Government of Barbados

Cloud Suite Financials & Supply Management System

LEDGER MANUAL

Prepared By:

The Cloud Suite Team

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Version 1.2

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INTRODUCTION

The Finance Enterprise Group (FEG) defines financial information for the entire enterprise. For the Government of Barbados the finance enterprise group is called GOB. This FEG comprises of central government ministries and departments, eventually all State-Owned Entities (SOEs) will be included. The inclusion of all entities owned by Government will enable the Government of Barbados to make global decisions about government's consolidated financial position

Ledger Entity

The ledger entity for Cloud Suite Financials is 1000 for Central Government.

Cost Centers

A cost center represents a reporting or posting level within the ledger. Cost centers are built hierarchically as seen in the Picture1 below **0001** is the **posting** or lowest level, this rolls up to summary level of **001** which rolls to the top level summarized level of **9002**.

Cost Center	Description	Dimension Type
— 9002	Central Government of Barbados	Summary
— 10	Governor General	Summary
— 001	Governor-General's Establish.	Summary
0001	GOVERNOR-GENERAL	Posting

Picture 1

The posting level is the level at which transactions are keyed.

General Ledger Overview

The General Ledger (**GL)** application is the center of several other financial applications. It acts as a repository where data from other Infor applications such as accounts payables, asset management, and accounts receivables are transferred to the GL where they are posted to the accounts. The GL uses the posted balances for reporting and budgeting purposes, it also allows query of real-time information about transactions and journal entries. All users can build customized reports to list transactions based on the criteria they defined.

Reporting Chart

The chart of accounts is a list of all the accounts used by the entity to organize accounting records. It is made up of balance sheet and income statement accounts; these accounts are summarized and detailed. The chart of accounts is hierarchical, where transactional accounts roll up into summary accounts to provide details.

Display Account	Account Type	Chart Section
1	Assets	Balance Sheet
2	Liabilities	Balance Sheet
3	Equity	Balance Sheet
5	Revenue	Income Statement
6	Expenditure	Income Statement

Posting Accounts

A posting account is a detailed account that is used to post journal entries. It consists of numeric consisting of ten digits. The following shows the posting accounts for salaries

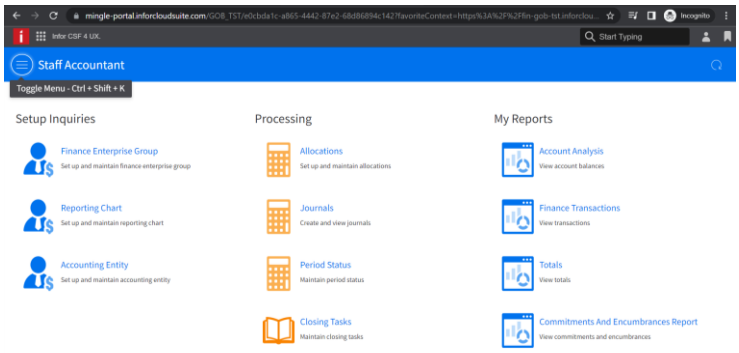
Account

Account	Description	Chart Section
610	Salaries	
6101101100	Salaries	Income Statement
6101102100	Arrears of Salaries	Income Statement
6102100100	Salaries	Income Statement
6102100200	Arrears of Salaries	Income Statement

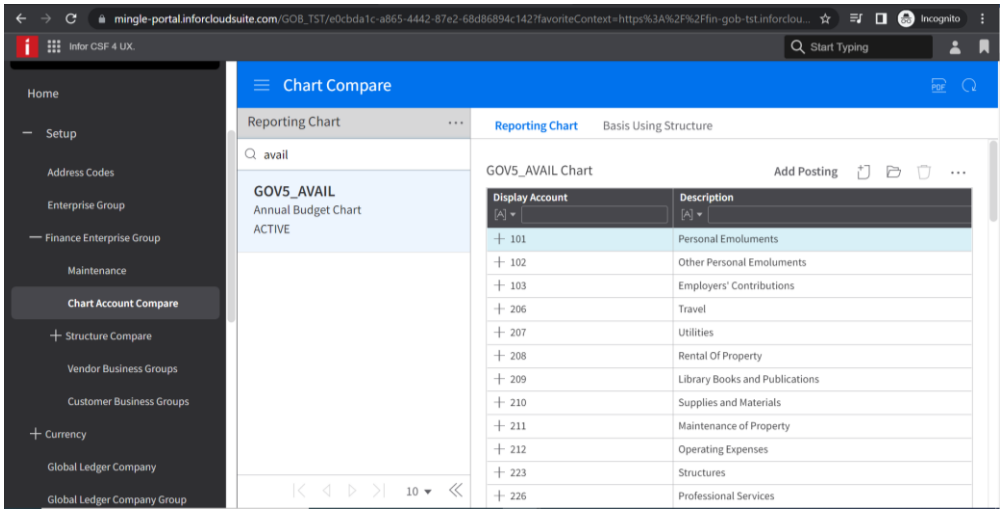
Extracting Chart of Accounts (COA)

Users can extract their Chart of Accounts (COA) from CSF. This can be accomplished by performing the following.

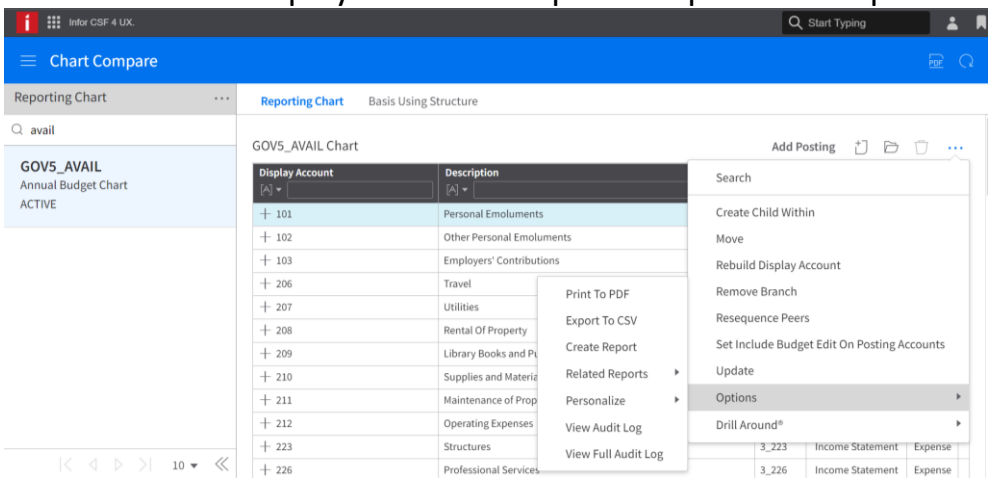
- Choose the role of Staff Accountant from the landing page.



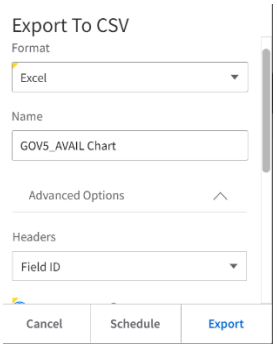
- Use the Toggle Menu to display the menu on the left



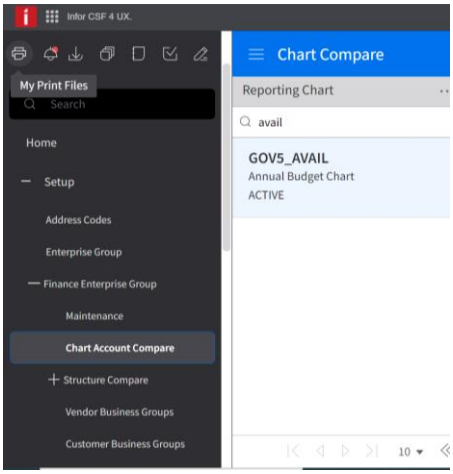
- Click Setup → Finance Enterprise Group → Chart Account Compare
- Enter the name of the chart to be extracted in the search bar and click enter
- When the chart displays click the ellipsis → Options → Export to CSV



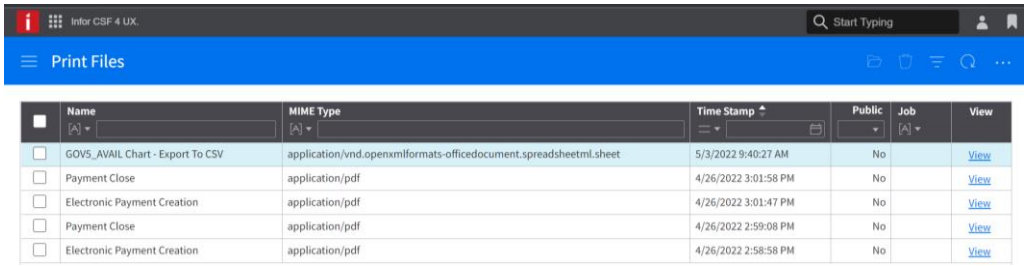
From the Export to CSV pop-up window:



- Click drop down arrow under Format and select Excel
- Give the Chart a name or keep the default name
- Click Advanced Options and select All Records
- Click Export



- Navigate to 'My Print Files' represented by the printer icon

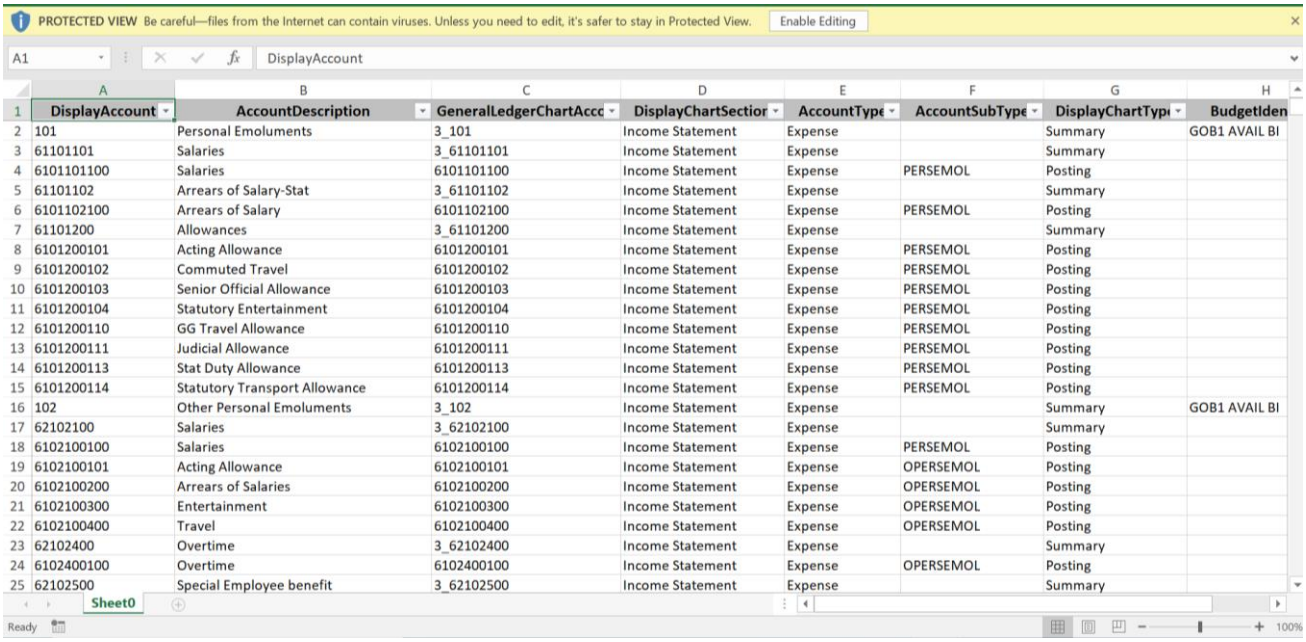


Name	MIME Type	Time Stamp	Public	Job	View
GOV5_AVAIL Chart - Export To CSV	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	5/3/2022 9:40:27 AM	No		View
Payment Close	application/pdf	4/26/2022 3:01:58 PM	No		View
Electronic Payment Creation	application/pdf	4/26/2022 3:01:47 PM	No		View
Payment Close	application/pdf	4/26/2022 2:59:08 PM	No		View
Electronic Payment Creation	application/pdf	4/26/2022 2:58:58 PM	No		View

- Locate the exported chart on the Print Files window and click view

This automatically downloads the Excel sheet to your system

Navigate to the downloaded chart on your system and open to view the Chart of Accounts, which was extracted from CSF. This chart will show the Chart of Account in a flat view (there will be no visual roll ups as there are in CSF, e.g. shown below). The parents are of Display Chart Type Summary, whilst the lowest levels are the posting accounts (the 10 digit number accounts used during transactions).



PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 DisplayAccount

	A	B	C	D	E	F	G	H
1	DisplayAccount	AccountDescription	GeneralLedgerChartAcc	DisplayChartSectior	AccountType	AccountSubType	DisplayChartTyp	BudgetIden
2	101	Personal Emoluments	3_101	Income Statement	Expense		Summary	GOB1 AVAIL BI
3	61101101	Salaries	3_61101101	Income Statement	Expense		Summary	
4	6101101100	Salaries	6101101100	Income Statement	Expense	PERSEMOL	Posting	
5	61101102	Arrears of Salary-Stat	3_61101102	Income Statement	Expense		Summary	
6	6101102100	Arrears of Salary	6101102100	Income Statement	Expense	PERSEMOL	Posting	
7	61101200	Allowances	3_61101200	Income Statement	Expense		Summary	
8	6101200101	Acting Allowance	6101200101	Income Statement	Expense	PERSEMOL	Posting	
9	6101200102	Commuted Travel	6101200102	Income Statement	Expense	PERSEMOL	Posting	
10	6101200103	Senior Official Allowance	6101200103	Income Statement	Expense	PERSEMOL	Posting	
11	6101200104	Statutory Entertainment	6101200104	Income Statement	Expense	PERSEMOL	Posting	
12	6101200110	GG Travel Allowance	6101200110	Income Statement	Expense	PERSEMOL	Posting	
13	6101200111	Judicial Allowance	6101200111	Income Statement	Expense	PERSEMOL	Posting	
14	6101200113	Stat Duty Allowance	6101200113	Income Statement	Expense	PERSEMOL	Posting	
15	6101200114	Statutory Transport Allowance	6101200114	Income Statement	Expense	PERSEMOL	Posting	
16	102	Other Personal Emoluments	3_102	Income Statement	Expense		Summary	GOB1 AVAIL BI
17	62102100	Salaries	3_62102100	Income Statement	Expense		Summary	
18	6102100100	Salaries	6102100100	Income Statement	Expense	PERSEMOL	Posting	
19	6102100101	Acting Allowance	6102100101	Income Statement	Expense	OPERSEMOL	Posting	
20	6102100200	Arrears of Salaries	6102100200	Income Statement	Expense	OPERSEMOL	Posting	
21	6102100300	Entertainment	6102100300	Income Statement	Expense	OPERSEMOL	Posting	
22	6102100400	Travel	6102100400	Income Statement	Expense	OPERSEMOL	Posting	
23	62102400	Overtime	3_62102400	Income Statement	Expense		Summary	
24	6102400100	Overtime	6102400100	Income Statement	Expense	OPERSEMOL	Posting	
25	62102500	Special Employee benefit	3_62102500	Income Statement	Expense		Summary	

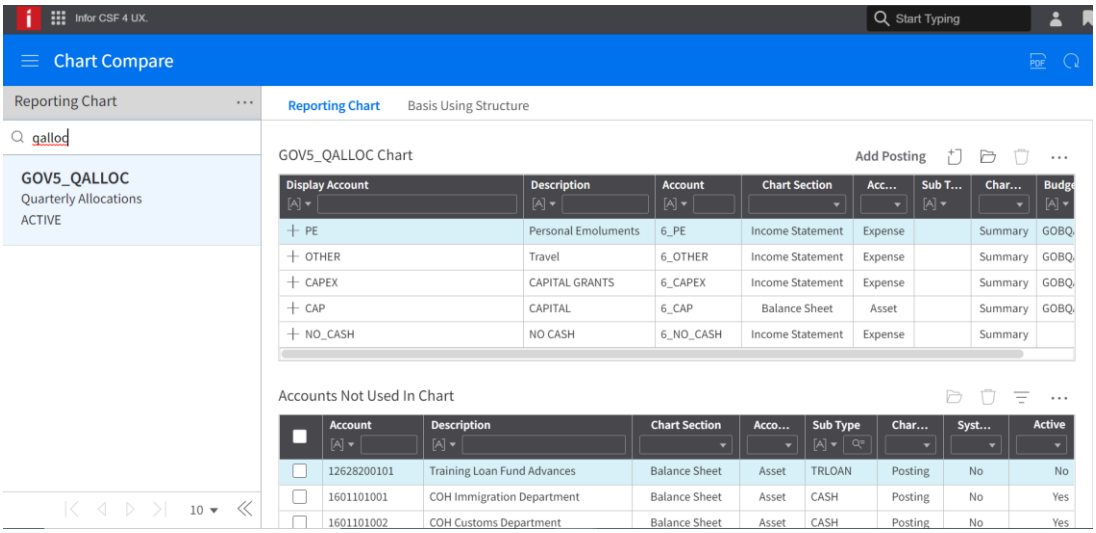
Sheet0

Ready 100%

Viewing Accounts not included in COA

If users wish to view accounts not included on their COA, they may do so from the same Chart Account Compare window.

