



General Ledger User Guide

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**Lawson Enterprise Financial
Management**

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Chapter 1

Overview of General Ledger

The General Ledger application is the center of several other financial applications. It acts as a central repository for data from other Lawson applications such as: Allocations, Budgeting, Currency, Attribute Matrix, Strategic Ledger, and Report Writer. On a day-to-day basis, you use General Ledger to create journal entries that you use to track transactions for reporting and inquiry. This chapter provides a high-level overview of General Ledger, including information on the application's major processes and integration with other Lawson and non-Lawson products.

General Ledger Process Flow

The General Ledger application can be broken down into four main processes: setup, processing, maintaining, and accessing information. This section takes a closer look at setting up General Ledger and using the application to create, post, and report on journal entries.

General Ledger Setup

While setting up General Ledger, you need to consider the company structure and chart of accounts structure that will best meet your processing and reporting needs. Special considerations are required if you operate in multiple currencies or elect to create multiple general ledger companies. During setup, you will also define security and controls that will help you better manage the period and year-end closing processes and ensure that your books remain in balance.

As an option, you might elect to setup and use General Ledger-only activities or attributes in the Attribute Matrix application. Both of these options offer you an additional dimension for your financial reporting.

General Ledger Processing

General Ledger processing primarily consists of defining, editing, releasing, and posting journal entries. Some journal entries will come from Lawson subsystems or from non-Lawson applications; those entries you simply interface and do not need to manually define. You can also define recurring journal entries to automatically recur for transactions that repeat themselves on a regular basis, such as monthly rent or quarterly payroll taxes.

If you elect to use distributed processing, such as operating General Ledger from a remote location or on a different machine, you can consolidate that data together for streamlined processing and reporting.

A vital part of General Ledger processing is performing period close and year-end close processing. This process performs many tasks behind the scenes to keep your records in order, such as changing the status for a closing period and opening up a new period. Each transaction has a date

that determines in which accounting period it will be recorded. You can have multiple periods open for posting.

Maintaining General Ledger Information

Maintenance options give you the flexibility to move, unpost, and reverse posted journal entries. You also have the option to backpost, within certain parameters, journal entries to previously closed periods. In addition, you can maintain your company structure and chart of accounts to reflect organizational changes or new ways of doing business.

Accessing General Ledger Information

General Ledger includes online inquiry programs that will allow you to access real-time information about transactions and journal entries. You will use General Ledger to create standard financial reports such as a Trial Balance, Balance Sheet, and Income Statement. You can also create customized reports to list transactions that meet criteria you define.

How General Ledger Integrates With Other Lawson Applications

* This section explains how the General Ledger application interfaces with other Lawson applications.

Allocations

Allocations sends journal entries to General Ledger for posting and reporting. Allocation entries actually move amounts and units from one General Ledger account to another.

The Allocations application uses General Ledger account balances to calculate allocations.

Attribute Matrix

You can associate attributes, which you define in Attribute Matrix, with accounting units and accounts in General Ledger. Attributes provide another dimension for your financial reporting.

General Ledger uses attributes and object types to assign values to accounting units for reporting, data inquiry, and dynamic account generation. You can use accounting unit lists or accounting unit views to view balances for groups of accounting units. In addition, General Ledger uses the transaction object type to assign additional values to transaction lines. These additional values can be used to create customized Transaction Writer reports.

NOTE For more information, see ["Using Lawson Business Intelligence to Create Data Marts"](#) on page 347.

Budgeting

Budgeting may use General Ledger balances when performing compute statements to derive budget figures. Actual amounts or units can be stored in budgets for inquiry.

Use General Ledger to inquire on budget amounts stored in Budgeting. Use Report Writer or the Financials Data Mart to produce reports which compare actual to budgeted amounts. General Ledger calculates Current Year versus Last Year percentage differences on budget amounts.

Currency

A base currency is required for company setup in General Ledger. When a company uses multiple currencies, General Ledger uses currency codes, currency relationships, exchange rates, and translation rates defined in the Currency application. If currency processing is being used, you must define currency translation gain and loss accounts in General Ledger.

Report Writer

Report Writer uses General Ledger balances to create customized reports using data dictionary names or compute statement formulas.

Strategic Ledger

General Ledger lets you assign user analysis values to journal entries. A user analysis field is a flexible, user-defined element that stores transaction information to measure profitability.

After you release the journal entry, General Ledger sends detail lines that include user analysis values to the Strategic Ledger application for analysis and reporting on organizational profitability.

Other Subsystems

Lawson applications and non-Lawson systems interface transactions to General Ledger. Each Lawson application has several programs that interface transactions to General Ledger for posting. You define system controls that determine if an application must be closed before you can close General Ledger.

General Ledger acts as a repository for transactions that originate in other systems. These system entries are transferred to General Ledger, where they are posted to accounts. General Ledger uses those balances for reporting, inquiry, allocation, and budgeting.

Chapter 2

Setting Up Currency

This chapter discusses required setup in the Lawson Currency application. You must define at least one currency code before defining a general ledger company. If you use multiple currencies, you must define additional currency information before defining a chart of accounts. This chapter focuses on the portions of Currency that are required for General Ledger setup. For more information about all aspects of the Currency application, see the *Currency User Guide*.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 27

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

- ["What is Base Currency?" on page 20](#)
- ["What are Currency Codes?" on page 20](#)
- ["What Are Setup Requirements for Multiple Currencies?" on page 22](#)
- ["What are Currency Exchange Rates?" on page 23](#)
- ["What is Currency Revaluation?" on page 23](#)
- ["What is Currency Translation \(Intercompany\)?" on page 24](#)
- ["What is Report Currency Translation \(Intracompany\)?" on page 25](#)
- ["What are Translation Rate Types?" on page 25](#)

What is Base Currency?

Base currency is the functional operating currency of a General Ledger company.

How are Base Currencies Used?

The base currency is used for financial reporting of company balances according to international accounting standards. The base currency defaults on accounts and transactions unless you override it for a specific account or transaction. Nonbase transaction amounts and account balances are exchanged to the base currency for financial reporting. If several companies with different base currencies are consolidated for financial reporting into a reporting company, the Currency application translates each company's balances to the base currency of the reporting company.

Example

XYZ Corporation has three companies: XYZ Corporation-US, headquartered in New York and operates in US dollars; XYZ Corporation-Germany, headquartered in Frankfurt and operates in Euros; and XYZ Corporation-Paris, headquartered in Paris and operates in Euros. Each company must define a base currency. The base currency represents the currency in which operations take place.

What are Currency Codes?

Currency codes represent any currency in which you conduct business. You must define a currency code for each base, account, transaction, or report currency you use.

Currency codes represent the different currencies that are valid for use in all Lawson applications. You must establish at least one currency code before defining the General Ledger company.

How are Currency Codes Used?

Use currency codes to identify the currencies you use. Based on the currency code entered and the exchange or translation rates defined for the currency code in the currency table assigned to the company, the Currency application exchanges, revalues, and translates currency amounts to the company base currency. If the company uses reporting currencies, the Currency application also exchanges currency amounts to the appropriate company reporting currencies.

You can use any currency code as base currency, account currency, transaction currency, or report currency.

| Currency | Description |
|-----------------|---|
| Base | Base currency <i>is the functional operating currency assigned to a General Ledger company.</i> NOTE Base currency does not need to be the same as the local currency. |
| Account | Account currency <i>is the currency assigned to a General Ledger detail account to store nonbase currency amounts.</i> For example, a US company maintaining a bank account in France might want to assign EUR to the cash account where the bank account balances are posted. The account currency defaults on General Ledger transactions and is used to calculate account amounts if the account currency is different from the company base currency. |
| Transaction | Transaction currency <i>is the currency in which a business transaction is conducted;</i> for example a purchase, sale, lease transaction, asset purchase, or depreciation. |
| Report Currency | Report currency <i>is an additional currency assigned to a company or activity group for reporting and analysis only.</i> The report currencies are calculated in the same manner as the base currency. You can define up to two report currencies. Report currencies can be revalued and translated. |

What Are Setup Requirements for Multiple Currencies?

If your organization conducts business in more than one currency, you must complete additional set up tasks. The following table describes required and optional setup for multi-currency companies. You can find detailed procedures for each task in the *Currency User Guide*.

| Setup | Description |
|---|---|
| Currency Codes | In addition to the one currency code that is required by all General Ledger users, you must define a currency code for each currency in which you do business. |
| Currency Table | A currency table holds currency relationships, exchange rates, and translation rates in one place. You must define a currency table if you use multiple currencies. Associate a currency table with one or more general ledger companies to share currency information. This reduces setup and maintenance time. |
| Currency Relationships | When you define a relationship between two currencies, you specify the rules that should be applied for transactions that involve both currencies. A relationship is required if you have business transactions that involve two currencies, such as if your base currency is US dollars, but you have a vendor that bills you in Japanese yen. |
| Currency Exchange and Translation Rates | You define the exchange and translation rates that are used to convert an amount from one currency to another. There are two ways to define rates: manually or through an interface. You must define rates if you will be exchanging or translating currency amounts. |

What are Currency Exchange Rates?

Currency exchange rates are the rates the Lawson applications use to exchange transaction amounts to a company base currency, and, if applicable, to account currencies and to report currencies.

Currency exchange rates are defined for a currency table and currency relationship. You can define a maximum of one exchange rate per day for each currency relationship and system code. You can also interface exchange rates from a non-Lawson rate table.

Currency exchange rates establish the rate in effect at the time the transaction is entered. They are used immediately when a transaction is entered to exchange the transaction to base. If report currencies are defined, the exchange rates are also used to convert transaction amounts to report currency amounts when the transactions are created in General Ledger or are interfaced to the General Ledger. The Currency exchange rates are also used periodically (at least once per fiscal period) to revalue the exchanged amounts and assess any gain or loss incurred at the time of revaluation as a result of exchange rate fluctuations.

What is Currency Revaluation?

Currency revaluation is the process of checking nonbase transaction amounts against current exchange rates or translation rates and adjusting the amounts to match the new exchange rates or translation rates, with offsetting amounts sent to a gain or loss account. Revaluation occurs only for accounts that are flagged to revalue.

- Currency revaluation occurs in the General Ledger application for the General Ledger accounts that you mark for revaluation as described later in this chapter.
- Currency revaluation occurs in the Accounts Payable and Accounts Receivable applications for vendors and customers that you mark for revaluation using Vendor (AP10.1) or Customer (AR10.1).

TIP For information on setting up Accounts Payable and Accounts Receivable accounts for revaluation, see the *Accounts Payable User Guide* or the *Accounts Receivable User Guide*.

IMPORTANT Account currency is not revalued.

If your company has reporting currencies, The General Ledger application can also revalue nonbase transaction amounts to the reporting currencies.

What is Currency Translation (Intercompany)?

Currency translation (intercompany) is the process of converting balances from one Lawson company base currency to another Lawson company base currency. Currency translation can be necessary when you have multiple companies with different base currencies and you want to produce consolidated financial statements for the companies. The balances for all companies are translated to a common currency to facilitate this process.

To use intercompany currency translation (intercompany), you must perform the following setup tasks:

- Select the Translation option on Company (GL10.1) for each company that will be translated.
- Set up translation gain and loss accounts for the reporting (consolidated) company to which balances are translated.
- Define one or more General Ledger companies to translate the balances into. These companies must have a Consolidated status defined on the company record.
- If you do not want to use the default translation codes, define translation codes representing the types of rates to be used in the translation.
- For each currency relationship and translation code, define the translation rates to be used for the year and period being translated.

How is currency translation (intercompany) used?

Currency translation is generally performed at the end of the period. For balance sheets, translation is done on year-to-date balances and auto-reversed in the next period. For income statements, all translation is done in General Ledger on period balances and accumulated from period to period. Translation currency balances are stored in a consolidated translation company that can be used for reporting. At the end of each period, the General Ledger system posts an offsetting gain or loss to a translation gain or loss account. Translation is used in the General Ledger application only.

Example

Reporting requirements might influence the decision to define one or more consolidation companies.

XYZ Corporation has offices in the United States, Germany, and France. They need to produce individual and consolidated financial statements at the end of the month for the companies. The balances in XYZ Corporation-Germany and XYZ Corporation-France are converted to US dollars using two separate consolidation companies. The balances in the consolidation companies can be reported on separately within the General Ledger application or using Report Writer. The balances in the two consolidation companies and in XYZ Corporation-US can be combined using Report Writer to produce a consolidated financial statement.

What is Report Currency Translation (Intracompany)?

Report currency translation (intracompany) is the process of converting base amount balances within a Lawson company to a report currency so that financial statements can be produced in one company currency or consolidated for multiple companies.

For example, a business entity is part of a parent company that operates in a different country with a different base currency and it needs to generate financial statements in the parent company's currency rather than its own base currency. The business entity applies the appropriate translation rates to its base amounts by running Report Currency Translation (GL196), which converts base amount balances to a report currency.

NOTE The Lawson Report Writer application accesses report currency amounts from the General Ledger accounts, using report currency data dictionary names identified by the suffix RAM.

Report currency translation is generally performed at the end of the period. All translation is done in General Ledger on period balances and amounts are cumulated from period to period. With each run, the General Ledger application creates an offsetting gain or loss to a translation gain or loss account, defined in the chart of accounts. Report currency translation is used in the General Ledger application only.

To use report currency translation (intracompany), you must perform the following setup tasks:

- Select the Translation option on Company (GL10.1).
- Define one or two report currencies to which you want to translate on Company (GL10.1).
- Set up translation gain and loss accounts for the company.
- If you do not want to use the default translation codes, define translation codes representing the types of rates to be used in the translation.
- For each currency relationship and translation code, define the translation rates to be used for the year and period being translated.

Example

XYZ Corporation has offices in the United States, Germany, and France. They need to produce consolidated financial statements in US dollars for all the companies. XYZ Corporation-Germany and XYZ Corporation-France define USD as a report currency. The balances in XYZ Corporation-Germany and France are converted to US dollars within the individual companies. The balances from all three companies can then be combined to produce a consolidated financial statement using Lawson Report Writer.

What are Translation Rate Types?

Rate types determine how the specific translation rates used in a translation are computed and used. The Currency application has three rate types:

| Translation rate | Description |
|-------------------------------|--|
| Average | <p>The average rate, calculated and entered by the user, is the sum of the individual exchange rates for a period divided by the number of days in the period. The rate is applied to the current period activity.</p> <p>This rate type is used to translate income statement account balances.</p> |
| Ending | <p>The rate for the last day of the period. The rate is applied to the year-to-date ending balances.</p> <p>This rate is used to translate balance sheet account balances.</p> |
| Historical | <p>The rate in effect at the time a transaction occurred.</p> <p>This rate is typically used for fixed assets. (For example, the date you purchased an asset.)</p> <p>TIP A Historical rate does not mean a rate that never changes. If the translation code for the Historical rate is defined with changing rates, the year-to-date account balances will be updated according to the rate in effect for the translation code at the time of the translation.</p> |
| Hist Bal (Historical Balance) | <p>The translated amount is calculated by multiplying each period's rate in the current year up through the current period by each period's activity up through the current period. These translated period amounts are then added together and combined with the current year's beginning balance to arrive at the total translated amount for the current period.</p> |

Rate types are assigned to balance sheet or income statement accounts through a translation code.

Procedures in this Chapter

Your currency setup requirements are dependent on the number of currencies your organization uses. If your organization conducts business in only one currency, all you are required to set up is one currency code. If your organization conducts business in more than one currency, your requirements will be more complex. Those setup procedures are detailed in the *Currency User Guide*.

- ["Defining Currency Translation Codes" on page 27](#)
- ["Defining a Consolidation Company" on page 29](#)
- ["Defining Currency Translation Gain and Loss Accounts" on page 31](#)
- ["Creating Report Currency Beginning Balances" on page 31](#)

Defining Currency Translation Codes

NOTE The two predefined translation codes are BS (Balance Sheet), which is assigned by default to all balance sheet accounts, and IS (Income Statement), which is assigned by default to all income statement account. BS has a rate type of Ending. IS has a rate type of Average.

Translation codes identify the type of translation rate to apply to an account balance to calculate the translation value. You can accept the two default translation codes provided by the Currency application, or you can define your own translation codes and assign them to detail accounts.

STEPS To define translation codes

1. Access Translation Code (CU05.1).
– or –

To define multiple translation codes, access the Multiple Entry link from CU05.1 to open Translation Codes (CU05.2).

2. Define the currency translation codes. Consider the following fields.

| | |
|-------------------------|---|
| Translation Code | Enter a translation code and description. This field is required. |
| Rate Type | <p>This field determines how base currency and report currency amounts are translated by Report Currency Translation (GL196), and Translation Calculation (FB195).</p> <p>Choose a rate type:</p> <p>Ending - A rate type for current type balance sheet accounts. Translation is made against the year-to-date balance and each period is automatically reversed.</p> <p>Average - A rate type for income statement accounts. The translation rate is an average of all rates for the period. Translation is made against the period balance. The translated year-to-date is an accumulation of the translated periods. These translations are not auto reversed each period.</p> <p>Historical - A rate type for historical type balance sheet accounts. The rate reflects the time period the account balance represents. Translation is made against the year-to-date balance and automatically reversed each period.</p> <p>Historical Balance - A rolling balance is created with period amounts, which are translated at their period rates.</p> |

Follow-up Task

- Optional. Assign a translation code to an account, using Account Information (GL00.4) or assign a translation code to multiple accounts, using Mass Account Change Delete (GL122).

Related Reports and Inquiries

| To | Use |
|------------------------|----------------------------------|
| List translation codes | Translation Code Listing (CU205) |

Defining a Consolidation Company

A consolidation company is a company whose sole purpose is to generate consolidated financial statements for a group of related companies..

You can define a consolidation company in one of two ways:

- Define a consolidation company from scratch, using Company (GL10.1), Main tab. Use this option if your consolidation company structure (hierarchy) does not match the From company structure.
- Define a consolidation company by copying an existing company by using Company Copy Delete (GL110). Use this option when the consolidation company structure (hierarchy) is the same as the structure of the From company.

IMPORTANT You must perform this step if you will be consolidating across companies using Translation Calculation (GL195 or FB195).

Defining a Consolidation Company from Scratch

Use this procedure if your consolidation company structure does not match the From company structure.

STEPS To define a consolidation company from scratch

1. Access Company (GL10.1).

NOTE For best results, assign the same chart of accounts and define the same number of levels for the consolidation company and each source company.

2. Create the company. Consider the two following fields, which are specific to a consolidation company created for currency translation purposes:

On the Main tab

Status

Choose Consolidation (C) in this field to indicate that this company is used to hold consolidated financial information for an organization.

TIP You consolidate financial information by translating balances from one or more General Ledger companies to the designated consolidation company when you run Translation Calculation (GL195) during period close.

On the Currency tab

Translation

Select Yes.

On the Address tab

Address Code

Select the Address Code you want to assign to the company listed in the Company field.

IMPORTANT if you use this procedure to define a consolidation company, you must also define accounting units on Accounting Units - Accounts (GL20.1).

Defining a Consolidation Company by Copying an Existing Company

Use this procedure when the consolidation company structure (hierarchy) is the same as the structure of the From company.

STEPS To define a consolidation company by copying an existing company

1. Access Company Copy Delete (GL110).
2. Choose Copy (M) in the Action field. In the Company field, select the company from which you want to create a new company with an identical structure. Consider the following fields on the Copy form tab:

To Company

Enter the company number and name of the new company to be used as the consolidation company.

Base Currency

Select the base currency for the consolidation company. This is the currency to which the balances of all the translation companies are to be translated.

| | |
|---|--|
| Currency One Currency Two | You can specify report currencies for the consolidation company. |
| Balance, Transactions / Acct Unit Attributes / Budgets | Accept the defaults in these fields (No) to indicate that you do not want the balances, transactions, accounting unit attribute values, or budget amounts to be copied from the originating company. (You want to keep the structure of the company only.) |

3. Access Company (GL10.1), Main tab.
4. Inquire on the new company and change the company status to Consolidation.

Defining Currency Translation Gain and Loss Accounts

If a company uses currency translation, the gains or losses that result from variations in the translation rates will be posted to system accounts defined in the chart of accounts.

STOP The accounts you define as gain or loss system accounts must already exist as detail accounts in the chart of accounts.

STEPS To define currency translation gain and loss accounts

1. Access Chart of Accounts (GL00.1). Choose the System Accounts link to access System Accounts (GL00.7).
2. Access the Currency tab. In the Currency Translation Accounts section, select the gain and loss accounts. Consider the following fields.

| | |
|-------------|---|
| Gain | Select the detail account used to post favorable variances that result from the currency translation process. |
| Loss | Select the detail account used to post unfavorable variances that result from the currency translation process. |

Creating Report Currency Beginning Balances

Because report currency translation translates period activity, and builds each balance sheet period on the balances of the previous period, you must enter beginning balances for balance sheet accounts manually if you start

implementing report currency when you already have existing balances in the base currency. This can happen in the following circumstances:

- You are an existing Lawson Currency user and start implementing report currency for companies that have existing balances.
- You are new to Lawson and want to implement report currency, and you are interfacing existing balances.

STEPS To create report currency beginning balances

1. Access Balance Interface Maintenance (GL67.1).
2. Enter report currency beginning balances. Consider the following fields.

| | |
|---|---|
| Organization Code | Type or choose an organizational code as defined on Organization Relationships (GL08.1). This code identifies the Lawson General Ledger company and accounting unit. |
| Account Code | Type or choose an account code as defined on Account Relationships (GL09.1). This code identifies the Lawson General Ledger account and subaccount. |
| Rpt 1 | <p>Enter the report currency one beginning balance. For example, the beginning balance for Stock-Gifts is \$150,000 USD. Report Currency 1 for LGE Corporation is Canadian Dollars (CAD). The translation rate is 1.73.</p> <p>$\\$150,000 \text{ USD} * 1.73 = 259,500 \text{ CAD}.$</p> <p>TIP GL67.1 edits to verify if you have report currencies defined. If you have Currency One defined, the currency displays next to Rpt 1.</p> |
| Rpt 2 | <p>Enter the report currency two beginning balance, if applicable.</p> <p>TIP GL67.1 edits to verify if you have report currencies defined. If you have Currency Two defined, the currency displays next to Rpt 2.</p> |
| <p>IMPORTANT Beginning balances in either Currency One or Currency Two must net to zero (0). For example, If you enter a beginning asset balance of 259,500.00 for currency one (CAD) you must also enter liabilities and equity amounts totalling 259,500.00 CAD.</p> | |

TIP For more information on interfacing balances, see the *Lawson Enterprise Financial Management Conversion Guide* and the *General Ledger File Layouts*.

3. Update the beginning balances, using Access Balance Interface (GL167). Consider the following fields.

| | |
|---------------|--|
| Update | Select No to print an error report you can use to edit your entries without updating the balances. Select Yes to update the balances. |
|---------------|--|

TIP Use the report generated by GL167 to check for errors. Make corrections using GL67.1. When you are satisfied with the results, run GL167 again with Yes in this field.

| | |
|------------------------|---|
| Bypass Org Code | Select Yes to have the system bypass Organization Relationship (GL08.1) if valid Lawson company numbers and account units have been entered in the Organization Code field on GL67.1. |
|------------------------|---|

| | |
|----------------------------|---|
| Bypass Account Code | Select Yes to have the system bypass Account Relationship (GL09.1) if valid Lawson account numbers have been entered in the Account Code field on GL67.1. |
|----------------------------|---|

4. Optional. Access Trial Balance (GL291) and verify the results of the balance interface. Consider the following fields.

| | |
|-----------------|---|
| Main tab | <ul style="list-style-type: none"> You must specify a company or company group. You can enter up to six accounting units or report on all the accounting units. The report can be for the current, last, or next year, or for a specific year or period. |
|-----------------|---|

| | |
|---------------------------------|--|
| Individual Reporting tab | <ul style="list-style-type: none"> To print one consolidated company report, type an X in the Company field. To print a separate report for each accounting unit (posting and summary) in that level, enter an X in any of the level fields. |
|---------------------------------|--|

| | |
|---------------------------|---|
| Report Options tab | In the Report Currency field, choose Base (B) to print the report for base currency. Select One (1) to print the report for Report Currency 1. Select Two (2) to print the report for Report Currency 2. Select All (A) to print separate reports for each of the currencies. |
|---------------------------|---|

TIP For more information on interfacing non-Lawson transactions, see the *Lawson Enterprise Financial Management Conversion Guide* and the *General Ledger File Layouts*.

Other Method for Creating Beginning Balances

If you are a new Lawson company interfacing historical transactions, you can also interface the transaction amounts in report currency and rebuild beginning balances from these amounts.

| To | Use |
|---|---|
| View and modify imported non-Lawson transactions in transaction and base currency | Transaction Interface Maintenance (GL65.1) |
| View and modify imported non-Lawson transaction amounts in report currency | The Report Currency link on GL65.1 to open Report Currency Entry (GL65.3) |
| Interface imported non-Lawson transaction to the General ledger and Currency applications | Transaction Interface (GL165) |
| Rebuild report currency balances | Rebuild Report Currency (GL327) |

Chapter 3

Defining a Chart of Accounts

Your chart of accounts provides a framework for your financial tracking and reporting. It is made up of the individual accounts you use to organize your business information such as your assets, liabilities, equity, income, and expenses. This chapter focuses on the procedures required to create and maintain a chart of accounts.

STOP Before defining your chart of accounts, carefully plan your chart of accounts and company structure on paper. The decisions you make regarding your company structure can impact the number of charts you want to define. For more information, see ["Defining a Company"](#) on page 59.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 43

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

- ["What Is a Chart of Accounts?"](#) on page 36
- ["What Is a Summary Account?"](#) on page 38
- ["What Is a Detail Account?"](#) on page 39
- ["What Is a System Account?"](#) on page 39
- ["What Is a Subaccount Template?"](#) on page 41

What Is a Chart of Accounts?

A chart of accounts is the list of all of the accounts you use to organize your accounting records. It is made up of balance sheet accounts (assets, liabilities, and equity) and income statement accounts (income and expenses). The balance sheet and income statement accounts are made up of summary and detail accounts.

How is a Chart of Accounts Used?

The chart of accounts is used to post journal entries and to summarize general ledger information for reports and inquiries. The account numbers and descriptions you define are reflected in your balance sheets, income statements, and other reports and inquiries. Detail accounts roll up into summary accounts to provide totals.

Figure 1. Illustration: Using the chart of accounts to create a balance sheet

| | | |
|------------|--------------------------------|---------------|
| CURASSETS | Current Assets | |
| CASH | Cash | |
| 11100-0000 | Cash-Savings | 11,911,943.86 |
| 11200-0000 | Cash-Checking | 9,631,358.00 |
| 11300-0000 | Cash-Other | 3,999,435.43 |
| 11400-0000 | Cash-Payroll | 5,699,043.06 |
| | Total Cash | 31,241,780.35 |
| AR | Accounts Receivable | |
| 12100-0000 | Accounts Receivable-Trade | 5,606,005.35 |
| 12200-0000 | Accounts Receivable-Freight | 1,010,234.50 |
| 12300-0000 | Intercompany Receivables | 33,745.43 |
| 12325-0000 | Employee Advances | 75,000.00 |
| 12475-0000 | Sales Tax Receivable | 4,499.65 |
| 12530-0000 | COBRA Retiree Accts Receivable | 37,850.00 |
| | Total Accounts Receivable | 6,767,334.93 |

Company Structure Considerations

You can assign the same chart of accounts to more than one company, or assign different charts of accounts to different companies. Although each general ledger company can use only one chart of accounts to create and post journal entries, it can use different charts of accounts for reporting

purposes. For example, you can define a chart of accounts to use exclusively with Report Writer.

If your organization has multiple locations, consider whether each location is better defined as an accounting unit or as a subaccount. To print financial statements by location, it is generally better to define a location as an accounting unit. For more information, see ["Defining a Company"](#) on page 59.

If you use a single chart of accounts across companies, you force consistent summary account usage in the companies. If you need to produce consolidated financial reports for multiple companies, you should use the same chart of accounts for the companies that you want to consolidate.

If you assign different charts of accounts to different companies, name or number accounts consistently for easier reporting across companies.

Statutory Chart Mapping

Statutory accounts are accounts that have predefined numbers where the sequence of digits indicates the structure of the account. Each account has a description in local currency that must appear on reports that are due periodically and/or annually.

Some countries, specifically, France, require that company reporting practices conform to a prescribed and statutory chart of accounts. The chart mapping process provides intracompany chart mapping capability from a company chart detail account to an account in a statutory chart. The intracompany chart mapping process will be used to generate standard financial reports for the French market.

What Is a Summary Account?

TIP The system automatically calculates totals for each summary account, based on the depth of the account.

Summary accounts are used for reporting and inquiry. They also determine the appearance of headings and totals on financial reports. Each summary account has a name, a description and a depth. Because summary accounts display in headings, it is helpful to give them alpha names. The depth identifies an account's position in the chart of accounts and is used to calculate subtotals and totals. A depth of one is typically used to identify a grand total.

Example

The following example shows summary accounts from part of a chart of accounts. The Current Assets total is a summary of account balances for the Cash, Accounts Receivable, Inventory, and Prepaid accounts. The Assets account total is a summary of account balances for Current Assets and Fixed Assets.

| Summary Account | Description | Depth | Total |
|-----------------|---------------------|-------|--------|
| ASSETS | Assets | 1 | 10,000 |
| CURASSETS | Current Assets | 2 | 4,000 |
| CASH | Cash | 3 | 1,000 |
| AR | Accounts Receivable | 3 | 1,000 |
| INVENTORY | Inventory | 3 | 1,000 |
| PREPAID | Prepaid | 3 | 1,000 |
| FIXEDASSETS | Fixed Assets | 2 | 6,000 |

What Is a Detail Account?

Detail accounts are defined for a summary account and are used to post journal entries. A detail account consists of an account number (up to six digits) and, optionally, a subaccount number (up to four digits). Subaccount numbers let you further define a detail account.

Example

The following example shows the detail accounts for the Inventory summary account from the previous example. Subaccount numbers are used to distinguish two types of restaurant supplies: non-food and food.

| Summary Account | Detail Account | Description |
|-----------------|----------------|--------------------------------|
| Inventory | 15100 - 0000 | Medical Supplies |
| | 15150 - 0000 | Gifts |
| | 15200 - 0000 | Floral Supplies |
| | 15210 - 0001 | Restaurant Supplies (Non-food) |
| | 15210 - 0002 | Restaurant Supplies (Food) |

What Is a System Account?

System accounts are detail accounts that are used for system generated entries. You must define system accounts for each chart of accounts. The following table describes the various system accounts you define.

| System accounts | Description |
|---|--|
| Undistributed retained earnings account | The undistributed retained earnings account stores the net income or loss by period. It is updated each time you run Journal Posting (GL190) to post general ledger journal entries. When you run year-end closing, the amount in this account is cleared and posted to the retained earnings account. This type of account is required for fiscal year-end closing and journal posting. |
| | NOTE The undistributed retained earnings account is included on the Balance Sheet to reflect the net income or loss for the period. This keeps the Balance Sheet in balance. |

| System accounts | Description |
|--------------------------------|--|
| Retained earnings account | The retained earnings account is used to hold the company's net income or net loss from its inception. This type of account is required for fiscal year end closing. |
| Error suspense accounts | Error suspense accounts keep a company in balance by balancing out-of-balance journal entries. Error suspense accounts are also used when an invalid account or accounting unit is used on a transaction coming from a Lawson or non-Lawson subsystem. This type of account is required for journal posting. |
| Translation gain/loss accounts | Translation gain and translation loss accounts are used to post gains or losses that result from currency translation. If you don't use currency translation, you do not need to define these accounts. |
| Balancing accounts | Balancing accounts can be used to store report currency transactions that are not in balance and auto-balancing adjustment entries. When you define your company you indicate whether to auto-balance when a journal is released. |
| Commitment accrual account | The commitment accrual account holds the total accrual amount for commitments and encumbrances processed by Period Year End GL Commitment Accrual (GL197). These are auto-reversing entries for any commitments that have not become actuals. |

When are System Accounts Used?

The following table indicates the system accounts used by specific General Ledger procedures.

| Procedure | System account used |
|---|---------------------------------|
| Fiscal Year End Closing | Retained Earnings |
| | Undistributed Retained Earnings |
| Journal Posting | Undistributed Retained Earnings |
| | Error Suspense |
| | Report Currency Adjustment |
| Currency Translation | Translation Gain |
| | Translation Loss |
| Journal Entry Releasing | Balancing Accounts |
| Period, Year End GL Commitment Processing | Commitment Accrual Account |

What Is a Subaccount Template?

A subaccount template is a group of subaccounts that can be applied to multiple accounts. Subaccount templates provide an efficient way to define detail accounts; you define a common group of subaccounts once and apply it to all of the major accounts to which it applies.

Example

LGE's hospitals use subaccounts to track a variety of medical supplies. They use these subaccounts to track both inventory and revenue. LGE created a Medical Supplies template, shown below, to simplify the setup of detail accounts.

| Subaccount | Description |
|-------------------|-----------------------------|
| 100 | Non-prescription drugs |
| 200 | Prescription drugs |
| 300 | Needles |
| 400 | Lab supplies - swabs, glass |
| 500 | Disposal - tissues, gloves |

LGE applied the Medical Supplies subaccount template to two major accounts with the following results.

Applied to Stock Supplies (15100)

| | | |
|-------|-----|---|
| 15100 | 100 | Stock Supplies - Non-prescription drugs |
| 15100 | 200 | Stock Supplies - Prescription drugs |
| 15100 | 300 | Stock Supplies - Needles |
| 15100 | 400 | Stock Supplies - Lab supplies - swabs, glass |
| 15100 | 500 | Stock Supplies - Disposal - tissues, gloves |

Applied to Hospital Sales (41100)

| | | |
|-------|-----|---|
| 41100 | 100 | Hospital Sales - Non-prescription drugs |
| 41100 | 200 | Hospital Sales - Prescription drugs |
| 41100 | 300 | Hospital Sales - Needles |
| 41100 | 400 | Hospital Sales - Lab supplies - swabs, glass |
| 41100 | 500 | Hospital Sales - Disposal - tissues, gloves |

Procedures in this Chapter

All General Ledger users must define a chart of accounts. Use the following procedures to define your chart of accounts.

| | |
|-------------------------------------|---|
| Defining a Chart of Accounts | You define the accounts that you will use for reporting and posting. You define summary accounts and then the detail accounts beneath. See For more information, see "Defining a Chart of Accounts" on page 44. |
|-------------------------------------|---|

| | |
|---------------------------------|---|
| Defining System Accounts | You define system accounts for each chart of accounts. These are detail accounts that are used for system-generated entries. For more information, see "Defining System Accounts" on page 53. |
|---------------------------------|---|

Other Procedures Related to Charts of Accounts

| | |
|--|--|
| Assigning Subaccounts with a Template | If you have a common group of subaccounts that you want to assign to several accounts, you can save time by using a subaccount template. For more information, see "Assigning Subaccounts With a Template" on page 52. |
|--|--|

| | |
|------------------------------------|--|
| Copying a Chart of Accounts | You can copy an existing chart of accounts to save time if you are creating similar charts of accounts for multiple companies. For more information, see "Copying a Chart of Accounts" on page 54. |
|------------------------------------|--|

| | |
|------------------------------------|---|
| Mapping a Chart of Accounts | You can map a chart of accounts to a reporting company to satisfy regulations that require use of a designated chart of accounts. For more information, see "Mapping a Chart of Accounts" on page 54. |
|------------------------------------|---|

| | |
|--|---|
| Mapping a Statutory Chart of Accounts | You can map a company chart of accounts to a statutory chart of accounts for period and annual financial reporting. For more information, see "Mapping a Statutory Chart of Accounts" on page 55. |
|--|---|

After you define a chart of accounts you can rename, move, or change accounts. For more information, see ["Maintaining Accounts"](#) on page 295.

Defining a Chart of Accounts

A chart of accounts is a group of balance sheet and income statement accounts used to post journal entries and summarize general ledger information for reports and inquiries. You must define a chart of accounts before defining a general ledger company. The following procedure describes the process for defining a chart of accounts.

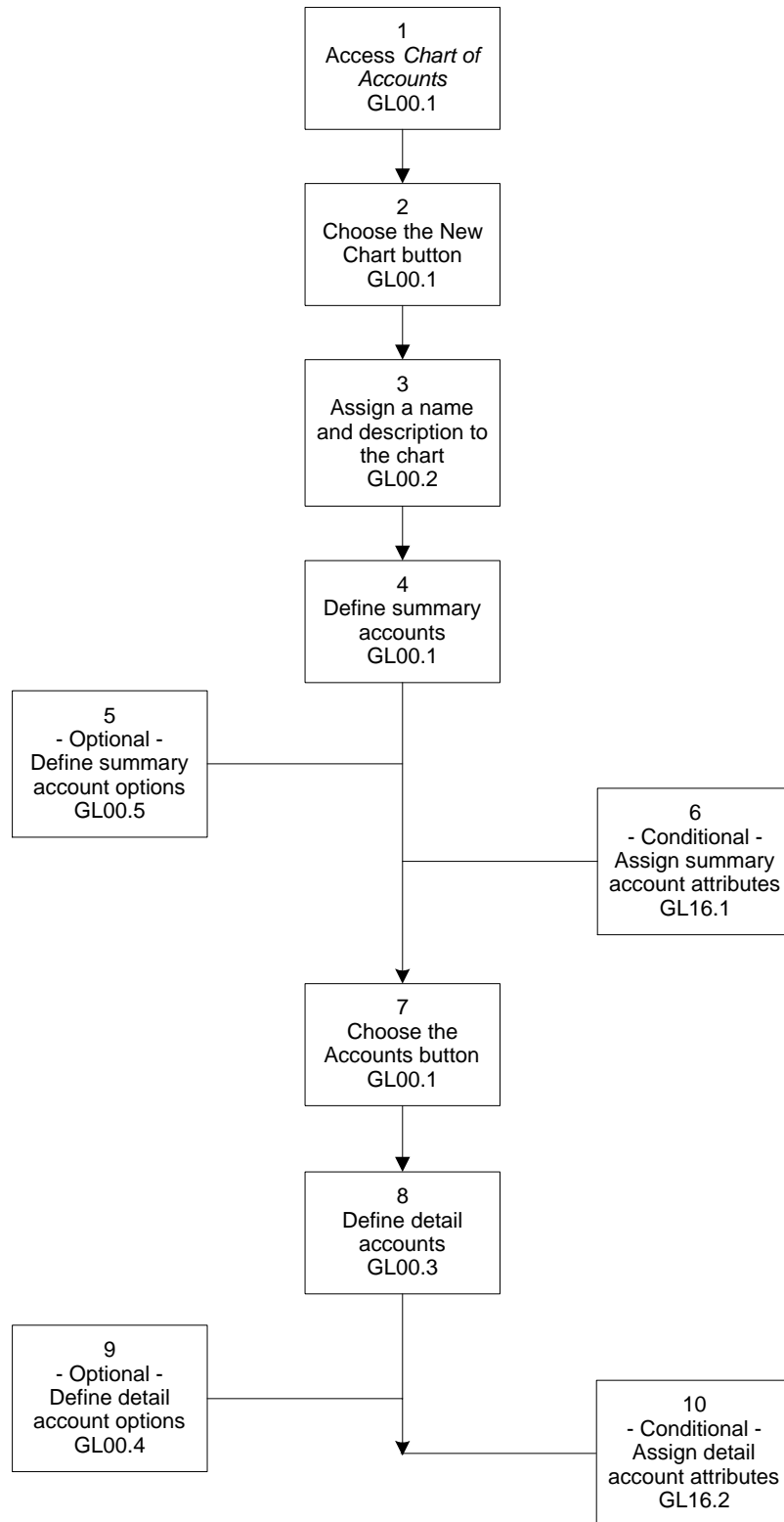
STOP Before defining your chart of accounts, carefully plan out your chart of accounts and company structure on paper. The decisions you make regarding your company structure can impact the number of charts you want to define. For more information, see ["Defining a Company"](#) on page 59.



Need More Details? Check out the following concepts:

- ["What Is a Chart of Accounts?"](#) on page 36
- ["What Is a Summary Account?"](#) on page 38
- ["What Is a Detail Account?"](#) on page 39

Figure 2. Procedure flow: Defining a chart of accounts



STEPS To define a chart of accounts

TIP To interface a chart of accounts from a non-Lawson system, use Chart of Accounts Interface (GL160). For more information, see ["Interfacing Data Into General Ledger"](#) on page 255.

1. Access Chart of Accounts (GL00.1).
2. Choose the New Chart link to access Define Chart Name (GL00.2).
3. Assign a name and description to the chart. Consider the following field.

User Analysis

****** If you use the Strategic Ledger application, you can assign a user analysis group to the chart. A user analysis group is a combination of user analyses, which are categories of information used to classify transactions. The analysis group determines which user analyses will be associated with transactions entered for this chart.

IMPORTANT You must complete the following step, defining summary accounts, for both the balance sheet and income statement section.

TIP Use the Insert special action to add one to nine blank lines on the form.

4. Define summary accounts for the balance sheet or income statement section of the chart. Consider the following fields.

Section

The chart of accounts is divided into two sections: balance sheet and income statement. Select the section for which you want to define accounts.

Summary Account

Type a name or number that identifies the summary account. A summary account is the highest account level, and is used for headings and totals.

TIP You can rename a summary account. For more information, see ["Renaming a Summary Account"](#) on page 296.

Depth (1 - 9)

You must assign a depth level to each summary account to create totals and subtotals. The application accumulates a total for a specific depth until it finds another account with the same depth or less. Then it produces a total above the account with the same depth or less. For example, each account assigned a depth of 2 totals to the previous account assigned a depth of 1. Use a depth of 1 for grand totals.

NOTE An asterisk displays next to the More button on GL00.1 if options or restrictions are defined for a summary account.

5. To define summary account options, choose the More link on GL00.1 to access Summary Account Options (GL00.5). Define any of the following summary account options.

| If you want to | Then |
|---|--|
| Enter or assign user analysis values on transactions for detail accounts below this summary account | Select Yes in the Strategic Ledger field. |
| Associate a user analysis relation with the account, which defines the user analysis value combinations allowed on the transaction | Select a value in the Relation field. |
| <p>NOTE An example of a user analysis relation would be defining user analyses for product and size and allowing shoes (a product) to only be combined with values of 1 to 12 (sizes).</p> | |
| Automatically assign accounts to an accounting unit rather than manually assigning accounts during setup or each time you add accounts to your chart | Select an attribute list in the Dynamic Generation List field. The system creates accounts based on rules you define in List (MX10.1). For more information, see "What Is Dynamic Account Generation?" on page 91. |
| Assign a default activity account category to the detail account | Select an account category in the Activity Account Category field. You must set up account categories in the Project Accounting application. |
| <p>NOTE An example of this would be an account category of labor expense for the salary expense accounts. The labor expense account category would default on all salary expense transactions you enter.</p> | |
| Assign a specific General Ledger account or range of accounts to an account category | Use Account Assignment (AC07.1) to indicate which accounts a transaction can be entered for. |
| Be able to view transactions on a daily basis in Daily Transaction Analysis (GL43.1) | Select Yes in the Account Daily Balance field. |

TIP The system automatically sequences detail accounts in order when you add or change accounts. You can add detail accounts at any time during the life cycle of your organization.

| If you want to | Then |
|--|---|
| Restrict access to summary accounts by system, such as allowing only Accounts Payable to access liability accounts | Select Yes and choose the Systems button to select the system codes in which the summary account can be used. |
| Define formatting options for the standard financial reports: Trial Balance (GL291), Balance Sheet (GL292), Income Statement (GL293), and Report Writer style one reports using a chart. | Use the Financial Statement form tab to define summary account report features. |
| Identify how the OLAP environment displays balances | Use the Data Mart form tab to define display rules. |

6. If you use attributes, choose the Attributes link to assign attributes to a summary account. For more information, see ["Using Attribute Matrix Attributes"](#) on page 145.

7. Choose the Accounts link on GL00.1 to access Detail Accounts (GL00.3).

IMPORTANT You must complete the following step, defining detail accounts, in both the balance sheet and income statement section of the chart of accounts. Note, however, that not all summary accounts will have detail accounts. For example, some summary accounts might only be used to produce headings and totals on reports.

8. Define detail accounts. Consider the following fields.

| | |
|--------------------------------------|--|
| Account, Subaccount | <p>You can use up to six numeric digits to define a detail account and up to four digits to define a subaccount.</p> <p>To apply the same group of subaccounts to several accounts, you can use a subaccount template. For more information, see "Assigning Subaccounts With a Template" on page 52.</p> |
| Status (ST) | This field determines whether the account is active or inactive. You cannot post to inactive accounts, but they are included on reports and inquiries. |
| Interface Posting (Intf Post) | This is one of the fields used to determine if subsystem transactions are posted to the general ledger in summary or detail. The default for this field is Summary. For more information, see "Indicating Whether Postings Are to Be in Summary or Detail" on page 186. |
| Allow Units (Allw Unts) | This field determines whether units are allowed for the account. If you don't allow units, you can only post dollar amounts to this account. You also have the option to require units. |

| | |
|------------------------------------|--|
| Require Activity (Req Actv) | This field determines whether the activity fields on a transaction are required for the account. You can select Yes to require an activity, Blank to not allow an activity on a transaction, or No to not require an activity. |
| Strategic Ledger (SL Tran) | This field determines whether you can enter user analysis values on transactions for this detail account. |

9. To assign optional processing parameters for detail accounts, choose the More link on GL00.3 to access Account Information (GL00.4) and define the following detail account options.

| If you want to | Then |
|--|--|
| Assign parameters such as a relation, a dynamic generation list, an activity account category, a daily balance, or system restrictions | Select parameters in the appropriate field. If you select a value for a detail account that is different than the value for the summary account, the detail account parameter overrides the summary account selection. See step five of this procedure for more details. |
| Define currency information for the account | Use the Currency form tab to define currency information for the account, including an account currency code, currency control, translation code, and whether to revalue nonbase transaction amounts. |
| Define formatting options for account balances | Use the Financial Statement form tab to define how lines should be spaced and how negative values should display. |
| Identify how the OLAP environment displays balances | Use the Data Mart form tab to define display rules. |

10. If you use attributes, choose the Attributes link to assign attributes to a detail account. For more information, see ["Using Attribute Matrix Attributes"](#) on page 145.

Follow-up Tasks

- Review the chart of accounts. Choose the Preview link on GL00.1 to access Preview Chart of Accounts (GL03.1).

Related Reports and Inquiries

| To | Use |
|---|-----------------------------------|
| List the chart of accounts for a specific chart name, section, depth, and account | Chart of Accounts Listing (GL200) |
| List the differences between two charts | Chart Compare (GL215) |

Chart of Accounts Navigation Aide

You can access the forms you need to define summary, detail and system accounts from Chart of Accounts (GL00.1). The following table can help you recall how to use the buttons on GL00.1 to navigate to other forms.

| On Chart of Accounts (GL00.1), choose | To access |
|---------------------------------------|---|
| Sys Accounts | System Accounts (GL00.7). Use this subform to define system accounts. |
| More | Summary Account Options (GL00.5). Use this subform to define options for a summary account. |
| Att | Summary Account Attributes (GL16.1). Use this subform to define attributes for a summary account. |
| Accounts | <div>Detail Accounts (GL00.3). Use this subform to define detail accounts associated with the summary account.</div> <ul style="list-style-type: none">• Choose More to access Account Information (GL00.4). Use this subform to define options for a detail account.• Choose Att to access Detail Account Attributes (GL16.2). Use this subform to define attributes for a detail account |

Defining a Commitment Accrual Account and Budget Edit Parameters

To accrue the commitment and encumbrance expenses before period closing is performed, a commitment accrual account must be set up. The system will use the accrual account to offset the expenses from the commitment and encumbrance records, and create an auto reversing entry for the next period. For more information, see ["Accruing Commitments and Encumbrances"](#) on page 379.

To edit budgets you must also assign the accounts you want the system to perform the edits on.

Use this procedure to assign an accrued commitment account to the chart of accounts and define budget edit parameters.



Need More Details? Check out the following concepts:

- ["What Are Commitments?"](#) on page 360
- ["What Is Budget Editing?"](#) on page 360

STEPS To define a commitment accrual account and budget edit parameters

TIP You can override budget edit parameters at the posting account level. For more information, see ["Defining Budget Edit Parameters for Posting Accounts"](#) on page 375.

1. Access Chart of Accounts (GL00.1). Choose Accounts to access Detail Account (GL00.3).
2. Define an Accrued Commitment detail account. This account is required if you selected Yes for GL Commit on System Codes (GL01.4). For more information, see ["Defining a Chart of Accounts"](#) on page 44.
3. Return to Chart of Accounts (GL00.1). Choose System Accounts to access System Accounts (GL00.7).
4. Choose the Commitments tab and assign the Accrued Commitment detail account you defined.
5. Return to Chart of Accounts (GL00.1). You must indicate which accounts will use the budget editing. You can define budget editing for summary or detail accounts. To defined budget editing at the summary level, choose More beside the summary account that you want to define budget editing for. The Summary Account Options (GL00.5) subform appears.
6. Choose the Commitments tab. Indicate you want to allow Budget Edit processing to occur for the detail accounts under the summary account.
7. Optional. To define budget editing at the detail account level, return to Chart of Accounts (GL00.1). Choose Accounts, beside the account you want to define budget editing for. The Detail Account (GL00.3) subform appears.
8. Click More beside the detail account that you want to define budget editing for. The Account Information (GL00.4) appears.
9. Choose the Commitments tab. Indicate you want to allow Budget Edit processing to occur for the detail account. If the Budget Edit field is left blank, the system will use the summary account value.

Assigning Subaccounts With a Template

If you have a common group of subaccounts that you want to assign to several accounts, you can save time by using a subaccount template. Define the group of subaccounts just once in a template and apply the template to multiple accounts. The following procedure describes the process for defining a subaccount template and applying the template to major accounts.



Need More Details? Check out the following concepts:

- ["What Is a Subaccount Template?"](#) on page 41

STEPS To assign subaccounts with a template

1. Use Define Subaccount Template (GL13.1) to define a template.
2. Access Detail Subaccount Definition (GL02.1) and choose the Template Entry button to access Template Subaccount Definition (GL02.3). Apply the template to an account. Consider the following field.

**Summary
Account, Major
Account**

Select the summary and detail account pair to which you want to assign subaccounts. The detail account must exist within the summary account you select.

Follow-up Tasks

- Use Detail Accounts (GL00.3) to inquire on the chart of accounts and view the applied subaccounts.

Related Reports and Inquiries

| To | Use |
|---|-------------------------------------|
| List the subaccounts defined for a template and the subaccount parameters | Subaccount Template Listing (GL213) |

Defining System Accounts

System accounts are detail accounts that are used for system generated entries. You must define system accounts for each chart of accounts. The following procedure describes the process for defining system accounts.

STEPS To define system accounts

1. Access Chart of Accounts (GL00.1).
2. Choose the System Accounts button on GL00.1 to access System Accounts (GL00.7).
3. Define system accounts. Consider the following fields.

| | |
|---|--|
| Retained Earnings, Undistributed Retained Earnings | Select the retained earnings account and the undistributed retained earnings account to use when running the Journal Posting program or closing a fiscal year. |
| Error Suspense | Select the detail account used to post out-of-balance or invalid journal entries. The error suspense account keeps journal entries in balance. To select different error suspense accounts for different system codes, choose the By Systems link. |
| Currency Translation Gain/Loss Accounts | If you use currency translation, define translation gain and loss accounts. |
| Report Currency Adjustment, Auto Adjustment | If you use report currency or auto base balancing, define these two balancing accounts. |

Copying a Chart of Accounts

You can create a new chart of accounts by copying an existing chart of accounts and making changes. The copy process copies summary accounts, detail accounts, and all account options. The following procedure describes the process for copying a chart of accounts.

STEPS To copy a chart of accounts

1. Access Chart of Accounts (GL00.1).
2. Choose the New Chart button to access Define Chart (GL00.2).
3. Select the chart of accounts to copy.
4. Choose the Copy button to access Copy Chart (GL00.9).
5. Type a name and description for the new chart you want to create.

Related Reports and Inquiries

| To | Use |
|--|-----------------------------------|
| List the chart of accounts for a specific chart name, section, and depth | Chart of Accounts Listing (GL200) |
| List the differences between two charts | Chart Compare (GL215) |

Mapping a Chart of Accounts

You might be required to use a designated chart of accounts for government reporting. If you do not want to use this same chart of accounts for internal reporting and processing, you can create two companies, one company for day-to-day operations and another just for government reporting. You can then map the accounts for your operational company to the reporting company. This procedure describes the process for mapping a chart of accounts.

STEPS To map a chart of accounts

1. Use Chart Map Creation (GL130) to create a chart map. Consider the following field.

NOTE You can run Chart Map Creation (GL130) multiple times if needed.

**From Company,
To Company**

If you are using this program to generate financial reports to meet government requirements, use your operational company as the From Company and your governmental reporting company as your To Company. The period for your From Company must be closed.

2. Use Chart Map Maintenance (GL35.1) to map the accounts of each operational company to the accounts of the reporting company. Consider the following field.

Account

Each line displays the accounting unit and account in the To Company chart of accounts to which this line's From Company accounting unit is to be mapped. You can override the default information.

Mapping a Statutory Chart of Accounts

Use this intracompany chart mapping process to map a company chart of accounts to a statutory chart of accounts for period and annual financial reporting.

STEPS To map a statutory chart of accounts

1. Use Intracompany Chart Map Create (GL134) to create an intracompany chart map. Consider the following fields.

**Company Chart
Name**

Enter the company chart of accounts.

| | |
|-----------------------------|--|
| Statutory Chart Name | Enter the statutory chart to which the company chart of accounts will be mapped. |
|-----------------------------|--|

2. Use Intracompany Chart Map Maintenance (GL34.1) to map the corporate accounts to the statutory accounts. You can add, change or delete account map assignments. Consider the following fields.

| | |
|--|--|
| Company Chart Name/Statutory Chart Name | Select the company chart and the statutory chart that you want to use to map accounts. |
|--|--|

NOTE You can choose the Inquire form action to display all account mappings that exist.

| | |
|------------------------------|---|
| Company Chart Account | Select the corporate detail accounts that you want to assign to the statutory account(s). |
|------------------------------|---|

NOTE If an account mapping exists, the mapped accounts will display here. You can assign multiple company accounts to one statutory account.

| | |
|--------------------------------|--|
| Statutory Chart Account | For each corporate account that displays, enter a statutory account to map to. |
|--------------------------------|--|

NOTE If an account mapping exists, the mapped accounts will display here. You can map multiple statutory charts to one company chart.

Related Reports and Inquiries for Statutory Chart of Accounts

| To | Use |
|---|--|
| To print a trial balance report | French Trial Balance (GL281) |
| To print transactions in chronological order by GL posting date within an account, within a subaccount for the fiscal period, or within a range of fiscal periods you specify | GL Grand Livre Report - Period (GL288) |
| To print transactions in chronological order by GL posting date within an accounting unit, account, and subaccount for a specific date or a range of dates | GL Grand Livre Report - Date (GL289) |
| To print accounts payable transactions in chronological order by GL posting date within a vendor number for the fiscal period or range of periods specified | AP Grand Livre Report - Period (GL284) |
| To print accounts payable transactions in chronological order by GL posting date within a vendor number for a specific date or a range of dates | AP Grand Livre Report - Date (GL285) |
| To print accounts receivable transactions in chronological order by GL posting date within a customer number for the fiscal period or range of periods specified | AR Grand Livre Report - Period (GL286) |
| To print accounts receivable transactions in chronological order by GL posting date within customer number for a specific date or range of dates | AR Grand Livre Report - Date (GL287) |

Chapter 4

Defining a Company

Your general ledger company structure provides the framework for creating financial reports, accessing general ledger information, and processing journal entries and periodic reports. The structure you define is unique to your business needs and requires thoughtful planning. This chapter focuses on the information you need to plan and define your company.

STOP Before defining your company structure, you must define your chart of accounts. You should also review your options and plan out your company structure on paper before defining it in the General Ledger application.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 63

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

- ["What Is a General Ledger Company?"](#) on page 60
- ["What Is a Level Size?"](#) on page 62
- ["What is an Address Code"](#) on page 62

What Is a General Ledger Company?

The company is the highest organizational element in the General Ledger application. It can represent any business or legal entity of an organization, such as a corporation, holding company, division, or region. You assign a chart of accounts, base operating currency, status, fiscal calendar, operating rules, levels, and more to a company.

You structure your company to match your business needs. Your first decision is whether you will need multiple companies or just a single company. You can include multiple legal entities in one general ledger company. You also have the option to define up to 9,999 separate companies in General Ledger that can be consolidated for reporting and inquiry. For more information, see ["When Are Multiple Companies Appropriate?"](#) on page 103. For more information, see ["What Are Alternatives to Multiple Companies?"](#) on page 103.

Accounting Units and Levels

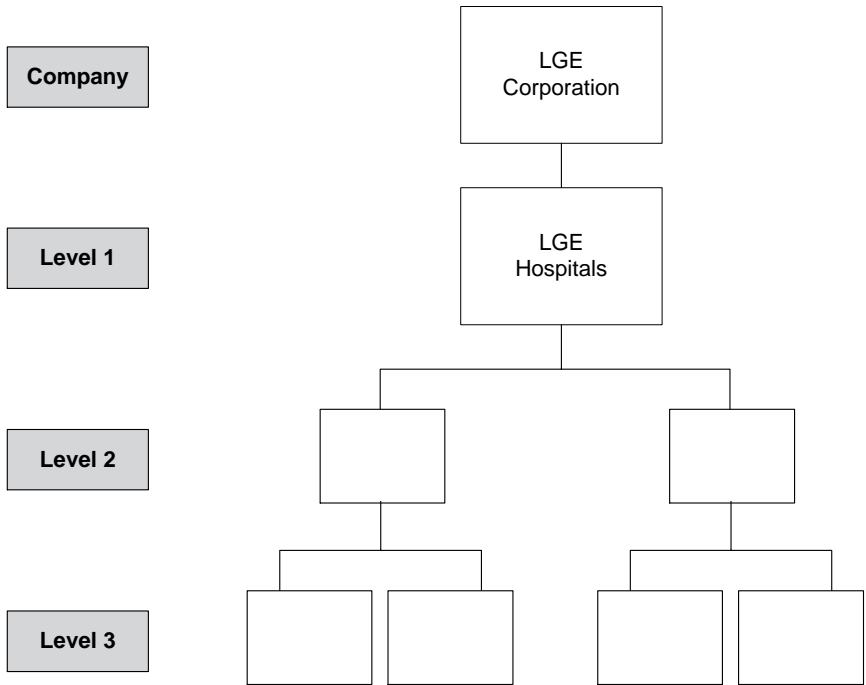
A company can include up to five levels of accounting units. An accounting unit represents a location or business center in a general ledger company, such as a division, department, region, or store. A level represents a layer in a company structure's hierarchy. For example, a company structure might include three levels: region, division, and department. Each level is part of, or reports up into, the level above it. Accounting units are covered in detail in following chapter. For more information, see ["What Is an Accounting Unit?"](#) on page 74.

Single Company Example

LGE Corporation defined a single general ledger company for the entire organization that included four divisions. The following example shows this company structure, with LGE Corporation as the general ledger company

and each division as an accounting unit at the highest level in the company structure.

Figure 3. Illustration: Company hierarchy



What Is a Level Size?

You assign a size to each level. The size determines the maximum number of accounting units that you can use at that level. For example, at level one in an organization, a size of 2 represents a maximum of 99 accounting units at that level and a size of 3 represents a maximum of 999 accounting units at that level. You define levels and level sizes on Company (GL10.1).

Level Sizing Rules

The following rules apply to level sizes:

- You can define up to five levels of accounting units in a company.
- The maximum size of a level is 15 digits. (A level size of 15 digits at level one would allow up to 999,999,999,999,999 accounting units that level.)
- You can assign up to 30 digits total to all of your levels. For example, if you assigned a level size of 3 to your first level, you would have 27 digits remaining that you could assign to the rest of your levels.
- You cannot change the *size* of a level once it has been defined.
- You can define unused levels at any time in the company lifecycle.

TIP Assign level sizes that will allow for future growth, but don't greatly exaggerate sizes. Assigning a size that is larger than you will ever need can unnecessarily slow processing time.

Example

TIP Most companies assign between two and six digits to the levels in their companies.

The following example shows a portion of LGE's accounting unit setup. They defined three levels and assigned a size of two to each level. Based on the sizes assigned, LGE can have up to 99 divisions in their company structure. They can have up to 9,801 (99 x 99) departments because each division can be further broken down into 99 departments. At level three they can have a total of 970,299 (99 x 99 x 99) cost centers.

| Level | Description | Size |
|-------|-------------|------|
| 1 | Division | 2 |
| 2 | Department | 2 |
| 3 | Cost Center | 2 |

What is an Address Code

Address codes are created and maintained on Address Codes (IF00.1). An address code is assigned to each address layout you will use in your Lawson applications. When entering or maintaining address details for other countries you may require different information — a different address layout. For each layout you create, you assign an address code. For example, you may assign the standard US address layout (street, city, state, zip) an address code of 1. If you leave the Address Code field blank and add, the Lawson system generates an address code for you.

Procedures in this Chapter

Use the following procedures to define a company structure that reflects the way your organization looks and operates.

- ["Defining a Company" on page 63](#)
- ["Adding an address code" on page 70](#)
- ["Copying a Company" on page 70](#)

Defining a Company

The company is the highest organizational element in the General Ledger application. It can represent any business or legal entity of an organization, such as a corporation, holding company, division, or region. You assign a chart of accounts, base operating currency, fiscal calendar, and optional security safeguards to a company. The following procedure describes the process for defining a general ledger company.

