Kinetic Multi-Site Company Setup Technical Reference Guide

Version 2025.1

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Table of Contents

Introduction

Purpose of This Guide

The Multi-Site Technical Reference Guide explores the entire multi-site functionality suite. Use this guide to learn how to install, set up, and run all the multi-company processes available with Kinetic, set up a new company and how to use primary and process components to set up the multi-site functionality in Kinetic.

The Multi-Site Management license contains a wide range of processes which your large organization can leverage to improve the flow of data between parent and subsidiary companies. You can use this module to create global records, ensuring a uniform set of data is available within all your companies. You can set up central payments and consolidated purchases to coordinate these processes throughout the organization. Each company can also contain multiple financial books, and the multi-company consolidation process can combine the financial results for each period into a target book in a parent company.

This guide contains complete information on how you set up and then run these processes on a regular basis. It also contains troubleshooting tips which can help you correct any issues which may occur. Leverage this functionality to maximize your return on investment with Kinetic.

Intended Audience

This guide is for individuals within your organization responsible or partially responsible for setting up the multi-site data flow between companies. It is also intended for financial users responsible for running the multi-company processes.

How It Is Organized

The first sections of this guide primarily explain how to set up the multi-site functionality. The middle section describes each multi-site process in detail the primary components, and the last section documents the primary and process components utilized in this suite of functionality.

The following are the main sections of this guide:

- **Multi-Site Concepts** -- Documents the primary functionality of your multi-site environment. Review these topics to learn the basic fundamentals of these features.
- **Multi-Site Functionality Setup** -- Documents how you configure the multi-site functionality to run within Kinetic. You need to follow these steps on each Epicor workstation.
- **New Company Setup** -- Documents the various maintenance records you need to define in order to create a multi-company environment.

- **Multi-Site Processes** -- This section documents the processes themselves -- detailing what they do and the steps you follow in order to run them.
- **Primary Components** -- Describes the primary components you use to set up the multi-site functionality. Items like books, exchange rates, GL controls, and sites are described in this section.
- **Process Components** -- Details the process components you use to set up the multi-site functionality. Items like consolidation types, external companies, and global tables are described in this section.
- **Multi-Site Functionality in Action** -- This section contains case studies which demonstrate various multi-site functions in action. Use this section as a guide to help you implement these functions into the workflow of your organization.

Multi Site Concepts

This section of the guide documents the primary functionality of your multi-company/multi-site environment. Review these topics to learn the basic fundamentals of these features.

The multi-site functionality encompasses the features which share data across different areas within your organization. You will implement this functionality to match the internal structure and needs of your organization. Leverage these features to share global master records like charts of accounts (COAs), customers, parts, and suppliers, coordinate purchasing between your divisions, consolidate financial data, and other internal data sharing activities. Implement the features that you need to coordinate the diverse activities of your entire organization.

This functionality has essentially three levels of database interaction:

1. **Multi-Company (Service Bus)** -- In order for Multi-Company to be transfer data between two companies on separate databases, you MUST install Microsoft© Azure Service Bus. Service Bus is the repository through which XML messages are sent and received between companies.
2. **Multi-Company Direct** -- When two companies reside in the same database, Service Bus is not required. Using the direct method of transfer, XML messages sent and received between companies are held in memory. Direct is the preferred transfer method when companies reside in the same database.
3. **Multi-Site** -- A multi-site environment consists of separate site (manufacturing facility) records maintained within a single company. Use this functionality when you have multiple production centers within a company; each site record defines the costing methods, inventory quantities, and scheduling parameters it requires to produce parts.

In some real-life setups, an organization may comprise a combination of multiple companies on one database, as well as other companies on separate databases. In this case, it is normal to run Multi-Company (Service Bus) between the companies in separate databases, and Multi-Company Direct between the companies within the same database.

The rest of the topics in this section are intended to be a starting point for your multi-company implementation. The first topics describe what considerations you need to make during the planning stage. The rest of these topics describe the overall multi-company functionality available. It contains tips on how you can visualize the various companies and sites within your organization on the interface. It also details some key multi-site functionality you will most likely use.

Multi-Site Features

The multi-company/multi-site functionality contains a suite of features designed to fit the unique needs of your organization. This topic provides you with an overview of the entire suite of available multi-site functionality.

Global Records

You can indicate that you want specific master records shared across your multi-company environment. These master records, called global records, are then synchronized across the database, ensuring that the same data is used on invoices, sales orders, packing slips, and other entry records.

You do this by indicating that a master record is a global (parent) record. Other child companies within your database can then link to this global record. When an update is entered on the global record, it automatically updates within all the child companies which link to it.

Master records you can define as global:

- **Chart of Accounts**(including segment values and GL accounts)
- **Customers**
- **Suppliers**
- **Parts**
- **Currencies** (**Note:** Only the initial record can be linked; after this, each currency record must be updated independently)
- **Currency Rate Types**
- **Multi-Company GL Accounts** (for the purposes of multi-company journals, allocations)

Global Customer Credit

Use the Global Customer Credit functionality to create and enforce a credit limit for a specific customer for all companies within your organization.

You can apply credit limits for global customer records. As AR invoices are created against the global customer record, the amount on each AR invoice is subtracted from the available amount; as payments are received, these amounts are added to the credit amount. If at any point, the credit limit reaches zero or lower, the customer record is placed on credit hold. Whenever a user tries to create a new sales order for the global customer, a credit hold warning message displays and the user cannot create the sales order.

Inter-Company Purchase Orders

You can create Inter-Company Purchase Orders (ICPOs) and suggestions between multiple companies within your database. You do this by setting up your companies as customer and supplier records and then linking them through external company records.

AP Invoice Automation

You can automate creating AP invoices for an inter-company trading transaction. An AP invoice is automatically created for the purchasing company and an AR invoice is automatically created for the selling company.

Consolidated Purchasing

Consolidated purchasing centralizes purchasing and AP functions across multiple companies. Use this functionality to define a company and the central purchasing, or parent company. Then define the other receiving, or child, companies who will receive purchase order releases from the parent company.

When the child companies receive the purchased parts, they create a receipt record. This record is sent to the central purchasing company, which generates an AP invoice for the receipt. This AP invoice is then sent to the various receiving companies for payment.

Central AP Invoice Payments

Your organization can use the **Central AP Invoice Payment** functionality to pay for subsidiary AP invoices at the corporate (parent) level.

The corporate parent then has greater control over the AP process throughout your organization, as all AP invoices flow through the main (parent) company.

Multi-Company Journals, Multi-Company Allocations, and AP Allocations

Use the Multi-Company Journals, Multi-Company Allocations, and AP Allocations functionality to distribute amounts from a parent company to one or more subsidiary (child) companies.

You can set up multi-company journals to distribute amounts from a GL journal in the parent company to specific journals within one or more child companies. You do this by setting up multi-company GL accounts and then GL account allocations. You then distribute these allocations during the posting process.

Multi-Company Consolidation

The Multi-Company Consolidation Process pulls together, or consolidates, the fiscal books of one or more child companies within a parent company. You can design this process to match the internal structure of your organization. The consolidation relationship can be a single child company to a single parent company, or multiple child companies to a single parent company, or a multiple child companies to multiple parent companies.

This flexibility gives you the power to set up your financial system to meet the legal requirements of other localities in which you do business, as well as keep your organization's financial reporting both current and accurate.

Multi-Company Dashboards

Create multi-company dashboards which can review data from multiple companies through global business activity queries. Use these dashboards to review the data you need to see within another

company. You can create custom views, or business activity queries (BAQs), of the data, export these BAQs, and then display then with a custom dashboard.

Multi-Company Configurator

Kinetic provides several sophisticated functions that allow you to manage configured parts in a multi-company enterprise. These functions automate business situations in which a Sales company configures and sells products that are designed and manufactured in another company.

These companies can be located within the same database, or can be located in separate external databases. This is a typical business scenario that can be automated using the multi-company configuration functions:

- A multi-national enterprise based in the United States has several domestic and foreign Sales companies, and one or more domestic or foreign Manufacturing companies.
- The enterprise sells configured items that are designated as manufactured parts in the Manufacturing companies, and designated as purchased parts in the Sales companies.
- The enterprise maintains the configurations in one of the Manufacturing companies; these defined configurations are then used by the Sales companies when they receive customer orders for the items.
- The Manufacturing company then builds configured products based on the configuration sales information received from the Sales company for the ordered item, and the manufacturing (method) rules that have been defined in, and reside only in the Manufacturing company database.

Refer to the Configurator Technical Reference Guide for detailed information.

Process Flow Overview

The Multi-Company Direct Server Process sends and receives inter-company information, from one company to another company. The process is similar to the Multi-Company Server Process, except the direct process holds the XML message for transfer between companies in memory, rather than transferring the message by Microsoft© Azure Service Bus.

To establish a regular transfer of data, attach the process to an **Interval** type schedule in System Agent Maintenance, and select the **Recurring** check box. Once this interval schedule is activated, the process transfers multi-company records as needed between companies.

Alternatively, you can attach the process to a **Continuous Processing** schedule, as part of the Startup Task Schedule. However, an Interval schedule is usually the preferred method, in order to regulate the processing burden.

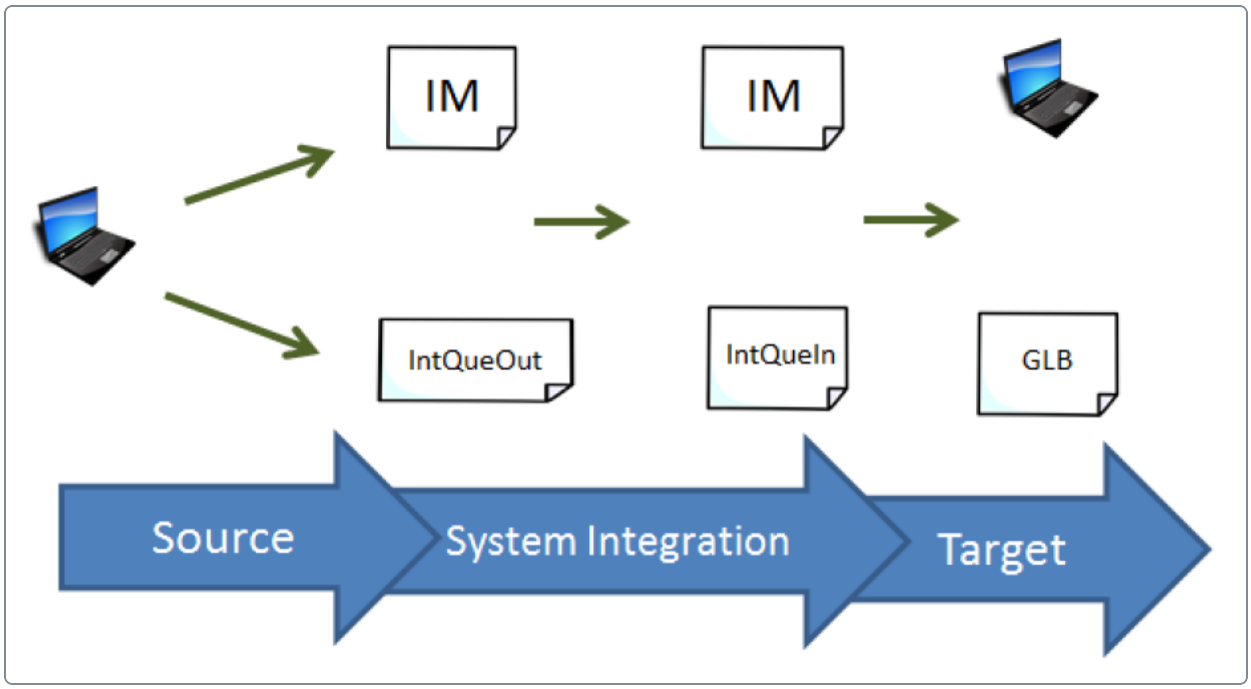
Each time the multi-company process runs, a maximum of 1,000 records can transfer. Therefore, if there are more than 1,000 records, the transfer will take place over multiple instances of the process.

Example: The Multi-Company Direct Server Process is attached to an Interval schedule, with a 5 minute interval. 1,435 records await transfer. 1,000 records transfer the next time the process runs. The remaining 435 records transfer when the process next runs - 5 minutes later.

In order to accomplish the transfer of records, the process uses certain database tables: Source, IM, Queue Out, Queue In, Global, Target. The following table illustrates the tables involved in one example - the transfer of a global Part record:

Source:	ERP.Part (in Source Company)
IM:	IM.IMPart
Queue Out:	Ice.IntQueOut
Queue In:	Ice.IntQueIn
Global:	ERP.GlbPart
Target:	ERP.Part (in Target Company)

The following diagram gives a simple overview of the multi-company process.



Processing

In the Source (sending) company:

- IntQueOut - Outbound Queue Processor - holds a list of tasks for the Multi-Company (Direct) Server Process, with links to IM records.

- IM tables where IncomingOutgoing = "O" contain rows which are outbound copies of their non-IM table equivalent (i.e. IM.IMPart contains copies of rows in Erp.Part).

These tables are filled on add/update/delete events of source data, or by other events, for example, post consolidation to target company.

In the Target (receiving) company:

- IntQueIn - Inbound Queue Processor - holds a list of tasks for the Multi-Company (Direct) Server Process, with links to IM records.
- IM tables where IncomingOutgoing = "I" contain rows which are inbound copies of their non-IM table equivalent (i.e. IM.IMPart contains copies of rows in Erp.Part).
- Translations in External Company Maintenance allow the translation or initialization of a value in an inbound message. For example, if the Terms Code for Net 30 in company A is 30, but the Terms Code for Net 30 is 'N30' in company B, this translation can be setup in the inbound company.
- Integrated Table Workbench exists to view inbound messages that have been received, but have not made it all the way into the database because they have failed a validation. For example, if you have a difference in Terms Code between two companies, but do not have a translation setup properly, a validation will stop a Customer from coming into the company without a proper Terms Code.
- Glb tables contain rows which are copies of their non-Glb table equivalent from the global parent company (i.e. Erp.GlbPart in a child company contains copies of rows in Erp.Part from a parent company).

These tables are filled on receiving data. You can review them in the Integrated Table Workbench app.

Multiple Companies or Multiple Sites

Before you begin implementing the Multi-Site license functionality, you must consider how you should best leverage this functionality within your organization. Does your company need to be set up with a series of separate companies, separate sites, or a combination of both companies and sites?

Companies and sites represent different types of business activity. **Companies** identify the top levels of financial activity across the organization. You should create separate companies to identify the different divisions which make up your organizational structure. Typically you set up companies to define various child profit center companies and a main parent company. Each company can have its own set of fiscal calendars, currencies, and financial books. The companies can then post financial transactions in their main currency using a unique fiscal calendar, but then convert these amounts using different currencies and fiscal calendars in separate books. At a minimum, each child company contains at least a main book and a consolidation book. The parent company then contains the primary book for the organization and all the child companies can consolidate their financial results into it -- using their consolidation books to convert the final values using the organization's base currency.

Example: One profit center in your company manufactures pencils in Canada and another profit center manufactures markers in China. In order to better compare the income received from pencils and markers, and to handle the currency conversion between them, you set up these profit centers as separate companies within the Kinetic. In order to consolidate the financial results from both companies, you create a third parent company. You can then consolidate the results from each child company into the main book within the parent company.

You create new companies by using the **Epicor Administration Console**. This app sets up the primary company values within the database; the next time you launch Kinetic, the new company displays as a separate node on the Main Menu. When you expand the node, a separate set of modules are also available. These modules are the same as the modules available within the original company installed with Kinetic. The modules which are available depend on the licenses your organization purchases from Epicor.

To create new companies, the cloud customers need to contact the Epicor Cloud Operations team.

Tip: By default, Kinetic installs with one company, but you can create more companies as required. For more information on creating and setting up a new company, review the New Company Setup section.

Sites identify various areas of production within a company. They primarily define how a manufacturing center schedules the jobs for the various products produced by a company. Each site manufactures a specific series of products. Because of this, the site defines the overall scheduling parameters, like the Production Calendar and the Production Prep Time, used for these products. They also define how inventory is controlled between the sites and the parts are costed through the available costing methods. By default, each company has one main site, but others can be added as needed.

Example: Your company manufactures pencils. One site shapes the wood required for each pencil, drills the hole for the lead, and then packs the lead inside each pencil. Another site manufactures the erasers for the ends of each pencil. Then a third site attaches the erasers to each pencil body. In order to define the production schedules, costing methods, and inventory processes, you create the WOOD, ERASER, and ASSBLY sites.

You create sites through two maintenance apps. You enter the primary site record through **Site Maintenance**. Use this app to define the various planning, costing, and transfer parameters required for the site. You then further define how each site interacts with various modules and its various warehouses within **Site Configuration Control**.

Tip: The New Company Setup section describes how you add and configure new sites within your company. Both Site Maintenance and Site Configuration Control are discussed later within the Primary Components section.

Before you begin implementing the multi-site functionality, determine the various business areas within your organization. Can you better track this area of the business through a site or a company? Once you decide on the company and site structure your organization requires, create a flow chart to clarify how these various areas of the organization will interact with each other. Once this flow chart is complete, you can begin implementing this structure within a test environment to ensure this multi-site structure plan will work.

Global Data Structure

When you determine the companies and sites you need in your multi-site environment, you next must decide what records you need to set up and share across the various companies and sites. After you define these records, you are ready to begin implementing this structure in your database.

The records you will enter depend upon the locations in which you conduct business and the overall financial reporting structure within your organization. Are you primarily a manufacturing organization which builds parts in different countries? Are you a complex organization with several profit centers for items like financial services, support, and direct product sales, and each of these profit centers have separate international locations? Do you have separate divisions you need to consolidate within a larger branch division, and in turn these larger divisions need to consolidate within the parent organization? Depending upon these needs, you will structure and enter records required to handle the day to day business and quarterly/annual reporting needs of your multi-site environment.

Consider the kinds of records you need to define. Some primary questions you can ask include:

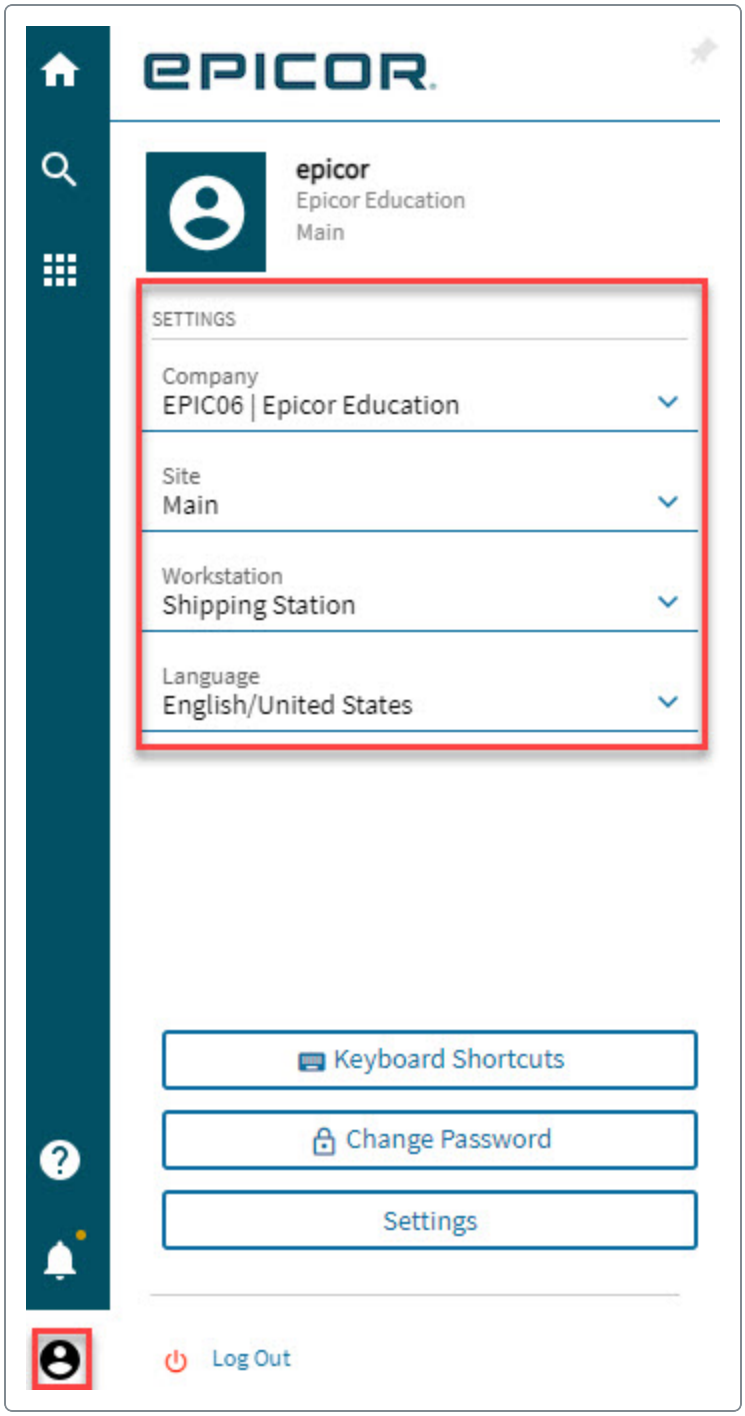
- In how many currencies does your organization conduct business?
- What primary master records, like customers, suppliers, and parts, do I need to share across companies?
- What different chart of accounts structures do you need to satisfy the legal requirements in different countries?
- How many financial books need to be created for posting general ledger transactions and consolidating general ledgers across multiple companies?

The needs of your multi-site environment determine the records you enter, as well as which global records need to be linked between companies. Your setup process depends on the records you identify as being required across part or all of your organization.

Each company or site will contain an identical set of modules to ensure that Kinetic contains identical functionality throughout your organization. Be sure to review the suites of modules available from Epicor and purchase the licenses you need to install and activate these modules. Once you have determined which modules you need, install Kinetic. You are then ready to begin setting up the multi-site environment for your organization.

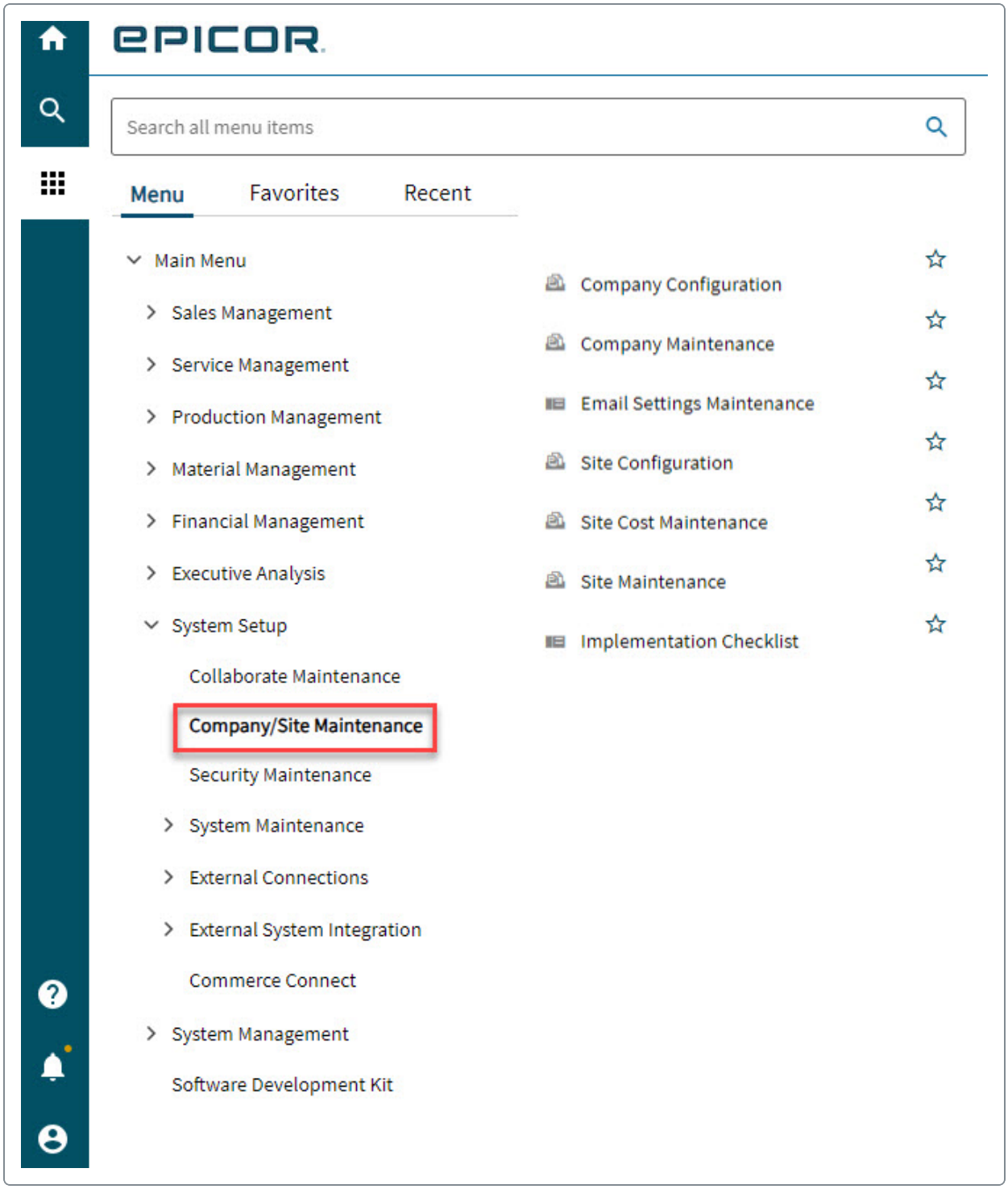
User Menu Navigation

The User Menu contains some additional features in a multi-company environment. It displays all of the companies and their multiple sites through the drop down option. Use the drop down option to navigate around the various companies and sites defined within your organization.

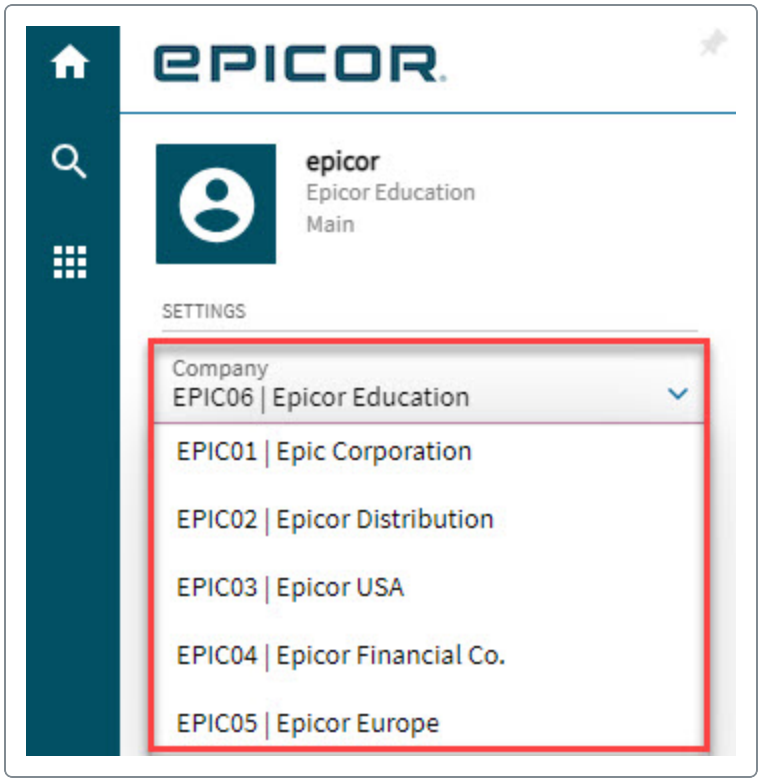


Once your organization purchases a multi-site license, you can begin adding the companies and sites you need. You can add the additional companies you need within each database. In turn, you can also add additional sites as you need within each company.

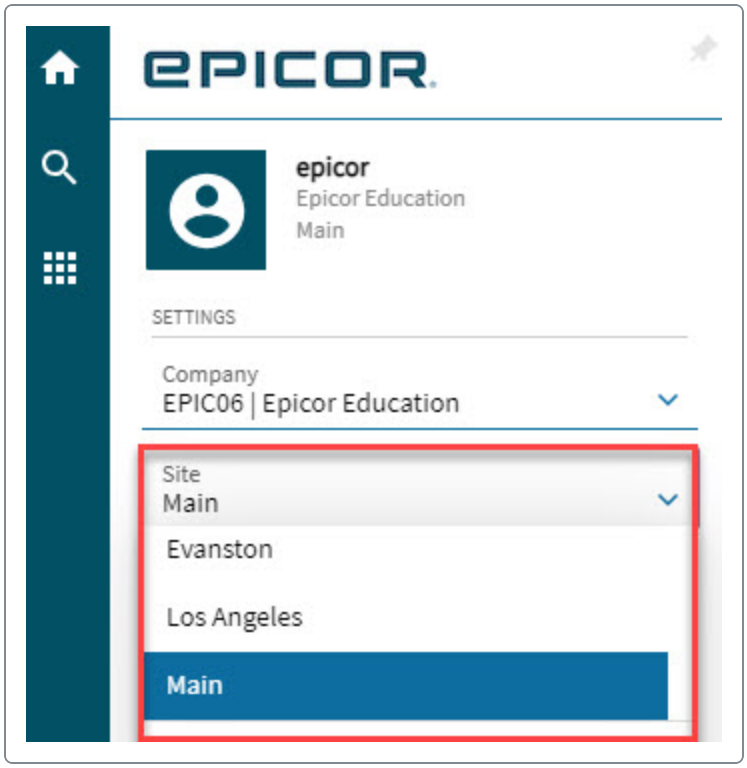
The following screen capture illustrates how the multi-company environment displays on the Main Menu:



The various companies within this organization are available in the **Company** drop down. Such as, Epicor Corporation, Epicor Distribution, and so on.



If you need, you can also create multiple sites within each company. These sites are available in **Sites** drop down. In the example above, notice the main Epicor Education company contains the sites -- Evanston, Los Angeles, and Main.



You can launch the same app within multiple companies or sites (for example, AP Invoice Entry), and separate instances of this app display on your screen. The values you enter in each company or site are typically unique. You can, however, indicate that some maintenance (or master) records are shared across the organization. These **global** records can then link across companies and sites; these links all connect to a parent record. If you require, you can make a change in the parent instance of a global record, and the changes update all of its linked instances in other companies and sites.

Key Multi-Company apps

You set up the multi-company environment within each company or site using the External System Integration setup apps. You can also correct issues which occur using the Integrated Table Workbench.

This topic briefly describes each app. More details about each multi-company app are described in later sections of this guide.

External System Maintenance

Use External System Maintenance to define the external system and any connection information required. This app is the first setup app you use within a company or site to begin setting up the multi-company functionality.

If your environment will move data between companies and sites within the same database, you create an external system that uses a DIRECT transfer method. However to move data between companies and sites in a multi-site environment, you must set up an external system which uses the Microsoft® Azure Service Bus. You then indicate what data the external system can receive from other companies and sites in the external database(s).

If you are using the Service Bus external system, enter connection details in the Service Bus Connection fields.

For more info on Microsoft® Azure Service Bus, review the available Microsoft® Documentation found at:

https://msdn.microsoft.com/en-us/library/dn282144.aspx

Menu Path: System Setup > External System Integration > Setup > External System Maintenance

External Company Maintenance

Use External Company Maintenance to establish relationships with other companies within the database and external applications such as Supplier Connect.

Before you can set up companies within External Company Maintenance, you first indicate which external system you use to interact with the external company (for example Multi-Company Direct, or Multi-Company). Then you must create an external company record within this app for each company with which you want the current company to interact.

Another key feature within this app is the Translations sheet. Use this sheet to correct situations where the field structure does not match between global records. You match a field that exists in the external company record with an equivalent field within the current company. These matches, or translations, then display on the Translations List for review, and if needed, editing. Data between these two fields is synchronized so that the global record updates the linked child record as expected.

Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

This app is not available in Classic Web Access.

External Company Configuration

Use External Company Configuration to define the specific types of interactions you want to occur between the two companies -- like sending customer data, supplier data, PO suggestions, and so on for each record. You also set up the Inter-Company Trading functionality in this app, defining the suppliers and customers involved in this trading relationship.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

Global Table Maintenance

Use Global Table Maintenance to specify which fields update when global records are pulled into your current company. Use this app to define which global fields are linked to records within child companies when you integrate data from a company which contains the parent global records.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Accounts Payable > Setup > Global Table
- Financial Management > Accounts Receivable > Setup > Global Table
- System Setup > External System Integration > Setup > Global Table

Integrated Tables Workbench

Use the Integrated Table Workbench to manually correct records coming into the system from external integration systems. Records which display in this workbench contain errors which need to be corrected.

This app is a key tool for resolving minor issues as they occur when multiple records move between companies.

Menu Path

Navigate to this app from the Main Menu:

- System Setup > External System Integration > General Operations > Integrated Table Workbench

This app is not available in Epicor Web Access.

Personalization Tips

Because you can have instances of the same app open across companies and sites at the same time, it can get confusing to remember which app is open for which company or site. You can personalize the status bar on each app to clarify both the company and the site from which the app was launched.

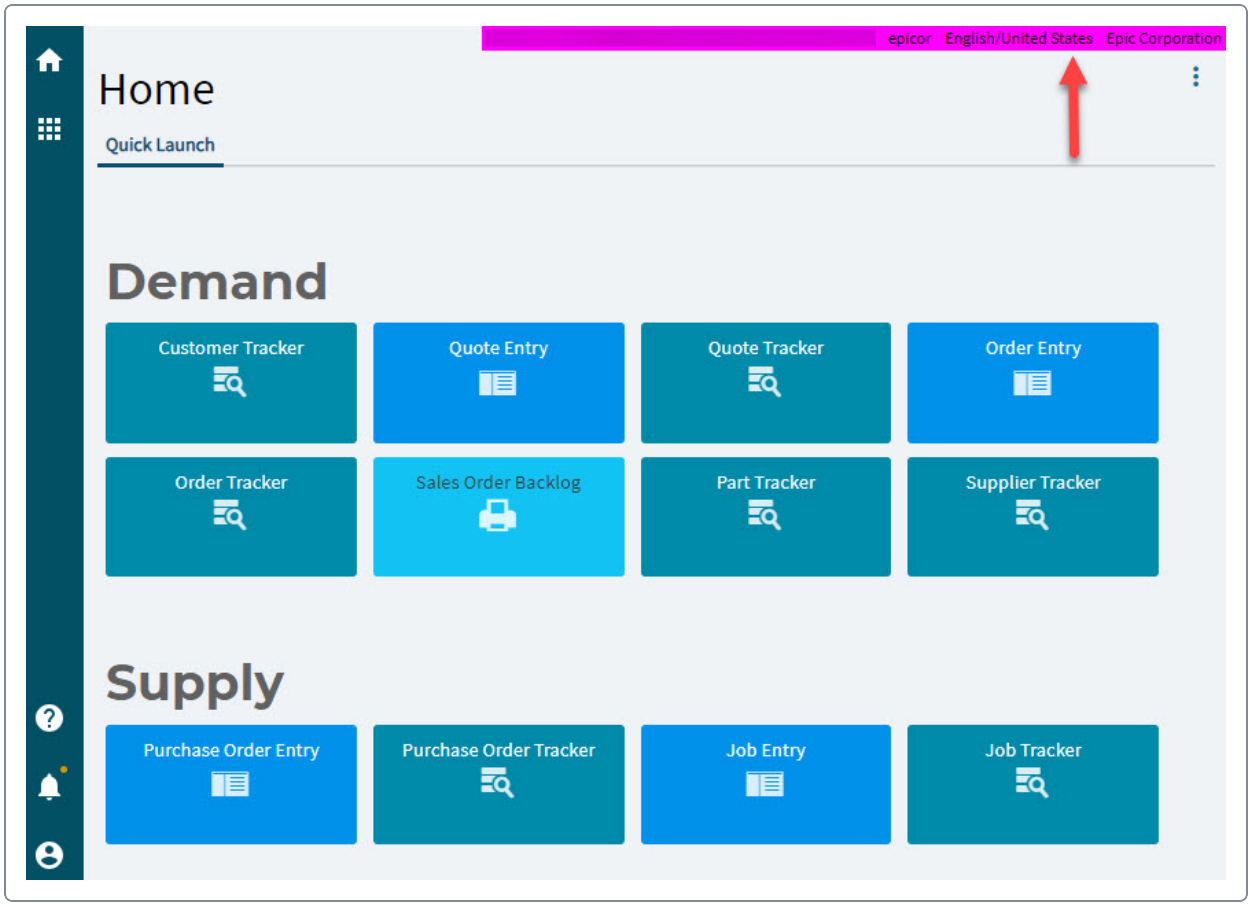
To do this you activate some functionality on the **Options** window. This window defines options across all the apps contained within a company or site. Once you define the options you need, all the apps you launch within this company or site reflect this change.

Activate Context Bar Options

You can display both the current company and site on the context bar. This bar is located at the top of each window.

1. Select the User menu from the Kinetic Home Page.
2. The user menu provides you with the options to change the company, site, language and workstation

   Notice that the context bar displays the company and/or the site.



Defining General Settings for the Company

Let us define general settings for the company like name, default address, UI Options and logo.

1. From the main menu, go to **System Setup > Company/Site Maintenance > Company Maintenance**.

2. In the **Company**, **Product** and **Edition** fields, review the identifier for the current company, the application (typically Epicor or ICE) and version IDs that the system administrator defined while creating the company in the Administration Console.

3. Enter the **Name**, **Address**, **City**, **State/Prov**, **Postal Code**, and **Country** information for the current company.

   > The **Country** you enter here determines default values such as currency, language, tax region, ship via, and printed address format for new customers and suppliers. Kinetic also uses the Country value for VAT reporting.

4. Enter the primary **Phone** and **Fax** numbers for this company.

5. Select the **Time Zone** for your company. If you don't set any time zone, Kinetic will use the application server time zone.

6. In the **Nomenclature** field, select the nomenclature language strings to apply to Kinetic interface for the current company. This field activates when at least one nomenclature license module is enabled on your application server - for example, **Food and Beverage** or **Pharma**.

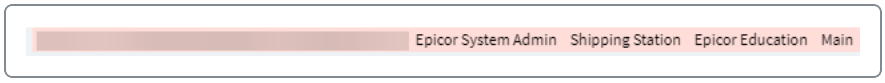
   > You can apply only one nomenclature to a company. Nomenclature language files are available for base English.

7. If you want to track all the transactions users perform within the company, select the **System Activities** check box. These transactions display on a system log. This feature is useful for tracking issues.

8. Personalizations are interface changes users can make to match Kinetic to their specific needs. If you wish to track the personalizations made within the current company, select the **Personalization** check box.

9. In the **Company Color** field, define the color for the current company.

   You see this color as the background of the Context Indicator. You can see the Context Indicator in the top right corner of all Kinetic apps and the Home Page. It displays the information on the current installation, company, and site.

   You can define background colors for the Context Indicator in Company Maintenance (Company/Site ID), Site Maintenance (Company/Site ID), and Epicor Administration Console (Installation ID). The background colors display on the Context Indicator according to the

following logic:

Installation Color	Company Color	Site Color	Context Indicator - Company/Site ID section	Context Indicator - Installation ID section
Defined	Defined	Defined	Site Color	Installation Color
Defined	Defined	Not defined	Company Color	Installation Color
Defined	Not defined	Defined	Site Color	Installation Color
Defined	Not defined	Not defined	Installation Color	Installation Color
Not defined	Defined	Defined	Site Color	Site Color
Not defined	Defined	Not defined	Company Color	Company Color
Not defined	Not defined	Not defined	Default (No Color)	Default (No Color)
Not defined	Not defined	Defined	Site Color	Site Color

10. From the **Home Page Layout** drop-down, select a default layout for the current company. When new users log in, this default company Home Page layout displays. If users make modifications to this layout, they can always restore it to the default layout you defined here.

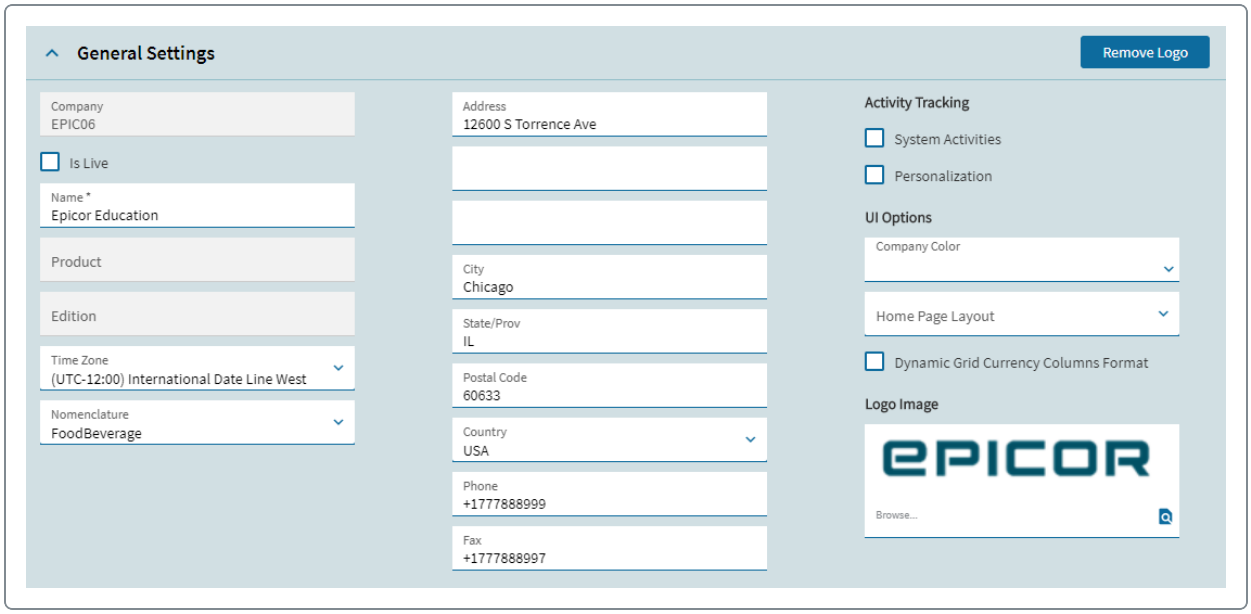
11. Select the **Dynamic Grid Currency Columns Format** check box if you want to display each currency in its own numeric format. Clear this check box if you want to display the base currency format on all currencies in grid columns.

12. Specify the **Logo Image**for your company. The logo displays on your Home Page.

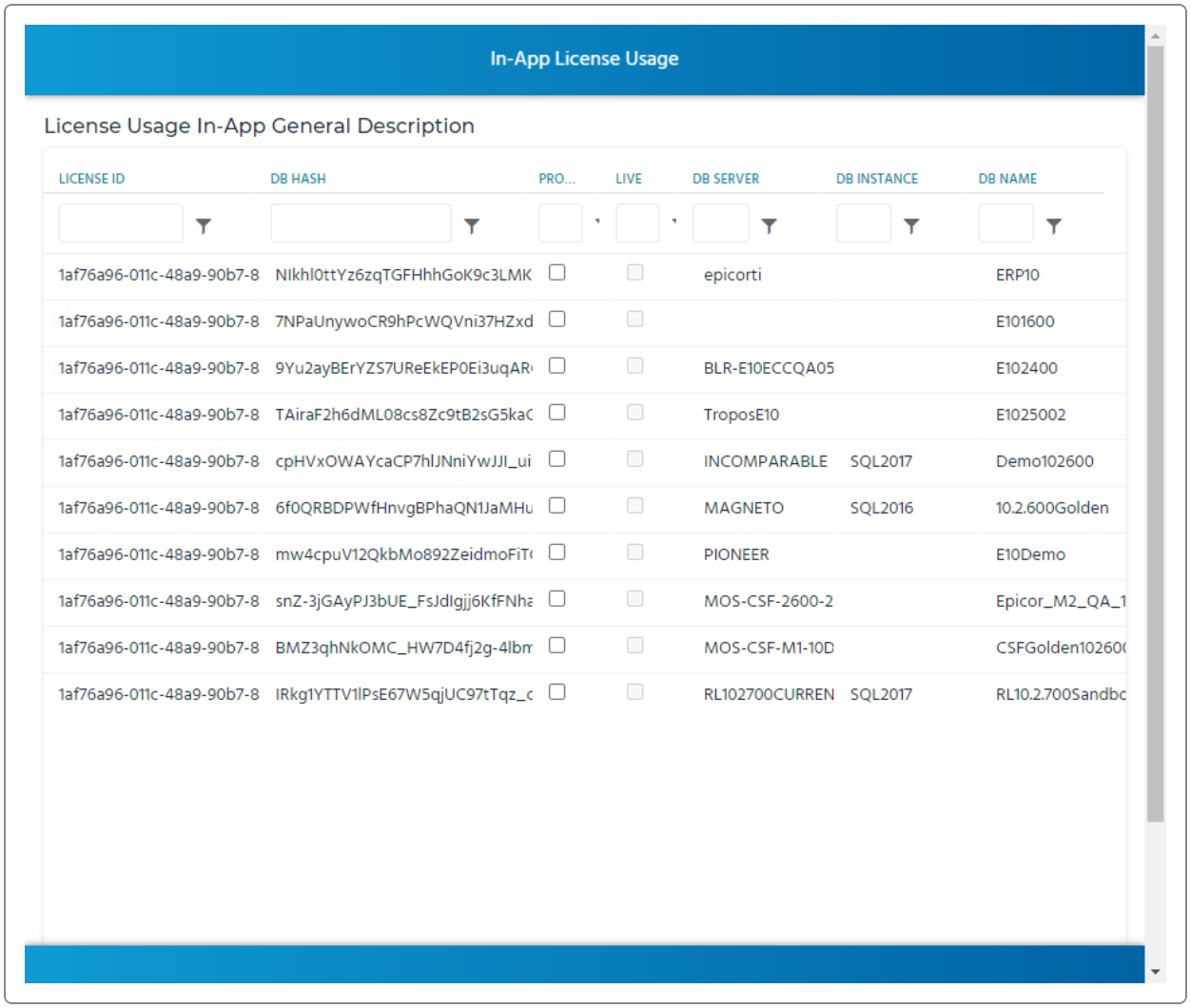
    

    There are no limitations on size for logos that you can select. The height and width adjust to fit in the available space, maintaining the logo's aspect ratio.

    Select **Remove Logo** if you no longer need it. This is the blue button in the top right hand corner of the app.



13. Select **Show Licenses Info** from the Overflow menu ••• to view the in-app license usage information.



14. Select **Save**.

Customization Across Companies

You can customize each app within Kinetic to match a specific business need required by your organization and companies. You can then make this customization available to all companies.

The Customization functionality is a powerful set of tools you can leverage to add new apps or modify every app within the application. Use this functionality to add fields, buttons, sheets, and so on to a app so that it addresses some requirement for your business, a country, legal compliance, or any other need not reflected in the default installation.

This functionality is available to any user assigned rights within **User Account Maintenance**. To activate these rights, find and select the user account for which you want to assign rights, and select the **Customize Privileges** check box.

In order to create a customized app you can use across companies, you first switch the app to **Developer Mode**. You can then launch the **Customization Tools Dialog** window; use this window to modify the interface as you need. You can even create custom code which activates under specific conditions. When you save your customization, select the **All Companies** check box; this indicates you can display this customization across all companies within your database. You then launch **Menu Maintenance** from within each company and select your customized app from the **Customization** drop-down list. When you indicate this customization is the default for the app, the next time users log into the company the customized version displays.

The customization tools contain a large set of functionality, and documenting them here is beyond the scope of this technical reference guide. To learn how to use this functionality, launch the application help and expand the **Application Tools** node. The **Customization** node displays; expand this node to review the help topics. You can also use the **Epicor ICE User Experience and Customization Guide**. This hard copy, full color book, available for purchase from Epicor, has a series of customization chapters which visually guide you through using this functionality.

Business Activity Queries(BAQs)

Business Activity Queries (BAQs) are personalized views of data that typically display information from a single company. However you can create a global BAQ for use in other companies, and you can create a cross-company BAQ that displays data from multiple companies at the same time.

Use BAQs to display a specific set of data you need. Each business activity query can be designed to pull in and display data from different areas of the database. You then use them as base queries for a dashboard, incorporate them within an executive dashboard, use them to generate a BAQ report, and access them in BAQ searches.

This section focuses on the multi-company features available for business activity queries.

Tip:This toolset contains a large set of functionality, and documenting all the features here is beyond the scope of this technical reference guide. To learn more details, launch the application help and expand the **System Management > Business Activity Queries** node. You can also use the **Epicor ICE Tools User Guide**. This user guide contains a series BAQ chapters that contain step-by-step illustrated examples for creating and implementing custom queries.

Visibility of BAQs Across Companies

You can indicate a BAQ query definition is visible across companies.

Use this BAQ feature to display data through consistent, identical views across companies within your organization. You can then add this BAQ to a dashboard or a report in other companies to view data through the same query.

To do this within the **Business Activity Query Designer**, navigate to the **General** tab. Select the **All Companies** check box. When Kinetic uses multiple companies contained within a single database,

the BAQ usage and visibility is applied regardless of multi-company direct configuration. For companies hosted on different databases, this feature initiates the Service Bus processing, when it is configured to synchronize BAQs to external companies.

If the custom BAQ is created from a Company that is running under a multi-tenant license, the definition becomes visible to all companies within the same Tenancy as the Owning Company.

Tip: The options/values for tenant and multi-tenant features are only for Epicor hosted environments. Typically you can ignore these options. Internal Epicor administrators who need more information should refer to the Epicor SaaS Installation Guide.

The following rules apply to usage of BAQs visible across companies:

- The BAQ definition can only be updated from the original company, but is available for review and execution in other companies. To modify the BAQ definition in other companies, you need to create a copy of the BAQ.
- The BAQ ID of queries having the All Companies property must be unique across all companies.
- When you create a BAQ visible across companies in Company A, and Company B uses a local BAQ with the same ID, a warning message displays. A user is informed that in Company B, the local BAQ is used and the BAQ created in Company A will not be available for use.
- Likewise, when you create a local BAQ in Company A and a BAQ visible to all companies, having the same ID, already exists in the Company B, a warning message displays. A user is informed that the local BAQ will take precedence over the All Companies BAQ. The same principle is true for the BAQ import process.

  The local BAQ always take precedence over the BAQ visible to all companies, when the naming conflict occurs.

Cross Company BAQs

If you wish to display data from multiple companies at the same time, you build a Cross-Company BAQ. A Cross-Company BAQ can display data results for all companies for which the current user has security access.

When you create a new BAQ that will display data from multiple companies, you indicate it is a cross company business activity query. Similar to a global query, you also do this within the **Business Activity Query Designer**. Navigate to the **General** tab and select the **Cross Company** check box. Now when you use this query on a dashboard or BAQ report, it will pull in and display data from multiple companies within your organization.

Multi Currency

You use the multi-currency functionality to enter and maintain the currencies through which each company in your database does business.

The multi-currency functionality affects transactions throughout the entire application. As exchange rates between currencies change (as often as daily), your transactions can be automatically revalued using the current, active exchange rates, ensuring that your monetary amounts on all your transactions are up to date.

You can also lock in the exchange rates on specific records. These records then ignore exchange rate fluctuations and maintain the original conversion amounts for all transactions linked to them.

Currency Types

The application organizes currencies through different types. Available types:

- **Transactional**- A currency used on a specific document, or record, in order to conduct business on that record. Transactional currencies are used for records created for external transactions with customers and suppliers, and internal transactions with sites and companies within your organization. A transactional currency is also called a Document currency; you can have as many document currencies as you need for the localities in which you conduct business.
- **Reporting**- A currency your company uses to store, or report, amounts for financial reports. These currencies are used to calculate the final income and expense amounts generated by the business of a specific company. These amounts are officially expressed through a reporting currency. You can have up to three reporting currencies for each company.
- **Base**- The primary currency used by a company. Technically this currency is also considered a reporting currency by the application as well (you may see documentation which refers to each company having four currencies). The base currency is unique, however, as it is the default currency used on all transactions generated within a specific company. When the application cannot find another currency to use for a transaction, it calculates the amounts using the base currency defined for the company.

You can enter as many transactional currencies as you need. Each company, however, can only have four reporting currencies (including the base currency). Business transactions are recorded in all four reporting currencies. Use these currencies in published reports and financial documents. If your organization conducts business in other countries, you run quarterly and annual reports in the base and reporting currencies, displaying financial results with the correct currency values.

Reporting currency conversion is available in all modules except Fixed Assets, Payroll, and Inventory. For these modules, however, a currency conversion may happen if the book currency is different from the base currency for the company. In this case, a conversion does run using the current exchange rate for the currency and its defined rounding tolerances. As a result, a rounding difference may occur in this situation, and a balancing amount is generated within the rounding difference account.

Tip: Currency conversions do not happen in the posting engine if the business transaction is recorded in all of the reporting currencies.

Currency Selection

The application locates the specific currency to use on a transaction through a hierarchical structure. It selects the currency to use depending on the position of the record within the hierarchy. Records lower within the hierarchy override records in a higher position. Think of the currency hierarchy as a tree, with a primary default currency at the top and overriding currencies defined on each large branch and then subsequently smaller branch on this tree.

The primary currency used as the default by the application is the base currency. If another currency is selected on a maintenance record, like a book or country, this currency is used instead of the base currency. Likewise, if another currency is selected on a specific record, like a sales order, this currency overrides the currency defined on the maintenance record.

The currency hierarchy:

1. The base currency defined on the company record (Company Configuration).
2. The currency selected on higher level maintenance records overrides the base currency. If a currency is selected on a book or a country record, this currency is used for all records linked to the book or country.
3. If a currency is selected on lower level maintenance records, however, it overrides the currency defined on the higher level maintenance record. Any currencies selected on customer, supplier, or bank account records are used instead to calculate amounts.
4. Lastly, if a currency or rate type is selected on a specific transactional record, like a sales order or an AP invoice, this currency or rate type is used to calculate the amounts on the transactional record.

You can leverage this hierarchy to manage currencies through a method that best fits how your company conducts business. Use the currency hierarchy to select the currencies you need overall, but then modify these default currencies for any unique business situation that may occur.

Manage Exchange Rates

Exchange rates are used by the application to calculate converted amounts from the source currency to the target currency. If you need, you can update exchange rates on a daily basis.

You set up the multi-currency functionality by creating currencies and rate types and then defining where these records are used on customers, books, and other maintenance records. From this point on, you can enter the active exchange rates for these currencies and the application automatically converts your international transactions using these rates. You enter these rates through Exchange Rate Entry.

You can also temporarily revalue currencies through the Currency Revaluation Process application. Use this application to adjust, or revalue, the exchange rate a specific currency pair has within all your open transactions.

All open sales orders, purchase orders, AP invoices, AR invoices, and bank balances that use the selected currency update with the revised exchange rate. Any gains and losses that occur automatically post to the GL accounts assigned to the currency.

Tip: The rate changes you enter in the Currency Revaluation Process app do not update the active exchange rates defined within Exchange Rate Entry. This app only temporarily changes the exchange rate.

If you need, you can also temporarily revalue currencies within general ledger accounts through the GL Currency Revaluation process. This process can be run for each book set up within your company; it updates the Chart of Account values defined for the book. Any accounts which contain actual values are evaluated through this process, and any account which contains amounts in a different currency are selected by this process for revaluation.

Override Rates

You have control over the exchange rate used on specific records. You can override an exchange rate on an entry record and lock this rate for all other transactions created against this record. The primary financial entry apps, Sales Order Entry , Purchase Order Entry , AR Invoice Entry , and AP Invoice Entry , all contain fields you can use to override the multi-currency amounts calculated automatically by the application. These fields are located on the header sheets found within each entry app.

You do this by first selecting the Lock check box on the record header. The Exchange Rate field becomes active, and you can enter the exchange rate value you need for this specific record. The converted amounts are calculated using the conversion rule defined for the currency pair and the updated exchange rate.

Now this record is ignored by the multi-currency functionality. As long as the Lock check box is selected, its exchange rate never updates. Its exchange rate is frozen and all transactions created with this record use the locked exchange rate. You can then enter any exchange rate that you need on a specific record and maintain this rate throughout all the transactions calculated against the specific record.

Currency Accounts

Any amounts generated through currency conversion or revaluation are tracked by Kinetic. Each reporting currency has its own set of accounts that display these revalued amounts. These accounts are defined as Gain and Loss accounts. The amounts are further divided into Realized and Unrealized categories.

Usually gains and losses are recognized as Realized when the transaction is either fully or partially complete (in this case, the partial amount is considered settled). In some cases, however, a transaction is only considered Realized when a transaction is fully complete.

When gains and losses are considered unrealized, the transaction either is not started or is partially complete (not settled). These transactions typically need to be reversed at some point. When these amounts are reversed, they are changed immediately and both the direct and the reversal revaluation are created at the same time. The appropriate audit records are also created; balances, however, are not affected by the reversed amounts.

When the positive amount is booked as debit, a positive revaluation amount is described as gain, while a negative revaluation amount is described as loss (for example, an AR invoice). In the opposite case, when a positive amount is booked as credit, it is described as loss, while a negative revaluation is described as gain (for example, an AP invoice). Gain amounts are always recorded as credits, while loss amounts are always recorded as debits.

The accounts defined for each currency are:

- Realized Gain
- Realized Loss
- Unrealized Gain
- Unrealized Loss

Rounding

Each currency can additionally be set up to use a series of rounding rules. A rounding rule is available for a specific value type, like Unit Price, Extended Price, Total, Total Tax, and so on. The rounding rule you define for each value type indicates the value direction in which the amount will be rounded. Available rounding rules:

- **Round Up**
- **Round Down**
- **Round Nearest**
- **No Round**

The rounding rule you select for a value type is then used to calculate the final value of a transaction. For example, if you indicate the Unit Price for a currency will be rounded up, a Unit Price value will automatically go to the next highest decimal value. The number of decimals each currency uses is defined on the currency record. If three decimals are defined for the currency, this rounding rule calculates the next highest amount on the third decimal value.

You define rounding rules and decimals within **Currency Master Maintenance**. You enter the decimals allowed for the currency on the **Detail** sheet, and set up the rounding rules for each value type on the **Rounding** sheet.

Rounding rules are mainly used with sales documents, such as invoices where specific requirements exist for determining how to round values. The multiplier and rules for the rounding total can also be used in **AP Invoice Entry**.

Tip: For more information on leveraging multiple currencies, review the Currency Management module documentation.

Multi-Company/Multi-Site Setup

This section documents how you configure the multi-company and multi-site functionality to run within Kinetic. In this environment, the companies or sites reside on the same database, but some topics also deal with the specifics of the Multi-Site Azure Service Bus (multiple database) scenario.

You need to follow these steps on each Epicor workstation.

Verify Multi-Site Management License

Verify you have the Multi-Site Management license module codes for both companies or sites participating in Multi-Company/Multi-Site communication.

Verify Service Bus Status

If you use Multi-Company functionality and you process multi-company transactions between more than one database, you must verify the Service Bus status. Note that Service Bus is **not required** if you process multi-company transactions within the same database, or if you use Multi-Company Direct functionality.

1. Verify Microsoft© Azure Service Bus is installed on your server. The instructions are located in the Epicor ERP 10.1 Installation Guide in the section Supplemental Installations > Install Microsoft© Azure Service Bus.
2. Verify the status of the Service Bus services. To do this:
    1. Log in to your server as an administrator. Navigate to **Start > Control Panel > Administrative Tools > Services**
    2. In the list of services, verify that the following Service Bus services are installed and started:
        - Service Bus Gateway
        - Service Bus Message Broker
        - Service Bus Resource Provider
        - Windows Fabric Host Service
3. Verify that your application pool is started and running under the same Administrator user account as the services. To do this, open your IIS Manager. For your server, select the Application Pool node. Verify your application pool is started and the **Identity** lists the same user account.

Configure an External System

You use External System Maintenance to define the external system and any connection information required.

Transfer Method options include:

- **Service Bus:** If your system consists of companies on multiple databases, and you would like Multi-Company to communicate between these companies, you must set up an external system with the SERVICEBUS transfer method. Service Bus is the repository through which XML messages are sent and received between companies.
- **Direct:** If your system consists of companies contained within a single database, and you would like Multi-Company to communicate between these companies, you must set up an external system with the DIRECT transfer method. With this transfer method, XML messages sent and received between companies are held in memory, so Service Bus is not required.

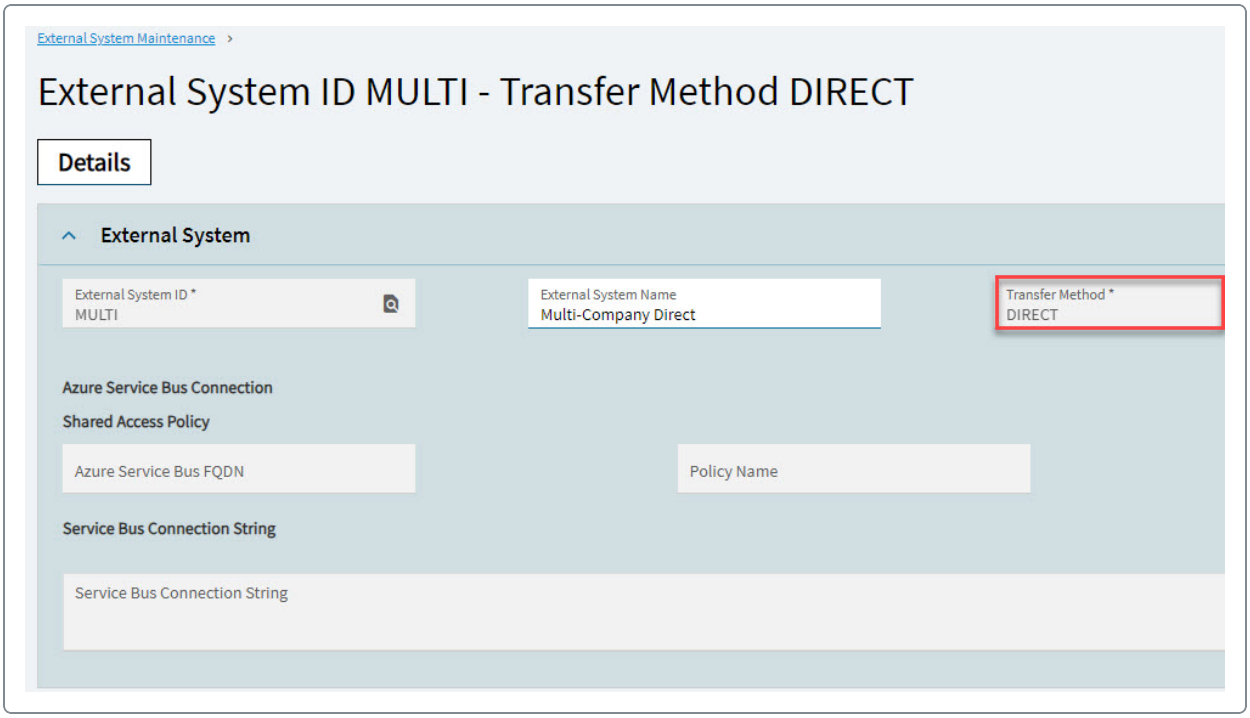
The next topics describe how you set up connection strings for each method.

Direct Transfer Method

If you will connect multiple companies using the same database, you use the Direct transfer method.

