Using General Ledger Interfaces

The File Maintenance and Procedures to successfully use the General Ledger Interfaces

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Overview

- File Maintenance
  - System Tailoring
  - Application Interfaces
  - Rules
  - Priorities
- Work Instructions
  - Assigning Accounts
  - Editing Assigned Accounts
  - Creating Ledger Entries

Overview

- Applications that have GL Interface options:
  - Customer Order Management (COM)
    - Sales, Cost of Sales & Credits
  - Inventory Management (IM)
    - All transactions in IM
    - System created transactions (i.e. CU – Unit Cost Default Cost Change)
  - Production Control & Costing (PCC)
    - Labor & Overhead to WIP
    - MO Variances
  - Repetitive (REP)
    - Earned Labor & Overhead
    - Rep Schedule Variances

Interface Overview

- XA collects specified transactions in the following files:
  - IM – INVTXN
  - COM – OEITXN
  - PCC – PCCTXN
  - Repetitive – PCCTXN
- It does NOT use transaction history (IMHIST)

Interface Overview

- When you assign accounts, XA will:
  - Use the Priorities to determine how to sequence the rules
  - Compare the fields in the rule to the fields in the transaction
  - When the fields in the transaction find a match to the rule, the account numbers in the rule are appended to the transaction in the xxxTXN file

Interface Overview

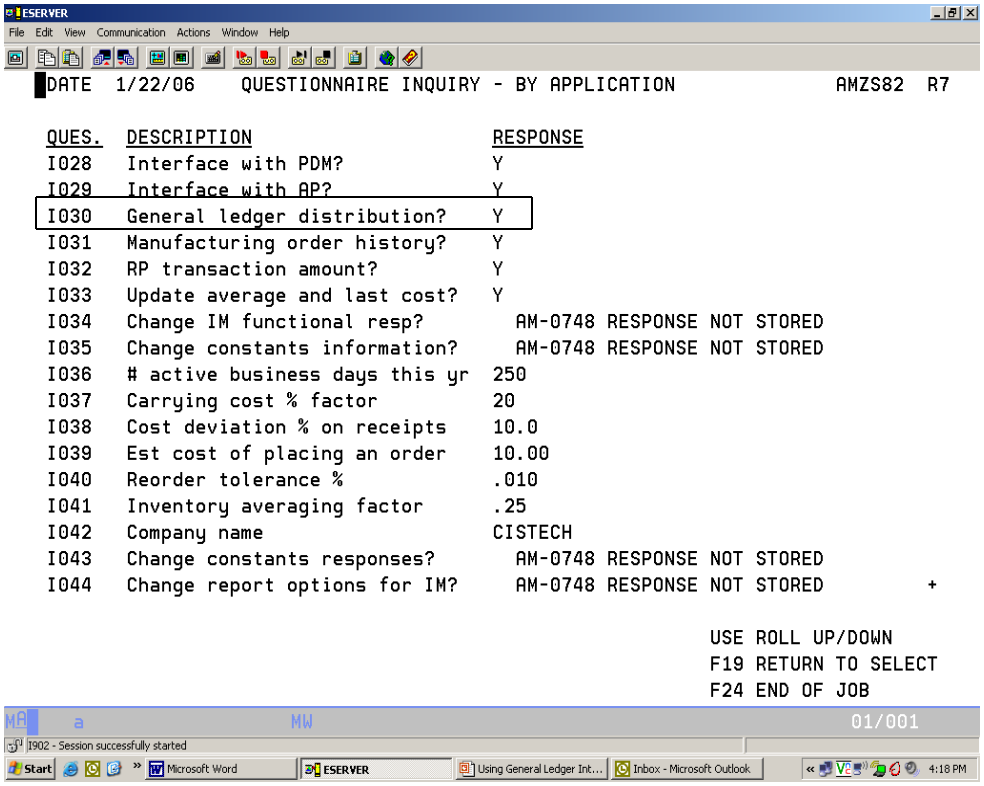
- Creating Journal Entries
  - Only transactions with assigned accounts will be used to create Journal Entries
  - Depending on the Application Interfaces (AM Financials only), Journal Entries will be either ignored (use Print & Clear at month end for a report to back up the manually entered JE) or recognized by the General Ledger
  - Journal Entries can be either summarized by account or a separate entry for each transaction

Covered in Future Sessions

- Individual transactions and the accounts to use for the rules
- T accounts

System Tailoring

- All four of the applications that have interfaces have tailoring questions that activate the GL function



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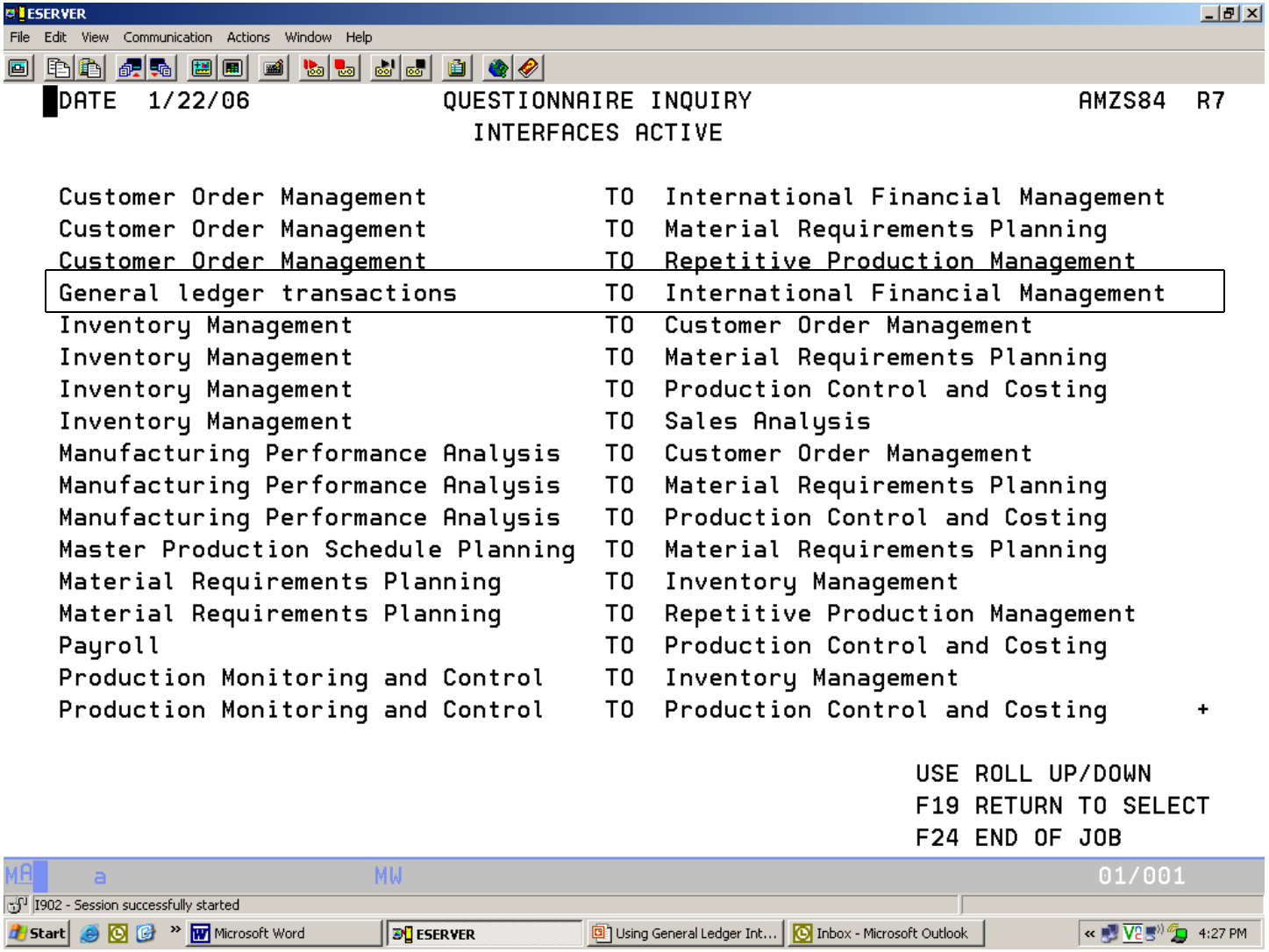
AM Financials - Application Interfaces

- Separate from the Tailoring questions, Interfaces serve as a “firewall” that either allows the ledger to recognize the Journal Entry or ignore the entry
- If you want XA to create the JE but want the ledger to ignore it:
  - Tailor for GL Distribution but DO NOT activate the interface to the GL application
- If you want XA to create the JE and have the ledger use the entry:
  - Tailor for GL Distribution and activate the interface

Interfaces with IFM



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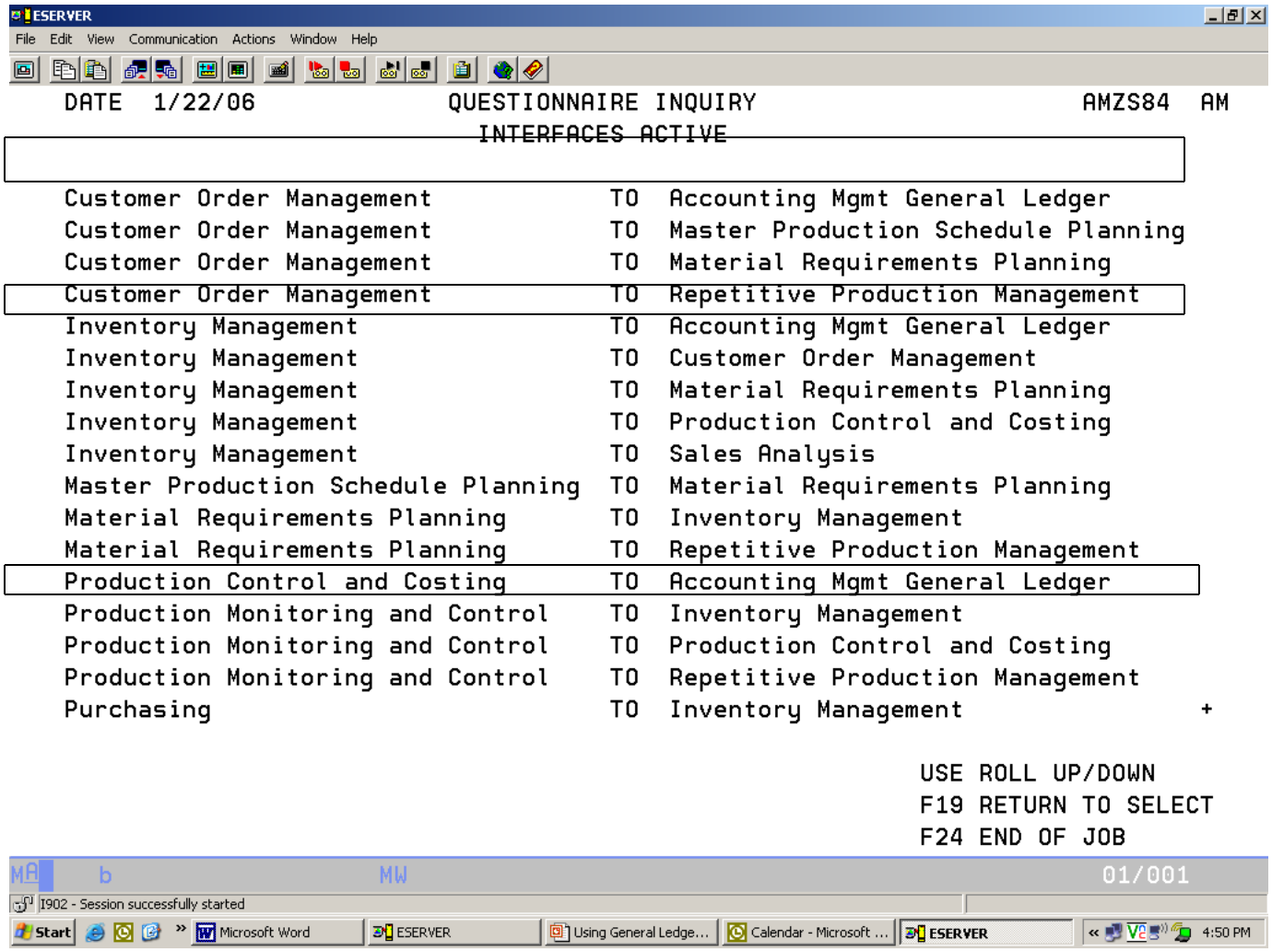
Interfaces with AM Financials



