IBM Cognos Controller Version 10.2.0

User Guide



Note

Before using this information and the product it supports, read the information in "Notices" on page 705.

Product Information

This document applies to IBM Cognos Controller Version 10.2.0 and may also apply to subsequent releases.

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Introduction

IBM[®] Cognos[®] Controller is a Web-based financial consolidation tool that provides standard reports to support both statutory and management reporting.

IBM Cognos Controller is integrated with various IBM Cognos products to provide a complete solution for analysis and reporting.

Audience

To use this guide, you should have an understanding of IBM Cognos Controller.

Finding information

To find product documentation on the web, including all translated documentation, access IBM Knowledge Center (http://www.ibm.com/support/knowledgecenter). Release Notes are published directly to IBM Knowledge Center and include links to the latest technotes and APARs.

You can also read PDF versions of the product release notes and installation guides directly from IBM Cognos product disks.

Forward-looking statements

This documentation describes the current functionality of the product. References to items that are not currently available may be included. No implication of any future availability should be inferred. Any such references are not a commitment, promise, or legal obligation to deliver any material, code, or functionality. The development, release, and timing of features or functionality remain at the sole discretion of IBM.

Accessibility features

Accessibility features help users who have a physical disability, such as restricted mobility or limited vision, to use information technology products. IBM Cognos Controller has accessibility features. For information on these features, seeAppendix A, "Accessibility features," on page 621.

IBM Cognos HTML documentation has accessibility features. PDF documents are supplemental and, as such, include no added accessibility features.

Chapter 1. What's new?

This section contains a list of new features for this release.

For information about installing and upgrading, see the IBM Cognos Controller *Installation and Configuration Guide*.

For more information about new features for this release, see the IBM Cognos Controller *New Features Guide*.

For changes to previous versions, see:

- What's New in Version 10.2
- What's New in Version 10.1.1
- What's New in Version 10.1.0
- What's New in Version 8.5
- What's New in Version 8.4

Note: To review an up-to-date list of environments supported by IBM Cognos Controller 10.2, such as operating systems, patches, browsers, web servers, directory servers, database servers, and application servers, see the IBM Cognos Controller 10.2 Supported Software Environments site (http://www.ibm.com/ support/docview.wss?uid=swg27041444).

New features in IBM Cognos Controller version 10.2

This section describes the new features of IBM Cognos Controller 10.2.

Command Center

The group Command Center[®] window is simplified and you can perform more tasks from the Command Center menu.

The changes to the group and vompany Command Center provide the following benefits:

- The chart gives a better overview (group).
- Form details can be excluded (group).
- You can select multiple submissions (group).
- You can lock and unlock companies or submissions (company/group).
- You can open intercompany reports and send an email (company/group).

Changes to the server preference ETYPE_EXCLUDE

The server preference ETYPE_EXCLUDE changed.

For more information, see "Parameter List" on page 113.

New server preference DEJOURNAL_SUBMLOCK

The server preference DEJOURNAL_SUBMLOCK is added.

Use the DEJOURNAL_SUBMLOCK parameter to prevent users from booking values in company journals on accounts that belong to a locked submission.

For more information, see "Parameter List" on page 113.

Additional UDBR features

You can perform additional tasks using UDBR.

UDBR now includes the following features:

- You can use the IF ELSE function to set rules for transfer between accounts.
- You can define the specific members of the four extended dimensions as the source of the business rule.
- You can indicate that the target extended dimension must be the same as the source extended dimension.

New control table E411 for deferred taxes

You use control table E411 when the deferred tax calculation should apply only for companies and not for consolidated values at the group level.

Control table E411 is similar to control table E410.

FAP user groups

You can assign permission levels to a Financial Analytics Publisher (FAP) user by adding them to one or more of the following user groups: 1) IBM Cognos Controller User, 2) IBM TM1 User, or 3) User Group Administrator.

You specify the permissions levels in Controller using **Maintain** > **Rights** > **User**. The access restrictions that you define in Controller also apply in TM1. The access to one or more dimensions is determined by the Security Group limitations.

If an Initial Publish was performed in a previous Controller release, all users from the previous release will still exist on the TM1 server. If it is no longer required that some of those users be active in the TM1 server, the TM1 administrator must delete them.

Note: If any unwanted users/clients were not deleted from TM1, those users' rights are removed after a publish from FAP 10.2. However, the users remain visible when you view Client Security.

The IBM Cognos Controller User group

IBM Cognos Controller User group members can use Controller and the Excel Link Add-in.

Note: If a user is assigned only to the IBM Controller User group, they cannot use IBM Cognos TM1.

The IBM TM1 User group

IBM Cognos TM1 User group members can use TM1.

Note: If a user is assigned only to the IBM TM1 User group, they cannot use IBM Cognos Controller or the Excel Link Add-in.

User names assigned to the IBM Cognos TM1 User group are copied over when you publish to the IBM Cognos Controller Financial Analytics Publisher.

IBM Cognos TM1 User group members can access Controller data in a published FAP cube in TM1 if they were granted access to the cube. An Initial Publish transfers all active TM1 users to the TM1 server. Inactive TM1 Users and inactive IBM Cognos Controller Users are not transferred to the TM1 Server.

The User Group Administrator group

User Group Administrator group members can use both Controller and TM1.

A member of the User Group Administrator group can change permissions for other users in his group, but not for the group itself. This type of user cannot change permissions for users on a higher level in the hierarchy than his own group. This option is not available for users who are assigned only to the IBM Cognos TM1 User group.

Note: After you upgrade a Controller database from an earlier version of IBM Cognos Controller, all users are members of the User Group Administrator group by default. Therefore, if you do not want certain users to access FAP cubes, you must move them to the IBM Controller User group before you run an Initial Publish.

IBM Cognos BI - import external data from a Cognos BI report

You can use filters that were set up in an IBM Cognos Business Intelligence (BI) report, eliminating the transmission of rows that are not needed.

To filter the rows within Cognos BI, add one or more filter expressions to the report that is developed as part of the Cognos Controller import specification.

The integration between a filter in BI and the Import specification is done by creating variables in the Import specification. These variables need to follow a predefined naming convention for the proper interaction.

Enhanced fexpval and fgetval functions

The fexpval and fgetval functions have been enhanced.

Access rights to accounts in the Controller Excel link have been modified. When a user logs into the Controller Excel link, the user's access to accounts is now based on the permissions identified in the Security Group "Forms".

Enhancements to advanced formula calculations

IBM Cognos Controller 10.2 contains enhancements to the advanced formula calculations.

With the COMPANY_YTD function in IBM Cognos Controller, you can retrieve information that spans companies and varies over time, to use it in advanced formula calculations.

For more information, see "COMPANY_YTD" on page 45.

The advanced formula calculations AVERYTD1, AVERYTD2, AVERPER1, and AVERPER2 changed. You can now specify a start period in the relative format (for example 'N112' or 'P001') to create a dynamic interval.

For more information, see "AVERYTD1" on page 46, "AVERYTD2" on page 47, "AVERPER1" on page 48, and "AVERPER2" on page 49.

Enhancements to audit trail

IBM Cognos Controller 10.2 contains enhancements to the audit trail function.

You can log the changes in the configuration with the function **General Configuration**.

For more information, see "Audit Trail" on page 152.

Greater FAP performance and stability

In IBM Cognos Controller 10.2, the trickle table for Financial Analytics Publisher (FAP) is separated from the Audit Trail Log.

You can separate and automate the purge schedules with optimal indexation, resulting in better overall performance and stability.

Note: After the installation, database conversion can take several minutes while tables are created and data is copied.

64-bit Server (.NET)

The 64-bit technology (Microsoft .NET) on the Cognos Controller server in version 10.2 allows for better stability because of the lower risk of out-of-memory problems. In addition, more simultaneous users can use the Cognos Controller 10.2 server.

FoxPro components will continue to run in 32 bit (in COM+).

In IBM Cognos Controller 10.2, you must perform these configuration tasks:

- Set the application pool to 64-bit mode (enable 32 bit applications=false).
- Set the process model identity to LocalSystem.
- Ensure that the application pool is still set to use .NET Framework 2.0.

One source definition for each Controller database

In release 10.2 of IBM Cognos Controller and IBM Cognos Controller Financial Analytics Publisher, a Controller database can be referenced by only one source definition.

If you try to reference a Controller database by more than one source definition, the following message appears:

Cannot add source. Source with this Controller database already exists. Please choose another Controller database.

The trickle table and the audit log changed

In IBM Cognos Controller 10.2, the trickle table when you use IBM Cognos Financial Analytics Publisher (FAP) changed.

Audit trail information is often wanted to be kept for a long time, but data trickled to FAP is not needed after you trickled it. An efficient publish in FAP needs a minimum of data and rich Audit trail information needs large amounts of data.

For more information, see "Enabling the tracking of data changes" on page 152 and the IBM Cognos Financial Analytics Publisher User Guide.

New features in IBM Cognos Controller version 10.1.1

This section describes the new features of IBM Cognos Controller.

Copy Journals – Keep creator

When you copy a journal in IBM Cognos Controller 10.1.1, then the user that originally created the journal in data entry is kept as the creator and is not replaced by the user that did the copy.

The date when the journal was originally created will be kept and will not be replaced by the date when the copy occurred. In previous versions the user that copied the journal was stored as the creator.

Improved company status handling with company journals

In IBM Cognos Controller 10.1.1 the status handling of companies has been improved.

In previous versions of IBM Cognos Controller the status of companies was changed from **Ready** to **Processing** when a company journal was entered. Reporters who submitted their figures and set the company status to **Ready** had to contact the administrator to unlock and change the status.

As of Controller 10.1.1, changes to company journals that do not belong to the defined **Closing Version** in the **General Configuration** window will not affect the status of a company. **Ready** marked companies remain **Ready**.

If you are a group controller, then you can to enter company journals without changing the status. The status of the group will change to **Processing** to indicate that there is a change.

For more information, see "Viewing the Status of Companies" on page 187, "Viewing and changing the status for companies" on page 189, and "Reconciling between accounts and opening balances" on page 221.

Improved delete period values

In IBM Cognos Controller 10.1.1 the deletion of data has been improved.

In previous versions of IBM Cognos Controller, the deletion of data was limited to actuality, period, company, and form.

As of IBM Cognos Controller 10.1.1, you can delete values by Closing Version or multiple journal types and by Contribution Version or multiple automatic journal types.

For more information, see "Deleting Period Data" on page 155.

Concurrent updates of structures

IBM Cognos Controller 10.1.1 no longer has any restrictions on what windows can be open simultaneously.

For more information, see "Concurrent updates of structures" on page 11.

Improved status functionality

In IBM Cognos Controller 10.1.1 the status functionality has been improved by introducing two new command centers.

The **Company Command Center**, for reporting users submitting data for one or a few companies and the **Group Command Center**, for group users who need to monitor and manage progress for a group of companies.

The Company Command Center allows you to:

- Easily access different functions that are used during the closing process.
- Get a better overview of the reporting process and the included tasks (forms).
- Perform actions to update status, like data entry and reconciliation.
- Easily change status for multiple tasks (forms) or companies.

For more information, see "Accessing the Company Command Center" on page 224.

The Group Command Center allows you to:

- Use the improved status monitoring and filtering capabilities.
- Perform actions to update status, like data entry and reconciliation.
- Assign tasks (forms) to specific users per company. This is done from Tasks -Define window. In the Command Center you can see assigned users and send notifications to them.
- · Send notifications to assigned users via e-mail.

For more information, see "Accessing the Group Command Center" on page 224.

You can define user roles in IBM Cognos Controller. For more information, see "Defining user roles" on page 174.

User roles enable you to define groups of users. These users can be assigned to specific tasks. For more information, see "Defining tasks" on page 131.

The Command Centers allow you to filter on tasks for specific users and companies.

New features in version 10.1.0

The are several new features since the last release.

Links to directly-related topics are included.

User-defined business rules

From this release, it is possible to create and execute user-defined business rules.

With this functionality, it is possible to add calculation steps that are not part of the pre-defined consolidation process, which is useful for special consolidation requirements, for example to handle structural changes in a company structure during the year. For more information about user-defined business rules, see Chapter 21, "User-defined business rules," on page 595.

Data audit trail

From this release, you can track structure and data changes using the audit trail functionality.

You can browse the data, and generate reports on the structure changes. For more information about data audit trail, see "Audit Trail" on page 152.

Intercompany report

A new report for intercompany transactions has been added to the 10.1.0 release.

The report is available from both the **Company** and the **Group** menu. The purpose of the report is to provide a quick way of tracing differences, before consolidation calculations are performed. The report consists of a selection screen, a main report and a transaction details report. For more information, see "Run an intercompany report" on page 591.

Contribution calculations

From the 10.1.0 release, it is possible to view the contribution from companies on the lowest level to the top level.

To enable this, two new automatic journal are added to Controller, ECO1 and ECO2. These automatic journals distribute indirect minorities (ECO1) and acquisition eliminations (ECO2) from the subgroups to companies on the lowest level. For more information, see "Contribution calculations" on page 552.

View automatic journals at subgroup level

From this release, you can select if you want to display automatic journal types summed into contribution version BASE at subgroup level, or all automatic journal types specified separately at the subgroup levels.

You select which way you want to display data by using the **Consolidated Automatic Journal Types as Base** option, which is available in the following reports:

- Trial Balance
- Journals Across
- Ledger Report
- Acquisition calculation
- Reconcile between Accounts/Opening Balances by Automatic Journals
- Ad Hoc Reports
- Microsoft Excel Link reports

For more information, see "View automatic journals at subgroup level" on page 550.

Enhancements in the Reconcile - Intercompany Balances report

Several new options are available in The **Company** > **Reconcile** > **Intercompany Balances** report from this release.

- Page Break by Company and Counter Company
- Exclude Associated Companies
- Only Transactions within Own Group

- Min Difference shown
- Possibility to run the report at company level.

For more information, see "Generate Reports of Intercompany Balances" on page 509.

Enhancements in the trial balance report

Several new options are available in The **Group** > **Reports** > **Trial Balance with Drilldown** report is from this release.

- · Drilling by automatic journal type through the complete company structure
- Drilling on original company
- Currency Code
- Contribution Version

For more information, see "Trial Balance with Drilldown Analysis" on page 583.

Connection to IBM Cognos Business Intelligence

From this release, it is possible to add a connection to IBM Cognos Business Intelligence as a menu option in IBM Cognos Controller. You enable this functionality in **Maintain** > **User** > **Personal Defaults**, the **Integration (4)** tab.

For more information, see "Define Personal Defaults - the Integration (4) Tab" on page 171.

New visual theme

From the 10.1.0 release, it is possible to select if you want to display IBM Cognos Controller with the **Operating System Theme**, or with the **IBM Cognos Theme**. The setting is available in **Maintain** > **User** > **Personal Defaults**, the **Layout (2)** tab.

For more information, see "Define Personal Defaults - the Layout (2) Tab" on page 170.

Accessibility

From this release, parts of the Controller user interface meet accessibility requirements.

For more information about accessibility in Controller, see Appendix A, "Accessibility features," on page 621.

New Features in Version 8.5

There are several new features in the version 8.5 release.

Links to directly-related topics are included.

Allocations

This release includes new functionality for allocations.

With allocations, you can distribute costs between units proportionally, according to a key factor. Allocations can be used between companies and accounts, and between extended dimensions. The process is that you allocate values from a source, calculate new values based on the source and a weight factor, and then add the new values to a target. The weight method can be either by a reference account or by a fixed coefficient. For more information about allocations, see Chapter 18, "Allocations," on page 525.

Advanced formula calculations

This release includes new functionality for handling of complex calculations, Advanced Formula Calculations (AFCs).

The purpose of the functionality is to calculate and store financial and non-financial metrics used to quantify and reflect strategic performance of an organization. Examples of functions used in such calculations are period values and average.

The calculations can be included in the consolidation process and can be scheduled as batch jobs. For more information, see "Advanced Formula Calculation Accounts" on page 41.

New consolidation method Z for multi-ownership

This release includes a new consolidation method called Zero consolidation, with label Z.

The method is used to eliminate 100% of reported values. For more information, see "Calculate Ownership Relations" on page 63.

System audit log for the investment register

This release includes tracking of the Shareholdings and Investments in Group Companies menu in the system audit log function.

For more information, see Appendix F, "Metadata Tables," on page 637.

Connection to IBM Cognos 8 Business Viewpoint

From this release, there is a new menu for accessing IBM Cognos 8 Business Viewpoint directly from IBM Cognos 8 Controller.

You can configure **Start IBM Cognos 8 Business Viewpoint** to appear on the **Maintain** menu if you have IBM Cognos 8 Business Viewpoint installed. For more information, see "Define Personal Defaults - the Integration (4) Tab" on page 171.

Reporting in local currency only

In this release, there is a new option to make it possible to enable input in local currency only for data entry of reported values.

The purpose is to avoid that values are entered in another currency than the local currency. For more information, see "Define General Configuration - the General 1 Tab" on page 101.

Enhanced status information for groups

The handling of groups is handled in Maintain > Status > Change Status.

For more information, see "Change Status Manually" on page 572.

Extended comment length when publishing to datamarts

In this release, the comment length when publishing to datamarts has been extended to allow up to 3600 characters.

For more information, see "The Import View" on page 309.

Display user name for a locked form

In this release, the functionality for forms has been enhanced.

In **Data Entry - Reported Values**, if you try to open a form with an actuality, period and company that is already in use by another user, the form is opened in read-only mode. A message is displayed first, with information about which user ID that has opened the form. For more information, see "Simultaneous Users" on page 182.

New features in version 8.4

There are several new features in the version 8.4 release.

Links to directly-related topics are included.

Manage active users

This release supports logging off active users.

For more information, see "Manage Active Users" on page 172.

Verify Rules for Automatic Journals

This release provides changes to the Check Rules for Automatic Journals report.

For more information, see "Verify Rules for Automatic Journals" on page 157.

Microsoft Vista Compliance

This release can be used with Microsoft Windows Vista.

For more information about installing and using Microsoft Windows Vista, see the IBM Cognos Controller *Installation and Configuration Guide*.

Chapter 2. Basic functions in IBM Cognos Controller

This chapter describes some very basic functions used in IBM Cognos Controller, such as how to log on, how to use standard reports and list boxes.

Standard reports and list boxes are common elements in IBM Cognos Controller that are used in many different menu items.

Log on to IBM Cognos Controller

You can log on to IBM Cognos Controller.

Procedure

- 1. Enter the user ID and password supplied by your IBM Cognos Controller administrator.
- 2. Enter the actuality and period you want to use as default. You can change the default settings from inside the system, in the Personal Defaults function.
- 3. Click OK. You are logged on to IBM Cognos Controller.

Note: You can only run one IBM Cognos Controller session at a time.

IBM Cognos authentication

If you use more than one IBM Cognos products, it is possible to log on to all your IBM Cognos products from a common logon window.

This functionality is set up by your IBM Cognos Administrator.

For more information, see "Mapping Users for IBM Cognos or IBM Cognos Controller" on page 146.

Display settings

When running Controller, the DPI Setting of your screen should be set to Normal size (96 DPI). Using other settings may cause problems with the Controller user interface.

Concurrent updates of structures

IBM Cognos Controller does not have any restrictions on what windows can be open simultaneously.

The following sections describe some behavior regarding structural changes and updates.

Structural changes made by the same user in the same session

Between the following menus, structural changes made by the same user immediately propagate to other open windows in the list, without having to save.

- Maintain > Configuration > Automatic Journals > Control tables > Allocations
- Maintain > Business Rules
- Maintain > Submission > Tasks Define

- Maintain > Subset Define
- Maintain > Jobs > Define
- Maintain > User > User Roles

Because the changes are immediate, editing is restricted to only allow one editing session at any time. If you start a second editor, a dialog is shown prompting you to save or cancel the pending changes.

Structural changes made by other users or by the same user in other windows than the ones listed above

If structural changes are made by other users or in other windows that are not listed above, and there is a dependency between the windows, a button to load the most recent structures will be activated in the above windows. When you click the load button, the most recent structures are loaded.

For example, if the name of a company in the **Maintain** > **Company Structure Define** window has been changed, then the load button in the windows with dependencies with the company structure will be active. By clicking the load button, all windows with dependencies will be updated, even if they are not visible.

If you have unsaved changes and click the load button, Controller prompts you to cancel the update, to discard changes, or to reapply the changes after loading the structures. If you do not have pending changes in the above windows, then all structures are updated. You cannot save changes before reloading.

If the changes are made in the same window, a notification will also be shown in the window title to alert you that there may be conflicting changes since the structure has been updated.

There are also other windows, for example the **Company** > **Reports** > **Intercompany Report** window, the **Group** > **Reports** > **Intercompany Report** window, and the **Maintain** > **System Audit Log** > **Overview and Data** window in which you will be able to load the most recent structures.

Company Command Center and Group Command Center

The **Refresh Content** button in the Command Center status window is always active. To update, for example the Company Status, Form Status, and Lock Status information, click **Refresh Content**.

Standard reports

In IBM Cognos Controller you can generate reports.

There are two types of reports:

- Standard reports: predefined reports where the content of the report is fixed and the user selects the preconditions, such as the period, actuality and company to generate the report for. These reports are mainly generated from the **Company** or **Group** menus, but also from the **Transfer** or **Maintain** menus.
- User-defined reports: reports created by the user, where the user defines the report content. These reports are created from the **Report** menu and by using the Controller Link.

If you have generated several reports, you switch between the reports with the **Select Report** drop-down list box.

Standard report formats

Reports are available as HTML, PDF, and Microsoft Excel.

From the ordering window click **Preview**. The HTML report is displayed as default. You switch between the available formats with the **Select Format** drop-down list box.

To view the report in Excel, select the XLS format.

To print the report, select the PDF format.

Use list boxes

You can use list boxes.

When you click the **Show Valid Choices** button, a list box with all available codes/items you can choose from are displayed. You can also open the pop-up by entering a non-existing code in the text box and leave the text box by using the TAB key.

To select several items in a list box, press the Ctrl key and click the next item. If you selected several items, the characters >> are displayed in the text box.

Note:

- Codes on the **Favorites** tab that are displayed in red are not valid selections for the current text box.
- The favorites you have selected in other functions will not appear when you use the **Favorites** tab in the **Run Reports** window. Here you have to select specific favorites for the **Run Reports** function.

In list boxes where you can select one or more codes to the text box, you can also save one or more codes to the **Favorites** tab. In list boxes where you only can select one code for the text box, you can only select one code at a time for the **Favorites** tab.

Search in list boxes

There are several ways of sorting the contents of the list box or opening the list box with a specific range of codes.

Here are the possibilities:

- Sort the list alphanumerically Click on the column heading. If you click once, the list will be sorted in ascending order. Click once more to sort it in a descending order.
- Move the cursor to the first occurrence of a code Click on the heading and start typing the code or name you are looking for. The cursor is placed on the first occurrence of the typed string.
- Open the list box with a range of codes In the text box, enter the beginning of the code you are looking for and end with the wildcard *. Click on the **Show Valid Choices** button or press the TAB key. The list box opens and displays all codes starting with the entered characters. For example, enter 49* and press the TAB key. The list box displays all codes starting with 49.

Note: If you don't find the code you are looking for in this list box, your user rights may be restricted or the system contains linked structures, which limit you access to certain combination of codes. In this case, contact your system administrator.

Go to IBM Cognos Connection when IBM Cognos Controller is Running

When you launch IBM Cognos Controller from the IBM Cognos Connection Web page, an empty Web page opens in your Internet browser in addition to the IBM Cognos Controller application.

You can go from the empty Web page back to the IBM Cognos Connection Web page, while leaving your IBM Cognos Controller application open.

Procedure

From the empty Web page, click **Back** in the browser.

Chapter 3. Structures

There are several types of structures: account structures, consolidation structures, form structures and linked structures.

When you want to set up new accounts, maintain existing accounts or change accounts in any other way, you are working with the account structure. When defining an account, you can enter details about, for example, intercompany balances, the conversion method to be used to convert the account, different reconciliation checks between accounts and if the account is to be summed up to other accounts.

Consolidation structures consist of company structures and extended dimension structures, for example products, markets and fields of activity for multidimensional analysis. The system stores changes in the company structure by period and consolidation type, which means that it keeps track of which ownership relations apply at various times.

Forms are created from a collection of accounts to enable you to enter period values. You can create forms for a range of applications, for example detailed specifications or general forms. Different types of forms are used for different purposes.

Creating and linking groups of structures allows you to limit the number of available items, making it easier for individual users to make selections from menus and pop-ups. The linked structures affect the choices you make when you enter values and reconcile accounts and opening balances. The linked structures also provide a better overview of complex structures and make it easier to maintain the system.

Consolidation Types

If you want to include one or more companies in different ways into multiple consolidation structures (company trees), you can use different consolidation types to keep them apart.

Examples of consolidation structures are legal structures (LE) and management structures (MG). The consolidation type consists of a maximum of two characters, which means that it is possible to have a number of structures.

You can use this function to define or copy the consolidation types you want to work with in the company structure. You can define the following:

- The code and name of the consolidation type.
- Whether the consolidation type is active (available in the other screens) or not.
- How you want to perform the elimination of the acquisition calculations on a legal or management basis. For more information, see "Elimination for Legal or Management Consolidation" on page 476.
- Whether to calculate the ownership relations automatically or enter them manually.
- Specify which legal structure the automatically generated management company structure should be based on.

Note: If you store your intercompany adjustments as group journals each group company has to have a specific group adjustment company connected to it. This is not applicable if you run the consolidation model that was default before the 8.1 version.

Define Consolidation Types - the Define Tab

Here you define consolidation types, which are used to represent different company structures.

Procedure

- 1. On the Maintain menu, click Company Structure/Consolidation Types Define. The Consolidation Types Define window opens.
- 2. On the **Define** tab, click the **New** button. The Default settings are that the new consolidation type is Active and Manual, Acquisitions is Legal, Intercompany Balances is Legal and Group Journals is indicated.
- **3**. In the **Code** text box, enter a consolidation type code. The code can consist of no more than two characters.
- 4. In the **Name Group** and **Name Local** text boxes, enter the name of the consolidation type in both group and local languages.
- 5. Select the **Active** check box if you want to make the consolidation type accessible in list boxes and for data entry.
- 6. Select **Manual** if you want to enter ownership information manually in the **Define Company Structure** window or clear the check box to let the program automatically calculate ownership information.
 - Combination Manual Legal structure: The ownership relations are calculated on percentages from **Define Company Structure**.
 - Combination Manual Management structure: The ownership relations are calculated on percentages from **Define Company Structure**.
- 7. Select the **Automatic** if you want to retrieve ownership information from the Shareholdings and Investments register.
 - Combination Automatic Legal structure: Ownership relations will be retrieved from the Shareholdings and Investments register.
 - Combination Automatic Management structure: the percentages will be retrieved from the associated activated legal consolidation structure.
- 8. Select Acquisitions Legal or Management.

Select **Legal** to eliminate acquisition calculations where the subsidiary and parent company meet in the consolidation structure.

Select **Management** to eliminate acquisition calculations in the subgroup containing the subsidiary, regardless of which group the parent company belongs to. In the current program version you cannot calculate ownership information for management structures, that is, if you have not selected Manual Consolidation Type.

9. Select how to handle Intercompany Balances in the consolidation, the **Legal** or **Management** method.

Legal consolidation means that the elimination of intercompany balances will take place in the group where the companies meet in the company structure.

With **Management** consolidation, the elimination of intercompany balances will take place on the lowest level where the company itself belongs, no matter where in the company structure the counterpart is located. The offset account will, for sure, only be zero (0) on the top group in the structure. With management consolidation you are able to see how much the company has

contributed to different groups in the structure. Management consolidation is not applicable for structures with cross-owned companies.

If you select **Legal**, you have to select **Group Journals** or **Company Journals**. Note that storing on group journals is recommended, since this use less space in the database. The automatic journals for intercompany elimination and differences are stored on the group code, in the currency of the group. One journal is created per group and journal number. If you select **Company Journals**, the automatic journals for intercompany elimination is stored on the company itself in the currency of the group and with an offset account as counter account. You can choose to store the difference on the creditor or on the debtor. One journal is created per company and journal number. For detailed information about the elimination, run the reconciliation report.

The default settings are that Intercompany is **Legal** and **Group Journals**, with the option to have **Company Journals**. Management only have **Company Journals**.

- 10. Click Save.
- 11. Click **Close** or continue by opening the **Reorder** tab.

Results

Note: If you store your intercompany adjustments as group journals, each group company has to have a specific group adjustment company connected to it. This is not applicable if you run the consolidation model that was default before the 8.1 version.

Copy a Consolidation Type

Create a new consolidation type by copying an existing consolidation type.

Procedure

- 1. Click the Save As button. The Save As window opens.
- **2.** Enter a new consolidation type code. Select the **Skip History** check box if you want to copy the latest consolidation type settings. If you want to copy historical company relations, leave the check box cleared.
- 3. Click OK. The consolidation type is saved as a new consolidation type.

Different Consolidation Types

The information retrieval behaviour is based on the consolidation type.

Legal Structure

Table 1. Legal structure consolidation types

Туре	Retrieves Information From
Manual	The Define Company Structure window.
Automatic	The Shareholdings and Investment Register.

Management Structure

Table 2. Management structure consolidation types

Туре	Retrieves Information From
Manual	The Define Company Structure window.

Table 2. Management structure consolidation types (continued)

Туре	Retrieves Information From
Automatic	Pre-generated legal company structure that has been either manually or automatically generated.

If the text boxes in the **Consolidation Type Properties** section are dimmed, they are locked and have to be unlocked before you can perform any changes. This is done in the **Lock** tab.

Define Consolidation Types - the Reorder Tab

You can use this tab to define how to display the sorting order for the consolidation types in the pop-ups and reports. You can move one or more consolidation types to the position you want by using the drag-and-drop method.

Procedure

- 1. On the Maintain menu, click Company Structure/Consolidation Types Define. The Consolidation Types Define window opens.
- 2. Open the **Reorder** tab.
- **3**. Drag and drop the consolidation types to the order you want them to appear in list boxes and consolidation type print-outs.

If you regret the changes before they are saved, click Undo. The original order will be reset.

- 4. Click Save.
- 5. Click **Close** or open the **Lock** tab.

Define Consolidation Types - the Lock Tab

You can use this tab to create lock groups for the consolidation types you want to lock for additional changes.

If you lock a consolidation type, the information about ownership relations in the lower part of the **Company Structures Define** window - **Generated View** tab, and in the **Define Consolidation Types** window - **Define** tab, will not be accessible.

If you want to change parameters of locked consolidation types or information about ownership relations, you must unlock the lock group containing that specific consolidation type.

In a locked consolidation type, the only thing you can change without entering a password is the local name.

Procedure

- On the Maintain menu, click Company Structure/Consolidation Types -Define. The Consolidation Types - Define window opens.
- 2. On the Lock tab, click the New button. All fields are cleared for entry.
- 3. In the Code text box, enter a Lock code name of maximum 6 characters.
- 4. In the **Password** text box, enter a password of maximum 8 characters.
- 5. In the **Name Group** and **Name Local** text boxes, enter a description in group and local languages of the group to lock.

- 6. In the **Available** list box, select the consolidation types you want to include in the lock group and click the right arrow button or double click the selected consolidation type. The selected consolidation types appear in the **Selected** list box. To move all consolidation types from the **Available** to the **Selected** list box, click the double arrow button.
- 7. Click Save.

Results

If you lock a consolidation type, the companies belonging to that consolidation type will also be locked.

Unlock a Consolidation Type

Unlocking a consolidation type makes it possible to perform changes on the **Define** tab in this window.

Procedure

- 1. Enter the lock group code you want to unlock and then enter the password for the selected lock group.
- 2. Click on the **Define** tab without closing the window or saving.
- 3. Make the necessary changes.
- 4. Click Save to save the consolidation type.
- 5. If you want to make more changes, perform steps 1-4 again.
- 6. Close the window to lock the group.

Results

If you have a blank password and click **Cancel**, the lock group will be unlocked.

Change a Locked Company Structure

You must unlock a consolidation type to make changes to a company structure.

A locked consolidation type affects the **Define** tab and the **Generated View** tab in the **Define Company Structure** window.

Procedure

- 1. In the **Consolidation Types Define** window, the **Lock** tab, select the lock group you want to unlock and enter the password for the lock group.
- 2. In the **Selected** list box, select the consolidation type you want to make changes to and click the left arrow button or double-click on the selected consolidation type. The selected consolidation type appears in the Available list box.
- 3. Click Save.
- 4. Open the **Define Company Structure** window and make the necessary changes on the **Define** or **Generated View** tabs. Click **Save** and close the window.
- 5. In the **Consolidation Types Define** window, on the **Lock** tab, select the same consolidation type you removed earlier and click the right arrow button or double click the selected consolidation type. The selected consolidation type appears in the **Selected** list box.
- 6. Click Save.

Change the Password

You can change the password for the lock group code.

Procedure

- 1. Enter the lock group code you want to change password for.
- 2. Click the **Change Password** button.
- 3. Enter the old and the new password and confirm the new password.
- 4. Click **OK** to save and close.

Account Structures

This section describes how the Define Account Structure function operates, how to work with multi-accounts, how to sort accounts and the options you have for locking the accounts.

Accounts are one of the foundations for all processes in IBM Cognos Controller. When you define an account, you can enter details about, for example, intercompany balances, the conversion method to be used to convert the account, different reconciliation checks between accounts and if the account is to be summed up to other accounts. The relevant codes are described below.

Expand Accounts

All base accounts with underlying movement accounts are displayed in the accounts list as a folder with a plus sign. These base accounts can be expanded to show the underlying movement accounts. Even if a movement account has been changed manually, its connection to the base account will still be shown in the tree structure.

Color Coding

If accounts are shown in red, it means that they are summation accounts.

Sort Order

When you create a new account it appears in the accounts list below the currently selected account. You can change the sorting order of the accounts later on the **Reorder** tab.

Account Types

When defining an account you specify a code for the account type the account belongs to. The account types determine whether the account is a main account that should be included in the total reconciliation or whether it is a statistical account.

The table shows the codes that are used and what they represent:

Code	Account Type
А	Assets
L	Liabilities
E	Equity

Table 3. Account type codes
Table 3. Account type codes (continued)

Code	Account Type
Ι	Income
С	Expenses
R	Statistical account: debit balance sheet account
S	Statistical account: credit balance sheet account
Т	Statistical account: debit profit and loss account
U	Statistical account: credit profit and loss account

Balance Control or Not

- The codes A, L, E, I and C are main account codes which are used for Balance sheet and Profit and Loss accounts to enable balance control when you enter data. Equity and Liabilities have different codes to enable the report writer to easily calculate variance controls. From the company's point of view, an increase in equity is positive, while an increase in liabilities is negative.
- The codes R, S, T and U are used for other accounts, such as a number of employees account. These statistical accounts are not included in the balance control.

Codes for Intercompany Accounts

When defining an account, you specify a code for the accounts to be used for intercompany accounts. The codes define things such as whether a transaction currency has to be entered.

The following table shows the available codes for intercompany accounts:

Table 4. Intercompany account codes and descriptions

Code	Description
Ι	Intercompany balances are entered without transaction currency.
l	Intercompany balances are entered with transaction currency.
М	Intercompany balances are entered with percentage margin.
А	Acquisition Calculations

Reconciliation Codes

By specifying reconciliation codes and references to other accounts you determine how a specific account will handle reconciliation of opening balances and between accounts. It is also possible to copy opening balances.

Note: Reconciliation codes should be entered in the specification account and not in the account in the profit and loss account or balance sheet.

The table shows available reconciliation codes:

Table 5. Reconciliation codes and descriptions

Code	Function	
+	Reconciliation for the same period/actuality +	
-	Reconciliation for the same period/actuality -	
Ι	Reconciliation to previous year's closing balance +	
J	Copy previous year's closing balance +	
K	Reconciliation to previous year's closing balance -	
L	Copy previous year's closing balance -	

Currency Translation Codes

When defining an account you specify the currency translation code to be used. The currency translation code determines the method to be used to convert currency.

For a list of all the available currency translation codes, see "Currency Translation Codes for Accounts" on page 399.

Decimals

The number of decimals is only defined for statistical accounts. A summation account should not have fewer decimals than the account included in the summation account with the highest number of decimals. The number of decimals for main accounts is determined by the decimals defined per currency code in the **Define Currency Codes** window. If a statistical account is reconciled against a main account, then the statistical account will be handled as a main account, concerning the number of decimals. This also applies if the statistical account is included, together with the main accounts, in the control tables for the acquisition calculations, intercompany balances and intercompany profit. In the account structure, the **Main Connected** check box will be selected for such statistical accounts.

Calculation Accounts

Calculation accounts are used specifically to store and perform calculations relating to a range of ratios based on values taken from more than one account. The accounts are handled just like ordinary accounts, that is, they are summed up during consolidation.

For more information, see "Calculation Reports" on page 332.

Advanced Formula Calculation Accounts

Advanced formula calculation accounts are used for calculating and storing financial and non-financial metrics. The calculations are carried out in several steps, where the account definition is the first.

When you define the advanced formula calculation account, the calculation formula is defined directly in the account structure, in the **Edit Formula** window. Note that advanced formula calculation accounts must be of the type **Statistical**.

For more information about working with advanced formula calculations, see "Advanced Formula Calculation Accounts" on page 41.

Account Properties

When defining accounts, you can select the following properties:

Property	Description
Consolidate	Select Consolidate to indicate that the account will be included in the consolidation process.
Sign Change	Select Sign Change to if the account is to be handled with reversed sign. The default sign is determined in the general configuration, on the Reconcile tab.
Comments	Select Comments to enable the user to enter a comment on a reported value in the data entry window. If this option is not selected, the account will not be open for entering comments during data entry. Summation accounts cannot contain comments.
Mandatory Comment	Select Mandatory Comment to force the user to enter comments on this account during data entry.
Counter Dimension	Select Counter Dimension to enable the use of intercompany transactions with extended dimension 1. This is useful when the counterpart enters intercompany balances on a different dimension.

Table 6. Account properties and descriptions

Property	Description	
Calculation Type	Select Calculation Type if the account will be used as a calculation account for key ratios or an advanced formula calculation account. This only applies to statistical accounts. Calculated key ratios can only be saved to calculation accounts. To be able to select Calculation Type , you need to clear Consolidate .	
	If you select AFC Account , then press Edit Formula to define the function formulas to be stored on the account. For more information about editing formulas, see "Define formulas for advanced formula calculation accounts" on page 44.	
Movement Account	Movement Account is automatically selected for all accounts that have ever been generated from the Movement Accounts - Generate window. This option cannot be changed manually. You can see that a movement account has been manually changed by clicking on the Overview tab and checking the code under the heading Account Type 2. If the code is C, the account has been changed manually, otherwise it has been generated.	
Main Connected	Main Connected is automatically selected, and cannot be changed manually.	

Table 6. Account properties and descriptions (continued)

Account Structure Tree View

Account structures can be presented in a tree structure hierarchy based on summations. This presentation is the same as companies and extended dimensions.

You activate the account structure tree view using the option **Advanced Account View** in the **Maintain/General Configuration** window, **General 2** tab.

When you regenerate and expand the structure using the **Generate** and **Expand** button in the **Maintain/Account Structure/Define** window, the account structure is presented in a tree view with the name and account code. Summation accounts appear red. Accounts that are summed up more than once in the same tree appear in blue.

Define Account Structures - the Define Tab

Here you define new account codes. Account codes have to be defined in order to create forms.

You can define the following:

- Account codes and account names.
- Account types, for example income account or cost account.
- The number of decimal places the account uses, if it is a statistical account.
- Whether the account is used for intercompany balances and if so, whether counter dimensions should be used.

- Whether the account is used for internal or external shareholdings.
- Whether the account should contain a comment and if it is mandatory to enter it.
- If the account is a calculation type account, either a calculation account or an advanced formula calculation account.
- Whether the account is used when copying reversing/non-reversing company journals.
- Reconciliation rules with other accounts.
- Currency translation method.
- Whether the account is divided into extended dimensions and if so, at what level.
- Summation rules.
- Account description, for example how the account should be used.

Procedure

- 1. On the **Maintain** menu, click **Account structure/Define**. The **Define Account Structure** window opens.
- 2. On the **Define** tab, click the **New** button to add a new account. All fields are cleared for entry.
- **3**. In the **Code** text box, enter the account number. The code can include no more than 13 characters.
- 4. In the four **Name** and **Short Name** text boxes, enter the full and short names of the account in both group and local languages. **Name** can include no more than 50 characters and **Short Name** no more than 20.
- 5. In the **Account type** text box, enter the relevant account type code.
- 6. In the **Decimals** text box, specify how many decimals should be allowed at data entry for the current account, if this is a statistical account.
- 7. In the **Intercompany Code** text box, enter the relevant intercompany code if the account is used for intercompany balances.
- 8. In the **Investments** text box, enter a code that defines whether the account is used for investments in group companies or external companies. The two codes are:
 - I: Group Companies
 - E: External Companies

The I code enables the use of investment elimination templates.

9. Select the relevant account properties. For more information about Account Properties, see "Account Properties" on page 23.

Note: Movement Account cannot be selected.

- 10. Select relevant options for copying journals the alternative way.
 - Select **Non-reversing Journals** to copy the account according to the alternative rules for non-reversing journals when copying journals. This is only applicable when the same option is selected in the **General configuration**, **General 3** tab.
 - Select **Reversing Journals** to copy the account according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the **General configuration**, **General 3** tab.
- 11. In the **Reconciliation Between Accounts** text boxes, enter the Reconciliation codes and the account codes to reconcile the current account against.

- 12. In the **Conversion Method** text boxes, enter the conversion code and the possible account to refer the conversion code to. Currency translation codes are normally only specified for detail accounts. For more information, see "Currency Translation Codes" on page 22.
- **13.** In the **Extended Dimension 1-4** text boxes, specify the extended dimension level where data is entered for the account. Data is always entered on the lowest level. If no level is defined the highest level is used.
- 14. In the **Summation Rules 1-3** text boxes, enter a + or a if you want to add or subtract the account value to or from another account. In this case you must also specify the account to which or from which the value should be added/subtracted.

Note: An account is automatically turned into a summation account when other accounts are totaled to it. A summation account is displayed in red text. If you want to delete a summation account you need to remove all summation rules from the underlying accounts referring to the summation account first.

- **15.** In the **Account Description** section, select the option button for the language to use and enter a description of the account in the text box. This description can be viewed in the data entry window.
- **16.** Click **Save**. The new account appears in the accounts list below the currently selected account. You can change the sort order of the accounts later by clicking the **Reorder** tab.
- 17. Click Close or open the Overview tab.

Copy Accounts

Follow the steps below to copy accounts.

Procedure

- 1. Select the account you want to copy in the list box and click **Save As**. The **Save As** dialog box opens.
- 2. Enter the new code to save the account and its settings as and click **OK**. The new account is displayed in the list box.
- 3. Change the name of the new account and click **Save**.

Results

- There are two ways of deleting accounts. You can either delete the account in the account structure on the **Define** tab or the **Overview** tab. This method is suitable if the account contains no reported values. In this case, use the **Validate Data** function to check if there are any values in the account you deleted. Or, you can delete accounts using a change table. This method is recommended if the account to be deleted contains reported values.
- The only way to move accounts or combine several accounts into one, if the original accounts contain values, is to use change tables.
- To verify that the account structure does not contain any errors or invalid combinations, run the **Verify Structure** function.
- If you make changes in the summation structure, you must re-generate the data entry forms that are affected by the change. You generate the forms manually by a change in the layout.

Define Account Structures - the Overview Tab

This tab contains a spreadsheet with all the information from the Define tab per account. This view may be easier to use when arranging the summation structure of the accounts, but you can also add new accounts, copy accounts and change existing accounts on this tab.

Procedure

- 1. On the **Maintain** menu, click **Account Structure/Define**. The **Define Account Structure** window opens.
- 2. On the **Overview** tab, you can either define new accounts or change the information of existing accounts in the columns. See the **Define** tab for more details. If account rows are shown in red, this means they are summation accounts.
- **3**. To add a new row, click the **Add Rows** button to insert a new row above the selected row.
- 4. Click Save.
- 5. Click Close or open the Reorder tab.

Define Account Structures - the Reorder Tab

Here you can define the order in which the accounts will be displayed in pop-ups and print-outs. You can either select a sort option or move the accounts manually in the list.

Procedure

- 1. On the **Maintain** menu, click **Account Structure/Define**. The **Define Account Structure** window opens.
- 2. On the **Reorder** tab, select the relevant sort order option button. The selection affects the account sort order in list boxes and reports:
 - Alphanumeric
 - Summation Structure 1-3. This option sorts the accounts according to the summation references. If you sort by Summation 1, all accounts that do not contain a summation 1 reference will be listed first and then the accounts with summation 1 references will be sorted alphanumerically.
 - Customized (System Order). With this option, you define your own sort order by dragging and dropping the accounts in the list.
- **3.** If you selected a customized sort order, select one or several accounts and drag and drop them to their new position in the structure.
- 4. Click Save.
- 5. Click Close or open the Lock tab.

Define Account Structures - the Lock Tab

Here you can lock groups of accounts in such a way that only users with access to a password can change the account. Name, Short Name, and Account Description in local language can always be changed, even for locked accounts. You can lock individual accounts, but it is more practical to work with groups of accounts.

Procedure

- 1. On the **Maintain** menu, click **Account Structure/Define**. The **Define Account Structure** window opens.
- 2. On the Lock tab, click the New button to add a new lock group.

- **3**. In the **Code** text box, enter the lock group code. The code can include no more than 6 characters.
- 4. In the current **Password** text box, enter the password required to change the account settings and to change the lock group. The password can contain no more than 8 alphanumeric characters.
- 5. In the **Name Group** and **Name Local** text boxes, enter a description in group and local languages of the lock group. The lock group description can contain no more than 50 characters in both local and group languages.
- 6. In the **Available Accounts** list box, select the account codes you want to include in the lock group and click the right arrow button. Accounts used in other lock groups are not available. The selected accounts appear in the **Selected Accounts** list box.
- 7. Click Save.

Results

Tip: To move all accounts from the **Available** to the **Selected** list box, click the double arrow button.

Note:

- There are two ways of unlocking an account. Either you unlock the group where the account is included on the **Lock** tab, by entering the password. Or, you unlock the account on the **Define** tab or **Overview** tab by using the **Unlock** button and entering the password for the lock group where the account is included.
- If you have a blank password and click **Cancel**, the lock group will be unlocked.

Delete, Move and Combine Accounts

There are two procedures for deleting accounts.

- You can delete the account in the account structure either on the **Define** tab or the **Overview** tab. This method is suitable if the account does not contain reported values.
- You can delete the account using a change table. If the original accounts contain values, the only way to move accounts or combine several accounts into one is to use change tables.

Change Tables for Accounts

Change tables can be used when you need to change or merge accounts, companies or dimensions.

Note that when you run change tables, the version number you select will be processed on both the **Replace** tab and the **Add/Delete** tab.

Define or Run Change Tables for Accounts - the Add/Delete Tab

Here you define change tables, which are used to merge, delete, or copy accounts. If you want to replace account codes you use the **Replace** tab.

Each change table is allocated a version number. The version number applies to both tabs. You can create up to 99 different versions of change tables, but only run one at a time.

When you define change tables, you can select from two types of operation codes:

Table 7. Codes for change table operations

Code	Description
D	Deletes all account values, including the account code, from the From Account column.
Blank	Copies all account values in the From Account column to the To Account column.

There are a couple of alternative ways to handle the merging and deleting of accounts. The table shows which combinations are possible:

Table 8. Options for merging and deleting accounts

From Account	Sign	To Account	Operation	Result
Account 1	+	Account 2		Copies the value of existing codes to a new code.
Account 1	+	Account 2	D	Moves the value of existing codes to other codes, that is, it removes the original codes. If Account 2 already exists, existing values on this account will be overwritten. If Account 2 does not exist it will be created and obtain the same account name as Account 1.
Account 1			D	Deletes the account code and its values.
Account 2	+	Account 2		Merges accounts 2 and 3 into existing account 2. Note: The existing account must also be copied.

Table 8. Options for merging and deleting accounts (continued)

From Account	Sign	To Account	Operation	Result
Account 3	+	Account 2	D	Merges accounts 2 and 3 into existing account 2. Note: The existing account must also be copied.

You can use the plus (+) or minus (-) sign to indicate whether to copy values with their present sign, or to use the opposite sign.

If several accounts are to be summed up to an existing account, you must also enter the existing account in the **From Account** and **To Account** columns, but without entering D in the **Operation** column.

To copy an account that is divided into extended dimensions to another account that is divided into extended dimensions, both the accounts must have the same extended dimensions level.

Procedure

- 1. On the **Maintain** menu, click **Account Structure/Change Table Define/Run**. The **Define Account Structure Change Tables** window opens.
- 2. In the Version Number text box, select a new version number.
- **3**. On the **Add/Delete** tab, in the **From Account** column, enter the code you want to copy, merge, or delete.
- 4. In the Sign column, enter the sign with which to copy the value to the new account code. Enter a plus sign (+) to copy the same value, enter a minus sign (-) to copy the value with reversed sign, or leave blank to use the account default.
- 5. In the **To Account** column, enter the code you want to copy or merge the specified code to. If you want to delete the account code entered in the **From Account**, you leave this field blank.
- 6. If applicable, enter the extended dimension of the account to copy or merge to in the **Extended Dimension1-4** columns. If you leave the field for extended dimension blank, the values will be copied to the same extended dimension codes as for the **From Account**.
- 7. In the **Operation** column, select D to delete the account code entered in the **From Account** column. If you want to sum (merge) several accounts to an existing account, you must also enter the existing account code in the **From Account** and **To Account** columns, but without entering D in the **Operations** column.

Example: If you want to merge account A to B you should enter the following: **From Account To Account Operation** B B A B D

- 8. Click Save.
- 9. Click **Run** to copy, merge, or delete the specified accounts for the current release number. All values and characteristics of the account code are copied, merged, or deleted.

Results

- Running the **Add/Delete** function on accounts included in forms will not change any definitions in the relevant forms. In order to update the forms the user must make the corrections in **Define Form Structure** manually.
- You can copy information from, for example, Microsoft Excel and paste it in the grid in the window.
- All historic data will also be changed when using change tables.
- You can only run change tables in single user mode.
- When running change tables, account codes can not contain the "&" sign.

Define or Run Change Tables for Accounts - the Replace Tab

Here you define change tables, which are used to replace account codes. If you want to copy, merge or delete account codes you use the **Add/Delete** tab.

Procedure

- 1. On the **Maintain** menu, click **Account Structure/Change Table Define/Run**. The **Define Account Structure Change Tables** window opens.
- 2. In the **Version Number** text box, select a new version number or select an existing version number to edit a change table.
- **3**. On the **Replace** tab, in the **From Account** column, enter the account code you want to replace or select an account from the drop-down list box.
- 4. In the **To Account** column, enter the new account code you want to replace the old account code with. Here you have to enter an account code that does not already exist in the account structure.
- 5. Click Save.
- 6. Click **Run** to perform the conversion of the specified account codes for the current release number. All values and characteristics are moved to the new account code. The old code is removed.

Results

- You have to use the Update Layout button in **Define Form Structure**, **Layout** tab, to update the form according to your settings on the **Replace** tab.
- You can copy information from, for example, Microsoft Excel and paste it in the grid in the window.
- All historic data will also be changed when using change tables.
- You can only run change tables in single user mode.

Verify Accounts

You can use this function to print four different reports showing any errors that exist in the account structure:

- Verify Report displays a report on how all main accounts of type A, L, E, I and C are defined, and if the account definitions comply with the settings in the general configuration. Any accounts of type A which do not add up to the Account for Total Assets are reported separately as well as all accounts of type L and E which do not add up to the Account for Total Liabilities and Equity. Enter the account codes for the two summation accounts in the text boxes. The report also displays the settings for accounts I and C as well as the settings in the general configuration. The report includes six columns:
 - Account Type
 - Summation Sign
 - Summation Sign (Sign Change)

- Configuration Sign shows choice of sign in the general configuration
- Class Sign displays the opposite sign to the one defined for income in the general configuration for accounts of type C. For other account types the sign is displayed as in the general configuration.
- OK confirms that the account is properly connected
- **Coding of Reconciliation Between Accounts** displays a report of the accounts used for reconciliation between accounts in the account structure.
- **Coding of Opening Balance/Closing Balance** displays a report of the accounts for opening and closing balances in the account structure.
- Check Account Structure displays a report on any errors in the account structure, for example, incorrect level for the extended dimension.

Note: This report can also be printed from the **Maintain/Special Utilities/Verify Structures**window.

Procedure

- 1. On the Maintain menu, click Account Structure/Verify. The Verify Account Structure window opens.
- 2. Select the relevant report option and enter the accounts to verify:
 - Verify Report
 - Coding of Reconciliation between Accounts
 - Coding of Opening Balance/Closing Balance
 - Check Account Structure
- 3. Click the **Preview** button to generate the report.

Run Account Structure Reports

You can use this function to print a number of different reports for accounts and account structures.

There are various types of account reports, with the reports showing:

- **Codes** displays a report on all selected accounts, with the report divided into parts 1 and 2. The accounts are sorted in accordance with the user-defined sorting order.
- **Codes (sort by Account)** displays a report on all selected accounts, with the report divided into parts 1 and 2. The accounts are sorted by code in alphanumeric order.
- Codes (sort by Summation 1), Codes (sort by Summation 2) and Codes (sort by Summation 3) displays a report on all selected accounts, with the report divided into parts 1 and 2. The accounts are sorted according to the text box Summations 1, 2 and 3. Accounts not included in any summation structure are shown first.
- Codes (Sort by Reconc. between Account 1) and Codes (Sort by Reconc. between Account 2) displays a report on all selected accounts, with the report divided into parts 1 and 2. The accounts are sorted according to the text box Reconciliation between Accounts 1 and 2. Accounts not included in any reconciliation are shown first.
- **Codes (sort by curr. conv. current method)** displays a report on all selected accounts, divided into parts 1 and 2. The accounts are sorted according to the account reference to conversion codes of the current method. Accounts without reference to conversion codes are printed first.

- **Codes (sort by curr. conv. MNM method)** displays a report on all selected accounts, divided into parts 1 and 2. The accounts are sorted according to the account reference to conversion codes of the monetary method. Accounts without reference to conversion codes are printed first.
- Analyze generates reports covering:
 - The summation accounts in which the detail accounts are included.
 - The sub-accounts included in a summation account.
 - The accounts where the selected accounts are used as reference accounts for the reconciliation between accounts 1 and 2.
 - The accounts where the selected accounts are used as reference accounts for the conversion codes according to the current method.
 - The accounts where the selected accounts are used as reference accounts for the conversion codes according to the monetary method.
 - The forms in which the accounts are included.
 - The lock groups in which the accounts are included.
 - The linked structures in which the accounts are included.
- Advanced Analysis of Summations displays a report at all summation levels for detail accounts.
- **Descriptions** displays a report on the account descriptions entered in each account.
- **Texts** displays a report on the account name and the short name in both the group language and the local language.
- Detail Accounts added more than once to a summation Account.
- Accounts Not Used in any Forms.
- Locked Groups displays a report on the locked groups set up in the account structure and the accounts of which are included in each locked group.

The account codes in the report are sorted into two different parts.

Volume 1 contains:

- account code
- account name
- sign
- account type
- summations 1-3
- reconciliation between accounts 1 and 2
- conversion codes for the current method
- conversion codes for the MNM method
- generated movement accounts

Volume 2 contains:

- account code
- account name
- sign
- account type
- decimals
- dimension levels 1-4
- intercompany codes

- investment codes
- consolidation
- comments
- summation account
- sorting order
- generated movement accounts

Procedure

- 1. On the Maintain menu, click Account Structure/Reports. The Account Structure Reports window opens.
- 2. Select the relevant **Report Selections** check box.
- **3**. If you want to select specific accounts to generate the report for, select the **Account** option button and enter one or several accounts you want to print the report for. If you want to select accounts within a specific form, select the Form option button and enter the form in the **Form** text box.
- 4. Select the relevant Additional Reports check box.
- 5. Click the **Preview** button to generate the report.

Results

The report will be displayed in the customized order defined on the **Reorder** tab in the **Define Account Structure** window.

Generate Reports of Summation Accounts

You can use this function to print reports on summation accounts that have been defined in the account structure. You can use the report to analyze data in summation accounts. You can choose between reports for groups and companies.

Reports on summation accounts show all detail accounts containing values that are included in the summation account. The report always shows reported values at the lowest level, that is, if a summation account is included as a sub-total, the accounts which have been summed to the sub-total in the report are shown, instead of the sub-total. The dimension at the lowest level is also shown.

Procedure

- 1. On the **Reports** menu, click **Summation Accounts**. The **Reports Summation Account** window opens.
- 2. Select if you want to print the report for a group or for a company.
- **3**. In the list box, select the summation account or accounts you want to generate the report for. Summation accounts are defined in the **Define Account Structure** window.
- 4. Enter the actuality, period and closing version you want to generate the report for.
- 5. If you are printing a report for a company, enter the company you want to generate the report for and click the **Preview** button to generate the report. The amounts will be presented with contribution version BASE.
- 6. If you are printing a report for a group, enter the contribution version, consolidation type and group you want to generate the report for.

If you want to select specific companies within the selected group, clear the **All Companies - Only One Level** check box and enter the company or companies you want to generate the report for.

If you want to select another currency type or currency code than the ones determined by the selected consolidation type and group code, clear the **According to Group Selection** check box and enter the currency type and/or code that you want to generate the report for.

The currency type is entered as LC, LE, OP etc. Available selections are all existing consolidation types as well as LC.

Note: The **Currency Code**option is not available if you run the consolidation model that was default before the 8.1 release.

7. Click the Preview button to generate the report.

Movement Extensions

This section describes how to define, generate and work with movement accounts.

Working with movement accounts means that you add a movement extension to existing base accounts in order to create movement accounts which reflect a movement process. This can, for example, relate to a specification for equity or fixed assets in which you want to follow the movements between opening and closing balances. In principle, movement extensions are created in the same way as ordinary accounts.

Requirements

To create movement extensions you select the **Use Movement Accounts** check box in the general configuration. Only the base accounts with the exact specified base account length can be used for movement accounts. A movement extension may consist of up to three characters. The movement extension and the base account together may consist of up to 13 characters. This means that the base account may consist of up to 10 characters if you are using movement extensions.

For more information, see "Define General Configuration - the General 2 Tab" on page 102.

Integrated Movement Accounts

If you want to work with integrated accounts, this definition is affected by movement extensions. If you are working with integrated accounts, it means that data is entered in a specification in which the closing balance is connected to the balance sheet account.

Example: Integrated Movement Accounts

The following base accounts are used:

- Goodwill = 1070
- Buildings = 1110
- Equipment = 1200

The following movement extensions are used:

- Opening balance = 010
- This year's purchases = 020
- This year's sales = 030
- Closing balance = CBA

The following movement accounts are generated:

Movement extensions	Goodwill	Buildings	Equipment
Opening balance	1070010	1110010	1200010
This year's purchases	1070020	1110020	1200020
This year's sales	1070030	1110030	1200030
Closing balance (CBA)	1070	1110	1200

Table 9. Example, integrated movement accounts

- Movement extensions for closing balances must start with CB, meaning that the current account is a closing balance, for example 1070 above. In this case one of the account codes A, L E, I or C must be used. The movement account is given the same account type as the base account.
- For more information, see "Define Account Structures the Define Tab" on page 24.

Account Types

The account type defined whether the account is to be included in the total reconciliation or whether it is a statistical account. See the list of account type codes. The account types A, L, E, I, and C are used for the Balance sheet and Profit and Loss accounts to enable balance control during data entry. The account types R, S, T, and U are statistical account types, which refer to the A, L, C, and I account types. If you generate a movement account where the base account has a different account type, the generated movement account will inherit the account type of the movement extension. On the other hand, if the movement extension has a non-statistical account type, the generated movement account will inherit the account type of the base account.

Non-Integrated Movement Accounts

If you are not working with integrated accounts, this means that data is entered both in the specification and the base account. A reconciliation code in the account definition checks that the data has been correctly entered.

Example: Non-Integrated Movement Accounts

The following base accounts are used:

- Goodwill = 1070
- Buildings = 1110
- Equipment = 1200

The following movement extensions are used:

- Opening balance = 010
- This year's purchase = 020
- This year's sales = 030
- Summation account EB the summation account in the specification is reconciled against CBA, which refers to the base account.

• Closing balance = CBA

The following movement accounts are generated:

Movement accounts	Goodwill	Buildings	Equipment
Opening balance	1070010	1110010	1200010
This year's purchases	1070020	1110020	1200020
This year's sales	1070030	1110030	1200020
Total (EB)	1070EB	1110EB	1200EB
Closing balance	1070	1110	1200
(CBA)			

Table 10. Example, nonintegrated movement accounts

Note: In this case one of the statistical codes (R, S, T or U) must be used as account type. The movement account is given the account type of the movement extension, because it is a statistical account. For more information, see "Account Structures" on page 20.

Define Movement Extensions - The Define Tab

Movement extensions are defined in the same way as accounts.

Procedure

- On the Maintain menu, click Account Structure/Movement Extensions -Define. The Movement Extensions - Define window opens.
- 2. On the **Define** tab, click the **New** button to create a new movement extension. All fields are cleared for entry.
- **3**. In the **Code** text box, enter the new movement extension. The code can consist of no more than three alphanumeric characters.
- 4. In the four **Name** and **Short Name** text boxes, enter both full and short names of the movement extension in both the group and local languages.
- 5. In the Account type text box, enter the relevant account type code.
- 6. In the **Decimals** text box, specify how many decimals to allow at data entry for the current movement extension. This only applies to statistical accounts. For summation accounts, the number of decimals will be determined by the accounts included in the summation account with the least decimals. The number of decimals for the account types A, L, I, C and E is determined by the decimals defined per currency code in the **Define Currency Codes** window.
- 7. In the **Intercompany** text box, enter the relevant intercompany code if the movement extension is used for intercompany balances. For more information, see "Intercompany Codes" on page 665.
- 8. In the **Investments** text box, enter a code that defines whether the movement extension is used for investments in group companies or external companies. The two codes are:
 - I in Group Companies
 - E in External Companies

The I code enable the use of the investment elimination templates.

- 9. Select the relevant movement extension options:
 - **Consolidate**: Select this to include the movement account in the consolidation process.
 - **Sign Change**: Select this if the movement account is to be handled with reversed sign. The default sign is determined in the general configuration, on the **Reconcile** tab.
 - **Comments**: Select this to enable the user to enter a comment on a reported value in the data entry window. If this option is not selected, the movement account will not be open for entering comments during data entry.
 - Mandatory Comment: Select this to make it mandatory to the user to enter comments on this movement account during data entry.
 - **Counter Dimension**: Select this to enable the use of intercompany transactions with extended dimension 1. This is useful when the counterpart enters intercompany balances on a different dimension.
- 10. Select relevant options for copying journals the alternative way:
 - **Reversing Journals**: Select this to copy the movement account according to alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the **general configuration**, **General 3** tab.
 - **Non-reversing Journals**: Select this to copy the movement account according to alternative rules for non-reversing journals when copying journals. This is only applicable when the same option is selected in the **general configuration**, **General 3** tab.
- 11. In the Reconciliation Between Accounts text boxes, enter a reconciliation code and the extension code to reconcile the current extension against. Reconciliation codes and references to other movement extensions determine how a specific movement account will handle opening balances, and reconciliation between accounts. It is also possible to copy opening balances. For more information, see "Reconciliation Codes" on page 666.
- 12. In the **Conversion Method** text boxes, enter the conversion code and the possible movement extension to refer the conversion code to. Currency translation codes are normally only specified for detail accounts. For more information, see "Currency Translation Codes for Accounts" on page 399.
- 13. In the Summation Rules text boxes, enter a + or a if you want to add or subtract the movement extension value from another movement extension and specify the extension to which or from which the value should be added/subtracted. A movement extension is automatically turned into a summation extension when other movement extensions are totaled to it. A summation extension is displayed in red text.
- 14. In the **Extension Description** section, select the option button for the language to use and enter a description of the movement extension in the text box. This description can be viewed in the data entry window.
- **15.** Click **Save**. The new movement extension appears in the movement extension list below the currently selected movement extension. You can change the sort order of the movement extensions later on the **Reorder** tab.
- 16. Click **Close** or open the **Overview** tab.

Results

To create movement extensions you need to select **Use Movement Accounts** in the general configuration. Only the base accounts with exactly the specified base account length can be used for movement accounts. A movement extension may

consist of no more than three characters. The movement extension and the base account together may consist of no more than 13 characters. This means that the base account may consist of no more than 10 characters if you are using movement extensions.

Define Movement Extensions - the Overview Tab

This tab contains a spreadsheet with all the information from the Define tab per movement. This view may be easier to use when arranging the summation structure of the movement accounts, but you can also add new movement extensions, copy movement extensions and change existing movement extensions.

Procedure

- 1. On the Maintain menu, click Account Structure/Movement Extensions Define. The Movement Extensions Define window opens.
- On the Overview tab, you can either define new movement extensions or change the information of existing movement extensions in the columns. For more information, see "Define Movement Extensions - The Define Tab" on page 37. Movement extension rows in red are summation extensions.
- **3**. To add a new row, click the **Add Rows** button to insert a new row above the selected row.
- 4. Click Save.
- 5. Click **Close** or open the **Reorder** tab.

Define Movement Extensions - the Reorder Tab

Here you can define the order in which the movement extensions will be displayed in pop-ups and printouts. You can either select a sort option or move the movement extensions manually in the list.

Procedure

- 1. On the Maintain menu, click Account Structure/Movement Extensions Define. The Movement Extensions Define window opens.
- 2. On the **Reorder** tab, select the relevant sort order option button. The selection affects the movement extension sort order in list boxes and reports:
 - Alphanumeric: This option sorts the movement extensions alphanumerically.
 - Summation Structure 1-3: This option sorts the movement extensions according to the summation references. If you sort by Summation 1, all movements extensions that do not contain a summation 1 reference will be listed first and then the movement extensions with summation 1 references will be sorted alphanumerically.
 - Customized (System Order): This option lets you define your own sort order by dragging and dropping the movement extensions in the list.
- **3**. If you selected **Customized**, select one or several movement extensions and drag and drop them to their new position in the structure.
- 4. Click Save.

Movement Accounts

Here you generate movement accounts by linking the movement extensions to the relevant base accounts.

A movement account created in this way is called a generated account. In the **Define Account** window, the **Movement Account** check box is automatically selected for all accounts that have ever been generated. If you change generated accounts manually, the changed account will not be generated if you regenerate the

movement account. You can see that a movement account has been manually changed by clicking the **Overview** tab and checking the code under the heading **Account Type 2**. If the code is C, the account has been changed manually, otherwise it has been generated.

Change the Name of the Base Account

If you change the name of a base account, the names of previously generated movement accounts, which are based on the changed base account, will not be updated automatically. The movement accounts which are based on the changed base account must then be regenerated.

Generate Movement Accounts

Follow the steps below to generate movement accounts.

Procedure

- 1. On the Maintain menu, click Account Structure/Movement Accounts -Generate. The Generate Movement Accounts window opens.
- 2. The Link Type text box automatically displays the linked structure code AM, Account/Movement Extension. To define a new group of movement accounts, click the New button. The fields are enabled for entry.
- 3. In the **Code** text box, enter a link code for the group of movement accounts.
- 4. In the **Name** text boxes, enter a description of the group of movement accounts in both group and local languages.
- 5. In the **Available Accounts** list box, select the base accounts to generate movement accounts for and click the right arrow button to move them to the **Selected** list box. Only base accounts defined with the same field length as defined in the general configuration, **General 2** tab, are displayed in the **Available** list box.
- 6. In the **Available Movement Extensions** list box, select the movement extensions to combine with the selected base accounts and click the right arrow button to move them to the **Selected** list box.
- 7. Click Save.
- 8. Click Close. The movement accounts are generated.

Results

- If you want to replace a base account with another account, you first have to clear the connection between the old base account and the previously generated movement accounts. Then you add the new base account and re-generate all the movement accounts.
- In order to generate movement accounts, the Use Movement Accounts check box must be selected in the general configuration, General 2 tab.
- If a movement extension is defined as a statistical account, the generated movement account will also be a statistical account, regardless of the base account type.
- In the **Define Account Structure** window you can see which movement accounts have been generated this way. For these generated accounts the check box **Movement Account** is automatically selected. This means that you should not change the account manually. If you do, the movement account will not be regenerated if you generate new movement accounts.

- If you change the name of the base account used for a movement account, the movement account name will not be updated automatically. Remove that base account from the **Selected** list box and select it once more. Regenerate the movement accounts.
- For deleting/moving and merging movement accounts, see the Define Account description.

Delete, Move and Combine Movement Accounts

Movement accounts are deleted, moved and combined in the same way as accounts.

For more information, see "Delete, Move and Combine Accounts" on page 28.

Advanced Formula Calculation Accounts

Advanced formula calculations allow complex calculations, including built-in logic and formulas like average, period logic as well as multiplication and division. Advanced formula calculations are an integrated part of the consolidation process.

It is important to note that, which is also the case for calc accounts, multiplication and division must be used with care, if the value is analyzed by extended dimensions, as the resulting figure will be aggregated in a hierarchy. For best results, avoid division and multiplication in advanced formula calculation formulas calculated by extended dimensions, except for constants like division by 2 or multiplication by 150%. Instead, calculate different parts of a calculation independently. For example, the numerator and denominator in a division. Then perform the final calculation in the resulting report.

Note: You can use the different parts that are included in a calculation multiple times in a report, for example to calculate different key performance indicators.

Example

Imagine a simple product hierarchy with Vehicles as the top node, and with Bikes and Cars as the next level.

Level



Figure 1. Simple product hierarchy

In this example, a certain calculation (KPI) is defined as C = A / B, where A is the numerator and B the denominator. You want C to be calculated on both Level 0 and Level 1. Calculating C with the support of the advanced formula calculation accounts could be done in two different ways:

- 1. C is set up as an advanced formula calculation account at Level 1. A and B are normal accounts or advanced formula calculation accounts.
- 2. C is calculated in the report. A and/or B are set up as advanced formula calculation accounts at level 1.

From a calculation point of view, you would have:

C = A / B (=1) and C = A / B (=0.1) respectively. If C is set up as an advanced formula calculation account, the system would automatically aggregate C to the next dimension level (Level 0). However, C is not defined as C + C (=1.1), but rather as C = A / B = (A + A) / (B + B) (=0.1818).

Scenario 1: If you want the calculation of C to be set up as an advanced formula calculation account, then different advanced formula calculation accounts should be created by dimensions level, for example C dimension level 0 and C dimension level 1. Then, you need to use the appropriate advanced formula calculation account in your reports, that is, you need to be aware of that C level 1 will be aggregated to Level 0.

Scenario 2: If the calculation of C is done in the report instead, for all levels, no such aggregation would occur. A and/or B can be set up as advanced formula calculation accounts, use the built-in formulas and period logic and they could also be reused in multiple KPI calculations in various reports.

Note that an advanced formula calculation performed on the top level only, that is, not analyzed by dimension, would succeed without the described numerator-denominator consideration.

Notes

- You cannot link advanced formula calculation accounts to dimensions (use of linked structures).
- Advanced formula calculation accounts are defined as statistical accounts.
- You can use an advanced formula calculation account on another advanced formula calculation account.
- If you create a ratio advanced formula calculation (key performance indicator) you need to define one advanced formula calculation account per dimension combination and you cannot drill on extended dimension levels.
- Advanced formula calculation accounts can not be intercompany accounts. If the source is an intercompany account, the counterpart information will be removed.
- You must define a dimension level for all advanced formula calculation accounts. The dimension level will decide at which level the calculation will occur. The dimension level must be the same or higher than the dimension level of the source accounts. If you do not want advanced formula calculations by dimensions, select level 0.
- You can export or import advanced formula calculations as part of a structure. For more information, see "Export Structures" on page 234 and "Import Structures" on page 235.

The advanced formula calculations process

Advanced formula calculations are defined and processed with the following steps:

• You activate the automatic journal for the calculation of advanced formula calculations in Maintain > Configuration > Automatic Journals > Define by selecting the Active for the EAFC code.

- You define the advanced formula calculation account in **Maintain** > **Account Structure** > **Define**. Here you specify such things as the account type (statistical) and extended dimensions. In **Calculation Type**, you must select **A** (for AFC account). In the **Edit Formula** window, you specify the functions that should be part of the advanced formula calculation account formula. For more information, see "Define formulas for advanced formula calculation accounts" on page 44.
- You create jobs, consisting of one or more advanced formula calculation accounts, in Maintain > Jobs > Define. You also need to define a default advanced formula calculation job for all consolidation types in Maintain > Jobs > Mapping Table. For more information, see "Jobs and mapping tables" on page 575.
- You execute the calculation, either in a consolidation with status or by steps. Note that you can schedule an advanced formula calculation job as a batch job. For more information, see "Consolidate advanced formula calculations" on page 567.

