Chart of Accounts - 3920

Ellipse EAM 9.0
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# Contents

## Chart of Accounts

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts - Diagram</td>
<td>8</td>
</tr>
<tr>
<td>Configuring Chart of Accounts</td>
<td>11</td>
</tr>
<tr>
<td>Configuring Chart of Accounts - Diagram</td>
<td>12</td>
</tr>
<tr>
<td>Accounting Setup for System Control Information</td>
<td>13</td>
</tr>
<tr>
<td>Configure System Control File</td>
<td>14</td>
</tr>
<tr>
<td>Configure District Control File</td>
<td>16</td>
</tr>
<tr>
<td>Maintain Table Files</td>
<td>19</td>
</tr>
<tr>
<td>Maintaining General Ledger Codes</td>
<td>20</td>
</tr>
<tr>
<td>Maintaining General Ledger Codes - Diagram</td>
<td>21</td>
</tr>
<tr>
<td>Reviewing General Ledger Codes and Account Codes - Diagram</td>
<td>22</td>
</tr>
<tr>
<td>Create General Ledger Code</td>
<td>23</td>
</tr>
<tr>
<td>Modify General Ledger Code</td>
<td>24</td>
</tr>
<tr>
<td>Delete General Ledger Code</td>
<td>25</td>
</tr>
<tr>
<td>Review General Ledger Code Details</td>
<td>26</td>
</tr>
<tr>
<td>Maintaining Cost Centres or Cost Centre Segments</td>
<td>27</td>
</tr>
<tr>
<td>Maintaining Cost Centres or Cost Centre Segments - Diagram</td>
<td>28</td>
</tr>
<tr>
<td>Create Cost Centre Segments</td>
<td>29</td>
</tr>
<tr>
<td>Modify Cost Centre Segments</td>
<td>30</td>
</tr>
<tr>
<td>Delete Cost Centre Segment</td>
<td>31</td>
</tr>
<tr>
<td>Review Cost Centre Segments</td>
<td>32</td>
</tr>
<tr>
<td>Review Account Segments</td>
<td>33</td>
</tr>
<tr>
<td>Costing Options</td>
<td>34</td>
</tr>
<tr>
<td>Maintaining Expense Elements</td>
<td>36</td>
</tr>
<tr>
<td>Further Information - Maintaining Expense Elements</td>
<td>37</td>
</tr>
<tr>
<td>Reviewing Expense Elements</td>
<td>38</td>
</tr>
<tr>
<td>Create Expense Element</td>
<td>39</td>
</tr>
<tr>
<td>Modify Expense Element</td>
<td>40</td>
</tr>
<tr>
<td>Delete Expense Element</td>
<td>41</td>
</tr>
<tr>
<td>Review Expense Elements using MSO931</td>
<td>42</td>
</tr>
<tr>
<td>Maintaining Posting Accounts</td>
<td>43</td>
</tr>
<tr>
<td>General Ledger Maintenance</td>
<td>45</td>
</tr>
<tr>
<td>Create a General Ledger Posting Account</td>
<td>49</td>
</tr>
<tr>
<td>Modify a General Ledger Posting Account</td>
<td>50</td>
</tr>
<tr>
<td>Delete a General Ledger Posting Account</td>
<td>51</td>
</tr>
<tr>
<td>Review General Ledger Posting Accounts using MSO967</td>
<td>52</td>
</tr>
<tr>
<td>Generate Posting Accounts Mass Maintenance</td>
<td>53</td>
</tr>
<tr>
<td>Maintaining Colloquial Names</td>
<td>54</td>
</tr>
<tr>
<td>Maintain Colloquial Names</td>
<td>55</td>
</tr>
<tr>
<td>Maintain Colloquial Codes</td>
<td>56</td>
</tr>
<tr>
<td>Review Colloquial Names</td>
<td>57</td>
</tr>
<tr>
<td>Reviewing the Chart of Accounts</td>
<td>58</td>
</tr>
<tr>
<td>Reviewing the Chart of Accounts - Diagram</td>
<td>59</td>
</tr>
<tr>
<td>Review Cost Centres</td>
<td>60</td>
</tr>
<tr>
<td>Review Expense Elements</td>
<td>61</td>
</tr>
<tr>
<td>Review General Ledger Codes</td>
<td>62</td>
</tr>
<tr>
<td>Review General Ledger Posting Accounts</td>
<td>63</td>
</tr>
</tbody>
</table>
Search Cost Centre by Reference Codes .................................................................64
Search Expense Element by Reference Codes .........................................................65
Search General Ledger Code by Reference Codes ....................................................66
Search General Ledger Account by Reference Codes ...............................................67
Maintaining Links ........................................................................................................68
  Create Link ..................................................................................................................69
  Modify Link ..................................................................................................................70
  Delete Link ...................................................................................................................71
Maintaining Inter-district Processing .........................................................................72
  Maintaining Inter-district Processing - Diagram .........................................................73
  Maintain Inter-district Account Details ......................................................................74
  Review Inter-district Account Details ........................................................................75
Maintaining Account Code Access Lists .....................................................................76
  Maintaining Account Code Access Lists - Diagram ....................................................78
  Financial Account Authorities .....................................................................................79
  Create Account Code Access List or Items ..................................................................80
  Maintain Transaction Access by Account Unit .............................................................81
  Modify Account Code Access List ................................................................................83
  Delete Account Code Access List ................................................................................84
  Review Account Code Access List ..............................................................................85
  Review Account Code Access List Items .....................................................................86
  Review an Account Code Access List for Account Unit ...............................................87
  Create Account Access by Transaction Type ..............................................................88
  Modify Account Access by Transaction Type ..............................................................89
Account Code Level Selection .....................................................................................90
Account Validation .......................................................................................................91
Accounting and Costing Definitions ..........................................................................94
Wildcarded Accounts Facility .......................................................................................97
Mass Maintenance .......................................................................................................98
Chart of Accounts Reports ........................................................................................100
  MSB921 - Cost Centre Mass Maintenance .................................................................101
  MSB922 - Posting Accounts Mass Maintenance .......................................................105
  MSB931 - Expense Element Mass Maintenance .......................................................108
  MSB936 - Account Code Access Violation Housekeeping ........................................111
  MSB941 - General Ledger Mass Maintenance ............................................................112
  MSB969 - General Ledger End of Year Update .........................................................117
  MSB96J - GL Posting Accounts Mass Maintenance ..................................................118
  MSR902 - Transaction Costing Errors and Warnings ...............................................120
  MSR920 - Listing of Cost Centre Segments ................................................................121
  MSR923 - Preview Valid/Invalid Links ......................................................................122
  MSR924 - Review Cost Codes in Segmented Range ...................................................125
  MSR929 - Link Range Report ......................................................................................126
  MSR930 - Expense Elements Report .........................................................................127
  MSR932 - Account Code Access List Report ..............................................................129
  MSR933 - Employee Account Code Access List Report .............................................130
  MSR934 - Position Account Code Access Report ......................................................131
  MSR936 - Account Code Access Violations Report ....................................................134
  MSR940 - General Ledger Code Report ......................................................................136
Chart of Accounts - Screens ......................................................................................137
Chart of Accounts

Use this module to create and maintain the chart of accounts for each accounting district.

The chart of accounts is a list of accounts used in Ellipse EAM for the recording of financial transactions for both management and statutory reporting needs.

There are two types of accounts, each with its own posting account types:

- **Balance sheet accounts**, which are typically identified by a general ledger code and used to record assets and liabilities.
- **Income statement accounts**, which are typically identified by a cost code (a combined cost centre/expense element combination) and used to record revenue and expenditure.

All expenditures for an accounting district in Ellipse EAM must be recorded against one of the following posting account types:

- General ledger code
- Cost code

The cost centres and expense elements that combine to form cost codes are separate accounting units. Cost centres can be divided into segments (also called cost centre levels) to provide more detailed cost analysis.

Account Validation

The validation of general ledger codes, cost centres, and expense elements are governed by rules determined in the district control file. Invalid accounts are rejected at the time of data entry when E (error) is selected. Other states include W (warn) and A (accept).

General Ledger Codes

A general ledger code is an accounting code in its own right. This means that it stands alone as its own account as opposed to a cost code, which is a combination of cost centre and expense element entities. A general ledger code can be alphanumeric and is normally used to record activities that relate to asset and liability accounts.

General ledger codes are created when establishing the chart of accounts and can be modified at any time. General ledger codes may only be deleted if they have not had any accounting transactions posted to them.

Cost Centres and Cost Centre Segments

Cost centres represent areas of financial responsibility, activity steps, or service function in an organisation. Cost centres can be alphanumeric and are made up of single or multiple segments. Cost centres can consist of multiple segments (also called cost centre levels). Cost centres indicate the "where".

If expense elements are used in an accounting district, a cost code is formed when a cost centre and an expense element are combined.

If expense elements are not used in the accounting district, cost centres, on their own, form cost codes.

Cost codes are typically used to record income statement revenue and expenditure.

Expense Elements

An expense element provides an analysis of a type of expenditure or revenue. An expense element consists of an alphanumeric code with a maximum length of eight characters. The expense element code is linked to the appropriate cost centre segments to create a valid general ledger posting account (cost code). Expense elements indicate the "what".
Colloquial Names

Colloquial names are used to provide an alternative way of referring to account segments. Colloquials can be a useful tool for users who do not regularly process accounting transactions within Ellipse EAM because a name may be remembered more easily than a code.

Colloquial names can be created for:
- General ledger codes
- Cost centres
- Cost codes
- Expense elements

Colloquial names can be used wherever account code fields exist within Ellipse EAM. To signal to Ellipse EAM that you are entering a colloquial, enter an equals sign (=) immediately before the colloquial code.

If the account code consists of two colloquials (where one colloquial represents the cost centre segments and another colloquial represents the expense element), use the account delimiter as defined on the MSM001 - System Control file screen, to combine the two colloquial names.

The following scenario is an example of using colloquial names:

A colloquial code of MAINT has been created; this colloquial code contains the valid cost centres for the maintenance department. Another colloquial code of FUEL has been created; FUEL contains the valid expense elements for fuel costs.

When an accounting transaction is being costed for fuel costs for the maintenance cost centre, rather than having to remember the specific numeric codes, enter =MAINT/=FUEL (where / has been defined as the account delimiter in the system control file).

Ellipse EAM populates the costing field with the correct cost centre and expense element codes.

If there are a number of account units per colloquial code, use Ellipse EAM to select the appropriate expense element, cost centre, or general ledger code when you reference the colloquial.

The cost centres and expense elements that combine to form cost codes are separate accounting units. Cost centres can be divided into segments (also called cost centre levels) to provide more detailed cost analysis.

All accounting units can be maintained individually or as a group.

Use batch jobs to replicate chart of accounts information to other districts. You can also make bulk changes to accounting units and, if the General Ledger module (3990) is installed, to account relationships.

Costing

In the Chart of Accounts module, relationships are established between accounts and:
- General ledger account codes
- Work order numbers
- Project numbers
- Equipment numbers

Glossary

These terms are in common use throughout this module:
- Account segment
- Colloquial
- Cost centre
- Cost code
- Expense element
- General ledger
- General ledger account
- General ledger code
- Posting account
- Summary account (non posting)

**Diagram**

The *Chart of Accounts* diagram represents the processes associated with the Chart of Accounts module and the integration with other modules.

**Reports**

Report and batch processes are available within Ellipse EAM, which allow you to access additional information and perform batch update activities.

To see a description of these reports, refer to *Chart of Accounts - Reports*.

**Note:** For information on how to generate a batch job or report, refer to Reporting.
Chart of Accounts - Diagram

The following two diagrams represent the processes associated with the Chart of Accounts module and its integration with other modules.
Configuring Chart of Accounts

Within Ellipse EAM, there are three areas in which configuration activities must be performed before the Chart of Accounts module can be used. These areas are:

- System controls
- District controls
- Table files

Diagram

The Configuring Chart of Accounts diagram represents the system configuration process for the Chart of Accounts module.

Business Rules

The following business rules govern this process:

- If segments are used in the design of the chart of accounts, all segment levels have to be used to make up a valid cost centre.
  
  For example, if a decision is made to have a cost centre made up of two segments, with the first segment representing activity and the second segment representing responsibility, then segment one is not a cost centre by itself and segment two is not a cost centre by itself. However, when segment one is combined with segment two, this is a cost centre.
Configuring Chart of Accounts - Diagram

This diagram represents the system activities associated with the chart of accounts process.
The mechanism of recording account code details against transactions produced in Ellipse EAM is controlled using the setup of the relevant system control file information relating to the Chart of Accounts module.

Specific transactions exist in Ellipse EAM that require entry of account code, cost centre, and/or expense element information. How this account data is validated depends on the relevant system control file information setup.

The system control file information also determines the currency for each district and establishes the editing relationships between the accounting and costing codes.

Documents

While the transactions are online, it may be desirable, for control purposes, to make an input form available.

Limitations

Access to these transactions should be limited to the people who are nominated as the Ellipse EAM administrators.

Once set up, any changes to the system control information relating to code lengths and levels must be done under strict supervision, because the resulting changes may have ramifications that invalidate an existing chart of accounts.

Transaction Information

Within a district, you can quote another district’s charts of accounts for each element within the account code. This eliminates unnecessary duplication of charts of accounts.

The lengths of the accounting elements are specified to provide initial validation. The process of segmentation or exploding from, and the contiguous combination or implosion of the segments into a cost code, depend on this information.

This table defines the valid combinations of cost centre and expense element control settings:

<table>
<thead>
<tr>
<th>Case</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Centre length</td>
<td>&gt;0</td>
<td>&gt;0</td>
<td>0</td>
</tr>
<tr>
<td>Expense element length</td>
<td>&gt;0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
• **Case A**
  Cost centres are entered on transactions and validated against the cost centre codes file - MSF920.
  Expense elements are entered on transactions and validated against the expense element file - MSF930.

• **Case B**
  Cost centres are entered on transactions and validated against the cost centre codes file - MSF920.
  Expense elements are not entered on transactions.
  The whole cost centre structure defines a cost code in its own right.

• **Case C**
  Neither cost centres nor expense elements are entered on transactions.
  The costing option in the control file defines the relationship between account codes, work order/project number and equipment number, when entered on Ellipse EAM transactions.
Configure System Control File

Use this activity to configure system control settings for the Chart of Accounts module.

System control settings are usually determined during an Ellipse EAM implementation or upgrade project. Settings are recorded in a configuration workbook, and any changes are recorded along with supporting comments on reasons for the change. Security access to change system control settings is normally limited to the system administrator.

Activity Steps

1. Access MS0001 - System Control File Maintenance.
   - The MSM001A - Maintain Systems Control File screen displays.
2. Select Maintain System Controls in the Option field.
3. Select Submit.
   - The MSM00AA - Modify Modules Installed screen displays.
4. Click Submit until the 3920 - Chart of Accounts module displays.
5. Enter data in the following field:
   - Installed
6. Select Submit.
7. Click Reset to exit the MSM00AA - Maintain Modules Installed screen.
   - The MSM001B - Maintain Systems Control File (Cont.) screen displays.
8. Click Submit until the Maintain System Control File (Cont.) screen with Catalogue as the first group of fields displays.
   - The MSM001C - Maintain System Control File (Cont.) screen displays.
9. Click the Chart of Accounts tab.
10. Enter data in the following fields:
    - Inter-District Table of Accounts Used
    - Validate Control Accounts
    - Euro Currency Type
11. Select Submit.
    - Ellipse EAM saves changes to the System Control file.
    - The MSM001D - Maintain Systems Control File (Cont.) screen displays.
Configure District Control File

Use this activity to configure district control information for the Chart of Accounts module. District control settings are usually determined during an Ellipse EAM implementation or upgrade project. Settings are recorded in a configuration workbook and any changes are recorded along with supporting comments on reasons for the change. Security access to change district control settings is normally limited to the system administrator.

Activity Steps

2. Select **Modify District Controls** in the **Option** field.
3. Enter data in the following field:
   - **District**
4. Select **Submit**.
   - The **MSM00BA** - Modify District Control Information screen displays.
5. Click **Submit** until the **MSM00DA** - Maintain District Control Information screen displays.
6. Enter data in the following fields in the **Chart Of Accounts/Journal** tab:
   - **General Ledger Code (District)**
   - **General Ledger Code (Length)**
   - **Cost Centre (District)**
   - **Cost Centre (Length)**
   - **Expense Element (District)**
   - **Expense Element (Length)**
   - **Number of Cost Centre Levels**
   - **Open/Close Pointer**
   - **Interdistrict Table of Accounts District**
   - **Account Code Validation Indicator**
   - **Apply Acct Code Access Validation**
   - **If no Access Defined Accept as valid**
   - **Error or Warn on Account Access Violation**
7. Enter data in the following fields in the **Budgeting** tab:
   - **Up Cost Code Structure**
   - **Up Account Code Relationship Structure**
   - **At Defined Segments of Account Code**
8. Select **Submit**.
   - The **MSM00DE** - Modify District Control Information (Cont.) screen displays.
9. Enter data in the required fields.
10. Select **Submit**.
    - The **MSM00DB** - Define Cost Centre Levels screen displays.
11. Enter data in the following fields for each cost centre level:
    - **Size**
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Name</td>
<td></td>
</tr>
<tr>
<td>Long Name</td>
<td></td>
</tr>
<tr>
<td>Default Cost Centre Segment Code</td>
<td></td>
</tr>
<tr>
<td>Validation Ind</td>
<td></td>
</tr>
</tbody>
</table>

12. Select **Submit**.
    The **MSM00DC** - Modify Posting Account Levels screen displays:

13. Enter data in the following fields:
    - **Full Description**
    - **Short Description**
    - **Start Position of Account**
    - **Length**

14. Select **Submit**.
    The **MSM00DD** - Modify Funds Check Control Information screen displays.

15. Enter data in the required fields.

16. Select **Submit**.
    Changes to the district control file are saved.

17. Click **Reset** to return to the **MSM001A** - Maintain Systems Control File screen.
Maintain Table Files

Table files need to be maintained as a part of the configuration of this module. For information on how to maintain a table file, refer to Maintaining Table Files. Normally, you only need to maintain client-defined table files, not Mincom-defined table files. Ellipse EAM security determines your ability to maintain table files.

Select an item below to see the table file description and its associated values (if applicable):

- ACTT – Account Access Entity Type
- CM – Consumption Tax Code
- TC – Tax Code
Maintaining General Ledger Codes

General Ledger Codes are account codes against which accounting balances are held for the General Ledger module. General ledger codes form part of a district's Chart of Accounts, and stand alone as a single code, as opposed to being a combination of cost centre and expense element entities.

A general ledger code is typically used to record budget information relating to asset liability accounts. General ledger codes may only be deleted if they have not had any accounting transactions posted to them.

General ledger codes are maintained using the **MSM940A - Maintaining GL Codes** screen.

Restrictions on the use of an account code can be made by using the:

- **Status Code** - General ledger codes that are no longer required within Ellipse EAM may be set to inactive (I) rather than be deleted. This retains the codes for historical reporting.
- **Posting Indicator** - This indicator controls posting to a general ledger code. If a general ledger code can receive financial transactions, then this indicator must be set to P. If a code is reserved for summary reporting only and not for posting, then this indicator must be set to N.
- **Sub-System Posting Indicators** - These indicators define the use of the general ledger code within sub-systems. If for a subsystem the indicator is Y then postings to the general ledger code can be made by any of the transactions defined for that subsystem. Otherwise, postings by other transactions will be reported on **MSR902 - Transactions Costing Errors and Warnings**.

**Diagram**

The **Maintaining General Ledger Codes** diagram represents the structure of account codes in Ellipse EAM.

**Business Rules**

The following business rules govern this process:

- If general ledger codes from another district are used, these codes must be maintained in the district that owns them.
- Budget currency and statistic values in the general ledger files are maintained by budget programs and cannot be affected by the system activities for maintaining general ledger codes.
- Actual currency and statistic values are initiated by transaction programs (in the Accounts Payable and Journals modules, and in the Materials functional area) and cannot be changed by these system activities.
Maintaining General Ledger Codes - Diagram

The diagram below represents the structure of an account code in the Ellipse EAM Chart of Accounts module.

You can use this transaction to create, update, and delete general ledger codes.

Limitations

All changes to general ledger code information should be authorised by the chief accounting officer.

Security profiles should be set up to enable a district to maintain its own general ledger codes. If a district uses another district’s general ledger codes, that district can not access these maintenance transactions.
Reviewing General Ledger Codes and Account Codes - Diagram

Account Code Diagram

You can review posting account codes established from the chart of accounts master files on the General Ledger Posting Accounts file (MSF966). Posting accounts include:

- Cost codes comprising combination of cost centres and expense elements
- General ledger codes
Create General Ledger Code

Use this activity to create General Ledger Codes to be used in the Chart of Accounts.

Activity Steps

1. Access MS0940 - Maintaining GL Codes.
   
   The MSM940A - Maintain GL Codes screen displays.

2. Select option Create a GL Code and enter data in the following field for every general ledger code to be created:
   
   Account Code

3. Select Submit.
   
   The remaining fields become active.

4. Enter data in the following fields:

   Account Name

   Description

   Extended Description

   Active Status

   Tax Code

   Posting Ind

   Consumption Tax Code

   Add to Ledger

   Additional Tax Code

   Subsystem Indicators

   District control settings determine whether the Sales Tax Code, Consumption Tax, and Additional Tax fields are required. For example, if the Sales Tax Applies field in the district control file is set to N, which indicates that the sales tax functionality is not used, then the Sales Tax Code description does not display on this screen and the field is not active.

   If a sub-system is not in use, the description does not display and the check box is not active.

5. Select Submit.

   If you entered Y in Extended Description, the MSM096B - Maintain Text screen displays.

6. Enter data in the following field:

   Text

7. Select Submit.

   The changes are saved.
Modify General Ledger Code

Use this activity to modify details of general ledger codes for the chart of accounts.

Examples of possible changes to general ledger codes include:

- Changing the status from active to inactive
- Changing the description of an account
- Changing the sub-systems that are valid for posting to an account

Activity Steps

   
   The **MSM940A** - Maintain GL Codes screen displays.

2. Select **Modify a GL Code** in the **Option** field.

3. Enter data in the following field:
   - **Account Code**

4. Select **Submit**.
   
   The remaining fields on **MSM940A** - Maintain GL Codes become active.

5. Enter or modify data as required.

   District control settings control whether or not the **Consumption Tax** and **Additional Tax** fields are required. For example, if the **Sales Tax Applies** field in the district control file is set to **N**, indicating that sales tax functionality will not be used, the **Sales Tax Code** description does not display on this screen and the field is not active.

   If a sub-system is not in use, the description does not display and the check box is not active.

6. Select **Submit**.

7. Perform one of the following steps:
   a. If you left the **Extended Description** field blank, go to step 8.
   b. If you entered **Y** in **Extended Description**, the **MSM096B** - Maintain Text screen displays:
      1. Enter data in the following field:
         - **Text**
      2. Select **Submit**.
      3. Go to step 8.

8. To modify another general ledger code, go to step 3.
Delete General Ledger Code

Use this activity to delete a general ledger code that is no longer used in the chart of accounts.

Before beginning this system activity:

- The general ledger code must have the status **Inactive**. To change the status of the general ledger code, see *Modify General Ledger Code*.
- The general ledger code must be deleted from the list of posting accounts.

**Activity Steps**

   - The **MSM940A** - Maintain GL Codes screen displays.

2. Select **Delete a GL Code** in the **Option** field.

3. Enter data in the following field:
   - **Account Code**

4. Select **Submit**.
   - The remaining fields become active.
   - The Dialog Box - **Confirm Delete** displays.

5. Select **Yes**. This confirms the deletion.

6. Enter **Yes** to confirm that this is the GL code to be deleted.

7. Select **Submit**.
**Review General Ledger Code Details**

Use this activity to review general ledger code details.

**Activity Steps**

1. **Access MS0941 - Review Account Codes.**
   
   The **MSM941A - Review GL Codes** screen displays.

2. **Enter data in the following field:**
   
   **GL Code**

3. **Select Submit.**
   
   The general ledger code details display in the grid.

4. **Review data as required.**

   **Note:** The **Actions** can be used to review other details relating to the selected general ledger code.
Maintaining Cost Centres or Cost Centre Segments

Cost centres represent areas of financial responsibility, activity steps, or service functions in an organisation. Cost centres can be made up of single or multiple segments (also called cost centre levels).

If expense elements are used in an accounting district, a cost code is formed when a cost centre and an expense element are combined. Cost codes are used when generating accounting transactions.

If expense elements are not used in the accounting district, cost centres on their own form cost codes. Cost codes are used to record income statement revenue and expenditure.

Transactions are provided to create, modify, and delete cost centre segments that make up a cost centre, which in turn forms one element of the organisation’s chart of accounts.

All changes to cost centre information should be authorised by the Chief Accounting Officer, as changes in cost centre information can restrict transaction information that can be accessed by users.

Restrictions on the use of a cost centre code can be controlled by using the following indicators:

- **Status Code** - Cost centre segments that are no longer required within Ellipse EAM may be set to inactive (I) rather than be deleted. This is so the cost centre segments may be retained for historical reporting.
- **Posting Indicator** - This indicator controls posting to a cost centre. If a cost centre can receive financial transactions, then the last cost centre segment code must have this indicator set to P.
- **If a cost centre is reserved for summary reporting only and not for posting, then the last segment for this cost centre must have this indicator set to N.**
- **Maintenance centre indicator** - This indicator is significant only for equipment costs collection. If a cost centre is related to equipment maintenance, then any or all of the segments within this cost centre must have this indicator set to Y.

Ellipse EAM also provides the ability to define data items (reference codes) against cost centres in order for clients to store extra client specific information. A standard action code 9 is available from the appropriate maintenance screen to maintain reference code data.

Diagram

The *Maintaining General Ledger Codes* diagram represents the structure of account codes in Ellipse EAM.

Business Rules

The following business rules govern this process:

- **Security profiles need to be set up to enable a district to maintain its own cost centre codes. If the cost centre codes from another district are used, these codes need to be maintained in the district owning the codes.**
- **Actual currency and statistic values are initiated by transaction-oriented systems (supply, accounts payable, journals) and cannot be changed using this process.**
Maintaining Cost Centres or Cost Centre Segments - Diagram
Reviewing Cost Centres - Diagram

Where more than 40 characters of description have been entered for a cost centre segment code, the extra text can be displayed by selecting the required cost centre segment code and an action code of D.

Reference code data held against cost centres can be reviewed by using an action button on the appropriate review screen.
Create Cost Centre Segments

Use this activity to create cost centre segments.

Activity Steps

1. Access **MSO920** - Maintain Cost Centre Codes.
   
   The **MSM920A** - Maintain Cost Centre Codes screen displays.

2. Select **Create a Cost Centre Segment Code** in the **Option** field.

3. Enter data in the following fields:
   
   - **Cost Centre Segment Code**
   - **Level**

4. Select **Submit**.

5. Enter data in the following fields:
   
   - **Name**
   - **Description**
   - **Active Status**
   - **Additional Tax Code**
   - **Tax Code**
   - **Classification Code**
   - **Consumption Tax**
   - **Maintenance Centre**
   - **Work Ord Entry**
   - **Project Entry**
   - **Equip Entry**
   - **Eligible AFUDC**

   District control settings control whether or not the **Sales Tax** field is required. If the **Sales Tax Applies** field in the district control file is set to **N**, indicating that sales tax functionality is not used, the **Tax Code** description is not displayed on this screen and the field is not active.

   The following fields only display if their functionality has been enabled within the district control file:
   
   - **Additional Tax Code**
   - **Tax Code**
   - **Consumption Tax**
   - **Eligible AFUDC**

6. Select **Submit**.

   The cost centre segment is saved.
Modify Cost Centre Segments

Use this activity to modify cost centre segments.

Activity Steps
1. Access **MSO920** - Maintain Cost Centre Codes.
   The **MSM920A** - Maintain Cost Centre Codes screen displays.
2. Select **Modify a Cost Centre Segment Code** in the **Option** field.
3. Enter data in the following fields:
   - **Cost Centre Segment Code**
   - **Level**
4. Select **Submit**.
   The remaining fields on the **MSM920A** - Maintain Cost Centre Codes screen display.
5. Enter or modify data as required.
6. Select **Submit**.
   Changes to the cost centre are saved.
Delete Cost Centre Segment

Use this activity to delete cost centre segments. Segments can only be deleted with a status of Inactive.

**Note:** Cost centre segments that have been used in accounting transactions cannot be deleted.

**Activity Steps**

1. Access **MS0920** - Maintain Cost Centre Codes.
   
   The **MSM920A** - Maintain Cost Centre Codes screen displays.

2. Select **Delete a Cost Centre Segment Code** in the **Option** field.

3. Enter data in the following fields:
   
   - **Cost Centre Segment Code**
   - **Level**

4. Select **Submit**.
   
   The Dialog Box - **Confirm Delete** displays.

5. Select **Yes**. This confirms the deletion.
   
   The cost centre segment is deleted.
Review Cost Centre Segments

Use this activity to search for and review cost centres and cost centre segments.

Activity Steps

   The MSM921A - Cost Centre Review screen displays.

2. Enter data in the following fields:
   - Cost Centre Segment
   - Segment Level

3. Click Submit.
   Cost centre segments display in the grid.

4. Review data as required.

   Note: The Actions can be used to review other details relating to the selected cost centre segment.
Review Account Segments

Use this activity to review account segments, such as:

- General ledger codes
- Cost centres
- Expense elements

Activity Steps

   The **MSM926A** - Chart of Accounts Review Menu displays.

2. Perform one of the following steps:
   
   a. To review cost centres:
      1. Select **Review Cost Centres** from the **Option** field.
      2. Enter data in the following fields:
         - **Code**
         - **Segment**
      3. Select **Submit**.
         The **MSM921A** - Review Cost Centres displays.
   
   b. To review expense elements:
      1. Select **Review Expense Elements** from the **Option** field.
      2. Enter data in the following fields:
         - **Code**
         - **Segment**
      3. Select **Submit**.
         The **MSM931A** - Review Expense Element screen displays.
   
   c. To review general ledger codes:
      1. Enter data in the following field:
         - **Code**
      2. Select **Submit**.
         The **MSM941A** - Review GL Codes screen displays.

3. Review data as required.

4. Click **Reset** to return to the **MSM926A** - Chart of Accounts Review Menu.
Costing Options

Various costing options have been defined in Ellipse EAM to allow a flexible mechanism for establishing the relationship that exists between the four main costing and accounting codes. These codes are the:

- General ledger account code
- Work order number
- Project number
- Equipment number

The costing options are held in the systems control file at a district level. They can have the values described in the following sections:

**Option 1**

Account code or cost centre, work order/project number, and equipment number are independent.

Account code or cost centre is validated and is mandatory.

Equipment number is validated and is optional.

Work order and project number is optional and does not have to exist.

**Option 2**

Account code or cost centre can be allocated from work order or project number.

If entered, the account code or cost centre is validated.

If entered, the equipment number is validated.

Work order or project number must be entered and validated if an account code is not entered.

**Option 3**

The processing for this option is similar to option 2. However, in addition to the account code or cost centre, an equipment number can be allocated from the work order/project number if the equipment number is not entered.

**Option 4**

Account code or cost centre is validated.

If entered, the equipment number is validated. If not entered, the equipment number can be allocated from the work order or project number.

Work order or project number is optional and does not have to exist.

**Option 5**

If entered, the account code or cost centre is validated. If not entered, account code or cost centre can be allocated; first from the equipment number, or secondly from the work order or project number. If none is allocated, a valid equipment number must be entered.

If entered, the equipment number is validated. If not entered, the equipment number can be allocated from the work order or project number. The account code or cost centre from the work order or project, or as entered, is not overridden by that of the equipment number.

Work order or project number is optional and does not have to exist.
Option 6
If entered, the account code or cost centre is validated.
If entered, the equipment number is validated. If not entered, the equipment number can be allocated from work order or project number.
If not entered, the account code or cost centre can be allocated; first from the work order or project number, or secondly from the equipment number entered. If none is allocated, a valid work order or project number must be entered.
If both the account code or cost centre and work order or project number are entered, if work order or project number quotes an account code or a cost centre, the account code or cost centre entered must match on the work order or project number.
If the cost centre or account code is allocated from the equipment number or is entered, the work order or project number entered should exist. Otherwise, a warning message displays.

Option 7
If entered, account code or cost centre is validated and is used in all cases.
If entered, the equipment number is validated. If the account code/cost centre is not entered and if the work order or project is not entered, allocate the account code/cost centre from the equipment number.
If entered, the account code/cost centre from work order or project number overrides the equipment number. If the equipment number is not entered, it can be allocated from the work order or project number. If both equipment number and work order are entered, default to the account code/cost centre of the work order.
If the work order points to a project, use the cost centre associated with the project rather than the work order.

Note: An account code or cost centre is only allocated from the equipment number if the equipment’s originating district has the same chart of accounts as the processing district. If an account code or cost centre is allocated from a work order/project number or equipment number, it is revalidated. If an equipment number is allocated from a work order or project number, it is revalidated. If an equipment number, account code, or cost centre has been allocated, a subsequent change to the work order or project does not reallocate the related fields. In order to activate reallocation, the related fields must first be blanked out.
Maintaining Expense Elements

You can create, modify, and delete expense element information.

An expense element provides an analysis of a type of expenditure or revenue. It consists of an alphanumeric code with a maximum length of eight characters. The expense element code is linked to the appropriate cost centre segments to create a valid general ledger posting account (cost code).

All changes to expense element information should be authorised by the chief accounting officer.

Security profiles should be set up to allow a district to maintain its own expense elements. Deletion of expense elements requires additional security. Additionally, a district can use another district's expense elements, in which case this district can not maintain expense elements.

You can restrict the use of an expense element by using:

- Status code
- Posting indicator
- Additional tax code
- Export exclude flag
- Sub-system posting indicators

Diagram

The *Maintaining General Ledger Codes* diagram represents the structure of account codes in Ellipse EAM.

Business Rules

The following business rules govern this process:

- Actual currency and statistic values are initiated by transaction-oriented systems (Accounts Payable, Journals, and Materials) and cannot be changed using this process.
- A district can create its own expense elements or use expense elements created in another district, but not both.
Further Information - Maintaining Expense Elements

- **Status Code** - Expense elements that are no longer required within Ellipse EAM may be set to inactive (I) rather than be deleted. This is so that the expense elements may be retained for historical reporting.

- **Posting Indicator** - This code may be used to inhibit posting to the expense element.
  - **P** defines the expense element as a posting level account that is able to receive financial transactions.
  - **N** defines the Expense Element as a summary reporting level account for which no posting may be made.

- **Additional Tax Code** - If additional tax is used in the district, this code may be used to default additional tax to accounts payable invoice costing allocations.

- **Export Exclude Flag** - If the Ellipse EAM-Oracle General Ledger module is installed, this code may be used to exclude the expense element from the export process to the Oracle Financials system.

- **Sub-System Posting Indicators** - These indicators define the use of the expense element within sub-systems. If, for a sub-system, the indicator is Y, then postings to the expense element can be made by any of the transactions defined for that subsystem. Indicators may be entered only for sub-systems capable of producing financial transactions and for which the associated module has been installed.

Invalid postings are reported on the **MSR902** - Transactions Costing Errors and Warnings report.

Ellipse EAM also provides the ability to define data items (reference codes) against expense elements in order for clients to store extra client-specific information. A standard action code **9** is available from the appropriate maintenance screen so that you can maintain reference code data.
Reviewing Expense Elements

Use the **MSM931A** - Review Expense Elements screen to display expense elements. Where more than 40 characters of description have been entered for the expense element, the extra text of the description can be displayed by selecting the required item (expense element) and an action code of **D**.

Reference code data held against expense elements can be reviewed by using standard action code **9** from the appropriate review screen.
Create Expense Element

Use this activity to create an expense element.

Activity Steps
   The **MSM930A** - Maintain Expense Elements screen displays.
2. Select **Create an Expense Element** in the **Option** field.
3. Enter data in the following field:
   - **Expense Element**
4. Select **Submit**.
5. Enter data in the following fields:
   - **Name**
   - **Description**
   - **Active Status**
   - **Add Tax Code**
   - **Sub-System Indicators**
6. Select **Submit**.
   The expense element is saved.
Modify Expense Element

Use this activity to modify expense elements.

Activity Steps
   The MSM930A - Maintain Expense Elements screen displays.
2. Select Modify an Expense Element in the Option field.
3. Enter data in the following field:
   Expense Element
4. Click Submit.
   The remaining fields on MSM930A - Maintain Expense Elements screen become active.
5. Enter or modify data as required.
6. Click Submit.
   Changes to the expense element are saved.
Delete Expense Element

Use this activity to delete an expense element. You can only delete an expense element that has an inactive status and where no transactions have been processed against it.

Activity Steps

   The **MSM930A** - Maintain Expense Elements screen displays.

2. Select **Delete an Expense Element** in the **Option** field.

3. Enter data in the following field:
   - **Expense Element**

4. Click **Submit**.
   The Dialog Box - **Confirm Delete** displays.

5. Select **Yes**. This confirms the deletion.
   The expense element is deleted.
**Review Expense Elements using MSO931**

Use this activity to search for and review expense elements.

**Activity Steps**

   
   The MSM931A - Review Expense Elements screen displays.

2. Enter data in the following field:
   
   *Expense Element*

3. Click *Submit*.

   Expense element details display in the grid.

4. Review data as required.

   **Note:** The *Actions* can be used to review other details relating to the selected expense element.
Maintaining Posting Accounts

A posting account within Ellipse EAM is the lowest level account against which accounting transactions can be posted. Posting accounts are created in each district, even if expense elements, cost centre, and general ledger codes are owned and maintained by one central district. A posting account can be either:

- Posting type cost centre segments linked with posting type expense element
- Posting type general ledger codes

The manner in which posting accounts are generated within Ellipse EAM depend on district control file settings. For more information, see Account Code Validation Indicator on the MSM00DA - District Control Information screen.

Usually, posting accounts are generated automatically by Ellipse EAM if district controls are set to A (Accept) or W (Warn). However, you can also create posting accounts manually.

General ledger posting accounts are reviewed using MSE966 - Posting Account Search or MSM967A - General Ledger Posting Accounts Review and are maintained using MSO960 - Maintain General Ledger Posting Accounts.

Posting accounts can be maintained to record the account status and valid links. Furthermore, you can nominate whether work order, project and equipment codes references are mandatory or not when a posting account is used in costing.

Posting accounts can be linked to an Account Remeasurement Processing Group (ARPG) for account remeasurement purposes or to an Account Translation Processing Group (ATPG) for account translation purposes. Account level rules for these processes can also be maintained on the MSO960 - Maintain General Ledger Posting Accounts screen.

Up to two account classes can be associated with posting account. These can be used to assist in update of like posting accounts on the MSB922 - Posting Account Mass Maintenance screen. The account classes can also be used for user-defined reporting.

Sub-ledger codes can also be linked to individual posting accounts.

You can delete general ledger posting accounts manually or automatically as part of system housekeeping by generating MSB969 - General Ledger Year End Update Report and by using MSO904 - Transaction Accounting and Costing Correction.

In Ellipse EAM, you can define the open balance indicator at cost centre level or at expense segment level.

The chart of accounts can be configured on the district control so that the posting account open balance indicator is held at a nominated cost centre segment level or at expense element level (also against general ledger codes). The posting account open balance indicator is populated whenever a new posting account is created. If the open/balance indicator is amended at the cost centre/expense element/general ledger code level, Ellipse EAM automatically submits batch update programs to update the indicators for all posting accounts that contain the amended cost centre/expense element/GL Code.

Note: The open balance indicator can no longer be updated using MSO960 – Posting Account Maintenance screen.

Business Rules

The following business rules govern this process:

A general ledger posting account may be deleted provided it meets all the following conditions:

- It cannot have budgets or actual accounting entries posted against it.
- It cannot have planned or actual statistics posted against it.
• It cannot be a control account.
• It cannot be an interdistrict account.
• It cannot be referenced in account relationships.
General Ledger Maintenance

The general ledger files contain balances for account codes that are valid in the chart of accounts.

This transaction means that you can maintain various status and codes for account codes in the general ledger files. These codes are used to edit and control information related to the account code.

Budget currency and statistic values in the general ledger files are maintained by budget screens, and cannot be affected by this transaction.

Actual currency and statistic values are initiated by transaction oriented systems (supply, accounts payable, journals) and cannot be amended using this process.
Source Documents

A number of reports can act as initiators of entries to maintain the general ledger. These include the various budget preparation reports, cost reports and MSR902 - Transactions Costing Errors and Warnings.

Limitations

Actual values and statistics information on the general ledger may be updated only by the submission of a costing transaction.

Additional Information

General ledger posting accounts may be maintained from the transactions as described below.

Use the MSM00CB - District Account Codes screen to create system-generated general ledger posting accounts where an account does not exist. Control information of an account is recorded on the MSF006 - Control Account Details file and the MSF966 - General Ledger Posting Accounts file.

Use the MSM960A - Maintaining General Ledger Posting Accounts screen where posting accounts are maintained to record active status, open status, valid link and so an. The process of updating information on the General Ledger is done online with supporting batch processes to maintain wildcard information.

The transaction updates three types of control information:

- **Status**
  Of special significance is the use of the code M for monitored. This gives the opportunity to have every transaction using a sensitive account to be reported. This is especially useful for accounts such as loan and tax liability.

- **Opening/Closing Flag**
  Whether the account closes to profit and loss at year end or carries forward as a balance.

