



General Ledger Allocations User Guide

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**Lawson Enterprise Financial
Management**

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Chapter 1

Overview of Allocations

The Lawson Allocations application is a sub-system of the General Ledger application. Allocations allow you to automatically disperse posted balances between accounts in the General Ledger or Budgeting applications. This chapter provides a high-level overview of Allocations.

Allocations Process Flow

The Allocations application can be broken down into three main processes: setup, processing, and reporting. This section takes a closer look at setting up Allocations and using the application to disperse amounts between accounts and control how they will be dispersed.

Setup

IMPORTANT Before you set up other Lawson applications, consider how you will use those features in Allocations.

STOP Before setting up the Allocations application, you must have your Lawson General Ledger application set up.

The core of the Allocations application is the entry of allocations. When you add allocations, you tell the system where the amounts will be gathered from and where they will be allocated to.

Every allocation has a:

- source (amount or units to allocate)
- post from (accounting units, company, accounts the allocation is gathered from)
- post to (accounting units, company, accounts the allocation is dispersed to)
- driver (how to split the amount or units to allocate)

Before you add allocations you may want to set up the following:

- allocation groups
 - allocation codes
 - total names
 - compute statements.

These setup procedures will dictate how the allocation will be gathered and allocated.

Processing

After you enter allocations, you:

- release the allocations
- calculate the allocations and adjust them if necessary (you can re-calculate allocations as needed)
- interface the allocations to the General Ledger or Budget applications

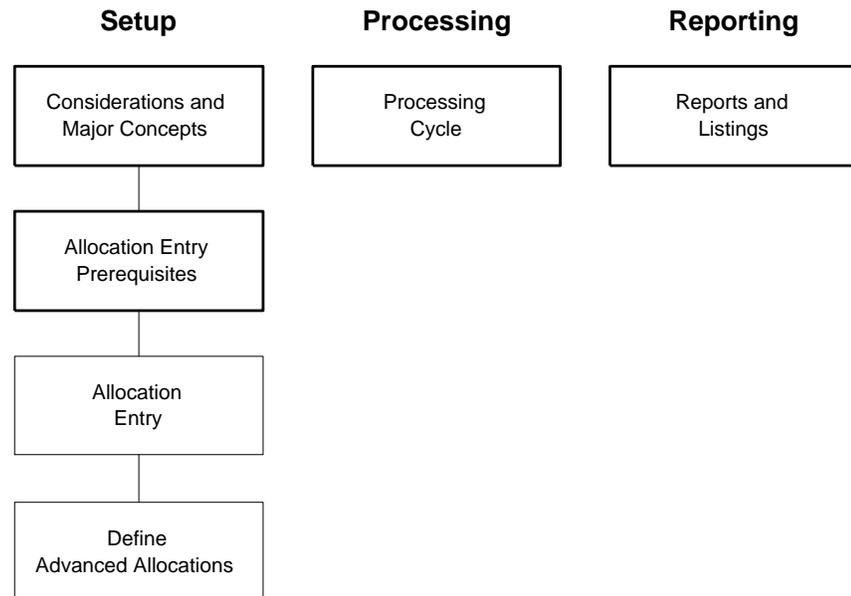
Reporting

Allocations reporting allows you to list allocation groups, allocation codes, allocation controls, and entered allocations. You can also compare allocations, and review the affect of allocations prior to interfacing them to the General Ledger or Budget applications.

Allocations: The Big Picture

To mirror Allocations's major processes, this user guide is divided into three parts: Setup, Processing, and Reporting.

This big picture flow illustrates Allocations's three main processes, breaks the processes down into sub-processes, and serves as a reminder of where you are in the big picture.



Using the Allocations Flowchart

Use the Allocations flowchart as a navigation guide to the application's functions. It provides a quick and easy way to access the Allocations programs.

Chapter 2

Setting Up Allocations

This chapter provides an overview of allocation terminology and the procedural cycle that you will need to understand prior to setting up your Allocations application.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this user guide.

- ["What Are Allocations?" on page 12](#)
- ["What Elements Does Each Allocation Contain?" on page 12](#)
- ["What Is The Basic Allocation Cycle?" on page 14](#)

What Are Allocations?

Use the Allocations application to automatically allocate posted balances between accounts in the General Ledger and Budget applications via journal entries. The balances can be processed on a periodic basis or can cross periods. Use the application to:

- Base allocations on calculated values using posted amounts, units, budget values, or other information.
- Control the degree of detail transferred to the general ledger by using a variety of posting options.
- Obtain allocated amounts from multiple accounting units, a range of accounts, and a range of subaccounts.
- Define the source of allocation amounts with pools. A pool can include options such as a compute statement, total names, or accounting units.
- Determine how the allocated amount is split with drivers.
- Allocate to multiple accounting units or override accounting units with allocation codes
- Use contra accounts, which allows the post from account to maintain the original balance
- Assign steps to allocations, which determine the order allocations or lines are calculated
- Allocate to current or next fiscal year budgets

What Elements Does Each Allocation Contain?

For each allocation you must define detail lines. The detail lines identify which posted amounts you are allocating, which accounts you are posting from, which accounts you are posting to, and how the amounts will be allocated. Each detail line identifies at least one journal entry transaction. Before you can create an allocation you must identify four elements: source, post to, post from, and driver. You also have the option of defining a pool to help determine your source.

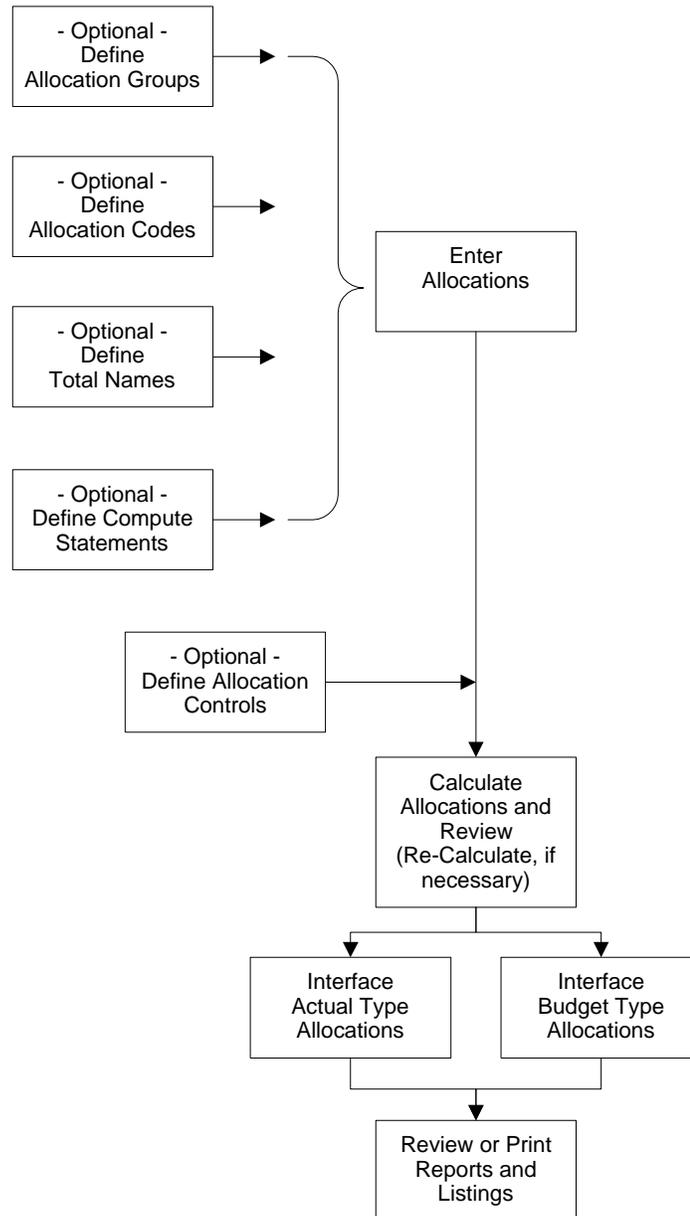
The table below describes each element and its purpose.

Element	Purpose
<i>Source</i>	Determines which accounting units and accounts hold the values that will be allocated. For more information, see "What Is a Source?" on page 26.
<i>Post from</i>	Determines which accounting units and accounts the allocation will post from. NOTE The Source and the Post From will be different, if the accounts from which you deduct the allocated funds are not the accounts you identify in the journal entry for this allocation. For more information, see "What Are The Posting Options?" on page 24.
<i>Post to</i>	Determines which accounting units and accounts the allocation will post to. For more information, see "What Are The Posting Options?" on page 24.
<i>Driver</i>	A driver is the factor used in an allocation. Drivers can be percentages, fixed or dynamic factors, or compute statements. For more information, see "What Are The Different Ways To Allocate?" on page 28.
<i>Pool (optional)</i>	Use a pool if the post from does not match the source for the allocation. (In other words, when you are posting from a contra accounting unit.) Use a pool to define the accounting units that determine the amount or units that are allocated.

What Is The Basic Allocation Cycle?

The following flowchart depicts the basic procedural cycle in entering allocations, calculating allocations, and posting allocations to the general ledger or budgets.

