

LABUAN SHIPYARD & ENGINEERING SDN BHD Oracle Financial Cloud

User Manual General Ledger

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1 GETTING STARTED

This section provides start-up instructions for using the Oracle applications.

1.1 Sign-On to Cloud applications

To log into the application:

1. Open internet browser window.
2. Enter the below URL:

No.	URL Type	URL Link
1.	UAT	https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/

Table 1: Direct Login URL

3. The Sign In page appears. Enter your **User ID** and **Password**.

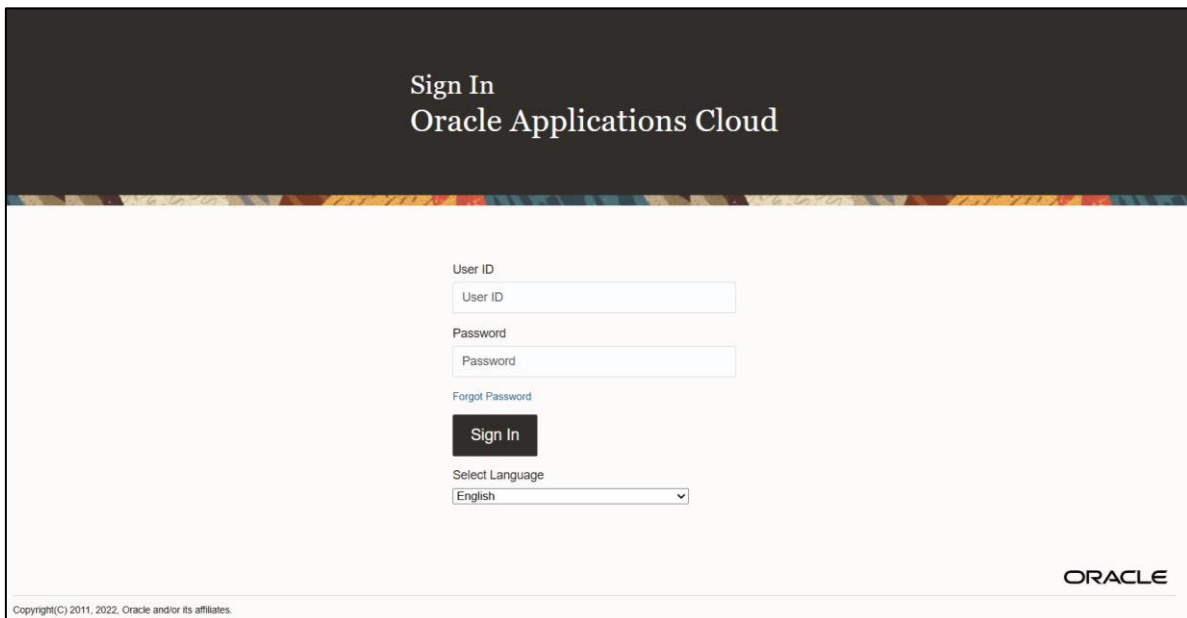


Figure 1: Oracle Cloud Sign-In Page

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the **Sign In** button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Financial Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page
4. Favourited list of quick actions to quickly perform some key tasks.

Note: The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

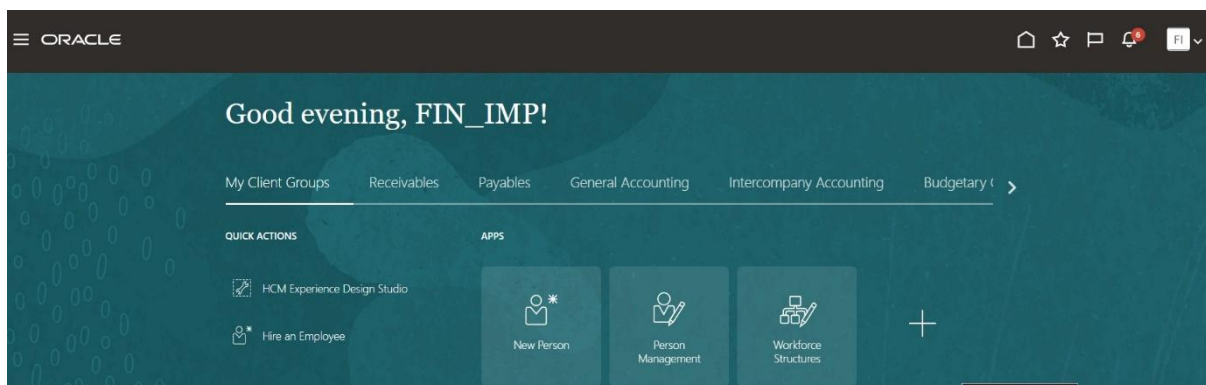


Figure 2: Personal Home Page

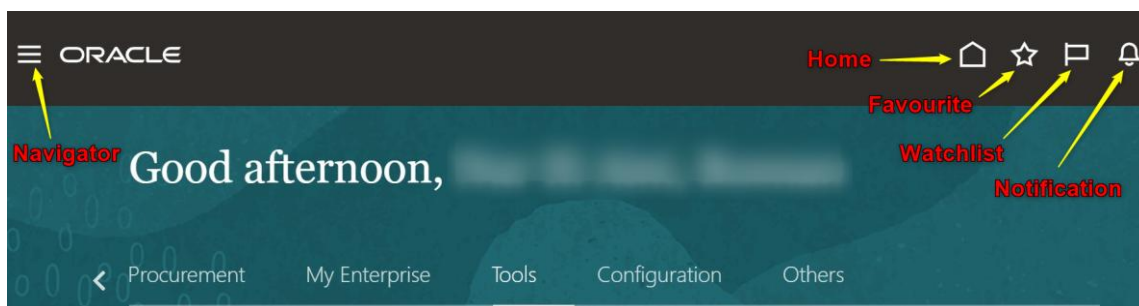


Figure 3: Navigation Tools in the Global Area of the Home Page

Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

1.2.1 Apps Section

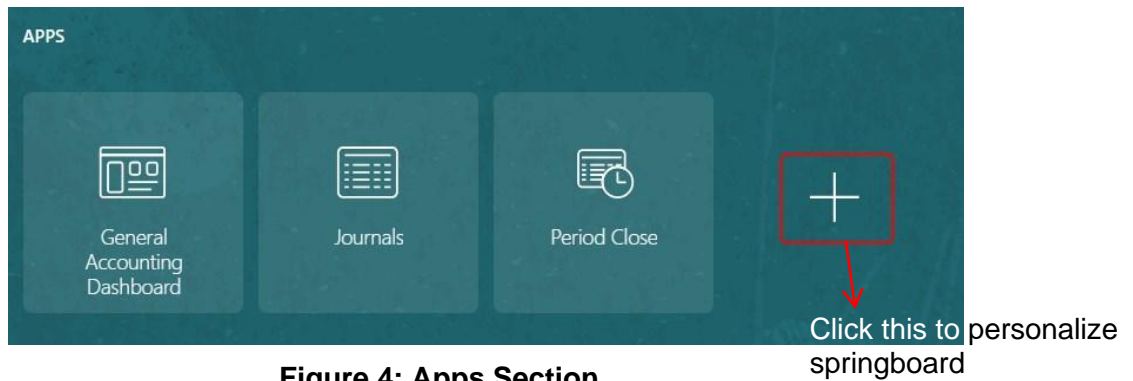



Figure 4: Apps Section

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Invoices work area within Payables, you will select your application as Payables. And you will choose Invoices in the Apps section. When you select Invoices, the system takes you to the Invoices work area, where you can perform various activities, such as recording invoices, managing invoices, generating accounting for your invoices, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the apps icon but only accessible through the Navigator.

1.2.2 Things to Finish Section

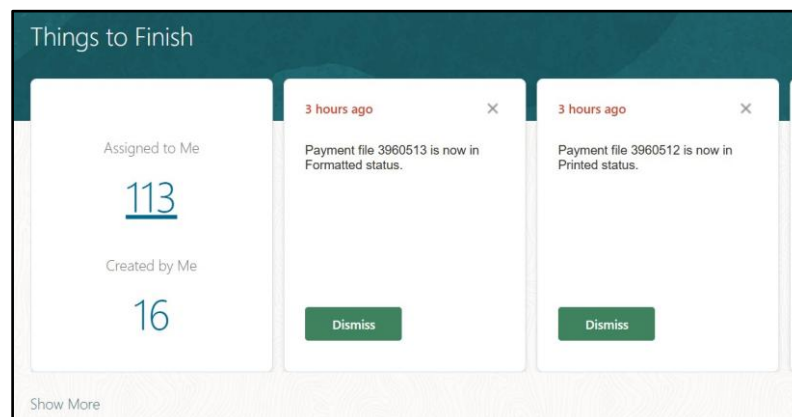


Figure 5: Things to Finish Section

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in

the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

1.2.3 Analytics Section

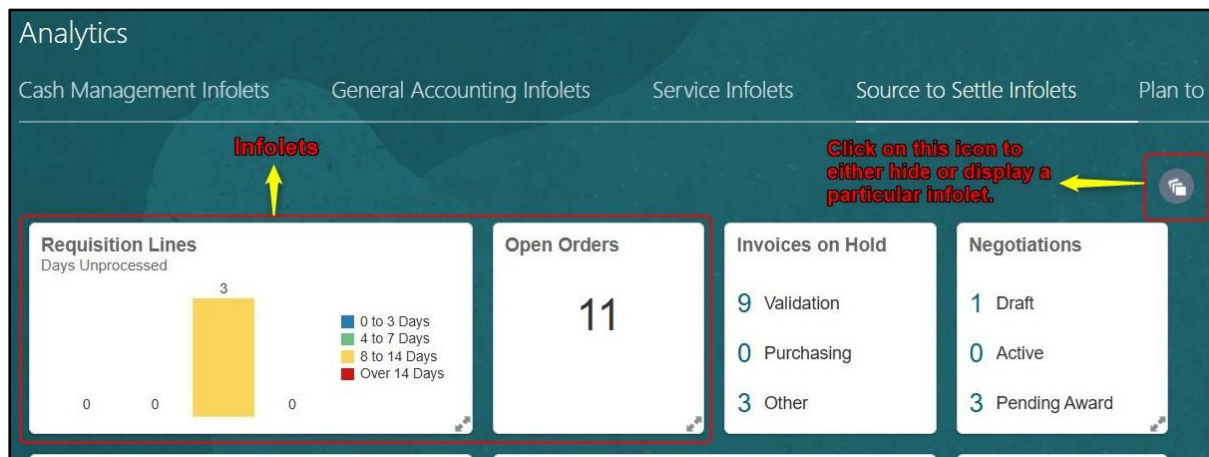


Figure 6: Analytics Section

As far as financials is concerned, there are currently 5 choices of analytics display. And they are Cash Management Infolets, General Accounting Infolets, Service Infolets, Source to Settle Infolet, Plan to Produce Infolets and Order to Cash Infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

1.3 Creating Favorites and Setting Preferences

1.3.1 Creating Favorites

Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon. You can remove unwanted pages by clicking Manage Favorites.

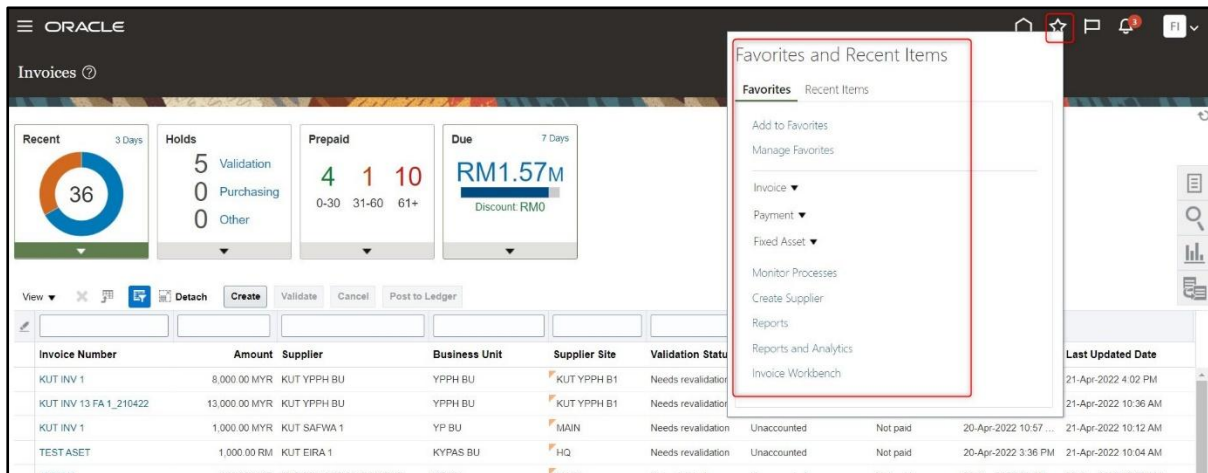


Figure 7: Creating and Managing Favourites

1.3.2 Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist and etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.

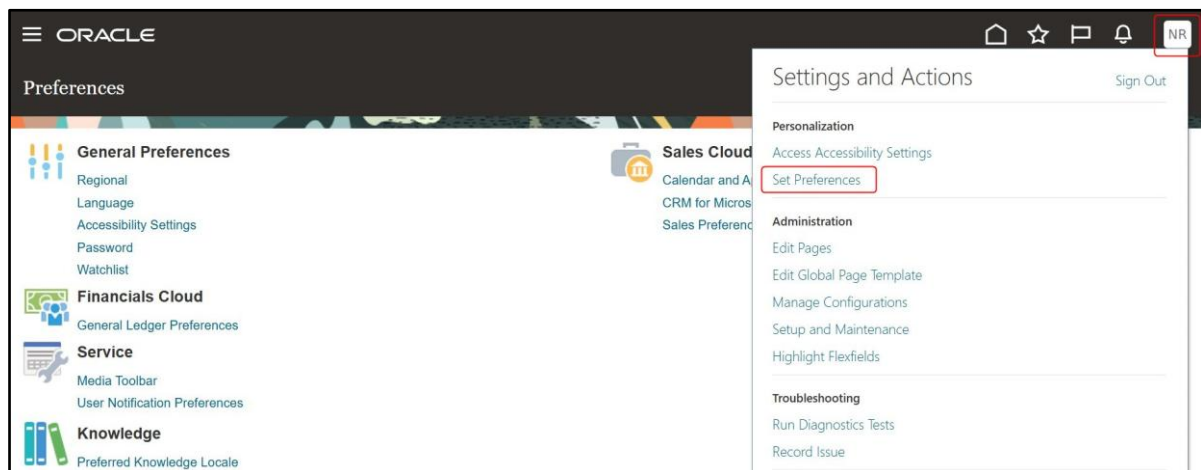


Figure 8: Setting Preferences

1.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infotiles
- Content area
- Actions toolbar
- Tasks panel tab
- Search panel tab
- Reports and Analytics panel tab

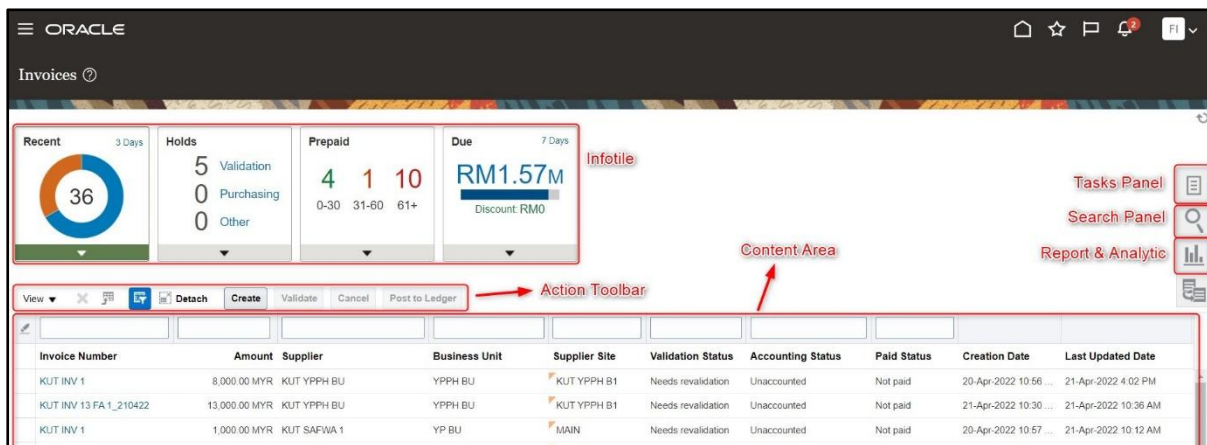


Figure 9: Invoices Work Area

Infotiles

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

Content Area

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing the invoice, approving, or rejecting the transaction, and posting the invoice to the ledger.

Actions Toolbar

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.

Tasks Panel Tab

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

Search Panel Tab

Search enables you to find a specific transaction using search criteria related to the work area. For example, search on an invoice number or supplier in the Invoices work area to find a specific transaction.

Reports and Analytics Panel Tab

The Reports and Analytics panel tab contains predefined reports as well as a folder for you to set up your own reports.

For example, use the predefined reports to perform a deeper analysis on invoices above a certain dollar amount without a PO. You can also access reports that you have copied and modified and stored in your own folder.

1.5 Scheduled Process

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

Jobs

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

***Note:** When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.*

Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

Output

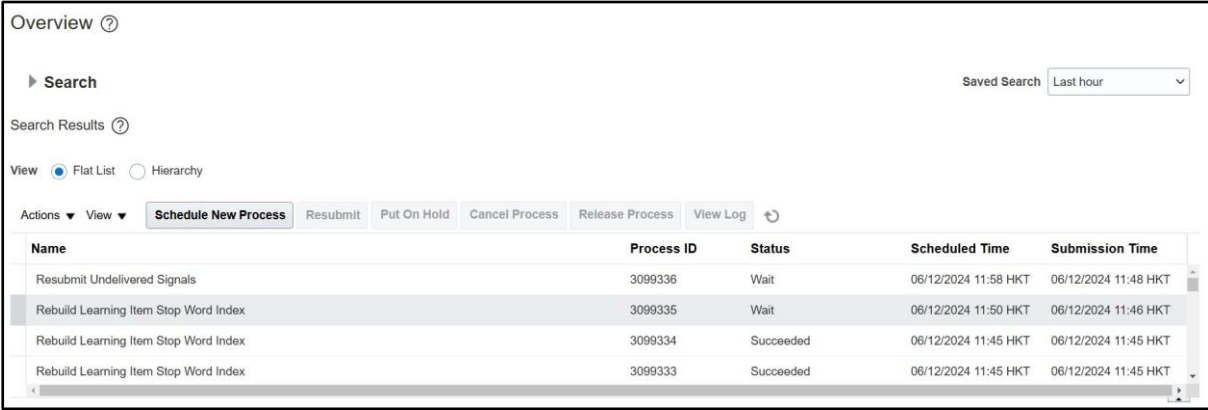
Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

Process Sets

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic. Process sets can have any number of individual scheduled processes and even other process sets.

To Submit Scheduled Processes

Click **Navigator > Tools > Scheduled Processes**.



Name	Process ID	Status	Scheduled Time	Submission Time
Resubmit Undelivered Signals	3099336	Wait	06/12/2024 11:58 HKT	06/12/2024 11:48 HKT
Rebuild Learning Item Stop Word Index	3099335	Wait	06/12/2024 11:50 HKT	06/12/2024 11:46 HKT
Rebuild Learning Item Stop Word Index	3099334	Succeeded	06/12/2024 11:45 HKT	06/12/2024 11:45 HKT
Rebuild Learning Item Stop Word Index	3099333	Succeeded	06/12/2024 11:45 HKT	06/12/2024 11:45 HKT

Figure 10: Scheduled Processes Overview Page

1. On the **Scheduled Processes Overview** page, click **Schedule New Process**.
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any. *Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.*
4. Click the **Advanced button** if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select **Use a Saved Schedule** to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the **Output** tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

PDF: Is the best option if you want to print the output.

Excel: Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

Data: Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

To add more output documents, repeat steps 2 to 6.

Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK**.

To send notifications to more people, repeat steps 2 to 5.

Finish the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.

4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

To Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select **Job Set** for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
 - a. Select a process on the Processes tab.
 - b. Enter parameters for that process, if any.
 - c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

To Check Status

1. Click **Navigator > Tools > Scheduled Processes**.

The Search Results table shows processes that match the default saved search, **Last 24 hours**.

 - The table might be blank if nothing was submitted.
 - If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.
2. If you don't see the process, click the **Refresh** icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
 - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
 - Check the **Start Time** column to see if the process has started running yet.
 - In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
 - Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies, depending on the process. You can open the log from here only for if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

To view output from scheduled process

1. Click **Navigator > Tools > Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the Output Name column to view or download the output, which you can then print.
6. To view or export the output in a different format:
 - a. Click the **Republish** button.
 - b. Click the **Actions** icon.
 - c. Select **Export**, and then select a format.

2 BUDGET JOURNALS

Budgetary Control provides these functions to manage the spending control process:

- Performs funds check and funds reservation, when transactions are submitted or approved to determine whether spending is allowed.
- Stores and maintains budgetary control balances, based on the budget calendar and control budget structure for these functions:
 1. Budget, categorized as initial and adjustment
 2. Consumption, categorized as expenditures, and other
 3. Funds available

2.1 Enter Budgets

Use these pages to enter budgets:

No.	Page Name	Navigation
1.	Enter Budgets	Budgetary Control > Budgetary Control > Enter Budgets in Spreadsheet

Table 2: Enter Budgets Navigation



Figure 11: Budgetary Control Homepage

In Budgetary Control Dashboard work area, user may find list of Budgets function in the task panel. This function will cover all budget enter, adjustment and transactions.