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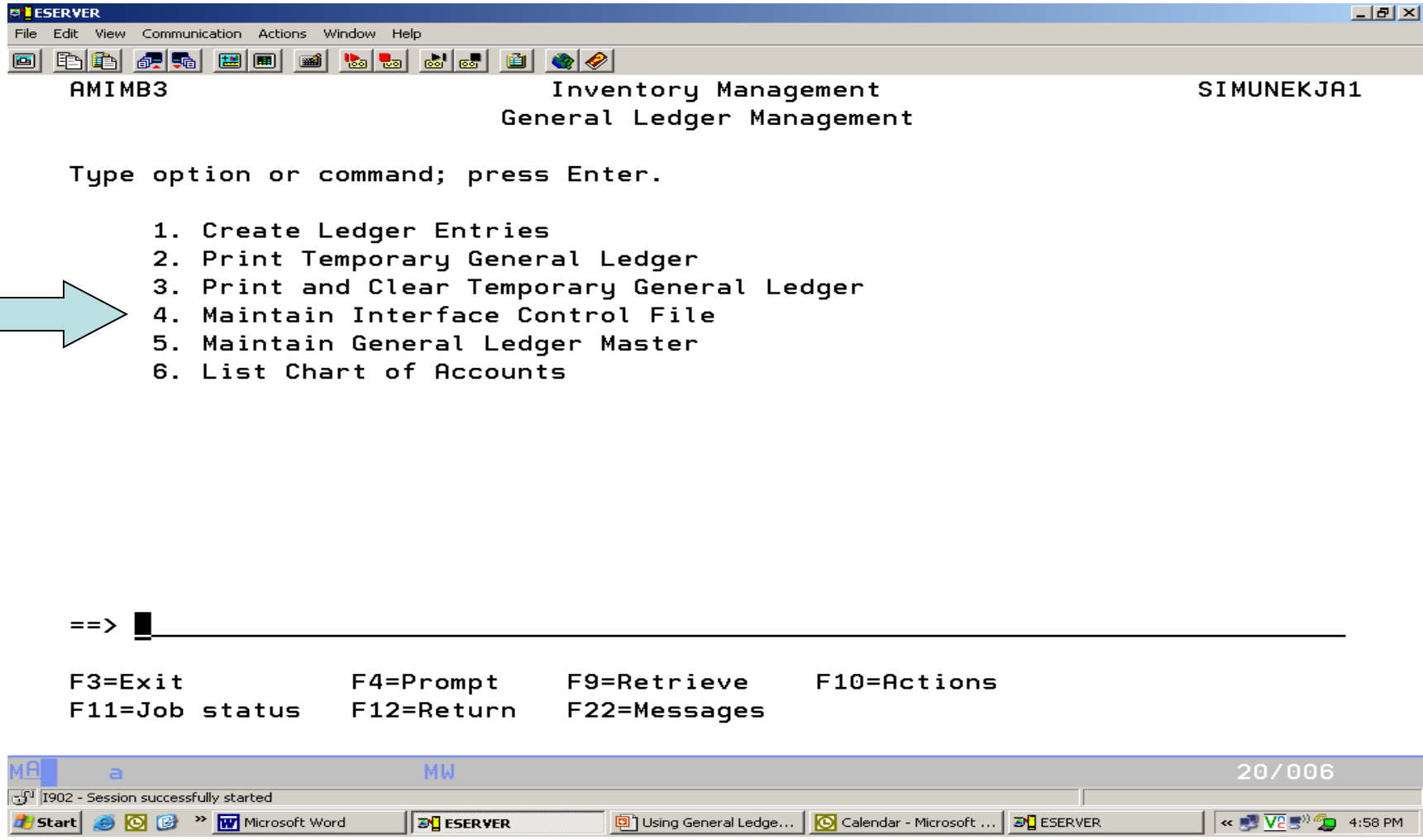
Next Section – File Maintenance

QUESTIONS REGARDING TAILORING?

Selecting Transactions

- You can select which transactions are collected for the GL Interface
- Each of the 4 applications (COM, IM, PCC & Rep) have a menu option for “General Ledger Interface”
- From the “General Ledger Management” menu, select the “Maintain Interface Control File” option
- Once the Interface Code is set to “1” ***from that point on all of those transactions will be collected for Journal Entries***


ESERVER
File Edit View Communication Actions Window Help
AMIMB3 Inventory Management SIMUNEKJA1
General Ledger Management
Type option or command; press Enter.
1. Create Ledger Entries
2. Print Temporary General Ledger
3. Print and Clear Temporary General Ledger
4. Maintain Interface Control File
5. Maintain General Ledger Master
6. List Chart of Accounts
==>
F3=Exit F4=Prompt F9=Retrieve F10=Actions
F11=Job status F12=Return F22=Messages
I902 - Session successfully started
Start
Microsoft Word
ESERVER
Using General Ledge...
Calendar - Microsoft ...
ESERVER
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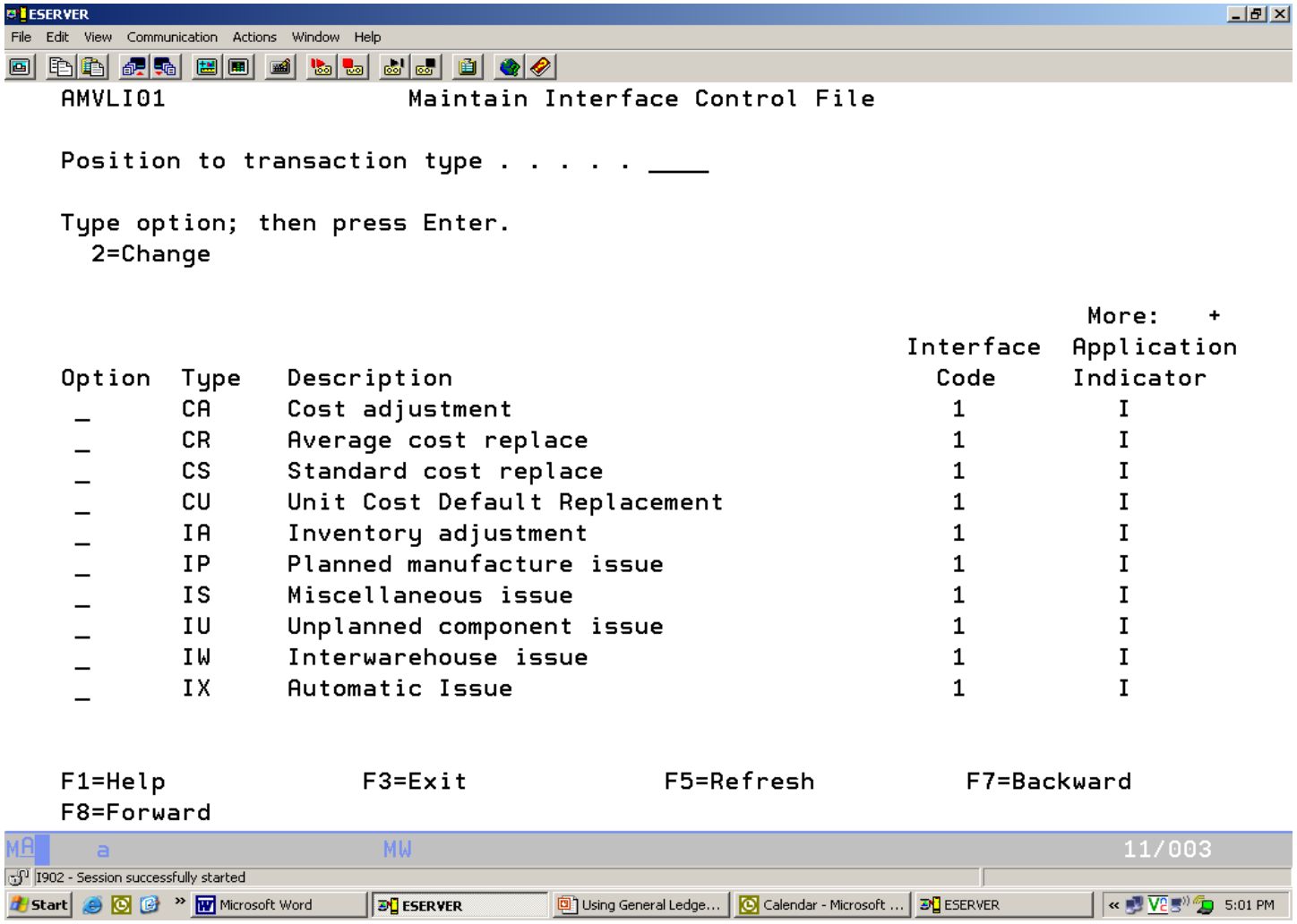
Transaction Selection



