

**RAMCO AVIATION SOLUTION  
VERSION 5.9**

**USER GUIDE  
MANAGEMENT  
ACCOUNTING**

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## ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

### WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

### HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

### HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 7 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 lists the significant **tasks and scenarios of Management Accounting**.

Chapter 2 focuses on **Enterprise Setup**.

Chapter 3 provides an overview of the **Budgeting**.

Chapter 4 focuses on the **MAC Incorporation**.

Chapter 5 provides ways to perform **Cost Allocation**.

Chapter 6 provides procedures for posting **Management Accounting Entries**.

Chapter 7 focuses on **Financial Book Closure**.

The **Index** offers a quick reference to selected words used in the manual.

### DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the “Create” business activity. Specific references (if any) to any other business activity such as “Modify” and “View” are given as “Note” at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.  
Example: Enter **Company Code** and click the **Get Details** pushbutton.
- Italics used for references.  
Example: *See Figure 1.1.*
- The  icon is used for Notes, to convey additional information.

### REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution. The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems’ Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

### WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from [www.ramco.com](http://www.ramco.com) for assistance.

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# MANAGEMENT ACCOUNTING- USAGE MANUAL

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### 1.1.2 [ENTERPRISE SETUP](#)

This theme involves basic Cost Modeling for the Organization.

### 1.1.3 [BUDGETING](#)

This theme involves defining and maintaining the Cost Budgets for the Organization.

### 1.1.4 [MAC INCORPORATION](#)

This theme involves incorporating financial transactions pertaining to a business function group, into MAC.

### 1.1.5 [COST ALLOCATION](#)

This theme involves definition of Cost Allocation details.

### 1.1.6 [MANAGEMENT ACCOUNTING ENTRIES](#)

This theme involves assigning costs to cost centers without affecting the finance books.

### 1.1.7 [FINANCIAL BOOK CLOSURE](#)

This theme involves period closure for the Management Accounting Business Function Group.

## 1.2 BUSINESS SCENARIOS

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### 1.2.6 BUSINESS SCENARIOS FOR FINANCIAL BOOK CLOSURE

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# ENTERPRICE SET-UP

## Theme Enterprise Setup: Scenario 1 - Cost Setup

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Set Parameters	Head: Costing Function	CSET	Set Parameters	<a href="#">Set Parameters</a>	1.Select the parameters needed for the Installation according to the Cost model.
2	Define MAC Calendars	Cost Accountant	CSET	Create MAC Calendar	<a href="#">Create MAC Calendar</a>	1.Retrieve the Finance Calendars if required and generate the MAC Calendars according to the Cost Model.
3	Define Cost Centers	Cost Accountant	CSET	Create Cost Center / Unit	<a href="#">Create Cost Center / Unit &amp; Copy Attributes</a>	1.Define the various attributes of the Cost Centers to be used in the Cost Model. 2.Map existing cost centers to operation entities
4	Define Cost Elements	Cost Accountant	CSET	Create Cost Element	<a href="#">Create Cost Element</a>	1.Define the various attributes of the Cost Elements to be used in the Cost Model.
5	Mapping Entities.	Cost Accountant	CSET	Map Normal/ Allocation Cost Elements	<a href="#">Map Normal/ Allocation Cost Elements</a> <a href="#">Map Activity Cost Elements</a> <a href="#">Map Accounts</a>	1.Map existing Cost Centers to existing Cost Elements. 2.Specify Rate in case of Activity Cost Elements. 3.Map Account Codes created in the Accounting Setup to existing Cost Elements
6	Define Cost Center Structures	Cost Accountant	CSET	Create Cost Center Structure	<a href="#">Create Cost Center Structure</a>	1.Create a Tree kind of structure with the existing Cost Centers to form a Cost Center structure.
7	Associate Cost Centers between Business units	Cost Accountant	CSET	Associate Inter BU Cost Centers/ Elements	Map Inter BU Cost Centers/ Elements	1.Retrieve the Cost Centers, Cost Elements of other Business and associate them to Cost Centers, Cost Elements of the Business Unit.

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
8	Copy Details to Other Business units	Cost Accountant	CSET	Bulk Copy	<a href="#">Bulk Copy Cost Setup</a>	1.Copy Calendar, Cost Center, Cost Element, Cost Center / Cost Element Structure Details to other Business Units.
9	Define Cost Element Structures	Cost Accountant	CSET	Manage Cost Element Structure	<a href="#">Manage Cost Element Structures</a>	1.Create / Copy a CE Structure 2.Map cost elements to Schedules for existing/ Pre- defined 3.Modify existing CE Structure.
10	Configure different cost column structures.	Cost Accountant	CEST	Manage Cost Column Structure	<a href="#">Manage Cost Column Structures</a>	1.Create/ Modify User-defined column structures 4.Assign formulae to columns 5.View Pre-defined Column Structures
11	Define formulas for CE Structure ID, Column Structure ID and Report ID.	Cost Accountant	CEST	Manage Formula	<a href="#">Manage Formula</a>	1.Manage formulae for: CE Structure ID CC Structure ID Report ID
12	Report ID with CC Structure, CE Structure and Column structure combination	Cost Accountant	CEST	Manage Cost & Profitability Report Templates	<a href="#">Manage Cost &amp; Profitability Report Templates</a>	1.Maintain cost and profitability report templates 6.Define formulae at Report ID level. Search existing template and Modify if required
13	Generate Reports	Cost Accountant	Reports – Management Accounting	Cost & Profitability Report	<a href="#">Generate Reports</a>	1.Generate Cost Center Profitability Reports for various combinations of CE/CC/ Column Structures
14	Manage Finance Book Mapping for Financial Dimensions		Organization Setup	Manage Finance Book Mapping for Financial Dimensions	<a href="#">Manage Finance Book Mapping for Financial Dimensions</a>	Access transaction and reports based on users mapping to Accounts and financial Dimensions

## 2.1 COST SETUP

### 2.1.1 SET PARAMETERS

**Figure 1.1 Set Parameters**

1. The **Set Parameters** page is launched. *See Figure 1.1.*
2. Select the **Yes / No** option to set the Process Parameters - **Default Calendar From GL**, **Responsibility Validation Against Employee Master** and **Auto Generate Normal Cost Elements**.
3. Use the **Auto Generate Normal Cost Elements** field drop-down list box to set whether normal cost elements must be automatically generated and use the **Identify Cost Element Structure Layout in Accounting Setup?** field to specify whether cost element structure layout in accounting setup is to be identified.
4. Use the **Default Cost Element Layout** drop down list box to select the value you to be defaulted in the “Cost Element Layout” field in the “Accounting Setup” business component and enter the pre-defined or user defined **CE Structure ID**.
5. Select a value to set the Function Defaults - **No. of Alternate Rates** and **No. of Cost Center Types**.
6. Based on the value selected in the **No. of Cost Center Types** Parameter, the corresponding values for the **Cost Center Type No** will get populated in the multiline.
7. Enter the **Cost Center Type Description** for each of the **Cost Center Type No.** and click **Set** to set the parameters.

### 2.1.2 CREATE MAC CALENDAR

**Figure 1.2: Create MAC Calendar**

1. The **Create MAC Calendar** page is launched. *See Figure 1.2.*

2. Specify the **Year Code** and **Description**.
3. Specify the **Start Date** and **End Date** of the MAC calendar.
4. Select the **Period Frequency**. If the Frequency is selected as **Customize** then the **Number of Days** for the period must be specified.
5. Click the **Compute Period** to populate the multiline with values as per the criteria specified.
6. Enter the **Description** for the **Period Code**.
7. Click the **Create** push button to create the MAC Calendar.

### 2.1.3 CREATE COST CENTER / UNIT & COPY ATTRIBUTES

**Figure 1.3: Create Cost Center / Unit & Copy Attributes**

1. The **Create Cost Center / Unit & Copy Attributes** page is launched. *See Figure 1.3.*
  2. Select **Cost Center** or **Cost Unit** from the **Center / Unit**.
  3. Select **Detail** or **Group** from the **Detail / Group**.
  4. Select a value from the **Center / Unit Type**.
  5. Select the **Effective Date** and **Expiry Date** from the populated dates.
  6. Enter the **Cost Center / Unit Code**, **Description**, **Long Description**, and **Responsibility** in the multiline.
  7. Select the relevant **Organization Unit** for each of the **Cost Center / Unit Code** from the values populated in the multiline.
  8. Click **Create Cost Center / Unit** to create the cost center / unit.
  9. Enter the **Reference Cost Center** manually if you are aware of it
- Or
10. Use the **Help** provided on the **Reference Cost Center** to retrieve the **Reference Cost Center Code**.
  11. Check the **Copy Cost Element Mapping** check box if you want to copy the cost elements already mapped to the reference cost center to the new cost center selected in the multiline automatically.
  12. Check the **Copy CC Structure** check box if you want to copy the cost center structure of the reference cost center to the new cost center selected in the multiline automatically.
  13. Check the **Generate Usage & Copy CCRD** check box if you want to create costing usage and copy the purchase and inventory cost center rule definition automatically.
  14. Click the **Copy Cost Center Attributes** to copy the cost center attributes based on the check boxes selected.

## 2.1.4 CREATE COST ELEMENT

**Figure 1.4 Create Cost Element**

1. The **Create Cost Element** page is launched. *See Figure 1.4.*
2. Select a value from the **Cost Element Type**.
3. Select the **Effective Date** and **Expiry Date** from the populated dates.
4. Enter the **Cost Element Code**, **Description**, **Long Description** and the **UOM Code** for each Cost Element.
5. Click **Create Cost Element** to create the cost element.

## 2.1.5 MAP NORMAL / ALLOCATION COST ELEMENTS

**Figure 1.5: Mapping Normal / Allocation Cost Elements**

1. The **Map Normal / Allocation Cost Elements** page is launched. *See Figure 1.5.*
2. Enter the **Cost Center Code** manually if you are aware of it  
Or
3. Use the **Help** provided on the **Cost Center** to retrieve the **Cost Center Code**.
4. Use the **Search Criteria** provided for the **Cost Elements** to retrieve a list of the **Cost Elements** to be mapped to the **Cost Center** into the multilines.
5. Select the **Effective Date** and **Expiry Date** for the **Cost Element**.
6. Click on **Default** to set the selected dates as the default dates for all the **Cost Elements**.

7. Select the relevant **Behavior** and **Traceability** for the values fetched into the multiline.
8. Click **Map** to map the cost elements to the cost center.

## 2.1.6 MAP ACTIVITY COST ELEMENTS

Figure 1.6 Map Activity Cost Elements

1. The **Map Activity Cost Elements** page is launched. See Figure 1.6.
  2. Enter the **Cost Center Code** manually if you are aware of it
- Or
3. Use the **Help** provided on the **Cost Center** to retrieve the **Cost Center Code**.
  4. Use the **Search Criteria** provided for the **Cost Elements** to retrieve a list of the **Cost Elements** to be mapped to the **Cost Center** in the multiline.
  5. Select the **Effective Date** and **Expiry Date** for the **Cost Element**.
  6. Click on **Default** to set the selected dates as the default dates for all the **Cost Elements**.
  7. Enter the **Basic Activity Element** if required.
  8. Select the relevant **Behavior**, **Budget No**, **Default Rate**, **Standard Rate** and **Alternate Rates** for the values fetched in the multiline.
  9. Click **Map** to map the cost elements to the cost center.

## 2.1.7 MAP ACCOUNTS

Figure 1.7 Map Accounts

1. The **Map Accounts** page is launched. *See Figure 1.7.*
2. Enter the **Cost Element** manually if you are aware of it, or use the **Help** provided on the **Cost Element** to retrieve the **Cost Element Code**.
3. Use the **Search Criteria** provided for the **Account Codes** and fetch the list of **Account Codes** to be mapped to the **Cost Element** in the multiline.
4. Click **Map** to map the account codes to the cost element.