Note: When performing consolidation with status, the advanced formula calculations are executed as a last step in the consolidation process.

The automatic journal for advanced formula calculations

The advanced formula calculation will be booked automatically on BASE if the contribution version source is BASE. If the contribution version source is different from BASE then it will be booked in the automatic journal type 38.

It is also possible to book the calculation on a specific manual journal type. By default it is booked in REPO.

Booking logic for advanced formula calculations

If an advanced formula calculation is based on automatic journal types, it will be booked with the most detailed booking logic of the calculation basis. For example, if the basis has booking logic ' ' and 'LE', the advanced formula calculation will get automatic journal type 38 LE. If the basis is ' ' and 'LE2000', the advanced formula calculation will get automatic journal type 38 LE2000.

Advanced formula calculations and linked structures

Note the following about linked structures when using advanced formula calculations:

- It is not possible to link advanced formula calculation accounts to extended free dimensions.
- It is not possible to link advanced formula calculation accounts to movements.

User rights for advanced formula calculations

A user with access to the account structure definition can define advanced formula calculation accounts but can not change the definition if the accounts are locked.

A user with access to **Consolidation by steps** and/or **Consolidation with status** will be able to execute advanced formula calculations.

Advanced formula calculation definition reports

In **Maintain** > **Configuration** > **Automatic Journals** > **Reports** you can print a summary report on advanced formula calculation definitions.

For more information, see "Generate Reports of Control Tables" on page 475.

In **Maintain** > **Special Utilities** > **Verify Structures** you can print a report that verifies that the advanced formula calculation definition is set correct in the account structure. For more information, see "Verify Structures" on page 157.

Define formulas for advanced formula calculation accounts

If you have specificed a statistical account with calculation type **AFC Account** (A), then this window is accessed from **Maintain**, **Account Structure**, **Define**.

In this window, you define the functions of the advanced formula calculations. A formula can consist of several functions. For information about the other steps in the advanced formula calculation process, see "The advanced formula calculations process" on page 42.

When defining the formulas for advanced formula calculation accounts, you specify the following information:

- The function formulas, see "Available Formulas" on page 45.
- The contribution version and closing version for the source account.
- The automatic journal type and the manual journal type for the target account. If you select contribution version BASE, the calculation will automatically be booked on automatic journal type BASE. If the source contribution version includes more than Base values, the calculation will automatically be booked on automatic journal type number 38.

When you have specified the formula and saved for the advanced formula calculation account, you can create an advanced formula calculation job to be executed in **Maintain** > **Jobs**. For more information, see "Jobs and mapping tables" on page 575.

When you save an advanced formula calculation, validation will be performed on such things as:

- Missing brackets
- Missing periods in functions
- Missing accounts

When you execute an advanced formula calculation, validation will be performed on, for example, the following things:

• Invalid AFC accounts. The result will be that no values are generated.

The log report will include an error message about invalid formula. For more information about the log report, see "Consolidate advanced formula calculations" on page 567.

Periods are described in a relative way. For example:

Period	Description
+0	Current period
-12	Period 12 months ago
N112	Period number 12 the previous year
P001	Period number 1 current year
P112	Period number 12 next year

Table 11. Periods and their descriptions

You must specify both the number of source periods and the reference period. For example, +0,3 means include 3 periods with the reference period.

The reference period refers to the period used when running the calculation. You select the target period when you run the calculation and periods are counted backwards. For example, N312+N212+N112 refers to values for December for the last three years.

Note: If a broken fiscal year ends period 3, you must enter N103 to get the year-end values from the previous year.

Available Formulas:

You can use the following formulas when defining advanced formula calculations.

COMPANY_YTD:

With the COMPANY_YTD function in IBM Cognos Controller, you can retrieve information that spans companies and varies over time, to use it in advanced formula calculations.

This function picks up a reported value from a fixed company that you can use in calculations for all different companies that you run the calculation for.

Syntax: COMPANY_YTD (account, actuality, period, company, currency)

When you use this function, the following rules apply:

- The actuality can be either fixed (for example "AC") or "CURRENT".
- The period can be either fixed (for example "9912") or relative (for example "+0" or "N112").
- You must specify an account, a company, and a currency code.
- The account cannot contain extended dimension details. The account must have the levels (0,0,0,0) defined for the extended dimension 1 4.
- The account cannot be an intercompany account. The intercompany code on the account must be blank.
- You must specify a currency code.
- Only the reported value on the account is used. No journal values are taken into account.

Example:

COMPANY_YTD(#9042#, CURRENT, +0, GLASS1, GBP)

This example loads and uses the GBP value on account 9042 and company GLASS1 for the current (runtime) actuality and period.

VALYTD:

This function fetches YTD values for a given account, actuality, and period. It is suitable for all account types.

Syntax: VALYTD (#account1#, AC, +0)

Examples:

VALYTD(#account1#, AC, -1): YTD values for account1 for the AC actuality one period back relative to the executed period.

VALYTD(#account2#, current, N112): YTD values for account account2 for the executed actuality for period 12 previous years relative to the executed period.

VALPER:

This function fetches period values for a given account, actuality, and period. The YTD values of two periods are used: the period itself and the period before. For the first period of the year, the period value is equal to the YTD value. This formula is suitable for profit and loss accounts.

The periodicity must be mentioned in the formula. It could be one month for a monthly consolidation or 3 months for a quarterly consolidation or 6 months for a half-year consolidation.

Syntax: VALPER (#accountt1#, AC, +0, 1)

Example:

VALPER(#account1#, AC, +0, 1): Period value for acc1 for the AC actuality and the executed period with a periodicity of one month. YTD values of the current period and the previous period are retrieved and the difference is calculated and booked as period value.

You can also get a period value of, for example, 3 months with this syntax: VALPER (#accountt1#, AC, +0, 3)

Missing values: VALPER missing values are treated as described in the following table:

Dim combination	PER-1	PER	VALPER	VALPER (first period)
EU CAR				
EU BIKE		7	7	7
US CAR	7		-7	
US BIKE	9	10	1	10

Table 12. VALPER missing values

AVERYTD1:

This function computes an average that is based on YTD values for two or more periods for an account and actuality.

The number of periods is used for dividing, regardless of the existence of any values in each period. This formula is suitable for balance sheet accounts.

Syntax: AVERYTD1 (account, actuality, period, number of periods/start period)

Specify a start period in the relative format (for example 'N112' or 'P001') to create a dynamic interval. Or specify the number of periods to always use the same number of periods in the calculation.

IBM Cognos Controller uses the start period in combination with the period argument so that the number of periods to include in the average calculation each time you run the function. If you set period to '+0' and start period to 'P001', then the average calculation starts from the first period of the financial year (P001) and ends with the current period (+0). The current period is the period that you select at run time.

Example 1:

AVERYTD1(#B1199#, CURRENT, +0, N112)

Suppose you run AVERYTD1(#B1199#, CURRENT, +0, N112) for the monthly actuality 'AC' and period 1209. This advanced formula calculates the average of YTD values on account B1199 from December 2011 to September 2012. The base of the calculation includes both the starting and the ending period.

Example 2:

AVERYTD1(#account1#, AC, +0, 4): Average for account account1, actuality AC for the last four periods including the current period. If the current period=0901, YTD values are retrieved from 0810+0811 + 0812 + 0901 and divided by 4.

Missing data is interpreted as zeros. The next table shows the result for AVERYTD1(#account#, AC, +0, 4):

Dim combination	PER-3	PER-2	PER-1	PER	AVERYTD1
EU CAR		1	3	4	2 (8/4)
EU BIKE	1	2	1		1 (4/4)
US CAR	1	6	1	4	3 (12/4)
US BIKE					

Table 13. Example, results returned from running AVERYTD1(#account#, AC, +0, 4)

AVERYTD2:

This function works in the same way as AVERYTD1. The difference is that the sum of the existing values is divided by the number of periods with values, not the number of periods in the definition. If the current period=0901, YTD values are retrieved from 0810 + 0811 + 0812 + 0901. No data exists in 0811, so the sum is divided by 3. This function is suitable for balance sheet accounts.

Syntax: AVERYTD2 (account, actuality, period, number of periods/start period)

Specify a start period in the relative format (for example 'N112' or 'P001') to create a dynamic interval. Or specify the number of periods to always use the same number of periods in the calculation.

IBM Cognos Controller uses the start period in combination with the period argument so that the number of periods to include in the average calculation each time you run the function. If you set period to '+0' and start period to 'P001', then the average calculation starts from the first period of the financial year (P001) and ends with the current period (+0). The current period is the period that you select at run time.

If you use AVERYTD2 in a dimensional advanced formula calculation, then AVERYTD2 has an aggregation effect as was exemplified in the numerator-denominator example. However, empty periods are rare.

Missing data is interpreted as missing. The next table shows the result for AVERYTD2(#account#, AC, +0, 4)

Dim					
combination	PER-3	PER-2	PER-1	PER	AVERYTD1
EU CAR		1	3	4	2.66 (8/3)
EU BIKE	1	2	1		1.33 (4/3)
US CAR	1	6	1	4	3 (12/4)
US BIKE					

Table 14. Example, results returned from running AVERYTD2(#account#, AC, +0, 4)

AVERPER1:

This function computes an average that is based on period values. The principle is that the period values are first calculated according to the same rules as for VALPER. In the second step, the average is calculated on the PER values. The number of periods are used in division, no matter if there are any values in each period or not. This function is suitable for profit and loss accounts.

Syntax: AVERPER1 (account, actuality, period, number of periods/start period)

Specify a start period in the relative format (for example 'N112' or 'P001') to create a dynamic interval. Or specify the number of periods to always use the same number of periods in the calculation.

IBM Cognos Controller uses the start period in combination with the period argument to determine the number of periods to include in the average calculation each time you run the function. If you set period to '+0' and start period to 'P001', then the average calculation starts from the first period of the financial year (P001) and ends with the current period (+0). The current period is the period that you select at run time.

Missing data is interpreted as zeros. The next table shows the result for AVERPER1(#account#, AC, +0, 4). P-3 is the closing period.

Dim combination	PER-4	PER-3	PER-2	PER-1	PER	AVERPER1
EU CAR	5			5	10	
EU BIKE		3	2		4	
US CAR			5	10		
US BIKE	11	12	1	2	3	

Table 15. YTE values

Table 16. PER values

Dim combination	PER-4	PER-3	PER-2	PER-1	PER	AVERPER1
EU CAR		-5		5	5	1.25

Table 16. PER values (continued)

Dim combination	PER-4	PER-3	PER-2	PER-1	PER	AVERPER1
EU BIKE		3	2	-2	4	1.75
US CAR			5	5	-10	0
US BIKE		1	1	1	1	1

AVERPER2:

This function works in the same way as the AVERPER1 function. The difference is that the sum of the not NULL values is divided by the number of periods with values, not the number of periods in the definition. This function is suitable for profit and loss accounts.

Syntax: AVERPER2 (account, actuality, period, number of periods/start period)

Specify a start period in the relative format (for example 'N112' or 'P001') to create a dynamic interval. Or specify the number of periods to always use the same number of periods in the calculation.

IBM Cognos Controller uses the start period in combination with the period argument so that the number of periods to include in the average calculation each time you run the function. If you set period to '+0' and start period to 'P001', then the average calculation starts from the first period of the financial year (P001) and ends with the current period (+0). The current period is the period that you select at run time.

Missing data is interpreted as blank. The next table shows the result for AVERPER2(#account#, AC,+0, 4). P-3 is the closing period.

Dim combination	PER-4	PER-3	PER-2	PER-1	PER	AVERPER1
EU CAR	5			5	10	
EU BIKE		3	2		4	
US CAR			5	10		
US BIKE	11	12	1	2	3	

Table 17. YTD Values

Table 18. PER values

Dim combination	PER-4	PER-3	PER-2	PER-1	PER	AVERPER1
EU CAR		-5		5	5	1.67 (5/3)
EU BIKE		3	2	-2	4	1.75 (7/4)
US CAR			5	5	-10	0 (0/3)
US BIKE		1	1	1	1	1 (4/4)

Company Structures

A company structure shows how a group of companies relate to each other. IBM Cognos Controller uses a number of company units to create a company structure. The same input companies can be included in an unlimited number of structures in parallel, distinguished by different consolidation types, for example, in a legal structure and in several management structures. This section describes how to create companies, arrange them in a company structure, determine the sorting order, lock companies for changes, and add further information.

When working with company structures, there are two terms between which you should differentiate:

- Generating Company Structures When you generate a company structure the relations are defined between parent company/subsidiary in the consolidation structure, and this is displayed in the form of a tree structure in several levels. This generation process does not take into account information in the investment register.
- Calculate Ownership Relations When you calculate ownership relations, simple or complex ownership relations are calculated on the basis of what has been entered in the internal investment register to show this information in the consolidation structure.

Legal and Management Structures

A legal structure consists of a parent company, one or more legal subsidiaries, and a group company. A parent company or subsidiary can in turn be divided into sub-units, constituting a fictive group for operative purposes.

In a management structure, you may organize your companies according to divisions or business areas. Parent companies and subsidiaries may be placed into different groups.

You can choose from the following approaches when working with management company structures:

- Work with manually generated company structures.
- Work with automatically generated company structures where the pre-generated percentage from the associated legal structure is available.

Define Ownership Relations Manually

The company structure is always generated when the window used to define the company structure is closed or when you change from the **Define** tab to the **Generated View** tab, i.e. the tree structure is updated and indirect ownership is calculated.

The ownership relations, i.e. the ownership and consolidation method, are entered manually via the **Define Company Structure** function.

During manual processing you can change percentages and consolidation method at any time on the **Define** tab. This change will also have a direct effect on corresponding values in the **Generated View** tab. When you close the window or change to another tab the company structure is re-generated.

If you have defined information on ownership relations manually in the **Define** tab, the corresponding information will also have been updated in the **Generated**

View tab. In addition to this, ownership relations for groups at higher levels will also have been generated. This information on the companies' ownership relations in other groups, besides the group to which the companies are directly connected, can only be changed manually under the **Generated View** tab.

When generation is performed when the window is closed or when you change from the **Define** tab to the **Generated View** tab, indirect ownership is also taken into account. This means that if there is a minority ownership at higher levels, the ownership at lower levels will be reduced, which is also clearly reflected in the information on ownership relations in the **Generated View** tab. This can also be seen under the **Define** tab, although this will always show only information on the subsidiary's connection to the next group above. The consolidation method will, however, never be changed via this calculation; any changes to the consolidation method should be made manually in the **Generated View** tab. If you want to change anything in this tab you can change information by overwriting the percentages or the consolidation methods.

Note: The company structure can only be generated if the consolidation type is defined as **Manual**under **Consolidation Type**.

Company Types

The table shows the different company types that can be used:

Table 19. Company types

Company Type	Explanation
Subsidiary	A company where you can enter data. A parent company and subsidiaries are connected to a group company. Legally, you may handle a group as if it were a subsidiary, that is, an input company.
Group company	At the end of the consolidation process, consolidated values are transferred and stored in the group company. Note: If you want to enter data on a group company, you must use a standard form.
Group adjustment company	The group adjustment company is a fictive company created for system use. It is not possible to enter period values, company journals, or acquisition values. You can, however, run reconciliations on these types of companies. For more information, see "Group Adjustment Companies" on page 57. Note: : This field is not available if you run the consolidation model used before Controller release 8.1.

Table 19. Company types (continued)	Table 19.	Company types	(continued)
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Company Type	Explanation
Legal unit	A legal unit is defined with the purpose of creating a fictive group with operative sub units. In a legal company structure the legal unit represents a legal company. The sub-units represent parts of the legal company, like business units or geographical areas. Period data is entered on sub-units and consolidated into the legal unit, where the legal unit will have period values representing the legal company. The sub-units are parts of the legal company not owned by any other party, and therefore no investment eliminations are made on them. The investments, though, are stored on sub-units, not on legal units. Therefore the investment eliminations are included in the consolidation process also of parallel consolidation types, where legal units normally are not included. If you run the consolidation model used before Controller release 8.1, you can also define the sub-units, that are the operative units of a legal unit.
Sub-unit	Operative units of a legal unit.

Group Companies as Legal Units

The legal company structure can also be used for management analysis of business units by creating fictive groups, where the actual company is defined as a group and the legal unit is selected. The legal unit may be a parent or a subsidiary. The business units are defined as subsidiaries, but are saved as sub-units as they are connected to the legal unit.

Parent Company, Legal Method

In a legal consolidation structure with a legal method, all legal parents, both in the top group and the sub-groups, must be marked as parents when defining the company structure.

For more information, see "Management Company Structures" on page 75.

Define Company Structures - the Define Tab

On this tab you create new companies and link them to a company structure and define the following:

- The company code and the company name
- The country or region where the company is based (for tax purposes)
- The currency code in which the company enters its data and choice of currency translation method

For more information, see Chapter 13, "Currency Handling and Currency Translation," on page 387.

- The company types, that is, subsidiary, group company, group adjustment company or legal unit
- The valid counter part. If the company is defined as a subsidiary you can define whether it should be valid as a counter company or not in the data entry.
- The group the company belongs to
- Whether the company is a parent company in the group it belongs to
- The consolidation method you want to use for consolidating the company
- Whether you want to be able to change the ownership relation and consolidation method after running Calculate Ownership Relation

Consolidation Types

The following table shows the different consolidation types that can be used in IBM Cognos Controller.

Consolidation Method	Explanation
E	Equity Method
J	Joint Venture Method
Ν	No eliminations
Р	Purchase Method
S	Proportional Method
W	New Value Method
Z	No consolidation

Table 20. Consolidation types that can be used in Cognos Controller

Define Company Structures

Complete the following steps to define the company structure.

Procedure

- On the Maintain menu, click Company Structure/Define. The Define Company Structure window opens.
- 2. On the **Define** tab, in the **Consolidation Type** text box, enter the consolidation type for which you want to define a company structure. Consolidation types are defined in the **Consolidation Types Define** window. The consolidation type determines what type of company structure you are defining and also if the ownership information should be calculated automatically or entered manually.
- **3**. In the **Period** text box, enter the period in which the company is acquired or the period included in the version of the structure you want to view and to which the company belongs. The default period is the period defined in the **Personal Defaults**, **Default Codes (1)** tab.
- 4. Click the New button. All fields are cleared for entry.
- 5. In the **Code** text box, enter a company code consisting of no more than six characters.

- 6. Clear the **Active** check box if you do not want the company to appear in list boxes.
- 7. In the Name Group/Name Local and Short Name Group/Short Name Local text boxes, enter the full as well as the short version of the company name. The short name can be used when printing customized reports and diagrams if there is not enough space for the whole company name.
- 8. In the **Local Currency** text box, enter the currency code to be used for reporting in local currency.
- 9. In the **Country or Region** text box, enter the country or region code. This can be used for tax calculations and is optional.
- 10. Click Save.
- 11. Select the relevant company type option:
 - **Subsidiary**, and **Valid Counter Part**: Select this option to make the company selectable as a counter part for intercompany transactions in the data entry.
 - Group and Legal Unit
 - Group Adjustment Company

Note: If you edit a company type, disconnect from the tree structure before you change the company type.

- 12. Select the relevant currency translation method option button:
 - Method 1 for the current method
 - Method 2 for the MNM method
- **13.** In the **Except This Currency** text box, enter the currency code to be excluded from the conversion method defined above.
- 14. In **Connected to**, select the group company to which you want to connect a company. You can connect the company to up to ten groups but only one group at a time. The group affiliation for the company can vary between different consolidation types. The text box can be left empty if the company is not going to be consolidated or if it is the top group.
- **15.** Select the **Parent** check box if the company is a parent company in the defined group. The parent option is applicable only for subsidiaries.
- 16. Enter the method for how to consolidate the company as well as percentages of votes and ownership. Select **Manual** if you want to change the related automatically calculated information. If it is still selected when running **Calculate Ownership relations**, it will not be affected by the calculation.
 - **Consolidation Method**: Shows the Consolidation Method to be used to consolidate the group and to perform acquisition calculations. This information can either be calculated automatically or entered manually depending on the settings in the **Consolidation Types Define** window for the current consolidation type.
 - **Votes** %: The group's percentage of the votes. This can be expressed with six decimals.
 - **Owned** %: The group's percentage of owned share capital in the subsidiary. This can be expressed with six decimals. This information is used to calculate the minority share or to divide the correct share in the group.
 - **Indirect Minority** %: The indirect minority based on minorities on a higher level in the company structure. By default, the value is 0, as this is calculated when generating the company structure. Values are only entered for manual management structures (Manual must be selected in the **Consolidation Types Define** window).

- **Indirect Equity** %: The Indirect Equity based on equity groups on a higher level in the company structure. By default, the value is 0, as this is calculated when generating the company structure. Values are only entered for manual management structures (Manual must be selected in the **Consolidation Types Define** window).
- **Indirect Split** %: The Indirect Split option is not in use in this version of IBM Cognos Controller.
- 17. Click Save.
- **18**. Close the window or open the **Generated View** tab. The company structure is generated.

Results

- The following options are currently not in use: **Details and Consolidation at Sublevels**, **No Details Below**, and **Not Consolidated at Sub Levels**.
- If you are defining many groups, create a code series for different subgroups. This is especially important if each subgroup is going to create its own structures as it will prevent the same company code from being used in several locations.
- All available companies are displayed in the list box. The user rights determine which companies you have write access to. Some companies may also be included in lock groups by the administrator and are therefore locked for changes. To change a locked company you need a password, which you can obtain from your IBM Cognos administrator.
- Circular ownership (A owns B and B owns A) cannot be entered in the company structure. This situation has to be defined in **Data Entry Shareholdings and Investments in Group Companies** (Automatic Consolidation Type).
- The consolidation structure will be generated when you have run the Calculate Ownership Relations.
- When a company is defined as a Group, you can select the option **Legal unit**. If **Legal unit** is selected, period data is entered on sub-units, that is, companies connected to the legal unit. Note that Investments will be entered on the sub-unit. Legal units are consolidated in a separate routine.
- Only one top group is supported for each consolidation type.
- In the list of companies, there is a folder called **Not Connected to XX**, with XX representing the applicable consolidation type. This folder contains all the companies you have not connected to any group in the specific structure.

Change Ownership Information

You can change the ownership information in the **Consolidation Structure** area by clicking the **Edit** button.

The instructions below are applicable when a consolidation type is defined as manual.

Procedure

- 1. On the **Maintain** menu, click **Company Structure/Define**. The **Define Company Structure** window opens.
- 2. Select the relevant company code.
- 3. Click the Edit button. A list box opens.
- 4. Enter the last period with the old ownership information in the **To Period** text box in the relevant version you want to close regarding period and group.
- 5. Click Add New Row.

- 6. In the new row, enter the **From Period** from which the new ownership took place and enter 999999 in the **To Period** text box.
- 7. Select the **Parent** check box if the company is a parent company in the defined group.
- 8. Enter the consolidation method and owned and votes percentages.
- 9. Click Save.
- 10. Click **Close** to close the list box.

Results

When entering owned% and votes% it is the percentages of votes and owned shares at the time of the change of ownership that is relevant, not the change of the percentage, as is the case in the **Data Entry - Shareholdings and Investments in Group Companies**window.

Disconnect a Company from a Group

Follow the steps below to disconnect a company from a group.

Procedure

- 1. On the **Maintain** menu, click **Company Structure/Define**. The **Define Company Structure** window opens.
- 2. Select the relevant company code.
- 3. Click the Edit button. A list box opens.
- 4. Select the relevant version concerning period and group from which you want to disconnect the group.
- 5. Click Delete Selected Rows.
- 6. Click Save.
- 7. Click Close.

Results

Do not delete a company from a group if the company you want to delete contains data.

Copy Companies

Follow the steps below to copy companies.

Procedure

- 1. In the list of companies, select the company you want to copy.
- 2. Click the Save As button. The Save As dialog box opens.
- **3**. Enter a company code for the new company and click **OK**. The company code appears in the list box of company codes and in the tree structure.
- 4. Select the new company in the tree structure or list box.
- 5. Make changes to the company settings and click Save.

Expand the Company Structure

Follow the steps below to expand the company structure.

Procedure

1. In the list of companies, select the group you want to view the underlying levels for.
2. Click the **Expand** button. The company structure is expanded one level. Click the **Expand** button again to expand the company structure further. When all levels have been expanded, the structure is collapsed level by level when clicking the **Expand** button.

Group Adjustment Companies

By using the group adjustment company option, you can simplify the handling of transactions when consolidating groups on different levels. You can add a new company to a group and store the transactions you want to consolidate in the group alongside period values. Postings on the new company consist of group adjustments and intercompany eliminations generated by the system.

If you want to create a group adjustment company automatically, activate a group company that does not have a pre-defined group adjustment company connected to it. Once you activate the group company, the **Generate Adjustment Company** button is activated.

Note: The group adjustment company is a fictive company created for system use. It is not possible to enter period values, company journals or acquisition values. You can, however, run reconciliations on these types of companies.

Generate Group Adjustment Companies Manually:

You can generate group adjustment companies manually.

Procedure

- 1. Go to the **Company Structure Define** window and select the **Define** tab.
- 2. Click New.
- 3. Select Group Adjustment as Company Type.
- 4. Enter settings for the new company.
- 5. Click Save.

Results

When you save the **Define Company Structure** window, the group adjustment company will be generated.

Define Company Structures - the Generated View Tab

On this tab you can check the last generated consolidation structure regarding a specific consolidation type generated in **Calculate Ownership Relations** or **Define Company Structure**, tab **Define**. These structures are the basis of all automatic consolidation steps. You may change those fields if you are not satisfied with the automatically calculated results.

The different levels, i.e. direct and indirect ownership in the structure can be seen here as well. The calculated values based on your selections in the **Define Company Structure** window, tab **Define** are displayed.

You can either register the information shown on the **Generated View** tab manually or calculate it automatically. You can make changes directly in a structure that has not been defined as manual from the **Generated View** tab.

For more information, see "Ownership Relations" on page 62.

One company can at the same time belong to several consolidation structures.

Procedure

- 1. On the **Maintain** menu, click **Company Structure/Define**. The **Define Company Structure** window opens.
- 2. Open the **Generated View** tab and enter the consolidation type for which you want to display a company structure.
- **3**. In the **Company** text box, enter a company code you want to view the company structure for. The company name is displayed automatically.
- 4. You may change all percentages or the consolidation method if you do not agree with the generated values. On the **Generated View** tab, you have to mark the fields that has the option **Manual** to make your changes. Note that manual changes have to be made on all levels if applicable, as manual changes cannot be the base for generation.

Level is the default sort order.

- 5. Click Save.
- 6. Click **Close** or open the **Reorder** tab.

Results

- If one or more of the check boxes **Manual** are still selected the next time an automatic calculation of ownership is performed, the related fields will not be updated, even if there have been changes in calculated owned% or calculated votes% in the **Data Entry Shareholdings and Investments in Group Companies**.
- Only companies connected on the **Define** Tab will be displayed in the **Generated View**.
- You can copy the contents of the table in the **Generated View** tab and paste into Microsoft Excel. Both the white and the grey columns can be copied.

Correlation between Fields in the Generated View and Automatic Journals

This table shows the correlation between fields in the **Generated View** and Automatic Journals and Journal Types.

Field	Used by Automatic Journal	Automatic Journal Type
Calculated Owned%	E710 Minority Share on Equity E715 Minority on Investments E750 Transfer of equity to consolidated reserves (if the G/M indicator is set to G)	90 10 50
Direct Owned%	E200 Split E500 Equity Share in Associated Companies E510 Equity Share in Joint Venture Companies E700 Minority Share	40 61 62 90
Indirect Minority%	E705 Indirect Minority	97

Table 21. Correlation between fields in the Generated View and Automatic Journals and Journal Types.

Field	Used by Automatic Journal	Automatic Journal Type
Indirect Equity%	E215 Elimination 100% Equity Indirect E505 Indirect Equity in Associated Companies E515 Indirect Equity in Joint Venture Companies	66 67 68

Table 21. Correlation between fields in the Generated View and Automatic Journals and Journal Types. (continued)

Define Company Structures - the Reorder Tab

Here you can define the Sort Order in which the companies will be displayed in pop-ups, print outs and trial balances. You can use predefined sort orders or move companies manually in the list.

Procedure

- 1. On the Maintain menu, click Company Structure/Define, tab Define.
- 2. Select the relevant sort order option button.
 - Company Alphanumeric
 - Name Alphanumeric
 - **Consolidation Type** and enter the relevant consolidation type to sort the companies in the same order as the selected consolidation type tree structure.
 - **Customized (System Order)** to sort the companies in your own order. This is performed by dragging and dropping the companies in the list.
- **3**. If you want to order companies in the same order as a specific consolidation type tree structure, select **Consolidation Type** option and then the consolidation type.
- 4. If you want to define an own order, select the **Customized (System Order)** option button. Select one or several companies and drop them to their new position in the structure. You can also use the Windows commands Ctrl + X to cut the selected accounts and paste them with Ctrl + V to the relevant position.
- 5. Click Save.
- 6. Click **Close** or open the Lock tab.

Results

By clicking the heading in the dialogue box, one is able to switch between ascending and descending order.

Define Company Structures - the Lock Tab

You can use this tab to create lock groups containing the companies you want to lock for changes.

You can only change the definition of a company if you have access to the password defined here. Locking consolidation types locks information about ownership relations at the bottom of the **Define** tab.

Anyone wanting to change company parameters has to enter a password. The locked parameters include the following:

- Name
- Short name

- Local currency
- Country or Region
- Active
- Company type
- Conversion method

For more information, see "Define Company Structures - the Lock Tab" on page 59.

Define a Lock Code for a Company Structure

Follow the steps below to define a lock code for a company structure.

Procedure

- 1. On the **Maintain** menu, click **Company Structure/Define**. The **Define Company Structure** window opens.
- 2. On the Lock tab, click the New button. All fields are cleared for entry.
- **3**. In the **Code** text box enter the name of the group or company/-ies that are going to be locked. The name can contain maximum 6 alphanumeric characters.
- 4. In the **Password** text box, enter a password.
- 5. In the **Name Group** and **Name Local** text boxes, enter a description in the group and local languages of the lock group.
- 6. In the **Available** list box, select the company you want to include in the lock group and click the right arrow button. The selected company/ -ies appears in the right hand side **Selected** list box.
- 7. Click Save.

Results

If a consolidation type is locked and a company is included in that consolidation type, the company will be locked for changes too.

Unlock a Company

By using the unlock function, changes can be made on companies that has previously been locked on the **Define** tab.

Procedure

- 1. Enter the lock group code you want to unlock and then enter the password for the selected lock group. If you have a blank password and click **Cancel**, the lock group will be unlocked.
- 2. Click on the **Define** tab without closing the window or saving.
- **3**. Make the necessary changes.
- 4. Click Save to save the new data on the company.
- 5. If you want to make more changes, perform steps 1-4 again.
- 6. Close the window to lock the group.

Change the Password

Follow the steps below to change the password.

Note: There are two ways of unlocking a company. Either you unlock the group where the company is included on the **Lock** tab, by entering the password. Or, you unlock the company on the **Define** tab or **Overview** tab by using the **Unlock** button and enter the password for the lock group where the company is included.

Procedure

- 1. Enter the lock group code you want to change password for.
- 2. Click the **Change Password** button.
- 3. Enter the old and the new password and confirm the new password.
- 4. Click **OK** to save and close.

Define Company Structures - the More Information Tab

You can use this tab to add more detailed company information such as addresses, telephone numbers, fax numbers, contact names, location of the board, organization numbers, and VAT registration numbers. You can define the names of these headings in the **Define Group/Local Texts** function.

Procedure

- 1. On the **Maintain** menu, click **Company Structure/Define**. The **Define Company Structure** window opens.
- 2. Click the More Information tab.
- **3**. In the **Company** text box, enter the company code you want to add more information to.
- 4. In the **Text** column, enter information that corresponds to the heading in the **Type of Text (Code)** column.
- 5. In the **Org.no** text box, enter the company organization number.
- 6. Click Save.
- 7. Click Close or open the Lock tab.

Generate Company Structure Reports

Follow the steps below to generate a company structure report.

Procedure

- 1. On the **Maintain** menu, click **Company Structure** and then **Reports**. The **Company Structure Reports** window opens. You can select between several types of company reports.
 - Generated View displays a report showing the information from the Generated View tab on the Maintain/Company Structure/Define menu. For more information, see "Define Company Structures the Generated View Tab" on page 57.
 - **Report of Codes (sorted by code)** shows the consolidation structure as a list of company codes.
 - **Reports by Company and Consolidation Type** shows the group the company belongs to by consolidation type.
 - More Information displays a report showing the information from the More Information tab in the Maintain/Company Structure/Define menu. For more information, see "Define Company Structures - the More Information Tab."
 - Tree Structure displays the consolidation structure as a tree structure.
 - **Report of Codes (reordered)** shows the company structure as a list of company codes. The list sorts the codes according to the user-defined sort order. For more information, see "Define Company Structures the Reorder Tab" on page 59.
 - Locked Groups displays a report showing locked groups and which companies belong to them.

- **Consolidation Structure, Summary by Company** displays a report for a certain group and consolidation type, showing the selected consolidation types in columns.
- **Report of Consolidation Type** displays a report showing all consolidation types and which companies belong to each consolidation type.
- 2. Select a report.
- 3. In the Selection area, enter the relevant Consolidation Type, Group, Company, Period, and Number of Levels you want to include in the report.
- 4. If you have selected **Tree Structure** the **Additional Information** check boxes are activated. If you want to include additional information for the Report Picture, you select one or more of the check boxes:
 - Show Currency
 - Show Percent Owned
 - Show Percent Votes
- 5. Click the Preview button to generate the report.

Results

If you have made more than one Report Selection, use the drop list at the bottom of the displayed report in order to switch between reports.

Ownership Relations

The consolidation method and ownership, defined for each individual company within a particular consolidation type, determine how to consolidate and eliminate the company. You must have built a company structure for this consolidation type under **Maintain/Company Structure/Define**.

There are two ways of updating the information in the company structure for a certain consolidation type:

- You enter the information manually for all companies on the Maintain/Company Structure/Consolidation Type - Define menu.
- You can calculate it automatically using the information in the shareholdings register on the Maintain/Company Structure/Calculate Ownership Relations menu.

You define which of the methods you want to use in the **Maintain/Company Structure/Consolidation Type - Define** menu.

If you use this function to calculate ownership for a Consolidation Type defined as Automatic, you must also have entered shareholding information in the investment register. You do this either under Group/Data Entry/Shareholdings and Investments in Group Companies or under Company/Data Entry - Reported Values. The votes percentage determines both if the company will be consolidated and which method that will be used.

Legal or Management Consolidation

The choice of general consolidation method for the consolidation type, that is, legal or management, is important for the calculation of the owned percentage, consolidation method, ownership and minority share. You can define this on the **Maintain/Company/Consolidation Type - Define** menu. For more information, see "Consolidation Types" on page 15.

Generally, if the legal method is used, acquisition elimination must be performed where the parent company and the subsidiary meet.

If the management method is used, the acquisition elimination is done for the shares in the group in which the parent company is, and for the equity in the group to which the subsidiary belong.

Legal and Sub-units

A fictive group consisting of a legal unit and sub-units is as a whole representing one legal company. The different units are handled in a more regulated way than other companies.

The fictive group has to be kept intact or, if not, the legal unit is not included in the company structure.

In an automatically generated management company structure, only the sub-units are included. They are given the same ownership relation as would have been calculated for the legal unit. Since the legal unit is not included, investment eliminations have to be handled manually, provided that the consolidation model that was the default before the 8.1 release is used. With the consolidation model that is the default from the 8.1 release, sub-units are used in the investment register with the result that eliminations are handled as for any company.

In a manually generated management company structure, the fictive group is kept intact. If one or more of the sub-units are connected to other groups, the legal unit has to be excluded from the company structure.

Note: Sub-units within a legal unit cannot own each other.

Calculate Ownership Relations

You can use this function to calculate the owned percentage, consolidation method, ownership relations and minority share for each individual company in a company structure automatically. The percentages and consolidation method will be updated on the **Generated View** tab in the **Define Company Structure** window, using the information in the shareholdings register. This is valid if the automatic consolidation type is used.

The calculation will always be carried out for the complete selected consolidation type using information from the register for internal shareholdings.

The owned percentages from various shareholders add up and is the basis of the calculation for any consolidation method. The table defines which consolidation method should be used depending on the votes percentage. You can define the methods by entering which percentage range corresponds to which method. The default consolidation method is Z for ownerships less than 20% in new installations from the 8.5 release and N if you upgrade to a new release from a release prior to 8.5.

These are the default methods for different ownership situations:

- Method E is the default for 20,000001% to 49,999999%
- Method S is the default for 50%
- Method P is the default for >50%.

Before you can calculate ownership relations, you need to create accounts for shareholdings, define consolidation types and consolidation structures, as well as enter ownership and owned percentages in the shareholdings register.

For more information, see "Enter Shareholdings and Investments in Group or External Companies" on page 480.

To be sure that generating the consolidation structure and calculating the ownership relation will work properly, please note the following requirements:

- Select Automatic in the Define Consolidation Types window.
- The top group company in the structure should not belong to any group at a higher level.
- The top group parent company in the structure should be defined as a parent company and should be linked to the top group company.
- In a legal structure, the parent company in each sub-group should be defined as a parent company. This also applies to legal units that are parents. Each parent must be linked to its group.
- A sub-unit to a legal unit shall never be defined as parent.
- Shareholdings within the group should be entered in the register for internal shareholdings, that is, any ownership in any subsidiary that has been booked as an external holding will not be taken into account.

Procedure

- 1. On the Maintain menu, click Company Structure/Calculate Ownership Relations. The Calculate Ownership Relations window opens.
- 2. In the **Consolidation Type** text box, enter the consolidation type for which you want to generate a consolidation structure.
- **3**. In the votes percent **To** column, enter a percentage value. The votes percent **From** column is automatically updated. This range defines which consolidation method the company should use.
- 4. In the **Method** column, enter the code for the consolidation method to be used for the company when the voting percentage falls within each of the ranges.
- 5. Click **Run**. The structure for the selected consolidation type is generated.

Calculate Ownership Relations Manually

If you want to enter the ownership relations manually, you have to select **Manual** in the **Define Consolidation Type** window. You can define all information about percentages and the consolidation method manually on the **Define** tab in the **Define Company Structure** window. When you close the **Define Company Structure** window or click on another tab, the company structure will be generated based on the information from the **Define** tab.

For more information, see "Consolidation Types" on page 15.

During manual processing, you can change percentages and the consolidation method at any time. The change will have a direct effect on corresponding values on the **Generated View** tab in **Company Structure - Define**. When you close this window or change to another tab, the company structure will be re-generated and the corresponding information will be updated on the **Generated View** tab. Note that sub-units connected to a legal unit always are consolidated by 100%.

Closing the window performs a generation. When you move from the **Define** tab to the **Generated View** tab, the indirect ownership will be taken into account. It means that if there is a minority ownership at higher levels it will reduce the ownership at lower levels.

If you want to change anything on this tab, you can change the information by overwriting the percentages or the consolidation method.

Calculate Ownership Relations Automatically

Calculating ownership relations automatically is performed different depending on if the company structure is manually or automatically generated.

Manually Generated Management Company Structure

In a manually generated company structure, the user must provide all company information and its relations to the top group. All information provided on the **Company Structure - Define** tab is transferred to the **Generated View** tab and applied to all above levels when generated. A manually generated management company structure has no direct correlation to a legal structure.

You can have two different approaches when working with legal units:

- The sub-units of a legal unit are directly connected. The fictive group is identical to how it is defined in the legal company structure. The sub-units will in this case get the same owned percentages and ownership with purchase consolidation method.
- At least one of the sub-units is connected to another group than its legal unit. The legal unit is in this case not allowed to be included in the manually generated management company structure since its consolidated values would be false in correlation to the legal company structure. The sub-unit's percentages will possess the legal unit's percentages.

Group companies from the legal company structure should not be reconnected.

Automatically Generated Management Company Structure

An automatically generated management company structure has a direct connection to an existing legal structure from which it will retrieve all company information. It is a company's relation to the top group in the associated legal structure, an active choice by the user, that is transferred and which is applied to all levels in the automatically generated management structure. It is the information of subsidiaries, parents and sub-units that shall be used.

Notes:

- Transferred legal units shall not be used, the sub-units will have the legal unit's percentages.
- All new defined groups in the automatically generated management company structure is considered to be connected with 100% in both the owned percentage and the ownership together with a purchase consolidation method.
- Group companies from the associated legal structure should not be reconnected.
- Sub-units shall never be connected to their legal unit in an automatically generated management company structure as the sub-units have the legal unit's percentages.
- In order for the company structure to be generated you must run the calculate ownership relations function.

Change Ownership Relations Manually - the Define Tab

Even if the ownership relations and the consolidation method have been created automatically, you can change the information manually through the **Edit** button, by selecting the **Manual** check box on the **Define** tab in the **Define Company Structure** window. Once you have done this, you can make the relevant changes. A manual change to the percentages or consolidation method on this tab immediately affects the corresponding information on the **Generated View** tab.

In some cases, if you perform a manual update, you should recalculate the company structure using the **Calculate Ownership Relations** function. The change might affect the consolidation method and ownership for the manually changed company and for other companies within the consolidation type. Ideally the consolidation method should be changed and not the owned percentage. The consolidation method can then affect the calculation of ownership and minority share.

If you change the ownership or the owned percentage in the shareholdings register and you select the **Manual**check box on the **Define**tab, the shares will not be updated when you run the automatic calculation once more using the **Calculate Ownership Relations**menu. Clear the **Manual**check box if you want to update the information the next time you calculate the ownership relation automatically.

Change Ownership Situations Manually - the Generated View tab

Even if you create the ownership relations and the consolidation method automatically, you can change the information manually by selecting the **Manual** check box on the **Generated View** tab in the **Define Company Structure** window, and then make the relevant changes. For groups at higher levels than the one the company directly belongs to, you can only make manual changes to the company's ownership relations on the **Generated View** tab.

If you change the consolidation method or ownership on the **Define**tab in the **Define Company Structure**window, it subsequently affects the corresponding ownership relations on the **Generated View**tab in the **Define Company Structure**window. However, not all ownership relations, for example change of consolidation method in groups at higher levels, will be changed automatically. You can only change them automatically if you run a new calculation of the ownership relations or if you make manual changes to the ownership relations directly on the **Generated View**tab.

If you change the ownership or the owned percentage in the shareholdings register and you select the **Manual** check box on the **Generated View** tab, the percentages will not be updated when you go back and run an automatic calculation using the **Calculate Ownership Relations** menu. Clear the **Manual** check box if you want to update the information the next time you calculate the ownership relation automatically.

Changes in Time

When you change the conditions relating to the group affiliation, that is, the owned percentage, ownership, parent company, top group or consolidation method, and when you calculate ownership situations for the company structure, a new version of the consolidation structure is created with reference to a period and a consolidation type.

For more information, see "Define Company Structures - the Define Tab" on page 52 and "Define Company Structures - the Generated View Tab" on page 57.

Generate Reports on Ownership Situations

Select Maintain/Company Structure /Reports.

When you run a calculation of ownership situations, you can use this function to print a report of the consolidation structure and its ownership situation. The reports will include performed calculations. Check the content in the report before you continue the consolidation.

For more information, see "Generate Company Structure Reports" on page 61.

Change Tables for Companies

Change tables for companies are used to copy, replace or delete companies.

Note that when you run change tables, the version number you select will be processed on both the **Replace** tab and the **Add/Delete** tab.

Define or Run Change Tables for Companies - the Replace Tab

On this tab you replace a company code with another company code. The new company code cannot be an existing one. All values for all actualities are stored under the new company code and the old code is deleted. On the second tab, **Add/Delete**, you can copy and delete company codes or replace a code with an existing code.

Procedure

- 1. On the Maintain menu, click Company Structure/Change Table Define/Run. The Define Company Structure Change Tables window opens.
- 2. In the **Version Number** text box, select a new version number or select an existing version number to edit a change table.
- **3.** In the **From Code** column, enter the company code you want to replace or select a company from the popup list box.
- 4. In the **To Code** column, enter the new company code you want to replace the old company code with.
- 5. Click Save.
- 6. Click **Run** to perform the conversion of the specified codes for the current release number. All values and characteristics are moved to the new company code. The old code is removed.
- 7. Click Close.

Results

- You have to use the **Update Layout** button in **Define Form Structure**, **Layout** tab, to update the form according to your settings on the **Replace** tab.
- All historic data will also be changed when using change tables.
- You can only run change tables in single user mode.
- It is not possible to merge companies with this functionality.

Define or Run Change Tables for Companies - the Add/Delete tab

Change tables for companies are used to copy, replace or delete companies. On the first tab, **Replace**, you replace a company code with another company code which is new. On this tab you can copy and delete company codes or replace one code with another existing one.

Procedure

- 1. On the Maintain menu, click Company Structure/Change Table Define/Run. The Define Company Structure Change Tables window opens.
- 2. In the **Version Number** text box, select a new version number or select an existing version number to edit a change table.
- **3.** In the **From Code** column, enter the company code you want to copy, replace or delete.
- 4. In the **To Code** column, enter the code to which you want to copy the specified code. Please note that the company code must be an existing company code.
- 5. In the **Operation** column, select if you want to copy, replace or delete companies:
 - Copy Leave the operation field empty and enter a new existing company code. All data is copied to the new company. The new company will become a copy of the original company.
 - Replace with existing Enter a D in the operation field and a new existing company code. This will give the same result as using replace on tab 1. The difference is that the company specified here in the To Code column must exist already but on tab 1 the specified company cannot be an existing one.
 - Delete Enter a D in the operation field and no new company code in To Code. The company specified in the From Code column will be deleted.
- 6. Click Save.
- Click Run to copy, replace or delete the specified company codes for the current release number. All values and characteristics of the company code are copied, deleted or replaced.

Results

- If you have designed a form that includes a specific company and use the change table with the same company, the form will not be updated. To update the form, you have to make the corrections in **Define Form Structure** manually.
- Acquisition values can only be moved from one company to another and acquisition values are left unchanged by the Add/Delete function. Only the functions on the **Replace** tab affects the acquisition values.
- The company you enter in the **To** column must be present in the company structure. Any data already in the company will be overwritten.
- It is not possible to merge companies with this functionality.
- All historic data will also be changed when using change tables.
- When running change tables, company codes can not contain the "&" sign.
- You can only run change tables in single user mode.

Extended Dimensions

The system handles four extended dimensions parallel to the legal and management company structures.

The four dimensions work in the same way and are described together below. This section describes how to define extended dimensions, change the sorting order, lock the extended dimensions for changes and to print reports.

By connecting extended dimensions to accounts, you can analyze data from different areas of interest, such as products, markets or business units. You can do this without having to increase the number of accounts or build management company structures. You can analyze data at different levels using the dimension structure. The system creates the summations using the defined structure. Accounts divided into dimensions will be consolidated as usual.

Dimension Level Names

You can define the dimension names in the general configuration in the local and group language.

For more information, see "Define General Configuration - the General 2 Tab" on page 102.

Note: When you define the dimension names, the menu options **Maintain/Extended Dimension 1-4 Structure**will change and display the names you yourself defined the next time you log on to IBMCognosController.

Use Legal Units and Sub-units

As an alternative to use extended dimensions for operative purposes, you can define a company structure which you divide into company sub-units, representing business units.

For more information, see "Legal Units and Sub-units" on page 74.

Define Extended Dimensions - the Define Tab

You can use this tab to create new and maintain existing dimension levels. You should always define the dimension codes from the top, that is, you start at the highest level and continue downwards. It is possible to define six levels in the structure apart from the extended dimension total (level 0). A tree structure displays the dimension codes. You can define the following:

- The code and name of the dimension.
- The level where the extended dimension should be connected.
- Higher dimension levels.
- If the dimension code will be used as adjustment dimension. This is only applicable to Dim 1, not Dim 2-4.

Define Extended Dimension Structures

Follow the steps below to define extended dimension structures.

Procedure

- On the Maintain menu, click Extended Dim 1-4 Structure/Define. If you have changed the names of the Dim 1-4 properties in the Maintain/Configuration/ General, tab 2, these names will be displayed on the Maintain menu and the tab. The Extended Dimension 1-4 window opens.
- 2. To add a new extended dimension code to the extended dimension structure, click the **New** button. All text fields are cleared and prepared for entry.
- **3**. Enter an extended dimension code in the **Code** text box. The code can consist of four alphanumeric characters.
- 4. Enter a description of the item in both the group and local languages.
- 5. Enter the next higher level to where the item is connected. Level 0 is used for the extended dimension total.
- 6. Clear this option if you do not want to include the extended dimension in the extended dimension selections in, for example, **Data Entry**, and if you do not want to display it in list boxes and reports.

7. Select the **Adjustment Dimension** check box if the dimension is to be used as to an adjustment dimension when you are using extended dimensions to eliminate intercompany balances or intercompany profit. This is only applicable for extended dimension 1.

Note: If the adjustment dimension is a part of an adjustment group, the group must also be defined as an adjustment dimension. Otherwise the elimination or difference will not be posted to the underlying adjustment dimension. For more information, see "Define Control Tables - Intercompany Balances - the Advanced Tab" on page 507and "Defining Control Tables for Intercompany Profit - the Advanced Tab" on page 520.

- 8. Click Save.
- 9. Click Close or open the Reorder tab.

Copy Dimensions

Follow the steps below to copy dimensions.

Procedure

- 1. In the list of dimensions, select the dimension code that you want to copy.
- 2. Click the **Save As** button. The **Save As** dialog box opens.
- **3**. Enter a dimension code for the new dimension and click **OK**. The dimension code appears in the list box of dimension codes and in the tree structure.
- 4. Select the new dimension code in the tree structure or list box.
- 5. Make changes to the dimension settings and click **Save**.

Sort Extended Dimensions

You can use this tab to define in which order you want to display the dimension codes in the pop-ups and the printouts. You move one or more dimensions to the position you want, using the drag-and-drop method. To move more than one dimension at a time, select them in the pop-up.

Expand the Dimension Structure

Follow the steps below to expand the dimension structure.

Procedure

- 1. In the list of dimensions, select the dimension level you want to view the underlying levels for.
- 2. Click the **Expand** button. The dimension structure is expanded one level. Click the **Expand** button again to expand the dimension structure further. When all levels have been expanded, the structure is collapsed level by level when clicking the **Expand** button.

Results

- The user rights determine which extended dimensions you have read and/or write access to. Some extended dimensions may also be included in lock groups. See tab Lock Group.
- You cannot give an extended dimension a name that is the same as a standard element in the system. If you do that, Reports Run will not work properly. Examples of standard elements are, for example, Currency and Account. You can see a complete list of these standard elements in the field Available in Reports Create, tab **Axes**.

Tips:

- Start with the highest level (the lowest number) when defining structures.
- To make an extended dimension unavailable you can disable it in Maintain/Configuration/General, on the General 2 tab.

Define Extended Dimension Structures - the Reorder Tab

You can use this tab to define the order in which the extended dimension codes will be displayed in pop-ups and printouts. You can use the drag-and-drop method to move one or more companies to the position you want them in the sort order.

Procedure

- 1. On the **Maintain** menu, click **Extended Dim 1-4 Structures/Define**. The **Define Extended Dimensions** window opens.
- 2. Open the **Reorder** tab. A list of all the extended dimensions is displayed.
- **3**. To move an item in the hierarchy, click the grey box in front of the item and then drag and drop it to a new location.
- 4. Repeat step 2 until the order reflects the desired order.
- 5. Click **Save**. If applicable, open the **Lock** tab.

Define Extended Dimensions - the Lock Tab

You can use this tab to create lock groups for the extended dimensions you want to lock for additional changes. If you want to change the parameters of these dimension codes you have to enter a password.

In a locked extended dimension, the only thing you can change without entering a password is the short name.

Define a Lock Code for Extended Dimension Structures

Follow the steps below to define a lock code for extended dimension structures.

Procedure

- 1. On the **Maintain** menu, click **Extended Dim 1-4 Structures/Define**. The **Define Extended Dimensions** window opens.
- 2. Open the Lock Group tab.
- **3**. To create a new lock group, click the **New** button. The fields are cleared and prepared for entry.
- 4. Enter a lock code consisting of six alphanumeric characters and supply a password of maximum 8 characters.
- 5. Enter a description in both the group and local languages in the **Name Group** and **Name Local** text boxes.
- 6. In the list of **Available** items, select the ones you want to include in the lock group and click the right arrow button. The items are moved to the **Selected** list.
- 7. Click Save.

Unlock an Extended Dimension

Unlocking an extended dimension lock group makes it possible to perform changes on the **Define** tab in this window.

Procedure

1. Enter the lock group code you want to unlock and then enter the password for the selected lock group.

- 2. Click on the Define tab without closing the window or saving.
- 3. Make the necessary changes.
- 4. Click Save to save the new data on the extended dimension.
- 5. If you want to make more changes, perform steps 1-4 again.
- 6. Close the window to lock the group.

Results

If you have a blank password and click **Cancel**, the lock group will be unlocked.

Change the Password

Follow the steps below to change the password.

Procedure

- 1. Enter the lock group code you want to change password for.
- 2. Click the Change Password button.
- 3. Enter the old and the new password and confirm the new password.
- 4. Click **OK** to save and close.

Results

- To select more than one item at a time, press Ctrl and click the next item.
- To select all items in the Available list box, click the button with double arrows.

Note: There are two ways of unlocking an extended dimension. Either you unlock the group where the extended dimension is included on the **Lock**tab, by entering the password. Or, you unlock the extended dimension on the **Define**tab or **Overview**tab by using the **Unlock**button and enter the password for the lock group where the extended dimension is included.

Generate Dimension Structure Reports

Follow the steps below to generate dimension structure reports.

Procedure

- On the Maintain menu, click Extended Dim 1-4 Structures/Reports. The Extended Dimension 1-4 Reports window opens.
- 2. In the dialog box, select the type of report(s) you want to print:
 - **Report of Codes (sorted by code)**, sorted by dimension level code in alphanumeric order.
 - **Report of Codes (reordered)**, sorted according to the user defined sort order. The list is sorted in accordance with the sort order you defined.
 - **Report of Codes (sorted by name)**, sorted as a list with the text in the group or local language. The list is sorted in alphabetic order using the language defined in **Personal Defaults**.
 - Locked Groups, lists all locked groups and which dimensions they include.
- 3. Click the **Preview** button to generate the report.

Define or Run Change Tables for Extended Dimensions

You can use this function to define a change table that replaces one extended dimension code with another. All values for all actualities are stored in the new extended dimension code and the old code is deleted.

Note that when you run change tables, the version number you select will be processed on both the **Replace** tab and the **Add/Delete** tab.

Define or Run Change Tables for Extended Dimensions- The Replace Tab

Follow the steps below to define or run change tables for extended dimensions.

Procedure

- On the Maintain menu, click Extended Dim 1-4 Structure/Change Table -Define/Run. The Define Extended Dim 1-4 Structure Change Table window opens.
- 2. In the Version Number text box, select a new version number.
- **3**. On the **Replace** tab, in the **From Code** column, enter the extended dimension code you want to replace or select an extended dimension code from the popup list box.
- 4. In the **To Code** column, enter the new extended dimension code you want to replace the old code with.
- 5. Click Save.
- 6. Click **Run** to perform the conversion of the specified codes for the current release number. All values and characteristics are moved to the new extended dimension code. The old code is removed.
- 7. Click Close.

Results

- You have to use the **Update Layout** button in **Form Structure Define**, Layout tab, to update the form according to your settings on the **Replace** tab.
- You can only run change tables in single user mode.
- Make a backup of the structures by exporting them before you run change tables.
- When you run the change tables, the function will be performed on both tabs for the version number. If you want to run only one of the functions on the tabs, you must create a separate change table with a new number.
- All historic data will also be changed when running the change tables.

Define or Run Change Tables for Extended Dimensions - the Add/Delete Tab

You can use this tab to define change tables to move values in several extended dimensions into one extended dimension, copy values between extended dimensions and to delete the extended dimension codes and values you are no longer using.

Procedure

- On the Maintain menu, click Extended Dim 1-4 Structures/Change Table -Define/Run. The Define - Extended Dimension 1-4 Structures Change Table window opens.
- 2. In the Version Number text box, select a new version number.
- **3**. On the **Add/Delete** tab, in the **From Code** column, enter the extended dimension code you want to copy, merge, or delete.
- 4. In the **Sign** column, enter the sign with which to copy the value to the new extended dimension code. Enter a plus sign (+) to copy the same value, enter a minus sign (-) to copy the value with reversed sign, or leave blank to use the account default.

- 5. In the **To Code** column, enter the code you want to copy or merge the values of the specified **From Code** to. Note that the extended dimension code must be an existing code. If you want to delete the code entered in the **From Code**, you leave this field blank.
- 6. In the **Operation** column, leave the cell blank to copy or merge the specified extended dimension or select D to delete the dimension entered in the **From Code** column. If you want to sum several dimensions to an existing dimension, you must also enter the existing dimension code in the **From Code** and **To Code** columns, but without entering D in the **Operations** column.
- 7. Click Save.
- 8. Click **Run** to copy, merge, or delete the specified extended dimension for the current release number. All values and characteristics of the extended dimension code are copied, merged or deleted.
- 9. Click Close.

Results

- Running the **Add/Delete** function on extended dimensions included in forms will not change any definitions in the relevant forms. In order to update the forms the user must make the corrections in **Form Structure Define** manually.
- You can only run change tables in single user mode.
- When you run the change tables, the function will performed on both tabs for the version number. If you want to run only one of the functions on the tabs, you must create a separate change table with a new number.
- All historic data will also be moved or copied when running change tables.
- When running change tables, dimension codes can not contain the "&" sign.

Run Change Table Reports for Dimension Structures

Follow the steps below to run change table reports for dimension structures.

Procedure

- On the Maintain menu, click Extended Dim 1-4 Structures/Change Table -Reports. The Extended Dimension 1-4 Structure Change Table Report window opens.
- 2. Select the relevant change table version number you want to generate a report for.
- 3. Click the Preview button to generate the report.
- 4. Click Close.

Legal Units and Sub-units

As an alternative to use extended dimensions for operative purposes, you can define a company structure, which you divide into company sub-units, representing business units, for example geographical areas or other management perspectives. A group company representing the actual company and subsidiaries representing the business units can be defined for this purpose, but note that eliminations of investments in subsidiaries will not work properly. The acquisition values have to be entered on one of the subsidiaries making eliminations occur on the group level, which represents the company. An alternative is to use legal units and sub-units. Acquisition values can be stored and calculated on a legal unit, as if it was an ordinary subsidiary, which means that the elimination of investments will be handled correctly.

Define Legal Unit and Sub-units

To use operative units in the company structure, make the following definitions:

- Define the legal company as if it was an ordinary subsidiary or parent company, but instead of selecting subsidiary as company type, select **Group** and **Legal Unit**.
- Connect the legal unit to the group company with the same percentage as if it would have been an ordinary subsidiary or parent company.
- Define the sub-units representing the operative units with company type **Subsidiary**. When you connect the unit to the legal unit it will be saved as company type subsidiary sub-unit.

Legal Company Structures

In a legal company structure the legal unit represents a legal company. Period data is entered on sub-units and consolidated into the legal unit, where the legal unit will have period values representing the legal company. The sub-units are parts of the legal company not owned by any other party, and therefore no investment eliminations are made on them. Instead shareholdings and investments are stored on the legal unit, like for any other subsidiary.

Management Company Structures

In management company structures a fictive group consisting of a legal unit and a number of sub-units are often divided. The purpose is to consolidate the operative units according to, for example, geographical areas or other criteria. A special consideration then has to be taken to the legal units and sub-units.

If the fictive group of a legal unit and its sub-units is kept intact, the system will handle the companies as in the legal company structure.

If one or more of the sub-units are disconnected from its legal unit, the legal unit shall not be connected to the management company structure. Otherwise, consolidated values on the legal unit will be false or erased in the legal company structure. As a result of this, no eliminations of investments regarding the legal unit will be calculated in the management company structure. If you want to perform these eliminations, they have to be handled manually.

Linked Structures

Creating and linking groups of structures allows you to limit the number of available items, making it easier for individual users to make selections from menus and pop-ups. The linked structures affect the selections you have when entering values and reconcile against accounts and opening balances. The linked structures also provide a better overview of complex structures.

You can create new linked structures and maintain existing ones. A linked structure is a selection of structures in a certain combination. You can construct linked structures from the following components:

- Company Structures
- Form Structures
- Account Structures
- Extended Dimension Structures
- Reports

A linked structure limits the combination of structures the users can access.

By creating a linked structure consisting of companies in combination with products, you limit the choice for the companies in the linked structure when they enter values. Normally, several companies have access to the same products and it is, because of that, easier to create limitations for a group of these companies, rather than to limit each company.

Linked Structure Maintenance

If you use linked structures you have to maintain them to ensure that the result is correct. Initially, all forms, extended dimensions and reports are available for all companies and accounts. As soon as you have created a link, only the selected parts of the structures will become available to these companies or accounts. If you add new companies, accounts, extended dimensions, forms, reports and movement accounts to the structures, they will not be included in the linked structures automatically. This means that you have to update the linked structures manually.

Restrictions

A company can only appear once in a structure if there are several linked structures within the same **C1**, **C2**, **C3**, **C4**, **CF** and **CR** type groups. The same applies to accounts for group types **A1**, **A2**, **A3** and **A4**.

Extended Dimensions

There is no need to select all levels in an extended dimension when creating a linked structure. The level selected in the extended dimension structure should match the level you have defined for accounts and forms.

Regeneration of Forms

If you make a change in the linked structures, you must regenerate the data entry forms implicated by this change. This regeneration is done manually by a change in the layout.

Link Types

When linking structures you choose which combinations of items, that is, linked structure types, that will be dependent on each other. The following linked structures exist:

- A1 Account/Extended Dim 1
- A2 Account/Extended Dim 2
- A3 Account/Extended Dim 3
- A4 Account/Extended Dim 4
- C1 Company/Extended Dim 1
- C2 Company/ Extended Dim 2
- C3 Company/Extended Dim 3
- C4 -Company/Extended Dim 4
- CF Company / Form
- CR Company / Report

Define Linked Structures

Here you define linked structures in order to limit the complexity of large structures as well as limit the amount of items to choose from in list boxes.

Procedure

- 1. On the **Maintain** menu, click **Linked Structure/Define**. The **Define Linked Structures** window opens.
- 2. In the **Link Type** text box, enter the combination code for which you want to create a linked structure. For more information about link types, see "Link Types" on page 76.
- **3**. To add a new linked structure, click the **New** button. The fields are enabled for entry.
- 4. In the **Code** text box, enter a name of maximum six characters for the linked structure.
- 5. In the text boxes **Name Group** and **Name Local**, enter a description of the linked structure in both group and local languages.
- 6. In the **Available Companies**/**Accounts** list box, select the companies or accounts to include in the structure and click the right arrow button to move them to the **Selected** list box. Click the double arrow button to select all items.
- 7. In the Available Extended Dimensions/Forms/Reports list box, select the extended dimensions, forms or reports to combine with the selected Companies/Accounts and click the right arrow button to move them to the Selected list box. Click the double arrow button to select all items.

Forms and reports can only be selected for companies, not for accounts. You do not have to select all levels in an extended dimension when creating a linked structure. The level selected in the extended dimension structure should match the level you have defined for accounts and forms

8. Click **Save**. The selected companies/accounts are linked to the selected extended dimensions/forms/reports. Data entry will not be possible for other combinations than the specified ones.

Results

Note:

- Forms and reports can only be combined with companies.
- Within the same link type a company or an account can only exist once.
- If you use linked structures, you have to maintain them to ensure that the result is correct. In the first instance, all forms, dimensions and reports are available for all companies and accounts. As soon as you have created a group of linked structures, only the selected parts of the structures will become available to these companies or accounts. If you add new companies, accounts, dimensions, forms, reports and movement accounts to the structures, they will not be automatically included in the linked structures. This means you must update the linked structures manually in row and column definitions.
- If you are updating linked structures, you must log off Controller functions in Microsoft Excel.
- If you edit linked structures, you have to re-generate the data entry forms that are affected by the change. You do this manually by changing the layout.
- If you use linked structures to limit access rights for users, it will not be applied to the form type free forms.

- To select more than one item, press the Ctrl key and click the next item.
- To select a range of items, press the Shift key and click the last item in the range.
- Click on the heading rows to sort the list.

Linked Structure Reports

You can print reports on linked structures for links, forms, reports and/or extended dimensions.

Run Linked Structure Reports - the Linked Structures Tab

On this tab you can generate reports per linked structure type.

You can use this tab to print reports for one or more link types.

There are two types of reports:

- Linked Structure Headings a report showing codes and names for defined links.
- Linked Structure Details a report showing all items included in each link.

Procedure

- 1. On the **Maintain** menu, click **Linked Structure/Reports**. The **Linked Structures Reports** window opens.
- 2. On the **Linked Structures** tab, in the **Link Type** text box, enter the type of linked structure you want to generate the report for.
- **3**. Select the **Linked Structure Headings** check box to generate a report of the names of the links defined for the selected link type.
- 4. Select the **Linked Structure Details** check box to generate a report of all links defined for the selected link type and the defined limitations.
- 5. Click the **Preview** button to generate the report.

Run Linked Structure Reports - the Forms Tab

On this tab you can generate reports of the linked structure type company/forms.

There are two types of reports:

- **Company / Form** a report showing which forms are linked to the company or companies you enter in the text box.
- Form / Company a report showing which companies are linked to the form or forms you enter in the text box.

Procedure

- 1. On the **Maintain** menu, click **Linked Structure/Reports**. The **Linked Structures Reports** window opens.
- 2. Open the **Forms** tab.
- 3. Select the option button for the type of report you want to generate:
 - **Company Form**: Displays each company and which forms they have access to. Enter the relevant company code or codes.
 - Form Company: Displays each Form and the companies that have access to each form. Enter the relevant form or forms.
- 4. Click the Preview button to generate the report.

Results

If no linked structures for company/forms have been defined, the tab will be disabled.

Run Linked Structure Reports - the Reports Tab

On this tab you can generate reports of the linked structure types company/reports.

There are two types of reports:

- **Company Report** a report showing which reports are linked to the company or companies you enter in the text box.
- **Report Company** a report showing which companies are linked to the report or reports you enter in the text box.

Procedure

- 1. On the Maintain menu, click Linked Structures/Reports. The Linked Structures Reports window opens.
- 2. Open the **Reports** tab.
- 3. Select the option button for the type of report you want to generate:
 - **Company Report**: Displays each company and the reports each company has access to. Enter the relevant company code or codes.
 - **Report Company**: Displays each Report and the companies that have access to each report. Enter the relevant report or reports.
- 4. Click the Preview button to generate the report.

Results

If no linked structures for company/reports have been defined, the tab will be disabled.

Run Linked Structure Reports - the Extended Dimensions Tab

On this tab you can generate reports of the linked structure types company/accounts combined with dimensions. You can also define the order in which the reports are displayed.

There are three types of reports:

- **Company Extended Dimension Structure -** a report showing all companies linked to a particular extended dimension or vice versa.
- Account Extended Dimension Structure a report showing all accounts linked to a particular extended dimension or vice versa.
- **Company and Account Extended Dimension Structure** a report showing a combination of a company and an account linked to a particular extended dimension or vice versa.

Procedure

- 1. On the Maintain menu, click Linked Structures/Reports. The Linked Structures Reports window opens.
- 2. Open the Extended Dimensions tab.
- **3**. Select the option buttons for the combination of structures you want to generate a report for.

- 4. In **Sort by:**, select the structure you want to use as first key when sorting the report. The second key is selected automatically.
- 5. In the **Company/Account/Dimension** text boxes, enter the company/account/dimension(s) you want to generate the report for. The text box for the structure used as last key is inactivated.
- 6. Click the **Preview** button to generate the report.

Results

Only selections for defined linked structures will be enabled.

Form Structures

This section describes how to create and work with forms.

Forms are created from a collection of accounts and are used to enter period values. You can create forms for a range of purposes, for example detailed specifications or general forms. When defining the layout of forms, you work in Microsoft Excel and have access to all the Excel functionality. Your settings are saved in the IBM Cognos Controller database. The chapter also covers how you can work with form sets.

Form Types

There are several types of forms that you can use for different purposes.

Table 22. Form types

Form Types	Description
Standard Forms	Select this form type if you want to create a form with dimensions in a matrix of rows and columns, where the dimensions are different combinations of account, actuality, period, company, and journal type. You can also use extended dimensions 1-4, base accounts and movement accounts if movement accounts are active according to the settings in Maintain/Configuration/ General . Most forms are Standard Forms. The layout of the form determines how you enter values and what type of values you enter in the function Company/Data Entry - Reported Values .
Free Forms	A free form can include any combination of actualities, periods, accounts, dimensions and companies without any restrictions of combining the rows and columns. Note that if you use linked structures to limit access rights for users, it will not be applied to the free forms.
Intercompany Forms	Select this form if you want to define a specific form only consisting of intercompany accounts. You can define the forms using intercompany accounts coded either with I, J or M.

Table 22. Form types (continued)

Form Types	Description
Text Forms	This is the form type to select if you want to create a form only for inputting text comments. A text form can be used for entering comments by an account.
Dimension Popup Forms	The dimension popup form is used to dynamically enter data for extended dimensions by accounts defined in the column definition. For each account the user may select extended dimension entries from a list box. Note that popup forms does not support Linked Structures.

Define Form Structures

When you create forms you work with settings on several tabs:

- Define
- Axes
- Row Definition
- Column Definition
- Reorder
- Lock

The first four tabs are used to create new forms and edit existing forms. The **Reorder** tab determines the order in which the forms are displayed in list boxes and reports. To prevent changes being made by unauthorized users, you can use the **Lock** tab to lock forms, row definitions or column definitions. You unlock a locked form by clicking the **Unlock** button in the lower part of the **Form Structure Define** window.

Note: If you define Free Forms, the **Axes**, **Row Definition**and **Column Definition**tabs are not available.

You can use the Microsoft Excel button in the lower part of the **Form Structure Define** window or the **Add-Ins** tab/**Controller/Forms/Layout** in Excel 2007 to format the content of the form.

Define Forms - the Define Tab

Forms are created from a collection of accounts or other dimensions to enable you to enter period values. You can create forms for a range of applications, for example detailed specifications or general forms. When you create new forms, you need to enter some general data, for example:

- The form's code and name.
- The type of form you are creating.
- Whether or not you want the balance control to be carried out automatically.
- Whether you want the form to be active.
- Select the level for extended dimensions 1-4.

All available forms are shown in the pop-up. You are authorized to update the forms you have write access to according to the user rights. However, the administrator may lock some forms for changes. You will need a password to make changes to these forms.

Procedure

- On the Maintain menu, click Form Structure/Define. The Form Structure -Define window opens.
- 2. The Define tab is displayed. It is used to create, update, delete and copy forms.
- 3. To create a new form, click the New button. All fields are cleared for entry.
- 4. In the **Code** text box, enter a form code of maximum four alphanumeric characters (a-z, 0-9,- or _).
- 5. In the **Name Group** and **Name Local** text boxes, enter a description of the form in both group and local languages, maximum 50 alphanumeric characters.
- 6. Define the type of form you want to create by selecting one of the option buttons. For information about form types, see "Form Types" on page 80.
- 7. Select the relevant form options:
 - **Balance Control within Form**: Select this if a reconciliation is to be carried out between active/passive for accounts included in the form. This can be useful for a balance sheet, for example. Note that if you have balance control on an account in this form and then change this account in another form, and then re-open the original form again, you will get a warning the next time you try to click Save.
 - **Disable Automatic Calculation**: If you select this, no automatic calculation will be performed in **Company/Data Entry Reported Values**. The purpose is to shorten the time for data entry when working with very large forms. To update formulas manually you use F9. Update will also be performed when saving.
 - Active: Select this if the form is to be available for selection in Company/Data Entry. This does not affect any other part of the system.

Note that extended dimension levels does not have impact when you are defining a Free Form. It may, however, have impact when using the form in **Company/Data Entry - Reported Values**. If the extended dimension is defined with a \$, which makes it possible for the user to define parameters in run time, the level settings in **Form Structure - Define** decide which parameters that are available.

8. Enter the level of each relevant extended dimension (1-4) if the form should be enabled for data entry on extended dimensions.

Copy Forms:

Follow the steps below to copy forms.

Procedure

- 1. In the list of forms, select the form you want to copy.
- 2. Click the **Save As** button. The **Save As** dialog box opens.
- **3**. Enter a form code for the new form and click **OK**. The form code appears in the list box of form codes and in the tree structure.
- 4. Select the new form in the tree structure or list box.
- 5. Make changes to the form settings and click **Save**.

Delete Forms:

Follow the steps below to delete forms.

Procedure

- 1. In the list box, select the form you want to delete.
- 2. Click the **Delete** button.

Results

- All available forms are displayed in the list box. The user rights determine which forms you have write access to. Some forms may also be included in lock groups by the administrator and therefore locked for changes. To change a locked form you need a password, which you can obtain from your IBM Cognos administrator.
- To verify that the form structure does not contain any errors or invalid combinations, run the Verify Structure function.

