

RAMCOAVIATION SOLUTION VERSION 5.8 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	<u>Set Posting</u> <u>Finance</u> <u>Books</u>	1. Set options for finance book posting
2	Setting options	Account Group	Set Options	<u>Set Option</u> s	1. Setting options
3	Maintaining part account group	Account Group	Maintain Part Account Group	<u>Maintain</u> <u>Part Account</u> <u>Group</u>	 Maintaining part account groups. Activating and Inactivating part account groups
4	Associating parts to account group	Account Group	Associate Parts to Account Group	<u>Associate</u> <u>Parts</u>	 Associating parts to different account groups. Associating different parts to the same account group
5	Maintaining supplier account group	Account Group	Maintain Supplier Account Group	<u>Maintain</u> <u>Supplier</u> <u>Account</u> <u>Group</u>	 Maintaining supplier account groups. Activating and Inactivating supplier
6	Associating suppliers to account group	Account Group	Associate suppliers to Account Group	<u>Associate</u> <u>Suppliers</u>	 Associating suppliers to different account groups. Associating different suppliers to the same account group
7	Maintaining customer group	Account Group	Maintain Customer Account Group	<u>Maintain</u> <u>Customer</u> <u>Account</u> <u>Group</u>	 Maintaining customer account groups. Activating and Inactivating customer
8	Associating customers to account group	Account Group	Associate suppliers to Account Group	<u>Associate</u> <u>Customers</u>	 Associating suppliers to different account groups. 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.

Set Posting Finance Books					= x;	5	₽ ←	5	6
Bacting Information				Date Format yyyy-dd-mm					_
Forting Anomation	Entity Based Posting Finance Books for Expense A	ccounting Yes 💌							
Event Based Posting Book Information Entity Based Posting Bo	pok Information								
Defaults									
Posting Finance Book 👂									
44 4 25 - 25 / 25 🕨 🗰 🕇 🗇 🐼 🝸 🔭				🕸 🐨 💷 💷	•			Q	
# Org Unit Event	Posting Finance Book 👂								
25									
								_	-
	Se	t Posting Finance Books							
Record Statistics									-
Lat Modified by DMIKE			la	t Modified Date 2016-08-02					

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".

*	D	Set	t Options								= z		+	? 1	5
	Editi	ing Op	ptions for Finance	Information					Date Format dd	/mm/yyyy					-
-					A second Course in Dark Marke	Allowed	-								
					Account Group in Part Haste	Allowed	-								
					Account Group of Activated Par	Allowed	-								
					Account Group in Supplier maste	Allowed	· ·								
					Account Group of In-use Supplie	Not Allowed	Ŧ								
					Finance Book for Warehous	Not Allowed	•								
					Account Group in Customer maste	Allowed	•								
					Account Group of activated Custome	Allowed	Ŧ								
_					Report Consumption after Main Core return	Yes 🔻									
	Fina	nce Po	osting Options Fo	or Resource Type											
				Finance Postings Required For:	V Skill	Tools		🔽 Equij	pment		Others				
	Anal	lysis P	osting Options -		Analysis Accounting for Aircraft Based Expense	s No 🔻									
	ASSE	et map	pping Options —												
	Acco	untin	n Process Paran	Enforce Object to Asset Mapping For:	Aircraft	Component		E Facility							
		Juncing	ig riocess ration												
44	4	1	- 6 / 19 🕨 🕨	+ 0 0 0 T T			7 1 0	XCİM		All		Ŧ		,	D
#	E	Pro	rocess Parameter		Permitted Values		Value		Status		Error Message				
1	E	Co	ost Center Basis for	Resource Adjustment - Base CC not ava	Enter '0' for Task Work Center and '1' for Debit Cost	Center		0	Defined						
2	E	WI	IP Policy for Aircraf	t Maintenance - Internal	Enter '0' for Maint.Consumption, '1' for Maint.Susper	ise		0	Defined						
3	E	Inc	cidence of Cost boo	oking for Shop Maintenance – External	Enter '0' for Task closure, '1' for Root work order clo	sure		1	Defined						
4	E	Inc	cidence of Cost boo	oking for Shop Maintenance – Internal	Enter '0' for Task closure, '1' for Root work order clo	sure		0	Defined						
5	E	Co	ost Center Basis for	Resource Adjustment	Enter '0' for Task Work Center, '1' for Work Order CO	RD and '2' for Base.		2	Defined						
6	E	Co	ost and Revenue Ac	cruals for Completed Root Work Orders	Enter '1' for Completed Root Work Orders			1	Defined						
_															_
					Set	Options									_
-	Reco	ord Sta	atistics												
				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

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*	D	Associate Parts						/13 🗐 🕫 🖶	+ ? 🗔
	earc	h Criteria							
			Part #				Reference Status	•	
			Part Description				Part Type Expendable	•	
			Part Account Group	Consumables			Associated? Yes 🔻		
			Part Group		•		Part Category		
					Search	1			
	earc	h Results							
44	•	1 - 10 / 41 🕨 🕨	+ 0 0 0 T T					v	Q
#		Part #	Part Description	Part Type	Part Account Group		Account Group Description	Issue Basis	Εxμ
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		MN:CR:0078	ice detector	Expendable	Consumables	*	Consumables	Non-Returnable	Rev
7		GZ	fg	Expendable	Consumables	*	Consumables	Non-Returnable	Rev
8		P1	yftjhtdrt	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
		4							۱.
A	ssoc	ate all selected parts t	o Account Group	lect All			Part Account Group		
							·		
					Associate F	Parts			

Figure 2.3 Maintaining part account group

- 3. 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.
- 4. Click the **Search** pushbutton to retrieve the details based on the search criteria.

To modify the part account group details

- 5. Enter the Part Account Group and Account Group Description in the Part Account Group Details multiline.
- 6. Select the **Status** as "Activate" or "Inactivate".
- 7. Click the Maintain Part Account Groups pushbutton to update the modified details. To provide further details,
- 8. 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.

1. Select Associate Parts to Account Group under Account Group business component. The "Associate Parts" page appears. See Figure 2.4.

*	D)	Maintain Supplier Account Group					= x		i ← ?	Ľ¢.
_						Date Format dd/mm/yyyy				
- -s	earct	Criteria Supplier Account Group Account Group Description	Search]		Status Active	v			
	4) •					: 自 👽 単 🗐 🔟 All		v		Q
#		Supplier Account Group	Account Group Description	Status		Created by	Created Date	La	st Modified I	Бу
1		INTERCO	INTERCO	Active	~	DMUSER	07/11/2011	DN	IUSER	
		TRADE	TRADE	Active	*	DMUSER	07/11/2011	DN	IUSER	
		EMP	Employees	Active	~	DMUSER	14/12/2015	DN	IUSER	
		FOR	Foreign Currency Vendor	Active	*	DMUSER	14/12/2015	DN	IUSER	
		PO	PO Vendor	Active	*	DMUSER	14/12/2015	DN	IUSER	
		CORP	Corporate Vendor	Active	*	DMUSER	14/12/2015	DN	IUSER	
,		EMPLOYEE	Employees	Active	*	DMUSER	14/12/2015	DN	IUSER	
3		SAGDM	sagdm	Active	~	DMUSER	14/12/2015	DM	IUSER	
•		SAGUT	sagut	Active	*	DMUSER	14/12/2015	DM	IUSER	
10		SAG01	sag01	Active	~	DMUSER	14/12/2015	DM	IUSER	
		4								×.
moria	ita Sui	soliar Arrount Group to Suppliare	Maintain Supplier Acco	ount Groups						

Figure 2.4 Associating parts to account group

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



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

Modifying the already associated part and part account group details

- 4. Enter the modified Part #, Part Description and Part Type in the Search Results multiline.
- 5. 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

- 6. Check the **Select All** box to select all the parts listed in the multiline to associate with a part account group.
- 7. Select the **Part Account Group** to which all the parts must be associated.
- 8. 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.

1. Select **Maintain Supplier Account Group** under **Account Group** business component. The **"Maintain Supplier Account Group**" page appears. *See Figure 2.5.*

*		Maintain Supplier Account Group								← ? 🗔 🖪
_							Date Format dd/mm,	/yyyy		
<u> </u>	earc	h Criteria Supplier Account Group Account Group Description	Search				Status Active	V		
	uppl	er Account Group Details				_				
44	•	1 - 10 / 15 > >> + 🗇 🔅 🛪 🗡 🗙			Y T B X 6		X ¹ ¹ ¹ ¹ ¹ ¹	All	T	Q
#		Supplier Account Group	Account Group Description	Status		Crea	ated by	Created Date	Las	t Modified by
1		INTERCO	INTERCO	Active	~	DML	JSER	07/11/2011	DMI	JSER
2		TRADE	TRADE	Active	*	DML	JSER	07/11/2011	DMI	JSER
3		EMP	Employees	Active	~	DML	JSER	14/12/2015	DMI	JSER
4		FOR	Foreign Currency Vendor	Active	*	DML	JSER	14/12/2015	DMI	JSER
5		PO	PO Vendor	Active	~	DML	JSER	14/12/2015	DMI	JSER
6		CORP	Corporate Vendor	Active	~	DML	JSER	14/12/2015	DMI	JSER
7		EMPLOYEE	Employees	Active	~	DMU	JSER	14/12/2015	DMI	JSER
8		SAGDM	sagdm	Active	~	DML	JSER	14/12/2015	DMI	JSER
9		SAGUT	sagut	Active	~	DML	JSER	14/12/2015	DMI	JSER
10		SAG01	sag01	Active	*	DMU	JSER	14/12/2015	DMI	JSER
		4								F.
			Maintain Supplier Acco	int Groups						

Figure 2.5 Maintaining supplier account group

- 2. Provide search criteria to search for the supplier account group and click the **Search** pushbutton.
- 3. In the multiline, enter the **Supplier Account Group** and the Account Group Description.
- 4. Use the Status drop-down list box to set the status of the supplier account group as "Active" or "Inactive".
- 5. 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.

1. Select **Associate Suppliers** to Account Group under the **Account Group** business component. The **"Associate Suppliers**" page appears. *See Figure 2.6.*



*	D	Associate Parts						■ xt 를 다 ←	? 🗔 🖾
- Se	arch	Criteria							
			Par	t#			Reference Status		
			Part Descript	ion			Part Type 💌		
			Part Account Gro	up			Associated?		
			Part Gro	up	· · · · · · · · · · · · · · · · · · ·		Part Category 💌		
						Search			
- Se	arch	Results							
44 0	1	1 - 10 / 500 + ++	+ 0 0 0 1 1			美丽夏又 交		v	Q
#		Part #	Part Description	Part Type	Part Account Group	Account Group Description	Issue Basis	Expense Type	_
1	1	ADRIAN:35895	Lord Krishna	Consumable	Consumables	✓ Consumable	Non-Returnable	Revenue	
2		767C0000-02: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 AUAV-5065	Component	Rotables	✓ Rotables	Non-Returnable	Capital	
9		0154DB5:04274	P2T2 INLET PROBE	Consumable	Consumables	✓ Consumable	Non-Returnable	Revenue	
10		0-001-368-016:35895	est	Consumable	Consumables	✓ Consumable	Non-Returnable	Revenue	
		4							+
- As	soci	ate all selected parts to	o Account Group						
			1	Select All		Part Ac	count Group 💌		
_									
					Asso	ciate 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					= 겨 를 다	+ ? 🗔 🛛			
_		Calenia			Da	ate Format yyyy-dd-mm					
_ ,	Customer Account Group Description										
- s	earch	Results		Search							
	4	1-7/7 • • + - 0 4 0 0	T T			x # # 11 Al	v	Q			
		Customer Account Group	Account Group Description	Status	Created by	Created Date	Last Modified by	Last Modified E			
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 ACCOMODATION	Doha Accomodation	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				×	•						
		4						•			
			1	Aaintain Account Groups							

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.

*		Associate Customers				同式	ē ₽ <	-? 🗟 🖪		
	Search Criteria Customer # Customer Account Group Associated? Search Search Search Customer Name ustomer Name Customer Name Customer Name Custome									
	4	1 - 10 / 248 > >> + 0	O O T T			14 (11) Al	v	Q		
		Customer #	Customer Name	Reference Status	Customer Account Group	Account Group Description				
1		046	Customer 1	Under Creation	~					
2		2010A7P5046G	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	55	Under Creation	*					
8		AC000018-2015	TESTSANDHYA	Under Creation	*					
9		AC000024-2015	CUSTOMER	Under Creation	* *					
10		AC000028-2015	RAMCO	Under Creation	*			*		
	Associate selected Customers to Account Group Select All Customer Account Group Associate Customers									

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	<u>Create</u> <u>Operativ€OA</u> <u>ID</u>	1. Create Operative COA ID along with description
		Accounting Setup	Create Operative COA	<u>Create</u> Operativ€OA	 Select COA ID Create posting account code, description and set properties. Map account codes to
2.	Attach Operative COA to Company	Accounting Setup	Attach / Copy Operative COA to Company	Select Operative Account code to Attach / Copy	1. Select either few account codes or the entire COA
		Accounting Setup	Attach / Copy Operative COA ID to Company	Attach / Detach Account Code to Company	 Select the companies defined in the installation Select "Attach" option in the Action field Give the same COA ID and description
3.	Copy Operative COA to Company Edit Accounts	Accounting Setup	Attach / Copy Operative COA to Company	Select Operative Account Code to Attach / Copy	1. Select either few account codes or the entire COA
		Accounting Setup	Attach / Copy Operative COA to Company	Attach / Detach Account Code to Company	 Select the companies defined in the installation Select "Copy" option in the Action field Give a unique COA ID and description If account currency is to be converted to the base currency of the company, use the check box (Optional)



4.	Reporting Chart of Accounts ID Account Creation	Accounting Setup	Create Reporting COA	<u>Create</u> <u>Reportig COA</u> <u>ID</u>	1. Create COA ID along with description for various types
		Accounting Setup	Create Reporting COA	<u>Create</u> <u>Reportig COA</u> ID	 Select Reporting COA ID 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	<u>Create</u> <u>Reportig COA</u>	1. Select either few account codes or the entire COA
		Accounting Setup	Create Reporting COA	<u>Attach</u> <u>Reportig COA</u>	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	<u>Copy Reportig</u> <u>COA</u>	 Select the companies defined in the installation Give a unique COA ID and description
7.	Attach Reporting COA to companies (subsequently)	Accounting Setup	Attach / Detach Reporting COA	<u>Attach / Detach</u> <u>Reportig COA</u>	 Select the COA ID Select the companies defined in the installation Give the same COA ID and description
8.	Copy Reporting COA (subsequently)	Accounting Setup	Attach / Detach Reporting COA	<u>Attach / Detach</u> <u>Reportig COA</u>	 Select the COA ID Select the companies defined in the installation Give a unique COA ID and description



9.	Mapping Posting Account Codes after creation of Reporting COA	Accounting Setup	Create Reporting COA	<u>Attach Postig</u> <u>Accounts to</u> <u>Reportig COA</u>	 Select reporting COA ID Select operative COA ID Retrieve the posting account codes based on the search criteria and map to the lowest level reporting account
10.	Mapping Posting Account Codes (subsequently)	Accounting Setup	Attach / Detach Posting Account Code to Reporting COA	Attach / Detach Posting account Code to reportingOA	 Select reporting COA ID Select operative COA ID Retrieve the reporting account codes based on the search criteria. Retrieve the posting account codes based on the search criteria and map to the lowest level reporting account
11.	Create Financial Calendar	Accounting Setup	Create Calendar	<u>Create</u> <u>Financial</u> <u>Calendar</u>	 Enter year code, description, start date and end date Select frequency for period and compute periods (if frequency is selected as "Customize" then the user has to define the period end dates) Mark legacy periods as "Yes"
12.	Attach Financial Calendar after creation	Accounting Setup	Create Calendar	<u>Create</u> <u>Financial</u> <u>Calendar</u>	 Enter year code, description, start date and end date Select frequency for period and compute periods (if frequency is selected as "Customize" then the user has to define the period end dates) Mark legacy periods as "Yes"
		Accounting Setup	Create Calendar	<u>Attach</u> Financial Calendar	 Select the year code Select the company and attach
13.	Attach Financial Calendar (subsequently)	Accounting Setup	Attach/Detach Calendar	<u>Attach / Detach</u> <u>Calendar</u>	 Select the year type as financial year Select the year code Select the company and attach
14.	Detach Financial Calendar	Accounting Setup	Attach / Detach Calendar	<u>Attach / Detach</u> <u>Calendar</u>	 Select the year type as "Financial Year" Select the year code Select the company and detach



15.	Maintain Posting Rule - Include	Accounting Setup	Maintain Posting Rule	<u>Maintain</u> <u>Postig Rule</u>	 Select the journal voucher type If the rule is to be set at account level, execute search and set the rule (Include) after entering the effective date. If the rule is to be set at the account property level, set the rule (Include) after entering the effective date
16.	Maintain Posting Rule – Exclude	Accounting Setup	Maintain Posting Rule	<u>Maintain</u> <u>Postig Rule</u>	 Select the journal voucher type If the rule is to be set at Account level, execute search and set the Rule (Exclude) after entering the effective date. If the rule is to be set at the account property level, set the rule (Exclude) after entering the effective date

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.

★ 🗎 Create Operative Chart of Account ID				i z	: 6	•	;	0
Chart of Accounts ID COA1200			Description Charge Suspense					
		Create ID						
Create Operative Chart of Accounts	Attach Notes							
Created by			Created Date					

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.

* 🗈	Create Operative Cl	nart of Accounts								≣ <i>≍</i> ;	Ē	+ '	? [¢ K
Acco	Chart of Accounts	ID 01245 💌		Description account for finnace					Status	Active				
44 4	[No records to display]				А		#	÷ III	All		Ŧ			Q
# E		Automatic Posting Account Type		Effective Period From		Effective Period To			Consolida	tion Account (Code			
1 8	•		*	02/02/2016										
	•													•
		Upload Account Code					Creat	te Accour	nt Code					
		Assign Analysis Code				Map Norma	al / All	ocation Co	st Elements					

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	Сору				■ # ● ☆ ← 3	
Chart of Accounts ID 01245 Search Criteria		Description account	t for finnace		Status Active	
Account Code from Description		Account 0	To roup ASSET V		Currency CAD V	
Automatic Posting Account Type Control Account Type Account Classification	v					
Consolidation Account Code					Search	
- Search Results						
$(4, 4, 1, -1/1) \rightarrow (-7, 7)$	ian (11	10000 Accourt	L L		Control Account Tuno	D D
1 0123654 Account	ng CA	D ASSET	0,000	BALANCE SHEET	control Account Type	_
4						Þ
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 C	ompany				: 특 다	+ '	? 🗔 🗖		
	Chart of Accounts ID 123455 Description abc Status Acts										
44	4	1 - 3/3 🕨 🗰 🛨 = 🗇 🗲 🖸	Q T T			I. Al	Ŧ		Q		
#		Company Name	Parent	Chart of Accounts ID	Description	Action		Mai	n Finance Boc		
1		CB Airways		123456	abc	Attach		▼ ELI	MINATION		
2		Able Engineering	AVEOS	ABLE1	ABLE Eng.	Attach		✓ ABL	EMFB		
3		Execute To Win	AVEOS	EXE	EXE 2 WIN	Attach		✓ EXE	:MFB		
4						Attach		~			
		٩	Atach/ Copy Account Code		Detach Act	count Code			•		
Attack	Lach 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.

★		■ x = ↓ + ? □
Chart of Accounts ID 30003 Country	Description	Chart of Accounts Type COUNTRY SPECIFIC
	Create ID	
Create Reporting Chart of Accounts	Attach Notes	
Created by		Created Date

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

Attach Reporting Chart of Account

6		Book Keeping								rar	nc
k	D	Create Reporting Chart of Accoun	ts							고: 좀 다 ◀	- ? 🗔
		Chart of Accounts ID 5 💌			Description SS				Status Active		
	ccour	Country SE		Ch	art of Accounts Type COUNTRY SPE	CIFIC					
	4						7 6 7 4		Al	-	0
*		Account Code	Account Level	Parent Account Code	Description			Account Group	~	Account Classification	~
1	-	SMG ODCOA			Description	CAL	n v	ACCET		PALANCE SHEET	
,	6	Shid Orcox				CAL	n v	ASSET		BALANCE SHEET	
		4								_	Þ
					Create Account Code						
•	perat	tive Account Code Mapping									
		Operative Chart of Accounts ID 123456	*		Description abc						
S	earch	Criteria									
		Account Code from			To				Currency CAD		
		Description		-	Account Group ALI	•					
		Captral Account Turps	*	•							
		Account Classification All									
		Auto Posting Account Type All		*							
		Consolidation Account Code							Sear	ch	
_											
	iearch	n Results									0
**	1	1 - 4/4 > >> T T	Orregistion	Orman	Annual Cours	Annunk Charling			All	v	Cfforting
# •		Positing Account Code	Description	currency	Account Group	Account Liassincation		consoli	uauun Account Lode		Effective
		1001002	Charge Suspense	CAD		BALANCE SHEET					2016-01-
3		109902	Freight Expenses	CAD	EXPENSES	INCOME STATEMENT					2016-01-
4		TAX	taxable	CAD	EXPENSES	INCOME STATEMENT					2016-01-
		4									Þ

Figure 2.14 Create Reporting Chart of Accounts

3. Enter the account properties like Account Code, Account Level, Parent Account Code, Description, Currency, Account Group and Account Classification.

Attach Account Code

4. Click the Create Account Code pushbutton to create the account codes.

Copy Reporting Chart of Accounts

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.

