

Kinetic Consolidation and General Ledger User Guide

Version 2025.1

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Setup

Details on the primary records you need to create to set up your General Ledger module and consolidation processing can be found in the General Ledger chapter in the Kinetic Implementation Guide.

You may also need to set up some parameters within the Company Configuration app. Some modules have global settings you define through this administration app. For more information, review application help for the General Ledger module; the Configuration topic details the options you define within Company Configuration. You can also review the Company Configuration chapter in the Kinetic Implementation Guide.

Creating Amortization Codes

Create an amortization code to define the duration of amortization, frequency of amortization periods, and the recognition amount for each period.

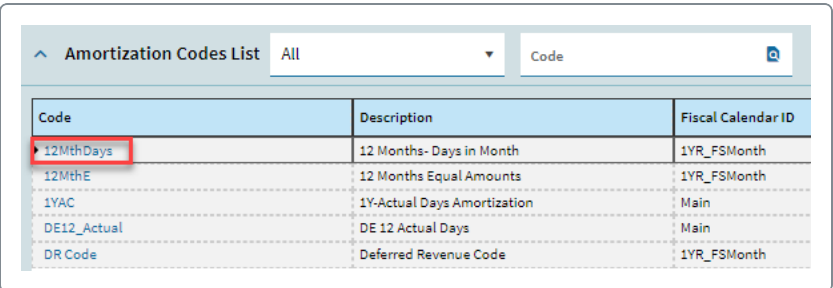
In this article, we will cover:

- [Entering the amortization details](#)
- [Adding an Amortization Code GL Control](#)

Entering Amortization Details

1. Open the **Amortization Code** app.

The Landing page displays. The landing page displays a list of the existing records. To select an existing amortization code, select a code link inside the grid.



The screenshot shows the 'Amortization Codes List' app interface. At the top, there is a header bar with 'Amortization Codes List', a dropdown menu set to 'All', and a search bar labeled 'Code'. Below the header is a table with three columns: 'Code', 'Description', and 'Fiscal Calendar ID'. The table contains five rows of data. The first row, '12MthDays', is highlighted with a red box around the 'Code' cell.

Code	Description	Fiscal Calendar ID
12MthDays	12 Months- Days in Month	1YR_FSMonth
12MthE	12 Months Equal Amounts	1YR_FSMonth
1YAC	1Y-Actual Days Amortization	Main
DE12_Actual	DE 12 Actual Days	Main
DR Code	Deferred Revenue Code	1YR_FSMonth

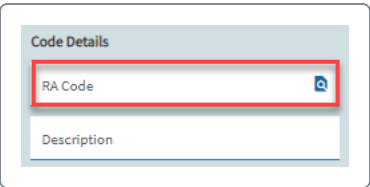


The records in the screen shot are just an example.

2. To add a new amortization code, select **New**. 

The Details card displays.

3. Enter a code in the **RA Code** field.



The screenshot shows the 'Code Details' form. It has two main input fields: 'RA Code' and 'Description'. The 'RA Code' field is highlighted with a red box.

Code Details
RA Code
Description

4. Enter a description in the **Description** field.
5. Select the scope of amortization code from the **Scope** drop-down.

- **AP** - Use this scope for deferred expenses in AP. When this option is on, you can select appropriate GL controls on the **GL Control** card.
- **AR** - Use this scope for deferred revenues. When this option is on, the **Use Contract Expire Date** check box is available. This option is available if you have the **Deferred Revenue** license.
- **GL** - Use this scope for deferred expenses in GL. When this option is on, you can select appropriate GL controls on the **GL Control** card.
- **GL and AP** - Use this scope for deferred expenses in both GL and AP. When this option is on, you can select appropriate GL controls on the **GL Control** card.

6. Select the fiscal calendar you want to use for the selected amortization code from the **Fiscal Calendar** field.

7. Enter the number of fiscal periods in the **Duration** field.

8. Select how the system recognizes revenue or expenses from the **Calculation Method** field.

Options

Fiscal Calendar

Duration
0

Calculation Method
None Selected

None Selected

Equal Amounts

Last Period

Actual Days

- **Equal Amounts** - Kinetic recognizes the same amount during each period.
- **Last Period** - Kinetic recognizes revenue or expense only in the last period.
- **Actual Days** - Kinetic recognizes the revenue or expense amount based on the number of days within a period.

9. If you want the end date to ignore the duration of the DRA code and instead use the default contract expiry date, select the **Use Contract Expire Date** check box.

If this check box is clear, the end date is blank to allow the DRA code duration to calculate correctly.



This check box is active when you select **AR** in the **Scope** field.

10. Select **Save**.

Adding an Amortization Code GL Control

A 'GL control' defines the accounts and journal codes available when posting the selected record. You can apply multiple controls to each record maintained in the program. If you use multiple controls, each control must be based on a different GL control type.

1. To add a GL control, select **New** on the **GL Control** card.
2. In the GL Control Type field, search for and select a **GL Control Type**.

GL Control

GL Control Type

Amortization



The record in the screen shot is just an example.

3. In the GL Control Code field, search for and select a **GL Control Code**.

GL Control		
GL Control Type	Type Description	GL Control Code
Amortization	Amortization	ACD



The record in the screen shot is just an example.

4. Select **Save**. 

Operations

This section details operations available in the General Ledger and Multi-Site modules. Each operation is described as a workflow to help guide you through the process from start to finish. These apps are primarily found within the General Operations folder for this module. If a unique setup record is required to run the operation, this record is also described in this section.

Setting Up GL Journals


Set up and define GL journal groups, journals, and journal lines in the **Journal Entry** app. Here you can create, reverse, and post manual journal entries and allocation templates. Then, you can also manage allocations, print journals and post them using the respective options of the Overflow menu.

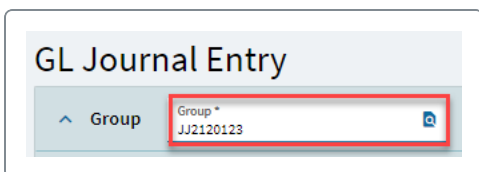
In this article, we will cover:

- [Creating a journal group](#)
- [Entering the journal details](#)
- [Adding journal lines](#)
- [Posting a journal](#)
- [Locking a Group](#)
- [Working with a journal](#)

Creating a Journal Group

In a journal group, you define most of the settings applied to its journals. An entry mode you specify determines the context Kinetic will use to enter the group journals (the group's fiscal calendar, posting period, currency, and COA).

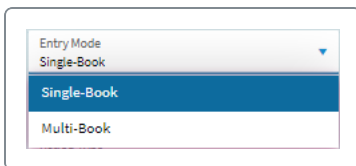
1. Open the **Journal Entry** app.
2. To create a new group, select **New Group**. 
3. Enter a unique identifier for the group in the **Group** field.



The screenshot shows the 'GL Journal Entry' app interface. A 'Group' field is highlighted with a red border, containing the text 'JJ2120123'. Above the field is a small upward arrow icon. To the right of the field is a small blue icon.

This value displays in several reports and applications. Use specific numbers to make it easy to find journal entries during an audit; for example, enter **XXDDMMYY**, where **XX** are your initials, **DDMMYY** is the date.

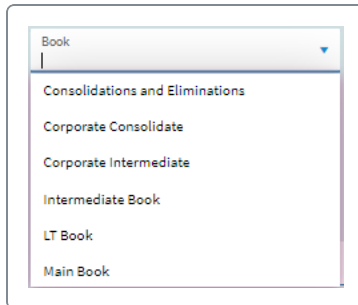
4. Select whether the group is going to be **Single-Book** or **Multi-Book**.



The screenshot shows a dropdown menu for 'Entry Mode'. The menu is open, showing two options: 'Single-Book' (which is highlighted in blue) and 'Multi-Book'.

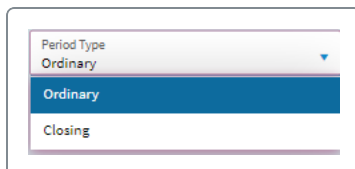
- **Single-Book** - Enter journals for a specific book. The fiscal calendar, currency, and chart of account values all default from the selected book. If you select this option, you next need to also select a book in the adjacent field. If it is a book other than **Main**, the system disables the **Multi-Company** fields.
- **Multi-Book** - Enter journals for multiple books. These journals use company options as the default values for journal entries in the group. The company's fiscal calendar, currency, and Master COA provide default values for journal entries.

5. The **Book** field specifies the ID of the book to which the journal will post, when you use the **Single-Book** entry mode.



A screenshot of a software interface showing a dropdown menu for the 'Book' field. The menu is open, displaying a list of book types: 'Consolidations and Eliminations', 'Corporate Consolidate', 'Corporate Intermediate', 'Intermediate Book', 'LT Book', and 'Main Book'. The 'Book' label is visible at the top of the dropdown.

6. From the **Period Type** drop-down, select whether the single book or multi-book journals post to an ordinary or a closing period. This option is available in both 'Single-Book' and 'Multi-Book' mode journals.



A screenshot of a software interface showing a dropdown menu for the 'Period Type' field. The menu is open, displaying two options: 'Ordinary' and 'Closing'. The 'Period Type' label is visible at the top of the dropdown.

The 'Ordinary' period represents a date range. The 'Closing' period does not relate to date ranges but represents accumulators for special transaction sequences created at year-end adjustment. Separate closing periods can be defined for each particular adjustment phase to finalize the annual balance and make other restatements.



If multiple books have different calendars, the posting process automatically defines which period to use for each book using the specified 'Apply Date', 'Closing Period', and validation rules set for each GL book.

7. Enter the default **Apply Date** for journals in the group. If this journal is a multi-book entry, the company's default fiscal calendar sets the values for **Fiscal Year** and **Period**. If this journal is a single book entry, the values come from the book's default fiscal calendar.



You can use a different apply date to individual journals if the date falls in the same fiscal period. Kinetic determines the period to which group journals posts based on the default 'Fiscal Calendar' and the selected 'Apply Date'. Create a different journal group to post journals to another fiscal period.

8. From the **Rate Type** drop-down, select the default rate type to apply against journals in the group.




Rate types define the conversion rules the system uses for multiple currencies. You can apply a different rate type to individual journals. When necessary, the application uses the rate type to convert an amount from the original, or source, currency to the target currency. The rate type you select is used either to convert amounts for currency accounts on the journal details, or to convert amounts from a company currency to a book currency in multi-book transactions.

9. In the **Journal Code** field, select the default journal code for journals in this group.

You can use journal codes as a parameter for reports and trackers.


10. Select **Save**. 



If you select Clear  and open a group (from the landing page, Search, or the Groups panel), or create a new group, it will be automatically unlocked.

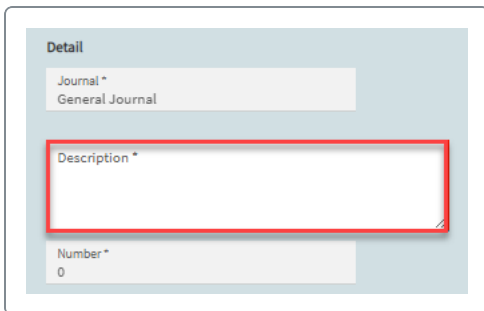
Entering the Journal Details

Most settings on journal headers default from the journal group the journal belongs to. Journal headers define the apply date, journal code, and rate type for a journal and its lines. Additionally, you can use the header to reverse a journal. Kinetic assigns journals with an ID number and legal number you can use in posting and audits.

1. Scroll slightly down to locate the **Journal Entries in Process** card.
2. On the card, select **New Journal**. 

The Journal card displays.

3. Use the **Description** field to identify the journal.



This description displays in 'GL Reports', and the 'Chart Tracker'.

4. Select **Save**. 

Kinetic creates a number to identify the journal.