Define Forms - the Axes Tab

You use this tab to define what type of information that will be shown in the rows and columns of the form. You place relevant dimensions in the row definition or column definition pop-up using the drag-and-drop method.

The steps to perform on this tab depends on the type of form that you are creating.

Define Standard Forms:

On this tab you define what type of data you want to display in rows and columns in the form.

A form can contain the following dimensions:

- Actuality
- Period
- Company
- Account
- Journal Type

If the following dimensions are activated on the **Maintain/Configuration/General** menu, the form can also contain:

- Base Account.
- Movement Ext.
- Extended dimensions 1-4.

Procedure

- 1. On the **Maintain** menu, click **Form Structure/Define**. The **Form Structure -Define** window opens. The **Define** tab is displayed. Select the form you want to work with, or create a new form. (See Define tab). Go to the **Axes** tab.
- On the Axes tab, use drag-and-drop to move the selected dimensions from the Available list box to one of the list boxes Row Definition or Column Definition. This determines what you want to display as Rows and Columns in the form.

These are the available dimensions:

- company
- period
- actuality
- account

• journal type

The following dimensions will also be available if they are active according to the settings in **Maintain/Configuration/General**:

- base account
- movement extension
- extended dimension 1-4
- 3. Click Save and open the Row Definition tab.

Define Free Forms:

This tab is not available if you define Free Forms.

Define Intercompany Forms:

If you are creating intercompany forms, select accounts as row definition.

Define Text Forms:

If you are defining a text form, select accounts as row definition.

Define Dimension Popup Forms:

If you are creating dimension popup forms, you must have the account dimension connected to the column definition.

In a standard form, the row definition and column definition must contain at least one dimension each. The dimension Accounts or Base Accounts are mandatory in all standard forms.

Base accounts and movement extensions must be on different axes. To combine them, the form must be a standard form and the base accounts and movement extensions displayed on the Row and Column Definitions must have been generated by the menu Maintain/Account Structure/Movement Accounts - Generate. If you want the form to contain non-generated movement accounts, you must define a free form and add the movement accounts manually when defining the layout.

Period and actuality must be placed on the same axis with period first.

You can only use one dimension per axis, except for the combinations period and actuality (in that order) and accounts and extended dimensions 1-4 (in that order).

You can both use accounts which are divided into extended dimensions and accounts which are not divided into extended dimensions in the same standard form. However, this requires that the extended dimensions are displayed per account in the form. If the same extended dimension level applies to the entire form, all included accounts must be divided into extended dimensions.

f an extended dimension is on the same axis as account, the check box **Expanded** needs to be selected.

Define Forms - the Row Definition Tab

You use this tab to create a row definition where you define the codes to be shown on the rows of the form, for example account codes. The columns shown on this tab relate to the settings on the **Axes** tab. By clicking the buttons on the right side of the workspace, you can delete or add rows, open the workspace in sort mode and select several codes simultaneously. While working in the sort mode you can sort the rows and insert several rows at once, but you cannot change the codes. The sort mode also allows you to remove a number of rows at a time. To change the codes, you need to switch back to the edit mode.

The steps to perform on this tab depends on the type of form that you are creating.

Define Standard Forms:

Follow the steps below to define standard forms.

Procedure

- On the Maintain menu, click Form Structure/Define. The Form Structure -Define window opens. The Define tab is displayed. Select the form you want to work with, or create a new form. (See the Define tab). Go to the Row Definition tab.
- 2. On the **Row Definition** tab, click the **New** button to define a new Row Definition template.
- 3. In the **Code** text box, enter a code of maximum four alphanumeric characters (a-z, 0-9, -, _) for the row definition template.
- 4. In the **Name Group** and **Name Local** text boxes, enter a description of the row definition in the group language and local language, maximum 50 alphanumeric characters.
- 5. The row definition tab displays several columns, all depending on which dimensions you defined on the **Axes** tab in the **Row Definition** list box. For each dimension and additional settings column, enter the code, formula or name you want to appear in the form.
- 6. For more information, about available columns and how they are defined, see "IBM Cognos Controller Dimensions" on page 357.
- 7. In the columns **Name Group** and **Name Local**, enter the names you want to use in the form unless you want to use the default names.
- 8. Save the row definition. You can use it later to define other forms. Updating a row definition will update all the forms based on that row definition. To activate the row definition in the forms, you have to update the forms manually when defining the layout.
- 9. Open the Column Definition tab.
 - The combination of codes, extended information and code locking that you define here are saved as a row definition. If you want to change the row definition later, you need to open the one you want to change or create a copy that you can work on. A single row definition can be used to develop a number of different forms.
 - The dimension's default name is retrieved from the database. You can also enter a new name for the code. This name only appears in the form, it doesn't overwrite the name in the code definition, for example, account code definition. For more information, about available columns and how they are defined, see "IBM Cognos Controller Dimensions" on page 357.

Results

- If a row definition is changed, all the forms based on that definition will change and need to be updated.
- Use the **Row Information** button to learn in which form or forms a specific row definition is used.

Define Free Forms:

This tab is not available if you define Free Forms.

Define Intercompany Forms:

You can define a row definition with the account where you want to enter intercompany details.

If you are creating an intercompany form, the dimension you have to define here include accounts coded with I, J or M.

Define Text Forms:

If you are creating a text form, define in which account the registered text comments should be saved.

Note: You can only define row definitions and only one account can be added.

Define Dimension Popup Forms:

If you are creating a dimension popup form, you only define accounts in columns on the axes tab.

Delete Rows:

Follow the step below to delete rows.

Procedure

To delete one row, select the row and click the **Delete** button. If you want to delete several rows at a time, first enter reorder mode. See below.

Select Several Codes:

Follow the steps below to select several codes.

Procedure

- 1. To select several codes, click the **Multiselection of codes to insert in the grid** button. This will open a list box with all available codes.
- 2. Select all the codes you want in the code column and click OK.

Reorder, Delete or Move Rows:

Follow the steps below to reorder, delete or move rows.

Procedure

- Click the Reorder Mode button to enter reorder mode. In this mode you can select one or several rows and move them, delete them or insert several new rows.
- 2. In this mode you cannot change the contents of the cells. To do that you need to return to normal mode by clicking on the Reorder Mode button again.

Insert Rows:

Follow the step below to insert rows.

Procedure

Click **Insert blank line(s) before the selected line(s)**. The new row will appear above the selected row.

Note: If you are updating or adding linked structures, affected row definitions must be re-saved.

Define Forms - the Column Definition Tab

You can use this tab to create a column definition where you can define the codes to be shown in the columns of the form, for example, codes for **Period** and **Actuality**. The columns shown on this tab relate to the settings on the **Axes** tab. By clicking the buttons on the right hand side of the workspace, you can delete or add rows, change the workspace to reorder mode and select several codes simultaneously. While working in reorder mode you can sort the rows and insert new rows, but you cannot change the codes. Reorder mode also allows you to remove a number of rows at a time. To change the codes, you need to switch back to edit mode.

For information on the contents of the various dimensions and their meaning, see "Define Forms - the Row Definition Tab" on page 84.

Save Column Definitions

The combination of codes, extended information and code locking you create here are saved as a column definition. If you want to change the column definition later, you need to open the column definition you want to change or create a copy that you can work on. You can use a single column definition for a number of different forms.

Define Standard Forms:

The columns displayed on this tab are the columns you defined on the tab Axes. Here you define the form column structure.

Procedure

- On the Maintain menu, click Form Structure/Define. The Form Structure -Define window opens. The Define tab is displayed. Select the form you want to work with, or create a new form. (See the Define tab). Go to the Column Definition tab.
- 2. On the **Column Definition** tab, click the **New** button to define a new column definition template.
- **3**. In the **Code** text box, enter a code of maximum four alphanumeric characters (a-z, 0-9, -, _) for the column definition template.
- 4. In the **Name Group** and **Name Local** text boxes, enter a description of the column definition template in the group language and local language, maximum 50 alphanumeric characters.
- 5. The column definition displays several columns, all depending on which dimensions you defined on the **Axes** tab in the **Column Definition** list box. For each dimension and additional settings column, enter the code, formula or name you want to appear in the form.

For more information, about available columns and how they are defined, see "IBM Cognos Controller Dimensions" on page 357.

- 6. In the columns **Name Group** and **Name Local**, enter the names you want to use in the form unless you want to use the default names.
- 7. Save the column definition. You can use it later to define other forms. Updating a column definition will update all the forms based on that column definition. To activate the column definition in the forms, you have to manually update the forms when defining the layout.
- 8. Click the Excel button to open the layout in Microsoft Excel.

Note: If a column definition is changed, all the forms based on that definition will change and need to be updated. Use the **Column Information**button to see information about in which form or forms a specific column definition is used.

Define Free Forms:

This tab is not available if you define Free Forms.

Define Intercompany Forms:

If you are creating an intercompany form you do not use this tab.

Define Text Forms:

If you are creating a text form you do not use this tab.

Define Dimension Popup Forms:

If you are creating a dimension popup form, you define a column definition with the accounts where you want to enter data.

Delete Rows:

To delete one row, select the row and click the **Delete** button. If you want to delete several rows at a time, first enter reorder mode. See below.

Select Several Codes:

Follow the steps below to select several codes.

Procedure

- 1. To select several codes, click the **Multiselection of codes to insert in the grid** button. This will open a list box with all available codes.
- 2. Select all the codes you want in the code column and click OK.

Reorder Mode:

Follow the step below to enter reorder mode.

Procedure

Click the Reorder Mode button to enter reorder mode. In this mode you can select one or several rows and move them, delete them or insert several new rows. In this mode you cannot change the contents of the cells. To do that you need to return to normal mode by clicking on the Reorder Mode button again.

Insert Rows:

Follow the step below to insert rows.

Procedure

Click **Insert blank line(s) before the selected line(s)**. The new row will appear above the selected row.

Note: If you are updating or adding linked structures, affected column definitions must be re-saved.

Define Forms - the Reorder Tab

You can use this tab to define the sorting order in which the forms are presented in list boxes and printouts. You can sort the forms by moving them manually in the list box.

In the sort order, you can drag one or more forms to the position you want. You can also select several forms at once and drag all of them together.

Procedure

- 1. On the Maintain menu, click Form Structure/Define. The Define Form Structure window opens.
- 2. On the **Reorder** tab, click the form code you want to move. Drag and drop the form code to where you want it in the list order. This will affect the order in which the codes appear in list boxes and reports.
- 3. Click Save and open the Lock tab.

Define Forms - the Lock Tab

You can use this tab to create lock groups containing forms, row definitions or column definitions that are locked for changes.

If you want to change these you need to enter a password. The only parameter that can be changed without a password is the name of the object in the local language. An object can only belong to one lock group.

Procedure

- 1. On the Maintain menu, click Form Structure/Define. The Define Form Structure window opens.
- 2. Open the **Lock** tab.
- 3. Select the type of lock group you want to define:
 - Form
 - Row Definition
 - Column Definition
- 4. To add a new lock group, click the New button. All fields are cleared for entry.
- 5. In the **Code** text box, enter a lock code name of maximum four alphanumeric (a-z, 0-9, -, _) characters.
- 6. In the **Password** text box, enter a password of maximum eight alphanumeric characters.
- 7. In the **Name Group** and **Name Local** text boxes, enter a description in the group and local languages of the group to lock.

- 8. In the **Available** list box, select the forms/row definitions/column definitions you want to include in the lock group and click the right arrow button. The selected objects appear in the **Selected** list box.
- 9. Click Save and Close.

Results

- There are two ways of unlocking a form/row definition/column definition. Either you unlock the group where the form/row definition/column definition is included on the **Lock** tab, by entering the password. Or, you unlock the form/row definition/column definition on the **Define** tab or by using the **Unlock** button and enter the password for the lock group where the form/row definition/column definition is included.
- You should avoid setting the password for a form to blank. If a password of a form is set to blank, and you click **Cancel**, the lock group is unlocked.

Tips

- To move all objects from the **Available** to the **Selected** list box, click the double arrow button.
- You may also release a locked form by selecting the unlock button on the bottom of the forms structure define window.

Define Forms - the Process Layouts tab

You can use this tab to update the layout of the form if the form has been changed or affected by other changes and the layout no longer is valid. You can update one or several forms at a time.

Procedure

- 1. On the **Maintain** menu, click **Form Structure/Define**. The **Define Form Structure** window opens.
- 2. Open the Process layouts tab.
- **3.** Click **Select** to select all invalid forms, or select one or more forms manually from the list of available forms.
- 4. Click **Check**. The selected forms are validated.
- 5. Click Run to update the layout. When you validate forms, the result can be:
 - Inconsistent layout and valid to process: This means that you have made changes to row or column definitions without updating the layout. In this case, you can run **Process Layout** to update, save the form again to make it valid.
 - Valid to process: This means that you have forms that are affected by other changes, such as linked structures or added or removed companies. Run **Process Layout** to update, save the form again and to make it valid.
 - Not valid to process: This means that you cannot run **Process Layout**. The reason may be missing row and column definitions.

You will get a warning if the forms you are updating are opened by other users. When you select the **Process Layout** tab, all other tabs in **Form Structure Define** become inactive. To activate the tabs, close **Process Layout** and re-enter.

Define the Form Layout

Select Maintain/Form Structure/Define and click the Layout button. You must have selected and defined a form on the previous tabs first. You can also go to the Add-Ins tab/Controller/Forms/Layout in Excel 2007 and select the desired form.

You can click the **Create Layout** button to show the content of the form as defined in **Maintain/Form Structure/Define**. Codes and texts appear as they were defined on the other tabs, while a formula, =.Put Value and its parameters, appears in the cells that will be used for entering values in the data entry window. The formula determines where the entered values will be stored in the database. In the cell the formula is shown as a value, but if you activate the cell you can edit the formula manually.

If you change the row definition or column definition and wish to update the contents of the **Layout**tab, you should click the **Update**button instead of the **Create layout**button. The **Update**button keeps all existing formatting and only adds or removes the changed rows/columns, which were specified in the row definition or column definition that the layout is based on. The **Create layout**button deletes all previous formatting and regenerates the layout.

For information about the Controller menu in Excel, see The Controller menu in Microsoft Excel.

System Rows and Columns

System rows and system columns are colored in blue. They are used by IBM Cognos Controller to define the content of the form. To define formulas in a form, you can use a reference to the system row containing the information, just like a cell reference.

Formula Syntax

The function =fPutValue() is displayed or entered in the cells. When you enter values in the **Data Entry - Reported Values** window, the value will be saved in the database on the parameters of this function. If you have defined a standard form, the function will be displayed automatically. If you have defined a free form, you need to enter the formulas manually by clicking the **Select Account** button and selecting the relevant account from the list box. You can also add Excel formulas.

The formula appearing in the cells has the following syntax:

=fPutValue(ROW(), COLUMN(), period, actuality, company, currency type, account, dim1, dim2, dim3, dim4, journal type, formula)

The last parameter, formula, is optional and not visible from the start.

Example: The following example displays a formula that loads the period from cell F2, the actuality from cell F3, and the account code from cell B10.

=fPutValue(ROW(),COLUMN(),CELL("contents",F2),CELL("contents", F3),"","", CELL("contents",B10),"","","","","",)

When you enter a value in the data entry window this value will be saved in these dimensions in the database.

If you want a value to be calculated instead of entered, you enter a formula in the cell. You can also enter a fixed value. You write the formula or the value directly in the cell, for example: =F10*1.10 if you want the value to be 110 percent of the entered values in cell F10.

Note: If you enter a formula or a fixed value, the complete formula fPutValue will not be displayed, only the last parameter with the formula or the fixed value will be displayed in the cell.

Additional Formatting

With the buttons in the **Custom Toolbar** (Excel 2007) you can do additional formatting that is not available in the standard Excel functionality, such as:

• Set the number format of a cell. You can define if you want to use thousand separator and how many decimals the cell should display. This option gives you the possibility to ignore the decimal settings made in the Regional Options setup on the server where IBM Cognos Controller is installed.

Note that it is the number of decimals defined on the account in **Maintain/Account Structure/Define** that determines how many decimals are saved in the database. However, it is possible to allow more decimals for data entry, but when saving the values, the system will round them up to the number of decimals allowed by the account structure.

- Set options for the layout. The print and view areas do not have to be the same.
- Show and hide system rows and columns.

Headings

If you want to include text strings, like headings in the form header additional to the default content, you can do so in the rows outside the blue system rows. There are some predefined functions you can use to display the current dimensions at the time of the data entry. If you choose to print the form, these text strings will be shown on the printout. Please note that the printout, except for the text strings mentioned, do not contain any information from the upper part of the data entry window where the dimensions are selected. The available functions are listed below. You can insert these functions by clicking the **Insert Formulas** button to the right of the workspace.

In the data entry view, there are no default headings in the form. Because of that, it is advisable to enter formulas with the information that you want to see on the form in data entry view. This information will also show on a printed form. You can use several functions to display the headings. For more information about unctions, see "IBM Cognos Controller Functions" on page 362.

Define Standard Forms

Follow the steps below to define standard forms.

Procedure

- 1. On the **Maintain** menu, click **Form Structure/Define**. The **Form Structure - Define** window opens.
- Click the Layout button. Before you do this you must have selected a form and defined the previous tabs. You can also go to the Add-Ins tab/Controller/ Forms/Layout (Excel 2007), and select the desired form.
- 3. To display the form settings, click the **Create Layout** button. All definitions from the previous tabs are displayed in the system columns and rows. The cells display the formula, =cc.fPutValue(ROW(), COLUMN(), period, actuality, company, currency type, account, dim1, dim2, dim3, dim4, journal type). The formula in a cell refers to the system information in the row definition and column definition that intersects in this particular cell. See the Data Entry Function below. If you have changed any definitions on the **Row Definition** or **Column Definition** tabs, click the **Update Layout** button to update the contents of the **Layout** tab, without clearing all previous formatting. If you click the **Create Layout** button, the layout tab will be regenerated and all existing formatting will be lost.
4. On the rows between the system rows and the first form rows you can define headings, which will appear in the **Data Entry - Reported Values** window. To insert one of these functions, place the cursor on the cell in question and click the **Insert Function** button. A list of available Excel functions appears. Select the relevant heading and click **OK**. You can also insert more rows to use for headers by right-clicking on a row and selecting **Insert/Rows** from the menu.

If you use the function fPutComment, you have to modify the cell reference in the formula manually. These cell references are created on the basis of that particular forms axes definition.

If you use fPutComment and cell reference, remember to define all parameters used in the fPutVal formula. If all fields are used in the fPutVal formula, all of them must be defined here.

- 5. If you want to calculate a value, based on other values entered during data entry, you can add a formula to the specific cell and thereby lock it for data entry. Just write the calculation in the cell. The formula syntax is regular Excel syntax, for example =F10*1,10. Please note, that after you have written a formula in a cell, the fPutValue formula will not show anymore. It still works though, so that the value calculated by your formula will be saved in the database according to the system information in the row and column definitions.
- 6. In **Set options for the Layout**, enter the range that determines what part of the present layout that should be displayed in the **Data Entry Reported Values** window.

Define Cells to Contain Comments and Files

In **Data Entry - Reported Values** you can enter comments in a value cell, if the account has been defined to contain a comment in the **Define Account Structure** window. Alternatively you can use a separate cell in the form for entering comments on an account (in Standard and Free forms):

Procedure

- 1. Select the specific cell where the user should enter a comment.
- 2. Click the Insert Formula button. A shortcut menu appears.
- **3**. Select the fPutComment command.
- 4. Edit the cell content and make sure the cell references within the formula point to the cells determining the account and actuality to store the comment on. The comment cell will be blank when no comment has been entered in the Data Entry Reported Values window, why you may want to add a comment heading in the cell preceding the comment cell.

Results

For Standard, Free and Intercompany forms, you can use the **Enter a Comment** button to insert comments, files, links to files and hyperlinks for accounts defined to contain comments.

- You cannot enter comments on summation accounts.
- The other sheets in the workbook can be used to type texts, but the IBM Cognos Controller formulas will not be saved.
- Macros and pivot tables are not supported.

Set Standard Colors

To use the standard colors for different account types, click the **Set Standard Colors** button. You can change the color of a cell in Microsoft Excel, but if you click the **Set Standard Colors** button again, the changes will be lost.

Define Free Forms

Follow the steps below to define free forms.

Procedure

- 1. Click on the Create Layout button to generate the Free Form.
- 2. Accounts with and without dimensions can be mixed in a Free Form (compare with Standard Form). Accounts can be displayed on a higher dimension than set in Accounts Define but never on a lower.

If you want to calculate a value, based on other values entered during data entry, click the **Select Account** button. A dialog box opens where you can enter the additional formula. The formula syntax is regular Microsoft Excel syntax, for example, =SUM(F5:F10).

3. If you use the function fPutComment, remember to define all parameters used in the fPutVal formula. If all fields are used in the fPutVal formula all of them must be used here.

=fPutComment(ROW(),COLUMN(),"+0","AC","1001","LC","1131", "FR1","6010","JAN","COMP","","")

If you use fPutComment and cell reference, remember to define all parameters used in the fPutVal formula. You can use the **Select Account** button. If all fields are used in the fPutVal formula, all of them must be defined here.

4. To enter the relevant account in a cell, click **Select Account**. Here you select **Actuality**, **Period**, **Company**, **Account** and, if applicable, **dimension 1-4**. When you click **OK**, the formula is automatically created in the cell, referring to the selection you made.

Results

Summation accounts only show correct amounts if either all detail accounts are included in the Free form or if none of the detail accounts are included in the form. The reason for this is that when detail accounts are included in the form, the summation must be performed immediately. This applies to sub-totals too, which also may display incorrect values if included in the free form together with other summation accounts to which the same detail accounts are summed.

Define Intercompany Forms

If you are creating an intercompany form you have to create the layout in Microsoft Excel and save the form.

Note: If you want to insert blank rows or columns, you do that by right-clicking a column/row and selecting the menu **Insert** and then **Column** or **Row**. You can select where the rows and columns of the grid should be placed on the workspace using the **Set Options for the Layout** button.

Define Text Forms

If you are creating a text form you have to create the layout in Microsoft Excel and save the form.

Define Popup Forms

If you are creating a popup form you have to create the layout in Microsoft Excel and save the form.

Note: You can select where the rows and columns of the grid should be placed on the workspace using the **Set Options for the Layout**button.

Retrieve the Split Frame Bar in Forms

If you want to change the default values of the Split Frame Bar in the layout, use the **Set Options for the Layout** button. The area within these values will be scrollable in the layout in the **Data Entry - Reported Values** window, and the area outside will be fixed.

Procedure

- 1. Click the **Excel** button in Forms Define or open the form from Microsoft Excel by pressing the **Select Form** button.
- 2. Upgrade the layout to a new version.
- **3**. Save the form.
- 4. Click the Set Options for the Layout button.

Language Codes

In the layout for Standard and Free Forms, you see which languages that have been defined as Group and Local language in cells on the upper left corner of the form. The languages are defined in **Define Local Languages**. The codes are according to Microsoft Standard.

Form Dimensions

This table shows the different dimensions used to define the contents of a form.

Dimension	Description
Accounts	The accounts to be used when entering values. You can select any accounts that exist in Maintain/Account Structure/Define . If you select accounts using extended dimensions, the relevant dimension level for these accounts must be defined on the Axes tab and only accounts with corresponding settings for extended dimensions will be available on the Row Definition or Column Definition tabs.
Actualities	The actuality to be used when entering values. You can select any actuality defined in Maintain/Configuration/Define/Actualities.
Base Accounts	The base accounts to be used in combination with the dimension Movement Extensions when entering values. You can select any base accounts defined in Maintain/Account Structure/Define, where the base accounts match the definition in the General Configuration, General 2 tab.
Companies	The company to be used when entering values. You can select any company defined in Maintain/Company Structure/Define . By using the company code \$\$\$\$\$ in the form definition, you can select a group code and expand its company structure when entering values.

Table 23. Dimensions that you can use to define the contents of a form

Dimension	Description
Extended Dimensions 1-4	The extended dimensions are used in combination with the dimension Accounts. You can select any extended dimension defined in Maintain/Extended Dim 1-4 Structures/Define .
Journal Types	The journal type to be used when entering values. You can select any journal type defined in Maintain/Configuration/ Define/Closing Versions/Journal Types . By using the journal type \$\$ in the form definition, you can select a closing version and expand all included journal types when entering values.
Movement Extensions	The movement extensions to be used in combination with the dimension Base Accounts when entering values. You can select any movement extensions defined in Maintain/Account Structure/Movement Extensions - Define , where the movement extensions match the definition in the General Configuration , General 2 tab.
Periods	The period used when entering values. You can enter the period in two ways; as a relative formula or as a relative period. Example, relative formula: N112 (Negative, one year, month 12) - shows the value for the previous year, month 12. P109 (Positive, one year, month 9) - shows the value for next year, month 9. Example, relative period: -12 - shows the value for the period 12 months before the current period. +3 - shows the value for the period 3 months ahead of the current period. The default setting shows periods corresponding to months. An alternative setting shows periods corresponding to weeks, if you use a weekly actuality.

Table 23. Dimensions that you can use to define the contents of a form (continued)

Additional Settings

For some of the dimensions you may or must select additional settings.

Table 24. Additional settings for some dimensions

Additional Settings	Description
Expanded	This setting is valid for the dimensions Accounts with Extended Dimensions 1-4 and
	Companies. If you select Expanded in
	combination with accounts, the form will
	display all extended dimensions connected
	to the selected accounts. If you select
	Expanded in combination with the company
	code \$\$\$\$\$, the form will display all
	companies within the selected group.

Additional Settings	Description
Interval	This setting is valid for the dimension Periods. This setting determines if you want to enter year-to-date values (YTD), monthly values (1) or quarterly values (3). If you select a non-YTD interval, you also have to define an OB actuality.
Locked for Update	This setting is valid for the dimensions Accounts and Periods. By selecting this option the current account and/or period will be locked for data entry on this particular form.
Short Name	For Accounts in Standard forms, you can select the check box Short Name on the Row Definition and Account Definition tabs. If you select this check box, the short name of the account will be displayed in the form. Note: If you change the Short Name settings for a form, you also have to update the layout. The first time you select a Short Name check box for a form, a message will be displayed, where you can choose to select Short Name for all accounts in the form.
OB Actuality	This setting is valid for the dimension Periods and is used in combination with the additional setting Interval. Here you determine what OB actuality a non-YTD value should use.
Form Link	This setting is valid for the dimension Accounts. By selecting this option you create a link to another form from the account in the current cell.
Total	This setting is valid for the dimensions Companies, Journal Types and Extended Dimensions 1-4 if alone on the axis. By selecting this option the form will display a column with calculated totals.
Туре	This setting is valid for the dimension Accounts. If you include a summation account, where only some of the detail accounts are included, the form will display a new row automatically, where the Type column displays an O and the row is yellow. On this row you will find the sum of all accounts that are not included in the form. This may indicate an error in the form structure, but may also be caused by a complex summation structure. If the Type column displays an M, it signifies a summation account with no detail accounts in the form. All values will be collected from the database.

Table 24. Additional settings for some dimensions (continued)

Table 24. Additional settings for some dimensions (continued)

Additional Settings	Description
Tag	This automatic setting identifies the rows and columns that are not connected to, for example, accounts.

Form Sets

You create groups of forms for entering values requested for different submissions.

A form can exist in several form sets. If you work with many submissions a form can only be included in one submission for the same period and actuality. A form set can then be connected to a certain period, actuality and submission. When entering reported values for the specific period and submission, you can only work with those forms included in the form set, which has been connected to the current submission. When reconciling between accounts and opening balances for that period, the reconciliation is only performed between those accounts included in the forms, which in turn are included in the current form set. Accounts included in a reconciled and locked submission will be locked for changes. They cannot be updated even if they are also included in an other form set belonging to a later submission in the same period.

Procedure

- On the Maintain menu, click Form Structure/ Form Sets Define. The Define Form Sets window opens.
- 2. Select an existing form set or click the **New** button to create a new form set. If a new form set is created all fields are cleared for entry.
- **3**. In the **Code** text box, enter a name of the new form set of maximum two characters.
- 4. In the **Group** and **Local Text** description boxes, enter a description of the form set in both languages.
- 5. In the **Available** list box, select the forms you want to include in the form set and click the right arrow button. The selected forms are moved to the **Selected** list box.
- 6. Click Save and Close.

Check Structure Versions

You can date-stamp structures for accounts, forms, configuration, companies, the four extended dimensions and reports.

By labelling the structures with dates before exporting them, you can check that the recipient sites have upgraded their structures. But you can also make changes in the structures without affecting the version date, this date is only created when you click on the Version button.

The code in the **Source** column represents the function where the structure was last changed:

- L (Local) indicates that the structure was last changed in the local database.
- I (Imported) indicates that the structure was last changed by importing structure files.

Procedure

- 1. On the **Maintain** menu, click **Structure Versions**. The **Structure Version** window opens.
- 2. To generate a version date, click the **Version** button for each relevant structure. The current date appears in the **Version Date** column. This date corresponds to the date on which an import file containing data was added.
- 3. To remove a version date, click Change for the relevant structure.

Results

When subsidiaries or subgroups export data files, the structure version dates will also be exported. When the parent company imports the data file, the structure version dates will be compared. Any discrepancies will be reported and a warning is displayed that the files were created with a different structure version.

Chapter 4. System Configuration

This section describes the general configuration, which affects many different functions in IBM Cognos Controller.

You can define most settings when you first install the system and you rarely have to change them later. In this chapter, you will also find a description of actualities used to enter values and the local and group languages determining which texts are displayed in reports and windows.

General Configuration Settings

In the general configuration certain overall settings for the system are defined. Most of these settings are only defined once, but there are some that you can change on an ongoing basis.

Note: This window is set up differently if you use the consolidation model that was default before the 8.1 release. For example, the **Reconcile 2** tab is not available.

Define General Configuration - the General 1 Tab

You can define general settings for different functions in IBM Cognos Controller. Some settings are defined when implementing IBM Cognos Controller and then rarely changed, others may be changed more often.

You can define features such as:

- The month/week that corresponds to the closing balance and the number of periods in one fiscal year.
- Which breakpoint is valid for period definitions to determine which century the transaction belongs to.
- How to handle period locking and how many submissions to use for each period.
- If it should be possible to import values for locked periods.
- If data entry should be allowed in local currency only.

Procedure

- 1. On the **Maintain** menu, click **Configuration**/**General**. The **General Configuration** window, the **General** 1 tab, opens.
- 2. Enter the number of the month and week used for closing balances in the **Period for Closing Balance** text boxes.

The periods (month and week), correspond to the closing balance, i.e. the year-end calendar period. The closing balance periods may not contain larger numbers than the defined number of periods in one year. Accepted period numbers are 1-99 for both monthly and weekly periods. Full IBM Cognos Controller functionality is only available for 12-13 periods for months and 52-53 periods for weeks.

- **3**. In the **No of Periods in One Year** text boxes, enter the number of periods (both months and weeks) of the fiscal year.
- 4. In the **Breakpoint for Years 1900 and 2000** text box, enter the year that determines to which century a period reference belongs.

Example: If the breakpoint is set to 60, all periods greater than 60 will be interpreted as 1960 and later. All periods less than or equal to 60 will be interpreted as 2060 and earlier.

- 5. Select the **Use Period Locking on Company Level** check box if you want to enable period locking on company level. In the **Closing Version** text box, enter the closing version for which to lock the company.
- 6. Select the relevant option for submissions per period:
 - Single Submission: Period values can only be reported once for each period.
 - **Multiple Submissions**: Period values can be reported on several occasions within a period.
- 7. Select the **Import of Data for Locked Periods Allowed** check box to allow import of data for locked companies and periods. This overrides the general company locking, which checks that no data can be imported when a company is locked for data entry.
- 8. Select **Use only Local Currency** to allow input in local currency only in **Data Entry Reported Values**.
- 9. Click Save and open the General 2 tab.

Results

If you change settings in the general configuration and close the window, most settings take effect immediately. However, some changes require you to reboot IBM Cognos Controller or optimize the database.

Define General Configuration - the General 2 Tab

You can define features such as the following:

- Whether to use movement accounts and the length of the account codes
- Whether to use the advanced account view function.

For more information, see "Account Structure Tree View" on page 24

- Whether to use the IC account template.
- Whether to override the IC account template in data entry if the Use IC Account Template is selected.
- The names of extended dimensions 1-4 and whether they are active.
- Whether investments should be stored in the local currency or in the group currency
- Whether the investment elimination templates in the Shareholdings and Investments should be entered with balance control
- Whether investment adjustments should be included when reconciling between closing and opening balances

Procedure

- 1. On the **Maintain** menu, click **Configuration/General**, and then the **General** 2 tab.
- Select Use Movement Account to enable generation of movement accounts. The Field Length of Base Account text box can be changed from 1-10. The Field Length of Movement Extensions text box can consist of 1-3 characters.

Note: Once the length of a base account is defined and used for generation of movement accounts, it should not be changed. All previously generated movement accounts will be deleted when generating movement accounts with the new base account length.

3. Specify the length of the base accounts to use for generating movement accounts.

The maximum length of movement extensions is fixed.

 If you want to be able to view accounts in a tree structure in Maintain/Account Structure/Define, click Advanced Account View.

Note: In order to display the accounts in the tree view, you must click **Generate**in **Maintain> Account Structure> Define**.

- If you want to control which counter companies a specific intercompany account reports to, select the Use IC Account Template check box.
 You define the intercompany account template from the Group/Data Entry/Intercompany Account Template menu.
- 6. If you want to enter new rows in data entry with counter companies not included in the intercompany account template, select the **Allow Overriding the IC Account Template in Data Entry** check box.
- 7. In the **Name Group** and **Name Local** text boxes, type the names of the active extended dimensions that you want to use in the system in both the group and local languages. If you select **Active**, the extended dimension names defined here, both in the group and local languages, will replace the default names "Extended Dimensions 1-4" throughout the system. The language used for displaying the extended dimension names is selected in the **Personal Defaults** function.
- 8. Choose the currency to store investments in by clicking either the **Group Currency** or the **Local Currency** button.
- **9**. In **Investment Elimination Template**, you determine how to handle balance control when entering investments.
- 10. In the Investment Adjustment fields, select the **Legal Consolidation Type** you want to use.
- 11. If you want investment adjustments to be included when reconciling closing and opening balances, select the **Enable Reconciliation Between Closing and Opening Balances for Investment Adjustments** check box. This option is available only if you activated at least one of the automatic journals E600-E603 in the **Configuration/Automatic Journals/Define** window. This option is not available if you run the consolidation model that was the default before the 8.1 release of IBM Cognos Controller.
- 12. Click **Save**, and then click the **General 3** tab.

Results

The selection in step 5 is only performed once when the system is installed. If you change this setting later on, it will affect all entered and calculated acquisition transactions.

Define General Configuration - the General 3 Tab

You can use this tab to define general features for journals.

- whether the report writer should be able to handle weekly actualities
- whether journals and investments should be entered in debit/credit columns
- whether journals should be updated according to rules about reconciliation between accounts
- whether journals should be copied over year-end using alternative rules.
 For more information see "Company Journals" on page 197

• whether journals should be copied without changing the journal number within the fiscal year and/or over the year-end.

It is necessary to copy journals without changing the journal number over the year-end if you are using accounts with conversion code C, such as on the translation difference account on the equity specification

- · whether journals should be locked for changes
- whether form set should be used in Data Entry Journals.

For **Data Entry - Company Journals** and **Data Entry - Group Journals**, the pop-up list for accounts is limited. It will show only the accounts that are included in the form set for the actuality and period. By default, all accounts are visible in the pop-up list for accounts

- whether the function Approval of Journals should be used for company and group journals
- how many days to save records in a staging table
- how many days to save a log report for external data import
- whether you want to use the function to send reports and reconciliations by e-mail

To be able to export files, report books, and reconciliation reports by electronic mail and to be able to import files by E-mail, the following requirements must be met:

- You must install an electronic mail program, such as Microsoft Outlook or IBM Lotus[®] Notes[®].
- You must have access to a mail server.
- You must install Windows messaging (Mail and Fax in the control panel).
- You must configure Windows messaging for the mail client.

E-mail Formats

You can save the files as these different formats when attaching them to an E-mail:

- XLSX Microsoft Excel Workbook
- · HTML A format to be read by Internet browsers
- CSV Comma Delimited

Numbering of Journals

If you use the settings **Copy journals without changing the journal number within fiscal year** or **Copy journals without changing the journal number over year-end**, all copied journals keep their original journal number and all new journals get a new number in sequential order. Holes in the number series are not reused.

Example 1

You select these settings in the General Configuration:

- · Copy journals without changing the journal number within fiscal year
- Copy journals without changing the journal number over year-end

You select this setting in the Copy window:

Copy Only Fixed/Reversing Journals

In this example, the numbering of journals looks like this, where

F = Fixed journal

T = Temporary Journal

E = Empty journal

N = New journal

Month:		Will	Month:		Will	Month:		Will	Month:	
Jan	Journal	be	Feb	Journal	be	Mar	Journal	be	Jan Y2	Journal
101	F	Will be	101	F	Will be	101	F	Will be	101	F
102	Т	Will be	102	Е	Will be	102	Е	Will be	102	Е
103	F	Will be	103	F	Will be	103	F	Will be	103	F
104	Т	Will be	104	Е	Will be	104	Е	Will be	104	Е
			105	NT	Will be	105	Е	Will be	105	Е
						106	NT	Will be	106	Е
						107	NF	Will be	107	F

Table 25. Numbering of journals with example 1 settings selected

Temporary journals are copied as empty journals, and there are no holes in the number series.

Example 2

You select this setting in the General Configuration:

• Copy journals without changing the journal number within fiscal year

You select this setting in the Copy window:

Copy Only Fixed/Reversing Journals

In this example, the numbering of journals looks like this, where

F = Fixed journal

T = Temporary Journal

E = Empty journal

N = New journal

Table 26. Numbering of journals with example 2 settings selected

Month: Jan	Journal	Will be	Month: Feb	Journal	Will be	Month: Mar	Journal	Will be	Month: Jan Y2	Journal
101	F	Will be	101	F	Will be	101	F	Will be	101	F
102	Т	Will be	102	Е	Will be	102	Е	Will be		

Month: Jan	Journal	Will be	Month: Feb	Journal	Will be	Month: Mar	Journal	Will be	Month: Jan Y2	Journal
103	F	Will be	103	F	Will be	103	F	Will be	102	F
104	Т	Will be	104	Е	Will be	104	Е	Will be		
			105	NT	Will be	105	Е	Will be		
						106	NT	Will be		
						107	NF	Will be	103	F

Table 26. Numbering of journals with example 2 settings selected (continued)

Temporary journals are copied as empty journals, and there are no holes in the number series within the fiscal year. Over the year-end, all temporary and empty journals are removed, and the fixed journals are collected in a straight number series and renumbered. This is not recommended if you are using accounts with conversion code C, or if you want a detailed currency translation of I coded accounts on journals. When you use a detailed currency translation, you need the closing balance values from the year-end from the same journal number that is used in the opening balance.

Example 3

You do not select any of the **Copy Journals** check boxes. As a result, all journals in a period are collected in a straight number series and renumbered.

Approve Journals

You can add an approval process to company and group journals before the status for the journals is set to **Approved**.

You set the permission to approve journals in the **Maintain/Rights/Security Groups** window, on the **Approval of Journals** tab.

New reports are available to show unapproved journals in the **Company/Approve Company Journals** and **Group/Approve Group Journals** windows. The user with approval rights can check these reports, and then approve the journals in the **Company/Data Entry - Company Journals** and **Group/Data Entry/Group Journals** windows.

If a consolidation is performed with unapproved journals, this will be reflected in the consolidation report.

Procedure

- On the Maintain menu, select Configuration/General. The General Configuration window opens. Select the General 3 tab.
- 2. Select the **Use Report Generator for Weekly Reports** check box to enable you to select weekly actualities when generating reports.
- 3. Select the relevant journal options:
 - **Debit/Credit Layout on Journal and Investment Dialog**: Displays a debit and a credit column when entering data for company journals, group

journals and investments. If this option is not selected, the data entry windows will display one column for entering the amount as +/-.

- Journal Update According to reconciliation Between Accounts: Automatically posts amounts entered on specification accounts in company or group journals to accounts on the balance sheet or income statement, as defined in the account structure, Reconciliation Between Accounts, Account 1. This setting only applies to Account 1 in Reconciliation Between Accounts.
- Copy Reversing Journals According to Alternative Rules: Select this option to be able to choose the Alternative Copy Rules for Reversing Journals in the menus Maintain/Account Structure/Define and Maintain/Account Structure/Movement Extensions Define.
- Copy Non-reversing Journals According to Alternative Rules: Select this option to be able to choose the Alternative Copy Rules for Non-reversing Journals in the menus Maintain/Account Structure/Define and Maintain/Account Structure/Movement Extensions Define.
- **Copy Journals Without Changing the Journal Number within fiscal year**: Select this option to keep the same journal numbers within the fiscal year, even if there are available numbers before the current journal number.
- **Copy Journals Without Changing the Journal Number over year-end**: Select this option to keep journal numbers over the year-end. This is necessary if you use accounts with conversion code C, such as on the translation difference account on the Equity specification. If you select to copy only fixed/reversing journals over the year-end, temporary journals will be replaced by empty journals, and fixed journals will keep their original number. New journals will get the next higher number in the number series.
- **Close Existing Journals for Changes**: Locks any journals for further changes after the journals have been created and saved.
- Use Form Set in Data Entry Journals: Select this option if you want form set validation to be activated for Data Entry Company Journals and Data Entry Group Journals. If you mark this option, the popup list for Accounts in Data Entry will be limited and only show the accounts that are included in the form set for the actuality and period. Note that the copy functions do not use form sets.
- Use Approval of Journals
- 4. In the **Number of Days Before Records in the Staging Tables are Deleted** text box, enter the number of days you want to save records in the staging tables before they are automatically deleted. You can not save records more than 999 days.
- 5. In the **Number of Days Before an Import Specification Log Report is Deleted** text box, enter the number of days you want to save import logs before they are automatically deleted. You can not save import logs more than 999 days.
- 6. If you want to use the e-mail function for sending reports, intercompany balances and export files via e-mail, select the **Use E-mail** check box and enter the SMTP server. In the **E-mail format** text box, click the **Show Valid Choices** button and select the file format you want to send files in.
- 7. Click Save and open the Conversion tab.

Define General Configuration - the Translation Tab

You can use this tab to define general features for currency translation.

- If you use linked actuality and want to use other historical rates then the ones retrieved from the actuality according to the Actuality for LC column.
- If historical rates are only to be registered on one actuality and period.

- If accounts with translation code I are going to be calculated in detail for company journals.
- If accounts defined with translation method 2 is going to perform calculations according to the current method rules.
- If translation differences should be stored at the extended dimension level. This option is valid when running the currency translation according to the MNM method only.

Procedure

- 1. On the **Maintain** menu, select **Configuration/General**. The **General Configuration** window opens. Select the **Translation** tab.
- 2. Select the relevant currency translation options:
 - Actuality for LC is Not Used for Historical Rates: If you use linked actuality, you select this option to use other historical rates than the ones retrieved from the actuality according to Actualities for LC column in Define Actualities.
 - Actuality and Period Used for Historical Rates: Select this option to store all historical rates on a fixed actuality and period.
 - Detailed Currency Translation of I-coded Accounts on Journals: Select this option to perform a detailed currency translation of journal accounts with translation code I.
 - **Translation Method 2 Will Translate Using the Current Method**: Select this option to currency translates all accounts defined with translation method 2 according to the current method rules instead.
 - **Book Currency Translation Difference on Extended Dimension**: This option is valid when running the currency translation according to Method 2 (MNM) only. When using the MNM method the currency translation difference is calculated as a balance item in the Profit & Loss Account. If the Profit & Loss Account, but not the Balance Sheet, is divided into extended dimensions, you have to decide on which extended dimensions you want to book any currency translation difference. When this option is selected the text boxes for the extended dimension activated on the **General 2** tab are enabled.
- 3. Click **Save** and open the **Reconcile** 1 tab.

Define General Configuration - the Reconcile Tab

This tab is only available if you run the consolidation model that was default before the 8.1 release of IBM Cognos Controller.

You can use this tab to define the following features:

- · sign conventions to be used for different account types
- accounts to be used for reconciliation and for overall currency translation differences according to the current method
- accounts to be used for conversion differences when currency translation is performed according to the monetary method
- at which level you should perform the reconciliations and the accepted limits for reconciliation differences
- if differences in the report should be calculated as total differences or differences per row
- if status for submissions should be changed to Ready after reconciliation

Procedure

- 1. In the General Configuration window, select the Reconcile tab.
- 2. Enter the signs to use for the different account types in the **Assets**, **Liabilities/Equity**, **Income**, and **Expenses** text boxes. The signs should be the same as the ones you intend to use in the data entry.
- 3. In Accounts Settings, specify the configuration settings.

In the **Method** text box, the code for the method to use for booking of conversion differences, P, is displayed.

Enter the account codes for Net Income and Retained Earnings. The account definitions are used for copy functions as well as bookings to income accounts for journals and acquisition calculations. For example, the accounts Net Income in the Balance Sheet and Net Income in the Non-Integrated Reserves determine where to post the Net Income from the acquisition calculations in the Balance Sheet and in Non-Integrated Reserves. If you are working with an integrated analysis of reserves, the account for **Net Income BS** and **Retained Earnings BS** should be a movement account.

If an account is defined in **Prev Year Net Income BS**, the value from Net Income PL account for the previous year is transferred to this account. If no account is defined here, the value from the Net Income PL account is added to the Retained Earnings BS account.

4. **Curr. Conv. Diff. 1** is usually the account for restricted reserves and **Curr. Conv. Diff. 2** is usually the account for unrestricted reserves. If the conversion difference should always be booked to the same account, the account information for these two should be the same.

If you are using the MNM method, you define the same accounts as described above, except for the accounts for conversion differences. Instead, enter the account to use for conversion differences in **MNM Method Currency Translation Difference**.

5. If there is a separate column for net income in the analysis of reserves, enter an account for **Transfer to Ret Earn**. The net income for the previous year is transferred to this account. This is used, for example, for automatic transfer of the previous year net income in functions such as acquisition calculations and copying of journals.

You should also enter an account for **Transfer Previous Year Net Income**. The net income for the previous year is transferred from this account, with the sign reversed. This is used, for example, for automatic transfer of the previous Year Net Income in functions such as acquisition calculations and copying of journals.

6. In **Non-Integrated Reserves Settings**, enter net income account for non-integrated reserves. Do not enter any account here if the reserves are integrated with the income statement and the balance sheet, as the account then is the same in the income statement/balance sheet and the reserves.

Enter accounts for currency translation difference account 1 and 2 for booking the final conversion difference (the final balance item in currency translation) in the non-integrated reserves when using the current method. Do not enter any account here if the reserves are integrated with the income statement and balance sheet.

7. If you want to perform reconciliation and set the status for each journal type, select the **Journal Type** option. Otherwise, select the **Closing Version** option button and enter the closing version you want to perform the reconciliation on.

- 8. In the field **Status Setting Based On**, select if you want the status settings based on difference per row or on the total difference.
 - **Total Difference** The total difference in the reconciliation report is an absolute difference and not a net difference. The status setting is based on this difference.
 - **Difference per Row** The maximum difference accepted in the reconciliation report is calculated per row. If the difference calculated on one of the rows exceeds the limit set here in the **General Configuration**, the status remains **Processing** for the reporting unit. The total difference in the report is the Net difference and has no effect on the status setting.
- 9. The field Largest Difference Accepted During Reconciliation determines if the reconciliation option of Between Accounts and/or Opening Balances are accepted or not. This option does not apply to Debit/Credit.
- 10. Select the **Set Status for Submission to Ready After Reconciliation** check box if you want status for submission to be set to ready when reconciliation has been performed, that is, without setting the status to Reconciled.
- 11. Click Save and open the Server Preferences tab.

Results

It is not possible to use accounts with account type A or R for any of the accounts in **Account** settings.

Define General Configuration - the Reconcile 1 Tab

Reconciliation settings are made on two tabs. On the **Reconcile 1** tab you enter basic data for the account types that the reconciliation is based on. On the **Reconcile 2** tab you select accounts for profit, earnings, analysis, and differences.

For information about the **Reconcile** tab if you run the consolidation model that was default before the 8.1 release, see "Define General Configuration - the Reconcile Tab" on page 108.

About this task

You can use this tab to define the following features:

- sign conventions to be used for different account types
- at which level you should perform the reconciliations and the accepted limits for reconciliation differences
- if differences in the report should be calculated as total differences or differences per row
- if status for submissions should be changed to Ready after reconciliation

Procedure

- 1. Open the General Configuration window and click the Reconcile 1 tab.
- 2. Enter the signs to use for the different account types in the Assets, Liabilities/Equity, Income, and Expenses text boxes. The signs should be the same as the ones you intend to use in the data entry.
- **3**. If you want to perform reconciliation and set the status for each journal type, select the **Journal Type** option button. Otherwise select the **Closing Version** option button and enter the closing version you want to perform the reconciliation by.

- 4. In the field **Status Setting Based on**, you select if you want the status settings based on difference per row or based on the total difference.
 - **Total Difference** The total difference in the reconciliation report is an absolute difference and not a net difference. The status setting will be based on this difference.
 - **Difference per Row** The maximum difference accepted in the reconciliation report is calculated per row. If the difference calculated on one of the rows exceeds the limit set here in the **General Configuration**, the status remains Processing for the reporting unit. The total difference in the report is the Net difference and has no effect on the status setting.
- The field Largest Difference Accepted During Reconciliation determines if the reconciliation option of Between Accounts and/or Opening Balances is accepted or not.
- 6. Select the **Set Status for Submission to Ready After Reconciliation** check box if you want the status for submission to be set to Ready when reconciliation has been performed.
- 7. Click Save and open the Reconcile 2 tab.

Define General Configuration - the Reconcile 2 Tab

Reconciliation settings are made on two tabs. On the **Reconcile 1** tab you enter basic data for the account types that the reconciliation will be based on. On this tab you select accounts for profit, earnings, analysis and differences.

For information about the **Reconcile** tab if you run the consolidation model that was default before the 8.1 release, see "Define General Configuration - the Reconcile Tab" on page 108.

About this task

The account definitions are used for copy functions as well as bookings to income accounts for journals and acquisition calculations. For example, the accounts Net Income in the Balance Sheet and Net Income in the Non-Integrated Reserves determine where to post the Net Income from the acquisition calculations in the Balance Sheet and in Non-Integrated Reserves.

The details relating to the currency translation differences are usually built into the account structure. The control table for elimination takes care of how the currency translation difference is handled in the acquisition calculations, for example, the transfer of currency translation difference between restricted equity and retained earnings.

The final currency translation difference is booked according to the following:

- A positive currency translation difference is booked on the currency translation difference account 1.
- A negative currency translation difference is booked on the currency translation difference account 2.

The currency translation difference 1 is usually the account for restricted reserves and currency translation difference 2 is usually the account for unrestricted reserves.

Procedure

1. Enter accounts for main settings.

- **Net Income**: The net income accounts that are used in the Balance sheet and in the Profit and Loss Statement. This information is mandatory. If you are working with an integrated analysis of reserves, the BS account entered here should be a movement account.
- **Retained Earnings BS**: This shows the retained earnings in the balance sheet. This is used, for example, for automatic transfer of the previous year net income in functions such as acquisition calculations and copying of journals. If you are working with an integrated analysis of reserves, this field should not be used.
- **Prev Year Net Income BS**: If an account is defined here, the value from the Net Income PL account for the previous year is transferred to this account. If no account is defined here, the value from the Net Income PL account is added to the Retained Earnings BS account.
- 2. If you have a separate column for net income in the analysis of reserves, you have to select **Use transfer accounts**. Then enter **Accounts for Analysis of Reserves**.
 - **Opening Balance**: Accounts for opening balance are automatically retrieved from the account structure when saving the window if you have selected Use transfer accounts. If you do not use transfer accounts, you must enter an account for opening balance of retained earnings.
 - **Transfer**: Enter accounts for transfer to retained earnings and transfer from net income.
 - **Net Income (Non-integrated)**: The net income account for non-integrated reserves. Do not enter any account here if the reserves are integrated with the income statement and the balance sheet, as the account then is the same in the income statement/balance sheet and the reserves.
- 3. Enter accounts for **Differences**.
 - **Currency Translation Difference Account 1**: The account for currency translation difference 1 for booking the final currency translation difference (the final balance item in currency translation) in the balance sheet when using the current method.
 - **Currency Translation Difference Account 2**: The account for currency translation difference 2 for booking the final currency translation difference (the final balance item in currency translation) in the balance sheet when using the current method.
 - MNM Method Currency Translation Difference: The currency translation difference account for booking the final currency translation difference (the final balance item in currency translation) in the income statement when using the MNM method.
 - Other Difference for Automatic Journals: By entering an account here, you will get other differences, for example rounding or balance differences, booked separately from the currency translation difference. This field is only used by the automatic journals for acquisition calculations.

Define General Configuration - the Server Preferences Tab

Server preferences must be handled with care. It is strongly recommended that you talk to your IBM Cognos consultant before changing or adding the preferences on this tab.

Procedure

1. On the Maintain menu, select Configuration/General. The General Configuration window opens. Select the Server Preferences tab.

- 2. In the **Variable Name** column, enter the parameter and in the **Variable Value** column, enter the parameter value. See below for information about available parameters.
- 3. Click Save.

Results

The information on this tab is not exported when you export general configuration settings from the **Export Structures** menu.

Parameter List

These are the parameters you can use.

C4_EMAIL_SERVER

Use this parameter to define an email server to be used for sending emails from the Command Centers in IBM Cognos Controller.

Value: Email server that supports SMTP.

The supported format is <user>@<server>:<port> where <server> is mandatory, while <user> and <port> are optional.

Examples:

- C4_EMAIL_SERVER=server
- C4_EMAIL_SERVER=1.2.3.4
- C4_EMAIL_SERVER=user.m.name@smtp.server.com
- C4_EMAIL_SERVER=user_name@server:25
- C4_EMAIL_SERVER=server:25

CONTRVER_EXCLUDE

When you publish from IBM Cognos Controller to TM1 by using Cognos Controller Financial Analytics Publisher (FAP), then by default the automatic journals are transferred to an Elimination Company. Except for the automatic journal types 30 (rebooking of subsidiaries change in equity) and 37 (allocations) that always stays on the companies.

When you define the Server Preference with Variable Name ETYPE_EXCLUDE, then the maximum number of characters for the automatics journal types is 50 characters when you define the Variable Value. The server preference CONTRVER_EXCLUDE was introduced to allow the definition of a Contribution Version in Controller to include the automatic journal types to be handled as ETYPE_EXCLUDE where ETYPE_EXCLUDE would require otherwise more than 50 characters.

When you do not define the server preference CONTRVER_EXCLUDE for a Contribution Version, then the automatic journal is moved to the elimination company.

In the Variable Value, enter the Contribution Version. For example, EXCL. Where EXCL is the Contribution Version that contains the automatic journal types to be handled in the same way as ETYPE_EXCLUDE.

Note: The use of this server preference is not the default behavior for FAP and can affect how cross-ownership is displayed.

CONTRVER_EXCLUDE2

When you publish from IBM Cognos Controller to TM1 by using Cognos Controller Financial Analytics Publisher (FAP), then by default the automatic journals are transferred to an Elimination Company. Except for the automatic journal types 30 (rebooking of subsidiaries change in equity) and 37 (allocations) that always stays on the companies.

When you define the Server Preference with Variable Name ETYPE_EXCLUDE2, then the maximum number of characters for the automatics journal types is 50 characters when you define the Variable Value. The server preference CONTRVER_EXCLUDE2 was introduced to allow the definition of a Contribution Version in Controller to include the automatic journal types to be handled as ETYPE_EXCLUDE2 where ETYPE_EXCLUDE2 would require otherwise more than 50 characters.

When you do not define the server preference CONTRVER_EXCLUDE2 for a Contribution Version, then the automatic journal is moved to the elimination company.

In the Variable Value, enter the Contribution Version. For example, EXCL. Where EXCL is the Contribution Version that contains the automatic journal types to be handled in the same way as ETYPE_EXCLUDE2.

Note: The use of this server preference is not the default behavior for FAP and can affect how cross-ownership is displayed.

CONS_BY_LEVELSTART

Use this parameter to indicate which period to start using the consolidation model that is the default after the 8.1 release. If you use this parameter, historical data remains stored with the old consolidation model. To be able to view consolidated values on periods run with the consolidation model that was the default before the 8.1 release, after you migrate to the new consolidation model, use the variable OLKOREP_AC parameter.

DEJOURNAL_SUBMLOCK

Use the DEJOURNAL_SUBMLOCK parameter to prevent users from booking values in company journals on accounts that belong to a locked submission.

When you set the DEJOURNAL_SUBMLOCK parameter to True, the following constraints apply:

- When you create a journal, you can select accounts that are not locked.
- When you change an existing journal, you can select accounts that are not locked.
- When you open a journal that has at least one locked account, then the journal is opened in read-only mode.

During data entry in company journals, the check for locked accounts is done. The check is not done during data entry in group journals.

Value: True or False

ETYPE_EXCLUDE

In Cognos Controller, you can transfer data for different automatic journals on a company level with the Server Preference ETYPE_EXCLUDE. When you publish from IBM Cognos Controller to IBM Cognos Controller Financial Analytics Publisher (FAP), by default the data for the automatic journal types 30 (rebooking of subsidiaries change in equity) and 37 (allocations) moves. The data remains on the company level in the Cognos Controller Financial Analytics Publisher cube. Other automatic journals are transferred to the elimination company in the Cognos Controller Financial Analytics Publisher cube.

If you need to keep automatic journals other than 30 and 37 on the company level when you transfer data to the Cognos Controller FAP cube, then use the server preference ETYPE_EXCLUDE. When you define the server preference ETYPE_EXCLUDE for an automatic journal type, then the data is kept on the company level. The data on groups is moved to the elimination company, which has the same group code as in Controller. When you do not define the server preference ETYPE_EXCLUDE for an automatic journal type, then all data is moved to the elimination company.

Separate the automatic journal types by a comma. For example: ETYPE_EXCLUDE = 30,60,37. Always enter at least the automatic journals 30 and 37.

Note: The use of this server preference is not the default behavior for FAP and can affect how cross-ownership is displayed.

ETYPE_EXCLUDE2

If you need to keep automatic journals other than 30 and 37 on the company level when you transfer data to the Cognos Controller FAP cube, then use the server preference ETYPE_EXCLUDE2. When you define the server preference ETYPE_EXCLUDE2 for an automatic journal type, then the automatic journals that are booked on subsidiaries are kept on the company level. If you use the server preference ETYPE_EXCLUDE2, then the automatic journals that are booked on subgroups in Cognos Controller are always transferred to the Elimination companies according to the level where the elimination happens according to the value of ktypkonc set in the Controller database). When you do not define the server preference ETYPE_EXCLUDE2 for an automatic journal type, then this automatic journal is moved to the elimination company.

Separate the automatic journal types by a comma. For example: ETYPE_EXCLUDE = 30,60,37. Always enter at least the automatic journals 30 and 37.

Note: The use of this server preference is not the default behavior for FAP and can affect how cross-ownership is displayed.

LIMITED_COMP_TREE

Use this parameter to speed up the process of generating a tree view in the **Define Company Structure** window, which is useful if the company structure is very complex that is the window is opened faster with this parameter. Note that you must click **Refresh** to update the structure.

Value: TRUE or FALSE

MOVE_ATYPE_MAIN

When generating movement accounts, the account type of extensions with account type R or S are changed to that of the main account. This means that if the main account type is A, the movement account will be R, regardless of whether the account type is R or S in the movement extension. Main accounts with other account types generate type S in the movement account. If the parameter is not used, the generated movement account will always have account type according to the movement extension for statistical accounts.

Value: Yes or No

MOVE_STEP_BY_STEP

If this parameter is set to TRUE, the movement of capital between free and restricted equity, the Automatic Journal E800, will use a step by step logic when calculating the movement. If the parameter is set to FALSE, the Automatic Journal E800 will use the normal From bottom-calculation.

Value: TRUE or FALSE

OLKOREP_AC

Use this parameter to see consolidated values on periods run with the consolidation model that was the default before the 8.1 release, after you migrate to the new consolidation model. If you use this function, data stored according to the old model for the specified periods will appear correctly in Trial Balance, Journals Across, and the Ledger Report after you migrate to the new model.

Use this parameter to keep existing data on a number of periods, even if you migrated the last period previous year.

Value: 0312-0511, 0601-0608

The parameter includes two intervals.

Example: OLKOREP_AC = 0312-0511, 0601-0608

This means that the period 0512 was run with the new consolidation model, but not the other periods before and after 0512. Note that only Trial Balance, Journals Across, and the Ledger Report use this parameter.

STARTPERIOD

This parameter affects how the acquisition calculation creates OB values when previous period was not run and because of that does not contain any CB values. This period should be the OB period to the period that is first consolidated in the IBM Cognos Controller installation.

Value: For example, if an installation for the first time, at startup, executes 0312, the start period should be 0212.

STARTPERIOD_XX

With this parameter you have a possibility to set a start period, which is needed for getting correct currency translation on OB accounts, for a specific consolidation type. This parameter is especially useful if that consolidation type is created later. All other consolidation types will use the original start period.

Value: XX=LE

Example:

STARTPERIOD=0112

STARTPERIOD_O2=0312

Running 0401, consolidation type O2 will use start period 0312 while all other consolidation types will use start period 0112.

TRACKDATAROWS

Use this parameter to specify which rows should include transformation information when importing external files using track data. Rows not specified will still be imported but they will exclude transformation information. We recommend that TRACKDATAROWS should be limited to a range of 30 000 rows.

Generate Configuration Reports

Here you generate a report of the settings in the general configuration as well as other configuration settings.

The **Group/Local Texts** option generates a report of all defined texts regarding period names and other information labels displayed on the **More Information** tab in the **Define Company Structure** window. When **Group/Local Texts** is selected, the text box **Local Language** is activated and a Local Language must be selected before the report can be processed.

Procedure

- 1. On the **Maintain** menu, click **Configuration**/**Reports**. The **Configuration Reports** window opens.
- 2. Select the report you want to print. You can select one or several reports.
- 3. Click the Preview button to generate the report.

Results

Note: Reports regarding control tables for acquisition calculations or intercompany balances and profits can be printed from the **Automatic Journal Reports** window.

Actualities

All values in IBM Cognos Controller are stored in one or more previously defined actualities.

This is to enable you to work with different values, such as actual, budget and forecast values. IBM Cognos Controller contains a number of predefined actualities but you can also define a large number of actualities yourself, if needed.

Different Types of Actualities

You can divide actualities into three different groups:

- Weekly/daily actuality
- Linked actuality
- Actuality

Weekly/Daily Actuality

You can use the weekly actuality when you report on a weekly or daily basis. Certain preparations are required in the general configuration in order to use this.

For more information, see "Define General Configuration - the General 1 Tab" on page 101.

You cannot calculate the acquisition calculations for weekly actualities. You can use the function **Consolidate with Status**, but the consolidation status will never be set to **Ready** because the acquisition calculations are not calculated. Weekly actualities can also be completely inactivated in the same way as other actualities.

Example 1:

For weekly reporting you enter the period as 0336, which refers to week 36 in 2003. You then enter the actuality, for example, as WA and WB for actual and budget.

Example 2:

You enter the number of periods for daily reporting in the same way as for weekly reporting. However, the actuality is indicated for every day, for example, W1 for Monday, W2 for Tuesday and so on. In daily reporting, Monday of week 36 in 2003 would be entered as 0336 under period and actuality would be shown as W1.

Linked Actuality

A linked actuality is used for currency simulation, which is explained below.

For more information, see "Linked Actualities" on page 119.

Actuality

The third group, which we simply call an actuality, works with accumulated values. The following actualities are defined when the system is supplied:

Actuality	Used for
AC	Actual
BU	Budget
F1	Forecast 1, the first of the year
F2	Forecast 2, the second of the year
F3	Forecast 3, the third of the year
FC	Forecast

Table 27. Actualities and their uses

Table 27. Actualities and their uses (continued)

Actuality	Used for
PL	Forecast PL

Linked Actualities

The purpose of linked actualities is to have the possibility to use entered LC values in different ways, without having to re-enter them. The only preparation required is to define the actuality.

When you, for example, currency convert the target actuality, the LC values (reported values and company journals) are retrieved from the source actuality, but are currency converted with the entered currency rates for the target actuality. As reported values and company journals in local currency are retrieved from the source actuality, you cannot enter new company journals in the local currency for the target actuality. For the target actuality, you can only enter company journals in group currency, or as group journals. Acquisition calculations are created for the target actuality. Nothing is retrieved from the source actuality.

Be aware that you must enter the alternative currency rate in the currency register and then run the currency translation.

For more information, see "Define Actualities" on page 120

When Not to Use Linked Actualities?

You cannot refer a linked actuality to an actuality, which in turn uses a linked actuality. You can only link weekly actualities to weekly actualities and monthly actualities to monthly actualities.

Enter and Update Data

You should not enter or update data in the local currency using the linked actuality, since it means that you have to work with values in the local currency from a different actuality and risk destroying it by mistake. Instead, use the original actuality to change the values in the local currency.

Period Locking

If you want to load values in the local currency, you can open and close periods and submissions, for both the linked actuality and the actuality used by the linked actuality, using the Period Locking function.

Define Submission

If you are defining periods for both these actualities, you must define these in the same way for balance control, form set, journals as journal entries etc.

For more information, see "Define Submissions" on page 128.

Change Status

If you are using the **Consolidate with Status** function, you should be aware that it is only possible to change consolidation status for non-linked actualities.

Example: You are using the linked actuality BA. BA uses AC as actuality for LC. In order to change the consolidation status of a company in local currency, you need to use AC. If you change AC, BA will also change status.

Export Values

When exporting values stored in a linked actuality, you need to be aware that values in this actuality are only stored in the converted currency. When exporting values you have to click the All Currencies option button in order to export the correct values.

For more information, see "Data" on page 238.

Define Actualities

You can use this function to define the actuality with a code and a name, define the type of actuality, if it is a weekly actuality, if it is going to be activated and if it is going to be linked to another actuality.

Procedure

- 1. On the **Maintain** menu, select **Configuration/Define/Actualities**. The **Define Actualities** window opens.
- 2. Click the **New** button to create a new actuality. A new row is added at the end of the list.
- 3. Enter the new actuality code in the Actuality column.
- 4. In the **Name Group** and **Name Local** columns, enter a name of the actuality in the group and local languages.
- 5. In the **Actuality for LC** column, enter the actuality whose period values you want to collect when converting to the current actuality's currency rates. This information is optional and only used for currency simulations.
- 6. Select the Weekly column if the actuality is used for weekly reporting.

Note: No acquisition calculations can be performed for weekly actualities. You can run the consolidation with the status function, but the consolidation status code will not be updated to Ready, since the acquisition calculations cannot be performed.

- 7. Select the Active column if the actuality should be enabled for use.
- 8. Click Save.

Generate Reports on Actualities

Select Maintain/Configuration/Reports/ Actualities.

You can use this function to print reports for all defined actualities, showing the names, if they are used as linked actualities and if they are used for weekly reporting.

Define Group and Local Texts

You can use this function to maintain local names and descriptions for all types of structure codes, for example account names.

Instead of going through one account at a time in the **Define Account Structure** function, a list is displayed with all account codes and their names on the local language and the group language. By selecting the database table and the local language for which you want to update the names, the structure codes and the existing names are displayed in the window. This function is useful when you want to update many code names or texts at the same time. The activation of the **Define Local Languages** function determines the local languages available for update.

For more information, see "Define Local Languages" on page 122.

The names can be changed both for the local language and the group language. The language version displayed in reports and windows depends on the language you selected in **Personal Defaults**.

For more information, see "Define Company Structures - the More Information Tab" on page 61 and "Define Personal Defaults - the Layout (2) Tab" on page 170.

Texts can be updated in the following structure tables:

- xbocont the names of the consolidation types
- xbot the company names
- xbrt the names of the data entry forms
- xdimnamn the names of the main dimensions 1-4
- xidt the names and short names of all periods (months) as well as the headings of the extra information fields presented on the More Information tab in the Define Company Structure window
- xifstyrht the names of the reconciliation reports/journals for intercompany balances
- xkodt the names of the dimension levels
- xkontot the account names
- xkontxt the account descriptions defined per account, in the Define Account Structure window
- xmovemt the movement extension names
- xmovetxt the movement extension descriptions defined per movement extension, in the Define Movement Extensions window
- xrbbook the names of the report books
- xrcrappt the names of the user defined reports

Procedure

- On the Maintain menu, click Configuration/Define/Group/Local Texts. The Define Group/Local Texts window opens.
- 2. In the **Structure Table** text box, enter the name of the database table for the structure you want to update. Click on the **Show Valid Choices** button to see a list of available structure tables.
- **3**. In the **Local Language** text box, enter the language code of the language you want to update descriptions for. The language codes available are determined by which language codes that are active in **Define Local Languages**.
- 4. Click **Open**. The table displays all codes from the selected database table and the names of each code in the group and selected local language. If you select xbot (company), xkontot (accounts), or xmovemt (movement extensions) the short names in group and local language will also be displayed.
- 5. Edit the **Local Language** column to add or change the descriptions/texts. You can also change the **Group Language** column.
- 6. Click Save.

Results

• The settings in the **Personal Defaults** function determine what language the text appears in on reports or in windows.

• If you paste information into the grid (for example if you do changes in Microsoft Excel and want to copy them into the table) you have to select the cells you want to copy text into.

Define Local Languages

Here you define which language to use as group language and the languages available to select as local languages.

You can define which of the languages you want to display in windows and reports in the **Personal Defaults** function. Active languages determine the languages you can choose to update in the function **Define Group/Local Texts**.

You can define:

- The group language
- The languages available to use as local languages

Note: This function is only available in single user mode.

For more information, see "Define Personal Defaults - the Layout (2) Tab" on page 170 and "Define Group and Local Texts" on page 120.

IBM Cognos Controller is delivered with a number of predefined language codes. From these language codes, you can activate the language codes you want available.

For more information about language codes, see "Language Codes" on page 666.

If you deactivate a language, all texts in this language will be deleted.

Procedure

- 1. On the Maintain menu, click Configuration/Define/Local Languages. The Define Local Languages window opens.
- 2. In the **Group Language** text box, enter the language code for the language in which you want to display code names in windows and reports.
- **3**. In the list of language codes, select the **Active** column for those languages you want to make available for use as a local language. The codes are predefined and you cannot add any new codes.
- 4. Click Save.

Results

- This menu can only be accessed in single user mode.
- If you change the group language this will instantly change the group language in the system. Users that log on after the change will automatically get the new group language.
- If you clear the **Active** column for a language, any texts stored in this language will be deleted. If any users used the deleted language as local language their new local language will be the group language the next time they log into the system.

Define Country or Region Codes

Here you enable or disable country or region codes and define new ones. All enabled country or region codes are available when you define companies and the subcontrol table for tax rates. In the company structure you can define a code for each company and this code is then referenced in the subcontrol table for tax rates per country or region. Most standard country or region codes are predefined, but it is possible to add new or to change existing country or region codes in the system.

Procedure

- 1. On the Maintain menu, click Configuration/Define/Country or Region Codes. The Define Country or Region Codes window opens.
- 2. In the table, activate the relevant country or region codes by selecting the **Active** column. The activated country or region codes are now available to all users.
- **3**. To add a new country or region code, click the **New** button and enter a country or region code. Enter the country or region name and select the **Active** column. All new country or region codes will be sorted alphanumerically the next time you open the window.
- 4. Click Save.

Results

- A new country or region will be activated automatically when it is saved the first time.
- The country or region codes activated here are available in the **Define Company Structure** and the HT01, Taxes, subcontrol table.
- IBM Cognos Controller is delivered with approximately 250 standard country or region codes.

Generate Reports on Country or Region Codes

You can use this function to print reports for all defined country or region codes, showing the names in group language and local language and which one of them that is active in the system.

Select Maintain/Configuration/Reports/Country or Region Codes.

Define Currency Codes

Here you define which base currency to use as reference currency and which currency codes should be available for currency translation.

You can define features such as:

- Which currency code should be the base currency code, i.e. the currency that all other currencies relate to.
- Which method should be used for currency translations, multiplication or division.
- The currencies that should be active in the system, for example, open for the registration of currency rates, as well as enabling the currency codes you want to use at the currency translation.
- The number of decimal places you want an amount in the current currency to be stored with. You can define 0, 1, 2 or 3 decimals. The values can either have been entered in or currency converted to that currency. The number of decimals to use when storing amounts on statistical accounts is defined in **Define**

Account Structure. It is only possible to define decimals for statistical accounts that are not main connected. The number of decimals shown in standard reports is defined in **Personal Defaults**.

