
GLM150 Indirect Expense Allocation Maintenance

Overview

This program is used to create indirect expense allocation definition. The indirect expense allocation formulation is based on:

Selection of a range of GL accounts and entry of journal particulars or narration as a description.

It also uses, nomination of a journal type, reversal accounts (wildcard capable) and target accounts (wildcard capable) along with multi level profit centre processing.

An extra posting step (via GLO305) is required for General Ledger interface.

Example

This section illustrates examples concerning:

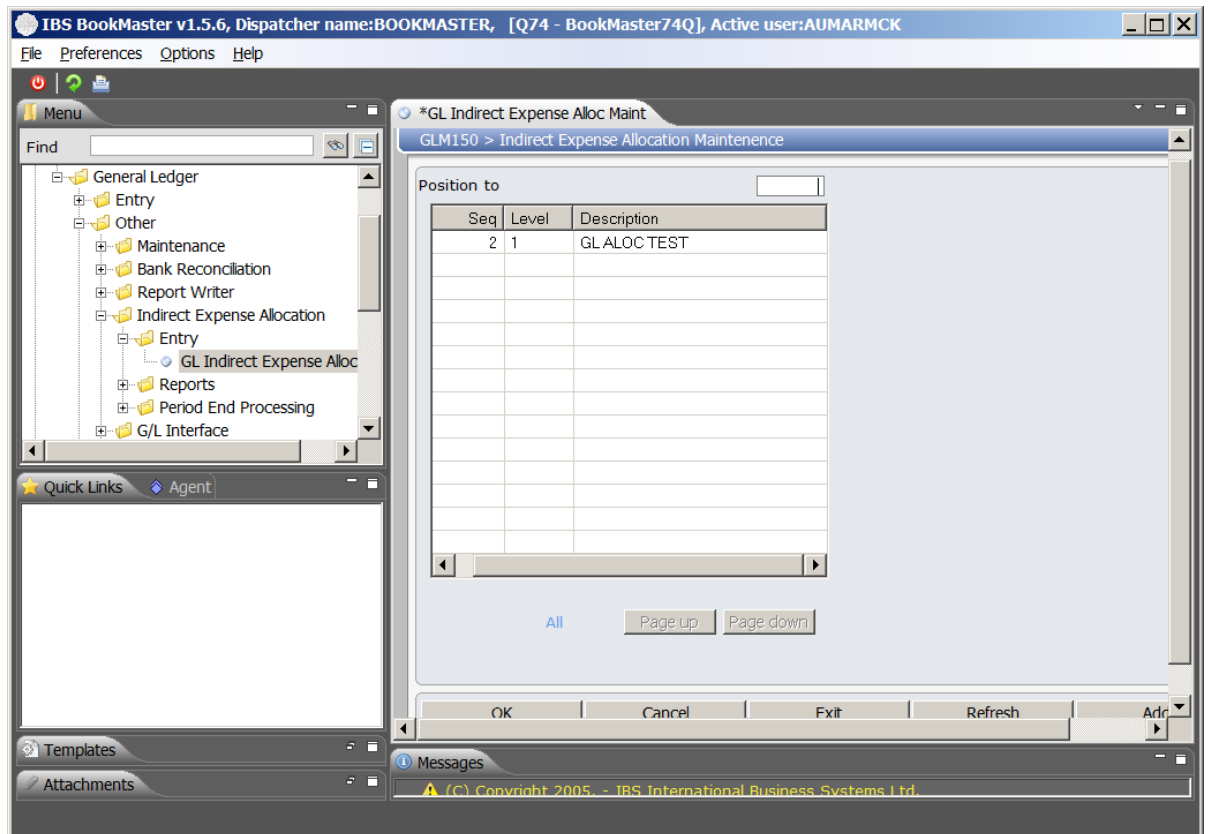
[Example 1: Addition of new indirect expense allocation definition](#)

Example 1: Add a new Indirect Expense Allocation Definition

This example describes how to add new indirect expense allocation definition.