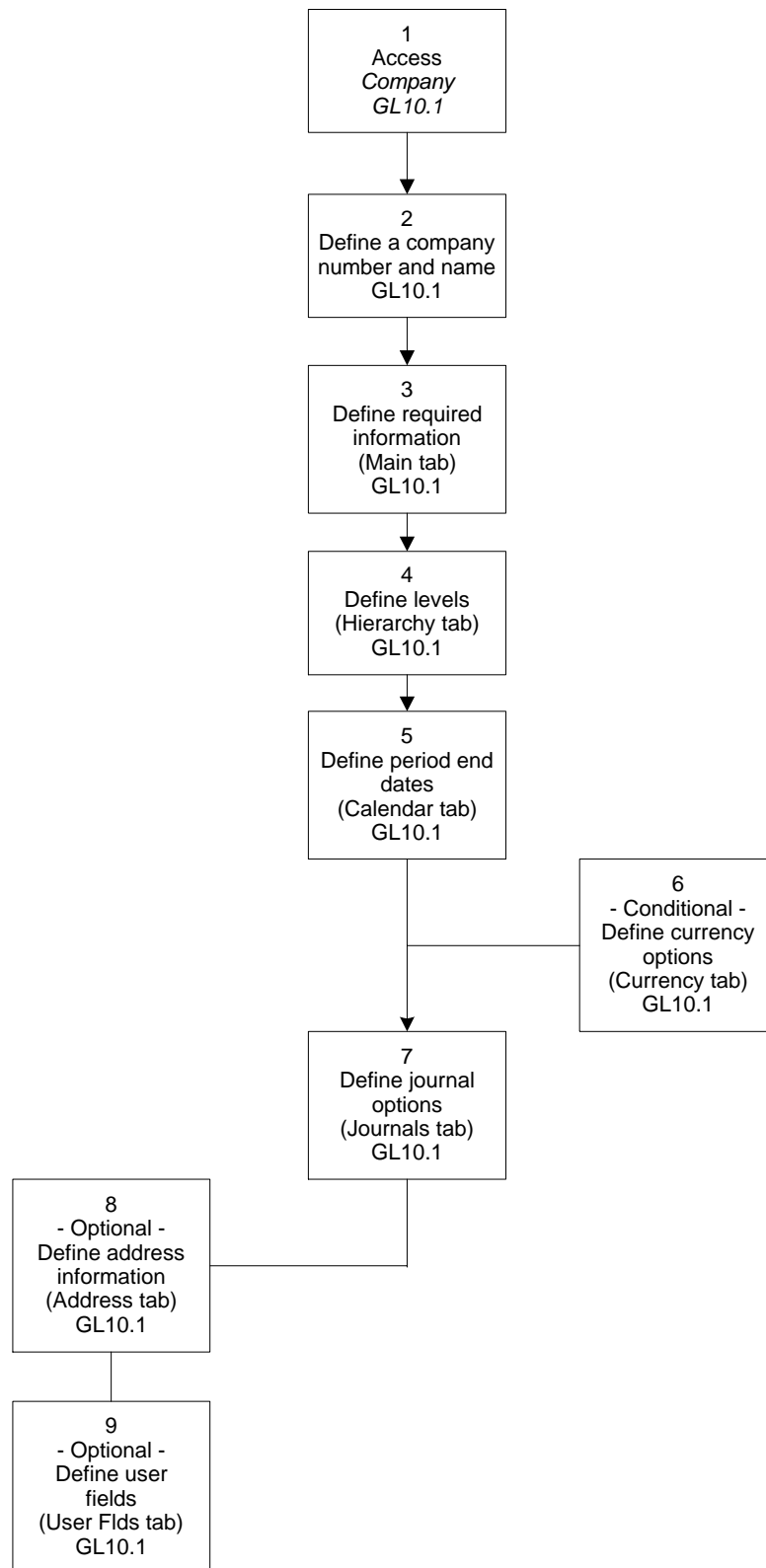
STOP Before you define your company, you must define your chart of accounts. You should also review your options and determine the number of companies you require.



Need More Details? Check out the following concepts:

- ["What Is a General Ledger Company?" on page 60](#)

Figure 4. Procedure flow: Defining a company



STEPS To define a company

1. Access Company (GL10.1), Main tab.
2. Define a company number and name.
3. Define required information on the Main tab, including the chart of accounts, base currency, and accounting periods. Consider the following fields.

| | |
|--------------------------|---|
| Status | <p>Indicate the status of the general ledger company. The company status can be:</p> <ul style="list-style-type: none">• Live: this is the default and represents an active company.• Test: indicates that the company is used for testing purposes only. You can clear balances and transactions for a company with a test status.• Delete: marks the company for deletion before running the company delete program.• Consolidation: indicates the company is used to consolidate financial information for an organization. For more information, see "What Is a Consolidation Company?" on page 330.• Elimination: indicates the company is used to hold intercompany eliminating journal entries. |
| Number of Periods | <p>Type the number of accounting periods in the company fiscal year. A company can have as few as 1 period or as many as 13 periods. Consider how period 13 is used by the Budgeting system and when you auto reverse journal entries. If you spread an annual budget amount, it is spread over all periods.</p> |
| Zones | <p>Indicate whether the company will use zones. If you use zone balancing, you must enter a default zone. For more information, see "What Is a Zone?" on page 113.</p> |

| | |
|-------------------------------|--|
| Budget Edit Date Range | <p>Select a value to indicate how the system will edit your budget. The budget edit range can be:</p> <ul style="list-style-type: none"> • N: no edit • P: period budget edits against the detailed or summarized budget for the period • Y: year to date budget edits based on the current period year-to-date budget amount • A: annual budget edits against the total detailed or summarized budget for the year. |
|-------------------------------|--|

NOTE A warning message will display if you select a budget edit date range but have not defined a commitment budget.

| | |
|-------------------------|---|
| Budget Edit Type | <p>Select the type of edit you want:</p> <ul style="list-style-type: none"> • Detail: The system will use a specific accounting unit and account to edit the budget. • Summary: The system will use a budget edit group, defined on Budget Edit Group (FB11.1), to edit the budget. If a budget edit group does not exist for the account, then a detail edit is performed. |
|-------------------------|---|

NOTE To learn how to define a budget edit group, see the *General Ledger Budgeting User Guide*.

| | |
|------------------|---|
| Tolerance | Optional. You can enter a percent by which commitments, encumbrances, and actuals may exceed the budgeted amount. |
|------------------|---|

IMPORTANT Carefully select the level size. Once you define a level size, you cannot change it. Picking too small a size limits the future growth options, and picking too large a size unnecessarily slows reporting and can limit future growth for any unused levels.

NOTE You can change a level's description at a later date, but you cannot change a level's size. You can also add new levels in the future.

4. Define levels using the Hierarchy tab. Consider the following fields.

| | |
|--------------------|---|
| Description | Type a description of the levels in the company structure. Examples of levels are division, department, region, and store. You can define up to five levels of accounting units. Define only the levels you need immediately, and add more levels, as needed. |
|--------------------|---|

| | |
|-------------|--|
| Size | Type the size of the level, which determines the maximum number of accounting units you can define at that level. Most organizations find that a level size of 3 or 4 suits their needs. |
|-------------|--|

5. Define period end dates for the company using the Calendar tab. Consider the following fields.

| | |
|---|--|
| Current Year Date | Enter period end dates for the current year. |
| Last Year Date, Next Year Date | The system automatically generates last year and next year dates when you add the company. You can change these dates if you need to reflect a unique calendar, such as if you use a 4-4-5 calendar. |

NOTE You can only change a period date if there are no postings in that period.

NOTE See the *Currency User Guide* for detailed concepts and procedures related to currency setup.

6. If the company uses more than one currency, define currency options on the Currency tab. Consider the following fields.

| | |
|------------------------|---|
| Currency Ledger | <p>If you need to produce balanced balance sheets by transaction currency in order to access currency rate risk exposure, select Yes in the Currency Ledger field. (This is a common business requirement for financial services organizations.) When you select Yes, these transactions are automatically balanced. The default is No, which converts amounts associated with the transaction code to the base currency when you release the journal entry.</p> <p>Flagging currency ledger allows you to produce balanced transaction amounts by transaction currency and maintain the undistributed retained earnings and retained earnings account for each transaction currency. You can set up a report for transaction currency on General Ledger Report Setup (GL50.1) or by using the Financials Data Mart. For more information, see "Using Lawson Business Intelligence to Create Data Marts" on page 347.</p> |
|------------------------|---|

| | |
|--|--|
| Auto Base Balance | <p>Select Yes if automatic balancing in base currency is to be performed when a journal entry is released. If you select Yes, you must use System Accounts (GL00.7) to select the balancing account to be used for balancing adjustment entries.</p> <hr/> <p>TIP This option creates entries for rounding differences if you are processing in multiple currencies.</p> |
| Currency Exchange, Currency Translation | <p>If you will be using currency exchange or currency translation, select Yes in one or both of these currency conversion fields. Then choose the Currency Accounts button to define the currency gain/loss accounts. For detailed information, see the <i>Currency User Guide</i>.</p> |
| Report Currency | <p>You can select one or two existing currency codes to use as report currencies. Report currency is an additional nonbase currency you use for reporting and analysis. Report currencies are included on journal entries and stored for account balances.</p> <hr/> <p>TIP You can use Report Currency Purge (GL310) if you ever need to purge a report currency. For details, see the <i>Currency User Guide</i>.</p> |

TIP As an option, you can assign security to the Unrelease and Backout line actions for Journal Control (GL45.1). Use security to define the users who are authorized to unrelease or back out entries instead of allowing this for all users in a company.

7. Define journal options on the Journal tab. Consider the following fields.

| | |
|--|---|
| Auto Journal Numbering | <p>Indicate whether you want the system to automatically number journal entries. This flag applies to General Ledger journal entries only; subsystem journal entries are numbered automatically.</p> |
| Allow Unrelease of Released Entries | <p>Select Yes to be able to unrelease journal entries that have been released. Use this feature to be able to make changes to entries after release.</p> <p>To modify transactions that have Activity information, you must select "Unrelease without AC" from the FC field. This will prevent the modifications from being posted to AC when the transaction is re-released.</p> |

| | |
|--|---|
| Allow Backout of Posted Entries | Select Yes to be able to back out (unpost) journal entries. When you back out a journal entry, you leave no audit trail of the original posting. When a period is closed, journal entries are assigned a status of History and can no longer be backed out. |
|--|---|

TIP An alternative to backing out a journal entry is copying the entry, reversing it, and creating a new, corrected entry. This method provides an audit trail.

| | |
|---------------------------|--|
| JE Approval Amount | To flag journal entries over a minimum amount for Workflow approval, type the minimum journal entry amount that requires approval. Upon release, journal entries with an amount greater than or equal to the defined approval amount are routed to the Workflow system for approval. You must also select Yes in the Workflow field. If you leave this field blank and select Yes in the Workflow field, all journal entries are routed to the Workflow system for approval. |
|---------------------------|--|

| | |
|----------------------------|---|
| Single Account Type | If your company requires debit only or credit only accounts, select Yes. This is a national regulation in some countries, such as Spain. This field controls how auto-reversing entries are created. For example, a negative debit would be posted to reverse a posted debit for a single account type company. |
|----------------------------|---|

8. To provide address and communication information to the Report Writer application, select an address code and provide additional contact information on the Address tab.
9. To define additional information for use in the Report Writer application, define up to three user fields on the User Fields form tab.

Related Reports and Inquiries

| To | Run |
|---|-----------------------------|
| List company parameters | Company Listing (GL210) |
| Copy an existing company, zero out company balances and transactions, or delete a company | Company Copy Delete (GL110) |

Adding an address code

Instead of adding the same address repeatedly on different forms, you are able to assign an address to an address code on Address Codes (IF00.1). Each country has a specific address format. Therefore, each format is attached to a country code. When setting up address codes, you must first select a country code, then only the address fields that are for that particular country code are displayed and can be entered.

STEPS To add an address code

NOTE You can leave the Address Code field blank to have the General Ledger application assign a code for you.

1. Access Address Codes (IF00.1).
2. Enter an Address Code.
3. Select a Country Code.
4. Click Add.
5. Complete the displayed address fields.
6. Click Add.

Copying a Company

You can copy an existing company to create a new company. When you copy a company, you copy all associated accounting units and accounts. As an option, you can also copy:

- Accounting unit attributes
- Budgets
- Transactions
- Balances

Only general ledger information is copied; subsystem information is not copied. The following procedure describes the process for copying a company.

STEPS To copy a company

NOTE You can copy a company with a status of live, test, or inactive.

- Run Company Copy Delete (GL110). Consider the following fields.

| | |
|--|---|
| Action | Select Copy. This field indicates whether you want to copy, delete, or zero-out company information. |
| Company | Select the general ledger company you want to copy in the Company field. |
| To Company | Type the number and description to assign to the new general ledger company. If you don't provide a description, the name of the existing company is used. |
| Chart Name | If you would like to copy a company's structure but not its chart of accounts, select the chart of accounts you would like to use. If you select a chart of accounts in this field, you must select No, the default value, in the Balance, Transactions, and Budget fields. If you leave the Chart Name field blank, the chart of accounts for the original company will default. |
| Base Currency, Currency One, and Currency Two | <p>To let the new company have a base currency that is different from the company you are copying, select a base currency in the Base Currency field.</p> <p>You can also type a name that identifies one or two report currencies for the company you are copying to. If you don't identify a report currency in the Currency One or Currency Two fields, the new company you create will have no report currency.</p> <p>You cannot copy balances or transactions when a new currency is entered. Select No, the default value, in the Balance, Transactions field.</p> |
| Balance, Transactions | Indicate whether you want to copy balances and transactions. |
| Accounting Unit Attributes | Indicate whether you want to copy accounting unit attributes. |

Files Affected When You Copy or Delete a Company

You can copy or delete a general ledger company, associated accounting units and accounts, and, optionally, balances, transactions, accounting unit

attributes, and budgets. The following database files are changed when you copy or delete a company.

| | | |
|------------|------------|-----------|
| AUMXVALUE | GLAMOUNTSX | GLUNITS |
| GLAUDIT | GLUNITSX | CADETAIL |
| GLCLSAUDIT | GLZONE | CAHEADER |
| GLCODES | GTMXVALUE | CATRANS |
| JBKACCT | CUACCT | GLCONSOL |
| JBKOPCODE | CUAMOUNT | GLCONTROL |
| JBKSEQNBR | CUAMOUNTX | GLINTCO |
| JBKSYSCODE | CUTRANSL | GLJELOG |
| JBOOKHDR | FBDETAIL | GLMASTER |
| MXOBJCAT | FBDTLHIST | GLNAMES |
| RJBRIDGE | FBHEADER | GLRPTSEL |
| RJCONTROL | FBHISTHDR | GLSYSJE |
| RJMXVALUE | GLADDRESS | GLSYSTEM |
| RJSCHEDULE | GLAMOUNTS | GLTRANS |
| RJTRANS | | |

Chapter 5

Defining Accounting Units

As part of your company structure, you define accounting units to reflect the hierarchy of your organization. An accounting unit represents a location or business center in a general ledger company, such as a division, department, region, or store. This chapter provides details about defining accounting units in your company structure.

STOP You must define a company before defining accounting units for that company.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 79

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

- ["What Is an Accounting Unit?"](#) on page 74
- ["What Is a Level Address?"](#) on page 76
- ["What Is an Accounting Unit Template?"](#) on page 78

What Is an Accounting Unit?

An accounting unit represents a location or business center in a general ledger company, such as a division, department, region, or store. Your company can include up to five levels of accounting units. A level represents a layer in a company structure's hierarchy.

For example, a company structure might include three levels: region, division, and department. Each level is part of, or reports up into, the level above it. Each accounting unit must have a unique name, which can be up to 15 characters long. You cannot change an accounting unit name after you define it.

How are Accounting Units Used?

You use accounting units to further define your company structure. By defining accounting units at different levels, you build a structure that resembles your organization. You define two types of accounting units:

- *Posting accounting units* are used to post journal entries. These accounting units are the lowest level of the chain in a general ledger company; you cannot define additional accounting units below a posting accounting unit.
- *Summary accounting units* are used to summarize the activity of lower level accounting units for consolidation and reporting.

Considerations for Naming Accounting Units

Consider the following when defining accounting units:

- Accounting units must have a unique name
- Names can be up to 15 alphanumeric characters
- You cannot change an accounting unit name after you define it, but you can change the description
- Naming posting accounting units numerically preserves ten-key efficiency for data entry

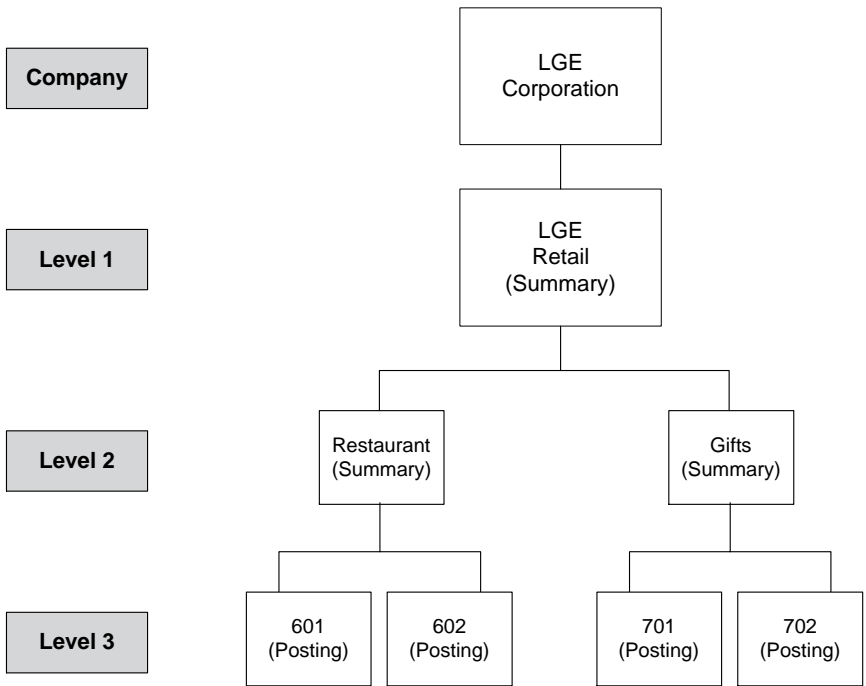
Example

The following diagram shows the accounting units, and their respective levels, as defined for the retail division of LGE Corporation. Although as many as five levels of accounting units can be defined, LGE Corporation has elected to

define only three levels. By defining the company structure this way, LGE can report on results in a variety of ways, such as seeing results for:

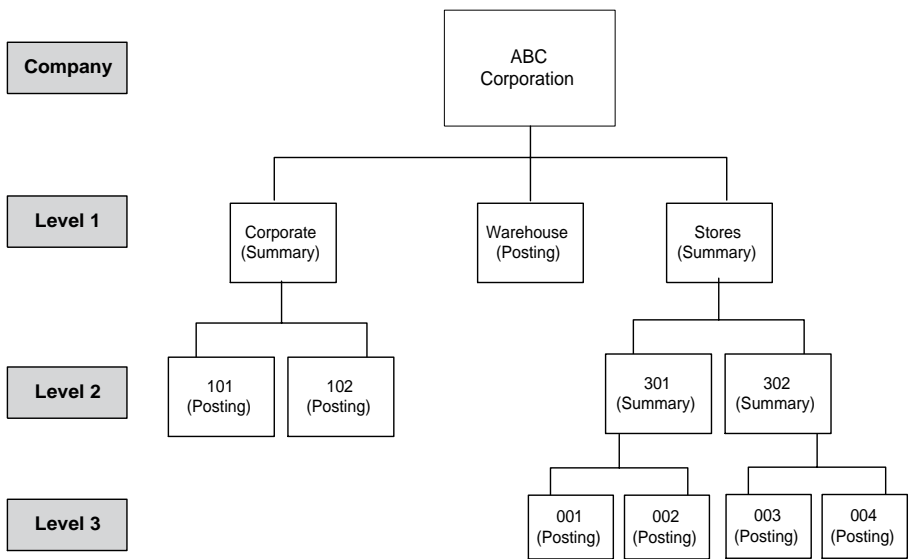
- only the River Bend restaurant (601 posting accounting unit),
- only the Grove restaurant (602 posting accounting unit),
- both restaurants (Restaurant summary accounting unit), and
- all restaurants and gift stores (Retail accounting unit).

Figure 5. Illustration: Using accounting units at multiple levels to define company structure



NOTE To simplify reporting, you might want to include all posting accounting units at the same level in a company.

Figure 6. Illustration: Posting accounting units can be located at any place in the organization, but must be the lowest in the chain



What Is a Level Address?

A level address is a numeric identifier that defines the location of an accounting unit in the company structure. After you define an accounting unit, you give it a unique level address. The General Ledger application uses the level address to consolidate and report on information for accounting units in the company and across companies that have the same structure. Level addresses provide a roll-up structure for a general ledger company. You define level addresses on Accounting Unit - Accounts (GL20.1).

You can compare a level address to a phone number. A phone number can be broken down into several unique parts with each part providing a more specific identifier: country code, area code, telephone number. Each part of a level address tells you more specifically where in the company structure that accounting unit is located.

Level Addressing Rules

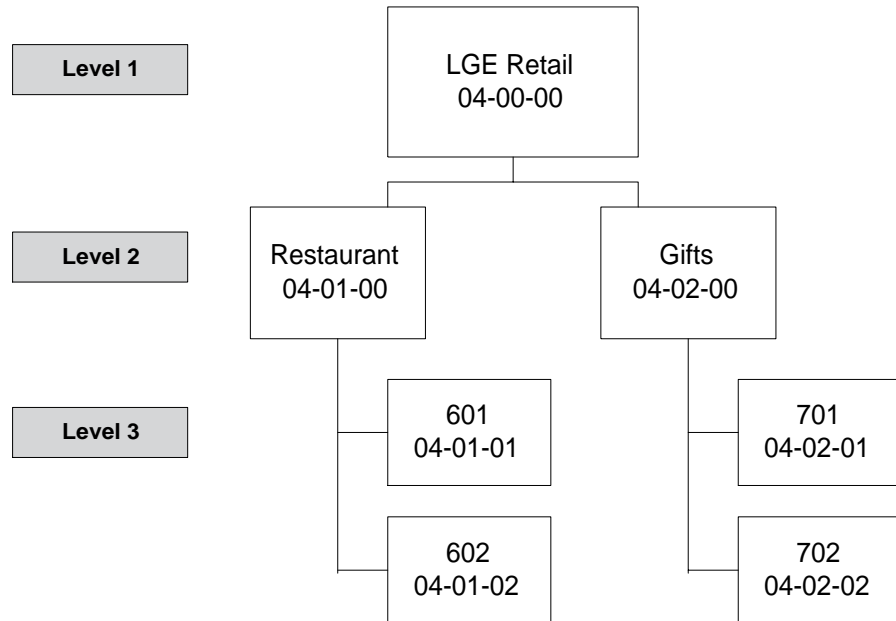
The following rules apply to level addresses:

- The number of levels and the size of the levels you define dictate the level address. For example, if you defined three levels and assigned a size of three to each level, a level address for one of your first level accounting units might be 001-000-000. If you have four levels, each with a size of four, one of your first level accounting units might be 0001-0000-0000-0000.
- You can change level addresses to allow for responsibility changes and corporate reorganizations.
- Each accounting unit should have a unique level address.

Example

The following example shows the next step in LGE's accounting unit setup: assigning level addresses to each of the accounting units. The organizational chart shows the resulting structure.

Figure 7. Illustration: LGE's three level accounting unit structure with level addresses



Accounting Unit: LGE Retail

| Level | Size | Level Address |
|-------------|------|---------------|
| Division | 2 | 4 |
| Department | 2 | |
| Cost Center | 2 | |

Accounting Unit: Restaurant

| Level | Size | Level Address |
|-------------|------|---------------|
| Division | 2 | 4 |
| Department | 2 | 1 |
| Cost Center | 2 | |

Accounting Unit: 601

| Level | Size | Level Address |
|-------------|------|---------------|
| Division | 2 | 4 |
| Department | 2 | 1 |
| Cost Center | 2 | 1 |

What Is an Accounting Unit Template?

An accounting unit template is a group of accounting units that you can use again and again as you define your company structure. Accounting unit templates streamline the process of defining accounting units for companies that have a similar structure repeated throughout the organization. You can define up to five levels of accounting units within a template.

Example

LGE is a growing organization and is likely to add more hospitals and clinics to their organization in the future. All of their hospitals have a common accounting unit structure by design. This makes it easy for them to report on information across all hospitals, such as seeing revenue for all outpatient services. They have also used this structure to their advantage by creating an accounting unit template for hospitals that lets them quickly add new hospitals to their company structure.

Each hospital has a summary accounting unit at level two with five common accounting units beneath: Diagnostics, OB-GYN, Surgery, Internal Medicine, and Outpatient Services. LGE created an accounting unit template to reflect this structure and all of the posting accounts for the accounting units. The next time they add a hospital to their structure they can apply the template instead of defining each of the individual accounting units again. After applying the accounting unit template, they can assign accounting units that are unique to the hospital.

Procedures in this Chapter

Use the following procedures to define accounting units within the company structure to reflect the way your organization looks and operates.

- ["Defining Accounting Units" on page 79](#)
- ["Defining Accounting Units With a Template" on page 83](#)

Defining Accounting Units

An accounting unit represents a reporting or posting level within your general ledger company. It can represent a division, department, region, store, or other business entity. You use accounting units at different levels in your company to reflect your business needs and organizational structure. The following procedure describes the process for defining accounting units.

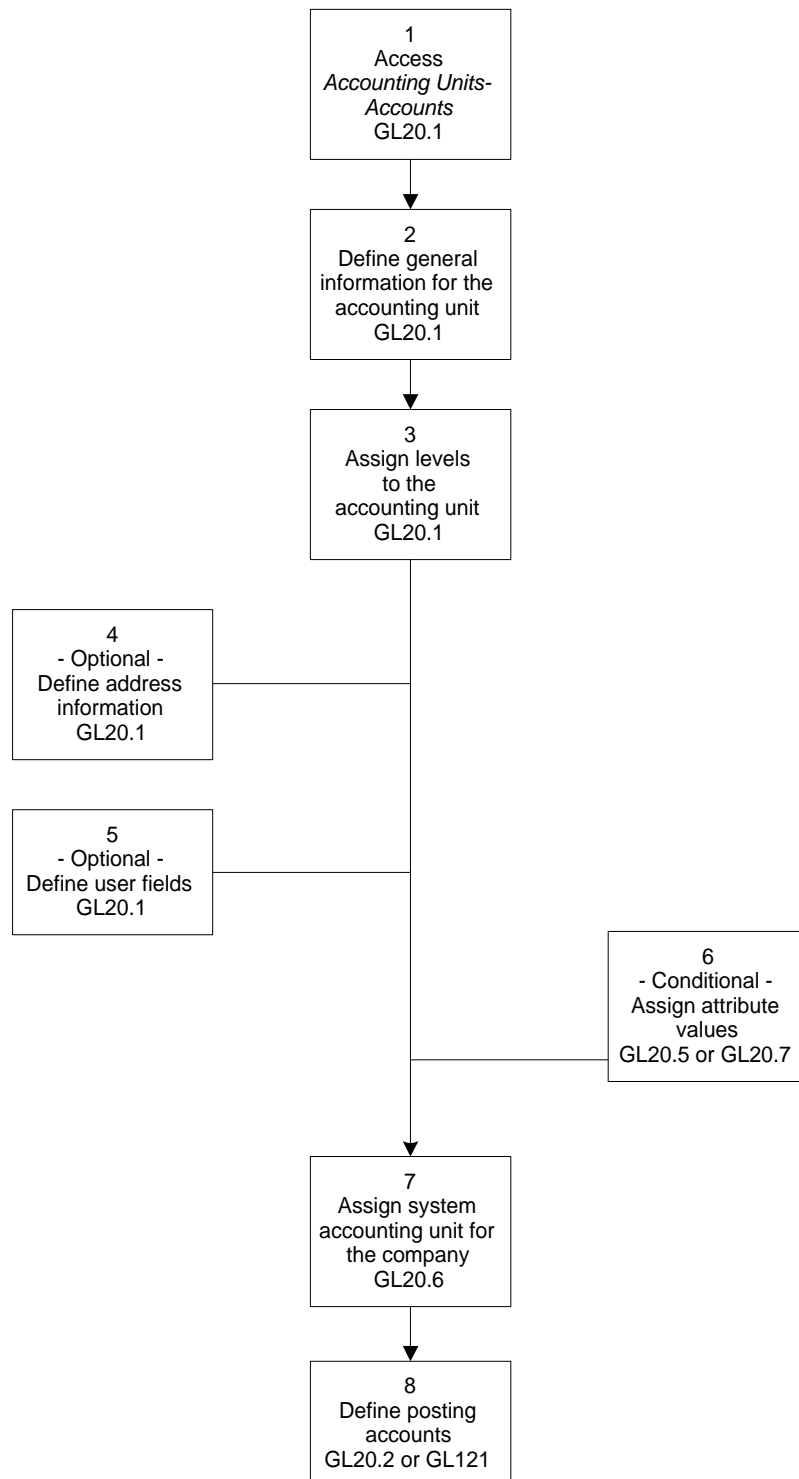
STOP Before you define your accounting units, you must define your company. You should also carefully plan your accounting unit structure on paper before defining it in General Ledger.



Need More Details? Check out the following concepts:

- ["What Is an Accounting Unit?" on page 74](#)

Figure 8. Procedure flow: Defining accounting units



TIP To interface accounting units from a non-Lawson system, use Accounting Unit Interface (GL161). For more information, see ["Interfacing Data Into General Ledger"](#) on page 255..

STEPS To define an accounting unit

1. Access Accounting Units-Accounts (GL20.1).

IMPORTANT You must define accounting units on previous levels first. For example, define accounting units for level one before defining accounting units for level two.

2. Define general information about the accounting unit on the Main form tab. Consider the following fields.

| | |
|------------------------|--|
| Accounting Unit | The name you assign to an accounting unit must be unique, but you can use the same description for multiple accounting units. Name posting accounting units numerically to preserve ten-key efficiency in General Ledger and subsystems. |
|------------------------|--|

| | |
|-------------|---|
| Type | Indicate if you are defining a summary or posting accounting unit. Define all summary accounting units before posting accounting units, or define one summary accounting unit and its posting accounting units. |
|-------------|---|

| | |
|-------------------------|---|
| Account Currency | You can select the currency code you want to store account balances in. The account currency you define here becomes the default account currency for accounts added later to the accounting unit. If you leave this field blank, balances are stored in the company base currency. |
|-------------------------|---|

This account currency overrides any account currency you assigned in Chart of Accounts (GL00.1). Changing this account currency in the future does not override the account currency on any existing accounts.

3. Assign levels to the accounting unit on the Levels form tab. Consider the following fields.

| | |
|----------------------|---|
| Level Address | The level address identifies the location of the accounting unit in the general ledger company structure. The system uses the level address to consolidate and report information for accounting units. Level addresses are used to create the roll-up structure for a company. |
|----------------------|---|

Define accounting units from the top of your company to the bottom to assign the correct level address to each accounting unit. For example, you must define 01-00-00 before you can define 01-01-00. You should define a unique level address for each accounting unit.

**New Address,
Effective Date**

Use these fields only if you are moving an accounting unit to a new location in the company structure. For more information, see ["Moving an Accounting Unit"](#) on page 290.

4. To use address and communication information in Report Writer, define accounting unit address and communication information on the Address form tab.
5. To use additional information for the accounting unit, which can be used by Report Writer, define user fields.
6. If you use attributes, assign attribute values to accounting units using Values by Attribute (GL20.5) or Attributes (GL20.7). For more information, see ["Using Attribute Matrix Attributes"](#) on page 145.

NOTE The information you define on System Accounting Units (GL20.6) applies to the entire company.

IMPORTANT You must designate the accounting unit you want to associate with the system accounts, as described in the following step, before you can post entries to General Ledger. System accounts are detail accounts you use to post error suspense, undistributed retained earnings, retained earnings, translation gain, and translation loss transactions.

NOTE If you use zones, you must specify accounting units for the system accounts for each zone using Define Zone (GL30.2).

7. Choose the System Accounting Unit link on GL20.1 to access System Accounting Units (GL20.6). Select the system accounting units for the company; you define the system accounting units once for each company. Consider the following field.

**Balance Sheet,
Income Statement**

Select a balance sheet accounting unit and an income statement accounting unit. The balance sheet and income statement accounting unit can be the same. The income statement accounting unit is used if the same system accounts are in the income statement of the chart of accounts.

These accounting units are used in conjunction with System Accounts (GL00.7) to create system generated entries. For example, they can be used to post retained earnings, undistributed retained earnings, error suspense, currency translation gains or losses, report currency adjustments, or other auto adjustments.

8. Assign detail accounts to posting accounting units to create posting accounts. You can do this manually or use dynamic account generation. For more information, see ["Defining Posting Accounts"](#) on page 89.

Options for Defining Accounting Units

You can convert accounting units from your previous system or from a spreadsheet using Accounting Unit Interface (GL161). For more information, see the *Lawson Enterprise Financial Management Conversion Guide* and the *General Ledger File Layouts*.

Related Reports and Inquiries

| To | Run |
|----------------------------------|---------------------------------|
| List accounting units by company | Accounting Unit Listing (GL220) |

Defining Accounting Units With a Template

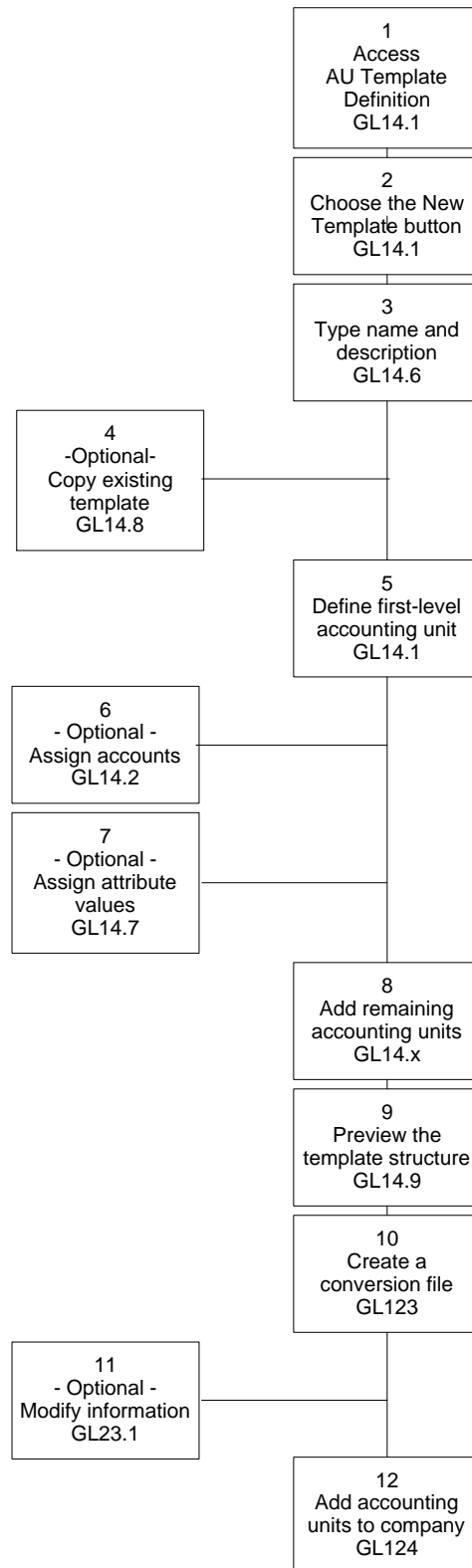
Templates provide an efficient way to add accounting units, allowing you to copy a portion of your company to another spot within the company or to another company. You can use a template to add up to five levels of accounting units dynamically. This procedure describes the process for using a template to add accounting units.



Need More Details? Check out the following concepts:

- ["What Is an Accounting Unit Template?"](#) on page 78

Figure 9. Procedure flow: Defining Accounting Units with a Template



STEPS To define an accounting unit with a template

1. Access Accounting Unit Template Definition (GL14.1).
2. Choose the New Template button to access Define Accounting Unit Template (GL14.6).
3. Type the template name and description on GL14.6 and choose the add form action.
4. To copy and modify an existing template, choose the Copy button on GL14.6 to access Copy Accounting Unit Template (GL14.8) and select the template you want to copy.
5. Define the first-level accounting unit in the template using GL14.1. Consider the following fields.

NOTE When defining a template with multiple levels, start with the first level accounting unit, which becomes the parent accounting unit for the second-level accounting unit. The second-level accounting unit becomes the parent for the third.

| | |
|-------------------------------|--|
| Accounting Unit | Type a name and description for the accounting unit you want to add to the template. You can define up to five levels of accounting units within a template, one at a time. |
| Parent Accounting Unit | If you are using a template that contains accounting units at multiple levels, select the name of the parent accounting unit. The parent accounting unit is one depth level higher than the accounting unit you are adding. If the accounting unit being defined is at the top level in the template, it is automatically the parent accounting unit and this field should be left blank. This field is used to establish a roll-up structure in the template. |
| Level Address | You can type an address to be assigned at the level depth defined for the accounting unit. The application must assign a temporary level address for each template record. If you leave this field blank, a value of 1 defaults. You can override this level address on Accounting Unit Template Conversion Load (GL123). |
| Chart Name | If you are defining a posting accounting unit, you must type or select the name of the associated chart of accounts. |

6. To assign accounts to the accounting unit, choose the Accounts button and use Posting Accounts (GL14.2) to define posting accounts.
7. To assign attribute values to an accounting unit within a template, choose the Attributes button to access Attributes (GL14.7).
8. Add the remaining accounting units to the template using the same process.
9. Choose the Preview button on GL14.1 to preview the structure of the template you defined using Preview Accounting Unit Structure (GL14.9).

NOTE You can also use this form to delete an accounting unit template conversion record. Select Delete in the Action field.

10. Use Accounting Unit Template Conversion Load (GL123) to create a conversion of accounting unit template data to be attached to a company, and, optionally, generate automatic variable addresses and accounting unit names.

IMPORTANT You must run Accounting Unit Template Conversion Load (GL123) once in update mode to create the conversion the report is extracted from. Once this is created, you can run the program with No selected in the Update field to create just the report.

- a. Use the Main tab to define the parameters for the conversion load. Select Yes in the Update field the first time you run the report.
- b. Use the Accounting Unit Name tab to override the accounting unit names defaulted from the template. Select Yes in the Automatic field to indicate that the system should automatically insert, overlay, or append the accounting unit names from the template.
- c. Use the Description Naming tab to override the accounting unit descriptions defaulted from the accounting unit template. Select Yes in the Automatic field to indicate that the system should automatically insert, overlay, or append the text to the description from the template.
- d. Use the Address Generation tab to assign a new level address to a template accounting unit. Select Yes in the Automatic field to indicate that the system should automatically override the defaulting address starting at the address you define and increment by the number you define in the Index field.

11. To modify accounting unit information, use Template Accounting Unit Maintenance (GL23.1) to view and maintain the pending accounting units in the conversion file. Consider the following fields.

| | |
|------------------------|---|
| Run Group | You must type or select the run group that uniquely identifies (in combination with the company and template) the conversion record you want to display. |
| Accounting Unit | This field displays the accounting unit name defaulted from the template or generated automatically if you selected automatic name generation on GL123. You can modify the accounting unit name. |
| Level Address | This field displays the address to be assigned at the level depth defined for the accounting unit. You can modify the address on this form. If you selected automatic generation on the Address Level form tab of GL123, the address you entered on GL123 displays. If you did not choose automatic generation, the address defaults from the accounting unit template. |

TIP You must enter a level address here or on GL14.1 or all accounting units will have the same address.

| | |
|-------------------------|--|
| Mass Info Button | To add accounting unit information applicable to all the accounting units displayed on GL23.1, choose the Mass Info button to access Mass Add Accounting Unit Information (GL23.3). Use this form to add a person responsible, an attribute template, address code, and user fields to all accounting units within a run group, company, and template. |
|-------------------------|--|

12. Use Mass Accounting Unit Addition (GL124) to add the accounting units to the company. Consider the following fields.

| | |
|------------------|---|
| Run Group | You must type or select the run group you used when running GL123. |
| Update | <p>You can use this field to determine how much of an update to perform.</p> <ul style="list-style-type: none"> • Select N (No Report Only) to generate a report of what records would be updated, without actually performing the update. • Select A (All) to update all records once they are all error free. This option produces a report of records that contain errors and does not update any records. • Select P (Partial) to update all error-free records and produce a report of records not processed. |



CAUTION To avoid errors when using the accounting unit template, be cautious of the following:

- If an accounting unit already exists at the address you have specified, the template will not overwrite it with a new accounting unit.
- You cannot add more levels of accounting units than you have defined for the company.
- You cannot exceed the level size defined for a level. For example, if you have a level size of 2, you will not be able to increment level addresses by 100.

Related Reports and Inquiries

| To | Use |
|--|---|
| List the detail lines of each accounting unit within a template | Accounting Unit Template (GL214) |
| List accounts associated with posting accounting units within an accounting unit template | Accounting Unit-Accounts Template Listing (GL216) |
| List the accounting unit records created in the template conversion for a run group, company, and accounting unit template | Template Conversion Listing (GL223) |

Chapter 6

Defining Posting Accounts

For each posting accounting unit, you must define one or more posting accounts. Use posting accounts to indicate which detail accounts an accounting unit is allowed to post to. You must either assign detail accounts to accounting units during setup, or use the dynamic account assignment feature to automatically assign a detail account when you add a transaction. This chapter covers the procedures you can use to define posting accounts.

STOP An accounting unit must exist before you can assign detail accounts to it to create posting accounts.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 94

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

- ["What Is a Posting Account?"](#) on page 90
- ["What Is Dynamic Account Generation?"](#) on page 91

What Is a Posting Account?

When you create a journal entry or subsystem transaction line, you must assign a posting account to the line. A posting account is a detail account that is attached to an accounting unit for the purpose of posting. A posting account lets you indicate which detail accounts are valid for an accounting unit.

You must either assign detail accounts to accounting units during setup, or use the dynamic account assignment feature to automatically assign a detail account when you add a transaction.

Example

LGE has an outpatient services accounting unit. LGE has created posting accounts that make it valid for outpatient services to post revenue to the following detail accounts:

- 41000-0000 Sales - Prescription Drugs
- 41100-0000 Sales - Non-prescription Drugs

Posting accounts also make it valid for outpatient services to post expenses to the following cost-of-goods sold detail accounts:

- 51000-0000 COGS - Prescription Drugs
- 51010-0000 COGS - Non-prescription Drugs

By creating posting accounts that *do not* allow other accounting units such as human resources or MIS to post to these detail accounts, LGE maintains tighter control over posting options and reduces posting errors.

What Is Dynamic Account Generation?

TIP Use Dynamic Account Generation to create posting accounts if you are interfacing transactions from an old system.

Dynamic account generation is a General Ledger feature that you can use to automatically generate posting accounts. Use this as an alternative to manually assigning detail accounts for each posting accounting unit.

The system will add a posting account when a transaction is entered or converted. For the system to automatically generate posting accounts, the following must be true:

- You must define detail accounts in your chart of accounts.
- You must define posting accounting units in your company structure.
- You must create accounting unit lists based on the groups of accounting units that will share the same accounts. For more information, see ["What Is a List?"](#) on page 152.
- You must assign the appropriate accounting unit list to summary or detail accounts that will use dynamic account generation.

The dynamic generation list automatically assigns accounts to an accounting unit rather than forcing you to manually assign accounts. This only assigns accounts during transaction entry or transaction conversion.

Planning for Dynamic Account Generation

Using dynamic account generation requires some planning. Before entering information for dynamic account generation, consider creating a matrix of the valid combinations of accounting units and accounts for a company. Then create lists for each group of accounting units that uses the same set of accounts.

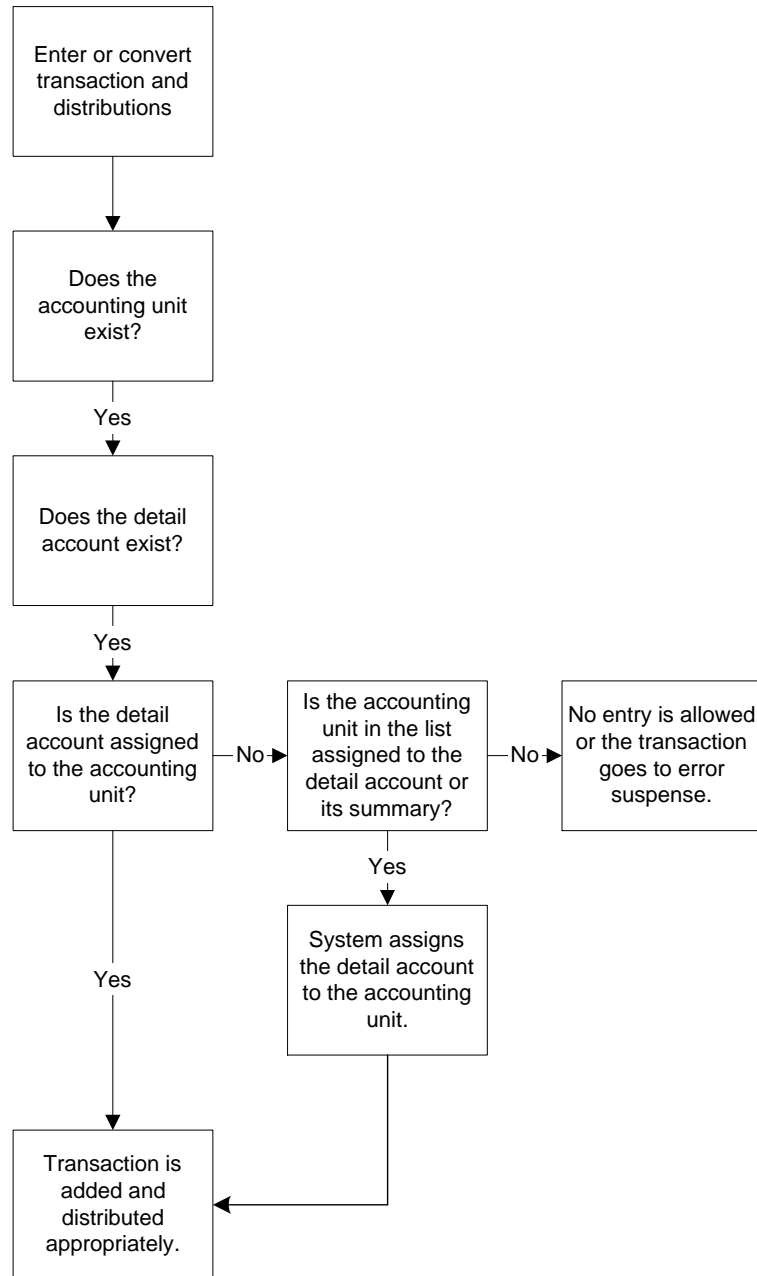
How Does Dynamic Account Generation Work?

The purpose of dynamic account generation is to create new posting accounts where appropriate. Dynamic account generation uses the following logic to determine if a new posting account should be created:

- You enter a transaction, such as entering an invoice in Accounts Payable.
- The system checks to make sure the accounting unit and detail account exist in General Ledger.

- If the accounting unit is included in an accounting unit list, the system creates a relationship between the detail account and the accounting unit, resulting in a new posting account.

Figure 10. Illustration: Dynamic account generation logic



Example

The dynamic account generation feature simplifies setup for a growing organization. It eliminates assigning detail accounts to posting accounting units and copying accounts from one accounting unit to another.

For example, if you own a chain of restaurants, you might be continually opening new restaurants. While a new restaurant will be a new accounting unit, it operates the same way the other restaurants do and will post to the same accounts.

You can simply add the new accounting unit (the restaurant) to an existing accounting unit list, rather than assigning detail accounts when you define the accounting unit. As an option, when you initially define the accounting unit list, you can define it for a range of accounting units that will accommodate future growth.

Procedures in this Chapter

Use the following procedures to define a company structure that reflects the way your organization looks and operates.

- ["Defining Posting Accounts Manually" on page 94](#)
- ["Defining Posting Accounts With Dynamic Account Generation" on page 97](#)
- ["Copying Posting Accounts" on page 99](#)

Defining Posting Accounts Manually

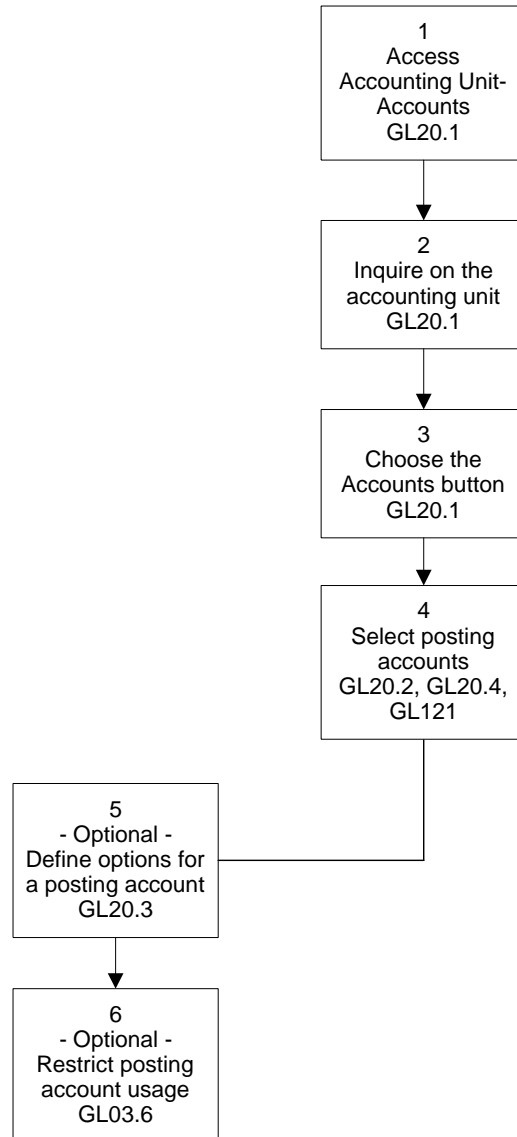
A posting account is a detail account that is attached to an accounting unit for the purpose of posting. A posting account lets you indicate which detail accounts are valid for an accounting unit, such as allowing the outpatient services department to post to revenue accounts and selling expenses accounts, but not to fixed asset accounts. This procedure describes the process for defining posting accounts manually.



Need More Details? Check out the following concepts:

- ["What Is a Posting Account?"](#) on page 90
- ["What Is Dynamic Account Generation?"](#) on page 91

Figure 11. Procedure flow: Defining posting accounts manually



STEPS To define a posting account

1. Access Accounting Unit - Accounts (GL20.1).
2. Inquire on the accounting unit to which you want to assign detail accounts for posting.
3. Choose the Accounts link to access Posting Accounts (GL20.2).
4. Use one or more of the following options to select posting accounts. Yes displays in the Exists column next to each account selected for the accounting unit.

| If you want to | Then |
|---|--|
| Select individual accounts | Select the Add line action next to each account you want to select, and then choose the Change form action. |
| Select a page of accounts | Select the Add form action. Page down to display additional accounts for selection. |
| Copy selected accounts from another accounting unit or from a chart of accounts | Choose the Mass Add button to access Mass Add Accounts (GL20.4). Select the accounting unit or chart of accounts section you want to copy from, and choose OK. |
| Assign accounts to a range of accounting units | Access Mass Account Addition (GL121) and use this batch program to copy a range of accounts from a chart of accounts, summary account, or accounting unit to a range of levels for the same or different company. This process does not overwrite existing accounts. |

NOTE Account options for posting accounts default from the detail account unless you override them on GL20.3.

5. To define account defaults for posting accounts, choose the More link on Posting Accounts (GL20.2) to access Account Options (GL20.3) and define account options. Consider the following fields.

| | |
|--------------------------|--|
| User Fields | You can define up to three user fields for each detail account. They can be used to store former company or department numbers during your initial conversion. These fields print in Posting Accounts Listing (GL221) and can be used in the Report Writer application. |
| Require Activity | This field determines whether the activity fields on a transaction are required for the account. You can select Yes to require an activity, Blank to not allow an activity on a transaction, or No to not require an activity. |
| Activity Category | If you use the Lawson Project Accounting application, you can assign a default activity account category to the posting account. This value defaults on transactions that do not have an activity account category assigned, but you can override it at the transaction level. |
| Interface Posting | Select a posting option for the account. You can post subsystem transactions to General Ledger in summary or detail. |

| | |
|--|--|
| Currency Control | Select Yes if transactions can be entered in the account currency only. The account currency defaults from the accounting unit. |
| Revalue | Select Yes to revalue transactions in this account when you run Currency Revaluation (GL191). |
| Restrict Systems | Indicate whether posting account usage is restricted to specific system codes. If you select Yes, choose the Systems button to select the system codes the posting account can be used in. |
| Strategic Ledger and User Analysis Relation | ** Indicate if the account can be used for Strategic Ledger transactions and select a user analysis value relation you want to associate with the account. This overrides options in Chart of Accounts (GL00.1). |

- To restrict posting account usage to specific systems, choose the Systems link to access Posting Account System Restrictions (GL03.6).

Related Reports and Inquiries

| To | Use |
|---|---|
| List posting accounts by accounting unit for a company | Posting Accounts Listing (GL221) |
| List accounting units that have a specific posting account assigned | Posting Accounts Listing by Account (GL222) |

Defining Posting Accounts With Dynamic Account Generation

A posting account links a posting accounting unit and a detail account number. Use posting accounts to designate the accounts to which a posting accounting unit can post, such as allowing the outpatient services department to post to revenue accounts and selling expenses accounts, but not to fixed asset accounts. This procedure describes the process for defining posting accounts using dynamic account generation.

TIP Perform a list member build to update a list before using it for dynamic account generation.

STOP You must define an attribute list and assign that attribute list to a summary or detail account before you use dynamic account generation. For more information, see ["Defining an Automatic List"](#) on page 168. For more information, see ["Defining a Manual List"](#) on page 171.



Need More Details? Check out the following concepts:

- ["What Is a Posting Account?"](#) on page 90
- ["What Is Dynamic Account Generation?"](#) on page 91

STEPS To define posting accounts with dynamic account generation

1. Access Chart of Accounts (GL00.1).
2. Inquire on the chart of accounts name and section you want to maintain.
3. Assign an accounting unit list to a summary account or to a detail account.

| If you want to | Then |
|---|--|
| Assign an accounting unit list to a summary account | <ol style="list-style-type: none">1. Choose the More button next to the summary account that is directly associated with the detail account on the same level.2. Select the accounting unit list in the Dynamic Generation List field on the Summary Account Options subform. |
| Assign an accounting unit list to a detail account | <ol style="list-style-type: none">1. Choose the Accounts button next to the summary account.2. Choose the More button next to the detail account.3. Select the accounting unit list in the Dynamic Generation List field on the Account Information subform. |

Related Reports and Inquiries

| To | Run |
|--|---|
| List posting accounts by accounting unit for a company | Posting Accounts Listing (GL221) |
| List accounting units that have a specific posting account assigned. | Posting Accounts Listing by Account (GL222) |

Copying Posting Accounts

You can copy a range of accounts from one chart section, summary account, or accounting unit to a range of accounting units. Accounts are copied to posting accounting units only. The program does not overwrite existing accounts. The following procedure describes the process for copying accounts.

STEPS To copy accounts

1. Access Mass Account Addition (GL121), and fill in the appropriate fields on the Copy From tab.
2. Select the Copy To tab and fill in the appropriate fields. Consider the following fields.

Level Ranges

You can select the accounting units to copy the accounts to by entering ranges of level addresses. For example, to copy the accounts to all accounting units in division 2, enter 2 through 2 for the division and blank through 99 for the department and cost center.

Add If Account

Use the Add If Account on the Copy To form tab to copy an account or range of accounts to accounting units only if a specific account number has already been assigned. For example, to add the account Overtime Pay to all departments that have a salary expense account, select the overtime pay account in the Major Account field on the Copy From form tab, and select the salary expense account in the Add If Account field.

Chapter 7

Additional Company Considerations

Previous chapters introduced you to the fundamentals of planning and defining your company structure. Organizations with complex business and processing needs might require additional planning and setup. This chapter provides additional options and considerations related to your company structure.

Concepts in this Chapter

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

- ["Company Structure Recommendations" on page 102](#)
- ["When Are Multiple Companies Appropriate?" on page 103](#)
- ["What Are Alternatives to Multiple Companies?" on page 103](#)
- ["What Are Reporting Considerations for Multiple Companies?" on page 105](#)
- ["How Does General Ledger Setup Impact Subsystems?" on page 106](#)

Company Structure Recommendations

While there is no right or wrong way to set up your company, incorporating the following recommendations will put you on a solid path for defining an effective company structure:

- Use clear, alpha names for summary accounting units. These names will be used for consolidation and reporting.
- To simplify reporting, include all posting accounting units at the same level in the company.
- Skip some numbers when assigning addresses to leave room if you need to add new accounting units in the future.
- Use "smart numbering" when defining level address for accounting units to make it easy to select a range of accounting units. For example, a retail organization might have a Men's department in many stores. By assigning level addresses with a consistent numbering pattern, it is easier to create a report for just the Men's departments. So if four departments had level addresses of 01-01, 02-01, 03-01, and 04-01, you could include all of them by selecting all accounting units where the level one was 01 to 04 and the level two was 01 to 01.

When Are Multiple Companies Appropriate?

You can define a single company, which can include multiple legal entities, or you can define up to 9,999 separate companies that can be consolidated for reporting and inquiry. Review the following questions as you determine whether you need to define more than one company.

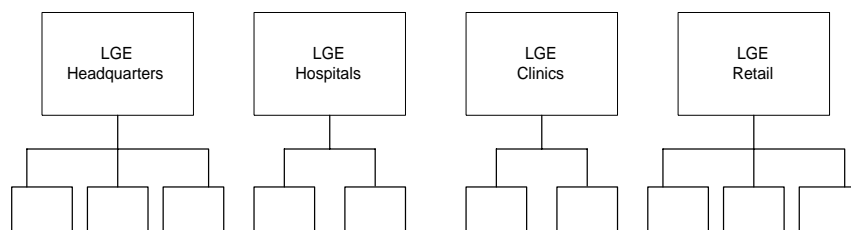
If you answer yes to one or more of these questions, you might want to define multiple general ledger companies for your organization. If you answer no to all or most of the questions, you can probably define a single company for your organization and define each division as an accounting unit.

- Do divisions in your organization act as independent entities, such as subsidiaries in a holding company?
- Do divisions in your organization require individual periodic processing, such as closing accounting periods on different days of the month?
- Do divisions in your organization use different charts of accounts to post journal entries?
- Do divisions in your organization require different base operating currencies?
- Do divisions in your organization operate with different fiscal calendars?
- Do you require major security safeguards for each of your divisions?
- Do you use other Lawson subsystems applications that would benefit from having multiple GL companies? For more information, see ["How Does General Ledger Setup Impact Subsystems?"](#) on page 106.
- Do you anticipate significant growth in your company?

Multiple Companies Example

The following example shows a sample company structure that uses multiple companies. LGE Corporation has four divisions: Headquarters, Hospitals, Clinics, and Retail. LGE Corporation defined multiple general ledger companies for their organization, one company for each division. Each company is further defined through the use of accounting units.

Figure 12. Illustration: Using a multiple company structure



What Are Alternatives to Multiple Companies?

If you answered no to most or all of the questions in Company Structure Recommendations section, it is a good indicator that you only need to define a single company. For more information, see ["Company Structure Recommendations"](#) on page 102. You might be wondering, however, how

you will be able to get reports and inquiries that reflect your organizational structure without the use of multiple companies. Lawson provides options for customizing your company structure without defining additional companies.

| | |
|-------------------------|--|
| Accounting Units | Accounting units provide an alternative way to include multiple legal entities in a single general ledger company. Define any portion of your organization as a summary level accounting unit. One company can include multiple legal entities, each defined as an accounting unit. |
| Zones | A zone represents a group of company accounting units that stay in balance when transactions are transferred between defined zone areas. The number of zones in a company is equal to the number of accounting units at level one in the company. If your organization requires multiple balanced balance sheets, you can divide one company into zones and define interzone relationships to make sure each zone remains in balance. For more information, see "What Is a Zone?" on page 113. |
| Attributes | Use attributes to develop alternative views of a company for inquiry and reporting. This lets you use accounting units for primary reporting requirements, but still have the option to view information from another perspective such as by region, type of business, or manager. Attributes provide an effective way to manage organization information that tends to change frequently, such as sales territories. With attributes, you can make these changes without having to redefine the company structure. For more information, see "Using Attribute Matrix Attributes" on page 145. |
| Report Currency | You can have up to two report currencies for a company. Report currency is a nonbase currency that is used for reporting and analysis. For example, your base currency is US dollars, but you also need create reports in British pounds. See the <i>Currency User Guide</i> for details. |

Multi-Ledger

The Multi-Ledger application provides an alternative to creating a separate company for the purpose of holding elimination or adjustment entries. Multi-Ledger lets you maintain parallel books to handle these entries. Multiple ledgers are assigned to an accounting unit and account or to an account, with a ledger representing the consolidating entity.

What Are Reporting Considerations for Multiple Companies?

If you decide to define multiple companies, you will want to consider the following timesaving options for processing and reporting with multiple companies. Use these options to produce consolidated financial statements for multiple companies.

Company Groups

A company group is a group of general ledger companies that you define. Use company groups to streamline processing, inquiry, analysis, and reporting when you have multiple companies. For more information, see ["What Is a Company Group?"](#) on page 110.

Consolidation Companies

You can transfer balances from more than one general ledger company to a designated consolidation company to consolidate financial information for an organization. A consolidation company is used for reporting purposes only. For more information, see ["What Is a Consolidation Company?"](#) on page 330.

Level Groups or Lists

You can use level groups or lists to select accounting units in multiple companies for the purpose of creating a consolidated report in Report Writer. For more information, see the *Report Writer User Guide*. For more information, see ["What Is a List?"](#) on page 152.

How Does General Ledger Setup Impact Subsystems?

Subsystem requirements and capabilities may affect the number of companies you create in General Ledger. Many Lawson applications integrate with General Ledger, and require you to define a relationship between your general ledger company and another application specific company. For example, you define a relationship between your accounts payable company and your general ledger company.

As you define your general ledger company structure, you will want to consider the impact of your choices on future setup in other Lawson applications. The following table shows the relationship between a general ledger company and other companies you may define in integrated Lawson applications.

General Guidelines

The following general guidelines summarize the relationship between general ledger companies and subsystem companies:

- You can always have more general ledger companies than subsystem companies, since some companies are used only in General Ledger. Examples include translation companies, elimination companies, and consolidation companies. (The following table does not take these general ledger companies, which are used for reporting only, into consideration.)
- Some subsystems include process levels, which allow you to report on multiple legal entities within a single general ledger company. General Ledger does not include process levels, but a process level in a subsystem typically relates to a summary accounting unit in General Ledger.

| GL Company Relationship to | Considerations |
|----------------------------|--|
| Asset Management | Assets must be assigned to a specific general ledger company. Depreciation is posted to General Ledger based on the company, accounting unit, and account tied to the asset. |

| GL Company Relationship to | Considerations |
|---|--|
| Accounts Payable | <p>You must define one general ledger company for each accounts payable company you want to define.</p> <p>Accounts Payable includes an invoice company and a post company. Both must be defined as general ledger companies. To allow centralized processing, you can have one post company to multiple invoice companies. You can use a process level in Accounts Payable to designate a legal entity within a general ledger company. You can produce 1099s by process level.</p> |
| Accounts Receivable | <p>You must define one general ledger company for each accounts receivable company you want to define.</p> |
| Project Accounting | <p>Activity structures don't need to relate to a company. You can have multiple structures for a company or one structure for multiple companies. Transactions that start in Project Accounting and are posted to General Ledger, must be assigned to a company, accounting unit, and account.</p> |
| Lease Management | <p>You have one lease management company for each accounts payable company, which has a one-to-one correspondence to a general ledger company.</p> |
| Strategic Ledger | <p>You can limit a ledger to a specific company. If you specify a company for a ledger, you can analyze Strategic Ledger information in the data mart by company.</p> |
| Accounts Receivable, Billing, Franchise Management, Order Entry, and Sales Analysis | <p>You must have one general ledger company for each accounts receivable company. A process level can be used to designate a legal entity within a general ledger company. Tax reports can be produced by process level.</p> |

| GL Company Relationship to | Considerations |
|--|--|
| Production Order | Work orders in Production Order are not company specific. |
| Purchase Order, Inventory, and Case Carts | There is a one-to-one correspondence between a purchase order company, inventory control company, case carts company, and a general ledger company. |
| Requisitions | There is no requisitions company. Requisitions can be created and satisfied within one or more inventory control companies. |
| Human Resources, Benefits, Payroll, Time Accrual, Tips, and Personnel Administration | You can have a one-to one relationship between a general ledger company and a human resource company, or you can have multiple general ledger companies to one human resource company. You can use a process level in Human Resources to designate a legal entity within a general ledger company. You can produce W-2s by process level in Human Resources. |

Chapter 8

Defining Company Relationships

If you define multiple companies, and will be processing transactions that cross companies, you will need to define relationships between the companies. Lawson also provides a way for you to divide a single company into zones for intracompany processing. This chapter focuses on the information you need to define for intercompany and intracompany processing.