5. Select **Tax Handling** for the entered journal.

- **No Tax** - No taxes are reported in this journal. If this option is selected, you cannot enter a journal line.
- **Taxable Journal Lines** - You can specify journal details which affect a tax account. Tax lines must be linked to another journal line via the Tax Line field. The taxable amount is therefore automatically calculated.
- **Tax Adjustment Journal** - You can specify journal details which affect a tax account. These tax lines are not linked to another journal line, therefore you must enter the tax amounts manually.



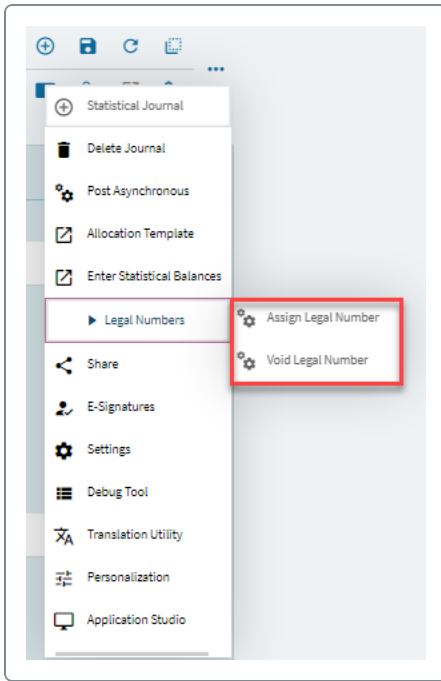
When the 'Tax Entry Mode' in 'GL Journal' parameter in the 'Company Maintenance' app is set to 'No Taxes', this field is disabled and no taxes can be reported in this journal.

6. Select a transaction document type for the record. The document type links the transaction document type to the legal number format.



To generate legal numbers for a GL journal record, you must set at least one 'GL Journal' transaction document type in the 'Transaction Document Type Maintenance' app and at least one legal number format for the 'GL Journal' number type with the assigned 'GL Journal' document types you define in the 'Legal Number Maintenance' app.

If you have configured legal numbering for manual journal, you can assign or void legal numbers from within **Journal Entry** using the from the Overflow menu. ...



7. If necessary, select the date you want to apply these journal details on in the **Apply Date** field. This value is the default date for this journal. You can enter dates within the fiscal period the journal posts to.

A screenshot of a form titled 'Journal Date'. The form contains several fields: 'Calendar' (Main Fiscal Calendar), 'Apply Date' (1/12/2023), 'Period' (1), 'Fiscal Year **' (2023), and 'Suffix *'. The 'Apply Date' field is highlighted with a red box, indicating it is the focus of the instruction.

8. Select the check boxes as required.

The screenshot shows a configuration form for a journal entry. It includes a 'Status' section with a 'Status' dropdown set to 'Not Posted'. Below this are four checkboxes: 'Unbalanced Entry', 'Hold Journal', 'Corr. Accounting', and 'Reverse'. The 'Hold Journal', 'Corr. Accounting', and 'Reverse' checkboxes are highlighted with red boxes. Below the 'Reverse' checkbox is a 'Reverse Date' field set to '2/1/2023'. At the bottom is a 'Red Storno' checkbox, also highlighted with a red box.

- **Hold Journal** - Put a journal on hold. If a journal is on hold, you can't post it and it remains in the group unposted. However, you can post all other journals in the group that are not on hold.
- **Corr. Accounting** - Set up correspondence accounting for the journal. You can specify the credited and debited account for each line in a journal entry with correspondence accounting. This functionality is for countries that require each individual line of a journal to have matching debit and credit entries.
- **Reverse** - Reverse a journal entry. It creates a journal that posts debit amounts equal to the credit amounts on the original journal and credit amounts equal to the debit amounts on the original journal.
- **Red Storno** - Create a journal with reversing amounts. This type of journal contains a negative debit or credit line when the debit or credit line on the original journal increased the account balance; the journal contains a positive debit or credit line when the debit or credit line on the original entry decreased the account balance. You can use the default apply date or enter a date in any other period; the default date falls in the period following that to which the original journal posts.

9. Scroll slightly down to locate the **Link Source** card and expand it.

The card displays information about the source of a multi-company journal. Typically, these journals distribute allocations from a parent to a subsidiary.

Multi-company journals simultaneously post to a parent company's COA and create journals available to post to a subsidiary's COA. The sheet displays:

- Information related to the source journal, the journal that created the journal displayed in the 'Journal Entry' app.
- Invoice information if this transaction originated as an allocation from an AP invoice.

10. Review the card.

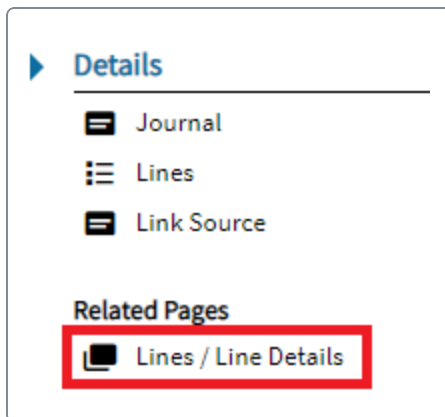
11. Select **Save** . 


Adding Journal Lines

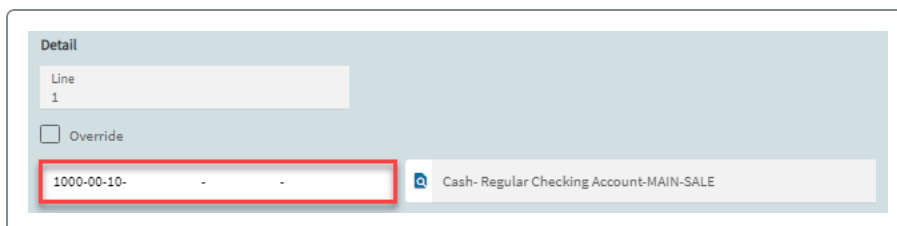
Journal lines define the accounts debit and credit amounts post to. In addition, you can post a line to another company's COA for multi-company accounts. The journal posts to the Master COA of the subsidiary company.

1. In the Nav tree, select the **Line Details** node.

The General card displays.



2. Select **New Journal Line**. 
3. In the **GL Account** field, enter an account number to which the detail amount will post.

A screenshot of the 'Detail' form in a software application. The form has a 'Line' field with the value '1'. Below it is an 'Override' checkbox. The 'GL Account' field is highlighted with a red rectangular box and contains the value '1000-00-10-'. To the right of the 'GL Account' field is a search icon and the text 'Cash- Regular Checking Account-MAIN-SALE'.

You can also search for the account number using Search.

Detail

Line
1

☐ Override

1000-00-10- Cash- Regular Checking Account-MAIN-SALE

4. Enter the amount posted to the selected account in either the **Debit** or **Credit** field.

Each detail has either a 'debit' or 'credit'.

Book Currency
USD

Debit	
\$	0.000
Credit	
\$	0.000

You can only post multi-currency journal details on currency accounts. If the account you select is a currency account, you can enter an amount in a foreign currency. Then, Kinetic converts this amount to the book currency using the rate type you specified for the journal. You can override the exchange rate by adjusting the calculated amount.

5. In the Nav tree, select the **Lines** node.

Details

- Journal
- Lines**
- Link Source

Related Pages

- Lines / Line Details

The Lines card displays. The card displays all the entered lines. In this case, there is a single line only.

6. Select **Auto Balance**.

Lines All Auto Balance												
Line	GL Account	Description	Debit	Credit	Currency	Currency D...	Currency C...	Create Date	Tax Line	Taxable A...	Taxable Amount Currency	Taxable A...
1	1000-00-00	TL Test	5.00	0.00	United States Dollar	0.00	0.00	01/19/2023	<input type="checkbox"/>	0.00		0.00

Select this button to create a balancing detail based on an entered credit or debit amount. This helps ensure balancing entries for a journal. Kinetic requires debits and credits to balance.

When you select the button, Kinetic generates a new grid line on the 'Lines' card. In this case, it shows the 'Credit' amount of '5' dollars. You must enter the account number in the 'GL Account' column field for the newly created line. In this case, we would have to define an account for the 'Credit' of '5' dollars.

Lines All Auto Balance												
Line	GL Account	Description	Debit	Credit	Currency	Currency D...	Currency C...	Create Date	Tax Line	Taxable A...	Taxable Amount Currency	Taxable A...
1	1000-00-00	TL Test	5.00	0.00	United States Dollar	0.00	0.00	01/19/2023	<input type="checkbox"/>	0.00		0.00
2		TL Test	0.00	5.00	United Sta...	0.00	0.00	1/19/...	<input type="checkbox"/>	0.00		0.00

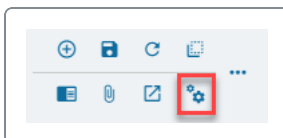
7. Select **Save** .

Posting a Journal

Before you post group journals, verify the GL accounts and transactions amounts are correct. You should [display or print out an edit list](#) to review what you are about to post. When you are satisfied with the results on the edit list, post the journal group. After you post the journal entries, you can no longer edit or delete them. If you post an entry in error, you must either enter an offsetting transaction or use an automatic transaction reversal routine.

A Company Configuration setting usually requires you to enter balanced journals. If this method is required, the application displays a warning message when you attempt to post an unbalanced journal.

1. When you're ready to post a group journal, select **Post**.



You can also select the **Post Asynchronous** option from the Overflow menu . Use it when you need to post a large entry or group of journal entries. The



asynchronous process can post large quantities of data easier than the standard posting routine.

2. To the confirmation message, select **Yes**. Then, review the information message and select **OK**.

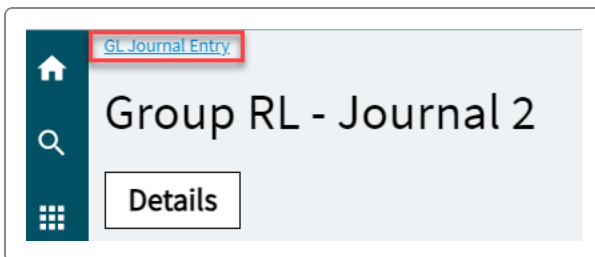
Locking a Group

You can lock a group to prevent other users modifying and posting it. A group can be only unlocked by the user that locked it.

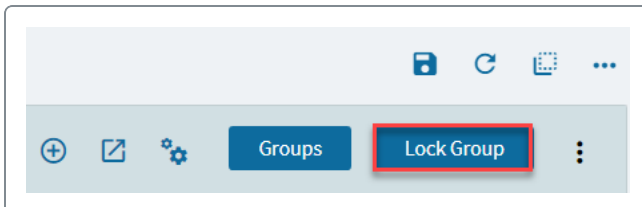
To lock a group:

1. If you create a new group and define journal details, click the **GL Journal Entry** link.

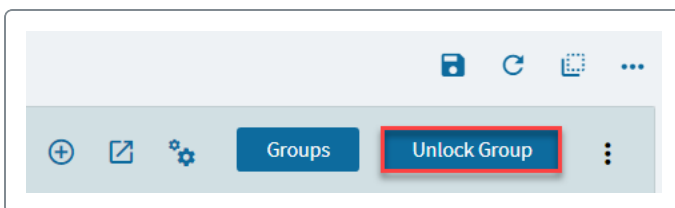
The **Group** card displays.



2. Next, select the **Lock Group** button.



The button changes to 'Unlock Group'.