Before you begin

The currency that you want to use as the base currency must be inactive.

You determine the base currency when you implement IBM Cognos Controller. Should you for any reason need to change the base currency later, you must be aware of the fact that currency relationships set up using an earlier base currency cannot be converted to a new base currency.

If the currency code that you are looking for is not there, you must define it. When you install IBM Cognos Controller, there are already a number of pre-defined currency codes. You can add other currency codes to the list. IBM Cognos Controller uses the abbreviations used by banks for predefined currency codes.

Procedure

- On the Maintain menu, click Configuration/Define/Currency Codes. The Define Currency Codes window opens.
- 2. In the **Base Currency** text box, enter the currency code you want to use as base for all currency entries.
- **3**. Select the relevant number of decimals to store entered or currency converted amounts with:
 - 0
 - 1
 - 2
 - 3
- 4. Select the relevant method to use for each currency rate during currency translation of local currencies:
 - Multiply
 - Divide
- 5. Select the appropriate check boxes for the currency codes to use. The selected currency codes will be possible to use for data entry as well as for currency translation.
- 6. To add another currency code, click the **Insert** button. A new row is added at the bottom of the list.
- 7. Enter the new currency code in the Currency Code column.
- 8. To enable the currency code for data entry as well as the currency code for use at currency translation, activate the currency code by selecting the **Active** check box.
- **9**. In the **Unit** column, enter the amount by which to quote the currency rate. If the currency rate is 0,015 with unit 1, you can use unit 100 and enter the rate as 1,5.
- **10**. In the **No of Decimals** column, enter the number of decimals to store values in that currency in. You can define 0, 1, 2 or 3 decimals.
- 11. Click Save.

Results

- Once the installation of IBM Cognos Controller is completed, you should not change the base currency, since this affects all currency rates entered in the currency register. Should you for any reason need to change the base currency later, you must be aware that currency relationships set up using an earlier base currency cannot be converted to a new base currency. Steps 2 -4 above are normally only performed when the system is installed.
- You cannot enter a base currency that is active in the list of currency codes.
- To export currency codes, use the Export Structure function.

Define Automatic Journal Types

Here you define the automatic journal types, which are used as database identities for the automatically generated journals. Just as with journal types, you can define your own automatic journal types, although in order to use these they must be used in user-defined automatic journals, as a booking to an automatic journal type can only be made via automatically generated transactions. All transactions where the automatic journal type code is not equal to blank (i.e. reported values), are generated by the system. The system contains a predefined automatic journal type, Base Value (blank), and this automatic journal type is connected to the contribution version BASE (base values).

Procedure

- 1. On the Maintain menu, click Configuration/Define/Contribution Versions/Automatic Journal Types. The Define Contribution Versions/Automatic Journal Types window opens.
- 2. On the **Automatic Journal Types** tab, click the **Add New Row** button on the right-hand side toolbar to add a new row at the bottom of the list.

The automatic journal type blank and the numbers 1-99 cannot be used as they are pre-defined to represent system generated transactions for group eliminations. The code should consist of two alphanumeric characters. At least one of the characters have to be one of the letters a-z.

- **3**. In the **Code** column, add the new code. The code should consist of two alphanumeric characters. At least one of the characters have to be one of the letters a-z.
- 4. In the **Name Group** and **Name Local** columns, enter a description of the automatic journal type in both the group and local languages.
- **5.** Click **Save**. To add the automatic journal type to a contribution version, open the tab **Contribution Version**.

Results

Note: When working in this window, you should not create a Contribution Version and an Automatic Journal Type with the same code.

Define Contribution Versions

Here you create contribution versions, which act as a summary of automatic journal types. Contribution versions are used in reports to display a preferred selection of automatic journal types. The default contribution version is called BASE, which contains all base transactions, i.e. no automatically generated transactions. When working in this window, you should not create a contribution version and an automatic journal type with the same code.

Procedure

- On the Maintain menu, click Configuration/Define/Contribution Versions/Automatic Journal Types. The Define Contribution Versions/Automatic Journal Types window opens.
- 2. On the **Contribution Versions** tab, click the **New** button to create a new contribution version. All fields are cleared for entry.
- **3**. Enter the four character code of the contribution version and a description in both group and local languages.
- 4. In the **Available Automatic Journal Types** list box, select the automatic journal types you want to include in the contribution version and click the right arrow button. The selected automatic journal types are moved to the **Selected Automatic Journals Types** list box.
- 5. Click **Save**. To create a new automatic journal type, open the **Automatic Journal Types** tab.

Define Journal Types

You can use this function to create journal types for company journals.

The system contains a predefined journal type, reported value (blank), and this journal type with the code blank is connected to a closing version (repo = reported values). In this journal type values are entered on the **Data Entry - Reported Values** menu. In order to create company journals at least one additional journal type must be defined in the system. Each company journal is stored in a journal type.

All journal types are usually included in the calculation basis for automatic journals. Selecting **Not First Level** for a journal type means that it will be excluded from the calculation basis of the automatic journals on the first level, but will be included on the next levels. There are several reasons for wanting to exclude a journal type from an acquisition calculation: There might be a need for adjustments of reported values, so that you do not want the journal to be basis for minority on the lowest level. Or, you might be entering data for a gradual acquisition of a company during the year.

Note that this does not work for intercompany accounts (the elimination will occur at first level even if the intercompany account is booked in a not first level journal type).

The **OB Copy Rule** determines how the journal will be copied over the year-end. If the journal type should remain the same for the next year, then the same journal type is entered. If nothing is entered then the journal type will be added to reported values the next year.

There are situations when a journal type has to be copied to another, for example, if one journal type is used for opening balances and another for changes during the year. In that case, the journal type for changes during the year is copied to the journal type for opening balances and the designation for these is entered.

Procedure

- 1. On the Maintain menu, click Configuration/Define/Closing Versions/Journal Types. The Define Closing Versions/Journal Types window opens.
- 2. On the **Journal Types** tab, click the **Add new row** button on the right-hand side toolbar. A new row is added to the list.
- 3. In the code column, enter a code for the new journal type.
- 4. In the **name group** and **name local** columns, enter the full name of the journal type in both languages.
- 5. If you want to exclude the journal type from the acquisition calculation on the first level, select the check box not first level.
- 6. In the **OB copy rule** column, enter the journal type to which the present journal type should be copied next year. Leave the cell blank if the journal type should be transferred and added to reported values next year.
- 7. Click save. To create a new closing version, open the closing versions tab.

Results

- It is not possible to delete old journal types, as long as there are historical journals linked to this journal type.
- You cannot select the check box not first level for reported values.
- When working in this window, you should not create a closing version and a journal type with the same code.

Define Closing Versions

Closing versions have to be defined before you can process and report company journals.

One or more journal types are connected to the new closing version. You can use the closing version to produce reports showing values for the company, based on the company journals you have created. A closing version contains the period's reported values, plus one or more journal types. It can also contain one or more journal types, without being combined with reported values. Here you define which journal types to include in different closing versions. The REPO closing version is predefined and must always exist in the system. REPO contains the company's reported values in advance of any company journals. If you do not create any company journals, this is the closing version that is used.

The total for a closing version, that is, the sum of the various journal types included is not saved in the databases under the closing version's name, but is calculated each time it is requested.

The REPO closing version is pre-defined and must always exist in the system. REPO contains the company's reported values before the effect of any company journals. If you do not create any company journals, this is the closing version that is used.

Procedure

- 1. On the Maintain menu, click Configuration/Define Closing Versions/Journal Types. The Define Closing Versions/Journal Types window opens.
- 2. On the **Closing Version** tab, click the **New** button to create a new closing version. All fields are cleared for entry.

- **3**. In the code text box, enter a code for the closing version and then enter a description of the closing version in both languages in the name group and name local description boxes.
- 4. In the **Available Journal Types** list box, select the journal types you want to add to the closing version and click the right arrow button. The selected items are moved to the **Selected Journal Types** list box.
- 5. Click Save. To create a new journal type, open the journal types tab.

Results

- The total for a closing version, i.e. the sum of the various journal types included, is not saved in the databases under the closing version's name, but is calculated each time it is requested.
- All available closing version are displayed in the code list box. The user rights determine which closing versions you have access to.
- When working in this window, you should not create a closing version and a journal type with the same code.

Tip: Click the double-arrow button to move all items from the list of available items to the list of selected items.

Verify Closing Version Structures

With this function you can trace if the closing version structures have been set up incorrectly or contain invalid combinations.

Procedure

- 1. Select Maintain/Special Utilities/Verify Structures.
- 2. Select the **Check Closing Version Structure** report. If the validation results in faults, the report will present error messages stating what kind of problem that has been encountered.

Generate Reports on Closing Versions and Journal Types

You can use this function to print reports for all defined closing versions and the journal types they consist of, showing the codes and the OB copy rules.

Select Maintain/Configuration/Reports and select Closing Versions/Journal Types.

Define Submissions

Here you define which periods and actualities are used. You also define how many and which submissions the reporting sites should use when reporting the period values.

A period can be divided into several submissions. You can create submissions for any combination of period and actuality. For each submission, you can state which form set that should be used for reporting values when each submission is made.

During one period and actuality you can give the unit submitting the report the opportunity to submit various form sets on up to ten different occasions, so-called submissions. You must, however, always enter at least one submission for each combination of period and actuality.
The **General Configuration** function contains a setting relating to submissions. This setting defines whether you want to work with one or more submissions.

For each submission you can define:

- Which actuality for opening balances should be used for all submissions within the same actuality and period.
- Which form set should be used. If the column is left blank, this means that all forms are used for the period. If you want to use many submissions, different form sets have to be entered for each submission.

Note: One single form cannot belong to different form sets within the same period and actuality.

For more information, see "Form Structures" on page 80.

- On which date and time reporting for the current submission must be completed. This field is only used for information and can be left blank.
- If you want to activate/deactivate balance control between accounts of type A, L, E, I and C and opening balances within the forms included in the current form set.

Example: If a submission only contains the income accounts there is no balance control. Note that if the balance control has been activated for a previous submission, it cannot be deactivated for a later submission. The reverse, however, does work. That is, a previous submission can have the balance control deactivated, while it is activated for the later submission.

• Whether company journals are registered in columns. Company journals are otherwise entered as standard journal entries.

Note: This option applies to all submissions within one period and actuality.

• Which password that has to be entered to unlock a locked form set in the locking companies function. It is, however, possible to have different passwords for different submissions in the same period.

For more information, see "Change Period Locking by Company" on page 133

If a submission is locked, all accounts belonging to forms within that submission will be locked. If the account appears in a form included in a subsequent submission, this account will be locked for updating.

If you want to use a preliminary sales report in the first submission, you must use two different sets of accounts in two different forms.

You can select what you want to see using the filter, and select the **From Period** and **To Period**.

- 1. On the **Maintain** menu, click **Submission**/**Define**. The **Define Submission** window opens.
- 2. If you want to limit the amount of submissions shown in the table, select the **Use Filter** check box and enter the period for the submissions you want to work with. Click the **Refresh Filter** button to update the table.
- **3.** To add a new submission in an existing period and actuality, place the cursor on the relevant period and actuality row and click the **Add row** button. A new row is added and it contains a new submission for the same period and actuality. Note that if you use multiple submissions in a period, each submission has to have a different form set.

4. To add a new period and actuality, place the cursor on the last row open for input and change the default values. If you want to create new periods for the remainder of a year, place the cursor on the row from which you want to create new periods/actualities and click the **Expand** button. New periods are created from the current period until the end of that year. One submission is automatically created for each new period. For example, if you place the cursor on the period/actuality 0105 and click the Expand button, periods for 0106-0112 will be created.

You can define up to ten submissions for the same period/actuality.

5. In the **Form Set** column, enter the form set to be used in the current submission.

Note: A form cannot be included in different form sets for the same period and actuality.

- 6. In the **Date** column, enter the date when the submission should be ready. This date is only used as information, it does not trigger an action.
- 7. In the **Time** column, enter the time when the submission should be ready. This date is only used as information, it does not trigger an action.
- 8. In the **OB Actuality** column, enter the actuality to be used as opening balance actuality. It must be the same for all submissions within the same period/actuality.
- **9**. Select the **Ignore Balance** column to allow data input where the values must not balance within or between forms. This option disables the debit/credit reconciliation for all A, C, E, I and L accounts during reconciliation between accounts and of opening balances, which may be useful if a form set only contains an Income statement and detail accounts.
- 10. Select the **Comp Journals in Columns** column to enter company journals in columns instead of as detailed journals for the specific period and actuality. The selection must be the same for all submissions within a period/actuality.
- 11. In the **Password** column, enter the password that users must supply to unlock a form set, which is performed in the **Change Period Locking by Company** function. This column is only available if you are using period locking by company.

Results

- To be able to work with several submissions in one period you need to select the **Multiple Submissions** option button in the general configuration, **General 1** tab.
- If you use the **Ignore Balance** function all submissions are included when running reconciliation on the last submission. If you set **Ignore Balance** on the last submission for a given period, then all previous submission for that given period will be set to **Ignore Balance** as well.

If you set **Ignore Balance** on the first submission for a given period, and have only Balance Control on the last submission, then a control will be performed on all accounts included in all submissions for the given period to confirm it balance when running the last submission.

Generate Submission Reports

Here you generate a report of submissions and their settings.

The submission reports can be used to print a report relating to submissions defined for an individual period, range of periods or all submissions that exist in the IBM Cognos Controller database.

Procedure

- 1. On the **Maintain** menu, click **Submission/Reports**. The **Submission Report** window opens.
- 2. Select the **Use Filter** check box if you want to define for which period interval the submission report should be run.
- 3. If you selected the check box Use Filter, enter the From Period and To Period.
- 4. Click the **Preview** button to generate the report.

Results

If Use Filter is not selected a report for all submissions is run.

Defining tasks

You can define tasks in IBM Cognos Controller.

You can see the tasks (forms) for a selected submission and assign tasks to user roles. You can also add a name for the task definition (submission). For more information, see "Defining user roles" on page 174.

A task is the same as a form. A task definition contains the relation between a Task and a User role. For more information see "The Command Center" on page 223.

About this task

You can either create a new task definition by assigning a user role to a task or edit an existing task definition.

Procedure

- 1. Click Maintain > Submission > Tasks Define.
- **2**. Load the submissions for the selected actuality and period by clicking the load button.
- 3. Select the submission you want to work with.
- 4. In the Name Group language field specify a group name. This is optional. Enter a space if you do not want to specify a group name.
- 5. In the Name local language field specify a local name. This is optional. Enter a space if you do not want to specify a local name.
- 6. In the **User role** column select a cell and then click the ellipsis icon **user** to add a user role to the task. Repeat this step for each task.
- 7. Click Save and repeat from step 3 for another submission.

Results

The task definition has been added.

Copying tasks

You can copy a task definition. The tasks assigned to a user role and the submission name, for the selected submissions between periods and actualities, are copied. The requirement to be able to copy is a match between submission and the form set defined for the selected submission in the **Copy From** and **Copy To** sections.

Lock Periods

Here you can lock one or more periods.

Period locking means closing periods/submissions or individual companies to prevent processing of periods or companies that are already completed. Even if a period/submission or company is closed, you can view values for that period in the data entry window and in various reports. Initially, all periods and existing forms are open.

You can lock periods using two different options, one option locks the period for data entry only, and the other option locks the period entirely. When the period is locked for data entry it is still open for consolidation and group journals.

The **General Configuration** function contains two settings relating to period locking. The first one defines whether you can lock individual companies. If you choose to lock individual companies, you must also define to which closing version this will apply, since it enables journals to be created for locked companies and other closing versions.

The second setting defines whether you want to allow import of data for locked periods.

Procedure

- 1. On the **Maintain** menu, click **Period Locking/Change Multi Period Locking**. The **Change Multi Period Locking** window opens. To add a new period and actuality or a new submission you use the **Define Submission** function.
- 2. Select the **Use Filter** check box and enter the actuality and period range you want to view. This information is optional, and limits the number of periods shown in the table. Click the **Open** button to fill the table with data.
- 3. Select the **Unlock All Periods** check box to unlock all period settings made on a company on the menu for processing, regardless of the specific period definitions. All definitions remain in the window, but are overridden as long as this option is selected. If the submissions are defined, they are opened. If no submissions are defined, the period will contain a submission that contains all forms. If all periods are open this means that individual company locks have also been temporarily suspended. The check box overrules any setting made on a company on **Change Period Locking by Company**.
- 4. To lock all consolidation types and closing versions for an entire period/actuality and submission, select the Lock (Total) column. To unlock an entire period/actuality, clear the Lock (Total) and the Lock (Data Entry) column. To lock a period/actuality for data entry only, select the Lock (Data Entry) column. To unlock a period/actuality for data entry, clear the Lock (Data Entry).

If you want to lock individual companies for a specific period, the whole period must be unlocked. You then lock the relevant companies using the **Change - Period Locking by Company** function.

If a period is closed, you can view values for the period in the **Data Entry** - **Reported Values** window and in various reports.

5. Click Save.

Results

For any periods where you want to set period locking on company level, the period must be unlocked.

Change Period Locking by Company

You can lock specific companies or all companies at once to prevent the processing of submissions that were already completed. You can also define which submissions are locked for each company for a specific period and actuality.

If you enable password protection, you must enter the password to unlock a company, which is defined in the **Define Submission** function. To unlock all companies at once, you click **Lock/Unlock all companies** and type the passwords for all companies in the pop-up.

You can select what you want to see using the filter, and select the period, actuality, submission (if applicable), company, consolidation type, and group, including subgroups. If you leave the submission field blank, all the defined submissions for that selection are shown.

For more information, see "Define Submissions" on page 128.

Before you begin

To be able to lock specific companies, the whole period must be open using the **Period Locking** function.

Procedure

- 1. On the Maintain menu, click Period Locking/Change Period Locking by Company.
- **2**. Select the actuality, period, and submission for which you want to lock/unlock companies.

If you leave the **Submission** box blank, and you work with multiple submissions, all submissions appear.

- **3.** If you want to lock specific companies, select the **Use Filter** check box and select the company or group, including subgroups that you want to view.
- 4. Click the **Open** button to view all submissions, form sets, and submission dates for each company or the specific companies defined in the previous step.
- 5. Click the **Insert** button to open a company list box, and select the companies that you want to lock, or select the **Lock/Unlock all companies** check box to lock all companies at once, and click **OK**.

The selected companies are added to the list of locked companies.

- If you want to unlock a company and submission, click the Lock column, and provide the password if requested. The password is set in Define Submission.
 Tip: To unlock all companies at once, select the Lock/Unlock all companies check box.
- 7. Click OK.
- 8. Click Save.

Results

• In order to lock specific companies, the current period must be open in the **Change Multi Period Locking** window.

• In order to lock periods on company level, the check box Use Period Locking on Company Level must be selected and a closing version defined in the general configuration, General 1 tab.

Generate Period Locking Reports

You can print different reports that relate to **Period Locking**. The two methods of **Period Locking** are **Period Locking by Company** and **Multi Period Locking**.

With **Period Locking by Company** you can lock or unlock individual companies for specified periods and actualities in the IBM Cognos Controller database.

With **Multi Period Locking** all companies can be locked or unlocked for specified periods and actualities in the IBM Cognos Controller database.

The **Period Locking** reports can be used to print the following types of reports relating to the **Period Locking** options that exist in the IBM Cognos Controller database.

Period Locking by Company - Generates a report showing the lock status of all companies for the period(s) and actualities displaying the submission, form set and date the submission was set to be ready. The **Use Filter** check box allows the report to be run for a specific period and actuality, or a specific group, including subgroups.

Multi Period Locking - Generates a report showing the lock status for the period(s) and actualities displaying the submission, form set and date the submission was set to be ready. The **Use Filter** check box allows the report to be generated for a specific period and actuality.

- 1. On the **Maintain** menu, click **Period Locking/Reports**. The **Period Locking Reports** window opens.
- 2. Select the relevant report options:
 - Period Locking by Company
 - Multi Period Locking
- 3. Select the Use Filter check box if you want to select the reports to be printed.
- 4. Enter the actuality, period range, consolidation type and group or company for which you want to print the report.
- 5. Click the **Preview** button to generate the report.

Chapter 5. User Rights

With this function you can define various types of access rights at user level.

Users are connected to user groups, which in turn are connected to the defined security groups that define which menus, companies, extended dimensions, closing versions, forms, reports, import specifications, lookup tables, approval of journals are available to the relevant users.

Users, user rights and security groups are related to each other in the following way:

- First you define security groups. These groups can be used to define what users and user groups will have access to. A security group can include, for example, Controller menus, companies, closing versions or forms. For more information, see "Create Security Groups."
- Then you define user groups and users. All users must have a user ID and be connected to a user group. You usually start with defining the user groups. For both users and user groups, you can limit the access to, for example, Controller menus, companies, closing versions or forms by connecting the user or user group to a defined security group.

For more information about user groups, see "Create User Groups" on page 143. For more information about users, see "Create Users" on page 144.

Create Security Groups

Security groups must be defined before you define rights for specific users or user groups.

The purpose of security groups is to collect the menus, companies, forms and so on, that a certain user or user group should have access to. Security groups can be defined for the following areas:

- Menus
- Companies
- Extended Dimensions
- Closing Versions
- Forms
- Reports
- Approval of Journals
- Import Specifications
- Lookup Tables

Access Levels

Access levels are applied to all security group types except for security groups for menus. There are two access levels:

• **Read-Only** access - the users in the security group only have access to view details and values, not to change them. Items that are read-only are displayed with the code R in the **Selected** list box.

• **Read** / Write access - the users in the security group can change details and values. Items that a user has read/write access to are displayed with the code W in the **Selected** list box.

Example:

The INPUT security group contains a selection of menu options with read and write access to the menu options for data entry of values, reconciliation and the export/import of values.

Note: When a user creates a new company, extended dimension, closing version, form or report, it will automatically be added to the security group the user belongs to.

Create Security Groups for Menus

Security groups for menus are used to define access levels to different parts of the system. You can connect all or selected menu options to a security group.

Procedure

- 1. On the **Maintain** menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the **Menus** tab, click **New** to create a new security group for menus. All fields are cleared for entry.
- 3. In the **Code** text box, enter the new security group code.
- 4. In the **Name Group** and **Name Local** text boxes, enter a name or description of the security group in both local and group languages.
- 5. In the **Available Menus** list box, select the menu or menus you want to include in the security group and define access rights for. Select the relevant access level option button. If you define access rights for a main menu or a sub menu, all underlying menus are automatically defined with the same access level, but these can then be changed separately to a more restricted access level.
 - **Normal** the user has full access to the menu, and read and write access to the contents of the window. The menu name is displayed in black in this window.
 - Not available the menu is removed from the user's system. The menu name is displayed in red in this window.
 - **Read-Only** the menu is available, but the user only has read access to the contents of the window. The menu name is displayed in blue in this window.
- 6. Click Save.

Results

Note: If you restrict the menu access rights to any of the structures, for example, Account Structures, Extended Dimension Structures or Form Structures, remember to also restrict access to the corresponding Change Table menu.

Create Security Groups for Companies

You can use this tab to create new and maintain existing security groups for companies. You can then limit the access rights for individual companies or for a whole group.

For information about defining access levels, see "Create Security Groups" on page 135.

When you work with access rights with security groups for companies:

- If you define access rights for a group, the companies within the group will automatically receive the same access rights as the group for the selected consolidation type.
- If you want to change access rights for an individual company within the selected group, you must remove the company and add it again with the correct access rights.
- If all companies within a group have different access rights, you must define the rights for one company at a time.
- To select a single group company, without including subsidiaries, select the All **Companies** check box.

A company that is a member of several groups within different consolidation types can have different access levels within each group. If a user has access to this company, the lowest access level for that company applies. The level of access rights defined for a single company is always valid, regardless of which group it belongs to.

If a user only should have access to only one company, there must be a security group for that particular company. There are two methods of doing this:

- Create a security group and include the current company in the group. More companies can then be added to this security group, if required.
- When defining the user's access rights, on the **Limitations** tab, define the single company the user should have access to. A security group with this company is then created automatically. This security group is locked for changes and no other companies can be added at a later date.

- 1. On the Maintain menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the **Companies** tab, click the **New** button to create a new security group. All fields are cleared for entry.
- 3. In the **Code** text box, enter the code of the new security group.
- 4. In the **Name Group** and **Name Local** text boxes, enter the full name of the security group in the local and group languages.
- 5. In the **Consolidation Type** text box, enter the consolidation type from which you want to select companies to be included in the security group.
- 6. Select the **All Companies** check box to display all companies, regardless of which group they belong to.
- 7. In the **Available** list box, select the company or companies you want to include in the security group.
- 8. Click the mover buttons to move the selected company or companies to the **Selected** list box. In the **Selected** list box all selected companies are displayed in the structure they belong to. When you move a group, all subsidiaries are automatically included. If you want to define different access rights to single companies within the same group, you need to add these companies separately. If all companies within a group have different access rights, you must define the rights for one company at a time.
- 9. Select Access Rights.
- 10. Click Save.

Results

Note: If a user creates a new company, the company will automatically be added to the security group the user belongs to.

Create Security Groups for Extended Dimensions

You can use this tab to create new and maintain existing security groups for extended dimensions. You connect dimension codes or dimension levels to a security group. You can then limit the access rights for the selected dimension elements.

For information about defining access levels, see "Create Security Groups" on page 135.

When you work with access rights with a dimension level:

- If you assign certain access rights to a dimension level, the underlying dimension levels will automatically be given the same access rights.
- If you have included a dimension level in the security group, you cannot exclude an underlying dimension level from the same security group.

Procedure

- 1. On the **Maintain** menu, click **Rights**/ **Security Groups**. The **Security Groups** window opens.
- 2. On the **Extended Dimensions** tab, in the **Create New** drop-down list box, select extended dimension structure.
- **3**. Click the **New** button to create a new security group for the selected extended dimension structure.
- 4. In the Code text box, enter the code for the new security group.
- 5. In the **Name Group** and **Name Local** text boxes, enter the name for the security group in the local and group languages.
- 6. In the **Available** list box, select the extended dimension codes or the extended dimension level you want to include in the security group.
- 7. Click the mover buttons to move the selected extended dimension codes or extended dimension group to the **Selected** list box. In the **Selected** list box, all selected extended dimension codes are displayed in the structure they belong to. When you move an extended dimension level, all extended dimension codes below that level are automatically included. If you want to define different access rights for single extended dimension codes within the same extended dimension level, you need to add these extended dimension codes separately. If you have included an extended dimension level in the security group, you cannot exclude an underlying extended dimension level from the security group.
- 8. Select Access Rights.
- 9. Click Save.

Results

If a user creates a new extended dimension code, it will automatically be added to the extended dimension security group the user belongs to.

Create Security Groups for Closing Versions

You can use this tab to create new and maintain existing security groups for closing versions. Several closing versions can be connected to a security group.

For information about defining access levels, see "Create Security Groups" on page 135.

With write access to a closing version, the user is able to change values on the journal types included in that closing version.

Procedure

- 1. On the **Maintain** menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the **Closing Versions** tab, click the **New** button to create a new closing version security group.
- 3. In the Code text box, enter the code of the new security group.
- 4. In the **Name Group** and **Name Local** text boxes, enter the name of the group in the local and group languages.
- 5. In the **Available** list box, select the closing versions you want to include in the security group and click the mover buttons to move the selected closing versions to the **Selected** list box.
- 6. Click Save.

Results

If you create a new closing version, the closing version will automatically be added to the security group the user belongs to.

Create Security Groups for Forms

You can use this tab to create new and maintain existing security groups for forms. You can limit access rights for individual forms.

For information about defining access levels, see "Create Security Groups" on page 135.

- 1. On the **Maintain** menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the **Forms** tab, click the **New** button to create a new security group.
- 3. In the **Code** text box, enter the code of the new security group.
- 4. In the **Name Group** and **Name Local** text boxes, enter the name of the security group in the local and group languages.
- 5. In the **Available** list box, select the forms you want to include in the security group.
- 6. Click the mover buttons to move the selected forms to the Selected list box.
- 7. Select Access Rights.
- 8. Click Save.

Results

If a user creates a new form, the form will automatically be added to the security group the user belongs to.

Create Security Groups for Reports

Security groups for reports differ from the other security groups in the way that a report, under certain conditions, can be added to a security group by the users themselves. Normally users should not have the possibility to make changes to the other security groups in any way.

This means that a user, if he has a security group for reports set directly on his user level, adds a report to this security group when he creates a report. This also means that if a user has a security group for reports set on the user group to which he belongs he will not be able to add a report to this security group. See examples below.

Forms, companies, and so on, are often created and added to a security group by an administrator.

The picture below shows an example of how to set up security groups for reports. SGR = Security Group for Reports (Contains limitations for user to use e.g. report RR and BR)



Figure 2. Example of security groups set up for reports

- A user can only add a report to a SGR (Security Group for Reports) if the SGR is set directly on the user. Example: User 1 to User 4 above can create a report that will also be added to the SGR that is set to the respective user. Note that if user 1 creates a report this report will be visible to the entire Team 2.
- If only the user that has created a report should be able to use the report then set up a SGR for each user and do not set up any SGR for the user groups above. Example: When User 2 and User 3 above creates reports, these reports will be added to their respective SGR and can not be read by anyone else.
- If a SGR is set to a user group this implies that when a user in this group creates a report, the user cannot see the report himself (if not the same SGR is set to the user). In other words the user is not supposed to make additions to a SGR. An administrator can put the report in the SGR set to the user group. Example: If

User 5 or User 6 above creates a report, they will not have access to that report. Note that User 4 can add a report to SGR 1.

For information about defining access levels, see "Create Security Groups" on page 135.

Procedure

- 1. On the Maintain menu, click Rights/Security Groups. The Security Groups window opens.
- 2. On the **Reports** tab, click the **New** button.
- 3. In the **Code** text box, enter the code of the new report security group.
- 4. In the **Name Group** and **Name Local** text boxes, enter the name of the security group in the local and group languages.
- 5. In the **Available** list box, select the report or reports you want to include in the security group.
- 6. Click the mover buttons to move the selected report or reports to the **Selected** list box.
- 7. Select Access Rights.
- 8. Click Save.

Results

- The access rights defined here affect all user defined reports.
- If a user creates a new report, the report will automatically be added to the security group the user belongs to.

Create Security Groups for Approval of Journals

You can create new and maintain existing security groups for approval of journals. You can select a company or a group that a user has approval rights for and save it as a security group. This security group can then be connected to a user or a group.

To use this function, you select **Use Approval of Journals** in **Maintain**/ **Configuration** window, **General 3** tab.

For information about defining access levels, see "Create Security Groups" on page 135.

- 1. On the **Maintain** menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the **Approval of Journals** tab, click the **New** button to create a new group. All fields are cleared for entry.
- 3. In the **Code** text box, enter the code for the new group.
- 4. In the **Name Group** and **Name Local** boxes, enter the name of the security group in the local and group languages.
- 5. In the **Consolidation Type** text box, select the consolidation type from which you want to select companies to be included in the security group.
- 6. Select the **All Companies** check box to display all companies, regardless of which group they belong to, on the same level in the **Available** list box. Adjustment companies are included in the list.

- 7. Click the mover buttons to move the selected companies to the **Selected** list box.
- 8. Click Save.

Create Security Groups for Import Specifications

You can create new and maintain existing security groups for import specifications. You can limit access rights for individual import specifications.

For information about defining access levels, see "Create Security Groups" on page 135.

Procedure

- 1. On the **Maintain** menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the Import Specification tab, click New.
- 3. In the **Code** box, enter the code of the new security group.
- 4. In the **Name Group** and **Name Local** boxes, enter the name of the group in the local and group languages.
- 5. In the **Available** list, select the import specifications that you want to include in the import specification group, and move them to the **Selected** list.
- 6. Select Access Rights.
- 7. Click Save.

Results

If a user creates a new import specification, the import specification is automatically added to the import specification group that the user belongs to.

Create Security Groups for Lookup Tables

You can create new and maintain existing security groups for lookup tables. You can limit access rights for specific lookup tables.

For information about defining access levels, see "Create Security Groups" on page 135.

- 1. On the **Maintain** menu, click **Rights/Security Groups**. The **Security Groups** window opens.
- 2. On the Lookup Tables tab, click New.
- 3. In the **Code** box, enter the code of the new security group.
- 4. In the **Name Group** and **Name Local** boxes, enter the name of the group in the local and group languages.
- 5. In the **Available** list, select the lookup tables that you want to include in the lookup table group, and move them to the **Selected** list.
- 6. Select Access Rights.
- 7. Click Save and then Close.

Create User Groups

All users must be connected to a user group, so in order to create users, you must first define user groups. On the **Settings** tab, you specify the basics for the user group, and on the **Limitations** tab, you connect the user group to security groups.

IBM Cognos Controller is supplied with the user group MAIN, which contains the user ADM.

Create User Groups - the Settings Tab

Here you define user groups, which are linked to security groups. Then each user is included in the relevant user group.

By clearing the **Security System Enabled** check box you can temporarily disable all restrictions, without needing to redefine the restrictions when you enable the security system again.

Procedure

- 1. On the Maintain menu, click Rights/Users. The Users window opens.
- 2. Select **User Group** from the **Create New** drop-down list box, or select an existing user group in the tree structure and click the **New** button.
- **3**. On the **Settings** tab, enter the user group code and the group name in both the local and group languages.
- 4. Select the parent group to which the new user group belongs, if you want to create a hierachy of user groups.
- 5. Define the **Password Settings**. If **Expires After** is left blank, the password will never expire.
- 6. Define User ID Length.
- 7. Select the relevant data processing options:
 - **Reconcile Before Export** to force the users to reconcile their period values before exporting them.
 - **No Export of Incorrect Data** to prevent users from exporting data containing reconciliation errors.
 - Force Status to force users to run consolidation with the status function.
 - Lock Data at Export to lock the exported period for further changes when the data has been exported.
- 8. Click Save and open the Limitations tab.

Note: An administrator can change his own rights.

Create User Groups - the Limitations Tab

You can use this tab to define the overall access rights of the user group by means of connecting various security groups to the user group.

- 1. On the Maintain menu, click Rights/Users. The Users window opens.
- 2. Select **User Groups** from the **Create New** drop-down list box, or select the user group in the tree structure. Open the **Limitations** tab.
- **3**. Select the relevant security groups. For more information about the different types of security groups, see "Create Security Groups" on page 135.

- If you need to view or create a new security group, click the View button on the Limitations tab. For more information about creating security groups, see "Create Security Groups" on page 135.
- 5. Click Save.

Create Users

All users have a user ID and are connected to a user group. The user group has a general level of access rights, but you can then change access rights options for each individual user within the user group. IBM Cognos Controller is supplied with the user group MAIN, which contains the user ADM.

On the **Settings** tab, you specify the basics for the user group, and on the **Limitations** tab, you connect the user group to security groups.

- The main administrator, always with the code ADM, is created automatically when the system is set up. The ADM has unlimited rights to the system, and these rights cannot be changed. The ADM cannot be moved to another group or be deleted.
- The user can only have the same access rights as, or lower access rights than the user group the user is included in.
- A user group administrator can not change rights on a higher level in the hierarchy of his own user group. For his own group, he can change rights for users, but not for the user group.

Create Users - the Settings Tab

On this tab, you define the basics for the user, such as user name and password, and connect the user to a user group.

By clearing the **Security System Enabled** check box you can temporarily disable all restrictions, without needing to redefine the restrictions when you enable the security system again.

Procedure

- 1. On the Maintain menu, click Rights/Users. The Users window opens.
- 2. Select **User** from the **Create New** drop-down list box, or select an existing user in the tree structure and click the **New** button.
- **3**. On the **Settings** tab, enter the user information and password for the new user. The number of allowed characters for password and **User Id** is defined in the user group settings. You can use the characters a-z, A-Z or 0-9. The password is not case sensitive.
- 4. Enter the user's full name and E-mail Address.

For the **E-mail profile**, you can enter any MAPI profile or leave the text box empty. If you leave it empty you will be prompted for the e-mail profile when sending an e-mail. The e-mail functionality is only available if you have selected **Use E-mail** in **General Configuration**, **General 3** tab and specified an **SMTP Server**.

- 5. Select the user group to which the user belongs.
- 6. Select the relevant user options:
 - **IBM Cognos Controller User**: This option is selected by default and should not be cleared. The option is currently not in use, but clearing the option will result in the user not being able to log on to Controller.

• **IBM TM1 User**: Select this option for users who should be created as part of the TM1[®] server security when you run an Initial Publish (IP) of IBM Cognos Controller Financial Analytics Publisher (FAP).

Note: If the user is designated only as an IBM TM1 User, the user will not be able to log on to IBM Cognos Controller or the IBM Cognos Controller Excel Link Add-in.

- **Password Never Expires**: This option is only available to the main administrator.
- Active: Select this to give the user access to IBM Cognos Controller. If the user has tried a faulty password too many times, the check box is cleared automatically and the administrator must activate the user again. The number of allowed retries is determined in the user group settings. Note that users are deactivated when the password expires and immediately re-activated when the password has been changed.
- User Group Administrator: Select this to make the user the administrator of the user group. The administrator has read and write access to the menu item Maintain/Rights. All other users have read-only access. You can create any number of User Group Administrators.

Note: This option is not available when a user is designated only as an IBM TM1 User.

- You can add a Comment a Location for the user. These options will not affect user rights. The information will be displayed in the User Rights and Security Group Reports.
- 8. Click Save and open the Limitations tab.

View User Limitations

You can display a report on access rights for users.

Procedure

Click the **Preview** button next to the **User ID** text box to open a report of the current user's access rights.

Create Users - the Limitations Tab

Use this tab to add users to security groups.

Procedure

- 1. On the Maintain menu, click Rights/Users. The Users window opens.
- 2. Select **User** from the **Create New** drop-down list box, or select the user in the tree structure. Open the **Limitations** tab.
- **3**. Select the relevant security groups. For more information about the different types of security groups, see "Create Security Groups" on page 135.
- 4. If you need to view or create a new security group, click the **View** button on the **Limitations** tab. For more information about creating security groups, see "Create Security Groups" on page 135.
- 5. Click **Save**.

Generate User Right Reports

Here you can generate reports of all defined security groups and users.

Note that Installation and Location reports are not in use from IBM Cognos Controller release 8.1.

Procedure

- 1. On the Maintain menu, click Rights/Reports. The User Rights and Security Group Reports window opens.
- 2. Select the relevant security group report check box. Each check box generates one report.
- 3. Select the relevant user right report check box.
- 4. Click the Preview button to generate the report.

Mapping Users for IBM Cognos or IBM Cognos Controller

The first user who logs on to IBM Cognos Controller using Cognos Authentication is mapped to the IBM Cognos Controller Administrative User.

User mappings can be performed only by a user who has administrator rights in IBM Cognos Connection. Before you can start to map users, the users must be added to the Controller Users and Controller Administrators user groups in IBM Cognos Configuration.

Map an IBM Cognos Controller User to an IBM Cognos User

You can map an IBM Cognos Controller user to an IBM Cognos user.

Procedure

- 1. Start IBM Cognos Controller.
- 2. Log on as a user that has Controller Administrator rights in IBM Cognos Connection.
- 3. Select Maintain/Rights/Users.
- 4. Select the user that is defined in the IBM Cognos Controller database.
- 5. In the **User** box, browse to the user as it is defined in the Cognos Namespaces list.
- 6. Click Save.

Map an IBM Cognos User to an IBM Cognos Controller User

You can map an IBM Cognos user to an IBM Cognos Controller user.

- 1. Start IBM Cognos Controller.
- **2.** Log on as a user that has Controller Administrator rights in IBM Cognos Connection.
- 3. Select Maintain/Rights/Users.
- 4. Click New.
- 5. In the **User** box, browse to the user as it is defined in the Cognos Namespaces list.
- 6. If necessary, change the default values for Name and E-mail address.
- 7. In the **User Group** box, browse to the user group as it is defined in the Cognos Namespaces list.
- 8. Under **Options**, select either the **IBM Cognos Controller User** or **IBM Cognos Controller Administrator**. You can add a comment and the location of the user.

9. Click Save.

Chapter 6. Database and Validation Utilities

This chapter contains information about database functions and other special functions related to the storing of data, such as validation. The functions described in this chapter should only be used by an administrator, or a user with good knowledge about databases and database tables.

View Metadata

In IBM Cognos Controller, it is possible to trace selected metadata regarding updates.

This function complies with, for example, the Sarbanes-Oxley Act of 2002, SOX. The purpose is to protect shareholders from accounting irregularities, by ensuring accuracy, consistency, transparency, and timeliness of financial results and reporting. By analyzing the metadata, you can trace which user did what and when. The time stamps in the system audit log originates from the clock on the database server.

You can trace the following types of data:

- When the system audit log is enabled/disabled
- Inserted values
- Deleted values
- Updates
- User

Metadata is recorded for the following menus:

- Account Structures
- Company Structures
- Extended Dimension Structures
- Currency Rates
- Historical Rates
- Control tables for automatic journals
- · Excluded automatic journals in consolidation types
- Intercompany Profit Margins
- Security Groups
- Users and Installations
- Import Structures
- Import Specifications
- Lookup Tables
- · Shareholdings and Investments in Group Companies

Enable or Disable Tracking of Metadata

The system audit log is disabled by default. To enable the system audit log, you have set the system to single user mode.

Procedure

Chose whether to enable or disable the tracking of metadata.

- To enable tracking of metadata, select Maintain/System Audit Log/Active.
- To disable tracking of metadata, when the function is enabled, clear Maintain/System Audit Log/Active.

Results

Parts of the logging function will be temporarily disabled each time a structure is generated, for example accounts and company structures. It will be enabled again instantly after the generation is complete.

Analyzing Metadata with the System Audit Log Report

There is a system audit log report that helps you track and analyze metadata in Controller. The report includes two tabs, one for analyzing structures and the other for analyzing currency rates.

You can also use the **Browse data** functionality to analyze metadata, see "Analyze Metadata with the Browse Data Function" on page 151.

Analyze Metadata with the System Audit Log Report - the Structures Tab

You can generate reports on metadata for structures.

The report will include information about whether a new structure was created, or whether an existing structure was updated or deleted. You can view both the original and the changed values, and the name of the user who performed the change. You can filter the report in several ways, for example on user, date and action.When you have generated the report, you can view report details by pressing **Details**. For information about how to interpret the details of the report, contact your system administrator or IBM Cognos consultant.

Procedure

- Select Maintain/System Audit Log /Structures. The System Audit Log Report

 Overview window opens.
- Choose the filter options, and click Open. Leave the fields blank to select all users or structures. Use a wildcard (*) to search for Code with any string of zero or more characters.

You view the report in the lower part of the grid.

3. If you want to see details for a specific row in the report, click Details.

Results

Changes in the menus Maintain/Configuration/Automatic Journals/Control Tables/Acquisition Calculations and Maintain/Rights/Security Groups will create a Delete/Insert action instead of an Update action.

Analyze Metadata with the System Audit Log Report - the Currency Rates Tab

You can generate reports on metadata for currency rates.

The report will include information about whether a new currency rate was created, or whether an existing currency rate was updated or deleted. You can view both the original and the changed values, and the name of the user who performed the change. You can filter the report in several ways, for example on user, date and action.

When you have generated the report, you can view report details by pressing **Details**. For information about how to interpret the details of the report, contact your system administrator or IBM Cognos consultant.

Procedure

- Select Maintain/System Audit Log /Structures. The System Audit Log Report

 Overview window opens.
- 2. Choose the filter options, and click **Open**. Leave the fields blank to select all users or structures. Use a wildcard (*) to search for **Code** with any string of zero or more characters.

You view the report in the lower part of the grid.

3. If you want to see details for a specific row in the report, click **Details**.

Analyze Metadata with the Browse Data Function

This section describes how you analyze data with the help of the **Browse Data** function.

This function is mainly used to analyze metadata for historical rates. For more information about how to use the **Browse data** function, see Browsing Data. Typically, analyzing metadata is a two step process, where you start by looking in the saoverview table to find information about the specific table to look for.

For a more detailed description of the content of the metadata tables, see the metadata tables appendix.

Procedure

- 1. Go to Maintain/Special Utilities/Browse Data.
- 2. Select the saoverview view and the desired fields to include, for example Table name, controlleruser, actiontype and changedate.
- 3. Click Run.

The saoverview table is displayed, with information about all the tables where changes have been logged. All log tables begin with sax.

- 4. Find the table that you want to view log details for, for example saxkstruc.
- 5. Go to the **Browse Data** window again, and select the desired table, in this example saxkstruc, and the fields that you want to view for that table. The saxkstruc table is displayed.

Results

The **actiontype** column will display the four possible action types. If a value has been updated, the table will display the original value on one row, and the new values on the following row. The action types INSERT and DELETE may be displayed even if there has been no manual changes by a user. This is because the system uses these action types for database actions running automatically.

Metadata Tables and Views Overview

Metadata is tracked in several tables.

For a description of metadata tables, see Appendix F, "Metadata Tables," on page 637.

Audit Trail

In IBM Cognos Controller, it is possible to trace selected structure and data changes. This function makes it possible to see changes made on both an overview level and further in detail. You can also analyze the data changes both by function and user.

Configure Audit Trail

You can track structure and data changes using the audit trail functionality, and then search and view the changes in **System Audit Log** > **Structures**, or in **System Audit Log** > **Overview and Data**. To do this you must enable the tracking of structure and data changes.

Note: To enable the system audit log, you have set the system to single user mode.

Enabling the tracking of structure changes

The audit trail of structure changes is disabled by default. To enable the audit trail you have to enable the tracking of structure change details.

Procedure

- 1. Click Maintain > System Audit Log > Configuration.
- Select the Enable tracking of structure change details for System Audit Log > Structures check box.
- 3. Click OK.

The structure tracking is enabled, and any changes are logged in the **Maintain** > **System Audit Log** > **Overview and Data** window.

Details for these changes are logged in the **Maintain** > **System Audit Log** > **Reports** window.

Note: Structure change details are always logged for Allocations, UDBR, Jobs, Subsets, User Roles, and Tasks.

Enabling the tracking of data changes

The audit trail of data changes is disabled by default. To enable the audit trail you have to enable the tracking of data change details.

Procedure

- 1. Click Maintain > System Audit Log > Configuration.
- 2. Select the Enable tracking of data change details for Audit Trail check box.
- The data tracking is enabled, and any changes are logged in the Maintain > System Audit Log > Overview and Data window.

Deleting data change details

Data change details should be deleted regularly to keep the Controller database from getting too big.

Note: This action puts a high load on the database server, so it is best to delete the data change details often and at a time when the system is not busy.

Procedure

- 1. Click Maintain > System Audit Log > Configuration.
- 2. Enter the number of days of data details you want to keep.
- 3. Click Delete.

The data details for all other days are removed from the **Maintain** > **System Audit Log** > **Overview and Data** window.

Browse Audit Trail

Once you have enabled the tracking of data and structure changes, you can search the changes in the **Browse Audit Trail** window, on the **Overview** and **Data Changes** tabs.

Searching for logs on data and structure changes

You can search for logs on data and structure changes, with a top-down approach, who did what and when.

The logs include information about when new structures or data were created, or whether existing structures or data were updated or deleted. You can view both the original and the changed values, and the name of the user who performed the change. You can search for logs on date, user, and function.

Before you can search the logs, you must enable the tracking of structure and data change details. For more information see "Enabling the tracking of structure changes" on page 152 and "Enabling the tracking of data changes" on page 152.

Structure changes are always logged for Allocations, UDBR, Jobs, and Subsets.

Procedure

- Click Maintain > System Audit Log > Overview and Data. The Browse Audit Trail window opens.
- 2. On the Overview tab, under Selection, select to and from dates.
- **3.** If you want to search for specific users and functions, select one or more users or functions.
- 4. Click Search.

All changes are displayed in the table.

If you want to filter on specific information, enter text in the **Filter by information** box.

5. To see details for a specific log, double-click the log from the available list or click **Show Details**.

You can filter the data change details on **Company**, **Account**, and **Currency**. To view the history, double-click the detail or click **Show History**.

Results

- Details for structure changes are logged in the Maintain > Reports window.
- Structure change details are always logged for Allocations, UDBR, Jobs, Subsets, User Roles, and Tasks.

Searching for logs on specific data changes

You can search for logs on specific data changes.

This is useful when you specifically know what to look for, such as changes to a certain account. The logs include information about all data changes. You can view

both the original and the changed values and the name of the user who performed the change. You can search for logs on date, user, function, actuality, period, account, company, and currency.

Before you can generate the report, you must enable the tracking of data change details. For more information see "Enabling the tracking of data changes" on page 152.

Procedure

- Select Maintain > System Audit Log > Overview and Data. The Browse Audit Trail window opens.
- 2. On the Data Changes tab, under Selection, select to and from dates.
- **3.** If you want to search for specific functions, select one or more functions in the text boxes.
- 4. Click Search.

All changes are displayed in the table.

If you want to filter on specific information, enter text in the **Filter by information** box.

5. To see details for a specific log, double-click the log from the available list or click **Show Details**.

You can filter the details on **Company**, **Account** and **Currency**. To view the history, double-click the detail or click **Show History**.

Database Functions

In the **Maintain/Database** menu, there are functions for optimizing the database and for deleting period data.

Optimize the Database

The main reason to run this function is to get faster access to data. The function is performed in different ways depending on if you run an SQL or Oracle database. To use the advanced functions Rebuild Indexes, and Analyze Schema, you have to have administrative rights.

Pre-requisites: These functions can only be used in single user mode.

You can use this function to perform the following database changes:

- Remove Period Zero Values clears the value 0 from selected period tables.
- Rebuild Structure Tables which gives quicker access to data.
- **Rebuild Indexes** (advanced option) Rebuilds all indexes in the database. This will enhance performance and give quicker access to data.
- Analyze Schema (advanced option) Reanalyzes the schema for Oracle database.

The time it takes to perform these processes can vary depending on the size of the databases and the capacity of the PC. Rebuild indexes can be very time consuming.

Procedure

1. On the **Maintain** menu, click **Database/Optimize**. The **Optimize Database** window opens.

- 2. Select the **Remove Period Zero Values** check box to delete all data fields containing the amount zero. The list box displays the years in the period, for which all zero values will be deleted.
- **3**. Select the period tables you want to remove zero values from. To select one period, click the period. To select several periods, press the CTRL key while clicking the next period. To select a range of periods, click the first period and then press the SHIFT key while clicking on the last period in the range. This will select all the periods in the range. Click **Select All** to select all periods or click **Deselect All** to deselect all periods.
- 4. Clear the **Rebuild Structure Tables** check box if you don't want to rebuild the structure tables. Leave it selected if you want to rebuild the structure tables. This results in faster access to data.
- 5. Click the **Run** button to perform the optimization. During the optimization information about the processing is shown on the status row. When the optimization is completed you are notified.

Rebuild Indexes

To run this function, you have to have administrative rights. Rebuild indexes should be run to enhance performance and give quicker access to data. It is recommended that this function is run after importing large numbers of data into the system.

Procedure

- 1. On the **Maintain** menu, click **Database/Optimize**. The **Optimize Database** window opens.
- 2. Select Rebuild Indexes to recreate all the indexes in the database.
- 3. Click Run. The indexes are rebuilt.

Deleting Period Data

Administrators can use the Delete Period Data function to delete data for a combination of period, actuality, closing version / journal type and contribution version / automatic journal type. It is important to maintain the database and delete period data that is no longer used.

- 1. On the Maintain menu, click Database/Delete Period Values.
- **2**. You can specify filters for determining the values to delete. The following filters are available:
 - Actuality
 - Period
 - Closing Version
 - Contribution version
 - **Journal Type**; enabled by selecting the check box next to **Closing Version**. You can select multiple journal types.
 - Automatic Journal Type; enabled by selecting the check box next to Contribution Version. You can select multiple automatic journal types.
 - Available Companies; you can select multiple companies.
 - Available Forms; you can select forms within the specified company.

Note: You can only select Forms if you have selected Closing Version/Journal Type REPO and Contribution Version/Automatic Journal Type BASE. If you have made any other selections for Closing Version, Contribution Version, Journal Type, and Automatic Journal Type, then you will not be able to select **Available Forms**.

- 3. Select the items that you want to delete.
- 4. Click the Run button to delete values from the specified companies and forms.

Results

The Duplicate window opens if the form contains accounts that are used in the selected form and if the accounts are also used in other non-selected forms. There are two delete options; Delete all accounts that are only used in selected form(-s) or Delete all accounts (both used in only the selected form and also in non-selected forms).

Database Selection Mode

The menu item Database Selection Mode must be set to On.

If you for specific reasons need to set it to **Off**, you have to make sure that your database administrator has defined a default database connection named **Default**.

Special Utilities

This chapter describes some special utilities that can be useful in certain cases, for example if you need to make manual adjustments to status registers, automatic journals or opening balances. Note that these functions should only be used with great caution.

Initiate the Status Register

Here you update the status register, for example if there are companies that contain values, but status is set to **Missing**.

Before you begin

Before running this function you must make sure the database is in single user mode.

Procedure

- 1. On the Maintain menu, click Special Utilities/Initiate Status Register. The Initiate status register window opens.
- 2. Enter the actuality and period for which you want to initiate the register.
- 3. Click Run.

Results

Based on your selection of actuality and period, the Status is first removed and then updated. Companies containing values but with the status code **Missing** are updated to **Processing**, and for companies having no information on forms, the status becomes **Missing**. Status codes **Ready** and **Reconciled** will also be updated to **Processing**. For companies with status **Ready** or **Reconciled**, the status will be updated to **Processing** as well.

Verify Structures

With this function you can check if the structures are set up incorrectly or contain invalid combinations. On the **Additional Reports** tab, you can verify allocation definitions, advanced formula calculation definitions and job definitions.

Procedure

- 1. On the Maintain menu, select Special Utilities/Verify Structures. The Verify Structures window opens.
- 2. Select Standard Reports or Additional Reports.
- 3. Select the structures you want to verify.
- 4. Select the appropriate button to run the report the **Preview** button to see the report on the screen, the **Print** button to print it, etc.

Results

If the validation results in faults, the report will present error messages stating what kind of problem that has been encountered.

For a company, the following error may occur.

- There is more than one top group for at least one period.
- A parent is owned by less than 100%.
- A parent must have the same local currency as the group's currency.
- There is more than one parent per group.

Verify Rules for Automatic Journals

You can use this function to generate a report that verifies how the control tables for automatic journals are set up. The report displays both configuration error messages (codes 01-03, and 05-14), and information messages (code 04). The report is primarily intended for an experienced consolidation user. If you need more information about how to interpret the details of this report, contact your IBM Cognos consultant.

Limitation

• Only active automatic journals are verified in this report.

Before you begin

Automatic Journals Definitions

You define how the automatic journals are calculated and booked from the **Maintain/Configuration/Automatic Journals/Define** menu. For more information, see "Define Automatic Journals" on page 425. You define which accounts to use in the control tables from the **Maintain/Configuration/Automatic Journals/Control Tables/Acquisition Calculations** menu. For more information, see "Define Control Tables for Automatic Journals regarding Acquisition Calculations" on page 441.

- On the Maintain menu, select Special Utilities/Verify Structures. The Verify Structures window opens.
- 2. Under **Report Selection**, select the **Check Rules for Automatic Journals** check box.

3. Click Preview.

The report opens in a new window.

Results

In the first section of the report, all error messages (codes 01-03, and 05-14) are displayed, and in the last section of the report, the information messages (code 04) are displayed. Each section has the following sort order:

- 1. Automatic journal number (column 'cevent')
- 2. Error message code or information message code (column 'code')
- 3. Target account (column 'konto_pf')
- 4. Source account, first in the interval (column 'konto')
- 5. Source account, last in the interval (column 'konto2')
- 6. Opening balances account (column 'konto_ib')

The report has 10 columns that are each used differently due to the different error situations.

Column Name	Description
cevent	The affected automatic journal number.
Code	The error message code or information message code, with a short description about the problem.
Misc Info	A more detailed description about the problem, for example, which account causes the problem. Misc Info is shown twice in the header, the first time above the account, code etc. that is causing the problem, and the second time above the more detailed information about how, where etc. this is causing a problem.
Default Value	The default value for the automatic journal, if applicable, applies to the whole journal.
	If code 10 - 12 appears, there may be a problem with the investment register. If that is the case, the transaction date is shown in the Default Value column.
Source Account Interval	a. konto: from account 1 in the control table.
	b. konto2: from account 2 in the control table.
	If code 10 - 12 appears, the konto2 information can also refer to information from the investment register.
konto_ib	The opening balance account for the target account.
	If code 10 - 12 appears, the konto_ib information can also refer to information from the investment register.
konto_pf	The target account for the result (the to account (change) in the control table).
typ	The account type, used for transfer of equity.
cc_ind	The counter company indicator.

Table 28. Report column names and descriptions

For more information about the error and information message codes, see Appendix I, "Error and Information Message Codes," on page 699.

Browse Data

You can use this function to search for data in database tables.

Based on the fields available in the selected database table, you can define selection criteria by including specific fields and entering the values that you are looking for. If you do not want to narrow the selection, you can view the contents of the database directly. If you do not use any selection criteria at all, large amounts of data can be generated depending on which database and which fields you have selected. The more fields you define criteria for, the narrower the search will be. When you have defined the selection, you open the **Browse Table** window, where you can sort the result rows using the drag and drop method.

For information about how to analyze data tracked with the **System Audit Log** function, see Tracking of Metadata.

The operator in the Test field determines what type of value to look for.

- = Shows all values or strings equal to the defined criteria. For example, konto = '1390' only displays the account 1390 in the result window.
- <> Shows all values or strings separated from the defined criteria.
- < Shows all values or strings less than the defined criteria.
- <= Shows all values or strings less than or equal to the defined criteria.
- > Shows all values or strings greater than the defined criteria.
- >= Shows all values or strings greater than or equal to the defined criteria.
- IN Shows all values or strings you specify. The test values are entered within parentheses and single citation marks. When entering several test values, they are separated by a comma (,). For example, konto IN ('1310','2081') will display both account 1310 and account 2081.
- NOT IN Shows all values or strings apart from the ones you specify. The test values are entered within parentheses and single citation marks. When entering several test values, they are separated by a comma (,) For example, konto NOT IN ('1310','2081') shows all accounts except 1310 and 2081.
- BETWEEN Shows all test values within the specified range. Separate the start value and the end value with AND. For example, konto BETWEEN '1310' AND '2081' shows all accounts between the accounts 1310 and 2081.
- LIKE Shows all test values within the specified criteria. Here you can use wild cards to search for similar strings or values. For example, konto LIKE '131_' shows all four character accounts starting with 131. Another example, fkod LIKE 'FR%' shows all dimension codes starting with FR.
- NOT LIKE Shows all test values except the specified criteria. Here you can use wild cards to search for similar strings or values. For example, fkod NOT LIKE 'FR%' shows all dimension codes except the ones starting with FR

- 1. On the Maintain menu, select Special Utilities/Browse Data. The Browse Data window opens.
- 2. From the **Browse Table** drop down list box, select the database table you want to browse. The fields of the selected table are displayed. The first column displays the field name.
- 3. Select the **Include** column to include the field in your browse result report.

4. In the **Test** column, select the test operator to be used and enter the test value in the **Test Value** column.

For example, select the field name **Company**, the test operator is = and the test value 1100, which will show all values for company 1100.

- 5. Drag and drop the selected fields in the **Browse Data** window to define the sort order. To select a field to drag, click on the left side of the row and then drop the field where you want it.
- 6. Click the **Print** button to print the browse definition or click the **Preview** button to view the report before printing it.
- 7. Click the **View** button to display the browse result in a secondary window, the **Browse Table** window.

Results

Normally you do not use the **Compress** button. You only need it if an IBM Cognos representative asks you to use it and instructs you of which file format to export. The button will create a file that can only be read by IBM Cognos Controller help desk.

View the Result in the Browse Table Window

You can print or export the browse results.

Procedure

- 1. Click the **Print** button to print the browse result or click the **Preview** button to view the report before printing it.
- 2. Click the Compress button if you want to compress and export the contents of the Result window. The dialog box Select Archive opens. Enter the file name and select which file format to save the structure tables in. Click Save. You can use five file formats:
 - fzp a compressed IBM Cognos file, which can only be read and edited by IBM Cognos Controller help desk.
 - zip a zipped file with a special zip format that can only be read by IBM Cognos Controller help desk.
 - xml an xml file
 - ASCII an ASCII text file (*.txt)
 - UNICODE a Unicode text file (*.txt)

Edit Data

You can edit the data from the browse results.

Procedure

- Click the Edit button to edit data. In order to edit data directly in the database, you need security keys and instructions on how to update data. Please contact your IBM Cognos Controller representative. The Enter Keys for Write Access to Browse Data dialog box opens.
- 2. Enter the security keys and click **OK**. Now you can edit, delete, add new rows and export the data. Click **Save** and **Close**.

Results

• The export function in **Browse data** is normally used for IBM Cognos Controller support purposes. If you want to export and import structures and data within

your group, use the **Export Structures** or **Export Data** functions. For more information, see Chapter 9, "Export and Import of Structures and Data," on page 233.

• All test values should be included within single quotation marks (') and if you use the test operators IN or NOT IN, the test values should be included in parentheses.

Tip: When you define search criteria for limiting the browse result you can use wild cards, which represent zero or more characters.

In an SQL environment you can use the following wild cards:

%	Represents a string of zero or more characters
_	(underscore) - Represents one character
[]	Represents one character within the specified range, for example [a-f]
[^]	Represents one character not within the specified range, for example [^a-f]

Table 29. Wild cards that you can use in an SQL environment

In an Oracle environment you can use the following wild cards:

Table 30. Wild cards that you can use in an Oracle environment

%	Represents a string of zero or more characters
_	(underscore) - Represents one character

The Period Table

Here you find the most common database table, XDBxx, and the fields it contains. There is one XDB table for each year, for example, XDB01 for the year 2001.

The XDBxx database table fields are described in the following table:

Table 31. XDBxx database table fields

Field Name	Description
BELOPP	Amount
BOL	Company
ВТҮР	Journal Type
DIM1	Dimension 1
DIM2	Dimension 2
DIM3	Dimension 3
DIM4	Dimension 4
ETYP	Automatic Journal Type
INO	Automatic Identification Number
KONTO	Account Code
KTYPKONC	The group type and group to which values from the elimination of the acquisition calculations are booked.
MOTBOL	Counter Company used for intercompany balances and shareholdings.

Field Name	Description
MOTDIM	Counter Dimension used for eliminations of intercompany balances. This is only valid for dimension 1.
PERAKT	Period and Actuality
TRAVKD	Transaction Currency Code .
TRBELOPP	Transaction Currency Amount
URSBOL	Original Company (is different from BOL after consolidation), which reported the intercompany balance.
VERNR	Journal Number
VKOD	Currency Code
VTYP	Currency Type, where the field indicates if a journal has been entered in another currency than the local currency.

Table 31. XDBxx database table fields (continued)

Export Data and Structures

When a support activity is investigated, you may be asked to send files containing all structure tables, or a selection of data from the database, to your contact person at IBM Cognos. The generated files can only be read by IBM Cognos support. In the window where you define the selection, you can export all structure files to one file. When you save structures as files only the structures, and not the data, will be saved. From the result window, you can export the current result to another file.

As a default the file will have file format *.FZP. This format is unique to IBM Cognos Controller, and can only be read by other IBM Cognos Controller installations, that is, you cannot open the file in any other program. You can also save the structure file as *.ZIP, which is a password protected and compressed file format.

Note: To export structures and data between IBM Cognos Controller installations within the group, you work with the **Transfer/Export Structures** or **Transfer/Export Data** menu.

Clear the Local Cache

Clearing the local cache is useful if a mismatch seems to have occurred between the information stored in the local cache and the information in the database. After this the local cache is completely empty.

Procedure

- 1. On the Maintain menu, click Special Utilities/Clear Local Cache.
- 2. Click the **OK** button if you want to clear the local cache or click the **Cancel** button if you want to cancel.

Validate Data

Validating data is an essential part of maintaining the IBM Cognos Controller database and you should perform it at regular intervals.

As a rule, you should validate data every time you optimize the database. This gives you continuity in your maintenance work and reminds you to perform the

validation. Another useful rule is that each time you have made major structural changes, you should check if these changes have left any invalid values in the database.

As you change and develop the IBM Cognos Controller application, combinations of invalid data can be stored in the database. For example, when you delete an account from the account structure. The account code is deleted but the values are still stored with this identity in the database. This function is a tool for identifying and deleting these items.

You can use the function to enter from and to which period you want to check data for one or more structures. The menu consists of a number of check boxes, and you can select several options simultaneously. You can delete any invalid data by clicking the **Delete** button.

You can check the following:

- If there are values for intercompany balances stored in accounts that you have not defined as IC accounts.
- If there are values stored in summation accounts.
- If there are values stored in invalid combinations of accounts and extended dimensions 1-4. The Ext. Dim 1-4 headings may have different names if this was defined in the general configuration.
- If there are values stored in company codes that no longer exist.
- If there are currency rates stored in currency codes that no longer exist.

A window will appear with a message of how many invalid items there are or if there are no invalid items.

When the validation is complete, a report with the invalid data is presented. You can choose to:

- Delete invalid data.
- Print all invalid items to the printer.
- Show all invalid items in a separate window.
- Return to the previous window.

Procedure

- 1. On the Maintain menu, click Special Utilities/Validate Data.
- 2. Enter a range of periods between which you want to validate data.
- 3. Select one or more of the options for which you want to validate data:
 - Account
 - Extended Dimension
 - Invalid Company
 - Invalid Currency Code
- 4. Click the **Preview** button to generate the validation report. All errors are displayed.
- 5. Click the **Delete** button to delete the errors.

Create Automatic Journals Manually

You can use this function to create company journals and group journals for automatic journal types other than blank, i.e. automatic journals.

Under normal circumstances these journals are created automatically when you run elimination of acquisition calculations, intercompany balances and intercompany profits. As a default, all regular company and group journals are booked on the automatic journal type blank, i.e. registered basic data.

Procedure

- On the Maintain menu, click Special Utilities/Data Entry Automatic Journals. The Data Entry - Automatic Journals window opens. This window is by default closed for editing. You will only be able to view generated and previously manually created automatic journals. To open the window for editing, click the Unlock button and enter keys supplied by your local IBM Cognos office.
- 2. In the Actuality, Period, Consolidation Type, Group, Company, Journal Type and Automatic Journal Type text boxes, enter the relevant information for which you want to view or enter automatic journals. You cannot save automatic journals on BASE (blank). The journal number series starts at 1.
- **3.** Click the **New** button to create a new journal. The next available journal number is displayed in the **Journal Number** list box. From the list box you can also select the journal number of an automatic journal you want to edit.
- 4. Enter a description of the Automatic Journal in the Journal Text box.
- 5. In the **Account** and **Dimension 1-4** columns, enter the account code and relevant dimension codes for each journal entry. The account name is automatically displayed in the Text column.
- 6. Enter the amount in the **Debit/Credit** columns or in the **Amount** column. The settings for these columns can be changed in the general configuration, on the **General 3** tab.
- 7. Repeat steps 5 and 6 until all journal entries have been entered.
- 8. Click **Save**. At the lower left hand corner of the window a debit/credit balance is calculated.

Results

If you want to hide the window header, select **View/Header**. The top part of the window is hidden.

Adjust Opening Balances

With this function you can make adjustments of opening balances in automatic journals.

The purpose of the function is to facilitate changes if there has been errors in calculations regarding acquisitions. In the upper grid, you can adjust amounts and transaction amounts.

Note: These functions should only be used by your IBM Cognos Controller administrator, or other qualified personnel.

In the upper grid, opening balance accounts in automatic journals are displayed. Here you enter your adjustments in the **Adjustment Amount OB** column and, if applicable, in the **Adjustment Tr. Amount OB** column. What is adjusted is the Closing balance amounts, **Amount Orig. CB**, from the previous year. This is why you select a Closing balance period and actuality. Note that it is the Closing balance amount that is visible on the Opening balance account. The previous year, this amount is often booked on the Closing balance account.
Entered amounts are stored in the database on period YY00 where YY is the year of the opening balance. The rule for which period to use as opening balance period follows what is entered in the **General configuration**, tab **General 1**, as **Period for Closing Balance**. If, for example, the closing balance period is 12 and year 2003 should be adjusted, you select **CB Period** 0312 and the entered adjustment amounts will be stored in period 0400. When the automatic journals are run for the year 2004, the adjustments stored in period 0400 will be added to the closing balance amounts for 2004.

If a split fiscal year is used, the adjustment amounts will be stored in period 00 the year that is the last part of the fiscal year. If, for example, the period for closing balance is 09 and the closing balance for year 2001 will be adjusted, you select **CB Period** 0109 and the adjustment amounts will be stored in 0200, as the fiscal year runs from 0110 to 0209. The same principles are valid for weekly actualities.

In the lower grid, new transactions can be entered or lines from the upper grid can be copied to get a starting point for adjustment of values. When copying transactions it is possible to make single or multiple selections, but not selecting an interval of transactions. You select transactions and then click the **Copy** button on the right-hand side toolbar.

Procedure

- 1. On the Maintain menu, select Special Utilities/Automatic Journals/Adjust Opening Balances.
- 2. Select **Company**, **CB Period** and **CB Actuality**. If you want to restrict the selection further, you can also select specific forms, accounts or automatic journal types. Information about the OB Period that will be adjusted is visible below the CB fields.
- 3. If you want to make adjustments of transaction amounts, select the **Adjustment** of Transaction Amounts check box. Click **Open**. This will add Transaction Amounts columns to the adjustment grid.
- 4. Insert your adjustments in the **Adjustment Amount OB** column. The new value that will be used for coming periods is shown in the **Amount OB** column.
- 5. If you have selected Transaction Amounts, enter transaction amount adjustments in the **Adjustment Tr. Amount OB** column. The new value that will be used for coming periods is shown in the **Trans. Amount OB** Column.
- 6. Click Save.

Results

All adjustments should also be followed-up by printing and double-checking the values.

Add New Accounts

In the lower grid of the window, you can add new accounts, which is useful for example if there has been changes to the company structure.

You can either enter a completely new transaction, or copy a row from the upper grid by using the copy button to the right and then make any adjustments in the columns before saving.

You can enter and change values in all columns except Amount Orig. CB, Trans. Amount Orig. CB, Amount OB and Trans. Amount OB.

- Automatic journals for elimination of intercompany balances and intercompany profit cannot be adjusted in this window (automatic journal types 35 and 36).
- The Transfer/Import Data and Export Data menus do not include the adjustments of opening balances stored on period 00 00. This is the case for Transfer/External Data/Import External Data as well.
- Standard reports reconciling the closing balance with the opening balance are adjusted with the adjustments made in this window. The adjustment value is also added to the closing balance in the reports to avoid reconciliation differences.
- No currency translation or other calculations will be performed automatically when adjustments have been made with this function. They will be included in the currency translations for coming periods.
- If an adjustment is entered in another currency than the local currency of the company, it will be ignored. To include an adjustment in other currencies than LC, a dummy value of 1 needs to be entered in the local currency.
- It is not possible to make adjustments to transactions generated by automatic journal E300.
- You cannot adjust opening balances for automatic journals that are based on the investment register. The adjustment needs to be done in the investment register on a transaction date that precedes the opening balance period. Automatic journals based on the investment register are Elimination of investments (E100, E105, E106, E110, E115), Depreciation of surplus values (E120, E125, E130, E135) and Currency translation differences in investments (E150).
- Adjustments of opening balances for automatic journals based on base values, for example E500 and E700, will only be taken into account and rolled forward to the next year in a correct way if the opening balance is configured to roll over to the following year. This is the case when:

There are two possible cases for entering opening balance accounts:

- There are no opening balance accounts entered as To account in the control tables
- There are opening balance accounts entered as To account in the control tables and automatic journal E300 is activated and defined

In the second case, the calculation includes adjustments made on the opening balances in this window the current year, but will not be rolled forward to the following years. This means that the adjustment of opening balances will have to be made each year for these transactions. In the first case, the opening balances will be rolled forward according to the account structure. This includes the adjustments made on the opening balances in this window. If there are opening balance accounts entered as To accounts in the control tables and automatic journal E300 is not activated and defined, the system will calculate the opening balance based on the percentage in the company structure and the values on the From account in the control table. This calculation excludes adjustments made on the opening balances in this window the current year.

Convert Reports to New Design

With this function you can convert all report generator reports to a new design.

The conversion to a new design does only have to be made once for all reports. If the reports are large or if many reports have been saved, the conversion may take some time. To run the conversion, click **OK** in this window.

Convert Forms to New Design

With this function, you can convert old forms that are created in IBM Cognos Consolidator or IBM Cognos Controller versions before 8.1.

After conversion, row and column definitions, layout, and existing formatting have the same functionality and appearance as before.

To run the conversion, click **OK** in this window.

- Matrix forms are converted to Free forms.
- If a matrix form includes more than two languages, only the group and current local language are included in the Free form after conversion.
- If you convert forms from IBM Cognos Consolidator, any user defined colors are reset to standard colors.
- Any forms that are invalid before conversion are still invalid after conversion.