1. Select menu **GL Indirect Expense Allocation Maint** from Base Modules>General Ledger>Other>Indirect Expense Allocation>Entry menu.

GLM150 Indirect Expense Allocation Maintenance main panel is displayed.



Options

Change

Access indirect expense allocation definition in change mode to make necessary changes in existing indirect expense allocation definition.

Copy

Access indirect expense allocation definition in copy mode to copy an indirect expense allocation definition attributes as new definition.

Delete

Access indirect expense allocation definition in delete mode to delete selected indirect expense allocation definition.

Functions

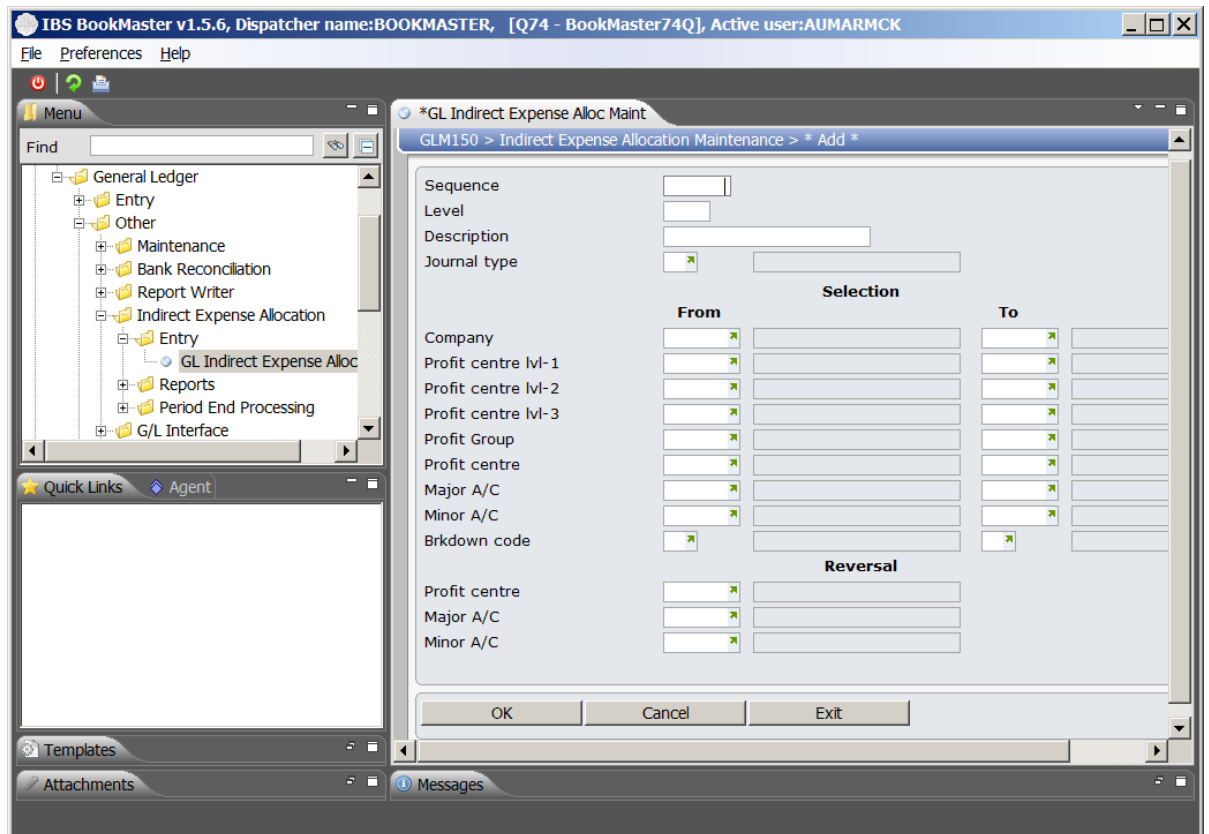
Add

Access indirect expense allocation definition in Add mode to add new indirect expense allocation definition.