3. Select **Save**. 

Working with a Journal

Once you have a journal, you can:

- Create an Amortization Schedule
- Allocate Amounts
- Enter Statistical Balances

Setting Up Journal Amortization

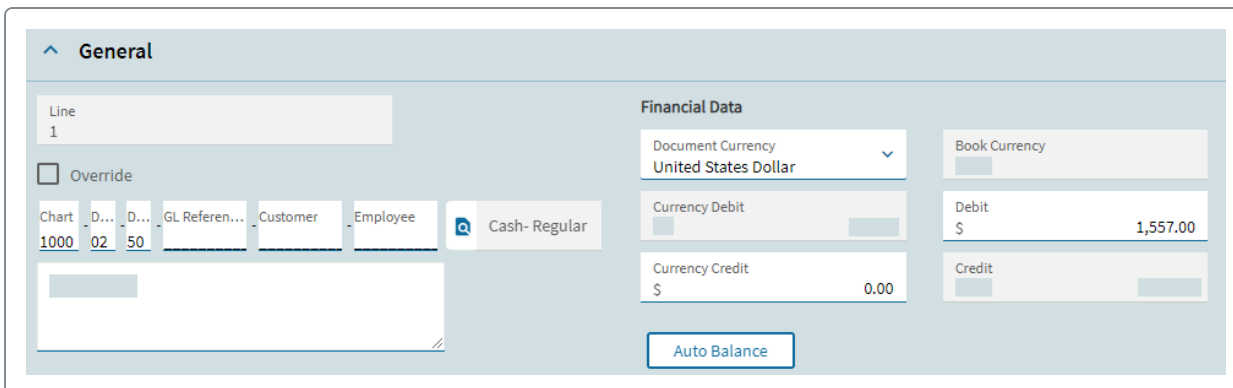
Set up GL journal amortization using the **Amortization** card in the **Journal Entry** app.

When you receive payments, you may need to apportion them over fiscal periods and put them on a special deferred GL account. Afterwards, the application recognizes these amounts and posts them into the correct period. On the **Line Details > Journal Amortization** card, you can create and maintain amortization schedules for a GL journal line. In some cases, instead of creating a schedule, it is more convenient to add an amortization schedule line or lines.

When you use an amortization schedule, the system performs posting to the deferred expense account you select instead of the original journal line account. Posting to the line original account occurs according to the amortization schedule in the **Deferred Expense Recognition** application.



In this article, we will cover creating an amortization schedule.

1. In the **Journal Entry**, open an existing journal or [create a new one](#).
2. Go to the **Line Details** page. (**Line Details** node in the Nav tree)
3. Enter or select the source account number in the **GL Account** field on top of the **General** card.



The screenshot shows the 'General' card in the Journal Entry app. The 'Financial Data' section is visible, containing the following fields:

- Line:** 1
- Override:** ☐
- Chart:** 1000
- D...:** 02
- D...:** 50
- GL Referen...:**
- Customer:**
- Employee:**
- Cash- Regular:** ☒
- Document Currency:** United States Dollar
- Book Currency:**
- Currency Debit:**
- Currency Credit:** \$ 0.00
- Debit:** \$ 1,557.00
- Credit:**
- Auto Balance:**

4. Enter the **Debit** or **Credit** amount and select **Auto Balance** to create a balancing detail based on an entered credit or debit amount.
5. Select **Save**. 
- This creates a second line.
6. Enter or select the target account number in the **GL Account** field and enter the **Credit** amount for the second line. Then, select **Save**. 

General

Line 2

☐ Override

Chart 1010 D... 00 D... 10 GL Referen... Customer Employee Cash - Petty C

Financial Data

Document Currency Book Currency

Currency Debit Debit

Currency Credit Credit \$ 1,557.00

Auto Balance

7. On the **Amortization** card, select the **Deferred Expense** check box to indicate that expense is deferred for this journal line.
8. Select a deferred expenses amortization code from the **Amortization Code** drop-down. If necessary, change the period for deferring expenses in the **Start Date** and **End Date** fields.
9. In the **GL Account fields**, enter or select a deferred expense GL account. This must be a default GL account provided in GL control linked to the amortization code you select. You can manually set a deferred expense GL account to another account or select **Get Default** to populate the field with the default deferred expense account details back again. Kinetic creates an amortization schedule based on the selected code.

Amortization

Deferred Expense

☒ Deferred Expense

Amortization Code

Start Date

End Date

Chart 1000 D... 00 D... 30 GL Referen... Customer Employee Cash- Regular Checking Ac Get Default

10. Select **Create**.

This creates an amortization schedule based on the parameters you specified and you can review it in the **Expense Amortization Schedule** grid. You can also **Delete** or **Autocomplete** (apply the remaining amount to the last line of the schedule, if the remaining amount is greater than zero) it.

Create



Delete

Autocomplete

Expense Amortization Schedule

All

Fiscal Y...	Fiscal Year Suffix	Fiscal P...	Amorti...	Amount	Amorti...	Amorti...	Currency Code
2021		2	02/28/2021	129.75	8.333333	1	USD
2021		3					
2021		4					

11. You can also create an amortization schedule line by selecting **New**  in the **Expense Amortization Schedule** grid and specify its details.
12. Select **Save**. 

Adding a Journal Tax Line

Add a journal tax line in **Journal Entry**.



The routine that follows assumes that you have a journal and lines to work with. If you don't, refer to the [Setting Up GL Journals](#) article.

Before you add a tax line, you need to specify the tax reporting mode in the GL, as well as default tax type and liability on the **General Ledger** details in **Company Configuration**. You cannot create tax lines for recurring GL journals.

The table below describes how the sign (debit/credit) of the taxable amount and tax amount depends on document type, tax collection method and part of dual entry self-assessment tax that the tax line represents.

Module	Document	Collection Method	In / Out	Taxable amount		Tax amount			
				GL tran		Tax tran	GL tran		Tax tran
				Debit	Credit	Sign	Debit	Credit	Sign
AR	Invoice	Invoicing or SA			*	-		*	-
	Invoice	Withholding			*	+	*		+
	Invoice	SADE	IN		*	-		*	-
	Invoice	SADE	OUT		*	+	*		+
	Credit Memo	Invoicing or SA		*		+	*		+
	Credit Memo	Withholding		*		-		*	-
	Credit Memo	SADE	IN	*		+	*		+
	Credit Memo	SADE	OUT	*		-		*	-
AP	Invoice	Invoicing or SA		*		+	*		+
	Invoice	Withholding		*		-		*	-
	Invoice	SADE	IN	*		+	*		+
	Invoice	SADE	OUT	*		-		*	-
	Debit Memo	Invoicing or SA			*	-		*	-
	Debit Memo	Withholding			*	+	*		+
	Debit Memo	SADE	IN		*	-		*	-
	Debit Memo	SADE	OUT		*	+	*		+

In this article, we will cover adding a journal tax line.

1. In **Journal Entry**, select a journal to work with or create a new one.
2. Expand the **Lines** card and select a line or create a new one.
3. On the **General** card on **Line Details**, in the **Tax** section, select **Tax Line**. This check box is available only if you select a **Tax Handling** option on the **Details** page.

If you want to create tax lines, you need to set up **Tax Handling** on the **Details** page first. However, this field is disabled if you set the **Tax Entry Mode** in **GL Journal** parameter in **Company Configuration** to **No Taxes**. Then, you cannot report any taxes in this journal.

The **Tax Handling** options include:

- **No Tax** - You do not report taxes in this journal. If you select this option, the system disables all tax line fields for any journal line.
 - **Taxable Journal Lines** - You can specify journal details which affect a tax account. You must link tax lines to another journal line via the **Taxable Line** field. This way, the system automatically calculates the taxable amount.
 - **Tax Adjustment Journal** - You can specify journal details which affect a tax account. These tax lines are not linked to another journal line, so you must enter the tax amounts manually.
4. Specify the tax liability, tax type, tax rate and reporting module. The system takes the default values of the tax liability and type from **Company Configuration**.
 5. If you select a tax with a collection method Self-Assessment or Dual Entry Self-Assessment or, specify the **In/Out** field (Select either Tax or Contra).

6. If necessary, in the **Taxable Line** field, specify the line that is linked to this tax line and provides the taxable amount.
7. If you did not link a taxable detail to the tax line in the previous step, enter the **Taxable Amount**. You can enter 0% Sales tax if required for tax analysis and tracking purposes.
8. If necessary, select **Auto-complete** to complete entering the tax line. This assigns GL accounts from the corresponding Tax GL control code if you haven't select a line GL account. You can override the populated values later or simply not use this option and fill in the remaining fields manually. The application selects an appropriate account, calculates the tax amount and puts it on credit or debit. You can also use the **Generate Contra Line** button to create a contra line once the original line has been saved. The contra line's In/Out option changes to the opposite of the original line - e.g. if in the original line it used Tax, the contra line will use Contra (or the other way around).




The screenshot displays a form with two columns of input fields. The left column contains 'Currency Taxable Amount' with a value of '\$ 100.00' and 'Taxable Amount' with a value of '\$ 100.00'. The right column contains 'Journal Currency' with a value of 'USD' and 'Book Currency' with a value of 'USD'. Below the left column is a button labeled 'Generate Contra Line', and below the right column is a button labeled 'Auto-complete'.

9. Select **Save** . 


Generating the Journal Entry Edit List

Generate a journal edit list to verify journal entries before you post in **Journal Entry**. This report prints out all the journal entries within the current journal group.

1. In **Journal Entry**, highlight a group you want to print and select **Print Group Edit List** from the **Groups** card Overflow menu . Alternatively, you can select a journal entry within a group and select this option from its Overflow menu.
2. Select the **Report Style** for the report run.



You create report styles in Report Style Maintenance where you can set up different styles that reflect different business needs.

3. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
4. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
5. Enter text in the **User Description** field.
6. Select the **Recurring** check box if needed.
7. Select **Print Preview**. 

Running the General Ledger Import Process

Run the **General Ledger Import Process** to import data from other applications into Kinetic.

The file you import must be a comma delimited file (CSV) and follow the import file template.

Using the **Invalid Lines Handling Option** field you can select which option to use if there are invalid lines found in the import file. The default is **Skip Invalid Lines**. You can also choose **Cancel Import**.

Once you submit the process, the changes update Kinetic. If you want to review imported data before you post it to GL, do not select the **Post** check box before you submit the process. Select the **Post** check box to post the imported data without reviewing the data first.



You can only import entries for sites you have access to. Each import file includes a 'Site' column. However, the column is only relevant if you activate the 'Multi-Site' processing for a company and in use by the book you select in the General Ledger Import app. Otherwise, the entered 'Site' value in the import file will be ignored.



The process does allow you to capture transactions for journal entries with foreign currency accounts. The transactions import in the correct currency for the natural account.


The **Selection** parameters include:

- **Group ID** - The general ledger group identifier for the data to be imported.
- **Single - Book** - A single-book entry mode. If you select this mode, use the Book field to select the Book ID of the book to which the journal will post. If you select a book record other than **Main**, the Multi-Company fields will disable.
- **Multi - Book** - A multi-book entry mode. The mode uses company options as defaults for entry of journals in the group. The company's fiscal calendar and currency and the Master COA provide defaults for entry of the journals.
- **Period Type** - The Fiscal Period type. The options include, **Ordinary** and **Crossing**.
- **Currency** - The currency used to enter amounts for journals in the group. Kinetic uses the selected rate type to convert journal amounts to other currencies.
- **Rate Type** - The default rate type applied to journals in the group. You can apply a different rate type to individual journals. Rate types apply exchange rates and conversion rules to journal amounts.
- **Calendar** - The name of the fiscal calendar used to post journals in the group. The entry mode determines the entry in this field.
- **Apply Date** - The default apply date for journals in the group. You can use a different apply date to individual journals if the date falls in the same fiscal period. Kinetic determines the

period to which group journals posts, based on the default calendar and the selected apply date. Create a different journal group to post journals to another fiscal period.