- **Limit Code**
  This code sets the rules related to funds sufficiency checking to apply to use of this account in Ellipse EAM.

- **Report Classification Codes**
  These codes provide the ability to group accounts for report purposes.

Use the MSM940A - Maintain GL Codes screen and the MSB900 - Accounting Entry Posting to Summary Ledger Process or the online immediate post to create posting accounts with a system-generated status.

Use the MSB922 - Generate Valid/Invalid Links report to create cost codes for a given segmented range, and to record the cost codes as posting accounts.

Use the MSB941A - General Ledger Code Mass Maintenance batch to maintain general ledger codes on the chart of accounts master file and to maintain general ledger posting accounts simultaneously.

- For general ledger posting accounts created with a system-generated status, the following defaults are recorded:
  - Work order entry indicator of optional
  - Project entry indicator of optional
  - Equipment entry indicator of optional
  - Closed type of account (that is, profit/loss account)
An account unit may be deleted from the MSF920 - Cost Centre Codes file, the MSF930 - Expense element file, or the MSF940 - General Ledger Codes file, provided that it meets all of the following conditions:

- It must be defined with an inactive status.
- It must not be referenced in accounts relationships.
- It must not be referenced by a general ledger posting account.

A general ledger posting account may be deleted from the MSF966 - General Ledger Posting Accounts file provided that it meets all of the following conditions:

- The last posted date must not be set; that is, neither budgets nor accounting entries can be posted against the general ledger posting account.
- It must have no statistical quantities (planned or actual) posted against it.
- It must not be defined as a control account.
- It must not be defined as an interdistrict account.
- It must not be referenced in accounts relationships.

General ledger posting accounts may be deleted automatically as part of system housekeeping using the MSB969 - General Ledger Year End Update report and the MSM904A - Transaction Accounting and Costing Correction screen. Refer to the Entity Budgeting (3965), Journal Holding (3901), and Journals (3910) modules for further details of these processes.

For performance reasons, a cost code segment may be deleted using a batch process if it is found that there are too many cost codes to search for online.

**Link ranges**

Use the MSM929A - Maintain Links screen to maintain valid and invalid link ranges.

The link range is based on a segment-by-segment basis rather than a whole-string basis. A segment may be wildcarded, but it must be specified exactly the same in both From and To cost codes. For example, a range of 29651@@ to 30701@@ is valid given an expense element of three characters. However, a range of 20651@@ to 30701@2 is invalid due to the wildcard definition of the expense element, that is, 1@@ does not equal 1@2.

Consider a segment with two cost centre segments (of two characters each) and an expense element (of three characters). The chart of accounts is as follows:

If a range of 20 65 111 to 30 70 222 was specified, the following cost codes would fall within the link range:

- 20111
- 20222
- 20333
- 2060111
• 2060222
• 2060333

Some further valid examples:

If only invalid links are to be maintained on the links file, at least one range must also be entered to describe all the combinations of cost centres and expense elements available on MSF920 and MSF930. Using the first scenario, the same result can be achieved by the following link ranges.
Create a General Ledger Posting Account

Use this activity to create a general ledger posting account.

Activity Steps
   The MSM960A - Maintain General Ledger Posting Accounts screen displays.
2. Click Create.
   The screen displays in Create mode.
3. Enter data in the following fields:
   - Account Code
   - Account Status
   - ARPG
   - ATPG
4. Select Submit.
   The description and account type details display.
5. Select Submit to validate data.
Modify a General Ledger Posting Account

Use this activity to modify an existing general ledger posting account.

Activity Steps

   
   The MSM960A - Maintain General Ledger Posting Accounts screen displays.

2. Enter data in the following field:
   
   **Account Code to start from**

3. Select **Submit**.
   
   The account code, description and account type display for the selected account code and all subsequent account codes.

4. Enter or modify data as required.

5. Select **Submit**.

6. The changes to the posting account are saved.
Delete a General Ledger Posting Account

Use this activity to delete a general ledger posting account that is no longer required.

A general ledger posting account may be deleted provided it meets all the following conditions:

- It cannot have budgets or actual accounting entries posted against it.
- It cannot have planned or actual statistics posted against it.
- It cannot be a control account.
- It cannot be an interdistrict account.
- It cannot be referenced in account relationships.

Activity Steps

   The MSM960A - Maintain General Ledger Posting Accounts screen displays.

2. Enter data in the following field:
   Account Code to start from

3. Select Submit.
   The account code, description and account type display for the selected account code and all subsequent account codes.

4. Select Delete the Account Code from the Actions list beside the posting account to delete.

5. Select Submit.
   The posting account is deleted from the grid.
Review General Ledger Posting Accounts using MSO967

Use this activity to review General Ledger Posting Accounts.

Activity Steps

1. Access MSO967 - General Ledger Accounts Review.
   The MSM967A - Review General Ledger Posting Accounts screen displays.

2. Enter data in the following fields:
   - Account Code
   - Type
   - Status

3. Click Submit.
   General ledger posting account details display in the grid.

4. Review data as required.

   **Note:** Select the relevant Actions to review other details related to the selected posting account.
Generate Posting Accounts Mass Maintenance

Select a batch job or report to display its description and parameters.

For information on how to generate a batch job or report, refer to Reporting.

- Generate MSB922 - Posting Accounts Mass Maintenance
Maintaining Colloquial Names

Colloquial names are used to provide an alternative way of referring to account segments. The following types of colloquial names can be created:

- General ledger codes
- Cost centres
- Cost codes
- Expense elements

Use this functionality to record colloquial names against a colloquial code.

A colloquial code represents an account unit in the chart of accounts. Colloquials can be a useful tool for users who do not regularly process accounting transactions within Ellipse EAM because a name can be remembered more easily than a code.

Colloquial names can be used wherever account code fields exist within Ellipse EAM. To signal to Ellipse EAM that you are entering a colloquial, enter an equal sign (=) immediately before the colloquial code. Furthermore, if the account code is made up of two colloqui (that is, one colloquial represents the cost centre segments and another colloquial represents the expense element), use the account delimiter as defined on MSM001C - System Control File to combine the two colloquial names.

The following is an example of using colloquial names:

A colloquial code MAINT has been created that contains the valid cost centres for the maintenance department. Another colloquial code of FUEL has been created that contains the valid expense elements for fuel costs.

When an accounting transaction is being costed for fuel costs to the maintenance cost centre, rather than having to remember the codes, you can enter =MAINT/=FUEL (where / has been defined as the account delimiter in the system control file). Ellipse EAM populates the costing field with the correct cost centre and expense element codes.

If there are a number of account units per colloquial code, Ellipse EAM allows you to select the appropriate expense element/cost centre/general ledger code when referencing the colloquial.

Colloquial Names for Chart of Accounts

You can record colloquial names against a colloquial code. A colloquial code represents an account unit in the chart of accounts.

Colloquial codes include:

- Cost centres
- Cost codes
- General ledger codes
- Expense elements

If the General Ledger module is installed, colloquial codes also also be a subledger key, comprising a subledger type (validated against the SA Table Type) and a subledger account (validated according to rules defined on the SA Table Type).

The colloquial name provides an alternative method of referencing an account unit.
Maintain Colloquial Names

Use this activity to maintain colloquial names for account segments. Use this screen to link colloquial names to a nominated cost centre, an expense element, a general ledger codes, or a cost code.

Activity Steps
1. Access MS0922 - Colloquial Names Maintenance.
   The MSM922A - Colloquial Names Maintenance screen displays.
2. Enter data in the following fields:
   - Colloquial Type
   - Colloquial Code
   In the colloquial code field, enter the cost centre, expense element, general ledger code, or cost code that you want to identify by a name.
3. Select Submit.
   The colloquial names for the account unit display.
4. Enter data in the following field:
   - Colloquial Name
5. Select Submit.
   The changes are saved.
Maintain Colloquial Codes

Use this activity to maintain which cost centre, expense elements, general ledger codes, or cost code are valid for a requested colloquial name.

Activity Steps
1. Access MSO925 - Colloquial Codes Maintenance.
   The MSM925A - Colloquial Codes Maintenance screen displays.
2. Enter data in the following field:
   Colloquial Name
3. Select Submit.
   The account units linked to the colloquial name display.

To create or modify a colloquial code:
1. Enter or modify data in the following fields:
   Colloquial Code
   Colloquial Type
2. Select Submit.
3. Click Submit again to confirm details.
   The changes are saved.

To delete a colloquial code:
1. Select D - Delete from the Actions field beside the colloquial code to delete.
2. Select Submit.
   The colloquial code is deleted.
3. Click Reset to return to the MSM925A - Colloquial Codes Maintenance screen.
Review Colloquial Names

Use this activity to review colloquial names. Enter a colloquial name to view the cost centre, expense elements, general ledger codes, or cost codes that have been linked to it.

You can use an asterisk (*) as a wildcard when you enter the colloquial name to review.

**Activity Steps**

1. Access **MSO923 - Colloquial Names Review**.
   The **MSM923A - Colloquial Names Review** screen displays.

2. Enter data in the following field:
   
   **Colloquial Name**

3. Select **Submit**.
   The account units that have been linked to the colloquial name display.

4. Review data as required.
   Click **Reset** to enter another colloquial name to review.
Reviewing the Chart of Accounts

Use **MSO926 - Review Chart of Accounts** to search for:

- Cost Centres and Cost Centre segments
- Expense Elements
- General Ledger Codes
- Posting Accounts

**MSO926 - Review Chart of Accounts** is usually displayed by Ellipse EAM when you enter a question mark (?) in a field in another screen within Ellipse EAM that requires entry of one of the items listed above. You can then review chart of accounts details and select the appropriate account segment to use in the calling program.
Reviewing the Chart of Accounts - Diagram
Review Cost Centres

Use this activity to review cost centre codes for requested segments.

Activity Steps

   
   The **MSM926A** - Chart of Accounts Review Menu screen displays.

2. Select **Review Cost Centres** in the **Option** field.

3. Enter data in the following fields:

   **Code**

   **Segment**

   The **Code** field is optional. You can enter a partial cost centre code in the **Code** field to commence the review from that code.

4. Select **Submit**.

   The **MSM921A** - Cost Centres Review screen displays.
Review Expense Elements
Use this activity to review expense elements.

Activity Steps
   The MSM926A - Chart of Accounts Review Menu screen displays.
2. Select Review Expense Elements in the Option field.
3. Enter data in the following field:
   Code
   The Code field is optional. You can enter a partial expense element in the Code field to commence the review from that code.
4. Select Submit.
   The MSM931A - Review Expense Elements screen displays.
Review General Ledger Codes

Use this activity to review General Ledger codes.

Activity Steps

   - The **MSM926A** - Chart of Accounts Review Menu screen displays.

2. Select **Review General Ledger Codes** in the **Option** field.

3. Enter data in the following field:
   - **Code**
     - The **Code** field is optional. You can enter a partial General Ledger Code in the **Code** field to commence the review at that code.

4. Select **Submit**.
   - The **MSM941A** - Review GL Codes screen displays.
Review General Ledger Posting Accounts

Use this activity to review general ledger posting accounts.

**Activity Steps**

1. Access **MS0926** - Review Chart of Accounts.
   
   The **MSM926A** - Chart of Accounts Review Menu screen displays.

2. Select **Review General Ledger Posting Accounts** in the **Option** field.

3. Enter data in the following fields:

   - **Code**
   - **Type**
   - **Status**

   The **Code** field is optional. You can enter a partial general ledger posting account in the **Code** field to commence the review from that code.

   Enter **C** in the **Status** field to display cost codes only.

   Enter **G** in the **Status** field to display general ledger codes only.

4. Select **Submit**.

   The **MSM967A** - Review General Ledger Posting Accounts screen displays.
Search Cost Centre by Reference Codes

Use this activity to search for a cost centre by reference codes.

**Activity Steps**

   - The **MSM926A** - Chart of Accounts Review Menu screen displays.
2. Select **Search Cost Centre by Reference Codes** in the **Option** field.
3. Select **Submit**.
   - The **MSM073A** - Search Parameters for Cost Centres screen displays.
4. Enter the relevant search criteria.
5. Select **Submit**.
   - The **MSM073B** - Reference Code Search for Cost Centres screen displays.
Search Expense Element by Reference Codes

Use this activity to search for an expense element by reference codes.

Activity Steps

   The MSM926A - Chart of Accounts Review Menu screen displays.

2. Select Search Expense Element by Reference Codes in the Option field.

3. Select Submit.
   The MSM073A - Reference Code Search for Expense Elements screen displays.

4. Enter relevant search criteria.

5. Select Submit.
   The MSM073B - Reference Code Search for Expense Elements screen displays.
Search General Ledger Code by Reference Codes

Use this activity to search for a general ledger code by reference codes.

Activity Steps
   The MSM926A - Chart of Accounts Review Menu screen displays.
2. Select Search General Ledger Code by Reference Codes in the Option field.
3. Select Submit.
   The MSM073A - Search Parameters For G.L. Codes screen displays.
4. Enter relevant search criteria.
5. Select Submit.
   The MSM073B - Reference Code Search For General Ledger Codes screen displays.
Search General Ledger Account by Reference Codes

Use this activity to search for a general ledger account by reference codes.

Activity Steps

   - The **MSM926A** - Chart of Accounts Review Menu screen displays.
2. Select **Search General Ledger Account by Reference Codes** in the Option field.
3. Select **Submit**.
   - The **MSM073A** - Search Parameters For Accounts screen displays.
4. Enter relevant search criteria.
5. Select **Submit**.
   - The **MSM073B** - Reference Code Search For Account Codes screen displays.
Maintaining Links

Use the maintaining links functionality to define which combinations of cost centre segments and expense elements form valid cost codes. This means that cost codes can be created automatically by Ellipse EAM whenever a new combination is entered.

Link functionality only applies if the account code validation indicator is set to **E** - Error or **W** - Warning on the district control file.

Because of the large number of links to be created and maintained, wildcards can be used to represent ranges of segments. The at symbol (@) is used as a wildcard in Ellipse EAM. If wildcards are used, the segments must be specified as exactly the same form in both **From** and **To** cost codes.

For example, a range of **29651@@** to **30701@@** is valid if the expense element has three characters. In contrast, a range of **20651@@** to **30701@2** is invalid because the use of the wildcard start and end of the range do not correspond.

If valid links have been created for the wildcard **29651@@**, a transaction costed to account **2965101** would create the posting account regardless of whether the account code validation indicator on the district control file is set to **A** - Accept, **W** - Warning, or **E** - Error. The account is automatically generated with a status of **A** - Active.

If links are not created for the wildcard account of **29651@@** and a transaction is costed to account **2965101**, then Ellipse EAM automatically creates a posting account only if the account code validation indicator was set to either **A** - Accept or **W** - Warning on the district control file. The posting account generated has a status of **S** - System Generated, which needs to be corrected.

**Business Rules**

The following business rules govern this process:

- To create a valid link, all segments which make up the cost code must be active.
- To create a valid link, all segments which make up the cost code must be posting.
Create Link

Use this activity to create a link between cost centres and expense elements. The link is referred to by Ellipse EAM when it is joining cost centre segments and expense elements, to determine the attributes of the cost code that is created.

Activity Steps

   The MSM929A - Maintain Links screen displays.
2. Select Create a Link in the Option field.
3. Enter data in the following fields:
   - From Cost Code
   - To Cost Code
4. Select Submit.
   The remaining fields are activated.
5. Enter data in the following fields:
   - Active Status
   - Work Order Entry Indicator
   - Project Code Entry Indicator
   - Equipment Reference Indicator
   While you can choose the option to create the posting accounts with a status of I - Inactive, the links functionality best suits selection of A - Active status.
6. Select Submit.
   The links are created.
Modify Link

Use this activity to modify a link.

Activity Steps

   The MSM929A - Maintain Links screen displays.
2. Select Modify a Link in the Option field.
3. Enter data in the following fields:
   - From Cost Code
   - To Cost Code
4. Select Submit.
   The remaining fields are activated.
5. Modify data as required.
6. Select Submit.
   The changes are saved.
Delete Link

Use this activity to delete a link.

Activity Steps
1. Access MS0929 - Maintain Links.
   The MSM929A - Maintain Links screen displays.
2. Select Delete a Link in the Option field.
3. Enter data in the following fields:
   - From Cost Code
   - To Cost Code
4. Select Submit.
   The remaining fields are activated.
   The Dialog Box - Confirm Delete displays.
5. Select Yes. This confirms the deletion.
   The link is deleted.
Maintaining Inter-district Processing

Ellipse EAM can generate accounting entries between districts using inter-district account codes. There are two methods of inter-district account processing available in Ellipse EAM:

- **Standard inter-district processing**
  
  An inter-district control account is nominated for each district on the district control file. One control account is nominated for each district and all inter-district transactions are processed through these automatically by Ellipse EAM. This is the standard approach adopted.

- **Inter-district table of accounts processing**
  
  Multiple inter-district accounts are nominated for each district.

Standard inter-district processing is built into Ellipse EAM. The activities in this process are related to inter-district table of accounts processing.

The inter-district table must be defined in the system control file. A district may be defined as owning a table of inter-district accounts with its related receiving and offset accounts in the target or receiving district.

Each district that uses an inter-district account can give the account a different account code. A global inter-district account code may also be defined so that if inter-district activity occurs with a district for which a specific inter-district account does not exist, then inter-district accounting is used in the global account.

**Business Rules**

The following business rules govern this process:

- To use an inter-district table, the Journals module must be installed and activated.
- You can either use the standard inter-district processing or use the inter-district table functionality. You cannot use both methods. Refer to *Chart of Accounts - Configure System Control File* for details on how to enable the inter-district table functionality.
- A district must be set to own an inter-district table of accounts. Refer to *Chart of Accounts - Configure District Control File* for details.
Maintaining Inter-district Processing - Diagram

Chart of Accounts - 3920

General Ledger Posting Accis Maintenance Window MSM960A

Interdistrict Account Details Maintenance Window MSM927A

Ellipse or Subledger Control Account Details Description File MSF006

Main Menu Window MSM000B

System Control File Maint. Program MS000C

Intersection Acct Details Window MSM528A

Journal Maintenance Window MSM906A

Foreign Currency Journal Maint. Window MSM907A

Journal Maintenance Program MSC906

Foreign Currency Journal maint. Program MSC907

Ellipse or Subledger Control Account Details Description File MSF006

Transaction Posting Update Batch Program MSB900A

Create Journal Holding Trans Batch Program MSB919

Transaction Master File MSF006

GL Actual File MSF960

GL Account/Actual Statistics File MSF962

MSF067
Maintain Inter-district Account Details

Use this activity to create, update, or delete details of the inter-district table of accounts. This activity is only required if the inter-district table of accounts functionality has been activated in the system control screens. For more information, refer to Inter-district Table of Accounts Used field on the MSM001C - Maintain System Control File (Cont) screen.

Maintenance of inter-district details for an account may only be performed in the district specified as owning an inter-district table. Other districts can be pointed to the owning district to use a centrally defined inter-district table.

Activity Steps

1. Access MSO927 - Inter-district Account Details Maintenance.
   The MSM927A - Inter-district Account Details Maintenance screen displays.

2. Perform one of the following steps:
   a. To create an inter-district account:
      1. Select Create. 
         The screen re-displays in Create mode.
      2. Enter data in the following fields:
         - Initiating Account Code
         - Create Interdistrict Entry
         - Receiving Account Code
         - Offset Account Code
         - Record XRef District
      3. Select Submit.
         The description for the account code displays.
      4. Go to step 3.
   b. To modify an existing inter-district account:
      1. Enter data in the following field:
         - Start at
      2. Select Submit.
      3. Enter or modify data as required.
      4. Go to step 3.
   c. To delete an account code on MSM960A - General Ledger Posting Accounts Maintenance screen:
      1. Enter data in the following field:
         - Account Code to start from
      2. Select Submit.
         The account code, description and account type display for the selected account code and all subsequent account codes.
      3. Enter D in the Action field.
      4. Go to step 3.

3. Select Submit.
   The changes are saved.
Review Inter-district Account Details

Use this activity to review details of inter-district table of accounts.

Activity Steps
1. Access MSO928 - Inter-district Account Details Review.
   The MSM928A - Inter-district Account Details Review screen displays.
2. Enter data in the following field:
   *Start at*
3. Select Submit.
   The inter-district account details display.
Maintaining Account Code Access Lists

Throughout Ellipse EAM, there are many different tools available for controlling access within the application. Most of these access control tools relate to control over functionality offered by Ellipse EAM such as:

- Update/modify(review only access controlled by log-on profiles
- Authorisation amount limits controlled by the Position Management module

In addition to the above access controls Ellipse EAM provides the ability to restrict which general ledger posting accounts can be used by employees. This information is recorded on Account Code Access Lists (ACALS).

ACALs provide control over the use of available account codes by employees.

Account code access can be defined for an employee or position for any or all entity types for any combination of:

- Cost centres
- Cost codes
- General ledger codes
- Account codes
- Parent accounts
- Account code access lists

The entities to which account code access checking applies include:

- Issue requisitions
- Purchase requisitions
- Recommended orders
- Accounts payable
- Bulk materials issues
- Accounts receivable
- Labour costing
- Journal transactions
- Receipts
- Contracts
- Foreign Military Sales
- Repair requests

While account code access lists can be defined for individual employees, it is recommended that for ongoing maintenance, they are defined for positions rather than individuals.

Account code access lists can only be defined in the district that owns the chart of accounts. Where a district has a shared chart of accounts, the account code accesses defined in the chart of accounts district are used for access checking.

The following controls relating to account code access lists are defined in the district control file:

- Whether account code access checking is activated
- Whether account code access authority is considered valid for an employee if access rules have not been defined for the employee
- Whether access violations return errors or warnings

For information on setting up the district control file to activate the use of account code access lists, refer to Configure District Control activity.
Diagram


**Business Rules**

The following business rules govern this process:

- If access violations are treated as warnings, all account code access violations are logged for management review and action.
- Account code access lists can only be created in the district that owns the relevant sections of the chart of accounts.
- To define account code access lists by position, the Position Management module must be installed.
- Account code access checking is invoked wherever account codes are required for financial transaction processing.
- Account code access for an employee overrides account code access for a position.
- The account code access list component for the valid account numbers must contain all the relevant account segment types (for example, cost centre, expense elements and general ledger codes). Do not create separate lists for each account segment type.
- Access checking does not apply to batch processes in which accounting entries are generated.
Maintaining Account Code Access Lists - Diagram

This diagram represents the activities associated with the process of maintaining account code access lists:

1. **Need to maintain account access identified**
2. **Create ACAL**
3. **Maintain Transaction Access by Account Unit**
   - **Yes**
   - **Control another employee?**
     - **Yes**
     - **No**
     - **End**
Financial Account Authorities

Account code access authorities provide extra functionality in controlling the indiscriminate use of available account codes by an employee.

Functional Description

When applying access checking against parent accounts, the summary general ledger code must exist in the district defining the account validation and as a result cannot be shared across districts.

Use account code access lists (ACALs) to bundle multiple authorised account codes from the chart of accounts for access by multiple employees or positions. ACALs can only be defined in the chart of accounts district. You can create, maintain, review, and report on ACALs to administer account code access authorisation.

Account code access authorisation also extends to any or all entity types; this provides account code access control over employee, position, account unit, and entity.

Account code access list components for the valid account numbers must contain all the relevant account segment types (for example, cost centre, expense elements and general ledger codes). Do not create separate lists for each account segment types.
Create Account Code Access List or Items

Use this activity to create an account code access list (ACAL). This is a listing of the account/account segments that are available for use for particular transaction types.

Once you have created ACALs, apply the account access to transaction types.

For more information, see *Maintain Transaction Access by Account Unit* activity.

**Activity Steps**

   

2. Select **Create Account Code Access List/ Items** in the **Option** field.

3. Enter data in the following fields:
   
   **Account Code Access List Id**

4. Click **Submit**.
   
   The *MSM932B* - Create Account Code Access List screen displays.

5. Enter data in the following fields:
   
   **Type**

   **Account Unit**

   You can have more than one type per ACAL.

   In the **Account Unit** field, wildcards can be used to identify the account unit that matches the type.

6. Select **Submit**.
   
   The type description and accounting unit description display.

7. Click **Submit** again to confirm details.
   
   The account code access list is saved.

8. Apply account access to transaction types.
Maintain Transaction Access by Account Unit

Use this activity to control which account units can be used for each transaction type.

Define account access by employee or position. For ongoing maintenance, we recommend that you define access by position. However, if required, an employee-defined account access can override position-defined account access.

Before starting this activity, define account accesses that are valid for a particular employee or position.

Activity Steps

   The **MSM932A** - Account Code Access List Maintenance Menu screen displays.
2. Select **Maintain Transaction Access by Account Unit** in the **Option** field.
3. Enter data in the following field:
   - **Employee**
   - **Position**
   Enter data in only one of these fields.
   You can define ACALs for either an employee or a position.
4. Enter data in the following fields:
   - **Account Unit Type**
   - **Account Unit Code**
   Enter the ACAL name in the **Account Unit Code** field. The ACAL is the list that was created above in the activity **Create Account Code Access List/ Items**.
5. Click **Submit**.
   The **MSM937A** - Maintain Account Code Access by Account Unit screen displays.
6. Enter data in the following fields:
   - **Default Start Date**
   - **Default End Date**
   The **Default End Date** field is optional.
7. Enter data in the following fields:
   - **Allow** - enter Y
   - **Start Date**
   - **End Date**
8. Click **Submit** to validate details.
9. Click **Submit** again to save the details.
10. Perform one of the following steps:
    a. To maintain account access for another account unit:
       1. Enter data in the following fields:
          - **Employee**
          - **Position**
          - **Account Unit Type**
          - **Account Unit Code**
2. Go to step 5.

11. Click Reset to return to the **MSM932A** - Account Code Access List Maintenance Menu screen.
Modify Account Code Access List

Use this activity to modify an account code access list.

Activity Steps
2. Select Modify Account Code Access List in the Option field.
3. Enter data in the following field:
   Account Code Access List Id
4. Select Submit.
   The MSM932B - Modify Account Code Access List screen displays.
5. Perform one of the following steps:
   a. To add account codes to the list:
      1. Enter data in the following fields for each account code to be added:
         Type
            Account Unit
      2. Go to step 5.
   b. To delete account codes from the list:
      1. Enter D - Delete in the Actions field beside the account code to be deleted.
      2. Go to Step 6.
6. Select Submit.
   The list is updated.
7. Click Submit again to confirm changes.
   The changes are saved.
Delete Account Code Access List

Use this activity to delete an account code access list.

**Note:** An ACAL cannot be deleted if it has transaction types against it. You must first delete any transaction items.

**Activity Steps**

   The **MSM932A** - Account Code Access List Maintenance Menu screen displays.
2. Select **Delete Account Code Access List** in the **Option** field.
3. Enter data in the following field:
   - **Account Code Access List Id**
4. Click **Submit**.
   The **MSM932B** - Delete Account Code Access List screen displays.
   The Dialog Box - **Confirm Delete** displays.
5. Select **Yes**. This confirms the deletion.
   The account code access list is deleted.
Review Account Code Access List

Use this activity to review an account code access list. This screen provides a listing of all ACALs that have been created. Alternatively, you can filter the ACALs returned adding selection criteria such as position identifiers or item details for the accounting unit.

Activity Steps
2. Select 8 - Account Code Access List from the Account Unit Type field.
3. Enter data in the remaining fields as required.
4. Click Submit.
   Account Code Access List details display in the grid.
5. Perform one of the following steps:
   a. To review item details for the the accounting unit:
      1. Select the check box for the required line item.
      2. Click Display Item Details for the Account Unit.
      3. Review data as required.
   b. To review positions assigned to the accounting unit:
      1. Click Display Positions Assigned to Account Unit.
         The MSM874A - List Positions screen displays.
      2. Review data as required.
         When reviewing positions assigned to the accounting unit, all positions linked to the ACAL display.
6. Click Reset to return to the MSM933A - Account Code Access Review screen.
Review Account Code Access List Items

Use this activity to review account code access list items for a nominated account code access list.

This review shows what account type items make up the nominated ACAL. For example, what expense elements, cost centres, general ledger codes, and so on.

Activity Steps
2. Enter data in the following field:
   - **Account Code Access List Id**
3. Click **Submit**.
   The account code access list displays.

To review position access:
1. Click **Positions**.
   The **MSM874A** - List Positions screen displays.
2. Review data as required.
3. Click **Reset** to return to the **MSM934A** - Account Code Access List Items Review screen.
**Review an Account Code Access List for Account Unit**

Use this activity to review account access for an accounting unit. This can be:

- Cost codes
- Cost centres
- General ledger codes
- Expense elements
- Parent accounts

Use this activity to retrieve all the ACALs that contain the requested account unit.

**Activity Steps**

   - The **MSM935A** - Review Account Code Access List for Account Unit screen displays.

2. Enter data in the following fields:
   - **Account Unit Type**
   - **Starting Account Unit**
     - Enter the account unit type number in the **Account Unit Type** field. For example, enter 1 to review ACALs for Cost Centres.
     - Enter the code for the account unit at which to start the display in the **Starting Account Unit** field, for example, the Cost Centre number.
     - You can use wildcards, if required.

3. Click **Submit**.
   - The screen displays the Account Code Access List details for the selected criteria.

**To review positions assigned to the ACAL:**

1. Select the check box for the required line item.
2. Click **Display Positions Assigned to the ACAL**.
3. Click **Submit**.
   - The **MSM874A** - List Positions screen displays.

4. Review data as required.
5. Click **Reset** to return to the **MSM935A** - Review Account Code Access List for Account Unit screen.
Create Account Access by Transaction Type

Use this activity to control which account units can be used in each transaction type. This only creates account access by individual transaction type.

Activity Steps

   
   The **MSM932A** - Account Code Access List Maintenance Menu screen displays.

2. Select **Create Account Access by Transaction Type** in the Option field.

3. Enter data in the following fields:
   
   **Employee**
   
   **Transaction Type**

4. Select **Submit**.

   The **MSM936A** - Account Code Access by Tran Type screen displays.

5. Enter data in the following fields:

   **Default Start Date**
   
   **Default End Date**

6. Enter data in the following fields:

   **Type**
   
   **Account Unit**
   
   **Start Date**
   
   **End Date**

7. Select **Submit**.

   The description of the account unit displays.

8. Select **Submit**.

   The fields become inactive.

9. Perform one of the following steps:
   
   a. To create account access for another transaction type:
      1. Enter data in the following fields:
      
         **Employee**
         
         **Transaction Type**
         
         **Default Start Date**
         
         **Default End Date**
      
      2. Select **Submit**.
      
         The remaining fields become active.
      
      3. Go to step 5.

   b. To return to the **MSM932A** - Account Code Access List Maintenance Menu:
      1. Select **Reset**.
Modify Account Access by Transaction Type

Use this activity to modify account access by transaction type.

Activity Steps

3. Select **Modify Account Access by Transaction Type** in the **Option** field.
   - **Employee** or **Position**
   - **Transaction Type**
4. Select **Submit**.
   - The **MSM936A** - Account Code Access by Tran Type screen displays.
5. Enter data in the following fields:
   - **Show Current and Future Only**
   - **Default Start Date**
   - **Default End Date**
6. Enter or modify data in the any of following key fields:
   - **Start Date**
   - **End Date**
7. Select **Submit**.
8. Click **Submit** again to confirm the details.
9. Perform one of the following steps:
   a. To modify account access for another transaction type:
      1. Enter data in the following fields:
         - **Employee** or **Position**
         - **Transaction Type**
         - **Show Current and Future Only**
         - **Default Start Date**
         - **Default End Date**
      2. Select **Submit**.
      3. Go to step 5.
   b. To return to the **MSM932A** - Account Code Access List Maintenance Menu:
      1. Select **Reset**.
Account Code Level Selection

Where an account code relates to a cost code structure or user defined structure, this functionality provides assistance in entering the segments for each level defined. Each level is user defined at system control file setup.
Account Validation

Once the general ledger codes, cost centres, and expense elements have been defined, various rules determine if an entered account is valid or invalid. Invalid accounts are rejected at time of data entry.

The following definitions apply:

- **Chart of accounts**
  An account is valid against the chart of accounts (COA) if all segments of the account (for example, both cost centre and expense element) are active posting segments. Alternatively, the account can also be valid against the COA if it is a valid posting general ledger code.

- **General ledger posting accounts file**
  This file (MSF966) holds all the general ledger accounts that have been used or specifically created. It is separate from the chart of accounts file. Ellipse EAM creates a new general ledger account when a combination of valid cost centre segments are used with a valid expense element for the first time or accounts can be created manually or by mass maintenance programs.

- **Account segment**
  An account segment can be a cost centre segment, expense element, or general ledger code.

- **General ledger links file**
  A file containing the combinations (links) between account segments that are valid. Valid links are maintained by program MSO929 - Maintain Links. Use of the links function is restricted to validation option E.

The following validation options are available and specifically relate to validation of the general ledger posting accounts file at time of data entry; they are not batch programs:

- **A - Active on chart of accounts (COA)**
  This is the traditional option.
  
  If the account is inactive on the general ledger posting accounts file, then the account is invalid. If the account is active on the general ledger posting accounts file and all segments are active and posting, then the account is valid.
  
  If the account is not on the general ledger posting accounts file, they the account is validated against the COA. If all segments are active posting segments, the account is valid. The account is created with a status S for system-generated with no warning or error message. If any segment is not active or non-posting, then no account is created, and the account is invalid.

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Minimum number of posting accounts. Little set-up work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disadvantages</td>
<td>Possibility of large number of inappropriate general ledger accounts being created with associated corrections required.</td>
</tr>
</tbody>
</table>

- **W - Warning**
  This option is similar to option A, except that a warning displays when a new account is created on the general ledger posting accounts file. You can either proceed and create the account or enter a new account.

- **E - Error if invalid link**
  This option is the most complex. It is the same as for options A and W for accounts that are already on the general ledger posting file.
If the account is not on the general ledger posting accounts file, all segments are active and the links are valid; an account is created on the general ledger posting accounts file based on the rules defined in the link and is valid.

If the account is not on the general ledger posting accounts file and all the segments are active and posting but no links are defined, then no account is created and the account is invalid.

If the account is not on the general ledger posting accounts file and the link is defined as inactive or non-posting for projects, work orders or equipment then the account is not created and is invalid.

This option is represented in the this diagram:

Advantages

- Tight control over posting accounts
• Minimum number of posting accounts
• Simple to implement and control

**Disadvantages**

On detection of a new cost code combination, a performance overhead is incurred during validation against the links file.
Accounting and Costing Definitions

Ellipse EAM provides a number of related but separate accounting and costing modules.

General Ledger

The general ledger is the main financial and management accounting functionality. Use the general ledger to compare actual and budget information for an accounting period. This functionality operates on the general ledger code or cost code. The accounting system is double entry, and all transactions within Ellipse EAM are recorded in the general ledger. Both monetary values and statistics are supported.

Work Order

In the Assets and Work functional area, the work order is the principal way to record information on jobs or work. The work order holds large amounts of maintenance-oriented codes and description. You can also use the Work Order module to enter estimates for material cost, labour cost, other cost, and/or total cost. Actual cost are automatically captured in these classifications. This functionality operates on work order number.

Project Number

A project number is assigned to major jobs or sub-jobs (capital construction, major shutdown) that require greater control than a work order. Costs can be estimated for each project and sub-project. Actual costs can be collected by charging either the project number or a work order belonging to a project.

Equipment History and Costing

The Equipment History and Costing module collects and reports the costs of owning and operating an individual piece of equipment on an accounting period basis, normally for the life of the equipment. This functionality uses the equipment number to collect costs. These can either be charged directly to the equipment number or charged to a work order opened on an equipment number.

In all cases, online screens and reports can dissect the detail of the totals held by each facility to the level of individual transactions (for example, stores issues and labour charges). The relationships between the general ledger account, work order, project, and equipment numbers can be controlled using district costing option. This establishes the rules to be applied throughout Ellipse EAM when account information is entered with transactions. For example, a particular costing option can specify that the general ledger account is built from work order details. The general ledger can also control whether a project number (for example) must be quoted for a particular general ledger account.

The following definitions are used within Ellipse EAM for accounting purposes in the general ledger:

- **General Ledger Account**
  An account code defines either a general ledger code or a cost code. The maximum length is 24 characters.

- **Cost Code**
  A cost code is the combination of a valid cost centre and a valid expense element. Optionally, it may be just a cost centre, when expense elements are not used in their own right.

  The standard lengths of the cost centre segments and expense elements are maintained in the system control file. They are joined together to provide one contiguous code.
The cost code represents a budget and actual accounting entity, which is normally used for reporting revenue and expense items.

- **Cost Centre**
  A cost centre is a collection centre for costs associated with a responsibility centre and activity step or service function. It consists of an alphanumeric code with a maximum length of 16 characters, if expense elements are used in their own right. Otherwise, it has a maximum length of 24 characters. The cost centre can be composed of multiple segments.

- **Expense Element**
  An expense element provides an analysis of the type of expenditure or revenue. An expense element consists of an alphanumeric code with a maximum length of eight characters. It is often called the natural account.
  
  The use of expense elements is optional. If expense elements are not used, the relevant data entry screens do not require entry of an expense element.

- **General Ledger Code**
  A general ledger code is a budget and actual accounting code in its own right, and is defined as a single code. It is normally used to record asset and liability accounts not related to cost centres or expense elements.

- **Posting Accounts**
  When defining a cost code, if each segment of the cost centre and the expense element is defined as posting, the cost code is defined as a posting account.

  Similarly, when defining a general ledger code with a posting indicator, the code is defined as a posting account.

  Posting accounts denote the lowest level at which values are updated from the transaction level.

- **Summary or Non-posting Accounts**
  Non-posting accounts are used for higher level summarisation of posting accounts, which are typically used in account relationships as parent accounts. A non-posting account may consist of higher-level cost centre segment combinations.

  Alternatively, it may be a specifically-defined non-posting cost code, where one or more segments of the cost code have been defined as non-posting. It may also be a specifically-defined non-posting general ledger code.

  At the district control level in the General Ledger module, you can set up summary account codes to hold balances for any or all of the following summarisation levels:

  - Account relationship structures
  - Cost code structures
  - User-defined summary structures

  Wildcarded account codes can be recorded as subordinates to summary accounts (parents) in account relationship structures. A wildcarded account effectively represents a set of posting accounts, with the masking characters asterisk (*), at (@), and hash (#) defined in the appropriate positions of an account code. For example, **1**2 matches any posting account code with 1 in the third position, 2 in the sixth position, and spaces in the last remaining positions of the account code.

  At the source, transactions may only post transaction amounts to posting accounts. Accordingly, summary accounts cannot be directly posted to by source transactions. In this regard, wildcarded accounts are validated as being summary accounts. Account codes with at least one account code segment designated with a **POSTING-NOT-ALLOWED** indicator, or a partially specified cost code, are also validated as summary accounts.
Note: A partially specified cost code can also be a posting account, if a cost code segment is defined as being optional and all specified segments have a POSTING-ALLOWED indicator.

- **Subsidiary Ledger Details**
  Ellipse EAM has two types of sub-ledger facilities:
  
  - **System Control Account Subledgers**
    These are generated automatically against Accounts Payable (AP) control accounts and used as part of the AP reconciliation process.
  
  - **User Defined Subledgers**
    These are subledgers that have been defined and linked to accounts by individual customers to assist in cost control and analysis. This is an functionality is optional and enabled at the District Control level.

    A user defined subledger comprises of the following two components:
    
    - Subledger type code (as defined in the SA - Subledger Types table file)
    - Subledger value

    Accordingly, a subledger code defines the combination of the subledger control account and subledger account. For example, a system subledger account for the subledger system control account relating to the invoice pending account comprises the supplier number, the purchase order number, and the purchase order item number.
Wildcarded Accounts Facility

Use a wildcarded account to retrieve a group of posting accounts that are based on a posting account's code and which matches the wildcarded account code pattern. Matching is performed on a character-by-character comparison in addition to account code type matching as necessary.

A wildcarded account is defined as an account with a wildcard character of asterisk (*), at (@), or hash (#) in any position of the code.

Depending on the first wildcard character found, the wildcarded account may specify what type of accounts constitute this wildcarded combination.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>This wildcard character denotes that all types of posting accounts apply.</td>
</tr>
<tr>
<td>@</td>
<td>This wildcard character denotes that only posting accounts which are cost codes, that is, cost centres or cost centre and expense element combination codes apply.</td>
</tr>
<tr>
<td>#</td>
<td>This wildcard character denotes that only posting accounts which are general ledger codes apply.</td>
</tr>
</tbody>
</table>

The entry of wildcarded accounts applies in the financial modules. This is relevant in the following functionality in Ellipse EAM:

- Transaction reviews
- General ledger reviews
- Accounts relationships maintenance
- Transaction reports
- General ledger reallocation
- Copy budget facility

Another application of the use of wildcarded account codes relates to the mass maintenance of chart of accounts information where matching is performed on cost code segment by segment basis.
Mass Maintenance

Use mass maintenance in the Chart of Accounts module to maintain a chart of accounts subset. Subsets can include:

- Cost centres
- General ledger codes
- Expense elements
- Account relationships (if the General Ledger module is installed)

You can:

- Delete in bulk, provided that validation requirements are met
- Replicate existing information
- Replicate across districts in a multi-district environment
- Request to mass-maintain cost centres, general ledger codes, expense elements, or general ledger posting accounts for an existing range of codes or wildcard selection
- Mass-maintain account relationships a structure basis by nominating the parent account of the structure being maintained; this account may either be a top parent that implies a whole structure is being deleted or replicated, or a lower level parent that implies a substructure is being processed
- Generate new codes through string manipulation; a source and target code must be specified identifying the action to be carried out on each character within the code. For account relationships, this is on a level-by-level basis.

