Oracle ERP Financials – R12
Training Manual
General Ledger Setup and End User

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TABLE OF CONTENTS

1 INTRODUCTION ................................................................. 4
  1.1 LOGGING IN TO ORACLE APPLICATIONS ........................................ 4
  1.2 NEW NAVIGATE WINDOW OPEN ................................................ 5
  1.3 DEFINING NEW USER .................................................................. 5
  1.4 RE-LOGGING IN AS A NEW USER ................................................. 7
  1.5 CREATE NEW RESPONSIBILITY .................................................... 9
  1.6 IMPLEMENT OF 4C: .................................................................. 14
    1.6.1 How to create Currency ....................................................... 14
    1.6.2 How to create calendar ....................................................... 15
    1.6.3 How to create accounting calendar ..................................... 16
  1.7 CREATE KEY FLEXFIELD SEGMENTS ......................................... 19
    1.7.1 Create Value sets .............................................................. 20
  1.8 ASSIGN SEGMENT TO KEY FLEXFIELD SEGMENT: .................... 23
  1.9 ASSIGN VALUES TO VALUE SETS: ........................................... 28
    1.9.1 Define Parrent Chid relation: ............................................. 32
  1.10 LEGAL ENTITY SETUP ............................................................ 36
    1.10.1 Jurisdiction ..................................................................... 36
    1.10.2 Defining Legal Entity ....................................................... 39
    1.10.3 Ledger Options ................................................................ 45
  1.11 SUBLEDGER ACCOUNTING OPTIONS ....................................... 49
    1.11.1 Assets ......................................................................... 49
    1.11.2 Payables ..................................................................... 50
    1.11.3 Cash Management ............................................................ 51
    1.11.4 Receivables .................................................................. 52
  1.12 JOURNAL SOURCES ............................................................. 53
  1.13 JOURNAL CATEGORIES .......................................................... 54
  1.14 DOCUMENT SEQUENCES ....................................................... 55
    1.14.1 Define Document Sequences ............................................. 55
    1.14.2 Assign Document Sequences ........................................... 56
  1.15 JOURNAL APPROVAL WORKFLOW SETUP .............................. 57
    1.15.1 Set Profile Option ............................................................ 57

2 JOURNALS .......................................................... 58
  2.1 ENTER AND PROCESS JOURNAL VOUCHERS ............................... 58
  2.2 REVERSAL JOURNALS .............................................................. 67
  2.3 RECURRING JOURNALS ............................................................ 75
  2.4 TYPES OF RECURRING JOURNAL .............................................. 79
    2.4.1 Skeleton Recurring Journal .................................................. 79
# TRAINING MANUAL

## GENERAL LEDGER SETUP AND END USER

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.2</td>
<td>Standard Recurring Journal</td>
<td>80</td>
</tr>
<tr>
<td>2.4.3</td>
<td>Formula Journals</td>
<td>81</td>
</tr>
<tr>
<td>2.5</td>
<td>JOURNAL IMPORT</td>
<td>84</td>
</tr>
<tr>
<td>2.6</td>
<td>ENTER FOREIGN CURRENCY JOURNAL</td>
<td>86</td>
</tr>
<tr>
<td>3</td>
<td>BUDGET</td>
<td>87</td>
</tr>
<tr>
<td>3.1</td>
<td>DEFINE BUDGET ORGANIZATION</td>
<td>87</td>
</tr>
<tr>
<td>3.2</td>
<td>DEFINE BUDGET</td>
<td>92</td>
</tr>
<tr>
<td>3.3</td>
<td>ENTER BUDGET</td>
<td>94</td>
</tr>
<tr>
<td>4</td>
<td>RUNNING STANDARD REPORTS</td>
<td>101</td>
</tr>
<tr>
<td>4.1</td>
<td>RUN STANDARD REPORTS</td>
<td>101</td>
</tr>
<tr>
<td>4.2</td>
<td>ONLINE INQUIRY</td>
<td>105</td>
</tr>
</tbody>
</table>
1 Introduction