- **Fiscal Year** - The fiscal year to which all entries in this group will post.
- **Suffix** - The fiscal year suffix description.
- **Fiscal Period** - The fiscal period to which all entries in this group will post.
- **Import File Name** - The full menu path of the file to be imported.
- **Date Order** - The date format used for the data to be imported. For example, **m/d/y** or **d/m/y**.
- **Number Format** - The numeric format used for the data to be imported.
- **Invalid Lines Handling Option** - Specifies which option to use when there are one or more invalid lines in the import file. The options include:
 - **Skip Invalid Lines (default)** - Skips the invalid lines and imports the valid lines.
 - **Cancel Import** - Displays log error/warning messages for invalid lines in the System Monitor and cancels the entire import.
- **Post** - Select to indicate that you want to post the group. If you are using the Deferred Expenses functionality, clear this check box to import without posting. Once the group is imported, you can mark the imported records as deferred expenses.
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > General Ledger Import**.
2. Select the process parameters.
3. Select **Process**. 

Matching GL Transactions

GL Transaction Matching matches debit and credit movements against a GL account. Once you complete matching, you can produce a listing of GL transaction movements that remain unmatched by selecting the Unmatched option when running the GL Account Summary Report.

Consider the following:

- You can only match those GL transactions that contain natural accounts or account segments for which the **Enable Transaction Matching** check box has been selected in COA Category Maintenance, or in the **Account Segment Values > Natural Account Options** cards.
- When you use this app, it displays all unmatched journal detail lines for the selected book and account segments. You can select two or more journal lines; the Balance field displays a running balance of the debit and credit balances for all selected lines. When the displayed balance is zero, you can then match and save the selected items as a group.
- The application flags the rows as matched, assigns a match code and match date, and then removes them from the display grid. You can view this matching code and date in the Chart Tracker.
- GL Transaction Matching also contains a **Remove Match** button that provides the means for removing the matching flag from a matched set (to correct a matching error).

In this article, we will cover:

- [Performing GL transaction matching](#)
- [Removing match codes from matched rows](#)

Performing GL Transaction Matching

1. From the main menu, navigate to **Financial Management > General Ledger > General Operations > GL Transaction Matching**.
2. On the landing page, search for and select unmatched GLJrnDtl records. You can search by Book, Segment, Segment Value, Apply Date, Book Amount, Journal Code, or Bank Account for the unmatched GLJrnDtl records. Journal transactions from only one book can be loaded and matched, and the application filters out journal transactions with associated natural segments for which matching is not enabled.
3. From the records that display in the **GL Transaction List** grid, use the **Select** check boxes to select individual rows to be matched, or use **Select All** to select all displayed rows for matching. The **Balance** field displays the running unmatched balance total for all selected rows.
4. After selecting rows for matching, select **Match** to assign a match code and match date to the selected rows.



The **Match** button is enabled only if the Balance field is zero (the debit and credit amounts for the selected rows are zero, indicating the selected rows are in balance).

The application flags the rows as matched, assigns a match code and match date, and then removes them from the display grid. You can view this matching code and date in the Chart Tracker.

Removing Match Codes from Matched Rows

To remove the match code from a previously matched row, use the **Remove Match Code** option in the Overflow menu. Selecting this option provides the ability to search for previously matched GLJrnDtl records.

Reviewing Journals

In **Review Journal**, adjust, re-validate, cancel, and post accounting transactions. Typically, you use the Review Journal app to locate posting errors and debug custom posting rules.

The Review Journal does the following:

- Logs invalid journal transactions even if the posting rules are not set up to manually review transactions.
- While you display the Review Journal, you can sort error transactions by module, date, and user. For transactions within the application, use the Review Journal's error log to adjust source transactions.
- Displays transactions that generate when debugging a custom posting process.
- Typically, developers review all transactions updates create. Their review ensures process changes produce the desired results.
- Adjusts an entry's line account numbers.

Following the adjustments, you can re-validate and post the journal from this program. You typically adjust and post review journals when invalid journals originate from an external system.

- Prints a report to review posting results.
- Generate list of source transactions when they originate within the application. The ability to print details from this program supports this functionality for transactions that originate in external systems.
- Cancels or confirms entries.

Both actions remove the journal entries from the program. Confirmation updates the accounting transactions in the books to which they post. If the updated transactions are invalid, the Review Journal again displays the entries with their posting errors.

The Review Journal segregates the display of journal entries by book for the following reasons:

Posting a single accounting transaction can create different journal details in multiple books. A single journal entry groups all the journals posted to all the books by a single accounting transaction.



Example: An Accounts Receivable invoice can post a journal with one set of details to the corporation's financial book and another journal with different lines to the company's legal book. Journal entries that display in the Review Journal group these accounting transactions.

Book validation settings determine the errors and warnings the application logs. Book-specific validation means the same transaction can produce different results when it posts to different books.



Example: A transaction that generates an error can be ignored or treated as a warning. The validation settings of a book do not influence the validation settings in other books. You can set up validation rules to ignore this transaction in Book 1 while the same transaction type can be set up to generate a warning in Book 2.

If multiple books use different base currencies, each transaction amount displays in each book at the correct currency value.


Journal summarization, applied to natural accounts and accounting processes, results in the posting of summary lines for transactions. The Review Journal displays source details for each summarized line but no adjustments can be made.

Use the landing page of the application to view existing journal entries.

In this article, we will cover:

- [Selecting Journal Entries](#)
- [Reviewing Journal Transactions](#)
- [Revalidating Journals](#)
- [Re-posting Journals](#)
- [Canceling Journals](#)
- [Releasing Locked Documents](#)

Selecting Journal Entries

1. From the main menu, navigate to **Financial Management > General Ledger > General Operations > Review Journal**.
2. From the Journals list, select posted journal entries to review and correct. You can also enter the identifier of the record you wish to display in the Journal Entry field, or select the Journal Entry search icon to find and select a journal. The grid lists the book or books to which the selected journal posted and their transaction numbers.
3. Review the journal details.
4. Select **Save**. 

Reviewing Journal Transactions

In the **Transactions** card, drill down to a transaction record to view transaction details, lines and error logs.

Review general information about a journal transaction.

Details

Transaction

Transaction Type
AR Invoice

Revision
Base Std

Transaction Num
1

Dates

Apply Date
1/30/2020

Entry Date
1/30/2020

Book
MAIN

Journal Code
Sales Journal

IV:10333CM Addison,
INC

Status

Has Errors

Totals

Debit
USD76.91

Credit
USD76.91

Balance
USD0.00

Expand the **Lines** card to view and adjust lines in a journal transaction.

Lines

Line 1 of 6

1

Line	Description	DebitCreditLine	Description
<input checked="" type="checkbox"/> 1	IV:10333CM Addison, INC	Cr	Accounts Receivable-MAIN-C...
<input checked="" type="checkbox"/> 2	IV:10333CM Addison, INC	Db	Suspense Account-MAIN-CORP
<input checked="" type="checkbox"/> 3	IV:10333CM Addison, INC	Cr	Cash- Regular Checking Acco...
<input checked="" type="checkbox"/> 4	IV:10333CM Addison, INC	Db	Returns-MAIN-CORP
<input checked="" type="checkbox"/> 5	IV:10333CM Addison, INC	Db	Freight Out-MAIN-CORP
<input checked="" type="checkbox"/> 6	IV:10333CM Addison, INC	Db	Accrued Property Taxes-MAIN...

You can drill down to a line to view the details of a line in a journal transaction.

Use the **Source Lines** card to view source details of each summarized line. Summarization settings that apply to accounting transactions also affect available adjustments in this program. Journal

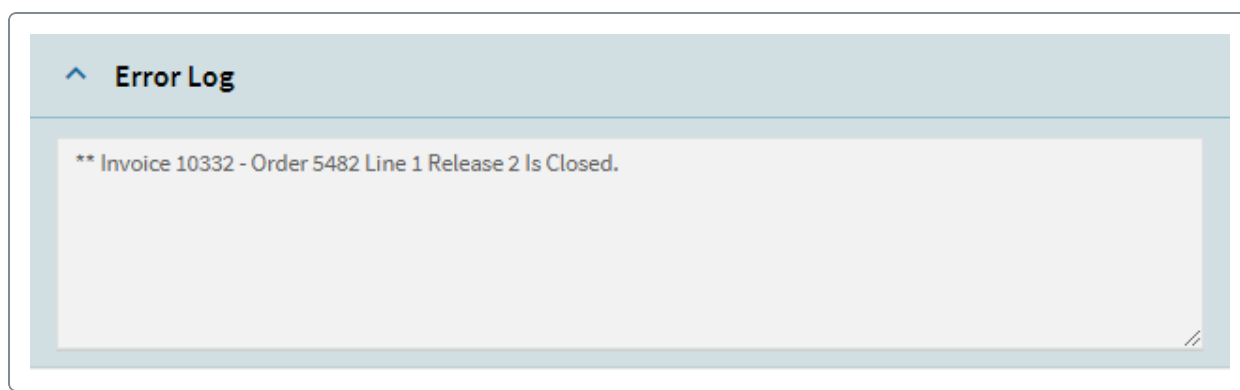
summarization, applied to natural accounts and accounting processes, results in the posting of summary lines for transactions.

The Review Journal displays source details for each summarized line but limits the adjustments to maintain the referential integrity of the summarized lines.

Dates and accounts are shared between source details and can be adjusted on the summarized line level.

Amount, debit/credit flag, and references (specific to each source detail) can be adjusted on the source line level.

View errors that occurred when posting invalid transactions. Validation errors related to a specific transaction line will display the line indication in the error message, to avoid the need to review every line.



Revalidating Journals

In the **Overflow** menu, select **Revalidate** to recheck the validity of an adjusted journal entry. If the journal is valid, its status message in the Journal Entry card no longer reads Has Errors.

Re-posting Journals

Use the **Journal Entry Confirmation** option in the Overflow menu to re-post a selected adjusted journal.



Only one journal can be confirmed using this process. If you want to re-post a group of adjusted journals, use the **Journal Entry Asynchronous Confirmation** option. Each confirmation is executed independently as processing time becomes available. Using this command improves performance as you do not have to wait until one journal is processed before requesting another confirmation; you can schedule all journals to run and then continue other work.

If the journal posts successfully:

- The confirmed entry is removed from the review list.
- All books to which the journal posts are updated.
- The date the posting occurred in this program becomes the posting date.

.Canceling Journals

Use the **Journal Entry Cancellation** option in the Overflow menu to cancel a selected journal.



Only one journal can be canceled using this process. If you want to cancel a list of selected journals, use the **Journal Entry Asynchronous Cancellation** option. Each cancellation is then executed independently as processing time becomes available. Using this command improves performance as you do not have to wait until one journal is processed before requesting another cancellation; you can select a list of journals to cancel and then continue other work.

Cancellation removes the entry from the Review Journal. The application sets the status of the source transaction to unposted. As a result, you can update the source transaction and re-post it.

Releasing Locked Documents

Select the **Release Locked Documents** option from the Overflow menu to launch the Locked Documents window, where you can select locked documents or groups to unlock.

You use this process when a fatal error, for example loss of database connection or power outage, occurs while posting is in process. The Release Locked Documents process releases documents that were locked during posting, making them available for re-posting.



If the error occurs the Task Agent should be restarted.

Running the Verify Balance Records Process


Run the **Verify Balance Records Process** to verify that your balance records are accurate by recalculating the balance from the transaction details and comparing it to the existing balance records.

You can also use the process to rebuild balances if they become inaccurate, or if the balance setup changes.

The **Selection** parameters include:

- **Book** - The book for which the balances are to be verified or rebuilt. You must rebuild the balance for each book separately.
- **Update Balances** - Select to update and audit balances. If cleared, only a report with discrepancies will be generated with no database updates.
- **Period Balances** - Select to verify or rebuild account period balances. If cleared, the balances are reported but not updated. Period balances will be kept for each book and are defined by the financial calendar attached to the book. This applies to both account balances and standard trial balances.
- **Daily Balances** - Select to verify or rebuild daily balances. If an account structure change has occurred, this field is defaulted to true and disabled. Use daily balances as an addition to period balances. You can use the balances for a specific set of accounts or all accounts.
- **Filter Summary** - You can filter the records by parts, product groups, and part classes. If you do not use these filters, the process considers all the records.
- **Schedule** - Select the schedule option during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
- **Log Filename** - Displays the file name for the selected log.
- **Recurring** - Indicates that the process should be run on a repeating basis. This check box is available only if you select the schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Verify Balances**.
2. Select the appropriate options.
3. Define process parameters, such as **Schedule** and **Recurring**, you would like to use for the process.
4. Select **Process**. 

