter the **Effective From Date** in the header.
5. Enter the Stock Account, WIP Account, Sub Contractor WIP Account, Material Lost In Transit Account, Purchase **Price Variance Account** and **Stock Adjustment Account**.
6. Select the account details in the multiline.
7. Click the **Create** pushbutton to save the account definition details.

## Create TCD Account Definition

This sequence explains the process of defining purchase TCD accounts with specific parameters.

Figure 2.86 Create TCD Account Definition

1. The “Create TCD Account Definition” page is launched. *See Figure 2.86.*
2. Select the **Finance Book** in the header.
3. Enter the **TCD Code** and **TCD Variant** in the header.
4. For combinations of parameters, enter an **Account Code** and **Effective From Date**.
5. Click the **Create** pushbutton to create the item account definitions.

## 2.5.8 CREATE BANK CASH ACCOUNT DEFINITION

This sequence elaborates the process of defining bank cash accounts.

#	Bank/Cash/PTT #	Description	Currency	Bank Cash PTT Account #	Bank Charges Account #	Effective From
1	<input type="checkbox"/> 4561	axis bank	CAD			
2	<input type="checkbox"/> BMO CAD PAYROLL	BMO Payroll CAD	CAD			
3	<input type="checkbox"/> HARRIS USD GENERAL	HARRIS General USD	USD			
4	<input type="checkbox"/> HDFC	HDFC	CAD			
5	<input type="checkbox"/> IBQ-FD-QAR	IBQ-FD-QAR	USD			

**Figure 2.87 Create Bank Cash Account Definition**

1. The “Create Bank Cash Account Definition” page is launched. *See Figure 2.87.*
2. Enter the **Bank Cash PTT Account Code** and other details in the multiline.
3. Click the **Create** pushbutton to create the account definitions.

## 2.5.9 CREATE PAYABLES ACCOUNT DEFINITION

This sequence explains the process of defining supplier payables, prepayment and deposit accounts.

#	Currency	Supplier Payables Account #	Supplier Prepayment Account #	Supplier Deposits Account #	Effective From
1	<input type="checkbox"/> CAD	001	001	110000	
2	<input type="checkbox"/> CAD				

**Figure 2.88 Create Payables Account Definition**

1. The “Create Supplier Account Definition” page is launched. *See Figure 2.88.*
2. Select the **Finance Book** and the **Supplier Group** in the header
3. Select the **Currency** in the multiline.
4. Enter Supplier Payables Account Code, Supplier Prepayment Account, Supplier Deposits Account Code and the **Effective From Date**.
5. Click the **Create** pushbutton to save account definition details.

## Create Internal Supplier Account Definition

This sequence elaborates the process of defining internal supplier accounts.

Figure 2.89 Create Internal Supplier Account Definition

1. The “Create Internal Supplier Account Definition” page is launched. *See Figure 2.89.*
2. Select the Currency, Source Business Unit, Destination Company, Destination Business Unit, Supplier Payables Account Code, Supplier Prepayment Account Code, Supplier Deposits Account Code and Effective From Date in the multiline.
3. Click the **Create** pushbutton to save the account definition details.

## 2.5.10 CREATE RECEIVABLES ACCOUNT DEFINITION

This sequence explains the process of defining customer receivable, prepayment and deposit accounts.

Figure 2.90 Create Receivables Account Definition

1. Click the “Create Customer Account Definition” page is launched. *See Figure 2.90.*
2. Select the **Finance Book** and the **Customer Group Code** in the header.
3. Select the Currency, Customer Payables Account Code, Customer Prepayment Account, Customer Deposits **Account Code** and the **Effective From Date** in the multiline.
4. Click the **Create** pushbutton to save the account definition details.

## Create Internal Customer Account Definition

This sequence describes the process of defining internal customer accounts.

Figure 2.91 Create Internal Customer Account Definition

1. The “Create Internal Customer Account Definition” page is launched. *See Figure 2.91.*
2. Select the Currency, Source Business Unit, Destination Company, Destination Business Unit, and other details in the multiline.
3. Click the Create pushbutton to save the account definition details.

### 2.5.11 CREATE ASSET ACCOUNT DEFINITION

This sequence explains the process of defining asset accounts.

**Figure 2.92 Create Asset Account Definition**

1. The “Create Asset Account Definition” page is launched. *See Figure 2.92.*
2. Select the **Asset Class Code** and **Finance Book** in the header.
3. For the **Usage** in the multiline, enter the **Account Code** and **Effective From Date**.
4. Click the **Create** pushbutton to save the account definition details.

### 2.5.12 CREATE CONSUMPTION ACCOUNT DEFINITION

#### Set Consumption Parameters

This sequence explains the process of setting consumption parameters.

**Figure 2.93 Set Consumption Parameters**

1. The “Set Consumption Parameters” page is displayed. *See Figure 2.93.*
2. In the Consumption Parameters for Aircraft Maintenance multiline, specify whether document type, document category, , planning base, maintenance base/reporting station, work station, usage type, visit category, aircraft model, aircraft ownership, job type and WO class must be included while defining an aircraft account.

3. In the **Consumption Parameters for Hangar** multiline, specify the information that has to be included while defining a hangar account.
4. Similarly, in the **Consumption parameters for Component/Non-Component** multiline, specify the information that has to be included while defining a component account.
5. Click **Set** to set the consumption parameter.

## Creating Consumption Account Definition

This sequence explains the process of defining consumption accounts.

**Figure 2.94 Create consumption account definition**

1. Select the “Create Consumption Account Definition” link.
2. The “Create Consumption Account Definition” page appears. *See Figure 2.94.*
3. Select the **Finance book** code.
4. Enter the date from which the consumption account definition is effective.
5. Select the account head for the finance entries associated with the aircraft / hangar / component / non-component in the Entities Accounted.
6. Enter the account definition details for an aircraft in the **Account Definition for Aircraft** Maintenance multiline.
7. Enter the account definition details for a hangar in the **Account Definition for Hangar** multiline.
8. Enter the account definition details for a component in the **Account Definition for Component** / Non-Component multiline.
9. Click **Create** to create the consumption account.

## 2.5.13 CREATE SERVICE SALE ACCOUNT DEFINITION

### Set Service Sales Parameter

This sequence explains the process of setting parameters based on which service sales accounts are to be defined.

**Figure 2.95 Set Service Sales Parameter**

1. The “Set Service Sales Parameter” page appears. *See Figure 2.95.*
2. Specify whether **customer group**, **maintenance base**, **work center order category** and Order Currency must be included while defining a service sales account.
3. Click **Set** to set the service sales parameter.

## Creating Service Sale Account Definition

This sequence explains the process of defining service sale accounts.

**Figure 2.96 Create Service Sale Account Definition**

1. The “Create Service Sale Account Definition” page appears. *See Figure 2.96.*
2. Select the **Finance Book** code.
3. Select the **Entity Accounted** account head.
4. Enter the account details in the **Account Definition details** group box.
5. Click **Create** to create the service sale account.

## Theme Enterprise Setup: Scenario 6 – Initial Balance Entry

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Maintain and Exclude Transaction Type for Tax Book	Finance Manager	Finance Book Processing	Maintain / Exclude Transaction Type	<a href="#">Maintain / Exclude Transaction Type for Tax Book</a>	<ol style="list-style-type: none"> <li>1. Enter the business function group, function and status.</li> <li>2. Enter the effective date from which the details should be included / excluded in tax book.</li> <li>3. Execute “Get Details” task to retrieve the transaction type and description, which should be included/ excluded in tax book.</li> <li>4. Include the transaction.</li> </ol>
2.	Post Transactions to Tax Book	Finance Manager	Finance Book Processing	Post Transactions to Tax Book	<a href="#">Post Transaction to Tax Book</a>	<ol style="list-style-type: none"> <li>1. Enter the finance book, financial year and financial period.</li> <li>2. Post transactions.</li> </ol>
3.	General Ledger Voucher Generation.	Finance Manager	Finance Book Processing		<a href="#">Post Transaction to Tax Book</a>	<ol style="list-style-type: none"> <li>4. Post transactions of each BPC into FS posting table online or through batch processing.</li> </ol>
4	Review Financial Statements	Finance Manager	Finance Book Processing	Review Financial Statements	<a href="#">Review Financial Statements</a>	<ol style="list-style-type: none"> <li>1. Drill-down analysis from financial statements up to the transaction level.</li> <li>2. Trend Analysis through multiple grouping options               <ul style="list-style-type: none"> <li>– Annual, Semi Annual, Quarters, Months</li> </ul> </li> </ol>

## 2.6 MAINTAIN EXCLUDE TRANSACTION TYPE FOR TAX BOOK

This sequence elaborates the process of including or excluding specific transaction entries to be posted to a tax book.

**Maintain Transaction Type for TAX Book**

Business Function Group: Benefits Function | Function: All | Status: Include | Get Details

Effective Date: 14-07-2016

#	Function	Transaction Type	Description	Effective From Date
1	HRMSPYACT	SAL_ACT	Salary Accounting	14-07-2016
2	HRMSPYACT	SAL_ACTREV	salary accounting reversal	14-07-2016

Exclude | Include

Attach Notes

**Figure 2.97 Maintain Exclude Transaction Type for Tax Book**

1. The “**Maintain Exclude Transaction Type For Tax Book**” page is launched. *See Figure 2.97.*
2. Select the Business Function Group, Function and Status in the header.
3. Enter the **Effective Date**.
4. Click the **Get Details** pushbutton to retrieve the transaction details.
5. Select the **Transaction Type** in the multiline.
6. Click the **Include** pushbutton to include the transaction types in the tax book.
7. Click the **Exclude** pushbutton to exclude the transaction types from the tax book.

### 2.6.1 POST TRANSACTIONS TO TAX BOOK

This sequence describes the process of posting transactions to tax book from a finance book, in a specific financial year /period.

**Post Transactions to Tax Book**

Finance Book: AVEO | Financial Year: 01 JAN 2012 - 31 DEC 2012 | Financial Period: | Post

**Figure 2.98 Post Transaction to Finance Book**

1. The “**Post Transactions to Tax Book**” page is launched. *See Figure 2.98.*
2. Select the Finance Book, Financial Year and Financial Period.
3. Click the **Post** pushbutton to post the transactions to FBP.

### 2.6.2 REVIEWING FINANCIAL STATEMENTS

This sequence describes the process of analyzing the financial position of the company by online review of financial statements like Trial balance, Balance Sheet and Income Statements



Account Code	Description	Account Group	Opening Balance		Movement		Closing Balance	
			Debit	Credit	Debit	Credit	Debit	Credit
109902	Freight Expenses	EXPENSES	0.00	0.00	36904.96	6442.76	30462.20	0.00
11000	SALES ACCOUNT	REVENUE	0.00	0.00	4.00	6.25	0.00	2.25
11002	COST OF GOODS SOLD	EXPENSES	0.00	0.00	31087.31	0.00	31087.31	0.00
200202	Depreciation Account	EXPENSES	0.00	0.00	277.77	0.00	277.77	0.00
411100	Material Revenue CAD	REVENUE	0.00	0.00	137101.15	434864.60	0.00	297763.45
411200	Material Revenue USD	REVENUE	0.00	0.00	0.00	234884.50	0.00	234884.50
412100	Labour Revenue CAD	REVENUE	0.00	0.00	0.00	5000.00	0.00	5000.00
412200	Labour Revenue USD	REVENUE	0.00	0.00	0.00	310.00	0.00	310.00
413200	OV Revenue USD	REVENUE	0.00	0.00	233.20	466.40	0.00	233.20

Figure 2.99 Review Financial Statements

1. The “Review Financial Statements” page is launched. *See Figure 2.99.*
2. Select the Finance Book, Financial Year and Financial Period.
3. Click the **Post** pushbutton to post the transactions to FBP.
4. Click **Trial Balance** pushbutton to review Trial Balances.
5. Click the **Balance Sheet** pushbutton to review Balance Sheet.
6. Click the **Income Statement** pushbutton to review Income Statements.
7. Click the **Adhoc** pushbutton to review a particular account code or cost center / combination of both.
8. Click the **Show Details** pushbutton to retrieve search details in the multiline.

### To review Trial Balance

In this section the system displays the trial balances by default on launch of this page. This is based on the default search criteria which can be further changed by the user. *See Figure 2:100.*

1. Provide the **Company, Finance Book, Period Horizon** and **As On** details based on which you wish to retrieve trial balance details in the multiline.
2. In the Additional Display Option group box select the Group By to group the Trial Balance Records as per **Annual, Semil Annual, Quarters** or **Months**.
3. Select the **Net Balance** check box to retrieve net balances for the Trial Balance records

### To review balance sheet

This section enables the review of Balance Sheets.

1. Provide the **Company, Finance Book, Period Horizon, As On , Layout ID** and **Schedules / Groups** based on which you wish to retrieve balance sheet details in the multiline.
2. In the Additional Display Option group box select the Group By to group the Balance Sheet Records as per **Annual, Semi Annual, Quarters** or **Months**.
3. Use the drop-down list box to select the basis on which you wish to compare financial data in the **Comparison** whether **Previous Years** or **Previous Periods**.
4. Select the YTD check box to retrieve net balances for the balances from the beginning of the financial year within which the system date falls.

### To review income statement

This section enables the review of Income Statements.

1. Provide the **Company, Finance Book, Period Horizon, As On , Layout ID** and **Schedules / Groups** based on which you wish to retrieve balance sheet details in the multiline.
2. In the Additional Display Option group box select the Group By to group the Balance Sheet Records as per Annual, **Semi Annual, Quarters** or **Months**.
3. Use the drop-down list box to select the basis on which you wish to compare financial data in the **Comparison** whether **Previous Years** or **Previous Periods**.
4. Select the **YTD** check box to retrieve net balances for the balances from the beginning of the financial year within which the system date falls.

### To review adhoc

This section enables the use of Adhoc Search to retrieve a wide range of information such as Financial Year, Finance book, Analysis Code, Sub Analysis Code, Amount and so on.

1. Provide the **Company, Finance Book, Period Horizon, Account Code Range, and Cost Center Range** based on which you wish to retrieve records in the multiline.

# BUDGETING

Budget is a business forecast or projection based on a number of parameters like past performance, market situation, company's opportunities and so on. An account budget is the budget / limit set for each of the account codes. The "Account Based Budget" business component is an effective budgeting tool, by which expenditures can be controlled and tracked. Similarly, revenues can be also planned and optimized. This facility for planning, budgeting and tracking would help to create a "Revenue and Expenditure" budget for the future based on the current year's actuals.

**Theme Budgeting: Scenario 1 – Account Based Budget Control and Analysis**

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Maintain Account Analysis Budget	Finance Manager	Account Based Budget	Maintain Account Analysis Budget	<a href="#">Maintain Account Analysis Budget</a>	<ol style="list-style-type: none"> <li>1. Enter the finance book, currency, financial year / period, control action,</li> <li>2. Select the account code from/to, description, account group, currency, analysis # from/to.</li> <li>3. Enter the budget amount for the account code - analysis code combination.</li> </ol>

## 3.1 ACCOUNT BASED BUDGET CONTROL AND ANALYSIS

Account budgets can be defined for exercising control and for the purpose of analysis. The control that must be exercised when the budget is exceeded can also be set. Analysis and sub-analysis codes can be defined for analyzing financial figures in another dimension.

### 3.1.1 MAINTAINING ACCOUNT ANALYSIS BUDGET

This sequence explains the process of recording the budget details for an organization unit based on the account code and analysis code. Using this page you can also modify the existing budget details for the organization unit.

1. Select the **Maintain Account Analysis Budget** link under the **Account Based Budget** business component. The **Maintain Account Analysis Budget** page appears. See Figure 3.1.