To set up this external system integration:

1. Launch **External System Maintenance**.
2. Scroll through the grid and select the **Multi-Company Direct** external system.
3. Verify the **Transfer Method** is DIRECT. This transfer method writes multi-company records directly to the outbound table within the sending company and then this data next updates the inbound table within the receiving company.



If you discover you do not have an external system record that uses a DIRECT transfer method, create a new external system. Once you have entered an Identifier and a Description for this external system, Select the Transfer Method drop-down list and select the DIRECT option.

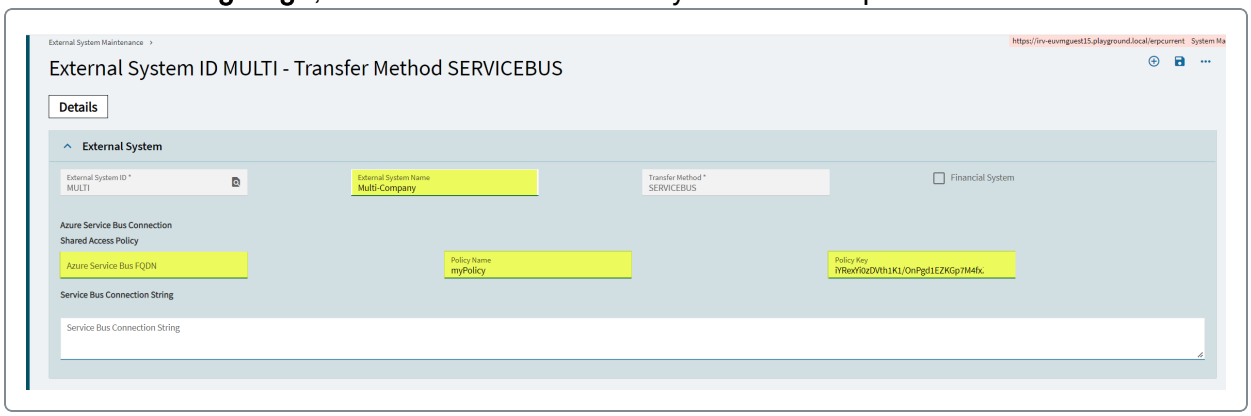
Microsoft® Azure Service Bus

If you will connect multiple companies on different databases, you can use Microsoft® Azure Service Bus to establish this connection.

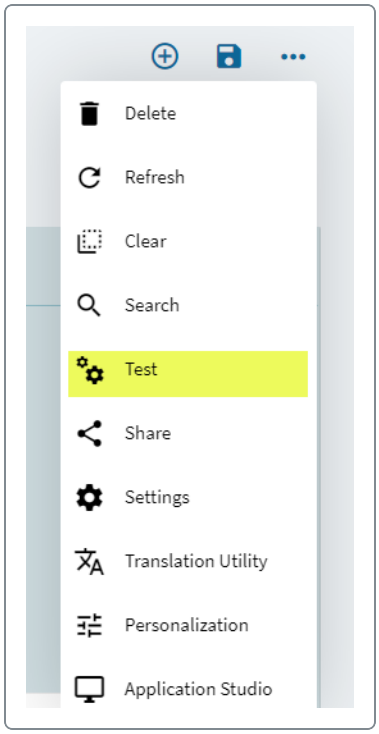
To set up this connection string:

1. Launch **External System Maintenance**. Go to **System Setup > External System Integration > Setup > External System Maintenance**.

2. From the **Landing Page**, select one of the external systems that require Service Bus.



3. Make sure the **External System Name** is set to **Multi-Company**.
4. Make sure the **Shared Access Policy** is set to **Azure Service Bus FQDN**.
5. Enter the **Policy Name** for the service bus instance you created in Azure Portal.
6. Paste the Primary Key you copied into the **Policy Key** field.
7. **Save** the connection .
8. Select the **Overflow** menu and **Test**.



If you receive the **Connection is successful** message, Azure Service Bus is connected to Kinetic.

If you receive an error, your Primary Key might not have copied correctly. Return to the Azure Portal, copy the Primary Key again, and paste it again within External System Maintenance.

Configure an External Company Record

Use the following steps to configure an external company record.

1. Configure an External Company record for each company that will communicate with the current company.

   Example If you have three companies in your multi-company setup, each company will have two external company records set up. In a two company multi-company setup, each company will have one external company record.

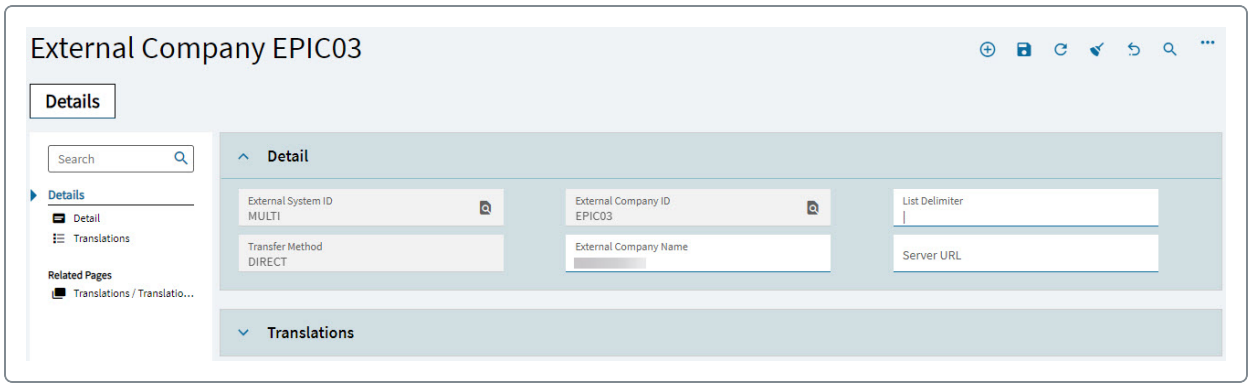
2. Launch **External Company Maintenance**.

   This app is not available in Classic Web Access.

3. In the **External System ID** drop-down selection list, select one of the following, based on your type of multi-company environment:

   - **Multi-Company Direct**. For use with Multi-Company Direct functionality.
   - **Multi-Company**. For use with Service Bus functionality.

   The External Company Maintenance record for Multi-Company Direct may look similar to the following:



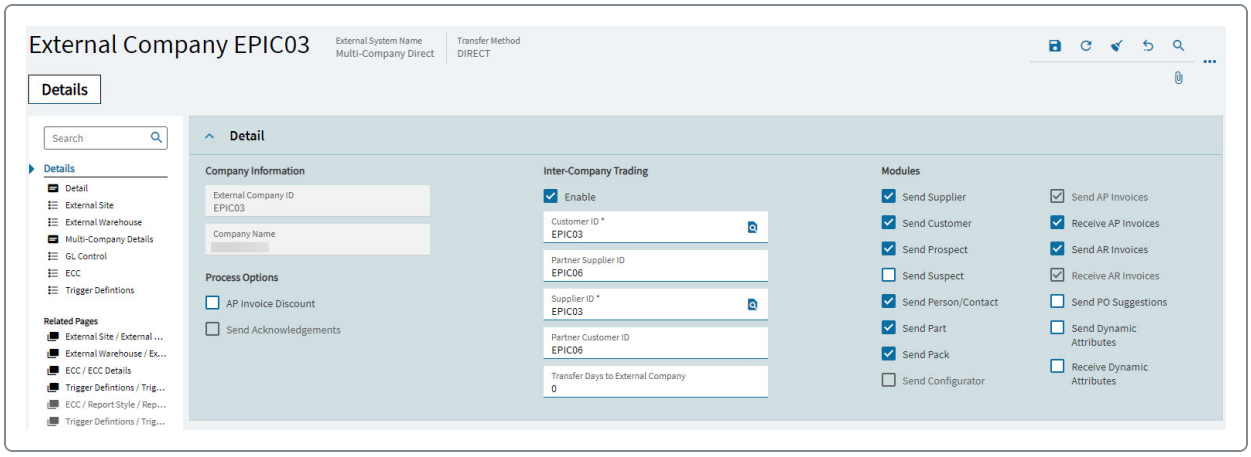
4. Select the **External Company ID** button to search to see if any multi-company records already exist.

   - If a record exists, select the record and Select **OK**.
   - If the record does not exist, enter in the external company ID with which you will be exchanging information. This is not the current company you are logged into. Note that you cannot enter the current company ID as an external company. Make sure that the company you are selecting is present in the tree view.

5. If you will use the **Multi-Company Dashboard** functionality to display data between companies, or if this company exists on a different database, enter the **Server URL** to define the AppServer information you need to pass data between the external company and the current company.
6. Save the record. Exit External Company Maintenance.
7. Launch **External Company Configuration**.

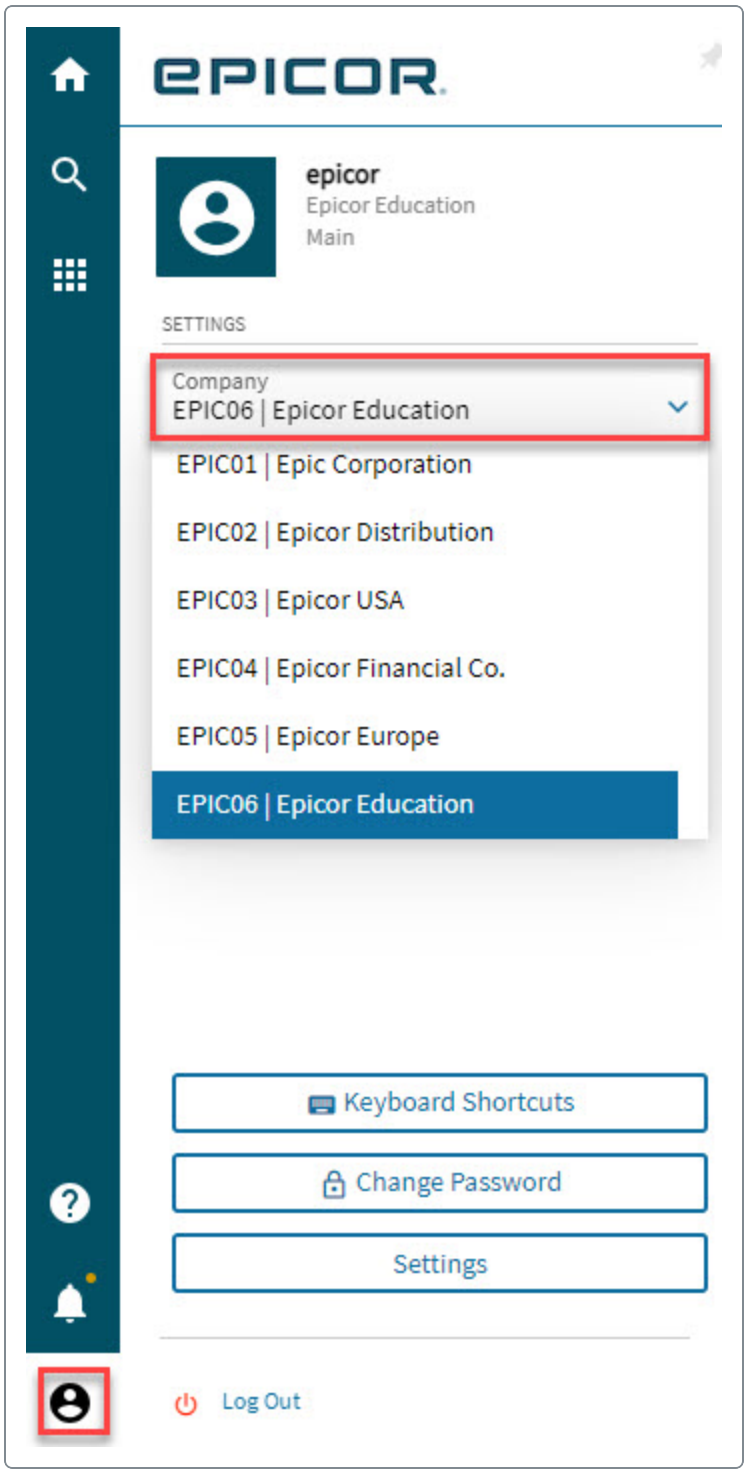
   This app is not available in Classic Web Access.

8. In the **External System** selection list, select one of the following, based on your type of multi-company environment:
   - **Multi-Company Direct**. For use with Multi-Company Direct functionality.
   - **Multi-Company**. For use with Service Bus functionality.
9. Find and select the external company record you opened (or created) above.
10. Enter the applicable information into the external company record. The External Company record for Multi-Company Direct may look similar to the following:



11. Optionally, Select on the available tabs and enter the following information:
    - **Connection**. If you are connecting to a multi-company dashboard, enter connection options for the servers so that you are allowed to view information between companies.
    - **External Site**. If you using consolidated purchasing, enter the external site detail information.
    - **External Warehouse**. If you are using consolidated purchasing, enter the external warehouse detail information.
    - **Multi-Company**. If you are using consolidated purchasing, multi-site GL journals, or AP allocations, enter the necessary information.
12. If you use multi-site GL journals, or AP allocations, you need to initialize your GL accounts. To do this, from the **Actions** menu, select **Initialize/Send Multi-Company G/L Accounts**.
13. Save the record. Close the External Company Configuration window.

14. To Switch companies, from Kinetic homepage, select the User menu and select a different company from the **Company** dropdown.



15. Go back to External Company Maintenance within this company. Set up an external company record which points to the original company. Then configure the record in External Company Configuration.

As a result, each of the two companies in this example has an external company record pointing to each other company in this Multi-Company setup.

Set Up an Interval Schedule

Before you can assign the multi-company process to an Interval schedule, you have to create the schedule.

If you intend to assign the multi-company process to a Continuous Processing schedule, you do not need to create a schedule. In such cases, you will attach the process to the existing Startup Task Schedule. As the Continuous Processing method is considered a Startup task, it will only kick off when the task agent/app pools are started. Therefore, if an issue occurs, the system has to be restarted again.

On the other hand, if an issue occurs with Interval processing, the process will run again at the next scheduled time, so a restart should not be necessary. Therefore, Interval is the preferred schedule option for the multi-company processes.

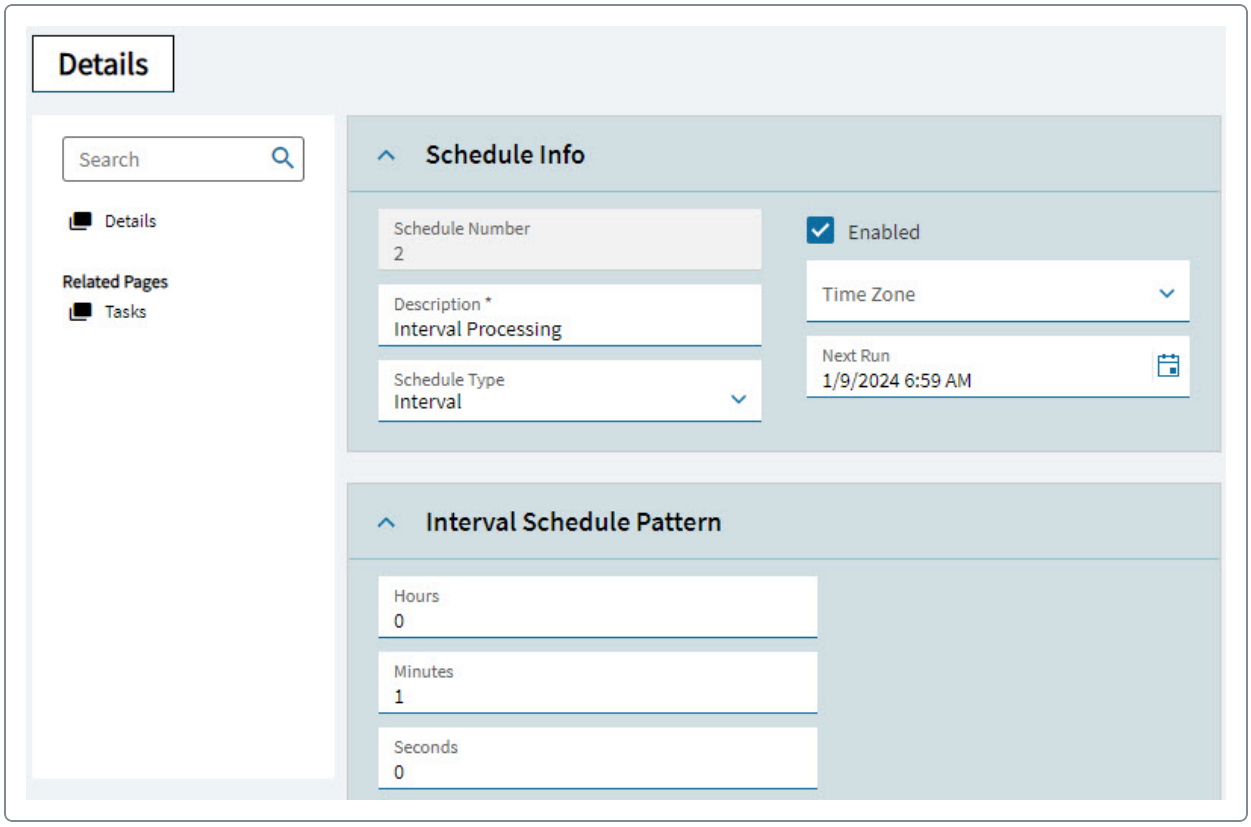
In either case, the process runs a maximum 1,000 records per instance. So, if more than 1,000 records await transfer via the multi-company process, this will take place over more than one instance of the process.

Automatic, recurring schedules can use either Universal Time Coordinated (UTC) or a selected time zone to launch their process sets and tasks. If your locality uses Daylight Savings Time (DST), these recurring schedules automatically change to start using the correct hour. If a process set would start on a time that no longer exists, such 2:00 am that is now 3:00 am, the recurring schedule skips the process set and runs it the next time 2:00 am is valid. For example if MRP runs every week at 2:00 am, it will skip running MRP that week and instead run it at 2:00 am the following week.

1. Navigate to System Setup > System Maintenance > System Agent.

   This app is not available in Classic Web Access.

2. Expand the tree on the left until you see a list of schedules. The screen should look similar to the following if you have an interval schedule already created. Notice that the Schedule Type is **Interval**.



3. If you do not have an interval schedule, you need to create one. To do this:
    1. Select **New** .
    2. Enter the **Description**.
    3. Select **Interval** as the **Schedule Type**.
    4. Enter an interval amount. For example, 5 minutes.
4. **Save** the record. You now have a task schedule to which you can assign tasks, such as the Multi-Company Direct Server process.

Schedule Multi Company (Direct) Server Processes (10.1 and Above)

In a multi-company environment, you must schedule either the Multi-Company Server Process or the Multi-Company Direct Server Process to update records between companies in the same database, or to update records between companies operating on separate databases. For example, these processes send and receive inter-company purchase orders, and transfer part, supplier, and customer information from one company to another.

To transfer this data between databases, the Multi-Company Server Process uses Microsoft© Azure Service Bus to transport multi-company records from the outbound table in the sending company to

the inbound table on the receiving company. The Multi-Company Direct Server Process is similar to the Multi-Company Server Process, with the only exception that it holds the XML message being transferred between companies in memory rather than transferring the message by Microsoft© Azure Service Bus.

When you schedule and run either process in Version 10.1.x and above, there are two important considerations you must be aware of.

1. You submit either process once, on an interval schedule, or as a continuous process (by selecting the Continuous Processing check box). You can then use the accompanying Continuous Processing Delay field to specify the number of minutes (or fractions of minutes) between which data transfers occur when this process runs. This allows you to stagger the processing start times when you are running multiple concurrent processes.

2. Each individual company must submit at least one multi-company process (either Multi-Company Server Process or Multi-Company Direct Server Process). This requirement for submission of at least one multi-company process per company was instituted for two reasons:

    - To enforce Software as a Service (SaaS) compliancy.
    - To provide the ability to break up processing between different external companies in different ways to handle and balance load and processing capabilities.

When you schedule and submit either process, you can use the Filter sheet in each to either submit all external companies defined for the company you are logged into (default behavior) or you can select a subset of external companies within different processes. This is different than Epicor 9.x and 10.0.x, where regardless of what company you were in, you scheduled and submitted a single process to retrieve and process the data for all external companies.

When you schedule either process, take into consideration they only retrieve and process approximately 1000 records at a time. The more companies that are set up to trade with each other, the slower the processes are at moving data when submitting all companies at one time.

• However, if you are running multiple processes in one company, you are taking 1000 records multiplied by X number of processes - you will see items move through more quickly.

• There will be some load balancing to consider. For example, if you have five companies that perform inter-company trading with each other, and two of them are high volume operations, you might submit a single process for the two high volume companies, and a second process for the remaining three companies.

Example: In 10.1, if you have Company A, Company B, Company C and they all perform inter company trading with it each other, you would:

1. Log into Company A, submit the Multi-Company Server Process (or the Multi-Company Direct Server Process) for external Company B and external Company C, then,

2. Log into Company B, submit a multi-company process for external Company A and external Company C, then, Multi-Site Company Setup Technical Reference Guide Multi-Company/Multi-Site Setup
3. Log into Company C, and then submit a multi-company process for external Company A and external Company B.

   In Company A (as with any of the above mentioned ones), the Filter sheet default is ALL external companies; and one process is submitted to move data from Company A to external Company B and external Company C.

   - However, you can change this by modifying the entries in the Filter sheet so that you submit one process to move data from Company A to external Company B, and then schedule a second process to move data from Company A to external Company C.
   - You then must log into Company B and Company C and repeat this setup step.
   - So, if you have three companies, at a minimum you would have three multi-company processes running concurrently; at maximum, you would have six multi-company processes running concurrently.

Schedule Multi Company Server Processes Steps

Use the following steps to schedule the Multi-Company Direct Server Process.

These steps also apply when running the Multi-Company Server Process, Enterprise Configurator Server Process and Enterprise Configurator Direct Server Process. For more details on scheduling these processes in Version 10.1 and above, refer to Schedule Multi-Company (Direct) Server Processes (10.1 and Above).

1. Launch **Multi-Company Direct Server Process**.

   Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

   Tip This process also sets the name of the Multi-Company Log. This log tracks the progress of the multi-company process; you use this log as a troubleshooting tool to find and correct errors. You activate this log by selecting a directory path on the server, and a filename for the log. You can later open this log in a text editor to review the logging entries.

2. On the **Options** panel card, make the following settings:
   a. Select the **Continuous Processing** check box if you wish to run it in a continuous process mode (in this case you must use the Startup Task Schedule). Clear the check box if you don't.

b. If you selected the Continuous Processing check box, use the **Delay** field to specify (in minutes, or fraction of minutes), the amount of time you wish to delay continuous processing. This allows you to stagger processing start times if you are running multiple processes concurrently.

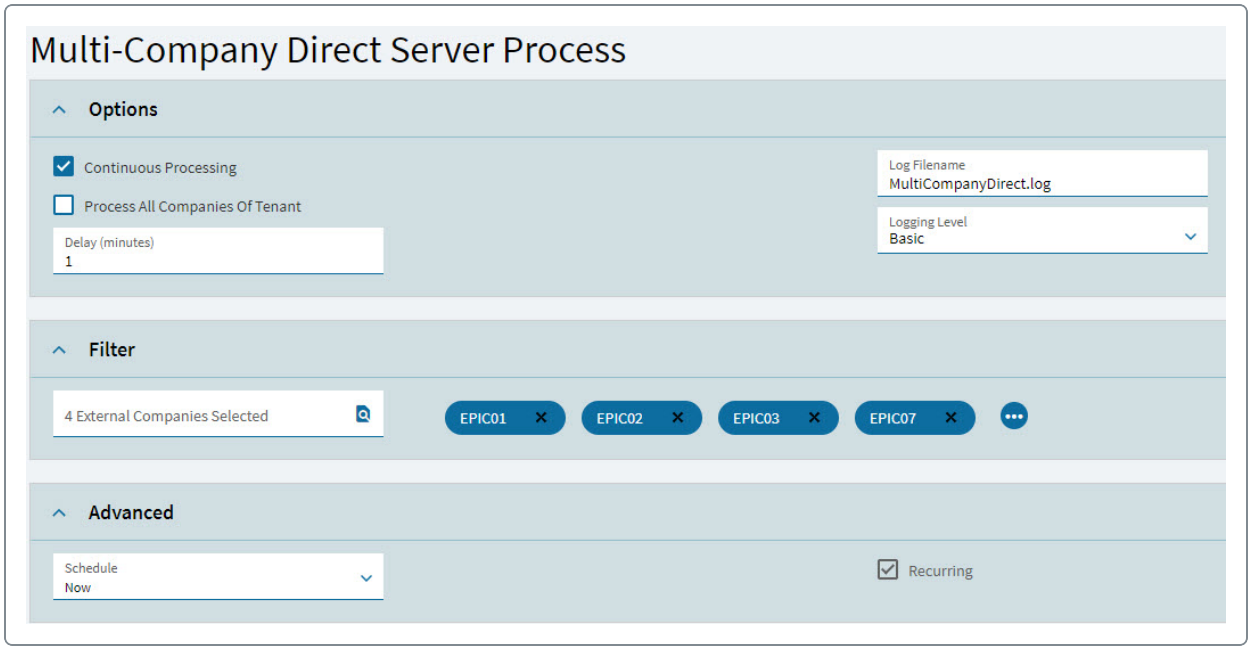
c. In the **Log Filename** field, specify the location on the server where you want to save the multi-company log. You can Select the button to search for a suitable location on the server.

> Two multi-company processes submitted within the same company can share the same log or have different logs; this is your choice.

d. Normally, you can leave the Logging Level on Basic, but it's a good idea to set this field to Extended in a new setup, or when you are troubleshooting. The Extended level provides record-by-record detail in the multi-company log, instead of a summary, including the record type, IntQueID and processing time. It also creates individual XML detail files for each In and Out record, saved in the same folder as the log.

e. In the **Advanced** panel card, from the **Schedule** drop-down list, select the Interval schedule that was already created.

f. Select the **Recurring** check box.



3. Use the **Filter** panel card to specify the external companies you wish to include in this process.
   - You either submit all external companies defined for the company you are logged into (default behavior) or you can submit a subset of external companies.
   - The default is ALL external companies; you can as needed clear the Selected check box to exclude any external companies you do not wish to include in this process.
4. Select **Process** .

5. The Multi-Company Direct Server Process now displays on the Scheduled Tasks tab of the System Monitor. To open the System Monitor, navigate to System Setup > System Maintenance > System Monitor.

   Each time the process runs (according to the interval you set), an instance of the process displays on the History Tasks card. Also, while the process is actually running, if you Select Refresh, you will briefly see an instance on the Active Tasks card.

   If the process does not activate (for example, remains only in Scheduled Tasks in the System Monitor) , exit Kinetic and run Recycle IIS Application Pool for the application server, within the Epicor Administration Console, then restart the Task Agent.

Example A: 3 Companies, 3 Multi-Company Processes with Individual Logs

In this example, you are operating in a three company environment. Each individual company schedules their own Multi-Company Direct Server Process to send data to the other two external companies; each scheduled process has its own individual log.

Company	External Companies	Log Name
A	B, C	c:/EpicorData/Companies/A/logs/MultiCompanyDirect.log
B	A, C	c:/EpicorData/Companies/B/logs/MultiCompanyDirect.log
C	A, B	c:/EpicorData/Companies/C/logs/MultiCompanyDirect.log

Example B: 3 Companies, 6 Multi-Company Processes with Individual Logs

In this example, you are also operating in a three company environment. However, in this case, each individual company schedules their own individual Multi-Company Direct Server Process to send data to each of the other two external companies; each of these scheduled processes has its own individual log.

Company	External Companies	Log Name
A	B	c:/EpicorData/Companies/A/logs/MultiCompanyDirect_B.log
A	C	c:/EpicorData/Companies/A/logs/MultiCompanyDirect_C.log
B	A	c:/EpicorData/Companies/B/logs/MultiCompanyDirect_A.log
B	C	c:/EpicorData/Companies/B/logs/MultiCompanyDirect_C.log
C	A	c:/EpicorData/Companies/C/logs/MultiCompanyDirect_A.log
C	B	c:/EpicorData/Companies/C/logs/MultiCompanyDirect_B.log

Example C: 3 Companies, 6 Multi-Company Processes with 3 Merged Logs

In this example, you are also operating in a three company environment. However, in this case, each individual company schedules their own individual Multi-Company Direct Server Processes to send data to each of the other two external companies; in each company, the scheduled processes share merged logs.

Company	External Companies	Log Name
A	B	c:/EpicorData/Companies/A/logs/MultiCompanyDirect.log
A	C	c:/EpicorData/Companies/A/logs/MultiCompanyDirect.log
B	A	c:/EpicorData/Companies/B/logs/MultiCompanyDirect.log
B	C	c:/EpicorData/Companies/B/logs/MultiCompanyDirect.log
C	A	c:/EpicorData/Companies/C/logs/MultiCompanyDirect.log
C	B	c:/EpicorData/Companies/C/logs/MultiCompanyDirect.log

Verify the Task Agent Is Running

The Multi-Company Direct Server process is attached to an Interval schedule.

1. Verify that the Epicor ICE Task Agent is running. You can check this in Windows Task Manager.
2. Return to the System Monitor. The Multi-Company Direct Server Process instance that you scheduled should display on the **Scheduled Tasks** card, and the History Tasks card displays each iteration of the process that has already run.

Review Multi Company Direct Log File

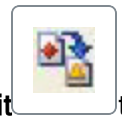
Use these steps to review the informative log file created during processing.

The log file for each company is located where you specified when you scheduled the process. If you want to change the name of the log file or its directory path location, or change the Logging Level, follow the steps below. If you just want to find the log, launch the Multi-Company Direct Server Process as described from step 4 below, to see the directory path and file name. Then use Windows Explorer™ to navigate to this location.

1. Launch the **System Monitor** from your Windows system tray.
2. Select on the **Scheduled Tasks** card.
3. If the Multi-Company Direct Server process displays, select the task and Select **Delete** on the **Standard** toolbar.
4. You activate the log within the **Multi-Company Direct Server** process. Navigate to this app.

5. Select the **Log Filename** button.
6. Find and select the directory path where you want to generate this log. Enter the log file name. Select **OK**.
7. Select the Logging Level you require.

   Extended is recommended when you first set up the process, or when you are troubleshooting. This creates detailed logs, with a line for each record transferred, as well as two xml files (In and Out) for each transferred record. Basic logging provides just a summary log file, which includes the number of records transferred.

8. Select **Submit**  to save your changes to the process. The process creates the log.
9. When you want to see what is being generated in this log, open the log file.

   You can review the log to see if the Multi-Company Direct Server process generated any errors.

Test the Communication

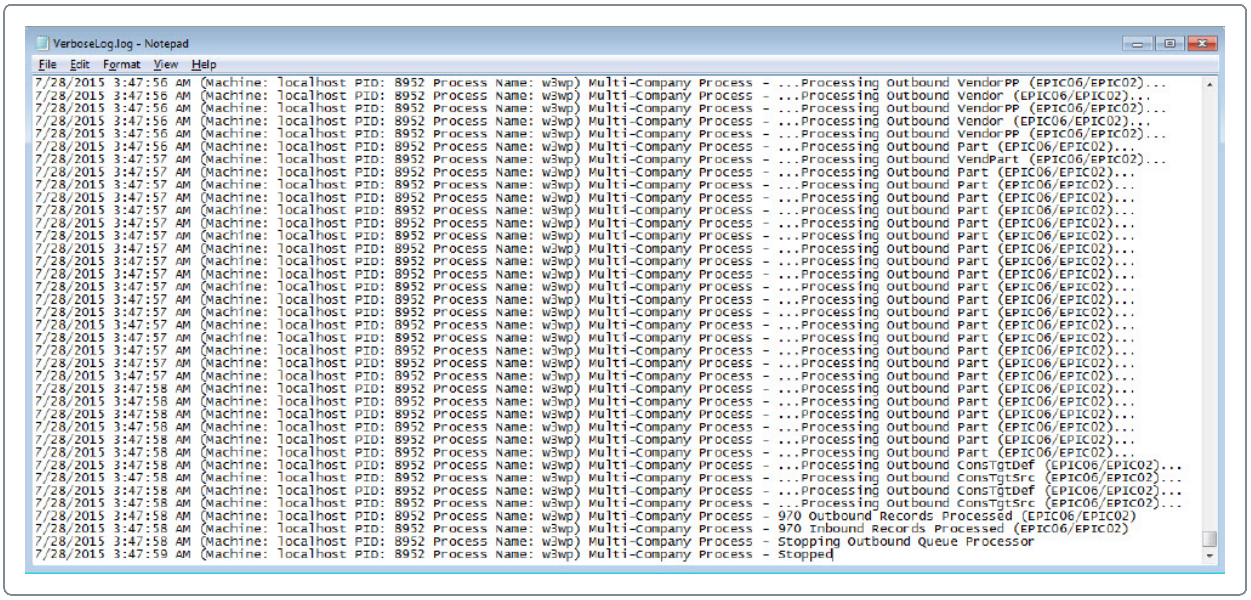
Use the following steps to test if Multi-Company environment is communicating properly.

You need to create a Global Customer and verify that the customer is transmitted to the other companies.

1. Verify that the Task Agent is running.
2. In one company (for example EPIC06), create a new customer and select the **Global** checkbox. Save the record.

   The Multi-Company Process transmits Customer and ShipTo records from that company and sends them to the other companies (for example EPIC02).

3. Review the **MultiCompanyDirect.log** file to verify that the records were sent. If the Logging Level is Verbose, the log file should look similar to the following:



```
VerboseLog.log - Notepad
File Edit Format View Help
7/28/2015 3:47:56 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound VendorPP (EPIC06/EPIC02)...
7/28/2015 3:47:56 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Vendor (EPIC06/EPIC02)...
7/28/2015 3:47:56 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound VendorPP (EPIC06/EPIC02)...
7/28/2015 3:47:56 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Vendor (EPIC06/EPIC02)...
7/28/2015 3:47:56 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound VendorPP (EPIC06/EPIC02)...
7/28/2015 3:47:56 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound VendPart (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:57 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound Part (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound ConsTgtDef (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound ConsTgtSrc (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound ConsTgtDef (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - ...Processing Outbound ConsTgtSrc (EPIC06/EPIC02)...
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - 970 Outbound Records Processed (EPIC06/EPIC02)
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - 970 Inbound Records Processed (EPIC06/EPIC02)
7/28/2015 3:47:58 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - Stopping Outbound Queue Processor
7/28/2015 3:47:59 AM (Machine: localhost PID: 8952 Process Name: w3wp) Multi-Company Process - Stopped
```

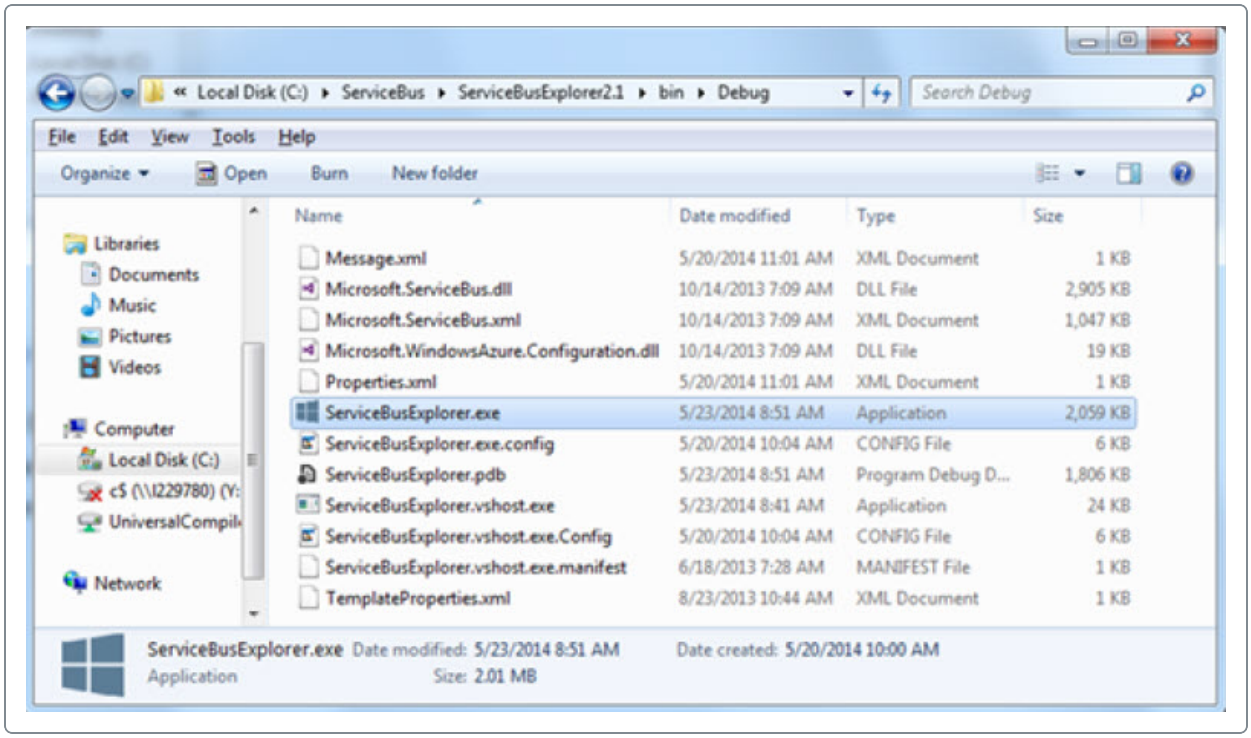
- If the outbound transmission is working properly, the Multi-Company log in Verbose mode will include the message: **Processing Outbound Customer (EPIC06/EPIC02**).
- If the inbound transmission is working properly, the Multi-Company log in Verbose mode will include the message: **Processing Inbound Customer (EPIC06/EPIC02)**.

If the records are being sent and received, your Multi-Company functionality is configured and running.

Run Service Bus Explorer 2.1.3

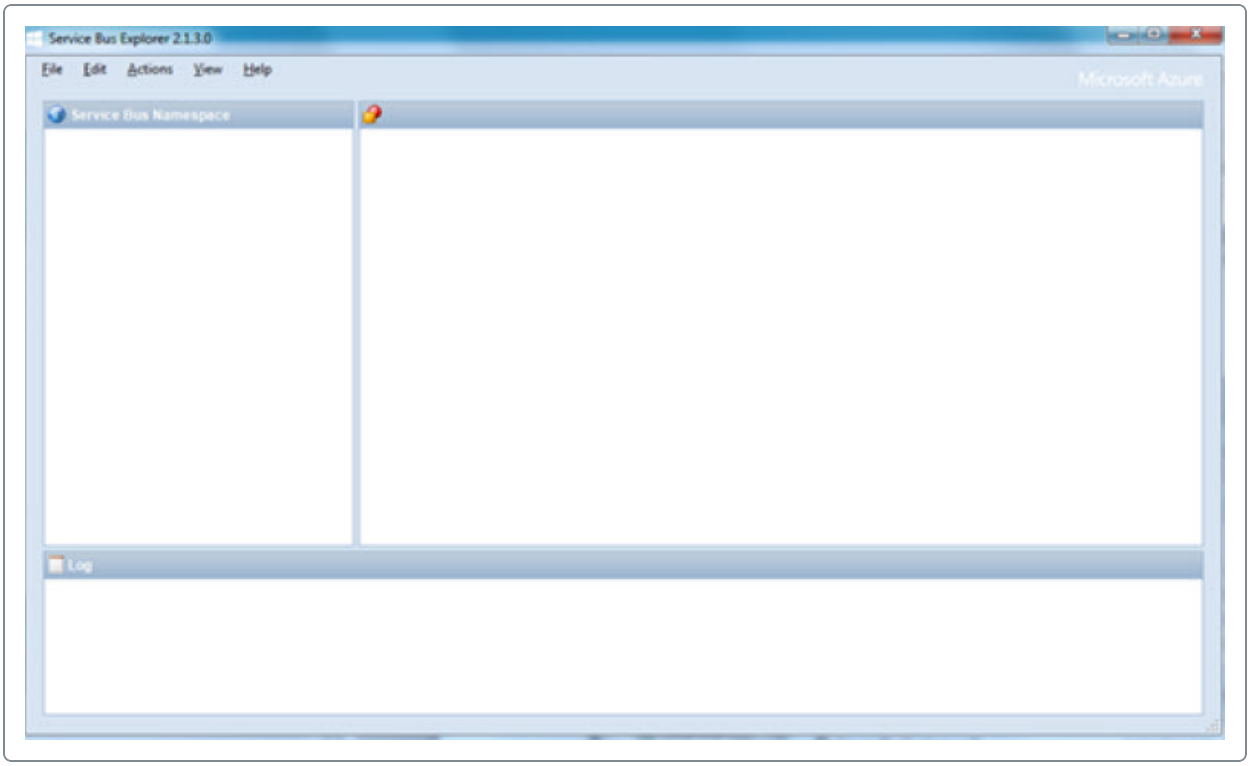
Service Bus Explorer will allow you to connect to your Service Bus 1.1 on-premise installation in order to view the queues which Multi-Company Server Process creates in order to send and receive messages between companies.

1. Navigate to **bin\Debug** and launch **ServiceBusExplorer.exe**.

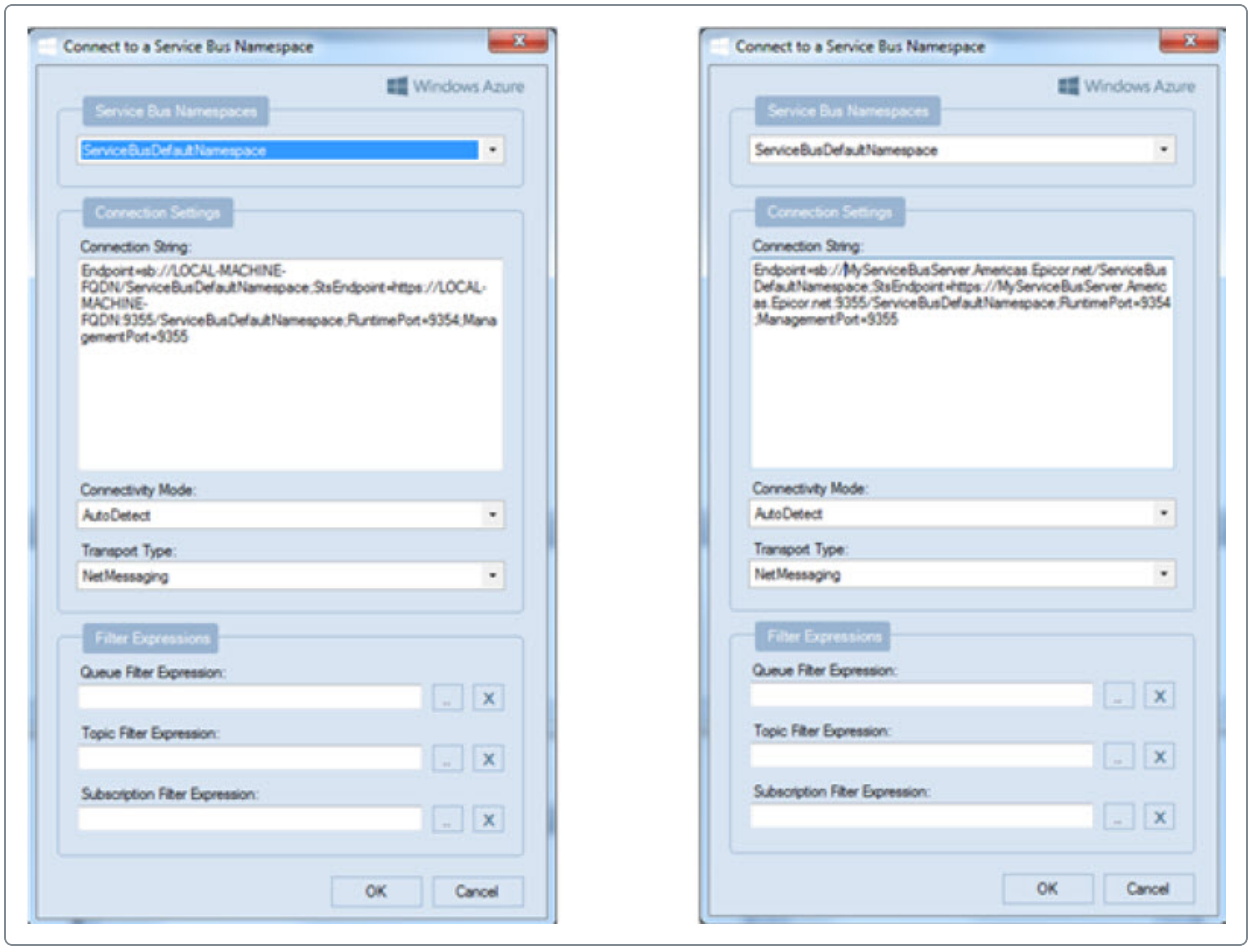


   Service Bus Explorer 2.1.3 launches.

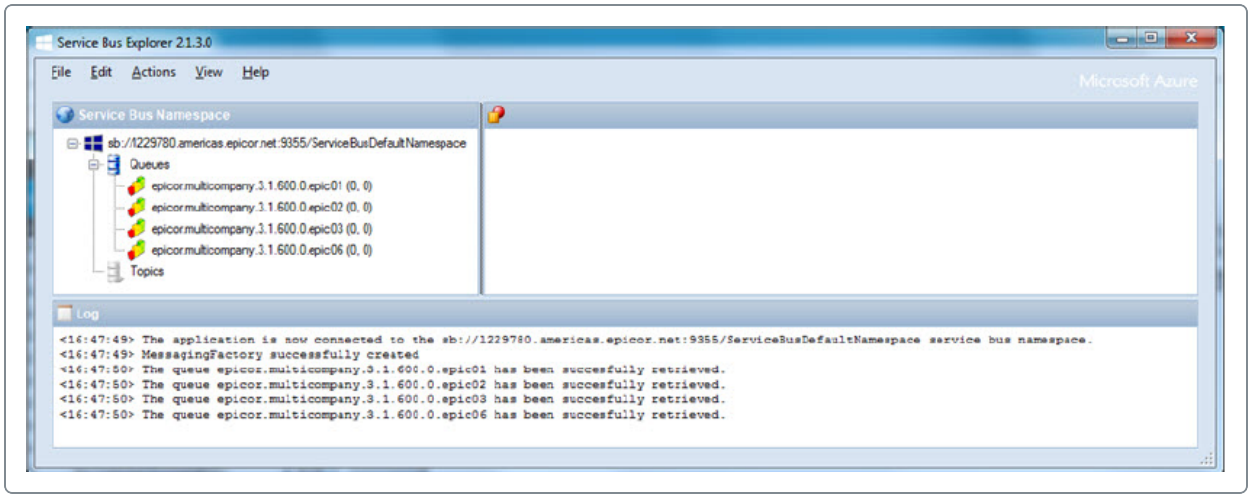
2. From the **File** menu, select **Connect**.



3. There are multiple connection options from which to choose, but for a basic installation using the default namespace, select **ServiceBusDefaultNamespace** from the Service Bus Namespace drop-down list. Replace **LOCAL-MACHINE-FQDN** in the **Connection String** field with your server name.



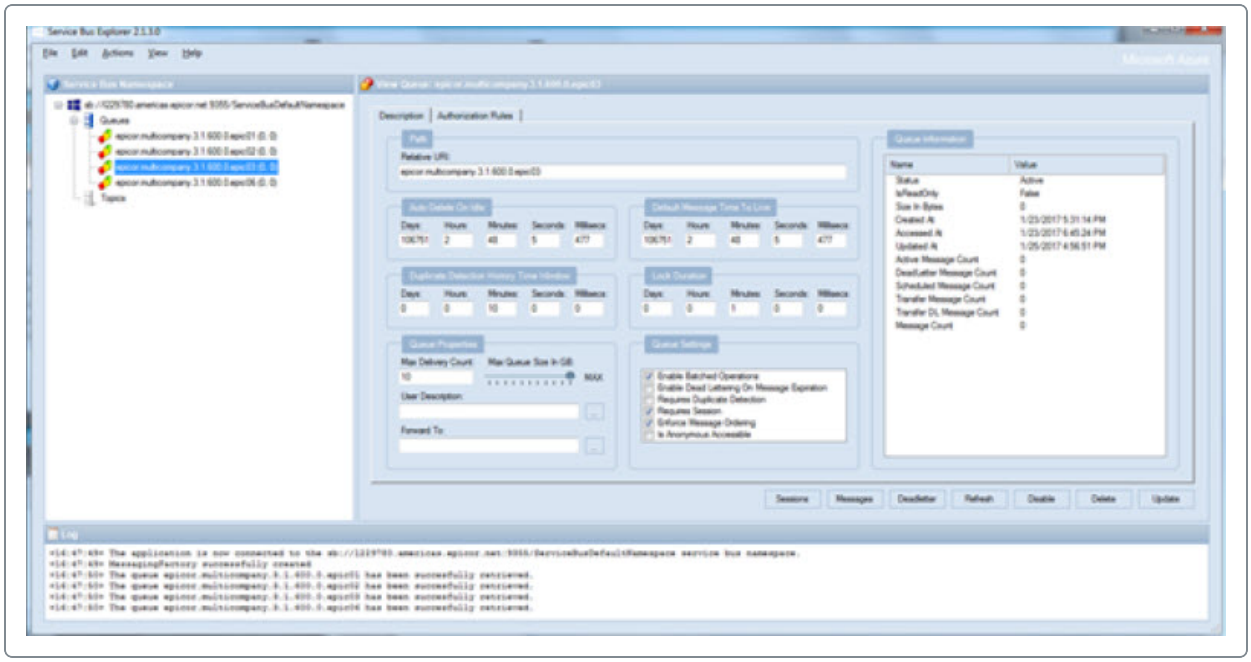
4. Select **OK**.



This Service Bus installation has queues from four different companies (EPIC01, EPIC02, EPIC03 and EPIC06). The current version is also a component of the queue name, showing

us that these queues were created from an Epicor 10.1.600 installation (ICE framework version 3.0.600.0).

5. Select a Multi-Company queue from the tree.



Important Features of Service Bus Explorer 2.1.3 for Epicor 10 Users

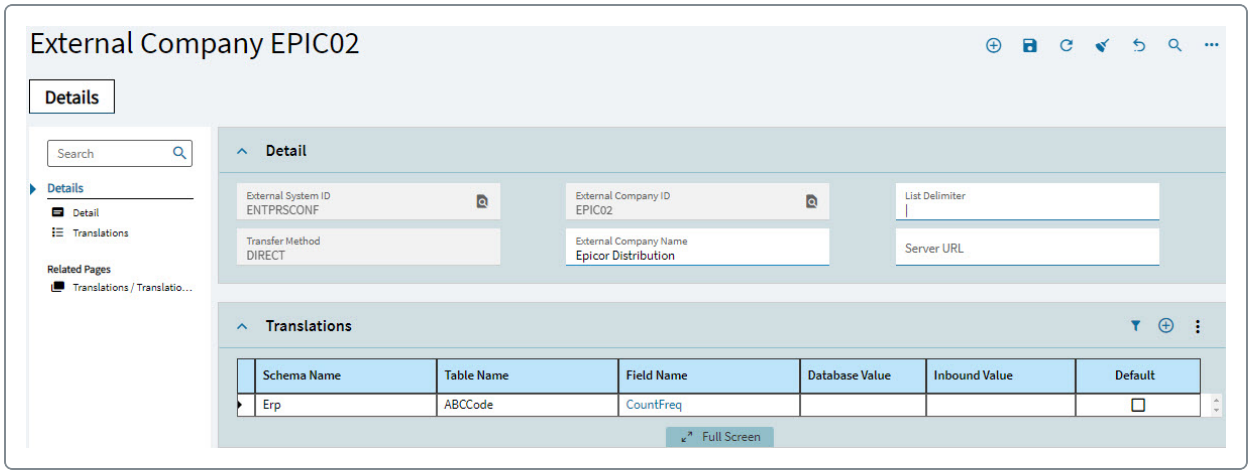
Important features of Service Bus Explorer 2.1.3 for Epicor 10 users are listed below:

1. Message Count - as messages pass through, a count is visible (this is useful before an upgrade to make sure all messages from the current version have been processed).
2. Peek - peek at the XML messages passing through.
3. Delete Queue - after upgrading to a higher service pack, the queues from the lower service pack may safely be deleted.

Review Automatic Data Translations

Use these steps to review the results of the automatic translation that runs during the inbound portion of the transmission process. The translation process compares the code sets of the two companies and synchronizes the data in order to save manual steps.

1. Review the translation data. To do this, navigate to **System Setup> External System Integration > External Company Maintenance > Translations**. Your data may look similar to the following:



Example: If the Terms Code NET30 exists in company EPIC02, but the same code is called N30 in company EPIC03, the inbound customer will fail validation. A translation should be set up in company EPIC03 on the external company record for EPIC02, with Database Value NET30 and Inbound Value N30.

If company EPIC02 sends Customer records where the Terms Code is blank, and your system needs inbound Customer records to have the Terms Code default to N30, create a record indicating the default value.

Review Integrated Workbench

When a Validation Error occurs, manual intervention is required. Most of the functions within Multi-Company have a specially designed screen for handling these errors.

Functions include Link Customer, Link Part, Link Vendor, Incoming Intercompany PO Suggestions, and Add Intercompany Receipt.

1. If you are unable to fix a validation error using one of these screens, use the Integrated Table Workbench to access the record.

   Menu Path: System Setup > External System Integration > General Operations > Integrated Table Workbench

   This app is not available in Classic Web Access.

2. Modify the required values.

New Company Setup

This section documents the various maintenance records you need to define in order to create a multi-company environment .

Before you can pass data between two or more companies, you must create various records which support this functionality. In many cases, these records must also be configured to use multi-company functionality.

Be sure you set up a new company in the sequence described in this section. Each record you create is often needed by the following record documented in this sequence.

Company Database Value

Before you can create a new company within Kinetic, you must add a company value to the database. You do this within the Epicor Administration Console.

Cloud Customers need to contact the Epicor Cloud Operations Team to create a new company.

This app is located on the server you use for Kinetic. You use this app to perform a variety of tasks within your Epicor database.

To launch this app from your server machine, Select the Start button and navigate to the following location: **Start>All apps>Epicor Tools>Epicor Administration Console**

Create a Company Value

Follow these steps to create a new company value within the database.

1. Within the Epicor Administration Console tree view, expand the **Server Management** node.
2. Expand the primary node for the Epicor database for which you need to add the new company. For example: ERP10.
3. Right-Select on the **Companies node**.

   From the context menu, select **Add Company**.

   The Add Company window displays.
4. Enter the **Company ID** you will use for your new company. For example, EPIC02.
5. Enter the **Name** you want to display for the company on the Main Menu within Kinetic.

6. Select **OK**.

   The next time you launch Kinetic, your company displays as a separate node on the Main Menu. All of the modules you have licensed with Epicor display below your new company node.

Company Record

After you define the company value on the database, you can then setup the company record within the application.

The company record is automatically created. When you next launch Kinetic, the company displays as a new node on the Main Menu tree view. To modify the company record and create other multi-company maintenance records, expand this node.

You first need to enter the primary values for the new company. You do this within the **Company Configuration** app. At this point, you just need to enter the base values required to define the new company. Later you will return to Company Configuration to select various items you created in other maintenance apps.

Modify a New Company Record

You must enter some primary values for your new company record.

Before you can complete these steps, you must create the new company within the Epicor Administration Console.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

1. Navigate to the **Detail** panel card.
2. In the **Company Info** section, enter the name, address, phone number, and other primary information for this company.
3. Select the **Tax Information** which applies to the new company.
4. Save your changes and exit Company Configuration.
5. Launch **Company Maintenance.**

   Menu Path: System Setup > Company/Site Maintenance > Company Maintenance

   This app is not available in Classic Web Access.

6. Enter other primary values you need for the new company. For example, use the **Emails and Forms** card to indicate the SMTP Server that will process the new company's email.
7. When you finish defining the primary values on a new company, Select **Save**  .

Site Cost IDs

A Site Cost ID is a record you use to reference a cost set. A cost set defines how costs are assigned to parts within a specific site or sites.

A site cost identifier defines a reference to a cost set. The cost set is then used for the cost method calculations for all the parts manufactured within the sites linked to the cost set. This makes sure the same cost method is used for all the sites linked to this cost set.

You need to create and define the default site cost ID for the new company. This record is then the default for all sites you create within the company. You create and modify site cost IDs within **Site Cost Maintenance**.

Create a Site Cost ID

Follow these steps to create a Site Cost ID.

Menu Path: System Setup > Company/Site Maintenance > Site Cost Maintenance

1. Select **New**.
2. Enter the **Site Cost ID** and **Description** values you need. These required values display within various apps and reports.
3. Select the **Primary Site** associated with this Site cost ID. By default, each new company has one main site.

   If you need to add more sites to the new company, launch **Site Maintenance** and create the site record. This app is located within the **Financial Management>Multi-Site>Setup** folder. After you save the new site record, you can then select it from the Primary Site drop-down list.

4. The remaining options define either how the Site Cost ID interacts with the Costing Workbench or costs secondary FIFO layers. For more information on this functionality, review the **Site Cost Maintenance** topics or the **Job Costing Technical Reference Guide**. You can search for these topics within the application help.
5. When you finish, select **Save**.
6. Return to **Company Configuration**.
7. Navigate to the **Modules General** panel card.
8. Select the search icon in the **Site Cost ID** to find and select your new Site Cost ID.
9. Select **Save**.

   A default Site Cost ID is now defined for your new company.

Fiscal Calendars

Fiscal calendars define the years and periods used for financial reporting. You must create at least one fiscal calendar and then link this calendar to the new company.

Each fiscal calendar can contain as many years as you need. These years cannot, however, overlap -- nor can there be any gaps between the years. Each fiscal year can have as many fiscal periods as you need.

Do not confuse fiscal calendars with production calendars. A **Production Calendar** defines the day-to-day schedule needed for producing and delivering products through manufacturing centers. A **Fiscal Calendar** defines the years and fiscal periods required to report on financial activity.

You assign a default fiscal calendar to a new company. If needed, you can also select different fiscal calendars on books you create within this company. You may need to do this when you consolidate books between multiple companies.

Create a Fiscal Calendar

Follow these steps to create a fiscal calendar and then link it to your new company.

Menu Path: Financial Management > General Ledger > Setup > Fiscal Calendar

1. Select **New**.
2. Enter the **Fiscal Calendar ID** and **Description** fields to create a new calendar.

   The entries in the Fiscal Calendar ID and Description fields identify the calendar on reports and in other General Ledger maintenance apps.
3. Select **Save**.

   The **Start Date** is set to the current date by default.

   The **End Date** is set equal to the Start Date until at least 1 period is added.
4. In the **Fiscal Year** panel card, select **New**.

   The current year displays in the **Fiscal Year** field and the current date displays in the **Start Date** field for the first fiscal year of a fiscal calendar. Subsequent years will increase by one year.
5. Enter the **Fiscal Suffix** field if you would like to add a suffix to differentiate the fiscal year (for example, by a quarter).
6. Enter the **End Date** field with the date you want your fiscal year to end. There is no default value for this field.

7. Enter the **Number of Periods** field with the number of periods you want to allocate for the fiscal year. The default value is the number of periods on the previous fiscal year. If a previous fiscal year does not exist, the default value is 0, but you must choose a number of 1 or greater.
8. Enter the **Number of Closing Periods** field with the number of closing periods you want to assign to the fiscal year. The default value is the number of closing periods on the previous fiscal year. If a previous fiscal year does not exist, the default value is 0.
9. From the overflow menu, select **Generate Periods**.

   The **Year** and **Start Date** fields are filled in from information you entered when you created the fiscal year.
10. If necessary, enter the **End Date** and **Period Duration** fields. The default value of Period Duration is 1.
11. Select **Generate**.
12. Navigate to **Company Configuration**.

    Menu Path: System Setup > Company/Site Maintenance > Company Configuration
13. On the **Detail** panel card, select the search icon on the **Fiscal Calendar**to find and select the fiscal calendar.
14. Select **Save** .

    A default fiscal calendar is defined on your new company.

Earliest Apply Date

The Earliest Apply Date is the first date on which any financial transaction can be applied in a new company. You define an Earliest Apply Date to prevent transactions from being posted in closed periods.

You can assign the Earliest Apply Date to a selected fiscal year; this defines the date value for the entire company. You can also define a date to resume posting transactions on a specific module. When you define an Earliest Apply Date for a specific module, all GL transaction types which run within this module use this value to calculate the earliest date available for posting business transactions. If a different date is not defined for a module, however, Kinetic uses the default date defined for the selected fiscal year.

Define The Earliest Apply Date

Use these instructions to define an Earliest Apply Date for the new company.

You must first designate a fiscal calendar from the **Company Configuration** app before setting up an earliest apply date.

Menu Path: Financial Management > General Ledger > General Operations > Earliest Apply Date

1. **Define by Date** is selected by default.
2. You can now do one of the two actions:
    - Select a date from the calendar in the **Select Earliest Apply Date** field. The fiscal year, suffix and period that match the date you select display in the **Fiscal Year** and **Fiscal Period** fields.
    - Select the **Define by Fiscal Period** radio button. The **Fiscal Year** and **Fiscal Period** fields get activated. Find and select the fiscal period that you want. The fiscal periods listed are based on your company's fiscal calendar. The last day of the fiscal period displays in the **Earliest Apply Date** field.

    Be sure the **Earliest Apply Date** value is on a date or period **before** when you will load financial data into the application. This prevents errors from displaying when you enter or import financial data into your new company.

3. Select **Save** .
4. If you wish to define a separate **Earliest Apply Date** for a specific module, select on the **Per Module / Transaction Types** panel card.

    The **Module/Transaction Type** and **Select Earliest Apply Date** fields activate. The **Define by Date** field is selected by default. If you wish, you can select the **Define by Fiscal Period** radio button option. Depending on the radio button option you select, you do one of the two actions described in step 2.

5. Select a module from the **Module/Transaction Type** drop down option.
6. Repeat this process to define specific apply dates for other modules.
7. When you finish, select **Save** .

The Earliest Apply Date is now set up for the new company and (optionally) any other specific modules.

Multiple Currencies

You use the multi-currency functionality to enter and maintain the currencies through which your new company does business. You next need to enter the currencies and conversion rules which will be used by the new company.

The multi-currency functionality affects transactions throughout the entire application. As exchange rates between currencies change (as often as daily), your transactions can be automatically revalued using the current, active exchange rates, ensuring that your monetary amounts on all your transactions are up to date.

To begin, you first create the currencies required by the new company. You enter currency records within **Currency Master Maintenance**. You can enter an extensive number of transactional currencies, but you are limited to four reporting currencies (one base currency and three reporting

currencies) which you can use to post GL transactions. You should also consider which currencies will be **global** currencies shared across multiple companies. When you complete entering your global currency records, you can link them with child companies.

Each currency is paired with all other currencies you enter for the new company. You next must create at least one **Rate Type**; this record defines the conversion rules you use against each currency pair. You can create as many rate types as you need within **Rate Type Maintenance**.

You then navigate to **Company Configuration** to define which rate type will be used against which module. You then return to Currency Master Maintenance to activate these currencies and indicate that each currency is global -- used across multiple companies. To complete the multi-currency setup, you enter the starting exchange rates you will use in **Exchange Rate Maintenance**.