1.1 Logging In to Oracle Applications

The first step in starting Oracle Applications is to enter the appropriate URL for your site in an Oracle Applications certified browser. After starting Oracle Applications, the first window you see is the login window. You need an Oracle Applications username and password to log in to Oracle Applications. It is different from the username and password you use to log in to your computer. If you are not sure of your Oracle Applications username and password, consult your system administrator. Oracle Applications security is based on your Oracle Applications username. Your username connects you to your responsibilities, which control your access to applications, functions, reports, and data.
1.2 New Navigate Window open

Navigation Path: System Administrator Responsibility

1.3 Defining new user

Click to Define → Enter User Name

Enter Password → Re-enter password
Chose System Administrator responsibility ➔ in Responsibility tab ➔ with System Administration Application

Save
Exit Oracle Applications
Log out from the Personal Home page
1.4 Re-Logging in As a New User

Re-Log in as a new User.

- Login = UCP
- Password = ******
Open a New Window:

— Current Password = ******
1.5 Create New Responsibility

Responsibility: System Administrator

1. If not currently logged in, log in to Oracle Applications with your user.

Create New Responsibility (Enter Responsibility Name)

Chose Application (General Ledger)

Responsibility Key (same as Responsibility Name)

Select Data Group (Standard)

Chose General Ledger Application

Chose Menu (GL_SUPERUSER)
After that this responsibility assign to user

(N) Security → User → Define

Find Your User in find window
Add your responsibility to your user
Switch your responsibility as UCP GL

1.6 Implement of 4C:

- Currency
- Chart of Account (COA)
- Calendar
- 

1.6.1 How to create Currency

**Navigation Path:** General Ledger → Setup → Currencies → Define

This form will open now enter your currency name

**Code:** UCP PKR
**Name:** UCP Pakistan Rupee
**Note:** Name of currency should be unique make your own currency
1.6.2 How to create calendar:
First step: create your period type
E.g. make fiscal or create simple calendar if you chose fiscal then your financial year should be (01-Jul-13 to 30-Jun-14)

And if you chose only calendar then financial year should be (01-Jan-13 to 31-Dec-13)

**Navigation Path:** General Ledger → Setup → Financials → Calendars → Types

Enter following information:
Periods Type: UCP 13 Period
Periods per Year: 13 or 14
Year Type: Fiscal or Calendar its student chose

**Note:** It's not mandatory that you have to create your period type of 14 period you can make 14 or 13 period in one year

1.6.3 How to create accounting calendar
Path: General Ledger -> Setup -> Financials -> Calendars -> Accounting
Enter following information:
Calendar: UCP GL Calendar
Description: additional information which you can enter for reference
Note: in type tab student will enter its Period Type which he defined above lab

Note: adjusting period is period where you enter your adjusting entries at the year end and make sure that month starting date and ending date must be correct otherwise calendar will not save e.g.
From: 01-Jul-2007 to 31-Jul-07 if you enter from: 01-Jul-2007 to 30-Jul-2007 calendar will not save

When you save following message will pop-up when this message come student will click on “Current”
When this message will come just click on “OK”
1.7 Create Key Flexfield Segments

**Navigation Path:** General Ledger → Setup → Financials → Flexfield → Key → Segment

Open this Window

Find Application General Ledger with title of Accounting Flexfield

Then create new Structure of Segment i.e. **UCP COA**
Save

1.7.1 Create Value sets

Navigation Path: General Ledger → Setup → Financials → Flexfield → Key → Validation → Set
Create a Company (UCP Company)

Create Department (UCP Department)
Create Natural Account (UCP Natural Account)

Create a Reserve/ Future1 (UCP Future1)
1.8 Assign Segment to Key flexfield segment:

**Navigation Path:** General Ledger → Setup → Financials → Flexfield → Key → Segment

Find Application General Ledger with title of Accounting Flexfield
Then find your Key Flexfield Segment i.e. **UCP COA**
View your key flexfield

Click to segment right bottom of form
Create your all segments
**UCP Company** Segment 1
**UCP Department** Segment 2
**UCP Natural Account** Segment 3
**UCP Future1** Segment 4
Save your work.
Then assign the flexfield qualifier to your segments
Click to flexfield qualifier tab on bottom of form then chose one by one
For UCP Company segment       Chose Balancing Segment
For UCP Department segment

Chose Cost Center Segment
For UCP Natural Account segment  Chose Natural Account Segment

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
<th>View Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCP COA</td>
<td>UCP COA</td>
<td>UCP COA</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

After that you check the following boxes:

- ✔ Allow dynamic insets
- ✔ Enabled
- ✔ Cross validate segments
- ✔ Freeze flexfield definition
Then shown above message you click on OK button.