Possible actions are:

<table>
<thead>
<tr>
<th>Source Character</th>
<th>Target Character</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>A</td>
<td>Always use A in a new code.</td>
</tr>
<tr>
<td>%</td>
<td>%</td>
<td>Carry old code over to new code.</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>Wherever an A exists, change to a B for the new code and copy all other characters directly.</td>
</tr>
<tr>
<td>A</td>
<td>%</td>
<td>This is illogical and is interpreted as for action 2.</td>
</tr>
<tr>
<td>%</td>
<td>!</td>
<td>The source character is ignored and does not occupy a position in the target corresponding position.</td>
</tr>
<tr>
<td>A</td>
<td>!</td>
<td>If A in position, then suppress character A from replicated code in that position.</td>
</tr>
</tbody>
</table>

- **Example**: Source String %%%A%%%
  
  Target String %%%B1%
  
  This changes the code CAA10 to CAB10 and CAC20 to CAC10.

- **Example**: Source String %%%A%%%
  
  Target String !%B1%
  
  This replicates a code AB10 from a code CAA10.

- **Example**: Source String !%A%%%
  
  Target String Z%B1%
This replicates a code ZAB10 from a code AA1O.

- **Example:** Source String !%A%%
  Target String Z%!1%
  This replicates a code ZB1O from a code BA1O and replicate a code ZBB10 from a code BB90.

**Note:** If the new code is not valid for the target district (that is, length) it will not be processed.

Character substitution or word substitution are also available for generating a new description for the new codes generated. Use character substitution to place required characters into nominated positions.

- **Example:** Source String = %%%%%%%%%%%
  Target String = GOLD%%%%%%
  The above places the string **GOLD** into the first four positions of the description.

Use word substitution to replace words, regardless of position.

- **Example:** Source String = DIGGING PLANT
  Target String = DRILLING RIG
  The above changes the string DIGGING PLANT to DRILLING RIG wherever it exists within the description line.

- **Example:**
  NORTH QLD DIGGING PLANT ONE
  changes to
  NORTH QLD DRILLING RIG ONE
  and, in reverse, changes back to
  NORTH QLD DRILLING RIG ONE
  would change to
  NORTH QLD DIGGING PLANT ONE
Chart of Accounts Reports

MSB921 - Cost Centre Mass Maintenance ................................................................. 101
MSB922 - Posting Accounts Mass Maintenance ...................................................... 105
MSB931 - Expense Element Mass Maintenance ..................................................... 108
MSB936 - Account Code Access Violation Housekeeping ...................................... 111
MSB941 - General Ledger Mass Maintenance ......................................................... 112
MSB969 - General Ledger End of Year Update ....................................................... 117
MSB96J - GL Posting Accounts Mass Maintenance ................................................ 118
MSR902 - Transaction Costing Errors and Warnings .............................................. 120
MSR920 - Listing of Cost Centre Segments ............................................................. 121
MSR923 - Preview Valid/Invalid Links .................................................................... 122
MSR924 - Review Cost Codes in Segmented Range ................................................ 125
MSR929 - Link Range Report ................................................................................... 126
MSR930 - Expense Elements Report ....................................................................... 127
MSR932 - Account Code Access List Report ........................................................... 129
MSR933 - Employee Account Code Access List Report .......................................... 130
MSR934 - Position Account Code Access Report .................................................... 131
MSR936 - Account Code Access Violations Report .................................................. 134
MSR940 - General Ledger Code Report .................................................................... 136
MSB921 - Cost Centre Mass Maintenance

This batch process adds/deletes cost centre segments in bulk. For addition, the batch process copies cost centre codes from the request district to a nominated target district. For deletion, cost centre codes are deleted from the request district.

This batch process reports the totals from the function of mass addition or mass deletion of cost centres within a specified range.

This batch job can be generated at any time.

In Add mode, a range of existing cost centres is specified from which a new set of cost centres is replicated. The naming of the new set of codes is controlled using string substitution.

New descriptions may be generated. Extended descriptions are not replicated. All other associated data is copied directly. Any existing codes have their description updated.

A control report is produced detailing the number of records passed and the number of cost centres created, updated or deleted.

Additional Information

Parameters

Update Type
Enter one of the following options to determine the function of the process.
This field is mandatory:
A - Add cost centres
D - Delete cost centres

Target District
Enter the district to which a group of cost centres is to be copied.
This field is mandatory for additions and must be a valid district code.
Entry is not required for deletions.

From Cost Centre
Enter either the first cost centre of a range or one wildcard of cost centres to be processed.

Note: Only an at (@) symbol should be used for wildcarding. This range is used to select the group of cost centres to be deleted or copied.

This field is mandatory. Lengths must be in accordance with cost centre length as specified in district control for the segment level nominated.

To Cost Centre
Enter either the last cost centre in a range or one wildcard of cost centres to be processed.

Note: Only an at (@) symbol should be used for wildcarding. This range is used to select the group of cost centres to be deleted or copied.

This field is mandatory. Lengths must be in accordance with cost centre length as specified in district control for the segment level nominated.

Segment Level
To maintain all cost centres for a segment, enter the level number of the segment to be maintained. This cannot exceed the maximum number of levels defined for the processing district.
This field is mandatory.
**CC String Source (Cost Centre String Source)**

Enter the first string substitution specification in a range required to generate the new cost centre codes. This is to substitute names and descriptions for the new cost centre segments generated.

- This field is mandatory.
- Entry is not required for deletions.

**CC String Target (Cost Centre String Target)**

Enter the last string substitution specification in a range required to generate the new cost centre codes. This is to substitute names and descriptions for the new cost centre segments generated.

- This field is mandatory.
- Entry is not required for deletions.

**CC Name Source (Cost Centre Name Source)**

Enter the source character or word substitution required to generate the new cost centre name.

- This field is optional. However, if the source name is entered, the target name must also be entered.
- If no specification is entered, the new cost centres have the same names as those from which they were copied.
- Entry is not required for deletions.

**CC Name Target (Cost Centre Name Target)**

Enter the target character or word substitution required to generate the new cost centre name.

- This field is optional. However, if the source name is entered, the target name must also be entered.
- If no specification is entered, the new cost centres have the same names as those from which they were copied.
- Entry is not required for deletions.

**CC Desc Source (Cost Centre Description Source)**

Enter the source character or word substitution required to generate the new cost centre description.

- This field is optional and not required for deletions.
- However, if the source description is entered, the target description must also be entered.
- If no specification is entered, the new cost centres have the same descriptions as those from which they were copied.

**CC Desc Target (Cost Centre Description Target)**

Enter the target character or word substitution required to generate the new cost centre description.

- This field is optional and not required for deletions.
- However, if the source description is entered, the target description must also be entered.
- If no specification is entered, the new cost centres have the same descriptions as those from which they were copied.
**Entry Data Override Indicator**

This field is mandatory if you entered **A** in the **Update Type** field.

Enter one of the following:

- **Y** - If a code being replicated already exists, its data or indicators are overwritten by data or indicators selected in this process.
- **N** - If a code being replicated already exists, its data or indicators are not be overwritten by data or indicators selected in this process.

**Active Status - Cht of Accounts**

Enter one of the following options to be the status of the replicated codes:

- **A** - Replicated codes are generated with active status
- **I** - Replicated codes are generated with inactive status

When you create a record that already exists, the entered data overrides that of the existing code if the **Override with Entry Data Indicator** of **Y** is selected.

This field is optional. This field only applies if you entered **A** in the **Update Type** field.

If not entered, a replicated code is created with a status matching that of the source code.

**Posting Indicator**

Enter one of the following options to indicate the posting status of the replicated codes:

- **P** - Replicated codes are generated as a posting type cost centre segment (to receive accounting entries)
- **N** - Replicated codes are generated as a non-posting account (to denote a parent account for accounts relationships)

When you create a record that already exists, the entered data overrides that of the existing code if the **Override with Entry Data Indicator** of **Y** is selected.

This field is optional. This field only applies if you entered **A** in the **Update Type** field.

If not entered, a replicated code is created with an indicator matching that of the source code.

**Tax Code**

This field displays if sales tax functionality is activated in the district control file. Enter a valid sales tax code. Entry is validated against the table file TC - Tax Code. This field is optional.

**Consumption Tax Code**

This field displays if consumption tax functionality is activated in the district control file. Enter a valid consumption tax code. Entry is validated against the Table File CM - Consumption Tax Code. This field is optional.

**Work Order Entry Indicator**

Enter one of the following options to be used when costing to this account:

- **M** - Entry of a work order is mandatory.
- **O** - Entry of a work order is optional.
- **N** - Entry of a work order is not required.

**Project Entry Indicator**

Enter one of the following options to be used when costing to this account:

- **M** - Entry of a project is mandatory.
- **O** - Entry of a project is optional.
- **N** - Entry of a project is not required.
Equipment Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of an equipment number is mandatory.
- **O** - Entry of an equipment number is optional.
- **N** - Entry of an equipment number is not required.
MSB922 - Posting Accounts Mass Maintenance

There are three programs associated with MSB922:

- MSB922-01 - Generate Valid/Invalid Links
- MSB922-02 - Posting Account Mass Maintenance - Cost Codes
- MSB922-03 - Posting Account Mass Maintenance – GL Codes

Generate Valid/Invalid Links

This batch process generates a group of valid or invalid cost codes based on the chart of accounts in the processing district. The new cost codes are created in the general ledger header posting accounts file. If a cost code being produced already exists on the general ledger posting accounts file, existing data may be overwritten with any data set by the selection parameters.

This process is only valid when all cost centre segments have the validation indicator on MSM00DB - Define Cost Centre Segments set to \textit{Y}.

Depending on system control settings, transactions may be rejected at source if the cost code entered is an invalid link, that is, an inactive account.

This batch job generates every possible valid cost centre segments/expense element linkage to create posting accounts.

Depending on the organisation’s accounting structure, it may be more efficient to maintain a group of invalid links than a group of valid links.

This report details the number of account codes written to or updated on the general ledger posting accounts file.

Additional Information

Posting Accounts Mass Maintenance - Cost Codes and GL Codes

These batch programs enable the update of posting account information for a selection of account codes that are defined by selection parameters.

After generating batch process MSB922 - 02 Posting Account Mass Maintenance the MSM92BA - Posting Account Mass Maintenance screen displays for the entry of posting account selection parameters.

This is the first screen displayed after report request parameters are entered on MSB922-02 - Posting Account Mass Maintenance - Cost Codes and MSB922-03 - Posting Account Mass Maintenance - General Ledger Codes batch reports.

Further report request parameters can be entered on MSM92BB - Posting Accounts Mass Maintenance Update Criteria and MSM92BC - Additional Update Parameters.

Parameters

From Cost Code

Enter either the first cost centre of a range or one wildcard of cost centres to be processed.

\textbf{Note:} Only an at (@) symbol should be used for wildcarding. This range is used to select the group of cost codes to be deleted or copied.

This field is mandatory. Lengths must be in accordance with cost code length as specified in district control for the segment level nominated.

If a segment is optional, spaces can be left in that segment when specifying the range.
**To Cost Code**

Enter either the last cost code in a range or one wildcard of cost codes to be processed.

*Note:* Only an at (@) symbol should be used for wildcarding. This range is used to select the group of cost codes to be deleted or copied.

If a wildcard segment is entered in the *From* code, then the corresponding segment must be entered in the *To* code to match.

This field is mandatory. Lengths must be in accordance with cost code length as specified in district control for the segment level nominated.

**Override with Data Entry Indicator**

Enter one of the following:

- **Y** - Existing cost code data or indicators are overwritten by data or indicators selected in this process.

  Where it is stated data is optional and no data is entered in the parameters below, existing cost codes are updated with blanks.

  Where parameter fields are entered with an equal sign (=), existing data remains as is; new data is set up with defaults.

- **N** - If a code being replicated already exists, its data or indicators are not overwritten by data or indicators selected in this process.

**Active Status**

This field is mandatory.

Enter one of the following options to be the status of the cost codes created in the valid/invalid links process:

- **A** - The cost code is generated with an *Active* status. A cost code is created in the general ledger posting accounts file only if all segments are active.

- **I** - Cost codes are generated with an *Inactive* status. An account with an inactive status is invalid.

- **M** - Cost codes are generated with a *Monitored* status. A cost code is created in the general ledger posting accounts file only if all segments are active.

**Opening Balance Status**

This field is mandatory.

Enter one of the following options for the opening balance status of the account:

- **O** - At the start of a financial year, the account is to carry forward an opening balance. This is used for balance sheet accounts such as assets, liabilities, and equity.

- **C** - At the start of a financial year, the account balance is accumulated into retained profit account, then reset to zero. This is used for revenue and expense accounts.

**Limit Code**

Enter a valid limit code. This describes which value or percentage limits apply in rejecting or warning on transactions intended to arise from the goods requisitioning process.

This field is optional.
Work Order Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of a work order is mandatory.
- **O** - Entry of a work order is optional.
- **N** - Entry of a work order is not required.

Project Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of a project is mandatory.
- **O** - Entry of a project is optional.
- **N** - Entry of a project is not required.

Equipment Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of an equipment number is mandatory.
- **O** - Entry of an equipment number is optional.
- **N** - Entry of an equipment number is not required.

Report Classifications

Enter **Y** if all the report classifications are to remain unchanged.

Alternatively, enter up to 30 report classifications to be used as default data when generating/updating posting accounts.

If report classifications are to be modified, a report classification must be entered for all the existing report classifications. An equal sign may be used for the report classifications that are to remain unchanged.

For example: report classifications on file

```
K1 - AA
K2 - BB
K3 - CC
K6 - DD
```

Enter these report classifications as **AA/BB/CC///DD**

Change **K1 - AB**

Enter as **AB//=///=**

This field is optional. Entry is validated against the Table File K1 - K9 inclusive and/or KA - KU inclusive.

Journal Types

Enter up to ten valid journal types. Entry is validated against the Table File JT - Journal Type.

This field is optional.

Process Only Existing Links

Enter **Y** if it is required to only process Cost Codes that exist on the General Ledger Posting Accounts File.

This feature is used when you want to inactivate or activate a range of existing Cost Codes. For example, when a request is logged from the **MSM930A** - Update Expense Elements screen.

This field is optional.
MSB931 - Expense Element Mass Maintenance

This batch process adds and deletes expense elements in bulk. To add expense elements, the batch process copies expense element codes from the request district to a nominated target district. To delete expense elements, codes are deleted from the request district.

This batch process reports the totals from the function of addition/deletion in mass of expense elements within a specified range.

In Add mode, a range of existing expense elements is specified from which a new set of expense elements is replicated. The naming of the new set of codes is controlled using string substitution.

New descriptions may be generated. Extended description are not replicated. All other data are copied directly. Any existing codes passed over have their descriptions updated.

Expense elements are only deleted if they are not already referenced by existing account codes.

A control report is produced; the report details the number of records passed and the number of expense elements created, updated, or deleted.

Additional Information

Parameters

Update Type

Enter one of the following options to determine the function of the process:

- A - Add expense elements
- D - Delete expense elements

Target District

Enter the district to which a group of expense elements is to be copied to.

This field is mandatory for additions and must be a valid district code.

The expense element length for the target district must not be less than that in the processing district.

Entry is not required for deletions.

From Expense Element

Enter either the first expense element of a range or a wildcard of expense elements to be processed.

Note: Only an at (@) symbol should be used for wildcarding. This range is used to select the group of Expense Elements to be deleted or copied.

This field is mandatory and lengths must be in accordance with expense element length as specified in district control file.

To Expense Element

Enter the last expense element in a range to be processed.

Note: Only an at (@) symbol should be used for wildcarding. This range is used to select the group of expense elements to be deleted or copied.

This field is mandatory and lengths must be in accordance with expense element length as specified in district control file.

Source String

Enter the first string substitution specification in a range required to generate the new expense elements.

This field is mandatory for additions.

Entry is not required for deletions.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target String</strong></td>
<td>Enter the last string substitution specification in a range required to generate the new expense elements. This field is mandatory for additions. Entry is not required for deletions.</td>
</tr>
<tr>
<td><strong>Short Desc Source</strong></td>
<td>Enter the source character or word substitution required to generate the new expense element description. This field is optional and not required for deletions. However, if the source description is entered, the target description must also be entered. If no specification is entered, the new expense elements have the same descriptions as those from which they were copied.</td>
</tr>
<tr>
<td><strong>Short Desc Target</strong></td>
<td>Enter the target character or word substitution required to generate the new expense element description. This field is optional and not required for deletions. However, if the target description is entered, the source description must also be entered. If no specification is entered, the new expense elements have the same descriptions as those from which they were copied.</td>
</tr>
<tr>
<td><strong>Long Desc Source</strong></td>
<td>Enter the source character or word substitution required to generate the new expense element long description. This field is optional and not required for deletions. However, if the source description is entered, the target description must also be entered. If no specification is entered, the new expense elements have the same descriptions as those from which they were copied.</td>
</tr>
<tr>
<td><strong>Long Desc Target</strong></td>
<td>Enter the target character or word substitution required to generate the new expense element long description. This field is optional and not required for deletions. However, if the target description is entered, the source description must also be entered. If no specification is entered, the new expense elements have the same descriptions as those from which they were copied.</td>
</tr>
</tbody>
</table>
### Entry Data Override Indicator
This field is mandatory if you entered **A** in the **Update Type** field.

Enter one of the following:

- **Y** - If a code being replicated already exists, its data or indicators are overwritten by data or indicators selected in this process.
- **N** - If a code being replicated already exists, its data or indicators are not overwritten by data or indicators selected in this process.

### Active Status - Cht of Accounts
Enter one of the following options to be the status of the replicated codes:

- **A** - Replicated codes are generated with active status
- **I** - Replicated codes are generated with inactive status

When creating a record that already exists the entered data override that of the existing code if the **Override with Entry Data Indicator** of **Y** is selected.

This field is optional. This field only applies if you entered **A** in the **Update Type** field.

If not entered, a replicated code is created with a status matching that of the source code.

### Posting Indicator
Enter one of the following options to indicate the posting status of the replicated codes:

- **P** - Replicated codes are generated as a posting type cost centre segment (to receive accounting entries)
- **N** - Replicated codes are generated as a non-posting account (to denote a parent account for accounts relationships)

When creating a record that already exists, the entered data overrides that of the existing code if the **Override with Entry Data Indicator** of **Y** is selected.

This field is optional. This field only applies if you entered **A** in the **Update Type** field.

If not entered, a replicated code is created with an indicator matching that of the source code.

### Sub-System Indicators
Enter one of the following options to indicate the posting status of the replicated codes:

- **Y** - Posting is allowed for this sub-system
- **N** - Posting is not allowed for this sub-system

This field is optional and only applies if you entered **A** in the **Update Type** field. If not entered, a replicated code is created with an indicator matching that of the source code.
MSB936 - Account Code Access Violation

Housekeeping

If account code access list functionality is activated for this district, account access violations are recorded on a file for reporting purposes. Run this housekeeping program to remove non-current entries to ensure the file uses the minimum required space.

This MSB936 process removes account access violations from the account code access violations file.

The selection of records to remove is controlled by a request parameter which nominates the age in days of records to be removed.

This batch job can be generated at any time.

Report contents include total number of records deleted and if applicable, the number of records deleted which were no longer valid (entity type not current).

The total record counts are broken down by account access transaction types.

Additional Information

Parameters

Age of Transactions

Enter the minimum age of transactions (in days) to be removed. Any transactions that were created this number of days or more prior to the current date are removed from the system. The maximum number of days you can enter in this field is 999.
MSB941 - General Ledger Mass Maintenance

This batch job adds or deletes general ledger codes in bulk. To add general ledger codes, the codes are copied from the request district to a nominated target district. To delete general ledger codes, the codes are deleted from the request district.

This reports the totals from the function of multiple additions or deletions of general ledger codes within a specified range.

As an option, corresponding posting accounts may be created or deleted, if requested.

The process of accounts option features the facility to create accounts for each of the districts. This feature is limited to districts sharing the same chart of accounts.

This batch job can be generated at any time.

The procedure can be run in either Add or Delete mode.

In Add mode, a range of existing general ledger codes is specified from which a new set of general ledger codes is replicated. The naming of the new set of codes is controlled through string substitution.

Likewise, new descriptions may be generated. Extended description are not replicated. All other data is copied directly. Any existing codes passed over have their description updated.

If specified, corresponding posting accounts are generated at the same time. For every general ledger code replicated, a posting account is generated with data set up as per the input parameters. This data is also used to update existing posting accounts if passed.

- Reference codes associated with the old code are copied to the new code on a mass copy.
- When general ledger codes are deleted, the associated reference code data is also deleted.

A control report is produced that details the number of records passed, the number of general ledger codes created or deleted on or from the MSF940 - General Ledger Code file, and the number of posting accounts created or deleted on or from the general ledger posting accounts file across districts as appropriate.

Additional Information

Parameters

Update Type (A-Add, D-Delete)

This field is mandatory.

Enter one of the following options to determine the function of the process:

- A - Add general ledger codes
- D - Delete general ledger codes

Process Posting Accts Globally Ind (G/P)

Enter one of the following processing indicators:

- G - Process posting accounts globally
- P - Process posting accounts in conjunction with general ledger codes

If request to process accounts globally:

- In Add mode, posting accounts are created on MSF966 in all districts that use the target district’s general ledger codes.
- In Delete mode, posting accounts are deleted from MSF966 from all districts that use the processing district’s general ledger codes.
**Target District**
Enter the district to which a group of general ledger posting accounts is to be copied.
This field is mandatory for additions and must be a valid district code.
Entry is not required for deletions.

**From General Ledger Code**
Enter either the first general ledger code of a range or one wildcard of general ledger code to be processed.

*Note:* Only a hash (#) symbol should be used for wildcarding. This range is used to select the group of general ledger codes to be deleted or copied.
This field is mandatory. Lengths must be in accordance with general ledger code length as specified in district control for the segment level nominated.

**To General Ledger Code**
Enter either the last general ledger code in a range or one wildcard of general ledger codes to be processed.

*Note:* Only a hash (#) symbol should be used for wildcarding. This range is used to select the group of general ledger codes to be deleted or copied.
This field is mandatory. Lengths must be in accordance with general ledger code length as specified in district control for the segment level nominated.

**Source String (General Ledger Code)**
Enter the first string substitution specification in a range required to generate the new general ledger codes.
This field is mandatory for additions.
Entry is not required for deletions.

**Target String (General Ledger Code)**
Enter the last string substitution specification in a range required to generate the new general ledger codes.
This field is mandatory for additions.
Entry is not required for deletions.

**Short Desc Source (General Ledger Name)**
Enter the source character or word substitution required to generate the new general ledger code description.
This field is optional. This field is not required for deletions.
However, if the source description is entered, the target description must also be entered.
If no specification is entered, the new general ledger codes have the same descriptions as those from which they were copied.

**Short Desc Target (General Ledger Name)**
Enter the target character or word substitution required to generate the new general ledger code description.
This field is optional. This field is not required for deletions.
However, if the target description is entered, the source description must also be entered.
If no specification is entered, the new general ledger codes have the same descriptions as those from which they were copied.
| **Long Desc Source (General Ledger Desc)** | Enter the source character or word substitution required to generate the new general ledger code long description. This field is optional. This field is not required for deletions. However, if the source description is entered, the target description must also be entered. If no specification is entered, the new general ledger codes have the same descriptions as those from which they were copied. |
| **Long Desc Target (General Ledger Desc)** | Enter the target character or word substitution required to generate the new general ledger code long description. This field is optional. This field is not required for deletions. However, if the target description is entered, the source description must also be entered. If no specification is entered, the new general ledger codes have the same descriptions as those from which they were copied. |
| **Entry Data Override Indicator (Y/N)** | This field is mandatory if you entered A in the Update Type field. Enter one of the following:  
- Y - If a code being replicated already exists, its data or indicators are overwritten by data or indicators selected in this process.  
- N - If a code being replicated already exists, its data or indicators are not overwritten by data or indicators selected in this process. |
| **Active Status - Cht of Accounts (A/I)** | Enter one of the following options to be the status of the replicated codes:  
- A - Replicated codes are generated with active status  
- I - Replicated codes are generated with inactive status  
When you create a record that already exists, the entered data overrides that of the existing code if the Override with Entry Data Indicator of Y is selected.  
This field is optional. This field only applies if you entered A in the Update Type field.  
If not entered, a replicated code is created with a status matching that of the source code. |
| **Posting Indicator (P/N)** | Enter one of the following options to indicate the posting status of the replicated codes:  
- P - Replicated codes are generated as a posting type cost centre segment (to receive accounting entries)  
- N - Replicated codes are generated as a non-posting account (to denote a parent account for accounts relationships)  
When you create a record that already exists, the entered data overrides that of the existing code if the Override with Entry Data Indicator of Y is selected.  
This field is optional. This field only applies if you entered A in the Update Type field.  
If not entered, a replicated code is created with an indicator matching that of the source code. |
Chart of Accounts

**Work Order Entry Indicator (O/M/N)**
Enter one of the following options to be used when costing to this account:
- **M** - Entry of a work order is mandatory.
- **O** - Entry of a work order is optional.
- **N** - Entry of a work order is not required.

**Project Code Entry Indicator (O/M/N)**
Enter one of the following options to be used when costing to this account:
- **M** - Entry of a project is mandatory.
- **O** - Entry of a project is optional.
- **N** - Entry of a project is not required.

**Equipment Ref Entry Indicator (O/M/N)**
Enter one of the following options to be used when costing to this account:
- **M** - Entry of an equipment number is mandatory.
- **O** - Entry of an equipment number is optional.
- **N** - Entry of an equipment number is not required.

**Opening Balance Status (O/C)**
Enter one of the following options for the opening balance status of the account:
- **O** - At the start of a financial year the account is to carry forward an opening balance. This is used for balance sheet accounts such as assets, liabilities and equity.
- **C** - At the start of a financial year the account balance is accumulated into retained profit account, then reset to zero. This is used for revenue and expense accounts.

**Limit Code**
Enter a valid limit code. This describes which value or percentage limits apply in rejecting or warning on transactions intended to arise from the goods requisitioning process.
This field is optional.

**Active Status - Posting Accts (A/I/M)**
Enter one of the following options to be the status of the replicated accounts:
- **A** - Replicated codes are generated with active status. A cost code is created in the general ledger posting accounts file only if, all segments are active.
- **I** - Replicated codes are generated with inactive status. An account with inactive status is invalid.
- **M** - Replicated codes are generated with monitored status. A cost code is created in the general ledger posting accounts file only if, all segments are active.

If left blank a replicated code is created with a status matching the source code.

**Report Classifications N.B. Delimit by Slash (/)**
Enter up to 30 report classifications (delimited by '/') used as default data when generating/updating posting accounts.
This field is optional. Entry is validated against the Table Files K1 - K9 to KA - KU inclusive.
**Journal Types**

Enter up to ten valid journal types. Entry is validated against the Table File JT - Journal Type.

N.B. Delimit by Slash (/)

This field is optional.

**FAWB Ind**

(Fixed Asset Workbench Indicator)

If set to Y, indicates FAWB processing is in use.
**MSB969 - General Ledger End of Year Update**

The **MSB969 - General Ledger End of Year Update** batch program updates general ledger posting accounts, and updates the requested financial year’s accounting calendar with a year-end indicator.

This batch program details the amount of retained earning calculated. Amongst other items generated is the number of accounts with opening balances. Review the control report to sign off the year-end process.

This update report is also run as a separate request, to perform year-end processing for the cash accounting ledger. The optional cash accounting indicator is used when selecting this report. Request cash accounting year end if the functionality is activated. For more information, see the Management Accounting (3960) module.

This report is run once only at the end of a financial year. In a multi-district organisation, it can be run only in one district at a time. This batch job can take a while to execute if the district has a large chart of accounts.

This batch program includes local equivalent values. The local equivalent value for the new opening balance is calculated from the year-to-date balance in the local equivalent value at the final period of the previous year.

### Additional Information

**Parameters**

Enter the following information in the Report Request Selection screen for this report:

- **Year**
  - Enter the financial year for closing in the format **YY**.

- **Cash Accounting Processing**
  - Enter **Y** to perform year-end for the Cash Accounting Ledger.

**Further Information:**

- General Ledger File Processing
- Control Total - MSR969A - General Ledger End of Year Update Report
- Error Messages
MSB96J - GL Posting Accounts Mass Maintenance

The MSB96J - GL Posting Accounts Mass Maintenance batch job adds or deletes posting accounts in bulk. To add posting accounts, codes are copied from the request district to a nominated target district. To delete posting accounts, codes are deleted from the request district.

This batch job reports the totals from the function of multiple additions or deletions of general ledger posting account codes within a specified range.

This batch job can be generated at any time.

The procedure can be run in either add or delete mode.

In add mode, a range of existing general ledger posting accounts are specified from which a new set of general ledger posting accounts are replicated. Use string substitution to name the new set of codes.

Sub-ledger details associated with the old code are not copied to the new code.

Use this batch job to produce a control report that details the number of skipped records passed and the number of general ledger posting accounts created or deleted on the general ledger posting accounts file.

Additional Information

Parameters

Update Type Enter one of the following options to determine the function of the process. This field is mandatory:

- **A** - Add general ledger posting accounts
- **D** - Delete general ledger posting accounts

Target District Enter the district to which a group of general ledger posting accounts is to be copied.

This field is mandatory for additions and must be a valid district code.

Entry is not required for deletions.

From Posting Account Enter either the first posting account of a range or one wildcard of posting accounts to be processed.

**Note:** Only an asterisk (*) symbol should be used for wildcarding. This range is used to select the group of posting accounts to be deleted or copied.

This field is mandatory, and lengths must be in accordance with posting account length as specified in district control for the segment level nominated.

To Posting Account Enter either the last posting account in a range or one wildcard of posting accounts to be processed.

**Note:** Only an asterisk (*) symbol should be used for wildcarding. This range is used to select the group of posting accounts to be deleted or copied.

This field is mandatory, and lengths must be in accordance with Posting Account length as specified in district control for the segment level nominated.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source String</strong></td>
<td>Enter the first string substitution specification in a range required to generate the new posting accounts. This field is mandatory. Entry is not required for deletions.</td>
</tr>
<tr>
<td><strong>Target String</strong></td>
<td>Enter the last string substitution specification in a range required to generate the new posting accounts. This field is mandatory. Entry is not required for deletions.</td>
</tr>
<tr>
<td><strong>No of Years</strong></td>
<td>This parameter is for the deletion option. Enter the number of year where there is to be no activity against the account for it to be selected.</td>
</tr>
<tr>
<td><strong>Posting Level</strong></td>
<td>To delete an entire posting level, enter the posting level in this field.</td>
</tr>
<tr>
<td><strong>FAWB Ind</strong></td>
<td>(Fixed Asset Workbench Indicator) If set to Y, indicates FAWB processing is in use.</td>
</tr>
</tbody>
</table>
MSR902 - Transaction Costing Errors and Warnings

Report MSR902 prints details for transactions already selected for posting to the various summary costing files in the Work Order, Project Costing, Equipment Costing and General Ledger modules.

This report identifies warnings or errors which have occurred during the process of posting a transaction to the general ledger, work order costing ledger, project costing ledger, or equipment costing ledger. It can then be used as a turnaround document to effect appropriate corrective action either by correcting the costing data or correcting the transaction itself.

This report can be generated at any time. This report can also be set up to be run cyclically each day.

Standard report headings, request details and end of page and report footings are printed.

The following details are printed for each selected transaction:

- Transaction ID - This represents the transaction records primary key without the district code and consists of the following:
  - Processing Date (Julian format)
  - Transaction Number
  - Record Type
- Accounting Period
- Transaction Date
- Transaction Amount
- Transaction details on two lines relevant to the transaction category or record type
  For example:
  - Stock Order Receipts (record type)
    - Order Number
    - Stock Code
- Error codes and messages from the ER - Error Codes table on the MSF010 file and corresponding data field transactions with a report status of warning posted.
- Not posted message for transactions with a report status of error not posted.
- A column delimited by I so that details of corrective action can be entered for a transaction.

The total transactions posted with errors or warnings display.
MSR920 - Listing of Cost Centre Segments

The report lists cost centre segments recorded for the district.

A page break occurs on a change of cost centre segment level.

At the end of a segment level, a report footer shows the number of items reported for that level.

This report can be generated at any time.

The following details are printed for each cost centre:

- Short name
- Description
- Status describing whether the codes is active or inactive
- Posting indicator (posting or non-posting)
- Work order entry indicator (M - Mandatory, N - None required or O - Optional)
- Project entry indicator (M - Mandatory, N - None required or O - Optional)
- Equipment entry indicator (M - Mandatory, N - None required or O - Optional)
- The tax code and corresponding description (where applicable)

Additional Information

Parameters

If both posting and non-posting accounts are left blank, then all accounts regardless of posting indicator are reported.

Cost Centre Segment Level

Enter a cost centre segment level number on which to report or leave this field blank to list all cost centre segments for all levels.

Active Accounts

Enter Y to report on all active cost centre segments. Enter N to exclude active cost centre segments from being reported.

If both the Active Accounts and the Inactive Accounts fields are left blank, all status are reported.

Inactive Accounts

Enter Y to report on all inactive cost centre segments. Enter N to exclude inactive cost centre segments from being reported.

If both the Active Accounts and the Inactive Accounts fields are left blank, all statuses are reported.

Posting Accounts

Enter Y to report on all posting cost centre segments.

If both the Posting Accounts and the Non-posting Accounts fields are left blank, then all accounts regardless of posting indicator are reported.

Non-posting Accounts

Enter Y to report on all non-posting cost centre segments.

If both the Posting Accounts and the Non-posting Accounts fields are left blank, then all accounts regardless of posting indicator are reported.
MSR923 - Preview Valid/Invalid Links

This report details possible posting cost code definitions within a specified segmented range based on the current chart of accounts. For more information on valid and invalid links, see General Ledger.

This report can be generated at any time.

We recommend that this report be run before MSB922 to identify the impact on existing data.

This report details possible cost codes that are:
- Not on file
- On file but have different data to that included in the request parameters (if data is to be overridden)
- On file with the same data as that included in the request parameters (if data is to be overridden)

Each cost code displayed has a description displayed and a message detailing whether the account is new, to be updated, or requires no change.

Additional Information

Parameters

From Cost Centre
Enter either the first cost centre of a range or one wildcard of cost centres to be processed.

**Note:** Only an at (@) symbol should be used for wildcarding. This range is used to select the group of cost centres to be deleted or copied.

This field is mandatory. Lengths must be in accordance with cost centre length as specified in district control for the segment level nominated.

To Cost Centre
Enter either the last cost centre in a range or one wildcard of cost centres to be processed.

**Note:** Only an at (@) symbol should be used for wildcarding. This range is used to select the group of cost centres to be deleted or copied.

This field is mandatory. Lengths must be in accordance with cost centre length as specified in district control for the segment level nominated.

Entry Data Override Indicator
Enter one of the following:

This field is mandatory if you entered A in the Update Type field.
- Y - If a code being replicated already exists, its data or indicators are overwritten by data or indicators selected in this process.
- N - If a code being replicated already exists, its data or indicators are not overwritten by data or indicators selected in this process.
Active Status

Enter one of the following options to be the status of the replicated accounts:

- **A** - Replicated codes are generated with an **Active** status. A cost code is created in the general ledger posting accounts file only if all segments are active.
- **I** - Replicated codes are generated with an **Inactive** status. An account with an inactive status is invalid.
- **M** - Replicated codes are generated with a **Monitored** status. A cost code is created in the general ledger posting accounts file only if all segments are active.

When creating a record that already exists the entered data overrides that of the existing code if the **Override with Entry Data Indicator** of **Y** is selected.

This field is mandatory. If not entered, a replicated code is created with a status matching that of the source code.

Opening Balance Status

Enter one of the following options for the opening balance status of the account. This field is mandatory:

- **O** - At the start of a financial year, the account is to carry forward an opening balance.
- **C** - At the start of a financial year, the account balance is accumulated into profit/loss accounts, then reset to zero.

Limit Code

Enter a valid limit code. This describes which value or percentage limits apply in rejecting or warning on transactions intended to arise from the goods requisitioning process.

This field is optional.

Work Order Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of a work order is mandatory.
- **O** - Entry of a work order is optional.
- **N** - Entry of a work order is not required.

Project Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of a project is mandatory.
- **O** - Entry of a project is optional.
- **N** - Entry of a project is not required.

Equipment Entry Indicator

Enter one of the following options to be used when costing to this account:

- **M** - Entry of an equipment number is mandatory.
- **O** - Entry of an equipment number is optional.
- **N** - Entry of an equipment number is not required.

Report Classifications

Enter up to 30 report classifications to be used as default data when generating/ updating posting accounts.

This field is optional. Entry is validated against the table file K1 - K9 inclusive and/or KA - KU inclusive.
| **Process Only Existing Links** | Enter Y if it is required to only process cost codes that exist on the general ledger posting accounts file.  
This feature is used typically when you want to inactivate or activate a range of existing cost codes. For example, when a request is logged from the *MSM930A - Update Expense Elements* screen.  
This field is optional. |
|-------------------------------|----------------------------------------------------------------------------------------------------------|
| **Journal Types**             | Enter up to ten journal types. Entry is validated against the Table File JT - Journal Types.  
This field is optional.      |
MSR924 - Review Cost Codes in Segmented Range

This report details all cost codes in the general ledger header file within the specified range. The range is analysed on a segmented basis.

This report can be generated at any time.

For each account returned, the account description and any data relating to the general ledger header file is displayed. Totals are not displayed. This report provides controls in the budgeting process.

Additional Information

Parameters

**Account Code Range (FROM)**  
Enter the first link in a range of links to be generated. The range entered is processed on a segment by segment basis. The full cost code must be defined either by a range or wildcard character, both in the source and target definitions. If a segment is wildcarded, it must be specified exactly the same in both the source and target definitions.  
This field is mandatory.

**Account Code Range (TO)**  
Enter the last link in a range of links to be generated. The range entered is processed on a segment by segment basis. The full cost code must be defined either by a range or wildcard character, both in the source and target definitions. If a segment is wildcarded, it must be specified exactly the same in both the source and target definitions.  
This field is mandatory.
MSR929 - Link Range Report

The report lists all link ranges and their details for the district.

This report can be generated at any time.

The following details are printed for each link range:

- From cost code
- To cost code
- Active status
- Work order entry indicator
- Project code entry indicator
- Equipment reference indicator
MSR930 - Expense Elements Report

The report lists all expense elements recorded for the district.

This report can be generated at any time.

The following details are printed for each expense element.

- Short name
- Description

Status describing whether the code is active or inactive.

Posting indicator of P if that code is valid for posting, or N if it is not valid for posting.

A posting indicator for each applicable sub-system or module showing Y if the code is valid for posting within that sub-system or N if it is not valid for posting in that sub-system.

Additional Information
MSR930 - Additional Information
MSR932 - Account Code Access List Report

Report MSR932 lists header and items details for the following selection criteria:

- Range of ACALs
- Option to expand ACAL items

This report can be generated at any time.

If the option to expand ACAL items has been answered as Y and the ACAL items selected are wildcarded or are of parent type (5), the ACAL items are expanded.

**Additional Information**

**Parameters**

**Start ACAL**  Enter the name of the first ACAL on which to report. This field is mandatory.

**End ACAL**  Enter the name of the last ACAL on which to report. This field is optional.

**Expand ACAL**  Enter Y to expand wildcarded or parent type ACAL items.
MSR933 - Employee Account Code Access List Report

Report MSR933 lists account code access list header details and account unit details for a range of employees.

This report can be generated at any time.

This report displays the transaction type, start date, and end date for the account code accesses for each employee requested, as well as the ACAL header details or account unit and type.

Additional Information

Parameters

**From Employee**

Enter an employee ID or enter the first employee ID in a range to display ACAL header details.

This field is mandatory. Leave blank to generate a list of all employees.

**To Employee**

Enter the last employee ID in the range to display ACAL header details.

This field is optional.
MSR934 - Position Account Code Access Report

Report MSR934 lists account code access details for the following selection criteria:

- Hierarchy
- Starting position
- Position

This report can be generated at any time.

If a starting position is entered the report displays the access details for all positions from the starting position that have ACC details (and all their subordinates until the lowest level) within the requested hierarchy or default hierarchy.

If a position is entered the report displays the access detail only for the position that has ACC details (and all its subordinates one level below within the requested hierarchy or default hierarchy).

If no request parameters are entered the report displays access details for all positions that have ACC details (and all their subordinates until the lowest level) within the default hierarchy.

If position details have been entered, all positions in that hierarchy from that starting position have their account code access details reported.

Otherwise, if the position has been entered, then just the corresponding details for the position entered are returned.

If no report criteria are entered, all positions in the current hierarchy have their account code access details reported.

Details included on the report are:

- Position ID
- Account type
- Account unit
- Access transaction type
- Start date
- End date

Additional Information

Parameters

Hierarchy Enter the hierarchy for which to report account code access details.

Entry of this item is optional. If a hierarchy is not entered, the report details account code access for the hierarchy in which the requester resides.

Starting Position Enter the starting position within the hierarchy from which to start reporting account code access details.

Position Enter the position ID for which to report account code access details.

Entry is not required if the hierarchy and starting position have been entered.

Report MSR935 lists account code access details with the employees and positions for a range of account code units.

This report can be generated at any time.

If only the account type is entered, then all account access details for account units of that type are reported.