## 2.1.8 CREATE COST CENTER STRUCTURE

**Create Cost Center Structure**

Cost Center Structure ID: CCS201601  
 Effective Date: 2011-01-01  
 Description:   
 Expiry Date: 2016-31-12  
 Status: ALTERNATE  
 Structure Type: ALTERNATE  
 Group Cost Center: 054646

**Detail Cost Center Details**

Detail Cost Center From:  To:

**Cost Center Details**

#	Cost Center / Unit	Description	Effective Date	Expiry Date
1	054646	Engine Tail Repair Shop	2011-01-01	2016-31-12
2	1100	1100 - EMC GENERAL MANAGER	2011-01-01	2016-31-12
3	1200	1200 - EMC ENV HEALTH AND SAFETY	2011-01-01	2016-31-12
4	1210	1210 - EMC MAINTENANCE SRVCS MGMT	2011-01-01	2016-31-12
5	1220	1220 - EMC TOOLING	2011-01-01	2016-31-12
6	123	123	2011-01-01	2016-31-12
7	1230	1230 - EMC EMC MAINTENANCE	2011-01-01	2016-31-12
8	1240	1240 - EMC STANDARDS ROOM	2011-01-01	2016-31-12
9	1300	1300 - EMC AIR WORTHINESS	2011-01-01	2016-31-12
10	1400	1400 - EMC NEW PRODUCT INTRO	2011-01-01	2016-31-12

Assign To:  Assign Detail Cost Centers

Create Cost Center Structure

View Structure

Created by:  Creation Date:

**Figure 1.8 Create Cost Center Structure**

1. The **Create Cost Center Structure** page is launched. *See Figure 1.8.*
  2. Enter the **Cost Center Structure ID** and **Description** in the header.
  3. Select a value in the **Structure Type** (Default / Alternate).
  4. Select the **Effective Date** and **Expiry Date** for the **Cost Center Structure ID**.
  5. Enter the **Group Cost Center** code.
- Or
6. Use the **Help** provided on the **Group Cost Center** to retrieve the **Group Cost Center** code.
  7. Click **Assign** to map the **Group Cost Center** to the **Structure** directly.
  8. Use the **Search Criteria** to retrieve the list of **Cost Center / Unit** in the multiline.
  9. The **Assign To** will be populated with the **Group Cost Centers** in the **Structure**.
  10. Click the **Assign Detail Cost Centers** to assign the list of retrieved **Cost Center / Unit** in the multiline to the **Group Cost Center** specified in the **Assign To**.
  11. Click the **Create Cost Center Structure** to create the cost center structure.

*Note: The system retrieves all the "active" detail level cost centers / units as well as analysis codes for which "Reporting Cost Center" is set to "Yes" in the "Create Analysis Code" activity of "Account Based Budget" business component.*

## 2.1.9 BULK COPY COST SETUP

**Figure 1.9 Bulk Copy Cost Setup**

1. The **Bulk Copy Cost Setup** page is launched. *See Figure 1.9.*
2. Select an option from the values populated in the **Option**.
3. Select a target **Business Unit**.
4. Based on the **Option** selected enter the **From** and **To** fields in the Copy Information.
5. Click **Copy Cost Setup** to copy the details selected to the target **Business Unit**.

## 2.1.10 MANAGE COST ELEMENT STRUCTURE - LAYOUT

This section enables you to create layout information for the CE Structure ID.

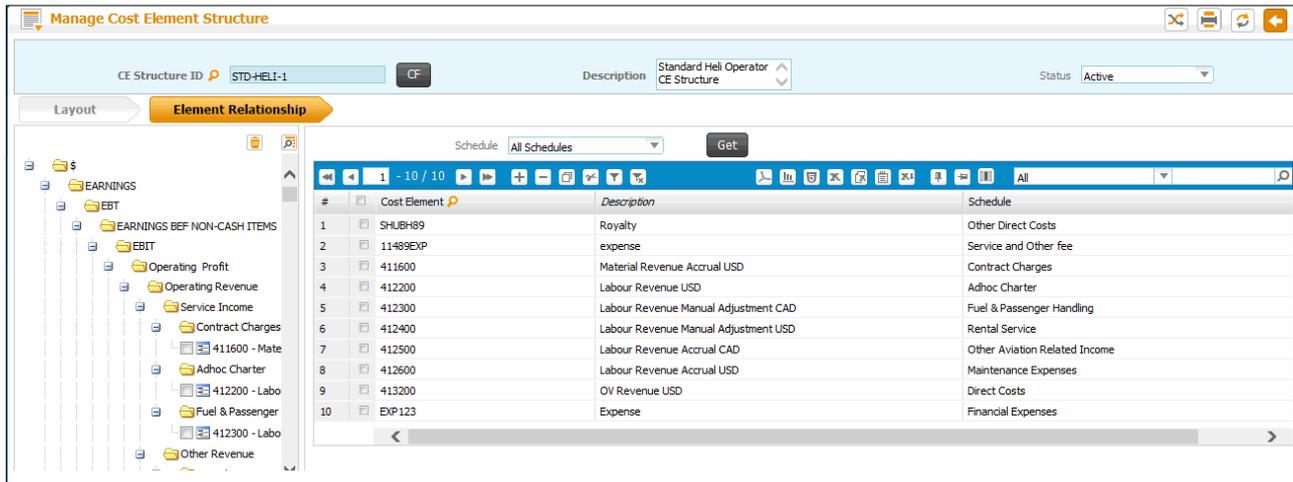
#	Seq #	Element	Element Type	Display?	Parent Element	Variable	Formula	Element Nature	Reverse Sign?
1	1	EARNINGS	Group	No				Revenue	No
2	2	EBT	Group	No	EARNINGS			Revenue	No
3	3	EARNINGS BEF NON-CASH ITEMS	Group	No	EBT			Revenue	No
4	4	EBIT	Group	No	EARNINGS BEF NON-CASH ITEMS			Revenue	No
5	5	Operating Profit	Group	No	EBIT			Revenue	No
6	6	Operating Revenue	Group	Yes	Operating Profit			Revenue	No
7	7	Service Income	Group	Yes	Operating Revenue			Revenue	No
8	8	Contract Charges	Schedule	Yes	Service Income			Revenue	No
9	9	Adhoc Charter	Schedule	Yes	Service Income			Revenue	No
10	10	Fuel & Passenger Handling	Schedule	Yes	Service Income			Revenue	No

**Figure 1.10 Manage Cost Element Structure.- Layout**

1. The **Manage Cost Element Structure** page is launched. *See Figure 1.10.*
2. Enter the unique code identifying the cost element structure and press <Enter> to view details of the existing **CE Structure ID**.
3. Click the **Layout** tab to view the **Layout** section with the tree structure displaying the elements as nodes with check boxes.
  - Note: The system does not display the tree structure while in create mode.*
4. Click the **Save** pushbutton to save details of the layout information for the CE Structure ID.

## 2.1.11 MANAGE COST ELEMENT STRUCTURE – ELEMENT RELATIONSHIP

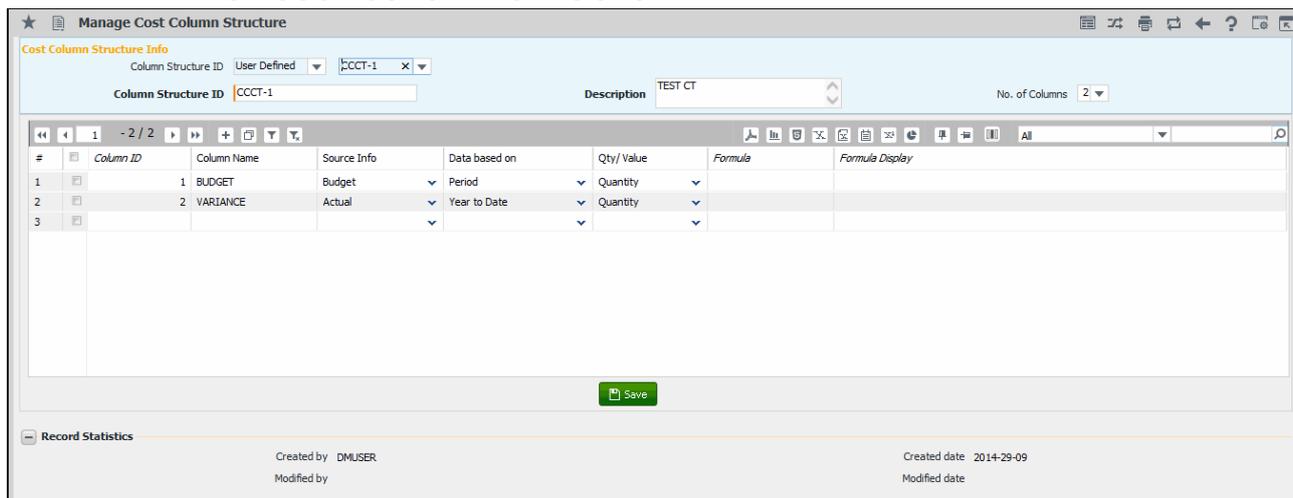
This section enables you to map Cost Elements to schedules



**Figure 1.11 Manage Cost Element Structure – Element Relationship**

1. The **Manage Cost Element Structure** page is launched. See *Figure 1.11*.
2. Click the **Element Relationship** tab to map Cost Elements to the schedules.
3. Select the **Schedules** to which the Cost Element can be mapped.
4. Enter the unique code identifying the **Cost Element**,
5. Click the **Save** pushbutton to save details of the element schedule relationship for the CE Structure ID.

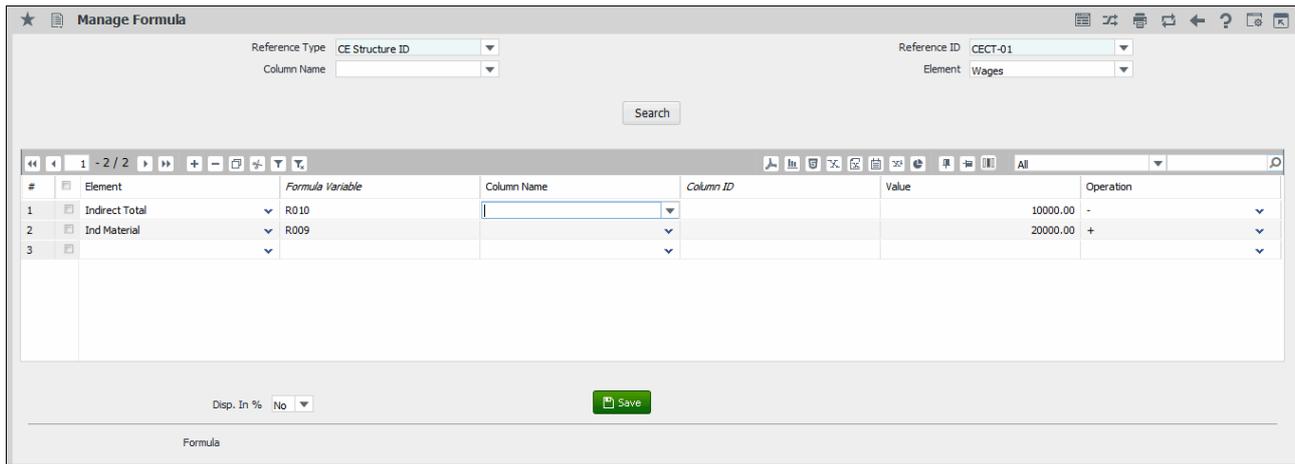
## 2.1.12 MANAGE COST COLUMN STRUCTURE



**Figure 1.12 Manage Cost Column Structure**

1. The **Manage Cost Column Structure** page is launched. See *Figure 1.12*.
2. Use the drop-down list box to specify the basis on which you wish to create / modify or view a column structure
3. Enter the unique code identifying the **Column Structure ID**.
4. Use the drop-down list box to select the **No. of Columns** in the column structure.
5. Enter the **Column Name**, **Source Info**. and other details in the multiline
6. Click the **Save** pushbutton to save the details against the Column Structure ID.

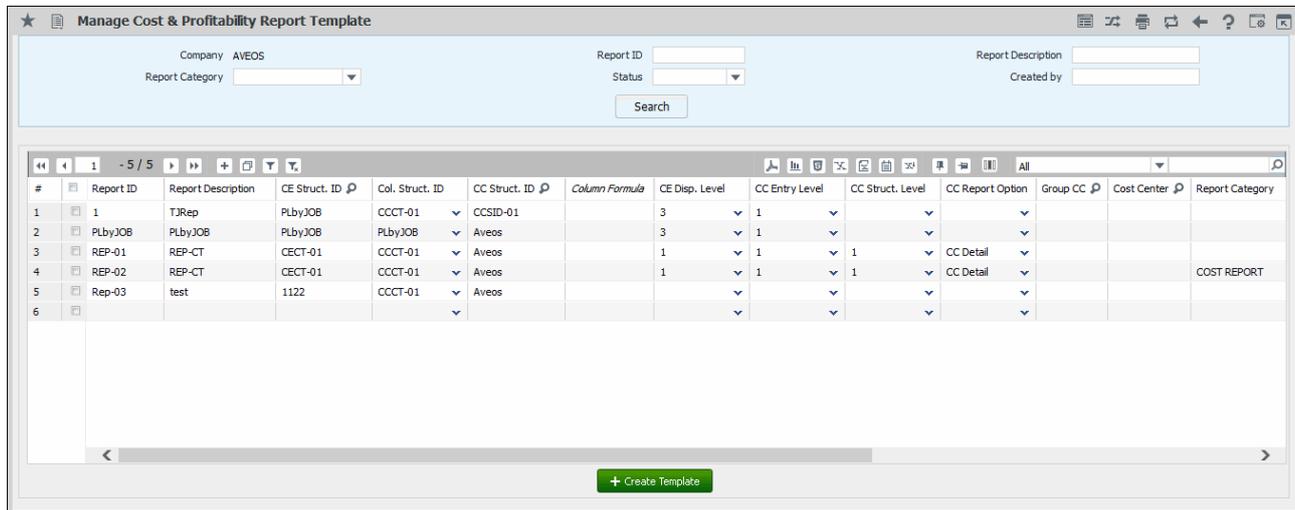
### 2.1.13 MANAGE FORMULA



**Figure 1.13 Manage Formula**

1. The **Manage Formula** page is launched. *See Figure 1.13.*
2. Use the **Reference Type** drop-down list box to specify whether you wish to define formula for CE Structure ID, Col. Structure ID or Report ID.
3. Enter the **Element** for which formula is to be defined, **Column Name**, Column ID and a **Value** for a static column name or element name.
4. Use the drop-down list box to specify the symbol ( +, -, \*, or / ) representing the **Operation** to be performed for the cost element specified.
5. Provide whether value in percentage is to be displayed in the report adjacent to the value in the **Disp. In%** field.
6. Select the **Save** pushbutton to save the formula for CE Structure ID/Col. Structure ID/Report ID and the Element/Column Description.