STOP Before defining intercompany or intracompany processing options, you must define your company structure and companies.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 118

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

- ["What Is a Company Group?"](#) on page 110
- ["What Is an Intercompany Relationship?"](#) on page 110
- ["What Is a Zone?"](#) on page 113
- ["What Is a Default Zone?"](#) on page 113

What Is a Company Group?

A company group is a group of general ledger companies that you define. Use company groups to streamline processing, inquiry, analysis, and reporting when you have multiple companies.

Consider using the company group feature if any the following conditions are present:

- Your organization creates consolidated financial reports.
- Your organization has more than one general ledger company that posts journal entries or runs period closing at the same time.

When you run programs by company group, the programs process companies in numeric order and creates separate reports for each company.

Example

LGE Conglomerate has three individual companies that post and close at the same time: 123, 124, and 125. LGE defined a company group to associate the three companies.

Now, when they are ready to post journal entries, they can run Journal Posting (GL190) once for the company group. Processing is complete first for 123, then 124, and finally for 125. The application generates three reports, one for each company, when journal posting is complete. Without a company group, LGE would need to run GL190 three times.

What Is an Intercompany Relationship?

To create intercompany transactions in General Ledger, or in other Lawson applications, you must define intercompany relationships. An intercompany relationship identifies the payable and receivable accounts used to post company balancing transactions. You can define these accounts by system. You must define relationships for each company that originates intercompany transactions.

NOTE The source code for system-generated intercompany balancing entries is CB.

Intercompany Balancing

General Ledger uses intercompany relationships to create balancing entries when you release an intercompany journal entry, or when a subsystem intercompany transaction is transferred to General Ledger. Balancing entries are made to the intercompany payable and receivable accounts.

- The intercompany payable account is used to balance the entries in a company if the original entry for the company is a debit entry.
- The intercompany receivable account is used to balance the entries in a company if the original entry for the company is a credit entry.
- Some companies use the same account for intercompany payables and intercompany receivables.

Intercompany Processing Example

An intercompany journal entry is an entry from one company with at least one transaction line to a different company. The system creates intercompany payable and receivable detail lines to keep each company in balance. You are limited to 9,999 intercompany journal entries per fiscal period per company.

TIP System generated journal entries in receiving companies are numbered as follows: the first four digits of the journal entry number are the From company's company number and the second four digits are the journal entry number of the intercompany journal entry.

The process for creating, releasing, and posting an intercompany journal entry is very similar to the processes used for a normal journal entry. The following differences exist between an intercompany and normal journal entry:

- You select a journal entry type of "I" for an intercompany journal entry.
- You enter an originating company in the header of the journal entry. Enter a different company number in the Company field on the transaction line of the journal entry to indicate that the transaction line should be posted to a different company. Transaction lines with a different company number in the Company field are considered memo transactions in the originating company.
- When you release an intercompany journal entry, General Ledger creates the intercompany balancing transactions for the originating company and creates a balanced journal entry for the receiving company. Transaction lines with a company number in the Company field are considered memo transactions in the originating company.
- You cannot change the memo line or the balancing line of the entry on the From side of an intercompany entry.
- You can unrelease the entry on the From Company side, but not on the To Company side.
- You cannot maintain the To side of an intercompany entry. You can copy the original entry and reverse it.
- If you unrelease a From Company entry and add a new line affecting the To Company, a new entry will be created in the To Company using the original journal entry number with a sequence number.
- Transactions created by intercompany processing have a source code of CB (Auto Company Balance).

The following example shows the detail lines for an intercompany journal entry. In the example, company 4321 is transferring inventory to company 1234.

| Company | Accounting Unit | Account | Amount | Source Code |
|----------------|----------------------------|----------------|---------------|------------------------|
| To 1234 | 301 (Corporate) | 15300 | 2000 | JE |
| From 4321 | 101 (Corporate) | 15300 | 2000- | JE |

When you release an intercompany journal entry, the General Ledger application creates balancing entries to the intercompany payable and intercompany receivable accounts defined for each company on Intercompany Relationships (GL25.1).

| Company | Accounting Unit | Account | Amount | Source Code |
|----------------|----------------------------|----------------|---------------|------------------------|
| To 1234 | 301 (Corporate) | 12300 | 2000- | CB |
| From 4321 | 101 (Corporate) | 12300 | 2000 | CB |

What Is a Zone?

A zone is a group of company accounting units that stay in balance when transactions are transferred between defined zone areas. Each zone includes an accounting unit at the highest level of your company structure and all associated lower level accounting units.

Identify the members of a zone by using the level number shared by each accounting unit in the zone. For example, if you assign a level of 1-0-0 to the a division at the highest level in your organization, and you assign levels of 1-1-0 and 1-2-0 to two lower level departments, the shared value is 1. If you choose to use zones, you must define one zone for each accounting unit at level 1 in your company.

Only organizations that require multiple balance sheets and want automatic entries to keep each zone in balance need to define zones and interzone relationships. When you run Journal Posting (GL190), the system automatically creates balancing entries to keep the zones in balance as intracompany transactions pass between zones.

You can create a balance sheet for any accounting unit without defining zones. Zones simply ensure that the balance sheets are balanced by creating balancing detail lines when a transaction includes multiple zones. This provides a level of balancing below the company level.

Interzone Relationships

NOTE The source code for system-generated interzone balancing entries is ZB.

You can create interzone journal entries for zones that have a relationship defined in Interzone Relationships (GL30.1). An interzone journal entry is one that is transferred from one zone in a company to another zone in the same company. The system creates interzone payable and interzone receivable journal entries to keep all zones of a company in balance.

When you define an interzone relationship, you indicate which accounts should be used to create zone balancing entries. You can define these accounts by system. Interzone relationships need to be established between the base (the default or override) zone and the other zones. Interzone relationships only need to be established between the originating zone on a transaction and the base zone, not between the zones entered on the detail lines.

What Is a Default Zone?

A default zone is used to keep all zones in balance when transactions pass between zones. If you use zones, you must designate one of your zones as the default zone.

If you change the default zone, the system balances journal entries in the new zone from that point forward. Previous journal entries stay balanced in the original default zone. Lawson recommends that you do not change the default zone after activity takes place.

Carefully consider the use of a default zone. If you intend to override the default zone on journal entries, you will be required to complete more extensive setup and maintenance to establish all of the zone relationships.

How are Default Zones Used?

Some organizations never override the base zone that defaults from the general ledger company record so they do not need to establish as many interzone relationships. An interzone relationship must exist between the default zone on a journal entry and the zones entered on the detail lines.

If you do not override the default zone, you can create a balancing zone whose only purpose is to hold offsetting zone balancing entries. If the default zone is not included in the detail lines of an entry, the system will balance each of the zones and create offsetting entries to the interzone receivable and payable accounts in the default zone.

So, if your organization never overrides the default zone on a journal entry, the system will create more zone balancing entries than if you override the default zone with one of the zones used in the entry. Some organizations always override the default zone on a transaction so that it is the same as one of the zones entered on a detail line of the transaction. In this case, the application only creates offsetting entries to balance the zones on the detail lines and no additional entries are created to the base zone.

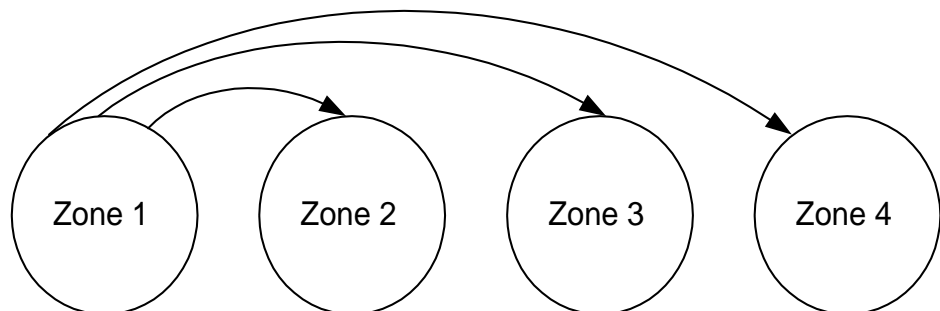
Defining Interzone Relationships Example

LGE Corporation divided its company into four zones, as shown in the illustration below, to maintain balances for the four distinct types of operations they run.

Zone 1 is the base zone and is where the majority of interzone transactions originate. They defined a relationship from Zone 1 to the other three zones. In this scenario, they did not have to define relationships between Zone 2 and Zone 3 or between Zone 3 and Zone 4.

The relationships they defined are one-way. Defining a relationship from Zone 1 to Zone 3 does not automatically create a reverse relationship from Zone 3 to Zone 1. However, because they don't anticipate overriding the base zone, such a relationship is not required.

Figure 13. Illustration: Defining relationships from Zone 1 (base zone) to other zones



If LGE anticipates overriding the base zone with Zone 2, a relationship will need to be set up between the override Zone 2 and the other zone.

Figure 14. Illustration: Defining relationships from Zone 2 (override) to other zones

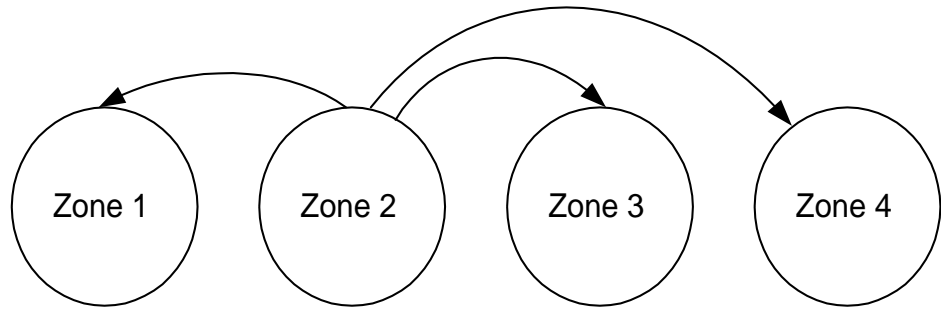
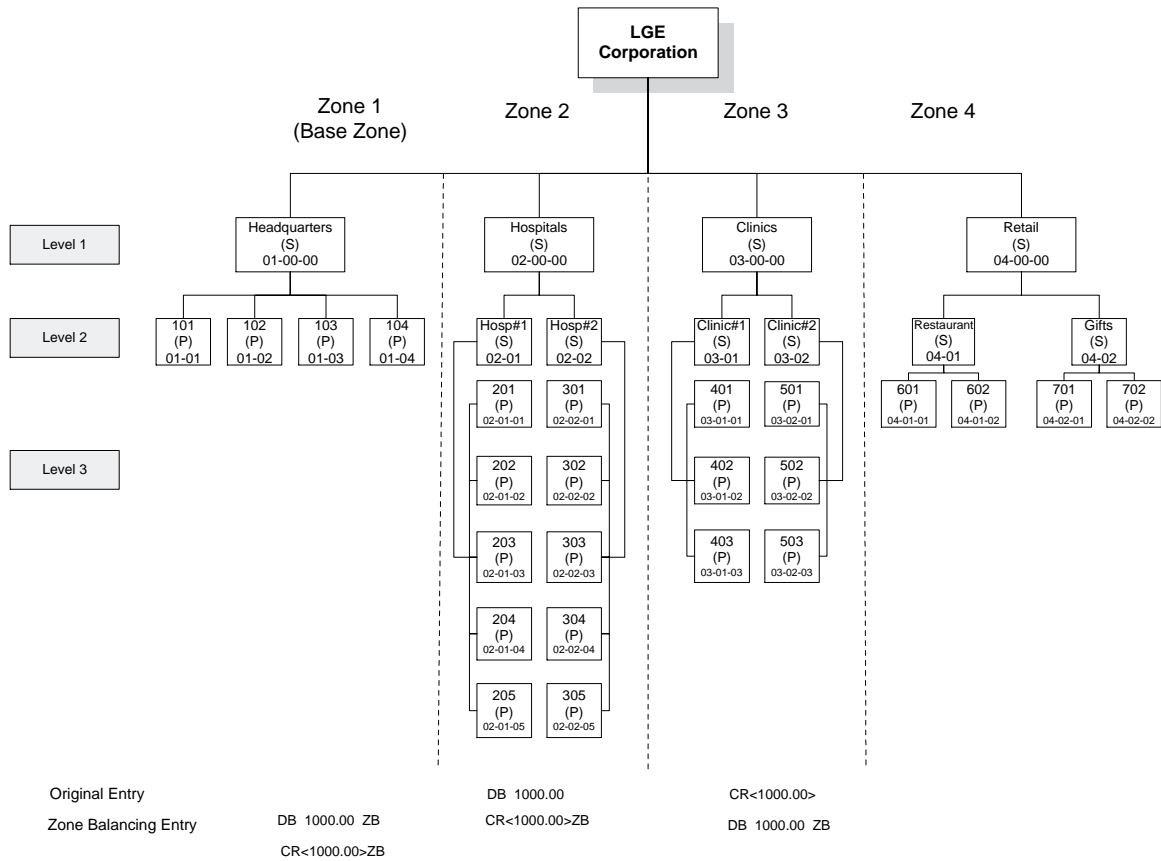


Figure 15. Illustration: Using zones to divide a company



Interzone Processing Example

LGE has four accounting units at the highest level, which means there are also four zones. The four zones are:

- HEADQTRS - Zone 1 (includes posting accounting units 101 - 104)
- HOSPITALS - Zone 2 (includes posting accounting units 201 - 305)
- CLINICS - Zone 3 (includes posting accounting units 401 - 503)
- RETAIL - Zone 4 (includes posting accounting units 601 - 702)

HEADQTRS (Zone 1) is designated as the base zone. In the following example, a transaction passes from a posting accounting unit in Zone 2 to a posting accounting unit in Zone 3.

Original Entry #1

| Accounting Unit | Account Description | Zone 1 (Base) | Zone 2 | Zone 3 | Zone 4 |
|-----------------|-------------------------|---------------|--------|---------|--------|
| 201 | Miscellaneous Inventory | | \$1000 | | |
| 401 | Miscellaneous Inventory | | | \$1000- | |

Zone Balancing Entries for Entry #1

When LGE runs Journal Posting (GL190), the application creates the following balancing entries to the interzone payable and interzone receivable accounts defined in Interzone Relationships (GL30.1). These entries keep the zones in balance.

| Accounting Unit | Account Description | Zone 1 (Base) | Zone 2 | Zone 3 | Zone 4 |
|-----------------|---------------------------------|---------------|---------|--------|--------|
| 101 | Interzone - HDQTRS to HOSPITALS | \$1000 | | | |
| 201 | Interzone - HDQTRS to HOSPITALS | | \$1000- | | |
| 101 | Interzone - HDQTRS to CLINICS | \$1000- | | | |
| 401 | Interzone - HDQTRS to CLINICS | | | \$1000 | |

Because the base zone was not overridden, it is not included in the detail lines of the original entry. The system automatically creates a detail line to offset the zones on the original entry and makes offsetting entries to the base zone.

Original Entry #2

In the following entry, LGE overrides Zone 1 and uses Zone 2 as the base zone for the entry. The base zone is included in the detail lines of the original entry.

| Accounting Unit | Account Description | Zone 1 | Zone 2 (Base) | Zone 3 | Zone 4 |
|-----------------|-------------------------|--------|---------------|--------|--------|
| 201 | Miscellaneous Inventory | | \$1000- | | |
| 401 | Miscellaneous Inventory | | | \$1000 | |

Zone Balancing Entries for Entry #2

When LGE runs Journal Posting (GL190), the application creates the following balancing entries to the interzone payable and interzone receivable accounts defined in Interzone Relationships (GL30.1). These entries keep the zones in balance.

| Accounting Unit | Account Description | Zone 1 | Zone 2 (Base) | Zone 3 | Zone 4 |
|-----------------|---------------------------------|--------|---------------|---------|--------|
| 201 | Interzone - HDQTRS to HOSPITALS | | \$1000 | | |
| 401 | Interzone - HDQTRS to CLINICS | | | \$1000- | |

Because the base zone was included in the original entry, the system simply creates a detail line to offset the zones on the original entry.

NOTE If you assign Zone 2 to this journal entry instead of Zone 1 (default zone), balancing entries are not made to Zone 1.

When you run Journal Posting (GL190), the application creates the following balancing entries to the interzone payable and interzone receivable accounts defined in Interzone Relationships (GL30.1).

Procedures in this Chapter

When you define your company structure, you decide if you need one general ledger company or multiple general ledger companies. If you have multiple companies, use the following procedures to manage reporting and processing across companies.

Defining a Company Group

If you have multiple companies, you can group those companies to streamline processing, inquiry, analysis, and reporting. You can run many programs once for a company group instead of running the programs once for each company. For more information, see ["Defining a Company Group"](#) on page 118.

Defining Intercompany Relationships

If you have multiple companies and perform intercompany transactions in General Ledger or other Lawson applications, you will need to define intercompany relationships. These relationships keep the companies in balance. For more information, see ["Defining Intercompany Relationships"](#) on page 119.

Other Procedures Related to Company Relationships


Defining Zones and Interzone Relationships

You can split a single company into zones instead of defining multiple companies. Use interzone relationships to keep the zones in balance when you have intracompany transactions that cross zones. For more information, see ["Defining Zones and Interzone Relationships"](#) on page 120.

Defining a Company Group

A company group is a group of General Ledger companies that you define. Use company groups to streamline processing, inquiry, analysis, and reporting when you have multiple companies. Company groups allow you to run batch programs or reports once for all companies in the company group, rather than running the program for each individual company. This procedure describes the process for defining a company group.

STOP The companies you include in a company group must already be defined on Company (GL10.1).

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

- ["What Is a Company Group?"](#) on page 110

STEPS To define a company group

TIP You can also access GL11.1 by choosing the Company Group button on Company (GL10.1).

1. Access Company Group (GL11.1).
2. Choose the New Group button to access Define Company Group (GL11.2).
3. Define a name and description for the company group.
4. Select the company numbers you want to include in the company group.

Related Reports and Inquiries

| To | Run |
|---------------------|-------------------------------|
| List company groups | Company Group Listing (GL211) |

Defining Intercompany Relationships

To create intercompany transactions in General Ledger or in any other Lawson application, you must define intercompany relationships. An intercompany relationship identifies the payable and receivable accounts used to post company balancing transactions. This procedure describes the process for defining intercompany relationships.

STOP Before you define intercompany relationships, you must define the companies for which you want to define a relationship.



Need More Details? Check out the following concepts:

- ["What Is an Intercompany Relationship?"](#) on page 110

STEPS To define intercompany relationships

1. Access Intercompany Relationships (GL25.1).
2. Define intercompany relationships. Consider the following fields.

| | |
|---|--|
| From Company and To Company (To Co) | A reversed relationship between the From and To companies is not automatically created. If both companies in the relationship originate intercompany transactions, you must define two relationships, one for each direction. |
| System Code (Sys) | <p>To define different intercompany accounts for each subsystem, define additional relationships and select a specific system code.</p> <p>A relationship with a blank system code must exist before defining relationships with specific system codes. If the System Code field is left blank, any system code not specified will use the blank (default) relationship.</p> |
| Company Receivables and Company Payables | You can define multiple From Company and To Company Payables and Receivables by system code. |

Related Reports and Inquiries

| To | Run |
|---------------------------------|---|
| List intercompany relationships | Intercompany Relationship Listing (GL225) |

Defining Zones and Interzone Relationships

You can divide your general ledger company into zones. Use zones if you have intracompany transactions and you have multiple balance sheets you want to keep balanced. If you use zones, you must define each zone and define a relationship between the default zone and the other zones. This procedure describes the process for defining zones and a relationship between the zones.

STOP Before you define interzone relationships, you must define a chart of accounts and a general ledger company.



Need More Details? Check out the following concepts:

- ["What Is a Zone?"](#) on page 113
- ["Interzone Processing Example"](#) on page 116

STEPS To define an interzone relationship

1. Access Interzone Relationships (GL30.1) and choose the New Zone link.
2. Use Define Zone (GL30.2) to define zones. Consider the following fields.

Zone

Define each zone within a company, including your base zone. You must define a zone for each accounting unit at the top level of your company.

The zone number is the same as the variable level address for the level one accounting unit. In the LGE example, where the accounting unit for Clinics is 03-00-00, the zone number is 03. All accounting units that roll up to the Clinics accounting unit are included in zone three.

**Balance Sheet and
Income Statement**

Select a default accounting unit in each of these fields to be used for the zone system accounts. The accounting unit you select must be a posting accounting unit in the zone. These accounting units are used in conjunction with System Accounts (GL00.7) to create system-generated entries.

NOTE If you change the balance sheet or income statement system accounting units after they are defined, you must run GLAMOUNTS Rebuild (GL325), Report Currency Rebuild (GL327), Undistributed RE Rebuild (GL330), and Consolidation File Rebuild (GL320) to update the URE (undistributed retained earnings) and GLCONSOL balances. If you choose a new system accounting unit from outside of your current zone, additional manual entries are needed to balance the zones.

3. Use Interzone Relationships (GL30.1) to define interzone relationships. Consider the following fields.

**From Zone and To
Zone**

Type a name for the from zone. The from zone is the originating zone in the zone relationship. You must define interzone relationships *from* each zone that will be used as the base zone on transactions to the zones used in the detail lines of the journal entry.

If you will always use the same base zone, then the only relationship you must define is from the base zone defined on Company (GL10.1) *to* all other zones defined for the company. If you plan to override the base zone on journal entries, you must also define relationships between the override zone and the other zones that will be used in the detail lines of the journal entry.

The interzone relationships you define are one-way relationships. For example, defining a relationship from zone one to zone two does not automatically establish a relationship from zone two to zone one. If both zones in the relationship originate interzone transactions, you must define two relationships, one in each direction.

**System Code
(Sys), Zone
Receivables, and
Zone Payables**

You can define multiple from zone and to zone payable and receivable accounts by system code.

A relationship with a blank system code must exist before defining relationships with specific system codes. If the System Code field is left blank, any system code not specified will use the blank (default) relationship.

To define different interzone accounts for each subsystem, define additional relationships and select a specific system code.

IMPORTANT If you are converting transactions from a previous system, do not set the Zone Balancing flag to Yes until you have completed the conversion.

4. Set the Zone Balancing flag on Company (GL10.1) to Yes.
5. Define a default base zone using Company (GL10.1).

Related Reports and Inquiries

| To | Run |
|----------------------------------|--|
| List all interzone relationships | Interzone Relationships Listing (GL230) |

Chapter 9

Defining Codes and Controls

Before you begin processing, you will need to define codes and data that will be used by the General Ledger application. Some of these codes are Lawson-defined, and just need to be loaded into the application. Other codes are more specific to your business and will need to be defined by you. Use these codes to manage and organize information in General Ledger, such as using a hold code to prevent a transaction from posting. This chapter focuses on codes and data that you will need to define or load as part of the setup process, and on methods you can use to define system controls.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 131

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

- ["What Is a Source Code?"](#) on page 126
- ["What Is a System Code?"](#) on page 127
- ["What Are Interface Controls?"](#) on page 127
- ["What Are Closing Controls?"](#) on page 128
- ["What Is a Journal Hold Code?"](#) on page 128
- ["What Is a Reconciliation Code?"](#) on page 129
- ["What Is a Journal Book?"](#) on page 130

What Is a Source Code?

A source code identifies an event that creates a transaction. Events that might create a transaction include an expense distribution, vendor payment, or cash receipt. You load system-defined source codes that are associated with subsystem transactions. You can also assign a source code to a transaction that originates in General Ledger to identify the reason for a manual entry. As an option, you can define your own unique source code to represent a specific type of transaction.

Example

The following table lists the pre-defined source codes for Accounts Payable.

| Source Code | Description |
|-------------|-----------------------------|
| AC | Vendor Invoice Accrual |
| AD | Vendor Invoice Distribution |
| AP | Vendor Payment |
| BE | Vendor Bill of Exchange |
| VP | Void Vendor Payment |

How are Source Codes Used?

Source codes are used to identify and group similar transaction lines for reporting and inquiry. When you enter a transaction, the application verifies that the source code you entered is defined in General Ledger.

You can also assign transaction attributes to source codes. For more information, see ["Using Attribute Matrix Attributes"](#) on page 145.

What Is a System Code?

A system code identifies an application. There is one pre-defined system code for each Lawson application. You can also define system codes for non-Lawson applications that you want to interface to General Ledger.

Example

| Lawson application | System code |
|--------------------|-------------|
| Accounts Payable | AP |
| General Ledger | GL |
| Report Writer | RW |

How are System Codes Used?

System codes are used to identify a transaction's system of origin, assign interface controls, and to assign closing date controls. You can use a system code:

- To limit transaction processing in a subsystem to a date range such as the current period and the next period
- To narrow the focus of a General Ledger transaction report
- To update Project Accounting and General Ledger commitments
- To edit Project Accounting and General Ledger budgets
- To process Strategic Ledger transactions separately from your daily processing
- To post transactions, release journal entries, or remove a journal hold code

What Are Interface Controls?

System codes, which identify the Lawson and non-Lawson systems that generate transactions that post to General Ledger, include interface controls. Interface controls regulate how the journal entries transfer to General Ledger. You define interface controls for each company and system code combination.

Interface controls also let you group like transactions together using the journal book feature. You can assign a default journal book to a system code for transactions that originate from the associated system. You can also choose to ignore an activity or the base zone assigned in the subsystem on all transactions associated with a system.

What Are Closing Controls?

Closing controls are also part of the system code. Closing controls determine whether you must close the subsystem period before the general ledger period, the valid subsystem dates, and the number of open periods. Use closing controls to check for valid dates on subsystem entries and to ensure that all system activity is interfaced and posted to General Ledger before period closing.

Example

LGE has defined closing controls for the Accounts Payable application as follows.

| Control | Yes, they must close the Accounts Payable period before closing the General Ledger period |
|-------------------|---|
| Valid Entry Dates | 02/01/00 - 03/31/00 |
| Open Periods | 2 |

If someone in the accounts payable department tried to enter an invoice with a post date of 02/01/99, the Accounts Payable application would prevent the entry because the date falls outside of the specified range. The dates validated by Accounts Payable include:

- Post Date
- Payment Date
- Cancel Date

What Is a Journal Hold Code?

Journal hold codes prevent transactions from posting in General Ledger. You can assign a journal hold code to a manual journal entry or to an entire system code. If you assign a journal hold code to a system code, all journal entries originating from that system are on hold until you remove the hold code. You can use journal hold codes to prevent transactions from posting in General Ledger when you run Journal Posting (GL190).

Example

LGE wants to review all accounts payable transactions before posting. By assigning a journal hold code to the Accounts Payable system code, they automatically assign the journal hold code to all transactions that are transferred from the Accounts Payable application.

What Is a Reconciliation Code?

A reconciliation code is an optional code used for auditing purposes. You can assign a reconciliation code to a transaction when you reconcile it to indicate that it has been reviewed.

Example

If more than one person reconciles the same expense account, you can use reconciliation codes to identify which expense each individual reconciled. In this case, you might consider using each person's initials when defining the reconciliation codes.

What Is a Journal Book?

TIP You can restrict a journal book's use to specific systems, journal entry operators, accounts, or accounting units.

A journal book represents a group of similar transactions. You define a journal book to include a set of transactions that is meaningful to you for reporting.

A journal book can be assigned to:

- a journal entry,
- a recurring journal entry,
- an allocation,
- a source code,
- a group of Accounts Payable, Accounts Receivable, or Cash Management transactions.

Journal Book Sequence Numbers

Automatic journal book number sequencing is an option that you can define for a general ledger company. If you use automatic sequence numbers, the General Ledger application assigns numbers sequentially to journal book transactions as they are added. Auditors can use journal book sequence numbers to trace an internal or interfaced transaction to its origin.

Transaction Sequence Numbers

Transaction sequence numbering is an option that attaches a unique number to each transaction line interfaced to General Ledger at the time the transaction is posted. You can choose to have the system assign sequence numbers in a company, in a journal book, or both. If you choose both, the last sequence number on Company (GL10.1) represents the transaction number by company and the last sequence number on Journal Book (JB00.1) represents the transaction number by journal book. If you choose company, the last sequence number displays on Company (GL10.1).

Example

LGE Corporation has three employees responsible for posting transactions to General Ledger. They defined three journal books, using the names of the employees: TOM, MARY, and MARK. One of these journal books is assigned to each transaction. This provides LGE with another method of grouping and reporting on transactions. For example, if Mark were a new employee and they wanted to review journal entries he had entered, they could filter out just his transactions using Journal Control (GL45.1).

LGE also uses automatic sequence numbers for journal book transactions. When Mark posts transactions, each transaction line is assigned a sequential transaction number within the MARK journal book.

Procedures in this Chapter

You can define or load a variety of codes and data that will be used by General Ledger for processing, reporting, and system control.

- ["Loading System Codes and Source Codes" on page 132](#)
- ["Defining System Codes" on page 132](#)
- ["Defining Source Codes" on page 133](#)
- ["Defining System Controls" on page 134](#)
- ["Loading the Report Writer Data Dictionary" on page 135](#)
- ["Defining Journal Hold Codes" on page 136](#)
- ["Defining Reconciliation Codes" on page 136](#)
- ["Defining a Journal Book" on page 137](#)

Loading System Codes and Source Codes

All General Ledger users must load Lawson-defined system and source codes. A system code identifies an application. There is one pre-defined system code for each Lawson application. A source code identifies the source of information or kind of transaction that creates a journal entry. This procedure describes the process for loading Lawson-defined system codes and source codes.

STOP The load of Lawson-defined system codes and source codes is often completed as part of the software installation process. Before performing this procedure, check with the person who installed your software to see if it has already been done.



Need More Details? Check out the following concepts:

- ["What Is a System Code?"](#) on page 127
- ["What Is a Source Code?"](#) on page 126

STEPS To load system codes and source codes

- Run System, Source Code Load (GL105) to load system codes and source codes. You must run this load program once per installation.

Related Reports and Inquiries

| To | Use |
|---|--|
| Display system codes | System Control (GL01.1); choose the Systems button |
| List system codes set up for all companies in System Control (GL01.1) | System Code Listing (GL201) |
| List source codes set up for all companies in Source Codes (GL05.1) | Source Code Listing (GL205) |

Defining System Codes

You can define system codes for the non-Lawson applications you use. Systems codes are used for tracking, for reporting, and for defining system controls. You define a relationship between a company and a system code to indicate how journal entries should transfer from that application to General Ledger. This procedure describes the process for defining non-Lawson system codes.

STOP If you have not run System, Source Code Load (GL105) to load Lawson-defined system and source codes, do so before performing this procedure.

STEPS To define system codes

1. Access System Control (GL01.1).
2. Choose the Systems link to access System Codes (GL01.4).
3. Add a new system code. Consider the following.

| | |
|---------------|--|
| System | Type or select a code that represents the non-Lawson software. System codes for Lawson Software applications are loaded when you run System, Source Code Load (GL105). |
|---------------|--|

Defining Source Codes

You can define source codes for transactions that interface to General Ledger from non-Lawson applications or for manual entries. Source codes identify the source of information or kind of transactions that create General Ledger journal entries. This procedure describes the process for defining customized source codes.

STOP If you have not run System, Source Code Load (GL105) to load Lawson-defined system and source codes, do so before performing this procedure. If you will be using transaction attributes, you should run Subledger Attribute Load (GL106) prior to performing this procedure.

STEPS To define source codes

1. Access Source Code (GL05.1).
2. To define multiple source codes at once, choose the Multiple Entry link to open access the Source Codes form.
3. Define the source code.
4. To associate an attribute with a source code, define the transaction attribute information and options. For more information, see ["Defining a Transaction Attribute"](#) on page 174.

Related Reports and Inquiries

| To | Use |
|-------------------------------------|-----------------------------|
| List source codes for a system code | Source Code Listing (GL205) |

Defining System Controls

You can define interface and closing controls for each company and system code combination. This procedure describes the process for defining these system controls.



Need More Details? Check out the following concepts:

- ["What Are Interface Controls?"](#) on page 127
- ["What Are Closing Controls?"](#) on page 128

STEPS To define system controls

1. Access System Control (GL01.1).
2. To define system control for multiple system codes at once, choose the Multiple Entry link.
3. Define interface controls. Consider the following fields.

| | |
|----------------------------------|--|
| Journal Hold Code | If you select a journal hold code in this field, the hold code is assigned to all general ledger transactions that originate from this system for the company. You must remove the hold codes from the transactions before you can post them. |
| Ignore Activity | Choose whether to ignore activity information from Project Accounting (AC). |
| Default Company Base Zone | Use this field with Lawson Accounts Payable (AP), Accounts Receivable (AR), Cash Management (CB), or Asset Management (AM). Choose Yes if the General Ledger company base zone should be used in transactions interfaced from AP, AR, CB, or AM. |

| | |
|-----------------------------|---|
| Default Journal Book | Type or choose a journal book number to assign the journal book to interfaced transactions. Enter a journal book number here if all journal entries for the Company require a journal book number. In other words, if the Journal Book Required field is Yes on Company (GL10), Journal Page. |
|-----------------------------|---|

4. Define closing controls. Consider the following fields.

| | |
|--------------------------|--|
| Control | Select Yes to require that a subsystem period be closed before closing the General Ledger period. You must select Yes in order to enter a range of valid entry dates. |
| Valid Entry Dates | Enter a date range that indicates the valid posting dates you can assign to a transaction during entry. If you leave these fields blank, you can assign any valid date to a transaction for posting. |
| Open Periods | Type the number of periods that are open at one time for transaction entry. The closing program for the system uses this value to automatically update the Valid Entry Date range by advancing the range forward by the number of periods specified. |

Related Reports and Inquiries

| To | Use |
|--|--------------------------------|
| List system codes and system control options | System Control Listing (GL201) |

Loading the Report Writer Data Dictionary

You must load the Report Writer data dictionary before you can begin using the Report Writer application. The data dictionary is also required for compute

statements in Budgeting and Allocations. This procedure describes the process for loading the Report Writer data dictionary.

STEPS To load the Report Writer data dictionary

- Run Data Dictionary Load (RW590).

Related Reports and Inquiries

| To | Use |
|----------------------------|---------------------------------|
| List data dictionary items | Data Dictionary Listing (RW205) |

Defining Journal Hold Codes

NOTE For more information, see ["Maintaining Journal Entry Holds"](#) on page 203.

Use journal hold codes to prevent transactions from posting in General Ledger when you run the *Journal Posting* program. You can assign a journal hold code to a journal transaction or to all transaction for a subsystem. This procedure describes the process for defining the journal hold codes you will assign.



Need More Details? Check out the following concepts:

- ["What Is a Journal Hold Code?"](#) on page 128

STEPS To define a journal hold code

1. Access Journal Hold Code (GL12.1).
2. To define multiple journal hold codes at once, choose the Multiple Entry link to access Journal Hold Code (GL12.2).
3. Define a journal hold code and a description using GL12.1 or GL12.2.

Followup Tasks

- You can assign the journal hold code to an entire subsystem using System Control (GL01.1) or you can assign the journal hold code to a manual journal entry.

Defining Reconciliation Codes

A reconciliation code is an optional code used for auditing purposes. You can assign a reconciliation code to a transaction when you reconcile it as an indicator that you have reviewed it. This procedure describes the process for defining the reconciliation codes you can assign to transactions.

STEPS To define a reconciliation code

1. Access Reconciliation Code (GL04.1).
2. To define multiple reconciliation codes at once, choose the Multiple Entry button.
3. Define a code and description for each reconciliation code.

Follow Up Tasks

- Assign reconciliation codes to transactions on Reconcile Transactions (GL90.4).

Related Reports and Inquiries

| To | Use |
|-----------------------------------|-------------------------------------|
| List defined reconciliation codes | Reconciliation Code Listing (GL204) |

Defining a Journal Book

You can define a journal book to group similar transactions for reporting. You can also view and release journal entries by journal book. This procedure describes the process for defining a journal book.



Need More Details? Check out the following concepts:

- ["What Is a Journal Book?"](#) on page 130

STEPS To define a journal book

1. Access Journal Book (JB00.1).
2. Define a journal book. Consider the following field.

Systems, Operators, Accounts, and Accounting Unit List

To restrict journal book usage to specific systems, journal entry operators, or accounts, select Yes in the Systems, Operators, or Accounts field. To restrict access to an accounting unit list, select an accounting unit list in the Accounting Unit List field.

NOTE You must add the journal book before the buttons in step three appear.

3. If you selected Yes in the Systems, Operators, or Accounts fields, you must define journal book restrictions.

| To | Choose |
|------------------------------|---|
| Define system restrictions | The Systems button to open the Journal Book Systems subform. Use the subform to select systems that can use the journal book. |
| Define operator restrictions | The Operator button to open the Journal Book Operators subform. Use the subform to select the journal entry operators who can assign the journal book to a transaction. |
| Define account restrictions | The Accounts button to open the Journal Book Accounts subform. Use the subform to select ranges of accounts that can be used with the journal book. |

Follow-up Tasks

- Define the general ledger company for journal book use. For more information, see ["Defining a Company"](#) on page 63.
- To assign a default journal book to a system code, select the journal book to use as the default in the Default Journal Book field on System Control (GL01.1). This insures that all transactions interfacing to General Ledger from that system code have a journal book assigned.

Related Reports and Inquiries

| To | Use |
|----------------------------------|------------------------------|
| List journal books for a company | Journal Book Listing (JB200) |

Chapter 10

Defining Activities

You automatically receive a subset of the Project Accounting application with General Ledger. You can use this subset to define activities that can be entered on transactions. This chapter focuses on defining activities for use with the Project Accounting subset.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 142

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

- ["What Is a General Ledger-Only Activity?"](#) on page 140
- ["What Is an Activity Group?"](#) on page 141

What Is a General Ledger-Only Activity?

An activity identifies work being done such as phases of a project, specific tasks, or products that are being developed. You can assign an activity to a transaction, which allows you to track an additional piece of information about the transaction. A General Ledger-only activity is often used to track total costs for a project, such as the total costs of attending a trade show or implementing a software package.

If you use the Project Accounting subset, which is part of General Ledger, you can define activities and assign them to transactions. You can view those activities with the Lawson Drill Around functionality and in reports you create using Transaction Writer (GL55.1). No balances are created for General Ledger-only activities and they are not available for other reporting.

Using General Ledger-Only Activities

General Ledger-only activities are not the most robust option for tracking and reporting on transaction information. They do, however, provide a simplistic alternative to tracking supplemental information about a transaction without using:

- Activities in the Project Accounting application
- User analysis fields in Strategic Ledger
- Transaction attributes in Attribute Matrix

What Is an Activity Group?

You organize activities into logical groupings called activity groups. Each activity must be assigned to an activity group. An activity group lets you group like activities together. When using the Project Accounting subset, you really only define an activity group because it is requirement of the application; an activity group is not as helpful a tool in the subset as it is when using the full-blown application.

Example

LGE will be using General Ledger-only activities to track costs for a special project: implementing a new software package. They only want to track total costs, and won't be breaking the costs down for detailed analysis, so using a General Ledger-only activity provides a straight forward method of tracking.

They defined an activity called Implementation and they assigned that activity to an activity group, also called Implementation. Now they assign the Implementation activity to all transactions associated with putting the new software package in place.

Procedures in this Chapter

The required setup to use the Project Accounting subset of General Ledger is very straightforward. To use General Ledger-only activities you define activity groups and the activities that belong to those activity groups. For more information, see ["Defining General Ledger-Only Activities"](#) on page 142.

Defining General Ledger-Only Activities

An activity identifies work being done, such as work orders, phases, projects, and so on. Activities identify the actual tasks being performed for the activity group or overall project. An activity can represent services, channels, customers, products, and more. If you are using the Project Accounting subset that comes with General Ledger, use this procedure to define activities. If you will be using the capabilities of the full Project Accounting application, see the *Project Accounting User Guide* for details on setup and procedures.



Need More Details? Check out the following concepts:

- ["What Is a General Ledger-Only Activity?"](#) on page 140
- ["What Is an Activity Group?"](#) on page 141

STEPS To define an activity

NOTE The fields you define here are found on the Main tab.

1. Access Activity Group (AC00.1).
2. Define the activity group to which the activity will be assigned. Consider the following fields.

| Activity Group | Type the activity group name and description in the Activity Group field. |
|----------------|--|
| Security | Type a 4-digit security code for the activity group. If there is only one activity group for the company, you can use the company number. If there are multiple activity groups for the company, select a unique identifier for each activity group. The security code is used with the Lawson Security system. To activate security, notify your MIS department to set up the appropriate restrictions in Lawson security. |
| Status | Choose GL Only as the activity group status. This status is required for users of the Project Accounting subset. |

**GL Acct
Assignment**

Choose GL Only Activity Group as the account edit option. This field determines how activities, activity accounts, and account categories are validated for Project Accounting transactions or interfaced transactions.

You must select GL Acct Assignment when the status is GL Only.

3. Accept all other default values and choose the Add form action.
4. Choose the Activity to access Activity (AC10.1).
5. Define activities for the activity group. Consider the following fields.

Activity

Type a unique name and description for the activity.

Activity Group

Type or select the activity group for which you are defining the activity. The activity group is the overall project and is required for General Ledger-only activities.

6. Accept all other default values and choose the Add form action.
7. Repeat steps five and six to define additional activities for the activity group.

Chapter 11

Using Attribute Matrix Attributes

This chapter describes the Lawson Attribute Matrix module and provides information on setting up attributes for use within the General Ledger application. Attribute Matrix is a powerful tool that increases reporting and inquiry capabilities.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 159

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

- ["What Is Attribute Matrix?" on page 146](#)
- ["What Is an Attribute?" on page 147](#)
- ["What Is an Element?" on page 149](#)
- ["Where Can I Use Attributes?" on page 149](#)
- ["What Is a List?" on page 152](#)
- ["What Is an Attribute Template?" on page 154](#)
- ["What Is an Attribute View?" on page 155](#)
- ["What Is a Transaction Attribute?" on page 156](#)

What Is Attribute Matrix?

NOTE The system code for Attribute Matrix is MX.

Attribute Matrix is a powerful tool used to increase reporting, inquiry, and processing capabilities. Attribute Matrix can be integrated within the following Lawson applications:

- General Ledger
- Cash Management
- Project Accounting
- Billing and Revenue Management
- Asset Management
- Lease Management
- Strategic Ledger
- Accounts Payable
- Accounts Receivable
- Inventory Control
- Billing
- Invoice Matching
- Order Entry
- Purchase Order
- Warehouse
- Production Order

Attribute Matrix and General Ledger

General Ledger uses Attribute Matrix for the following purposes:

- To provide alternative ways to group data for reporting and inquiry
- To make dynamic account generation possible
- To include subsystem specific information in General Ledger transactions

What Is an Attribute?

An attribute is a field that holds information you can use to group records for reporting, inquiry, and processing. Specifically, attributes hold information about:

- accounting units or accounts for General Ledger, Inventory Control, Purchase Order
- activities for Project Accounting and Billing and Revenue Management
- user analyses for Strategic Ledger
- transactions for General Ledger, Project Accounting, Billing and Revenue Management, and Strategic Ledger
- assets for Asset Management
- leases for Lease Management
- vendors for Accounts Payable, Invoice Matching, Purchase Order
- customers for Accounts Receivable, Order Entry, Billing, Warehouse
- cash codes for Cash Management
- items for Inventory Control, Purchase Order, Order Entry, Warehouse, Production Order

Two Types of Attributes

With Attribute Matrix you can view your organization's data in a variety of ways, providing more information and more flexibility in reporting. You can use attributes in two ways:

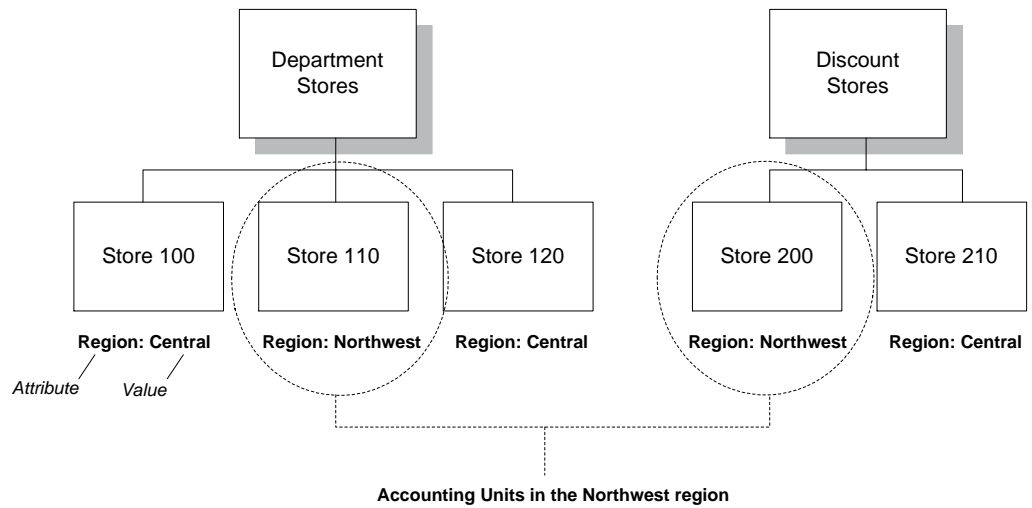
- Group accounting units or accounts based on common characteristics, such as all stores in a specific region or of a specific size. There is a Lawson-defined attribute for each field on Accounting Units-Accounts (GL20.1) and Chart of Accounts (GL00.1). You can also create user-defined attributes to track other characteristics that are important to you. These Lawson-defined and user-defined attributes are the focus of this chapter.
- Store additional information from a subsystem in a transaction, such as attaching an invoice vendor number and invoice batch number to an invoice distribution journal entry. Attributes attached to a transaction are called transaction attributes and are treated differently than other attributes. For more information, see ["What Is a Transaction Attribute?"](#) on page 156.

Example: Using Attributes with Accounting Units

ABC Company is a retail organization that wants to track profitability by region, but its General Ledger company structure is set up by store type, not location.

They defined a Region attribute that lets them group stores by location for reporting purposes. Values for the Region attribute are Northwest and Central.

Figure 16. Illustration: Using attributes to group accounting units based on common characteristics



What Is an Element?

An element defines the maximum number of characters and the data type for an attribute value. An element must be assigned to every attribute and the element must exist before you can define an attribute that uses that element.

An element can be Lawson-defined or user-defined. If you define an element, you can define it as:

- Alpha type (up to 32 characters)
- Numeric type (up to 18 characters)
- Date type (eight characters)

NOTE Lawson-defined elements are pre-loaded, along with Lawson-defined attributes, using Attribute, Element Load (MX100).

Lawson-defined attributes have a one-to-one correspondence with Lawson-defined elements. For example, the Account attribute is associated with an element called Account. Examples of Lawson-defined attributes and corresponding Lawson-defined elements:

| Attribute | Element | Type | Size |
|--------------------|--------------------|---------|------|
| Account | Account | Alpha | 6 |
| Account Depth | Account Depth | Numeric | 2 |
| Accounting Unit | Accounting Unit | Alpha | 15 |
| Person Responsible | Person Responsible | Alpha | 15 |

You can also create user-defined elements within the data type and size restrictions listed above. User-defined elements can be more generic than Lawson-defined elements, and can be associated with more than one attribute. Examples of user-defined attributes and user-defined elements:

| Attribute | Element | Type | Size |
|---------------|-----------|---------|------|
| Store Manager | Alpha 15 | Alpha | 15 |
| Region | Alpha 15 | Alpha | 15 |
| Date Opened | Date | Date | 8 |
| Square Feet | Numeric 9 | Numeric | 9 |

You can also associate a Lawson-defined element with a user-defined attribute. For example, you might use the Person Responsible element (Lawson-defined) with the Store Manager attribute (user-defined).

The relationship between transaction attributes and elements is unique. For more information, see ["What Is a Transaction Attribute?"](#) on page 156.

Where Can I Use Attributes?

NOTE An attribute can be used with more than one object type.

An object type identifies where an attribute can be used. Each attribute must be associated with at least one object type. Object types are Lawson-defined. The following table lists the object types that can be associated with attributes in General Ledger:

NOTE Ignore the following object types: AMBKS, AMITM, APVND, ICLOC, ICITM, and POBUY. These object types are used only by Lawson-defined data mart attributes and cannot be assigned by users.

| Object type | For attributes assigned to | In this application |
|-------------|-----------------------------|---------------------|
| ACCNT | Accounts | General Ledger |
| ACCTU | Accounting units | General Ledger |
| GLTRN | General Ledger transactions | General Ledger |

The following additional object types are available to be associated with attributes in other Lawson applications:

| Object type | For attributes assigned to | In this application |
|-------------|-------------------------------|---|
| ACGRP | Activity group | Project Accounting |
| ACTRN | Activity transactions | Project Accounting |
| ACTVY | Activities | Project Accounting |
| ASSET | Assets | Asset Management |
| CSHCD | Cash Code | Cash Management |
| CUST | Customer | Accounts Receivable Order Entry Billing Warehouse |
| ITEM | Item | Inventory Control Purchase Order Order Entry Warehouse Production Order |
| LEASE | Leases | Lease Management |
| ANLYS | User analyses | Strategic Ledger |
| SLTRN | Strategic Ledger transactions | Strategic Ledger |
| VENDR | Vendor | Accounts Payable Invoice Matching Purchase Order |

Using Attributes with Accounts

You can use attributes to classify and group accounts. For example, you might want to determine how well your organization can meet its immediate current debt obligations. To do this you want to look only at assets that can be converted to cash quickly. You could classify select asset accounts with an attribute of Liquid Asset and compare just those accounts to your liabilities.

Once attributes are assigned to detail accounts, the attributes can be used with the Financials Data Mart for analysis purposes. For more information, see ["Using Lawson Business Intelligence to Create Data Marts"](#) on page 347.

An alternative to using attributes with accounts is to use account groups. Account groups let you combine sequential or nonsequential account ranges into a group for reporting and inquiries. For example, to define a report on the consolidated totals of accounts 4000 through 4999 and 6000 through 6999, you can define an account group to include just those accounts. If you would select the sequential range of 4000 through 6999, all account would be included.

When creating account groups, you can only select accounts by account number. In contrast, using attributes lets you group accounts using a wide range of characteristics for selection.

You define groups of accounts using Account Group (RW40.3) or List (MX10.1), and can select those groups of accounts when using Account Analysis (GL95.1) for inquiry or when creating Report Writer reports. For more information, see ["Using Lists"](#) on page 152.

Using Attributes with Accounting Units

When you use attributes with accounting units, you have the flexibility to view your organization from different perspectives without actually changing your company structure. The previous example shows how ABC Company used attributes to view their profitability based on the region in which a store was located. They could associate additional attributes with each accounting unit that would let them view profitability by store size, by person responsible, and more.

Once attributes are assigned to accounting units, the attributes can be used with the Financials Data Mart for analysis purposes. For more information, see ["Using Lawson Business Intelligence to Create Data Marts"](#) on page 347.

An alternative to using attributes with accounting units for grouping is to use level groups. Level groups let you combine sequential or nonsequential level ranges into a group for reporting and inquiries. For example, to define a report to show the consolidated totals for accounting units with a level addresses of 01-101, 01-103, and 01-109, you can define a level group to include just the three ranges representing each accounting unit. If you would select the sequential range 01-101 to 01-109, the range includes values from other accounting units.

When creating level groups, you can only select accounting units by level address. In contrast, using attributes you can group accounting by a wide range of characteristics for selection.

You define groups of accounting units using Level Group (RW40.1) or List (MX10.1), and can select specific groups of accounting units when using Account Analysis (GL95.1) for inquiry, when setting up recurring journal entries, or when creating Report Writer reports.

What Is a List?

NOTE You cannot create lists for transaction attributes.

A list is a set of accounting units, accounts, activities, assets, leases, or user analysis. For example, you can create a list that includes any accounting units where the region is Central and the store size is large. Lists can be automatic or manual. Automatic lists can be defined using a combination of user-defined and Lawson-defined attributes.

Your General Ledger company structure should always be designed to reflect your key reporting requirements. Lists provide *alternative* views of your data that cannot be obtained from the company structure. Attributes and lists provide great flexibility for reporting, but, because they do not use stored balances, the process for creating reports with lists is less efficient.

Using Lists

Lists are used in General Ledger for reporting and inquiry. The following examples describe some of the places you can use lists:

- Select a list on Account Analysis (GL95.1) to view information for a select group of accounting units or accounts.
- Select an accounting unit list in the Dynamic Generation List field of Summary Account Options (GL00.5) or Account Information (GL00.4) to automatically assign accounts to an accounting unit rather than manually assigning the accounts during setup or each time you add accounts to a posting accounting unit.
- Select a list on Total Names (RW70.1) when creating a Total Name for a Report Writer report. A total name is used to define the accounts and accounting units that hold an amount required for a user-defined calculation known as a compute statement.
- Select a list when creating a Report Writer report to report on information for a select group of accounts or accounting units.
- Select a list on Transaction Writer (GL55.1) to indicate which accounting units or accounts to include in the Transaction Writer report. A Transaction Writer report is a user-defined report that lists transaction details.
- Select a list on Line Detail (CA10.3) or Allocation Detail (CA10.7) to indicate which accounting units or accounts are the source, or post from side, of an allocation.
- Select a list on Budget Analysis (FB95.1) to compare budget or budget versions online for the accounting units or accounts included in the list.
- Select a list on Currency Revaluation (GL191) to revalue balances for an accounting unit list.
- Select a list within a view. For more information, see ["What Is an Attribute View?"](#) on page 155.

Automatic Lists

To create an automatic list, you select attributes belonging to the object type of your choice (for example, ACCTU) and define value ranges for these attributes. Attribute Matrix automatically builds a list of members that meet the criteria specified in the list. Automatic lists are updated automatically any time you use the list with one exception. To keep data entry efficient, an

automatic list is not updated when you use it for dynamic account generation, but you can prebuild the list.

Automatic List Example

This example shows how you could create an automatic list that lets you group accounting units by the region in which they are located.

1. Create the following user attribute:

| | |
|---------------------|-----------------------------------|
| Name: | REGION |
| Object type: | Accounting Unit (ACCTU) |
| Element: | Alpha 9 |
| Values: | NORTHWEST CENTRAL SOUTHEAST |

2. For each accounting unit that is located in the northwestern region, add the value NORTHWEST to the attribute REGION for the accounting unit in GL20.1.
3. Create a list named NORTHWEST (for accounting units located in the northwestern region) with the following attribute value range:

| | |
|---|-----------------------------|
| REGION: | From NORTHWEST To NORTHWEST |
| IMPORTANT Preview the list to verify that the appropriate accounting units are selected. | |

4. Select the NORTHWEST list on reports or inquiries to include only accounting units located in the northwestern region.

Manual Lists

A manual list lets you select specific accounts, accounting units, activities, user analysis values, assets, or leases. Manual lists are not based on attributes. For example, you can select individual accounting units without identifying an attribute that is common to all of them. The only members of a manual list are those you define.

Creating a manual list, as the name implies, is a manual process. Any changes to the list, such as adding or removing accounting units, must also be done manually. For these reasons, manual lists are not often used to create large lists.

You can convert an automatic list to a manual list. A common practice is to create an automatic list first, convert it to a manual list, and then manually add or remove a few select accounting units. This process can provide a helpful tool for “what if” analysis.

For example, ABC Company is planning to reorganize their regions. They want to move some accounting units from the eastern and western regions

to the central region. They might convert an automatic list of all stores (accounting units) in the central region to a manual list. They could then add or remove individual stores and use Account Analysis (GL95.1) or produce financial reports to see the impact on the regions.

IMPORTANT You cannot convert a manual list back to an automatic list.

What Is an Attribute Template?

An attribute template is a user-defined group of one or more attributes and field values. It provides a quick way to assign multiple attribute values to a group of attributes within an account or accounting unit to consistently add identical values to these same object types.

You can modify the values provided by the template once they have been added. However, if you change an attribute in a template, Chart of Accounts (GL00.1) and Accounting Units-Accounts (GL20.1) are *not* automatically updated. You must re-apply the template. If you already have attributes assigned, the template does not override any previously defined attribute values. The template is an addition to any existing attributes.

Example

You want to track store profitability by characteristics such as the size and location of your various operation centers and have already created the following two attributes for use with your store accounting units.

| Attribute | Values |
|-----------|---------|
| REGION | WEST |
| | CENTRAL |
| | EASTERN |
| SIZE | SMALL |
| | MEDIUM |
| | LARGE |

To assign specific location and size values to an accounting unit, you can manually add the appropriate values to each accounting unit. But, assuming that you have a large group of medium sized stores in the central region, you can save time by creating an attribute template that lets you add these values automatically.

1. Create an attribute template **CENTRALMED** for accounting units that contains the following attributes and values:

| | |
|---------------|---------|
| REGION | CENTRAL |
| SIZE | MEDIUM |

2. When adding or changing an accounting unit that matches these criteria, select the template to automatically add these values.

What Is an Attribute View?

Use an attribute view to combine multiple lists. With a view you can arrange attribute lists in up to nine hierarchical summary levels with totals at each level. A view consists of summary and detail levels, similar to the depth levels of a chart of accounts. Detail levels use specific account or accounting unit lists. Summary levels are report headings, subtotals and totals.

Using Views

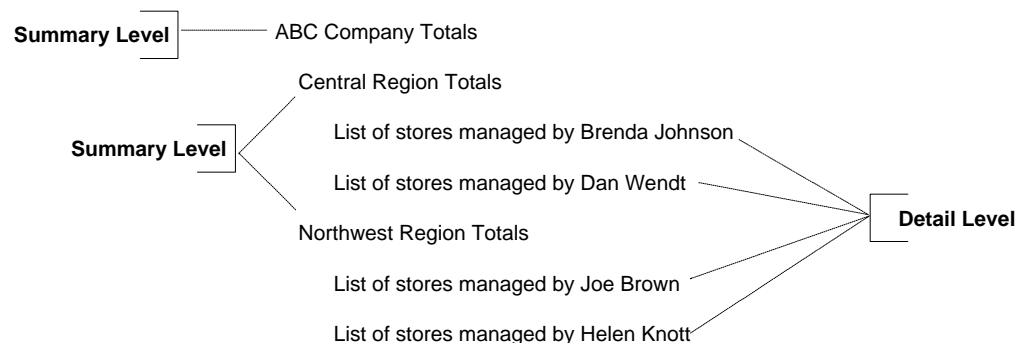
Views are used in General Ledger for reporting and inquiry. The following examples describe the places you can use views:

- Select an accounting unit view on Organization Query (GL99.1) to review actual, budget, and last year amounts and units for the accounting units in the view.
- Select an accounting unit view as a view option when creating a Report Writer report.
- Select an accounting unit view as a parameter in the Financials Data Mart. For more information, see ["Using Lawson Business Intelligence to Create Data Marts"](#) on page 347.

Example

ABC Company wants to analyze financial performance for each region, for each store manager within a region, and for the company as a whole. They created a list for each store manager. For example, one list grouped all accounting units located in the central region that are managed by Brenda Johnson. Then they combined all of these lists into a view.

Figure 17. Illustration: Using a view to combine lists



What Is a Transaction Attribute?

NOTE For more information, see ["Using Attribute Matrix Attributes"](#) on page 145.

NOTE Recall that a source code identifies the event that created a transaction. For example, AP represents a vendor payment and VP is a voided vendor payment.

You can track additional information about a transaction using user-defined fields called transaction attributes. Transaction attributes provide you with additional reporting capabilities and can make subsystem reconciliations easier at period-end. For example, you might attach the vendor number and the cash code to General Ledger transactions that result from payments you interface from Accounts Payable. This lets you create reports in General Ledger with subsystem specific information in them.

For each source code, you can assign up to three attributes and corresponding originating system values. This lets you select three originating values from a group of fields that can be transferred from the subsystem and attached to an entry when it is transferred to General Ledger. The system automatically attaches the selected attributes to all entries for the source code when you post entries from the subsystem.

Entries for General Ledger, Recurring Journal, and Allocations can have user-defined fields (user-type attributes) assigned to them. You need to assign the attribute values when you add a journal entry. For all other sub-systems, attributes can be used to automatically transfer information that is already recorded in the subsystem.

Example

AP is a source code that represents vendor payments originating in the Accounts Payable subsystem. Following is a portion of the Source Code Listing (GL205), which shows the pre-defined fields that can be associated with the AP source code.

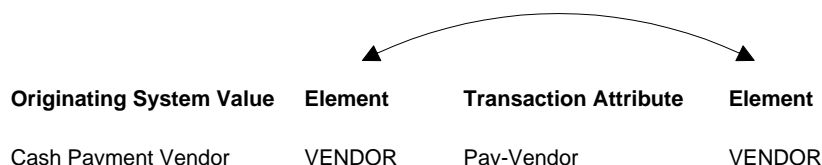
TIP You must create user-defined transaction attributes for each originating system value that you assign to a source code.

Transaction Attributes and Elements

Because transaction attributes are mapped to originating system values for specific source codes, the transaction attributes must use the Lawson-defined element associated with the originating system value.

For example, Cash Payment Vendor is an originating system value for the AP (Vendor Payment) source code and is defined with a VENDOR element. You must use the VENDOR element when defining the transaction attribute to associate the Cash Payment Vendor with General Ledger transactions.

Figure 19. Illustration: Originating system values and transaction attributes must share the same element



An element represents the database field that holds an attribute value. It defines the maximum number of characters and the data type (alphanumeric, numeric, or date) for the field.

Some elements are Lawson-defined and can be loaded with Attribute, Element Load (MX100). For example, Vendor is a Lawson element defined as an alpha field, nine characters in length. You must use Lawson elements with attributes attached to subsystem transactions.

Example of Using Transaction Attributes

The LGE controller is defining an invoice distribution entry. The system automatically assigns a source code of AD (Vendor Invoice Distribution) to the new entry. Previously, she had attached three pre-defined originating system values to that source code: the invoice vendor number, invoice batch number, and the process level. As a result, the values for the vendor number, batch number and process level entered on the invoice will be transferred to General Ledger with the invoice detail lines when she posts distributions.

These attributes can be included in a column, used as sort criteria, or used as selection criteria on a Transaction Writer report. For example, you could create a Transaction Writer report that includes the invoice distribution transactions (including the vendor number and batch number), sorts the transactions by batch number within invoice number, and produces totals by vendor number.