Then show bellow message
1.9 Assign Values to value sets:

**Navigation Path:** General Ledger → Setup → Financials → Flexfield → Key → Value

Find your value sets in value set windows
Then create your Company, Departments, and Natural Accounts etc. one by one.

- **UCP Company**

- **UCP Departments**
When you close your form following message will be appear

Press OK button
- UCP Natural Account
After save following message will be appearing:

- Click OK
1.9.1 Define Parent Child relation:

**Navigation Path:** General Ledger ➔ Setup ➔ Financials ➔ Flexfield ➔ Key ➔ Value

Find Value set (UCP Natural Account)
Click Total Assets Value then click to Define Child ranges button left bottom.

Define Current Assets/ Noncurrent Assets ranges
Click to Define Child ranges button left bottom
View Hierarchies (Total Assets)
View Hierarchies (Noncurrent Assets)

View Hierarchies (Current Assets)
View Hierarchies (Total Expenses)
1.10 Legal Entity Setup

1.10.1 Jurisdiction

Define Registration Code for Jurisdiction in Lookups menu of Legal Entity Administrator

Responsibility:

Define a new Jurisdiction for Legal Entity set up in Legal Entity Manager or Legal Entity Administrator
responsibility.

Choose Jurisdiction sub-tab
To include Pakistan in the Territory field on Create Legal Entity page set Default Country profile to Pakistan as shown below (Not recommended):
1.10.2 Defining Legal Entity
Go to Legal Entities tab
Registrations (auto created):

General:
Establishments (auto created):

General:
Establishments (auto created):

Assign Legal Entity (step 1)
Define Accounting Representations (step 2)

Review (step 3)
1.10.3 Ledger Options

Ledger review (Step 1)
Options (Step 2)

* Retained Earnings Account
  0.000.000.000.000
  Ret/Closing Balance Flag

Journal Processing

Suspend Account
Rounding Differences Tracking Account

Journal Reversal Criteria Set

Currency Translation Options

Default Period End Rate Type
Default Period Average Rate Type
Cumulative Translation Adjustment Account
Advanced Options (Step 3):

Review/General (Step 4):

(i)
### Additional Information

#### Year End Processing
- Retained Earnings Account: 0.000,000.31000.300
- Set Closing Balance flag: Disabled

#### Journal Processing
- Suspense Account: Rounding Differences Account:Incompany Balancing: Journal Approval: Journal Entry Tax: Journal Reversal Criteria Set: Synchronize Reversals between Primary and Secondary Ledger(s): Disabled

#### Currency Translation Options
- Default Period End Rate Type: Default Period Average Rate Type: Cumulative Translation Adjustment Account

#### Journal Reconciliation
- Journal Reconciliation: Enabled

### Budgetary Control
- Budgetary Control: Disabled
- Reserve for Encumbrance Account: Disabled
- Require Budget Journal: Disabled

### Average Balances
- Average Balances: Disabled
- Average Balance Consolidation: Disabled
- Net Income Account: Transaction Calendar

### Translation Options
- Data Type
  - Maintain End of Day Amount: Disabled
  - Maintain Quarterly Average to Date Amount: Disabled
  - Maintain Year Average to Date Amount: Disabled

---

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1.11 Subledger Accounting Options

1.11.1 Assets
1.11.2 Payables
1.11.3 Cash Management
1.11.4 Receivables
1.12 Journal Sources
1.13 Journal Categories

The following categories for GL have been created:

1. BRV
2. BCR
3. CRV
4. BPV
5. CPV
1.14 Document Sequences

1.14.1 Define Document Sequences

(i)

(ii)
1.14.2 Assign Document Sequences

(i) Document Tab

The image shows a screenshot of the software interface for assigning document sequences. The interface includes a table with columns for Document, Application, Category, Ledger, and Method. Each row in the table corresponds to a different document sequence, indicating the application, category, ledger, and method used for each sequence.
1.15  Journal Approval Workflow Setup

1.15.1 Set Profile Option

Find Approver Method

Allow Preparer approval option:
2 Journals

2.1 Enter and Process Journal Vouchers
Journal entries are accounting transactions. They can be manually entered; or they can come from sub-ledgers such as Payables, Purchasing, and Receivables etc. Journal entries have no effect on account balances until they are posted. Once journal entries are posted, the account balances are updated and you cannot "undo" them—you can only reverse them. You can also use journal entries to transfer balances between accounts.