Convert Opening Balances to the New Consolidation Standard

This menu object should only be used by your administrator or IBM Cognos consultant and is only available with a special server preference and if you run the system in **Single Mode**.

The purpose of the function is to convert opening balances to the new consolidation standard, if you have upgraded from a Controller version before the 8.1 release and will use the consolidation model that is the default from that release.

Maintain System Performance Logs

This function is used for analyzing performance in selected parts of IBM Cognos Controller and is opened up in the menu system by IBM Cognos personnel.

Performance Log is useful when you experience a low performance and need help for IBM Cognos to identify which functions are involved at the present time. You will be asked to send log files to IBM Cognos personnel for further investigations.

The most used functions in IBM Cognos Controller will be logged with time stamps per user in log files on the server. There will be one log file per user.

When you disable the system performance log, previously created log files will not be removed automatically. If you want to clear the log files on the server, use the option **Clear System Performance Log File(s) on Server**.

On the **Maintain** menu, click **Installation** and then **System Performance Log**. The **System Performance Log** window opens.

Enable or Disable the System Performance Log Function

You can control the system performance log function.

Procedure

1. Select the Enable/Disable option button and select the relevant option:

- Enable System Performance Log
- Disable System Performance Log

2. Click **Run**. The function is enabled or disabled and a message box appears to confirm the operation.

Maintain System Performance Log Files

You can save or clear the system performance log file.

Procedure

- 1. Select the System Performance Log Admin option button.
- 2. Select the type of maintenance you want to perform.
 - Save **System Performance Log File on Client** and select a path and enter a file name of the client log file by clicking the Browse button.
 - Clear System Performance Log File(s) on Server
- 3. Click Run.

Results

The log file is either created locally or cleared on the server. A message box appears to confirm the operation.

Analyze Schemas

To run this function, you have to have administrative rights and be familiar with Oracle databases. Otherwise, contact your database administrator.

This operation can be very time consuming and take several hours depending on the size of the database and the capacity of the PC.

The function is used to gather statistics about the cost of different execution plans. It is recommended to do this on a regular basis, especially after loading a significant number of rows into a table.

Execute the command prc_utility_analyze_schema (in the Controller schema) in Oracle to gather statistics for all tables, clusters and indexes in a schema.

Chapter 7. Personal Settings

This chapter describes user configuration settings that affect your local client only. It also describes how to define user roles.

You can, for example, use the **Personal Defaults** function to define which settings will be displayed each time you start IBM Cognos Controller.

Define Personal Defaults

When you log on to IBM Cognos Controller the current period and actuality are displayed. These come from your personal defaults. If you want to change the period while working, you can either do this in the current window or in your personal defaults.

Many other settings can be selected in your personal defaults, in order to avoid having to enter them every time you open a window. These settings are only valid for your user ID.

Define Personal Defaults - the Default Codes (1) Tab

You can use this tab to enter the settings you want to use when working in IBM Cognos Controller.

These settings are displayed as default each time you start an IBM Cognos Controller session. If you change any of the suggested values during the IBM Cognos Controller session, the last used value will be displayed as default until you either exit the program or change the value once more.

Procedure

- 1. On the **Maintain** menu, click **User/Personal Defaults**. The **Personal Defaults** window opens.
- 2. On tab Default Codes, enter information in each text box:
 - Actuality
 - Period
 - **Forecast Actuality**: The forecast actuality that you want to use as default when you start IBM Cognos Controller. Forecast actualities are used in the Controller Link.
 - Currency Type
 - Consolidation Type: This is only relevant for Consolidation sites.
 - Multi Company Currency
 - Group
 - Company
 - Extended Dim 1
 - Extended Dim 2
 - Extended Dim 3
 - Extended Dim 4
 - Closing Version
 - Contribution Version

This information will be displayed as default each time you enter IBM Cognos Controller.

3. Click Save and then open the Layout tab.

Results

- The text boxes **Actuality** and **Period** are mandatory, while the **Consolidation Type** text box is only relevant for consolidating sites.
- While working in IBM Cognos Controller, the last used settings, instead of the default settings, will be displayed when you open another window.

Define Personal Defaults - the Layout (2) Tab

You use this tab to define the following layout options:

- Whether the local language or the group language is displayed in reports, forms and pop-ups, and if so what the local language should be. You can activate the available local languages using the **Define Local Languages** function. For more information, see "Define Local Languages" on page 122.
- If decimal places should be used in standard reports.
- If rows with zero values should be displayed in the Trial Balance report.
- If the user ID and report name should be displayed in the standard reports.
- How to handle window settings.
- If data source should be displayed in the title bar. This includes the database server, database name, and User ID.
- If the reconciliation reports should display rows with reconciliation differences only when generating the report **Reconcile Between Accounts/Opening Balances**.
- Set a default custom view for Layout.
- Set the Visual Theme either to the Operating System Theme or to the IBM Cognos Theme.

Custom Views

If you use custom views, enter the name of the custom view that you want to use as default in the **Layout View**. If this parameter does not correspond to an existing custom view, the form will use the printer settings used when it was last saved.

Procedure

- 1. On the **Maintain** menu, click **User/Personal Defaults**. The **Personal Defaults** window opens.
- 2. Open the **Layout** tab. If you want to display standard report texts, list boxes and forms in the local language, select the **Local** option button and enter the language code you want to use as local language. If you want to use group language, select the **Group** option button. If you change this setting you need to restart IBM Cognos Controller for the changes to take effect.
- 3. Select the relevant standard report options:
 - Number of Decimals in Standard Reports
 - Show Zero Rows in Trial Balance
 - Show User ID and Report Name in Standard Reports
- 4. Select the relevant window options:
 - Save Window Size
 - Display Data Source and User Id

You need to log off and then log on again to activate this setting.

- 5. Select the relevant reconciliation option.
- 6. If applicable, enter the name of the custom view in the Layout View.
- 7. In **Visual Theme**, select if you want the color scheme to follow the operating system or the IBM Cognos color scheme.
- 8. Click Save and then open the Workflow tab.

Results

If you select a local language, you also have to define or make sure that the local language codes in **Define Group/Local Texts** are defined.

Define Personal Defaults - the Workflow (3) Tab

You can use this tab to state whether you want to display an illustration of a workflow in IBM Cognos Controller's main window or whether you want IBM Cognos Controller's main window to be blank.

The workflow can be shown in two ways, either as large icons in an icon view or a tree structure of actions in an explorer view. Both of these options are displayed on the left side of the main window.

For more information, see "User Defined Workflows" on page 178.

Procedure

- 1. On the **Maintain** menu, click **User/Personal defaults**. The **Personal Defaults** window opens.
- 2. Open the **Workflow** tab and select the **Use Dynamic Workflow** check box if you want to display a workflow on the left hand side of the main window.
- 3. In the Workflow Id text box, select the workflow you want to display.
- 4. Select the type of workflow view you want to use:
 - Explorer View displays the workflow in the same way as Microsoft Explorer
 - Icon View displays the workflow as large icons
- 5. Click **Save**. The selected workflow is displayed on the left hand side of the main window.

Results

- There are six predefined workflows containing the most common tasks for each type of company. If you want to change these workflows you need to copy them and define a user defined workflow. Depending on your license you may not be able to see all six predefined workflows.
- The user-defined workflows are defined in the **Define Workflow Configuration** function.

Define Personal Defaults - the Integration (4) Tab

You can define a connection to IBM Cognos Business Viewpoint and to IBM Cognos Connection.

If you define these settings, you can launch IBM Cognos Business Viewpoint and IBM Cognos Connection from File > Launch.

Note: To use these settings, you must have IBM Cognos Business Viewpoint installed, and should have created an adapter in Business Viewpoint.

Procedure

- If you want to add a connection to IBM Cognos Business Viewpoint, select Enable IBM Cognos Business Viewpoint Integration.
 If you want to add a connection to IBM Cognos Connection, select Enable IBM Cognos Connection Integration.
- 2. In Location of IBM Cognos Business Viewpoint Client Application, specify the path to the Business Viewpoint program file.
- **3.** In **Adapter Name**, type the file name of the Controller adapter in Business Viewpoint.
- 4. In IBM Cognos Connection URL, specify the URL to Cognos Connection.
- 5. Click Save and close the window.

Results

IBM Cognos Business Viewpoint and **IBM Cognos Connection** appear in **File** > **Launch** when you have logged off Controller and logged on again.

View Active Users

You can use this function to see which other users are logged on to IBM Cognos Controller at the same time, which applications the users are logged on to and which database they are connected to.

It can be useful to know this if, for example, you want to use the system in single user mode and want to ask the other users to log off from IBM Cognos Controller.

Procedure

- 1. On the Maintain menu, click User/View Active Users. The View Active Users dialog box opens.
- 2. A list of all users currently logged on to the IBM Cognos applications is displayed. The list displays the user ID, the application the user is working with and the database.

Manage Active Users

You can use this function to log off one or more active users from IBM Cognos Controller.

This can be useful when, for example, the administrator wants to use the system in single user mode for system maintenance, such as optimizing the database, importing structures, or making a back-up of the database. It is also useful if a user has lost contact with the system and needs to be logged off in order to be able to log on again.

You can also use this function to lock the system, preventing users from logging on before the system is ready to be used.

Lock or Unlock the System

You can use this function to lock the system, preventing users from logging on before the system is ready.

Procedure

On the **Maintain** menu, click **User/Manage Active Users** and chose an option under **Lock/Unlock**.

• To lock the system, click Lock system for new users.

The system is locked, and the icon changes to indicate this.

• To unlock the system, click Unlock system and enable log on for users.

Results

If a user tries to log on when the system is locked, a message appears asking the user to contact the system administrator.

Log off Users

You can select to log off one or more users.

Procedure

1. On the Maintain menu, click User/Manage Active Users.

The Manage Active Users dialog box opens.

A list of all users currently logged on to IBM Cognos Controller is displayed. The list displays the user ID, status, the application the user is working with, and the database.

- 2. Select the user, or users that you want to log off from the list, or select the **Mark all users** check box to log off all active users.
- 3. Click Run.

If the system has not been locked, and you try to log off all users, a message appears reminding you that the system has not been locked from new users.

- 4. Click No, if you want to cancel the log off option, and click Lock system for new users.
- 5. Click Yes, to log off all users without locking the system from new users.

Results

- Terminating an active job is not handled by this function. If you need to terminate a job you must shut down the application on the server.
- Batch queue jobs are not handled by this function. Jobs in the batch queue will start normally even if the system is locked or in single user mode.

Force Users to Log off

If a user cannot be logged off using the log off users procedure, you can force a log off of the user.

Note: Force users to log off regardless of running applications should be used only when logging off users that have been locked out of the system.

Procedure

1. On the Maintain menu, click User/Manage Active Users.

The Manage Active Users dialog box opens.

- 2. Select the user or users you want to force to log off.
- 3. Select the Force users to log off regardless of running applications check box.
- 4. Click Run.

If the system has not been locked, and you try to log off users, a message appears reminding you that the system has not been locked from new users.

- 5. Click **No** if you want to cancel the **Force users to log off regardless of running applications** option, and lock the system from new users.
- 6. Click **Yes** to force the log off of users without locking the system from new users.

A message appears stating that users may still be running processes, and by forcing the users to log off these processes may fail.

- 7. Click **Yes** if you want to continue the force log off operation.
- 8. Click No, if you want to cancel the force log off operation.

Results

- Terminating an active job is not handled by this function. If you need to terminate a job you need to shut down the application on the server.
- Batch queue jobs are not handled by this function. Jobs in the batch queue will start normally even if the system is locked or in single user mode.

Defining user roles

With user roles you can define groups of users. These groups can then be assigned to tasks.

About this task

You can either add a new user role or edit an existing user role.

A user role enables you to connect users to companies; to make the user responsible for the company. You can create multiple user roles and then assign specific tasks to the different roles. This way you can have different responsible users for different tasks for the same company. For more information, see "Defining tasks" on page 131. If you do not need to assign different users to different tasks for the same company, then you should define one default user role. This default user role will be applied to all the tasks for the company.

The Command Centers allows you to:

- See responsible users.
- Filter on tasks for specific users.
- Send notification e-mails to responsible users.

For more information, see "The Command Center" on page 223.

Procedure

- Click Maintain > User > User Roles. The Roles Define dialog box is displayed.
- 2. Click the Add a new row icon + .
- 3. Specify a code in the Code field.
- 4. In the Name Group language field specify a group name.
- 5. In the Name local language field specify a local name.
- 6. Click the Edit the list of objects icon
 - a. In the **Company select one or more** window, select the companies that you want to include.

- b. Click OK.
- c. Click the ellipsis icon _____ to add one or more users to the role.
- 7. Click Close.

Results

The user role has been added.

One user role can be set to be the default role. Click the **Set as Default Role** icon • A default role will be applied to all tasks, unless the task is specifically assigned to another user role.

Use Single and Multi-user Mode

You can use this function to change the access to the system between single and multi-user mode.

Certain menu items and functions can only be used if the system is in single user mode, that is, only one user has access to the system.

Step to Change Between Single and Multi-user Mode

The menu option switches between single user mode and multi-user mode when you select the appropriate menu option. When you do this, the **Single Mode** menu option is either selected or deselected. If other users are logged on to IBM Cognos Controller, a message appears prompting you to ask these users to log off from IBM Cognos Controller before you can make the change.

Functions That Requires Single Mode

Functions that require single mode include optimizing the database and initiating the status register.

These are functions where you do not want to risk another user trying to update or make changes in the system.

Procedure

- 1. Check if other users are logged into the system and ask them to log off. You cannot log them off automatically. If more users are logged on, you cannot enable **Single Mode**.
- 2. On the **Maintain** menu, click **User/Single Mode**. The menu option is marked with a check mark.
- **3.** To disable the single user mode, perform step 2 again. The check mark in front of the menu is removed and other users can now access the system again.

Results

- The status is displayed on the status bar in the lower right corner. If single mode is activated the text **Single** is displayed and if single mode is not activated the text **Multi** is displayed.
- The following operations can only be performed in single user mode:
- Maintain/Configuration/Define/Local Languages
- Maintain/Database/Optimize

Maintain/Special Utilities/Initiate Status Registers

Change Password

You can use this function to change the password that you use to log on to IBM Cognos Controller.

You must enter your existing password and the new password that will be valid next time you log on to IBM Cognos Controller. You must also confirm the new password. The rules for character settings or valid passwords will be set by the administrator.

For more information, see Chapter 5, "User Rights," on page 135.

Procedure

- 1. On the Maintain menu, click User/Change Password.
- 2. In the **Change Password** dialog box, enter the old password and then enter the new password twice to confirm it.

Each entered character is displayed with an asterisk (*) for security reasons.

3. Click **OK**. The password has been changed.

Results

Note: The password must be between 3 and 25 alphanumerical characters, but your system administrator can force the length of the password in User Rights. The password is not case sensitive and all characters can be used except blank spaces.

Define Local Preferences

You can use this function to define system settings or adjust settings and the layout by entering parameters.

Most general settings are defined in the general configuration, personal defaults or in each function respectively, but with this function you can adjust the settings for your local installation. If you are working in a centralized environment you can, for example, change settings only valid for your workstation.

Procedure

- 1. On the Maintain menu, click Installation/Local Preferences. The Local Preferences window opens.
- 2. In the **Key** and **Value** columns, enter the parameter and its value.
- 3. Click Save.
- 4. Restart your IBM Cognos Controller client for the settings to take effect.

Remove a Parameter

If you want to remove a parameter, select the parameter row and click **Delete** selected rows.

Parameter List

These are the parameters that you can use.

APP_BACKCOLOR

Displays a background color of your choice, if your background picture does not fill up the background area or if you do not want to have a background color. See Changing the Desktop Background below for information on how to change the color.

Note: To re-insert the IBM Cognos background picture, you have to remove this parameter.

For example (for color red): 255,0,0

APP_BACKGROUND

Displays the referenced picture file as background in the main window. If the picture does not fill up the background area, it will be placed in the bottom right corner. See Changing the Desktop Background below for information on how to change the picture.

Note: Note: To re-insert the IBM Cognos background picture, you have to remove this parameter.

For example: D:\GRAPHICS\LOGO.BMP

RUN_WITHOUT_GENSUM

Does not generate account summation structures.

Value: YES

Change the Desktop Background

IBM Cognos Controller is installed with a template desktop background picture. You can change this background picture and/or set a background color with the local parameters described in the Parameter List.

See "Define Local Preferences" on page 176 for information on how to define the parameters and their values.

- If the picture you use does not fill up the background area, it will be locked to the lower right corner and the rest of the area will be empty, unless you have specified a background color. If you add a background color, the area around the picture will be filled with the color you have specified.
- If you set a background color and keep the template background picture, the template background picture will remain in the lower right corner. If you want to completely remove the template background picture, you can set the parameter APP_BACKGROUND to the value 0.
- To remove a background color or background picture and re-insert the template background picture, you have to remove the background parameter rows from the **Local Preferences** window.

Define Workflows

You can choose to display a graphical summary of the actions involved in a workflow.

Each action in the workflow corresponds to a window in IBM Cognos Controller. There are three pre-defined workflows for you to choose from for each environment, that is, centralized or distributed installation. You can also define your own workflows. The pre-defined workflows for each type of environment are designed for:

- Reporting Sites
- Sub-consolidation sites
- Consolidation sites

User Defined Workflows

You can use this function to create user-defined workflows if the predefined workflows do not meet your needs.

To create your own workflow, start by defining your main groups, and then define the actions you want to apply to them. After that, you define the main groups you want the overall workflow to consist of. Finally, give the workflow a name and save it, then activate it in **Personal Defaults**.

The most frequently used menus in IBM Cognos Controller are linked to their own icons, which means that the workflow can describe the action in images as well as text. If you do not define an icon for a particular action, a default icon will be used automatically.

You can create your own icons, which you can then use for main groups in the workflow. Save these icons in .bmp format, size 43 * 43 pixels.

Procedure

- 1. On the **Maintain** menu, click **Workflow Configuration**/Define. The **Define Workflow Configuration** window opens.
- 2. Click the New button. All fields are cleared for entry.
- **3.** In the **Code** text box, enter the workflow or sub workflow code. The code must be an integer greater or equal to 100000.
- 4. Select the **Top Level** check box to indicate that the workflow represents a main workflow, containing sub workflows. The top level workflow is selected in **Personal Defaults**.
- 5. In the **Name Group** and **Name Local** text boxes, enter a description of the workflow or sub workflow in the group and local languages.
- 6. In the **Image** drop-down list box, select the image you want to associate with the workflow or sub workflow. You cannot associate an image with a main workflow.
- 7. If you are defining a main workflow, select all sub workflows in the **Available** list box that you want to include in the main workflow and click the right arrow to move them to the **Selected** list box. All defined sub workflows are located at the bottom of the **Available** list box.
- 8. If you are defining a sub workflow, select all menus in the Available list box that you want to include in the sub workflow and click the right arrow to move them to the **Selected** list box.
- 9. Click Save.

Results

• To define which workflow to display in the main program window, open **Personal Defaults**, **Workflow (3)** tab.

• If you are using a predefined system workflow, there are no predefined local names. If you want to enter local names, save the predefined workflows as a user defined workflow and enter local names.

Chapter 8. Report Data

This chapter describes how you enter data in the system. You can enter period values manually, transfer them automatically using a file from the external system or copy them from a previous period.

Data Entry - Reported Values

In this window you can register values in a selected form.

If reference columns are displayed next to the actual period they are defined in Maintain/Form Structure/Define.

You work in Microsoft Excel and have access to all Excel functionality, and all your settings are saved in the IBM Cognos Controller database. The optional reference columns shown next to the current period are defined in the Create Forms function.

For information about the Controller menu in Excel, see The Controller Menu in Excel.

Limitations

- You can only select the periods, actualities and forms that are unlocked for entering period values in the **Define Submission** and **Period Locking** functions.
- You can only enter values for periods that have been initiated.

For more information, see "Define Submissions" on page 128.

The Contents of the Form

The form that is opened for entering period values displays information such as account codes, account names, periods and actualities. The rows/columns can also contain an extended dimension level where you can enter data. The author of the form or users with change rights can change the content, layout, column width and row height of the form. The form content is displayed in the language pre-defined in the personal defaults.

For more information, see"Form Structures" on page 80.

Compare with Removed Accounts

If you change a form and, for example, remove one or more accounts, you can still compare the form with earlier periods, when the removed accounts were still in the form. The **From Others** row is displayed and will in this case display the sum of all removed accounts.

Color Coding

Depending on the type of account represented by the value cells, they are shown with different default background colors.

- Summation accounts grey background.
- Intercompany accounts turquoise background

- Shareholdings and Investments green background
- Accounts that can include a comment on the value entered green background.
- Accounts that do include a comment on the value entered yellow background.

These are the default colors used by the system, but you can define other colors for each cell, using Excel's formatting tools. That means your own forms might not look like the one described above. For more information, see Setting Standard Colors.

Simultaneous Users

Two users can simultaneously enter data for the same company, period and actuality, provided they are not working on the same form or account. If an account appears in more than one form, only the first user has write access to the account. The other user has read access to that account on other forms. One user can simultaneously open several forms for the same period, actuality and company.

If you try to open a form with an actuality, period and company that is already in use by another user, the form is opened in read-only mode. A message is displayed first, with information about which user ID that has opened the form.

Cell Types

The cells you want to enter values or comments for can be accessed in different ways:

- Detail accounts enter values directly in the cell.
- Integrated accounts values are entered in a specification. The sum is collected from the specification and automatically displayed in the current form. The value cell is locked for direct data entry. If a specification is linked to the current cell, you can click on the Form link button on the toolbar to open the specification where you enter the details.
- Intercompany balance accounts values are entered in a secondary window, which is opened by selecting the relevant cell and clicking the Intercompany Balances button on the toolbar. In the window that opens you can add new rows by clicking on the Add New Row button on the right-hand side toolbar. Specify your intercompany balances by entering the counter company, transaction currency, transaction amount, counter dimension and local amount.

Online Matching

If the **Use Online Matching** option is enabled, the intercompany balances reported by the counterpart can be displayed and compared, but not updated. Click the **Get Counterpart Information** button to update the window with the values reported by counter companies. If transaction currency is used, the column **Difference** will be displayed.

Shareholdings and Investments

For Shareholdings and Investments in Group Companies you open the investment register for accounts that have been defined for investments within the group. Click **Shareholdings and Investments** to open the **Data Entry - Shareholdings and Investments in Group Company** window. The total investment is displayed in the form in the investments account.

Enter Reported Values

Complete the following steps to enter reported values.

Procedure

- On the Company menu, click Data Entry Reported Values. The Data Entry -Reported Values window opens, and Microsoft Excel launches in the background.
- Enter the actuality, period and company you want to enter values for. An actuality or period can be opened or closed for data entry, depending on the settings in the Change Period Locking by Company window.

The companies available for data entry are determined by the user rights.

3. Select or enter the form and submission for which you want to enter values. Other text boxes may also appear, depending on what type of information the selected form contains.

The forms available for data entry are determined by the settings of the current submission, defined in the **Define Submission** window. Available forms also depend on user rights and linked structures that may have been pre defined.

Available currency types may be limited to local currency only, depending on the settings in the "Define General Configuration - the General 1 Tab" on page 101.

Closing version is only visible for forms that has expanded journal types on an axis.

Journal Type is only visible when the period does not have verifications and the **Comp. Journals in Columns** check box is selected in **Define Submissions**.

Extended Dimensions are only displayed for certain form types.

- 4. Click the **Open** button to display the form. The form is opened in Excel.
- 5. Enter values, intercompany values and comments in all relevant cells with the buttons on the toolbar.

If an account can or should contain a comment is determined by the account definition in the **Define Accounts** window. There may also exist a specific text form, which is only used for reporting comments. Some forms may also contain specific cells for entering comments.

In the **Comment** window, you can insert comments, files, links to files and hyperlinks. To view entered comments, links or files, select the row with the account and click **Enter a Comment**.

- 6. If the account is an intercompany account, click the **Intercompany Details** button on the left-hand side toolbar (Excel 2003), or **Intercompany Details** button on the **Custom Toolbars** group (Excel 2007). In the window that opens you can enter the currency code, PER (percent), profit margins and the sales amount. Separate forms can be created for the M type account. Click **OK** to return to the main data entry window.
- 7. Click Save.
- 8. If you want to print the form, click **Quick Print** (Excel 2007). You can add formatting, enter page breaks and define printer settings. Another way to print the form is to use the **Reports/Run** menu option.

Results

- A value cell can be defined so that its value is calculated automatically from the values in other cells. This means that the value cell is locked for data entry, but its value is calculated and saved to the defined account automatically.
- If you enter values on other sheets in the workbook, they will not be saved.

- If you use a form with actualities defined in a row or column definition, it is the actuality of the form definition that will be used, not the value of the actuality field in **Data Entry Reported Values**, unless you have specified an actuality with the code \$\$.
- Forms with journal types on one axis only are visible when the period does not have verifications and the **Comp. Journals in Columns** check box is selected in **Define Submissions**.
- You should not enter or update data in the local currency using a linked actuality, since this means that you work with values in the local currency from a different actuality, and so risk destroying it by mistake. Instead use the original actuality to change the values in the local currency.
- Sum accounts displays the sum of several accounts. If a sum account is linked to a specification, you can click on the **Form link** button on the toolbar to open the specification where you enter values on the accounts included in the sum account. Sum accounts are locked for direct data entry.

If you open a data entry form including a summation account with a value not equal to zero and accounts included in the summations are excluded from the form, the row **From Others** will appear. On this row, values from the excluded accounts will appear.

- Two users can enter data simultaneously for the same company, period and actuality, provided that they are not working on the same form or account. If an account appears in more than one form, only the first user has write access to the account. The other user has read access to that account on other forms. One user can simultaneously open several forms for the same period, actuality and company.
- If you use the **Intercompany Account Template**, you will see only the valid counter companies in the **Intercompany Details** window. To override this template, select the **Allow Overriding IC Account Template in Data Entry** check box, in the **General Configuration** window, **General 2** tab.
- For Free Forms, if two columns exist with the same data, the duplicate column will not be removed.
- For large forms it can be useful to select **Disable Automatic Calculation** in **Maintain/Form Structure/Define** to improve performance.
- You can view an account description by selecting the account row you are interested in and clicking on **Account Description** on the **Custom Toolbars** group (Excel 2007). You can define the account descriptions in the **Define Account Structure** function.

Enter Values and Comments

This section describes the available functions when you enter values and comments.

Multiple Windows

You can open multiple data entry windows simultaneously, adding data to each of them in turn.

Simultaneous Users

Two users can simultaneously enter data for the same company, period and actuality, provided they are not working on the same form or account. If an account appears in more than one form, only the first user has write access to the account. The other user has read access to that account in other forms. One user

can simultaneously open several forms for the same period, actuality and company.

Search in a Form

You can use the Microsoft Excel search function to search for a string in the form. Make sure you place the cursor above and to the left of the area you want to search, before starting the search. The cursor is automatically placed on the first occurrence of the string you are looking for. Click the **Next** button to locate the next occurrence. You can also use the search function when entering values in a secondary window.

Save Dimensions and Totals

In forms that are divided into dimensions, the amount is only stored at the level in which values are entered, that is, not at intermediate levels in dimensions. This means that values of total accounts or dimension totals are not stored.

Print Forms

You can print all forms using the print function in Excel.

Ways of Entering Values and Comments

This section describes the different methods you can use for entering values and comments.

Detail Accounts

You can enter values directly into value cells. You can also use the value cell as a calculator by entering an equals sign (=) and then adding or subtracting the values you want to enter.

Integrated Accounts

You can enter values in the specification, that is, a detail form. The totals are then automatically copied from the integrated specification to the main form. Value cells for integrated accounts are locked for data entry. If you have defined a detail account in the form with an associated specification, you can click **Form Link** on the **Custom Toolbars, Controller** group on the **Add-Ins** tab (Excel 2007). The specification opens, allowing you to enter relevant values.

Intercompany Accounts

You can enter the values in a secondary window, which you open by clicking **Intercompany Details** on the **Custom Toolbars** group (Excel 2007). In the window that appears, you can enter intercompany balances, transaction currencies, transaction amounts, counter companies and counter dimensions. If you are working in a centralized environment, all companies that have reported intercompany balances with the current company are also displayed, but they cannot be updated.

You can also enter intercompany values in a specific intercompany form. You can create separate forms for I type and J type intercompany accounts. You can only enter intercompany transactions in these forms.

Accounts for Internal Profit Margins

You can enter the values in a secondary window, which you open by clicking **Intercompany Details** on the **Custom Toolbars** group (Excel 2007). In the window that appears, there is one column with code PER for percentage, one column for profit margin and one column for the local sales value. As an alternative to linked internal profit in the pop-up, you can create a separate form for M type accounts.

Summation Accounts

Shows the sum of a number of accounts. If you have defined a summation account in the form with an associated specification, you can click **Form Link** on the **Custom Toolbars** group (Excel 2007). A separate form appears, allowing you to enter the values for the detail accounts forming part of the summation account. Value cells for summation accounts are locked for data entry.

Shareholdings and Investments

If you have defined an account to contain shares in group companies or in external companies, you can click the button **Shareholdings and Investments** on the toolbar to open the window **Data Entry - Shareholdings and Investments in Group Companies/External Companies**. Enter each acquisition and the total sum will be displayed under the account in the form.

When working with legal units and sub-units, data is entered on the sub-units. For a legal unit representing a parent company, shareholdings and investments are registered on the legal unit on the **Group/Data Entry - Shareholdings and Investments** menu. Since period data is entered on the sub-units, the **Shareholdings and Investments** button will not be activated. Instead data is entered directly on the account in the form.

Main Account with Underlying Movement Accounts

Shows the sum of a number of movement accounts. If you have defined a main account in the form with an associated specification, you can click **Form Link** on the **Custom Toolbars** group (Excel 2007). A separate form appears, allowing you to enter the values for the movement accounts forming part of the main account. A main account containing movement accounts is locked for data entry.

Files or Links (Unstructured Data)

Users may store or link information as files or links (unstructured data) in relation to the amounts stored in the IBM Cognos Controller database. You can only attach files or links to accounts defined to hold comments. You attach the files or links by using the **Enter a Comment** window, which you access from the standard and free forms, the intercompany window and the I, J and M forms.

Generate Reports of Number of Entered Values

You can use this function to print a report showing the number of values that have been entered in total. You can also drill down to find out the number of entered values from a range of perspectives.

Procedure

 On the Company menu, click Reports/Number of Entered Values. The Reports - Number of Entered Values window opens.

- 2. Select reports.
- 3. Options valid for your report selection will be activated.
- 4. In the **From Period** and **To Period** text boxes, enter the period range for which you want to generate the report. Select actuality if this is activated.
- 5. If **Group/Company** is activated, select **Group** to generate a report within a specific group. In the **Consolidation type** and **Group** text boxes, enter the relevant information for which you want to generate the report. Select the include subgroups check box to generate the report for all subgroups within the specified group.
- **6**. If currency type is activated, enter the currency type for which you want to generate the report.
- 7. In the **Closing Version** check box, enter the closing version for which you want to generate the report.
- 8. Select the option **Include Rows with Zero Values** to include blank values in the **Values** column.
- **9**. Select the option **Show Journal Type** to display on which journal type data is entered.
- 10. Click the **Preview** button to generate the report.

Viewing the Status of Companies

You can use this function to obtain the reporting status for specific companies for each submission.

The reporting status keeps track of how far work on a particular company has progressed for each period, actuality and submission. The status code for the company in question is updated as soon as a company has been reported or reconciled. The selected submission shows the forms involved, the status of the individual forms, and the status of the submission. The status is determined by the following:

- Actuality and period
- Submission
- Company

Four Status Codes

There are four different status codes for reporting status:

- Missing there are no values entered in the company.
- **Reported** there are values entered in the company.
- **Reconciled** the company has been reconciled without differences.
- **Ready** the company has finished reporting and may be locked, depending on the settings in the general configuration.

Status Details

In the section **Status Details** in the **Company Status** window you can view when a status change happened on a certain submission and who made the change. Time, date and user name is displayed. This information is included if you select to print the **Company Status** information.

When is the Reporting Status Set?

If there are no values entered in the company, the reporting status is **Missing**. If you enter a value in a form, the overall company status changes to **Processing**. You can carry out the reconciliation once all forms have the status **Reported** or **N/A**. You cannot update a company's status to the status code **Reconciled** until a reconciliation has been carried out. Depending on the configuration, differences can be accepted. After the company status has been changed to **Reconciled**, you are able to update the company manually to **Ready**. In the **Company Status** window, click the **Ready** button.

Reconcile More than One Submission

If the current period contains just one submission, the reconciliation takes place for that submission. If reporting is sub-divided into a number of submissions, reconciliation takes place for all submissions in succession. In the case of the first submission, only that submission is reconciled. In the case of the second submission, the reconciliation applies to the accounts and forms included in submission 1 as well as submission 2.

Note: The first submission must be reconciled before the second submission can be reconciled and so on.

Rules for Reporting Status

The general configuration has some options that affect the way the status is set:

- Use Period Locking on Company Level means that the selected actuality, period, company, and submission will be locked for the defined closing version when the company status is updated to **Ready**. Otherwise, the reconciliation will be made according to the definition on the **Reconcile** tab in the general configuration. When a company journal is entered on a journal type that is not included in the selected closing version for locking, then the company status remains **Ready**. To indicate that there is a change, the group status changes to **Processing**.
- Set Status for Submission to Ready after Reconciliation means that after a reconciliation without differences the reporting status of the company is set to **Ready** immediately, and not to **Reconciled**. If you select this option and the option above, the system automatically locks the company and the submission for the selected closing version, preventing any further processing. When you do not set the option **Set Status for Submission to Ready after Reconciliation** and the status of the company reporting is **Reconciled**, then the company is open for data entry and not locked. When a company journal is entered on a journal type that is not included in the selected closing version for locking, then the company status remains **Reconciled**. To indicate that there is a change, the group status changes to **Processing**.

Note: The status of an imported company journal will be set to **Processing** irrespective of the journal type.

• Largest Difference Accepted During Reconciliation is only applicable to the reconciliation options of Between Accounts and Opening Balances.

The reconciliation options **Active/Passive**, **Between Accounts**, and **Opening Balances** must be reconciled at the same time. Differences in active and passive will be accepted only if the **Ignore Balance** check box is selected for the **period** or **submission** in the **Define Submission** window. For more information, see "General Configuration Settings" on page 101.

Form Status

Each submission contains a number of defined forms. The forms defined for the submission in question are listed under the company status heading. The form status affects the reporting status. The following information is being provided:

- Form code and form name.
- The status of each form.
- When the last change was made.
- The users making recent changes.
- The system module used to make recent changes.

Three Status Codes for Forms

- There are three different form status codes:
- Missing there are no values entered in the form.
- Reported there are values entered in the form.
- N/A you do not want any values to be reported in the form.

Change Form Status

- You can change the form status as follows:
- Missing can be changed to N/A.
- N/A can be changed to Missing.
- The status is automatically changed from **Missing** to **Reported** when you enter a value in the form. If a form has status **Missing**, the reporting unit should communicate if it shall not be reported by setting the form status to **N/A**. If a form has the status of **Missing**, then the reporting status cannot be updated.

Relationship between Form Status and Reporting Status

The reporting status changes according to the form status:

Table 32. Form status and the related reporting status

Form Status	Reporting Status
All forms have the status Missing	Missing
At least one form has the status Reported	Processing
All forms have the status Reported or N/A and have been reconciled.	Reconciled
All forms have the status Reported or N/A and have been reconciled and marked as ready.	Ready

Viewing and changing the status for companies

Complete the following steps to view the reporting status for companies.

Procedure

- 1. Click Company > Company Status.
- 2. Enter the actuality, period, submission, and company you want to view the status for.

- **3**. Click the **Open** button. The current form set, reporting date, reporting status, and local currency are displayed automatically. The table lists all forms included in the form set and the status of each form.
- 4. If all the forms are ready to be reconciled, then click Company > Reconcile > Between Accounts/Opening Balances and run the reconciliation. The reconciliation can be carried out after all forms have the status Reported or N/A. Status is defined in the local currency for the reported values for all journal types according to the settings in the General 1 or Reconcile tabs, and for the contribution version BASE.

There are four reporting status levels:

- **Missing** No values have been entered for the submission. All forms have the form status Missing.
- **Processing** Values have been entered for the current company and submission. At least one form has the status Reported.
- **Reconciled** The company and the current submission have been reconciled without reconciliation errors. All forms have the status Reported or N/A and have been reconciled.
- **Ready** The company and submission have been reconciled and set to Ready. All forms have the status Reported or N/A.
- 5. When all the forms have been reconciled and no reconciliation errors have been found, click the **Ready** button to change the submission status to **Ready**.
- 6. Click Save.

Results

- If the Set Status for Submission to Ready After Reconciliation check box is selected in the Reconcile tab, the reporting status of the company is set to Ready immediately after a reconciliation without differences. If this option is selected together with the option Use Period Locking on Company Level, the system automatically locks the company and the submission for the selected closing version, preventing any further processing.
- If the Use Period Locking on Company Level check box is selected in the General 1 tab, the selected actuality, period, company, and submission will be locked when the company status is updated to Ready. When a company journal is entered on a journal type that is not included in the selected closing version for locking, then the company status remains Ready. To indicate that there is a change, the Group Status changes to Processing. The status of an imported company journal will be set to Processing irrespective of the journal type.
- You can select the Largest Difference Accepted During Reconciliation option in the Reconcile tab in order to accept differences in the reconciliation, thus updating the status.
- The Largest Accepted Difference During Reconciliation option does not apply to Debit/Credit.

Copying Values Between Periods and Companies

This section describes the three methods for copying reported values.

- Copy Reported Values Between Companies.
- · Copy Reported Values Between Periods.
- Copy Opening Balances for Reported Values.

Copy Reported Values Between Companies

You can use this function to copy values between different companies, with the rest of the conditions unchanged.

This can be useful when there is a structure change, in order to allow the same companies to be included in two locations in the group, once to handle the sale of the company and once in the capacity of a new company in the acquisition group. You can also copy all values with reversed signs. Before you can copy reported values between companies, you must define the company that you are copying to in the company structure.

The companies you are copying values between must be defined with the same currencies, since there will be no currency translation done when copying.

The period values and detailed information on intercompany balances are copied, together with comments. It is also possible to copy text forms. There are no checks performed of the period's form set.

In the details in intercompany balances, the company identities in the **Original Company** column will change, but those in the **Counter Company** column will stay the same.

If you select the option to clear before copying, existing accounts for reported values for current selections will be overwritten.

Procedure

- 1. On the **Company** menu, click **Copy**/**Reported Values between Companies**. The **Copy - Reported Values between Companies** window opens.
- 2. Enter the actuality and period or periods from which you want to copy values.
- 3. Enter the currency type and form from which you want to copy values.
- 4. In the **Copy From Company** text box, enter the company from which you want to copy values.
- 5. In the **Copy To Company** text box, enter the company to which you want to copy values.
- 6. Select the relevant copy options:
 - Clear Existing Reported Values for Current Selections Before Copying
 - Change Signs for All Copied Values
- 7. Click **Run**. A simple copying is carried out, in which changes cannot be made, that is, existing values are stored in the same way as previously. Period values and detail information on intercompany balances are copied, together with comments. There are no checks made of the period's form set. A message box appears with statistics of how many records that were copied. Click **OK**.

Results

You can only copy values to companies you have write access to.

Copying Reported Values between Periods

You can use this function to copy values for one or more companies or groups from one period and actuality to another period and actuality. You can simultaneously copy values for several periods and copy back in time. This function is very useful mainly for inactive companies.

What is copied?

The copy procedure is from and to the same company code. Existing values are stored in the same way as before the copying took place. Period values and detail information on intercompany balances are copied, together with comments. It is also possible to copy text forms. You cannot copy a value to an account that is not valid for the period according to the defined form set.

If you select the option to clear before copying, existing accounts for reported values for the current selections, will be overwritten.

Example: Copy Monthly or Non-Monthly Values

When you copy values, you can copy monthly values or cumulative values. Monthly values may give better results if you are copying values from several actualities.

The example in the following table, illustrates what is copied if you copy values using the Monthly function:

Period and Actuality	Cumulative Value	Monthly Value	Period and Actuality	Accumulated Value
0301AC	100	100	0301P1	100
0302AC	130	30	0302P1	130
0303BU	170	20*	0303P1	150*
0304BU	180	10	0304P1	160

Table 33. Example, results of copying values with the monthly function

* 0302BU=150. The monthly value will then be 0303BU - 0302BU = 20. This monthly value will be saved as a cumulative value, that is, 0302P1 + 20 = 150.

The example in the following table, illustrates what is copied if you copying values without using the Monthly function:

Period and Actuality	Cumulative Value	Period and Actuality	Accumulated Value
0301AC	100	0301P1	100
0302AC	130	0302P1	130
0303BU	170	0303P1	170
0304BU	180	0304P1	180

Table 34. Example, results of copying values without the monthly function

Copy over the Year-End

All values copied are moved to the same account in the next period, regardless of whether it is over the year-end. If you are copying over a new year, a warning

appears, advising you to copy opening balances. You can choose to cancel or continue.

Example

CB values are copied to CB, so there is no effect on OB.

Copy Reported Values Between Periods

Complete the following steps to copy values between periods.

Procedure

- On the Company menu, click Copy/Reported Values Between Periods. The Copy - Reported Values Between Periods window opens.
- 2. If you want to copy reported values for all companies within a specific group, select the **Group** option button. In the **Consolidation type** and **Group** text boxes, enter the relevant information for which you want to copy reported values. Select the **Include Subgroups** check box to copy values for all subgroups within the specified group. This check box is only active if the **Group** option button is selected.
- **3**. If you want to copy reported values from one or several companies, select the **Company** option button and enter the company code(s) in the **Company** text box.
- 4. In the **Currency Type** text box, enter the currency type you want to copy reported values for.
- 5. In the Form text box, enter the form you want to copy reported values for.
- 6. In the **From Actuality** and **From Period** columns, enter the actuality and period from which you want to copy reported values. In the **To Actuality** and **To Period** columns, enter the actuality and period to which you want to copy reported values.
- 7. Select the copy option **Create Monthly Values Before Creating New Accumulated Values to Store** check box to copy monthly values from several actualities and save them as YTD values. The copied periods should not span over a year-end, see example below.
- 8. If you are copying monthly values, you can enter the first period to be copied and click the **Expand** button. All following periods until the year-end are automatically entered in the list of periods.
- 9. Select the copy option **Clear Existing Reported Values for Current Selections Before Copying** check box if you want to overwrite existing values before you update.
- 10. Click **Run**. Copying is carried out and existing values are stored in the same way as before the copying took place. Period values and detail information on intercompany balances are copied, together with comments. You cannot copy a value to an account that is not valid for the period according to the defined form set. All values being copied are moved to the same account in the next period, regardless of whether it is over the year-end. If you are copying over a new year, a warning appears, advising you to copy opening balances. You can choose to cancel or continue.

Copying Opening Balances for Reported Values

You can use this function to copy values from one or more companies to the account for opening balances. This function can be useful, for example, after a change of year and during simulation of budgets or forecasts. The OB actuality and period are automatically loaded from the **Define Submission** function.

Reconciliation Codes

To be able to copy opening balances, you must have defined accounts with the reconciliation codes J or L in the account structure. Code J is used to enable reconciliation and copying of the opening balance to be carried out. Code L is used to change sign during reconciliation or copying.

For more information, see "Define Account Structures - the Define Tab" on page 24.

What is copied?

The opening balances will be copied in the specified currency for the reported values and there will be a check of the period's form set. Period values and detail information on intercompany balances are copied.

If you select the option to clear before copying, existing OB accounts for the reported values for the current selections will be overwritten.

Change the Journal Type to Reported Value

When you copy values over year-end, you can define the journal type, so that it changes to another journal type or is moved forward becoming a reported value the following year. You define this on the **Journal Type** tab, using the **Maintain/Configuration/Define Closing Version/Journal Types** menu.

If you have set the journal type to be copied to a reported value the following year, this means that you must also run the copy routine, using **Company/Copy** - **Opening Balances for Reported Values**. The rules for copying opening balances for reported values will then take over for the journal types, which will be carried forward to a reported value. You can only copy the period values for the company journals.

These journal types will not be present as period values or journal entries the following year. They are not included in the **Copy - Company Journals Between Periods** menu for the following year either.

For more information, see "Copying Company Journals" on page 206.

Copy Opening Balances for Reported Values

Complete the following steps to copy opening balances for reported values.

Procedure

- 1. On the **Company** menu, click **Copy/Opening Balances for Reported Values**. The **Copy - Opening Balances for Reported Values** window opens.
- 2. In the **Actuality** and **Period** text boxes, enter the actuality and period to which you want to copy opening balances from the previous period.
- **3**. In the **From OB Actuality** text box, either leave the suggested actuality or enter the opening balance actuality you want to use for the selected actuality and period. The **OB Period** text box automatically displays the previous period from which to copy the opening balances.
- 4. If you want to copy opening balances from companies within a specific group, select the **Group** option button. In the **Consolidation type** and **Group** text

boxes, enter the relevant information you want to copy opening balances from. Select the **Include Subgroups** check box to copy opening balances from all subgroups within the specified group.

- 5. If you want to copy opening balances from one or several companies, select the **Company** option button and enter the company code(s) in the **Company** text box.
- 6. If you want to select several items, press the Ctrl key and click the next item. Click **OK**. The text box displays the characters ">>" to indicate that more than one item has been selected.
- 7. In the **Currency Type** text box, enter the currency type you want to copy opening balances for.
- 8. Select the **Clear Existing OB Accounts for Reported Values for Current Selections Before Copying** if you want the existing values to be overwritten before copying the opening balance.
- **9**. Click **Run**. The opening balances will be copied in the specified currency for the reported values and there will be a check made of the period's form set. Period values and detail information on intercompany balances are copied.

Results

- To be able to copy opening balances, you must have defined accounts with the reconciliation codes (Reconciliation between Accounts) J or L in the account structures. Code J is used to enable a reconciliation and to carry out the copying of the opening balance. Code L is used to change sign during reconciliation or copying.
- J = Copy previous year's closing balance +.
- L = Copy previous year's closing balance -.

Copy Tables

You can use this function to copy period values from one account to another in the same period and for the same company.

This may be useful, for example, when you want to copy period values from a specification, which is not integrated, to a main account, or when you want to copy values from a preliminary result report to a final one. You can copy values from several accounts and merge them to the same account.

Define Copy Tables

You can use this function to define a copy table that copies the values from one account code to another account. You can also copy values from several accounts and merge them to the same account.

When you want to copy values from an account that does not use dimensions to one that does, you have to specify the dimension codes. The same applies if the account you are copying from has a different dimension setting than the account you are copying to.

Procedure

- On the Company menu, click Copy/Define Copy Table. The Copy Define Copy Table window opens.
- 2. In the **From Account** column, enter the account code from which you want to copy the value or select an account from the popup list box.

- **3**. In the **Sign** column, enter the sign with which to copy the value. Enter a plus sign (+) (default) to copy the same value or enter a minus sign (-) to copy the value with reversed sign.
- 4. In the **To Account** column, enter the account code to which you want to copy the value or select an account from the list box.
- 5. If applicable, in the **Ext Dim 1-4** columns, enter the relevant extended dimension code for the account to copy the value to or select an extended dimension from the list box. Extended dimension codes are used when you want to copy values from accounts which are not divided into extended dimensions to accounts which are, or when the account to copy from have different dimension settings than the account to copy to.
- 6. Click **Save** and then **Close**.

Results

- The **To Account** must exist in the account structure.
- To print a report of the defined copy table, click the **Print** button.
- The dimension columns are only used when you want to copy values from accounts, which are not divided into dimensions to accounts that are, or when the account to copy from and the account to copy to have different dimension settings.

Run Copy Tables

You can use this function to run copy tables, which copy values between the accounts you specified in the copy table within a company or a group.

All journal types, including reported values, will be copied. Only automatic journals of type BASE (blank) will be copied. If you select the option to clear before copying, existing values in target accounts for the current selections, will be overwritten.

Procedure

- On the Company menu, click Copy/Run Copy Table. The Copy Run Copy Table window opens.
- 2. In the **Actuality** and **Period** text boxes, enter the period and actuality for which you want to copy values.
- **3**. If you want to copy values for companies within a specific group, select the **Group** option button. In the **Consolidation type** and **Group** text boxes, enter the consolidation type and the group for which you want to copy values. Select the **Include Subgroups** check box to copy values for all subgroups within the specified group.
- 4. If you want to copy values for one or several companies, select the **Company** option button and enter the company code(s) in the **Company** text box.
- 5. In the **Currency Type** text box, enter the currency type for which you want to copy values.
- 6. Select the Clear All Existing Target Accounts (According to Copy Table) for Current Selections Before Copying to delete any values in the target accounts, based on the copy table, before copying the values.
- 7. Click **Run**. The values are copied according to the copy table.

Results

- All journal types, including reported values, will always be copied.
- Only the automatic journal type BASE (blank) will be copied.

 Copying to an account of type A, L, E, I or C may cause differences in the active/passive reconciliation. Therefore, it is advisable to generate reconciliation reports after copying values.

Company Journals

Company journals make it possible to connect journals in local currency or in group currency with values already reported for a specific company.

You can use this option when you need to make journals in specific companies, for example, to comply with US GAAP or to make a revaluation comply with tax regulations.

You can create company journals as separate journal entries. Each company journal has a unique journal number, and is saved with a copy rule, which determines how the company journal is processed in other contexts, e.g. when you copy company journals. Company Journals can be created from several menus:

- **Company/Data Entry Reported Values** where you enter the company journals directly in adjustment columns.
- **Company/Data Entry Company Journals** where you enter the company journals as standard journal entries.
- Company/Copy/Company Journals between Periods or Company/Copy/ Company Journals between Companies where you copy company journals.
- Transfer/External Data/Import General Ledger Journals

Journal Types and Closing Versions must be defined in Maintain/Configuration/ Define/Closing Versions/Journal Types.

For more information, see "Define Journal Types" on page 126 and, "Define Closing Versions" on page 127.

Ways to Create Company Journals

- Company journals are created in the local currency, group currency or any other currency. You can create them by:
- Manual entry
- Copying from earlier periods
- Copying from another company
- Import

Note: You can only enter company journals on companies defined as subsidiaries in the company structure. You should use group journals for groups and legal units.

For more information, see Chapter 19, "Group Journals," on page 533.

Reconciliation Codes Between Statistical and Main Accounts

If you are working with main accounts and statistical accounts, which are defined with codes for reconciliation between accounts, that is, they have cross checks between them, it is important that you consider updating both types of account. If this is not done, there may be reconciliation errors between these accounts. Statistical accounts can often appear in a sub-form (for example Analysis of Reserves) and main accounts in a main form (for example Balance Sheet).

Journal Update According to Reconciliation Between Accounts

The **Journal Update According to Reconciliation Between Accounts** function updates the main account automatically when you have created company journals against statistical accounts. You enable this function in the general configuration using the **General 3** tab. It requires the statistical account to be defined with reconciliation codes against the main account. When you create company journals against the statistical account, the main account is then automatically updated when you save the journal entry.

Note: You must also enter an offset account for automatic updating, so that the journal entry balances. Otherwise, it will not be possible to save.

Company journals, which are created against statistical accounts (types R, S, T and U) with reconciliation rules, will automatically update accounts on the profit and loss and balance sheet (types A, L, E, I and C). The update will appear directly in the journal entry when you save the journal entry. In order for you to carry out the update, you have to create the company journal against the statistical account containing the reconciliation code. If you create a company journal against the account referenced by the reconciliation rule, the statistical account will not be updated.

Settings in the General Configuration

This section describes the settings defined in the **General Configuration** function, and relates to the processing of company journals.

For more information, see "General Configuration Settings" on page 101.

Dimensions

If you want to be able to create company journals at the dimension level, you must activate the relevant dimensions in the **General Configuration** function using the **General 2** tab.

Debit/Credit Layout

If you create company journals as standard journal entries, you can select a debit/credit layout by selecting this option in the **General 3** tab. The default setting is to enter all values in one column with +/- symbols.

Form Set Validation in Data Entry

If you want to work with form sets in **Data Entry - Group Journals**, you can use the form set validation function in the **Data Entry Company Journals/Group Journals**. You enable this function in the general configuration using the **General 3** tab. Depending on the form set used for the actual period, the function will limit your access to available accounts in **Data Entry - Group Journals**.

Note: It is possible to get invalid accounts in a journal using this functionality. If you, for example, copy or import journals to a period and some of the accounts are not included in the form set for that period. Or if you change the form set for the period after you have entered journals that have used accounts that are no longer in the form set.

Accounts that are invalid will be locked for changes in the journal. To be able to change these rows you need to change your form set or temporary clear the setting in the General Configuration.

You can delete the invalid account row and replace it with a valid one.

Alternative Method When Copying

If you want to use the alternative rules for copying company journals at the end of a year, you can define them using the **General 3** tab. You can simply choose to copy reversing types or non-reversing types or both, according to the alternative rules.

For more information, see "Copy Company Journals over the Year-End - Alternative Rules" on page 210.

Copy Journals Without Changing the Journal Number

When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be due to the fact that there are some temporary company journals among the fixed/reversing company journals in the period from which you are copying.

If you do not want the numerical order of the company journals to change after copying, you can use the settings **Copy journals without changing the journal number within fiscal year** or **Copy journals without changing the journal number over year-end**. For more information about how to use these settings, see "Numbering of Journals" on page 104.

Always place the temporary journals after the fixed and reversing journals at the end of the journal number order so that there are no gaps in the numerical series when copying fixed and reversing journal types.

Lock Journal Entries

If you create company journals as journal entries, you can lock them to prevent changes being made in the same journal entry. Select Close existing Journals for change, using the **General 3** tab. The company journals are locked when you save them. If you want to change a journal entry, you must create a new one.

Reconciliation

A reconciliation of debit/credit is run in the journal entries when you enter values in type A, L, E, I and C accounts. The reconciliation is performed in accordance with the rules defined in the general configuration, using the **Reconcile** tab.

Approval of Journals

You can add an approval process to company and group journals before the status for the journals is set to **Approved**.

You set the permission to approve journals in the **Maintain/Rights/Security Groups** window, on the new **Approval of Journals** tab.

New reports are available to show unapproved journals in the **Company/Approve Company Journals** and **Group/Approve Group Journals** windows. The user with

approval rights can check these reports, and then approve the journals in the **Company/Data Entry - Company Journals** and **Group/Data Entry/Group Journals** windows.

If a consolidation is performed with unapproved journals, this will be reflected in the consolidation report.

Currency Translation of Company Journals

You normally create Company Journals in local currency. You can also choose to create your company journals in the group currency or in any other currency.

Defaults in the system apply to the effect that you convert all transactions in detail with one exception. OB rates (conversion code I) are counted as an average of transactions that add up to the same CB and that you use as the OB rate for the following year.

Defaults in the system apply to the effect that all transactions are converted in detail with one exception. OB rates (conversion code I) are counted as an average of transactions that add up to the same CB and which are used as the OB rate for the following year. If you also want to perform currency translation in detail for OB rates, select **Detailed Currency Translation to I-Coded Accounts on Journals**. This function is enabled in the **General Configuration**, **Conversion** tab.

If you also want to perform currency translation in detail for OB rates, select Detailed Currency Translation of I Coded Accounts on Journals using the **Conversion** tab.

Note: As details are converted, it is very important that the journal number order is not changed from one period to another. This is important above all for conversion codes C and I, but it is also significant for other conversions if you want the details to tally. To make sure that the journal number order is not changed, you can use the setting **Copy Journals without Changing the Journal Number**on the **General Configuration**, **General 3**tab. We recommend this method if you are using conversion code C or detailed currency translation on I-coded accounts.

For more information, see "Currency Translation of Company Journals" on page 406.

If you want to create a company journal at a fixed/historic rate, you must define the account using conversion code E, F or G in the account structure, and update the historical rate register.

For more information, see "The Register of Historical Rates" on page 403.

Company Journals as Journal Entries

In the default setting, company journals are created as journal entries. You select the method to use for creating company journals by using the **Define Submissions** function.

If you do not select company journals in columns, company journals will be created as journal entries. If you select company journals in columns for a specific submission and period, this signifies that company journals will be created in columns. For more information, see "Define Submissions" on page 128.
You can use this function to create company journals as separate journal entries. Each company journal has a unique journal number, and is saved with a copy rule, which determines how the company journal is processed in other contexts, for example, when you copy company journals.

In the journal entry, the journal number will be displayed automatically after you click the **Open** button and enter the following information under **Journal Selections**:

- Actuality, period, company code
- Currency type
- Journal type
- Then enter the following information for the new journal entry:
- Copy rule (T as default)
- Journal text
- · Account, dimensions and amount per booking

Journal Number

Each company journal receives a unique journal number, where the journal number series starts at 101. Numbers 1-99 are reserved for automatic journals.

Reverse Journals

You can create a reversed journal using the next available journal number by using the **Reverse Journal** button. This means that you can eliminate a journal without having to re-book values manually. You cannot reverse only parts of a journal. For reversed journals, the **Reversed** field includes information about which journal the reversed journal is based on. The original journal also includes information about existing reversed journals. Both the reversed and the reversing journals are locked for update. If **Copy - All Journals** is selected, both the original and the reversed journal are copied.

Copy Rules

The company journal is stored with a copy rule, which determines how to handle the company journal in other situations, for example, when copying company journals between periods.

The most common currency type used is LC, the local currency of the selected company. To enter a journal in group currency, choose for example LE. LE will always be the currency of the company that in this consolidation structure owns the selected company directly. If there are several owning companies, the report will show the currency of the company with the largest owning percentage in this consolidation structure. If you want to enter your journals in the currency of the other owner(s) you need to create another consolidation type where the selected company is directly owned by a company with this specific currency. If the owning companies have the same owning percentages, the report will show the currency of the company that comes first in alphanumerical order.

The copy rules are described in the following list:

F (fixed)

Used as a regular journal entry, and copied with or without year-ending rules when copied over year-end. For more information, see "Copy Company Journals between Periods" on page 207.

R (reversing)

Used to book with reversed sign when copying over a year-end. For more information, see "Copy Company Journals between Periods" on page 207.

T (temporary)

Normally used only for the current closing of the books. You can also copy this rule to another period and over year-end with year-end rules.

A (automatic)

Created for automatic journals using control tables. You can use this rule for elimination of acquisition calculations, intercompany balances and intercompany profits.

Note: The copy rule A is only available in the **Maintain/Special Utilities/Data Entry - Automatic Journals**menu.

For more information, see Chapter 14, "Automatic Journals for Acquisition Calculations," on page 423, and Chapter 16, "Intercompany Balances," on page 503.

The Amount Column

You can choose to display the Amount column either as a column with the heading Amount or as two columns with the headings Debit and Credit. You can define this in the **General Configuration** function, **General 3** tab. You can create company journals in both local currency and any group currency.

Data Entry

You can create group journals against different types of accounts, main accounts as well as statistical accounts. However, you cannot update a company journal against a summation account.

Net Income

You cannot create journals against the account for Net Income in the balance sheet, the income statement or the equity specification. These accounts are updated automatically when you save a company journal against the accounts that sum into the account for Net Income.

Balance Control of Journal

A balance control is performed for each journal in respect of debit and credit balances. This is performed regardless of whether you are working in debit/credit columns or in a special amount column.

Create Company Journals as Journal Entries

Complete the following steps to create company journals as journal entries.

- 1. On the **Company** menu, click **Data Entry Company Journals**. The **Data Entry Company Journals** window opens.
- 2. In Journal Selections, enter the relevant information for the Actuality, Period, Company, Currency Type and Journal Type. You cannot save company journals on Reported Values (blank journal type).

- **3**. Click the **Open** button. The last saved journal number is displayed. Then click the **New** button to create a new company journal. The next available journal number is displayed in the **Journal Number** list box.
- 4. You can also select the journal number of a company journal you want to edit. Click the **Show Valid Choices** button next to the **Journal Number** text box to open a list of all available items.
- 5. If you want to use a different copy rule than the default T, click the **Show Valid Choices** button next to the **Copy Rule** text box. For more information about copy rules, see "Copy Rules" on page 201.
- 6. Enter a description of the company journal in the Journal text box.
- 7. In the **Account** and **Extended Dimension** 1-4 columns, enter the account code and relevant dimension codes for each journal entry. The account name is displayed automatically in the **Text** column. Company journals can be created on different types of accounts, main accounts as well as statistical accounts. However, you cannot update a company journal in a summation account.
- 8. Enter the amount in the **Debit/Credit** columns or in the **Amount** column. If the account is an intercompany account, click the **Intercompany Details** button in the value field to open a separate data entry form. Enter the counter company code, transaction currency (if relevant), and amount. Click **OK** to return to the main data entry window.
- 9. Repeat steps 7 and 8 until all journal entries have been entered.
- 10. Click **Save**. At the lower left hand corner of the window a reconciliation of debit/credit of values entered in type A, L, E, I and C accounts is displayed. The reconciliation is performed in accordance with the rules defined in the general configuration, using the **Reconcile** tab. You cannot close the window unless the amounts balance.

Results

- In order to register company journals as journal entries, the **Company Journals** in **Columns** check box must be cleared for the current period in the **Define Submission** window. If the check box is selected, you can enter company journals as total values in the **Data Entry Reported Values** window.
- If company journals are created as journal entries, you can lock them to prevent changes being made in the same journal entry. Select **Close Existing Journals for Change**, using the **General 3** tab in the general configuration. The company journals are locked when you save them. If you want to change a journal entry, you must create a new one.
- If you want to be able to create company journals at the dimension level, the relevant dimensions must be activated in the **General Configuration** function using the **General 2** tab.
- Company Journals can only be entered on companies defined as subsidiaries in the company structure. For groups and legal units, Group Journals should be used.
- If you are working with main accounts and statistical accounts, which are defined with codes for reconciliation between accounts, it is important that you consider updating both types of accounts. If this is not done, there may be reconciliation errors between accounts.
- If you use the **Intercompany Account Template**, you will see only the valid counter companies in the **Intercompany Details** window. To override this template, select the **Allow Overriding IC Account Template in Data Entry** check box, in the **General Configuration** window, **General 2** tab.

Enter Historical Rates on Company Journals

When working with company journals on accounts with currency translation codes E, F, or G, you can enter historical rates directly from the **Company Journals** window.

For intercompany accounts, the **Historical Rates** window is accessible from the **Intercompany Details** pop-up window. To access the **Historical Rates** window, select a row and click the **Historical Rates** button.

Historical rates for intercompany accounts are entered for each counter company. If you need to enter a more aggregated historical rate, use the **Group/Data Entry/Historical Rates** window.

If you have several rows for one counter company, such as several counter dimensions or several transaction currencies, the same historical rate is used for all rows.

- All conversions are performed from the local currency to all currencies in the consolidation structure. This means that historical rates must be entered for all group or sub-groups in the structure.
- You cannot change historical rates for a locked period. You can still see the historical value, but the cells are locked for editing.
- If your user right settings allow you to update company journals but not historical rates, the **Historical Rates** button is not enabled.
- If you have several transaction currencies or counter dimensions entered for one counter company, the total of these rows is displayed as one amount.

Change a Company Journal

If you open an existing company journal with historical rates, and make changes of such things as the dimension on a row, you are prompted to change the historical values as well.

To change or accept the old historical values, click **Yes**. The historical rates window opens. Click **OK** in this window, to save the old values or save edited values. You also have to click **Save** in the **Company Journals** window. If you do not want to save the old historical values, click **No** or **Cancel** when prompted if you want to change historical values. The old historical values are then deleted.

If you work with a company journal with intercompany details, you have to click **OK** in the **Intercompany Details** window as well, to save old or edited historical values.

Be aware that you have to click **OK** in the **Historical Rates** window to save the historical values. If you click **Cancel**, the historical values will be deleted.

Procedure

1. Select the account that you want to edit historical rates for in the **Data Entry** - **Company Journals** window or the **Intercompany Details** window and click the **Historical Rates** button.

The **Historical Rates** window opens. The upper part of the window shows information about the account from the **Company Journals** window. If there are already historical rates stored on the account in the historical rates register, the grid in the lower part of the window contain these values.

- 2. Select the currency that you want to change values for, or add a new row for new values. If there already are values stored in the historical rates register, these values are displayed.
- 3. Click OK.

You will return either to the **Company Journals** window or the **Intercompany Details** window, depending on where you started.

Note: You have to click **OK**in the **Intercompany Details** window too. If you do not, the values you entered in the **Historical Rates** window are not saved.

4. Click Save in the Company Journals window.

Results

Be aware that you have to click **OK**in both the **Historical Rates** window and the **Intercompany Details** window (if applicable) to save the entered historical rates. If you click **Cancel** in one or both windows, your changes will not be saved when you click **Save** in the **Company Journals** window.

Company Journals in Columns

You can use this function to create company journals in a separate journal column next to the column containing reported values in the **Data Entry - Reported Values** window.

The journals are created as a grand total per account. You can create company journals in both local currency and group currency.

If you choose to create company journals in columns, you must define them in the **Maintain/Submissions/Define** window. If you select Company Journals in Column for a period and actuality, this signifies that company journals will be created in columns. In the default setting company journals are created as journal entries.

For more information, see "Define Submissions" on page 128.

Different Form Types

When you create company journals in columns, you use the **Company/Data Entry** - **Reported Values** menu. In this window, you select which closing version you want to use and the journal types included in the closing version are then displayed. It is a pre-condition that you have defined one of the axes in the form to contain journal types. If the form is in the form of a matrix, you must select a journal type instead of a closing version, when creating the company journal.

For more information, see "Define Form Structures" on page 81.

Create Company Journals in Columns

Here you can enter reported values with journal types, which is useful when you want to enter company journals as totals, not as separate detailed journals.

Before you begin

To register company journals in columns, you must select the **Comp. Journals in Columns** column in **Maintain** > **Submission** > **Define**.

Procedure

- 1. On the **Company** menu, click **Data Entry Reported Values**. The **Data Entry -Reported Values** window opens.
- 2. Click **Open** to enable the input area. Columns for all journal types that are defined in the form are displayed. It is a precondition that you have defined one of the axes on the form to contain journal types. If the form is in the form of a matrix, when creating the company journal you must select a journal type instead of a closing version
- **3**. In the **Adjustment** column, enter the total adjustment amount per account. You can also change the reported values. If you want to delete a value, press the Delete key or enter 0.
- 4. Click Save.

Copying Company Journals

The Copy Company Journals function can be useful when you are booking the same or similar company journals from period to period or between different companies. The various options for copying in IBM Cognos Controller are described below.

Copy Rules

The following description tells you how to copy company journals between periods and actualities in the same fiscal year or to another year.

Copy Journal Entries or Journals in Columns

You can copy both journal entries and journals entered in columns. What is copied depends on whether the periods that you are copying from and to have been defined to create company journals as journal entries or in columns. The copying process is controlled by the To period.

The following table shows what is copied, depending on how you have defined the periods:

From Period	To Period	Сору
Journal Entries	Journal Entries	Journals Entries
Columns	Columns	Columns
Journal Entries	Columns	Columns
Columns	Journal Entries	Nothing

Table 35. Period definitions for copying as journal entries or columns

Journal Number

If you are only copying fixed/reversing company journals, you can change the numerical order for the copied journal entries from the one in the period you copied from. If there are journal entries with the copy rule T in the number series, this means that the journal entries change numbers after copying, as the main rule specifies that there should be no gaps in the number series. This can be important for currency translation of company journals by transaction.

If you do not want to change the journal numbers when copying, you can always choose to copy all of them instead.

Recommendation: Always create temporary journals last, so that they do not affect the numerical order when only copying fixed/reversing company journals.

If you want make sure that the journal number order is not changed, another option is to change the main rule. Select **Copy Journals Without Changing the Journal Number** in the general configuration using the **General 3** tab. However, this option can result in gaps appearing in the numerical order.

Note: A change in numerical order can create problems in currency translation, especially for accounts coded with conversion codes C and I.

For more information, see "Currency Translation of Company Journals" on page 406.

Copy Company Journals between Periods

Select the Company/Copy/Company Journals Between Periods menu.

You can use this function to copy company journals for a company or companies included in a group between different periods. You can also select:

- Which type of journal and currency you want to copy.
- If you want to copy only fixed and reversed journals, or if you want to copy all journals.
- If you want to copy the journals without year-end rules, that is, perform a simple copying procedure without the general CB/OB rules when copying to the next year.
- If you should clear existing journals before copying.
- If you would like to have a log report.

Rules for Copying Company Journals over the Year-End

When you copy company journals over a year-end, the from period must be the last month or week of the year. You define the last period of the fiscal year in the **General Configuration** function, **General 1** tab. The period to which you choose to copy determines whether the rules for copying over the year-end will apply or not. When you copy company journals between periods in the same fiscal year, each account/journal is copied with exactly the same content. As soon as you copy to a period that is later than the last period of the fiscal year, the rules for copying over the year-end will apply. The same rules apply to the copying of group journals.

If company and group journals are copied over a year-end, there are built-in rules in IBM Cognos Controller defining how this copying process is performed and which accounts are affected. There are two kinds of rules:

- basic rules
- alternative rules the alternative rules only affect Steps 3 and 4 in the copying process, see below.

The following list shows which steps are involved in the basic rules for copying over the year-end:

1. Values summed to a closing balance are moved to the account defined as opening balance. The automatic account changes depending on which reconciliation rules that are defined in the account structure for opening balances.

Example: A company journal in the Investment in Buildings account is automatically moved to Opening Balance of Buildings.

- 2. Values that add up to produce Net Income in the profit and loss account are copied (not added) to the Previous Year account for Net Income or are copied/added to the **Retained Earnings** in the **Balance Sheet** account, depending on how this is defined in the general configuration **Reconciliation**. Values that add up to produce Net Income in the profit and loss account are also copied to the **Transfer to Retained Earnings** account and the **Transfer Previous Year Net Income** account (the latter with a reversed sign) in the analysis of reserves, if these accounts are defined in the general configuration **Reconciliation**:
 - If the account Previous Year Net Income in the Balance Sheet is defined in the general configuration, then the value is always copied (not added) to the Previous Year Net Income in the Balance Sheet.
 - If the account Previous Year Net Income in the Balance Sheet is not defined in the general configuration, then the value is added to Retained Earnings in the Balance Sheet.
 - If the account Previous Year Net Income in the Balance Sheet includes a value at the end of the year, then the original value for Previous Year Net Income in the Balance Sheet is added to **Retained Earnings** in the Balance Sheet.
 - If the account Transfer to Retained Earnings in the Analysis of Reserves and the Transfer Previous Year Net Income account in the Analysis of Reserves is defined in the general configuration, then the value is copied to the Transfer to Retained Earnings account in the Analysis of Reserves. The value is also copied to the Transfer Previous Year Net Income account in the Analysis of Reserves with a reversed sign.

Note: After this step no values may be left in the account for Net Income in the P & L account, the Balance Sheet or the Analysis of Reserves.

3. This step only applies to company journals as journal entries.

If you have defined the copy rule as F=Fixed or T=Temporary, the various account types are copied as described in the following summary:

Account types A, L and E: All values from the original journal entry are always added to the values created in Steps 1 and 2.

Exception 1: Accounts that have received new values in Steps 1 and 2 will not be changed.

Exception 2: Values from accounts that have been involved in a summation for a CB of account type A, L or E will not be added.

Account types R and S:

Method 1 - all values from the original journal entry that were not copied using the OB/CB rules in Steps 1 and 2 are added to values created in Steps 1 and 2.

Method 2 - values from account types R and S, which are also used to generate movement accounts, are added to the values created in Steps 1 and 2. An account that falls within both frameworks described above is processed using the first method.

Exception: Accounts that have received new values in Steps 1 and 2 will not be changed.

Account types T and U: Values in the original journal entry for these accounts are never added to the values created in Steps 1 and 2.

4. This step only applies to company journals as journal entries.

If the copy rule is defined as R=Reversing, all original transactions of the various account types are given the reversed sign and are added to the values

created in Steps 1 and 2. The copy rule for reversed verifications will be changed from R (Reversed) to F (Fixed).

Exception 1: Values from the original journal entry for accounts of types A, L and E are never added to the values created in Steps 1 and 2.

Exception 2: The main account used to create movement accounts will not be added. However, this does not affect main accounts used to create movement accounts manually.

5. If you define a journal type so that an opening balance will obtain another journal type when you copy it to the next fiscal year, the journal type will change.

For more information, see "Define Journal Types" on page 126 and "Copy Journal Type to Reported Value" on page 210.

6. This step only applies to company journals as journal entries.

If you select the **Journal Update According to Reconciliation between Accounts** check box using the **General Configuration**, **General 3** tab, the accounts will be updated in accordance with the reconciliation rules defined in the account structure.

Note: Values calculated using this step will replace values for the same account created using earlier steps.

For more information, see "General Configuration Settings" on page 101.

