GENERAL LEDGER

Training Guide
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Course Overview

General Ledger (GL) Module Description

IDEAS is a modular system composed of sub-ledgers and governed by the General Ledger (GL). The General Ledger is the central repository of the accounting records and data receiving entries from other modules, such as accounts payable, accounts receivable, and Materials Management System (MMS). GL transactions are either created manually or journalized automatically from other modules. The general ledger is the basis for creating key financial statements including trial balance, balance sheet, and gain & loss.

The IDEAS Financial Database (FDB) is a three-dimensional database.

1st Dimension: FQA

The Fully Qualified Account (FQA) is the key to all the transactions. The FQA is composed of general accounting elements and analytical accounting elements. The analytical elements make determinations about how, when and why a business spends and receives money.

The following diagram describes the most common FQA design:

```
1-Company    2-Accounts    3-AFE    4-Cost-Center    5-Bill Code

1+2 = General Accounting elements  3+4+5 = Analytical Accounting elements
```

2nd Dimension: Segments

The Segments role is to separate the financial data of different years and different currencies. Segments are used to store financial, budget, historical or statistical data.

3rd Dimension: Period

The Period refers to the setup for the accounting period.
Course Description

This class provides a brief GL overview and then covers GL implementation and GL monthly processes, including detailed processing steps, example screens and reports.

Audience, Course Level and Prerequisites

This basic level class is recommended for those who use the IDEAS General Ledger module. The recommended prerequisites for this course are the IDEAS User Interface Navigation course or comparable experience.

What You Will Learn

- General Ledger Module Overview
- General Ledger Implementation
  - Account ID Format
  - Element Definition
  - Period List Definition
  - Segment Definition
  - Journal Transactions
  - Accumulation File Creation
  - Xref Pair Setup
  - Level Definition
- General Ledger Monthly Process
  - Opening the Month
  - Journal Entries
  - Journal Corrections
  - Journal Validations
  - Reports
  - SQL Backup
  - Posting Process and Reports
  - Closing the Month
Lesson One: GENERAL LEDGER IMPLEMENTATION
Customizer/Ledger Definition
In the ledger definition, define the parameters of the FQA and the number of periods.

Header Tab

Ledger ID: Define the Ledger ID

ID Length / No Elements: ID length and the number of elements that composes the FQA. (These field values display automatically when introducing the different elements of the FQA in the Elements screen.)

Description Element: Element in the financial database that contains the details of the transactions (Generally, it’s the Account).

Entity Element: Element that controls the journals balances and the financial database balance, generally the company.

Number of Period: Enter the number of Periods that fits your accounting needs.
Entity Lookup: This box is used to simplify entries after it prompts to you automatically the entity in the line items.

Ball Sheet Account Options: Accounts for which the year-end balance of the current year must be transferred to the beginning balance of the following year (such as Asset, Owners Equity, Liability and the JIB B/S).

Elements Tab

Steps:
1) Click the **New Element** button and create the FQA elements. Introduce the element names, lengths and prefixes.
2) In the example on the previous page, entity is only 2 digits long. However, the following element starts at position 4 and not 3. Why?

_The system automatically adds a one-digit delimiter between FQA elements._

**Note**: You can define until 10 elements with a maximum length of 60 (Element length + Delimiters length).
**Customizer/Account ID Format**

**Entry Format Tab**

Define the entry format rules:

- **Edit**: Define how the element entry should be done
  - E=Exact input of element number is required
  - L=Left justification (zero fill before element number entered)
  - R=Right justification (zero fill after element number entered)
  - V=Element numbers may be of varying lengths within a maximum length.

- **Required**: Define if an element entry is required or not.
  - R=Required
  - O=Optional

- **Alpha/Numeric**:
  - A=Alphanumeric
  - N=Numeric only

<table>
<thead>
<tr>
<th>Element ID</th>
<th>Length</th>
<th>Edit</th>
<th>Required</th>
<th>Alpha/Num</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>3</td>
<td>E</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>Account</td>
<td>9</td>
<td>E</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>Cost.Center</td>
<td>8</td>
<td>R</td>
<td>O</td>
<td>A</td>
</tr>
<tr>
<td>AFE</td>
<td>6</td>
<td>R</td>
<td>O</td>
<td>A</td>
</tr>
<tr>
<td>Bill Code</td>
<td>3</td>
<td>R</td>
<td>O</td>
<td>A</td>
</tr>
</tbody>
</table>
Print Format Tab