7	r 🗎	Attach Reporting Chart of Account	its			≣ _;;	ē (3 🔶	?	
	Char	Chart of Accounts ID 5 t of Accounts Information		Description SS	Status A	ctive				
E	4 4	1 - 3/3 > >> - Y Y			All		Ŧ		_	Q
	r 🗉	Company Name	Parent	Main Finance Book ID						
1		Able Engineering	CB Airways	ABLEMFB						
2	0	CB Airways		ELIMINATION						
3	E	Execute To Win	CB Airways	EXEMFB						
L										
Ŀ										
				Attach						
A	tach Not	es								

Figure 2.15 Attach Reporting COA

- The "Attach Reporting Chart of Accounts" page is launched. See Figure 2.15. 1.
- Select the **Company Name** in the multiline to which the reporting COA ID has to be attached. 2.
- Click the Attach pushbutton to attach reporting COA to companies 3.

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.



												_	
*		Copy Reporting Chart of Accounts					12]];	ē		- ?	6	ĸ
-												_	-
		Chart of Accounts ID 5		Description SS			Status Active						
-	Chart	of Accounts Information											
44	4	1-3/3 > >> + = 🗗 🗲 🔕 🖏 🕇 T,					 Al					_	Q
#		Company Name	Parent		Chart of Accounts ID	Description		Main F	nance E	Book ID			
1		Able Engineering	CB Airways					ABLEM	FB				
2		CB Airways						ELIMIN	IATION				
3		Execute To Win	CB Airways					EXEMP	в				
4													
		4											•
-												_	_
				Сору									
Attac	h Note:												

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.

*		Attach/Detach Posting Ac	ccount to Reporting Chart of A	Accounts							자 등	4	← ? [
	Soarc	Chart of Accounts ID 5 Chart of Accounts Type 0	5 V		Description SS Country SE				Status	Active			
	Jean	Account Code from Description Parent Account Code		A	To Account Group AS account Classification BA	ILANCE SHEET			Currency Account Level	All O Search			
	Searc	h Results											
44	•	No records to display] 🕨 🕨	- T T.					* * II	All		•	1	Q
#		Account Code	Account Level	Parent Account Code	Descri	iption		Currency	Account	Group		Acco	unt Classification
	Opera	tive Account Code Mapping Operative Chart of Accounts ID 1 1 Criteria Account Code from	123456		Description abo	то			Curren	cy CAD V			
		Description Layout Heading		T	Account 0	Broup 💌			Curren	cy one -			
	,	Control Account Type Account Classification Automatic Posting Account Type Consolidation Account Code	¥	v	A	ction 💌				Search			
	Searc	n Results											
44		1 - 3/3 → → T T.	Duratefin	0	4			# # III	All	- 4	Ŧ		Q
#		Posting Account Code	Description	Currency	Account Group	Account Cla	NEET	Consolic	ation Account C	oae			Effective
2		109902	Freight Expenses	CAD	EXPENSES	INCOME ST	TATEMENT						2016-01-
3		TAX	taxable	CAD	EXPENSES	INCOME ST	ATEMENT						2016-01-
_		4	Attach Account Code		· · · · · · · · · · · · · · · · · · ·			th Account Co	10				•
			Actach Account Code				Deta	In Account Co	ie.				

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.

*	Create Financi	ial Calendar												: 1		+	?	[0
	Co	ompany Name CB Airways									9	Status						
	Financia	Start Date 2017-01-01	m		Descriptio End Dat	e		(1)										
		Frequency CUSTOMIZE	•										Compute F	Period:	5			
- F	inancial Period Details																	
••	[No records to displate	w] → → + = □	* 0 0 T T						XCM	x) 🖡 🖷	(II) AI			•				Q
#	Financial Period (Code	Description	Start Date	Er	d Date	Legacy Da	te										
1							NO										~	
_						Create												
Attach	Financial Calendar			Create Tax Calendar					Attach Note	5								
_		Created by									Creation	n Date						

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.



* 🗎 Attach Finance Calendar					= z	-		- ?	6	K
Company Name CB Airways				Year Status	Active					
Financial year becaus		Description (DAM)								
Short Date 2014 01 01		End Data 2014 21 12								
Start Date 2014-01-01		Lind Date 2014-51-12								
- Attach to Company										
			# # II	All			v			Q
# 🗉 Company Name	Main Finance Book ID									
1 🗇 Able Engineering	ABLEMFB									
2 🗉 Execute To Win	EXEMFB									
		Attach Financial Calendar								-
Attach Notes										-

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.

★ 🗎 Attach/Detach Calendar 📰 🛪 👼 🟳												
Company Name CB Airways												
Year Financial Year V	F	inancial / Tax Year Code FY11 💌		Description Financial Year 2011								
Status Active		Start Date 2011-01-01		End Date 2011-31-12								
Company Information												
# 🗏 Company Name												
1 🖾 Able Engineering	ABLEMFB	Attach										
2 🖾 Execute To Win	EXEMFB	Attach										
Attach Calendar Detach Calendar												
Attach Notes												

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						≓ ← 1	
	earch	Journal Voucher Type POSTING BOOI	▼ VE>	Effective From Date 20	011-01-01				
		Account Code from		То		Status Al	Search		
	xcept	tion Details							
44	4	1-6/6 + + + = 0 + Q Q	Τ.			a III Al	•		Q
		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 🗸	*		*			
		٩				_			Þ
				Include	Exclude				
		Cre	ated by SCHELLAMUTHU		Created Date	2011-13-11			
		Last Mod	lified 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	<u>Create Bank</u>	 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	<u>Select Bank</u>	4. Execute search criteria to retrieve bank code and bank account number
				<u>View Bank</u>	 Select bank reference or bank account number from entry point page View bank balance for the bank code.
3.	Bank Usage Information	Bank Cash Definition	Create Bank / Cash Details	<u>Create Bank</u> <u>Usage</u> <u>Informatio</u> n	 Select bank code Set the bank usage
4.	Set Bank Charges	Bank Cash Definition	Set Bank Charges	<u>Set Bank</u> <u>Charges</u>	 Select the bank account number Set bank charges.
5.	Inactivate Bank Codes	Bank cash Definition	Activate / Inactivate Bank / Cash Details	<u>Select Bank</u>	 Select bank reference or bank account number Activate / Inactivate bank.
6.				<u>Activate /</u> Inactivat B ank	 Select the bank reference or bank account number from entry point page Activate / Inactivate bank account number
7.	Creation Cash Codes	Bank Cash Definition	Create Bank Cash Definition	<u>Create Cash</u> <u>Book Details</u>	 Create cash code 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.

★ 🎚 Create Bank								= x;		₽ ←	?	
Bank Reference			Bank Name	[Status					_
City	Malaveia	×	State				zip					
Phone #			Fax				Telex					
E-Mail			5(h H)-				Mailstop					
Bank Clearing #			Swift No.				Bank Type	•				
Bank Account No.	CAD -		Credit Limit				Drawable Limit					
Electronic File Generation												
Based on Supplier Bank Type Bank Book Details	•											
	+ 0 0 0 T T				人口		a II Al		•			Q
# Bank Code	Description		Map to Finance Book	Credit Limit		Drawable Limit	Over Draft An	nount		Effective I	Date for	Int
1 0			AVEOS	•								
4												
												-
			Create	Bank								_
Create Cash Book Details Bank Usage Information		Create Bank C Attach Notes	Contact Details			Create File Transfer D	etails					
	Created by					Created Date						

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
- 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. Map each of the Bank Code to Map to Finance Book in the multiline.
- 7. Select the details in the multiline for which **Bank Code** is entered.
- 8. 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



★ 🗎 Bank Usage Information		« « 1 » » 1/1 ≣ ¤ ē ¤ ← ? ⊡ K
Bank Reference 5643	Bank Name ICICI	Bank Account No. 10008765
Bank Code ICICI	Description Bank	Finance Book AVEOS
Supplier Payments Yes 💌	Supplier Receipts Yes 💌	Sundry Payments Yes 💌
Customer Payment Yes 💌	Customer Receipts Yes 💌	Sundry Receipts Yes 🐨
Payroll Yes 💌	Employee Receipts Yes 💌	
	Set Usage	

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.

Set Bank Charges							<u> </u>	ē ₽	+ 1	к
Bank Reference P Pay Mode Transaction Currency Bank Charge Definition	7894 Check V CAD V	Eff	Bank Name Bank Charges Type LOCAL CHECK ective Date From	×	(F)	Bank Account No. Charge Currency	123456789 CAD 💌 Get Details]		
•• • [No records to display] • ••	+ - 0 % 0 0 T T.					🔻 🖮 💷 🗛		Ŧ		 Q
Amount From	Amount 10	Incremental Amount	Hat Charge	Percentage						
Minimum Charge		1	Maximum Charge			Miscellaneous Charge				_
			Set Bank Charges							
View Bank Charges										

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.



*		Select Bank					= 그 =	1□ ← ?	[0 K		
		Bank Reference		Bank A	iccount No.						
s	earch	Criteria Bank Reference		1	Bank Name	Ban	k Account No.				
		Bank Code			Status Active 💌						
		Effective Date From	2016-20-04				Search				
	earch	Results									
		Bank Reference	Bank Code	Bank Account No.	Bank Name	Bank Clearance No.	Swift No.	City			
1		1234	ASB	1234567	ICICI	456789		CHENNAI			
2		5643	ICICI	10008765	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			
		4							•		
	Activate Bank Inactivate Bank										
Activat	e/Ina	/Inactivate Cash Details Activate /Inactivate Bank									

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.

7	★ 🗎 Activate/Inactivate Cash Details											
	Status Active v					ve Date From 2016-20-04		Get				
	4	1 - 1/1 > > - T T.						۵ 💌				
	- 1	Cash Code	Description	Currency	Finance Book	Account Balance	Status					
	1	CASH001	cash book	CAD	AVEOS	0.00	Active					
	Activate Cash Details Inactivate Cash Details											

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.

*		Select B	ank						□ ≍ 膏 다 ← ?	
_			Bank Reference		Bar	ik Account No.				
S	Search	h Criteria	Bank Reference		Bar	nk Account No.		Bank Name		
			Bank Code			Status Active 💌			Search	
	Search	h Results								
44	4	1 - 5 / 19	• • T.T.					All	v	Q
#		Bank Refe	ence	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	FT	BMO CAD EFT	BMO CAD EFT	Bank of Montreal	000111259413	BOFMCAM2	Montreal	
		4								×
/iew E	Bank				View Bank Contact Details		View File Transfer Details			
View Cash Book Details					View Bank Charges					

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.

*	🗎 View Bank				44 4 1 2 3 4 5	• •	2 /19 📰	z; €	9	← ?	[0	ĸ
	Bank Reference 5643		Bank Na								Ê	
	Address 1 123											
	City		S	tate		zip						
	Country Mala	rsia										- 11
	Phone #			Fax		Telex						
	E-Mail					Mailstop						
	Bank Clearing # 1234 Bank Account Information	5678	Switt	No.		Bank Type						
	Bank Account No. 1000	3765	Credit L	imit	Drawable Limit							
	Currency CAD											
	Electronic File Generation											
	Based on Supplier Bank Type											
						41		-			0	
	Bank Code	Description	Finance Book	Porting Account Code	Account Balance	Dr/Cr	Credit Limit	•		Balance	in Fr	
1	ICICI	Bank	AVEOS	Bank456	0.00					Contract		
		Darin.	11205	Dank 155	000							
	4										•	
-												
View	Bank Contact Details	View F	le Transfer Details		Attach Notes							
	Created by		Created D	ate								
	Last Modified by DMU	SER	Last Modified D	ate 2015-10-06								Ŧ

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



*		Create Cash Book Details					III xi = □ ←					
	• [No records to display] 🕨 🗰 🛨 🗕 🗇	4 0 C T T.		V	Q						
		Cash Code	Description									
1				CAD	AVE			~				
	Create Cash Book											
Cash	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	<u>Create</u> <u>Currency</u>	 Enter currency information Create currency Check whether the created currency exists in the list of predefined values.
		Chief Finance Officer	Organization Setup	Create Currency and Country	<u>Create</u> <u>Currency</u> <u>Denominatio</u> n	 Select currency code Enter currency denomination and description Create currency denomination
2.	Inactivate Currency	Chief Finance Officer	Organization Setup	Activate / Inactivat	Activate / Inactivate Currency	 Select currency code Enter effective from date Inactivate currency
3.	Activate Currency	Chief Finance Officer	Organization Setup	Activate / Inactivat	<u>Activate /</u> <u>Inactivat</u> e <u>Currency</u>	 Select currency code Enter effective from date Activate currency
4.	Create Company Create Registered Office (with Parallel Base Currency)	Chief Finance Officer	Organization Setup	Create Company	<u>Create</u> <u>Company</u>	 Enter company code, name and registration date If the company is a child company then specify the parent company details Enter address details Enter base currency and parallel base currency
		Chief Finance Officer	Organization Setup	Create Company	<u>Create</u> <u>Registered</u> <u>Office details</u>	 Select company code, country Enter address details Register the details
5.	Create Company Register Office (without Parallel Base Currency)	Chief Finance Officer	Organization Setup	Create Company	<u>Create</u> <u>Company</u>	 Enter company code, name and registration date If the company is a child company then specify parent company details Enter address details Enter base currency
		Chief Finance Officer	Organization Setup	Create Company	<u>Create</u> <u>Registered</u> <u>Office details</u>	 Select company code and country Enter address details Register the details

6.	Introduce parallel base currency subsequent to installation	Chief Finance Officer	Organization Setup	Edit Company	Edit Company	 Select company code Enter parallel base currency Enter effective date for parallel base currency
7.	Remove Parallel Base Currency	Chief Finance Officer	Organization Setup	Edit Company	<u>Edit Company</u>	 Select company code Remove parallel base currency after specifying date
8.	Assign Permitted Currencies	Chief Finance Officer	Organization Setup	Create Company	<u>Assign</u> <u>Permitted</u> <u>Currencies</u>	 Select company code Enter ISO currency code to be assigned Assign currency
9.	Unassign Permitted Currencies	Chief Finance Officer	Organization Setup	Edit Company	<u>Unassign</u> <u>Permitted</u> <u>Currencies</u>	 Select company code Enter effective from date Select currency to be unassigned Unassign permitted currency
10.	Create Finance Book Map to OU / BU	Chief Finance Officer	Organization Setup	Create Finance Book	<u>Create</u> <u>Finance Book</u>	 Select company code Enter finance book ID and description Select book type and deployed at OU Enter effective from date Create the finance book
		Chief Finance Officer	Organization Setup	Map OU Finance Book	<u>Map Finance</u> <u>Book</u>	 Select BU Select OU (only those that have been defined for that BU) Enter finance book and effective from date Map the finance book
11.	Create Consolidation Finance Book Map to OU / BU	Chief Finance Officer	Organization Setup	Create Finance Book	<u>Create</u> <u>Finance Book</u>	 Select parent company code Enter finance book ID and description Select book type and deployed at OU Enter effective from date Create finance book
		Chief Finance Officer	Organization Setup	Map OU Finance Book	<u>Map Finance</u> <u>Book</u>	 Select BU Select OU (not mandatory) Enter finance book and effective from date Map the finance book

12.	Create Tax Book	Chief Finance Officer Chief Finance Officer	Organization Setup Organization Setup	Create Finance Book Map OU Finance Book	<u>Create</u> <u>Finance Book</u> <u>Map Finance</u> <u>Book</u>	 Select company code Enter tax book ID and description Select book type and deployed at OU Enter effective from date Create finance book Select BU Select OU (not mandatory) Enter Finance Book and Effective from date Map the finance Book
13.	Unmap Finance Book	Chief Finance Officer		Map OU Finance Book	<u>Map Finance</u> <u>Book</u>	 Select BU and OU (not mandatory) Enter effective date (either system date or future date) Get details Unmap the finance book after giving effective date
14.	Inactivate Finance Book (Tax Book)	Chief Finance Officer	Organization Setup	Activate / Inactivate Finance Book	<u>Activate</u> / <u>Inactivat</u> e <u>Finance Book</u>	 Select company code Select finance book Enter effective from date (either system date or future date) Inactivate finance book
15.	Activate Finance Book (Tax Book)	Chief Finance Officer	Organization Setup	Activate / Inactivate Finance Book	<u>Activate</u> / <u>Inactivat</u> e <u>Finance Book</u>	 Select company code Select finance book Enter effective from date Activate finance book
16.	Inactivate Company	Chief Finance Officer	Organization Setup	Activate / Inactivate Company	<u>Activate /</u> <u>Inactivat</u> e <u>Company</u>	 Select company code Enter effective from date (either system date or future date) Inactivate company
17.	Activate Company	Chief Finance Officer	Organization Setup	Activate / Inactivate Company	Activate / Inactivate Company	 Select company code Enter effective from date Activate company
18.	Create Business Unit - Internal Company	Chief Finance Officer	Organization Setup	Create Company	<u>Create</u> <u>Business Unit</u>	 Select company code Define BU ID and BU name, address ID and effective date

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

29.	Map BFG to Organization Unit	Chief Finance Officer	Organization Setup	Map BFG to Organization Unit	<u>Map BFG to</u> <u>Organizatio</u> n <u>Unit</u>	 Select the business function group, company code Enter the effective date Get details (status can be given) Select the org unit to be mapped
30.	Unmap BFG from Organization Unit	Chief Finance Officer	Organization Setup	Map BFG to Organization Unit	<u>Map BFG to</u> <u>Organizatio</u> n <u>Unit</u>	 Select the business function group, company code Enter the effective date Get details (status can be given) Select the OU to be unmapped
31.	Create Business Segment with Finance Book same base currency	Chief Finance Officer	Organization Setup	Create Segment	<u>Create</u> <u>Segment</u>	 Select segment type as business segment Enter segment ID and name Enter effective date Select company code and finance book
32.	Create Business Segment with Finance Book different base currencies	Chief Finance Officer	Organization Setup	Create Segment	<u>Create</u> <u>Segment</u>	 Select segment type as business segment Enter segment ID and name Enter effective date Select company code and finance book
33.	Create Alternate Segment with Finance Book of same base currency	Chief Finance Officer	Organization Setup	Create Segment	<u>Create</u> <u>Segment</u>	 Select segment type as alternate segment Enter segment ID and name Enter effective date Select company code and finance book
34.	Create Alternate Segment with Finance Book different base currencies	Chief Finance Officer	Organization Setup	Create Segment	<u>Create</u> <u>Segment</u>	 Select segment type as alternate segment Enter segment ID and name Enter effective date Select company code and finance book

35.	Edit Segment	Chief Finance Officer	Organization Setup	Edit Segment	Edit Segment	 Select business segment type Select segment Enter effective from date Edit segment (name), company
		Chief Finance Officer	Organization Setup	Edit Segment	<u>Edit Segment</u>	 Select alternate segment type Select segment Enter effective from date Edit segment (name), company
36.	Unmap finance book from segment	Chief Finance Officer	Organization Setup	Edit Segment	Edit Segment	 Select segment type Select segment Enter effective from date Get details Select finance book Unmap finance book
37.	Maintain Identification Details	Chief Finance Officer	Organization Setup	Maintain Identification details	<u>Maintain</u> <u>Identificatio</u> n <u>details</u>	 Select the company code, BU, org unit, identifier and get values Enter the identification number and default the value Maintain the
38.	Delete Identification details	Chief Finance Officer	Organization Setup	Maintain Identification details	<u>Maintain</u> <u>Identificatb</u> n <u>details</u>	 Select the company code, BU, org unit, identifier and get values Delete the identification
39	Maintaining identification references for entities	Chief Finance Officer	Organization Setup	Maintain Entity Level Identificati on Ref.	Maintain Entity Level Identificat ion Ref.	 Select Entity Type (Customer or Supplier) Select Customer # or Supplier #. Specify Identification
40	Maintaining options for partner transactions	Chief Finance Officer	Organization Setup	Maintain Organizati on Parameter s	<u>Maintain</u> <u>Organizati</u> <u>on</u> <u>Paramete</u> <u>rs</u>	 Recording Relationship Details between transacting group companies Setting Value for process parameters for trading option between transacting group

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



		Chief Finance Officer	Exchange Rate	Set function defaults	<u>Set function</u> <u>defaults</u>	 Select one of the two values USD, Euro for the intermediate cross currency Select the sequence for cross currency exchange rate category to choose the method of conversion Select the value of currency code loading option as company
50.	Creating Exchange Rate Type	Chief Finance Officer	Exchange Rate	Create Exchange Rate Type	<u>Create</u> <u>Exchange</u> <u>Rate Type</u>	1. Enter the exchange rate type (other than BR, SR, MR) and description
52	Modifying the Exchange Rate Type	Chief Finance Officer	Exchange Rate	Edit exchange rate type	<u>Edit Exchange</u> <u>Rate Type</u>	 Select the exchange rate type and enter the description
53	Activate / Inactivate Exchange Rate Type	Chief Finance Officer	Exchange Rate	Activate/ Inactivate Exchange Rate Type	<u>Activate /</u> <u>Inactivat</u> e <u>Exchange</u> <u>Rate Type</u>	 Select the exchange rate type Enter effective from date Activate / inactivate
54	Download the Exchange Rate	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<u>Create</u> <u>Exchange</u> <u>Rates</u>	 Select the exchange rate type, enter the valid from date and download rates
55	Create Exchange Rates (Centralized Exchange Rate definition - One deployment for every installation)	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<u>Create</u> <u>Exchange</u> <u>Rates</u>	1. Enter the values of From Currency, To Currency, Exchange rate, Exchange Rate Type, Tolerance % and Tolerance Limit
56	Downloading the Exchange rate	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<u>Create</u> <u>Exchange</u> <u>Rates</u>	 Select the exchange rate type Enter the valid from date and

45 | Book Keeping

57	Creating Exchange Rates (Decentralized Exchange Rate Definition (OU level deployment))	Chief Finance Officer	Exchange Rate	Create Exchange Rates	<u>Create</u> <u>Exchange</u> <u>Rates</u>	 Select the exchange rate type Enter the valid from date and download rates from temp table Enter the values of From Currency, To Currency, Exchange
58.	Viewing the Exchange rate for the period/ year	Chief Finance Officer	Exchange Rate	View Exchange Rates by Date	<u>View Period</u> / <u>Year End</u> <u>Rates</u>	1. Enter the financial year, financial period, From Currency, To Currency and Exchange Bate Type
59	Mapping organization units to a company		Enterprise Setup	Mapping organization units to a company	<u>Maintain OU</u> <u>– Company</u> <u>Mapping</u>	1. Assign / unassign organization units for a company
60	Creating quick codes for finance- related entities	Chief Finance Officer	Organization Setup	Create Quick Codes	<u>Create Quick</u> <u>Codes</u>	 Select Entity Specify the quick code, Value and Default for the entity

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.