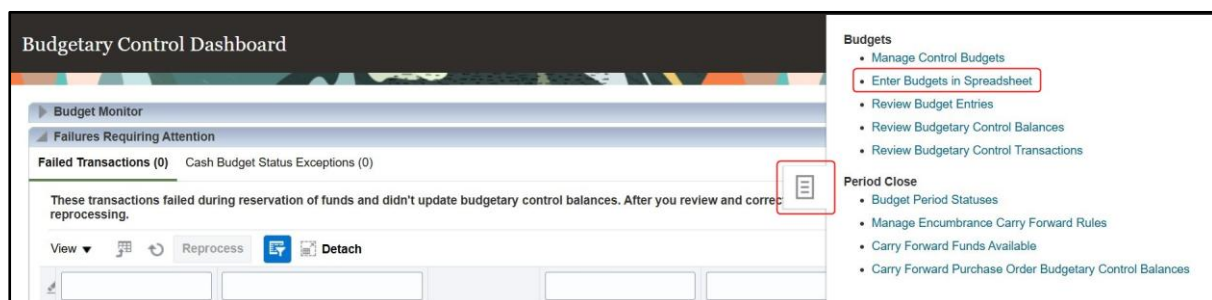



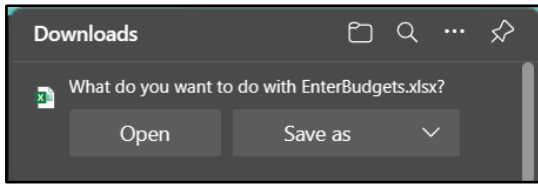
Figure 12: Budgetary Control Tasks Panel List

Figure 13: Create Spreadsheet to Enter Budget Screen

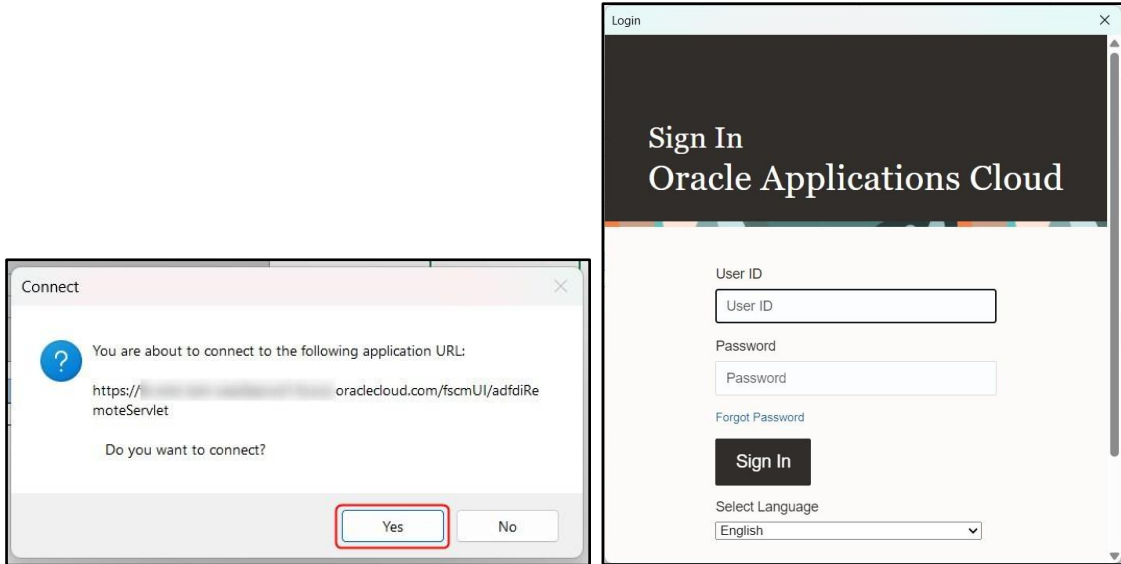
1. Fill up the information to upload the budget:

Field	Description
Budget Usage	Please select <i>Budget Control validation</i>
Budget Entry Classification	Select from List of Values
Control Budget	Select from List of Values (LSE DEPT BUDGET or LSE PROJECT BUDGET)
Start Period	Select Start Period
End Period	Select End Period
Budget Entry Name	Enter Budget Entry Name. System auto-generate the budget entry name, change if required.
Budget Scenario	<i>Leave as it</i>
Enter Budget Amounts As	Select from List of Values: <ol style="list-style-type: none"> 1. New budget or replacement of current budget – For New Budget 2. Addition to or Subtraction from current budget – For Adjustment Budget

2. Once completed enter all required information, click  .
3. Open the downloaded excel spreadsheet.



4. Connect to Oracle and Sign In using your login.



5. Here is the Spreadsheet look like.

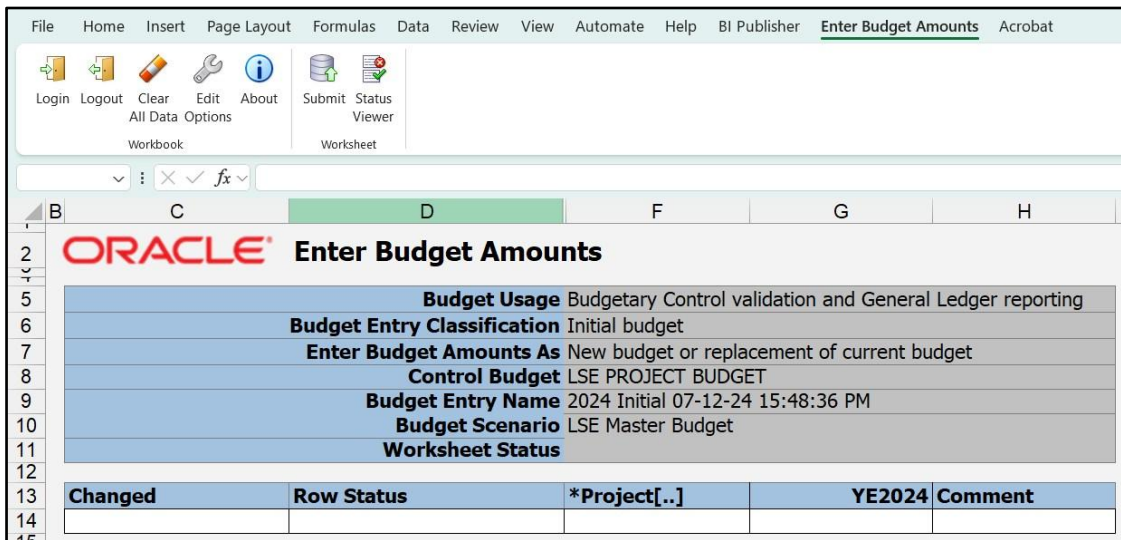
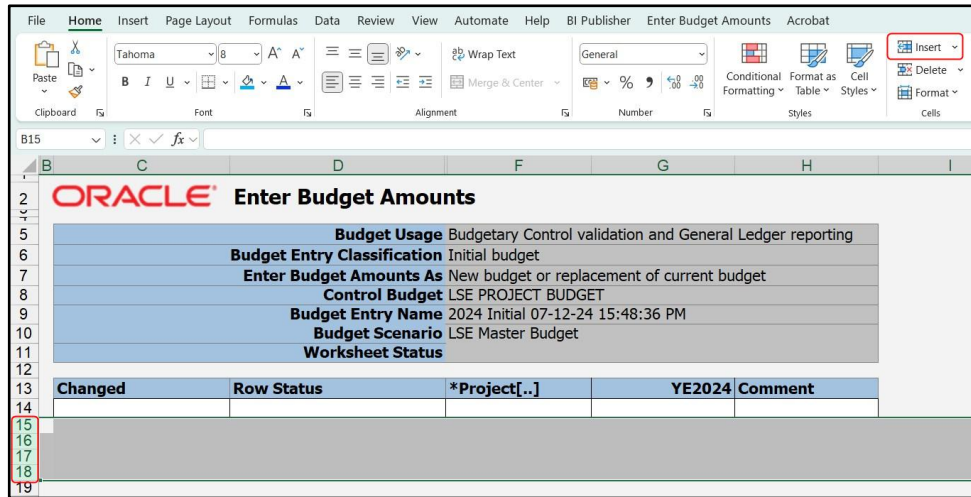
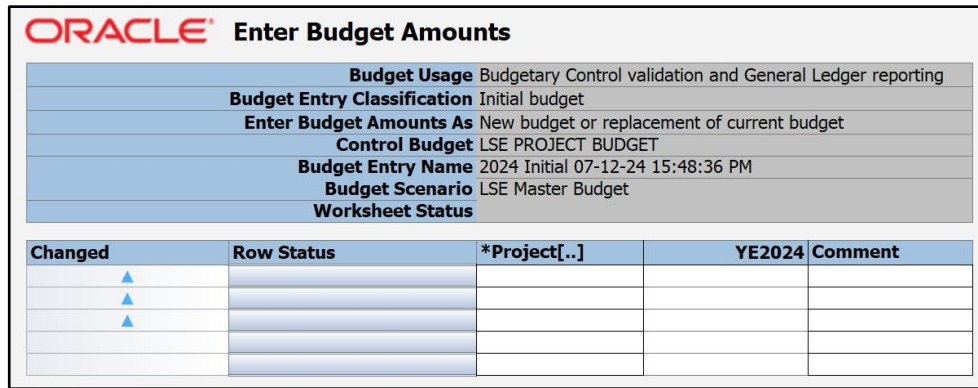


Figure 14: Enter Budget Spreadsheet

6. Add new row if required.
- Select on the row required, click on **Insert**.

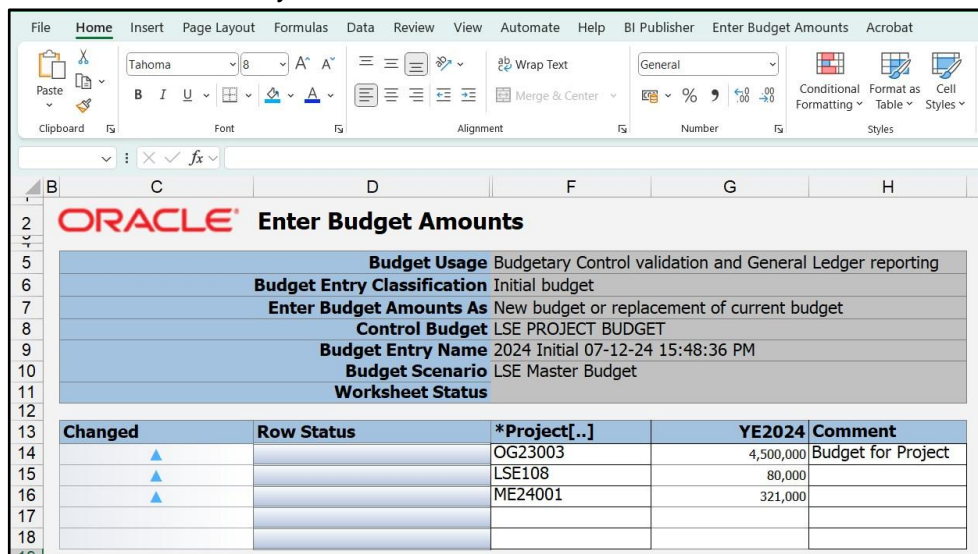


- You can remove “Triangle” marks if the row is not required, by double clicking the ▲



7. Fill up the information:

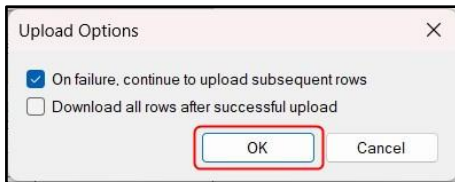
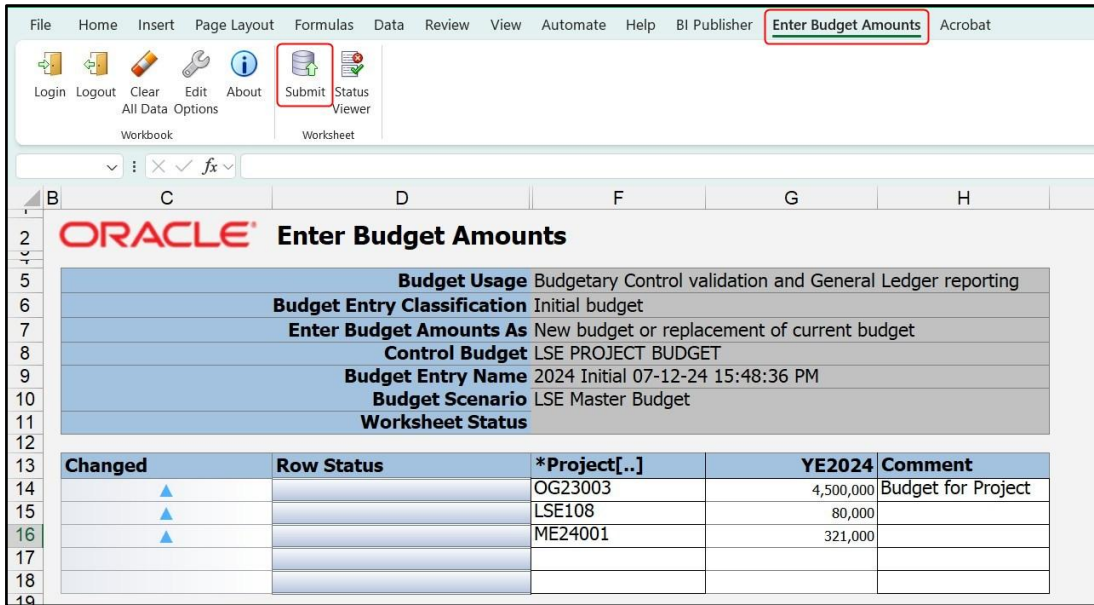
- Enter the Budget Segment by double clicking Budget Segment (column F)
- Enter the Budget Amount
- Enter Comment if any



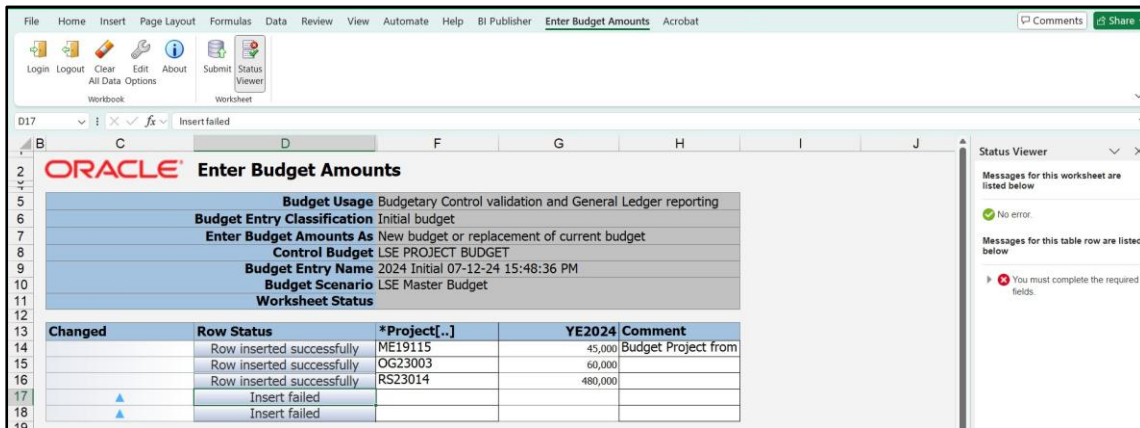
8. After fill up the required information

- Go to Enter Budget Amount tab

- Click on Submit button



9. It will show which line has been successful and failed if any.
 - You may edit the line if required.



10. Then, go to Schedule Process to review the status of the program:

No.	Page Name	Navigation
1.	Schedule Process Result	Tools > Schedule Processes

- There will be (3) reports generated:
 - i. Import Budgets from Spreadsheet
 - ii. Budget Import Results Report

iii. Budget Import Analysis Report

- Go to required report (Budget Import Results Report). Once status change to Succeeded > view the output by click on Default Document.

The screenshot shows the Oracle system interface. At the top, there are action buttons: 'Schedule New Process', 'Resubmit', 'Put On Hold', 'Cancel Process', 'Release Process', and 'View Log'. Below this is a table of processes:

Name	Process ID	Status	Scheduled Time	Submission Time	Submitted By
Budget Import Analysis Report	3385747	Succeeded	8/12/2024 11:32 AM ...	8/12/2024 11:32 AM ...	Admin
Budget Import Results Report	3385746	Succeeded	8/12/2024 11:32 AM ...	8/12/2024 11:32 AM ...	Admin
Import Budgets from Spreadsheet	3385745	Succeeded	8/12/2024 11:32 AM ...	8/12/2024 11:32 AM ...	Admin
Ingesting attachments to OSCS	3385744	Succeeded	8/12/2024 11:41 AM ...	8/12/2024 11:31 AM ...	FAAdmin
ESS process to check Search Cloud Service availability	3385743	Succeeded	8/12/2024 11:36 AM ...	8/12/2024 11:31 AM ...	FAAdmin
ESS process to check Search Cloud Service availability	3385737	Succeeded	8/12/2024 11:31 AM ...	8/12/2024 11:27 AM ...	FAAdmin

Below the table, the 'Process Details' for 'Budget Import Results Report, 3385746' are shown. The status is 'Succeeded'. The schedule start time is '8/12/2024 11:32 AM HKT'. The external job type is 'BIP Job' and the external job status is 'NA'. There is an attachment 'ESS_I_3385746'. The output section shows 'Output & Delivery' with a table of output items:

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	Budget Import Layout	PDF	English (United States)	(UTC+08:00) Hong Kong - Hong Kong Time (HKT)		✓	

11. Here is the sample output of the upload budget:

The screenshot shows the Oracle 'Budget Import Results Report' for 'Report Date 8/12/2024 11:32 AM'. It is 'Page 2 of 2'. The report is divided into three main sections:

Import Results

Budget Entry Name	Status	Total Number of Records	Number of Records in Error
2024 Initial 07-12-24 11:02:56 AM	Success	3	0

Imported Budgets

Budget Entry Name	Budget	Total Number of Budget Accounts	Net Entered Budget Amount	Net Budget Change Amount
2024 Initial 07-12-24 11:02:56 AM	LSE DEPT BUDGET	3	14,350,000.00 MYR	14,350,000.00 MYR

Budget Import Errors

Budget Entry Name	Budget Line Number	Budget	Error Message	Warning Only?	Budget Account	Additional Information
No Budget import error.						

Corrective Import Action: Reload budget data for failed data sets to the interface table and resubmit the import process.

2.2 Budgetary Control Balances

In this task, user may check the budget balances and perform transfer of budget within same Control Budget. Use these pages to view budget inquiry:

No.	Page Name	Navigation
1.	Review Budgetary Control Balances	Budgetary Control > Budgetary Control > Tasks > Review Budgetary Control Balances

Table 3: Review Budget Balances Navigation

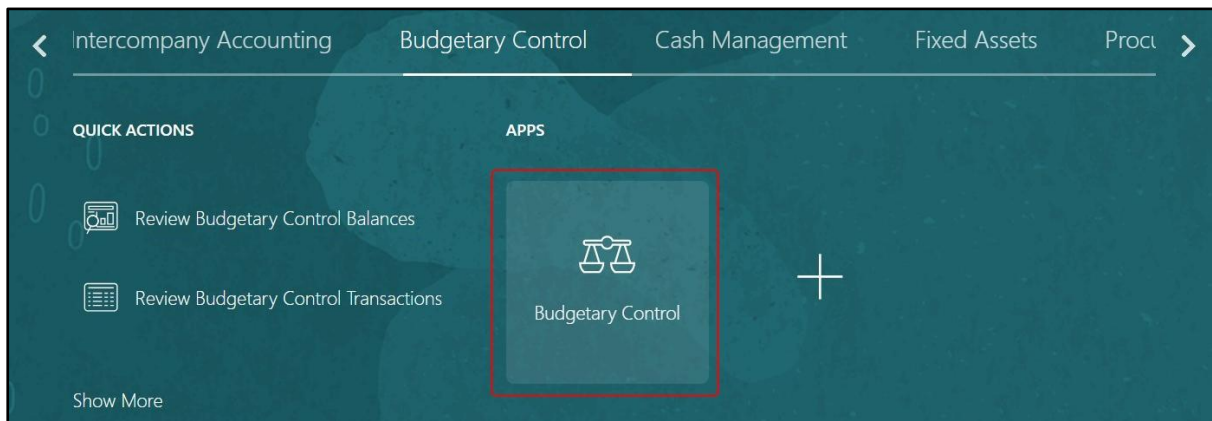


Figure 15: Budgetary Control Homepage

1. Go to Tasks > Review Budgetary Control Balances

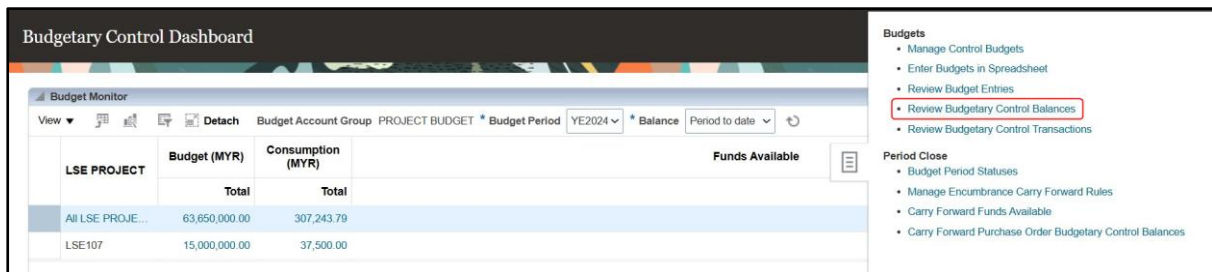


Figure 16: Budgets Tasks

2.2.1 Budget Inquiry

1. Choose the Control Budget



2. Fill up the search criteria.
3. Next, click on **Search** button to execute.

4. Choose the balance that require drilldown. For example, click on amount at **Obligations** column for this task.

LSE PROJECT	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
LSE106	YE2024	12,000,000.00	0.00	0.00	0.00	4,976.35	4,976.35	11,995,023.65	99.96
LSE107	YE2024	15,000,000.00	0.00	0.00	0.00	37,500.00	37,500.00	14,962,500.00	99.75
LSE108	YE2024	15,000,000.00	164,369.44	57,700.00	0.00	41,900.00	263,969.44	14,736,030.56	98.24
ME19268	YE2024	-10,000.00	798.00	0.00	0.00	0.00	798.00	-10,798.00	107.98

5. User may examine the Budget Transactions that impacts the Budget Balances.
6. User may click to one of the **Transactions** or **Related Transaction** to view the transactions.

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
26/11/2024	PO/LSE000000...		40,800.00 MYR	Reservation	40,800.00	0.00
26/11/2024	PO/LSE000001...		26,000.00 MYR	Reservation	26,000.00	0.00
26/11/2024	PO/LSE000001...		40,000.00 MYR	Reservation	40,000.00	0.00
27/11/2024	PO/LSE000001...		15,000.00 MYR	Reservation	15,000.00	0.00
26/11/2024	10100000005	PO/LSE000000...	-1,900.00 MYR	Liquidation	0.00	1,900.00
27/11/2024	10100000011	PO/LSE000001...	-26,000.00 MYR	Liquidation	0.00	26,000.00
27/11/2024	10100000011	PO/LSE000001...	-40,000.00 MYR	Liquidation	0.00	40,000.00
25/11/2024	PO/LSE000000...		3,800.00 MYR	Reservation	3,800.00	0.00
Total					125,600.00	67,900.00

7. Related transactions will be showed.
8. Finally, click on **Done** button to go back to the Review Balance screen.

2.2.2 Transfer Budget

1. Choose the **Control Budget**

2. Fill up the search criteria.
3. Next, click on **Search** button to execute.

4. Select the required budget segment.

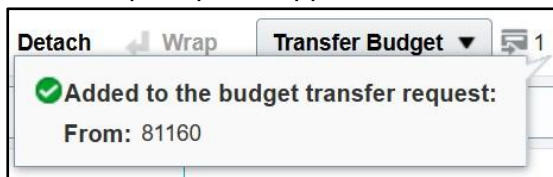
Budget Balances

View [icon] [icon] Detach [icon] Wrap [icon] Transfer Budget [icon] 0

LSE COST CENTRE	Budget Period	Transfers	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
81100	YE2024	0.00	310,476.50	0.00	602,000.00	912,476.50	-912,476.50	0.00
81120	YE2024	0.00	200,000.00	308,000.00	0.00	508,000.00	-508,000.00	0.00
81130	YE2024	0.00	4,221.00	0.00	0.00	4,221.00	-4,221.00	0.00
81150	YE2024	580,000.00	123,470.00	0.00	60,000.00	183,470.00	396,530.00	68.37
81160	YE2024	4,500,000.00	0.00	0.00	0.00	0.00	4,500,000.00	100.00
81170	YE2024	320,000.00	4,621.35	7,600.00	0.00	12,221.35	307,778.65	96.18

5. Click on **Transfer Budget > From This Account**

6. A bubble prompt will appear shows the Budget Transfer Request From



7. Select another budget segment.

8. Click on **Transfer Budget > To This Account**

Budget Balances

View [icon] [icon] Detach [icon] Wrap [icon] Transfer Budget [icon] 1

LSE COST CENTRE	Budget Period	Transfers	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
81100	YE2024	0.00	310,476.50	0.00	602,000.00	912,476.50	-912,476.50	0.00
81120	YE2024	0.00	200,000.00	308,000.00	0.00	508,000.00	-508,000.00	0.00
81130	YE2024	0.00	4,221.00	0.00	0.00	4,221.00	-4,221.00	0.00
81150	YE2024	580,000.00	123,470.00	0.00	60,000.00	183,470.00	396,530.00	68.37
81160	YE2024	4,500,000.00	0.00	0.00	0.00	0.00	4,500,000.00	100.00

9. A bubble prompt will appear shows the Budget Transfer Request To



10. Click on [icon] 2 button.

11. User will redirect to Budget Transfer Request window.

Budget Transfer Request ✕

* Budget Transfer Name: 2024 Transfer 12-12-24 10:26:07 AM Budget Period: YE2024

* Budget Usage: Budgetary Control validation * Budget Scenario: Not applicable for Budgetary Control validation usage

* Justification: Transfer Budget from HRA to Admin

Transfer From

LSE COST CENTRE	* Period Amount (MYR)
81160-General & Admin - HRA	5,000.00
Total	5,000.00

Transfer To

LSE COST CENTRE	* Period Amount (MYR)
81150-General & Admin - Administration	5,000.00

Submit Close

Field	Description
Budget Transfer Name	System Generated (Changed if required)
Budget Usage	Select Budgetary Control validation from List of Values
Justification	Enter the justification of the budget transfer request
Period Amount	Enter the amount for Transfer From and Transfer To budget segment

12. Next, click on **Submit** to proceed. Confirmation prompt will be appeared. Click on **OK**.

Confirmation ✕

Your budget transfer request 2024 Transfer 13-12-24 03:30:38 AM was submitted. We'll notify you when process 3395275 is complete.