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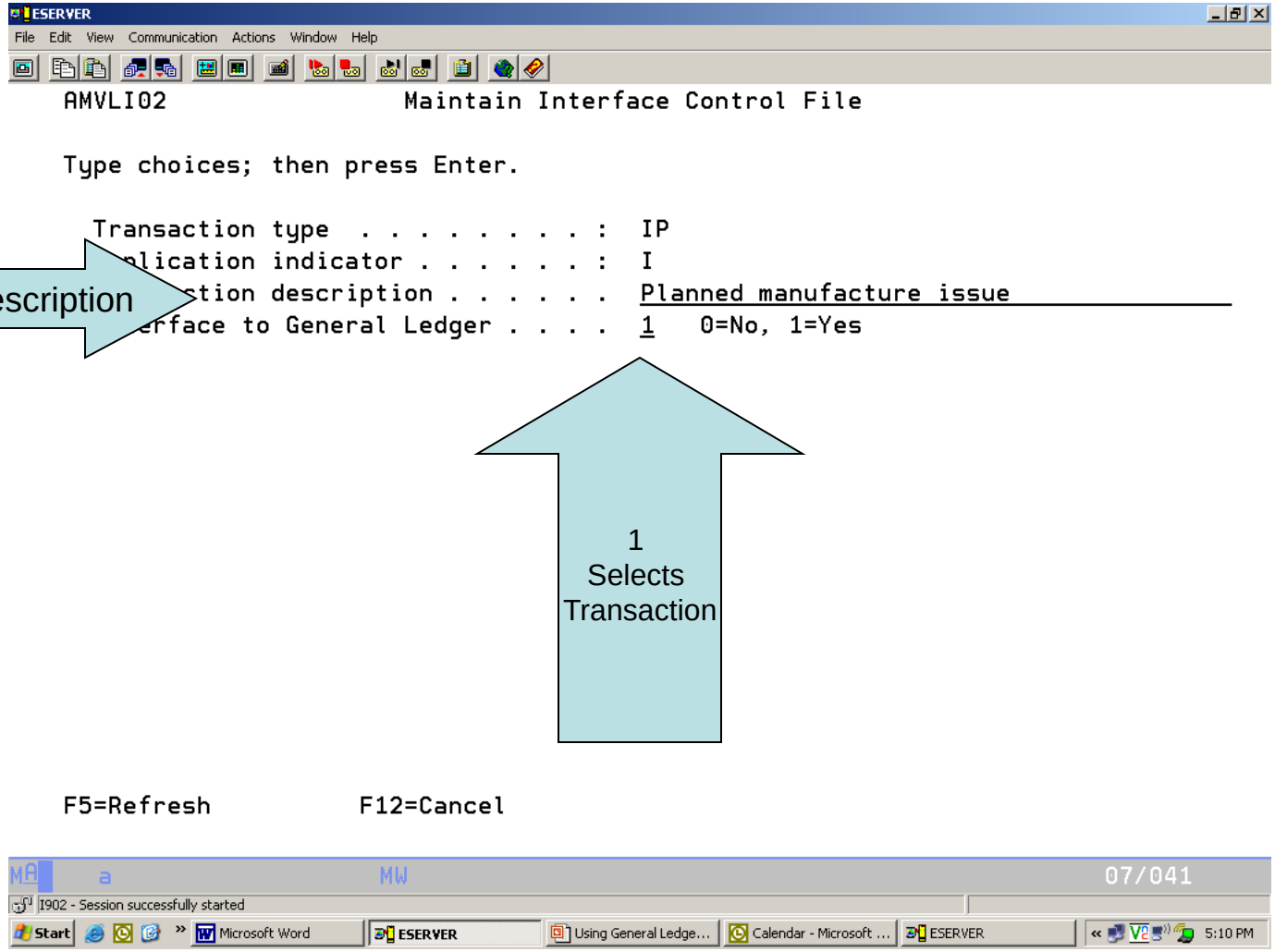
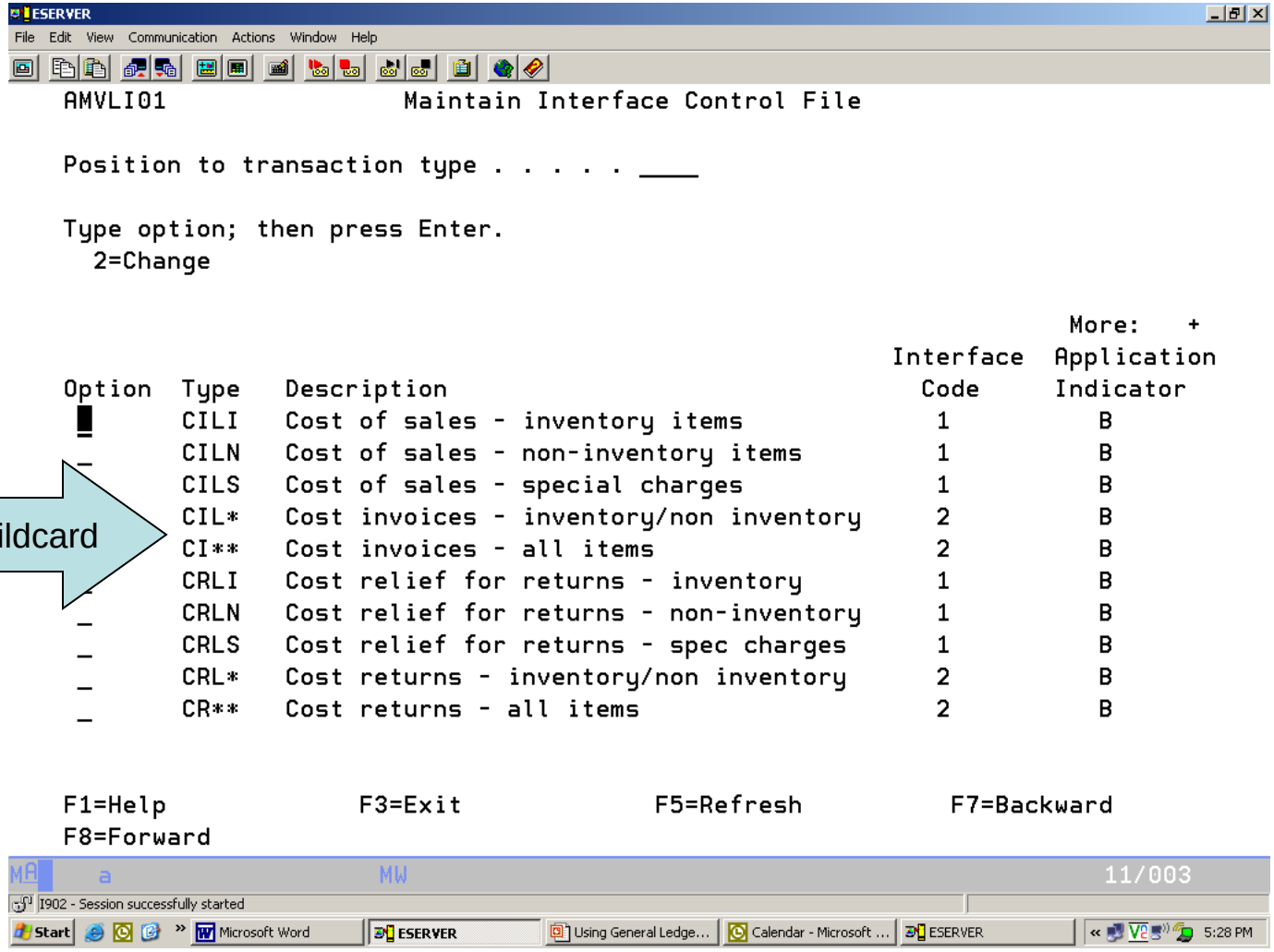
Transaction Selection



“Wildcard” Transactions



* Designates wildcard

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Rules

- Rules:
  - Hold the values for the fields that will be compared to the transaction
  - Hold the General Ledger Account numbers for assignment (Charge, Offset and, possibly, Variance)
  - Future sessions will cover each transaction and the accounts (description) that should be used for the rule

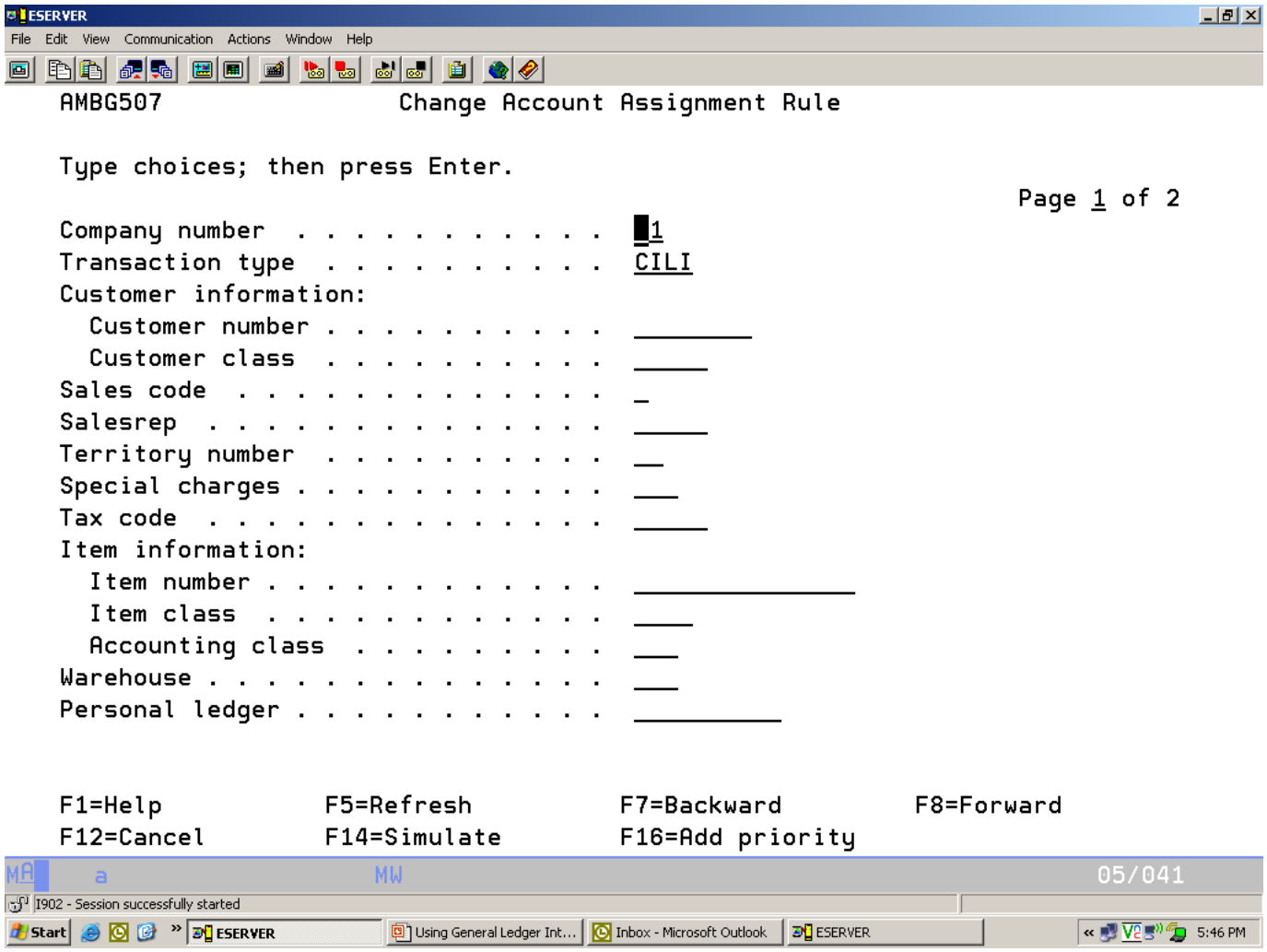
Rules

- You do not have to put all account numbers in each rule
- For example, if you have multiple inventory accounts, you can create multiple rules with only the Charge Account
  - Then use additional rules to determine the offset and/or variance account