You can then begin recording transactions in each global currency, updating the exchange rates as needed. This section of the guide describes how you enter and activate currencies. The **Link Global Records** section later describes how you share global currencies across companies.

Be sure to verify the currency codes match on the currency master records used by all companies. Each record has both a **Currency Code** and a **Currency ID** value. The Currency ID defines how the currency displays on various reports and apps within the company; the Currency Code defines the entire currency record for uses like consolidation and other system processes.

A typical error can occur when you set up a new child company. For example, you create a child company which uses US dollars. The first currency you create is by default assigned the "Base" currency code and then you enter a "USA" currency ID, so this record indicates US dollars in the new company. You then create a currency record in the parent company to consolidate with this child company, and you enter a currency code and a currency ID with "USA" values. Because these currency code values are different, Kinetic will treat these records as separate currencies, and the exchange rate is calculated as a zero value.

Add a Currency

You add a currency to a new company through the following steps.

Menu Path: Financial Management > Accounts Receivable > Setup > Currency Master

This app is not available in Classic Web Access.

1. Select **New** .
2. Enter the **Currency Code** identifier you want for the currency. This value defines the unique internal identifier for the currency; once you save this record, you cannot change this value.
3. Define the **Currency ID** you want for this currency record. This value displays on reports and windows which show currency information. You can change this value later on if you need.

4. Use the **Description** field to enter a concise explanation for this currency.
5. The **Currency Symbol** indicates the special character used for this currency. This value appears on reports and apps near the currency amounts. Some currency symbol examples:
    - $
    - £
    - €
    - ¥
6. Enter the **Document Description** you need. This extended explanation is printed on quotes, sales orders, invoices, and other records that use this currency.
7. Select the **Maintain Rate** check box to indicate that exchange values for this currency can be updated. This check box activates the exchange rate fields for this currency within Exchange Rate Entry. This check box is selected by default.
8. Select the **Base Currency** check box to indicate that this record is the primary currency used by the new company. This currency is the default used for all transactions within the company. Only one currency can be defined as the Base Currency.
9. If this currency can be used to display amounts on invoices, purchase orders, sales orders, and other records, select the **Reporting Currency** check box. You must select at least one currency as a reporting currency for each company. This currency then becomes available on Currency lists throughout the application. You can have up to four reporting currencies (including the base currency) in each new company.
10. Enter the **Scale Factor** you use to modify the actual exchange rate in order to display amounts for this currency in a more understandable format. The actual rates within the database are not changed by this value, but all display rates are entered by users and shown using this factor value.
11. The **Number of Decimals** area indicates how many decimals this currency can display for unit cost amounts. You can have between 0-5 decimals for Cost and Price amounts and 0-3 decimals for General amounts like extended prices, tax amounts, and any amounts posted through inventory, general ledger, assets, and banks.
12. Continue to add the currencies you need. When you finish, select **Save**  .

Create a Rate Type

Rate types define the conversion rules applied against all the conversion pairs within your new company.

Before you create a rate type, you must enter currencies within Currency Master Maintenance.

Each currency you add through Currency Master Maintenance is automatically paired with another currency. These relationships display in Rate Type Maintenance as undefined; use this app to then define the conversion rule which applies to each currency pair.

Menu Path: Financial Management > Currency Management > Setup > Rate Type

1. Select **New** .
2. Use the **Rate Type Code** and **Description** fields to define the main values used for this rate type. Be sure to enter unique values that help users quickly identify the rate type on various reports and apps.
3. Optionally, use the **Base Rate Type Code** field to select the rate type you wish to use as a parent record to the current rate type.
4. Use the **Decimals** field to define how many decimals are calculated and displayed for amounts converted through this rate type. You can enter between 0-6 decimal places in this field.
5. The **Cross Rate Currency** section contains the fields you use to define the interim currency for the Cross-Rate conversion rule or the primary interim currency for the **Double-Cross Rate** and **Reverse Double-Cross Rate** conversion rules.
6. If you can round values calculated for the Cross Rate Currency, select the **Round** check box. You can then indicate up to how many decimals can be used to round within the **Decimals** field. For more information on rounding, review the **Global Rounding** section later in this chapter.
7. The **Alternative Cross Rate** currency section contains the fields you use to define the interim currency for the **Alternate Cross-Rate** conversion rule or the Secondary Interim currency for the **Double-Cross Rate** and **Reverse Double-Cross Rate** conversion rules.
8. If you can round values calculated for the Alternative Cross Rate Currency, select the Round check box. You can then indicate up to how many decimals can be used to round within the **Decimals** field.
9. Be sure to select the **Global** check box. This value indicates that this rate type can be used by multiple companies within your database.
10. If the **Global Lock** check box is clear, any updates made to this rate type are also automatically sent to all companies that use this rate type. If you select this check box, however, any updates you enter in the new company are not sent to other companies.
11. When you finish defining the primary values for the rate type, expand the **Conversion Rules** panel card.
12. On the **Conversion Rules** panel card, you see all of the available currency pairs being displayed.
13. The **Source Currency** fields display the original currency for the conversion rule.
14. The **Target Currency** fields display the resulting currency for the conversion rule. The conversion rule changes amounts in the Source Currency to the Target Currency.
15. Use the **Conversion Rule** drop-down list to define the rule used for the conversion. Available conversion rules:
    - **Direct** - Multiplies an amount in the source currency against the exchange rate for the target currency.
    - **Inverse** -- Divides an amount in the source currency against the exchange rate for the target currency.

- **Cross-Rate** -- Uses an intermediate, or Interim, currency to convert amounts between the source and target currencies. The Cross-Rate currency defined on the Detail card is the Interim currency.
- **Alternate Cross-Rate** -- Uses an alternate Interim currency to convert amounts between the source and target currencies. The Alternate Cross-Rate currency defined on the Detail card is the alternate Interim currency.
- **Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Direct calculation to convert the amounts generated between each currency.
- **Reverse Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Inverse calculation to convert the amounts generated between each currency.

16. The **Display Mode** indicates how the conversion rules displays within apps that display source and target currency amounts. The currency pair displays along with an arrow indicating the direction of the conversion and the exchange rate below it.
17. Select the **Use Base Rate** check box if the conversion rules from the parent rate type (if one is selected) should be used for the currency pair. If you select this check box, all other fields on this card become unavailable.
18. Use the **Fixed Rate** to indicate whether the rate defined for this currency pair can update the Effective Rate value. If this check box is selected, the rate is locked, or fixed, and the Effective Rate cannot be updated by this conversion rules. If the check box is clear, however, the application considers that the conversion rule uses a variable, or float, exchange rate and it can be updated daily.
19. When you finish, select **Save** .

Enter Exchange Rates

Use Exchange Rate Maintenance to enter exchange rates for currency pairs and an effective date for the rate type to which each currency pair belongs. Kinetic uses the conversion rule defined on the rate type to calculate the values of converted amounts.

Before you can enter exchange rates, you must create a rate type within **Rate Type Maintenance** and you must enter currencies within **Currency Master Maintenance**.

Although you can enter these rates manually, you can also use the **Exchange Rates Import** app to import rates from an outside file generated by **Epicor Service Connect**.

Menu Path: Financial Management > Currency Management > General Operations > Exchange Rate Entry

1. Select **New** .
2. The **New Effective Date** panel slides in. Enter the **Effective Date** on which the exchange rates begin. You can also Select the Effective Date button to find and select an existing exchange rate record.
3. Select **OK**.
4. The **Source Currency, Target Currency**, and **Conversion Rule** fields all display values defined within the rate type.
5. Enter the **Rate Value** you need for the currency pair.
6. If you need to record additional information, enter text within the **Reference** field.
7. You can also import the exchange rates you wish to use. To do this, select the overflow menu and select **Import**.
8. The **Exchange Rates Import** panel slides in.
9. In the **Import File** field, select the search icon to find and select the imported file.
10. The **List Delimiter** field indicates the character used to divide and organize the date within the imported file. Enter the value you need; the default value is the comma (,).
11. The **Date Order** field defines the sequence through which dates appear when the file is imported into the application. Available formats are m/d/y and d/m/y.
12. The **Number Format** defines how number values are imported from the Service Connect file. Select the format you need from the drop-down list.
13. Select **OK**.

Define Company Rate Types

You use the Currency Rates card within Company Configuration to define the rate types used by various financial areas. All international transactions that occur within this financial area use the conversion rules defined within the selected rate type.

Before you complete these steps, you must enter the currencies, rate types, and current exchange rates your new company will use.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

1. Navigate to the **Modules>Currency** panel card.
2. In the **Default Rate Types** section, use the drop-down lists to indicate which rate type will be used for a specific financial area within the new company. Available financial areas:
    - **Company General** - Indicates the rate type used as the default for all transactions that do not fall in the sales, purchasing, production, or other financial areas.
    - **Sales and Invoicing** - Defines the rate type used for all sales orders and AR invoices.

- **Purchase and Expenditure** - Defines the rate type used for all purchase orders and AP invoices.
- **Inventory and Production** - Indicates the rate type used for all stock quantities and production expenses that occur between sites located in different countries.
- **Fixed Assets** - Defines the rate type used for all financial transactions that involve the assets of the current company - items such as facilities, production equipment, and computers.
- **Payroll** - Defines the rate type used for employee expenses that require international transactions.
- **Cash Management** - Defines the rate type used for multiple currency transactions that involve cash amounts.

3. Define what **Rate Locking Option** will be used with your new company. This selection indicates how the company freezes, or locks, exchange rates when the target currency is the same as source currency and the **Lock** check box is selected on a specific record (sales order, AR invoice, purchase order). The options are:
   - **Force 1:1 rate for the same currencies** - Causes the amount used on the source transaction to also be used on the target transaction, regardless whether the exchange rate is or is not locked. This option is the default value.
   - **Always use locked rate conversion through base** - Causes the amount used on the source transaction to be converted using the exchange rate defined on the base currency. The converted amount is then converted again using the exchange rate for the target currency. This option calculates changes made to the exchange rates with the base currency defined for this company.
4. When you finish, select **Save**.

Activate Currencies

To complete multi-currency setup for your new company, you must first activate the currencies and indicate they are globally shared between multiple companies.

Before you can complete this task, you must define the currencies, rate types, and exchange rates used by the new company. You must also define the rate types used by each financial area within the new company.

Menu Path: Financial Management > Accounts Receivable > Setup > Currency Master

This app is not available in Classic Web Access.

1. In the **Currency Code** field, select the search icon to find and select all of the currencies you have entered for the new company. All the currency records load within Currency Master Maintenance. You can display each currency record on the **Detail** card by selecting it on the tree view.
2. Activate a currency by clearing its **Inactive** check box.

Each currency is now available for transactions within the new company.

3. Select the **Global Currency** check box to indicate all the companies within your database can now use this currency for their transactions as well.
4. Optionally, Select the **Global Lock** check box. If you select this check box, other company versions of this currency record do not update when changes are made to the global currency record. If you clear (not select) this check box, updates made to this global currency record automatically update the currency record in all companies which use it.
5. Repeat these steps on all currencies you have entered for the new company.
6. When you finish, select **Save** .

   The multiple currencies are now active within your new company. They can also be used to calculate amounts in transactions for other companies. They can also be used to consolidate books between multiple companies as well.

Chart of Accounts

You now must set up the chart of accounts you will use for the new company. You can create multiple charts of accounts if you require. The Global chart of accounts feature enables you to create a COA once in a parent company, then distribute it automatically to subsidiary companies via the multi-company process.

charts of accounts (COAs) you design create different views of the financial transaction data. As you create multiple COAs, consider the reporting requirements you need to satisfy with each COA. For example, you may need one COA for general account entry inside your new company, while you need another COA in order to consolidate transactions with a parent company.

You can create as complex an account structure as you need. Each account can have up to 20 definable account segments. Each segment itself can be up to 50 characters in length, and you can define a number of values -- like Effective Date and Normal Balance -- for each segment. These segments can be controlled, dynamic, and optional for data entry. The segments can also display in any order. The maximum length of each account is 200 characters, including delimiters.

As you begin creating a new COA, consider these questions:

- Do you need multiple COA's for each company?
- What does your entire GL account structure need to include?
- What types of account segments do you need to define this overall account structure?
- Which segments need to be controlled, and which need to be dynamic?
- Which segments need to be self-balancing?
- Should an account be used across companies?

You link a specific chart of accounts to a book. Each company can have multiple books, and within each book you define the currency, chart of accounts, and fiscal calendar the book will use to post its

business transactions. In the above example, you would create one main book for the new company and a consolidation book for reporting to the parent company.

You begin by launching **Chart of Accounts Maintenance**. Create the new COA records you need and then define the structure and characteristics of its account segments. You then use **Account Segment Values Maintenance** to define values for the dynamic and controlled segments used within your COAs. To complete the COA setup, you then use **General Ledger Account Maintenance** to generate the accounts.

Global COA

The global chart of accounts (COA) functionality enables you to define a COA once in a parent company, then distribute it automatically to subsidiary companies via the multi-company process.

As well as initial distribution of a new COA, subsequent updates to the COA in the parent company can also update the COA in subsidiary companies. In addition, you can select which segments to distribute across companies.

You can elect to transfer only the chart of account structure, selected segments and segment values (**Send Segments Only**), or you can include the whole COA, including the GL accounts (**Send Full COA**).

The following apps are used in the setup and ongoing use of the global COA functionality:

- **External Company Configuration** - You can subscribe subsidiary companies to receive global COA updates, and initialize the transfer process.
- **Chart of Account Structure Maintenance** - You can set the following elements as global: Chart of account structure, COA segments, and COA segment values.
- **Account Segment Values** - If segment values are set to global in a global COA, these segment values transfer to the subsidiary company(s).
- **General Ledger Account Maintenance** - If a global COA is set up to Send Full COA, the GL accounts are also global, and transfer to the subsidiary company(s).
- **Global Table Maintenance** - Use this app to determine which tables/fields in the subsidiary will receive updates via the global COA process, once you have run the initial transfer of global COA data.

Creating a COA

You first must define the structure of a new COA.

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Chart of Accounts**.

2. Select **New** to add a new chart of accounts.

3. Enter a unique **Chart of Account** identifier and a Description for this COA. These are the values that display in various other apps and reports.

4. In the **Separator Character** field, enter the character used to separate the various segments within the chart. A common example is a dash (-).

5. The **Chart Length** field indicates the maximum length of the accounts generated through this COA. This field only populates once you have created segments.

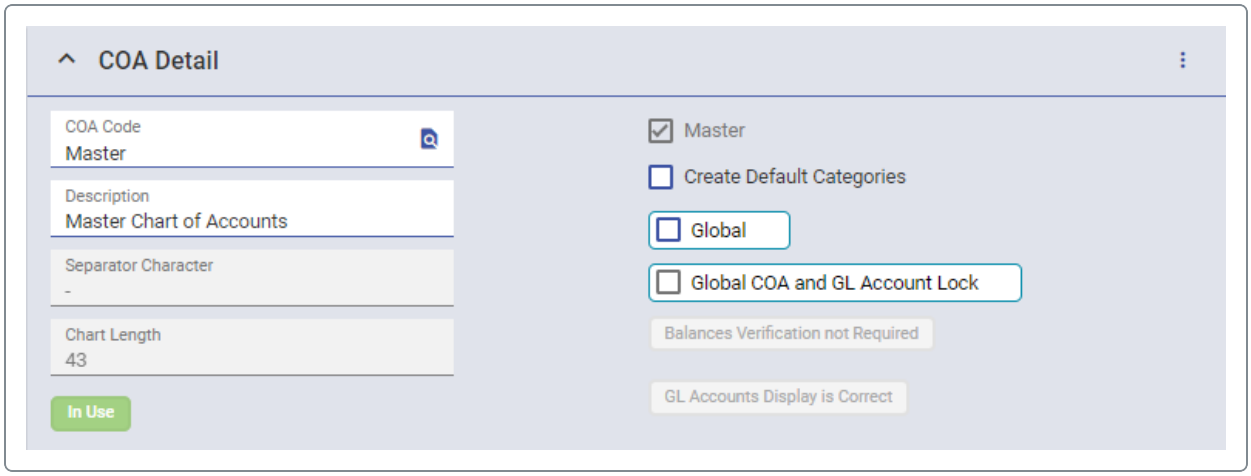
6. If this COA is the **Master COA** for the current company, this check box is selected. You define the Master COA within Company Configuration.

7. Select **Create Default Categories** if you want the application to create standard COA categories for the COA. If you leave this check box clear, you will have to manually create COA categories in COA Category Maintenance.

8. Select the **Global** check box if you want this COA to transfer to subsidiary companies via the Multi-Company process. This option is useful if several companies use the same COA - you only have to create the COA once, then transfer it to the other companies.

   To use the Global COA functionality, you require the Multi-Company license.

9. The **Global COA and GL Account Lock** check box is only available in subsidiary companies that use the Global COA functionality. Select this check box to sever the Global COA connection with the parent company. Future changes to the parent COA will no longer transfer to the subsidiary. Also, local changes to the subsidiary COA are enabled. If you select the Global Values check box for a COA segment, the Global COA and GL Account Lock check box is automatically selected as well.



10. Select **Save**.

Select the COA Master

You now return to the Company Configuration app to define the master COA you will use for your new company.

You must create at least one COA in Chart of Account Structure Maintenance before you can complete this step.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

1. Navigate to the **Modules>General** card.
2. Select the default chart of accounts for the company from the **COA Master** drop-down list.
3. Select **Save**.

Defining COA Segments

COA Segments can be natural, controlled, dynamic, or optional for data entry. They can display in any order and that order can be changed at any time (Run the Rebuild Display GL Account process to update the display throughout the application).

A natural account segment defines the chart segment used with the account. The first segment you save on a COA automatically saves as its natural account. When a segment is defined as a natural account, the application zeros balances in income statement accounts and maintains balances for balance sheet accounts. If a segment is a natural account, the Natural Account indicator is active on the Detail card. While you indicate where the natural account segment is located in the account structure in this program, use Account Segment Values Maintenance or Natural Account Mass Update to define other natural account options.

Controlled segments record the primary financial history of the company, while dynamic segments record temporary, unique business activity. Link, or reference, dynamic segments to a business entity, which is a table that records data placed against customer, supplier, project, part, and other entities.

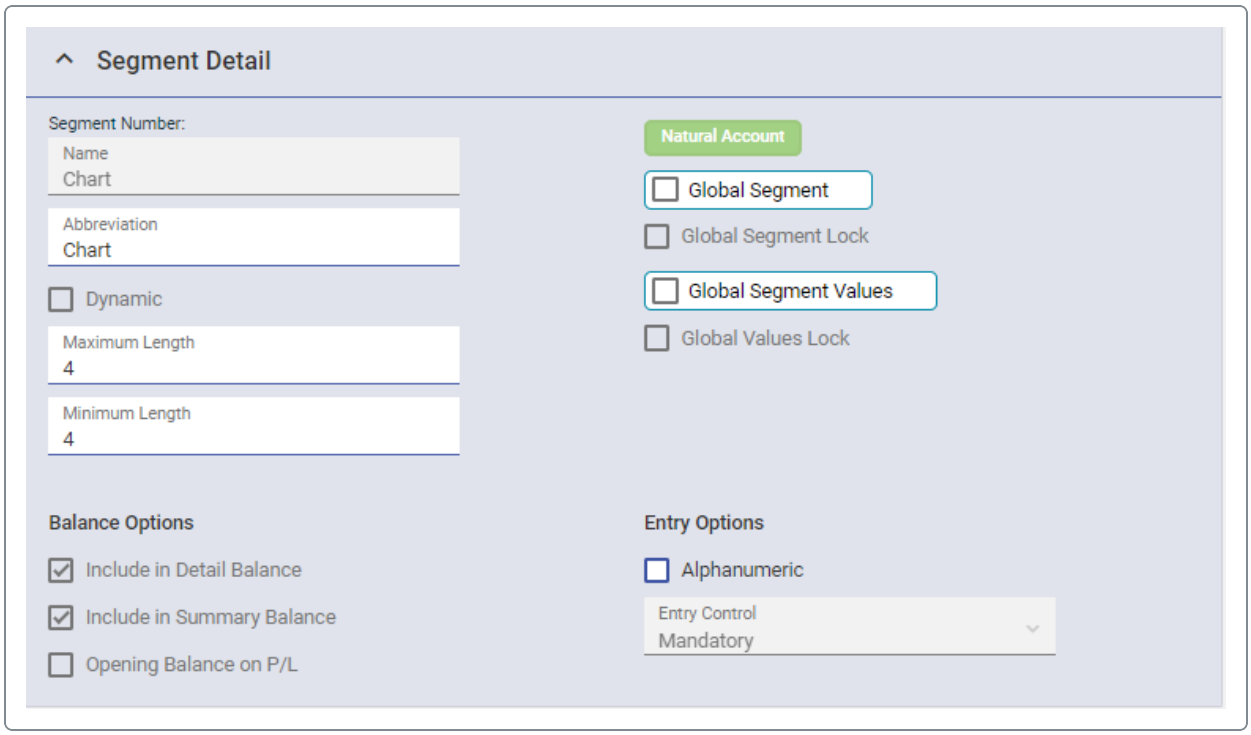
Once you start to use a COA, you can no longer add a controlled segment to it but you can always add dynamic segments to a COA in use.

You begin definition of the COA with the creation of the natural account segment.

1. In the **Segment Detail** card, select **New** to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. The first segment you create is always the **Natural Account**.
4. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.
5. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL

account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.

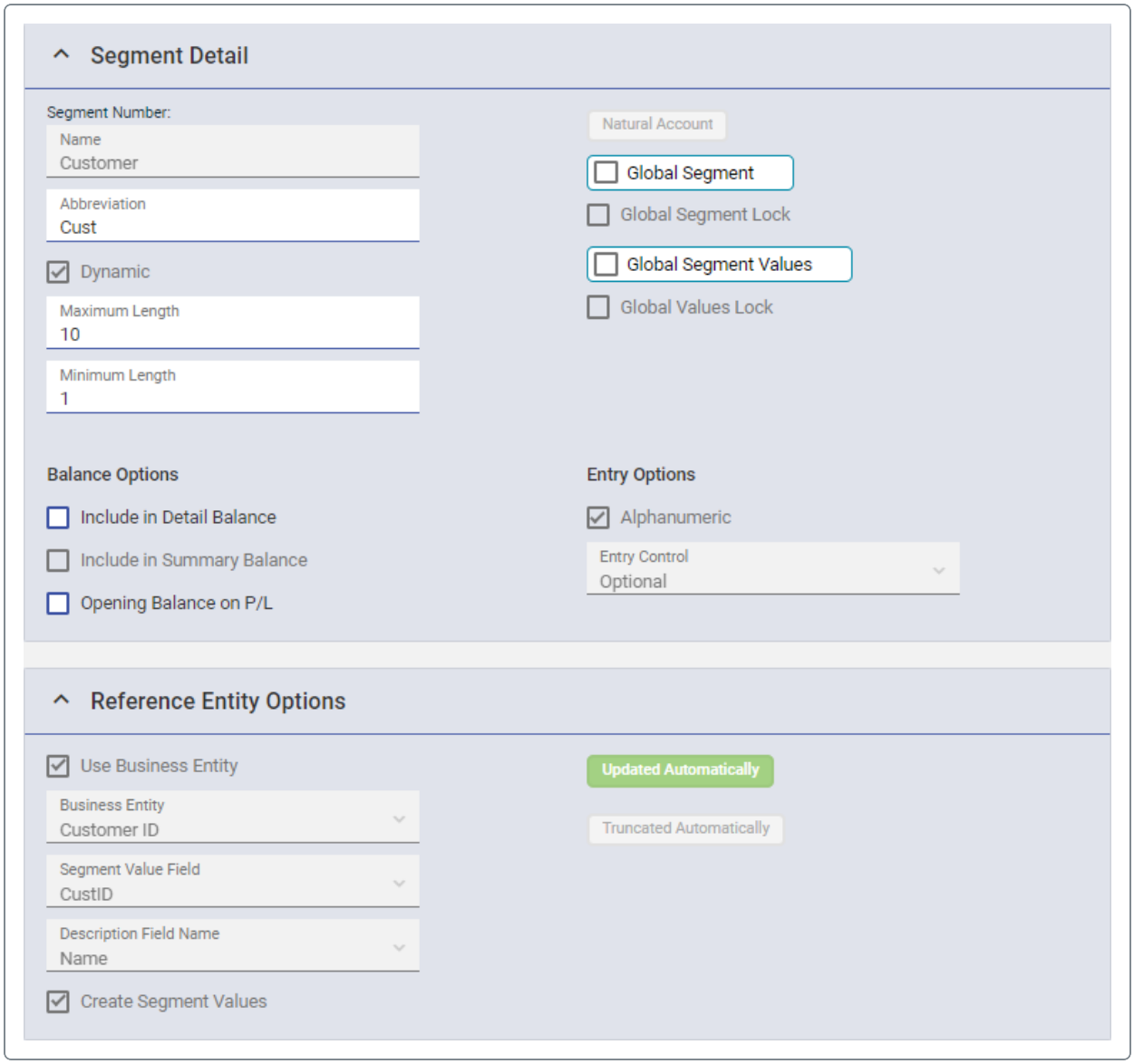
6. If you use the **Global COA** functionality, select the **Global Segment** check box (in the parent company) to include this segment in the COA transfer to subsidiary companies. In a global COA, the natural account segment is always marked as a Global Segment.
7. The **Global Segment Lock** check box is only available in subsidiary companies that use the Global COA functionality. Select this check box to sever the global connection for this segment with the parent company. Future changes to this segment in the parent COA will no longer transfer to the subsidiary. Also, local changes to the segment in the subsidiary are now enabled.
8. If the **Global Segment** check box is selected, you can also select the **Global Segment Values** check box. This means the actual segment values for this segment will transfer to subsidaries via the Global COA functionality.
9. In subsidiary companies, select the **Global Values Lock** check box to sever the global connection for segment values in the COA. Future changes to individual segment values in the parent COA will not transfer to the subsidiary. If you select this check box, the **Global COA and GL Account Lock** check box is automatically selected.
10. Optionally, clear the Alphanumeric check box to block the inclusion of letters in the segment.



11. Select **Save**.

For subsequent segments, you can select the **Dynamic** check box to indicate a segment is dynamic. The application then defines the value of the dynamic segment based on entity references and posting rules. If this check box is clear, it indicates this segment is controlled, and cannot be changed on the fly by the application. For controlled segments, you have to define values in the Account Segment Values program.

1. In the **Segment Detail** card, select **New** to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.
4. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
5. If this segment is dynamic, you can select the **Use Business Entity** check box. This check box indicates this segment uses a business entity to define the segment value. If this check box is clear, it indicates the application uses booking rules and lookup tables to define the segment value.
6. If you selected the **Use Business Entity** check box, the **Business Entity** drop-down list is available. Select the business entity that will generate the dynamic values.
7. The **Create Segment Values** check box indicates the dynamic segment values are created automatically. This means segment values are added when a system entity record is created. If this check box is clear, you have to manually update business entity values.
    - **Include in Detail Balance** – Indicates the application maintains segment balances for display on reports and trackers.
    - **Include in Summary Balance** – Indicates the application summarizes segment balances for display on reports and trackers.
    - **Opening Balance on P/L** – Indicates the application maintains year-end segment balances for expense and revenue accounts. By default, the application reduces the balances in temporary accounts to zero at year end. If you select this option, you can maintain an income statement independent of the fiscal year.
8. Select the **Alphanumeric** check box to indicate the account segment can include both letters and numbers.

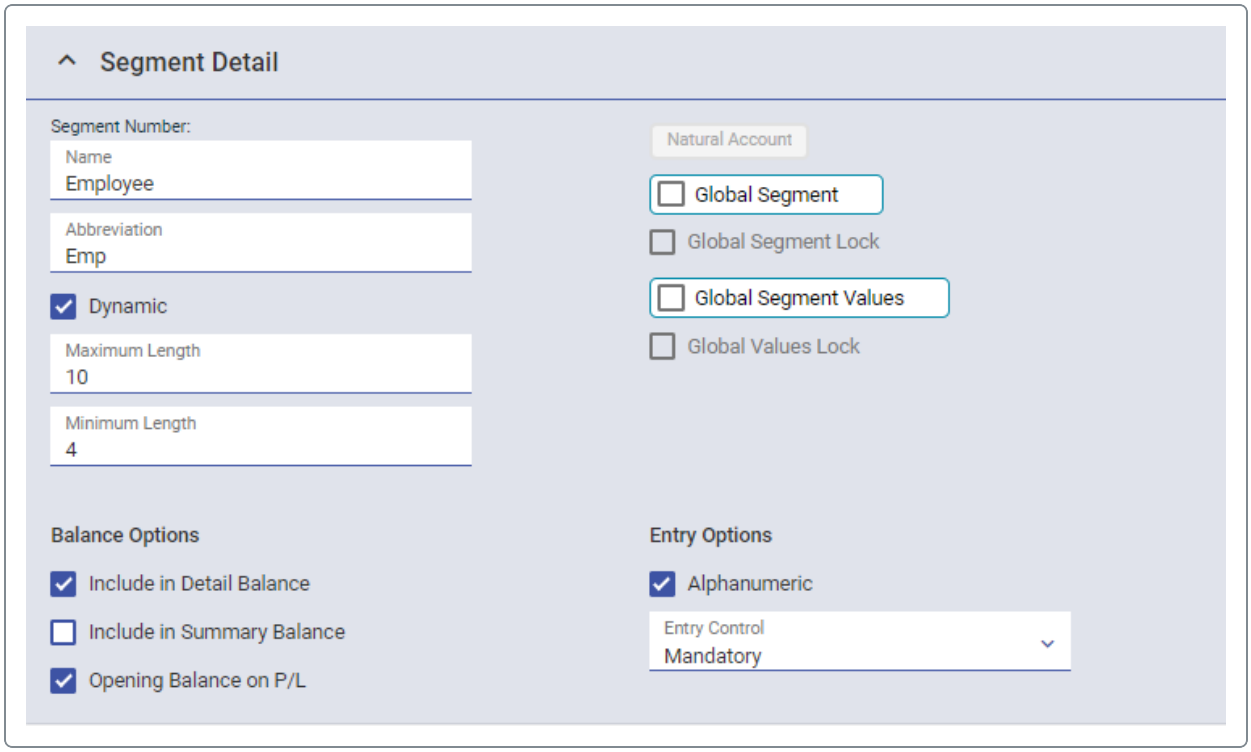


9. Select **Save**.

Controlled segments use values defined in general ledger programs to create general ledger accounts. Values defined for controlled segments are available in fields used for entry of general ledger accounts.

1. In the **Segment Detail** card, select **New** to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.

4. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
5. Select the **Alphanumeric** check box to indicate the account segment can include both letters and numbers.
6. Select the **Entry Control** drop-down list to indicate whether the segment must display in general ledger account codes. Available options:
    - **Mandatory** – The segment must be included in general ledger accounts. The natural account segment is always mandatory.
    - **By Natural Account** – The segment can be either optional or mandatory for each natural account value. You define this option within Account Segment Values Maintenance. This program is described later in this chapter.
    - **Optional** – General ledger accounts can be posted without this segment.
    - **Reference Account Mask** – The segment can be either optional or mandatory, depending on the account mask defined in GL COA Reference Type Maintenance. This program is explored later in this chapter.



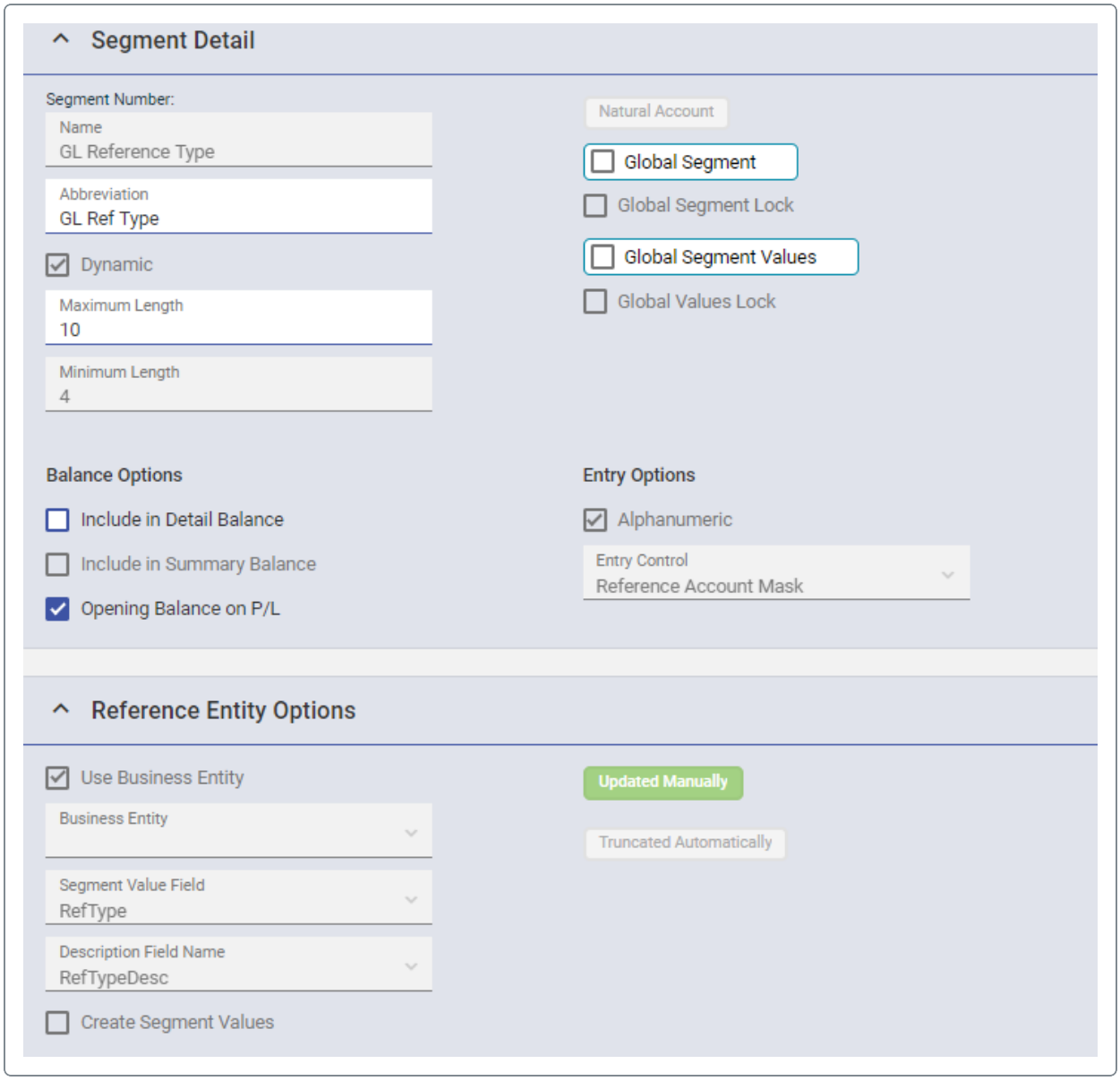
7. Select **Save**.

Post-requisites

Use **Account Segment Values** to define values for this segment.

Dynamic segments can use a reference-type entity to define segment values based on user input. Reference type values classify campaigns, projects, and other entities with a fixed life for use in financial reporting. In addition, the application can use entity references and posting rules to set dynamic segment values.

1. In the **Segment Detail** card, select **New** to add a new segment.
2. The Segment Number identifies the segment in relation to the other segments on the chart. You can create up to as 20 segments.
3. Enter the **Name** of the segment. Typically Segment 1 is often named Natural. Some examples of other segment names: Department, Product, Customer.
4. Enter the **Maximum Length** and **Minimum Length** for the account segment. Each segment can contain as many as 50 characters and must have a minimum of 1 character. Each GL account string can have up to 200 characters. The application sets a default minimum length when a dynamic segment uses a business entity. In this case, you cannot define a segment shorter than what is allowed for the entity.
5. Select the **Dynamic** and the **Use Business Entity** check boxes. Selecting Dynamic allows you to complete **Reference Entity Options** fields.
6. In the **Business Entity** field, select **Reference Entity**. This entity is associated with the **GLCOARefType**. Selection of this entity sets other segment entry options in this card. The application requires manual updates of segment values and sets the **Entry Control** to **Reference Account Mask**. This setting indicates values for the segment originate in **GL COA Reference Type**.
7. Optionally, change the default balance options as follows
    - Use the **Include in Detail Balances** and **Include in Summary Balances** check boxes to determine how the application maintains segment balances for use on reports and trackers. Maintenance of summary balances requires the storage of fewer general ledger transactions than does maintenance of detail balances.
    - Select **Opening Balance on P/L** to maintain year-end segment balances for expense and revenue accounts. By default, the application zeros balances in income summary accounts at year end.



8. Select **Save**.

Post-requisites

Use **GL COA Reference Type** to define types and account masks for the segment.

Generate GL Accounts

In the **Genral Ledger Account** app, you define valid general ledger (GL) accounts for a chart of accounts (COA).

General ledger accounts contain the natural account segment and other controlled segments. You cannot include dynamic segments in GL accounts. Posting rules set the value of most dynamic segments.

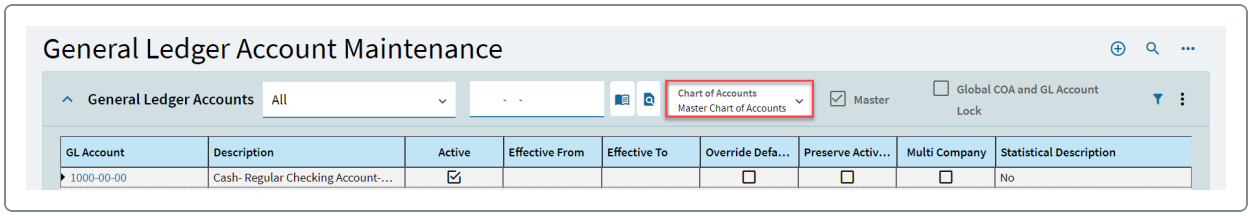
Before creating GL accounts, complete the following:

- Define all the controlled segments needed by the COA in Chart of Accounts Maintenance.
- Create values needed to define the GL account in Account Segment Values.

General ledger accounts define valid entries for the selected chart of accounts. Kinetic uses accounts defined in this app to validate journals posted to the COA.

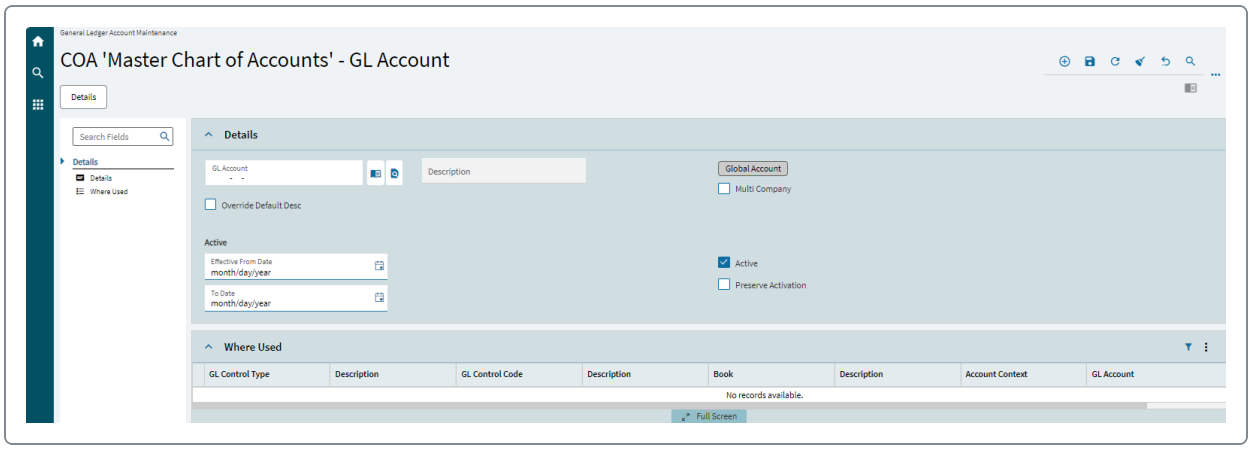
You can create GL accounts after the COA is in use:

1. Open the **General Ledger Account** app.
2. In the 'Chart of Accounts' field, select the COA for which you want to create GL accounts.



3. Select **New GL Account**.

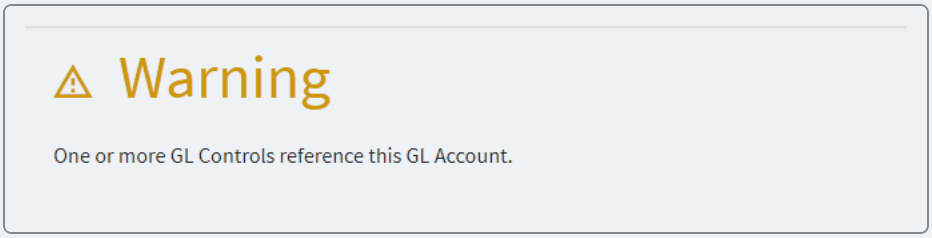
   The **Details** and **Where Used** Cards display



The 'Where Used' card contains a grid showing all GL controls that use the GL account.

4. In the 'GL Account field', define the account.
5. In the 'Description' field, enter a description used to identify the account on reports and in other GL maintenance apps.
6. Optionally, select the **Multi Company** check box to use the account for inter-company processing. Inter-company processing updates multi-company accounts defined in the COAs of a parent company and its subsidiaries.
7. Clear the **Override Default Description** check box to allow the description to be overwritten during automatic account updates. Select the check box to allow users to edit and update the description manually.
8. Select the **Active** check box to use the account. Kinetic blocks activation of an account that contains an inactive segment. Journal details can book to active accounts.

   If you clear the 'Active' check box and the account is referenced by at least one GL Control, a warning message appears. However, this is only a warning and it will not prevent the change from being saved.

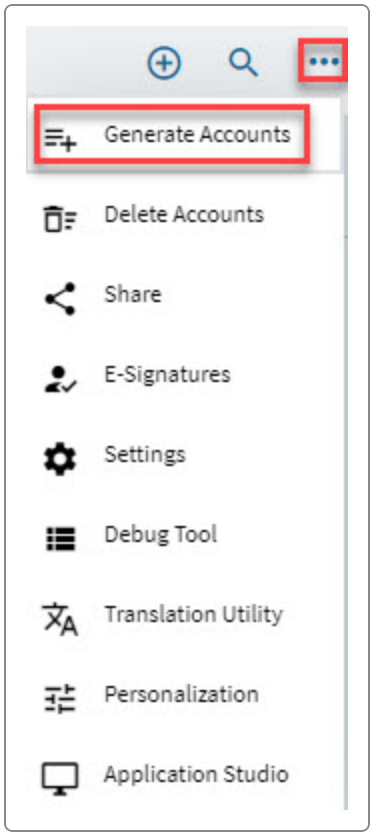
   

9. Optionally, select the **Preserve Activation** check box to block inactivation of the account during automatic account updates. Selecting the check box preserves the active status of the account when the account generation process runs in Preserve mode. When the check box is cleared, running the process in Preserve mode inactivates the account.
10. If required, use the **From Date** and **To Date** fields to define the account's active period. You can leave one or both fields blank to define a period without a specified start and/or end date.
11. Select **Save**.

Mass Generate Accounts

Usually, you will mass generate GL accounts for a COA, especially at the stage of a new implementation.

1. From the overflow menu, select **Generate Accounts**. This functionality uses a COA's controlled segments and their segment values to automatically create general ledger accounts.



The **Generate Accounts** window displays. The chart of accounts selected in General Ledge Account Maintenance populates the **COA** field.

2. Indicate if you want to override the options on existing accounts. Available options:
    - **Create New Accounts Only** - Blocks the process from updating existing accounts.
    - **Preserve Mode** - Protects existing account settings during updates.
    - **Override Mode** - Resets all existing account settings to process defaults you have defined. The existing accounts become inactive and their descriptions are deleted.
3. Select from two **Generation Modes**:
    - **Simple Generation** - Generates accounts based on defined segment values. Use the **Target Segments Definition** card to select specific segment values or define value ranges to use in the generation.
    - **Generation with copying** – Generates accounts based on combinations of segment values. Use the **Source Segments Combination Definition** card to define the combinations.
4. Navigate to the **Target Segments Definition** card.
5. For the natural account segment only, select the **Balance card** or **Income Statement** check boxes to include all such natural accounts in the filter.

    The applicable account categories display in the **Category Selection List** field.

6. Alternatively, select the **Seg Value Selection** check box to launch the **Account Segment Values Search**, where you can search for segment values to include in the filter.

   The values you select display in the **Seg Value Selection List**.

7. The **Category Selection** check box works in a similar way, but enables you to select account categories instead.
8. Before you generate the GL accounts, you can Select **Preview** to verify the correct GL accounts will be created.

   The **Generate Accounts - Print Edit List** window displays.

9. Select **Print Preview** to view the Preview GL Accounts edit list.

   Once you have reviewed the list, exit the report and close the **Generate Accounts - Print Edit List** window.

10. If you are ready to create the GL accounts, Select **Generate**.

    The **Generate GL Accounts Process** window displays.

11. Select **Process** and close the window.

    In the **System Monitor**, the **Generate Accounts** task details the number of accounts that were created.

Global COA

The global chart of accounts (COA) functionality enables you to define a COA once in a parent company, then distribute it automatically to subsidiary companies via the multi-company process.

As well as initial distribution of a new COA, subsequent updates to the COA in the parent company can also update the COA in subsidiary companies. In addition, you can select which segments to distribute across companies.

In **Chart of Account Maintenance**, several check boxes determine the global COA behavior:

- **Global** - Select this check box to mark the COA as global. This enables its transfer to subsidiary companies via the multi-company process.
- **Global COA and GL Account Lock** - In subsidiary companies, if you select Global COA and GL Account Lock, changes made in the parent COA will no longer transfer to the subsidiary. This also enables independent update of the COA in the subsidiary.
- **Global Segment** - Automatically selected for segment 1 (natural account). For other segments, select this check box if you want to transfer that segment to subsidiaries. This is only enabled if the COA is set to Global. You cannot select Global Segment if the preceding segment is not set to global as well.

- **Global Segment Lock** - In subsidiary companies, if you select Global Segment Lock, changes made to segments in the parent COA will no longer transfer to the subsidiary. This also enables independent update to segments in the subsidiary COA.
- **Global Segment Values** - Select this check box to enable transfer of account segment values for the segment. This is only enabled when the Global Segment check box is selected.
- **Global Values Lock** - In subsidiary companies, if you select Global Values Lock, changes made to segment values in the parent COA will no longer transfer to the subsidiary. This also enables independent update to segment values in the subsidiary COA.

  To subscribe subsidiary companies to receive global COA updates, you must select the **Global Chart of Accounts** setting in **External Company Configuration** (within the parent company, in each external company record to which you want to send global COA). On the **Detail > Multi-Company > Detail** card, select the **Send Global COA** check box, then select an option from the drop-down list:

- **Send Selected Segments** - This option transfers:
  - COA structure defined in Chart of Account Structure Maintenance
  - COA segments marked as **Global Segment** in Chart of Account Structure Maintenance
  - Segment values for global segments whose **Global Segment Values** check box is selected
  - Account categories
- **Send All Segments and GL Accounts** - When you set a chart of accounts to Global:
  - Transfers the COA structure defined in Chart of Account Structure Maintenance.
  - All COA segments are set to **Global Segment**. The segments transfer to subsidiary company.
  - All segments are set to **Global SegmentValues**. The segment values transfer to subsidiary company.
  - Account categories transfer to subsidiary company.
  - GL accounts and their descriptions transfer to the subsidiary company (the Multi-Company flag on GL accounts is NOT transferred).

Self-balancing segment setup is NOT transferred.

If you select the Send All Segments and GL Accounts option, and set a chart of accounts to Global, the current settings for the Global Segment and Global Segment Values check boxes are ignored. All Segments and Segment Values for Controlled segments, as well as GL accounts, will transfer to the subsidiary company.

If you clear the Global check box on a chart of accounts that was already transferred to subsidiary companies, subsequent changes to the COA or its segment values do not transfer to the COA in subsidiary companies.

To determine which tables and fields will receive updates **after** the initial COA transfer, use **Global Table Maintenance.**

Create Global Chart of Accounts

This section focuses on the settings required specifically for a global chart of accounts. The basics of creating a COA are the same. See the previous section, Chart of Accounts, for more detailed steps on creating a COA, segment values, and GL accounts.

Navigate to **Chart of Account Structure Maintenance**

Menu Path: Financial Management > General Ledger > Setup > Chart of Accounts

1. Select **New** and create a chart of accounts in the usual way, including ID, Description, Separator Character, and Create Default Categories setting.

2. Select the **Global** check box.

The green **Global** indicator displays.

3. Select **Save**.

The **Global COA and GL Account Lock, Global Segment Lock,** and **Global Values Lock** check boxes are **not** available in the parent company. These are covered in the Use Global Values Lock topic below.

Create Global COA Segments

1. From the **Segments** card, select **New**.

   Notice the green Global Segment indicator displays, and the check box is automatically selected. In a global COA, the Natural account segment must be global.

2. Enter details for the Natural account segment, including Name, Abbreviation, Length, and so on.
3. The **Global Segment Values** check box is available.

   Select this check box if you want this segment's **values** to be included in the global COA transfer to the subsidiary. This option also requires you to later select the **Send Global COA** check box in **External Company Configuration**, and select the **Send Selected Segments** option.

   If you instead select the **Send All Segments and GL Accounts** option in the external company record, all COA segments and segment values are automatically set to Global Segment / Global Segment Values, regardless of your original selection in Chart of Account Structure Maintenance.

4. Create other COA segments according to your chart of accounts requirements.

   For all other segments, the **Global Segment** check box is optional; select it if you want the segment to be included in the global COA transfer to the subsidiary. If you select this check box, the **Global Segment Values** check box is also available.

   > In **Dynamic** segments, you can select the Global Segment check box, but the Global Segment Values check box is **not** available.

5. Once you have completed the COA structure, select **Save**.

Enter COA Segment Values

Navigate to **Account Segment Values**.

Menu Path: Financial Management > General Ledger > Setup > Account Segment Values

1. In the **Chart of Account** drop-down list, select the global COA you have already created.

   The green **Global** indicator displays.

2. Select the **Segment** for which you need to create values.

   By default, the Natural account segment displays in the drop-down list. Therefore, if the COA is global, the green **Global Segment** indicator also displays.

   When you select other segments, the green Global Segment indicator displays only if you set that segment as a Global Segment in Chart of Account Segment Maintenance (this is discussed in the previous topic).

3. Create segment values for each COA segment as required.

   The green **Global Values** indicator displays if you set the current segment to Global Segment Values in Chart of Account Segment Maintenance.

4. Once you have entered segment values for each COA segment as required, select **Save**.

Generate GL Accounts

Navigate to **General Ledger Account Maintenance**

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

1. Select the required **Chart of Accounts**.

   If the COA is global, the green **Global** indicator displays. The **Global COA and GL Account Lock** check box is clear, as you are working in the parent company.

2. You can proceed with GL account creation, most likely from the overflow menu, select **Generate Accounts**.

3. Once you have created GL accounts, select **GL Account** to search and select a GL account.
4. Note the **Global Account** indicator.

   The **Global Account** field is green if the selected COA is global, and the **Send Global COA** option in **External Company Configuration** is already selected and set to Send All Segments and GL Accounts. In this guide, that step comes later, so the indicator will remain gray at this point. Once you subsequently change the setting in External Company Configuration, then open the GL account again in General Ledger Account Maintenance, the indicator will be green.

Subscribe External Company

Navigate to External Company Configuration

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

1. In the **External Company** card, select **Multi-Company Direct**.
2. Navigate to the **Multi-Company Details** card.
3. In the **Global Chart of Accounts** section, select the **Send Global COA** check box.

   The drop-down list is enabled.

4. The option you select is important:
   - **Send Selected Segments** - This option transfers:
     - COA structure defined in Chart of Account Structure Maintenance
     - COA segments marked as **Global Segment** in Chart of Account Structure Maintenance
     - Segment values for global segments whose **Global Segment Values** check box is selected
     - Account categories
   - • **Send All Segments and GL Accounts** - When you set a chart of accounts to Global:
     - Transfers the COA structure defined in Chart of Account Structure Maintenance.
     - All COA segments are set to **Global Segment**. The segments transfer to subsidiary company.
     - All segments are set to **Global Segment Values**. The segment values transfer to subsidiary company.
     - Account categories transfer to subsidiary company.

- GL accounts and their descriptions transfer to the subsidiary company (the Multi-Company flag on GL accounts is NOT transferred).

Self-balancing segment setup is NOT transferred.

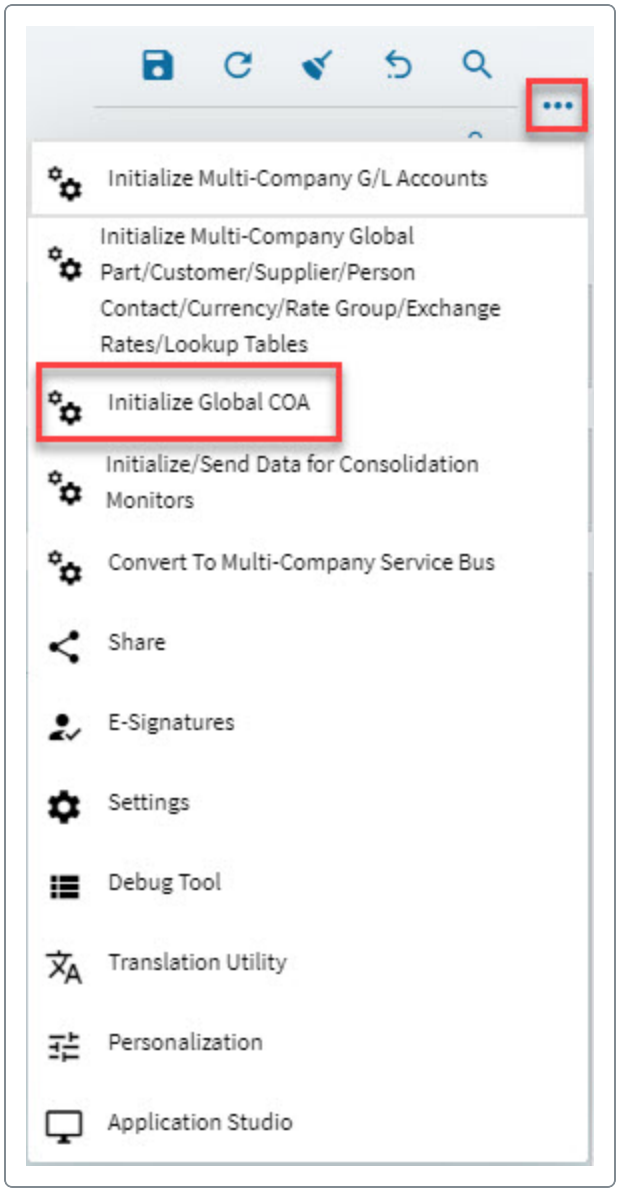
If you select the Send All Segments and GL Accounts option, and set a chart of accounts to Global, the system overrides the current settings for the Global Segment and Global Segment Values check boxes. All Segments and Segment Values for Controlled segments, as well as GL accounts, will transfer to the subsidiary company.

5. Select **Save**.

Initialize Global COA Send to External Company

Once you have subscribed an external company to receive global COA data, initialize the transfer (in External Company Configuration).

1. From the overflow menu, select **Initialize Global COA**.



   The **Transfer Global COA** message displays.

2. Select **OK**.

Use Global Values Lock

If you apply the Global Lock functionality in a subsidiary company which has received global COA data, the subsidiary will no longer receive updates from the parent. The Global Lock also enables you to make independent changes in the subsidiary COA.

From the user menu, navigate to the required subsidiary company and launch **Chart of Account Structure Maintenance**.

1. From the **COA Code** search and select the required global COA.

   The green **Global** indicator displays as expected, but also the **Global COA** and **GL Account Lock** check box is available.

2. Select the **Global COA and GL Account Lock** check box.

Books

Each company can contain multiple books, to meet requirements to accurately report financial activity. Create the books you need to correctly display financial results across your multi-company environment.

A company uses multiple books to display the same financial information in multiple contexts. Use multiple books to value items differently in financial and statutory reports. The posting process can be modified for each book to generate the correct financial results; you modify the posting process for each book through either chart of account (COA) maps or posting rules.

Books can record financial transactions or consolidate other books. A standard book records financial activity of the company. Consolidation books regulate the transfer of consolidation journals between two standard books in a multi-company environment.

Some planning items to consider:

- Are multiple books needed within your new company?
- If you need to consolidate financial transactions between multiple companies, you need at least one main book and one consolidation book.
- What transactional and reporting currencies are required between companies?
- Do the posting processes between books need to be different? If so, what changes are required?
- Can the posting requirements be changed through COA mapping or through posting rule revisions? Note that COA mappings are easier to create and implement, while posting rules can create more precise posting changes.
- What business entities unique to your company need to be linked and represented within the posted GL transactions? Business entities are high level master records items - like customers, suppliers, and parts - which are represented in the database as separate tables/fields. You can link business entities to dynamic account segments and then reference an updated posting rule.

You create book records within Book Maintenance. Use this app to indicate the COA, fiscal calendar, and default currency you need for the new book. When you finish creating the book, you then launch **GL Transaction Type Maintenance** to import the GL transaction types you will use for the new company. Each GL transaction type contains the posting rules required to post business transactions to your general ledger.

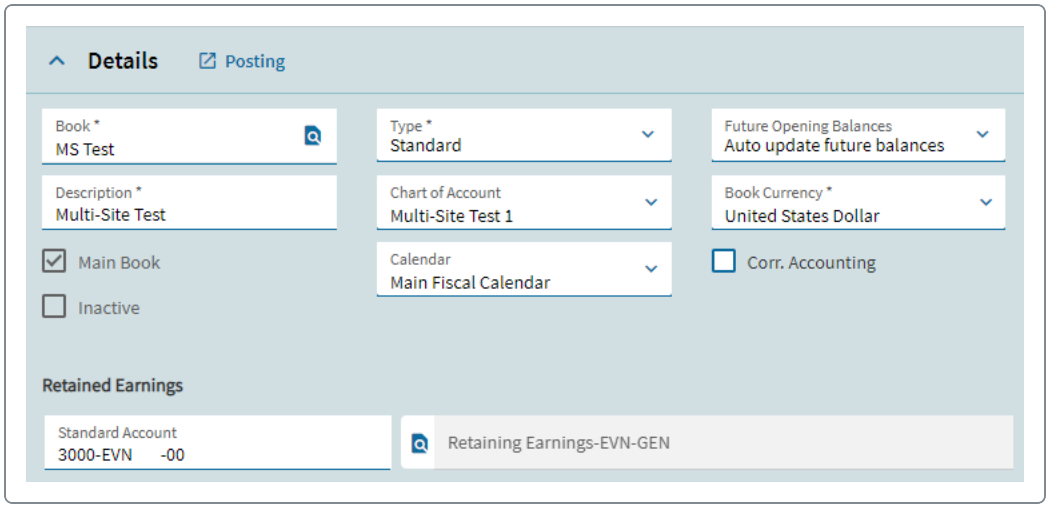
Create a Book

Create the books you need for the new company. Because you are in a multi-company environment, you typically have one book for general ledger entry and another book for consolidation.

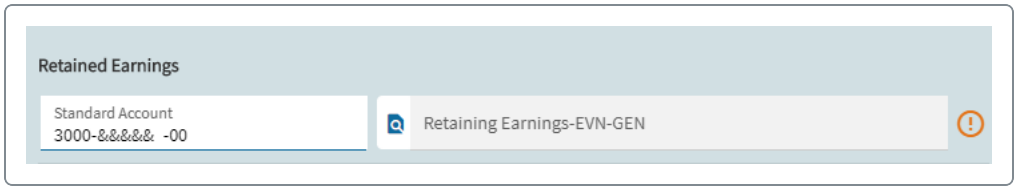
Before you create a new book, you must set up the chart of accounts, fiscal calendar, and currency the book will use.

Menu Path: Financial Management > Multi-Site > Setup > Book

1. Select **New** to add a new book.
2. Enter the **Book** identifier and **Description**.
3. Select the **Chart of Account** you created and define the **Calendar**.
4. In **Retained Earnings** group box, select to search for a GL Account.



5. Now configure the Retaining Earnings account to use a mask for the Site Segment. For that just replace the value for the Site Segment with a **%**. This will enable the right balance updates whenever an income statement account is involved.



6. Select **Save**.

You next must import the GL transaction types you will use with this book.

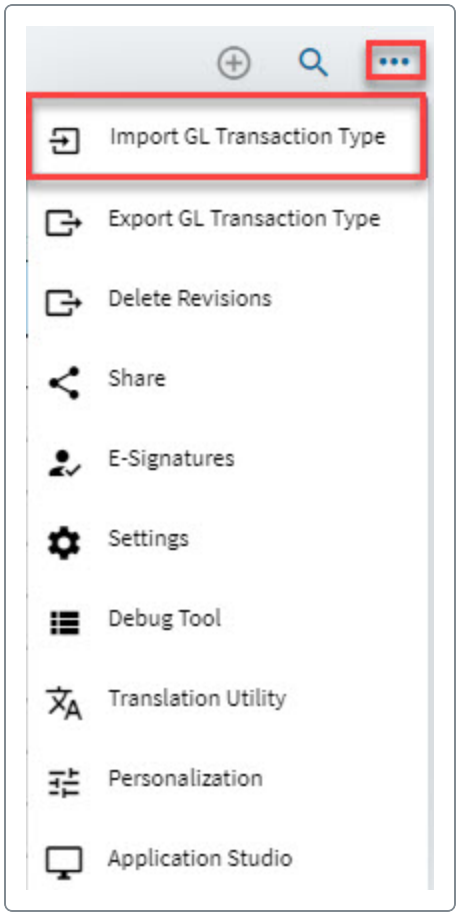
Import and Activate GL Transaction Types

You need to import the GL transaction types the new company will use. As part of this process, you will also activate the transaction types.

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

This app is not available in Classic Web Access.

1. From the overflow menu, select **Import GLTransactionType**.



   The **Import Revision Process** app opens.

2. Select **Input File Name** to find and select the file you want to import. The location and name of the file appear in the **Input File Name** field.

   If Kinetic is an upgrade from the previous Vantage application, you should import the Standard package of transaction types. This package handles the division-chart-department structured used in Vantage 8.03. If this is a first time installation, however, import the Extended package of transaction types. This set

contains a more open series of rules which do not contain department and division hierarchies, so you have a flexible framework to begin reflecting the specific posting needs of your organization.

3. Select the **Import All** check box to indicate you want all of the GL transaction types pulled into your new company.
4. Select the **Change All Revision Statuses to Active** check box.

   This indicates the current revisions for each GL transaction type will automatically ready for use within the new company. The posting process will use the posting rules for these revisions to generate GL transactions.

5. Select **Process** .

You can modify the posting rules for each transaction type to reflect the specific posting needs of your company and overall organization. You modify these rules within GL Transaction Type Maintenance as well. For information on how to do this, review the **Posting Engine Technical Reference Guide**; this guide is located within the **General Ledger>Working With...>** node on the Table of Content's tab with the application help.

GL Journal Codes

Journal codes group journals associated with posting different types of GL transactions.

Because you are in a multi-company environment, you need to create an Inter-Company Journal for transactions which record across companies. You also need to create a Consolidation Journal which records transactions involved in the consolidation process between books.