OK

13. Upon succeeded, user may review decreased and increased on Total Budget.

Budget Balances

View Detach Wrap Transfer Budget

LSE COST CENTRE	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)
81150	YE2024	585,000.00	93,470.00	25,000.00	0.00	60,000.00	178,470.00	406,530.00	69.49
81160	YE2024	4,495,000.00	0.00	0.00	0.00	0.00	0.00	4,495,000.00	100.00

Note: Period Amount for Budget Transfer From and Budget Transfer To must be equivalent. If not, error will be prompt.

Error ✕

Your total transfer from amount must be the same as your total transfer to amount.

OK

2.3 Period Closing - Budget

2.3.1 Budget Period

Budget Period needs to be in Available for Budgeting or Open to be able to enter budget and must be in Open status to perform budget checking. Budget Period needs to be in Closed period before performing carry forward.

Use these pages to open/closed budget period:

No.	Page Name	Navigation
1.	Manage Budget Statuses	Budgetary Control > Budgetary Control > Tasks > Budget Period Statuses

Table 4: Manage Budget Status Navigation



Figure 17: Budgetary Control Homepage

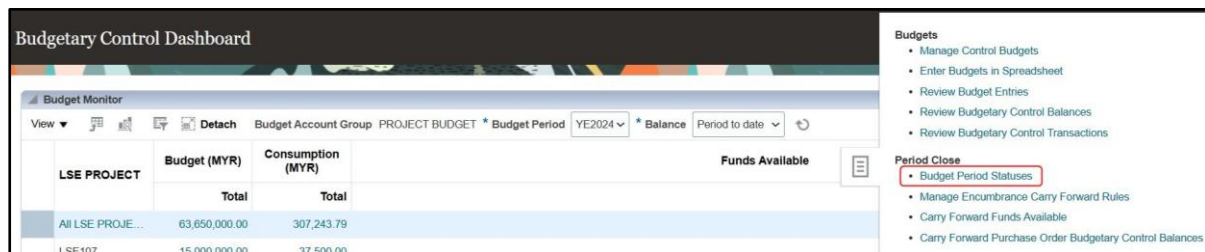


Figure 18: Budgetary Control Tasks Panel List (*Budget Period Statuses*)

- User will be redirect to Manage Budget Period Statuses page.
 - User may view the Current Period, Previous Period and Next Period statuses.

Status	Description
Never Opened	This is for new period
Available for Budgeting	Able to enter budget only
Open	Able to enter budget, and perform budget checking
Close Pending	To limit budgetary control validation while completing month-end or year-end close tasks.
Closed	Not able to post budget and budget checking.
Permanently Closed	Not able to reopen the budget period.

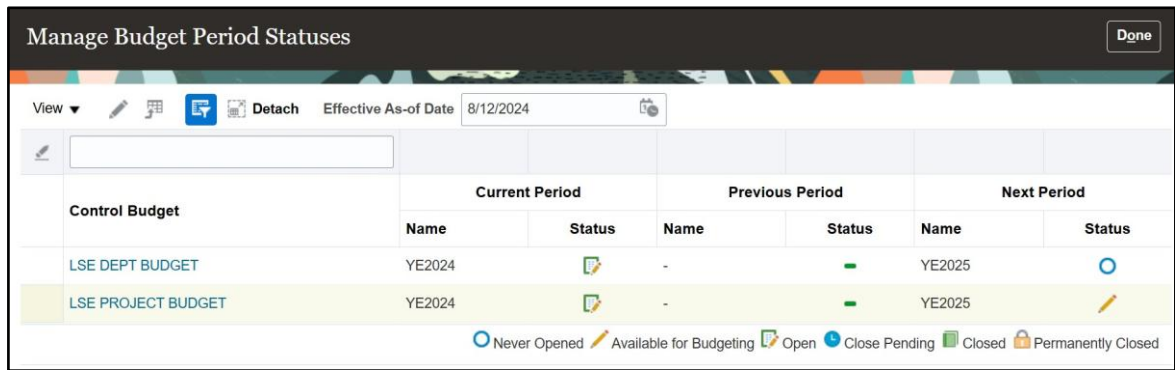


Figure 19: Manage Budget Period Statuses Page

2. Click on **Control Budget** required to update the Budget Status.
3. Next, select Status from List of Values.
4. Click on **Save and Close** button.

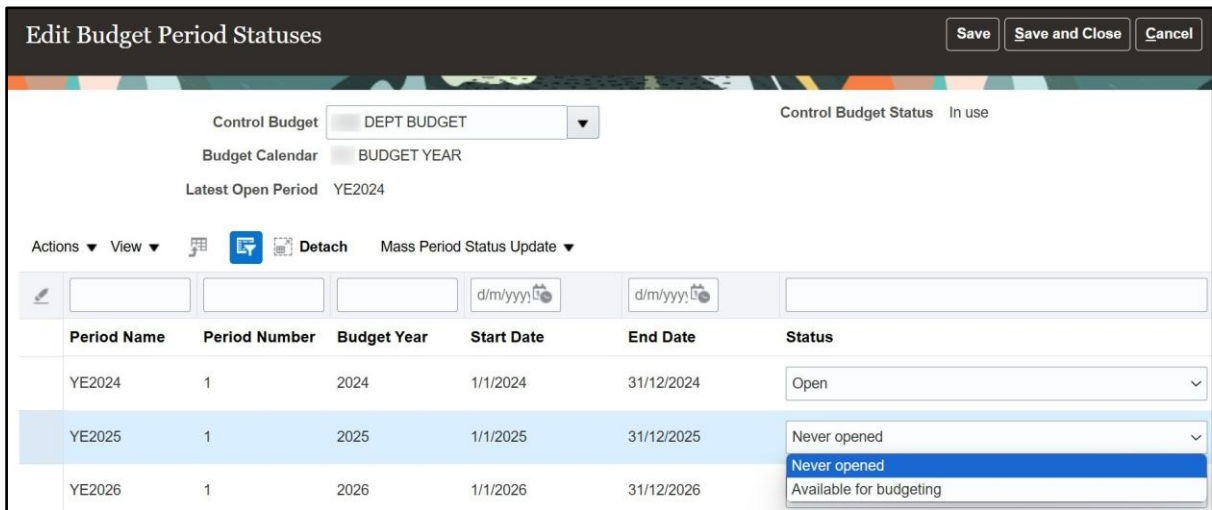


Figure 20: Edit Budget Period Statuses Screen

2.3.2 Carry Forward Activity

Steps to perform carry forward activities:

Step	Program	Description
1.	Carry Forward Encumbrance	This activity is to transfer encumbrance balance (obligation, commitment) from last period of current budget period to next fiscal year first open budget period.
2.	Carry Forward Funds Available	This activity is to transfer unspent budget amount from current period to the next period.

2.3.2.1 Carry Forward Encumbrance

Use these pages to manage encumbrance carry forward rules:

No.	Page Name	Navigation
1.	Manage Encumbrance Carry Forward Rules	Budgetary Control > Budgetary Control > Tasks > Manage Encumbrance Carry Forward Rules

Table 5: Manage Encumbrance Carry Forward Rules Navigation

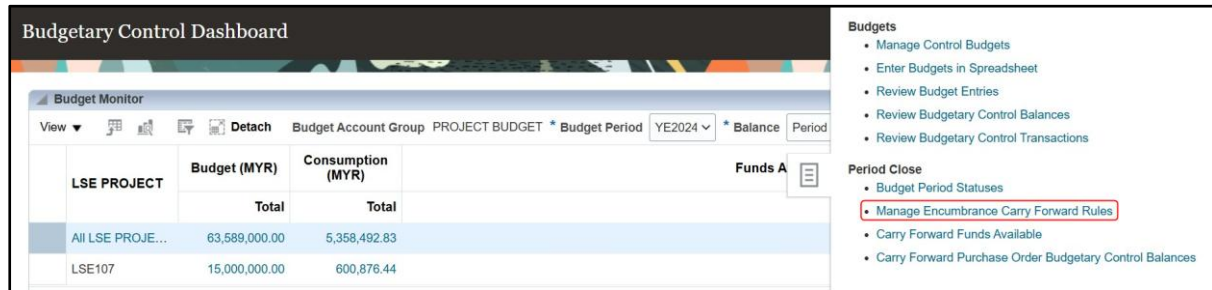


Figure 21: Budgetary Control Tasks Panel List (Manage Encumbrance Carry Forward)

a) Manage Encumbrance Carry Forward Rules

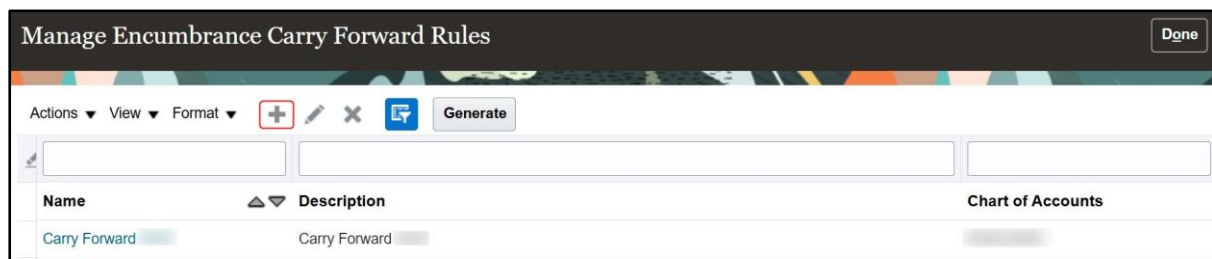


Figure 22: Manage Encumbrance Carry Forward Rules Screen

1. Click on '+'

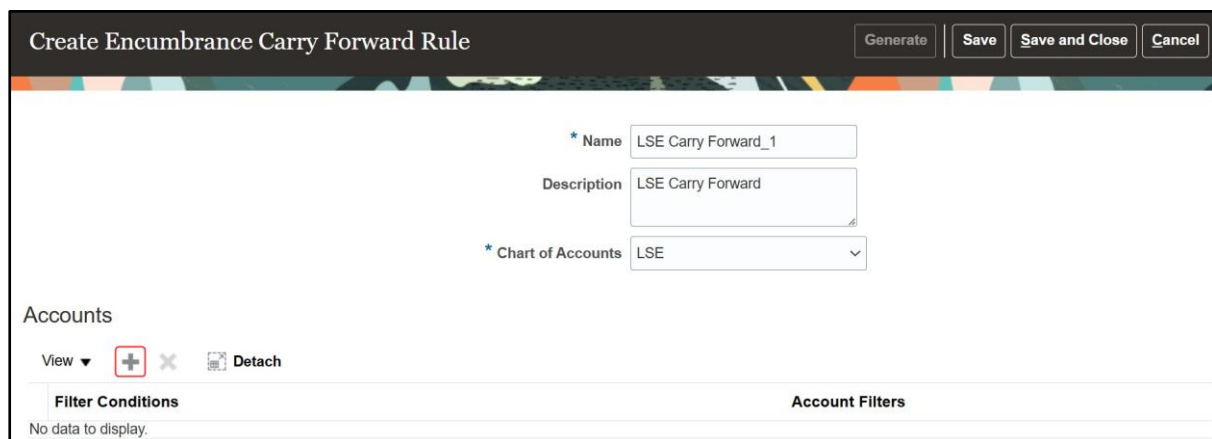

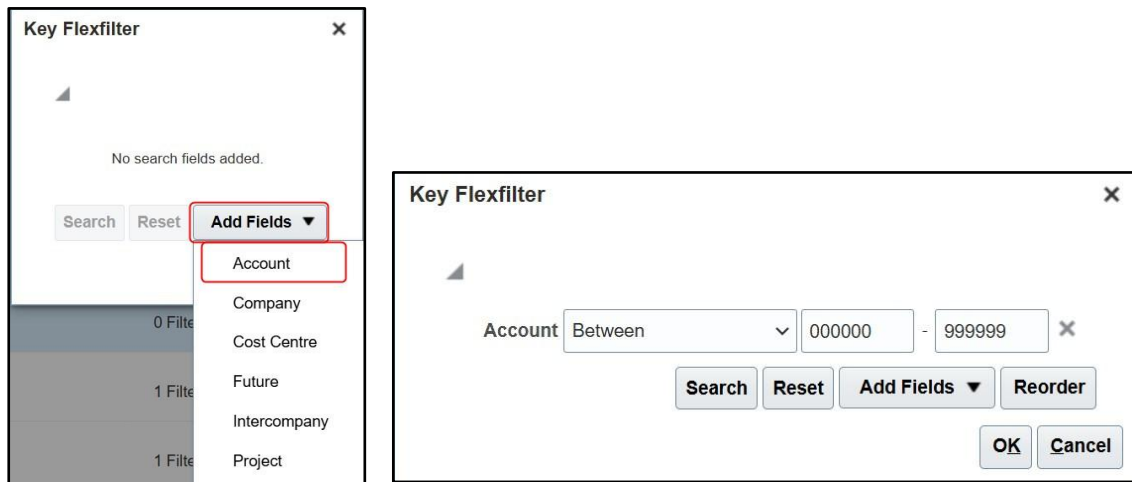


Figure 23: Create Encumbrance Carry Forward Rule Screen

2. Enter required information:

Field	Description
*Name	Enter Rule Name
Description	Enter Rule Description
*Chart of Accounts	Select LSE

3. Click on '+' to define the accounts range.
4. Click on  > **Add Fields**
5. Change from **Equals** to **Between** from List of Values > define the accounts range required.
6. Click **OK**.



7. **Repeat step 4 to 6** to add more filter if required.
8. Once done, click **Save and Close**.

b) Carry Forward Encumbrance

Prerequisite

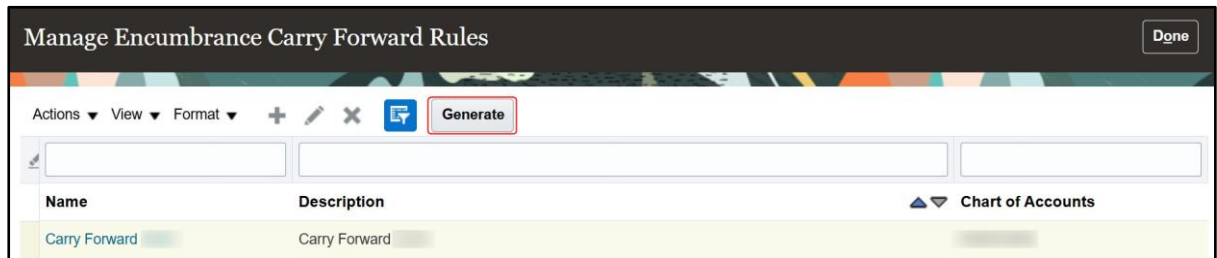
- ✓ Run receipt accruals in Oracle Purchasing.
- ✓ Post all journal entries for encumbrance.
- ✓ Close the last period of the fiscal year.
- ✓ Open the first period of the next fiscal year.
- ✓ Open the next encumbrance year.
- ✓ Open the next budget year.

Use these pages to run carry forward encumbrance rule:

No.	Page Name	Navigation
1.	Manage Encumbrance Carry Forward Rules	Budgetary Control > Budgetary Control > Tasks > Manage Encumbrance Carry Forward Rules

Table 6: Manage Encumbrance Carry Forward Rules Navigation

2. Select required rule, click on **Generate**.



3. Fill up the parameter required:

Generate Encumbrance Carry Forward ✕

i This process will be queued up for submission at position 1

Name Encumbrance Year End Carry Forward

Description Encumbrance Year End Carry Forward Process Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Data Access Set ▼

* Ledger ▼

* Carry Forward Rule ▼

* Encumbrance Type ▼

* Mode ▼

* From - To Period ▼

Figure 24: Generate Encumbrance Carry Forward Parameter

Field	Description
Data Access Set	System default – LSE MY
Ledger	System default – LSE MY
Carry Forward Rule	Select from List of Value

Field	Description
Encumbrance Type	Select from List of Values: i. ALL ii. Obligation iii. Commitment iv. Invoice Oracle
Mode	Select Preview to view the expected result. Once confirmed, select Final .
From – To Period	Select from List of Value. Period can be selected once last period is Closed and next period has Open.

4. Once completed > click on **Submit**

Note: System will not be able to roll back the carry forward amount.

5. Go to **Scheduled Processes** to review the output.

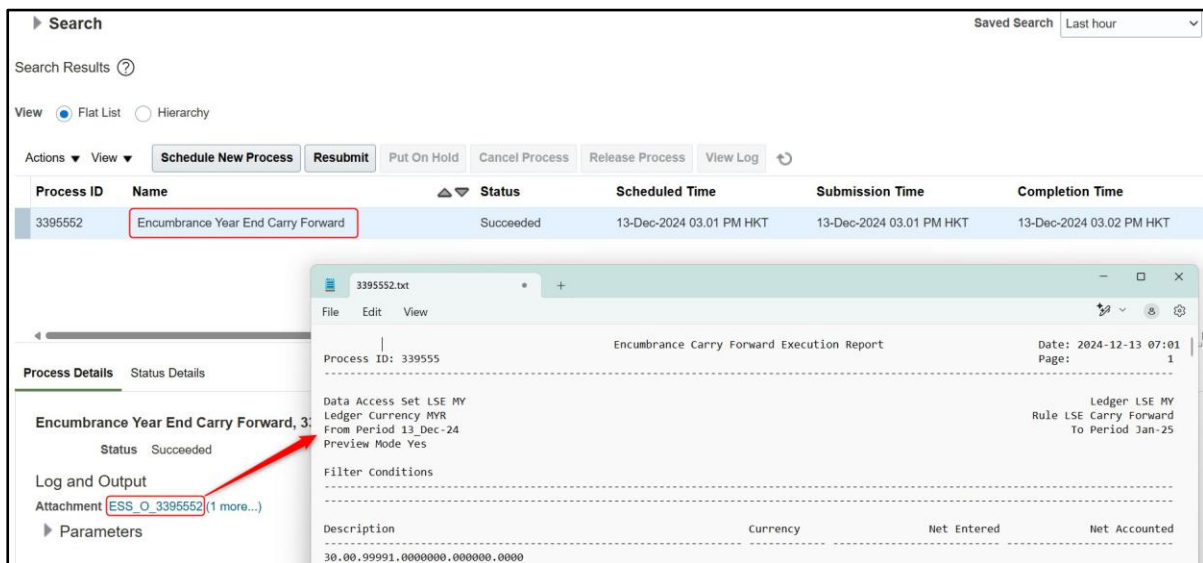


Figure 25: Encumbrance Carry Forward Execution Report

6. Once confirmed, **Generate** again the process and select Mode as **Final**.

c) Carry Forward Funds Available

Use these pages to carry forward funds available rules:

No.	Page Name	Navigation
1.	Carry Forward Funds Available	Budgetary Control > Budgetary Control > Tasks > Carry Forward Funds Available

Table 7: Carry Forward Funds Available Navigation

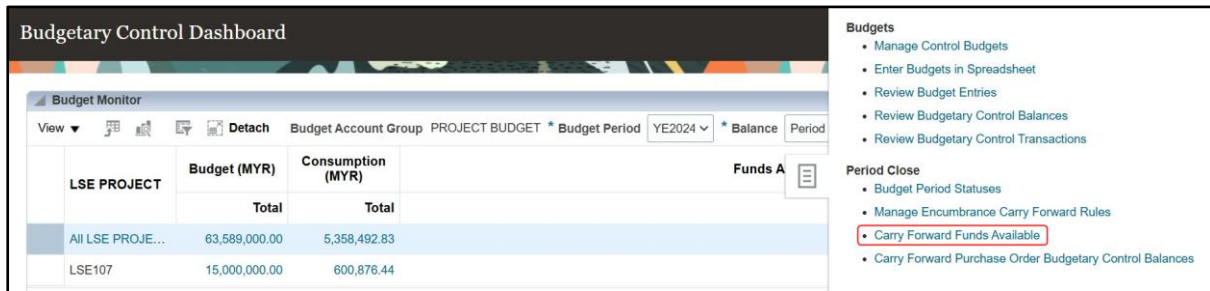


Figure 26: Budgetary Control Tasks Panel List (Carry Forward Funds Available)

1. Fill up the parameter:

The screenshot shows the 'Carry Forward Funds Available' parameter configuration form. It includes a 'Name' field with the value 'Carry Forward Funds Available' and a 'Description' field with the value 'Carries forward the unused budget amounts from ...'. The 'Schedule' is set to 'As soon as possible'. The 'Basic Options' section contains several parameters: 'From Control Budget' (LSE PROJECT BUDGET), 'From Budget Period' (YE2024), 'Balance' (Year to date), 'Target Control Budget' (LSE PROJECT BUDGET), and 'Target Budget Period' (YE2025). There is also a 'Classify Target Budget As' dropdown set to 'Initial budget' and a 'Budget Account Filter' section.

Figure 27: Carry Forward Funds Available Parameter

Field	Description
From Control Budget	Select from List of Value
From Budget Period	Select last budget period from List of Value
Balance	Select from List of Value
Target Control Budget	Select from List of Value. Must be same as From Control Budget.

Field	Description
Classify Target Budget As	Select from List of Value
Budget Account Filter	<i>Leave as it</i>

2. Once completed > click on **Submit**
3. Go to Scheduled Processes to review the output.

3 JOURNAL PROCESSING

The ledger and subledger transactions are captured in these ways:

- Creating journals manually
- Creating journals using spreadsheets
- Journals created automatically

Use of these methods varies depending on:

- The application that provides the data
- The reason for the entry, such as error correction versus monthly entries
- The tools available, such as the calculation engine used in the automation of journal entries

Creating Journals Manually

Enter Journal Manually is a process of manually creating journal entries in the system to record financial transactions in Oracle Fusion General Ledger.

Journal entries are used to track and update the financial position of an organization by recording debits and credits in the appropriate accounts.

Manually entered journal used for:

Non-routine transactions: These are transactions that are not automatically generated by other submodules, like account receivables or accounts payable.

Adjustments: To adjust financial records when automatic entries are not possible or when corrections are needed.

One-time transactions: Such as specific accruals, allocations, or reclassifications that may not occur regularly.

This method is the most time-consuming and prone to errors due to human involvement.

Creating Journals in Spreadsheets

It refers to the process of creating and importing journal entries using spreadsheet templates.

This method is especially useful for handling large volumes of journal entries, such as month-end adjustments, intercompany transactions, or bulk allocations. It simplifies the process by allowing users to input journal data offline and then easily import it into the system.

Enter journal using spreadsheet usually used for:

Bulk Journal Entries: Entering multiple journal entries for month-end closing or periodic adjustments.

Repetitive Transactions: Handling recurring entries like accruals, allocations, and transfers across multiple accounts.

Overall, entering journals in spreadsheets is a more streamlined method compared to manual entry, especially for large or repetitive journal entries, while still allowing the flexibility of offline work.

Note: *Spreadsheets are created as templates for recurring entries and then each month, simply update the data and upload.*

3.1 Journal Entry and Posting

3.1.1 Create Journal

Use these pages to create journals.