Charge, Offset, Variance

- The rules are taking a one sided transaction (taking an item out of inventory) and creating 2 (and sometimes 3) Journal Entries
- Charge, Offset and Variance can be either a debit or a credit, depending on the sign on the dollar amount
  - Different rules use 2 or all 3 accounts

Sample Rule Screens



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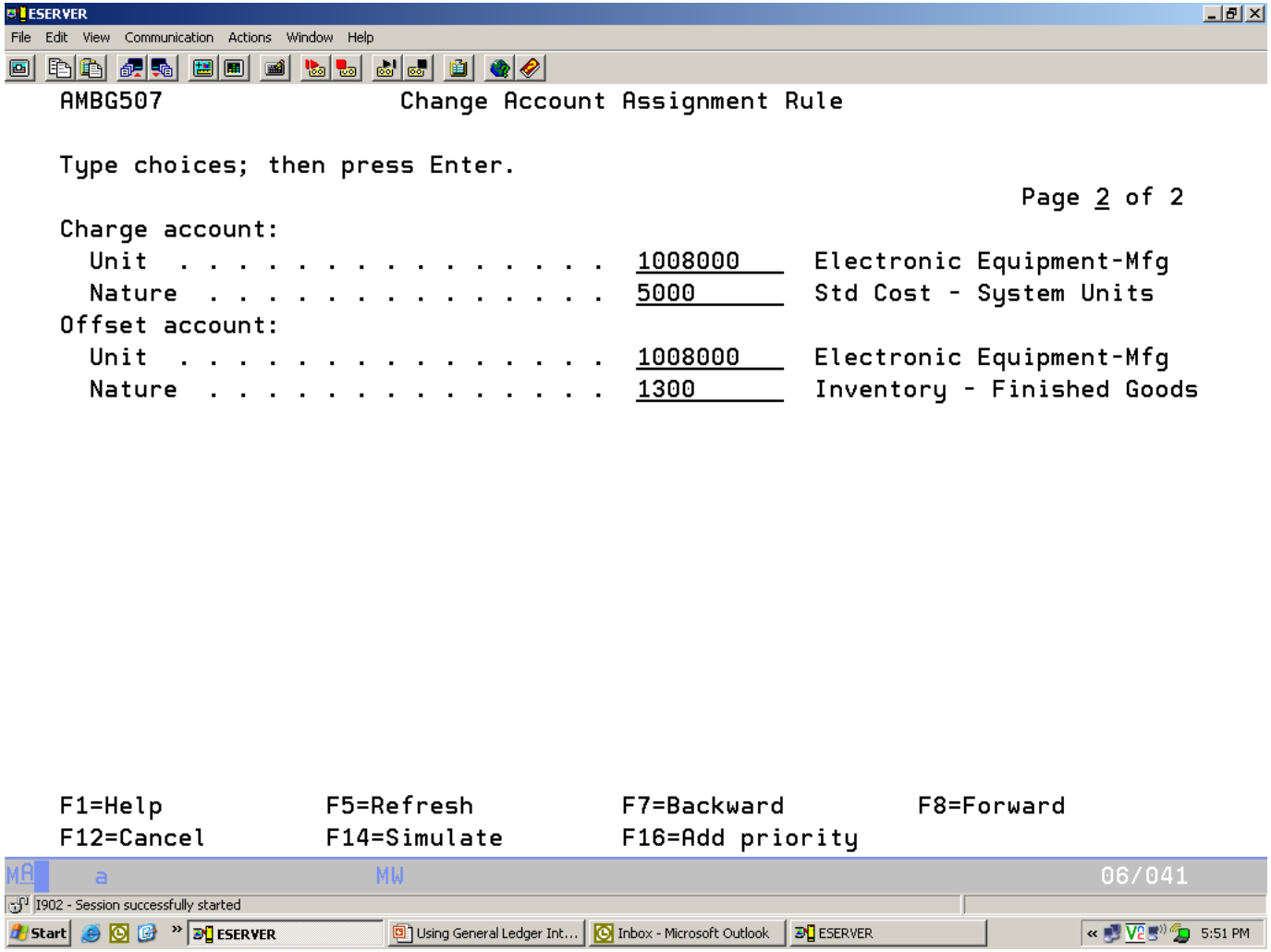
Sample Rule Screens



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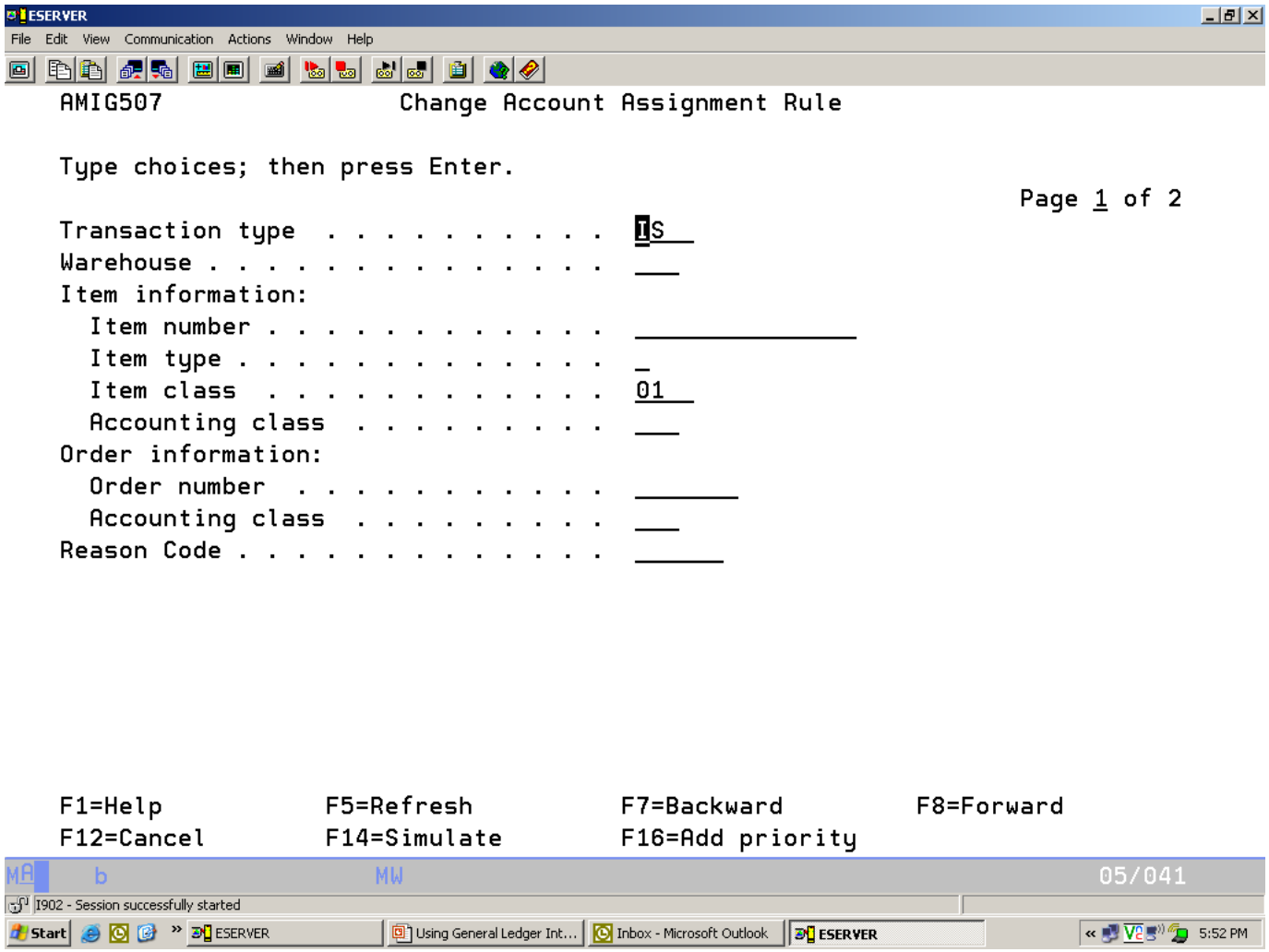
Sample Rule Screens



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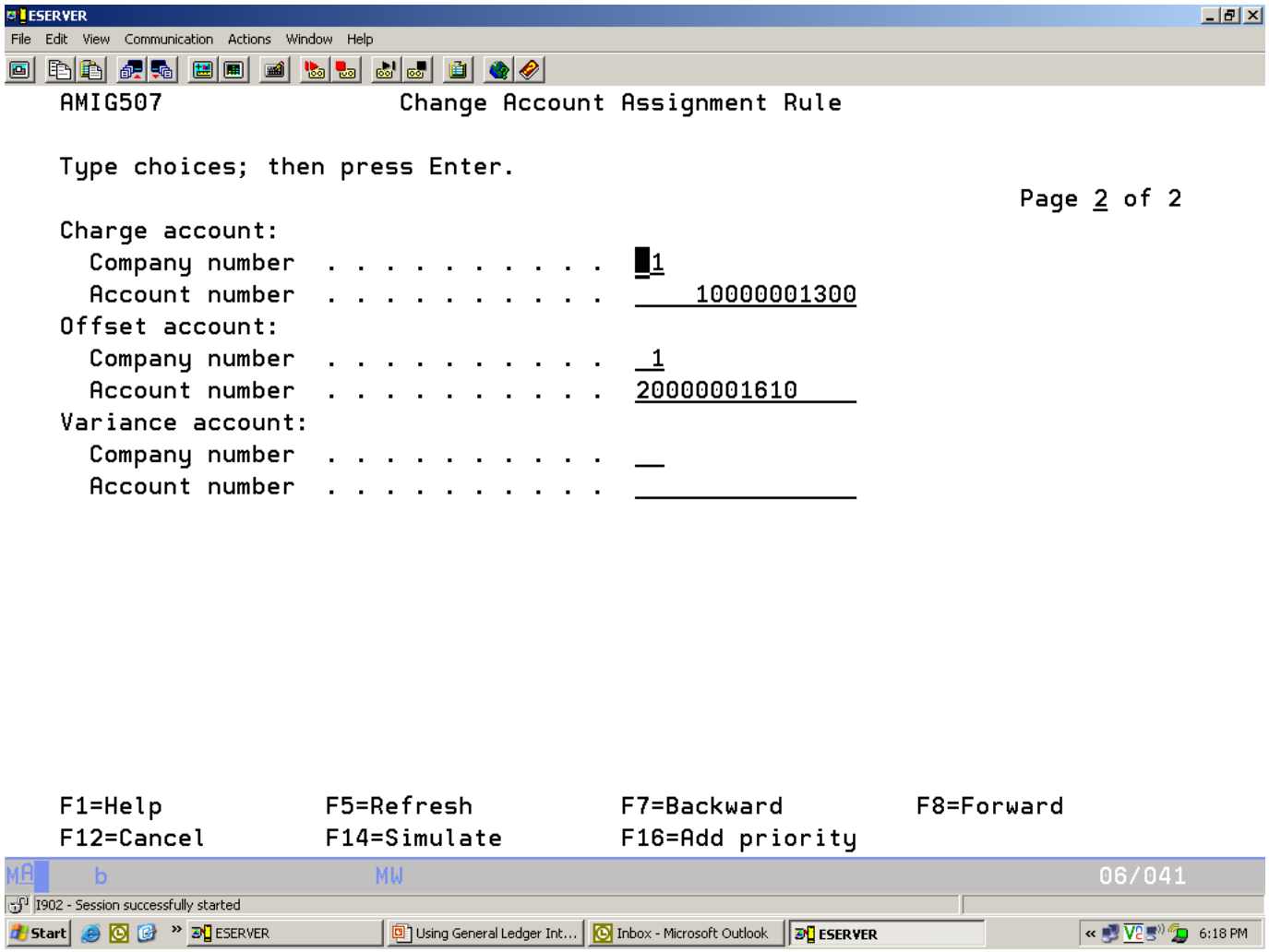
Sample Rule Screens



