Financials

F300 Financials: Intercompany Transactions

Training Guide

Acumatica
The Cloud ERP

Contents

Copyright

Software Version: 2020 R1

How to Use This Course

This course introduces the types of organizational structures that can be configured in Acumatica ERP, the configuration of interbranch balancing transactions, and the processing of interbranch transactions. The course consists of lessons that guide you step by step through the examples and explanations of the configuration and business process workflow in Acumatica ERP.

This course must be completed on Acumatica ERP 2020 R1 Update 1 or a later version. For this course, you will use an Acumatica ERP tenant with the *U100* dataset preloaded.

You perform the following general steps to complete the course:

1. You prepare an Acumatica ERP 2020 R1 instance, as described in *How to Create a Tenant with the U100 Dataset*.

2. In the prepared tenant with the *U100* dataset preloaded, you complete all the lessons.

3. At Partner University, you take F300 Certification Test.

4. At Partner University, you complete the course survey to finish the course and get the Partner University certificate of course completion.

What Is in a Configuration Lesson?

A *configuration lesson*—that is, a lesson dedicated to the configuration of system settings and entities—provides a brief overview of the required system configuration and a description of other settings that could affect the workflow. Also, the lesson could provide information about reports and inquiry forms that can be used for gathering information about the configured entities.

Each lesson includes at least one implementation activity that you have to complete in your Acumatica ERP instance to configure the core system settings or to prepare system entities.

What Is in a Process Lesson?

A *process lesson*—that is, a lesson dedicated to the performing of a particular business process—includes a description of the process workflow and a process diagram that illustrates the user scenario supported by this process. The lesson also provides a brief overview of the settings and entities that need to be prepared in the system before you start to perform this business process. Also, the lesson could include a description of generated transactions, information about reports and inquiry forms that can be used for gathering information related to a described business process, and explanations on how to mass-process documents during performing a business process.

Each lesson includes at least one process activity that you have to complete in your Acumatica ERP instance to learn how to perform the described business process.

What Are the Documentation Resources?

The complete Acumatica ERP documentation is available on *https://help.acumatica.com/* and is included in the Acumatica ERP instance. While viewing any form used in the course, you can

click the **Help** button on the top pane to bring up a form-specific help menu; you can use the links on this menu to quickly access form-related concepts and procedures and to open a reference topic with detailed descriptions of the form elements.

How to Create a Tenant with the *U100* Dataset

To add to an existing Acumatica ERP instance a tenant with the *U100* dataset, which is required for the completion of this course, perform the following instructions:

1. Go to *http://acumatica-builds.s3.amazonaws.com/index.html?prefix=builds/*.

2. Open the folder of your Acumatica ERP instance version.

3. In this folder, open the **Snapshots** folder, and download the **u100.zip** file.

4. Launch the Acumatica ERP instance, and sign in.

5. Open the *Tenants* (SM203520) form, and click **Add New Record** on the form toolbar.

6. In the **Login Name** box, type the name to be used for the tenant.

7. On the form toolbar, click **Save**.

8. On the **Snapshots** tab, click **Import Snapshot**.

9. In the **Upload Snapshot Package** dialog box, select the **u100.zip** file, which you have downloaded, and click **Upload**.

   The system uploads the snapshot to the **Snapshots** tab of the *Tenants* form.

10. On the form toolbar, click **Restore Snapshot**.

11. If the **Warning** dialog box appears, click **Yes**.

12. In the **Restore Snapshot** dialog box, make sure that the correct snapshot package is being uploaded, and click **OK**.

13. Sign out of the current tenant.

    You are now on the Sign-In page, and you can sign in to the tenant you have just created.

Licensing Info

For the educational purposes of this course, you will use Acumatica ERP under the trial license, which doesn't require activation and provides all available features. For production, you have to activate the purchased license; each particular feature may be a subject to additional licensing; please consult the Acumatica ERP sales policy for details.

Company Story

This topic explains the organizational structure and operational activity of the companies with which you will work in this training.

Company Structure

The SweetLife Fruits & Jams company is a midsize company located in New York. The company consists of the following branches:

- SweetLife Head Office and Wholesale Center: This branch owns a jam factory and a large warehouse where fruit (purchased from wholesale vendors) and the produced jam are stored.

- SweetLife Store: This branch has a retail shop with a small warehouse to which the goods are distributed from the company's main warehouse.

- Service and Equipment Sales Center: This branch is a service center with a small warehouse where juicers are stored. This branch sells juicers, installs juicers, trains customers' employees to operate juicers, and provides the servicing of juicers.

The Muffins & Cakes company is a subsidiary of SweetLife Fruits & Jams company. Muffins & Cakes—which is located in Denver, Colorado—consists of the following branches:

- Muffins Head Office and Wholesale Center: This branch owns a bakery and a wholesale warehouse where products are stored.

- Muffins Retail Shop: This branch, which sells products to retail customers, has a retail shop with a small warehouse.

Operational Activity

The SweetLife Fruits & Jams company began operating in the *01-2018* financial period. In November 2018, the company started using Acumatica ERP as an ERP and CRM system and migrated all data of the main office and retail store to Acumatica ERP. As the company grew, the equipment center started working in *01-2019*.

The Muffins & Cakes company was established in January 2019 and started using Acumatica ERP at end of the *01-2019* financial period.

Company Purchases

The SweetLife Fruits & Jams company purchases fruits and spices from large fruit vendors for sale and for jam production. For producing jams and packing jams and fruits, the company purchases jars, labels, and paper bags from various vendors. To meet the internal needs of the main office and store, the company purchases stationery (printing paper, pens, and pencils), computers, and computer accessories from various vendors. The company also purchases juicers for sale from a large juicer vendor and purchases the service of juicer installation.

The Muffins & Cakes company also purchases stationery (printing paper, pens, and pencils) and advertising services.

Company Sales and Services

Each SweetLife Fruits & Jams branch has its own business processes, as follows:

- SweetLife Head Office and Wholesale Center: In this branch, jams and fruit are sold to wholesale customers, such as restaurants and cafés. The company also conducts home canning training at customer locations, and webinars on the company's website.

- SweetLife Store: In the store, small retail customers purchase fresh fruit, berries, and jams, or pick up the goods they have ordered on the website. Some of the goods listed in the website catalog are not stored in the retail warehouse, such as tropical fruits (which are purchased on demand) and tea (which is drop-shipped to customers from a third-party vendor).

- Service and Equipment Sales Center: This branch sells juicers, provides training on equipment use, and offers equipment installation, including site review and maintenance services.

The Muffins & Cakes branches have the following business processes:

- Muffins Head Office & Wholesale Center: In this branch, baked goods and products for baking are sold to wholesale customers, such as restaurants and cafés. The company also conducts baking classes at customer locations.

- Muffins Store: In the store, small retail customers purchase baked goods, or pick the goods ordered on the website.

Models of Organization

In Acumatica ERP, multiple companies can be configured within one tenant. Usually, a company represents a legal entity with an independent balance sheet and separate tax reporting. Companies have to use the same base currency, chart of accounts, and fiscal year. One company may have no branches, or it may consist of multiple branches, each being a separate office or a point of sale.

Types of Multibranch Companies

Acumatica ERP supports multi-branch functionality, which provides the ability to represent the most typical organizational structures within Acumatica ERP.

In this course, the following types of multi-branch companies are used:

- **Organization with centralized accounting**

  This type of organization is a legal entity and consists of multiple branches, each branch representing a company office. The management does not need to have a separate balance sheet for each branch; however, profits and losses should be analyzed by branches. In an organization of this type, balancing entries are not required for transactions that involve two or more company branches. The branches use one posting ledger of the *Actual* type.

  The SweetLife Fruit & Jams company, which is used in the examples of various courses, is an organization that uses centralized accounting. Also, the WineLove company, which you will create in this course, uses this type of accounting.

- **Organization with autonomous branches**

  This type of organization has a number of branches with separate accounting. For each branch, the management needs to have a separate balance sheet along with a separate profit and loss statement. In an organization of this type, automatic balancing entries are required for transactions that involve two or more company branches. These autonomous branches share the same ledger of the *Actual* type, and interbranch transactions in this company require balancing entries.

  The Muffins & Cakes and CowZilla Meat & Knives companies, which you will use in this course, have autonomous branches.

Part 1: Configuration of Companies and Branches

Lesson 1.1: Configuring a Company with Branches that Do Not Require Balancing

Company with Branches that Do Not Require Balancing: General Information

When you initially implement Acumatica ERP, you perform the company configuration that makes it possible for system implementation to proceed. This configuration includes enabling the necessary set of features and configuring the company in the system. You can then proceed to further Acumatica ERP implementation, which includes specifying the basic settings related to the general ledger and to cash management, accounts payable, and accounts receivable.

When you configure a company in Acumatica ERP, it can be defined as being without branches, as consisting of branches that require balancing entries (if transactions involve multiple branches), or as having branches that do not require balancing entries. The topics of this chapter describe the configuration of a company with branches that do not require balancing.

Learning Objectives

In this chapter, you will learn how to do the following:

- Enable the minimum set of features before starting configuration of a company

- Perform configuration of a company with branches that do not require balancing

Applicable Scenarios

You configure a company with branches that do not require balancing if the company has multiple offices, but balance sheets are provided for the whole company (not separately for each branch). The offices all use the same currency, ledger, units of measure, chart of accounts, and financial year structure.

You perform company configuration as a first phase of the implementation of Acumatica ERP, before the creation of the entities needed for business processes. You can also add a new company or a new branch to the existing companies in the tenant at any time.

Workflow of the Configuration of a Company With Branches that Do Not Require Balancing

To implement the basic configuration of a company with branches not requiring balancing in Acumatica ERP, you perform the following general steps:

1. On the *Enable/Disable Features* (CS100000) form, you enable the default set of features and the *Multi-Branch Support* feature. For details, see *Company with Branches that Do Not Require Balancing: Implementation Activity*.

   With the *Multi-Branch Support* feature enabled, users can create multiple companies without branches, a company with multiple branches, or multiple companies with branches within one tenant. If this feature is disabled, the users can create only one company without branches.

   > In a production environment, after the features are enabled, you have to activate the Acumatica ERP license by using the *Activate License* (SM201510) form. Each particular feature may be subject to additional licensing; please consult the Acumatica ERP sales policy for details.

2. On the *Companies* (CS101500) form, you create the company entity in the system, and specify a type. You then add branches on the *Branches* (CS102000) form. You also create its actual ledger. For details, see *Company with Branches that Do Not Require Balancing: Implementation Activity*.

3. On the *Companies* (CS101500) form, you also create the company's actual ledger. All branches of the company will use this single ledger for posting. For details, see *General Ledger: To Create an Actual Ledger*.

   > Regardless of the company type, you can configure and use only one actual ledger for a company, which all branches will use.

4. On the *Chart of Accounts* (GL202500) form, you add the accounts that are necessary for performing the financial operations of the company, as described in *General Ledger: To Create a Chart of Accounts*.

5. On the *General Ledger Preferences* (GL102000) form, you specify the settings for processing transactions in the general ledger. For details, see *General Ledger: To Specify General Ledger Preferences*.

6. On the *Financial Year* (GL101000) form, you set up the first financial year when the company starts processing its operations in Acumatica ERP. You then generate periods on the *Master Financial Calendar* (GL201000) form and open them on the *Manage Financial Periods* (GL503000) form. For more information, see *General Ledger: To Define a Financial Year*.

7. On the *Cash Management Preferences* (CA102000) form, you specify the settings to be used in the system for processing cash transactions. For details, see *Cash Management: To Specify Cash Management Preferences*.

8. On the *Entry Types* (CA203000) form, you add the necessary entry types for processing cash payments. For details, see *Cash Management: To Create an Entry Type*.

9. On the *Cash Accounts* (CA202000) form, you define the cash accounts to be used to record cash entries and funds transfers. For more information, see *Cash Management: To Create Cash Accounts*.

10. On the *Payment Methods* (CA204000) form, you define the payment methods that the company uses to pay its vendors, as well as the payment methods that are used by customers to pay the company. For more information, see *Cash Management: To Modify a Payment Method*.

11. On the *Credit Terms* (CS206500) form, you create the sets of credit terms that are commonly used by vendors in their relations with the company and by the company in its relations with customers. These will be assigned to particular vendors and customers and specified in their bills and invoices, respectively. For more information, see *Credit Terms: To Define Credit Terms*.

12. On the *Vendor Classes* (AP201000) form, you create the default vendor class, which will provide default values for vendor accounts of the class and for other vendor classes you create later. For details, see *Accounts Payable: To Create a Vendor Class*.

13. On the *Accounts Payable Preferences* (AP101000) form, you specify the settings to be used in accounts payable. See *Accounts Payable: To Specify Accounts Payable Preferences* for more information.

14. On the *Statement Cycles* (AR202800) form, you define the necessary statement cycles to track customers' outstanding balances, as described in *Accounts Receivable: To Create a Statement Cycle*. These cycles will be used later, when you are sending electronic or printed statements to the customers.

15. On the *Customer Classes* (AR201000) form, you create the default customer class, which will provide default values for customer accounts and for other customer classes you create later. For details, see *Accounts Receivable: To Create a Customer Class*.

16. On the *Accounts Receivable Preferences* (AR101000) form, you specify the settings to be used in accounts receivable. See *Accounts Receivable: To Specify Accounts Receivable Preferences* for more information.

Company Settings

In Acumatica ERP, you create new companies or maintain existing companies by using the *Companies* (CS101500) form. On this form, to configure the company with branches that do not require balancing, you have to specify the company's identifier, name, address, and units of measure, and you ensure that the *With Branches Not Requiring Balancing* type is selected. You also specify the base currency of the company, which you cannot change after you save the newly created company for the first time. If you create multiple companies in the tenant, this base currency will be used automatically for all companies and cannot be changed. (If the company is not the first company you are creating in the tenant, the base currency is already filled in.)