### 2.1.14 MANAGE COST & PROFITABILITY REPORT TEMPLATE



**Figure1.14 Manage Cost & Profitability Report Template**

1. The **Manage Cost & Profitability Report Template** is launched. *See Figure 1.14.*
2. Enter the search criteria and click **Search** pushbutton to retrieve details of already saved Report Ids in the multiline.
3. Enter the **Report ID**, **Report Description** and specify the status of the report whether Fresh, active or inactive in the **Status** field.
4. Enter the **CE Struct. ID** , **Col. Struct. ID** , and the **CC Struct. ID** as defined in the Manage Cost Element Structure,

Manage Cost Column Structure and Manage Cost Center Structure activities respectively.

5. Specify the **CE Disp. Level** indicating the output as to the level of the CE Structure and provide the **CC Entry Level, CC Struct. Level**.
6. Use the **CC Report Option** drop-down list box to specify the basis on which CC is to be displayed in the report.
7. Select the **Group CC, Cost Center** as you wish the report to be displayed for respectively and enter the **Report Category** to which the report belongs and use the Status drop-down list box to select the status of the Report ID.
8. Click the Create **Template** pushbutton to create or modify a template.

### 2.1.15 GENERATE REPORTS

**Figure1.15 Generate Reports**

1. The **Generate Reports** page is launched. *See Figure 1.15.*
2. Select the **Offline Report Save** radio button if you wish to print more than one Cost and Profitability Reports in a single instance.
3. Select the **On-Screen Launch** radio button if you wish to print for one Cost and Profitability Reports in a single instance online.
4. Select Go icon to retrieve all the details pertaining to the Run # specified.
5. Use the Report Type drop-down list box to specify whether you wish to generate more than one report i.e. Bulk or individual for every report.
6. Provide the details in the multiline and click the Save pushbutton to the details of the Run #.
7. Click the **Confirm & Initiate** pushbutton to confirm and initiate the report process.
8. Click the **Print** pushbutton to generate the Cost & Profitability Report based on the criteria specified.

### 2.1.16 MANAGE FINANCE BOOK MAPPING FOR FINANCIAL DIMENTIONS

This screen enables the user to map the finance book with the financial dimensions such as Analysis code and Cost center.

★ Manage Finance Book Mapping for Financial Dimensions RAMCO OU-Ramco Role

Entity: Cost Center

**Mapping Criteria**

Company Code: All    Basis: All    Finance Book: All

Search by: Cost Center    Effective on: 2020/Oct/28    Status: All

Search

**Mapping Details**

#	Company Code	Finance Book	Cost Center	Basis	Effective from	Effective to	Status
1	AVEOS	ABC-PFB1	1200	Exclusion	2020/Oct/14		Active
2	AVEOS	ABC-PFB2	1410	Exclusion	2020/Oct/01		Active
3	AVEOS	ABC-PFB3	1550	Exclusion	2020/Oct/01		Active
4	AVEOS	AVEOS	054646	Exclusion	2020/Oct/13		Active
5	AVEOS	AVEOS	1200	Exclusion	2020/Oct/14		Active
6	AVEOS	AVEOS	1300	Exclusion	2020/Jan/01	2020/Sep/30	Active
7	AVEOS	AVEOS	3670	Exclusion	2020/Oct/14		Active
8	AVEOS			Exclusion			Active

Save

**Figure 1.16 Manage Finance Book Mapping for Financial Dimensions**

- Select the **Entity** drop-down field to specify the financial dimension for which the finance books are mapped.
  - ▶ Analysis Code
  - ▶ Cost Center
- Specify the **Mapping criteria** and click **Search** pushbutton to retrieve mapping details in the multiline.
- Specify the **Company Code** and **Finance Book** that is to be mapped with the financial Dimension.
- Specify the **Cost Center** and **Analysis Code** with which the finance Book is to be mapped.
 

*Note: The 'Cost Center' field is visible only if the 'Entity' field is selected as "Cost Center" and 'Analysis Code' field is visible only if the 'Entity' field is selected as "Analysis Code".*
- Specify the **Basis** on which the Finance Book mapping with Financial Dimensions is to be enabled.
  - ▶ Exclusion - Indicates that the Finance Book is to be excluded for the Financial Dimensions.
  - ▶ Inclusion - Indicates that the Finance Book is to be included for the Financial Dimensions.
- Enter the **Effective From** and **Effective To** dates for the Finance Book mapping with the Financial Dimensions.
- Specify the **status** of the Finance Book mapping with the Financial Dimensions which could be 'Active' or 'Inactive'.
- Click the **Save** pushbutton to record the Finance Book mapping with the Financial Dimensions.

## Theme Enterprise Setup: Scenario 2 - Cost Center Rule Definition

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Define Usages to be used in Sales, Purchase and Inventory.	Cost Accountant	CCRD	Maintain Sale Definition	<a href="#">Define Usage</a>	1. Define the Usages as required by the Transaction Entities.
2	Define Sale Cost Center Rule Definitions	Cost Accountant	CCRD	Create Sale Definition	<a href="#">Create Sale Cost Center Rule Definition</a>	1. Define Sale Cost Center Rule Definitions
3	Define Purchase Cost Center Rule Definitions	Cost Accountant	CCRD	Create Purchase Definition	<a href="#">Create Purchase Cost Center Definition</a>	1. Define Purchase Cost Center Rule Definitions
4	Define Inventory Cost Center Rule Definitions	Cost Accountant	CCRD	Create Inventory Rule Definition	<a href="#">Create Inventory Cost Center Rule Definition</a>	1. Define Inventory Cost Center Rule Definitions
5	Define Maintenance Cost Center Rule Definitions	Cost Accountant	CCRD	Create Maintenance Rule Definition	<a href="#">Create Maintenance Cost Center Rule Definition</a>	1. Define Maintenance Cost Center Rule Definitions

## 2.2 COST CENTER RULE DEFINITION

### 2.2.1 DEFINE USAGES

#	Usage ID	Usage Description	Usage Short Description
1	101	Inventory Operations	Inventory Operations Expenses
2			

Figure 1.17: Define Usage

1. The **Define Usage** page is launched. *See Figure 1.17.*
2. Enter the **Usage ID**, **Usage Description** and the **Usage Short Description**.
3. Click **Define** to define the usages.

### 2.2.2 CREATE PURCHASE COST CENTER RULE DEFINITION

#	Aircraft Model	Part Type	Part Category	Usage ID	Cost Center	CC Description	Effective from date
1		All	All	ABC-6F	ABC-6F		
2		All	All				

Figure 1.18 Create Purchase Definition

1. The **Create Purchase Definition** page is launched. *See Figure 1.18.*
2. Select the **Company code**.
3. Select the **Account Code**, **Expense Type**, **Order Type** and **Order Category**.
4. Select the **Aircraft Registration number**, **Usage ID** and **Cost Center** in the multiline.
5. Click **Create** to create the purchase definition.

## 2.2.3 CREATE INVENTORY COST CENTER RULE DEFINITION

**Create Inventory definition**

Company: A | Account Code: | Event: All | TransactionOU: All | Document Category: All | Numbering Type: All | Warehouse#: All | MR Type: All

#	Part Account Group	Part Category	Part Type	Component Type	Usage ID	Cost Center	CC Description
1	All	All	All		ABC-6F	ABC-6F	
2	All	All	All				

Buttons: View Inventory definition, Define usage, Create

**Figure 1.19: Create Inventory Definition**

1. The **Create Purchase Definition** page is launched. *See Figure 1.19.*
2. Select the **Company code**.
3. Select the **Account Code**.
4. Enter the **Part Account Group**, **Usage ID** and **Cost Center** in the multiline.
5. Click **Create** to create the inventory definition.

## 2.2.4 CREATE MAINTENANCE COST CENTER DEFINITION

**Create Maintenance definition**

Company: A | Account Code: 001 | Event: A/C Maint. Exe. Ref # | Execution Category: All | Planning Base: All | Execution Base: All | RO Type: |

#	Aircraft Model	Aircraft Reg #	Aircraft Ownership	Component Ownership	Part Classification	Component Type	Part Model #	Primary Work Center #	Work Center #	Reporting Station	Field Base	Cost Center
1	All	1101	Customer	Customer	Controllable	APU	OIL UPLIFT AND C 01		100-03	AIR	100-50	
2												

Buttons: View Maintenance definition, Create

**Figure 1.20: Create Maintenance Definition**

1. The **Create Maintenance Definition** page is launched. *See Figure 1.20.*
2. Select the **Company code**.
3. Select the **Account Code**.
4. Enter the **Aircraft Registration number**, **Aircraft ownership**, **Component Ownership**, **Part Classification**, **Primary Work Center #**, **Work Center #**, **Reporting Station**, **Field Base**, and **Cost Center** in the multiline.
5. Click **Create** to create the maintenance definition.

## 2.2.5 CREATE SALES COST CENTER DEFINITION

Company: PFB | Event: Service sale - Fixed Monthly Charges | Account Code: | Customer Group #: | Numbering Type: |

#	Execution Category	Ordering Location	Execution Facility	Repair Order / Exec. Location	Work Center #	Sale Type	Billing Element	Aircraft Model	Part Category
1	1-Repair	RAMCOOU	External	RAMCOOU	12312	Blended - MMC	Per Aircraft Fee for IFE Service	0612	CSC

Buttons: Create

**Figure 1.21: Create Sales Definition**

1. The **Create Sales Definition** page is launched. See Figure 1.21.
2. Select the **Company code** and enter the **Account Code**.
3. Enter the **part sales, service sales, rental, Service Sale – Maint.based - Part and Service Sale-Fixed Monthly Charges details** in the multiline.
4. Click **Create** to create the sale definition.

## DELETE SALES COST CENTER DEFINITION

Company: PFB | Event: Service sale - Fixed Monthly Charges | Account Code: | Customer Group #: | Numbering Type: | Cost Center: | Search

#	Work Center #	Sale Type	Billing Element	Aircraft Model	Part Category	Part Group
3		Monthly Charges		737-200		
4			Per Flight Hour Fee for GCS Out of	737-200		

Buttons: Delete

**Figure 1.22: Delete Sales Definition**

1. The **Delete sale Definition** page is launched. See Figure 1.22.
2. Enter the required search criteria and click the **Search** pushbutton to retrieve existing sales definition.
3. In the **Part Sale, Service Sale and Rentals** multiline, specify the date upto which the sale definition is valid in the **Valid Up to Date** field.
4. Click **Delete** to delete the sale definition.

# BUDGETING

## Theme Budgeting: Scenario 1 - Cost Center Wise Budgeting

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Setting Parameters	Cost Accountant	CBUD	Set Parameters	<a href="#">Set Parameters</a>	1.Set the parameters as required by the Organization.
2	Defining Cost Center Budgets	Cost Accountant	CBUD	Create Cost Budget	<a href="#">Create Budget Header</a> <a href="#">Create Budget Details</a>	1.Create Budget Header 2.Create the budget details using either Generation / Distribution Option or by specifying the details.
3	Editing Cost Center Budgets	Cost Accountant	CBUD	Edit Cost Budget	<a href="#">Select Budget</a> <a href="#">Edit Budget Header</a> <a href="#">Edit Budget Details</a>	1.Edit existing Budget Header. 2.Edit existing details by modifying the values retrieved or by using the Distribution Option to overwrite the existing details.
4	Authorizing Cost Center Budgets	Cost Accountant	CBUD	Authorize Cost Budget	<a href="#">Select Budget</a> <a href="#">Authorize Budget Header</a> <a href="#">Authorize Budget Details</a>	1.Authorize at Budget Header Level with / without modifications. 2.Authorize at Budget Detail level with / without modifying the values (directly fetched or by using the Distribution Option to overwrite the existing details.)
5	Amending Cost Center Budgets	Cost Accountant	CBUD	Amend Cost Budget	<a href="#">Select Budget</a> <a href="#">Amend Budget Header</a> <a href="#">Amend Budget Details</a>	1.Amend at Budget Header Level with / without modifications. 2.Amend at Budget Detail level with / without modifying the values (directly fetched or by Using the Distribution Option to overwrite the existing details.)
6	Activating / Inactivating Cost Center Budgets	Cost Accountant	CBUD	Activate / Inactivate Cost Budget	<a href="#">Select Budget</a> <a href="#">Activate / Inactivate Budget</a>	1.Activate / Inactivate the Budget.