* 🗎 Create Currency	B Create Currency									
Currency Information										
ISO Currency Code	AMN	Numeric ISO Currency Code	123	Status						
Currency Symbol	Dh	Currency Description	Driham							
Currency Sub-units	25	Currency Sub-unit Description	Fils	Number of Units				10		
		Create	Currency							
Create Currency Denominations Create Country		Create Country		Attach Notes						
Created by				Created Date						

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.

★ 🔋 Create Company			≣ ≭ ≜ ¤ ← ? ⊡ ⊠
- Company Identity			
Company Code WCH	Company Name	W	
Parent Company Code 🛛 🔻	Parent Company Name		
Registration Date 2016-20-04	Partner ID		
Corporate Office			
Address - 1 4th Blo	lock	City	
Pink Cit	City	State	
		Country United States 💌	
Zip		Telex	
Phone		Fax	
URL		Mailstop	
Company Currency			
Base Currency		Description	
Parallel Base Currency		Description	
		Create Company	
Create Registered Office Details	Assign Permitted Currencies	Create Business Units	
Create Logistic Organization	Maintain Identification Details	Attach Notes	
Created by			Created Date

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.



				 -	
×	Create Curre	icy Denomination		9 4	P Lo K
	IS	Currency Code AED 💌	Currency Description UAE Dirham		
-	Currency Denomination				
44	No records to dis	olay] 🕨 🗰 🕂 🗢 🗘 🔻 🕇		r	Q
#	Denominations	Description			
1					
- 1				 	
			Create Currency Denomination		
		Created by	Created Date		

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.

★ 🗎 Activate/Inactivate Company		□ x = ↓ ← ? ⊡ 国
Company Identity		
Company Code 12 💌	Company Name 12	Effective Date 2016-20-04
Parent Company Code	Parent Company Name	Status Active
 Corporate Office 		
Address - 1 12	City	
12	State	
12	Country Philippines	
Zip	Telex	
Phone	Fax	
URL	Mailstop	
Company Currency		
Base Currency CAD	Description Canadian Dollar	
Parallel Base Currency	Description	
Activate	Company	Inactivate Company
Activate/Inactivate Business Unit	Attach Notes	
Created by DMUSER		Created Date 2015-09-06
Last Modified by DMUSER		Last Modified Date 2015-24-06

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.



★ 🗎 Create Company						= x	. 8	¤ +	?	0 K
Company Identity										
Company Code WCH		Company Name W								
Parent Company Code	v	Parent Company Name								
Registration Date 2016-20-04	4 🗰	Partner ID								
Corporate Office										
Address - 1	4th Block		City							
	Pink City		State							
			Country	United States	•					
Zip			Telex							
Phone			Fax							
URL			Mailstop							
- Company Currency										
Base Currency			Descripti	tion						
Parallel Base Currency			Descripti	tion						
		Cr	eate Company							
Create Registered Office Details		Assign Permitted Currencies		Create Busin	ness Units					
Create Logistic Organization		Maintain Identification Details		Attach Note	5					
Created by					Crea	ted Date				

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.

★ 🗎 Create Registered Office Details	Create Registered Office Details								
Company Identity	Company Name 1971								
Registered OfficeAddress	Company wante WCH								
Address - 1	City								
	State								
	Country United States	Zip							
Phone	Fax	Telex							
URL	Mailstop								
Create Registered Office Details									
Created by	Created Date								

Figure 2.35 Create Registered Office Details

- 1. The "Create Registered Office Details" page is launched. See Figure 2.35.
- 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.



★ 🔋 Edit Company				■ ≭ = ♀ ← ? ⊡ ■
Company Identity				
Company Code 12 T	Company Name AMG		Status Active	
Parent Company Code Parent	t Company Name			
Registration Date 2015-09-06	Partner ID			
Corporate Office				
Address - 1 12	City			
12	State			
12	Country	Philippines	Ŧ	
Zip	Telex			
Phone	Fax			
URL	Mailstop			
- Company Currency				
Base Currency CAD	Des	cription Canadian Dollar		
Parallel Base Currency	Des	cription		
Effective Date 2016-20-04				
· · · · · · · · · · · · · · · · · · ·				
		Edit Company		
Edit Registered Office Details	Unassign Permitted Currencies		Edit Business Unit	
Edit Logistic organization	Maintain Identification Details		Attach Notes	
Created by DMUCER		Created Date	2015-09-06	
List Mediad by DMUSER		Last Medified Date	2015-05-06	
Last Modified by DMUSER		Last Modified Date	2015-24-06	

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.

★ 🗎 Create Registered Office	Details					<u>≡</u> ≭		+	? 🛛	To K
Company Identity Company Code Registered OfficeAddress	WCH 💌	Company Name	WCH							
Address - 1		City State Country	United States	•	Zip					
Phone URL		Fax Maistop			Telex					
	Create Registered Office Details									
	Created by	Created Date								

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.



★		园 x4	a t	← ?	0
Company Code 12 V Base Currency CAD	Company Name 12 Parallel Base Currency	Effective Date 2016-20-04			
🕶 📢 [No records to display] 🕨 🗰 🝸 📆			v		Q
# 🗏 ISO Currency Code Currency Description	Status				
	Found no rows to display!!!				
	Unassign Permitted Currencies				
Allest Mater					

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.

* [Create Finance Bool	k					= x		•	? 🗔	ĸ
		Company Code 500 💌		Company Name Ramco Aviation	n Solution						
Fir	ance Book Details										
44 4	1 -1/1 → → +	0 0 0 Y Y.		<u>له</u>		I) Al		•			Q
#	Finance Book	Finance Book Description		Book Type	Deployed At	Effective Date					
1	FBI	Posting Finance Book		Consolidation FB 🗸	DROU1 ~	2016-20-04					
2				Consolidation FB 🗸	· · · · · · · · · · · · · · · · · · ·						
			Create	Finance Book							
Attach I	lotes										

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.



★ 🗻 Map Finance Book			圖 겨 좀 다 ← ?	lo K
Business Unit EXE2WIN 💌	Business Unit Name Execute	Business Unit Name Execute To Win		
Org. Unit DROU10 V	Company Name EXE2W	VIN	Get Details	
Finance Book Details				
📢 🖣 [No records to display] >>>>> + 🗇 🔿 🖏 🝸 🟹	<u>ь</u> н		•	Q
# □ Finance Book P Finance Book Description	Status	Start Date End Date		
1 🗉				
М	UnMap Finance Book	ook		
Created by		Created Date		

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.

*	k 🔋 Activate / InActivate Finance Book 🔤 🕫 🖶 🖓 🐻 🖪											
	Company Code ABLEENG V Company Name Able Engineering Effective Date 2015-20-04											
44	4	1-4/4 > >> - T T	1				III AII 🔻	r	Q			
#		Finance Book	Finance Book Description		Book Type	Deployed At	Status	Sta	rt Date			
1		ABLEPFB1	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	201	1-01-01			
2		ABLEPFB1	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	201	5-09-09			
3		ABLEPFB2	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	201	1-01-01			
4		ABLEPFB2	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	201	5-09-09			
		4							•			
_	Activate Finance Book InActivate Finance Book											
Attack	Notes	5										

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.



*		Activate / InActivate Fin	ance Book				= 겨 를 다	← ? ⊡ ⊾		
Company Code ABLEENCI To Company Name Able Engineering Effective Date 2016-20-04										
44	4	1-4/4 > >> - T T	3		٨.		I) All 🔻	Q		
#		Finance Book	Finance Book Description		Book Type	Deployed At	Status	Start Date		
1		ABLEPFB1	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	2011-01-01		
2		ABLEPFB1	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	2015-09-09		
3		ABLEPFB2	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	2011-01-01		
4		ABLEPFB2	ABLE POSTING FINANCE BOOK		Posting FB	DROU9	Active	2015-09-09		
		4						•		
-										
				Activate Finance Book	InActivate Finance B	Book				
Atta	-h Note									

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.

Create Business Units				III 7	: = □ ← ? □ □
Business Unit Within a Company Company Code	12 💌		Company Name 12	Effective Date	172
📢 🐳 [No records to display] 🕨 🗰	+ 0 0 0 T T				Q v
# 🗇 Business Unit	Business Unit Name	Address ID 🔎	Description		
1 🗇					
			Create Business Unit		
Business Unit across Companies		Attach Notes			
	Created by			Created Date	

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".



*	Create Business I	Jnits				겨 틈 다	← ?	[0 K
	usiness Unit Spanning Acry Busines: Address	ss Companies s Unit D Ø	Business Unit Name Description		Effective Date 14-0	17-2016	Ē	
	[No records to display]	→ → + ☆ ☆ ▼ ▼, Company Name				•		Q
1	v v	Company name						
			Create Business Unit					
Attack	1 Notes							
		Created by		Created Date	e			



- 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.

*		Activate/Inactivate Busi	ness Unit						= z	: = c	← ? [jo K
		Company Code	12 💌	Company Nar	W 12			Eff	ective Date 2016-20-04		m	
	Busine	1 - 1/1 → → ▼ T.							All	T		Q
-		Business Unit	Business Unit Name	Status	Start Date	End Date						
1		12	Exec OU	Active	2015-09-06							
				Activate Business Unit		Inactivate Bu	usiness Unit					
Atta	ch Note	s										-

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.



*	D	Create Logistic Organizati	ion				",		₽ ◆	. ?	
-		Logistics Organizati Effective Da	ion		Logistics Organization Nan	ne					
44	• [No records to display] 🕨 🕨	+ 0 0 0 T T.			▶ Ⅲ 谜 X 座 曲 ∞ 单 单 Ⅲ All		Ŧ			Q
#		Business Unit 🔎	Business Unit Name	Company Code	Company Name						
1											
				Create	Logistic Organization						
Atta	th Note	S									
		Created	by		Created Da	te					

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						7\$	ē	¢ 4	€ ?	Ţ\$	K
		Logistics Organization AIR	ASIA 💌	Logistics Organizati	ion Name AIR ASIA		Effective Date	14-07-2016		_			
44	4	1 -1/1 > >> + 🗇 🕸	δ ₂ Υ Υ _x				III AII		Ŧ			Ç	>
#	E	Business Unit 🔎	Business Unit Name	Company Code	Company Name		Status				Start Da	te	
1	1	AIRASIA	AIR ASIA	AIRASIA	AIR ASIA		Mapped				01-01-20	11	
2	Ĩ	3											
		¢										Þ	
-													
			Map Business Unit			UnMap Busin	iess Unit						
Atta	ch No	tes											
		Created by DMU	SER				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.



	Mai	ntain Bank Reference									= 그 =	4	+ '	? 🗔
	lank I	nformation									Upload			
44	4	1 - 15 / 38 > >> + 🗇	OOTT					🗎 😒 C	8 9 U	All		r		Q
#		Bank Reference	Bank Name	Status	Bank Clearing No.	Swift No.		BSR No.		Sort Code		в	IC Code	
1		1234	ICICI	Inactive	456789									
2		1234	ICICI	Active	456789									
3		234	RTYU	Inactive	FSFF	SDSDCS		sff						
4		234	RTYU	Active	FSFF	SDSDCS		sff						
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	000111259376	BOFMCAM2								
10		BMO CAD BLOCKED	AXIS BANk	Active	000111259376	BOFMCAM2								
11		BMO CAD CHEQUE	Bank of Montreal	Active	8150101251446	BOFMCAM2								
12		BMO CAD EFT	Bank of Montreal	Active	000111259413	BOFMCAM2								
13		BMO CAD GENERAL	Bank of Montreal	Active	000111259368	BOFMCAM2								
14		BMO CAD PAYROLL	Bank of Montreal	Active	000111259448	BOFMCAM2								
15		BMO USD BLOCKED	Bank of Montreal	Active	000114643225	BOFMCAM2								
		4												Þ
Attac	Note		Save				[Inactivate						

Figure 2.48 Maintain Bank Reference

- 1. The "Maintain Bank Reference" page is launched. See Figure 2.48.
- 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				☆ 중 다 수 ?	() ()
Business Function Group EEPN Company Code 12 Status Unmapped	Business Function Group Name Benefits Function Company Name 12		Effective Date		
Grant Contract and Contract Contra				Ŧ	Q
# Org. Unit P	Org, Unit Desc	Start Date	End Date	Status	
1					
					_
Мар		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.

*		Create Busi	ness Seg	ment					• 🖬 🔶	· ? 🗔 (ĸ
-	Finan	e Book Details	Segmen Effective	t Type Business Segment Date 2016-20-04	•	Segment SMG	Segment N	ame SMG Segment 1			
	4	1 -1/1 >		- 0 + 0 0 T T			# # II Al		v	۶	2
#		Company Code		Finance Book	Finance Book Description						1
1		AEGF	~	EXEPFB1	EXE TO WIN POSTING FINANCE BOOK						
2			*		*						
						Create Segment					
Attac	h Note	s									
			Crea	ted by			Created	Date			

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 multline.
 - 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

*		Edit Seament			_					同式	-	ci 4		
-	Financ	e Book Details	Segmen Effectiv	t Type Alternate Segment e Date 2016-20-04			Segment 💌		Segment Name	Get Det	ails			
	4	1 -1/1 > >	+						a III Al				_	Q
#	V	Company Code		Finance Book		Finance Book Description		Status	Start Date					
1	V	EXE2WIN	~	ABLEPFB1	*	ABLE POSTING FINANCE BOOK								
2			*		*									
				Edit Segment				Unmap Finance Book						
Attach	h Notes													
		ı	Crea Last Modi	ited by fied by					Created Date					

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.

*		Maintain Identification Details				□ ≭ = ₽ ← ?	0
		Company Code 12 💌		Company Name 12			
		Business Unit		Business Unit Name			
		Org. Unit					
		Identifier COMPANY IDENTIFICATION REFER	ENCE			Get	
	denti	fication Details					
44	4	1-2/2 > >> + C O C Y T		<u>له</u> ۲		v	Q
		Applicable Identification Reference	Description	Identification No	Default		
1		QC001	QCVALUE		No		*
2		TEST001	Testing001Edit		No		~
3					No		*
. –							
		Maintain Identification Details			Delete Identification Detials		
-		Created by DMUSER		Created Date 2015-09-06			

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 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.



★ 📗 Maintain Address Details				▦ ≭ ᄒ 昏 ← ? ◙ ◙
- Address Identity				
Address 1	D A1010	Description	New Address	
 Address Details 				
Address -	1 2/325	City	New York	
	Spring Dale	State		
		Country	United States 💌	
2	ip	Telex		
Pho	e 001 523 647 2598	Fax		
u	aL	Mailstop		
	Create Address		Update Address	
Attach Notes				
Created	2y	Created Date		
Last Modified	2Y	Last Modified Date		

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.

-	Sear	ch Criteria									 	
			Company Code	V	Business Unit							
-	Sear	ch Results	Org. Unit				Search					
•	4	1 - 10 / 3	24 > >> T T .				# # II	All	v	_	ρ	>
#	E	Business U	hit	Org. Unit		Org. Unit Desc						
1	l	3		DROU11		ENGLAND					-	
2	l	3		DROU12		CHENNAI						
3	l	3		DROU13		MUMBAI						
4	l	3		REPOU		Report OU						
5	l	12		DROUS		SPAIN-2						
6	l	ABLEENG		DROU9		PORTUGAL						
7	l	ATUNIT		DROU1		FRANCE						
8	l	ATUNIT		DROU2		NORWAY						
9	l	ATUNIT		DROU3		ITALY						
10	1	ATUNIT		DROU4		AUSTRALIA					-	
					ОК		 				 	

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.



Help	On .	Address					ē ₽ ? © ×
- s	earch	1 Criteria					
		Address	ID	Description		Country	
			Diby	State			Search
A	ddres	ss Details					
44	4	1 - 8 / 8 🕨 🏹	τ.				۵ 🔻
#		Address ID	Description	Address	City	State	Country
1		1	Corporate		Chennai	Tamil Nadu	India
2		111	122				United States
3		2	test				India
4		3	ramco Sys		MAA	TN	India
5		CHN	Chennai		Chennai	Tamil Nadu	India
6		NO.6/5	KHKBD				Pakistan
7		RAH	REPUBLIC AIRWAYS - US				United States
8		RAH(USA)	Republic Airways				United States
		•					•
				0	к		

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.

★ 🔋 Edit Currency Denomination			≣ ≭ 膏 ⊄ ?	•
ISO Currency Code AED 💌	Currency Description UAE Dirham			
Currency Denomination				
< < [No records to display] > >> + 🗇 🐼 🏹 🔨			Ψ	Q
# 🗏 Denominations Description				
1 🗖				
Edit Currency Denomination		Delete Currency Denomination		
Created by	Created Date			
Last Modified by	Last Modified Date			

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.



★ 🗎 Edit Currency Denomination	on							
ISO Currency Code	ISO Currency Description UAE Dirham							
 Currency Denomination 								
•• • [No records to display] • ••	+ 0 0 0 T T			v	Q			
# Denominations Desc	ription							
1								
	Edit Currency Denomination		Delete Currency Denomination					
Created by		Created Date						
Last Modified by		Last Modified Date						

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.

* 🗎 Edit Registered Office	e Details					2	: =	₽	+ '	? [ō K
Company Identity Company Code	• 0202 •	Company Na	me test			Status Active					
Address - 1	Taramani Sardar patel road	City State	Chennai Tamil nadu								
Zip	Yogi garden	Country Telex	India	▼							
URL		Mailstop									
	Edit Registered Office Details										
C Last M	Created Date Last Modified Date	19-02-2016 09-03-2016									

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.



*	★ B Edit Finance Book Bit 4 ? C Z									
	Company Code ABLEENS V Company Name Able Engineering									
	Finance Book Details									
44	4	1 - 3/3 + + C 0	E C T T,	と思		A	Q			
-		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		ABLEPFB1	ABLE POSTING FINANCE BOOK	Posting FB	DROU9	2015-09-09				
3		ABLEPFB2	ABLE POSTING FINANCE BOOK	Posting FB	DROU9	2015-09-09				
4										
- 1										
	Edit Finance Book									
Attac	n Note	5								

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.

*	★ Ill Edit Business Unit III ス 등 口 ← ? G IL									
	Company Code 12 Company Name 12 Business Unit Details									
							Q			
+		Business Unit	Business Unit Name	Address ID	Description	Effective Date				
1		12	Exec OU	111	122	2015-09-06				
2										
	Edit Business Unit									
Attaci	Notes									

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.

* 🗎 Set Function Defaults				= x;	● 口 ◆	? 🗔	ĸ
Intermediate Cross Currency Sequence for Base Currency Exchange Rate Category Sequence for Cross Currency Exchange Rate Category Currency Code Lasding Ofton Default Exchange Rate Type	USD V 1 V Company Currency Codes V BOT Selling V	2 💌 2 💌	3	¥			-
		Set Function Defaults					

Figure 2.63 Set Function Defaults

1. The "Set Function Default" page is launched. See Figure 2.63.

- 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.

★ 🔋 Create Exchange Rate Type	■ ≭ = ☆ ← ? G K			
Exchange Rate Type 10	Exchange Rate Type 10 Exchange Rate Type Description Exchange Rate Type 10			
	Create Exchange Rate Type			
Created by		Created Date		

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.

★ 🔋 Edit Exchange Rate Type	= x = ↓ + ? ⊡ ■	
Exchange Rate Type BOT-S	Exchange Rate Type Description BOT Selling	Status Active
	Edit Exchange Rate Type	
Created by DMUSER Last Modified by		Created Date 2013-22-12 Last Modified Date

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.

*	Activate/Inactivate Exchange Rate	Туре	i zt	← ?	() ()
	Exchange Rate Type AVG RATE	Status Exchange Rate Type Description Month Average rate Effective From	Active 2013-22-12		
		Activate Inactivate			
	Created by GXAVIER Last Modified by DMUSER	Created Date	2011-07-11 2015-15-06		

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.

*	k 🖹 Create Exchange Rates 🗐 🛪 🖶 🗗 ← ? 🗔 🗖										
Eschange Rate Type Description Buying Rate 💌				Valid Fr	om Date	1	Download Rates				
44		+ - 0 % 0 C T T				≝ ∞ C # # II	All 💌	Q			
=	From Currency P	To Currency <i>P</i>	Exchange Rate	Exchange Rate Type	Tolerance %	Tolerance limit					
1				BOT Buying							
	Create Rates										
Rate	s by Date		Rates by Exchange Ra	te Type	Peric	d/Year End Rates					
		Created by				Created Date					

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.
- 5. 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.

* 🗐 View Exchange Kates by Date	¤ ← 3		ĸ				
From Currency CAD							
To Currency CAD 💌							
Date From 2016-20-04 mm To 2016-20-04 mm							
Exchange Rate Type Description BOT Selling 💌 Get Exchange Rates							
Exchange Rates							
	·	Ω	2				
# From Date To Date Exchange Rate Tolerance % Tolerance imit							
1 2016-20-04 2016-20-04 1.0000000							
Rates by Exchange Rate Type Period/Year End Rates							

Figure 2.68 View Exchange Rates by Date

- 1. The "View Exchange Rates by Date" page is launched. See Figure 2.68.
- 2. Select the From Currency, To Currency, From Date, To Date and Exchange Rate Type Description in the header.
- 3. 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.