After you have created the company, you add branches to it on the *Branches* (CS102000) form. You can navigate directly to this form or open it by clicking **Add Branch** on the *Companies* form. On the *Branches* form, for each branch you want to add, you specify its general information, including its identifier, name, address, default location, and employees.

After the company has been configured, the *With Branches Not Requiring Balancing* company type can still be changed to *Without Branches* if the company has only one branch or no branches at all. The type can also be changed to *With Branches*

Requiring Balancing if no transactions have been posted by company branches or the company has only one branch.

Company with Branches that Do Not Require Balancing: Implementation Activity

In this activity, you will learn how to enable the necessary set of features, define the appropriate settings for a company with branches that do not require balancing, and define the needed settings for the branches of the company if the company is created in a tenant in which other companies already exist.

Story

Suppose that your organization has grown, and a new company that sells wine has been established. The new WineLove company is located in Monterey, California, and consists of the following branches:

- WineLove Wholesale Center

- WineLove Liquor Store

The company uses centralized accounting and is going to use the default functionality of Acumatica ERP.

Acting as an administrator, you need to configure a company entity in Acumatica ERP for the WineLove company with these two branches.

System Preparation

To prepare to perform the steps of this lesson, launch the Acumatica ERP website with the *U100* dataset, and use the *admin* login to sign in to the tenant.

> In the *U100* dataset, on the *Enable/Disable Features* (CS100000) form, the *Multi-Branch Support* feature has been enabled so that administrative users can create multiple companies without branches, a company with multiple branches, or multiple companies with branches within one tenant.

Step 1: Defining a Company with Branches that Do Not Require Balancing

To configure the company with branches that do not require balancing for WineLove, do the following:

1. Open the *Companies* (CS101500) form.

2. In the Summary area, specify the following settings:

    - **Company ID**: `WINELOVE`

    - **Company Name**: `WineLove`

    - **Company Type**: *With Branches Not Requiring Balancing*

3. In the **Main Address** section of the **Company Details** tab, specify the following address settings:

    - **City**: `Monterey`

    - **Country**: *US - United States of America*

    - **State**: *CA - California*

4. In the **Base Currency Settings (Shared)** section, notice that *USD* is selected in the **Base Currency ID** box. The base currency specified for the first company in the tenant is applied to all companies in the tenant and cannot be changed; the decimal precision of the currency also cannot be changed.

5. In the **Miscellaneous Settings (Shared)** section, in the **Price/Cost Decimal Places** box, make sure *2* is selected. Notice that you cannot change the units of measure of weight and volume in the **Weight UOM** and **Volume UOM** boxes, respectively.

    These settings were filled in by the system based on the settings of the first company configured in the tenant.

6. On the form toolbar, click **Save**.

Step 2: Defining the Company's Branches

To define WineLove's branches, do the following:

1. While you are still viewing the WineLove company on the *Companies* (CS101500) form, on the **Branches** tab, click **Add Branch**.

    The *Branches* (CS102000) form opens with the predefined company. First, you will create a branch for the WineLove wholesale center.

2. In the Summary area, specify the following settings:

    - **Branch ID**: `WINEWHOLE`

    - **Branch Name**: `WineLove Wholesale Center`

    - **Company**: *WINELOVE*

3. In the **Main Address** section of the **Branch Details** tab, specify the following address settings:

    - **Address Line 1**: `2555 Garden Rd`

    - **City**: `Monterey`

    - **Country**: *US (United States)*

    - **State**: *CA - California*

4. On the form toolbar, click **Save**.

5. On the form toolbar, click **Add New Record**, and in the Summary area, specify the following settings to create a branch for the WineLove liquor store:

- **Branch ID**: WINERETAIL

- **Branch Name**: WineLove Liquor Store

- **Company**: *WINELOVE*

- **Address Line 1**: 475 Washington St

- **City**: Monterey

- **Country**: *US (United States)*

- **State**: *CA - California*

6. On the form toolbar, click **Save & Close**.

The system returns you to the *Companies* form, on which you can now create an actual ledger for the company and branches you have created. For details, see *General Ledger: To Create an Actual Ledger*.

Lesson 1.2 (Optional): Configuring a Company with Branches that Require Balancing

Company with Branches that Require Balancing: General Information

When you initially implement Acumatica ERP, you perform the company configuration that makes it possible for system implementation to proceed. This configuration includes enabling the necessary set of features and configuring the company in the system. You can then proceed to further Acumatica ERP implementation, which includes specifying the basic settings related to the general ledger and to cash management, accounts payable, and accounts receivable.

When you configure a company in Acumatica ERP, it can be defined as being without branches, as consisting of branches that require balancing entries (if transactions involve multiple branches), or as having branches that do not require balancing entries. The topics of this chapter describe the configuration of a company with branches that require balancing.

Learning Objectives

In this chapter, you will learn how to do the following:

- Enable the minimum set of features before starting configuration of a company

- Perform configuration of a company with branches that require balancing

Applicable Scenarios

You configure a company with branches that require balancing if the company has multiple offices, but reports are provided separately for each branch. The offices all use the same currency, ledger, units of measure, chart of accounts, and financial year structure.

You perform company configuration as a first phase of the implementation of Acumatica ERP, before the creation of the entities needed for business processes. You can also add a new company or a new branch to the existing companies in the tenant at any time.

Workflow of the Configuration of a Company With Branches that Require Balancing

To implement the basic configuration of a company with branches requiring balancing in Acumatica ERP, you perform the following general steps:

1. On the *Enable/Disable Features* (CS100000) form, you enable the default set of features and the *Multi-Branch Support* and *Inter-Branch Transactions* features. For details, see *Company with Branches that Require Balancing: Implementation Activity*.

With the *Multi-Branch Support* feature enabled, users can create multiple companies without branches, a company with multiple branches, or multiple companies with or without branches within one tenant. If this feature is disabled, the users can create only one company without branches.

The *Inter-Branch Transactions* feature gives the users the ability to configure the automatic generation of interbranch balancing transactions for each document that involves any of the following: multiple companies, branches of different companies, or branches that belong to one company and require balancing. If this feature is disabled, the users can create interbranch transactions between only branches that belong to one company and do not require balancing.

> In a production environment, after the features are enabled, you have to activate the Acumatica ERP license by using the *Activate License* (SM201510) form. Each particular feature may be subject to additional licensing; please consult the Acumatica ERP sales policy for details.

2. On the *Companies* (CS101500) form, you create the company entity in the system, and specify a type. You then add branches on the *Branches* (CS102000) form. You also create its actual ledger. For details, see *Company with Branches that Do Not Require Balancing: Implementation Activity*.

3. On the *Companies* (CS101500) form, you also create the company's actual ledger. All branches of the company will use this single ledger for posting. For details, see *General Ledger: To Create an Actual Ledger*.

> Regardless of the company type, you can configure and use only one actual ledger for a company, which all branches will use.

4. On the *Chart of Accounts* (GL202500) form, you add the accounts that are necessary for performing the financial operations of the company, as described in *General Ledger: To Create a Chart of Accounts*.

5. On the *General Ledger Preferences* (GL102000) form, you specify the settings for processing transactions in the general ledger. For details, see *General Ledger: To Specify General Ledger Preferences*.

6. On the *Financial Year* (GL101000) form, you set up the first financial year when the company starts processing its operations in Acumatica ERP. You then generate periods on the *Master Financial Calendar* (GL201000) form and open them on the *Manage Financial Periods* (GL503000) form. For more information, see *General Ledger: To Define a Financial Year*.

7. On the *Cash Management Preferences* (CA102000) form, you specify the settings to be used in the system for processing cash transactions. For details, see *Cash Management: To Specify Cash Management Preferences*.

8. On the *Entry Types* (CA203000) form, you add the necessary entry types for processing cash payments. For details, see *Cash Management: To Create an Entry Type*.

9. On the *Cash Accounts* (CA202000) form, you define the cash accounts to be used to record cash entries and funds transfers. For more information, see *Cash Management: To Create Cash Accounts*.

10. On the *Payment Methods* (CA204000) form, you define the payment methods that the company uses to pay its vendors, as well as the payment methods that are used by customers to pay the company. For more information, see *Cash Management: To Modify a Payment Method*.

11. On the *Credit Terms* (CS206500) form, you create the sets of credit terms that are commonly used by vendors in their relations with the company and by the company in its relations with customers. These will be assigned to particular vendors and customers and specified in their bills and invoices, respectively. For more information, see *Credit Terms: To Define Credit Terms*.

12. On the *Vendor Classes* (AP201000) form, you create the default vendor class, which will provide default values for vendor accounts of the class and for other vendor classes you create later. For details, see *Accounts Payable: To Create a Vendor Class*.

13. On the *Accounts Payable Preferences* (AP101000) form, you specify the settings to be used in accounts payable. See *Accounts Payable: To Specify Accounts Payable Preferences* for more information.

14. On the *Statement Cycles* (AR202800) form, you define the necessary statement cycles to track customers' outstanding balances, as described in *Accounts Receivable: To Create a Statement Cycle*. These cycles will be used later, when you are sending electronic or printed statements to the customers.

15. On the *Customer Classes* (AR201000) form, you create the default customer class, which will provide default values for customer accounts and for other customer classes you create later. For details, see *Accounts Receivable: To Create a Customer Class*.

16. On the *Accounts Receivable Preferences* (AR101000) form, you specify the settings to be used in accounts receivable. See *Accounts Receivable: To Specify Accounts Receivable Preferences* for more information.

Company Settings

In Acumatica ERP, you create new companies or maintain existing companies by using the *Companies* (CS101500) form. On this form, to configure the company with branches that require balancing, you have to specify the company's identifier, name, address, and units of measure, and you ensure that the *With Branches Requiring Balancing* type is selected. You also specify the base currency of the company, which you cannot change after you save the newly created company for the first time. If you create multiple companies in the tenant, this base currency will be used automatically for all companies and cannot be changed. (If the company is not the first company you are creating in the tenant, the base currency is already filled in.)

After you have created the company, you add branches to it on the *Branches* (CS102000) form. You can navigate directly to this form or open it by clicking **Add Branch** on the *Companies* form. On the *Branches* form, for each branch you want to add, you specify its general information, including its identifier, name, address, default location, and employees.

> After the company has been configured, the *With Branches Requiring Balancing* company type can still be changed to *Without Branches* if the company has only one branch or no branches at all. The type can also be changed to *With Branches Not Requiring Balancing* if no transactions have been posted by company branches or the company has only one branch.

Company with Branches that Require Balancing: Implementation Activity

In this activity, you will learn how to enable the necessary set of features, define the appropriate settings for a company with branches that require balancing, and define the needed settings for the branches of the company if the company is created in a tenant in which other companies already exist.

Story

Suppose that your organization has grown, and the new CowZilla Meat & Knives company has been established. The new company is located in Houston, Texas, and consists of the following branches:

- CowZilla Meat Shop

- CowZilla Knife Shop

The company uses separate accounting for branches and is going to use the default functionality of Acumatica ERP.

Acting as an administrator, you need to configure a company entity in Acumatica ERP for the CowZilla company with these two branches.

System Preparation

To prepare to perform the steps of this activity, launch the Acumatica ERP website with the *U100* dataset, and use the *admin* login to sign in to the tenant.

In the *U100* dataset, on the *Enable/Disable Features* (CS100000) form, the *Multi-Branch Support* feature has been enabled so that administrative users can create multiple companies without branches, a company with multiple branches, or multiple companies with branches within one tenant. Also, the *Inter-Branch Transactions* feature has been enabled so that users can configure the automatic generation of balancing entries for transactions between different companies within one tenant, branches of different companies within one tenant, and branches that belong to one company and require balancing.

Step 1: Defining a Company With Branches that Require Balancing

To configure the company without branches for CowZilla Meat & Knives, do the following:

1. Open the *Companies* (CS101500) form.

2. In the Summary area, specify the following settings:

   ● **Company ID**: COWZILLA

   ● **Company Name**: CowZilla Meat & Knives

   ● **Company Type**: *With Branches Requiring Balancing*

3. In the **Main Address** section of the **Company Details** tab, specify the following address settings:

   ● **City**: Houston

   ● **Country**: *US - United States of America*

   ● **State**: *TX - Texas*

4. In the **Base Currency Settings (Shared)** section, notice that *USD* is selected in the **Base Currency ID** box. The base currency specified for the first company in the tenant is applied to all companies in the tenant and cannot be changed; the decimal precision of the currency also cannot be changed.

5. In the **Miscellaneous Settings (Shared)** section, in the **Price/Cost Decimal Places** box, make sure *2* is selected. Notice that you cannot change the units of measure of weight and volume in the **Weight UOM** and **Volume UOM** boxes, respectively.

   These settings were filled in by the system based on the settings of the first company configured in the tenant.

6. On the form toolbar, click **Save**.

Step 2: Defining Branches for the Company

To configure branches for CowZilla Meat & Knives, do the following:

1. While you are still viewing the CowZilla Meat & Knives company on the *Companies* (CS101500) form, on the **Branches** tab, click **Add Branch**.

The *Branches* (CS102000) form opens with the predefined company. First, you will create a branch for the CowZilla meat shop.

2. In the Summary area, specify the following settings:

   - **Branch ID**: CZMEAT

   - **Branch Name**: CowZilla Meat Shop

   - **Company**: *COWZILLA*

3. In the **Main Address** section of the **Branch Details** tab, specify the following address details:

   - **Address Line 1**: 8514 C E King Pkwy

   - **City**: Houston

   - **Country**: *US (United States)*

   - **State**: *TX - Texas*

4. On the form toolbar, click **Save**.

5. On the form toolbar of the *Branches* form, click **Add New Record** and create a branch for the CowZilla knife shop with the following settings:

   - **Branch ID**: CZKNIVES

   - **Branch Name**: CowZilla Knife Shop

   - **Company**: *COWZILLA*

   - **Address Line 1**: 1275 Eldridge Pkwy

   - **City**: Houston

   - **Country**: *US (United States)*

   - **State**: *TX - Texas*

6. On the form toolbar, click **Save & Close**.

The system returns you to the *Companies* form, on which you can now create an actual ledger for the company and branches you have created. For details, see *General Ledger: To Create an Actual Ledger*.