Procedures in this Chapter

To make use of attributes, you must set up the attributes in Attribute Matrix and assign values to the attributes. To complete required setup, use the following procedures in the order they are listed.

| | |
|---|---|
| Loading Lawson-Defined Attributes | You must load the Lawson-defined attributes and elements before you can define attributes. For more information, see "Loading Lawson-Defined Attributes" on page 160. |
| Defining Attributes | You can define an attribute, which is a field that holds information you can use to group records for reporting, inquiry, and processing. For more information, see "Defining Attributes" on page 160. |
| Assigning Attribute Values to an Accounting Unit | When you assign attributes to an accounting unit you can view your organization from different perspectives without actually changing your company structure. For more information, see "Assigning Attribute Values to an Accounting Unit" on page 165. |
| Assigning Attribute Values to an Account | You can use attributes to classify and group accounts. For more information, see "Assigning Attribute Values to an Account" on page 166. |

Other Procedures Related to Setting up Attributes

| | |
|-------------------------------------|--|
| Defining Attribute Templates | You can define templates, which you can use to quickly and consistently assign attribute values. For more information, see "Defining Attribute Templates" on page 167. |
| Defining a List | You can define a list, which is a group of accounts or accounting units. For more information, see "Defining an Automatic List" on page 168. For more information, see "Defining a Manual List" on page 171. |
| Defining an Attribute View | You can define an attribute view, which is a combination of attribute lists. For more information, see "Defining an Attribute View" on page 172. |

Loading Lawson-Defined Attributes

NOTE Loading Lawson-defined attributes is a procedure you only need to perform once.

Before you define attributes, you must load the Lawson-defined attributes and elements. If you will be using transaction attributes, you must also load the available subledger fields that can be linked to a General Ledger, Project Accounting, or Strategic Ledger transaction. Use this procedure to load Lawson-defined data used when defining attributes.

STEPS To load Lawson-defined attributes

1. Run Attribute, Element Load (MX100) to load attributes and elements required in Attribute Matrix and used in other subsystems.
2. If you will use transaction attributes, run Subledger Attribute Load (GL106) to load available subledger fields that can be linked to transactions.

Defining Attributes

To define an attribute, you need to give it a name and associate it with an element and object type. Optionally, you can assign valid values to the attribute, limit an attribute's use to the accounting units within a company group or to the accounts within an account group, and indicate whether an attribute is required. Use this procedure to define attributes.



Need More Details? Check out the following concepts:

- ["What Is Attribute Matrix?"](#) on page 146
- ["What Is an Attribute?"](#) on page 147
- ["Where Can I Use Attributes?"](#) on page 149

STOP Before defining attributes, load Lawson-defined attribute definitions and available subledger fields for transaction analysis. For more information, see ["Loading Lawson-Defined Attributes"](#) on page 160.

TIP Choose Define in the Element Name field on Attribute (MX00.1) to define an element.

STEPS To define an attribute

1. If an appropriate element for the attribute you are going to define does not exist, use Element (MX00.2) to define the element. Consider the following fields.

| | |
|---------------------|---|
| Element Name | Type a name for the element. A user-defined element name does not have to match the attribute name, since the element can be used by several attributes. The name must be unique in the system. |
|---------------------|---|

NOTE Different rules apply when defining an element for a transaction attribute. For more information, see ["Defining a Transaction Attribute"](#) on page 174.

| | |
|------------------|--|
| Data Type | Select one of the following data types: <ul style="list-style-type: none">• A (Alpha)• D (Date)• N (Numeric) |
|------------------|--|

| | |
|-------------------|--|
| Field Size | The maximum field size depends on the data type: <ul style="list-style-type: none">• Alpha (up to 32 characters)• Date (eight characters)• Numeric (up to 18 characters) |
|-------------------|--|

2. Use Attribute (MX00.1) to define the attribute. Consider the following fields.

| | |
|------------------|---|
| Attribute | This field contains the attribute's name. |
|------------------|---|

| | |
|-----------------------|--|
| Column Heading | You can type a column heading to be used in Transaction Writer reports where this attribute is used. |
|-----------------------|--|

| | |
|---------------------|---|
| Element Name | This field is required. You can associate a Lawson-defined element or a user-defined element with a user-defined attribute. |
|---------------------|---|

**From Value/
Through Value
fields**

You can assign ranges of valid values to the attribute. Defining valid values ensures consistency for data entry. If you do not define valid values, any entry for the attribute will be considered valid for the data type and will be accepted.

TIP Defining valid values makes your lists more accurate.

TIP To interface valid attribute value ranges from a non-Lawson system use Attribute Valid Value Interface (MX160). For more information, see ["Interfacing Data Into General Ledger"](#) on page 255.

3. After adding the attribute, choose the Objects link to open the Associate Attribute to Objects (MX00.3) and assign valid object types to the attribute. Consider the following fields.

Object Type

Select the object types you want to assign to the attribute. The object type determines where you can use the attribute. In General Ledger, you can assign the following object types:

- Accounts (ACCNT)
- Accounting Units (ACCTU)
- GL Transactions (GLTRN)

NOTE For more information, see ["Defining a Transaction Attribute"](#) on page 174.

Required

Indicate if the attribute is required on Accounting Units - Account (GL20.1). If you select Yes, you receive a message stating "Values are not defined for required attributes" until the attribute value is populated. This is reminder message, not a hard edit; you can add or change an accounting unit even if required attributes are not defined.

Apply to Object Group

You can associate the attribute to a company group for the accounting unit (ACCTU) object type, or account group for the account (ACCNT) object type. This lets you use the attribute only in companies in the company group, or accounts in the account group. Restricting use of an attribute can be a valuable tool for managing attributes in companies with unique accounting units and attributes. For example, store size might be an appropriate attribute in one company, but not applicable in another.

NOTE When using a company group, only the accounting units associated with companies in that company group can use the attribute.

Followup Tasks

- After defining the attribute, assign attribute values to the attributes. Several methods are available. For more information, see ["Assigning Attribute Values to an Accounting Unit"](#) on page 165. For more information, see ["Assigning Attribute Values to an Account"](#) on page 166.

Related Reports and Inquiries

| To | Use |
|------------------------------|---------------------------|
| View a listing of elements | Element Listing (MX200) |
| View a listing of attributes | Attribute Listing (MX201) |

Assigning Attribute Values to an Accounting Unit

NOTE Assign values for Lawson-defined attributes by filling in fields on Accounting Unit-Account (GL20.1), such as specifying the Person Responsible.

After defining attributes for the Accounting Unit (ACCTU) object type, you can assign attribute values to an accounting unit. This procedure describes the process for assigning attribute values to a user-defined attribute within an accounting unit.

STOP Define attributes before assigning values.

TIP For efficiency, assign attributes as you define accounting units.

STEPS To assign attribute values to an accounting unit

1. Access Accounting Units-Accounts (GL20.1).
2. Inquire on the accounting unit to which you want to assign attributes.
3. Choose the Attributes link to access Attributes (GL20.7). Use this form to assign values for multiple attributes to a single accounting unit.

IMPORTANT Only user-defined attributes defined for the Accounting Unit (ACCTU) object type in Attributes (MX00.1) display on GL20.7. Define values for Lawson-defined attributes by filling in fields on Accounting Unit-Account (GL20.1), such as specifying the Person Responsible.

4. Assign attribute values to an accounting unit. Consider the following fields.

Copy From Template

To assign accounting unit attribute values to the accounting unit based on an attribute template, select an attribute template and select the Change form action. The system populates attribute values from the template to the accounting unit.

An alternative way to assign values based on a template is to select a template in the Attribute Template field on the Main form tab of Accounting Unit-Accounts (GL20.1). For more information, see ["Defining Attribute Templates"](#) on page 167.

TIP You can assign values from a template to a new or existing accounting unit. The new values are added without overriding existing values.

Value

Type or select a value in this field to assign attribute values to the accounting unit.

Options for Assigning Attribute Values

TIP The Position To fields default to the accounting unit you have selected. To display all eligible accounting units, delete any values in the Position To fields.

- Choose the By Attribute button on Attributes (GL20.7) to access Values by Attribute (GL20.5). Use this subform to assign attribute values for one user-defined attribute to multiple accounting units. You can only select user-defined attribute values for the ACCTU (Accounting Unit) object type attributes defined in Attributes (MX00.1). All eligible accounting units display, and you can populate attribute values for the attribute specified.
- To interface accounting unit attribute values from a non-Lawson system, use AU Attribute Interface (GL162). For more information, see ["Interfacing Data Into General Ledger"](#) on page 255.
- Run Attribute Value Population (MX500) to assign a user-defined attribute value to accounting units based on an attribute list. This program lets you overwrite previously assigned attribute values. For example, you might use this program to change the regional manager assigned to a group of accounting units, such as when all stores in the central region, previously managed by SMITH, are now managed by JOHNSON.

Assigning Attribute Values to an Account

NOTE Assign values for Lawson-defined attributes by filling in fields on Chart of Accounts (GL00.1), Detail Accounts (GL00.3), Account Information (GL00.4), and Summary Account Options (GL00.5).

After defining attributes for the Accounts (ACCNT) object type, you can assign attribute values to a summary or detail account. This procedure describes the process for assigning attribute values to a user-defined attribute within an account.

STOP Define attributes before assigning values.

STEPS To assign attribute values to an account

1. Access Chart of Accounts (GL00.1).
2. Access the appropriate form to assign attributes.

| To | Choose |
|--|---|
| Assign attributes to a summary account | The Attribute link on GL00.1 to access Summary Account Attributes (GL16.1). |
| Assign attributes to a detail account | The Accounts link on GL00.1 to access Detail Accounts (GL00.3) and then choose the Attribute link on GL00.3 to access Detail Account Attributes (GL16.2). |

3. Use GL16.1 or GL16.2 to assign attributes to accounts. Consider the following fields.

| | |
|---------------------------|--|
| Copy From Template | To assign values to multiple attributes for a single account based on an attribute template, select an attribute template and select the Change form action. The system populates attribute values from the template to the account. For more information, see "Defining Attribute Templates" on page 167. |
| | TIP You can assign values from a template to a new or existing account. The new values are added without overriding existing values. |

| | |
|--------------|---|
| Value | Type or select a value in this field to assign attribute values to the accounting unit. |
|--------------|---|

Options for Assigning Attribute Values

- Run Attribute Value Population (MX500) to assign values for user-defined attributes to accounts based on an attribute list. This program lets you overwrite previously assigned attribute values. For example, use this program to change the attribute value assigned to a range or group of accounts.
- Choose the By Attribute link on Summary Account Attributes (GL16.1) or on Detail Account Attributes (GL16.2) to assign attribute values for a user-defined attribute to multiple accounts within the chart.

Defining Attribute Templates

You can define attribute templates, which contain attribute values you can use to quickly and consistently assign values to user-defined attributes for accounts or accounting units. You associate each template with one object type and you can only include one value for each attribute. Use this procedure to define a new attribute template and to associate that template with an object type.



Need More Details? Check out the following concepts:

- ["What Is an Attribute Template?"](#) on page 154

STOP You need to define attributes before you use them in a template.

STEPS To define an attribute template

1. Access Attribute Template (MX05.1).
2. Choose the New Template link to access Define Template (MX05.2). Use this form to define a template. Consider the following fields.

Object Type

A template must be associated with an object type. For General Ledger, you can assign the following object types:

- Accounts (ACCNT)
- Accounting Units (ACCTU)

For more information, see ["Defining a Transaction Attribute"](#) on page 174.

| | |
|------------------|--|
| Template | This is the user-defined template name. |
| Attribute | Select the attribute or attributes to include in the template. |
| Value | For each attribute that you select, enter a value. |

Report and Inquiries

| To | Use |
|---------------------------------------|--------------------------|
| View a listing of attribute templates | Template Listing (MX205) |

Defining an Automatic List

An automatic list is a group of accounts or accounting units that have common attribute values. You can use automatic lists to select a collection of accounts or accounting units for reporting or inquiry. Use this procedure to create an automatic list. You can also create a manual list. For more information, see ["Defining a Manual List"](#) on page 171.



Need More Details? Check out the following concepts:

- ["What Is a List?"](#) on page 152

STOP Attributes must exist before you can use them in a list. You should also assign values to any accounting unit or account that will become a member of the list.

STEPS To define an attribute list

1. Access List (MX10.1).
2. Choose the New List link to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

| | |
|--------------------|--|
| Object Type | An attribute list must be associated with an object type. For General Ledger, you can assign the following object types: <ul style="list-style-type: none">• Accounts (ACCNT)• Accounting Units (ACCTU) |
|--------------------|--|

| | |
|-------------|--|
| List | Type a name and description for the new list you want to define. |
|-------------|--|

| | |
|------------------------------|--|
| Sort By Attribute tab | Type or select the attributes you want to use to sort the list. You can only select from the attributes defined for the object type. |
|------------------------------|--|

| | |
|------------------|---|
| Audit tab | Use the Audit tab to display the user identification of the person that created the list, the date it was last changed, and when the list was updated last. |
|------------------|---|

3. After adding the new list, you automatically navigate back to List (MX10.1). Use this form to define the attribute list. Consider the following fields.

| | |
|------------------|--|
| Attribute | Select the attribute or attributes to include in the list. |
|------------------|--|

| | |
|--------------------|--|
| Value range | For each attribute that you select, enter a value range. |
|--------------------|--|

| | |
|-----------------|--|
| Or Group | If you leave this field blank, the relationship between the attributes is an AND relationship, meaning that an account or accounting unit will belong to the list if it satisfies all the attribute values. You can type any alphanumeric character to indicate an OR relationship, meaning that an account or accounting unit will belong to the list if it satisfies any of the attribute values. For more information, see "Or Group Logic Tables" on page 170. |
|-----------------|--|

NOTE If you need to change the Or Group field value, you must first delete the attribute line, then re-enter it with the new Or Group value.

NOTE As long as the list remains automatic, it gets updated each time that you use the Preview button, use it on a Report Writer report, or use it on Account Analysis (GL95.1).

4. To view the accounting unit list members, choose the Preview button and open Accounting Unit List (GL21.1). To view the account list members, choose the Preview button and open Query Account List Members (GL22.1). You must do this or do a batch update using List Member Build (MX123) if you are going to do dynamic account generation.

Optional Procedure for Creating an Automatic List

- Choose the Copy button on Define List (MX10.2) to access List Copy (MX10.3). Use this form to create a new list by copying an existing one and making changes.

Related Reports and Inquiries

| To | Use |
|--|-----------------------------|
| View a listing of attribute lists | List Listing (MX210) |
| View the members of a list or all lists for an object type | List Member Listing (MX223) |

Or Group Logic Tables

Use the Or Group field on List (MX10.1) to create an and/or condition between attributes. This determines if the attributes are grouped or treated individually. If you leave this field blank, “and” defaults, which connects two statements with an “and” condition. You can type any alphanumeric character in the field to create an “or” condition.

You can include combinations of “and” and “or” conditions. “And” conditions link value ranges together as one condition. For example, you might want to select accounting units that are in the Central region and are large stores. “Or” conditions are used to establish multiple sets of criteria that are applied separately. For example, you might want to select accounting units that are managed by Johnson or Smith.

If you have multiple conditions in a list, use an “or” in the Or Group field to separate the conditions. Selection criteria above or below an “or” condition are applied separately. The following table shows how attribute and “or” group combinations can be combined to create conditional statements.

| Attribute | Or Group | Result |
|-----------|-----------|---------------|
| EQUAL | EQUAL | Not valid |
| EQUAL | NOT EQUAL | Or condition |
| NOT EQUAL | EQUAL | And condition |
| NOT EQUAL | NOT EQUAL | Or condition |

The next table shows an example of attributes and or groups being combined to create the following statement: “Include all stores for company 4321 that were opened in 1999 or that were remodeled in 1999.”

| Attribute | Value Range | Or Group | Result | Notes |
|----------------|--------------------------|----------|--------|--|
| Company | 4321 4321 | 1 | | |
| Date Opened | 01/01/1999 12/31/1999 | 1 | And | Attributes = Not Equal Or Group = Equal |
| Company | 4321 4321 | 2 | Or | Attributes = Not Equal Or Group = Not Equal |
| Date Remodeled | 01/01/1999 12/31/1999 | 2 | And | Attributes = Not Equal Or Group = Equal |

Defining a Manual List

You can create manual lists, where you add list members manually. Manual lists can contain any account or accounting unit you want to use as part of a set. You can use manual lists for “what if” analysis, reports and inquiries, and dynamic account generation. Use this procedure to define a manual attribute list. You can also create an automatic list. For more information, see ["Defining an Automatic List"](#) on page 168.



Need More Details? Check out the following concepts:

- ["What Is a List?"](#) on page 152

STEPS To define a manual list

1. Access List (MX10.1).
2. Choose the New List link to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

| | |
|--------------------|---|
| Object Type | An attribute list must be associated with an object type. For General Ledger, you can assign the following object types: <ul style="list-style-type: none"> • Accounts (ACCNT) • Accounting Units (ACCTU) |
| List | Type a name and description for the new list you want to define. |

| | |
|--|---|
| Sort By Attribute and Audit pages | These pages do not apply to manual lists. Leave the Sort by Attribute fields blank. |
|--|---|

3. After adding the new list, you automatically navigate back to List (MX10.1). Choose the New List link again to return to Define List (MX10.2).
4. Choose the Manual List button to access Manual Accounting Unit List (GL21.2) or Manual Account List (GL22.2). Use the form to define the attribute list and to select the accounts or accounting units you want to include in the list.
5. Optional. To view the list members, choose the Preview link on Define List (MX10.2) or on List (MX10.1).

Optional Procedure for Creating a Manual List

IMPORTANT This procedure is irreversible. You cannot convert a manual list back to automatic.

TIP To preserve the automatic list, copy an existing automatic accounting unit list and then convert the copy to a manual list.

- Choose the Convert to Manual button on Manual Accounting Unit List (GL21.2) or Manual Account List (GL22.2) to convert an existing automatic list to a manual list. For example, if you are considering a corporate reorganization you could select all accounting units within a division by level address in an automatic list. Then convert the list to a manual list and add or remove accounting units from the list to reflect the new organization you are considering. Remember, when you convert an automatic list, you cannot convert it back.
- Choose the Copy button on Define List (MX10.2) to access List Copy (MX10.3). Use this form to create a new list by copying an existing one and making changes.

Related Reports and Inquiries

| To | Use |
|--|-----------------------------|
| View a listing of attribute lists | List Listing (MX210) |
| View the members of a list or all lists for an object type | List Member Listing (MX223) |

Defining an Attribute View

An attribute view is a combination of attribute lists. Views are composed of summary and detail records, similar to a chart of accounts. Summary levels are used for report headings and totaling. Detail records are the attribute lists. For example, an accounting unit view is a group of accounting unit lists arranged hierarchically with up to nine totaling levels. Use this procedure to define a new attribute view.

STOP Define attribute lists before defining a view.

STEPS To define an attribute view

1. Access View (MX20.1).
2. Choose the New View link to access Define View (MX20.2) where you will define header information for the new view. Consider the following fields.

| | |
|--------------------|--|
| Object Type | An attribute view must be associated with an object type. For General Ledger, you can only assign the Accounting Unit (ACCTU) object type. |
| View | Type a name and description for the new view you want to define. |

3. After adding the new view, you automatically navigate back to View (MX20.1). Use this form to define the view. Consider the following fields.

| | |
|------------------------------|---|
| Type | Indicate whether the line is a summary level or detail line. Summary levels are used as report headings and determine how lists are totaled or rolled up. Select Detail to use an attribute list. |
| Summary Level or List | Select the summary level name or attribute list you want to include in the view. |
| Description | Type a description of the summary level. If you select an attribute list, that description displays. |
| Depth | The level depth determines how amounts are totaled and rolled up. The application accumulates a total for a specific depth until it finds another account with the same depth or less. Then it produces a total above the account with the same depth or less. For example, each account assigned a depth of 2 totals to the previous account assigned a depth of 1. Use a depth of 1 for grand totals. |

4. Optional. To select printing options for reports and inquiries related to summary levels, choose the More link to access Summary Level Options (MX20.3).
5. Choose the Preview link to display the accounting unit view you defined. You can view detail and summary records or summary records only.

Optional Procedure for Creating an Attribute View

Choose the Copy button on Define View (MX20.2) to access View Copy (MX20.5). Use this form to create a new view by copying an existing one and making changes.

Related Reports and Inquiries

| To | Use |
|-----------------------------------|----------------------|
| View a listing of attribute views | View Listing (MX220) |

Updating List Members

You can update the members of one or more automatic lists for object types. Use this program at any time to build and update automatic lists. If you enter a manual list, it is skipped and no error is created.

STEPS To update lists

TIP Use this process to update accounting unit lists for dynamic account generation.

- Run List Member Build (MX123). The message "Update complete" displays when the report is complete.

Defining a Transaction Attribute

You can track additional information about a transaction using user-defined fields called transaction attributes. Transaction attributes provide you with additional reporting capabilities and let you create reports in General Ledger with application-specific information in them. This procedure describes only items that are unique when defining a transaction attribute.



Need More Details? Check out the following concepts:

- ["What Is Attribute Matrix?"](#) on page 146
- ["What Is an Attribute?"](#) on page 147
- ["What Is a Transaction Writer Report?"](#) on page 311

STOP Before defining attributes, load Lawson-defined element and attribute definitions and available subledger fields for transactions analysis. For more information, see ["Loading Lawson-Defined Attributes"](#) on page 160.

NOTE Only transaction attributes for General Ledger, Recurring Journal, and Allocations can use either a user-defined element or a Lawson-defined element.

STEPS To define a transaction attribute

1. If an appropriate element for the transaction GL, RJ, or CA attribute you are going to define does not exist, use Element (MX00.2) to define the element. Consider the following field.

Element Name

Type a name for the element. An element represents the database field that holds an attribute value. It defines the maximum number of characters and the data type (alphanumeric, numeric, or date) for the field.

Because transaction attributes are mapped to originating system values for specific source codes, transaction attributes (for all systems except GL, RJ, and CA) must use the Lawson-defined element associated with the originating system value.

For example, Cash Payment Vendor is an originating system value for the AP (Vendor Payment) source code and is defined with a VENDOR element. You must use the VENDOR element when defining the transaction attribute to associate the Cash Payment Vendor with General Ledger transactions.

TIP To view the element used by an originating system value, use Source Code (GL05.1) to inquire on the source code. Then choose Define in the Originating System Value field on this subform. Use this subform to display available field names for the source code and associated element names.

2. Use Attribute (MX00.1) to define the attribute. Consider the following field.

NOTE A source code identifies where a transaction was created within a system. For example, CB is the Lawson-defined source code for the Intercompany Balancing transactions.

- | | |
|---------------------|---|
| Element Name | Select an element. Transaction attributes must use the Lawson-defined element associated with the originating system value. |
|---------------------|---|
3. Access Source Code (GL05.1) and inquire on the source code to which you want to attach attributes.
 4. Associate up to three transaction attributes with the source code. Consider the following fields.

| | |
|---------------------------------|--|
| Originating System Value | <p>If you are defining a transaction attribute for GL, RJ, or CA, leave this field blank. There are no originating system values for these systems.</p> <p>For other systems, select an originating system value. This field indicates where in the database to retrieve the transaction attribute value from. This value must match the element name assigned to the transaction attribute in Attribute (MX00.1).</p> |
|---------------------------------|--|

NOTE You cannot change or add information on the Attribute Origin (GL05.3) subform. Adding or changing originating system values require customized program changes.

| | |
|------------------|--|
| Attribute | Select the attribute you want to associate with the source code. The attributes you define in this form are automatically assigned to transactions with the associated source code. The attribute must exist in Attributes (MX00.1). |
|------------------|--|

NOTE The object type for a transaction attribute will be GLTRN (General Ledger Transaction).

| | |
|-------------------------------------|--|
| Options (AC, GL, SL, and ML) | Identify the system(s) you want to be able to use the transaction attribute. Select Yes in the GL field to use the transaction attribute with General Ledger transactions. |
|-------------------------------------|--|

Related Reports and Inquiries

| To | Use |
|--|-----------------------------|
| List Lawson and user-defined attributes | Attribute Listing (MX201) |
| List source code information set up for all companies by system code including transaction attributes assigned to the source codes | Source Code Listing (GL205) |

Chapter 12

Processing Journal Entries

When your organization sells something, or buys something, or completes any business transaction, you record those transactions in a journal. These journal entries can be created in the General Ledger application, in a Lawson application, or in a non-Lawson system. Journal entries not created in the General Ledger application must be interfaced to the General Ledger. This chapter focuses on the process of defining, editing, releasing, and posting journal entries.

STOP You must complete all required setup before processing journal entries.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 194

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

- ["What Is a Journal Entry?"](#) on page 178
- ["What Are Journal Entry Header and Detail Differences?"](#) on page 180
- ["What is Journal Entry Header Status"](#) on page 180
- ["What Happens When I Release a Journal Entry?"](#) on page 183
- ["How Are Transactions from Other Applications Posted?"](#) on page 184
- ["What Happens When I Post a Journal Entry?"](#) on page 185
- ["What Is Quick-Posting?"](#) on page 185
- ["Indicating Whether Postings Are to Be in Summary or Detail"](#) on page 186
- ["Summarization Rules"](#) on page 189
- ["Exceptions to the Summarization Rules"](#) on page 190
- ["What Is an Error Suspense Entry?"](#) on page 191
- ["What Is an Operator Code?"](#) on page 193

What Is a Journal Entry?

Every time your organization sells something, or buys something, or completes any business transaction, the transaction is most likely recorded as a journal entry. Those journal entries are later transcribed, or posted, to the appropriate accounts in your general ledger. Journal entries can be:

- created directly in General Ledger
- created in other Lawson applications, such as Accounts Payable, and interfaced to General Ledger
- created in non-Lawson applications and interfaced to General Ledger

Each journal entry is assigned a type; the types are based on options used to create them. The following table describes the four types of journal entries.

| Journal Entry Type | Defined By | Description |
|-------------------------------|------------------------------------|---|
| Normal (N) | User | A normal journal entry is any entry you create within one company. |
| Intercompany (I) | From side: User To side: System | An intercompany journal entry crosses more than one General Ledger company. A transaction that resulted in the transfer of equipment from one company to another would require an intercompany journal entry. |
| Auto Reverse (A) | System | The period closing process creates auto reversing journal entries for journal entries that are flagged to auto reverse. These entries reverse the associated transactions in the next period or in another period you select. For example, you might auto reverse accrued travel expense entries. |
| Intercompany Auto Reverse (R) | System | The period closing process also creates auto reverse entries for all intercompany journal entries flagged to auto reverse. These entries reverse the associated transactions in the next period or in another period you select. |

Example

River Bend restaurant has purchased \$100 worth of apples that it will use to bake pies. This transaction results in a credit to a cash account and debit to an inventory account. This is an example of a normal journal entry.

| Account Name | Debit | Credit |
|---------------------|--------------|---------------|
| Cash-Checking | | 100.00 |
| Stock-Food | 100.00 | |

What Are Journal Entry Header and Detail Differences?

NOTE The Lawson General Ledger application does not support one-sided entries.

Each journal entry contains at least one debit line item and one credit line item as shown in the previous example. In General Ledger, information that is common for each of these lines is contained in a journal entry header. The common information is entered only once for the entire transaction.

Example

Bill, a member of the accounting staff at River Bend, is creating a journal entry for the \$100 purchase of apples. Both transaction lines share common information such as a posting date, transaction date, and user-defined reference number. This is entered just once, and is shared by both detail lines.

The detail lines hold unique information, such as the account that is impacted and the dollar amount of the transaction. To create a balanced entry, one detail line will include a positive amount (debit) and the other will include a negative amount (credit).

What is Journal Entry Header Status

General Ledger assigns a status to each journal entry, journal entry transaction line, and recurring journal entry to identify where the transaction is in the processing cycle. The status on a header record does not always match the status of the detail lines for the same journal entry. The following tables list the valid journal entry and transaction line statuses.

Journal Entry Statuses

| Status | Description |
|----------------|---|
| Unreleased (0) | The journal entry is not available for posting. This is the initial status for a new General Ledger journal entry. You can make changes to a journal entry with an unreleased status. |
| Released (1) | <p>The journal entry has been released and is available for posting. Release journal entries using Journal Entry (GL40.1), Define Journal (GL40.2), Journal Entry (GL40.8), Journal Control (GL45.1), or Batch Journal Control (GL146). You cannot make changes to a journal entry with a released status.</p> <p>Journal Posting (GL190) will process all journal entries with this status, unless they have a journal hold code assigned or require approval in a Workflow application and are not yet approved.</p> <p>NOTE Subsystem entries are interfaced to General Ledger with a status of Released.</p> |
| Quick Post (4) | The journal entry has been processed to update account balances and is available for posting. The period cannot be closed if any journal entries have a quick post status. Use the Quick Post line action on Journal Control (GL45.1) to set this status. |
| Posted (5) | The journal entry has been posted. Post journal entries using Journal Posting (GL190). All journal entries must be posted before you can close a period. You can back out (unpost) a normal journal entry to return it to the released status, if your company is defined for back out. |
| History (9) | The journal entry has been processed by Period Closing (GL199). You cannot back out the journal entry. |

Detail Line Statuses

| Status | Description |
|----------------|--|
| Unreleased (0) | The transaction line is not available for posting. |
| Released (1) | The transaction line is available for posting. |
| Memo (8) | The transaction line is for information only. Memo lines are created to show the offset of an intercompany transaction. |
| History (9) | The transaction line has been quick posted or posted. When you quick post or post detail lines using Journal Posting (GL190), the status of the detail lines is set to history. Period Closing (GL199) does not change the status again. This improves program efficiency. In contrast, a journal entry header will have a status of posted after running Journal Posting (GL190). |

Determining the Status of a Journal Entry

The status on a journal entry header might be different than the status on the detail lines for the same journal entry. Use the following table to determine if you are looking at the status for a journal entry header record or the detail lines for a journal entry.

| On | The status displays from |
|--|-------------------------------|
| Journal Control (GL45.1), Journal Analysis (GL41.1), Journal Edit Listing (GL240), Period Transaction Listing (GL241) Journal Control Report (GL245), or | The journal entry header |
| Transaction Analysis (GL90.1) | The journal entry detail line |

What Happens When I Release a Journal Entry?

After you enter manual journal entries and make necessary corrections, you must release the journal entries before you can post them.

Before Release

A journal entry must meet the following criteria before you can release it:

- The journal entry must be in balance
- For a company that uses control totals, the journal entry must also have a matching control and journal entry totals

Results of Release

Releasing a journal entry:

- Changes the journal entry status to Released
- Makes the journal entry transaction lines available for posting
- Creates intercompany balancing entries (for intercompany journal entries only)

Tips for Using ProcessFlow

If you are using ProcessFlow, the following tips apply:

- Upon release, journal entries that are less than the amount entered in the JE Approval Amount field on Company (GL10.1) are available for posting.
- Upon release, if journal entries are greater than or equal to the amount entered in the JE Approval Amount field or the JE Approval Amount field is left blank, the application sends the entry to ProcessFlow for approval.
- If a journal entry is approved, it can be posted or unreleased. Posted entries can be backed out. Unreleased entries can be maintained or deleted.
- If a journal entry is disapproved, it can be unreleased, but it cannot be posted. Unreleased entries can be maintained or deleted. After an unreleased entry is maintained, it can be released. On release, the approval process begins again.

How Are Transactions from Other Applications Posted?

NOTE Journal entries from other applications are interfaced to General Ledger with a status of Released.

Transactions in Lawson applications, such as Accounts Payable, create journal entries to record activity, such as paying invoices. You interface those journal entries to General Ledger using programs in each application. The interface program also creates intercompany balancing entries if applicable. After the journal entries are in General Ledger, you must post them to update account balances. These account balances can be used for reporting and analysis.

Other applications create journal entry header records based on the values in the following fields:

- Company
- System Code
- Posting Date
- Run Date
- Run Time
- Program of Origin
- Base Zone
- Journal Book
- Document Number (only if using Journal by Document)
- Summary Control

For more information, see ["Indicating Whether Postings Are to Be in Summary or Detail"](#) on page 186.

What Happens When I Post a Journal Entry?

NOTE Auto-balancing entries are only created if an entry is out of balance. This might be caused by rounding or a change in the exchange rate.

Posting is the process of updating General Ledger account balances with new transactions. You must post journal entries at least once in an accounting period to update account balances. You post by running the Journal Posting (GL190) program. Running the posting program:

- Posts released journal entries that match the parameters you define on Journal Posting (GL190)
- Creates balancing entries for interzone journal entries
- Creates auto-balancing entries for journal entries that were created in the company base currency and posts them either to the auto-balancing system account (if the company uses the auto-balancing option) or the error suspense account (if the company does not use auto-balancing)
- Creates error suspense records for the error suspense system account
- Updates account balances
- Updates the account balance for the undistributed retained earning account directly; no journal entry is created for this
- Changes the journal entries to a Posted status
- Changes journal entry transaction lines to Historical status

IMPORTANT The Journal Posting (GL190) program does not post journal entries that have a journal hold code assigned or journal entries that require approval in a ProcessFlow application and are not yet approved.

What Is Quick-Posting?

NOTE Once the Reverse field is set to Yes on Additional Information (GL45.2), you can indicate if specific transaction lines that are added should be set to auto reverse. Reversing journal entries are created when you run Period Closing (GL199).

NOTE You cannot back out and change a quick-posted, intercompany journal entry.

You can quick-post a journal entry to update account balances for reports and inquiries. Quick-posting only simulates posting; you must still run Journal Posting (GL190) to post the journal entry before you close the period.

When you quick-post a journal entry, the following events occur:

- Account balances are updated. The changes appear on General Ledger and Report Writer reports and online inquiries.
- Updates journal entry header records to a status of Quick Post.
- The journal entry status changes to Quick Post.
- Changes journal entry transaction lines to a Historical status.
- Sequential transaction numbers, if used, are assigned to the journal entry at the journal book or company level.

If needed, you can back out and change a quick-posted journal entry to correct errors before posting. Quick-posting to a previous period is allowed only if the period is open for backposting. For more information, see ["Maintaining Journal Entries"](#) on page 261.

Indicating Whether Postings Are to Be in Summary or Detail

You have the option to post transactions from other applications in summary or detail to General Ledger. Posting in summary versus detail is a matter of preference. To keep your ledger general, you will probably elect to post in summary.

You define your posting option, either detail or summary, in three different places in the General Ledger application. In addition, you can set flags within individual applications.

Flags in General Ledger

You select a posting option for summary accounts, detail accounts, and posting accounts in General Ledger. These interface posting flags can be found on the following forms:

- Detail Accounts (GL00.3)
- Account Options (GL20.3)
- Transaction Interface (GL165)

| Program | Flags |
|-------------------------------|--|
| Detail Accounts (GL00.3) | Selecting Detail in the Interface Posting field overrides any subsystem summarization flag. |
| Account Options (GL20.3) | The value you select in the Interface Posting field on Account Options (GL20.3) overrides the flag on Detail Accounts (GL00.3). Selecting Detail on GL20.3 overrides any subsystem summarization flag. |
| Transaction Interface (GL165) | Selecting No in the Summarize Transactions field overrides the summarize flag on Detail Accounts (GL00.3), Account Options (GL20.3) or any subsystem summarization flag. |

Flags in Subsystems

You can also set posting options in your subsystem. This lets you post from some subsystems in detail, while posting for others in summary. For example, you might want to post Accounts Payable distributions in detail and Human Resource distributions in summary.

| Subsystem | Posting Program(s) | Set Flags On |
|------------------|--|---|
| Accounts Payable | <ul style="list-style-type: none">• Invoice Distribution Closing (AP175) | Company (AP00.4) Vendor Class (AP00.3) |

| Subsystem | Posting Program(s) | Set Flags On |
|--------------------------------|--|--|
| Accounts Receivable | <ul style="list-style-type: none"> • Application Closing (AR190) | <p>Company (AR01.1) on GL Tab</p> <p>All but the following three types of transactions post to General Ledger in detail:</p> <ul style="list-style-type: none"> • Detail Payments • Detail Finance Charges • Detail Cash/ Applications <p>If you set the summarization flag to No Detail for these transaction types, AR190 will summarize transaction before sending them to General Ledger.</p> |
| Billing and Revenue Management | <ul style="list-style-type: none"> • Invoice Print and Interface (BR121) • Revenue Calculation (BR130) | No flags. Billing and Revenue recognition sends all transactions to General Ledger in detail. |
| Bills of Exchange | <ul style="list-style-type: none"> • Bill of Exchange Closing (DT190) | No flags. All transactions are sent to General Ledger in detail. |
| Franchise Management | <ul style="list-style-type: none"> • Prepayment Update (FR195) • Accrual Closing (FR190) | No flags. FR195 sends prepayments to General Ledger in detail and FR190 sends accrual line charge amounts to General Ledger in detail. |
| Inventory Control | <ul style="list-style-type: none"> • General Ledger Interface (IC130) | No flags. IC130 sends all transactions to General Ledger in summary. |

| Subsystem | Posting Program(s) | Set Flags On |
|--------------------|--|--|
| Project Accounting | <ul style="list-style-type: none"> Journal Entry (AC40.4) Resource Journal Entry (AC41.4) Edit Transactions (AC45.1) Allocation Update (AC131) Asset Management Interface (AC160) Recurring Encumbrance Journal (AC176) Transaction Interface (AC540) | <p>No flags. Project Accounting sends all transactions to General Ledger in detail.</p> <p>AC40.4 and AC41.4 update General Ledger when transactions are released. AC45.1 updates General Ledger when transactions are backposted.</p> |
| Purchase Order | <ul style="list-style-type: none"> Received, Not Invoiced Report (PO135) | No flags. PO135 sends all transactions to General Ledger in summary. |

System Logic for a Combination of Flags

Selecting summary for each available flag results in summarized postings, and selecting detail for each available flag results in detailed postings. You can also select a combination of summary and detail posting options with the following results:

| GL Flags | Subsystem Flags | Result |
|---------------------------|---------------------------|--------------------------------------|
| All set to summary | All set to summary | Distributions are posted in summary. |
| All set to summary | One or more set to detail | Distributions are posted in detail. |
| One or more set to detail | All set to summary | Distributions are posted in detail. |
| One or more set to detail | One or more set to detail | Distributions are posted in detail. |

A good general rule of thumb to keep in mind is that any instance of a detail flag will override all other summary flags.

Summarization Rules

When you interface subsystem data to General Ledger for posting, system logic is applied to the data to determine:

- how to break the data into distinct journal entry records
- how to summarize data within a journal entry (where applicable)

NOTE GLCONTROL is the database file that holds journal entry header records.

Determining Journal Entry Breaks

Interfacing subsystem journal entries is a function of the individual subsystem, and must be done before you post the entries using Journal Posting (GL190). The interface process creates journal entry header records based on values in the following fields:

- Company
- System Code
- Posting Date
- Run Date
- Run Time
- Program of Origin
- Base Zone
- Journal Book Document Number (if using Journal by Document)

NOTE GLTRANS is the database file that holds journal entry detail records.

Summarizing Data Within a Journal Entry

Once the distinct journal entry header records are identified, another set of parameters is used to determine how the details for each journal entry should be summarized.

IMPORTANT Remember that summarization only takes place if all criteria are met for posting to General Ledger in summary. For more information, see ["Indicating Whether Postings Are to Be in Summary or Detail"](#) on page 186. For more information, see ["Exceptions to the Summarization Rules"](#) on page 190.

To be summarized together, two or more detail records must have the following in common:

- Company
- Posting date
- Base accounting unit (if it exists)
- Control document number
- Journal entry type
- Distribution company
- Source code
- Accounting unit
- Account
- Subaccount
- Activity
- Account category
- Currency code
- Transaction date (*only if* currency code changes)
- GL transaction attribute value
- Journal book
- Auto reverse flag

Another way to think of this is that the system will create a break (start a new summary) each time it finds a new value in one of these fields. For example, you post ten records which have all of these parameters in common with one exception: five of the records have an activity of “Planning” and the other five have an activity of “Implementation”. General Ledger would create two summaries for these ten records. One summary would include the five planning records, and the other summary would include the five implementation records.

Exceptions to the Summarization Rules

There are a few exceptions to the summarization rules covered earlier. These exceptions are based on system code and source code.

System Code Exceptions

Distributions originating in certain system codes and distributions interfacing to certain system codes will never be summarized. Specifically, you will want to note the following exceptions:

- Entries in General Ledger (GL), Recurring Journal (RJ), and Allocations (CA) are never summarized.
- Project Accounting (AC) transactions are never summarized because they are created for detailed analysis.
- Strategic Ledger (SL) transactions do not post to General Ledger, so summarization rules do not apply.

NOTE To use journal books, select Yes in the Journal Book Required field on Company (GL10.1) and assign a journal book value to all journal entries. Journal books are defined in Journal Book (JB00.1).

Source Code

For certain source codes transactions will be automatically summarized regardless of flags. A source code identifies where transactions are created within a system; each source code is associated with a system code. With the following source codes, you can only get *detail* if you use journal books.

| System Code | Source Code | Posting Program |
|-------------|-------------------|--|
| AP | AC (Accrual Side) | Invoice Distribution Closing (AP175), Match Discount Accrual (AP176) |
| AP | AP | Payment Closing (AP170) |
| AP | AU | Unrealized Gain and Loss (AP191) |
| AP | BE | Bill of Exchange Distribution (AP185) |
| AP | DS | Match Discount Accrual (AP176) |
| AP | VP | Invoice Reinstatement (AP190) |
| CB | CL (Accrual Side) | Transaction Postings (CB175) |
| CB | CL (Expense Side) | Transaction Postings (CB175) |
| EE | AC | Accrual Posting (EE175) |

What Is an Error Suspense Entry?

Error suspense entries can be created by Lawson or non-Lawson systems. Error suspense entries are created as a result of:

- An inactive account or accounting unit
- An invalid account or accounting unit
- An out of balance journal entry

Although you cannot enter an invalid account or accounting unit in any Lawson application, the status of an account or accounting unit can be changed to inactive after a transaction has been entered. If the status changes to inactive before you post the transaction, General Ledger creates an error suspense entry. You also cannot enter an out of balance transaction in a Lawson application, but you can interface an out of balance journal entry from a non-Lawson system.

TIP A message appears on Journal Edit Listing (GL240) to warn you about entries that will post to an error suspense account.

NOTE If the Auto Base Balance flag is set to Yes on Company (GL10.1), then the Auto Balance (AB) source code and the system auto balancing account is used when GL190 posts an out-of-balance journal. If the flag is set to No, then the Error Suspense (ES) source code and ES system account are used. For example, if you use Transaction Interface (GL165) to do a partial interface from a non-Lawson application, you might create an out-of-balance journal. If the Auto Base Balance flag is set to No, an ES source code and ES system account are used.

An error suspense account is used in place of any inactive or invalid account or accounting unit. For an out of balance transaction, an error suspense account is used to balance the journal entry. You must correct the entries prior to posting to prevent them from posting to an error suspense account. If no correction is made, an additional entry is created with an unreleased status and a detail line for the error suspense account or accounting unit and for the inactive or invalid account and accounting unit.

When Journal Posting (GL190) determines that there should be an error suspense entry, it verifies the error suspense account by system. If no error suspense account exists for a system, the program reverts to the system error suspense account defined in System Accounts (GL00.7).

Use the following hints to correct an error suspense journal entry before posting or to edit an unreleased error suspense journal entry after the original entry is posted.

| If | Use |
|--|--|
| The original journal entry in question was posted | Journal Entry (GL40.1) to edit the unreleased entry made to error suspense. Journal Entry (GL45.1) to release the journal entry. Your user ID will be logged for the Journal Edit Listing (GL240) report. |
| The journal entry in question was released | Journal Control (GL45.1) to unrelease the entry for editing. Use Journal Entry (GL40.1) to edit the entry. |
| NOTE Your company must be defined to allow unrelease to do this. | |
| The journal entry was created using Journal Entry (GL40.1) and has not been released | Use Journal Entry (GL40.1) to correct the entry before it is released or posted. |
| The account for the journal entry was inactive | Use Detail Accounts (GL00.3) to change the status of an account to active or enter a different account on the journal entry. |

You can make any required changes to the accounting unit and account for the journal entry. If there are errors in the user analysis values, such as invalid values, the system does not create an error suspense transaction. For example, values can be inactivated after a transaction is entered or relations can be changed.

What Is an Operator Code?

TIP Choose Select while your cursor is on the journal number to see an operator code in GL40.1, GL14.1, GL70.1, or GL75.1.

When you add a journal entry, General Ledger assigns an operator code to the entry. The operator code is based on the user's login. Posting and reporting can be performed by operator code, providing a convenient control feature. The operator code can be viewed or printed on the following:

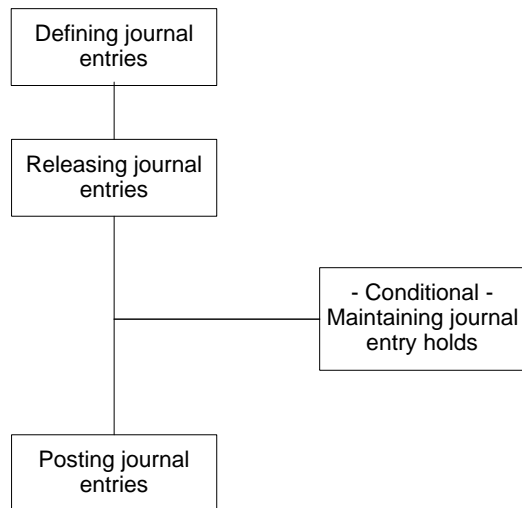
- Journal Entry (GL40.1)
- Journal Inquiry (GL41.1)
- Journal Control (GL45.1)
- Recurring Journal (GL70.1)
- Recurring Control (GL75.1)
- Recurring Journal Interface (GL170)
- Journal Edit Listing (GL240)
- Journal Control Report (GL245)
- Recurring Edit Listing (GL270)
- Recurring Control Report (GL275)
- General Ledger Report (GL290)

Procedures in this Chapter

Journal entry processing is a multi-step process. Use the following procedures to complete the process.

- ["Defining a Journal Entry"](#) on page 195
- ["Releasing Journal Entries"](#) on page 201
- ["Maintaining Journal Entry Holds"](#) on page 203
- ["Posting Journal Entries"](#) on page 203

Figure 20. Procedure relationship: Processing Journal Entries



Procedures Related to Processing Journal Entries

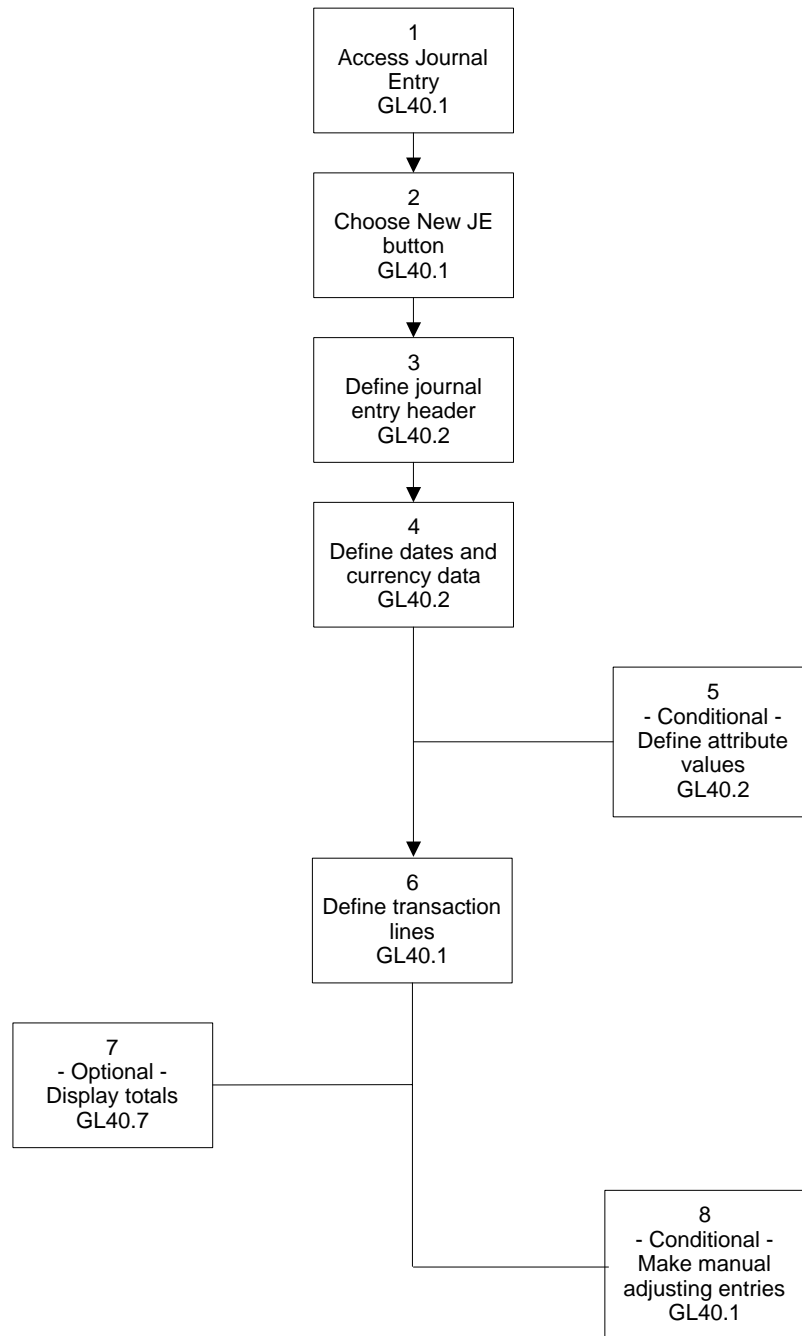
| | |
|--|---|
| Copying a Journal Entry | To define a journal entry that is similar to an existing entry, you can quickly copy the existing entry, and then make necessary changes. For more information, see "Copying a Journal Entry" on page 206. |
| Defining Journal Entry Comments | You can add comments to a journal entry. For more information, see "Defining Journal Entry Comments" on page 207. |
| Quick-Posting a Journal Entry | You can quick-post a journal entry to update account balances for reports and inquiries. Quick-posting only simulates posting; you must still run the journal posting program to post the entry. For more information, see "Quick-Posting a Journal Entry" on page 207. |
| Interfacing Allocations | If you use the Allocation application, process your allocations after journal entries have been posted for the period. Then interface the allocations to General Ledger and post the allocation journal entries before you close the period. For more information, see "Interfacing Allocations to General Ledger" on page 208. |

Defining a Journal Entry

Defining journal entries is the first step in journal entry processing. A journal entry is used to record and post a transaction. Journal entries are also created

by Lawson and non-Lawson subsystems. Use this procedure to define a journal entry directly in the General Ledger application.

Figure 21. Procedure flow: Defining a Journal Entry





Need More Details? Check out the following concepts:

- ["What Is a Journal Entry?"](#) on page 178
- ["What Are Journal Entry Header and Detail Differences?"](#) on page 180

TIP To interface a journal entry from a non-Lawson system, use Transaction Interface (GL165). For more information, see ["Interfacing Data Into General Ledger"](#) on page 255.

STEPS To define a journal entry

1. Access Journal Entry (GL40.1).
2. Choose the New JE link to open Define Journal (GL40.2) and define journal entry header information. Consider the following fields.

| | |
|----------------------------|---|
| Type | Indicate what type of journal entry you want to create. The default is Normal, which lets you create a journal entry within one company. Select Intercompany to create a journal entry between different companies. |
| Journal | If you selected Yes in the Auto Journal Numbering field on Company (GL10.1), leave the Journal Number field blank and a journal number will be assigned by the system. |
| Seq (Sequence) | The sequence number for a new journal must be zero. The sequence number identifies the order of similar journal entries. Sequence numbers are used by the system when an error suspense journal entry is created for a journal entry with invalid or inactive accounting units or accounts. |
| User Analysis | **Type up to four user analysis values to default to each transaction line or use Define (F6) to open the User Analysis Entry subform and define the values. This applies only if you use the Strategic Ledger application. |
| Source Code | Select the source code to identify where transactions are created within a system. If you leave this field blank, JE defaults. |
| Description Default | Select the description that you want to default on each transaction line. If you leave this field blank, the journal header description defaults. As an alternative, you can select Prior Transaction line, which copies the description from the last transaction line to the new one. |

3. Use the Main tab to define header information for the journal entry, including information that defaults on transaction lines. Consider the following fields.

TIP You can also copy a journal entry. For more information, see ["Copying a Journal Entry"](#) on page 206.

4. Use the Dates, Currency tab to define dates associated with the journal entry and to define currency information for a nonbase currency journal entry. Consider the following fields.

| | |
|----------------------|---|
| Posting Dates | Type the date that you want to post the journal entry on. If you leave this field blank, the period ending date for the current period is used. |
|----------------------|---|

| | |
|--------------------------|---|
| Transaction Dates | Type the date to identify when you created the journal entry. If you leave this field blank, the system date is used. |
|--------------------------|---|

| | |
|----------------------|---|
| ADB Effective | For Average Daily Balance companies only, type the effective date for calculating average daily transactions. If you leave this field blank, the posting date defaults. Average Daily Balance is a feature that is generally used only by banking institutions. |
|----------------------|---|

| | |
|--|---|
| Currency Code and Exchange Rate | If you are entering a nonbase currency journal entry, select the appropriate currency code in the Currency Code field. Select the rate used to calculate currency exchange operations on non-base currency amounts in the Exchange Rate field. If you leave this field blank, the current exchange rate defined in the Currency application defaults. |
|--|---|

5. If attribute information is required, use the Attributes form tab to define attribute values. The system assigns the default values to transaction lines with the same source code.

NOTE You can enter amounts and units on the same detail line. Amounts need to balance before a journal entry can be released, units do not.

6. Define journal entry transaction lines.

The following options are available:

| To | Use |
|--|---|
| Add up to five transaction lines at a time for the journal entry | Journal Entry (GL40.1). On this form you can assign an accounting unit, an account, user analysis values, an amount, a units value, an activity, and a description. Choose the More button to define additional information for a transaction line or override the default information from the journal entry header. TIP To add another tab of journal entries, use the Add form action. The form clears and you can continue to enter additional detail lines for the entry. If you create multiple transaction lines, you can use Copy (F2) to copy a field value from the previous transaction line. To copy and reverse the previous transaction amount use Shift+Copy (F2) in the Amount field. |
| Add up to 12 transaction lines at a time for the journal entry | The Speed Entry button on Journal Entry (GL40.1) to open the Speed Entry subform. On this form, you can assign an accounting unit, an account, user analysis values, an amount, and a description, and set the reversal flag. Choose the More button to define additional information for a transaction line or override the default information from the journal entry header. |
| Define a single transaction line | The Single Line button on Journal Entry (GL40.1) to open Journal Entry (GL40.8). Use the Main, Attributes, and Amounts form tabs to define journal entry transaction information. |

7. To display totals for the journal entry, click the Totals link on Journal Entry (GL40.1) to open Totals (GL40.7). Use this form to determine whether you need to make transaction line adjustments to eliminate differences between transaction and base currency amounts, between transaction and report currency amounts, or between debit and credit amounts.

| If | Then |
|--|-------------------------|
| You want to display totals for a different currency, posting company, or zone. | Choose the Filter link. |
| 8. If you selected the auto-balancing option for your company base currency transactions, choose OK and Add to automatically create auto-balancing adjusting entries in the auto-balancing system account. | |
| 9. If you did not select auto-balancing on the Currency tab on Company (GL10.1), you must return to Journal Entry (GL40.1) and manually adjust the existing detail lines. | |

Followup Tasks

- To define comments for a journal entry, choose the Comments link on Journal Entry (GL40.1). For more information, see ["Defining Journal Entry Comments"](#) on page 207.

Option: Defining Report Currency Journal Entries

NOTE These journal entries do not include base and transaction amounts and units. When you change the report currency amount, base and transaction amounts and units do not change.

You can override or define journal entries for report currencies only. For example, you can create a report currency only journal entry to correct report currency amounts due to exchange rate fluctuations. If you modify the exchange rate, you must clear the report currency amount. If you use triangulation, report currency overrides follow triangulation parameters. For more information, see the *Currency User Guide*.

1. If you posted the journal entry, you must reverse it before you can override or define report currency only journal entries.
2. After you inquire on the journal entry that you want to correct, choose the Rpt Curr Entry button to open the Report Currency Entry subform. Use this subform to maintain report currency amounts.

Related Reports and Inquiries

| To | Use |
|---|------------------------------------|
| Inquire on transaction lines for journal entries by company, year, period, system, type, journal entry number, and sequence number | Journal Analysis (GL41.1) |
| View journal entry transaction information, including a message about journal entry errors, the date and time the journal entry was posted, and the program used to create the entry | Journal Entry Log (GL42.1) |
| Display transactions for a posting accounting unit and account, display transaction amounts and detail, track transaction attributes by source code, view transaction totals and journal entry statuses | Transaction Analysis (GL90.1) |
| Create a detailed listing of each journal entry transaction for a selected status or all statuses | Journal Edit Listing (GL240) |
| List sequential transactions in journal book order | Journal Book Listing (JB240) |
| List journal entry transactions in journal entry order | Period Transaction Listing (GL241) |
| List journal entries in summarized form | Journal Control Report (GL245) |

Releasing Journal Entries

After you review unreleased journal entries and make necessary corrections, you can release the journal entries. Releasing a journal entry changes the journal entry status to Released, makes the journal entry transaction lines available for posting, and, for an intercompany journal entry, creates the intercompany balancing entries. Because subsystem journal entries are transferred to General Ledger with a status of Released, you typically will only need to release manual journal entries. This procedure describes the process for releasing journal entries.

STOP A journal entry must be in balance and, for a company that uses control totals, must have matching control and system amounts before you release the journal entry.

STEPS To release journal entries

1. Access the form that you want to use to release journal entries.

| To | Use |
|---|-------------------------------|
| Release an individual journal entry | Journal Entry (GL40.1) |
| | Define Journal (GL40.2) |
| | Journal Entry (GL40.8) |
| Release one or more journal entries for a company | Journal Control (GL45.1) |
| | Batch Journal Control (GL146) |

2. Select the journal entries that you want to release and choose the Release special action.

NOTE When you release a journal entry, your ID is logged as the Hold Removal Operator and will be printed on the Journal Edit Listing (GL240) report

IMPORTANT After a journal entry is released, it can no longer be maintained on Journal Entry (GL40.1). For more information, see ["Maintaining Journal Entries"](#) on page 261.

Related Reports and Inquiries

| To | Use |
|---|------------------------------------|
| Inquire on a released journal entry | Journal Analysis (GL41.1) |
| | Journal Control (GL45.1) |
| List detailed journal entry transaction information | Journal Edit Listing (GL240) |
| List all journal entry transactions in journal entry order | Period Transaction Listing (GL241) |
| List journal entry heading information including the status, journal entry operator, and originating subsystems | Journal Control Report (GL245) |
| List journal entry transactions for a journal book in transaction sequence order | Journal Book Report (JB240) |

Followup Tasks

- If the company is defined for auto base balancing and the base currency is out of balance, and you release the entry on either GL40.1, GL40.2, or GL40.8, Totals (GL40.7) will display an out of balance condition. Select OK to automatically create an adjustment journal transaction to a system balancing account. Select Cancel to manually adjust either rates or transaction amounts. For more information, see the *Currency User Guide*.
- If you release a journal entry that contains user analysis values, the application creates transactions in Strategic Ledger.

Maintaining Journal Entry Holds

You can add a hold code to a journal entry to prevent it from posting. You cannot post journal entries that have a hold code assigned. When you remove a hold code from a journal entry, the journal entry transaction lines become available for posting. Use this procedure to add or remove journal entry holds.

STEPS To maintain journal entry holds

1. To review a listing of journal entries assigned a specific hold code, run Journal Editing List (GL240). Consider the following field.

Hold Code Select a journal hold code in the hold code field.

2. Add or remove a hold code.

| To | Use |
|---|---|
| Add a journal hold code to all entries that are interfaced from a subsystem | System Control (GL01.1) |
| Add a journal hold code to, or remove a journal hold code from, an unreleased journal entry | Define Journal (GL40.2) Journal Control (GL45.1) |
| Remove a journal hold code from a group of journal entries | Journal Entry Hold Release (GL145) |


Related Reports and Inquiries

| To | Use |
|---|--|
| View a listing of journal entries assigned a specific hold code | Run Journal Editing List (GL240) with a specific hold code selected in the Hold Code field |

Posting Journal Entries

You must post journal entries at least once in an accounting period to update account balances. You can perform journal posting any time after you release

a journal entry. Use this procedure to post journal entries. You can also update account balances for reports and inquiries without actually posting. For more information, see ["What Is Quick-Posting?"](#) on page 185.

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

- ["How Are Transactions from Other Applications Posted?"](#) on page 184
- ["What Happens When I Post a Journal Entry?"](#) on page 185
- ["What Is Quick-Posting?"](#) on page 185
- ["What Is an Error Suspense Entry?"](#) on page 191
- ["Recurring Journal Entry Statuses"](#) on page 211

STOP You must release a journal entry before it can be posted. Any transaction with a journal hold code attached can only be posted after the hold is removed.

STEPS To post a journal entry

- Run Journal Posting (GL190). Consider the following fields.

| | |
|--|---|
| Fiscal Year and Period | You can select the fiscal year and period in which you want to process the journal entries. If you leave these fields blank, the current fiscal year and current period default. You can post entries in any open period. |
| Through Posting Date, System, or Operator | To narrow the group of journal entries to be posted, you can run Journal Posting (GL190) for a specific system code, for a specific operator code, or through a specific posting date. |

Followup Tasks

- If you are posting intercompany journal entries, run Journal Posting (GL190) for both the originating (from) company and the posting (to) company.

Related Reports and Inquiries

| To | Use |
|---|------------------------------------|
| Inquire on a wide range of account information. The command buttons transfer you to different inquiry subforms. | Account Analysis (GL95.1) |
| List detailed journal entry transaction information | Journal Edit Listing (GL240) |
| List all journal entry transactions in journal entry order | Period Transaction Listing (GL241) |
| List journal entry heading information including the status, journal entry operator, and originating subsystems | Journal Control Report (GL245) |
| Generate a customized report based on parameters defined on Ledger Report Setup (GL50.1) | General Ledger Report (GL290) |

Copying a Journal Entry

To define a journal entry that is similar to an existing journal entry, you can quickly copy the existing journal entry, and then make necessary changes. For example, you can use this process to easily create a reversing journal entry. You cannot delete subsystem entries from General Ledger, but you could create a copy of a subsystem entry and reverse it to offset the entry. This procedure describes the process for copying a journal entry.

STEPS To copy a journal entry

NOTE You can copy a journal entry with any status, including History.

1. Access Journal Entry (GL40.1).
2. Choose the New JE link to open Define Journal (GL40.2).
3. Inquire on the journal entry you want to copy.
4. Choose the Copy link to open Journal Copy (GL40.6).
5. Use Journal Copy (GL40.6) to select options for copying the journal entry. Consider the following fields.

| | |
|----------------------------|--|
| Auto Reverse | An Auto Reverse value of Yes indicates that the existing entry was created to auto reverse all existing lines of the journal entry. A value of 'No', which is the default, indicates that this entry was not an auto-reversal. |
| New Entry | The New Entry fields use the default values from the Existing entry fields unless you override the values. |
| Journal Number | If you selected Yes in the Auto Journal Numbering field on Company (GL10.1), leave the Journal Number field blank. |
| Journal Book | If you selected Yes in the Journal Book Required field on Company (GL10.1), the Journal Book field is required. |
| Reverse Values | If you are creating a reversing entry, select Yes in the Reverse Values field. |
| Auto Rev Lines Only | Choose Yes to copy only the transaction lines that are set to Auto Reverse. Choose No to copy all of the lines in the journal entry and include them in a new journal entry. |

Defining Journal Entry Comments

You can define comments for a journal entry. You can display and print comments on various inquiries and reports. Use this procedure to define journal entry comments.