#	Finance Year / Period	Account Code	Description	Analysis Code	Analysis Code Description	Budget Amount	Account
1	31 DEC 2015 - 31 DEC 2016	109902	Freight Expenses	1100	TCD		EXPENSE
2	31 DEC 2015 - 31 DEC 2016	109902	Freight Expenses	1110	Flight contract		EXPENSE
3	31 DEC 2015 - 31 DEC 2016	109902	Freight Expenses	BCA	BCA		EXPENSE
4	31 DEC 2015 - 31 DEC 2016	109902	Freight Expenses	CTS	General Operations		EXPENSE
5	31 DEC 2015 - 31 DEC 2016	200202	Depreciation Account				EXPENSE

Figure 3.1 Maintaining account analysis budget

2. Select the **Finance Book**, **Financial Year #** and the **Financial Period** for which the account-analysis budget must be recorded.
3. Set the **Control Action** to “Hold” or “Ignore”.
  - Hold – Select this option, if the “**Budget Amount**” entered must not exceed the budget set for the account code- analysis code combination.
  - Ignore - Select this option, if the “**Budget Amount**” entered can exceed the budget set for the account code- analysis code combination.
4. In the Search Criteria group-box, enter the Account Code From, Account Code To, Description, Account Group, **Currency**, **Analysis From** and **Analysis To**.
 

*Note: If the control action is set to “Hold”, then ensure the following:*

  - The “**Budget Amount**” entered or modified is not greater than the budget amount set for account code-analysis code combination.
  - The total budget amount set for the financial period must be less than or equal to the budget amount set for the financial year.
5. Click the **Search** pushbutton to retrieve the account code - analysis code details.
6. In the **Budget Information** multiline, enter the **Budget Amount** for the account code - analysis code.
7. Click the **Maintain Budget** pushbutton to save the budget details.

## Theme Budgeting: Scenario 2 – Maintain Analysis Rule Definition

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Maintain Analysis Rule Definition	Finance Manager	Account Based Budget	Maintain Analysis Rule Definition	<a href="#">Maintain Analysis Rule Definition</a>	<ol style="list-style-type: none"> <li>1. Select the Company Code and the event</li> <li>2. Enter the analysis code, Search by and As on date.</li> <li>3. Enter the Analysis Rule Definitions.</li> </ol>

## 3.2 MAINTAIN ANALYSIS RULE DEFINITION

The analysis Code retrieval is based on the following hierarchy rule:

If for any transactions triggered for the Account Code viz., Revenue or Expense account type and has a mapping to analysis code, then such analysis code shall be picked up which is defined in **Maintain Analysis Rule Definition** page even if for the same transaction Aircraft to Analysis Code mapping is available.

If analysis code is not defined in **Maintain Analysis Rule Definition** page, then application shall pick up analysis code from Aircraft to Analysis Code mapping.

If Aircraft to Analysis Code mapping is not available then application shall retrieve default Analysis code mapped to the account code.

### 3.2.1 MAINTAINING ANALYSIS RULE DEFINITION

This activity retrieves the Analysis Code for M&E transactions based on an Analysis Rule Definition. You can also view the existing analysis rule definition as on date.

1. Select the **Maintain Analysis Rule Definition** activity under the **Account Based Budget** business component. The **Maintain Analysis Rule Definition** page appears. See Figure 3.2.

#	Event	Aircraft Reg. #	Shop Job Type	Execution Category	Work Center #	Asset Location Code	An
1	A/C Maint. Exe. Ref #	N101					CT
2	Asset Depreciation	N101				AMYULBAN3	CT
3	Asset Depreciation	N101				AMYULOPTO	CT
4							

**Figure 3.2 Maintaining analysis rule definition**

2. Select the **Maintain** or **View** radio button in order to maintain or view the analysis rules respectively.
3. Select the **Company Code** and the **Event** for which the analysis rules must be defined or viewed.
4. In the Search Criteria group-box, enter the Analysis Code, Search By and As On Date.
5. Click the **Search** pushbutton to retrieve the Analysis Rule Definition details.

In the Analysis Rule Details multiline, select the Event, Shop Job Type, Execution Category and Work Center #.

6. Enter the Aircraft Reg. #, Asset Location Code, Analysis Code, Effective From Date and Effective To Date for the Analysis Rule.
7. Click the **Save** pushbutton to define, edit and view the active Analysis Rules.
8. Click the **Save** pushbutton to define, edit and view the active Analysis Rules.

# RECONCILIATION OF FINANCIAL TRANSACTIONS

Reconciliation is the process of keeping track and settling discrepancies of the transactions that are posted into multiple finance books.

At any point of time in a business operation, differences are bound to arise between the balances as per the bank statement and the company's books of accounts. These differences arise due to the time lag in processing transactions. The transactions that are available in both the bank statement and the company's books of accounts can be reconciled manually or automatically. The un-reconciled transactions can be viewed as additions or deductions to bank balance.

Apart from bank reconciliation, inter-company and intra-company reconciliation can also be carried out, where in, finance books within companies as well as across companies are reconciled.



**Theme Reconciliation of Financial Transactions: Scenario 1 – Bank Reconciliation**

S No	Flow of Events	Primary Actor	Component Name	Activity Name	UI Name	Functional Steps
1	Automatic reconciliation when bank statement is manually created	Finance Manager	Bank Reconciliation	Create Bank Statement	<a href="#">Create Bank Statement</a>	1. Create a bank statement through manual entry.
				Reconcile Transactions	<a href="#">Reconcile Transactions</a>	1. Reconcile transactions in the bank statement and bank book based on Check No., Prefix, Amount and Bank Code.
				Confirm Reconciliation	<a href="#">Confirm Reconciliation</a>	1. Confirm all transactions that have been reconciled in a bank statement, as on a specific date. 2. Retrieve details for the bank account number as on a specified date. 3. Display transactions without reference numbers that constitute “Addition to Bank Balance” and “Deduction to Bank Balance”.
2	Manual reconciliation without bank charges when the bank statement is created manually	Finance Manager	Bank Reconciliation	Create Bank Statement	<a href="#">Create Bank Statement</a>	1. Create a bank statement through manual entry.

				Reconcile Transactions	<a href="#">Reconcile Transaction</a>	<ol style="list-style-type: none"> <li>1. Reconciliation of entries within the bank statement - reconciliation done between opposite transaction types.</li> <li>2. Reconciliation of entries within the bank book -reconciliation done between opposite transaction types.</li> <li>3. Reconciliation of entries in the bank statement and bank book based on selection and matching transaction types based on specific parameters of both the entities.</li> <li>4. Reconciliation of entries in the bank statement and bank book based on tag group and matching transaction types based on specific parameters of both the entities.</li> </ol>
3	Unreconcile and generate new bank statements for the statements that have been reconciled with defect entries	Finance Manager	Bank Reconciliation	Create Bank Statement	<a href="#">Create Bank Statement</a>	<ol style="list-style-type: none"> <li>1. Create a bank statement through manual entry.</li> </ol>
				Unreconcile Transactions	<a href="#">Unreconcile Transaction</a>	<ol style="list-style-type: none"> <li>1. Unreconcile all transactions for the bank statement.</li> <li>2. Unreconcile all transactions for the bank book.</li> <li>3. Unreconcile the matched transactions in the bank statement and bank book.</li> </ol>

## 4.1 BANK RECONCILIATION

During the course of a business operation, at any given point of time, there could be a difference in the bank account balance and the actual bank balance. The bank account balance is as per the bankbook maintained by the company and the actual bank balance is as per the statement received from the bank. The difference in these balances could be due to time lag that accompanies most bank payments and receipt transactions like charging the “Expenses” account with the collection charges or the “Revenue” account with interest received. It could also be due to the errors of omission / commission or compensatory errors.

### 4.1.1 AUTOMATIC RECONCILIATION WHEN BANK STATEMENT IS MANUALLY CREATED

#### 4.1.2 CREATE BANK STATEMENT

This sequence explains the process of creating a bank statement manually for automatic reconciliation.

**Figure 4.1 Create Bank Statement**

1. The “Create Bank Statement” page is launched. *See Figure 4.1.*
2. Select the Bank Account No and enter the **Statement Start Date**, **Opening Balance**, **Statement End Date** and **Closing Balance**.
3. Select the transactions and click the **Create Bank Statement** pushbutton to create bank statement.

### Reconcile Transactions

This sequence describes the process of automatically reconciling a bank statement that has been created manually.

Figure 4.2 Reconcile Transactions

1. The “Reconcile Transactions” page is launched. *See Figure 4.2.*
2. Select the Bank Account No. and enter the Statement No, Start Date and End Date.
3. Click the **Get Details** pushbutton to retrieve the bank statement and bankbook details in the multiline.
4. Click the **Auto Reconcile** pushbutton to reconcile the bank statement and bank book details automatically.
5. Select the bankbook and bank statement details in the multiline and click the **Reconcile Transactions** pushbutton to reconcile the transactions manually.

### 4.1.3 MANUAL RECONCILIATION WITHOUT BANK CHARGES WHEN THE BANK STATEMENT IS CREATED MANUALLY

#### 4.1.4 CREATE BANK STATEMENT

This sequence details the process of creating a bank statement manually for manual reconciliation without bank charges.

1. The “Create Bank Statement” page is launched. *See Figure 4.1.*
2. Select the **Bank Account No** and enter the **Statement Start Date**, **Opening Balance**, **Statement End Date** and **Closing Balance**.
3. Select the transactions and click the **Create Bank Statement** pushbutton to create bank statement.

### Reconcile Transactions

This sequence elaborates the process of manually reconciling a bank statement without taking bank charges into account.

1. The “Reconcile Transactions” page is launched. *See Figure 4.2.*
2. Select the Bank Account No. and enter the Statement No, Start Date and End Date.
3. Click the **Get Details** pushbutton to retrieve the bank statement and bank book details in the multiline.
4. For reconciliation within the bank statement, select the opposite transaction types within the bank statement and click the **Reconcile Transactions** pushbutton to reconcile the transactions.
5. For reconciliation within the bank book, select the opposite transaction types within the bank book and click the **Reconcile Transactions** pushbutton to reconcile the transactions.

- For reconciliation between bank statement and bank book, select similar transaction types in the bank statement and bank book and click the **Reconcile Transactions** pushbutton to reconcile the transactions.
- For reconciliation between bank statement and bank book based on tag group, enter the same tag group for the similar transaction types in the bank statement and bank book, and click the **Reconcile Transactions** pushbutton to reconcile the transactions.

### 4.1.5 UNRECONCILE AND GENERATE NEW BANK STATEMENTS

Statements that have been reconciled with defective entries or omissions can be reverted.

#### Create Bank Statement

This sequence describes the process of creating a bank statement manually for reversing reconciliation.

- The “**Create Bank Statement**” page is launched. *See Figure 4.1.*
- Select the Bank Account No and enter the Statement **Start Date**, **Opening Balance**, **Statement End Date** and **Closing Balance**.
- Select the transactions and click the **Create Bank Statement** pushbutton to create bank statement.

#### Unreconcile Transactions

This sequence details the process of reversing reconciliation.

**Figure 4.3 Unreconcile Transactions**

- The “**Select Transactions**” page is launched. *See Figure 4.3.*
- Select the **Bank Account No.**
- Enter the **Statement No**, **Start Date**, **End Date**, **Reference No From** and **To** to search for the transaction types.
- Select the **Display** as either “Bank Book” or “Bank Statement” from the header.
- Select the transactions and click the **Unreconcile Transactions** pushbutton to unreconcile the transactions.
- Select the “**Transaction Details**” link to view the details of the transactions have been unreconciled.

### 4.1.6 MAINTAIN/PROCESS BANK STATEMENTS

This screen enables the user to generate transactions in bank book and also reconcile the transactions between the bank statement and bank book automatically. This screen generates the customer receipts, Sundry payment/Receipt vouchers automatically and auto reconcile transactions.

**Maintain/Process Bank Statement**

RAMCO OU-Ramco Role

☒ Maintain ☐ Process

**Statement Information**

Bank Account # 1006904507 Statement # Opening Balance Dr Closing Balance Cr Status Account Type

Statement Start Date Statement End Date

**Statement Details**

Found no rows to display!!!

#	Transaction Type	Transaction Date	Remarks	Prefix	Check No.	Amount	Running Balance	Depositing Point	Pay-in-Slip No.
1	Payment								

Compute Running Total Save Confirm Delete

**Record Statistics**

Created by Last Modified by Created Date Last Modified Date

**Figure 4.4 Maintain Process Bank Statements**

1. Select the **Maintain/Process Bank Statement** activity under the **Bank Reconciliation** business component. The **Maintain/Process Bank Statement** page appears. See Figure 4.4.
2. Select the **Maintain** radio button to create a new bank statement against a bank account, edit/modify an existing bank statement, confirm a bank statement for processing, delete a bank statement or view an already created bank statement.
3. Select the **Process** radio button to process the bank statement and reconcile the bank statement.

In the **Statement Information** group box,

4. Select the **Bank Account #** to select the code identifying the bank account.
5. Enter the **Statement #**, **Status** and **Statement Start Date**.

In the **Statement Details** multiline,

6. Enter the **Bank Statement #**, generated by the system at the time of creating the bank statement.
7. Select the **Bank Account #** to select the code identifying the bank account.
8. Enter the **Transaction Type** and **Transaction Date**.
9. Enter the **Check No.** and **Amount** of the transaction.
10. Enter the **Running Balance** calculated by the system. The running balance in the first row is the sum of derived opening balance and the derived amount in the first row. The running balance in the other rows is the aggregate of the running balance in the preceding row and the derived amount in that row.
11. Enter the **Depositing Point** as the login organization unit of the transaction.
12. Enter the **Account Code** against which the postings should be done in case of sundry payment voucher/sundry receipt generated for transactions generated automatically during processing.
13. Enter the **Trading Partner type** against whom the transaction is done which could be 'Supplier' or 'Customer' and the **Trading Partner #**.
14. Enter the **Ref. Doc. Type** specifying the transaction generated in the system already against the Bank Statement entry. This will be used to reconcile the bank statement entry with the transaction in the system. This could be 'Payment Voucher', 'Prepayment Voucher', 'Sundry Payment Voucher', 'Sundry Receipt', 'Customer Receipt' or 'Customer Invoice'.
15. Enter the **Cost Center**, **Analysis Code** and **Sub Analysis Code**.

16. Enter the **Document Status, Document Type** and **Document #**.
17. Select the **Auto-reconcile** checkbox to auto-reconcile the bank statement with transactions available in the system. The system also considers the documents which are newly generated during processing.
18. Click the **Compute Running Total** pushbutton to calculate the running number.
19. Click the **Save** pushbutton to record the entered details.
20. Click the **Confirm** pushbutton to confirm the Bank Statement.

 *Note: Modifications of statement details or Deletion of bank statement is not allowed after 'Confirmation' of Bank Statement.*

21. Click the **Process** pushbutton to process the bank statement.

### Action Links

This section comprises of the next possible action links for a given document.

- Create Customer Receipt
- Edit Customer Receipt
- Record Instrument Information
- Create Adjustment
- Edit Adjustment

# REVALUATION

In addition to the base currency companies also transact in foreign currencies. These transactions also make financial postings in the books of accounts to update the account balances in the account currency, base currency and the parallel base currency (if applicable) of the company. Accounting principles demand that foreign currency balances be reinstated at the end of each financial year using exchange rates prevalent at that time. Exchange rate fluctuations that happen during the course of the operations must also be reflected in the financial statement of the company. Revaluation is the process that facilitates the reinstatement of foreign currency balances to represent the true financial picture of the company, as on the reporting date.