Figure 1. Basic Allocation Cycle



Allocation Groups

Allocation groups are a group of allocations that are used for processing. For example, monthly allocations, such as, rent or utilities. They are stored within an allocation and specific to a company or company group. During allocation entry you can assign an allocation group. For more information, see ["Defining Allocation Groups and Allocation Codes"](#) on page 17.

Allocation Codes

Allocation codes can be used to allocate to multiple accounting units or companies. The amount allocated is based on fixed statistical values defined on this form. ["Defining Allocation Groups and Allocation Codes"](#) on page 17.

Total Names

Total names are used to obtain account and accounting unit balances for use in compute statements or ratios. You define a total name to identify any combination of accounting unit, account or subaccount balances for a company, company group, level group, accounting unit list, or total range as if they were one amount. For more information, see ["Entering Advanced Allocations"](#) on page 43.

Compute Statements

Compute statements are mathematical equations consisting of Lawson data dictionary names, total names, operation symbols or numeric values that let you create customized calculation formulas. You can use compute statements in Project Accounting, Lease Management, Report Writer, Allocations, Budgeting, and ratio analysis. For more information, see ["Entering Advanced Allocations"](#) on page 43.

Enter Allocations

Allocation entry is the core of the Allocations application. This process allows you to enter and maintain allocation detail information. Detail lines determine the allocation amount (source) along with the driver, post-to, and post-from accounts. For more information, see ["Entering Allocations"](#) on page 23.

Allocation Control

Allocation control allows you to view all allocations and their status. You can also use allocation control to back post and mass release or unrelease allocations. For more information, see ["Processing Allocations"](#) on page 55.

Calculate Allocations

Calculation of allocations is done on released allocations as part of the month end processing. You must calculate allocations before you can interface them into the General Ledger or Budgeting applications. You can calculate an allocation more than once. For more information, see ["Processing Allocations"](#) on page 55.

Interface Actual Type Allocations

If you have an actual type allocation you will interface the allocations which create the allocation journal entries that will be interfaced in the General Ledger application. Use Journal Posting (GL190) to post the allocations. For more information, see ["Processing Allocations"](#) on page 55.

Interface Budget Type Allocations

If you have a budget type allocation you will interface budget allocations which create the budget allocation entries that will be interfaced in the Budget application. For more information, see ["Processing Allocations"](#) on page 55.

Reports and Listings

Use the various reports and listings to review and maintain your allocations. For more information, see ["Reports and Listings"](#) on page 67.

Chapter 3

Defining Allocation Groups and Allocation Codes

This chapter describes the process for defining allocation groups and allocation codes. These can be set up prior to, or during allocation entry. Each procedure is optional.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 20

The following concepts provide background and conceptual information for the procedures within this user guide.

- ["What Does an Allocation Group Do?"](#) on page 18
- ["What Does an Allocation Code Do?"](#) on page 19

What Does an Allocation Group Do?

An *allocation group* is a group of allocations that you can create to restrict allocations to a specific company, company group, or allocation type. You define an allocation group on Allocation Group (CA00.1) and assign the group when you define an allocation on Allocation (CA10.1) or Allocation Detail (CA10.7). When you assign an allocation group, the allocation is stored in the company or company group you select. You can use allocation groups to:

- Process multiple allocations at the same time. For example, you can select an allocation group to release, calculate and update all allocations in a group.
- Group allocations that should be processed in a specific cycle, such as allocations you want to run every period versus every quarter.
- Group similar allocations, such as, heat, water, and electricity.
- Process one group of allocations before another group of allocations.

What Does an Allocation Code Do?

Allocation codes are an option to allocate to multiple accounting units and companies. The amount allocated is based on fixed statistical values you define. The values are used to calculate a percentage. The total percentage always equals 100 percent. Use an allocation code if you want to allocate amounts based on fixed values, such as, number of employees or department square footage. You define allocation codes on Allocation Code (CA05.1).

Example

Company	Accounting Unit	Value	Percent
4321	501	35	30.9735
4321	502	41	36.2832
4321	503	37	32.7434
Totals		113	100.0000%

Once values are entered, the system calculates the percentage by taking the line value and divide it by the total value.

Company = 501

Line Value = 35 divided by 113

Percent = 30.9735%

Procedures in this Chapter

The procedures in this chapter will focus on the allocation group and allocation code. Each procedure can be performed before or during allocation entry. To learn about total names and compute statements, see "[Entering Advanced Allocations](#)" on page 43.

The procedures below describe the basic prerequisites.

- "[Defining an Allocation Group](#)" on page 20
- "[Defining an Allocation Code](#)" on page 21

Defining an Allocation Group

Use this procedure to define an allocation group. This allows you to assign an allocation to a specific allocation group during allocation entry. Allocation groups allows you to process a group or set of allocations.



Need More Details? Check out the following concepts:

- "[What Does an Allocation Group Do?](#)" on page 18

STEPS To define an allocation group

1. Access Allocation Group (CA00.1).
2. Define an allocation group. Consider the following fields.

Allocation Group	Type a name that will represent the allocation group. For example, monthly, utilities, or salary.
-------------------------	---

Company Group or Company	Optional. Select a company or company group where you want to store the allocation. If you assign a company or group, the allocation is restricted to that company or group.
---------------------------------	--

Allocation Type	Optional. Select the allocation type to determine where amounts are allocated. You can select: All, Actual, Current Year Budget, or Next Year Budget. This allows you to restrict only certain types of allocations within the group.
------------------------	---

– or –

3. Select Multiple Entry to open Allocation Groups (CA00.2). Use this form to define multiple allocation groups at one time.

Related Reports and Inquiries

To	Use
List allocation groups	Allocation Group Listing (CA200)

Defining an Allocation Code

Use this procedure to define allocation codes. These allow you to allocate to multiple accounting units or companies. The amount allocated is based on fixed statistical values defined on this form.



Need More Details? Check out the following concepts:

- ["What Does an Allocation Code Do?"](#) on page 19

STEPS To define an allocation code

1. Access Allocation Code (CA05.1).
2. Select New Code to open Define Allocation Code (CA05.2). Define an allocation code and description. Choose the Add function and exit the form.
3. From Allocation Code (CA05.1) select the allocation code you defined in step 2. Define the allocation parameters. Consider the following fields.

Position To	You can type a company, or an accounting unit where you want to begin an inquiry.
Company	Select the company number you want to allocate to.
Accounting Unit	Select the accounting unit you want to allocate to.
Value	This field determines the percentage allocated to the company and accounting unit. The system calculates the percentage by dividing the line value by the total value. The total percentage always equals 100 percent regardless of what the total values are. For example, 3500 (for the square footage) or 115 (for the number of employees)

Related Reports and Inquiries

To	Use
List allocation codes	Allocation Code Listing (CA205)
Maintain allocation codes from a non-Lawson source	Allocation Code Interface Maintenance (CA60)
Update the List allocation interface codes	Allocation Code Interface (CA160)
List allocation interface codes (from a non-Lawson source)	Allocation Code Interface Listing (CA260)

Chapter 4

Entering Allocations

Allocation entry is the core of the Allocations application. There are three types of allocations and many ways to allocate. For example; allocating from one accounting unit to one account, or from one accounting unit to a range of accounts. This chapter describes the process for entering allocations.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 30

The following concepts provide background and conceptual information for the procedures within this user guide.

- ["What Are The Posting Options?"](#) on page 24
- ["What Is a Source?"](#) on page 26
- ["What Is a Contra Account?"](#) on page 27
- ["Why Use Accounting Unit and Account Overrides?"](#) on page 27
- ["What Are The Different Types of Allocations?"](#) on page 28
- ["What Are The Different Ways To Allocate?"](#) on page 28

What Are The Posting Options?

When entering an allocation, you will need to designate where the funds are originating, the Source, and where the funds are posted from. *Posting options* are used to control the accounting units, accounts, and amount of detail created within an allocation journal entry.

NOTE If you are posting from a contra accounting unit, you may want to use a pool.

There are four posting options. The table below summarizes each option and the impact they have on the journal entry.

Posting Option	Post From	Post To
Consolidate (C)	One detail line is created for the Post From account in the Post From accounting unit	One detail line is created for the Post To account in the Post To accounting unit
Level Detail (L)	One detail line is created for the Post From account for each override accounting unit	One detail line is created for the Post To account for each override accounting unit
Account Detail (A)	One detail line is created for each override account in the Post From accounting unit	One detail line is created for each override account in the Post To accounting unit
Full Detail (D)	One detail line is created for each valid combination of override accounting units and accounts	One detail line is created for each valid combination of override accounting units and accounts

Example

Refer to the following table of accounts and balances for the example below.