The Print Format tab displays the printing options:

- **Heading** is the title that displays on top of the element column when it is printed (CO=Company, ACCT=Account ...)
- The heading maximum length = Length of the element.
Customizer/Element Definition

This defines which information is necessary when introducing the elements in the chart of accounts. Define the Account types (Asset, Liability etc.) and the balances (DR, CR).
Customizer/Period List Definition

Steps:
1) Click **Add New Period for Ledger** and enter the periods number and the description. Based on this description, the system will automatically display the period name.
2) Define whether it is an Adjusting Period or no and enter the end date for each period.
3) Click **Update Period List** and click **Save**.
Customizer/Segment Definition

The financial data of different currencies and different years are stored into different segments. We recommend that you set up first the Source segments, then the Converted segments and total segments, and finally, Prior Years segments.

1. SEGP, SUSD, SEUR, SGBP…
2. CEGP<USD, CEGP<EUR, CEGP<GBP…
3. TEGP, TUSD
4. 1PYSEGP, 1PYCEGP<USD…

Steps:
1) Click **Add New Segment for Ledger**. Segment number displays automatically.
2) Enter the segment **Description** and **Segment Name**.
3) Select the **Prior Segment**. Example: Prior Year Source USD is the Prior Segment of Current Year Source USD.

4) Select the **Period List** defined previously, the **Conversion** decimals, the **Justification**, the **Length**, and then the **Security**.

5) If necessary, delete segments by clicking **Delete segment from Ledger**.
Customizer/Journal Transactions

The journal transaction connects the segments with the journals.

Define which segments are going to be updated by the posting process and chose the type of update:

- **Period and YTD**: This is the classic update; it updates the balance amounts in the first month and updates the YTD (year to date) amount with the posting journal.
- **YTD**: The update year to date means that it only updates the balance amounts at the end of the year.
- **Period-LYR**: Updates last year journals; made for the adjustment journals. If you choose the Period-LYR, you must select the carry forward segment.
- **Beginning balance**: Updates the beginning balance for the selected segments.

**How to Create the Journal Transactions**

1) Click Add to implement the journal transactions
2) Enter the Description.
3) Select the Type of Update and the corresponding segment.
4) Enter the Valid Account Types and the number of the Control Acct Update Transactions.
Customizer/Accumulation File Creation

The Accumulation Files Creation process enable the system to create tables that store the transactions details.

Customizer/Xref Pair Setup

Xref Pair Setup allows the user to define which elements are necessary for the cross-referencing. This screen allows the user to define which specific elements must be cross-referenced to create an FQA. Select the Ledger id and the appropriate checkboxes to indicate which elements must be cross-referenced.
Chartmaster/Level Definition

For reporting purposes, create structures that hold the accounts, companies or any other elements. The structures group elements that have the same significance.

Steps:
1) Click Add New Structure.
2) Enter the name of your structure and click on it to add a new level. Select the level details before updating it.
Chartmaster/ Element Maintenance

Element Maintenance allows you to perform all necessary steps to create the elements (Account, company...) and the parenting (builds the structure and defines the “father-children” relationship). It also develops the cross-referencing.

The status of the elements can be either active (you can report and post on it) or inactive (you can only report on it).

A summary account allows you to summarize several detail accounts and report the result.
A detail account is the account where the actual accounting entries are made.
Summary Element

Detail Element

A Detail element adds two more fields (only for the accounts): Type and Balance.

- Type: A=ASSET L=LIAB 0=EQ I=INCOME E=EXP B=BUD S=B/S T=I/S BILABL
- Balance: NATURAL BALANCE: DR=DEBIT CR=CREDIT
Utilities/Journal Definition

Journal entries are subsequently posted to the general ledger as part of the accounting cycle. Each journal is defined for a specific company and a specific currency.

At the moment of the posting, the journal allows the update of specific segments through the transaction code.

Journal Type

There are different types of journals:

- **Manual**: The accounting entries in this journal are made through the GL such as Payroll and Accruals.
- **Automated**: The accounting entries in this journal are created automatically through another module such as Accounts Payables.
- **Standard**: These have the same line items each period but have different debit/credit amounts.
- **Recurring**: The accounting entries are for the same accounts and having the same amounts every period.
- **Reversing**: This journal converts the debits in credits and the credits in debits for the next period.
Steps:

1) Select **Convert All Line Items** only if the transactions on this journal are to be converted to other currencies, for example, Convert transaction currencies to a reporting currency.