*		Maintain OU-Company Mapping					24		+	? 🗔	ĸ
	Comp	any Identity									-
		с. Со	mpany Code 12		Company Name 12						
		0	perator Code 03 💌		Logo File Name 1						
	Status Mapped 🐨					details					
-	Org Unit Details										
44	4	1 -1/1 > > + - 0 # 0	G T T.	人主义	U X 🛛 🖄 🗶 🖡 🖬 🔳	All		Ŧ			Q
#		Org. Unit #	Org. Unit Name	Station Name			Address	ID 🔎		Descript	tion
1		11	DROUS	AIR INDIA STATION		~	1			Corporat	be
2						~					
		4									•
- 1											-
			Assign		Unassign						
	Created by DMLKER Created Date 2015-25-11										
	Lat Model Day 2012-21										

Figure 2.69 Maintain OU – Company Mapping

- 1. The "Maintain OU-Company Mapping" page is displayed. See Figure 2.69.
- 2. Select the **Company Code** and **Status**.
- 3. Click Get Details to retrieve the organization unit details into the multiline.
- 4. From the **Org Unit Details** multiline, select the organization unit that has to be mapped / unmapped from the company.
- 5. Click **Assign** to map the selected organization units.
- 6. 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.

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	<u>Set</u> <u>Functio</u> n <u>Default</u>	 Set the functional default value to "No" for single account definition
			Account Rule Definition	Create Sale Account Definition	<u>Set Sales</u> <u>Parameter</u>	 Set all the parameter of sales to "No" for single account definition.
			Account Rule Definition	Create Sale Account Definition	<u>Create</u> <u>Sale</u> <u>Account</u> <u>Definito</u> n	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	<u>Set</u> <u>Functio</u> n <u>Default</u>	1. Set the function default value to "Yes" for multiple account definition
			Account Rule Definition	Create Sale Account Definition	<u>Set Sales</u> <u>Parameter</u>	 Set all the applicable sales parameters to "Yes". Set the parameters that are not applicable to "No".
			Account Rule Definition	Create Sale Account Definition	<u>Create</u> <u>Sale</u> <u>Account</u> <u>Definitb</u> n	 For each permutation and combination required, map sale account, sales return account and COGS account. Enter effective from date Save the account definition
3.	Define TCD Account (Sale) Definition		Account Rule Definition	Create Sale Account Definition	<u>Set Sales</u> Parameters	 Set all the applicable sales parameters to "Yes". Set the parameters that are not applicable to "No".
			Account Rule Definition	Create Sale Account Definition	<u>Create</u> <u>TCD</u> <u>Account</u> <u>Definito</u> n	 For each permutation and combination required, map TCD account Enter effective from date Save the account definition
4.	Define Single Account for Work Order		Account Rule Definition	Set Function Default	<u>Set</u> <u>Functio</u> n <u>Default</u>	2. Set the "Consumption accounting based on Parameter" function default to "No"



		Account Rule Definition Account	Create Consumption Account Definition Create	Set Consumption Parameters Create Consumption	 Set all the parameters to "No" for the event work order Enter account code for Work
		Definition	Account Definition	<u>Account</u> <u>Definito</u> n	Order 2. Enter effective from date
5	Define Multiple Accounts for Work Order	Account Rule Definition	Set Function Default	<u>Set Functio</u> n <u>Default</u>	1. Set the "Consumption accounting based on Parameters"
		Account Rule Definition	Create Consumption Account Definition	<u>Set</u> <u>Consumptio</u> n <u>Parameters</u>	 Set the applicable parameters to "Yes" for the event work order
		Account Rule Definition	Create Consumption Account Definition	<u>Create</u> <u>Consumptio</u> n <u>Account</u> <u>Definito</u> n	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	<u>Create</u> <u>Additioal</u> <u>Account</u> <u>Definito</u> n	 Select finance book and usage type Enter multiline details such as usage id, currency, Dr/Cr and date. For Intra-company accounts, select destination FB in the same company For Inter-company accounts select
		Account Rule Definition	Create Additional Account Definition	<u>DefineUsage</u>	 Fetch the account description using the search criteria Enter usage ID and short description If account description is to be used as usage description, click "Default Account Description"

		Account Rule Definition	Create Additional Account Definition	<u>Assign Usage</u> <u>to Events</u>	 Fetch usage ID based on the search criteria Fetch the events Map usages to events
6.	Create Item Account Definition	Account Rule Definition	Create Item Account Definition	<u>Create Item</u> <u>Account</u> <u>definito</u> n	 Map account code for item account group and item Enter effective from date
7.	Create TCD Account definition	Account Rule Definition	Create Item Account definition	<u>Create TCD</u> <u>Account</u> <u>definitb</u> n	 Map account code for TCD code and variant Enter effective from date
8.	Create Bank / Cash Definition	Account Rule Definition	Create Bank / Cash Definition	<u>Create</u> <u>Bank / Cash</u> <u>Definitb</u> n	 Map account code for bank / PTT / cash code Enter effective from date Save the definition
9.	Create Customer Account Definition	Account Rule Definition	Create Receivable Account Definition	<u>Create</u> <u>Customer</u> <u>Account</u> <u>Definito</u> n	1. Map account code for receivable account / prepayment account / deposit account to the
10.	Create Internal Customer Account Definition	Account Rule Definition	Create Receivable Account Definition	<u>Create</u> <u>Internal</u> <u>Customer</u> <u>Account</u> <u>Definitb</u> n	 Map account code for receivable account / prepayment account / deposit account for internal receivable currency based on the BUs involved Enter effective from date
11.	Create Supplier Account Definition	Account Rule Definition	Create Payable Account Definition	<u>Create</u> <u>Supplier</u> <u>Account</u> <u>Definitb</u> n	 Map account code for payable account / prepayment account / deposit account to the supplier group

12.	Create Internal Supplier Account Definition	Account Rule Definition	Create Payable Account Definition	<u>Create</u> <u>Internal</u> <u>Supplier</u> <u>Account</u> <u>Definito</u> n	 Map account code for payable account / prepayment account / deposit account for internal payable currency based on the BUs involved Enter effective from date Save the definition
13.	Create Asset Account Definition	Account Rule Definition	Create Asset Account Definition	<u>Create Asset</u> <u>Account</u> <u>Definito</u> n	 For an asset class, predefined usage and finance book, map account code. Enter effective from date Save the definition
14.	Create Consumption Account Definition	Account Rule Definition	Set Consumption Parameters	<u>Set</u> <u>Consumptio</u> n <u>Parameters</u>	2. Set parameters for definition of aircraft and component accounts.
			Create Consumption Account Definition	<u>Create</u> <u>Consumptio</u> n <u>Account</u> <u>Definito</u> n	 Enter account code Enter effective from date Save the definition
15.	Create Service Sale Account Definition	Account Rule Definition	Set Service Sales Parameter	<u>Set Service</u> <u>Sales</u> <u>Parameter</u>	1. Set sales parameter
			Create Service Sale Account Definition	Create Service Sale Account Definiton	 1. Enter account code 2. Enter effective from date 3. Save the definition

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.

* 🔋 Set Function Defaults	= ≭ = □ ← ? □ ■
Sales Accounting based on Part Ves V Consumption Accounting based on Parameters Ves V Account Material, Resources, and Others separately Ves V Resource Accounting applicable for All Resources V	
Set	

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.

★ 🗎 Set Sales Parameter		国 2 章 4 ← ? 同 国
Sales Parameters Sale Type No V Sale Purpose No V	Delvery Area # No v Receipt Type No v	Customer Account Group # Yes V Reason # No V
TCD Sales Parameters TCD Type Tax V Delvery Area # No V Sale Type No V	Customer Account Group # No v	Sale Purpose No v
	Set	
Create Sale Account Definition		

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.



Create Sale Account Definition						5	1 x = (3 ← '	? 🗟 🖪
Finance Book AVEOS Part Account Group	¥	Effective From 2016-2 Description	1-04	*		Part # 👂 ZH820-	9:02217		
Applicable Events Account Definition Details									
Sales Account Ø 1001001		Sales Return Account P 10990.	2			Account P 100100	1		0
# Sale Order Type	Sale Type	Sales Channel	Delivery Area #		Customer Account Group # Ø	10	Sale Purpose		~
1 🗉	· ·		*	*					
		Create							
Create TCD Account Definition	View Sale	Account Definition							

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.

* 🗎 Set Function Defaults	≡ ≭ = ¤ ← ? ⊡ ■
Sales Accounting based on Part Ves V Consumption Accounting based on Parameters Ves V Account Material, Resources, and Others separately Ves V Resource Accounting applicable for All Resources V	
Set	

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.



★ 🔋 Set Sales Parameter		国 ≭ 春 ⊄ ← ? ⊡ 国
Sales Parameters Sale Type No Sale Purpose No Too Children Chil	Delivery Area # No ¥ Racept Type No ¥	Customer Account Group # Yes V Reason # No V
TCD Sales Parameters TCD Type Tax Delivery Area # No Sale Type No	Customer Account Group # No 🐨	Sale Purpose No 🐨
	Set	
Create Sale Account Definition		

Figure 2.72 Set Sales Parameters

- 1. The "Set Sales Parameter" page is launched. See Figure 2.72.
- 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.

Creat	te Sale Account Definition									≣ ≭ ह	₽ ←	? 5	
	Finance Book AVEOS	¥		Effective From Description	2016-21-0	4	m		Part # Ø ZH82	0-9:02217			
+ Applical	ble Events & Definition Details												
	Sales Account 👂 1001001			Sales Return Account 👂	109902			COGS A	ccount P 10010	01			
	1 -1/1 > > + - 0 + 0	СТ.					人画目	X 🛛 🖬 🗶 単 🗰 🔳 🗛	All .	•			Q
# 🗉	Sale Order Type	Sale Type		Sales Channel		Delivery Area #		Customer Account Group # P		Sale Purpose			
1		r	*		*		*						
	4												•
													_
				Cri	ate								
Create TCD A	ccount Definition		View Sale A	Account Definition									
													_

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.


\star 🏢 Set Sales P	Parameter		= 24 = 2 = 2 = 2
Sales Parameters	Sale Type No V Sale Purpose No V	Delvery Area # No V Receipt Type No V	Customer Account Group # Yes V Reason # No V
- ICD Sales Parameter	TCD Type Tax V Delivery Area # No V Sale Type No V	Customer Account Group # No 💌	Sale Purpose No 💌
		Set	
Create Sale Account Definitio	ion		

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.

\star 🗎 Create TC	D Account Definition								",		₽ 4	• ?	[ā [
	Finance Book AVEOS TCD Type		TCD # 👂					Description Description					
-Account Details -													
📢 💽 [No records to	display] 🕨 🕨 🛨 🗖	* © © T Tx			⊾ ⊡ ⊽ x		# # W	All		•			Q
# 🗉 Event		Supplier Group	Receipt At	Туре		GR Category					Mode	of Trar	nsport
1 🗉 All	*	*	~		*					~			
4													۱.
			Crea	ite									
View TCD Account Definiti	on												

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.



★ 🗎 Set Sales Parameter		== * = ↓ ↓ ? □ ■
Sales Parameters		
Sale Type No 💌	Delivery Area # No 💌	Customer Account Group # Yes 💌
Sale Purpose No 🐨	Receipt Type No 🐨	Reason # No 💌
TCD Sales Parameters		
TCD Type Tax		
Delivery Area # No 💌	Customer Account Group # No 💌	Sale Purpose No 💌
Sale Type No 💌		
	Set	
Create Sale Account Definition		

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.

*) Onsu	Set Consumption Parameters	28									x ē	4	+ 3	
	4		O T T											_	0
#		Event	Document Class		Document Category		Document Type		Task Type			Planning Bas			
1		A/C Maint Evo Rof #	Var		Var		No		No			No			
,		Ayo Hanti Exer Nel #	10	~	165	~	110	*	NO		~				
-		4													•
- 0	onsu	mption Parameters for Hangar													
44	4	1 -1/1 > >> + - □ ≠ ◊	0 7 7							a III Al		-	1		Q
#		Event	Order Type	Order Cat	egory	Planning I	Base				Maintenance	Base			Wc
1		Hangar WO	No	No		✓ No				~	No				✓ No
2						~				~					~
		4													•
- 0	onsu	mption Parameters for Component / Non-O	Component												
44	4	1 - 6 / 6 🕨 🗰 + - 🗇 🗲 🜣	O T T							a III Al		-	1		Q
#		Event	Order Type	Order Cat	egory	Planning	Base				Maintenance	Base			We
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 		*				*					*
		•													۱.
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I 1						Set									
Creat	Conr	sumption Account Dafinition													
	cons	sumpton Account Denniton													

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.



_	_									
*	D	Create Consumption Account De	inition					圖 쟈 를 다 ◀	- ?	6
		Finance Book AVEOS	•	Effective from Date		m	Entity Accounted	Ext. Repair-Exchange Cost	Ŧ	
-	Accou	nt Definition for Aircraft Maintenance								-
		Account # 👂								
44	• [No records to display] 🕨 🗰 + 🗕 🕻	3 % Ø Å T T.				20 🕮 🗰 💷 📶	v		Q
		Event	Document Class	Document Category	Document Type		Task Type	Planning Base		
1		A/C Maint. Exe. Ref #		*	*	*		*		
		4								
	Account	t Definition for Hangar								_
	Accou	Associate # 0								
		Account = p								
44	•	No records to display] > >> + - (7 × 0 0 T T				20 🖡 🖷 🔳 🗛	v		ρ
#		Event	Order Type	Order Category	Planning Base			Maintenance Base		
1		Hangar WO	· · · · · · · · · · · · · · · · · · ·		,		~			-
		2								-
		4								F.
-	Accou	nt Definition for Component/Non-Compone	nt							_
		Account # 👂								
44	4	1 -3/6 > >> + = □ ≠ ∅	от. т.				25 🖡 📷 👔 🗛	•		Q
#		Event	Order Type	Order Category	Planning Base			Maintenance Base		
1		Repair Order	· ·		*		~			*
2		Repair Order for Non-components	· · ·		*		*			*
3		Scheduled WO	· · · · · · · · · · · · · · · · · · ·		*		*			*
		4								•
-										-
				C	reate					
		View Aircraft Account Definition			View Component Accou	nt Definition				

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.

* 🔋 Set Function Defaults	7\$	ē	¢ 4	- ?	K
Sales Accounting based on Part Ves V Consumption Accounting based on Parameters Ves Ves Ves Account Material, Resources, and Others separately Resource Accounting applicable for All Resources Ves Ves Ves Ves Ves Ves Ves Ves Ves V					
Set					

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.

4. 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.

*	Donsu	Set Consumption Parameters mption Parameters for Aircraft Maintenance	1									iii x;		12 4	· ?	6
44	4	1 -1/1 > >> + = 🗆 🗲 🛇	O T T						ii ∞	·	All		-			Q
#	V	Event	Document Class		Document Category		Document Type		Task T	/pe		Plann	ing Base	2		
1		A/C Maint. Exe. Ref #	Yes	*	Yes	*	No	*	No			✓ No				
2				*		*		*				*				
		4														×.
-	Consu	mption Parameters for Hangar														
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Ŧ		Event	Order Type	Order Cate	egory	Planning B	ase					Maintenance Base	2			Wc
1		Hangar WO	No 🗸	No	`	No					*	No				✓ No
2			×		`						~					*
		4														+
	Consu	mption Parameters for Component / Non-Co	omponent													
44	4	1-6/6 🕨 🗰 🛨 = 🗇 🗲 🕸	Q T T.						1 ×	# # II	All		Ŧ			Q
#		Event	Order Type	Order Cate	egory	Planning E	ase					Maintenance Base	5			We
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	•						*					*
_		•														×.
						Set										
Crea	e Con	sumption Account Definition														

Figure 2.80 Set Consumption Parameters

- 1. The "Set Consumption Parameters" page is launched. See Figure 2.80.
- 2. Set the applicable consumption parameters to "Yes". The parameters are: Work Order Type, Work Order Category, Maintenance Location and Cost Type.
- 3. 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

- COUPA	ti - Company for Aircreft Maintern							3 ← ? ⊡
_	imption Parameters for Aircraft riamtena	nce						
•	1 -1/1 → → + - □ ∻ ♦	C T Tx		1		II AII	•	Q
	Event	Document Class	Document Category		Document Type	Task Type		Plann
	A/C Maint. Exe. Ref #	No	✓ Yes		 Yes 	✓ No		✓ No
			*		e	*		*
	4							÷
Consu	umption Parameters for Hangar							
•	1-1/1 ▶ ₩ + - @ % Φ	G T T.				II AII	•	م ا
	Event	Order Type	Order Category	Planning	Base			Maintenance Bas
	Hangar WO	No 🗸	No	✓ No			~	No
		*		*			*	
	4							+
- Consu	Imption Parameters for Component / Non 1 - 6 / 6 → → + - □	-Component				10 All	v	۶
	Event	Order Type	Order Category	Planning	J Base			Maintenance Bas
	Repair Order	~	Yes	~			*	
	Repair Order Repair Order for Non-components	*	Yes Yes	* *			*	
	Repair Order Repair Order for Non-components Scheduled WO	*	Yes Yes Yes	* *			* *	
	Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents	* * *	Yes Yes Yes	* * *			* * *	
	Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents UnScheduled WO		Yes Yes Yes Yes	* * * * * * * * * * * * * * * * * * *			*	
	Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents UnScheduled WO Unscheduled WO		Yes Yes Yes Yes Yes	* * * * * * * * * * * * * * * * * * *			* * * * * * * * *	
	Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents UnScheduled WO Unscheduled WO Status	· · · · · · · · · · · · · · · · · · ·	Yes Yes Yes Yes Yes	* * * * * * * * * * * * * * * * * * *			*	,
	Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents UnScheduled WO Unscheduled WO 4	* * * *	Yes Yes Yes Yes Yes	* * * * *			*	
	Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents UnScheduled WO Unscheduled WO Vinscheduled WO Vinscheduled WO Vancheduled WO Vinscheduled WO		Yes Yes Yes Yes Yes	* * * * * * *			*	

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.

*		Create Additional Account	t Definition						≣ <i>≍</i> ;	5	4	+ 1	? []	K
			Finance Book AVE				Usage Type User Defined	T						
-	Accou	unt Definition Details												
44	•	[No records to display] 🕨 🕨	+ - C + O C T T			Ы		d			r			Q
#		Usage ID \mathcal{P}	Usage Short Description	Usage Description	Currency		Account # D	Dr / Cr			E	Effective 9	From	
1					CAD	~		Either			~			
L -														
		4)
_														_
				С	reate									
View	Additio	onal Account Definition	Defi	ne Usage			View Default Accounts							
Assig	n Usag	ge to Event												

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.

*		Define Usage							- ? 🗔	
	Searc	h Criteria	Account Group REVENUE	ACC)		Account Classification INCOME Account Description	STATEMENT V	5		
	4	1 -1/1 > >> + - C) × 0 0 T T				Al	v		Q
	V	Usage ID	Usage Short Description	Usage Description	Account Description					
1	V	CO Susp	COGS Suspense	Usage for COGS Suspense						
2										
-			Default Account Desc	iption			Define Usage			—
Assig	n Usag	e to Event								_

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.

Search Criteria Utage Type Utage Defined Utage Type Utage Defined Currency Currenc	*		Assign Usage to Event				Ε	: 4 = 다 4	⊢ ?	
		iearch	Criteria Usage Id Usage Type Account Group	User Defined	Usage Short Description Currency Account Description	¥	Usage Description]	
Image: Space of the		earcr	Results							
• Ukage ID Ukage Short Description Ukage Description Account # Account Description 1 109902 Freight Expenses 109902 Freight Expenses 109902 2 0.10000 Petry Cash 10000 Petry Cash 10000 3 1.20400 A/R Accruals CAD 1,20400 A/R Accruals CAD 1,20400 4 0.20410 A/R Accruals CAD 1,20400 A/R Accruals CAD 1,20400 5 1.20420 A/R Accruals EUR A/R Accruals EUR 1,20400 A/R Accruals USD 6 Applicable Events Transaction Transaction Transaction Transaction 6 Transaction Type Type Description Transaction All Transaction 1 Type Type Description Transaction Transaction Transaction All Transaction	**	4	1 - 5 / 476 → →→ ▼ ▼.			1		v		Q
1 05902 Preight Expenses 19902 Preight Expenses 2 110000 Petty Cash Petty Cash 10000 Petty Cash 3 120400 A/R Accruals CAD 120400 A/R Accruals CAD 120400 4 120410 A/R Accruals USD A/R Accruals USD 120410 A/R Accruals USD 5 120400 A/R Accruals USD 120410 A/R Accruals USD 120410 6 Applicable Events Transaction Material Request Transaction Type Transaction Type	*		Usage ID	Usage Short Description	Usage Description	Account #	Account Description			
2 10000 Petry Cash 10000 Petry Cash 3 120400 A/R Accruals CAD A/R Accruals CAD 120400 A/R Accruals CAD 4 120400 A/R Accruals CAD 120400 A/R Accruals CAD 120400 5 120400 A/R Accruals CAD 120400 A/R Accruals CAD 5 120400 A/R Accruals EUR 120400 A/R Accruals CAD 6 1 A/R Accruals EUR 120400 A/R Accruals CAD	1		109902	Freight Expenses	Freight Expenses	109902	Freight Expenses			_
3 120400 A/R Accruals CAD 120400 A/R Accruals CAD 4 120400 A/R Accruals USD 120400 A/R Accruals USD 5 120420 A/R Accruals USD 120400 A/R Accruals USD 4 Applicable Events Transacton Material Request Transacton Type	2		110000	Petty Cash	Petty Cash	110000	Petty Cash			- 11
4 120410 A/R Accruals USD A/R Accruals USD 120410 A/R Accruals USD 5 120420 A/R Accruals EUR 120420 A/R Accruals EUR Applicable Events Function IMS Transaction Material Request Transaction Transaction	3		120400	A/R Accruals CAD	A/R Accruals CAD	120400	A/R Accruals CAD			
S 120420 APR Accruais EUR APR Accruais EUR 120420 APR Accruais EUR Applicable Events Function IMS Transaction Material Request Transaction Type Image: Image	4		120410	A/R Accruals USD	A/R Accruals USD	120410	A/R Accruals USD			
Applicable Events Function IMS Transaction Material Request Transaction Type Image: Transaction Type Transaction Type Description Image: Transaction Type Type Description	5		120420	A/R Accruais EUR	A/R Accruais EUR	120420	A/R Accruals EUR			*
Image: Constraint of the state of the st		Applic	able Events	IMS V	Transaction	Material Request	Transaction Type	T		
Image: Transaction Type Type Description Image: Transaction Type Material Request	44	4	1-1/1 > >> - Y Y	τ.				Ŧ		Q
1 I INV_MREQ Material Request			Transaction Type	Type Description						
	1		INV_MREQ	Material Request						
Accim						20				

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 multilines.
- 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.