Account	101 Corporate	501 Administration	502 Diagnostic	Totals
55000	100	300	500	900
55050	200	600	1000	1800
55100	300	900	1500	2700
55200	400	1200	2000	3600
55250	100	300	500	900
Totals	1100	3300	5500	9900

	Acct Unit	Account	Posting Option
Post From	101	55000	C
Post To	101	55000	L
Override	501 502		

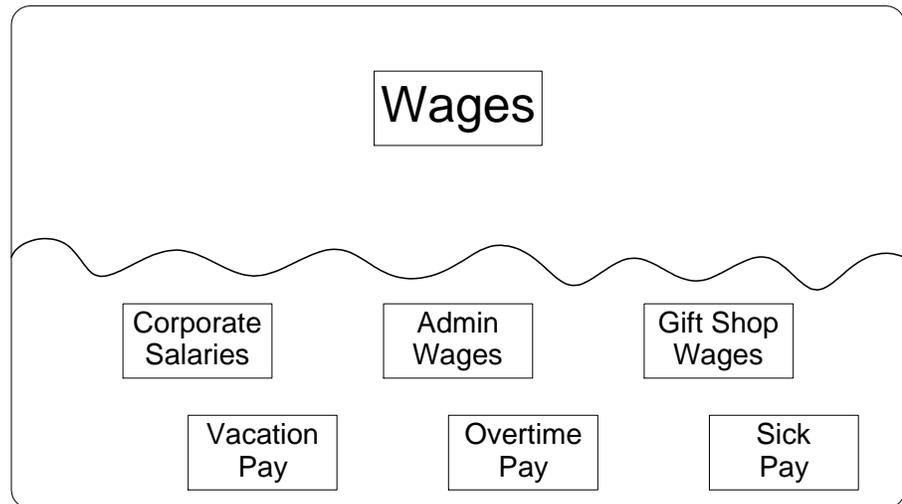
If you select Consolidate for the Post From and Level for the Post To, the result would be a journal entry that contains one accounting unit and one account for the Post From side, and one or more accounting units (levels) and one account for the Post To side.

	Company	Acct Unit	Account	Amount
Post From	4321	101	55000	100.00-
Post To	4321	501	55000	50.00
Post To	4321	502	55000	50.00

What Is a Source?

In General Ledger Allocations, source is the origin of the funds you are allocating to one or multiple accounts. In the diagram below, Wages is the source of funds for multiple accounting units that are used for wages and payroll.

Figure 2. Diagram: Source Pool



Source Hierarchy

The system determines the source, by using the following hierarchy:

1. The system checks to see if there is a compute statement only.
2. The system looks for a pool (accounting unit only).
3. If there are no compute statements and/or pools, the system looks at the override fields of the allocation for Accounting Unit(s), Account(s), or both, to determine the source.
4. If there are no overrides, the system uses the Post From value as the source.

If only partial information is defined in either the compute statement or the override tab, the system will follow the hierarchy to complete the information.

What Is a Contra Account?

A contra account can be used within an allocation to maintain the balance in the original account for reporting and inquiry. If you use a contra account, the amount will appear on the Journal Entry for audit purposes.

Example

If you want to allocate 50 percent from account 41000's balance of \$5000, you can use contra account 42000 to allocate \$2500 while keeping the integrity of account 41000's original balance.

	Account	Posting Option	Percent
Post From	41000	C	.50
Post To	40000	A	
Override	55000		
	55250		

Account Number	Debit Amount	Credit Amount
41000	5000.00	
42000		2500.00
55000	2000.00	
55250	500.00	

Why Use Accounting Unit and Account Overrides?

You use accounting unit overrides or account overrides if you are posting from or posting to multiple accounting units or accounts, or if the source for an allocation includes multiple accounting units or accounts. Whether the accounting units or accounts are used for the post from or post to depends on the posting options you choose.

The application uses the override information before the Post From fields to determine the source of an allocation. If you define only partial information on the Override tabs, the system uses information in the Post From fields.

You can also use accounting unit or account overrides to post to contra accounting units or accounts.

What Are The Different Types of Allocations?

There are three types of allocations:

- Actual allows you to allocate posted General Ledger balances, for example, dollars or units.
- Current Year Budget allows you to allocate amounts between current year budgets. You cannot allocate actual type allocation into a budget.
- Next Year Budget allows you to allocate amounts between next year budgets. You cannot allocate an actual type allocation into a budget.

What Are The Different Ways To Allocate?

The Allocations application has the flexibility to allocate in many different ways, depending on your business needs. The following is a list and brief summary of each.

Basic

Basic allocations allow you to allocate amounts from one or multiple accounting units, a range of accounts, or a range of subaccounts. Posting options you select during allocation entry will control the degree of detail posted to the General Ledger.

Percentage

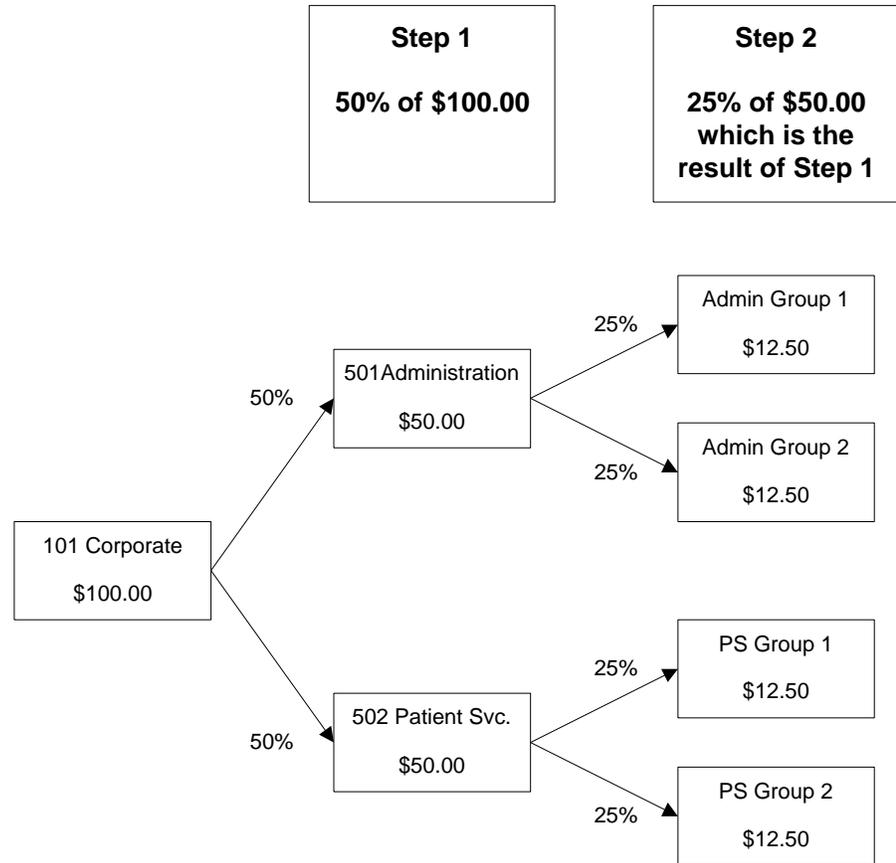
Percentage allocations allow you to transfer a percentage of a source. The percentage can be less than 100% of the source. Which means you can allocate 50% of the source and leave the balance.

Step Value

Step Value allocations are used when a subsequent allocation is dependent on the posted results of a previous allocation step. You assign step values, on Line Detail (CA10.3) or Allocation Detail (CA10.7). The system will process allocation detail lines in step number order. For example, a step value of 1 is processed first. Step value 2 is processed second and includes the results

of step 1. The following diagram depicts a step value allocation for 101 (Corporate) Account # 55250 which has a \$100.00 balance.

Figure 3. Diagram: Step Value Allocation



Intercompany

Intercompany allocations allow you to allocate amounts between two companies. You must define intercompany relationships in Intercompany Relationships (GL25.1) before you create an intercompany allocation.

Budget

Budget allocations allow you to allocate amounts between budgets for the current year or next year budget. The budgets must exist in Budget (FB20.1).

Advanced

For more information, see ["Entering Advanced Allocations"](#) on page 43.

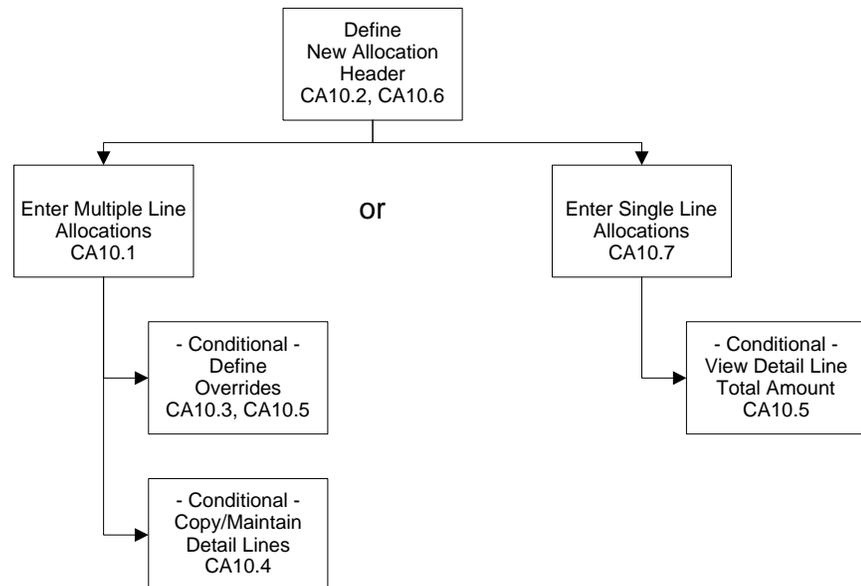
Procedures in this Chapter

The following procedures describe how to enter allocations.