No.	Page Name	Navigation
1.	Create Journal	General Accounting > Journals > Tasks > Create Journal

Table 8: Create Journal Navigation

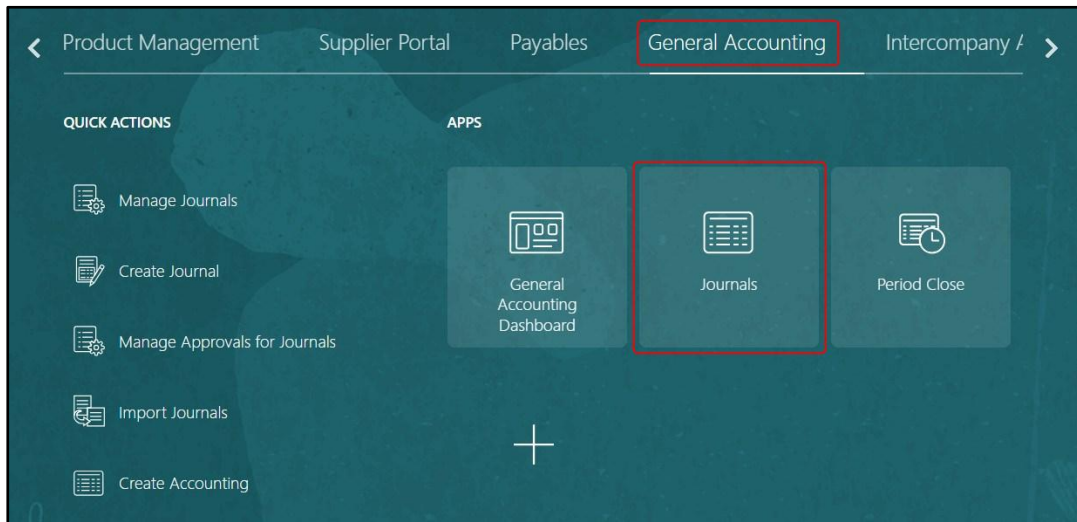


Figure 28: General Accounting Homepage

1. Go the **Task > Create Journal**.

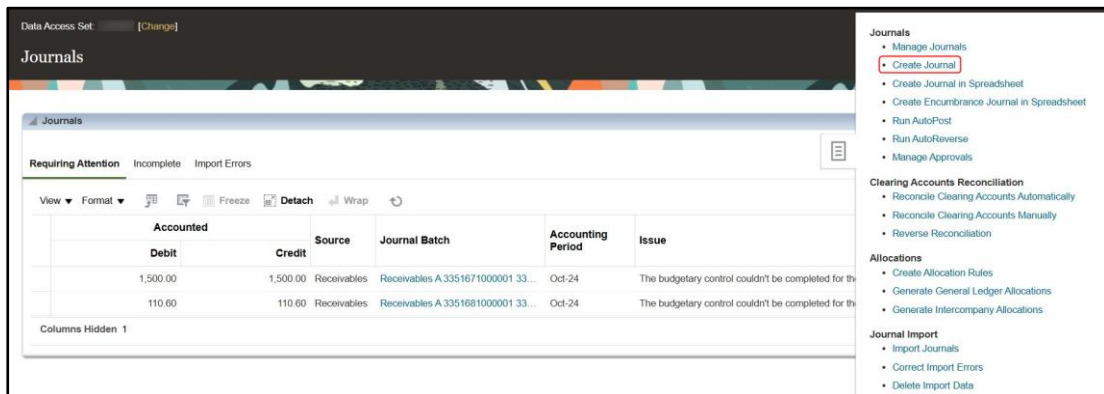


Figure 29: Journal Work Area

2. Enter all the required information.

Field	Description
Journal Batch	Enter Journal Batch
Description	Enter Journal Batch Description

Field	Description
Balance Type	System default to <u>Actual</u>
Accounting Period	Select from List of Values. System will default to current open period.
Attachments	Select End Period
Journals	Enter Journal name
Description	Enter Journal Descriptions
Ledger	Select from List of Values (if any)
Accounting Date	Enter Accounting Date required
Category	Select from List of Values
Currency	Select from List of Values (if required) – <i>System default to Reporting Currency Ledger.</i>

The screenshot shows the 'Create Journal' interface. At the top, there are buttons for 'Save', 'Complete', 'Post', and 'Cancel'. Below this, the 'Journal Batch' section contains fields for 'Journal Batch' (ACCRUAL JOURNAL NOV), 'Description' (Accrual Journal Recognition for Nov-24), 'Balance Type' (Actual), 'Accounting Period' (Nov-24), and 'Attachments' (None). To the right, status indicators show 'Source: Manual', 'Approval Status: Required', 'Funds Status: Not attempted', 'Batch Status: Unposted', and 'Completion Status: Incomplete'. The 'Journal' section below includes 'Journal' (ACCRUAL JOURNAL NOV), 'Description' (Accrual Journal Recognition for Nov-24), 'Ledger' (empty), 'Accounting Date' (30/11/2024), and 'Category' (Accrual). To the right, it shows 'Currency' (MYR Malaysian Ringgit), 'Conversion Date' (30/11/2024), 'Conversion Rate Type' (User), 'Conversion Rate' (1), and 'Inverse Conversion Rate' (1).

Figure 30: Create Journal Page (Journal Batch and Journal Section)

Field	Description
Account	Select Account Code Combination
Entered Debit	Enter Debit Amount
Entered Credit	Enter Credit Amount
Description	Enter Description Line (if any)

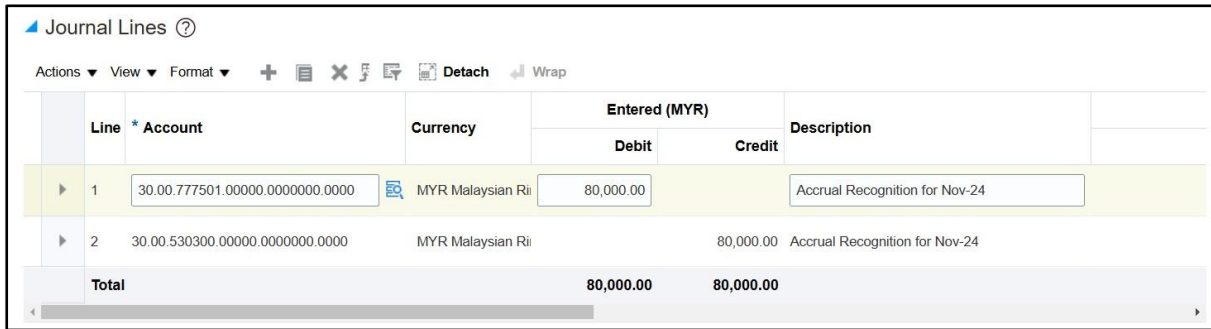


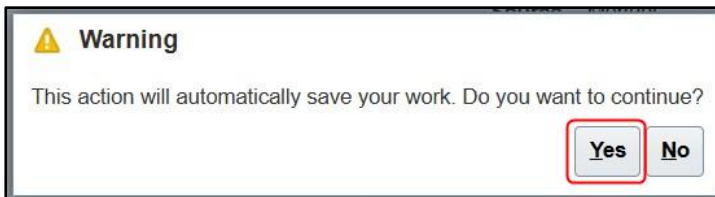
Figure 31: Create Journal Page (Journal Lines Section)

- After completed editing your Journal Entry details, you may click Save button, Complete button or Post button.

Button	Description
Save	Journal will be saved with status Incomplete
Complete	Journal is Complete and ready to be Posted
Post	Journal is Complete and Posted the journal once Approved
Cancel	Journal will not saved



- Once completed the Journal Entry, user may directly click on **Post**.



A warning message will appear, user may click on **Yes**.

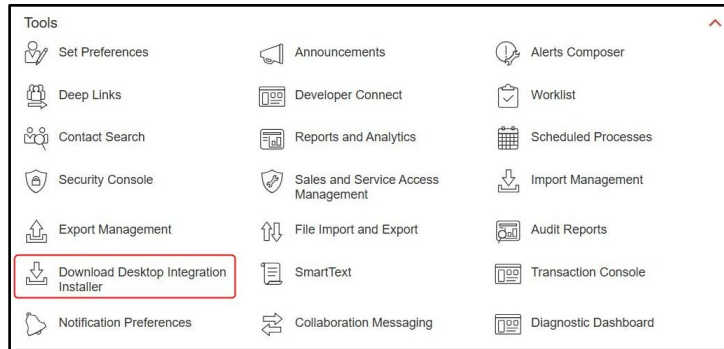
- Next, a confirmation message will appear. User may proceed by clicking on **OK**.



3.1.2 Create Journal in Spreadsheet

Pre-requisite

- ✓ Need to have **ADF Desktop Integration** tools installed.
- ✓ Navigate to the Tools work area and select the **Download Desktop Integration Installer** link. Please refer to the *User Manual for Installation ADFdi* for further guidance.



3.1.3 Create Journal in Spreadsheet

Use these pages to create journals using Spreadsheet.

No.	Page Name	Navigation
1.	Create Journal in Spreadsheet	General Accounting > Journals > Tasks > Create Journal in Spreadsheet

Table 9: Create Journal in Spreadsheet Navigation

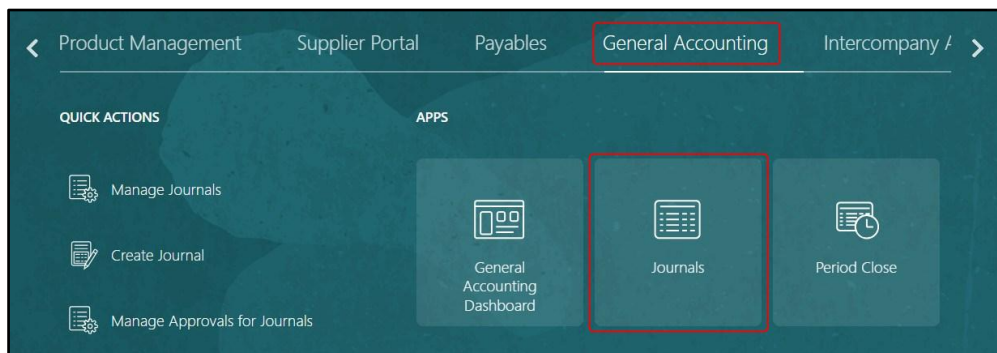


Figure 32: General Accounting Homepage

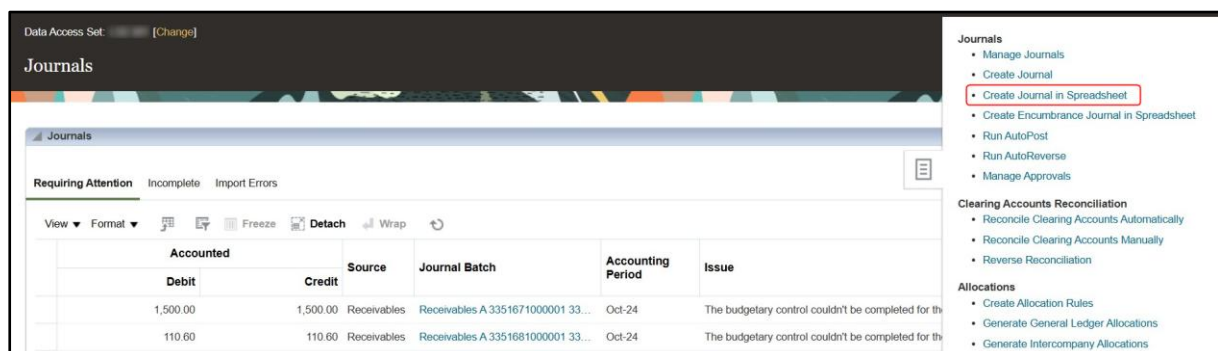
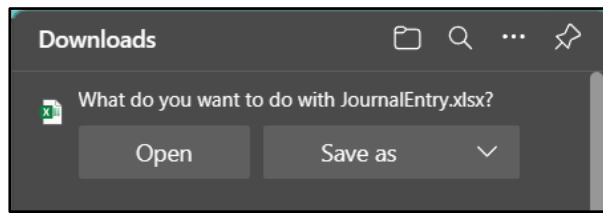
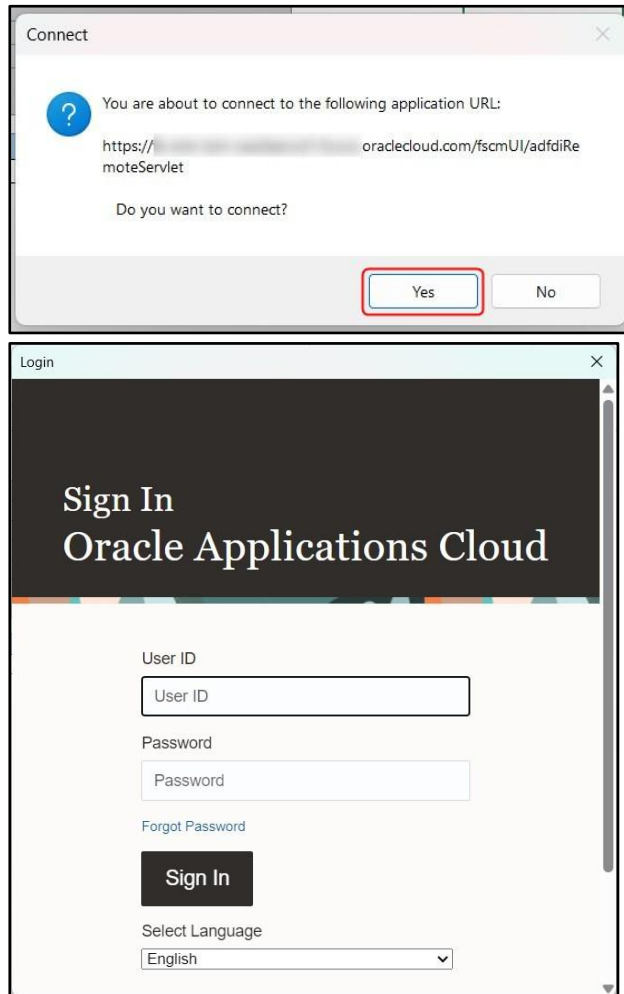


Figure 33: Journals Task

1. Open or Save as the excel file.



2. Connect to Oracle and Sign In using your login.



3. Journals workbook can be used for processing high-volume journal entries. You can prepare the journals offline, share the workbooks for review, or save them for recurring entries.

Create Journals workbook has two worksheets:

- i. Single Journal

User can create a journal for one ledger, like using the Create Journal page in the application

- ii. Multiple Journals

User can create multiple journals and multiple journal batches for different ledgers.

ORACLE Create Journal

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	*Group ID 300000032746205
Journal	*Source Spreadsheet
Description	*Category
*Ledger	Reversal Period
*Accounting Date	Reversal Date
Adjusting Period	Reference Date
Worksheet Status	Journal Attachment URLs
	Journal Validation Status

Journal Lines

Figure 34: Create Journal Template (*Header*) – Single Journal

ORACLE Create Journals

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	*Group ID 300000032746205
Worksheet Status	Journal Validation Status

Changed	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger	*Accounting Date	*Source	*Category
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	
								Spreadsheet	

Figure 35: Create Journal Template (*Header*) – Multiple Journals

Field	Description
a) Journal Header	
Data Access Set	System default
Journal	Enter Journal name
Description	Enter Journal Descriptions
*Ledger	Select from List of Values
*Accounting Date	Enter Accounting Date required
Adjusting Period	Select from List of Value (if required)
*Source	System default
*Category	Double Click to Search for values
Reversal Period	Select from List of Values (if required)
Reversal Date	Leave Blank
Reference Date	Leave Blank

Field	Description
b) Journal Lines	
Account Code Combinations (Column E to J)	Enter or Double Click to Search for values
Currency	Enter Currency Code (example: MYR)
Entered Debit	Enter Debit Amount
Entered Credit	Enter Credit Amount
Line Description	Enter Line Description (if required)

E	F	G	H	I	J	K	L	M	S																								
of the rows are loaded to GL Interface table.																																	
<table border="1"> <tr> <td>*Group ID</td> <td>300000032746205</td> </tr> <tr> <td>*Source</td> <td>Spreadsheet</td> </tr> <tr> <td>*Category</td> <td></td> </tr> <tr> <td>Reversal Period</td> <td></td> </tr> <tr> <td>Reversal Date</td> <td></td> </tr> <tr> <td>Reference Date</td> <td></td> </tr> <tr> <td>Journal Attachment URLs</td> <td></td> </tr> <tr> <td>Journal Validation Status</td> <td></td> </tr> </table>						*Group ID	300000032746205	*Source	Spreadsheet	*Category		Reversal Period		Reversal Date		Reference Date		Journal Attachment URLs		Journal Validation Status		<table border="1"> <tr> <td>Total Entered Debit</td> <td>0.00</td> </tr> <tr> <td>Total Entered Credit</td> <td>0.00</td> </tr> <tr> <td>Total Accounted Debit</td> <td>0.00</td> </tr> <tr> <td>Total Accounted</td> <td>0.00</td> </tr> </table>				Total Entered Debit	0.00	Total Entered Credit	0.00	Total Accounted Debit	0.00	Total Accounted	0.00
*Group ID	300000032746205																																
*Source	Spreadsheet																																
*Category																																	
Reversal Period																																	
Reversal Date																																	
Reference Date																																	
Journal Attachment URLs																																	
Journal Validation Status																																	
Total Entered Debit	0.00																																
Total Entered Credit	0.00																																
Total Accounted Debit	0.00																																
Total Accounted	0.00																																
*Company [..]	*Intercompany [..]	*Account [..]	*Cost Centre [..]	*Project [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit	Line Description																								

Figure 36: Create Journal Template (Lines) – Single Journal

M	N	O	P	Q	R	S	T	U	AA
*Company [..]	*Intercompany	*Account [..]	*Cost Centre [..]	*Project [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit	Line Description

Figure 37: Create Journal Template (Lines) – Multiple Journals

4. Total Entered Debit & Total Entered Credit will be auto calculated.

Next, go to **Create Journal** tab > **Submit**

The screenshot shows the 'Create Journal' window with a summary table and a data grid. The summary table is as follows:

Total Entered Debit	185,000.00
Total Entered Credit	185,000.00
Total Accounted Debit	0.00
Total Accounted	0.00

The data grid below shows the following entries:

*Company [..]	*Intercompany [..]	*Account [..]	*Cost Centre [..]	*Project [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit	Line Description	Statist Quan
30	00	221100	00000	LSE108	0000	MYR	185,000.00		Accrual Income for LSE108	
30	00	603100	00000	LSE108	0000	MYR		185,000.00	Revenue for LSE108 for Nov-24	

5. Click on **Submit** button to proceed.

The screenshot shows two dialog boxes. The 'Submission Options' dialog has the following settings:

- Submission Option: Submit Journal Import and Posting
- Import Descriptive Flexfields: No
- Other Options: Defer Account Validations to Journal Import, Send Email Notification for Journal Import Failures

The 'Confirmation' dialog displays the message: "Your process 3389913 has been submitted." with an OK button.

6. You will receive confirmation in the Row Status once your Journal Entry details have been successfully submitted.

Changed	Row Status	*Company [..]	*Intercompany [..]	*Account [..]	*Cost Centre [..]	*Project [..]	*Future [..]
	Row inserted successfully	30	00	221100	00000	LSE108	0000
	Row inserted successfully	30	00	603100	00000	LSE108	0000

Figure 38: Create Journal Template (Row Status)

3.1.4 Copy Journal

Use these pages to manage journals.

No.	Page Name	Navigation
1.	Manage Journals	General Accounting > Journals > Tasks > Manage Journals

Table 10: Manage Journals Navigation

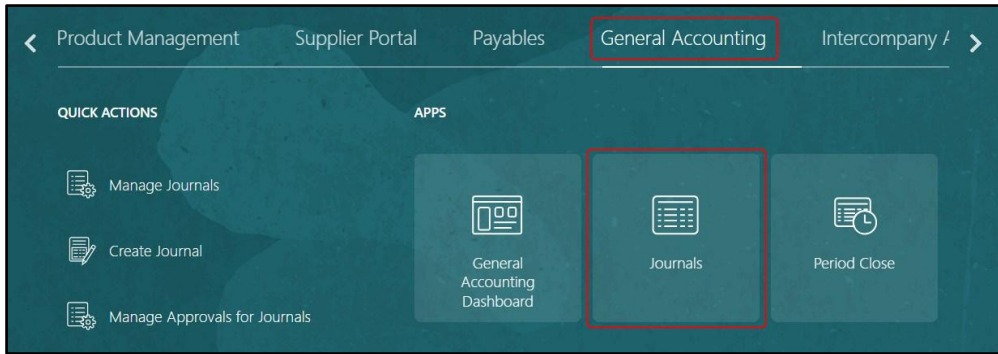


Figure 39: General Accounting Homepage

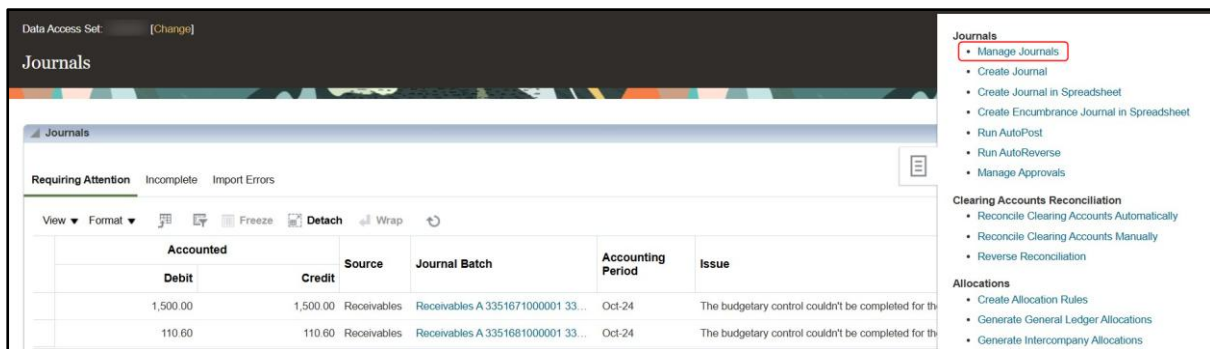


Figure 40: Journals Task (Manage Journals)

2. Enter the relevant criteria.

Select **Batch Status** from List of Values. (Select **Posted** for this task).

Click on the **Search** button.