Copy Without Year-Ending Rules

When you copy over a year-end, you normally copy the CB value to the OB, using the rules above. There is, however, the option of not using this principle. If you want to copy company journals temporarily over a year-end without activating the year-end rules, select Copy Without Year-End Rules in the **Company/Copy/ Company Journals Between Periods** menu. Then an account-to-account copy procedure is run without intelligent rules.

This means that:

- There is no copying from CB to OB accounts.
- There is no transfer from profit accounts to the accounts according to the general configuration.
- All account types are processed in the same way and retain the same account type after copying.
- There is no change of journal type according to the rules defined in the configuration of journal types. For more information, see "Define Journal Types" on page 126.

Copy Copy Rules

When you copy company journals, you can choose to copy only fixed/reversing journals or to copy all journals.

The default setting allows you to copy only fixed/reversing journals. This setting will change if you want to copy all journals.

When you copy reversing (R) company journals over a year-end, the copy rule is changed to fixed (F).

Copy Journal Type to Reported Value

If you are copying company journals over the year-end, you can define the journal type so that it changes to another journal type the following year or carry it forward to reported values the following year.

For more information, see "Define Journal Types" on page 126.

If you want to copy the journal type to reported values the following year, you have to run the **Copy Opening Balances for Reported Values** function. The rules for copying opening balances for reported values will then take over for the journal types that you want to move forward to a reported value.

The more intelligent rules for copying company journals over a year-end will then not apply. It is, of course, only the sum of all journal entries for the company journals that can be copied, as reported values are not stored in a journal entry. If the routine is followed during the copying of company journals, these journal types will not be present, as journal entries the following year.

Note: This applies to company journals created as journal entries.

Copy Without Changing Journal Number

When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be due to the fact that there are some temporary company journals in between the fixed/reversing company journals in the period you are copying from.

If you do not want the numerical order of the company journals to change after copying, select **Copy Journals Without Changing the Journal Number** in the general configuration using the **General 3** tab.

Always place the temporary journals after the fixed and reversing journals at the end of the journal number order, so that there are no gaps in the numerical series when copying fixed and reversing journal types.

For more information, see "Define General Configuration - the General 2 Tab" on page 102.

Copy Company Journals over the Year-End - Alternative Rules:

This section describes which alternative rules apply when copying company and group journals over a year-end. The alternative rules replace the basic rules in Steps 3 and 4 described above.

If you have defined the alternative rules for copying company and group journals over a year-end, the following applies to company journals as journal entries:

- Steps 1, 2, 5 and 6 will be performed according to the basic rules above.
- Instead of Steps 3 and 4, the value from the account that is configured to be used by the alternative rules is always added to the value created in Steps 1 and 2.
- The copy rule for reversed verifications will be changed from R (Reversed) to F (Fixed).

Procedure

- Select Maintain/Configuration/General and open the General 3 tab. Select the Copy Reversing Journals According to Alternative Rules and, or Copy Non-reversing Journals According to Alternative Rules check box
- 2. Select **Maintain/Account Structure/Define**. If the value from the account is to be added to the value created in Steps 1 and 2 according to the basic rules, select the **Reversing Journals** and, or **Non-reversing Journals** check box.
- 3. Select Maintain/Account Structure/Movement Extensions Define. If the value from the movement extension is to be added to the value created in Steps 1 and 2 according to the basic rules, select the Reversing Journals and, or Non-reversing Journals check box.

Copy Company Journals between Periods:

You can copy company journals between periods.

Procedure

- On the Company menu, click Copy/Company Journals Between Periods. The Copy - Company Journals Between Periods window opens.
- 2. If you want to copy company journals from companies within a specific group, select the **Group** option button. In the **Consolidation type** and **Group** text boxes, enter the relevant information from which you want to copy company journals. Select the **Include subgroups** check box to copy values from all subgroups within the specified group.
- **3**. If you want to copy company journals from one or several companies, select the **Company** option button and enter the company code(s) in the **Company** text box.
- 4. Enter one or more currency types and journal types that you want to copy company journals for.
- 5. Enter the actuality and period you want to copy company journals from. When you copy company journals over a year-end, the From period must be the last month or week of the year. The last period of the fiscal year is defined in the **General Configuration** function, **General 1** tab.
- 6. Enter the actuality and period you want to copy company journals to.

Depending on how the periods are defined for entering journals, in columns or as detailed journals, different values will be copied when the From and To periods are not defined the same way:

- When copying from journal entry periods to journal entry periods, the journal entries are copied.
- When copying periods in columns to periods in columns, columns are copied.
- When copying journal entry periods to periods in columns, columns are copied.
- When copying periods in columns to journal entry periods, nothing is copied.
- 7. Select the relevant option button for which journals you want to copy:
 - **Only Fixed/Reversing Journals**: When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be due to the fact that there are some temporary company journals among the fixed/reversing company journals in the period from which you are copying. If you do not want the numerical order of the company journals to change

after copying, select **Copy Journals Without Changing the Journal Number** using the **General 3** tab in the general configuration.

- All Journals: Select this to copy all company journals, that is, journals with copy rules R, F and T.
- 8. Select the relevant copy options:
 - **Copy Without Year-ending Rules**: If you use this function, the normal rules for copying over a year-end does not apply. An example of when you can use this function is if you want to copy from account to account without CB-OB transfer.
 - Clear Existing Company Journals for Current Selections Before Copying: Select this to clear all existing values for the target group/company, currency type, journal type and actuality/period before copying the values.
 - Create Log Report for Analysis of Year-Ending Rules: Select this to generate a log report of what has been copied. In this report you can see all six steps for the year-ending rules displayed as columns. The log report can only be created if you copy over a year-end and if you have not selected the option Copy without Year-Ending Rules.
- 9. Click Run.

Results

In the currency translation of journals the details are converted and due to this it is very important that the journal number code is not changed from one period to another. Always place journals with the temporary copy rule at the end of the journal number order so that there are no gaps in the numerical series when copying fixed and reversing journals.

Copy Specific Company Journals Between Periods:

You can copy specific company journals between periods. This is useful if you want to copy an additional journal to a period that already contains other journals.

Procedure

- 1. From the **Company** menu, click **Copy/Specific Company Journals between Periods**.
- 2. Select Company, Currency Type, and Journal Type.
- **3**. Enter the actuality and period that you want to copy a company journal from. When you copy company journals over a year-end, the From period must be the last month or week of the year. The last period of the fiscal year is defined in the **General Configuration** function, **General 1** tab.
- 4. Enter the actuality and period that you want to copy the company journal to.
- 5. Click **Open**
- 6. In the **Source Journals** list, select the journals that you want to copy. If any of those journals are in the **Destination** list, they will be replaced.
- 7. Click Run.

Results

Use this copy function only within the fiscal year. To copy over the fiscal year-end use the **Copy Company Journals** function.

Copying Company Journals Between Companies

You can use this function to copy company journals between different companies, with the rest of the conditions unchanged. You can only copy company journals from one company at a time. You can also copy all values with reversed signs.

Purpose

One reason for copying company journals between companies can be that a structural change takes place. Before you can copy company journals between companies, you must define the company you are copying to in the company structure

Copy Rules

When copying company journals, you can choose to copy only fixed and reversing type journals or to copy all journals.

The default setting allows you to only copy fixed and reversing journals. This setting will be changed if all the copy rules are copied.

What is copied?

A simple copying is carried out, in which changes cannot be made, which means that existing values are stored in exactly the same way as previously. In terms of intercompany balances, the information about the original company is changed, while the company identities in the Counter Company column will not be changed.

All selected journal types and all forms will always be copied.

Company Types

Both companies that you are copying from and to must be of the same type. For example, you must copy a company with a company-type subsidiary to another company with a company-type subsidiary. They should also have the same currencies since there will be no currency translation done when copying.

Clear Existing Company Journals Before Copying

If you want to clear the company journals that are already booked in the company you are copying to, select the **Clear Existing Company Journals for Current Selections Before Copying** check box.

Change Signs on All Copy Values

Normally the values are copied with the same sign. If you want to change sign for the copied values included in the company journal, you select Change sign for all copied values

Copy Company Journals Between Companies:

You can use this function to copy company journals between different company identities, with the rest of the conditions unchanged.

You can only copy company journals from one company at a time. You can also copy all values with reversed signs. This function may be useful when a structural change has taken place.

Procedure

- On the Company menu, click Copy/Company Journals between Companies. The Copy - Company Journals between Companies window opens.
- 2. Enter the actuality and period or periods for which you want to copy company journals.
- **3**. Enter one or more currency types and journal types for which you want to copy company journals.
- 4. Enter company codes between which you want to copy company journals. Both companies which you are copying from and to must be of the same type, for example, from a subsidiary to another subsidiary.
- 5. Select the relevant option button for which journals to copy:
 - **Only Fixed/Reversing Journals**: When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be due to the fact that there are some temporary company journals among the fixed/reversing company journals in the period from which you are copying. If you do not want the numerical order of the company journals to change after copying, select **Copy Journals Without Changing the Journal Number** using the **General 3** tab in the general configuration.
 - All Journals: Select this to copy all company journals, that is, journal types R, F and T.
- 6. Select the relevant copy option:
 - Clear Existing Company Journals for Current Selections Before Copying
 - Change Signs for All Copied Values
- 7. Click **Run**. The copying is a simple copying, in which changes cannot be made, which means that existing values are stored in exactly the same way as previously. In terms of intercompany balances, the information about the original company is changed, while the company identities in the **Counter Company** column will not be changed. In an extreme case this could mean that the company gets itself as a counter company. All selected journal types and all forms will always be copied.

Copy Specific Company Journals Between Companies:

You can copy a single journal or a selection of journals from one company to another company. The journal is considered a new journal and is assigned a new journal number.

- 1. From the **Company** menu, click **Copy/Specific Company Journals between Companies**.
- 2. Select **Actuality**, **Period**, **Currency Type** and **Journal Type**. You can enter only one actuality at a time.
- 3. Enter the company that you want to copy a company journal from.
- 4. Enter the company that you want to copy the company journal to.
- 5. Click **Open**.
- 6. In the **Source Journals** list, select the journals that you want to copy. If any of those journals are in the **Destination** list, they will be replaced.
- 7. Click Run.

Approve Process for Group and Company Journals

You can add an approval step to the group and company journals process. You give approval rights to a user or user group by creating a security group for approval of journals and then connecting the user or user group to the security group. In the **Group/Approve Group Journals** and **Company/Approve Company Journals** windows, you can view all journals in a list, and see whether they are approved. From these windows, you can go directly to a specific journal and approve it. You can also print a report of the approved and unapproved journals. If a consolidation is performed with unapproved journals, it is indicated in the consolidation report.

For information about how to set up security groups and give approval rights to user and user groups, see "Create Security Groups" on page 135.

To use the approval function, **Use Approval of Journals** must be selected in the **General 3** tab of the **Maintain** > **Configuration** > **General** window.

- Approval of journals is not used for automatic journals
- You can approve journals even if you use the setting **Close Existing Journals for Change** in the **General 3** tab of the **Maintain/Configuration** window.
- Imported journals will always be unapproved.
- You can not unapprove a journal that you have approved previously.
- You cannot approve your own journals. The administrator can approve all journals.
- Company Journals only: Approval of journals is not used for journal entries entered as **Comp. Journals in Columns** (according to settings in **Maintain/Submissions/Define**).

Approve Group Journals

Complete the following steps to approve group journals.

Procedure

- 1. Go to Group/Approve Group Journals.
- 2. Select **Period**, **Actuality** and **Group**. For **Group**, you can choose whether to include subgroups.
- 3. Select the journal filter that you want to apply, and click **Open**.

A list of the journals shows whether they are approved, and the user name of the approver.

4. Select a journal and click View Journal.

The **Group/Data Entry - Group Journals** window opens, where you can approve the journal.

- 5. Close the journals window.
- 6. In the **Group/Approve Group Journals** window, click **Preview** to generate a report of the journals in the window.

Approve Company Journals

Complete the following steps to approve company journals.

- 1. Go to Company/Approve Company Journals.
- 2. Select Period, Actuality and Company.
- 3. Select the journal filter that you want to apply and press **Open**.

A list of the journals is presented where you view if they are approved or not and the user name of the approver.

- 4. Select a journal and press **View Journal**. The **Company/Data Entry Company Journals** window is opened, where you can select to approve the journal.
- 5. Close the Company/Data Entry Company Journals window.
- 6. In the **Company/Approve Company Journals** window, press **Preview** to generate a report of the journals in the window.

Generate Reports on Company Journals

You can print reports on company journals and sort them in several ways. The options here enable you to use the reports for the purpose of information and analysis.

Select Company/Reports/Company Journals.

You can use this function to print reports on company journals as journal entries. The report can be both restricted in its scope and sorted by:

- Account
- Journal type
- Journal number
- Date

Before you begin

The restrictions in terms of account, journal number or date defined in the right part of the window apply regardless of which report(s) you are printing.

Note: You can also print company journals on the **Group/Reports/Journals** menu. On this menu you have the possibility to print the company journals for all companies included in the chosen group.

- 1. On the **Company** menu, click **Reports/Company Journals**. The **Reports - Company Journals** window opens.
- 2. Select the relevant check box to decide the sort order of the company journals displayed in the report. If you select more than one report, they will come one after the other.
- **3.** Enter the actuality, period and closing version for which you want to generate the report.
- 4. Enter one or more companies and currency types for which you want to generate the report. If you want to print company journals for a whole group you have to do that from the **Group/Reports/Journals** menu or mark all of the companies in the group by pressing the Ctrl key.
- 5. To generate the report for specific accounts, journal numbers or dates of creation or change, clear the All check box and enter the relevant selection in the text box. The Creation Date option button is selected to indicate that company journals created on a certain date should be included in the report. The Last Change Date option button is selected to indicate that company journals last changed on a certain date should be included in the report.
- 6. Click the Preview button to generate the report.

Generate Reports on Company Journals Across

You can print reports of company journals in columns based on forms.

Each column in the report contains one journal type, the last column contains a total. The options here enable you to use the report for the purpose of information and analysis.

Click Company > Reports > Company Journals Across.

You can use this function to print reports of company journals. The journal types in the selected closing version will be displayed in columns. The report is based on a selected form. You can print this report of company journals entered as journal entries or in columns. The report can be printed in two different layouts:

- Cross tab of Reported + All Journal Types and Total
- Cross tab of Reported + Sum of Journals and Total

Procedure

- On the Company menu, click Reports/Company Journals Across. The Reports

 Company Journals Across window opens.
- 2. Select the option button for one of the following:
 - Cross tab of Reported + All Journal Types and Total
 - Cross tab of Reported + Sum of Journals and Total
- 3. Select the relevant default options:
 - Show Rows without Values
 - Show Journal Types without Values
- 4. Select the **Local Language** or **Group language** option button for which language to display the report in.
- 5. Enter the company, actuality, period, form, closing version, currency type, and extended dimension codes for which you want to generate the report.

Note: If you do not enter a dimension code, the dimension total is printed.

6. Click the **Preview** button to generate the report.

Results

Selecting currency type LE results in a report with all group currencies in the LE structure that the company belongs to.

Company Reconciliation

Reconciliation is necessary if you want to check that entered and consolidated values are correct. If the reconciliation is completed without errors, the company status can be updated according to the configuration.

Reconciliation Rules

The reconciliation is performed by submission, which means that the reconciled forms belong to the form set that was defined for a particular actuality, period and submission. The reconciliation reports show differences for the three different reconciliation options that are available:

- Debit/Credit
- Between Accounts

• Opening Balances

When creating a new account, you can define rules in the account structure that determine how the reconciliation between different accounts will be run.

For more information, see "Account Structures" on page 20.

Analyze Differences by Extended Dimension

Accounts are initially reconciled at the total level, that is, not at the extended dimension level. Reconciliation by extended dimension is possible. If you define an account divided into extended dimensions in the account structure, it can be reconciled at the extended dimension level. The **Analyze Differences by Extended Dimension** report selection is for analysis purposes and the status will not be updated after reconciliation report from this report.

For more information, see "Extended Dimensions" on page 68

Example: Analyzing Differences by Extended Dimension

The following values are entered:

1 HILOWILL
8
7
1

Table 36. Example of analyzing differences by extended dimensions

Reconciliation between these accounts at a total level reports no difference.

Reconciliation of accounts by extended dimension gives a difference of 1 and -1 between FR 1 and FR 2.

Reconciliation With Linked Actuality

When you use linked actualities an actuality is defined, for example B1, which refers to the actuality AC. With reconciliation in the local currency the values in AC are reconciled, as there are no values in the local currency in B1.

For more information, see "Actualities" on page 117.

Reconciliation by Closing Version

Normally, you run the reconciliation of reported values on all journal types. You can define in the general configuration whether you want to run the reconciliation on a closing version or not. The reconciliation is carried out on the sum of all reported values and with all journal types included in the closing version.

The status register is only updated if you run the reconciliation according to the settings in the general configuration.

For more information, see "General Configuration Settings" on page 101.

The Status Function

When you consolidate values with the status function active, you can only proceed if all data has been reconciled without errors.

You can select **Ignore Invalid Reconciliation and Missing Data** in **Consolidation With Status**, in order to proceed the consolidation process despite differences and, or missing data. This means that the status for a company is updated depending on settings in the configuration.

For more information, see "Consolidating Values with Status" on page 557.

Debit/Credit Reconciliation

You use the **Debit/Credit** reconciliation option to check that both active and passive accounts are reconciled.

Active/Passive Reconciliation

Accounts defined as account types A, L, E, I and C are reconciled using an active/passive reconciliation. When the reconciliation from the balance sheet is run, the sum of all type A accounts is compared with type A, L, E, I and C accounts.

This means that the net income will not be retrieved from the balance sheet. Instead, the net income is retrieved from the income statement using the definition in the general configuration.

Active/Passive reconciliation is always carried out for all journal types.

Disable Active/Passive Reconciliation

For the periods when you are not using all the forms for reporting values, you can disable the reconciliation between active/passive accounts. To disable the reconciliation option, select the **Ignore Balance** option in the **Submission** function for the current period, actuality and submission.

You can disable the active/passive reconciliation option. This may be of use if reporting is not performed on all main account types, for example if you include a profit and loss account but no balance sheet in the form set.

It also means that no balance control is carried out when you create a journal entry. A difference in the active/passive reconciliation can only be accepted if the **Ignore Balance** option in the **Submission/Define** window is activated.

For more information, see "Define Submissions" on page 128.

Rules for Reconciliation between Accounts

You use the **Between Accounts** reconciliation option in the forms to check that an amount in the main form corresponds with the specification or detail/analysis form.

Example

The booked value for goodwill in the fixed asset specification or analysis form is the same amount as the goodwill value in the balance sheet.

What is Reconciled?

The reconciliation only runs between the accounts included in the forms which, in turn, are included in the form set defined for the current period, actuality and submission. You enter the form set in the **Submission/Define** window.

For more information, see "Form Types" on page 80 and "Generate Submission Reports" on page 130.

Reconciliation is run at the total level of the accounts, that is, not at the dimension level. The status register is automatically updated depending on the configuration during the operation. All reconciliation options must be run at the same time and cannot be changed compared to the default setting.

Reconciliation Difference

In the general configuration, you can determine the largest accepted difference during the reconciliation in order to update the status to ready when having differences. The total difference is calculated on all deviations in reconcile between accounts and with absolute numbers regardless of sign.

For more information, see "Define General Configuration - the Reconcile 1 Tab" on page 110.

Rules for Reconciliation of Opening Balances

You can use the reconciliation option **Opening Balances** to check that values entered in the account for opening balances are the same as the preceding year's closing balance.

Example

OB share capital is the same as the preceding year's CB share capital.

What is Reconciled?

The reconciliation is run between the accounts included in the forms which, in turn, are included in the form set defined for the current period and for the OB period, actuality and submission. You enter the form set in the **Submission/Define** window. If no form set is specified for the current period and actuality, all accounts will be included in the reconciliation process.

Reconciliation Difference

A difference in the **Opening Balances** reconciliation option can be accepted if the largest difference accepted during reconciliation is within given limits.

Reconciliation is run at the total level of the accounts, that is, not at the dimension level. The status register is automatically updated depending on the configuration during the operation if accounts and opening balances are being reconciled at the same time.

For more information, see "Define General Configuration - the Reconcile 1 Tab" on page 110, "Form Sets" on page 98 and "Define Submissions" on page 128.

Reconciling between Accounts and Opening Balances

You can perform three types of reconciliation: debit/credit, between accounts and/or by opening balances.

The reconciliation is performed by submission, which means that the reconciled forms are those belonging to the specified submission. When running a reconciliation for submission two or higher, all forms belonging to previous submissions are also included in the reconciliation process. Note that previous submission must be reconciled and have status **Reconciled**/**Ready** before a submission with a higher number can be set to **Reconciled**/**Ready**.

Basic Data for Reconciliation

The reconciliation is performed for one or more companies with certain fixed prerequisites:

- By BASE Contribution Version will be reconciled for companies
- By Local Currency
- Reconciliation should be performed using the **Reconciliation** report selection. This report will display any differences in data. These differences can then be analyzed in more detail using the **Analyze Differences by Extended Dimension** and/or **Analyze Differences by Automatic Journal Type** report selections. Neither of these reports will update the status as it is for analysis purposes.

Note: Linked structure settings affect the selections you have when you enter values and reconcile against accounts and opening balances.

Update Status for Companies

When the reconciliation is performed and the account and the opening balances have been reconciled without differences and/or is within given limits, the company's reporting status can be updated to Reconciled. The status is then manually set to Ready for further processing in the consolidation process. It is important to consider the default settings in the general configuration. Depending on the configuration made, the status can be set to Ready directly.

Note: The first submission must be reconciled before the second submission can be reconciled and so on.

For more information, see "Consolidating Values with Status" on page 557.

Reconciliation when Working with Investment Adjustments

You can include investment adjustments in the closing balance values to reconcile the closing balance values with the opening balance values, if these bookings were included in the booking of the parent company.

Tip: Select the Enable Reconciliation Between Closing and Opening Balances for Investment Adjustmentcheck box in the General Configurationwindow, General 2tab.

Only investment adjustments booked on reported values or on a journal type with an OB copy rule of blank are included in the closing balance and reconciled against the reported values in the opening balance.

Reporting Status

You select the closing version that you want to use for the reconciliation in the **General Configuration** window. If you want to set the reporting status to **Ready** automatically, the selected closing version cannot include journal types with an OB copy rule other than blank.

Reconciling between accounts and opening balances

Complete the following steps to reconcile between accounts and opening balances.

Procedure

- 1. On the **Company** menu, click **Reconcile**/**Between Accounts/Opening Balances**. The **Reconcile Between Accounts/Opening Balance** window opens.
- 2. Select the reconciliation reports you want to generate:
 - **Reconciliation**. Leave the default values for **Reconciliation Options** and **Reconciled performed by**, if you want to update status from this screen.
 - Analyze Differences by Extended Dimensions and enter the relevant dimension code in the text box.
- 3. Enter the actuality, period and submission you want to reconcile values for.
- 4. If you want to reconcile a group, select the **Group** option and enter the consolidation type and group code. If you want to reconcile one or several companies, select the **Company** option and enter the company code(s). All companies, regardless of if the company is connected or not in the tree structure, will be displayed. If you want to include subgroups in the reconciliation, select **Include Subgroups**.
- 5. Select the relevant reconciliation options. If you want to update status from this screen, you have to select all three options:
 - **Debit**/**Credit**: Accounts defined as A, L, E, I or C are reconciled using a debit/credit reconciliation. When the reconciliation is run, the sum of all type A accounts is compared with type L and E accounts. The net income will not be retrieved from the balance sheet, but the profit and loss, according to the settings in the **General Configuration**. Debit/credit reconciliation is carried out on all journal types and for the contribution version BASE.
 - **Opening Balances**: Between Accounts reconciliation is carried out on all journal types or by a specific closing version, and for the contribution version BASE.
 - Between Accounts
- 6. If you set **Ignore Balance** on the first submission for a given period, and have only Balance Control on the last submission, then a control will be performed on all accounts included in all submissions for the given period to confirm it balance when running the last submission.
- 7. Select the option **Journal Type** if you want to perform the reconciliation per journal type. The default values for these settings come from the **General Configuration**. You have to keep the default values if you want to update status from this screen.
- 8. Select the option **Only Show Rows with Differences** to minimize the report. Default is to include all rows with differences, but if you have selected **Differences per Row** in the **General Configuration**, you can also select to see only the rows that exceeds the largest accepted difference. The largest accepted difference is set in the **General Configuration**.

Note: This is not applicable for the report **Analyze Differences by Extended Dimension**. For this report, the report will always be displayed with **All Differences** and not **Differences per row**.

9. Click the **Preview** button to generate the report. Once the reconciliation has been performed with differences lower than the maximum accepted difference and previous submission is set to **Reconciled** or **Ready**, depending on the settings in the **General Configuration** window, the company's reporting status is updated to **Reconciled**. If errors occur, status will still be **Processing**.

Results

- If the reconciliation report shows differences between **Debit/Credit**, even though there are no reported differences, this may be due to differences between "Debit" and "Credit". Generate the **Verify Account Structure** report to see if any of the accounts in the forms are defined as Active or Passive accounts, instead of statistical accounts.
- The Largest Accepted Difference option does not apply to Debit/Credit.
- You can select the **Ignore Balance** check box in the **Define Submission** window to disable the debit/credit control. This also enables you to enter journal entries that do not balance.
- If you use the **Ignore Balance** function: all submissions are included when running reconciliation on the last submission. If you set **Ignore Balance** on the last submission for a period, then all previous submission for that period will also be set to **Ignore Balance**.

If you set **Ignore Balance** on the first submission for a period, and have only Balance Control on the last submission, then a control will be performed on all accounts included in all submissions for the period to confirm the balance when running the last submission.

- If you want the system to accept differences during reconciliation of accounts/opening balances up to a certain amount, define a maximum accepted difference in the **General Configuration**. This does not apply to **Debit/Credit**.
- If the **Set Status for Submission to Ready After Reconciliation** check box is selected in the general configuration, **Reconcile** tab and if there are no differences, the reporting status of the company is set to **Ready** immediately after reconciliation. If this option is selected together with the **Use Period Locking on Company Level** option, the system automatically locks the company and the submission for the selected closing version, preventing any further processing.
- If the Use Period Locking on Company Level check box is selected in the General 1 tab, the selected actuality, period, company and submission will be locked when the company status is updated to Ready. When a company journal is entered on a journal type that is not included in the selected closing version for locking, then the company status remains Ready. To indicate that there is a change, the Group Status changes to Processing.

Note: The status of an imported company journal will be set to **Processing** irrespective of the journal type.

• Status can be updated based on either **Total Difference** or by **Difference per Row**. The **Total Difference** of each reconciliation option is based on the summation of each difference regardless the difference is positive or negative. If the status is based on **Difference per Row**, the **Total Difference** row will be replaced by a **Net Difference** row. The net difference has no effect on the status.

When you select **Company**, all companies are displayed regardless of whether they are connected or not in the tree structure. When you select **Group**, only the connected group to the specified structure is displayed.

The Command Center

With the IBM Cognos Controller Command Center you can monitor and update the status of companies and groups, as well as the status of tasks. You can also perform relevant actions related to the reporting process, like data entry and reconciliation. From the Command Center, you can control and drive the reporting process forward, both from a group and reporting unit point of view. The Company Command Center is intended for reporting units who need to submit data for one or a few companies, while the Group Command Center is used by group level users who need to monitor and manage the progress for a group.

To take advantage of all the features in the Command Center, the definition of user roles and tasks is required. For more information, see "Defining user roles" on page 174 and "Defining tasks" on page 131.

Accessing the Company Command Center

In IBM Cognos Controller, you can access the Company Command Center from the **Company** menu. Use the Company Command Center to monitor and update the status of companies and tasks. You can also perform relevant actions that are related to the reporting process, such as data entry and reconciliation.

Procedure

- 1. Click Company > Command Center.
- 2. Specify the following options:
 - Actuality
 - Period
 - Submission (one or more)
 - Company (one or more)
- 3. Click Show.

Accessing the Group Command Center

In IBM Cognos Controller, you can access the Group Command Center from the **Group** menu. Use the Group Command Center to monitor and update the status of groups and tasks. You can also perform relevant actions that are related to the reporting process, such as data entry and reconciliation. You can also see responsible users and send email notifications.

Procedure

- 1. Click Group > Command Center.
- 2. Specify the following options:
 - Actuality
 - Period
 - Submission (one or more)
 - Consolidation Type
 - Group (one or more)
 - Whether to Expand Subgroups
- 3. Click Show.

Results

The **Group Command Center** is shown. A pie chart shows the company statuses by submission. When you hover over a section of a graph, a tooltip shows the number of companies with a particular status. The following table shows the different statuses.

Table 37. Group Command Center status icons

Icon	Meaning
	The status of the company is missing.
	The status of the company is processing.
	The status of the company is reconciled.
Π	The status of the company is ready.

The following table shows how you can change the layout of the pie chart.

Table 38. Group Command Center icons for changing chart layout

Icon	Meaning
	Click the Show the charts flat or in 3D (three dimensional) mode. icon to toggle between the three dimensional and the flat view of the pie chart.
%	Click the Show percentage or absolute numbers in chart. icon to toggle between percentages and absolute numbers.
	Click the Show/hide slice and add chart borders. icon to show or hide the pie chart borders.

The user interface of the Command Center

The IBM Cognos Controller Command Center shows the status of a company and status of the forms of the company. You can view and change the status of groups and companies.

The following table explains the icons of the **Group Command Center** and the **Company Command Center**.

Icon	Meaning
	The status of the company is missing.
	The status of the company is processing.
•	The status of the company is reconciled.
۲	The status of the company is ready.
A	The company is locked.
	The form is missing.
	The form is reported. Some values are entered in the form.

Table 39. Group Command Center and Company Command Center icons

Icon	Meaning
	The form is not applicable. Use this state to indicate that you do not want any values to be reported in the form.
¶×	If you click Suspend , then temporarily all content will be shown without losing the filter settings.
*	If you click Clear , then all filters will be removed.
8	If you click this icon, then only your tasks will be shown.
Ø	Click this icon to refresh the content of the grid and to show the most recent status information. This will not reflect changes to structures, for example company and form structures, that were made after the grid was opened.
	Click this icon to send a notification e-mail for the current selections and with any filters applied.
	Click this icon to toggle between text and icons with text.
\$	Click this icon to view either the status or the responsible user of a task. To be able to see responsible users you must define at least one user role and you must assign responsible users to the companies.

Table 39. Group Command Center and Company Command Center icons (continued)

The **Print Preview** button enables you to print the grid as seen on screen. You can also choose to send it to a spread sheet.

Managing the status of companies and groups

You can manage the status of companies and groups from the IBM Cognos Controller Command Center.

Before you begin

You need to either open the Group Command Center or the Company Command center. For more information, see "Accessing the Company Command Center" on page 224 or "Accessing the Group Command Center" on page 224.

About this task

Depending on the current status of a company or group, you can perform different actions. The following table shows what possibilities are available.

Table 40. Company or group status and actions you can perform

Status of company or group	Actions that can be performed
Missing	No action is available. You must update the forms of the companies first.

Status of company or group	Actions that can be performed
Processing	Reconcile the group or company.
3 Reconciled	Reconcile the group or company.
	Set the status of the company to ready.
Ready	Reconcile the group or company.
	The status will not be updated.

Table 40. Company or group status and actions you can perform (continued)

Procedure

- 1. Select one or more companies or groups.
- 2. Right-click and select one of the available actions:
- Reconcile Group/Company.
 - For more information, see "Company Reconciliation" on page 217.
 - Set Company to ready.

For more information, see "Viewing the Status of Companies" on page 187.

Locking and unlocking submissions

You can lock and unlock the submissions from the IBM Cognos Controller Command Center.

From the right-click menu in the Controller Command Center, you can lock and unlock companies and submissions. The lock options are available if you have access rights to them. For more information, see "Lock Periods" on page 132 and "Create Security Groups" on page 135.

Locking and unlocking submissions from the Group Command Center

You can lock and unlock the submissions from the IBM Cognos Controller Group Command Center.

Before you begin

You must open the Group Command Center. For more information, see "Accessing the Group Command Center" on page 224.

Procedure

Right-click a submission and select one of the available actions:

- Lock Submission
- Unlock Submission
- Lock Data Entry for Submission 1
- Unlock Data Entry for Submission 🔼

Locking and unlocking submissions from the Company Command Center

You can lock and unlock the submissions from the IBM Cognos Controller Company Command Center.

Before you begin

You must open the Company Command Center. For more information, see "Accessing the Company Command Center" on page 224.

Procedure

Right-click a submission and select one of the available actions:

- Lock the submission
- Unlock the submission
- Lock Data Entry for the submission
- Unlock Data Entry for the submission

Opening the intercompany report

You can open the intercompany report from the IBM Cognos Controller Command Center.

Before you begin

Open the **Group Command Center** or the **Company Command Center**. For more information, see "Accessing the Company Command Center" on page 224 or "Accessing the Group Command Center" on page 224.

Procedure

1. Right-click a company status column in the Group Command Center or a company status cell in the Company Command Center and select **Open the Intercompany Report**.

For an explanation of the available options, see "Run an intercompany report" on page 591.

2. Click Run Report.

Sending an email with the intercompany report

You can send an intercompany report by email from the IBM Cognos Controller Group Command Center.

Before you begin

Open the **Group Command Center**. For more information, see "Accessing the Group Command Center" on page 224.

Procedure

Right-click a company status column in the Group Command Center and click **Send e-mail**.

An email is sent to the companies and counter companies. The content of the report is based on which companies you selected. You can add more email addresses.

Managing the status of forms

You can manage the status of forms from the IBM Cognos Controller Command Center.

About this task

Depending on the current status of a form, you can change the status. The following table shows what possibilities are available.

Table 41. Status of form icons and actions that you can perform

Status of form	Actions that can be performed
The form is missing.	You can:
	• Perform data entry.
	• Set the status of the form to not applicable. You can do this with multiple forms.
The form is reported. Values are entered in the form.	You can enter data.
The form is not applicable. You do not want any values to be reported in the form.	You can set multiple forms to missing.

Procedure

- 1. Select a form.
- 2. Right-click and select one of the available actions:
 - Data Entry REPO.
 - For more information, see "Enter Reported Values" on page 183.
 - Set Form(s) to missing. This is possible on multiple forms.
 - Set Form(s) to N/A. This is possible on multiple forms.

Data Entry in the Command Center

In IBM Cognos Controller you can perform data entry on reported and missing values from the Company Command Center and in the Group Command Center.

Procedure

- 1. Right-click a form that has the status **Reported** or **Missing** > **Data Entry REPO**.
- 2. Make the selections that are required to open the form.
- 3. Click Open.

Results

Microsoft Excel opens. For more information, see "Enter Reported Values" on page 183.

Reconciling in the Command Center

In the Command Center you can reconcile groups and companies.

About this task

For more information, see "Company Reconciliation" on page 217.

Procedure

- 1. Depending in which Command Center you are:
 - From the **Group Command Center** right-click company or group that has the status processing, reconciled, or ready > **Reconcile Group/Company**.
 - From the Company Command Center right-click the submission status cell for the company or group that has the status processing, reconciled, or ready > Reconcile Group/Company.
- 2. In the **Report Selection** section, specify which reports you want to include. The available reports are:
 - Reconciliation
 - Analyse Differences by Automatic Journal Type
 - Analyse Differences by Extended Dimensions
- **3**. In the **Reconciliation performed by** section, specify how you want to reconcile. Choose between:
 - Journal Type
 - Closing Version
- 4. In the **Reconciliation options** section, specify which options you want to include. The available options are:
 - Debit/Credit
 - Between Accounts
 - Opening Balances
- 5. In the **Report Options** section, specify whether only rows with differences are shown. The available options are:
 - All Differences
 - Differences greater than accepted
- 6. Specify whether you want to include subgroups by setting the **Include Subgroups** option. This is only applicable if you run reconciliation for a group.
- 7. Click Run.

Filters in the Command Center

In the IBM Cognos Controller Command Center you can apply filters to focus on the content you want.

The Company Command Center has the following filters:

- Filters for the status of a form:
 - 🔡 Missing
 - 1 Not applicable
 - 🚺 Reported
- Filter for a responsible **User**. Select one or more users. To be able to filter on users, you must at least define one user role and assign responsible users to the companies.
- 🎽 Only my tasks

The Group Command Center has the following filters:

- Company, select one or more companies.
- Filters for the status of a company:

– 🔲 Missing
– 冒 Processing
– 💿 Reconciled
– 🔍 Ready
Filters for the status of a form:
– ┨ Missing
– 1 Not applicable
– 1 Reported

- Filter for a User, select one or more users
- 👌 Only my tasks

Applying filters in the Command Center

In IBM Cognos Controller you can apply filters in the Company Command Center and in the Group Command Center. You can combine different filters to narrow down the content.

Procedure

•

In the **Group Command Center** or **Company Command Center**, click any filter you want to apply.

Results

The content of in the **Command Center** is updated.

Suspending filters in the Command Center

In the Company Command Center and in the Group Command Center you can temporarily show all content without losing the filter settings.

Procedure

In the Company Command Center or Group Command Center click **Suspend**

Results

The **Command Center** temporarily shows all content without the filters applied. Click **Suspend** again to view the content with the filters applied.

Clearing filters in the Command Center

In IBM Cognos Controller you can clear all filters in the Company Command Center and in the Group Command Center.

Procedure

In the Company Command Center or Group Command Center click Clear 🏋 .

Results

The Command Center shows all content.

Sending a notification email

You can send email notifications when forms or companies need attention or when you want to contact the responsible user for one or several companies.

The emails are based on the current content in the grid, including any filters applied. Users that are displayed as responsible users and users added as **FYI** will receive one notification e-mail, regarding one or several companies.

To get responsible users and their email addresses into the emails and to assign responsible users to the companies, you must define at least one user role. You also need to add an email address to the user rights for each user. For more information see, "Defining user roles" on page 174.

You need to define an email server that supports SMTP in the General configuration, using the server preference "C4_EMAIL_SERVER."

- 1. Click the Send notification email icon 💹 .
- 2. Specify the following:
 - Whether you want to receive a confirmation email by selecting the option **Receive confirmation email**.
 - A short description in the **Subject** field.
 - An extensive description in the **Body Text** field.
 - Whether you want to Include status information about the companies.
 For each company you can add recipients by typing their email addresses in the FYI column.
 - Which companies should be included in the notification email.
- 3. Click Send.

Chapter 9. Export and Import of Structures and Data

This chapter deals with communication between IBM Cognos Controller installations and IBM Cognos Controller databases and external systems. It also describes the differences between structures and data in the context of import/export.

Structure and Data

IBM Cognos Controller distinguishes between the two concepts:

Structure

Structures include, among other things, the following:

- Company structure
- Account structure
- Form structure
- Settings in the general configuration

Data Data relates to values saved as:

- Company structure
- Account structure
- Form structure
- Settings in the general configuration

In general, group users Export Structures and import data, while reporting sites export data and import structures. This illustration shows what the relationship looks like:



Figure 3. Relationship between group users, structures, reporting site, and data

Restrictions

If you import or export structures and data between companies and installations, they must originate from the same version of IBM Cognos Controller.

Structures

This section describes how to export and import a file to IBM Cognos Controller, which contains structures. You may send the created file to another IBM Cognos Controller system or save it as a backup copy of your own structures.

When you install IBM Cognos Controller in sub-groups and reporting companies, the databases are empty. To be able to use the system, the parent group has to distribute the common structures.

Requirements

The structures you want to import must have been exported from your current version of IBM Cognos Controller. You cannot import structures from earlier versions.

When you export structures, you can choose whether to export the file to a library or e-mail. When you import structures, you can only import from a library where the file has been saved to or exported to.

Export Structures

Use this function to create an export file containing the structures you want to move or copy to another IBM Cognos Controller installation.

If you are going to make major changes to the IBM Cognos Controller structures, you can export all structures to an export file and save as backup before performing the changes. You can, for example, choose to export the following structures:

- Accounts/forms
- Actualities
- Journal types
- · General configuration and configuration of specific functions
- Copy and change tables
- Submissions (including tasks definitions)
- Import Specifications
- Allocation definitions
- Job definitions
- User roles

In order to export change tables, you must first create them from the **Maintain** menu for the structure in question. You can define the change tables for account structures, dimension structures and company structures. By exporting the change tables, the recipient's chart of accounts and history are changed when the structure file is imported.

The new structures (accounts, company, etc.) must also be included in the export file when exporting the change tables. It may be useful to inform the recipient of the structure file that the change tables are enclosed, so that the recipient can make a backup of their structures before the import is implemented.

When you export structure files, you can choose to export them as compressed or uncompressed files. When you send structure files over the Internet or via e-mail to other IBM Cognos Controller users, we recommend that you use compressed files, since this results in an encrypted format, which can only be read by IBM Cognos Controller. You can open uncompressed structure files in a text editor.

- 1. On the **Transfer** menu, click **Export Structures**. The **Export Structure** window opens.
- Select the Directory option button. In the Directory text box, enter the path to the directory to which you want to save the export file or click the Select Directory button to select the relevant directory.

- 3. If you want to send the export file via e-mail to a specified user, select the **E-Mail** option button. This option is only available if the option **Use E-mail** is selected on the **General 3** tab of the **General Configuration** and an SMTP sever is configured. In the text box, enter the e-mail address of the user you want to send the file to.
- 4. Select the **Compress Export File** to create only one export file, which contains all relevant structures and file types. The compressed file is encrypted, which is useful when sending the file via e-mail or over the Internet. Uncompressed export files, as opposed to compressed export files, can be edited in a text editor. A compressed file can only be read by IBM Cognos Controller.
- 5. Select the structures or settings you want to export. For some structures you can select to only export a selection of structures. In the **Selection** column enter the specific structures you want to export.
- 6. In the **Change Table** column, select the relevant change table if you want to include a predefined change table to the exported structure. By exporting the change tables, the recipient's structure and history are converted when the structure file is imported.

Note: The new structures (accounts, company, etc.) must also be included in the export file when exporting change tables. It may be useful to inform the recipient of the structure file that change tables are enclosed, so that the recipient can make a back-up of their structures before the import is implemented.

- 7. If you want to export all structures and settings, click the **Select All** button. It is important to note that only import specifications for importing external data can be selected manually. Import specifications for external structures will only be exported when "All" is displayed in the selection column.
- 8. Click **Run** to export all the selected structures and save as an export file.

Results

- We recommend that you use the compressed file format when exporting files to other companies within your group.
- You have to make an explicit selection for Rights, otherwise the export will not proceed.
- The Transfer Tables option is currently not in use.

Import Structures

You can import a structure file from a directory.

After you select the structure file, the system automatically detects the structures in the file. You are given the option of clearing specific structures or importing the entire content.

To use this function, you have to be in Single Mode.

- 1. On the **Transfer** menu, click **Import Structures**. The **Import Structures** window opens.
- 2. Select the **Directory** where the import file should be saved. In the text box, enter the path to the directory where the import file is saved, or click the **Select Directory** button to select the relevant directory.
- **3**. Select the **Keep Local Texts** check box if you want to keep your existing local language names of structures. If this option is not selected, all local language

names will be replaced by the local language names used by the IBM Cognos Controller database that exported the file.

- 4. Select the Rename File or Rename Folder check box. The check box is named Rename File if your import file is a compressed file and Rename Folder if the import files are uncompressed. If you select this check box the file extension of the compressed file will be changed or the name of the folder will be changed after the import. This ensures that files that already have been imported are not imported again. This only affects files imported from a directory.
- 5. In the list box, all structures included in the import file are displayed. Select the **Clear Old Structure** column for each relevant structure if that structure should be deleted before importing the structure file. Use this option with care! It is recommended to export current structures before importing a new file.
- 6. If you want to clear all selections, click the Deselect All button.
- 7. Click the **Run** button. The structures are imported.
- 8. The Import ready dialog box appears. Click Print to print the log report.

Results

- Make a back-up of the databases before you import a structure file, which contains change tables. If change tables for accounts, dimensions and companies are included in the import file, then the conversion will be carried out at the same time as the file is imported.
- Before importing structures for the first time, please define your group and local languages in Maintain/Configuration/Define/Local Languages. Make a corresponding definition of Local Language on Maintain/User/Personal Defaults.
- If you import a company structure belonging to a non-manual consolidation type, you have to run Maintain/Company Structure/Calculate Ownership Relations to update the consolidation structure. It is also important to have the correct Investment Register data to manually update the consolidation structure, see Import Data.

Label Structures with Dates

You can use this function to date-stamp structures for accounts, forms, companies, reports, configuration and the four dimensions. By labelling the structures with dates before exporting them, you can check that the recipient sites have upgraded their structures.

Before you begin

When you import a data file, the date of the structure version is compared with the structure date in the import file. A warning message is shown if the dates of the respective structures do not correspond, after which you can select to cancel the import. However, you can also make changes in the structures without affecting the version date, this date is only created when you click on the **Version Date**.

Update codes determine where and in what way the structure was last updated. The codes are described in the following list:

L (Local)

The structure was last changed in the local databases.

I (Import)

Importing structure files last changed the structure.
Select Maintain > Structure Versions.

External Structures

In IBM Cognos Controller you can create structures for Accounts, Companies, Extended Dimensions 1-4 and Currency Rates from external files. To import external structure information from an external file it is necessary to create an import structure specification. The defined import structure specification can then be used to import the external structures file. You can also view or print reports on the definition of import structure specifications and lookup tables.

Import External Structures

With this function you can import external structure files using an import structure specification and, if necessary, lookup tables. You can import several structure files at the same time for the same structure type.

You can also import structures from staging tables. When you have defined which structure files you want to import and with which import specification these are to be loaded, you can view which files are in the import queue. From this window you can:

- Import one file at a time
- Add more files to the queue and import them all at once
- Look at the files in the queue
- Delete the files from the queue.

Note: If you import several files containing more than one definition code within a structure, only the last imported definition will be saved, since structure code imported earlier will be overwritten.

Before you begin

To open this menu option, you have to select Single Mode.

- 1. On the **Transfer** menu, click **External Structures/Import...**. The **Import External Structures** window opens.
- From the Structure drop down list box, select the structure type that is to be imported. The available structure selections are Account structure, Company structure, Dim 1, Dim 2, Dim 3, Dim 4 and Currency rates.
- **3**. From the **Import Specification** drop down list box, select the import structure specification to use for importing the import file.
- 4. If you are importing structures from staging tables, select **File Provider**. This file is not in use if you are importing from flat files.
- 5. If you are importing from a flat file, in the **Import File** text box, enter the path and name of the file to import or click the **Show Valid Choices** button and select the relevant directory and file. This field is not in use if you use an import specification with staging tables as source.
- 6. If you want to import several external files in a row, click the **Add to Queue** button. Note that if you use an import specification with flat files as a source, you can use a wildcard (*) to select all files starting or ending with a specific character.

7. Click the **Run** button to start the import. A message box appears when the import is ready.

If you are importing structures through an import specification based on staging tables, all available batch jobs with status **On Hold** will be displayed. Select the job you want to import and press **Run**. For more information about how to trigger import of structures from an external application, see "Importing Data from an External Application" on page 246

Results

- It is recommended that the database optimization is run following an external structure import of the company structure.
- Click the View the Current Queue button to view a list of all files in queue for import.

Data

In IBM Cognos Controller you can export and import various types of data.

- Period values and journals
- Investment register data for acquisitions

The procedure is very similar for both types of data.

Media

When you export data, you can choose whether to save the export file to a library or send it via e-mail.

When you import data, you can retrieve the import file from a library.

Compress Data

You can compress data files in order to reduce the file size and to prevent anyone editing the content. Compressed files cannot be read outside IBM Cognos Controller. You should not compress the file if you want to export data that will be imported into other systems.

Export Data - the Period Values Tab

Here you can specify the type of period values and journals you want to export. This covers reported values for company, group and automatic journals. You can enter the conditions you want to apply to the export function. A file name is suggested on the basis of the period and company code you specify, but you can change it to any other file name. You can also specify whether the data being exported will be edited or restricted in some way, and also whether you want to use a transfer table if the recipient uses different structures.

It is possible to export by submission when the **Reconcile Before Creating File** option has been selected.

Compression means that the size of the file is reduced and the file is encrypted. It can therefore not be edited or read outside IBM Cognos Controller, unlike an uncompressed file. An uncompressed file format is used, for example, when the data files are to be imported in other financial systems. If you want to export data, which will be imported to other systems, you should not compress the file. This option is not available if you are exporting to ASCII format.

- 1. On the Transfer menu, click Export Data. The Export Data window opens.
- 2. If you want to save the export file to a directory on your hard drive or on the server, select the **Directory** option button. In the text box, enter the path to the directory to which you want to save the export file, or click the **Browse** button to select the relevant directory.
- **3**. If you want to send the export file via e-mail to a specified user, select the **E-mail** option button. In the text box, enter the e-mail address of the user you want to send the file to. You can also click the **Select Directory** button and select from previously entered E-mail addresses.

The e-mail functionality is only available if you have activated it in **General Configuration**, **General 3** tab and entered the SMTP server address to be used.

- 4. Select the **Compress Export File** option to create only one encrypted export file, which contains all relevant data and file types.
- 5. Enter the actuality and period range for which you want to export data.
- 6. If you want to export values for a group, select the **Group** option button and enter the consolidation type and group code for which you want to export values. Select the **Include Subgroups** check box to include all subgroups' values.
- 7. If you want to export values for a company, select the **Company** option button and enter the company code for which you want to export values.
- 8. Select **Currency Selection**/**All** to export period values that have been converted to other currencies as well as to local currency, or select **Local Currency** to only export period values in the local currency.
- **9**. Select the **All Forms** option button to include all available forms in the export file. Select the **Specific** option button to select specific forms or form sets. When selecting the **Form** or **Form Set** option button you also enter which forms or form sets to export in the respective text box.
- 10. Select **Closing Version Selection**/**All** to include all available closing versions in the export file, or select **Specific** and enter the code of the closing version you want to export.
- 11. Select **Contribution Version Selection**/**All** to include all available contribution versions in the export file, or select **Specific** and enter the code of the contribution version you want to export.
- 12. Select the relevant export options:
 - **Reconcile Before Creating File**: This option reconciles each subsidiary or group company involved in the export. The reconciliation occurs before the export file is created. If reconciliation errors exist in one or more companies a report highlighting the differences for each company will be displayed. You will then be prompted to stop the export or proceed and export the data containing reconciliation differences. When this option is selected, you will have the possibility to choose which submission will be reconciled. You can select the submission in the Actuality/Period area of the screen. This option is selected by default when you first launch Controller.
 - Use Transfer Table (not active)
 - Exclude Reported Values for Subsidiaries: This option will exclude reported values (REPO) from the export of data for subsidiary companies. When exporting data for group companies it is not possible to exclude reported values from the export of the group company. In the case of group companies a specific closing version excluding reported values must be created if required.

- **13.** Enter a name of the export file or leave the suggested filename (period number and company/group code).
- 14. Select the **Separate Files** check box to create a separate file for each and every company/group if you have selected more than one company/group for export.
- **15.** Select the ASCII Format check box if you want to create data files in ASCII format for further processing. This may be useful if you want to process the data further in other applications.
- 16. Click the Run button. If you entered an e-mail address to send the export file to, the e-mail application log on window opens. Log on to send the export file via e-mail. If you entered a directory to save the export file to, the data is exported and a message box appears with export statistics.
- 17. Click OK.

Results

- We recommend that you use the compressed file format when exporting files to other companies within your group.
- When exporting values stored in a linked actuality, you need to be aware that values in this actuality are only stored in the converted currency. When exporting values, select **Currency Selection All** in order to export the correct values.

Export Data - the Investment Register Tab

You can use this tab to select the investment register data for acquisitions you want to export and to select the conditions you want to apply to the export function.

Note: Export will be performed for data with transaction dates corresponding to the period(s) selected. Data with transaction dates outside of the selected periods will not be exported.

- 1. On the Transfer menu, click Export Data. The Export Data window opens.
- 2. If you want to save the export file to a directory on your hard drive or on the server, select the **Directory** option button. In the **Directory** text box, enter the path to the directory to which you want to save the export file, or click the **Select Directory** button to select the relevant directory.
- 3. If you want to send the export file via e-mail to a specified user, select the **E-mail** option button. In the **Directory** text box, enter the e-mail address of the user you want to send the file to. You can also click the **Show Valid Choices** button and log in to your e-mail application and select the relevant user. The e-mail functionality is only available if you have activated it in **General Configuration**, **General 3** tab and entered the SMTP server address to be used.
- 4. Select the **Compress Export file** option to create only one export file, which contains all relevant data and file types. Compression means that the size of the file is reduced and it can therefore not be edited or read outside IBM Cognos Controller, unlike an uncompressed file. Uncompressed file format is used, for example, when the data files are to be imported in other financial systems.
- 5. On the **Investment Register** tab, enter the period for which you want to export investments.

- **6**. Enter the consolidation type and group code for which you want to export investments.
- 7. Enter the number of levels you want to export investments for. Level 1 is default and will export the group's total investments. The group itself is defined as level 0.
- 8. Enter a name of the export file or leave the suggested file name (period number and company/group code).
- 9. Click the **Run** button. If you entered an e-mail address to send the export file to, the e-mail application log on window opens. Log on to send the export file via e-mail. If you entered a directory to save the export file to, the data is exported and a message box appears with export statistics.
- 10. Click OK.

Extensions for Export Files

When you export files from **Transfer/Export Data** the files generated have different file extensions depending on what they contain and whether they are compressed or not. The following list shows the different file content and compression and the corresponding file extensions.

Period values and journals

- Compressed files before import: *.fzd
- Compressed files after import: *.ozd
- Uncompressed files before import: *.ftd *.ftz *.fbh *.fvr *.fcb
- Uncompressed files after import: *.otd *.otz *.obh *.ovr *.ocb
- Uncom- pressed ASCII files: *.ftd *.ftz *.fbh

Investment register

- Compressed files before import: *.faz
- Compressed files after import: *.oaz
- Uncompressed files before import: *.fam *.faa *.fac *.fad *.fav *.fat
- Uncompressed files after import: *.oam *.oaa *.oac *.oad *.oav *.oat
- Uncom- pressed ASCII files: N/A

Import Data - the Period Values/Journals Tab

Here you can import a file containing period values, company journals, group journals and automatic journals.

You can use this function to import a file containing period values, company journals, group journals and event journals. Before importing, you can:

- Open a summary of the file content
- Define whether and how you want the log report to be displayed
- Define if you want to replace or clear imported values.

You can also choose to display a log report describing the number and type of records imported. If the import file might contain data for locked periods or invalid data, you should define how you want to process them before you start the import process. This can be completed in the **Default Option** area of the window.

Procedure

1. On the Transfer menu, click Import Data. The Import Data window opens.

- 2. In the **Directory** text box, enter the path to the directory where the import file can be found, or click the **Select Directory** button to select the relevant directory.
- **3**. Select the **Rename Import File** check box to change the file extension after importing the file. This ensures that files that already have been imported are not displayed in the import list. This is only applicable when you import the file from a directory.
- 4. Select the relevant error handling option:
 - Continue with Import if the Import File Contains Values for Locked Periods: This option is selected by default. Clear this option if the import file contains values for locked periods and you want to interrupt the import. Select this option if you want to continue the import irrespective of the existence of data for locked periods. This option is only available if the check box Import of Data for Locked Periods Allowed is selected in General Configuration, General 1 tab.
 - **Continue with Import if the Import File Contains Invalid Values**: This option is selected by default. Clear this option if the import file contains invalid values and you want to interrupt the import. Select this option if you want to continue the import irrespective of the existence of invalid data.
- 5. Click the **View File Contents** button to display an overview of the file content before performing the import. Click **Close** to return to the **Import Data** window.
- 6. Click the **Details** button to display further options at the bottom of the window.
- 7. Select the relevant log report option:
 - **Log to Screen**: Select this option to open the log destination window, where you can select to print the log report, view it on the screen or cancel.
 - Log to printer
 - **Log to file (franlog.log)**: Select this option to save the log report as the file Franlog.log in the specified directory. You can open the file in any text editor, such as Notepad.
 - No log
- 8. Select the relevant option for deleting values before importing the new values:
 - **Replace Imported Accounts**: Selecting this option will have the result that only accounts included in the import file will have their data deleted, before importing new data from the import file. It is important to note that when using this option, the accounts will only be replaced for the specific journal type or closing version contained within the import file.
 - **Clear Forms**: Selecting this option will have the result that the forms that data was exported for will be cleared of data in the importing system. The import file data will then be imported to the empty forms ensuring no residual data remains before the import is processed. This option only applies for data that is not stored on extended dimensions 1-4. This is the default option when importing data.
 - **Clear Dimensions**: Selecting this option will have the result that the company or companies included in the import will be cleared of data for forms that are directly and indirectly linked to the forms contained in the import file.
 - **Clear Imported Companies**: Select this option to clear the companies included in the import file for the current period and actuality, before importing the values.
- 9. Click the **Run** button.

Results

- When selecting options for clearing existing values, note that using the **Clear Forms** option will overwrite all manual and automatic journals for included accounts. This is the case even if the only included values in the file are of the REPO or BASE type.
- If you are experiencing problems when importing data from a reporting unit or subgroup, it may be because you do not have the same structure versions. You can either export the relevant structures and ask the reporting unit or subgroup to import these structures and send new data files, or you can use the Structure Version function on the **Maintain** menu.
- If you need to re-import a data file, you may need to use the Delete Period Data function to clear the imported forms before re-importing them.
- You can only import one file at a time.

Import Data - the Investment Register Tab

Here you can import a file containing investments.

Acquisition calculations are imported in the same way as period values, except that you cannot define any additional options.

Procedure

- 1. On the Transfer menu, click Import Data. The Import Data window opens.
- 2. Select the **Directory** option button. In the **Directory** text box, enter the path to the directory where the import file can be found, or click the **Show Valid Choices** button to select the relevant directory.
- **3**. Select the **Rename Import File** check box to change the file extension after importing the file. This ensures that files that already have been imported are not displayed in the import list. This is only applicable when you import the file from a directory.
- 4. Select the relevant error handling option:
 - Continue with Import if the Import File Contains Values for Locked Periods: Clear this option if you want to interrupt the import if the import file contains values for locked periods. Select this option if you want to continue the import irrespective of the existence of data for locked period.
 - Continue with Import if the Import file Contains Invalid Values: Clear this option if you want to interrupt the import if the import file contains invalid values. Select this option if you want to continue the import irrespective of the existence of invalid data.
- 5. On the **Investment Register** tab, select the file you want to import from the list of available import files.
- 6. Click the Run button. The values are imported.

Results

If you import investments for a group belonging to a non-manual consolidation type, you have to run **Maintain/Company Structure/Calculate Ownership Relations** to update the consolidation structure.

External Data

In IBM Cognos Controller you can import data from external systems, for example accounting systems.

Before importing files created by external systems, you must define an import specification. There are two alternative ways of doing this, both of which are described in this chapter.

To import data from the external system into IBM Cognos Controller, the file and its values have to be saved in a specific format.

File Format

When exporting data from an external system you have to save the files in ASCII OEM or ASCII ANSI format, that is, as normal text files.

The files can be of a fixed length or can contain a number of values on the same row, but separated by a sign, for example, a comma (,) or a semicolon (;).

Value Format

The following formats are permitted for numerical values:

Table 42. Formats perm	tted for numerica	l values
------------------------	-------------------	----------

Positive Values	Negative Values
10	-10
+10	(10)
10+	10-
10DB	10CR

Terminology

When you want to import data from external files, you state which data you want to import and how it should be imported. The terms that Controller uses, are described in the following list:

Import Specification Wizard

A Wizard that simplifies the task of creating an import specification on the basis of the structure of an existing external data file. The Wizard is used for simple import specifications.

Define Import Specifications

A function in which you can create import specifications, but where you create the specification from the beginning and add advanced interpretations, filters and functions of data. This function is used for more advanced import specifications.

Import Specification

An import specification determines how an external data file is read and stored in IBM Cognos Controller, depending on how the data is structured in the data file. An import specification can contain filters, operations, variables and fields.

Filter A filter defines which rows should be included and which should be ignored when importing a data file.

Operation

Operations process the loaded value from the data file before it is stored in IBM Cognos Controller.

Operation Template

Operation templates consist of one or several operations that are performed one after the other.

Variable

Variables contain information that is loaded separately from the file, that is, the value is not changed for each row.

Fields Data to be imported is stored in fields.

Lookup Table

A translation table defining how data is converted when being imported into the system. For example, translating one or more general ledger account codes into an IBM Cognos Controller Account code.

Import External Data from Flat Files

With this function you can import external data files using an import specification and, if necessary, lookup tables.

You can import several data files at the same time using various import specifications. When you have defined which data files you want to import and with which import specifications these are to be loaded, you can see which files are in the import queue. From this window you can:

- Import one file at a time.
- Add more files to the queue and import them all at once.
- Look at the files in the queue.
- Delete the files from the queue.

Note: If you import several files containing data for the same accounts, only the last imported values will be saved, since values imported earlier will be overwritten.

Procedure

- 1. On the Transfer menu, click External Data/Import from Flat Files. The Import From Flat Files window opens.
- 2. From the **Import Specification** drop down list box, select the import specification to use for importing the import file.
- 3. In the **Import File** text box, enter the path and name of the file to import or click the **Show Valid Choices** button and select the relevant directory and file.
- 4. If you want to import several external files in a row, click the **Add to Queue** button. Note that you can use a wildcard (*) to select files.
- 5. Click the **Run** button to start the import. A message box appears when the import is ready.

Results

Click the **View the Current Queue**button to view a list of all files in queue for import.

Schedule Import

When you import external data from flat files, you can schedule the import.

To schedule the import, click **Schedule**.

You can enter a name of a file that does not exist yet. This is useful if you want to schedule imports before files are ready.

Results

The scheduled import is added to the batch queue using the process type **Import of External Data**. You can view and manage the scheduled import in the **Maintain/Batch Queue/Manage** window.

Importing Data from an External Application

You can import external data into Controller from a source outside the Controller application using an ETL tool or other reporting solutions.

For example, you can create batch jobs for importing data or check the status of a batch job. The import is performed through stored procedures and staging tables that are installed with Controller.

From the external application, you can insert rows with information from a GL system into a staging table in the Controller database and place it in the Controller batch queue to be run immediately or later on. For more information on how to set up the report, see "Parameters for Importing Data to the Controller Batch Queue."

You can also publish external data to a datamart, for more information see "Publish Datamarts" on page 305.

Because an import is logged as successful if at least one record is imported, always check the log report to see if there are records that were not imported successfully.

Staging Tables in the Controller Database

These tables can be used to import data into Controller.

Table name	Description
XSTAGEFACT	Used for import of data
XSTAGEACC	Used for import of accounts
XSTAGECOMP	Used for import of companies
XSTAGECURRRATES	Used for import of currency rates
XSTAGEDIM1	Used for import of extended dimension 1
XSTAGEDIM2	Used for import of extended dimension 2
XSTAGEDIM3	Used for import of extended dimension 3
XSTAGEDIM4	Used for import of extended dimension 4

Table 43. Staging tables used to import data into Controller

Parameters for Importing Data to the Controller Batch Queue

These are the parameters to use when exporting data from another application into the Controller staging tables. To use these parameters, call the stored procedure named **usp_triggerimportbatchjobs**.

Note that the **Batch Id** is set automatically by Controller. For more information, see "The Batch Queue" on page 578.

Number	Name	Description
1	pImpId	Import ID. This is the same ID that will be written to the st_id column in the staging table. This process will populate that column.
		Data type: nvarchar(30)
2	pImpSpec	Import specification name. This name must match a predefined import specification in IBM Cognos Controller.
		Data type: varchar(12)
3	pImpSpecType	Import specification type: D = data A= account R = currency rates C = company 1 = dim 1 2 = dim 2 3 = dim 3 4 = dim 4
	nImnCnocDoromo	Data type: varchar(1)
4	pimpspecrarams	parameters. This parameter is required only if your import specification is defined to require prompted information. The parameter must include the response required to the prompt question(s).
		Data type: nvarchar(255)
5	pCtrlUser	The IBM Cognos Controller user name.
6	nSchedTyne	Type of scheduling:
		0 = On hold 1 = Immediately 2 = One time only Data type: Int
8	pExecTime	The date and time when the batch job should be executed. The date and time format should be the same as the date and time settings of the database. Data type: Datetime

Table 44. Parameters for importing data to the Controller batch queue

Check the Batch Job Status

You can check the status of a batch job by calling a stored procedure in IBM Cognos Controller from an external tool. To run a status request, you enter both the ID of the batch job and the number of minutes to pause between checking the status.

Procedure

Call the stored procedure, named **usp_checkbatchjobstatus**, using the following parameters.

Number	Name	Description
1	pBatchId	The batch ID you want to see the status for. Data type: Int
2	pSnoozeMin	The number of minutes (1-59) to pause between checking the status. Data type: Int

Table 45. Parameters that are used in a batch job status request

Results

The following are the possible return codes.

Table 46. Return codes from a batch job status request

Return code	Description
0	The batch ID was not found.
3	The batch job was completed successfully.
4	The batch job was completed with errors.
5	The batch job was set to the ON HOLD status.
-1000	The number of minutes to pause must be between 1 and 59.

When you export data to IBM Cognos Controller from an external application, a return code indicates whether the export was successful. The following return codes may appear.

Table 47. Return codes for exporting data from an external application into Controller

Code	Description
>0	If the value is positive, the stored procedure was completed successfully. The value shows the batch ID that was assigned to the import in the Controller database.
-1010	The import specification that you entered is not found or not valid.
-1020	The import specification parameter that you have entered is not found or not valid.

Code	Description
-1030	The IBM Cognos Controller user that you entered is not found.
-1040	There is an invalid parameter for pSchedType.
-1050	You can use schedule type 0 only when you import structures.
-1060	No rows were updated in the staging table. You may have entered an incorrect import ID.
-2100	An error occurred when the batch ID was incremented.
-2200	An error occurred when the batch job was added to the batch queue.
-2300	An error occurred when the rows of the staging table were connected to a specific batch ID.

Table 47. Return codes for exporting data from an external application into Controller (continued)

Import External Data from Staging Tables

You can import external data from staging tables that contain data from other applications.

You can view and manage all scheduled processes for import of data from staging table as well as imports with the status **On Hold**. For more details about how to add data to these tables, see "Importing Data from an External Application" on page 246.

A job may have one of these statuses: **Not Started**, **Running** or **Ready**, **Finished**, **Finished with Error**, or **On Hold** (imports that are not yet scheduled to start).

Procedure

Select **Transfer/External Data/Import from Staging Table**. This window works the same way as the **Manage Batch Queue** window, see "Manage Batch Queues" on page 579.

Import Specifications

You can use the **Import Specification Wizard** to define a simple import specification.

You can use this import specification to import data directly or you can process the import specification in further detail in the **Define Import Specifications** function. Regardless of how you define the import specification, you import the external data file from the same menu, that is, **Transfer/External Data/Import External Data**. You can create specifications on the basis of an existing data file from an external system.

To define an import specification you can enter such items as:

- Which existing data file the import specification is based on.
- File Format and Separator character.

- How many times the same file is loaded.
- Whether certain reconciliations must be performed when importing the external file.
- How values from the external file are imported and interpreted, that is, from which rows in the data files various values are retrieved.
- Whether data is to be translated into other structure codes, by connecting a lookup table to the import specification, before it is saved in IBM Cognos Controller.
- Whether and how data is processed using operations before being saved in IBM Cognos Controller.

Separator Characters

Separator characters determine which character is used to separate the values in the data file, and which characters are used to denote decimals and as a thousand separator. The characters depend on which language version of Windows you are running. Sometimes you have to use trigraph symbols to describe the separator, for example if you are using tab characters as separators.

Example: If you enter a period (.) as the decimal point and a comma (,) as a thousand separator, this means that the values in the data file are saved in the following format: 12,453.50.

Several Data Columns

Depending on how the data file is structured and how many columns with values the file contains, you may need to load the same file several times to retrieve all of the data. If the same file has to be loaded several times, each loading process is called a loop. You must define both the position of the information and the loop number for each loop.

Example: If the file contains accumulated values for 12 months on each row, the file will be read 12 times.

Compulsory Entries

The following fields are mandatory:

- Period
- Actuality
- Company
- Currency
- Account
- Amount

When you define each field you specify from where the value for the field should be loaded, i.e. the source, and if the value should be processed in some way, for example be converted by using a lookup table or be multiplied by a factor.

Define Import Specifications using the Wizard

The Import Specification Wizard helps you, step-by-step, to define a basic import specification for importing external data files.

If you want to define a more complex import specification, use the Define Import Specification function.

- 1. On the **Transfer** menu, click **External Data/Import Specification Wizard**. The **Import Specification Wizard** window opens.
- 2. To create a new specification, click **New** and enter a name in the **Specification** text box. If you want to change an existing specification, click the **Show Valid Choices** button and select an existing name from the **Specification** list box.
- **3**. Click the **Show Valid Choices** button next to the **File** text box and select the file you want to import and click **OK**. The path and file name are displayed in the text box and the content of the import file is displayed in the **Import File** window.
- 4. In the **General** list box, click **Fixed Format** if the import file contains data in static positions.
- 5. Click **Delimited File** if the import file contains data separated by a specific character, such as comma, semicolon, or tab. Enter the type of separator in the **Separator** text box. Note that you sometimes have to use trigraph symbols to describe the separator character, e.g. if the file is tab separated.
- 6. Enter the **Digit Grouping Symbol** and the **Decimal Symbol** in the these two text boxes. If a value in the import file has the format 8.233,25, the grouping symbol is a period (.) and the decimal symbol is comma (,). Note that in comma delimited files, it is not possible to allow a digit grouping symbol to be a comma (,). Otherwise, the import will treat 12,453 as two separate items of information.
- 7. In the **Number of Times to Scan the Data File** text box, enter the number of times the import file should be read. By default this is set to one but, for example, if the import file contains 12 monthly values on one row, the file should be read 12 times.
- Select the Copy Accounts According to CBA option if the imported value should be copied to a detail account, which is specified in the Reconciliation Between Accounts text boxes in the Define Account Structure window. Reconciliation rule + (Reconciliation for the same Period/Actuality +) and (Reconciliation for the same Period/Actuality -) for account 1 will be applied.
- **9**. Select the **Test Run** option to import data to a test database. The result of a test run can only be checked by printing the test run report. See Log Reports. It is best practice to tick test run while proving that the specification will import data correctly.
- **10**. Select the **Perform Reconciliation** option if a reconciliation should be performed before importing the values from the external file. If you click the plus sign, the **Account** list box appears. Enter the account to which a possible difference should be booked. The balance control includes all accounts of types A, L, E, I and C.
- 11. Click **Font** to change the font and font size of the import file window contents.
- 12. In the Fields list box, the first field for entry, Period, is displayed.
- 13. If you have defined that the file should be scanned more than once, the **Dependent by current loop** option appears. Select this option if the current field information is found in different positions for each loop. In the **Dependent by Current Loop** box also enter the loop number for which you are defining fields. You need to define the field information position for each loop.
- 14. In the **Field Source** list, select the relevant option for where the field information is found in the import file.

- **Fixed Position**: Select this option if the information is found in a fixed position on one row. Highlight the field information in the **Import File** window.
- **Fixed Item**: Select this option if the information is found between two specific delimiters on one row. Highlight the field info in the **Import File** window by double-clicking between the delimiters.
- **Repeated on Each Row**: Select this option if the information is found in the same position on all rows. Highlight the first occurrence of the field information in the file **Import File** window. Typically, the account and, or the amount would be repeated on each row.
- **Dependent by Current Loop**: Select this option if the file will be read several times and the field information is in different positions for each loop. Enter the number of the loop in the text box and highlight the field information for each loop, one loop at a time.
- Ask Question at Runtime: Select this option if the user should give the information at the time of import and enter the message to be displayed in the dialog box at runtime.
- **File Name**: Select this option if the information is found in the file name and highlight the part of the name that contains the information.
- **File Extension**: Select this option if the information is found in the file extension and highlight the part of the name that contains the information.
- **Static Value**: Select this option if the information always is the same and enter the static information in the **Static Value** text box.
- **Get Local Currency Code from the Company Register**: Select this option if the currency information is not included in the import file, but should be collected from the company structure.
- 15. Click Next to define the next field. Repeat steps 13-14.
- 16. While defining the Amount field, the Multiply by and Divide by value options are activated. Select the Multiply by option and select the With Account Factor option to multiply the imported amount with the factor specified in the lookup table for accounts, or select the With a Static Value option and enter the factor to be used in the text box. Select the Divide with the supplied Value option and enter the value to divide the amount by.
- 17. Click the **Create and Connect to a Lookup Table** button to open the **Define Lookup Tables** window, where you can define new lookup tables.
- 18. Click the Connect to an Existing Lookup Table button to open the Select lookup table dialog box. Select the lookup table you want to use to convert the imported data into IBM Cognos Controller's structure and click OK.
- **19.** Click **Disconnect the Lookup Table from the Field** to disconnect a lookup table previously connected to the field you are currently defining.
- 20. Click the **Create an Operation** button if you want to open the **Define Operations for the Field** window to set up conversion rules and formulas for specific fields. For more information, please see the Available Operations.
- 21. Click the **Check** button to validate the defined fields. Any missing definitions are listed in a log report window.
- **22.** Click **Save**. A log report appears if there are any missing or uncompleted definitions.