Below the selected COA, Accounts not used within that chart will display. These accounts may be exported to Excel similarly to the COA export.



Infor CSF 4 UX. Start Typing

Chart Compare

Reporting Chart

qalloc

GOV5_QALLOC
Quarterly Allocations
ACTIVE

Reporting Chart | Basis Using Structure

GOV5_QALLOC Chart — Add Posting

Display Account	Description	Account	Chart Section	Acc...	Sub T...	Char...	Budge
PE	Personal Emoluments	6_PE	Income Statement	Expense		Summary	GOBQ.
OTHER	Travel	6_OTHER	Income Statement	Expense		Summary	GOBQ.
CAPEX	CAPITAL GRANTS	6_CAPEX	Income Statement	Expense		Summary	GOBQ.
CAP	CAPITAL	6_CAP	Balance Sheet	Asset		Summary	GOBQ.
NO_CASH	NO CASH	6_NO_CASH	Income Statement	Expense		Summary	

Accounts Not Used In Chart

Account	Description	Chart Section	Acco...	Sub Type	Char...	Syst...	Active
12628200101	Training Loan Fund Advances	Balance Sheet	Asset	TRLOAN	Posting	No	No
1601101001	COH Immigration Department	Balance Sheet	Asset	CASH	Posting	No	Yes
1601101002	COH Customs Department	Balance Sheet	Asset	CASH	Posting	No	Yes

10

To Export the unused Accounts

- Click the Ellipsis in line with ‘Accounts Not Used in Chart’

- Select Options → Export to CSV

From the Export to CSV pop-up window:

- Click drop down arrow under Format and select Excel
- Click Advanced Options and select All Records
- Click Export
- Navigate to ‘My Print Files’ represented by the printer icon
- Locate the exported chart on the Print Files window and click view

Navigate to the downloaded file on your system and open to view the Accounts not included in your Chart of Accounts.

Journals Overview

Journal adjustments are used for correcting or recording transactions. Every time a department sells something, buys something, or completes any business transaction, the transaction is most likely recorded as a journal entry. Those journal entries are later posted to the appropriate accounts in your global ledger. Journal entries can get to Global Ledger in one of three ways:

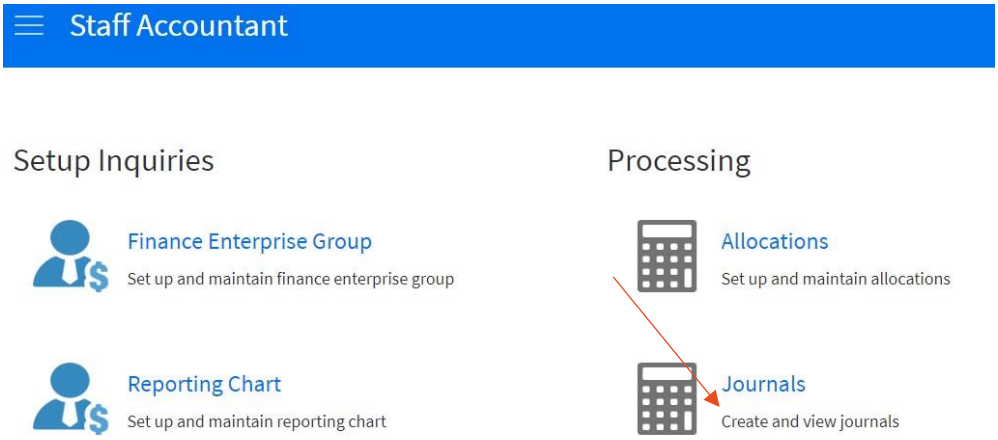
(1) Directly in General Ledger;

(2) Other CSF applications, such as Accounts Payable, and interfaced to General Ledger

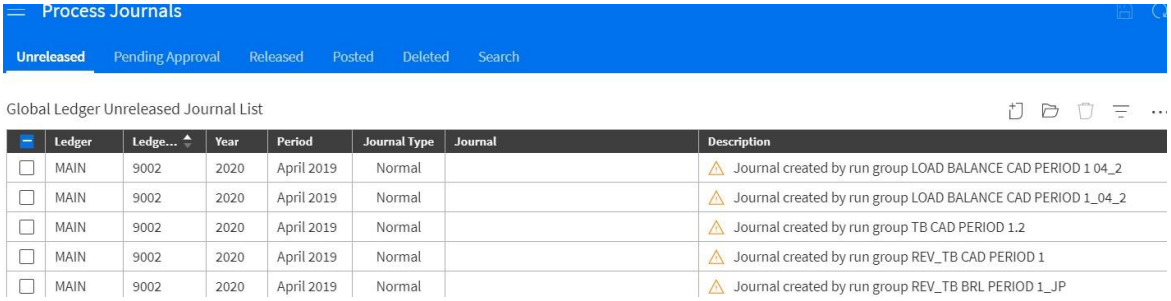
(3) Created in non-CSF applications and interfaced to General Ledger e.g. transactions from Cash Receipting, BRA TAMIS

Journals Processing

Step 1: To create a journal access the role of 'Staff Accountant' and click on the 'create journal' tab.



The below screen ‘Process Journal Form’ becomes available



Unreleased Tab

Displays the unposted ledger journals for an entity. To create, edit or delete a journal you must have the proper activity and data security.

Pending Approval Tab

This shows journals that have been released and are at various stages of approval

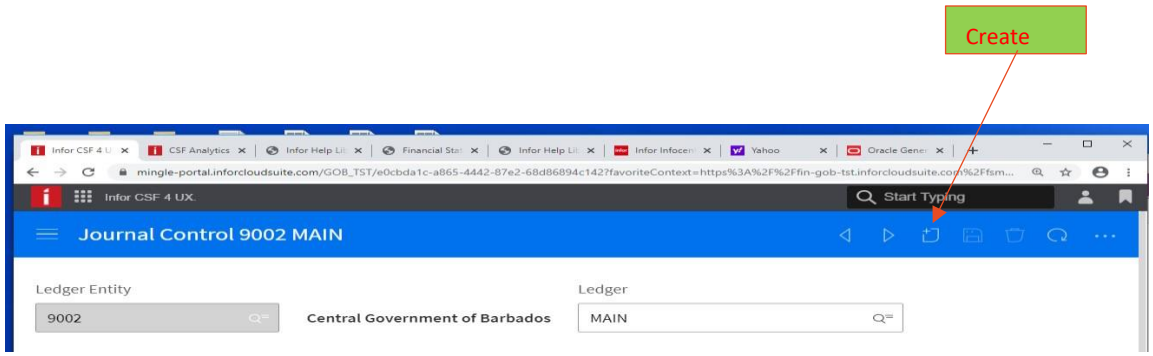
Released Tab

Shows journals that have been released and are available for posting

Posted Tab

Deleted

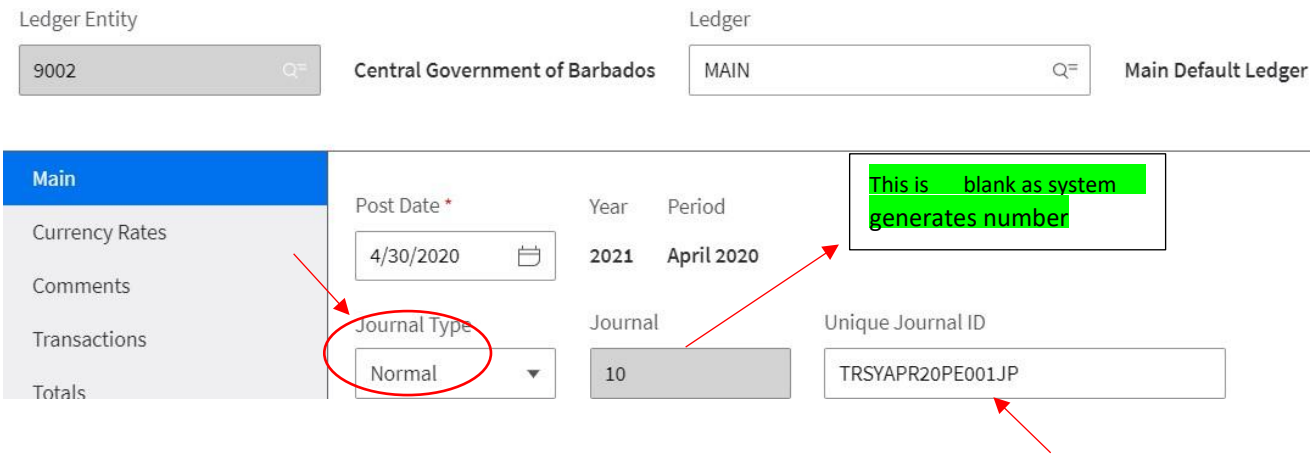
Step 2: Click **Create**. A blank Journal Control record displays, this specifies how the journal is entered and processed



Step 3: Select **'Ledger Entity'** field

Step 4: Type in the **Post Date** you want the transaction to post, typing **'t'** defaults today's date

New Journal Control Type



Step 5: Select the journal type:

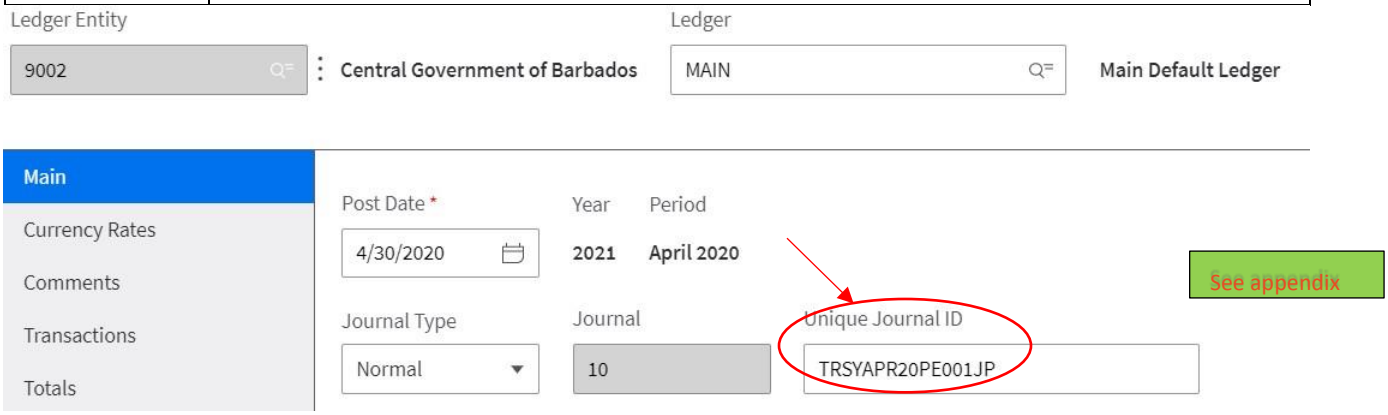
Normal is the default type. Select this type if all transactions for the journal entry are within the same ledger entity

Select **Inter Entity** if the transactions are cross ledger entities.

Step 6: Unique Journal ID

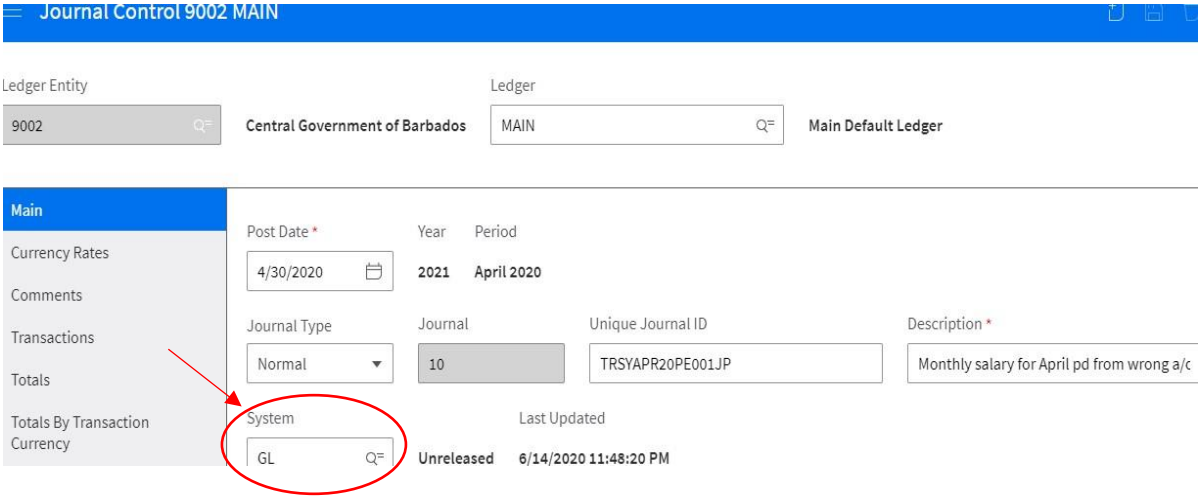
Select a unique Journal ID, this is created based on guidelines set out by TRSY

TRSY	Payable Entity ID
APR	Denotes the first 3 digits of the Month
20	Denotes the last 2 digits of the calendar year
PE	Denotes the Journal Type
SAC	Denotes the standard account code
001	Denotes the journal number
JP	Initials of Officer processing the journal
Journal ID	TRSYAPR20PE101-001JP

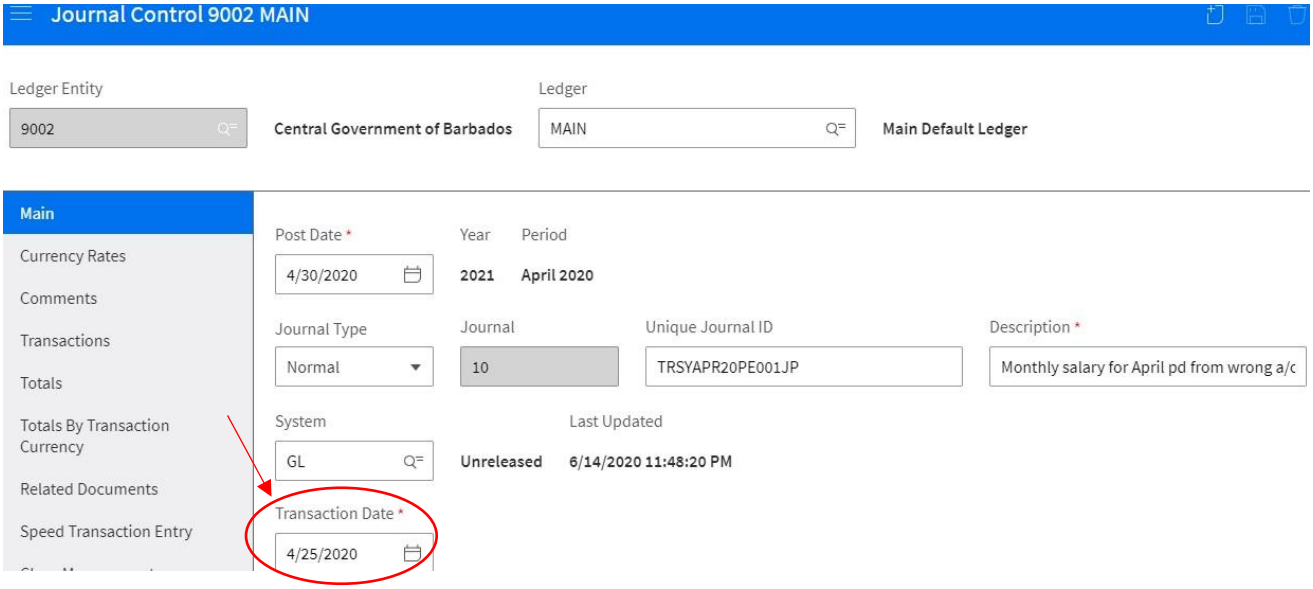


Step 7: In the **Description f**ield, type an appropriate description (**this should be concise**). This description will be used as the default on transaction line as they are created.