Create Item Account Definition	n				= x 를 다	← ?	lo K
Part Account Group Part # 👂	Consumables 🔻	Description Finance Book	Consumable AVE	Effective From	2016-11-04	m	
 Accounting Information 							
Stock Account # 👂	109902	WIP Account # 👂	001	Stock with Repair Agency Account # 👂	1001001		
Material Lost in Transit Account # 👂	001	Standard Cost Variance Account # 🔎	110000	Stock Adjustment Account # 🔎	001		
- Account Details							
📢 🔹 [No records to display] 🕨 👀					•		Q
# Event	Account Type	Account Description	Dr / Cr				
		Found	no rows to display!!!				
		G	eate				
Create TCD Account Definition		Set Purchase TCD Parameters		View Item Account Definition			

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.

Create TCD Account Definition			
Finance Book AVEOS V TCD Type Tax	TCD # Ø 5-5R TCD Variant 6%	Descrip	tion 5-SR tion 6%
# Event Supplier Group	Receipt At Type	GR Category	Mode of Transportation
1 🗉 All 👻	· · · · ·		· · · ·
	Create		
View TCD Account Definition			

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.

*		Create Bank / Cash Account Defi	nition				□ ≭ = 다 ← ?	lo K		
		F	inance Book AVE 💌							
	iccou	nt Definition Details								
44	4	1-5/6 > >> + = O < O	СТ.				Al 👻	Q		
		Bank/Cash/PTT #	Description	Currency	Bank Cash PTT Account # 🔎	Bank Charges Account # D	Effective From			
1		4561	axis bank	CAD				_		
2		BMO CAD PAYROLL	BMO Payroll CAD	CAD						
3		HARRIS USD GENERAL	HARRIS General USD	USD						
4		HDFC	HDFC	CAD						
5		IBQ-FD-QAR	IBQ-FD-QAR	USD				*		
-										
	Create									
View	View Back/Cash Szeniet Defetion									
_										

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.

	Crea	te Supplier /	Account Definition			≣ ≭ ē ₽ ← ? ⊡ ⊠			
	Finance Book AVE V Supplier Group DOHA ACCOMODATION V			ATION V	Description Doha Accomodation				
-	Accoun	t Definition Det							
44	4	1 -1/1 →	» + = O ≠ Q Q T T.			Al 🔻 IA			
=		Currency	Supplier Payables Account # D	Supplier Prepayment Account # D	Supplier Deposits Account # D	Effective From			
1		CAD 🗸	001	001	110000				
2		CAD 🔻	,						
	Create								
Create TCD Account Definition View Suppler Account Definition View Default Accounts Create Internal Suppler Account									
-									

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.



* 🗎	Create Internal Supplie	er Account Definition			= x	≣ ₽ ← ? ⊡ ⊡					
-Accour	Account Definition Details										
	No records to display] 🕨 🕨	+ - 0 % 0 0 T T		A M D X	🗹 🗇 🗶 🗰 💷 Al	▼ 0					
# 8	Currency	Source Business Unit	Destination Company	Destination Business Unit	Supplier Payables Account # D	Supplier Prepayment Accou					
1	CAD	✓ AVBU	× •	12 🗸							
	4										
				Create							
View Interna	View Internal Supplier Account										

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.

	Crea	ate Custo	omer A	Account Definition					
-				Finance Book AVEOS 💌	Customer Account Group # BELINCO	Customer Account Group D	Jescription Bedek Lingyun (Yichang) A/c Mainte		
-	Account Definition Details								
44	4	1 - 1 / 1		+ - 0 4 0 C Y Y					
		Currency	r	Customer Receivable Account # ρ	Customer Prepayment Account # D	Customer Deposits Account # 🔎	Effective From		
1		CAD	*	109902					
2		CAD	~						
	Greate								
View Creat	Vew Customer Account Definition Create TCD Account Definition View Definit Accounts Create Internal Customer Account								

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.

1	★ Ill Create Internal Customer Account Definition Ill zz = □ ← ? □ Ill z													
	Account Definition Details													
l E														
		Currency		Source Business Unit	Destination Company	1	Destination Business Unit	Customer Receivable Account # P			CL	istomer i	Prepaymen	÷
1		CAD	~	AVBU 🗸	~	1	12 🗸							
		4											Þ	
Ι.	Create													
Vi	View Internal Customer Account													

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.

* 🔋 Create Asset Account Definition							x 를 다	← ? ⊡ ⊼	
-	Asset Class # CMC-BDGEQ Description Details				Description Building Equipment CMC		Finance Book AVE	•	
44	4	1 - 7/8 🕨 🗰 🛨 🗗 🗲 🗭	Q T T				All	•	Q
-		Usage	Account # D	Effective From					
1		Capital Maintenance Expenditure							<u> </u>
2		Cumulative Depreciation-CME							
3		Depreciation-CME							
4		Capitalization Asset							
5		Depreciation							
6		Cumulative Depreciation							
7		Capital Work In Progress							-
- 1									
	Create								
View	View Asset Account Definition								

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.

) 5	Set Consumption Parameters] x;		+	? [0
	istim	ption Parameters for Aircrart Hamomance								-							
44 4	Ļ	$1 - 1/1 \rightarrow \rightarrow + - \Box \neq \Diamond$	Q T T						創業	# # U	All			Ŧ			ρ
#	•	Event	Document Class		Document Category		Document Type		Task Ty	pe			Planning	Base			
1		A/C Maint. Exe. Ref #	No	~	Yes	*	No	*	No			~	No				
2				*		*		*				*					
	4	(<pre>></pre>
	_																-
- Cor	isum	ption Parameters for Hangar															
44 4		1 -1/1 > >> + - 🗆 🗲 🕸	Q T T						首 22	# # III	All			Ŧ			Q
#		Event	Order Type	Order Cate	gory	Planning E	ase					Maintenan	ice Base				Wc
1		Hangar WO	No 🗸	No	~	No					*	No				~	No
2			*		~						~					~	
	4	(۱.
- Cor	asum	ption Parameters for Component / Non-Co	mponent														
44 4		1-6/6 🕨 🗰 🛨 = 🗇 🗲 🐼	O T T						i v	# # II	All			Ŧ			ρ
44 4 #		1 - 6 / 6 🕨 🗰 🕂 — 🗇 🌾 🚳 . Event	C T T	Order Cate	gory	Planning E	lase		ii x	# # I	Al	Maintenar	nce Base	Ŧ	_	_	Q Wi
•• • #		1 - 6 / 6 ▶ ₩ + = 0 % 0 Event Repair Order	C T T	Order Cate Yes	gory 🗸	Planning E	lase		i v	# # I	Al	Maintenar	nce Base	v	_	~	Q W
44 # 1 2		1 - 6 / 6 • • • • • • • • • • • • • • • • •	C T T Order Type	Order Cate Yes Yes	gory V	Planning E	lase			8 a E	AI ~ ~	Maintenar	nce Base	v		*	Q We
••• • # 1 2 3		1 - 6 / 6) > + - 0 + 0 Event Repair Order Scheduled WO	C T T Order Type	Order Cate Yes Yes Yes	gory v	Planning E	lase		¹ 2	* * E	Al • •	Maintenar	nce Base	v		*	Q W
44 4 # 1 2 3 4 4		1 - 6 / 6 > >> + C - 2 - 0 Event Repair Order Repair Order for Non-components Scheduled WO Scheduled WO for Noncomponents	C T T, Order Type	Order Cate Yes Yes Yes Yes	gory v v	Planning E	lase		1 X	* * *	All *	Maintenar	nce Base	•		*	Q W
44 4 # . 1 . 2 . 3 . 4 . 5 .		1 - 6 / 6 > > > + C + O	G T T	Order Cate Yes Yes Yes Yes Yes	907Y ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Planning B	lase		副 20	# # I	All *	Maintenar	nce Base	T		* * *	Q We
••• • # 1 2 3 4 5 6 6		1 - 6 / 6 >> >> + - 0 + 0	Crder Type	Order Cate Yes Yes Yes Yes Yes Yes	907Y 	Planning E	lase		1 2	8 9 1	الم • • • • • • •	Maintenar	nce Base	V		* * * *	р w
44 # 1 2 3 4 5 6		1 - 6 / 6 > >> + - 0 4 0 Event Repair Order Repair Order for Non-components Scheduled WO Scheduled WO Unicheduled WO Incheduled WO Incheduled WO	Circler Type	Order Cate Yes Yes Yes Yes Yes Yes	927Y	Planning E	lase		10 X	8 9 1	Al • • • • • • • • • • • • • • • • • • •	Maintenar	nce Base	V		* * * * *	Q ₩
••• • # 1 2 3 4 5 6 6		1 - 6 / 6 > >> + 0 4 0 Event Repair Order Repair Order for Non-components Scheduled WO Scheduled WO Unscheduled WO Inscheduled WO for Noncomponents	C T T	Order Cate Yes Yes Yes Yes Yes	gαγ 	Planning E	lase		±2	8 9 1	All •••••••••••••••••••••••••••••••••••	Maintenar	nce Base	V		* * * * *	Q W(
••• • # 1 2 3 4 5 6 6		1 - 6 / 6 > >> + C 4 O Event Repair Order Repair Order Repair Order for Non-components Scheduled WO Scheduled WO Unscheduled WO for Noncomponents	C T T.	Order Cate Yes Yes Yes Yes Yes	gory v v v v v v	Planning B	lase			8 9 E	All *	Maintenar	nce Base	V		* * * * *	₽ ₩i
44 4 # 1 2 3 4 5 6		1 - 6 / 6 > 19 + 0 4 0 Event Repair Order Repair Order Scheduled WO Scheduled WO Unscheduled WO	C T T	Order Cate Yes Yes Yes Yes Yes	997Y	Planning E	lase			8 9 1	All ****	Maintenar	nce Base	v		* * * * *	Q W

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.

* 🗎	Create Consumption Account De	inition				□ x = c +	? 🗔
- Accord	Finance Book AVEOS	•	Effective from Date		Entity Accounte	d Ext. Repair-Exchange Cost	v
	and Demindon for Aircraft Hamdenance						
	Account # D						
	[No records to display]	7 4 0 0 T T				v	Q
# 8	Event	Document Class	Document Category	Document Type	Task Type	Planning Base	
1 🗉	A/C Maint. Exe. Ref #		~	*	*	*	
	4						•
- Accou	unt Definition for Hangar						
	Account # P						
44 4	[No records to display] > >> + - (3 4 0 0 T T				v	Q
. 8	Event	Order Type	Order Category	Planning Base		Maintenance Base	
1 🗉	Hangar WO	~	~			,	~
	4						•
- Accou	unt Definition for Component/Non-Compone	nt					
-	Account # 0						
						-	0
	1-3/0) ** +	SE T T					2
	Event	Order Type	Order Category	Planning Base		Maintenance Base	
1 🗉	Repair Order 🔹	*	*			*	*
2 🖸	Repair Order for Non-components	•	*		,	·	*
3	Scheduled WO	*	~			·	¥
	4						•
			Cr	eate			
	View Aircraft Account Definition			View Component Accou	nt Definition		
	them in a site Account Deminion			view component Accou			

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.



* 🗎 Set Service Sales Parameter		≣ ≭ ≣	⇒ ⇔	? 5	
Service Sales Parameters					_
Customer Account Group No 💌	Maintenance Base No 💌				
Work Center No 💌	Order Currency Yes 💌				
Sale Type No 💌	Order Category Yes 💌				
Execution Category No 💌					
	Set				
Create Service Sale Account Definition					_

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.

	Create Service Sale Account Definition 📰 🕫 🛱 🗧 ? 🗔 🗷									
	Finance Book AVEOS V Entity Account de Exit. Repair-Exchange Cost V									
	Service Sale Account <i>p</i> 001 COSR Account <i>p</i> 001 Effective from Date 2006-103-104									
44	•	1 -2/2 > >> += 🗆 🗲 🕸 🔇	Τ. Τ.				•	Q		
#		Customer Account Group <i>P</i>	Order Currency	Maintenance Base	Work Center		Sale Type			
1		IRAN	USD 🗸	~		*				
2			*	~		*				
		1								
		4						,		
Create										
View	View Service Sale account Definition									

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 Transactio n Type for Tax Book	Finance Manager	Finance Book Processing	Maintain / Exclude Transactio n Type	Maintain / Exclude Transaction Type for Tax Book	 Enter the business function group, function and status. Enter the effective date from which the details should be included / excluded in tax book. Execute "Get Details" task to retrieve the transaction type and description, which should be included/ excluded in tax book. Include the transaction.
2.	Post Transactions to Tax Book	Finance Manager	Finance Book Processing	Post Transaction s to Tax Book	Post Transaction to Tax Book	 Enter the finance book, financial year and financial period. Post transactions.
3.	General Ledger Voucher Generation.	Finance Manager	Finance Book Processing		Post Transaction to Tax Book	4. Post transactions of each BPC into FS posting table online or through batch processing.
4	Review Financial Statements	Finance Manager	Finance Book Processing	Review Financial Statement s	<u>Review</u> <u>Financial</u> <u>Statements</u>	 Drill-down analysis from financial statements up to the transaction level. Trend Analysis through multiple grouping options Annual, Semi Annual, Quarters, Months

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.

*	D	Maintain Transaction Type	e for TAX Book				73	Ē	+ 1	2 🕼	
		Business Function Group Benef	its Function	▼ Fun	ction All 🔻		Status Include Get De	▼ tails			-
	rans	Effective Date 14-0	07-2016 🛗								
•	4	1 - 2 / 2 > >> - T Tx				all 🖬		Ŧ		\$	Q
#		Function	Transaction Type	Description	Effective From Date						
1		HRMSPYACT	SAL_ACT	Salary Accounting	14-07-2016						ī.
2		HRMSPYACT	SAL_ACTREV	salary accounting reversal	14-07-2016						
-											-
			Exclude			Include					
Attac	n Note	s									-

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	sactions to Tax Book	⊐/‡	Ē	- ?	Č K
- Finance Boo	Finance Book AVEO Financial Year Financial Period Financial Period 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

Review Finan	cial Statements							74		• ?	5
Trial Balance Bala	nce Sheet Income Statement	Income Statement (MAC) Adhoc]								
Compar	AVEOS T	Finance Book AVEOS	T	Pe	riod Horizon 31Dec	15-31Dec16 🔻	As on 🔻	02-08-2016			
Group	By Annual 💌	Met Balance	e								
			Show	/ Details							
G 🖶 🖬 🖂 💷	S TreeGrid 11.0										
				Openin	g Balance	Mov	ement	Closing	Balance		-
Account Code	Description		Account Group	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	2977	63.45	
411200	Material Revenue USD		REVENUE	0.00	0.00	0.00	234884.50	0.00	2348	84.50	
412100	Labour Revenue CAD		REVENUE	0.00	0.00	0.00	5000.00	0.00	50	00.00	
412200	Labour Revenue USD		REVENUE	0.00	0.00	0.00	310.00	0.00	3	810.00	
413200	OV Revenue USD		REVENUE	0.00	0.00	233.20	466.40	0.00	2	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.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	Primary	Component	Activity	UI Name	Functional Steps
	Events	Actor(s)	Name	Name		
1	Maintain	Finance	Account	Maintain	<u>Maintain</u>	1. Enter the finance book, currency,
	Account	Manager	Based Budget	Account	Account	financial year / period, control
	Analysis			Analysis	<u>Analysis</u>	action,
	Budget			Budget	<u>Budget</u>	2. Select the account code from/
						to, description, account group,
						currency, analysis # from/to.
						3. Enter the budget amount for
						the account code - analysis code
						combination.

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.*

*		Maintain Ac	count Analysis Budget	:				→ 다 亭 x: 圖	? 🛛 🗖
	aard	Criteria	Finance Book AVEOS Control Action Hold		Financial year	31 DEC 2015 - 31 DEC 2016	▼ Financial P	riod	Ŧ
	earci	A	Account Code From EXPENSES	•	To Currency To	CAD V	Descrip	ation	Search
-	uoge 1	1 - 5 / 187	> >> + - □ → ¢	Q Y Y		Ь		v	Q
=		Finance Year / I	Period	Account Code	Description	Analysis Code	Analysis Code Description	Budget Amount	Accoun
1		31 DEC 2015 - 3	1 DEC 2016	109902	Freight Expenses	1100	TCD		EXPENS
2		31 DEC 2015 - 3	1 DEC 2016	109902	Freight Expenses	1110	Flight contract		EXPENS
3		31 DEC 2015 - 3	1 DEC 2016	109902	Freight Expenses	BCA	BCA		EXPENS
4		31 DEC 2015 - 3	1 DEC 2016	109902	Freight Expenses	CT5	General Operations		EXPENS
5		31 DEC 2015 - 3	1 DEC 2016	200202	Depreciation Account				EXPENS
		4							•
					Maintai	in Budget			

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	Primary	Component	Activity	UI Name	Functional Steps
	Events	Actor(s)	Name	Name		
1	Maintain Analysis Rule Definition	Finance Manager	Account Based Budget	Maintain Analysis Rule Definition	<u>Maintain</u> <u>Analysis</u> <u>Rule</u> <u>Definition</u>	 Select the Company Code and the event Enter the analysis code, Search by and As on date. Enter the Analysis Rule Definitions.



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.*

* 🗉	Į I	Maintain Analysis Rule Definition						? [0
Main	itain	View							
		Company Code FB1	×	Event	All	V			
Sea	rch	Analysis Code 👂		Search By	Aircraft Reg # 🔻 N101		As On Date 03/04/2017		
				s	earch				
- Ana	ilysi	s Rule Definition Details							
44 4		1 -3/3 🕨 🗰 🕂 🗖 🛠	T Tx			🗎 💴 🖷 🖷 📶 Al	•	,C	þ
#		Event	Aircraft Reg. # 🔎	Shop Job Type	Execution Category	Work Center #	Asset Location Code 🔎	A	in.
1		A/C Maint. Exe. Ref #	N101	*	*	*		C	π
2		Asset Depreciation 🗸	N101	*	*	*	AMYULBAN3	C	л
3		Asset Depreciation V	N101	*	*	*	AMYULOPTO	C	л
4		*		Y	*	Y			
		<						>	
				:	Save				

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	Flow of Events	Primary	Component	Activity	UI Name	Functional Steps
No		Actor	Name	Name		
1	Automatic reconciliation when bank statement is manually created	Finance Manager	Bank Reconciliation	Create Bank Statement	<u>Create Bank</u> <u>Statement</u>	1. Create a bank statement through manual entry.
				Reconcile Transactions	<u>Reconcile</u> <u>Transactio</u> ธ	 Reconcile transactions in the bank statement and bank book based on Check No., Prefix, Amount and Bank Code.
				Confirm Reconciliation	<u>Confirm</u> <u>Reconciliatio</u> n	 Confirm all transactions that have been reconciled in a bank statement, as on a specific date. Retrieve details for the bank account number as on a specified date. 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	<u>Create Bank</u> <u>Statement</u>	1. Create a bank statement through manual entry.

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				Reconcile Transactions	Reconcile Transaction	 Reconciliation of entries within the bank statement - reconciliation done between opposite transaction types. Reconciliation of entries within the bank book -reconciliation done between opposite transaction types. 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. Reconciliation of entries in the bank statement and bank book based on specific parameters of both the entities. 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.
3	Unreconcile and generate new bank statements for the statements that have been reconciled with defect entries	Finance Manager	Bank Reconciliation	Create Bank Statement	<u>Create Bank</u> <u>Statement</u>	1. Create a bank statement through manual entry.
				Unreconcile Transactions	Unreconcile Transaction	 Unreconcile all transactions for the bank statement. Unreconcile all transactions for the bank book. Unreconcile the matched transactions in the bank statement and bank book.

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.

Ereate Bank Statement												x; 1		+	? [
Statement Information																
Bank Account #	0001-501529-003	Ŧ		В	lank Name T	HE INTERNATIONAL BANK OF QA				Statement #						
Statement Start Date	01-09-2015	(ff)		Opening	g Balance	100000.00	Cr 1	v								
Statement End Date		曲		Closing	g Balance		Cr ។	*								
Transaction Details																
👯 🗧 [No records to display] 🕨 👐	+ 0 0 0	T T _x				×	h (U X C 🗎 x C 🕸	9 III	All	_	_	•			Q
# 🗇 Transaction Type	Date		Remarks		Prefix	Check No.	A	mount	Running	Balance		Depr	ositing Poi	nt		
1 🖾 Payment	*															
4																•
					Ĭſ											
				Compute Runn	ning Total	Create Bank Statement										

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.