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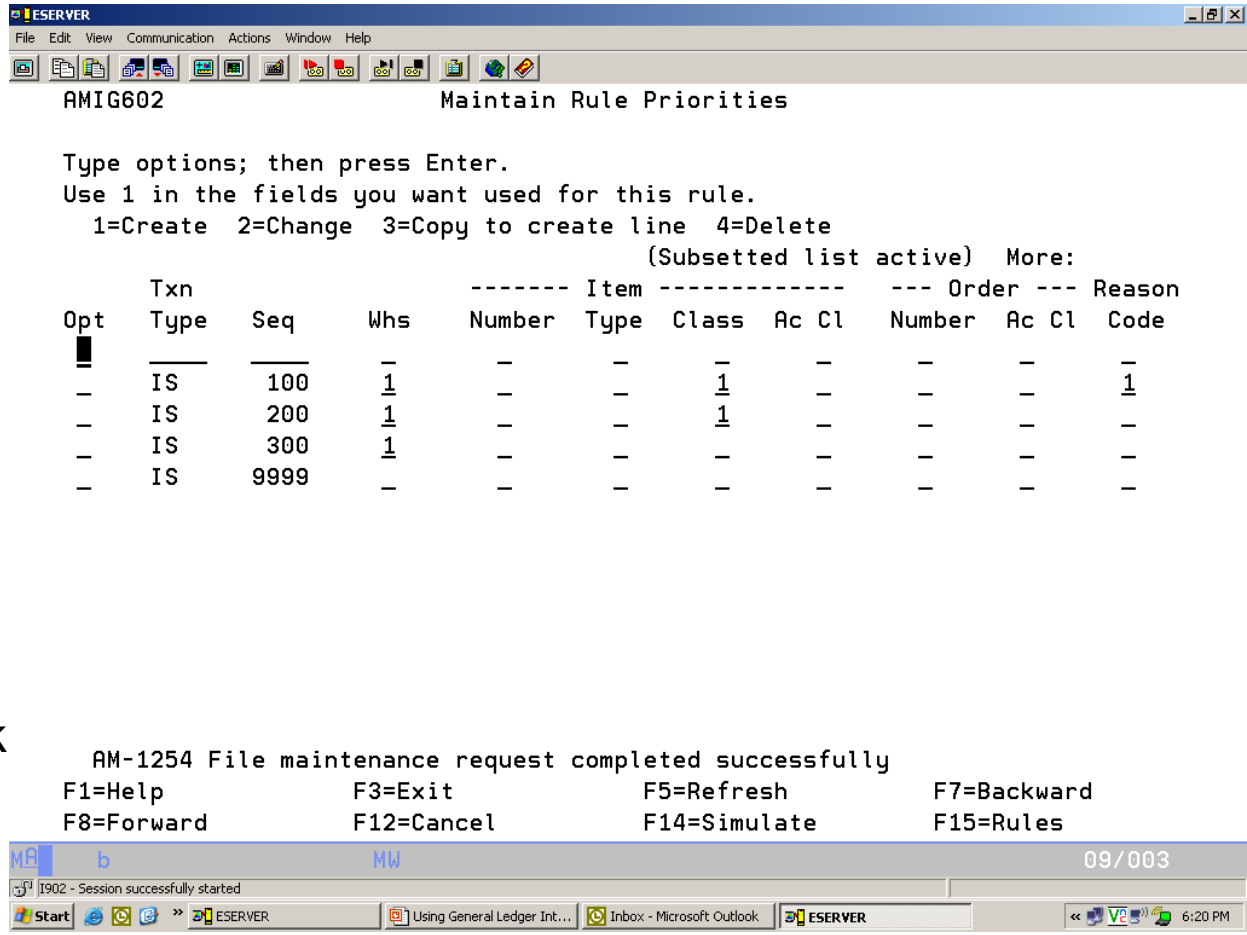
Priorities

- Priorities determine the sequence to test the rule against the transaction
- The first rule that has a match between the values in the rule and the values in the transaction is the rule that XA will use to assign the accounts

Priority Screen

In this example, when the Assign Account job is run, XA will compare the transaction to the rules in the following sequence:

- Warehouse, Item Class & Reason
- Warehouse & Item Class
- Warehouse
- No fields (this is what I call a “safety net” priority/rule to book all transactions so that closing isn’t held up)



This ends the file maintenance section…

Questions?

Let's move on to Work Instructions for using the Interfaces

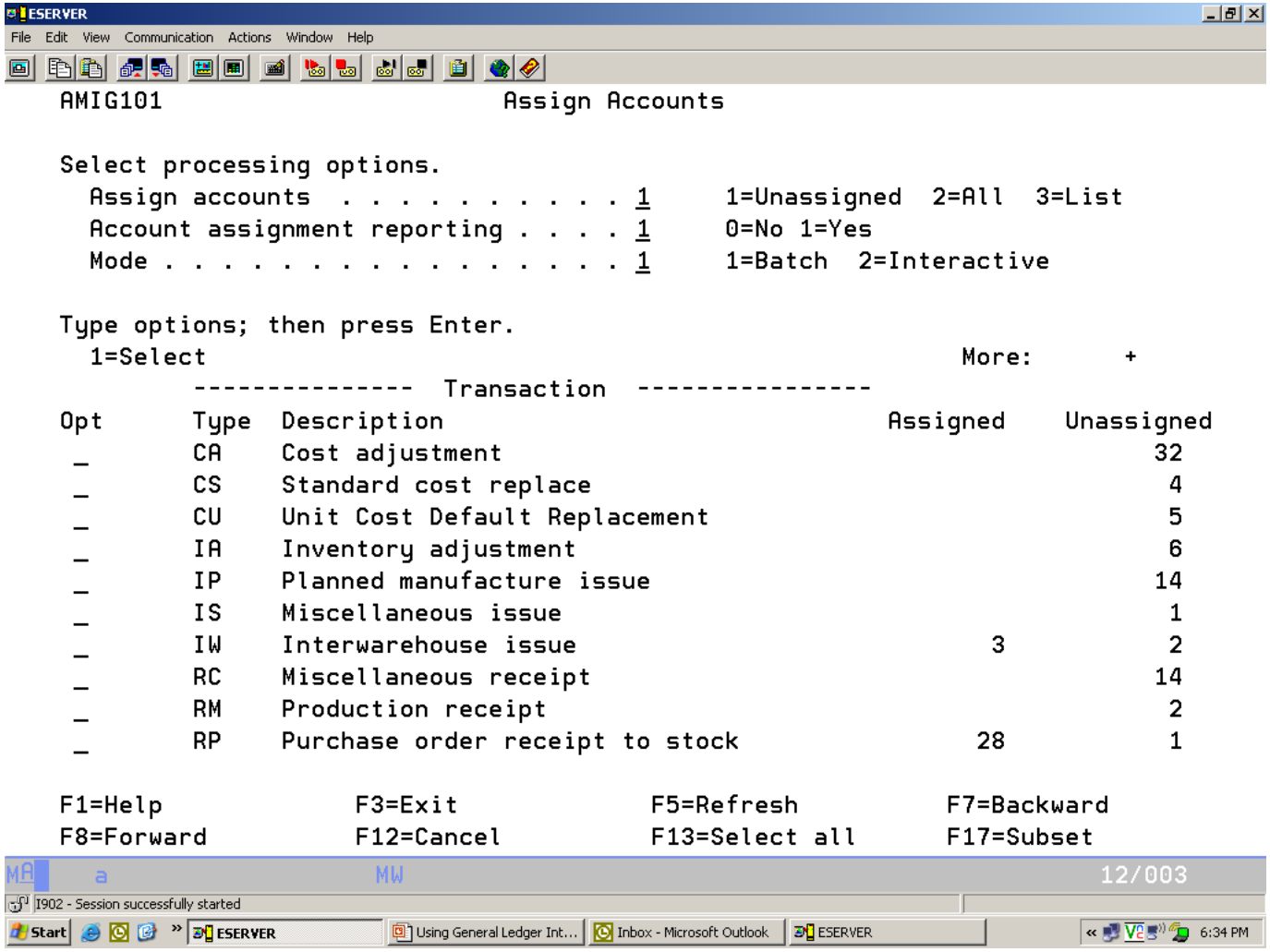
Assigning Accounts

- Assigning accounts leaves the transactions in the xxxTXN files but adds the account numbers to the transactions
- If the account numbers are incorrect, they can be changed manually or correct the rule and re-assign the accounts
- Accounts can be assigned any time throughout the month
- Use F17 (Subset) to limit the transactions to be assigned

Assigning Accounts

- Depending on the option selected when assigning accounts:
  - Accounts can be assigned to only the transactions that have not had an account number assigned or to all transactions
  - Accounts can be assigned to all transactions, even previously assigned transactions
- Assignment can be done with a job running through the job queue or interactively
- Individual transactions can be selected for assignment