Step 8: **System**, the default system is GL (General Ledger)

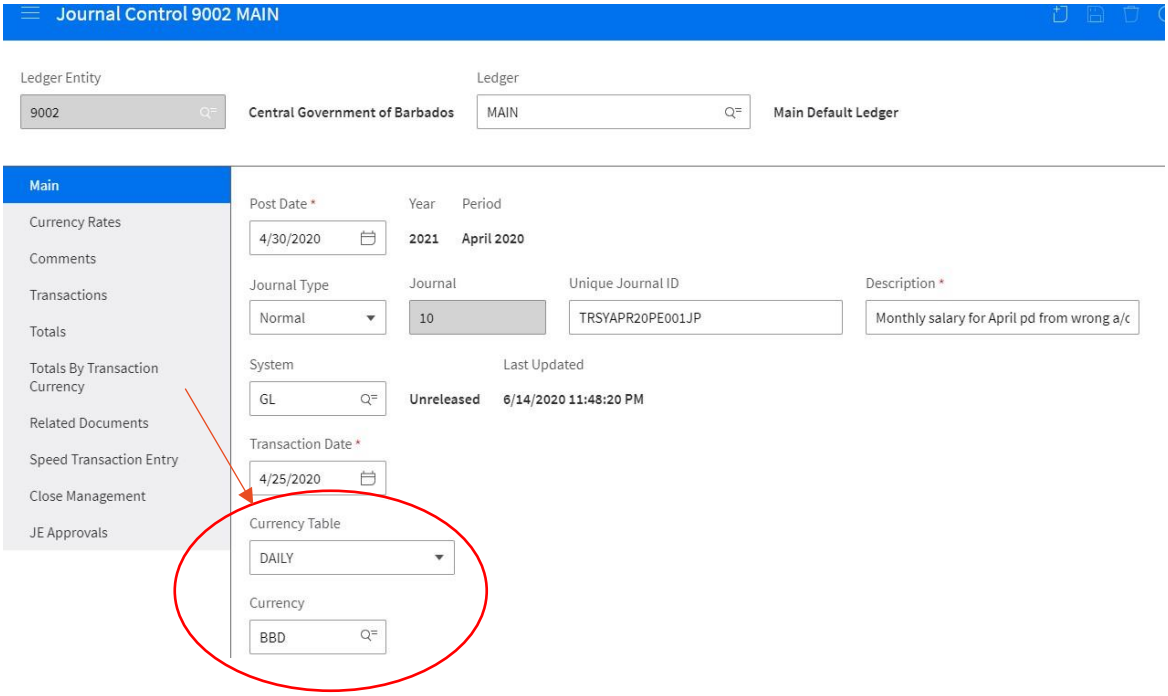


Step 9: Transaction Date, the current date is the default, use the date the transaction occurred.

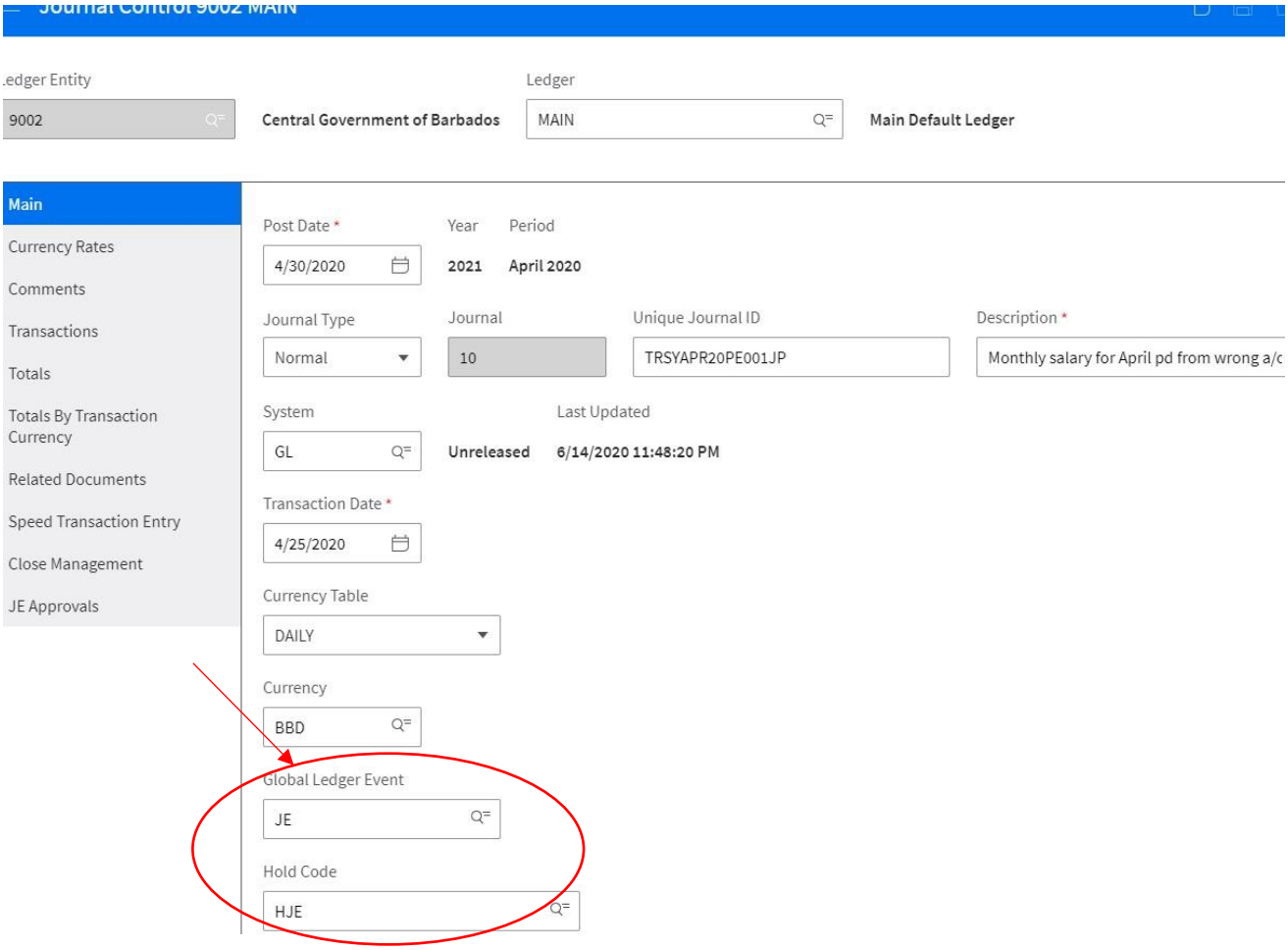


Currency Table **'Daily'** defaults

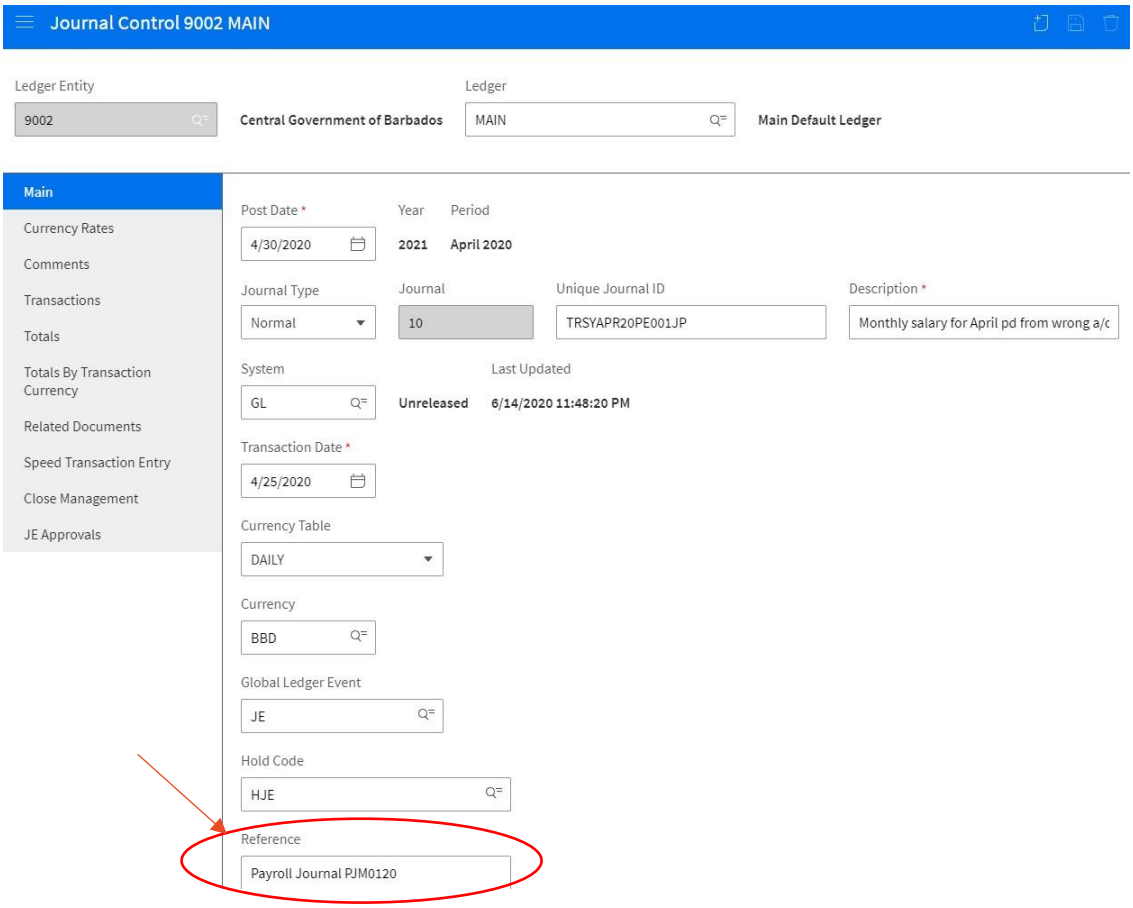
Currency – The default currency is **BBD**, if making foreign currency adjustment select appropriate currency



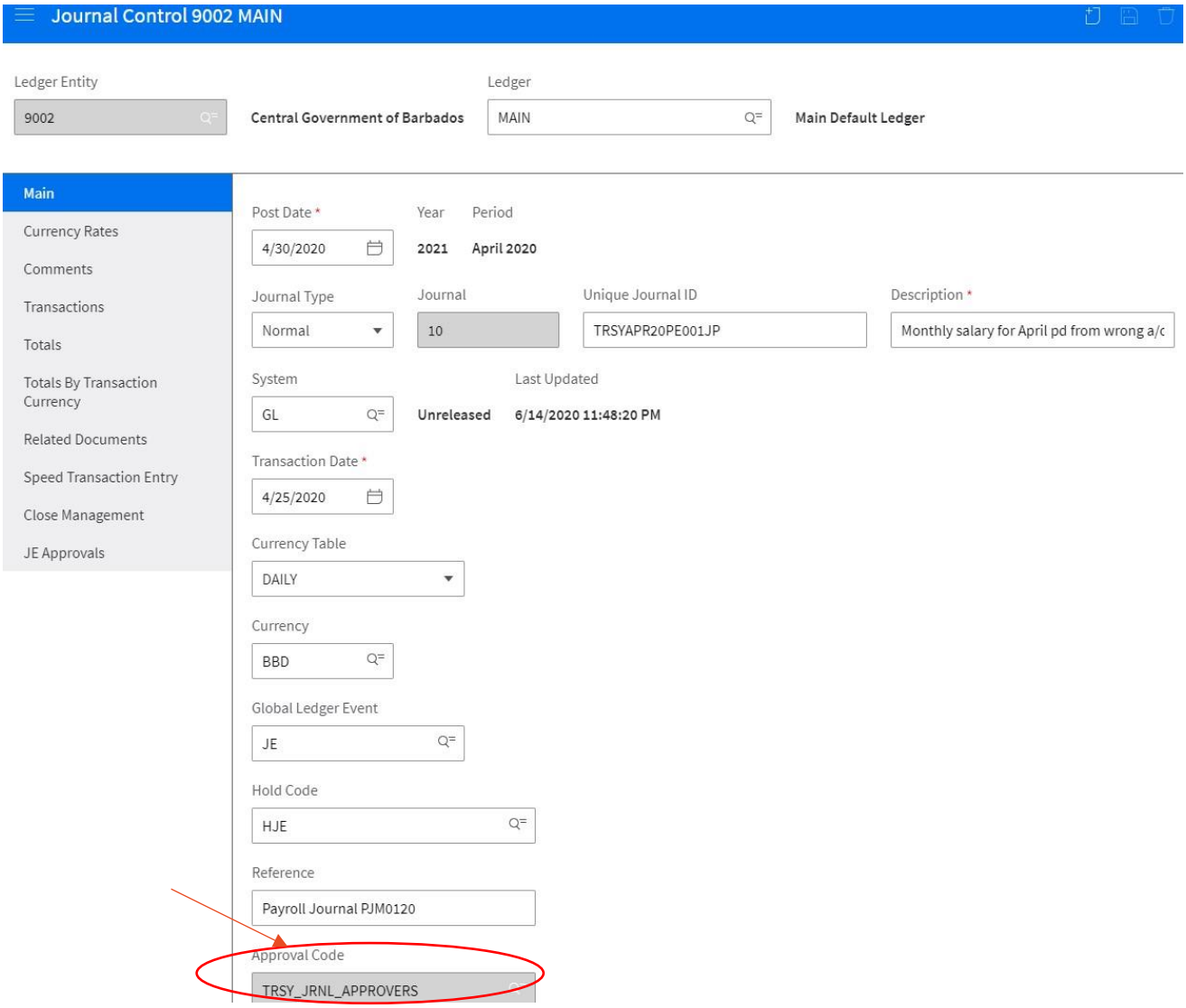
Global Ledger Event – **JE** (journal entry) is the default event, this can be changed **Hold Code** – the hold code prevents transactions from posting



Step 10: **Reference** – this is user-defined and is used to track transactions



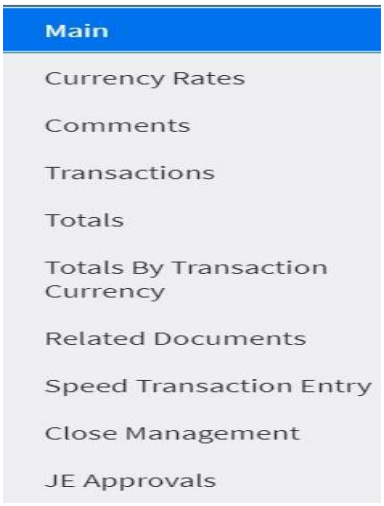
Approval Code – this defaults and is named based on the department approvers



Is and Intercompany Billing Journal – select if so

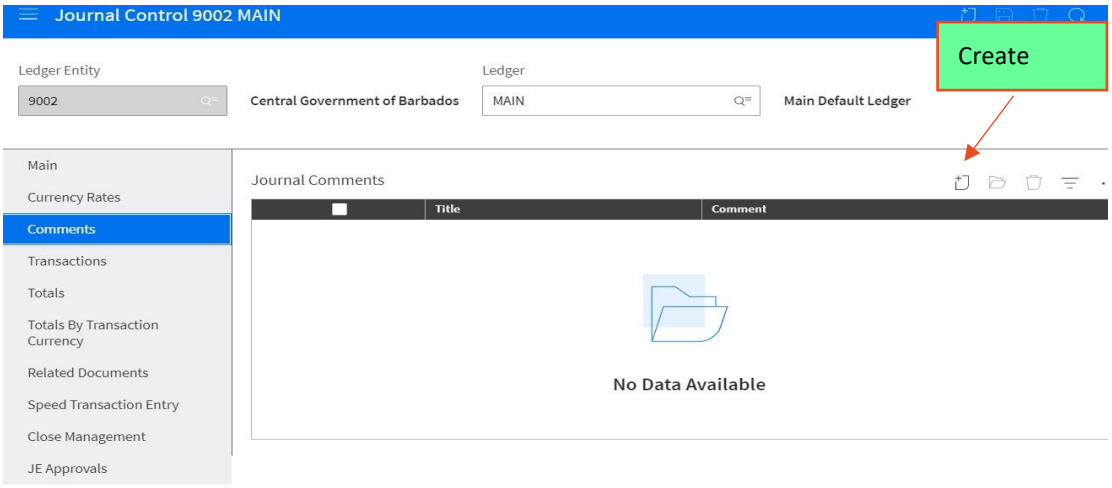
Step 11: Click **Save** – this creates the control record. The Journal Field is automatically assign a number