Lesson 1.3: Configuring Account Mapping Rules for Interbranch Transactions

Interbranch Account Mapping: General Information

Organizations can be configured in Acumatica ERP in a variety of ways, with multiple companies and multiple branches within companies. As such, multiple branches or companies may be involved in a particular transaction.

In interbranch or intercompany transactions, because credit and debit amounts are posted to different branches or companies, the account balances of the branches or companies may not be in balance. You need to configure the system to automatically generate balancing entries for interbranch or intercompany transactions so that transactions are balanced in each involved branch or company.

Learning Objectives

You will learn how to configure account mapping rules for transactions between companies and between branches that require balancing.

Applicable Scenarios

If the company you are configuring in the system intends to register intercompany and interbranch transactions and enter intercompany and interbranch documents, you need to configure account mapping rules. For details on such documents, see the following topics:

- *Interbranch Bills with Balancing: General Information*

- *Interbranch Invoices with Balancing: General Information*

- *Intercompany Funds Transfers: General Information*

Interbranch Balancing Entries

You need to set up the generation of balancing entries for interbranch transactions if any of the following transactions can be generated in the organization:

- Transactions between different companies

- Transactions between branches of different companies

- Transactions between branches of one company that have separate accounting—that is, branches of a company with the *With Branches Requiring Balancing* company type specified on the *Companies* (CS101500) form

In these cases, transactions should be balanced in each company or branch involved so that the accounts of each entity will be in balance and so that you can prepare reports for each company or branch.

Configuration of Interbranch Transactions with Balancing Entries

To configure in the system the rules the system will use to generate balancing entries, you have to do the following:

1. Make sure that the *Inter-Branch Transactions* feature has been enabled on the *Enable/ Disable Features* (CS100000) form.

2. Define the rules according to which the system will generate balancing entries on the *Inter-Branch Account Mapping* (GL101010) form. In each rule, you specify the following:

   - The originating branch in which an interbranch transaction is initiated. This is the branch specified for the document whose release causes the transaction to be generated.

   - The destination branch to which the interbranch transaction is targeted. This is the branch specified in the particular line of the document whose release causes the transaction to be generated.

   - The account range for mapping in the originating branch. That is, the range of accounts of the originating branch to which the rule applies.

   - The offset account to which the system will post the balancing entry in the originating branch. You can use as this offset account any asset or liability account assigned to an appropriate account class, depending on the organization reporting needs.

   - The account range for mapping in the destination branch. That is, the range of accounts of the destination branch to which the rule applies.

   - The offset account to which the system will post the balancing entry in the destination branch.

Interbranch Account Mapping: Implementation Activity

In this activity, you will learn how to define account mapping rules for intercompany and interbranch transactions in the system.

Story

The Muffins & Cakes company registers transactions between its branches in the system. Its branches use separate accounting, so they require balancing. The company also registers transactions with the SweetLife head office and retail shop. The account mapping rules between the Muffins & Cakes head office branch (*MHEAD* in the system) and the Muffin & Cakes retail store branch (*MRETAIL*) have already been defined in Acumatica ERP as well as mapping rules between the Muffins & Cakes head office branch and the SweetLife head office branch (*HEADOFFICE*). You will review these rules. You need to define account mapping rules for transactions between Muffins & Cakes head office branch and SweetLife retail shop (*RETAIL*).

System Preparation

Launch the Acumatica ERP website with the *U100* dataset. Use the *admin* login to sign in to the tenant.

Step 1: Reviewing the Configuration of Mapping Rules Between Branches

To review the configuration of account mapping rules between the two branches of the *Muffins Head Office & Wholesale Center* company, do the following:

1. Open the *Inter-Branch Account Mapping* (GL101010) form.

2. In the **Originating Branch** box of the Summary area, select *MHEAD*.

   The originating branch is the branch to which the rules defined on the tabs apply.

3. On the **Transaction in Originating Branch** tab, review the settings that are used to generate balancing transactions in the originating branch.

   In the first row on this tab, notice that the *MRETAIL* branch is selected as the destination branch. This mapping rule applies to all the accounts within the specified account range. The *19000 - Due from Related Entity* account is specified as the offset account to which the system will post the balancing entry in the originating branch. The same settings apply to the *HEADOFFICE* branch in the second row of the tab.

4. On the **Transaction in Destination Branch** tab, review the settings that are used to generate balancing transactions in the destination branch.

   In the rows on this tab, notice that *26000 - Due to Related Entity* is specified as the offset account to which the system will post the balancing entry in the destination branches.

5. In the **Originating Branch** box in the Summary area, select *MRETAIL*, and review the mapping rules for transactions originating from the *MRETAIL* branch.

Now that you have reviewed the settings of existing interbranch account mapping rules, you will create your own account mapping rules.

Step 2: Defining Interbranch Account Mapping for Intercompany Transactions

To configure the account mapping rules for transactions between the *Muffins Head Office & Wholesale Center* branch and the *SweetLife Store* branch, which are in separate companies, do the following:

1. While you are still on the *Inter-Branch Account Mapping* (GL101010) form, make sure that *MHEAD* is selected in the **Originating Branch** box of the Summary area.

2. On the **Transaction in Originating Branch** tab, click **Add Row** on the table toolbar, and specify the following settings in the new row:

   - **Destination Branch**: *RETAIL*

- **Account From**: 00000

- **Account To**: 99999

- **Offset Account**: *19000 - Due from Related Entity*

This mapping rule applies to all the accounts within the specified account range. The *19000 - Due from Related Entity* account is specified as the offset account to which the system will post the balancing entry in the originating branch.

3. On the **Transaction in Destination Branch** tab, click **Add Row** on the table toolbar, and specify the following settings in the new row:

- **Destination Branch**: *RETAIL*

- **Account From**: 00000

- **Account To**: 99999

- **Offset Account**: *26000 - Due to Related Entity*

This mapping rule applies to all the accounts within the specified account range. The *26000 - Due to Related Entity* account is specified as the offset account to which the system will post the balancing entry in the destination branch.

4. On the form toolbar, click **Save**.

You have defined the account mapping rules to be used when *MHEAD* is the originating branch and *RETAIL* is the destination branch. Now you will specify the account mapping rules to be used when *RETAIL* is the originating branch and *MHEAD* is the destination branch.

5. In the **Originating Branch** box, select *RETAIL*.

6. On the **Transaction in Originating Branch** tab, click **Add Row** on the table toolbar, and specify the following settings in the new row:

- **Destination Branch**: *MHEAD*

- **Account From**: 00000

- **Account To**: 99999

- **Offset Account**: *19000 - Due from Related Entity*

7. On the **Transaction in Destination Branch** tab, click **Add Row** on the table toolbar, and specify the following settings in the new row:

- **Destination Branch**: *MHEAD*

- **Account From**: 00000

- **Account To**: 99999

- **Offset Account**: *26000 - Due to Related Entity*

8. On the form toolbar, click **Save**.

   Now you have configured balancing rules that will be used for transactions between the *Muffins Head Office & Wholesale Center* branch and the *SweetLife Store* branch.

Part 2: Processing of Documents between Companies and Branches

Lesson 2.1: Processing a Bill Between Branches Not Requiring Balancing

Interbranch Bills Without Balancing: General Information

If a company consists of multiple branches, it may have bills that involve multiple branches of the company for the purchase of goods or services from the specified vendor. If branches use centralized accounting—that is, the *With Branches Not Requiring Balancing* type is selected on the *Companies* (CS101500) form—you can enter bills without additional balancing entries being configured.

When you enter an interbranch bill on the *Bills and Adjustments* (AP301000) form, you perform the same steps as you do when you add a bill that involves only one branch, except that you specify the branch for each line of the bill in addition to specifying it for the bill as a whole on the **Financial Details** tab. For details on creating a bill, see *AP Bills: General Info*.

Learning Objectives

You will learn how to do the following:

- Process a bill between branches that do not require balancing

- Review the balances of accounts involved in transactions

Applicable Scenarios

You create inter-branch bills in the following cases:

- If one branch purchases goods for this branch and for other branches of the company

- If one branch transfers goods to another branch of the company

Interbranch Bills Without Balancing: Generated Transactions

When you release an AP bill between branches that do not require balancing, the system generates a batch of transactions in the general ledger. You can view the details of the batch associated with a bill by clicking the link in the **Batch Nbr.** box on the **Financial Details** tab of the *Bills and Adjustments* (AP301000) form. The system opens the *Journal Transactions* (GL301000) form with the batch selected.

If a bill for one branch is used to purchase goods for multiple branches not requiring balancing, the following accounts are involved in the transactions generated when the bill is released:

- The AP account of the originating branch (that is, the branch from which the bill originates and that is purchasing the goods), which is specified in the **AP Account** box on the **Financial Details** tab of the *Bills and Adjustments* form. When a bill is created, the system fills in this box with the AP account specified for the vendor location (if multiple business locations are used in the system) or for the vendor (if a single location is used), but you can override this setting for a particular bill.

- The expense account of the vendor, which is specified for each line of the bill in the **Account** column on the **Document Details** tab of the *Bills and Adjustments* form. By default, the system inserts into this column the expense account specified for the vendor location (if multiple business locations are used in the system) or for the vendor (if a single location is used), but you can override this value.

For a bill that involves two branches not requiring balancing, the following example demonstrates the transactions that are generated. In this example, *HEADOFFICE* is the originating branch that is purchasing goods, and *RETAIL* is the destination branch to receive some of the goods. The transactions shown below will be recorded to the general ledger when the batch related to the bill is posted.

Branch	Account	Debit	Credit
HEADOFFICE - Originating Branch	*20000 - Accounts Payable*	*$0.00*	*$450.00*
HEADOFFICE - Originating Branch	*62400 - Office Expense*	*$300.00*	*$0.00*
RETAIL - Destination Branch	*62400 - Office Expense*	*$150.00*	*$0.00*

With the other applicable scenario for branches not requiring balancing, the bill reflects goods being ordered by one branch (the originating branch) and completely transferred to another branch (the destination branch). In this example, *HEADOFFICE* is the originating branch that is purchasing goods, and *RETAIL* is the destination branch to which the goods are transferred. In this case, the following transactions will be recorded to the general ledger when the batch related to the bill is posted.

Branch	Account	Debit	Credit
HEADOFFICE - Originating Branch	*20000 - Accounts Payable*	*$0.00*	*$450.00*
RETAIL - Destination Branch	*62400 - Office Expense*	*$450.00*	*$0.00*

Interbranch Bills Without Balancing: Activity

In this activity, you will learn how to process a bill for branches that do not require balancing; you will then review the relevant account balances.

Story

The head office of the SweetLife company needs to process a $450 bill that it has received from the Spectra Stationery Office vendor on March 2, 2020. The bill is for stationery that was purchased for the head office branch in the amount of $300 and for the retail store branch in the amount of $150. (These branches do not need to be balanced.) You need to create a bill in the system to reflect the bill received from the vendor, and then release the bill, which causes a batch to be generated for it.

Process Overview

In this activity, you will first review the account balances for the branches of the SweetLife company in the *03-2020* financial period. To process an interbranch bill for the branches that do not require balancing, you will create and release the bill on the *Bills and Adjustments* (AP301000) form. You will then review the generated batch on the *Journal Transactions* (GL301000) form, check the account balances on the *Account Summary* (GL401000) form, and generate the trial balance report by using the *Trial Balance Summary* (GL632000) report form.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *3/2/2020*. If a different date is displayed, click the Business Date menu button and select *3/2/2020*.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 1: Reviewing the Initial Account Balances

Before you begin the tasks of creating and posting a bill, you will review the account balances for the branches of the SweetLife company in the *03-2020* financial period. Do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in both branches, in the Selection area, make sure the following settings are specified:

   - **Company/Branch**: *SWEETLIFE*

- **Ledger**: *ACTUAL*

- **Financial Period**: *03-2020*

3. In the table, review the account balances. For the *HEADOFFICE* branch, notice the amount in the **Debit Total** column for the *62400 - Office Expense* account ($0), and in the **Credit Total** column for the *20000 - Accounts Payable* account ($0). For the *RETAIL* branch, notice that the amount in the **Credit Total** column for the *20000 - Accounts Payable* account is $0, and the *62400 - Office Expense* account is not listed, meaning that the account balances are zero for the period.

Now you will create a bill between branches that involves these accounts.

Step 2: Creating and Processing a Bill for Branches Not Requiring Balancing

To create and process an AP bill for stationery purchased for multiple branches (*HEADOFFICE* and *RETAIL*) that do not require balancing, do the following:

1. Open the *Bills and Adjustments* (AP301000) form.

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

- **Type**: *Bill*

- **Vendor**: *STATOFFICE*

- **Date**: *3/2/2020*

- **Description**: Stationery

3. On the **Document Details** tab, click **Add Row**, and enter the following settings in the row you have added:

- **Branch**: *HEADOFFICE*

- **Transaction Descr.**: Stationery

- **Ext. Cost**: 300

4. Add another row with the following settings:

- **Branch**: *RETAIL*

- **Transaction Descr.**: Stationery

- **Ext. Cost**: 150

Notice the *62400 - Office Expense* account, which is an expense account of the vendor, specified in the **Account** column for both lines.

5. On the form toolbar, click **Save** to save the bill.

6. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

7. Review the **Financial Details** tab.

   Notice the originating branch of the bill (*HEADOFFICE*), which is specified in the **Branch** box. The system has filled in the **Branch** box automatically with the branch to which you are signed in. Also, notice that *20000 - Accounts Payable* is specified in the **AP Account** box.