Create Multi-Company Journal Codes

Enter the journal codes you will use formulti-company transactions within the new company.

Menu Path: Financial Management > General Ledger > Setup > Journal Code

1. Select **New** .
2. In the **Journal Code** field, enter a value to identify the code to internal processes. For example, enter IC for the inter-company journal code and CJ for the consolidation journal.
3. In the **Description** field, enter a description displayed in fields used to select the code.
4. Select **Save**.

You can now use these journal codes on GL controls. This defines the journal contexts and account contexts you will use for multi-company transactions.

GL Controls

GL controls define account strings and journal codes used during the posting process to record a specific transaction.

Each GL control contains the accounts and journal codes available to a specific record. As part of the posting process, these accounts generate as needed based on the business transaction which occurred. You attach the GL control to a specific record, such as a customer record, and the general ledger accounts and journals defined on the control post business transactions made against this customer record.

Each GL control is a child record of a GL control type. The parent GL control type defines the account and journal contexts for the GL controls it contains. You then create or modify the child GL control, indicating the specific accounts and journals it contains. A GL control type, in turn, is linked to a business entity. A business entry is a static table that contains the table/fields which hold the data involved in the posting process.

As part of the setup for a new company in a multi-company environment, you need to create a GL control which links to the AR Intercompany, AP Intercompany, and GL Intercompany account contexts. You also need to indicate that the GL control uses the Inter-Company journal code you created in **Journal Code Maintenance**.

You create and modify the GL control types within **GL Control Type Maintenance**, and you create and modify GL controls within **GL Control Maintenance**.

Modify the External Company GL Control Type

You need to indicate that the Inter-Company (IC) journal is a journal context for the External Company GL Control Type. This type is a default record installed with Kinetic.

Before you do the following steps, you need to create the Inter-Company journal code within Journal Code Maintenance.

Menu Path: Financial Management > General Ledger > Setup > GL Control Type

1. Select **New** .

   The GL Control Type app is displayed.

2. Select **Type** to find and select **External Company** GL Control Type.

   The **Journal Context** card displays and a new row appears in the grid on this card.

3. In the **Journal Context** card, select **New** to add a new row.

4. In the **Context** field, enter Multi-Company.

5. From the **Journal** drop-down list, select the Inter-Company Journal you previously created.
6. Select **Save**.

You can now create a new GL control which uses these account and journal contexts.

Create a Multi-Company GL Control

You now create a multi-company GL control which indicates the specific accounts and journals that record the multi-company transactions.

Before you follow these steps, you must define the Inter-Company Journal on the External Company GL control type.

Menu Path: Financial Management > General Ledger > Setup > GL Control Code

1. Select **New**.
2. Select the **Type** drop-down list and select **External Company** GL control Type.
3. Enter the **Code** and **Description** you need for the GL Control. These values display within various apps, use them to identify the specific GL control.
4. In the **Accounts** card, the account contexts from the External Company GL control are displayed. Use this card to designate the accounts used by a posting process that references the multi-company control. From the drop down option, find and select the account segments you need.
5. Use the **Journals** card to specify the journal codes available to a posting process that references the multi-company GL control. Select the Inter-Company Journal for this journal context.
6. Select **Save**.

   You can now select this multi-company GL control on all the records you need to track within your multi-company environment.

Site Configuration

When you create a new company, a default site record is automatically created. You need to verify that the site information is correct and that a site cost ID is defined for the company.

Each company can have one or more sites in a multi-company environment. You enter the primary information for each site within Site Maintenance. Items you define include planning parameters like **Production PreparationTime, Rough Cut Horizon**, and the **Production Calendar**. You can also define the cost set, which determines the costing method used for the parts manufactured at this site. Lastly, you set up the transfer order parameters this site follows when fulfilling internal sales orders.

In order to set up how eachthe site interacts with other modules, however, you need to launch **Site Configuration Control**. Use this system level app to first pull in the site records you create within Site Maintenance. You can then define the module parameters you need for each site record. For more information, review the Site Configuration Control topics.

To complete the site setup for a new company, you must select a site cost ID on the company record.

CTP in a Multi-Site Environment

The Capable to Promise (CTP) calculation determines the date by which a sales order quantity can be delivered (promised) to the customer. These dates are calculated for a current order selected within Sales Order Entry. Jobs are then created for the demand calculated through this functionality - and these jobs can then be incorporated into the schedule.

Refer to **Capable to Promise** topic in the **Primary Calculations and Values** section in the Scheduling Technical Reference Guide for more details on Capable to Promise functionality in Kinetic.

CTP calculations are based on the sales order release site; this can be the current site to which the user is logged into when creating a sales order line. For example:

Site Alpha needs to stock Part 567-89K - it can be sold as an individual item to a customer, and can also be used as material for another part it manufactures. You manufacture Part 567-89K internally within **Site Beta**.

- In the Part > Site > Detail card in Part Maintenance, you create a part-site detail record for **Site Beta**, entering the MRP details you need for this part.
- You then create another part-site detail record for **Site Alpha**. In the **Type** field, you indicate that this is a **Transfer** part. You then indicate that **Site Beta** will be the source for Part 567-89K.

Within the **Transfer Lead Time** field, you also define that it usually takes 3 days to receive part quantities from Site Beta. You then enter a **Minimum On-Hand Quantity** value of **100**. When the On-Hand Quantity at site Alpha becomes 99 or less, the MRP engine will generate both a transfer order suggestion and an unfirm job for Part 567-89K.

Verify Default Site Information

Launch Site Maintenance to verify that the default (main) Site is configured to accurately reflect your actual site.

Because you have a Multi-Site license, you can create multiple sites within a company. You then use both Site Maintenance and the Site Configuration Control app to indicate how these sites interact with each other.

In a multi-company environment, however, you just need one site per company.

Menu Path: Financial Management > Multi-Site > Setup > Site Maintenance

1. Select **Site** to find and select the default Site.

   If you want to create a new Site, Select **New** and enter the **Site** and **Site Name** information.

2. In the **Planning** card, use the **Intrastat Region** field to define the region this site uses for Intrastat reporting. Intrastat logic is used to facilitate business transactions that take place in Europe or other locations which require Intrastat reporting.

   To enter the Intrastat Region, Intrastat must already be set up and marked Active.

3. The **Prod Prep Time** field defines how many days are required in this site to prepare and engineer a job before it can be released for manufacturing. This value is used during MRP processing to add an additional amount of preparation time to the Planned Action Date on job suggestions and unfirm jobs.
4. The **Kit Time** field determines how many days are required to assemble a part within the current site. MRP processing uses this value to calculate the End Date for any material in the assembly of the parent site.
5. Use the **Calendar ID** field to define the production calendar used to manufacture parts within this site. By default, the production calendar selected on the company record is used, but you can select a different production calendar here if you need.
6. The **Finite Horizon** indicates how many dates are added to the Scheduled Start Date during MRP processing. Any jobs with Start Date values within this date range are scheduled finitely – which means load is not placed against a resource when it does not have the capacity to handle it.
7. If you have multiple sites and you want one site to use a different costing method from the company record, select a **Site Cost ID** to indicate the default costing identifier for the site. This site cost identifier is a reference to a cost set – which defines the costing method (Standard, Average, Last, FIFO) used to calculate costs for all the parts manufactured within sites that share the same cost set.
8. Use the options within the **Transfer Requirement Planning** section to define how this site handles transfer orders which come from other areas within your new company.
9. Select on the **Address** card to enter the mailing location for the site.
10. Use the **GL Controls** card to define the default accounts and journal codes, including the multi-company accounts and journals, available during the posting process for this site. You do this by first selecting a **GL Control Type** which defines the contexts and entities required for a child GL control set, you then select the specific GL control you need. Be sure to select the External Company GL control type, and the new multi-company GL control.

11. When you finish setting up the site record, select **Save**.
12. To further refine how the main site and additional sites interact with various functions like Inventory Management, Production Management, and Shipping/Receiving use the **Site Configuration Control** app.

    Menu Path: System Setup > Company/Site Maintenance > Site Configuration

    This app is not available in Classic Web Access.

13. Select **Site** to find and select the site you wish to update.
14. Navigate to the **Inventory>General Details** card to select the warehouses which will hold stock quantities for the current site.

    You can indicate which warehouses will be the **Receiving, Shipping, DMR Processing, and General** warehouses.

15. Optionally if you have a multi-site environment, you can share warehouses between sites. To define these warehouses, select the **Shared Warehouses** card.

    Tip A shared warehouse is one that belongs to a specific site, but you can link it through another site configuration control record. You can then directly issues parts from or receive parts into this shared warehouse using either linked site.

16. When you finish, Select **Save**.

You next launch Company Configuration to select the Site Cost ID you created previously.

Select a Site Cost ID

Now on the company record, you must select the site cost ID you previously created. Costs are then accumulated under this default site cost ID.

Before you can complete these instructions, you must create at least one site cost ID within **Site Cost Maintenance**.

Menu Path: System Setup > Company/Site Maintenance > Company Configuration

1. Navigate to the **Modules > Details > General** card.
2. Select the **Site Cost ID** button to find and select the site cost ID you need.
3. Select **Save**.
4. When you create a new company, a default site record is automatically created. You need to verify that the site information is correct and that a site cost ID is defined for the company.
5. Each company can have one or more sites in a multi-company environment. You enter the primary information for each site within Site Maintenance. Items you define include planning parameters like **Production PreparationTime, Rough Cut Horizon**, and the **Production**

Calendar. You can also define the cost set, which determines the costing method used for the parts manufactured at this site. Lastly, you set up the transfer order parameters this site follows when fulfilling internal sales orders.

6. 

   In order to set up how each of the site interacts with other modules, however, you need to launch **Site Configuration Control**. Use this system level app to first pull in the site records you create within Site Maintenance. You can then define the module parameters you need for each site record. For more information, review the Site Configuration Control topics.

7. To complete the site setup for a new company, you must select a site cost ID on the company record.

Units of Measure

Use the Unit of Measure (UOM) functionality to define the units of measure values your new company will use. These values measure both manufactured and purchased parts.

You can define different unit of measure codes for the same part; it can use one UOM within inventory, another UOM for selling to customers, anda third UOM for purchasing from suppliers.

You first create the units of measure you need within the company within **Unit of Measure Maintenance**. You then gather related units of measure together under a unit of measure class; you create these classes within **Unit of Measure Class Maintenance**.

Create a Unit of Measure

Follow these steps to create a new unit of measure for your company.

Menu Path: Financial Management > Accounts Receivable > Setup > UOM

1. Select the **New** ⊕.
2. Enter the **UOM** identifier you need for this code. Be sure this value uniquely defines the code.
3. Enter the **Description** that accurately explains the code. In this example, you enter Box.
4. The **Symbol** field indicates how the UOM code prints on reports and documents throughout Kinetic. For example, the UOM code for square meters is SQM, but you enter Sq Mtrs in this field. The Sq Mtrs value is printed on reports and documents.
5. Select the **Allow Decimals** check box to indicate that users can enter fractional quantities for parts which use this UOM code. If this check box is clear, users can only enter whole quantities for parts that use this code.
6. If the Allow Decimal check box is selected, the **Decimals** field activates. Use this field to define the maximum number of decimals which can be entered for quantities in this unit of measure.

7. When the **Active** check box is selected, it indicates that this UOM code can be used to measure part quantities. If this check box is clear, this UOM is no longer available for use.
8. Continue to create more UOM codes as you need. When you finish, Select **Save**.

Repeat these steps to create all the unit of measure values required for your new company.

You next need to group these UOM values under a unit of measure class.

Create a Unit of Measure Class

Use UOM Class Maintenance to create class codes you later assign to parts in Part Maintenance.

Before you can create UOM class codes, you must enter unit of measure values within **Unit of Measure Maintenance**.

A UOM Class code contains a bundled set of UOM codes, like Bag, Box, Case, and Pallet, which then convert to a single base unit of measure.

Menu Path: Financial Management > Accounts Receivable > Setup > UOM Class

1. Select **New**.
2. Enter the **Class** identifier you want for the UOM class. In most cases, the Class ID must be identical to the value.
3. Use the **Description** field to enter a concise explanation for the UOM Class.
4. Select the **Class Type** you need from the drop-down list. These system assigned values define the type of UOM codes which make up the class. Available options:
    - **Length** -- Calculates lengths like feet, centimeters, and yards.
    - **Area** -- Calculates areas like square feet, cubic centimeters, and square yards.
    - **Weight** -- Calculates weight like pounds, tons, and grams.
    - **Volume** -- Calculates volumes like square feet, cubic centimeters, and square yards.
    - **Count** -- Calculates counts like each, box, and carton.
    - **Time** -- Calculate times like seconds, minutes, and hours.
    - **Other** -- A UOM class that you use to create a user-defined UOM class.
5. Select the **System Default** check box to indicate this UOM class is the default value that displays within Part Maintenance.
6. By default, the **Active** check box is selected. This indicates that users can select this UOM class within Part Maintenance.
7. You are now ready to add the UOM codes to the class. One UOM code must be selected as the Base UOM; all the other UOM codes then convert to this base value. To do this, Select **New** on the **UOMs List** card.

8. Use the **UOM Code** drop-down list to select the code you want added to the class. All the UOM codes you created through UOM Maintenance appear on this list.
9. If Other was selected for the **Class Type** on the Detail card, select the **Part Specific** check box to create a UOM class that does not use conversion factors.
10. Use the **Conversion Factor** field to indicate the value required to convert between the current unit of measure code and the Base UOM. For example, if the base UOM is Each and ten units are packed into a Case, enter 10 as the conversion factor - 10 Each units equal one Case unit.
11. If this is the primary unit of measure you want for this UOM class select the **Base UOM** check box. All the other UOM codes within this class must convert to this primary UOM.
12. Select the **Default UOM** check box if you want the current UOM code to be the default Inventory UOM code for parts that use this class.
13. By default, the **Active** check box is selected, which indicates that this UOM code can be used on part records.
14. Continue to add the UOM codes you need to the UOM class. When you finish, Select **Save** .

External Companies

In order for the new company to share data between other companies, you must create an external company record. This record defines how each existing company will interact with your new company.

Use this functionality to indicate which records are passed between the external company and the new company. You also define the general ledger information which will pass between the two companies.

Each company that you want to pass data between must have an external company record in both communicating companies. When both external company records exist, the Multi-Company Direct Server Process (or Multi-Company Server Process, using Microsoft© Azure Service Bus) can send data back and forth between the companies.

> You are creating a new company, EPIC03. You need this new company to communicate with an existing company EPIC01. To do this, you create an external company for EPIC01 within the EPIC03 company. You then navigate to EPIC01 and create an external company record for EPIC03. Now the multi-company process can pass data between both companies.

Create an External Company

Create an external company record for each company for which you want the new company to share data.

You create external companies within External Company Maintenance, then configure them in External Company Configuration.

Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

This app is not available in Classic Web Access.

1. From the **External System** drop-down list, select **Multi-Company Direct**.
2. Select **New**
3. Enter the **External Company ID** and **External Company Name** you need.
4. Select **Save** and exit External Company Maintenance.
5. Launch External Company Configuration.

   Menu Path: System Setup > External System Integration > Setup > External Company Configuration

   This app is not available in Classic Web Access.

6. From the **External System** list in the grid, select **Multi-Company Direct**.
7. Select **External Company ID**, search for and select the external company ID you created.
8. To activate inter-company trading, select the **Enable** check box. The fields in the **Inter-Company Trading** section activate.
9. Enter the **Transfer Days to External Company** value. This indicates the number of days required to transfer an order from one company to the partner supplier or partner customer company. The value is subtracted from the **PO Need By Date** to calculate the **Need By Date** on a transfer sales order.
10. Enter the **Supplier ID** for the company who is supplying product through inter-company trading. You then enter the **Partner Customer ID** as it appears in the external company.
11. Enter the **Customer ID** for the company who is purchasing product through inter-company trading. You then enter the **Partner Supplier ID** as it appears in the external company.
12. Select the **Send Customer** check box. This indicates that customer information will be sent to the external company.
13. Select the **Send Part** check box. This indicates that part information will be sent to the external company.
14. Select the **Send Pack** check box. This indicates that packing slip information will be sent to the external company.
15. Select the **Send Supplier** check box. This indicates that supplier information will be sent to the external company.
16. Select the **Send AR Invoices** check box. This indicates that AR invoices will be sent to the external company.
17. Select the **Send PO Suggestions** check box. This indicates that inter-company purchase order suggestions will be sent to the external company.

18. Select the **Receive AP Invoices** check box. This indicates that your new company will receive AP invoices from the external company.
19. Navigate to the **Multi-Company Details** card.
20. You now must define how the external company handles financial information it sends and receives from your new company. Select the **Send GL Accounts** check box; this indicates that this external company can transfer general ledger account information to your new company.
21. Select the **Allow GJ Allocations to** check box. This indicates that this external company can receive General Ledger allocations from your new company.
22. Select the **Allow AP Allocations to** check box. This indicates this external company can receive Accounts Payable allocations from your new company. You use allocations to automatically distribute expense amounts across several accounts; you select AP allocations on specific AP invoice lines.
23. Enter the **Journal Group Prefix** you want for this external company. This prefix is automatically placed on any journal groups that process intercompany transactions.
24. On the **GL Control** card, select **New**
25. Select the **GL Control Type** to find and select the External Company GL control type.
26. Select the **GL Control Code** to find and select the new external company GL control code you created previously.
27. Select **Save**.

Repeat these steps within each company you want to communicate with other companies. Set up external company records for each company you want to share data. A company receives data from other companies as long as an external company record is set up for the outside company.

Global Tables

Use Global Table Maintenance to specify which fields update when global records are pulled into your current company.

Use this app to define which global fields are linked when you integrate data from multiple companies. You can link all or selected fields within a specific table. When the global record is updated within the parent company, the selected fields update with information from the changed global record.

Define Global Tables

You use the Detail card to indicate which fields and tables link from an external company to your new company.

Before you can define global tables, you must already have external company records set up in **External Company Maintenance** and **External Company Configuration**.

Menu Path: System Setup > External System Integration > Setup > Global Table

1. From the **System** drop-down list, select **Multi-Company**. This indicates you are defining global tables for the multi-company function.
2. From the **Company** drop-down list, select the external company you previously created.

   You can also select **All Companies**, to apply the same settings across all companies.
3. The grid populates with the available multi-company tables for each company. Select the table, **COAACTCAT**.
4. The **Available Choices** field populates with all of the fields in this table. Select the **All** checkbox

   All of the fields move to the **Selected Choices** field.

   If you only want to link certain fields, select them in the Available Choices grid, these fields move to the **Selected Choices** field.
5. Repeat these steps for the rest of the multi-company tables.
6. When you finish, Select **Save** .

Your new company is now linked to these tables and fields within the external company.

Multi-Company Direct Server Process

If your system is a Multi-Company or Multi-Site environment (the multiple companies/sites reside on the same database), you must initialize the **Multi-Company Direct Server Process** and set it to run on an Interval schedule.

This process causes the data within the outbound table from the sending company/site to update the inbound table within the receiving company/site.

Setup Multi-Company Direct Server Process

To configure the Multi-Company Direct Server Process for ongoing processing, you must define some options on this app.

Before you do these steps, make sure an **Interval Schedule** is set up in System Agent Maintenance. For more details, review the Set Up an Interval Schedule topic earlier in this guide.

Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

1. Clear the **Continuous Processing** check box.
2. Navigate to **Advanced** card.
3. From the **Schedule** drop-down list, select the Interval schedule that already exists.
4. Verify the **Recurring** check box is selected. This indicates the schedule runs automatically through a regular schedule.

5. Use the **Filter** card to unselect any external companies you do not wish to process.
6. Select **Process**  .

Only one process needs to run on your server; this process automatically moves data between all of the companies in your database which are involved in the multi-company setup.

If the process does not activate (for example, remains only in Scheduled Tasks in the System Monitor) , exit Kinetic and run **Recycle IIS Application Pool** for the application server, within the **Epicor Administration Console**, then restart the Task Agent.

Increase Timeout Settings

To run the process more effectively, increase timeout on the binding that is used by your system.

1. Go to your server machine.
2. Using your explorer, navigate to the **C:\inetpub\wwwroot\<YourEpicorInstall>\Server** location. The **web.config** file displays.
3. Open this file in **Notepad** or a similar text editor.
4. Locate the <customBinding> node.
5. Change the receiveTimeout value of your binding to "infinite". Your file may look similar to the following:

```
<customBinding>

        <!--HTTPS - Authentication: Epicor Username - Channel encrypted via
 https -->
        <binding name="HttpsBinaryUsernameChannel"  openTimeout="00:10:00"
receiveTimeout="infinite" sendTimeout="9:00:00">
          <binaryMessageEncoding compressionFormat="Deflate">
```

6. Save and exit the **web.config** file.
7. Start Multi-Company Direct Server Process.

Multi Company Server Process

If your system uses Microsoft® Service Bus (the multiple companies reside on different databases), you must initialize the **Multi-Company Server Process** and assign it to an interval schedule in the System Agent.

This process communicates via Service Bus, passing data out of one company into the tables of another company.

Setup Multi-Company Server Process

To configure the Multi-Company Server Process (used with Service Bus) for ongoing processing, you must define some options on this app.

Before you do these steps, make sure an Interval schedule is available in System Agent Maintenance. For more details, review the Verify an Interval Schedule earlier in this guide.

Menu Path: System Management > Schedule Processes > Multi-Company Server Process

1. Clear the **Continuous Processing** check box.
2. Enter the **Continuous Processing Delay** value you need. A recommended value for handling larger databases is 10 minutes.
3. Navigate to **Advanced** card.
4. From the **Schedule** drop-down list, select the Interval schedule that already exists.

   This indicates the process runs automatically each time Kinetic.
5. Verify the **Recurring** check box is selected. This indicates the schedule runs automatically through a regular schedule.
6. Use the **Filter** card to unselect any external companies you do not wish to include in this process.
7. Select **Process**  .

The process will now launch each time you log into Kinetic within the current database. If for some reason you need to activate it, however, you must exit Kinetic, run Recycle IIS Application Pool for the application server, within the Epicor Administration Console, then restart the Task Agent, and verify Microsoft© Azure Service Bus is running in the background. The previous **Multi-Company/Multi-Site Functionality Setup** section describes the steps to recycle the IIS application pool.

You will need to activate this process on each database within your Multi-Site environment.

Increase Timeout Settings

To run the process more effectively, increase timeout on the binding that is used by your system.

1. Go to your server machine.
2. Using your explorer, navigate to the **C:\inetpub\wwwroot\<YourEpicorInstall>\Server** location. The **web.config** file displays.
3. Open this file in **Notepad** or a similar text editor.
4. Locate the <customBinding> node.
5. Change the receiveTimeout value of your binding to "infinite". Your file may look similar to the following:

```
<customBinding>

        <!--HTTPS - Authentication: Epicor Username - Channel encrypted via
 https -->
        <binding name="HttpsBinaryUsernameChannel"  openTimeout="00:10:00"
receiveTimeout="infinite" sendTimeout="9:00:00">
          <binaryMessageEncoding compressionFormat="Deflate">
```

6. Save and exit the **web.config** file.
7. Start Multi-Company Direct Server Process.

Initialize External Companies

Once you configure either the Multi-Company Direct Server Process (Multi-Company/Multi-site environment) or the Multi-Company Server Process and have restarted Microsoft© Azure Service Bus and Kinetic (Multi-Site environment), you must initialize the external companies within your parent company.

By performing these steps, you initialize the global GL accounts, records, and exchange rates you will share between the multiple companies.

Initialize External Company Records

Once the multi-company process is set up, you can initialize the transfer of particular types of multi-company/global records in External Company Configuration.

Before you can do the following steps, you must create and configure the external company within **External Company Maintenance** and **External Company Configuration** for both the parent and the child companies.

Navigate to the External Company Configuration app within your parent company.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

1. From the **External System**list, select **Multi-Company** (for a Multi-Site environment) or **Multi-Company Direct** (for a Multi-Company/Multi-site environment).
2. On the **Detail**card, Select **External Company ID**.
3. Find and select the external company record you wish to initialize.

   The external company record displays within this app.
4. From the overflow menu, select **Initialize Multi-Company G/L Accounts**.

The Init Multi Company GL sliding panel slides in.

5. Select **Process** . and close this window.
6. From the overflow menu, now select **Initialize Multi-Company Global Part/Customer/Supplier/Person Contact/Currency/Rate Group/Exchange Rates/Lookup Tables.**

   When the initialization is complete, a message displays. Select OK to close this window.
7. Select **Save** .

Link Global Records

To complete the set up with your new parent or child company, you indicate which specific supplier, customer, part, rate type, and currency records are global records shared between multiple companies.

You do this process by first indicating which records are global within the parent company. You then navigate to the child company (or companies), and pull in these global records. When these global records are linked from the child companies to the parent company, typically any change made to the record in the parent company will automatically update within the child companies.

To prevent changes to a global record from automatically updating the same record within the child companies, Select the Global Lock check box on the global record within the parent company. Any changes to this global record will not be sent to the receiving child companies. Do this when the record needs to be different in multiple companies and you do not want changes made in the parent company to overwrite these setup records within the child companies.

Global Customers

You first indicate which customers within the parent company are the global records you need to share with child companies. You then navigate to each child company and link the global customer records.

Before you begin, enter the customer records you need within the parent company.

You link global records by using the **Customer Maintenance** app in both the parent and the child companies. You launch instances of this app within each company.

Menu Path: Financial Management > Multi-Site > Setup > Customer

1. Launch **Customer Maintenance** with in the parent company.
2. On the **Customer** search field, find and select the customer (or customers) you want to share between multiple companies.

3. On the **Customer Detail** card, select the **Global** check box. This indicates you want to make this customer record available across companies in your multi-company environment.
4. Select **Save** .
5. Now navigate to the **User Menu**, navigate to the child company, and launch Customer Maintenance again.

   To help you keep track of which company you are in, personalize each app's status bar to display the company name. You can also create unique styles for each company in your database; you then see immediately which company is active. For information on how to leverage these features, review the previous **Multi-Site Concepts** section.

6. From the overflow menu, select **Link Customer**.

   The **Link Global Customer** sliding panel slides in.

7. Select **Search**  to find and select the customer records defined as global records. The selected records display within the **Global Customers** grid.
8. If you do not want to link one of the records, select the record on the grid and select **Skip** 

   The Skipped check box is selected on the customer record row. Repeat these steps to assign the Skipped status to each customer record you do not want to globally link within the current company.

9. When you finish defining which customers you are skipping, Select **Link** 
10. If the customer record exists in the child company, a message box displays asking if you want to link the record. If the record does not exist, a message box displays asking if you want to create the customer record. In either case, Select **Yes** on these message boxes.

The selected customer record(s) are linked to the parent company. When a change is made to the record within the parent company, that change also updates within the child company. Repeat steps 5-11 on any other child companies that you want to use these global customer records.

If you ever want to unlink a global customer, launch Customer Maintenance in the child company. Then run the Link Global Customer app again and display the global customer records in the grid. Highlight the customer record you want, and select Unlink . The global record is no longer linked to the parent company.

Global Suppliers

You first indicate which suppliers within the parent company are the global records you need to share with child companies. You then navigate to each child company and link the global supplier records.

Before you begin, enter the supplier records you need within the parent company.

You link global records by using the **Supplier Maintenance** app in both the parent and the child companies. You launch instances of this app within each company.

Menu Path: Financial Management > Multi-Site > Setup > Supplier

1. Launch **Supplier Maintenance** with in the parent company.
2. Select the **Supplier** button to find and select the supplier (or suppliers) you want to share between multiple companies.
3. On the **Detail** card, select the **Global** check box. This indicates you want to make this supplier record available across companies in your multi-company environment.
4. Select **Save**  .
5. Navigate to the **User Menu**, select the child company, and launch Supplier Maintenance again.

   To help you keep track of which company you are in, personalize each app's status bar to display the company name. You can also create unique styles for each company in your database; you then see immediately which company is active. For information on how to leverage these features, review the previous **Multi-Site Concepts** section.

6. From the overflow menu, select **Link Suppliers...**.

   The **Link Global Supplier** sliding panel slides in.

7. Select **Search** to find and select the supplier records defined as global records.

   The selected records display within the **Global Suppliers** grid.

8. If you do not want to link one of the records, select it on the grid and select **Skip**.

   The Skipped check box is selected on the supplier record row. Repeat these steps to assign the Skipped status to each supplier record you do not want to globally link within the current company.

9. When you finish defining which suppliers you are skipping, select **Link.**.
10. If the supplier record exists in the child company, a message box displays asking if you want to link the record. If the record does not exist, a message box displays asking if you want to create the supplier record. In either case, Select **Yes** on these message boxes.

The selected supplier record(s) are linked to the parent company. When a change is made to the record within the parent company, that change also updates within the child company. Repeat steps 5-11 on any other child companies that you want to use these global supplier records.

If you ever want to unlink a global supplier, launch Supplier Maintenance in the child company. Then run the Link Global supplier app again and display the global supplier

records in the grid. Highlight the supplier record you want, select Unlink. The global record is no longer linked to the parent company.

Global Parts

You first indicate which parts within the parent company are the global records you need to share with child companies. You then navigate to each child company and link the global part records.

Before you begin, enter the part records you need within the parent company.

You link global records by using the Part Maintenance app in both the parent and the child companies. You launch instances of this app within each company.

Menu Path: Production Management > Material Requirements Planning > Setup > Part

1. Launch **Part Maintenance** with in the parent company.
2. Navigate to the **Details** tab.
3. On the **Part** card, select **Part**to find and select the part (or parts) you want to share between multiple companies.
4. Select the **Global** check box. This indicates you want to make this part record available across companies in your multi-company environment.
5. Navigate to the **Activity** tab.
6. Select the warehouse and bin which will stock quantities for this part, from the **On Hand - Warehouses** and **On Hand - Bins** cards.
7. Select **Save**.
8. Navigate to the **User Menu**, select the child company, and launch Part Maintenance again.

   To help you keep track of which company you are in, personalize each app's status bar to display the company name. You can also create unique styles for each company in your database; you then see immediately which company is active. For information on how to leverage these features, review the previous The **Multi-Site Concepts** section.

9. From the overflow menu, select **Link Global Part**.
10. Select **Select Global Parts** to find and select the global parts available within the database.
11. If you do not want to link one of the records, highlight it on the grid.
12. Select **Skip**.

    The Skipped check box is selected on the part record row. Repeat these steps to assign the Skipped status to each part record you do not want to globally link within the current company.

13. When you finish defining which parts you are skipping, Select **Link Selected**.

14. If the part record exists in the child company, a message box displays asking if you want to link the record. If the record does not exist, a message box displays asking if you want to create the part record. In either case, Select Yes on these message boxes.

The selected part record(s) are linked to the parent company. When a change is made to the record within the parent company, that change also updates within the child company. Repeat steps 5-11 on any other child companies that you want to use these global part records.

If you ever want to unlink a global part, launch Part Maintenance in the child company. Then navigate to the Integrations - Link Part card again. Highlight the part record you do not want to link and Select **Unlink Selected**. The global record is no longer linked to the parent company. If necessary, you can also "unskip" a previously skipped part (relink it to the global parts list).

Global Currencies

You first indicate which currencies within the parent company are the global records you need to share with child companies. You then navigate to each child company and link the global currency records.

Before you begin, enter the currency records you need within the parent company.

You link global records by using the Currency Maintenance app in both the parent and the child companies. You launch instances of this app within each company.

Menu Path: Financial Management > Currency Management > Setup > Currency Master

This app is not available in Classic Web Access.

1. Launch **Currency Maintenance** with in the parent company.
2. Select the **Currency Code** button to find and select the currency (or currencies) you want to share between multiple companies.
3. Select the **Global Currency** check box. This indicates you want to make this currency record available across companies in your multi-company environment.
4. Select **Save** .
5. Naviagte to the **Main Menu,** select the child company, and launch Currency Maintenance again.

   To help you keep track of which company you are in, personalize each app's status bar to display the company name. You can also create unique styles for each company in your database; you then see immediately which company is active. For information on how to leverage these features, review the previous The **Multi-Site Concepts** section.

6. From the overflow menu, select **Link/Unlink Currency...**.

7. The Link Global Currency sliding panel slides in.
8. Select **Retrieve** to find and select the global currencies available within the database.
9. If you want to link one of the records, select it on the grid.
10. Select **Link**  .
11. If the currency record exists in the child company, a message box displays asking if you want to link the record. If the record does not exist, a message box displays asking if you want to create the currency record. In either case, Select **Yes** on these message boxes.

The selected currency record(s) are linked to the parent company. Repeat steps 5-11 on any other child companies that you want to use these global currency records.

Unlike other global records however, currency records do not automatically update when a change is made to the global currency record. The global currency functionality is only for the installation of currencies within child companies. If a change is needed to a currency, you need to enter these changes manually within each child company.

If you ever want to unlink a global currency, launch Currency Maintenance in the child company. Then navigate to the Currency - Link Currency card again. Highlight the currency record you do not want to link and Select **Unlink** button. The global record is no longer linked to the parent company.

Global Currency Rate Types

You first indicate which currency rate types within the parent company are the global records you need to share with child companies. You then navigate to each child company and link the global rate type records.

Before you begin, enter the rate type records you need within the parent company.

You link global records by using the **Rate Type Maintenance** app in both the parent and the child companies. You launch instances of this app within each company.

Do not confuse currency rate types with consolidation rate types and consolidation types. Currency rate types define the rules used to convert source and target currency pairs. You use consolidation rate types and consolidation types during multi-company consolidations. Consolidation rate types define how often balances are converted when a source book uses a different currency from an intermediate (consolidation) book. Consolidation types determine how these balances are calculated between the source book and the intermediate book.

Menu Path: Financial Management > Currency Management > Setup > Rate Type

1. Launch **Rate Type Maintenance** with in the parent company.
2. Select the Rate Type Code button to find and select the rate type (or rate types) you want to share between multiple companies.

3. Select the **Global** check box. This indicates you want to make this rate type record available across companies in your multi-company environment.
4. Select **Save**.
5. Navigate to the **Main Menu**, select to the child company, and launch Rate Type Maintenance again.

   To help you keep track of which company you are in, personalize each app's status bar to display the company name. You can also create unique styles for each company in your database; you then see immediately which company is active. For information on how to leverage these features, review the previous The **Multi-Site Concepts** section.
6. From the overflow menu, select **Link/Unlink Rate Type**.
7. The Link Global Rate Type sliding panel slides in.
8. If you want to link one of the records, highlight it on the grid.
9. Select **Link**.
10. If the rate type record exists in the child company, a message box displays asking if you want to link the record. If the record does not exist, a message box displays asking if you want to create the rate type record. In either case, Select **Yes** on these message boxes.

The selected rate type record(s) are linked to the parent company. When a change is made to the record within the parent company, that change also updates within the child company. Repeat steps 5-11 on any other child companies that you want to use these global rate type records.

If you ever want to unlink a global rate type, launch Rate Type Maintenance in the child company. Then navigate to the Link Rate Type card again. Highlight the rate type record you do not want to link and Select **Unlink**. The global record is no longer linked to the parent company.

Multi Company GL Accounts

To complete the master record setup, you also need to indicate which GL accounts are used across companies.

Before you do this task, GL accounts must already be generated.

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

1. Navigate to the parent company and launch **General Ledger Account Maintenance** using the path described above.
2. Select the **Chart of Accounts** drop-down list to find and select the COA you need to modify.
3. Select **Account** to find and select the account(s) you need to define as multi-company accounts.
4. Select the **Multi-Company** check box.
5. Select **Save**.
6. Repeat these steps on all the GL accounts you need within the parent company.

7. Navigate to the child companies which consolidate with these COAs and define the multi-company accounts you need.

Multi Company Multi Site Processes

After you finish setting up your multi-site environment, you can leverage the multi-site financial processes. This section documents these processes -- detailing what they do and the steps you follow in order to run them.

Global Customer Credit

Use the Global Customer Credit functionality to create and enforce a credit limit for a specific customer for all companies within your organization.

You can apply credit limits for global customer records. As AR invoices are created against the global customer record, the amounts on each AR invoice are subtracted from the available amount. As payments are received, these amounts are added to the credit amount. If at any point, the credit limit reaches zero or lower, the customer record is placed on credit hold. Whenever you try to create a new sales order for the global customer, a credit hold warning message displays that prevents you from creating the sales order.

The global credit functionality includes a couple options for calculating the global credit amount. You can include open sales orders and payment instruments (non traditional payments, such as post dated checks and bank drafts) in this calculation. If you include sales orders, pending amounts on open sales orders are added to the AR invoice total to calculate the current credit total. If you include payment instruments, these items are factored to calculate the total available credit for that customer.

You leverage this functionality by first setting up credit limits on the global customer record within Customer Maintenance. Subsidiary (child) companies can then link to this global customer record and begin placing sales orders against it. As you create AR invoices and receive payments, the global customer record monitors the credit available to this specific customer.

Customer Global Credit - Setup

You set up the global customer credit functionality within External Company Configuration and Customer Maintenance.

Verify that the Multi-Company Server Direct Process (or Multi-Company Server Process, along with Microsoft® Azure Service Bus) is set up and running before you begin to set up consolidated purchasing.

1. Within the parent company, launch Customer Maintenance.

   Menu Path: Financial Management > Multi-Site > Setup > Customer

2. Either find and select an existing customer record or create a new record.

3. Select the **Global** check box.
4. Navigate to the **Billing>Credit Detail** card.
5. Enter the **Global Credit Limit** for this customer. This values defines the total credit amount available for this customer for all the companies within your organization.

   If a zero is displayed in this field, the customer has no credit limit ceiling.

6. Optionally select the Include Open Orders check box. When selected, this check box indicates that the application also uses open sales orders as well as AR invoices to determine the current global credit rating for this customer. The application adds this amount to the current AR balance to calculate the **Global Credit Total**. If this check box is clear, only the customer's current AR balance is compared to the global credit limit value.
7. You can also select the Include PI check box. When selected, this check box indicates you wish to receive non-traditional payment information (Payment Instruments) such as post dated checks and bank drafts, and use it in calculating a customer's global credit limit. These payment instruments are pulled from all the external companies that have conducted transoverflow with this customer.

   This field is only enabled if the Transfer Method you use is Direct.

8. If the customer is connected to an external financial system and you have selected the Include PI check box, the Global PI Credit Limit field is available. Use this field to enter a credit limit value for payment instruments like post dated checks or bank drafts.

   If a zero is displayed in this field, the customer has unlimited credit.

9. Select the **Global Currency** drop-down list to select the currency this customer uses.
10. If the **Global Credit Hold** displays a warning message, it indicates this current customer is on credit hold and no sales orders can be created for this customer. All companies linked to this global customer record will receiving a warning message stating the customer is on credit hold. When this field is blank, the customer is not on credit hold.

    If your company created this customer record, you can change Global Credit Hold status on this customer. If your company did not create this customer record, you cannot edit this field.

11. Select **Save** .
12. Repeat steps 3-10 to enter or update the global credit on all of the customers you need.
13. Navigate to **External Company Configuration**.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

14. From the **External Company** drop-down, select **Multi-Company Direct**.
15. Either find and select an existing external company record or create a new record.
16. From the overflow menu, select **Initialize Multi-Company Global Part/Customer/Supplier/Currency/Rate Group/Exchange Rates.** When the initialization is complete, a message displays. Select **OK** to close this window.
17. Select **Save**.
18. Repeat steps 15-17 on all the external companies you want linked to global customer records.
19. Navigate to a child company and launch **Customer Maintenance** again.
20. From the overflow menu and select **Link Customer**.

    The Link Global Customer window displays.
21. Select **Search** to find and select the customer records defined as global records.

    The selected records display within the Global Customers grid.
22. If you do not want to link one of the records, Select it on the grid.
23. Select **Skip**.

    The Skipped check box is selected on the customer record row. Repeat these steps to assign the Skipped status to each customer record you do not want to globally link within the current company.
24. When you finish defining which customers you are skipping, select **Link**.
25. If the customer record exists in the child company, a message box displays asking if you want to link the record. If the record does not exist, a message box displays asking if you want to create the customer record. In either case, select Yes on these message boxes.
26. Navigate to other child companies to link these global customer records. To do this, repeat steps 19-25.

    The global customers are now linked to the parent global record. As AR invoices and, optionally, open sales orders are placed against this customer record, the global credit limit is calculated, restricting new sales orders as needed.

Inter Company Trading

You use the Inter-Company Trading functionality to set up supplier-customer relationships between companies within your organization.

The companies involved in the inter-company trading relationship can then create inter-company purchase orders (ICPOs) which originate in the customer company and are received automatically by the supplier company. The supplier company can either make purchase suggestions back to the customer company, or turn the ICPO into a sales order for processing.

Inter Company Purchase Orders

You can create Inter-Company Purchase Orders (ICPOs) and suggestions between multiple companies within your database. You do this by setting up your companies as customer and supplier records and then linking them through external company records.

The two companies must both use Kinetic and be set up for inter-company trading. Companies that use Kinetic can also send ICPO Suggestions to another company that uses Kinetic. As long as the PO was created in Kinetic and sent electronically, you can automatically generate sales orders from an inter-company purchase order.

Inter Company Purchase Orders - Setup

To set up inter-company trading, you need to create terms, customer, supplier, and external company records to define the relationship.

Verify that the Multi-Company Direct Server process is set up and running before you begin setting up the inter-company purchase order process.

1. Navigate to one of the trading partner companies.
2. You first create identical purchase and selling terms for the two companies. Launch **Purchase Terms Maintenance**.
3. Select **New** and enter the parameters you need for the purchasing terms.

   For details on each purchasing terms field, review the **Purchase Terms Maintenance** topics.

4. Select **Save**.
5. To create the selling terms, launch **Terms Maintenance**.
6. Select **New** and enter the parameters you need for the selling terms. These values need to be the same as the values you entered for the purchasing terms. Verify that the **Code** values are the same; these identifier values must be the same for the inter-company trading to be complete.

For details on each selling terms field, review the **Terms Maintenance** topics.

7. Select **Save**.
8. Set up the customer records you need. Launch **Customer Maintenance**.
9. Create a customer record for the company for which the current company will do trades. For the **Customer ID** value, be sure you enter the identifier for the company defined within the **Epicor Administration Console**.
10. Select the **IC Trader** check box. This value indicates this customer record (for the internal company) is available for inter-company trading. This internal company can now be used on sales orders.
11. Navigate to the **Billing Detail** card.
12. Select the AR (selling) **Terms** you will use with this customer record. Be sure to use the same selling terms you created previously.
13. Add more details to the customer record as you need. When you finish, select **Save**.
14. Continue to add more internal companies as inter-company trading customers. Be sure to create a customer record for the current company as well if the current company will be purchasing goods from other companies.

    If you use price lists, attach the price list you need to each customer record. Each price list must be entered manually.

15. Now launch **Supplier Maintenance**.
16. Create a supplier record for the company for which the current company will do trades. For the **Supplier ID** value, be sure you enter the identifier for the company defined within the **Epicor Administration Console**.
17. Select the **IC Trader** check box. This value indicates this supplier record (for the internal company) is available for inter-company trading. This internal company can now be used on purchase orders.
18. Select the AP (purchase) **Terms** you will use with this supplier record. Be sure to use the same purchasing terms you created previously.
19. Add more details to the supplier record as you need. When you finish, select **Save**.
20. Continue to add more internal companies as inter-company trading suppliers. Be sure to create a supplier record for the current company as well if the current company will be purchasing goods from other companies.

    If you use price lists, attach the price list you need to each supplier record. Be sure these price lists are the same as the customer price lists you added to the customer records.

21. Navigate to **External Company Configuration**.

    This app is not available in Classic Web Access.

22. Either create a new external company record or find and select an existing one.
23. Within the **Inter-Company Trading** area, select the **Enable** check box. The rest of the fields in this area activate.
24. Enter the **Transfer Days to External Company** value you need. This value defines the number of days required to transfer an order from one company to the other company involved in the inter-company trade.
25. Now define the inter-company trading relationship between this external company and the current company. If this external company will supply products with the current company, enter the external company identifier within the **Supplier ID** field, and the current company identifier within the **Partner Customer ID** field. You can now create internal company purchase orders for this internal company.
26. Complete the inter-company trading relationship. In the **Customer ID** field, enter the external company identifier. Likewise in the **Partner Supplier ID** field, enter the current company identifier. You can now create sales orders using this internal company.
27. Select **Save** .
28. Navigate to the other company involved in the inter-company trade partnership and repeat these steps. Make sure the customer, supplier, price lists, purchase terms, and selling terms identifiers are the same as those you defined in the first company.

You can now generate inter-company purchase orders and suggestions between these two companies. These purchase orders may also be turned into sales orders to complete the inter-company trade.

Use Purchase Order Entry, Sales Order Entry, and the ICPO apps to create and modify inter-company purchases between these partner companies.

Inter Company Purchase Orders - Process

This topic describes how you create a purchase suggestion and then turn it into an inter-company purchase order at a supplying company, which in turn generates a sales order for the customer company.

Prerequisites

Before you can use this functionality, you must set up the records described in the **Inter-Company Purchase Orders - Setup** topic.

A sales company sells an item to an end user (external customer), and another internal company supplies the item being resold. If there is inadequate supply, the sales company must purchase it from the other company (which is considered a supplier to the sales company). The supplying

company receives an ICPO from the sales company (which is considered a customer of the supplying company). When this happens, the supplying company generates a sales order from the ICPO, fulfills the demand and then sells/ships it to the sales company, which in turn resells the item to the end user.

1. Within the sales (customer) company, a user navigates to **Purchase Order Entry**.
2. The selling user (a user within the sales company) creates a new purchase order to purchase the item from the supplying company. Fill in the header, line detail, and releases information.

   This user must not select the **Global PO** check box. This check box is used for the consolidated purchasing process.

3. If the sales company purchasing the item has multiple sites, the selling user selects the **Site** that will receive each PO release quantity. This value is on the **Releases Detail** card. This site value validates the inter-company receipt, so the quantity received through the inter-company PO can only be received by the site selected in this field.
4. Optionally, the selling user can select the **Warehouse** that will receive this part quantity.
5. The selling user approves the purchase order by navigating to the **Status** section and selecting **Approve**. The label for this checkbox changes to **Approved**.
6. Within the supplying company, a user navigates to **Sales Order Entry**.
7. The user in the supplying company selects overflow menu and selects **Incoming Linked ICPO Suggestions**. The **Incoming ICPO Suggestions** app displays.
8. The user reviews the suggestions.
9. If the user wishes to turn an ICPO suggestion into a sales order, this person selects its **Ready for Order** check box.

   The user can also ignore a suggestion by selecting the **Reject** check box. If the user wishes to turn all of these suggestions into sales orders, however, this person selects the overflow menu and selects **Accept All**.

10. When the user finishes accepting and rejecting the ICPO suggestions, this person selects overflow menu and selects **Process All Suggestions**.
11. The user closes the **Incoming ICPO Suggestions** app. The ICPO is now a sales order. The supplying company company can begin fulfilling the order as requested.
12. If the user wants to make changes to this sales order, however, this person selects the overflow menu and select **Suggestions to Linked PO**. The **Send ICPO Suggestions** app displays.
13. The user selects on the **Sales Order** button to find and select the sales order linked to an ICPO.
14. This user makes any changes to the suggestion for the sales order and selects **Save**.
15. This user then selects on the overflow menu and selects **Send All Suggestions**. The suggestion is sent to the sales (customer) company.

16. A user within the customer company then launches Purchase Order Entry.
17. This user selects the overflow menu and selects **Change PO Suggestions**.
18. The user review the changes. This person can accept the suggestion as it is, or makes changes to it. Available options:
    - **Cancel** - Ignores the suggestion.
    - **Expedite** - Requests activity be initiated on the ICPO suggestion sooner than originally planned.
    - **Increase** - Adds more quantity to the suggestion.
    - **Postpone** - Delays the suggestion for a time.
    - **Reduce** - Subtracts quantity from the suggestion.
19. To complete the change, the user either selects the **Accept** button or selects the **overflow** menu and selects **Accept**.
20. The supplying company then receives the change. The linked sales order updates with the new purchasing information.
21. The user within the supplying company launches **Customer Shipment Entry**.
22. This user generates the packing slip for the shipment and selects the **Shipped** check box. This shipment record is automatically sent to the sales (customer) company.
23. The user at the customer company that purchased the item launches **Receipt Entry**.
24. The user at the customer company selects on the overflow menu and selects **Add Intercompany Receipt**.
25. The user pulls at the customer company in the purchase order and closes it. An AP invoice can now be created to complete the inter-company transaction.
26. Back at the supplying company, the user launches **AR Invoice Entry**.
27. This user creates a new invoice.
28. Next, the selling user selects on the **overflow** menu, highlights the **Get** sub-menu and selects **Shipment**.
29. This person selects the packing slip and pulls the shipping data into the new AR invoice.
30. The user completes the AR invoice and then selects the **Calculate Taxes** check box.
31. The user posts the invoice.

You can optionally automatic the AP invoice required for this inter-company transaction. Review the **AP Invoice Automation** topics for more information.

AP Invoice Automation

You can automate creating AP invoices for an inter-company trading transaction. An AP invoice is automatically created for the purchasing company and an AR invoice is automatically created for the selling company.

AP Invoice Automation - Setup

This topic details how you set up automatic AP invoice generation for inter-company purchase orders (ICPOs).

Verify that the Multi-Company Direct Server process is set up and running before you begin setting up the AP invoice automation process.

1. Within one of the trading partner companies, navigate to **External Company Configuration**.

   This app is not available in Classic Web Access.

2. Either create a new external company record or find and select an existing one.
3. Within the **Inter-Company Trading** area, select the **Enable** check box. The rest of the fields in this area activate.
4. Enter the **Transfer Days to External Company** value you need. This value defines the number of days required to transfer an order from one company to the other company involved in the inter-company trade.
5. Now define the inter-company trading relationship between this external company and the current company. If this external company will supply products with the current company, enter the external company identifier within the **Supplier ID** field, and the current company identifier within the **Partner Customer ID** field. You can now create internal company purchase orders for this internal company.
6. You now need to complete the inter-company trading relationship. In the **Customer ID** field, enter the current company identifier. Likewise in the Partner Supplier ID field, enter the external company identifier. You can now create sales orders using this internal company.
7. Select the check boxes you need to define how you want these inter-company trading companies to generate invoices.

   Available options:

   - **Send AR Invoices** -- Indicates you want this external company to send AR invoices to the current company.
   - **Receive AR Invoices** -- Indicates you want this external company to receive AR invoices from the current company.
   - **Send AP Invoices** -- Indicates you want this external company to send AP invoices to the current company.
   - **Receive AP Invoices** -- Indicates you want this external company to receive AP invoices from the current company.

8. select **Save** .
9. Navigate to the other companies involved within inter-company trading and repeat these steps.

Now when an inter-company purchase order transaction is complete between the two companies, an AR invoice is generated within the selling company and an AP invoice is generated in the purchasing company.

Central AP Invoice Payment

Your organization can use the Central AP Invoice Payment functionality to pay for subsidiary AP invoices at the corporate (parent) level.

The corporate parent then has greater control over the AP process throughout your organization, as all AP invoices flow through the main (parent) company.

This flow of the AP data begins at the subsidiary, or child, level. First, the subsidiary company creates an AP invoice to pay a supplier; this invoice is also selected as a Central Payment. The subsidiary then posts the invoice, and Kinetic automatically sends the AP invoice to the corporate, or parent, company. An adjustment transaction is also placed against the original AP invoice at the subsidiary that changes the total amount due on it to zero.

The invoice created within the corporate (parent) company will pull in the invoice header information (including dates and discount information) and have a single detail line that contains the total payment amount due.

The child company is not forced to pay each AP invoice through central payment processing. If the Central Payment check box is clear (not selected) on an AP invoice, the child company handles payment for this invoice internally.

Central AP Invoice Payment - Setup

This topic describes how you set up the Central AP Invoice Payment functionality.

For this process to work correctly, the corporate (parent) and subsidiary (child) companies must all use the same parent company database and currency. They also need to follow the same fiscal period schedule. Lastly, any centrally paid supplier must defined as a global supplier and linked to all the companies involved in the central payment.

1. Launch **Company Configuration** in the parent and child companies.
2. Navigate to the **Modules>Finance>Centralization** card.
3. In the **Central Payment** section, select the **Parent Company** from the options on this drop-down list. This identifier defines the company record which will process the central payments. Be sure to select the same company identifier on all the companies who will use the central payment functionality.
4. Launch **External Company Configuration** in the parent and child companies.

This app is not available in Classic Web Access.

5. From the **External Company** card, select **Multi-Company Direct**.
6. Either find an existing external company record or create a new one.
7. Navigate to the **Detail>Multi-Company Details** card.
8. Within the **Central Payment** section, define the **Invoice Group Prefix** you for all the central payments. Any AP invoice groups (or batches) will now generate using these characters as a prefix value.
9. Optionally, select the **Legal Number** method these central payments will use.

   You must use the same Invoice Group Prefix and Legal Number values in all the external company records.

10. Return to the central payment (parent) company.
11. Navigate to **Supplier Maintenance**.
12. Enter records for the suppliers who your organization will use for central payments.
13. Select the **Global** and **Central Payment** check boxes on each supplier record. Each supplier record can now be linked to the subsidiary companies. By selecting the Central Payment check box, you indicate the supplier record will use this functionality.
14. Navigate to Supplier Maintenance in the subsidary companies.
15. Use the **Link Suppliers...** functionality to pull in the global supplier record within each subsidary (child) company's database.

The Central Payment functionality is now ready to use.

Central AP Invoice Payment - Process

This topic describes how you create central payments within your organization.

Before you can use this functionality, you must set up the records described in the **Central AP Invoice Payment - Setup** topic.

1. Navigate to **AP Invoice Entry** within any company.
2. Create an invoice and select the **Central Payment** check box. This check box is located on **Invoice-Detail** card.
3. Save the invoice. The invoice is now recorded in your database.
4. Although you can create the AP invoice in any database, only the parent company can make payments against this invoice. Navigate to the parent company.
5. Launch **AP Payment Entry**.

   AP Payment Entry - This app lets you see the **source company** that originally created the AP invoice. For more information, review the AP Payment Entry - Invoice Detail and Invoice Payment Selection topics.

6. Create a payment for the AP invoice. Navigate to the **Invoice Payment Detail** card to see the **Source Company** who initially created the AP invoice.
7. Navigate to the company which initially created the AP invoice and launch AP Invoice Entry.
8. Find and select the original AP invoice.
9. Select **Debit Memo** () button from the overflow menu.
10. The memo which was automatically generated by the central payment is displayed.

Tracking and Reporting

You can review the progress of central payments through the apps described on this topic.

- **AP Invoice Tracker** - Use this app to display any AP invoice - including invoices that are being paid centrally. The tracker is essentially a read-only version of AP Invoice Entry, so the same central AP invoice fields display on it.
- **Aged Payables Report** - Use this report to filter the aging by the source company that originally created the AP invoices. For more information, read the Aged Payables Report topic.
- **Journal Listing Report** - Run this report to review the transoverflow within your journals. You can filter this report to only display intercompany journal transoverflow. For more information, review the Journal Listing topic.

Transaction Details

This topic describes the transoverflow which update with the central AP payment.

The **Inter-Company Transfer (ICT)** transaction is used to record all central AP payments; this transaction indicates the transfer between the subsidiary (child) and the corporate (parent) locations. The **payment (PAY)** and **adjustment (ADJ)** transaction types complete the audit trail:

- **PAY-ITC** - The transaction for an **intercompany transfer** central payment.
- **ADJ-ITC** - The transaction for an adjustment to an **intercompany transfer** central payment.

The transoverflow will be recorded within the corporate location's **Inter-Company AP account**. The subsidiary will likewise use its Inter-Company AP account; this account records the transaction instead of the **AP Control** account (the account used on AP invoices paid directly by the subsidiary location).

Consolidated Purchasing

Consolidated purchasing (which requires the Multi-Site Management license) controls purchasing and AP functions across multiple companies, even though companies may exist on separate servers and databases.

You can review global requirements and create global purchase orders that split off to the separate companies and sites for receipt. Additionally, purchase order suggestions can be grouped across companies for optimal pricing and adherence to approved suppliers.

Consolidated purchasing features:

- It can run between companies within the same database (multi-company environment) or separate databases (multi-site environment).
- Consolidated purchasing parts defined at part class level enables companies to purchase some product locally and others centrally.
- Purchase suggestions for centrally purchased items are consolidated at corporate using IMtable (Intermediate Table) integration.
- Consolidated purchase orders will be sent to the receiving company so receipts are created.
- Consolidated purchase orders can contain multiple lines for different receiving companies.
- Receiving (child) companies can create purchase demand, which in turn is generated by the central purchasing company.

Implementing consolidated purchasing does not prevent the child receiving companies from creating their own purchase orders. You can set aside a block of PO numbers for each child receiving company. They can then use these PO numbers to create purchase orders independent from consolidated purchasing. When the child company has used up its block of PO numbers, the central purchasing company can then assign a new block of PO numbers to the receiving child company.

Consolidated Purchasing - Setup

Perform the following setup steps to use the consolidated purchasing functionality.

Verify that the Multi-Company Direct Server process is set up and running before you begin setting up consolidated purchasing.

You need to define the central purchasing company (parent) and the receiving companies (children) involved in consolidating purchases. You also need to define global supplier and part records.

1. Navigate to the central purchasing (parent) company.
2. Launch **External Company Configuration** to establish external company IDs for each receiving company involved in your consolidated purchasing process.

   This app is not available in Classic Web Access.
3. From the **External Company** card, select **Multi-Company Direct**.
4. Either find an existing external company record or create a new one in External Company Maintenance first.

5. Navigate to the **Multi-Company Details** card.
6. Define the **Consolidated Purchasing** options. Available options:
    - **PONum Reorder Point** - Each child receiving company has a set amount of purchase order numbers available at any given time for independent purchases. This value defines the point at which the central purchasing company will assign more purchase order numbers to this receiving company.
    - **PONum Warning Point** - The point at which the application warns the central purchasing company that this receiving company is at or near its PONum Reorder Point limit. The cental purchasing company then needs to give this child receiving company more PO numbers for independent purchases.
    - **PONum Block Size** - The amount of new purchase order numbers that the central purchasing company will assign to this receiving company when the external company reaches its PONum Reorder Point. This value indicates how many POs this child company can create on their own, ensuring unique numbers are created for each purchase order.

    You set up an external company record for the West Blue company and configure the consolidated purchasing functionality. You indicate the West Blue company can have 40 PO numbers available within its PONum Block Size value. You then enter the PONum Warning Point value, which you define as 10. Lastly, you enter a PONum Reorder Point value of 5. The central purchasing company assigns PO numbers 116-155 as the block. When a user creates a purchase order with a number of 145, a warning message alerts the user that the available PO numbers are running out. When a user creates a PO that uses 150, the central purchasing company gives West Blue a new set of 40 PO numbers.

7. You now create the buyer records for the individuals involved in the consolidated purchasing process. Launch **Buyer Maintenance**.
8. select the **New**  .
9. Enter the primary information you need for this person, including **Name**, **PO Limit**, **Email Address**, and other options. Be sure to also define the specific users authorized to make purchases for this buyer.

    For specific information about these fields and functions, review the **Buyer Maintenance** topics.

10. Selected the **Consolidated Purchasing** check box. This check box indicates the buyer record will be used on consolidated purchase orders.
11. select **Save**  . The consolidated buyer is set up within the central purchasing company. Continue to add as many buyer records as you need.
12. Now navigate to each child company and launch Buyer Maintenance.
13. Create identical buyer records within each child company. Be sure to select the Consolidated Purchasing check box on each record.

14. Navigate to each child company again and launch External Company Maintenance. Only set up an external company record for the central purchasing company. Define the following items on this central purchasing (parent) external company record:
    - **External site** -- Enter the identifier, name, address and other information for the site which will receive the purchased goods.
    - **External Warehouse** -- Enter the identifier, name, address and other information for the warehouse within the external site which will receive the purchased goods.

    By setting up the external site and warehouse, each receiving company can now create purchasing demand which the central purchasing company can turn into purchase order releases.
15. Now launch **Company Configuration** within the central purchasing (parent) company.
16. Navigate to the **Modules > Materials > Purchase** card.
17. Select the **Purchasing Company** you need. Because you are in the central purchasing company, select this company ID.
18. Select the currency that will be used for the purchase orders from the **Global Currency Code** drop-down list. All of the currencies available within this company display on this list.
19. select the **Save** .
20. Navigate to each receiving company and launch Company Configuration. Repeat steps 3-5, selecting the same Purchasing Company and Global Currency Code values.
21. Return to the central purchasing (parent) company and launch **Supplier Maintenance**.
22. Create the supplier records you want to share with each receiving company. Select both the **Global** and the **Consolidated Purchasing** check boxes on each supplier record. The Consolidated Purchasing check box indicates the global supplier records can be for creating consolidated purchase orders.
23. Navigate to a folder which contains **Part Maintenance**. Launch this app.
24. Create the purchase part records you want to share with each receiving company. Select both the **Global** and the **Consolidated Purchasing** check boxes on each part record. The Consolidated Purchasing check box indicates the global part records can be for creating consolidated purchase orders.

    Alternately, you can select the Consolidated Purchasing check box on each part class within **Part Class Maintenance**. All global parts linked to that part class will now be available for consolidated purchasing.
25. Now navigate to each receiving company.
26. Launch both Supplier Maintenance and Part Maintenance. Use the **Link Suppliers** and **Select Global Part** functionality to pull in these global records within each receiving company.

You have now set up consolidating purchasing within your multi-company or multi-site environment.

Consolidated Purchasing - Process

This topic documents the consolidating purchasing process.

Before you can do this process, you must set up consolidated purchasing as described in the **Consolidated Purchasing - Setup** topic.

1. Within the central purchasing (parent) company, launch **Purchase Order Entry**.
2. From the overflow menu, select **New Consolidated PO**.
3. Create the consolidated purchase order. Enter the **PO Header** and **Line** details.
4. Create the releases you need for each line. You do this on the **Release Detail** card.
5. Define the specific receiving company, site, and warehouse which will receive the quantity on each release. select on the **Global Company**, **Global Site**, and **Global Warehouse** drop-down lists to define these values.
6. When you finish setting up the releases on the consolidated PO, indicate the purchase order is a valid expense. Select the **Approve** check box. The check box label now displays **Approved**.
7. Select **Save**. Note that the **Global PO** check box is automatically selected, indicating this purchase order will be used across companies. When approved and saved, the Multi-Company process (if running continually in the background) retrieves the consolidated. PO. At this time, personnel in children companies can use Purchase Order Entry to view the purchase order created in the parent company.
8. Continue to make other consolidated purchase orders as you need.
9. In the parent company, navigate to the **Generate Purchasing Suggestions** app to generate consolidated purchase orders that take into account any demand transoverflow created in children (receiving) companies.

   Running Generate Purchasing Suggestions to generate consolidated purchases orders is only required if personnel in children companies have created demand transoverflow. For example, a production manager in a child company requires a particular global consolidated purchased part in the manufacture of an assembly, so he created a sales order for the item.