- ["Entering Allocations: An Overview" on page 30](#)
- ["Defining New Allocations" on page 30](#)
- ["Entering Multiple Line Allocations" on page 35](#)
- ["Entering Single Line Allocations" on page 39](#)

Entering Allocations: An Overview

The diagram below describes the procedures needed to enter an allocation.



Defining New Allocations

Each allocation must have a header. Use this procedure to define a header record for a new allocation. When you define an allocation header you include the company the allocation is being created for, the allocation type (Actual, Current Year, or Next Year Budget), and assign an allocation name.

 **Need More Details?** Check out the following concepts:

- ["What Are The Different Types of Allocations?"](#) on page 28
- ["What Are The Different Ways To Allocate?"](#) on page 28
- ["What Is a Contra Account?"](#) on page 27

STEPS To enter an allocation

1. Access Allocation (CA10.1).
2. If you are entering a multiple line allocation, select New Allocation to access Define Allocation (CA10.2). If you are entering a single line allocation, select Single to access Allocation Detail (CA10.7). Then select New Allocation to access Define Allocation (CA10.2).
3. On the Main tab, define the company, type, and allocation. Consider the following fields.

Company	Type or select the company number you are defining allocation detail for.
Type	Select the allocation type to indicate where funds will be allocated. You can choose from Actual, Current Year Budget, or Next Year Budget.
Allocation	Type a name that will identify the allocation and a description. NOTE The allocation name must be unique.
Allocation Group	Optional. You can type or select an allocation group. For more information, see "Defining Allocation Groups and Allocation Codes" on page 17.
Step Value	Optional. This field determines when an allocation detail line is processed. Lower steps are processed before higher steps. For more information, see "Step Value" on page 28.
Auto Zero Percent	Select No if you don't want the system to zero out allocation percentages after you transfer allocations to the General Ledger system. Select Yes if you do want the system to zero out percentages.

Contra Account Optional. You can use a contra account to retain the integrity of your original data. The accounting unit you type here will replace the data in the From Accounting Unit field when you run Allocation Calculation (CA110).

If you use a contra account, the amount will appear on the Journal Entry for audit purposes. For more information, see ["What Is a Contra Account?"](#) on page 27.

You can also post to contra account(s) based on the posting option and the overrides that you choose. For more information, see ["Why Use Accounting Unit and Account Overrides?"](#) on page 27.

4. If you selected Actual in the Type field, select the Actual Type tab.
5. Define an actual type allocation. Begin with the Journal Entry tab. Use this tab to define journal entry information such as, the number, type of journal entry, source code, and journal book. Consider the following fields.

Journal Entry, Type

Type the journal entry number you want to assign to the allocation. (This journal entry number is used when interfacing the allocations to General Ledger. You can view this number on Journal Control (GL45.1) after the allocation is interfaced.)

NOTE The journal entry number must be a unique number within the company.

Select the type of journal entry associated with the allocation: Normal or Intercompany. If you leave this field blank, Normal defaults.

NOTE You must define intercompany relationships in Intercompany Relationships (GL25.1) before you create an intercompany allocation.

Source

Optional. Type or select the source code. A source code is a two character code that identifies where transactions are created within a system.

Apply User Analysis

Optional. Select where you want to apply the user analysis: Both Sides of the allocation, Post To Accounts, or Post From Accounts.

When you interface, the program creates transactions in the General Ledger and Strategic Ledger applications.

Apply Activity	Optional. Select where you want the transaction type applied to the activity: Both Sides of the allocation, Post To Accounts, and Post From Accounts. When you interface, the program creates transactions in the Project Accounting and General Ledger systems.
Base Zone	Optional. If you use zone balancing, type or select the base zone. The zone you select in this field overrides the zone defined in Company (GL10.1). The company base zone defaults.
Reference	Optional. Reference is a user-defined field used to track transactions.
Journal Book	Optional. Type or select a journal book number. A journal book is used to group allocation transactions.

6. Select the Valid Periods tab to define the start and ending periods you want to post transactions in, and which periods you want them processed in. Consider the following fields.

Start Period Year	Enter the beginning period and year you want to post transactions in.
End Period Year	Enter the ending period and year you want to post transactions in.
Posting Day	Select the day you want to post transactions. If you leave this field blank, the period end date defined for the company in Company (GL10.1) defaults.
Select Periods	The periods you want the allocation to be processed in.

7. Select the Attributes tab to assign up to three transaction attribute values in the allocation. The transaction attributes you can select values from are defined by on Source Code (GL05.1). Consider the following fields.

Source Code	Type or select the source code. A source code is a two character code that identifies where transactions are created within a system. This defaults from the Journal Entry tab. If a source code is entered here, the Journal Entry Source Code value is populated with the same value.
--------------------	--

Apply To	Select where you want the transaction type applied to the activity: Both Sides of the allocation, Post To Accounts, and Post From Accounts. When you interface, the program creates transactions in General Ledger, and if activity is populated, Project Accounting.
-----------------	--

Attribute Value	Type or select up to three transaction attribute values you want to include in the allocation.
------------------------	--

8. If you selected Budget in the Type field on the Main tab. Select the Budget tab. Type or select the budget number you want to allocate from. This must be a valid budget in Budget (FB20).
9. Choose the Add form action to add the allocation record. The system will return you to the original Allocation form, either Allocation (CA10.1) or Allocation Detail (CA10.7).

STEPS To define an allocation by copying

1. Access Define Allocation (CA10.2). Select Copy to open Allocation Copy (CA10.6).
2. Copy an allocation. Consider the following fields.

Company	Type or select the company number you are copying from.
----------------	---

New Allocation	Select the type of the allocation you want to create, Actual, Current Year Budget, or Next Year Budget.
-----------------------	---

Type a name and description that identifies the new allocation you are creating.

NOTE If you leave the description field blank, the description from the Existing Allocation Description field defaults.

New Allocation Group	Optional. You can type or select an allocation group.
-----------------------------	---

Main tab	Use this to define required information for all allocations.
-----------------	--

Actual Type tab	Use this to define an Actual type allocations.
------------------------	--

Budget Type tab	Use this to define Current Year or Next Year Budget type allocations.
------------------------	---

Related Reports and Inquiries

To	Use
List allocation header records	Allocation Control Listing (CA215)

Entering Multiple Line Allocations

Once the header record is defined, you must create the allocation detail lines. You can do this using a speed entry form or a single line form. This procedure describes how to enter allocations using the speed entry form, Allocation (CA10.1). Each form creates allocations the same way, they only appear different. You can also create allocations using the single line form. For more information, see ["Entering Single Line Allocations"](#) on page 39.



Need More Details? Check out the following concepts:

- ["What Are The Posting Options?"](#) on page 24
- ["What Is a Source?"](#) on page 26
- ["What Are The Different Types of Allocations?"](#) on page 28
- ["What Are The Different Ways To Allocate?"](#) on page 28
- ["What Is a Contra Account?"](#) on page 27
- ["Why Use Accounting Unit and Account Overrides?"](#) on page 27

STEPS To enter multiple line allocations

1. Access Allocation (CA10.1).
2. Define multiple detail lines for the allocation. Detail lines determine the allocation amount along with the post-to and post-from accounts. Consider the following fields.

From, Account

Type or select the accounting unit, account, and subaccount you want amounts allocated From.

Whether this information is used for the Post From side of the allocation depends on the posting option you select.

NOTE If you select override accounting unit information, the program overrides this field when determining the source of the allocation.

From, Post	<p>Select one of the following Post From options. This is the allocation amount that is created when you post.</p> <p>Consolidate creates one transaction line for the From Accounting Unit and Account fields.</p> <p>Level Detail creates as many transaction lines as there are unique accounting units in the From Accounting Unit override fields.</p> <p>Account Detail creates as many transaction lines as there are unique accounts and subaccounts in the override information.</p> <p>Full Detail creates as many transaction lines as there are unique accounting unit, account, and subaccount combinations in the override information.</p> <p>For more information, see "What Are The Posting Options?" on page 24.</p>
To Company	<p>Select the company number you are allocating to. If you leave this field blank, the post-from company defaults.</p> <hr/> <p>NOTE If you select a company and accounting unit, leave the Allocation Code field blank.</p>
To, Account	<p>Type or select the accounting unit, account, and subaccount you want amounts allocated To.</p> <p>Whether this information is used for the Post To side of the allocation depends on the posting option you select.</p> <hr/> <p>NOTE If you select a post-to company and accounting unit, leave the Allocation Code field blank.</p>

To, Post

Select one of the following Post To options. This is the allocation amount that is created when you post.

Consolidate creates one transaction line for the To Accounting Unit and Account fields.

Level Detail creates as many transaction lines as there are unique accounting units in the To Accounting Unit override fields.

Account Detail creates as many transaction lines as there are unique accounts and subaccounts in the override information.

Full Detail creates as many transaction lines as there are unique accounting unit, account, and subaccount combinations in the override information.