Running the Update Business Entity Segment Values Process

Run the **Update Business Entity Segment Values** process to update segment values associated with user-defined business entities, reference-type segments, and other segments that require manual updates.

The **Selection** parameters include:


- **COA Code** - Select the chart of account you want to update.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.


To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Update Business Entity Segment Values**.

or

go to **Financial Management > General Ledger > Setup > Chart of Accounts**. Select the chart of account for which you want to run the process and select **Update Business Entity**


Segment Values from the Overflow menu ,

2. Select the parameters you want to use for the process.
3. Select **Process**. 

Running the Rebuild Display GL Account Process

Run the **Rebuild Display GL Account Process** to update the display of account segments in fields used to enter general ledger (GL) accounts and define segment masks.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Rebuild Display GL Account**.
2. Specifies the chart of accounts to be rebuilt.
3. Select **Process**. 

Reversing Journal Transactions

You can use **Automatic Transaction Reversal** to cancel a posted journal. You typically use this app when you preview a consolidation in an intermediate book and find an error. You can then reverse the consolidation within the intermediate book before you transfer the data to the target book. After you make the changes you need, run the Consolidate to Parent program to re-post. If you have already consolidated to the target book, you can first reverse the consolidation in the target book, and then reverse the consolidation again in the intermediate book (a user within the source company launches this reversal process)

Cancellation of journals also reduces tax consequences in countries such as Russia and in other jurisdictions where tax is based on turnover in general ledger accounts.

You can reverse the most recently posted journals. After you make the corrections you need, you can then re-post the journals. This prevents values from being doubled within the posted results.

Available cancellation modes:

- **Reverse Transaction** - Posts debit amounts equal to credit amounts on the original journal and credit amounts equal to debit amounts on the original journal. In Russia, this mode is known as ordinary storno. For example, you estimate payroll as a \$1000.00 credit to the payroll accrual. When reversed, a second entry is created as a \$1000.00 debit to the same account.
- **Reverse as Red Storno** - Posts transactions that contain reversing amounts. This type of journal contains a negative debit or credit line when the debit or credit line on the original journal increases the account balance; the journal contains a positive debit or credit line when the debit or credit line on the original entry decreases the account balance. For example, a posted journal line debits an asset account. A red storno journal posts a negative debit line to the same account to cancel the increase from the original detail.

Reversals apply to all details in a journal and to the entire amount on a journal line. You cannot choose the details you reverse and cannot partially reverse a detail.

In GL Journal Entry, you can also select journals and flag them for red storno processing.

Reversal of Journal Lines with Amortization Schedule

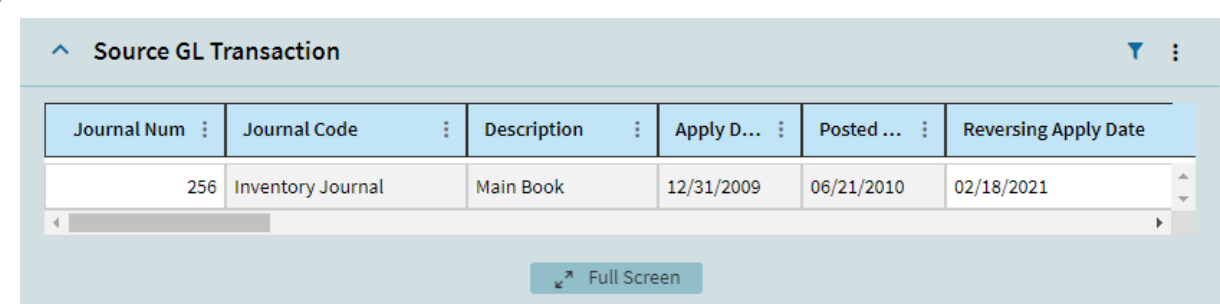
If you reverse journal lines with the linked amortization schedule, the application:

- reverses all journals for already posted amortization schedule lines if such journals were not yet reversed
- deletes all non-posted amortization schedule lines linked to original journal lines
- compares reversing apply date and particular journal apply date and uses the latest one as the apply date for each journal
- disables the **To Reverse** amount on the **Transaction Details** card

Use the landing page of the application to view existing journals.

In this article, we will cover reversing a journal transaction.

1. Open the **Automatic Transaction Reversal** app.
2. From the journals list, select a journal record you want to reverse.
3. If the journal posted to multiple books, use the **Source GL Transaction** card to select one of the books to which the journal posted. Journals posted to multiple books must be reversed one at a time. You can reverse a journal posted to one book without reversing the same journal posted to other books.



Journal Num	Journal Code	Description	Apply D...	Posted ...	Reversing Apply Date
256	Inventory Journal	Main Book	12/31/2009	06/21/2010	02/18/2021

4. In the GL Transaction card, use the **Reverse Transaction** and **Reverse As Red Storno** check boxes to determine how the journal is cancelled.
 - If you select **Reverse Transaction**, the program creates a transaction that posts debit amounts equal to the credit amounts on the original journal and credit amounts equal to the debit amounts on the original journal. In Russia, this is known as ordinary storno.
 - If you select **Reverse As Red Storno**, the program creates a journal with reversing amounts. This type of journal contains a negative debit or credit line when the debit or credit line on the original journal increased the account balance; the journal contains a positive debit or credit line when the debit or credit line on the original entry decreased the account balance.

GL Transaction

Journal Number

256

Book

Main Book

Fiscal Year

2021

Reversal Options

☒ Reverse Transaction
 ☐ Reverse As Red Storno

Legal Number

Group

JCP80-GN

Suffix

Apply Date

12/31/2009

Journal Code

Inventory Journal

Period

2

Posted Date

6/21/2010

Closing Period

None Selected

Reversing Apply Date

2/18/2021

Transaction Totals

Debit	Credit	Balance
\$ 3,395.06	\$ 3,395.06	\$ 0.00

Selected Lines Totals

Debit	Credit	Balance
\$ 3,395.06	\$ 3,395.06	\$ 0.00

- Navigate to the **Transaction Details** card.

Transaction Details

All

<input type="checkbox"/>	Line	GL Account	Amount To Reverse	Book Debit Amount	Book Credit Amount
<input type="checkbox"/>	17		144.67	144.67	0.00
<input type="checkbox"/>	23		289.33	289.33	0.00
<input type="checkbox"/>	2		0.01	0.00	0.01
<input type="checkbox"/>	4		0.01	0.00	0.01
<input type="checkbox"/>	5		0.01	0.01	0.00
<input type="checkbox"/>	7		0.01	0.01	0.00
<input type="checkbox"/>	10		0.01	0.00	0.01

- Select each line on the **GL Journal Lines** grid and use **Reversing Line Description** field to describe the reason for the reversal. The description displays in this program, the GL Report, and Chart Tracker.

7. From the Overflow menu, select the **Reverse** option.

All selected lines of the GL Transaction will be reversed.

Using Pre Printed Forms to Void Legal Numbers

Use **Void Pre Numbered Forms** to void specific legal numbers applied to the documents or checks. You can then continue to use the sequence that contains the number. Refer to the Legal Numbers chapter for information on setting up legal numbers.

Use the landing page of the application to select a legal number to void.

In this article, we will cover voiding a legal number.

1. From the main menu, navigate to **Financial Management > Accounts Receivable > General Operations > Void Pre Numbered Forms**.
2. On the landing page, select the legal number that contains the folios you want to void. Only legal numbers created with the **Use Pre Numbered Format** option display in the grid.
3. Designate the numbers to void by completing the **From Legal Number** and **To Legal Number** fields.
4. In the **Reason** field, enter an explanation for the void.

^ Details

Legal Number *
12345678

Description
AR Invoice Legal Number

Prefix
SJ

Site

From Legal Number
000000001

To Legal Number
000000001

Error in packing slip

From Legal Number
SJ-1

To Legal Number
SJ-1

5. Select **Save** to void the numbers.

A Void Confirmation window displays showing the number of legal numbers to be voided.

Closing Fiscal Period/Year

Close Period Entry allows you to close both ordinary and closing periods specific for each book in your company's general ledger (GL). If you close the last closing period in the fiscal year of a book, all previous periods (ordinary and closing) close automatically.

When posting to a closed period, the application's logic is defined by the validations set on the books. The validations you define determine if the application allows for the posting to error, auto-correct to the currently open period, or proceed. Therefore, you can control whether posting to a closed period is allowed.

Although Close Period Entry defines a period as closed, the GL transactions for that period remain in your database. You can post transactions to previous and future periods or, if necessary, re-open a closed period. You can print financial statements for any closed period. To prevent book updates in certain periods, use Earliest Apply Date.

Internal procedures dictate the housekeeping activities that should occur prior to closing a fiscal period or year. Activities can include the following:

- Post all Accounts Payable related groups for the period
- Execute the Capture COS/WIP Activity process for the period
- Post all Journal Entry groups for the period

Tip: To transfer your balances to the next year after closing the last fiscal period, run the **Transfer Opening Balances to Next Year** process.

Use the landing page of the application to view existing fiscal periods.

In this article, we will cover closing a fiscal period.

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Close Fiscal Period/Year**.
2. In the **Book** field, enter or search for the identifier of the book from which you want to close periods.
3. If necessary, select the **Fiscal Year/Suffix** button to select a different fiscal year.

^ Details

Book
Main Book

Fiscal Calendar ID
Main

Fiscal Calendar Description
Main Fiscal Calendar

Fiscal Year
Fiscal Year Suffix

- Use the **Fiscal Periods** grid to view a list of fiscal periods of the first fiscal year of the book, including the start and end dates of the periods. **Yes** displays in the **Closing Period** column for a closing period. Select the period you wish to close by selecting the **Closed** check box.

^ Fiscal Periods

Fiscal Period	Start Date	End Date	Closing	Closed
1	01/01/2022	01/31/2022		<input checked="" type="checkbox"/>
2	02/01/2022	02/28/2022		<input type="checkbox"/>
3	03/01/2022	03/31/2022		<input type="checkbox"/>
4	04/01/2022	04/30/2022		<input type="checkbox"/>

The period closes.

To transfer your balances to the next year, run the **Transfer Opening Balances to Next Year** process after you close the last fiscal period.

Running the Transfer Balances Process

Run the **Transfer Balances Process** to transfer balances to the next year.

The first time the process transfer balances, they are updated with each posted transaction or can be re-transferred at any time. This allows you to transfer balances to the next year before the current year ends and have next year opening balance early drafts. You can then transfer the final balances once you complete the previous year adjustments.




You may need to make a manual adjustment to correct the balances of prior years.

The **Selection** parameters include:

- **Transfer (Books)** - The type of book balance transfer you want.
- **Book** - The book from which the balance is to be transferred, if you select the **Individual** option in the **Transfer** field.
- **Calendar** - The fiscal calendar of the book you wish to transfer, if you select the **Fiscal Calendar** option in the **Transfer** field.
- **Transfer (Years)** - The type of fiscal year balance transfer you want.
- **From** - The fiscal year for transferring opening balances.
- **To** - The year to which you will transfer. If you select the **Current to Next** or **Custom** options in the **Transfer** field, the next year displays. The current year displays if you select the **Previous to Current** option.
- **Schedule** - Select the schedule option during which you would like the process to run. Options include **Now**, **Startup Task Schedule**, and any other user-defined schedules created for your company.
- **Log File Name** - The name of the audit log file the process creates. Useful for troubleshooting purposes.
- **Recurring** - Indicates that the process should be run on a repeating basis. This check box is available only if you select the schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Transfer Opening Balances to Next Year**.
2. Define the options for the process.
3. Select **Process**. 