After ‘saving’ the other tabs become available

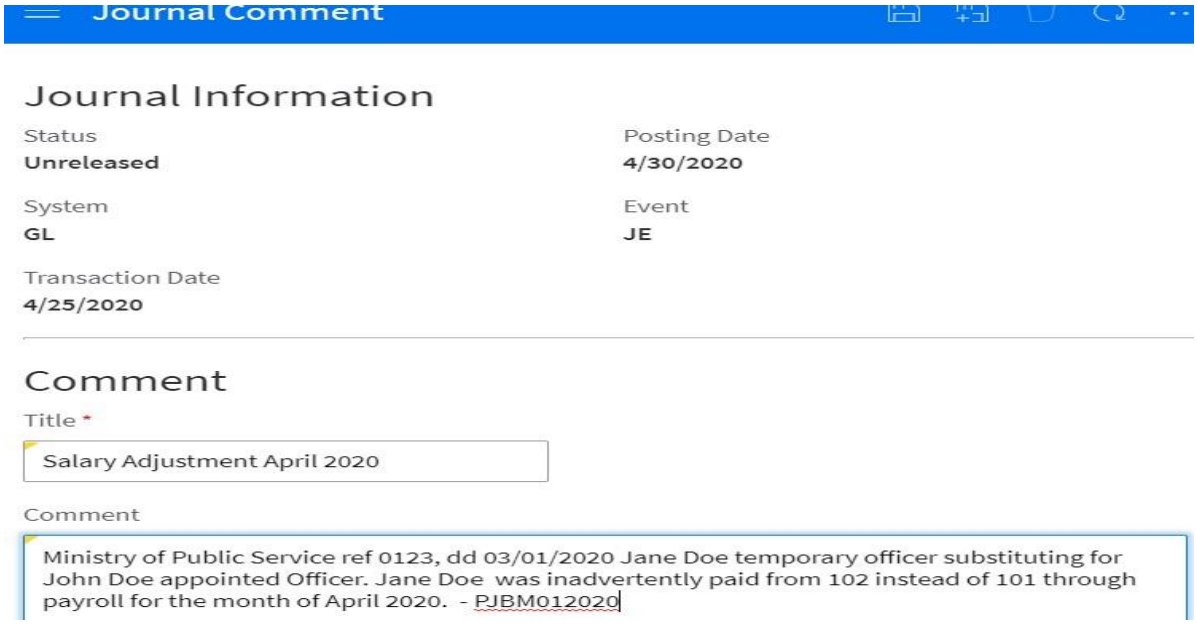


Currency Rate Tab - this is informational it shows the functional currency - which for GOB is Barbados dollars and the foreign currency code, if it was a foreign currency:

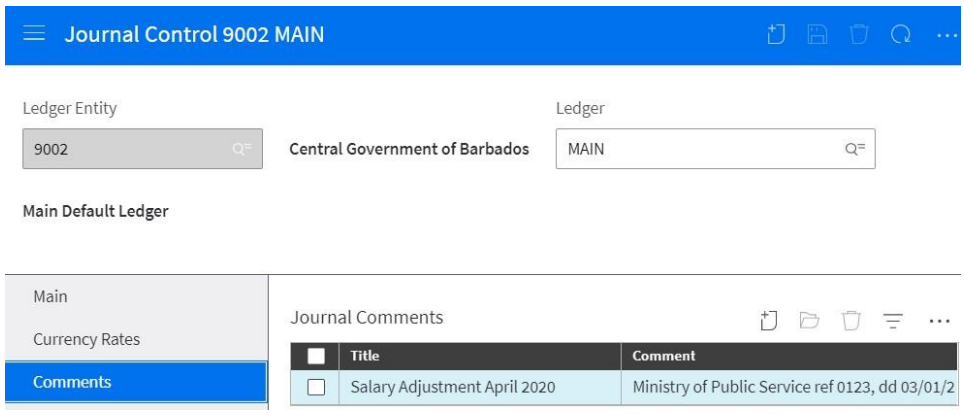
Step 12: Comments – To enter comments click on the '**comments**' tab, the below screen appears:



Step 13: After selecting 'create', give a title then enter comments

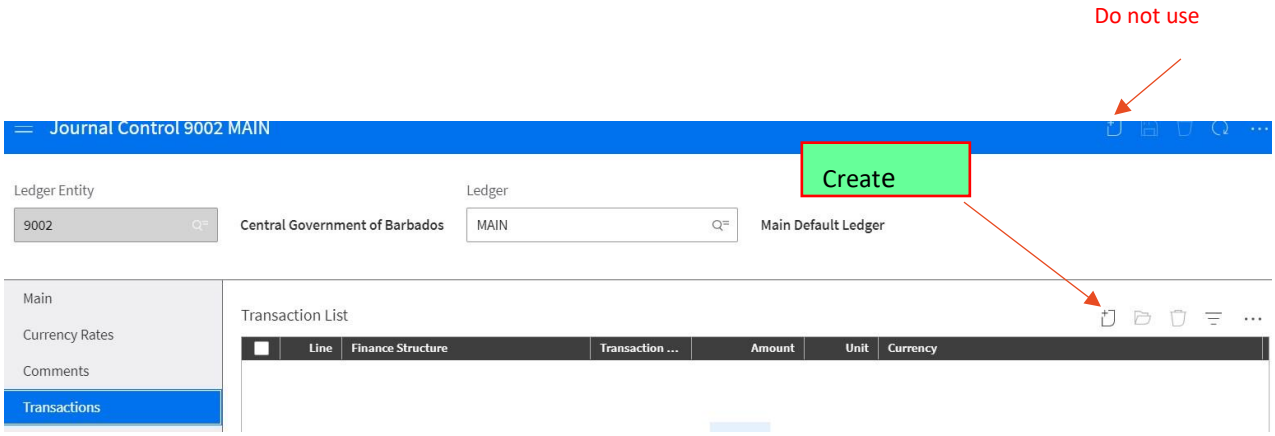


'Save' and return to previous page by clicking on the return arrow ← the following screenshot is displayed

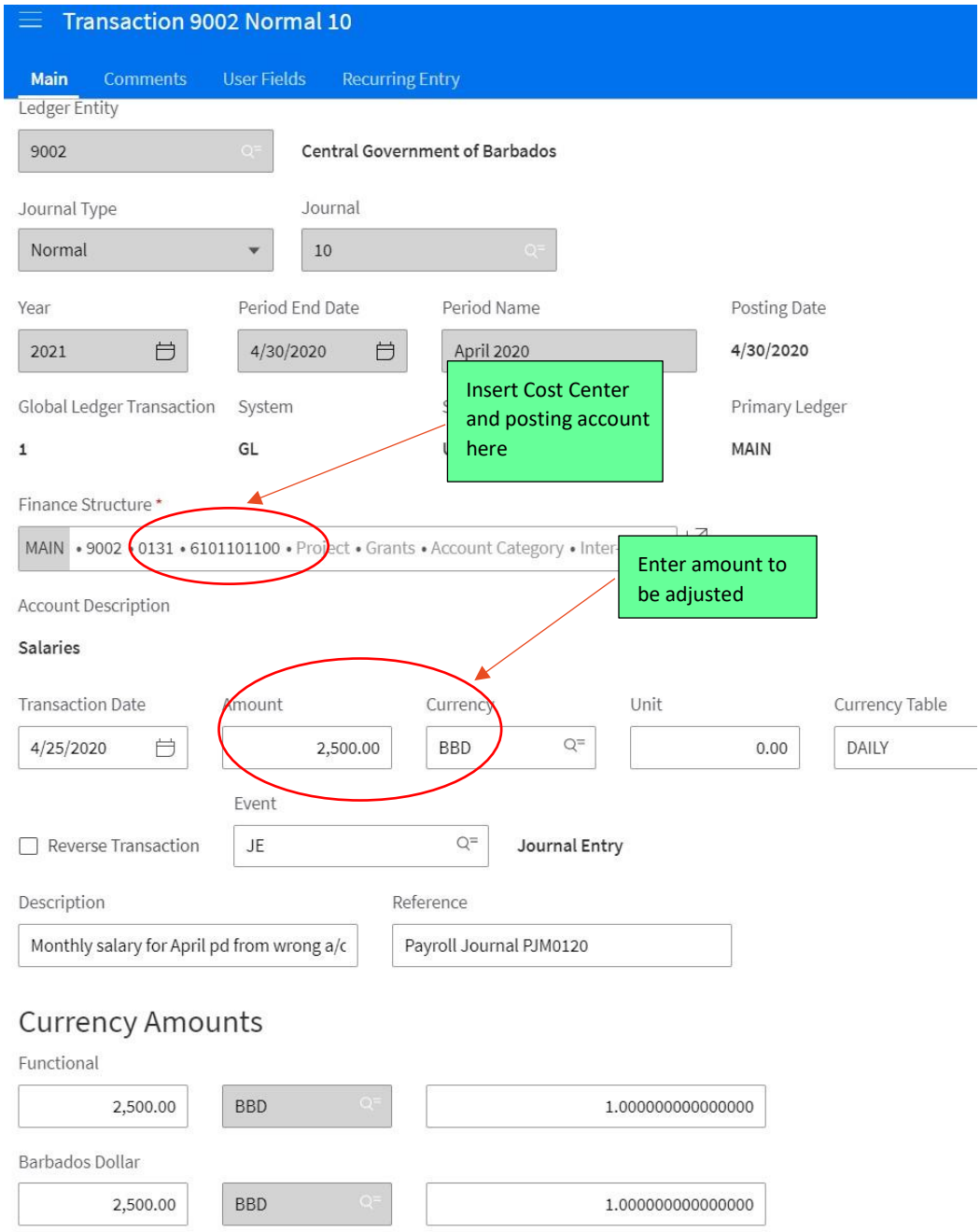


Transactions Step 14: Select the transaction tab

1. **C**lick Create associated with the Transactions tab. A blank Transaction record displays. There are two actions to create on this form highlighted is the one to use



2. Complete the form by entering or searching for cost center and account. Enter monies to be adjusted

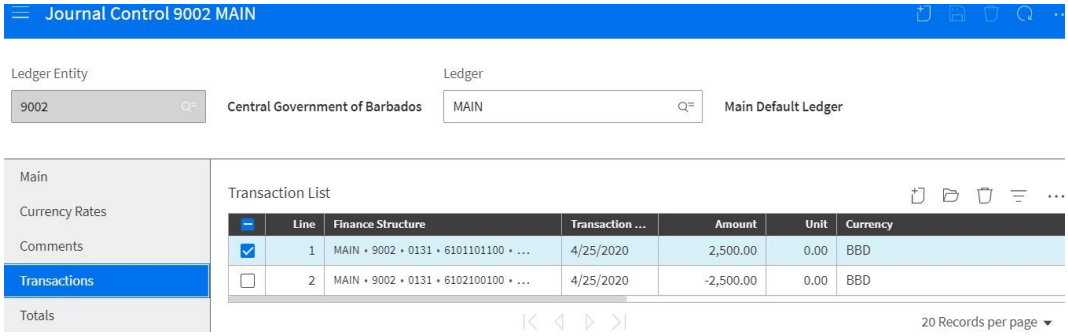


'Click Save and New'

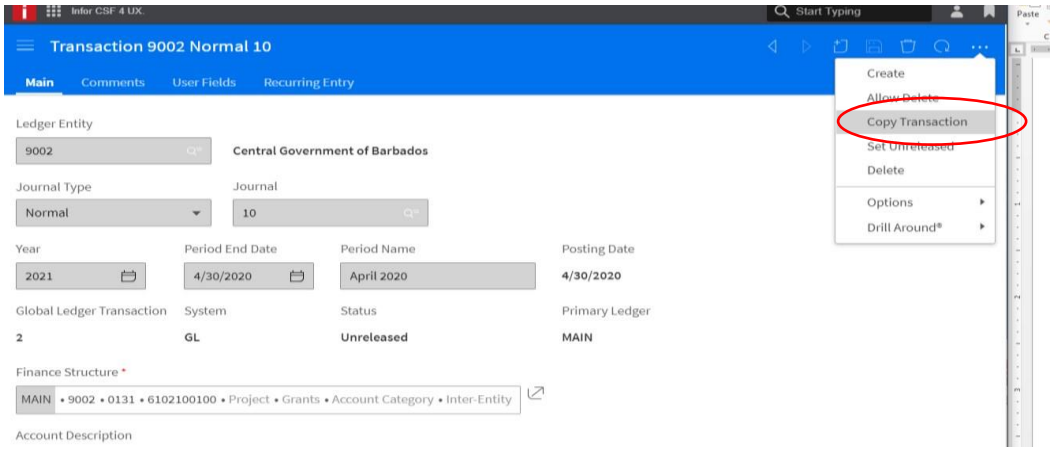
Repeat **Step 14.2** above. In this instance, credit the posting account that is to be reduced with - $2,500**.** **Note** that a minus must be placed in front of all credit entries, this entry balances the journal.

Click **'Save'.**

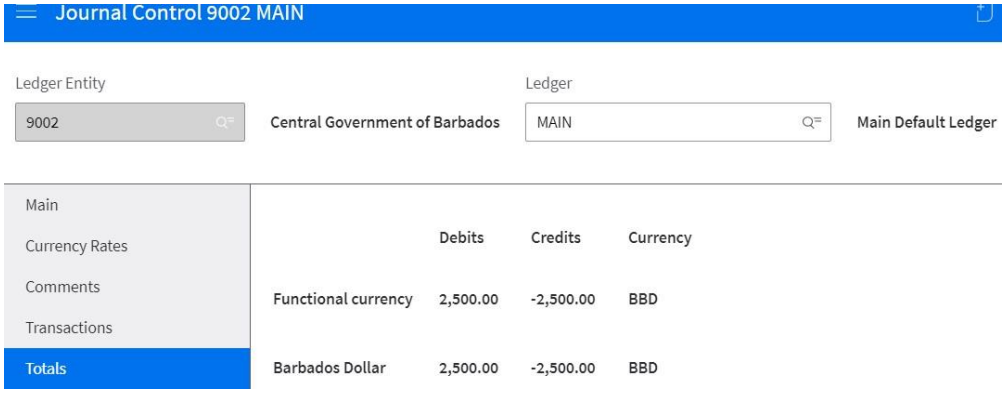
Return to the Transaction tab – the tab shows the accounting distribution as well as the debit and credit amounts



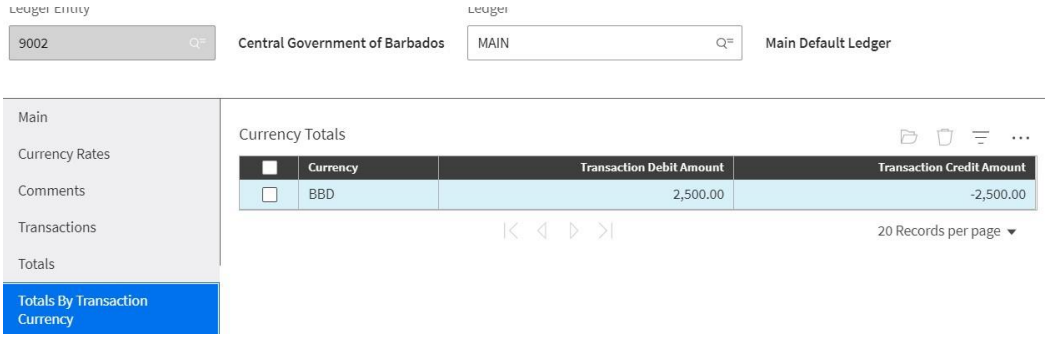
To add lines you can use the copy transaction option and adjust the lines accordingly.



Totals – this is informational shows whether the journal is in balance.