2. Click function **Add**.

Note To copy, change or delete an Indirect Expense Allocation definition select the definition and click on the corresponding option.

GLM150 Indirect Expense Allocation Maintenance panel is displayed in add mode.



Relevant Fields

Sequence

The sequence number is given to identify the order of priority in instances where multiple definitions exist. The lower the number the higher the priority.

For the Deferred Revenue Report the sequence in which the report is to print is a mandatory entry. Choices are:

- Title levels/Title/Customer
- Customer/Title levels/Title

In Stock obsolescence maintenance and Unrealized profit GL definition this dictates the level and class as per setup in **TMSDS/SEQ-IWRD**.

In Indirect Expense Allocation Entry this sequence number, means in what order is this definition to be within each level defined.

In GL Report Definition Column the sequence number is the order in which the columns were selected from the column definitions to go into this report. The sequence can be changed in each report.

The first sequence number 010 with the ID of 0 is the Description column. This is the Description of the Accounts to be printed on the report. Note: that the field length is 40 characters, this can be shortened if desired.

In GL Report Definition Detail Line a system generated sequential number is used to label each **column** defined by the user. These sequential numbers have been defined in the

	<p>Column Definition Maintenance option. Once a valid sequence number is entered, the column details, as setup in Column Maintenance, default.</p> <p>In Expense Analysis the sequencing default is Account and can be overridden to Particulars.</p> <p>In Unrealized Profit/Loss GL Definition the sequence number dictates the level and class as per setup in TMSDS/SEQ-IWRD.</p>
Level	<p>Determine whether to print the details or an account summary or both. The default is 3=Both and can be overridden to Account Summary or Details.</p> <p>In Indirect Expense Allocation this level definition is used with each description. This can be alpha or/and numeric.</p>
Description	<p>This is the Description of each Expense allocation.</p> <p>Example: Office Services, Commissions, Rental, <i>Computer system</i>.</p>
Journal type	<p>Journal type</p> <p>The journal type is a code identifying the type of transaction used. For Example, D=Transfer from G/L Interface.</p> <p>Note: Certain codes are user defined. These codes should be discussed in the initial setup.</p> <p>In General Ledger Journal Entry a manually coded, user defined Journal Number is used to identify a particular journal entry. This number must fall within the range specified in Control File XACTN00P Journal Number File for each different Journal Type.</p> <p>A General Journal is identified as a G journal.</p> <p>Cheque Journals are a Type Q.</p> <p>Cash Receipt Journals are a Journal Type H.</p> <p>Standing Journals are a Type S.</p> <p>Transfer Journals which are a Journal Type W.</p> <p>Entry of duplicate journal numbers within the same period is subject to proper password security.</p> <p>Once a valid Standing Journal number has been entered, the details display from the journal template created in Standing Journal Maintenance. The Process number makes the journal unique and Standing Journals are usually posted once per period.</p> <p>Start journal type</p> <p>In GL Transaction Inquiry by Journal this is an optional field and if no entry is made all journals on the system display.</p>
Company	<p>The Company from which Indirect Expenses is retrieved or the Company to which Indirect Expenses are to be distributed.</p>