Running the G/L Currency Revaluation Process


Run the **G/L Currency Revaluation Process** to update all or specific currency accounts with recalculated amounts. The recalculated amounts are generated by changes in currency exchange rates.

You can run the process for each GL book set up for your company. The destination accounts for the revaluations come from settings defined at the Book, Natural Account or Currency levels.

The **Selection** parameters include:

- **G/L Book** - Specifies the General Ledger (GL) book used during the process. If you need, you can set up multiple books that your company needs for various reporting purposes. Each book contains the currency, the chart of accounts, and the fiscal calendar used to generate its financial statements.
- **Fiscal Year** - The fiscal year during which you will update GL.
- **Fiscal Period** - The fiscal period during which you will update GL.
- **Journal** - The GL journal type used to record the gains and losses calculated through the process.
- **Exchange Rate Date** - The date for which the exchange rates are calculated. The rates of exchange active on this date (for selected currencies) are used to calculate the revaluation in the selected book.
- **Apply Date** - The date on which the revalued amounts are recorded within GL. Typically, this value is the same as the Exchange Rate Date, but you can change it to make special adjustments.
- **Reverse** - Indicates whether a reversal transaction is created with the direct revaluation transaction. If you select this check box, both the **direct** and **reverse** transactions are created at the same time.
- **Use Accrual Account** - Indicates whether the revaluation transactions are to be recorded within the Accrual account. If you don't define an Accrual account for the selected book, the original account is used by default.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Select the schedule option during which you would like the process to run. The options include **Now**, **Start Up**, **Daily Task Schedule**, and any other user-defined schedules created for your company.
- **Recurring** - Indicates that the process should run on a repeating basis. This check box is only activate if you select a schedule other than **Now**.

To run the process:

1. From the main menu, go to **Financial Management > Currency Management > General Operations > G/L Currency Revaluation**.
2. Select the required options.
3. Select **Process**. 

Working with Consolidate to Parent Entry

Use **Consolidate to Parent Entry** to post and transfer consolidation journals from a source book's COA to an intermediate book in the same company, and then to the target book. This program specifies the consolidation period and the consolidation definition used to run the process. You only use this program when you are running a periodic consolidation within the source company.

The consolidation process creates journals for source COA segments that maintain balances. You use consolidation journals to validate entries and adjust journals to account for inter-company loans, ownership of common stock, inter-company sales, and other elimination entries. You use the posting process to convert the results into the currency amounts and account structures required for the intermediate book. If the Immediate Transfer check box is selected on the consolidation definition, these results are automatically transferred to the target book as well. If this option is not selected, you also have to run the Transfer Intermediate process, to post the results to the target book.

In this article, we will cover:

- [Adding New Consolidation](#)
- [Adding New Retro Adjustment](#)
- [Defining Source Settings](#)
- [Retrieving Exchange Rates](#)

Adding New Consolidation

Use this option to create a consolidation for a period that has not yet been consolidated. This is the only option for the first consolidation on a new Consolidation Definition. Certain options and conditions apply when you select New Consolidation:


You can select any Consolidation Definition, except one which currently has an Open status (created but not posted).

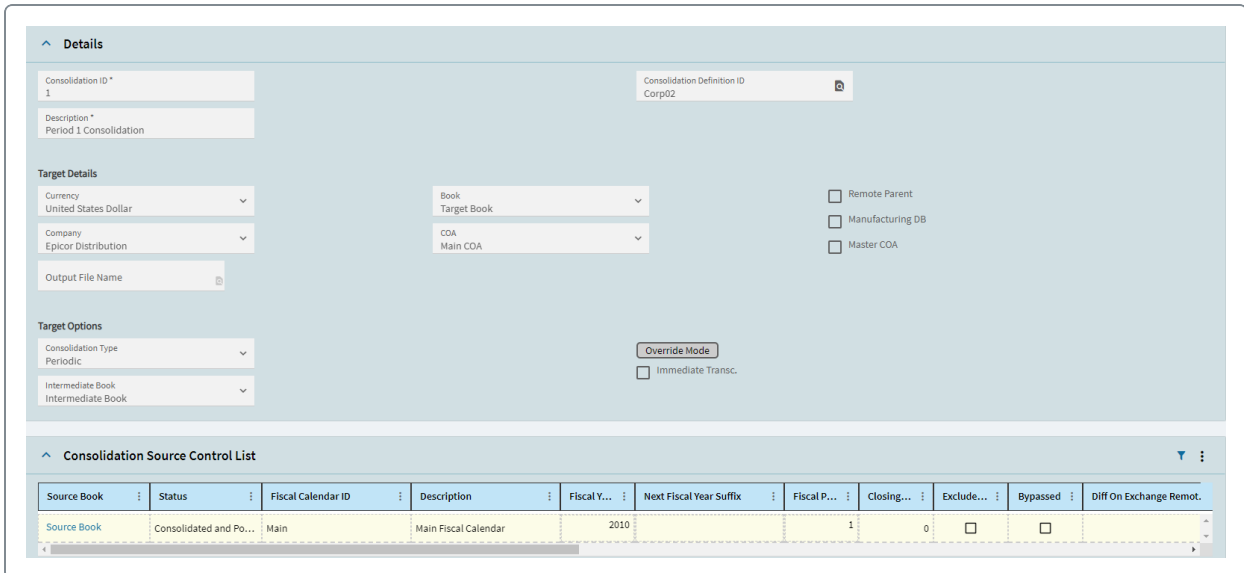
By default, for each source book, the selected fiscal period is the period that follows the last consolidated period.

- You can bypass periods (create consolidation for a later period).
- You cannot select periods that were already consolidated.
- You cannot select a period prior to a period that was already consolidated.

Retrospective Adjustment is disabled, and the From Period field is hidden.

To run a new consolidation:

1. Go to **Financial Management > Multi-Site > General Operations > Consolidate to Parent**.
2. Select **New**  to add a new consolidation.
3. Specify description or the consolidation. This concise explanation indicates the purpose of the record to other users.
4. Select the **Consolidation Definition ID** icon to search and select the consolidation definition you will use.
5. Review the **Consolidation Source Control List** for details of each source in the consolidation definition, including the current status of the consolidation. You can set up multiple sources in a consolidation definition.



Source Book	Status	Fiscal Calendar ID	Description	Fiscal Y...	Next Fiscal Year Suffix	Fiscal P...	Closing...	Exclude...	Bypassed	Diff On Exchange Remot.
Source Book	Consolidated and Po...	Main	Main Fiscal Calendar	2010		1	0	<input type="checkbox"/>	<input type="checkbox"/>	

6. Save the changes.

Adding New Retro Adjustment

Use this option to run consolidation for previous periods (or the current period) that were already consolidated. The Consolidation Definition must have the Periodic consolidation type. Certain options and conditions apply to the New Retro Adjustment option:

You can only select a Consolidation Definition with the Delta generation mode selected.

You cannot select a Consolidation Definition which currently has an Open status (created but not posted).

By default, for each source book, the last consolidated period displays.


- You can select previous periods (already consolidated).
- You cannot select following periods that are not yet consolidated.
- Retrospective Adjustment is enabled. You can consolidate a range of periods from within the fiscal year.

In the **From Period** field, you can select any prior consolidated period within the fiscal year.



If you attempt to create a Retro Adjustment for a Consolidation Definition that has not yet been used for a consolidation, an error message displays. Use this option to run consolidation for previous periods (or the current period) that were already consolidated. The Consolidation Definition must have the Periodic consolidation type. Certain options and conditions apply to the New Retro Adjustment option:

To run a new consolidation:

1. Select **New Retro Adjustment**  to add a new consolidation.
2. Specify description or the consolidation. This concise explanation indicates the purpose of the record to other users.
3. Select the **Consolidation Definition ID** icon to search and select the consolidation definition you will use.
4. Review the **Consolidation Source Control List** for details of each source in the consolidation definition, including the current status of the consolidation. You can set up multiple sources in a consolidation definition.

Details

Consolidation ID *
1

Description *
Period 1 Consolidation

Consolidation Definition ID
Corp02

Target Details

Currency
United States Dollar

Book
Target Book

COA
Main COA

Output File Name

☐ Remote Parent
☐ Manufacturing DB
☐ Master COA

Target Options

Consolidation Type
Periodic

Intermediate Book
Intermediate Book

☐ Immediate Transc.

Consolidation Source Control List

Source Book	Status	Fiscal Calendar ID	Description	Fiscal Y...	Next Fiscal Year Suffix	Fiscal P...	Closing...	Exclude...	Bypassed	Diff On Exchange Remot.
Source Book	Consolidated and Po...	Main	Main Fiscal Calendar	2010	1	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Save the changes.

Defining Source Settings

1. If necessary, enter the identifier of the consolidation record in the Consolidation ID field or click the Consolidation ID button to find and select a record.
2. Navigate to the **Source Control > Detail** card. If necessary, change the entry in the Source Book field.

The consolidation uses this book as the source for consolidation journals. Availability of this field depends upon the consolidation definition selected on the Detail sheet. Continuous consolidations can have multiple source books. Periodic consolidations have one. The consolidation definition for the selected source book defines the defaults displayed in this sheet, including the fiscal year and period.

3. If necessary, change the entry in the **Closing Period** field. The number cannot exceed the number of periods in the fiscal calendar of the source book.

This field determines the maximum number of closed periods included in consolidation.

4. Use of the number 0 effectively blocks the generation of consolidation journals from the source book.
5. If necessary, change the Exclude Open Periods option to include or exclude open periods in this consolidation. Selection of the check box limits the consolidation to closed periods. This option blocks the creation of consolidation journals for a period until adjusting entries have been entered and the period closed.

6. If necessary, select Bypassed to post subsequent periods prior to processing the selected period. Selection of the check box allows consolidation of other periods in the consolidation record prior to posting of this period. All periods must be posted prior to running Consolidated Year End.

If the consolidation definition is set to Delta mode, the Adjust From Period field also displays. Use this field select a previously-consolidated period as the starting period for consolidation. This period, and all subsequent periods already consolidated, up to the Fiscal Period, will be adjusted. In such case, the Retrospective Adjustment label displays.

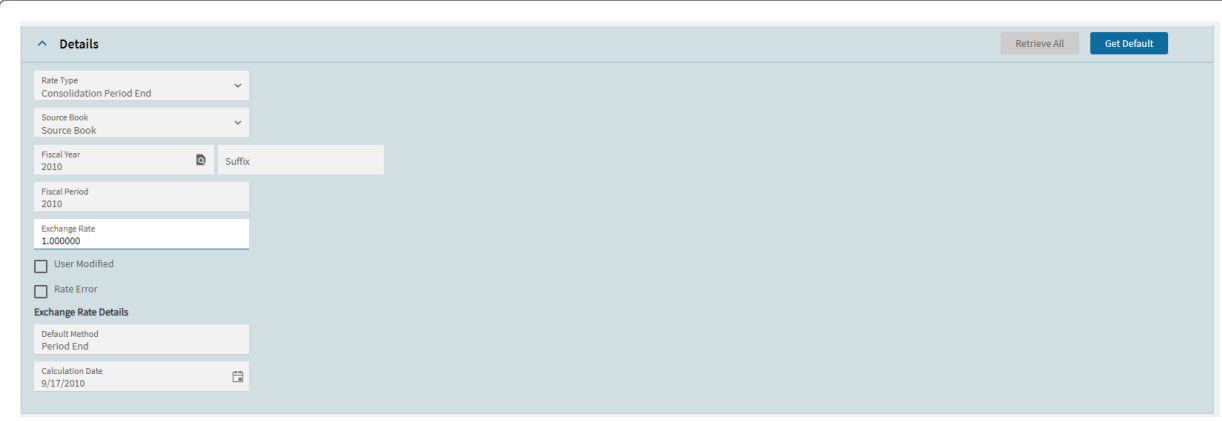
7. Save the changes.