## 3.1 COST CENTER WISE BUDGETING

### 3.1.1 SET PARAMETERS

Figure 2.1: Set Parameters

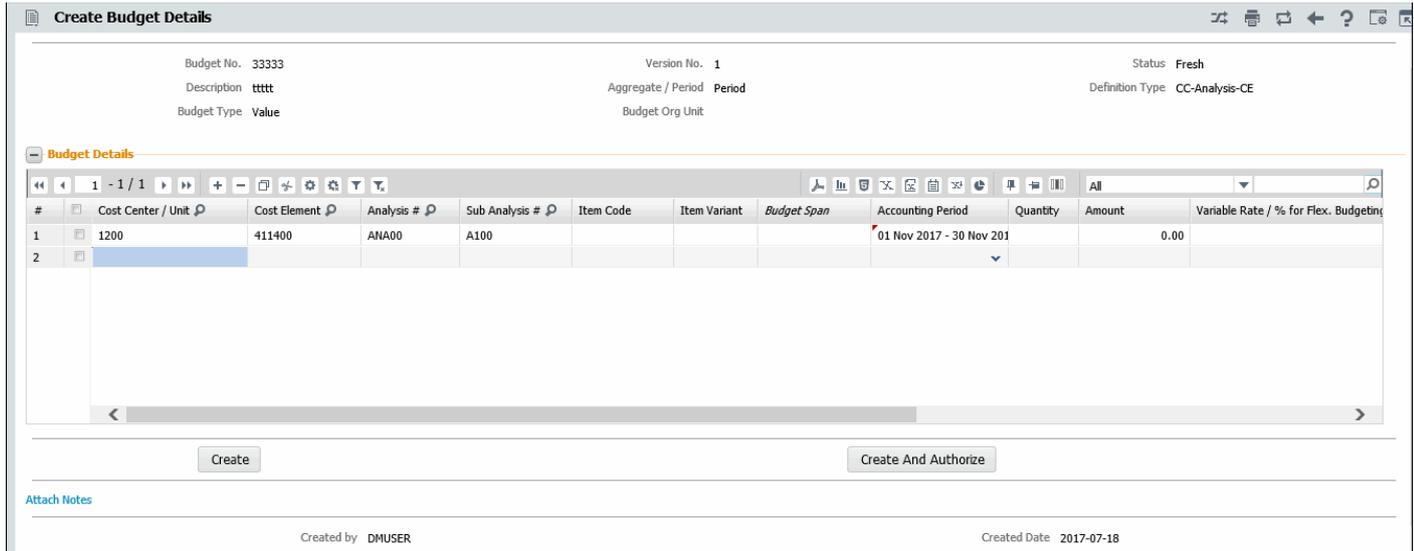
1. The **Set Parameters** page is launched. See *Figure 2.1*.
2. Select **Yes / No** for the **Restrict Access to Budgets at User Level** and specify the value for **Number of Super Users for Budgets** function default.
3. On Enter the number of super users will populate the **Super User Number** in the multiline. Specify the **Super User Name** for all rows in the multiline.
4. Select the **Business Unit / Organization Unit** for the **Budget Level** process parameter.
5. Select **Yes / No** for the **Control Totals for Budgets** process parameter.
6. Select **Yes / No** for the **Define Default Budgets** process parameter and select **Yes / No** for the **Provide Flexible Budgets** process parameter.
7. Select **Flat / Percentage** for the **Variability for Flexible Budgets** process parameter and click **Set** to apply the parameters.

### 3.1.2 CREATE BUDGET HEADER

Figure 2.2: Create Budget Header

1. The **Create Budget Header** page is launched. See *Figure 2.2*.
2. Enter the **Budget No** and **Description** of the budget.
3. Select from the **Aggregate / Period**, **Definition Type**, **Budget Type**, **Budget Org Unit**, **Responsibility**, **Org Unit**, **Effective Date**, **Expiry Date** and **Budget Category**.
4. Specify the **Cost Center** and **Cost Element** range for which the budget is to be defined.
5. Click **Create** to create the budget header.

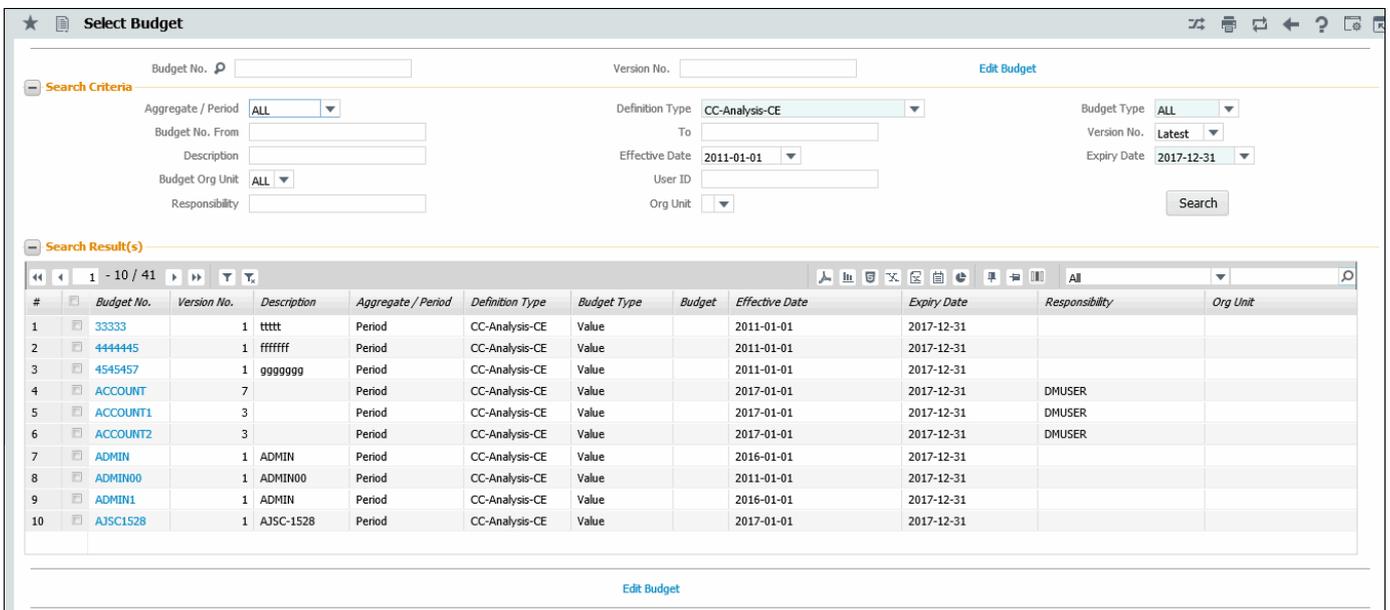
### 3.1.3 CREATE BUDGET DETAILS



**Figure 2.3: Create Budget Details.**

1. The **Create Budget Details** page is launched. *See Figure 2.3.*
2. Enter relevant details in the multiline.
3. Select a record in the multiline for which you wish to create a comprehensive or a period budget for an entity.
4. Click **Create** to create the budget in fresh status.
5. Click **Create and Authorize** to create the budget in active status.

### 3.1.4 SELECT BUDGET



**Figure 2.4: Select Budget**

1. The **Select Budget** page is launched. *See Figure 2.4.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Edit Budget** to traverse to the **Edit Budget Header** page.

### 3.1.5 EDIT BUDGET HEADER

**Budget Details**

Budget No. 33333      Version No. 1      Status Fresh  
 Description ttttt      Aggregate / Period Period      Definition Type CC-Analysis-CE  
 Budget Type Value      Budget Org Unit      Responsibility  
 Org Unit      Effective Date 2011-01-01      Expiry Date 2017-12-31  
 Budget Category ABCDEFGHIJKLmknjsdf

**Cost Center / Unit**

Cost Center Structure ID      Cost Center From      To

**Cost Element**

CE Structure ID      Cost Element From      To

**Accounting Period**

Accounting Period From 2011-01-01      To 2017-12-31

**Increase / Decrease Details**

Percentage Increase or Decrease      Budget Type Value  
 From Period 2011-01-01      To Period 2017-12-31

**Edit Options**

Details Get      Increase / Decrease

[Save](#)

[Edit Budget Details](#)

**Figure 2.5: Edit Budget Header**

1. The **Edit Budget Header** page is launched. *See Figure 2.5.*
2. Enter / change the **Responsibility, Org Unit, Effective Date, Expiry Date** and **Budget Category**.
3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
4. Enter the **Cost Element** range for which the **Budget** is to be defined.
5. Enter the **Item Code** range and **Accounting Period** for which the **Budget** is defined.
6. Enter the **Increase / Decrease** details and the **Edit** options.
7. Click **Save** to edit the **Budget Header**.

### 3.1.6 EDIT BUDGET DETAILS

**Edit Budget Details**

Budget No. 33333      Version No. 1      Status Fresh  
 Description ttttt      Aggregate / Period Period      Definition Type CC-Analysis-CE  
 Budget Type Value      Budget Org Unit      Org Unit  
 Responsibility      Effective Date 2011-01-01      Expiry Date 2017-12-31

**Budget Details**

#	Cost Center / Unit	Cost Element	Analysis #	Sub Analysis #	Item Code	Item Variant	Budget Span	Accounting Period	Quantity
1	054646	1001004	111	B0000				01 Nov 2017 - 30 Nov 2017	
2									

[Edit](#)      [Edit And Authorize](#)

[Attach Notes](#)

Created by DMUSER      Created Date 2017-07-18  
 Last Modified by      Last Modified Date

**Figure 2.6: Edit Budget Details.**

1. The **Edit Budget Details** page is launched. *See Figure 2.6.*
2. Enter / change the relevant details in the multiline.
3. Click **Edit** to modify the budget in the fresh status.
4. Click **Edit and Authorize** to modify the budget in the active status.

### 3.1.7 SELECT BUDGET

**Search Criteria**

Budget No.  Version No.  [Authorize Budget](#)

Aggregate / Period:  Definition Type:  Budget Type:

Budget No. From:  To:  Version No.:

Description:  Effective Date:  Expiry Date:

Budget Org Unit:  User ID:  Responsibility:  Org Unit:

**Search Result(s)**

#	Budget No.	Version No.	Description	Aggregate / Period	Definition Type	Budget Type
1	33333		1 ttttt	Period	CC-Analysis-CE	Value
2	4444445		1 fffffff	Period	CC-Analysis-CE	Value
3	4545457		1 9999999	Period	CC-Analysis-CE	Value
4	ACCOUNT		7	Period	CC-Analysis-CE	Value
5	ACCOUNT1		3	Period	CC-Analysis-CE	Value
6	ACCOUNT2		3	Period	CC-Analysis-CE	Value
7	ADMIN		1 ADMIN	Period	CC-Analysis-CE	Value
8	ADMIN00		1 ADMIN00	Period	CC-Analysis-CE	Value
9	ADMIN1		1 ADMIN	Period	CC-Analysis-CE	Value
10	AJSC1528		1 AJSC-1528	Period	CC-Analysis-CE	Value

[Authorize Budget](#)

**Figure 2.7: Select Budget**

1. The **Select Budget** page is launched. *See Figure 2.7.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Authorize Budget** to traverse to the **Authorize Budget Header** page.

### 3.1.8 AUTHORIZE BUDGET HEADER

**Budget Details**

Budget No. 0001 Version No. 1 Status Fresh

Description 0001 Aggregate / Period Aggregate Definition Type Cost Center

Budget Type Value Budget Org Unit RAMCOOU Responsibility

Org Unit  Effective Date 2014-01-01 Expiry Date 2014-12-31

Budget Category ABCDEFGH

**Cost Center / Unit**

Cost Center Structure ID  Cost Center From  To

**Cost Element**

Cost Element Structure Id  Cost Element From  To

**Accounting Period**

Accounting Period From 2014-01-01 To 2014-12-31

**Increase / Decrease Details**

Percentage Increase or Decrease  Budget Type Value

From Period 2014-01-01 To Period 2014-12-31

**Edit Options**

Details Get Increase / Decrease

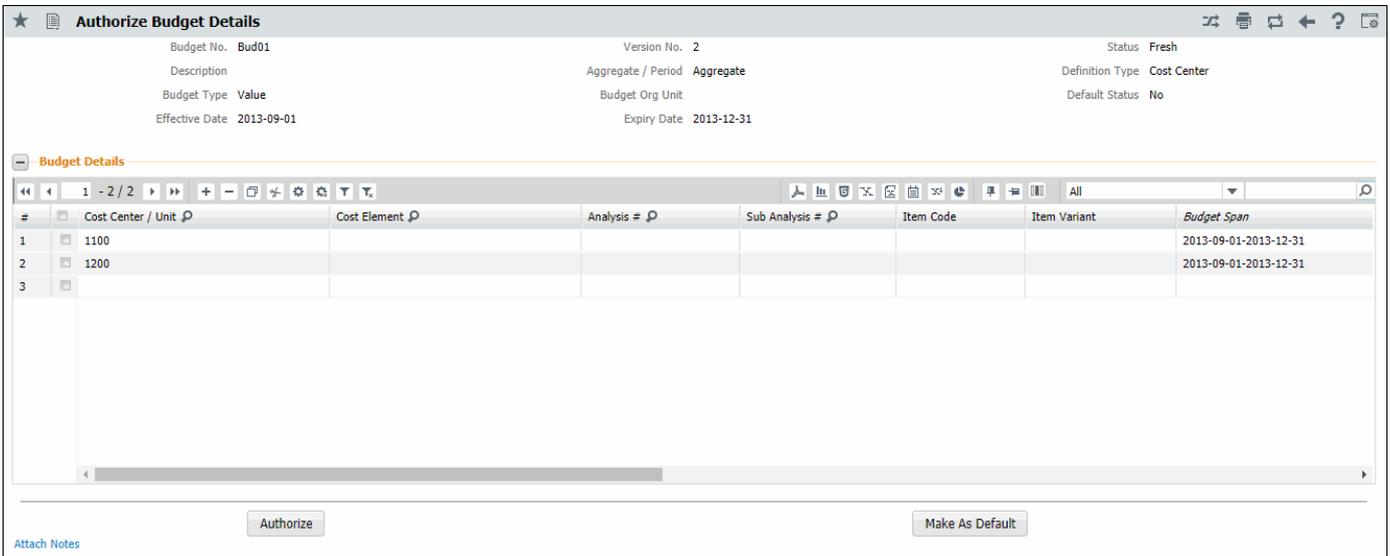
[Authorize Budget Details](#)

**Figure 2.8: Authorize Budget Header**

1. The **Authorize Budget Header** page is launched. *See Figure 2.8.*
2. Enter / change the **Responsibility, Org Unit, Effective Date, Expiry Date** and **Budget Category** in the **Budget Details** group box.
3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined in the **Cost Center / Unit** group box.
4. Enter the **Cost Element** range for which the **Budget** is to be defined in the **Cost Element** group box.
5. Enter the **Item Code** range and **Accounting Period** for which the **Budget** is defined.