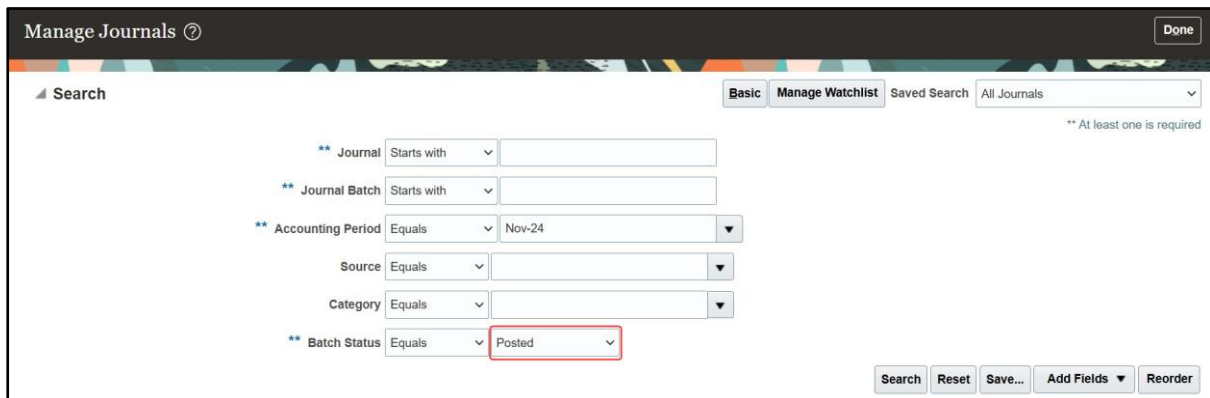


Figure 41: Manage Journals Page

3. Click on the required **Journal**

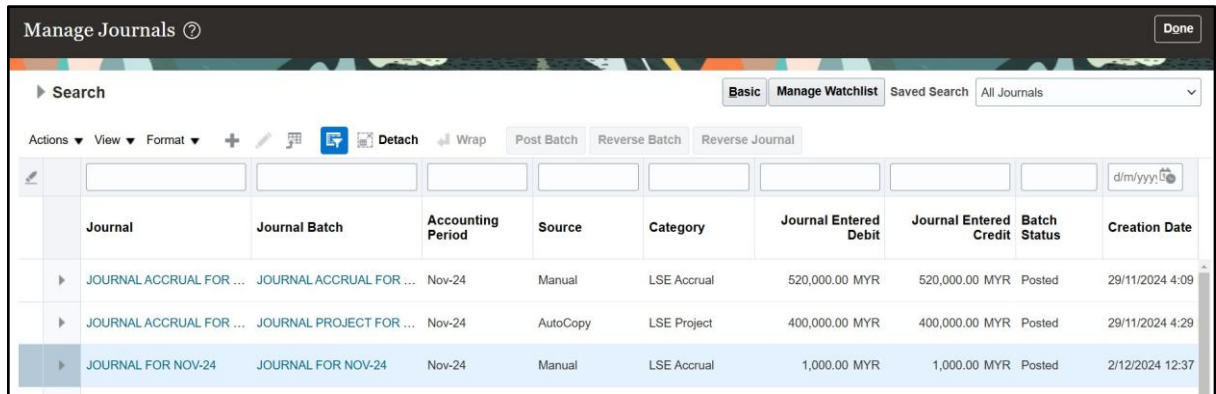


Figure 42: Manage Journals Page (Search Result)

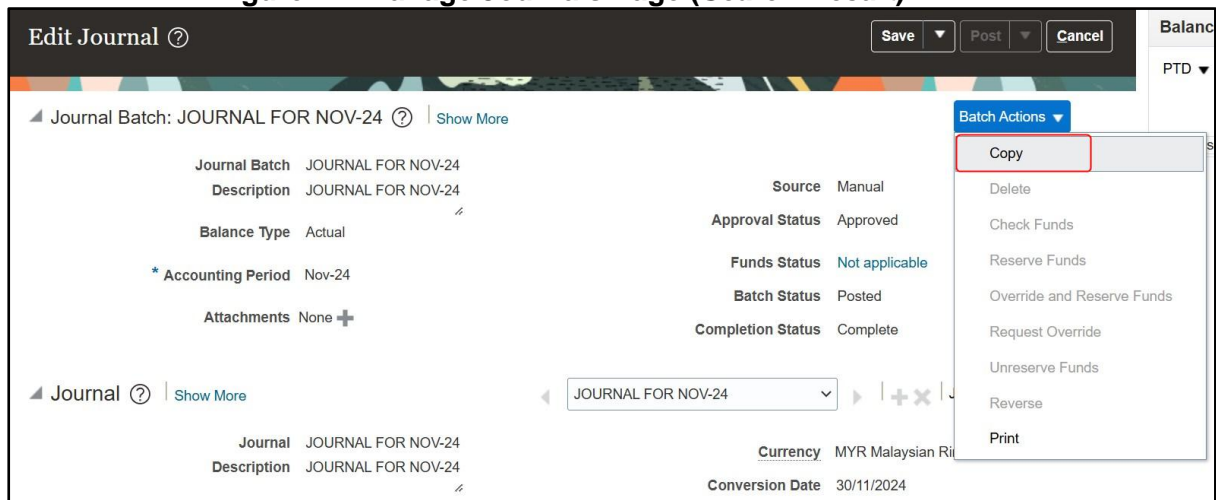


Figure 43: Edit Journals Page

4. Click on **Batch Actions > Copy**

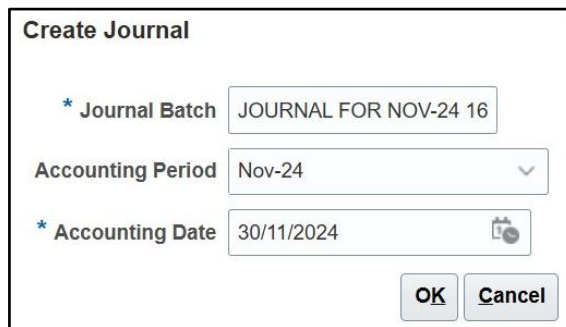


Figure 44: Create Journals Batch Prompt Window

Field	Description
*Journal Batch	System default (User may change as required)
Accounting Period	Select from List of Values
*Accounting Date	System default (User may change as required)

5. Once fill up all information, click on **OK**.

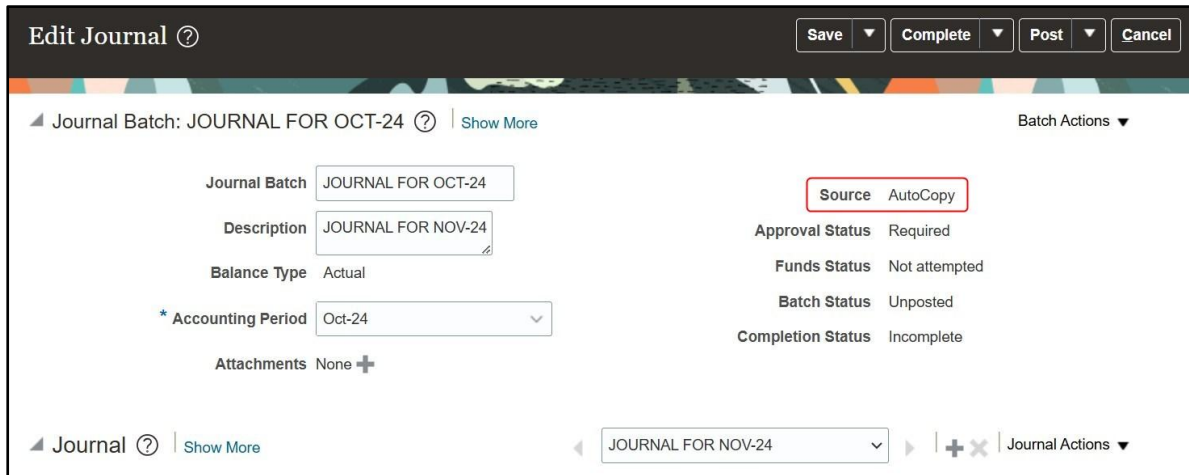


Figure 45: Edit Journals Page (Source: AutoCopy)

6. Journal will be created with Source **AutoCopy**
7. User may update journal as required.
8. User may proceed follow step as Section 3.1.1.

3.2 Manage Approval

Use these pages to approve/reject journals.

No.	Page Name	Navigation
1.	Manage Approvals	General Accounting > Journals > Tasks > Manage Approvals

Table 11: Manage Approvals Navigation

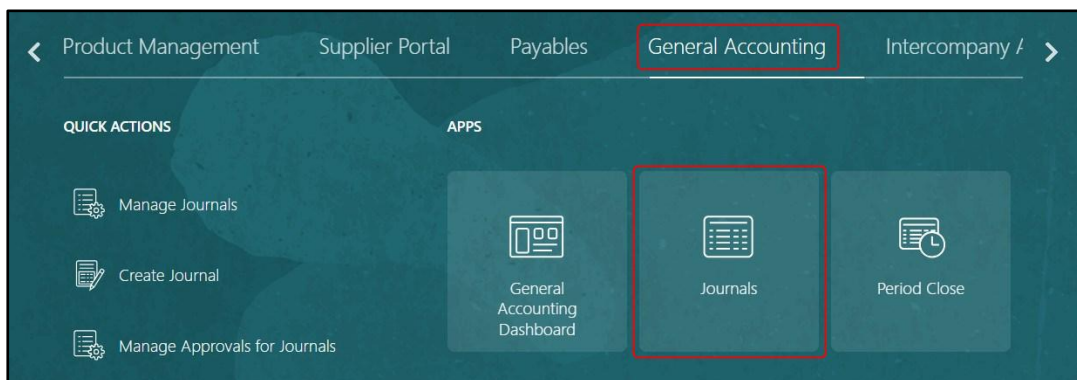


Figure 46: General Accounting Homepage

1. Approver may click go to **Tasks > Manage Approvals**

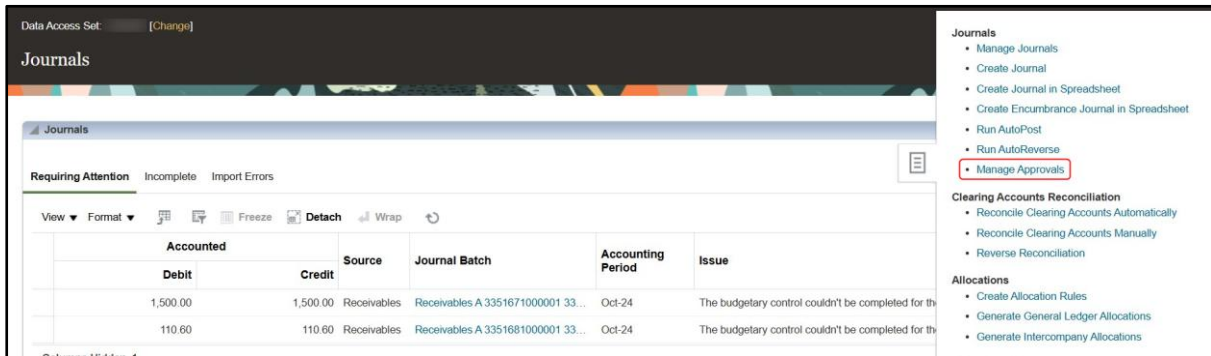
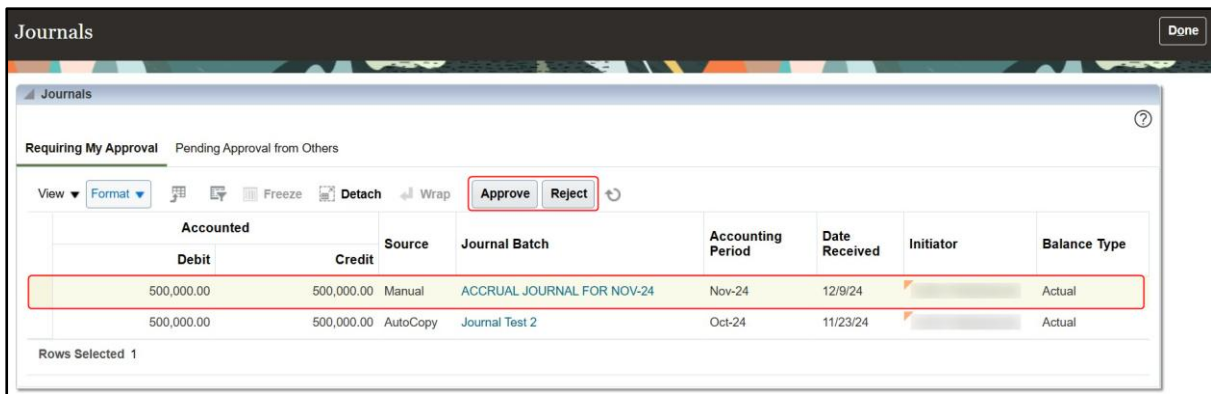


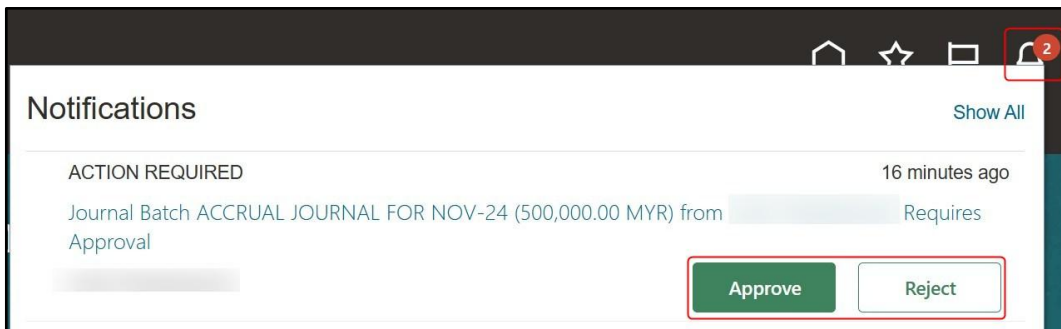
Figure 47: Journals Task

2. Choose the desired Journal row.

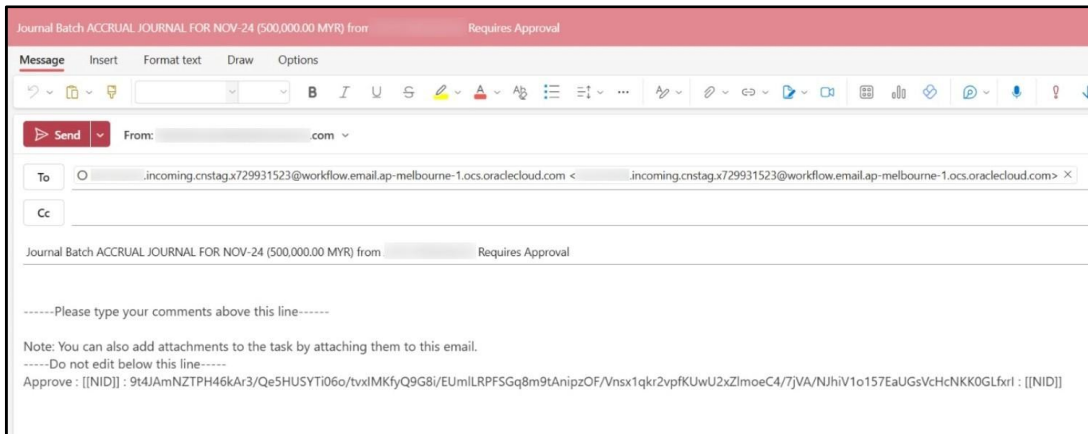
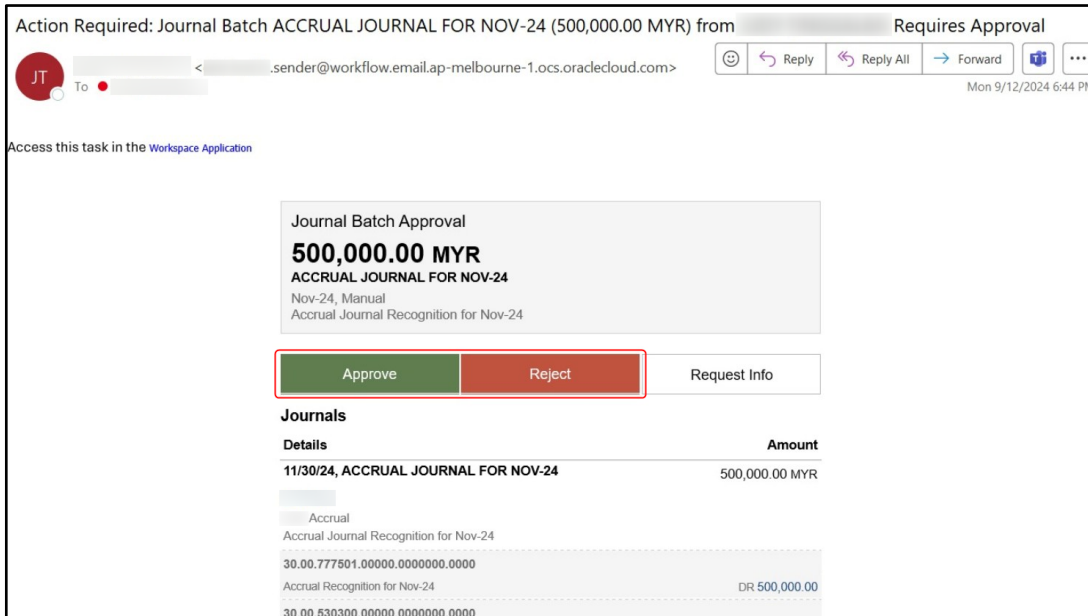
Review the journal information. Click **Approve / Reject** to proceed.



3. Approver may **Approve / Reject** thru Notification Bells.



4. Approver also will receive email notification. User may **Approve / Reject** thru e-mail.



Notes:

- Please remove the signature of your email.
- Ensure to enter comment above the line.

3.3 Posting Journal

Journal posting is a process that updates balance in General Ledger accounts to reflect any entity's business transactions and provides data for financial reporting.

You can post a journal after when you created it, or you can post it later by selecting it from the list of available journals.

You can post journals one a time or in batches. You must have the journal period open before you can post and have access to the security classes of every entity for the detail lines and have write access to every dimension member selected for each line.

3.3.1 To Post Journals Manually

Use these pages to manage journals.

No.	Page Name	Navigation
1.	Manage Journals	General Accounting > Journals > Tasks > Manage Journals

Table 12: Manage Journals Navigation

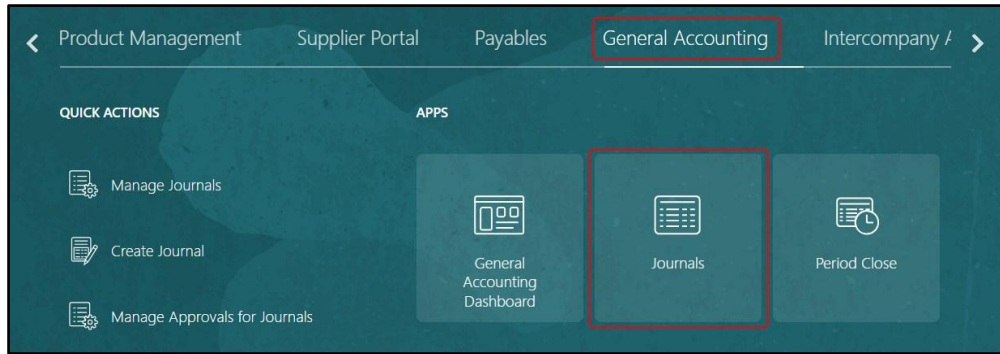


Figure 48: General Accounting Homepage

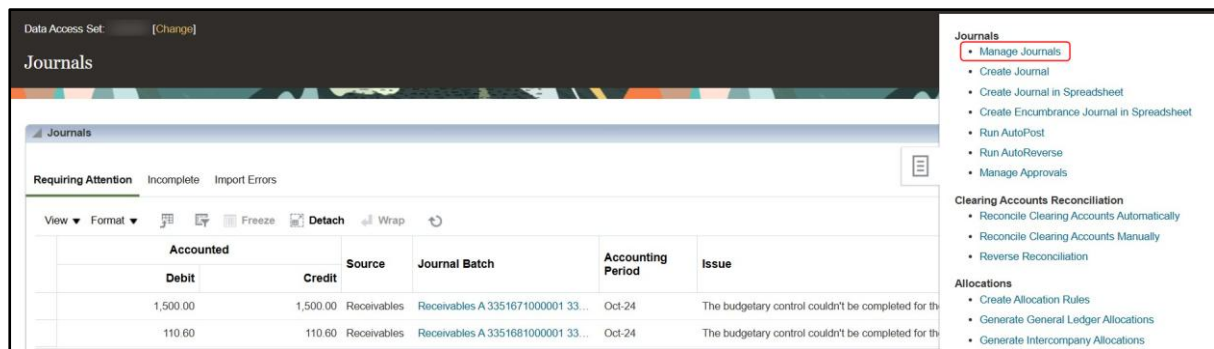


Figure 49: Journals Task (Manage Journals)

2. Enter the relevant criteria.

Select **Batch Status** from List of Values. (Select **Unposted** for this task).

Click on the **Search** button.

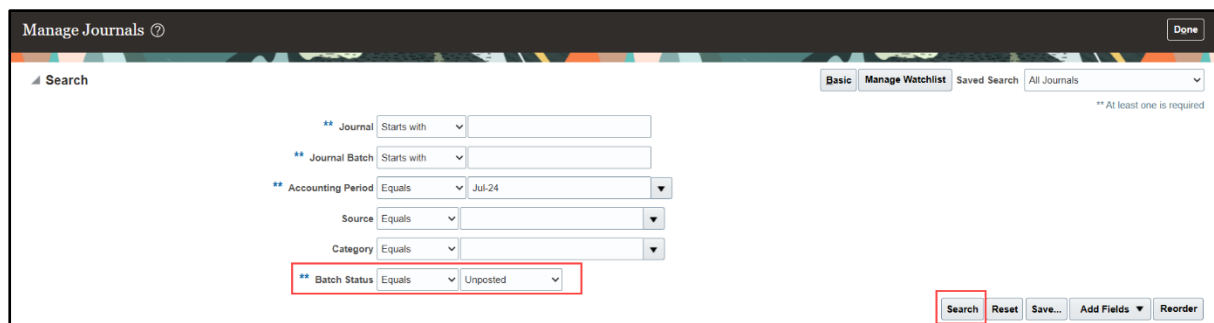


Figure 50: Manage Journals Page

3. Select the required **Journal**.

4. Click on **Post Batch** button to proceed.

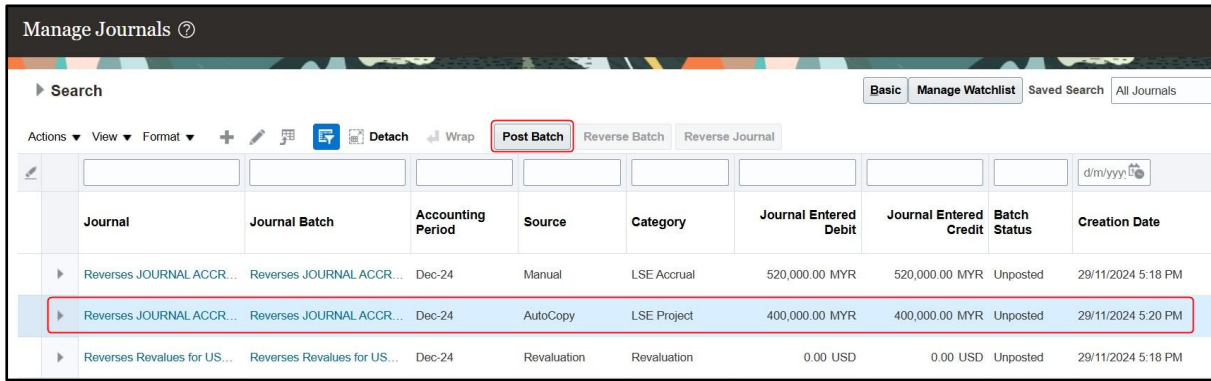


Figure 51: Manage Journals Page

5. Or user may click on required journals to review.
6. Click on **Post** to proceed.

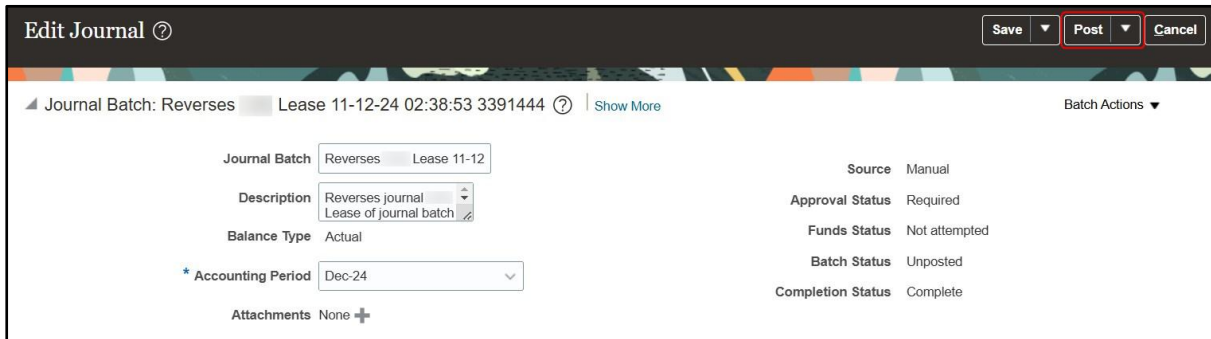


Figure 52: Edit Journal Page

3.3.2 To Run AutoPost Criteria Set

Use these pages to Run AutoPost journals.