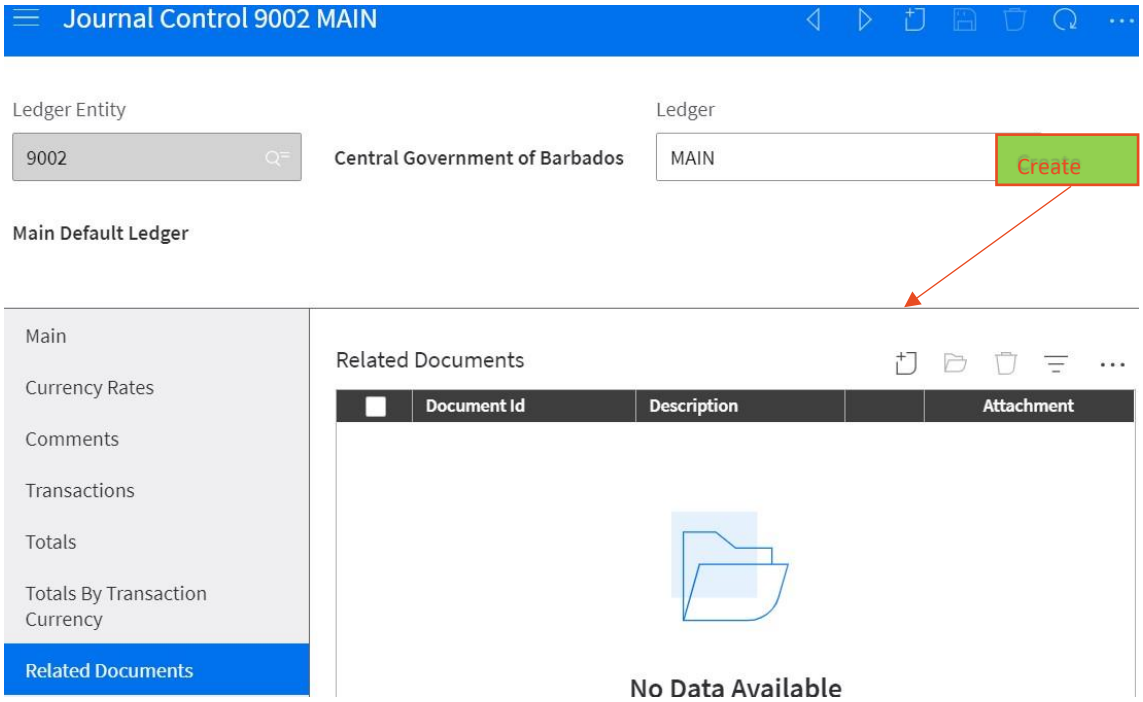


Totals by Transaction Currency – this is informational

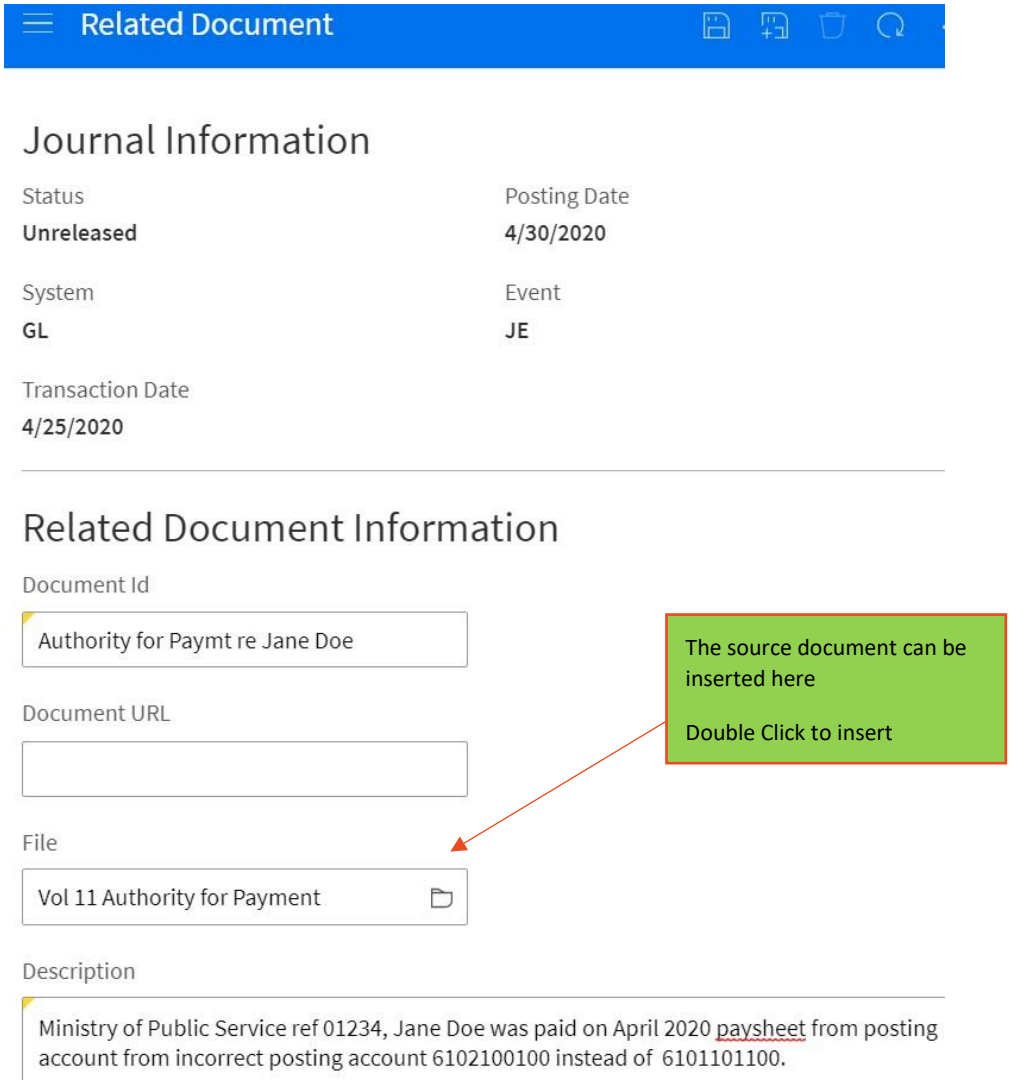


You may attach documents to the journals windows. For example, you can attach the documentation off which the adjusting entry is made. The document remains linked after the journal is posted. For security purposes only PDFs should be attached.

Step 15: Select the ‘related documents’ tab and click on ‘create’



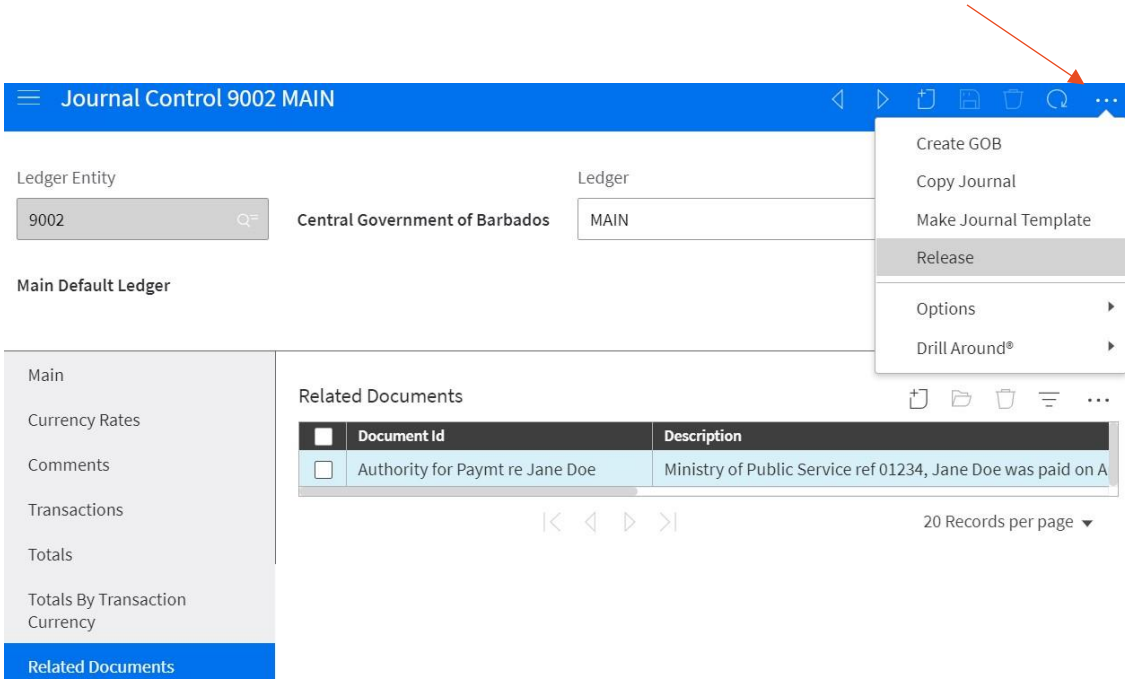
The following form becomes available for editing, complete as required



Double click the file you want to attach, on the related document form the file selected is displayed. To view the attachment, select the document in the 'related documents field and click

Save

After saving click on the three dots highlighted on the formula bar

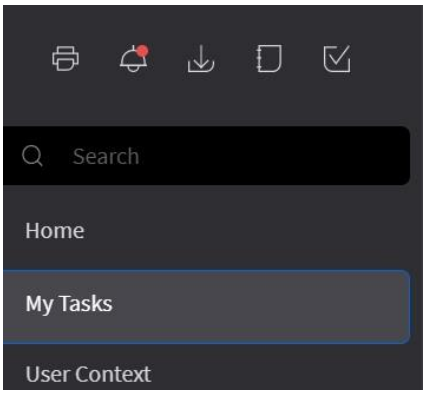


Journal Approval Process

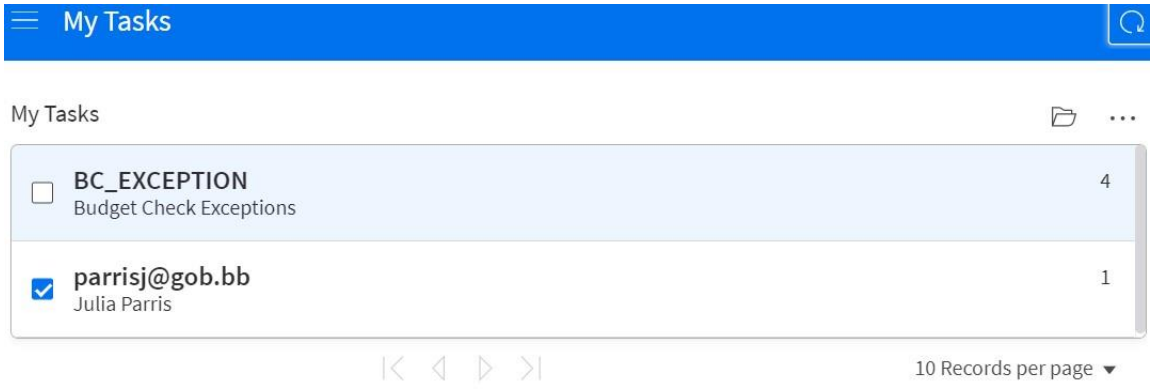
All journals go through the approval process. The approval process is controlled by the approval workflow. An approval list is defined to handle this in the system.

Step1: Click on 'Release', this releases the journal to go through the approval process – it moves from the 'Unreleased form to the 'Pending Approval' form

On releasing, the journal status is set to **Pending Approval**. Approvers are notified in order from lowest number to highest number i.e. level 1 then level 2. Cloudsuite notifies the first approver on the approval list, the first approver can either approve or reject the journal. If the first approver approves the journal, Cloudsuite notifies the next approver on the list. This process continues until the final approver approves the journal. Where a journal is rejected comments should be added as to the reason why Select the appropriate role in Cloudsuite 'Journal Approver'

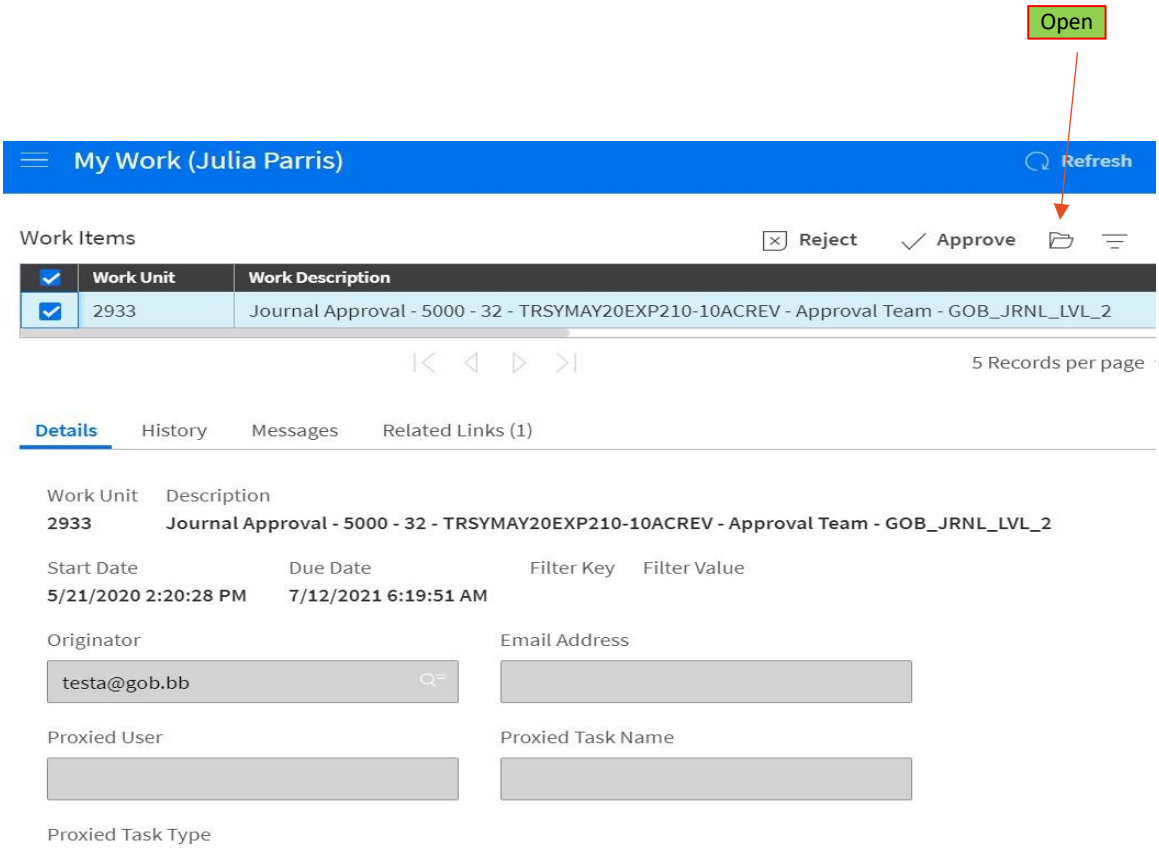


Step 2: Select **'My Tasks'** all the tasks assigned to you will be reflected here



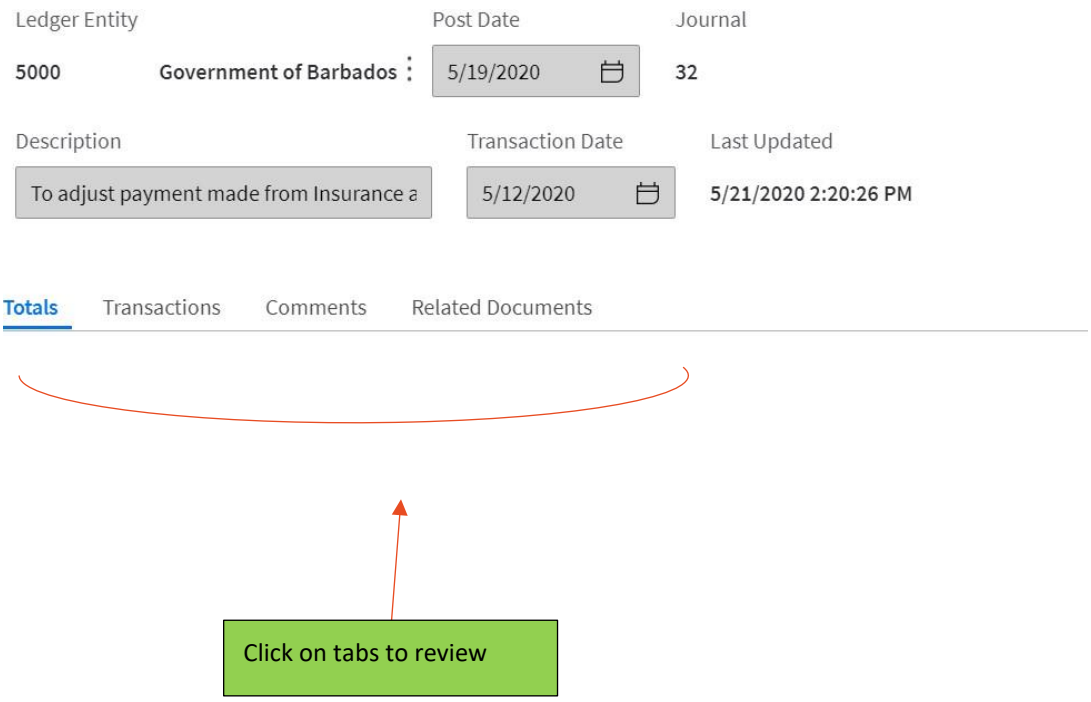
Double click on the task you want to work on

Select the work item in this instance the Journal. Note you should also highlight the field. In doing journal is available for viewing



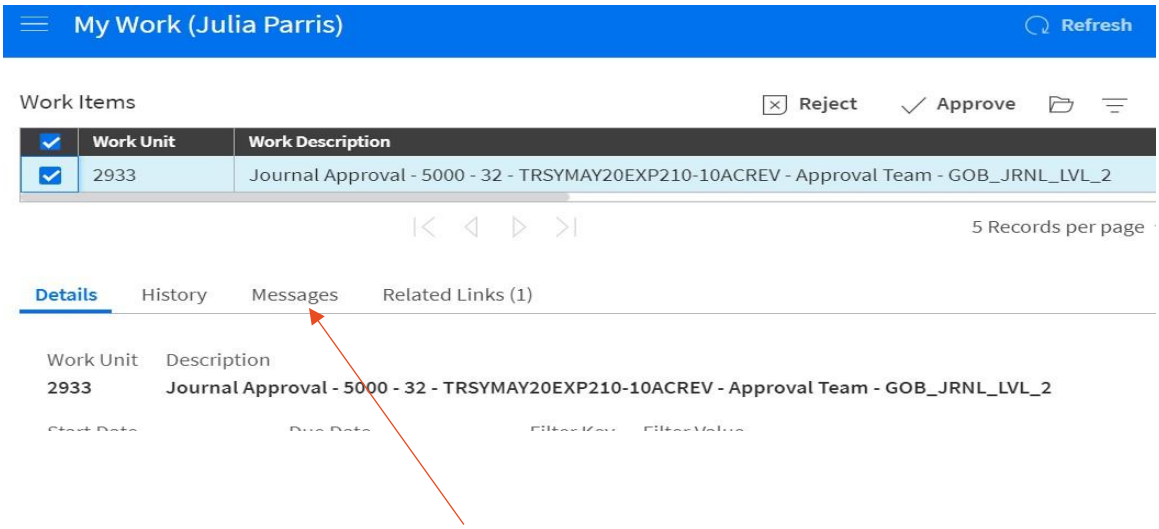
The ‘Reject’ and ‘Approve’ options are available.