6. Enter the **Increase / Decrease** details and the **Edit** options.
7. Click **Save** to save the **Budget Header**.
8. Click **Authorize** to authorize the **Budget Header** level.

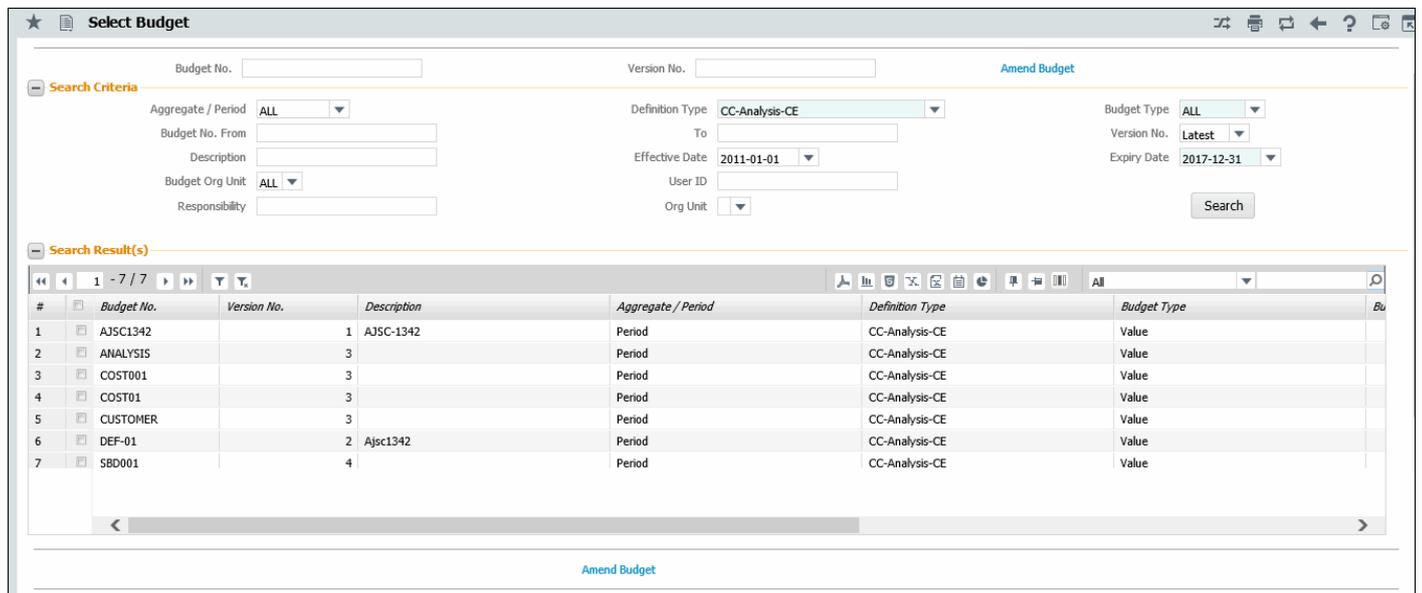
### 3.1.9 AUTHORIZE BUDGET DETAILS



**Figure 2.9: Authorize Budget Details**

1. The **Authorize Budget Details** page is launched. *See Figure 2.9.*
2. Enter / change the relevant details in the multiline.
3. Click **Authorize** to authorize the budget in the active status.

### 3.1.10 SELECT BUDGET



**Figure 2.10: Select Budget.**

1. The **Select Budget** page is launched. *See Figure 2.10.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Amend Budget** to traverse to the **Amend Budget Header** page.

### 3.1.11 AMEND BUDGET HEADER

**Budget Details**

Budget No. 0001      Version No. 1      Status Active  
 Description 0001      Aggregate / Period Aggregate      Definition Type Cost Center  
 Budget Type Value      Budget Org Unit RAMCOOU      Responsibility  
 Org Unit      Effective Date 2014-01-01      Expiry Date 2014-12-31  
 Budget Category ABCD      Approved by

**Cost Center / Unit**

Cost Center Structure ID      Cost Center From      To

**Cost Element**

Cost Element Structure Id      Cost Element From      To

**Accounting Period**

Accounting Period From 2014-01-01      To 2014-12-31

**Increase / Decrease Details**

Percentage Increase or Decrease      Budget Type Value  
 From Period 2014-01-01      To Period 2014-12-31

**Edit Options**

Details Get      Increase / Decrease

Save      Make As Default

Amend Budget Details

**Figure 2.11: Amend Budget Header**

1. The **Amend Budget Header** page is launched. *See Figure 2.11.*
2. Enter / change the **Responsibility, Org Unit, Effective Date, Expiry Date** and **Budget Category**.
3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
4. Enter the **Cost Element** range for which the **Budget** is to be defined.
5. Enter the **Item Code** range and **Accounting Period** for which the **Budget** is defined.
6. Enter the **Increase / Decrease** details and the **Edit** options.
7. Click **Save** to save the **Budget Header**.

### 3.1.12 AMEND BUDGET DETAILS

**Amend Budget Details**

Budget No. 0001      Version No. 1      Status Active  
 Description 0001      Aggregate / Period Aggregate      Definition Type Cost Center  
 Budget Type Value      Budget Org Unit      Default Status No  
 Effective Date 2014-01-01      Expiry Date 2014-12-31

#	Cost Center / Unit	Cost Element	Analysis #	Sub Analysis #	Item Code	Item Variant	Budget Span
1	054646						2014-01-01-2014-12-31
2	054646						2014-01-01-2014-12-31
3							

Amend      Make As Default

**Figure 2.12: Amend Budget Details**

1. The **Amend Budget Details** page is launched. *See Figure 2.12.*
2. Enter / change the relevant details in the multiline.
3. Click on **Amend** to amend the budget.

### 3.1.13 SELECT BUDGET

**Figure 2.13: Select Budget**

1. The **Select Budget** page is launched. *See Figure 2.13.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Activate** to activate the budget and click on **Inactivate** to inactivate the budget.
4. Click on **Activate / Inactivate Budget** to traverse to the **Activate / Inactivate Budget** page.

### 3.1.14 ACTIVATE / INACTIVATE BUDGET

**Figure 2.14: Activate / Inactivate Budget**

1. The **Activate / Inactivate Budget** page is launched. *See Figure 2.14.*
2. Click **Activate** to activate an Inactive budget.
3. Click **Inactivate** to inactivate an Active budget.

## Theme Budgeting: Scenario 2 - Cost Center - Cost Element Wise Budgeting

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Setting Parameters	Cost Accountant	CBUD	Set Parameters	<a href="#">Set Parameters</a>	1.Set the parameters as required by the Organization.
2	Defining Cost Center-Cost Element Budgets	Cost Accountant	CBUD	Create Cost Budget	<a href="#">Create Budget Header</a> <a href="#">Create Budget Details</a>	1.Create Budget Header 2.Create the budget Details using either Generation / Distribution Option or by specifying the details.
3	Editing Cost Center-Cost Element Budgets	Cost Accountant	CBUD	Edit Cost Budget	<a href="#">Select Budget</a> <a href="#">Edit Budget Header</a> <a href="#">Edit Budget Details</a>	1.Edit existing Budget Header. 2.Edit existing details by modifying the values retrieved by using the Distribution Option to overwrite the existing
4	Authorizing Cost Center- Cost Element Budgets	Cost Accountant	CBUD	Authorize Cost Budget	<a href="#">Select Budget</a> <a href="#">Authorize Budget Header</a> <a href="#">Authorize Budget Details</a>	1.Authorize at Budget Header level with / without modifications. 2.Authorize at Budget Detail level with / without modifying the values (directly retrieved or by using the Distribution Option to overwrite the
5	Amending Cost Center- Cost Element Budgets	Cost Accountant	CBUD	Amend Cost Budget	<a href="#">Select Budget</a> <a href="#">Amend Budget Header</a> <a href="#">Amend Budget Details</a>	1.Amend at Budget Header Level with / without modifications. 2.Amend at Budget Detail level with / without Modifying the values (directly retrieved or by using the Distribution option to overwrite the existing Details.)
6	Activating / Inactivating Cost Center- Cost Element Budgets	Cost Accountant	CBUD	Activate / Inactivate Cost Budget	<a href="#">Select Budget</a> <a href="#">Activate / Inactivate Budget</a>	1.Activate / Inactivate the Budget.

## 3.2 COST CENTER – COST ELEMENT WISE BUDGETING

### 3.2.1 SET PARAMETERS

Figure 2.15: Set Parameters

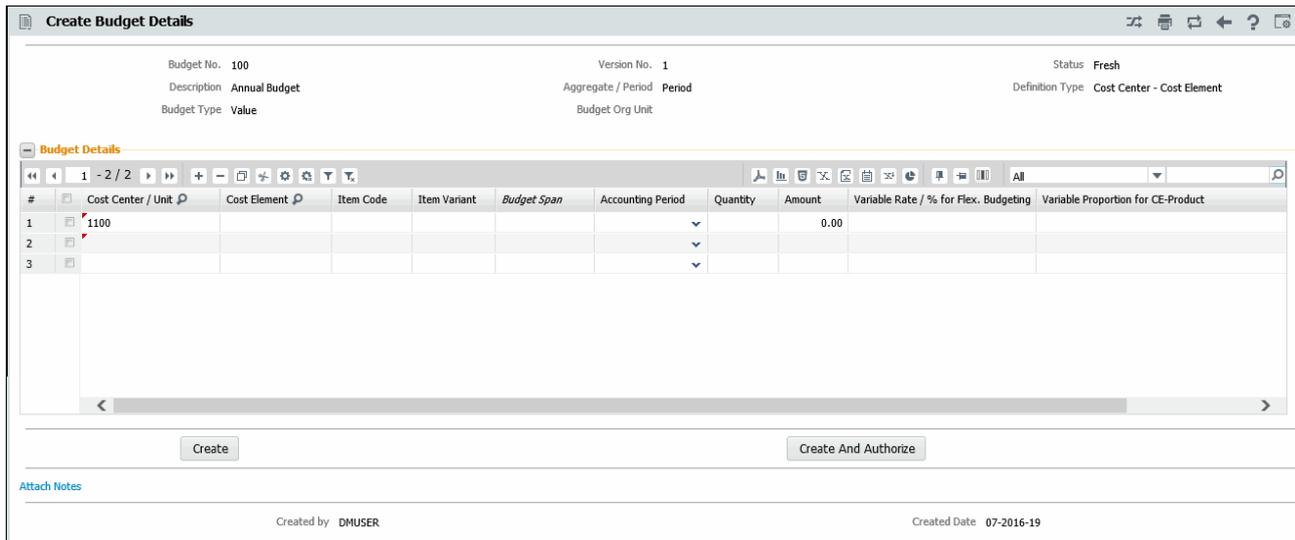
1. The **Set Parameters** page is launched. *See Figure 2.15.*
2. Select **Yes / No** for the **Restrict Access to Budgets at User Level Function default**.
3. Specify the value for **Number of Super Users for Budgets** function default.
4. On enter; the number of super users will populate the **Super User Number** in the multiline. Specify the **Super User Name** for all rows in the multiline.
5. Select the **Business Unit / Organization Unit** for the **Budget Level** process parameter.
6. Select **Yes / No** for the **Control Totals for Budgets** process parameter.
7. Select **Yes / No** for the **Define Default Budgets** process parameter.
8. Select **Yes / No** for the **Provide Flexible Budgets** process parameter.
9. Select Flat / Percentage for the Variability for Flexible Budgets process parameter.
10. Click **Set** to apply the parameters.