_													_
*		Reconcile Transaction	ons							E 3	* = 5	← ?	6
-	State	ment Information											
		Bank Account No.	0001-501529-003 💌					Ba	nk Name THE INTERNATION	NAL BANK OF QA			
		Statement No.			Statement Start Date	2014-03-08		Statement	End Date			Auto Reco	oncile
		Raise Bank Charges	V		Bank Book Start Date	2016-21-04	#	Bank Book	End Date			Get De	etails
	Bank	Statement											
	4	[No records to display]	* + = 0 < 0 0 1	T T				人民國文章		All	v		Q
-		Transaction Type	Date	Depositing Point	Pay-in-	Slip No.	Prefix C	Check No.	Amount	Tag Group	Remarks		
1													
		•											•
	Bank	Book											
44	4	[No records to display] 🕨		r T.						All	Ŧ		Q
#		heck No.	Amount	Tag Group	Remarks				Company Reference	Reconciliation, R	lef. #		
1													
		4											. +
		Net Bank Statement 0.0	D			Net Bank Book	0.00			Charges 0.00)		
		Remarks											
							Reconcile Transactions						

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.
- 6. 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.

7. 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.

- 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.

Unreconcile Transactions

This sequence details the process of reversing reconciliation.

* 🗎 Select Transactions			II X 를 다	← ? 🗔 🗷
Search Criteria				
Bank Account No. 0001-501529-003 💌			Statement No.	
Statement Start Date	Statement End Date 2016-21-04	(iii)	Display Bank Book	
Reference No From	То			Search
Jeardin results			All w	0
# Bank Code Statement No.	Reference No.	Date	Transaction Amount	Reconciled On
	Found no rows to display!!!			
	round no rous to display in			
	UnreconcileTransactions			
Transaction Details				

Figure 4.3 Unreconcile Transactions

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

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	Flow of Events	Primary	Component	Activity	UI Name	Functional Steps
No		Actor(s)	Name	Name		
1.	Revalue Customer Account Balances	Finance Manager	Currency Revaluation	Run Customer Balance Revaluation	Run Customer Balance Revaluation	 Select the numbering type for the revaluation voucher & reversal voucher Select the finance book for which revaluation has to be run Select the revaluation period and the control account type as "Customer Control Account", "Customer Prepayment Account" or "Customer Deposit Account". Select a foreign account currency to be revalued Retrieve the account codes in the multiline Modify the defaulted exchange rates, if required. Compute balances. Enter cost center, analysis and sub analysis codes, if required. Run revaluation View accounting information Attach notes to the
						if required.



2.	Revalue Supplier Account Balances	Finance Manager	Currency Revaluation	Run Supplier Balance Revaluation	Run Supplier Balance Revaluation	 Select the numbering type for the revaluation voucher & reversal voucher Select the finance book for which revaluation has to be run Select the revaluation period and the control account type as "Supplier Control Account", "Supplier Prepayment Account" or "Supplier Deposit Account". Select a foreign account currency to be revalued Retrieve the account codes in the multiline Modify the defaulted exchange rates, if required. Compute balances. Enter cost center, analysis and sub analysis codes, if required. Run revaluation View accounting information
						 10. View accounting information 11. Attach notes to the revaluation entry, if required.

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3.	Revalue Asset and	Finance	Currency	Run Account	<u>Run Account</u>	1. Select the numbering type
	Liability Account	Manager	Revaluation	Balance	<u>Balance</u>	for the revaluation voucher &
	Balances			Revaluation	<u>Revaluatio</u> n	reversal voucher
						2. Select the finance book for
						which revaluation has to
						be run
						3. Select the revaluation period
						and the account group as
						"Asset Account" or "Liability
						Account".
						4. Select a foreign account
						currency to be revalued
						5. Retrieve the account codes in the multiline
						6. Modify the defaulted
						exchange rates, if required.
						7. Compute balances.
						8. Enter cost center, analysis
						and sub analysis codes,
						if required.
						9. Run revaluation
						10. View accounting
						information
						11. Attach notes to the
						revaluation entry,
						if required.
4.	Account Balance	Finance	Currency	Run Account	<u>Run Account</u>	1. Select the numbering type
	Revaluation based	Manager	Revaluation	Balance	<u>Balance</u>	for the revaluation voucher &
	on Simulation Run			Revaluation	<u>Revaluatio</u> n	reversal voucher
	No.					2. Select finance book for which
						revaluation has to be run
						3. Enter valid simulation run no.
						4. Retrieve the simulation
						details in the multiline.
						5. Run revaluation for the simulation.
						6. View accounting information
						7. Attach notes to the
						revaluation entry, if required.



5.	Simulate Revaluation of Asset Account Balances	Finance Manager	Currency Revaluation	Simulate Account Balance Revaluation	<u>Simulate</u> <u>Account</u> <u>Balance</u> <u>Revaluatio</u> n	 Select the numbering type for the simulation run. Select finance book for which revaluation has to be run Select the revaluation period and the account group as "Asset Account" or "Liability Account". Select a foreign account currency to be revalued. Retrieve the account details in the multiline Modify exchange rates within tolerance limits, if required. Compute balances
						 8. Enter cost center, analysis and sub analysis codes, if required. 9. Simulate revaluation for asset or liability account 10. Attach notes to the simulation run number.
6.	Maintain Reason Information	Finance Manager	Reason Code Definition	Maintain Reason Information	<u>Maintain</u> <u>Reason</u> <u>Informatio</u> n	 Select the business component, transaction type and the event for maintaining the reason information.
7.	Reverse Customer Balance Revaluation	Finance Manager	Currency Revaluation	Reverse Customer Balance Revaluation	<u>Reverse</u> <u>Customer</u> <u>Revaluatio</u> n	 Search for the voucher to be reversed or enter the voucher number directly Set the numbering type for the reversal voucher. Reverse revaluation View account information. Attach notes to the reversal voucher, if required.
8.	Reverse Supplier Balance Revaluation	Finance Manager	Currency Revaluation	Reverse Supplier Balance Revaluation	<u>Reverse</u> <u>Supplier</u> <u>Balance</u> <u>Revaluatio</u> n	 Search for the voucher to be reversed or enter the voucher number directly Set the numbering type for the reversal voucher. Reverse revaluation View account information. Attach notes to the reversal voucher, if required.

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9.	Reverse Asset	Finance	Currency	Reverse	<u>Reverse</u>	1. Search for the voucher to
	Account Balance	Manager	Revaluation	Account	<u>Account</u>	be reversed or enter the
	Revaluation			Balance	<u>Balance</u>	voucher number directly
				Revaluation	<u>Revaluatio</u> n	2. Set the numbering type for
						the reversal voucher.
						3. Reverse revaluation
						4. View account information.
						5. Attach notes to the reversal
						voucher, if required.

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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.

\star 🏢 Run Customer Balance Revaluati	on								7; Ē	9	← 1	? []
Voucher No. Voucher Date Remarks			Finan	e Book AVE.			Stat Numbering Ty	is e CRV V				
Reversal Voucher Details Reversal Voucher no.			Revers	al Date			Reversal Numbering Ty	e RCRV 💌				
Revaluation Period 01 JAN 201 Account Code from P	1 - 31 JAN 2011	¥	a	To D			Control Account Ty	e All			•	Get
Revaluation Information												
•• • [No records to display] > >> + - C	7 7 0 0 7 T.				人生		# 10 Al		Ŧ			Q
# Account Code	Currency Exc	hange Rate	Balance in Accour	t Currency		Balance in Base Currency		Revalued Bala	nce in Bas	e Currency		
												Þ
Compute Balances												ļ
Totals												
Balance in Base Currency		Revalue	d Balance in Base Ci	irrency		Exchan	nge Gain/Loss in Base Curren	ε γ				
Balance in Parallel Base Currency		Revalued Balan	ce in Parallel Base Ci	irrency		Exchange Gain	n/Loss in Parallel Base Curren	:y				
				Run Revaluation								
Accounting Information		Attach Notes										
Created by			Creat	ed Date								

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.
- 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.

Run Supplier Balance Revaluation						= :	¢ ≣ ⊑	+	? 🗔
Voucher No Voucher Date Remarks			Finance Book AVEOS V		Statu: Numbering Type	CRV V			
Reversal Voucher Details Reversal Voucher no.		1	Reversal Date		Reversal Numbering Type	RCRV V			
Revaluation Period 01 JAN 20 Account Code from p	11 - 31 JAN 2011 💌		Currency ALL To D		Control Account Type	Al		Ŧ	Get
- Revaluation Information									
📢 🐳 [No records to display] 🕨 💓 🛨 🗕	0 % 0 0 T T.			📕 🖩 🗑 🗶 🖸	🗎 🍽 😃 🗰 💷 🖬 🗛		Ŧ		Q
# 🗇 Account Code	Currency Exchange	Rate Balance in A	lccount Currency	Balance in	Base Currency	Revalued Balance	in Base Curre	ncy	
1									
4									Þ
Compute Balances									
Totals									
Balance in Base Currency		Revalued Balance in Ba	ase Currency		Exchange Gain/Loss in Base Currency				
Balance in Parallel Base Currency		Revalued Balance in Parallel Ba	ase Currency		Exchange Gain/Loss in Parallel Base Currency				
			Run Revaluation						
Accounting Information		Attach Notes							
Created by			Created Date						

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



Run Account Balance Revaluation										7\$	ē (- 1	3
Voucher No.								Status					
Voucher Date				Finance Book AVEOS 💌			Nur	mbering Type	CRV 🔻				
Remarks													
Reversal Voucher Details													
Reversal Voucher no.				Reversal Date			Reversal Nur	mbering Type	RCRV 🔻				
Search Criteria													
Simulation Run No. 👂				Revaluation Period 01 JAN 2011 - 31 JAN	2011	v		Currency	ALL 🔻				
Account Code from 👂				To P			Ac	count Group	ALL	Ŧ			
													Get
[No records to display] > >> + =	0 % 0 0 T	Τ.			人王		8 a 8	All			r		
[No records to display] *** + - Account Code	Currency	T. Exchange Rate		Balance in Account Currency	<u>له</u>	Image: Second	8 s 1	All	Revalued Bala	ince in B	r lase Curi	rency	
[No records to display] + + - Account Code	Currency	T.		Balance in Account Currency	<u>ه</u>	Balance in Base Currency	* * 1	All	Revalued Bal	ance in B	r lase Curri	rency	
(No records to display) Account Code	Currency	T. Exchange Rate		Balance in Account Currency	<u>ب</u> ا	Salance in Base Currency	8 9 8	All	Revalued Bal	ance in B	r lase Curri	rency	
(No records to display) > >> + = Account Code ampute Balances Totals	Currency	T. Exchange Rate		Balance in Account Currency	<u>ک</u> ا	UX E D See Currency	* u I	All	Revalued Ball	ance in B	r lase Cun	rency	
(No records to display))) (+) (+) (-) (Currency	T. Exchange Rate	Revalued	Balance in Account Currency Balance in Base Currency		C X C D 2 C Balance in Base Currency	ge Gain/Loss in B	All ase Currency	Revalued Ball	ance in B	r	rency	L)
(No records to display) (b) (b) (control Code (c	Currency	T. Exchange Rate	Revalued I Revalued Balance	Balance in Account Currency Balance in Base Currency : in Parallel Base Currency		C X C D Y C Balance in Base Currency Exchange Gain	ge Gain/Loss in Br	All ase Currency ase Currency	Revalued Ball	ance in B	ase Curr	rency	ļ
(No records to display))) (+ + -) Account Code ()	C \$ 0 0 T	T. Exchange Rate	Revalued I Revalued Balance	Balance in Account Currency Balance in Base Currency in Parallel Base Currency Run Revaluation	A h	C X C D 20 C Balance in Base Currency Exchange Gain	ge Gain/Loss in Ba /Loss in Parallel Ba	All ase Currency ase Currency	Revalued Bal	ance in B	r lase Curri	rency	ر ۱
(No records to display) P P Account Code ompute Balances Totals Balance in Base Currency Balance in Base Currency souting Information	C \$ 0 0 T	T. Exchange Rate	Revalued I Revalued Balance ach Notes	Balance in Account Currency Balance in Base Currency e in Parallel Base Currency Run Revaluation	, h	C X C D 20 C Balance in Base Currency Exchange Gain	ge Gain/Loss in Brailel B	All ase Currency	Revalued Bal	ince in B	r lase Curr	rency	,

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.

\star 🏢 Simulate Account Balance Revalua	ition			
Voucher No. Date 2016-21-04 Revaluation Period 01.14H 2011 - Account Code from <i>P</i> Currency EUR *	imi - 31 JAN 2011 ▼	Remarks AVEOS1 V	Numbering Account G	Type RCRV V roup ASSET V Get
Revaluation Information				
📢 📢 [No records to display] 🕨 🍽 🗇	0 T T		, h 🛛 🗴 🖾 🗢 🗳 🗰 🔳 🗚	Q v
# Account Code	Currency Exchange Rate	Balance in Account Currency	Balance in Base Currency	Revalued Balance in Base Currency
1 🗉				
4				•
Totals				
Balance in Base Currency		Revalued Balance in Base Currency	Exchange Gain/Loss in Base Curr	ency
Balance in Parallel Base Currency		Revalued Balance in Parallel Base Currency	Exchange Gain/Loss in Parallel Base Curr	ency
		Simulate Revalution		
Attach Notes				

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.*

	Maintain Reason Information	ı					= x = ₽ +	? 🗔 🖪
	Component	•	Transaction Type		v	Event		¥
44	[No records to display]	+ 0 0 0 T T				AL 🖮 🗉 🔺	v	Q
#	Reason #	Reason Description	Status	Default				
1			ACTIVE 🗸	NO				~
			Sa	ave Reason				

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	<u>Create</u> <u>Analysis</u> <u>Code</u>	 Enter description and effective date for the analysis code. Create analysis code.
2	Edit Analysis Code	Finance Manager	Account Based Budget	Edit Analysis Code	Edit Analysis code	 Retrieve the details using analysis code, description and effective dates. Modify and save the analysis code details.
3	Inactivate Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	Activat∉ Inactivate Analysis Code	 Retrieve the details using analysis code, description and effective dates. Inactivate the analysis code.
4	Activate Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	Activat¢ Inactivate Analysis Code	 Retrieve the details using analysis code, description and effective dates. Activate the analysis code.
5	Create Sub Analysis Code	Finance Manager	Account Based Budget	Create Analysis Code	<u>Create Sub</u> <u>Analysis Code</u>	 Enter the sub analysis code and description. Create the sub analysis
6	Edit Sub Analysis Code	Finance Manager	Account Based Budget	Edit Analysis Code	<u>Edit Analysis</u> <u>Code</u>	 Retrieve the details using analysis code, description and effective dates. Modify and save the analysis code details.
7	Inactivate Sub Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	Activat∉ Inactivat®ub Analysis Code	 Retrieve the details using sub analysis code, description and status. Inactivate the sub analysis code.

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8	Activate Sub Analysis Code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis Code	<u>Activatɓub</u> <u>Analysis</u> <u>Code</u>	 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	Manage Sub Analysis Code Mapping	 Map sub analysis code to the analysis code Default the Sub Analysis Code
10	Assign Analysis code	Finance Manager	Account Based Budget	Assign Analysis code	<u>Assign</u> <u>Analysis</u> <u>code</u>	1. Map analysis code to account code
11	Un Assign Analysis code	Finance Manager	Account Based Budget	Activate / Inactivate Analysis code	<u>Un Assign</u> <u>Analysis code</u>	1. Unmap analysis code from the account code
12	View Account Balance	Finance Manager	Finance Book Processing	View Account Balance	<u>View</u> <u>Account</u> <u>Balance</u>	 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.

* 🗎	Create Analysis Budget						≣ ≭	ē ₽	+ ?	0 5
	Finance Book AVEOS	- 21 DEC 2016			Circuit Desired	-				
- Seard	h Criteria	51 DEC 2010			Pinancial Period	•				
_	Analysis Code From			То						
	Sub Analysis Code From			То			Search			
· · · ·										
- Analy	sis Details									
44 4	1 - 5/6 🕨 🗰 🛨 = 🗇 🗲 🔍 🔍	1 T T.				Al 💷 💷		•		Q
# 8	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				
	4								(•
				Create Budget						
and the								_	_	
Attach Note	\$									

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.

*		Edit Analysis Code						= x;		+	? 0	io K
	Search	Criteria										_
		Analysis Code Fr	rom	1	·•		Description					
		Effective Date Fr	rom	Effective Date 1	· ·			Search				
	Analys	is Details										
44	4	1 -4/4 > >> + 🗅	0011		天 10	◎ ¼ 🗹 🛍 🗶 🖡 🗰 🔳	All		Ŧ		_	ρ
*		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		CT5	General Operations	Yes 🗸	2012-01-01	2020-31-12						
5				~								–
-												- 1
	Edit Analysis Code											
Edit 9	ubAna	vsis Code										
_		,									_	_

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.

* 🔋 Activate/ Inactivate Analysis Code							i z	Ē	12 +	· ?	¢.		
	earch	Criteria											
		Analysis Code Fr	rom		То			Description					
		Effective Date Fr	rom	Effective	Date To	(iii)		Status	Active	Ŧ			
									Search				
		Effective D	Date										
	anaiys	as Details						_					
44	4	1 - 4 / 4 🕨 🗕 🔻	T .				K 🖸 🗎 🗏 💷 💷	All			r		Q
#		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		CT5	General Operations	2012-01-01	2020-31-12	Active							
. –													
			Activate Analysis Code				Inactivate Analysis Co	le					
Activ	te / In	activate SubAnalysis Code											

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

This sequence elaborates the process of creating sub analysis codes.

	Acti	vate/Inactivate Subanalysis	Code								7 ‡	ē	⇒ +	;	K
-	Search	1 Criteria													_
		Sub Analysis Code From			То				Description						
		Status Act	ive 🔻							Searc	:h				
		Effective Date	(11)												
	Analys	is Details													
44	4	1 -2/2 → → T T.				人主司	XEE	8 9 H	All			Ŧ			Q
		Sub Analysis Code	Description	Status											
1		100A	100A	Active											
2		A100	Flight	Active											
							c								
			Activate SubAnalysis Code				InActivate	SubAnalysis Co	de						
-															

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.



	_				_	-	_		_
	Edit	t Subanalysis Code			-7‡	5	3 ←	?	
	Search	h Criteria							
		Sub Analysis Code From	To Description						
				Searc	h				
	Analy	sis Details			_				
44	4	1-2/2 > > + 0 0 0				Ŧ			Q
#		Sub Analysis Code	Description						
1		100A	1004						
2		A100	Flight						
3									
			Edit SubAnalysis Code						

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.

Activate / Inactivate Analysis and Subanalysis Code					2 5 5
				■ -+ ® +) /	" LO K
Search Criteria					
Analysis Code From		То	Account Code 👂		
Sub Analysis Code From		То	Status	Active 💌	
				Search	
Effective Date					
- Analysis Details					
🐳 🖌 [No records to display] >>>> — 🝸 🔭			入 LL 型 X 区 首 単 毎 川 All	Ŧ	Q
# 🗇 Analysis Code Description	Sub Analysis Code	Description	Status		
		Found no rows to display!!!			
Activate Code			Inactivate Code		
UnAssign Analysis Code	Activate / Inactivate Analysis Code		Activate / Inactivate SubAnalysis Code		

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.



Manage Sub Analysis Code Mapping			23		⇒ ←	?	to K
Analysis Code Ø G111 Sub Analysis Details							
	T T.		al al	Ŧ			Q
# 🗉 Sub Analysis Code 🔎	Description		Default Sub Analysis Co	le			
1 🖾 G111			Yes				~
2			No				~
		Save					

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.

Assign Analysis Code					= <i>z</i> ;	● □ ←	? 🗔	K
Assign basis Analysis Account Code p 111100	to Account	Analysis C	ode Ø 11	Sub	Analysis Code 👂 🛛 ADA			
Reference Details Account Code From Analysis Code From			To					
Sub Analysis Code From Details			To		Search	v		Q
Account Code	Description	Analysis Code	Description	Sub Analysis Code	Description			
•								•
			Assign					
View Analysis Code	UnAssign	Analysis 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.



	_							
	UnA	ssign Analysis Code					₽ 🗗 🔶 ?	
-								
	aarch	Account Code	p 450900					
	earce	Applyric Code Er			То			
		Cub Analysis Code Fr			T-	Count		
	nalvs	is Details			10	Search		
		No records to display]					-	0
		No records to display]					•	~
-	-	Analysis Code	Description	Sub Analysis Code	Description	Status	Remarks	
1								
		4						•
_								
					Unassign 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.

*	D	View Account Balance								쟈 를	₽ ·	⊢ ?	٦
	iew C	Iption											-
		Book Type	Posting FB 🔍		Finance Book	AVEOS 💌			Currenc	y Base	T		
		Date	2016-21-04		Year To Date								
—-т	ransit	Account Information											
		Transit Account	NO 💌		Transit Account Type	T							
– s	aarch	Criteria											
		Account Code from			То								
		Layout Heading	All	V	Account Classification	All	•		Account Grou	p ALL		Ŧ	
		Automatic Posting Account Type	All	v	Control Account Type	All	Ŧ			Searc	h		
s	aarch	Results											
44	4	1 - 10 / 245 🕨 🗰 🝸 🏹				A 1			I) Al	v			p
#		Account Code	Description	Opening balance	Period Dr Amount		Period Cr Amount		Running Balance	Current	сy		Ĩ
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	BNS General CAD	4000.02					4000.	02 CAD			
10		112000	BMO General USD	853105.48					853105	48 CAD			v
- R	eport	Option Rep	port Option	Export to XL - Stock Balance	e Details				Export to XL - Tra	nsaction wis	se Balano	te	-
View G	L Vou	cher Details											Î

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.
- 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.