If no selection criteria are entered, then all account access details are reported for the current district.

Details included on the report are:

- Account code type and unit
- Employee name
- Position ID/Employee ID
- Access transaction type
- Start date
- End date

Additional Information

Parameters

Account Type  This field is optional.

Enter one of the following account types to restrict the report on account units of that type:

- 1 - Cost centre
- 2 - Cost code
- 3 - General ledger code
- 4 - Account code
- 5 - Parent (or summary account)
- 6 - Expense element
- 8 - Account code access list

Account Unit From  Enter the account unit from which to begin the report.

This field is optional. However, if you nominate an account unit in this field, you must also enter an account type in the Account Type field.

Account Unit To  Enter the account unit at which to which to end the report.

This field is optional. However, if you nominate an account unit in this field, you must also enter an account type in the Account Type field.

Start Date  Enter the first ACAL access start date from which to report ACALs.

This field is optional.
End Date
Enter the last ACAL access end date for which to report ACALs.
This field is optional.
When start and/or end dates are entered, all accesses valid within that date range are reported.

Transaction Type
Enter the transaction type on which to report.
This field is optional.
Enter **ALL** to select employee account combinations that have access to all transactions.
Leave blank to report on all transaction types for the account unit.
MSR936 - Account Code Access Violations Report

Report MSR936 reports transactions which were performed against account codes to which the user does not have access.

This report can be generated at any time.

Details included on the report are:

- District code
- Employee ID and name
- Access transaction type
- Access transaction description
- Violation date
- Account code access list item type and description
- Account unit and description
- Transaction reference
- Position ID

The contents of the transaction reference field depends on the account transaction type selected.

Summary totals are given at the end of the report, which gives the total number of records reported, broken down into the number of records reported for each transaction type.

*Additional Information*
MSR936 - Additional Information

**Parameters**

Enter the following information in the Report Request Selection screen for this report:

**Transaction Types**

Enter a transaction type on which to report.

This field is optional. Entry is validated against the Table File ACTT - Account Access Entity Type.

**Start Date**

Enter the date from which to start reporting access violations.

If this field is left blank, then the access violations are reported from the earliest date for which the other criteria are met.

**End Date**

Enter the date to stop reporting access violations.

If this field is left blank, then the Access Violations are reported up to the most recent date recorded, for which the other criteria are met.
MSR940 - General Ledger Code Report

The report lists all general ledger codes recorded for the district.

This report can be generated at any time. The following details are printed for each general ledger code:

- Short name
- Description
- Status describing whether the code is active or inactive
- Posting indicator of $P$ if the code is valid for posting, or $N$ otherwise
- A posting indicator for each applicable subsystem below or module showing $Y$ if the code is valid for posting within that subsystem otherwise $N$

An indicator is shown for each of the following:

- Supply
- Accounts Payable
- Bulk Materials
- Production Statistics
- Fixed Assets
- Labour Costing
- Payroll
- Journals
- Accounts Receivable

Additional Information

Parameters

Active Accounts Enter $Y$ to report on all active general ledger codes.

Inactive Accounts Enter $Y$ to report on all inactive general ledger codes.

Posting Accounts Enter $Y$ to report on all posting general ledger codes.

Non-posting Accounts Enter $Y$ to report on all non-posting general ledger codes.
Chart of Accounts - Screens

MSE966 - Search Posting Account ................................................................. 139
MSE966 - Review Posting Account Detail ..................................................... 142
MSM001A - Maintain System Control File ...................................................... 146
MSM001B - Modify Systems Control File (Cont.) ........................................ 149
MSM001C - Modify Systems Control File (Cont) ........................................... 155
MSM001D - Maintain Systems Control File (Cont) ....................................... 163
MSM00A - Modify Modules Installed ............................................................ 169
MSM00BA - District Control Information ....................................................... 170
MSM00CB - District Account Codes ............................................................. 181
MSM00DA - Modify District Control Information .......................................... 194
MSM00DB - Define Cost Centre Levels ......................................................... 201
MSM00DC - Modify Posting Account Levels ............................................... 203
MSM00DD - Funds Check Control Information ............................................. 204
MSM00DE - Modify District Control Information (Cont.) ............................... 206
MSM071B - Reference Codes For (Entity Name) ........................................ 207
MSM072B - Review Reference Codes For (Entity Name) ............................... 209
MSM073A - Search Parameters for (Entity Type) .......................................... 211
MSM073B - Reference Code Search For (Entity Name) ................................. 212
MSM096A - Maintain General Text ............................................................. 213
MSM096B - Maintain Text ........................................................................ 214
MSM097A - Review Standard Text .............................................................. 218
MSM874A - List Positions ........................................................................ 219
MSM904A - Transaction Accounting and Costing Correction ....................... 221
MSM920A - Maintain Cost Centre Codes ..................................................... 224
MSM921A - Review Cost Centres ................................................................. 231
MSM922A - Colloquial Names Maintenance ............................................... 235
MSM923A - Colloquial Names Review ........................................................ 236
MSM925A - Colloquial Codes Maintenance .................................................. 237
MSM926A - Chart of Account Review Menu ................................................. 238
MSM927A - Interdistrict Account Details Maintenance .................................. 240
MSM928A - Interdistrict Account Details Review ......................................... 242
MSM929A - Maintain Links ....................................................................... 244
MSM928A - Posting Account Mass Maintenance ......................................... 246
MSM928B - Posting Account Mass Maintenance Update Criteria ................ 249
MSM92BC - Additional Update Parameters .................................................. 252
MSM930A - Maintain Expense Elements ..................................................... 254
MSM931A - Review Expense Elements ....................................................... 258
MSM932A - Maintain Account Access List ............................................... 261
MSM932B - Account Code Access List ......................................................... 263
MSM933A - Account Code Access Review .................................................... 265
MSM934A - Review Account Code Access Lists For Account Unit ................ 267
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSM935A</td>
<td>Review Account Code Access Lists For Account Unit</td>
<td>268</td>
</tr>
<tr>
<td>MSM936A</td>
<td>Account Code Access by Tran Type</td>
<td>270</td>
</tr>
<tr>
<td>MSM937A</td>
<td>Maintain Account Code Access by Account Unit</td>
<td>272</td>
</tr>
<tr>
<td>MSM940A</td>
<td>Maintaining GL Codes</td>
<td>274</td>
</tr>
<tr>
<td>MSM941A</td>
<td>Review GL Codes</td>
<td>278</td>
</tr>
<tr>
<td>MSM960A</td>
<td>Maintaining General Ledger Posting Accounts</td>
<td>281</td>
</tr>
<tr>
<td>MSM967A</td>
<td>General Ledger Posting Accounts Review</td>
<td>284</td>
</tr>
</tbody>
</table>
MSE966 - Search Posting Account

Use the search screen to search for a posting account based on a specific search criteria. Select any combination of search criteria from the Account, Indicators, Account Type, and Reference Codes tabs.

**Note:** If reference codes are selected as search criteria, all other search criteria are ignored.

Records found matching the search criteria display in the results grid.

**Tabs**
- **Account**
- **Indicators**
- **Account Type**
- **Reference Codes**

**Account Tab**

**District**

The code for the district that owns the posting account.

**Start Account Code**

A starting account code to begin the search.

**End Account Code**

An ending account code. The search ends at the account code entered.

**Colloquial Name**

The colloquial name associated to the posting account.

**ARPG Code**

(Account Remeasurement Processing Group Code)

The ARPG code associated with the account code.

**ATPG Code**

(Account Translation Processing Group)

The ATPG code associated with the account code.

**Indicators Tab**

**Work Order Entry**

The status by which to search for work order entries for the posting account. Valid options are: All, Allowed, Not Allowed, Optional, and Mandatory.

**Active Status**

Select an option by which to search for the activity of the posting account.

Options are:
All
- Searches for All posting accounts.

Active
- Searches for Active posting accounts.

Inactive
- Searches for Inactive posting accounts.

System
- Searches for System-generated posting accounts. System-generated accounts appear on the MSR902 - Transactions Costing and Errors and Warning reports until the status is changed to Active.

Monitored
- Searches for Monitored Posting Accounts.

Inactive COA
- Searches for Inactive Chart of Accounts.

**Project Entry**

Select the option by which to search for project entries for a posting account.

Options are:

All
- Searches for All project entries for the posting account.

Allowed
- Searches for Allowed project entries for the posting account.

Not Allowed
- Searches for Not Allowed project entries for the posting account.

Optional
- Searches for Optional project entries for the posting account.

Mandatory
- Searches for Mandatory project entries for the posting account.

**Account Indicator**

Select the option by which to search for posting accounts with the selected account type.

Options are:

All
- Searches for all posting accounts.

Cost Centre
- Searches for cost centre posting accounts.

Cost Code/Expense Element
- Searches for combined cost code and expense element posting accounts.

GL Code
- Searches for general ledger code posting accounts.

**Equipment Entry**

Select the option by which to search for equipment entries for a posting account.
Options are:

|   | Searches for and displays
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td><strong>All</strong> equipment entries for the posting account.</td>
</tr>
<tr>
<td>Allowed</td>
<td><strong>Allowed</strong> equipment entries for the posting account.</td>
</tr>
<tr>
<td>Not Allowed</td>
<td><strong>Not Allowed</strong> equipment entries for the posting account.</td>
</tr>
<tr>
<td>Optional</td>
<td><strong>Optional</strong> equipment entries for the posting account.</td>
</tr>
<tr>
<td>Mandatory</td>
<td><strong>Mandatory</strong> equipment entries for the posting account.</td>
</tr>
</tbody>
</table>

Open Type

Select the status option by which to search for posting accounts.

Options are:

|   | Searches for
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td><strong>All</strong> posting account types.</td>
</tr>
<tr>
<td>Open</td>
<td><strong>Open</strong> posting account types.</td>
</tr>
<tr>
<td>Closed</td>
<td><strong>Closed</strong> posting account types.</td>
</tr>
</tbody>
</table>

Account Class 1

Account class code 1. Entry is validated against the table file AT1 - Account Class 1.

Account Class 2

Account class code 2. Entry is validated against the table file AT2 - Account Class 2.

Reference Codes Tab

**Note:** If reference codes are selected as search criteria, all other search criteria are ignored.

Reference Code

The reference code value.

The reference code description displays in the adjacent field.

These are user-defined additional information that can be stored against a posting code.
MSE966 - Review Posting Account Detail

Use this search screen to review posting account details. Once the posting account has been selected and executed from the search results grid, tabs within the detail screen display full details of the posting account selected.

District

The code for the district that owns the posting account.

Account Code

The posting account code selected from the search.

Tabs

- **Posting Account**
- **Reference Codes**
- **Subledger Control**
- **Journal Types**

Posting Account tab

Account Code Description

The description of the selected posting account.

Active Status

The activity status of the posting account:

<table>
<thead>
<tr>
<th>Active</th>
<th>This is an active posting account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive</td>
<td>This is an inactive posting account.</td>
</tr>
<tr>
<td>System</td>
<td>This is a system generated posting account. System-generated accounts appear on the MSR902 - Transactions Costing and Errors and Warning reports until the status is changed to Active.</td>
</tr>
<tr>
<td>Monitored</td>
<td>This is a monitored posting account.</td>
</tr>
<tr>
<td>Inactive COA</td>
<td>This is an inactive chart of accounts.</td>
</tr>
</tbody>
</table>

Work Order Entry

How work orders can be used with the posting account:

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Work order entry is allowed for the posting account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Allowed</td>
<td>Work order entry is not allowed for the posting account.</td>
</tr>
<tr>
<td>Optional</td>
<td>Work order entry is optional for the posting account.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Work order entry is mandatory for the posting account.</td>
</tr>
</tbody>
</table>
**Project Entry**

How projects can be used with the posting account:

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Project number entry is allowed for the posting account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Allowed</td>
<td>Project number entry is not allowed for the posting account.</td>
</tr>
<tr>
<td>Optional</td>
<td>Project number entry is optional for the posting account.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Project number entry is mandatory for the posting account.</td>
</tr>
</tbody>
</table>

**Equipment Entry**

How equipment can be used with the posting account:

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Equipment entry is allowed for the posting account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Allowed</td>
<td>Equipment entry is not allowed for the posting account.</td>
</tr>
<tr>
<td>Optional</td>
<td>Equipment entry is optional for the posting account.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Equipment entry is mandatory for the posting account.</td>
</tr>
</tbody>
</table>

**Account Indicator**

The posting account indicator type.

Options are:

<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>The posting account is a cost centre.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Centre/Expense Element</td>
<td>The posting account is a combined cost centre and expense element.</td>
</tr>
<tr>
<td>GL Code</td>
<td>The posting account is a general ledger code.</td>
</tr>
</tbody>
</table>

**TRANSLATION**

**Translation Override Amount**

The translation override amount for the posting account, if one exists.

If a translation override amount is set on the posting account, it overrides both the translated ledger balance, and the value set on the account translation processing group (ATPG).

**Translation Override Rate Ind**

If selected, this option indicates the translation exchange rate is overridden.

If this option is selected the posting account uses the override exchange rate from MSB965-01 or MSB965-02.
If this option is not selected, the posting account uses the rate determined by the table file ARFX - Account Remeasurement Foreign Exchange, or if this is not set up, the current rate existing on the MSM912A - Maintain Foreign Currency Exchange Rates screen, regardless of any override associated with the ATPG or batch request parameters.

**Translation Exclude Ind**
If selected, this option indicates whether this account code is excluded from translation.

**ACCOUNT**

**ARPG Code**
The account remeasurement processing group (ARPG) associated with this account code.

**ATPG Code**
(Account Translation Processing Group)
The account translation processing group associated with the account code.

**Account Class 1**
Account class code 1. Entry is validated against the table file AT1 - Account Class 1.

**Account Class 2**
Account class code 2. Entry is validated against the table file AT2 - Account Class 2.

**Reference Codes tab**
This tab displays reference code information for the general ledger code.

**Reference**
Reference codes are user-defined additional information that can be stored against a posting account.

**Reference Code Value**
The reference code value.

**Subledger Control tab**

**Subledger Description**
The sub-ledger entry for the posting account.

**Subledger Type**
The type of subledger. Subledger codes are defined in table file SA - Subledger Types.

**JOURNAL TYPES**

**Journal Type**
Journal types for the account code. An account code can have up to ten journal types.
The journal type is validated against table file JT - Journal Type.

**Functions and Actions**
Function and Actions allow you to perform a command or task in an application. For more information, refer to Ellipse EAM Application Toolbar.

- **Open** - Displays a dialog box to enter an existing item to display its detail.
- **New Search** - Returns to the Search screen and clears the search results and the search criteria.
MSM001A - Maintain System Control File

Use this screen to access and maintain System and District Control files. The System and District Control files contain information used to control functionality within Ellipse EAM. The options selected determine the functionality available through the activation of modules and entry of data.

**Note:** Changing fields within the System or District Control files after implementation could lead to corrupted files or program failure. If in doubt as to the impact of changing any control settings, refer to your ABB Support consultant.

Which menu options are available depends on your security levels.

Suspension or closure of a district can only be performed by users with access to this program. Once a district has been suspended or closed, you cannot include them in search strings being created.

The **Suspend, Reactivate** and **Close** district functions are also security controlled with a **SUSPEND** function profile. The user profile is secured against the **SUSPEND** function profile. The user must also have been added to this access.

If you have access to the **SUSPEND** profile, you can perform transactions in a suspended district. The transactions you can perform in a suspended district or warehouse are subject to normal Ellipse EAM access control.

When an attempt is made to access data belonging to another district, the district code is validated and if it is suspended, you will need to pass the access check as above.

The maintain system control file program requires differing levels of security access for each district status change.

The following status changes for a district are permitted:

- Reopen or reactivate a district
- Suspend the district
- Close the district

Each district status change updates the district control file with the current user, date and time.

Once a district has been suspended and before attempting to close a district, ensure that the **Check for Closure** reports have not detected any conditions that would prevent the district from being closed.

Where the **Suspend District** option is selected, the district can be reactivated.

This screen is subject to split security - refer to Security Specifics.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Maintain System Controls</th>
<th>Use this option to update information held on the System Control file at a global level. Use this option for activating modules and maintaining other system control settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define a New District</td>
<td>Use this option to create a new legal entity or charter. This creates information on the District Control file.</td>
</tr>
<tr>
<td>Modify District Controls</td>
<td>Use this option to modify an existing districts' specific control file settings.</td>
</tr>
</tbody>
</table>
**District**

Enter the district code.

This field identifies an accounting entity, business unit, military base or geographical location that performs business in its own right. A district can be thought of as a separate set of financial books.

This field is mandatory for all options, except options **Maintain Systems Control Information** and **Maintain Warehouse Control Information**.

**Copy District**

The district from where the information is to be copied to create a new district. This field is only valid when selecting option **Define a New District**.

---

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Modify District Bank Accounts</strong></td>
<td>Use this option to create, modify, or delete bank account information held on the District Control file.</td>
</tr>
<tr>
<td><strong>Modify District Account Code</strong></td>
<td>Use this option to update Ellipse EAM with account codes required to prepare balanced entries for various accounting transactions within the integrated system. For example, Accounts Payable and Accounts Receivable.</td>
</tr>
<tr>
<td><strong>Modify District Accounting Periods</strong></td>
<td>Use this option to maintain past, present, and future accounting periods for a given district. This option can also be used to review a financial year to ensure month end has occurred in all periods for a given financial year.</td>
</tr>
<tr>
<td><strong>Modify Current Period Information</strong></td>
<td>Use this option to identify or update the current accounting periods for modules used within districts.</td>
</tr>
<tr>
<td><strong>Modify Program Printer Allocations</strong></td>
<td>Use this option to enter default printing parameters for batch reports produced by Ellipse EAM. This would usually only be for certain control type reports or updates.</td>
</tr>
<tr>
<td><strong>Modify District Address Details</strong></td>
<td>Use this option to create or maintain each district’s postal address, telephone numbers, and relevant government IDs.</td>
</tr>
<tr>
<td><strong>Modify District HR Details</strong></td>
<td>Use this option to define default Human Resources and payroll information for a district.</td>
</tr>
<tr>
<td><strong>Suspend District</strong></td>
<td>Use this option to deactivate district attributes for a district that is no longer required, or for a newly created district that is yet to have its data loaded.</td>
</tr>
<tr>
<td><strong>Reactivate District</strong></td>
<td>Use this option to reactivate a district for use after the district has been defined and the details have been added.</td>
</tr>
<tr>
<td><strong>Close District</strong></td>
<td>Use this option to close a district if it is no longer required.</td>
</tr>
<tr>
<td><strong>Modify Warehouse Control Information</strong></td>
<td>Use this option to modify information relating to the setup of a warehouse within Ellipse EAM.</td>
</tr>
<tr>
<td><strong>Modify Site Control Information</strong></td>
<td>Use this option to modify information relating to the setup of a site that uses the Permit to Work module.</td>
</tr>
</tbody>
</table>
The following information does not copy from the old district:

- Bank Accounts
- Account Codes
- Accounting Periods
- Current Periods
- Program Printers
- District Address Details

Suppliers will be copied from the nominated district where the **Default Dstrct Supp** field has been set on **MSM001C**.

Where a **Copy From** district derives the chart of accounts or the expense elements from another district, the default expense elements copied during the copy district function is correct and available for use within the **Copy To** district.

Where a **Copy From** district controls its own chart of accounts or expense elements, the default expense elements copied during the **Copy District** function will not exist within the **Copy To** district. It is the responsibility of the user to ensure that all default expense elements are valid within the **Copy To** district prior to processing.

**Warehouse**

This field refers to a major stock storage location within a district. This field is required when option **Maintain Warehouse Control Information** is selected. The warehouse must exist as a code on the WH Table File.

**Site Code**

This field refers to a site for the purposes of setup details for the Permit to Work module. The entry in this field is validated against the Table File **PSIT - Site Code**. This field is required when the option **Maintain Site Control Information** is selected.
MSM001B - Modify Systems Control File (Cont.)

Use this screen to modify Systems Control file settings for the General and Materials modules.

Company Name
This field is mandatory. Enter the name of the entire installation. Many clients also identify which Ellipse EAM instance, for example ABC Company - Production.

Tabs
- General
- EDI/Payments
- Contracts Admin/Locations
- System Mode/Security
- Diary/E-mail
- Externally Managed Processes

General tab

Multi District
Enter Y if this installation has more than one district. Enter N if only one district applies. We suggest you enter Y, even if only one district is to be created. If additional districts are never created, there will be no impact.

Max I/Os for Searches
(Maximum Inputs/Outputs for Searches)
Enter the maximum number of I/Os (inputs/outputs) allowed for review programs that search for matching records.

A reasonable number is 200. Too large a number could mean that the search routines create a longer processing time, looking for non-existent records. Too small a number could mean that nothing is found to match, causing frustration, especially when records are known to exist.

Default Batch Defer Time (HHMMSS)
Enter the default time at which batch reporting jobs should normally execute. The format is HH:MM:SS.

Standard Text Compressed
Enter Y to signify that text stored in the standard text facility is space compressed. Enter N if it is not space compressed. A compressed file occupies less disk space. However, it also requires more CPU time to process the data. Enter R if a relational database product is in use.

Enter one of the following characters:

<table>
<thead>
<tr>
<th></th>
<th>Relational databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Compress</td>
</tr>
<tr>
<td>N</td>
<td>No compression</td>
</tr>
</tbody>
</table>
**Date Format**

This field identifies the format of dates that display on screens and reports.

Enter one of the following date options:

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
</table>
| **A** | DD/MM/YY (Australian format)  
For example, enter 31/12/10 for 31 December 2010.  
**OR**  
DDMMCCYY (Australian format)  
For example, enter 31DEC2110 for 21 Century, 31 December 2010. |
| **I** | DD-MM-YY (International format)  
For example, enter 31-12-10 for 31 December 2010.  
**OR**  
CCYYMMMD (International format)  
For example, enter 2110DEC31 for 21 Century, 31 December 2010. |
| **M** | DD/MMM/YY (Military format)  
For example, enter 31/DEC/10 for 31 December 2010.  
**OR**  
DDMMCCYY (Military format)  
For example, enter 31DEC2110 for 21 Century, 31 December, 2010. |
| **U** | MM/DD/YY (USA format)  
For example, enter 12/31/10 for 31 December 2010.  
**OR**  
MMMDDCCYY (USA format)  
For example, enter DEC312210 for 21 Century, 31 December, 2010. |

**Allow Window Messages**

Enter Y to indicate that the screen message facility will be switched on. This enables the display of messages entered for screens on the Table File MM - Screen Message on the bottom lines of screens.

**Maximum Login Attempts**

Enter a number from 1 to 9, indicating how many times an invalid user ID and password combination will result in an error message before Ellipse EAM stops.

**Bypass Welcome**

This field defaults and is display only.

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B</strong></td>
<td>Indicates that instead of displaying the Welcome/Sign On screen and accepting a user ID and password, the login program should obtain the operating system’s user ID.</td>
</tr>
</tbody>
</table>
For more information about this field, refer to Configuring Login Options.

**Last MSF096 Key**

Enter the last MSF096 key number used by the system.

This field is used by the Condition Monitoring module (3340) to create a narrative text for the condition monitoring measurements.

**Maximum Updates**

Enter a number indicating the maximum number of updates to be done in a batch program before the restart record is automatically rewritten. This is a default value and can be overridden.

**Maximum Reads**

Enter a number indicating the maximum number of reads to be done in a batch program before the restart record is automatically rewritten. This is a default value and can be overridden.

**Calendar Date Range**

Enter a year in the format **CCYY**. This is the upper limit of the 100 year date range used by Ellipse EAM when determining the century for a year that does not allow a century to be entered or a century associated with it. The lower limit is determined by subtracting 99 from it.

For example, if 2025 is entered then the lower limit is calculated as 1926, meaning any year entered in Ellipse EAM that is greater than 25 has a century of 19, otherwise it has a century of 20.

**HOST DETAILS**

**Base URL**

The case-sensitive URL of the host. This URL is used to initiate Ellipse EAM web applications. Up to 50 characters can be entered. If the URL exceeds 50 characters the **Base URL 2** and **Base URL 3** fields can be used.

This field is optional.

**Base URL 2**

The extended URL of the host. This field is used to if the URL entered in the **Base URL 1** field exceeds its maximum character length.

Up to 50 characters can be entered.

**Base URL 3**

The extended URL of the host. This field is used to if the URL entered in the **Base URL 1** and **Base URL 2** fields exceeds its maximum character length.

Up to 50 characters can be entered.

**EDI/Payments tab**

The following EDI fields are only available if the **Electronic Data Interchange** module (3290) is installed.

The following EFT fields can only be created or modified if the **Electronic Funds Transfer** (EFT) module is installed.
ELECTRONIC DATA INTERCHANGE

Interchange Qualifier/Id
This is the code for the interchange qualifier used to translate messages into text. This is an optional field unless an entry is made in the Interchange ID field (adjacent), in which case entry is mandatory.

The second field is the interchange ID code for the authorisation identifier. This is an optional field unless an entry is made in the Interchange Qualifier field, in which case entry is mandatory.

Interchange Routing Address
Enter the address of the EDI gateway.
This field is optional. This is the specific EDI routing information.

EDI Acknowledgment Required
Enter Y if acknowledgment of the EDI transmission is required. Enter N if acknowledgment is not required.
This field is optional.

Last EDI Xmit Number
(Last EDI Transmit Number)
The last EDI transmit number allocated. This is a counter and Ellipse EAM increments this field automatically whenever an EDI transmission is performed. Enter the last EDI message transmission number, if required.
This field is optional.

Last MSB290 Run Number
This is the last EDI message retrieval run number. This is a counter and Ellipse EAM increments this number automatically whenever MSB290 is generated.

PAYMENTS

EFT Length
Enter the length of the EFT payment ID. The ID cannot be greater than 17 as the maximum length of the EFT ID is 18 characters less the EFT alpha character.

EFT Alpha
Enter the EFT alpha code.

Last EFT Number
This is the last EFT number generated by the system. This field will automatically be incremented by the system.
This field is mandatory.

Cheque Number Length
Enter the cheque number length (cannot be greater than 18).

Contract Admin/Locations tab
The following fields can only be created or modified if the Tender Administration module or the Contract Administration module is installed.
TENDER ADMINISTRATION

Last Tender Number
Enter the number of the last tender.

Last Contract Number
Enter the number of the last contract.

CONTRACTS ADMINISTRATION

Details to Incl Add Tax
(Details to Include Additional Tax)
If additional tax is to be included in the price, enter Y, otherwise enter N. This field is mandatory if the Contract Administration module is installed.

LOCATIONS

Last Location Number
Enter the last location number allocated by Ellipse EAM. This field must contain a number and is used by the Location Server MSK011 to create locations using system-generated numbers. If users do not specify a location number during the creation of a location, this number is incremented by one and allocated to the next location. A check is made to ensure that the derived number has not already been allocated.

System Mode/Security tab
You can only create or modify the following information if your security access level is 9.

SYSTEM MODE

Production/Test/Demo Mode
(Production/Test/Demonstration Mode)
Test mode modifies the way in which transactions are activated on some platforms. Demonstration mode sets the date within the online system to a specific date.
Enter one of the following values to indicate the mode of operation of the system:

| P | Production |
| T | Test       |
| D | Demonstration |

Note: This flag is for ABB internal use and all customers should leave this field blank. The default is Production.

Demonstration Date
Enter the date the system is to be used for demonstration. Entry is mandatory if the system is in Demonstration mode.
SECURITY

Advanced User Security

This field is used for the mandatory login password. Select N if the login field is to be locked when the maximum number of logins have been exceeded. The password attempts will be logged in MSF022.

Minimum Days Between Password Change

This field controls when a user can change their Ellipse EAM password. The number entered indicates how many days must lapse before the user can change their password. If 0 is entered in this field, changes can be made as required.

Diary/E-mail tab

Extended Text Counter

This field is used by the diary function. It records the extended text number for the last diary entry made. If a number displays here, it should not be overwritten.

Max Transmission Lines

(Maximum Transmission Lines)

This field displays the maximum size of individual emails. Emails with lines exceeding the maximum transmission lines are not allowed.

Diary/E-mail tab

This field displays if the Email module (3045) is installed.

Externally Managed Processes tab

The flags on this tab indicate whether the Catalogue, Inventory, and Procurement are external from Ellipse EAM. Flags initially display blank. Entry can be made only in the External Procurement field.

The fields on this tab are described below:

External Catalogue

This flag indicates whether or not the Catalogue is external from Ellipse EAM. This flag is initially displayed blank. It is automatically set to Y or N through entry in the External Procurement field.

External Inventory

This flag indicates whether or not the Inventory is external from Ellipse EAM. This flag is initially displayed blank. It is automatically set to Y or N through entry in the External Procurement field.

External Procurement

This flag indicates whether or not Procurement is external from Ellipse EAM. This flag is initially displayed blank.

- Enter Y if procurement is to be through an external system.
- Enter N if procurement is to be through Ellipse EAM.

Note: Y or N being entered into the External Procurement field causes the External Catalogue, and External Inventory Management flags to be automatically populated with the same entry.

This field is mandatory.
MSM001C - Modify Systems Control File (Cont)

Use this screen to review the Systems Control file relating to the Materials and Maintenance modules.

This screen is subject to split security - refer to Security Specifics.

Tabs

- Catalogue
- Accounts Payable
- Suppliers
- Customers
- Equipment
- Scheduling/WO's
- Journal Holding
- Chart of Accounts
- General Ledger
- Fixed Assets

Catalogue tab

Generate Notification

Indicates if notifications are to be sent to the Stock Item Owner on merge.

Online Stock Code Number Allocation

Select a stock code number allocation option.

Options are:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M - Mandatory</td>
<td>You must enter a stock code number.</td>
</tr>
<tr>
<td>O - Optional</td>
<td>You have the option to either enter a stock code number or Ellipse EAM automatically generates the stock code.</td>
</tr>
<tr>
<td>N - Not Allowed</td>
<td>Ellipse EAM always generated the stock code number.</td>
</tr>
</tbody>
</table>

Online Stock Code Creation Prefix

A prefix (numeric or alphabetical) to be used when the system automatically generates a stock code number.

Last Stock Number Allocated

This is the last stock number allocated by Ellipse EAM.

If the catalogue numbers are not manually assigned, the last stock number allocated is incremented automatically when Ellipse EAM generates the next number.

External Stk Code Number Allocation

(External Stock Code Number Allocation)

Enter E to indicate that the externally generated stock code number is used.
Enter S to indicate that an Ellipse EAM stock code number can be generated.
Enter O to indicate that the stock code can be provided by the external system. If a stock code
is not entered, the system can automatically assign a stock code number.

**External Stock Code Creation Prefix**
Enter a prefix (numeric or alphabetical) to be used when the system uploads stock codes from
external systems.

**Last List Number**
This field applies to lists in the Foreign Military Sales module only. This is the last list number
allocated by Ellipse EAM. If a list number is not assigned by the user when creating a list, Ellipse
EAM assigns a number automatically and increments this counter.

**FAR Integration**
Enables the integration of the Ellipse EAM Catalogue with the Fixed Asset Register (FAR). When
enabled, fixed assets can be tracked using the Catalogue and Inventory Tracking modules.
This setting is incompatible with the use of Infrastructure Asset Accounting. If one of these
functions is enabled, the other will be excluded from activation.

**STOCK CODE SUBSTITUTION**

**Last Substitution Id Allocated**
Used to store the last system-generated unique substitution ID. This field is incremented every
time a new substitution chain or list is created with a system-generated reference.
The default value is zero.

**Always Global**
Indicates if substitution chains or lists always apply to all districts. The default value is N.

**IDR Substitution Method**
Indicates how the system will apply the substitution chain or list when dealing with
inter-district requisitions (IDRs). Valid values are:

- 1 - Substitution before IDR
- 2 - IDR before Substitution

The default value is 1.

This setting determines whether the system will first attempt to satisfy the requisition for the
stock item or its substitutes within the requesting district (option 1), or will apply IDR to each
item in the substitution chain in order to supply the requested stock item from another district
before an alternative item is sought (option 2).

**Chains Take Precedence**
Indicates if a substitution chain will take precedence over a substitution list when a stock code
is attached to both a chain and a list.
The default value is Y.

**Accounts Payable tab**
The following information can be created or modified only if the Accounts Payable module is
installed.
Receipt of Services

If Y is selected, service order invoices are approved automatically by Ellipse EAM when a service order invoice item value is matched to a service order invoice item receipt value.

If N is selected, service order invoices are approved at item level, using MSEAPM - Approvals Manager. Ellipse EAM still matches the invoice item to the order item to ensure values are within tolerances. However, each item on the service order invoice must be approved by the nominated authoriser before the full service order invoice header status can be updated to fully approved and the invoice is made available for payment.

Check Subsystem for Service Items

If Y is selected, this indicates the whether sub-system indicators (as held against expense elements and general ledger codes) are applied to service order invoice processing.

Validate PO Number for Field Release

(Validate Purchase Order Number for Field Release)

Enter Y if the purchase order number is to be validated when users load invoices for field release purchase orders.

Next MSB261 Run Number

Enter the number that identifies the next run of the Generate Automatic Invoices report (MSB261).

Upon initial setup of the system, this number should be 1. Ellipse EAM automatically increments the number each time MSB261 is generated.

Next MSB265 Run Number

Enter the number that identifies the next run of the Invoice Approval report (MSB265).

Upon initial setup of the system, this number should be 1. Ellipse EAM automatically increments the number each time MSB265 is generated.

Next MSB267 Run Number

Enter the number that identifies the next run of the Invoice Batch Match report (MSB267).

Upon initial setup of the system, this number should be 1. Ellipse EAM automatically increments the number each time MSB267 is generated.

Suppliers tab

Last Supplier Number Allocated

Enter the last supplier code allocated by Ellipse EAM.

Upon initial setup of the system, this number should be 0.

2 Step Authorisation Process

Enter Y if separate steps for modifying and approving supplier changes are required.

Activating this facility may impact on the use of new or recently modified suppliers. Such modifications must be authorised (in a separate process) before the supplier can be used in a purchase order.

Supplier Auto Numbering

Indicates automatic assignment of supplier numbers.

Select:
Y - for the system to allocate the next supplier number as defined on the System Control File. The automatically allocated number is always a whole number.

N - to enter a user-defined number.

O - to either enter a user-defined number or allow the system to allocate the next supplier number.

**Supplier Class Heading A**

Market Share Classification 1 for commodity types. This field is used to record the percentage of market share held by the supplier for each commodity type. For example, the percentage of the domestic market for each of the commodities supplied.

**Supplier Class Heading B**

Market Share Classification 2 for commodity types. This field is used to record the percentage of market share held by the supplier for each commodity type. For example, the percentage of the domestic market for each of the commodities supplied.

**Supplier Number Right Justify Zero Fill**

Enter Y or N to turn on or off right justification and zero filling of supplier numbers. Districts created as dummy supplier are not zero filled even if this flag is set to Y.

**Default Dstrct Supp**

(DefaultValue District for Suppliers) The district whose suppliers should be copied when creating a new district.

**Note:** This field only displays if the Military Asset Management module is installed.

**Actv Supp**

(Activate Suppliers) Indicates if all inactive suppliers in a district should be reactivated when the inactive district is reactivated.

**Note:** This field only displays if the Military Asset Management module is installed.

**Customers tab**

**Last Customer Number Allocated**

Enter the last customer code allocated by Ellipse EAM. Upon initial setup of the system, this number should be 0.

**2 Step Authorisation Process**

Enter Y if separate steps for modifying and approving customer changes are required. Activating this facility can impact on the use of new or recently modified customers. Such modifications must be authorised (in a separate process) before the customer can be used in a sale transaction.
Equipment tab

Last Equipment Number Allocated
Enter the last equipment number allocated by Ellipse EAM. This is a system-incremented field but may be entered or changed to force Ellipse EAM to start at a new, pre-defined number.

Structured Plant Numbers
Enter Y if a structured plant number is required. This field must be Y if a continuous asset delimiter has been entered.

Nameplates
The location against which equipment nameplates are stored.
Valid options are:
- C - Equipment Class
- G - Equipment Group Identifier
This setting is applied at the establishment of the system.

OPERATING STATISTICS

Day Average
Enter the default value for the Day Average which will be used in the calculation of daily averages for equipment items.

The day average value determines the number of days over which the daily average is to be calculated for an item of equipment. The routine finds the most recent operating statistic record for the item. The routine then calculates a date at which to begin searching for the next record by subtracting the day average from the date of the most recent record.

The daily average derived against an equipment item's Operating Statistic profile from the recorded statistics is used to predict future maintenance requirements.

This default value will be used only when a Day Average value has not been specified in the Operating Statistics profile of an equipment item or its equipment group identifier (EGI).

Maximum Days
Enter the default value for the Maximum Days which will be used in the calculation of daily averages for equipment items.

The maximum days value determines whether operating statistics are sufficiently up-to-date to allow a daily average to be calculated for the item. The routine finds the most recent operating statistics record for the item. It then checks that this record is eligible, by comparing the date of the record against today's date, less the Maximum Days value.

This default value is used only when a Maximum Days value has not been specified in the Operating Statistics profile of an equipment item or its equipment group identifier (EGI).

Scheduling/WO's tab

Last Maintenance Schedule Run Number
Enter the last maintenance schedule run number allocated. On system startup, this should be set to zero. The scheduling mechanism maintains this field from then on, whenever the forecast program is run.

Default Warranty WO Type
(Default Warranty Work Order Type)
Enter the work order type to be applied to work orders during work order creation when Ellipse EAM detects that a warranty condition is in force. Entry is validated against the Table File WO - Work Order Types. If this field is left blank, the work order type applied to the work order is not overwritten.

**Journal Holding tab**

**Cash Accounting**

Enter Y to enable cash accounting across all districts within Ellipse EAM.

**Account Delimiter**

Enter an appropriate character for delimiting cost code segments. Permissible characters include:

- Full-stop (.)
- Comma (,)
- Dash (-)
- Slash (/)
- Semi Colon (;)
- Ampersand (&)
- Colon (:)

An example of using account delimiters is when entering a journal entry or a non-order invoice entry, for an account connected to a project or work order (with a cost centre attached, not a General Ledger code). Enter the delimiter, the expense element, the work order or project number and press ENTER. Ellipse EAM generates the full account code.

**Last Inter-District Journal Number Allocated**

Enter the last inter-district journal number allocated by Ellipse EAM. After system initialisation, Ellipse EAM automatically increments this value when inter-district journals are allocated.

**Inter-District Journal Prefix**

Enter the prefix used on inter-district journals.

**Order Transactions**

This field dictates the way unposted totals are updated against accounts as transactions are generated.

Enter Y if the number of transactions updating a particular control account is large, causing database performance issues.

Enter Y if interdistrict transactions are used frequently and deadlocking is an issue.

Enter N if deadlocking within your system is not an issue.

This flag should only be changed when there are no active processes within Ellipse EAM that generate transactions.

**Journal Approval**

This field works through Position Authority Types to dictate the way manual journals are approved.

- Enter Y if manual journals are required to be approved through MSEAPM - Approvals Manager.
- Enter N if manual journals are not required to be approved.

This field is mandatory
Chart of Accounts tab

Inter-District Table of Accounts Used
Enter Y if inter-district processing is subject to an inter-district table of accounts, whereby inter-district accounting entries can be targeted to inter-district account codes, as defined by the account code on the initiating accounting entry. For more information, refer to Maintaining Interdistrict Processing.

Otherwise, inter-district accounting entries are recorded against the system-defined inter-district account codes. This is the standard Ellipse EAM functionality. For more information, refer to Modify Account Codes for a District.

Validate Control Accounts
Enter Y to validate control accounts.

Euro Currency Type
Enter the currency type code used for the European monetary unit. This currency type code must exist on the Table File CU - Currency Type.

ERP Integration System
The external system to be used by Ellipse EAM to integrate with.
Options are:
- Ellipse
- SAP
- Oracle

Note: This field only displays when the Ellipse EAM ERP Finance Integration (3925) module is enabled.

General Ledger tab
The following information can only be entered if the General Ledger module is installed.

Subledger Delimiter
Enter an appropriate character for delimiting sub-ledger data entry wherever entry of an account code and sub-ledger data applies. Permissible characters are the same as for the cost code segments delimiter. Permissible characters include:
- Full-stop (.)
- Comma (,)
- Dash (-)
- Slash (/)
- Semi Colon (;)
- Ampersand (&)
- Colon (:)

An example of using the sub-ledger delimiter is:
- General Ledger posting account is 11101504362
- This account is linked to the sub-ledger of TE - Travel Expense Type of which a valid sub-ledger entry is HOTEL
- The sub-ledger delimiter as set up in the system control file is /
When processing an entry to this account code in Ellipse EAM, the account and sub-ledger would be entered as:

- 11101504362/TEHOTEL

**Note:** Do not enter the same delimiter as the one already defined for cost code segments (see *Account Delimiter*).

This field is optional.

**REC Installed**

(Related Entity Costing Installed)

Select Y if related entity costing is to be installed, otherwise select N.

**REC Literal**

( Related Entity Costing Literal)

The literal given to the related entity fields.

This literal is used as the field description.

For example, if you enter *Rel Ent Cd* in this field, this name displays in screens where the related entity code is entered or displays.

**Fixed Assets tab**

**Create FAR Period Records even if Zero Movement**

If this field is set to Y, the MSB685 Period Depreciation run creates period records for any sub-assets that have been capitalised and not retired, even if there is zero movement in the period.