Journal Category Journal Category describes the Type of journal entry such as Accrual, Adjustment, Other etc. General Ledger has default journal categories. However for GATML it is recommended to use Adjustment and Other as Journal Category for making entries in to General Ledger. Adjustment Journal Voucher should be used for making adjusting entries in to GL whereas Other Journal should be used for making other manual entries in to General Ledger.

Journal Source The journal source is set to Manual and cannot be updated—this is how the system identifies manual journal entries.

Summary

Entering Journal Voucher is a Five Step Process

1. Use the following Navigation Path to go to Find Journal screen Journal: Enter
2. Click on 'New Journal' Button to go to the Journal screen.
3. In the Journal Screen enter the journal name, category, description (optional), and control total (also optional).
4. Enter line number, account code, debit or credit amount, and an optional description. After the first line, the line numbers will fill in automatically
5. Click on Post Button to Post the Voucher

A typical navigation menu for a General Ledger would be as follows:
1. Double-click on the menu **Journals**
2. Click on **Enter**
3. Click on **Open** button to navigate to the **Find Journals** screen
4. If you want to enter journals in batches then click on **New Batch** button (see **Enter Journal in Batch**), otherwise click on **New Journal** button (see **Enter Journals**).
Enter Journal in Batch

1. Enter the batch name in the **Batch** field
2. **Period** will default to the current period (however the user can change it to any open period).

3. Then click on the **Journals** button and see **Enter Journals** for entering journals
<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Debt (P/F)</th>
<th>Credit (P/F)</th>
<th>Description</th>
</tr>
</thead>
</table>

### General Ledger
- **Journal Entry**
  - **Date**: 31-Jul-2011
  - **Type**: Not Required

### Review Journal
- **Account**:
- **Action**:
- **Line Criteria**:
- **T Accounts**:
- **Change Period**:
- **Change Currency**:

---

**Oracle Applications - EMIS Test Server (08-05-12)**

---

**Start** | **Oracle Applications** | **View Amount** | ** EMIS Test Server (08-05-12) ** | ** T Accounts ** | ** Change Period ** | ** Change Currency **
Enter Journals

1. In the **Journal** field, enter a unique Journal Name. If you do not enter a journal name, General Ledger automatically assigns a name using the following format: *Source Journal ID Date*.
2. **Period** will default to the period related to the batch level.
3. **Effective Date** will be default (however the user can change it).
4. **Category** field select the Journal Category from List of Values. If it’s an adjustment Voucher select Adjustment otherwise select Others as Category.
5. In the **Description** field give a brief description of the Journal. This is an optional field. General Ledger uses this as the default description for each journal entry line. You can change the journal entry description as necessary.
6. **Balance Type** is a display - only field. It displays Actual when you are entering actual journals and Budget when you are entering budget journals.
7. In **Document Number** field, system will automatically populate document number when journal will be saved depending upon the document sequence assigned to journal category.
8. In the **Currency** field select currency from List of Values, if different from default currency.
9. Insert **Line** number, it can be 1 or 10.

10. In the **Account** column, select from the List of Values the account combination in which entry is to be made and then click on **OK** button or you can select Alias for entering account code combination.
You can also use aliases to speed up data entry and click OK, the segment values would be filled in automatically based on alias definition:

In DFF field represented by [] on the screen enter any descriptive information required and setup related to this JV.
11. Before proceeding save the entries. The System will assign the required document number (voucher #) to the journal.

12. Click on the Approve button to send the Journal Batch to approver. System will prompt a message.

13. A notification will be sent to approver. The approver has the authority to Approve, Reject or even request information from the creator of Journal Batch.