**Theme Revaluation: Scenario 1 – Revaluation of Customer / Supplier / Account Balances**

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Revalue Customer Account Balances	Finance Manager	Currency Revaluation	Run Customer Balance Revaluation	<a href="#">Run Customer Balance Revaluation</a>	<ol style="list-style-type: none"> <li>1. Select the numbering type for the revaluation voucher &amp; reversal voucher</li> <li>2. Select the finance book for which revaluation has to be run</li> <li>3. Select the revaluation period and the control account type as “Customer Control Account”, “Customer Prepayment Account” or “Customer Deposit Account”.</li> <li>4. Select a foreign account currency to be revalued</li> <li>5. Retrieve the account codes in the multiline</li> <li>6. Modify the defaulted exchange rates, if required.</li> <li>7. Compute balances.</li> <li>8. Enter cost center, analysis and sub analysis codes, if required.</li> <li>9. Run revaluation</li> <li>10. View accounting information</li> <li>11. Attach notes to the revaluation entry, if required.</li> </ol>

2.	Revalue Supplier Account Balances	Finance Manager	Currency Revaluation	Run Supplier Balance Revaluation	<a href="#">Run Supplier Balance Revaluation</a>	<ol style="list-style-type: none"> <li>1. Select the numbering type for the revaluation voucher &amp; reversal voucher</li> <li>2. Select the finance book for which revaluation has to be run</li> <li>3. Select the revaluation period and the control account type as "Supplier Control Account", "Supplier Prepayment Account" or "Supplier Deposit Account".</li> <li>4. Select a foreign account currency to be revalued</li> <li>5. Retrieve the account codes in the multiline</li> <li>6. Modify the defaulted exchange rates, if required.</li> <li>7. Compute balances.</li> <li>8. Enter cost center, analysis and sub analysis codes, if required.</li> <li>9. Run revaluation</li> <li>10. View accounting information</li> <li>11. Attach notes to the revaluation entry, if required.</li> </ol>
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3.	Revalue Asset and Liability Account Balances	Finance Manager	Currency Revaluation	Run Account Balance Revaluation	<a href="#">Run Account Balance Revaluation</a>	<ol style="list-style-type: none"> <li>1. Select the numbering type for the revaluation voucher &amp; reversal voucher</li> <li>2. Select the finance book for which revaluation has to be run</li> <li>3. Select the revaluation period and the account group as "Asset Account" or "Liability Account".</li> <li>4. Select a foreign account currency to be revalued</li> <li>5. Retrieve the account codes in the multiline</li> <li>6. Modify the defaulted exchange rates, if required.</li> <li>7. Compute balances.</li> <li>8. Enter cost center, analysis and sub analysis codes, if required.</li> <li>9. Run revaluation</li> <li>10. View accounting information</li> <li>11. Attach notes to the revaluation entry, if required.</li> </ol>
4.	Account Balance Revaluation based on Simulation Run No.	Finance Manager	Currency Revaluation	Run Account Balance Revaluation	<a href="#">Run Account Balance Revaluation</a>	<ol style="list-style-type: none"> <li>1. Select the numbering type for the revaluation voucher &amp; reversal voucher</li> <li>2. Select finance book for which revaluation has to be run</li> <li>3. Enter valid simulation run no.</li> <li>4. Retrieve the simulation details in the multiline.</li> <li>5. Run revaluation for the simulation.</li> <li>6. View accounting information</li> <li>7. Attach notes to the revaluation entry, if required.</li> </ol>

5.	Simulate Revaluation of Asset Account Balances	Finance Manager	Currency Revaluation	Simulate Account Balance Revaluation	<a href="#">Simulate Account Balance Revaluation</a>	<ol style="list-style-type: none"> <li>1. Select the numbering type for the simulation run.</li> <li>2. Select finance book for which revaluation has to be run</li> <li>3. Select the revaluation period and the account group as "Asset Account" or "Liability Account".</li> <li>4. Select a foreign account currency to be revalued.</li> <li>5. Retrieve the account details in the multiline</li> <li>6. Modify exchange rates within tolerance limits, if required.</li> <li>7. Compute balances</li> <li>8. Enter cost center, analysis and sub analysis codes, if required.</li> <li>9. Simulate revaluation for asset or liability account</li> <li>10. Attach notes to the simulation run number.</li> </ol>
6.	Maintain Reason Information	Finance Manager	Reason Code Definition	Maintain Reason Information	<a href="#">Maintain Reason Information</a>	<ol style="list-style-type: none"> <li>1. Select the business component, transaction type and the event for maintaining the reason information.</li> </ol>
7.	Reverse Customer Balance Revaluation	Finance Manager	Currency Revaluation	Reverse Customer Balance Revaluation	<a href="#">Reverse Customer Revaluation</a>	<ol style="list-style-type: none"> <li>1. Search for the voucher to be reversed or enter the voucher number directly</li> <li>2. Set the numbering type for the reversal voucher.</li> <li>3. Reverse revaluation</li> <li>4. View account information.</li> <li>5. Attach notes to the reversal voucher, if required.</li> </ol>
8.	Reverse Supplier Balance Revaluation	Finance Manager	Currency Revaluation	Reverse Supplier Balance Revaluation	<a href="#">Reverse Supplier Balance Revaluation</a>	<ol style="list-style-type: none"> <li>1. Search for the voucher to be reversed or enter the voucher number directly</li> <li>2. Set the numbering type for the reversal voucher.</li> <li>3. Reverse revaluation</li> <li>4. View account information.</li> <li>5. Attach notes to the reversal voucher, if required.</li> </ol>

9.	Reverse Asset Account Balance Revaluation	Finance Manager	Currency Revaluation	Reverse Account Balance Revaluation	<a href="#">Reverse Account Balance Revaluation</a>	<ol style="list-style-type: none"><li>1. Search for the voucher to be reversed or enter the voucher number directly</li><li>2. Set the numbering type for the reversal voucher.</li><li>3. Reverse revaluation</li><li>4. View account information.</li><li>5. Attach notes to the reversal voucher, if required.</li></ol>
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## 5.1 REVALUATION OF CUSTOMER / SUPPLIER / ACCOUNT BALANCES

Foreign currency balance revaluation is done for the posting FBs in a revaluation period, and is handled under three categories: supplier balances, customer balances and account balances.

### 5.1.1 REVALUE CUSTOMER ACCOUNT BALANCES

This sequence elaborates the process of revaluing the balances of the customer control account, customer prepayment account and customer deposits account.

**Figure 5.1 Run Customer Balance Revaluation**

1. The “Run Customer Balance Revaluation” page is launched. *See Figure 5.1.*
2. Select the **Numbering Type** for the revaluation voucher and reversal voucher.
3. Select **Finance Book** and **Revaluation Period** for which revaluation has to be done.
4. Select the **Control Account Type** as “All”, “Customer Deposit A/C”, “Customer Prepayment A/C” and “Customer Receivable A/C”.
5. Click the **Get** pushbutton to retrieve the revaluation details in the multiline.
6. Select a foreign account currency to be revalued.
7. Modify the **Exchange Rate** value in the multiline, if required.
8. Click the **Compute Balances** pushbutton to compute the balances in base and parallel base currency.
9. Click the **Run Revaluation** pushbutton for revaluation of customer control, prepayment and deposit accounts.

### 5.1.2 REVALUE SUPPLIER ACCOUNT BALANCES

This sequence explains the process of revaluing the balances of the supplier control account, supplier prepayment account and supplier deposits account.

**Figure 5.2 Run Supplier Balance Revaluation**

1. The “Run Supplier Balance Revaluation” page is launched. *See Figure 5.2.*
2. Select the **Numbering Type** for the revaluation voucher and reversal voucher.
3. Select **Finance Book** and **Revaluation Period** for which revaluation has to be done.
4. Select the **Control Account Type** as “All”, “Supplier Deposit A/C”, “Supplier Prepayment A/C” and “Supplier Payable A/C”. If “All” is selected, the system retrieves and displays all the Account Codes of “Supplier Deposit A/C”, “Supplier Prepayment A/C” and “Supplier Payable A/C”.
5. Click the **Get** pushbutton to retrieve the revaluation details in the multiline.
6. Select a foreign account currency to be revalued.
7. Modify the **Exchange Rate** value in the multiline, if required.
8. Click the **Compute Balances** pushbutton to compute the balances in base and parallel base currency.
9. Click the **Run Revaluation** pushbutton for revaluation of customer control, prepayment and deposit accounts.

### 5.1.3 REVALUATION ACCOUNT BALANCES

This sequence details the process of revaluing the balances of asset and liability accounts

Figure 5.3 Run Account Balance Revaluation

1. The “Run Account Balance Revaluation” page is launched. *See Figure 5.3.*
2. Select the **Numbering Type** for the revaluation voucher and reversal voucher.
3. Select **Finance Book** and **Revaluation Period** for which revaluation has to be done.
4. Select the **Account Group** as “All”, “Asset Account” or “Liability Account”.
5. Enter the **Simulation Run No**, if applicable.
6. Click the **Get** pushbutton to retrieve the revaluation details in the multiline.
7. Select a foreign account currency to be revalued.
8. Modify the **Exchange Rate** value in the multiline, if required.
9. Click the **Compute Balances** pushbutton to compute the balances in base and parallel base currency.
10. Click the **Run Revaluation** pushbutton for revaluation of customer control, prepayment and deposit accounts.

### 5.1.4 SIMULATE ASSET ACCOUNT BALANCE REVALUATION

This sequence describes the process of simulating revaluation of asset accounts.

Figure 5.4 Simulate Account Balance Revaluation



1. The “**Simulate Account Balances**” page is launched. *See Figure 5.4.*
2. Select the **Numbering Type** for the simulation.
3. Select **Finance Book** and **Revaluation Period** for which revaluation has to be run.
4. Select the **Account Group** as: “Asset Account” or “Liability Account”.
5. Select a foreign account currency to be revalued.
6. Click the **Get** pushbutton to retrieve the account details.
7. Modify the **Exchange Rate**, if required within the tolerance limits.
8. Click the **Compute Balances** pushbutton to compute balances.
9. Click the **Simulate Revaluation** pushbutton to simulate the account balance revaluation.

### 5.1.5 MAINTAIN REASON INFORMATION

This sequence explains the process of maintaining various reasons for reversing the revaluation.

1. Select the **Maintain Reason Information** under **Reason Code** definition business component. The **Maintain Reason Information** page appears. *See Figure 5.5.*

#	Reason #	Reason Description	Status	Default
1			ACTIVE	NO

Figure 5.5 Maintain Reason Information

2. Select the **Component** for which you want to define a reason for an event.
3. Select the **Transaction Type** such as “Account Based Debit Note”, “Account Based Credit Note”, “Reverse Account Based Debit Note” or “Reverse Account Based Credit Note” for which you want to define a reason.
4. Select the **Event** as “Hold / Release” or “Reverse”.
5. In the multiline, enter the **Reason Code** and the **Reason Description**.
6. Set the **Status** as “Active”, to activate the reason code for future transactions. Select “Inactive”, for inactivating the reason code.
7. Set the **Default** drop-down list box as “Yes”, to indicate that the reason is to be displayed by default in the respective business component. Select “No” otherwise.
8. Click the **Save Reasons** pushbutton to save the reasons defined.

### 5.1.6 REVERSE CUSTOMER BALANCE REVALUATION

This sequence explains the process of reversing the revaluation of customer account balances.

1. Search and retrieve the voucher to be reversed from the “**Select Voucher**” page.
2. The “Reverse Customer Balance Revaluation” page is launched.
3. Enter the **Voucher No** or select **Numbering Type**.
4. Enter Reversal Voucher No or select Reversal Numbering Type.
5. Click the **Reverse Revaluation** pushbutton to reverse the revaluation.

### 5.1.7 REVERSE SUPPLIER BALANCE REVALUATION

This sequence elaborates the process of reversing the revaluation of supplier account balances.

1. Search and retrieve the voucher to be reversed from the “**Select Voucher**” page.
2. The “Reverse Supplier Balance Revaluation” page is launched.
3. Enter the **Voucher No** or select **Numbering Type**.
4. Enter Reversal Voucher No or select Reversal Numbering Type.
5. Click the **Reverse Revaluation** pushbutton to reverse the revaluation.

### 5.1.8 REVERSE ACCOUNT BALANCE REVALUATION

This sequence details the process of reversing the revaluation of asset and liability account balances.

1. Search and retrieve the voucher to be reversed from the “**Select Voucher**” page.
2. The “Reverse Account Balance Revaluation” page is launched.
3. Enter the **Voucher No** or select **Numbering Type**.
4. Enter Reversal Voucher No or select Reversal Numbering Type.
5. Click the **Reverse Revaluation** pushbutton to reverse the revaluation.

# STATUTORY AND OPERATIONAL MIS

Every organization would need to analyze the expenses and revenue, which directly affects the profitability of the company. An analysis could be made on the nature of Income, Expenditure, Income or Expenditure etc. The analysis and sub-analysis codes provide another dimension for analysis without proliferating account codes. To help this analysis, the analysis and sub-analysis codes are provided along with the account code while recording any transaction.

Financial accounting and accounting for tax purpose may differ. Hence, a tax book allows posting tax related transactions, for example, treatment of depreciation on fixed assets. Every FB will have its respective “Tax Book”, based on parameters defined regarding the applicability of the tax book. This tax related information can be also be used to extract reports like trial balance, balance sheet and so on. It could also be used for further analysis.

A financial statement layout represents the format in which the financial statements are published for a company. A financial statement is used by a varied target audience, which could range from shareholders, investors, financial institutions or credit rating agencies. This varied target audience requires a flexible reporting structure. The company formats of the financial statements are provided as per the generally accepted accounting practices or it could be created based on the business requirements of the company.

**Theme Statutory and Operational MIS: Scenario 1 – Two-dimension Expense Analysis using Analysis and Sub Analysis Code**

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Create Analysis Code	Finance Manager	Account Based Budget	Create Analysis Code	<a href="#">Create Analysis Code</a>	1. Enter description and effective date for the analysis code. 2. Create analysis code.
2	Edit Analysis Code	Finance Manager	Account Based Budget	Edit Analysis Code	<a href="#">Edit Analysis code</a>	1. Retrieve the details using analysis code, description and effective dates. 2. Modify and save the analysis code details.
3	Inactivate Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	<a href="#">Activate/ Inactivate Analysis Code</a>	1. Retrieve the details using analysis code, description and effective dates. 2. Inactivate the analysis code.
4	Activate Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	<a href="#">Activate/ Inactivate Analysis Code</a>	1. Retrieve the details using analysis code, description and effective dates. 2. Activate the analysis code.
5	Create Sub Analysis Code	Finance Manager	Account Based Budget	Create Analysis Code	<a href="#">Create Sub Analysis Code</a>	1. Enter the sub analysis code and description. 2. Create the sub analysis
6	Edit Sub Analysis Code	Finance Manager	Account Based Budget	Edit Analysis Code	<a href="#">Edit Analysis Code</a>	1. Retrieve the details using analysis code, description and effective dates. 2. Modify and save the analysis code details.
7	Inactivate Sub Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	<a href="#">Activate/ Inactivate Sub Analysis Code</a>	1. Retrieve the details using sub analysis code, description and status. 2. Inactivate the sub analysis code.