Retrieving Exchange Rates

1. On the **Source Rate** card, select **Retrieve All** to retrieve all the rates for consolidation in the specified period or period range.

When rates for some periods were previously calculated or manually adjusted, these are retrieved from the database. For new periods / rate types, defaults are automatically calculated on retrieve.

2. Select **Get Default** to recalculate default rates for the currently-selected rate.



The screenshot shows a software interface titled "Details" with a light blue background. In the top right corner, there are two buttons: "Retrieve All" (light blue) and "Get Default" (dark blue). The form contains several input fields and checkboxes. On the left side, there are two dropdown menus: "Rate Type" (set to "Consolidation Period End") and "Source Book" (set to "Source Book"). Below these are two text fields: "Fiscal Year" (set to "2010") and "Fiscal Period" (set to "2010"). To the right of "Fiscal Year" is a "Suffix" field. Below "Fiscal Period" is an "Exchange Rate" field (set to "1.000000"). There are two checkboxes: "User Modified" and "Rate Error", both of which are unchecked. Below these is a section titled "Exchange Rate Details" containing a "Default Method" dropdown (set to "Period End") and a "Calculation Date" field (set to "9/17/2010").

3. Save the changes.



Running the Consolidation Post Process

Run the **Consolidation Post Process** to post journals from source books to intermediate books.

Execution of consolidation is controlled by consolidation definition created in Consolidation Definition Maintenance:

- If the consolidation definition is set to **Immediate Transfer**, the posting process also transfers journals from the intermediate book to the target book.
- If the consolidation definition is set to **Delta Generation Mode**, and you post consolidation for a period that was already consolidated, the application posts delta (net change) journals to create the correct overall movements and balances in the intermediate and target books. In this case, you do not have to reverse the original journals.
- If the consolidation definition is set to **Override**, and you post consolidation for a period that was already consolidated, the application creates full journals again. In this case, you have to reverse the original journals from the intermediate book. If the Transfer Intermediate process was already run, you have to reverse the original journals from the target book as well.
- The consolidation definition also determines whether the consolidation posts journals to a book, or to an output file for use in a remote parent. When the **Remote Parent** setting applies to the consolidation target book, the process generates a flat file in ASCII format. You can use the file to post the journals to a target book in a different Kinetic application database.

To run the process:

1. From the Overflow menu , select **Post**.
2. If want to save logs of the consolidation post process, select the **Enable** check box, then enter a file name in the **Log File Name** field, with the extension **.log**. You cannot enter a folder path.
3. In the **Consolidation Post Process** window that displays, Select **Process**. 

Importing Consolidation From Subsidiary

The **Import Consolidation from Subsidiary** app imports journals from a book in a different Epicor database. This app uses an output file that contains journals from the source book to create journals in the target book.

The import transfers subsidiary account balances to a consolidated chart of accounts (COA) for use in financial reports. Typically, the journals transfer balances from a source book owned by a subsidiary (child) company to a consolidated book owned by its parent company.

The consolidation process uses an output file to transfer data when the parent company runs on a different Epicor database than the subsidiary company. A consolidation definition can specify a target book on a remote parent in a different database. When you use the definition in Consolidate to Parent Entry, it results in the output of target journals to a flat file in ASCII format. After you import this file, you can post journals to the target book.

The Import Consolidation From Subsidiary app also defines the book which will update and post the journals in the imported file. Additionally, this app associates journal groups and codes with the imported journals. These values are used in journal entry and batch processing of the journals.

In this article, we will cover:

- [Importing a Consolidation](#)

Importing a Consolidation

Now try and import a consolidation.

1. From the main menu, navigate to **Financial Management > Multi-Site > General Operations > Import Consolidation From Subsidiary**.
2. To retrieve an existing record, in the **Generation ID** field, enter the ID number and select **Tab**.



You can also select **Search** , and select the record.

3. To create an import record, select **New** .



Kinetic generates a new entry Import ID number.

4. Use the **Description** field to identify the import record.
5. In the **Book ID** field, select the book to which the imported journals post.



Consolidation definitions specify a target COA used to create journals when the consolidation process creates an output file. Select a target book that uses the same COA.

6. In the **Fiscal Year** field, select fiscal calendar for the selected book to determine available fiscal years and periods.
7. In the **Period** field, select the period to which the imported journals post.
8. In the **Group ID** field, search for and select the group used in the last import.



Kinetic uses this identifier in batch processing of imported journals.

9. If necessary, specify or change the journal code using the **Journal** field.



Journal codes applied during posting can be used to group journals on reports and trackers.

10. If necessary, change the date in the **Apply Date** field.




The selected group ID determines the default. Posting errors might occur if journals apply to a closed period.

11. In the **Import File Name** field, search for and select the path of the import file.
12. Use the **Journal Header Description** field to describe a new import or change the description of an existing one.



This description supplies information for the user who next runs the import.

13. From the Overflow menu , select **Import**.

Running the Consolidated Year End Process

Run the **Consolidated Year End Process** to post consolidation balances for the current fiscal year and create opening consolidation balances for the next fiscal year.



Run the process after consolidation of the current fiscal year is complete and before you can start consolidating periods in the next year. Make sure you posted the last fiscal period in **Consolidate to Parent Entry**.




Run this process against all books used to generate consolidation journals. This ensures source and target books reflect the same opening balances.

Running this process:

- Zeros all income statement accounts.
- Calculates opening balances for balance sheet accounts.
- Uses the last period's exchange rate to calculate retained earnings.

To run the process:

1. From the main menu, go to **Financial Management > Multi-Site > Consolidated Year End**.
2. Select the **Source Book ID** of consolidation journals.
3. In the **Fiscal Year** field, enter or select the year to close.
4. Select **Process**. 

Reports

This section describes some key reports you use to review information about the General Ledger. You can run these reports whenever needed.

Generating the General Ledger Report

Generate the **General Ledger Report** to list financial information for a single account or a range of accounts accumulated during the specified period.


The **Selection** parameters include:

- **Fiscal Year** - The fiscal year used for the report. The current year displays by default.
- **Starting Fiscal Period** - Specifies the fiscal period that will end the report. All fiscal information from this period back to the Starting Fiscal Period will display on the report.
- **Ending Fiscal Period** - Specifies the fiscal period used to start the report. All fiscal information from this period forward to the Ending Fiscal Period will display on the report.
- **Print Details** - Indicates that all transaction details will be printed on the report
- **Print Statistical Data** - Select to indicate the report includes statistical data.
- **Book** - The main book identifier.
- **Sub-Total Level List** - Defines the list of natural accounts selected to display sub-totals only in the report.
- **Natural Account Range** - Select if you want to run the report for a range of natural accounts.
- **Account** - Select if you want to run the report for a single account. This may be useful for reviewing and reconciling journal details for control accounts which typically receive a lot of movement.
- **Detail Account** - Select for the report to display daily balances for the selected book.
- **Summary Account** - Select for the report to include total (summarized) balances for the selected book.
- **Full Account** - Select for the report to include both detailed and summary information for the selected book.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Print Report Details** - Select to indicate the report selection criteria print as an appendix.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > General Ledger**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the General Ledger Account Summary Report

Generate the **General Ledger Account Summary Report** to display and print financial information for accounts and/or periods you select.

The report is similar to the General Ledger Report. With the General Ledger Account Summary Report, you can structure the report by natural account sub-total levels. Sub-totals are produced based on natural account numbers. The report also provides the means of specifying whether you want transactions that have been matched or are still unmatched.



Use GL Transaction Matching to match debit and credit movements against a GL account.

The **Selection** parameters include:

- **Fiscal Year** - The fiscal year for the report.
- **Year Suffix** - The fiscal year suffix.
- **Starting Fiscal Period** - The beginning fiscal period for the report. If the selected books have the **Future Opening Balance** option set to **Update** by manual journal only and **Starting Fiscal Period** is 0, the system includes opening journals in the report.
- **Ending Fiscal Period** - The ending fiscal period for the report.
- **Print Details** - Select if you want the report to display detail information. Clear to skip printing the detail information.
- **Book** - The GL book for which transaction detail is being printed.
- **Grouping** - The grouping of GL transactions for the report. The valid selections include:
 - **Detail Account** - Prints complete account transaction detail.
 - **Summary Account** - Prints summarized account transaction detail.
 - **Full Account**
- **Matched Transactions** - Specifies if GL transactions matched in GL Transaction Matching should print on the report. The valid selections include:
 - **All** - Prints all transactions, both matched and unmatched.
 - **Matched Only** - Prints only those transactions that are matched in GL Transaction Mapping.
 - **Unmatched Only** - Prints only unmatched transactions.
 - **Open** - Prints all unmatched transactions (those that have not been matched in GL Transaction Mapping), plus any matched transactions with the matched date that is later than the close date.
- **Print matched Codes** - Select if you want the report to include assigned match codes.

- **Summary Level** - Displays the summary levels selected using the **Filter**.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.
After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Print Report Parameters** - Select so the report selection criteria print as an appendix to the report.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > General Ledger > Reports > General Ledger Account Summary**.
2. Select the report parameters.
3. Select **Print Preview**. 

Generating the Journal Listing Report

Run the **Journal Listing Report** to review a list of detailed journal entries. The report gives you insight of the transactions that are hitting the accounting books and you can review the real time transactional descriptions at the journal level.

For example, the report shows you descriptions of all the transactions performed on the 'Inventory' and 'WIP' and are included in the 'GL Journal' analysis of the 'Production Cost' and 'Cost of Sales'.



If required, you can limit the report to display either a selected fiscal period or a date range.

There are many transactions the system generates depending on what you process in Kinetic. For example, if you quantity adjust a part then the system generates the 'ADJ-QTY' transaction. Or, you complete manufacturing and receive the parts to your inventory. In this case, the system would generate the 'MFG-STK' transaction. In either case, parts hold costs irrespective of whether you receive them, quantity adjust them, produce them, issue them, and so on.

User: epicor	Epicor Education		Page: 1
Print Time : 11:46:48 am	G/L JOURNAL LISTING		Print Date : 5/25/2022
Transactions Dated From: (2022 / 5)			
Book: MAIN - Main Book Currency: USD - United States Dollar			
Journal:	IJ	Inventory Journal	
Date	Period	Account	Account Description
1	5/1/2022	2022/5	
		5007-00-20	COS Default - Labor-MAIN-G&A
		8960-00-20	Applied Labor-MAIN-G&A
			Labor Emp: 101 Indirect IDLE
			Labor Emp: 101 Indirect IDLE
			Journal Entry Total:
			12.67 12.67
2	5/1/2022	2022/5	
		5007-00-00	COS Default - Labor-MAIN-CORP
		8960-00-00	Applied Labor-MAIN-CORP
			Labor Emp: 250 Indirect CLEN
			Labor Emp: 250 Indirect CLEN
			Journal Entry Total:
			5.00 5.00
3	5/1/2022	2022/5	
		1290-00-00	Inventory - Finished Goods-MAIN-CORP
		2500-00-00	AP Clearing-MAIN-CORP
		1290-00-00	Inventory - Finished Goods-MAIN-CORP
		5850-00-00	Inventory Adjustments-MAIN-CORP
		5850-00-00	Inventory Adjustments-MAIN-CORP
		1290-00-00	Inventory - Finished Goods-MAIN-CORP
			PUR-STK Part:10K1 PO:4067/1/1
			PS:4067/1
			PUR-STK Part:10K1 PO:4067/1/1
			PS:4067/1
			ADJ-CST Part:10K1 Cost:674.120
			Reason:
			ADJ-CST Part:10K1 Cost:674.120
			Reason:
			ADJ-CST Part:10K1 Cost:-674.120
			Reason:
			ADJ-CST Part:10K1 Cost:-674.120
			Reason:
			Journal Entry Total:
			1,348.24 1,348.24
4	5/1/2022	2022/5	
		1233-00-00	WIP Fabricated - Burden-MAIN-CORP
		8961-00-30	Applied Mtl Burden-MAIN-MET
		1232-00-00	WIP Fabricated - Labor-MAIN-CORP
		8960-00-30	Applied Labor-MAIN-MET
			Labor Emp:900 Job:2152/1/30
			Labor Emp:900 Job:2152/1/30
			Labor Emp:900 Job:2152/1/30
			Labor Emp:900 Job:2152/1/30
			Journal Entry Total:
			500.00 500.00
			0.00 0.00
			200.00 200.00
			0.00 200.00



The report that includes 'Transactional Descriptions' doesn't display 'summarization'.