Assign Accounts



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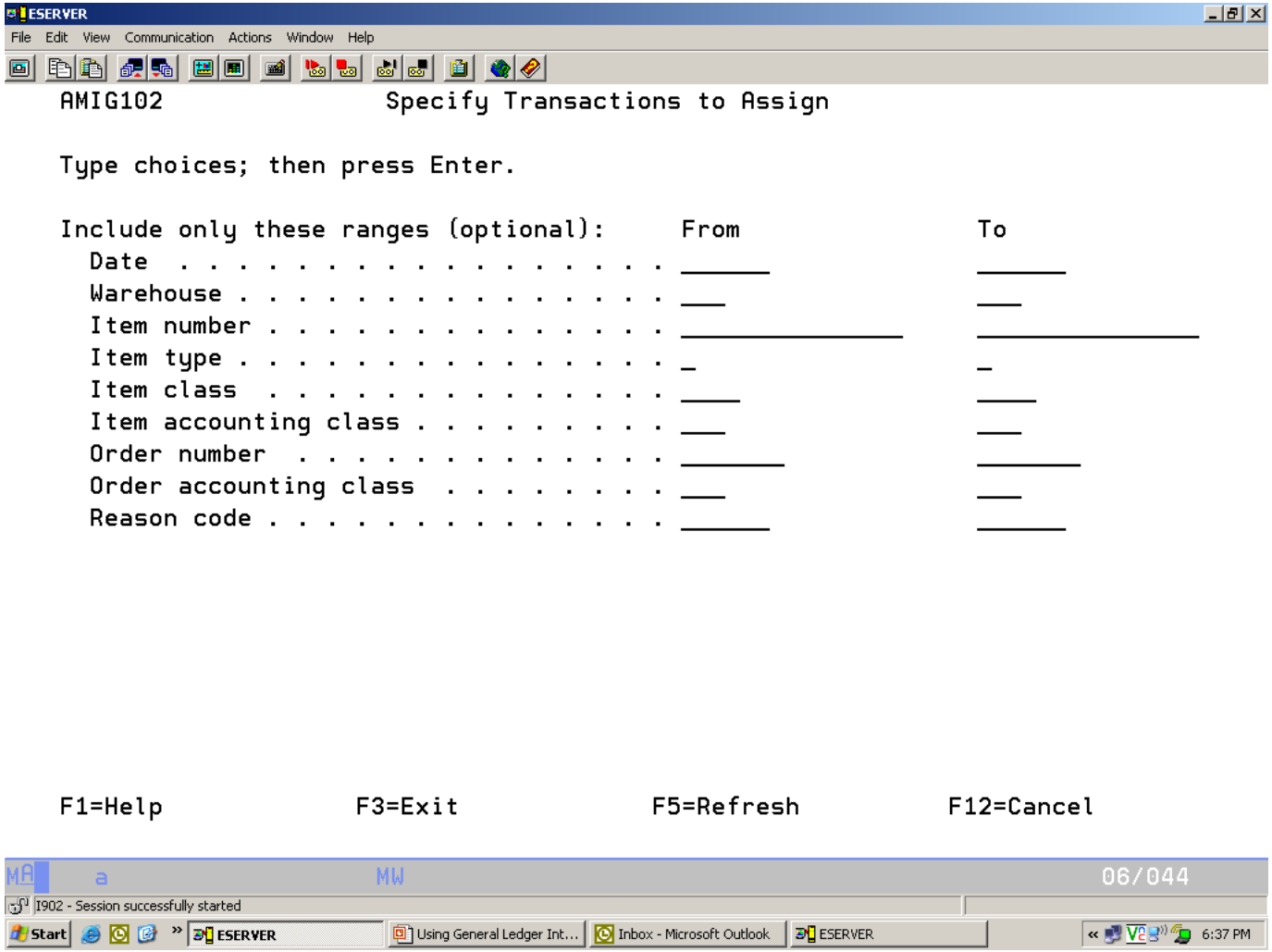
Assign Account Subset



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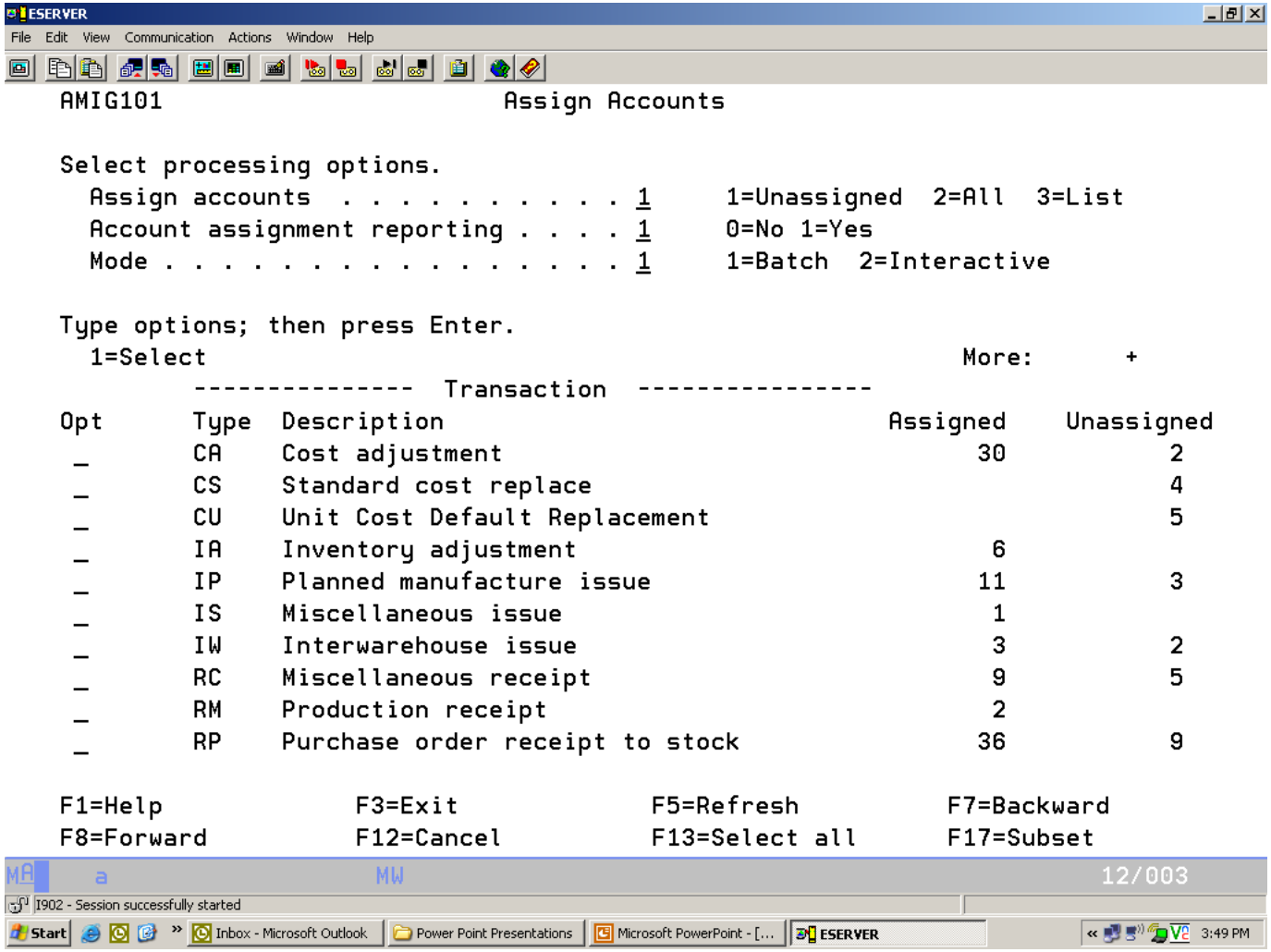
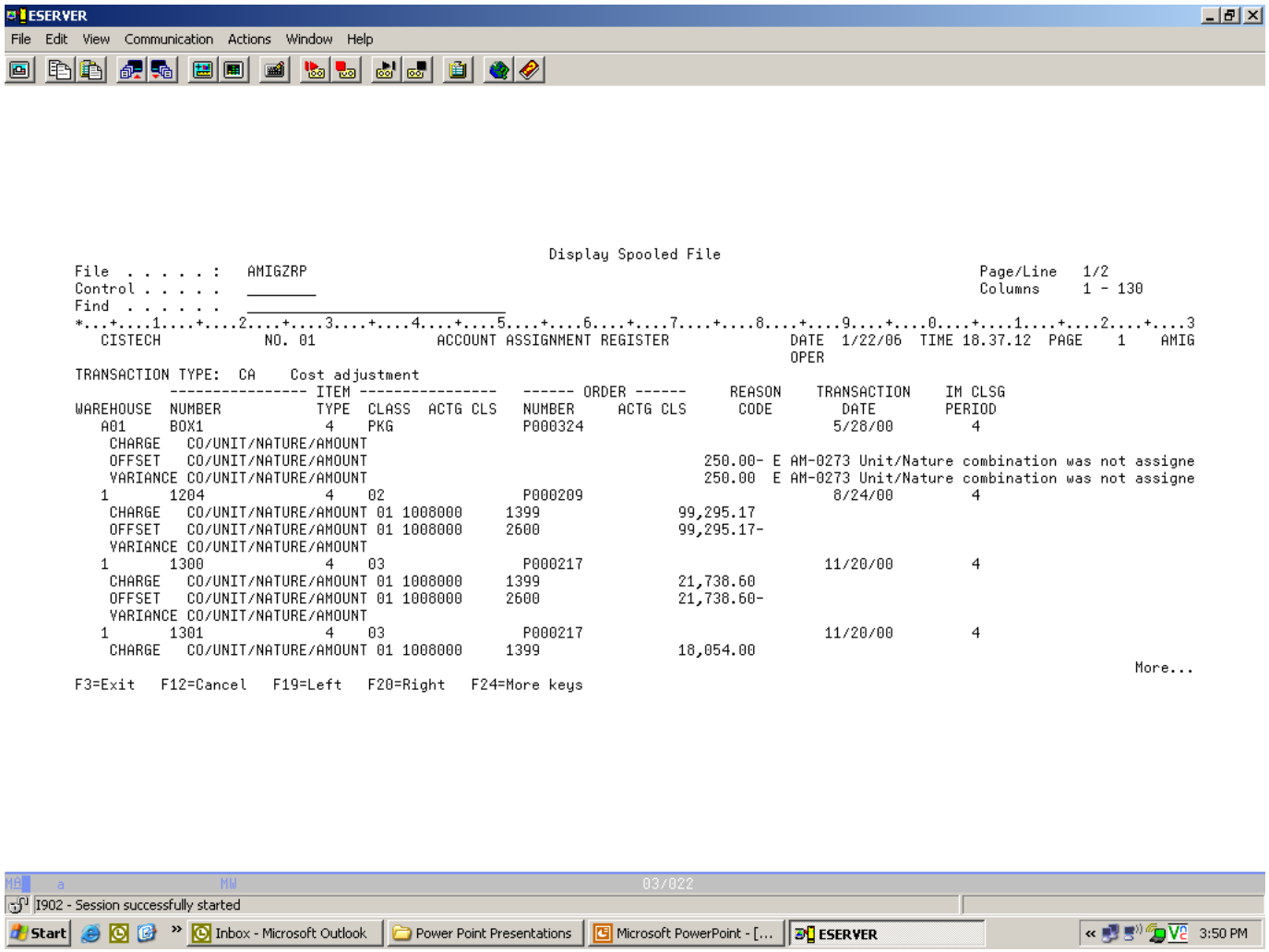
Un-assigned Transactions