For more information, see ["What Are The Posting Options?"](#) on page 24.

3. Optional. Click the Pool link to access Allocation Pool (CA10.8). Use this form to define the source of the allocation. A source can be a pool.
4. Optional. Click the Driver link to access Allocation Driver (CA10.9). Use this form to indicate how the allocation is split.
5. Optional. Click the More link to access Line Detail (CA10.3). Use this form to define override information for an allocation detail line. The posting options you select on Allocation (CA10.1) determines how the system uses the override information. Consider the following tabs.

Acct Unit Override Use this tab to define override values for the From Accounting Unit field. You can select individual accounting units, an accounting unit list, or a level group.

Account Overrides Use this tab to define override values for accounts. You can select a chart of accounts and summary account, an account range, an account group, a subaccount range, or a subaccount group.

Miscellaneous Use this tab to assign values to miscellaneous allocation detail, including user analysis, activity, account category, step, auto reversal, and transaction type.

6. Repeat the steps above until you have completed the allocation you want to define.

Options for Entering Multiple Line Allocations

Line Copy (CA10.4) lets you to move, copy, delete, or transfer allocation detail lines. You can also copy lines between two different allocations.

IMPORTANT Allocation lines must be in an unreleased status before you can move, copy, delete, or transfer them.

1. Access Allocation (CA10.1). Select Line Copy to open Line Copy (CA10.4).
2. Select which action you want to perform. Consider the following fields.

Line	Type or select the beginning line number in this field. You can copy a specific range of line numbers.
Insert at Line	If you want to insert a line, type or select the line number you want to insert an allocation detail line after. The inserted line cannot be within the line number range. If you leave this field blank, lines are inserted at the end of the allocation.
Increment Lines By	You can increment lines by a value other than the default of 1. For example, you can select 5, which will allow you to insert lines 1-4 later.
Company	Type or select the company number you are copying detail lines from.
Type	Type or select the allocation type you want to copy, Actual, Current Year Budget, Next Year Budget.
Allocation	If you want to copy lines, type or select the allocation you want to copy lines from.

Related Reports and Inquiries

To	Use
List allocations defined	Allocation Edit Listing (CA210)
Compare detail lines for two different type of allocations	Allocation Comparison (CA240)
List the affect of allocation transactions not interfaced on the General Ledger	Allocation Ledger (CA290)

Entering Single Line Allocations

Once the header record is defined, you need to create the allocation detail lines. You can do this using a speed entry form or a single line form. This procedure describes how to enter allocations using the single line form, Allocation Detail (CA10.7). Each form creates allocations the same way, they only appear different. You can also create allocations using the speed entry form. For more information, see ["Entering Multiple Line Allocations"](#) on page 35.



Need More Details? Check out the following concepts:

- ["What Are The Posting Options?"](#) on page 24
- ["What Is a Source?"](#) on page 26
- ["What Are The Different Types of Allocations?"](#) on page 28
- ["What Are The Different Ways To Allocate?"](#) on page 28
- ["What Is a Contra Account?"](#) on page 27
- ["Why Use Accounting Unit and Account Overrides?"](#) on page 27

STEPS To enter single line allocations

1. Access Allocation (CA10.1).
2. Select Single to access Allocation Detail (CA10.7), Basic Allocation tab.
3. Define a single detail line for the allocation. Detail lines determine the allocation amount along with the post-to and post-from accounts. Consider the following fields.

Line	Optional. You can type or select the detail line you want to define allocation information for. Type a journal entry description for the journal entry the allocation creates. You assign a journal entry using the New Allocation link.
Allocate From: Accounting Unit, Account, and Subaccount	Type or select the accounting unit, account, and subaccount you want amounts allocated From. NOTE If you select override accounting unit information, the program overrides this field when determining the allocated amount.

Allocate From: Posting Option	Select one of the following Post From options. This is the allocation amount that is created when you post.
	Consolidate creates one transaction line for the From Accounting Unit and Account fields.
	Level Detail creates as many transaction lines as there are unique accounting units in the From Accounting Unit override fields.
	Account Detail creates as many transaction lines as there are unique accounts and subaccounts in the override information.
	Full Detail creates as many transaction lines as there are unique accounting unit, account, and subaccount combinations in the override information.
	For more information, see "What Are The Posting Options?" on page 24.
Allocate To: Company	Select the company number you are allocating to. If you leave this field blank, the post-from company defaults.
	NOTE If you select a company and accounting unit, leave the Allocation Code field blank.
Allocate To: Accounting Unit	Type or select the accounting unit you want amounts allocated To.
	NOTE If you select a post-to company and accounting unit, leave the Allocation Code field blank.
Allocate To: Account, Sub Account	Type or select the account, and subaccount you want amounts allocated To.
	NOTE If you select a post-to company and accounting unit, leave the Allocation Code field blank.

**Allocate To:
Posting Option**

Select one of the following Post To options. This is the allocation amount that is created when you post.

Consolidate creates one transaction line for the To Accounting Unit and Account fields.

Level Detail creates as many transaction lines as there are unique accounting units in the To Accounting Unit override fields.

Account Detail creates as many transaction lines as there are unique accounts and subaccounts in the override information.

Full Detail creates as many transaction lines as there are unique accounting unit, account, and subaccount combinations in the override information.

For more information, see ["What Are The Posting Options?"](#) on page 24.

4. Optional. Click the Pool link to access Allocation Pool (CA10.8). Use this form to define the source of the allocation. A source can be a pool.
5. Optional. Click the Driver link to access Allocation Driver (CA10.9). Use this form to indicate how the allocation is split.
6. Access the Acct Unit Override tab to define override values for the From Accounting Unit field. You can select individual accounting units, an accounting unit list, or a level group.
7. Access the Account Override tab to define override values for accounts. You can select a chart of accounts and summary account, an account range, an account group, a subaccount range, or a subaccount group.
8. Access the Miscellaneous tab to assign values to miscellaneous allocation detail, including user analysis, activity, account category, step, auto reversal, and transaction type.
9. Click the Calculate link to access Allocation Calculation (CA10.5). Use this to view an allocation detail line total amount.

Related Reports and Inquiries

To	Use
List allocations defined	Allocation Edit Listing (CA210)
Compare detail lines for two different type of allocations	Allocation Comparison (CA240)
List the affect of allocation transactions not interfaced on the General Ledger	Allocation Ledger (CA290)

Chapter 5

Entering Advanced Allocations

You can use computed allocations as an alternative method for creating allocations. You can create total names and compute statements, which become custom formulas that define the percentages you want to allocate.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 48

The following concepts provide background and conceptual information for the procedures within this user guide.

- ["What are Total Names Used for?"](#) on page 44
- ["What is the Data Dictionary?"](#) on page 44
- ["What is a Compute Statement?"](#) on page 45
- ["What is a Level Group?"](#) on page 46

What are Total Names Used for?

A total name is used to obtain account and accounting unit balances for use in compute statements or ratios. You define a total name to identify any combination of accounting unit, account, or subaccount balances for a company, company group, level group, accounting unit list, or total range as if they were one amount. Defining a total name is important because you cannot use account or accounting unit ranges in a compute statement. For example, you can assign the name SALES to group sales accounts so that the total value of sales can be used in a calculation.

** You can use the total names that you define in the Allocations, Budgeting, Ratio Analysis, Project Accounting, Lease Management applications.

IMPORTANT You must define a total name before using it in a compute statement.

You use a total name in a compute statement with a data dictionary name that has a TOT suffix. For example, if you create a SALES total name and you want to include the current period total for it in a compute statement, the data dictionary name is CPTOT(SALES). CP identifies the current period, TOT identifies that a total name is specified, and SALES is the total name. For more information, see ["What is the Data Dictionary?"](#) on page 44. For more information, see ["What is a Compute Statement?"](#) on page 45.

You have the option to select either amount, unit, currency, or budget values to create the total.

What is the Data Dictionary?

TIP For a complete list of data dictionary names, run Data Dictionary Listing (RW205) in the Report Writer application

The data dictionary is a set of Lawson pre-defined names that are used to access information in General Ledger for use in Allocations. Data dictionary names provide a shortcut, or simplified way to request information you want to include in the columns of a report. For example, if you select CPBUD, the system retrieves current period budget amounts to include in your report. Select CYDAMT to include current year-to-date actual amounts. For more details about the data dictionary, see the *Report Writer User Guide*.

Examples of Data Dictionary Names

Data Dictionary Name	Description
CPAMT	Current Period Amount
PPBUD	Previous Period Budget
CYDBUN	Year to Date Budget Units

Parameters

TIP When you select data dictionary names, you can use Drill Around to see the optional parameters allowed.

Most data dictionary names accept parameters. These parameters identify more specifically what data is to be retrieved. Parameters attached to a data dictionary name are unique from and operate in addition to any compute parameters you define and use with a compute statement.

Name	Description	Parameters
CPAMT	Current Period Amount	This variable accepts optional accounting unit parameters. CPAMT(111) Current period amount for accounting unit (111)

What is a Compute Statement?