STEPS To define journal entry comments

1. Inquire on the journal entry that you want to define comments for.

| To | Use |
|---|---|
| Define comments for a regular journal entry | Journal Entry (GL40.1) or Journal Analysis (GL41.1) |
| Define comments for a recurring journal entry | Recurring Journal (GL70.1) |

NOTE An asterisk displays next to the Comments button if comments exist for the journal entry.

2. Position the cursor in the Journal field and choose the Attachments icon to open the Comments subform and define the comments.

Related Reports and Inquiries

You can view journal entry comments on various reports, including:

- Journal Entry Edit Listing (GL240)
- Recurring Journal Edit Listing (GL270)
- Journal Posting (GL190)

Quick-Posting a Journal Entry

You can quick-post a journal entry to update account balances for reports and inquiries. Quick-posting only simulates posting; you must still run Journal Posting (GL190) to post the journal entry before you close the period. This procedure describes the process of quick-posting.



Need More Details? Check out the following concepts:

- ["What Is Quick-Posting?"](#) on page 185

STEPS To quick-post a journal entry

1. Access Journal Control (GL45.1).
2. In the Company field, type or select the company that you want to quick-post a journal entry for.
3. Select the Inquire form action to display journal entries for the current period and fiscal year.
4. Select the Quick Post line action next to each released journal entry that you want to quick-post.

Followup Tasks

- Run Journal Posting (GL190) to post these journal entries to General Ledger before closing the period.

Interfacing Allocations to General Ledger

If you use the Allocation application, process your allocations after journal entries have been posted period. Then interface the allocations to General Ledger and post the allocation journal entries before you close the period. Use this procedure to release, calculate, and interface allocation journal entries to General Ledger.

STOP You should correct any error suspense entries before you calculate and interface allocations.

STEPS To interface allocations to General Ledger

1. Use Allocation Control (CA15.1) to view and release multiple allocations. Consider the following field.

Status

The allocation status displays in this field. A status of 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.

A status of Calculated indicates the allocation was calculated using Allocation Calculation (CA110) and that transactions exist. You must run Allocation Interface (CA190) or Budget Allocation Interface (CA195) to transfer allocation transactions to General Ledger.

A status of Processed indicates the allocations were transferred to the General Ledger application.

2. Use Allocation Calculation (CA110) to calculate allocations. This program calculates allocations you released using Allocation Control (CA15.1).

IMPORTANT Be sure Allocation Calculation (CA110) contains the desired results before transferring allocations.

3. Run Allocation Interface (CA190) to transfer allocations calculated during the last run of Allocation Calculation (CA110) to General Ledger in the form of journal entries. The journal entries are posted through the normal general ledger posting cycle.

IMPORTANT Once you run Allocation Interface (CA190), the allocation cannot be recalculated using the same journal entry number.

Chapter 13

Processing Recurring Entries

You can create recurring journal entries as a way to efficiently handle transactions that occur more than once, such as monthly rent or quarterly payroll tax. This chapter covers the procedures used to process recurring entries.

STOP You must complete all required setup before processing journal entries.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 216

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

- ["What Is a Recurring Journal Entry?"](#) on page 210
- ["Recurring Journal Entry Statuses"](#) on page 211
- ["What Happens When I Transfer Recurring Journal Entries?"](#) on page 214
- ["What Is a Split Distribution?"](#) on page 215

What Is a Recurring Journal Entry?

A recurring journal entry is an entry that occurs more than once, such as a journal entry for a monthly rent payment, quarterly payroll tax, or semiannual real estate tax. Use recurring entries to decrease maintenance on journal entries that occur regularly.

Recurring journal entries are similar to regular journal entries; however, you must release and transfer recurring journal entries to the General Ledger application for posting. Recurring journal entries are actually created in a subsystem of General Ledger called Recurring Journal, and have a system code of RJ.

You can create different types of recurring journal entries:

- auto zero journal entries, where amounts or units are zeroed after the recurring entry is processed for the period
- non-auto zero journal entries, where the amounts or units remain constant

Non Auto Zero Entry Example

Each month LGE Corporation records depreciation for their office equipment. Because the entry is always the same amount, they created a recurring journal entry to occur on a monthly basis for the same amount each month. The following example shows one of their monthly depreciation entries.

| Account | Debit | Credit |
|--|---------|---------|
| 101-55450 Corporate Depr - Equipment | 2000.00 | |
| 101-17250 Corporate Accum Depr Equipment | | 2000.00 |

Auto Zero Entry Example

LGE also uses a recurring journal entry for their monthly payroll, which has different amounts each month. They created a monthly recurring journal entry with defined account numbers, and they enter the specific amounts

each month for those accounts. The following example shows one of their monthly payroll entries.

| Account | Debit | Credit |
|--|----------|----------|
| 101-51080 Corp Salaries and Wages | \$xxx.xx | |
| 101-51450 Corp Fed Unemployment Expense | \$xxx.xx | |
| 101-51415 Company Paid FICA Expense | \$xxx.xx | |
| 101-23000 Corp Accr Payroll Clearing Account | | \$xxx.xx |

Recurring Journal Entry Statuses

General Ledger assigns a status to each recurring journal entry, journal entry transaction line, and recurring journal entry to identify where the transaction is in the processing cycle. The recurring entry status indicates whether the entry has been interfaced to General Ledger or whether it must still be interfaced for the current period.

Recurring Journal Entry Statuses

NOTE View the Status of a recurring journal entry on Recurring Journal Control (GL75.1).

In the following table, the process status indicates whether a recurring journal entry has been transferred to General Ledger and if it is ready to be processed. The entry status represents the status of a recurring journal in the Recurring Journal application.

IMPORTANT Only recurring journal entries with a process status of Ready and an entry status of Released are eligible to be processed in General Ledger.

| Process Status | Entry Status | These statuses indicate |
|-----------------------|---------------------|--|
| Ready | Unreleased | An auto zero entry for current month or a non-auto zero entry immediately after entry. For an auto-zero entry, amounts must be entered before the recurring entry can be sent to General Ledger. |
| Processed | Unreleased | An auto zero entry transferred for the current month. |
| No Select | Unreleased | The current period is not selected for this entry on the Valid Periods tab of Define Recurring Journal (GL70.2). |
| Out of Range | Unreleased | The time frame for the entry is not within the current period. This means the interface date is not between the Beginning Period and Ending Period defined on the Valid Periods tab of Define Recurring Journal (GL70.2). |
| Ready | Released | The current month transfer to General Ledger is not yet complete. This is a non-auto zero entry or an auto zero entry with amounts. Entries must have this status in order to transfer to General Ledger for the current period. |
| Processed | Released | The current period transfer to General Ledger is complete. This is a non-auto zero entry. |

Key points to note about the status of a recurring journal entry are:

- An entry status of Ready indicates that the recurring entry is eligible to be processed for the current period.
- An entry status of Processed indicates that the recurring entry has been interfaced to General Ledger for the current period.
- Period Closing (GL199) changes the status of a non-auto zero entry to Ready and Released
- Period Closing (GL199) changes the status of an auto zero entry to Ready (for the next period) and Unreleased

Non Auto Zero Entry Example

| Process | Entry Status | Process Status |
|--|--------------|----------------|
| Enter a non-auto zero recurring journal using Recurring Journal (GL70.1) | Unreleased | Ready |
| Release the non-auto zero recurring journal entry using Recurring Journal (GL70) or Ledger Recurring Journal Control (GL75.1) | Released | Ready |
| Interface the non-auto zero recurring journal entry using Recurring Journal Interface (GL170) or journalize the entry using Recurring Journal Control (GL75.1) | Released | Processed |
| Process period end using Period Closing (GL199) | Released | Ready |

Auto Zero Entry Example

| Process | Entry Status | Process Status |
|--|--------------|----------------|
| Enter an auto zero recurring journal using Recurring Journal (GL70.1) | Unreleased | Ready |
| Release the auto zero recurring journal entry using Recurring Journal (GL70.1) or Recurring Journal Control (GL75.1) | Released | Ready |
| Interface the auto zero recurring journal entry using Recurring Journal Interface (GL170) or journalize the entry using Recurring Journal Control (GL75.1) | Unreleased | Processed |
| Process period end using Period Closing (GL199) | Unreleased | Ready |

What Happens When I Transfer Recurring Journal Entries?

Transferring recurring journal entries is the process of moving them from the Recurring Journal subsystem to General Ledger. When you transfer a recurring journal entry to General Ledger, the system copies the record from the Recurring Journal Transaction (RJTRANS) file to the General Ledger Transaction (GLTRANS) file.

What Is a Split Distribution?

TIP Split distribution entries can originate in General Ledger or Accounts Payable.

A split distribution is a recurring journal entry you define to distribute a transaction line amount to another account over several periods. This is often used for prepaid expenses to post part of the prepaid amount to the actual expense account for each period. The system distributes the transaction line amount evenly to each period selected. You have the option to adjust the scheduled amounts as needed.

Example

You pay insurance premiums in advance for one year, but you want to use a split distribution to post part of the prepaid amount to the insurance expense account for each period. You paid \$6,000 at the beginning of the year. Creating a split distribution results in the following monthly entries for the year:

| Account Name | Debit | Credit |
|-------------------|-------|--------|
| Prepaid Insurance | | \$500 |
| Insurance Expense | \$500 | |

Procedures in this Chapter

Recurring journal entry processing is a multi-step process. Use the following procedures to complete the process.

Defining a Recurring Journal Entry

You define a recurring journal entry to decrease maintenance on journal entries that occur regularly. For more information, see ["Defining a Recurring Journal Entry"](#) on page 217.

Editing Recurring Journal Entries

Before you release and transfer recurring journal entries to the General Ledger application, you can review the recurring journal entries for errors and make corrections. You can change header and transaction information, correct out-of-balance conditions, and add amounts and units. For more information, see ["Editing Recurring Journal Entries"](#) on page 222.

Adding Amounts to Auto-Zeroing, Recurring Entries

Conditional. Each time you transfer an auto-zeroing recurring journal entry to the General Ledger application, the system clears transaction amount and unit values. Before you can process the recurring journal entry again, you must add a new amount or units value to each transaction line. For more information, see ["Adding Amounts to Auto-Zeroing, Recurring Entries"](#) on page 223.

Releasing Recurring Journal Entries

You must release recurring journal entries before you can transfer them for the first time to the General Ledger application. For more information, see ["Releasing Recurring Journal Entries"](#) on page 223.

Transferring Recurring Journal Entries

You must transfer released recurring journal entries to General Ledger before you can post them. For more information, see ["Transferring Recurring Journal Entries"](#) on page 224.

Closing the Recurring Journal System

Optional. After you transfer all recurring journal entries to the General Ledger application for a period, you can close the Recurring Journal subsystem. The closing program checks to make sure that all recurring journal entries for the current period are processed. For more information, see ["Closing the Recurring Journal System"](#) on page 225.

Other Procedures Related to Recurring Entries**Copying a Recurring Journal Entry**

Copy a recurring journal entry to create a reversing entry or a new entry that is similar to one you've already created. For more information, see ["Copying a Recurring Journal Entry"](#) on page 225.

Creating a Split Distribution

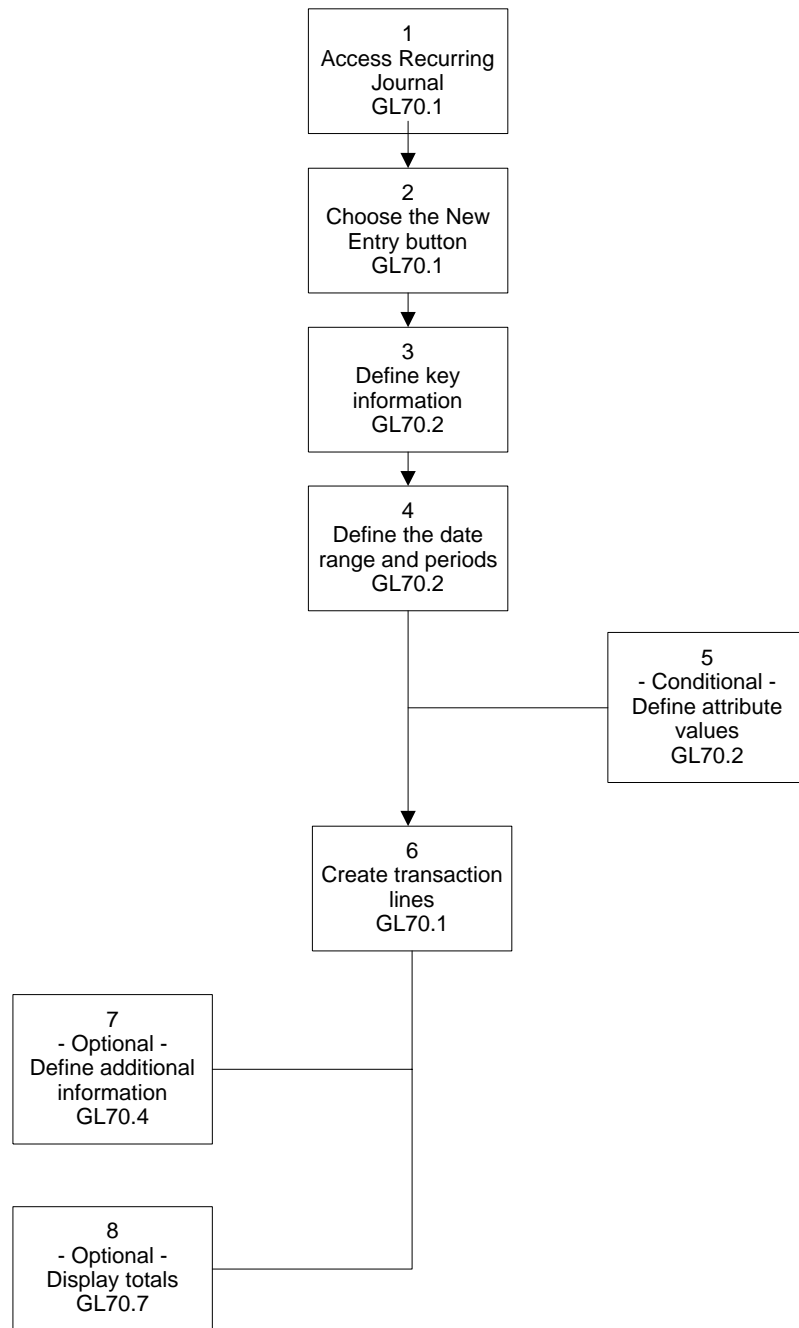
Distribute a transaction line amount to another account over several periods. For more information, see ["Creating a Split Distribution"](#) on page 225.

Defining a Recurring Journal Entry

When you define a recurring journal entry, you select the periods the journal entry recurs in and define the range of dates to start and stop creating the

recurring journal entry. This procedure describes the process for defining a recurring journal entry.

Figure 22. Procedure flow: Defining a recurring journal entry



STEPS To define a recurring journal entry

1. Access Recurring Journal (GL70.1).

2. Click New Entry to open Define Recurring Journal (GL70.2). Use this form to define recurring journal entry header information. Consider the following fields.

| | |
|-------------|--|
| Type | Select the type of journal entry you want to create. The default is Normal, which lets you create a journal entry within one company. You can also select Intercompany, which lets you create a journal entry between different companies. |
|-------------|--|

NOTE You are limited to 9,999 intercompany journal entries per period per company.

| | |
|------------------|---|
| Recurring | You must enter a number for the recurring journal. Recurring journal entry numbers are <i>not</i> automatically assigned for a company, even if the company has Yes selected in the Auto Journal Numbering field on Company (GL10.1). |
|------------------|---|

3. Use the Main tab to define key information for the recurring journal entry, including information that defaults on transaction lines. Consider the following fields.

| | |
|---------------------|--|
| Journal Book | You can select a journal book for the transaction to group transactions. If you selected Yes in the Journal Book Required field on Company (GL10.1), this field is required. |
|---------------------|--|

| | |
|--------------------|--|
| Source Code | Type or select the source code to identify where transactions are created within a system. If you leave this field blank, Journal Entry (JE) defaults. |
|--------------------|--|

| | |
|----------------------------|--|
| Description Default | Select the description you want to default on each transaction line. If you leave this field blank, the journal header description defaults. As an alternative, you can select Prior Transaction line, which copies the description from the last transaction line to the new one. |
|----------------------------|--|

| | |
|---------------------|---|
| Auto Reverse | If you select Yes in this field, the new transaction lines you add on GL70.1 will be set to auto reverse. |
|---------------------|---|

| | |
|------------------|--|
| Auto Zero | To clear the amount and units values each time the recurring journal entry is processed, select Yes in the Auto Zero field. Use this feature to create a recurring entry for a transaction that will have different amounts every period. For more information, see "Adding Amounts to Auto-Zeroing, Recurring Entries" on page 223. |
|------------------|--|

TIP You can limit the valid periods as a way to force yourself to manage recurring entries. An invalid period causes an out of range status and forces you to maintain the entry.

4. Use the Valid Periods tab to define the date range and periods in which the recurring journal entry occurs. Consider the following fields.

| | |
|-------------------------------|--|
| Beginning Period, Year | Type the beginning period and year in which you want to process the recurring journal entry. |
| Ending Period, Year | Type the ending period and year in which you want to process the recurring journal entry. |
| Posting Day | You can type or select the day you want to post transactions to the general ledger. The application adds this number to the preceding period's ending date to determine the posting date. If you leave this field blank, the system uses the processed period ending date. |
| Transaction Day | You can enter a transaction day for recurring journal entries. This day is used by the currency exchange process to determine the exchange rate for the recurring journal entry. If you leave this field blank, the system day will be used for the transaction day. |
| Select Periods | Select the accounting periods for which the recurring entry is valid. You must select a minimum of one period and the periods must be within the beginning and ending date range. For example, select periods 3, 6, 9, and 12 for a quarterly payroll tax entry. |

5. If you use the transaction attribute feature, use the Attributes form tab to define attribute values.
6. Create recurring journal entry transaction lines on Recurring Journal (GL70.1). You can assign user analysis values, amount and unit values, an activity, and a description.
7. To define additional information for a transaction line, override information that defaults from the recurring journal entry header, or calculate the amount based on volume and rate information, choose the More button to open Additional Information (GL70.4). Consider the following field.

| | |
|---------------------------------------|---|
| Compute Amount Volume and Rate | You can type a volume amount and rate to create a computed recurring journal entry. The volume is multiplied by the rate to automatically calculate the transaction amount. |
|---------------------------------------|---|

8. To display totals for the journal entry, choose the Totals link to open Journal Totals (GL70.7) . Use this form to determine whether you need to make transaction line adjustments to eliminate differences between transaction currency and base currency amounts or between debit amounts and credit amounts.

Related Reports and Inquiries

| To | Use |
|---|--|
| Create a detailed listing of each recurring journal entry transaction defined in Recurring Journal (GL70.1). You can list information for up to ten specific recurring journal entries to edit for accuracy before you release and transfer the recurring journal entries | Recurring Journal Edit Listing (GL270) |
| Create a summary listing of recurring journal entry header information | Recurring Journal Control Report (GL275) |
| View the operator code assigned to a recurring journal entry | Recurring Edit Listing (GL270) Recurring Control Report (GL275) Recurring Journal Interface (GL170) Recurring Journal (GL70.1)* Recurring Control (GL75.1)* <i>*Drill around on Recurring field and select Recurring Detail</i> |

Editing Recurring Journal Entries

NOTE Changes made on Recurring Journal (GL70.1) only change the template used to create an entry. Maintenance for an actual recurring journal entry must be done on GL40 or GL45.

Before you release and transfer recurring journal entries to the General Ledger application, you can review the recurring journal entries for errors and make corrections. You can change recurring journal entry header and transaction information, correct out-of-balance conditions, and add amounts and units. Use this procedure to edit unreleased or released recurring journal entries.

STOP To change a released recurring journal entry that has transferred to General Ledger, you must unrelease the entry. You can then make changes to the recurring journal entry using Journal Entry (GL40.1) or Journal Control (GL45.1). The company must have Yes selected in the Allow Unrelease of Released Entries field on Company (GL10.1).

IMPORTANT This process corrects the template used to create recurring journal entries only; you cannot use it to correct processed journal entries.

STEPS To edit and correct recurring journal entries

NOTE If you included user analysis values in the transaction, use Error Transaction Edit (SL40.1) to display transaction information. For complete information, see the *Strategic Ledger User Guide*.

1. Create a listing to review recurring journal entries for errors before you release and transfer the recurring journal entries.

| To | Use |
|---|--|
| Create a detailed edit listing of recurring journal entry transaction information | Recurring Journal Edit Listing (GL270) |
| Create a summary edit listing of recurring journal entry heading information | Recurring Journal Control Report (GL275) |

2. Access Recurring Journal (GL70.1).
3. Inquire on the recurring journal entry you want to correct.
4. If the recurring journal entry status is Released, select the Unrelease form action.
5. Make corrections to the fields that are incorrect.
6. Select the Change form action.

TIP You can unrelease multiple entries using Recurring Journal Control (GL75.1).

Option for Editing a Recurring Journal Entry

- You can use Journal Entry (GL40.1) to edit recurring journal entries after they have been interfaced to General Ledger. Use Journal Control (GL45.1) to unrelease the entry, then use Journal Entry (GL40.1) and select the RJ system code and the journal number for the entry.

Adding Amounts to Auto-Zeroing, Recurring Entries

Each time you transfer an auto-zeroing recurring journal entry to the General Ledger application, the system clears transaction amount and unit values. Before you can process the recurring journal entry again, you must add a new amount or units value to each transaction line. Use this procedure to add amounts to an auto-zeroing recurring journal entry.

STEPS To add amounts to an auto-zeroing recurring journal entry

1. Access Recurring Journal Entry (GL70.1).
2. Inquire on the recurring journal entry you want to add amount or units values to.
3. Choose the Amounts Only link to open Amounts Only (GL70.3).
4. Type the amount or units value for each transaction line.
5. Select the Change form action.

Releasing Recurring Journal Entries

After you review recurring journal entries for accuracy and make necessary corrections, you can release the recurring journal entries. You must release recurring journal entries before you can transfer them for the first time to the General Ledger application. You must release auto-zero entries each time before you transfer them. Use this procedure to release a recurring journal entry, which changes the recurring journal entry status to Ready and the detail status to Released.

STOP Before you can release a recurring journal entry the debit amounts must equal the credit amounts.

STEPS To release recurring journal entries

1. Access Recurring Journal (GL70.1).
2. Inquire on the recurring journal entry you want to release.
3. Choose the Release special action.

Optional Procedure for Releasing Recurring Journal Entries

- To release one or more selected recurring journal entries for a company, use Recurring Journal Control (GL75.1). Use the Release line action and the Change form action.

Transferring Recurring Journal Entries

You must transfer released recurring journal entries to General Ledger before you can post them. Transfer recurring journal entries at least once in an accounting period. This procedure describes the process for transferring recurring journal entries.



Need More Details? Check out the following concepts:

- ["What Happens When I Transfer Recurring Journal Entries?"](#) on page 214
- ["What Is a Split Distribution?"](#) on page 215

STEPS To transfer recurring journal entries

- To transfer all released recurring journal entries for the current period, run Recurring Journal Interface (GL170).

Optional Procedure for Transferring Recurring Journal Entries

1. Access Recurring Journal Control (GL75.1).
2. Inquire on the company you want to transfer recurring journal entries for.
3. Select the Journalize line action next to the recurring journal entries you want to transfer and choose the Change form action.

Closing the Recurring Journal System

NOTE Define closing controls on System Control (GL01.1). For more information, see ["Defining System Controls"](#) on page 134.

After you transfer all recurring journal entries to the General Ledger application for a period, you can close the Recurring Journal subsystem. The closing program checks to make sure that all recurring journal entries for the current period are processed. If you have closing control selected for the Recurring Journal subsystem, you must close the Recurring Journal subsystem before you can run Period Closing (GL199) to close the accounting period. Use this procedure to close the recurring journal system.

STEPS To close the recurring journal system

- Run Recurring Journal Closing (GL179).

Copying a Recurring Journal Entry

You can create a recurring journal entry similar to an existing one by copying the existing entry and then making changes. If you have a recurring journal entry that occurs twice in the same period, you can create a single recurring journal entry, and then copy it and assign a different posting day to the copy. Copying also provides an easy way to create a reversing recurring journal entry. This procedure describes the process for copying a recurring journal entry.

STEPS To copy a recurring journal entry

1. Access Recurring Journal Entry (GL70.1).
2. Inquire on the recurring journal entry you want to copy.
3. Choose the New Entry link to open the Define Recurring Journal form.
4. Choose the Copy link to open Recurring Copy (GL70.6).
5. Use Recurring Copy to select options for copying the recurring journal entry.

Creating a Split Distribution

When you define a journal entry or enter an invoice in the Accounts Payable application, you can define a recurring journal entry to distribute a transaction line amount to another account over several periods. The journal entry is posted to a holding account, such as a prepaid expense account. On a recurring basis, the holding account is decreased and the user-defined posting account is increased. Use this procedure to create split distributions in General Ledger. For information about creating a split distribution in Accounts Payable, see the *Accounts Payable User Guide*.

STOP You must add the journal entry header information before you add the recurring entry information.



Need More Details? Check out the following concepts:

- ["What Is a Split Distribution?"](#) on page 215

STEPS To create a split distribution

NOTE You can enter recurring information for one or more transaction lines on a journal entry.

TIP Create and process recurring entries using Recurring Journal Interface (GL38.1) if you need to record and pay for an invoice in one period and expense it in multiple periods.

1. Access Journal Entry (GL40.1).
2. Define the journal entry that you want to create a split distribution for.
3. Choose the More link next to the transaction line you want to split to open Additional Information (GL40.4).
4. Choose the Recurring link to open Recurring Journal Interface (GL38.1).
5. Use Recurring Journal Interface (GL38.1) to define the split distribution. Consider the following fields.

| | |
|------------------------------|---|
| Recurring (type) | Indicate in this field whether the recurring journal entry is Normal or Intercompany. |
| To Company | You can select the company number you want to use in the journal entry. If you are defining a normal journal entry, the From Company defaults. If you are creating an intercompany journal entry, this is the company you are posting the transaction to. |
| To Account | Select the accounting unit and account number to post the split amounts to. For example, you can enter a prepaid insurance account on the journal entry and an insurance expense account in this field. |
| | NOTE To distribute to multiple accounts or accounting units, you can create an allocation entry in the Lawson Allocations application. |
| Source Code | Select a source code to identify where transactions are created within a system. If you leave this field blank, Journal Entry defaults. |
| Begin Period and Year | Type the year and period to start creating the recurring journal entry. |
| End Period and Year | Type the year and period to stop creating the recurring journal entry. |
| Select Period | Select the accounting periods you want to distribute the scheduled amount to. You must select at least one period and the periods must be within the beginning and ending date range and defined as valid periods for the company. |

NOTE An asterisk displays next to the Recurring button if recurring journal entry information is defined.

NOTE The recurring entry is created when the journal entry is added. The recurring journal entry is created with a status of Ready/Unreleased.

6. Choose OK. The application distributes the transaction line amount equally over each period selected.
7. To view or change the amounts processed each period, choose the Schedule button on Recurring Journal Interface (GL38.1) override the amounts or units to be processed on Recurring Journal Schedule (GL38.2). Consider the following field.

Amount and Units You can enter new amounts in the Amount or Units fields.

NOTE An entry must be released before it is interfaced for the first time.

8. Release the journal entry using Journal Control (GL45.1).
9. Release the recurring journal entries using either Recurring Journal (GL70.1) or Recurring Control (GL75.1).

Followup Tasks

- You can change header information, comments, or the schedule for the recurring entry using Recurring Journal (GL70.1) if needed. For more information, see ["Editing Recurring Journal Entries"](#) on page 222.

IMPORTANT You cannot edit detail lines for a split distribution entry. To correct detail lines you must delete the recurring entry and create a new split distribution entry with correct detail lines.

Related Reports and Inquiries

| To | Use |
|---|--|
| Create a detailed or summarized report of the amount processed, the amount unprocessed, and the total amount for split distribution entries | Split Distribution Report (GL238) |
| Create a detailed listing of split distribution and other recurring entries | Recurring Journal Edit Listing (GL270) |

NOTE The split distribution entries show the amount that will be transferred for the current period.

Chapter 14

Closing a Period or Year-End

After you post all journal entries for a period, you must close the accounting period for each general ledger company or company group. When you close the period for the last accounting period for the fiscal year, the closing program closes the year. This chapter focuses on the procedures you will use to close a period and to perform year-end processing.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 233

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

- ["What Happens When I Close an Accounting Period?"](#) on page 230
- ["What Happens When I Close a Year?"](#) on page 231
- ["What Happens When I Change a Fiscal Year or Period?"](#) on page 232

What Happens When I Close an Accounting Period?

After you post all the journal entries for a period, you must close the accounting period for each general ledger company or company group. Run Period Closing (GL199) to close an accounting period; this program:

- creates automatic reversing journal entries for any transaction lines that have auto revers set to Yes on the detail (GLTRANS) records
- labels the period as closed
- increments the current period number by one
- changes the status of the header record for processed journal entries from Posted to Historical

IMPORTANT You can close a period with a Limited Close or Final Close status. Closing a period with a Limited Close status allows future backposting. Closing a period with a Final Close status prohibits future backposting.

What Happens When I Close a Year?

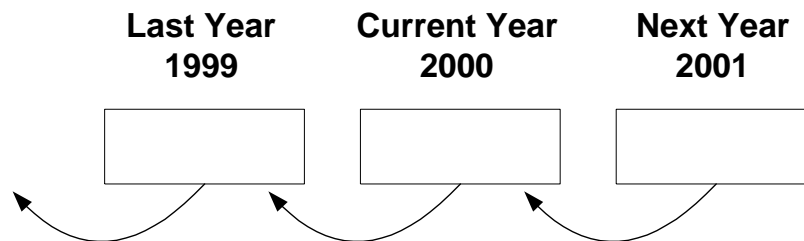
As part of the year-end closing process, you run Period Closing (GL199) for the last accounting period of the fiscal year. In addition to performing all of the period closing functions, this program does the following at year-end:

- rolls account balances so that current year balances reside in last year and last year balances reside in previous year
- calculates beginning balances for the new year for all balance sheet accounts
- creates consolidation records for the new year
- moves current year period ending dates to last year and next year period ending dates to current year
- calculates period ending dates for the next year
- creates a closing entry with a status of History in period 99 that transfers the balance in the undistributed retained earnings account to retained earnings

TIP You can keep history for an unlimited number of years as long as you have space available. For more information, see ["Deleting General Ledger History"](#) on page 274.

When current year balances become last year balances, the last year balances are still available by using the previous year data dictionary names in the Report Writer application.

Figure 23. Illustration: Rolling one fiscal year to another as part of year-end closing



Consolidation Companies

If you are closing a consolidation company for the last period of the year, the translation balance sheet entry is not auto-reversed. Instead, GL199 creates a reversing entry for period one after it has performed the year-end retained earnings process.

What Happens When I Change a Fiscal Year or Period?

You can change the current accounting period, fiscal year, or both for a general ledger company. You change a fiscal year or period by running Fiscal Year Change (GL500). Running this program:

- adjusts all account balances, transaction history, and budget information to correspond to the new accounting period and fiscal year
- updates company information that displays on the Calendar form tab on Company (GL10.1)
- recalculates retained earnings for the new fiscal year beginning balance
- recalculates beginning balances for the new fiscal year

Fiscal Year Change (GL500) does *not* perform any of the following items:

- calculate beginning balances for budgets
- recalculate any period data stored in Project Accounting
- adjust for a thirteenth period, consisting of a single day, used for audit adjustments
- update currency translation rates defined in Currency Table Translation Rates (CU20.1) for a currency table that is assigned to a company

Files Updated by Fiscal Year Change (GL500)

The following table lists the database files that Fiscal Year Change (GL500) updates.

| File | File name |
|--------------------------------------|-----------|
| Allocation Header | CAHEADER |
| Allocation Transactions | CATRANS |
| Checkpoint Restart | CKPOINT |
| Currency Amount | CUAMOUNT |
| Budgeting Detail | FBDETAIL |
| Budgeting Header | FBHEADER |
| General Ledger Amounts | GLAMOUNTS |
| General Ledger Control | GLCONTROL |
| General Ledger Account Master | GLMASTER |
| General Ledger Company Journal Entry | GLSYSJE |
| General Ledger Company | GLSYSTEM |
| General Ledger Transactions | GLTRANS |
| General Ledger Units | GLUNITS |
| Recurring Journal Control | RJCONTROL |

Procedures in this Chapter

This chapter covers two important processes: closing a period and closing a year. Use the procedures in the following flowchart to close a period.

| | |
|---|--|
| Preparing for Period Closing | Before closing a period, you should ensure that all journal entries have been posted appropriately to General Ledger and that any other required tasks, such as closing subsystems, have been performed. For more information, see "Preparing for Period Closing" on page 235. |
| Running Standard Financial Reports | After posting all journal entries, run standard financial reports to provide a record of transactions and account balances for the period. For more information, see "Running Standard Financial Reports" on page 235. |
| Running Currency Reports | Conditional. If a company uses currency exchange or currency translation, you will use General Ledger programs to perform special period-end procedures. For more information, see "Running Currency Reports" on page 237. |
| Closing an Accounting Period | After you post all the journal entries for a period, you must close the accounting period for each general ledger company or company group. For more information, see "Closing an Accounting Period" on page 237. |

Other Procedures Related to Closing

Consolidating Data

You might need to consolidate information from multiple companies or multiple machines as part of year-end processing. For more information, see ["Transferring and Interfacing Data"](#) on page 245.

Closing a Year

When you close the final period of the fiscal year, General Ledger performs a number of tasks to close the year and to prepare you for the next fiscal year. For more information, see ["Closing a Year"](#) on page 240.

Performing Optional Year-End Procedures

You can perform these optional procedures in conjunction with year-end processing to prepare for the next fiscal year. For more information, see ["Performing Optional Year-End Procedures"](#) on page 242.

Changing the Fiscal Year or Period

You can change the current accounting period, fiscal year, or both for a general ledger company. For more information, see ["Changing the Fiscal Year or Period"](#) on page 243.

Preparing for Period Closing

NOTE You define system control options that impact closing on System Control (GL00.1).

Before closing a period, you should ensure that all journal entries have been posted appropriately to General Ledger and that any other required tasks, such as closing subsystems, have been performed. Use the following table as a checklist to identify the tasks to complete before starting the closing process and to locate additional information about the procedures you might need to perform.

STEPS To prepare for period closing

- Complete the applicable tasks in the following table prior to closing a period.

| Tasks to complete before closing | For details, see |
|---|---|
| Before closing a period, make sure that you release all unreleased journal entries and post all released journal entries. No open transactions can exist in the period you are closing. | "Releasing Journal Entries" on page 201 "Posting Journal Entries" on page 203 |
| If you have closing control selected for a subsystem, you must close the subsystem before you can close the general ledger accounting period. | The User Guide for the specific subsystem you want to close |
| After interfacing and posting all recurring journal entries for the period to General Ledger, close the Recurring Journal system. | "Closing the Recurring Journal System" on page 225 |
| NOTE This is optional based on System Control (GL00.1) settings. | |
| Make corrections, as needed, to posted journal entries. | "Maintaining Journal Entries" on page 261 |
| If you use the Lawson Allocations application, interface and post all allocations for the period. | "Interfacing Allocations to General Ledger" on page 208 |

Running Standard Financial Reports

After posting all journal entries, produce standard financial reports such as a journal edit listing, a trial balance, a balance sheet, an income statement, and projection reports. These reports provide a record of transactions and account

balances for the period. Use this procedure to run standard financial reports at the beginning of the period closing process and at the end of the process.

STEPS To run standard financial reports

1. Select the type of financial report you want to run.

| To | Run |
|---|-------------------------------|
| Create a trial balance report of units and amounts for a company, company group, or select accounting units | Trial Balance (GL291) |
| Create a balance sheet report showing the current year and last year data for a specified period for a company, company group, or select accounting units | Balance Sheet (GL292) |
| Create an income statement report for a specified period for a company, company group, or select accounting units | Income Statement (GL293) |
| Create a report projecting the fiscal year-end financial amounts for a company, company group, or select accounting units | Projection By Level (GL294) |
| Create a report projecting the fiscal year-end financial amounts by accounts | Projection By Account (GL295) |

2. Run the report. Consider the following fields.

| | |
|--------------------------------|--|
| Company | To print a separate report for each company, choose Select Level (X) in the Company field. |
| Accounting Units | To print a separate report for each of the specified accounting units, select the specific accounting unit name (posting or summary) in one of the Accounting Units fields. To print a separate report for only the accounting units below a specific summary accounting unit, enter a specific summary accounting unit and choose Select Level (X) in the level below it. |
| Level One to Level Five | To print a separate report for each accounting unit (posting or summary) in that level, choose Select Level (X) in any of the Level fields. |

| | |
|---|--|
| Report Currency and Trans Currency | <p>The Report Currency field determines the currency that is included in the report. The default is None, which lets you include a transaction currency code, which you select in the Trans Currency field.</p> <p>You can include Base, Report Currency 1, Report Currency 2, or All, which includes all report currencies and the base currency.</p> |
|---|--|

3. Verify the output.

Running Currency Reports

If a company uses currency exchange or currency translation, you will use General Ledger programs to perform special period-end procedures. For details on Currency reports and period-end procedures, see the *Currency User Guide*.

Related Reports and Inquiries

| To | Use |
|---|---|
| Report on multiple transaction currencies at one time | Transaction Currency Report (GL296) |
| | <p>NOTE You can sort transaction currencies either by accounting unit/account/transaction currency or by accounting unit/transaction currency/account.</p> |

Closing an Accounting Period

After you post all the journal entries for a period, you must close the accounting period for each general ledger company or company group. The period closing process automatically performs several important steps that prepare you for the next period. Use this procedure to close an accounting period.



Need More Details? Check out the following concepts:

- ["What Happens When I Close an Accounting Period?"](#) on page 230

STEPS To close an accounting period

- Run Period Closing (GL199). Consider the following fields.

Fiscal Year and Period

Select the period you want to close and the fiscal year for that period. If you leave this field blank, the current period and year defaults. If you opened a previous period for backposting, make sure you select that period here instead of accepting the default.

The following rules apply to closing periods:

- You must close periods consecutively.
- You cannot skip a period when closing.
- You cannot close a future period.
- There cannot be unprocessed, unreleased, released, or quick-posted journal entries for the period you are closing.

Closing Option

Select a period closing option. The following options are available:

- Select **Limited Close** to be able to backpost to a period after closing.
- Select **Next Year Beg Bal** to calculate beginning balances for next year at any time during the current fiscal year. This option only updates balances in the next year and does not perform any closing activities.
- Select **Final Close** if you do not want to be able to backpost to a period after closing. You can select this option only once each period. You cannot close the current year until the last year is at Final Close status.

Followup Tasks

- If you use chart mapping, post the balances of the From Company and the To Company. For more information, see ["Defining Chart Maps for Consolidated Reporting"](#) on page 338. For more information, see ["Consolidating Chart-Mapped Company Balances"](#) on page 339.

Related Reports and Inquiries

| To | Use |
|--|-------------------------------------|
| Inquire on journal entries by company, year, period, system, type, journal entry number, and sequence number | Journal Analysis (GL41.1) |
| Inquire on transaction balances and detail | Transaction Analysis (GL90.1) |
| Inquire on a wide range of account information; the command buttons transfer you to different inquiry subforms | Account Analysis (GL95.1) |
| List detailed journal entry transaction information | Journal Edit Listing (GL240) |
| List all journal entry transactions in journal entry order | Period Transaction Listing (GL241) |
| List summarized journal entry information including the status, journal entry operator, and originating subsystems | Journal Control Report (GL245) |
| Generate a customized transaction report based on the parameters defined on Transaction Writer (GL55.1) | Transaction Writer Report (GL256) |
| List details for each recurring journal entry transaction | Recurring Edit Listing (GL270) |
| List recurring journal entries in a summarized form | Recurring Control Report (GL275) |
| Generate a customized transaction report based on parameters defined on Ledger Report Setup (GL50.1) | General Ledger Report (GL290) |
| Produce a trial balance report | Trial Balance (GL291) |
| Produce a balance sheet | Balance Sheet (GL292) |
| Produce an income statement | Income Statement (GL293) |
| Produce a report that projects fiscal year-end financial amounts by level or accounting unit | Projection by Level (GL294) |
| Produce a report that projects fiscal year-end amounts by account and subaccount | Projection by Account (GL295) |
| List totals for each account that has a nonbase account currency defined or to report on multiple transaction currencies at one time | Transaction Currency Report (GL296) |

Closing a Year

NOTE Once a period is closed with a final close status, you cannot backpost to the period.

The procedure for closing a year-end is the same procedure you use to close a period. However, when you close the *final period* of your fiscal year, the system automatically performs several additional tasks behind the scenes to prepare you for the start of your next fiscal year. This procedure describes the process for closing a fiscal year.



Need More Details? Check out the following concepts:

- ["What Happens When I Close a Year?"](#) on page 231

STOP Before you close the current year, you must close each period of the “last year” with a Final Close status. For more information, see ["Closing an Accounting Period"](#) on page 237.

STEPS To close year-end

1. Prepare, as usual, for period closing. For more information, see ["Preparing for Period Closing"](#) on page 235.
2. Run standard financial reports to create documentation of current balances and transactions. For more information, see ["Running Standard Financial Reports"](#) on page 235.
3. If you use multiple currencies, run currency reports to revalue currency and expose non-base currency amounts. For more information, see ["Running Currency Reports"](#) on page 237.
4. Run Period Closing (GL199) to close the last period of the fiscal year. Consider the following field.

Status

Select Limited Close or Final Close as the status for each previous period of the year you are closing. When you close the last period of the current year, you must final close the last fiscal year by closing each period, in order, with a Final Close status.

NOTE When you run Period Closing (GL199) for the last period of the year, General Ledger verifies that all posting is complete, updates retained earnings, clears undistributed retained earnings, and transfers year-end balances to the beginning balances for the next year.

Followup Tasks

- In conjunction with year-end processing, you can perform other optional year-end procedures to prepare for the next fiscal year. For more information, see ["Performing Optional Year-End Procedures"](#) on page 242.

Related Reports and Inquiries

For more information, see ["Related Reports and Inquiries"](#) on page 239.

Performing Optional Year-End Procedures

You can perform several optional procedures at the time of year-end closing to help prepare you for processing in the next fiscal year. Follow this procedure to perform optional year-end procedures.

STOP Perform these procedures only after successfully completing year-end closing.

STEPS To perform optional year-end procedures

1. Adjust the valid dates for recurring journal entries on the Valid Periods tab on Define Recurring Journal (GL70.2).
2. Adjust the valid dates for allocations on the Valid Periods tab on Define Allocation (CA10.2).

NOTE If you use a 4-4-5 fiscal calendar, you must change period end dates.

NOTE No data is automatically deleted when you run Period Closing (GL199).

3. Run General Ledger History Delete (GL300) to delete unwanted General Ledger transactions, balances, and budgets. Consider the following field.

Archive

Indicate whether to archive transactions in a CSV (comma separated values) file in the work file directory on the server. The archive files are:

- AMTARCH (amount balances)
- BUDARCH (budgets)
- CONSARCH (consolidated account balances)
- TRANSARCH (transaction activity)
- CURARCH (currency information)
- UNTARCH (unit balances)
- AMTXARCH
- BDHARCH
- CURXARCH
- FBTRANARCH

IMPORTANT Before you can delete a posting or detail account, the account must have a zero balance and no transaction or budget activity for the last two fiscal years. If you assigned detail accounts to posting accounting units, you must delete the corresponding posting accounts before you can delete the detail accounts. For more information, see ["Changing or Deleting Posting Accounts"](#) on page 300.

4. Run Mass Account Change Delete (GL122) to delete unwanted posting accounts. This program does not delete detail or summary accounts.
5. Run Mass Chart Acct Change Delete (GL100) to delete unwanted detail accounts. This program does not delete summary accounts.
6. If the Company Budget Edit Type on Company (GL10), is Summary Group, you must run Budget Edit Group Rebuild (FB111) for the appropriate fiscal years.

Changing the Fiscal Year or Period

You can change the current accounting period, fiscal year, or both for a general ledger company. This procedure describes the process for changing the fiscal year or period.



Need More Details? Check out the following concepts:

- ["What Happens When I Change a Fiscal Year or Period?"](#) on page 232

STOP Before performing this procedure, you should back up your general ledger data. If you encounter a problem or need to recover any unintentional loss of data, you can restore your data from this backup and continue running your General Ledger applications.

STEPS To change the fiscal year or period

1. Run and print all financial statements. You will compare the results of these statements with the results of the same statements created after you run the fiscal year change program. For more information, see ["Running Standard Financial Reports"](#) on page 235.
2. Suspend processing.

IMPORTANT You must suspend all General Ledger, Allocations, Report Writer, Currency, Budgeting, and Average Daily Balance processing before you run Fiscal Year Change (GL500). Do not resume processing until you complete this procedure.

3. Run Fiscal Year Change (GL500). Consider the following fields.

| | |
|---------------------------|--|
| Company | The general ledger company number whose fiscal year you want to change. |
| New Fiscal Year | The new fiscal year. If you leave this field blank, the current fiscal year for the company defaults. |
| New Current Period | The new current period. Leave this field blank if you are changing only the fiscal year and want the current period value to remain the same. |
| Update Budgets | <p>This field determines whether to update budget period amounts. Valid values are Yes (default) and No.</p> <p>If you select No, you cannot automatically adjust budgets later. You must reassign budget period amounts individually.</p> |

NOTE If you find it's necessary to run rebuild programs at any time other than those described in this user guide, contact your Center of Excellence for assistance.

4. Run GLAMOUNTS Rebuild (GL325), Report Currency Rebuild (GL327), Undistributed RE Rebuild (GL330), and Consolidation File Rebuild (GL320) to update the URE (undistributed retained earnings) and GLCONSOL balances.
5. If the Company Budget Edit Type on Company (GL10), is Summary Group, you must run Budget Edit Group Rebuild (FB111) for the appropriate fiscal years.
6. Verify that the information updated correctly.
7. Run and print new financial statements. Compare them with the statements you created at the beginning of this procedure.
8. On Company (GL10.1), select the Calendar form tab and verify that the period-end dates are correct. If you changed the fiscal year, select the Main form tab and verify that the fiscal year is correct.

Chapter 15

Transferring and Interfacing Data

If you process general ledger transactions on more than one application server or if your subsystems are on a different application server than the one you use for General Ledger, you will need to transfer data to consolidate it for processing and reporting. You can also interface non-Lawson data as part of your initial setup or as part of your ongoing processing. This chapter focuses on procedures you use to transfer data from multiple application servers and locations and procedures you use to interface data into General Ledger.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 251

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

- ["Considerations for Running General Ledger and Subsystems on Separate Application Servers"](#) on page 246
- ["Considerations for Running General Ledger on Multiple Application Servers"](#) on page 247

Considerations for Running General Ledger and Subsystems on Separate Application Servers

If your subsystems and General Ledger run on separate application servers or use different databases on the same application server, you will have additional setup and processing considerations. For example, you might have a Financials application server and a Human Resources application server. Include the following procedures in your General Ledger setup and periodic processing:

- Install the General Ledger subset on the application servers on which you run your subsystems.
- Duplicate the General Ledger setup information (such as your company, accounting units, source codes, system codes and currency setup) from the application server or database your General Ledger application runs on to each application server your subsystems run on or in each database you use. For more information, see *Lawson Administration: Server Setup and Maintenance*.
- On each application server or in each database that creates subsystem transactions, define the General Ledger application as a remote site. This causes the subsystem to create general ledger transactions in a comma-separated value (CSV) format on the source application server.
- Periodically transfer the CSV files that contain the subsystem transactions to the application server that General Ledger runs on so you can process the transactions and then post them to the General Ledger application. For more information, see ["Transferring Remote Site Subsystem Transactions"](#) on page 253.

What Is a Remote Site?

NOTE If you work on a single application server and single database environment, you do not need to define remote site information. Subsystems send transactions directly to General Ledger.

If your subsystems and the General Ledger application run on separate application servers or use different databases, you must define the General Ledger application as a remote site on the application servers or in the databases that create subsystem transactions.

When you define the General Ledger system code as a remote site, each subsystem creates general ledger transactions in a CSV (comma separated value) format in the Remote General Ledger Transaction file. You must

transfer the transactions to the application server or database where the General Ledger application is located by:

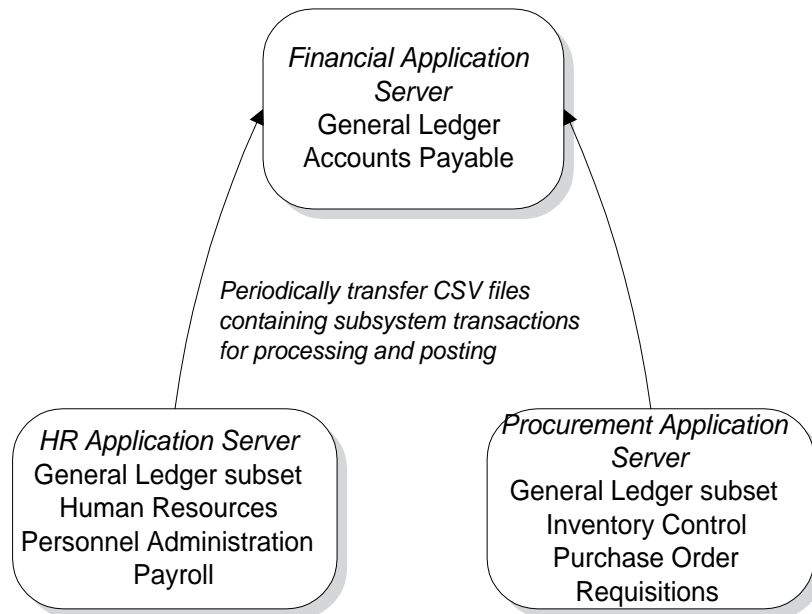
- moving the CSV files to the target application server,
- importing the CSV file data to the General Ledger Remote Transfer (GLREMOTETX) database file, and
- running Remote Site GL Transaction Upload (GL311) to load the data to the General Ledger Transaction (GLTRANS) file.

After the transactions are in the General Ledger Transaction file, you can process them in the General Ledger application.

Example

The following example shows a sample processing scenario involving a Financial application server, a Human Resources application server, and a Procurement application server. In this scenario, you must install the General Ledger subset and define the General Ledger application as a remote site on the Human Resources application server and the Procurement application server. To consolidate data for processing and posting, you must transfer the CSV files containing subsystem transactions from the Human Resources application server and the Procurement application server to the Financial application server.

Figure 24. Illustration: Distributed processing scenario



Considerations for Running General Ledger on Multiple Application Servers

If you process transactions for the same general ledger company on more than one application server, you will have additional considerations for setup and processing. For example, each business unit in your organization might

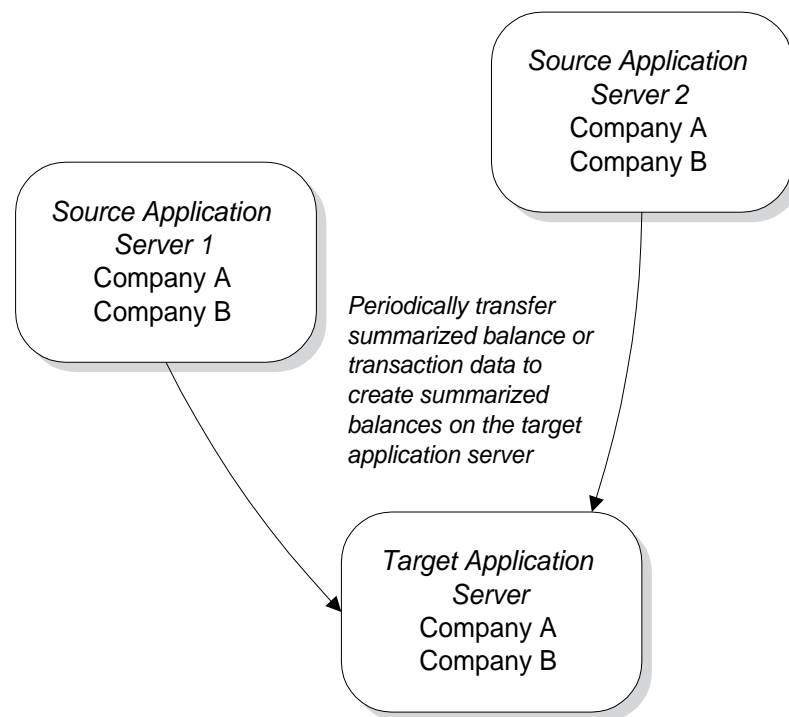
run a complete set of applications on a different application server and send just the account balances to the corporate headquarters application server for reporting. To do this, be sure to include the following procedures in your General Ledger setup and periodic processing:

- Duplicate the General Ledger setup information from the target application server to each source application server. For more information, see *Lawson Administration: Server Setup and Maintenance*.
- Periodically transfer summarized period balance data or summarized transaction data from each source application server to the target application server. For more information, see ["Transferring Balances and Transactions from Other Application Servers"](#) on page 254. For more information, see ["Interfacing Data Into General Ledger"](#) on page 255.

Example

The following example shows a sample processing scenario involving three application servers, with the same two general ledger companies processing transactions on each application server. In this scenario, you must install the full General Ledger application on each application server. To consolidate company data, you must copy summarized balance or transaction data from the source application servers to the target application server.

Figure 25. Illustration: Running General Ledger on three application servers



What Are Considerations for Transferring Data?

If you process transactions for the same general ledger company on more than one application server, you can transfer data from one application

server to another to consolidate financial information for the company. You can transfer:

- period balance data, which creates summarized balance information for each posting account for a fiscal year
- summarized transaction data, which creates summarized balance information for each posting account for each period of a fiscal year
- balances from one or more general ledger companies to a designated consolidation company, which consolidates financial information for an organization

| If you want to | Files unloaded from the source application server | Files updated on the target application server |
|----------------------------------|--|--|
| Transfer company period balances | Period balance data from the General Ledger Consolidation (GLCONSOL) file | <ul style="list-style-type: none"> • General Ledger Amounts (GLAMOUNTS) • General Ledger Units (GLUNITS) • Currency Amount (CUAMOUNT) • General Ledger Consolidation (GLCONSOL) |
| Transfer transaction data | Transaction data from the Currency Amounts (CUAMOUNT) file, General Ledger Units (GLUNITS) file, or both | <ul style="list-style-type: none"> • General Ledger Transaction (GLTRANS) <p>NOTE You must then post the transaction data to update the General Ledger Amounts (GLAMOUNTS), General Ledger Units (GLUNITS), General Ledger Consolidation (GLCONSOL), and Currency Amounts (CUAMOUNT) files on the target application server.</p> |

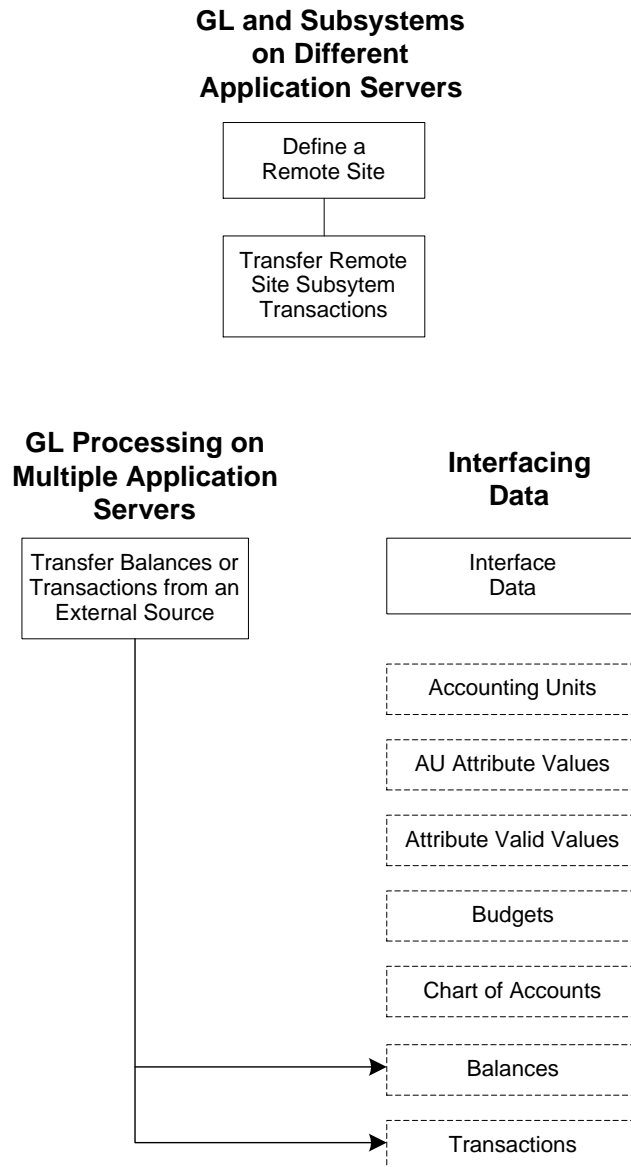
For more information, see ["Transferring Balances and Transactions from Other Application Servers"](#) on page 254.

If your subsystems and the General Ledger application run on separate application servers or use different databases, you will need to transfer subsystem transactions to the General Ledger application. For more information, see ["Defining a Remote Site"](#) on page 252. For more information, see ["Transferring Remote Site Subsystem Transactions"](#) on page 253.

Procedures in this Chapter

Use the procedures in this chapter to transfer and interface data based on your setup and processing needs.

Figure 26. Procedure relationship: Transferring and Interfacing Data



Defining a Remote Site

If your subsystems and the General Ledger application run on separate application servers or use different databases, you must define the General Ledger application as a remote site on the application servers or in the databases that create subsystem transactions. Use this procedure to define a remote site.



Need More Details? Check out the following concepts:

- ["Considerations for Running General Ledger and Subsystems on Separate Application Servers"](#) on page 246

STEPS To define a remote site

1. Access System Control (GL01.1).
2. Click the Systems link to access System Codes (GL01.4).
3. Highlight the General Ledger row.
4. At the bottom of the page, in the Details box, click the Remote Site link to access Remote Site Indicator (GL01.5).
5. Define the remote site. Consider the following fields.

NOTE The remote site information applies to all companies on the source application server.

| | |
|--------------------|---|
| Remote Site | Select Yes in the Remote Site field to define the General Ledger application as a remote site on the application servers or databases that create subsystem transactions. |
|--------------------|---|

| | |
|---------------------------------------|---|
| Source Application Server Code | Type a unique identifier for the application server the subsystem is running on. This identifier is included on each CSV file record. |
|---------------------------------------|---|

6. Choose OK. An asterisk displays next to the Remote Site link to indicate that remote site information is defined.

Transferring Remote Site Subsystem Transactions

If you defined the General Ledger application as a remote site, each subsystem creates General Ledger transactions in a CSV transaction file. You must move the CSV files to the target application server, import the data, and upload the data to the General Ledger Transaction file in the General Ledger application. After the transactions are uploaded to the General Ledger Transaction file, you can post them to the General Ledger application. Use this procedure to transfer subsystem transactions from remote sites.



Need More Details? Check out the following concepts:

- ["Considerations for Running General Ledger and Subsystems on Separate Application Servers"](#) on page 246

STEPS To transfer remote site subsystem transactions

1. If your subsystems and the General Ledger application run on different application servers, you must move the CSV Remote Transaction (REMOTEGLT) files to the target application server. The files for UNIX users are located in the **\$LAWDIR/productline/work/remoteglt** directory on the source application server and the files for Windows NT users are located at **%LAWDIR%\productline\work\remoteglt**.
2. Use the Import (IMPORTDB) command to load the CSV file data into the General Ledger Remote Transfer (GLREMOTETX) database file. For instructions on using the Import command, see the *System Utilities Reference Guide*.
3. The import process creates a file called REMOTEGLT.imp. If the data loads successfully, the file is empty. Otherwise, the file contains records that did not import.
4. Run Remote Site GL Transaction Upload (GL311) to create transactions in the General Ledger Transaction (GLTRANS) database file. The transactions have a Released status.

Transferring Balances and Transactions from Other Application Servers

NOTE You will not be able to drill back to subsystem data that does not get transferred to the target application server.

You can consolidate financial information for a general ledger company that processes General Ledger transactions on more than one application server by transferring balances and transaction data. This process creates summarized balance information on the target application server for each posting account for a fiscal year. Use this procedure to transfer period balance data or transaction data.

STEPS To transfer balance or transaction data

NOTE Balances come from the General Ledger Consolidation (GLCONSOL) file. Transaction data comes from the Currency (CUAMOUNT) file, General Ledger Units (GLUNITS) file, or both.

1. Run Consolidation Unload (GL141) to create a work file of the data you want to transfer. Consider the following fields.

| | |
|--------------------------|---|
| Interface Option | Indicate whether to transfer balances or transactions. |
| Type | Indicate whether the balances or transactions are processed as Amounts only, Units only, or Both. |
| Consolidate Level | Select the consolidation level to use to capture balances. For example, if level 2 is selected, all levels lower than level 2 will be rolled up into the level 2 summary accounting unit. If there is a posting accounting unit above the level selected, it will not be included and a whole company will not be captured. If you choose to summarize data using GLCONSOL and you have non-base transaction amounts, these values will not be maintained. The transaction amount and the transaction currency will default to the base amount and base currency. If the data contains transaction currency amounts, you will want to use the level 5 posting option to maintain the integrity of the amounts. |
| Accounting Unit | If you are consolidating at the company level, you must select the accounting unit where you want to store information. This is the posting accounting unit in the destination. |

2. The program creates the following work files for UNIX and Windows NT, respectively: **\$LAWDIR/productline/work/gl141D/gl141D** and **%LAWDIR%\productline\work\gl141D\gl141D**

IMPORTANT The program always assigns the same work file name. Make sure you process work files created by previous GL141 runs before running the program again.

3. Move the work file to the target application server.

Followup Tasks

- Interface the data to the General Ledger application. Use the basic procedure for interfacing data, incorporating the specific programs and files designated for interfacing balances or transactions. For more information, see ["Interfacing Data Into General Ledger"](#) on page 255.

Interfacing Data Into General Ledger

NOTE For detailed information about interfacing data, see the *Lawson Enterprise Financial Management Conversion Guide*, *General Ledger File Layouts*, *Data File Text*, and *User Text*.

You can interface a variety of non-Lawson data into General Ledger including a chart of accounts, accounting units, accounting unit attributes, valid attribute value ranges, budgets, balances and transactions. Interfacing existing data from a previous system can save setup time during your Lawson implementation. You might also interface balances and transactions on a regular basis if you have non-Lawson subsystems or if you do your General Ledger processing on multiple application servers. Use this generic procedure along with the specific tables that follow it to interface data into General Ledger. The tables following the procedure designate the programs and files you use to interface based on the type of data you are interfacing.