- If there are transactions that did not have accounts assigned then check the Assignment Register Report to see the transaction/error
- Correct/create a rule that will assign accounts to the un-assigned transactions

Unassigned Transactions



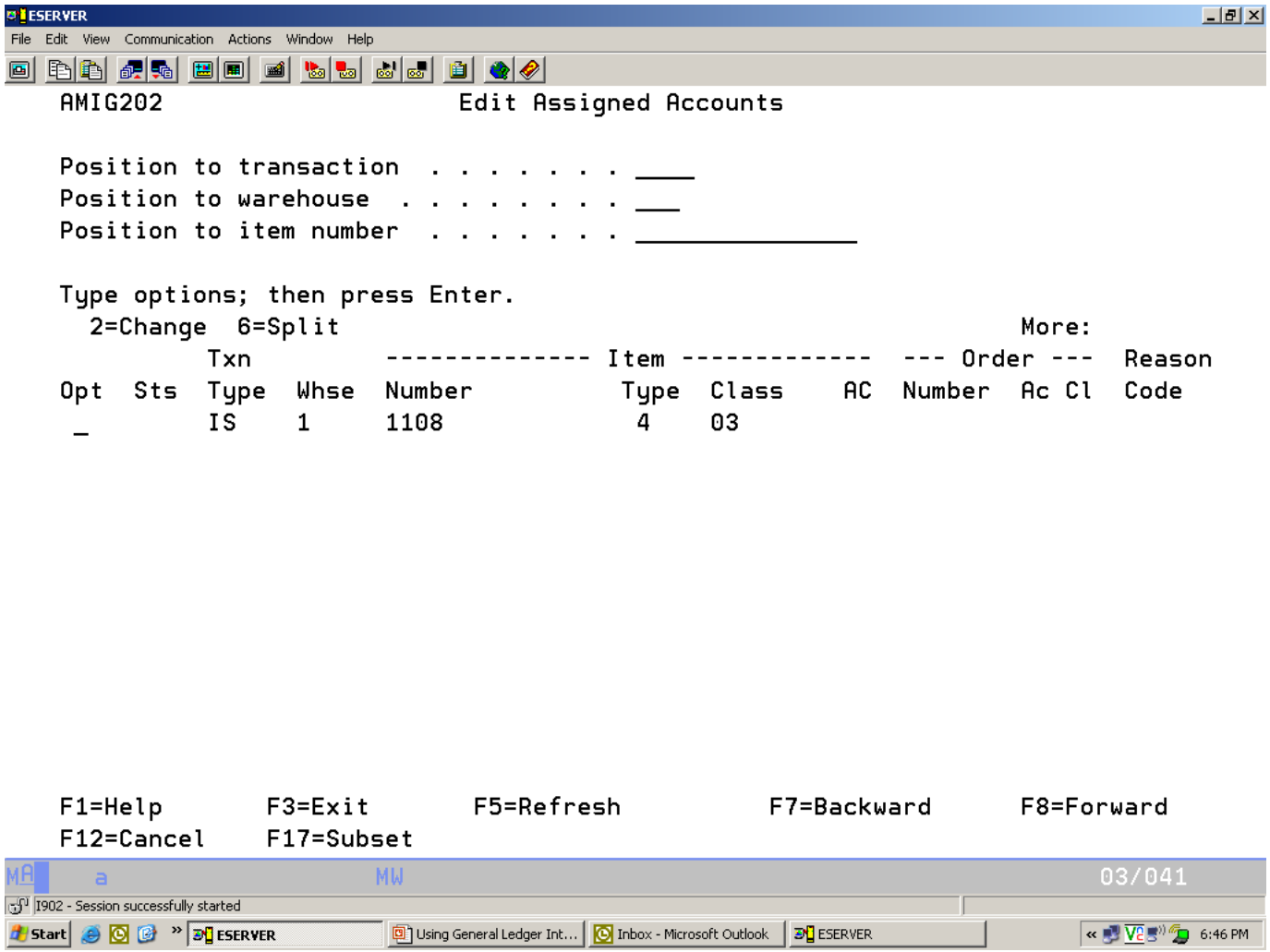
Assignment Register



Changing Assigned Accounts

- The “Edit Assigned Accounts” menu option allows the accountant to either change account numbers or split one account into several

Changing Assigned Accounts



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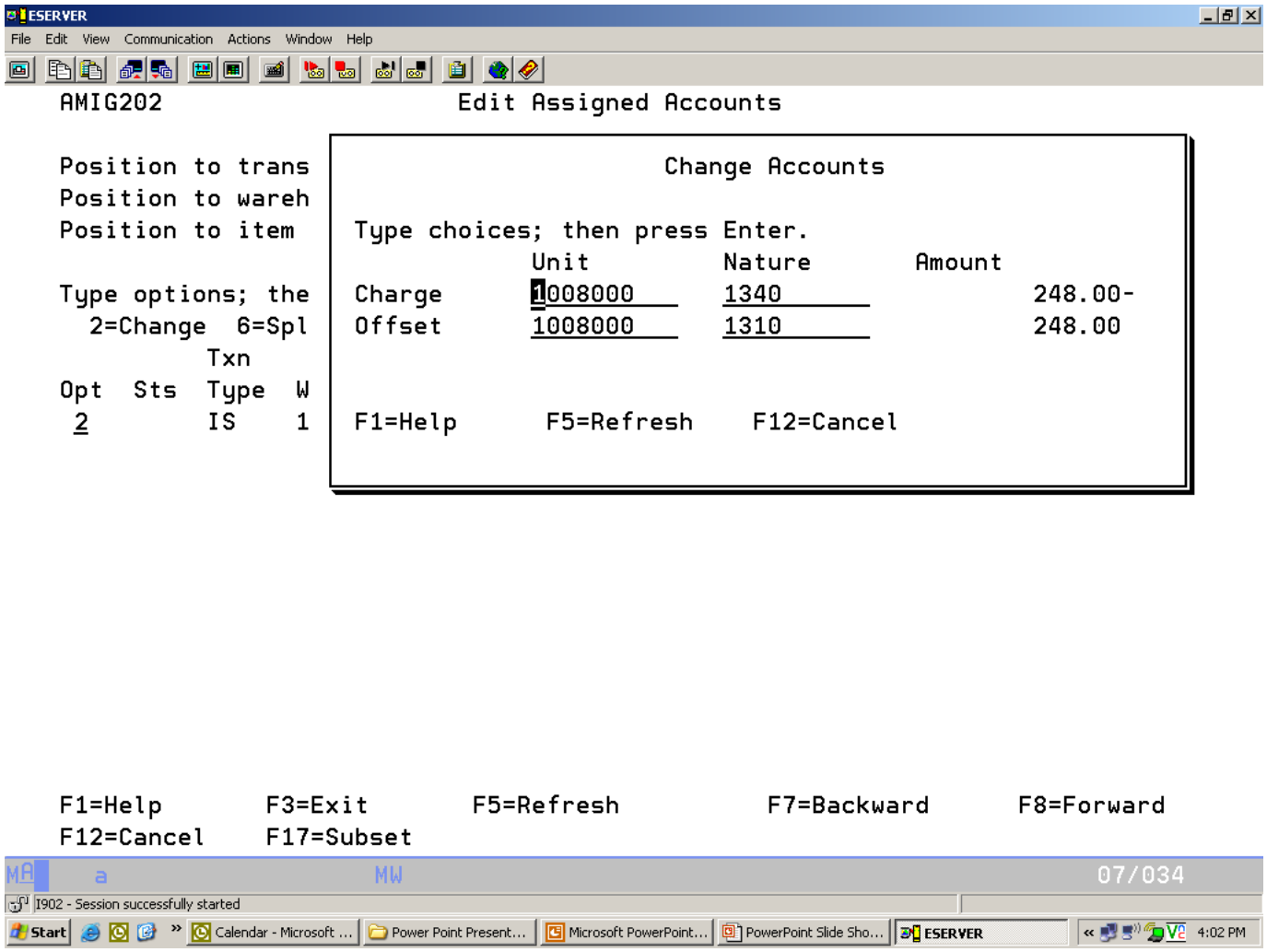
Changing Assigned Accounts



QUESTIONS?

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Creating Ledger Entries

- Only transactions that have accounts assigned are eligible for Journal Entry creation
- Create screen allows for:
  - Entry of the JE date
  - Whether the JE is summarized (one JE for each account number)
  - Or, whether a separate JE is created for each transaction