10. The user selects the **Regenerative** radio button and the **Run Consolidated Purch** check box.
11. The Generate Suggestions process is run. Consolidated purchase orders generate and take into account demand created in each of the children (receiving) companies; it also designates that each release on the PO will ship to a specific receiving company.
12. PO managers in the parent company launch Purchase Order Entry again, select the **overflow** menu and select **New PO Suggestions**. The **Change PO Suggestions** window displays.
13. PO managers (in the parent company) review the consolidated purchase orders that have been generated. They can add miscellaneous charges and generate sales forecasts from this purchase order. When ready, they select the **overflow** menu and select **Generate Purchase Orders**. The purchase order now displays within PO Entry.

14. The PO managers find and select the purchase order, they clear the **Unapproved** check box and save the PO. The releases on the purchase order generated for each receiving company are sent to each specific company.
15. PO managers within each of the receiving companies can view the consolidated purchase orders generated in the parent company in their list of open purchase orders. The receiving companies record the purchased part quantities they receive through the consolidated purchase order.

    Consolidated purchase orders generated in the parent company cannot, and should not be maintained by users in children companies. These users should only be receiving the goods listed on the consolidated purchase orders that are destined for their respective companies.

16. Kinetic sends the receipt records each receiving company enters to the central purchasing company.
17. A user at the central purchasing company creates the AP invoice and sends portions to the individual receiving companies (as an un-posted invoice in a batch) for payment.

Multi Company Journals, GL Allocations, and AP Allocations

Use the Multi-Company Journals, GL Allocations, and AP Allocations functionality to distribute amounts from a parent company to one or more subsidiary (child) companies.

You can set up multi-company journals to distribute amounts from a GL journal in the parent company to specific accounts within one or more child companies. You do this by setting up multi-company GL accounts that you can select during GL journal entry.

Multi-company GL allocations work in a similar way. To set up GL allocations to multiple companies, you create a GL allocation code which includes GL account(s) in other (child) companies.

Multi-company AP allocations also work on similar principles. You create multi-company journals and distribute the amounts among the multi-company journals. You then launch AP Invoice Entry within the receiving child companies to distribute these expense amounts on AP invoices.

These multi-company transaction types can distribute amounts across companies that use different base currency records, as long as each company involved in the transaction has the same rate type definitions and conversion rules.

Multi Company Journals

Use multi-company journal processing to simultaneously post a journal from a parent company to one or more journals within the current company, or to one or more subsidiary (child) companies.

Distribute these allocations across the accounts within the chart of accounts (COA) for a subsidiary company. You typically use multi-company journals to divide the balance of an expense account across multiple companies.

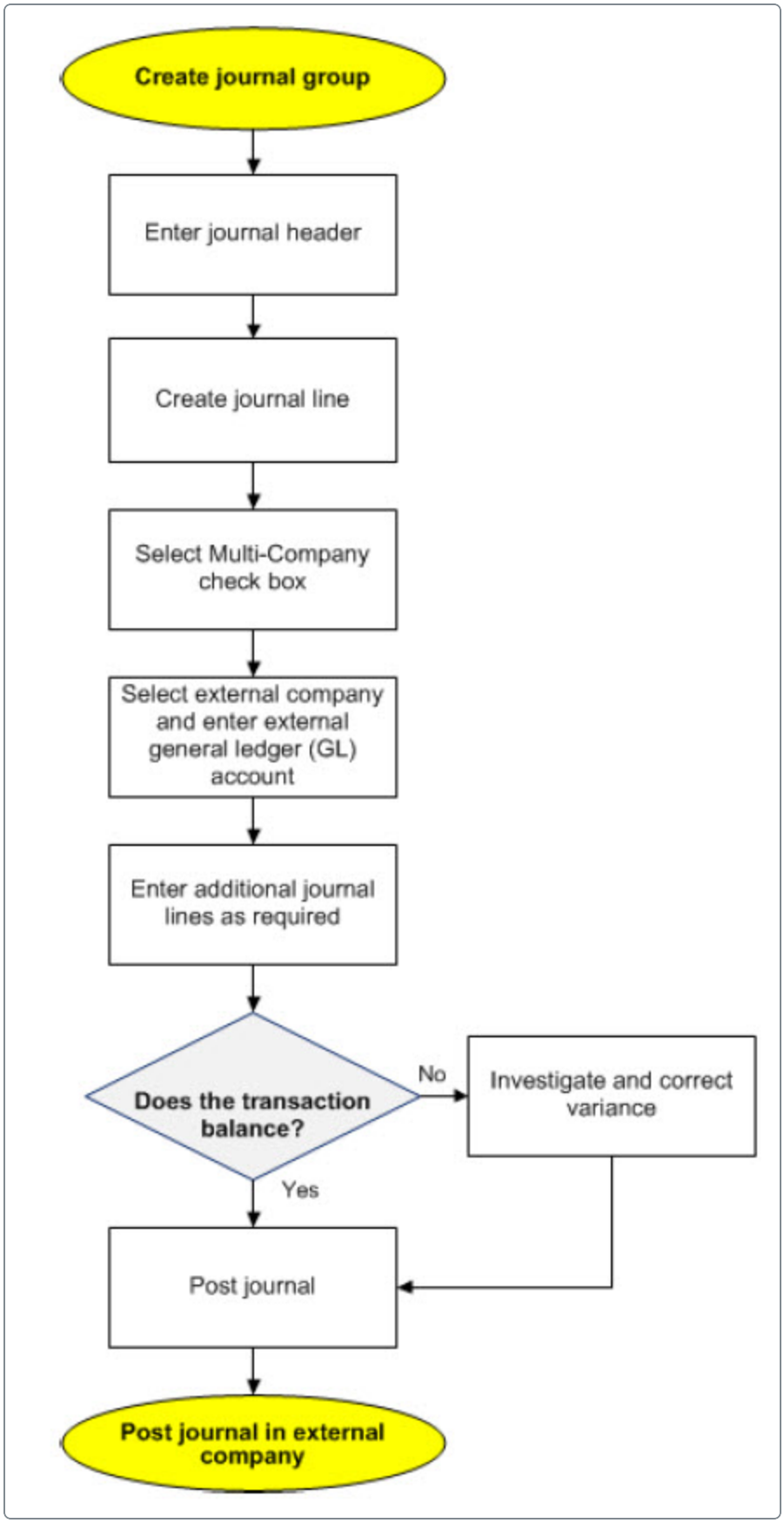
This functionality is similar to AP allocations. Use that multi-company functionality in AP Invoice Entry on the GL Analysis card. When configured, AP allocations automatically distribute expense amounts across the inter-company accounts.

For this functionality to work, you must define inter-company journals for the parent and subsidiary companies, and external company records so that each company can receive inter-company journal transoverflow.

The flow of the data begins at the corporate (parent) location. In **GL Journal Entry**, enter transoverflow into the inter-company journal. The GL control attached to these transoverflow must use the **External Company** GL control type in order to define the required inter-company journal context. These journal entries are then posted to the general ledger. You can run GL allocations on these entries.

The journals only transfer from the main book at the parent company to a book in the target child company. The group entry mode used within the target company defines the COA, fiscal calendar, and currency values used to record these journals; the mode it uses depends on the number of books which exist in the target company. If the target company only has one book, the transferred journals display as journals in **Single Book Mode**, using the values from the single book which received them. If the target company has multiple books, the transferred journals display in **Multi-Book Mode**, and use the values defined in the configuration of the target company.

These transoverflow are automatically sent out to the subsidiary (child) companies, where they are then incorporated directly into the subsidiary journals. The updated financial information displays through the **Journal Tracker** and the **Journal Listing** report.


Create journal group
Enter journal header
Create journal line
Select Multi-Company check box
Select external company and enter external general ledger (GL) account
Enter additional journal lines as required
Does the transaction balance?
No
Investigate and correct variance
Yes
Post journal
Post journal in external company

Multi-Company Journals - Setup

To set up the Multi-Company Journal process, you must define some options within the setup apps described on this topic.

Verify that the Multi-Company Server Direct Process is set up and running before you begin defining multi-company journals. Also make sure you have configured the External Company GL control type and its GL controls to handle multi-company journal functionality.

1. Launch **External Company Configuration** within a company you wish to use general ledger allocations.

   This app is not available in Classic Web Access.

2. From the **External Company** card, select **Multi-Company Direct**.
3. Create an external company record for a company you want to interact with the current company record.
4. Navigate to the **Multi-Company Details** card.
5. Select the **Allow GJ Allocations to** check box. This external company can now receive GJ allocations from the parent company to its multi-company journals. Continue to create other external company records for the current company as you need, selecting the Allow GJ Allocations to check box on each record.
6. Next, navigate to other companies and create external company records which allow general ledger allocations.
7. Launch **General Ledger Account Maintenance** in one of the companies.
8. Select the **Chart of Accounts** (COA) which is shared across all companies.
9. Select the **GL Account** button to find and select the accounts you want to define as multi-company accounts.
10. Select the **Multi-Company** check box on each account.
11. Launch General Ledger Account Maintenance in the other companies that will receive GJ allocations. Select the same COA and indicate the same accounts are multi-company accounts.

You can now automatically distribute amounts from a single GL account to one or more other GL accounts in a subsidiary (child) COA.

Multi Company Journals - Process

This topic describes how you use multi-company journal allocations within your organization.

Before you can use this functionality, you must set up the records described in the **Multi-Company Journals - Setup** topic.

1. Navigate to **Journal Entry**.
2. select **New** ⊕.
3. Use the **Group** field to identify the group on reports, trackers, and other apps.

   Use specific numbers to make it easy to find journal entries during an audit. You can also use the employee name or a date to help organize the groups.

4. Select either the **Single-Book** and **Multi-Book** options; they determine the entry mode for journals in the group.

   These options do the following:

   - **Single-Book** -- Uses the fiscal calendar, currency, and COA of a selected book as default values for journal entry in the group. After you select this option, you next need to select a book in the adjacent field. Select this option if each company (the journal entering company and the external company) only has one book.
   - **Multi-Book** -- Uses company options as defaults for journal entry in the group. The company's fiscal calendar and currency and the Master COA provide defaults for entry of the journals. Select this option if each company (the journal entering company and the external company) uses multiple books.
5. In the **Apply Date** field, enter 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. The application determines the period to which group the journals post based on the default calendar and the selected apply date. Create a different journal group to post journals to another fiscal period.
6. In the **Rate Type** field, enter the default currency rate type applied to journals in the group.

   Currency rate types apply exchange rates and conversion rules to journal amounts. This value determines the default currency rate type used against all the journals in the group. You can also apply a different currency rate type to individual journals; this value overrides the default rate type for the group. When this occurs, the application uses the currency rate type defined on the journal to convert the amount.

7. In the **Journal Code** field, enter the default journal code for journals in this group. You can use journal codes to locate the journals in reports and trackers.
8. In the **Journal Entries** card select **New** ⊕. The application creates a number to identify the journal and a legal number (if legal numbering is configured for manual journals).
9. Use the **Description** field to identify the journal.
10. In the **Apply Date** field, enter the journal apply date. The apply date of the journal group supplies the field default. You can enter dates within the fiscal period to which the journal posts.
11. In the **Rate Type** field, enter the currency rate type used to convert journal amounts. As described previously, selecting a currency rate type for a journal overrides the default currency rate type defined for the group.

12. Use the **Reverse** and **Red Storno** options to create a reversing journal.

    These options do the following:

    - **Reverse** -- Creates a journal which 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 mode is called ordinary storno. You can use the default apply date or enter a date in any other period; the default date falls in the period which immediately follows the period for the original journal. Reversing journals require that you enter an apply date for the reversal in the adjacent field.
    - **Red Storno** -- Creates a journal with reversing amounts, called red storno in Russia. 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 which the original journal posts. This mode reduces tax consequences in Russia and other jurisdictions that tax based on turnover in general ledger accounts.

13. In the Lines card, select **New** .The application creates a number to identify the detail.
14. In the **G/L Account** field, enter an account or select the **G/L Account** button to define one. The journal group determines the COA to which its journals post. This field designates the account to which the detail amount posts.
15. Use the **Description** field to identify the detail. To check the spelling of the description, right-select in the field and select **Spelling** from the context menu. The journal description supplies the default values.
16. Use either the **Debit** field or the **Credit** field to enter the amount posted to the selected account. To calculate an amount, right-select the field and select **Calculator**. Each detail has either a debit or credit. A detail cannot post a zero amount.
17. If required, select **AutoBalance** to create a balancing detail based on an entered credit or debit amount. Using the autobalance feature ensures you create balancing entries for a journal. Company options may require you enter balanced journals.
18. Now you can define the multi-company details to update a COA in a subsidiary (child) company. Select the **Multi-Company** check box. Multi-company functionality distributes allocations from an account in a parent COA to an account in a subsidiary COA. The **G/L Account** field defines the parent account. Other multi-company fields now activate to help you define the detail.
19. In the **External Company** drop-down list, select the subsidiary (child) company.
20. Enter an account in the **External G/L Account** field or select **External G/L Account** to find and select one. The Master COA of the subsidiary defines the targeted COA. The **External G/L Account** defines the target account.
21. Select **Save**.
22. Select **Post**.

23. When you are asked if you are ready to post, select **Yes**. The journal entries post. If the transaction Apply Date falls in a different fiscal year and period in the target book than in the source book, the transaction uses the fiscal year and period values in the target book.

    If posting errors occur, a message appears that explains you should review these errors on the **Posting Log**. If you need, fix these errors and re-post the group.

Multi-company journals simultaneously post to a parent company's COA and create journals available to post to within the COAs for one or more subsidiary companies.

You cannot allocate amounts to a closed fiscal year and period. If you attempt this, an error message appears. To allocate amounts to this period, you must reopen the period. You do this within **Fiscal Calendar Maintenance**.

Multi Company AP Allocations

If your organization uses multi-company journals, you can set up Kinetic to distribute Accounts Payable allocations from these journals.

Within AP Invoice Entry, you distribute AP allocations on specific AP invoice miscellaneous lines.

This functionality is similar to Multi-Company Journals. You use that functionality to distribute GL journal amounts to GL journals in one or more subsidiary (child) companies.

At the corporate (parent) location, the Purchase Journal contains an inter-company account. The GL control attached to these transoverflow needs to use the External Company GL control type in order to define the required intercompany account context. The AP invoice is entered at the corporate (parent) company and the allocations are defined for each invoice line.

After the invoice posts, any subsidiary (child) companies set up to receive AP allocations then receive this data within their inter-company general ledger journals. Each journal contains the same distributions defined on the AP invoice. The journal entries also display the source company, supplier, and invoice number information.

Multi Company AP Allocations - Setup

To set up the Multi-Company AP Allocations process, you must define some options within the setup apps described on this topic.

Verify that the Multi-Company Direct Server process is set up and running before you begin setting up multi-company AP allocations. Also make sure you have configured the External Company GL control type and its GL controls to handle multi-company journal functionality.

1. Launch **External Company Maintenance** within a company you wish to use AP allocations.

   This app is not available in Classic Web Access.

2. From the **External Company** card, select **Multi-Company Direct**.
3. Create an external company record for a company you want to interact with the current company record.
4. Navigate to the **Multi-Company Details** card.
5. Select the **Allow AP Allocations to** check box. This external company can now receive AP allocations from the parent company. Continue to create other external companies for the current company as you need, selecting the Allow AP Allocations check box on each record.
6. Navigate to other companies and create external company records which allow accounts payable allocations.
7. Launch **General Ledger Account Maintenance** in one of the companies.
8. Select the **Chart of Accounts** (COA) which is shared across all companies.
9. select the **GL Account** field to find and select the accounts you want to define as multi-company accounts.
10. Select the **Multi-Company** check box on each account.
11. Launch General Ledger Account Maintenance in the other companies that will receive AP allocations. Select the same COA and indicate the same accounts are multi-company accounts.

Your organization is now set up to distribute multi-company AP allocations.

Multi Company AP Allocations - Process

This topic describes how you use multi-company AP allocations within your organization.

Before you can use this functionality, you must set up the records described in the **Multi-Company AP Allocations - Setup** topic.

1. Launch **AP Invoice Entry** within the parent location.
2. Create an AP invoice.
3. Navigate to the **Lines > GL Analysis** card. Use this card to distribute the current line amounts to specific General Ledger accounts.
4. Select the account you need within the **GL Account** field on the GL Distribution grid.
5. In the **Amount** field, enter the amount you will apply to this account.
6. Select the **Multi-Company** check box.
7. Select the **External Company** that will receive the allocations.
8. If you need, press **Tab** to create a new GL distribution line. You can also select **New**
9. If you need to divide invoice line amounts between multiple GL accounts, select the **Allocation**

10. The **Allocation** window appears; select an **Allocation** and enter an **Amount**.
11. Select **OK**.
12. Select **Post**. 
13. After the **Multi-Company Direct Server Process** distributes the allocations, navigate to the subsidiary (child) company which received them.
14. Launch **Journal Entry**.
15. Find and select the **Inter-company GL** account. This expense account contains the value allocated to it. Notice the AP allocations have updated this account. The journal header is updated with the supplier, AP invoice, and legal number from the original AP invoice.
16. Analyze this journal entry to verify it is correct.
17. If this entry is correct, post this journal entry.

This multi-company AP allocation amount is now recorded in the GL transoverflow for the target company.

Multi Company GL Allocations

The Multi-Company pane on the Target Accounts card in Allocation Code Maintenance enables you to set up GL allocations that include target accounts in external companies, using the multi-company functionality.

This feature works in a similar way to the multi-company journal functionality available in GL Journal Entry. When you want to set up target accounts in a GL allocation in Allocation Code Maintenance, select New Target Account from the New menu.

To specify a GL account in an external company, select the Multi-Company check box, and select the required company from the External Company drop-down list. You can only select companies with an existing external company relationship set up. Also, you must select the GJ Allocations check box on the Multi-Company card for the external company record in External Company Configuration.

You can then enter the required GL account, or select External G/L Account to search for an account. The search function is filtered by the company selected in the External Company field.

When you have selected an external GL account, the Target Account field defaults to the local account in the GL Intercompany GL control context. To change that target account, select the Override check box and enter or search for the required account.

Both the Multi-Company and Advanced Allocation licenses are required to make use of this feature.

Multi Company Consolidation

The Multi-Company Consolidation process rolls up financial balances between source and target books, typically books from a child company to a parent company or an external application. You run this process at the end of each fiscal period and then total the consolidation results at the end of each fiscal year.

When you run the consolidation, you can post the results to an intermediate (consolidation) book in the source company before you transfer them to the parent company in a separate step. Alternatively, you can set the process to post the results to the intermediate book, and transfer them to the target company all as one single process. You can also view consolidation details in the Consolidation Report, which you Through the consolidation process, you can re-calculate transoverflow posted in one currency to another currency. You can also report these results using a different fiscal calendar selected on the receiving target book.

You can set up the consolidation process to handle various multi-company structures, according to your company requirements. Consolidations can be a one-to-one relationship between a source book in one company and a target book in another company. You can also set up a consolidation routine to consolidate transoverflow from multiple child books into one target parent book. You can even consolidate multiple child books into multiple parent books in different companies.

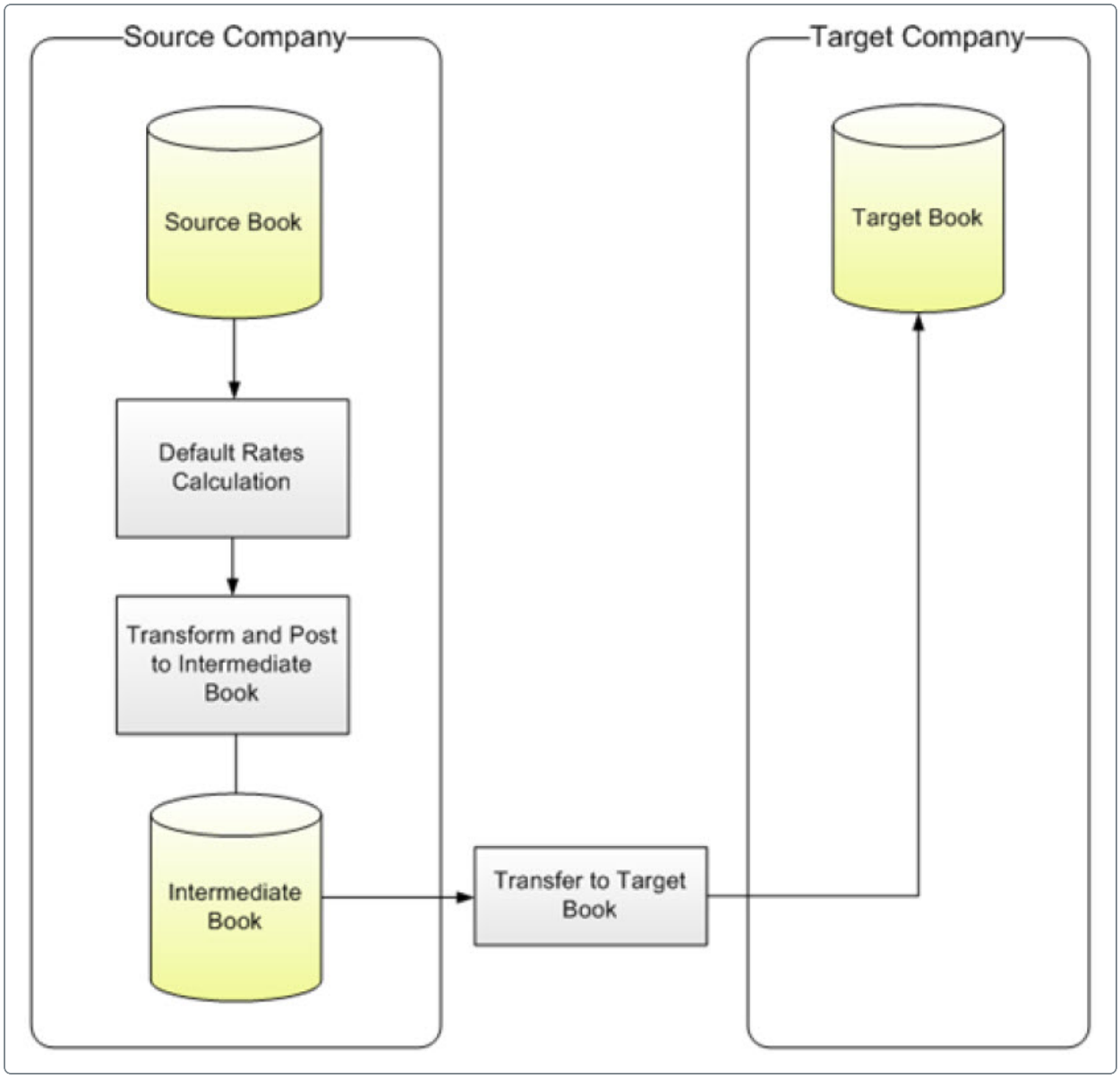
You can also set up consolidation between source and target books within the same company. You might do this, for example, when you need to report financial results in different currencies. In this situation, the consolidation process runs internally within the company, so the multi-company processes are not required to transfer data during this process.

A number of apps are involved in the consolidation process. To save time setting up and running this process, you should add the consolidation apps as icons to a group on your **Favorites Tab**. You can then quickly launch these apps instead of repeatedly navigating the Main Menu. For more information, review the **System Personalization - Favorites Bar** topics.

Process Flow

The financial data from the source book is transformed into the account structures defined in an intermediate, or consolidation, book, which also resides in the source company. The COA account structure matches the structure in the target book, so this data can now move from the intermediate book into the target book within the target company.

The following diagram illustrates the consolidation process flow:



The consolidation sequence:

1. The general ledger (GL) transoverflow post to the source book. These transoverflow use the posting process defined for the source book.
2. The consolidation process begins transforming these GL transoverflow into the format needed for the intermediate (consolidation) book. If the intermediate book uses a different currency, the process first converts the amounts using the exchange rate calculated by the selected consolidation rate type and the consolidation type. Consolidation rate types convert balances when the books use different currencies; consolidation types determine the method used to calculate the converted account balances.

3. The GL transoverflow are transformed into the account structure required for the intermediate book.
4. These GL transoverflow post to the intermediate book.
5. Now using the Multi-Company Direct Server Process, the GL transoverflow transfer from the intermediate book in the source company to the target book within the target company.
6. The GL transoverflow post to the target book.

Reports can now be run on the consolidated financial data. This data can also display on various entry apps, financial trackers, and dashboards within the target company.

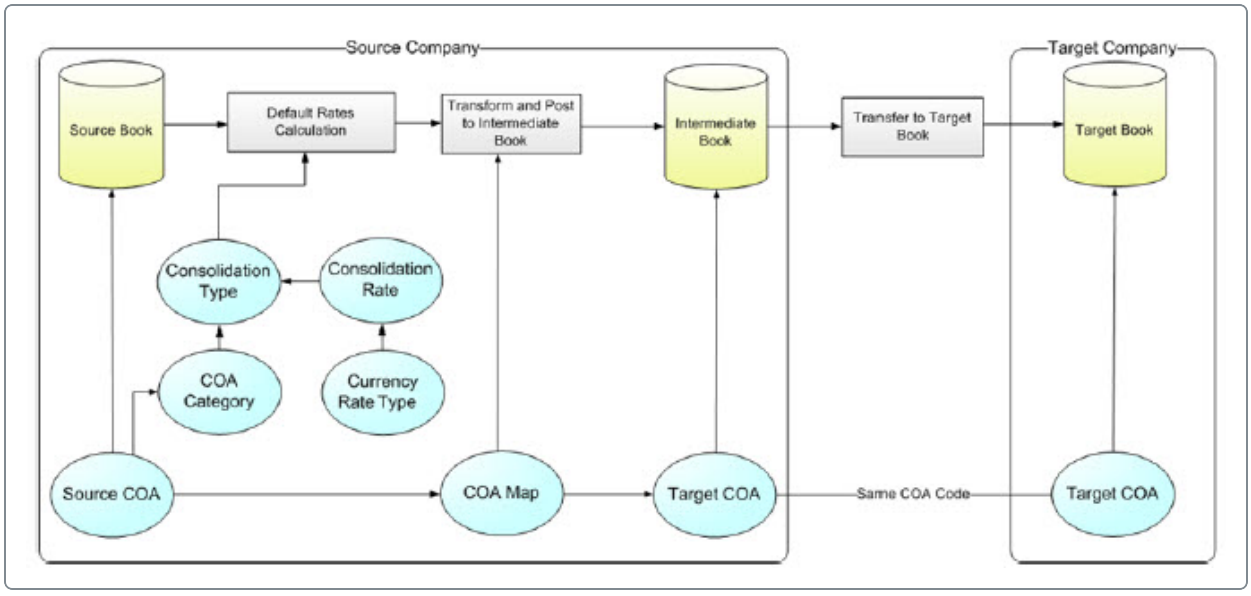
You can also view consolidation data in the Consolidation Monitor, within the target company.

Setup Process Steps

Before you can run the Multi-Company Consolidation process, you must set up the books, charts of accounts, and consolidation records you need to define the financial relationship between the source and target books.

The process steps in the Multi-Company Consolidation section are optional for the Financial Implementation course.

Some of these set up process steps were described in the **New Company Setup** section, but they are reviewed here as well, to explain how they impact the consolidation process. The following diagram illustrates the relationship between the records involved in the consolidation process:



Be sure you set up your consolidation process in the sequence described in this section. Each record you create is often needed by the following record documented in this sequence.

Source and Target External Companies

Each source and target company needs to have an external company record for the other company. You create these records within **External Company Maintenance**, then adjust their settings in **External Company Configuration**.

Before you can do this step, you must create the source and target companies within your database. If you need, review the **New Company Setup** section for information.

You need to enter at least two external company records, one record for each company. The source company needs an external company record for the target company, and the target company needs an external company record for the source company.

Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

This app is not available in Classic Web Access.

1. Launch **External Company Maintenance** from your **source** company.
2. From the **External System ID** drop-down list, select **Multi-Company Direct**.
3. Select the **New** .
4. Enter the **External Company ID** and **Description** you need. The External Company ID must be the same as the target company ID.
5. Select **Save** and exit External Company Maintenance.
6. Launch **External Company Configuration**.

   This app is not available in Classic Web Access.
7. From the **External Company** card, select **Multi-Company Direct**.
8. In the **External Company ID** field, select the required ID (or the ID you just created).
9. Navigate to the **Multi-Company Details** card.
10. Define how the external company handles financial information it sends and receives from your current company. Select the **Send GL Accounts** check box; this indicates that this external company can transfer general ledger account information to your new company.
11. Select the **Allow GJ Allocations to** check box. This indicates that this external company can receive General Ledger allocations from your current company.
12. Select the **Allow AP Allocations to** check box. This indicates this external company can receive Accounts Payable allocations from your current company. You use allocations to

automatically distribute expense amounts across several accounts; you select AP allocations on specific AP invoice lines.

13. Enter the **Journal Group Prefix** you want for this external company. This prefix is automatically placed on any journal groups that process intercompany transoverflow.
14. Select **Save** .

The external company record for the target company is created in the source company.

Repeat these steps within the target company. You need to create an equivalent external company record for the source company within the target company.

Source and Target Books

You next must create the source book within the source company and the target book within the target company. You need to define the fiscal calendar, chart of accounts, and currency each book will use.

Before you create a new book, you must set up the chart of accounts, fiscal calendar, and currency the book will use.

You can also create source and target books within the same company. The consolidation process is then run internally within the company; the Multi-Company Direct Server Process is not needed to move data during this part of the process.

1. Navigate to **Book Maintenance** within the source company.
2. Select **New** .
3. Enter the **Book** identifier you want. This value displays within various reports and apps.
4. Enter the concise **Description** for the book. This value displays on various drop-down lists throughout the application.
5. From the **Type** drop-down list, select the **Standard** option. This option indicates the book records the source financial activity of the current company. field to determine the primary function of the book.
6. Use the **Chart of Account** drop-down list to define the Chart of Account (COA) you wish to use with the source book.
7. Select the fiscal **Calendar** you wish to use with this book. These calendars define the fiscal periods used by the application to record transoverflow.
8. Use the **Book Currency** drop-down list to define the currency of the book. The book currency can be used on financial reports and in consolidations. All journal amounts post in the currency selected on the book. Books can also store journals using transaction currencies as needed for multi-currency reporting.
9. Select the **Retained Earnings** card to define the standard account used for retained earnings for the book. You can divide the reported retained earnings balance by substituting a segment in the retained earnings account for a corresponding segment in the in the income statement.

You must select a Retained Earnings account. If you do not and you save the book, an error displays.

10. Select the **Revaluation** card to define how errors are handled when journals are posted to the book.
11. When you finish, select **Save**.

The source book is now ready to use.

Navigate to the target company and repeat these steps to create the target book.

In order to remove duplicate account entries which can generate because of inter-company consolidations, consider creating an elimination book as well. Use this book to remove any duplicate entries which may generate during the consolidation process. Note, however, that manual entry is required within an elimination book.

Currency Rate Type

Currency rate types define the rules for converting all transaction and reporting currencies within a company. The source and target companies need to each have an active currency rate type.

Before you can create currency rate types, you must enter the currencies your consolidating companies use within **Currency Master Maintenance**.

The two companies can each have unique currency rate types. Optionally, they can also share a global rate type available within the database. These instructions describe how to create a new currency rate type. To learn how to link a global currency rate type, review the Link Global Records topic within the previous New Company Setup section.

Do not confuse currency rate types with consolidation rate types and consolidation types. Currency rate types define the rules used to convert source and target currency pairs. Consolidation rate types are used when a source book has a different currency from an intermediate (consolidation) book. They determine how the exchange rate is calculated to transform amounts from a source currency to the target currency. Consolidation types determine how these balances are calculated between the source book and the intermediate book.

Menu Path: Financial Management > Currency Management > Setup > Rate Type

1. Select **New**.
2. Use the **Code** and **Description** fields to define the main values used for this currency rate type. Be sure to enter unique values that help users quickly identify the rate type on various reports and apps.

3. Optionally, use the **Base Rate Type Code** to select a currency rate type you wish to use as a parent record for the current rate type. Use this field when you just need to change a few conversion rules from an existing rate type.
4. Use the **Decimals** field to define how many decimals calculate and display for amounts converted through this rate type. You can enter between 0-6 decimal places in this field.
5. The **Cross Rate Currency** section contains the fields you use to define the interim currency for the **Cross-Rate** conversion rule or the primary interim currency for the **Double-Cross Rate** and **Reverse Double-Cross Rate** conversion rules.
6. If you can round values calculated for the Cross Rate Currency, select the **Round** check box. You can then indicate up to how many decimals can be used to round within the **Decimals** field.
7. The **Alternative Cross Rate** currency section contains the fields you use to define the interim currency for the **Alternate Cross-Rate** conversion rule or the Secondary Interim currency for the **Double-Cross Rate** and **Reverse Double-Cross Rate** conversion rules.
8. If you can round values calculated for the Alternative Cross Rate Currency, select the Round check box. You can then indicate up to how many decimals can be used to round within the **Decimals** field.
9. Select the **Global** check box to indicate that this currency rate type can be used by other companies within your organization.
10. If the **Global Lock** check box is clear, any updates made to this currency rate type are also automatically sent to all companies that use this rate type. If you select this check box, however, any updates you enter are not sent to these companies.
11. When you finish defining the primary values for the currency rate type, select the **Conversion Rules** card
12. The **Source Currency** fields display the original currency for the conversion rule.
13. The **Target Currency** fields display the resulting currency for the conversion rule. The conversion rule changes amounts in the Source Currency to the Target Currency.
14. Use the **Conversion Rule** drop-down list to define the rule used for the conversion. Available conversion rules:
    - **Direct** - Multiplies an amount in the source currency against the exchange rate for the target currency.
    - **Inverse** -- Divides an amount in the source currency against the exchange rate for the target currency.
    - **Cross-Rate** -- Uses an intermediate, or Interim, currency to convert amounts between the source and target currencies. The Cross-Rate currency defined on the Detail card is the Interim currency.
    - **Alternate Cross-Rate** -- Uses an alternate Interim currency to convert amounts between the source and target currencies. The Alternate Cross-Rate currency defined on the Detail card is the alternate Interim currency.

- **Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Direct calculation to convert the amounts generated between each currency.
- **Reverse Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Inverse calculation to convert the amounts generated between each currency.

15. The **Display Mode** indicates how the conversion rules display within apps that show the source and target currency amounts. The currency pair displays along with an arrow indicating the direction of the conversion and the exchange rate below it.
16. Select the **Use Base Rate** check box if the conversion rules from the parent rate type (if one is selected) should be used for the currency pair. If you select this check box, all other fields on this card become unavailable.
17. Use the **Fixed Rate** to indicate whether the rate defined for this currency pair can update the Effective Rate value. If this check box is selected, the rate is locked, or fixed, and the Effective Rate cannot be updated by this conversion rules. If the check box is clear, however, the application considers that the conversion rule uses a variable, or float, exchange rate and it can be updated daily.
18. To define all the conversion rules for this rate type at the same time, select the **Rule Details** card. The **Conversion Rule** drop-down list is where you select the conversion rule you need.
19. When you finish, select **Save** .

You can now either repeat these steps to create a currency rate for the other company involved in the consolidation. If you created a global currency rate type, however, you could instead link this global record in the other company. This ensures both companies use the same conversion rules.

Consolidation Rate Type

Consolidation rate types convert balances when a source book and an intermediate book use different currencies. They define both the method for consolidating the amounts and the currency rate type used to convert the currency amounts; this prepares the amounts to be transferred to the target book.

Before you can set up a consolidation rate type, you must already have a currency rate type set up.

1. Navigate to **Consolidation Rate Type Maintenance** within the source company.
2. Select **New** .
3. Use the **Consolidation Rate Type** field and the **Description** field to identify the new type.
4. Select the **Default Method** used to calculate the exchange rate applied during consolidations.

   Available options:

   - **Daily Average** applies an average exchange rate for a consolidated period. The exchange rates used throughout the period are totaled and divided by the number of exchange rates to determine the average exchange rate for the period.

- **Period End** uses the exchange rate from the last day of the consolidated period.
- **None** uses the exchange rate currently entered in the **Consolidate to Parent Entry** app. This app is described within the Consolidation Processing section.

5. Select the **Currency Rate Type** to use with the consolidation rate type. The selected Default Method interacts with the conversion rules defined on the currency rate type to calculate the currency amounts which display in the intermediate book.
6. Select **Save**.

You must now create a consolidation type.

Consolidation Type

Consolidation types determine the method used to calculate account balances during consolidations and the consolidation rate type applied to these balances.

Before you can create consolidation types, you must create a consolidation rate type.

Although you only need to create one consolidation type, you typically create two types. One consolidation type handles income statement accounts and the other consolidation type handles balance card accounts. You can create as many consolidation types as you need. For example, you could create a separate consolidation type for each currency rate type you need for income accounts.

1. Navigate to **Consolidation Type Maintenance** within the source company.
2. Select **New**.
3. Use the **Type** field and the **Description** field to identify the consolidation type.
4. In the **Calculation Type** field, select the method used to calculate account balances during consolidations.

   Available options:

   - **Balance** uses year-to-date amounts to determine account balances. As a result, prior-period adjustments affect account balances to which this type applies. This type of calculation typically applies to monetary balance-card accounts.
   - **Period Movements** uses period amounts to determine account balances; this type of calculation typically applies to non-monetary balance-card accounts and income-statements accounts.
5. In the **Consolidation Rate Type** field, select the consolidation rate type you will use to define the method through which exchange rates are calculated against currency amounts to generate account balances in the intermediate book.
6. Select **Save**.

You now have both the consolidation rate type and the consolidation type you need to run the consolidation between the source and intermediate books within the same company.

You next need to create the intermediate (consolidation) book.

Intermediate Book

Your source book needs to first consolidate with an intermediate book before its results can populate the target book. You use this intermediate book to both preview the consolidation results from the source book and transform the data into an account structure that matches the target book.

Before you create a new intermediate book, you must set up the chart of accounts, fiscal calendar, and currency the intermediate book will use.

Menu Path: Financial Management > Multi-Site > Setup > Book

1. Navigate to **Book Maintenance** within the source company.
2. Select **New** .
3. Enter the **Book** identifier you want. This value displays within various reports and apps.
4. Enter the concise **Description** for the book. This value displays on various drop-down lists throughout the application.
5. Select the **Type** drop-down list and select the **Consolidation** option. This indicates that the book merges balances from a source book (or source books) to consolidate the financial results with a target book within a different company. Selecting the Consolidation type prevents financial transoverflow within the intermediate book from posting. These transoverflow instead must transfer to the target book in the parent company; the parent company can then post these transoverflow.
6. Use the **Chart of Account** drop-down list to define the chart of accounts (COA) you wish to use with the intermediate book. This chart of accounts must be the same as the COA on the target book.
7. Select the fiscal **Calendar** you wish to use with this book. These calendars define the fiscal periods used by the application to record transoverflow. The fiscal calendar on the intermediate book can be different from the fiscal calendar selected on the target book.
8. Use the **Book Currency** drop-down list to define the currency of the intermediate book. In order to consolidate the amounts within the target company, this selected currency must be the same as the target book's currency.

   Be sure to verify the currency codes match on the currency master records used by both companies. Each record has both a **Currency Code** and a **Currency ID** value. The Currency ID defines how the currency displays on various reports and apps within the company; the Currency Code defines the entire currency record for uses like consolidation and other system processes.

   A typical error can occur when you set up a new child company. For example, you create a child company which uses US dollars. The first currency you create is by default assigned the "Base" currency code and then you enter a "USA" currency ID, so this record indicates US

dollars in the new company. You then create a currency record in the parent company to consolidate with this child company, and you enter a currency code and a currency ID with "USA" values. Because these currency code values are different, Kinetic will treat these records as separate currencies, and the exchange rate is calculated as a zero value.

9. In the **Retained Earnings** section, define the standard account used for retained earnings for the book. You can divide the reported retained earnings balance by substituting a segment in the retained earnings account for a corresponding segment in the in the income statement.

   You must select a Retained Earnings account. If you do not and you save the book, an error will display.

10. Select on the **Revaluation** card to define how errors are handled when journals are posted to the book.
11. When you finish, select **Save**.

Consolidation Definition

Consolidation definitions determine settings that control consolidation between source and target books. These settings include currency conversion defaults, consolidation type, Delta generation mode, and source and target book details.

Before you can create a consolidation definition, you must define consolidation rate types, a consolidation type, at least one source book, an intermediate book, a target book, and the chart of accounts the intermediate and target books share.

Consolidation definitions control the transfer of accounts from one or more source books to an intermediate book, and then to a target book. The target book can be available in another company, or it can be a target book you use in an external application.

Each consolidation definition specifies a target book, an intermediate book, and one or more source books from which the financial data originates. Consolidations can occur continuously or periodically. You define all of these options in **Consolidation Definition Maintenance**.

Menu Path: Financial Management > Multi-Site > Setup > Consolidation Definition

1. Navigate to **Consolidation Definition Maintenance** within the source company.
2. Select **New**.
3. Use the **Consolidation ID** and **Description** fields to identify the consolidation definition. Application processes use the value in the Consolidation ID field, and the Description text displays in other apps.
4. In the **Consolidation Type** drop-down list, select whether you want the consolidation to be **Periodic** or **Continuous**. Periodic consolidations occur at the end of each fiscal period; continuous consolidations occur whenever the multi-company process refreshes data between the two books.

5. The **Send Only Delta** check is selected by default, for periodic consolidations. The Send Only Delta enables you to re-post a consolidation, and perform Retrospective Adjustments on previous consolidated periods.
6. Select the **Immediate Transfer** check box to make the consolidation run as a single process. When you select this check box, you consolidate journals in one process, posting to the intermediate book and on to the target book.
7. If you are running a periodic consolidation through this definition, you need to select an intermediate book. Within the **Intermediate Book Operations** group box, use the **Book** drop-down list to select the intermediate book you created for the consolidation.
8. You can consolidate books between companies within Kinetic or with an external system.

   To consolidate books between multiple companies within Kinetic:

   - In the **Company** field, select the target company that owns the target book. This value limits the books you can select; you can only choose books owned by the target company.
   - In the **Book** field, select the target book to which the consolidated journals post.

   To consolidate books from the source company to an external system, use the settings in the **Remote Options** section to define a book in a remote database as the consolidation target. These settings determine how consolidation journals post to an output file used for the transfer:

   - Select the **Remote Parent** check box. The consolidation process generates an output file, used to post the journals to the book in the other database. Import Consolidation from Subsidiary creates consolidation journals in the remote parent.
   - Select **Epicor Database** if the consolidation targets another application database.
   - In the **Currency** field, select the currency used by the journals posted to the output file.
   - In the **Target COA** field, select the target COA to which the consolidation journals post. Typically, this value is the same as the COA used for the target book on the remote database.
   - If available, use the **Diff Exchange Account** field to enter the difference exchange account used when the consolidation process targets an output file. The consolidation uses the account to post journals that reflect losses and gains from changes in the currency exchange rates.
   - In the **Output File** field, enter the path and name of the file to which the consolidation journals post. The consolidation process creates a flat file in ASCII format, used to transfer journals to a remote parent.
9. You next must define the source book or books involved in the consolidation. In the **Source Books** card, select **New** ⊕.
10. In the **Source Book** field, select the book used as the source. Values in this field are limited to the standard books used by the source company.

11. Use the **COA Map ID** field to select a map that links accounts in the source book to an intermediate or target book. Be sure to select a map which reflects the chart of accounts structure you need in the target book. Note however, that if the target and source books have the same COA, you can leave this field blank.
12. If necessary, select the **Exclude Open Periods** check box to prevent open periods from being used in consolidations for the source book. This option limits the consolidation to closed periods.
13. In the **Closing Period** field, enter the maximum number of closed periods included in consolidations that use the source book. If you enter a zero (0) value, you prevent consolidation journals from generating within the source book.
14. Optionally, select **Reverse Debit/Credit** to reverse debit and credit entries on journals created from the source book. This option effectively reverses source book entries in the target book.
15. Use the **Intermediate Journal** and **Target Journal** fields to respectively select the journal codes used to group consolidation journals posted to an intermediate and target book. Intermediate journals apply only to consolidations that run in periodic mode.
16. Use the **Balance card** and **Income Statement** fields to respectively select the default consolidation rate type applied to the source book's balance-card and income-statement accounts.
17. In the **Diff Exchange Account** field, enter a different exchange account in the source book. In some cases, losses and gains result from changes in the currency exchange rates. The consolidation process creates journals that reflect these changes and posts them to the account.
18. Repeat steps 9-17 to add more source books to the consolidation definition. You can add as many source books as you need.
19. When you finish, select **Save** .

    To create a ConsolidationLog file, create a txt file named ConsolLog.txt and add it to the \\yourservername\epicor\epicor905\Custom directory.

You have finished setting up the consolidation between the source company and the target company. You can now begin running the consolidation process.

Consolidation Processing

Now that you have set up the consolidation between the source book (or books) and target book, you can run the consolidation process.

You primarily run this process from the Consolidate to Parent Entry app. Each time you need to consolidate financial data between the source and target books (typically at the end of a fiscal period), launch Consolidate to Parent Entry and post the results. This app specifies the consolidation period and the consolidation definition used to run the process. The consolidation process creates journals for source COA segments that maintain balances. You use consolidation journals to validate entries and adjust journals.

If you need, you can also pull in consolidation journals from a company in a different Epicor database. In this situation, you pull in an import file from the company in the external database which can consolidate with a target book in the parent company. To do this, you run the Import Consolidation From Subsidiary app.

When you reach the end of the fiscal year, you need to run the Consolidated Year End Process. This app posts consolidation balances for a fiscal year and creates opening consolidation balances for the next fiscal year. Run the Consolidated Year End Process after you use Consolidate to Parent Entry to post journals for the last fiscal period in a source book. This process insures that source and target books contain the same opening balances.

Consolidate to Parent

Launch Consolidate to Parent Entry when you are ready to consolidate the financial results from a source book to a target book.

Before you can use Consolidate to Parent Entry, you must create a consolidation definition.

Menu Path: Financial Management > Multi-Site > General Operations > Consolidate to Parent

1. Navigate to **Consolidate to Parent Entry** within the source company.
2. Select **New** .
3. The application creates a value in the **Consolidation ID** field.
4. Identify the consolidation in the **Description** field. This concise explanation describes the purpose of the consolidation to other users.
5. Select the **Cons Def. ID** to find and select the consolidation definition you need.
6. If you need, change the value in the **Output File Name** field. The selected consolidation definition defines the default value which displays in this field. Use this field when the consolidation creates consolidation journals for a book in a different database.
7. Now navigate to the **Consolidation Source Controls** card.
8. Use the **Diff On Exchange Remote Acct** field to enter an account to post exchange rate differences.
9. You can indicate that the consolidation occurs in a different fiscal year and period. In the **Fiscal Year/Suffix** field, enter the fiscal year that contains the period to be consolidated.
10. In the **Fiscal Period** field, enter the period to be consolidated.
11. If necessary, change the **Exclude Open Periods** option to either include or exclude open periods in this consolidation. If you select this check box, you limit the consolidation to closed periods.
12. Optionally, select the **Bypassed** check box to post subsequent periods before processing the selected period. You can then consolidate other periods in the consolidation record before you post this period.

13. Select **Retrieve All**. Currency exchange rates for the consolidations now display in the **Consolidation Source Rates** card.
14. Navigate to the **Source Control > Source Rates > Detail** card to display the currency rate types used during the consolidation process.
15. If necessary, use the **Exchange Rate** field to change the exchange rate used to convert between the currency of the source book and the currency of the target book. Set the rate to 1.00 when the source and target books use the same currency. You cannot enter 0.
16. When you finish, select **Save** .
17. You are now ready to consolidate the financial results to the target book.
18. From the **overflow** menu, select **Post** to post journals from the source book to the intermediate book. The **Consolidation Post Process** window displays.
19. Select **Submit** to run the process, then close the window. If this consolidation definition is selected for Immediate Transfer, the data transfers on to the target book. However, if this consolidation definition does not automatically transfer data to the target book (the **Immediate Transfer** check box is clear on the definition), you can review the financial results in the intermediate book first. If you select **Refresh** in Consolidate to Parent Entry, the green Open label changes to **Posted to Intermediate**.
20. If you review the transoverflow in the intermediate book, you have an additional step. When you are ready to transfer the intermediate book results to the target book, select **Transfer Intermediate** from the **overflow** menu. The **Consolidation Transfer Intermediate Process** window displays.
21. Select **Submit**, then close the window. If you again select **Refresh** in Consolidate to Parent Entry, the Posted to Intermediate label changes to **Consolidated and Posted**.

The financial data from the source book (or books) is consolidated into the target book.

To complete the consolidation at the end of a fiscal year, run the **Consolidated Year End Process**.

Import Consolidation From Subsidiary

Use this optional app if you need to import journals from a source book which exists in a different Epicor database. Unlike a consolidation which occurs between multiple companies within the same database, you need to import an external file which contains the consolidation data.

You run this app when your organization is set up with a multi-site, instead of a multi-company, environment.

Menu Path: Financial Management > Multi-Site > General Operations > Import Consolidation From Subsidiary

This app is not available in Classic Web Access.

1. Select **New** .
2. The application creates an identifier for the consolidation in the **Import ID** field.
3. Use the **Description** field to identify the import record. The description identifies the record to users of this app.
4. 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.
5. Use the **Fiscal Year** field and **Period** field to determine the period to which the imported journals post. The fiscal calendar for the selected book determines available fiscal years and periods.
6. In the **Group ID** field, enter a journal group ID. The application uses this identifier in batch processing of imported journals.
7. Optionally, specify or change the journal code in the **Journal** field. Journal codes applied during posting can be used to group journals on reports and trackers.
8. If you need, 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.
9. Enter the path and name of the import file in the **Import File Name** field.
10. Use the **Journal Header Description** field to describe a new import or change the description of an existing one. This description supplies information to the user who next runs the import.
11. From the overflow menu, select **Import** to run the process.

Consolidate Year End Process

To complete the consolidation for a fiscal year, you must run the Consolidated Year End Process.

Only run this process after you have posted the last fiscal period in **Consolidate to Parent Entry.**

This process posts the consolidation balances for a fiscal year and then creates opening consolidation balances for the next fiscal year.

Menu Path: Financial Management > Multi-Site > General Operations > Consolidated Year End

1. Use the **Source Book ID** field to select a book from which consolidation journals originate.
2. In the **Fiscal Year** field, enter the year to be closed.
3. Select **Process** .

The year-end financials from the source book are consolidated with the target book.

Consolidation Monitor

Use the Consolidation Monitor to assess the completeness of consolidated data and the readiness of corporate books for reporting. In the target company, you can view the status of consolidations you expect to receive from subsidiaries, you can review consolidation definitions, and verify consolidation rates used to calculate consolidation journals.

If your consolidation setup uses the Multi-Company or Multi-Company Direct process, use the **overflow > Initialize/Send Data for Consolidation Monitors** command in **External Company Configuration**. You should run this command in each source company, to transfer data to the target company, specifically for use in the Consolidation Monitor. This enables the Consolidation Monitor to display accurate data, including data on consolidations that were created but not yet posted from the source book.

When you run this command, you can select a starting date from which to transfer data.

Menu Path: Financial Management > Multi-Site > General Operations > Consolidation Monitor

Initialize Consolidation Monitor Data

Initialize data for consolidation monitors, to ensure up-to-date consolidation information displays, especially data on consolidations which have not yet been posted.

Navigate to **External Company Configuration** in the source company.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

1. In the **External Company** card, select **Multi-Company Direct**.

   If the multi-company relationship uses Service Bus, select Multi-Company instead.

2. In the **External Company ID** field, enter the ID or select to search and select the required record.

3. From the **overflow** menu, select **Initialize/Send Data for Consolidation Monitors**.

   The **Consolidation Filter** window displays.

4. In the **From Date** field, select the start date from which you want to send consolidation data for the monitor.

5. Select **Submit**.

The message **Transfer of Data for Consolidation Monitor Complete** displays.

6. Select **OK**.

View Data in Target Company

Navigate to the target company to review consolidation data from the source company(s). This data includes posted consolidations, as well as consolidations that were already created but not yet posted.

In the target company, navigate to **Consolidation Monitor**.

Menu Path: Financial Management > Multi-Site > General Operations > Consolidation Monitor

1. Select the required book from the **Target Book** drop-down list.
2. Enter the required year and period in the **Fiscal Year/Suffix** and **Fiscal Period** fields.

   The **Period Start Date** and **Period End Date** fields update according to your selection.
3. Details of consolidations display, according to the target book and fiscal period you specified.
4. The **Consolidation Definition > Detail** card displays details of the consolidation definition. This is similar to Consolidation Definition Maintenance, but read-only.
5. If multiple definitions loaded, you can select one on the Consolidation Definition > List card, then return to the Detail card to view its data.
6. Navigate to the **Consolidations > Detail** card to view details of the actual consolidations for the selected definition. This is similar to Consolidate to Parent Entry app, but read-only.
7. Use the Consolidations > List card to select from multiple consolidations.
8. Use the **Source Control > Detail** card to view information on source books for the consolidation, including details of exchange rates, which you can view in the Consolidation Source Rates List.

If there is more than one source for the consolidation, you can select each one on the Source Control > List card.

Troubleshooting

If you experience issues with a app or process in this module, review the troubleshooting topics below for a potential solution.

Troubleshooting: Consolidation

This troubleshooting section looks at some issues that may occur with the consolidation process, including the multi-company process on which consolidation runs.

Unable to Post Consolidation from Source Book to Intermediate Book

Before you post a consolidation in Consolidate to Parent Entry, the green Open label displays. Once you post the consolidation to the Intermediate book (via **overflow > Post**), and select **Refresh**, the label changes to **Posted to Interm. Book**. If the label does not change, the consolidation has not posted to the Intermediate book.

This section looks at some areas to investigate in such a case.

Check System Monitor

If a consolidaiton does not post to the Intermediate book, check the system monitor for errors relating to the Consolidation Post Process.

Navigate to the **System Monitor**.

Menu Path: System Setup > System Maintenance > System Monitor

This app is not available in Classic Web Access.

1. Navigate to the **History Tasks** card.
2. Scroll through the list of tasks to locate the latest **Consolidation to Parent Post Process** task.
3. If **ERROR** displays in the **Status** field, navigate to the **History Tasks > Report overflow** card to view details of the error.

    - **No consolidation data was found for this record. Record cannot be sent to Intermediate book.**

      - Is the Consolidation Definition set up for the correct source book(s)? Did you select the correct fiscal year/period to consolidate in Consolidate to Parent Entry?

Verify Exchange Difference Account in Consolidation Definition

If consolidation involves currency exchange, make sure the **Exchange Diff Account** field is populated in the Consolidation Definition. You can also specify this account "on the fly", when you run a consolidation in Consolidate to Parent Entry.

The Diff Exchange Account must **not** be a currency account.

Navigate to **Consolidation Definition Maintenance**.

Menu Path: Financial Management > Multi-Site > Setup > Consolidation Definition

1. Open the relevant Consolidation ID.
2. On the **Source Book Detail** card, verify a valid GL account is defined in the **Exchange Diff Account** field.
3. If the consolidation definition has multiple source books defined, make sure you check the **Exchange Diff Account** field for each source book. You can select each source book in the tree view, or on the **Source Books** card.
4. To verify that the Exchange Diff Account is not a currency account, navigate to **Account Segment Values** app.
5. Select the correct **Chart of Accounts** and ensure the natural account is selected in the Segment field.
6. In the **Segment Values** field, enter the natural account part of the Exchange Diff Account.
7. Navigate to the **Currency Account** card.
8. Verify the **Currency Account Type** is set to **Not a currency account**.

Balances and Valid GL Accounts

It is important to note that the consolidation process uses balances based on the Detail Balance setting in Chart of Account Structure Maintenance.

If you run the Trial Balance Report, select the correct source book, and set the Balance Level to Detail, the report will display balances as used by the consolidation process.

Example

- The COAs in the source and target companies have the segment structure Natural-Division-Cost Center, for example 1000-01-10. All segments have Mandatory Entry Control. Therefore, all the valid GL accounts have three segments.
- Only the Natural and Division segments are set to Detail Balance in Chart of Account Structure Maintenance.

  If you attempt to post the consolidation, an error will display in System Monitor, under the Consolidation to Parent Post Process task. The error message includes the statement: Combination of controlled segments is invalid. The error message includes details of the invalid GL accounts.

The GL account strings must exist in both the source and target COA. Therefore, in the above scenario, you would have to set all three segments to Detail Balance in Chart of Account Structure Maintenance, to ensure the consolidation uses GL accounts that exist in the target COA.

Consolidation Does Not Post to Target Company

If you have already run the Transfer Intermediate process in Consolidate to Parent Entry, but records do not show up in the target company/book, review the topics in this section for a potential solution.

Multi-Company Process

Consolidation relies on the multi-company process. If multi-company records are not transferring to your target company, you should verify the status of the multi-company process.

Navigate to **System Monitor**.

This app is not available in Classic Web Access.

Interval Schedule

If the Multi-Company Direct Server Process is assigned to an **Interval** type schedule, and records display on the **History Tasks** card in the System Monitor, check the time and date of the latest instance, to see if it is up-to-date (suggesting the process is still running), or longer ago (suggesting the process has stopped running). Also, verify the status of the Multi-Company Direct Server Process historical tasks is COMPLETE. If the status is ERROR, navigate to the **History Tasks > Report Detail** card to view details of the error.

The time of each historic instance depends on the interval time on the schedule, set up in the System Agent. For example, 5 minutes.

Continuous Processing

If the Multi-Company Direct Server Process is set to **Continuous Processing** (on a startup schedule in the System Agent), the process should display under the **Active Tasks** card in **System Monitor**.

Other Considerations

If the **Multi-Company Direct Server Process** only displays under **Scheduled Tasks** (not in History Tasks or Active Tasks), attempt to restart the **Epicor ICE Task Agent** service on the Epicor ERP server (in Task Manager). When you then re-launch Epicor ERP, open the System Monitor again, and check the History Tasks card, to verify whether the process is now running. (If the process runs on an Interval schedule, you may have to wait some time before the process first runs and displays on the History Tasks card.)

If the Multi-Company Direct Server Process does not display in the System Monitor at all, open the System Agent to verify if the process is assigned to a schedule.

Check System Agent

If the Multi-Company Direct Server Process does not display in the System Monitor, check the System Agent to see if the process is currently assigned to a task schedule.

Navigate to **System Agent**.

This app is not available in Classic Web Access.

1. In the tree view, expand the **Schedules** node to view any existing schedules.
2. Expand a schedule to see if it has a **Tasks** node. Any tasks assigned to a schedule display under the Tasks node.
3. Once you select a schedule, navigate to the **Schedule Info** card. This provides details of the **Schedule Type**, the time scheduled for the **Next Run**, and if the task schedule is **Enabled**.

- If your Multi-Company Direct Server Process was set up for Continuous Processing, it must be assigned to a Startup schedule.
- If your Multi-Company Direct Server Process was assigned to an interval schedule type, the **Interval** card displays the time gap between each task run, for example, 5 minutes.

Review Multi Company Logs

The Multi-Company Direct Server Process log may provide evidence that the process has stopped running, or of an error in the transfer of records. For troubleshooting, you should set the log to Verbose, to maximize the amount of information available in the log.

Navigate to **Multi-Company Direct Server Process**.

Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

1. The **Log Filename** field displays the name of the log file. select the button to view the current file path to the folder where the log is saved.
2. You can copy this file path and paste into Windows Explorer, where you can open the .log file.
3. If the logging level is currently basic, you will see just a few lines of information for each iteration of the process. For troubleshooting, it is best to use Extended logging, which logs each record transfer line by line.
4. To change to **Extended** logging, delete the existing Multi-Company Direct Server Process in the System Monitor, then re-submit the process with **Logging Level** set to **Extended**.
5. When you open the log file, check it is being updated - the time and date of each transfer displays. If it is apparent that transfers have ceased, stop and restart the **Epicor ICE Task Agent** service in Windows **Task Manager**.

Query IntQueOut Table

In a source company, the IntQueOut table is an Outbound Queue Processor - a list of tasks for the Multi-Company (Direct) Server Process. This table is filled on add/update/delete events of source

data, or other events, such as posting consolidation to a target company.

If records remain in the IntQueOut table, this is a sign that they are not transferring to the target company.

Use a BAQ (Business Activity Query) to view data in the INTQueOUT tables.

In the source company, navigate to In a source company, the IntQueOut table is an Outbound Queue Processor - a list of tasks for the Multi-Company

(Direct) Server Process. This table is filled on add/update/delete events of source data, or other events, such as

posting consolidation to a target company.

If records remain in the IntQueOut table, this is a sign that they are not transferring to the target company.

Use a BAQ (Business Activity Query) to view data in the INTQueOUT tables.

In the source company, navigate to **Business Activity Query Designer**.

Menu Path: System Management > Business Activity Queries > Business Activity Query

This app is not available in Classic Web Access.

1. Create a BAQ to return data for all fields in the **Ice.IntQueOut** table.
2. When you run (or Test) the BAQ, you can copy the data to Excel®.

   You may need to send this data to Epicor Support.

Ensure Fiscal Periods Are Open

In order to successfully post consolidation to the target company, the relevant fiscal period must be open in both the source book and the target book.

In the source company, navigate to **Close Period Entry**.

1. Select the correct **Book**.

   The fiscal calendar is automatically selected. This is the calendar set on the Source Detail card in the Consolidation Definition.
2. In the first **Fiscal Year/Suffix** field, enter the relevant year and press **Tab**.

3. In the **Fiscal Periods** grid, the **Closed** check box indicates which periods are closed.
4. Repeat these steps for the target book in the target company.

Check Posting Rules in Source and Target

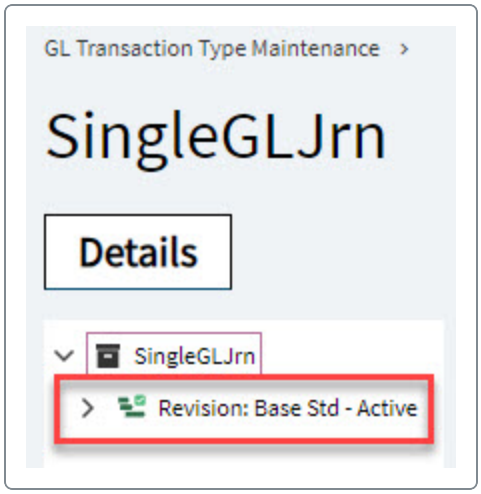
For multi-company consolidation to function, both source company and target company must have active posting rules set up.

In the source company, navigate to **GL Transaction Type Maintenance**.

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

This app is not available in Classic Web Access.

1. In the **Transaction Type** field, enter **SingleGLJrn**.
2. Although the GL journal transaction types do not contain posting rules, they must have an active revision. Verify that a revision with **Active** status displays in the **Tree View**.



3. Repeat this procedure in the target company.

Review GL Journal Tracker and Entry in Target Company

When a consolidation transfers to the target company/book, the system automatically creates and posts GL journals for the transoverflow. Therefore, you can use the GL Journal Tracker to verify that the journals have posted in the target.

If the consolidation has transferred to the target company, but the journals still do not display in the target company/book, there may be an issue within the journal. If a GL journal is unable to post in the target book, the journals are sent to the Review Journal. In such cases, the journals remain in GL Journal Entry, and the Review Journal label displays.

If the consolidation attempts to post to an invalid GL account in the target COA/book, the journal cannot post. Therefore, the journal remains in GL Journal Entry, and is sent to the Review Journal.

Navigate to **Journal Tracker**

1. Select the correct target **Book** and **Journal Code**, then navigate to the **Transaction Detail** card to specify the required fiscal year/period.
2. When you select **Retrieve**, details of posted journals display in the grid.