**Note:** Zero movement records are required if your organisation uses Business Objects for reporting. If this field is set to Y the MSH685 Housekeeping program may need to be run in each FAR district to create any missing records due to zero movement. This must be done before the next MSB685 is run.

**FAWB Processing**

( Fixed Asset Workbench Processing)

If this field is set to Y, this indicates that the expense element or cost centre is flagged as a Fixed Asset Workbench (FAWB) account and can be used for Fixed Asset workbench processing.
MSM001D - Maintain Systems Control File (Cont.)

Use this screen to maintain Systems Control File settings for the Materials and Maintenance modules.

**Tabs**
- *Stores/Purchasing*
- *Transport Consolidation*
- *Disposals*
- *Repairable Item Management*
- *Foreign Military Sales*
- *Reference Codes*
- *Global Purchasing Agreements*

**Stores/Purchasing tab**

Information can be created or modified only if the Catalogue module is installed.

**Centralised Purchasing**

Enter Y if centralised purchasing applies. Enter N if decentralised purchasing applies.

This flag indicates whether all purchasing actions are centrally controlled or whether districts can action purchasing information individually. This field only applies to Ellipse EAM systems that operate multiple districts.

**Max Rec Order Activity Counter**

(Maximum Recommended Order Activity Counter)

Enter the maximum number to which the recommended order activity counter can increment before being reset to one. The valid range is from 99 to 999.

**Last APL Batch Run No**

(Last Application Parts Number Batch Run Number)

Enter the last Application Parts List (APL) run number used by the batch process to requisition an APL, if the APL module is installed. This counter normally initialises to 0 (zero), and increments automatically each time a batch APL requisition process is run.

**Rec Orders by Request**

(Recommended Orders by Request)

Enter Y or N to indicate whether recommended order reports should be produced only on request (Y) or automatically (N).

**Funds Approval Check**

(Funds Approval Checking External/ Internal)

Enter E for external checking. Enter I for internal checking of funds approvals. Leave this field blank if no funds approval checking is required in any district.

**Purchase Order Versions**

Enter Y or N to indicate whether multiple versions of a purchase order are to be maintained.
Global Orders Required
Enter Y or N to indicate whether global purchase ordering is required. This field is configured at installation time to default to N.

Cons. PO by Delivery Location
(Consolidated Purchase Order by Delivery Location)
Enter Y or N to indicate whether purchase orders are to be consolidated by delivery location.

Global PO Prefix/Last Number
(Global Purchase Order Prefix/Last Number)
Enter the purchase order prefix. Use the single character field if the prefix is a single character, otherwise use the double character field. Access to these fields is allowed only if Global Ordering is enabled.

Next Global Print Number
Enter the next print job number to be used to print global purchase orders.
Access is only available when Global Purchasing is enabled.

Inventory Controller Security
Enter Y or N to switch inventory controller security on or off. When set to Y, any updates to the inventory record (MSF170) are subject to inventory controller security checking.
If enabled, maintaining stock code district information will be restricted to an inventory controller or member of an inventory controller team nominated on the district inventory record, or a user with sufficient privileges to override this condition. If neither is nominated on the record, no additional security will apply.

Allow Issue in Excess of Holdings
Indicates whether the user will be permitted to complete an issue transaction if the quantity issued is greater than the system stock on hand balance.
Valid values are:
• N - negative stock disallowed (default)
• Y - negative stock allowed. The system will give a warning, but allow the user to continue with the issue, and automatically raise a discrepancy.

Equip Loc Invent Track Integration Flag
(Equipment Location and Inventory Tracking Integration Flag)
Indicates whether movements of equipment-tracked stock codes automatically update the equipment register location information.
Valid values are:
• N - not integrated (default)
• L - update equipment location
• D - update equipment location and district

Asset/Inventory Build in use
Indicates whether the Build Item Management (Asset Build) functionality is in use.

Note: This field is only available if the Military Module (3135) is installed.
BATCH LOT AND SHELF LIFE UPDATE DEFAULTS

This group of fields enable the user to define default values to be used when the batch lot or shelf management rules are modified for a stock item.

Default Batch Lot Identifier

Defines the default value to be used when a stock code's batch lot indicator is changed from N to Y.

Use Default Days Flag

Indicates whether the system should use a default value to calculate a default use by date or next inspection date when a stock code's shelf life is increased from zero. The default setting is No.

Default Use By Days

The period in days used to calculate a default use by date for a stock item when its shelf life is increased from zero. This value is ignored until the Use Default Days Flag is set to Yes.

Default Next Inspection Days

The period in days used to calculate a default next inspection date for a stock item when its shelf life is increased from zero. This value is ignored until the Use Default Days Flag is set to Yes.

INTER- DISTRICT TRANSFERS

Information can be created or modified only if the Inter- District Transfer Allowed field is set to Y.

Inter- District Transfer Allowed

Enter Y or N to indicate whether inter-district transfers of stock items are allowed.

Default Xfer Category

(Default Transfer Category)

Enter the default category code to be used for system-generated district transfers. This field only displays if the Warehouse Management module is installed. Entry is validated against the Table File IG - Inventory Category.

Excess Item Price

Enter a currency value indicating the minimum unit price of an item that can be transferred (if excess stock).

Item Price

Enter a currency value indicating the unit price of an item determining eligibility for transfer regardless of stock level.

Excess Item Value

Enter a currency value indicating the minimum total value of recommended transfer items that can be transferred (if excess stock).

Zero EOQ Item Price

(Zero Economic Order Quantity Item Price)

Enter the minimum unit price of an item that is not being recorded in the district from which it is being transferred. This applies to stock items where the Economic Order Quantity (EOQ) is set to zero.
Last Transfer Number
Enter the prefix and number for the last transfer. The prefix is mandatory and can be alphanumeric. For sites where large volumes of transfer orders are generated (over 100,000 per prefix), a two-character prefix is available. Ellipse EAM then allocates a four-digit transfer number. Each digit is allocated in the range A-Z, 0-9.

Last Transfer Req Number
(Last Transfer Requisition Number)
Enter the transfer prefix and number for the last transfer issue requisition raised from the requesting district to the transfer/ supplier district.

Update Issue Stats for Transfer
(Update Issue Statistics for Transfer)
Enter Y or N to specify whether the usage statistics should be updated for district transfers. This field is not applied to inter-district requisitions.

Sales Tax on Transfers
Enter Y or N to specify whether sales tax is to be applied to the district transfers. Y overrides the District Control setting.

Transport Consolidation tab
Information can only be created or modified if the Transport Consolidation module is installed.

Last Waybill Number
Enter the last waybill number assigned by Ellipse EAM. The last waybill number is incremented automatically when Ellipse EAM generates the next number.

Last Manifest Number
Enter the last manifest number assigned by Ellipse EAM. The last manifest number is incremented automatically when Ellipse EAM generates the next number.

Disposals tab
Information can only be created or modified if the Disposals module is installed.

Last Disposal Number
Enter the last disposal number assigned by Ellipse EAM. The last disposal number is incremented automatically when Ellipse EAM generates the next number.

Last Survey Number
Enter the last survey number assigned by Ellipse EAM. The last survey number is incremented automatically when Ellipse EAM generates the next number.

Repairable Item Management tab
Information can only be created or modified if the Repairable Item Management module is installed.

Last Repair Req Number
(Last Repair Requisition Number)
Enter the last repair request number assigned by Ellipse EAM. The last repair requisition number is incremented automatically when Ellipse EAM generates the next number.
Repair Purchase Order must be Global
Indicates if repair purchase orders must be global. Valid values are Y or N.

*Note:* This field is only available when the Repairable Item Management (3190) module is installed and Global Orders are allowed.

Foreign Military Sales tab
Information can only be created or modified if the Foreign Military Sales module is installed.

**Case Req %**
Enter a percentage indicating the amount of the case value that can be requisitioned against.

**Price Tolerance %**
(Price Tolerance Percentage)
Enter a percentage indicating the price tolerance for Foreign Military Sales purchase orders.

**Hastening Days 1**
Enter the number of days that a hastening message should be sent after a purchase order is due.

**Hastening Days 2**
Enter the number of days that a second hastener message should be sent after a hastening message has been sent.

**Follow-up Days**
Enter the number of days after the last action against an FMS requisition that a follow-up message should be sent.

**FMS Currency**
(Foreign Military Sales Currency)
Enter the currency to be used as foreign currency in all FMS transactions.

**Last Indent Number**
Enter the last indent number assigned by Ellipse EAM. The last indent number is incremented automatically when Ellipse EAM generates the next number.

**Last Billing Run Number**
Enter the last billing run assigned by Ellipse EAM. The last billing run number is incremented automatically when Ellipse EAM generates the next number.

Reference Codes tab

**Last Standard Text Number**
Enter the last standard text number allocated by Ellipse EAM to a reference code. If a figure already appears here, do not modify it. Doing so will cause reference code information to become corrupted.

Global Purchasing Agreements tab

**Last GPA Prefix**
The last GPA prefix to be used when creating a new GPA.

This field is mandatory when the Global Purchasing Agreements (3255) module is installed.
**Last GPA Number**

The last GPA number to be used when creating a new GPA.

This field is mandatory when the Global Purchasing Agreements module is enabled.

**Allows Effective GPA**

Select Y to enable editing of GPA fields for global purchasing agreements with a status of 'Effective'. The Supplier Number and Location Hierarchy fields will remain protected.

**GPA Group Code**

Select Y to validate GPA Group Codes against the GPAG - Global Purchasing Agreement Group Code Table File. Select N to allow unvalidated free-text entry for GPA Group Codes.
MSM00AA - Modify Modules Installed

Use this screen to update the information held on the Table File MD - Modules Installed. All available Ellipse EAM modules are defined in the MD Table File. If you have the relevant permissions, you can define the modules that are installed for their organisation.

**MODULE**

The numerical identifier for each Ellipse EAM module. The modules are listed in numerical order. A module is a group of programs with related functionality.

**DESCRIPTION**

The title of the Ellipse EAM module.

**INSTALLED**

If the module is installed, Y displays. If the module is not installed, N displays. During the startup process, you must identify the modules that are active by entering Y.
MSM00BA - District Control Information

Use this screen to create or modify information maintained on the control file for an individual district. The screen is divided into general information about the district and sections with module-specific fields. When the modules are not active, the associated control fields are not available.

District Name

Enter the name of the subsidiary company, branch, or accounting unit. This field is mandatory. Many customers include the Ellipse EAM instance as part of each district name, for example, BUSINESS UNIT XYZ - PRODUCTION.

Tabs

- **General**
- **Suppliers**
- **Forward Purchasing Agreements**
- **Repairable Item Management**
- **Work Orders**
- **Equipment Costing**
- **Scheduling**
- **Fixed Assets**
- **Telex/Fax**
- **Notices**

General tab

Country Code

Enter the code indicating the country in which this district operates. This field is mandatory. Entry is validated against the CR- Country Code table file.

The specified country code directly impacts on certain calculations carried out within the district. Examples of this include fixed asset revaluation and value added tax (VAT) reporting within the UK.

Date Format

Enter the code relating to the date format to be used in this district. Entry is not required if the district uses the date format identified in the system control file. The following are examples of date format:

<table>
<thead>
<tr>
<th>Code</th>
<th>Format and Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DD/MM/YY (Australian format) For example, enter 31/12/10 for 31 December 2010.</td>
</tr>
<tr>
<td>I</td>
<td>DD-MM-YY (International format) For example, enter 31-12-10 for 31 December 2010.</td>
</tr>
<tr>
<td>M</td>
<td>DD/MMM/YY (Military format) For example, enter 31/DEC/10 for 31 December 2010.</td>
</tr>
<tr>
<td>U</td>
<td>MM/DD/YY (USA format) For example, enter 12/31/10 for 31 December 2010.</td>
</tr>
</tbody>
</table>
**Time Difference**

Enter the time difference between the time zone in which this district operates and that of the host machine. For example, -14.00 is entered if the district is in Atlanta - GA, USA and the host machine was based in Brisbane, Australia. If completed, this information must be entered in HH.MM format, and can be a value between -23.59 and +23.59.

This field is optional.

**Window Default Level**

Enter the window default level to be applied when assigning default values and editing rules to screen fields. These defaults can be applied only to MSM screens. They cannot be applied to MSE screens:

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Screen defaults cannot be assigned.</td>
</tr>
<tr>
<td>1</td>
<td>A user ID must be used when assigning screen defaults.</td>
</tr>
<tr>
<td>2</td>
<td>Screen defaults are to be assigned at the global level.</td>
</tr>
<tr>
<td>3</td>
<td>Screen defaults can be assigned with a user ID or at the global level.</td>
</tr>
</tbody>
</table>

**Banner Required**

Enter Y for this facility to be enabled. Enter N for it to be unavailable. This indicates whether a report identification banner can be specified when a report is requested.

**Online Report Retention Days**

Enter the number of days that online reports are retained on file. This default can be overridden when reviewing the report.

**Warehouse**

Enter the central or main warehouse for the district. The warehouse appears as the default warehouse on many of the warehousing and issue requisition screens. Entry is validated against the WH - Warehouse Identification table file.

**Bypass Estab**

(Bypass Establishment)

Enter Y to bypass the Position Management module transactions or authority checking in this district; otherwise, enter N. This field has an effect only if the Position Management module is installed.

**Establishment Commentary**

This field is used if Diary (Notification) text messages are to be recorded and sent when a transaction generated in the Position Management module is acted on.

**Consumption Tax**

Enter one of the following values:

<table>
<thead>
<tr>
<th>Y</th>
<th>If consumption tax is to be used in this district. Enter Y to activate consumption tax in the Purchasing, Accounts Payable, and Accounts Receivable modules).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Note:</strong> For Australia and the United Kingdom, Ellipse EAM consumption tax functionality is used only for accounts receivable processing.</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td>If consumption tax processing is for Accounts Receivable only. Enter <strong>R</strong> to activate consumption tax for the Accounts Receivable module in isolation of the Purchasing and Accounts Payable modules. This option is used for Australian <strong>GST</strong> and for UK <strong>VAT</strong> because the additional tax functionality in Ellipse EAM is used to process consumption tax calculations for accounts payable invoices.</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td>Enter <strong>N</strong> if the Accounts Receivable module is not installed. If <strong>N</strong> is entered, it does not activate the consumption tax functionality.</td>
</tr>
</tbody>
</table>

For Australian GST and UK VAT purposes, the Ellipse EAM additional tax functionality is to be used for accounts payable. However, the Ellipse EAM consumption tax functionality is best suited for accounts receivable. For clients in these countries, consumption tax should be set to **R**.

### Consumption Tax Type

Enter the consumption tax type your organisation accrues. This is the literal that Ellipse EAM displays on all screens where consumption tax fields exist.

### Additional Tax

Enter **Y** if additional tax is to be used in this district. Valid values are **Y** and **N**. Examples include for Australian **GST** in accounts payable, **VAT** in the UK, and for some state taxes in the USA.

### Default Additional Tax Code

Enter a default additional tax for the district. Valid values are current tax codes stored in the tax code system definition file (maintained by **MS0018** - Maintain Tax Code Definitions).

A default additional tax code can be entered only if the **Additional Tax** field is set to **Y**.

Where additional tax applies, the additional tax code from the Additional Tax Defaults fields on **MSM20DA** - Supplier Business Information defaults. If there is no supplier additional tax codes in these fields, the district default additional tax code defaults. In either case, the additional tax code can be modified.

### Sales Tax Applies

Enter **Y** if sales tax applies and **N** if sales tax does not apply.

In Australian districts, since **GST** is employed, this sales tax indicator should be set to **N**.

### Accounting Periods per Annum

Enter the number of accounting periods used within the site ledger and in the costing mechanisms for the year. You can have up to 14 accounting periods in a year. The accounting calendar is maintained using the **MSM00CC** - Modify District Accounting Periods screen.

### Password Expiry Days

Enter the maximum number of days allowed before Ellipse EAM forces a change of passwords. Enter zero (0) to disable password expiry.

### Validate Bin Location

Enter **Y** to enforce the use of pre-established bin locations in the receiving, issuing or transfer processes.
Suppliers tab

**Performance Parameters (Days late in Ascending Sequence)**

Ellipse EAM automatically maintains statistics on the number of occasions when a supplier is late in delivering materials orders. Four categories of late delivery are provided according to the number of days overdue.

The following fields give the current stratification for days late for three of the categories. The fourth category is for deliveries later than category 3.

**Category 1**
Enter the number of days late that apply to the least late classification for late delivery. For example, if this field is set to 7, orders delivered one to seven days late increment the late delivery field for least late.

**Category 2**
Enter the number of days late that apply to the second least late classification for late delivery.

**Category 3**
Enter the number of days late that apply to the third least late classification for late delivery.

**Category 4 - Balance**
This field displays the lead times greater than the third least late classification for late delivery (Category 3).

Forward Purchasing Agreements tab

**Quotation Prefix**
Enter the prefix used on quotations.

**Last Quote Number**
Enter the last quotation number allocated by Ellipse EAM.

**Consolidate Quote Items**
This field displays M to generate multiple quote numbers (default). Enter D for one quote number, if required. Ellipse EAM consolidates all items for quotation under the same quote number (D) or generates multiple quote numbers (M).

Repairable Item Management tab

**Repair Expense Element**
Enter a valid expense element to use as a default on the debit of the cost of a repair on receipt.

**RIM Accrual Method**
Defines the point in time at which repair costs are accrued. The following values are valid:

<table>
<thead>
<tr>
<th>C</th>
<th>Repair costs are accrued at the time of the repair order creation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Repair costs are accrued at the time of the repair order receipt.</td>
</tr>
</tbody>
</table>

**RIM Method**
Defines the method for automatically initiating a repair request. The following values are valid:
Initiate repair request on creation of an issue requisition for a repairable item. This is not applicable for immediate returns.

Initiate repair request on acquittal of a requisition for a repairable item with quantity > 0.

Initiate repair request on acquittal of a requisition of a repairable item with quantity >=0 and requisition completion flag = N.

Initiate repair request on receipt of a return of a repairable item.

Initiate repair request on receipt of a return of a repairable item for quantity >=0 and requisition completion flag = N.

Repair Request Question

Defines whether a repair request question is asked on the following screens to in order create a repair request or not. Valid values are Y or N.

If set to N, the repair request question will not display, but a repair request is created automatically when the conditions specified in the RIM Method flag are met.

If set to Y, the repair request question displays, and you can decide whether a repair request is created.

The following programs and screens are affected by this setting:
- MSO14A - Requisition/Return Item
- MSO14B - Requisition/Return Multiple Items
- MSO14S - Short Form Requisition
- MSE1II - Immediate Issue
- MSE1IM - Immediate Multi-Item Issue
- MSE1IR - Immediate Return
- MSE1IS - Immediate Multi-Item Return
- MSE1TP - Pick Tasks
- MSE1R1 - Update Receipt Document

The following matrix outlines when the question shows based on the RIM method resolution for a particular stock code:

<table>
<thead>
<tr>
<th>Application</th>
<th>C</th>
<th>I</th>
<th>A</th>
<th>R</th>
<th>Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE1TP</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>MSE1TP (Close Task)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>MSE1II</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>MSE1IM</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>MSE1R1</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>3920</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MSE1R1 (Close Task)</th>
<th>N</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE1R</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>MSE1IS</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>MSO14A/B</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>MSO14S</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>MSO14R (through MSO14B)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**Note:** Close Task means zero acquit of the issue or return requisition. MSE1TP and MSE1R1 have the ability to zero acquit a requisition.

**Work Orders tab**

**Auto Authorisation**
(Automatic Authorisation)

Enter Y to indicate that automatic authorisations of work orders are to occur on creation. Leaving this field blank indicates that work orders remain open until they are manually authorised by a user with the appropriate security.

**Reallocation Debit Expense Element**
Enter a valid expense element to use as a default on the debit transaction of the work order reallocation process.

**Reallocation Credit Expense Element**
Enter a valid expense element to use as a default on the credit transaction of the work order reallocation process.

**Warranty Check**
Indicates whether warranty checking is turned on (Yes) or off (No) for the district.

**Job Material Status**
This field determines whether the job material status icon displays for work orders.

**Protect WO/Task Fields**
Indicates whether various fields for the Work Order/Task are protected (Y = on, N = off) when the Work Order/Task has been physically completed, closed, or finalised. This field defaults to N.

**Raise Work on Installation Position**
If Y is selected, Ellipse EAM raises a work order against the parent equipment instead of the equipment that has failed.

**Work Order/Project Costing Default**
Select the required work order/project costing default validation.

Options are:
### E - Error - WO dft GL/CC does not match Parent

If selected, where the default cost centre/GL code populated on a work order does not match its immediate parent project, an error message displays. You cannot proceed with the creation/amendment of the work order until the default cost centre/GL code has been updated to match the immediate parent project.

### N - No validation of WO dft GL Code/CC against Parent

If selected, there will be no validation between the work order's default cost centre/GL code and its immediate parent project.

### W - Warning - WO dft GL Code/CC does not match Parent

If selected, where the default cost centre/GL code populated on a work order does not match its immediate parent project, a warning message displays. You can proceed with the creation/amendment of the work order, even if the default cost centre/GL code is not modified.

**Note:** The work order/project costing default validation is not related to the MSM00DA - Modify District Control Information, (General Ledger) **Costing Option** selected for the district. Costing options regulate the account code defaulting on creation of transactions. The work order/project default cost centre/GL code validation managed by this district control setting is used in the work order creation/maintenance business process.

### Field Release Integration

Setting this field to Y activates Fieldreach integration and enables the following functionality:

- **Automated Work Group Release** - this allows you to configure work groups to automatically release work order tasks to the field using Fieldreach, based on the number of days until the work is planned to start, based on the value of the Work Release Timeframe field on the MSM720B - Work Group Details screen.
- **Manual Work Release** - this allows for tight control of releasing work order tasks to the field using Fieldreach. This functionality is available using the Work Release checkbox on the MSE623 - Work Order Task and MSEWOT - Work Order screens. Multiple tasks can also be released at once by selecting them in the results grid and selecting Release Tasks from the action menu on the MSEWOT - Work Order Detail, MSEWJO - Job Detail, MSE623 - Work Order Tasks Detail, and MSEWTS - Task Application Detail screens.
- **Record Labour Costing** - this allows you to use the Fieldreach device to record labour costing for the work performed on the device.
- **Work Status Updates** - this allows you to use the Fieldreach device to record user status updates which are reflected in Ellipse.

### Allow Auto W/O Account Transfer

Select if Ellipse EAM is to re-allocate the work order costs when the default work order account code is amended.

If set to Y - Yes, Ellipse EAM accumulates the direct transaction posted against the amended account/cost centre for nominated work order. An adjustment journal is created that transfers the values from the old defaulted cost centre/account to the amended cost centre/account.
For unposted transactions the account/cost centre are changed to reflect the updated account/cost centre.

If this field is set to Y, select the option on which the reallocation of work order costs is to occur in the **Auto W/O Account Transfer Based On** field.

If set to N - No, an adjusting transaction between the old default account/cost centre and the updated default account/cost centre is not created automatically.

**Auto W/O Account Transfer Based On**

Use this field only if the *Allow Auto W/O Account Transfer* field is set to Y.

Select the required option to define what work order values are used to calculate the amount transferred from the old defaulted cost centre/account to the amended default cost centre/account.

The following options are available:

<table>
<thead>
<tr>
<th>Blank</th>
<th>Reallocation does not occur. Use this option only if the <em>Allow Auto W/O Account Transfer</em> field is set to N.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Reallocation occurs only for costs incurred on the work order for the current period</td>
</tr>
<tr>
<td>F</td>
<td>Reallocation occurs only for costs incurred on the work order for the current financial year</td>
</tr>
<tr>
<td>L</td>
<td>Reallocation occurs for the work order life costs</td>
</tr>
</tbody>
</table>

**Equipment Costing tab**

**Equipment Hire Retention Days**

Enter the number of retention days to be used for equipment hire transactions. This field is optional.

**Scheduling tab**

**Last Shutdown Number**

Enter the last shutdown number assigned by Ellipse EAM.

**Fixed Assets tab**

**FAR District**

*(Fixed Asset Register District)*

The nominated district that will hold and manage the Fixed Asset Register for the current district. If a district is entered in this field, the **District Name** field must remain blank.

If left blank, the district manages its own Fixed Asset Register.

**Note:** If *Infrastructure Asset Accounting* is installed, fixed assets cannot be managed in a central district.

**Calculate Depreciation**

Enter Y to calculate depreciation and post it to the transaction file when running the fixed assets month end. Entry must be Y or N.
**Note:** If the value of this field is set to N, you still need to run the MSB685 - Fixed Assets Month End report at the end of each period to roll over the Fixed Assets module into the next accounting period. However, since this indicator is set to N, no depreciation amounts or general ledger transactions are calculated.

### Pro-Rate Calculation

Enter Y to pro-rate the depreciation calculation for assets according to the number of days in the closing accounting period.

When calculating depreciation charges, Ellipse EAM calculates the annual depreciation charge then the charge for each period. If the Pro-Rate Calculation field is set to Y, the periodic charge is based on the number of days in the accounting period for which the depreciation is being calculated. You cannot enter Y unless the Calculate Depreciation field also contains Y.

### Last Asset Number

Enter the last asset number assigned by Ellipse EAM.

### Secondary Currency Reporting

This field is mandatory when MSM00DA - Maintain District Control Information - Journal Holding details has secondary currency enabled.

Enter Y to enable secondary currency fields. Local and secondary currency values must be entered throughout the Fixed Assets module. The exchange rates in MSM912A - Maintain Foreign Currency Exchange Rates are not used.

An entry of N results in Ellipse EAM automatically calculating the secondary currency values from the local currency fixed asset values using MSM912A - Maintain Foreign Currency Exchange Rates. Secondary currency fields are not available.

### Last Count Sheet Number

Enter the last count sheet number assigned by Ellipse EAM.

### Review Status

Defines the processing rule to be applied when either the fixed asset header or sub-assets have a status of To be Reviewed.

The following options are available:

- **Allow depreciation** - Where the sub-asset record is unreviewed and the sub-asset Depreciate field is set to Y, depreciation is calculated when the MSB685 - Fixed Asset Month End batch is run.

- **Disallow depreciation** - Where the sub-asset record is unreviewed and the sub-asset Depreciate field is set to Y, depreciation is not able to be calculated when the MSB685 - Fixed Asset Month End batch is run.

If the sub-asset record Depreciate field is set to N, no depreciation is calculated.

This field is mandatory for districts that manage a fixed asset register.

### FAWB Auto Pool

(Fixed Asset Workbench Auto Pool)

If set to Y, the fixed asset workbench (FAWB) processing automatically updates FAWB transactions that are equal to or less than the minimum capitalisation value to be updated to a status of POOL.

This field can be updated only in the district that controls the fixed asset register.
**FAWB Minimum Capital Value**

*(Fixed Asset Workbench Minimum Capital Value)*

The minimum capital value related to automatic capitalisation of FAWB transactions. This field can be updated only in the district that controls the fixed asset register.

Entry is mandatory if the **FAWB Auto Pool** field is set to **Y**.

**FAWB Posting Account**

*(Fixed Asset Workbench Posting Account)*

A posting account to be used as the CR (credit) offset when fixed asset workbench capitalisation transactions are generated. This can be a cost code, a GL code or cost centre if expense elements are not in use. This field is optional.

*Note:* This posting account replaces the account on the FAWB transaction.

If a posting account is entered, you cannot enter a FAWB expense element.

If spaces are used, the account code on the FAWB transaction is used.

If this field is left blank, a FAWB expense element is not entered, the FAWB transaction costing is used.

**FAWB Expense Element**

*(Fixed Asset Workbench Expense Element)*

If entered, this expense element replaces the fixed asset workbench transaction expense element. It is used as the CR (credit) offset when FAWB capitalisation transactions are generated. This field is optional.

If an expense element is entered, you cannot enter a FAWB posting account.

If spaces are used, the account code on the FAWB transaction is used.

If this field is left blank, and a posting account is also not entered, the FAWB transaction costing is used as the CR (credit) offset when FAWB capitalisation transactions are generated.

**Budget Code for Capacity**

The budget code that will contain the estimated statistic values used for depreciation methods **U** (Usage statistics method) and **V** (Usage statistics method). This code is used by MSB685 - Fixed Asset Month End.

**Telex/Fax tab**

**Telex Local Country Code**

Enter the local country code to be used for telex transmissions.

This field is required if you are using telex functionality.

**Retention Days**

Enter the number of days for which telexes or faxes are to be retained before being deleted. After they are submitted, telexes and faxes are stored in the packet switching file. This is the default for all programs that send telexes and faxes. When sending or re-sending manual telexes or faxes, the retention days can be changed if the default is greater than zero.

For example, you can reduce the number of retention days to save space in the packet switching file, or increase the retention days if you want to re-send the message at a later date.

**Last Xmit ID: Prefix**

*(Last Transmit Identification: Prefix)*
Enter a one-character, alphabetic prefix to be used when assigning transmission numbers. The last transmitted ID prefix and number are used by Ellipse EAM to assign transmission numbers to identify each telex or fax transmission. When a telex or fax is produced, the system looks at these fields in the district control file, assigns the next sequential number as the transmission number, then updates this field. You can reset these fields by modifying the current entries.

For example, if the last transmitted number is T00003 and you enter the prefix A and number 0, the next fax submitted is given the transmission number A00001.

**Number**

The last transmitted ID prefix and number are used by Ellipse EAM to assign transmission numbers to identify each telex or fax transmission. When a telex or fax is produced, the system looks at these fields in the district control file, assigns the next sequential number as the transmission number, then updates this field.

Enter a number (up to five digits) from which to start assigning transmission numbers.

**Fax Interface Type**

Enter the type of fax interface to be used. Entry is validated against the Table File FI - Fax Interface Type.

This field is required if you are using fax functionality.

### Notices tab

**Work Notice Required**

Entry must be Y or N. If the field is left blank, Ellipse EAM assumes a default of N.

This is a mandatory field if the Notifications module is installed. The **Work Notice Required** field controls if work notices are to be created for the nominated district.

**Daily Whereabouts Notice Required**

This is an optional field if the Notifications module is installed.

The **Daily Whereabouts Notice Required** field controls if notices are to be created for the nominated district. Entry is optional where Notifications are in use. Entry is validated as Y or N. If you leave the field blank, Ellipse EAM assumes a default of N.
MSM00CB - District Account Codes

Use this screen to update the district account codes. Ellipse EAM uses these codes for internal reference when generating many transactions.

Ellipse EAM is a fully integrated system consisting of many modules from various processing streams. Once data is entered into one area of the system, related modules are automatically updated.

Ellipse EAM automatically generates many transactions against accounts. For example, when items on a purchase order are receipted, Ellipse EAM generates a general ledger transaction. The expense transaction comes from the costing details on the purchase order. However, for the offsetting transaction to the invoice pending goods account, Ellipse EAM refers to the district account codes to identify the posting account number to use.

For this reason, the accounts that are detailed on this screen must be valid posting accounts for the district. They can be either cost codes or general ledger (GL) codes, depending on the nature of the account.

The following system control accounts are subject to automatic recording of details to the sub-ledger balances file (MSF907):

- Invoice pending (Goods orders)
- Invoice pending (Non-goods)
- Material in transit (Direct charge and accounts payable)

This helps reconciliation based on supplier and purchase order item, or supplier and invoice number for accounts payable by accounting period. Manual journals cannot be processed against these accounts payable control accounts unless the user has the appropriate access.

A valid posting account for the district must be assigned against each of the control accounts listed on the screen. Control accounts are displayed only for modules that have been activated within Ellipse EAM.

If a posting account is not assigned against a control account, Ellipse EAM still creates the system-generated transaction but it is processed to the internal Ellipse EAM system code (as per the table file MC - Ellipse EAM System Control Accounts). This action needs to be corrected.

Listed below are the district control accounts that require posting accounts to be assigned:

<table>
<thead>
<tr>
<th>System Control ID</th>
<th>Account Name</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Inventory Asset</td>
<td><strong>Inventory Asset Account - Asset/Inventory</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account holds the value of stock on hand (company owned). The district stock code file MSF170 acts as a subsidiary ledger for this control account.</td>
</tr>
<tr>
<td>0002</td>
<td>Price Variance</td>
<td><strong>Price Variance Account - Expense</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used to record any adjustments to the value of inventory or items that must be absorbed in recording receipts or invoice match tolerance variations.</td>
</tr>
<tr>
<td>Account Code</td>
<td>Description</td>
<td>Account Name</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>0003</td>
<td>Inventory Adjustment</td>
<td><strong>Inventory Adjustment Account - Expense</strong></td>
</tr>
<tr>
<td>0004</td>
<td>Invoice Pending - Non-Goods</td>
<td><strong>Invoice Pending Non Goods Account - Liability/Current</strong></td>
</tr>
<tr>
<td>0005</td>
<td>Sales Tax Liability</td>
<td><strong>Sales Tax Liability Account - Liability/Current</strong></td>
</tr>
<tr>
<td>0006</td>
<td>Issue Oncost</td>
<td><strong>Issue Oncost Account - Asset/Inventory</strong></td>
</tr>
<tr>
<td>0007</td>
<td>Freight Clearing</td>
<td><strong>Freight Clearing Account - Asset/Inventory</strong></td>
</tr>
<tr>
<td>0008</td>
<td>Accounts Payable</td>
<td><strong>Accounts Payable Account - Liability/Current</strong></td>
</tr>
<tr>
<td>0009</td>
<td>Settlement Discounts Taken</td>
<td><strong>Settlement Discount Account - Expense</strong></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Account Category</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>0010</td>
<td>Consignment Stock Issues</td>
<td>Consignment Stock Issues - Liability/Current</td>
</tr>
<tr>
<td>0011</td>
<td>Reserved for Internal use by System</td>
<td></td>
</tr>
<tr>
<td>0012</td>
<td>Fuel and Oil Issues</td>
<td>Fuel and Oil - Asset - Inventory</td>
</tr>
<tr>
<td>0013</td>
<td>Workshop Clearing</td>
<td>Workshop Clearing - Asset/Inventory or Prepaid</td>
</tr>
<tr>
<td>0014</td>
<td>Profit and Loss</td>
<td>Profit and Loss Account - Net Worth/Retained Earnings</td>
</tr>
<tr>
<td>0015</td>
<td>Invoice Pending - Goods Orders</td>
<td>Invoice Pending Goods Orders Account - Liability/Current</td>
</tr>
<tr>
<td>0016</td>
<td>Material In Transit</td>
<td>Material in Transit Account - Asset/Inventory</td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>0017</td>
<td>Distillate Issues</td>
<td>Distillate Issues - Asset - Inventory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used as a clearing account for distillate issues initiated by the Fluid Management (3301) module not maintained in district inventories.</td>
</tr>
<tr>
<td>0018</td>
<td>Labour Costing</td>
<td>Not in use.</td>
</tr>
<tr>
<td>0019</td>
<td>Capitalisation Clearing</td>
<td>Capitalisation Clearing - Asset - Fixed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is a clearing account used by Ellipse EAM during the process of placing an asset in service. This account is credited by the Fixed Assets (3680) module when the asset is placed in service and cleared by the automatic capitalisation process within the Project Control (3660) module.</td>
</tr>
<tr>
<td>0021</td>
<td>Retirement Clearing</td>
<td>Retirement Clearing - Asset - Fixed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used by Ellipse EAM as a clearing account at the time of asset disposition. The account is debited when the asset is removed from the detail asset register. The account is credited by the user depending upon the type of disposition to recognise revenues, gains, losses, and so on.</td>
</tr>
<tr>
<td>0022</td>
<td>Depreciation Clearing</td>
<td>Depreciation Clearing - Asset - Fixed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used by Ellipse EAM as a clearing account when posting depreciation against an asset that has experienced prior depreciation before capitalisation.</td>
</tr>
<tr>
<td>0023</td>
<td>Cash Imprest</td>
<td>Not in use.</td>
</tr>
<tr>
<td>0024</td>
<td>Cancelled Cheques Clearing</td>
<td>Cancelled Cheque Clearing Account - Asset/Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used to record the amount of cancelled cheques that are to be cleared at a later date by replacement cheques or journal entry.</td>
</tr>
<tr>
<td>0025</td>
<td>Withholding Tax</td>
<td>Withholding Tax Liability Account - Liability/Current</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used to record prescribed payments or withholding tax taken either in the computer cheque run or when the invoice is loaded.</td>
</tr>
<tr>
<td>Account Code</td>
<td>Account Description</td>
<td>Chart Account Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>0026</td>
<td>Retentions</td>
<td>Retention Account - Liability/Current</td>
</tr>
<tr>
<td>0027</td>
<td>Gain/Loss on F/Exchange</td>
<td>Gain/Loss on Foreign Exchange - Expense</td>
</tr>
<tr>
<td>0028</td>
<td>Freight in Inventory</td>
<td>Freight in Inventory Account - Asset/Inventory</td>
</tr>
<tr>
<td>0029</td>
<td>Customs in Inventory</td>
<td>Customs in Inventory Account - Asset/Inventory</td>
</tr>
<tr>
<td>0030</td>
<td>Customs Liability Clearing - Inventory</td>
<td>Customs Clearing Account - Liability/Current</td>
</tr>
<tr>
<td>0031</td>
<td>Customs Liability Clearing - Purchase Requisition</td>
<td>Customs Liability Clearing Purchase Requisition - Liability/Current</td>
</tr>
<tr>
<td>0032</td>
<td>Withholding Tax in Acct Pay</td>
<td>Withholding Tax in Accounts Payable Account - Liability/Current</td>
</tr>
<tr>
<td>Account Code</td>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>0033</td>
<td>Rebate Incentive - Long Term</td>
<td><strong>Rebate Incentive Long Term - Expense</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account holds the additional entries made when a rebate is to be applied. This account is invoked when the associated values of the price code for an item being received indicates that incentive rebates are to be calculated. The transaction value of the receipt item is adjusted down accordingly.</td>
</tr>
<tr>
<td>0034</td>
<td>Rebate Incentive - Short Term</td>
<td><strong>Rebate Incentive Short Term - Expense</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account holds the additional entries made when a rebate is to be applied. This account is invoked when the associated values of the price code for an item being received indicates that incentive rebates are to be calculated. The transaction value of the receipt item is adjusted down accordingly.</td>
</tr>
<tr>
<td>0035</td>
<td>Rebate Incentive - Other</td>
<td><strong>Rebate Incentive - Other - Expense</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account holds the additional entries made when a rebate is to be applied. This account is invoked when the associated values of the price code for an item being received indicates that incentive rebates are to be calculated. The transaction value of the receipt item is adjusted down accordingly.</td>
</tr>
<tr>
<td>0036</td>
<td>Use Tax Account (US only)</td>
<td><strong>Use Tax Account - Liability/Current</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used to recognise the liability for use tax at the time of receipt of goods from contractors. This account is used in the US only.</td>
</tr>
<tr>
<td>0037</td>
<td>Consumption Tax Credit Pending</td>
<td><strong>Consumption Tax - Input Credit Pending - Liability/Current</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used to record the consumption tax of a receipt prior to the related invoice being received, matched, and approved.</td>
</tr>
<tr>
<td>0038</td>
<td>Consumption Tax Credit Receivable</td>
<td><strong>Consumption Tax Input Credit Receivable - Asset/AccRec</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used to record the value of input tax credits that can be claimed from the government.</td>
</tr>
<tr>
<td>0039</td>
<td>Unallocated Issues Control Account</td>
<td>Unallocated Issues Control Account - Expense</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account was created to trap the rare occasion that the entries for a warehouse issue are not created. Do not use this.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0040</th>
<th>Accounts Receivable</th>
<th>Accounts Receivable - Asset - AR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account records the receivables created by the billing process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0041</th>
<th>Settlement Discount Given</th>
<th>Settlement Discount Given - Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account is provided to record the cash discount taken by customers. It is recorded at the time of cash receipt and is applied against the customer's accounts receivable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0042</th>
<th>Consumption Tax Output</th>
<th>Consumption Tax Output - Liability/Current</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account holds the value of tax output created during the billing process when collected from the customer. This account is remitted to the government.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0043</th>
<th>Cash at Bank Control Account</th>
<th>Not in use.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>0044</th>
<th>Consumption Tax Input Credit - Unrecoverable</th>
<th>Consumption Tax Unrecoverable (CHILE only) - Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account is used when the country code is (CL) CHILE and when consumption tax is in use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0045</th>
<th>Material in Transit - Direct Charge</th>
<th>Material in Transit - Direct Charge - Asset/Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account holds the value of receipted direct charge purchase order materials when offsite receiving is invoked.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0046</th>
<th>Material in Transit - Transfer</th>
<th>Material in Transit - Transfer - Asset/Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account holds the zero value of transactions created during warehouse stock transfers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0047</th>
<th>Sales Tax on Freight (US only)</th>
<th>Sales Tax on Freight - (USA only) - Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>This account is used only if the country code is (US) United States and sales tax is applicable.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Description</td>
<td>Account Name</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>0048</td>
<td>Use Tax on Freight (US only)</td>
<td>Use Tax on Freight - (USA only) - Expense</td>
</tr>
<tr>
<td>0049</td>
<td>Consumption Tax Liability</td>
<td>Consumption Tax Liability - Liability/Current</td>
</tr>
<tr>
<td>0051</td>
<td>Standard Price Postings</td>
<td>Standard Price Postings - Expense</td>
</tr>
<tr>
<td>0054</td>
<td>Foreign Currency Variance</td>
<td>Foreign Currency Variance - Expense</td>
</tr>
<tr>
<td>0055</td>
<td>Local Currency Revaluation</td>
<td>Local Currency Revaluation - Expense</td>
</tr>
<tr>
<td>0056</td>
<td>Secondary Currency Revaluation</td>
<td>Dual Currency Revaluation - Expense</td>
</tr>
<tr>
<td>0057</td>
<td>Pre-payments Pending</td>
<td>Pre-payments Pending Account - Liability/Current</td>
</tr>
<tr>
<td>0058</td>
<td>Consumption Tax Pre-payments</td>
<td>Consumption Tax - Pre-Payments Account - Liability/Current</td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| 0059 | Batch Imbalance Suspense Account | Batch Imbalance Suspense Account - Asset/Prepaid  
This account is used as an imbalance account in the payroll costing process when transactions are posted in account code order. |
| 0060 | Repairables WIP | Repairables Control - Asset/AR or Inventory  
This account is used so that items that are subject to a repair order can be pulled from inventory. Costs are accumulated in this account until the repaired item is returned to inventory. |
| 0061 | Accrual Provision Account | Accrual Provision Account - Liability - Current  
This account is used by the Period End Accrual program. This process also runs the MSB83GA Payroll Costing Update batch in accrual mode. The accrual process uses the accrual provision account as the intermediate account. This program is normally used for weekly and fortnightly pay groups where the pay periods do not align with the accounting month ends. |
| 0062 | MIT Net Present Value Correction Acct | MIT Net Present Value Correction Acct - Expense  
This account holds adjustment values when using net present value for purchase orders. |
| 0063 | Inv. Asset NPV Correction Account | Inventory Asset NPV Correction Account - Expense  
This adjustment account is used when using net present value for purchase orders and a value in the NPV Default field is set in the district control file. |
| 0064 | Unallocated Payroll DR Account | Unallocated Payroll Debit Account - Liability - Current  
This account is only used if an account cannot be determined during the Payroll Costing process. Normally these accounts would not be used. The payroll costing error reports detail when these accounts are used. Changes are then required to the costing setup to correct the errors. |
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0065</td>
<td>Unallocated Payroll CR Account</td>
</tr>
<tr>
<td>0066</td>
<td>Wages/Salary Clearing Account</td>
</tr>
<tr>
<td>0067</td>
<td>Freight In-Transit - Direct Charge</td>
</tr>
<tr>
<td>0068</td>
<td>Add. Taxes Invoice Pending</td>
</tr>
<tr>
<td>0069</td>
<td>Employee Payment Control Account</td>
</tr>
<tr>
<td>0070</td>
<td>Returns Clearing</td>
</tr>
<tr>
<td>0071</td>
<td>Returns Price Variance</td>
</tr>
</tbody>
</table>

**Unallocated Payroll Credit Account - Liability - Current**

This account is used only if an account cannot be determined during the payroll costing process. Normally these accounts would not be used. The payroll costing error reports detail when these accounts are used. Changes are then required to the costing setup to correct the errors.