8	Activate Sub Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	<a href="#">Activate Sub Analysis Code</a>	1. Retrieve the details using sub analysis code, description and status.
9	Map Sub Analysis Code to Analysis Code and default the Sub Analysis Code	Finance Manager	Account Based Budget	Manage Sub Analysis Code Mapping	<a href="#">Manage Sub Analysis Code Mapping</a>	<ol style="list-style-type: none"> <li>1. Map sub analysis code to the analysis code</li> <li>2. Default the Sub Analysis Code</li> </ol>
10	Assign Analysis code	Finance Manager	Account Based Budget	Assign Analysis code	<a href="#">Assign Analysis code</a>	1. Map analysis code to account code
11	Un Assign Analysis code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis code	<a href="#">Un Assign Analysis code</a>	1. Unmap analysis code from the account code
12	View Account Balance	Finance Manager	Finance Book Processing	View Account Balance	<a href="#">View Account Balance</a>	1. Retrieve account balances based on the filter criteria like Book Type, Finance Book, Currency, Account Code From, Account Code To and Layout Heading.

## 6.1 TWO-DIMENSION EXPENSE ANALYSIS USING ANALYSIS AND SUB ANALYSIS CODE

Two-dimension expense analysis using analysis and sub analysis code enables viewing the expenses and revenue in terms of analysis and sub analysis codes.

### 6.1.1 CREATE ANALYSIS CODE

This sequence elaborates the process of creating analysis codes.

#	Finance Year / Period	Budget Amount	Analysis Code	Description	Sub Analysis Code	Description
1	31 DEC 2015 - 31 DEC 2016		1100	TCD	A100	Flight
2	31 DEC 2015 - 31 DEC 2016		1110	Flight contract	100A	100A
3	31 DEC 2015 - 31 DEC 2016		1110	Flight contract	A100	Flight
4	31 DEC 2015 - 31 DEC 2016		BCA	BCA	100A	100A
5	31 DEC 2015 - 31 DEC 2016		BCA	BCA	A100	Flight

Figure 6.1 Create Analysis Code

1. The “Create Analysis Code” page is launched. *See Figure 6.1.*
2. Enter the **Analysis Code**, **Description**, Reporting Cost Center?, **Effective Date From** and **Effective Date To** in the multiline.
3. Click the **Create Analysis Code** pushbutton to create the analysis code.
4. Select the “Assign Analysis Code” link to assign analysis code to the account code.
5. Select the “Create SubAnalysis Code” link to create the sub analysis details.

### 6.1.2 EDIT ANALYSIS CODE

This sequence explains the process of modifying analysis codes.

#	Analysis Code	Description	Reporting Cost Center?	Effective Date From	Effective Date To
1	1100	TCD		2016-01-01	
2	1110	Flight contract		2014-01-01	
3	BCA	BCA		2011-01-01	
4	CTS	General Operations	Yes	2012-01-01	2020-31-12
5					

Figure 6.2 Edit Analysis Code

1. The **Edit Analysis Code** page is launched. *See Figure 6.2.*
2. Retrieve the analysis code details using the search criteria: Analysis Code, Description, Reporting Cost Center, Effective Date From and Effective Date To.
3. Modify the Description, Effective Date From and Effective Date To
4. Click the **Edit Analysis Code** pushbutton to save the modifications made.
5. Select the “Edit SubAnalysis Code” link to modify the subanalysis details.

### 6.1.3 ACTIVATE / INACTIVATE ANALYSIS CODE

This sequence details the process of activating “Inactive” analysis codes and inactivating “Active” analysis codes.

#	Analysis Code	Description	Effective Date From	Effective Date To	Status
1	1100	TCD	2016-01-01		Active
2	1110	Flight contract	2014-01-01		Active
3	BCA	BCA	2011-01-01		Active
4	CTS	General Operations	2012-01-01	2020-31-12	Active

Figure 6.3 Activate / Inactivate Analysis Code

1. The “**Activate / Inactivate Analysis Code**” page is launched. *See Figure 6.3.*
2. Retrieve the analysis codes using the search criteria: Analysis Code From, Analysis Code To, Description, Effective Date From, Effective Date To and Status.
3. Select the analysis code in the multiline and click the **Activate Analysis Code** pushbutton to activate the Inactive analysis code.
4. Select the Active analysis code in the multiline and click the **Inactivate Analysis Code** to inactivate the analysis code.

### 6.1.4 CREATE SUB ANALYSIS CODE

#	Sub Analysis Code	Description	Status
1	100A	100A	Active
2	A100	Flight	Active

Figure 6.4 Create Sub Analysis Code

5. The “**Create Sub Analysis Code**” page is launched. *See Figure 6.4.*
6. Enter the **Sub Analysis Code** and **Description** in the multiline.
7. Click the **Create Sub Analysis Code** pushbutton to save the sub analysis codes details.

### 6.1.5 EDIT SUB ANALYSIS CODE

This sequence describes the process of modifying sub analysis codes.

#	Sub Analysis Code	Description
1	100A	100A
2	A100	Flight
3		

Figure 6.5 Edit Sub Analysis Code

1. The “**Edit Sub Analysis Code**” page is launched. *See Figure 6.5.*
2. Retrieve the sub analysis codes using the search criteria: **Sub Analysis Code From, To, Description** and **Description**.
3. Modify the description in the multiline and click the **Edit Sub Analysis Code** pushbutton to save the modifications.

### 6.1.6 ACTIVATE / INACTIVATE ANALYSIS AND SUB ANALYSIS CODE

This sequence explains the process of activating or inactivating sub analysis codes.

**Figure 6.6 Activate / Inactivate Sub Analysis Code**

1. The “**Activate / Inactivate Sub Analysis Code**” page is launched. *See Figure 6.6.*
2. Retrieve the analysis codes using the search criteria: **Sub Analysis Code From, To, Description** and **Status**.
3. Select the sub analysis code in the multiline and click the **Activate SubAnalysis Code** pushbutton to activate the Inactive sub analysis code.
4. Select the Active sub analysis code in the multiline and click the **Inactivate SubAnalysis Code** to inactivate the sub analysis code.

### 6.1.7 MANAGE SUB ANALYSIS CODE MAPPING

This sequence explains the process of assigning sub analysis codes to an analysis code and to default the sub Analysis Code.

**Figure 6.7 Manage Sub Analysis Code Mapping**

1. The “**Manage Sub Analysis Code Mapping**” page is launched. *See Figure 6.7.*
2. Enter the **Analysis Code** manually or using the help facility.
3. Retrieve the **Sub Analysis Code** in the multiline using the help facility.
4. Use the **Default Sub Analysis Code** drop down list box and select **Yes** for defaulting the sub-analysis code to the Analysis code.
5. Click the **Save** pushbutton to assign the sub analysis code to the analysis code and default the Sub Analysis Code.

*Note: Ensure that at least one of the Sub Analysis codes should be set as default for the Analysis Code.*



## 6.1.8 ASSIGN ANALYSIS CODE

This sequence details the process of assigning analysis codes to an account code.

**Figure 6.8 Assign Analysis Code**

1. The “Assign Analysis Code” page is launched. *See Figure 6.8.*
2. Enter the **Account Code** manually or using the help facility.
3. Retrieve the Analysis Code and Sub Analysis Code using the search criteria: **Analysis Code From, To, Sub Analysis Code From and To.**
4. Click the **Search** button to retrieve the details in the multiline.
5. The system displays Account Code, Description, Analysis Code, Description, Sub Analysis Code, Description,
6. Use the **Default Analysis Code** drop down list box and select **Yes** for defaulting the analysis code to the account code.
7. Click the **Assign** pushbutton to assign the analysis and sub analysis codes to the account code.

## 6.1.9 UNASSIGN ANALYSIS CODE

This sequence describes the process of removing analysis codes that has been assigned to an account code.

**Figure 6.9 Unassign Analysis Code**

1. The “Unassign Analysis Code” page is launched. *See Figure 6.9.*
2. Enter the **Account Code** manually or using help facility.
3. Retrieve the Analysis Code and Sub Analysis Code using the search criteria: **Analysis Code From, To, Sub Analysis Code From and To.**
4. Select the analysis code and click the **Unassign Analysis Code** pushbutton to unassign the analysis and sub analysis codes from the account code.

### 6.1.10 VIEW ACCOUNT BALANCE

This sequence explains the process of viewing account balances.

**View Account Balance**

**View Option**

Book Type: Posting FB, Finance Book: AVEOS, Currency: Base, Date: 2016-21-04

**Transit Account Information**

Transit Account: NO, Transit Account Type:

**Search Criteria**

Account Code From: , To: , Layout Heading: All, Account Classification: All, Account Group: ALL, Automatic Posting Account Type: All, Control Account Type: All

**Search Results**

#	Account Code	Description	Opening balance	Period Dr Amount	Period Cr Amount	Running Balance	Currency
1	001	Charge Suspense		4316.45	10314.03	5997.58	CAD
2	1001001	CHARGE SUSPENSE-edit	2027.82			2027.82	CAD
3	109902	Freight Expenses		16041.85	2619.94	13421.91	CAD
4	110000	Petty Cash	-12684.31			-12684.31	CAD
5	111000	BMO General CAD	-64790.37			-64790.37	CAD
6	111100	BMO BLOCKED CAD	-36122080.40			-36122080.40	CAD
7	111200	BMO EFT Payments CAD	-87633.18			-87633.18	CAD
8	111300	BMO CHQ Payments CAD	-153522.85			-153522.85	CAD
9	111500	BMS General CAD	4000.02			4000.02	CAD
10	112000	BMO General USD	853105.48			853105.48	CAD

**Report Option**

Report Option: , Export to XL - Stock Balance Details, Export to XL - Transaction wise Balance

**Figure 6.10 View Account Balance**

1. The “**View Account Balance**” page is launched. See *Figure 6.10*.
2. Enter the Book Type, Finance Book, Currency and Date in the View Option group box.
3. Enter the Transit Account and Transit Account Type in the Transit Account Information group box.
4. Retrieve the account details based on the search criteria: **Account Code From, To, Layout Heading, Account Classification, Account Group, Automatic Account Posting Type, and Control Account Type**
5. Click the **Search** pushbutton to retrieve the details in the multiline.
6. Select the **Report Option** in the **Report Option** group box and click the **Save as Text – Stock Balance Details** pushbutton to view and save the report details for the selected finance book. Also, select the **Export to XL – Transaction wise Balance** pushbutton to generate the report details for the selected finance book in Excel format.

**Theme Statutory and Operational MIS: Scenario 2 – Account Based MIS Reports Definition**

S No	Flow of Events	Priority Actor	Component Name	Activity name	UI name	Functional Steps
1.	Create Schedule using Account Code and Account Group	Finance Manager	Financial Statement Layout	Create Schedule	<a href="#">Create Schedule</a>	<ol style="list-style-type: none"> <li>1. Retrieve account codes based on a specific criteria.</li> <li>2. Select account codes and create an account group</li> <li>3. Retrieve schedules using search criteria.</li> <li>4. Create schedule by mapping account codes and schedules.</li> </ol>
	Delete schedule	Finance Manager	Financial Statement Layout	Edit Schedule	<a href="#">Select Schedule</a>	<ol style="list-style-type: none"> <li>1. Retrieve schedule details using search criteria.</li> <li>2. Modify the schedule details.</li> </ol>
						<ol style="list-style-type: none"> <li>1. Retrieve schedule details using search criteria.</li> <li>2. Delete the schedule details.</li> </ol>

## 6.2 ACCOUNT BASED MIS REPORTS DEFINITION

A schedule is an important part of a layout. In other words, a layout is a group of schedules. A schedule could comprise of account codes, groups or sub-schedules. Groups consist of logical groups of account codes. An account code could be a part of multiple independent schedules. However, it must be considered only once in a schedule.

### 6.2.1 CREATE SCHEDULE USING ACCOUNT CODE AND GROUP

This sequence details the process of creating schedules using account codes and account groups.

Figure 6.11 Create Schedule

1. The “Create Schedule” page is launched. *See Figure 6.11.*
2. Enter the Schedule No and Schedule Description.
3. Select the Schedule Classification, Book Type, Finance Book and Chart of Accounts.
4. Retrieve the account details using **Option, Account Classification, Account Group, Account Code From, To, Account Description, Schedule No From** and **To**.
5. Enter the Line No From, To, Group Heading and Total Description in the Group Account / Schedule group box.
6. Click the **Assign Group** pushbutton to create a group, in the schedule.
7. Click the **Create Schedule** pushbutton to create the schedule.

### 6.2.2 DELETE SCHEDULE

This sequence explains the process of selecting and deleting a single or multiple schedules.

Figure 6.11 Delete Schedule

1. Select the schedule to be deleted from the “**Select Schedule**” page.
2. The “**Edit Schedule**” page is launched. *See Figure 6.12.*

The screenshot shows the 'Select Schedule' window. At the top, there are search criteria: Schedule Classification (Balance Sheet), Book Type (Posting FB), Schedule No. From (empty), Schedule Description (empty), Finance Book (AVEOS), To (empty), Chart of Accounts ID (AVEOS), and Schedule Type (User Defined). A 'Search' button is on the right. Below the search criteria is a 'Search Results' section with a table of 10 schedules. The table has columns: #, Schedule No., Schedule Description, Book Type, Finance Book ID, and Effective Date. The first row is selected. Below the table is a 'Delete Schedule' button and an 'Edit Schedule' link.

#	Schedule No.	Schedule Description	Book Type	Finance Book ID	Effective Date
1	BS001	Cash and Cash Equivalents	Posting FB	AVEOS	2016-21-04
2	BS002	Accounts Receivables	Posting FB	AVEOS	2016-21-04
3	BS003	Inventories	Posting FB	AVEOS	2016-21-04
4	BS004	Other Assets	Posting FB	AVEOS	2016-21-04
5	BS005	Other Current Assets	Posting FB	AVEOS	2016-21-04
6	BS007	Accounts Payable	Posting FB	AVEOS	2016-21-04
7	BS008	Property, Plant and Equipment	Posting FB	AVEOS	2016-21-04
8	BS009	Other Liabilities	Posting FB	AVEOS	2016-21-04
9	BS010	Other Current Liabilities	Posting FB	AVEOS	2016-21-04
10	BS011	Short-term borrowings	Posting FB	AVEOS	2016-21-04

**Figure 6.12 Select Schedule**

3. Click the **Delete Schedule** pushbutton to delete the schedule. Alternatively,
4. The “**Select Schedule**” page is launched. *See Figure 6.13.*
5. Search for the schedule using: Schedule Classification, Schedule Description, Chart of Accounts ID, Book Type, **Finance Book**, **Schedule No From** and **To**.
6. Select the schedule available in the multiline and click the **Delete Schedule** pushbutton to delete the selected schedule.

**Theme Statutory and Operational MIS: Scenario 3 – Financial Statement Layout Definition**

S No	Flow of Events	Primary Actor	Component Name	Activity Name	UI Name	Functional Steps
1	Create financial statement layout	Finance Manager	Financial Statement Layout	Create Financial Statement Layout	<a href="#">Create Financial Statement Layout</a>	<ol style="list-style-type: none"> <li>1. Enter Layout number and description.</li> <li>2. Select other details like layout classification, book type, FB and COA Id.</li> <li>3. Retrieve and add schedule details.</li> <li>4. Create layout.</li> </ol>
2	Create financial statement layout with assigning group heading and section heading	Finance Manager	Financial Statement Layout	Create Financial Statement Layout	<a href="#">Create Financial Statement Layout</a>	<ol style="list-style-type: none"> <li>1. Enter Layout number and description.</li> <li>2. Select other details like layout classification, book type, FB and COA Id.</li> <li>3. Retrieve and add schedule details.</li> <li>4. Assign group / section to the layout.</li> <li>5. Create layout.</li> </ol>
3	Delete layout	Finance Manager	Financial Statement Layout	Edit layout	<a href="#">Select layout</a>	<ol style="list-style-type: none"> <li>1. Search for the layout based on the search criteria: layout classification, layout description, COA Id, book type, finance book and layout number.</li> </ol>
		Finance Manager	Financial Statement Layout	Edit layout	<a href="#">Select layout</a>	<ol style="list-style-type: none"> <li>1. Select one or more layouts to be deleted from the multiline.</li> <li>2. Delete the layout.</li> </ol>

## 6.3 FINANCIAL STATEMENT LAYOUT DEFINITION

The Financial Statement Layout component provides the user with default layouts of financial statements, which has been created in accordance with the US GAAP requirements. Apart from this the user can also define framework or layout as per requirements.