A compute statement is an equation consisting of Lawson data dictionary names, total names, operation symbols, and numeric values that allow you to create customized calculation formulas. To create a compute statement you must:

- Define a Compute Statement
 - Define the Allocation
- ** You can use the compute statements that you define in the Allocations, Budgeting, Ratio Analysis, Project Accounting, Lease Management applications.

The following is an example of a compute statement.

Allocation	Compute Statement	Explanation
To create one allocation line for each accounting unit.	CPTOT(SALES),@TOAU/ CPTOT(SALES)*CPAMT	<p>CP represents current period</p> <p>TOT indicates a total name</p> <p>SALES is the total name</p> <p>@TOAU represents the accounting unit defined on the TO side of the allocation</p> <p>/ represents divide</p> <p>* represents multiply</p> <p>CPAMT represents current period amount (it comes from Post From and accounting units in a pool, if used)</p>

What is a Level Group?

A *level group* is a group of levels ranges (variable level addresses) used to select ranges of accounting units. Although a level group can include sequential or non-sequential ranges, they are most appropriate when you want to select ranges that are non-sequential. For example, you can use a level group to create a group for accounting unit overrides or an allocation pool.

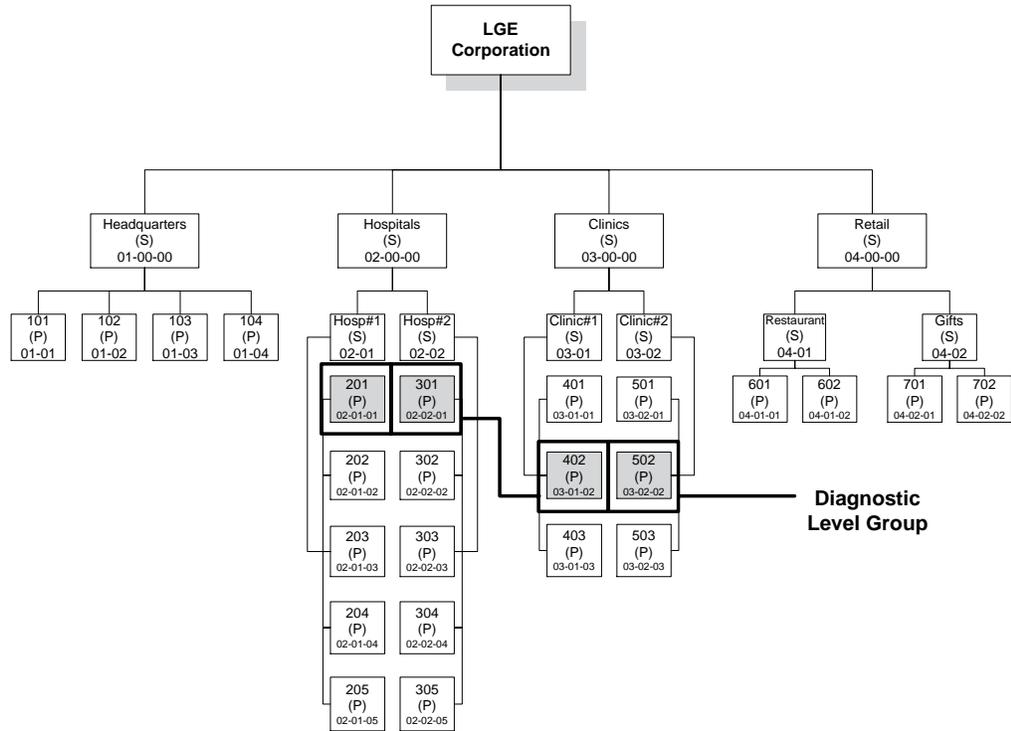
Example

LGE wants to create reports for just the Diagnostic departments in their clinics and hospitals. They will use these accounting units to help define the source

for an allocation. To accomplish this, they have defined a level group with just those departments, which includes the following accounting units:

- 201 Diagnostics-Grove
- 301 Diagnostics-River Bend
- 402 Diagnostic Svces-Pleasanton
- 502 Diagnostic Svces-Springfield

Figure 4. Illustration: Defining a Diagnostic level group for LGE



Procedures in this Chapter

You can define total names and create compute statements which let you perform computed allocations. Use the following procedures to create advanced allocations.

- ["Defining a Total Name" on page 48](#)
- ["Creating a Compute Statement" on page 50](#)
- ["Defining a Level Group" on page 52](#)
- ["Defining Computed Allocations" on page 53](#)

Defining a Total Name

Use this procedure to define a total name for use in a compute statement. A total name is a user-defined name that identifies any combination of accounting unit, account, or subaccount balances for a company, company group, level group, accounting unit list, or total range as if they were one amount.



Need More Details? Check out the following concepts:

- ["What are Total Names Used for?" on page 44](#)

STEPS To define a total name

TIP When you define a total name, you do not need to create a new total name for each fiscal year. The system stores totals by fiscal year. When you use a total name in a new fiscal year, the application automatically creates the total name for that new year and generates a new balance.

1. Access Total Names (RW70.1).
2. Define a total name to be used in a compute statement. Consider the following fields.

Year	Type the fiscal year you are defining a total name for.
-------------	---

Total Name, Description	Type or select a name and description that you want to identify as the total name.
--------------------------------	--

3. On the Main tab, define the basic total name parameters. Consider the following fields.

Folder	Type or select a folder you want to store total names in. You can define folders in Folder (RW01.1).
---------------	--

Type	Type or select how totals are accumulated. You can select Amounts, Units, Currency, Budget Amounts, Budget Units, or Reporting Currency.
-------------	--

Currency	You can type or select a currency code you want to calculate the total name in.
-----------------	---

Budget	If you are calculating a total of budget information, you can type or select the budget number.
---------------	---

Ledger

If the Total Name applies to one or more ledger companies, select a ledger in this field. The ledger must be defined on Ledger Setup (ML10.1) and it must be associated with any company or companies you select for the Total Name.

4. Optional. On the Main tab, you can select Calculate to open Total Value (RW70.2). Use this form to calculate and inquire total name values for each period and year, and review them for accuracy.
5. Choose the Single Ranges tab.
6. Use this tab to define a total name that includes a single range of companies and up to four accounting units. Consider the following fields.

Account Units

Use this tab to define accounting unit information for the total name. Choose from the following fields:

- Company
- Accounting Unit
- or –
- Company Group
- Account Unit List
- Level Group

NOTE If you select an accounting unit, leave the Accounting Unit List field blank.

Accounts

Use this tab to define additional account information for the total name. Choose from the following fields:

- Chart of Account
- Summary Account
- or –
- Account List
- Major Account Range
- Account Group
- Subaccount
- Subaccount Group

NOTE If you select an account range, leave the Account Group field blank. If you select a subaccount leave the Subaccount Group blank.

– or –

7. Choose the Multiple Ranges tab to define a total name that includes multiple ranges. A total range includes a company group, an accounting unit list, a level group, an account group, subaccount ranges, or a subaccount group.

Creating a Compute Statement

Use this procedure to define a compute statement. A compute statement is an arithmetic equation consisting of Lawson data dictionary names, total names, and operation symbols that allow you to create customized calculation formulas.

STOP If you are using a total name in your compute statement, you must first define a total name on Total Names (RW70.1) For more information, see "[Defining a Total Name](#)" on page 48.

 **Need More Details?** Check out the following concepts:

- ["What are Total Names Used for?"](#) on page 44
- ["What is a Compute Statement?"](#) on page 45

STEPS To create a compute statement

1. Access Compute Statement (RW50.1).
2. Define a compute statement. Consider the following fields.

Compute, Compute Description	Type or select the name and description of the compute statement you are defining.
Folder	Type or select the folder where you want to store the compute statement.
Compute Line	<p>Type the calculation formula for the compute statement. Compute statements are arithmetic equations consisting of data dictionary names and operation symbols. Valid operation symbols are:</p> <ul style="list-style-type: none"> • + for addition • - for subtraction • * for multiplication • / for division • ** for exponents • ABS for absolute values <p>Considerations before constructing a compute statement:</p> <ol style="list-style-type: none"> 1. Data dictionary items can be given parameters such as periods, column numbers, budget numbers, total names, and accounting unit overrides. 2. You can use parentheses to determine the order of operations within arithmetic equations. 3. You can define a maximum combination of 40 numbers and data dictionary items for each formula. For example, the compute statement (CPBUD*CPAMT) / 100 is equivalent to three. Any item preceding or following an operation symbol counts as one element.
Select Usage, list	Select which applications you want to use the compute statement in.

Related Reports and Inquiries

To	Use
List all compute statements.	Compute Listing (RW250)

Defining a Level Group

Use this procedure to define a level group. A level group is a group of levels ranges used to select ranges of accounting units.



Need More Details? Check out the following concepts:

- ["What is a Level Group?"](#) on page 46

STEPS To define a level group

NOTE Any group name must be unique. For example, you cannot have a level group and an account group with the same name.

NOTE The maximum number of ranges you can have in any group is 999.

1. Access Level Group (RW40.1)
2. Select New Group to access Define Level Group (RW40.6). Use this form to type a new level group name, type a description of the group, assign a folder, and, optionally, identify the person responsible for the level group. You can select Copy to open Group Copy (RW40.5). Use this form to create a new level, account, or subaccount group by copying an existing one.
3. When you add the new group, you are returned to Level Group (RW40.1). Use this form to define the ranges to include in the group. Consider the following fields.