14. Once approved, notification will be sent back to creator of Journal Batch. He will then select the approved journal in system and click on Post button to post the entry. A journal can also be posted from Post Journals window.
2.2 Reversal Journals

If the Journal is wrongly posted or any provisional journal is posted in one period for generating monthly accounts, it is important to know that it cannot be deleted; however, any such journal can only be reversed through Reverse Journal.

Summary

Reversing Journal is a four step Process:

1. Find the Journal through find Journal screen Enter: Journal: Find Journal
2. Click on Reverse Button to Reverse the Journal
3. Choose period of reversal
4. Find the Reversed Journal and click Post button to Post.
1. Select Enter from Journals to view Find Journals Screen
2. Find the required Journal using any of the search criteria shown in screenshot and click on Find button.
3. Select the Journal which is to be reversed and click on the **Review Journals** button and the following screen appears

4. Enter the date and reversal period
5. Click on **Reverse** button and the following screen appears
6. Choose the period in which the reversal is to be posted.

The system will give a message that a request has been processed for creating reversal journal along with the required ID.
Posting of Reversal Journal

1. Open the Find Journal screen and find the Reversed Journal. General Ledger names the reversal batch as Reverses [Original Journal Entry Name] [Date] [Time].

2. Press OK and then Find
3. In the **Status** column it appears Un-posted. Take the cursor to the relevant line and click on the **Review Journal / Review Batch** button to review the journal entry of a complete batch.
4. Click on the **Approve** button to approve the Reversed Journal.

5. Press OK
6. Click on the Post button to post the Reversed Journal.

7. Press OK
2.3 Recurring Journals

Journal: Define: Recurring

1. Navigate to the 'Define Recurring Journal Formula' screen through path
   Journal: Define: Recurring

Double Click to open the following window.
2. Enter a name and optional description for the recurring journal.
3. If you want to copy entries from an existing recurring journal batch to your new batch, choose Auto Copy Batch.
4. If you chose a single ledger recurring batch type, enter the name of the ledger. For a multiple ledger batch type, the Ledger field is disabled.
5. Enter name of Journal.
6. Enter the category of JV.
7. Select Currency PKR.
8. Click on Lines.
9. You are now in Journal Entry Line window.

10. Enter a line number (e.g., 10) to set the order of your recurring journal entry lines.
11. Enter the account you want General Ledger to update when you generate and post your recurring journals.
12. Enter an optional line description for the recurring entry line.
13. Enter a formula for the line.
14. Enter the remaining lines for the recurring journal entry by pressing down arrow key.
15. Save your work.
Generating Recurring Journal Batches

1. Navigate to the Generate Recurring Journals window using navigation path: Journals: Generate: Recurring

2. Select the recurring batches you want to generate.

3. Enter the accounting Period for which you want to create an un-posted journal batch.

4. (Optional) choose the recurring journal button to review the batch.

5. You can generate your recurring journal batches from this window.

6. Choose Generate, General Ledger submits a concurrent process to create un-posted journal batches based on the selected recurring journal batches. Note the Request ID assigned to the concurrent process. General Ledger names the resulting journal batch as follows: <Recurring Batch Name> :< Date><Time>.

7. If you generate skeleton journal entries, use the Enter Journal window to complete the journal information.

8. Review your generated journals.

9. Post the generated recurring journal batches to update account balances.
2.4 Types of Recurring Journal

There are three types of Recurring Journals:

1.4.1 Skeleton recurring Journals
1.4.2 Standard Recurring Journals
1.4.3 Formula Recurring Journals

2.4.1 Skeleton Recurring Journal

Skeleton Journal is used when the Dr. /Cr account codes remain the same whereas the amount is not fixed. Therefore the user will only define the account code as follows:

The user will give the line number and account code. Then enter optional description and click Down Arrow and give the next line number e.g. 2 and then give the account code. The user will use the same procedure as mentioned above to define as many Dr. /Cr. Account codes as required.

Dr. /Cr. amounts will be entered after generating the journal.
### 2.4.2 Standard Recurring Journal

This type of recurring journal is used where the account code and amount both are identified. The user will define both account and amount in the recurring journal.