STOP If the balances or transactions you are converting are located on another application server, transfer them to the target application server first. For more information, see ["Transferring Balances and Transactions from Other Application Servers"](#) on page 254.

STEPS To interface data

1. Prepare the interface file. The file must be in an importable format such as a comma-separated value (CSV) file and the file fields must match the order and data type of the fields in the appropriate **interface file**. File layouts are available on the internet support site.
2. Transfer the interface file to the application server that contains your Lawson environment. You can use a standard transfer utility, such as **ftp**.
3. Use the Import (**importdb**) command to load the data into the appropriate **interface file**.
4. To edit records in the interface file, use the appropriate **online program**.
5. To check records in the interface file for errors, run the appropriate **report program** or the appropriate **batch program** with No selected in the Update field. The batch program creates a list of records that contain errors and a description of each error.
6. If you need to correct identified errors use the **online program** to make the required corrections.
7. Run the appropriate **batch program** with All selected in the Update field. The batch program interfaces the conversion file and updates other appropriate files.

Followup Tasks

- Run Journal Posting (GL190) to post interfaced transactions. This process updates the General Ledger Amounts (GLAMOUNTS), General Ledger Units (GLUNITS), and General Ledger Consolidation (GLCONSOL) files for the company on the target application server.
- If you are interfacing balances or transactions, you will need to run Period Close (GL199). If you are loading beginning balances for the last or current years, you do not need to run this program.
- If you are interfacing balances and you use zone balancing in the company to which you are interfacing new balances, you will need to run Undistributed RE Rebuild (GL330) and Consolidation File Creation (GL320).

Related Reports and Inquiries

| To | Use |
|--|---|
| List chart of account records in the conversion file before running the batch program in Update mode | Chart Interface Listing (GL260) |
| List accounting unit records in the conversion file before running the batch program in Update mode | Accounting Unit Interface Listing (GL261) |
| List accounting unit attribute records in the conversion file before running the batch program in Update mode | AU Attribute Interface Listing (GL262) |
| List the interface transaction records in the General Ledger Transaction Interface (GLTRANSREL) file defined on Transaction Interface Maintenance (GL65.1) to verify that details are correct. | Transaction Interface Listing (GL265) |
| List data in the General Ledger Balance Conversion file before running Balance Conversion (GL167) | Balance Conversion Listing (GL267) |
| List valid attribute value ranges in the conversion file before running the batch program in Update mode | Attribute Valid Value Listing (MX260) |

Accounting Unit Interface Programs and Files

| | |
|-----------------|---|
| Online program | Acct Unit Interface Maint (GL61.1) |
| Batch program | Accounting Unit Interface (GL161) |
| Report program | Accounting Unit Interface Listing (GL261) |
| Conversion file | General Ledger Interface Names (GLINAMES) |
| Updated files | General Ledger Names (GLNAMES) |

Accounting Unit Attributes and Attribute Values Interface Programs and Files

| | |
|----------------|--|
| Online program | AU Attribute Interface Maint (GL62.1) |
| Batch program | AU Attribute Interface (GL162) AU Attribute Interface Listing (GL262) |
| Report program | |
| Interface file | Accounting Unit Attribute Conversion (AUMXCONV) |
| Updated files | Accounting Unit Attribute Value (AUMXVALUE) Attribute Object (MXOBJCAT) |

Attribute Value Ranges Interface Programs and Files

| | |
|----------------|--|
| Online program | Attribute Valid Value Maintenance (MX60.1) |
| Batch program | Attribute Valid Value Interface (MX160) |
| Report program | Attribute Valid Value Listing (MX260) |
| Interface file | Attribute Valid Value (MXVALREL) |
| Updated files | Attribute Validation (MXVALIDATE) |

Balances

NOTE For full General Ledger application users only.

| | |
|------------------------|---|
| Programs | Balance Interface Maintenance (GL67.1) Balance Interface (GL167) Balance Interface Listing (GL267) |
| Conversion file | General Ledger Balance Conversion (GLMASTREL) |
| Updated files | General Ledger Amounts, Period (GLAMOUNTS) General Ledger Units, Period (GLUNITS) General Ledger Consolidation (GLCONSOL) |

Budgets Interface Programs and Files

NOTE For full General Ledger application users only.

| | |
|-----------------------|---|
| Online program | Budget Interface Maintenance (FB65.1) |
| Batch program | Budget Interface (FB165) |
| Report program | Budget Interface Listing (FB265) |
| Interface file | Budget Conversion (FBUDGETREL) |
| Updated files | Budget Header (FBHEADER) Budget Detail (FBDETAIL) General Ledger Consolidation (GLCONSOL) |

Chart of Accounts Interface Programs and Files

| | |
|-----------------------|---|
| Online program | Chart Interface Maintenance (GL60.1) |
| Batch program | Chart of Accounts Interface (GL160) |
| Report program | Chart Interface Listing (GL260) |
| Interface file | General Ledger Interface Chart (GLICHART) |
| Updated files | General Ledger Chart (GLCHART) General Ledger Chart Summary (GLCHARTSUM) General Ledger Chart Detail (GLCHARTDTL) |

Transactions

NOTE For full General Ledger application users only.

Programs

Transaction Interface Maintenance
(GL65.1)

Transaction Interface (GL165)

Transaction Interface Listing
(GL265)

Conversion file

General Ledger Transaction
Conversion (GLTRANSREL)

Updated file

General Ledger Transaction
(GLTRANS)

General Ledger Control
(GLCONTROL)

Chapter 16

Maintaining Journal Entries

After you post journal entries, you may need to make changes or corrections to those journal entries. This chapter covers procedures that you can use to maintain posted journal entries such as moving, unposting, reversing, deleting, and backposting journal entries.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 264

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

- ["When Would I Unpost a Journal Entry?"](#) on page 262
- ["What Is Backposting?"](#) on page 263

When Would I Unpost a Journal Entry?

NOTE A journal entry cannot be backed out once a period is closed and the status is History.

You can unpost an incorrect journal entry from the current period by backing out the journal entry. This process of removing the transaction balances from the current period is called unposting or backing out. After you back out the journal entry, you can correct, release, and repost it.

In some cases you may not want to unpost a journal entry. For example, to have an audit trail for the original entry, you should reverse the original entry instead of unposting it. After reversing the incorrect journal entry, you can create a new, correct journal entry.

Example

LGE interfaced journal entries from a non-Lawson system. One of those journal entries contained estimated revenue numbers. When the actual numbers became available after posting, they backed out and unreleased the original journal entry. They changed the amount to the actual number, released the journal entry, and posted it again.

What Is Backposting?

Backposting is the process of updating General Ledger for a period that was closed with a Limited Close status and then reopened to allow additional journal processing and posting. Use backposting to create additional entries in a prior period. You can create new entries to correct past entries, to reclassify a previous entry, or to correct a financial statement. Use this procedure to backpost journal entries.

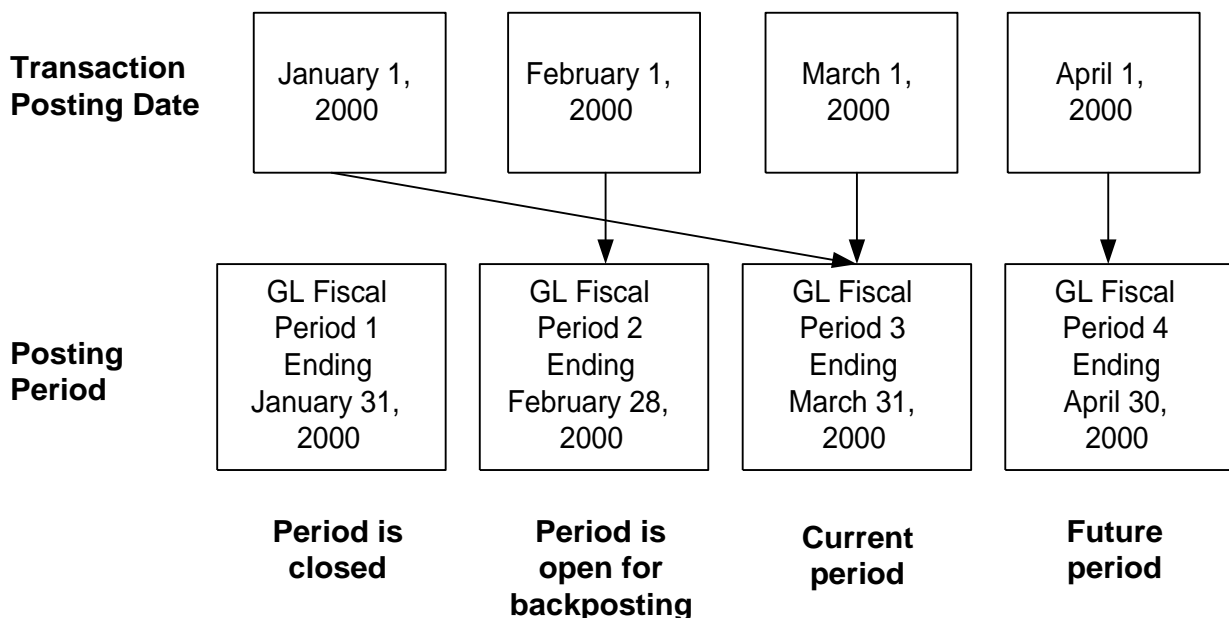
Example

LGE is currently in period 3, but has discovered a journal entry for period 2 that was never entered. To enter and process the period 2 entry, LGE's controller must open period 2 for backposting. The controller can perform this procedure because period 2 was closed with a Limited Close status.

The controller opens period 2 for backposting, enters and posts the journal entry, and runs Period Closing (GL199) to re-close period 2. If LGE's auditors look at the status of period 2, it appears as "L*", indicating that the period was closed but backposting has occurred.

The following illustration shows the path of an entry that originates in a subsystem. It is important to determine the correct period to open for backposting. If the correct period is not open, the entry is transferred to the current period.

Figure 27. Illustration: Periods open for posting



Procedures in this Chapter

You may need to make changes or corrections to journal entries. Use the procedures in this chapter to maintain journal entries.

- ["Moving a Journal Entry" on page 265](#)
- ["Unposting a Journal Entry" on page 265](#)
- ["Editing a Journal Entry" on page 267](#)
- ["Reversing a Journal Entry" on page 269](#)
- ["Backposting a Journal Entry" on page 269](#)
- ["Deleting a Journal Entry" on page 272](#)
- ["Unprocessing Recurring Journal Entries" on page 274](#)
- ["Deleting General Ledger History" on page 274](#)

Moving a Journal Entry

NOTE When you move a journal entry, the date and period on the original entry are changed and there is no audit trail of the original entry.

If you release or post a journal entry to the wrong period, you can move the journal entry to the correct period by changing the status to Unreleased and changing the posting date. This procedure describes the process for moving a journal entry to a new period.

STOP The company you are moving a journal entry for must be defined to allow the unrelease of released entries and the backout of posted entries (for mis-posted entries). The period to which the journal is being moved must be open for posting.

TIP Use Batch Journal Control (GL146) to change the status for a range of journal entries.

STEPS To move a journal entry

1. Access Journal Control (GL45.1).
2. Inquire on the journal entry you want to move.
3. If the status of the journal entry you want to move is Posted or Quick Post, select the Backout line action next to the journal entry, and then select the Change form action. The status changes to Released.
4. If the status of the journal entry you want to move is Released, select the Unrelease line action next to the journal entry you want to move, and then select the Change form action. The status changes to Unreleased.
5. Select the Change line action next to the journal entry you want to move.
6. In the Post Date field, type the posting date for the period you are moving the entry to. You can move a journal entry forward or backward in time as long as the period is open for posting.
7. Select the Change form action.

Followup Tasks

- To view the journal entry in the period you moved the entry to, inquire on the entry using Journal Control (GL45.1).
- Release the journal entry. For more information, see ["Releasing Journal Entries"](#) on page 201.
- Post the journal entry. For more information, see ["Posting Journal Entries"](#) on page 203.

Unposting a Journal Entry

You can unpost an incorrect journal entry from the current period by backing out the journal entry. After you back out and unrelease the journal entry, you can correct, release, and repost it. You cannot back out intercompany journal entries. To correct a posted journal entry for a previous period or for a company that does not allow unposting, you must reverse the incorrect journal entry and define a new one. For more information, see ["Reversing a Journal Entry"](#) on page 269.

STOP The company you are unposting a journal entry for must be defined to allow the unrelease of released entries and the backout of posted entries.

STEPS To unpost a journal entry

1. Access Journal Control (GL45.1).
2. Inquire on the company and period for the journal entry you want to unpost.
3. Select the Backout line action next to the Posted or Quick Post journal entry you want to unpost, and then select the Change form action. This changes the journal entry status to Released and removes the journal entry from current period account balances.
4. Select the Unrelease line action next to the journal entry you want to unpost, and then select the Change form action. This changes the status of the journal entry to Unreleased.

Followup Tasks

To make corrections to the journal entry you unposted, perform the following tasks:

- Use Journal Entry (GL40.1) or Journal Control (GL45.1) to change the journal entry.
- Release the journal entry. For more information, see ["Releasing Journal Entries"](#) on page 201.
- Post the journal entry. For more information, see ["Posting Journal Entries"](#) on page 203.

Optional Procedure for Unposting a Journal Entry

To back out a group of journal entries, run Batch Journal Control (GL146). You will need to run this program twice: once with Backout selected in the Action field and once with Unrelease selected in the Action field.

NOTE Select parameters to limit the journal entries GL146 unposts. If you leave these fields blank, all posted journal entries are unposted for the period.

Related Reports and Inquiries

| To | Use |
|---|--------------------------------|
| Inquire on current and historical journal entries | Journal Analysis (GL41.1) |
| Create a detailed listing of each journal entry transaction | Journal Edit Listing (GL240) |
| Create a summarized list of journal entries | Journal Control Report (GL245) |

Editing a Journal Entry

Before you release and post journal entries, you can review the journal entries for errors and make corrections. For companies that use journal control, you can also review control totals and make corrections. Use this procedure to edit unreleased journal entries using the following key steps: listing journal entries, maintaining control totals, and correcting journal entries.

STEPS To edit journal entries

TIP If you included user analysis values in the transaction, use Error Transaction Analysis (SL40.1) to display transaction information.

1. To review journal entries for errors before you release and post them, create a listing of applicable journal entries.

| To create | Run |
|--|------------------------------------|
| A detailed edit listing of all journal entry transaction information | Journal Edit Listing (GL240) |
| A listing of all journal entry transactions in journal entry order | Period Transaction Listing (GL241) |
| A summary edit listing of the journal entry heading information. The listing includes the status, journal entry operator, and originating subsystems | Journal Control Report (GL245) |
| A listing of journal entry transactions for a journal book in transaction sequence order | Journal Book Report (JB240) |

NOTE If you selected Yes in the Control Totals field on Company (GL10.1), the value in the Control Amount field must equal the actual (system-calculated) amount on GL45.

2. If journal entries are in error, make needed corrections.

| If you want to | Then |
|--|--|
| Change the control amount to make it match the actual journal entry amount | In Journal Control (GL45.1), change the control amount for a journal entry. <ol style="list-style-type: none">1. Select the Change line action next to the journal entry.2. In the Control Amount field, type a new value so it matches the actual total.3. Choose the Change form action. |
| Change the actual amount for a journal entry to make it match the control amount | Correct the journal entry using Journal Entry (GL40.1) |
| Make additional changes to a journal entry | Choose the More button on Journal Control (GL45.1) or Journal Entry (GL40.1) to change additional information such as the source code, journal book, activity, attributes, or currency information. |

Optional Procedure For Editing Journal Entries

Use Journal Entry Log (GL42.1) to display journal entry header information for a period or range of dates for a company. Log records display for each journal entry, including a message about journal entry errors.

- To correct an error for an unreleased journal entry, choose the Maintain button next to the entry to open Journal Entry (GL40.1).
- To display journal entry details (including status, totals, or transaction lines) use the Drill Around feature.

Reversing a Journal Entry

NOTE For instructions on reversing a subsystem journal entry in the originating subsystem, see the documentation for the subsystem.

You can define a reversing journal entry to reverse an incorrect journal entry that has been posted to the General Ledger application. You can then define a new, correct journal entry, if needed. This procedure describes the process for reversing a journal entry.

STOP If you are posting the reversing journal entry or a new journal entry to a previous period, you must open the period for backposting.

STEPS To reverse a journal entry

1. To reverse a journal entry for a closed period, open the period for backposting by completing the following steps.
 - a. Access Company (GL10.1).
 - b. In the Company field, select the company you want to reverse a journal entry for.
 - c. Select the Inquire form action.
 - d. On the Main form tab, choose the Backpost button to open the Backposting Control subform.
 - e. In the Status field of the period you want to reverse a journal entry in, select Backposting Allowed.
 - f. Select the Change form action.
2. Create a reversing journal entry by copying the journal entry you want to reverse with Yes selected in the Reverse Values field. You can assign a new post date to the reversing entry. For more information, see ["Copying a Journal Entry"](#) on page 206.

Followup Tasks

- Release the journal entry. For more information, see ["Releasing Journal Entries"](#) on page 201.
- Post the journal entry. For more information, see ["Posting Journal Entries"](#) on page 203.
- If you opened a period for backposting in the current year, close the period you opened using Period Closing (GL199). Or, if you opened a period for backposting in the previous year, close the period you opened and close the last period of last year. For more information, see ["Closing a Period or Year-End"](#) on page 229.

Backposting a Journal Entry

You can post journal entries to a previous accounting period as long as the period status is not Final Close. You can use the backposting feature to correct financial statements or entry errors by

- Creating additional journal entries in a previous period,

- Creating journal entries to correct previous entries, or
- Reversing incorrect journal entries.

STEPS To backpost a journal entry

1. Access Company (GL10.1).
2. Choose the Backpost button to access Backposting Control (GL10.2). Consider the following field.

| | |
|---------------|---|
| Status | <p>If the period has been closed, this field displays one of the following period statuses:</p> <ul style="list-style-type: none"> • Limited Close • Final Close • Backposting Allowed <p>An asterisk displays next to this field if journal entries have been backposted to the period.</p> <p>You can change a Limited Close status to Backposting Allowed. You cannot change a status of Final Close.</p> |
|---------------|---|

NOTE If the entry to be backposted is an auto reversing entry, be sure to open the next period as well as the period in which the backposting is taking place.

3. Select Backposting Allowed in the status field next to the period you want to open for backposting.
4. Make additions and corrections to the period you opened for backposting. Use the following table to locate instructions.

| If you want to | Then |
|--------------------------|---|
| Backpost a journal entry | <ol style="list-style-type: none"> 1. Create a journal entry in the period you opened for backposting using Journal Entry (GL40.1). 2. Release the backposted journal entry using Journal Entry (GL40.1) or Journal Control (GL45.1). |

| If you want to | Then |
|------------------------------------|---|
| Backpost a recurring journal entry | <ol style="list-style-type: none"> 1. Use Recurring Copy (GL70.7) to copy the entry if it was already interfaced in the backposting period. (You cannot interface the same recurring journal entry more than once in the same period.) 2. For an auto-zero entry, choose the Amounts Only button on Recurring Journal (GL70.1) and enter amounts. 3. Use Recurring Control (GL75.1) to release and journalize the entry. Enter the period and year you want to backpost into in the Backpost Per and Backpost Year fields. 4. If required, Use Recurring Closing (GL179) to close the period in which you backposted the entry. |
| Backpost an Allocation entry | <ol style="list-style-type: none"> 1. Use Allocation Control (CA15.1) to unrelease the allocation. Override the journal entry number and enter the period and year you want to backpost into in the Backpost Per and Backpost Year fields. 2. Use Allocation Control (CA15.1) to release the allocation. 3. Use Allocation Calculation (CA110) to calculate the new allocation you just created. 4. Use Allocation Interface (CA190) to interface the journal entries for the new allocation. 5. If required, use Allocation Closing (CA199) to close the period in which you backposted the allocation. |

| If you want to | Then |
|----------------------------|--|
| Backpost a subsystem entry | Run the appropriate subsystem programs to create, release, and interface the backposted journal entry, and close the subsystem period. |

Followup Tasks

- Post the journal entry. For more information, see ["Posting Journal Entries"](#) on page 203. Make sure that you indicate the correct period for posting; Journal Posting (GL190) automatically defaults to the current period and year.
- If you opened a period for backposting in the current year, close the period you opened. Or, if you opened a period for backposting in the previous year, close the period you opened and close the last period of last year. For more information, see ["Closing a Period or Year-End"](#) on page 229.

Related Reports and Inquiries

| To | Use |
|---|------------------------------------|
| Create a detailed listing of each journal entry transaction | Journal Edit Listing (GL240) |
| Create a summarized list of journal entries | Journal Control Report (GL245) |
| Create a detailed listing of each recurring journal entry transaction | Recurring Edit Listing (GL270) |
| Create a summarized list of recurring journal entries | Recurring Control Report (GL275) |
| Create a list of allocations in name and line number order | Allocation Edit Listing (CA210) |
| Create a list of allocation header records | Allocation Control Listing (CA215) |

Deleting a Journal Entry

You can delete a journal entry if it has a status of unreleased. Use this procedure to delete journal entries created in General Ledger. You cannot delete subsystem entries, except for error suspense entries, using this procedure.

STOP A journal entry must have a status of Unreleased before you can delete it. You can change the status of a Posted entry to Released. For more information, see "[Unposting a Journal Entry](#)" on page 265. Change the status from Released to Unreleased using Journal Control (GL45.1) or Batch Journal Control (GL146).

STEPS To delete a journal entry

- Delete journal entries. Use one of the following methods.

| If you want to delete | Then |
|----------------------------|--|
| A single journal entry | Choose the Delete line action and the Change form action for selected journal entries on Journal Control (GL45.1). – or – Use Define Journal (GL40.2) to inquire on the entry and choose the Delete form action. |
| A range of journal entries | Run Batch Journal Control (GL146) with Delete selected in the Action field. |

IMPORTANT Once deleted, journal entries cannot be recovered.

Related Reports and Inquiries

| To | Use |
|--|--------------------------------|
| View a record of journal entries that have been added or deleted, or to view messages about journal entry errors | Journal Entry Log (GL42.1) |
| Create a detailed listing of each journal entry transaction to determine which journal entry you want to delete | Journal Edit Listing (GL240) |
| Create a listing of journal entries in a summarized form | Journal Control Report (GL245) |

Unprocessing Recurring Journal Entries

You can unprocess a recurring journal entry that was interfaced to General Ledger and then deleted because of an error such as an incorrect amount or account. After you unprocess the recurring journal entry, you can correct it and process it again. Use this procedure to unprocess recurring journal entries.

STEPS To unprocess a recurring journal entry

1. Access Recurring Control (GL75.1).
2. Inquire on the recurring journal entry you want to unprocess.
3. If the recurring journal entry has a status of Processed and has been deleted from General Ledger, select the Unprocess line action next to it and choose the Change form action. This changes the status to Ready.

IMPORTANT This process changes all occurrences of a recurring journal entry going forward. To make changes to a single occurrence of a recurring journal entry, process the entry to General Ledger and then modify that single entry.

Followup Tasks

To modify the recurring journal entry, you must perform the following tasks:

- Unrelease the recurring journal entry using Recurring Control (GL75.1).
- Modify the recurring journal entry using Recurring Journal (GL70.1).
- Release the recurring journal entry. For more information, see ["Releasing Recurring Journal Entries"](#) on page 223.
- Transfer the recurring journal entry. For more information, see ["Transferring Recurring Journal Entries"](#) on page 224.

Related Reports and Inquiries

| To | Use |
|---|----------------------------------|
| Create a detailed listing of each recurring journal entry transaction | Recurring Edit Listing (GL270) |
| Create a listing of recurring journal entries in a summarized form | Recurring Control Report (GL275) |

Deleting General Ledger History

NOTE You cannot inquire or report on information you delete.

You can delete historical journal entry transactions, comments, consolidation records, and budgets for a fiscal year. Deleted records are removed from General Ledger database files and are archived to a comma-separated value (CSV) file if the Archive Records field is set to Yes. General Ledger history must be at least two years old before you can delete it. Use this procedure

to delete all record types at the same time or to delete each record type separately.

TIP For faster report run times, run GL300 with only one delete option at a time.

STEPS To delete General Ledger information

- Run General Ledger History Delete (GL300). Consider the following fields.

| | |
|------------------------|--|
| Fiscal Year | Type the fiscal year for which you are deleting journal entry transactions and comments, consolidations and balances, or budgets. You cannot delete current year or future year transactions. You also cannot delete last year transactions until last year is final closed. |
| Archive Records | Indicate whether to archive records in a CSV file. The default is No. |
| Budgets | Enter the range of budgets you want to delete, or leave the Budgets fields blank to delete all budgets within the fiscal year selected. |

NOTE GL300 creates a report showing the total number of header, transaction, and budget lines deleted.

Files Updated by General Ledger History Delete (GL300)

The following files are updated when you delete General Ledger history using General Ledger History Delete (GL300).

| File | File name |
|------------------------------|------------------|
| Currency Amount | CUAMOUNT |
| Budgeting Detail | FBDETAIL |
| Budgeting Header | FBHEADER |
| FB Control Records | FBCONTROL |
| FB Transaction Records | FBTRANS |
| General Ledger Amounts | GLAMOUNTS |
| General Ledger Consolidation | GLCONSOL |
| General Ledger Control | GLCONTROL |
| General Ledger Transactions | GLTRANS |
| General Ledger Units | GLUNITS |
| Attribute Template Value | GTMXVALUE |
| Attribute Object | MXOBJCAT |

Chapter 17

Maintaining Company Structure

After your initial company structure setup is complete, you may need to make adjustments to reflect changes and additions to your business. This chapter focuses on the procedures you will use to maintain your general ledger company structure in response to corporate restructuring, expansion, or other changes in the way you do business.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 287

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

- ["What Company Information Can I Modify?"](#) on page 279
- ["What Happens When I Move an Accounting Unit?"](#) on page 280
- ["What Should I Consider When I Add a Company Level?"](#) on page 284

What Company Information Can I Modify?

After you define a company and begin processing, you can continue to change many of the company fields using Company (GL10.1). Changes should be made with caution, as company record changes directly affect all General Ledger processing. The following list shows the company fields you can change if transactions exist. You can make additional changes if no transactions exist.

- Company name
- Company status
- System accounting units
- Zone balancing options
- Hierarchy descriptions
- Currency exchange
- Currency translation
- Auto base balancing
- Auto journal numbering
- Control totals
- Journal by document
- Allow unrelease of released items
- Allow backout of released items
- Journal book required
- Sequential numbering
- Any field on the Address form tab
- Any field on the User Field form tab

NOTE Recurring journal entries do not create sequence numbering when Sequential Numbering is selected on Company (GL10).

NOTE You can change the number of periods from 12 to 13, but you can never decrease the number of periods defined for the company.

Fields That Cannot Be Changed

Several fields cannot be changed once your company is defined. The following lists shows some of the key fields that you need to be aware of. The list is *not* comprehensive. You cannot change:

- Currencies
- Chart of Accounts
- Fiscal Year
- Level Sizes

What Happens When I Move an Accounting Unit?

TIP If you get a message that says pending changes already exist, run Level Reorganization (GL120) to put those changes in place before making additional changes.

Move an accounting unit to a new location in your company structure by first changing the level address for the accounting unit using the Levels form tab on Accounting Unit-Accounts (GL20.1). When you move an accounting unit, you also move its history. However, the accounting unit and history are not moved until you run Level Reorganization (GL120).

You can move a posting accounting unit, a summary accounting unit and all of its subordinates, or just the subordinates for a summary accounting unit. New level addresses are automatically assigned to the subordinates, based on the original numbering logic. You can accept all of the default level addresses, or edit the level addresses for posting accounting units if needed.

General Rules

The following general rules apply to the reorganization process:

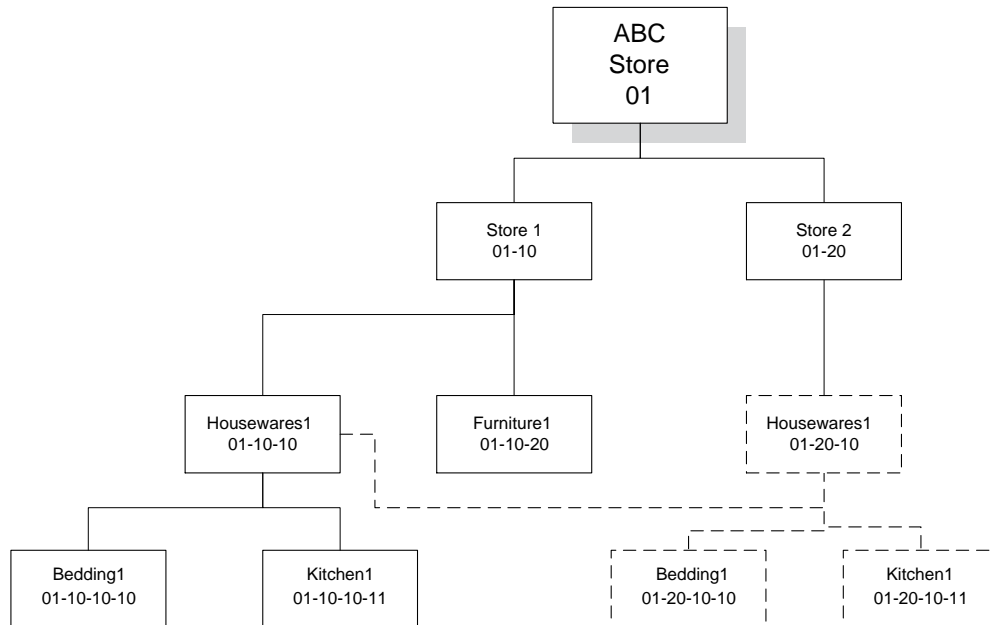
- You can move an accounting unit to the top level of your company or to an upper level, existing summary accounting unit. For more information, see ["Example 1"](#) on page 280.
- If you change an address for a posting accounting unit, the upper level accounting unit must exist and it must be a summary accounting unit. For more information, see ["Example 2"](#) on page 281.
- If you change the level address for a summary accounting unit to an address that already exists, the system will move only the subordinate accounting units beneath the existing address you identified. For more information, see ["Example 3"](#) on page 282.
- If you change the level address for a summary accounting unit and the new address exists and is a posting accounting unit, no move will occur. You cannot move a posting accounting unit beneath a posting accounting unit; posting accounting units are always the lowest level of your organization.
- If you change the level address for a summary accounting unit to an address that *does not* exist, the system will move both the summary accounting unit and the subordinates to the new level addresses. For more information, see ["Example 4"](#) on page 283.

Example 1

ABC Company is moving its Housewares department (01-10-10) from Store 1 to Store 2. Both the Bedding (01-10-10-10) and Kitchen (01-10-10-11) areas will move with Housewares. ABC Company assigns a new level address of 01-20-10 to Housewares to move the department to Store 2. New level

addresses are automatically assigned to the subordinates (Bedding and Kitchen). The new addresses reflect the hierarchy logic for the new parent.

Figure 28. Illustration: Moving an accounting unit and its subordinates to a new location beneath an existing summary accounting unit

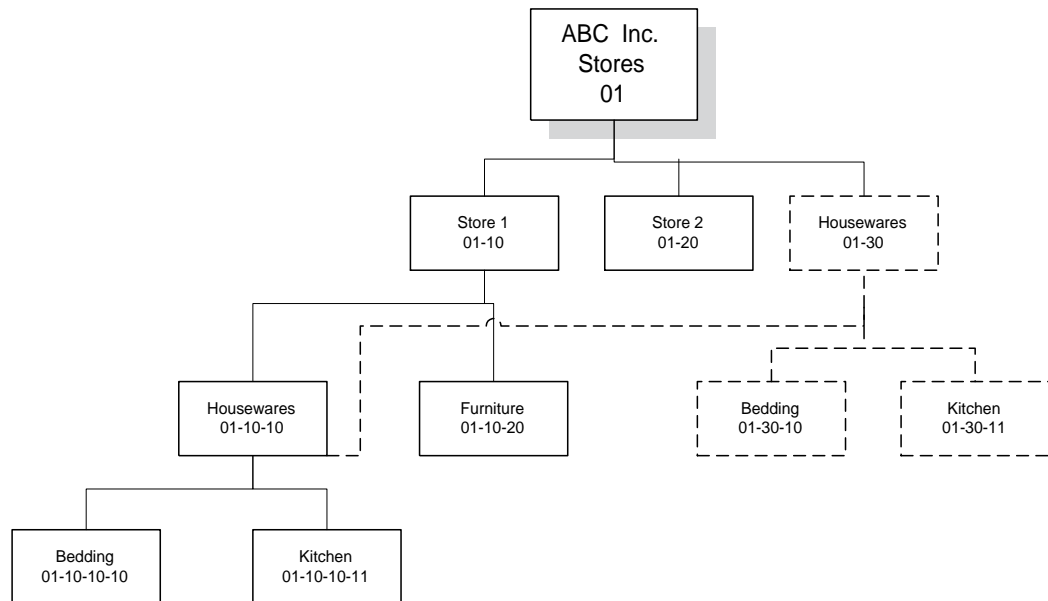


Example 2

Using the same structure from Example 1, let's assume that ABC Company wanted to create a brand new store that sold only houseware items. To do this they would move Housewares up to the second level of the company structure, at the same level as their other two stores. They assign a new level address of 01-30 to Housewares. The level address 01 must exist to make

this move possible. The system automatically assigns new addresses to the children: Bedding (01-30-10) and Kitchen (01-30-11).

Figure 29. Illustration: Moving an accounting unit and its subordinates to the top level of an organization

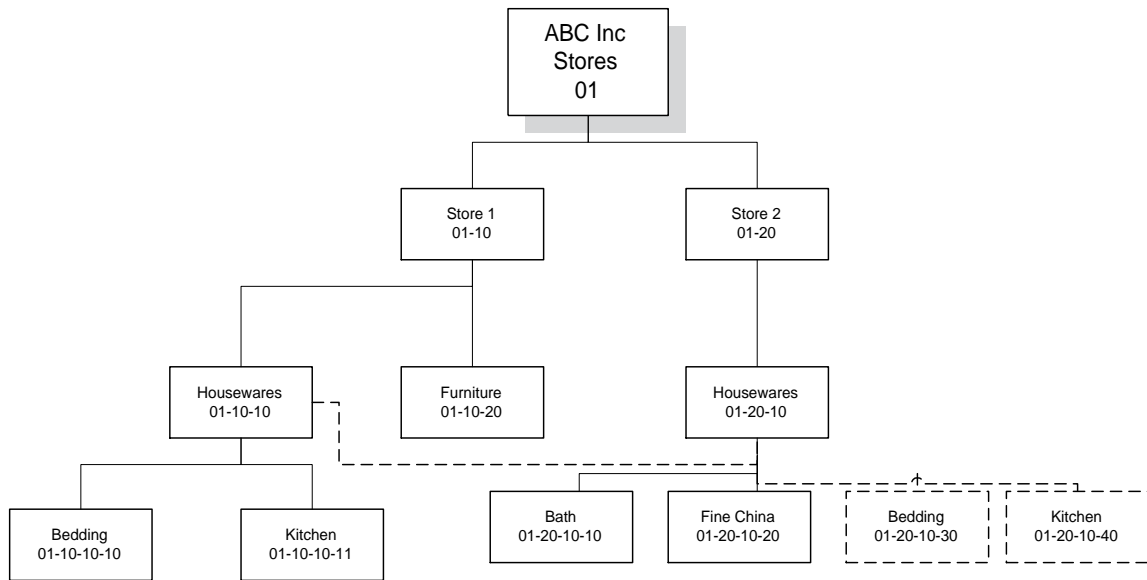


Example 3

In this example, ABC Company is merging the Housewares department from Store 1 with Housewares (01-20-10) in Store 2. To do this, they are moving the housewares department in Store 1 to an address that already exists in Store 2. They don't want two houseware departments in Store 2, but they do want to move Bedding and Kitchen to Store 2. By changing the level address

for Housewares in Store 1 from 01-10-10 to 01-20-10, only the subordinates are moved and assigned new level addresses.

Figure 30. Illustration: Moving only an accounting unit's subordinates to an existing address

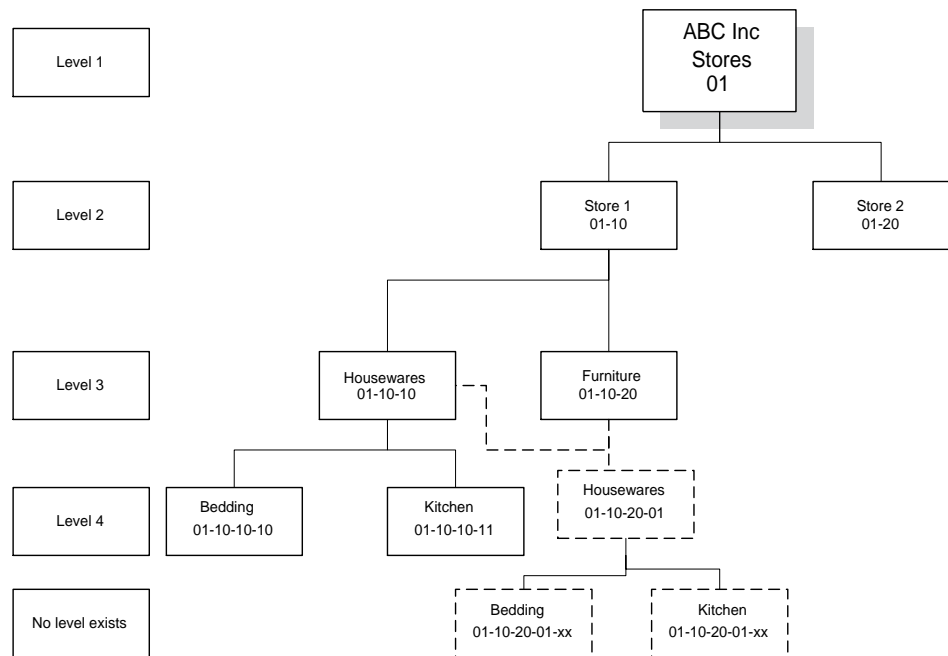


Example 4

In this example, ABC Company wants to move Housewares beneath the Furniture department (01-10-20) in Store 1. However, ABC Company has only four levels defined. Because moving Housewares and its subordinates

beneath Furniture would place the children in a non-existent level, the move is not allowed.

Figure 31. Illustration: Moves that exceed the level limit are not allowed



What Should I Consider When I Add a Company Level?

You may need to add a new level to your company structure at some point, such as if business expansion causes you to split your company into regions when previously you had been organized by state.

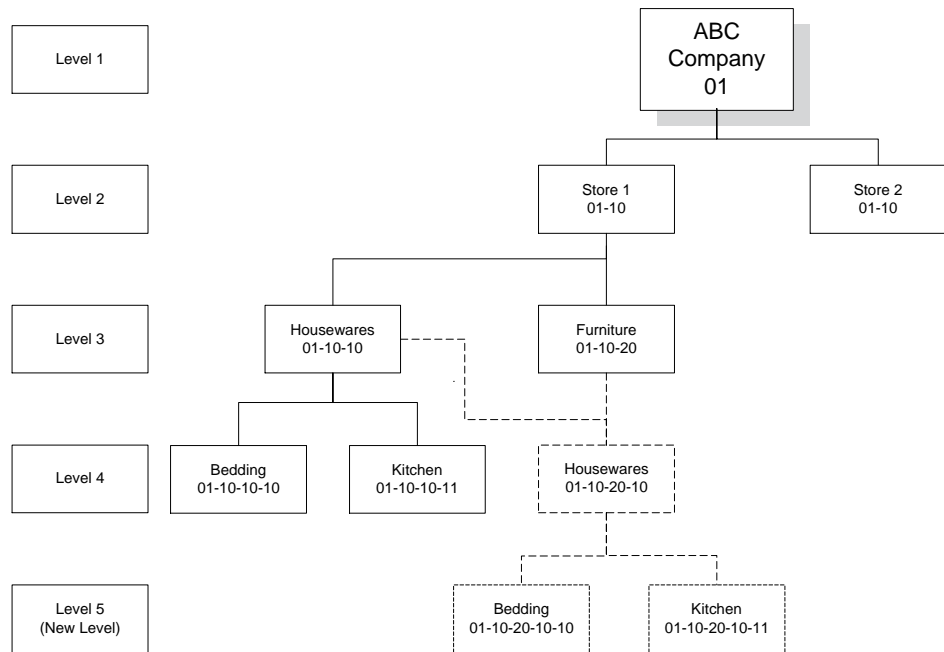
Before adding a level to your company carefully consider what the new structure will look like. You should review your current company structure and plan your changes on paper before completing them in the General Ledger application. Consider the following examples:

Example 1

ABC Company is moving Housewares (01-10-10) beneath the Furniture department (01-10-20) in Store 1. However, ABC Company has only four levels. In order to move Housewares, a new level must first be defined in order to create a location for the subordinate accounts of Housewares to exist. When the Housewares summary account is moved, the system automatically

assigns the new level addresses to the children: Bedding (01-10-20-10-10) and Kitchen (01-10-20-10-20).

Figure 32. Illustration: Adding a level to a company then moving accounting units

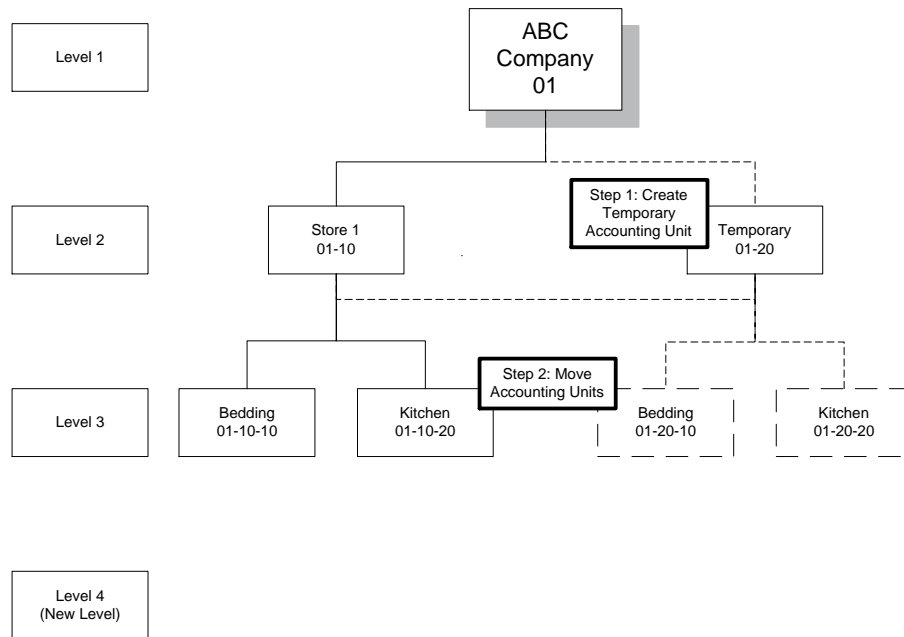


Example 2

ABC Corporation is consolidating its Bedding (01-20-10) and Kitchen (01-20-20) posting accounts under the new summary account of Housewares. To complete this restructure, a temporary summary accounting unit is created

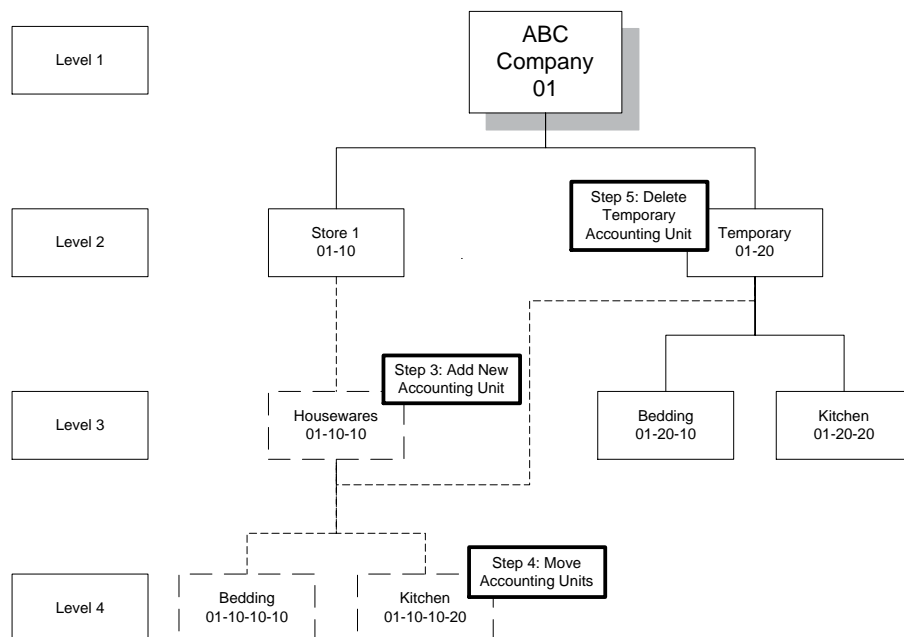
to house the Bedding and Kitchen accounting units until the new level is added.

Figure 33. Illustration: Moving accounts to a temporary address



Once the new level is in place, the Housewares summary accounting unit is created for the new level and assigned a level address of 01-10-10. The Bedding and Kitchen accounting units are then transferred to the new Housewares accounting unit. Finally, the temporary location is deleted.

Figure 34. Illustration: Creating the new level and moving the accounting units to the new summary accounting unit



Procedures in this Chapter

To keep the general ledger structure current with your organization's business structure, you will need to perform occasional maintenance. Perform all of this maintenance directly in the General Ledger application.

- ["Maintaining a Company" on page 287](#)
- ["Deleting a Company" on page 287](#)
- ["Clearing Company Balances and Transactions" on page 288](#)
- ["Moving an Accounting Unit" on page 290](#)
- ["Adding a Level to the Company Structure" on page 292](#)
- ["Changing System Accounting Units" on page 294](#)

Maintaining a Company

You can change many of a company's parameters after you have defined them. Carefully consider changes to the company record because these changes impact all general ledger processing. This procedure describes the process for maintaining a company.



Need More Details? Check out the following concepts:

- ["What Company Information Can I Modify?" on page 279](#)

STEPS To maintain a company

1. Access Company (GL10.1).
2. Inquire on the company you want to maintain, and change the applicable company parameters.
3. Choose the Change form action to save changes to the company record.

Related Reports and Inquiries

| To | Run |
|-------------------------|-------------------------|
| List company parameters | Company Listing (GL210) |

Deleting a Company

You can delete a general ledger company and all associated data. This procedure is most often used to eliminate a test company. Security should be implemented to prevent unintentional deletions. The following procedure describes the process for deleting a company.

STOP Consider running the following reports for the company before deleting it to keep a record of the information: Company Listing (GL210), Accounting Unit Listing (GL220), Journal Edit Listing (GL240), and Trial Balance (GL291).



Need More Details? Check out the following concepts:

- ["Files Affected When You Copy or Delete a Company"](#) on page 71.

STEPS To delete a company

1. Use Company (GL10.1) to change the status of the company to Delete. You can only delete companies with a status of Delete.
2. Run Company Copy Delete (GL110). Consider the following fields.

| | |
|----------------|--|
| Action | Select Delete. This field indicates whether you want to copy, delete, or zero-out company information. |
| Company | Select the general ledger company you want to delete in the Company field. |

Related Reports and Inquiries

| To | Run |
|--|---------------------------------|
| List company parameters | Company Listing (GL210) |
| List accounting units by company | Accounting Unit Listing (GL220) |
| Create a detailed listing of journal entries defined in Journal Entry (GL40.1) | Journal Edit Listing (GL240) |
| Create a trial balance report | Trial Balance (GL291) |
| Create a balance sheet report | Balance Sheet (GL292) |
| Create an income statement report | Income Statement (GL293) |

Clearing Company Balances and Transactions

You can clear balances and transactions for a general ledger company for one or more periods within a fiscal year. This option is only available for test companies. This gives you the flexibility to back out data or correct errors as you test a new system during implementation or upgrades. The following procedure describes the process for clearing out company balances and transactions for a test company.

STOP The company you are clearing balances and transaction for must have Test selected in the Status field on Company (GL10.1).

STEPS To clear company balances and transactions

- Run Company Copy/Delete (GL110). Select the following field data.

| | |
|---------------------------|--|
| Action | Select Zero to zero-out company information. |
| Company | Select the general ledger company you want to clear balances and transactions for. |
| Period | Select the period or range of periods you want to clear balances and transactions for. |
| Fiscal Year | Select the fiscal year you want to clear balances and transactions for. To completely clear company balances, run this program for each fiscal year. |
| Beginning Balances | Select Yes to clear beginning balances for the fiscal year. The default is No. |

Related Reports and Inquiries

| To | Run |
|--|------------------------------|
| Create a trial balance report | Trial Balance (GL291) |
| Create a balance sheet | Balance Sheet (GL292) |
| Create an income statement | Income Statement (GL293) |
| Create a detailed listing of journal entries defined on Journal Entry (GL40.1) | Journal Edit Listing (GL240) |

Files Affected by Clearing Balances and Transactions

NOTE Statuses only are also changed in GLSYSTEM and JBKSEQNBR.

The following files are affected when you clear balances and transactions for a company.

| | |
|------------|-----------|
| CUAMOUNT | GLCONTROL |
| CUAMOUNTSX | GLJELOG |
| CUCONTROL | GLMASTER |
| GLAMOUNTS | GLTRANS |
| GLAMOUNTSX | GLUNITS |
| GLCONSOL | GLUNITSX |

Moving an Accounting Unit

You can move an accounting unit to a new location in the company structure to reflect corporate changes or reorganizations. When you move an accounting unit, you also move the accounting unit's history. The following procedure describes the process for moving an accounting unit.



Need More Details? Check out the following concepts:

- ["What Happens When I Move an Accounting Unit?"](#) on page 280.

STOP If you use zones and you are moving an accounting unit to a level one in your company, you need to inactivate zone balancing prior to moving the accounting unit. After you reorganize your structure, define the zone you just created and reactivate zone balancing. To inactivate zone balancing, choose No in the Zone Balancing field on Company (GL10.1).

STEPS To move an accounting unit

TIP To keep an accounting unit's history in its current location in the company structure, consider adding a new accounting unit rather than moving the previous one. Make the previous accounting unit inactive.

TIP You cannot move an accounting unit to a level address that already exists for a posting accounting unit, or if pending changes exist for the accounting unit.

1. Run Accounting Unit Listing (GL220) to create a listing of current accounting units for reference and backup prior to making a change.
2. Access Accounting Units - Accounts (GL20.1).
3. Inquire on the accounting unit you want to move. To move a summary accounting unit and its subordinates, inquire on the highest level accounting unit to be moved. When moving a posting accounting unit, simply inquire on the posting accounting unit to move.
4. Assign a new level address and effective date to the accounting unit on the Levels form tab. Consider the following field.

New Address

Enter the new address. If the new address exists, only the subordinates will move and will be displayed in the detail portion of the screen. If the new address does not exist, the summary level and the subordinates will move and both will appear in the detail portion of the screen. You can change the level address that appears for a posting accounting unit, but not for a summary accounting unit.

NOTE If you move a summary accounting unit, all posting levels below it will be moved.

5. Choose the change form action.

NOTE You cannot change the address that displays for a summary accounting unit. To change the address, choose the Delete form action, then move the summary accounting unit to the desired level address

| If | Then |
|---|---|
| A Reorg Edit button displays | Continue to the next step. |
| A Reorg Edit button does not display | Your change is complete. If you move a summary accounting unit with no children or a posting accounting unit with no accounts assigned to it, the change is automatic and the Reorg Edit button will not display. |
| <p>6. Choose the Reorg Edit button to access Auto Reorganize Level Maintenance (GL24.1).</p> <ul style="list-style-type: none"> For summary accounting unit moves, use this form to view the subordinate accounting units that will move with the parent accounting unit, and to see the new level addresses assigned to those accounting units. For posting accounting units, use this form to view a suggested address, which you can override. <p>7. Suspend processing.</p> | |
| <p>IMPORTANT You must suspend all General Ledger, Allocations, Report Writer, Currency, Budgeting, and Average Daily Balance processing before you run Level Reorganize (GL120). Do not resume processing until you complete this procedure.</p> | |
| <p>8. Run Level Reorganization (GL120) to update the level changes. This program moves the accounting unit and accounting unit history to the new levels assigned in GL20.1 Consider the following fields.</p> | |
| Report Option | <p>Indicate how you want the report to process the data:</p> <ul style="list-style-type: none"> Select Report Unprocessed Changes to generate a report of all unprocessed level changes. Changes are not updated. Consider running this program in report mode and reviewing changes prior to running the program in an update mode. Select Update Unprocessed Changes to generate a report of all current level changes. Changes are updated. Select Report Historical Changes to generate a report of all the level changes ever made. |
| Update Effective Date | You can type the date you want level changes to occur. This date must be on or after the effective date you assigned in Accounting Units-Accounts (GL20.1). |
| History Report Dates | If you are creating a report of historical changes, you can indicate a specific date range to include. |

NOTE If you find it's necessary to run rebuild programs at any time other than those described in this user guide, contact the Global Support Center for assistance.

9. Optional. If you moved the accounting unit to a new zone, run Zone Rebalancing (GL148) to create transactions to rebalance the zones affected by the reorganization.
10. Run GLAMOUNTS Rebuild (GL325), Report Currency Rebuild (GL327), Undistributed RE Rebuild (GL330), and Consolidation File Rebuild (GL320) to update the URE (undistributed retained earnings) and GLCONSOL balances.

Followup Tasks

You might need to complete the following additional tasks.

- If you use zones and you moved an accounting unit to a level one in your company, define the zone you created.
- If you inactivated zone balancing before performing this procedure, reactivate zone balancing.
- If the addition of posting accounting units has changed the accounts and accounting units used for zone balancing entries, adjust the interzone relationships.

Adding a Level to the Company Structure

You may need to add a new level to the company due to growth or restructuring. To make a change like this, you add a new level and change the existing level descriptions as needed. The following procedure describes the process for adding a level to the company structure in the General Ledger application.



Need More Details? Check out the following concepts:

- ["What Should I Consider When I Add a Company Level?"](#) on page 284.

STOP If you use zones, deactivate zone balancing prior to adding a level and re-activate after the procedure is complete. Select No in the Zone Balancing field on Company (GL10.1) to deactivate zone balancing.

STEPS To add a new level

1. Run Accounting Unit Listing (GL220) to create a listing of current accounting units for reference and backup prior to making a change.
2. Access Company (GL10.1).
3. Inquire on the company to which you want to add a new level.
4. On the Hierarchy form tab, add the new level and change the existing level descriptions as needed.

IMPORTANT You cannot change the size of existing levels.

NOTE All posting accounting units that will be moved to the new level will need to be temporarily moved before the level is added.

5. Use Accounting Units - Accounts (GL20.1) to add a new, temporary accounting unit to hold the posting accounting units that will be moved to the new level in the organization. For more information, see ["Defining Accounting Units"](#) on page 79.
6. Use the Levels tab on GL20.1 to move the posting accounting units that will be moved to the new level in the company to the temporary summary accounting unit. For more information, see ["Moving an Accounting Unit"](#) on page 290.
7. Use Accounting Units - Accounts (GL20.1) to define accounting units for the new level. For more information, see ["Defining Accounting Units"](#) on page 79.
8. Use the Levels tab on GL20.1 to move the posting accounting units from the temporary accounting unit to the new location below the added summary accounting units. For more information, see ["Moving an Accounting Unit"](#) on page 290.
9. Use Accounting Units-Accounts (GL20.1) to delete the temporary accounting unit.

Related Reports and Inquiries

| To | Run |
|-----------------------------------|---------------------------------|
| List company parameters | Company Listing (GL210) |
| List accounting units by company | Accounting Unit Listing (GL220) |
| Create a trial balance report | Trial Balance (GL291) |
| Create a balance sheet report | Balance Sheet (GL292) |
| Create an income statement report | Income Statement (GL293) |

Changing System Accounting Units

You can change the balance sheet and income statement accounting units that the system accounts specified on your chart of accounts are assigned to.

STEPS To change a system accounting unit

1. Access Accounting Units - Accounts (GL20.1) and inquire on any accounting unit within your company.
2. Select the Sys Acct Unit button on GL20.1 to access System Accounting Units (GL20.6) and select new balance sheet or income statement system accounting units.

IMPORTANT The new system accounting unit must exist in the company.

3. Suspend processing.

IMPORTANT You must suspend all General Ledger, Allocations, Report Writer, Currency, Budgeting, and Average Daily Balance processing before you run the following rebuild programs. Do not resume processing until you complete this procedure.

NOTE If you find it's necessary to run rebuild programs at any time other than those described in this user guide, contact the Global Support Center for assistance.

4. Run GLAMOUNTS Rebuild (GL325), Report Currency Rebuild (GL327), Undistributed RE Rebuild (GL330), and Consolidation File Rebuild (GL320) to update the URE (undistributed retained earnings) and GLCONSOL balances.

Chapter 18

Maintaining Accounts

Keep your accounts current by making changes such as renaming, moving, and deleting them. You can add summary or detail accounts to a chart at any point in a company life cycle. You can also change or delete multiple detail or posting accounts. This chapter focuses on maintenance you can perform on accounts after initial setup. For more information, see "[Defining a Chart of Accounts](#)" on page 35.

Procedures in this Chapter

Use the following procedures to maintain your chart of accounts.

- ["Renaming a Summary Account" on page 296](#)
- ["Moving a Summary Account" on page 296](#)
- ["Moving a Detail Account" on page 297](#)
- ["Changing or Deleting Detail Accounts" on page 298](#)
- ["Changing or Deleting Posting Accounts" on page 300](#)
- ["Comparing Two Charts of Accounts" on page 302](#)

Renaming a Summary Account

You can assign a new name to a summary account. The following procedure describes the process for renaming a summary account.

STEPS To rename a summary account

1. Access Chart of Accounts (GL00.1).
2. Inquire on the chart that holds the summary account you want to rename.
3. Choose the More button next to the summary account you want to rename. The Summary Account Options (GL00.5) subform appears.
4. Choose the Rename button to open the Rename Summary Account (GL00.8) subform.
5. In the New Name field, type the new summary account name.
6. Choose OK.

Related Reports and Inquiries

| To | Use |
|---|-----------------------|
| List a chart of accounts for a chart name, section, depth, or account | Chart Listing (GL200) |

Moving a Summary Account

You can move a summary account to a new location in a chart of accounts within the same chart of accounts section. The following procedure describes the process for moving a summary account.



Need More Details? Check out the following concepts:

- ["What Is a Summary Account?"](#) on page 38

STEPS To move a summary account

1. Access Chart of Accounts (GL00.1).
2. Inquire on the section of the chart you want to maintain.
3. Choose the More button next to the summary account you want to move. The Summary Account Options (GL00.5) subform appears.
4. Choose the Move button to open the Move Summary Account (GL03.2) subform.
5. In the Precede Summary Account field, select the summary account that should follow the account you are moving to identify the new location for the summary account.
6. Choose OK.

Related Reports and Inquiries

| To | Use |
|---|-----------------------|
| List a chart of accounts for a chart name, section, depth, or account | Chart Listing (GL200) |

Moving a Detail Account

You can move a detail account to a new location in a chart of accounts within the same chart of accounts section. The following procedure describes the process for moving a detail account.



Need More Details? Check out the following concepts:

- ["What Is a Detail Account?"](#) on page 39

STEPS To move a detail account

1. Access Chart of Accounts (GL00.1).
2. Inquire on the section of the chart you want to maintain.
3. Choose the Accounts button next to the summary account you want to move a detail account from. The Detail Accounts (GL00.3) subform appears.
4. Choose the More button next to the detail account you want to move. The Account Information (GL00.4) subform appears.
5. Choose the Move button to open the Move Detail Account (GL00.6) subform.
6. In the Move to Summary Account field, type or select the summary account to which you want to move the detail account.
7. Choose OK.

Related Reports and Inquiries

| To | Use |
|---|-----------------------|
| List a chart of accounts for a chart name, section, depth, or account | Chart Listing (GL200) |

Changing or Deleting Detail Accounts

TIP You can inactivate accounts that are not eligible to be deleted.

You can change field values for detail accounts at any time during a company's life cycle. You can also delete unused detail accounts. Use this procedure to change or delete many detail accounts at once. For more information, see ["Optional Procedure for Changing or Deleting Detail Accounts"](#) on page 300.

IMPORTANT You cannot delete accounts that have had transaction or budget activity in the last two fiscal years. Also, you cannot delete an account that is assigned to an accounting unit.

STEPS To change or delete detail accounts

1. Access Mass Chart Account Change Delete (GL100).
2. Define the action you want to perform on the Action form tab. Consider the following fields.

| | |
|--------------------------------------|---|
| Action | Select Change or Delete to indicate whether selected accounts are changed or deleted. |
| Chart of Accounts and Section | Select the chart of accounts you want to change or delete and indicate whether you want to change or delete balance sheet or income statement accounts within the chart of accounts. If you leave the Section field blank, all accounts are included. |
| Summary | You can select the summary account you want to change or delete detail accounts for. If you leave this field blank, all summary accounts defined for the Chart and Section you identify are included. |
| Affect | Select a value to indicate the account level included: <ul style="list-style-type: none">• The default is All, which includes all detail accounts for all summary accounts in the chart section you select. If you use All, leave the Summary Account field blank.• Select Children to include all detail accounts for a specific summary account.• Select Descendant to include detail accounts for multiple summary accounts. |

**Major Account
and Subaccount**

You can select a specific range of accounts and, optionally, subaccounts to change or delete.

TIP To change or delete all detail accounts for the major summary accounts, leave the From field blank and type 999999 in the To field.

3. If you are changing accounts, on the Detail Account Change form tab type an X in the select column for each field you want to change. Consider the following fields.

Old and New

For example, to change the account status, select the current status assigned in Detail Accounts (GL00.3) in the Old column. Select the status you want to assign to these accounts in the New column. The application will assign the new status to any accounts with the status you selected in the Old column.

NOTE For more information, see ["Defining a Chart of Accounts"](#) on page 44.

| | |
|------------------------|--|
| Effect Date | If you change an account from active to inactive, use the Effect Date field to specify the date that the change is to take effect. Use the Replace Accounts fields to indicate which account is to take the place of the inactive account. |
| Replace Account | |

4. To make additional changes, use the Additional Acct Change form tab to define new account parameters such as the dynamic generation list used, the systems the account is available to, the account currency, or financial statement formatting options. Consider the following field.

| | |
|---------------------|---|
| System Codes | To restrict accounts by system, select codes for the systems you want to have access to this account. You must include any existing systems. For example, if you currently restrict by GL and want to add AP, you must select both GL and AP. If you select only system codes you want to add, all pre-existing system codes will be deleted. |
|---------------------|---|

NOTE As an option, you can restrict access to summary or detail accounts by system as you define or maintain your chart of accounts. For more information, see ["Defining a Chart of Accounts"](#) on page 44.

Optional Procedure for Changing or Deleting Detail Accounts

To change values for or delete one or more individual detail accounts:

1. Use Chart of Accounts (GL00.1) to inquire on the chart and chart section that holds the detail accounts you want to change or delete.
2. Choose the Accounts button to access Detail Accounts (GL00.3) where you can change or delete the detail account.