Company

Select the company number for which you want to define a level group. You can select a range of companies, but all companies in the range must have the same variable structure.

Level

Select the level ranges you want to include in the level group.

4. If you want to preview the level group you just defined, or all account and subaccount groups, select Preview.
5. Optionally, select Acct Group to open Account Group (RW40.3). Use this form to define a group of sequential or non-sequential account ranges.
Select Sub Group to open Subaccount Group (RW40.4). Use this form to define a group of sequential or non-sequential subaccount ranges.

Related Reports and Inquiries

To	Use
List level group, account group, or subaccount group	Group Listing (RW240)

Defining Computed Allocations

Use this procedure to define an allocation that uses a compute statement. This will allow you to calculate the how the source for an allocation is split based on the custom formula previously defined.



Need More Details? Check out the following concepts:

- ["What are Total Names Used for?"](#) on page 44
- ["What is a Compute Statement?"](#) on page 45

STEPS To define computed allocations

1. Access Allocations (CA10.1), or select Single to access Allocation Detail (CA10.7).
2. Define the multiple or single line allocation.
3. Choose the Detail link to access Allocation Driver (CA10.9).
4. In the Compute field, type or choose a compute statement.

Related Reports and Inquiries

To	Use
List allocations defined	Allocation Edit Listing (CA210)
Compare detail lines for two different type of allocations	Allocation Comparison (CA240)
List the affect of allocation transactions not interfaced on the General Ledger.	Allocation Ledger (CA290)

Chapter 6

Processing Allocations

You must process allocations before you can interface them to the General Ledger or Budget application. This chapter describes how to process allocations.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 59

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What are Allocation Controls Used for?"](#) on page 56
- ["What Happens When I Calculate Allocations?"](#) on page 58

What are Allocation Controls Used for?

Allocation controls allow you to:

- Release and view multiple allocations for calculation
- Backpost post an allocation already transferred to the General Ledger by period. For example, if you are currently in period 6, you can backpost post allocations for period 4.
- Re-Allocate an allocation that was not properly allocated originally, but has already been interfaced.

The allocation name, allocation type, step value, last posted period and year, and status display. The following table describes the six types of allocation statuses.

Ready	Indicates the allocation is not calculated or processed for the current period, but the current period is in the valid date range and is selected for processing.
Calculated	Indicates the allocation was calculated using Allocation Calculation (CA110) and transactions exist. You must run Allocation Interface (CA190) or Budget Allocation Interface (CA195) to transfer allocation transactions to the General Ledger system.
Processed	Indicates the allocations were transferred to the General Ledger system. The last processed period that displays is the same as the current period. Once you run Allocation Interface (CA190) or Budget Allocation Interface (CA195), the allocation cannot be recalculated using the same journal entry number.
No Detail	Indicates the allocation header is defined, but no detail lines are assigned to the allocation.
Unselected	Indicates the current period is not one of the periods chosen for processing. Select periods by accessing the Valid Periods tab on Define Allocation (CA10.2), Actual Type tab.
Out of Range	Indicates the current period is not within the beginning and ending date range. Select the beginning and ending date by accessing the Valid Periods tab on Define Allocation (CA10.2), Actual Type tab.

What Happens When I Calculate Allocations?

When you run Allocation Calculation (CA110), the program creates allocation transactions based on the criteria defined in each allocation line. These transactions are batched together in a file to be used during the allocation interface procedures.

The program can be run for one released allocation, all released allocations, or all released allocations that were assigned to an allocation group.

If the results of the calculations are not what you expect, unrelease the allocation, make the appropriate changes, release the allocation, then run Allocation Calculation (CA110) again.

When the desired results are achieved, you must interface the transactions to update the General Ledger system. For more information, see ["Interfacing Actual Type Allocations"](#) on page 62. For more information, see ["Interfacing Budget Type Allocations"](#) on page 64.

Procedures in this Chapter

The following procedures describe how to process allocations. You will maintain, release, and calculate the allocations you entered. Then you will interface them into the General Ledger or Budget applications, and, optionally, close the period.

- ["Processing Allocations: An overview" on page 59](#)
- ["Releasing Allocations" on page 59](#)
- ["Calculating Allocations" on page 60](#)
- ["Re-Allocating and Adjusting Allocations" on page 62](#)
- ["Interfacing Actual Type Allocations" on page 62](#)
- ["Interfacing Budget Type Allocations" on page 64](#)
- ["Closing the Allocation Period" on page 64](#)
- ["Backposting Allocations" on page 65](#)

Processing Allocations: An overview

You maintain, release, and calculate allocations you enter. Then you interface the allocations into General Ledger or Budget application, and optionally, close the period. The following diagram provides an overview of processing allocations.

Releasing Allocations

You must release allocations before you can calculate and interface them to the General Ledger or Budget applications. This can be done on Allocations (CA10.1) or Allocation Controls (CA15.1).



Need More Details? Check out the following concepts:

- ["What are Allocation Controls Used for?" on page 56](#)

STEPS To release allocations

1. Access Allocations (CA10.1).
 2. After you have defined the allocation(s) choose the Release form action.
- or –
1. Access Allocation Control (CA15.1).
 2. Type or Select the company. Select the Inquire form action.
 3. Select the Release line action for each line you want to release for calculation.

Calculating Allocations

After the allocations have been released you can calculate them. You can run the program, Allocation Calculation (CA110), as many times as needed to get the results you want.

If the results are not what you expect, you can unrelease and maintain the allocation in Allocation (CA10.1) or Allocation Detail (CA10.7). Once you make corrections, release the allocations and rerun this program.



Need More Details? Check out the following concepts:

- ["What Happens When I Calculate Allocations?"](#) on page 58

STEPS To calculate allocations

1. Access Allocation Calculation (CA110).
2. Type a job name and description.

IMPORTANT It is very important to view and edit this report before interfacing allocations. This procedure can be done repeatedly until the results are what you want.

3. Define the parameters of which allocations you want to calculate. Consider the following fields.

Company Enter or select the company number you are calculating allocations for.

NOTE If you select a company, leave the Company Group field blank.

Company Group Enter or select a company group you are calculating allocations for. A company group represents one or more companies.

NOTE If you select a company group, leave the Company field blank.

Type Required. Type or select the type of allocations you are calculating; Actual, Current Year Budget or Next Year Budget.

Period Optional. Type or select a specific period to calculate allocations in. If you leave this field blank, the current period defaults.

Fiscal Year Optional. This field displays the year you selected when you defined the allocation header information on Define Allocation (CA10.2) for the company. You can type a different year.

Step	Optional. You can calculate allocations for a specific range of step values. Type the beginning step value and the ending step value. If you leave this field blank, all step values are included.
Period Budget	Optional. You can calculate budget type allocations in a specific period range. Type or select the beginning period and the ending period. If you leave this field blank, all allocations are calculated within your company.
To Budget	Optional. If you selected a budget type allocation in the Type field, choose a budget number to allocate to. If you leave this field blank, amounts or units are allocated to the budget defined on Define Allocation (CA10.2).
From Original Budget	Optional. If you selected a budget type allocation in the Type field, indicate if its from original budget by choosing Yes or No.
Print Report	Select whether to print the report or not. The default is Yes.
Print Option	Optional. This field determines how the report is organized. Select: <ul style="list-style-type: none"> • Summary, which does not include posting options or override information • Detail, which includes all transaction detail line information.
Print Blank Lines	Optional. Select whether you want to include lines with zero amounts. The default is No.
Allocation	Optional. Type or select a specific allocation to calculate. If you leave this field blank, all allocations for the selected company, type, period, and fiscal year are calculated. <p>NOTE If you select an allocation, leave the Allocation Group field blank.</p>
Allocation Group	Optional. Type or select an allocation group to calculate. <p>NOTE If you select an allocation group, leave the Allocation field blank.</p>

Related Reports and Inquiries

To	Use
To view the affect in the general ledger accounts	Allocation Ledger (CA290)

Re-Allocating and Adjusting Allocations

Sometimes allocations may need to be re-allocated or adjusted. For example, all the expenses may not have been updated prior to posting an allocation or the allocation was not calculated properly and needs to be edited. Below is a summary of what steps are needed to re-allocate and adjust your allocations.

1. Unrelease, then delete the General Ledger Journal Entry on Journal Control (GL45.1). To learn more about Journal Entries, see the *General Ledger User Guide*.
2. If the allocation was incorrect because the GL account balances were accurate. Prior to calculating the allocation, use the appropriate programs to correct the balances.

– or –

If the allocation was incorrect because it wasn't set up properly, use Allocation (CA10.1) or Allocation Control (CA15.1) to Unrelease the allocation and make the appropriate changes.

3. Unrelease the allocation. Use Allocation Control (CA15.1) and assign an override journal number.
4. Release the allocation. For more information, see ["Releasing Allocations"](#) on page 59.
5. Calculate the allocation. For more information, see ["Calculating Allocations"](#) on page 60.
6. Interface the allocation. For more information, see ["Interfacing Actual Type Allocations"](#) on page 62. For more information, see ["Interfacing Budget Type Allocations"](#) on page 64.