### 3.2.2 CREATE BUDGET HEADER

Figure 2.16: Create Budget Header

1. The **Create Budget Header** page is launched. *See Figure 2.16.*
2. Enter the **Budget No** and **Description** of the budget.
3. Select from the **Aggregate / Period, Definition Type, Budget Type, Budget Org Unit, Responsibility, Org Unit, Effective Date** and **Expiry Date**.
4. Specify the **Cost Center** and **Cost Element** range for which the budget is to be defined.
5. Click **Create** to create the budget header.

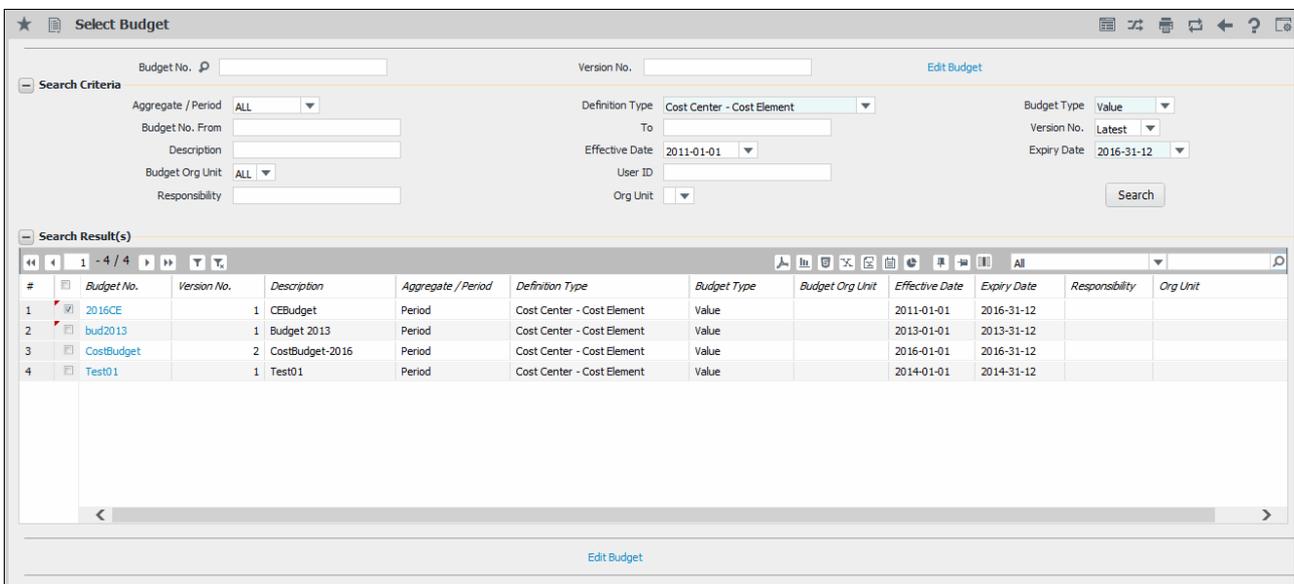
### 3.2.3 CREATE BUDGET DETAILS



**Figure 2.17: Create Budget Details**

1. The **Create Budget Details** page is launched. *See Figure 2.17.*
2. Enter relevant details in the multiline.
3. This can be done by importing from a MS Excel file and clicking on the **Upload Budget** pushbutton.
4. The same can be downloaded to a MS Excel file by clicking on the **Download Budget** pushbutton.
5. Click **Create** to create the budget in fresh status.
6. Click **Create and Authorize** to create the budget in active status.

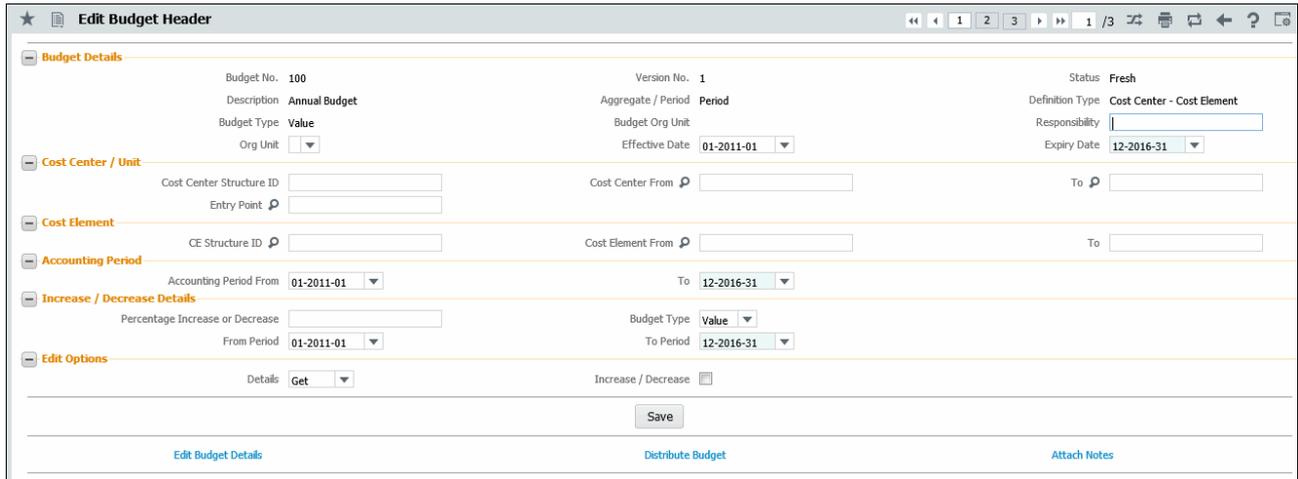
### 3.2.4 SELECT BUDGET



**Figure 2.18: Select Budget**

1. The **Select Budget** page is launched. *See Figure 2.18.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Edit Budget** to traverse to the **Edit Budget Header** page.

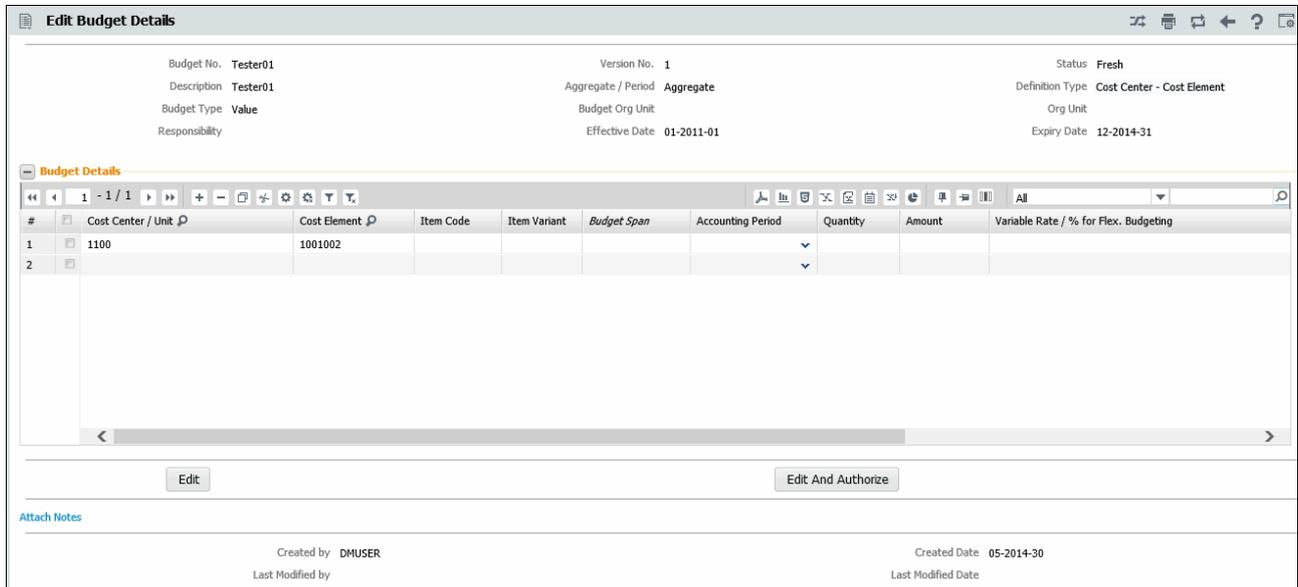
### 3.2.5 EDIT BUDGET HEADER



**Figure 2.19: Edit Budget Header**

1. The **Edit Budget Header** page is launched. *See Figure 2.19.*
2. Enter / change the **Responsibility, Org Unit, Effective Date** and **Expiry Date**.
3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
4. Enter the **Cost Element** range for which the **Budget** is to be defined.
5. Enter the **Item Code** range and **Accounting Period** for which the **Budget** is defined.
6. Enter the **Increase / Decrease** details and the **Edit** options.
7. Click **Save** to edit the Budget Header.

### 3.2.6 EDIT BUDGET DETAILS



**Figure 2.20: Edit Budget Details**

1. The **Edit Budget Details** page is launched. *Figure 2.20.*
2. Enter / change the relevant details in the multiline.
3. Click **Edit** to modify the budget in the fresh status.
4. Click **Edit and Authorize** to modify the budget in the active status.

### 3.2.7 SELECT BUDGET

The screenshot shows the 'Select Budget' interface. It includes search criteria for Budget No., Version No., Aggregate / Period, Definition Type, Budget Type, Budget No. From, Description, Budget Org Unit, Responsibility, Effective Date, User ID, and Expiry Date. A search button is located at the bottom right of the search criteria section.

The search results are displayed in a table with the following columns: #, Budget No., Version No., Description, Aggregate / Period, Definition Type, Budget Type, Budget Org Unit, Effective Date, Expiry Date, Responsibility, and Org Unit.

#	Budget No.	Version No.	Description	Aggregate / Period	Definition Type	Budget Type	Budget Org Unit	Effective Date	Expiry Date	Responsibility	Org Unit
1	2016CE	1	CEBudget	Period	Cost Center - Cost Element	Value		2011-01-01	2016-31-12		
2	bud2013	1	Budget 2013	Period	Cost Center - Cost Element	Value		2013-01-01	2013-31-12		
3	CostBudget	2	CostBudget-2016	Period	Cost Center - Cost Element	Value		2016-01-01	2016-31-12		
4	Test01	1	Test01	Period	Cost Center - Cost Element	Value		2014-01-01	2014-31-12		

Figure 2.21: Select Budget

1. The **Select Budget** page is launched. See Figure 2.21.
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Authorize Budget** to traverse to the **Authorize Budget Header** page.

### 3.2.8 AUTHORIZE BUDGET HEADER

The screenshot shows the 'Authorize Budget Header' interface. It displays detailed information for a selected budget, including Budget No., Version No., Description, Budget Type, Org Unit, Effective Date, Expiry Date, Status, Definition Type, Cost Center - Cost Element, Responsibility, and Org Unit.

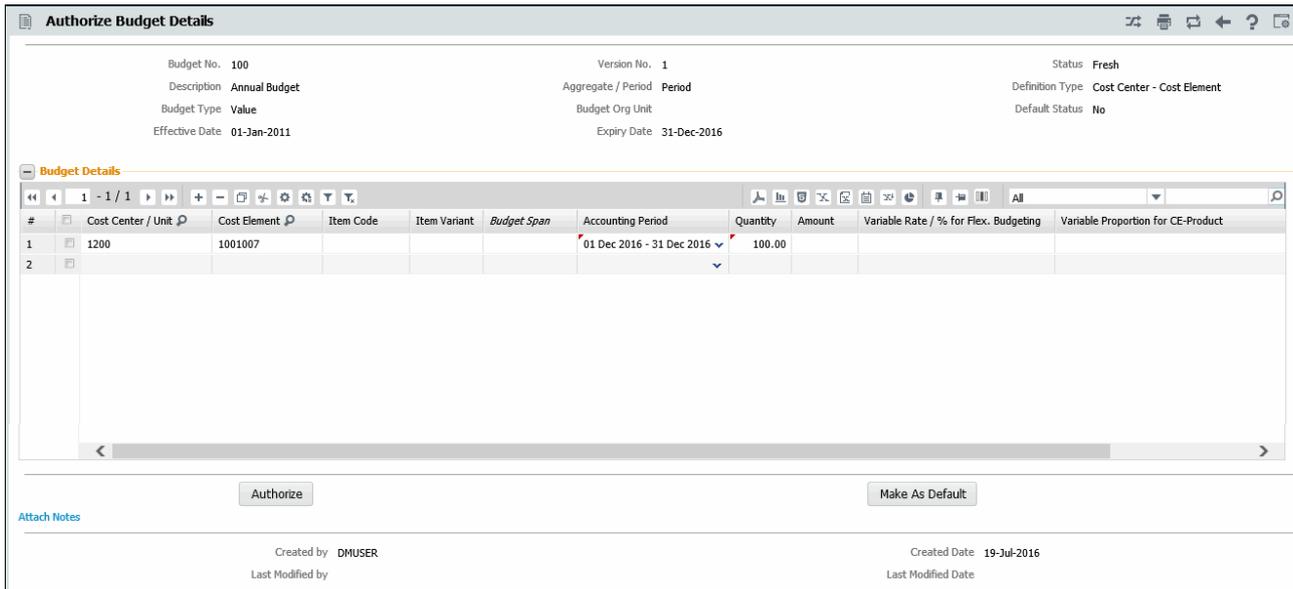
The page is divided into several sections:

- Budget Details:** Budget No. (Tester01), Version No. (1), Description (Tester01), Budget Type (Value), Org Unit (dropdown), Effective Date (2011-01-01), Expiry Date (2014-31-12), Status (Fresh), Definition Type (Cost Center - Cost Element), Responsibility (dropdown), and Org Unit (dropdown).
- Cost Center / Unit:** Cost Center Structure ID, Entry Point, Cost Center From, To, and Org Unit.
- Cost Element:** Cost Element Structure Id, Cost Element From, To, and Org Unit.
- Accounting Period:** Accounting Period From (2011-01-01) and To (2014-31-12).
- Increase / Decrease Details:** Percentage Increase or Decrease, Budget Type (Value), From Period (2011-01-01), and To Period (2014-31-12).
- Edit Options:** Details (Get), Increase / Decrease (checkbox), and buttons for Save, Authorize, and Make As Default.