Copy a Specification

Complete the following steps to copy a specification.

- 1. Select the specification you want to copy from the Specification drop down list box.
- 2. Click Save As. The dialog box Save As opens.
- **3**. Enter the name of the new specification and click **OK**. The new specification is added to the list and contains the same settings as the one you copied.

Results

If you want to refine the import specification using the advanced **Define Import Specification** function, we recommend that you save a copy of the import specification created in the **Import Specification Wizard** with another name in order to keep the original intact. Once you have refined it using the **Define Import Specification** function you cannot open it in the **Import Specification Wizard** again.

Define Import Specifications

You can define import specifications using the user interface.

Define Import Specifications - the General Tab:

On this tab you can create new import specifications or edit existing specifications.

You can define such features as:

- The new specification's code.
- Which type of data file you want to import.
- How the data file is structured, that is, how the rows are separated and which separators are used between the data fields.
- How the import specification processes reconciliation between accounts and dimensions when data is imported from an external file, and where any differences are booked.
- Whether certain automatic functions are performed when a data file is imported.
- Whether an import is actually performed or simply test run (that is, not affecting the IBM Cognos Controller database).
- Whether to include or exclude transformation information when importing external files using track data.
- A description of the current import specification.

- On the Transfer menu, click External Data/Define Import Specification. The Define Import Specifications window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press the tab key. You can also use the specification template #FEXPVAL and click **Save As** to save it with another name and then modify it.
- **3**. On the **General** tab, in the **Source** area, select the ASCII OEM option if the file to be imported is saved in DOS format or select the ASCII ANSI option if the file is saved in Windows format. If the specification will be used for import of staging tables, select **Controller Staging Table**. If the import specification is used for import from Framework Manager, select **Framework Manager**.

Note: To be able to use Framework Manager as a source, you have to log on to Controller with IBM Cognos Authentication. For more information, see "IBM Cognos authentication" on page 11.

4. In the **Line Separator** area, select the CR option if the file to be imported uses carriage return and line feed (normal). Select the **Fixed Format** option if the file Record Length is fixed, in that case also enter the **Record Length** in the text box.

If you have selected **Framework Manager** as the source, select relevant name of the model and report from the popup window.

- 5. In the **Blank Substitution Character** text box, enter the character to be used instead of blanks (optional). If this option is selected the character should ideally be a character that is not expected to appear in the file to be imported.
- 6. In the **Row Continuation Character** text box, enter the character used to specify that the information unit continues on the next row. Normally one row contains one information unit.
- 7. In the **Digit Grouping Symbol** text box, enter the character used for digit grouping, normally a comma (,) or period (.). Leave the text box empty if the grouping symbol is blank or not applicable. Note that in comma delimited files, it is not possible to allow a digit grouping symbol to be a comma (,).
- 8. In the **Decimal Symbol** text box, enter the character used for decimals, normally comma (,) or period (.).
- 9. Select the relevant reconciliation options:
 - **Perform Reconciliation**: Select this option if you want to run a reconciliation between accounts while data is being imported. The reconciliation is run in accordance with what has been defined in the account structure.
 - **Dim1/Dim2/Dim3/Dim4 total**: Select this option if the reconciliation is to be run on the total extended dimension level.
 - **By Dim1/Dim2/Dim3/Dim4**: Select this option if the reconciliation is to be run by extended dimension level.
 - Account for Positive Difference
 - Account for Negative Difference
 - **Dim1-4**: If differences are calculated for the extended dimension totals, the extended dimensions in which they will be booked are entered here.
 - Generate Report with Calculated Differences
 - Printer
 - Preview
 - **Select at Runtime**: Select this option to enable the printout while the file is being imported.
- 10. Select the relevant options:
 - **Expand tabs**: Select this option if the fields in the file are separated by TAB-characters. These are expanded to the correct number of blank positions.

Note: Do not select this option if the file contains fields, which, in turn, are divided by TAB-characters.

- **Test Run**: Select this option to import data to a test database. The result of a test run can only be checked by printing the test run report.
- **Track Data**: Select this option to use the **External Data Tracking** log reports available in the **Log Reports** window. If selected, you will have the choice to either exclude or include transformation information.

- Exclude Transformation Information: Select this option if you want to exclude the transformation information when using the Track Data option.
- Include Transformation Information: Select this option if you want to include the transformation information when using the Track Data option. We recommend using this option only when designing and testing the import specification, and using the server preference TRACKDATAROWS. You select TRACKDATAROWS on the Maintain/Configuration/General/Server Preferences tab. TRACKDATAROWS should be limited to a range of 30 000 rows. Note that when this option is selected, performance will be reduced.
- Automatic Transfer of Net Income between IS and BS: Select this option if the net income is to be copied directly from the profit and loss statement to the balance sheet when data is imported.
- Allow Separate Counter Companies: Select this option when values for intercompany balances are in different files, in which the values apply to the same account, company and period, but different counter companies.
- Allow Separate Dimensions: Select this option to allow values for separate dimensions in different files to be imported to the same account, company, period and actuality without deleting previously imported dimension values.
- Copy Accounts According to CBA: Select this option if values are to be automatically copied between accounts using reconciliation rules in the account structure. Reconciliation rule + (Reconciliation for the same Period/Actuality +) and - (Reconciliation for the same Period/Actuality -) for account 1 will be applied.

11. Click Save.

Copy an Import Specification:

You can copy an import specification.

About this task

When you use the **Define Import Specification** window and select an import specification that was created in the **Import Specification Wizard**, then the **Save As** button is not active.

The **Save As** button is active in the following situations:

- When you created the import specification in the **Define Import Specification** window, instead of in the **Import Specification Wizard**.
- When you edit the import specification in the **Define Import Specification** window.

To avoid losing the original import specification that you created in the **Import Specification Wizard** when you save in the **Define Import Specification** window, you must use the **Save As** button in the **Import Specification Wizard**.

- 1. Select the specification you want to copy from the **Specification** list box.
- 2. Click the Save As button. The Save As dialog box opens.
- **3**. Enter the name of the new specification and click **OK**. The new specification is added to the list and contains the same settings as the one you copied.

Results

When you refine a specification created in the **Import Specification Wizard** in the **Define Import Specification** function, you cannot open it again in the **Import Specification Wizard**. We recommend that you create a copy of the specification from the **Import Specification Wizard** before opening it in the **Define Import Specification** function.

Defining Import Specifications - the Filters Tab:

The filter determines what rows to include or ignore when performing the import.

You can use this tab to define any filters to determine which rows in the text file should be included or ignored based on a given criterion. If the import specification contains more than one filter, all filters have to be satisfied for a row to be imported from the file. For example, you can define on which row the loading process should begin or end. You can also state that a certain row number must be loaded and that rows or fields that contain or do not contain a certain value must be loaded.

When you define filters, you can choose between the following settings for filter types, subfilters and filter value.

Filter Types

Start Read - ignores all rows in the file until the filter criteria are true.

End Read - ignores all rows below the row in which the filter criteria are true.

Skip Lines - ignores all rows, which fulfill the filter criteria.

Include Rows - ignores all rows, which do not fulfill the filter criteria.

Subfilters

Row No - tests a specific row number in the file. In the Row No text box, enter the row number to test or select the Use Variable for the variable option and enter a variable name.

Row Contains - tests if a row contains a specific text/value. In the From and To text boxes, enter the positions between which to check for the specified value or text string or select the Use Variable for the variable option and enter a variable name.

Item Contains - tests if a field contains a specific text/value. In the Item text box, enter the number of the item to test. In the Separator text box, enter the character used as field separator.

Use Variable - Select this if the value from a specific variable is to be used instead of entering Row Number, From-To or Item Number. The name of the variable is entered in the text box.

Filter Value

Value - Select this if the criterion is testing a specific value. The value is entered in the text box. The value can be a text string, a value or a regular expression.

Blank - Select this option if the criterion is looking for a space.

Zero - Select this option if the criterion is looking for the value 0.

Blank or Zero - Select this option if the criterion is looking for a space or the value 0.

Regular Expression - Select this option if the value in the value field is an expression.

Wildcards

When you define conditions you can use different types of wildcards to represent one or several characters. The table shows wildcards you can use and what type of characters they match or skip.

Note: All conditions with regular expressions are case sensitive.

Table 48. Wildcards that you can use when you define import conditions

Wildcard character	Description	Example:
None		ab - Matches abc, Xab
•	Any single character	a.a - Matches aaa, a3a, aBa
*	Several characters	a.*a - Matches aa, aBa, aBBBa
*	Special characters	A∖*a - Matches a*a
٨	Starting with	^ab - Matches any string starting with ab
\$	Ending with	ab\$ - Matches any string ending with ab
[0-9]	Single digit	a[0-9]a - Matches a0a, a9a
[a-z]	Within an interval	[a-z] - Matches f, p, j
[^a-z]	Outside an interval	[^a-z] - Matches 9, &, %
[^0-9]	Except digits	[^0-9] - Matches A, a, &
a[^b-m][0-9]	A combination	a[^b-m][0-9] - Matches aN9, az0, a99

Notes

- If several filters are defined, all filter criteria must be passed for a row to be imported.
- Defined variables are not affected by filters. The filters only apply to fields that are loaded from each row in the import file.

Define Filters for the Import Specification:

Complete the following steps to define filters for the import specification.

Procedure

- 1. On the **Transfer** menu, click **External Data/Define Import Specification**. The **Define Import Specification** window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- **3**. On the **Filters** tab, click the **New Filter** button to add a new filter. In the dialog box that opens, enter the name of the new filter and click **OK**. The new filter is displayed in the list box. Alternatively you can select a filter from the list box.
- 4. From the Filter Type option group, select the relevant filter type.
- 5. From the **Sub Filter** option group, select the type of criteria to be used for a specific filter.
- 6. From the Filter Value option group, select the relevant option to use for testing.
- 7. Select the Regular Expression option if the entered value is an expression.
- 8. Click Save and open the Operation Templates tab.

Define Import Specifications - the Operation Templates Tab:

On this tab you can define new operation templates or edit existing templates.

You can also view a list of available operations that can be used to form operation templates. You can select an operation by double-clicking an operation from the available list. Many operations also require arguments. Depending on whether or not an operation requires arguments, a dialog box appears or the operation appears among the selected operations. You can sort the selected operations into the order in which you want them to be performed.

An operation template consists of one or more operations to be carried out one after the other. The operation template name must begin with an underscore (_). The initial value in the chain can be a value from the text file stored in a field, temporary field or variable. The result of the process, using an operation template, will be stored in the field, temporary field or variable, to which the operation template is connected.

- 1. On the **Transfer** menu, click **External Data/Define Import Specification**. The **Define Import Specification** window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- 3. On the **Operation Templates** tab, click the **New Operation Template** button to add a new operation template. In the dialog box that opens, enter the name of the new template starting with "_" and click **OK**. The new template is displayed in the **Operation Templates** list box.
- 4. Enter a description of the operation template in the Description list box.
- 5. In the **Available Operations** list box, double-click the operation you want to add to the template. Some operations are added directly to the list. Others open the **Arguments** dialog box, where you enter the relevant arguments for that operation and then click **OK** to add the operation to the list of selected operations. Add the relevant operations to the operation template.

- 6. In the **Selected Operations** list box, use the drag and drop method to move the operations to the order you want them to be performed. Select the operation you want to move, put the cursor to the left of the name and drag it.
- 7. Click Save and open the Variables tab.

Available Operations:

Some of the most common operations are listed below.

Note: Most operations are valid for Importing Structures as well.

Table 49. Available operations for defining import specifications

Operation name	Operation description
Add nval	Adds nval (a value) to the current input.
Alpha	Converts a numerical value into an alphanumeric value; IBM Cognos Controller converts automatically when necessary; if the value is not valid, it will be printed in the error log.
Divide By nval	Divides the current input by nval (a value)
Drop ch	Skips all characters up to the character ch EXAMPLE: operation: Drop ; input: XXX;YYY output: YYY
GetItem n sep	Gets item number n from the current input with the separation character sep; can be a Trigraph symbol.
GetItemExpr	Loads the expression in a field
GetItemLoop	Loads values for each loop. The operation is displayed but can only be created using the Import Specification Wizard .
Getline n	Loads the contents of the n row from the import file.
IIF expr val1 val2	If the expression expr is true, return val1, otherwise return val2
InsertByMask chs mask	inserts the characters in chs based on mask in current input EXAMPLE: operation: InsertByMask - XX_XX_XX input: 990902 output: 99-09-02
Left Align	Left-aligns current input.
Left n	returns the first n characters from current input

Operation name	Operation description
Local Currency	(Not required when defining import structure specifications.)
	Loads the local currency for the company code in the current input according to the company database from the company table.
Lookup lookup table on nomatch exclude/on nomatch default	Loads values from a lookup table, where input is used as a search key. The search is carried out in the From column in the lookup table. If the input is found in the From column, the value in the To column will be returned. If the input is not found in the From column, the predefined value, if defined, will be returned. Otherwise the row will be excluded when import is performed.
Lookup Factor lookup table on nomatch exclude/on nomatch default	Loads the value from the lookup tables Factor column. The search is carried out in the From column in the lookup table. If the input is found in the From column, the value in the Factor column will be returned. If input is not found in the From column, the predefined value, if defined, will be returned.
Lookup Split lookup table Split on Amount Separator	(Not required when defining import structure specifications.)
	Determines the breakpoint for when a field on the Fields (2) tab should be converted to different codes, depending on the total value. Example: The account code A should remain as A if the aggregated value for account A is positive, but if the aggregated value is negative, the account code should be converted to B. Operation: Lookup Split Argument 1: X Argument 2: O Argument 3: ; Lookup table X is defined like this:
	From
	То
	А
	B; A
Lowercase	Converts input from uppercase to lowercase.
Mask mask	Carries out the opposite operation to InsertByMask .
	EXAMPLE: operation: Mask XX_XX_XX input: 99-09-02 output: 990902

Table 49. Available operations for defining import specifications (continued)

Operation name	Operation description
Multiply By nval	Multiplies current input by nval (a value).
NDropLeft n	Numeric, deletes n characters from the beginning of current input.
NDropTrailing n	Numeric, deletes n characters from the end of current input.
Num	Carries out the opposite operation to Alpha.
Pack ch	deletes all repeating characters ch from the current input string
	EXAMPLE: operation: Pack C input: ACCDCECC output: ACDCEC
PaddLeft ch n	Indicates how many characters the whole string will contain and what character will be used to fill up to the left to reach this number.
PaddRight ch n	Indicates how many characters the whole string will contain and what character will be used to fill up to the right to reach this number.
Prefix str	Adds str in front of the input.

Table 49. Available operations for defining import specifications (continued)

Operation name	Operation description
RelPeriod arg1 arg2 arg3	(Not required when defining import structure specifications.)
	Operation defines the relative period for non-cumulative data. Determines the relative period based on the period in the current input, a positive integer for the offset of the period, and the offset actuality.
	EXAMPLE:
	The operation uses #INPUT as argument1 which is the origin used for the field RelPeriod on the Fields (1) tab. Argument2 is the offset from the period in #INPUT. For instance, an argument2 set to 1 denotes monthly data whilst an argument2 set to 3 would denote quarterly data. Argument3 is the offset actuality. The offset actuality is particularly important when dealing with incremental weekly data.
	Operation: RelPeriod
	Argument: #INPUT
	Argument: 1
	Argument: AC
Replace str1 str2	Replaces all occurrences of str1 with str2 in the input.
Reverse	Converts the string to the opposite order.
Right n	Returns the last n characters from the current input
Right Align	Right-aligns input.
Round n	Rounds the current input to n decimal places. For example, both 1.5 and 2.5 will be rounded to two.
	However, note that if you open imported values in Microsoft Excel, values will be rounded according to Excel's rounding rules.
SelectIf criteria	Includes the current input if criteria is true. If the input is not included it is shown on an error report.
SkipIf criteria	Carries out the opposite function to SelectIf.

Table 49. Available operations for defining import specifications (continued)

Operation name	Operation description
Squeeze ch	Deletes all occurrences of the character(s) ch in current input
	EXAMPLE: operation: Squeeze " input: "a" "text" "where" "everything" output: a text where everything
Strip ch	Deletes all characters ch at the beginning and end of the current input.
StripLeading ch	Deletes all characters ch at the beginning of the current input.
StripTrailing ch	Deletes all characters ch at the end of the current input.
SubString n pos	Loads n characters from the pos position
SubStringExpr	Loads values in which parameters can be expressions.
SubStringLoop	Loads values for each loop. The process is displayed but can only be created using the Import Specification Wizard .
Subtract	Subtracts sequential numbers or parameters from input.
Suffix str	Adds str after the input.
Take ch	Carries out the opposite operation to Drop .
Translate Characters chr1 chr2	Translates all characters chr1 into corresponding characters in chr2 in current input.
	EXAMPLE: operation: Translate Characters ¤#" odn input: L¤n#o" output: London
Uppercase	Changes input to upper case.

Table 49. Available operations for defining import specifications (continued)

Define Import Specifications - the Variables Tab:

Variables contain information that will remain constant for one scan of the import specification. Variables can be taken from within the file or outside the file. For example, the variable &PERIOD could be entered by the user at a prompt, taken from the file name, a specific row and column of the file and so on. Variables once defined, can be used in the definition of fields, operation templates and other variables. Variables can also be created to scan the file a specified number of times. Please note that only one such variable can be defined per import specification.

You can use this tab to create a variable and define such features as the following:

- A variable name, which always begins with & and must be followed by the following character types only: -, 0-9, A-Z.
- Whether the file contains values for several periods or actualities, and in that case how many times the file should be loaded.
- The variable's format and the source of the variable's initial value, e.g. whether the value is retrieved from the file name, whether it is a static value or whether it refers to another variable.
- Which operation or operation template must be performed before the value can be created.

Before you begin

If you use a variable to prompt the user for certain information when the import specification is being run, you can name the variable in two ways: Either as &COMP, for example, which opens a dialog box with a question and a pop-up in which the user enters the relevant information. You can also name the variable &COMPANY (the same name as the COMPANY field), which opens a pop-up in which the user can choose from all available company codes.

Note: All variable names must begin with an ampersand (&) and must be followed by the following character types only: -, 0-9, A-Z.

- 1. On the **Transfer** menu, click **External Data/Define Import Specifications**. The **Define Import Specification** window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- 3. On the **Variables** tab, click the **New Variable** button to add a new variable. In the dialog box that opens, enter the name of the new variable and click **OK**. The new variable starting with "&" is displayed in the **Defined Variables** list box.
- 4. In the Description text box, enter a description of the variable.
- 5. Select **Repeat Factor** to specify how many times the file is to be read if it contains values for several periods or actualities.
- 6. From the Format option group, select the variable format.
- 7. Specify the variable field length and also the number of decimals if the variable is numeric.
- 8. From the **Origin** option group, select an option from where the variable information should be retrieved.
 - **File** refers to a row in the file. Specify the relevant row number. This will be valid even if the specified row is skipped according to the filter definition.
 - **Prompt** prompts the user for information before importing the file. Enter the message to be displayed when the prompt appears. The message appears only once, even if the repeat factor is used.
 - File Name uses the file name as variable information.
 - File Extension uses the file extension as variable information.
 - **Static** uses a static value, for example, to run a loop several times. Enter the static value in the text box.
 - Variable refers to another defined variable. Select the relevant variable.

- **9**. From the **Operation** option group, select the operation to use for refining the information:
 - None nothing needs to be carried out.
 - **Item** refers to a specific field in the file. Enter the item number and the separator.
 - **Substring** refers to a specific position in the file, a variable or a temporary field. Enter the from position and the number of positions to be used.
 - **Operation Template** refers to an operation template. Select the relevant operation template.
- 10. Click Save and open the Fields (1) tab.

Define Import Specifications - the Fields (1) Tab:

This is the first of two tabs for fields. Here you define the fields where data is saved or processed.

There are two types of fields, fixed and temporary. Fixed fields are used for saving the postings to the IBM Cognos Controller database. Temporary fields are used for processing data.

Fields are the only compulsory definition in an import specification. There are two different types of field.

- IBM Cognos Controller fields
- Temporary fields

For both types of field you can define the source of the field's initial value and the required operation, if the initial value has to be processed before being stored.

IBM Cognos Controller fields are fixed and correspond to IBM Cognos Controller's database identities. These fields are used to store values in the IBM Cognos Controller database and the format is therefore predefined. The fields can be alphanumeric or numeric.

The table shows the fixed IBM Cognos Controller fields:

Fields	Description	
ACCOUNT	Account	
ACTUALITY	Actuality	
AMOUNT	Amount	
COMPANY	Company	
CURRENCY	Currency	
C_COMPANY	Counter company	
C DIM	Counter dimension	
	<u> </u>	

Table 50. Fixed fields for saving postings to Controller database

Fields	Description	
EXTDIM1-4	Extended Dimensions 1-4	
JOURNAL TYPE	Journal type	
O_COMPANY	Original company	
PERIOD	Period	
REL_ACT	Relative actuality to describe the preceding period if the file does not contain cumulative values. This field must never be used when importing cumulative values.	
REL_PERIOD	Relative period to describe the preceding period (YYMM) if the file does not contain cumulative values. Never use this field when importing cumulative values.	
TRANAMOUNT	Transaction amount	
TRANCURR	Transaction Currency	

Table 50. Fixed fields for saving postings to Controller database (continued)

Temporary fields are used to carry out various calculations or operations in multiple steps. It is necessary to define the format and width of temporary fields manually. Otherwise the format and width of a temporary field is set automatically as Alpha format with a width of 1. For temporary fields you can define the field's format, length and number of decimal places. The identity of a temporary field must begin with the @ character and must be followed by the following character types only: _, 0-9, A-Z.

- On the Transfer menu, click External Data/Define Import Specification. The Define Import Specification window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- **3**. On the **Fields (1)** tab, click the **New Temporary field** button to create a new temporary field. In the dialog box that opens, enter the name of the new field and click **OK**. The new field starting with "@" is displayed in the list box.
- 4. In the list box, select the field you want to define and enter a full name or description in the **Description** text box.
- 5. From the Format option group, select the field format.
- 6. Specify the field length and also the number of decimals if the field is numeric.
- 7. From the **Origin** option group, select an option from where the initial field information should be retrieved.
 - None no information
 - Framework Manager retrieves the fields that you want to use in the import from the specified report.

- **File** retrieves the value from the file, either from a specific field (item) or from a specific position (substring). Enter the relative row number. If there is one row per transaction in the import file, the relative row is 0.
- **Variable** retrieves the value from a variable. Enter the variable name in the text box.
- **Temporary Field** retrieves the value from a temporary field. Enter the field name.
- 8. From the **Operation** option group, select the operation to use for refining the information.
- **9**. Select **Use last non-empty value** if IBM Cognos Controller should use the last value filled in according to specified criteria. Example: The date is shown in the first field on the first row in the file. The same field is empty on the remaining rows. The system will remember the value in the first field on the row and use it on all rows for which the same field is blank.
- 10. Click Save and open the Fields (2) tab.

Results

- All temporary field names must begin with an at sign (@) and must be followed by the following character types only: _, 0-9, A-Z.
- You cannot change the description or format of a fixed field.

Define Import Specifications - the Fields (2) Tab:

You can use this tab to define fields based on the fields in the Fields (1) tab.

These fields will be processed further, depending on the result of the **Fields (1)** during import. This is useful if you want to process a value further in an aggregated form.

For example, in the **Fields (1)** tab, all account codes X are converted to the account code A by running a lookup table. In the **Fields (2)** tab, the sum of all accounts A is analyzed and if the total value is positive, the value is converted to the account code A, otherwise it is converted to the account code B. This is done by connecting the field to an operation template containing the Lookup Split operation.

Note: In most cases it is enough to use the Fields (1)tab.

- 1. On the **Transfer** menu, click **External Data/Define Import Specification**. The **Define Import Specification** window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- 3. On the Fields (2) tab, in the list box, select the field you want to edit.
- 4. From the **Operations** option group, select the operation template to use for refining the information. Operation indicates if an operation must be carried out before the value can be created.
 - None no operation
 - Operation Template refers to an operation. Select the relevant operation.
- 5. Click **Save** and open the **Distribute Accounts** tab.

Define Import Specifications - the Delete Tab:

In this tab you can define which forms or extended dimensions should be deleted before new values are imported.

If you are not using the delete function and you are importing a new file for the same period as the one for which you have already imported values, only the values for the present accounts, in the most recently loaded file, are overwritten. To ensure that previously imported values are deleted you can define the forms and dimensions to be deleted during the import.

Procedure

- 1. On the **Transfer** menu, click **External Data/Define Import Specification**. The **Define Import Specification** window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- **3**. On the **Delete** tab, in the **Type of Information to Delete** area, select the relevant option for what type of information you want to delete: **Form** or **Extended Dimension 1-4**.
- 4. In the list box to the left, select the forms or extended dimensions you want to delete and click the right arrow button to move the selected items to the list box to the right. The selected items will be deleted before importing the file. Click the double arrow button to move all items from one list box to another.
- 5. Click Save and Close.

Define Import Specifications - the Distribute Accounts Tab:

In this tab you can define how to copy one particular value in the import file to several accounts.

By stating from which account the value should be copied and if necessary by what factor the value should be multiplied, you can copy the values of previously loaded accounts to one or more other accounts. **Factor** -1 is used to change the sign of a value being copied from one account to another.

Procedure

- 1. On the **Transfer** menu, click **External Data/Define Import Specification**. The **Define Import Specification** window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- **3**. On the **Distribute Accounts** tab, in the **Source Account** column, enter the account code from which to copy values.
- 4. In the **Target Account** column, enter the account code to which the value should be copied.
- 5. In the **Factor** column, enter 1 for copying the value with the same sign or -1 to reverse the sign.
- 6. Click Save and open the Delete tab.

Generate Reports of Import Specifications - the Specification Tab:

You can generate reports of import specifications.

- 1. On the **Transfer** menu, click **External Data/Reports**. The **External Data Reports** window opens.
- 2. On the **Specification** tab, select the import specification you want to generate reports for.
- 3. Click the **Preview** button to generate the report.

Generate Reports of Import Specifications - the Lookup Tables Tab:

Follow the steps below to enter the data on the Lookup Tables tab to generate reports.

Procedure

- 1. On the **Transfer** menu, click **External Data/Reports**. The **External Data Reports** window opens.
- 2. On the **Specification** tab, select the import specification you want to generate reports for.
- **3**. On the **Lookup Tables** tab, select the report you want to generate and select the lookup table you want to include in the report.
- 4. Click the Preview button to generate the report.

Available Operations for Import Specifications:

The following table contains a list of available operations when defining import specifications. The operations are in upper case letters and the arguments in lower case letters:

Table 51. Available operations for import specifications

Operation name	The operation
ADD nval	Adds nval (a value) to the current input.
ALPHA	Converts a numerical value into an alphanumeric value; IBM Cognos Controller converts automatically when necessary; if the value is not valid, it will be printed in the error log.
DIVIDE BY nval	Divides the current input by nval (a value).
DROP ch	Skips all characters up to the character ch EXAMPLE: operation: DROP ; input: XXX;YYY output: YYY
GETITEM n sep	Gets item number n from the current input with the separation character sep; can be a Trigraph symbol.
GETITEMEXPR	Loads the expression in a field.
GETITEMLOOP	Loads values for each loop. The operation is displayed but can only be created using the Import Specification Wizard .
GETLINE n	Loads the contents of the n row from the import file.
IIF expr val1 val2	If the expression expr is true, return val1, otherwise return val2

Operation name	The operation
INSBYMASK chs mask	inserts the characters in chs based on mask in current input EXAMPLE: operation: INSBYMASK - XX_XX_XX input: 990902 output: 99-09-02
LEFTALIGN	Left-aligns current input.
LEFT n	returns the first n characters from current input
LOCALCURRENCY	Loads the local currency for the company code in the current input according to the company database from the company table
LOOKUP lookup table on no match exclude/default	Loads values from a lookup table, where input is used as a search key. The search is carried out in the " From " column in the lookup table. If the input is found in the From column, the value in the To column will be returned. If the input is not found in the From column, the predefined value, if defined, will be returned. Otherwise the row will be excluded when import is performed.
LOOKUPFACTOR lookup table on no match exclude/default	Loads the value from the lookup table's "Factor" column. The search is carried out in the "From" column in the lookup table. If the input is found in the From column, the value in the Factor column will be returned. If input is not found in the From column, the predefined value, if defined, will be returned.
LOOKUPSPLIT lookup table breakpoint separator	Determines the breakpoint for when a field on the Fields (2) tab should be converted to different codes, depending on the total value. Example: The account code A should remain as A if the aggregated value for account A is positive, but if the aggregated value is negative, the account code should be converted to B. Operation: LOOKUPSPLIT Argument 1: X Argument 2: 0 Argument 3: ; Lookup table X is defined like this: From To A B; A
LOWERCASE	Converts input from uppercase to lowercase.
MASK mask	Carries out the opposite operation to INSBYMASK. EXAMPLE: operation: MASK XX_XX_XX input: 99-09-02 output: 990902
MULTIPLY BY nval	Multiplies current input by nval (a value).
NDROPLEFT n	Numeric, deletes n characters from the beginning of current input.
NDROPTRAILIN n	Numeric, deletes n characters from the end of current input.
NUM	Carries out the opposite operation to ALPHA.

Table 51. Available operations for import specifications (continued)

Operation name	The operation
PACK ch	deletes all repeating characters ch from the current input string EXAMPLE: operation: PACK C input: ACCDCECC output: ACDCEC
PADDLEFT ch n	Indicates how many characters the whole string will contain and what character will be used to fill up to the left to reach this number.
PADDRIGHT ch n	Indicates how many characters the whole string will contain and what character will be used to fill up to the right to reach this number.
PREFIX str	Adds str in front of the input.
RELPERIOD arg1 arg2 arg3	Operation defines the relative period for non-cumulative data. Determines the relative period based on the period in the current input, a positive integer for the offset of the period and the offset actuality. EXAMPLE: The operation uses #INPUT as argument1 which is the origin used for the field REL_PERIOD on the Fields (1) tab. Argument2 is the offset from the period in #INPUT. For instance, an argument2 set to 1 denotes monthly data whilst an argument2 set to 3 would denote quarterly data. Argument3 is the offset actuality. The offset actuality is particularly important when dealing with incremental weekly data. Operation: RelPeriod Argument: #INPUT Argument 1 Argument 1: #INPUT = 1 Argument 2: AC Argument 3: BU
REPLACE str1 str2	Replaces all occurrences of str1 with str2 in the input.
REVERSE	Converts the string to the opposite order.
RIGHT n	Returns the last n characters from the current input
RIGHTALIGN	Right-aligns input.
ROUND n	Rounds the current input to n decimal places.
SELECTIF criteria	Includes the current input if criteria is true. If the input is not included it is shown on an error report.
SKIPIF criteria	Carries out the opposite function to SELECTIF.
SQUEEZE ch	Deletes all occurrences of the character(s) ch in current input EXAMPLE: operation: SQUEEZE " input: "a" "text" "where" "everything" output: a text where everything
STRIP ch	Deletes all characters ch at the beginning and end of the current input.

Table 51. Available operations for import specifications (continued)

Table 51. Available	operations for	r import	specifications	(continued)
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Operation name	The operation
STRIPLEADING ch	Deletes all characters ch at the beginning of the current input.
STRIPTRAILING ch	Deletes all characters ch at the end of the current input.
SUBSTRING pos n	Loads n characters from the pos position
SUBSTRINGEXPR	Loads values in which parameters can be expressions.
SUBSTRINGLOOP	Loads values for each loop. The process is displayed but can only be created using the Import Specification Wizard.
SUBTRACT	Subtracts sequential numbers or parameters from input.
SUFFIX str	Adds str after the input.
TAKE ch	Carries out the opposite operation to DROP.
TRANSLATECHARACTERS chr1 chr2	Translates all characters chr1 into corresponding characters in chr2 in current input. EXAMPLE: operation: TRANCHARS ¤#" odn input: L¤n#o" output: London
UPPERCASE	Changes input to upper case.

Example: Creating an Import Specification:

This section describes a practical example of how to create an import specification step by step.

The import specification is defined according to the content of the file to be imported and how the content is structured.

The file to be imported looks like this:

5200===0112

==========

3110===-9000.00

4100 == 1700.00

1010 = = 5000.00

2110===1500.00

Steps

- 1. Make a back-up copy of the file so you can work with the copy.
- 2. Check the content and requirements of the external file:
 - The file contains fixed fields, i.e. the fields are separated by spaces.
 - The company code and the period are on row 1, position 1 (4 characters) and position 7 (4 characters).
 - The file contains no actuality, so you have to specify one.
- There is no currency either, but it can be loaded from the company table in IBM Cognos Controller.
- Accounts will be imported from row 3 onwards in position 1 (4 characters), and will be translated using a lookup table to corresponding accounts in IBM Cognos Controller.
- The amounts are entered in Swedish Kronor and should be rounded to thousands of SEK. The amounts are loaded from row 3, position 12 (15 characters). The import of rows will be repeated from row 3.
- Row 2 is superfluous and will be skipped.
- Values of income and liability accounts are marked with a minus in the file. These values must change sign before they are saved in IBM Cognos Controller. The values of expenses accounts are marked with a plus in the file and need to changed to a minus. This requires that the entire balance sheet and income accounts are entered with a plus sign, and expenses accounts with a minus sign in IBM Cognos Controller.
- Define a lookup table to translate account codes from the external file to the account codes, as in IBM Cognos Controller's account structure. The lookup table will be of the Interval + Factor type. Because the liability and income accounts in the external file are marked with a minus sign, they must be multiplied by -1 to become positive values in IBM Cognos Controller. The expenses accounts are marked with a plus sign in the external file and must be multiplied by -1 to become negative values in IBM Cognos Controller.
- **3.** Define a lookup table to translate account codes from the external file to the account codes, as in IBM Cognos Controller's account structure.

The lookup table will be of the Interval + Factor type. Because the liability and income accounts in the external file are marked with a minus sign, they must be multiplied by -1 to become positive values in IBM Cognos Controller. The expenses accounts are marked with a plus sign in the external file and must be multiplied by -1 to become negative values in IBM Cognos Controller.

- 4. Create a new import specification and enter a description of what is going to be imported.
- Define the file format of the external file. In this example you need only enter a period (.) in the Decimal Symbol text box and select Automatic transfer of Net Income between IS and BS. Select Test Run while running a test.
- 6. Enable reconciliation between accounts, in accordance with what has been defined in the account structure. Enter the account where any differences will be booked.
- 7. Define the START filter, which tells IBM Cognos Controller to start reading repeating rows, starting from row 3 in the file. The filter will skip blank rows
- 8. Define variables for information, separate from the information repeated in the file. The company code and the period are fixed information and can be loaded from row 1 in the file. The actuality is entered with the help of a prompt during the importing process. Define the variables &ACTUALITY, &COM and &PER. See the table below with variables.
- 9. Define the fields to which values will be imported.
- **10.** Use temporary fields and operation templates to carry out calculations in multiple steps. See the table below with operation templates.
- 11. Carry out a test import of the file and check that the import is working without errors.
- **12.** Check that the figures in IBM Cognos Controller correspond to those in the original file.
- 13. Clear Test Run on the General tab and import the file properly.

Variables - Examples:

The table shows the variables used in the example:

Table 52. Variables, examples

Variable	Definition	
&ACTUALITY	• Format - Alpha, uppercase, 2 characters long	
	 Origin - Prompt, asks for the actuality during input: "Actuality" (AC, BU, P1) 	
	Note: If the variable indicates a field with the same name when you use Prompt , a list box rather than a text box shows the choice available.	
	Operation - None	
&COMP	• Format - Alpha, 4 characters long	
	• Origin - File, row 1	
	• Operation - Substring, from position 1, 4 characters long.	
&PER	• Format - Numeric, 4 characters long	
	• Origin - File, row 1	
	• Operation - Substring, from position 7, 4 characters long.	

Fields - Examples:

The table shows the fields used in the example:

Table 53. Fields, examples

Field	Definition	
ACTUALITY	 Format - Alpha, uppercase, 2 characters long Origin - Variable: &ACT Operation - None 	
	The ACTUALITY field loads the value from the &ACT variable, which, in turn, obtains its value from what is written at the prompt during import.	
@AMOUNT	The temporary field @AMOUNT must be defined:	
	• Numeric , 15 characters long, 2 decimal places	
	• Origin - File	
	• Operation - Substring, from position 12, 15 characters long.	
	@AMOUNT loads the amount from the file.	

Table 53. Fields, examples (continued)

Field	Definition
@ACCOUNT	The temporary field @ACCOUNT must be defined:
	Format - Numeric, 4 characters long
	 Operation - Substring, from position 1, 4 characters long.
	@ACCOUNT loads the account from the file. You have to define an operation template which will change the sign on certain account values OP_FACT. See Step 10.
@FACT	• Format - Numeric, 2 characters long, 0 decimal places
	• Origin - The temporary field: @ACCOUNT
	• Operation - Op template: OP_FACT
	@ACCOUNT loads the account from the file and OP_FACT loads the factor for each account. The value in @FACT is either 1 or -1. You have to define an operation template to create the amount: OP_AMOUNT. See Step 10.
AMOUNT	Format - Numeric, 15 characters long
	• Origin - The temporary field: @AMOUNT
	• Operation - Op template: OP_AMOUNT
	@AMOUNT has loaded the amount from the file and OP_AMOUNT divides the value by 1,000, rounds to no decimal places, and multiplies by the factor to reverse the sign on income, expenses and liabilities.
COMPANY	• Format - Alpha, 6 characters long•
	Origin - Variable: &COMP•
	Operation - None
	&COMP loads the value from the first row in the file.
CURRENCY	• Format - Alpha, 3 characters long
	• Origin - The Temporary field: @COMP•
	• Operation - Operation template OP_CURR
	To obtain the final CURRENCY field, you have to create the operation template OP_CURR.

Table 53. Fields, examples (continued)

Field	Definition	
ACCOUNT	• Format - Alpha, 9 characters long	
	 Origin - The Temporary field: @ACCOUNT 	
	• Operation - Op template: OP_ACCOUNT	
	@ACCOUNT loads the account in the file and using the operation template OP_ACCOUNT translates it to an account in IBM Cognos Controller. To obtain the final ACCOUNT field, you have to create the operation template OP_ACCOUNT. See Step 10.	
PERIOD	• Format - Numeric, 4 characters long	
	Origin - Variable: &PER•	
	• Operation - None	

Operation Templates - Examples:

The table shows the operation templates used in the example:

Table 54. Operation templates, examples

Operation Template	Function
OP_FACT	LOOKUPF ACC = Load the factor in column 4 in the lookup table ACC.ON NOMATCH EXCLUDE = If there is no match in the table, the corresponding row in the file will be skipped.
OP_AMOUNT	DIVIDE BY 1000 = divides the amount by 1,000 to get thousands of SEKROUND 0 = rounds to 0 decimal placesMULTIPLY BY @FACT = multiplies by the factor
OP_CURR	LOCCURR = loads the local currency from the company table
OP_ACCOUNT	LOOKUP ACC = loads the account in the lookup table ACC.ON NOMATCH EXCLUDE = Do not translate an account not found in the table. (The accounts not found in the table are skipped.)

Export Data with User Defined Import Specifications

On the **Transfer/External Data/Define Import Specifications** menu, you can create your own Import Specifications with the help of an Import Specification template, called #FEXPVAL.

You copy and save the template with a name of your own choice and make your desired changes to the specification. Then you can use the new specification in Microsoft Excel when exporting data to IBM Cognos Controller.

Note: The original #FEXPVAL template can not be changed or deleted. You have to use the Save As command and save it under a different name to be able to use it in Excel. The #FEXPVAL import specification shows the default import settings.

Before you begin

Before you create your Excel sheet for the export of data, try to define an efficient design. Enter for each and every parameter the reference to the corresponding cell in the Excel sheet. If you use absolute and relative references in this function you can easily copy and paste the function to cover all records in your Excel sheet.

Before the actual export of data starts, all the information defined for the import is validated. First there is a control that all the parameters in the Excel sheet exist in IBM Cognos Controller. Then there is a validation that all fExpVal functions are correctly defined and finally there is a validation of the parameters in combination including linked structures, e.g. combinations of Companies and Extended Dimensions.

After the validation the export of data from the entire workbook begins. Please note that the export will not begin unless all the information in the fExpVal functions is correct.

If you first make an export and after that change for example Counter Company, Dimension 1-4, Counter Dimension or Transaction Currency Code and make an additional export, the first values will be overwritten.

This feature is also limited by User Rights in IBM Cognos Controller. Therefore, if the user does not have access to the menu item **Transfer/External Data/Import...**, then the **Controller/Export Data** menu in Excel is not available, and the user cannot use this function.

The fExpVal function must not be defined with other IBM Cognos Controller functions nested in the formula itself.

Procedure

- 1. Follow steps 1 to 7 in Export Data.
- 2. Select Insert/Name/Define.
- 3. In the Names in workbook: field, enter CC_SPEC
- 4. In the Refers to: field, enter ="#FEXPVAL_USER", where #FEXPVAL_USER is the name of the template specification that you have created in the Transfer/External Data/Define Import Specifications window.
- 5. To execute the export, log on to the IBM Cognos Controller Link and click the menu **Export Data** under the **Controller** menu.

Import External Data from Framework Manager

You can import data from, for example, IBM Cognos BI applications to Controller by using the **Import from Framework Manager** function in IBM Cognos Controller.

Before you begin

You must first do the following:

- Install IBM Cognos BI.
- Define a Framework Manager model and publish it to IBM Cognos Connection.
- Create a report in Report Studio. The report should be defined as a list report. The defined columns in the report will be selectable in the **Define Import Specification** window.

- Define a user ID and password for the connection with Framework Manager in IBM Cognos Controller Configuration.
- Create an import specification in IBM Cognos Controller based on Framework Manager. For information about how to define import specifications, see "Define Import Specifications" on page 253.

Note: To be able to use Framework Manager as a source, you have log on to Controller with IBM Cognos Authentication. For more information, see "IBM Cognos authentication" on page 11.

You can schedule the import to take place later with the **Schedule** functionality. For more information about how to schedule imports, see "Schedule Import" on page 245.

Procedure

- 1. From the Transfer menu, click External Data/Import from Framework Manager.
- 2. Select an import specification in the list.
- 3. Click Run.

Import Structure Specifications

Import Structure Specifications make it possible to import account, company, extended dimension 1-4 and currency rate structures information from external files, in to IBM Cognos Controller.

Each type of external structure will require a separate import structure specification. The definition of import structure specifications is based on the import specifications used to import external data. However, the functionality for import structure specifications is more limited and it is not required to define information on the **Fields (2)**, **Distribute** or **Delete** tabs.

Compulsory Entries for Import Structure Specifications

When you define each field you specify from where the value for the field should be loaded, that is, the source, and if the value should be processed in some way, for example be converted by using a lookup table or be multiplied by a factor.

Define Import Structure Specifications - the General Tab

On this tab you can create new import structure specifications or edit existing specifications.

You can define such features as:

- The structure that the specification will be defined for (Account Structure, Company Structure, Dim 1, Dim 2, Dim 3, Dim 4 or Currency Rates).
- The new specification's code.
- Which type of data file you want to import.
- How the import file is structured, that is, how the rows are separated and which separators are used between the different fields container structure information.
- A description of the current import structure specification.

Before you begin

Test run is an option only available when defining import specifications for external data. This means that all import structure specification when run will import structures directly to the IBM Cognos Controller database. Therefore, if structures already exist, it is recommended to perform a backup prior to importing structures.

Procedure

- 1. On the **Transfer** menu, click **External Structures/Define Import Structure Specification**. The **Define Import Specifications** window opens.
- 2. In the **Structure** list box, select the structure that you want to work with from the available options. The Structures available are: **Account structure**, **Company structure**, **Dim 1**, **Dim 2**, **Dim 3**, **Dim 4** and **Currency rates**.
- **3**. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press the tab key.
- 4. On the **General** tab, in the **Source** area, select the ASCII OEM option if the file to be imported is saved in DOS format or select the ASCII ANSI option if the file is saved in Windows format. If the specification will be used for import of staging tables, select **Controller Staging Table**.
- 5. In the **Line separator** area, select **CR** if the file to be imported uses carriage return and line feed (normal). Select the **Fixed Format** option if the file **Record Length** is fixed, in that case also enter the **Record Length** in the text box.
- 6. In the **Blank Substitution Character** text box, enter the character to be used instead of blanks (optional). If this option is selected the character should ideally be a character that is not expected to appear in the file to be imported.
- 7. In the **Row Continuation Character** text box, enter the character used to specify that the information unit continues on the next row. Normally one row contains one information unit.
- 8. In the **Digit Grouping Symbol** text box, enter the character used for digit grouping, normally a comma (,) or period (.). Leave the text box empty if the grouping symbol is blank or not applicable. Note that in comma delimited files, it is not possible to allow a digit grouping symbol to be a comma (,).
- **9**. In the **Decimal Symbol** text box, enter the character used for decimals, normally comma (,) or period (.).
- 10. Select Expand tabs.
- 11. Click Save.

Results

Please note that when defining **Import Structure Specifications**, the tabs **Fields (2)**, **Distribute Accounts** and **Delete** are not available for completion and are not required for a specification to be valid.

Copy a Structure Specification

You can copy a structure specification.

- 1. Select the Structure that you want to work with from the Structure list box.
- 2. Select the specification you want to copy from the Specification list box.
- 3. Click the Save As button. The Save As dialog box opens.

4. Enter the name of the new specification and click **OK**. The new specification is added to the list and contains the same settings as the one you copied.

Define Import Structure Specifications - the Filters Tab

You can use this tab to define any filters to determine which rows in the text file should be included or ignored based on a given criterion.

If the import specification contains more than one filter, all filters have to be satisfied for a row to be imported from the file. For example, you can define on which row the loading process should begin or end. You can also state that a certain row number must be loaded and that rows or fields that contain or do not contain a certain value must be loaded.

Before you begin

When you define conditions you can use different types of wildcards to represent one or several characters. The table shows wildcards you can use and what type of characters they match or skip.

Note: All conditions with regular expressions are case sensitive.

Wildcard character	Description	Example:
None		ab - Matches abc, Xab
	Any single character	a.a - Matches aaa, a3a, aBa
* .	Several characters	a.*a - Matches aa, aBa, aBBBa
*	Special characters	A∖*a - Matches a*a
^	Starting with	^ab - Matches any string starting with ab
\$	Ending with	ab\$ - Matches any string ending with ab
[0-9]	Single digit	a[0-9]a - Matches a0a, a9a
[a-z]	Within an interval	[a-z] - Matches f, p, j
[^a-z]	Outside an interval	[^a-z] - Matches 9, &, %
[^0-9]	Except digits	[^0-9] - Matches A, a, &
a[^b-m][0-9]	A combination	a[^b-m][0-9] - Matches aN9, az0, a99

Table 55. Wildcards that you can use when defining conditions

- 1. On the Transfer menu, click External Structures/Define Import Structure Specification. The Define Import Structure Specification window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- On the Filters tab, click the New Filter button to add a new filter. In the dialog box that opens, enter the name of the new filter and click OK.
 The new filter is displayed in the list box. Alternatively you can select a filter from the list box.
- 4. From the Filter Type option group, select the relevant filter type.
- 5. From the **Subfilter** option group, select the type of criteria to be used for a specific filter.

- 6. From the **Filter Value** option group, select the relevant option to use for testing; **Value**, **Blank**, **Zero**, **Blank** or **Zero**. If you select the **Value** option, enter the value you want to test for. Here you find examples of regular expressions you can use.
- 7. Select the **Regular Expression** option if the entered value is an expression.
- 8. Click **Save** and open the **Operation Templates** tab.

Results

- If several filters are defined, all filter criteria must be passed for a row to be imported.
- Defined variables are not affected by filters. The filters only apply to fields that are loaded from each row in the import file.

Define Import Structure Specifications - the Operation Templates Tab

On this tab you can define new operation templates or edit existing templates.

You can also view a list of available operations that can be used to form operation templates. You can select an operation by double-clicking an operation from the available list. Many operations also require arguments. Depending on whether or not an operation requires arguments, a dialog box appears or the operation appears among the selected operations. You can sort the selected operations into the order in which you want them to be performed.

An operation template consists of one or more operations to be carried out one after the other. The operation template name must begin with an underscore (_). The initial value in the chain can be a value from the text file stored in a field, temporary field or variable. The result of the process, using an operation template, will be stored in the field, temporary field or variable, to which the operation template is connected.

For a list of all available operations and their functions, see "Available Operations" on page 259

All operation template names must begin with an underscore (_).

- 1. On the Transfer menu, click External Structures/Define Import Structure Specification. The Define Import Specifications window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- 3. On the **Operation Templates** tab, click the **New Operation Template** button to add a new operation template. In the dialog box that opens, enter the name of the new template starting with "_" and click **OK**. The new template is displayed in the **Operation Templates** list box.
- 4. Enter a description of the operation template in the Description list box.
- 5. In the **Available Operations** list box, double-click the operation you want to add to the template. Some operations are added directly to the list. Others open the **Arguments** dialog box, where you enter the relevant arguments for that operation and then click **OK** to add the operation to the list of selected operations. Add the relevant operations to the operation template.

- 6. In the **Selected Operations** list box, use the drag and drop method to move the operations to the order you want them to be performed. Select the operation you want to move, put the cursor to the left of the name and drag it.
- 7. Click Save and open the Variables tab.

Define Import Structure Specifications - the Variables Tab

You can use this tab to create and define features for variables.

Variables contain information that will remain constant for one scan of the import specification. Variables can be taken from within the file or outside the file. For example, the variable &PERIOD could be entered by the user at a prompt, taken from the file name, a specific row and column of the file and so on. Variables once defined can be used in the definition of fields, operation templates and other variables. Variables can also be created to scan the file a specified number of times. Please note that only one such variable can be defined per import specification.

If you use a variable to prompt the user for certain information when the import specification is run, you can name the variable in two ways: Either as &COMP, for example, which opens a dialog box with a question and a pop-up in which the user enters the relevant information. You can also name the variable &COMPANY (the same name as the COMPANY field), which opens a pop-up in which the user can choose from all available company codes.

Before you begin

For a prompt to call a pop-up list, the IBM Cognos Controller structure you use must already exist in the database.

Procedure

- 1. On the Transfer menu, click External Structures/Define Import Structure Specification. The Define Import Specification window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- **3**. On the **Variables** tab, click the **New Variable** button to add a new variable. In the dialog box that opens, enter the name of the new variable and click **OK**. A variable name always begins with & and must be followed by the following character types only: -, 0-9, A-Z.
- 4. In the **Description** text box, enter a description of the variable.
- 5. Select **Repeat Factor** to specify how many times the file is to be read if it contains values for several periods or actualities.
- 6. From the **Format** option group, select the variable format.
- 7. Specify the variable field length and also the number of decimals if the variable is numeric. A blank field for **Decimals** means that no decimal places should be used.
- 8. From the **Origin** option group, select an option from where the variable information should be retrieved:

The source of the initial value of the variable, that is where the value is retrieved from, is entered here.

• **File** - Refers To a row in the file. Specify the relevant row number. This will be valid even if the specified row is skipped according to the filter definition.

- **Prompt** prompts the user for information before importing the file. Enter the message to be displayed when the prompt appears. The message appears only once, even if the repeat factor is used.
- File Name uses the file name as variable information.
- File Extension uses the file extension as variable information.
- **Static** uses a static value, for example, to run a loop several times. Enter the static value in the text box.
- Variable refers to another defined variable. Select the relevant variable.
- **9**. From the **Operation** option group, select the operation to use for refining the information:

The operation, which must be carried out before the value can be created, is entered here.

- None nothing needs to be carried out.
- **Item** refers to a specific field in the file. Enter the item number and the separator.
- **Substring** refers to a specific position in the file, a variable or a temporary field. Enter the from position and the number of positions to be used.
- **Operation Template** refers to an operation template. Select the relevant operation template.
- 10. Click Save and open the Fields (1) tab.

Define Import Structure Specifications - the Fields (1) Tab

Fields are the only compulsory definitions in an import specification.

There are two different types of fields.

- IBM Cognos Controller fields
- Temporary fields

IBM Cognos Controller fields are fixed and correspond to IBM Cognos Controller's database identities. Each type of structure specification has different mandatory fields that must be defined before the import structure specification can be saved as a valid import structure specification. Fields are used to store values in the IBM Cognos Controller database and the format is therefore pre-defined. The fields can be alphanumeric or numeric. Temporary fields are used to carry out various calculations or operations in multiple steps.

Before you begin

It is necessary to define the format and width of temporary fields manually. Otherwise the format and width of a temporary field is set automatically as Alpha format with a width of 1.

For both types of field you can define the source of the field's initial value and the required operation, if the initial value has to be processed before being stored.

For temporary fields you can define the field's format, length and number of decimal places. The identity of a temporary field must begin with the @ character and must be followed by the following character types only: _, 0-9, A-Z.

By clicking the **check** button you check the settings you have defined in the import specification. Any errors are shown in a separate window.

Procedure

- 1. On the Transfer menu, click External Structure/Define Import Structure Specification. The Define Import Structure Specifications window opens.
- 2. In the **Specification** list box, select the specification you want to change, or click the **New** button and enter a new name and press Enter.
- **3**. On the **Fields (1)** tab, click the **New Temporary** field button to create a new temporary field. In the dialog box that opens, enter the name of the new field and click **OK**. The new field starting with "@" is displayed in the list box.
- 4. In the list box, select the field you want to define and enter a full name or description in the **Description** text box.
- 5. From the Format option group, select the field format.
- **6**. Specify the field length and also the number of decimals if the field is numeric.
- 7. From the **Origin** option group, select an option from where the initial field information should be retrieved:

The origin is the source of the initial value of the field/temporary field.

- **None** no information
- **File** retrieves the value from the file, either from a specific field (item) or from a specific position (substring). Enter the relative row number. If there is one row per transaction in the import file, the relative row is 0.
- **Variable** retrieves the value from a variable. Enter the variable name in the text box.
- **Temporary Field** retrieves the value from a temporary field. Enter the field name.
- 8. From the **Operation** option group, select the operation to use for refining the information.

None - no operation

Item - refers to an item field in the file. Enter the item number and the separator.

Substring - refers to a specific position in the file. Enter the From position and the length.

Operation Template - refers to an operation template. Select the relevant operation template.

- **9**. Select the **Use last non-empty value** option if the specified field is repeated on each row in the import file, but only the first row contains the actual data. Example: The date is shown in the first field on the first row in the file. The same field is empty on the remaining rows. The system will remember the value in the first field on the row and use it on all rows for which the same field is blank.
- 10. Click Save.

Generate Reports of Import Structure Specifications - the Specification Tab

Use the **Specifications** tab when you generate reports.

- 1. On the **Transfer** menu, click **External Structures/Reports**. The **External Structures Reports** window opens.
- 2. On the **Specification** tab, select the import structure specification you want to generate reports for.

3. Click the **Preview** button to generate the report.

Generate Reports of Import Structure Specifications - the Lookup Tables Tab

Use the Lookup Tables tab when you generate reports.

Note: Lookup tables shown on the **Lookup Tables**tab can be used for both importing external data and external structures. Therefore, use a naming convention or the description when defining lookup tables.

Procedure

- 1. On the **Transfer** menu, click **External Structures/Reports**. The **External Structures Reports** window opens.
- 2. On the **Lookup Tables** tab, select the report you want to generate and select the lookup table you want to include in the report.
- 3. Click the **Preview** button to generate the report.

General Ledger Journals

IBM Cognos Controller provides a means for importing journals. You can access that function under **Transfer/External Data/Import General Ledger Journals**. Once the information is moved into IBM Cognos Controller via the generalized interface, it is treated like any other data. For example, you can make changes to the data if it contains mistakes.

If you need assistance in preparing the extraction program to supply a file in the "Generalized interface" layout, contact your IBM Cognos Controller Consultant.

Note: You cannot import monthly values with this function.

Requirements for the Generalized Interface

The information is moved in the form of a file, which contains one or more journal batches. This file must use a specific format.

Part	Function
File	The files must be ANSI ASCII, this is, the ordinary text file format for windows.
Header/Detail	 Each file must have header records containing general information about the batch. The header record must appear before any detail record for each batch. Each batch in the file must have one or more detail records that post debit or credit amounts to certain accounts. The format is: Header for batch 1 Details for batch 1 Header for batch 2 Details for batch 2 Etc

Table 56. File format for importing journals via the generalized interface

Part	Function
Line Separator	Each row is one unit (record) of information. The rows (records) in the file need to end with CR+LF (carriage return and row feed).
Amounts	The following format is allowed for numerical values 10.00 or -10.00
Field Separator	Each row contains a number of fields, separated by a ";". It is possible to use any other character, but then the default field separator has to be defined in the import parameters.

Table 56. File format for importing journals via the generalized interface (continued)

Fields Required for a Header Record

The following fields need to be supplied in the interface file, in exactly the order as specified below.

Table 57. The fields and format required for header records in the interface file

Heading	Field	Description
RECORD TYPE	Description	Type of Record
	Format	Alpha, one character
	Properties	Required
	Validation	Must be "1" for a Header Record
BATCH NUMBER	Description	Contains the batch number you assign to the batch prior to transfer. A batch number must be unique within the file. Journal rows with the same batch number will get the same journal number (see below)
	Format	Numeric, 4 characters
	Properties	Required
	Validation	
ACTUALITY	Description	Code for the type of data: Actual, Budget, Forecast, etc.
	Format	Alpha, two characters
	Properties	Required
	Validation	Validated against code table defined in Maintain > Configuration > Define > Actualities

Heading	Field	Description
JOURNAL TYPE	Description	Code for type of journal
	Format	Alpha, two characters
	Properties	Required, not blank
	Validation	Validated against code table defined in Maintain > Configuration > Define > Closing versions and Journal types
PERIOD	Description	Period
	Format	Numeric, 4 characters, YYMM
	Properties	Required
	Validation	Validated against code table defined in Maintain > Period Locking
JOURNAL NUMBER	Description	Journal number
	Format	Numeric, integer
	Properties	Required, but if 0 then next available Journal number will be automatically assigned
	Validation	Must be greater than 100 and less than 10000
CURRENCY TYPE	Description	LC for Local currency or any other existing code for Group Currency
	Format	Alpha, 2 characters
	Properties	Required
	Validation	Validated against code table defined in Maintain > Company structure > Consolidation type - Define
JOURNAL DESCRIPTION	Description	Description of the journal to be transferred
	Format	Alpha, 64 characters
	Properties	Optional
	Validation	
CONTROL DEBITS	Description	Contains the sum of the debit amounts of the detail records
	Format	Numeric 17.2
	Properties	Required
	Validation	

Table 57. The fields and format required for header records in the interface file (continued)

Heading	Field	Description
CONTROL CREDITS	Description	Contains the sum of the credit amounts of the detail records
	Format	Numeric 17.2
	Properties	Required
	Validation	
MULTI-COMPANY OFFSET ACCOUNT	Description	Account code for balancing multi company journals within each company.
		The use of the offset account is not mandatory. Depending on if it used or not, you will get the following result:
		If it is used: Any imbalance in the journal when it is saved or uploaded will be sent to the offset account. You need to validate this value after creating a journal.
		If it is not used: Any imbalance will prevent the journal from being saved or uploaded and an error message will be displayed.
	Format	Alpha, 13 characters
	Properties	Required
	Validation	Validated against code table defined in Maintain > Account structure
YEAR TO DATE	Description	Indicator for Year to date (Y)
	Format	Alpha, 1 character
	Properties	Required
	Validation	Y
ADJUSTMENT TYPE	Description	Valid adjustment type as used in company journals: F=fixed, R=Reverse, T=Temporary
	Format	Alpha, 1 character
	Properties	Required
	Validation	F, R or T

Table 57. The fields and format required for header records in the interface file (continued)

Heading	Field	Description
TYPE OF JOURNAL	Description	Tell the system that it is a company journal or an automatic journal: L=Company journal
	Format	Alpha, 1 character
	Properties	Required
	Validation	L

Table 57. The fields and format required for header records in the interface file (continued)

Fields Required for a Detail Record

The following fields need to be supplied in the interface file, in exactly the order as specified below.

Table 58. Detail records fields and format required in the interface file

RECORD TYPE	Description	Type of Record
	Format	Alpha, 1 character
	Properties	Required
	Validation	Must be "2" for a Detail Record
BATCH NUMBER	Description	Contains the batch number you assign to the batch prior to transfer. A batch number must be unique within the file. Journal rows with the same batch number will get the same journal number (see below)
	Format	Numeric, 4 characters
	Properties	Required
	Validation	
COMPANY	Description	Company Code
	Format	Alpha, 6 characters
	Properties	Required
	Validation	Validated against code table defined in Maintain > Company structure
ACCOUNT	Description	Account code
	Format	Alpha, 13 characters
	Properties	Required
	Validation	1. Validated against code table defined in Maintain > Account structure 2. May not be the same as the multi company offset account

RECORD TYPE	Description	Type of Record
DIM1	Description	1 Code for each dimension value
	Format	Alpha, 4 characters
	Properties	Required or optional depending on account definition
	Validation	Validated against code table defined in Maintain > Extended Dim 1-4 Structure
DIM2	Description	1 Code for each dimension value
	Format	Alpha, 4 characters
	Properties	Required or optional depending on account definition
	Validation	Validated against code table defined in Maintain > Extended Dim 1-4 Structure
DIM3	Description	1 Code for each dimension value
	Format	Alpha, 4 characters
	Properties	Required or optional depending on account definition
	Validation	Validated against code table defined in Maintain > Extended Dim 1-4 Structure
DEBIT AMOUNT	Description	Amount in the operating currency
	Format	Numeric 15.2
	Properties	Required
	Validation	
CREDIT AMOUNT	Description	Amount in the operating currency
	Format	Numeric 15.2
	Properties	Required
	Validation	
C_COMPANY	Description	Counterpart company for a intercompany transaction
	Format	Alpha, 6 characters
	Properties	Required only for intercompany transactions
	Validation	Validated against code table defined in Maintain > Company structure

Table 58. Detail records fields and format required in the interface file (continued)

RECORD TYPE	Description	Type of Record
TRAN_CURRENCY	Description	Transaction currency of the intercompany transaction
	Format	Alpha, 3 characters
	Properties	Required only for intercompany transactions
	Validation	Validated against code table defined in Maintain > Configuration >Define > Currency Codes
TRAN_DEBIT_AMOUNT	Description	Amount in the transaction currency for a intercompany transaction
	Format	Numeric 15.2
	Properties	Required only for intercompany transactions
	Validation	
TRAN_CREDIT_AMOUNT	Description	Amount in the transaction currency for a intercompany transaction
	Format	Numeric 15.2
	Properties	Required only for intercompany transactions
	Validation	
Field currently not in use*	Description	Blank field
	Format	
	Properties	
	Validation	
Field currently not in use*	Description	Blank field
	Format	
	Properties	
	Validation	
DIM4	Description	1 Code for each dimension value
	Format	Alpha, 4 characters
	Properties	Required or optional depending on account definition
	Validation	Validated against code table defined in Maintain > Dim 1-4 Structure

Table 58. Detail records fields and format required in the interface file (continued)

RECORD TYPE	Description	Type of Record
C_DIM	Description	1 Code for each counter dimension value
	Format	Alpha, 4 characters
	Properties	Required or optional depending on account definition
	Validation	Validated against code table defined in Maintain > Dim 1-4 Structure

Table 58. Detail records fields and format required in the interface file (continued)

* The fields REL_ACT and REL_PERIOD are currently not supported in IBM Cognos Controller

Example Import File

This is an example import file.

1;001;AC;LO;9905;999;LC;This is a test on multiple cy

journals;114499;114499;0511I;Y;F;L

2;001;06010;0510I; ; ; ;1034;0; ; ;;

2;001;06096;0510I; ; ; ;39447;0; ; ;;

2;001;18004;0510I; ; ; ;43656;0; ; ;;

2;001;07028;0510I; ; ; ;2394;0; ; ;;

2;001;04030;0510I; ; ; ;354;0; ; ;;

2;001;04026;0510I; ; ; ;3248;0; ; ;;

2;001;04032;0510I; ; ; ;394;0; ; ;;

2;001;04076;0510I; ; ; ;15236;0; ; ;;

2;001;04075;0510I; ; ; ;12;0; ; ;;

2;001;04030;0510I; ; ; ;354;0; ; ;;

2;001;04030;0510I; ; ; ;354;0; ; ;;

2;001;04030;0510I; ; ; ;354;0; ; ;;

2;001;04087;0510I; ; ; ;3874;0; ; ;;

2;001;04086;0510I; ; ; ;854;0; ; ;;

2;001;18048;0510I; ; ; ;2934;0; ; ;;

2;001;06010;0510I; ; ; ;0;994; ; ;;

2;001;01001A;0510I; ; ; ;0;113505; ; ;;

1;1;AC;LO;9905;101;LC;Second article;152;0; ;Y;R;L

2;1;01001A;1010I; ; ; ;152;0; ;USD;;

1;???;AC;LO;9905;102;LC;Third article;253;169;0511I;Y;T;L

2;???;01001A;1010I; ; ; ;227;0; ; ;;

2;???;04030;610060; ; ; ;26;0; ; ;;

2;???;04026;610060; ; ; ;0;169; ; ;;

Import Files

You can import files into IBM Cognos Controller using Transfer/External Data/Import General Ledger Journals.

When importing, the following will be performed automatically:

- Control Debit = Control Credit checking when period locking does not allow unbalanced journals
- Control Debit = Sum of detail Debits
- Control Credit = Sum of detail Credits
- · Create log reports showing what rows were discarded and why
- Companies will be updated in the status register
- Reconciliation between accounts will be run

When the import is done, you should print log reports.

Log Reports

Print reports using **Transfer/Log Reports**, tab **General Ledger Journals**. This option will show various log information from the last run of a particular import (such as which rows were discarded and why).

Import General Ledger Journals

Here you can import company journals and group journals from a text file. The file may have been exported from an external system like the general ledger. The file being imported must be saved as a text file, and its content must be structured according to a specified format.

It is not possible to import automatic journals with this menu option. To enter automatic journals, use Maintain/Special Utilities/Automatic Journals/Data Entry - Automatic Journals.

- 1. On the **Transfer** menu, click **External Data/Import General Ledger Journals**. The Import General Ledger Journals window opens.
- 2. In the **Import File** text box, enter the path and file name of the file you want to import.
- **3**. In the **Field Delimiter** text box, enter the type of delimiter that separates data in the file. Commas (,) or semi-colons (;) are the most common delimiters.

- 4. Click the **Add to Queue** button to add the specified file to an import queue. Click the **View Queue** button to view all files on queue.
- 5. Click the **Import** button. All journal files in the import queue are imported. A message box displaying import statistics appears.
- 6. A log report of the import can be viewed or printed from the **Transfer** menu, **Log Reports**, when the **General Ledger Journals** tab is selected.

Lookup Tables

Lookup tables are used to convert information during the import of external data into IBM Cognos Controller. For example, you often need to convert the account codes in the import file to your IBM Cognos Controller account codes. You can load information from the lookup table by using the **Lookup** and **Lookup Factor** operations in an operation template. The same lookup table can be used in several different import specifications.

First of all you define the format of the lookup table, then you edit the lookup table where you define the specific conversion information.

Define Lookup Tables

This function is used to create lookup tables. For each lookup table you define such features as:

- A code for lookup table with a maximum of 12 characters.
- A description of the contents of the lookup table.
- Which columns the lookup table will contain.
- The format of the columns, that is, what kind of values can be defined in each column.

If you select Numeric, you can use a maximum of nine digits.

- Which type of IBM Cognos Controller objects the codes are converted into, if any.
- If the lookup table should be allowed to use duplicates, that is, the same code several times (this is only valid for lookup tables in the **Fields (2)** tab when defining import specifications).

These definitions in combination define what the detail window will look like and what information it can contain.

Procedure

- 1. On the **Transfer** menu, click **External Data/Define Lookup Table**. The **Define Lookup Tables** window opens.
- 2. Click the **New** button to define a new lookup table. All fields are cleared for entry. (You can also click the **Show Valid Choices** button to select an existing lookup table.)
- 3. In the Lookup tables field, enter the name of the new lookup table.
- 4. In the **Description** list box, enter a description of the lookup table.
- 5. Select the relevant check boxes and when applicable, enter the relevant information in the fields to the right of the check boxes.

Select **IBM Cognos Controller Object** to define the field to contain an IBM Cognos Controller object. A list of IBM Cognos Controller objects is displayed. Select the type of IBM Cognos Controller object you want and associated format in the list below:

- Actuality (use uppercase width 6)
- Company (use uppercase width 13)
- Currency (use uppercase width 2)
- Account (use uppercase width 3)
- Dim 1-4 (use uppercase width 4)
- Automatic Journal Type (use uppercase width 2)
- Journal Type (use uppercase width 2)

Select the **Factor** option to include a factor field in the lookup table. The factor is used if you want to multiply the imported values.

- 6. Click Save.
- 7. If you want to fill a new lookup table with data or to edit a lookup table you continue with **Edit Lookup Table**.

Copy Lookup Tables

You can copy lookup tables.

Procedure

- 1. Select the lookup table you want to copy from the Lookup Tables list box.
- 2. Click the **Save As** button. The **Save As** dialog box opens.

Tip: Before you save, you can click the **Check** button to check if there are any errors in the definition of the lookup table.

3. Enter the name of the new lookup table and click **OK**. The new lookup table is added to the list and contains the same settings as the one you copied.

Edit Lookup Tables

With this function you can define the conversion information that will apply when you use the lookup table to import external data.

The codes in the external data file are compared with the lookup table during the import process and are converted into the code(s) defined here. Lookup tables can be used to translate or convert data for the fields on the **Fields (1)** and **Fields (2)** tabs. In lookup tables for accounts you can also specify a factor that it can be possible to multiply the value with during conversion.

- 1. On the **Transfer** menu, click **External Data/Edit Lookup Table**. The **Edit Lookup Tables** window opens.
- 2. Enter the lookup table you want to edit or click the **Show Valid Choices** button and select a lookup table from the list. The description is displayed in the **Description** text box.
- 3. In the definition area, columns are displayed according to your definitions of the selected lookup table. Minimum is two columns, **From** and **To**. Maximum is six columns, **From** (first value in a range), **From** (last value in a range), **Description**, **To**, **Description**, and **Factor**.
- 4. Enter the lookup table definitions in the displayed columns.
- 5. You can also click the **Import** button or drag and drop a text file from Windows Explorer to the grid. This will open the **Import Lookup Table Data** window where you can import previously defined lookup tables or details for a lookup table from a text file.

6. Click Save.

Tip: Before you save, you can click the **Check**button to check if there are any errors in the definition of the lookup table.

Example: Editing Lookup Tables

If you want to define that all values in account 2100 up to and including account 2500 should be imported to account 2000, you can define the lookup table according to the following:

From	То
2100	2000
2200	2000
2300	2000
2400	2000
2500	2000

Table 59. Example of editing lookup table definitions

Note: The example above could also have been defined as an interval, but if you import large data files, we recommend that you specify each account separately for performance reasons.

Check Definitions

The **Check** button is used to check that the rows that you have defined in the detail window are correct. Any errors will be displayed in a separate window and the information can be printed.

Import Lookup Tables

If you have a pre-defined lookup table stored in a text file, you can import the contents to the detail window. The text file can be in a fixed or separated format. First of all you can define the lookup table's format in the usual way, but instead of defining it row by row in the detail window you can import the text file. If the text file is stored in fixed format, you can state in which positions the various columns' contents are located. If the text file is stored in a separated format, you can state which separator is separating the records and in which sequence they occur in the text file.

Import Lookup Table Data

Use this window to specify in detail what data you want to import from a specific file into the current IBM Cognos Controller lookup table. This window cannot be selected directly, it is a sub window to the **Edit Lookup Table** window.

- On the Transfer menu, click External Data/Edit Lookup Table. The Edit Lookup Tables window opens or click the Details button and then click the Import button to open the window Import Lookup Table Data.
- 2. Enter the path and the name of the file you want to import data from or click the **Show Valid Choices** button and select the file.

- **3**. Select one of the alternative buttons **Fixed format file** or **Delimited file** to specify the format of the import file.
- 4. If you selected **Delimited File**, enter the type of separator that is used in the file.
- 5. Go through the fields one by one and select what information should be imported to each field from the window. You should only select information from the first row to be imported.
- 6. Select the **Append Data to the Lookup Table** if you want the data to be appended to the lookup table. This means that the original data in the lookup table is kept and the new data is added at the end of the table. If you do not select this check box the original data in the lookup table will be overwritten when you save.
- 7. Click OK to import data and to go back to the Edit Lookup Table window.