For defining Standard Recurring Journal, the user will enter the line number and account code as in the skeleton recurring journal. The user will then enter the amount for this account code in the "Formula" section of the form. The user will enter "1" in the step field and amount in the "Amount" field.

- Dr. amount will be entered in Positive and
- Cr. Amount will be entered as Negative.

The user will generate the batch when required and the system will generate the journals with account code and Dr. / Cr. Amount. The user will have the option of reviewing and changing any account code or amount before posting the journal.
2.4.3 Formula Journals

For entering formula journal the user will enter the following information in addition to the line number and account code.

1. Enter a Step number to specify the order to process the steps in the formula.
2. Each formula can contain an unlimited number of steps.
3. Enter a factor for the formula step enter a fixed Amount.
4. Specify an Account to use a balance in the formula calculation. You can use standard, end-of-day, or average balances in your formula lines.
5. Specify the type of calculation you want to perform by entering a mathematical Operator for the formula step.

To use an account balance in your formula:

1. Enter the Account you want to include in your formula step.
2. Choose a Balance Type of Actual or Budget. If you choose budget balances, you must specify the budget to use when you generate the recurring journal batch.
3. Choose an Amount Type. Choose PTD to use the period-to-date balance of your account. Choose YTD to use year-to-date balances for income statement accounts and life-to-date totals for balance sheet accounts.
4. Choose the relative Period balance you want to use in your formula (Current Period, Same Period a Year Ago, or Previous Period). The relative period, combined with the amount type, determines the type of account balance your formula uses. The following table shows the account balance types for each combination of amount type and period.

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Period</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTD</td>
<td>Current Period</td>
<td>Net activity of current period</td>
</tr>
<tr>
<td>YTD</td>
<td>Current Period</td>
<td>Ending balance of current period</td>
</tr>
<tr>
<td>PTD</td>
<td>Previous Period</td>
<td>Net activity of previous period</td>
</tr>
<tr>
<td>YTD</td>
<td>Previous Period</td>
<td>Ending balance of previous period</td>
</tr>
<tr>
<td>PTD</td>
<td>Same Period as a Year Ago</td>
<td>Net activity of year-ago period</td>
</tr>
<tr>
<td>YTD</td>
<td>Same Period as a Year Ago</td>
<td>Ending balance of year-ago period</td>
</tr>
</tbody>
</table>
Following screen shows a simple calculation of Period-to-date balance of an account (A) multiplied with 2%.

For example, to enter this formula:

\[ (A + B) \times C \]

Enter the formula information as shown in the table below:
<table>
<thead>
<tr>
<th>Factor</th>
<th>Operator</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter</td>
<td>Specify the first value A. Next, specify the operator Enter to separate the second value from the first.</td>
</tr>
<tr>
<td>B</td>
<td>+</td>
<td>Specify the second value B. Next, specify the operator to perform the addition calculation with the value A.</td>
</tr>
<tr>
<td>C</td>
<td>×</td>
<td>Specify the third value C. Next, specify the operator to perform the multiplications</td>
</tr>
</tbody>
</table>
2.5 Journal Import

Journal import function is used to transfer data from other applications of E-Business Suite (like AP, AR, Assets etc.) and/or from legacy systems (Payroll, PMS, Water Billing etc.).

1. Navigate to Journals > Import > Run

Following window shall appear
1. Choose the source from where data is to be imported. Press ctrl+l to display the LOV for available sources:
1. Press OK.
2. Choose Ledger and click Import

This will result in creation of an un-posted journal

2.6 Enter Foreign Currency Journal

1. Navigate to the Enter Journals window.
2. Enter batch information.

3. Enter your journal information, specifying the foreign currency.
4. Enter the journal currency conversation information. The user will select the type "user". The system allows entering the conversion rate in the Rate field the system will convert the foreign currency into Pak rupee based on the conversion rate defined in the field.
5. Enter your journal lines, using debit and credit amounts in the US $. General Ledger will automatically convert the entry amounts into Pak Rupee based on the designated conversion rate.
3 Budget

3.1 Define Budget Organization

2. Navigate to Budgets > Define > Organizations
3. Enter Budget Organization Name
4. Click on Display Sequence field and a new window shall appear:

5. Give the Sequence numbers:
   a. Company = 1
   b. Department = 2
   c. Natural Account = 3
   d. Future1 = 4
1. Click OK
2. Click on Ranges button to assign account range(s) for this budget organization. However do note that account ranges cannot overlap between any two budget organizations.