No.	Page Name	Navigation
1.	Run AutoPost	General Accounting > Journals > Tasks > Run AutoPost

Table 13: Manage Journals Navigation

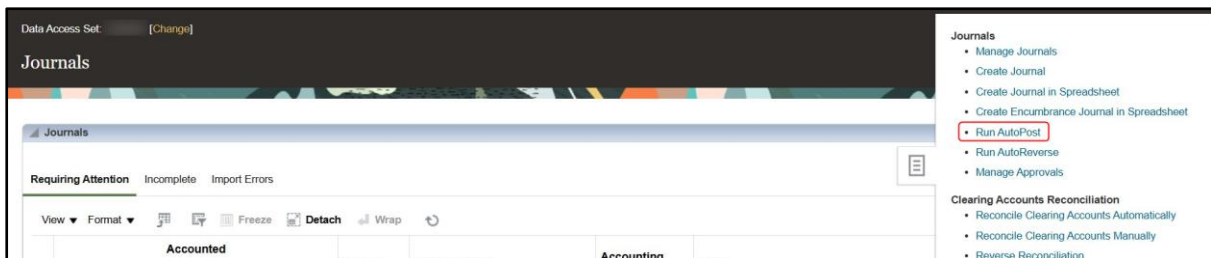


Figure 53: Journals Task (Run AutoPost)

Figure 54: AutoPost Journals Process

1. Select existing **Autopost Criteria Set** from the List of Values.
2. Click on **Submit** button.

3.4 Reversal Journal

You can reverse journals manually by selecting a reversal action in the user interface, or you can reverse journals automatically by running a process. Decide which approach is best for journals such as accruals, estimates, errors, temporary adjustments, or reclassifications that require reversal. Reversing journals saves you time and helps prevent data entry errors.

You can enter a reversal period and method at any time, even after the journal is posted. If applicable, the following values also display in the **Reversal** tab:

- **Reversal Journal:** If you're reviewing a journal that was reversed, this setting displays the name and link to the reversal journal.
- **Originating Journal:** If you're reviewing a reversal journal, this setting displays the name and link for the journal that was reversed.

Each reversal journal is generated within its own reversal batch, and the batch name begins with the word "**Reverses**"

3.4.1 Manual Journal Reversal

You can manually reverse posted journals that are eligible for reversal.

When you reverse a batch, a single reversal request is submitted. However, the reversal journal for each journal in the reversed batch is still generated in its own journal batch.

Use these pages to manage journals.

No.	Page Name	Navigation
1.	Manage Journals	General Accounting > Journals > Tasks > Manage Journals

Table 14: Manage Journals Navigation

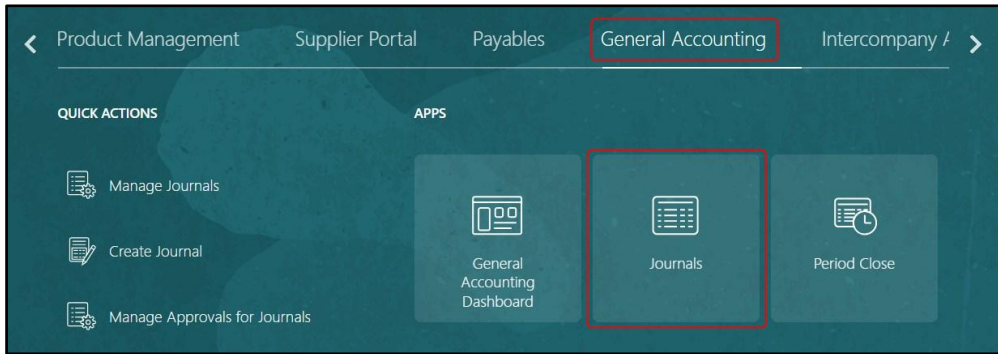


Figure 55: General Accounting Homepage

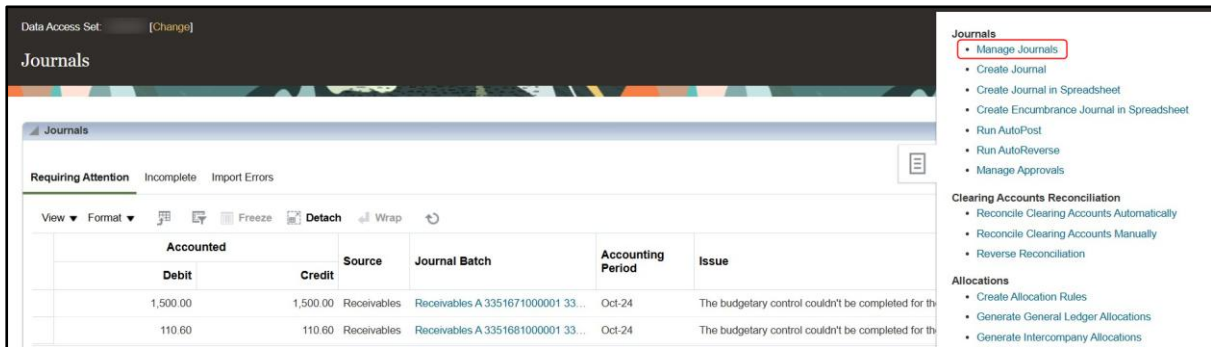


Figure 56: Journals Task (*Manage Journals*)

1. Fill up the search criteria and click on **Search** button to proceed.

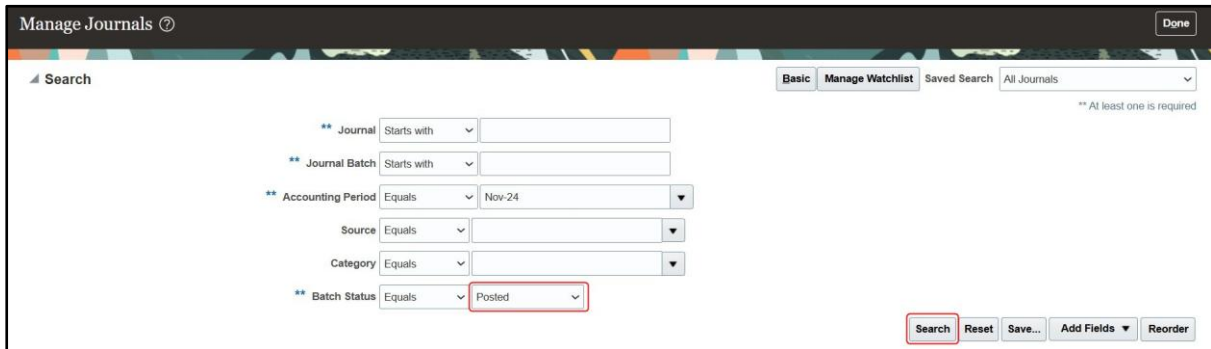


Figure 57: Manage Journals Page (*Search Section*)

2. Select on the **Journal**. User can direct reverse journal by clicking **Reverse Batch** button in this screen.

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	Creation Date
JOURNAL ACCRUAL FOR ...	JOURNAL ACCRUAL FOR ...	Nov-24	Manual	LSE Accrual	520,000.00 MYR	520,000.00 MYR	Posted	29/11/2024 4:09 PM
JOURNAL FOR NOV-24	JOURNAL FOR NOV-24	Nov-24	Manual	LSE Accrual	1,000.00 MYR	1,000.00 MYR	Posted	2/12/2024 12:37 PM
JOURNAL SINGLE LSE Pr...	JOURNAL SINGLE Spread...	Nov-24	Spreadsheet	LSE Project	185,000.00 MYR	185,000.00 MYR	Posted	10/12/2024 3:57 PM
JOURNAL ACCRUAL FOR ...	JOURNAL PROJECT FOR ...	Nov-24	AutoCopy	LSE Project	400,000.00 MYR	400,000.00 MYR	Posted	29/11/2024 4:29 PM

Figure 58: Manage Journals Page (Reverse Batch Navigation)

3. Or user can review the journal. Click the journal to review.
4. After review, Click on **Batch Action > Reverse**.

Edit Journal [Save] [Post] [Cancel] Balance

Journal Batch: LSE Lease Reclass [Show More]

Journal Batch: LSE Lease Reclass
Description: LSE Lease Reclass
Balance Type: Actual
* Accounting Period: Nov-24
Attachments: None +

Source: Manual
Approval Status: Approved
Funds Status: Reserved
Batch Status: Posted
Completion Status: Complete

Batch Actions: [Reverse] [Print]

Journal: LSE Lease Reclass
Description: LSE Lease Reclass
Currency: MYR Malaysian Ringgit

Figure 59: Edit Journal Page (Reverse Navigation)

5. Choose the **Reversal Period** and **Reversal Method** from list of values. Then click the **OK** button to complete.

Reverse Journal Batch [X]

This optional batch level reversal information overrides anything set at the journal level.

Reversal Period: Dec-24 [v]

Reversal Method: Switch DR or CR [v]

[OK] [Cancel]

Figure 60: Reverse Journal Batch Screen

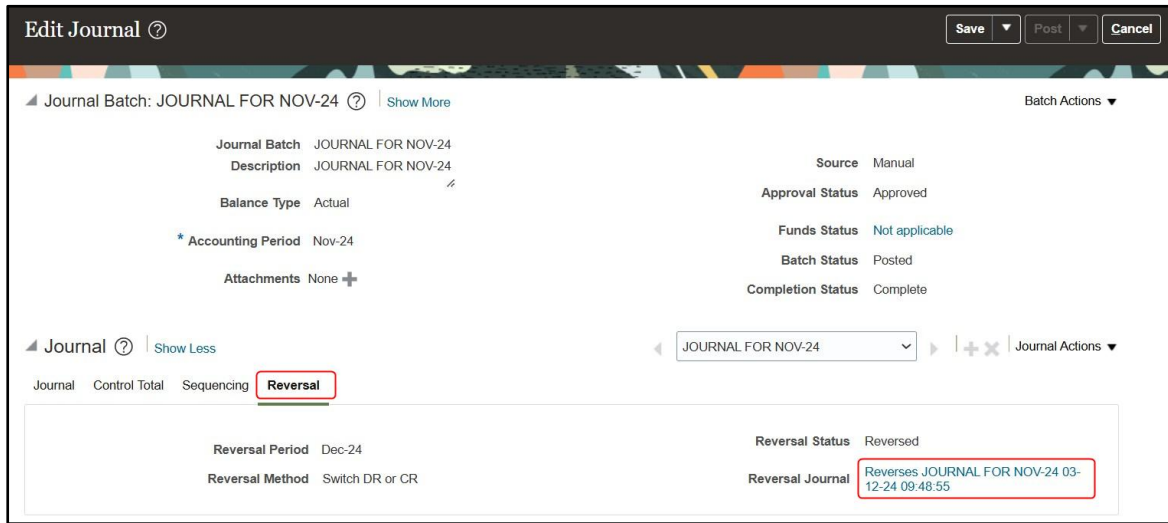
Confirmation

Your processes have been submitted.

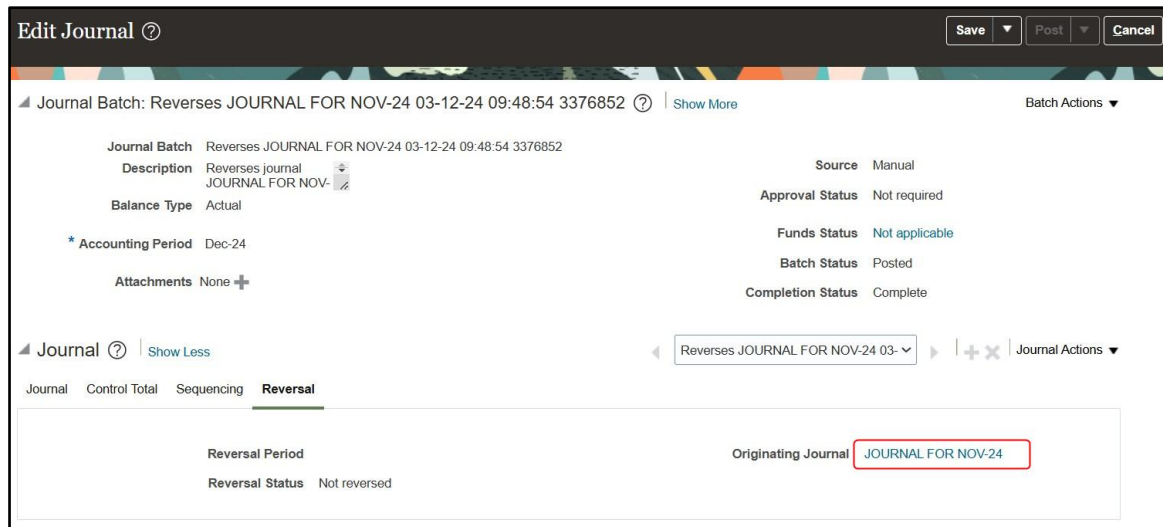
[OK]

Figure 61: Message Box

6. User again click on the original journal. User click on **Show More > Reversal** tab, Reversal Status now has changed to Reversed.
7. Reversal Journal will be show as Reverses journal created by the system.



8. If user click on Reversal Journal, screen will redirect to the journal.
9. On Reversal tab, it will show the Original Journal that are being reversed.



3.4.2 Run AutoReversal Journal

User can Run AutoReversal journal to reverse posted journals that are eligible for reversal, based on the criteria that have been set.

Use these pages to Run AutoReversal journals.

No.	Page Name	Navigation
1.	Run AutoReversal	General Accounting > Journals > Tasks > Run AutoReversal

Table 15: Run AutoReversal Navigation

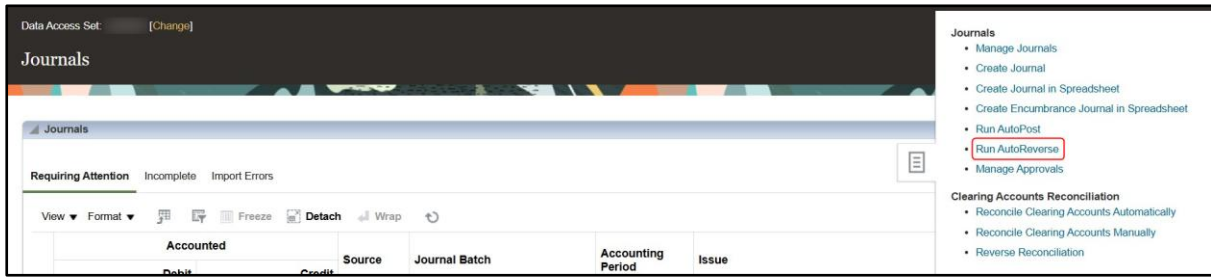


Figure 62: Journals Tasks

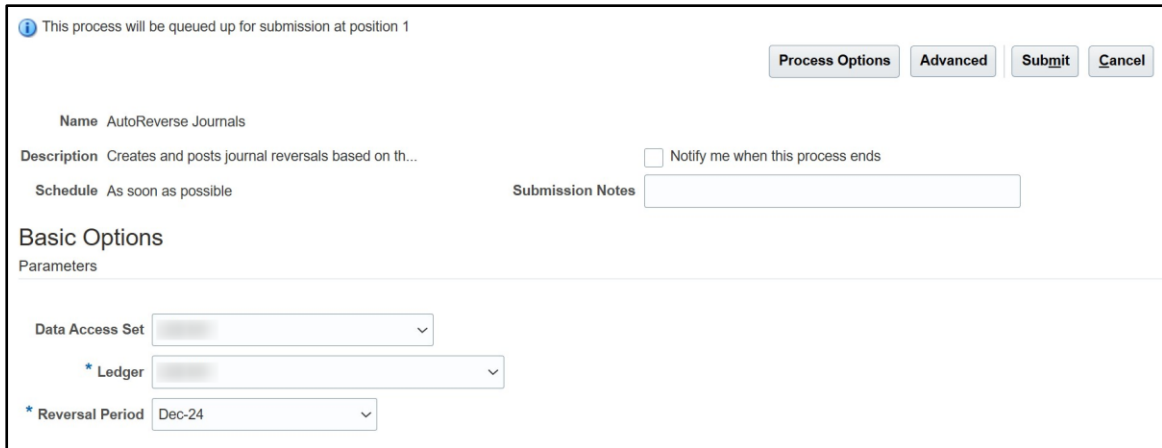


Figure 63: Run AutoReverse Journal Process

3.5 Enter Daily Rate

Pre-requisite

- ✓ Need to have **ADF Desktop Integration** tools installed.

Use these pages to enter daily rates

No.	Page Name	Navigation
1.	Manage Currency Rates	General Accounting > Period Close > Tasks > Manage Currency Rates

Table 16: Manage Journals Navigation

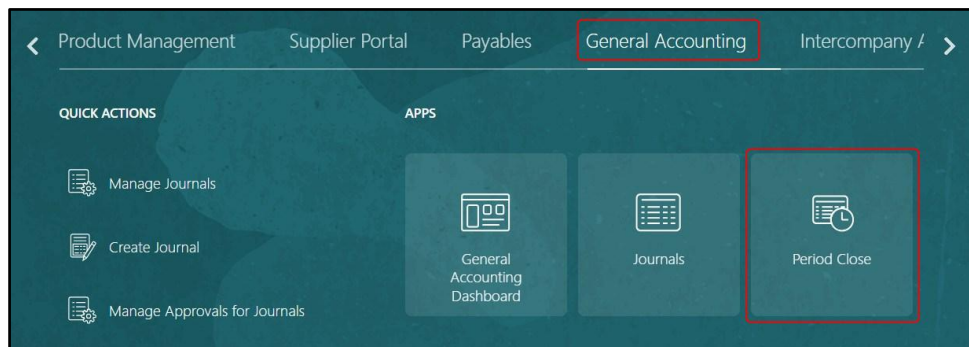


Figure 64: Period Close Homepage

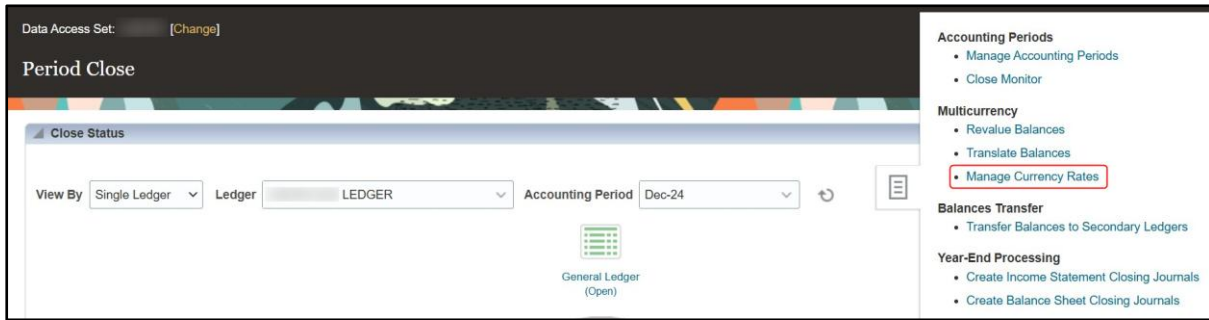


Figure 65: Multicurrency Tasks (*Manage Currency Rates*)

2. Click on **Create in Spreadsheet**

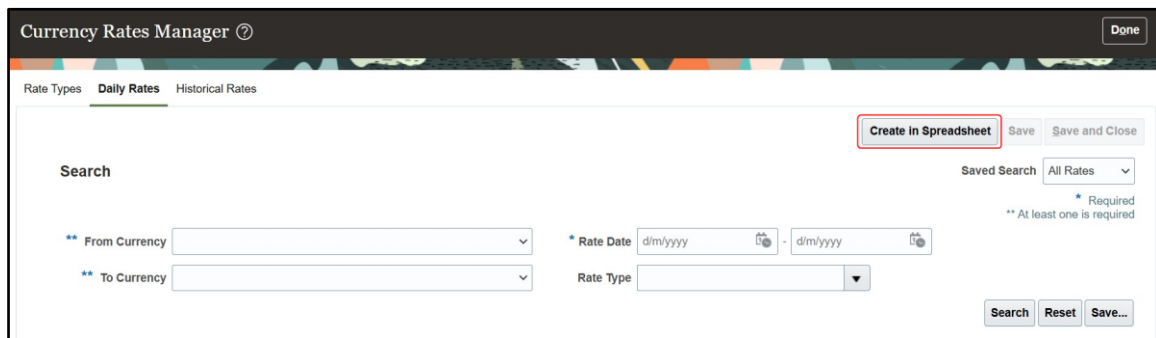


Figure 66: Currency Rates Manager Screen

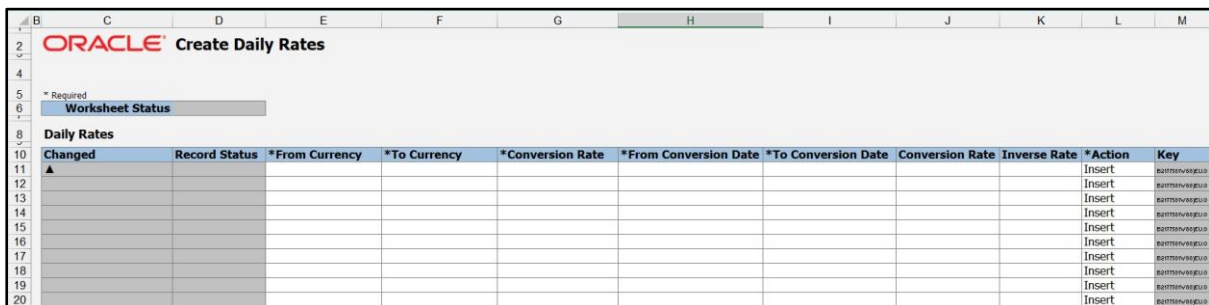


Figure 67: Create Daily Rates Spreadsheet

Field	Description
*From Currency	Select from List of Values
*To Currency	Select from List of Values
*Conversion Rate	Select from List of Values
*From Conversion Date	Select from List of Values – period to revalue balances
*To Conversion Date	Enter Accounting Date required
Conversion Rate	Enter Accounting Date required

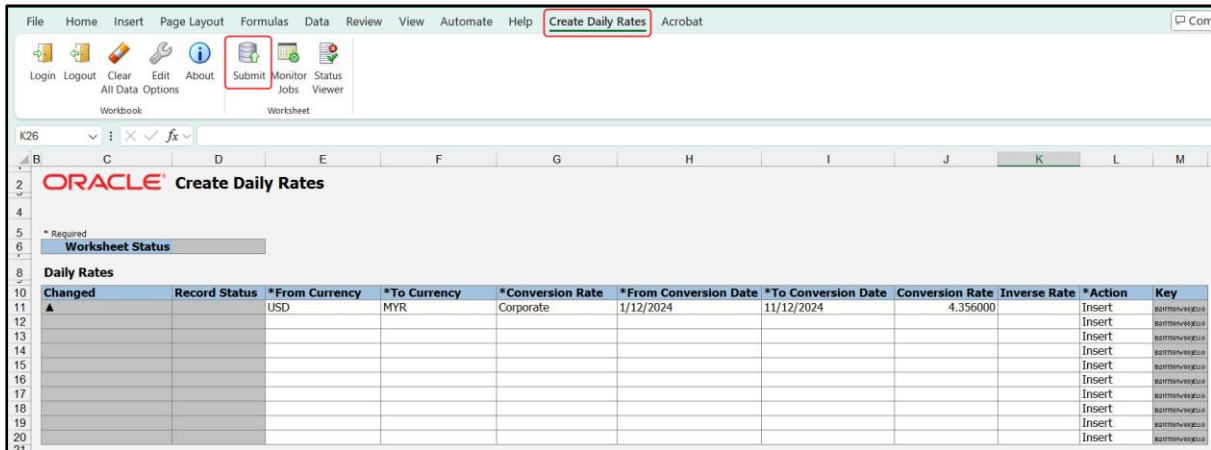


Figure 68: Create Daily Rates Spreadsheet

- Once user have completed all required information, go to **Create Daily Rates** tab > click on **Submit**.