   If you do not see the expected results here, despite entering the correct book, journal code, and fiscal year/period, go to GL Journal Entry to see if the consolidation journals have gone to the Review Journal.

   Navigate to **GL Journal Entry**.
3. select **Group ID** to search for any unposted groups.
4. If you find the consolidation journal here, open the group.

   The **Review Journal** label should display, with number of the journal. Launch the Review Journal from here.
5. In the Review Journal, view details of the error(s) that prevented the journal from posting.

   For example, if a valid GL account is missing in the target COA, you will have to create that GL account (in General Ledger Account Maintenance) before you can revalidate and post the journal.

Gather Information for Support

This section lists some of the data you should prepare if you have to refer your issue to Epicor Support. The data you collect during troubleshooting may help your support representative to solve the issue more quickly.

- In what apps are the issues occurring?
- A screenshot of the relevant Consolidation Definition, and of the consolidation in Consolidate to Parent Entry.
- A document or email that contains full details of any error messages that display in apps.
- Details of any errors that display in the System Monitor.
- A copy of the multi-company log, with Verbose logging level, that covers the time period when you attempted to post the consolidation.

- A file export of the results from the BAQ (query) on the IntQueOut table in the source company (s).

Further Steps

If you are not able to solve your issue after reviewing the Troubleshooting topics above, before you contact Epicor Support, review the Gather Information for Support topic, to ensure you can provide as much data as possible to the Epicor Support representative.

You can find current contact details for Epicor Worldwide Support on EpicWeb https://epicweb.epicor.com/resources/Lists/Worldwide%20Support%20Contacts/Allitems.aspx.

Global Dashboards and Reports

You can create dashboards and Business Activity Query (BAQ) reports that display data through a global BAQ. Users can then review data through a consistent, identical view across companies within your organization.

Create a BAQ Visible Across Companies

When you create a new query, you can indicate its definition is visible across companies.

1. Launch the **Business Activity Query Designer**.
2. **Menu Path:** Executive Analysis > Business Activity Management > Setup > Business Activity Query

   This app is not available in Classic Web Access.

3. Select **New**.
4. Navigate to the **Query Identification** card.
5. Select the **All Companies** check box.
6. Now set up the business activity query so that it pulls in the data you wish to display.

   For information on how to create a BAQ, review the **Business Activity Query Designer** topics.

7. When you finish, select **Save**.
8. This BAQ is added to an internal multi-company table. The query is then automatically copied

to the companies within your organization set up for multi-company. You can now use the BAQ on dashboards and BAQ reports.

Build a Global Dashboard

You create global dashboards within the Dashboard app.

1. Launch the **Dashboard** app.
2. **Menu Path:** Executive Analysis > Business Activity Management > General Operations > Dashboard

   This app is not available in Classic Web Access.

3. If necessary, from the **Tools** menu, select **Developer**. This ensures you are working in the Developer mode.
4. From the **New** menu, select **New Dashboard**.
5. In the **Definition ID** field, enter a name for the dashboard.
6. In the **Description** field, enter a brief explanation of the dashboard.
7. From the **New** menu, select **New Query**.
8. The Dashboard Query Properties window displays.
9. Select on the **Query ID** button to find and select the global business activity query (BAQ) you wish to use.
10. Select **OK**.
11. Now select **Refresh**.
12. Data now displays within this dashboard.

    This dashboard will only display data from the current company. If you want to display data from multiple companies at the same time, you create a Multi-Company Dashboard. Review the Multi-Company Dashboards section for more information.

Build a Global Report

You create reports that use global BAQs through the BAQ Report Designer.

This topic contains an overview of how you create an BAQ report.

1. Navigate to the **BAQ Report Designer**.

   Menu Path: System Management > Business Activity Queries > BAQ Report Designer

   > This app is not available in Classic Web Access.

2. Select the **New** .
3. Enter a **Report ID**. This value identifies the report in the database; it cannot have any spaces.
4. Enter a **Description** for the report. This value displays in searches.
5. Now select **BAQ ID...** to find and select the global query. If you know the name of the BAQ, you can also enter it directly in the BAQ ID field.
6. The text you enter in the **Form Title** field displays as the title of the report. Enter the text you want to display.
7. Select **Save** .
8. Continue to add the **Options Fields, Filters, and Sorts**. These items determine the user input parameters that display on the report window.
9. When you are ready to design the report layout, select **overflow > Download SSRS Report**.

If you need more details on building BAQ reports, review the **BAQ Report Designer** topics in the application help or the **BAQ Report Designer** chapter in the **Epicor ICE Tools User Guide**.

Multi Company Dashboards

This section explains how you create a dashboard that can display data from multiple external companies.

Create the External Company

To create a multi-company dashboard, you first create an external company record for each company from which you want to pull data.

1. Launch **External Company Maintenance**.
2. **Menu Path:** System Setup > External System Integration > Setup > External Company Maintenance

   > This app is not available in Classic Web Access.

3. From the **External System ID** drop down list, select either **Multi-Company Direct** or **Multi-Company**.

4. Now select **New** ⊕.
5. In the **External Company ID** field, enter the identifier for the external company you will create. For example, EPIC03.
6. You can connect to the application server directly or indirectly. The method you use determines what value you enter in the **Server URL** field:
    a. If you connect to the server indirectly (Multi-Company), enter the server name in the **Server URL** field.

        This value is identical to the **Server File Directory** value defined in **System Agent Maintenance.** This field is located on the Detail card within this app; for more information, review the System Agent Maintenance topics in the application help.

    b. If you connect to the application server directly (Multi-Company Direct), you must enter the complete address within the Server URL field. This value is the uniform resource locator address for Kinetic's application server.

        Example AppServerDC:[//AppServer-host][:AppServer-port]/[AppService-name]
        AppServerDC://localhost:3091
7. Save and exit External Company Maintenance.
8. Repeat these steps for all the external companies you need.

You next must set up a user account.

Create a User Account

Next you need to link this external company (or companies) to the user running the dashboard. You do this within the **User Account Security Maintenance**.

1. Launch **User Account Security Maintenance**.
2. **Menu Path:** System Setup > Security Maintenance > User Account Security Maintenance
3. Open the user record for the person that will run the dashboard.
4. Navigate to the **System Access** card.
5. Select the **Dashboard Developer** check box. This user can now create and modify dashboards
6. In the tree view, navigate to **Authorized Companies**.
7. In the **Authorized Companies** card, select the company from which the user pulls data.

8. In the **External Company List** card, select **New**, find and select the external company that this user needs.
9. Select **Save**.
10. Repeat these steps for all the external companies that this user needs to access.
11. To finish, select on the **External Company List** card to verify that all external companies you want linked to this user record display.

The user can now display data from the selected external companies, and can also create a dashboard that will display data from these external companies. You are now ready to create the multi-company dashboard.

Create a Cross Company BAQ

You next create a cross company business activity query (BAQ) that will pull data from multiple companies.

1. Launch the **Business Activity Query Designer**.
2. **Menu Path:** Executive Analysis > Business Activity Management > Setup > Business Activity Query

   This app is not available in Classic Web Access.
3. Select the **New**.
4. Navigate to the **Query Identification** card.
5. Select the **Cross Company** check box.
6. Now set up the business activity query so that it pulls in the data you wish to display.

   For information on how to create a BAQ, review the **Business Activity Query Designer** topics.
7. When you finish, select **Save**.
8. You can now use the cross company BAQ on multi-company dashboards and custom reports.

Build a Multi Company Dashboard

You create multi-company dashboards within the Dashboard app.

1. Launch the **Dashboard** app.
2. **Menu Path:** Executive Analysis > Business Activity Management > General Operations > Dashboard

   
   This app is not available in Classic Web Access.
3. If necessary, from the **Tools** menu, select **Developer**. This ensures that you are working in the Developer mode.
4. From the **New** menu, select **New Dashboard**.
5. In the **Definition ID** field, enter a name for the dashboard.
6. In the **Description** field, enter a description of a dashboard.
7. From the **New** menu, select **New Query**.
8. The **Dashboard Query Properties** window displays.
9. Select **Query ID** to find and select the cross company business activity query (BAQ) that you wish to use.
10. Select **OK**.
11. Now select **Refresh**.

Data from the multiple companies you selected now appears within the query on your dashboard.

Configurator in a Multi Company Enterprise

Kinetic provides several sophisticated functions that allow you to manage configured parts in a multi-company enterprise. These functions automate business situations in which a Sales company configures and sells products that are designed and manufactured in another company.

These companies can be located within the same database, or can be located in separate external databases. This is a typical business scenario that can be automated using the multi-company configuration functions:

- A multi-national enterprise based in the United States has several domestic and foreign Sales companies, and one or more domestic or foreign Manufacturing companies.
- The enterprise sells configured items that are designated as manufactured parts in the Manufacturing companies, and designated as purchased parts in the Sales companies.

- The enterprise maintains the configurations in one of the Manufacturing companies; these defined configurations are then used by the Sales companies when they receive customer orders for the items.
- The Manufacturing company then builds configured products based on the configuration sales information received from the Sales company for the ordered item, and the manufacturing (method) rules that have been defined in, and reside only in the Manufacturing company database.

Refer to the **Multi-Company/Multi-Site Processes > Configurator in a Multi-CompanyEnterprise** section in the **Configurator Technical Reference Guide** for detailed information about the setup and operation of a multi-company Configurator.

Troubleshooting Tools

The Multi-Site functionality installs with some troubleshooting tools you can use to identify and fix problems which may occur. Leverage these tools to ensure data flows correctly between companies as you need.

Monitor Data Flow

You can use the Multi-Company Server Log, or the Multi-Company Direct Server log to monitor the flow of data between multiple companies. These tools can help you verify that data is flowing correctly and troubleshoot issues which may occur.

Review Multi-Company Direct Server Log

If you are experiencing errors, set up and review the Multi-Company Direct Server Log to see if the errors are being generated by the Multi-Company Direct Server process.

1. Activate the log within the **Multi-Company Direct Server** process. Navigate to this app.

   Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

2. Select the **Log Filename** button.
3. Find and select the directory path where you want to generate this log. Enter the name for the log file as well.
4. Select **Process** .
5. The process generates the log.
6. When you want to see what is being generated in this log, open the log file.

You can now review any error messages which appear in this log.

To make it easier to display this log, create a shortcut icon for it. You can then select this icon on your desktop to display the current log.

Review Multi-Company Server Log

If you are experiencing errors, create and review the Multi-Company Server Log to see if the errors are being generated by the Multi-Company Server process.

1. Activate the log within the **Multi-Company Server** process. Navigate to this app.

   Menu Path: System Management > Schedule Processes > Multi-Company Server Process

2. select the **Log Filename** button.
3. Find and select the directory path where you want to generate this log. Enter the name for the log file as well.
4. Select **Process**  .
5. When you want to see what is being generated in this log, open the log file.

You can now review any error messages which appear in this log.

To make it easier to display this log, create a shortcut icon for it. You can then select this icon on your desktop to display the current log.

Global Record Translations

Because of customizations and other changes, the fields used on global records may not match between companies. To correct this issue, you can update the field to field relationships so global fields update equivalent fields within the current company.

You update these field relationships, or translations, within **External Company Maintenance**. You do this on the **Translations** card by first selecting the table and then the field you need to translate. You then define the translation for the field you need.

Global Record Translations Process

Follow the steps on this topic to translate field relationships between an external company record and the current company.

1. Launch **External Company Maintenance**.

   Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

   This app is not available in Classic Web Access.

2. Enter information about the external company on the **Detail** card.
3. In the **Translations** card, select **New**  .
4. Find and select a table in the **Tables Name** field.
5. Select a field from the **Fields Name**. Any translations that have been assigned to this field appear in the **Translations** grid.
6. To assign a translation to a field, select **New**  .
7. Enter the **Database Value** you need from the external company database.
8. Enter the **Inbound Value** which will display field data within the current company.
9. If you want this translation to be the default for the current company, select the **Default** check box.
10. When you finish, select **Save**  .
11. Repeat these steps for other fields you need to translate within the current company.

The global records which pass between the external company and the current company now update as expected. Continue to load in other external company records and make field relationship translations as you need.

Fixing Incoming Record Errors

The **Integrated Table Workbench** is a key tool you use to correct any errors which occur on incoming global records.

Use this workbench when an incoming record is not complete or contains some other error. Rather than update the record in the source company and re-run a process, you can reconcile the discrepancy within the current company using the Integrated Table Workbench. This maintenance tool can help you efficiently resolve errors which may occur during multi-company processes.

This app first displays a summary of the errors it has received on specific incoming records. You can then navigate to the card which contains the record, make the changes you need, then both validate and then register the record within the current company.

Use this app to modify the following incoming records:

- accounts payable invoices, payments, and payment instruments
- accounts receivable invoices, payments, and payment instruments
- customer records
- supplier records
- part records
- customer contacts
- purchase orders
- shipping receipts
- general ledger journals
- currencies
- currency rate groups and exchange rates

The **Delete by Group** option on the **overflow** menu allows you to delete groups of same-type records that are currently sitting in the Integrated Table Workbench, and are ready to be processed again. Once you have identified a conflict for a group of records, and it can be resolved outside of the workbench, it is common to delete the failed records from the workbench so you can process the corrected records again.

Fixing Incoming Record Errors - Process

Use the process documented on this topic to correct errors on incoming multi-company records.

1. Navigate to the **Integrated Table Workbench**.

   Menu Path: System Setup > External System Integration > General Operations > Integrated Table Workbench

   This app is not available in Classic Web Access.

   The Multi-Company Direct Server Process (or Multi-Company Server Process) continues to run, and may send additional errors to the Integrated Table Workbench. Before you exit this app, select the **Refresh** button to make sure you have caught all of the current errors.

2. Navigate to the card which contains the records you need to modify. For example, if you receive an error on a global customer record, select on the Customer tab.

3. Modify the record as you need.
4. Select **Save**  .
5. Now you need to make sure your changes have corrected the error. select on the **overflow** menu and select **Validate**.

   You are notified either if the record is valid or if it contains any errors.
6. If the error on the incoming record is fixed, you need to add this record to the current company. select on the **overflow** record and select **Register**.

   The record is now updated and active within the current company.
7. Repeat these steps to correct errors on other incoming records.

Primary Components

This section of the Multi-Site Technical Reference Guide documents the primary components you use to set up your companythe multi-site functionality. Items like books, exchange rates, GL controls, and sites are described in this section.

Account Segment Values

Use **Account Segment Values** to define natural, dynamic, and controlled account segment values.

Use this app to define the following:

- **Natural Account Values** - Natural account values typically reflect the structure of the financial statements for the company. You can assign many values to natural account segments, including category, normal balance, manual entry restrictions, and so on. For example, you can use natural account values to define currency accounts; use these accounts when you need to revalue transactional currency amounts into other currency amounts.
- **Controlled Segment Values** - Controlled segments record the primary financial history of the company. For example, define a controlled segment in COA Structure Maintenance to track a company division; use Account Segment Values to define the NORTH, SOUTH, EAST, and WEST values for the segment. Controlled segment values defined in this app are available to you when you enter accounts in Apps such as AP Adjustment and Cash Receipts.
- **Dynamic Segments (Reference Types) Values** - When you associate a reference type with a chart of accounts (COA) segment, you can select a segment value for a posted transaction.
- **Dynamic Segments (Business Entities)** - Posting rules set a segment value based on the business entity indicated in a posted transaction. You cannot define values for dynamic segments that reference the installed business entities; dynamic segments use the business entity functionality to set segment values.
- **Effective Dates** - Use active (effective) dates so the COA can reflect company structure or business changes. For example, you can set a segment for a product line to expire when the product line is discontinued.

Chart of Accounts Structure Maintenance creates the segments that display in this app. Use **General Ledger Account Maintenance** to generate the general ledger accounts for COAs.

Global COA

If you select a global chart of accounts, the green **Global** indicator displays. Likewise, if you select a global segment, the green **Global Segment** indicator displays beneath the Segment field.

If segment values are also global, the green **Global Values** indicator displays beside the Segment Values field when you enter new segment values, or select existing values. In subsidiary companies that have received global segment values, you can select the **Global Lock** field to prevent further updates coming from the parent company. This check box also enables you to make independent changes to the segment value within the subsidiary company.

You set up the Global COA functionality in External Company Configuration and Chart of Account Structure Maintenance.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > Account Segment Values

Apps and Their Modifiers

You leverage and modify the account segment values functionality in the following Apps.

Account Segment Values

- **Category** - Identifies the account category that is used to determine other characteristics. Categories determine how the application maintains account balances and the accounts that supply values for financial statements. You must define a category for each natural account segment. You create and edit categories within **COA Category Maintenance**.
- **Normal Balance** - Indicates if the account is a debit or credit. You only define this value on natural account segments.
- **Effective Dates** -- Use the **Active** check box, the **Effective From** field, and the **To Date** field to define the time span during which the current account segment is active. Use this functionality, for example, to track when a seasonal product line is active.
- **Transaction Currencies** -- Define the currency revaluations that occur when a transaction currency differs from the currency used in a report. When reports are run, Kinetic can capture exchange gains and losses for natural accounts defined as currency accounts.
- **Restrictions** -- Prevents use of a natural account account segment when users manually enter journal entries for a specific function. You define which functions are restricted within **Restricted Function Maintenance**.

COA Category Maintenance

Use this app to define the categories you use with natural account segments in **Account Segment Values**.

Available modifiers:

- **Consolidation Type** - Applies exchange rate settings used when consolidation journals are generated from the COA that contains the category.
- **Normal Balance** - Determines whether the account segments which use this category appear as a debit or credit on a financial statement. The **GL Report Wizard** uses this setting when creating financial statements. You can override this setting in **Account Segment Values**.
- **Type** - Indicates whether this category is for a **Balance card** or an **Income Statement**. The radio button option you select indicates accounts associated with the current category are

either temporary or permanent. At year end, the application zeros balances in income statement accounts and maintains balances in balance card accounts.

Restricted Function Maintenance

Use this app to define the processes, or functions, for which you need to restrict manual journal entry. When you designate a selected function is restricted, you can then use the **Restrictions** card within Account Segment Values to indicate which functions are restricted for a specific account segment.

Available modifiers:

- **Restricted Function** -- Click the **Browse...** button to find and select a specific application function you want to restrict. Launching this search app displays all of the .dll files for Kinetic; select the .dll (for example, Erp.UI.APInvoiceEntry.dll) which you need to define as restricted.

Logic/Algorithms

The account segment values functionality uses this logic to calculate its results.

Effective Dates

If the current date is on or between the **Effective From Date** and **To Date** values, the account segment can be used to record transaction values.

Natural Accounts

A natural account must have:

- a category
- a normal balance

Optionally, natural accounts can have:

- Currency accounts
- Rate types for credit and debit transactions
- Multiple transaction currencies with revaluation logic
- Relationships between the natural account segment and other controlled segments
- Restricted application functions to prevent manual journal entries

Example(s)

The following example(s) illustrate how you use the account segment values functionality.

You need to create a controlled segment that designates company divisions in the account codes. To do this, you define the values TOOLS, SERVICES, FINANCE, and OEM for the segment. The

controlled segment values are then available when users enter accounts in Apps such as AP Adjustment and Cash Receipts Entry.

Purchasing Terms Maintenance

Use Purchasing Terms Maintenance to define terms that define the frequency, number of payments, and discounts that apply to supplier invoices.

Each purchasing terms code defines a time period and a schedule of discount percentage periods. To begin setting up the purchasing terms, select one of the following purchasing term code types:

- **Days**
- **Days of Month**
- **End of X Month(s) on Y Day(s)**

Each purchasing terms code can have one or multiple discount periods. Each discount period has a specific percentage that is valid for a specific span of time. Together, the discounts gradually reduce the percentages multiplied against invoices, based on how much time (months, days) has passed into the overall terms period.

Enter as many discount percentage periods as necessary.

Note also that the discounts

have the same types as the term codes:

- **Days**
- **Days of Month**
- **End of X Month(s) on Y Day(s)**

You can select a default purchasing term for each supplier. The terms for that supplier apply to payments the company sends to the supplier. Optionally, payments can force application of the best discount associated with the term.

Apps and Their Modifiers

You leverage and modify the AP terms functionality in the following Apps.

Purchasing Terms Maintenance

You create the purchasing terms you need for inter-company trading through this app. Be sure to create purchasing terms which are identical to the selling terms. You use both terms records on the customer and supplier records involved in the inter-company trading partnership.

Supplier Maintenance

You select the purchasing terms on the **Supplier-Detail** card.

Menu Path: Material Management > Purchase Management > Setup > Supplier

Items you modify:

- **Terms** -- Use this drop-down list to select the purchasing terms you will use with this customer record. Select purchasing terms identical to the selling terms you define on the customer record involved in the inter-company trade partnership.

Logic/Algorithms

The AP (purchase) functionality uses this logic to calculate its results.

In order for inter-company trading to work properly, the AP terms record selected on the supplier record must match the AR terms record selected on the customer record.

Example(s)

The following example(s) illustrate how you use the AP (purchase) terms functionality.

Terms code "01" is assigned a number of payments of "3" and due days of "30." Any invoices assigned these payment terms would, by default, need to be paid in three installments, due thirty days apart.

Terms Maintenance

Use **Terms Maintenance**to establish conditions that define how customers pay their invoices (for example, discounts, number of payments, and payment frequency).

Terms define the due dates, payment frequency, applicable discounts, and number of payment installments.

Each accounts receivable (AR) code defines a time period and a discount percentage period schedule.

To begin setting up the selling terms, select one of the following term code types:

- **Days**
- **Day Of Month**
- **End of X Month(s) On Y Day(s)**

Determine whether the discount percentages for a term code calculate against partial or full payments.

Each terms code can have either one discount period or multiple discount periods. Each discount period has a specific percentage which is valid for a specific period. Together, the discounts gradually reduce the percentages based on the passed period (months, days) within the overall terms period.

Enter as many discount percentage periods as you need.

Note that the discounts have the same types as the term codes:

- **Days**
- **Day Of Month**
- **End of X Month(s) On Y Day(s)**

You do not need to select the same type for a term code and a discount assigned to this term code.

When a payment is received, the percentage active on the payment date is used to calculate the discount amount.

AR terms display on sales orders and AR invoices. Select default payment terms for customers and on AR invoices.

A terms record is required for each customer. When creating a customer record, a default terms record displays in the new record, but you can override this selection.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Accounts Receivable > Setup > Terms
- Sales Management > Demand Management > Setup > Terms
- Sales Management > Order Management > Setup > Terms

Apps and Their Modifiers

You leverage and modify the AR (selling) terms functionality in the following Apps.

Terms Maintenance

You create the selling terms you need for inter-company trading through this app. Be sure to create selling terms which are identical to the purchasing terms. You use both terms records on the customer and supplier records involved in the inter-company trading partnership.

Customer Maintenance

You select the purchasing terms on the **Billing-Detail** card.

Menu Path: Financial Management > Multi-Site > Setup > Customer

Items you modify:

- **Terms** -- Use this drop-down list to select the selling terms you will use with this customer record. Select selling terms identical to the purchasing terms you define on the supplier record involved in the inter-company trade partnership.

Logic/Algorithms

The AR (selling) terms functionality uses this logic to calculate its results.

In order for inter-company trading to work properly, the AR terms record selected on the customer record must match the AP terms record selected on the supplier record.

Example(s)

The following example(s) illustrate how you use the AR (selling) terms functionality.

Terms code "30-60-90" is assigned a Number of Payments of 3 and Due on Day of 30. Invoices that use these terms have a default payment schedule of three payments, each due thirty days apart.

Book Maintenance

Book Maintenance defines the fiscal books a specific company uses. A book defines the currency, fiscal calendar, chart of accounts, and Retained Earnings account used to generate its financial statements.

A company can use multiple books to display the same financial information in multiple ways. When you implement the Kinetic, carefully consider the role each book plays in the financial management and reporting within a specific company. When a transaction is entered, its amounts can be applied to multiple books, reflecting the purpose for each book.

Each book can also have its own set of validation rules. These rules define error handling for journals posted to a specific book. By default, books ignore most posting errors. You can change the defaults so the book blocks and logs errors as needed.

Books are useful for recording transactions so they match the financial legal requirements for a specific country. Use **Chart of Accounts Structure Maintenance** to create a chart of accounts (COA) which matches the structure your country requires.

Use the **Modified Accelerated Cost Recovery System** (MACRS) to depreciate a physical asset for tax reporting. For financial reporting, the same asset is depreciated using straight-line depreciation. Each book displays its own depreciation results.

Leverage multiple books so your companies can value items differently in financial and statutory reports. An insurance company might use **Generally Accepted Accounting Principles** (GAAP) to value investments and other items for one report and use

National Association of Insurance Commissioners guidelines for another book. State or provincial regulations can also impact reporting, so you may need to implement additional books.

Use Book Maintenance to define the following:

- **Book Type** - Books can record financial transactions or consolidate to other books. **Standard** books record the financial activity of the company. **Consolidation** books mediate the transfer of consolidation journals between two standard books.
- **Chart of Accounts (COA)** - Each book can have a different COA, or several books can share the same COA. The COA defines valid general ledger accounts, available dynamic segments, and balance maintenance for segments other than the natural account. (The natural account maintains continuous balances.) The book also determines the retained earnings account.
- **Fiscal Calendar** - The fiscal calendar determines valid apply dates for each business transaction. Kinetic maintains periodic balances for segments based on the fiscal calendar.
- **Book Currency** - The book currency can be used on financial reports and in consolidations. Journal amounts post in the currency defined on the book. Books can store journals in additional transaction currencies, but will only post in the specified book currency.
- **Error Handling for Journals** - Use the **Validations** card to ensure the transactions are valid. For example, a validation rule can alert you when the Apply Date for a transaction falls within a closed fiscal period. When the posting process runs, Kinetic blocks posting of invalid journals and continues to process the remaining journals in the batch. Error transactions display in the **Review Journal**.
- **Rounding Tolerance Criteria** - For each book, you can specify rounding tolerance criteria as well as an account to which transactions will post currency differences.
- **GL Transaction Mapping** - Set up GL transaction mapping from your source (Main) book to a secondary book. You determine the COA map and transactional currency to use as well as determine which GL transaction types are affected by this revision.

You can modify a book's details (description, type, COA, calendar, currency) until a journal posts to its COA. Once a posting process runs through the book, you can only change the book description.

You can also update the posting rules each book uses to record general ledger transactions. Update posting rules for each book within **GL Transaction Type Maintenance**. For information on how to create and update posting rules, review the **Posting Engine Technical Reference Guide** in Application Help.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > Book
- Financial Management > Multi-Site > Setup > Book

App Location Modifiers

The following section details the location(s) where you can access the Books functionality from the Main Menu.

It also describes the values you can change for this item.

Use Book Maintenance to create new books or modify existing books.

Navigate to this app from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > Book

Modifiers you define in this app:

- **Account Mask**-- A Retained Earnings modifier, this value creates an account mask so the account's balances can transfer to multiple retained earnings accounts. The application substitutes the segment in the income statement account for the corresponding segment in the retained earnings account.
- **Action**-- A validation rules modifier, this value defines how the application handles invalid journals that post to the book. Available options:
    - **Error**-- Blocks posting of the journal. You can view the transaction in the Review Journal.
    - **Warning**-- Causes the journal to post, but a warning message appears in the error log.
    - **Ignore**-- Causes the journal to post, but no entry appears in the error log. This option is the default setting for most posting errors.
    - **Autocorrect**-- Select this option to cause the application to use a pre-defined process to correct the error. For example, if a journal has an Apply Date which occurs in a closed period, the application changes the Apply Date to the current period. A warning message displays in the Review Journal detailing the automatic change.
- **Book Currency**-- Select the currency you wish to use with the book from this drop-down list. The book currency can be used on financial reports and in consolidations. All journal amounts post in the currency you select on the book. For multi-currency reporting, books can also store journals using transaction currencies as needed for multi-currency reporting.
- **Calendar**-- Select the fiscal calendar you wish to use with the current book. These calendars define the fiscal periods used by the application to record transactions. You create fiscal

calendars within Fiscal Period Maintenance.

- **Chart of Account**-- Defines the chart of account (COA) you wish to use with the book. Each book can have a different COA or several books can share the same COA. The COA defines valid general ledger accounts, available dynamic segments, and balance maintenance for segments other than the natural account. You create chart of accounts within Chart of Account Maintenance.
- **Main Book**-- Indicates whether the book is the default book for the current company. This book automatically display on all reports and trackers for the current company.
- **Retained Earnings Account**-- A retained earnings option, this value creates an account mask for a retained earnings account so it can display balances from a split COA segment. The application substitutes the segment in the retained earnings account for the corresponding segment in the income statement account.
- **Standard Account**-- Designates a balance card account as the standard account used for retained earnings for the book. The application updates the retained earnings account balance with postings to the COA's revenue and expense accounts.
- **Type**-- Determines the primary function of the book. You can use books to either record financial transactions or consolidate other books.

Logic/Algorithms

The Books functionality uses this logic to calculate its results.

Books contain a fiscal calender, a chart of accounts, and a book currency. GL transaction types use these items to calculate the financial results for each book.

Examples

The following example(s) illustrate how you use the Books functionality.

A book uses a COA with a second mandatory segment that defines two divisions, LA and MP. The third segment is optional and defines cost centers. You use segment substitution to split the balance in the standard retained earnings account 3070. At year-end close, the following balances exist in COA revenue and expense accounts.

Account	Amount
4010-MP-100	240
4010-MP-200	500
4020-MP-100	100
4020-LA-100	300
3010-LA-100	-500
3010-LA-100	-1200

The application updates the retained earnings account when transferring opening balances to the new fiscal year.

Account	Retained Earnings Account	Amount
4010-MP	3070-MP	740
4020-MP	3070-MP	100
3010-MP	3070-MP	-1200
Total to 3070-MP		-360
4020-LA	3070-LA	300
3010-LA	3070-LA	-500
Total to 3070-LA		-200

Business Activity Query Designer

Use the Business Activity Query (BAQ) Designer to create personalized queries (BAQs) and to copy system queries so you can modify them. Queries can be accessed in different ways throughout Kinetic.

Queries can be used to generate Reports, included in application Searches, displayed and updated through a dashboard and mobile devices. BAQ execution results can also be exported as .xml or ASCII files, so you can edit their data in third party applications as well. The functionality has some security options, as you can create queries only available for your personal use, or create shared queries available to everyone within your company.

Example: You are in charge of your company's security. You need to build one query that lists all security IDs in the system for the current company. Since this item is a sensitive query, you do not select it as a shared query.

You next create a query that summarizes the status of current orders. Because you want everyone to be aware about the progress of the sales orders, you define this query as a shared query.

Leveraging this functionality does require some fundamental knowledge of database concepts such as table relationships, records, and field types. This knowledge helps you create queries that have good performance and display the results you want. You start by defining the information to display through your BAQ, and then finding out which database tables contain the appropriate columns which hold this data. Some application tools are available which can help you find the database information you need.

Once you determine the information you want to display, you can begin creating the query through the Business Activity Query Designer. Use the **Query Builder** cards to define which tables you want to include in your main query, potential subqueries and what relationship they have with each other. You also define subquery parameters and decide which columns you want to display for the end user.

Finalize your BAQ by testing it using the **Analyze** card, correct any errors before you use this query on a dashboard or mobile device.

Advanced Features

Advanced features are available for more BAQ functionality. You can create updatable BAQs for data entry, executive queries that pull in complex views of data for dashboard display, BAQs visible to other companies, and cross company BAQs that pull data from several companies at the same time.

Queries can be read only tools which you can later place on a smart client dashboard for display on the Main Menu. You can also create an **updatable BAQ**. These BAQs can be placed on a smart client dashboard and/or used on a mobile device, such as an iPhone or a Blackberry. Users then enter data through either the dashboard or the mobile device, and this new data updates records within the main database. Business Process Management (BPM) directives can be created which monitor the data entered through an updatable BAQ. Based on the conditions defined in the BPM directive, various actions run automatically. For example, you could use this functionality to verify data is being correctly entered into the database.

If you have the **Executive Analysis** module, licensed in your environment, you can create advanced displays for a Business Activity Query's data by creating multiple executive queries. These queries can display a BAQ's data through various graph formats. To learn more, review the **Executive Query** and **Executive Dashboards** topics.

If you have access to multiple companies, you can also create Cross-Company queries which display data across companies. You can then place these BAQ's on multi-company dashboards to view the records generated by companies throughout your organization.

You can periodically export BAQ results as either an **.xml** file or an **ASCII** file. To do this, first create your query and then export it using **Business Activity Query Export Process**. For more information, refer to the **Business Activity Query Export Process** topic.

Menu Path

Navigate to this app from the Main Menu:

- Executive Analysis > Business Activity Management > Setup > Business Activity Query

This app is not available in Epicor Web Access.

Apps and Their Modifiers

You leverage and modify the business activity query (BAQ) functionality in the following Apps.

Business Activity Query Designer

Use this app to create the BAQs you will later incorporate on global dashboards, global BAQ reports, and multi-company dashboards.

Menu Path: System Management > Business Activity Queries > Business Activity Query

This app is not available in Classic Web Access.

After you define the business activity query, click on the **General** card and select the following:

- **All Companies** -- Select this check box to indicate this BAQ definition is visible to all companies. After you save this query, the BAQ is placed on an internal multi-company table and automatically replicated to companies set up for multi-company. Users in these companies can then use the BAQ on dashboards and BAQ reports.
- **Cross Company** - Select this check box to indicate this BAQ can display data from multiple companies at the same time. If the user has access to multiple companies, this query displays data from each company defined on the current user account.

External Company Maintenance

To pass data between cross company BAQs in different companies, you need to define the connection information on each external company record. You can connect to the application server directly or indirectly. The current user can then display data through the cross company BAQs linked to external companies set up on the current user account.

Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

This app is not available in Classic Web Access.

You enter the Server URL on the Connection pane.

Dashboard

Use this app to create both global and multi-company dashboards. You do this by incorporating either global BAQs or cross company BAQs into a new dashboard. You then create the views required to display the data on the multi-company or global dashboard.

In order to create dashboards, you need to be assigned Dashboard Developer rights within **User Account Maintenance.**

Menu Path: Executive Analysis > Business Activity Management > General Operations > Dashboard

This app is not available in Classic Web Access.

BAQ Report Designer

You create global and multi-company BAQ reports through the BAQ Report Designer. To do this, you first select the global or cross company query. You then define the report options for the report. To complete the report layout, you access the SQL Server Report Builder or a similar layout app.

Menu Path: Executive Analysis > Business Activity Management > General Operations > BAQ Report Designer

This app is not available in Classic Web Access.

Logic/Algorithms

The business activity query functionality uses this logic to display data across multiple companies.

- When you select the **All Companies** check box, you indicate this BAQ definition is available for use in other companies. After you save this query, the BAQ is stored on an internal multi-company table. This BAQ is then replicated out to other companies set up for multi-company.
- When you select the **Cross Company** check box, you indicate this BAQ can pull in data from other companies. Unlike the rest of the multi-site functionality, however, cross company BAQs do not pass data through the multi-company process. Instead, this logic uses the server URL to pass information between the BAQ tables within the multiple companies.

Buyer Maintenance

Use **Buyer Maintenance** to create records for buyers responsible for your company's purchasing activities. A buyer must first be defined as a system user and then added as an authorized user for the Buyer ID. Buyers are specified in the purchase orders you create. The Buyer ID is used as a search or filter field for PO Suggestions and Part Class purchasing.

Buyer Maintenance is a key setup app, as you use it to specify approved purchase amount limits for each buyer. If you use consolidated purchasing, you will also need to create identical buyer records within all of the companies that use the consolidated PO process.

Menu Path

Navigate to this app from the Main Menu:

- Material Management > Purchase Contracts Management > Setup > Buyer
- Material Management > Purchase Management > Setup > Buyer
- Material Management > Supplier Relationship Management > Setup > Buyer

Apps and Their Modifiers

You leverage and modify the buyer functionality for consolidated POs in the following Apps.

Buyer Maintenance

Use this app to indicate which buyers (and their authorized users) can create consolidated purchase orders.

You first create the buyer record. To activate consolidated purchasing:

- **Consolidated Purchasing** -- Select this check box to indicate the curent buyer record can be used on consolidated purchase orders. When users create a consolidated PO, they can select this buyer record.

Purchase Order Entry

You create consolidated purchase orders through this app.

Menu Path: Material Management > Purchase Management > General Operations > Purchase Order Entry

You create the consolidated purchase order by clicking the **Down Arrow** next to the **New** button and selecting **New Consolidated PO**. Create the PO. To select the buyer:

- **Buyer** -- Select the buyer record you need from this drop-down list. Only buyers defined for consolidated purchasing display as options on this list.

Logic/Alogorithms

The buyer functionality uses this logic for the consolidated purchasing process.

When you select the Consolidated Purchasing check box within Buyer Maintenance, the buyer record is an available option on the Buyer drop-down list for consolidated POs.

Example(s)

The following example(s) illustrate how you use the buyer functionality.

Your organization wants to control purchasing and AP functions across multiple companies, so you are setting up the consolidating purchasing functionality. K.C. Gibbs and her team will be in charge of consolidated purchases across these companies. You launch Buyer Maintenance in the parent company and enter K.C. Gibbs as a consolidated buyer. You then add members of her team as authorized users.

You next navigate to the child company and launch Buyer Maintenance. You create an identical record for K.C. Gibbs and her team.

When a user creates a consolidated purchase order, K.C. Gibbs displays as an option on the Buyer drop-down list.

Chart of Accounts Mapping

Use **Chart of Accounts Mapping** to define maps used to transfer journals between different charts of accounts.

There are two basic types of mapping: a **Chart of Accounts Map**, and a **Global Transform Map:**

Chart of Accounts Map

Mapping transforms a portion of one chart of accounts (COA) to a portion of another and eliminates the need to redefine the posting rules that create journals. You can handle most posting process modifications through COA mapping. Typically, you create COA maps instead of modifying specific posting rules. COA maps can reflect minor changes you need between different charts of accounts. COA maps are also easier to maintain.

Use Chart of Accounts maps to:

Create consolidation journals. The consolidation process uses COA maps to link accounts from a source book to a target book. In **Consolidation Definition Maintenance**, you can specify the map a consolidation uses.

Automatically transfer posted journals between books. Associate maps with a book and its posting rules within **GL Transaction Type Maintenance**. Use the posting engine functionality to map a source COA to a target COA. You can set up mapping for entire account codes or for individual segments. When the currencies of the two books are different, Kinetic also converts the journal currency.

Modify posting rules within GL Transaction Type Maintenance. If your book requires more complex posting changes, modify the posting rules for each affected GL transaction type. For information on how to do this, refer to the **Posting Engine Technical Reference Guide** in the Application Help.

Example The company has a financial book and a legal book, that use different charts of accounts (COAs). You want to post the same accounts payable (AP) journals to both COAs. Create a map with the financial book's COA as the source COA. This map links natural account segment values for AP accounts in the two COAs.

Next, access the GL transaction type used to post AP journals. This GL transaction type contains the posting rules which create journals for the financial book. Associate the mapping document with the financial book. As a result, journals that post to AP accounts in the financial book also post to the COA in the legal book.

Once you create a COA map between books, you need to determine which GL transaction types should post to both of these books. Once you make that decision, add the secondary book with mapping to each individual GL transaction type by adding a revision in GL Transaction Type Maintenance.

You also have the option in **Book Maintenance** to link a secondary book to a source book using the COA map you built.

> If you plan to update multiple GL transaction types to post to multiple books, and no rule modifications are needed, it makes the most sense to link the secondary book to your source (Main) book in Book Maintenance. Once you establish this link, you can enable as many GL transaction types as you want, all at the same time. In GL Transaction Type Maintenance, you can only add revisions one transaction type at a time.

For more information on Chart of Accounts Mapping, refer to the **Posting Engine Technical Reference Guide** in the Application Help or the Posting Engine course.

Global Transform Map

Use the Global Transform mapping type specifically for Global COAs. This type of map enables you to map account segments in a parent company global COA to segments in a subsidiary company COA.

Select the required subsidiary in the **External Company** field. For global transform maps, the source and target COA are the same, so you cannot select a. alternative COA in the **Target Chart of Accounts** field. Also, the **Map Type** field is automatically set to **Accounting Segment Map**, so you enter new segment value mapping details on the COA Mapping > Segment card.

Example You have a global COA based in parent company Epic06. The COA has a Company segment, with one segment value, which should always reflect the current company. In the parent company, you create the segment value Epic06, with Description Epicor Education and Abbreviation EP06. In the Global Transform mapping, you select this segment as the source value, and enter different target values: Segment Value: Epic02, Description: Epicor Distribution, Abbreviation: EP02.

Once you initialize transfer of a Global COA, the associated Global Transform mapping transforms the source values in the parent COA into the target values in the subsidiary COA.

> Global Transform maps do not allow entry of duplicate target segments. This restriction does not apply to standard COA maps.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > Accounting Segment Mapping
- Financial Management > Multi-Site > Setup > Accounting Segment Mapping

App Location and Modifiers

The following section details the location(s) where you can access the Chart of Accounts Maps functionality from the Main Menu. It also describes the values you can change for this item.

Use Chart of Accounts Mapping to create maps that transfer one COA to another COA. To launch this app from the Main Menu:

- Financial Management/General Ledger/Setup/Account Segment Mapping

Modifiers you define in this app:

- **Map Type**-- Defines how the map links the two COAs. Available options:
  - **Account Segment Map**-- Links the source and target COAs through their account segments.
  - **GL Account Map**-- Links the source and target COAs using entire GL accounts.
- **Source Chart of Account**-- Designates the source COA for the map. Transactions posted to accounts in this COA also posts to the target COA.
- **SourceGLAccount**-- Specifies a general ledger account in the source COA. Transactions posted to this account post to the corresponding target account.
- **Source Segment**-- Specifies a segment in the source COA. Values defined for this segment map to values in the target segment.
- **Source Segment Value**-- Specifies a value in the source segment. Transactions posted to this segment post to the corresponding target segment.
- **Target Chart of Account**-- Designates the receiving, or target, COA for the map. Transactions posted to accounts in the source COA also post to the target COA.
- **Target Company**-- Defines the company to which the target COA is used. A source COA can transfer transactions to target COAs in multiple companies.
- **TargetGLAccount**-- Specifies a general ledger account in the target COA. Transactions posted to the corresponding source account post to this account.
- **Target Segment**-- Specifies a segment in the target COA. Values defined for this segment map to values in the source segment.
- **Target Segment Value**-- Specifies a value in the target segment. Transactions booked to the corresponding source segment book to this segment.

Logic/Algorithms

The Chart of Accounts Maps functionality uses this logic to calculate its results.

COA maps are used by GL transaction types to move values from one COA in a source book to another COA in a target book.

Example(s)

The following example(s) illustrate how you use the Chart of Accounts Maps functionality.

The company has a financial and a legal book that use different COAs. You want to post the same accounts payable journals to both COAs. To do this, you create a map with the financial book's COA as the source COA. The map links natural account segment values for AP accounts in the two COAs.

You access the GL transaction type used to post accounts payable journals. This transaction type contains rules used to create the journals for the financial book. You associate the COA map with the financial book. As a result, journals booked to AP accounts in the financial book also post to the COA in the legal book.

Chart of Account Structure Maintenance

Chart of Account Structure Maintenance defines the segment structure and characteristics for each Chart of Accounts (COA) you use within the current company. The application uses one or multiple charts of accounts to control account entry.

Each company book must have a COA. In a multi-company environment, you typically need two or more charts of accounts in each company, a master COA and a consolidation COA. Books can be assigned different COAs or several books can share the same COA. When a book links with a COA, you can use the COA to post journals. Use **GL Control Maintenance** to specify the journals and accounts used to post transactions within the COA. Indicate which COA is the Master; a master COA contains the primary list of accounts.

Example Government regulations require reports to use an account structure different from the one you use for corporate reporting. In this situation, define two books. One book uses a COA for government reporting; the other uses a COA for corporate reporting. In another scenario, the COAs which the company's subsidiaries use can supply values to a management COA that contains a limited number of accounts.

In Chart of Accounts Maintenance, you must indicate which COA is the Master; a master COA contains the primary list of accounts. Your master COA is typically assigned to your company's Main Book.

When you implement financials in Kinetic, carefully consider the role each COA and book will play in your company's financial management. You can create as complex an account structure as you need for each COA. Each GL account can have up to 20 definable account segments. Each segment can be up to 50 characters in length, and you can define a number of values, such as Effective Date and Normal Balance, for each segment. The maximum length for an account is 200 characters, including delimiters.

COA Segments can be natural, controlled, dynamic, or optional for data entry. They can display in any order and that order can be changed at any time (Run the **Rebuild Display GL Account** process to update the display throughout the application).

A natural account segment defines the chart segment used with the account. The first segment you save on a COA automatically saves as its natural account. When a segment is defined as a natural account, the application zeros balances in income statement accounts and maintains balances for balance card accounts. If a segment is a natural account, the **Natural Account**indicator is active on the **Detail** card. While you indicate where the natural account segment is located in the account structure in this app, use **Account Segment Values Maintenance** or **Natural Account Mass Update** to define other natural account options.

Controlled segments record the primary financial history of the company, while dynamic segments record temporary, unique business activity. Link, or reference, dynamic segments to a business entity, which is a table that records data placed against customer, supplier, project, part, and other entities.

Once you start to use a COA, you can no longer add a controlled segment to it but you can always add dynamic segments to a COA in use.

Use Chart of Accounts Structure Maintenance to design the primary account structure for each COA. To define the specific values each segment uses - such as category, normal balance, and natural account options - use **Account Segment Values Maintenance**. To indicate a segment is self-balancing, use **Self-Balancing Segment Maintenance**. Generate specific account combinations within **General Ledger Account Maintenance**.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Accounts Payable > Setup > Chart of Accounts
- Financial Management > Accounts Receivable > Setup > Chart of Accounts
- Financial Management > General Ledger > Setup > Chart of Accounts
- Financial Management > Multi-Site > Setup > Chart of Accounts
- Financial Management > Payroll > Setup > Chart of Accounts
- Sales Management > Order Management > Setup > Chart of Accounts

Apps and Their Modifiers

You leverage and modify the chart of accounts functionality in the following application.

Chart of Accounts Structure Maintenance

The following modifiers are used within this application:

- **Business Entity** - Defines the business entity referenced by a dynamic segment. This segment type can define subsidiary ledgers for accounts receivable and accounts payable control accounts. All primary business entities are available for selection on this drop-down list when you select the **Use Business Entity** check box.
- When you select a customer, supplier, part or other business entity, you indicate the segment uses the values recorded within the business entity's table and fields to calculate the segment values. The posting rules which reference the business entity set the segment values during the posting process.
- **Segment Value Field** - Defines the database table used for the business entity. You can select tables which contain a single-value primary key.
- **Description Field Name** - Defines the database field for the business entity. All the fields available in the table you selected for the Segment Value Field display on this list.
- **Entry Control** - Determines whether the segment must appear in general ledger account codes. Available options:
    - **Mandatory** - Indicates the segment must be included in general ledger accounts.
    - **Natural Account** - Designates the segment is either optional or mandatory for each natural account value. You define natural account values within **Account Segment Values Maintenance**.
    - **Optional** - General ledger accounts which do not have this segment may still post amounts to the general ledger.
    - **Reference Account Mask** - Indicates the segment is optional or mandatory for an account mask defined in **GL COA Reference Type**. You can only select this option on reference-type segments.
- **Include in Detail Balance** - Determines whether this COA segment maintains balances for use on reports and trackers. You can use **Daily Balances Setup** to enable the storage of daily segment balances for a book.
- **Include in Summary Balance** - Use this check box to determine whether this COA segment summarizes balances for use on reports and trackers. When you use summary balances, the database stores fewer genera ledger transactions. This saves system resources, as less accounts generate during the posting process. It also requires less storage space on your hard drives.
- **Opening Balance on P/L** - Determines whether the COA segment maintains year-end balances for expenses and revenue accounts. By default, theapplication zeros balances in temporary accounts at year end. When you select this option, you can maintain income statement balances which are independent from the financial year. Typically you use this option for project accounting where a current balance is kept independently from the fiscal year.

Logic/Algorithms

The COA functionality uses this logic to calculate its results.

Balance Logic

- **Include in Detail Balance** -- If this check box is active (selected), this account segment totals its values on a daily basis.
- **Include in Summary Balance** -- If this check box is active (selected), this account segment totals its values on over a period of days. This reduces the overall number of account details which Kinetic generates.
- **Opening Balance on P/L** -- If this check box is active (selected), this account segment maintains an opening balance for the next fiscal year. Instead of zeroing out the balances, this account segment displays the final amount from the previous fiscal year.

Reference Entity Options

Business entities define various items, such as customers, suppliers, and projects, which are required for system GL control types. Business entities define the primary database tables and their fields used in the posting process.

Example(s)

The following example(s) illustrate how you use the COA functionality, including business entities.

Example Government regulations require reports use an account structure different than the one you use for corporate reporting. In this situation, define two books. One book uses a COA for government reporting; the other uses a COA for corporate reporting. In another scenario, COAs the company's subsidiaries use can supply values to a management COA that contains a limited number of accounts.

Example Customer is a business entity, and so the static table it contains is the CustID table. Its Description Field Name value is Name. When a GL control type is linked to the Customer business entity, the GL control type's account and journal contexts only evaluate data contained in the CustID table. The account and journal contexts defined on the GL control type then filter the accounts and journal codes generated for each of its child GL controls.

COA Category Maintenance

COA Category Maintenance defines chart of accounts (COA) categories associated with natural accounts in **Account Segment Values**. This association determines how Kinetic maintains account balances and the accounts that supply financial statement values.

Use COA Category Maintenance to:

- Determine how to maintain balances for associated accounts. Kinetic zeros balances in income statement accounts and maintains balances for balance card accounts.
- Define the structure and formatting of financial statements. The GL Report Wizard uses entries in this app to automatically create the company's balance card and income statement. Entries in this app define descriptions that display in the reports and whether an entry displays as a debit or credit. You can define financial statements without the use of categories or the wizard.
- Designate the balance card category used to report net income from the income statement. Corporate balance cards typically use Retained Earnings to describe this category. Select the Net Income check box for a category to designate it as the retained earnings entry on reports.

Example Use COA Category Maintenance and the GL Report Wizard to create a corporate balance card. First, define Assets, Liabilities, and Equity categories. The Assets category has a normal debit balance, while the Liabilities and Equity categories have credit balances. These settings ensure the correct placement of the categories on the report. These categories have no parent. On the balance card, these categories group other categories and display a total of their sub-accounts.

Define the Accounts Payable category, select Liabilities as its parent, and set it as the first entry in the Liabilities category. As a result, the balance of the account associated with the Accounts Payable category is used to calculate the total for the Liabilities category.

Lastly, define sub-categories for Accounts Payable.

Kinetic places no restrictions on the number of sub-category levels allowed.

Use the **Copy COA Categories** option from the Actions menu to copy a set of categories from one COA to other charts of accounts. Use a set of categories as a template to save work. You can modify the categories copied from the template to create a set of categories appropriate for the COA.

If you change the account category on a natural segment from Balance card to Income Statement, this may affect reported profits.

Global COA

COA categories are automatically sent as part of the Global chart of accounts functionality. If you select a global COA in COA Category Maintenance, the green **Global** label displays. When you open a global category in this app, the green **Global Category** label also displays.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > COA Category

App Location and Modifiers

The following section details the location(s) where you can access the Chart of Account Categories functionality from the Main Menu. It also describes the values you can change for this item.

Use Chart of Accounts Structure Maintenance to create new COAs or modify existing COAs. To launch this app from the Main Menu:

Financial Management/General Ledger/Setup/COA Category

Modifiers you define in this app:

- **Chart of Account**-- Use this drop-down list to select the COA for which you want to add or update a category.
- **Consolidation Type**-- Use this drop-down list to define the exchange rate settings used when consolidation journals generate from the selected COA.
- **Net Income**-- Indicates whether the category reports net income values. Typically corporate balance cards use Retained Earnings to describe this category.
- **Normal Balance**-- Use these options to define whether this category carries either a Debit or a Credit balance.
- **Parent Category**-- Use this drop-down list to define the main category under which this child category displays. The GL Report Writer uses this field to structure statements. You can define as many subcategory levels as you need.
- **Sequence**-- Determines the position of the current category in relation to the other child categories on financial statements.
- **Type**-- Determines whether accounts associated with the category are temporary or permanent. You have two options -- Balance card and Income Statement. At year end, the application zeros balances in income statement accounts and maintains balances in balance card accounts. The GL Report Wizard uses the type to determine the financial statement where the category appears.

Logic/Algorithms

The Chart of Account Categories functionality uses this logic to calculate its results.

COA categories define the natural accounts used for account segment values.

Example(s)

The following example(s) illustrate how you use the Chart of Account Categories functionality.

You use this app and the GL Report Wizard to create a corporate balance card. First, you define Assets, Liabilities, and Equity categories. The Assets category has a normal balance of debit while Liabilities and Equity have credit balances. These settings ensure the correct placement of the categories on the report. These categories have no parent. On the balance card, they group other categories and display a total of their sub-accounts.

You define a category named Accounts Payable, select Liabilities as its parent, and set it as the first entry in the Liabilities category. As a result, the balance of the account associated with the Accounts Payable category is used to calculate the total for the Liabilities category. Typically, you would define sub-categories for Accounts Payable.

Company Configuration

Use **Company Configuration** to define the module options for companies in Kinetic. Use these options to define how this company will interact with the module licensed for it.

When you install Kinetic, one company record is created by default. You first use **Company Maintenance** to define overall options like email setup, document attachments, and external BAQ sources. You then use Company Configuration to define how the company interacts with the various modules you have licensed.

Menu Path

Navigate to this app from the Main Menu:

- System Setup > Company/Site Maintenance > Company Configuration

Apps and Their Modifiers

You leverage and modify the company functionality in the following Apps.

Company Configuration

You use this app to define how the current company interacts with the modules licensed for your organization.If you can set up multiple companies, launch Company Configuration within each company to modify its record.

Note that you cannot create new companies within this app You instead set up new companies within the **Epicor Administration Console**.

Cloud Customers need to contact the Epicor Cloud Operations Team to create a new company.

Multi-Site Functions you can modify within Company Configuration:

- **Cost IDs** -- A site cost identifier defines a reference to a cost set. The cost set is then used for the cost method calculations for all the parts manufactured within the sites linked to the cost set. This makes sure the same cost method is used for all the sites linked to this cost set. You select cost IDs on the **Modules > All Modules > General** card.
- **Default Rate Types** -- Use these drop-down lists to indicate which currency rate type will be used for a specific financial area within the company. You select these default rate types on the **Modules > All Modules > Currency Rates** card:
    - **Company General** - Indicates the rate type used as the default for all transactions that do not fall in the sales, purchasing, production, or other financial areas.
    - **Sales and Invoicing** - Defines the rate type used for all sales orders and AR invoices.
    - **Purchase and Expenditure** - Defines the rate type used for all purchase orders and AP invoices.
    - **Inventory and Production** - Indicates the rate type used for all stock quantities and production expenses that occur between sites located in different countries.
    - **Fixed Assets** - Defines the rate type used for all financial transactions that involve the assets of the current company - items such as facilities, production equipment, and computers.
    - **Payroll** - Defines the rate type used for employee expenses that require international transactions.
    - **Cash Management** - Defines the rate type used for multiple currency transactions that involve cash amounts.
- **Fiscal Calendars** -- Fiscal calendars define the years and periods used for financial reporting. You must create at least one fiscal calendar and then link this calendar to the new company. You select fiscal calendars on the **Detail** card.
- **COA Master** -- You must indicate the default chart of accounts which will be used for GL transactions within this company. You select this option on the the **Modules>All Modules>General** card.
- **Parent Company** -- This identifier activates the central AP payment functionality within the company. It defines the company record which will process central AP payments. Be sure to select the same company identifier on all the companies who will use central payment functionality. This modifier is found on the **Modules>Finance>Accounts Payable** card.

Epicor Administration Console

Before you can create a new company within Kinetic, you must add a company value to the database. You do this within the Epicor Administration Console.

Cloud Customers need to contact the Epicor Cloud Operations team to create a new company.

This app is located outside Kinetic, so it is launched from your Start button: **Start>All Apps>Epicor Tools>Epicor Administration Console**

Logic/Alogorithms

The company functionality uses the following logic to facilitate multi-site processes.

Each company record has a separate set of tables which contain records independent from other companies. In order to share data across multiple companies, you must activate either the Multi-Company Direct Server Process (or the Multi-Company Server Process, along with Microsoft© Azure Service Bus, if the companies reside on different databases). You can then send data between the multiple company records created within your database.

Each company interacts through the Multi-Company Direct Server Process (or Multi-Company Server Process). When this process is active, data from outbound tables in the source company are sent to inbound tables in the target company.

The exception is the multi-company dashboard process, which requires you to define the Server URL within External Company Maintenance. For this feature, you set up either an indirect or a direct connection between an external company and the current company. Identical global business activity queries (BAQs) available in both companies can then pass their data through the Appserver connection.

Example(s)

The following example(s) illustrate how you use the company functionality.

Your organization, Global Vision, has companies in three countries -- the United States, Portugal, and China. Your corporate headquarters are located in Belgium. You want to represent these companies separately within Kinetic. To do this, you launch the Epicor Administration Console. Your parent company, MAIN, was created by default during installation, but you need to add the three other companies. You create the following company identifiers:

- GVUSA
- GVPTL
- GVCHN

When you launch Kinetic, four companies display on the Main Menu tree view. You can now modify each company as you need within Company Configuration. You are also ready to set up the multi-company processes required by your organization.

Currency Master Maintenance

Use **Currency Master Maintenance** to enter and update each currency in which your organization conducts business. You can create currencies for a specific company or global currencies for your entire organization.

Each currency record defines the primary information needed to generate financial transactions with customers and suppliers in a specific country. A currency record contains the key details about the currency, such as its name, description, and currency symbol. This information is then used by Kinetic for any transaction conducted using this currency.

A currency record can also contain the rounding rules it uses for various value types such as Unit Price, Unit Tax, and Extended Price. You can round these values up, down, or to the nearest value. You can also decide not to use a rounding rule against a specific value type.

You can assign a Currency GL control type and GL control code to each currency record. GL control types provide the template for the account and journal contexts used for transactions against the currency record; GL controls codes define the specific journals and accounts which record transactions in this currency.

Assign currency records to supplier records and to specific Bill To locations on customer records. The selected currency then becomes the default on any transaction with the specific customer Bill To location or supplier. Override this default currency by selecting a different currency on sales orders, quotes, purchase orders, and invoices.

Currencies can also be defined as a **global** currency for use in a multi-company environment. Other companies within your database can link to this global record and pull in the initial currency record. Use this functionality when you need to set up general ledger consolidations between multiple companies within your organization.

When you create a new company, define its base currency. Be sure to enter the main currency this company uses, such as United States Dollars (USD) or Russian Rouble (RUR).

If you are setting up currencies for use in multiple companies, be sure to verify the currency codes match on the currency master records used by all companies. Each record has both a **Currency Code** and a **Currency ID** value. The Currency ID defines how the currency displays on various reports and Apps within the company; the Currency Code defines the entire currency record for uses such as consolidation and other application processes. A typical error can occur when you set up a new child company. For example, you create a child company which uses US dollars. The first currency you create is by default assigned the BASE currency code and then you enter a currency ID of USA; this record indicates US dollars in the new company. You then create a currency record in the parent company to consolidate with this child company, and you enter a currency code and a currency ID with **USA** values. Because these currency code values are different, Kinetic will treat these records as separate currencies, and the exchange rate is calculated as a zero value.

The Currency ID must adhere to ISO 4217 currency codes in order to work with Tax Connect.

In some cases, you may want to use a **Scale Factor**. This specifies the value used to modify the actual exchange rate that displays, in order to display amounts for this currency in a more

understandable format. For example, you might want to modify by a scale of 10, or 100, to remove a large number of zeros after the decimal point. The **actual rates** within the database are not changed by this value, but all **display rates** are entered by users and shown using this factor value.

Transactional, Base, and Reporting Currencies

Each active currency can be used as a transactional or a reporting currency:

- **Transactional** - A currency used on a specific document, or record, in order to conduct business on that record. Transactional currencies are used for records created for external transactions with customers and suppliers, and internal transactions with sites and companies within your organization. A transactional currency is also called a Document currency; you can have as many document currencies as you need for all the localities in which you conduct business.

  If at any point you make a change to a transactional currency, click the **Actions** menu and run the **Add Reporting Currency** process. This process updates any reporting currency transactions linked to the updated transaction currency. To undo these changes, run the **Remove Reporting Currency** process.

- **Reporting** - A currency your company uses to store, or report, amounts for financial reports. These currencies are used to calculate the final income and expense amounts generated by the business of a specific company. These amounts are officially expressed through a reporting currency. You can have up to three reporting currencies for each company.
- **Base** - The primary currency used by a company. Technically this currency is also considered a reporting currency by the application. The base currency is unique, however, as it is the default currency used on all transactions generated within a specific company. When the application cannot find another currency to use for a transaction, it calculates the amounts using the base currency defined for the company. To help you locate the base currency on the Currency toolbar, a **(Doc)** value displays after the currency name.

> Each company can only have three reporting currencies and one base currency. Business transactions are recorded in all four currencies.

Use these currencies in published reports and financial documents. If your organization conducts business in other countries, you run quarterly and annual reports in the base and reporting currencies, displaying financial results with the correct currency values.

Link Global Currency

The **Link Global Currency** section displays details if the currency is linked to a global currency in another company within your organization (via the multi-company process).

When you create a new currency in a company, you can specify whether this currency can be used by other companies within your organization, by selecting the **Global** check box on the Detail card.

You can then navigate to another (target) company which requires this currency, launch Currency Master Maintenance, run the **Link/Unlink Currency** option from the **Actions** menu, and select and

link the global currency record. If the currency record doesn't exist in the target company yet, you have the option for the system to create the new currency record in the target company.

If a currency record is already linked to a global currency, the **Linked** indicator displays on the Detail card, and you cannot link the currency to another global currency. Also, details of the current linked global currency display in the Link Global Currency section.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Accounts Payable > Setup > Currency Master
- Financial Management > Accounts Receivable > Setup > Currency Master
- Financial Management > Currency Management > Setup > Currency Master

This app is not available in Epicor Web Access.

Apps and Their Modifiers

You leverage and modify the currency entry functionality in the following app.

Currency Master Maintenance

Modifiers you define in this app:

- **Base Currency**-- Indicates that the currency is the primary currency used by the company. This currency is the default used for all transactions within the company. Only one currency can be defined as the base currency for a company.
- **Currency Symbol**-- Indicates the special character used for this currency. This value appears on reports and Apps near the currency amounts.
- **Global Currency**-- Indicates whether this currency can be used by other companies within your organization. Select this check box if you want to make this currency available across your entire organization.
- **Inactive**-- Select this check box to indicate the current company can no longer use this currency. Users cannot create new transactions against this currency, but any previous records that use this currency are maintained by the application.
- **Maintain Rate**-- Select this check box to indicate the exchange rate values for this currency can be updated. Selected by default, this check box activates the exchange rate fields for this currency within Exchange Rate Entry.
- **Number of Decimals**-- Defines how many decimals this currency can display for unit cost amounts. You can have between 0-5 decimals for Cost and Price amounts and 0-3 decimals for General amounts like extended prices, tax amounts, and any amounts posted through

inventory, general ledger, assets, and banks. Use this functionality to reflect the decimal places required by some currencies.