### 6.3.1 CREATE FINANCIAL STATEMENT LAYOUT

This sequence explains the process of creating financial statement layouts.

**Create Financial Statement Layout**

Layout No.  Layout Description

Layout Classification: Income Statement Book Type: Posting FB Finance Book: AVEOS Chart of Accounts ID: AVEOS

Search Criteria: Option: All Schedules Schedule Description:  Schedule No. From:  To:

Search Results:

#	Line No.	Include	Schedule No.	Description	Sequence No	Add / Subtract
1	1	No	R003	Sale of Goods		Add
2	2	No	R005	Other Income		Add
3	3	No	R006	Interest Income		Add
4	4	No	R007	Profit or Loss on Sa		Add
5	5	No	R010	Aircraft Fuel		Add

Group Schedule: Line No. From:  To:  Group Heading:  Total Description:  Section Heading:  Section Description:

Create layout

View Layout Copy Layout View Unmapped Accounts / Schedules

Created by:  Created Date:

**Figure 6.13 Create Financial Statement Layout**

1. The “Create Financial Statement Layout” page is launched. See Figure 6.14.
2. Enter Layout No and Layout Description.
3. Select Layout Classification, Book Type, Finance Book and Chart of Accounts ID.
4. Retrieve schedule details using the search criteria: **Option, Schedule Description, Schedule No From** and **To**.
5. Include the schedules and click the **Create Layout** pushbutton to create the layout.

### 6.3.2 CREATE FINANCIAL STATEMENT LAYOUT WITH ASSIGNING GROUP AND SECTION HEADING

This section deals with creating financial statement layouts with group headings and section headings.

**Select Layout**

Search Criteria: Layout Classification: Income Statement Book Type: Posting FB Finance Book: AVEOS Chart of Accounts ID: AVEOS Layout Type: User Defined

Search Results:

#	Layout No.	Layout Description	Book Type	Finance Book ID	Effective Date
1	1A_CA_CA_01	1A_CA_CA_01	Posting FB	AVEOS	2016-21-04
2	1S	Income statement	Posting FB	AVEOS	2016-21-04

Delete Layout

Edit Layout

**Figure 6.14 Create Financial Statement Layout**

1. The “**Create Financial Statement Layout**” page is launched. *See Figure 6.15.*
2. Enter Layout No and Layout Description.
3. Select Layout Classification, Book Type, Finance Book and Chart of Accounts ID.
4. Retrieve schedule details using the search criteria: **Option, Schedule Description, Schedule No From and To.**
5. Enter the Line No From, To, Group Heading, Total Description, Section Heading and Section Description, to be mapped to the layout.
6. Click the **Assign Group / Section** pushbutton to map the group/section to the layout.
7. Include the schedules and click the **Create Layout** pushbutton to create the layout with section and group headings.

### 6.3.3 DELETE LAYOUT

This section elaborates the process of selecting layouts for deletion.

The screenshot shows the 'Select Layout' window with the following search criteria:

- Layout Classification: Income Statement
- Layout Description: (empty)
- Chart of Accounts ID: AVEOS
- Book Type: Posting FB
- Finance Book: AVEOS
- Layout Type: User Defined
- Layout No. From: (empty)
- To: (empty)

The search results table is as follows:

#	Layout No.	Layout Description	Book Type	Finance Book ID	Effective Date
1	IA_CA_CA_01	IA_CA_CA_01	Posting FB	AVEOS	2016-21-04
2	IS	Income statement	Posting FB	AVEOS	2016-21-04
3					

At the bottom of the window, there is a 'Delete Layout' button and an 'Edit Layout' link.

**Figure 6.15 Delete Layout**

1. The “**Select Layout**” page is launched. *See Figure 6.15.*
2. Retrieve the layout to be deleted using the search criteria: **Layout Classification, Layout Description, Chart of Accounts ID, Book Type, Finance Book, Layout No From and To.**
3. Select the layout(s) to be deleted and click the **Delete Layout** pushbutton.



# FINANCIAL BOOK CLOSURE

Organizations record business transactions that have financial implications in its books of accounts. These are recorded in vouchers as accounting entries. The vouchers could be journal, reversal and memorandum vouchers. Vouchers can also be automatically generated in periodic intervals using a template.

The process of closing FBs ensures the accuracy and consistency of financial information. This process is a pre-requisite while deriving financial statements. The financial period / year can be closed using this process. Closure, freezes the account balances of a financial period, by preventing any further transactions being posted into that particular period. This will also prevent any manipulations in the finance books after the financial statements or reports have been drawn and published. It also reinstates the opening balances of the succeeding financial periods and calculates the retained earnings.

**Theme Financial Book Closure: Scenario 1 – Adjustment Entries Generation**

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Create Regular Voucher with the Transaction Date same as the System Date	Finance Manager	Journal Voucher	Create Journal Voucher	<a href="#">Create Journal Voucher</a>	1. Create the regular journal voucher with control totals and foreign currency accounts.
2	Create Regular Voucher in foreign currency without the control total check	Finance Manager	Journal Voucher	Set Function Defaults	<a href="#">Set Function Defaults</a>	1. Set the parameter Input Control Total to “No”.
				Create Journal Voucher	<a href="#">Create Journal Voucher</a>	1. Create the regular journal voucher without control totals and foreign currency accounts.
3	Reverse Regular Voucher	Finance Manager	Journal Voucher	Reverse Journal Voucher	<a href="#">Reverse Journal Voucher</a>	1. Enter the voucher number to be reversed directly or select the voucher using search criteria. 2. Reverse the journal voucher.
4	Creation of a regular voucher using distribution setup	Finance Manager	Journal Voucher	Create Distribution Setup	<a href="#">Create Distribution Setup</a>	1. Create a distribution setup percentages for different account codes, with a total of total 100% on both the debit and credit side
		Finance Manager	Journal Voucher	Create Journal Voucher	<a href="#">Create Journal Voucher</a>	1. Create a journal voucher using distribution setup and entering transaction amount.
2	Create an accrual report for all the costs that have been not been booked against the SWOs and the revenue pending against those are accounted.	Finance Manager	Journal Voucher	Manage Accrual Run	<a href="#">Manage Accrual run</a>	1. Create an accrual report for all the costs that have been not been booked.

## 7.1 ADJUSTMENT ENTRIES GENERATION

Adjustment entries are generated using a journal voucher. Journal voucher creation can be done in base currency, foreign currency, using control total check or distribution setup.

### 7.1.1 CREATE JOURNAL VOUCHER

This sequence explains the process of creating a regular journal voucher.

The screenshot shows the 'Create Journal Voucher' interface. At the top, there are fields for Voucher No., Transaction Date (2021/02/04), Voucher Category, Voucher Type (Regular), Finance Book (AVEOS), Status, and Numbering Type (JV). Below these are sections for Copy Details, Reversal Voucher Details, and Accounting Information. The Accounting Information section includes a table for account codes with columns: #, Account Code, Account Code Desc., Dr/Cr, Transaction Currency, Transaction Amount, Exchange Rate, Base Amount, Remarks, and Cost Center. The table currently shows one row with a blank account code. At the bottom, there are buttons for 'Compute Totals', 'Create Voucher', and 'Create And Authorize Voucher'. The footer shows 'Created by' and 'Created Date' fields.

**Figure 7.1 Create Journal Voucher**

1. The “**Create Journal Voucher**” page is launched. *See Figure 7.1.*
2. Use the **Voucher Type** drop-down list box to select the type of voucher. The drop-down list box displays the following: Regular, Reversal, Memorandum, Inter FB, Tax Adj. Journal and Inter-Company.
3. Select the **Numbering Type** if voucher number is to be automatically or enter it manually.
4. In the Reversal Voucher Details group box, enter the Reversal Voucher # and select the Reversal Period and the **Reversal Numbering Type**.
5. Enter **Distribution No** and click the **Get** pushbutton to retrieve account codes based on it.
6. Select Transaction Currency and enter Transaction Amount, Exchange Rate, Cost Center, Analysis Code, Sub **Analysis Code, Expense Classification, Destination Finance Book and Destination Account Code.**

*Note: Usage “InterFB” must be defined in “Additional Rule Definition” of the current business component if account code is not provided and “Destination FB” is available.*

*Note: Destination FB must be selected for at least one row in the multiline if “InterFB” is specified as the “Voucher Type.”*

7. Select the **Customer Order #, SWO #, AME #, and Ref Doc Type** for the voucher.
8. Select the **Customer # and Supplier #** for the voucher.
9. Click the **Compute Totals** pushbutton to calculate the Transaction Amount and Base Amount.
10. Click the **Create Voucher** pushbutton to create a regular journal voucher.
11. Click the **Create and Authorize** pushbutton to create the voucher in authorized status.

### 7.1.2 SET FUNCTION DEFAULTS

This sequence elaborates the process of setting functional defaults for the Journal Voucher component. You can also allow for reversal of transactions in the future period.

Input Control Total: Yes  
 Default Exchange Rate Type: Buying Rate  
 Allow multiple Finance Book Postings: No  
 Default Finance Book: AVE  
 Default Numbering Type for Accrual Journal: JVA  
 Default Numbering Type for Accrual Journal - Reversal: RAJV  
 Default Numbering Type for Accrual Run #: ACC  
 Lead time for Accrual Processing after Period end date: 1  
 Allow Future Period Reversals: Yes

Set

Last Modified by: DMUSER  
 Last Modified Date: 2015-17-11

Figure 7.2 Set Function Defaults

1. The “Set Function Defaults” page is launched. *See Figure 7.2.*
2. Set Input Control Total to “No”.
3. Click the **Set** pushbutton to save the function defaults.

### 7.1.3 REVERSE JOURNAL VOUCHER

This sequence details the process of reversing a regular journal voucher and its implications.

Reversed Voucher Details  
 Reversal Voucher No.:  
 Reversal Date: 2011-30-11  
 Reversal Numbering Type: RJV  
 Status: Authorized  
 Remarks:

Original Voucher Details  
 Voucher No.: JV-000002-2011  
 Transaction Date: 2011-30-11  
 Control Total: 1000.00  
 Voucher Type: Regular  
 Finance Book: AVEOS  
 Remarks:

Accounting Information

#	Account Code ID	Account Description	Dr / Cr	Transaction Currency	Transaction Amount	Exchange Rate	Base Amount
1	120400	A/R Accruals CAD	Dr	CAD	1000.00	1.00000000	
2	411100	Material Revenue CAD	Cr	CAD	1000.00	1.00000000	

Transaction Amount  
 Debit Total: 1000.00  
 Credit Total: 1000.00

Base Amount  
 Debit Total: 1000.00  
 Credit Total: 1000.00

Reverse Voucher

Attach Notes

Created by: Created Date:

Figure 7.3 Reverse Journal Voucher

1. Select the regular voucher to be reversed from the **Select Journal Voucher** page.
2. The **Reverse Journal Voucher** page is launched. *See Figure 7.3.*
3. Enter **Reversal Voucher No** or select **Numbering Type** for voucher number generation.
4. Enter **Remarks**, if any.
5. Enter Cost Center, Analysis Code, Sub Analysis Code and Expense Classification for every Account Code in the multiline.
6. Click the **Reverse Voucher** pushbutton to reverse the regular journal voucher.

*Note: Inter FB vouchers cannot be reversed.*

### 7.1.4 AUTHORIZING JOURNAL VOUCHER

You can authorize or return a journal voucher. Only those vouchers in “Fresh” status can be authorized or returned. You

can also modify the voucher details before authorization. Upon authorization, the vouchers details will be posted to the selected finance book.

The system updates the status of the voucher to “Authorized” after authorization. The system updates the status of the voucher to “Returned” after rejection of the voucher. The vouchers, which are in “Returned” status, attain the “Fresh” status upon modification.

1. Select the **Authorize Journal Voucher** link under the **Journal Voucher** business component. The **Select Journal Voucher** page appears.
2. Specify fields in the **Search Criteria** group box to retrieve journal vouchers of your choice.
3. Click the desired **Voucher No** data hyperlink in the **Search Results** multiline. The **Authorize Journal Voucher** page appears. *See Figure 7.4.*

#	Account Code	Account Description	Dr/Cr	Transaction Currency	Transaction Amount	Exchange Rate	Base Amount
1		Foreign Travel Expenses	Dr	EUR	1000.00	1.10000000	
2	510004	Foreign Travel Expenses	Cr	CAD	1100.00	1.00000000	
3			Dr	CAD			

**Figure 7.4 Authorize Journal Voucher**

Prior to authorization/return; if required, you can:

4. Modify Transaction Date and Voucher Category,
5. In the Reversal Voucher Details group box, modify Reversal Period and Control Total.
6. In the Accounting Information group box, modify Distribution No. and Transaction Amount.
7. Click the **Get** pushbutton to retrieve the accounting information in the multiline.
8. In the multiline, modify Account Code, Transaction Currency, Transaction Amount and Exchange Rate.
9. Modify Cost Center, Analysis Code, Sub Analysis Code, Expense Classification, Destination Finance Book, Ref. Doc. **Type** and **Ref. Doc. #**,
10. Modify tax details including **TCD #**, **Variant #** and **Taxable Amount**.
11. Modify Customer Order #, AME #, SWO #, Customer # and Supplier #.
12. Click the **Compute Totals** pushbutton to calculate the transaction and base amount totals.
13. Click the **Authorize Voucher** pushbutton to authorize the vouchers.
14. Click the **Return Voucher** pushbutton to return the vouchers.

### 7.1.5 CREATE DISTRIBUTION SETUP

This sequence explains the process of creating a distribution setup by assigning debit and credit percentage totals for account codes.

Figure 7.5 Create Distribution Setup


1. The “**Create Distribution Setup**” page is launched. See Figure 7.5.
2. Enter the **Distribution No** or select **Numbering Type** in the header.
3. Enter **Description** and select **Finance Book**.
4. Enter **Account Code** manually or retrieve using the help facility.
5. Select Dr/Cr and Transaction Currency and enter Percentage, Cost Center, Analysis Code and Sub Analysis Code for every account code.
6. Click the **Compute Total** pushbutton to compute the debit and credit percentage totals.
7. Click the **Create Distribution Setup** pushbutton to create the distribution setup.
8. Select the “**Create Journal Voucher**” link to create a journal voucher using distribution setup.

### 7.1.6 MANAGE ACCRUAL RUN

This activity allows you to process for revenue and cost accruals on all booked and un-booked shop work orders and enables you to account for the same at the financial period / year closure.

Figure 7.6 Manage Accrual Run

1. The “**Manage Accrual Run**” page is launched. See Figure 7.6.
2. Enter the **Run Date** till when the accrual report is run. Once run the user cannot enter an earlier date.
3. Select the **Finance Book** for which the accrual run is done.
4. Click the “**Initiate Accrual Run**” pushbutton to generate an accrual report.

 *Note: A unique number is generated for the “Accrual Run #” and the status of report is updated as “Active”.*

- To cancel an accrual report, enter the **Accrual Run # From**.
- Click the **“Cancel Accrual Run”** pushbutton to cancel the accrual run and the same combination of Finance Book and Run Date is made available for accrual if required.