Related Reports and Inquiries

| To | Use |
|---|-----------------------|
| List a chart of accounts for a chart name, section, depth, or account | Chart Listing (GL200) |

Changing or Deleting Posting Accounts

You can make changes to multiple posting accounts or delete multiple posting accounts. This procedure describes the process for changing or deleting many posting accounts with a batch program. You can also change values for individual posting accounts. For more information, see ["Optional Procedure for Changing or Deleting Posting Accounts"](#) on page 302.



Need More Details? Check out the following concepts:

- ["What Is a Posting Account?"](#) on page 90

STOP Posting accounts must have a zero balance before you can delete them. You cannot delete intercompany accounts, or accounts that have had transaction or budget activity in the last two fiscal years.

STEPS To change posting accounts

1. Access Mass Account Change Delete (GL122).
2. On the Action form tab, type or select the following field data.

| | |
|--|--|
| Action | Select Change or Delete to indicate the action you want to perform. |
| Company | Select the company or range of companies to which you want to make changes. |
| Level 1 to Level 5 | To change or delete accounts assigned to accounting units in a specific level range, type or select the level number for those accounting units. |
| Major Account and Subaccount | Select the range or accounts and, optionally, subaccounts to change. |
| TIP To change all major accounts for the selected accounting units, leave the From field blank and type 999999 in the To field. | |

3. If you are changing the posting accounts, use the Change Options and User Field Options form tabs to make your changes. Consider the following fields.

| | |
|--|--|
| Select | For each field you want to change, select 'X' to specify an Old value to replace. Select 'A' to change all records matching the parameters displayed in the Action section to New. |
| NOTE For more information, see "Defining a Chart of Accounts" on page 44. | |
| Old | Select the old field value to replace. Leave this field blank to assign the new field value regardless of the old value assigned. If you select 'A' in the Select field, you cannot select an Old value. |
| New | Type or select the new value to assign. |

System Codes

To restrict accounts by system, select codes for the systems you want to have access to this account. You must include any existing systems. For example, if you currently restrict by GL and want to add AP, you must select both GL and AP. If you select only system codes you want to add, all pre-existing system codes will be deleted.

NOTE As an option, you can restrict access to summary or detail accounts by system as you define or maintain your chart of accounts. For more information, see ["Defining a Chart of Accounts"](#) on page 44.

4. Run the program.

Optional Procedure for Changing or Deleting Posting Accounts

To change values for one or more individual posting accounts for a posting accounting unit:

1. Accounting Units-Accounts (GL20.1) to inquire on the posting accounting unit.
2. Choose the Accounts button to access Posting Accounts (GL20.2).
3. Choose the More button to access Account Attributes (GL20.3) where you can change or delete the posting account.

Related Reports and Inquiries

| To | Use |
|---|--|
| Inquire on a wide range of account information | Account Analysis (GL95.1) |
| List all posting accounts by accounting unit or level | Posting Accounts Listing by Accounting Unit or Level (GL221) |
| List a range of posting accounts sorted by account | Posting Accounts Listing by Account (GL222) |

Comparing Two Charts of Accounts

You may have two or more charts that you use to provide alternate summaries of your data. When you are maintaining a chart, you might want to compare it to another chart to see what differences exist. Use this procedure to compare two charts of accounts that should have the same detail accounts but different summary accounts.

STEPS To compare two charts of accounts

- Run Chart Compare (GL215).

Chapter 19

Accessing Information Online

You have instant access to current general ledger information through Drill Arounds and online analysis forms. This chapter describes ways that you can access information about journal entries, transactions, accounts, and account balances online.

Concepts in this Chapter

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

- ["What Is the Lawson Drill Around Feature?" on page 304](#)
- ["What Is Online Analysis?" on page 304](#)

What Is the Lawson Drill Around Feature?

The Lawson Drill Around feature is a multi-dimensional tool that you can use to access information in a Lawson application. The Drill Around feature provide real-time information in an online format, which means you don't have to wait for a printed report to access and analyze data. You can use a the Drill Around feature on any field in the application where the Drill Around icon is available.

With the Drill Around feature, you can:

- access information that originated in General Ledger
- access information that was transferred to General Ledger from a subsystem
- access information in the actual application where the transaction originated

What Is Online Analysis?

General Ledger includes several online analysis forms that you can use to view real-time information. Use the online analysis forms to identify a specific journal entry, transaction, daily transaction total, or account information. Then use a drill around to display additional related information. The following analysis forms are available:

| To | Use |
|--|-------------------------------------|
| Display a journal entry with its associated detail, totals, and comments | Journal Analysis (GL41.1) |
| Display transactions for a posting account (with or without detail), track transaction attributes by source code, mark posted transactions as reconciled, or view transaction totals | Transaction Analysis (GL90.1) |
| Display the transaction total for a posting account for a specific posting date or range of posting dates | Daily Transaction Analysis (GL43.1) |
| Display a wide range of account information based on organization, account and period criteria you define | Account Analysis (GL95.1) |

Example 1: Using Journal Analysis

Journal Analysis (GL41.1) lets you display a journal entry with its associated detail, totals, and comments. The following options are available:

- You can use the Drill Around feature to display additional information for a transaction line.
- You can choose the Totals button to display journal totals.
- You can choose the Comments button to display journal comments.

Example 2: Using Transaction Analysis

Transaction Analysis (GL90.1) lets you display transactions for a posting account. You can display transaction amounts and detail, track transaction attributes by source code, mark posted transactions as reconciled, and view transaction totals. You can use the Drill Around feature to display additional transaction details. Use the following table to help you navigate from the main form.

| To display | Choose |
|--|--|
| Transaction total for the account number you select | Total to access Transaction Totals (GL90.2) |
| Transactions based on specific criteria you select | Filter to access Filter (GL90.3) |
| Posted transactions that you can mark as reconciled for audit purposes | Reconcile to access Reconcile Transactions (GL90.4) |
| Multiple transaction currency amounts and the total number of transactions when Transaction is selected in the Currency field on Filter (GL90.3) | Total to access Transaction Currency Analysis (GL90.5) NOTE The GL90.5 screen will appear only if the filter is set for Transaction Currency. If you choose Total for any other filter options, Transaction Totals (GL90.2) will appear. |
| A comparison of transaction, base, unit, or report currencies for a transaction with the accounting unit, account, fiscal year, and period range specified on (GL90.1) | Compare to access Compare Transaction Analysis (GL90.6). |

TIP To display the associated detail lines for a selected transaction, use the Drill Around feature.

TIP You can select the Next or Previous action to display transactions for the next or previous account number for the accounting unit.

Example 3: Using Daily Transaction Analysis

Daily Transaction Analysis (GL43.1) lets you display the transaction total for a posting account for a specific posting date or range of posting dates. You can use the Drill Around feature to display transaction detail.

You can view transactions only for accounts that have Yes selected in the Account Daily Balance field on the Summary Account Options (GL00.5) subform or the Account Information (GL00.4) subform in Chart of Accounts (GL00.1).

Example 4: Using Account Analysis

Account Analysis (GL95.1) lets you display a wide range of account information. You can select organization, account, and period inquiry criteria. Use the Drill Around feature to display additional information. Use the following table to help you navigate from the main form.

| To display | Choose |
|---|-----------|
| Account period and year-to-date totals and detail | Account |
| Accounting unit period and year-to-date totals and detail | Acct Unit |
| Company period and year-to-date totals and detail | Company |
| Period totals, year-to-date totals, and beginning balances for the current year and last year | Annual |
| Beginning balances, period totals, ending balances, and percent change for the current and last year | Totals |
| Chart detail (on this subform you can override the organization, account, and period data you selected on GL95.1) | Chart |
| Accounting unit view detail (on this subform you can select various level, account and period options) | Org View |

IMPORTANT On many of the forms, you can choose additional links to display more information. To display additional information for a line entry, choose the Select for Transfer ("X") line action, and then choose the appropriate button.

Chapter 20

Creating Customized Reports

This chapter describes your options for creating customized transaction reports. Within General Ledger, you have two options available for creating customized reports: generating Ledger reports or Transaction Writer reports. This chapter also introduces transaction attributes, which let you track additional information about a transaction.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 313

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

- ["What Is a Ledger Report?"](#) on page 308
- ["What Is a Transaction Writer Report?"](#) on page 311

What Is a Ledger Report?

A Ledger report is a customized report that you create to view transaction details for a company. You can report on transaction activity in the current year, the last year, the next year or a selected year.

Define the report options using Ledger Report Setup (GL50.1) and run the report using General Ledger Report (GL290). The options you define for a ledger report :

- which transactions are selected for the report
- which transaction fields print
- how selected transactions are sorted, totaled, and printed

You can include beginning balances, transaction activity, and ending balances on the report. The title areas and report totals for the report are pre-defined, and the report prints one 78-character detail line for each transaction based on the fields you select for printing and the sequence number you assign to each field.

Ledger reports can be used to create audit work papers or transaction listings to analyze business issues. You filter Ledger reports to limit the transaction activity that is included.

Example

The controller of LGE, Incorporated needs a listing of all general ledger transactions greater than \$100,000. She defines a Ledger report to create the listing. She filters the report to include only transactions with a dollar amount over \$100,000.

To further organize the report, she defines the order in which she wants the columns to appear on the report and includes totals by source code. The following sample shows a portion of the Ledger report that she created.

Figure 35. Report sample: A Ledger report

| GL290 | Date xx/xx/xx | Company 4321 - LGE Corporation | USD | Page 1 |
|----------------------|---------------------------|--|--------------|--------------------------|
| | Time 10:26 | LGEREPORT - LGE General Ledger Report | | |
| | | For Period 01 - 01 Ending January 31, xxxx | | |
| Accounting Unit 101 | Corporate | Resp Controller | Level 01-01 | Accounting Unit, Account |
| Transaction Desc | Sy Jrnl Ent SC | | Debit | Credit |
| Account 11200-0000 | Cash-Checking | | | |
| Monthly Sales | GL N 1 JE | | 100.00 | |
| Misc. Medical Expens | GL N 32 JE | | | 1,150.00 |
| Adjustment to Beg. B | GL N 35 JE | | 1,150.00 | |
| Cash from Cash Sales | GL N 49 JE | | 5,000,000.00 | |
| Monthly Sales | GL N 51 JE | | 100.00 | |
| | Total Activity Account | | 5,001,350.00 | 1,150.00 |
| | | | | 5,000,200.00 |
| 11200-0000 | Cash-Checking | | Total | 5,000,200.00 |
| Account 11300-0000 | Cash-Other | | | |
| Monthly billing | GL N 4 JE | | | 800.00 |
| Misc. Cash Sales | GL N 8 JE | | 2,000,000.00 | |
| | Total Activity Account | | 2,000,000.00 | 800.00 |
| | | | | 1,999,200.00 |
| 11300-0000 | Cash-Other | | Total | 1,999,200.00 |
| Account 11400-0000 | Cash-Payroll | | | |
| Deposited Cash for P | GL N 49 JE | | 5,500,000.00 | |
| | Total Activity Account | | 5,500,000.00 | 5,500,000.00 |
| 11400-0000 | Cash-Payroll | | Total | 5,500,000.00 |
| Account 12100-0000 | Accounts Receivable-Trade | | | |
| 6 mos advance billin | RJ N 3 JE | | 3,000.00 | |
| post revenue to acti | GL N 14 JE | | 1,000,000.00 | |
| Adjustment to Beg. B | GL N 35 JE | | | 3,000.00 |
| | Total Activity Account | | 1,003,000.00 | 3,000.00 |
| | | | | 1,000,000.00 |

| | | | | | |
|----------------------|---------------------|-------------------------|---------------|--------|--------|
| Account | 15300-0000 | Miscellaneous Inventory | | | 0.00 |
| ER200 | PO N | 2 PO | | 69.00 | |
| ER200 | PO N | 2 PO | | 86.00 | |
| ER200 | PO N | 2 PO | | 150.00 | |
| ER200 | PO N | 2 PO | | 25.00 | |
| | | Total Activity Account | | 330.00 | 330.00 |
| | 15300-0000 | Miscellaneous Inventory | Total | | 330.00 |
| ===== | | | | | |
| Company 4321 Totals: | | | | | |
| | Debit Transactions | | 39,205,420.00 | | |
| | Credit Transactions | | 39,205,420.00 | | |
| | Debit Balances | | 22,628,456.00 | | |
| | Credit Balances | | 22,628,456.00 | | |

What Is a Transaction Writer Report?

A Transaction Writer report lets you create user-defined transaction reports with two 132-character lines of information for each transaction. You define the report options using Transaction Writer (GL55.1) and run the report using Transaction Writer Report (GL256). The options you define for a report determine:

- which transaction and attribute fields print
- which transactions are selected for the report
- how selected transactions are sorted and totaled
- the appearance of the column headings for the report
- the output format (CSV file or print copy) of the report

Example

NOTE To include transaction attributes on a report, you must use Transaction Writer. You cannot print transaction attributes on a Ledger report.

LGE has created a Transaction Writer report for all vendor accrual transactions. They use vendor number as primary sort for the report and batch number as a secondary sort. This report is a tool they use at month-end to reconcile Accounts Payable to General Ledger.

They also use Transaction Writer to create audit work papers and transaction listings to analyze business issues. The following sample shows a portion of a Transaction Writer report that is used to track balances for inventory accounts.

| GL256 Date xx/xx/xx Time 10:17 | | TRAN-AU-ACCT - Trans. Listing by AU/Account For Period 01 - 01 Fiscal Year xxxx | | | | | Page 1 | |
|---|-----------|--|-------------------------------|----------|----------|----|--------------|--|
| Acct Unit List POST-AU-4321 Posting AU - Company 4321 Accounts 010000 - 099999 | | | | | | | | |
| JE # | ACCT UNIT | ACCT | ACCT DESCRIPTION/STATUS | TRN DATE | PST DATE | PD | TRAN AMOUNT | |
| 00000001 | 101 | 011200 | Cash-Checking | 01/15/98 | 01/31/98 | 01 | | |
| Monthly Sales | | | Posted | | GL | | 100.00 | |
| 00000032 | 101 | 011200 | Cash-Checking | 01/10/98 | 01/31/98 | 01 | | |
| Misc. Medical Expense | | | Posted | | GL | | 1,150.00- | |
| 00000035 | 101 | 011200 | Cash-Checking | 01/15/98 | 01/31/98 | 01 | | |
| Adjustment to Beg. Balances | | | Posted | | GL | | 1,150.00 | |
| 00000049 | 101 | 011200 | Cash-Checking | 01/31/98 | 01/31/98 | 01 | | |
| Cash from Cash Sales | | | Posted | | GL | | 5,000,000.00 | |
| 00000051 | 101 | 011200 | Cash-Checking | 01/15/98 | 01/31/98 | 01 | | |
| Monthly Sales | | | Unreleased | | GL | | 100.00 | |
| 00000008 | 101 | 011300 | Cash-Other | 01/28/98 | 01/31/98 | 01 | | |
| Misc. Cash Sales | | | Posted | | GL | | 2,000,000.00 | |
| 00000004 | 101 | 011300 | Cash-Other | 01/28/98 | 01/31/98 | 01 | | |
| Monthly billing | | | Posted | | GL | | 800.00- | |
| 00000049 | 101 | 011400 | Cash-Payroll | 01/31/98 | 01/31/98 | 01 | | |
| Deposited Cash for PA | | | Posted | | GL | | 5,500,000.00 | |
| 00000014 | 101 | 012100 | Accounts Receivable-Trade | 01/31/98 | 01/31/98 | 01 | | |
| post revenue to activities | | | Posted | | GL | | 1,000,000.00 | |
| 00000035 | 101 | 012100 | Accounts Receivable-Trade | 01/15/98 | 01/31/98 | 01 | | |
| Adjustment to Beg. Balances | | | Posted | | GL | | 3,000.00- | |
| 00000041 | 101 | 015100 | Stock-Medical Supplies | 01/31/98 | 01/31/98 | 01 | | |
| Move entries FR 15600 to 15100 | | | Posted | | GL | | 453,650.00 | |
| 015600 | | 015600 | Receipts - Recvd not invoiced | 01/31/98 | 01/31/98 | 01 | | |
| Move entries FR 15600 to 22000 | | | Posted | | GL | | 498.00 | |
| 015600 | | 015600 | Receipts - Recvd not invoiced | 01/31/98 | 01/31/98 | 01 | | |
| Move entries FR 15600 to 22000 | | | Posted | | GL | | 330.00 | |
| 015600 | | 015600 | Receipts - Recvd not invoiced | 01/31/98 | 01/31/98 | 01 | | |
| Move entries FR 15600 to 15100 | | | Posted | | GL | | 453,650.00- | |
| 00000050 | 101 | 016000 | Prepaid Expenses | 01/31/98 | 01/31/98 | 01 | | |
| Prepaid Insurance | | | Unreleased | | GL | | 50,000.00 | |
| 00000015 | 101 | 021200 | Accounts Payable | 01/31/98 | 01/31/98 | 01 | | |

Procedures in this Chapter

Use the procedures in this chapter to create customized transaction reports.

- ["Creating a Ledger Report" on page 313](#)
- ["Running a Ledger Report" on page 317](#)
- ["Creating a Transaction Writer Report" on page 318](#)
- ["Running a Transaction Writer Report" on page 325](#)

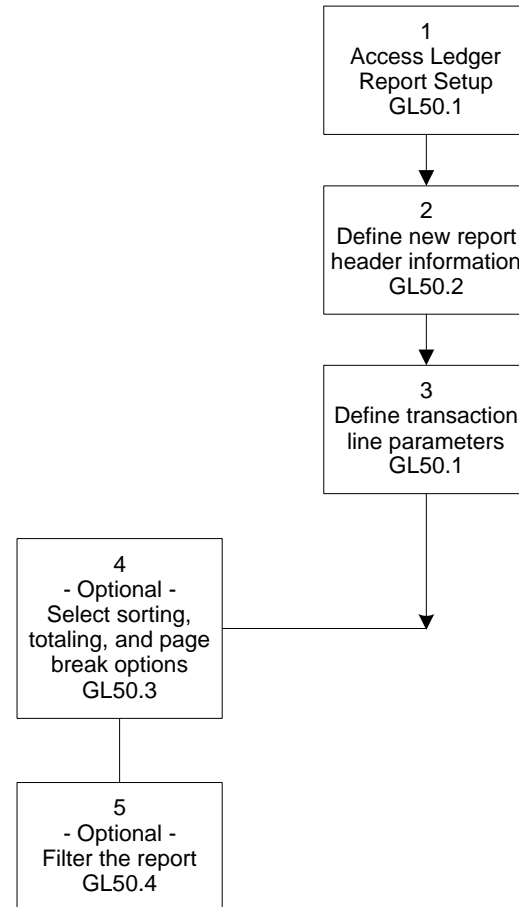
Creating a Ledger Report

You can create customized Ledger reports that list transaction details for a General Ledger company. You select which transactions are included in the report, which transaction fields print, and how the selected transactions are sorted, totaled, and printed. Both debit and credit information is included. The report prints one line for each detail line of a transaction, based on the

fields you select for printing and the sequence number you assign to each field. Use this procedure to create Ledger reports.

IMPORTANT The system automatically maintains the title area and report total fields for Ledger reports. The title area includes the overall heading and column headings for the report. Report totals include a debit, credit, and balance column as well as overall report totals. You can indicate whether to include running totals.

Figure 37. Procedure flow: Creating a Ledger Report



STEPS To create a Ledger report

NOTE You need to define a report only once, but you can change the report layout at any time. Once defined, run the report at any time using GL290.

1. Access Ledger Report Setup (GL50.1).
2. Choose the New Report button to access Define Ledger Report (GL50.2). Use this subform to define transaction report header information. Consider the following fields.

Order

Indicate the primary sort for the report. The default is Levels/Acct/Subacct, which prints a summary of the variable levels first, accounts second, and subaccounts third.

| | |
|------------------------|--|
| Type | Indicate whether you want amounts, units, or both print on the report. The default is Amounts. |
| Activity | Indicate the activity you want to print on the report: <ul style="list-style-type: none"> • Select Beginning Balance to print only posted transactions and the beginning and ending balance information for each account. Only posted transactions (Historical status on the detail transaction record) are included in the report. • Select Transaction Activity to print transactions with any status. |
| Running Balance | If you selected Beginning Balance in the Activity field, indicate if the report should include running transaction balances. The default is No. |
| Copy Button | To create a new ledger report by copying an existing one and making changes, choose the Copy button to access Copy (GL50.5). |

3. Select the Add form action to add the header and return to Ledger Report Setup (GL50.1). Use this form to define transaction line parameters. Consider the following fields.

| | |
|--------------------|--|
| Field, Size | A field name and field size is displayed for each item you can include in the report. You can define up to 78 characters for each report. When you add or change the selected items, the form displays a model of the detail lines that will print on the report. |
| Select | Type the order in which you want the field to appear in the report column. For example, if you type 1 in the Period field, Period will be the first column of information. If you type 2 in the System field, system will be the second item displayed. You can only print one field per column. |

IMPORTANT You can page down to access additional available fields. There are a limited number of fields available, however, and you cannot add additional fields.

4. To select additional sorting, totaling, and page break options, select the Totals button to open Totals (GL50.3). Consider the following fields.

| | |
|-------------------|--|
| Sort Order | You can select a secondary sort order by typing a sort order number from 3 to 6 to indicate the order in which a secondary sort should take place. |
|-------------------|--|

NOTE If you do not define limiting values on Filter (GL50.4) the report will include all valid transactions based on your selections on GL50.

5. To filter the report, select the Filter button to open Filter (GL50.4). Use this subform to define limiting values to include or exclude transactions with a specific field value. Consider the following fields.

| | |
|---------------------|---|
| Print Totals | Totals are always printed for the primary sort order variables, but you can also indicate whether to print totals for secondary sort order variables. |
| Page Break | You can select page breaks for the primary sort order variables. When selected, a page break occurs each time that primary sort order variable changes on the printed report. |
| Item | <p>Select the item numbers whose values you want to include or exclude. If you leave this screen blank, the system prints values for all items where data exists.</p> <p>If you selected Transaction Activity in the Activity field on Define General Ledger (GL50.2), all fields located in the General Ledger transaction file are available for selection here.</p> <p>If you selected Beginning Balance in the Activity field on Define General Ledger (GL50.2), you can only select the following items: variable levels, accounting units, accounts, and subaccounts.</p> <hr/> <p>TIP Filter a report by source code to list a specific set of transactions, such as audit adjustments (AJ). To see only transactions created by a specific person, filter by operator.</p> |
| Apply | Select Include or Exclude to indicate whether to include or exclude specific values in the report. For example, you could include only journal entries with a source code of RJ or exclude all entries with a source code of RJ. |
| Value Range | <p>You can include or exclude a specific range of values in the report. Type the beginning value in the first value range field and the ending value in the second value range field. You can enter a range for numeric fields only. To select multiple alpha values, select a different value in the Item field on multiple lines and connect the values with an "or" condition in the Group field.</p> <hr/> <p>TIP To include a negative amount in a value range field, the minus sign must follow the numeric value. For example, type 100.00-.</p> |

| | |
|--------------|--|
| Group | You can select a value in the Group field to create an and/or condition between value ranges. This determines if the value ranges are grouped or treated individually. The following table shows the type of conditional statement created depending on the values in this field and the Item field. Valid values are 1-9. |
|--------------|--|

Use this table to create an and/or condition between value ranges using Item field and the Group field:

| Item Number | Group Number | Statement |
|-------------|--------------|-----------|
| same | same | either/or |
| different | different | either/or |
| same | different | either/or |
| different | same | both/and |

Followup Tasks

- After you define a report, you can run it at any time using General Ledger Report (GL290). For more information, see ["Running a Ledger Report"](#) on page 317.

Related Reports and Inquiries

| To | Use |
|--|-------------------------------|
| List the report parameters defined for the ledger report | Ledger Report Listing (GL250) |

Running a Ledger Report

You only need to define Ledger reports once, and then you can run them at any time you want. A Ledger report prints one line for each detail line of a transaction. Use this procedure to run Ledger reports that you have defined.



Need More Details? Check out the following concepts:

- ["What Is a Ledger Report?"](#) on page 308

STEPS To run a Ledger report

1. Access General Ledger Report (GL290).
2. Run the ledger transaction report. Consider the following fields.

| | |
|---|---|
| Reports | Select the ledger report(s) you want to generate. You can run up to eight different reports at one time. |
| Year Code or Year | Indicate in the Year Code field to access transaction activity in the current, last, or next fiscal year. As an option, you can select a specific year in the Year field. |
| Limit Report to: Accounting Unit, Account, Subaccount, Report Currency | If you did not include these items as filters on Filter (GL50.4), you can limit the report to a specific accounting unit, account, subaccount, or report currency. |

IMPORTANT Selection criteria you define on General Ledger Report (GL290) are used as the primary selection criteria. Selection criteria defined on Filters (GL50.4) are used as secondary selection criteria.

Creating a Transaction Writer Report

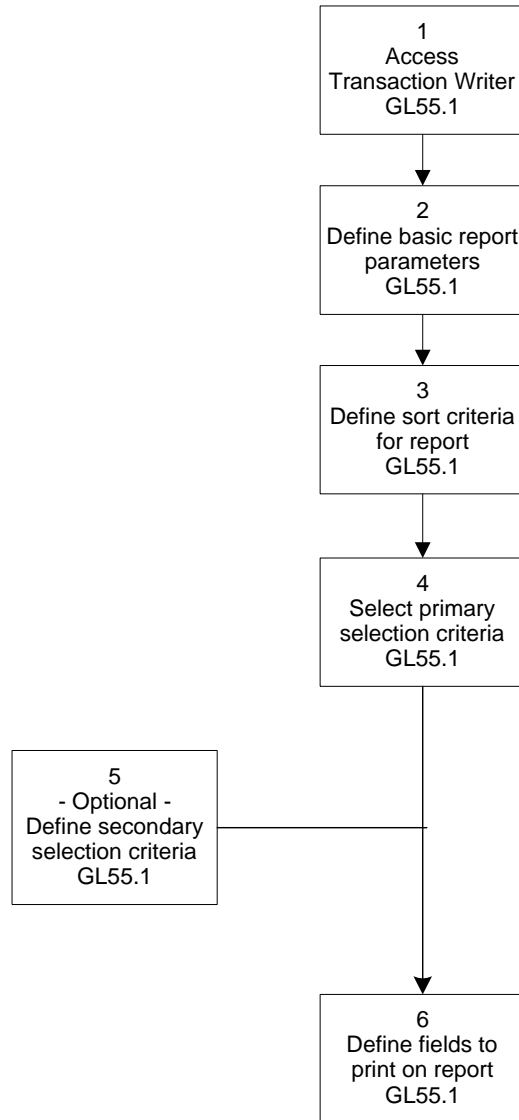
You only need to define transaction reports once, and then you can run them at any time you want. A Transaction Writer report prints up to two 132 character transaction lines for each transaction. Use this procedure to create Transaction Writer reports.



Need More Details? Check out the following concepts:

- ["What Is a Transaction Writer Report?"](#) on page 311
- ["What Is a Transaction Attribute?"](#) on page 156

Figure 38. Procedure flow: Creating a Transaction Writer report



NOTE You need to define a report only once, but you can change the report layout at any time. Once defined, run the report at any time using GL256.

STEPS Creating a Transaction Writer Report

1. Access Transaction Writer (GL55.1).
2. Define basic report parameters using the Basic form tab. Consider the following fields.

| | |
|-----------------------|---|
| Folder | You must select the folder where you want to store report information. Folders are defined in Folder (RW01.1). Folders store Transaction Writer reports and Report Writer reports. You can assign security to reports in a folder. |
| Column Spacing | <p>You can type the number of spaces you want between columns. Column spacing is only applied to columns as they are added to a report.</p> <p>If you leave this field blank, you can define the space between each column in the Space field in the Layout form tab. Use the Space field to override spacing indicated on the Basic form tab. If you leave both fields blank, no space is put between columns.</p> |
| Column Heading | Select Manual or Automatic to indicate whether to manually define the two column heading lines at the top of the Layout form tab or if the system automatically creates the column headings. The default is Automatic. Automatic headings use the column heading defined in Attribute (MX00.1) for the attribute selected in the column defaults. |
| CSV Output | Indicate whether you want the output for the report to be a CSV (comma separated value) file. The default is No, which creates a 132-character wide report with up to two lines of detail for each transaction. |

NOTE You can save a report after entering required information on the Basic and Sort form tabs.

TIP If you select a summary accounting unit, transactions are listed for all of the posting accounting units below the summary accounting unit.

| | |
|---|--|
| Search Method | <p>The search method determines how Transaction Writer searches for information about selected transactions.</p> <ul style="list-style-type: none"> • Accept the default, System Controlled, to let the program analyze the selected parameters and choose the most efficient search method. • Select Account to use the company, accounting unit, and account parameters to find the initial set of transactions to include. Use this option if the report does not contain too many accounts. • Select Analysis Codes to use analysis code values to find the initial set of transactions to include. To use this method, secondary selects must exist and each 'or' group must contain at least one user-defined attribute. • Select Journal Header to use the journal header file to find the initial set of transactions to include. Use this option if the report select attributes are fields in the journal header file. |
| <ol style="list-style-type: none"> 3. Define the sort criteria for the report using the Sort form tab. You must define at least one sort criteria for each report. 4. Select the organizational levels, accounts, and subaccounts for which you want to list transactions on the Primary Values tab. 5. To narrow the report down further, define additional selection criteria using the Secondary Values tab. Consider the following fields. | |
| Field | <p>Select the attribute you want to include specific values for in the report. Select the specific attribute values in the Value Range field.</p> |
| Value Range | <p>You can include a specific range of attribute values in the report. Type the beginning value in the first value range field and the ending value in the second value range field.</p> <p>TIP To include a negative amount in a value range field, the minus sign must follow the numeric value. For example, type 100.00-.</p> |
| Or Group | <p>You can select a value in the Or Group field to create conditional value statements. Use the Field and Or Group fields together to create conditional value statements.</p> |

The following table shows the type of conditional statement created depending on the values in this field and the Item field.

| Field | Group Number | Statement |
|-----------|--------------|-----------|
| same | same | not valid |
| same | different | either/or |
| different | same | both/and |
| different | different | either/or |

Having a field and group number that are the same is not a valid combination. For example, a transaction cannot have a transaction amount of \$5,000 *and* a transaction amount of \$7,000.

The following example shows how you can include a combination of conditions to select transactions with a status of Released (1) or Posted (9) in period 12.

| Field | Value Range | Or Group |
|--------------|-------------|----------|
| Trans Status | 1-1 | |
| Acct Period | 12-12 | and |
| Trans Status | 9-9 | or |
| Acct Period | 12-12 | and |

In this example, if you did not repeat the “and” statement for Acct Period after the “or” statement, the system would select released transactions in period 12 and posted transactions in any period.

- To indicate which fields will be printed on the report and to define additional layout options such as report totals and page breaks, define options using the Layout tab. Consider the following fields.

| | |
|--------------------------|---|
| (Column Headings) | If you selected Manual column headings on the Basic tab, type the column headings in the first two lines on the Layout form tab. |
| Field | Select the attributes to include on the report for each transaction. There are Lawson-defined attributes in the application for all of the fields on a transaction. You must create user-defined attributes for the originating system values that you have assigned to each source code. |
| Column Width | This field determines the size of the column. If you leave this field blank, the field size defined for the attribute defaults. If you decrease the width of a column for an alphanumeric field, the characters at the end of the field will be truncated. You should not decrease the width of a numeric field because the characters at the beginning of the field will be truncated. |

| | |
|-----------------------|---|
| Count Total | Select Count Total to have the system count the number of records (alpha and date fields) or total the values in the field (numeric and signed fields). |
| Total Break | Select Total Break to print totals for this field. If you select Yes as the Total Break option, you must include the field in the Sort form tab. |
| Page Break | Select Page Break to have each field listed on a separate page. If you select Yes as the Page Break option, you must include the field in the Sort form tab. |
| Description Of | <p>Select Description Of to print the description of the field instead of the code. For example, printing Cash-Checking instead of account 11100. You can also print the description of a status, such as released, instead of the code, such as 1. This is valid only for the following fields:</p> <ul style="list-style-type: none"> • Account • Account Category • Account Currency • Accounting Unit • Activity • Company • Currency • Hold Code • Journal Entry Number • Journal Book • Originating Company • Source Code • Subaccount • System • To Company • Transaction Status |
| Field Dup | Select Field Dup to suppress duplicate values on sequential lines of the report. |
| Line Dup | Select Line Dup to suppress an entire line if it equals the previous transaction field values. |

Align Head

Select Left, Right, Center, or None in the Align Head field to indicate how the heading aligns over the field values. The default is Left align for alpha and date fields, None for field descriptions, and Right align for other fields. If you use automatic headings, the headings will appear on the Layout form tab after the lines have been added so that you can view and change them before you produce the report.

Followup Tasks

- After you define a report, you can run it at any time using Transaction Writer Report (GL256). For more information, see ["Running a Transaction Writer Report"](#) on page 325.

Optional Procedure: Producing a Subtotal or Total

You can produce a subtotal or total for specific fields. For example, you might want to sort transactions by account within accounting unit and produce subtotals for the transaction amount by account within accounting unit. To produce a subtotal or total, you must do the following:

- Include the field or fields as sort criteria on the Sort form tab.
- Select Yes in the Total Break field on the Layout form tab for each field.
- Select Yes in the Count Total field to indicate which columns will be totaled when subtotals and grand totals are produced.

Running a Transaction Writer Report

You only need to define transaction reports once, and then you can run them at any time you want. A Transaction Writer report prints up to two 132 character detail lines for each transaction. Use this procedure to run Transaction Writer reports that you have defined.

STEPS To run a Transaction Writer report

- Run Transaction Writer Report (GL256) to create the Transaction Writer report. Consider the following fields.

| | |
|--|---|
| Reports | Select the Transaction Writer report(s) you want to generate. You can run up to eight different reports at one time. |
| Year Code or Year | Indicate in the Year Code field to access transaction activity in the current, last, or next fiscal year. As an option, you can select a specific year in the Year field. |
| Periods | You can generate reports in a specific period range. Type or select the beginning and ending periods. If you leave both Periods fields blank, the current period defaults. If you leave the ending field blank, the beginning period defaults. Valid values are: 01 - 13. |
| Overrides: Company Accounting Unit Accounts Subaccounts Search Method | You can select values in any of these fields to override the values you selected on the Primary Values form tab in GL55.1. |

Related Reports and Inquiries

| To | Use |
|--|------------------------------------|
| List the report parameters defined for the Transaction Writer report | Transaction Writer Listing (GL255) |

Chapter 21

Producing Consolidated Reports

You might need to combine data from multiple companies or multiple currencies into one consolidated report. Several options are available to you. This chapter focuses on ways that you can merge information into an integrated report.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 336

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

- ["Which Option Should I Select for Consolidated Reporting?"](#) on page 328
- ["What Is a Consolidation Company?"](#) on page 330
- ["What Are Report Currencies?"](#) on page 332
- ["What Are Company Groups, Level Groups, and Lists?"](#) on page 333

Which Option Should I Select for Consolidated Reporting?

The appropriate consolidated reporting solution for your organization is based on your specific needs and circumstances. See the table below for some guidelines that will point you in the right direction. Remember, you can also use multiple options in a combination.

| Option | Purpose |
|-----------------------|---|
| Consolidation Company | <p>A consolidation company lets you transfer balances from multiple general ledger companies for the purpose of consolidating financial information. For more information, see "What Is a Consolidation Company?" on page 330.</p> <p>Use a consolidation company if:</p> <ul style="list-style-type: none">• You have multiple companies with different structures and you want to report at a level higher than the detail level.• You have multiple companies that operate in different base currencies and you need to report in one base currency.• You have multiple companies and one company serves the sole purpose of holding eliminating or adjusting entries. |

| Option | Purpose |
|-----------------|---|
| Report Currency | <p>A report currency is an additional nonbase currency assigned to a company for reporting and analysis. You can use report currencies in combination with select data dictionary items in the Report Writer application. For more information, see "What Are Report Currencies?" on page 332.</p> <p>Report currency is a viable option if:</p> <ul style="list-style-type: none"> • You have no more than three different currencies in which you need to report within a single company. (You can only assign two report currencies and one base currency to a company.) • You have multiple companies that operate in different base currencies but have accounts and accounting units in common. You can assign a common report currency to each company and produce consolidated reports in that reporting currency. <hr/> <p>NOTE Accounts Payable and Accounts Receivable do not interface gain/loss amounts in a report currency. If this information is essential to you, you will want to consider another alternative.</p> |

| Option | Purpose |
|---------------|--|
| Report Writer | <p>You can use the Report Writer application to produce consolidated financial statements. Using report currencies with Report Writer gives you the flexibility to consolidate multiple currencies. Run reports by company group, level group, or a list to bring together data from multiple companies. For more information, see "What Are Company Groups, Level Groups, and Lists?" on page 333.</p> <hr/> <p>NOTE If you are using the Financials Data Mart this capability is also available. For more information, see "Using Lawson Business Intelligence to Create Data Marts" on page 347.</p> <hr/> |

What Is a Consolidation Company?

You can transfer balances from more than one general ledger company to a designated consolidation company to consolidate financial information for an organization. The consolidation process copies balances from the source companies that process journal entries to the designated consolidation company. A consolidation company is used for reporting purposes only.

TIP You can consolidate already consolidated companies. For example, you can consolidate 19 companies into one company and then consolidate that one company with two other companies.

NOTE As an option to using a consolidation company, you can select a range of companies or a company group when creating Report Writer reports.

Consolidation Company Considerations

If you use a consolidation company, you will need to consider the following in your setup and periodic processing:

- Periodically copy balances from the source companies to the designated consolidation company.
- Define a company to use for consolidation purposes only. When you define the consolidation company, select Consolidation in the Status field on Company (GL10.1).
- If you need to preserve manual entries for the consolidation company, define a separate general ledger company for the manual entries.
- When you define each source company, select Yes in the Currency Translation field on Company (GL10.1). This makes the company balance information available for transfer to the consolidation company.
- If the company base currencies are different, the account balances are translated to the consolidation company's base currency using the translation rate in effect for the period.
- For ease of use and to get the most detailed reporting, assign the same chart of accounts and define the same number of levels for the consolidation company and each source company.

What Happens When I Consolidate?

The consolidation process copies balances from the source companies that process journal entries to the designated consolidation company. If the company base currencies are different, the account balances are translated to the consolidation company's base currency based on the translation rate in effect for the period.

NOTE Journal entries for balance sheet account ending balances are flagged to auto-reverse, except in the last period of the year.

Translation Calculation (GL195) creates:

- transactions for balance sheet account ending balances,
- transactions for income statement account period balances, and
- a balancing translation gain or loss journal entry if the base currencies are different and the translated amounts do not net to zero.

Translation gain and loss Translation balance sheet transactions are reversed in the next period when Period Closing (GL199) is run in the consolidation company.

NOTE If you are closing a consolidation company for the last period of the year, the translation balance sheet entry is not auto-reversed. Instead, GL199 creates a reversing entry for period one after it has performed the year-end retained earnings process.

At the end of a fiscal year, GL199 also creates a reversing journal entry for all balances in the consolidation company. To preserve manual journal entries, use the consolidation company for consolidation purposes only. Define a separate general ledger company for the manual entries, and then consolidate the balance information to the consolidation company.

If you run GL195 for a range of periods, the resulting journal entries are created for the last period in the range, or to the current period if the last period is closed. The journal entries have a “CT” source code and a Released status. You must post these journal entries before you close the accounting period for the consolidation company.

For predictable results, make sure you assign the same chart of accounts and define the same number of levels for the consolidation company and each source company. The consolidation company must have Consolidation selected in the Status field on the Main form tab on Company (GL10.1). Each source company must have Yes selected in the Currency Translation field on the Currency form tab in GL10.1.

What Are Report Currencies?

You can use a report currency to consolidate data from multiple companies that are operating in different base currencies. The process for creating such a consolidated report is the same as the process you would use to create any other type of report, but there are special considerations that you must make along the way.

Report currencies are additional nonbase currencies assigned to a company or activity group for reporting and analysis only. Transaction amounts are always converted to the base currency when they are entered or interfaced to the General Ledger. If you also use a report currency, transaction amounts are converted to both the base and report currency. If you use two report currencies, transaction amounts are converted to all three currencies (base, report currency one, and report currency two). Report currency balances are immediately accessible for viewing and reporting.

Example

LGE Corporation has three companies operating in different base currencies. They need to create a consolidated Income Statement report in US dollars (USD). As illustrated in the table below, Company 4321 has a base currency of USD and the other two companies, 4322 and 4323, have report currencies of USD.

The highlighted cells of the table show the data that would be accessed for a consolidated report of data from companies 4321 to 4323 if USD was selected on the Options tab of RW00.1. The consolidated amount that would print on the report is \$10,500 USD.

| Company | Base Amount | Base Currency | Report1 Amount | Report1 Currency | Report2 Amount | Report2 Currency |
|---------|-------------|---------------|----------------|------------------|----------------|------------------|
| 4321 | 5000.00 | USD | | N/A | | N/A |
| 4322 | 3000.00 | FRF | 1500.00 | USD | | N/A |
| 4323 | 9000.00 | DEM | 8000.00 | FRF | 4000.00 | USD |

Assigning a Report Currency to the Report

You must assign a report currency to a report to be able to produce the report in the currency. You can assign a report currency in one of two places:

- In the Currency field on the Options form tab on Report Writer (RW00.1)
- On the format by entering a currency code after a data dictionary name with a RAM (report amount) suffix, such as CYDRAM(FRF)

The Report Writer application first looks at the format for the currency. If a currency has not been specified on the format, the currency assigned on the Options tab is used. If no currency has been defined, the application will use the base currency of the first company in the company range.

Access Report Currency Data in a Format

TIP To specify the currency on the format, enter the currency code after the RAM suffix. For example, CYDRAM(CAD) accesses current year to date report amounts in the Canadian currency.

Use a data dictionary name with a RAM suffix to access the currency specified on the Options form tab or on the Format. For example, if you use the CYDRAM data dictionary name and select CAD in the Currency field on the Options form tab of Report Writer (RW00.1), report results will be displayed in Canadian currency.

Define Appropriate Levels for the Report

When you define level ranges for a report that consolidates data from multiple companies you will need to use the company group option or the variable level range option to select multiple companies, such as 4321 to 4323.

NOTE If you have multiple companies that do not share the same company structure or chart, you might want to consider alternatives such as a consolidation company and chart mapping.

IMPORTANT To consolidate data from multiple companies, all companies must have the same organizational structure. This means that they must have the same number of levels and each level must be the same size. The companies should also use the same chart or share a master chart; if this is not true results can be unpredictable.

What Are Company Groups, Level Groups, and Lists?

Company groups, level groups and lists are alternative ways to group together multiple companies or select segments of one or more companies.

Company Group

A company group is a group of general ledger companies that you define. Use company groups to streamline processing, inquiry, analysis and reporting when you have multiple companies. For example, LGE company might represent companies 4321, 4322, and 4323. For more information, see ["What Is a Company Group?"](#) on page 110.

Level Groups

A level group is a group of level ranges (a range of variable level addresses) used for reports and inquiries. Although a level group can include sequential or non-sequential ranges, they are most useful when you want to select ranges that are non-sequential. For example, you can create a report that includes accounting units with level addresses of 01-01-01 to 03-01-01, 05-01-01 to 07-01-01, and 09-01-01 to 12-01-01 for a company or company group instead of creating a report for each level range.

Level Groups Example

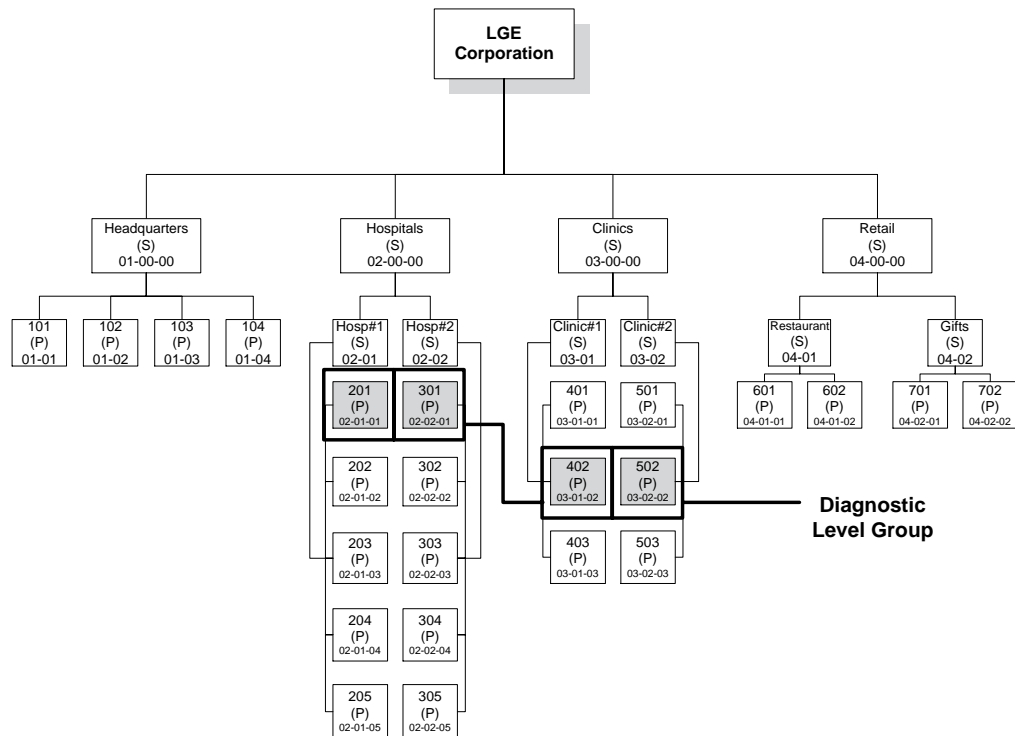
LGE Corporation wants to create reports for just the Diagnostic departments in their clinics and hospitals. To accomplish this they have defined a level group that includes just those departments, which includes the following accounting units:

- 201 Diagnostics-Grove (02-01-01)
- 301 Diagnostics-River Bend (02-02-01)
- 402 Diagnostics-Pleasanton (03-01-02)
- 502 Diagnostics-Springfield (03-02-02)

They define this level group to include two ranges of variable level addresses as shown in the following table.

| | | |
|----------------|----------------|---------|
| RANGE1 | Level 1 | 02 - 02 |
| | Level 2 | 01 - 02 |
| | Level 3 | 01 - 01 |
| RANGE 2 | Level 1 | 03 - 03 |
| | Level 2 | 01 - 02 |
| | Level 3 | 02 - 02 |

Figure 39. Illustration: Defining a Diagnostic level group for LGE



Lists

A list is a set of accounting units, accounts, activities, assets, leases, or user analysis. For consolidated reporting, you can create a list that includes any accounting units from multiple companies. In this way lists provide *alternative* views of your data that cannot be efficiently obtained from the company structure. Because they do not use stored balances, the process for creating reports with lists is less efficient than other methods. For more information, see ["What Is a List?"](#) on page 152.

Procedures in this Chapter

Use the procedures in this chapter to combine data from multiple companies for consolidated reporting.

- ["Defining a Consolidation Company" on page 336](#)
- ["Consolidating Company Balances" on page 337](#)
- ["Defining Chart Maps for Consolidated Reporting" on page 338](#)
- ["Consolidating Chart-Mapped Company Balances" on page 339](#)

Defining a Consolidation Company

You can transfer balances from more than one general ledger company to a designated consolidation company to consolidate financial information for an organization. This procedure describes the process for defining a consolidation company.

STOP The source companies that will transfer balances to the consolidation company must be flagged for currency translation on Company (GL10.1). This makes the balances available for transfer. Assign the same chart of accounts and define the same number of levels for the consolidation company and each source company. For more information, see ["Defining a Company" on page 63](#).



Need More Details? Check out the following concepts:

- ["What Is a Consolidation Company?" on page 330](#)

STEPS To define a consolidation company

1. Run Company Copy Delete (GL110) to copy an existing company and create a new company to use for consolidation purposes only.
2. On Company (GL10.1) change the status of the new consolidation company to Consolidate.
3. If you need to preserve manual entries for the consolidation company, define a separate general ledger company for the manual entries.

Related Reports and Inquiries

| To | Run |
|---------------------|-------------------------------|
| List companies | Company Listing (GL210) |
| List company groups | Company Group Listing (GL211) |

Consolidating Company Balances

You can transfer balances from more than one general ledger company to a designated consolidation company to consolidate financial information for an organization.

STOP The consolidation company must have a status of Consolidation.

- NOTE** To consolidate at a level below company, select the consolidation level in the Translation Level field.
- STEPS To consolidate company balances**
1. Access Translation Calculation (GL195).
To view the Translation Code and Rate Type, select the Translation Code Link. Translation Code (CU05.1) is displayed.
 2. Run Translation Calculation (GL195) for each general ledger company from which you want to transfer balances to the general ledger company designated for consolidation. Consider the following fields.

Translation Level The level at which level you want to consolidate and transfer amounts.

levels:

- Level 0, Company: Consolidates at a company level, An Accounting Unit must exist in the To company.
- Level 1-4, Consolidated at a specific level
- Level 5: Actuals are transferred from one company/accounting unit/account to the To company/accounting unit/account.

Accounting Unit The To Company accounting unit that must be selected when using Translation Level=0. The consolidated translated account amounts will be posted to this accounting unit.

Account Detail Use to indicate that amounts are consolidated at the account level or at the subaccount level. Valid values are S=Subaccount or A=Account.

Periods The period range of translation.

Percent The percentage of the actual balance that you want translated.

Update Select to update the To company, without running the report.

IMPORTANT If you need to run GL195 again for the same period, you should delete the journal entry created from the first run of GL195 and then run GL195 again for each source company.

Defining Chart Maps for Consolidated Reporting

TIP Plan the level of detail you need for reporting before setting up the chart of accounts for the reporting company. You can assign an accounting unit for each company or you can assign accounting units that consolidate similar functions across companies.

If your corporation consists of companies that use different charts of accounts, different currencies, or even different fiscal calendars, you can produce consolidated financial reports with the chart mapping feature. Use this procedure to define a chart map for consolidated reporting.

STOP Before you can use chart mapping, you must set up a reporting company, its accounting structure, and its chart of accounts. The reporting company should have no other function than to produce consolidated reports for companies mapped to it. If the companies have different currencies, you will also need to set up currency relationships and translation rates.

NOTE Use Chart Map Maintenance (GL35.1) to maintain a chart map.

STEPS To define a chart map for consolidated reporting

- Run Chart Map Creation (GL130) to create a chart map from each posting company to the reporting company. Consider the following fields.

| | |
|---------------------|---|
| From Company | Select the company whose chart of accounts must be mapped to a “parent” (reporting) chart of accounts. Must be a valid company in the General Ledger application with a defined chart of accounts. |
| To Company | Select the “parent” (reporting) company to which the “From Company” chart of accounts is to be mapped. Must be a valid company in the General Ledger application with a defined chart of accounts. |
| Update | <p>To create the map without updating the database records select N (Report Only). Lawson recommends running GL130 in nonupdate mode first to avoid creating unnecessary records in your General Ledger application.</p> <p>To map each posting account in the posting company (identified in the From Company field) to a corresponding posting account in the reporting company (identified in the To Company field), select Y (Update and Report).</p> |

Followup Tasks

- At the end of a reporting period, close the period for each posting company and post the balance of each posting company to the reporting company. For more information, see ["Consolidating Chart-Mapped Company Balances"](#) on page 339.

Optional Procedure: Map a Fiscal Year and Period

If the posting company and the reporting company have different fiscal calendars, you must use Fiscal Year Mapping (GL36.1) to map each fiscal year and period in the posting company to a fiscal year and period in the reporting company. You can perform this procedure before or after you run Chart Map Creation (GL130).

If the posting company and reporting company fiscal years and periods are the same, you are not required to create a fiscal year map. However, Intercompany Chart Map Posting (GL135) produces a fiscal year map for both companies to enable you to verify the reporting status of the posting company periods. For more information, see ["Consolidating Chart-Mapped Company Balances"](#) on page 339.

Consolidating Chart-Mapped Company Balances

After you create the appropriate chart maps and fiscal year maps for each posting company to include in the reports of the reporting company, you can post the balance for each posting or mapped company to the reporting company. The balance is converted, using translation rates, to the base currency of the reporting company and posted in the base currency of the reporting company.

STEPS To consolidate chart-mapped company balances

1. Run Period Closing (GL199) for the fiscal year and period you want to close on each company mapped to your reporting company. Consider the following field.

Closing Option

This field determines the period closing option. The default is Limited Close, which lets you backpost. Select Next Year Beg Bal to calculate beginning balances for next year at any time during the current fiscal year. This option only updates balances and does not perform any closing activities. Select Final Close only once each period. This option does not let you backpost.

You cannot close the current year until the last year is at final close status. You also cannot close a future period.

IMPORTANT A chart map must exist between each posting and reporting company. If the posting company and the reporting company have different fiscal years and periods, a fiscal year map must also exist between the two companies. If no fiscal year map exists, GL135 assumes the same year and period for the reporting and the posting company.

TIP If you mapped your posting company fiscal year and periods to the reporting company fiscal year and period, check your fiscal year map before you run GL135 to verify that your balances will be posted to the correct year and period.

2. Run Intercompany Chart Map Posting (GL135), one company at a time, to post the balances of each mapped company to a specific fiscal year and period of the reporting company. Consider the following fields.

| | |
|--|---|
| From Company, Fiscal Year, and Period | In the From Company Fiscal Year and Period fields, type the year and period to post to the reporting company. The posting company fiscal year and period must have a Limited Close or Final Close status. |
| Account Detail | To print the subaccount detail information, in the Account Detail field, select S (Subaccount). To summarize the subaccounts at the account level, select A (Account). |
| Update | To produce a report without updating the general ledger accounts, in the Update field, select N (No). To produce a report and update the general ledger accounts, select Y (Yes). |

3. After running Intercompany Chart Map Posting (GL135) for the same reporting company period on each posting company, run Journal Posting (GL190) on the reporting company for that period.

Chapter 22

Standard Reports

The General Ledger application includes several predefined reports and listings that you can use to review your data. This chapter provides a brief description of each report. The following reports are covered in this chapter:

- ["Chart of Accounts Listing \(GL200\)" on page 341](#)
- ["Accounting Unit Listing \(GL220\)" on page 341](#)
- ["Posting Accounts Listing \(GL221\)" on page 342](#)
- ["Journal Edit Listing \(GL240\)" on page 342](#)
- ["Daily Transaction Listing \(GL243\)" on page 342](#)
- ["Journal Control Report \(GL245\)" on page 343](#)
- ["Ledger Report Listing \(GL250\)" on page 343](#)
- ["Transaction Writer Listing \(GL255\)" on page 343](#)
- ["Transaction Writer Report \(GL256\)" on page 343](#)
- ["Recurring Journal Edit Listing \(GL270\)" on page 343](#)
- ["Recurring Journal Control Report \(GL275\)" on page 344](#)
- ["General Ledger Report \(GL290\)" on page 344](#)
- ["Trial Balance \(GL291\)" on page 344](#)
- ["Balance Sheet \(GL292\)" on page 345](#)
- ["Income Statement \(GL293\)" on page 345](#)
- ["Projection by Level \(GL294\)" on page 345](#)
- ["Projection by Account \(GL295\)" on page 346](#)
- ["Journal Book Report \(JB240\)" on page 346](#)

Chart of Accounts Listing (GL200)

Run Chart of Accounts Listing (GL200) to list a chart of accounts for a specific chart name, section, depth, and account. Use this listing after creating a chart of accounts to verify that the chart was entered correctly. You can also use the listing to review a chart that you plan on copying.

Accounting Unit Listing (GL220)

Run Accounting Unit Listing (GL220) to list accounting units for a company defined in Accounting Units - Accounts (GL20.1). Use this listing to review your work after defining your corporate hierarchy. You can also use this listing before and after reorganizing a company.

Posting Accounts Listing (GL221)

Run Posting Accounts Listing (GL221) to list all the posting accounts for specific accounting units defined on Accounting Unit - Accounts (GL20.1). Produce this listing after you have assigned detail accounts to posting accounting units using Posting Accounts (GL20.2) or Mass Account Addition (GL121). You can also use this report to review the detail accounts that have been assigned to posting accounting units to determine if you can copy accounts from an existing accounting unit to a new accounting unit.

Journal Edit Listing (GL240)

Run Journal Edit Listing (GL240) to create a detailed listing of journal entries. You can list information for up to eight specific journal entries, or list journal entries within a period or range of periods that meet the report options you select. This report includes transactions that originate in General Ledger and subsystems. You can include transactions for unreleased, released, historical, or all journal entries.

This program can create up to four separate reports if you select All in the Report Currency field and Both in the Report Style field. This creates a report for the Inline style and a separate reports for the Base, Report 1, and Report 2 currencies.

Daily Transaction Listing (GL243)

Run Daily Transaction Listing (GL243) to list daily transactions for accounts defined for account daily balance. You flag accounts for account daily balance on Summary Account Options (GL00.5) or Account Information (GL00.4).

You can list transactions for a specific range of accounting units, accounts, subaccounts, and posting dates. You can also select the currency you want to display transactions for. Use this listing for if you need daily or weekly totals in addition to period totals for reporting. These totals can also be included on custom reports using the Daily Reporting Data Mart. For more information, see ["Using Lawson Business Intelligence to Create Data Marts"](#) on page 347.

This program creates 3 separate reports if you select All in the Report Currency field. This creates a report for the transactions in the Base Currency, Report Currency 1, and Report Currency 2.

Journal Control Report (GL245)

Run Journal Control Report (GL245) to list a summary of journal entries.

This listing includes the status, journal entry operator, and originating subsystem. You can also view and maintain this information on Journal Control (GL45.1). Because you can run this listing by journal entry status, you can use this listing to review unreleased entries for accuracy before releasing them or to review released entries prior to posting. You can also list the same information in a *detail* report. For more information, see ["Journal Edit Listing \(GL240\)"](#) on page 342.

Ledger Report Listing (GL250)

Run Ledger Report Listing (GL250) to list ledger report parameters defined in Ledger Report Setup (GL50.1). To generate the report, run General Ledger Report (GL290).

Transaction Writer Listing (GL255)

Run Transaction Writer Listing (GL255) to list all the transaction report parameters defined on Transaction Writer (GL55.1). To generate the report, run Transaction Writer Report (GL256).

Transaction Writer Report (GL256)

Use Transaction Writer Report (GL256) to generate a report based on the parameters defined in Transaction Writer (GL55.1). Transaction Writer is one of two report writers available to produce customized transaction reports.

Recurring Journal Edit Listing (GL270)

Run Recurring Journal Edit Listing (GL270) to print a detailed listing of each recurring journal entry transaction. You can list information for all unprocessed recurring journal entries to edit for accuracy before you release and transfer the recurring journal entries. You can also use this listing to review unprocessed entries to identify those that were not interfaced to General Ledger for the period. As an alternative, you can specify up to ten specific recurring journal entries that you want to list.

Recurring Journal Control Report (GL275)

Run Recurring Journal Control Report (GL275) to list a summary of recurring journal entry header information. You can view and maintain this information in Recurring Journal Control (GL75.1). Use this report to review unreleased recurring entries for accuracy prior to releasing them. You can also use this report to review entries prior to interfacing them to General Ledger. You can also see the same information displayed in a *detailed* report. For more information, see ["Recurring Journal Edit Listing \(GL270\)"](#) on page 343.

General Ledger Report (GL290)

Run General Ledger Report (GL290) to generate a report based on the parameters defined on Ledger Report Setup (GL50.1). The General Ledger Report is one of two report writers available to produce customized transaction reports.

Trial Balance (GL291)

Run Trial Balance (GL291) after posting journal entries to create a trial balance report of units and amounts for a company. You can create a consolidated report for specific levels or accounting units for an entire general ledger company. You can include amount and unit totals for the:

- Base Currency
- Report Currency One
- Report Currency Two
- Base, Report Currency One, and Report Currency Two
- Transaction Currency

Use this report at the end of each period to verify that each company is in balance after all Lawson and non-Lawson subsystems transactions have been interfaced to General Ledger and posted. If you use zones, you can produce the report for level one accounting units to verify that each zone is in balance. You can also use the report to verify that a company is in balance after you convert balances from a previous system.

This program creates 3 separate reports if you select All in the Report Currency field to list posted journal entry information for the Base, Report 1, and Report 2 currencies.

Balance Sheet (GL292)

Run Balance Sheet (GL292) after posting journal entries to show the current and last year data for a company or company group for a specific period. The report uses Chart Section 1 (balance sheet) accounts and creates headings and totals based on the chart of accounts setup. You can create a consolidated balance sheet report for specific levels or accounting units or for an entire general ledger company. Control the level of detail included in the report by choosing a chart depth that includes summarized information or by summarizing subaccounts that have the same detail account on one line on the report.

This program creates 3 separate reports if you select All in the Report Currency field to list posted journal entry information for the Base, Report 1, and Report 2 currencies.

Income Statement (GL293)

Run Income Statement (GL293) after posting journal entries to create an income statement report for a company or company group for a specific period. The report uses Chart Section 2 (income statement) accounts and creates headings and totals based on the chart of accounts setup. You can create a consolidated income statement for specific levels or accounting units or for an entire general ledger company.

Use this report to view the net profit or loss for a period. Control the level of detail included on the report by choosing a chart depth that includes summarized information or by summarizing subaccounts with the same detail line on one line on the report.

This program creates 3 separate reports if you select All in the Report Currency field to list posted journal entry information for the Base, Report 1, and Report 2 currencies.

Projection by Level (GL294)

Run Projection By Level (GL294) to generate a report that projects the fiscal year-end financial amounts. This program uses actual amounts for periods up to and including the period you enter. The remaining periods are populated with the budget amounts from the budget you enter. The actual amounts are added to the budgeted amounts to get a projected total for the year. The primary sort for this report is the level or accounting unit. Amounts on this report are rounded to thousands. The primary sort for this report is the level or accounting unit. This report can be a valuable tool for calculating next-year budgets.

Projection by Account (GL295)

Run Projection By Account (GL295) to print a report projecting the fiscal year-end financial amounts. This program uses actual amounts for periods up to and including the period you enter. The remaining periods are populated with the budget amounts from the budget you enter. The actual amounts are added to the budgeted amounts to get a projected total for the year. The primary sort for this report is account and subaccount. The primary sort for this report is account and subaccount. This report can be a valuable tool for calculating next-year budgets.

Journal Book Report (JB240)

Run Journal Book Report (JB240) to run a report of transactions by journal book in journal book sequence number and posting date order. You can limit the report to a single journal book, year, and period or range or periods. Use this report to analyze transactions by journal book.

Chapter 23

Using Lawson Business Intelligence to Create Data Marts

This chapter provides an overview of Lawson Business Intelligence function. You use the Lawson Business Intelligence products to create multidimensional databases and analyze the data in those databases.

What Is Lawson Business Intelligence?

TIP Your implementation might use some or all of the Lawson Business Intelligence components.

Lawson Business Intelligence is a product that joins applications and technology to provide you with a powerful reporting and analysis solution. The many calculations and other analytical features within Lawson Business Intelligence make it an excellent decisions solution for all roles within an organization.