- **Reporting Currency**-- Select this check box to indicate the currency can be used to display amounts on invoices, purchase orders, sales orders, and other records. You must select at least one currency as a reporting currency for each company. This currency then becomes available on Currency lists throughout Kinetic.
- **Scale Factor**-- Defines the value used to modify the actual exchange rate in order to display amounts for a currency in a more readable format. The actual rates within the database are not changed by this value, but all display rates are entered by users and are shown using this factor value.

Logic/Algorithms

The currency master functionality uses this logic to calculate its results.

Global Currency

When a currency is defined as a global currency, other companies can link to this global currency record. Note however, that only initial currency values pull into the child company. After the global currency record displays within the child company, updates to the global currency record need to be entered manually within the child companies as well.

Example(s)

The following example(s) illustrate how you use the currency functionality.

You are converting a transaction from Singapore Dollars (SGD) to Japanese Yen (JPY). If you do not use a scale factor, the conversion values are the following:

- Source Currency: SGD
- Target Currency: JPY
- Actual Rate: 0.007716 (1 JPY = 0.007716 SGD
- Actual Rate: 129.59 (1 SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverse Conversion: SGD Amount = JPY Amount * 129.59

If you use scale factors, however, the conversion values are the following:

- Source Currency: SGD
- Source Scale Factor: 1
- Target Currency: JPY
- Target Scale Factor: 100
- Display Rate: 0.7716 (100JPY = 0.7716 SGD)
- Display Rate: 1.2959 (1SGD = 129.59 JPY)

- Actual Rate: 0.007716 (1JPY = 0.007716)
- Actual Rate: 129.59 (1SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverted Conversion: SGD Amount=JPY Amount * 129.59

Customer Maintenance

Use **Customer Maintenance**to enter customer records. Customers are businessesto whom you sell products and services. Customer records are primarily used to create quotes, sales orders, and accounts receivable (AR) invoices. You also use customer records during the Customer Relationship Management (CRM) process.

You can designate a customer as a Suspect, Prospect, or Customer. By designating a customer as a Suspect or a Prospect, you create records for companies that may do business with you in the future.

New customers are automatically placed on credit hold. You must clear the Credit Hold check box on the **Billing** > **Credit**> **Credit Detail** card to display transactions for this customer.

To set up a customer that has two or more divisions within a large company, use the **Parent/Child** functionality. Divisions are separate customers that link to the main parent company.

You can also specify a customer's approved suppliers for materials, parts, and subcontract operations.

Customer records are crucial for capturing opportunities, creating sales orders, and generating accounts receivable invoices.

Once a customer record is created, use the Customer Search window to search for and select a specific customer record. The search results can be sorted by Customer ID, Type, Group, City, State/Province, Country, Postal Code, Phone, and Tax ID. The Tax ID number is important in some countries as businesses identify customers through their Tax IDs.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Accounts Receivable > Setup > Customer
- Financial Management > Deferred Revenue Accounting > Setup > Customer
- Financial Management > Multi-Site > Setup > Customer
- Production Management > Material Requirements Planning > Setup > Customer
- Sales Management > Customer Relationship Management > Setup > Customer

- Sales Management > Demand Management > Setup > Customer
- Sales Management > Order Management > Setup > Customer
- Sales Management > Quote Management > Setup > Customer
- Service Management > Field Service > Setup > Customer
- Service Management > Field Service Integration > Setup > Customer

App and Their Modifiers

You leverage and modify the customer functionality in the following Apps.

Customer Maintenance

You use Customer Maintenance to both create global records within parent companies and then pull in these global customer records within child companies. You also use this app to create records for companies who will be intercompany trading partners.

Items you modify:

- **Global** -- Specifies if this customer record is available for use in other companies. When selected, Kinetic automatically copies any updates made to this global customer record to any records linked to it in a child company. When selected, the Global indicator is highlighted.

  If the IC Trader check box is selected, you cannot select the Global check box.

- **Global Lock** -- Indicates that this global customer record cannot be updated through changes made by the parent company.
- **IC Trader** -- Indicates this customer's transactions can be moved between another company defined as an inter-company trading partner. When selected, the IC Trader indicator is highlighted.
- You cannot select this check box if the Global check box is selected.
- **Terms** -- Use this drop-down list to define the default selling terms used with this customer record. If the current customer is an inter-company trader, you select a selling terms record which is identical to the purchasing terms record selected on the supplier trading partner.

External Company Configuration

Launch this app to create inter-company trading partnerships. You define these partnerships on the **Detail > Company Information** card.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

Items you modify:

- **Customer ID** -- Select the customer identifier for the external company. This indicates the external company can purchase items from the current company.
- **Partner Customer ID** -- Select the customer identifier for the current company. This indicates the current company can purchase items from the external company.
- **Partner Supplier ID** -- Select the supplier identifier for the current company. This indicates the current company can sell items to the external company.
- **Supplier ID** -- Select the supplier identifier for the external company. This indicates the external company can sell items to the current company.

Logic Algorithms

The customer functionality uses this logic to calculate its results.

Global Customers

When the **Global** check box is selected, this record is passed to other companies via the multi-company server process. Child companies can then launch Customer Maintenance and pull in this record through the **Link Customer** functionality.

Inter-Company Trading

When the **IC Trader** check box is selected, you indicate this customer record can be used to process inter-company purchase orders (ICPOs). You can then select this customer record within **External Company Maintenance** in the **Inter-Company Trading** section.

Example(s)

The following example(s) illustrate how you use the customer functionality.

Inter-Company Trading Example

You are setting up an inter-company trading relationship between two companies, Brown and Blue, within your organization. You navigate to the Brown company. You first create Net 30 purchasing and selling terms, making sure both terms records are identical. You then launch Customer Maintenance and enter both companies, indicating these records are IC Traders. Likewise you launch Supplier Maintenance, enter these companies as suppliers, and indicate these records are IC Traders.

You now launch External Company Maintenance. After you select Multi-Company as your External System, you define the trading partnership within the Inter-Company Trading section. You select the Enable check box to activate this functionality. You then define the following options, clicking on each drop-down list:

- **Supplier ID** -- BLUE
- **Partner Customer ID** -- BROWN (current company)

- **Customer ID** -- BLUE
- **Partner Supplier ID** -- BROWN (current company)

After you save this record, you navigate to the Blue company and do the same thing. While in External Company Maintenance, however, you select the following records:

- **Supplier ID** -- BROWN
- **Partner Customer ID** -- BLUE (current company)
- **Customer ID** -- BROWN
- **Partner Supplier ID** -- BLUE (current company)

Now these two companies can create inter-company purchase orders (ICPOs) and buy/sell parts and services from each other.

Earliest Apply Date Entry

Use **Earliest Apply Date Entry**to prevent business transaction types from posting in open fiscal periods. You can define a date to resume posting transactions on a module by module basis or company wide.

The Earliest Apply Date set on the **Detail** card is the first date on which you can apply any financial transaction in a company. When you first set up a new company, ensure the Earliest Apply Date value is on a date or in a period **prior to** the date you will load financial data into Kinetic. This prevents errors from displaying when you enter or import financial data into your new company.

When you define an Earliest Apply Date for a specific module, this date applies to all transaction types for that module. Set up specific earliest apply dates for any of the following modules:

- Cash Management
- Accounts Receivable
- Accounts Payable
- Inventory and Production
- Asset Management
- Payroll

If at any time you need to prevent posting to an open period for a specific module, enter a new earliest apply date type and define the date or period to resume posting.

Example Your company does not typically close periods on the actual closing date because extra time is often needed to account for adjustments. However, to accurately track Accounts Payable transactions, you need to be able to prevent posting to a period after the ending date passes (for example, Period 5 - May 31). In this example, add a **New Type** to Earliest Apply Date Maintenance for the **Accounts Payable** module, and define June 1 of the current year as its Earliest Apply Date. This prevents any Accounts Payable GL transactions from posting prior to the actual/current period.

Use Earliest Apply Date Entry separately or in conjunction with the process. The Close Period Entry process closes periods specific to a book.

Apps and Their Modifiers

You leverage and modify the Earliest Apply Date functionality in the following app.

Earliest Apply Date Entry

Menu Path: Financial Management > General Ledger > General Operations > Earliest Apply Date

Available modifiers:

- **Define By** -- Indicates how you wish to select the earliest apply date. Options:
    - • **Date** - Activates the **Earliest Apply Date** field. You can select or enter any specific calendar date.
    - • **Fiscal Period** - Activates the **Fiscal Year/Period** search button. The available fiscal period choices are based on the company calendar you set up from the **Company Configuration** app.

Logic/Algorithms

The Earliest Apply Date functionality uses this logic to calculate its results.

All transactions post either on or after the Earliest Apply Date defined for the specific module.

Example(s)

The following example(s) illustrate how you use the Earliest Apply Date functionality.

You are implementing the Accounts Payable module within the Athens company. You use Earliest Apply Date Entry to define that transactions can post to the general ledger from this module on May 15th of the current year.

Exchange Rate Entry

Use **Exchange Rate Entry**to define specific exchange rates for each currency pair. Kinetic uses these rates to calculate converted amounts on international transactions.

An exchange rate converts the value of one currency into an equivalent value in another currency. You enter exchange rates by creating an exchange rate record. You first select the **rate type** that will handle the exchange rates. The rate type first defines the currency pairs, each of which consist of an

original, or **source** currency and a receiving, or **target** currency. The rate type also defines the conversion rule such as Direct, Cross-Rate, Double Cross-Rate used on each currency pair.

You next define the **Effective Date** for the exchange rates. The application uses these starting from this date until the application clock reaches the Effective Date on the next exchange rate record.

You can enter the exchange rates for each currency pair directly through this app. You can also import the rates from an external file generated by **Epicor Service Connect**. This import app is located under the **Actions** menu. Each exchange rate indicates how many units of the target currency are needed to buy one unit of the source currency. When you enter a business transaction in one currency, the application uses this exchange rate to convert this value into equivalent values as this transaction is tracked on various records, books, sites, and companies throughout your organization.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Currency Management > General Operations > Exchange Rate Entry

Apps and Their Modifiers

You leverage and modify the exchange rate functionality in the following app.

Exchange Rate Entry

Available modifiers:

- **Effective Date**-- Defines the date on which the exchange rates begin.
- **Rate Type**-- Indicates the Rate Type against which these exchange rates apply. You create rate types within Rate Type Maintenance.
- **Rate Value**-- Defines the specific exchange rate value you need for each currency pair.

Logic/Alogorithms

The exchange rate functionality uses this logic to calculate its results.

- **Direct Conversion** = Source Currency Amount x Target Currency Exchange Rate
- **Inverse Conversion** = Source Currency Amount/Target Currency Exchange Rate
- **Cross Rate Conversion** = (Source Currency Amount x Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Alternate Cross-Rate Conversion** = (Source Currency Amount x Alternate Interim Currency Exchange Rate) x Target Currency Exchange Rate

- **Double Cross-Rate Conversion** = ((Source Currency Amount x Interim Currency Exchange Rate) x Alternate Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Reverse Double Cross-Rate Conversion** = ((Source Currency Amount/Interim Currency Exchange Rate)/Alternate Interim Currency Exchange Rate)/Target Currency Exchange Rate

Example(s)

The following example(s) illustrate how you use the exchange rate functionality.

You are converting a transaction from Singapore Dollars (SGD) to Japanese Yen (JPY). If you do not use a scale factor, the conversion values are the following:

- Source Currency: SGD
- Target Currency: JPY
- Actual Rate: 0.007716 (1 JPY = 0.007716 SGD
- Actual Rate: 129.59 (1 SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverse Conversion: SGD Amount = JPY Amount * 129.59

If you use scale factors, however, the conversion values are the following:

- Source Currency: SGD
- Source Scale Factor: 1
- Target Currency: JPY
- Target Scale Factor: 100
- Display Rate: 0.7716 (100JPY = 0.7716 SGD)
- Display Rate: 1.2959 (1SGD = 129.59 JPY)
- Actual Rate: 0.007716 (1JPY = 0.007716)
- Actual Rate: 129.59 (1SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverted Conversion: SGD Amount=JPY Amount * 129.59

Fiscal Calender Maintenance

Use **Fiscal Calendar Maintenance** to set up fiscal calendars.

A fiscal calendar defines a company's calendar in relation to financial reporting. Fiscal Calendar Maintenance supports multiple calendars with one calendar defined as the company calendar. Only one calendar can be assigned to each book. Calendars can have flexible start dates, number of periods, and lengths.

Example A business wants to have a calendar that represents their fiscal year according to their operations which run from October 1st through September 30th, while they must calculate their taxes based on a calendar year.

The fiscal calendar contains a sequence of fiscal years. Fiscal years in one fiscal calendar cannot overlap and there cannot be gaps between years. Once you create a fiscal year, use the Generate Periods command to generate its fiscal periods.

You can perform the following procedures that relate to fiscal calendars:

- Assign a fiscal calendar as the default company calendar.
- Assign a fiscal calendar to the Asset Management module.
- Assign a fiscal calendar to a book.

Do not confuse fiscal calendars with production calendars. A **Production Calendar** defines the day-to-day schedule needed to produce and deliver products through manufacturing centers. A **Fiscal Calendar** defines years and fiscal periods required to report on financial activity.

App Location and Modifiers

The following section details the location(s) where you can access the Fiscal Calendars functionality from the Main Menu. It also describes the values you can change for this item.

Fiscal Calendar Maintenance

Use Fiscal Calendar Maintenance to determine the periods during which journals post.

Launch this app from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > Fiscal Calendar

Modifiers you define in this app:

- **Description**-- Displays the concise explanation for the fiscal calendar. Use this text field to help explain the purpose of the fiscal calendar.

- **End Date**-- Indicates the last date on which the fiscal calendar is active.
- **Start Date**-- Indicates the first date on which the fiscal calendar is active.

Logic/Algorithms

The Fiscal Calendars functionality uses this logic to calculate its results.

EachThe book must have one fiscal calendar selected for it.

Example(s)

The following example(s) illustrate how you use the Fiscal Calendars functionality.

A business may want to have a calendar that represents their fiscal year according to their operations which runs from October 1st through September 30th, while their taxes may need to be calculated based on a calendar year.

General Ledger Account Maintenance

General Ledger Account Maintenance defines valid general ledger (GL) accounts for a chart of accounts (COA).

General ledger accounts contain the natural account segment and other controlled segments. You cannot include dynamic segments in GL accounts. Posting rules set the value of most dynamic segments.

This app determines:

- Valid entries for the selected COA - Kinetic validates GL transactions that post to the COA against the accounts defined in this app.
- The available values in fields used for GL account entry - For example, Kinetic limits entries in the GL Account field to Master COA accounts in . As a result, the Master COA must define all accounts needed to post from these fields.
- The effective dates for accounts - Effective dates allow the COA to reflect changes in the company's structure or business. For example, an account designates a product line discontinued at the end of the year. Set the To Date field to the year's end when you define the account. As a result, an error occurs if a journal that uses the account posts to the COA after the end of the year.
- Whether to preserve the account's description and active status during automatic account updates.
- Whether to use the account for inter-company processing. Inter-company processing updates multi-company accounts defined in the COAs of a parent company and its subsidiaries.

If the green **Global** indicator displays, the selected chart of accounts is a global COA. If you are currently working in a subsidiary company (a company which has received the global COA from the parent company), by default you cannot make changes to the GL accounts. However, if you select the **Global Lock** check box, changes made in the parent company no longer transfer to the subsidiary, and you can make changes to the local GL accounts in the subsidiary.

In child companies, the **Global Account** indicator is green if the selected GL account came from the parent company via the global COA functionality. For more information on the Global COA functionality, refer to the Chart of Accounts Structure Maintenance topic in the Application Help.

Chart of Accounts Structure Maintenance designates a segment as dynamic or controlled. **Account Segment Values** defines values used to generate accounts through **GL Account Maintenance**.

Definition of a single GL account constitutes use of the COA. Use of a COA blocks the addition of controlled segments. Use of a segment value blocks changes to the value in Account Segment Values.

Example The following example (based on the Master COA) illustrates how segment properties affect GL account codes. Define the segments and enter the settings that display in the following table.

Segment	COA Settings	Valid Values
1	Segment type: Controlled Entry control: Natural Account	1000, 2000, 3000 (Segment values defined in Account Segment Values)
2	Segment type: Controlled Entry control: Optional	10, 20 (Segment values defined in Account Segment Values for these Departments)
3	Segment type: Dynamic Entry control: Optional 3	Dalton, Addison (Segment values created for these Customer IDs)

Designate 1000-10 and 2000-20 as valid GL accounts in General Ledger Account Maintenance. The following table shows how Kinetic validates journal account codes when they post to the GL.

Account Code	Valid or invalid?
1000-10 and 2000-20	Valid combination of defined segment values
1000-20 and 2000-10	Invalid combination of defined segment values
1000-10-Dalton	Valid combination of defined segment values and customer ID
2000-10-Dalton	Invalid combination of defined segment values and customer ID
1000-__-Dalton	Valid combination of a defined segment value and customer ID as the second segment is optional.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > General Ledger Account

App Location and Modifiers

The following section details the location(s) where you can access the General Ledger Accounts functionality from the Main Menu. It also describes the values you can change for this item.

General Ledger Account Maintenance

Use General Ledger Account Maintenance to define valid general ledger accounts for a selected COA.

Launch this app from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > General Ledger Account

Modifiers you define in this app:

- **Active**-- Indicates whether this GL account is currently used by Kinetic.
- **Chart of Accounts**-- Use this drop-down list to select the COA for which you want to create general ledger accounts.
- **Description**-- Defines the text used for the GL account. This value prints on reports and displays in Apps which use this account. Enter the text you need in this field. By default, this value includes the name of the natural account and the abbreviated descriptions of the other segments.

- **Effective From Date and Effective To Date**-- This date range defines the time period during which this GL account can be used for posting. The From Date defines the first day on which this GL account can be used. If the To Date field is blank, the current GL account can be used for posting indefinitely (or end when its Active check box is clear).
- **GL Account**-- Use this field to either create a new GL account or select an existing GL account. To create a new account, click the drop-down list and select the chart, division, and department options as you need. To search for an existing GL account, click the GL Account button to find and select it.
- **Multi-Company** -- Indicates whether this account is used for inter-company processing. During this process, all multi-company accounts update within the book COAs of a parent company and its subsidiaries. If you select this check box, the current GL account is included in this process.
- **Preserve Activation**-- Indicates whether the current GL account should remain active during automatic account updates. These updates occur while accounts generate within Chart of Accounts Structure Maintenance.
- **Preserve Description**-- Indicates whether the Description text cannot be deleted during automatic account updates. These updates occur while accounts are generated within Chart of Accounts Structure Maintenance.

Logic/Alogorithms

The General Ledger Accounts functionality uses this logic to calculate its results.

General ledger accounts define the accounts used for posting to the general ledger.

Example(s)

The following example(s) illustrate how you use the General Ledger Accounts functionality.

Effective Dates Example

An account is defined to record financial transactions for a product line. This product line will be discontinued at the end of the year. When you create the account, you set the To Date field to the last day of the year. As a result, an error occurs if a journal that uses the account is posted to the COA after the end of the year.

Segment Properties Example

The following example illustrates how segment properties affect general ledger account codes. You define the segments and enter the settings shown in the following table.

Segment	COA Settings	Valid Values
1	Segment type:	1000, 2000, 3000 (Segment values defined in the Account Segment Values app)

Segment	COA Settings	Valid Values
	Controlled Entry control: Natural Account	
2	Segment type: Controlled Entry control: Optional	10, 20 (Segment values defined in the Account Segment Values app for these Departments)
3	Segment type: Dynamic Entry control: Optional	Dalton, Addison (Segment values created for these Customer IDs)

You designate 1000-10 and 2000-20 as valid general ledger accounts in General Ledger Account Maintenance. The following table shows how the application validates journal account codes when posted to the general ledger.

Account Code	Valid or invalid?
1000-10	Valid combination of defined segment values.
1000-20	Invalid combination of defined segment values.
1000-10-Dalton	Valid combination of defined segment values and customer ID.
1000-Dalton	Valid combination of a defined segment value and customer ID. The second segment is optional.

GL COA Reference Type

Use **GL COA Reference Type Maintenance** to define reference types and reference type masks placed against a chart of accounts (COA) segment. Reference type values classify campaigns, projects, and other items with a fixed life for use in financial reporting.

General ledger (GL) account and chart trackers display the information reference types generate.

When you create a reference-type segment in **Chart of Accounts Maintenance**, you can then define types and masks for the segment. You can associate a single reference-type segment with multiple reference types and associate a single reference type with multiple masks. Account masks determine the GL accounts that include the reference-type segment and whether including this segment is required or optional.

In some cases, two types can have masks that match the same account. In this case, Kinetic uses the type with the mask that most closely matches the account for the transaction. For example, a

type that includes a mask for account 2300-10-00 takes priority over a type with a mask of 2300-1_-00.

You can define a different set of reference types and masks for each COA, but use of a standard set of types across all charts of accounts permits a broader analysis of company data.

You determine the value of a reference-type segment when a transaction posts. **Account Segment Values** define the segment value associated with your selection. You do not need to define values for this segment in the GL controls or through the use of posting rules.

Because reference-type segments are set manually, leverage them to classify items that cannot be set by values in posted journals. For example, define a reference type to classify businesses as corporations or sole proprietorships because this information is unavailable from customer or supplier records.

Example Create a reference type to classify travel expenses employees incur. In Chart of Accounts Maintenance, define a reference-type segment for the Master COA.

In GL COA Reference Type, select the COA and segment, and create a **Travel** reference type. Define mask 2300-__-__. This mask includes the natural account segment used for employee vouchers with the division and department segments masked. Designate the mask status as required.

In Account Segment Values, select the segment mask and define segment values for the options Lodging, Air Fare, and Per Diem. Since the mask is required, you must designate your expenses as Lodging, Air Fare, or Per Diem when you post.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > GL COA Reference Type

Apps and Their Modifiers

You leverage and modify the GL COA reference type functionality in the following Apps.

GL COA Reference Type Maintenance

You create GL COA Reference Types within this app. Items to modify:

- **Type** -- Groups the type's account masks in this app and the type's values in the Account Segment Values app. You can associate a reference-type segment with multiple types.
- **Description** -- Text which defines the type on financial maintenance Apps and reports.

Account Segment Values Maintenance

You select an account segment's reference type within this app.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > Account Segment Values

To define a reference type for a segment:

- **Reference Type** -- Use this drop-down list to select a reference type you created in GL COA Reference Type Maintenance.

Chart of Accounts Structure Maintenance

You define which account masks are used with a reference type segment within Chart of Accounts Structure Maintenance.

Menu Path: Financial Management > Multi-Site > Setup > Chart of Accounts

You use select reference account masks as part of Entry Control:

- **Mandatory** - Indicates the segment must be included in general ledger accounts.
- **Natural Account** - Designates the segment is either optional or mandatory for each natural account value. You define natural account values within **Account Segment Values Maintenance**.
- **Optional** - General ledger accounts which do not have this segment may still post amounts to the general ledger.
- **Reference Account Mask** - Indicates the segment is optional or mandatory for an account mask defined in **GL COA Reference Type**. You can only select this option on reference-type segments.

Logic/Algorithms

The GL COA reference type functionality uses this logic to calculate its results.

When you associate a reference type with a chart of accounts (COA) segment, you can select a segment value for a posted transaction.

Example(s)

The following example(s) illustrate how you use the GL COA reference type functionality.

You want to track the marketing campaign expenses for your BlueBox product. You define a reference type mask for this campaign. You then select this mask on the account segment you wish to reference.

GL Control Maintenance

General ledger control codes define the accounts and journal codes available during the posting process for a specific transaction. All the posting accounts Kinetic uses for each business transaction are defined through **GL Control Maintenance**.

GL controls are used in the posting hierarchy. Business entities are at the top of this hierarchy; they are the database tables/fields which hold the data needed for the posting process. The items directly below business entities in the hierarchy are GL control types. Each GL control type is linked to a specific business entity, and so the business entity defines what areas of the database the GL control type updates through its account and journal contexts. GL control types are templates used by the third and final level of this hierarchy -- GL controls. A GL control uses the account contexts specified through the GL control type to define the specific accounts which update for each transaction.

You can create and modify GL controls to extend the posting functionality. First, link a GL control to a GL control type; each GL control uses the account and journal contexts from the control type as a template. The GL control then uses these templates to determine the specific account string and journal code to use with a business transaction.

You can associate one or more GL controls with a record in a setup (maintenance) app. Each control associated with a record must belong to a different GL control type. The association allows the use of control values when the record applies to a posted transaction.

During posting, the posting rules defined in **GL Transaction Type Maintenance** use GL controls to createtransaction details. The posting rules access account values through the references to the account contexts defined on the linked GL control types. Often, GL control accounts lack values for one or more segments. The posting rules then use posted transaction data to define these segment values.

Example The AR Account and AP Account control types reference the Company business entity.

- You define GL controls based on both types and apply them to Company A in Company Configuration.
- You post a transaction that belongs to Company A.
- The posting rules for the GL transaction type use the GL controls' account references to create the accounts for the company journals.

Example

- You add a Landed Cost account context to the AP Account GL control type.
- You then create a GL control under the AP Account GL control type.

- You can now enter a GL account in the Landed Cost account context in the GL control.
- You now apply this GL control to a company record (Company Configuration).

Ensure the new account contexts are appropriate for the business entities against which the type applies.

When journal codes are linked with GL controls, applicable transactions the posting process creates are recorded in associated journals. As a result, you can track and report on journals by the generated journal code.

You cannot associate GL controls with Apps where users select posting accounts when they enter transactions. Examples of this type of app include **AP Adjustment Entry** and **Cash Receipt Entry**. The Master Chart of Accounts (COA) defines the accounts available to users of these Apps.

If you modify or delete GL control codes, it can cause invalid journals to generate. Verify the posting processes which use the GL control create valid accounts after the changes.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > GL Control Code

App Location and Modifiers

The following section details the location(s) where you can access the GL Controls functionality from the Main Menu. It also describes the values you can change for this item.

GL Control Maintenance

Use GL Control Maintenance to create and modify GL controls. You then assign these controls to specific records within maintenance Apps. To launch this app from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > GL Control Code

Modifiers you define in this app:

- Account-- Specifies an account referenced by the posting processes to which the control applies. Posting process rules use this reference to define journal accounts. You can link as many accounts as you need to the GL control.
- Type-- Use this drop-down list to define the GL control type to which you need to assign the current GL control.

Logic/Algorithms

The GL Controls functionality uses this logic to calculate its results.

GL controls determine the account strings and journal codes used to record financial transactions for a specific record.

Example(s)

The following example(s) illustrate how you use the GL Controls functionality.

The AR Account and AP Account control types reference the Company business entity. You define GL controls which use both types. You then select them as GL controls for the Company A record within Company Configuration . A transaction for Company A posts to the general ledger. The posting rules use the account strings selected on the GL controls to record both the AP and AR transactions and generate the appropriate journal codes.

GL Control Type Maintenance

General ledger (GL) control types group together account contexts, journal contexts, and business entities used to define the accounts generated through GL controls. Use **GL Control Type Maintenance** to create and edit the GL control types you use with the current company.

GL control types define:

- **Account contexts** - GL controls linked to the GL control type use its account contexts to specify the books and accounts to which GL transactions post. The posting rules specified within the GL transaction type use this account information to define each GL detail. You can view and modify posting rules within **GL Transaction Type Maintenance.**
- **Account entry defaults for GL controls** - These default values limit how an account maps to a book or requires you use a specific account with all GL controls linked to the GL control type.
- **Journal contexts** - The journal contexts associate journal codes with the GL controls linked to the GL control type. Journal codes group journals created through the posting process which apply to the business transaction.
- **Business Entities** - The business entities defined on the GL control type indicate against which database tables the GL control type is used. Business entities define items such as Customer, Supplier, Project, Product Group, Part, and so on, and are at the top of the hierarchy which generates accounts during the posting process. The items directly below business entities in the hierarchy are GL control types. Each GL control type links to a specific business entity, and so the business entity defines what areas of the database the GL control type updates through its account and journal contexts. GL control types are the templates the third and final level of this hierarchy (GL controls) use. A GL control uses the account contexts

specified through the GL control type to define the specific accounts which update for each transaction.

You can modify GL control types to extend the posting functionality. Ensure the new account and journal contexts are appropriate for the business entities selected on the GL control type.

Epicor ERP comes with a set of predefined GL control types. These predefined GL control types correspond to the Apps that maintain GL controls that apply to posted transactions. You can create a GL control type to support a new accounting process or to integrate Kinetic with another financial application.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > GL Control Type

App Location and Modifiers

The following section details the location(s) where you can access the GL Control Types functionality from the Main Menu. It also describes the values you can change for this item.

GL Control Type Maintenance

Use GL Control Type Maintenance to create and modify GL control types to reflect the account contexts, journal contexts, and business entities you need for all GL controls. To launch this app from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > GL Control Type

Modifiers you define in this app:

- **All Books**-- Indicates whether the account context can map to multiple books.
- **Book**-- Optionally, use this drop-down list to select a specific book. This account context can then only be mapped within the selected book.
- **Business Entity**-- An Entity modifier, use this drop-down list to define the business entity for which the GL control type uses. All the available business entities display on this list.
- **Context**-- Describes the purpose for the account context. Enter the context you need in this field; for example, bank fee.
- **Journal**-- A Journal Context modifier, use this drop-down list to define the journal to which the GL control type uses. All the journal codes available within your application display on this list; you create these codes within Journal Code Maintenance.

- **Required**-- Indicates whether an account must be defined for this account context. If you select this check box, you must define the account for GL codes which use this GL control type.
- **User Master Chart**-- Indicates whether the current account context requires a master COA. If you select this check box, you can only use this account context for accounts defined as part of the Master COA. When you select this check box, the Master COA displays in the accompanying field.

Logic/Algorithms

The GL Controls functionality uses this logic to calculate its results.

GL controls determine the account strings and journal codes used to record financial transactions for a specific record.

Example(s)

The following example(s) illustrate how you use the GL Controls functionality.

The AR Account and AP Account control types reference the Company business entity. You define GL controls which use both types. You then select them as GL controls for the Company A record within Company Configuration . A transaction for Company A posts to the general ledger. The posting rules use the account strings selected on the GL controls to record both the AP and AR transactions and generate the appropriate journal codes.

GL Transaction Type Maintenance

GL Transaction Type Maintenance defines the processes you use to post accounts and journals. The posting process provides a unified series of rules which are applied against specific business transactions.

Each posting process uses one or more GL transaction types. Each GL transaction type has a set of elements - posting codes, functions, and amounts - specific to its posting process. These elements contain data the posting rules need to build account and journal details. It also contains a set of rules each book uses; each rule set can contain the functions, pre-posting rules, reference rules, and posting rules needed to post business transactions which match the GL transaction type. These rules are flexible and can be modified to meet the needs of a specific book.

The Virtual Business Document (VBD) and Posting Rules are upgraded only if there is an actual change, improving the performance of the conversion app when a new service pack is released. Refer to the **Transaction Type Conversion** application help topic for detailed information on how the conversion app updates GL transaction types during an upgrade to a new service pack or a new version of the product.

Use this app to do the following:

- Define the active revision you need to post transactions. This applies the posting codes, amounts, pre-posting rules, functions, business activity queries, posting rules, reference rules, and other items defined within the revision. For example, you can define a transaction type revision so it matches a business process within the current company, or you can define a revision to integrate Kinetic with other applications.
- Summarize the journals posted to a book by transaction type. As you post invoices, vouchers, and other transactions, a large number of detail records can generate within the database. Use summary journals to reduce how many financial transactions save to general ledger tables.
- Define the posting codes, amounts, and other elements used to post transactions for this type. Posting codes determine the attributes you use with the accounts and journals.
- Define the rules used to post transactions. Posting rules can create a single detail or a pair of balancing details. These rules determine the detail line amount, the account to which the detail posts, and whether the detail amount debits or credits the account. In some cases, the rules create a GL control used to store account contexts for later processing. Pre-posting rules define the defaults used when you manually enter general ledger accounts.

If you modify or delete posting rules, it can cause Kinetic to generate invalid journals. Display results in the Review Journal to ensure new and modified posting rules create valid transactions. You should also first run your modified rules on a test server so that you avoid the risk of posting invalid journals to the general ledger. For more information on how to create and edit posting rules, review the Posting Engine Technical Reference Guide. This guide also contains a reference section which documents the extended set of posting rules. It is available in the application help; use the help Table of Contents and navigate to the General Ledger > Working With section.

Note that you cannot create a new transaction type. Instead, add a new revision to an existing transaction type. You can assign revisions to different books. Each book has settings that also affect the posting process. These settings include the chart of accounts, fiscal calendar, and currency the book uses. The general ledger control used by the posting process defines the accounts that posting rules use. You can set up the posting rules in one book and then use these same rules in another book.

Example You define a rule for a journal which generates when a sales order posts. The rule obtains the warehouse ID for the inventory sold and sets the value of a dynamic segment based on the ID.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > GL Transaction Type

This app is not available in Epicor Web Access.

App Location and Modifiers

The following section details the location(s) where you can access the GL Transaction Type functionality from the Main Menu. It also describes the values you can change for this item.

GL Transaction Type Maintenance

Use GL Transaction Type Maintenance to create and update the posting rules for transaction types. To launch this app from the Main Menu:

Menu Path: Financial Management > General Ledger > Setup > GL Transaction Type

This app is not available in Classic Web Access.

- Financial Management/General Ledger/Setup/GL Transaction Type Maintenance

Modifiers you define in this app:

- **Always a single Active Revision**-- Select this radio option to indicate that only one active revision can be used with this transaction type at a time. You cannot activate other revisions while you are in this mode.
- **Detailed Description**-- Displays the purpose of the transaction type. For example, Posting AP Logged Invoice.
- **Manually review all transactions**-- Indicates that all of the GL transactions generated by the current transaction type will display within the Review Journal. Activate this mode after you have modified or created a transaction type; you can then use the Review Journal to verify you are generating the results you want.
- **Select an Active Revision by Date**-- Select this radio option to indicate you can use different active revisions for the current transaction type. The application uses the Apply Date value on a journal to calculate which active transaction type to use.
- **Transaction Type**-- Defines the specific transaction type you are creating or modifying.

Logic/Algorithms

The GL Transaction Type functionality uses this logic to calculate its results. GL transaction types contain the posting rules logic for a specific business activity within your database.

Example(s)

The following example(s) illustrate how you use the GL Transaction Type functionality.

You define a rule for a journal generated when an AR invoice posts. The rule pulls in the warehouse ID for the inventory amount which was sold; this value is puled from the sales order linked to AR invoice. The posting rule sets the value of a dynamic segment based on the warehouse ID.

Journal Code Maintenance

Journal Code Maintenance defines codes used to group journals associated with posting processes.

System journal codes can apply to journals through association of a posting process with a GL control. You can then track and report on journals by code. Some posting processes use default codes when a GL control does not supply a journal code.

In addition, consolidation definitions apply the codes to journals posted from source books to intermediate and target books. The application allows the use of the groups to validate and track consolidation journals.

Example The pre-defined journal code SJ (Sales Journal) is meant to apply to journals used to post Accounts Receivable (AR) invoices. The code SJ is associated with the GL control used to post journals from AR Invoice Entry. The application applies the code to journals posted from the app. This mechanism allows reports and trackers to group sales transactions by the code.

You can create a journal code to group:

- Month-end journals
- Consolidation journals - These codes can group journals used to **Consolidate to Parent** and **Import Consolidation from Subsidiary**.
- Transactions created by new accounting GL transaction types defined in **GL Transaction Type Maintenance**. Creation of a GL transaction type is a significant customization of the application.

Kinetic includes pre-defined journal codes for posting processes run from application Apps. Creation of a company results in generation of a set of pre-defined codes. The application includes the predefined journal codes in the following table:

Code	Description	Process
AJ	Adjustments Journal	Adjustment entry in AP or AR
AMJ	Asset Management Journal	Asset posting process in Asset Management
CD	Cash Disbursements Journal	Check entry in AP
CR	Cash Receipts Journal	Cash receipt entry in AR
GJ	General Journal	Manual journals entered in Journal Entry
IJ	Inventory Journal	Capture COS/WIP Activity in Job

Code	Description	Process
		Management
PJ	Purchase Journal	Invoice entry in AP
PR	Payroll Journal	Payroll check entry in Payroll
SJ	Sales Journal	Invoice entry in AR

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > Journal Code

App Location and Modifiers

The following section details the location(s) where you can access the Journal Codes functionality from the Main Menu. It also describes the values you can change for this item.

Journal Code Maintenance

Use GL Transaction Type Maintenance to create and update the posting rules for GL transaction types. To launch this app app from the Main Menu:

- Financial Management/General Ledger/Setup/Journal Code Maintenance

Modifiers you define in this app:

- **Description**-- Indicates the purpose for the journal code. This text value displays on various reports and Apps.
- **Journal Code**-- Defines the code you use to identify this journal. When you use a journal code with a GL control, it applies the journal code to all the journals created through the GL control.
- **System Journal**-- Select this check box to indicate that this code is applied to default journals generated by the application.

Logic/Algorithms

The Journal Codes functionality uses this logic to calculate its results.

Journal codes determine the journal contexts on GL control types.

Example(s)

The following example(s) illustrate how you use the Journal Codes functionality.

The pre-defined journal code SJ (Sales Journal) applies to journals that post AR invoices. The code SJ is linked to the GL control which posts journals from AR Invoice Entry. The application applies the

code to journals posted from the AR Invoice Entry app. Reports and trackers then group sales transactions by the SJ (Sales Journal) code.

Part Maintenance

Use **Part Maintenance**to enter or update part information. Parts are either purchased items you use for raw materials or subassemblies or manufactured items you use to fill sales orders.

Each part record contains crucial data you may need for purchase or production needs. A part record contains general information such as part number, description, and search criteria. Also, a part record defines inventory information, which includes unit of measure (UOM) options for sales, purchases, inventory, non-stock classifications, serial number tracking, and weight values. You also define warehouse and bin information for each part, including Minimum, Maximum, and Safety Stock quantities. If this part is included in a sales kit, define these parameters as well.

When you set up a part, you can access it from each site within the company, and use it on jobs. You can also select parts as materials on quote, job, or part methods of manufacturing. If you use the Engineering module, purchased or manufactured parts on a bill of material must have a record set up in Part Maintenance.

Most modules do not require parts to exist in Part Maintenance, but it is recommended that you enter parts in this app, as each record requires little data and can save you data entry time later.

Menu Path

Navigate to this app from the Main Menu

- Material Management > Inventory Management > Setup > Part
- Material Management > Purchase Contracts Management > Setup > Part
- Material Management > Purchase Management > Setup > Part
- Material Management > Supplier Relationship Management > Setup > Part
- Production Management > Engineering > Setup > Part
- Production Management > Job Management > Setup > Part
- Production Management > Material Requirements Planning > Setup > Part
- Production Management > Quality Assurance > Setup > Part
- Sales Management > Configurator Management > Setup > Part
- Sales Management > Demand Management > Setup > Part

- Sales Management > Order Management > Setup > Part
- Service Management > Field Service > Setup > Part
- Service Management > Field Service Integration > Setup > Part

Apps and Their Modifiers

You leverage and modify the part functionality in the following app.

Part Maintenance

You indicate specific parts are global records within this app. You also indicate whether is part can be used for consolidated purchasing. You define these values on the **Part > Detail** card.

items you modify:

- **Global** -- Specifies if this part record is available for use in other companies. When selected, Kinetic automatically copies any updates made to this global part record to any records linked to it in a child company. When selected, the Global indicator is highlighted.
- **Global Lock** -- Indicates that this global part record cannot be updated through changes made by the parent company.
- **Consolidated Purchasing** -- Indicates the part can be used on a consolidated purchase order. When a parent company creates a purchase order for this part, child companies can receive part quantities from this global PO.

Logic Alogorithms

The part functionality uses this multi-company logic.

Global Customers

When the **Global** check box is selected, this record is passed to other companies using the multi-company server process. Child companies can then launch Customer Maintenance and pull in this record through the **Link Customer** functionality.

Consolidated Purchasing

When the Consolidated Purchasing check box is selected, it indicates the part can be used on a consolidated purchase order. When a parent company creates a purchase order for this part, child companies can receive part quantities from this global PO.

Example(s)

The following example(s) illustrate how you use the part functionality with multi-company processes.

You create a record for XUY-764, a part you purchase. You are in the parent company, so you select the Global check box. After you save the record, users in child companies within your organization can link to this record. Now any changes you make to the XUY-764 global part record automatically populate the linked records within the child companies.

Rate Type Maintenance

Use **Rate Type Maintenance**to create and update currency rate types your company uses. Rate types define the conversion rules Kinetic applies against all possible source and target currency pairs available within your company.

Each rate type is a collection of overall default rate values and conversion rules. You first define the overall rate values for the group. For example, the **Cross-Rate Currency** and **Alternative Cross-Rate Currency** values define additional, **Interim** currencies used by specific conversion rules in the group.

You next define how each currency pair is converted using this rate type. Each pair consists of a **source currency** that indicates the original currency used in the transaction, and a **target currency** that indicates the currency used for the final amount. Each target and source currency pair must have a conversion rule selected that defines the method used to calculate the converted amounts between the two currencies.

You can also indicate that a specific rate type is a **global** record. If your organization requires a multi-company environment, you can create parent rate types in one company, define them as global records, and then have child companies link to these records. You activate these global rate types within each company using . If changes are made to the parent rate type, these changes automatically update the linked rate type records within the child companies. This ensures you use consistent currency conversion rules throughout your organization.

Depending on your company needs, you may need to create different rate types for different business purposes. For example, you need one rate type to convert the official rates required on invoices, but for management purposes, you also need another rate type that defines conversions that use daily buy and sell rates. Each rate type is used to accurately convert currencies to reflect business activity needs.

When a new company is created in the database (via the Epicor Administration Console), a new rate type is automatically created. Its Code is **MAIN**, and its Description is **Main Rate Type**. If you have the **Multi-Currency Management** license, you can use this rate type, and you can also create additional rate types as required.

Link Global Rate Type

The **Link Global Rate Type** section displays details if the rate type is linked to a global rate type in another company within your organization (via the multi-company process).

When you create a new rate type in a company, you can specify whether this rate type can be used by other companies within your organization, by selecting the **Global** check box on the Detail card.

You can then navigate to another (target) company which requires this rate type, launch Rate Type Maintenance, run the **Link/Unlink Rate Type** option from the **Actions** menu, and select and link the global rate type record. If the rate type record doesn't exist in the target company yet, you have the option for the system to create the new rate type record in the target company.

If a rate type record is already linked to a global rate type, the **Linked** indicator displays on the Detail card, and you cannot link the rate type to another global rate type. Also, details of the current linked global rate type display in the Link Global Rate Type section.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Currency Management > Setup > Rate Type

Apps and Their Modifiers

You leverage and modify the rate type functionality in the following app.

Rate Type Maintenance

Use Rate Type Maintenance to apply conversion rules to currency pairs. A currency pair consists of an original, or source currency and a resulting, or target currency. Each currency you add through Currency Maintenance is automatically paired with another currency. This relationship displays in Rate Type Maintenance as undefined; use this app to then define the conversion rule which applies to the currency pair. You can have multiple rate types available to reflect different business needs.

To launch this app from the Main Menu:

- Financial Management/Currency Management/Setup/Rate Type

Modifiers you define in this app:

- **Alternative Cross Rate Currency**-- Use this section to define the interim currency for the Alternate Cross-Rate conversion rule or the Secondary Interim currency for the Double-Cross Rate and Reverse Double-Cross Rate conversion rules. If you can round values for the Alternative Cross Rate Currency, select the Round check box. You can then indicate up to how many decimals can be used to round within the Decimals field.
- **Conversion Rule**-- Use this drop-down list to define the rule used for a selected currency pair. Available rules:
    - **Direct**-- Multiples an amount in the source currency against the exchange rate for the target currency.

    - **Inverse**-- Divides an amount in the source currency against the exchange rate for the target currency.
    - **Cross-Rate** -- Uses an intermediate, or Interim, currency to convert amounts between the source and target currencies.
    - **Alternate Cross-Rate** -- Users an alternate Interim currency to convert amounts between the source and target currencies.
    - **Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Direct calculation to convert the amounts generated between each currency.
    - **Reverse Double Cross-Rate** -- Uses two Interim currencies to convert the source amount to the target amount. This conversion rule runs the Inverse calculation to convert the amounts generated between each currency.
- **Cross Rate Currency**-- Use this section to define the interim currency used for the Cross-Rate conversion rule or the primary interim currency for the Double-Cross Rate and Reverse Double-Cross Rate conversion rules. If you can round values for the Cross Rate Currency, select the Round check box. You can then indicate up to how many decimals can be used to round within the Decimals field.
- **Decimals**-- Determines how many decimals calculate and display for amounts converted through the current rate type. You can enter between 0-6 decimal places in this field.
- **Fixed Rate**-- Indicates whether the rate defined for this currency pair can update the Effective Rate value. If you select this check box, the rate is locked, or fixed, and the Effective Rate cannot be updated by this conversion rule. If the check box is clear, however, the application considers that the conversion rule uses a variable, or float, exchange rate and it can be updated daily.
- **Global**-- Indicates whether this rate type can be used by other companies within your organization.
- **Use Base Rate**-- Select this check box to indicate if the conversion rules from the parent rate type (if one is selected) should be used for the currency pair. If you select this check box, all other fields on the Conversion Rules - Detail card become inactive.

Logic/Algorithms

The rate type functionality uses this logic to calculate its results.

Global Rate Types

Global Rate Type Options:

- When a rate type is defined as a global record, child companies can link to this rate type. As changes are made to the global record, the linked child company rate types update with the changes.

- If you select the **Global Lock** check box, any changes to the global rate type are not passed along to any child companies linked to this rate type.

Conversion Rules

- **Direct Conversion** = Source Currency Amount x Target Currency Exchange Rate
- **Inverse Conversion** = Source Currency Amount/Target Currency Exchange Rate
- **Cross Rate Conversion** = (Source Currency Amount x Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Alternate Cross-Rate Conversion** = (Source Currency Amount x Alternate Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Double Cross-Rate Conversion** = ((Source Currency Amount x Interim Currency Exchange Rate) x Alternate Interim Currency Exchange Rate) x Target Currency Exchange Rate
- **Reverse Double Cross-Rate Conversion** = ((Source Currency Amount/Interim Currency Exchange Rate)/Alternate Interim Currency Exchange Rate)/Target Currency Exchange Rate

Example(s)

The following example(s) illustrate how you use the rate type functionality.

You are converting a transaction from Singapore Dollars (SGD) to Japanese Yen (JPY). If you do not use a scale factor, the conversion values are the following:

- Source Currency: SGD
- Target Currency: JPY
- Actual Rate: 0.007716 (1 JPY = 0.007716 SGD
- Actual Rate: 129.59 (1 SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverse Conversion: SGD Amount = JPY Amount * 129.59

If you use scale factors, however, the conversion values are the following:

- Source Currency: SGD
- Source Scale Factor: 1
- Target Currency: JPY
- Target Scale Factor: 100

- Display Rate: 0.7716 (100JPY = 0.7716 SGD)
- Display Rate: 1.2959 (1SGD = 129.59 JPY)
- Actual Rate: 0.007716 (1JPY = 0.007716)
- Actual Rate: 129.59 (1SGD = 129.59 JPY)
- Direct Conversion: JPY Amount = SGD Amount * 0.007716
- Inverted Conversion: SGD Amount=JPY Amount * 129.59

Self Balancing Segment Maintenance

Use **Self-Balancing Segment Maintenance** to set up the Chart Of Account (COA) segments that should maintain zero balance in General Ledger (GL). Segments that define divisions, organizations, departments, and projects are often used as self-balancing segments, however you can set up any segment to work as self-balancing.

When a GL Journal is validated in the posting engine, the system verifies that all segments configured as self-balancing have zero balance within the journal. If the segment is not balanced, the system automatically adds balancing journal lines.

The system can only add balancing lines in GL books that use the Autocorrect validation rule.

When you set up a self-balancing segment, you assign it with a balancing account used to automatically balance the journal lines where this segment is present. For optional segments in the COA, you need to specify an offset account used to balance journal lines where this segment is omitted.

If you select more than one segment for self-balancing, you should organize them in levels to ensure correct working of the automatic balancing algorithm.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > General Ledger > Setup > Self Balancing Segment

Apps and Their Modifiers

You leverage and modify the self-balancing segment functionality in the following app.

Self-Balancing Segment Maintenance

Available modifiers:

- **Balancing Account** - Designates the natural account used to automatically balance journal lines where the self-balancing segment is present. All self-balancing segments must have a balancing account.
- **Chart of Account** - Use this drop-down list to select the COA you need. The segments available in this COA display in the drop-down list on the Detail card.
- **Level** - Determines the processing order when a COA has multiple self-balancing segments with omitted values.
- **Offset Account** - Designates the natural account used as the offset account. If the segment selected for self-balancing is optional in the account, you must specify an offset account to use for balancing journal lines where this segment is omitted.
- **Segment** - Displays the selected COA segment.
- **Self-Balancing** - Enables segment self-balancing when selected. A cleared check box blocks automatic segment balancing.

Logic/Algorithms

The self-balancing segment functionality uses this logic to calculate its results.

- The system can only add balancing lines in GL books that use the Autocorrect validation rule.
- Each self-balancing segment must have a balancing account.
- When a transaction occurs for the self-balancing segment, the system automatically adds balancing journal lines.
- The level indicates the order in which segments are balanced.
- If the segment selected for self-balancing is optional in the account, you must specify an offset account to use for balancing journal lines where this segment is omitted.

Example(s)

The following example(s) illustrate how self-balancing segments affect the journal.

COA contains such segments as Chart, Division, Department, Project, and Customer. Only the Chart segment is mandatory. Division, Department, and Project are defined as self-balancing. Division is level 1, Project is level 2 and Department is level 3. Accounts for automatic balancing include:

- Division:
    - Balancing 9900-00-00-00000-
    - Offset 9910-00-00-00000-
- Project:
    - Balancing 8900-00-00-00000-
    - Offset 8910-00-00-00000-
- Department
    - Balancing 7900-00-00-00000-
    - Offset 7910-00-00-00000-

GL journal contains the following lines:

Chart	Division	Department	Project	Customer	Amount
2100	A	20			-2500
4010	A	20	10		1200
4010	B	20	10		500
4010	A	20	11		500
4010	A	20			300
4010	B	10			500
1200	B	10	11	45	-500
1000	A	00	10	45	200
1000		00	11	45	-100
1000		00		45	-100

When one or more self-balancing segments are defined for the COA, the journal is analyzed in the following way:

- The system cycles through all journal lines and calculates the balance for each unique combination of self-balancing segments. In this example, the system returns the following results:

Division	Department	Project	Balance
A	20	10	1200
A	20	11	500
A	20		-2200
A	00	10	200
B	20	10	500
B	10	11	-500

Division	Department	Project	Balance
B	10		500
	00	11	-100
	00		-100

Note that empty values for the optional segments are also included in the combinations.

- The system adds the balancing journal lines using the following rules:
    - A combination where all self-balancing segments are present receives account from the last level where all self-balancing segments are replaced with segment values from the selected combination.

Chart	Division	Department	Project	Balancing Amount
7900	A	20	10	-1200
7900	A	20	11	-500
7900	A	00	10	-200
7900	B	20	10	-500
7900	B	10	11	500

- For each combination where one or more segments are missing, the system takes an offset account for a missing segment with the highest level. In the balancing or offset account the self-balancing segments are overridden with those from the combination:

Chart	Division	Department	Project	Balancing Amount
8910	A	20		2200
8910	B	10		-500
8910		00	11	100
8910		00		100

The amount for journal line is calculated as the reversed balance of the combination.

Only the amount in the book currency is used. The amount in transactional currency is copied from the amount in the book currency, and the currency code for the transactional currency is set to the book currency.

The resulting journal (original lines and balancing lines) will contain the following lines:

-

Chart	Division	Department	Project	Customer	Amount	Transaction Text
2100	A	20			-2500	
4010	A	20	10		1200	
4010	B	20	10		500	
4010	A	20	11		500	

Chart	Division	Department	Project	Customer	Amount	Transaction Text
4010	A	20			300	
4010	B	10			500	
1200	B	10	11	45	-500	
1000	A	00	10	45	200	
1000		00	11	45	-100	
1000		00		45	-100	
7900	A	20	10		-1200	Balancing Transaction
7900	A	20	11		-500	Balancing Transaction
8910	A	20			2200	Balancing Transaction
7900	A	00	10		-200	Balancing Transaction
7900	B	20	10		-500	Balancing Transaction
7900	B	10	11		500	Balancing Transaction
8910	B	10			-500	Balancing Transaction
9910		00	11		100	Balancing Transaction
8910		00			100	Balancing Transaction

Site Cost ID Maintenance

Use **Site Cost ID Maintenance** to create IDs used as references to cost sets. The cost set then defines the cost method calculations for all the parts manufactured within the sites linked to the cost set.

This makes sure that the same cost method is used for all the sites linked to this cost set.

If a different costing method is needed between sites, create a separate cost set for each site. The costing results are then calculated accurately, as unit costs are calculated for each part within each cost set. Because each site has its own cost set, the costing values are consistent for the site. Although it is possible to link sites with different costing methods to the same cost set, it is not recommended.

Site cost identifiers are also used within the Costing Workbench. During the standard cost rollup calculation within the Costing Workbench, the application uses site cost identifiers as a source for the cost amounts.

For more information on how site cost IDs are used in the Costing Workbench, refer to the Costing Workbench > Group Detail topic.

Menu Path

Navigate to this app from the Main Menu:

- Material Management > Inventory Management > Setup > Site Cost Maintenance
- Production Management > Engineering > Setup > Site Cost Maintenance
- System Setup > Company/Site Maintenance > Site Cost Maintenance

Apps and Their Modifiers

You leverage and modify the Cost Sets functionality in the following app.

Site Cost ID Maintenance

You create site cost identifiers within this app. To launch Site Cost ID Maintenance from the Main Menu:

- Production Management/Engineering/Setup/

The costing modifiers you define in this app are:

- **Site Cost ID**- This value defines the unique identifier for the cost set. Be sure to enter a meaningful identifier, because on cards and reports that have limited space, you may only see this value.
- **Description**- This field displays a brief, concise explanation for the cost set. Enter the description value that best describes the purpose for the cost set.
- **Load Alternate Methods**- Select this check box to indicate that this cost set will use alternate methods during the What If cost calculation within the Costing Workbench. An alternate method is a method of manufacturing for a part revision that is different than the base method of manufacturing.
- **Load Costing Lot Sizes**- Select this check box to indicate that this cost set will use Costing Lot Size settings for part/site combinations during the What If cost calculation within the Costing Workbench. A costing lot size is the manufacturing lot size the cost rollup calculation uses to distribute setup costs.
- **Primary Site**- Select the site that is considered the primary site for this cost set. This information is used as the default in the Costing Workbench.

- **Enable FIFO Layers** - Select this check box to enable the maintenance of FIFO costs (layers) as secondary costs for non-FIFO costed parts. Any issue or receipt of the part consumes or creates PartFIFOCost records to reflect the movement of FIFO quantities and costs, in the same manner in which Kinetic updates/consumes FIFO costed parts.

The same validations apply to non-FIFO parts when issuing/consuming quantities (Kinetic prevents the FIFO costs/quantities from going negative). You still receive customary FIFO negative quantity errors when the FIFO layer is enabled; these stop you from continuing to process these types of transactions.

Company Maintenance

You select the default cost set for a company within Company Maintenance. To launch this app from the Main Menu:

- System Management/Company

You select the default cost set on the Modules >All Modules > General card:

- **Site Cost ID**- Defines the cost set used with this company. The cost set is then used for the cost method calculations of all the parts manufactured within all the sites within the current company.

Site Maintenance

You can override the default cost set on specific site records. You create and update site records within Site Maintenance. To launch this app from the Main Menu:

- Production Management/Job Management/Setup
- Material Management/Inventory Management/Setup
- Financial Management/Multi-Site/Setup

You define the cost set used for this site on the Planning Data card:

- **Site Cost ID**- Defines the cost set used with the current site. The cost set is then used for the cost method calculations of all the parts manufactured within the selected site. If you need to change this value, click the Actions menu and select Change Site Cost ID. Note that changing the site cost ID might change the cost values for the part. This occurs if a costing method on a site linked to the selected cost set is different than the other sites linked to this same cost set.

Costing Workbench

Use the Costing Workbench to create cost groups and then rollup the estimated cost of each part contained within the group. To launch this app from the Main Menu:

- Production Management/Engineering/Operations/Costing Workbench

The following cost set modifier is used within this app:

- **Copy from Site Cost ID**- This is an optional field; use this drop down list to select a specific cost set from which you want to load part cost information. This causes the Costing Workbench to load in all data with the specified cost set from the PartCost table. Use this field or the Copy from Cost Group field to specify the cost group to use as a starting point for your new cost group. You might select to copy from a Site Cost ID (cost set) rather than from a Cost Group if you want to initiate your new cost group with the current costs from the site assigned to this cost set.

Logic/Algorithms

The Cost Sets functionality uses this logic to calculate its results.

Use the cost set defined on the site record. If this value is not defined on the site record, use the default cost set defined within the company record.

Example(s)

The following example(s) illustrate how you use the Cost Sets functionality.

Cost Sets - Same Costing Method

Site A and site B both use the Red Group site cost ID (cost set). During the cost rollup calculation within the Costing Workbench, the values defined within the site cost identifier are used to calculate the standard cost amounts within the current cost group.

Cost Sets - Different Costing Methods

Site A uses the Standard costing method and site B uses the Average costing method. Both sites use the same ALLSITES cost set. Because they are in the same cost set, the average cost values for site B also use the transactions for site A. If both sites use a different cost set, however, then only part transactions in site B use the Average costing method.

Site Maintenance

Use **Site Maintenance** to add and update sites available in the current company to define segment security codes. You enter planning information for each site into the **Detail > Detail** and **Detail > Planning** cards.

• In the Detail > Detail card, you define the cost set, which determines the costing method used for the parts manufactured at the site, and transfer order parameters the site follows when fulfilling internal sales orders.

• In the Detail > Planning card, you define planning parameters such as **Production Preparation Time, Rough Cut Horizon, and the Production Calendar**.

When a company is created in Kinetic, one site record is created automatically by default. This site record is the default site selected for each part you create within **Part Maintenance** for the current company.

Note To add more than one site record through this app, you must license the Multi-Site module. You can then set up as many sites as you need for each company within your organization.

Once you define the primary values for each site in Site Maintenance, launch **Site Configuration Control** to set up how each site interacts with other modules. Use this app to pull in the site records you create in Site Maintenance. You can then define the module parameters you need for each site record.

You cannot delete a site if there is no default site set in **Company Configuration**.

Menu Paths

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > Setup > Site Maintenance
- Material Management > Inventory Management > Setup > Site Maintenance
- Production Management > Job Management > Setup > Site Maintenance
- Service Management > Field Service Integration > Setup > Site Maintenance
- System Setup > Company/Site Maintenance > Site Maintenance

Apps and Their Modifiers

You leverage and modify the site functionality in the following app.

Site Maintenance

You create and update site records within Site Maintenance.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > Setup > Site Maintenance
- Material Management > Inventory Management > Setup > Site Maintenance
- Production Management > Job Management > Setup > Site Maintenance

- Service Management > Field Service Integration > Setup > Site Maintenance
- System Setup > Company/Site Maintenance > Site Maintenance

You define the site cost ID used for this site on the Detail > Detail card:

- **Site Cost ID**- Defines a reference to a cost group. The cost group is then used for the cost method calculations of all the parts manufactured or consumed within a site. If a site cost ID is not selected for the site, the application uses the default value from the company record. If you need to change this value, click the Actions menu and select Change Site Cost ID. Note that changing the site cost ID might change the cost for the part. This occurs if a costing method on a site linked to the site cost ID is different than the other sites linked to this same site cost ID.
- **GL Controls**- Use the GL control cards to define the accounts and journal codes available to a site record during the posting process. Access the GL control cards to define which GL controls you wish to use with this site. These records indicate which posting accounts are used for transactions with the current site. You can associate one or more GL controls with a site record. Note that each control must belong to a different control type.

Site Configuration Control

You define how each site interacts with other modules using the Site Configuration Control app.

Menu Path: System Setup > Company/Site Maintenance > Site Configuration

This app is not available in Classic Web Access.

Example(s)

The following example(s) illustrate how you use the site functionality.

You manufacture product in two sites - the Red site and the Blue site. You create records for each site within Site Maintenance. You can now create separate site details for all your part records within Part Maintenance.

Because material quantities move between these sites, you also define the GL controls that capture these transfer transactions.

Supplier Maintenance

Use **Supplier Maintenance** to create supplier records. Suppliers are businesses from whom you purchase products and services. Supplier records are used in several Apps and are crucial for creating purchase orders and Accounts Payable (AP) invoices.

A supplier record must first be on file in Kinetic before that supplier is available on a purchase order, or as an approved supplier specific to a part, part class, or customer record.

Supplier records define several options which activate functionality you use throughout Kinetic. Use this app to define how taxes are levied and payments are made against purchases through each supplier. If you buy parts from multiple locations from a supplier, you can define each purchase point within supplier records. Users can then select these purchase points on purchase orders and other records. Supplier records also contain information on shipping manifests, so you can indicate how this organization ships part quantities to your company.

Supplier records are needed for various multi-company processes. A supplier record can be defined as a global record within a parent company, and then child companies within your organization can link to this record. As changes are made to a global supplier record, these changes automatically update within the linked child records.

Supplier records can then be used for central payments, inter-company trading, and consolidated purchasing. If your organization has the Multi-Site license, you can leverage this functionality.

Once a supplier record is created, use the Supplier Search window to search for and select a specific supplier record. The search results can be sorted by Country, ID, Name, or Tax ID Num. The Tax ID Num is important in some countries as businesses identify vendors through their Tax ID number.

Apps and Their Modifiers

You leverage and modify the supplier functionality in the following app.

Supplier Maintenance

You use Supplier Maintenance to both create global records within parent companies and then pull in these global supplier records within child companies. You also use this app to create records for companies who will be intercompany trading partners.

Items you modify:

- **Global** -- Specifies if this supplier record is available for use in other companies. When selected, Kinetic automatically copies any updates made to this global supplier record to any records linked to it in a child company. When selected, the Global indicator is highlighted.
- If the IC Trader check box is selected, you cannot select the Global check box.
- **Global Lock** -- Indicates that this global supplier record cannot be updated through changes made by the parent company.
- **IC Trader** -- Indicates this supplier's transactions can be moved between another company defined as an inter-company trading partner. When selected, the IC Trader indicator is highlighted.
- You cannot select this check box if the Global check box is selected.

- **Terms** -- Use this drop-down list to define the default selling terms used with this supplier record. If the current supplier is an inter-company trader, you select a selling terms record which is identical to the selling terms record selected on the customer trading partner.

External Company Configuration

Launch this app to create inter-company trading partnerships. You define these partnerships on the **Detail > Company Information** card.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

Items you modify:

- **Customer ID** -- Select the customer identifier for the external company. This indicates the external company can purchase items from the current company.
- **Partner Customer ID** -- Select the customer identifier for the current company. This indicates the current company can purchase items from the external company.
- **Partner Supplier ID** -- Select the supplier identifier for the current company. This indicates the current company can sell items to the external company.
- **Supplier ID** -- Select the supplier identifier for the external company. This indicates the external company can sell items to the current company.