*Note: The status of the accrual report is updated as “Cancelled”.*

- Click the **“Process JV”** pushbutton to process the journal voucher for the specified date and generate a journal voucher.

*Note: A journal voucher is created and income is accounted.*

## 7.1.7 MAINTAIN ALLOCATION & DISTRIBUTION RULES

Common expenses incurred at an indirect Cost Center needs to be allocated across multiple direct Cost Centers. Similarly common expenses incurred at a particular Finance Book needs to be allocated across multiple Finance Books. This activity enables to capture such Allocation Rules from source to destination across Finance Books, Account Codes, Cost Centers, Analysis Codes, Sub Analysis Code & Expense classification. The Rule ID can be generated for a finance book or for all finance books.

**Maintain Allocation & Distribution Rules**

RAMCO OU-Ramco Role

**Rule Information**

Rule ID:  Rule Desc.:   
 Status: Active Effective Date:  Effective To:   
 Allocation Type: GL Allocation Allocation Category:  Numbering Type: RUL

**Source**

#	Company	Rule Line #	Rule Seq #	Finance book	Account Code	Contra Account Code	Cost Center	Analysis Code
1	AVEOS			ABC-PFB1				

**Destination**

Basis of Allocation: Percentage Allocation Element:  CE Structure ID:

#	Company	Rule Line #	Rule Seq #	Finance book	Schedule	Account Code	Cost Center	Analysis Code	Sub Analysis Code
1	2468								

**Save**

**Record Statistics**

**Figure 7.22 Maintain Allocation and Distribution Rules**

- The “Maintain Allocation and Distribution Rules” page is launched. *See Figure 7.10.*
- Use the **Company/FB** drop-down list box to select the company and the finance book for which the Rule ID is to be generated.
- Enter the **Rule ID** using the hyperlinked **Copy** to modify the existing Rules.
- Enter the **Rule Desc.** to specify the description of the rule.
- Enter the **Effective Date From** which specifies the date from which the Rule is effective.
- Enter the **Company, Rule Line #, Finance Book, Schedule, Account Code, Contra Account Code, Cost Center, Analysis Code** and **Sub-Analysis Code** in the source multiline which will be split up in combination given in destination section.

*Note: Combination provided in the source section ML can be at any level for all lines and combination at one line should not exceed 100%.*

- Enter the **Account Code, Cost Center, Analysis Code** and **Sub-Analysis Code** in the Destination multiline which will have balance in the % specified in destination section. This balance will be moved from source section.

- ✎ *Note: Combination provided in the destination section for all lines should be same. The sum of % should be 100 for all the lines in destination section.*
- ✎ *Note: You can set the parameter Enable GL Allocation across companies in the Set Finance Process Parameters activity under the OU Parameter Setup as 'Yes' if you wish to list the Destination Company combo and the Destination Finance Book combo with all the group companies along with the login company.*

8. Click the **Save** pushbutton to manage the Allocation and Distribution Rules.

### 7.1.8 MANAGE ALLOCATION PACKAGES

The Common Expenses incurred at Cost Center, Account Code, Analysis Code, Sub Analysis Code, Expense Classification level in a finance Book needs to be allocated across multiple Cost Centers and Finance Books. This also facilitates permanent allocation. This activity enables the sequencing of generated Rule ID's and packaging the Allocation Rules.

**Figure 7.23 Manage Allocation Packages**

1. The "Manage Allocation Packages" page is launched. *See Figure 7.10.*
2. Use the **Company/FB** drop-down list box to select the company and the finance book for which the Allocation Packages is to be generated.
3. Enter the **Package Desc.** to specify the description of the Allocation Package.
4. Use the **Recurring?** drop-down list box to specify whether the package is recurring or not.
5. Enter the **Date from**, **Date to** and **Run After** fields for the Allocation Package.

✎ *Note - Values has to be entered in these fields only if Recurring is selected as 'Period'.*

For Example - If date from and date to is 1st Jan 17 to 31st Jan 17 and Run after days is 3 days then scheduler will run on 4th feb and create a recurring voucher on 4th of every month for all succeeding months till the date to..

6. Enter the **Seq #** and **Rule ID** in the **Rule Details** multiline to create the packages of Rule IDs in the required sequence.
7. Click the **Save** pushbutton to create the Allocation Package.

### 7.1.9 REVIEW/PROCESS ALLOCATION PACKAGES

The Common Expenses incurred at Cost Center, Account Code, Analysis Code, Sub Analysis Code, Expense Classification level in a finance Book needs to be allocated across multiple Cost Centers and Finance Books. This also facilitates permanent allocation. This activity enables the generation of Run # for packages initiated.



**Review/Process Allocation Packages**

Allocation Run Info.

Company/FB AVEOS / All      Fin. Year FYR21      Fin. Period JAN21  
 Package # PKG-000061-2021      Run # RUN-000074-2021      Status Posted

Process Run

Rule # All      Rule Line #

**Detail**

#	Company	Finance Book	Rule #	Rule Line #	Rule Seq #	Account Code	Contra Account Code	Cost Center	Analysis C
1	AVEOS	AVEOS	RUL-000057-2021	1	1	1001004		1100	1110
2	COB	PFB-COB	RUL-000057-2021	1	1	411100		1220	AC102
3	COB	PFB-COB	RUL-000057-2021	1	2	1001004		1200	AC102
4									

Save      Post JV

**Figure 7.24 Review/Process Allocation Packages**

1. Select the **Manage Allocation Packages** under the **Journal Voucher** business component.
2. The “**Select Packages**” page is launched.
3. Enter the **Search Criteria** and click the **Search** pushbutton.
4. Select the **Run #** to be initiated/cancelled, in the multiline.
5. Click the **Initiate** pushbutton to generate the Run#.
6. Click the **Cancel Run #** pushbutton to cancel the Run #.
7. Click the hyperlinked **Run #** in the multiline. The Review/Process Allocation Packages page is launched. *See Figure 7.11.*
8. Use the **Rule #** and **Rule Line #** drop-down list box to retrieve the details in the multiline.
9. Click the **Save** pushbutton to save the allocation package.
10. Click the **Post JV** pushbutton to generate the Journal Voucher

### 7.1.10 REVIEW ACCOUNTING INFORMATION

This screen enables the user to reallocate the cost/revenue for the work order. The screen provides the visibility of the details of cost and revenue which has been booked against the customer order. Hence, the review of end-to-end accounting entries for a particular document / order as well as modification of the accounting information can be performed by the user.

**Review Accounting Information**

Doc. Type / Doc. #  Include JV ☒ Yes ☐ No

**Search Result**

Doc. Type	Doc. #	Doc. Status	Trading Partner Type	Trading Partner# / Name							
Mat. Rev.	Res. Rev.	Ext. Rep. Rev.	Ext. Ser. Rev.	Other Rev.	Fixed Rev.	Usage Rev.	Subcont. Rev.	Brok. Rev.	Basic Value	Tax	WHT
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mat. Cost	Res. Cost	Ext. Rep. Cost	Ext. Ser. Cost	Other Cost	Subcont. Cost	CNQ Cost			Charges	Discount	Total value
0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00

**Summary** ☒ **Detail**

**Accounting Information** View By ☒ Order Level ☐ Document Level

#	Order Type	Order #	Document Type	Document #	Account Code	Account Code Desc.	Entity	Cost Center	Cost Center Desc.
1									

Debit Total Credit Total

**Generate Adjustment**

#	Finance Book	Account Code	Account Code Desc.	Dr / Cr	Base Amount	Entity	Cost Center	Cost Center Desc.	Analysis C
1	ABC			DR					
2				CR					

Compute Totals Debit Total Credit Total

Posting Date 06-12-2018

Create Journal Voucher Report On GL Transaction

Figure 7.25 Review Accounting Information

1. Select the **Review Accounting Information** under the **Journal Voucher** business component. See Figure 7.25.
2. Select the **Doc Type** and enter the **Doc #**.
3. Select the **Include JV** radio button to include the journal vouchers for the view and modification of accounting information and click the **Get** pushbutton to retrieve the search results.
4. In the **Summary** tab, select the **View By** radio button as Order level, to view the order level accounting information or Document level, to view the document level accounting information.
5. In the **Detail** tab, the accounting information is displayed in the detailed level.
6. On Click of the **Add for Adjustment** pushbutton, all the lines selected moves to Generate Adjustment section for adjustment, with the Order # in Co # field, Document in SWO or AME field if available, 'Account code', 'Cost Center', 'Analysis', 'Sub Analysis', 'Expense Classification', 'Finance Book' and 'Entity'.
7. On click of **Compute** pushbutton, the 'Debit Total' and 'Credit Total' gets updated based on the Base Amount, if only SWO/ AME are provided.
8. On Click of **Preview** pushbutton, Search result section gets refreshed. The delta information provided in the 'Generate adjustment' section will get reflected in the Cards showing the adjustment entry passed.
9. On click of the **Generate Journal Voucher** pushbutton, 'Journal Voucher #' gets generated in 'Authorized' status and gets updated in the "Journal Voucher #" field of the 'Generate Adjustment' section.

**Theme Financial Book Closure: Scenario 2 – Year End Adjustment Entries Generation with Reversal Option**

S No	Flow of Events	Primary Actor	Component Name	Activity Name	UI Name	Steps Description
1	Create Reversal Voucher with the Reversal Date in the Succeeding Open Period	Finance Manager	Journal Voucher	Create Journal Voucher	<a href="#">Create Journal Voucher</a>	1. Raise a reversal voucher as on system date with the reversal period as the immediate succeeding open period.

## 7.2 YEAR END ADJUSTMENT ENTRIES GENERATION WITH REVERSAL OPTION

Provisional entries created during financial period closure or during financial year closure are normally reversed during the subsequent financial period or financial year. This voucher type is used to enter such transactions, which will be automatically reversed during a specified future financial period that is the first date of the specified financial period.

### 7.2.1 CREATE REVERSAL JOURNAL VOUCHER

This sequence explains the process of creating a reversal journal voucher.

**Figure 7.7 Create Reversal Journal Voucher**

1. The “**Create Journal Voucher**” page is launched. See Figure 7.7.
2. Select the **Voucher Type** as “Reversal”.
3. Enter Voucher No or select Numbering Type.
4. Enter Transaction Date and select Finance Book.
5. Select the Reversal Period and Reversal Numbering Type or enter Reversal Voucher No.
6. Enter Control Total and Remarks.
7. Enter **Distribution No** manually or use the help facility.
8. Click the **Get** pushbutton to retrieve the account details of the distribution setup.
9. Enter Transaction Amount, Cost Center, Analysis Code and Sub Analysis Code.
10. Select the Customer Order #, SWO #, AME #, and Ref Doc Type for the voucher.
11. Select the **Customer #** and **Supplier #** for the voucher.
12. Click the Compute Totals to calculate Transaction Amount and Base Amount.
13. Click the **Create Voucher** pushbutton to create a reversal voucher.
14. Click the **Create and Authorize** pushbutton to create the reversal voucher in authorized status.
15. Click the **Print Journal Voucher** pushbutton to print the reversal journal voucher details.

**Theme Financial Book Closure: Scenario 3 – Recurring Voucher Generation**

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Create Recurring Voucher Template to generate vouchers in “Authorized” status	Finance Manager	JV	Create Recurring Voucher Template	<a href="#">Create Recurring Voucher Template</a>	1. Create a Recurring Voucher Template with the recurring voucher status as “Authorized”, and the frequency as “Monthly” giving the period range.
2	Create Recurring Voucher Template to generate voucher in “Unauthorized” status	Finance Manager	JV	Create Recurring Voucher Template	<a href="#">Create Recurring Voucher Template</a>	1. Create a Recurring Voucher Template with the recurring voucher status as “Unauthorized” and the frequency as “Monthly” giving the period range.

## 7.3 ACCRUE SERVICE REVENUE AND COST

You can process revenue and cost accruals on all customer orders in open status and enables you to account for the same at the financial period / year closure.

1. Select Accrue Service Revenue and Cost under the “Journal Voucher” business component. The Accrue Service Revenue and Cost page is launched. See Figure 7.8

Figure 7.8 Accrue Service Revenue and Cost

2. Enter the journal voucher number in the **Voucher #** field.
3. Select the **Numbering Type** for the login organization unit.
4. Select the **Finance Book** in which the voucher entries are to be posted.
5. Select the **Financial Year** and **Financial Period** for which the accrual processing is to be done, and click the **Get** pushbutton to retrieve the details of the voucher already created.
6. Enter the reversal voucher number in the **Reversal Voucher #** field.
7. Click the **Process** pushbutton to retrieve all the customer orders for which the accrual processing is to be done.
8. The system displays the Accrued Revenue and Accrued Cost using the Material Revenue (Tran), Resource Revenue (Tran), Repair Revenue (Tran), Material Cost and Resource Cost displayed in the **Accrual Summary** multiline.
9. In the **Export Criteria** group box, select the customer group for which the accrual processing details need to be viewed in the excel sheet.
10. Select the **Report Format** in which the accrual processing details need to be viewed in the excel sheet, from “Task Level Summary”, “Resource Details”, “Material Details” and “Repair Order details”.
11. Click the **Create** pushbutton to create the voucher.
12. Click the **Edit** pushbutton to edit the voucher.
13. Click the **Confirm** pushbutton to confirm the voucher.
14. Click the **Export To Excel** pushbutton to export the voucher details to Microsoft Excel. You can proceed to do the following:
  - ▶ Select the **Accounting Information** link at the bottom of the page to view the details of the transactions that have been posted to the account of the corresponding finance book of the company.

## 7.4 RECURRING VOUCHER GENERATION

Recurring Vouchers are entries relating to transactions, which recur at regular intervals. The user can design a recurring voucher template to create journal vouchers, which would recur at regular intervals. The recurring vouchers are generated based on the frequency of posting and the effective date range.

### 7.4.1 CREATE RECURRING VOUCHER TEMPLATE

This sequence describes the process of creating a recurring voucher template for generating vouchers at regular interval.

**Figure 7.9 Create Recurring Voucher Template**

1. The “**Create Recurring Voucher Template**” page is launched. *See Figure 7.9.*
2. Enter the **Template No** manually or select the **Numbering Type**.
3. Select Finance Book and enter Effective Date From and To
4. Select the **Posting Frequency** as “Monthly”.
5. Set the Numbering Type for Recurring Vouchers and select the Recurring Voucher Status as “Fresh” or “Authorized”.
6. Enter **Distribution No** and click **Get** pushbutton retrieve the account codes in the multiline.
7. Enter Transaction Amount, Cost Center, Analysis Code and Sub Analysis Code and select Transaction Currency for every account.
8. Select the Customer Order #, SWO #, AME #, and Ref Doc Type for the voucher.
9. Select the **Customer #** and **Supplier #** for the voucher.
10. Select the account codes and click the **Compute Totals** pushbutton to calculate the transaction and base amount.
11. Click **Create Template** to create a template in either “Fresh” or “Authorized” status

**Theme Financial Book Closure: Scenario 4 – Memorandum Voucher Generation**

S No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Create Memorandum Voucher	Finance Manager	Journal Voucher	Create Journal Voucher	<a href="#">Create Journal Voucher</a>	1. Create a memorandum voucher
2.	Convert Memorandum Voucher of a Open Period to a Regular Voucher			Convert Memorandum Voucher	<a href="#">Convert Memorandum Voucher</a>	1. Select a memorandum voucher 2. Convert the memorandum voucher to a regular voucher



## 7.5 MEMORANDUM VOUCHER GENERATION

Organizations simulate financial entries, to see its impact on account balances. This can be used to do a ‘What If’ analysis, which will be instrumental in business decision-making. Memorandum journal vouchers are quasi vouchers. The entries are not posted in the books of accounts. However they can be used to see the impact on account balances.