8. Click the link in the **Batch Nbr.** box, and review the GL batch, which the system has opened on the *Journal Transactions* (GL301000) form.

When you released the bill, the system generated and posted this related GL transaction. The AP account of the originating branch of the bill has been credited with the amount of the bill ($450), and the accounts from each document line have been debited in the destination branch with the amount specified in the related line ($300 and $150).

In the next step, you will check the balances of these accounts.

Step 3: Reviewing the Account Balances

To review the account balances for the branches in the *03-2020* financial period, do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in the *HEADOFFICE* branch, in the Summary area, make sure the following settings are specified:

   - **Company/Branch**: *HEADOFFICE*

   - **Ledger**: *ACTUAL*

   - **Financial Period**: *03-2020*

3. In the table, review the account balances. Notice the amount in the **Debit Total** column for the *62400 - Office Expense* account ($300).

4. In the **Company/Branch** box of the Summary area, select *RETAIL* to review the account balances in the *RETAIL* branch.

5. In the table, review the account balances. Notice the amount in the **Debit Total** column for the *62400 - Office Expense* account ($150).

Now you will review the balances for the financial period for the company as a whole.

Step 4: Reviewing the Balances for the Financial Period

To review the balances for the *03-2020* financial period, do the following:

1. Open the *Trial Balance Summary* (GL632000) report form.

2. On the **Report Parameters** tab, specify the following parameters:

   - **Company/Branch**: *SWEETLIFE*

- **Ledger**: *ACTUAL*

- **Financial Period**: *03-2020*

- **Suppress Zero Balances**: Selected

3. On the report form toolbar, click **Run Report**.

4. In the generated report, review the account balances. The amount in the **Credit** column for the *20000 - Accounts Payable* account equals the amount in the **Debit** column for the *62400 - Office Expense* account.

In this activity, you have created and processed a bill between branches that do not require balancing, and you have learned how to review the relevant account balances.

Lesson 2.2: Processing a Bill Between Branches Requiring Balancing

Interbranch Bills with Balancing: General Information

If a company consists of multiple branches, it may have bills that involve multiple branches of the company for the purchase of goods or services from the specified vendor. If branches use separate accounting—that is, the *With Branches Requiring Balancing* type is selected on the *Companies* (CS101500) form—you have to configure the system so that it generates balancing entries for these bills.

When you enter an interbranch bill on the *Bills and Adjustments* (AP301000) form, you perform the same steps as you do when you add a bill that involves only one branch, except that you specify the branch for line of the bill in addition to specifying it for the bill as a whole on the **Financial Details** tab. For details on creating a bill, see *AP Bills: General Info*.

On the posting of an interbranch transaction related to a bill, the system adds a balancing entry to the batch based on the account mapping rules that have been specified in the system. For details, see *Interbranch Account Mapping: General Information*.

Learning Objectives

You will learn how to do the following:

- Process a bill between branches that require balancing

- Review the balances of accounts involved in transactions

Applicable Scenarios

You create inter-branch bills in the following cases:

- If one branch purchases goods for this branch and for other branches of the company

- If one branch transfers goods to another branch of the company

Interbranch Bills with Balancing: Generated Transactions

When you release an AP bill between branches that need to be balanced, the system generates a batch of transactions in the general ledger. When this batch is posted, the system adds a balancing transaction to it. You can view the details of the batch associated with a bill by clicking the link in the **Batch Nbr.** box on the **Financial Details** tab of the *Bills and Adjustments* (AP301000) form. The system opens the *Journal Transactions* (GL301000) form with the batch selected.

If a bill for one branch is used to purchase goods for multiple branches that require balancing, the following accounts are involved in the transactions generated when the bill is released and the related batch is posted:

- The AP account of the originating branch (that is, the branch from which the bill originates and that is purchasing the goods), which is specified in the **AP Account** box on the **Financial Details** tab of the *Bills and Adjustments* form. When a bill is created, the system fills in this box with the AP account specified for the vendor location (if multiple business locations are used in the system) or for the vendor (if a single location is used), but you can override this setting for a particular bill.

- The expense account of the vendor, which is specified for each line of the bill in the **Account** column on the **Document Details** tab of the *Bills and Adjustments* form. By default, the system inserts into this column the expense account specified for the vendor location (if multiple business locations are used in the system) or for the vendor (if a single location is used), but you can override this value.

- The offset account to which the system will post the balancing entry in the originating branch; this account is specified in the **Offset Account** column on the **Transactions in the Originating Branch** tab of the *Inter-Branch Account Mapping* (GL101010) form for the destination branch.

- The offset account to which the system will post the balancing entry in the destination branch; this account is specified in the **Offset Account** column on the **Transactions in the Destination Branch** tab of the *Inter-Branch Account Mapping* form for the destination branch.

For a bill that involves two branches requiring balancing, the following example demonstrates the transactions that are generated. In this example, *MHEAD* is the originating branch that is purchasing goods, and *MRETAIL* is the destination branch to receive some of the goods. The transactions shown below will be recorded to the general ledger when the batch related to the bill is posted.

Branch	Account	Debit	Credit
MHEAD - Origi-nating Branch	*20000 - Accounts Payable*	$0.00	$350.00
MHEAD - Origi-nating Branch	*62400 - Office Expense*	$250.00	$0.00

Branch	Account	Debit	Credit
MRETAIL - Destination Branch	62400 - Office Expense	$100.00	$0.00
MHEAD - Originating Branch	19000 - Due from Related Entity	$100.00	$0.00
MRETAIL - Destination Branch	26000 - Due to Related Entity	$0.00	$100.00

With the other applicable scenario for branches requiring balancing, the bill reflects goods being ordered by one branch (the originating branch) and completely transferred to another branch (the destination branch). In this example, *MHEAD* is the originating branch that is purchasing goods, and *MRETAIL* is the destination branch to which the goods are transferred. In this case, the following transactions will be recorded to the general ledger when the batch related to the bill is posted.

Branch	Account	Debit	Credit
MHEAD - Originating Branch	20000 - Accounts Payable	$0.00	$350.00
MRETAIL - Destination Branch	62400 - Office Expense	$350.00	$0.00
MHEAD - Originating Branch	19000 - Due from Related Entity	$350.00	$0.00
MRETAIL - Destination Branch	26000 - Due to Related Entity	$0.00	$350.00

Interbranch Bills with Balancing: Activity

In this activity, you will learn how to create and process a bill for branches requiring balancing. You will then review the relevant account balances.

Story

The head office of the Muffins & Cakes company needs to process a $350 bill that it has received from the Spectra Stationery Office vendor on March 2, 2020. The bill is for stationery that is being purchased for the head office branch in the amount of $250 and for the retail store branch in the amount of $100; these branches need to be balanced. You need to create a bill in the system to reflect the bill received from the vendor, and then release the bill, which causes a batch to be generated for it.

Process Overview

To process an interbranch bill between branches requiring balancing, you create and release the bill on the *Bills and Adjustments* (AP301000) form. You can then review the generated batch on the *Journal Transactions* (GL301000) form, check the account balances on the *Account Summary* (GL401000) form, and generate the trial balance report by using the *Trial Balance Summary* (GL632000) report form.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *3/2/2020*. If a different date is displayed, click the Business Date menu button and select *3/2/2020*.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *Muffins Head Office & Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *Muffins Head Office &Wholesale Center*.

Step 1: Creating and Processing a Bill for Branches Requiring Balancing

To create and process an AP bill for stationery purchased for multiple branches (*MHEAD* and *MRETAIL*) that require balancing, do the following:

1. Open the *Bills and Adjustments* (AP301000) form.

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

   - **Type**: *Bill*

   - **Vendor**: *STATOFFICE*

   - **Date**: *3/2/2020*

   - **Description**: `Stationery`

3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the row you have added:

   - **Branch**: *MHEAD*

   - **Transaction Descr.**: `Stationery`

   - **Ext. Cost**: `250`

4. Add another row with the following settings:

   - **Branch**: *MRETAIL*

   - **Transaction Descr.**: `Stationery`

   - **Ext. Cost**: `100`

   Notice the *62400 - Office Expense* account specified in the **Account** column for both lines, which is an expense account of the vendor.

5. On the form toolbar, click **Save** to save the bill.

6. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

7. Review the **Financial Details** tab.

   Notice the originating branch of the bill (*MHEAD*), which is specified in the **Branch** box. The system has filled in the **Branch** box automatically with the branch to which you are signed in. Also, notice that *20000 - Accounts Payable* is specified in the **AP Account** box.

8. Click the link in the **Batch Nbr.** box, and review the GL batch, which the system has opened on the *Journal Transactions* (GL301000) form.

   When you released the bill, the system generated and posted this related GL transaction. The AP account of the originating branch of the bill has been credited and accounts from each document line have been debited in the destination branch specified in the related line. Notice that the system added the balancing entries to the batch during the posting process. The balancing entries have been created based on the mapping rule that has been configured on the *Inter-Branch Account Mapping* (GL101010) form.

You have added an AP bill that includes items purchased for multiple branches requiring balancing, and you have released this bill and reviewed the batch created when the bill was released. In the next step, you will check the account balances in each of the branches.

Step 2: Reviewing the Account Balances

To review the account balances for the *MHEAD* and *MRETAIL* branches and the financial period, do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in the *MHEAD* branch, in the Summary area, specify the following settings:

   ● **Company/Branch**: *MHEAD*

   ● **Ledger**: *MFACTUAL*

   ● **Financial Period**: *03-2020*

3. In the table, review the account balances. Notice the amount in the **Ending Balance** column for the *20000 - Accounts Payable* account ($350), the *62400 - Office Expense* ($250), and the *19000 - Due from Related Entity* account ($100).

4. In the **Company/Branch** box of the Summary area, select *MRETAIL* to review the account balances in the *MRETAIL* branch.

5. In the table, review the account balances. Notice the amount in the **Ending Balance** column for the *62400 - Office Expense* account ($100) and the *26000 - Due to Related Entity* account ($100).

You have reviewed the account balances for the branches for which goods were purchased in the AP bill you created. Now you will review the balances for the financial period for the company as a whole.

Step 3: Reviewing the Balances for the Financial Period

To review the balances for the *03-2020* financial period, do the following:

1. Open the *Trial Balance Summary* (GL632000) report form.

2. To prepare this report for the *MHEAD* branch, on the **Report Parameters** tab, specify the following parameters:

   - **Company/Branch**: *MHEAD*

   - **Ledger**: *MFACTUAL*

   - **Financial Period**: *03-2020*

   - **Suppress Zero Balances**: Selected

3. On the report form toolbar, click **Run Report**.

4. In the generated report, review the account balances. Notice the amount in the **Ending Balance** column for the *20000 - Accounts Payable* account, the *62400 - Office Expense* account, and the *19000 - Due from Related Entity* account.

5. Run the same report for the whole company. To do so, click Parameters on the report toolbar to return to the report form with the parameters you specified earlier in this step. Change the selected option in the **Company/Branch** box to *MUFFINS*.

6. In the generated report, review the account balances. Notice the amount in the **Ending Balance** column for the *62400 - Office Expense* account and the *26000 - Due to Related Entity* account (which has increased by $100).

In this activity, you have created and processed a bill that includes items purchased for branches that require balancing, and you have learned how to review the relevant account balances.

Lesson 2.3: Processing Payments for a Shared Vendor

Payments for a Shared Vendor: General Information

To process payments for a vendor that is shared by different companies of the same tenant, the vendor and its payment methods should be configured properly. That is, no cash account should be specified for the vendor on the *Vendors* (AP303000) form, and the necessary cash accounts have to be defined as the default accounts for the branches in the payment method of the vendor on the *Payment Methods* (CA204000) form.

After the necessary settings have been specified, you create bills in each company on the *Bills and Adjustments* (AP301000) form; no special settings are needed. For details on how to create bills, see *AP Bills: General Info*.

You then prepare and process payments on the *Prepare Payments* (AP503000) form.

Learning Objectives

You will learn how to do the following:

- Create bills for different companies that share a vendor

- Prepare payments from the companies that share the vendor

Applicable Scenarios

You process payments for a shared vendor if multiple related companies in your organization purchase goods or services (or both) from the same vendor.

Payments for a Shared Vendor: Activity

In this activity, you will learn how to process payments for a vendor that is shared by different companies of your organization.

Story

Suppose that the head office of the SweetLife company has received a $2,000 bill from the Blueline Advertisement vendor on January 30, 2020. The head office of the Muffins & Cakes company has also received a bill from this vendor for $1,500 on the same day. You need to create and release bills in the system, prepare payments for these bills, and process the payments through their release.

Process Overview

To process bills from a shared vendor of two related companies, you create and release the bills on the *Bills and Adjustments* (AP301000) form. You then prepare payments for the created bills on the *Prepare Payments* (AP503000) form. From there, you open the *Process Payments / Print Checks* (AP505000) form and process the payments through the review of the printable checks (and printing the check, if needed). You can then review the *Release Payments* (AP505200) form to release the payments.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button and select *1/30/2020*.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of companies and branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 1: Creating and Processing a Bill for the SweetLife Company

To create and process an AP bill for the SweetLife company, do the following:

1. Open the *Bills and Adjustments* (AP301000) form.

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

   - **Type**: *Bill*

   - **Vendor**: *BLUELINE*

   - **Date**: *1/30/2020*

   - **Description**: `Advertising services`

3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the new row:

   - **Branch**: *HEADOFFICE*

   - **Transaction Descr.**: `Advertising services`

   - **Ext. Cost**: `2000`

4. On the form toolbar, click **Save** to save the bill.

5. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

6. In the **Default Payment Info** section of the **Financial Details** tab, notice that the payment method is set to *CHECK* and the cash account is set to *10200WH*. The system has inserted these settings because the bill has been created for the *HEADOFFICE* branch.

You have created the bill for the SweetLife company and processed it through its release. You will now perform the same instructions for the bill for the Muffins & Cakes company.