Logic/Algorithms

The supplier functionality uses this logic to calculate its results.

Global Suppliers

When the Global check box is selected, this record is passed to other companies via the multi-company process. Child companies can then launch Supplier Maintenance and pull in this record through the Link Supplier functionality.

Inter-Company Trading

When the IC Trader check box is selected, you indicate this supplier record can be used to process inter-company purchase orders (ICPOs). You can then select this supplier record within **External Company Maintenance** in the **Inter-Company Trading** section.

Example(s)

The following example(s) illustrate how you use the supplier functionality.

Inter-Company Trading Example

You are setting up an inter-company trading relationship between two companies, Brown and Blue, within your organization. You navigate to the Brown company. You first create Net 30 purchasing and selling terms, making sure both terms records are identical. You then launch Customer Maintenance and enter both companies, indicating these records are IC Traders. Likewise you launch Supplier Maintenance, enter these companies as suppliers, and indicate these records are IC Traders.

You now launch External Company Maintenance. After you select Multi-Company as your External System, you define the trading partnership within the Inter-Company Trading section. You select the Enable check box to activate this functionality. You then define the following options, clicking on each drop-down list:

- **Supplier ID** -- BLUE
- **Partner Customer ID** -- BROWN (current company)
- **Customer ID** -- BLUE
- **Partner Supplier ID** -- BROWN (current company)

After you save this record, you navigate to the Blue company and do the same thing. While in External Company Maintenance, however, you select the following records:

- **Supplier ID** -- BROWN
- **Partner Customer ID** -- BLUE (current company)
- **Customer ID** -- BROWN
- **Partner Supplier ID** -- BLUE (current company)

Now these two companies can create inter-company purchase orders (ICPOs) and buy/sell parts and services from each other.

User Account Security Maintenance

Use **User Account Security Maintenance** to enter basic information, security access, and application privileges for users. Anyone who accesses Kinetic must be set up in this app.

Each user must have a defined user ID, name, password, and company. In this app, you can also define addresses, phone numbers, and other information.

User accounts are commonly entered by Kinetic implementation team.

System administrators grant security permissions to various Epicor ERP features based on the user's role in the company.

Only Security Managers are allowed to modify other user accounts. Before completing the Account Security workshops, use the Change User option to log in to the training environment as epicor/epicor.

Menu Path

Navigate to this app from the Main Menu:

- ICE Extend > Security > User Security
- System Setup > Security Maintenance > User Account Security Maintenance

Apps and Their Modifiers

You modify the user account functionality in the following app.

User Account Maintenance

In order for a user to create multi-company dashboards, you need to assign dashboard developer rights to this person's user account. Select the following option on the Options card:

- **Dashboard Developer** -- Indicates this user can create dashboards within the current company.

Dashboard

Use this app to create a multi-company dashboard. You do this by incorporating global BAQs and cross company into a new dashboard. You then create the views required to display the data on the multi-company or global dashboard.

In order to create dashboards, you need to be assigned Dashboard Developer rights within **User Account Maintenance**.

Menu Path: Executive Analysis > Business Activity Management > General Operations > Dashboard

This app is not available in Classic Web Access.

Logic/Algorithms

The user account functionality uses this logic for multi-company dashboards.

When you select the Dashboard Developer check box on the current user account, this user can launch developer mode within the Dashboard app. The user launches this mode by clicking the **Tools** menu and selecting Developer.

Example(s)

The following example(s) illustrate how you use the user account functionality with multi-company dashboards.

B. Timmons is in charge of creating multi-company dashboards within the Red company. You navigate to the Red company and launch User Account Maintenance. You click on the Security card and give B. Timmons dashboard developer rights. Then next time this B. Timmons logs into Kinetic, this user can create and modify dashboards.

Process Components

This section of the Multi-SiteCompany Setup Technical Reference Guide documents the process components you use to set up the multi-site functionalityyour company. Items like consolidation types, external companies, and global tables automatic transaction reversals and purchase order suggestions are described in this section.

Automatic Transaction Reversal

Use **Automatic Transaction Reversal** to cancel a posted journal. Cancellation of journals 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 - Details** card.

Process Use

The Automatic Transaction Reversal app is used with the following multi-site processes.

- **Consolidation** -- You use this app to undo, or reverse, a recent consolidation.

Change PO Suggestions

Use **Change PO Suggestions** to change existing purchase orders based on purchase order suggestions created by the **Generate Purchasing Suggestions** process.

When you process PO suggestions, Kinetic evaluates all time phase information and recommends changes to existing purchase orders such as:

- **Expedite** - Used when parts are not scheduled to arrive to meet the need by date.
- **Postpone** - Used when parts are scheduled to arrive before their need by date.
- **Cancel** - Used when the demand created no longer exists.
- **Reduce** - Used when a lower quantity is needed at the need by date of the purchase order.
- **Increase** - Used when the quantity required is not high enough to meet the demand on the need by date on the purchase order.

You can select the **Reviewed** check box as needed to indicate that the PO suggestion has been reviewed by internal personnel.

Example Your purchasing manager has reviewed a PO suggestion and selected the **Reviewed** check box to flag it as such. When you use the searches in the New PO Suggestion and Change PO Suggestion apps, they contain a **Reviewed** drop down list with the following options:

- **<All>** - Select all PO suggestions (reviewed and unreviewed).
- **Reviewed** - Select only those PO suggestions that have been reviewed (Reviewed check box has been selected in New PO Suggestion or Change PO Suggestion).
- **Not Reviewed** - Select only those PO suggestions that have not been reviewed (Reviewed check box has been cleared in New PO Suggestion or Change PO Suggestion).

If the **Generate Purchasing Suggestions** process is run again while this app is open, you need to clear the data in this app and re-populate with another search.

Intercompany Purchase Orders

You can also use Change PO Suggestions to make changes on both consolidated purchase orders and intercompany purchase orders (ICPOs). If you make a change to a purchase order release that is tied to a consolidated purchase order initiated by the central purchasing company, your change is sent back to the central purchasing company as a purchase order change suggestion.

- Besides making changes to an ICPO, you can cancel a specific detail line on these records. If the related order release is not linked to a job record, the order release is void.

  However, if the related order release is linked to a job, the order release quantity is set to zero and a manufacturing suggestion is created for the related job record. For more information, review the Incoming **ICPO Suggestions** help topics.

Menu Path

Navigate to this app from the Main Menu:

- Material Management > Purchase Management > General Operations > Change PO Suggestions

  You can launch this app from these additional locations:

- Purchase Order Entry - This app is located on the Actions menu.
- Buyer Workbench - You can launch this app if the Supplier Relationship Management module license code is installed.

Process Use

The Change PO Suggestions app is used with the following multi-site processes.

- Consolidated Purchasing -- Use this app to suggest changes on consolidated POs.
- Inter-Company Purchase Orders -- Use this app to suggest changes on ICPOs.

Consolidation

Consolidation Rate Type Maintenance

Consolidation Rate Type Maintenance defines consolidation rate types, which convert balances when consolidated books use different currencies.

Consolidation types and consolidation rate types determine the exchange rates and balance amounts used during consolidations. Typically, consolidations involve the posting of consolidation journals from a subsidiary's book to an intermediate book or the target book of the parent. These

settings apply when the currency of the source book differs from the currency of the book to which the journals post.

- Consolidation rate types determine the exchange rate used during consolidations. You can use the period-end method to apply a spot exchange rate or the daily-average method to apply an average exchange rate for a consolidation period. Exchange rate groups supply values and effective dates used in the calculation of consolidation exchange rates.
- Consolidation types determine the method used to calculate account balances and the consolidated rate type applied to them. Calculation methods allow the use of balances or period movements. The balance method uses year-to-date balances to determine period balances for an account. Period movements use period balances to calculate account amounts

Consolidation rate types apply to consolidation types and to consolidation definitions. Consolidation types apply to account categories, defined in **COA Category Maintenance**. The consolidation definition supplies default exchange rates applied to consolidation journals posted from the source book.

Do not confuse currency rate types with consolidation rate types and consolidation types. Currency rate types define the rules used to convert source and target currency pairs.

The following table lists typical applications of consolidation rate types and consolidation types.

Typically applies to...	Consolidation Rate Type	Consolidation Type
COA categories for income statement accounts.	Daily Average	Period Movement
The default consolidation rate type for income statement accounts. This value applies to the source book in a consolidation definition.	Daily Average	N/A
COA categories used with **monetary** balance card accounts	Period End	Balance
COA categories used with **non-monetary** balance card accounts. This includes fixed assets, inventory, and equity accounts, including retained earnings.	Either Period End or Daily Average	Period Movement
The default consolidation rate type for balance card accounts. This value applies to the source book in a consolidation definition.	Period End	N/A

Example: You need to track the value of your assets in euros. To do this, you define a consolidation type that tracks the exchange rate by month end. During period one, you have a machine that is worth $1,000 USD; after consolidation is run, this machine is worth $500 in euros. During period two, however, the same machine, still worth $1,000 USD, is now worth $750 in euros because of the month end rate.

Example: Your main company is based in Germany, but you need to calculate the income from your subsidiary company in Mexico. To do this, you consolidate the exchange rate through a daily average. The system calculates an average exchange rate for the current period; This average is then used to calculate the value of the receipts (from pesos to euros) that come from your subsidiary.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > Setup > Consolidation Rate Type

Process Use

Consolidation rate types are used with the following multi-site processes.

- **Consolidations**

Consolidation Type Maintenance

Consolidation Type Maintenance determines the method used to calculate account balances during consolidations and the consolidation rate type applied to the balances. Consolidation types apply to account categories.

Consolidation types and consolidation rate types determine the exchange rates and balance amounts used during consolidations. Typically, consolidations involve the posting of consolidation journals from a subsidiary's book to an intermediate book or the target book of the parent. These settings apply when the currency of the source book differs from the currency of the book to which the journals post.

- Consolidation rate types determine the exchange rate used during consolidations. You can use the period-end method to apply a spot exchange rate or the daily-average method to apply an average exchange rate for a consolidation period. Exchange rate groups supply values and effective dates used in the calculation of consolidation exchange rates.
- Consolidation types determine the method used to calculate account balances and the consolidated rate type applied to them. Calculation methods allow the use of balances or period movements. The balance method uses year-to-date balances to determine period balances for an account. Period movements use period balances to calculate account amounts

Consolidation rate types apply to consolidation types and to consolidation definitions. Consolidation types apply to account categories, defined in **COA Category Maintenance**. The consolidation definition supplies default exchange rates applied to consolidation journals posted from the source book.

The following table lists typical applications of consolidation rate types and consolidation types.

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COA categories used with **non-monetary** balance card accounts. This includes fixed assets, inventory, and equity accounts, including retained earnings.	Either Period End or Daily Average	Period Movement
The default consolidation rate type for balance card accounts. This value applies to the source book in a consolidation definition.	Period End	N/A

Example: You need to track the value of your assets in euros. To do this, you define a consolidation type that tracks the exchange rate by month end. During period one, you have a machine that is worth $1,000 USD; after consolidation is run, this machine is worth $500 in euros. During period two, however, the same machine, still worth $1,000 USD, is now worth $750 in euros because of the month end rate.

Example: Your main company is based in Germany, but you need to calculate the income from your subsidiary company in Mexico. To do this, you consolidate the exchange rate through a daily average. The system calculates an average exchange rate for the current period; This average is then used to calculate the value of the receipts (from pesos to euros) that come from your subsidiary.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > Setup > Consolidation Type

Process Use

Consolidation types are used with the following multi-site processes.

- **Consolidations**

Consolidation Definition Maintenance

Consolidation definitions determine the settings that control the consolidation between source and target books. These settings include currency conversion defaults, the consolidation type, the Delta generation mode, and the source and target book details.

Before you can create a consolidation definition, you must define the consolidation rate types, the consolidation type, the source book, the intermediate book, the target book, and the chart of accounts the intermediate and target books share.

Consolidation definitions control the transfer of accounts from one or more source books to an intermediate book, and then to a target book. The target book can be available in another company, or it can be a target book you use in an external application.

Each consolidation definition defines a target book, an intermediate book, and one or more source books from which the financial data originates. Consolidations can occur continuously or periodically. You define all of these options within **Consolidation Definition Maintenance**.

Settings in this app define:

- Whether a consolidation occurs continuously or periodically. Continuous consolidations occur between two standard-type books. In the periodic mode, journals post from a source book to a target book via an intermediate book, which is a consolidation-type book. An intermediate book allows validation of consolidation journals and tracking of consolidation entries.
- Whether journals post to an intermediate book and the target book simultaneously or post to an intermediate book before posting to the target book.
- Whether the process outputs journals to a book within the database or creates an output file used to transfer journals to a book in another Epicor ERP database.
- Whether to use Delta or Override mode for a period that has already been consolidated. (Delta mode posts only net change transactions; Override mode ignores the existing consolidation for a period, and posts the full consolidation again, so you have to reverse the original journals manually. These alternatives are only available if the consolidation type is Periodic.)
- The consolidation rate type used when an account category has no consolidation type.
- The mapping of accounts between the source book and an intermediate or target book. **Chart of Accounts Mapping** defines these maps.
- Different exchange accounts for the source book and for remote parents. In some cases, losses and gains result from changes in the currency exchange rates. The consolidation process creates journals to reflect these changes and posts them to the account.
- Defaults to run consolidations from **Consolidate to Parent Entry**.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > Setup > Consolidation Definition

Process Use

Consolidation definitions are used with the following multi-site processes.

- **Consolidations**

Consolidate to Parent Entry

Consolidate to Parent Entry creates consolidation journals from a source book's chart of accounts (COA). This app specifies the consolidation period and the consolidation definition used to run the process.

The consolidation process creates journals for source COA segments that maintain balances. (**Chart of Accounts Maintenance** defines the account segments that maintain balances.) You use consolidation journals to validate entries and adjust journals to account for intercompany loans, ownership of common stock, intercompany sales, and other elimination entries.

Consolidate to Parent Entry:

- Specifies the consolidation definition used to control execution of the consolidation. The definition determines the consolidation type (**Periodic** or **Continuous**), the Delta generation mode (**Delta** or **Override**), and whether the consolidation posts journals to a book or an output file. You create consolidation definitions within **Consolidation Definition Maintenance**.
- Maps fiscal periods in a source book to periods in the target book.
- Defines exchange rates used to convert balances in consolidation journals.

When you want to set up and run a consolidation, there are two options on the **New** menu:

- **New Consolidation** - select this option to create consolidation in a period following previously consolidated periods. You can bypass periods and select a later period, but you cannot select periods that were already consolidated.
- **New Retro Adjustment**- select this option when you want to generate Delta consolidation for periods that were already consolidated. You can only select consolidation definitions which have the Delta generation mode selected. You can run adjustments for previous periods in the same fiscal year, up to the last consolidated period.

For more details on the two options, see the New Consolidation and Retrospective Adjustment topic below.

To run the consolidation, use the **Post** command in the **Actions** menu. If the posting is in two phases, you also have to run the **Transfer Intermediate** process, to post the consolidation from the Intermediate book to the target book.

You can also run the **Consolidation Report** from the Actions menu, to view details of the consolidation for the period, including the consolidation ID, the user who ran the consolidation, and the posting date.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > General Operations > Consolidate to Parent

Process Use

Consolidate to Parent Entry is used with the following multi-site processes.

- **Consolidations**

Consolidation Year End Process

Consolidated Year End posts consolidation balances for a fiscal year and creates opening consolidation balances for the next fiscal year.

Run this app after you have used Consolidate to Parent Entry to post journals for the last fiscal period in a book. Run this process against all books used to generate consolidation journals. This process ensures source and target books reflect the same opening balances.

Running this process:

- Zeros all income statement accounts.
- Calculates opening balances for balance card accounts. The closing balance for the previous year is calculated using the company's base currency and the last period's exchange rate.
- Uses the last period's exchange rate to calculate retained earnings.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > General Operations > Consolidated Year End

Process Use

Consolidate to Parent Entry is used with the following multi-site processes.

- **Consolidations**

Import 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.

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Multi-Site > General Operations > Import Consolidation From Subsidiary

This app is not available in Epicor Web Access.

Process Use

The Import Consolidation From Subsidiary app is used with the following multi-site processes.

- **Consolidations**

External System Maintenance

Use **External System Maintenance** to add or update the connection string you use to transfer data between multiple companies within your database.

You can transfer data between multiple companies through these connection string methods:

If your system uses multiple databases that each contain a separate company, you must set up an external system that uses the **SERVICEBUS** transfer method. This third party application links multiple databases and then transfers the multi-company data. Kinetic uses either **Microsoft® Service Bus for Windows Server®** (SBWS) or **Microsoft® Azure® Service Bus** to connect the external system.

• If your system has multiple companies contained within a single database, set up an external system that uses the **DIRECT** transfer method. This method links the outbound and inbound tables together between multiple companies. However because these companies are all on the same database, you do not need to use Service Bus.

• If your organization uses **Product Lifecycle Management (PLM)**®, your external system connects to this third party application using the PLM transfer method.

The DIRECT transfer method does not require much setup. Once you indicate this external system uses the DIRECT method, Kinetic transfers records between companies through the server. If you use the SERVICEBUS transfer method, you need to set up Service Bus connection parameters for either Service Bus for Windows Server or Azure Service Bus. These Service Bus options require different setup parameters for their connection strings.

Example The following is an example of a basic connection string:

```
sb://wmakers.playplace.local/ServiceBusDefaultNamespace;StsEndpoint=https://wmakers.playplace.local:9355/ServiceBusDefaultNamespace;RuntimePort=9354;ManagementPort=9355
```

For more information on Windows Azure™ Service Bus:

https://msdn.microsoft.com/en-us/library/azure/ee732537.aspx

http://azure.microsoft.com/en-gb/documentation/services/service-bus/

To learn how to build Service Bus connection strings:

http://msdn.microsoft.com/en-us/library/windowsazure/jj149830.aspx

Menu Path

Navigate to this app from the Main Menu:

- System Setup > External System Integration > Setup > External System Maintenance

Process Use

External systems are used with the following multi-site processes.

You must set up an external system for all companies which use multi-company functionality. An external system record is required for all of the multi-company processes:

- **Global Customer Credit**
- **Inter-Company Trading**
- **Central AP Invoice Payment**
- **Consolidated Purchasing**
- **Multi-Company Journals**
- **AP Allocations**

- **Consolidations**
- **Multi-Company Dashboards**

External Company Maintenance

Use External Company Maintenance to either establish direct relationships with companies within the same database or create remote connections to companies on other databases using applications like Microsoft® Service Bus and Epicor Commerce Connect.

You create external company records to pass data to and from the current company to an external company. In a multi-company environment, for example, you can create an external company so that you can share global customer, part, supplier and financial data with the external company.

To do this, you first indicate which external system Kinetic will use with the external company. The external system defines the connection method; for example you can select DIRECT for companies that exist on the same database, or SERVICEBUS for companies that exist on multiple databases. You then create an external company record for each outside company you want to share data with the current company. To complete the relationship, you then launch External Company Maintenance within the other company and enter a matching external company record.

Next, in External Company Configuration, you can define the specific types of interactions you want to occur between the two companies - like sending customer data, supplier data, PO suggestions, and so on for each record. You also set up the Inter-Company Trading functionality in this app, defining the suppliers and customers involved in this trading relationship.

Example You are creating a new company, EPIC02. You need this new company to communicate with an existing company EPIC06, a company available on an external database. To do this, you create an external company for EPIC06 within the EPIC02 company and indicate this relationship uses the SERVICEBUS external system. You then navigate to EPIC06 and create an external company record for EPIC02, and indicate again this relationship uses the SERVICEBUS external system. Now ServiceBus can pass data between both companies.

External companies have already been configured in each of the Demonstration Database companies. To review the existing setup, in each company, navigate to **External Company Maintenance**, select the external system - **Multi-Company Direct**, and review an existing External Company ID (for instance, in Epicor Education, review the External Company ID: EPIC02).

For a description of all available cards and fields, refer to the application help.

Menu Path: System Setup > External System Integration > Setup > External Company Maintenance

This app is not available in Classic Web Access.

Menu Path: System Setup > External System Integration > Setup > External Company Configuration

This app is not available in Classic Web Access.

Process Use

External companies are used with the following multi-site processes.

Set up external companies for all of the multi-company functionality:

- **Global Customer Credit**
- **Inter-Company Trading**
- **Central AP Invoice Payment**
- **Consolidated Purchasing**
- **Multi-Company Journals**
- **AP Allocations**
- **Consolidations**
- **Multi-Company Dashboards**

Generate Purchasing Suggestions

Use **Generate Purchasing Suggestions** to automatically create a list of suggested purchases based on time-phased information. You create actual purchase orders from these suggestions in **Purchase Order Entry**.

If the application is set up for consolidated purchasing and you are logged into the central purchasing company, you can run a full regeneration by selecting the **Run Consolidated Purch** check box. You can then review and process the purchase order suggestions from other companies.

You must be run this process before using **New PO Suggestions** and **Change PO Suggestions**. Only one user can run this function at a time. When you run Generate Purchase Suggestions:

- Use the **Selection** card to select the parameters for the process.
- Use the **Filter** card to select the sites to include in the generation process. You can filter by part, part class, and product group.

Purchase order suggestions are based on time-phased information such as:

- Direct job material
- Inventory requirements

- Job subcontract operations

When generate suggestions, Generate Purchasing Suggestions first references the part or site record for the part's purchase lead time. If there is no purchase lead time on the part or site record, then Kinetic references the purchase lead time set at the supplier price break level for the part and its primary supplier.

Generate Purchasing Suggestions builds suggestions from:

- **Time-phased information** - For time-phased purchase orders, the app deletes and rebuilds some or all time-phased purchase orders as appropriate based on the date the suggestions are generated and the selected processing option.
- **Requisitions marked as Send To Purchasing** - For requisitions, the app does not delete or change the information. Requisitions can be removed from the application only by ordering the requisition item or manually deleting the requisition.
- **Unlinked Buy To Order (BTO) sales order releases** - This app uses the ship, order quantity and supplier, sales order, sales order line, and order release identification information stored in order release records to generate purchase order suggestions. If you use the Regenerative mode, this app includes unlinked sales order releases and releases with associated PO suggestions. This app also deletes the old PO suggestions. It always excludes previously linked Buy to Order (BTO) sales order releases.
- **Purchase contract schedules** - If you clear the Include Contract PO Parts check box, Generate Suggestions bypasses active parts on purchase contracts, and only includes parts on standard purchase orders. If you select this check box, selecting the Run Generate Purchase Schedules check box designates that purchase contract schedules should be generated during the current Generate Suggestions session. it also includes active parts on purchase contracts when generating purchase suggestions.

Selecting the Run Generate Purchase Schedules check box causes the Generate Suggestions app to perform the same processing that takes place when you run the Generate Purchase Schedules app.

- When calculating purchase quantities for each part schedule, it uses the settings of the Decimals and Rounding fields in the UOM Maintenance > Detail card for the associated part to determine decimal precision and how the calculated quantities should be rounded.
- When you view the resulting quantities in **Purchase Schedule Approval > Schedule > List** card, they display in two decimals, but when you edit or select them, all calculated decimal places display.

For **Epicor Cloud ERP - Multi Tenant** and **Epicor Cloud ERP - Dedicated Tenant** environments, purchasing suggestions are limited to three processors and two suggestions.

For more information on how to review the status of the Generate Purchasing Suggestions process, review the System Monitor topics in the Application Help.

For detail information about the processing performed when you run this app, refer to the Processing topic.

Menu Path

Navigate to this app from the Main Menu:

- Material Management > Purchase Contracts Management > General Operations > Generate Suggestions
- Material Management > Purchase Management > General Operations > Generate Suggestions

Process Use

The Generate Purchasing Suggestions app is used with the following multi-site processes.

- **Consolidated Purchasing** -- Use this app to suggest changes on consolidated POs.
- **Inter-Company Purchase Orders** -- Use this app to suggest changes on ICPOs.

Global Table Maintenance

Use **Global Table Maintenance** to specify which fields update when global records transfer into a subsidiary company via the multi-company process.

When the global record is updated within the parent company, the selected fields update in the subsidiary(s) through the multi-company process.

Several master tables can share data between multiple companies. Available shared tables include CUSTOMER, SUPPLIER (VENDOR), PART, and CURRENCY.

In Global Table Maintenance, you can elect to only send certain fields via the multi-company process. Therefore, only the selected fields update in the subsidiary company(s) which receive the global records. For example, with the Global COA functionality, if a field is not selected for update, you can manually update that field in the subsidiary, regardless of whether the relevant Global Lock check box is selected or not.

In the Company field, you can select All Companies, or select a specific company, then select the tables and fields that will update. Specific company settings override the All Companies settings. For example, you select all fields for the COA table under All Companies, but exclude the Description field under company Epic06. When you update the COA Description

Menu Path

Navigate to this app from the Main Menu:

- Financial Management > Accounts Payable > Setup > Global Table
- Financial Management > Accounts Receivable > Setup > Global Table
- System Setup > External System Integration > Setup > Global Table

Process Use

Global tables are used with the following multi-site processes.

You must indicate which tables can share data for global records in all companies which use multi-company functionality. Global tables need to be defined for all of the multi-site processes:

- **Global Customer Credit**
- **Inter-Company Trading**
- **Central AP Invoice Payment**
- **Consolidated Purchasing**
- **Multi-Company Journals**
- **AP Allocations**
- **Consolidations**
- **Multi-Company Dashboards**

Incoming Linked PO Suggestions

Use **Incoming Inter-Company PO Suggestions Maintenance (ICPO)** to convert a purchase order created in one company into a sales order within your company.

The two companies must both use Kinetic and be set up for inter-company trading. Companies that useKinetic can also send ICPO Suggestions to another company that uses Kinetic. As long as the purchase order was created in Kinetic and sent electronically, you can automatically generate sales orders from this purchase order. The cards in this app enable you to review and approve each inter-company purchase order (PO). To turn approved ICPO suggestions into sales orders, use the Process **All Suggestions** command; this command is found under the **Actions** menu.

Important To use the Incoming Inter-Company PO Suggestions Maintenance functionality, your company must install the Multi-Site Management module. Your company must also be set up as an

Inter-CompanyTrader; select this option in **External Company Maintenance**. You can then create transactions between different manufacturing sites within the same company. Refer to the Multicompany BTO Drop Shipment topic for more details.

What Happens

Incoming Inter-Company PO Suggestions Maintenance functionality improves communication between two companies. As you send releases against the sales order created from a purchase order (PO), the company's PO record automatically updates with this release information.

Example You first receive a PO from the other site. Launch Incoming **Inter-Company PO Suggestions Maintenance** and find and select the Inter-Company PO. Review the information and select the **Ready for Order** check box. Next, select the **Process All Suggestions** command from the **Actions** menu. The ICPO turns into a sales order. As you satisfy releases and lines on the sales order, the ICPO information automatically updates within the original Epicor database.

If the two sites use different currencies (for example, euros and dollars), Kinetic converts the monetary values to the correct local currency.

To learn more about how to set up your company for inter-company trading, review the **Inter-Company Purchase Orders - Setup** topic.

You can also cancel a specific detail line on an inter-company PO. If the related order release is not linked to a job record, the order release is voided. If the related order release is linked to a job, the order release quantity is set to zero and a manufacturing suggestion is created for the related job record.

Menu Path: Sales Management > Order Management > General Operations > Incoming Intercompany PO Suggestions

Process Use

The Incoming Linked PO Suggestions app is used with the following multi-site processes.

- **Inter-Company Purchase Orders**

Integrated Table Workbench

Use the **Integrated Table Workbench** to manually correct records coming into Kinetic from external integration systems. Records listed in this workbench are those for which an error has been identified.

This workbench is valuable when an incoming record was less than complete. Rather than update the record in the other system and re-run a process, you can reconcile the discrepancy immediately in the current application database and company.

Menu Path

Navigate to this app from the Main Menu:

- System Setup > External System Integration > General Operations > Integrated Table Workbench

This app is not available in Epicor Web Access.

Process Use

The Integrated Table Workbench can be used to correct issues for the following multi-site processes.

- **Global Customer Credit**
- **Inter-Company Trading**
- **Central AP Invoice Payment**
- **Consolidated Purchasing**
- **Multi-Company Journals**
- **AP Allocations**
- **Consolidations**

Multi Company Direct Server Process

Use the **Multi-Company Direct Server Process** to transfer global and inter-company data between two or more companies that share the same database. When this process executes, data is transferred between companies that are set up to share information.

The Multi-Company Direct Server Process sends and receives inter-company purchase orders, inter-company shipments, inter-company invoices, global parts, global suppliers, global customers, global currency information, multi-company GL journal entries, consolidated purchase orders, and all other multi-company related information, from one company to another company. The process is similar to the Multi-Company Server Process, with the only exception that it holds the XML message being transferred between companies in memory rather than transferring the message by Microsoft Service Bus.

The process can be executed using one of three logging options: Basic, Verbose and Extended. Basic level is the minimum logging level and provides counts of the inbound and outbound records processed. Verbose level generates the same logging as Basic and also provides detailed information for each individual record processed, including the record type, IntQueID and processing time. Extended level generates the same logging as Basic and Verbose, as well as a copying the XML document to disk. Multi-Company Direct Server Process writes one XML file to disk and Multi-

Company Server Process writes two xml files, one outbound from one company and the second inbound from the other company.

- To establish a regular transfer of data, attach the process to an **Interval** type schedule (set up in System Agent Maintenance), and select the **Recurring** check box. Once this interval schedule is activated, the process transfers multi-company records as needed between the companies.

  > In order to launch Multi-Company Direct Server Process via **REST** calls, an **AppServer URL** pointing to a **Windows** authentication binding or **Epicor user name/password** binding must be specified on the **System Agent Maintenance > Detail** card. Note this value cannot be set to Azure AD authentication binding.

- Alternatively, you can attach the process to the **Startup Task Schedule**, and select **Continuous Processing**.

> After **Epicor Identity Provider** authentication is implemented in your environment, you must specify the **Server Application ID** and **Server Application Secret** required for the IdP Authentication Settings.

Epicor Identity Provider is a Epicor Global Service available for some approved Kinetic Cloud customers. If you would like to use this authentication mode, please contact the Epicor SaaS Operations team.

You must schedule a separate instance of the Multi-Company Direct Server Process in each company that will send records to other companies.

> When you receive an Inter-company Receipt and the received part is a Global Serial Tracked part where the sending company has serial tracking and the receiving company has no serial tracking, the serial number is not linked to the part when you click Process. When you click Process, the receipt line is added as Line Received = False and no serial number is linked to the part. You must manually create or select serial numbers for the part in the Lines > Detail card.

> Use the Filter card to select the external companies to run in the process. All companies default as selected, and at least one company must be selected to run the process successfully. This option allows you to prevent the Multi-Company log from reflecting all companies within the database.

The filter card defaults with the ExtCompanyIDs defined in the ExtCompany table where ExtSystemID = 'MULTI' and TransferMethod = 'DIRECT'.

For more details about scheduling this process, refer to the Schedule Multi-Company (Direct) Server Processes (10.1 and Above) and Schedule Multi-Company Server Processes Steps topics in the Multi-Site Company

Menu Path

Navigate to this app from the Main Menu:

- System Management > Schedule Processes > Multi-Company Direct Server Process

Process Use

The Multi-Company Direct Server process is used with the following multi-site functions.

- **Global Customer Credit**
- **Inter-Company Trading**
- **Central AP Invoice Payment**
- **Consolidated Purchasing**
- **Multi-Company Journals**
- **AP Allocations**
- **Consolidations - Note:** This process is not required to consolidate books contained within the same company.

Multi Company Server Process

Use the Multi-Company Server Process to update records across companies on separate databases. These databases can then exchange data through the Microsoft Service Bus application.

You run this process to send and receive inter-company purchase orders, and transfer part, supplier, and customer information from one company to another company. To transfer this data between databases, this process uses Microsoft Service Bus to write multi-company records to the outbound table in the sending company and then this data next updates the inbound table on the receiving company.

- To establish a regular transfer of data, attach the process to an Interval type schedule in System Agent Maintenance, and select the **Recurring** check box. Once active, the process transfers multi-company records as needed between the companies.

In order to launch Multi-Company Direct Server Process via **REST** calls, an **AppServer URL** pointing to a **Windows** authentication binding or **Epicor user name/password** binding must be specified on the **System Agent Maintenance > Detail** card. Note this value cannot be set to Azure AD authentication binding.

- Alternatively, you can attach the process to the **Startup Task Schedule**, and select Continuous Processing.

Important After **Epicor Identity Provider** authentication is implemented in your environment, you must specify the Server Application ID and Server Application Secret required for the IdP Authentication Settings.

Epicor Identity Provider is a Epicor Global Service available for some approved Kinetic Cloud customers.

If you would like to use this authentication mode, please contact the Epicor SaaS Operations team.

You must schedule a separate instance of the Multi-Company Direct Server Process in each company that will send records to other companies.

Use the **Filter** card to select the external companies to run in the process. All companies default as selected, and at least one company must be selected to run the process successfully. This option allows you to prevent the Multi-Company log from reflecting all companies within the database.

The filter card defaults with the ExtCompanyIDs defined in the ExtCompany table where ExtSystemID ='MULTI' and TransferMethod = 'SERVICEBUS'.

In order to launch Multi-Company Server Process via **REST** calls, an **AppServer URL** pointing to a **Windows** authentication binding or **Epicor user name/password** binding must be specified on the **System Agent Maintenance > Detail** card. Note this value cannot be set to Azure AD authentication binding.

For more details about scheduling this process, refer to the Schedule Multi-Company (Direct) Server Processes (10.1 and Above) and Schedule Multi-Company Server Processes Steps topics in the Multi-Site Company

Setup Technical Reference Guide.

Menu Path

Navigate to this app from the Main Menu:

- System Management > Schedule Processes > Multi-Company Server Process

Process Use

The Multi-Company Server process is used with the following multi-site functions.

- **Global Customer Credit**
- **Inter-Company Trading**
- **Central AP Invoice Payment**
- **Consolidated Purchasing**
- **Multi-Company Journals**
- **AP Allocations**
- **Consolidations --** Note however, this process is not required to consolidate books contained within the same company.

New PO Suggestions

Use **New PO Suggestions** to process purchase order (PO) suggestions created by the **Generate Suggestions** process. Launch the **Search** function retrieve PO suggestions for a specific buyer or the buyers. You can also specify a site and cut-off date for the suggestions. Use the cards and Actions menu options to add and modify information before generating new purchase orders.

For **Epicor Cloud ERP - Multi Tenant** and **Epicor Cloud ERP - Dedicated Tenant** environments, purchasing suggestions are limited to three processors and two suggestions.

If Generate Suggestions runs again while this app is open, clear the data and re-populate it with another search.

The **Generate Purchase Order, Generate RFQ**, and **Send Forecast** apps use the unit of measures specified in the **Our Quantity** and **Supplier Qty** fields to create forecasts, purchase orders or Requests For Quotes (RFQ).

Intercompany Purchase Orders

If the Consolidated Purchasing function is set up in your operations, you can use New PO Suggestion to review and process PO suggestions from other companies if you are logged into the central purchasing company, and have run Generate Suggestions with full regeneration, with the **Run Consolidated Purch** check box selected.

Menu Path

Navigate to this app from the Main Menu:

- Material Management > Purchase Management > General Operations > New PO Suggestions
- Material Management > Purchase Management > General Operations > New PO Suggestions - Detail

Process Use

The Change PO Suggestions app is used with the following multi-site processes.

- **Consolidated Purchasing** -- Use this app to create new suggestions for consolidated POs.
- **Inter-Company Purchase Orders** -- Use this app to create new suggestions on ICPOs.

Send ICPO Suggestions

Use the **Send Inter-Company Purchase Order Suggestions** app to both create and email suggestions to a company that sent you an inter-company purchase order (ICPO).

This functionality improves communication between the two companies. As you send suggestions against the sales order created from an inter-company purchase order, the inter-company trader's PO record automatically updates with this information.

The company can reject or accept these suggestions through the **Change PO Suggestions** app. The sales order within your database is then updated with the response to the suggestions. These suggestions can also be interpreted by this company as sales forecast information. For more information on this functionality, review the **Change PO Suggestions** and **Forecast Entry** topics.

Important If you do not know how to process an inter-company PO, review the **Incoming ICPO Suggestions Maintenance** topics. To activate this functionality, you also need to install the Multi-Site Management module.

You can set up your company to receive inter-company POs from other companies which use Kinetic, Vista, or Vantage. For this functionality to work, your company must be entered as a supplier on the external company record for the purchasing company. You set up trading partner relationships within **External Company Maintenance**. When this functionality is set up, a user at the purchasing company creates a PO using your supplier record, it then automatically becomes an inter-company PO. For more information, review the External Company Maintenance topics.

Menu Path: Sales Management > Order Management > General Operations > Send Intercompany PO Suggestions

Process Use

The Send PO Suggestions app is used with the following multi-site processes.

- **Inter-Company Purchase Orders** -- Use this app to send changes on ICPOs.

Multi Company Logs

If your organization has a multi-company license, users can create records that affect two or more companies. Use these logs to make sure these multi-company transactions run without errors and complete as expected.

Enterprise Configurator Log

If you use the SERVICEBUS data transfer method for multi-company processing, run the Enterprise Configurator Server Process to synchronize configuration data between multiple companies in a single database or companies located in external databases.

This process sends and receives Inter-Company POs and part information from one company to another company.

If you are using the DIRECT data transfer method for multi-company processing, you must use the Enterprise Configurator Direct Server Process instead of the Enterprise Configurator Server Process.

The Enterprise Configurator Server Process synchronizes configuration data between a Manufacturing company and Sales companies (the System Monitor can be used to view transactional activity for these processes). When you run the companion Multi-Company Server Process, it sends the configured part to the Sales companies. They both need to be used to properly synchronize purchase order, sales order and configuration input information between the Manufacturing and Sales companies. To establish regular transfer of data, select the Recurring checkbox, and then attach it to the Startup Task Schedule option. From this point forward, as of the next restarting of the application server, the process automatically transfers the multi-company configuration records as needed.

You run this log to review the data transferred through this process.

Log Options

Available logging options:

- **Log Filename** - The default file name is **ConfiguratorSync.log**, and this log generates in the **C:\EpicorData\Companies\[CompanyName]\Processes\[UserName]**path. If you need, you can change both the directory path and the file name.
- **Logging Level** - Use this drop down list to define the amount of information this log records. Available levels:
    - **Basic** logging level is the minimum logging level and provides counts of the inbound and outbound records processed

- **Verbose** logging level generates the same logging as Basic and also provides detailed information for each individual record processed, including the record type, IntQueID and processing time.
- **Extended** logging level generates the same logging as Basic and Verbose, as well as a copying the XML document to disk. Multi-Company Direct Server Process writes one XML file to disk and Multi-Company Server Process writes two xml files, one outbound from one company and the second inbound from the other company.

Verbose and Extended logging levels can be used temporarily when trying to understand the flow of data or debug an issue, or they can be kept on if the information they provide is considered helpful.

To include verbose logging level record type, IntQueID and processing time information to the server log entries, add a **<add uri="trace://erp/mc" />** line to the AppServer.config file. This information is useful if an issue is encountered that needs further review by Epicor Support and Development.

Log Location

You launch the Enterprise Configurator Server Process from this menu location:

Menu Path: System Management > Schedule Processes > Enterprise Configurator Server Process

Enterprise Configurator Direct Log

If you are using the DIRECT data transfer method for multi-company processing, use the Enterprise Configurator Direct Server Process to synchronize configuration data between multiple companies in a single database, or companies located in external databases.

This window is valuable for sending and receiving Inter-Company POs and part information from one company to another company.

If you are using the SERVICEBUS data transfer method for multi-company processing, you must use the Enterprise Configurator Server Process in place of the Enterprise Configurator Direct Server Process for these updates.

The Enterprise Configurator Direct Server Process synchronizes configuration data between a Manufacturing company and Sales companies (the System Monitor can be used to view transactional activity for these processes). When you run the companion Multi-Company Direct Server Process, it sends the configured part to the Sales companies. Both processes need to be used to properly synchronize purchase order, sales order and configuration input information between the Manufacturing and Sales companies. To establish regular transfer of data, select the Recurring checkbox, and then attach it to the Startup Task Schedule option. From this point forward,

as of the next restarting of the application server, the process automatically transfers the multi-company configuration records as needed.

Log Options

Available logging options:

- **Log Filename** - The default file name is **ConfiguratorSyncDirect.log**, and this log generates in the **C:\EpicorData\Companies\[CompanyName]\Processes\[UserName]**path. If you need, you can change both the directory path and the file name.
- **Logging Level** - Use this drop down list to define the amount of information this log records. Available levels:
    - **Basic** logging level is the minimum logging level and provides counts of the inbound and outbound records processed
    - **Verbose** logging level generates the same logging as Basic and also provides detailed information for each individual record processed, including the record type, IntQueID and processing time.
    - **Extended** logging level generates the same logging as Basic and Verbose, as well as a copying the XML document to disk. Multi-Company Direct Server Process writes one XML file to disk and Multi-Company Server Process writes two xml files, one outbound from one company and the second inbound from the other company.

  Verbose and Extended logging levels can be used temporarily when trying to understand the flow of data or debug an issue, or they can be kept on if the information they provide is considered helpful.

  To include verbose logging level record type, IntQueID and processing time information to the server log entries, add a **<add uri="trace://erp/mc" />** line to the AppServer.config file. This information is useful if an issue is encountered that needs further review by Epicor Support and Development.

  #### Log Location

  You launch the Enterprise Configurator Direct Server Process from this menu location:

  Menu Path: System Management > Schedule Processes > Enterprise Configurator Direct Process

Multi Comapny Log

Use the **Multi-Company Server Process** to update records across companies on separate databases. These databases can then exchange data through the Microsoft© Azure Service Bus application.

You run this process to send and receive inter-company purchase orders, and transfer part, supplier, and customer information from one company to another company. To transfer this data between

databases, this process uses Microsoft© Azure Service Bus to write multi-company records to the outbound table in the sending company and then this data next updates the inbound table on the receiving company.

You can review the transactions this process generates through a log.

Log Options

Available logging options:

- **Log Filename** - The default file name is **MultiCompany.log**, and this log generates in the **C:\EpicorData\Companies\[CompanyName]\Processes\[UserName]**path. If you need, you can change both the directory path and the file name.
- **Logging Level** - Use this drop down list to define the amount of information this log records. Available levels:
  - **Basic** logging level is the minimum logging level and provides counts of the inbound and outbound records processed
  - **Verbose** logging level generates the same logging as Basic and also provides detailed information for each individual record processed, including the record type, IntQueID and processing time.
  - **Extended** logging level generates the same logging as Basic and Verbose, as well as a copying the XML document to disk. Multi-Company Direct Server Process writes one XML file to disk and Multi-Company Server Process writes two xml files, one outbound from one company and the second inbound from the other company.

  Verbose and Extended logging levels can be used temporarily when trying to understand the flow of data or debug an issue, or they can be kept on if the information they provide is considered helpful.

  > To include verbose logging level record type, IntQueID and processing time information to the server log entries, add a **<add uri="trace://erp/mc" />** line to the AppServer.config file. This information is useful if an issue is encountered that needs further review by Epicor Support and Development.

Log Location

You launch the Multi-Company Server Process from this menu location:

Menu Path: System Management > Schedule Processes > Multi-Company Server Process

Multi Company Direct Log

Use the **Multi-Company Direct Server Process** to transfer global and inter-company data between two or more companies that share the same database. When this process executes, data is transferred between companies set up to share information.

The Multi-Company Direct Server Process sends and receives inter-company purchase orders, inter-company shipments, inter-company invoices, global parts, global suppliers, global customers, global currency information, multi-company GL journal entries, consolidated purchase orders, and all other multi-company related information, from one company to another company. The process is similar to the Multi-Company Server Process, with the only exception that it holds the XML message being transferred between companies in memory rather than transferring the message by Microsoft© Azure Service Bus.

Log Options

Available logging options:

- **Log Filename** - The default file name is **MultiCompanyDirect.log**, and this log generates in the **C:\EpicorData\Companies\[CompanyName]\Processes\[UserName]**path. If you need, you can change both the directory path and the file name.
- **Logging Level** - Use this drop down list to define the amount of information this log records. Available levels:
  - **Basic** logging level is the minimum logging level and provides counts of the inbound and outbound records processed
  - **Verbose** logging level generates the same logging as Basic and also provides detailed information for each individual record processed, including the record type, IntQueID and processing time.
  - **Extended** logging level generates the same logging as Basic and Verbose, as well as a copying the XML document to disk. Multi-Company Direct Server Process writes one XML file to disk and Multi-Company Server Process writes two xml files, one outbound from one company and the second inbound from the other company.

  Verbose and Extended logging levels can be used temporarily when trying to understand the flow of data or debug an issue, or they can be kept on if the information they provide is considered helpful.

> To include verbose logging level record type, IntQueID and processing time information to the server log entries, add a **<add uri="trace://erp/mc" />** line to the AppServer.config file. This information is useful if an issue is encountered that needs further review by Epicor Support and Development.

Log Information

Multi-Company Direct Server Process log contains the following information:

- **Date** - Date on which the corresponding processing took place.
- **Time** - Time of day at which the corresponding processing took place.
- **Machine** - Name of the server on which the corresponding processing took place.
- **PID** - Identifier for the port at which the corresponding processing took place.
- **Database** - Name of the database in which the corresponding processing that took place.

- **Description** - Description of the corresponding processing that took place.

Log Location

You launch the Multi-Company Direct Server Process from this menu location:

Menu Path: System Management > Schedule Processes > Multi-Company Direct Server Process

Multi Site Functionality

This section contains case studies which demonstrate various multi-site functions in action. Use this section as a guide to help you implement these functions into the workflow of your organization.

Intercompany Scenario

Blue and Green, two companies within the same organization, engage in inter-company trading. Set up the inter-company trading relationship between the companies.

Inter Company Trading Scenario - Setup

To begin, you need to set up the inter-company trading relationship between the Blue and Green companies.

You have System Manager rights, so you can log into both companies.

1. You first create identical purchase and selling terms for the Blue and Green companies. Within the Green company, launch **Purchasing Terms Maintenance**.
2. Create the purchase terms you need for buying items from the Blue company.

   You create and save the following purchasing terms:

   - **Code:** 30
   - **Description:** Net 30
   - **Number of Payments:** 1
   - **Terms Type:** Days
   - **Number of Days:** 30
3. You next must create the selling terms you need. Launch **Terms Maintenance**.
4. You enter the same terms record using the above details. You then save the terms record.
5. Create a customer record for the Blue company, so that you can select this record on inter-company trading.
6. Launch **Customer Maintenance**.
7. For the **Customer ID** value, be sure you enter the identifier for the company defined within the **Epicor Administration Console**. You enter BLUE in this field.
8. Select the **IC Trader** check box.
9. Navigate to the **Billing-Detail** card. From the **Terms** drop-down list, select Net 30.
10. Add more details to the BLUE customer record as you need. When you finish, select **Save** .
11. Now set up the Blue company as an inter-company supplier. Launch **Supplier Maintenance**.

12. Create a supplier record for the company for which the current company will do trades. For the **Supplier ID** value, be sure you enter the identifier for the company defined within the **Epicor Administration Console**. You enter BLUE in this field.
13. Select the **IC Trader** check box.
14. Select the AP (purchase) **Terms** you will use with this supplier record. From this drop-down list, select Net 30.
15. From the overflow menu and select **Supplier Price List**.
16. You can now create a price list for the COMP-X part. Enter the price breaks you need and select **Save**.
17. From the overflow menu and select **Export File**. Save this price list to a folder you can access from the Blue company later.
18. You now must create an external company record to define how the Blue company will interact with the Green company. Navigate to **External Company Maintenance**.
19. From the **External System ID** drop-down list, you select Multi-Company Direct (or Multi-Company for Service Bus connections). You then select **New** and create an external company record for the BLUE company.
20. Navigate to **External Company Configuration**.
21. Search for and select the BLUE company external company record.
22. Within the **Inter-Company Trading** section, select the **Enable** check box.
23. Enter the **Transfer Days to External Company** value you need. This value defines the number of days required to transfer an order from the BLUE company to the GREEN company. You enter 3 to indicate it takes three working days for part quantities to arrive from the Blue company in Minneapolis.
24. Now define the inter-company trading relationship between the external BLUE company and the current GREEN company.

    Enter these values:

    - **Supplier ID:** BLUE
    - **Partner Customer ID:** GREEN
    - **Customer ID:** BLUE
    - **Partner Supplier ID:** GREEN
25. Select **Save**.
26. You have finished setting up this inter-company trading relationship within the Green company. Now navigate to the Blue company and repeat these steps. Make sure the customer, supplier, purchase terms, and selling terms identifiers are the same as those you defined in the Green company. Also be sure to launch Price List Maintenance and import the price list you created for the COMP-X part.

The inter-company trading relationship is now set up between the Blue and the Green companies. You are ready to create inter-company purchase orders for the Blue company.

Inter Company Trading Scenario - Process

You need to order a 200 quantity of COMP-X from the Blue company. To do this, you will create an inter-company purchase order (ICPO).

1. Within the Green company, you navigate to **Purchase Order Entry**.
2. You create a new purchase order for the Blue company. Fill in the header, line detail, and releases information.

   Do not select the **Global PO** check box. This check box is used for the consolidated purchasing process.

3. Approve the purchase order by clearing the **Approve** check box.

   Notice the label for this check box changes to **Approved**.

4. From the overflow menu, select **New PO Suggestions**.
5. Add any miscellaneous charges needed on the suggestion and select the **Ready for Order** check box.
6. Now select on the **Actions** menu and selects **Generate Suggestions**.

   The purchase order's information is sent across to the purchasing company. This record displays as a sales order within this company.

7. Within the Blue (purchasing) company, a user navigates to **Sales Order Entry**.
8. Select the overflow menu and selects **Incoming to Linked ICPO Suggestions**.

   The **Incoming ICPO Suggestions** app displays.

9. Review the suggestions.
10. To turn an ICPO suggestion into a sales order, select its **Ready for Order** check box.
11. After accepting and rejecting the ICPO suggestions, select the **Actions** menu and selects **Process All Suggestions**.
12. Close the **Incoming ICPO Suggestions** app.

    The ICPO is now a sales order. The selling company can begin fulfilling the order as requested.

13. Back at the Green company, launch **Customer Shipment Entry**.
14. Generate the packing slip for the shipment and then select the **Shipped** check box.

    This shipment record is automatically sent to the purchasing company.

15. The user at the Blue (purchasing) company launches **Receipt Entry**.
16. Select **Add Intercompany Receipt.**  .
17. The user pulls in the purchase order and closes it.

An AP invoice can now be created to complete the inter-company transaction.

18. Back at the Green selling company, you launch **AR Invoice Entry** and create a new invoice.
19. Next, select the overflow menu, select the **Get** sub-menu and select **Shipments**.
20. Select the packing slip; this pulls the shipping data into the new AR invoice.
21. You then complete the AR invoice by selecting the overflow menu>Group>Calculate All Taxes.
22. Post the invoice.

You have now processed the inter-company PO.

Consolidation Scenario

Big Parts, Ltd. is a manufacturer in the United Kingdom which has an assembly facility in Mexico. You need to set up and run the consolidation process for these companies.

In this scenario, you first define the two locations as separate companies within your database. You then set up a parent-child relationship between the United Kingdom and Mexico. The United Kingdom location will hold the main book which receives consolidation information from the Mexico location. Because of this relationship, the Mexico company needs two books. It needs a main book for recording and posting GL transactions using the peso; it also needs an intermediate book for converting currency amounts from the peso to the pound and also converting the accounts from the source book COA structure to the COA structure required in the United Kingdom book.

Consolidation Scenario - Setup

This topic describes how you set up the consolidation between the United Kingdom and Mexico companies.

1. You first launch the **Epicor Administration Console** and create two companies -- one for the United Kingdom (UK) location, the other for the Mexico (MXO) location.

   Cloud Customers need to contact the Epicor Cloud Operations Team to create a new company.

2. Navigate to the United Kingdom company and launch **Currency Master Maintenance**. Create currency records for both the peso and the pound. Be sure to define both currency records as global records.
3. Launch **Currency Rate Type Maintenance** to define the conversion rules the companies will use to convert amounts between the peso and pound currencies. Be sure to select the **Global** check box on both of these currencies.
4. Navigate to the Mexico company and link the global currencies and the currency rate type.

5. You now create an external company record for the United Kingdom company. Launch External Company Configuration.

6. From the **External Company** card, you select the **Multi-Company Direct** option.

7. For the **External Company ID** enter the UK company ID, and for the Description field, enter United Kingdom. The UK identifier is the same value you entered within the Epicor Administration Console.

8. Navigate to the **Multi-Company Details** card.

9. Define how the external company handles financial information it sends and receives from the current Mexico company. Select the **Send GL Accounts** check box; this indicates this external company can transfer general ledger account information to your new company.

10. If the United Kingdom parent company will send general journal and/or accounts payable allocations to the current Mexico company, select the **Allow GJ Allocations to** and the **Allow AP Allocations to** check boxes.

11. For the **Journal Group Prefix**, enter a UK value. This prefix is automatically placed on any journal groups that process intercompany transactions.

12. Navigate to the **GL Control>Detail**card, select **New** .Find and select the GL control type and the GL control you will use with this external United Kingdom company. When you finish creating the new external company record, save the record.

13. Navigate to the UK company and repeat these steps to create an external company record for the Mexico location.

14. You now must set up the source and target books within the two companies. Navigate to **Book Maintenance** within the Mexico company and create a new book.

15. From the **Type** drop-down list, select the **Standard** option. This option indicates the book records the source financial activity of the current Mexico company.

16. Select the **Chart of Accounts**, **Calendar**, and **Book Currency** you need for this book. For the book currency value, you select the Peso option.

17. In the **Retained Earnings** section, define the standard account used for retained earnings for the Mexico book. You can divide the reported retained earnings balance by substituting a segment in the retained earnings account for a corresponding segment in the in the income statement.

18. Save the book and then navigate to the United Kingdom company. Create the standard book you need for this location, selecting British Pound as the base currency for this book. You also select a fiscal calendar which is different from the calendar you selected on the Mexico source book.

19. Navigate to **Consolidation Rate Type Maintenance** to create a new consolidate rate type. This record defines the consolidation method which uses the conversion rules defined on the currency rate type to calculate the currency amounts which display in the intermediate book.

20. Select the **Default Method** used to calculate the exchange rate applied during consolidations.

    Available options:

    - **Daily Average** applies an average exchange rate for a consolidated period. The exchange rates used throughout the period are totaled and divided by the number of exchange rates to determine the average exchange rate for the period.
    - **Period End** uses the exchange rate from the last day of the consolidated period.
    - **None** uses the exchange rate currently entered in the **Consolidate to Parent Entry** app.

    For this Consolidation Rate type, you select Period End.

21. Select the **Currency Rate Type** you previously created and then save the record.

22. The next item you need to create is a consolidation type. Consolidation types determine the method used to calculate account balances during consolidations, and determines the consolidation rate type applied to these balances. Navigate to **Consolidation Type Maintenance** within the Mexico company and create a consolidation type.

23. In the **Calculation Type** field, select the method used to calculate account balances during consolidations.

    Available methods:

    - **Balance** uses year-to-date amounts to determine account balances. As a result, prior-period adjustments affect account balances to which this type applies. This type of calculation typically applies to monetary balance-card accounts.
    - **Period Movements** uses period amounts to determine account balances; this type of calculation typically applies to non-monetary balance-card accounts and income-statements accounts.

24. In the **Consolidation Rate Type** field, select the consolidation rate type you previously created. Save the new record.

25. Now create the intermediate book. Navigate to **Book Maintenance** within the Mexico company and create a new book.

26. select the **Type** drop-down list and select the Consolidation option. This indicates that the book merges balances from the source Mexico book to consolidate the financial results with a target (United Kingdom) book.

27. Define the Chart of Accounts, Calendar, and Book Currency for this intermediate book. These options all need to be the same as the options defined for the target United Kingdom book.

28. Select the retained earnings and validations you want for the book. When you finish, you save the intermediate book.

29. You next create a record which defines how the source Mexico book interacts with both the intermediate book and the target United Kingdom book. Navigate to **Consolidation Definition Maintenance** within the Mexico company and create a new consolidation definition.

30. In the **Consolidation Type** drop-down list, select whether you want the consolidation to be Periodic or Continuous. Periodic consolidations occur at the end of each fiscal period; continuous consolidations occur whenever the multi-company process refreshes data between the two books. For this consolidation, you select Periodic.

31. Use the **Delta Generation Mode** check box to determine whether delta consolidation and retrospective adjustment will be possible with this consolidation definition. By definition, this option is activated.

32. Within the **Intermediate Book Options** group box, use the **Book** drop-down list and select the intermediate book you created for consolidations.

33. In the **Company** field, select the target United Kingdom company. In the Book field, select the target United Kingdom book. This indicates the consolidated journals will post to this target book.

34. In the **Source Books** card, select **New**  .

35. In the **Source Book** field, select the Mexico book used as the source. If required, use the **COA Map ID** field to select a map that links accounts in the source Mexico book to the intermediate book.

36. Define the **Closing Period, Intermediate Journal, Target Journal, Balance card, Income Statement,** and **Exchange Diff Account** you want this consolidation definition to use, then save the record.

Note you can add multiple source books for the consolidation definition. If you needed more than one book within the Mexico company, you could create this additional book and then add it to the consolidation definition. You can use this functionality to set up the consolidation relationships you need within the organization.

You have completed the setup between the parent United Kingdom company and the Mexico company. You are now ready to run consolidations between the two companies.

Consolidation Scenario - Process

You have reached the end of the first fiscal period for the current year. You need to consolidate the books between your United Kingdom and Mexico locations.

1. You navigate to the Mexico company and launch **Consolidate to Parent Entry**.
2. Create a new consolidation record. select the **Cons Def. ID** field to find and select the consolidation definition you created previously when you were setting up the consolidation.
3. Navigate to the **Source Control - Detail** card.
4. Because the Mexico book uses a different fiscal year from the United Kingdom book, you use the **Fiscal Year/Suffix** field to enter the fiscal year that contains the period which needs to be consolidated.
5. In the **Fiscal Period** field, enter the specific period which will be consolidated.
6. Navigate to the Source Control > Consolidation Source Rates card, and select **Retrieve All** to pull in the current exchange rates available for the consolidation.
7. When you finish, select **Save**  . At this stage, you could already open the **Consolidation Monitor** in the target company, and retrieve details of the anticipated consolidation. The status would be **Open**, as you have not yet posted the consolidation.

   If up-to-date data do not yet display, you may have to initialize data transfer: In the source company, launch **External Company Configuration**, open the target company record, then select **Initialize/Send Data for Consolidation Monitors** from the overflow menu.

8. You are now ready to consolidate the financial results. First, you post the consolidation to the intermediate book. From the overflow menu, select **Post**. The **Consolidation Post Process** window displays.
9. Select **Submit**, then close the Consolidation Post Process window.
10. In **Consolidate to Parent Entry**, select **Refresh**. The label changes from Open to **Posted to Interm. Book**.
11. At this point, if you want to check the results before you post them to the target book, you can run the **Consolidation Report**. From the overflow menu, select **Print Report**. You can also launch this app independently from the main menu, via **Multi-Site > Reports > Consolidation Report**.
12. In the **Consolidation Report** window, ensure the correct Consolidation ID is entered, then select **Print** or **Print Preview** as required. If the consolidation has transferred to the Intermediate book, but not yet posted to the target, the **Posted** time/date and user ID information do **not** display.
13. You can now commit the consolidation results to the target book. From the overflow menu, select **Transfer Intermediate**. The **Consolidation Transfer Intermediate Process** window displays.
14. Select **Submit**, then close the window.

15. In **Consolidate to Parent Entry**, select **Refresh**. The green Posted to Interm. Book label changes to a yellow **Consolidated and Posted** label. .

The financial results from the Mexico company are now transferred and posted to the United Kingdom target book. You can run this process for each fiscal period.

After you post the last fiscal period for the year, launch the **Consolidated Year End** process. This process posts the consolidation balances for the previous fiscal year and then creates opening consolidation balances for the next fiscal year.

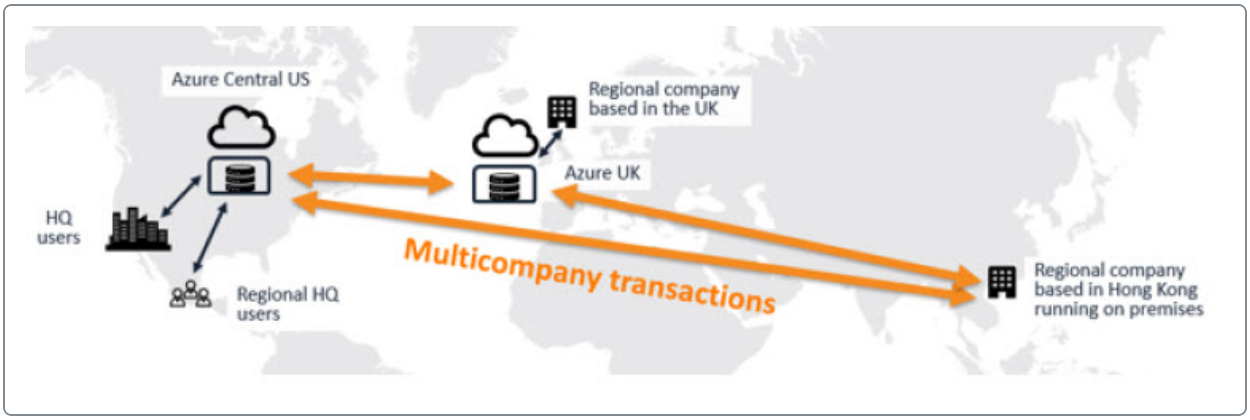
Consolidation Scenario - Review

Use the Consolidation Monitor to review the current status of the consolidate to parent entry, and launch the Consolidation Report to review details of the consolidation transactions.

1. Navigate to the United Kingdom company and launch **Consolidation Monitor**.
2. Select the **Target Book** from the drop-down list.
3. Enter the required **Fiscal Year** and **Fiscal Period**.
4. Select **Retrieve**. The **Consolidation Definition** cards display details of any relevant definitions, in a similar way to Consolidation Definition Maintenance, but read-only.
5. Expand the required definition in tree view, all the way to an individual consolidation, with its ID number and period, for example: **15: Period 5**.
6. Navigate to the **Consolidations** cards to see details of each consolidation. This is similar to Consolidate to Parent Entry, but read-only. The status indicator makes it clear whether the consolidation is **Open** (created, but not yet posted), **Posted to Interm. Book**, or **Consolidated and Posted**.

Epicor ERP Public Cloud Multi Region Multi Company Transactions

With the 10.2.600 release, multi-company transactions can connect business entities across Epicor ERP public cloud regions, or across business entities in the cloud and on-premise(s).



Use Azure Service Bus to uplift your current on-premises multi-company transaction capability to be fully cloud-enabled. With this feature you connect and run Epicor ERP in multiple company locations from the geographies of your choice, in the cloud or on-premises, while enabling inter-company transactions such as purchasing, sales orders, and reporting to continue among them across multiple databases.

To use this cloud feature, you must purchase the Multi-Company modules.

To enable cloud database to connect to **on-premise** or **cloud-to-cloud**,you must purchase a license for each location that you want to connect.

This feature does not support the **on-premise** to **on-premise** business logic.