### 7.5.1 CREATE JOURNAL VOUCHER

This sequence elaborates the process of creating a memorandum journal voucher.

**Figure 7.10 Create Memorandum Voucher**

1. The “**Create Journal Voucher**” page is launched. *See Figure 7.10.*
2. Use the **Voucher Type** drop-down list box to select the type of voucher you wish to create.
3. Select the **Voucher Type** as “Memorandum”.
4. Enter the **Voucher No** or select the **Numbering Type** in the header.
5. Enter Transaction Date and select Finance Book.
6. Enter the **Distribution No**, if applicable and click the **Get** pushbutton to retrieve the account codes in the multiline.
7. Enter the Transaction Amount and select Dr/Cr and Transaction Currency.
8. Enter the **Reference info.** generated in the Concur/Certify application.
9. Select the Customer Order #, SWO #, AME #, and Ref Doc Type for the voucher.
10. Select the **Customer #** and **Supplier #** for the voucher.
11. Click the **Compute Totals** pushbutton to calculate the transaction amount and base amount.
12. Click the **Create Voucher** pushbutton to create a memorandum voucher

### 7.5.2 CONVERT MEMORANDUM VOUCHER

This sequence explains the process of converting a memorandum journal voucher to a regular voucher.

**Convert Memorandum Voucher to Regular Voucher**

Voucher No.  Remarks  Numbering Type JV

**Original Voucher Details**

Voucher No. MDV-000182-2014  
 Transaction Date 2012-03-06  
 Finance Book AVEOS  
 Control Total

**Accounting Information**

#	Account Code	Account Description	Dr/Cr	Transaction Currency	Transaction Amount	Exchange Rate	Base Amount	Rem
1	200100	A/P Trade CAD	Cr	CAD	2500.00	1.00000000	2500.00	
2	512400	Labour Cost Accrual USD	Dr	USD	1666.67	1.50000000	2500.01	

Transaction Amount  
 Debit Total 0.00  
 Credit Total 0.00

Debit Total 2500.01  
 Credit Total 2500.00

Base Amount

[Attach Notes](#) [Edit Journal Voucher](#)

**Figure 7.11 Convert Memorandum Voucher**

1. Select the memorandum voucher to be converted in the “**Select Memorandum Voucher**” page.
2. The “**Convert Memorandum Voucher**” page is launched. *See Figure 7.11.*
3. Enter the **Voucher No** or select **Numbering Type** in the header.
4. Enter **Remarks**, if required.
5. Click the **Create Voucher** pushbutton to create a regular voucher
6. Click the **Create and Authorize** pushbutton to create the voucher in authorized status.

## Theme Financial Book Closure: Scenario 5 – Financial Book Closure

S No	Flow of Events	Primary Actor	Component Name	Activity Name	UI Name	Functional Steps
1.	Close Receiving Function Calendar	Finance Manager	Financial Calendar Closure	Close Receiving Function Calendar	<a href="#">Close Receiving Function Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the receiving function calendar.</li> </ol>
2.	Close Inventory Management Calendar	Finance Manager	Financial Calendar Closure	Close Inventory Management Calendar	<a href="#">Close Inventory Management Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the receiving function calendar.</li> </ol>
3.	Close Maintenance Function	Finance Manager	Financial Calendar Closure	Close Maintenance Function	<a href="#">Close Maintenance Function</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the maintenance function calendar</li> </ol>
4.	Close Shipping Function Calendar	Finance Manager	Financial Calendar Closure	Close Shipping Function Calendar	<a href="#">Close Shipping Function Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the maintenance function calendar</li> </ol>
5.	Close Fixed Asset Management Calendar	Finance Manager	Financial Calendar Closure	Close Fixed Asset Management Calendar	<a href="#">Close Fixed Asset Management Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the fixed asset management function calendar</li> </ol>

6.	Close Payables Function Calendar	Finance Manager	Financial Calendar Closure	Close Payables Function Calendar	<a href="#">Close Payables Function Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the payables management function calendar.</li> </ol>
7.	Close Receivables Function Calendar	Finance Manager	Financial Calendar	Close Receivables Function Calendar	<a href="#">Close Receivables Function Calendar</a>	<ol style="list-style-type: none"> <li>1. Enter the run number manually or generate automatically.</li> <li>2. Click the “Get” pushbutton to retrieve the financial period details.</li> <li>3. Close the receivables management function calendar</li> </ol>
8.	Period Closure of Main Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<a href="#">Close Finance Book</a>	<ol style="list-style-type: none"> <li>1. Enter closure run number manually or generate automatically.</li> <li>2. Select book type as “Main Book”</li> <li>3. Select the main finance book</li> <li>4. Select the time as “Period”.</li> <li>5. Select the Year, Period From and To.</li> <li>6. View status of the closure.</li> <li>7. Close main finance book.</li> </ol>
				View Processing Status	<a href="#">View Processing Status</a>	<ol style="list-style-type: none"> <li>1. View closure status.</li> </ol>

9.	Year Closure of Main Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<a href="#">Close Finance Book</a>	<ol style="list-style-type: none"> <li>1. Enter closure run number manually or generate automatically.</li> <li>2. Select book type as “Main Book”</li> <li>3. Select the main finance book</li> <li>4. Select the time as “Year”.</li> <li>5. Select the year.</li> <li>6. View status of the closure.</li> <li>7. Close main finance book.</li> </ol>
				View Processing Status	<a href="#">View Processing Status</a>	<ol style="list-style-type: none"> <li>1. View closure status.</li> </ol>
10.	Period Closure of Consolidation Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<a href="#">Close Finance Book</a>	<ol style="list-style-type: none"> <li>1. Enter closure run number manually or generate automatically.</li> <li>2. Select book type as “Consolidation Finance Book”</li> <li>3. Select the consolidation finance book</li> <li>4. Select the time as “Period”.</li> <li>5. Select the Year, Period From and To.</li> <li>6. View status of the closure.</li> <li>7. Close consolidation finance book.</li> </ol>
				View Processing Status	<a href="#">View Processing Status</a>	<ol style="list-style-type: none"> <li>1. View closure status.</li> </ol>
11.	Year Closure of Consolidation Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<a href="#">Close Finance Book</a>	<ol style="list-style-type: none"> <li>1. Enter closure run number manually or generate automatically.</li> <li>2. Select book type as “Consolidation Finance Book”</li> <li>3. Select the consolidation finance book</li> <li>4. Select the time as “Year”.</li> <li>5. Select the year.</li> <li>6. View status of the closure.</li> <li>7. Close consolidation finance book.</li> </ol>

				View Processing Status	<a href="#">View Processing Status</a>	1. View closure status.
12.	Year Final Closure of Posting Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<a href="#">Close Finance Book</a>	1. Enter closure run number manually or generate automatically. 2. Select book type as "Posing Finance Book" 3. Select the posting finance book. 4. Select the closure type as "Final". 5. Select the time as "Year". 6. Select the year. 7. View status of the closure. 8. Close posting finance book.
				View Processing Status	<a href="#">View Processing Status</a>	2. View closure status.
				View Finance Book Transactions	<a href="#">View Finance Book Pending</a>	1. Select the BFG, Function, OU, Finance Book and Time 2. Retrieve pending transactions.

## 7.6 FINANCE BOOK CLOSURE

“Closure” is a sequential process, and is handled as “Business Function Group” closure and “Finance Book” closure. Financial periods must be closed sequentially for the closure of the financial year. Business function group closure is the logical closure of various functions since it is the financial transactions originating from these functions that have an impact on account balances.

### 7.6.1 CLOSE RECEIVING FUNCTION CALENDAR

This sequence details the process of closing the calendar for the receiving business function group.

1. Select Close Receiving Function Calendar under the “Financial Calendar Closure” business component. The “Close Receiving Function Calendar” page is launched. *See Figure 7.12.*

**Figure 7.12 Close Receiving Function Calendar**

2. Enter **Run No** manually based on the parameter set.
3. Select the **Finance Book**.
4. Select the **Closure Type** as “Final” or “Provisional”.
5. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year**, **Financial Period From** and **Financial Period To**.
6. Click the **Get** pushbutton to retrieve the financial period details in the multiline.
7. Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the receiving business function group.

### 7.6.2 CLOSE INVENTORY MANAGEMENT CALENDAR

This sequence details the process of closing the calendar for the “Inventory Management” business function group.

1. Select Close Inventory Management Calendar under the “Financial Calendar Closure” business component. The “Close Inventory Management Calendar” page is launched. *See Figure 7.13.*

**Close Inventory Management Calendar**

Run No.:   
 Finance Book: AVE  
 Financial Year: 01 JAN 2011 - 31 DEC 2011  
 Business Function Group: Inventory Management  
 Closure Type: Provisional  
 Financial Period From: 01 Dec 2011 - 31 Dec 2011  
 Org. Unit: RAMCOU  
 Close Period/Year: Period  
 To: 01 Dec 2011 - 31 Dec 2011  
 Get

**Financial Year Details**  
 Financial Year Code: FY11  
 Description: Financial Year 2011  
 Year Status: Open

**Financial Period Details**

#	Financial Period Code	Description	Start Date	End Date	Period Status
1	DEC11	December 2011	2011-01-12	2011-31-12	Open

Close

BFG Components Pending Transactions Period Closure Status

**Figure 7.13 Close Inventory Management Function Calendar**

2. Enter **Run No** manually based on the parameter set.
3. Select the **Finance Book**.
4. Select the **Closure Type** as “Final” or “Provisional”.
5. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year**, **Financial Period From** and **Financial Period To**.
6. Click the **Get** pushbutton to retrieve the financial period details in the multiline.
7. Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the “Inventory Management” business function group.

## 7.6.3 CLOSE MAINTENANCE FUNCTION CALENDAR

This sequence details the process of closing the calendar for the maintenance business function groups such as component function group or hangar function group.

1. Select Close Maintenance Function Calendar under the “Financial Calendar Closure” business component. The “Close Maintenance Function Calendar” page is launched. See *Figure 7.14*.

**Close Maintenance Function Calendar**

Run No.:   
 Finance Book: AVE  
 Financial Year: 01 JAN 2011 - 31 DEC 2011  
 Business Function Group: Component Function  
 Closure Type: Provisional  
 Financial Period From: 01 JAN 2011 - 31 JAN 2011  
 Org. Unit: RAMCOU  
 Close Period/Year: Period  
 To: 01 JAN 2011 - 31 JAN 2011  
 Get

**Financial Year Details**  
 Financial Year Code: FY11  
 Description: Financial Year 2011  
 Year Status: Open

**Financial Period Details**

#	Financial Period Code	Description	Start Date	End Date	Period Status
1	JAN11	January 2011	2011-01-01	2011-31-01	Open
2	JAN11	January 2011	2011-01-01	2011-31-01	Provisionally Closed

Close

BFG Components Period Closure Status Preceding BFG Closure Status

**Figure 7.14 Close Maintenance Function Calendar**

2. Enter **Run No** manually based on the parameter set.
3. Select **Business Function Group** as “Component Function” or “Hangar Function”, whichever applicable.
4. Select the **Finance Book**.
5. Select the **Closure Type** as “Final” or “Provisional”.
6. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select



**Financial Year, Financial Period From and Financial Period To.**

- Click the **Get** pushbutton to retrieve the financial period details in the multiline.
- Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the maintenance business function group.

### 7.6.4 CLOSE SHIPPING FUNCTION CALENDAR

This sequence details the process of closing the calendar for the shipping business function.

- Select Close Shipping Function Calendar under the “Financial Calendar Closure” business component. The “Close Shipping Function Calendar” page is launched. *See Figure 7.15.*

**Figure 7.15 Close Shipping Function Calendar**

- Enter **Run No** manually based on the parameter set.
- Select the **Finance Book**.
- Select the **Closure Type** as “Final” or “Provisional”.
- Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year, Financial Period From and Financial Period To**.
- Click the **Get** pushbutton to retrieve the financial period details in the multiline.
- Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the shipping business function group.

### 7.6.5 CLOSE FIXED ASSET MANAGEMENT CALENDAR

This sequence details the process of closing the calendar for the fixed asset management business function group.

- Select Close Fixed Asset Management Calendar under the “Financial Calendar Closure” business component. The “Close Fixed Asset Management Calendar” page is launched. *See Figure 7.16.*

**Figure 7.16 Close Fixed Asset Management Calendar**

2. Enter **Run No** manually based on the parameter set.
3. Select the **Finance Book**.
4. Select the **Closure Type** as “Final” or “Provisional”.
5. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year, Financial Period From** and **Financial Period To**.
6. Click the **Get** pushbutton to retrieve the financial period details in the multiline.
7. Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the fixed asset management business function group.

### 7.6.6 CLOSE PAYABLES FUNCTION CALENDAR

This sequence details the process of closing the calendar for the payables business function groups such as “Payment and Adjustment”, “Release Payment” or “Supplier Invoicing”.

1. Select Close Payables Function Calendar under the “Financial Calendar Closure” business component. The “Close Payables Function Calendar” page is launched. See *Figure 7.17*.

**Figure 7.17 Close Payables Function Calendar**

2. Enter **Run No** manually based on the parameter set.
3. Select **Business Function Group** as “Payment and Adjustment”, “Release Payment” or “Supplier Invoicing”, whichever applicable.
4. Select the **Finance Book**.
5. Select the **Closure Type** as “Final” or “Provisional”.
6. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year, Financial Period From** and **Financial Period To**.
7. Click the **Get** pushbutton to retrieve the financial period details in the multiline.
8. Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the payables business function group.

The system updates the status of the Financial Year / Period as ‘Closed’ only if there are no transactions pending for authorization in “Payables Management” business component.

If the parameter ‘All Auto Match Failed’ Invoices during Period Closure” field in the “Set Function Defaults” is set as ‘Yes’ the system closes the payables calendar even if invoices exists in ‘Auto match failed’ status.

### 7.6.7 CLOSE RECEIVABLES FUNCTION CALENDAR

This sequence details the process of closing the calendar for the receivables business function groups such as

“Customer Receipt and Adjustment”, “Customer Invoicing” or “Realize Receipt”.

1. Select Close Receivables Function Calendar under the “Financial Calendar Closure” business component. The “Close Receivables Function Calendar” page is launched. *See Figure 7.18.*

**Figure 7.18 Close Receivables Function Calendar**

2. Enter **Run No** manually based on the parameter set.
3. Select **Business Function Group** as “Customer Receipt and Adjustment”, “Customer Invoicing” or “Realize Receipt”, whichever applicable.
4. Select the **Finance Book**.
5. Select the **Closure Type** as “Final” or “Provisional”.
6. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year**, **Financial Period From** and **Financial Period To**.
7. Click the **Get** pushbutton to retrieve the financial period details in the multiline.
8. Select the **Financial Period Code** and click the **Close** pushbutton to close the selected calendar for the receivables business function group.

## 7.6.8 CLOSE FINANCE BOOK

This sequence details the process of closing finance book provisionally or finally.

**Figure 7.19 Close Finance Book**

1. The “Close Finance Book” page is launched. *See Figure 7.19.*
2. Enter **Run No** manually based on the parameter set.
3. Select **Book Type** as “Main FB”, “Consolidation FB” or “Posting FB”, whichever applicable.
4. Select the **Finance Book**

5. Select the **Closure Type** as “Final” or “Provisional”.
6. Select **Close Period / Year** as “Period” or “Year”. If “Year” is selected then select **Financial Year**. Otherwise, select **Financial Year**, **Financial Period From** and **Financial Period To**.
7. Click the **Get** pushbutton to retrieve the financial period details in the multiline.
8. Select the **Financial Period Code** and click the **Close** pushbutton to close the period provisionally or finally.