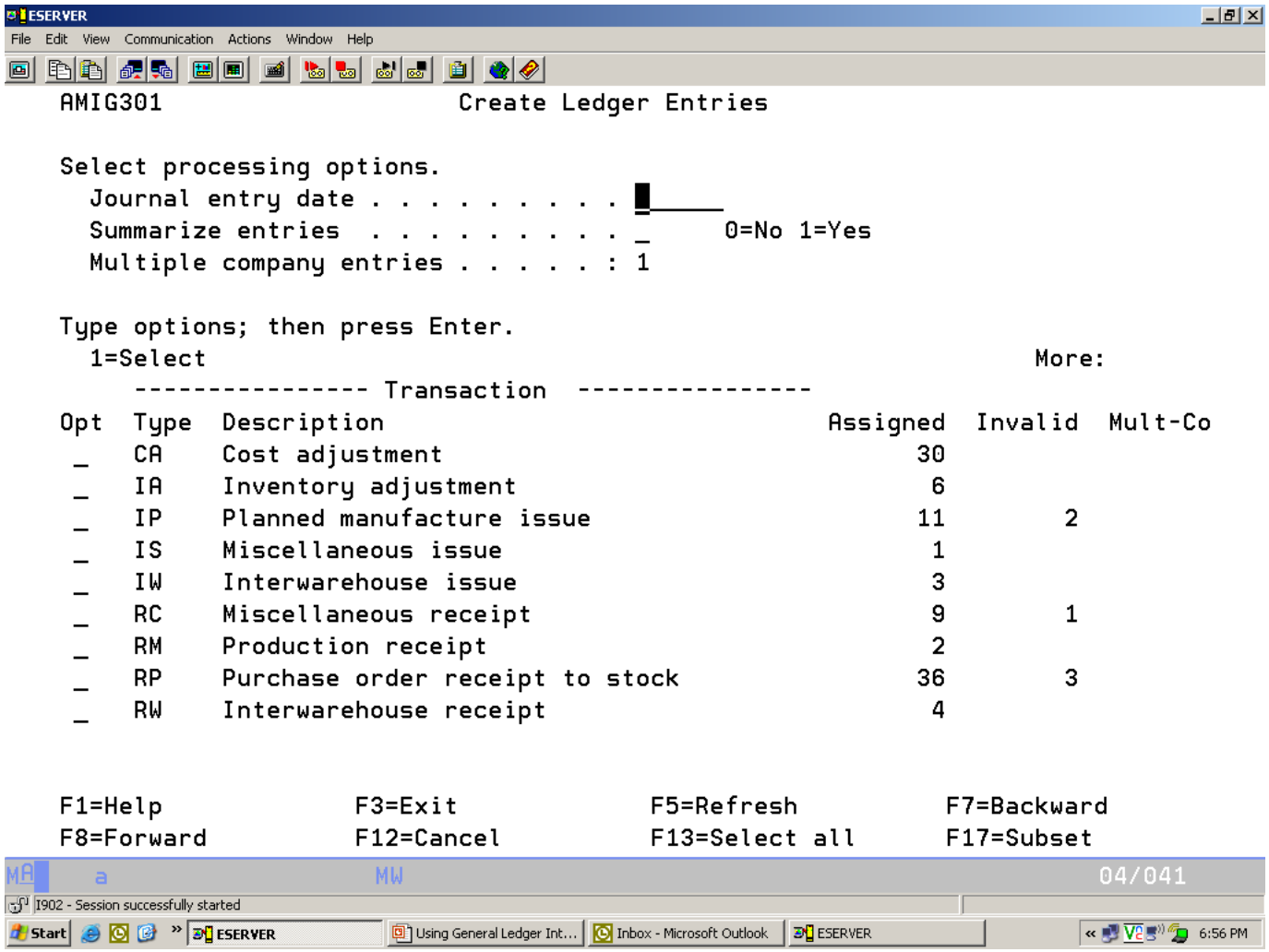
Creating Ledger Entries

- Use “F17 – Subset” to limit entries to a specific month
  - NOTE: if Sub-setting by IM Period number make sure that all activity in COM, Rep & PCC is completed prior to closing IM
  - The IM current period is stored in SYSCTL, record STATI1, field CLSPD, pos 92-93
- All Journal Entry create jobs run through the job queue
  - Deletes the transaction from the xxxTXN file
  - Adds the entry to TEMGEN
  - Application Interface determines if GL uses recognizes the transaction or ignores it

Cistech Enhancement

- Cistech sells a GLI enhancement that:
  - Creates PowerLink objects over the Rule, Priority and Transaction files so that all fields can be viewed in a single record
  - Added history files that get populated when the Journal Entry is created
    - Allows the Journal Entry to be created in summary but retain the detail for audit/investigation purposes
    - Cistech's history file contains the Journal Reference Number to subset detail transactions for a summarized journal entry

Creating Ledger Entries



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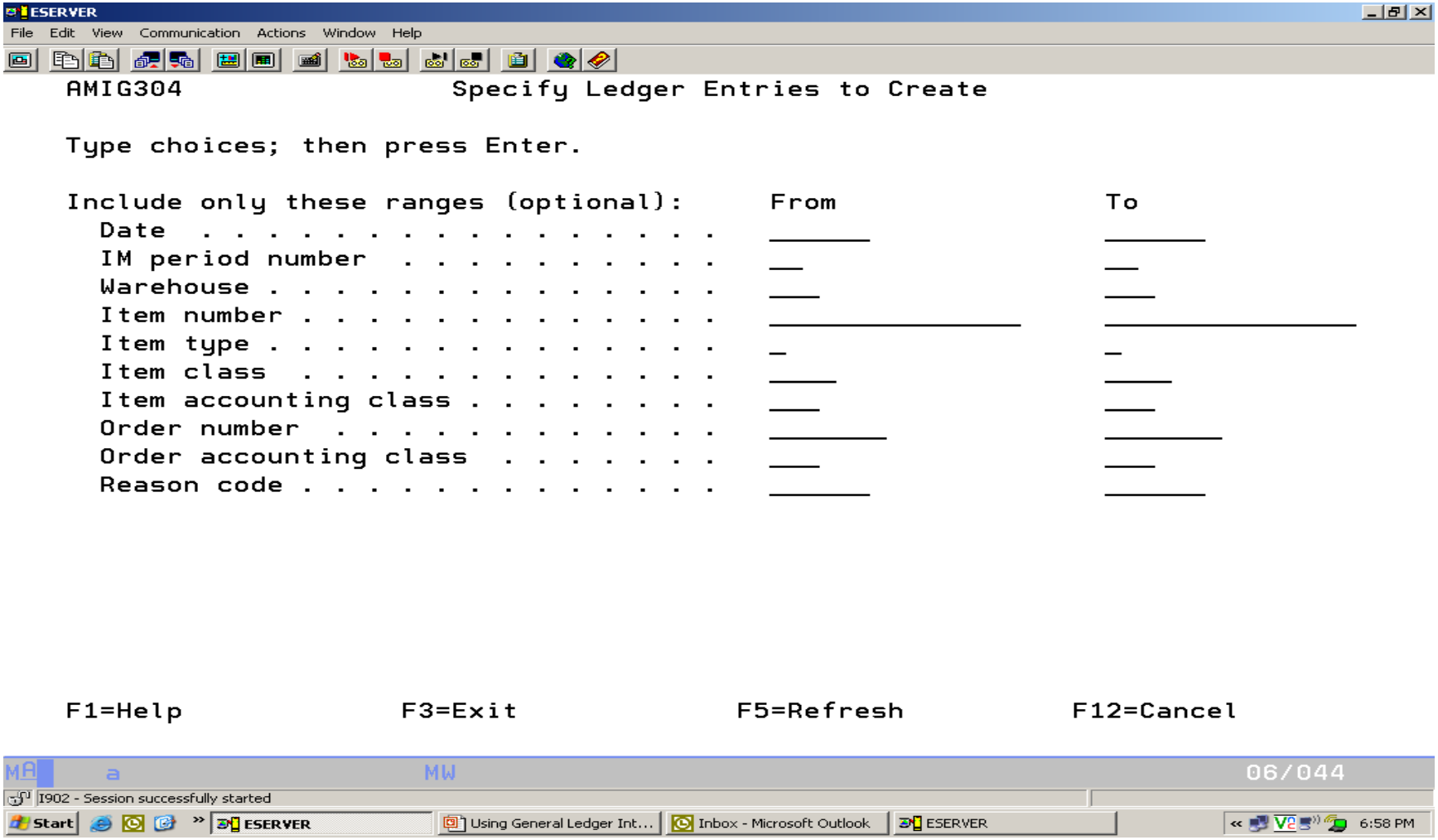
Creating Ledger Entries - Subset



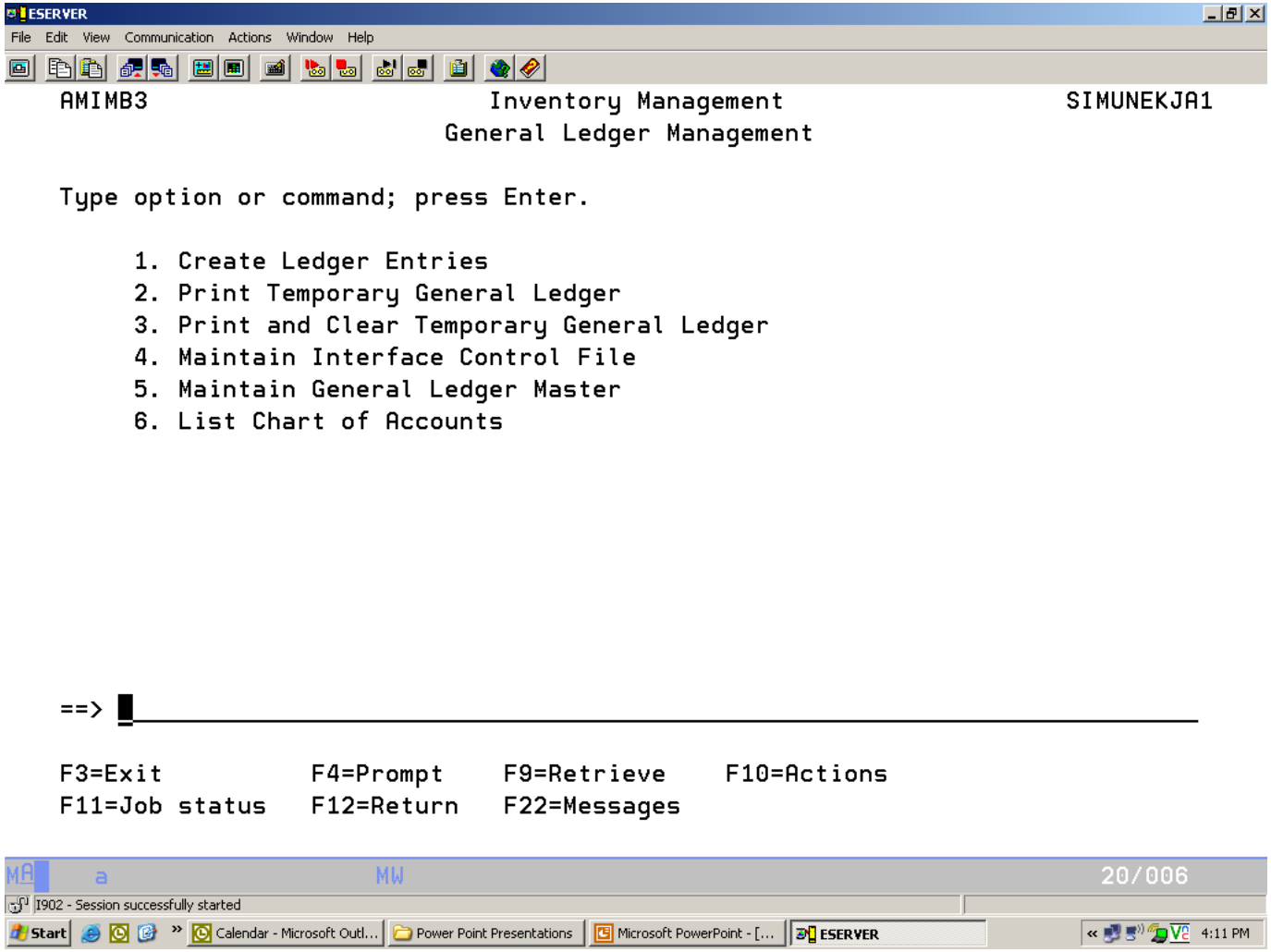
Month End – AM Financials

- Each application has an option to print the "Temporary General Ledger"
  - Shows all entries created for the application
- If the Application Interface to the General Ledger is not activated, then run the "Print and Clear Temporary General Ledger" to:
  - AM Financials only
  - Get a report to use as a backup to a manual journal entry
  - Delete the entry from the TEMGEN file

Month End - IFM

- COM transactions are assigned and posted when Invoicing in COM is run
- IM/PCC/Rep transactions are created when the ‘Create Ledger Entries’ are run

Month End



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Summary

- File Maintenance
  - Tailor applications for General Ledger Distribution
  - Decide whether to activate the interface to the General Ledger
  - Create Rules
  - Create Priorities
  - Select which transactions will be collected (this is normally timed to coincide with the first day of a fiscal period)

Summary

- Work Instructions
  - Assign accounts to transactions
  - (optional) Edit assigned accounts to change or split entry
  - Create Journal Entries
  - Print or Print & Clear (depending on Application Interfaces) Temporary General Ledger