Figure 2.22: Authorize Budget Header

1. The **Authorize Budget Header** page is launched. See Figure 2.22.
2. Enter / change the **Responsibility, Org Unit, Effective Date** and **Expiry Date**.
3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
4. Enter the **Cost Element** range for which the **Budget** is to be defined.
5. Enter the **Item Code** range and **Accounting Period** for which the **Budget** is defined.
6. Enter the **Increase / Decrease** details and the **Edit** options.
7. Click **Save** to save the **Budget Header**.
8. Click **Authorize** to authorize the **Budget Header** level.

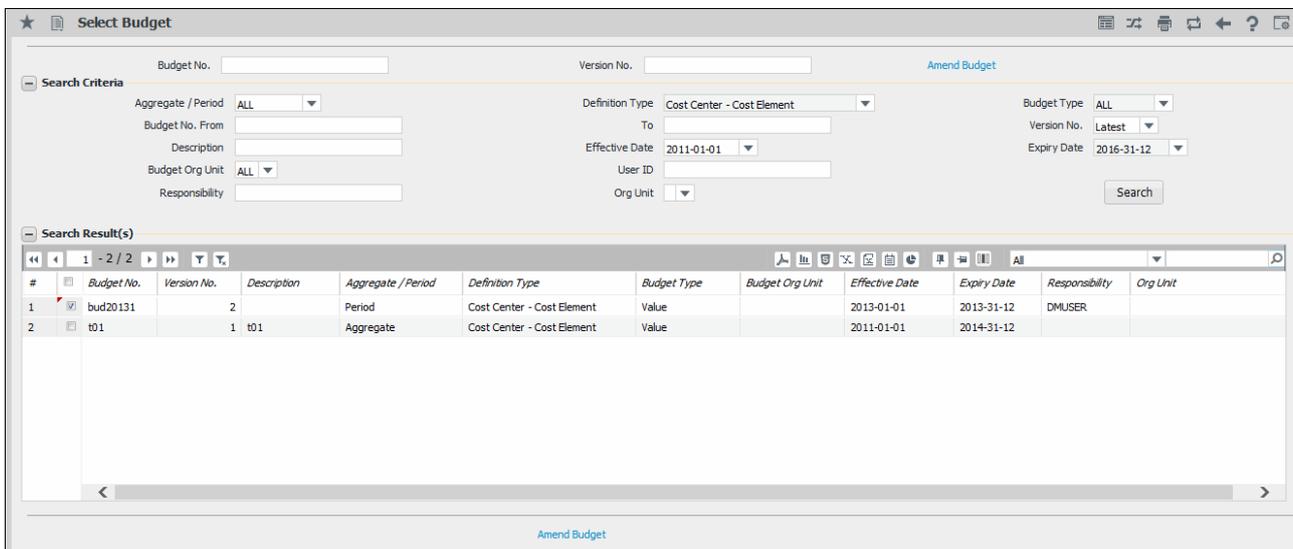
### 3.2.9 AUTHORIZE BUDGET DETAILS



**Figure 2.23: Authorize Budget Details**

1. The **Authorize Budget Details** page is launched. *See Figure 2.23.*
2. Enter / change the relevant details in the multiline.
3. Click **Authorize** to authorize the budget in the active status.

### 3.2.10 SELECT BUDGET



**Figure 2.24: Select Budget**

1. The **Select Budget** page is launched. *See Figure 2.24.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Amend Budget** to traverse to the **Amend Budget Header** page.

### 3.2.11 AMEND BUDGET HEADER

**Figure 2.25: Amend Budget Header**

1. The **Amend Budget Header** page is launched. *See Figure 2.25.*
2. Enter / change the **Responsibility, Org Unit, Effective Date** and **Expiry Date**.
3. Enter / change the **Cost Center / Unit** range for which the **Budget** is to be defined.
4. Enter the **Cost Element** range for which the **Budget** is to be defined.
5. Enter the **Item Code** range and **Accounting Period** for which the **Budget** is defined.
6. Enter the **Increase / Decrease** details and the **Edit** options.
7. Click **Save** to save the **Budget Header**.

### 3.2.12 AMEND BUDGET DETAILS

**Figure 2.26: Amend Budget Details**

1. The **Amend Budget Details** page is launched. *See Figure 2.26.*
2. Enter / change the relevant details in the multiline.
3. Click on **Amend** to amend the budget.

### 3.2.13 SELECT BUDGET

**Figure 2.27: Select Budget**

1. The **Select Budget** page is launched. *See Figure 2.27.*
2. Use the **Search Criteria** to retrieve the **Budget** details in the multiline.
3. Select a row from the multiline and click on **Activate** to activate the budget and click on **Inactivate** to inactivate the budget.
4. Click on **Activate / Inactivate Budget** to traverse to the **Activate / Inactivate Budget** page.

### 3.2.14 ACTIVATE / INACTIVATE BUDGET

**Figure 2.28: Activate / Inactivate Budget**

1. The **Activate / Inactivate Budget** page is launched. *See Figure 2.28.*
2. Click **Activate** to activate an **Inactive** budget.
3. Click **Inactivate** to inactivate an **Active** budget.

# MAC INCORPORATION

## Theme MAC Incorporation: Scenario 1 – MAC Incorporation

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Incorporate the financial transactions into MAC	Senior Accountant	MINC	Incorporate Financial Transactions	<a href="#">Incorporate Financial Transactions</a>  <a href="#">View Error Log Details</a>	1. Incorporate financial transactions into MAC and view the logged error details.

## 4.1 MAC INCORPORATION

### 4.1.1 INCORPORATE FINANCIAL TRANSACTION

**Figure 3.1: Incorporating financial transactions**

1. The **Incorporate Financial Transactions** page is launched. *See Figure 3.1.*
2. Enter the **From Date** and **To Date** in the **Incorporation Information** group box, to specify the period within which the financial transactions have been posted to the corresponding finance book.
 

*Note: Ensure that the date entered in the "To Date" field is later than the date entered in the "From Date" field.*
3. Select the **Business Function Group**, whose financial transactions have to be incorporated into MAC.
4. Select the **Finance Book**, to which the financial transactions of a business function group are posted.
5. Click the **Incorporate** pushbutton to incorporate the financial transactions.
6. Select the **View Error Log** link to view the error log details.

### 4.1.2 VIEW ERROR LOG

#	Finance Book	Org. Unit	Business Function Group ID	Transaction Type	Transaction No	Date	Quantity	Unit of Measure	Base Amount	Error Description
1	A	2	BK	BK_CREVJV	CRV-000006-2011	2011-30-11	0.00		0.00	BASE TRANSACTION AMOUNT IS ZERO
2	A	2	BK	BK_CREVJV	RCRV-000006-2011	2011-01-12	0.00		0.00	BASE TRANSACTION AMOUNT IS ZERO

**Figure 3.2: Viewing error log file**

1. The **View Error Log** page is launched. *See Figure 3.2*
2. View the error details that have been logged while the transactions are being incorporated.

# COST ALLOCATION

## Theme Cost Allocation: Scenario 1 - Allocation of Actual Costs across Cost Centers

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Set the Parameters	Cost Accountant	CALL	Set Parameters	<a href="#">Set Parameters</a>	1.Set the Parameters as required by the Organization
2		Cost Accountant	CALL	Maintain Complex Allocation	<a href="#">Maintain Complex Allocation Setup</a>	1.Maintain Complex Allocation Run.
3		Cost Accountant	CALL	Simulate Multiple Allocation	<a href="#">Simulate Multiple Allocation</a>	1.Simulate the multiple allocation run

## 5.1 ALLOCATION OF ACTUAL COSTS ACROSS COST CENTERS

### 5.1.1 SET PARAMETERS

**Figure 4.1: Set Parameters**

1. The **Set Parameters** page is launched. *See Figure 4.1.*
2. Select **Yes / No** for the **Include Activity Balance in Allocation** process parameter.
3. Select **Yes / No** for the **Use Credit Cost Element** process parameter.
4. Select **Yes / No** for the **Overwrite Credit Cost Element** process parameter.
5. Specify the Cost Element Value for the Default Credit Cost Element function default.
6. Click **Set** to apply the parameters.

### 5.1.2 MAINTAIN COMPLEX ALLOCATION

**Figure 4.2: Maintain complex allocation setup**

1. The **Maintain Complex Allocation Setup** page appears. *See Figure 4.2.*
2. Specify the **Report Type** for which the cost allocation has to be done.
3. Enter the **Run #** of the sequence of allocations that have been defined on a finance book for a particular accounting period.
4. Specify the Allocation Level, Source Cost Center Type, Source Cost Center From and To, Source Cost Element From and To, in the Allocation Details group box.

5. Click the **Get Details** pushbutton to retrieve the source cost center details. Cost element details will also be displayed, if allocation level selected is cost center-cost element.
6. Modify the **Allocation %** displayed in the **Source Cost Center/Element Details** multiline, if required.
7. Specify the Target Cost Center Type, Target Cost Center From and To.
  - ✎ *Ensure that the target cost center is of type "Detail" except for cost centers with "Reporting cost center" is set as "Yes" in "Create Analysis Code" activity of "Account Based Budget" business component.*
8. Specify the allocation basis in the **Apportionment Basis** drop-down list box.
9. Click the **Get Details** pushbutton to retrieve the target cost center details.
  - ✎ *Note: The system retrieves and displays all the cost centers falling within the specified "Target Cost Center" range*
  - ✎ *Note: Within the specified "Target Cost Center" range, if "Target Cost Center Type" is set the system retrieves and displays the following:*
    - a. The source cost centers that are of type "Detail".
    - b. All the analysis codes defined for the login OU for which "Reporting Cost Center" is set to "Yes" in "Create Analysis Code" activity of "Account Based Budget" business component.
10. Enter the **Ratio / Percentage** of the allocation in the **Target Cost Center Details** multiline.
  - ✎ *Note: Ensure that a positive value is entered in this field, if the "Apportionment Basis" field is set as either "Ratio" or "Percentage".*
11. Click the **Create** pushbutton provide below the multiline to create the allocation details.
12. Click the **Edit** pushbutton to modify the allocation details.
13. Click the **Delete** pushbutton to delete the records.
  - ✎ *Note: You can modify or delete only those records for which the run number is in either "Fresh" or "Active" status, and for which the allocation has not been processed for the run number.*

### 5.1.3 SIMULATE COMPLEX ALLOCATIONS

**Figure 4.3: Simulate Multiple Cost Allocations**

1. The **Process / Cancel Allocation** page is launched. See *Figure 4.3*.
2. Specify the **Report Type** for which the cost allocation has to be done.
3. Enter the **Run #** of the allocation.
  - ✎ *Note: Help menu is available to select the run number.*
4. Set the **Allocated On** drop-down list box to "Actuals", "Budgets" or "Both", to specify the type of cost involved in the allocation simulation.
5. Enter the **Budget #** of the cost element.
  - ✎ *Note: Entry in this field is mandatory, if the "Allocation On" field is set as "Budget".*
6. Enter the **Version #** of the budget.
7. Click the **Process** pushbutton, to simulate the allocations.
8. Click the **Cancel** pushbutton to cancel the allocation process.