**Freight in Transit Account - Asset/Inventory**

This account holds the value of freight for direct charge items, which are held at offsite receiving locations, prior to receipt on site.

**Additional Tax Invoice Pending - Goods Account - Liability/Current**

This account holds the value of additional tax recorded against a mixed, goods, and services (with receipt of services facility in use) invoice. The value is recorded at the time the invoice is entered if the invoice is loaded but not approved. The Invoice file (MSF260) acts as a subsidiary ledger for this control account.

**Returns Clearing Account - Asset/Inventory**

This account holds the value of goods (catalogued and non-catalogued) returned to a supplier prior to those goods being received.

**Returns Price Variance - Expense**

This account holds variance in price for catalogued items. The variance may have occurred between the time of raising a supplier return and the receipt of the goods.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Account Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0072</td>
<td>Returns Offset</td>
<td>Returns Offset Account - Asset/Inventory</td>
<td>This account holds oversupply values when receiving returned goods subsequent to raising a supplier return.</td>
</tr>
<tr>
<td>0073</td>
<td>Add. Taxes Inventory Clearing</td>
<td>Additional Tax Inventory Clearing - Asset/Inventory</td>
<td>This account holds the value of additional tax recorded against a goods invoice relating to a stock purchase order where no costing details are provided as part of the tax code definition.</td>
</tr>
<tr>
<td>0074</td>
<td>Add. Taxes Invoice Header Clearing</td>
<td>Additional Tax Invoice Header Clearing - Liability/Current</td>
<td>This account holds the value of additional tax recorded against an invoice header where no costing details are provided as part of the tax code definition. Any taxes attributable to the invoice items are recorded using the costing defined on either the tax code or line item.</td>
</tr>
<tr>
<td>0075</td>
<td>Internal Billing A/P Account</td>
<td>Internal Billing Accounts Payable - Liability/Current</td>
<td>This account is used to record the liability within the district being billed internally by the accounts receivable system, in another district.</td>
</tr>
<tr>
<td>0076</td>
<td>Internal Billing A/R Account</td>
<td>Internal Billing A/R Account - Asset - AR</td>
<td>This account is used by the Accounts Receivable (3560) module when using internal billing between districts.</td>
</tr>
<tr>
<td>0077</td>
<td>Deductions to Accounts Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0079</td>
<td>Category Inventory In-Transit</td>
<td>Category Inventory in Transit - Asset/Inventory</td>
<td>This account holds in-transit values for warehouse transfers when category costing is invoked.</td>
</tr>
<tr>
<td>0080</td>
<td>Category Freight In-Transit</td>
<td>Category Freight in Transit - Asset/Inventory</td>
<td>This account holds in-transit values for warehouse transfers when category costing is invoked with freight accounting.</td>
</tr>
<tr>
<td>Account Code</td>
<td>Account Description</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------</td>
<td>-------------</td>
<td></td>
</tr>
</tbody>
</table>
| 0081         | Category Customs In-Transit | Category Customs in Transit - Asset/Inventory  
This account holds in-transit values for warehouse transfers when category costing is invoked with customs accounting. |
| 0082         | AFUDC Debt Account   |             |
| 0083         | AFUDC Equity Account |             |
| 0084         | Deferred Issue Value - Inventory | Deferred Issue Value - Inventory - Asset/Inventory  
This account holds the value of warehouse requisition issues that are delayed in posting due to deferred consumption being invoked. |
| 0085         | Deferred Issue Value - Freight | Deferred Issue Value - Freight - Asset/Inventory  
This account holds the value of warehouse requisition issues that are delayed in posting due to deferred consumption being invoked with freight accounting. |
| 0086         | Deferred Issue Value - Customs | Deferred Issue Value - Customs - Asset/Inventory  
This account holds the value of warehouse requisition issues that are delayed in posting due to deferred consumption being invoked with customs accounting. |
| 0087         | CWIP Clearing        | Construction Work In Process Clearing - Asset - Fixed  
This account is used by Ellipse EAM for utility industry capitalisation. |
| 0089         | RWIP Clearing        | Billing Clearing Account - Asset - AR  
This account is used by in the Utilities Asset Accounting (3930) module for miscellaneous bill of property units. |
<p>| 0090         | Billing Clearing     |             |
| 0091         | Repair Accrual Account |             |</p>
<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0092</td>
<td>General Accural Account</td>
<td><strong>Accrual Provision Account - Liability/Current</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used as an intermediate account by the MSB83N - Payroll Costing Accrual batch program when the MSB83GA - Payroll Costing Update batch program is run in accrual mode.</td>
</tr>
<tr>
<td>0093</td>
<td>Impairment Profit and Loss</td>
<td><strong>Impairment Profit and Loss</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used by the fixed asset impairment processes as the offset for impairment of fixed assets.</td>
</tr>
</tbody>
</table>

**Account Name**

This field displays the account name.

**Account Code**

Enter the specific account code to be used for preparing accounting entries to the nominated account. Enter the account code using the appropriate number of characters for your company's chart of accounts.

Entry is not validated against the chart of accounts, as chart of accounts information may not be set up at the time of entry. For this reason, delimiters should not be used, as the account is stored as entered. You cannot enter an account code that is already defined as a sub-ledger controlling account.

You must create an entry on your chart of accounts for each of these system accounts. We recommend that you do this before generating any transactions.
MSM00DA - Modify District Control

Information

Use this screen to modify the district control file with details relating to the Journal Holding, Chart of Accounts, Budgeting, and General Ledger modules.

This screen displays as part of the screen sequence for maintaining district controls. This screen cannot be accessed directly.

This screen is subject to split security. For more information, refer to MSO Security Specifics.

District Name

This field displays the district name.

Tabs

- Chart Of Accounts/Journals
- Budgeting

Chart of Accounts/Journals tab

CHART OF ACCOUNTS

There are three types of accounting code elements listed:

- General ledger
- Cost centre
- Expense element

For each of these accounting code elements, you can enter district and length values. The district fields specify what district contains the chart of accounts used in the processing district, which is the district for which you are amending the control file settings. This can be the processing district itself (if the district has been set up with its own chart of accounts) or it can be another district.

If you leave a district field blank, this means that the processing district owns the account codes. The length for the account code unit must be entered.

If you enter a value into any of the district fields, the district can use another district's chart of accounts. In this case, you can leave the corresponding length field blank. The length is automatically set up as for the district specified.

**Note:** The district specified must have been set up with chart of accounts details (in other words, if the specified district is also using another district's chart of accounts, an error occurs).

General Ledger Code

Leave this field blank if the processing district owns the general ledger codes. In this case, you need to set up general ledger codes for this district. Alternatively, enter a district code that identifies the district containing all general ledger codes valid for use by this district. If you chose to have use the general ledger codes of another district, new general ledger codes cannot be created in the current district. They must be created in the other district.

General Ledger Code (Length)

Leave this field blank if another district's chart of accounts is to be accessed for account codes. Alternatively, enter the length of the longest possible general ledger code that can be entered in Ellipse EAM, in the range of 0 to 24. You need to do this if the district has its own general ledger codes, in which case the district code is blank.
Cost Centre

Leave this field blank if the processing district will own the cost centre codes. In this case, you need to set up cost centre codes for this district. Alternatively, enter a district code identifying the district containing all cost centre codes valid for use by this district. If you choose to use the cost centres of another district, new cost centres codes cannot be created in the current district. They must be created in the owning district.

Cost Centre

Leave this field blank if another district's chart of accounts is to be accessed for cost centre codes. Alternatively, enter the length of the longest possible cost centre code, in the range of 0 to 24. You must do this if the district has its own general ledger codes, in which case the district code is blank.

A zero in this field indicates that cost centres do not apply.

While 24 characters are available for use, if expense elements are also employed within the district, the maximum length of cost centre can only be 16 characters.

Cost centres can be segmented, but the maximum length allowed is 16 characters. The identification of the segments and maximum length of each segment is maintained on the MSM00DB - Define Cost Centre Levels screen, which is the next screen in the sequence.

The cost centre length cannot be changed to zero if other districts use this district's cost centres.

Expense Element

Leave this field blank if the processing district owns the expense element codes. In this case, you must set up expense element codes for this district. Alternatively, enter a district code identifying the district containing all expense element codes valid for use by this district.

Note: The district referred to must not have its expense element length set to zero. If you choose to use the expense element codes of another district, new expense element codes cannot be created in the current district. They must be created in the owning district.

Expense Element (Length)

The length of the expense element code.

Note: Blanks are not allowed.

An entry of zero in this field indicates that expense elements are not held on the Expense Elements file (MSF930).

The sum of the cost centre and expense element lengths can not exceed 24. The combination of cost centres and expense elements is called a cost code.

The expense element length must be zero if the cost centre length is zero.

The expense element length cannot be changed to zero if other districts use this district's expense elements.

Number of Cost Centre Levels

The number of cost centre levels (also called segments) that are used in this district.

Open/Close Pointer

Indicates which cost centre segment holds the Open/Close information (Open = balance sheet accounts, Close = profit/loss accounts). This field is a number between 1 and 24. Alternatively, if expense elements are used in the district this field has a value of E. This information is used by posting account maintenance.

This field is mandatory.
Interdistrict Table of Accounts District

The district code for the district that holds the chart of accounts to be used by the current district. This field only requires entry if interdistrict table accounts processing is enabled at the system control level. For more information, refer to the Interdistrict Table of Accounts Used field on the MSM001C - Maintain System Control File (Cont) screen.

FAWB Processing Segment

(Fixed Asset Workbench Processing Segment)

Indicates if the fixed asset workbench indicator is defined at expense element or at cost centre segment level.

Valid entries are E - expense element or a number representing the cost centre segment (for example, 1 for the first cost centre segment).

Account Code Validation Indicator

The associated account code validation indicator. Valid options are:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Accept</td>
<td>When an account code has an invalid combination of cost centre and expense element, the cost centre is accepted and the user can proceed with the system activity.</td>
</tr>
<tr>
<td>W - Warning</td>
<td>When an account code has an invalid combination of cost centre and expense element, a warning displays. The user can still proceed with the system activity.</td>
</tr>
<tr>
<td>E - Error</td>
<td>When an account code has an invalid combination of cost centre and expense element, an error displays. The user cannot proceed with the system activity.</td>
</tr>
</tbody>
</table>

Related Entity Segment

Indicates if the related entity code is held at expense element or at cost centre segment level.

Valid entries are E - expense element or a cost centre segment number.

Apply Account Code Access Validation

Enter Y in this field to activate validation of account code access rights (ACALs). This is separate from controlling user access using Ellipse EAM security.

Enter N if you do not want to apply account code access validation. For more information on this functionality, refer to Maintaining Account Code Access List (ACALs).

If no Access Defined Accept as valid

If you entered N in the Apply Acct Code Access Validation, leave this field blank. Otherwise, enter Y to accept all combinations of cost centre and expense element if account code access has not been defined. Enter N to display an error if account code access has not been defined.

Error or Warn on Account Access Violation

Indicates whether a warning or an error displays when account code access has not been defined. Valid options are:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W - Warning</td>
<td>The user can still proceed with the system activity.</td>
</tr>
</tbody>
</table>
**JOURNAL HOLDING**

**Local Currency**

Enter the code indicating the local currency for the district. All money amounts entered into this district are in terms of this currency. Entry is validated against the CU - Currency Type table file.

**Voucher Nos**

Enter **Y** to turn on voucher numbering for the district, or **N** to turn off voucher numbering.

A voucher number can be assigned to all accounting transactions at a district level.

If voucher numbering is turned on, all Ellipse EAM accounting transactions for the district contain a voucher number (if the transactions are generated by an online or batch process). If voucher numbering is turned on, a voucher number is generated for a set of balancing transactions at the time the transactions are written to the transaction master file.

The voucher number is made up of district code, accounting period, and a voucher sequence number (for example, GLED20050500000001).

The voucher number is a consecutive number regardless of the different transactions types. Voucher numbers cannot be consecutively assigned by some logical grouping.

**Secondary Currency**

Ellipse EAM can maintain all financial transactions in two currencies:

- Local currency (above data field)
- Secondary currency

Enter a secondary currency to call this functionality. The secondary currency is sometimes referred to as the dual currency. When a batch reports parameter asks for currency, the **D** parameter relates to the dual, or secondary, currency. Secondary currency amounts are held on the Journal Holding file - **MSF900**. They are in addition to foreign currency values if the originating transaction is in another currency.

**Note:** If a secondary currency is in use, exchange rates must be established within Ellipse EAM and, for the sake of ongoing accuracy, must be regularly updated.

**Costing Option**

The costing option indicates the type of relationship that exists between the cost centre, work order, project number, and equipment number codes. Entry must be between 1 and 7.

For further details of costing options, refer to Journal Holding.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Account code or cost centre, work order/project number, and equipment are independent. Account code or cost centre is validated and is mandatory. Equipment number is validated and is optional. Work order and project number is optional and does not have to exist.</td>
</tr>
<tr>
<td></td>
<td>Account code or cost centre can be allocated from work order or project number. If entered, the account code or cost centre is validated. If entered, the equipment number is validated. Work order or project number must be entered and validated if an account code is not entered.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2</td>
<td>Account code or cost centre can be allocated from work order or project number. An equipment number can be allocated from a work order or project number if an equipment number is not entered. If entered, the account code or cost centre is validated. If entered, the equipment number is validated. Work order or project number must be entered and validated if an account code is not entered.</td>
</tr>
<tr>
<td>3</td>
<td>Account code or cost centre is validated. If entered, the equipment number is validated. If not entered, the equipment number can be allocated from the work order or project number. Work order or project number is optional and does not have to exist.</td>
</tr>
<tr>
<td>4</td>
<td>If entered, the account code or cost centre is validated. If not entered, account code or cost centre can be allocated, first from the equipment number, or secondly, from the work order or project number. If none is allocated, a valid equipment number must be entered. If entered, the equipment number is validated. If not entered, the equipment number can be allocated from the work order or project number. The account code or cost centre from the work order or project number, or as entered, is not overridden by that of the equipment number. Work order or project number is optional and does not have to exist.</td>
</tr>
<tr>
<td>5</td>
<td>If entered, the account code or cost centre is validated. If both the account code or cost centre and work order or project number are entered, and if work order or project number quotes an account code or a cost centre, the account code or cost centre entered must match that on the work order or project number. If the cost centre or account code is allocated from the equipment number or is entered, the work order or project number entered should exist. Otherwise, a warning message is displayed.</td>
</tr>
<tr>
<td>6</td>
<td>If entered, the account code or cost centre is validated. If not entered, the equipment number can be allocated from work order or project number. If not entered, the account code or cost centre can be allocated first from the work order or project number, or secondly, from the equipment number entered. If none is allocated, a valid work order or project number must be entered. If both the account code or cost centre and work order or project number are entered, and if work order or project number quotes an account code or a cost centre, the account code or cost centre entered must match that on the work order or project number. If the cost centre or account code is allocated from the equipment number or is entered, the work order or project number entered should exist. Otherwise, a warning message is displayed.</td>
</tr>
</tbody>
</table>
If entered, account code or cost centre is validated and is used in all cases.

If entered, the equipment number is validated.

If the account code or cost centre is not entered and if the work order or project number is not entered, allocate the account code or cost centre from the equipment number.

If entered, the account code or cost centre from the work order or project number overrides the equipment number.

If the equipment number is not entered, it can be allocated from the work order or project number.

If both equipment number and work order are entered, default to the account code or cost centre from the work order. If the work order points to a project number, use the account code or cost centre associated with the project number, rather than the work order. An account code or cost centre is only allocated from the equipment number if the equipment number’s originating district has the same chart of accounts as the processing district. If an account code or cost centre is allocated from a work order, project number or an equipment number, it is revalidated.

If an equipment number is allocated from a work order or project number, it is revalidated.

If an equipment number, account code or cost centre has been allocated, a subsequent change to the work order or project number does not reallocate the related fields. In order to activate reallocation, the related fields must first be blanked out.

MANUAL JOURNALS

Last Manual Journal Allocated

The last manual journal number that was allocated by Ellipse EAM. This field can only be used if the Journal Holding module is installed. Once you identify this value, Ellipse EAM automatically increments the value whenever manual journal numbers are allocated.

Prefix

The prefix used for manual journals. This field can only be used if the Journal Holding module is installed.

Journal Type

Enter Y if a journal type is also required for entry of each manual journal. Use this to classify or group certain accounts by journal type for reporting and/or control purposes. If this field is set to Y, all accounts cited in journals must have an associated journal type. This field can only be used if the Journal Holding module is installed.

Related Entity Codes

If set to Y, the related entity code is to be entered against all manual journal transactions. If set to N, entry of a related entity code for manual journals is optional.

Budgeting tab

BUDGETING

This field group is used to activate various aspects of the Management Accounting (3960) module functionality within Ellipse EAM.
Summary Post Transactions

Up Cost Code Structure
Enter Y to indicate financial transactions are to be posted at summary level for the hierarchical levels of a cost code. This field is set to N when Ellipse EAM is initially installed. This field is mandatory.

Up Account Code Relationship Structure
Enter Y to indicate financial transactions are to be posted at summary level alongside the levels as defined in the account relationship for a cost code. This turns on the account relationship parent/child linking and parent account balance summarising ability within Ellipse EAM. During system startup, this field is set to N. This field is mandatory.

At Defined Segments of Account Code
This flag indicates if and where posting of financial transactions are to occur along user-defined segments. This setting is set to N when Ellipse EAM is initially installed. This field is mandatory.

<table>
<thead>
<tr>
<th>Y</th>
<th>Financial transactions are posted at user-defined segments of an account code. If this feature is required, definitions of the breakdown of the account code must be entered on the update posting account levels MSM00DC - Modify Posting Accounts Level screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Financial transactions are posted at user-defined segments for cost codes only.</td>
</tr>
<tr>
<td>G</td>
<td>Financial transactions are posted at user-defined segments for general ledger codes only.</td>
</tr>
</tbody>
</table>

The different options are used to control processing efficiency within Ellipse EAM. The more segments that are summarised, the more processing time is required for a journal posting process. Therefore, you can limit to what defined segments are summarised, or deactivate the feature as necessary.
MSM00DB - Define Cost Centre Levels

Use this screen to update the system control information related to definition of cost centre levels. This screen defines the segments that make up the cost centre length as specified on MSM00DA - Maintain District Control information.

This screen is subject to split security - Refer to MSO Security Specifics.

District Name
The name of the district that is being maintained.

Cost Centre Lgth
(Cost Centre Length)
This field displays the cost centre length as defined on the previous screen MSM00DA - Maintain District Control. This is the total length of cost centre code, which can be made up of more than one segment.

Number of Cost Centre Levels
This field displays the number of segments that will make up a cost centre code. The number of segments was defined on the MSM00DA - Maintain District Control File information, and that is the number of times each field displays on this screen. Enter data, as required, for each cost centre segment.

Level No
(Level Number)
The number of levels or segments that make up a cost centre is displayed above. The next group of fields describe the size and name of the segments defined. For example, 1 to 10 to identify cost centre segments.

Size
Enter the maximum size of the cost centre segment. For each applicable level, entry is required and must be greater than zero. Entry must not exceed total cost centre length. The sum of the sizes of all the segments must equal the total cost centre length.

This field is mandatory for each defined segment.

Short Name
Enter a short description of the segment. This description is displayed for prompts or field description on windows, where required. Examples of segment description could include Responsibility and Activity.

This field is mandatory for each defined segment.

Long Name
Enter the full description of the segment. This is displayed for prompts or field description on windows, where required.

This field is mandatory for each defined segment.

Default Cost Centre Segment Code
Enter a default cost centre segment code. If entered, Ellipse EAM displays this code on screens that require entry of a cost centre.

This field is optional. This field can be left blank.

Validation against Chart of Accounts does not occur here, because:
- The Chart of Accounts is not yet set up
- This code is only be used as a default on screens with a cost centre field because this is where it is validated
- If entered for this level, all higher levels must have default codes.

**Validation Ind**

This field indicates whether or not this segment of a cost centre is to be validated when entered on costing screens. We recommend that you set this to *Y*, to ensure that only valid segments are used. However, enter *N* so that Ellipse EAM can accept any input for this segment (no validation).

This field is mandatory.
MSM00DC - Modify Posting Account Levels

Use this screen to create or modify district level information about the positions within an account code that comprise posting levels for financial transactions.

You can define up to seven summary levels for posting a transaction. The levels are defined from top to bottom.

In the following example, the account code is **AAA12XXX**, where **AAA** is the department and **XXX** is the expense element.

Top-down posting levels are defined as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Position</td>
<td>6</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Length</td>
<td>3</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

The following summary accounts are posted:

- XXX
- XXXAAA
- XXXAAA2

**District Name**

This field displays the district name.

**Maximum Posting Length**

This field displays the maximum posting length.

**Posting Level**

This field displays the posting level of the adjacent account.

**Full Description**

Enter the full description of the posting account level. This field is mandatory.

**Short Description**

Enter the short description of the posting account level. This field is mandatory.

**Start Position of Account**

Enter the starting position, within the account code that makes up the posting level.

Enter a numeric value greater than zero. This value must not exceed the general ledger or cost code length. Otherwise, it must be in the range of 1 to 24.

**Length**

Enter the length of the character string, from the starting position, within the cost code, which makes up the posting level.

Enter a numeric value greater than zero. This value must not cause the ending position to exceed the general ledger or cost code length if the Chart of Accounts module applies. Otherwise, it must be in the range of 1 to 24.
MSM00DD - Funds Check Control Information

**Note:** This screen only displays if the Advanced Funds Sufficiency Checking or Grant Administration module is installed.

Use this screen to define control settings for Advance Funds Sufficiency Checking (AFSC) and where the Grant Administration module is installed indicates if funds checking will take place in the district for grant administration processing.

**District**

The district code and district description.

**Grants Administration**

**Funds Checking Required**

If Y is selected, funds checking occurs in the grant administration processing district.

**Note:** This field is protected if the Grant Administration module is not installed.

**AFSC - Latin America only**

**Note:** All Advance Funds Sufficiency Checking (AFSC) fields are protected if the Advanced Funds Sufficiency Checking module is not installed.

**AFSC**

Indicates if advanced funds sufficiency checking (AFSC) is enabled for the current district. This field is mandatory.

The method of AFSC used is determined by the FADs (Funds Authorisation Documents) setting on MSM001F. Each district must use the same method.

**Note:** The Purchase Order Funds Checking flag on MSM00EC must be set to N if AFSC is enabled.

**Error or Warning on AFSC Failure**

The selected value (E for Error or W for Warning) is used to determine if an error or a warning should display on the failure of sufficient funds.

If an error is generated, the expense is either not be created, or it is created in an unauthorised state, depending on the Authorisations on AFSC Error selection. If a warning is generated, processing of the expense still proceeds.

This field is mandatory if the Advance Funds Sufficiency Checking indicator is set to Y.

**Note:** This field is protected if the FADs (Funds Authorisation Documents) setting is Y on MSM001F. Errors are automatically generated for this selection.

**Audit File for AFSC**

Indicates if all errors and warnings received for all programs are recorded in the audit file. If set to N, errors and warnings for batch programs only go in the audit file. This field is mandatory.

**Authorisations on AFSC Error**

Indicates if authorisation is required for an expense object that has failed advanced funds sufficiency checking. If set to Y, then the expense is created in an unauthorised state. If set to N, the expense cannot be processed.
This is only relevant if the FADs setting is N on MSM001F (Direct AFSC), and errors should be returned on failure of sufficient funds, in which case a selection is mandatory. If the FADs setting is Y on MSM001F (External AFSC), the expense object is not created.

**AFSC Tolerance %**

Indicates the percentage by which an expense may exceed budget before an error is generated when validating that sufficient funds exist. AFSC uses the lesser of either % tolerance or the amount tolerance to determine sufficient funds.

**Note:** This field is protected if the FADs (Funds Authorisation Documents) setting is Y on MSM001F. All tolerances are zero for this selection.

**AFSC Tolerance Amount**

Indicates the amount by which an expense may exceed budget before an error is generated when validating that sufficient funds exist. AFSC uses the lesser of either % tolerance or the amount tolerance to determine sufficient funds.

**Note:** This field is protected if the FADs (Funds Authorisation Documents) setting is Y on MSM001F. All tolerances are zero for this selection.

**Stores Default FAD Number**

The default funds authorisation document (FAD) number to be validated for sufficient funds by the Stores module's (3140) batch reordering processes.

**Maintenance Default FAD Number**

The default funds authorisation document (FAD) number to be validated for sufficient funds by the Maintenance stream's batch reordering processes.
MSM00DE - Modify District Control Information (Cont.)

District Name
This field displays the name of the district.

GENERAL LEDGER

Remeasurement in Use
Enter Y to indicate that when the table file ARPG - Account Remeasurement Processing Group is entered against a posting account on MSM960A - General Ledger Posting Accounts Maintenance screen, the ARPG code is mandatory.

This field is mandatory.

Translation in Use
Enter Y to indicate that when the table file ATPG - Account Translation Processing Group is entered against a posting account on MSM960A - General Ledger Posting Accounts Maintenance screen, the ATPG code is mandatory.

This field is mandatory.

Post Commitments
Enter Y to record committed costs arising from transactions. During system start up this field is set to N. For a full explanation of general ledger commitments, see the General Ledger (3990) module.

Subledgers Used
Enter Y if the sub-ledger functionality applies in a district. Entry only applies if a sub-ledger delimiter has been defined in MSM001C - Maintain System Control File (Cont.) screen.

Default CCtre Seg 2 for Issue Req
(Default Cost Centre Segment 2 Code for Issue Requisitions)
This code is used for default costing against issue requisitions. The other segment 2 default cost centre code is used for default costing against recommended orders.

Note: This field is only available when the Military Module (3135) is installed and applies to the Australian Defence Force only.

Reconciliation Prefix
The prefix character used to define a bank reconciliation for the district. This is a one character field.

Last Recon Id Allocated
(Last Reconciliation ID Allocated)
The last reconciliation ID number allocated by the system.

Multiple Control Accounts Used
If set to Y the district has multiple control accounts enabled. If set to N the district has multiple control accounts disabled.
MSM071B - Reference Codes For (Entity Name)

Use this screen to maintain reference code data for both Mincom-defined and client-defined entities.

If you selected the Delete User-defined Entity option, the screen displays with all fields protected and the dialog box - Confirm Delete.

The entity key, which consists of up to six parts, displays in the top half of the screen. This key is comprised of a key literal, a key value, and a value description (if applicable) for each part of the key. For client-defined entities the key literal is ascertained from the Table File RCEL - Reference Code Literal.

This screen can be restarted at a nominated reference code or by specifying a short name.

The scrolling part of the screen displays the reference code numbers and appropriate screen literals for the entity being maintained. You can enter data to be held against the applicable reference code.

**Entity Description**

This field is optional. It is only available if the reference code was defined, using the MSM070A - Define Reference Code Parameters screen, as having descriptions.

Enter the header description for the client-defined entity.

An entity key can contain up to six parts. Because of this, up to six entity description fields are available in the top half of the screen next to the key literal and key value. Describe the value assigned to that part of the key in each of the description fields.

**Restart Reference No.**

This field is optional.

Enter the reference code number to restart display. Enter a question mark (?) to send control to the MSM074A - Review Reference Code Parameters screen. If you change the Restart Reference No before you click Save, changes to the reference codes are ignored.

**or Short Name**

This field is optional.

Enter the short name of the reference code to restart the display.

This field must not be completed if you have completed the Restart Reference No. field. The short name can be a partial name (ending with an asterisk (*)), which sends control to the MSM074A - Review Reference Code Parameters screen. If you change the Short Name before you click Save, changes to the reference codes are ignored.

**Reference Code Value**

This field is optional.

Enter the value of the reference code. Entry is validated as per the entry and edit rules specified for the reference code based on field type, special edit, table test, and numerical validation.

**Reference No.**

The unique numerical identifier for the reference code.

**Reference Text**

Enter the text to be displayed as the description of what is required by the user's reference code value field.
**Value**
This field is an optional default value.

**Ext Txt**
(Extended Text)
This field indicates if there is any extended text that is associated with the reference code.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review a Reference Code</td>
<td>This is only available if the special edit is associated with a Mincom-defined entity, as defined on the SE - Special Edit and the RCEN - Reference Code Entity table file.</td>
</tr>
<tr>
<td>Review the Extended Text</td>
<td>This is only available if the Reference Code was defined, through the MSM070A - Define Reference Code Parameters screen, as having standard text.</td>
</tr>
</tbody>
</table>
MSM072B - Review Reference Codes For
(Entry Name)

Use this screen to review data held in reference codes for an entity (either Mincom-defined or Client-defined).

Only reference codes with data recorded against them will display. The entity name displays in the header line.

The entity key (consisting of up to six parts) displays in the top half of the screen. This detail comprises the key literals, the key values and the value descriptions (if applicable) based on Table File RCEN - Reference Code and Table File RCEL - Reference Code Literals for Client-defined entities.

The screen can be restarted at a nominated reference code or by specifying a short name.

The scrolling part of the screen displays the reference code numbers, the appropriate screen literals and the reference code data for the particular entity being reviewed.

**Restart Reference No**

Enter the reference code number to restart the display at that reference code.

This field is optional.

**or Short Name**

Enter the short name for a reference code number to restart the display at that reference code.

Partial short names can be entered (ending with an *). The MSM074A - Review Reference Code Parameters screen displays.

This field is optional.

**Ref No**

The reference number associated with the supply customer.

**Reference Code**

The user-defined reference code associated with the reference number.

**Reference Code Value**

The numeric value associated with the reference number and reference code.

**Txt**

(Text)

This is a protected field and an entry of Y indicates standard text has been loaded against the Reference Code entry.

**Act**

(Action Code)

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Review a Reference Code</th>
<th>Review a Reference Code. The review action is available only where the special edit function is associated to a Mincom-defined entity as defined on the SE - Special Edit and RCEN - Reference Code Table Files.</th>
</tr>
</thead>
</table>

209
| Review the Extended Text | Review the Extended Text for a reference code. The text action is available only where standard text already exists for the reference code. |
MSM073A - Search Parameters for (Entity Type)

Use this screen to specify the search criteria for a reference code search.

The screen title heading displays according to where you access the screen. For example, if this screen is called from the Catalogue Review Menu screen, the heading displayed is Search Parameters For Catalogues.

Only reference codes defined as alternate accesses display. Repeating items are only listed once.

The screen can be restarted at a nominated reference code or by specifying a short name. If you enter a partial short name (ending with an *), the MSM074A - Review Reference Code Parameters screen displays. Select an appropriate reference code for subsequent return to this screen.

This screen displays the reference code numbers and appropriate screen literals for the particular entity being searched. You can enter data to search for an applicable reference code.

Restart Reference No.

(Restart Reference Code Number)

Enter the reference code number to restart the display at that reference code.

This field is optional.

or Short Name

Enter the short name of the reference code to restart the display. You cannot complete this field if you complete the Restart Reference No field.

The short name can be partial (ending with *).

This field is optional.

No.

(Reference Code Numbers)

This field displays the reference code numbers returned by the search.

Field Name

This field displays the reference code name attached to the reference code number.

Search Value

Enter the search value of the reference code. Entry is validated as per the entry/edit rules specified for the reference code based on field type, special edit, table test and numeric validation. The search value must also be on the reference code details file (MSF071).

Only one reference code value can be entered.

For example, if the field name is Single District Use Only and the search value is Y or N, entering Y causes Ellipse EAM to search for all entity values whose Single District Use Only reference code is set to Y.
**MSM073B - Reference Code Search For (Entity Name)**

This screen displays all matching entity values found for a reference code search parameter. The title that displays for this screen depends on the search parameters that you entered. For example, if searching for Work Groups, the title for this screen would be Reference Code Search for Work Groups.

For Mincom-defined entities, this is according to the associated values on the Table File RCEN - Reference Code Entity.

The number and screen literal of the Selected Search reference code display. A new search value can be entered to restart the search.

A heading of key values is displayed. For Mincom-defined entities, this entry is according to the associated values on the Table File RCEL - Reference Code Literal.

The screen displays key values and descriptions on the screen for all entity values matching the search value previously selected.

**Ref No.**

The number associated with the search parameters selected in MSM073A.

**Ref Code**

(Reference Code)

Enter the search value of the reference code. This must be a valid value on the Reference Code Details file (MSF071).

**Dist Seg Cost Centre**

(District Segment Cost Centre)

A list of the supply customers associated with the selected reference number.

**Description**

The description for the supply customer.

**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>The review action for client-defined entities displays to the MSM072B - Review Reference Codes screen. For Mincom-defined entities, the review action displays the appropriate Ellipse EAM review screen.</td>
</tr>
<tr>
<td>Select</td>
<td>To select this item for subsequent return to the calling screen.</td>
</tr>
</tbody>
</table>
MSM096A - Maintain General Text

This menu screen is used to maintain general text and the sign-on welcome message.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create General Text</td>
<td>Use this option to create general text.</td>
</tr>
<tr>
<td>Create General Text from existing Text</td>
<td>Use this option to create general text from existing text.</td>
</tr>
<tr>
<td>Modify General Text</td>
<td>Use this option to modify general text.</td>
</tr>
<tr>
<td>Rename General Text</td>
<td>Use this option to rename general text.</td>
</tr>
<tr>
<td>Delete General Text</td>
<td>Use this option to delete general text.</td>
</tr>
<tr>
<td>Modify the Welcome Message</td>
<td>Use this option to modify the welcome message text.</td>
</tr>
</tbody>
</table>

**Text Name**

Enter the name of the text to be maintained.

**Old Text Name**

Enter the name of the existing general text to be copied or renamed.
MSM096B - Maintain Text

This screen is used to maintain textual information relating to various areas of Ellipse EAM.

The following are examples of text:

- Purchase order narratives
- Text for budget assumptions
- Text for 1099 adjustments (US only)
- Text for invoice modifications
- Text for Award/Terms of Employment code maintenance
- Text for employee payroll details
- Text for employee higher duties records
- Text for position vacancies and vacancy status records
- Text for applicant details and vacancy applications
- Text for employee training plans (ETPs) and ETP items
- Text for training course attendees
- Text for resource types and resource groups

Buttons

The following buttons are used on this screen:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td>Submits the screen and saves any changes which have been made.</td>
</tr>
<tr>
<td>Reset</td>
<td>Clears all current changes and returns to the first screen in the sequence.</td>
</tr>
<tr>
<td>Edit Mode / Entry Mode</td>
<td>Toggles between entry mode and edit mode.</td>
</tr>
<tr>
<td></td>
<td>- In edit mode, edit the text by using the edit codes.</td>
</tr>
<tr>
<td></td>
<td>- In entry mode, the Edit Code field is protected and only text entry is</td>
</tr>
<tr>
<td></td>
<td>permitted.</td>
</tr>
<tr>
<td>Exit</td>
<td>Exits from this screen without saving the changes.</td>
</tr>
</tbody>
</table>

Note: Depending on the module with which you are working, you will see a different combinations of the following fields.

Text Code

The code for the type of general text being created. The second field displays a description of the code.

Text Name

The name of the text for referencing.

Commentary Type

The commentary type code.

Type

The Forward Purchasing Agreements (FPA) group type if working with forward purchasing agreements.
**FPA Group**
(Forward Purchasing Agreement Group)
The forward purchasing agreement group code.

**Narrative Type**
The narrative indicator and type entered in the MSM228A - Maintain Purchase Order Narrative screen.

**Purchase Order**
The purchase order number that was entered in the MSM228A - Maintain Purchase Order Narrative screen.

**Supplier/Offer**
This field displays the supplier code if you are working with supplier information and if a supplier has submitted more than one quote to the same FPA.

**District Code**
The district in which the stock will be warehoused.

**Stock Code**
The stock code that will be added to the district.

**Standard Clause**
This field defaults from the Maintain Standard Clause Text screen showing the standard clause code and description.

**Clause Version**
The version number of the standard clause entered.

**Job Id**
The job ID. The job description displays to the right.

**Supplier Code**
The supplier code and name.

**Invoice Number**
This field displays the invoice number.

If an invoice number is entered from the previous screen the literal **Invoice** displays. When creating an invoice and the invoice number is left blank on the previous screen it does not display and Ellipse EAM automatically assigns the next available invoice number.

**Position Id**
This field displays the position ID when entering a position context or objectives. The position description displays to the right of the position ID.

**STANDARD TEXT**

**Text Heading**
Enter an explanation for the more detailed text specified below. This field displays for selected text types.
**Edit-Code**

An edit code to manipulate text in the adjacent **Text** line.

**Line**

The line number for the adjacent **Text** line.

**Text**

Enter free-form text. You can enter an unlimited number of lines of text; however, a maximum of 60 characters per line is allowed.

Some programs use extended text for a specific purpose. These programs are:

- **Budget Assumptions**
  
  This text field is used to describe in detail the assumptions used to prepare your budget. Assumptions can include calculations, variables which may impact on the budget and any other information which has been assumed in the preparation of your budget.

- **1099 Adjustments**
  
  This text field is used to record relevant comments associated with the 1099 adjustment transaction.

- **Modifying Invoices**
  
  This text field is used to record both internal and external communications.

**MSM096B - Edit Codes**

There are a number of text editing codes that can be used in the **MSM096B - Maintain Text** screen. The codes are:

**In**

Insert lines before the current line.

- **n = number of lines**

For example, **I1** will insert one line, **I2** will insert two lines and so on.

**Dn**

Delete text and the line from the current line.

- **n = number of lines**

**DEL**

Delete text and lines from the current line completely to the end of all of the text.

**EXIT**

Save the text and exit.

```
/#
```

Move this line to the top of the screen.

```
/+/
```

Go to the next screen.

```
/-
```

Go to the previous screen.
/nnn
Move to a certain screen number.
- n = page number
For example, 1 = page 1, 999 = page 999.

n
Go to a specific line number.
- n = line number

COPY
Copies a general text into the current text at the line where the command appears. The general
text name is entered in the text block starting from the left of the line.

? Access Online Help. The commands HELP and H will do the same.

KILL
Delete the entire text.

Ln
Left justify the text on the current line.
- n = number of spaces

Rn
Right justify the text on the current line.
- n = number of spaces

M
Centre text on the current line.

P
Remove multiple spaces within the current line. All spaces are reduced to one space.

QUIT
Exit without saving the changes.

S
Remove multiple spaces within the current line and leave no spaces.

TOP
Start display of text at the top of the file, T will also do the same.

Xn
Duplicate lines.
- n = number of lines to be duplicated

Xn*m
Duplicate n lines m times (X2 x 3 will duplicate the next two lines three times resulting in a total
of four occurrences of the next two lines).
MSM097A - Review Standard Text

This screen is used to display textual information relating to various areas of Ellipse EAM. For example:

- Commentary attached to stock codes or suppliers
- Narrative attached to purchase orders
- Text for employee payroll details
- Text for employee higher duties records
- Text for recruitment records such as position vacancy details, vacancy status, non-employee applicant details, and applicant activity status
- Text for training records such as training programs, courses, sessions, and training history
- Text for resource types

The fields that display depend on how the screen is accessed. For example, if the text commentary is inventory instructions for a stock item, the stock code for that item displays.