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	<u>Create</u> <u>Schedule</u>	 Retrieve account codes based on a specific criteria. Select account codes and create an account group Retrieve schedules using search criteria. Create schedule by mapping account codes and schedules.
	Delete schedule	Finance Manager	Financial Statement Layout	Edit Schedule	<u>Select</u> <u>Schedule</u>	 Retrieve schedule details using search criteria. Modify the schedule details.
						 Retrieve schedule details using search criteria. Delete the schedule details.

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



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.

* 🗎	Create Sc	hedule					III X 등 다	←? ⊡ ⊾
								_
		Schedule No.		Schedule Description				
	Se	chedule Classification	Income Statement 🔹	Book Type	Posting FB 🛛 💌	Finance Book	AVEOS 💌	
	(Chart of Accounts ID	AVEOS 💌	Description	Aveos COA	Chart of Accounts Type	Operative COA	
- Sear	ch Criteria							
		Option	All Account Codes	 Account Classification 	INCOME STATEMENT V	Account Group	ALL 🔻	
		Account Code from		To		Account Description		
		Schedule No. From		То				Search
- Sear	ch Results							
44 4	1 - 5 / 225	• • + -	0 % 0 0 T T		A 1		•	Q
# 8	Line No.	Include		Account Code / Schedule No	Description		Classification	Account Grou
1 8	3	1 No	*	109902	Freight Expenses	1	Income Statement	EXPENSES
2 8	3	2 No	*	200202	Depreciation Account	1	Income Statement	EXPENSES
3 8	3	3 No	*	411100	Material Revenue CAD	1	Income Statement	REVENUE
4 8	3	4 No	*	411200	Material Revenue USD	1	Income Statement	REVENUE
5 8	3	5 No	*	411300	Material Revenue Manual Adjustme	nt CAD 1	Income Statement	REVENUE
	4							÷.
Grou	p Account/Sch	edule						
		Line No. From		То				
		Group Heading		Total Description			Assign Group	
				Create	e Schedule			_
								¥

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.

121 | Book Keeping

COLLET

*	Edit Schedule							4 4 1	2 3	4 5	• •	1 /1	16 📰		4	← 1	? [To K
	Schedule No.	BS001		S	hedule Descriptio	Cash and Cash Equivalents				Ef	fective Dat	e 201	16-21-04			11		Â
	Schedule Classification	Balance	Sheet		Book Typ	Posting FB				Fi	inance Bool	k AVE	EOS					
	Chart of Accounts ID	AVEOS			Descriptio	Aveos COA				Chart of Acc	counts Type	e Ope	erative COA					
	Schedule Type	User Def	ined															
A	dd Account Code/Schedule No.																	
	Account / Schedule	Account	: Code 🔍 💌		AccountCode 🖇					Sche	dule No. 🖇	p						
	Assign New Group				Group Headin					Total	Description	n						
										Ad	d Account	/Sched	dule/Group					
A	ccount Code / Schedule No. Informati	ion																
-	(1 - 5 / 23 → → + Ø	Ω.T	Τ.				人画目	* 2 🖬 💌 (e # :		All			Ŧ			ρ	
	Include		Account Code / Schedule No	De	scription				a	lassification			Acc	ount Group	,		S	
1	Yes	~	110000	Pe	ty Cash				Ba	alance Shee	et		ASS	ET				
2	Yes	~	111000	BM	IO General CAD				B	alance Shee	et		ASS	ET				
3	Yes	~	111100	BM	IO BLOCKED CAD				B	alance Shee	et		ASS	ET				
4	Yes	~	111200	BM	IO EFT Payments CA	D			B	alance Shee	et		ASS	ET				
5	Yes	~	111300	BM	IO CHQ Payments CA	D			Ba	alance Shee	et		ASS	ET				
	•																×.	
_																		
			Edit Schedule		Del	ete Schedule												
View S	chedule		c	opy Schedule														
_			Created by DMUSER					Cre	eated Date	2016-10-02								
		L	ast Modified bv					Last Mo	dified Date									-

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.

	Select Schedule							<u>≡</u> ≍		•	? 🛛
Seard	h Criteria									_	
	Schedule Classification	Balance Sheet 💌		Schedule Description		Chart of A	AVE	os 🔻			
	Book Type	Posting FB 💌		Finance Book AVE	205 💌	Sch	nedule Type User	r Defined	T		
	Schedule No. From			То							Searc
Search	1 Results										
4	1 - 10 / 16 > >> + 🗇	O G T T			J		All		v	_	
	Schedule No.	Schedule Description	Book Type	Finance Book ID	Effective Da	te					
	B5001	Cash and Cash Equivalents	Posting FB	AVEOS	2016-21-04						
	B5002	Accounts Receivables	Posting FB	AVEOS	2016-21-04						
	B5003	Inventories	Posting FB	AVEOS	2016-21-04						
	B5004	Other Assets	Posting FB	AVEOS	2016-21-04						
	B5005	Other Current Assets	Posting FB	AVEOS	2016-21-04						
	B5007	Accounts Payable	Posting FB	AVEOS	2016-21-04						
	B5008	Property, Plant and Equipment	Posting FB	AVEOS	2016-21-04						
	B5009	Other Liabilities	Posting FB	AVEOS	2016-21-04						
	B5010	Other Current Liabilities	Posting FB	AVEOS	2016-21-04						
		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	<u>Create Financial</u> <u>Statement</u> <u>Layout</u>	 Enter Layout number and description. Select other details like layout classification, book type, FB and COA Id. Retrieve and add schedule details. Create layout.
2	Create financial statement layout with assigning group heading and section heading	Finance Manager	Financial Statement Layout	Create Financial Statement Layout	<u>Create Financial</u> <u>Statement</u> <u>Layout</u>	 Enter Layout number and description. Select other details like layout classification, book type, FB and COA Id. Retrieve and add schedule details. Assign group / section to the layout. Create layout.
3	Delete layout	Finance Manager	Financial Statement Layout	Edit layout	<u>Select layout</u>	 Search for the layout based on the search criteria: layout classification, layout description, COA Id, book type, finance book and layout number.
		Finance Manager	Financial Statement Layout	Edit layout	<u>Select layout</u>	 Select one or more layouts to be deleted from the multiline. Delete the layout.



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 F	inancial State	ement Layout						는 자 을 다	← ? ⊡
		Layout I Layout Classificat Chart of Accounts	No. tion Income Statement	Layo	Book Type Posting Description Aveos CC	FB 💌 DA	Chart o	Finance Book AVEO	5 V	
- Sea	rch Criteria	Opt Schedule No. Fr	tion All Schedules 💌	Sche	dule Description					Search
- Sea	rch Results									
44 4	1 - 5 / 1	6 🕨 🗰 🕂	- 0 % 0 % 7 %			<u>ام</u> ا		All	•	Q
#	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	
	4									•
Gro	up Schedule									
_		L	Line No. From			То				
		G	iroup Heading			Total Description				
		Se	ction Heading			Section Description			Assign Group/Section	
					Create layout					
View Lay	out			Copy Layout			View Unmapped Accounts / Sc	hedules		
			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				▤ ≭ ▤	12 +	? 🗔	ĸ
- Search Criteria							
Layout Classification Income Statement	Layout Description	n	Chart of Accounts ID	AVEOS 🔻			
Book Type Posting FB V	Finance Bo	ok AVEOS 🔻	Layout Type	User Defined	Ŧ		
Layout No. From		Го		Search			
 Search Results 							
(4 4 1 - 2/2) → + ○ ○ ○ ▼ ▼.					v	Q	
# 🗏 Layout No. Layout Description	Book Type Finance	ce Book ID Effective	: Date				1
1 🖬 IA_CA_CA_01 IA_CA_CA_01	Posting FB AVEO	5 2016-21-	-04				
2 🔲 IS Income statement	Posting FB AVEO	5 2016-21	-04				
3							
	Del	ete 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.

*		Select Layout						= x;		+	?	0 K
-	Seard	h Criteria						AVE05 =				
		Book Type	osting FB V	Fin	ance Book AVEOS V	Cha	Layout Type	User Defined	¥			
		Layout No. From			То			Search				
	Searc	h Results										
#		1 - 2 / 2 > >> + Q	Layout Description	Book Type	Finance Book ID	Effective Date	, AI		•			
1		IA_CA_CA_01	IA_CA_CA_01	Posting FB	AVEOS	2016-21-04						
2		15	Income statement	Posting FB	AVEOS	2016-21-04						
3												
_												_
					Delete Layout							_
Edit	ayout											_

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	<u>Create</u> Journal <u>Voucher</u>	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	<u>Set Functio</u> n <u>Defaults</u>	1. Set the parameter Input Control Total to "No".
				Create Journal Voucher	<u>Create</u> Journal Voucher	 Create the regular journal voucher without control totals and foreign currency accounts.
3	Reverse Regular Voucher	Finance Manager	Journal Voucher	Reverse Journal Voucher	<u>Reverse</u> Journal <u>Voucher</u>	 Enter the voucher number to be reversed directly or select the voucher using search criteria. Reverse the journal voucher.
4	Creation of a regular voucher using distribution setup	Finance Manager	Journal Voucher	Create Distribution Setup	<u>Create</u> <u>Distributio</u> n <u>Setup</u>	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	<u>Create</u> Journal Voucher	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	<u>Manage</u> <u>Accrual run</u>	1. Create an accrual report for all the costs that have been not been booked.

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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.

	Crea	te Journal	Vouch	er														← ?	
			Vou	icher No.						Voucher	Type Regular	•			Status				
			Transact	tion Date	2016-21-04					Finance	e Book AVE			N	lumbering Type JV	Ŧ			
_	_		Voucher	Category	Ŧ														
	opy D	etails																	
_			Copy JV	/# 0 JV-	000002-2011				Reverse Dr/Cr Flag							Copy JV			
	evers	al Voucher D	etails																
		R	eversal Vou	ucher No.						Reversal I	Period 💌								
		Rever	sal Numbe	ring Type	-					Reversa	l Date								
			Cor	ntrol Total						Rei	marks								
A	ccoun	ting Informa	tion																
			Distributio	on No. P						Transaction Ar	mount					Get			
44	•	1 - 2 / 2	> >>	+ - 0	3 ≁ ≎	Q T 2	T,					🕨 🖬 🖉 🗶 🖾	iii ≫	C # # II	All	•			Q
		Account Coo	de P	Transaction	n Currency	Dr/Cr	Т	Transaction Amount	Exchange Rate	Base Amount	Destination Finance Book	Destination Account Code 🔎	Remarks	Cost Center 🔎	Analysis Code 🔎	Sub Analysis Code	e Exp	ense Class	ificatic
1		120400		CAD	*	Dr	*	1000.00	1.00000000	1000.00	*								
2		411100		CAD	*	Cr	*	1000.00	1.00000000	1000.00	~			1210					
3				CAD	~	Dr	*				~								
		4																	•
Con	pute	Totals								Transaction An	nount				Base Amount				
										Debit	t Total				Debit Total				
										Credit	t Total				Credit Total				
			Create V	oucher					C	reate And Authori	ize Voucher								
Attach	Notes						Edit J	Journal Voucher			Upload Document	5		View A	ssociated Doc. Attach	hments			
						Created by							Cr	eated Date					

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.

* 🗎 Set Function Defaults	7‡ i	+	?	ō K	1
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 Dy 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.

*		Reverse Journal Voucher				44 4	1 2 3 4 5 🕨 🗰	1 /1066 📰 🕫	을 다	← ?	lo K
	evers	ed Voucher Details									
		Reversal Voucher No.						Status			
		Reversal Date 2011-30-11	(ff)	Reversal Numb	ering Type RJV 🔻		F	emarks			
	rigina	l Voucher Details									
		Voucher No. JV-000002-2	011	Vou	Jcher Type Regular	Status Authorized					
		Transaction Date 2011-30-11		Fin	ance Book AVEOS		Voucher C	ategory			
		Control Total 1000.00			Remarks						
	ccour	ting Information									_
44	4	1 - 2 / 2 → →→ = ¥ ¥.				人间回			-		Q
		Account Code 👂	Account Description	Dr / Cr	Transaction Currency		Transaction Amount	Exchange Rate		Base Amo	unt
1		120400	A/R Accruals CAD	Dr	CAD		1000.00)	1.00000000		
2		411100	Material Revenue CAD	Cr	CAD		1000.00)	1.00000000		
		4									•
				Transactio	n Amount		Base A	mount			
					Debit Total 1000.00		De	ait Total 1000.00			
				0	Credit Total 1000.00		Cre	lit Total 1000.00			
											_
					Reverse Voucher						
Attack	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: InterFB 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*.

*		Authorize Journal Voucher						44 4	1 2 3	4 5))) <u> </u>	/77 🗐 式		? 🗔
		Voucher No. JV-000421-2015 Transaction Date 2015-09-09		V	oucher inance	Type I Book	Inter Company AVEOS			Vol	Status ucher Category	Fresh		
	Keve	Reversal Voucher No. Reversal Date		Rev	versal F	Period			r					
-	Accou	Control Total			Rei	marks								
		Distribution No. 9		Transac	tion Ar	mount						Get	-	0
44	1	Account Code \mathcal{Q}	T T _x Account Description	Dr/Cr		Transa	action Currency		Transaction	Amount	All	Exchange Rate		Base An
1	E		Foreign Travel Expenses	Dr	*	EUR		~			1000.00	-	1.10000000	
2		510004	Foreign Travel Expenses	Cr	×	CAD		~			1100.00		1.00000000	
3	E			Dr	~	CAD		*						
		<												>
Co	npute	Total	1	ransacti	on Am	ount				1	Base Amount			
					Debit	Total 1	1000.00				Debit Total	1100.00		
					Credit	Total 1	1100.00				Credit Total	1100.00		
						Authoria	ze Voucher				Ret	urn Voucher		
Atta	h Note	S	Upload Documents						View Associa	ated Doc. Attac	hments			
					Creat	ted by I	DMUSER				Created Date	2015-09-09		
				Last	Modifi	ied by				Last	Modified Date			

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.

D	Create Distribution Setup 🗐 🛪 👼 🗗 🔶 🖓 🗔 🗖											
_	Distribution No. XV(04/2014 Status Description Distribution 1 Finance Book AVEOS ▼ Numbering Type User ▼ 											
	Φ Account Code ρ Account Description Dr/Cr Transaction Currency Percentage Cost Center ρ Analysis Code ρ Sub Analysis Code ρ											
1	Account Code P Account Description Dr/Cr Transaction Currency Percentage Codt Center P Analysis Code P Sub Analysis Code P 0 01 Dr CAD V Codt Center P Analysis Code P Sub Analysis Code P Codt Center P Analysis Code P Codt Center P Codt Center P Codt Center P Sub Analysis Code P Codt Center P Codt Center P Codt Center P Codt Center P Sub Analysis Code P Codt Center P Sub Analysis Code P Codt Center P Sub Analysis Code P Codt Center P Codt Center P Codt Center P Codt Center P Sub Analysis Code P Codt Center											
2				Dr	*	CAD	~					
Co	mpute	Total	Debit Percent	age Total					Credit Per	centage Total		
	Create Distribution Setup											
Edit	Distribution Setup											
			Created by						Created Date			

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.

	Ma	anag	je Acci	rual Run						Ē	고 클 다 ← ?	
	Run	Deta	lis	Accrual Run # From Ø ACC-000015-2015			Run Date	2016-04-04	1	Status		
	Accr	ual P	rocessin	Company Name CB Airways g Information			Finance Book	AVEOS				
-	4	1	-3/3	• • • • • • • • • •				Ь		Al III	T	Q
=	E	5	;/#	Accrue for	Select	Report File Name	Processing	Remarks	Journal Voucher #	Reversal Journal Voucher #		Run Ste
1	E	3	1	Service Sales								
2	E	3	2	Resource Accruals for In-progress Tasks -								
3	E	3	3	Resource Accruals for In-progress Tasks -								
4	E	3										
		4										Þ
	Reco	ord St	tatistics	Initiate Accrual Run				Cancel Accrual Run			Process JV	
				Created by Last Modified by					(Last M	Created Date Iodified Date		

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".

- 5. To cancel an accrual report, enter the **Accrual Run # From.**
- 6. 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".
- 7. 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.

🗎 Maint	tain Allocatio	n & Distr	idution Ru	ies										1 -	
lule Inforn	nation	ompany/FB	AVEOS	▼ All	•	Rule II			Сору		Rule Des	sc.			
		Status	Active	•		Effective Date		- 📖							
	Allo	cation Type	GL Allocation		T	Allocation Category	GL ALLOCATION	•		ħ	Numbering Typ	vpe RUL 🔻			
- Source															
44 4	1 - 1 / 1	> >> =		T Tx					İ 🛛		All		•		Q
#	Account Code 🖇	Cost C	Center 🔎	Analysis Code 🔎	Sub Analysis Code 🔎	Exp. Cls. 🔎	% 4	Account Code Desc.	Ca	st Center Desc.		Analysis Code L	Desc.		
1	1001004	7910		ANA00	B0000		F	reight Charges	79	10 - SG&A Marketing		ANALYSIS			
2 🗈															
)estinatior	Basis of Allocation	Percentag	le	T	Allocation Element		T								>
Destination	Basis of Allocation 1 -1 / 1	Percentag	je 	• • • •	Allocation Element		•		i x (All		v	_	>
Destination	Basis of Allocation 1 - 1 / 1 Company	Percentag	ie - — D g nce Book	T T _x Account Code &	Allocation Element	Analysis Code 👂 S	ub Analysis Code 👂	<u>⊫</u> 谜 X ⊠ Exp. Os. <i>P</i>	≝ [∞] (Account Code Des	All Sc. Co	ost Center Desc.	•		> Analysi
Destination	Sasis of Allocation 1 -1 / 1 Company AVEOS	Percentag Fina V ABC	re 🗖 🤉	T T Account Code \$ 1001004	Allocation Element	Analysis Code 🖉 🛛 S	ub Analysis Code P	<u>In</u> 谜 ⊠ X. ⊠ Exp. Os. <i>P</i>	≝ × €	Account Code Des Freight Charges	All RC. CO 999	ost Center Desc. 1988 - Invoice Quar	▼ Nitity Varia	ince	> Analysi
Cestination	Allocation 1 - 1 / 1 Company AVEOS AVEOS	Percentag	nce Book	T T Account Code <i>S</i> 1001004	Allocation Element	Analysis Code 🖉 🛛 S	ub Analysis Code Ø	L. U X. Ω Exp. Cls. ρ	自 x (%	Account Code Des Freight Charges	All sc. Co 999	<i>ost Center Desc.</i> 198 - Invoice Quar	▼ tity Varia	ance) Analysi
Destination	Allocation 1 - 1 / 1 Company AVEOS AVEOS	Percentag	nce Book	T T. Account Code & 1001004	Allocation Element	Analysis Code 🖉 S	ub Analysis Code P	hu Ū X, ⊊ Exp. ds. ₽	법 또 (Account Code Des Freight Charges	All 5C, Co 999	<i>ost Center Desc.</i> 198 - Invoice Quar	▼ Itity Varia	ance	> Analysi
Destination	Sasis of Allocation 1 - 1 / 1 Company AVEOS AVEOS K	Percentag	re nce Book -PFB2	T T. Account Code & 1001004	Allocation Element Cost Center P 9998	Analysis Code 🖉 S	▼ ↓ La Analysis Code P	Exp. Cls. P	道 포 (Account Code Des Freight Charges	All sc. <i>Co</i> 999	<i>ost Center Desc.</i> 198 - Invoice Quar	▼ ntity Varia	ance	> Analysi

Figure 7.22 Maintain Allocation and Distribution Rules

- 1. The "Maintain Allocation and Distribution Rules" 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 Rule ID is to be generated.
- 3. Enter the **Rule ID** using the hyperlinked **Copy** to modify the existing Rules.
- 4. Enter the Rule Desc. to specify the description of the rule.
- 5. Enter the Effective Date From which specifies the date from which the Rule is effective.
- 6. Enter the 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%.
- 7. 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.
- 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.

★ 🗎 Manage Allocation I	ackages					겨 중 다 두 1	
Compan Statu Date fro Fin. Perio Rule Details	AVEOS V All	•	Package # Fin. Year 01 Jan 2 Date to Jultiple Rules? No v	018 - 31 Dec 2018 💌	Package Rec Ru Numberir	Desc. package description urring? No v n After Day(s) g Type PKG v	
# Seg # Rule ID	+ LP T T _x	Status	Allocation Type	Fffective from	Effective to	Allocation Category	þ
	1000 0000	510105	/ mocodon / ypc	Encenterion	Enclore to	/ motoboli cortegoly	
2							
Record Statistics			Save				
	Created by				Created Date		
	Last Modified by				Last Modified Date		

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.



*	🗎 R	eview/Pı	rocess Alloca	tion Packages							44	4 6 7	8 9 10 > >>	10 /11 🕮		- ? 🗔
Alloca	tion Ru	ın Info.														
			Company/FB	AVEOS	/ AVEOS			Fin.	rear FY201				Fin. Per	od DEC17		
			Package #	PKG-000027-2017				R	In # RUN-000010-20	17			Stat	us Processed		
Proces	s Run															
_	Rule	# All		•	Rule Line #	T										
De	tail															
44	۰ [I	No records	to display] 🕟	» + @ T	Tx				7	T a x		x e 1 =	AL	•		Q
#		Company	Finance Book	Rule #	Rule Line #	Account Code	Cost Center	Analysis Code	Sub Analysis Code	Exp. Cls.	Currency	Allocated Amt.	Original Allocated Amt.	Available Balance	Remarks	
1																
		<														>
				Save								Pos	t 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 * 7 2 5 Doc. Type / Doc. # Customer Order -Include JV () Yes O No Get Q Search Result Doc. Typ Doc # Doc. Status Trading Partner Type Trading Partner# / Na Ext. Rep. Rev. Ext. Ser. Rev. Other Rev. Fixed Rev. Usage Rev. at. Rev Res. Rev bcont. Rev. ok. Rev Basic Value Tax 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Ext. Rep. Cost Ext. Ser. Cost Other Cost Total value Mat Cost Res. Cost Subcont, Cost CNQ Cost. 0.00 Ch 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 nary 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 Add For Adjustments Generate Adjust 1 -1/1 > >> + - 🗗 🛠 👅 🔩 ρ 44 4 # Finance Book Account Code P Account Code Desc Dr / Cr Base Amount Entity Cost Center Q Cost Center Desc. Analysis C 1 DR ABC 2 CR < Compute Totals Dehit Total Credit Total Preview Posting Date 06-12-2018 enerate Journal Vouch Report On GL Transaction **Create Journal Vouche**

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	Flow of Events	Primary Actor	Component Name	Activity	UI Name	Steps Description
		710001	Hume	Hume		
1	Create Reversal	Finance	Journal	Create	<u>Create</u>	1. Raise a reversal voucher as on
	Voucher with the	Manager	Voucher	Journal	<u>Journal</u>	system date with the reversal
	Reversal Date in			Voucher	<u>Vouch</u>	period as the immediate
	the Succeeding				<u>er</u>	succeeding open period.
	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.