Profit centre lvl 1	<p>In Indirect Expense Allocation Maintenance this is the first of 3 profit centre levels used for reporting purposes.</p> <p>In R/W Parameter File Maintenance leave blank for the Template report.</p> <p>In GL Trial Balance Download a range of Profit Centre Level 1 codes can be included in this file. If a range is selected, these details can either be reported on separately or consolidated. To consolidate, set the Consolidate flag to Y.</p> <p>An example is, Level 1 defines Country. A range of Countries like Australia, Indonesia, Malaysia could be <i>consolidated to for example report on the Asia Pacific region</i>.</p>
Profit centre lvl 2	<p>In Indirect Expense Allocation Maintenance this is the second of 3 profit centre levels used for reporting purposes.</p> <p>In R/W Parameter File Maintenance leave blank for a Template report.</p> <p>A range of Profit Centre Level 2 codes can be included in the Balance Sheet report.</p> <p>In GL Trial Balance Download a range of Profit Centre Level 2 codes can be included in this file. If a range is selected, these details can either be reported on separately or consolidated. To consolidate, set the Consolidate flag to Y.</p> <p>An example is, Level 2 defines a Division. A range of Divisions can be consolidated or only <i>one Division can be selected for reporting</i>.</p>
Profit centre lvl 3	<p>In Indirect Expense Allocation Maintenance this is the last of 3 profit centre levels used for reporting purposes.</p> <p>In R/W Parameter File Maintenance leave blank for the Template report.</p> <p>In GL Trial Balance Download a range of Profit Centre Level 3 codes can be included in this file. If a range is selected, these details can either be reported on separately or consolidated. To consolidate, set the Consolidate flag to Y.</p> <p>An example is Level 3 defines a State. A range of States can be selected and these <i>can be Consolidated or reported separately</i>.</p>
Profit group	<p>In Indirect Expenses Allocation Maintenance a range of Profit Groups can be included in the allocation.</p> <p>In R/W Parameter File Maintenance leave blank for the Template report. Details can be retrieved for a range of companies down to one profit centre group or a range of Profit Centre Groups. If a range is selected, these figures can be consolidated, by setting the Consolidation flag to Y.</p>
Profit centre	<p>Enter a valid Profit Centre code or leave blank to select all. A range of Profit Centre codes can be included in the allocation.</p>
Major a/c	<p>In Indirect Expense Allocation Maintenance a range of Major Account Numbers can be included in the allocation.</p>

In GL Report Definition Detail Line enter a Major Account number. All groups with the same account number are selected when printing the report. If selecting a range of major accounts a meaningful description should be keyed in, this is for the benefit of the user. The report prints the correct major account descriptions from the Masterfile.

Minor a/c

A range of Minor Account Numbers can be included in the allocation.

Brkdown code

Indirect expenses can be distributed from one profit centre to several other profit centres. How the values are distributed is based on user defined Codes that specify the required percentage distribution which must total 100%.

Applicable General Ledger accounts are coded with a Breakdown Code.

The distribution of Indirect Expenses can take place at any time by running the allocation process found in the G/L Period End Processing module. When this process is run, a reversing journal is created against the original General Ledger account, and allocation journals are generated for the various profit centres.

Entry of a Breakdown code is optional. A range of Breakdown codes can be included in the allocation.

Profit centre

This is the Profit Centre to be used in the Reversal journal.

Major a/c

This is the Profit Centre to be used in the Reversal journal.

Minor a/c

This is the Minor Account to be used in the Reversal Journal.

3. Key in all relevant fields and click **OK** to confirm the entries of all fields. Following panel is displayed.

IBS BookMaster v1.5.6, Dispatcher name:BOOKMASTER, [Q74 - BookMaster74Q], Active user:AUMARMCK

File Preferences Options Help

Menu

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*GL Indirect Expense Alloc Maint

GLM150 > Indirect expenses allocation entry

Sequence

Level

Description

Total percentage %

Position to line

Line	To Profit Center	To Major Account	To Minor Account	Percentage Allocation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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OK Cancel Exit Header

Relevant Fields

Total percentage

This is a calculated Percentage Total and must equal 100% to complete the setup definition.

To profit centre

This Profit Centre code identifies the profit centre to which indirect expenses are distributed.

To major account

Enter a valid Major Account code or enter a wildcard '*****' to accept all major accounts within the profit centre.

To minor account

Enter a valid Minor Account code or enter a wildcard '*****' to accept all minor accounts/major accounts within the profit centre.

Percentage allocation

This is the percentage rate which the system uses to calculate the expense allocation for a specific profit centre.

- Key in all required fields and Click **OK** to confirm. The total percentage field must equal 100% before this indirect expense allocation definition can be filed. An indirect expense file listing can be printed at this point if required. New Indirect Expense Allocation definition is added.

Cross Reference

- GLW300 – Indirect Expense Allocation