Review tabs



Reject or approve accordingly.

In rejecting the journal add comments and save. A workflow message goes back to Officer who created the journal.

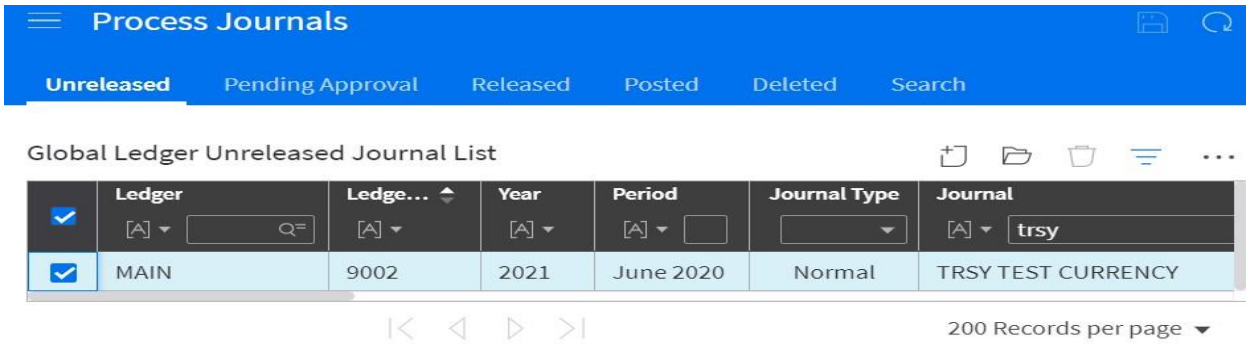


The message should be created before rejecting the journal. If the journal is rejected at any time during the approval process, the process ends. Cloudsuite notifies the person who entered the journal that the journal was rejected. The journal cannot post until it is corrected and successfully completes the approval process.

Deleting a Journal

A user-defined journal must have a status of 'Unreleased' before it can be deleted

On the **Journals** form, in the grid, select the line for the journal you want to delete.



Select Actions – 'Delete'

The system prompts journal will be permanently deleted

Click OK

System prompts again informing all journal transactions will be deleted

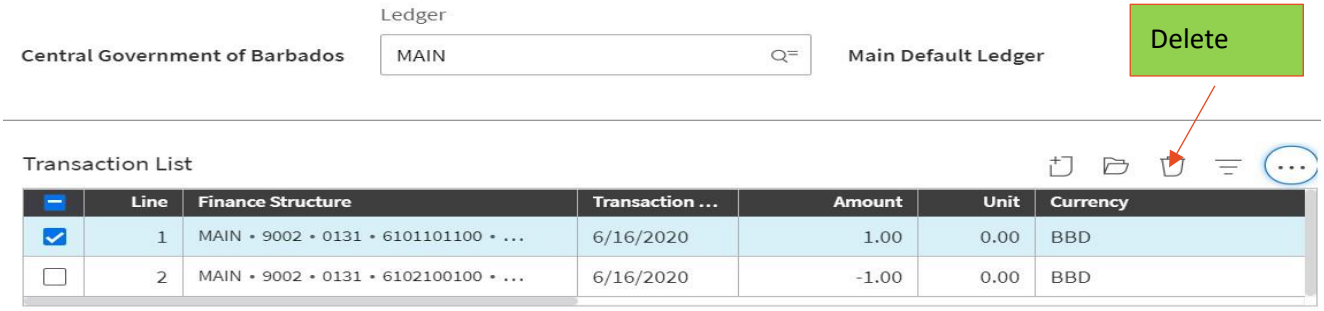
Click OK

Select Actions > Save

This permanently deletes the journal and its transactions

Deleting a Journal Line

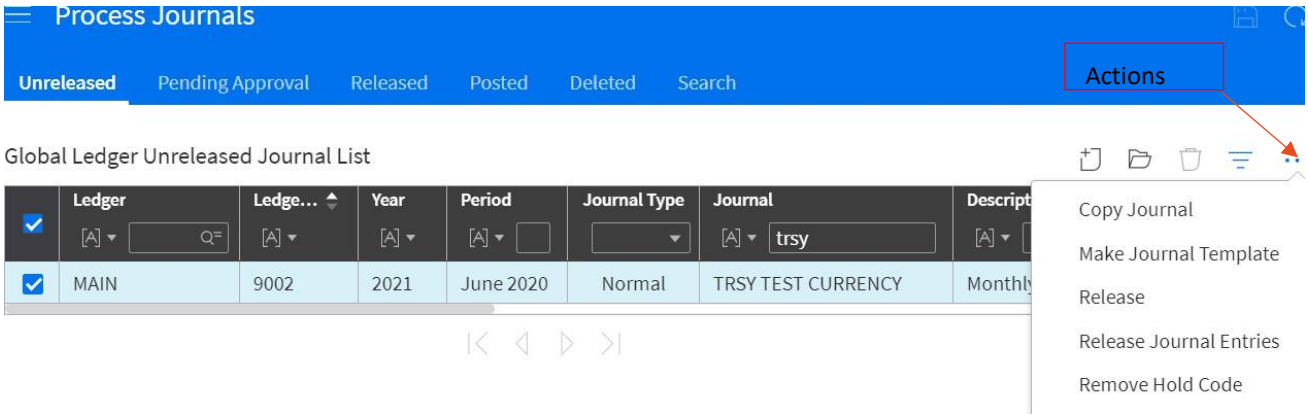
To delete a journal line, select the line or lines that you want to delete and choose Delete



Click Save

Copying Journal

Copying a journal rather than creating a new one saves time. To create a journal entry that is similar to an existing journal, copy the existing journal and make necessary changes



Click on Actions > 'Copy Journal' a dialog box appears

Select option 'Copy to New Journal'

Click on 'Submit'. Complete the dialog box

A copy of the selected record is inserted.

Edit as necessary, you must give a new unique journal ID, for enter 'REV' after the payable entity. Where the journal amounts are the same untick the 'reverse amount' check box

Click submit.

Journal Templates

Journal templates are used to create journal entries with the same transaction lines multiple times for a period. They can be manually created or they can be created by copying an existing journal entry.

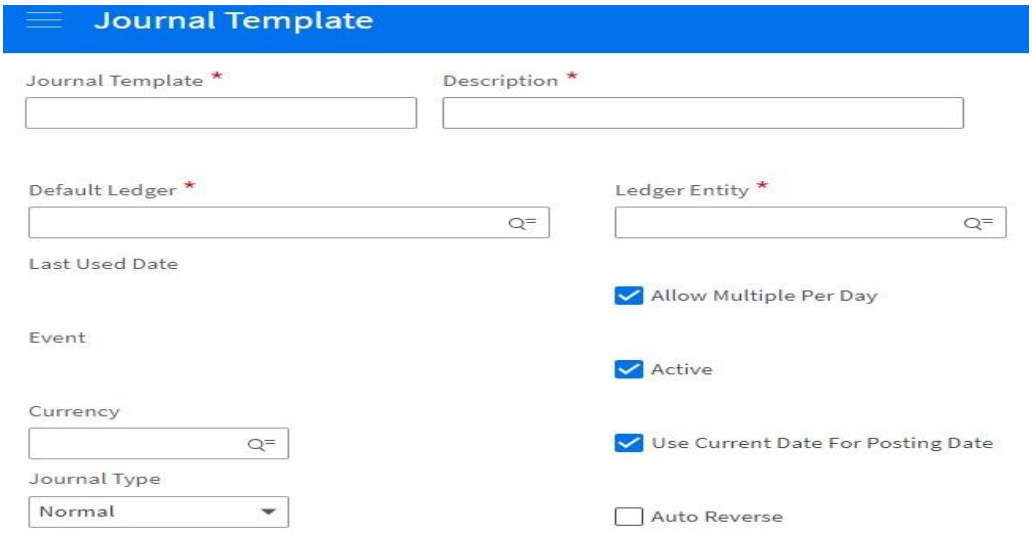
A journal template is composed of a control record and multiple transaction records. Like journal entries, the journal template control record contains data that is shared by all the template transaction lines.

Accounts can be set up on the created template which can be used often as you like. Journal template has a setting that allows you to process it more than once per day. A

Creating A Journal Template

As Staff Accountant select the following to access the journal templates set up page:

- Processing;
- Journal;
- Journal Template;
- Create



Specify information on Journal Template window as required for example

Journal Template > Bank Charges

Description > Monthly Bank Charges

Default Ledger > Click on the search icon and choose the default ledger.

Ledger Entity > same for the ledger Entity

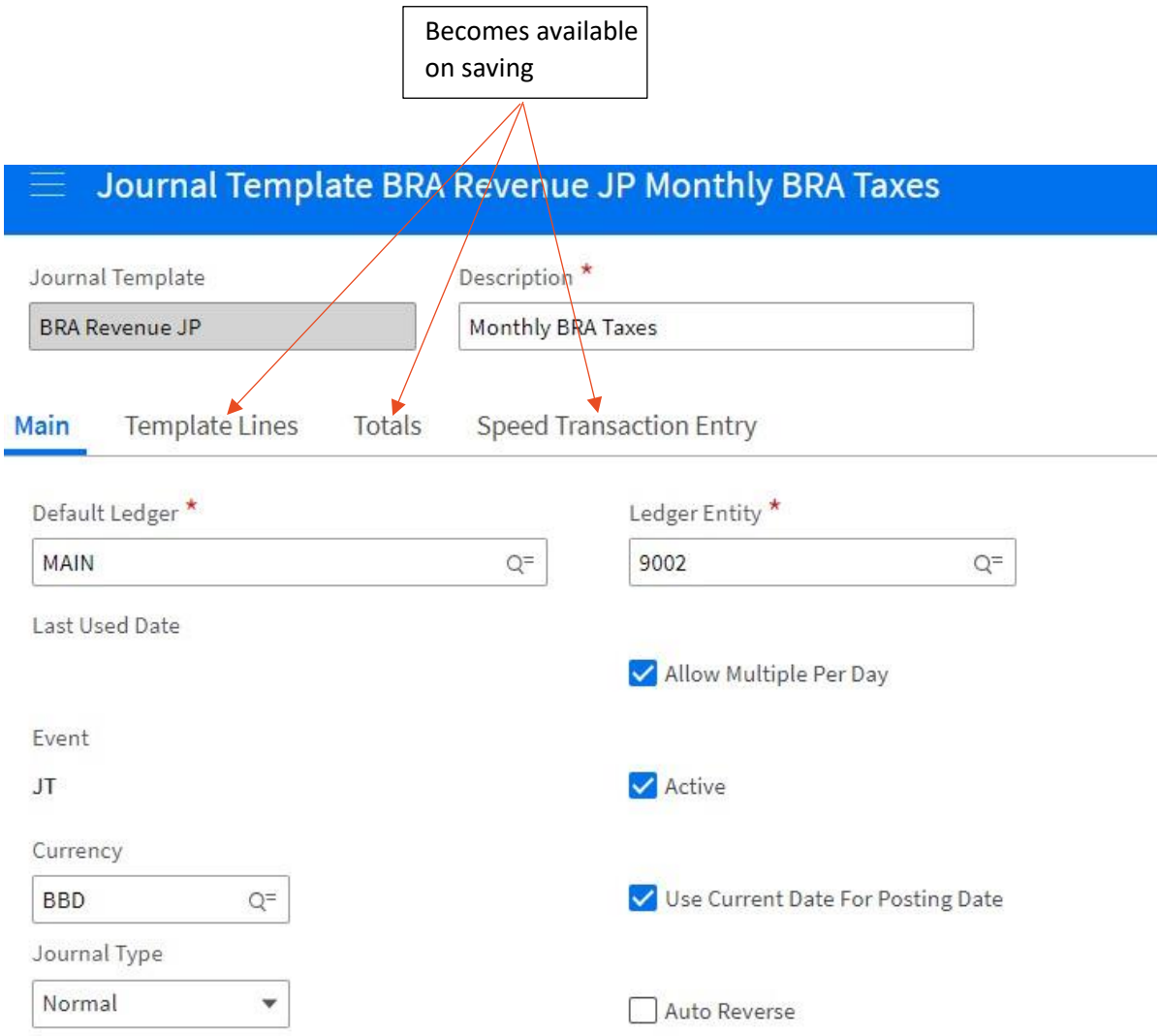
Currency > Select appropriate currency or leave empty

Use Current Date for Posting: Select to use the current date, if untick the posting date will be requiring when creating journal entries from the template

Click **'Save'**

Creating Template Transaction Lines for a Journal Template

After saving the journal template the following tabs become available



Select Template Lines and create - you can now enter debit and credit entries. To add additional lines click on the icon save and new

Use the ‘description’ box to identify each payment

For the credit line you must enter a minus before the amount, i.e. -$500.00 ➢

SAVE

Click the **browser back arrow.** The **Journal Control** page displays on the **Transactions** tab with the three transaction lines that were added.

Process a Journal from the Template

Select Journal Template Processing

Click on

- ➢ Open
- ➢ Create working lines

Only amounts and description can be change. Click on open and make any changes and save.

Working lines can be deleted if they are not necessarily

To **delete a line,** highlight the line and click delete

Creating Journals from Template

Click on the tab ‘Processing Journal Template’ and enter information.

Go to the unreleased tab (transaction>journal>journals>unreleased) right click and release the journal for approval.

Reviewing Posted Journals

To view posted journals

Process Journals > Posted Journals Tab

Review posted journals. This window displays journal control information specifying how the journal was entered and processed and displays journal lines.

You cannot reverse a posted journal i.e. a journal that was entered and posted in error. You must create another journal and reverse the entries or using the copy journal action and reverse the amounts.

Maintaining Journal Entries

After you post journal entries, you may need to make changes or corrections to those journal entries. To have an audit trail for the original entry, the entry is reversed and a new journal entry is created. To reverse a journal, use the steps as above.

Backposting (Access to this feature is only available to Accountant General)

Back posting is the process of updating the General Ledger for a period that was closed with a 'Limited Close' status which is reopened to allow additional journal processing and posting

Example

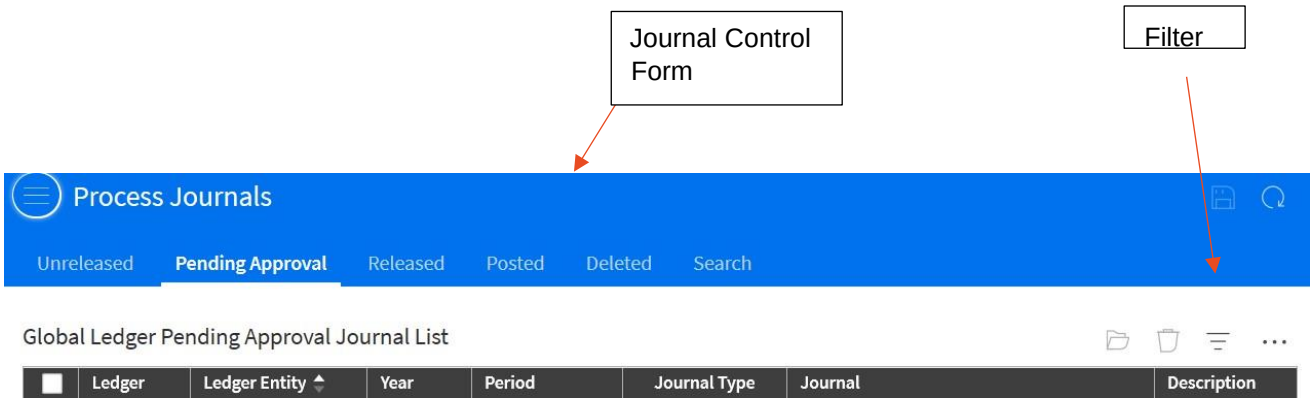
The GOB is currently in Period 4, but has discovered a journal entry for Period 2 that was never entered. To enter and process the Period 2 entry, TRSY. The Accountant General must open Period 2 for backposting. This procedure can be performed because Period 2 was closed with a 'Limited Close' status.

The Accountant General opens period 2 for backposting, enters and posts the journal entry, and runs '*Period Closing'* to re-close period 2.

Filtering on Journals

On the Journal Control form select the appropriate tab you want to filter on Click

on 'filter'



After clicking on filter you can use any of the criteria to narrow the search

My Reports

A Ledger report is a customized report that you create to view transaction details for your entity/department. You can report on transaction activity in the current year, the last year, the next year or a selected year. In running the reports you can include beginning balances, transaction activity and ending balances in the report.