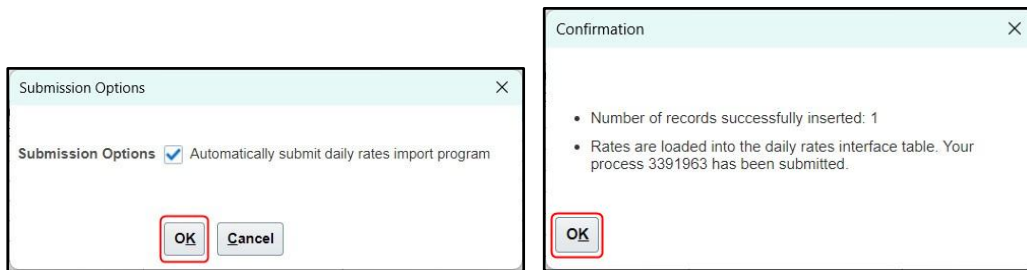


Figure 69: Submission Options and Confirmation Prompt Box

- To review Daily Rates uploaded. User go to **General Accounting** > **Period Close** > **Tasks** > **Manage Currency Rates**

Go to **Daily Rate** tab. Enter all required Search criteria. Next, click on **Search**.

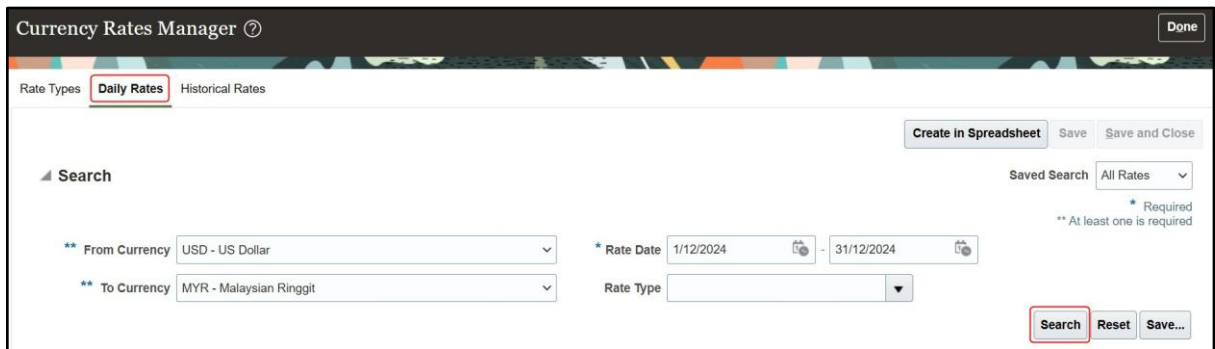


Figure 70: Currency Rates Manager Screen

3.6 Revaluation

Pre-requisite

- ✓ Revaluation criteria has been created.
- ✓ Period End Rate has been defined.
- ✓ There are balances in foreign currency in defined Revaluation Account.

Use these pages to revalue balances.

No.	Page Name	Navigation
1.	Revalue Balances	General Accounting > Period Close > Tasks > Revalue Balances

Table 17: Manage Journals Navigation

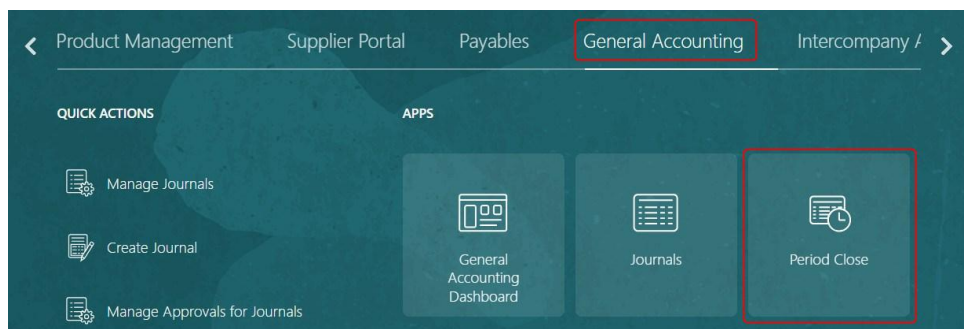


Figure 71: General Accounting Homepage

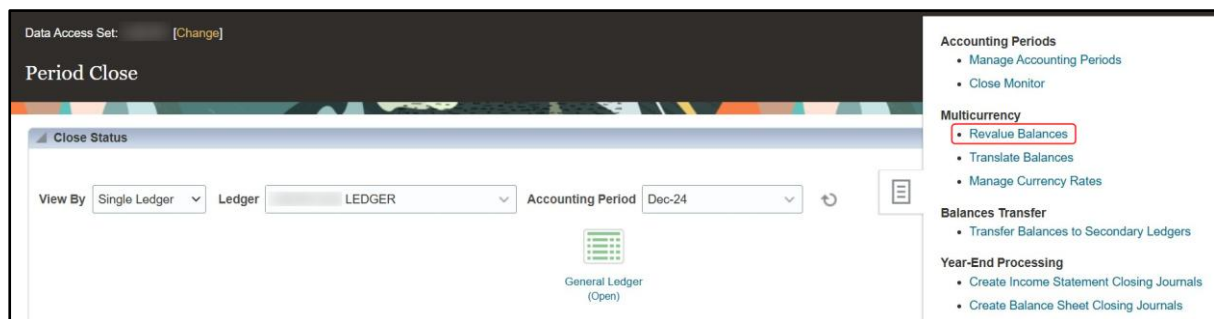


Figure 72: Multicurrency Tasks (*Revalue Balances*)

2. Choose the schedule name. Click on the **Generate** button to proceed.

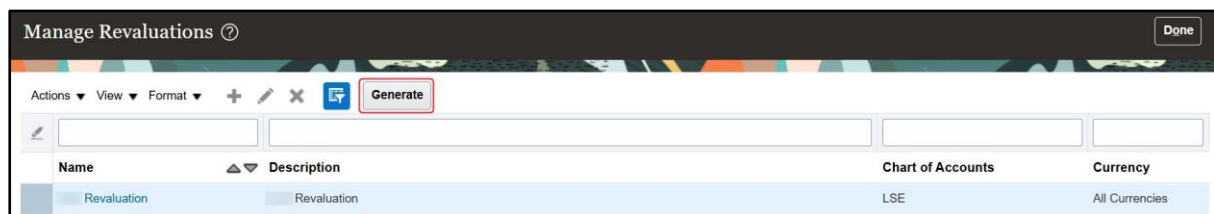


Figure 73: Manage Revaluations Page

Figure 74: Generate Revaluation Balance Process

Field	Description
*Data Access Set	System default
* Ledger or Ledger Set	System default
*Revaluation	Select from List of Values
*Accounting Period	Select from List of Values – period to revalue balances
*Accounting Date	Enter Accounting Date required
*Rate Date	Enter Accounting Date required

- Once fill all required information, click on **Submit** to proceed.
- Next, user may review the Revaluation created journal in **Manage Journals** screen.

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status	Creation Date
Revalues for USD transact...	Revalues: Nov-24 29-11-20...	Nov-24	Revaluation	Revaluation	0.00 USD	0.00 USD	Posted	29/11/2024 5:15 PM
Reverses Revalues for US...	Reverses Revalues for US...	Nov-24	Revaluation	Revaluation	0.00 USD	0.00 USD	Posted	27/11/2024 11:52 AM

Figure 75: Manage Journals Page (Search Section)

4 INQUIRY GL BALANCES

4.1 Inquiry Accounts and Perform Drilldown

Use these pages to inquire on detail balances.

No.	Page Name	Navigation
1.	Inquire on Detail Balances	General Accounting > Period Close > Tasks > Inquire on Detail Balances

Table 18: Manage Journals Navigation

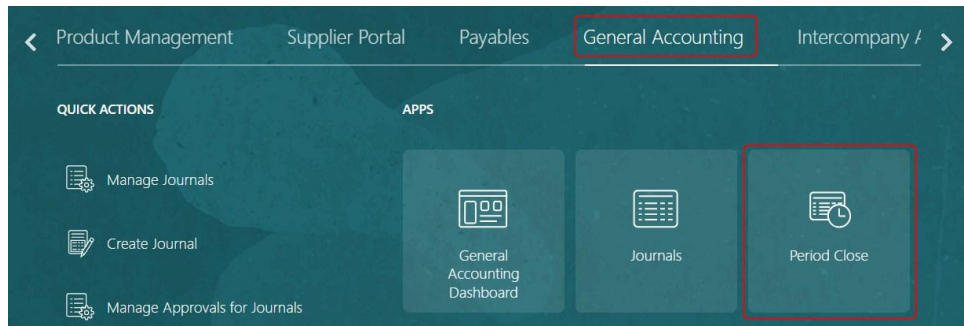


Figure 76: General Accounting Homepage

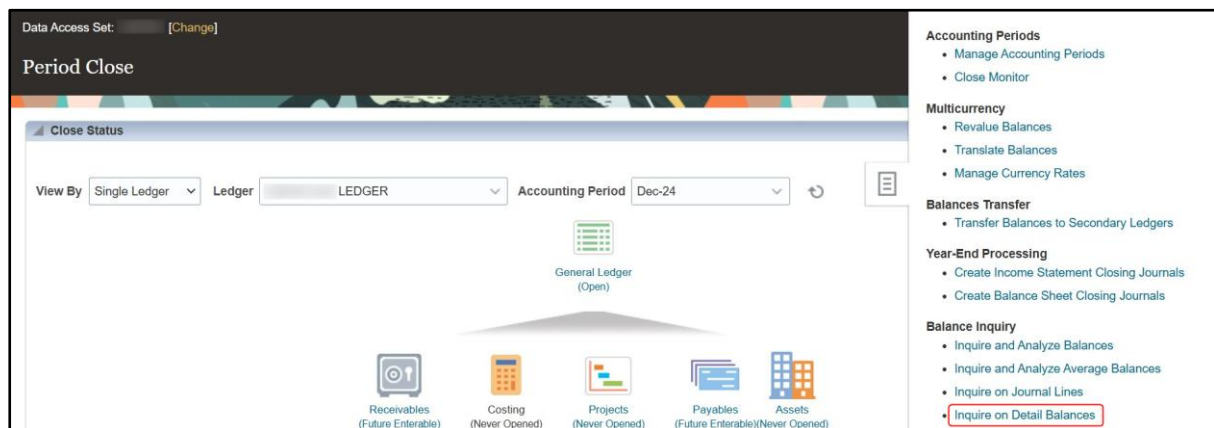


Figure 77: Balance Inquiry Tasks (Inquire on Detail Balances)

Saved Search

If you search often using the same criteria, create a saved search.

2. Enter your search criteria.

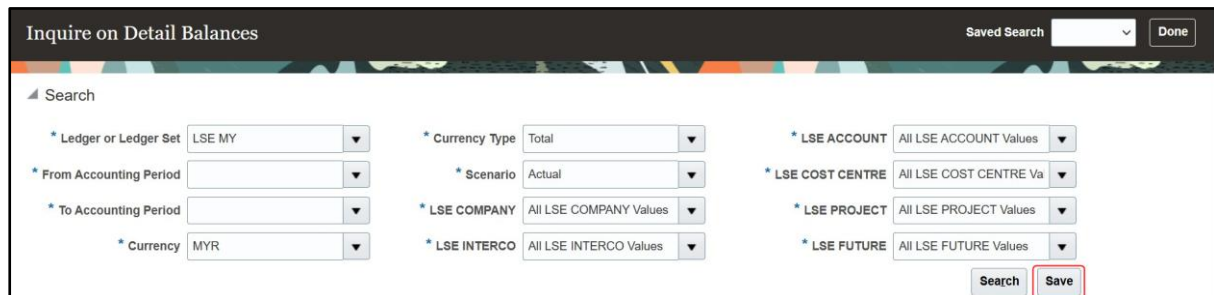


Figure 78: Inquire on Detail Balances Screen

3. Click **Save**.



Figure 79: Create Saved Search Prompt

4. Enter a name for the search.
5. Tick **Set as Default** (if required)

Optionally, make the saved search the default search. When you land on the Inquire on Detail Balances page, the default saved search criteria is populated automatically.

6. Click **OK**.

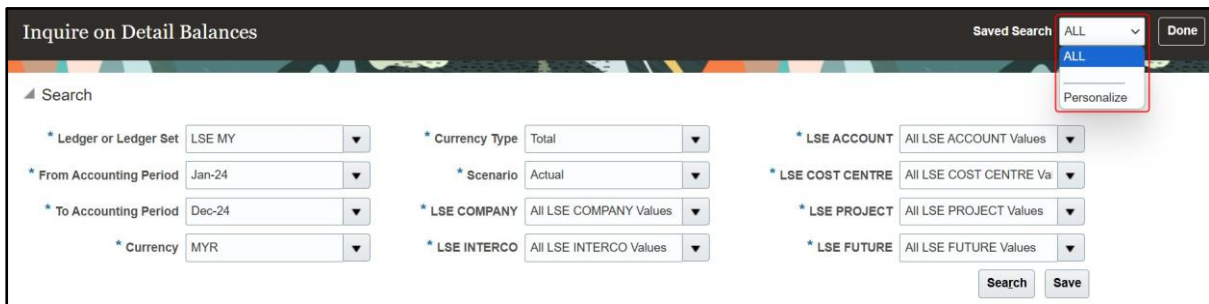


Figure 80: Inquire on Detail Balances Screen (Saved Search)

Search Results

Here are a few things you can do with the search results.

- Drill to the journal lines (for actual balances) and then drill to the journal entry or subledger transactions.
- Export the balances to Excel.

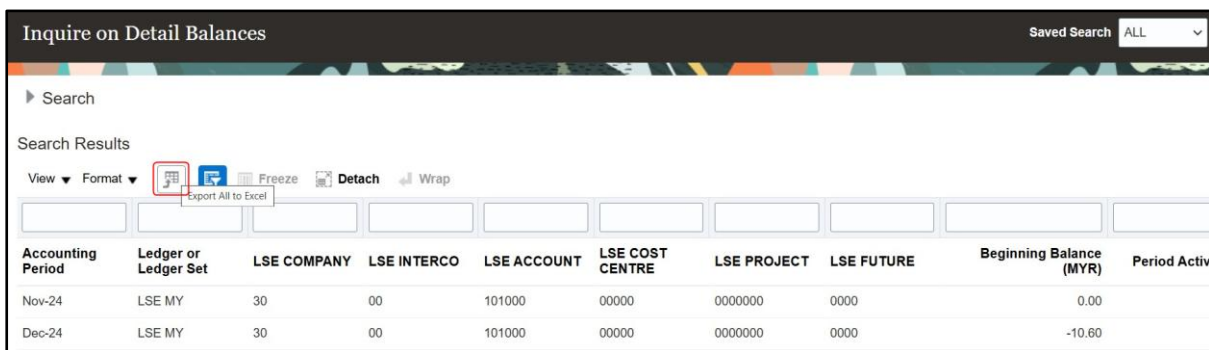


Figure 81: Inquire on Detail Balances Screen (Search Results)

Here is the process drill down the balance to the transaction level

1. Fill up the search criteria. Next, click on **Search** button to proceed.

Figure 82: Inquire on Detail Balances Screen

2. It will show the balance by period of the account code combination.
3. Click on the balance in the column **Period Activity** to drill down further.

Search Results

View Format Freeze Detach Wrap

Accounting Period	Ledger or Ledger Set	LSE COMPANY	LSE INTERCO	LSE ACCOUNT	LSE COST CENTRE	LSE PROJECT	LSE FUTURE	Beginning Balance (MYR)	Period Activity (MYR)	Ending Balance (MYR)
Nov-24	LSE MY	30	00	101000	00000	0000000	0000	0.00	-10.60	-10.60
Dec-24	LSE MY	30	00	101000	00000	0000000	0000	-10.60	0.00	-10.60
Oct-24	LSE MY	30	00	101400	00000	0000000	0000	0.00	3,425,720.45	3,425,720.45
Nov-24	LSE MY	30	00	101400	00000	0000000	0000	3,425,720.45	561,000.00	3,986,720.45

Figure 83: Search Results Page

4. It will redirect to Journal Lines for that period.
5. Click to one of the Journal.

Journal Lines: 30.00.101400.00000.0000000.0000

Ledger LSE MY

Account Description Labuan Shipyard & Engineering Sdn Bhd.NA.Total Machinery & Equipment.General.Unspecified.Unspecified

View Format Freeze Detach Wrap

Journal Batch	Journal	Line	Accounting Date	Source	Category	Entered		Accounted (MYR)	
						Debit	Credit	Debit	Credit
Assets A 3391410000001...	Nov-24 Addition	4	30/11/2024	Assets	Addition	435,000.00 MYR		435,000.00	
Assets A 3391410000001...	Nov-24 Transfer	1	30/11/2024	Assets	Transfer	1,021,646.26 MYR			1,021,646.26
Assets A 3391410000001...	Nov-24 Transfer	2	30/11/2024	Assets	Transfer		1,021,646.26 MYR		1,021,646.26
Assets A 3391410000001...	Nov-24 Retirement	3	30/11/2024	Assets	Retirement	80,000.00 MYR		80,000.00	
Assets A 3391410000001...	Nov-24 Retirement	4	30/11/2024	Assets	Retirement		100,000.00 MYR		100,000.00
Assets A 3391410000001...	Nov-24 Unit Adjustment	1	30/11/2024	Assets	Unit Adjustment	100,000.00 MYR		100,000.00	
Assets A 3391410000001...	Nov-24 Unit Adjustment	2	30/11/2024	Assets	Unit Adjustment		100,000.00 MYR		100,000.00

Figure 84: Journal Lines Page

6. It will show the Journal Entry.

Edit Journal ?
Save Post Cancel

Journal Batch: Assets A 3391410000001 3391415 N Show More Batch Actions ▾

Journal Batch Assets A 3391410000001 3391415 N Description Journal Import Assets 3391415: / Balance Type Actual * Accounting Period Nov-24 Attachments None +	Source Assets Approval Status Not required Funds Status Not applicable Batch Status Posted Completion Status Complete
--	---

Journal ? Show More Nov-24 Retirement ▾ | + x | Journal Actions ▾

Journal Nov-24 Retirement Description Journal Import 3391415: / * Ledger LSE MY Accounting Date 30/11/2024 * Category Retirement	Currency MYR Malaysian Ringgit Conversion Date 30/11/2024 Conversion Rate Type User Conversion Rate 1 Inverse Conversion Rate 1
---	---

Click one of the balances either Debit or Credit to drill down further.

Journal Lines ?

Actions ▾ View ▾ Format ▾ + [Print] [Refresh] [Detach] [Wrap]

Line	* Account	Currency	Entered (MYR)		Description
			Debit	Credit	
▶ 1	30.00.650110.00000.0000000.0000	MYR Malaysian Ringgit	203,000.00		Journal Import Created
▶ 2	30.00.650110.00000.0000000.0000	MYR Malaysian Ringgit		212,000.00	Journal Import Created
▶ 3	30.00.101400.00000.0000000.0000	MYR Malaysian Ringgit	80,000.00		Journal Import Created
▶ 4	30.00.101400.00000.0000000.0000	MYR Malaysian Ringgit		100,000.00	Journal Import Created
▶ 5	30.00.105890.00000.0000000.0000	MYR Malaysian Ringgit	132,000.00		Journal Import Created
▶ 6	30.00.105890.00000.0000000.0000	MYR Malaysian Ringgit		103,000.00	Journal Import Created
Total			415,000.00	415,000.00	

7. It will show the summary level of the transaction. Click on **View Transaction** button to drill down further.

Subledger Journal Lines Done

Ledger LSE MY Account 30.00.650110.00000.0000000.0000

Journal Source Assets Account Description Labuan Shipyard & Engineering Sdn Bhd NA.Gained on Disposal of P P E.General.Unspecified.Unspecified

View ▾ View Journal Entry [Print] [Detach]

Accounting Date	Transactio Number	Accounting Class	Accounted (MYR)		Event Type	Line Description
			Debit	Credit		
30/11/2024	257351	Proceeds of Sale	100,000.00		Reinstatement	Reinstatement , Proceeds Of Sale , Book : LSE ASSET BOOK , Asset Period : Nov-24 , Asset Number : 505598 , Transactio...
30/11/2024	257349	NBV Retired	80,000.00		Retirement	Retirement , NBV Retired , Book : LSE ASSET BOOK , Asset Period : Nov-24 , Asset Number : 505598 , Transaction Numb...
30/11/2024	257347	NBV Retired	20,000.00		Retirement	Retirement , NBV Retired , Book : LSE ASSET BOOK , Asset Period : Nov-24 , Asset Number : 505598 , Transaction Numb...
30/11/2024	257349	Cost Of Removal	2,000.00		Retirement	Retirement , Cost Of Removal , Book : LSE ASSET BOOK , Asset Period : Nov-24 , Asset Number : 505598 , Transaction N...
30/11/2024	257347	Cost Of Removal	1,000.00		Retirement	Retirement , Cost Of Removal , Book : LSE ASSET BOOK , Asset Period : Nov-24 , Asset Number : 505598 , Transaction N...

▶ 30.00.650110.00000.0000000.0000: Transaction Information View Transaction

8. It will show the details of the transaction.

Transaction: 257351 Done

Transaction Number 257351 Period Name Nov-24
Transaction Type Reinstatement — Amortize
Asset Number 505598 Effective Period Nov-24
Description Yellow Crane Context Value
Book LSE ASSET BOOK

257351: Transaction Details

View ▾ 🔍

Retirement Number	Fiscal Year	Current Cost (MYR)	Current Units	Retire Date	Units Retired	Retired Cost (MYR)	Net Book Value Retired (MYR)	Proceeds of Sale	Cost of Removal (MYR)	Convention Type	Retirement Reason
53171	2024	0.00	5	30/11/2024	5	80,000.00	80,000.00	100,000.00	2,000.00	LSE_PRATE	

5 PERIOD CLOSING – GENERAL LEDGER

Here are some checklists before the period closing:

- ✓ Complete entering all regular and adjusting journals for the period in your ledger.
- ✓ Post all unposted journals.
- ✓ Run Revaluation.
- ✓ Close period for all subledger.
- ✓ Close your budget period.
- ✓ Close your accounting period.

5.1 Complete the Incomplete/Required Attention Journal

Use these pages to manage journals.

No.	Page Name	Navigation
1.	Manage Journals	General Accounting > Journals > Tasks > Manage Journals

Table 19: Manage Journals Navigation



Figure 85: General Accounting Homepage

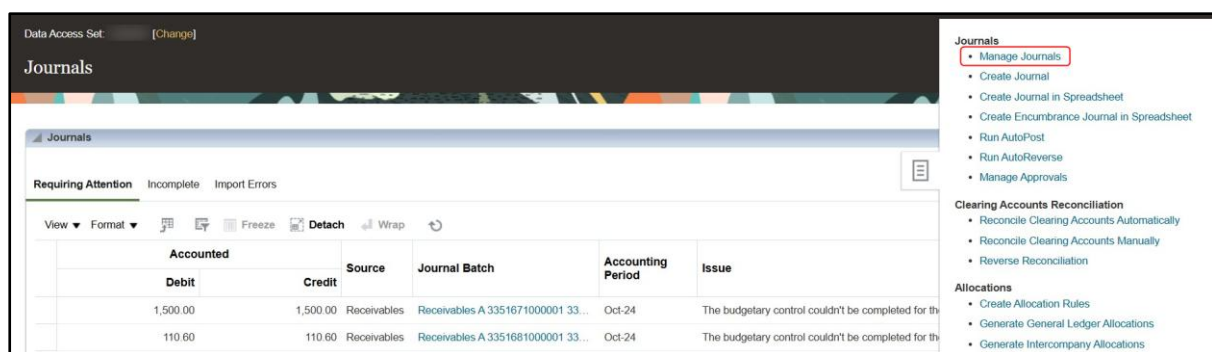


Figure 86: Journals Task (Manage Journals)

1. From Journal Dashboard, tab showed:
 - i. **Requiring Attention**
 - User may see the issue in Issue column.
 - User may click the journal and review it.
 - Post or delete the journal if required.

Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
1,500.00	1,500.00	Receivables	Receivables A 3351671000001 33...	Oct-24	The budgetary control couldn't be completed for the batch. You must review de...	20/11/2024
110.60	110.60	Receivables	Receivables A 3351681000001 33...	Oct-24	The budgetary control couldn't be completed for the batch. You must review de...	20/11/2024

Figure 87: Journals Page (Requiring Attention tab)

ii. Incomplete

- Journals that yet completed will be in Incomplete tab.
- User may click the journal in Journal Batch column and review it.
- Post or delete the journal if required.
- User may select on required line and click on **Mark as Complete**.

Accounted		Source	Journal Batch	Accounting Period
Debit	Credit			
1,000.00	1,000.00	Manual	Test	Oct-24

Figure 88: Journals Page (Incomplete tab)

iii. Import Errors

- If there are any errors while importing the journals, it will show in this tab.

5.2 Open or Close Period

Use these pages to open or close period.

No.	Page Name	Navigation
1.	Manage Accounting Periods	General Accounting > Period Close > Tasks > Manage Accounting Periods

Table 20: Manage Accounting Periods Navigation

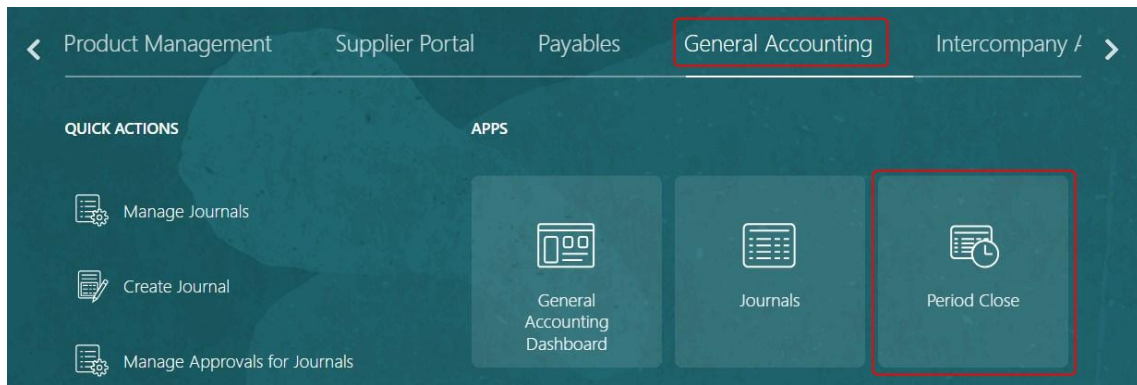


Figure 89: General Accounting Homepage

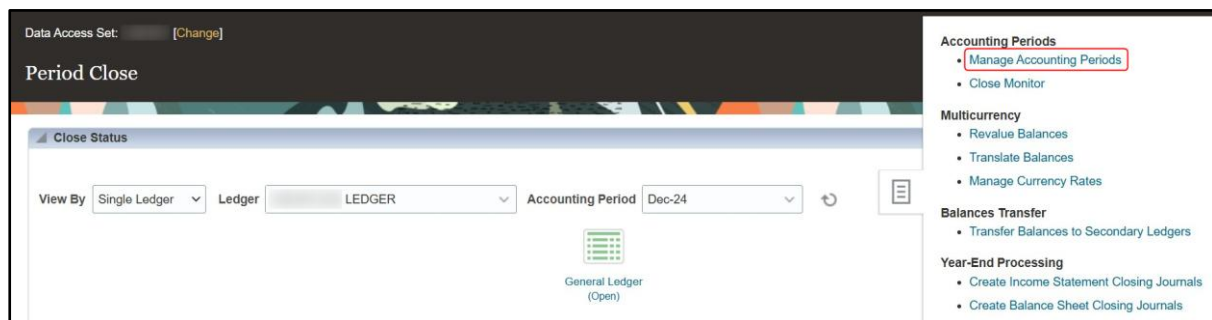


Figure 90: Manage Accounting Periods Tasks

1. Close Status Dashboard.

Then, you can change the Accounting Period and click the refresh button to view the period status.

Click one of the modules to review the period.

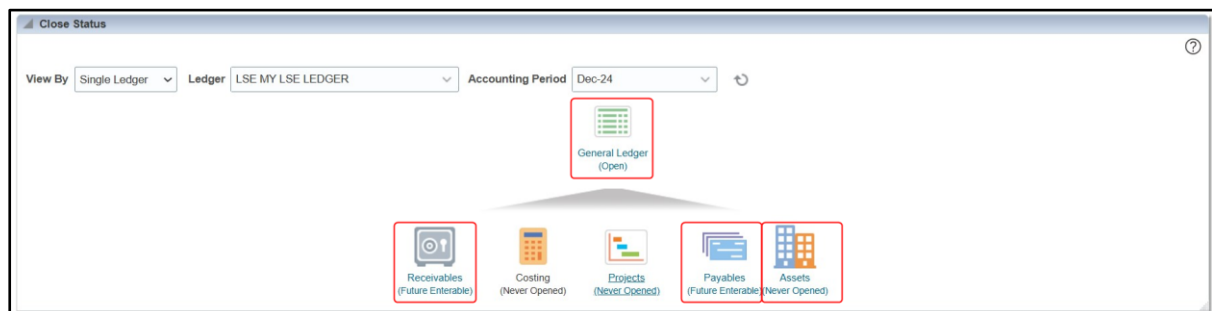


Figure 91: Close Status Dashboard

- Here is the period for General Ledger Module.
Select required **Accounting Period**. Click on **Open Period / Close Period** button required.
- Upon Year-End Processing, click on **Open Next Encumbrance Year** to open Next Encumbrance Fiscal Year.

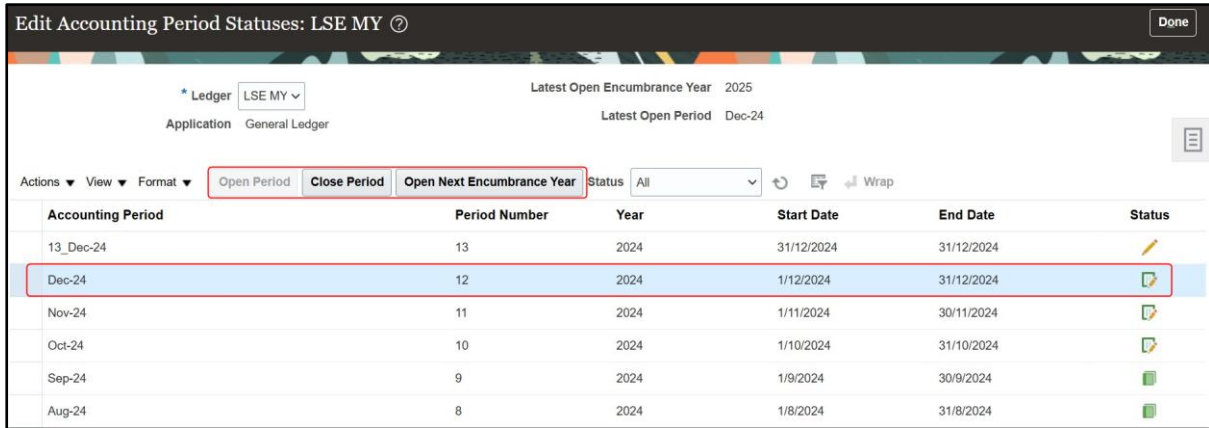


Figure 92: Edit Accounting Period Statuses

No.	Status	Description
1	Future Enterable	You can enter transaction but cannot posted/completed
2	Open	You can enter transaction and posted
3	Close	You cannot enter transaction, and the period can be reopened back
4	Permanently Close	The period is permanently Closed and cannot reopen back

Table 21: Accounting Period Status

Find which period to close. Once you select the Accounting Period, Close Period button will be enabled (it happens only if the Accounting Period never been closed yet, if not Open Period button will be enabled) and vice versa.

After completing, you will get confirmation popup and receive processed number that it has been submitted.

- If user plans to open more than one period at a time, user may click on **Actions > Open Target Period**

Edit Accounting Period Statuses: LSE MY ? Done

* Ledger LSE MY ▼ Latest Open Period Nov-24
Application Receivables

Actions ▼ View ▼ Format ▼ **Open Period** Close Pending Close Period Status All ▼ ↺ ↻ ↵ Wrap

Open Period	Period Number	Year	Start Date	End Date	Status
Close Pending	12	2024	1/12/2024	31/12/2024	
Close Period	11	2024	1/11/2024	30/11/2024	
Open Target Period	10	2024	1/10/2024	31/10/2024	
Permanently Close	9	2024	1/9/2024	30/9/2024	
Refresh	8	2024	1/8/2024	31/8/2024	

✔ **Open Target Period** ✕

✔ Target Period Mar-25 ▼

Open

5. Select **Target Period** from List of Values.
6. Click on **Open**.

6 REPORT SUBMISSION

6.1 Standard Report

Use these pages to open or close period.

No.	Page Name	Navigation
1.	Scheduled Processes	Tools > Scheduled Processes

Table 22: Manage Accounting Periods Navigation

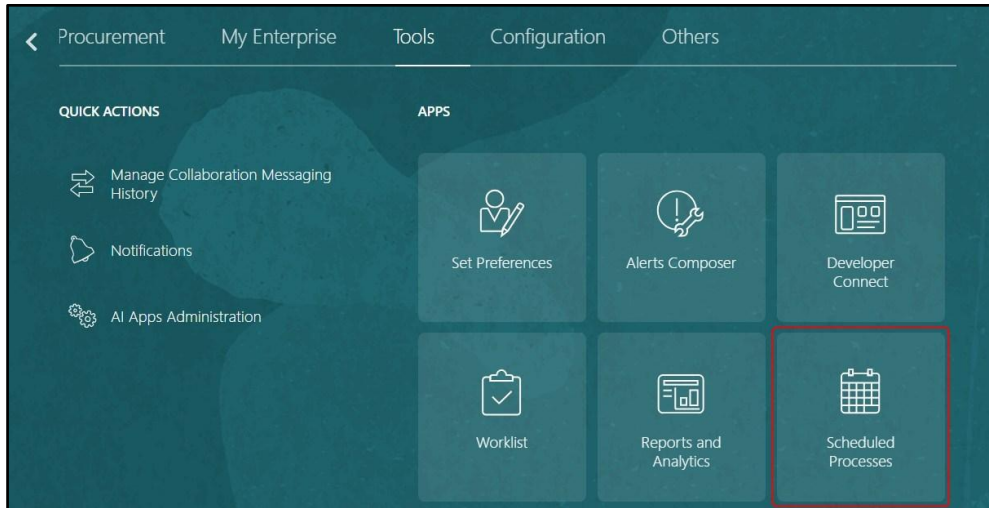


Figure 93: Tools Homepage

Overview ?

► Search

Search Results ?

View Flat List Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Status
------	--------

1. Click on **Schedule New Process** to search for the report.

Schedule New Process

Type Job Job Set

Name

Description

OK Cancel

2. Enter **Name** of the report > click on **OK**.

Oracle General Ledger provides predefined reports that cover the following areas:

- Account Analysis
- Journals
- Trial Balance Reports

Account Analysis

Name	Description
Account Analysis	<p>Prints balances by account segment and a secondary segment for each journal entry.</p> <p>Lists the subledger document number for transactions imported from subledgers.</p>
General Ledger Account Details Report	<p>Provides journal information to trace each transaction back to its original source.</p> <p>Prints a separate page for each balancing segment value.</p> <p>For each journal line, prints:</p> <p>The account affected, the concatenated description, the journal line amount, and the beginning and ending account balance.</p> <p>Journal details including source, category, journal name, and effective date.</p> <p>Lists accounts in ascending order by account segment value.</p> <p>Prints a CR next to credit amounts.</p>

Table 23: List of Account Analysis Reports

Journals

Name	Description
Journals Report	<p>Provides journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.</p>
Journals Batch Summary Report	<p>Provides information about actual balances for your journal batches, source, batch, and posting dates, total entered debits and credits. Sorts the information by journal batch within each journal entry category.</p> <p>Includes totals for each journal category and a grand total for each ledger and balancing segment value combination.</p> <p>Doesn't report on budget or encumbrance balances.</p>

Journals Details Report	Provides information about manually entered journals prior to posting, including field by field, all data entered into the applications or data imported from external sources.
-------------------------	---

Table 24: List of Journals Reports**Trial Balances**

Name	Description
Trial Balance Report	Provides summarized actual account balances and activity by ledger, balancing segment, and account segment value.
Trial Balance - Average Balances	<p>Provides a listing of ending balances and average balances for selected accounts based on an effective date specified.</p> <p>Prints the ledger currency or foreign-entered balances.</p> <p>Displays period, quarter, and year average-to-date balances.</p> <p>Note: Request additional information by specifying balancing segments and account ranges.</p>

Table 25: List of Trial Balances Reports

7 GENERAL LEDGER MAINTENANCE SETUP

The maintenance setup can be performed by using Setup and Maintenance. In this Chapter, we will be discussing on setup and maintenance for Chart of Accounts (COA), Account Hierarchy and Document Sequence.

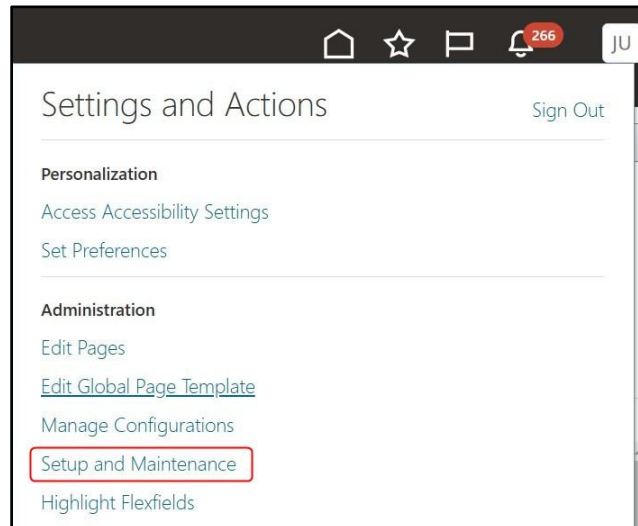


Figure 94: Settings and Actions

Setup and maintenance work area can be accessed from Settings and Actions. It can also be accessed by using Others from navigator.



7.1 Maintain Chart of Accounts

Use this page to maintain chart of accounts.

No.	Page Name	Navigation
1.	Manage Chart of Accounts Value Sets	Settings And Actions > Setup and Maintenance > Manage Chart of Accounts Value Sets

Table 26: Manage Chart of Accounts Value Sets Navigation

1. Navigate to setup and maintenance work area.

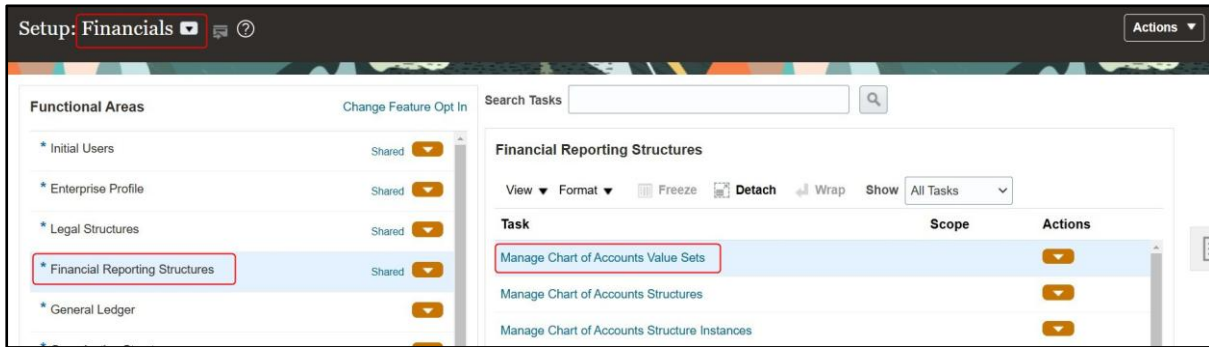


Figure 95: Financial Setup and Maintenance Work Area


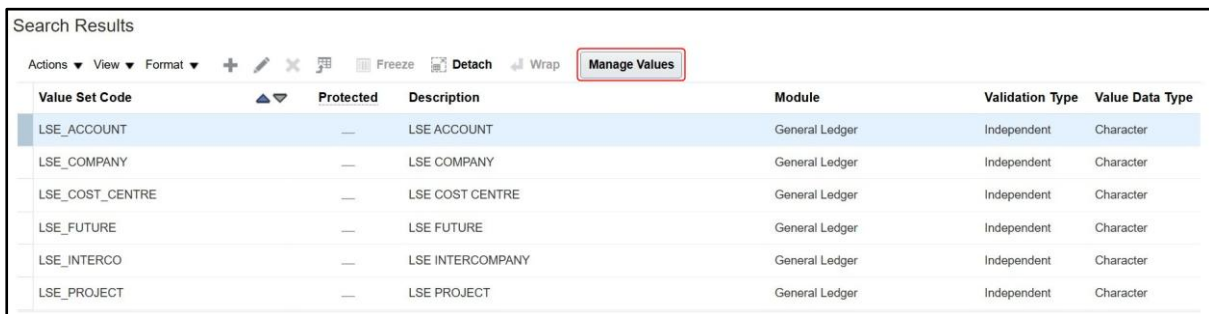
User click on Financial Reporting Structures > Manage Chart of Accounts Value Set or user may directly Search Tasks: Manage Chart of Accounts Value Set > click on .



Figure 96: Manage Chart of Accounts Value Sets Screen

User may enter keyword at **Value Set Code** field (Keyword: **LSE**) > click **Search**.



Select required **Value Set Code** to add new code > click **Manage Values**.

User will be directed to **Manage Values** page.

Directly, click on **Search**.

Next, click on '+'.

Fill required information:

Field	Description
*Value	Enter Value – user may enter alphanumeric. Limit as per below: <ol style="list-style-type: none"> i. LSE_COMPANY – 2 characters ii. LSE_INTERCO – 2 characters iii. LSE_ACCOUNT – 6 characters iv. LSE_COST_CENTER – 5 characters v. LSE_PROJECT – 7 characters vi. LSE_FUTURE – 4 characters
Description	Select from List of Values
Enabled	<ul style="list-style-type: none"> • Tick to enable the value. • Untick if the value not been used.
*Summary	<ul style="list-style-type: none"> • Select No – if the value is Child • Select Yes – if the value is Parent
*Allow Posting	<ul style="list-style-type: none"> • Select No – if the value is Child • Select Yes – if the value is Parent
*Allow Budgeting	<ul style="list-style-type: none"> • Select Yes

Field	Description
*Account Type	Select from LOV either Asset, Expense, Liability, Owner's Equity or Revenue
*Third Party Control Account	Select No
*Reconcile	Select No
Financial Category	Leave blank

Lastly, click on **Save and Close**.

7.2 Maintain Accounting and Reporting Sequences

Use this page to maintain accounting and reporting sequences.

No.	Page Name	Navigation
1.	Manage Accounting and Reporting Sequences	Settings And Actions > Setup and Maintenance > Manage Accounting and Reporting Sequences

Table 27: Manage Accounting and Reporting Sequences Navigation

2. Navigate to setup and maintenance work area.

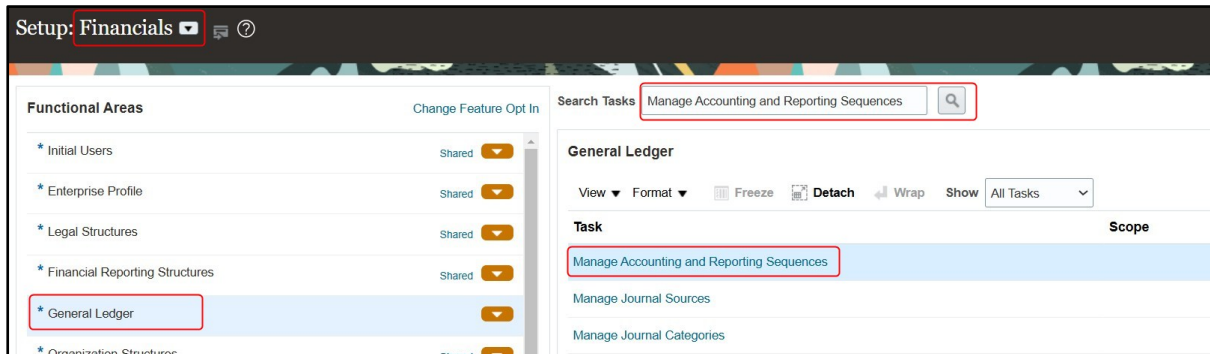


Figure 97: Financial Setup and Maintenance Work Area

3. Search keyword **LSE** at Query by Example > click **Enter**.

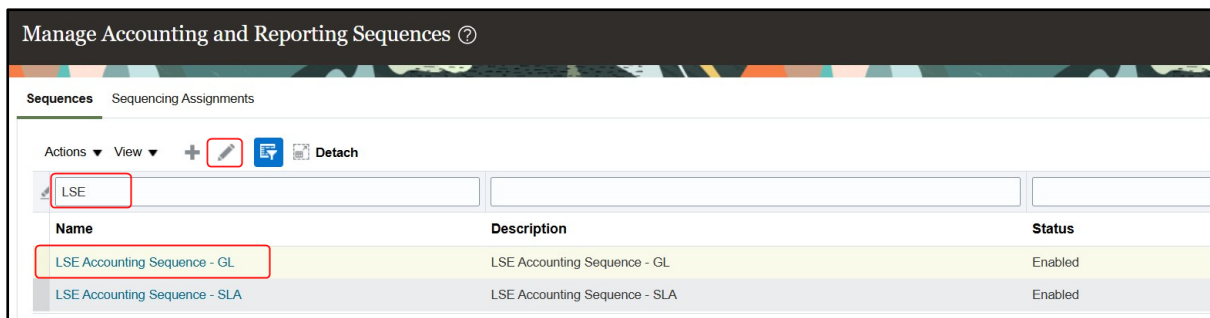


Figure 98: Manage Accounting and Reporting Sequences Screen

4. Select required sequences, let say **LSE Accounting Sequence - GL**.
5. Select previous sequences > click on duplicate button (☰).
6. Enter new sequence's **Name**, change the **Effective Start Date**, **Effective End Date** and **Initial Number**.

The screenshot shows the 'Edit Sequence LSE Accounting Sequence - GL' page. At the top, there are buttons for 'Disable', 'Save', 'Save and Close', 'Save and Create Another', and 'Cancel'. Below the buttons, the form contains the following fields:

- * Name: LSE Accounting Sequence - GL
- Description: LSE Accounting Sequence - GL
- Status: Enabled

Below the form is the 'Sequence Versions' section, which includes a table with the following columns: * Name, Status, * Effective Start Date, Effective End Date, * Initial Number, and Last Number Used. The table contains two rows:

* Name	Status	* Effective Start Date	Effective End Date	* Initial Number	Last Number Used
LSE GL_2024	Used	1/1/2024	31/12/2024	202430100001	202430100183
LSE GL_2025		1/1/2025	31/12/2025	202530100001	-

Figure 99: Edit Sequence Page

7. Repeat for **LSE Accounting Sequence – SLA**.

End of Document