Step 2: Creating and Processing a Bill for the Muffins & Cakes Company

To create and process an AP bill for the Muffins & Cakes company, do the following:

1. On the Company and Branch Selection menu, on the top pane of the Acumatica ERP screen, click the selection menu to view the list of branches that you have access to, and then click *Muffins Head Office & Wholesale Center*.

2. While you are still on the *Bills and Adjustments* (AP301000) form, click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

   - **Type**: *Bill*

   - **Vendor**: *BLUELINE*

   - **Date**: *1/30/2020*

   - **Description**: `Advertising services`

3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the new row:

   - **Branch**: *MHEAD*

   - **Transaction Descr.**: `Advertising services`

   - **Ext. Cost**: `1500`

4. On the form toolbar, click **Save** to save the bill.

5. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

6. In the **Default Payment Info** section of the **Financial Details** tab, notice that the payment method is set to *CHECK* and the cash account is set to *10200MF*. The system has inserted these settings because the bill has been created for the *MHEAD* branch.

Now that you have processed both bills of the companies who share the vendor, you will prepare the payments for these bills and process them.

Step 3: Preparing the Payments for the Bills

To prepare the payments for these bills and process these payments through their release, do the following:

1. Open the *Prepare Payments* (AP503000) form.

2. In the **Payment Method** box of the Summary area, select *CHECK*.

3. In the **Cash Account** box, make sure *10200MF* is selected.

4. In the **Vendor** box, select *BLUELINE*.

5. Clear the **Pay Date Within x Days** check box.

6. On the **Documents to Pay** tab, select the unlabeled check box in the row of the second bill you created.

7. On the form toolbar, click **Process**.

   The system has opened the *Process Payments / Print Checks* (AP505000) form with the check created for the bill.

8. On the form toolbar, click **Process**.

   The system opens a separate browser tab showing the printable version of the check.

9. Review the printable version of the check, and close the browser tab. (For the purposes of this activity, you do not need to actually print the check. In a production setting, you would click **Print** on the form toolbar to print the check before closing the browser tab.)

10. On the *Release Payments* (AP505200) form, which the system has opened, notice that the system has added a row with the payment and selected the unlabeled check box for it. On the form toolbar, click **Process**.

11. On the Company and Branch Selection menu, on the top pane of the Acumatica ERP screen, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

12. Open the *Prepare Payments* form again, and select *HEADOFFICE* in the **Branch** box of the Summary area.

13. Repeat Instructions 2 through 10 for the *10200WH* cash account and the first bill you created.

You have processed two payments for a vendor that is shared by related companies, from the creation of the bills through the creation and release of the associated payments.

Lesson 2.4: Processing an Invoice Between Branches Not Requiring Balancing

Interbranch Invoices Without Balancing: General Information

If a company consists of multiple branches, it may have invoices whose lines include goods or services that multiple branches of the company have provided to the customer. If branches use centralized accounting—that is, if the *With Branches Not Requiring Balancing* type is selected on the *Companies* (CS101500) form—you can enter invoices without needing to configure additional balancing entries.

When you enter an interbranch invoice on the *Invoices and Memos* (AR301000) form, you perform the same steps as you do when you add an invoice that involves only one branch, except that you specify the branch for each line of the invoice in addition to specifying it for the invoice as a whole on the **Financial Details** tab. For details on creating an invoice, see *AR Invoices: General Information*.

Learning Objectives

You will learn how to do the following:

● Process an invoice between branches that do not require balancing

- Review the balances of accounts involved in transactions

Applicable Scenarios

You create inter-branch invoices in the following cases:

- If one branch bills the same customer for goods or services provided by multiple branches of your company

- If one branch bills the customer for goods or services provided by another branch of your company

Interbranch Invoices Without Balancing: Generated Transactions

When you release an invoice between branches that do not need to be balanced, the system generates a batch of transactions in the general ledger. You can view the details of the batch associated with an invoice by clicking the link in the **Batch Nbr.** box on the **Financial Details** tab of the *Invoices and Memos* (AR301000) form. The system opens the *Journal Transactions* (GL301000) form with the batch selected.

If an invoice bills a customer for goods provided by multiple branches that do not require balancing, the following accounts are involved in the transactions generated when the invoice is released:

- The AR account of the originating branch, which is specified in the **AR Account** box on the **Financial Details** tab of the *Invoices and Memos* form. When an invoice is created, the system fills in this box with the AR account specified for the customer location (if multiple business locations are used in the system) or for the customer (if a single location is used), but you can override this setting for a particular invoice.

- The sales account to be used for the transaction, which is specified for each line of the invoice in the **Account** column on the **Document Details** tab of the *Invoices and Memos* form. By default, the system inserts into this column the sales account specified for the customer location being billed (if multiple business locations are used in the system) or for the customer (if a single location is used), but you can override this setting for a particular invoice.

For an invoice that involves two branches not requiring balancing, the following example demonstrates the transactions that are generated. In this example, *HEADOFFICE* is the originating branch that bills a customer for providing services, and *RETAIL* is the destination branch that provides part of the services. The transactions shown below will be recorded to the general ledger when the batch related to the invoice is posted.

Branch	Account	Debit	Credit
HEADOFFICE - Originating Branch	*11000 - Accounts Receivable*	$290.00	$0.00

Branch	Account	Debit	Credit
HEADOFFICE - Originating Branch	*40000 - Sales Revenue*	$0.00	$90.00
RETAIL - Destination Branch	*40000 - Sales Revenue*	$0.00	$200.00

With the other applicable scenario for branches that do not require balancing, one branch (the originating branch) bills a customer for the services that have been performed by another branch (the destination branch). In this example, *HEADOFFICE* is the originating branch that is billing the customer, and *RETAIL* is the destination branch that is providing services. In this case, the following transactions will be recorded to the general ledger when the batch related to the invoice is posted.

Branch	Account	Debit	Credit
HEADOFFICE - Originating Branch	*11000 - Accounts Receivable*	$290.00	$0.00
RETAIL - Destination Branch	*40000 - Sales Revenue*	$0.00	$290.00

Interbranch Invoices Without Balancing: Activity

In this activity, you will learn how to create and process an invoice for items provided by multiple branches not requiring balancing and review account balances.

Story
On March 2, 2020, the SweetLife company issues an invoice to the FourStar Coffee & Sweets Shop customer in the amount of $290 for goods and services delivered to the customer by two branches, which do not require balancing. The SweetLife Head Office and Wholesale Center branch has provided home canning training in the amount of $90, and the SweetLife Store branch has provided fruits and berries in the amount of $200. You need to create an invoice in the system and then release it, which causes a batch to be generated for it.

Process Overview

To process an interbranch invoice between branches that do not need to be balanced, you create and release the invoice on the *Invoices and Memos* (AR301000) form. You can then review the generated batch on the *Journal Transactions* (GL301000) form, check the account balances on the *Account Summary* (GL401000) form, and generate the trial balance report by using the *Trial Balance Summary* (GL632000) report form.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *3/2/2020*. If a different date is displayed, click the Business Date menu button and select *3/2/2020*.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 1: Creating and Processing an Invoice for Branches Not Requiring Balancing

To create and process an AR invoice for goods and services provided by multiple branches (*HEADOFFICE* and *RETAIL*) that do not require balancing, do the following:

1. Open the *Invoices and Memos* (AR301000) form.

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

   - **Type**: *Invoice*

   - **Customer**: *COFFEESHOP*

   - **Date**: *3/2/2020*

   - **Description**: Fruit Delivery and Home Canning Training

3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the row you have added:

   - **Branch**: *HEADOFFICE*

   - **Transaction Descr.**: Home Canning Training

   - **Ext. Price**: 90

4. Add another row with the following settings:

   - **Branch**: *RETAIL*

   - **Transaction Descr.**: Fruit Delivery

   - **Ext. Price**: 200

   Notice that *40000 - Sales Revenue*, which is a sales account of the customer, is specified in the **Account** column for both lines.

5. On the form toolbar, click **Save** to save the invoice.

6. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

7. Review the **Financial Details** tab.

Notice the originating branch of the invoice (*HEADOFFICE*), which is specified in the **Branch** box. The system has filled in this box automatically with the branch to which you are signed in. Also, notice that *11000 - Accounts Receivable* is specified in the **AR Account** box.

8. Click the link in the **Batch Nbr.** box, and review the GL batch, which is opened on the *Journal Transactions* (GL301000) form.

   When you released the invoice, the system generated and posted this related GL transaction. The AR account of the originating branch of the invoice has been debited, and the accounts from each document line have been credited in the destination branch specified in the related line.

In the next step, you will check the balances of these accounts.

Step 2: Reviewing the Account Balances

To review the account balances for the branches in the *03-2020* financial period, do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in the *HEADOFFICE* branch, in the Summary area, make sure the following settings are specified:

   - **Company/Branch**: *HEADOFFICE*

   - **Ledger**: *ACTUAL*

   - **Financial Period**: *03-2020*

3. In the table, review the account balances. Notice the amount in the **Credit Total** column for the *40000 - Sales Revenue* account ($90).

4. In the **Company/Branch** box of the Summary area, select *RETAIL* to review the account balances in the *RETAIL* branch.

5. In the table, review the account balances. Notice the amount in the **Credit Total** column for the *40000 - Sales Revenue* account ($200).

Now you will review the balances for the financial period for the company as a whole.

Step 3: Reviewing the Balances for the Financial Period

To review the balances for the *03-2020* financial period, do the following:

1. Open the *Trial Balance Summary* (GL632000) report form.

2. On the **Report Parameters** tab, specify the following parameters:

   - **Company/Branch**: *SWEETLIFE*

   - **Ledger**: *ACTUAL*

- **Financial Period**: *03-2020*

- **Suppress Zero Balances**: Selected

3. On the report form toolbar, click **Run Report**.

4. In the generated report, review the account balances. The amount in the **Debit** column for the *11000 - Accounts Receivable* account equals the amount in the **Credit** column for the *40000 - Sales Revenue* account.

In this activity, you have created and processed an invoice between branches that do not require balancing, and you have learned how to review the relevant account balances.

Lesson 2.5: Processing an Invoice Between Branches Requiring Balancing

Interbranch Invoices with Balancing: General Information

If a company consists of multiple branches, it may have invoices whose lines include goods or services that multiple branches of the company have provided to the customer. If branches use separate accounting—that is, if the *With Branches Requiring Balancing* type is selected on the *Companies* (CS101500) form—you have to configure the system so that it generates balancing entries for these invoices.

When you enter an interbranch invoice on the *Invoices and Memos* (AR301000) form, you perform the same steps as when you add an invoice for a single branch and specify the branch for each document entry. For details on creating an invoice, see *AR Invoices: General Information*.

On the posting of an interbranch transaction related to an invoice between branches that require balancing, the system adds a balancing entry to the batch according to the account mapping rules that have been specified in the system. For details, see *Interbranch Account Mapping: General Information*.

Learning Objectives

You will learn how to do the following:

- Process an invoice between branches that require balancing

- Review the balances of accounts involved in transactions

Applicable Scenarios

You create inter-branch invoices in the following cases:

- If one branch bills the same customer for goods or services provided by multiple branches of your company

- If one branch bills the customer for goods or services provided by another branch of your company

Interbranch Invoices with Balancing: Generated Transactions

When you release an invoice between branches that need to be balanced, the system generates a batch of transactions in the general ledger. When this batch is posted, the system adds a balancing transaction to it. You can view the details of the batch associated with an invoice by clicking the link in the **Batch Nbr.** box on the **Financial Details** tab of the *Invoices and Memos* (AR301000) form. The system opens the *Journal Transactions* (GL301000) form with the batch selected.

If an invoice bills a customer for goods provided by multiple branches that require balancing, the following accounts are involved in the transactions generated when the invoice is released and the related batch is posted:

- The AR account of the originating branch. This account is specified in the **AR Account** box on the **Financial Details** tab of the *Invoices and Memos* form. When an invoice is created, the system fills in this box with the AR account specified for the customer location (if multiple business locations are used in the system) or for the customer (if a single location is used), but you can override this setting for a particular invoice.

- The account of the customer, which is specified for each line of the invoice in the **Account** column on the **Document Details** tab of the *Invoices and Memos* form. By default, the system inserts into this column the sales account specified for the customer location being billed (if multiple business locations are used in the system) or for the customer (if a single location is used), but you can override this setting for a particular invoice.

- The offset account to which the system will post the balancing entry in the originating branch; this account is specified in the **Offset Account** column on the **Transactions in the Originating Branch** tab of the *Inter-Branch Account Mapping* (GL101010) form for the destination branch.

- The offset account to which the system will post the balancing entry in the destination branch; this account is specified in the **Offset Account** column on the **Transactions in the Destination Branch** tab of the *Inter-Branch Account Mapping* form for the destination branch.

For an invoice that involves two branches that require balancing, the following example demonstrates the transactions that are generated. In this example, *MHEAD* is the originating branch that bills a customer for providing services, and *MRETAIL* is the destination branch that provides part of the services. The transactions shown below will be recorded to the general ledger when the batch related to the invoice is posted.

Branch	Account	Debit	Credit
MHEAD - Origi- nating Branch	*11000 - Accounts Receivable*	$600.00	$0.00

Branch	Account	Debit	Credit
MHEAD - Originating Branch	40000 - Sales Revenue	$0.00	$100.00
MRETAIL - Destination Branch	40000 - Sales Revenue	$0.00	$500.00
MHEAD - Originating Branch	19000 - Due from Related Entity	$0.00	$500.00
MRETAIL - Destination Branch	26000 - Due to Related Entity	$500.00	$0.00

With the other applicable scenario for branches that require balancing, one branch (the originating branch) bills a customer for the services that have been performed by another branch (the destination branch). In this example, *MHEAD* is the originating branch that is billing the customer, and *MRETAIL* is the destination branch that is providing services. In this case, the following transactions will be recorded to the general ledger when the batch related to the invoice is posted.