'My Reports' provide a variety of views of your transaction data and the financial status of your Ministry/Department

1. Account Analysis

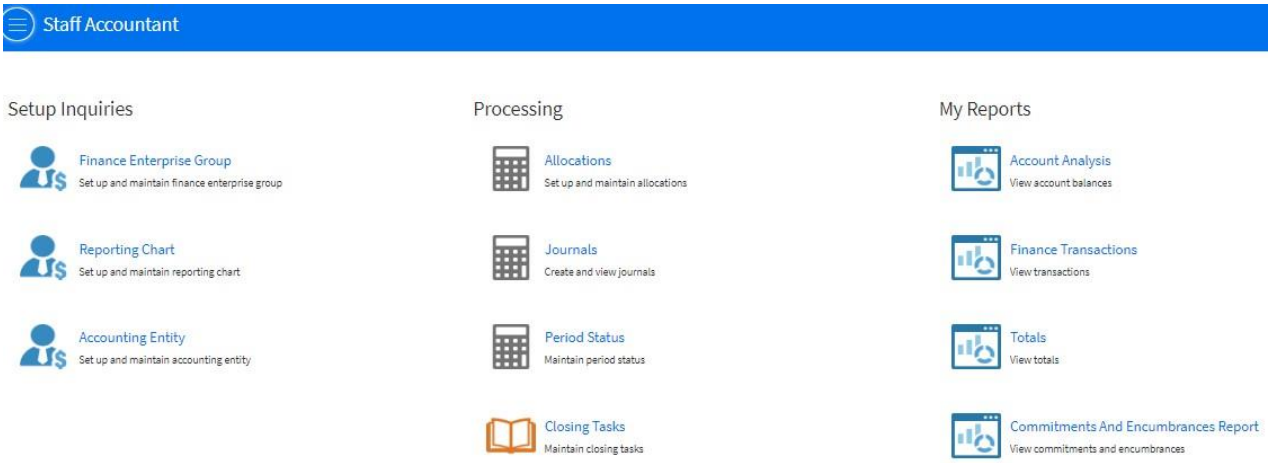
You can view account information by reporting basis for a specific period or range. Additional report parameters are available based on finance enterprise group dimensions.

Each listed account includes a summary of activity and a beginning and ending balance for the specified period or range.

You can analyse by budgets, actuals, encumbrances, and commitments when a budget scenario is selected. You can drill down into the hierarchy of summary accounts and view totals and transactions of any summary or posting account.

Under the role of 'Staff Accountant' there is '*My Reports'*. This function shows the reports that you can generate, these being;

- Account Analysis;
- Finance Transactions;
- Totals; and
- Commitments and Encumbrances Report



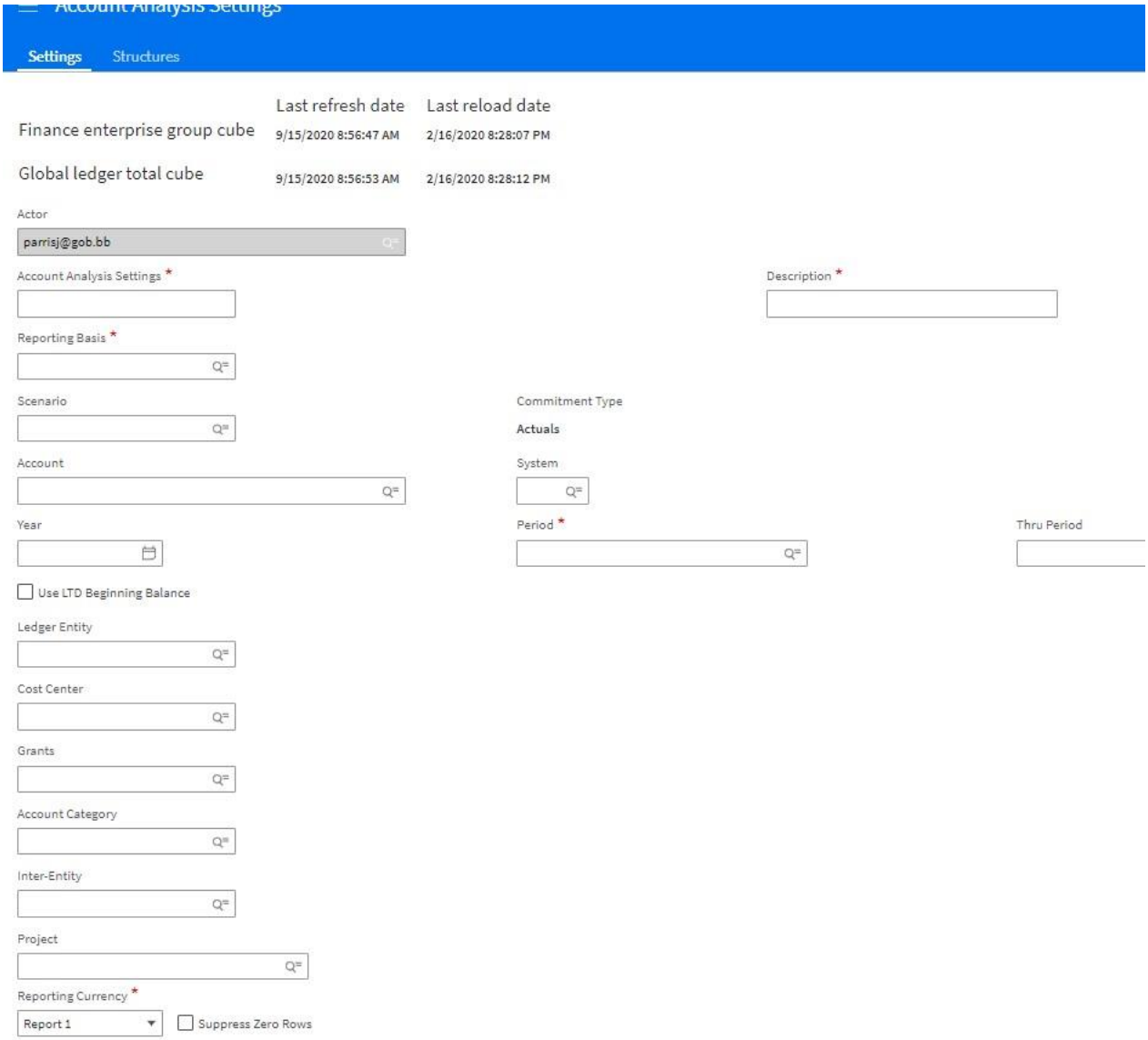
What is Account Analysis?

General Ledger includes several online analysis forms that you can use to view real-time information. Account analysis forms are used to identify a specific journal entry, transaction, daily transaction total, or account information. Then use a drill around to display additional related information. The following analysis forms are available:

Account Analysis displays a wide range of account information based on cost canter, account and period criteria you define. To Create Account Analysis

Step1: Click on 'create

Step 2: The fields with * are compulsorily and must be populated. Note that they can be given any name as the reports you built are available to you alone



Reporting Basis

Select the reporting basis to determine the chart and structure to be used for the account analysis.

*Reporting Basis** is used to determine the chart and structure to be used for account analysis basis. Below shows the options available:

Select 'Reporting Basis'

Reporting Basis

Reporting Basis	Description	Chart	Status	Basis Year	Basis End Date
BASISTEST_RB	Test For Class	GOV5_QALLOC	Active	2021	3/31/2021
BRA FINANCIALS	BRA FINANCIAL REPORTING	BRA_LEDGER	Active	2020	3/31/2020
BRA REPORTING	BRA Reporting Chart	BRA_LEDGER	Active	2019	3/31/2019
BRA_ANNUAL_RB	BRA_ANNUAL Reporting Basis	BRA_ANNUAL	Active	2019	3/31/2019
BRA_QTR_RB	Reporting Basis for BRA_QTR	BRA_QTR	Active	2021	3/31/2021
FUNCTIONAL RB	Budget Functional Reporting Basis	FUNCTIONAL CHT	Active	2021	3/31/2021
GOB_ANNUAL_RB	GOB Annual Reporting Basis	GOV5_AVAIL	Active	2021	3/31/2021
GOB_LEDGER_RB	GOB Financials Reporting Basis	GLOBALCHART	Active	2020	3/31/2020
GOB_PSMP1046	Project PSMP1046 JTH	PROJECT_ACCT	Active	2021	3/31/2021
GOB_QALLOC	GOV Quarterly Allocation	GOV5_QALLOC	Active	2020	3/31/2020
GOB_QALLOC_RB	QALLOC Reporting Basis	GOV5_QALLOC	Active	2021	3/31/2021
TLF FINANCIALS	Training Loan Fund Reporting Basis	TLFCHART	Active	2020	3/31/2020
TRSY FINANCIAL	Treasury Financial Reporting Basis	TRSYCHART	Active	2019	3/31/2019

To view ledger balances select 'TRSY FINANCIAL', to view quarterly allocations select 'GOB_QALLOC_RB' etc.

- 'Scenario', select the scenario for the account analysis. For example, displaying actuals, encumbrances, commitments, or budget. If you select a budget scenario in this field, an '**Analyze Budget'** button will be displayed when the account analysis is saved.
- 'Year' this is optional
- Period *, this must be populated, there is the option to select the whole year or a period. NB always use the browse icon to select the period.

- 'Account' this is optional if left opened all of the accounts default in

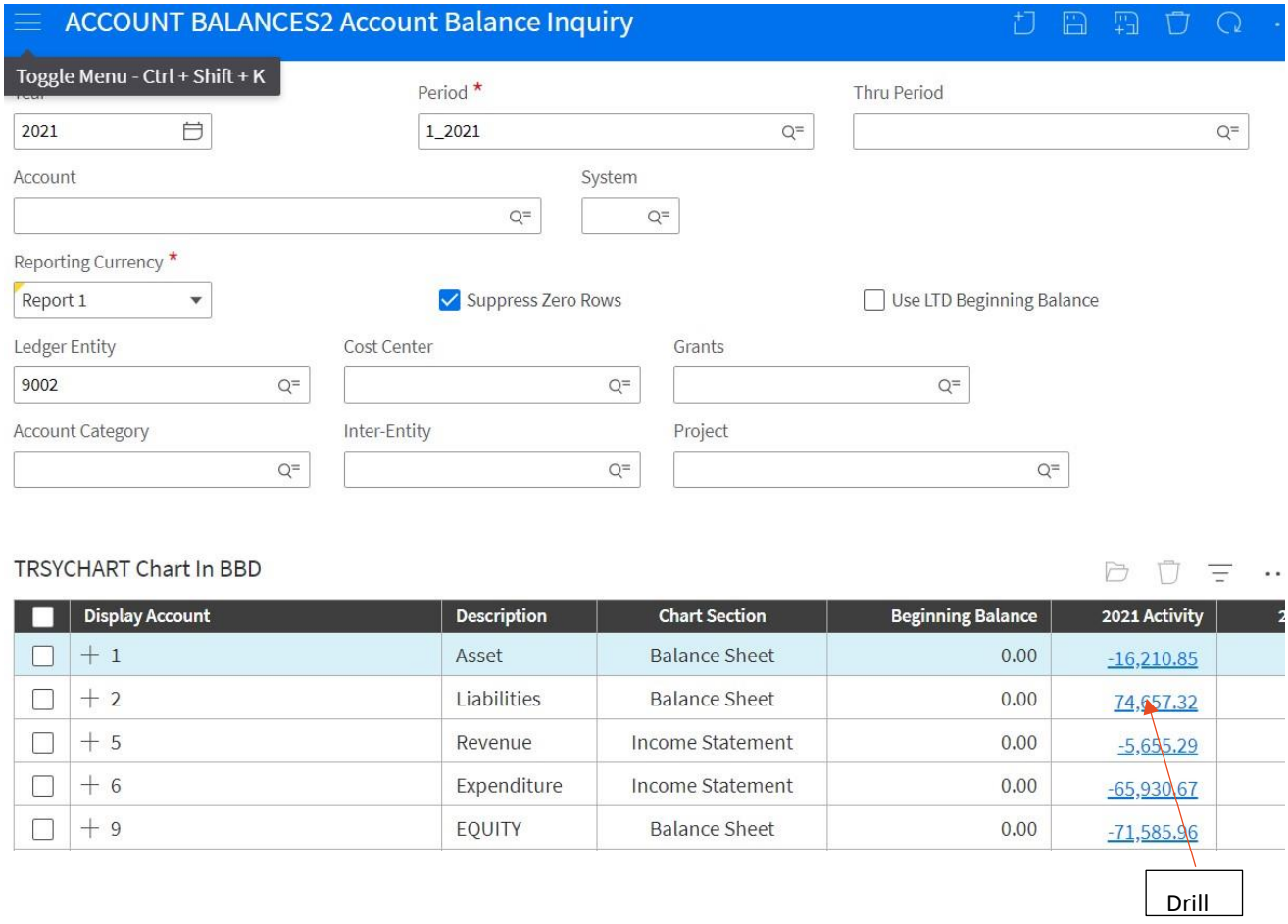
- 'System' is left opened

Reporting Currency * is ‘Report 1’

- ‘Suppress Zero Rows’ select this field as appropriate
- ‘Ledger Entity’, this field must be populated
- ‘Cost Center’ dependent on security access

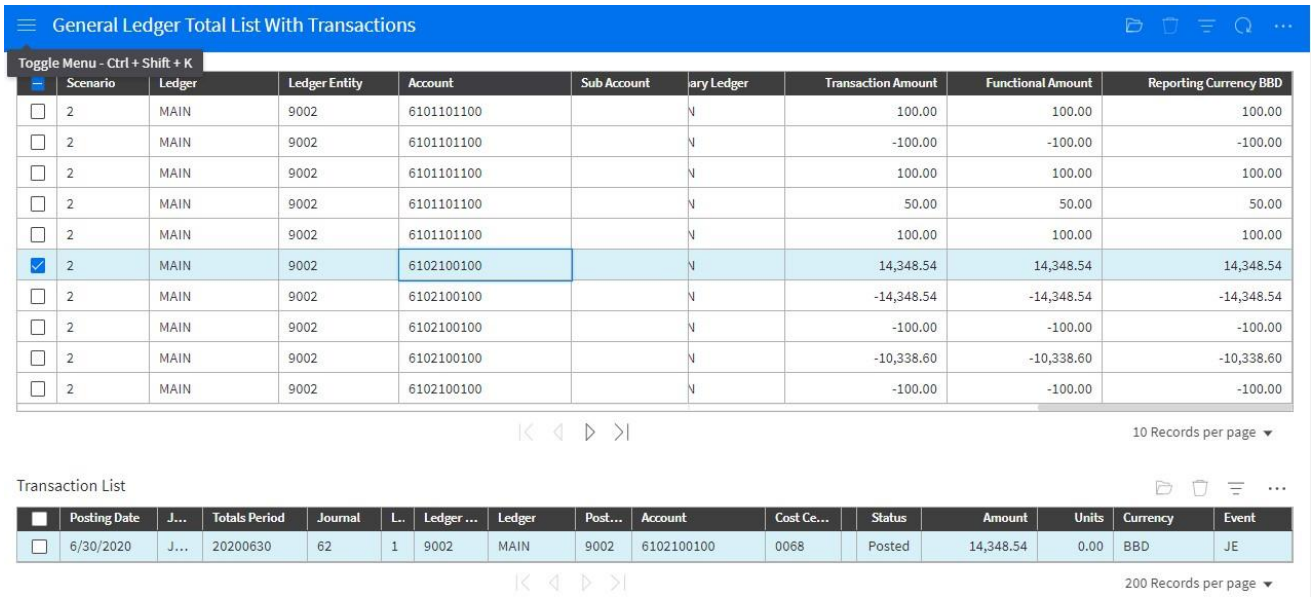
Step 2: Save. After saving the tab ‘Analyze Accounts’ becomes available.

Below shows the result of an account analysis report



To Use the Drill Feature

By drilling on the expenditure amount of $65,930.67 the following screen is available



Based on the results you can use the ‘drill’ feature to display additional information

Account Analysis Budgets

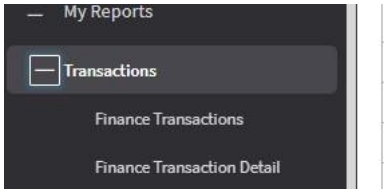
To view your budget, the same steps are similar as above, changing the ‘Reporting Basis’ as appropriate.