- ✎ *Note: When “Allocation On” is set as ‘Actuals’, and ‘Reporting Cost Centers’ has been set in “Allocation Setup” in the “Maintain Complex Allocation” page, then reporting cost center will also be considered for allocation process similar to that of detailed cost center.*
- ✎ *Note: You can cancel the simulation of allocation process, only if the run number is in “Active” status.*

# MANAGEMENT ACCOUNTING ENTRIES

## Theme Management Accounting Entries: Scenario 1 – Management Accounting Entries

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Create the MAC voucher.	Senior Accountant	MENT	Create MAC Voucher	<a href="#">Create MAC Voucher</a>	1.Create MAC voucher to post financial entries to cost centers.
2	Edit the MAC voucher	Senior Accountant	MENT	Edit MAC Voucher	<a href="#">Select MAC Voucher</a> <a href="#">Edit MAC Voucher</a>	1.Select MAC voucher for modification or deletion. 2.Modify, Delete or Authorize the existing details retrieved.
3.	Authorize the MAC voucher	Senior Accountant	MENT	Authorize MAC Voucher	<a href="#">Select MAC Voucher</a> <a href="#">Authorize MAC Voucher</a>	1.Select MAC voucher for authorizing. 2.Authorize or return MAC vouchers
3.	Reverse the MAC voucher	Senior Accountant	MENT	Reverse MAC Voucher	<a href="#">Select MAC Voucher</a> <a href="#">Reverse MAC Voucher</a>	1.Reverse MAC vouchers posted to the cost center

## 6.1 MANAGEMENT ACCOUNTING ENTRIES

### 6.1.1 CREATE MAC VOUCHER

1. Select the **Create MAC Voucher** link under the **Management Accounting Entries** business component. The **Create MAC Voucher** page appears. See *Figure 5.1*.

**Figure 5.1: Create MAC Voucher**

2. Enter the date on which the voucher is created, in the **Voucher Date** field.
3. Enter the **Cost Center** and the **Cost Element** to which the transaction is posted, in the **Voucher Details** multiline.
4. Enter the **Quantity** of the item involved in the transaction and the transaction **Amount** that has to be posted to the Cost Center – Cost Element.
5. Click the **Create** pushbutton to create voucher in fresh status.
6. Click the **Create and Authorize** pushbutton to create and authorize the voucher.

### 6.1.2 SELECT MAC VOUCHER

**Figure 5.2: Selecting MAC Voucher for editing**

1. The **Select MAC Voucher** page is launched. See *Figure 5.2*.
2. Use the **Search Criteria** to retrieve the details of the voucher in the multiline.
3. Select a row in the multiline.
4. Click the **Delete** pushbutton, to delete the voucher.

## 6.1.3 EDIT MAC VOUCHER

Voucher No. ME-000002-2016      Voucher Date 2016-26-05      Status Fresh

Remarks

**Voucher Details**

#	Reference No.	Item Code	Item Variant	Cost Center	Cost Element	Quantity	Amount
1				054646	411100	1000.00	100000.00
2							

Buttons: Edit, Delete, Edit And Authorize

Attach Notes

Created By: DMUSER      Created Date: 2016-26-05  
Last Modified By:      Last Modified Date:

**Figure 5.3: Edit MAC Voucher**

1. The **Edit MAC Voucher** page is launched. *See Figure 5.3.*
2. Modify the date on which the voucher is created, in the **Voucher Date** field.
3. Modify the details in the **Voucher Details** multiline.
4. Click the **Edit** pushbutton to modify the voucher details that are in “Fresh” or “Returned” status.
5. Click the **Edit and Authorize** pushbutton to modify and authorize the voucher details.
6. Click the **Delete** pushbutton to delete the voucher.

## 6.1.4 SELECT MAC VOUCHER

1. Select the **Authorize MAC Voucher** link under the **Management Accounting Entries** business component. The **Select MAC Voucher** page is launched. *See Figure 5.4.*

Budget No.      Version No.      [Authorize Budget](#)

**Search Criteria**

Aggregate / Period: Aggregate      Definition Type: Cost Center      Budget Type: ALL

Budget No. From:      To:      Version No.: Latest

Description:      Effective Date: 2011-01-01      Expiry Date: 2016-31-12

Budget Org Unit: ALL      User ID:      Search

Responsibility:      Org Unit:      Search

**Search Result(s)**

#	Budget No.	Version No.	Description	Aggregate / Period	Definition Type	Budget Type	Budget Org Unit	Effective Date	Expiry Date
1	0001		1 0001	Aggregate	Cost Center	Value		2014-01-01	2014-31-12
2	Tester01		1 Tester01	Aggregate	Cost Center	Value		2011-01-01	2014-31-12

[Authorize Budget](#)

**Figure 5.4: Select MAC voucher for authorizing**

2. Use the **Search Criteria** to retrieve the details of the voucher in the multiline
3. Select a row in the multiline.
4. Click the **Authorize** pushbutton, to authorize the vouchers.

*Note: You can authorize only those vouchers that are in “Fresh” or “Returned” status.*

## 6.1.5 AUTHORIZE MAC VOUCHER

1. Enter the **Voucher No.** and select the **Authorize MAC Voucher** link provided alongside in the **Select MAC Voucher** page.

Or

2. Use the **Search Criteria** to search for the voucher that must be authorized. Select the hyperlinked **Voucher #** field in the multiline. The **Authorize MAC Voucher** page appears. See *Figure 5.5*.

★ Authorize MAC Voucher

Voucher No. ME-000002-2016      Voucher Date 2016-26-05      Status Fresh

Remarks

**Voucher Details**

#	Reference No.	Item Code	Item Variant	Cost Center	Cost Element	Quantity	Amount
1				054646	411100	1000.00	100000.00
2							

Authorize      Return

Attach Notes

Created By: DMUSER      Created Date: 2016-26-05  
Last Modified By      Last Modified Date

**Figure 5.5: Authorizing MAC Voucher**

3. Enter the date on which the voucher is created, in the **Voucher Date** field.
4. Modify the **Reference No**, **Item Code**, and **Item Variant**, in the **Voucher Details** multiline if required and modify the **Cost Center** and the **Cost Element** to which the transaction is posted, if required.
5. Modify the **Quantity** of the item involved in the transaction and the transaction **Amount** to be posted to the cost center-cost element.
6. Click the **Authorize** pushbutton to authorize the voucher and click the **Return** pushbutton to return the voucher.

*Note: You can modify and authorize the details of only those vouchers that are in "Fresh" or "Returned" status.*

## 6.1.6 SELECT MAC VOUCHER

1. Select the **Reverse MAC Voucher** link under the **Management Accounting Entries** business component. The **Select MAC Voucher** page appears. See *Figure 5.6*.

**Select MAC Voucher**

Voucher No.  [Reverse Voucher](#)

**Search Criteria**

Voucher No. From  To

Voucher Date From  To

Voucher Amount From  To

User ID

Cost Center

Cost Element

**Search Result(s)**

#	Voucher No.	Voucher Date	Voucher Amount	Status
1	ME-000001-2014	2014-15-04	19850.00	Authorized

Reverse Voucher

**Figure 5.6: Selecting MAC Voucher for Reversing**

2. Enter the number identifying the MAC voucher in the **Voucher No.** field.
3. Enter the **Cost Center** and the **Cost Element** to which the transaction is posted.
4. Click the **Search** pushbutton to retrieve the voucher details in the **Voucher Details** multiline.
5. Select at least one voucher in the multiline and click the **Reverse** pushbutton to reverse the voucher.

### 6.1.7 REVERSE MAC VOUCHER

1. Enter the **Voucher No.** in the **Select MAC Voucher** page and select the **Reverse MAC Voucher** link provided alongside.

Or

2. Use the **Search Criteria** to search for a voucher that has to be reversed. Select the hyperlinked **Voucher #** in the multiline. The **Reverse MAC Voucher** page appears. See *Figure 5.7*.

**Reverse MAC Voucher**

Reversal Voucher no.

Reversal Date

Status

Voucher No. ME-000001-2014

Voucher Date 2014-15-04

Remarks for Reversal

Remarks

**Voucher Details**

#	Reference No.	Item Code	Item Variant	Cost Center	Cost Element	Quantity	Amount
1				1100	511100	0.00	7520.00
2				1200	511100	0.00	2580.00
3				1100	600000	0.00	1800.00
4				1200	600000	0.00	3560.00
5				1100	514100	0.00	1850.00
6				1200	514100	0.00	2540.00

Attach Notes

Created By DMUSER

Last Modified By

Created Date 2014-29-09

Last Modified Date

**Figure 5.7: Reversing MAC Voucher**

3. Enter the date on which the reversal voucher is created in the **Reversal Date** field.
4. Click the **Reverse** pushbutton to reverse the voucher.

*Note: You can reverse only those vouchers that are in "Authorized" status.*

# FINANCIAL BOOK CLOSURE

## Theme Financial Book Closure: Scenario 1 – Financial Book Closure

Sl. #	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1.	Close MAC Calendar	Chief Finance Officer	FCC	Close MAC Calendar	<a href="#">Close MAC Calendar</a> <a href="#">View BFG Details</a> <a href="#">View Costing Function Pending Transactions</a> <a href="#">View Period Closure Status</a> <a href="#">View Preceding BFG Status</a> <a href="#">View Error Log File</a>	1.Close the MAC Calendar 2.View the BFG Details 3.View the Pending Transactions 4.View the preceding BFG Status 5.View the Error Log File.

## 7.1 FINANCIAL BOOK CLOSURE

### 7.1.1 CLOSE MAC CALENDAR

Figure 6.1: Close MAC Calendar

1. The **Close MAC Calendar** page is launched. *See Figure 6.1.*
2. Enter the **Run No.**
3. Select the **Finance Book, Closure Period / Year, Year Code, Period Code From** and **Period Code**
4. Click **Get** to retrieve the details in the multiline.
5. Click **Close** to close the MAC period.
6. Click **BFG Components** to launch the **View BFG Details** page.
7. Click **Pending Transactions** to launch the **View Costing Function Pending Transactions** page.
8. Click **Period Closure Status** to launch the **View Period Closure Status** page.
9. Click **Preceding BFG Closure Status** to launch the **View Preceding BFG Status** page.
10. Click **View Error Log** to launch the **View Error Log File** page.

### 7.1.2 VIEW BFG DETAILS

Figure 6.2: View BFG Details

1. The **View BFG Details** page is launched. *See Figure 6.2.*
2. Select the **Organization Unit** to retrieve the relevant details in the multiline.
3. View the BFG details.

### 7.1.3 VIEW COSTING FUNCTION PENDING TRANSACTIONS

**Figure 6.3: View Costing Function Pending Transactions**

1. The **View Costing Function Pending Transactions** page is launched. *See Figure 6.3.*
2. Select the **Function, Organization Unit, Finance Book, Year Code** and **Period Code**.
3. Click **Get** to retrieve the details in the multiline.

### 7.1.4 VIEW PERIOD CLOSURE STATUS

**Figure 6.4: View Period Closure Status**

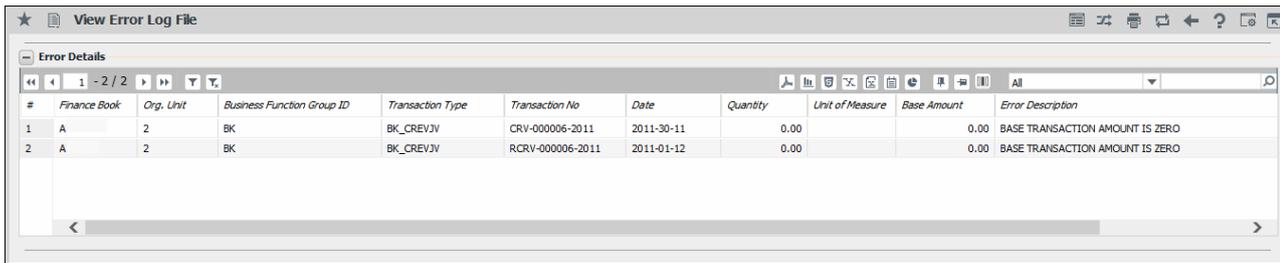
1. The **View Period Closure Status** page is launched. *See Figure 6.4.*
2. Select the **Finance Book** and **Year Code**.
3. Click **Get** to retrieve the details in the multiline.

### 7.1.5 VIEW PRECEDING BFG STATUS

**Figure 6.5: View Preceding BFG Status**

1. The **View Preceding BFG Status** page is launched. *See Figure 6.5.*
2. Select the **Preceding Business Function Group, Finance Book, Year Code** and **Period Code**.
3. Click **Get** to retrieve the details in the multiline.

## 7.1.6 VIEW ERROR LOG FILE



The screenshot shows a web application window titled "View Error Log File". The window contains a table with the following columns: #, Finance Book, Org. Unit, Business Function Group ID, Transaction Type, Transaction No, Date, Quantity, Unit of Measure, Base Amount, and Error Description. The table contains two rows of data, both with a Base Amount of 0.00 and an Error Description of "BASE TRANSACTION AMOUNT IS ZERO".

#	Finance Book	Org. Unit	Business Function Group ID	Transaction Type	Transaction No	Date	Quantity	Unit of Measure	Base Amount	Error Description
1	A	2	BK	BK_CREVJV	CRV-000006-2011	2011-30-11	0.00		0.00	BASE TRANSACTION AMOUNT IS ZERO
2	A	2	BK	BK_CREVJV	RCRV-000006-2011	2011-01-12	0.00		0.00	BASE TRANSACTION AMOUNT IS ZERO

**Figure 6.6: View Error Log File**

1. The **View Error Log File** page is launched. *See Figure 6.6.*
2. View the exceptions generated by the system while processing the closure run.

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