	Crea	te Journal Voi	icher												= 그 =	4	+ ?	6
			Voucher No.						Voucher	Type Regular	Ŧ			Status				
		Tran	saction Date	2016-21-04	•				Finance	Book AVEOS 🔻			P.	Numbering Type JV	Ŧ			
		Vou	cher Category	-														
-	Copy D	etails																
		Co	y JV# ₽ JV	-000003-201	1			Reverse Dr/Cr Flag	[Copy JV			
	levers	al Voucher Details																
		Reversa	Voucher No.						Reversal P	Period 🛛 💌								
		Reversal Nu	mbering Type						Reversal	Date								
			Control Total						Ren	marks								
-	ccoun	ting Information																
		Distr	ibution No. 🔎						Transaction An	nount					Get			
44	4	1 -2/2 >>	+ - 1	0 * •	Ö T	Τ.						回首至	e # # III	All	•			Q
=	8	Account Code 🔎	Transactio	on Currency	Dr/Cr		Transaction Amount	Exchange Rate	Base Amount	Destination Finance Book	Destination Account Cod	e 🔎 Remarks	Cost Center 👂	Analysis Code 🔎	Sub Analysis Code	Expe	nse Classif	ficatic
1		120400	CAD	~	Dr	~	1000.00	1.00000000	1000.00	*								
2		411100	CAD	~	Cr	~	1000.00	1.00000000	1000.00	*			1210					
3			CAD	~	Dr	~				*								
		4																•
Cor	npute	Totals							Transaction Am	ount				Base Amount				
-									Debit	Total				Debit Total				
									Credit	Total				Credit Total				
		Crea	e Voucher					Cr	eate And Authoriz	ze Voucher								
Attack	Notes					Edit	Journal Voucher			Upload Documents			View A	ssociated Doc. Attach	iments			
					Created b	y						Cr	eated Date					

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.

S	Flow of Events	Primary Actor(s)	Component	Activity	UI Name	Functional Steps
1	Create Recurring Voucher Template to generate vouchers in "Authorized" status	Finance Manager	JV	Create Recurring Voucher Template	<u>Create</u> <u>Recurring</u> <u>Voucher</u> <u>Template</u>	 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	VL	Create Recurring Voucher Template	<u>Create</u> <u>Recurring</u> <u>Voucher</u> <u>Template</u>	 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*

★ ⓐ Accrue Service Revenue and Cost			= * 章 다	← ? ⊡ ⊾
- Processing Details				^
Voucher No.	Numbering Type	AVI 👻	Status	
Voucher Date 2016-31-03	Finance Book	AVEOS 💌		
Financial Year FY16 💌	Financial Period	MAR 💌	Get	
 Reversal Information 				
Reversal Voucher No.	Reversal Numbering Type	RAJV 🔻	Status	
Reversal Voucher Date 2016-01-04	Remarks		Process	
Accrual Information				
Accrued Revenue	Accrued Cost			
🕶 🐳 [No records to display] >>>> + 🔿 🖄 🝸 📆			III All 💌	Q
# Ref. Doc type Reference Doc #	Currency Material Revenue (Tran)	Resource Revenue (Tran)	Repair Revenue (Tran)	Total Reven
1				
<				• •
- Export Criteria				
Customer Group	Report Format	Task Level Summary		
Create	Edit	Confirm	Export to Excel	
Accounting Information				
		Run Date		•

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), 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.

	🔋 Create Recurring Voucher Template																				
	Voucher Information																				
	Template #		Numbering T	ype JVF	RC	Ŧ					Stab	us									
	Finance Book	AVEOS	•		Effective Date Fr	om		(11)				Effec	tive Date 1	ite To			(11)	(II)			
	Posting Frequency	Monthly	Ψ.	1	Numbering Type for Rec.Vouch	ers JVF	RC	•			Rec	urring V	oucher Stat	us Fresh							
	Control Total				Voucher Categ	ory		Ŧ					Remar	ks							
- '	Distribution No. 0				Transaction Amo	unt									at						
	Ma sacada ka disalari 🖓 🖓				Transaction Amo	une							All		JCL .	-		_		0	
•	[INO RECORDS to display] ***	+ - 0 -	% Q St T T, Account Description		Dr / Cr		Fransaction Ourrency		XX	Transaction	4 mount		All	Exchang	The second secon		R	aca Amn	, D		
-			ccount beachpaon		Dr.	~ 0	CAD					Exchang	c reacc								
Con	npute Total				Transaction Amou	unt						E	Base Amou	nt							
					Debit To	otal							Debit To	tal							
L	Credit Total Credit Total																				
Create Template																					
Edit R	Edit Recurring Voucher Template																				
_	Created by Created Date										-										

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

	Crea	te Journal Vou	cher													■ × ē	≓ + ? ⊡ E
		N Trans Vouc	/oucher No. action Date her Category	2016-21-04		6	m		Voucher Finance	Type Regular Book AVEOS 💌	T			Ν	Status Iumbering Type JV	•	
Copy Details Copy JV# ₽ JV-000001-2011 Revenue Voucher Details							Reverse Dr/Cr Flag			3						Copy JV	
Reversal Voucher No. Reversal Numbering Type Control Total					Reversal Period Reversal Date Remarks			Period 💌 I Date marks									
	ccour	nting Information Distri	oution No. P				Transaction Amount				Get						
	4	1 - 2 / 2 🕨 🗰	+ - 6	4 Ø	Q T I						人主					Q	
*		Account Code 🔎	Transaction	Currency	Dr/Cr	Trai	nsaction Amount	Exchange Rate	Base Amount	Destination Finance Book	Destination Accou	unt Code 👂	Remarks	Cost Center 👂	Analysis Code 👂	Sub Analysis Code	Expense Classificatic
1		131000	CAD	*	Dr	*	1000.00	1.00000000	1000.00	*							
2		130000	CAD	*	Cr	*	1000.00	1.00000000	1000.00	*							
Compute Totals					_	Transaction An Debit	iount Total					Base Amount Debit Total		•			
								Credit Total							Credit Total		
Create Voucher Create And Authorize Voucher																	
Attach	Notes					Edit Jour	rnal Voucher		Upload Documents View Associated Doc. Attachments								
	Created by Created Date v																

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. Select the Customer Order #, SWO #, AME #, and Ref Doc Type for the voucher.
- 9. Select the **Customer #** and **Supplier #** for the voucher.
- 10. Click the **Compute Totals** pushbutton to calculate the transaction amount and base amount.
- 11. 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		((1 2)))	1 /2	≡ ≭ ē	₽ ← ?	() ()			
	Voucher No Remarks Numbering Type 🛛 🔻											
	Original Voucher Details											
		Voucher No. MJV-000182	-2014									
		Transaction Date 2012-03-06			Finance Book AVEOS							
	ccour	Control Lotal			Remarks							
	4	1-2/2))) - T T					a in in Al			·	Q	
		Account Code	Account Description	Dr/Cr	Transaction Currency	Transaction Amount	Exchange Rate		Base Amount		Rem	
1		200100	A/P Trade CAD	Cr	CAD	25	0.00	1.00000000		2500.0	0	
2		512400	Labour Cost Accruual USD	Dr	USD	16	6.67	1.50000000		2500.0	1	
		4									•	
					Transaction Amount					Base A	mount	
					Debit Total 0.00		Debi	t Total 2500.0	01			
	Credit Total 0.00 Credit Total 2500.00											
		Create Vouch	er			Create And Authorize	oucher					
Attaci	tach 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	<u>Close Receiving</u> <u>Functio</u> n <u>Calendar</u>	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the receiving function calendar.
2.	Close Inventory Management Calendar	Finance Manager	Financial Calendar Closure	Close Inventory Management Calendar	<u>Close Inventory</u> <u>Management</u> <u>Calendar</u>	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the receiving function calendar.
3.	Close Maintenance Function	Finance Manager	Financial Calendar Closure	Close Maintenance Function	<u>Close</u> <u>Maintenance</u> <u>Functio</u> n	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the maintenance function calendar
4.	Close Shipping Function Calendar	Finance Manager	Financial Calendar Closure	Close Shipping Function Calendar	<u>Close Shipping</u> <u>Functio</u> n <u>Calendar</u>	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the maintenance function calendar
5.	Close Fixed Asset Management Calendar	Finance Manager	Financial Calendar Closure	Close Fixed Asset Management Calendar	<u>Close</u> <u>Fixed Asset</u> <u>Management</u> <u>Calendar</u>	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the fixed asset management function calendar



6.	Close Payables Function Calendar	Finance Manager	Financial Calendar Closure	Close Payables Function Calendar	<u>Close</u> <u>Payables</u> <u>Functio</u> n <u>Calendar</u>	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the payables management function calendar.
7.	Close Receivables Function Calendar	Finance Manager	Financial Calendar	Close Receivables Function Calendar	<u>Close</u> <u>Receivabl</u> <u>es Functio</u> n <u>Calendar</u>	 Enter the run number manually or generate automatically. Click the "Get" pushbutton to retrieve the financial period details. Close the receivables management function calendar
8.	Period Closure of Main Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<u>Close Finance</u> <u>Book</u>	 Enter closure run number manually or generate automatically. Select book type as "Main Book" Select the main finance book Select the time as "Period". Select the Year, Period From and To. View status of the closure. Close main finance book.
				View Processing Status	<u>View Processing</u> <u>Status</u>	1. View closure status.
ramco

9.	Year Closure of Main Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book View	Close Finance Book View Processing	 Enter closure run number manually or generate automatically. Select book type as "Main Book" Select the main finance book Select the time as "Year". Select the year. View status of the closure. Close main finance book. View closure status.
				Processing Status	<u>Status</u>	
10.	Period Closure of Consolidation Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<u>Close Finance</u> <u>Book</u>	 Enter closure run number manually or generate automatically. Select book type as "Consolidation Finance Book" Select the consolidation finance book Select the time as "Period". Select the Year, Period From and To. View status of the closure. Close consolidation finance book.
				View Processing Status	<u>View Processing</u> <u>Status</u>	1. View closure status.
11.	Year Closure of Consolidation Finance Book	Finance Manager	Financial Calendar Closure	Close Finance Book	<u>Close Finance</u> <u>Book</u>	 Enter closure run number manually or generate automatically. Select book type as "Consolidation Finance Book" Select the consolidation finance book Select the time as "Year". Select the year. View status of the closure. Close consolidation finance book.

ramco

				View	View Processing	1. View closure status.
				Processing	<u>Status</u>	
				Status		
12.	Year Final	Finance	Financial	Close Finance	<u>Close Finance</u>	1. Enter closure run number
	Closure	Manager	Calendar	Book	<u>Book</u>	manually or generate
	of Posting		Closure			automatically.
	Finance Book					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	View Processing	2. View closure status.
				Processing	<u>Status</u>	
				Status		
				View Finance	<u>View Finance</u>	1. Select the BFG, Function,
				Book	Book Pending	OU, Finance Book and Time
				Transactions	<u>Transactio</u>	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.*

\star 📋 Close Receiving Function Calendar							= : = 다	← ?	0 K		
Run No. Finance Book AVE V Financial Year 01 JAN 2011	31 DEC 2011	Business Function Group Receiving Function			v	Org. Unit RAMCOOU V Close Period/Year Period V To V Get					
Financial Year Details Financial Year Code FY11		Description Einancial Year 2011				Year Statu	5 Open				
Financial Period Details									_		
					F i i 🖉 🔀 🗒	🔻 🗰 🗉 🔺	v		Q		
# Einancial Period Code	Description	Start Date	End Date	Period Status							
1 🗇 DEC11	December 2011	2011-01-12	2011-31-12	Open							
			Close								
BFG Components Preceding BFG Closure Status	Pending Tra	nsactions			Period Closure Statu	JS					

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 Calend	lar						= x;	a t	+ ?	6	к
Run No. Finance Book AVE V Financial Year 01 JAN 2011 -	31 DEC 2011	Business Function Closu Financial Peri	n Group Inventory Mana ure Type Provisional iod From 01 Dec 2011 - 3	gement v v	v	Org. Unit Close Period/Year To Get	Period V 01 Dec 2011 -	31 Dec 2011		¥	_
Financial Year Code FY11		Des	scription Financial Year 20	11		Year Status	Open				
Financial Period Details											
$(((1 - 1/1))) = T T_{i}$						👎 👘 💷 🗛		Ŧ			Q
# E Financial Period Code	Description	Start Date	End Date	Period Status							
1 🗇 DEC11	December 2011	2011-01-12	2011-31-12	Open							
			Close								
BFG Components Preceding BFG Closure Status	Pending Tra	nsactions			Period Closure Stat	us					

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.*

\star 🗎 Close Maintenance Function Calendar	r 🔋 Close Maintenance Function Calendar 🗐 🛪 👼 🗗 ← ? 🗔 🗷										
Run No. Finance Book AVE V	⊂ 2011 · ▼	Business Function Group Closure Type Financial Period From	Component Function Provisional O1 JAN 2011 - 31 JAN 2011	v	Org. Unit Close Period/Year To	RAMCOOU V Period V 01 JAN 2011 - 31 JAN 2011	¥				
 Financial Year Details 						occ					
Financial Year Code FY11		Description	Financial Year 2011		Year Status	Open					
Financial Period Details											
(4) 4 1 - 2/2 → → - ▼ ▼.					Al II Al	v	Q				
# E Financial Period Code Descri	iption Start	t Date End Date	e Period Status								
1 🖾 JAN11 Januar	ry 2011 2011-	-01-01 2011-31-	01 Open								
2 🖾 JAN11 Januar	ry 2011 2011-	-01-01 2011-31-	01 Provisionally Closed								
		Clo	ose								
BFG Components	Period Closure State	tus		Preceding BFG Closur	e 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.
- 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 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.

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

\star 📋 Close Shipping Function Calendar									? (0 K
Run No. Finance Book AVEOS V Financial Year V Financial Year V		Business Function Group Shipping Function Closure Type Provisional Financial Period From					Vunit RAMCOOU V (Year Period V To V			
Financial Period Details								0		
(No records to display] H T	Description	Start Date	End Date	Period Status	V T O X C U			¥		
	lay!!!									
			Close							_
BFG Components Period Closure Status					Preceding BFG Close	sure Status				

Figure 7.15 Close Shipping 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 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.

1. 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.*

* 🗎	Close Fixed Asset Manageme	ent Calendar					≣ ≭ 膏 ⊑ ← ?	lo K
- Financ	Run No. Finance Book AVI Financial Year 01 Jal year Details Financial Year Code FY1	EOS V JAN 2011 - 31 DEC 2011 V	Business Func Cli Financial P	tion Group Fixed Asset Ma soure Type Provisional eriod From 01 Dec 2011 - Description Financial Year 2	nagement v si Dec 2011 v 101	Org. Unit Close Period/Year To Get Year Status	RAMCOOU V Period V 01 Dec 2011 - 31 Dec 2011	¥
- Financ	ial Period Details							0
	Financial Period Code	Description	Start Date	End Date	Period Status			
1	DEC11	December 2011	2011-01-12	2011-31-12	Open			
2 🗉	DEC11	December 2011	2011-01-12	2011-31-12	Open			
				Close				
BFG Compor Preceding Bi	rents FG Closure Status		Pending Transactions		Period	Closure Status		

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.*

* 🗎 C	★ 🔋 Close Payables Function Calendar 🔤 🕫 🛱 🗧 ? 🗔 🛛										
	Run No. Finance Book AVE v	31 DEC 2011	Business Function Group Payment and Adjustment Closure Type Financial Period From 01 Dec 2011 - 31 Dec 2011			v	Org. Uni Close Period/Yea Te	Get			
- Financial	Financial Year Code FY11 Period Details		De	scription Financial Year 20	011		Year Statu:	5 Provisionally Closed			
44 4 1	1-1/1 > >> = T T.						🖲 🖬 🔳 📕	¥	Q		
# 🗉 F	Financial Period Code	Description	Start Date	End Date	Period Status						
1 🗆 🛛	DEC11	December 2011	2011-01-12	2011-31-12	Open						
				Close							
BFG Componen Preceding BFG	BFG Components Pending Transactions Preceding BFG Closure Status					Period Closure Statu	IS				

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.

* 🔋 Close Receivables Function Calendar									
Run No. Finance Book AVE V Financial Year 01 JAN 2011 -	31 DEC 2011	Business Function Group Customer Invoking Courter Type Provisional V Closure Type Provisional V Financial Period From 01 Dec 2011 - 31 Dec 2011 V			v	Org. Unit Close Period/Year To Get	RAMCOOU V Period V 01 Dec 2011 - 31 Dec 2011	¥	
Financial Year Details Financial Year Code FY11 Financial Period Details		Description Financial Year 2011			Year Status Provisionally Closed				
				Å		# 🖷 💷 🗛	v	Q	
# E Financial Period Code	Description	Start Date	End Date	Period Status					
1 🖾 DEC11	December 2011	2011-01-12	2011-31-12	Open					
			Close						
BFG Components Preceding BFG Closure Status	Pending Tra	insactions			Period Closure Statu	us			

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.

★ 🗎 Close Finance Book							= * ● 다	← ?	le K
Run No. Closure Type Provisional Financial Period From 01 Jan 2011 - Financial vear Details	Book, Type Posting FB v Close Period/Year Financial Period To 01 Jan 2011 v			v	Finance Book AVE Financial Year O1 Jan 2011 - 31 Dec 2011 Get				
Financial Year Code FY11 Financial Period Details		Description Financial Year 2011				Year Statu	5 Open		
(4) 4 1 - 1/1 > >> = ▼ ▼.						🖡 🗰 💷 🔺	T		Q
# E Financial Period Code	Description	Start Date	End Date	Period Status					
1 🗇 JAN11	January 2011	2011-01-01	2011-31-01	Provisionally Closed					
			Close						
BFG Closure Status Year Closure Status	Pending Tra	nsactions			Period Closure Stat	tus			

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.

- Search Criteria							
Business Function Gr	All	v	Org. Unit All 🔻		Finance Book All	T	
Run	No.	R	un Date From	m	Run Date To		3
							Search
- Search Results							
<f -="" 1="" 5="" 730="" td="" {="" →="" →→="" ▼<=""><td>Υ.</td><td></td><td></td><td>人 三 回</td><td>X 🖂 🗎 🔻 🖮 💷 🗛</td><td>v</td><td>\$</td></f>	Υ.			人 三 回	X 🖂 🗎 🔻 🖮 💷 🗛	v	\$
# Run No.	Business Function Group	Org Unit	Finance Book	Run Date	Run Status		
1	ВК	RAMCOOU	AVEOS		Open		
2 AVEOS/1	ВК	RAMCOOU	AVEOS		Provisionally Closed		
3	ВК	RAMCOOU	AVEOS	2014-10-01	Open		
4	ВК	RAMCOOU	AVEOS	2014-30-09	Open		
5	ВК	RAMCOOU	AVEOS	2015-12-10	Open		
	Abort		Resume		Undo		

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.

	View Finance Book Pending Transactions								≣ x;	5 G	+	? []	K
	Business Function Group Book Keeping	-	Function All	1 DEC 2011	-			Org. Unit	RAMCOOU V	1411-2011		_	
	Hinance Book	HIL	nancial fear OI JAW 2011 - 3	I DEC 2011				Financial Period	01 JAN 2011 - 3	1 JAN 2011		Get	
-	Transaction Details												
44	∢ [No records to display] ▶ ≫ ▼ ▼ x					XZİ	* * H	All		Ŧ			Q
#	Function Org Unit	Transaction Type Vouch	her No.	Transaction Date		Remarks							

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	<u>Manage</u> <u>Tax Invoice</u> <u>Window</u>	 Specify the search criteria to retrieve the invoices in the multiline. Modify the tax invoice details if required in the multiline. Save the tax invoice details and click 'Confirm' to generate Tax Adjustment Journal Vouchers.

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*.

*	🖈 🔋 Manage Tax Invoice Window 🔠 🕫 🛱 🗧 🖓 🗧 🖸 🗮															
Search Orberia																
		Context Pending Invoice 💌		Date From 2015-01-07			To 2016-31-03		(11)	Trading Partner Based	Trading Partner #					
	Tax Type 👼 Input Tax 💿 Output Tax			Tax Invoice Wind	voice Window > Status				Status	Ŧ	Display Option	Exceptions 💌				
Additional Parameters																
Search																
#		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 Amc
1			Goods	GI-010600-	APO0035	Receipt					00000	A & R Taurpaulins, Inc.				
2			Goods	GI-010617-	APO0035	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.

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Corporate Office and R&D Center

RAMCO SYSTEMS LIMITED

64, Sardar Patel Road, Taramani, Chennai – 600 113, India Office :+ 91 44 2235 4510 / 6653 4000 Fax :+91 44 2235 2884 Website : www.ramco.com