Finance Transactions

This report is used to view information on transactions at a detailed/transactional level or summarized level

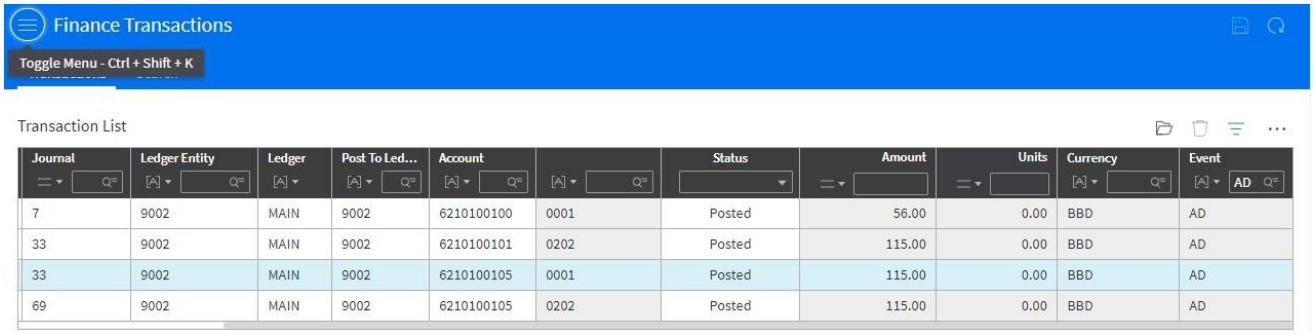
Step 1: Access *the ‘Finance Transaction’* report

Step 2: Drill down on ‘Transactions’ and select ‘Finance Transactions’ or ‘Finance Transaction Detail’ depending on what you want to display



Finance Transactions (Summarized)

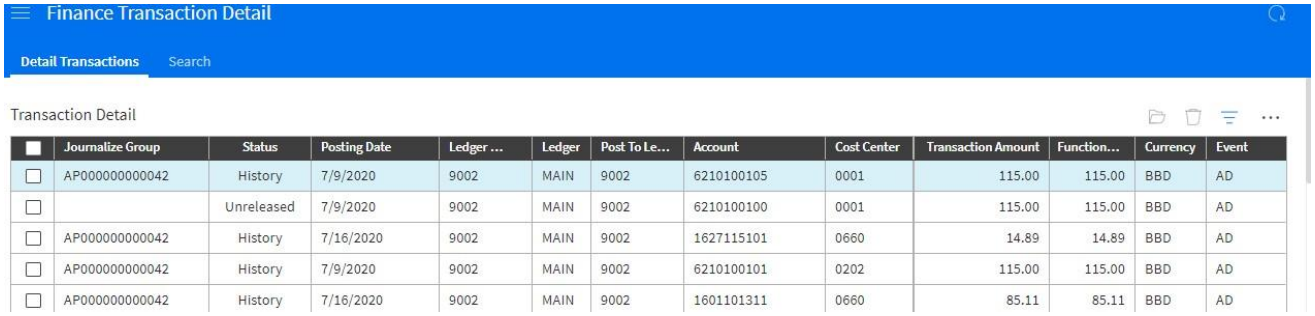
Each summarized balance will have related transaction information that can be viewed by drilling



Journal	Ledger Entity	Ledger	Post To Led...	Account		Status	Amount	Units	Currency	Event
7	9002	MAIN	9002	6210100100	0001	Posted	56.00	0.00	BBD	AD
33	9002	MAIN	9002	6210100101	0202	Posted	115.00	0.00	BBD	AD
33	9002	MAIN	9002	6210100105	0001	Posted	115.00	0.00	BBD	AD
69	9002	MAIN	9002	6210100105	0202	Posted	115.00	0.00	BBD	AD

Finance Transaction Detail Window

This form allows you to see more detail about the selected transaction. All fields are display only. The posted journal transactions generate this data.



Journalize Group	Status	Posting Date	Ledger ...	Ledger	Post To Le...	Account	Cost Center	Transaction Amount	Function...	Currency	Event
AP000000000042	History	7/9/2020	9002	MAIN	9002	6210100105	0001	115.00	115.00	BBD	AD
	Unreleased	7/9/2020	9002	MAIN	9002	6210100100	0001	115.00	115.00	BBD	AD
AP000000000042	History	7/16/2020	9002	MAIN	9002	1627115101	0660	14.89	14.89	BBD	AD
AP000000000042	History	7/9/2020	9002	MAIN	9002	6210100101	0202	115.00	115.00	BBD	AD
AP000000000042	History	7/16/2020	9002	MAIN	9002	1601101311	0660	85.11	85.11	BBD	AD

To inquire on a transaction

Use the ‘filter’ button to select the criteria

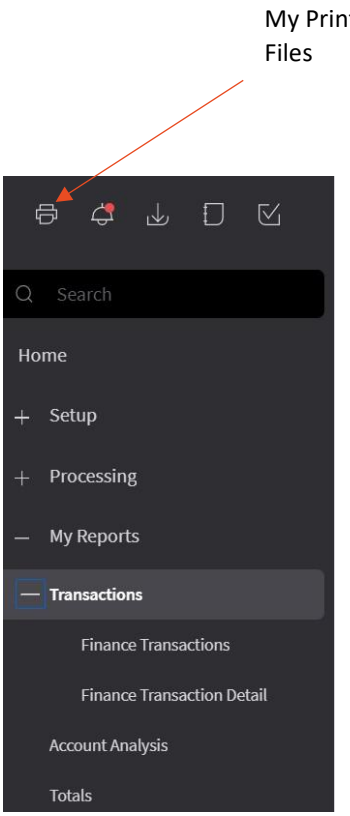
Totals

Viewing Journal Balances in Ledger

There are forms available that can be used to view real-time information

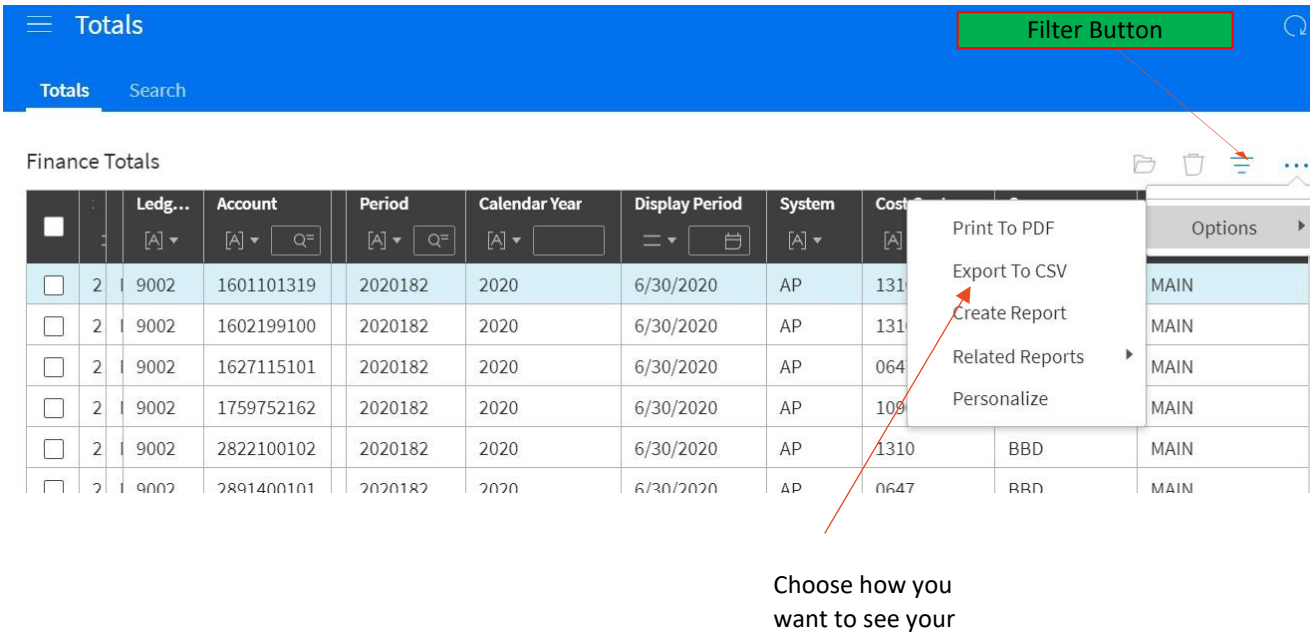
2. Totals – shows a journal entry with its associated detail, totals and comments

On your user role tab access ‘My reports’



Click on ‘Totals’ all of the finance totals are displayed

Select ‘filter’ to narrow your search

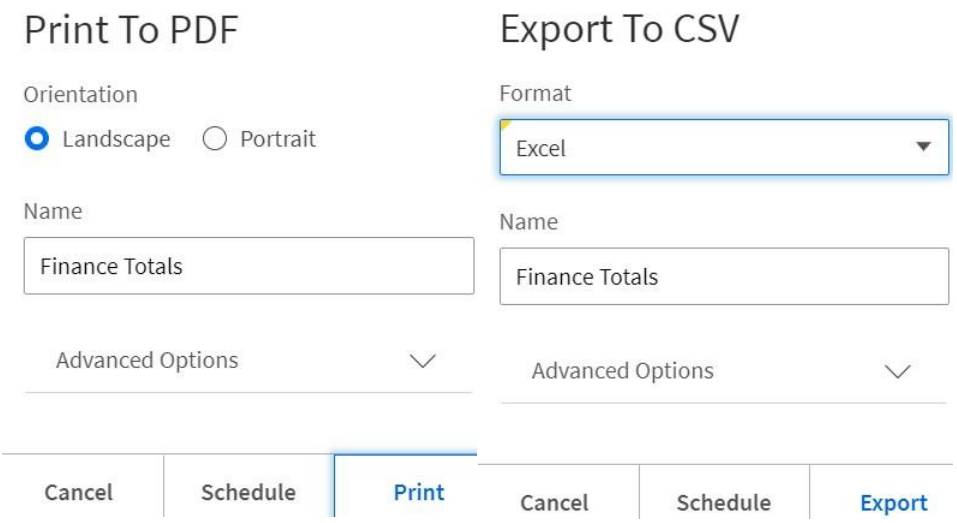


Choose how you want to see your

After you have filter the above is displayed.

Export the choosing either excel or pdf to analyse the report

Click on PDF/excel the below is displayed



System displays a message you to go to ‘my print file’ to download document.

Go to ‘My Print Files’ click ‘view’

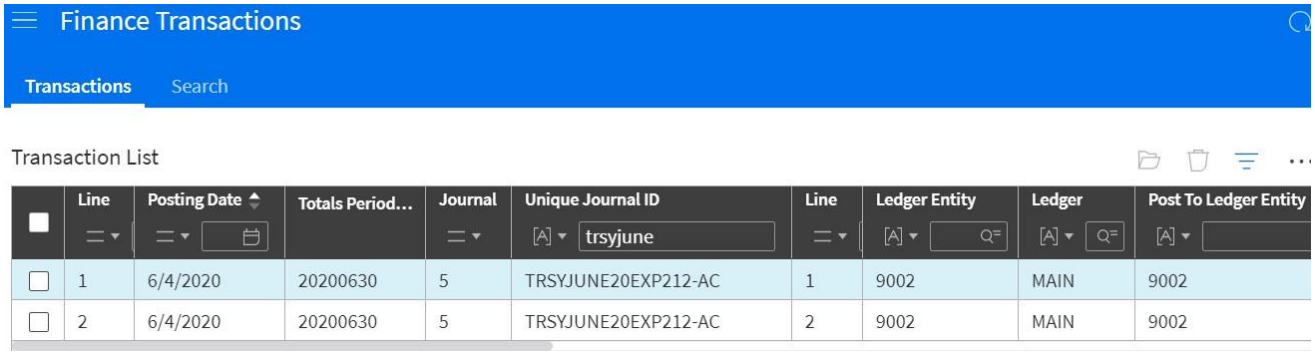
Finance Totals (5,000 row record limit)

Scenario	Ledger	Ledger Entity	Account	Sub Account	Period	Calendar Year	Display Period	System	Cost Center	Currency	Primary Ledger	Transaction Amount	Functional Amount	Reporting Currency BBD
2	MAIN	9002	1601101319		2020182	2020	06/30/2020	AP	1310	BBD	MAIN	-85.00	-85.00	-85.00
2	MAIN	9002	1602199100		2020182	2020	06/30/2020	AP	1310	BBD	MAIN	-756.00	-756.00	-756.00

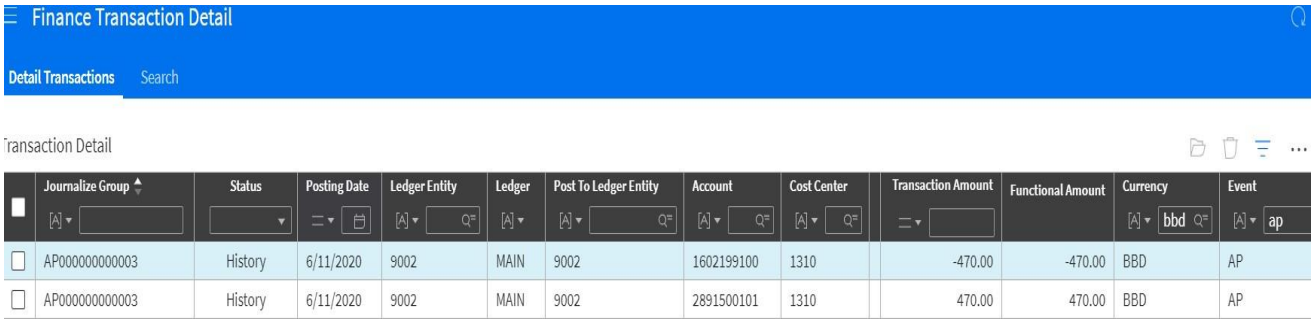
3. The Finance Transactions page shows all journal entry transactions. The page enables you to search for any transaction using a variety of filters. The Finance Transactions Detail pages shows all transactions from subledgers even if the transactions have not yet been journalized.

4. From transactions, you can drill to the source that originated the journal entry. For example, you can start with a journal transaction created in Infor Payables (system code AP) and drill through to the source document in payables. If that payables invoice is the result of a purchase from a purchase order, you can continue to drill through to the original purchase order. If that purchase order was created from a requisition, you can continue drilling back to the initial requisition document that originated the final journal transaction.

5. Finance Transactions



6. Finance Transaction Detail



User Tips

After you make a change click (Save).

Any time you see a (Find), you must use a lookup to find the record you are looking for

Clicking a Help button opens an appropriate help topic.

"Press the [Enter] key" is used to refer to all situations in which you would press either [Enter] or [Return]. Do not press the [Enter] or [Return] key while in a field. If you do, you receive an error. You must use the [Tab] key while in a field to "Tab" over.

When you need answers to questions, you can find them quickly in the Help system, which contains explanations of features with links to related subjects. On any screen, click **?** (Help) to open the help system. Help appropriate to that screen appears. Within the Help, use the Table of Contents, Index or Search to find a particular help topic

Use bookmarks to create a list of records or views that you use often or want to return to quickly

Terms	Definitions
Complete	Was checked for errors (if it was a journal that was entered online) and approved
Form	The equivalent of a screen, page or window lets you interact with information in a database
Drill Down	Lets you view records that appear after the record you are currently viewing
Entity	a level of business operation with a complete set of financial statements, its own defined currency code and rates, and its own chart and accounting periods
Journal	The form that maintains financial transactions Whilst in a state of 'Unreleased', the transaction does not affect the account's balance.
List View	Displays all records of a certain type in a spreadsheet format.
Menu Bar	The menu bar contains the Infor CloudSuite CRM commands.
My **Workspace**	
Navigation Bar	A toolbar located on the left side of the workspace that contains the buttons that open the major view.

Personal Workspace	Also referred to as My Workspace. Your personal workspace is the first page you see when you log in to the Infor CloudSuite CRM Web Client. You can customize your personal workspace and open it at any time from the Welcome button on the Navigation Bar.
Task Pane	A pane located on the right side of the workspace that contains common tasks and features designed to help you complete your work
In Process	Cannot be updated or deleted.
Locked	Cannot be changed or posted until it is unlocked. To unlock a journal, clear the Lock Indicator field on the Additional Control view. A journal must have a journal status of Complete before you can lock it.
Pending Approval	Was checked for errors and must be approved before Ledger can post it. Approval CloudSuite notified the approvers.
Rejected	Did not pass approval. CloudSuite notified the person who entered the journal that the journal was rejected.
In Process	Cannot be updated or deleted.
Locked	Cannot be changed or posted until it is unlocked. To unlock a journal, clear the Lock Indicator field on the Additional Control view. A journal must have a journal status of Complete before you can lock it.
Pending Approval	Was checked for errors and must be approved before Ledger can post it. Cloudsuite notified the approvers.
In Balance	The debits and credits for the journal transaction amounts balance and the amounts balance with the transaction control totals, if used.
Out of Balance	The debits and credits for journal transaction amounts do not balance or the amounts not balance with the transaction control totals. If the amount class type requires that the debits and credits balance, the journal must balance before Ledger an post it
Unbalanced	Ledger has not balanced the journal, you changed an amount since Ledger balanced it, or you entered the journal using deferred editing.

Effective Date	The accounting period that Ledger posts the journal to. This date is the default effective date entered on Ledger Policy: Dates View. You can change the effective date on the Main view.
Accrual Journal	A journal that automatically creates a reversing entry when the journal posts. Journal To create an accrual journal, use the Accrual Reversal options on the Unposted Journals Main window
General Reversal	Standard journal that posts to a specific period. Reversal Reversing journal entry that Ledger created when it posted an accrual journal. The reversal posts on the basis of the reversal options on the Main view.

Journal Key

Journal Type	Identifier
REV	Revenue
EXP	Expenses
OC	Other Charges
SAL	Salaries
FA	Fixed Assets
CA	Current Assets
CL	Current Liabilities
LL	Long Term Liabilities