2) Select **Balance Required** if the total debit should be equal to the total credit in this journal. You may define journals with this box unselected, for example, Adjustments journals or beginning balance journals.

3) The implementation of the GL is now completed. The following section covers the GL Monthly process.
Lesson Two: GENERAL LEDGER MONTHLY PROCESS

1. Opening the Month

Unlock a period to allow the system to create journal entries for that period.

There are two ways to open an accounting period. You can use one of the following:

- Journal Period Lock/Unlock Maintenance process
- Month End Open/Close Utility
Journal Period Lock/Unlock Maintenance

Path: Utilities > Period Lock/Unlock Maintenance

Using this process, you can lock or unlock all periods for all journals and for all entities. You can also lock or unlock a specific period for specific journals and a specific entity, as shown on the screen above.

Month End Open/Close Utility

Path: Utilities > Month End Open/Close

This utility prepares the system to conclude processing for the current month and commence processing for the following month. The difference is that it does not allow you to choose specific journals or entities for opening a period. The lock/unlock is done for all the entities and for all journals.
Clear JVAuto - From the drop-down list, select a period or select <none>. This option deletes journal batches that have been transferred to JVTRAN; Untransferred batches remain in JVAUTO. Use the Automated Journal Batch Report to display untransferred batches. Select All to clear all periods.

2. Journal Entries

In order to make your manual entries, access the Journal Entry Processing screen. Path: Journals > Batch Entry.

Behind the Batch Entry tab are the Control Total, Validation and Line Items tabs.

**Batch Entry Tab**

Enter or select values for the **Entity**, the **Journal** and the **Period No**. The **Batch No** (batch number) displays automatically. Enter the **Batch Description**.
**Control Total Tab**

**Line Total** is the number of the debit and credit lines.

In the example below, Line Total=2, which means: one credit line and one debit line. **Balance Required** field is selected because it was done previously when setting up the journals.
**Line Items Tab**

Enter the details for the FQA elements. Be sure that the elements are cross-referenced.

Enter:

- Debit and Credit
- Conv Date (Conversion Date)
- Rate
- Conv Amt (Conversion amount) – This is automatically calculated by the system when you enter the rate.
Validation Tab

The Validation tab shows the status of the FQA’s.

- Valid means that each element exists and that you established all required cross-references.
- Invalid means that a mistake was made when entering the elements.
If the Batch Entry status is **Edited, approved for posting** then you can move to the next step.
3. Journals/ Corrections

Path: **Journals > Corrections**

In the Journal Entry Corrections screen, make the necessary changes and then Save again.

4. Journals/Validation

Path: **Journals > Validations**

Prior to posting, validate the journal entries.

Validation verifies that all account codes are valid and that the actual totals equal control totals. To validate a journal, enter or select values for the following fields:

- The Ledger ID
- The Entity
- The Journal Id
- The Period No
5. Printing Reports

At this point, print the reports to verify your entries before the posting.
**Journal Batch Status Report**

Path: **Journals > Journal Reports > Journal Batch Status Report**

This report contains the batch numbers with their *status and descriptions*. It also shows the Control Debit/Credit and the Actual Debit/Credit.

Define and check your report.
Enter or select values for the following fields:

- Entity Name
- Journal Name
- Period No
- Batch No
- Journal Type
- Trans. Type (Transaction Type)

Save and run your report.
Journal Batch Detail Report

Path: Journals > Journal Reports > Journal Batch Detail Report

To have an account description, line description, both or invoice information, select the appropriate check boxes.

This report contains the account ID, the Account/Line description, the credit status and the conversions information. Run an existing report or create a new report.
Complete all the fields, save, and then run the report.

In the example below, this report is defined for the Entity No 231, the journal No 0610, Period No 1 and the Batch No 1.
6. SQL Backup

Warning! Make sure that you have a backup before posting, that your entries are correct and that the conversion rates have been entered into the system.

Access the SQL Server Management Studio and then use your mouse to right-click on your database. Select Tasks and then Back Up.