Branch	Account	Debit	Credit
MHEAD - Originating Branch	11000 - Accounts Receivable	$600.00	$0.00
MRETAIL - Destination Branch	40000 - Sales Revenue	$0.00	$600.00
MHEAD - Originating Branch	19000 - Due from Related Entity	$0.00	$600.00
MRETAIL - Destination Branch	26000 - Due to Related Entity	$600.00	$0.00

Interbranch Invoices with Balancing: Activity

In this activity, you will learn how to process an invoice for items provided by multiple branches that require balancing; you will then review account balances.

Story

On March 2, 2020, the Muffins & Cakes company issues an invoice to the GoodFood One Restaurant customer in the amount of $600 for baking-related goods and services delivered to the customer by both branches. (These branches require balancing.) The Muffins Head Office & Wholesale Center branch has provided baking classes in the amount of $100, and the Muffins Retail Shop branch has provided ingredients for baking in the amount of $500. You need to create an invoice in the system and then release the invoice, which causes a batch to be generated for it.

Process Overview

To process an interbranch invoice for branches that need to be balanced, you create and release the bill on the *Invoices and Memos* (AR301000) form. You can then review the

generated batch on the *Journal Transactions* (GL301000) form, check the account balances on the *Account Summary* (GL401000) form, and generate the trial balance report by using the *Trial Balance Summary* (GL632000) report form.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *3/2/2020*. If a different date is displayed, click the Business Date menu button and select *3/2/2020*.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *Muffins Head Office & Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *Muffins Head Office & Wholesale Center*.

Step 1: Creating and Processing an Invoice Between Branches Requiring Balancing

To create and process an AR invoice for goods and services provided by multiple branches (*MHEAD* and *MRETAIL*) that require balancing, do the following:

1. Open the *Invoices and Memos* (AR301000) form.

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

   - **Type**: *Invoice*

   - **Customer**: *GOODFOOD*

   - **Date**: *3/2/2020*

   - **Description**: `Baking product delivery`

3. On the **Document Details** tab, click **Add Row**, and specify the following settings in the row you have added:

   - **Branch**: *MHEAD*

   - **Transaction Descr.**: `Baking Class`

   - **Ext. Price**: `100`

4. Add another row with the following settings:

   - **Branch**: *MRETAIL*

   - **Transaction Descr.**: `Ingredients for Baking`

- **Ext. Price**: 500

Notice that the *40000 - Sales Revenue* account, which is a sales account of the customer, is specified in the **Account** column for both lines.

5. On the form toolbar, click **Save** to save the invoice.

6. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

7. On the **Financial Details** tab, notice the originating branch of the invoice (*MHEAD*), which is specified in the **Branch** box. The system has filled in this box automatically with the branch to which you are signed in. Also, notice the AR account (*11000 - Accounts Receivable*), which is specified in the **AR Account** box.

8. Click the link in the **Batch Nbr.** box, and review the GL batch, which the system has opened on the *Journal Transactions* (GL301000) form.

   When you released the invoice, the system generated and posted the related GL transaction. The AR account of the originating branch of the invoice has been debited and accounts from each document line have been credited in the destination branch specified in the related line. Notice that the system has added the balancing entries to the batch during the posting process. The balancing entries have been created based on the mapping rule that has been configured on the *Inter-Branch Account Mapping* (GL101010) form.

In the next step, you will check the balances of these accounts.

Step 2: Reviewing the Account Balances

To review the account balances for the branches in the *03-2020* financial period, do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in the *MHEAD* branch, in the Summary area, make sure the following settings are specified:

   - **Company/Branch**: *MHEAD*

   - **Ledger**: *MFACTUAL*

   - **Financial Period**: *03-2020*

3. In the table, review the account balances. Notice the amount in the **Debit Total** column for the *11000 - Accounts Receivable* account ($600). Notice the amount in the **Credit Total** column for the *19000 - Due from Related Entity* account ($500) and the *40000 - Sales Revenue* account ($100).

4. In the **Company/Branch** box of the Summary area, select *MRETAIL* to review the account balances in the *MRETAIL* branch.

5. In the table, review the account balances. Notice the amount in the **Credit Total** column for the *40000 - Sales Revenue* account ($500) and the amount in the **Debit Total** column for the *26000 - Due to Related Entity* account ($500).

Now you will review the balances for the financial period for the company as a whole.

Step 3: Reviewing the Balances for the Financial Period

To review the balances for the *03-2020* financial period, do the following:

1. Open the *Trial Balance Summary* (GL632000) report form.

2. To prepare this report for the *MHEAD* branch, on the **Report Parameters** tab, specify the following parameters:

    - **Company/Branch**: *MHEAD*

    - **Ledger**: *MFACTUAL*

    - **Financial Period**: *03-2020*

    - **Suppress Zero Balances**: Selected

3. On the report form toolbar, click **Run Report**.

4. In the generated report, review the account balances. Notice the amount in the **Debit** column for the *11000 - Accounts Receivable* account. Notice the amount in the **Credit** column for the *19000 - Due from Related Entity* account and the *40000 - Sales Revenue* account.

5. Run the same report for the whole company. To do so, click Parameters on the report toolbar to return to the report form with the parameters you specified earlier in this step. Change the selected option in the **Company/Branch** box to *MUFFINS*.

6. Review the account balances. Notice the amount in the **Credit** column for the *40000 - Sales Revenue* account and the amount in the **Debit** column for the *26000 - Due to Related Entity* account.

In this activity, you have created and processed an invoice between branches that require balancing, and you have learned how to review the relevant account balances.

Lesson 2.6: Processing a Funds Transfer Between Companies

Intercompany Funds Transfers: General Information

It may need to transfer funds from one company to the other within one tenant. When you enter an intercompany funds transfer on the *Funds Transfers* (CA301000) form, you perform the same steps as you do when you add a funds transfer of a single company, except that

you specify the source and destination accounts of each of the branches of the relevant company.

On the posting of an intercompany transaction related to a funds transfer, an intercompany transfer, the system adds a balancing entry to the batch according to the account mapping rules that have been specified in the system. For details, see *Interbranch Account Mapping: General Information*.

Learning Objectives

You will learn how to do the following:

● Review balances of due accounts

● Process a funds transfer between companies

Applicable Scenarios

You create intercompany funds transfers if you want to redistribute funds among companies of your organization. For example, at the end of the financial period, the companies reconcile their due-to and due-from amounts to pay each other.

Intercompany Funds Transfers: Generated Transactions

When you release a funds transfer between different companies, the system generates a batch of transactions in the general ledger. When this batch is posted, the system adds a balancing transaction to it. You can view the details of the batch associated with a funds transfer by clicking the link in the **Batch Number** box of the *Funds Transfers* (CA301000) form. The system opens the *Journal Transactions* (GL301000) form with the batch selected.

For a funds transfer between different companies, the following accounts are involved in the transactions generated when the funds transfer is released and the related batch is posted:

● The account of the originating branch (that is, the branch from which the funds transfer originates), which is specified in the **Account** box in the **Source Account** section of the *Funds Transfers* form.

● The account of the destination branch (that is, the branch that is receiving the funds transfer), which is specified in the **Account** box in the **Destination Account** section of the *Funds Transfers* form.

● The offset account to which the system will post the balancing entry in the originating branch; this account is specified in the **Offset Account** column on the **Transactions in the Originating Branch** tab of the *Inter-Branch Account Mapping* (GL101010) form for the branch.

● The offset account to which the system will post the balancing entry in the destination branch; this account is specified in the **Offset Account** column on the **Transactions in the Destination Branch** tab of the *Inter-Branch Account Mapping* form for the branch.

For a funds transfer between companies, the following example demonstrates the transactions that are generated. In this example, *MHEAD* is the originating branch that

transfers funds, and *HEADOFFICE* is the destination branch to receive the transfer. The transactions shown below will be recorded to the general ledger when the batch related to the funds transfer is posted.

Branch	Account	Debit	Credit
MHEAD - Originating Branch	*10200 - Company Checking Account*	$0.00	$70.00
HEADOFFICE - Destination Branch	*10200 - Company Checking Account*	$70.00	$0.00
MHEAD - Originating Branch	*19000 - Due from Related Entity*	$70.00	$0.00
HEADOFFICE - Destination Branch	*26000 - Due to Related Entity*	$0.00	$70.00

Intercompany Funds Transfers: Activity

In this activity, you will learn how to review the balance of the due-to and due-from accounts and make a funds transfer between related companies of an organization.

Story

At the end of the *01-2020* period, the SweetLife and Muffins & Cakes companies need to reconcile their due-to and due-from accounts so the companies can pay each other. You need to review the due-to and due-from accounts and create and release a funds transfer from one company to the other.

Process Overview

To process an intercompany funds transfer, you review the account balances of the due-to and due-from accounts on the *Account Summary* (GL401000) form for each company, and you define the amount owed by one company to another company. You then create and release a funds transfer for this amount on the *Funds Transfers* (CA301000) form.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/31/2020*. If a different date is displayed, click the Business Date menu button and select *1/31/2020*.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *Muffins Head Office & Wholesale Center* branch is selected.

If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *Muffins Head Office & Wholesale Center*.

Step 1: Reviewing the Balances of the Due-To and Due-From Accounts

To review the balance for the accounts, do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in the *MUFFINS* company, in the Summary area, specify the following parameters:

   - **Company/Branch**: *MUFFINS*

   - **Ledger**: *MFACTUAL*

   - **Financial Period**: *01-2020*

3. Note that the *19000 - Due from Related Entity* account is not in the list of accounts meaning that no branch owes to the *MUFFINS* company.

4. Review the ending balance of the *26000 - Due to Related Entity* account ($70).

5. In the table, click the link in the row for the *26000 - Due to Related Entity* account.

6. On the *Account Details* (GL404000) form, which opens, review the balancing entry transactions for the period. Note that one balancing entry for $70.00 has been generated for the *MHEAD* branch.

7. Click the link in the **Ref. Number** column to review the document that generated the entry.

   The *Bills and Adjustments* (AP301000) form opens with the bill. On the **Financial Details** tab, note that the *HEADOFFICE* branch is the originating branch of the bill. Thus, the *MHEAD* branch owes $70.00 to the *HEADOFFICE* branch for January 2019.

In the next step, you will create a funds transfer in the amount the *MHEAD* branch owes to the *HEADOFFICE* branch.

Step 2: Processing a Funds Transfer Between Companies

To process a funds transfer from the Muffins Head Office branch to the SweetLife Head Office branch, do the following:

1. Open the *Funds Transfers* (CA301000) form.

2. On the form toolbar, click **Add New Record**, and in the **Description** box of the Summary area, type `Intercompany payoff 01-2019`.

3. In the **Source Account** section, specify the following settings:

   - **Account**: *10200MF - Muffins Checking*

   - **Transfer Date**: *1/31/2020*

- **Document Ref.**: 01312020

- **Amount**: 70.00

These settings indicate to the system that $70 will be transferred from the *10200MF - Muffins Checking* account on January 31, 2019. The document reference number is the number of the corresponding bank document.

4. In the **Destination Account** section, specify the following details:

- **Account**: *10200WH - Wholesale Checking*

- **Receipt Date**: *1/31/2019*

These settings indicate that the funds will be transferred to the *10200WH* account, which is defined as a cash account for the SweetLife company.

5. On the form toolbar, click **Save** to save the funds transfer.

6. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar.

7. Click the link in the **Batch Number** box, and review the batch, which the system has opened on the *Journal Transactions* (GL301000) form.

   Notice that the system added the balancing entries to the batch during the posting process. The balancing entries have been created based on the mapping rule that has been configured on the *Inter-Branch Account Mapping* (GL101010) form.

   In the next step, you will review the ending balances of the balances of the due-to and due-from accounts of the Muffins & Cakes company again.

Step 3: Reviewing the Final Balances of the Due-To and Due-From Accounts

To review the balance for the accounts after the funds transfer was processed, do the following:

1. Open the *Account Summary* (GL401000) form.

2. To review the account balances in the *MUFFINS* company, in the Summary area, specify the following parameters:

- **Company/Branch**: *MUFFINS*

- **Ledger**: *MFACTUAL*

- **Financial Period**: *01-2020*

3. Review the balances of the *19000 - Due from Related Entity* and *26000 - Due to Related Entity* accounts. Notice that the **Debit Total** balance of the *19000 - Due from Related Entity* account equals the **Credit Total** balance of the *26000 - Due to Related Entity* account.

You have reviewed the balances of the due-to and due-from accounts of the companies and made a funds transfer between related branches of an organization.

Lesson 2.7: Closing a Financial Period in a Company

Closing a Financial Period in a Company: General Information

After all the needed transactions have been posted to a financial period and all figures have been verified, you can close the financial period in the system to prevent users from posting new transactions to the period. Financial periods can be closed starting from the first one of the first financial year; that is, you cannot close a financial period if the previous one has not been closed yet. You can close multiple periods at once (for instance, all periods of a year). Once closed, a period can later be reopened; also, you can allow users to enter documents and post transactions to the closed period.

Learning Objectives

By completing the activity, you will learn how to close periods for an individual company in all subledgers and the general ledger at the same time when the *Centralized Period Management* feature is disabled on the *Enable/Disable Features* (CS100000) form.

Financial Period Management

You can manage financial periods at a company level and at the tenant level, depending on whether the *Centralized Period Management* feature is enabled or disabled on the *Enable/Disable Features* (CS100000) form.

When this feature is enabled, all companies within a single tenant use the same calendar (which is set up on the *Master Financial Calendar* (GL201000)) and a particular financial period has the same status in all companies. You can open, close lock, deactivate, reopen, and unlock a financial period for all companies at the same time.

When this feature is disabled, you set up the master calendar on *Master Financial Calendar* form, and the system generates company calendars automatically when the master calendar is generated (for the companies that already exist) or when a new company is created. You use the *Manage Financial Periods* (GL503000) form to change period statuses separately for each particular company. On the *Company Financial Calendar* (GL201100) form, you can review financial periods and their statuses for a particular company.