Interfacing Actual Type Allocations

After you calculate Actual type allocations, you will need to interface them to the General Ledger. Account balances are not updated until you run Journal Posting (GL190), which is a part of the normal general ledger posting cycle.

This procedure interfaces all allocations that were calculated during the last run of Allocation Calculation (CA110).

IMPORTANT You can only transfer an allocation assigned to a journal entry once a month. If you want to transfer an allocation more than once a month, you must assign the allocation a different journal entry number in Allocation Control (CA15.1).

STEPS To interface actual type allocations

NOTE If you calculated released allocations by company, company group, or allocation group; you must run CA190 by the same company, company group, or allocation group.

1. Access Allocation Interface (CA190).
2. Type a job name, description, and parameters to interface allocations. Consider the following fields.

Company	Type or select the company number you are transferring actual type allocations for.
----------------	---

NOTE If you select a company, leave the Company Group field blank.

Company Group	Type or select a company group you are transferring allocations for.
----------------------	--

NOTE If you select a company group, leave the Company field blank.

Period	Optional. Type or select a specific period to transfer allocations in. If you leave this field blank, the current period defaults.
---------------	--

Fiscal Year	Optional. This field displays the year you selected when you defined allocation header information on Define Allocation (CA10.2) for the company. You can type a different year.
--------------------	--

Print Report	Select whether to print the report or not. The default is Yes.
---------------------	--

Print Comments	Select whether to print comments assigned to allocations. The default is No.
-----------------------	--

Print Attributes	Select whether to print transaction attribute values assigned to allocations. The default is No.
-------------------------	--

Print User Analysis	Select whether to print user analysis fields. The default is No.
----------------------------	--

Allocation Group	Optional. Type or select an allocation group to transfer to the General Ledger system.
-------------------------	--

3. Run Journal Posting (GL190) to update account balances. This can be done through the normal General Ledger processes.

Interfacing Budget Type Allocations

After you calculate Budget type allocations, you will need to interface them to the Budget application. The budget allocations transfer in the form of debits and credits, which result in additions or subtractions from the existing budget. This procedure interfaces all allocations that were calculated during the last run of Allocation Calculation (CA110).

STEPS To interface budget allocations

1. Access Budget Allocation Interface (CA195).
2. Type a job name and description.
3. Run the program for a company or a company group.

Closing the Allocation Period

If you selected Closing Control on System Control (GL01.1), you will need to close the allocation period before General Ledger can be closed. Running the program indicates to the system that the Allocations application has been closed.

STEPS To close the allocation period

1. Access Allocation Closing (CA199).
2. Identify your job and description.
3. Run the program for a company or a company group.

Backposting Allocations

Sometimes you may need to backpost post allocations already interfaced to the General Ledger. Meaning if you are currently in period six, you have the option to post back to period four.



Need More Details? Check out the following concepts:

- ["What are Allocation Controls Used for?"](#) on page 56

STEPS To backpost post allocations

1. To backpost post allocations, access Allocation Control (CA15.1).
2. Type or Select the company. Select the Inquire form action.
3. Select the Unrelease line action on the allocation you want to backpost. Next, select the Change form action to Unrelease the allocation.
4. Enter the override and backpost information. Consider the following fields.

Override Journal Type	Type an override journal entry number. This overrides the one you defined in Define Allocation (CA10.2).
------------------------------	--

**Backpost Per,
Year**

5. Select the Change form action again. Then select the Release line action.

Chapter 7

Reports and Listings

There are a handful of pre-defined listings and reports to analyze your allocations. This chapter includes the reports available to you with a brief description of each. It will also cover how to use the drill around function to retrieve your data.

Concepts in this Chapter

["What is Drill Around?"](#) on page 68 provides background and conceptual information for the procedures within this chapter.

What is Drill Around?

Drill around is a multi-dimensional tool that you can use to access information in a Lawson application. Drill arounds provide real-time information in an online format, so you don't have to wait for a report to access and analyze data. Use a drill around on any field in the application where the drill around icon is available to access information about your setup, customers, cash entry and applications, and more. You can also drill around on certain fields when viewing select reports online.

Standard Reports

This portion of the chapter provides samples of pre-defined reports available for you to review. This can assist you in selecting reports you want to run on a regular basis for analysis or trouble shooting.

Allocation Group Listing (CA200)

Use Allocation Group Listing (CA200) to list all allocation groups defined on Allocation Group (CA00.1). Type or select the allocation group you want to list. An allocation group represents one or more allocations.

Allocation Code Listing (CA205)

Use Allocation Code Listing (CA205) to list allocation codes defined on Allocation Code (CA05.1). You can list all allocation codes or select up to nine specific codes.

Allocation Edit Listing (CA210)

Use Allocation Edit Listing (CA210) to list allocations defined in Allocation (CA10.1) or Allocation Detail (CA10.7). You must specify either a company or a company group. All other fields are optional.

If you do not specify any allocation, the report covers all allocations associated with the company or company group.

If you select a company group, rather than a company, each allocation that you enter must exist for each of the companies in the company group. If one allocation does not exist in one company, no report will be generated for any allocation for that company. In addition, the error report will indicate which allocations do not exist, but it will not show which allocations do exist.

Allocation Control Listing (CA215)

Use Allocation Control Listing (CA215) to list allocation header records defined on Define Allocation (CA10.2). You must specify either a company or a company group. Optionally, select the report sequence and whether to only include header records for unprocessed allocations.

Allocation Comparison (CA240)

Use Allocation Comparison (CA240) to compare detail lines for two different allocation types. You must select the company, allocation, and types to compare. The system uses the information to compare all user-defined fields and to print fields and field values that do not match.

Allocation Code Interface Listing (CA260)

Use Allocation Code Interface Listing (CA260) to list allocation codes from a non-Lawson source. The listing is created and updated when you upload allocation codes to CACODEREL.

Allocation Ledger (CA290)

Use Allocation Ledger (CA290) to list the affect of allocation transactions not interfaced on General Ledger balances for the accounting unit, account, fiscal year, and period you specify.

The report total represents the net result of the posted allocations. This program processes calculated allocations only. If allocations are not calculated or if they are interfaced to the Lawson General Ledger system, they do not appear on this report.

Appendix A

Posting Options

This appendix contains information about allocation posting options, including valid and invalid combinations of posting options.

Allocation Posting Options

NOTE For more information, see ["What Are The Posting Options?"](#) on page 24.

Use allocation posting options to determine where to derive amounts to be allocated. Posting options also determine what accounts the system updates and the number of transaction lines the allocation creates when you define posting options on Allocation (CA10.1) or Allocation Detail (CA10.7).

You can define different combinations of posting options in the Post From and Post To fields of each allocation. Use the posting options to control the level of detail transferred to the General Ledger. The posting options are:

- Consolidate (C)
- Account Detail (A)
- Level Detail (L)
- Full Detail (D)

Your choice of posting options determines how the system will post each allocation.

Valid Posting Options

The following combinations of posting options are valid:

From	To	Post From	Post To
One AU, one account	One AU, one account	C	C
One AU, one account	One AU, multiple accounts	C	A
One AU, one account	Multiple AUs, one account	C	L
One AU, one account	Multiple AUs, multiple accounts	C	D
One AU, multiple accounts	One AU, one account	A	C
One AU, multiple accounts	One AU, multiple accounts	A	A
One AU, multiple accounts	Multiple AUs, one account	A	C (with an Allocation Code)
One AU, multiple accounts	Multiple AUs, multiple accounts	A	D
Multiple AUs, one account	One AU, one account	L	C
Multiple AUs, one account	Multiple AUs, one account	L	C (with an Allocation Code)
Multiple AUs, one account	Multiple AUs, multiple accounts	L	D
Multiple AUs, multiple accounts	One AU, one account	D	C
Multiple AUs, multiple accounts	One AU, multiple accounts	D	A
Multiple AUs, multiple accounts	Multiple AUs, one account	D	L
Multiple AUs, multiple accounts	Multiple AUs, multiple accounts	D	D

Invalid Posting Options

The following combinations of posting options are not allowed when using a pool.

NOTE The Level Detail (L) or Full Detail (D) option can be on either the **Post From** side or the **Post To** side, but not both.

From	To	Post From	Post To
One AU, multiple accounts	Multiple AUs, one account	A	L
Multiple AUs, one account	Multiple AUs, one account	L	L (without an Allocation Code)
Multiple AUs, one account	Multiple AUs, multiple accounts	L	D (without an Allocation Code)
Multiple AUs, multiple accounts	Multiple AUs, one account	D	L (without an Allocation Code)
Multiple AUs, multiple accounts	Multiple AUs, multiple accounts	D	D (without an Allocation Code)

Appendix B

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

This	Represents
bold	A key name or function key name. For example, Shift is a key name and Help (F1) is a function key name. A value or command that you must type exactly as it appears. A program or file name.
<i>italics</i>	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable.

Visual Elements

STOP Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.



CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.



WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions

To find Lawson documentation, see the user interface or <http://support.lawson.com>. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see <http://support.lawson.com>. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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