Click OK and wait until the system executes the back up.
7. Posting Process

Path: Journals > Posting

In the Journal Entry Posting screen, select the Ledger ID, the Entity Name, Period No, Batch No, and the Tran Type (transaction type).

**Warning!** You cannot make any changes once you do the posting. The posting process is the final record which updates the balances and the segments and converts the currencies.

Click **OK** and wait until this report displays.

After the posting, four reports display.

**Posting Control Report**

This report shows the status of the batches, the number of lines and the debits and credits amounts.
This report shows the Entity, the journal, the Tran Type, batch, description and amounts.
In this particularly example, our entries are made in USD and we have two reporting currencies which are EGP, USD. Therefore, we need to convert the USD to EGP and then update both the CYTEGP and CYTUSD segments.

**Accounts Added to Ledger**

This report shows the Account ID, its description and the accounts types.
Currency Conversion Report

This report shows the conversion details: Source currency amount, conversion rate and target currency amount.

Posting Error

This report shows the posting errors if any. If the report displays the message: No Errors found to print, then it means the posting was done correctly.
8. Reports

At this point, we need to check the reports available on the Reports menu.

**General Ledger Report**

**Path: Reports > General Ledger Reports**
The GL report shows posted transactions details.

In the Custom Report Details screen, enter or select values on the **Selections** tab and on the **Setup** tab.
Custom Report Details, Selections Tab

Complete the following fields:

- Report Name
- Ledger ID
- Segment

For each element, enter or select values for the following fields:

- Structure
- Selection
- Subtotal
- Sort by
Custom Report Details, Setup Tab

Complete the following fields:

• Period (Specific or Range)
• Date
• Data type

Then save and run the report.
This report example shows details of the FQA, the debit/credit amount and the balance.

In the journal column, 10 refers to the entity /0420 is the journal ID, 1 is the Period No and 1 is the batch number.
**Trial Balance Report**

Path: Reports > Trial Balance Reports

The TB report shows the details of the balance.

Either select a report from the list or define a new one.

Click on definitions:

**Selections tab**
Setup tab:

In this example, we are going to run the TB report.

```
Run Date: 7/30/2018
Report ID: TB

Trial Balance
Period(s) Ending 1/31/2017

<table>
<thead>
<tr>
<th>Period</th>
<th>Segment</th>
<th>CYSUSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td>231</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>111190100,123500100</td>
<td></td>
</tr>
<tr>
<td>Cost-Center</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>AFE</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Bill Code</td>
<td>ALL</td>
<td></td>
</tr>
</tbody>
</table>

Sort By: Company, Account, Cost-Center, AFE, Bill Code

<table>
<thead>
<tr>
<th>Account ID / Description</th>
<th>Beginning</th>
<th>Activity</th>
<th>Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>231-111190100-000000-000000-000000-0000 Virtual Bank - USD</td>
<td>0.00</td>
<td>(1,000.00)</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>231-123500100-D11999-111301-102 TELEPHONE SET</td>
<td>0.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>
```

Page 1 of 1
Beginning = Ending balance of period - 1
Activity: Sum of balances for the period or range of period in the selection criteria.
Beginning + Activity = Ending

**Conversion Analysis Report**

Path: Reports > Conversion Analysis Report
This report shows the details concerning the converted entries from a currency X to a currency Y.

Click Definitions or select one of the already defined reports.
Conversion Analysis Report Details
Enter the report name and select the segment type.

Selections Tab

For each Element, select:
- Structure
- Selection
- Sort by
Setup Tab

- Period (Specific or Range)
- Source currency
- Target currency

Save and run the report.

This report gives you the source journal, the target journal, the source amount, the conversion rate and the converted amount.
9. Closing the Month

You need to close the month after the posting. Use one of these two methods:

- Journal Period Lock/Unlock Maintenance process
- Month End Open/Close Utility

Utilities / Period Lock/Unlock Maintenance

Path: Utilities > Period Lock/Unlock Maintenance

Select the ledger ID, a specific entity, journal, period or all of them. Then select **Lock Selected Journal Periods** check box.
Month End Open/Close Utility

Path: Utilities > Month End Open/Close

Select the Ledger ID, the period list (CLNDR.), the close and open period. Then select the Journal batches that will remain in the JVAUTO file. Run the month.