**Text Code**

The two-character code that specifies the type of text.

**Commentary Type**

This field displays if a commentary type is required.

**STANDARD TEXT**

**Text Heading**

The text heading.

**Left Column Pos.**

(Left Column Position)

Enter the column number to view line text.

**Line**

The line number of the commentary.

**Text**

The text itself.
MSM874A - List Positions

Use this screen to select a position ID from a list of positions that match a partial position ID, match partial position title, or starts from a given position.

This screen is displayed whenever a partial Position ID is entered. Partial position IDs must end with an asterisk (*).

This screen can also be selected from the following:

- MSM871A - Review Establishment Menu screen
- Account Code Access Lists review programs

This screen also displays when you search the database for help on a position ID.

FILTERS

Position Id
Enter a position ID to restart the review. To search on a partial position ID, enter the known part of the identifier and end with an asterisk (*).

Partial Title
Enter up to 12 characters of the position title to restart the review. To display only positions matching the partial title, end the entry with an asterisk (*).

Tran Type
(Transaction Type)
This field displays only on MSM874A when accessed from an ACAL review screen.

Enter the transaction type for which to display account access.

Start Date
Select the earliest valid date for which account access is to be displayed.

This field displays only when accessed from an ACAL review screen.

End Date
Select the latest valid date for which account access is to be displayed.

This field displays only when accessed from an ACAL review screen.

Item
This field displays the line item number.

Position Id
The position ID.

Status
Enter the occupancy status of the position. Entry is validated against the Table File OS - Occupancy Status.

Enter one of the following values:

- D - Deleted
- O - Normal occupancy
- V - Vacant
These values are checked and updated by functions in the system; therefore, the values are reserved values. No other values can be entered.

**Position Title**
The title of the position.

**Item**
Enter the item number from the item display field, then select an **Action** to view additional detail for the item.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Lists</td>
<td></td>
</tr>
<tr>
<td>Select Position</td>
<td>Select position.</td>
</tr>
</tbody>
</table>
MSM904A - Transaction Accounting and Costing Correction

This screen displays the costing details for a selected transaction. This screen also enables you to immediately correct the details without having to resort to a posting batch.

Corrections to costing details result in an immediate update to all related costing and general ledgers. The only evidence of a correction is using output from the MSR909 - Daily Journal Entry Amendment Audit Trail report.

Note: Certain accounting/costing details may not be amended. Fields that cannot be amended are Transaction ID, Created, At, By, Amount, Period, and Secondary Currency.

When this screen is first accessed, only the Transaction ID field is open for entry. After entering the Transaction ID field the remaining fields become available for entry.

Transaction Id
The identification number of the required transaction.
The district code displays and can be entered as part of the transaction ID. The district code defaults with the current logged on district.

Note: You must be authorised in the district displayed.

Amount
This field displays the monetary amount of the transaction, in the primary currency.

Created
This field displays the date the transaction was created.

At
This field displays the time the transaction was created.

By
This field displays the ID of the person who created the transaction.

Secondary Curr
(Secondary Currency)
This field displays the monetary amount of the transaction, in the secondary currency.

Period
This field displays the accounting period in which the transaction was created.

Document Ref
(Document Reference)
Enter a document reference code. This field is optional.

Tran Type
(Transaction Type)
This field displays the original transaction type.

Account Old/New
(Old/New)
This field displays the existing account code to which the transaction was costed. If required, this account code can be overridden by entering a different account.

**Acct Desc Old/New**
(Account Description)
This field displays a description of the account code.

**WO or Project Old/New**
(Work Order or Project)
This field displays details if the transaction was costed to a work order number or project number. If required, you can override the work order number or the project number by entering a different number, or blank spaces, in the **New WO or Project** field.

**Note:** When the transaction for the project or work order has been successfully extracted for grant funding purposes, this field is protected and cannot be modified.

**W/P**
(Work Order/Project)
Enter **W** for work order or **P** for project if a work order or project number was entered.

**Work Order**
This field displays a description of either the work order or project.

**Equipment Number or Reference**
This field displays details if the transaction was costed to a piece of equipment. You can optionally override the equipment number by entering a different number, or blank spaces in the **New Equipment Number** field.

**Rel Ent Cd**
(Related Entity Code)
The related entity code corrected on the general ledger transaction.
The name of this field is dependent on the name entered in the **REC Literal** field in **MSM001C** - Modify Systems Control File. Entry is validated again the **REC - Related Entity Costing** table file.

**Note:** This field displays only if the **REC Installed** field is set to **Y** in **MSM001C** - Modify Systems Control File.

**Modified By**
This field displays the ID of the individual modifying the transaction.

**Reason**
Enter the reason for the modification. This reason is present on the output of the **MSR909 - Daily Journal Entry Amendment Audit Trail**.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

| **Review Detailed Transaction Detail** | To view the transaction details. |
MSM920A - Maintain Cost Centre Codes

This screen allows the creation, modification or deletion of Cost Centre Segment codes. Deletion of Cost Centre Segments is allowed only with a security access level greater than one.

**Note:** Cost centre segment codes can only be maintained in the district that owns the Chart of Accounts.

This screen appears in two formats:

- The screen first displays allowing selection of the option to be performed and entry of the Cost Centre Segment to be created or maintained.
- The screen then re-displays with the fields active for entry of the required information.

Option 3 is a soft option depending on system set up and security access level, described as follows:

- **Delete a Cost Centre Segment Code**

  This option displays when the security access level is greater than 1.

  The prompts Control.Proj.Mand. and (Y/N) displays if the Infrastructure Asset Accounting module is installed and the Cost Centre Segment Level and the AFUDC District Project Control Segment Level is defined on the MSM00LA - Maintain Infrastructure Asset Accounting Information screen.

  The prompt Control.Proj displays if the Infrastructure Asset Accounting module is installed and the Cost Centre Segment Level is defined for the District on MSM00LA - Maintain Infrastructure Asset Accounting screen.

  The prompt Job Type and (I/R) displays if Infrastructure Asset Accounting is installed and the Cost Centre Segment level is defined for the District on MSM00LA - District on Maintain Infrastructure Asset Accounting screen.

  The prompt Business Ctg displays if Infrastructure Asset Accounting is installed and the Cost Centre Segment level is defined for the MSM00LA - District on Maintain Infrastructure Asset Accounting screen.

  If a Cost Centre Segment Code is deleted the system checks to see if any accounts have been established on the General Ledger Posting Accounts file or the Accounts Relationship file which uses the Segment Code. The program checks for a defined number of accounts online and the following applies:

  - if there are no matching numbers a message displays and a batch request is logged to run the MSR921A - Cost Centre Mass Maintenance Report performs the deletion of the segment
  - if a match is found the segment is not deleted and a message displays advising the segment is being used

**Action code 9** is only available when maintaining Reference Code data held against Cost Centres where the security match value between ACC Entity Profile and the logged-on user ID is greater than four.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Create a Cost Centre Segment Code</th>
<th>Use this option to create a new cost centre segment code.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify a Cost Centre Segment Code</td>
<td>Use this option to modify an existing cost centre segment code.</td>
</tr>
</tbody>
</table>
Delete a Cost Centre Segment Code

Use this option to delete an existing cost centre segment code. Security level access must be greater than one.

The system checks if any accounts have been established on the general ledger posting accounts field or the Accounts Relationship file that uses the segment code. The program checks for a defined number of accounts online with the following rules:

- if no matches a message displays that a batch program MSR921A - Cost Centre Mass Maintenance Report is generated to perform the deletion.
- if a match the segment is not deleted but an error displays indicating the segment is being used.

Cost Centre Segment Code

Enter the cost centre segment code to be created, modified, or deleted.

The length of the code must not exceed the maximum length as specified for a cost centre segment the segment's district.

Cost centre segments must have no transactions posted against them and have the active status set to I - Inactive before they can be deleted.

Level

Enter the cost centre segment level. This field displays if more than one level of cost centre structure exists. This field is mandatory.

Name

Enter the short form name of the cost centre segment being created or actioned. This account name is the default name that appears on Ellipse EAM review screens and reports.

This field is mandatory.

Description

Enter the full description of the cost centre segment. Use this field to enter more details to describe the account.

This field is mandatory.

Active Status

Enter one of the following indicators:

<table>
<thead>
<tr>
<th>A</th>
<th>This is an active cost centre segment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>This is an inactive cost centre segment. The inactive cost centres segment remains on file for historical reporting purposes.</td>
</tr>
</tbody>
</table>

This field is mandatory.

Inactivating a cost centre segment code prevent attempts to establish new cost codes with the cost centre segment code.

A new summary account being created for use in an account relationship hierarchy must have an active status of A - Active.
Additional Tax Code
This field displays if the additional tax functionality has been activated at the district control level. If applicable, enter the appropriate additional tax code for the cost centre segment being actioned. This must be a valid tax code defined in the tax code system definition file. This additional tax code defaults whenever this cost centre is processed in the Accounts Payable module.

Leave this field blank if posting indicator is set to N.

Tax Code
This field displays when the sales tax functionality has been enabled. If applicable, enter the appropriate sales tax code for the cost centre segment being actioned. This must be a valid sales tax code on the table file TC - Sales Tax Code.

For a multiple level cost centre segment, the tax code of a low level segment overrides that of a higher segment level.

Classification Code
This entry is for information only and is not validated.

For example, your organisation may choose to enter E in this field for all cost centre segments that deal with environmental issues. Reports could then be designed to pull in all costs for all accounts that have an E in this field.

Consumption Tax
This field displays if the consumption tax functionality has been activated within the district control file. Where applicable, enter the appropriate consumption tax code for the cost centre segment being actioned. This must be a valid consumption tax code defined on table file CM - Consumption Tax Code.

Refer to the Stores module for an explanation of the consumption tax procedures that make use of this code.

Maintenance Centre
Enter one of the following indicators:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>This cost centre segment is an equipment maintenance cost centre, that is, one that is used to collect the costs of maintaining or owning a piece of equipment.</td>
</tr>
<tr>
<td>N</td>
<td>This cost centre segment is an operational cost centre and is not related to equipment maintenance.</td>
</tr>
</tbody>
</table>

This indicator is used to prevent the erroneous posting of operational costs in the equipment costing system.

This field is mandatory.

Work Ord Entry
(Work Order Entry)
This field applies if the Work Orders module is installed. This field is optional. If left blank, the value defaults to O (work order entry is optional).

Enter one of the following options:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Work order entry is mandatory at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
</tbody>
</table>
Work order entry is not required at the time of recording accounting details for a financial transaction quoting this cost centre segment.

Work order entry is optional at the time of recording accounting details for a financial transaction quoting this cost centre segment.

Project Entry
This field applies if the Project Control module is installed. This field is optional. If left blank, the value defaults to O (project entry is optional).

Enter one of the following options:

M  Project entry is mandatory at the time of recording accounting details for a financial transaction quoting this cost centre segment.

N  Project entry is not required at the time of recording accounting details for a financial transaction quoting this cost centre segment.

O  Project entry is optional at the time of recording accounting details for a financial transaction quoting this cost centre segment.

Equip Entry
(Equipment Entry)
This field applies if the Equipment Costing module is installed. This field is optional. If left blank, the value defaults to O (equipment number entry is optional).

Enter one of the following options:

M  Equipment number entry is mandatory at the time of recording accounting details for a financial transaction quoting this cost centre segment.

N  Equipment number entry is not required at the time of recording accounting details for a financial transaction quoting this cost centre segment.

O  Equipment number entry is optional at the time of recording accounting details for a financial transaction quoting this cost centre segment.

Eligible AFUDC
Enter Y (Yes) or N (No) to indicate if the cost centre is eligible for AFUDC. This field is mandatory.
Defaults to N.

Note: This field displays if Infrastructure Asset Accounting has been enabled at District Control level.

(Control Project Mandatory)
Enter Y to indicate a controlled project is required to be entered, otherwise enter N.
A controlled project is a project that is used to accrue AFUDC costs that has the cost centre being updated as its project cost centre segment code, within its account code.

If the **Eligible AFUDC** field is Y, this field must also be Y, otherwise entry is mandatory.

If it is Y and the project in the **Control.Proj** field has accrued costs, this field is not available for entry.

**Note:** The field only displays if the Infrastructure Asset Accounting module (3930) is installed and the segment level has been nominated as the Project Account Segment on District Control.

**Control.Proj.**

(Control Project)

If the **Control.Proj.Mand** is Y, entry of a controlled project which doesn't exist is mandatory, otherwise entry is not required. An existing project cannot be used during creation.

If a project number is entered for the first time and exists in the **Project Control** module there must be no costs against the project.

If a project number is entered for the first time and it does not exist in the **Project Control** module, it must be created.

Use the **Update Project** action to update project details. On selecting this action the MSE660 - Update Project screen displays with the Project Number set to the cost centre control project.

If a project number is modified in this field, both the previous project and new project must have no costs against them.

If the new project does not exist, the MSE660 - Create Project screen displays where a project can be created.

**Notes:**
- The field only displays for those cost centres that have a segment level matching the District Control Project Account Segment.
- The control project number is protected if the cost centre code has costs against it. It cannot be changed if costs exist against the General Ledger.

**Business Ctgty**

(Business Category)

Enter a business category. This field is optional. When entered it is validated against the MSF93A - Business Category table.

**Job Type**

Indicates whether the job type is I - Install or R - Remove. This field is optional.

**Open/Close Type**

This field is available if the open/close pointer for the district is set to the current cost centre segment. Valid values are O (open, for balance sheet accounts) or C (close, for profit/loss accounts).

This field can be maintained when the posting indicator is set to Y. If displayed, this field is mandatory.

If the open type is changed on an existing cost centre segment record, MSB922 - Posting Accounts Mass Maintenance is initiated to update the open type on all posting accounts that contain that cost centre segment.
**FAWB Processing**

If set to Y, indicates that the cost centre segment is flagged as a fixed asset workbench (FAWB) account and can be used for FAWB processing.

**Rel Ent Cd**

(Related Entity Code)

The related entity code linked to the cost centre segment.

The name of this field is dependent on the name entered in the REC Literal field in **MSM001C** - Modify Systems Control File. Entry is validated again the REC - Related Entity Costing table file.

**Note:** This field displays only if the REC Installed field is set to Y in **MSM001C** - Modify Systems Control File.

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maintain Reference Codes Specific</strong></td>
<td>Maintain specific reference codes for the selected item's cost centre. This action displays <strong>MSM071B</strong> - Maintain Reference Codes for the selected cost centre segment. The entity value is set to the selected cost centre segment level ie C01 to C24. This allows individual reference codes to be defined on different cost centre segment numbers.</td>
</tr>
<tr>
<td><strong>Maintain Reference Codes All CC</strong></td>
<td>Maintain all cost centre reference codes for the item. This action displays <strong>MSM071B</strong> - Maintain Reference Codes for all cost centre segments. The entity value is set to CCS.</td>
</tr>
<tr>
<td><strong>Maintain Reference Codes Generic</strong></td>
<td>Maintain generic reference codes for the item. This action displays <strong>MSM071B</strong> - Maintain Reference Codes for cost centres. The entity value is set to ACC.</td>
</tr>
<tr>
<td><strong>Maintain Account Code Access List</strong></td>
<td>Maintain account codes for the item. This action displays <strong>MSM935A</strong> - Review Account Code Access Lists For Account Unit for the selected item.</td>
</tr>
<tr>
<td><strong>Colloquial Names Maintenance for Cost Centres</strong></td>
<td>Colloquial names maintenance for cost centres</td>
</tr>
<tr>
<td><strong>Maintain Cost Centre Extended Text</strong></td>
<td>Maintain cost centre extended text</td>
</tr>
<tr>
<td><strong>General Ledger Posting Accounts Maintenance</strong></td>
<td>Posting General ledger posting accounts maintenance.</td>
</tr>
<tr>
<td><strong>Update all Cost Codes for a Cost Centre</strong></td>
<td>This action submits a request for <strong>MSB922</strong> - Posting Accounts Mass Maintenance to update all affected cost codes with any changes made. <strong>MSB922</strong> is automatically initiated.</td>
</tr>
</tbody>
</table>
MSM921A - Review Cost Centres

Use this screen to review details of cost centre segments.

Enter a cost centre segment or level at the top of the screen. Details of the cost centre codes display in a list below.

**Cost Centre Segment**

Enter the cost centre segment code. This begins the review list at the nominated cost centre segment. This entry does not have to be a valid code.

The length of the code must not exceed the maximum length as specified for a cost centre segment the segment's district.

This field is optional.

**Segment Level**

Enter the segment level.

This field is mandatory.

**Item**

The item number used to identify the item when selecting an action code.

**Cost Centre Segment**

The cost centre segment code.

**Name**

The short name for the cost centre segment. This account name is the default name that displays on the Ellipse EAM review screens and reports.

**Description**

Enter the full description of the cost centre segment. Use this field to enter more details to describe the account.

This field is mandatory.

**Status**

This field displays one of the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>This cost centre segment code is active. It can be used in Ellipse EAM transactions.</td>
</tr>
<tr>
<td>I</td>
<td>This cost centre segment code is not inactive. It cannot be used in Ellipse EAM transactions. The inactive cost centre code remains on file for historical reporting purposes.</td>
</tr>
</tbody>
</table>

**WO**

 *(Work Order)*

This field only applies if the Work Orders module is installed. This field displays one of the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Work order entry is mandatory at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
</tbody>
</table>
### Work Order Entry

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Work order entry is not required at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
<tr>
<td>O</td>
<td>Work order entry is optional at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
</tbody>
</table>

### (Project Control)

This field only applies if the Project Control module is installed. This field displays one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Project entry is mandatory at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
<tr>
<td>N</td>
<td>Project entry is not required at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
<tr>
<td>O</td>
<td>Project entry is optional at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
</tbody>
</table>

### (Equipment Costing)

This field only applies if the Equipment Costing module is installed. This field displays one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Equipment number entry is mandatory at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
<tr>
<td>N</td>
<td>Equipment number entry is not required at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
<tr>
<td>O</td>
<td>Equipment number entry is optional at the time of recording accounting details for a financial transaction quoting this cost centre segment.</td>
</tr>
</tbody>
</table>

### (Maintenance)

This field displays one of the following maintenance centre indicators:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>This cost centre is a maintenance centre.</td>
</tr>
<tr>
<td>N</td>
<td>This cost centre is a non-maintenance centre.</td>
</tr>
</tbody>
</table>

### Tax Code

(Sales)
This field displays the sales tax code assigned to the cost centre segment, if the sales tax functionality is activated.

**Consumption Tax Code**
This field displays the consumption tax code assigned to this cost centre segment, if the consumption tax functionality is activated.

**Add Tax**
The additional tax code that can have been assigned to the cost centre, if the additional tax functionality is activated.

**Open/Close**
This field is available if the open/close pointer for the district is set to the current cost centre segment. Valid values are O (open, for balance sheet accounts) or C (close, for profit/loss accounts).

**Job Type**
This field displays when the Infrastructure Asset Accounting module is active.

This field displays one of the following job types for the cost centre:

<table>
<thead>
<tr>
<th>I</th>
<th>Install</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Bus Category**
(Business Category)
This field displays when the Infrastructure Asset Accounting module is active.

This field displays the business category for the cost centre.

**FAWB Processing**
If set to Y, indicates that the cost centre segment is flagged as a fixed asset workbench (FAWB) account and can be used for FAWB processing.

**Extended Text**
This field displays E if there is an extended description for this cost centre. Use action code D to view the extended description.

**Rel Ent Cd**
(Related Entity Code)
The related entity code linked to the cost centre.

The name of this field is dependent on the name entered in the REC Literal field in MSM001C - Modify Systems Control File. Entry is validated against the REC - Related Entity Costing table file.

**Note:** This field displays only if the REC Installed field is set to Y in MSM001C - Modify Systems Control File.

**Item**
Enter an item number and select an action code to review details of the item.
**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Extended Description for a Code</td>
<td>Review the extended description for an item. This action displays MSM097A - Review Standard Text.</td>
</tr>
<tr>
<td>Review Reference Codes Specific</td>
<td>Review specific reference codes for the selected item's cost centre. This action displays MSM072B - Review Reference Codes for the selected cost centre segment. Here, you can define individual reference codes on different cost centre segment numbers.</td>
</tr>
<tr>
<td>Review Account Code Access List Items</td>
<td>Review account codes for the item. This action displays MSM935A - Review Account Code Access Lists For Account Unit for the selected item.</td>
</tr>
<tr>
<td>Select a Code</td>
<td>Select the code to return to the calling program. This option is available if the review program was called from another program using the help function.</td>
</tr>
<tr>
<td>Review Reference Codes Generic</td>
<td>Review generic reference codes for the item. This action displays MSM072B - Review Reference Codes for Cost Centres.</td>
</tr>
<tr>
<td>Review Reference Codes All Cost Centres</td>
<td>Review all cost centre reference codes for the item. This action displays MSM072B - Review Reference Codes for all Cost Centre Segments.</td>
</tr>
</tbody>
</table>
MSM922A - Colloquial Names Maintenance

Use this screen to create, update, and delete colloquial names for a colloquial code.

This screen can operate from the menu screen (MSM000B) or from other screens.

From the menu screen, the literal colloquial type displays against the corresponding entry field. The colloquial type describes the account unit type, such as, expense element, cost centre, cost code, general ledger code, or subledger key. A non-validated colloquial type can also be entered.

From other screens, the colloquial type and code are passed from the screens actioned from. The corresponding entry fields are protected.

Colloquial Type

Select one of the following colloquial types for which to maintain colloquial names:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
<tr>
<td>7</td>
<td>Sub ledger key</td>
</tr>
<tr>
<td>9</td>
<td>No validation - no validation is performed when the Colloquial Code is entered. The code is accepted even if it is not a valid cost centre, cost code, general ledger code, expense element, or subledger.</td>
</tr>
</tbody>
</table>

Note: When creating or maintaining colloquial types 1, 3, and 6, the values are created or updated in the chart of accounts district, not the logged-in district.

Segment Level

The level of the account segment. This segment is only valid where Cost Centre Type has been selected in the Colloquial Type field.

Colloquial Code

Enter the colloquial code for which to maintain colloquial names. This can be:

- Cost centre
- Cost code
- General ledger code
- Expense element
- Sub ledger key

For example, to maintain colloquial names for Expense Element 1234, enter 1234 in this field.

Wildcarding of characters is not allowed.

Colloquial Name

Enter any number of short names as alternative ways to refer to the colloquial code.
MSM923A - Colloquial Names Review

Use this screen to review details of colloquial names.

**Colloquial Name**

Enter the colloquial name for which to display details.

**Colloquial Type**

Enter one of the following colloquial types for which to filter colloquial names. This field is mandatory.

If cost centre is selected, the segment level field must be populated.

For example, if cost centres, expense elements and general ledger codes are all tied to a colloquial called **Freight**, you could sort by type to only return the cost centres.

When reviewing colloquial types 1, 3, and 6, the values are returned from the chart of accounts district, not the logged-in district.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
<tr>
<td>7</td>
<td>Sub ledger key</td>
</tr>
<tr>
<td>9</td>
<td>No validation</td>
</tr>
</tbody>
</table>

**Segment Level**

The level of the account segment. This segment is only valid where **Cost Centre Type** has been selected in the **Colloquial Type** field.

**Item**

This field displays the item number. You can use number to identify an item when selecting an action code. The colloquial code displays in the adjacent field.

**Description**

This field displays a description of the colloquial code.

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Code</td>
<td>Select a code.</td>
</tr>
</tbody>
</table>
MSM925A - Colloquial Codes Maintenance

Use this screen to add or maintain colloquial codes.

Existing colloquial codes are displayed in the list fields. You can add or delete colloquial codes. Use this screen to enter source transactions to help you identify account units by a meaningful reference to retrieve chart of accounts information.

**Colloquial Name**

Enter the colloquial name for which to maintain colloquial codes.

**Colloquial Code**

The account code/elements that have been listed to the selected colloquial name are displayed. You can add additional colloquial codes in this field list.

**Colloquial Code Description**

This field displays the description of the account code.

**Colloquial Type**

Select one of the following colloquial types for which to maintain colloquial names:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
<tr>
<td>7</td>
<td>Sub ledger key</td>
</tr>
<tr>
<td>9</td>
<td>No validation - no validation is performed when the Colloquial Code is entered. The code is accepted even if it is not a valid cost centre, cost code, general ledger code, expense element, or subledger.</td>
</tr>
</tbody>
</table>

**Note:** When creating or maintaining colloquial types 1, 3, and 6, the values are created or updated in the chart of accounts district, not the logged-in district.

**Segment Level**

The level of the account segment. This segment is only valid where Cost Centre Type has been selected in the Colloquial Type field.

**Colloquial Type Description**

This field displays the description of the colloquial type.

**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

| **Delete Colloquial Code** | Delete the corresponding colloquial code. |

---

237
MSM926A - Chart of Account Review Menu

Use this screen to select an accounting unit to review.

**Option**
Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Cost Centres</td>
<td>Select this option to review cost centres.</td>
</tr>
<tr>
<td>Review Expense Elements</td>
<td>Select this option to review expense elements.</td>
</tr>
<tr>
<td>Review General Ledger Codes</td>
<td>Select this option to review general ledger codes.</td>
</tr>
<tr>
<td>Review General Ledger Posting Accounts</td>
<td>Select this option to review general ledger posting accounts. General ledger posting account are linked cost centre/expense elements and general ledger codes.</td>
</tr>
<tr>
<td>Search Cost Centres by Reference Codes</td>
<td>Select this option to search for cost centre codes by reference codes.</td>
</tr>
<tr>
<td>Search Expense Elements by Reference Codes</td>
<td>Select this option to search for expense element codes by reference codes.</td>
</tr>
<tr>
<td>Search General Ledger Code by Reference Codes</td>
<td>Select this option to search for general ledger codes by reference codes.</td>
</tr>
<tr>
<td>Search General Ledger Account by Reference Codes</td>
<td>Select this option to search for posting accounts by reference codes.</td>
</tr>
</tbody>
</table>

**Code**
Enter the code for which to search.

**Segment**
If reviewing cost centres, enter the segment for which to search.
For example, **01** to represent the first segment of the cost centre.

**Type**
Enter the type to review posting accounts. Options are:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Review cost codes</td>
</tr>
<tr>
<td>G</td>
<td>Review general ledger codes</td>
</tr>
</tbody>
</table>

**Status**
Enter one of the following options to review posting accounts for that status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Review active accounts</td>
</tr>
<tr>
<td>I</td>
<td>Review inactive accounts</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>S</strong></td>
<td>Review system generated accounts</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Review monitored accounts</td>
</tr>
</tbody>
</table>
MSM927A - Interdistrict Account Details

Maintenance

Use this screen to maintain details for inter-district processing based on the initiating account. This is the method that employs the inter-district accounting table, which is an optional feature that once enabled replaces the standard inter-district account processing that is standard within Ellipse EAM.

Up to four groups of inter-district details can be entered.

Inter-district details are updates on a screen-by-screen basis after a screen is validated and displayed for confirmation. The details are updated to the control account details file and general ledger posting accounts file.

Entry in the initiating and receiving account entry fields only applies in Create mode. Otherwise it is protected.

Entry is mandatory in all fields if the initiating account entry field is entered or displayed with an account code. Conversely, all fields must be blank if the initiating account entry field is left blank.

Start at

Enter a posting account code or part thereof to start or restart the display.

Because entry only serves as a starting point, the code is not subject to validation.

Entry only applies in modify mode and is mandatory.

Initiating Account Code

Enter a posting account code or part thereof to start or restart the display.

Initiating Account Description

If the account is an initiating account and is in the current district, enter a valid posting account. This field is optional.

Create Interdistrict Entry

Indicates whether inter-district entries for an initiating account are automatically generated by Ellipse EAM.

Receiving Account Code

If the account is a receiving account in a different district, enter a valid posting account code.

Receiving Account Description

This field displays a description of the receiving account code.

Offset Account Code

If the account is an offsetting account in a different district, enter a valid posting account code.

Offset Account Description

This field displays a description of the offset account code.

Record XRef District

(Record Cross Reference District)

Indicates whether the system records the source district code against the account entry charged to the offsetting account in the target district.
**Action**

In **Modify** mode, an action code is provided adjacent to each group to delete an entry.

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Inter-District Details</td>
<td>Delete inter-district details. This action is only available if the Electronic Data Interchange module (3290) has been installed.</td>
</tr>
</tbody>
</table>
MSM928A - Interdistrict Account Details
Review

Use this screen to review details for inter-district processing based on the initiating account. This screen is used to review the inter-district accounts where the inter-district account table processing option has been activated.

Start at
This field displays the posting account code or part of a posting account code to start or restart the display.
Because an entry only serves as a starting point, the code is not subject to validation.

Account Code
This field displays the entered posting account code to start or restart the display.

Description
This field displays the description of the entered posting account code for an initiating account and in the current district.

Create Interdistrict Entry
This field displays Y if the system automatically generates inter-district entries for an initiating account.

Receiving Account Code
This field displays the entered posting account code for a receiving account in a different district.

Receiving Account Description
This field displays a description of the receiving account code.

Offset Account Code
This field displays the entered posting account code for an offsetting account in a different district.

Offset Account Description
This field displays a description of the offset account code.

Record XRef District
(Record Cross Reference District)
This field displays Y if the system records the source district code against the accounting entry charged to the offsetting account in the target district.

Action
In Modify mode, an action code is provided adjacent to each group to delete an entry.
Select an action. The following actions are available, depending on the level of user access and the modules installed:

| Select the Interdistrict Account | Select the inter-district account. |
MSM929A - Maintain Links

Use this screen to maintain links. Links identify what cost centre segment/expense element combinations can be automatically generated with an active status and the appropriate indicators for work orders, equipment, and project modules.

Use this screen to select the relevant action. You can enter a From Cost code and a To Cost code as a link range to be actioned.

The screen then displays the necessary prompts and unprotected entry fields for the information required.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Link</td>
<td>Create a link.</td>
</tr>
<tr>
<td>Modify a Link</td>
<td>Modify a link.</td>
</tr>
<tr>
<td>Delete a Link</td>
<td>Delete a link.</td>
</tr>
</tbody>
</table>

**From Cost Code**

Enter the first cost code in the range of links to be maintained. The range entered is processed segment by segment. Wildcards can be used.

**To Cost Code**

Enter the last cost code and in the range to be maintained. The range entered is processed segment by segment.

If the segment entered in this field contains wildcard characters, then segment in the To Cost Code field must contain wildcards in the corresponding positions. If wildcards have been employed in the previous From Cost Code field, then the same wildcard pattern must be entered in this field.

If a segment is optional, spaces can be left in that segment when specifying the range.

**Active Status**

Active and inactive statuses are synonymous with valid and invalid links. Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Links in this range are active.</td>
</tr>
<tr>
<td>I</td>
<td>Links in this range are inactive.</td>
</tr>
</tbody>
</table>

**Work Order Entry Indicator**

Enter one of the following options to control entry of a work order when nominating the use of an account within this range:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Entry of a work order is optional.</td>
</tr>
<tr>
<td>M</td>
<td>Entry of a work order is mandatory.</td>
</tr>
</tbody>
</table>
Entry of a work order is not required.

**Project Code Entry Indicator**

Enter one of the following options to control entry of a project when nominating the use of an account within this range:

- **O** Entry of a project code is optional.
- **M** Entry of a project code is mandatory.
- **N** Entry of a project code is not required.

**Equipment Reference Indicator**

Enter one of the following options required to control entry of an equipment reference when nominating the use of an account within this range:

- **O** Entry of an equipment reference is optional.
- **M** Entry of an equipment reference is mandatory.
- **N** Entry of an equipment reference is not required.
MSM92BA - Posting Account Mass Maintenance

Use this screen to enter primary selection criteria for posting account mass maintenance.

PRIMARY SELECTION PARAMETERS

Enter at least one primary parameter. The primary parameters are from and to account numbers, ARPG (Account Remeasurement Foreign Exchange Rates) and ATPG (Account Translation Processing Group) codes. The remaining fields on the screen are filters. These parameters select the accounts to be updated entered on the MSM92BB and MSM92BC screens.

From Account Code

Enter the first account code or enter the wildcard character (the asterisk (*)). If this field is left blank, the From Account Code field must also be blank.

This field is optional.

To Account Code

Enter the last account code or the wildcard character. This field can be left blank if the From Account Code field is left blank.

This field is optional.

If the report MSB922-02 is requested, the account code range is validated as a cost code range. Each cost centre and expense element entered must be valid. The wildcard character (at (@)) is allowed. The From Account Code must be less than the To Account Code. Mandatory segments can not be blank.

If the report MSB922-03 is requested, the account code range is validated as a general ledger code range. The general ledger code length is validated. The wildcard character (hash (#)) is allowed.

Note: If an account code range is entered, these account codes are the primary selection criteria, with the ARPG (Account Remeasurement Processing Group) and ATPG (Account Translation Processing Group) codes being used as filters.

AND/OR ARPG Codes

Enter up to 20 Account Remeasurement Posting Group (ARPG) codes. Entry is validated against the Table File ARPG - Account Remeasurement Processing Group. Duplicate codes are not allowed.

If an account range is entered, all accounts for each ARPG code are processed. Otherwise, the ARPG codes act as filters.

This field is optional.

AND/OR ATPG Codes

Enter up to 20 Account Translation Processing Group (ATPG) codes. Entry is validated against the Table File ATPG - Account Translation Processing Group. Duplicate codes are not allowed.

If an account code range and ARPG codes are entered, only the posting accounts associated with the ARPGs that fall within the account code range are selected.

This field is optional.
FILTERS

The selection criteria entered in the **Primary Selection Parameters** field group can be filtered by the following fields.

**Account Status**

Enter the status of the posting accounts.

Enter one of the following valid values:

- **A** - Active Posting Account
- **I** - Inactive Posting Account
- **M** - Monitored Posting Account
- **S** - System-generated Posting Account

This field is optional.

**Work Order**

Enter one of the following values if a work order number needs to be entered when a posting account is used:

- **M** - It is mandatory to enter a work order against the posting account
- **O** - It is optional to enter a work order against the posting account
- **N** - A work order is not applicable to the posting account

This field is optional.

**Account Class 1**

Enter a valid account class code to update selected accounts with this account class code. Entry is validated against the Table File AT1 - Account Class 1.

This field is optional.

**Open/Closed**

Enter one of the following values:

- **C** - Balance is accumulated into a profit and loss account
- **O** - Account is to carry forward an opening balance

**Project**

Enter one of the following values if a project number needs to be entered when a posting account is used:

- **M** - It is mandatory to enter a project against the posting account
- **O** - It is optional to enter a project against the posting account
- **N** - A project is not applicable to the posting account

This field is optional.

**Account Class 2**

Enter a valid account class code to update selected accounts with this account class code. Entry is validated against the table file AT2 - Account Class 2.

This field is optional.

**Limit Code**

Enter the limit code for the posting account. This describes which value or percentage limits apply in rejecting or warning for transactions posted to accounts.
This field is optional.
The limit code is validated against limit codes created using the MSM924A - Maintain Account Limit Codes screen.

**Equipment**
Enter one of the following values if an equipment number is entered when a posting account is used:

- **M** - It is mandatory to enter an equipment number against the posting account
- **O** - It is optional to enter an equipment number against the posting account
- **N** - An equipment number is not applicable to the posting account

This field is optional.

**FAWB Processing**
If set to **Y**, indicates that the account code is flagged for fixed asset workbench (**FAWB**) processing.

**Report Classification Type**
Enter a report classification type. This field is optional.
The report classification type must be one of the existing report classification types, that is one of the classification codes on the table files K1-K9 or KA-KU.

**Classification Code**
Enter a valid classification code that exists on the related table file. The classification code is validated against the table represented by the **Report Classification Type**; for example, if the report classification type is K1, the code is validated against the table file K1.

This field is mandatory if the report classification type is entered, otherwise it is optional.

**Rel Ent Cd**
(Related Entity Code)
The related entity code linked to posting account mass maintenance (cost codes only).
The name of this field is dependent on the name entered in the **REC Literal** field in MSM001C - Modify Systems Control File. Entry is validated again the REC - Related Entity Costing table file.

**Note:** This field displays only if the **REC Installed** field is set to **Y** in MSM001C - Modify Systems Control File.

**Journal Type**
Enter a journal type. This field is optional.
Entry is validated against the table file JT.

**Reference Number**
Enter the reference number. Entry is validated against the reference code definition file for entity type **ACC**.
This field is optional.

**Reference Code**
Enter the reference code relating to the reference number entered.
MSM92BB - Posting Account Mass Maintenance Update Criteria

Use this screen to enter further update parameters for posting account mass maintenance.

This screen displays from MSB922-02 or MSB922-03 after entering specific parameters for these reports. You can also display this screen from the MSM92BA - Posting Account Mass Maintenance - Primary Selection Parameters screen.

If the Update Report Classifications, Update Journal Types and Update Reference Codes fields are set to N, the report request is generated. If these field are set to Y, the MSM92BC - Additional Update Parameters screen displays.

UPDATE PARAMETERS

Generate Account Code Combinations (Y/N)?

Enter Y to create posting accounts that do not exist within the account range specified and N to prevent generation of new posting accounts.

This field is set to N and protected unless an account range is entered on the previous screen (MSM92BA). You cannot generate account code combinations without a valid account code range.

If this field is set to N and the Update Existing Cost Codes with Update Parameter Values field is set to N, MSB922 does not create new accounts and does not update existing accounts.

This field is mandatory.

Update Existing Cost Codes with Update Parameter Values (Y/N)?

Enter Y to update existing accounts with new details or N to leave existing accounts unchanged.

This field is mandatory.

Account Status

Enter one of the following values:

- A - Active
- I - Inactive
- = - Existing accounts keep the same account status and new accounts have a status of S

This field is mandatory.

Work Order

Enter one of the following values:

- M - Mandatory
- N - Not Required
- O - Optional
- = - Existing accounts keep the same work order indicator and new accounts have a work order indicator O

Project

Enter one of the following values:

- M - Mandatory
- N - Not Required
- O - Optional
- Existing accounts keep the same project indicator and new accounts have a project indicator of **O**

This field is mandatory.

**Limit Code**

Enter a valid limit code to update selected accounts with this code.

= is a valid value. If = is entered, then existing accounts keep the same limit code, and new accounts have a blank limit code. Otherwise, the limit code is validated against the account edit code file for the current district.

This field is mandatory.

**Equipment**

Enter one of the following values:

- **M** - Mandatory
- **N** - Not Required
- **O** - Optional

- Existing account keep the same equipment indicator and new accounts have an equipment indicator of **O**

This field is mandatory.

**ARPG Code**

(Account Remeasurement Processing Group Code)

Enter a valid ARPG (Account Remeasurement Processing Group) Code to update selected accounts with the ARPG Code.

This field is mandatory if the GL Remeasurement in Use field is set to Y on the MSM00DE - Maintain District Control Information (Cont) and only **S** - System Generated Accounts are selected on the MSM92BA screen.

= is a valid value. If = is entered, existing accounts keep the same ARPG code reference and new accounts do not have an ARPG code reference created.

**Account Class 1**

Enter a valid account class code to update selected accounts with this account class code. Entry is validated against the Table File AT1 - Account Class 1.

This field is optional.

= is a valid value. If = is entered, existing accounts keep the same account class 1 reference, and new accounts do not have an account class 1 reference created for them. Otherwise, the account class is validated against the table file AT1.

Examples of account types include groupings such as monetary/non monetary (groupings associated with remeasurement under IAS 21 the effects of changes in foreign exchange rates) or assets/liabilities/expenses/revenues/equity (groupings associated with translation under IAS 21).

**Account Class 2**

Enter a valid account class code to update selected accounts with this account class code. Entry is validated against the table file AT2 - Account Class 2.

This field is optional.
Chart of Accounts

251

is a valid value. If = is entered, then existing accounts will keep the same Account Class 2 reference, and new accounts will not have an Account Class 2 reference created for them. Otherwise, the account class is validated against the Table File AT2.

ATPG Code
(Account Translation Processing Group)
Enter a valid account translation processing group (ATPG) code to update selected accounts with this code.

This field is mandatory if the GL Measurement in Use field is set to Y on the MSM00DE - Maintain District Control Information (Cont) and only S - System Generated Accounts are selected on the MSM92BA screen.

is a valid value. If = is entered, existing accounts keep the same ATPG code reference and new accounts do not have an ATPG code reference created. Entry is validated against the Table File ATPG - Account Translation Processing Group.

Update Report Classifications
Enter Y to create or update report classifications.
Enter N to keep the same report classifications for existing accounts and set the blank report classifications for new accounts.

This field is mandatory.
If you enter Y, the MSM92BC - Additional Update Parameters screen displays so that you can enter report classification update details.

FAWB Processing
If set to Y, indicates that the account code is flagged for fixed asset workbench (FAWB) processing.

Update Journal Types
Enter Y to create or update journal types. Enter N to keep the same journal types for existing accounts and set blank journal types for new accounts.

This field is mandatory.
If you enter Y, the MSM92BC - Additional Update Parameters screen displays so that you can enter journal type update details.

Rel Ent Cd
(related Entity Code)
The related entity code linked to the posting account mass maintenance (General Ledger Code Only).

The name of this field is dependent on the name entered in the REC Literal field in MSM001C - Modify Systems Control File. Entry is validated again the REC - Related Entity Costing table file.