### 7.6.9 VIEW PROCESSING STATUS

This sequence explains the process of viewing the processing status of the financial calendar closure.

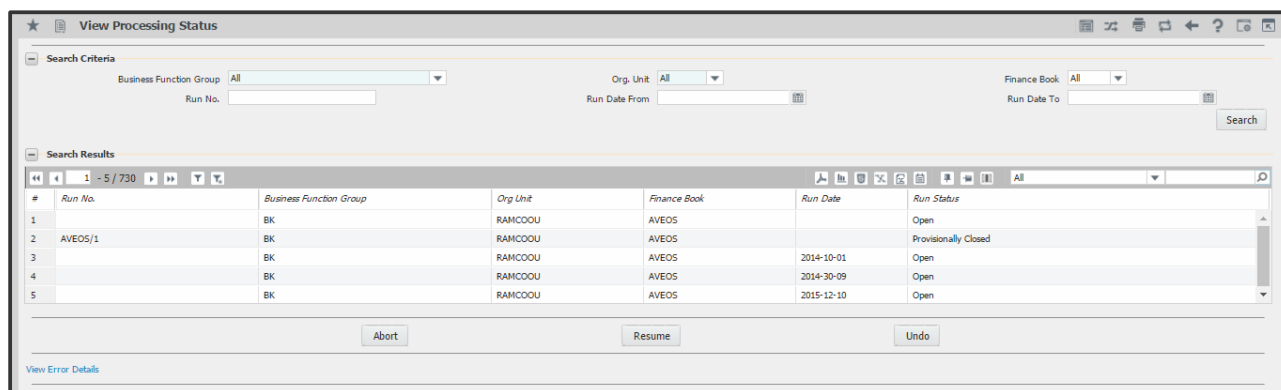


Figure 7.20 View Processing Status

1. The “View Processing Status” page is launched. See Figure 7.20.
2. Search for the closure details based on: **Business Function Group**, **Org. Unit**, **Finance Book**, **Run No**, **Run Date From** and **Run Date To**.
3. Click the **Search** pushbutton to retrieve the closure details.
4. View the details.

### 7.6.10 VIEW PENDING TRANSACTIONS

This sequence elaborates the process of viewing the pending transactions to be cleared before financial calendar closure.

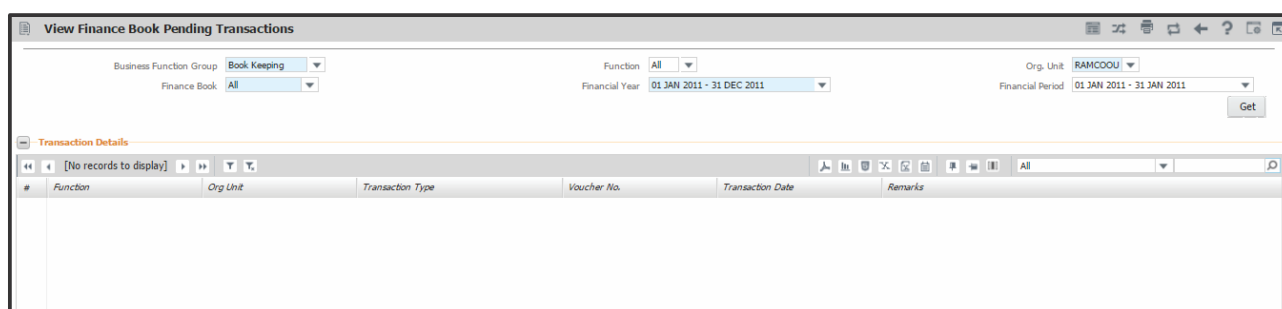


Figure 7.21 View Finance Book Pending Transactions

1. The “View Finance Book Pending Transactions” page is launched. See Figure 7.21.
2. Search for the pending transactions based on: **Business Function Group**, **Function**, **Org. Unit**, **Finance Book**, **Financial Year** and **Financial Period**.
3. Click the **Get** pushbutton to retrieve the pending transactions details.

*Note: The system does not retrieve transactions involving 4-way order based invoices in “Draft” status that got created without GR information.*

4. View the details.

# TAX INVOICE WINDOW

As per Malaysian GST Statutory Requirement, Tax Invoice is to be issued to Customers within 21 days of the 'Point of Sale' / 'Time of Supply'. If it is issued after 21 days, the Tax is liable to be paid on the date of 'Point of Sale' / 'Time of Supply', which might end up in filing a revised return.

Similarly Tax Invoice is to be received from the Supplier within 21 days from 'Point of Sale' / 'Time of Supply' to claim the input on the Invoice date. If the Tax Invoice is received from vendor after 21 days the input should be claimed on the 'Point of Sale' / 'Time of Supply'. If the Company has already submitted GST Return for the period to Customs Department without reporting the above tax invoice, it means Company has reported the Tax Return INCORRECTLY due to late invoice issued by the supplier. The company cannot claim the Input Tax Credit of the above Tax Invoice in the upcoming period. The company can either file a revised GST return along with fine or forego such Input.

Manage Tax Invoice Window enables users to monitor and review the exceptional Customer/ Supplier Invoices which breach the tax Invoice Window days and to account the Tax on the correct date. Tax invoice enables recording of tax on correct date through Tax adjustment journals by reversing the TCD Input / Output accounting on Invoice Date & accounting the same on the respective documents original 'Point of Sale' / 'Time of Supply'.

**Theme Tax Invoice Window: Scenario 1 – Manage Tax Invoice Window**

S No	Flow of Events	Component Name	Activity Name	UI Name	Functional Steps
1	Generate / Reverse Tax Adjustment Journal Voucher	Tax Invoice Window	Manage Tax Invoice Window	<a href="#">Manage Tax Invoice Window</a>	<ol style="list-style-type: none"> <li>1. Specify the search criteria to retrieve the invoices in the multiline.</li> <li>2. Modify the tax invoice details if required in the multiline.</li> <li>3. Save the tax invoice details and click 'Confirm' to generate Tax Adjustment Journal Vouchers.</li> </ol>

## 8.1 MANAGING TAX INVOICE WINDOW

Manage Tax Invoice Window enables users to monitor and review the exceptional Customer/ Supplier Invoices which breach the tax Invoice Window days and to account the Tax on the correct date. Tax invoice enables recording of tax on correct date through Tax adjustment journals by reversing the TCD Input/ Output accounting on Invoice Date & accounting the same on the respective documents original 'Point of Sale' / 'Time of Supply'.

You can generate tax adjustment journal vouchers for supplier / customer invoices. Tax adjustment journal voucher is generated when the tax invoice window is greater than 21 days. You can retrieve supplier / customer invoices in all statuses other than 'Fresh' / 'Draft' for generating tax adjustment journal vouchers.

Tax Adjustment Journals can also be reversed. Tax Adjustment Journals with status 'New' 'Fresh' 'Reverse' status cannot be reversed, only records with 'Completed' status can be reversed.

### 8.1.1 MANAGING TAX INVOICE WINDOW

1. Select **Manage Tax Invoice Window** under **Tax Invoice Window** business component. The **Manage Tax Invoice Window** page appears. See *Figure 8.1*.

#	I	Ref. Doc. Type	Ref. Doc. #	Order #	Date Reference	Ref. Date	Modified Ref. Date	Trading Partner Doc. Date	No. of Days	Trading Partner #	Trading Partner Name	Doc. Curr.	Document Line Amt. (Doc. Curr.)	Document Line Amt. (Base Curr.)	Taxable Amt.
1		Goods	GI-010600-	AP00035...	Receipt					00000	A & R Taurapaulins,Inc.				
2		Goods	GI-010617-	AP00035...	Receipt					00198	Supplier 12				
3															

**Figure 8.1 Managing tax invoice window**

2. In the **Search Criteria** group box, use the Context drop-down list box and select 'Effect JV', 'Review JV' and 'Pending Invoice' to retrieve appropriate invoices in the multiline.
3. Enter the date range for which you wish to retrieve the invoices in the **Date From** and **To** fields.
4. Enter '**Tax Invoice Window >**' field to retrieve the invoices / Ref. documents having tax invoice window greater than the value entered here.
5. Select the **Display Option** as 'All' to retrieve all the documents with tax invoice window lesser than / equal to / greater than 21 days or select 'Exceptions' to retrieve all the documents with tax invoice window greater than 21 days.
6. Click the **Search** pushbutton to retrieve the invoice documents in the multiline.
7. Enter the Modified Ref. Date and JV Remarks.
8. Click the **Save** pushbutton to save the tax invoice details.
9. Click the **Confirm** pushbutton to confirm the tax invoice details.

*Note: On confirming tax invoice details, the system generates generate the Tax Adjustment Journal Vouchers if the 'No. of days' (Tax Invoice Window Days) is greater than 21 days.*

10. Click the **Reverse** pushbutton to reverse the tax adjustment journal voucher generated for the invoice.

# FINANCIAL DIMENSIONS

Manage Attributes screen enables to define Dimension Attributes in Financial Dimensions. The screen enables the user to define attributes for the available dimensions so that these attributes can be used for reporting purposes..

Manage Dimensions screen enables the user to capture Financial Dimensions as part of the GL (FBP) automatically. Both the Pre defined dimensions such as Aircraft Reg. #, Aircraft Model, Item #, Component ID, Part Category, Primary Part Group, Component Type, Supplier #, Customer #, Primary Work Center #, Work Center #, Station Code, Warehouse #, MRO Contract #, Helicharter Contract #, Customer Order #, Part Sale Order #, Asset #, Tag #, Facility #, Supplier Group, Customer Group, Charter Type, Shop Job Type, Package Type and user defined dimensions are managed in this screen



## 9.1 MANAGING ATTRIBUTES

The “Manage Attributes” screen enables to define Dimension Attributes in Financial Dimensions. The screen enables the user to define attributes for the available dimensions so that these attributes can be used for reporting purposes.

### 9.1.1 MANAGING ATTRIBUTES

1. Select **Manage Attributes** under **Financial Dimensions** business component. The **Manage Attributes** page appears.
2. Select the [Define Attributes](#) tab to define the Attributes and sequence of its dimension.
3. Select the [Map to Dimensions](#) tab enables mapping of attributes to dimensions in the OU/BU/Company/Installation level.
4. Select the [Manage Values](#) tab to record the value and Effectivity Period for every Attribute.
5. Select the [Dimension Value to Attribute Value Mapping](#) tab to map or unmap the dimension value to attribute value.
6. Select the [Maintain Attributes](#) tab to map or unmap the Dimension mapping.

### Defining Attributes

This tab enables the user to define the Attributes and sequence of its dimension.

7. In the header section, specify the **Dest Company** and **Attribute Name** to retrieve the details in the multiline.

In the multiline,

8. Specify the destination **company** for which the Attributes is to be defined.
9. Enter the **Attribute Name** and specify the **Sequence** of the Dimensions.
10. Click the **Save** pushbutton to record the entered details.

### Mapping to Dimensions

This tab enables the user to define the Attributes and sequence of its dimension.

11. In the header section, specify the **Company**, **Dimension Name** and **Attribute Name** to retrieve the details in the multiline.

In the multiline,

12. Select the **Values Managed At** drop-down list box to specify the level at which the attribute is to be mapped.
13. Click the **Map** pushbutton to map the the attributes to dimensions.

### Managing Values

This tab enables the user to record the value and Effectivity Period for every Attribute

14. In the **Account Details** section, specify the **Company** and **Attribute Name** mapped to the Dimensions.
15. In the multiline,
16. Specify the **entity** for the level at which the attribute is mapped with the dimension.
17. Enter the **Attribute Value**, **Effective From Date** and **Effective To date**.

### Mapping Dimension Value to Attribute Value

This tab enables the user to map or unmap the dimensions to attributes.

In the header section,

18. Specify the **Dimension Name**, **Dimension Values Managed At**, **Dimension Entity** and **Dimension Value**.
19. Specify the **Attribute Name**, **Attribute Values Managed At**, **Attribute Entity** and **Attribute Value**.

20. In the multiline,
21. Enter the **Effective From Date** and specify the Attributes.

### Maintaining Attributes

This tab enables the user to map or unmap the Dimension mapping.

In the header section,

22. Specify the **Dimension Name**, **Dimension Values Managed At**, **Dimension Entity** and **Dimension Value**.
23. Specify the **Attribute Name**, **Attribute Values Managed At**, **Attribute Entity** and **Attribute Value**.
24. Click the **Search** pushbutton to retrieve the results based on the specified criteria.

In the multiline,

25. Enter the **Effective From** and **Effective To** dates.
26. Click the **Map** pushbutton to map the Dimension Details.
27. Click the **Unmap** pushbutton to unmap the Dimension Details.

## 9.2 MANAGING DIMENSIONS

The “Manage Dimensions” screen enables the user to capture Financial Dimensions as part of the GL (FBP) automatically. Both the Pre defined dimensions such as Aircraft Reg. #, Aircraft Model, Item #, Component ID, Part Category, Primary Part Group, Component Type, Supplier #, Customer #, Primary Work Center #, Work Center #, Station Code, Warehouse #, MRO Contract #, Helicharter Contract #, Customer Order #, Part Sale Order #, Asset #, Tag #, Facility #, Supplier Group, Customer Group, Charter Type, Shop Job Type, Package Type and user defined dimensions are managed in this screen.

### 9.2.1 MANAGING DIMENSIONS

1. Select **Manage Dimensions** under **Financial Dimensions** business component. The **Manage Dimensions** page appears.
2. Select the [Setup Dimension](#) tab to setup system defined and user defined dimensions.
3. Select the [Map to Companies](#) tab enables to map the dimensions to the companies.
4. Select the [Map to Account Codes](#) tab to map the dimensions to Account Codes.
5. Select the [Maintain Dimensions](#) to map or unmap the dimensions.

#### Recording Setup Dimension

This tab enables the user to setup system defined and user defined dimensions.

6. In the header section, specify the **Organization Type** for which the system defined and user defined are setup.
7. Select the **System Defined Dimensions** tab to record the system defined dimensions such as Aircraft Reg. #, Aircraft Model, Item # etc.
8. Select the **User Defined Dimensions** tab to record the user defined dimensions.

#### Mapping To Companies

This tab enables the user to map the dimensions to the companies.

In the **Tree Interface** display,

- ▶ The tree interface in the left section displays all the existing active companies in the installation.
  - ▶ On expanding the tree, the available saved dimensions for each company will get listed as sub nodes.
9. In the **Dimension Mapping** section, specify the **Dest Company** and the **Dimension Name** for which mapping is to be done.
  10. Click the **Get** pushbutton to retrieve the Dimension details based on the search criteria provided.
  11. In the multiline, specify the **sequence** in which the system defined dimensions are mapped to the company

#### Mapping To Account Codes

This tab enables the user to map the Dimensions to Account Codes.

In the **Account Details** section,

1. Specify the **Account Code From, Account Code To, Dimension Name** and **Account Group**.
2. Click the **Search** pushbutton to retrieve the results based on the entered criteria.
3. Specify the **Dimensions** and **Account Code**.

#### Maintaining Dimensions

This tab enables the user to map or unmap the Dimension details.

In the header section,

4. Specify the **Account Code From**, **Account Code To**, **Dimension Name** and **Account Group**.
5. Click the **Get** pushbutton to retrieve the dimension details based on the specified criteria.

In the multiline,

6. Enter the **Account Code**, **Effective From** and **Effective To** dates.
7. Click the **Map** pushbutton to map the Dimension Details.
8. Click the **Unmap** pushbutton to unmap the Dimension Details.

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