Closing a Period in the General Ledger

A period is assigned the *Closed* status only after it has been closed in the general ledger on the *Manage Financial Periods* (GL503000) form.

Before you close periods, check whether there are unposted documents for the periods that you want to close. To do that, on the *Manage Financial Periods* form, you select the periods you want to close and click **Unposted Documents** on the form toolbar. In the Unposted <subledger> Documents report, which opens, you can review the list of documents that have not been posted to the selected periods in a particular subledger.

You can view closed periods for a particular year on the *Master Financial Calendar* (GL201000) form if the *Centralized Period Management* feature is enabled on the *Enable/Disable Features* (CS100000) form or on the *Company Financial Calendar* (GL201100) form if the *Centralized Period Management* feature is disabled. For the closed periods, the **Status** column contains *Closed* and the check boxes are selected in the **Closed in AP**, **Closed in AR**, **Closed in IN**, **Closed in CA**, and **Closed in FA** columns.

If a period was closed by mistake, you can reopen it on the *Manage Financial Periods* (GL503000) form.

Closing a Financial Period in a Company: Activity

In this activity, you will learn how to close a financial period in an individual company in all subledgers and the general ledger at the same time.

Story

Suppose that as an accountant, you need to close the *2019* financial year in all the subledgers and the general ledger in the SweetLife Fruits & Jams company and in the Muffins & Cakes company at the same time.

The *Centralized Period Management* feature has been disabled on the *Enable/Disable Features* form, so periods can be managed separately in each company.

Process Overview

You review the statuses of financial periods on the *Company Financial Calendar* (GL201100) form, and close the financial period on the *Manage Financial Periods* (GL503000) form.

System Preparation

To prepare the system, do the following:

1. Launch the Acumatica ERP website, and sign in as an accountant by using the *pasic* login and the *123* password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button and select 1/30/2020. For simplicity, in this lesson, you will create and process all documents in the system on this business date.

3. On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the *SweetLife Head Office and Wholesale Center* branch is selected. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click *SweetLife Head Office and Wholesale Center*.

Step 1: Reviewing the Statuses of Financial Periods

To review the statuses of financial periods, do the following:

1. Open the *Company Financial Calendar* (GL201100) form.

2. In the Selection area, specify the following parameters:

   - **Company**: *SWEETLIFE*

   - **Financial Year**: *2019*

   Notice that all periods in the 2019 financial year are open.

Step 2: Closing a Financial Year in SweetLife Fruits & Jams

To close the *2019* financial year in the SweetLife company, do the following:

1. On the form toolbar, click **Actions > Close Periods**.

2. On the *Manage Financial Periods* (GL503000) form that opens, select the unlabeled check box for the *13-2019* period. The check boxes for the preceding periods are automatically selected.

3. On the form toolbar, click **Unposted Documents** to verify that no unposted documents exist for these periods.

   If there are unposted documents in any of the subledgers in the selected periods, when you invoke this action, the reports for the subledgers will be displayed showing all unposted documents in each subledger. Review each of the documents in the reports and either post it or reassign to a different period. Once all documents in all the periods are posted, you can proceed to close the periods.

4. On the form toolbar, click **Process**.

   The system displays a message that the selected range of periods will be closed in subledgers and in the general ledger.

5. In the **Processing** pop-up window, which opens, click the **Processed** tab and review the list of processed records. Click **Close**.

6. In the **Action** box, select *Reopen*.

   The periods in the specified range have changed their status to *Closed* and the **Closed in AP**, **Closed in AR**, **Closed in IN**, and **Closed in CA** check boxes for these periods are selected.

Step 3: Closing a Financial Year in Muffins & Cakes

To close the *2018* financial year in the Muffins & Cakes company, do the following:

1. While you are still on the *Manage Financial Periods*, in the **Company** box, select *MUFFINS*.

2. Select the unlabeled check box for the *13-2019* period. The check boxes for the preceding periods are automatically selected.

3. On the form toolbar, click **Unposted Documents** to verify that no unposted documents exist for these periods.

    If there are unposted documents in any of the subledgers in the selected periods, when you invoke this action, the reports for the subledgers will be displayed showing all unposted documents in each subledger. Review each of the documents in the reports and either post it or reassign to a different period. Once all documents in all the periods are posted, you can proceed to close the periods.

4. On the form toolbar, click **Process**.

    The system displays a message that the selected range of periods will be closed in subledgers and in the general ledger.

5. In the **Processing** pop-up window, which opens, click the **Processed** tab and review the list of processed records. Click **Close**.

6. In the **Action** box, select *Reopen*.

    Notice that the status of the periods in the specified range has been changed to *Closed* and the **Closed in AP**, **Closed in AR**, **Closed in IN**, and **Closed in CA** check boxes for these periods are selected.

Part 3: Additional Configuration

Lesson 3.1: Configuring a User Role for Accessing a Branch

Configuring a User Role for Accessing a Branch: General Information

If your organization has multiple branches defined in Acumatica ERP, you may need to control which employees get access to which branches. Branches share some data, and you may also need to control access to the shared data. Acumatica ERP provides user access roles, which you can use to control users' access to branches, and restriction groups, which can be used to limit the visibility of shared data. (Restriction groups are outside of the scope of this course.)

Learning Objectives

In this lesson, you will learn how to create a user role specific to a branch in Acumatica ERP and how to assign the new branch-specific role to a user.

User Access to Branches

The most common scenarios of managing the security of company branches are the following:

- Managing user access to branches: If your organization has multiple branches (and you have created multiple branches in Acumatica ERP), you can configure access at the branch level for employees who work in these branches.

- Managing the visibility of data shared between branches: If you need to make data that is shared between branches (such as general ledger accounts and subaccounts) visible only within a particular branch, you can use restriction groups.

After multiple branches have been defined in the system, you perform the following general steps to provide access to the branches for users who will work in the system:

1. You create branch-specific user roles (one role per branch) and assign these roles to user accounts on the *User Roles* (SM201005) form. To allow a user to access multiple branches, assign to this user the roles for all branches to which the user should have access.

2. For each branch, in the **Access Role** box on the *Branches* (CS102000) form, you select the user role that was created for this branch. Once a role is assigned to at least one of the branches, all other branches must also have roles assigned. A branch with no role assigned will not be accessible to any user.

If the role of a user provides access to a data entry form where this user enters a document and specifies the branch of origin, only the branches to which the user has access are available in the drop-down list. The users who have access to multiple branches can select the specific branch from the Company and Branch Selection menu on top pane of the Acumatica ERP screen, and then create documents on behalf of the selected branch. Users who have access to the following forms, based on their roles, will see and work with all branches, no matter which branch they have access to (because users configure system objects by using these forms):

- *Inter-Branch Account Mapping* (GL101010)

- *Branches* (CS102000)

- *Buildings* (CS205010)

- *Assignment and Approval Maps* (EP205000)

- *Import Company Tree* (EP204060)

- *Restriction Groups by Branch* (GL103020)

- *GL Accounts by Branch Access* (GL103040)

- *Subaccounts by Branch Access* (GL103060)

Visibility of Data Within a Branch

Branches have some data shared between branches and some data kept as branch-specific. You may need to restrict the visibility of data that is shared but may contain sensitive information, such as general ledger accounts and subaccounts.

You can control which accounts and subaccounts are used with which branch by using restriction groups, which are outside of scope of this course. For more information on restriction groups, see *Restriction Groups in Acumatica ERP*.

Configuring a User Role for Accessing a Branch: Activity

If your organization has multiple branches defined in Acumatica ERP, you may need to control which employees get access to which branches. You can configure and assign user roles to control users' access to specific companies or branches.

The following activity uses the results of performing the steps described in *Company with Branches that Do Not Require Balancing: Implementation Activity* and *Company with Branches that Require Balancing: Implementation Activity*. Please complete both of these activities before proceeding with the current activity.

Story

In *Company with Branches that Do Not Require Balancing: Implementation Activity*, you have created a company, WineLove, with two branches: WineLove Wholesale Center and WineLove Liquor Store. In *Company with Branches that Require Balancing: Implementation Activity*, you have also created the CowZilla company, with two branches: CowZilla Meat Shop and CowZilla Knife

Shop. Suppose that as a system administrator, you now need to define the following user roles for these companies and branches:

- A user role that will allow users to access all branches in the WineLove company

- A user role that will allow access to only the CowZilla Meat Shop branch

- A user role that will grant only access to the CowZilla Knife Shop branch

Process Overview

To create the company-specific access role, you will first create a new user role on the *User Roles* (SM201005) form. You will then select this role as an access role for the company, *WineLove*, on the *Companies* (CS101500) form. After that, you will assign the user role to a user that should see the data of the entire *WineLove* company.

You will configure the branch-specific roles for the CowZilla Meat Shop branch and the CowZilla Knife Shop branch similarly, by first creating the dedicated roles on the *User Roles* form and then selecting them for the relevant branches on the *Branches* (CS102000) form. When the branch-specific roles have been configured, you will assign the appropriate roles to the users who should have access to the branch data and explore which data is visible to each user.

System Preparation

Launch the Acumatica ERP website with the *U100* dataset, and sign in as a system administrator with the *admin* login.

Step 1: Configuring an Access Role for a Company

To create a dedicated user role and assign it to the WineLove company, do the following:

1. Open the *User Roles* (SM201005) form.

2. On the form toolbar, click **Add New Record** to create a user role, and enter the following details in the Summary area:

   - **Role Name**: `WineLove All`

   - **Role Description**: `Access to all WineLove branches`

3. On the form toolbar, click **Save**.

   You have now created a dedicated user role that can be used as an access role for the *WINELOVE* company.

4. Open the *Companies* (CS101500) form.

5. In the Summary area of the form, select *WINELOVE* in the **Company ID** box.

6. On the **Company Details** tab, in the **Configuration Settings** section, select *WineLove All* in the **Access Role** box.

Notice that the system displays a warning that the same user role will be applied to all branches within the WineLove company.

7. On the form toolbar, click **Save** to save your changes to the company configuration.

8. On the **Branches** tab, click the *WINEWHOLE* link in the **Branch ID** column.

9. On the *Branches* (CS102000) form, which opens in a pop-up window, in the **Configuration Settings** section, notice that *WineLove All* is selected in the **Access Role** box and this option cannot be changed.

Now that you have applied the *WineLove All* role to the company, users assigned this role will have access to data within the WineLove company.

Step 2: Assigning the Company Access Role to a Particular User

To assign the company access role to the *pasic* user, do the following:

1. Open the *Users* (SM201010) form.

2. In the Summary area of the form, in the **Login** box, select *pasic*.

3. On the **Roles** tab, select the unlabeled check box in the row of the *WineLove All* role.

4. On the form toolbar, click **Save**.

Step 3: Reviewing Company-Level Access

To verify that the user to whom you have assigned the company access role can view the data of the WineLove company, do the following:

1. While you are still viewing the configuration settings for the *pasic* user on the *Users* (SM201010) form, on the form toolbar, click **Log In as User**.

2. In the upper-right part of the top pane, click the Company and Branch Selection menu button. Notice that the following three companies along with their branches are available in the menu:

- *Muffins & Cakes*:

   - *Muffins Head Office & Wholesale Center*

   - *Muffins Retail Shop*

- *SweetLife Fruits & Jams*

   - *Service and Equipment Sales Center*

   - *SweetLife Head Office and Wholesale Center*

   - *SweetLife Store*

- *WineLove*

- *WineLove Liquor Store*

- *WineLove Wholesale Center*

This user's access to the first two companies, Muffins & Cakes and SweetLife Fruits & Jams, has been preconfigured for the *pasic* user in the dataset; however, the user's access to WineLove and its branches is the result of the configuration you have performed in this activity.

Further in this activity, you will configure user access to specific branches.

Step 4: Configuring the Access Roles for the Meat Shop and Knife Shop Branches

To configure the roles that will grant users access to specific branches, do the following:

1. Sign in to the tenant by using the *admin* login.

2. Open the *User Roles* (SM201005) form.

3. On the form toolbar, click **Add New Record** to create a user role, and enter the following details in the Summary area:

   - **Role Name**: `Branch CZMeat`

   - **Role Description**: `Access to the Meat Shop branch`

4. On the form toolbar, click **Save**.

5. On the form toolbar, click **Add New Record** to create another user role, and enter the following details in the Summary area:

   - **Role Name**: `Branch CZKnives`

   - **Role Description**: `Access to the Knife Shop branch`

6. On the form toolbar, click **Save**.

7. On the *Branches* (CS102000) form, select *CZMEAT* in the **Branch ID** box.

8. In the **Configuration Settings** section, in the **Access Role** box, select *Branch CZMeat*.

9. On the form toolbar, click **Save**.

10. In the Summary area of the form, select *CZKNIVES* in the **Branch ID** box.

11. In the **Configuration Settings** section, in the **Access Role** box, select *Branch CZKnives*.

12. On the form toolbar, click **Save**.

Step 5: Assigning User Roles for Access to Specific Branches to Users

To assign the *Branch CZMeat* access role to the *pasic* user and the *Branch CZKnives* access role to the *johnson* user, do the following:

1. Open the *Users* (SM201010) form.

2. In the Summary area of the form, in the **Login** box, select *pasic*.

3. On the **Roles** tab, select the unlabeled check box for the *Branch CZMeat* role.

4. On the form toolbar, click **Save**.

5. In the Summary area of the form, in the **Login** box, select *johnson*.

6. On the **Roles** tab, select the unlabeled check box for the *Branch CZKnives* role.

7. On the form toolbar, click **Save**.

Step 6: Verifying Branch-Level Access for the Meat Shop and Knife Shop Branches

To verify that each user to whom you have assigned a branch access role can view the data of the relevant branch, do the following:

1. While you are still viewing the configuration settings for the *johnson* user on the *Users* (SM201010) form, on the form toolbar, click **Log In as User**.