The list of transactions in Kinetic includes the following:

- 'ADJ-CST' - Adjustment to stock cost.
- 'ADJ-DRP' - Adjustments of any cost variances or discrepancies for drop-shipments.

- 'ADJ-MTL' - Adjustment to job cost material.
- 'ADJ-PUR' - Adjustment to purchase cost variance.
- 'ADJ-SUB' - Adjustment to job cost subcontract.
- 'ADJ-QTY' - Adjustment to stock quantity.
- 'AST-STK' - Asset costs to stock.
- 'DMR-ASM' - DMR to assembly.
- 'DMR-SUB' - DMR to subcontract.
- 'DMR-MTL' - DMR to material.
- 'DMR-REJ' - DMR to reject.
- 'DMR-STK' - DMR to stock.
- 'DRP-CUS' - Drop shipment to a customer.
- 'INS-DMR' - Inspection to DMR.
- 'INS-MTL' - Inspection to job material.
- 'INS-REJ' - Inspection to reject.
- 'INS-STK' - Inspection to stock.
- 'INS-SUB' - Inspection to subcontract.
- 'KIT-CUS' - Shipment of sales kit from stock to a customer.
- 'MFG-CUS' - Manufacturing receipt to customer.
- 'MFG-PLT' - Manufacturing receipt to site.
- 'MFG-STK' - Manufacturing receipt to stock.
- 'MFG-VAR' - Manufacturing variance.
- 'MFG-WIP' - Manufacturing receipt to job.
- 'MTL-INS' - Job material to inspection.
- 'MFG-SRV' - Repair of returned good sold previously.
- 'PLT-ASM' - Site to assembly.
- 'PLT-MTL' - Site to material.
- 'PLT-STK' - Site to stock.
- 'PUR-DRP' - Purchase receipt to drop-shipment.
- 'PUR-INS' - Purchase receipt to Inspection.
- 'PUR-MTL' - Purchase receipt to job material.
- 'PUR-STK' - Purchase receipt of Buy To Order (BTO) parts to stock.
- 'PUR-SUB' - Purchase receipt to subcontract.
- 'PUR-UKN' - Purchase receipt of BTO parts to unknown.
- 'STK-ASM' - Stock to assembly.

- 'STK-AST' - Stock to asset.
- 'STK-CUS' - Shipment from stock to a customer.
- 'STK-INS' - Stock to inspection.
- 'STK-KIT' - Receipt of component kit part to parent kit part.
- 'STK-MTL' - Stock to job material.
- 'STK-PLT' - Stock to site.
- 'STK-STK' - Stock to stock transfer.
- 'STK-UKN' - Stock to unknown.
- 'SVG-STK' - Salvage material receipt to stock.
- 'UKN-CUS' - Shipment of Buy To Order non-quantity bearing parts to a customer.

If you don't need the transactional descriptions in the report then you can inactivate them. In such a case, the report would show a 'Period Posting Process' as a description of all the transactions performed on the 'Inventory' and 'WIP'. See the example below.

Journal:		IJ	Inventory Journal		
	Date	Period	Account	Account Description	Transaction Description
6	6/1/2021	2021/6	1310-01-00	Purchased Parts-MEX-Corp	Periodic Posting Process
			5900-01-00	inventory Variance-MEX-Corp	Periodic Posting Process
7	6/14/2021	2021/6	1100-99-00	AR Clearing	Journal Entry Total:
			5000-01-00	COGS-MEX-Corp	Periodic Posting Process
LN: 10			1300-01-00	Plates-MEX-Corp	Periodic Posting Process
					Journal Entry Total:



To inactivate the transactional description:

- You must first create a new 'Draft' revision.
- Next, you change the 'Function' to 'False'.
- Finally, you must set the revision to 'Active'.

Steps below show you where to navigate using the 'GL Transaction Type' app.

To inactivate the transactional descriptions:

1. Open the **GL Transaction Type** app.

The app displays the **GL Transaction Type** card by default.

2. On the **GL Transaction Type** card, in the grid, click on the **COSAndWIP** link.

Description
Books bank adjustment transaction
Books Bank Funds Transfer transaction.
Bank Reconciliation
This type posts Cancellation Invoice that reverses a posted AR Invoice.
Cash Receipt Adjustment. This transaction type is used for standard review journal features for Cash Receipts.
Complete Storno. This is dummy transaction type. It needs for using standard Review Journal feature.
Inventory, COS and WIP transactionsCreated from PartTran, Labor Details, and A/R Invoice Details.
The transaction type recognizes expenses according to the Amortization Schedule

You can also search for and select the record using the 'GL Transaction Type' field.



- Extended Descriptions** option.

- field.

- transactional descriptions for the 'COS' and port.

- If you want the 'Journal Listing' report to show the old generic description for 'COS' and 'WIP' transactions, then you need to set that function 'False'.

The screenshot shows the 'Function Detail' form. At the top, there are buttons for 'Check Syntax' and 'Edit Function Phrase'. The 'Function' dropdown is set to 'Use Extended Descriptions'. The 'Description' field contains the text 'Flag to determine whether Extended Descriptions are used'. The 'Source Doc Line' dropdown is set to 'Return Logical'. The 'Version' field is '1' and the 'Patch Version' field is '0'. Below these fields is a 'Function Text' section. At the bottom, there are buttons for 'Add', 'Insert', and 'Delete'. The 'Operation' radio button is selected. The 'Container' dropdown is set to 'Result'. The 'Formula' dropdown is highlighted with a red box and is set to 'True'.

6. If you change the formula to **False**, select **Save**. 
7. To modify the descriptions, change the **Function Text** for the selected function and finally select **Save**. 

The screenshot shows the 'Function Detail' form. The 'Function' dropdown is set to 'Determine Manufacturing Variance Account For Given Context and Plant Division'. The 'Description' field contains the text 'Determine Manufacturing Variance Account For Given Context and Plant Division'. The 'Source Doc Line' dropdown is set to 'Account.Master'. The 'Version' field is '3' and the 'Patch Version' field is '0'. The 'Function Text' section is highlighted with a red box and contains the following text:

Temp Account= Get Account From COSAndWIP--PartTran--Job Product Group--GL Control For Current Book AND Given Context

> If Temp Account is Available

Comment: If Variance Account is still not defined get account from Inventory COS and WIP

Temp Account= Get Account From COSAndWIP--Company--Inventory COS And WIP GL Control For Current Book AND Given Context

> If Temp Account is Available
 At the bottom, there are buttons for 'Add', 'Insert', and 'Delete'. The 'Operation' radio button is selected. The 'Container' dropdown is set to 'Temp Account'. The 'Formula' dropdown is set to 'Get Account From COSAndWIP--PartTran--Job Product Group--GL Control For Current Book AND Given Context'.

1. Open the **Journal Listing** app.

The screenshot shows the 'Journal Listing' app interface. At the top, there's a header with 'Epicor System Admin', 'English/United States', and 'Epicor Education'. Below the header is a sidebar with icons for home, search, and a grid of app icons. The main content area is titled 'Journal Listing' and contains an 'Options' section. In the 'Options' section, there's a 'Book' dropdown menu set to 'Main Book'. Below that is the 'Selection Method' section with two radio buttons: 'By Fiscal Period' (selected) and 'By Date Range'. Further down are fields for 'Fiscal Year' (set to '2022') and 'Fiscal Period' (set to '10'). To the right of these is a 'Fiscal Suffix' field. Below the fiscal fields are 'Start' and 'End' date fields, both set to '10/1/2022' and '10/31/2022' respectively, with 'Dynamic' checkboxes next to them. At the bottom, there are four checkboxes: 'Show Statistical Data' (checked), 'Show Additional Description' (unchecked), 'Multi-Company Journals Only' (unchecked), and 'Show External Company Details' (unchecked). Below the last checkbox is an 'External Company' dropdown menu set to '<ALL>'. The interface is clean and modern with a light blue and white color scheme.

2. In the **Book** field, select a book record you want to include in the report.
3. Define the time frame included in the report. You can select the **By Fiscal Period** or **By Date Range** options.
4. In the **Fiscal Year** field, specify the fiscal year of the journal listing.

This field is only enabled if you selected **By Fiscal Period**.

5. Specify the **Fiscal Period** and **Fiscal Suffix** you want to include in the report.
6. Enter the **Start** and **End** dates of the transactions you want to display on the report.
7. Select the **Dynamic** check box to run the report by a dynamic option rather than by a specific date.

If you select this check box, you should also select a schedule in the 'Schedule' field that works with the option you chose in the date field, and then select the 'Recurring' check box located next to the 'Schedule' field.

8. If you want the report to display statistical data, select the **Show Statistical Data** check box.
9. If you want the report to display an additional description in the header, select the **Show Additional Description** check box.



This check box only applies to posted 'AP Invoices' and manual 'GL Journals'. For example, if the transaction relates to an AP invoice then the Transaction Description would also show an additional description that includes the invoice number together with a line number and its description. Or, if the transaction is for a miscellaneous charge, then the 'Transaction Description' would display an invoice number together with the miscellaneous charge description. Manual Journals would display both the journal header description and the journal line description.

10. Select the **Multi-Company Journals Only** check box to indicate that only journals used by multiple are included in the report.
11. Select the **Show External Company Details** check box if you want the report to display information about the external company.
12. Expand the **Filter** card if you want to filter by a specific journal.
13. Expand the **Advanced** card to define the report format, schedule, style, and archive period.

If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.


Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.

14. Select the **Recurring** check box if needed to indicate that the report should run on a repeating basis. This check box is available only if you select a schedule other than **Now**.
15. You can also enter a **User Description** for the specific report run.

The entered description displays in the 'System Monitor'.

Generating the Consolidation Report

Generate the **Consolidation Report** to review consolidation journals prior to posting them. The report includes information about journal accounts, balances, and movements in the source book and the target book. With this information, you can determine whether to adjust consolidation journals prior to posting them.

You can run this report from the Overflow menu  in **Consolidate to Parent Entry** after you generate journals in the Intermediate book or access this report from the main menu, for example, to view historic consolidations.

The report displays the last (or only) period of the selected consolidation, with cumulative amounts for the last period. If you need to reprint a previous period, select the appropriate previous consolidation that ended at that period.

The report includes a list of the consolidation IDs that contributed to the period, with the following data:

- Consolidation ID
- Consolidation ID Description
- Posted Date/Time
- Posted By User

The **Selection** parameters include:

- **Consolidation ID** - Search for and select or enter the consolidation ID for which you want to run the report.
- **Output Format** - Select the format for report output.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Multi-Site > General Operations > Consolidate to Parent**. Select a record and then select **Print Report** from the Overflow menu



or

Go to **Financial Management > Multi-Site > Reports > Consolidation Report**.

2. Select the report parameters.
3. Select **Print Preview**. 