10. GL Miscellaneous Codes

The GL Miscellaneous Codes program allows the entry of pre-authorized codes that affect the General Ledger module’s functionality.
The GL Miscellaneous Codes Table lists the codes and the IDEAS modules they affect (their effect on both the General Ledger and the other IDEAS Modules).
## GL Miscellaneous Codes Table

<table>
<thead>
<tr>
<th>GL Miscellaneous Codes</th>
<th>Module</th>
<th>Purpose</th>
<th>Valid Responses</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>auto_if_period</td>
<td>AI</td>
<td>Allows automatic interface journal entry processing</td>
<td>Valid calendar period number true</td>
<td>Used specified, valid period to interface journal entries</td>
</tr>
<tr>
<td>costcenterdetail</td>
<td>GL</td>
<td>Enables menu option allowing more detailed element reporting typically used with a cost center element</td>
<td>true</td>
<td>Active</td>
</tr>
<tr>
<td>drilldown</td>
<td>GL</td>
<td>Enables menu option allowing ability to drill down to produce more detailed information during inquiries</td>
<td>true</td>
<td>Active</td>
</tr>
<tr>
<td>es_option</td>
<td>ES</td>
<td>Determines default accessibility for restricted options</td>
<td>1 2</td>
<td>General availability Restricted availability</td>
</tr>
<tr>
<td>exclude_forcebalance_fqa</td>
<td>IF/CM</td>
<td>Excludes the balancing FQA from interface reports</td>
<td>true false</td>
<td>Active Not active</td>
</tr>
<tr>
<td>extended_interface</td>
<td>IF/CM</td>
<td>Changes the current fixed length comma delimited ASCII file format to a variable length tab delimited format. The variable length tab format accommodates a FQA length of greater than 50 characters.</td>
<td>true</td>
<td>Variable length tab delimited format enabled along with additional fields for vendor id, vendor name, invoice number, invoice date and invoice line description</td>
</tr>
<tr>
<td>fqa_input_mask</td>
<td>IF/CM</td>
<td>Allows the designation of a FQA input mask to create the IDEAS FQA from a different source FQA using constants, #’s to keep the source FQA’s characters and *’s to delete the source FQA’s characters</td>
<td>Combination of constants, #’s and *’s</td>
<td>Source FQA 1222223333444455555  FQA Input Mask #-########5#####- ####-##### IDEAS FQA 1-2222253333-4444-5555</td>
</tr>
<tr>
<td>GL Miscellaneous Codes</td>
<td>Module</td>
<td>Purpose</td>
<td>Valid Responses</td>
<td>Result</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>fqa_output_mask</td>
<td>GL</td>
<td>Allows the designation of a FQA output mask to change the IDEAS FQA to a different output FQA using constants, #’s to keep the IDEAS FQA’s characters and *’s to delete the IDEAS FQA’s characters</td>
<td>Combination of constants, #’s and *’s</td>
<td>IDEAS FQA 1-22222533333-4444-5555</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FQA Output Mask #<em>########**#####</em>####*####</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Output FQA 122222333344445555</td>
</tr>
<tr>
<td>journalentryuserfields</td>
<td>GL</td>
<td>Adds up to two additional fields to capture additional information</td>
<td>Field 1 User field 1 Field 2 User field 2</td>
<td>Additional field(s) appear during Journal Batch Entry</td>
</tr>
<tr>
<td>online_fqa_validation</td>
<td>GL</td>
<td>Upon entering element IDs for all the elements in the Account Code, provide immediate validation</td>
<td>true false</td>
<td>Active Not active</td>
</tr>
<tr>
<td>post_usr_1</td>
<td>GL</td>
<td>Allows the designation of multiple segments that are being posted to and the ability to post a volume to a designated segment</td>
<td>Field 1 Valid segment numbers separated by commas Field 2 A single valid segment</td>
<td>A volume will be posted to the designated segment</td>
</tr>
<tr>
<td>post_usr_2</td>
<td>GL</td>
<td>Allows the designation of multiple segments that are being posted to and the ability to post a volume to a designated segment</td>
<td>Field 1 Valid segment numbers separated by commas Field 2 A single valid segment</td>
<td>A volume will be posted to the designated segment</td>
</tr>
<tr>
<td>security_roles</td>
<td>SS</td>
<td>Enables the assignment of Users to predefined Security Roles (Groups)</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>