Note: This field displays only if the REC Installed field is set to Y in MSM001C - Modify Systems Control File.

Update Reference Codes
Enter Y to create or update reference codes. Enter N to keep the same reference codes for existing accounts and set blank reference codes for new accounts.

If you enter Y, the MSM92BC - Additional Update Parameters screen displays so that you can enter reference code update details.
MSM92BC - Additional Update Parameters

Use this screen to enter additional update parameters for posting account mass maintenance.

This screen displays from the MSM92BB - Posting Account Mass Maintenance - Update Parameters screen after saving the data and when the update report classifications, update journal types, and update reference codes fields are set to Y.

Option Y for journal types, report classification, and reference codes result in related fields being overwritten with the associated entered parameters. All fields require an entry unless the field is set to spaces.

For example:
- if Update Journal Types are set to Y, and no journal types are entered, then all journal types are removed for the selected accounts
- if Update Journal Types are set to Y and one journal type is entered, then the entered journal type is included on the selected accounts and any other journal types removed
- if no update is required, then an N is entered on MSM92BB - Posting Account Mass Maintenance - Update Parameters screen

If update is set to Y for these parameters and some fields are not updated and not set to spaces, enter an equals sign (=) in the field. If = is already known within MSB922, then no update is performed on that field.

If update is performed for report classifications, journal types, or reference codes, then all fields are overwritten and entry is required in all fields. For example, if eight journal types are in use and entry is made against all eight, or fields with no entry are changed to spaces on the file, any existing entry is overwritten.

The position of the report classifications is important. The first row represents report classification types from table files K1-K9 and KA-KF. The second row represents report classification types from table files KG-KU.

ADDITIONAL UPDATE PARAMETERS

Report Classifications

Enter up to 30 Report Classifications. Report classifications are used to group account codes in any arbitrary classification for reporting purposes.

The name of each code can be altered by changing the description on the table file XX. A table file XX entry also indicates which report classification codes are mandatory.

This field is optional.

Where report classifications exist for the selected accounts, the following applies:
- enter a valid table code for each table file position that is to update the selected accounts
- enter an equals symbol (=) for each table file position not to be updated
- if no table file position is entered, any existing table codes in this table file position are removed from the selected account

For example, the first (left-most) classification on the top line is for K1. This code is validated against the Table File K1. The next classification is K2 and is validated against the Table File K2.

Note: If the Update Report Classification field on the MSM92BB screen is set to Y and no report classifications are entered on this screen, all report classifications are removed from the selected accounts.
**Journal Types**

Enter up to 10 journal types. The journal type description displays in the adjacent field. Entry is validated against the Table File JT.

Duplicate journal types are not allowed.

Each of the 10 fields relates to a table code. For example, the first data entry field equates to the first table code on the JT table file, the second field to the second table code etc.

This field is optional.

Where journal types exist for the selected accounts the following applies:

- enter a valid table code for each position that is to update the selected accounts
- the equals symbol (=) is not valid for journal types. Enter a valid table code for each position, if an existing journal type is to be updated.
- if no table code position is entered, any existing table codes in this position are removed from the selected account

**Note:** If the Update Journal Type field on the *MSM92BB* - Posting Account Mass Maintenance - Update Parameters screen is set to Y and no journal types are entered on this screen, all journal types are removed from the selected accounts.

**Reference Codes**

Enter up to five reference codes. Each reference code is validated against the reference code definition file for entity type ACC. Duplicate reference numbers are not allowed.

This field is optional.

Where journal types exist for the selected accounts the following applies:

- Enter a valid reference code for each reference code position that is to update the selected accounts
- The equals symbol (=) is not valid for reference code positions. Enter a valid reference code for each reference code position, if an existing reference code is required to be updated.
- if a reference code for the nominated reference number in each position is not entered, any existing reference codes in this position are removed from the selected account.

A brief description of the reference codes display in the adjacent field for each non-blank reference code.

**Note:**
- If the Update Reference Codes field on *MSM92BB* screen is set to Y and no reference codes are entered on this screen, all reference codes are removed from the selected accounts.
- A reference number must be entered to update the reference code. This also applies if a reference code is to be deleted.
MSM930A - Maintain Expense Elements

Use this screen to create and maintain expense elements.

A message displays if an extended description is found for the expense element.

The appropriate prompts, according to modules installed, are selected from the following to allow entry of the appropriate subsystem posting indicators:

- Supply
- Accounts Payable
- Bulk Materials
- Production Stats
- Fixed Assets
- Labour Costing
- Payroll
- Journal
- Accounts Receivable

If an expense element needs to be deleted, Ellipse EAM checks to see if any accounts have been established on the general ledger posting accounts file or the accounts relationship file. The program checks for a defined number of accounts online. If a match is found, either a message displays to say that the segment is being used, or a message displays to say that a batch request is to be logged to run the expense element mass maintenance report to delete the selected expense element.

Where more than 40 characters of description exist for the expense element, the extra text of the description can be displayed by selecting the required item (expense element) and action code D.

Option

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create an Expense Element</td>
<td>Select this option to create an expense element.</td>
</tr>
<tr>
<td>Modify an Expense Element</td>
<td>Select this option to modify an existing expense element.</td>
</tr>
<tr>
<td>Delete an Expense Element</td>
<td>Select this option to delete an expense element.</td>
</tr>
</tbody>
</table>

Expense Element

To create an expense element, enter a number for the expense element.

Enter the existing expense element number to modify an expense element.

Name

Enter or modify the expense element name as required.
Description
Enter or modify the description of the expense element as required.

TABS
- Account Indicators
- Reporting Classifications
- Sub-System Postings

Account Indicators Tab

Active Status
Enter or modify the status of the expense element. Select one of the following options:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Select this option to activate the expense element.</td>
</tr>
<tr>
<td>I</td>
<td>Select this option to inactivate the expense element.</td>
</tr>
</tbody>
</table>

Add Tax Code
If the additional tax functionality has been enabled, you can enter or modify the additional tax code that you want to default when this expense element is costed. This field is optional.

Exclude from CAI Export
This field displays if the Ellipse EAM/Oracle CAI Integration module is active and defaults to N. Enter Y if the expense element is to be excluded from the chart of accounts CAI export process.

Open/Close Type
This field is available if the open/close pointer for the district is set to the current cost centre segment. Valid values are O (open, for balance sheet accounts) or C (close, for profit/loss accounts).

This field can be maintained when the posting indicator is set to Y. If displayed, this field is mandatory.

If the open type is changed on an existing cost centre segment record, MSB922 - Posting Accounts Mass Maintenance is initiated to update the open type on all posting accounts that contain that cost centre segment.

FAWB Processing
If set to Y, this indicates that the expense element is flagged as a Fixed Asset Workbench (FAWB) account and can be used for FAWB processing.

Rel Ent Cd
(Related Entity Code)
The related entity code linked to the expense element.

The name of this field is dependent on the name entered in the REC Literal field in MSM001C - Modify Systems Control File. Entry is validated again the REC - Related Entity Costing table file.

Note: This field displays only if the REC Installed field is set to Y in MSM001C - Modify Systems Control File.
Reporting Classifications Tab

Account Classification

The account classification for the expense element or GL code.

This field is mandatory when creating an expense element or GL code using MSO930. This classification is assigned to the expense element or GL code.

Entry is validated against the FACC - Financial Account Classification Code Table File.

Account Category

The account category for the expense element or GL code. The category is a sub code to classification where you can breakdown the expense element or GL code for reporting purposes. This field is mandatory.

Entry is validated against the FARC - Financial Account Reporting Category Table File.

Sub-Systems Postings Tab

Sub-System Indicators

Select the sub-systems to which the expense element applies. Clear sub-systems to which the expense element does not apply.

Action

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Maintain Reference Codes EE</th>
<th>Maintain reference codes for the selected item. This action displays MSM071B - Reference Codes For (Entity Name). The entity value is set to EXE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Reference Codes Generic</td>
<td>Maintain generic reference codes for the selected item. This action displays MSM071B - Reference Codes For (Entity Name). The entity value is set to ACC.</td>
</tr>
<tr>
<td>Maintain Account Code Access List</td>
<td>Maintain account code access list.</td>
</tr>
<tr>
<td>Colloquial Names Maintenance</td>
<td>Colloquial names maintenance.</td>
</tr>
<tr>
<td>Maintain Expense Element Extended Text</td>
<td>Extended text maintenance for text type EL.</td>
</tr>
<tr>
<td>General Ledger Posting Accounts Maintenance</td>
<td>General ledger posting accounts maintenance.</td>
</tr>
<tr>
<td><strong>Update All Cost Codes for an Expense Element</strong></td>
<td>This action submits a request for <strong>MSB922</strong> - Posting Accounts Mass Maintenance to update all affected cost codes with any changes made. <strong>MSB922</strong> is automatically initiated.</td>
</tr>
<tr>
<td><strong>Subledger Control Maintenance</strong></td>
<td>Sub-ledger control maintenance - the MSM968A - Sub-ledger Control Maintenance screen. This action only applies if the General Ledger (3990) module is installed and the sub-ledger facility is used.</td>
</tr>
</tbody>
</table>
MSM931A - Review Expense Elements

Use this screen to review expense elements and their details.

**Expense Element**

Enter the expense element at which to start the review.

**Item**

This field displays the item number for the expense element.

**Code**

This field displays the expense element code.

**Name**

This field displays the expense element name.

**Description**

This field displays a description of the unlabelled expense element.

**Status**

This field displays the status of the expense element. Options are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>This expense element is active.</td>
</tr>
<tr>
<td>I</td>
<td>This expense element is inactive.</td>
</tr>
</tbody>
</table>

**Add Tax**

(Additional Tax)

This field displays if the additional tax functionality is enabled. If additional tax applies to this expense element, the additional tax code displays.

**Ex**

(Excluded from CAI Interface)

This field displays if transactions are interfaced into Oracle. This field identifies if the expense element is to be loaded into Oracle.

**Sub-System Posting Indicators**

This field displays the available sub-systems. Sub-systems to which the Expense Element apply display **Y**. Sub-systems to which the Expense Element does not apply display **N**.

The following sub-systems display:

- Supply
- Accounts Payable
- Bulk Materials
- Production Stats
- Fixed Assets
- Payroll
- Labour Costing
- Journal
Accounts Receivable

**Item**
Enter an item number and select an action code to review details of the item.

**FAWB Processing**
If set to Y, this indicates that the expense element is flagged as a Fixed Asset Workbench (FAWB) account and can be used for FAWB processing.

**Account Classification**
The account classification for the expense element or GL code.
This field is mandatory when creating an expense element or GL code using MSO930. This classification is assigned to the expense element or GL code.
Entry is validated against the FACC - Financial Account Classification Code Table File.

**Account Category**
The account category for the expense element or GL code. The category is a sub code to classification where you can breakdown the expense element or GL code for reporting purposes. This field is mandatory.
Entry is validated against the FARC - Financial Account Reporting Category Table File.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Action Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Reference Codes EE</td>
<td>Ref Codes EE</td>
<td>Maintain reference codes for the selected item. This action displays MSM072B - Review Reference Codes for the selected item. The Entity value is set to EXE.</td>
</tr>
<tr>
<td>Review Reference Codes Generic</td>
<td>Ref Codes Ge</td>
<td>Review reference codes for the selected item. This action displays MSM072B - Review Reference Codes for the selected item. The entity value is set to ACC.</td>
</tr>
<tr>
<td>Review Account Code Access List Items</td>
<td>Review ACAL</td>
<td>Review account codes for the item. This action displays MSM935A - Review Account Code Access Lists For Account Unit for the selected item.</td>
</tr>
<tr>
<td>Review Extended Description for a Code</td>
<td>Extended Txt</td>
<td>Review the extended description for an item. This action displays MSM097A - Review Standard Text.</td>
</tr>
<tr>
<td>Review Subsidiary Ledger Details</td>
<td>Subledger</td>
<td>Review Subsidiary Ledger Details. Details are only available if the General Ledger module is installed and the subledger facility is used.</td>
</tr>
<tr>
<td>Select the Required Code</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select the code to return to the calling program. This option is available if the review program was called from another program using the help function.</td>
<td></td>
</tr>
</tbody>
</table>
MSM932A - Maintain Account Access List

Use this screen to create and maintain account code access lists. These lists define what accounts can have particular transactions processed against them by positions within an organisation.

You can access this program in each district that uses a nominated chart of accounts.

Users with security access one for this program cannot maintain account code access lists.

When creating an account access code list, details can be copied and modified from an existing list.

Option

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Acct Access by Tran Type</td>
<td>Select this option to create account access by transaction type.</td>
</tr>
<tr>
<td>Modify Acct Access by Tran Type</td>
<td>Select this option to modify account access by transaction type.</td>
</tr>
<tr>
<td>Maintain Tran Access by Acct Unit</td>
<td>Select this option to maintain access to transactions by accounting units.</td>
</tr>
<tr>
<td>Create Account Code Access List/Items</td>
<td>Select this option to create an account code access list.</td>
</tr>
<tr>
<td>Modify Account Code Access List</td>
<td>Select this option to modify an account code access list.</td>
</tr>
<tr>
<td>Delete Account Code Access List</td>
<td>Select this option to delete an account code access list.</td>
</tr>
</tbody>
</table>

Account Code Access List Id

Enter the ID for the account code access list to be maintained. Use this field for creating, modifying, and deleting account code access lists.

Existing Account Code Access List Id

Enter the account code access list ID to copy an existing account code access list. Use this field for creating an account code access list/items.

Employee

Enter the ID of the employee for whom to maintain access. You can either enter an employee ID in this field or a position ID in the subsequent field.

Use this field for creating and modifying account access by transaction type and for maintaining transaction access by accounting unit.

Position

Enter the position that maintains access.
Use this field to create or update account access by transaction type and to maintain transaction access by accounting unit.

**Account Unit Type**

Enter the accounting unit type to maintain access to transactions for all accounting units of the same type. To use an account code access list when maintaining transaction access, enter 8 - ACAL.

Use this field for maintaining transaction access by account unit.

The account unit type. Options are:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>4</td>
<td>Account code</td>
</tr>
<tr>
<td>5</td>
<td>Parent account</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
<tr>
<td>8</td>
<td>Account Code Access List</td>
</tr>
</tbody>
</table>

**Account Unit Code**

Enter the accounting unit code to maintain access for an individual accounting unit.

Enter the ACAL name to use as an account code access list when maintaining transaction access.

Use this field for maintaining transaction access by account unit.

**Transaction Type**

Enter the transaction type for which to maintain access. Use this field for creating or modifying access for a transaction type.
MSM932B - Account Code Access List

The presentation of this screen varies depending on the option entered on the MSM932A - Account Code Access List Maintenance Menu.

Use this screen to create and maintain details of account code access lists (ACALs) for a district. Use this screen to identify the valid account unit types, which in turn are linked to a position. You can list more than one account unit type per ACAL and wildcards can be used.

For the create option where an existing account code access list ID is to be copied, a copy displays with the ID of the account code access list entered. Details are not updated to the account code access list being created until each screen is confirmed.

Account Code Access List Id
This field displays the account code access number that was entered on the MSM932A screen.

District
The district for which to maintain account code access lists (ACAL). You can create and maintain ACALs for any district.

Note: The district must own its chart of accounts to have active ACALs created.

Description
Enter a description for the ACAL or modify the current description.

Type
The account unit type. Options are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost Centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost Code</td>
</tr>
<tr>
<td>3</td>
<td>General Ledger Code</td>
</tr>
<tr>
<td>4</td>
<td>Account Code</td>
</tr>
<tr>
<td>5</td>
<td>Parent (or Summary) Account</td>
</tr>
<tr>
<td>6</td>
<td>Expense Element</td>
</tr>
</tbody>
</table>

In an ACAL, you can have a mixture of different types to reflect the organisational requirements.

Desc
(Description)
This field displays a description of the ACAL type.

Account Unit
Enter the account unit for which to control access. This is the valid cost centre code and/or expense element code and/or account code and so on.

Note: Wildcards can be used.

Description
This field displays a description of the accounting unit.
**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Delete Item from Account Code</th>
<th>Access List</th>
<th>Delete the corresponding ACAL item.</th>
</tr>
</thead>
</table>
MSM933A - Account Code Access Review

Use this screen to review account code access. Enter search criteria in the active fields. Results are displayed in the list fields.

**Account Unit Type**

The account unit type. Options are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>4</td>
<td>Account code</td>
</tr>
<tr>
<td>5</td>
<td>Parent account</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
<tr>
<td>8</td>
<td>Account Code Access List</td>
</tr>
</tbody>
</table>

**Starting from**
Enter the accounting unit from which to begin the display.

**Employee**
Enter an employee ID for which to display account access. You can enter either an employee ID or, in the **Position** field, a position ID.

**Position**
Enter a position for which to display account access. You can enter either a position ID or, in the **Employee** field, an employee ID.

**Transaction Types**
Enter the transaction type for which to display account access.

**Start Date**
Select the earliest valid date for which account access is to be displayed.

**District**
The district for which account code access displays.

**End Date**
Select the latest valid date for which account access is to be displayed.

**Account Type**
This field displays the account type for each individual number of the selected ACAL.

**Unit**
This field displays the account unit code returned by the search.
**Chart of Accounts**

**Description**
This field displays a description of the accounting unit.

**Tran**
(Transaction)
This field displays the type of transaction that is available for processing within the ACAL. This is dependent upon the account unit type selected above.

**Start Date**
This field displays the first date for which the item is valid.

**End Date**
This field displays the final date for which the item is valid.

**Actions**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Item Details for the Account Unit</td>
<td>Review details of the Account Code Access List Item. This action is valid for accounting unit types 5 and 8.</td>
</tr>
<tr>
<td>Display Positions Assigned to Account Unit</td>
<td>Display positions assigned the accounting unit.</td>
</tr>
</tbody>
</table>
MSM934A - Review Account Code Access Lists For Account Unit

Use this screen to review details of account code access lists (ACALs) for a district. This screen details the valid account units for a requested ACAL.

Account Code Access List Id
Enter the ID of the account code access list for which to display details.

District
This field displays the current district. You can only review ACALs for this district.

Description
This field displays the description of the nominated ACAL.

Type
This field displays the accounting unit type. The name of the accounting unit type displays beside the field.

Description
This field displays a description of the account unit type.

Account Unit
This field displays the account unit for which access is controlled.

Description
This field displays a description of the accounting unit.

Action
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Display Posting Accounts for Parent Account</th>
<th>Displays posting accounts if account unit is a parent account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display all ACAL Items Account Unit refers to</td>
<td>Displays all ACALs that contain the selected account unit.</td>
</tr>
</tbody>
</table>
MSM935A - Review Account Code Access Lists For Account Unit

Use this screen to list details of Account Code Access Lists (ACALs) for an account unit such as:
- Cost codes
- Cost centres
- General ledger codes
- Expense elements
- Parent accounts

**Account Unit Type**

The account unit type. Options are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost Centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost Code</td>
</tr>
<tr>
<td>3</td>
<td>General Ledger Code</td>
</tr>
<tr>
<td>4</td>
<td>Account Code</td>
</tr>
<tr>
<td>5</td>
<td>Parent (or Summary) Account</td>
</tr>
<tr>
<td>6</td>
<td>Expense Element</td>
</tr>
</tbody>
</table>

The accounting unit name displays in the adjacent field.

**District**

The district code.

**Starting Account Unit**

Enter the first account unit for which to display ACALs.

**ACAL**

This field displays the ID of the ACAL.

**Description**

This field displays the description of the nominated ACAL.

**Type**

This field displays the transaction type for which access is controlled.

**Account Unit**

This field displays the account unit for which access is controlled.

**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:
<table>
<thead>
<tr>
<th>Display Positions Assigned to the ACAL</th>
<th>Review the positions that have been directly linked to the selected ACAL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Posting Accounts for the Parent Account</td>
<td>This is only available for account type 5.</td>
</tr>
</tbody>
</table>
MSM936A - Account Code Access by Tran Type

Use this screen to define account access by transaction type.

Account code accesses can be created for all transaction types or specific transaction types. The operator is prevented from creating access to an account unit for all transaction types (Tran Type equal ALL) when specific access to at least one transaction type has already been given. The user is prevented from creating access to a transaction type for an account unit when the account unit already has access granted for all transaction types.

When creating a new access the action code is not available.

When modifying accesses, existing accesses display with the account and unit protected, with the only modification allowed being the dates or delete the access.

Employee

This field displays the employee ID if you are defining account access for an employee. The employee name is displayed beside the field.

Position

This field displays the position ID, if you are defining account access for a position. The position title is displayed beside the field.

Transaction Type

This field displays the transaction type for which access to accounting units is being assigned.

Default Start Date

Enter a default date from which access is valid if a start date has not been selected.

If all items are to have the same start date, enter the date here and leave the St. Date field blank.

Default End Date

Enter a default date until which access is valid if a start date has not been selected. If all items are to have the same end date, enter the date here and leave the End Date field blank.

Show Current and Future Only

This field displays if you have modifying access.

Enter Y to only display items that are currently valid or are valid in the future.

Type

The account unit type. Options are:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>4</td>
<td>Account code</td>
</tr>
<tr>
<td>5</td>
<td>Parent account</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
</tbody>
</table>
Account Unit
Enter the account unit for which to control access.

Description
This field displays a description of the accounting unit.

Start Date
Select the earliest date for which account access is to be valid.

End Date
Select the latest date for which account access is to be valid.

Action
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Access</td>
<td>Delete Access</td>
</tr>
<tr>
<td>Display Item Details for the Account Unit</td>
<td>Display item details for the account unit available for parent accounts and account code access lists only.</td>
</tr>
</tbody>
</table>
MSM937A - Maintain Account Code Access by Account Unit

Use this screen to define which transaction codes can be used with an account code access list. When the Position Management module is installed, the **Position** field displays at the top of the screen so that accesses for a position can be maintained.

Users with security level 1 access to **MSO932** - Maintain Account Code Access List can only maintain access for other employees or positions where the operations currently has access to the account unit for the transaction type. Date ranges can only be maintained if they fall within the range of the users access. Security level 1 operators cannot maintain accesses for their own employee ID or position.

**Employee**

This field displays the employee ID, if you are defining transaction access for an employee. The employee name is displayed beside the field.

**Position**

This field displays the position code, if you are defining transaction access for a position. The position description displays beside the field.

**Account Unit Type**

This field displays the account type 8 - ACAL.

The account unit type. Options are:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>4</td>
<td>Account code</td>
</tr>
<tr>
<td>5</td>
<td>Parent account</td>
</tr>
<tr>
<td>6</td>
<td>Expense element</td>
</tr>
<tr>
<td>8</td>
<td>Account Code Access List</td>
</tr>
</tbody>
</table>

**Account Unit Code**

This field displays the ACAL name.

**Default Start Date**

Enter a default date from which access is valid if a start date has not been selected.

If all items are to have the same start date, enter the date here and leave the **St. Date** field blank.

**Default End Date**

Enter a default date until which access is valid if a start date has not been selected. If all items are to have the same end date, enter the date here and leave the **End Date** field blank.
**Tran Type**

*(Transaction Type)*
This field displays the available transaction types for the list.

**Description**
This field displays descriptions of the transaction types.

**Allow**
Enter Y if the transaction can be used by the position or employee with the account codes listed in the nominated ACAL.

**Start Date**
Select the earliest date for which account access is to be valid. If this field is left blank, the Default Start Date applies.

**End Date**
Select the final date for which account access is to be valid. If this field is left blank, the Default End Date applies.
**MSM940A - Maintaining GL Codes**

Use this screen to create, update, or delete a general ledger account code in the general ledger codes file.

This screen appears in two formats:

- The screen is first displayed; an option can be selected and the input of the general ledger code to be maintained.
- The screen then re-displays with the necessary fields active for entry of the required information.

Depending on the modules installed, the following sub-system posting indicators can be selected:

The following sub-systems display:

- Supply
- Accounts Payable
- Bulk Materials
- Production Stats
- Fixed Assets
- Payroll
- Labour
- Journal
- Accounts Receivable

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a GL Code</td>
<td>Use this option to create a new general ledger account code.</td>
</tr>
<tr>
<td>Modify a GL Code</td>
<td>Use this option to modify an existing general ledger account code.</td>
</tr>
<tr>
<td>Delete a GL Code</td>
<td>Use this option to delete an existing general ledger account code. This option is only displayed if your security access level is greater than one.</td>
</tr>
</tbody>
</table>

**Account Code**

Enter the general ledger code to be created, modified, or deleted.

The length of the code must not exceed the maximum length as specified for a general ledger code for the processing district.

The account code is a mandatory field which is validated. Validation is performed to prevent the use of a number for a general ledger code that has already been defined as a cost centre/expense element combination.

**Account Name**

Enter the short form name of the general ledger code being created or actioned. This account name is the default name that appears on Ellipse EAM review screens and reports.

This field is mandatory.
**Description**

Enter the full description of the general ledger code. Use this field to add more detail to explain what the account is.

This field is mandatory.

**Extended Description**

The message *Extended Description Exists* is displayed when you are modifying or deleting a general ledger code if extended description is found for the account code.

Enter **Y** if extended description of the general ledger code is to be updated when creating or modifying a general ledger code.

This field is optional.

**TABS**

- *Account Indicators*
- *Reporting Classifications*
- *Sub System Posting*

**Account Indicators Tab**

**Active Status**

Enter **A** for an active general ledger code and **I** for an inactive general ledger code.

**Note:** The inactive general ledger code remains on file for historical reporting purposes.

This field is mandatory.

A new summary account being created for use in an account relationship hierarchy must have an active status of **A**.

**Tax Code**

(Sales Tax Code)

The sales tax code field and associated literal is only displayed if the sales tax indicator on the system control file has been set to **Y**.

Enter the sales tax code that is applicable when issuing against this general ledger code. The code must be a valid code defined on table file TC.

Leave this field blank if the general ledger code being created is a non-posting/summary account and is to be used within account relationship hierarchy.

**Consumption Tax Code**

The consumption tax code field only displays if consumption tax has been activated on the district control file. If applicable, enter the consumption tax code that is used when issuing against this general ledger code. The code must be a valid code defined on the table file CM.

This field is used for accounts receivable.

Leave this field blank if posting indicator is set to **N**.

Reference should be made to the Stores module (**3140**) for an explanation of consumption tax procedures that make use of this code.

**Add to Ledger**

Enter one of the following ledger indicators:
<table>
<thead>
<tr>
<th>O</th>
<th>This code has an open account general ledger record on the posting accounts file. This is for balance sheet accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>This code has an closed account general ledger record on the posting accounts file. This is for revenue and expense accounts.</td>
</tr>
</tbody>
</table>

Leave this field blank if posting indicator is set to N.

**Additional Tax Code**

The additional tax code field only displays if additional tax has been activated on the district control file. If applicable, enter the appropriate additional tax code for the GL Code being actioned. This must be a valid tax code defined in the tax code system definition file.

This field is used for accounts payable when this general ledger code is used. For example, VAT in the UK or GST in Australia.

Leave this field blank if posting indicator is set to N.

**FAWB Processing**

If set to Y, indicates that the general ledger code is used for fixed asset workbench (FAWB) processing.

**Rel Ent Cd**

(Related Entity Code)

The related entity code linked to the general ledger code.

The name of this field is dependent on the name entered in the REC Literal field in MSM001C - Modify Systems Control File. Entry is validated against the REC - Related Entity Costing table file.

**Note:** This field displays only if the REC Installed field is set to Y in MSM001C - Modify Systems Control File.

**Reporting Classifications Tab**

**Account Classification**

The account classification for the expense element or GL code.

This field is mandatory when creating an expense element or GL code using MSO930. This classification is assigned to the expense element or GL code.

Entry is validated against the FACC - Financial Account Classification Code Table File.

**Account Category**

The account category for the expense element or GL code. The category is a sub code to classification where you can breakdown the expense element or GL code for reporting purposes. This field is mandatory.

Entry is validated against the FARC - Financial Account Reporting Category Table File.

**Sub-System Posting Tab**

**Subsystem Indicators**

For each sub-system, enter one of the following sub-system indicators:

| Y | The posting of the financial entries against this general ledger code is valid. |
The posting of the financial entries against this general ledger code is invalid. All invalid postings to account codes are reported in **MSR902 - Transaction Errors and Warnings Report** for correction.

An indicator is provided for each of the sub-systems of Ellipse EAM capable of producing financial transactions.

The indicator describes in each case whether the subsystem is capable of posting to this code. The default value is for each indicator is **N**.

Leave the indicators blank if posting indicator is set to **N**.

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Maintain Reference Codes GL</th>
<th>Maintain reference codes for the selected general ledger code. This action displays <strong>MSM071B - Maintain Reference Codes</strong>. The entity value is set to GLC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Reference Codes Generic</td>
<td>Maintain generic reference codes for the general ledger code. This action displays <strong>MSM071B - Maintain Reference Codes</strong>. The entity value is set to ACC.</td>
</tr>
<tr>
<td>Maintain Account Code Access List</td>
<td>Maintain account code reference list for the general ledger code. Selecting this action displays <strong>MSM932A - Maintain Account Access List</strong>.</td>
</tr>
<tr>
<td>Maintain Summary Account Details</td>
<td>Maintain Summary Account Details - Selecting this action displays <strong>MSM960A - General Ledger Posting Accounts Maintenance</strong>.</td>
</tr>
<tr>
<td>Report Classification Maintenance</td>
<td>Report Classification Maintenance - Selecting this action displays <strong>MSM966A - Report Classification Codes Maintenance</strong>.</td>
</tr>
</tbody>
</table>
MSM941A - Review GL Codes

Use this screen to review general ledger codes.

**GL Code**
Enter the general ledger code at which to begin the review.

**Item**
This field displays the item number for the general ledger code.

**Code**
This field displays the general ledger code.

**Name**
This field displays the name of the general ledger code.

**Description**
This field displays a description of the general ledger code.

**Extended Description**
This field displays, where applicable, the extended description of the selected general ledger code.

**Status**
This field displays the status of the general ledger code. Options are:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>I</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

**Tax Code**
(Sales Tax Code)
This field displays the sales tax code that applies to the general ledger code, if the sales tax functionality has been enabled.

**Consumption Tax Code**
This field displays the consumption tax code applied to the general ledger code, if consumption tax functionality has been enabled.

**Add Tax**
(Additional Tax)
This field displays the additional tax code applied to this general ledger code, if additional tax functionality has been enabled.

**Sub-System Posting Indicators**
This field displays the sub-systems available for use by the general ledger code. Sub-systems to which the general ledger code can be used display Y. Sub-systems to which the general ledger code does not apply display N.
The following sub-systems display:
- Supply
- Accounts Payable
- Bulk Materials
- Production Stats
- Fixed Assets
- Payroll
- Labour Costing
- Journal
- Accounts Receivable

**Item**

Enter an item number and select an action code to review details of the item.

**FAWB Processing**

If set to Y, indicates that the general ledger code is used for fixed asset workbench (FAWB) processing.

**Rel Ent Cd**

(Related Entity Code)

The related entity code linked to the GL code.

The name of this field is dependent on the name entered in the REC LITERAL field in MSM001C - Modify Systems Control File. Entry is validated again the REC - Related Entity Costing table file.

*Note:* This field displays only if the REC INSTALLED field is set to Y in MSM001C - Modify Systems Control File.

**Account Classification**

The account classification for the expense element or GL code.

This fields is mandatory when creating an expense element or GL code using MSO930. This classification is assigned to the expense element or GL code.

Entry is validated against the FACC - Financial Account Classification Code Table File.

**Account Category**

The account category for the expense element or GL code. The category is a sub code to classification where you can breakdown the expense element or GL code for reporting purposes. This field is mandatory.

Entry is validated against the FARC - Financial Account Reporting Category Table File.

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref Codes GL</td>
<td>Review reference codes for the selected general ledger item. This action displays MSM072B - Review Reference Codes.</td>
</tr>
<tr>
<td>Ref Codes Ge</td>
<td>Review generic reference codes for the selected item. This action displays MSM072B - Review Reference Codes.</td>
</tr>
<tr>
<td>Review Account Code Access List Items</td>
<td>Review ACAL</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Review account codes for the item. This action displays MSM935A - Review Account Code Access Lists For Account Unit for the selected item.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Extended Description</th>
<th>Ext Txt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the extended description for an item. This action displays MSM097A - Review Standard Text.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the code to return to the calling program. This option is available if the review program was called from another program using the help function.</td>
<td></td>
</tr>
</tbody>
</table>
MSM960A - Maintaining General Ledger Posting Accounts

Use this screen to establish and maintain posting accounts in the general ledger.

General ledger posting accounts must be created in each district in a multi-district environment regardless of whether one district owns the cost centre, expense element, or general ledger code.

Where multi-district access is provided, the creation of accounts features the facility to create an account for each of the districts. This feature is limited to districts sharing the same chart of accounts.

The account code validation indicator on the district control determines whether the use of a valid cost centre/expense element combination that is not yet created in the MSO960 - General Ledger Posting Accounts Maintenance screen can be either:

- automatically created without warning
- automatically created with warning
- or not allowed unless a valid link exists in the MSO929 - Maintain Links screen.

Use the MSB922 - Posting Accounts Mass Maintenance screen to mass create and update general ledger posting accounts.

The general ledger posting accounts maintenance screen operates in both create and modify mode.

Note: If the account has inactive segments, an asterisk (*) displays on the chart of accounts on the far left of the screen.

Account Code to start from
Enter a valid posting account to start or refresh details displayed on this screen.

Summary Accounts
Enter Y if summary accounts are to be processed. Enter N if summary accounts are not required.

Account Code
Create mode:
Enter a valid posting account code which does not already exist in the general ledger for the selected year.

Modify mode:
This field displays accounts greater than the account code entered in the starting account code field.

Description
This field displays the description of the accounts code. The description is based on the cost centre segments, expense element and general ledger code names.

Account Type
This field displays the posting account codes account type.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre type (cost centre with no expense element)</td>
</tr>
</tbody>
</table>
Cost code (cost centre with expense element)

General ledger code

**Account Status**

This field identifies the account status. This field is mandatory. You can amend the status using this field.

For example, you can change the status from **S** - System Generated to **A** - Active.

The following codes are available for selection:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>I</td>
<td>Inactive</td>
</tr>
<tr>
<td>M</td>
<td>Being monitored</td>
</tr>
<tr>
<td>N</td>
<td>Summary account - cannot be modified</td>
</tr>
<tr>
<td>S</td>
<td>System-generated</td>
</tr>
</tbody>
</table>

**Open/Closed**

(Opening Balance Status)

This field is used to indicate whether a balance is carried forward for the commencement of a new financial year.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Balance is carried forward for an opening balance. Use against asset, liability, and equity posting accounts.</td>
</tr>
<tr>
<td>C</td>
<td>Balance is accumulated into retained earnings account, and then reset to zero. Used against income and expense posting accounts.</td>
</tr>
</tbody>
</table>

This field is protected and cannot be updated.

**ARPG**

Enter a valid Account Remeasurement Processing Group (ARPG) code. Entry is validated against the ARPG - Account Remeasurement Processing Group table file. Enter a question mark (?) to review and select a valid ARPG code.

This field is mandatory if the **GL Remeasurement in Use** field on the XT table file is set to **Y**. System-generated accounts are not created with an ARPG. When the account status is updated from **S** to **A**, ARPG is mandatory. Otherwise, entry is optional.

**ATPG**

Enter a valid account translation processing group (ATPG) code. Entry is validated against the ATPG - Account Translation Processing Group table file. Enter a question mark (?) to review and select a valid ATPG code.

This field is mandatory if the **GL Translation in Use** field on the XT table file is set to **Y**. System-generated accounts are not created with an ATPG. When the account status is updated from **S** to **A**, ATPG is mandatory. Otherwise, entry is optional.
**Action**

To complete entry of posting account information, action code J should be selected to enable entry of additional posting account details.

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Maintain Reference Codes</th>
<th>Maintain reference codes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colloquial Names Maintenance</td>
<td>Colloquial names maintenance - not for summary accounts.</td>
</tr>
<tr>
<td>Delete the Account Code</td>
<td>Delete the account - This only applies in Modify mode. Additionally, an account may only be deleted if no (zero) actual, budget, or statistics values exist for this account code in the general ledger and account is not referenced.</td>
</tr>
<tr>
<td>Globally Create the Account Code</td>
<td>Globally create the account code - not for summary accounts. This only applies if multi-district access is provided and in Create mode and other district(s) uses the processing district’s chart of accounts. In creating a posting account for another district, the selected status codes and entry indicators are duplicated for that district. The limit code is only duplicated if that limit code is defined in that district’s limit code file.</td>
</tr>
<tr>
<td>Interdistrict Table Maintenance</td>
<td>Inte-rdistrict table maintenance - the MSM927A - Interdistrict Processing Maintenance screen displays. This screen is not for summary accounts. This action only applies if inter-company table processing has been specified in the system control setup as being available and only if inter-company accounts are maintained in this district.</td>
</tr>
<tr>
<td>Maintain Additional Account Details</td>
<td>Account additional details maintenance - the MSM96BA - Maintain/Review Additional Account Details screen displays.</td>
</tr>
<tr>
<td>Report Classification Maintenance</td>
<td>Report classification maintenance - the MSM966A - Report Classification Codes Maintenance screen displays. This only applies if entries have been defined on any of the following table files: K1 - K9 - Report classification codes inclusive. K1 - K9 - Report classification codes inclusive.</td>
</tr>
<tr>
<td>Subledger Control Maintenance</td>
<td>Subledger control maintenance - the MSM968A - Sub-ledger Control Maintenance screen displays. This screen is not for summary accounts. This action only applies if the General Ledger (3990) module is installed and the sub-ledger functionality is used, and is only permitted for an account that is not a system control account.</td>
</tr>
</tbody>
</table>
MSM967A - General Ledger Posting Accounts Review

Use this screen to review general ledger posting accounts.

Item
Enter an item number and select an action code to review details of the item.

Account Code
Enter the account unit code at which to begin the review.

Type
Enter the posting account type to display:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Display cost codes (linked cost centre segments and expense elements). Cost codes are usually revenue and expense accounts.</td>
</tr>
<tr>
<td>G</td>
<td>Display general ledger codes. General ledger codes are usually balance sheet accounts.</td>
</tr>
<tr>
<td>S</td>
<td>Display summary accounts.</td>
</tr>
</tbody>
</table>

Leave this field blank to review both types of accounts.

Status
Enter the status of posting accounts to display:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active account. Displays active posting accounts</td>
</tr>
<tr>
<td>I</td>
<td>Inactive account. Displays inactive posting accounts</td>
</tr>
<tr>
<td>M</td>
<td>Monitored account. Displays monitored posting accounts</td>
</tr>
<tr>
<td>S</td>
<td>System generated. Displays system generated posting accounts</td>
</tr>
<tr>
<td>X</td>
<td>Inactive COA. Displays active within inactive chart of account elements</td>
</tr>
</tbody>
</table>

Parent Acct
(Parent Account)
To display posting accounts belonging to a particular parent account, enter the parent account.

When the summary posting transaction Up the Account Code Relationship Structure field is set to Y on the district control file, this field displays where you can review posting accounts for a parent account. The review can restart from a certain point by entering the required starting code.

Item
This field displays the item number for the posting account.

Account Code
This field displays the account code for the posting account.
Description
This field displays the description of the posting account.

Account Type
This field displays the account unit type of the posting account. Options are:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost centre</td>
</tr>
<tr>
<td>2</td>
<td>Cost code</td>
</tr>
<tr>
<td>3</td>
<td>General ledger code</td>
</tr>
<tr>
<td>4</td>
<td>Account code</td>
</tr>
<tr>
<td>5</td>
<td>Parent account</td>
</tr>
</tbody>
</table>

Account Status
This field displays the account status:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>I</td>
<td>Inactive</td>
</tr>
<tr>
<td>M</td>
<td>Monitored</td>
</tr>
<tr>
<td>S</td>
<td>System-generated</td>
</tr>
</tbody>
</table>

Open Closed
This field displays whether a balance is carried forward for the commencement of a new financial year. Entry options are:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Balance is carried forward for an opening balance. This is the setting required against balance sheet accounts such as assets, liabilities, and equity.</td>
</tr>
<tr>
<td>C</td>
<td>Balance is accumulated into profit and loss accounts and then reset to zero. This is the setting required for revenue and expense accounts.</td>
</tr>
</tbody>
</table>

ARPG
The account remeasurement processing group (ARPG) associated with this account code.

ATPG
(Account Translation Processing Group)
The account translation processing group associated with the account code.

FAWB Processing
If set to Y, indicates that the GL posting account is flagged for fixed asset workbench (FAWB) processing.
Rel Ent Cd
(Related Entity Code)

The related entity code linked to the general ledger posting accounts.

The name of this field is dependent on the name entered in the REC Literal field in MSM001C - Modify Systems Control File. Entry is validated again the REC - Related Entity Costing table file.

| Note: This field displays only if the REC Installed field is set to Y in MSM001C - Modify Systems Control File. |

Action

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Maintain Reference Codes</th>
<th>Maintain reference codes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Interdistrict Account Details</td>
<td>Review interdistrict account details. This action is only available if you are using multiple inter-district accounts in each district.</td>
</tr>
<tr>
<td>Review Additional Account Details</td>
<td>The action displays MSM96BA - Maintain/Review Additional Account Details screen where you can review additional account details.</td>
</tr>
<tr>
<td>Review Subsidiary Ledger Details</td>
<td>Review subsidiary ledger details.</td>
</tr>
</tbody>
</table>