6. Enter Line number, and give low and high range values for each segment.
7. Click OK
8. Click Save (disk icon in the tool bar) or press ctrl + s.
3.2 Define Budget

1. Navigate to Budgets > Define > Budget

Following window shall appear
2. Enter values in the fields:

   a. Budget
   b. Status
   c. Created Date (fills automatically)
   d. First budget period
   e. Last budget period
3.3 Enter Budget

1. Navigate to Budgets > Enter > Amounts

Following window shall appear
2. Enter values in the fields:

   a. Budget
   b. Budget Organization
   c. Accounting Periods From
   d. Period To
   e. Currency
3. Click any field under Accounts area and the following window shall appear:

![Image of the window]

4. Enter the desired account range
5. Click OK

All the accounts in the specified range will be listed with corresponding budget amounts, if any. You can enter or update amounts here each account for the periods defined in the Accounting Period range specified earlier.
1. Click Show Total to see a summation column at the end of the spreadsheet
2. Click Post button to update budget account balances in the system.

3. Click Yes to confirm.
4 Running Standard Reports

4.1 Run Standard Reports

To initiate Standard reports, follow the navigation path **Report: Request: Standard**. GL System will require you to select a **Single Request** or a **Request Set**. Select the **Single Request** option.
Click on the OK button. This will take you to the Submit Request form.

1. In the Name field select the Required Report from List of Values
2. In the **Parameter** field enter the required parameter related to the Report

Click **OK**.

Click **Submit** to submit the request.
Viewing the report

After click on Submit Request for Report Run. A dialog box appears with the concurrent request ID and asks the question whether you want to submit another request. Click on the No button for this exercise.

Follow the path other >Requests to find the reports and Click the Find button.

Following screen will appear showing the status of reports:

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Name</th>
<th>Parent</th>
<th>Phase</th>
<th>Status</th>
<th>Parameters</th>
</tr>
</thead>
</table>

After Status ‘Normal’ and Phase ‘Completed’, Select the report and click on View Output button.

Here you can view output of your report.
4.2 On Line Inquiry

On line Inquiry helps to View Actual and Budget Account Balances.

Through Online Inquiry you can

- Compute the Variance between Actual Budgeted Balance
- Drill down to see Journal entries through the account balances
- Drill down to see the Sub ledger transactions that comprise the Journals that comprise the Account Balances
- View Journal and Sub ledger transaction information as balanced accounting entries (i.e. Debits equals to Credits) Or in the form of T-Account

Summary

1. Use the Following Navigation Path to make an Account Inquiry. **Inquiry: Account**
2. Enter period range and Account combination into the Account Inquiry screen.
3. Click on to the relevant Inquiry Button i.e. Show Balances, Show Journal Detail and Show variance
Use the following Navigation Path to make an Account Inquiry. *Inquiry: Account* and the following Screen opens

1. Enter **Period range** for which an Inquiry is to be made
2. In the **Currency** field **Select Currency Type**.
3. Enable **Actual or Budget** balance type for which an Inquiry is to be made
4. Enable the relevant **Factor** keeping in view the level of inquiry required
5. Enter Account combination in the **Account** section for which an inquiry is to be made.
6. Information can be viewed at three Levels i.e., **Show Balances, Show Journal Detail** and **Show Variance**
a. Show Balance

Click on **Show Balance** button and the following screen appears:

This Screen will mainly show you the monthly balances against an Inquired account.
b. Show Journal Detail

Click on the Show Journal Detail Button and the following screen appears:

In this screen you can view the **Batch** name, **Journal Entry** description, entry **Source**, **Currency**, **Debit** and **Credit** Amounts.

If you want to see the Journal detail click on **Show Full Journal** button. Finally if you want to see the balances detail click on to **Detail Balances** button in the **Account Inquiry** window.
c. Show Variance

If you want to see the Variance of Actual and Budgeted balances click on **Show Variance** button.