2. In the upper-right part of the top pane, click the Company and Branch Selection menu button. Notice that the following companies and branches are available in the menu:

    -   *SweetLife Fruits & Jams*

        -   *Service and Equipment Sales Center*

        -   *SweetLife Head Office and Wholesale Center*

        -   *SweetLife Store*

    -   *CowZilla Meat & Knives*

        -   *CowZilla Knife Shop*

    This user's access to the SweetLife Fruits & Jams company has been preconfigured for the *johnson* user in the dataset; however, the user's access to the CowZilla Knife Shop branch is the result of the configuration you have completed in this activity.

3. Sign out of the instance, and then sign in again by using the *pasic* login and the *123* password.

4. In the upper-right part of the top pane, click the Company and Branch Selection menu button. Notice that the following branch has appeared on the menu: CowZilla Meat Shop.

Lesson 3.2: Configuring ARM Unit Sets for Consolidating Financial Statements

Configuring ARM Unit Sets for Consolidated Financial Statements: General Information

Acumatica ERP provides the Analytical Report Manager (ARM) toolkit to build analytical reports that retrieve amounts posted to particular general ledger accounts and subaccounts. You can configure these reports to display data for a company or for particular branches of the company.

Learning Objectives

In this lesson, you will learn how to create and configure a unit set and apply it to an analytical report to display consolidated and branch-specific financial data.

Structure of an ARM Report

An ARM report typically consists of the following elements:

- The row set, which defines the rows to be used in the report.

- The column set, which defines the report title, the column headers, and the columns of the report.

- The unit set (optional), which defines the units to be used for the report. By using units, the user can quickly filter or consolidate the report data.

- The report definition, which defines the particular report. The report definition links the row set and the column set of the report and defines the report parameters. By using the report definition, you can easily add the report to the site map.

You can use each row set, column set, or unit set in one report definition or multiple report definitions.

Filtering of Data with Unit Sets

You can use a unit set to organize the report structure in the following cases:

- When the groups of rows and columns included in the report use data from different data sources

- When formulas must be applied to calculate the report values based on the data from the explicitly defined groups of columns and rows

A unit set can include one or more units that specify how the data is selected, calculated, and displayed in reports. In the report, you can view data for each individual unit, which could be a branch or a cost center, as well as data consolidated for all the units.

Configuring ARM Unit Sets for Consolidated Financial Statements: Activity

The Analytical Report Manager is a powerful toolkit for building analytical reports. By configuring a unit set and applying it to an analytical report, you can easily filter or consolidate report data.

Story

You need to modify the existing *Balance Sheet* report so that users running the report can switch between the consolidated report for the entire SweetLife company and the detailed report for each of its branches.

Process Overview

In this activity, you will first create a copy of the *Balance Sheet* report by copying its row set, column set, and report definition. Then you will create a unit set to be able to filter the displayed data by company or by branch.

> We recommend that you not modify predefined reports; this is why you instead create a copy of the predefined report and make modifications to the copy.

System Preparation

Launch the Acumatica ERP website with the *U100* dataset, and sign in as a system administrator with the *admin* login.

Step 1: Copying the Row Set of the Report

To copy the row set of the standard *Balance Sheet* report, do the following:

1. On the *Row Sets* (CS206010) form, open the row set with the *DBALSHEET* code.

2. On the form toolbar, click **Copy Row Set**.

3. In the **New Row Set Code** dialog box, which opens, specify `MYBS` as the **New Code**, and click **Copy**. The system closes the dialog box and creates a new row set on the current form with the code you have entered.

4. In the **Description** box, type `My Balance Sheet`.

5. On the form toolbar, click **Save**.

Step 2: Copying the Column Set of the Report

To copy the column set of the standard *Balance Sheet* report, do the following:

1. On the *Column Sets* (CS206020) form, open the column set with the *DBALSHEETP* code.

2. On the form toolbar, click **Copy Column Set**.

3. In the **New Column Set Code** dialog box, which opens, type `MYBS` as the **New Code**, and click **Copy**.The system closes the dialog box and creates a new column set on the current form with the code you have entered.

4. In the **Description** box, type `My Balance Sheet`.

5. On the form toolbar, click **Save**.

Step 3: Copying the Report Definition of the Report

To copy the report definition of the standard *Balance Sheet* report, do the following:

1. On the *Report Definitions* (CS206000) form, open the report definition with the *DBSP* code.

2. On the form toolbar, click **Copy Report**.

3. In the **New Report Code** dialog box, which opens, specify `MYBS` as the code, and click **Copy**. This closes the dialog box; you are now working with the copied version of the report with the *MYBS* code on the current form.

4. In the **Report Definition** section, change the settings of the report as follows:

- **Description**: `My Balance Sheet`

- **Row Set**: *MYBS*

- **Column Set**: *MYBS*

5. In the **Site Map** section, specify the following settings to add your report to the site map:

- **Make Visible on the UI**: Selected

- **Title**: `My Balance Sheet`

- **Workspace**: *Finance*

- **Category**: *Financial Statements*

6. On the form toolbar, click **Save**.

7. Optional: Add the newly created report to the Quick Menu of the **Finance** workspace.

8. Open the *My Balance Sheet* report form.

9. On the **Report Parameters** tab, specify the following parameters:

- **Company**: *SWEETLIFE*

- **Ledger**: *ACTUAL*

- **Financial Period**: *12-2020*

10. On the report toolbar, click **Run Report**, and review the results.

You have created an ARM report as a copy of the existing *Balance Sheet* report. Next, you will add a unit set to the new *My Balance Sheet* report to be able to switch between the financial information for the entire SweetLife company and for each of its branches.

Step 4: Configuring a Unit Set

To configure a unit set that will make it possible for users to filter data in the report by branch, do the following:

1. Open the *Unit Sets* (CS206030).

2. Click **Add New Record** on the form toolbar, and specify the following settings in the Summary area:

   - **Code**: MYBS

   - **Description**: SweetLife Branches

3. In the left pane, select the *ROOT* node of the unit set, which is the topmost system node.

4. In the table on the right, add a new row, and specify the following settings:

   - **Code**: SWEETLIFE

   - **Description**: SweetLife Consolidated

   - **Data Source**:

     - **Company**: *SWEETLIFE*

     - **Ledger**: *ACTUAL*

   In the unit set and the report, the units are organized in a hierarchical structure and ordered by unit code. You can select a unit in the left pane (which is called the *parent unit* in this context), and add units to this selected unit in the right pane (which are called the *child units* in this context). When you save the unit set, these child units will appear in the left pane under the parent unit.

   The topmost unit of the left pane excluding *ROOT* is applied to the report by default when you run the report.

   > You can select a unit and then use the arrow buttons in the toolbar of the left pane to change the position of the unit in the hierarchy.

   You will use the *SWEETLIFE* unit to show the consolidated account balances of the SweetLife company. You will present the data for the *HEADOFFICE*, *RETAIL*, and *SWEETEQUIP* branches as child units of *SWEETLIFE*.

5. Save your changes to the unit set. The *SWEETLIFE* unit appears in the left pane.

6. In the left pane, select the *SWEETLIFE* unit.

7. In the table in the right pane, add three rows with the settings shown in the following table.

Code	Description	Data Source
HEADOFFICE	Head Office and Whole-sale Center	 ● **Ledger**: *ACTUAL* ● **Start Branch**: *HEADOF-FICE*
RETAIL	Store	 ● **Ledger**: *ACTUAL* ● **Start Branch**: *RETAIL*
SWEETEQUIP	Service and Equipment Sales Center	 ● **Ledger**: *ACTUAL* ● **Start Branch**: *SWEETE-QUIP*

8. On the form toolbar, click **Save**.

You have created and configured the unit set. Now you will apply this unit set to the *My Balance Sheet* report.

Step 5: Applying a Unit Set to the Report

To apply the unit set that you have created in the previous step, do the following:

1. Open the *Report Definitions* (CS206000) form.

2. In the **Code** box of the **Report Definition** section, select *MYBS*.

3. In the **Unit Set** box, select *MYBS* to apply the unit set.

4. Save your changes to the report.

5. On the form toolbar, click **Preview**.

On the **Report Parameters** tab of the report form, which opens in a pop-up window, notice that you need to specify the **Company**, **Ledger**, and **Financial Period** parameters to run the report.

6. Close the pop-up window.

In the next step, you will modify the report definition to hide the **Company** and **Ledger** parameters from the **Report Parameters** tab.

Step 6: Hiding the Company and Ledger Parameters on the Report Form

To hide the **Company** and **Ledger** parameters from the **Report Parameters** tab, do the following:

1. While you are still viewing the report definition with the *MYBS* code on the *Report Definitions* (CS206000) form, in the **Default Data Source Settings** section, clear the **Request** check boxes right of the **Company** and **Ledger** boxes.

2. Save your changes to the report.

3. On the form toolbar, click **Preview**.

   Notice that the only parameter that you need to specify now is **Financial Period**.

Step 7: Reviewing the Report

To run the *My Balance Sheet* report and review your changes, do the following:

1. Open the *My Balance Sheet* report form.

2. On the **Report Parameters** tab, in the **Financial Period** box, select *12-2020*, and run the report.

   The *My Balance Sheet* report opens with the financial data displayed for the entire SweetLife company.

3. On the report toolbar, click the Groups button to open the left pane with the report units. Notice that the *SweetLife Consolidated* unit is selected by default.

4. In the left pane, select *Head Office and Wholesale Center*, which corresponds to the *U2* unit.

   Now the report displays only the data for the *HEADOFFICE* branch. Notice that the balance sheet of this branch (and of other individual branches) is out of balance. This happens because the SweetLife company is configured in Acumatica ERP as a company with branches that do not require balancing and there are transactions in the system that involve multiple branches.

Lesson 3.3 (Optional): Configuring Segmented Keys for Companies and Branches

Configuring Segmented Keys for Companies and Branches: General Information

In this lesson, you will learn about configuring the identifiers in Acumatica ERP that are assigned to newly created companies and branches in the system. This lesson is provided only for information and does not contain any practice activities.

After you have enabled the features you plan to use in Acumatica ERP, you have to configure the structure of identifiers for entities that will be used in the system. In this topic, you will find the information about the IDs used for business accounts—in particular, for companies and branches.

The structure of the identifiers is defined by *segmented keys*. Each segmented key specifies the length, segmentation, auto-numbering, and validation properties for the related identifier or identifiers. The complete list of built-in segmented keys is available in *Managing Segmented Keys*.

Identifiers for Business Accounts

You can decide upon and configure the rules for creating identifiers during system deployment. The segmented keys have been predefined on the *Segmented Keys* (CS202000) form, and you can make the needed changes to any segmented key based on how you want the related identifiers to be defined.

The *BIZACCT* segmented key is used for configuring the general structure of identifiers for various types of business accounts in the system, including accounts for your companies and branches. It is a parent segmented key for the *COMPANY* and *BRANCH* segmented keys (as well as for the *VENDOR*, *CUSTOMER*, and *EMPLOYEE* segmented keys), all of which inherit their structure from *BIZACCT*.

Once you have configured the *BIZACCT* segmented key, you can proceed to create companies, branches, and other entities, such as vendors, customers, or employees, which are assigned their identifiers based on the settings of *BIZACCT*. However, if you choose to turn on auto-numbering for *BIZACCT*, the entities of these different types will not be easy to distinguish by their identifiers.

You may want to configure the *COMPANY*, *BRANCH*, *VENDOR*, *CUSTOMER*, and *EMPLOYEE* segmented keys in ways that make each type of identifier easy to identify at a glance. If *BIZACCT* has an auto-numbered segment, consider turning auto-numbering off or using different prefixes for the numbering sequences for each type of identifier.

Inherited and Customizable Settings of Segmented Keys

If you want the identifiers for companies, branches, vendors, customers, and employees to be easily distinguishable, use the *Segmented Keys* (CS202000) form to configure the *COMPANY*, *BRANCH*, *VENDOR*, *CUSTOMER*, and *EMPLOYEE* segmented keys.

In the system, the basic structure of business account IDs—that is, the number of segments and their length—is defined by the *BIZACCT* segmented key. The *COMPANY* and *BRANCH* segmented keys inherit their structure from *BIZACCT*. This means that you cannot configure these settings for the *COMPANY* and *BRANCH* segmented keys directly. For each of these segmented keys, you can only modify the auto-numbering setting and specify a separate list of validated segment values (as shown in the diagram below).
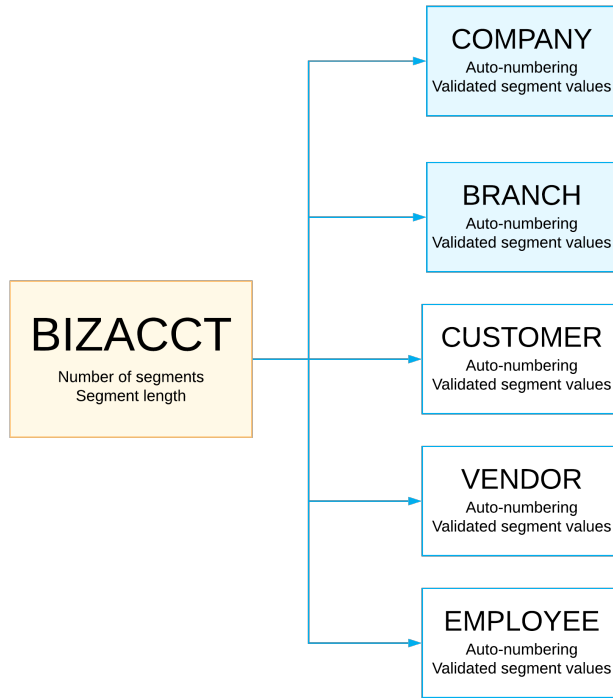
Figure: Segmented keys used for business accounts