Lawson Business Intelligence is made up of:

- the Analytic Architect (IA) application
- an Online Analytical Processing (OLAP) database
- the Scorecard reporting tool

Analytic Architect

The Analytic Architect application is the backbone of Lawson Business Intelligence. Analytic Architect lets you use data marts types to define, extract, transform, and load Lawson data from the Lawson application database into the Hyperion Essbase OLAP Server or the Microsoft SQL Server Analysis Services. In addition to creating OLAP databases, Analytic Architect can create CSV or Star Schema output for use with a variety of reporting tools.

For more information about the Analytic Architect application, see the *Analytic Architect User Guide*.

OLAP Database

NOTE An OLAP database is also called a cube or data mart.

The data you extract with Analytic Architect is consolidated, summarized, and then transferred to an online analytical processing (OLAP) database. You can use either Hyperion Essbase or Microsoft SQL Server Analysis Services as your OLAP database.

Scorecard

Scorecard is a Lawson-developed analytic tool that allows you to build different configurations of your data that is stored in an OLAP database. With Scorecard you can view your business data, run “what-if” scenarios, pivot data, create charts, drill down into the data, and use DrillAround® to access related data in the Lawson application.

For more information about Scorecard, see the *Scorecard User Guide*.

Lawson Financials (FIN) Data Mart

The Lawson Financials Data Mart is a multidimensional database that lets you view your General Ledger data from a variety of angles for analysis and decision making.

You can define the dimensions for the Lawson Financials Data Mart on Financial Data Mart Setup (GLDM.1).

The following dimensions are required for the Lawson Financials Data Mart.

| Dimension | Description |
|--------------|--|
| Organization | A company, specific level of company, or a group of companies (two optional views). |
| Accounts | Specific Chart of Accounts (with optional second Chart of Accounts). |
| Periods | Period totals, period year-to-date totals, quarter totals, quarter year-to-date, yearly total. |
| Years | Historical years (with optional variance calculation % / \$). |

For more information about defining the Lawson Financials Data Mart, see the *Analytic Architect User Guide*.

Daily Reporting (FND) Data Mart

The Daily Reporting data mart provides the ability to deliver 365 reporting periods for analysis and comparison. The Daily Reporting data mart was designed with critical short period analysis in mind. Industries such as retail and hospitality would be in this category. Retail depends upon the integration of financial and point-of-sales information. Each day provides critical information regarding customer buying patterns.

You can define the dimensions for the Daily Reporting data mart on Daily Financial Analyzer Data Mart Setup (GLDX.1).

The following dimensions are required for the Daily Reporting data mart.

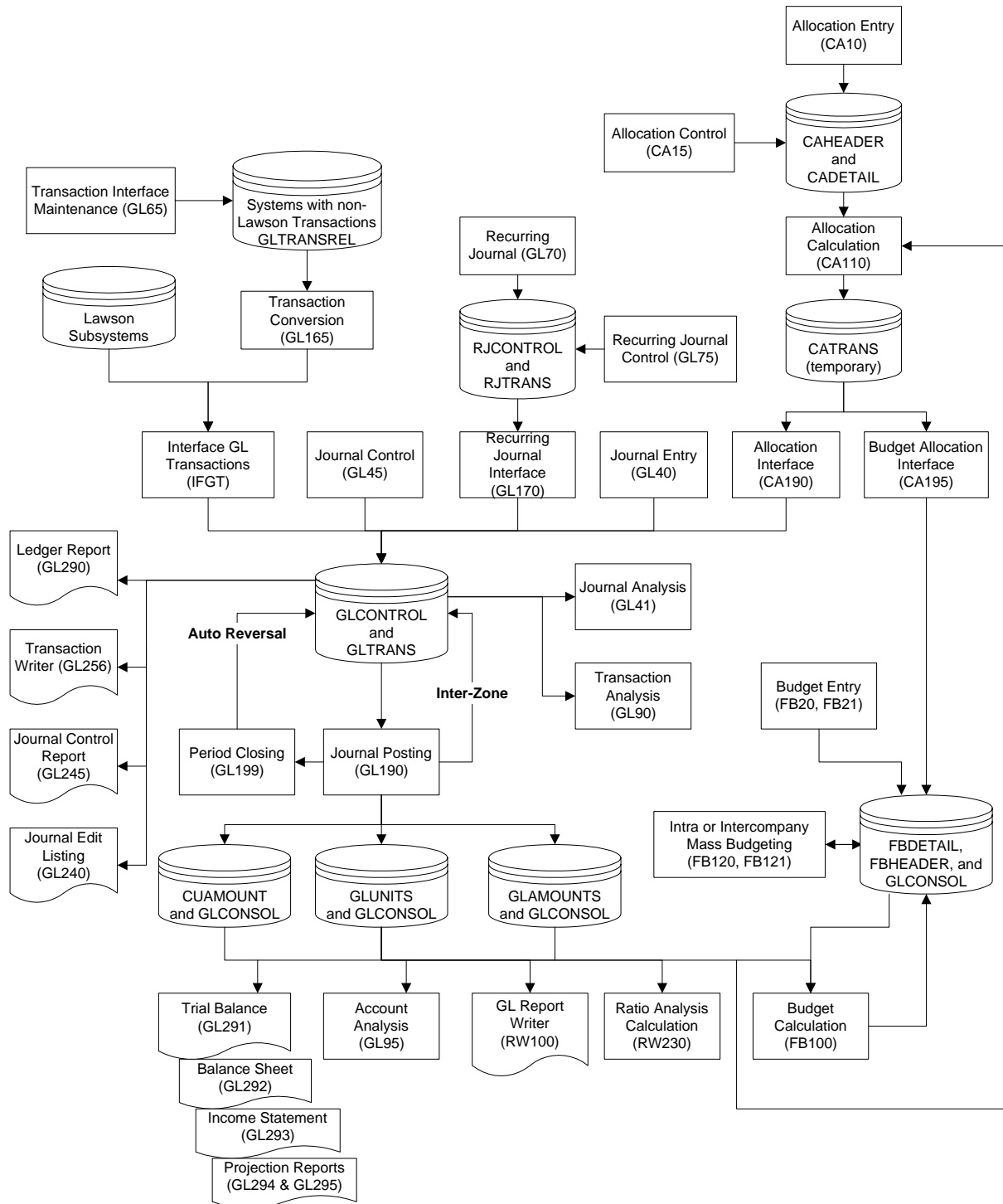
| Dimension | Description |
|--------------|---|
| Organization | A company, specific level of company, or a group of companies (two optional views). |
| Accounts | Specific Chart of Accounts (with optional second Chart of Accounts). |
| Years | Fiscal Year and Period Information for data range specified. |

Appendix A

Process Flow

The following diagram illustrates the General Ledger process flow through key files in the application.

Figure 40. Illustration: General Ledger Process Flow.



General Ledger Process Flow Notes

Instead of using Journal Posting (GL190) to post a batch of entries, you can use the Quick Post form action on Journal Control (GL45) to post a single entry.

Instead of using Recurring Journal Interface (GL170) to transfer a batch of recurring entries, you can use the Journalize form action on Recurring Journal Control (GL75) to transfer a single recurring entry.

Files on the General Ledger Process Flow Diagram

CAHEADER - holds header records for allocations

CADETAIL - holds detail lines for allocations

CATRANS - (temporary file) holds allocation transactions created by Allocation Calculation (CA110), prior to Allocation Interface (CA190)

FBDETAIL - holds budgets for posting accounts

FBHEADER - holds header records for posting account budgets

CUAMOUNT - holds balances for the base, report, account, and transaction currencies for an account

GLAMOUNTS - holds amount balances for posting accounts for all posting accounting units

GLCONSOL - holds units, amounts and budget balances for summary accounting units or posting accounting units that are not at the lowest level in the company

GLCONTROL - holds header records for manual journal entries and subsystem or non-Lawson transactions that have been interfaced to General Ledger

GLTRANS - holds detail lines for manual journal entries and subsystem or non-Lawson transactions that have been interfaced to General Ledger

GLTRANSREL - (temporary file) holds detail lines for non-Lawson journal entries, prior to Transaction Conversion (GL165)

GLUNITS - holds unit balances for posting accounts

RJCONTROL - holds header records for recurring entries

RJTRANS - holds detail lines for recurring entries

Key Files Not on the General Ledger Process Flow Diagram

GLCHART, GLCHARTSUM, GLCHARTDTL – holds the General Ledger Chart(s) of Accounts

GLMASTER – holds valid accounting unit/account combinations

GLMASTREL – holds posting account balances prior to Balance Interface (GL167)

GLMONITOR – holds the job completion status records. Used to control which jobs can run concurrently

GLNAMES – holds summary and posting accounting units

GLSYSTEM – holds General Ledger companies and a field to indicate whether an update program is running to prevent other updates from taking place at the same time

Appendix B

Security Overview

You set up security by defining security classes and assigning users to those classes based on the type of access you want to grant them. There are two main ways you can restrict access through Lawson security: using program security or data security. Both methods use security classes, but each method provides a unique type of access as described later in this appendix. This appendix highlights the differences between program security and data security. For detailed instructions on setting up security, see *Lawson Administration: User Setup and Security*.

Program Security

The application uses program security to determine which programs users can access. For example, program security could be used to restrict a user from accessing Journal Control (GL45.1).

You define program security for a security class and product line, which contains the Lawson programs and data files. Program security can be set up for a:

- System code
- Form
- Form tab
- Form action code
- Line action code

Security setup for these different components is progressive. In other words, you must define security for a form action before you can define security for a line action. For example, you could prevent a user from backing out entries using Journal Control (GL45.1) by giving them access to the Change form action but restricting them from accessing the Backout line action.

Data Security

Data security takes program security to the next level, determining what data within a program a user can access. For example, data security could be used to restrict a user from accessing journal entries for a specific company and accounting unit using Journal Control (GL45.1).

You define data security for a security class, product line, and system code. You also indicate the range of companies and process levels that users in a security class can access. For those applications that don't have a second level of security, such as General Ledger, there may be an alternate second level of security in the place of a process level. For example, the second level of security for General Ledger is the Accounting Unit Name (not description).

Data security is also used in batch report programs that you can run by company, company group, accounting unit, or accounting unit list. For example, if you try to run a report by company group, but do not have access to all companies in that group, you will receive an error message.

You indicate whether users have inquiry only access or access to all functions. The program security (form action and line action) that you define overrides the access specified here for all functions.

IMPORTANT Drill around security is define outside of the program and data security defined here. You can secure fields and records access using drill around security. You can also define security conditions for field security.

Second Level Security Checks

The following table shows which element is checked in each application for second level security. If "No Security" is displayed in the Element Checked column, no data level security is available. To secure these forms you must use program security. Company must be part of the form (visible or invisible) for any additional data security to be checked.

| System | Element Checked | Notes |
|--------------------------|------------------------|---|
| Project Accounting | No Security | Lives above companies |
| Average Daily Balance | Accounting Unit | |
| Asset Management | No Second Level | |
| Accounts Payable | Process Level | |
| Accounts Receivable | Process Level | |
| Billing | Process Level | |
| Benefits | Process Level | Uses HR security |
| Cash Management | Process Level | |
| Case Carts | None | Being addressed in future release |
| Bills of Exchange | Process Level | |
| Employee Expense | Process Level | |
| General Ledger | Accounting Unit | |
| Human Resources | Process Level | |
| Analytic Architect | No Security | OLAP setup |
| Inventory Control | Location | |
| Interface | Accounting Unit | |
| Grand Livre | No Security | |
| Invoice Matching | Process Level | |
| Order Entry | Process Level | |
| Personnel Administration | Process Level | |
| Purchase Order | Ship to Location | |
| Payroll | Process Level | |
| Requisitions | Requesting Location | |
| Sales Analysis | Process Level | |
| Time Accrual | No Second Level | |
| Terms | No Security | |
| Time and Attendance | No Second Level | HR security controls |
| Tips | Process Level | |
| Tax | No Security | |
| Upgrade Module | No Security | |
| ProcessFlow* | No Security | Secure specific forms |
| Warehouse | Location | Location checking is not available on all forms |
| Production Order | Location | |

*Because ProcessFlow exists above the company level, the Lawson Drill Around functionality and selects must have data level security set to include Company 0000, which will display as blank.

Appendix C

Commitments, Encumbrances, and Budget Edits

Before you enter a transaction for a posting account, you may want to verify that you have money remaining in your budget to fund the transaction. For example, you may want the system to check your remaining budget dollars before you create a requisition or purchase order for a new item. If you use budget editing, the system will check your remaining budget dollars, and any defined budget tolerance percent, for an account before you can release a transaction for that account. A requisition is recorded as a commitment in the system and an encumbrance is used to track purchase orders or transactions from other applications. Budget editing uses actual balances, commitments and encumbrance to arrive at an accurate remaining balance of your budgeted funds.

You select the subsystems and accounts for which budget editing will be performed and whether you want to perform detail or summary budget edits.

This appendix describes how to set up the General Ledger application to process commitments, encumbrances, and perform budget editing. Budget editing requires the Budgeting application.

IMPORTANT You cannot process commitments or encumbrances with remote sites.

Concepts in this Appendix

TIP To skip directly to the procedures, see ["Procedures in this Appendix"](#) on page 371

The following concepts provide background and conceptual information for the procedures in this appendix.

- ["What Are Commitments?"](#) on page 360
- ["What Is Budget Editing?"](#) on page 360
- ["How Do Commitments and Budget Edits Work in Lawson General Ledger?"](#) on page 363
- ["How Are Commitments and Encumbrances Updated?"](#) on page 364
- ["What Happens When I Accrue Encumbrances and Commitments?"](#) on page 369

What Are Commitments?

A commitment (also called an encumbrance) is a reservation of funds for requested products and services. An commitment record is created from many Lawson applications and is used during budget editing as part of the calculation to arrive at the remaining budget balance.

The following is a list of Lawson modules that can create and update commitment records in General Ledger.

- (RQ) Requisitions
- (AC) Project Accounting
- (AP) Accounts Payable
- (CA) Cost Allocations
- (CB) Cash Management
- (EE) Employee Expense
- (GL) General Ledger
- (PO) Purchase Order
- (PR) Payroll
- (RJ) Recurring Journal

What Is Budget Editing?

The system can check (edit) your budget for available funds as new commitments and encumbrances are added and released. Budget editing utilizes the posted transactions, new and existing commitment and encumbrance records to arrive at an accurate remaining balance of your budgeted funds. This process keeps you from exceeding the budget amounts. You also have the option of defining a tolerance percent. If a purchase order is received that exceeds the budgeted amount, but does not exceed the tolerance level, that purchase order will be accepted.

You can choose the period date range budget (Period, Year to Date, or Annual) and the level (Detail or Summary) of the edit.

IMPORTANT During budget editing, the actual budgeted numbers are not changed, but simply compared to a summary of actuals, commitments, and encumbrances.

Detail Level

The system will use a posting account to edit the budget. Because each transaction line could be within the available budgeted amount, but the total of all the lines for the same posting account might be over the available amount, edits will occur at the point of entry and upon release.

Example

LGE Corporation has an annual budget of \$60,000 for accounting unit 201, account 55110. Year to date, there are actual amounts of \$10,000, leaving a remaining budget balance of \$50,000.

| | |
|------------------------|-------|
| Company | 4321 |
| Accounting Unit | 201 |
| Account | 55110 |

| | |
|-----------------------|----------|
| Annual Budget | \$60,000 |
| Actuals | 10,000 |
| Budget Balance | \$50,000 |

On May 1st, a purchasing agent at LGE Corporation enters a requisition for one computer at a cost of \$2,000.

With a total budget of \$60,000 and a new commitment of \$2,000, the system calculates that the new requisition added to the \$10,000 in actuals is within the budget.

| | |
|-------------------------------|----------|
| Annual Budget | \$60,000 |
| Actuals | 10,000 |
| Commitment/Encumbrance | 2,000 |
| Budget Balance | \$48,000 |

On July 10th, a purchasing agent at LGE Corporation enters a purchase order for two computers at a cost of \$1,500 each. When determining if the purchase order is within the remaining budget, the system adds together the \$10,000 in actuals, the \$2,000 commitment, and the new \$3,000 encumbrance and compares the total to the budgeted amount. Because the amount does not exceed the full budget amount, the new encumbrance is allowed.

| | |
|-------------------------------|----------|
| Annual Budget | \$60,000 |
| Actuals | 10,000 |
| Commitment/Encumbrance | 5,000 |
| Budget Balance | \$45,000 |

Summary Level

The system will use a budget edit group to edit the budget. A *budget edit group* is a group of accounts and optionally accounting units grouped together for budget editing purposes. To learn how to create the budget edit group, see the *General Ledger Budgeting User Guide*. The edit will occur upon release of the transaction.

Example

LGE Corporation has an annual budget of \$60,000 for the budget edit group called Equipment. This includes computer, printer, and desk accounts 55110 through 55130. Year to date, there are actual amounts totaling \$50,000, leaving a remaining budget balance of \$10,000.

| | |
|--------------------------------------|-----------------|
| Company | 4321 |
| Accounting Unit | 201 |
| Budget Edit Group= Equipment: | Account: |
| Computer | 55110 |
| Printer | 55120 |
| Desk | 55130 |
| Computer Budget | \$10,000 |
| Printer Budget | 5,000 |
| Desk Budget | <u>45,000</u> |
| Total Annual Budget | \$60,000 |
| Computer Actuals | \$10,000 |
| Printer Actuals | 2,000 |
| Desk Actual | <u>38,000</u> |
| Computer Actuals | \$50,000 |
| Budget Edit Group Balance | \$10,000 |

On May 1st, a purchasing agent at LGE Corporation enters a requisition for one computer at a cost of \$2,000.

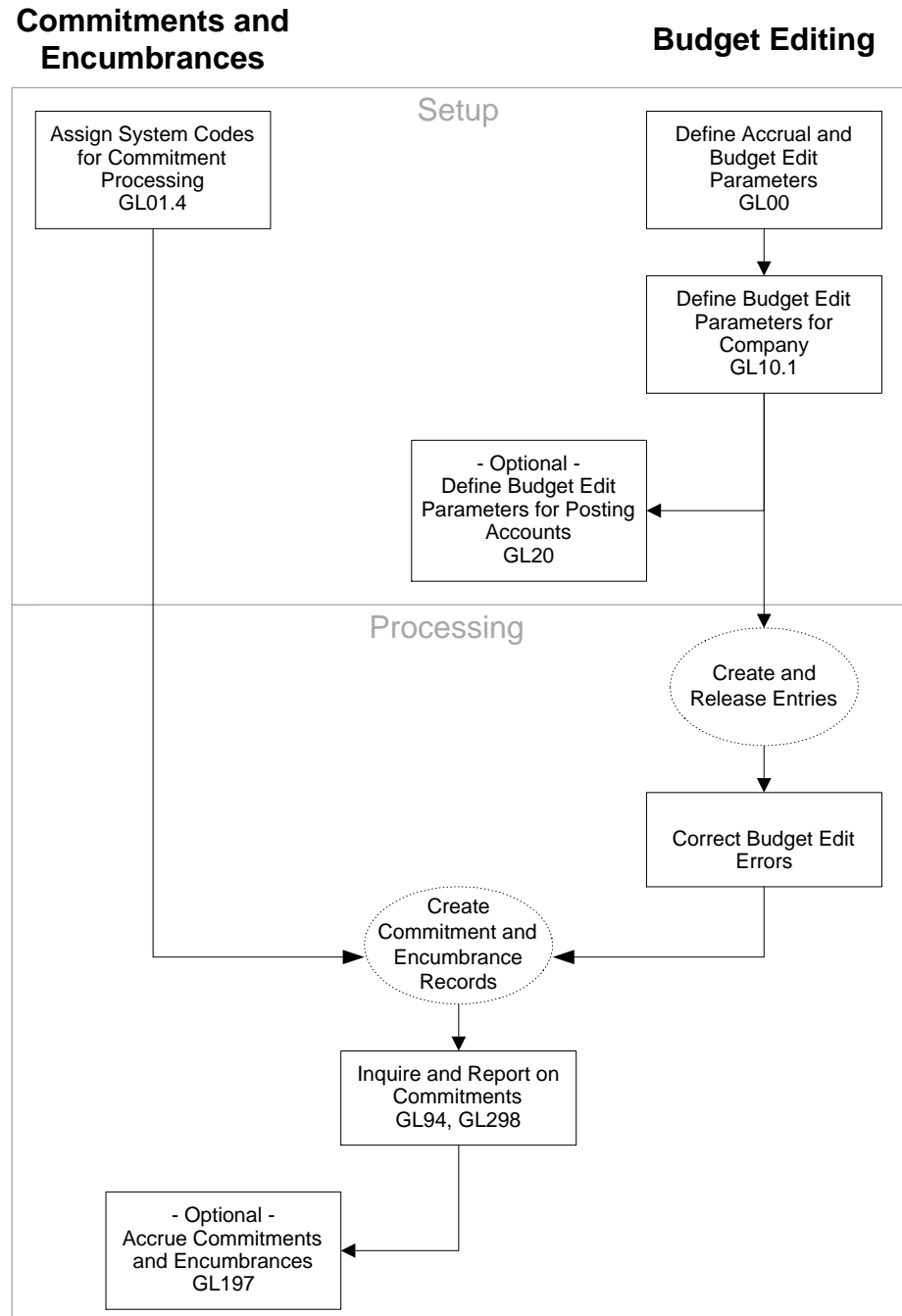
With the total budget of \$60,000 and a new commitment of \$2,000, the system calculates that the new requisition added to the \$50,000 in actuals is within the budget. The system allows the requisition because the total budget for the budget edit group has not been exceeded, but the computer budget has been.

| | | |
|-------------------------------|----------------------------|---------------|
| Computer Budget | | \$10,000 |
| Printer Budget | | 5,000 |
| Desk Budget | Total Annual Budget | <u>45,000</u> |
| | | \$60,000 |
| <hr/> | | |
| Computer Actuals | \$10,000 | |
| Printer Actuals | 2,000 | |
| Desk Actual | Computer Actuals | <u>38,000</u> |
| | | \$50,000 |
| <hr/> | | |
| Commitment/Encumbrance | 2,000 | |
| <hr/> | | |
| Budget Balance | \$8,000 | |

How Do Commitments and Budget Edits Work in Lawson General Ledger?

The following graphic provides an overview of setup and processing commitments and budget edits in General Ledger.

Figure 41. Overview of commitments, encumbrances, and budget edits in General Ledger



How Are Commitments and Encumbrances Updated?

Because transactions can originate in many different Lawson applications and follow different paths, the process for updating a commitment is not the

The following example shows how a commitment will affect the budget for an equipment acquisition.

Programs That Update Commitments or Encumbrances

The following table shows the specific programs in the Lawson applications that update commitments or encumbrances. These are updated when the transaction status is changed to released, with one exception. Encumbrances are updated for time records created in the Payroll application when the transaction status is changed to current.

| System | Program | Transaction |
|---------------------|--|-------------------|
| Accounts Payable | Batch Control (AP25) | Invoices |
| | Invoice Release (AP26) | |
| | Invoice Interface (AP52) | |
| | Batch Release (AP125) | |
| | Mass Invoice Release (AP126) | |
| | Invoice Interface (AP520) | |
| Accounts Receivable | Transaction Header (AR42) | Invoices |
| | Application Closing (AR190) | |
| | Transaction Interface (AR560) | |
| Billing | Invoice Entry (BL20) | Invoices |
| | Batch Control (BL29) | |
| | Invoice Batch Release (BL120) | |
| | Create Recurring Invoices (BL130) | |
| | Billing Interface (BL520) | |
| Cash Management | Bank Transaction Entry (CB20) | Bank Transactions |
| | Reconciliation Variance Adjustment (CB500) | |
| Employee Expense | Advance Release (EE35) | Expenses |
| | Mass Employee Release (EE135) | |

| System | Program | Transaction |
|------------------|---|---------------------|
| General Ledger | Journal Entry (GL40) | Journal Entries |
| | Journal Control (GL45) | |
| | Recurring Journal Control (GL75) | |
| | Recurring Journal Interface (GL170) | |
| | Transaction Interface (GL165) | |
| | Remote Site GL Transaction Upload (GL311) | |
| | Allocation Interface (CA190) | |
| Grant Management | Salary Encumbrance Processing (GM110) | Salary Encumbrances |
| Order Entry | Item Speed Entry (OE10) | Orders |
| | Returns (OE30) | |
| | Batch Order Release (OE110) | |
| Payroll | Time Record Entry (PR36) | Time Records |
| | Time Record Selection (PR38) | |
| | Manual Payment (PR80) | |
| | Adjustment (PR82) | |
| | Retroactive Pay Calculation (PR131) | |
| | Batch Time Record Update (PR137) | |

| System | Program | Transaction |
|--------------------|---|--------------------|
| Project Accounting | Journal Entry (AC Only) (AC40.1) | Activity Entries |
| | Journal Entry (AC and GL) (AC40.4) | |
| | Resource Journal Entry (AC Only) (AC41.1) | |
| | Resource Journal Entry (AC and GL) (AC41.4) | |
| | Subcontractor Time Entry (AC42) | |
| | Manual Commitments Transaction Entry (AC46) | |
| | Allocation Update (AC131) | |
| | DI541 (Time Entry Commitments) | |
| Purchase Order | Purchase Order Entry (PO20) | Purchase Orders |
| | Purchase Order Interface (PO100) | |
| | Received, Not Invoiced Report (PO135) | |
| Requisitions | Requisition (RQ10) | Requisitions |
| | Approval Review (RQ12) | |
| | Requisition Interface (RQ500) | |

What Happens When I Accrue Encumbrances and Commitments?

When you run Period Year End GL Commitment Accrual (GL197), the system:

- Creates auto-reversing GL transactions to record an accrual for the outstanding encumbrances and commitments. The offsetting account used to balance the entries is the commitment accrual account from System Accounts (GL00.7).

— or —

Creates a budget journal entry to increase next year's commitment budget for the outstanding commitments/encumbrances updated instead of the GL journal entry accrual.

- Moves the current period encumbrances and commitments into the next period which offsets the reversing entries created during Period Year End GL Commitment Accrual (GL197). This prevents next periods available balance from being inflated.
- Creates reversing encumbrances and commitments in the next period to keep the available budget balance from being reduced in the new period until the reversing entries are created during Period Closing (GL199).

The reversing encumbrances and commitments appear with the original encumbrances and commitments on Commitment Analysis (GL94.1) and Commitment Analysis Report (GL298).

When you run Period Closing (GL199), the system:

- Creates an entry to reverse the accrual for outstanding encumbrances and commitments
- Deletes the system generated reversing encumbrances and commitments created by Period Year End GL Commitment Accrual (GL197)

After you run GL197 and GL199 the encumbrances and commitments created in prior periods will be offset by the accrual entries posted for the period.

The tables below depict how encumbrances and commitments are accrued.

Files before Commitment Period End Processing

| Commitments File | | | Amounts File | | 2004 Budget File | |
|-------------------------|--------|--------------|--------------|---------|------------------|---------|
| 12/15/2004 PO# 25 Paper | 100.00 | | Pens | 550.00 | Pens | 620.00 |
| 12/15/2004 PO# 30 Pens | 50.00 | | Paper | 1800.00 | Paper | 2400.00 |
| 12/20/2004 PO# 45 Paper | 250.00 | | | | | |
| Balance | | Pens 50.00 | Pens | 550.00 | Pens | 620.00 |
| 12/30/2004 | | Paper 350.00 | Paper | 1800.00 | Paper | 2400.00 |

GL197 Run

| Commitments System Entry | | | General Ledger Transactions | | |
|--------------------------|----------|--|-----------------------------|--------|---------|
| 01/2005 PO# 25 Paper | 100.00 | | | Debits | Credits |
| 01/2005 PO# 30 Pens | 50.00 | | Paper Exp | 100.00 | |
| | | | Pens Exp | 50.00 | |
| 01/2005 PO# 45 Paper | 250.00 | | Paper Exp | 250.00 | |
| 01/2005 Paper | (100.00) | | Commit Accrual | | 400.00 |
| 01/2005 Pens | (50.00) | | | | |
| 01/2005 Paper | (250.00) | | | | |

Files after GL197 Run

| Commitments File | | | Amounts File | | 2004 Budget File | |
|-------------------------|----------|------------|--------------|---------|------------------|---------|
| 01/2005 PO# 25 Paper | 100.00 | | Pens | 550.00 | Pens | 620.00 |
| 01/2005 PO# 30 Pens | 50.00 | | Pens | 50.00 | Paper | 2400.00 |
| 01/2005 PO# 45 Paper | 250.00 | | Paper | 1800.00 | | |
| 01/2005 Sys Entry Paper | (100.00) | | Paper | 100.00 | | |
| 01/2005 Sys Entry Pens | (50.00) | | Paper | 250.00 | | |
| 01/2005 Sys Entry Paper | (250.00) | | | | | |
| Balance | | Pens 0.00 | Pens | 600.00 | Pens | 620.00 |
| 01/2005 | | Paper 0.00 | Paper | 2150.00 | Paper | 2400.00 |

GL199 Run

| Commitments System Entry | | | General Ledger Transactions | | |
|-------------------------------|--|--|-----------------------------|--------|---------|
| GL197 system entry is deleted | | | | Debits | Credits |
| | | | Commit Accrual | 400.00 | |
| | | | Paper Exp | | 100.00 |
| | | | Pens Exp | | 50.00 |
| | | | Paper Exp | | 250.00 |

Auto Reverse of GL197 GL Transactions

An entry is permanently removed from the Commitments file when the transaction is complete. For example, an encumbrance is removed for a purchase order when the invoice is distributed on Invoice Distribution (AP175) and for a journal entry on Journal Posting (GL190). When a transaction is complete, the net effect on the budget for the current period is zero because the actual transaction is offset by the previous accrual entry. The budget amount that is affected is the period budget that corresponds to the date of the original transaction.

Procedures in this Appendix

Use the procedures described in this appendix to set up and process General Ledger commitments and encumbrances and to use budget edits.

STOP If you use Budget Editing, you must define a commitment budget in the Budgeting application. To learn how to define a commitment budget, see the *General Ledger Budgeting User Guide*.

STOP If you use Budget Edit Groups, you must define them in the Budgeting application first. This is an optional step. To learn how to define a budget edit group, see the *General Ledger Budgeting User Guide*.

- ["Assigning System Codes for Commitment Processing" on page 371](#)
- ["Defining Budget Edit Parameters for Company" on page 375](#)
- ["Defining Budget Edit Parameters for Posting Accounts" on page 375](#)
- ["Correcting Budget Edit Errors" on page 376](#)
- ["Inquiring on Commitments and Encumbrances" on page 377](#)
- ["Accruing Commitments and Encumbrances" on page 379](#)

Assigning System Codes for Commitment Processing

Use this procedure to select which Lawson applications you want to allow processing of commitments and budget editing from.

STEPS To assign system codes for commitment processing

1. Access System Codes (GL01.4).
2. Click the Inquire form function to display your system codes.
3. Select each Lawson system code that you want to create encumbrances, commitments or budget edits from. Consider the following fields.

Suspend SL Process

****** This field lets you process Strategic Ledger information separately from your daily processing to maximize processing efficiency.

If you choose Yes, Strategic Ledger information is not interfaced to Strategic Ledger until you run Transaction Interface (SL195). This reduces processing time on the interface to General Ledger. You can run Transaction Interface (SL195) at any time to load information for use in the Strategic Ledger application.

| | |
|--|--|
| AC Commit (Commitments) | <p>** This field determines if commitments are update in Project Accounting (AC).</p> <p>Choose Yes or No to determine if the system code will update commitments in Project Accounting (AC).</p> <hr/> <p>NOTE If you choose Yes (and therefore activate commitments) for Requisitions (RQ), you must also choose Yes for Purchase Order (PO) and Accounts Payable (AP). If you activate commitments for Purchase Order (PO), you must also choose Yes for Accounts Payable (AP).</p> |
| AC Commit Pct (Commitment Percentage) | <p>You can type a percentage to include additional costs to commitments in Project Accounting for overhead fringe benefits. The percentage is calculated and added to commitment amounts when you inquire or report on activity commitments.</p> |
| AC Bud (Budget Edit) | <p>** This field determines if budgets are edited in Project Accounting.</p> <p>Choose Yes or No to edit budgets in Project Accounting. If you choose Yes, the system verifies commitment amounts under the budget based on options you choose on Activity Group (AC00.1).</p> |
| GL Commit (Commitments) | <p>Choose Yes or No to determine if commitments are created in General Ledger for transactions that originate in the system code.</p> <hr/> <p>NOTE If you choose Yes (and therefore activate commitments) for Requisitions (RQ), you must also choose Yes for Purchase Order (PO) and Accounts Payable (AP). If you activate commitments for Purchase Order (PO), you must also choose Yes for Accounts Payable (AP).</p> |

GL Bud (Budget Edit)

Choose Yes or No to determine if budgets are edited in General Ledger for the system code.

The system allows you to track actual balances, commitments, and encumbrances compared to budgeted amounts. But the system will not prevent you from exceeding budgeted amounts if you set the GL Commit field to Yes and the Budget Edit field to No.

NOTE The GL Commit field must be set to Yes before you can set the Budget Edit field to Yes.

NOTE The system will allow you to track actual balances, commitments, and encumbrances compared to budgeted amounts, but wouldn't prevent you from exceeding budgeted amounts if you set the Commit field to Yes and the Budget Edit field to No.

4. Optional. If you choose commitment processing for Requisitions (RQ) and Purchase Order (PO), set the commitment date options.
 - a. Highlight the RQ or PO line.
 - b. At the bottom of the page, in the Details box, choose the Commit Date link to access Commit Date Options (GL01.6). Consider the following fields.

| | | |
|---------------|--|---|
| PO tab | PO Encumbrance Date Options | <p>Choose PO Date or PO Delivery Date.</p> <p>If you choose PO date, the encumbrance is compared to the budget for the period in which the PO date falls.</p> <p>If you choose Delivery Date, the encumbrance is compared to the budget for the period in which the purchased item is planned to be delivered.</p> <p>If you choose System Date, the encumbrance is compared to the budget for the period in which the system date falls.</p> <p>The default is PO Delivery Date.</p> |
| | Received Not Invoiced AC Update Options | <p>Choose Yes and the Received, Not Invoiced Report (PO135) creates accruals in Project Accounting (AC).</p> |
| RQ tab | RQ Commitment Date Options | <p>Choose RQ Delivery Date or RQ Creation Date.</p> <p>If you choose RQ Delivery Date, the commitment is compared to the budget for the period in which the requested item is delivered.</p> <p>If you choose RQ Creation Date, the commitment is compared to the budget for the period in which the requisition is created.</p> <p>The default is RQ Delivery Date.</p> |

Defining Budget Edit Parameters for Company

Use this procedure to define budget editing parameters at the company level.



Need More Details? Check out the following concepts:

- ["What Is Budget Editing?"](#) on page 360

STEPS To define budget edit parameters for company

1. Access Company (GL10.1).
2. Define the budget edit range and type for the company. Consider the following fields. For more information, see ["Defining a Company"](#) on page 63.

| | |
|-------------------------------|--|
| Budget Edit Date Range | Select how the system will edit your budget. N = No Edit P = Period Budget edits against the detailed or summarized budget for the period. Y = Year to Date Budget edits based on the total detailed or summarized budget year-to-date for the current period. A = Annual Budget edits against the total detailed or summarized budget for the year. |
|-------------------------------|--|

NOTE A warning message will display if you select a Budget Edit Date Range but have not defined a Commitment Budget.

| | |
|-------------------------|--|
| Budget Edit Type | Select the type of edit you want. Detail. The system will use a specific accounting unit and account to edit the budget. Summary. The system will use a group of accounting units or accounts to edit the budget. To use Summary type, you must define a budget edit group on Budget Edit Group (FB11.1). To learn how to define a budget edit group, see the <i>General Ledger Budgeting User Guide</i> . |
|-------------------------|--|

| | |
|------------------|---|
| Tolerance | Optional. You can enter a percent by which the budgeted amount can be exceeded. |
|------------------|---|

Defining Budget Edit Parameters for Posting Accounts

This is an optional step. Use this procedure to define budget edit parameters for posting accounts. The parameters you define will override the parameters

on the chart of accounts. If you do not define a parameter, the system will use the chart of accounts value.



Need More Details? Check out the following concepts:

- ["What Is Budget Editing?"](#) on page 360

STEPS To define budget edit parameters for accounting units

1. Access Accounting Units - Accounts (GL20.1).
2. Type or select the company and accounting unit that you want to define budget editing for. For more information, see ["Defining Accounting Units"](#) on page 79.
3. Choose Accounts to access Posting Accounts (GL20.2). Locate the account you want to want to define budget editing for.
4. Choose More to access Account Options (GL20.3). Consider the following field.

Budget Edit

Indicate whether you want the system to edit the budget. If you leave this field blank, the system will use the chart of account value.

Correcting Budget Edit Errors

NOTE To learn more on editing budgets, see the *General Ledger Budgeting User Guide*.

You will receive an error message anytime a commitment or encumbrance exceeds the budget. There are five ways to correct the budget error messages:

1. Reduce the amount of the obligation in the application where the commitment or encumbrance originated.
2. Move the obligation to a different posting account in the subsystem where the commitment or encumbrance originated.
3. Move the budgeted amounts to different posting accounts in the Budgeting application.
4. For summary budget editing, you could redefine your budget edit group.
5. Turn off the budget editing for the selected account.



WARNING Depending on your business, turning off the budget editing for the selected account may not be desired.

Because commitments and encumbrances can originate in many different Lawson applications and follow different paths, the process for correcting a budget error is not the same for each transaction. In this procedure you will learn how to correct a budget edit error for a journal entry.

STOP You must define a commitment budget before you edit budgets. To learn how to define a commitment budget, see the *General Ledger Budgeting User Guide*.



Need More Details? Check out the following concepts:

- ["What Are Commitments?"](#) on page 360
-
- ["What Is Budget Editing?"](#) on page 360
- ["How Are Commitments and Encumbrances Updated?"](#) on page 364

NOTE You cannot release the journal entry if it exceeds the budgeted amounts. For more information, see ["Releasing Journal Entries"](#) on page 201.

STEPS

To correct budget edit errors

- If you receive an error message on Journal Entry (GL40.1), you can:
 - Reduce the amount on the transaction line that exceeds the budget.
– or –
 - Change the posting account on the transaction line that exceeds the budget.
– or –
 - Move the budgeted amounts to different posting accounts in the Budgeting application.
– or –
 - Turn off the budget editing for the selected account.



WARNING Depending on your business, turning off the budget editing for the selected account may not be desired.

– or –

- If you chose summary budget editing on Company (GL10.1), you can redefine your budget edit group.

Inquiring on Commitments and Encumbrances

Use this procedure to inquire online or report on commitments and encumbrances.



Need More Details? Check out the following concepts:

- ["How Are Commitments and Encumbrances Updated?"](#) on page 364

TIP You can use Lawson Report Writer (RW) to create customized reports of the General Ledger encumbrances and commitments. Use data dictionary suffixes of: ENC (encumbrance amounts), ENU (encumbrance units), CMT (commitment amounts), and CMU (commitment units).

STEPS To inquire on commitments and encumbrances

1. Access Commitment Analysis (GL94.1).
2. Use this form to display a wide range of commitment and encumbrance information. Select organization, account, and period inquiry criteria. Use the Drill Around feature to display additional information. Use the following table to help you navigate from the main form.

| To display | Choose |
|---|--|
| Account detail for budgeted totals, actuals, commitments or encumbrances, and remaining budget | Account to access Account (GL94.2) |
| Commitment account detail for individual encumbrances and commitments | Detail in the line item on GL94.2 to access Commitment Account Detail (GL94.6) Use the links across the top to view detail information about Encumbrances, Commitments, Actuals, Posted Budget Transactions, and All Budget Transactions for the account. |
| Account totals for budgeted totals, actuals, commitments or encumbrances, and budget balances | Totals to access Account Totals (GL94.3) |
| Accounting unit detail for budgeted totals, actuals, commitments or encumbrances, and budget balances | Acct Unit to access Accounting Unit (GL94.4) |
| Commitment accounting unit detail for individual encumbrances and commitments | Detail in the line item on GL94.4 to access Commitment Acct Unit Detail (GL94.7) Use the links across the top to view detail information about Encumbrances, Commitments, Actuals, Posted Budget Transactions, and All Budget Transactions for the accounting unit. |

| To display | Choose |
|--|--|
| Accounting unit totals for budgeted totals, actuals, commitments or encumbrances, and budget balances if you select the same accounts and accounting units that you have assigned to a budget edit group | Totals on GL94.4 to access Accounting Unit Totals (GL94.5) |
| TIP Use this option to view remaining budget dollars for the budget edit group. | |

Options for Inquiring on Commitments and Encumbrances

1. Access GL Commitment Analysis Report (GL298).
2. Use this form to create a printed report that summarizes accounting unit commitments and encumbrances and remaining budget amounts. Consider the following fields.

Report Type on the Main tab

Choose a report type:

- Commitment Analysis (A)
- Commitment Detail (B)
- Actuals Detail (C)
- Combined Detail (D)
- Posted Budget Transaction Detail (E)
- Budget Transaction Detail (F)

NOTE The Combined Detail report includes detail information on encumbrances, commitments, actuals, and budget transactions.

Budget on the Other Options tab

Type or select the commitment budget you want to report on.

Accruing Commitments and Encumbrances

Use this procedure to accrue the commitment and encumbrance expenses or to create a budget (FB) journal entry for outstanding commitments and encumbrances. The system uses the commitment and encumbrance records to create an auto reversing journal entry for all the records in the period.

STOP Before you run Period Year End GL Commitment Accrual (GL197) to create an accrual journal entry, you must define a commitment accrual account. For more information, see ["Defining a Commitment Accrual Account and Budget Edit Parameters"](#) on page 51.



Need More Details? Check out the following concepts:

- ["What Happens When I Accrue Encumbrances and Commitments?"](#) on page 369

STEPS To accrue commitments and encumbrances

1. Access Period Year End GL Commitment Accrual (GL197).
2. Type or select the company or company group that you want to process outstanding commitments and encumbrances for. You can run this program more than once at period end if more transactions are entered.

3. Update the period and year on commitments and encumbrances to the next period, and choose to create GL journal entry accruals or a GL Budgeting (FB) budget journal entry for . Consider the following fields.

**Accrue
Commitments,
Encumbrances**

Choose Yes to create an auto-reversing journal entry in the current period for outstanding commitments and advance the period on the commitment record.

NOTE You cannot choose Yes in both the Accrue Commitments, Encumbrances and Update Next Year Commitment Budget fields.

If you choose No in both fields, the system only updates the period and year on the commitment and encumbrance records to the next period.

**Update Next Year
Commitment
Budget**

IMPORTANT You can use this option only if the current period for your company is the last period in the year.

If you are closing the year, you can choose Yes to create a budget journal entry for outstanding commitments and encumbrances. The system advances the period on the outstanding commitment records and then creates a released GL Budgeting (FB) journal entry for the outstanding commitments and encumbrances to increase the next year's commitment budget for the commitments/encumbrances updated.

NOTE You cannot choose Yes in both the Accrue Commitments, Encumbrances and Update Next Year Commitment Budget fields.

If you choose No in both fields, the system only updates the period and year on the commitment and encumbrance records to the next period.

Account

Choose the account where the amounts are stored.

Appendix D

Using Average Daily Balance

This appendix provides instructions for setting up the Average Daily Balance application. The Average Daily Balance (ADB) application is a module of the General Ledger application. The Average Daily Balance application provides a way to calculate average daily balances or cost of funds for any accounts.

ADB amounts are used to track balances for the current period, quarter-to-date, and year-to-date. You can also use daily financial statements to report the cost of funds on deposit or the yield for funds on loan.

Following are some major features of the Average Daily Balance application:

- You can quickly define all accounts as ADB accounts or choose specific accounts in an accounting unit.
- You can easily adjust the effective date and recalculate ADB information when you need to change the transaction cutoff.
- You can inquire on current and historical ADB amounts.
- You can consolidate reporting of account balances at the General Ledger company level for the period, quarter-to-date, and year-to-date.

IMPORTANT If your company uses zone balancing, using average daily balance accounts might result in an out of balance condition within the zones. ADB uses one account for account balancing. If the balancing account is outside of a zone that has ADB accounts within it, the zones will not balance.

IMPORTANT The ADB application uses only base currency in reports and calculations.

Concepts in this Appendix

TIP To skip directly to the procedures, see ["Procedures in this Appendix"](#) on page 387

The following concepts provide background and conceptual information for the procedures in this appendix.

- ["What Is an Average Daily Balance Company?"](#) on page 384
- ["How Is Average Daily Balance Calculated?"](#) on page 385
- ["What Is Cost of Funds?"](#) on page 386

What Is an Average Daily Balance Company?

An ADB company is most commonly a company that routinely lends money to others, such as a bank, credit union, or credit card company.

For example, a bank reports the average daily balance to the Federal Reserve Bank to determine the amount of funds they will be allocated to use as loans. Credit card companies might use average daily balance to determine the amount they will use to calculate a cardholder's finance charge.

Before ADB calculations can be run, a company must first:

- exist within the General Ledger application
- have an identified balancing account
- be defined as an ADB company
- have defined ADB accounts within the company

Balancing Accounts

Before defining your company as an ADB company, you must first determine which account will be used as the balancing account. A balancing account is used to make sure the balance sheet is always in balance by holding undistributed retained earnings and the balance of all balance sheet accounts not flagged as ADB. This account must be a new or existing active equity account, but does not need to be an ADB account.

Average Daily Balance Accounts

NOTE When you change an existing account with posted values to an ADB account, calculations are not run retroactively.

Average Daily Balance accounts are posting accounts that hold the balances used in ADB calculations. Any new accounts you will need can be defined as ADB accounts before the company has been defined as an ADB company. However, once new ADB accounts are defined, account details cannot be modified until the company has been defined as an ADB company.

After your company has been defined as an ADB company, you can change any existing accounts to ADB accounts.

How Is Average Daily Balance Calculated?

NOTE Historical calculations for average daily balance and cost of funds for the month, quarter, and year-to-date for each day are saved each time you run Transaction Posting (AD190).

The average daily balance of an account is calculated each time Transaction Posting (AD190) is run. The following equations are used for these calculations.

| | | | | | | | |
|----------------------------------|---|---|---|------------------------------|---|--|-------------------------|
| Period ADB | = | Previous Per End Balance | * | Post As of Effective Date | + | Weighted Total of Transactions | |
| | | <hr/> | | | | | As of Effective Date |
| Weighted total of transaction | = | Transaction Amount | * | As of (Effective Date | - | Transaction Date or Effective Date | + 1) |
| Quarter to Date ADB | = | $\frac{\text{Weighted Sum}}{\text{Quarter Days}}$ | | | | | |
| Year to Date ADB | = | $\frac{\text{Weighted Sum}}{\text{Year Days}}$ | | | | | |
| Weighted Sum | = | Summation of each (Period ADB * Period Days) | | | | | |

Effective Dates

The ADB application uses effective dates to determine which transactions are included in ADB calculations. Effective dates are used to indicate which date a transaction amount needs to be included into the ADB calculation.

Effective dates set at the company level or higher are used to reflect the number of days to add into the ADB calculation, starting at the beginning of the period and running up to and including the set effective date. If not set, the effective date defaults to month end.

At the transaction level, effective dates are used to indicate the date the transaction amount is included into the ADB calculation. If an effective date is not set for a transaction, the transaction date is used.

Example 1

LGE Corporation has five ADB companies using a 12 month fiscal calendar. Of those companies, two use an effective date of March 31st while the rest use an effective date of March 15th. To set these effective dates, an effective date of March 15th is set globally over all five companies. Next the effective date of March 31st is set for the two companies that will not use the global effective date.

When calculating average daily balances for the periods, three companies will use all transactions posted from March 1 through March 31st. The two companies with effective dates set at company level will use transactions posted from March 1st through March 15th.

Example 2

LGE Corporation has a cut-off time of 3PM on March 31st for transactions included in the current period's ADB calculation. A transaction is posted at 4pm. To include the transaction in the next period's ADB calculation, its effective date is changed to April 1st.

Example 3

LGE Corporation wants to include an April 2nd transaction into its ADB calculation for March. To do this, the effective date for the transaction is set to March 31st.

What Is Cost of Funds?

Cost of funds is an optional feature of the ADB system that calculates the percent you are making on savings accounts or spending on loan accounts. This percentage is generated each time Cost of Funds (AD191) is run for all ADB accounts that have a defined interest account or total name.

TIP Total names are defined in Report Writer.

While all ADB companies will want to determine an ADB account's average daily balance, the cost of funds calculation is only used by companies that need to calculate the amount of interest paid on loans or earned on investments.

The following calculation is used to determine cost of funds.

$$\text{Cost of Funds} = \frac{\text{Interest Expense} / \text{Period ADB}}{\frac{\text{Days in Period}}{\text{Days in Year}}}$$

Procedures in this Appendix

Use the procedures described in this appendix to setup and use the Average Daily Balance application.

Defining New Average Daily Balance Accounts

Optional. You can define any new accounts within an ADB company that will require an average daily balance calculation. For more information, see ["Defining New Average Daily Balance Accounts"](#) on page 389.

Defining an Average Daily Balance Company

You must define a company as an average daily balance company before you can run any ADB calculations. For more information, see ["Defining an Average Daily Balance Company"](#) on page 389.

Defining Existing Accounts as Average Daily Balance Accounts

You can define any existing accounts as ADB accounts after your company has been defined as an ADB company. For more information, see ["Defining Existing Accounts as Average Daily Balance Accounts"](#) on page 390.

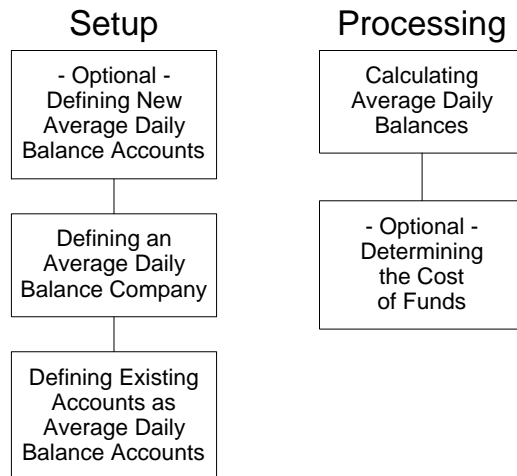
Using Average Daily Balance and Cost of Funds Processing

You can calculate the average daily balance and, optionally, the cost of funds (or yield) for ADB accounts. For more information, see ["Using Average Daily Balance and Cost of Funds Processing"](#) on page 393.

Other Procedures Related to Average Daily Balance

| | |
|--|--|
| Defining Cost of Funds Accounts | Modify the dates and interest accounts used for ADB and cost of funds calculations. For more information, see "Defining Cost of Funds Accounts" on page 391. |
| Creating an Average Daily Balance or Cost of Funds Report | Create a customized report of average daily balance and cost of fund account information. For more information, see "Creating an Average Daily Balance or Cost of Funds Report" on page 397. |
| Running an Average Daily Balance or Cost of Funds Report | Print a customized report of average daily balance and cost of fund account information. For more information, see "Running an Average Daily Balance or Cost of Funds Report" on page 398. |

Figure 43. Procedure relationship: Using Average Daily Balance



Defining New Average Daily Balance Accounts

NOTE No ADB calculations will be run for ADB accounts if the company is not defined as an ADB company.

When defining a new ADB company, you have the option to begin by defining any new accounts within the company that will require an average daily balance calculation.

If you will use only existing accounts, start by defining the company as an ADB company. For more information, see ["Defining an Average Daily Balance Company"](#) on page 389.

You can also use the following procedure to change individual accounts to ADB accounts after the company has been defined as an ADB company.

STEPS To define average daily balance accounts

NOTE Only posting accounts can be defined as ADB accounts.

1. Access Accounting Unit-Accounts (GL20.1).
2. Inquire on the company and posting accounting unit for which you want to define the ADB accounts.
3. Choose the Accounts button to access Posting Accounts (GL20.3).
4. Choose the More button to access Account Options (GL20.3) for the account you want to define as an ADB account. Select Yes in the Avg Daily Bal field.

Defining an Average Daily Balance Company

You must define a company as an average daily balance company before running any ADB calculations. Also, you cannot define any existing accounts within the company as ADB accounts until the company is defined as an ADB company.

STOP Before defining a company in the ADB application, the company must exist in the General Ledger application.



Need More Details? Check out the following concepts:

- ["What Is an Average Daily Balance Company?"](#) on page 384

STEPS To define an average daily balance company

- Access ADB Company (AD10.1). Consider the following fields.

| | |
|-----------------------------|---|
| As of Effective Date | <p>To specify a default effective date for all companies, select an effective date. This date is used to select transactions the system includes in an ADB calculation. You can limit the transactions that affect your ADB calculations by adjusting this date.</p> <p>The date entered in this field applies to all calculations for all ADB accounts within every ADB company unless overridden for a company or on Transaction Posting (AD190).</p> <p>If left blank, the effective date defaults to month end.</p> |
| Company | <p>Select a company number. You can select from a list of all General Ledger companies.</p> |
| Balancing Accounts | <p>Select an active equity account. This account does not have to be an ADB account. You can select from a list of all posting accounting units, accounts, and subaccounts that exist in the General Ledger application for the company number selected.</p> |
| Effective Date | <p>To have your company's effective date be different from the default, select the company's effective date.</p> <p>This date is used to calculate and update the average daily balance of your accounts. You can limit the transactions that affect your ADB calculations by adjusting this date.</p> <hr/> <p>NOTE You can override the effective date during the ADB processing cycle when you run Transaction Posting (AD190).</p> <hr/> |

Defining Existing Accounts as Average Daily Balance Accounts

Once your company has been defined as an ADB company, you can define any existing accounts as ADB accounts. This procedure describes the process for changing many accounts to ADB accounts using a batch program.

For more information, see ["Defining New Average Daily Balance Accounts"](#) on page 389. For more information, see ["Changing or Deleting Posting Accounts"](#) on page 300.

STEPS To define existing accounts as average daily balance accounts

1. Access Mass Account Change Delete (GL122).
2. On the Action form tab, select the accounting units and accounts within your company that you want to change.
3. On the Change Options tab, indicate that you want to change the Avg Daily Bal field on all accounts from No to Yes.
4. Run the program.

Defining Cost of Funds Accounts

Cost of funds is an optional feature of the ADB system that calculates the percent you are making on savings accounts or spending on loan accounts. This percentage is generated each time Cost of Funds (AD191) is run for all ADB accounts that have a defined interest account or total name.

You can use Average Daily Balance Account Maintenance (AD20) to attach interest accounts to an individual ADB account. Or, use Add Mass Account Maintenance (AD120) to make a mass add or change to the interest account information for a range of companies and accounting units.



Need More Details? Check out the following concepts:

- ["What Is Cost of Funds?"](#) on page 386

STEPS To define cost of funds accounts for an individual account

1. Access Average Daily Balance Account Maintenance (AD20.1).
2. Inquire to display all ADB accounts for the company and posting accounting unit you select.

3. Consider the following for each account you want to change:

| If | Then |
|---|--|
| You want to adjust the number of days in the calculation period | Type the new number of days in the Days per period and Days per year fields. These values are used to calculate the cost of funds or yield for an account. |
| | NOTE Values from the company fiscal calendar default if you leave the Days per fields blank. |
| You want to use this account for cost of funds calculations | Select an interest account (accounting unit, account, and subaccount number) or total name for each average daily balance account. |
| | Total names are predefined groups or ranges of accounting units, accounts and subaccounts. |

STEPS To define cost of funds accounts for multiple account

1. Access Add Mass Account Maintenance (AD120).
2. On the Action tab, select the company or company group, the range of levels, or the range of accounts and subaccounts to be modified.
3. Consider the following for the range you want to change:

| If | Then |
|---|--|
| You want to copy information from the accounts in the company and accounting unit | Enter the 'from' company and accounting unit information on the Copy Options tab and enter the 'to' company, company group, level range, and accounts on the Action tab. |
| You want to change the company, company group, level range, or accounts defined on the Action tab | Enter Interest Account, OR Total Name and/or Days per Period/Year on the Change Options tab. |
| You want to delete information | Use the Delete option on the Action tab. |
| | NOTE Leaving a field blank on the Change Options tab DOES NOT delete any records. You must run the Delete action. |

Related Reports and Inquiries

| To | Use |
|---|---|
| List the average daily balance accounts and options you selected on Accounts (AD20.1) | Account Listing (AD220). The Account Listing report includes: <ul style="list-style-type: none">the account number and description of each ADB accountthe number of days in the period and yearthe interest account number or total name associated with an ADB account |

Using Average Daily Balance and Cost of Funds Processing

NOTE Historical calculations for average daily balance and cost of funds for the month, quarter, and year-to-date for each day are saved each time you run Transaction Posting (AD190).

The Average Daily Balance programs calculate the average daily balance and, optionally, the cost of funds (or yield) for ADB accounts. You can use the effective date and account range to limit the transactions used to calculate the balances.

After average daily balances have been calculated during transaction posting, the system can calculate the cost of funds on deposit or the yield for funds on loan for the ADB company. The Cost of Funds (AD191) program uses the average daily balances calculated in Transaction Posting (AD190). Only ADB accounts with an interest account or total name specified in Average Daily Balance Account Maintenance (AD20.1) are included when the system calculates the cost of funds.

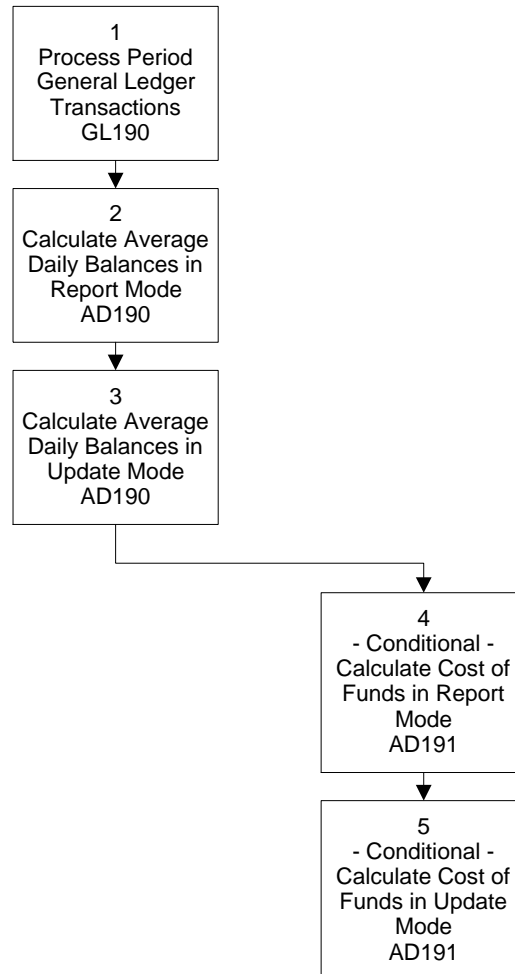
STOP Cost of funds calculations are only run for ADB accounts with a defined interest account or total name.



Need More Details? Check out the following concepts:

- ["How Is Average Daily Balance Calculated?"](#) on page 385
- ["What Is Cost of Funds?"](#) on page 386

Figure 44. Procedure flow: Processing average daily balance.



STEPS Using average daily balance processing

1. Process General Ledger transactions for the period (post journal entries and verify the trial balance). Only posted or quick-posted transactions are used when running Transaction Posting (AD190).
2. Run Transaction Posting (AD190) in report mode to calculate average daily balance account balances. Consider the following fields.

NOTE For ADB companies, you must run Transaction Posting (AD190) on the last day of a period before closing the period.

| Company, Period, and Fiscal Year | Select the company number, period, and fiscal year. The current period and year default. |
|----------------------------------|--|
|----------------------------------|--|

| | |
|-----------------------------|--|
| As of Effective Date | Type a date to use the effective date override option. If left blank, the effective date from Average Daily Balance Company Setup (AD10.1) defaults. |
| | TIP You can change the effective date of transaction using Define Journal (GL40.2). |
| Accounts | Select a beginning and ending account and subaccount number. If left blank, all accounts will be selected. |
| | TIP You can perform partial processing by limiting the account number range. |
| Update | Select Yes to update average daily balance account balances. If you leave the Update field blank, No defaults. |
| Print Report | Select Yes for a printed report of the account balances. |

IMPORTANT You can run AD190 repeatedly to recalculate average daily balances; however, once a period is closed in the General Ledger application, you can calculate Average Daily Balances using historical data. If you backpost an entry, you must then rerun AD190 for the end of the period. You might also choose to rerun AD190 for each day after the backposted transaction to keep your daily reporting accurate.

NOTE You must run AD190 in update mode prior to running Cost of Funds (AD191).

3. Verify the calculations and run Transaction Posting (AD190) in update mode.
4. If required by your company, run Cost of Funds (AD191) in report mode. Consider the following fields.

| | |
|---|--|
| Company, Period, and Fiscal Year | Select the company number, period, and fiscal year. The current period and year default. |
|---|--|

| | |
|---------------|--|
| Update | Select Yes to update cost of funds balances. If you leave the Update field blank, No defaults. |
|---------------|--|

5. If required by your company, verify the calculations and run Cost of Funds (AD191) in update mode.

Related Reports and Inquiries

| To | Use |
|--|---|
| Display a summary of the transactions posted by posting account as of the selected effective date | Average Daily Balance Company Analysis (AD90.1) |
| Display a wide range of account information based on organization, account, period and calculation criteria you define | Account Analysis (AD95.1) |

Creating an Average Daily Balance or Cost of Funds Report

You can create customized average daily balance reports that list ADB balances for accounts and dates you specify. Reports can include actuals, ADB calculation results or cost of fund calculation results for the current or prior period, quarter or year.

NOTE You need to define a report only once, but you can change the report layout at any time. Once defined, run the report at any time using AD290.

STEPS To create an average daily balance report

1. Access Average Daily Balance-Cost of Funds Report Setup (AD50.1).
2. Select the report you want to change or create a new report.
3. Define the report information. Consider the following fields.

Period: Effective Date or Period, Year

Select either an effective date or period. If you choose the effective date, the report will include the calculated values for the same relative date in other periods. If you choose a period and year, the report will include the calculated values for the period ending date.

For example, if your quarter ends on March 31 and choose an effective date of March 15, you can customize your report to include comparisons of the balances as of December 15.

If you choose period 3 of last year, you can customize your report to compare the balances for the period end dates.

NOTE In order to run a report for an effective date, you must have run AD190 for that date.

Report Layout

Choose from the predefined values available in each column field. Then type the headings for each column grouping.

Followup Tasks

After you define a report, you can run it at any time using ADB-Cost of Funds Report (AD290). For more information, see ["Running an Average Daily Balance or Cost of Funds Report"](#) on page 398.

Running an Average Daily Balance or Cost of Funds Report

You only need to define average daily balance reports once, and then you can run them at any time you want. Use this procedure to run ADB reports that you have defined.

STEPS To run an average daily balance report

1. Access ADB-Cost of Funds Report (AD290).
2. Select the name of the report you want and run the report.

Related Reports and Inquiries

| To | Use |
|---|---|
| Display a summary of the transactions posted by posting account as of the selected effective date | Average Daily Balance Company Analysis (AD90.1) |
| Display a wide range of account information based on organization, account, period, and calculation criteria you define | Account Analysis (AD95.1) |

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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