Generate Reports on Import Specifications and Lookup Tables

Select Transfer/External Data/Reports.

You can use this function to print reports on import specifications and lookup tables. You can print the following reports:

- **Import Specification** displays a report of all settings in the selected import specification
- Lookup Table (structures) displays how the lookup table's format is defined
- Lookup Table (data) displays which values the lookup table converts

Log Reports

You can use this function to print reports on what has been imported when using one of the following menus:

- Transfer/Import Data
- Transfer/External Data/Import from Flat Files
- Transfer/External Data/Import from Staging Table
- Transfer/External Data/Import from Framework Manager
- Transfer/External Data/Import General Ledger Journals
- Transfer/External Structures/Import

The report displays which records were skipped during import as well as import statistics showing how many records were imported and, for example, skipped due to import filters. In the **General Configuration**, on the **General 3** tab, you define how long the log reports will be saved for before they are automatically deleted.

Generate Log Reports - the Data Tab

Here you can print a report of what has been imported and not, when importing IBM Cognos Controller data files.

- 1. On the Transfer menu, click Log Reports. The Log Reports window opens.
- 2. The **Data** tab displays files that you have imported with the menu option **Transfer/Import Data**, i.e. data from another IBM Cognos system.
- **3**. The column displays the date and the time of the import. Under the **Data File** column head the name of the file is displayed. The last two columns displays the number of rows read from the file and the number of rows discarded.

4. Select the **All Users** check box at the bottom left side of the screen if you also want to display the files imported by other users to the same database. This check box is not selected by default and therefore only displays the files imported by you. If you select this check box you will display all files imported to the database.

Results

The number of days the log reports will be saved is determined by the value entered in the **Number of Days Before an Import Log Report is Deleted**check box in **Maintain/Configuration/General, General 3**tab.

Generate Log Reports - the External Data Tab

Here you can print a report of what has been imported and not, when importing external files via an import specification.

Procedure

- 1. On the Transfer menu, click Log Reports. The Log Reports window opens.
- 2. The External Data tab displays files that you have imported with the menu option Transfer/External Data/Import, i.e. data with origin from a system outside IBM Cognos Controller.
- **3**. If you want to discard some information select the check boxes **Discarded by Filters** and/or **Discarded as they hold summation accounts**. The window displays the imports you can generate log reports for.
- 4. Select the **All Users** check box at the bottom left side of the screen if you also want to display the files imported by other users to the same database.
- 5. Select an import log and click the **Preview** or the **Print** button to generate the report.

Note: The number of days the log reports will be saved is determined by the value entered in the **Number of Days Before an Import Log Report is Deleted** check box in **Maintain/Configuration/General**, **General 3** tab.

Common Error Messages on the External Data Tab

This list explains some of the most common error messages on the External Data tab.

Error Code	Error Content	Probable Cause
10	Invalid Account	The account cannot be found in Cognos Controller's account structure.
11	Invalid Company Code	The current company cannot be found in Cognos Controller's company structure.
12	Invalid Actuality	The current actuality cannot be found in Cognos Controller's actuality structure.

Table 60. Common error messages on the External Data tab.

Error Code	Error Content	Probable Cause
15	Invalid Extended Dimension1 Code	The current Extended Dimension 1 code cannot be found in Cognos Controller's Extended Dimension 1 structure.
16	Invalid Extended Dimension2 Code	The current Extended Dimension 2 code cannot be found in Cognos Controller's Extended Dimension 2 structure.
17	Invalid Extended Dimension3 Code	The current Extended Dimension 3 code cannot be found in Cognos Controller's Extended Dimension 3 structure.
19	Invalid Extended Dimension4 Code	The current Extended Dimension 4 code cannot be found in Cognos Controller's Extended Dimension 4 structure.
21	Invalid Currency	The current currency code cannot be found in Cognos Controller's list of active currencies.
23	Invalid journal type	Journal type does not exist in Cognos Controller's list of journal types.
30	Invalid company code for the counter company	The current counter company code cannot be found in Cognos Controller's company structure. The counter company will also be invalid if it is the same as either the company code or the origin company.
31	Invalid company code for the origin company	The current origin company code cannot be found in Cognos Controller's company structure.
32	Invalid transaction currency code	The current transaction currency code cannot be found in Cognos Controller's list of active currencies.
44	The account is a summation account	The account is defined as a summation account. Values cannot be stored on summation accounts.
45	Account is locked for update	Period is locked in Multi-Period Locking.
46	Company is locked for update for the period/actuality	Company is locked for update for the period/actuality.

Table 60. Common error messages on the External Data tab. (continued)

Error Code	Error Content	Probable Cause
48	Transaction discarded due to non empty Ext dim 1 code	The field for extended dimension 1 is not blank. The account that data should be imported to is set to level 0 for extended dimension 1.
49	Transaction discarded due to non empty Ext dim 2 code	The field for extended dimension 2 is not blank. The account that data should be imported to is set to level 0 for extended dimension 2.
50	Transaction discarded due to non empty Ext dim 3 code	The field for extended dimension 3 is not blank. The account that data should be imported to is set to level 0 for extended dimension 3.
51	Transaction discarded due to non empty Ext dim 4 code	The field for extended dimension 4 is not blank. The account that data should be imported to is set to level 0 for extended dimension 4.
56	Invalid period	Not a valid period in the Cognos Controller database.
61	Invalid counter dimension code	Counter dimension code cannot be found in Cognos Controller's counter dimension structure.
64	The current user does not have write access to the company	The user was not defined with User Rights to import data for this company.
1023	A lookup operation is being excuted against lookup table [TABLE NAME]	A value is not found or missing in the lookup table.

Table 60. Common error messages on the External Data tab. (continued)

Generate Log Reports - the External Data: Test - Run Tab

In this window you can print a test report to check what will be imported and not, when importing external files via an import specification.

- 1. On the Transfer menu, click Log Reports. The Log Reports window opens.
- 2. The External Data: Test Run tab displays files that have been imported using the test run with the menu option Transfer/External Data/Import..., i.e. data with origin from a system outside IBM Cognos Controller.
- **3**. If you want to discard some information select the check boxes **Discarded by Filters** and/or **Discarded as they hold summation account**. The window displays the imports you can generate log reports for.
- 4. Select the **All Users** check box at the bottom left side of the screen if you also want to display the files imported by other users to the same database.
- 5. Select an import log and click the **Preview** or the **Print** button to generate the report.

Results

- The number of days the log reports will be saved is determined by the value entered in the **Number of Days Before an Import Log Report is Deleted** check box in **Maintain/Configuration/General**, **General 3** tab.
- The test run report is only created when using an import specification where the test run option is selected.

Generate Log Reports - the General Ledger Journals Tab

In this window you can print a report of what has been imported and not when importing General Ledger Journals.

Procedure

- 1. On the Transfer menu, click Log Reports. The Log Reports window opens.
- 2. The General Ledger Journals tab displays files that you have imported with the menu option Transfer/External Data/Import General Ledger Journals.
- **3**. Select the **All Users** check box at the bottom left side of the screen if you also want to display the files imported by other users to the same database.
- 4. Select an import log and click the **Preview** or the **Print** button to generate the report.

Results

The number of days the log reports will be saved is determined by the value entered in the **Number of Days Before an Import Log Report is Deleted** check box in **Maintain/Configuration/General**, **General 3**tab.

Generate Log Reports - the External Structures Tab

Here you can print a report of what has been imported and not, when importing external files via an import structure specification.

Procedure

- 1. On the Transfer menu, click Log Reports. The Log Reports window opens.
- 2. The External Structures tab displays files that you have imported with the menu option Transfer/External Structures/Import..., i.e. structures with origin from a system outside IBM Cognos Controller.
- **3**. Select the **All Users** check box at the bottom left side of the screen if you also want to display the files imported by other users to the same database.
- 4. Select an import log and click the **Preview** or the **Print** button to generate the report.

Results

The number of days the log reports will be saved is determined by the value entered in the **Number of Days Before an Import Log Report is Deleted** check box in **Maintain/Configuration/General**, **General 3**tab.

Generate Log Reports - the External Data Tracking Tab

You can print reports that track components of an account based on imported data. The reports show what has been imported, when using an import structure specification.

Procedure

- 1. From the Transfer menu, click Log Reports.
- 2. Click the External Data Tracking tab.
- **3**. Specify the **From** and **To** date for the data import that you want to track and click **Open**.

A list of all data imports within the specified range appears.

4. If you want to filter by a specific import specification, select the **Use Filter** check box, and select an import specification from the list.

If you do not select a filter, all import specifications are shown in the specification column.

- 5. Indicate whether you want to Sort by Controller or Sort by Source.
- 6. If you want to exclude calculations and operations, and only see the source mapping to Controller, select the **Exclude Transformation Information** check box.
- 7. If you also want to show the files imported by other users to the same database, select the **All Users** check box at the bottom left side of the screen.
- 8. Choose an import log and click the **Preview** or the **Print** button to generate the report.
- **9**. From the **Maintain** menu, click **Configuration**, **General** and then, on the **General 3** tab specify how long you want to store the log reports before they automatically are erased.

File Extensions for Exported Files

This section describes the various files created when exporting, with details of their contents.

File Compressed Before Import	File Compressed After Import and Change of File Name	File Contains
FStrucController.fzp	FStrucController.ozp	All types of structure
01121001.fzd	01121001. o zd	Period Values: Period: 0112 Company: 1001
01121000.faz	01121000 .oaz	Acquisition calculations: Period: 0112 Group: 1000

Table 61. Files that are created when you export

Note: The file name for period values and investment register data for acquisitions is suggested by IBM Cognos Controller but may be changed to a name of your own choice, using up to eight positions.

Datamarts

You define which data you want to publish and save the information as a template. It is also possible to use the copy function to copy and edit other datamart templates as a base for new definitions.

There are two different types of templates: **Default** and **Statutory**. The **Statutory** template will include the full scope of information entered in Controller, while the **Default** template will not include group, contribution version, counterpart or transaction currency dimensions.

There are two different types of export: **Full Export** and **Incremental Export**. In a **Full Export**, old data will be replaced with the new data. In an **Incremental Export**, the new exported data will be added to old data.

To publish the data, you use the **Publish Data Mart** function.

Define Datamarts

With this function you can:

- define structures and data that are going to be exported to other applications.
- create OLAP cubes.
- publish data that can be read with a Framework Manager model. For more information about this option, see "Publishing to a Datamart Using a Framework Manager Model" on page 309.

You store data that can be extracted and published in tables in the IBM Cognos Controller database. Stored data tables can then be integrated to other IBM Cognos applications, by using pre-defined views.

With both functions, a datamart is created, with data collected in specific tables.

Note: To create OLAP cubes, separate system configurations has to be performed. Contact your system administrator.

Define Data and Structures for Export

This instruction describes how you define data and structures for export to other IBM Cognos applications. You can export data such as account structures, automatic journal types, forms, period or transaction currencies. For more exact information on which data that can be exported and read in other systems, contact your IBM Cognos consultant.

- 1. On the **Transfer** menu, click **Publish Data and Structures/Define Datamart**. The **Define Datamart** window opens.
- 2. Click the **New** button.
- 3. Enter the name of the template in both group and local languages.
- 4. Select **Type**. If you do not want to use the Default type, select **Statutory** in the **Type** list box. This will include the full scope of data included in IBM Cognos Controller.
- 5. If you want to include group values, select the **Group** option button. Enter the consolidation type, structure version and group that you want to export data for. Select the **Include Subgroups** check box to include all subgroup values. It is possible to include multiple groups in the selection.
- 6. If you want to include company values, select the **Company** option button. Enter the company code in the text box or click the **Show Valid Choices** button to select companies from a list.
- 7. If you want to include specific accounts, select the Accounts option button and enter the account code or codes in the text box.

If you want to include accounts from a form, select the **Form** option button and enter the form code in the text box.

Your choice will influence the structure of the exported data. An account structure like the form structure in IBM Cognos Controller will be created.

Select the **Include Intercompany Details** check box if information regarding intercompany details may be of interest in exported data.

8. In the **Optional Dimensions** area, enter specific actualities, currency codes, closing versions, contribution versions and/or extended dimensions to limit the data selection.

Use the Period Dimension options to specify settings for time series analysis.

- 9. Select the relevant export option button:
 - Full Export
 - Incremental Update

Note: Old periods are removed after an incremental publish. This means that if you, for example, change a company structure, you should not do an incremental publish again. Instead, do a new initial publish.

However, it is possible to edit the **Name** of the template, change from **Incremental Update** to **Full Export** and publish the datamart without removing values that have been published previously. For all other updates, changing the export type from **Incremental Update** to **Full Export** will have the result that previously published values are removed from the datamart.

Define OLAP Cubes

This instruction describes how you define an OLAP cube. The OLAP functionality is an extension to IBM Cognos Controller.

Procedure

- 1. On the **Transfer** menu, click **Publish Data and Structures/Define Datamart**. The **Define Datamart** window opens.
- 2. Click the New button.
- 3. Enter the code and name of the cube in both group and local languages.
- 4. If you want to publish data to a datamart that can be accessed through a Framework Manager model, select IBM Cognos BI. For more information, see "Publishing to a Datamart Using a Framework Manager Model" on page 309

Note: To be able to use the option **IBM Cognos BI**, you have to log on to Controller with IBM Cognos Authentication. For more information, see "IBM Cognos authentication" on page 11.

- 5. If you do not want to use the **Default** cube type, select **Statutory** in the **Type** list box. The **Default** template will not include group, contribution version, counterpart or transaction currency dimensions. The **Statutory** template will include the full scope of information entered in IBM Cognos Controller.
- 6. If you want to include group values in the cube, select the **Group** option button. Enter the consolidation type, structure version and group you want to create the cube for. Select the **Include All Subgroups** check box to include all subgroup values in the cube. It is possible to include multiple groups in the selection.
- 7. If you want to include company values in the cube, select the **Company** option button. Enter the company code in the text box or click the **Show Valid Choices** button to select companies from a list.

- 8. If you want to include specific accounts, select the **Accounts** option button and enter the account code or codes in the text box. You can enter both summation and/or detailed accounts. All detail accounts, which make up the summation account, will be available for drill-downs and exported automatically.
- **9**. If you want to include accounts from a form, select the **Form** option button and enter the form code in the text box. Your choice will influence the structure of the cube. An account structure like the form structure in IBM Cognos Controller will be created.

Select the **Include Intercompany Details** check box if information regarding counter company may be of interest in the cube.

10. In the **Optional Dimensions** area, enter specific actualities, currency codes, closing versions, contribution versions and/or extended dimensions to limit the data selection. Use the **Period Dimension** options to specify settings for time series analysis.

Depending on the settings in the current actuality, you can group the contents of the export template or cube in time series from weeks up to years, making it possible to drill down through periods. Note that some combinations of frequencies are not allowed, for example four months and quarters.

- 11. Select the relevant export option button:
 - **Full Export**: All data is exported. If old data exists it will be replaced by the new data.
 - **Incremental Update**: The exported data is appended to the old data. An export template or cube can be constructed with one period at a time.

Copy Definitions

For a simple way of defining export templates or cubes based on existing values, you can use the **Save As** button.

Procedure

- 1. Click the **Show valid Choices** button and select the cube or template you want to use as base.
- 2. Make the changes that you want to do. You must enter a new name.
- 3. Click the Save As button.

Publish Datamarts

You can use this function to make the data or structure templates you defined in **Transfer/Publish Data and Structures/Define Data Mart** available in other IBM Cognos applications, for analysis purposes.

All templates that you have defined are available in the **Publish Data Mart** window.

You publish data by selecting the **Generate** column and the **Periods** that you want to export values for.

Data and structures will be published in the languages that are selected as **Group Language** and **Local Language** in Controller.

It is also possible to select if you want to update structure tables or use structure information from the previous export.

You can put a datamart process in the batch queue.

For more information, see "The Batch Queue" on page 578.

Before you begin

Note: Cubes can only be defined and published if additional configurations have been performed. Contact your Controller administrator for more information.

The instruction describes how you publish datamarts, which means that you select relevant cubes or export templates with the purpose to perform analyzes.

Note: To be able to use the **Additional Target IBM Cognos BI**, you have to log on to Controller with IBM Cognos Authentication. For more information, see "IBM Cognos authentication" on page 11.

Procedure

- 1. On the **Transfer** menu, click **Publish Data and Structures/Publish Data Mart**. The **Publish Data Mart** window opens.
- 2. All defined export templates and cubes are displayed. Select the check boxes in the **Generate** column for the cubes or templates you want to process.
- **3**. Enter the period or periods you want to export values for. You can click the browse button to select one or more periods.

Select **Structures** if you want to update the extended dimension structures. Otherwise, structure information from the previous export will be used.

Use **Scheduled at** to schedule when the cube/template is to be processed. The job will be put in the Batch Queue.

4. Click **Run**. The information is processed. This may take a while. When the processing is ready a message appears.

In Cognos Controller the Datamart database server has to be of the same type as the Cognos Controller database server

In IBM Cognos Controller the Datamart database server has to be of the same type as the Cognos Controller database server, else you might receive an error.

If the Datamart database server is not of the same type as the Cognos Controller database server, then you might receive the following error when you publish to data mart:

Invalid object name 'dmversion'

Make sure that the Cognos Controller database server is of the same type as the Datamart database server.

Publish automatic journals to datamarts

When you publish automatic journals to datamarts, the automatic journals will by default be transferred to an Elimination Company (EC).

This is valid for all automatic journals except for automatic journals 30 and 37. If you want to modify this default behaviour, you can use the server preference ETYPE_EXCLUDE. When you define ETYPE_EXCLUDE, you set which automatic journals that should remain on the company. All other automatic journals will be transferred to the elimination company. Note that eliminations on groups or cross-owned companies will always be transferred to the elimination company.

For example, if you want automatic journal number 38 to remain at the company, the server preference should look like this (automatic journals 30 and 37 should always be included): ETYPE_EXCLUDE=30, 37, 38

Additional Company Created when Publishing to Datamart

An additional elimination company with the code EC_<GROUPCODE> is created for certain situations when publishing to targets **IBM Cognos BI**.

In the situations described below, Controller creates the additional EC_<GROUPCODE> company within each group when publishing data to the datamart tables. This company holds the automatic journals from the perspective of that group, to avoid values for a subgroup or a subsidiary to be incorrect.

Publishing to Target IBM Cognos BI:

The EC_<GROUPCODE> company is created to hold automatic journals for the following two situations when publishing to datamart for **IBM Cognos BI**.

- The subgroup and subsidiary are cross-owned, as automatic journals for all parent perspectives are aggregated to each parent.
- You are viewing a subsidiary or a subgroup as the top level for the parent perspective, as automatic journals for all parent perspectives are aggregated and included in the subgroup or subsidiary's total.

Note: Where cross-ownership exists, this solution is applied only when publishing the top group including subgroups.

Publishing Data to a Datamart from an External Application

You can publish data to a datamart from a source outside the Controller application using an ETL tool or other reporting solutions. The necessary stored procedures and staging tables are installed with Controller.

For information about which types of data can be published, see "Staging Tables in the Controller Database" on page 246.

From the external application, you can insert rows with information from a GL system into a staging table in the Controller database and place it in the Controller batch queue to be published immediately or later on.

You can also import external data, see "Publish Datamarts" on page 305.

For information about how to check the status of a batch job from an external tool, see "Importing Data from an External Application" on page 246.

Parameters for Publishing data to a Datamart

These are the parameters to use when publishing data to a Controller datamart from another application. To use these parameters, call the stored procedure, named **usp_triggerpublishbatchjobs**.

Table 62. Parameters for publishing data to a datamart

Number	Name	Data type	Description
1	pPublishId	nvarchar(30)	The publish ID, which appears as job name in the batch queue.

Number	Name	Data type	Description
2	pTemplate	varchar(6)	The template code, which must exist in IBM Cognos Controller.
4	pPublishParams	nvarchar(4000)	Parameters for the publish to datamart batch job.
5	pCtrlUser	varchar(8)	The IBM Cognos Controller user name.
6	pSchedType	Int	Type of scheduling: 0 = On hold 1 = Immediately 2 = One time only 3 = Daily 4 = Weekly 5 = Monthly
8	pExecTime	Datetime	The date and time when the batch job should be run. The date and time format should be the same as the date and time settings of the database.

Table 62. Parameters for publishing data to a datamart (continued)

Return Codes for Publishing to a Datamart

When you publish data to a datamart in IBM Cognos Controller from an external application, a return code indicates whether the publish was successful. The following return codes may appear.

Table 63. Return codes for publishing to a datamart

Code	Description
>0	If the value is positive, the stored procedure was completed successfully and the value shows the batch ID that was assigned to the import in the Controller database.
-1010	The cube ID or template that you entered is not found or not valid.
-1030	The IBM Cognos Controller user that you entered is not found.
-1040	An invalid parameter exists for pSchedType.
Publishing to a Datamart Using a Framework Manager Model

IBM Cognos Controller includes a Framework Manager model that can be used for reporting and analysis against a Controller datamart, from a product such as IBM Cognos Report Studio.

To make Controller data available in a database that can be accessed with the Framework Manager model, you define a data mart, and select **IBM Cognos BI** as **Additional Target**.

To use the Framework Manager model, you must first create a database for the Controller datamart, set the database connection properties using IBM Cognos Controller Configuration, create a data source object in IBM Cognos Connection, unzip the CCR82_DM.zip file, and then use Framework Manager to publish the CCR82_DM package to IBM Cognos Connection. For more information, see the *IBM Cognos Controller Installation and Configuration Guide*.

Views

Different views are provided, model, import, and business.

The Import View

The import view includes all database objects in the IBM Cognos Controller datamart. You can use a query tool to retrieve this information for troubleshooting.

Query subject	Description	
DMACCF	Accounts in three levels: form, account, and account detail	
DMACCT	Account names	
DMFACT	Facts	
DMTEMPLATE	Templates	
DMTRACURR	Transaction currencies	
DMFACTTEXT	Comments for fact rows. 3600 characters are allowed in comments.	
DMFORMSECURITY	Form security: mapping user - form	
DMCOMPSECURITY	Company security: mapping user - compid	
DMCOMPTEXT	Other company texts, no relationship to other query subjects, used for stand alone reports	
DMCOMPTEXTDESCR	Description for other company texts	
DMCURR	Currencies	
DMRELATIVE_PERIODS	Relative periods	
DMACT	Actualities	
DMACTT	Actuality names	
DMCOMPF	Companies, 20 levels	
DMEXTDIMF	Extended dimensions, 7 levels	
DMEXTDIMT	Extended dimension names	
DMEXTDIMNAME	Description of extended dimensions 1 - 4	
DMJOURNALTYPE	Journal types	

Table 64. Import view datamart queries for troubleshooting

Query subject	Description
DMJOURNALTYPET	Journal type names
DMCOMPT	Company names
DMEXTDIMSECURITY	Extended dimension security: mapping user - dim ID
DMCONSOLSTAT	Consolidation status, no relationship to other query subjects, used for stand alone reports.
DMREPSTAT	Company status, no relationship to other query subjects, used for standalone reports
DMPERIOD	Periods
DMGRP	Groups
DMGROUPSECURITY	Group security: mapping user - comp ID
DMCLOSVER	Closing versions, no relationship to other query subjects, used for grouping of journal types

Table 64. Import view datamart queries for troubleshooting (continued)

The Model View

The model view is normally used to retrieve data for reporting and analysis using products such as Report Studio.

Security

The Account, Company, and Extended Dimension query subjects include security filters to ensure that a user can access data only according to the IBM Cognos Controller user setup.

Table 65. Account, Company, and Extended Dimensions queries

Query subject	Description
ACCOUNT	Accounts in three levels: form, account, and account detail
ACTUALITY	Actualities
CLOSING VERSION	Closing versions, no relationship to other query subjects, used for grouping of journal types
COMPANY	Companies
COMPANY ADDITIONAL INFORMATION	Other company texts, no relationship to other query subjects, used for stand alone reports
COMPANY ADDITIONAL INFORMATION DESCRIPTION	Description for other company texts
COMPANY STATUS	Company status, no relationship to other query subjects, used for standalone reports
CONSOLIDATION STATUS	Consolidation status, no relationship to other query subjects, used for stand alone reports
CURRENCY	Currencies
EXTENDED DIMENSION 1	Extended dimension 1, 7 levels
EXTENDED DIMENSION 2	Extended dimension 2, 7 levels

Query subject	Description
EXTENDED DIMENSION 3	Extended dimension 3, 7 levels
EXTENDED DIMENSION 4	Extended dimension 4, 7 levels
FACT	Facts
FACT TEXT	Fact comments
GROUP	Groups
PERIOD	Periods
RELATIVE PERIODS	Relative periods
TEMPLATE	Templates
TRANSACTION CURRENCY	Transaction currencies

Table 65. Account, Company, and Extended Dimensions queries (continued)

The Business View

The business view is used only to group published objects. We recommend that you put all published query subjects in this view.

Tables

For a description of all Controller datamart tables, see Appendix G.

Analyze Multidimensional Data

This function is an external browser-based tools with the purpose to analyze multidimensional data, for example OLAP cubes, that can be opened directly from IBM Cognos Controller. To make the tool available directly from the menu item **Reports/Multidimensional Analysis**, you must make additional configuration changes.

Chapter 10. The Report Generator

This chapter describes how you can use the **Report Generator** to create, run and print reports and report books.

Best Practices for Running the Report Generator and Controller Link

The items below apply to both Report Generator reports and Controller Link reports. These best practices help increase performance, avoid malfunction, and make working with reports easier.

Performance

The following best practices increase performance.

Do not use named cells in an IBM Cognos Controller function. Named cells make the update of the sheet slower.

Example: In a cell you enter the currency code and name the **Currency** cell on the **Formulas** tab/**Defined Names** group/**Define Name** menu (Excel 2007).

Reports containing many different combinations of parameters in rows and columns are most often slower than more simple reports. The performance of a report is optimized on the basis of the design, combinations of parameters in rows and columns, in a report. Many different designs make the optimization difficult.

The processing time of a report is, among other things, affected by the so called Used Range in an Excel sheet. The recommendation is that if you don't have a good reason to do the opposite, keep the Used Range as small as possible in a report.

Examples of situations to avoid where excessive ranges are created are described below:

If you insert a function in e.g. cell K1200 in an Excel sheet, the Used Range of that Excel sheet will be the area stretching from cell A1 to cell K1200.

If you select an entire column and format it in some way, e.g. paint the column D red, this implies that the Used Range will stretch from cell A1 to cell D65 536, in other words a very large area. The same Used Range will be produced if you Freeze Panes on column D.

If you select an entire row and format it in some way, e.g. paint the row 45 blue, this implies that the Used Range will stretch from cell A1 to cell IV45, a large area. The same Used Range will be produced if you Freeze Panes on row 45.

Note that the response time of a report is closely related to how many fGetVal functions it contains. A good rule to remember is that if you multiply the number of fGetVal functions in an already large report by two, this might increase the processing time by more than two. Try to minimize the number of fGetVal functions in a single report. If possible divide your reports so that you have one report for each purpose.

If the report gets too large and/or too complex, a drastic change in the response time occurs if the database fails to optimize the generated SQL statement.

Functionality

There following best practices improve general functionality.

Do not use data that is a result of a formula or a condition (like =IF()) when you enter an IBM Cognos Controller function. Do not conditionally evaluate an IBM Cognos Controller function. Use simple expressions in many cells instead. Long expressions can easily become errors. Example: The following examples shows conditional evaluation: =IF(condition;=cc.fStatus();=cc.fStatusDate()) =cc.fStatus(IF(A2>2;param1a;param1b)param2,param3)

When you update the Controller Link with data from the IBM Cognos Controller database it is recommended to have only the workbook to be updated open in Microsoft Excel. Close all other Excel files.

In the Report Generator report, remember to keep the report created by IBM Cognos Controller in the first sheet. You cannot, for example, insert another sheet in front of the IBM Cognos Controller data sheet.

In Report Generator reports, the entire first row and the entire first column are so called system rows/columns (as well as columns A, B and C, row 1-26). Do not enter anything on the system rows/columns. It is also recommended that no data is entered on the entire area of the report. Also do not make references to the system rows since these can be subject to changes. In the Controller Link any rows/columns can be used.

It is recommended that you keep the expressions in the cells as simple as possible. One example is that you can use formatting of the cells instead of, for example, =CC.fGetVal(...) /1000.

When defining an fGetVal statement in an Controller Link report, you can define currency as LC or LE for a particular period. If the legal currency (LE) or local currency (LC) changes from one period to another then the currency of the value retrieved will remain the same for both periods. This is because the function fGetVal retrieves values in the currency that is the LC/LE currency in the lowest (earliest) period used in any fGetVal for a particular company in the workbook.

If you insert a hard coded currency, for example SEK, the fGetVal will then retrieve the values in SEK for the period you choose.

Other Best Practices

The following best practices make it easier to work with reports and avoid unexpected changes.

When you would like to change a cell reference in a function to make it an absolute reference, then put the cursor in the parameter box with the cell reference and press the key F4. The cell reference C4 will for example transform to \$C\$4.

The values that are displayed directly when you open a sheet in a workbook are the values generated at the last update. If you know that the content of the database has changed, you have to use Refresh for an Controller Link report, or Reports Run for a Report Generator report. In an expanded report you can not insert rows or columns within an expansion area. Also you can not change the layout of individual cells. If you do that it will be overwritten next time you generate the report.

It is not possible to make references to an area with expanding cells since the expanding area will be recreated every time you generate the report.

If you want to insert columns/rows in a report with fixed rows and columns, use the function Insert Column/Row.

Do not format the cells in the system row and column of a Report Generator report to differ from a general number format.

Cognos Controller does not support mixing weekly and monthly actualities in report generator reports

When you run reports in the report generator with weekly and monthly actualities, and periods larger than 12, then the periods do not translate correctly.

When you run the report for a weekly actuality and for a period larger than 12 (for example, 1213WE) and use a relative period reference (for example, P001) for a monthly actuality (for example, AC), then the translated period is 1301 instead of 1201.

The solution is to insert a column in the report layout in the spreadsheet. Use an if-function to use the correct data that is based on the period number.

Run Reports

You can use this function to run and print user-defined reports.

User-defined reports include

- reports created in the report writer or the Microsoft Excel interface and that you have saved as a report and not just as an Excel sheet.
- forms and report books.

You can also save a report as a file, send report books by e-mail and edit a report in another application.

With a separate function you can print all user-defined report and report book codes, row definitions and column definitions.

Note: You cannot process reports from IBM Cognos Controller that you have created and saved as an Excel sheet. Users can only process the reports to which they at least have read access to.

Run User-Defined Reports and Forms

The list of reports and forms can be sorted in two ways on the screen.

The first way is to have user-defined reports (including reports that contain calculation formulas) and forms listed separately after one another. The reports that are displayed under the expandable reports heading in the list box are created on the **Reports/Create** menu or in the **Controller Link** (saved as a report generator report). The forms that are displayed under the expandable forms

heading in the list box have been created on the **Maintain/Form Structure/Define** menu and are the same forms that are available for entering period values.

The second way is to have user-defined reports (including reports that contain calculation formulas) grouped after which report book they are included in. Please note that a report or form can be included in multiple report books. The report books are created on the **Reports/Report Books** menu.

Show Zero Values

Select the **Show Rows** or **Show Columns** check boxes when you want rows or columns with no values included in the reports. Rows or columns with no values will otherwise be hidden. This option is only valid for reports.

Report Conversion

You can select if the report should be converted from the standard report format, which is **No Conversion**. The report conversion functionality applies to reports only, not forms, and is only working when you use **Save As**, **Send to Application** or **Send as e-mail** (and choose Microsoft Excel). The functionality is not working with **Print** or **Preview**.

- Values The report will only contain values, not formulas. All functions are copied and then pasted as values into the same sheet. Use this kind of report when you, for example, want to make a presentation. This is the second fastest way to run a report.
- **No Conversion** This is the standard report format. It is also the fastest way to run a report.
- **Controller Link** Here the report will be converted into the **Controller Link** format. This means that an **Controller Link** report will automatically be created. This report can be updated by clicking F9/**Refresh**, instead of running the report again from the **Report Generator**.

View Reports in Another Application

If you select a report and click the button **Send to Application**, you can choose to process the report with one of the following applications:

- xlsx Microsoft Excel
- csv comma separated
- htm a standard web browser or the application that is defined to open files with the file extensions .htm and .html.

This option is not available when running a report from the **Controller Link**.

Note: The **Send to Application**function should only be considered as a way of output. If you want to continue working with a report, for example in Excel, choose **Reports/Create**in IBM Cognos Controller or in Excel. After that, the report can be saved using **Save Report**. To run the report from Excel, choose **Controller/Reports/Run Report**. You can also open a report, created in IBM Cognos Controller, in Excel. On the **Add-Ins** tab, click **Controller >Reports > Open Report** menu (Excel 2007).

Run Reports - the Reports and Forms Tab

You can use this tab to run reports and forms in many different ways.

Enter the parameters that apply to the report/form you want to run. You can also choose to pre-define these parameters when creating the report/form. You can choose to process the report in different ways, for example:

- Send the report via e-mail.
- Save the report as a separate file.
- Display the report on the screen.
- Print the report.

Procedure

- 1. On the Reports menu, click Run. The Run Reports window opens.
- 2. On the **Reports and Forms** tab, select the report/form you want to run.
- **3**. Only the dimensions that need input in the selected reports and forms will be shown (if you run a report from Microsoft Excel, all dimensions will be shown) in the dimension list box. Enter the dimensions for which you want to run the report.
- 4. Under View Reports, select the relevant option for how to view the reports:
 - **Reports and Forms**: The reports can be user-defined reports or calculation reports (reports with CALC accounts). The reports displayed have either been created in **Reports/Create** or in the Controller Link and saved as Controller reports. The reports may contain predefined dimensions defining what companies, accounts etc to run the report for. The forms displayed have been created in **Maintain/Form Structure/Define** and are available for entering period values. The forms may also contain predefined dimensions defining what companies, accounts etc to run the form for.
 - **Reports and Forms by Report Books**: The report books can include user-defined reports, calculation reports (reports with calculations accounts) and forms. The report books displayed have been created in **Reports/Report Books**. If you do not want to pre-define any parameters for Report Books, but want to see reports included in a book and select parameters, select this option. Mark all the relevant reports and make your selections.
- 5. Under **Show Zero Values**, select the relevant report option for how to show zero values. Note that it is not possible to omit empty values in columns or rows for forms. If you want to do that, you have to create a report.
 - Show Rows
 - Show Columns
- 6. Under Report Conversion, select method for report conversion. Here you select if the report should be converted from the standard report format. The report conversion functionality is only working when you use Save As, Send to Application or Send as e-mail (and choose Excel). The functionality is not working with Print or Preview. The Report Conversion functionality applies to reports only, not forms.

Select **Values** if you want to display all results as values and not as formulas. All functions are copied and then pasted as values into the same sheet. Use this kind of report when you, for example, want to make a presentation.

Select **Controller Link** if you want the result of the report to be converted into the Controller Link format. All functions that are applicable in the report generator only are converted to Values.

7. Click Preview to generate the report.

Results

- Group Perspective is used for presenting the eliminations belonging to a specific group.
- The favorites you have selected in other functions will not appear when you use the **Favorites** tab in the **Run Reports** window. Here you have to select specific favorites for the **Run Reports** function.
- If you generate Forms from Excel and use regional numbers, the regional settings will not be valid. The default number format set in **Create Layout** will be used in the report.

Run Reports - the Report Books Tab

You can use this tab to choose to run single reports (including reports containing calculation formulas), forms included in a report book, or a complete report book including all reports and forms that it contains.

The contents of each report book is defined on the **Reports/Report Books** menu and lists the reports and forms the user has read access or read and write access to. You can either print or generate the reports, forms, and report books, and store them as files.

Data Selections

When you print or generate reports you can either use the settings defined when the reports were first created or you can change the information in the window in respect of:

- Actuality
- Period
- Forecast Actuality

Output Selection

There are several options regarding how to process your report book:

- **Predefined** Select the **Predefined** button if you want to run the report book with the output selected on the **Reports/Report Books** menu, the **Output** tab. Each report/form in the report book can have a different output predefined.
- **Printer** Select a report book and click the print button to print the reports directly without previewing them.
- **Preview** Click the **Preview** button to process the report in preview mode in Microsoft Excel.
- **File** If you want to save the report book to a file, click **File**. Then enter the path, name and file extension of the file before you save it. No application is opened when you save the report book.
- **E-mail** If you want to send a report book by e-mail, click the **E-mail** button. Then enter the recipient, and if necessary a message to the recipient, before sending the report book. This requires that you activate the e-mail function in the general configuration, where you also can select in which format the file is sent.

Report Conversion

The report conversion options for report books are the same as for reports and forms.

For more information, see "Run User-Defined Reports and Forms" on page 315.

Procedure

- 1. On the **Reports** menu, click **Run**. The **Run Reports** window opens.
- 2. On the **Report Books** tab, in the **Report Books** list box, select the report book or report(-s) you want to run. The list is always sorted by report books.
- **3**. Under **Data Selections**, enter the actuality, period and forecast actuality you want to run the report book for.
- 4. Under Output Selection, select the relevant output option button:
 - **Predefined** (the output settings defined for each report in Reports/Report Books/Output tab)
 - Printer
 - Preview
 - **File** enter the file name and path. You can save the file in the following file formats:
 - XLSX Microsoft Excel Workbook
 - HTM Web Page
 - CSV Comma Delimited
 - E-mail: This option is only available if you have selected the Use E-mail check box and selected the E-mail format in the General Configuration, tab General 3.
- 5. Select conversion options:
 - **Values**: Select this if you want to display all results as values and not as formulas.
 - No Conversion: Select this if you do not want any conversion to be done.
 - **Controller Link**: Select this if you want to the result of the report to be converted into the Controller Link format.
- 6. Click **Run** to run the report book or report(-s).

Note: If you enter a form in a report book, the appropriate parameters must be entered on the **Selections** tab for the form.

Create Reports

There are several ways to create and process the reports.

One way is to process and use the report as the Report Generator creates it. Another way is to build up and design a report under the data area created by the Report Generator and then make references to the data area above.

The Report Generator helps you to create advanced management reports in Microsoft Excel format. The wizard allows you to put dimensions, for example company or account, as headers on rows and columns, and loads data directly from the IBM Cognos Controller database into the data area. When you have defined the rows and columns in the report wizard, you can go to the layout in Excel to make manual additions to the report. You can for example insert, along with Excels own functions, a number of Controller functions specifically adapted to fetch data from IBM Cognos Controller's database.

Reports created and saved with the Report Generator functionality can be run from both IBM Cognos Controller and Microsoft Excel. The layout is saved in IBM Cognos Controller. The Report Generator is based on Microsoft Excel, which means that it has all the functionality of Excel.

Create Reports - the Define Tab

You can use this tab to create new reports and to edit, delete and open existing reports.

You can save each report with a unique code and a local name, as well as with a group name. The list of available reports displays all the reports a user who is logged on has read and write access to. If you define a period as the current period in the **Personal Defaults** function, it will act as the reference period when you are working on the definition of the report's contents.

Create New Reports

Complete the following steps to create a new report.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens. The **Define** tab is displayed.
- 2. To create a new report, click the New button to clear all fields for entry.
- **3.** In the **Code** text box, enter a report code of maximum four alphanumeric characters.
- 4. In the **Name Group** and **Name Local** text boxes, edit the name of the report in both the group language and the local language.
- Select/clear Calculation Report to indicate that the report is used for calculating formulas and key ratios, i.e. CALC accounts. The CALC accounts included in calculation reports will be calculated when running the menu Group/Calculate Report Formulas
- 6. Click Save.
- 7. Open the **Axes** tab.

Edit Reports

Complete the following steps to edit an existing report.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens. The **Define** tab is displayed.
- 2. To edit a report, select the report in the **Report** list box.
- **3**. In the **Name Group** and **Name Local** text boxes, edit the name of the report in both the group language and the local language.
- Select/clear the Calculation Report check box to indicate whether the report is to be used for calculating formulas or key ratios or not.
- 5. Click Save.
- 6. Open the Axes tab.

Delete Reports

Complete the following steps to delete a report.

Procedure

1. On the **Reports** menu, click **Create**. The **Create Reports** window opens. The **Define** tab is displayed.

- 2. To delete a report, select the report in the **Report** list box and click the **Delete** button.
- **3**. The **Confirm** dialog box opens. Click **Yes** to delete the report or **No** to abort the operation.

Copy a Report

Complete the following steps to create a new report based on an existing report.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens. The **Define** tab is displayed.
- 2. To copy a report, select the report in the report list box and click the **Save As** button.
- **3**. The **Save As** dialog box opens. Enter a new report code of maximum four alphanumeric characters and click **OK**. The new report appears in the list box. Settings from all tabs are copied from the old report to the new report.
- 4. In the **Name Group** and **Name Local** text boxes, enter the full name of the new report in both the group language and the local language.
- 5. Select/clear the Calculation Report check box to indicate whether the report is to be used for calculating formulas or key ratios or not.
- 6. Click Save.
- 7. Open the Axes tab.

Results

Note: A complete list of all user-defined reports and their respective **Row Definition**and **Column Definition**can be printed, under the menu **Reports/Definitions**.

Create Reports - the Axes Tab

This tab is used to define the report's axes. This means deciding what type of information will be shown in the report's rows and columns.

The dimensions can be selected in 3 different ways:

- In the **Available** list box, select a dimension and use the drag and drop method to move it to either the **Column Definition** list box or to the **Row Definition** list box.
- In the **Available** list box, select the dimensions you want to be available to select when you run the report in **Reports/Run** by ticking the check box. The dimensions that are cleared will not be available in **Reports/Run**.
- In the **Available** list box, clear the check box and then select the dimensions you want to be hard-coded in the pop-up list in the **Code** column. The selected dimension will always be used in **Reports/Run**.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens.
- 2. Open the Axes tab.
- **3**. In the **Available** list box, select the dimensions you want to define as rows in the report, and use the drag and drop method by placing the cursor in the grey area in front of the row to move them to the **Row Definition** list box. For example, select **Account** to be displayed as report rows.

- 4. In the **Available** column, select the dimensions you want to define as columns in the report, and use the drag and drop method by placing the cursor in the grey area in front of the row to move them to the **Column Definition** list box. For example, select **Period** and **Actuality** to be displayed as report columns.
- 5. In the **Available** check box, select the dimensions you want to be available when you run the report in Reports Run. The dimensions that are cleared will not be available in Reports Run.
- 6. In the pop-up list in the **Code** column, select the dimensions you want to be hard-coded in the report. For example, clear the **Actuality** check box and then select AC in the pop-up list in the Code column. The actuality AC will now always be used when the report is run.
- 7. Click Save.
- 8. Open the Row Definition tab.

Create Reports - the Row Definition Tab

You use this tab to define the report's rows.

The same dimensions you moved to the **Row Definition** list box in the **Axes** tab now appears as columns in the **Row Definition** tab. These columns will contain information on exactly what you enter on each row, for example account codes or company codes.

All information on the **Row Definition** tab can be saved under a separate name and then be copied or reused in subsequent reports.

Example

On the **Axes** tab, you have selected the **Account** dimension in the **Available** list box and dragged it to the **Row Definition** list box. The **Row Definition** tab now displays the **Account** and **Expand Account** columns (local text and group text will always appear, regardless of the selected dimensions). In the **Account** column, you can enter which account codes or forms the report should contain. Select the **Expand Account** column if the underlying accounts should also be displayed when you generate the report. You can only expand summation accounts.

Text Strings/ Variables

You can enter the row texts for each row in both the local language and the group language. They can contain either one or more text strings or one or more variables. There are a number of variables for loading names and texts from the database. If you want to specify a number of variables or strings, use the Microsoft Excel function, which means that the strings appear one after the other in the same cell (on the same row) in the report.

Example

"=Concatenate(cc.fAcc()," ",cc.fAccName())".

For more information, see "The Difference between Functions and Parameters" on page 357.

Create New Row Definitions

Complete the following steps to create a new row definition.

Procedure

- 1. On the Reports menu, click Create. The Create Reports window opens.
- 2. Click the **Row Definition** tab (the report has to be named and axes have to be defined before this step).
- **3.** To create a new row definition, click the **New** button to clear all fields for entry.
- 4. In the Code text box, enter a code of maximum four alphanumeric characters.
- 5. In the **Name Group** and **Name Local** text boxes, enter the full name of the row definition in both the group language and the local language.
- 6. If you selected **Account** in the **Row Definition** list box on the **Axes** tab, enter the account or form to be displayed in the report, in the **Account** column.
- 7. Enter the group and local text explanations of the selected dimensions, if the texts do not appear automatically. To display the text explanations of several dimensions, use the formula Concatenate, i.e. =Concatenate(cc.fAcc()," ",cc.fAccName()). For each dimension column the code, name or free text can be entered. Press spacebar on the field to enter edit mode.
- 8. Repeat steps 6-7 until all rows have been defined.
- 9. Click Save.
- 10. Open the Column Definition tab.

Results

Note: A complete list of all user defined row definitions and their included dimensions with the selected choices can be printed under the **Reports/Definitions** menu item.

Edit Row Definitions

Complete the following steps to edit an existing row definition.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens.
- 2. Click the **Row Definition** tab.
- **3.** To edit a row definition, select the row definition in the **Row Definition Code** list box.
- 4. In the **Name Group** and **Name Local** text boxes, edit the name of the row definition in both the group language and the local language.
- 5. If you have selected **Account** in the **Row Definition** list box on the **Axes** tab, enter the account or form to be displayed in the report in the **Account** column.
- 6. Enter the group and local text explanations of the selected dimensions, if the texts do not appear automatically. To display the text explanations of several dimensions, use the formula Concatenate, i.e. =Concatenate(cc.fAcc()," ",cc.fAccName()). For each dimension column the code, name or free text can be entered.
- 7. Repeat steps 5-6 until all rows have been defined.
- 8. Click Save.
- 9. Open the Column Definition tab.

Delete Row Definitions

Complete the following steps to delete a row definition.

Procedure

- 1. On the Reports menu, click Create. The Create Reports window opens.
- 2. Click the **Row Definition** tab.
- **3**. To delete a row definition, select the row definition in the **Row Definition Code** list box and click the **Delete** button.
- 4. The **Confirm** dialog box opens. Click **Yes** to delete the report or **No** to abort the operation.

Results

Only row definitions with exactly the same dimensions selected for **Row Definition** on the **Axes** tab will appear in the list.

Copy Row Definitions

Complete the following steps to create a new row definition based on an existing row definition.

Procedure

- 1. On the Reports menu, click Create. The Create Reports window opens.
- 2. Click the Row Definition tab.
- 3. To copy a row definition, select the row definition in the **Row Definition Code** list box and click the **Save As** button.
- 4. The **Save As** dialog box opens. Enter a new row definition code of maximum four alphanumeric characters and click **OK**. The new **Row Definition** appears in the list box. All settings from the old row definition are copied to the new row definition.
- 5. In the **Name Group** and **Name Local** text boxes, enter the full name of the new row definition in both the group language and the local language.
- 6. If you have selected **Account** in the **Row Definition** list box on the **Axes** tab, enter the account or form to be displayed in the report in the **Account** column.
- 7. Enter the group and local text explanations of the selected dimensions, if the texts do not appear automatically. To display the text explanations of several dimensions, use the formula Concatenate, i.e. =Concatenate(cc.fAcc()," ",cc.fAccName()). For each dimension column, the code, name or free text can be entered.
- 8. Repeat steps 6-7 until all rows have been defined.
- 9. Click Save.
- 10. Open the Column Definition tab.

Create Reports - the Column Definition Tab

You can use this tab to define the report's columns.

The same dimensions you moved to the **Column Definition** list box on the **Axes** tab now appear as columns in the **Column Definition** tab. These columns contain information on exactly what you enter on each row, for example period or actuality.

All information in the **Column Definition** tab can be saved under a separate name and then be copied or reused in subsequent reports.

Note: The texts entered in the **Group Text** and **Local Text** columns on the **Column Definition** tab will appear in the system columns section on rows 27 to 30. When the report layout is updated in the **Create Reports** window, these cells will be updated according to the **Group Text** or **Local Text** ettings. Columns on rows 27-30 that are not system columns may be used for other texts or functions. For more information about system columns, see "System Rows and Columns" on page 91 and "Functionality" on page 314.

Example

On the **Axes** tab, you have selected the **Company** dimension in the **Available** list box. The **Column Definition** tab displays the **Company**, **Expand Company**, **Consolidation Type** and **Expand All Levels** columns (local text and group text will always appear, regardless of selected dimensions). In the **Company** column you can enter which companies or groups the report should contain. In the **Consolidation Type** column you can enter which consolidation type should be displayed. Select the **Expand One Level** column, if you also want to display the underlying companies one level down when you generate the report. Select the **Expand to Lowest Level** column, if you also want to display all underlying companies when you generate the report.

Text Strings/ Variables

You can enter the row texts for each row in both the local language and the group language. They can contain either one or more text strings or one or more variables. There are a number of variables for loading names and texts from the database. If you want to specify a number of variables, you can use the concatenate function.

Example

"=Concatenate(cc.fAcc()," ",cc.fAccName())".

For more information, see "The Difference between Functions and Parameters" on page 357.

Create New Column Definitions

Here you can edit, delete and copy column definitions and create new column definitions.

Procedure

- 1. On the Reports menu, click Create. The Create Reports window opens.
- 2. Open the **Column Definition** tab.
- **3**. To create a new column definition, click the **New** button to clear all fields for entry.
- 4. In the **Code** text box, enter a code of maximum four alphanumeric characters.
- 5. In the **Name Group** and **Name Local** text boxes, enter the full name of the column definition in both the group language and the local language.
- 6. If you selected **Period** and **Actuality** in the **Column Definition** list box on the Axes tab, enter the period and actuality to be displayed in the report in the **Period Formula** and **Actuality** columns.
- 7. If the texts do no appear automatically, enter the group and local text explanations of the selected dimensions. To display the text explanations of several dimensions, print the functions as follows:

=cc.fPer();=cc.fAct();=cc.fComp(). Up to four text explanations can be displayed under each other on separate rows. For each dimension column the code, name or free text can be entered. Press spacebar on the field to be able to change it.

- 8. Repeat steps 6-7 until all columns have been defined.
- 9. Click Save.
- 10. Click the Go to Layout in Excel button to open the Report Layout Worksheet.

Results

A complete list of all user defined column definitions and their included dimensions with their selected choices can be printed under menu **Reports/Definitions**.

Edit Column Definitions

Complete the following steps to edit an existing column definition.

Procedure

- 1. On the Reports menu, click Create. The Create Reports window opens.
- 2. Open the Column Definition tab.
- **3**. To edit a column definition, select the column definition in the **Column Definition Code** list box.
- 4. In the **Name Group** and **Name Local** text boxes, edit the name of the column definition in both the group language and the local language.
- 5. If you selected **Account** in the **Column Definition** list box on the **Axes** tab, enter the account or form to be displayed in the report in the **Account** column.
- If the texts do not appear automatically, enter the group and local text explanations of the selected dimensions. To display the text explanations of several dimensions, print the functions as follows: =cc.fPer();=cc.fAct();=cc.fComp(). Up to four text explanations can be displayed under each other on separate rows. For each dimension column the code, name or free text can be entered. Press spacebar on the field to be able to change it.
- 7. Repeat steps 5-6 until all rows have been defined.
- 8. Click Save.

Delete Column Definitions

Complete the following steps to delete a column definition.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens.
- 2. Open the Column Definition tab.
- **3**. To delete a column definition, select the column definition in the **Column Definition Code** list box and click the **Delete** button.
- 4. The **Confirm** dialog box opens, Click **Yes** to delete the report or **No** to abort the operation.

Results

Only column definitions with exactly the same dimensions selected for **Column Definition** under the **Axes** tab will appear in the list.

Copy a Column Definition

Complete the following steps to create a new column definition based on an existing column definition.

Procedure

- 1. On the **Reports** menu, click **Create**. The **Create Reports** window opens.
- 2. Open the Column Definition tab.
- **3**. To copy a column definition, select the column definition in the **Column Definition Code** list box and click the **Save As** button.
- The Save As dialog box opens. Enter a new column definition code of maximum four alphanumeric characters and click OK. The new Column Definition appears in the list box. All settings from the old column definition are copied to the new column definition.
- 5. In the **Name Group** and **Name Local** text boxes, enter the full name of the new column definition in both the group language and the local language.
- 6. If you selected **Account** in the **Column Definition** list box on the **Axes** tab, enter the account or form to be displayed in the report in the **Account** column. For more information report dimensions, see "IBM Cognos Controller Dimensions" on page 357.
- If the texts do not appear automatically, enter the group and local text explanations of the selected dimensions. To display the text explanations of several dimensions, print the functions as follows: =cc.fPer();=cc.fAct();=cc.fComp(). Up to four text explanations can be displayed under each other on separate rows. For each dimension column the code, name or free text can be entered. Press spacebar on the field to be able to change it.
- 8. Repeat steps 6-7 until all rows have been defined.
- 9. Click Save.

Define the Report Layout in Microsoft Excel

After you have defined the rows and columns in the report wizard, you can go to the layout in Microsoft Excel to make manual additions to the report.

For example you can insert, along with Microsoft Excels own functions, a number of Controller functions specifically adapted to fetch data from IBM Cognos Controller's database. You can also insert charts, define print areas and define calculations, such as summations, variances, relative changes and ratios.

You can also run (i.e. fill the cells with values) from here. Remember to save all changes before you run the report.

Note: You need to select the **Add-Ins**tab/**Controller/Reports/Run Report** menu (Excel 2007) to process the report.

Procedure

- 1. On the **Reports** menu, click **Create**. The Create Reports window opens.
- Select a report and click the Go to Layout in Excel button. The report opens in Excel and is filled with the rows and columns previously defined on the Axes, Row Definition and Column Definition tabs. The layout is not formatted. The cells are not filled with data.

Note that rows 1-26 and the column A-C are system rows and columns. Do not enter anything, re-order or format these rows and columns.

- **3**. Edit the layout by selecting the relevant cells and clicking the appropriate toolbar buttons, depending on what you want to format. You have access to all functionality in Excel, see the Excel help for more information.
 - To create a formula, enter an equal sign (=) and then the cell references, for example, =+E7*D10/100. Summations, variances, relative changes and key ratios are defined here.
 - If you want to link to graphs, or other sheets, you can create hyperlinks from the **Insert** tab/**Links** group/**Hyperlink** menu (Excel 2007).
 - If you, for example, want the negative values to be emphasized in red, you can enter conditional formatting from the Home tab/Styles group/Conditional Formatting/Manage Rules menu (Excel 2007).
- 4. Enter Controller Functions from the Formulas tab/Function Library group/Insert Function menu (Excel 2007). If you want to display the full list of available functions select the Controller function category in the Insert Function window, and click OK. Enter the required parameters and click OK. The functions in the Reports menu are so called index functions and they can only be used in a Controller Report and not in the Controller Link. One example is fAcc().

Set print settings from the **Office Button/Print/Print Preview** tab/**Print** group/**Page Setup** menu (Excel 2007).

To save the report in a Controller report format, choose **Save report**. The report including the layout and additional Excel and Controller functions used in the Excel sheet will be saved. If you click the **Office Button/Save As** (Excel 2007), then the report will be saved as an Controller Link workbook. An Controller Link workbook is updated by pressing the F9 key (update worksheet by pressing F10). Changes made to the layout in an Controller Link workbook will not be saved in the Report Generator. Once an Controller Link workbook is created, its connection to the Controller Report Generator is cut, but the original report still remains in Controller reports.

 Click Run Report from the Add-Ins tab, Controller/Reports in Excel 2007, or run the report from Reports/Run in IBM Cognos Controller. Remember to save changes before you run the report.

Save Reports

When you save reports you can select which format they are saved in.

Depending on which format you choose, you can either open the report in Microsoft Excel or in IBM Cognos Controller. The following menu commands in Excel are used to save reports:

- Add-Ins tab/Controller/Reports/Save Report (Excel 2007) saves the report in an IBM Cognos Controller format, which means that you can open and run it in IBM Cognos Controller from the **Reports/Run** menu. This option only works for reports created with IBM Cognos Controller Create Reports.
- Office Button/Save As (Excel 2007) saves the report in Excel format, which means that you can only open and run it in Excel.

Note: When you save an Excel report created in Controller Report Generator, you should use **Save Report** on the Controller menu if you want to continue working with the report in IBM Cognos Controller or run/print the report from IBM Cognos Controller. This only applies to reports created in the Controller Report Generator. If the report is created only in Controller Link, there is no layout connections to IBM Cognos Controller **Reports/Run**. You can then use **Office**

Button/Save As (Excel 2007). A report created as an Controller Link report cannot be saved as a Controller report. **Office Button/Save As** (Excel 2007) is the only way to save Controller Link reports.

Expanded Areas

On the **Row/Column Definition** tabs you can, for example, expand a summation account. This means that all accounts that sum up to the summation account will be displayed when you run the report. When you define the layout in Excel, the summation account is not yet expanded.

The Excel sheet indicates whether a row or column will expand when you run the report by placing a code after the number on the system row/system column. Rows expand downwards while columns expand to the right.

Edit Expanded Areas

Do not insert rows or columns within the expansion area.

Note: References to an expanded area will not work in Excel.

Copy Reports

You can use the **Save As** button (on the **Reports/Create** menu) to copy an existing report definition and its formatting. The row/column definitions will now be shared between the two reports. You can also copy just the formatting between reports using the standard commands in Excel.

Copy Row and Column Definition

You can save a row definition and a column definition separately using the **Save** or **Save As** buttons. You can then re-use the same row definition or column definition in several different reports without having to create them from scratch each time. If you make a change in a row definition or column definition, this will automatically update all reports that use them. If you save changes in a row definition or column definition will appear asking you to confirm that you want the change to apply to all the reports.

Create Report Books

You can use this function to collect several reports, including forms, into a report book. This makes it possible to generate a set of reports at the same time, rather than one at a time.

In the report book you can define, for each report/form, the input parameters such as period, actuality or company you want to select for the report, and also how you would like to process the report, for example, display it on screen or print it.

Create Report Books - the Define Tab

Here you can edit, delete or copy report books and create new report books.

The list of report books is displayed in a list box. Only report books for which you have read and write access are displayed. Report books define a set of reports,

which can then be generated all at once instead of one at a time. A report can occur several times in the same report book, as well as in several different report books.

Create New Report Books

Complete the following steps to create a new report book.

Procedure

- 1. On the **Reports** menu, click **Report Books**. The **Report Books** window opens. The **Define** tab is displayed.
- 2. To create a new report book, click New to clear all fields for entry.
- **3**. In the **Code** text box, enter a report book code of maximum eight alphanumeric characters.
- 4. In the **Name Group** and **Name Local** text boxes, enter the full name of the report book in both the group and the local language.
- 5. In the **Available** list box, select the reports and forms you want to include in the report book and click the right arrow button. You can sort them in alphabetical order (by code or by name), ascending or descending, by clicking on one of the column headings. The reports and forms are copied to the **Selected** list box. A report/form can occur several times in the same report book and also in more than one report book.
- 6. Click Save.
- 7. Click the **Selections** tab.

Edit Report Books

Complete the following steps to edit an existing report book.

Procedure

- 1. On the **Reports** menu, click **Report Books**. The **Report Books** window opens. The **Define** tab is displayed.
- 2. To edit a report book select the report book in the list box.
- **3**. In the **Name Group** and **Name Local** text boxes, edit the name of the report book in both the group and the local language.
- 4. In the **Available** list box, select the reports and forms you want to include in the report book and click the right arrow button. The reports and forms are copied to the Selected list box. A report/form can occur several times in the same report book and also in more than one report book.
- 5. In the **Selected** list box, clear the reports and forms you do not want to include in the report book and click the left arrow button. The reports and forms are deleted from the **Selected** list box.
- 6. Click Save.

Delete Report Books

Complete the following steps to delete a report book.

Procedure

- 1. On the **Reports** menu, click **Report Books**. The **Report Books** window opens. The **Define** tab is displayed.
- 2. To delete a report book, select the report book in the list box and click the **Delete** button.
- **3**. The **Confirm** dialog box opens. Click **Yes** to delete the report or **No** to abort the operation.

Copy a Report Book

Complete the following steps to create a new report book based on an existing report book.

Procedure

- 1. On the **Reports** menu, click **Report Books**. The **Report Books** window opens. The **Define** tab is displayed.
- 2. To copy a report book, select the report book in the list box and click the **Save As** button.
- **3**. The **Save As** dialog box opens. Enter a new report book code of maximum eight alphanumeric characters and click **OK**. The new report book appears in the list box. Settings from all tabs are copied from the old report book to the new report book.
- 4. In the **Name Group** and **Name Local** text boxes, enter the full name of the new report book in both the group language and the local language.
- 5. Click Save.

Results

- If you do not want to pre-define any parameters for **Report Books**, but want to see reports included in a book and select parameters, go to the **Run Reports** window, **Reports and Forms** tab, and select **Reports and Forms by Report Books**. Mark all the relevant reports and make your selections.
- Click the double arrow buttons to move all reports from one list box to another.
- Double-click the report to move it from one list box to another.

Create Report Books - the Selections Tab

This tab displays a list of all reports/forms included in the active report book. You can use this tab to define the input data used for each report when you generate it.

Certain reports already have pre-defined data, which can either be changed or left unchanged. You can check each report to make sure that no input data is missing. You can also select all reports and define common parameters to be used when running the report book.

Note: You can always choose the company's local currency. However, you can only use the other currencies if you convert the selected company or group to these currencies.

Procedure

- 1. On the **Reports** menu, click **Report Books**. The **Report Books** window opens. The **Define** tab is displayed.
- 2. Click the **Selections** tab. In the **Reports and Forms** list box, select the report/form for which you want to define settings.
- **3**. Enter the selections, if and when applicable, for which you want to generate the report/form.
- 4. Click Save.
- 5. Select the next report/form in the **Reports and Forms** list box and repeat steps 3 to 4.
- 6. Click the **Output** tab.

Results

• If no extended dimension is entered, the total will be used.

- Group Perspective is used for presenting the eliminations belonging to a specific group.
- The multi company currency entered will be used for the rows/columns with \$M defined as the currency type, regardless of what the combination of company/currency type evaluates to. A multi company currency will be used if several companies with different local currencies should be generated for one common currency. The companies must have been converted to the common currency.

Create Report Books - the Output Tab

You can define the output destination of each report.

Procedure

- 1. On the **Reports** menu, click **Report Books**. The **Report Books** window opens. The **Define** tab is displayed.
- 2. Click the **Output** tab. In the **Reports and Forms** list box, select the report/form for which you want to determine an output destination.
- 3. Select the relevant output destination:
 - **Printer** Select a report/form and click the **print** button to print it directly without previewing.
 - **Preview** Click the **Preview** button to process the report/form in preview mode in Microsoft Excel.
 - **File** If you want to save the report book to a file, click **File**. Then enter the path, name and file extension of the file before you save it. No application is opened when you save the report book.
 - **E-mail** If you want to send a report book by e-mail, click the **E-mail** button. Then enter the recipient, and if necessary a message to the recipient, before sending the report book. This requires that you activate the e-mail function in the general configuration, where you can also select in which format the file is sent.
- 4. Select the relevant report options for how to show zero values (not applicable for forms). Do not select this option if you want to omit empty rows or columns. This option is only applicable for reports.
 - Show Rows:
 - Show Columns
- 5. Click Save.
- 6. Select the next report/form in the **Reports and Forms** list box and repeat steps 3 to 5.

Calculation Reports

This function calculates simplified key ratios and indicators and stores them in the period value database table.

In this function you define formulas for key ratios and other calculations to be stored on calculation accounts. These accounts must then be processed and calculated from the **Group/Calculate Fast Formulas** menu before the correct calculated values can be displayed in reports. This is a quick way to generate key indicators.

Alternatively you can create reports with other types of formulas and calculation accounts. These reports need to be generated and calculated from the **Group/Calculate Report Formulas** menu.

When defining calculations for calculating fast formulas you follow these steps:

- define which accounts to retrieve values from
- · define which periods to retrieve values from
- · define the key ratio to be stored on the calculation account

Difference between Report Formulas and Fast Formulas

The differences between the Report Formulas and Fast Formulas are:

- In the **Report Formulas** you create a user-defined report where you define a calculation in the Microsoft Excel layout. The calculation is used as input in the function fCalcVal. The calculation is stored in the database when you run **Calculate Report Formulas**. In **Fast Formulas** you define a calculation on the **Reports/Define Calculation** menu and you do not need to create a user-defined report. The calculation is stored in the database when you run **Calculate Fast Formulas**.
- In the **Report Formulas** you define the calculation in any way you like, while the calculation definition is more restricted in the **Fast Formulas**. You can not, for example, divide two accounts with each other in the **Fast Formulas**, which lessens the risk for unexpected results.
- In **Report Formulas** you can run the calculation on a more detailed level than in **Fast Formulas**, for example, you can run the calculation for a specific dimension in **Report Formulas**.

Example 1

You want to calculate Return on Investments, i.e., Net Income of the Year/(Total Equity + Long Term Liabilities)

The following accounts are defined in the account structure: PROFIT, 290, 230, CALCROI1 and CALCROI2.

Information in the **Reports/Define Calculation** window:

Account Definition tab

Table 66. Example 1 Account Definition tab variables and formulas

Variable	Name	Formula
INV	Total Equity + Long Term Liabilities	#290+#230
PROF	Net Year Profit	#PROFIT

Period Definition tab

Table 67. Example 1 Period Definition tab information

Variable	Actuality	Sign +/-	Formula	Average
P12	AC	+	+0	

Calculation Definition tab

Calc Account	Calc Account Name	Account Variable	Account Variable Name	Period Variable	Multiselect Copy From
CALCROI1	ROI numerator	PROF	Net Year Profit	P12	
CALCROI2	ROI denominator	INV	Total Equity + Long Term Liabilities	P12	

Table 68. Example 1, Calculation Definition tab information

Run the function Calculate Fast Formulas for the calculation accounts CALCROI1 and CALCROI2. When the calculation is finished you can run the user-defined report where the two calculation accounts are divided and calculate the key ratio ROI.

Example 2

The example shows the input parameters in a general fGetVal function defining a calculation account.

=cc.fCalcVal(sPer,sAct,sComp,sCurr,sAcc,sDim1,sDim2,sDim3,sDim4,sJtyp,<cellref
>)

The formula's parameters can consist of various items of input data:

- All parameters except <acc> and <cellref> can be an IBM Cognos Controller function, a string or a cell reference
- The parameter sAcc can be a string or a cell reference
- The parameter <cellref> can be a string containing a relative Microsoft Excel reference.

The following report formula shows how a value is saved in the CALC account CALCT040:

```
=cc.FCalcVal('0012','AC',cc.fComp(3),$E43,'CALCT040',cc.fDim1,' ',' ',' ', '$F$48')
```

Where:

0012 = Period

AC = Actuality

cc.fComp(3) = The company in the 3rd system row/column in a report.

CalcT040 = Calc Account

cc.fDim1() = Dimension1, code, reference or function can be entered.

\$F\$48 = Reference to cell containing the value to be stored.

- The account must be a statistical account, which means that only account types **R**, **S**, **T** and **U** can be selected.
- If you use an IBM Cognos Controller function, for example, fComp(), as input in fCalcVal you will run the calculation for the company you choose to run it for on the **Group/Calculate Report Formulas** menu.

• Use the **Save Between Formulas** option (**Group/Calculate Report Formulas**) if you have several calculation reports that interact with each other. For example if a fCalcVal formula uses a value that has been calculated by another FCalcVal formula in another report.

Tip: The option **Show Calculated Values**(**Group**/**Calculate Report Formulas**) gives you a preview of the calculated values.

Define Calculations - the Account Definition Tab

Here you define the calculation account formula, which is then processed from the Calculate Fast Formulas function. Calculation accounts are defined in Define Account Structures.

Procedure

- 1. On the **Reports** menu, select **Define Calculations**. The **Define Calculations** window opens.
- 2. On the **Account Definition** tab, in the **Variable** column, enter a variable code, for example INV.
- **3**. In the **Name Group** and **Name Local** columns, enter a description of the variable or formula. For example, Equity + Long Term Liability for the variable INV.
- 4. In the **Formula** column, enter the account or mathematical formula expressed in variables or accounts, where accounts are preceded by a #, for example #290 + #230. You can use +, -, *, / and (). You can also click the empty column preceding the **Formula** column to open a list of available accounts. Select the relevant account and click **OK**. Place the cursor in the **Formula** column and press Ctrl+V to paste the copied account. The account is displayed with a # mark in front of it. If you enter accounts manually, all account numbers must be preceded by a # mark. Accounts and variables can only be added or subtracted with each other, not multiplied or divided.
- 5. Click **Save** and open the Period Definitions tab.

Define Calculations - the Period Definition Tab

Complete the following steps to create a period definition.

Procedure

- 1. On the **Reports** menu, select **Define Calculations**. The **Define Calculations** window opens. The **Account Definition** tab is open.
- 2. Open the **Period Definition** tab.
- **3.** In the **Variable** column, enter the period variable code, for example, P12. You can enter the same variable code several times if you want to retrieve values from several periods.
- 4. In the **Actuality** column, select the actuality to retrieve values for and then enter the sign to multiply that value with in the **Sign** column.
- 5. Enter the period formula to determine which period to retrieve values from. For example, you can enter values according to the following for the variable P12 in order to retrieve a rolling 12 month calculation:

Table 69. Example of period formula values

Sign +/-	Formula
+	+0

Table 69. Example of period formula values (continued)

Sign +/-	Formula
-	-12
+	N112

- 6. Select the **Average** column to retrieve the average value for a period interval, that is, (OB+CB)/2.
- 7. Click Save and open the Calculation Definitions tab.

Define Calculations - the Calculation Definitions Tab

Complete the following steps to create a calculation definition.

Procedure

- 1. On the **Reports** menu, select **Define Calculations**. The **Define Calculations** window opens. The **Account Definition** tab is open.
- 2. Open the Calculation Definition tab.
- **3**. In the **Calculation Account** column, select the calculation account you want to define, for example CALCROI2. The name is displayed automatically. This account must exist in the account structure.
- 4. In the **Account Variable** column, select the account variable you want the calculation account to base its value on, for example, INV. The name of the account variable is displayed automatically. Leave this column empty if you enter a calculation account to copy from in the **Multiselect Copy From** column.
- 5. In the **Period Variable** column, select the period variable you want the calculation account to base its value on. Leave this column empty if you enter a calculation account to copy from in the **Multiselect Copy From** column.
- 6. If you want a calculation account to contain the same value as another calculation account, enter the calculation account you want to copy from in the **Multiselect Copy From** column.

Report Formulas

Report Formulas enable the calculation of key ratios and indicators.

By using the **Calculate Report Formulas** menu, you can perform a calculation in a report and save the result in the database like ordinary account information. User-defined reports can be used for the presentation of data generated as a result of report formulas.

The following menu commands are used when working with report formulas:

- Reports/Create and Go to Layout in Excel
- Group/Calculate Report Formulas

You use this function to create a calculation account where you want to store the calculated value in the database. The account must be a statistical account, which means that only account types **R**, **S**, **T** and **U** can be selected. When you create a **Calculation Report** you have to define the axes as in a normal report. In the layout in Microsoft Excel you can, based on the data in the data area, define your own ratio calculations.

Prepare to Work with Report Formulas

When you work with Report Formulas you have to perform the following steps:

Procedure

- 1. Create Calculation Accounts in Maintain/Account Structure/Define.
- 2. Create a Calculation Report in **Reports/Create**.
- 3. Calculate Report Formulas in Group/Calculate Report Formulas.
- 4. Create and run a report, in **Reports/Create**, in which you want to calculate certain key ratios between Calculation Accounts and then show the result of the calculations.

Create Calculation Accounts:

Calculation Accounts are defined in **Maintain/Account Structure/Define**. Use the check box **Calculation Account** to define an account as a Calculation Account.

Note the following when you work with Calculation Accounts:

- A calculation account must be defined as a statistical account.
- A calculation account does not have to be inserted in a form.
- The values on a calculation account can be stored with journal type and dimensions.
- If a calculation account is specified with for example an extended dimension 1, level "2", then the values have to be stored with dimension codes on exactly that level when you run a calculation report. Be aware that if you store percentage figures on dimensions, the total might sum up to more than 100%. We recommend that you store key figures or parts of key ratios, for example a numerator or a denominator, which can be used as a basis for a key ratio calculation.
- A calculation account cannot be a summation account.

Create Calculation Reports:

Calculation Reports are defined on the Reports/Create menu. Use the check box **Calculation Report** to define a report as a Calculation Report.

The only thing that actually differentiates a Calculation Report from an ordinary user defined report is that the Calculation Report is visible (and selectable) on the Group/Calculate Report Formulas menu.

Procedure

- 1. Create a new calculation report. Select **Reports/Create** and the option Calculation Report.
- 2. Define axes, rows and columns as usual when creating a report and click **Go to** Layout in Excel.
- 3. In the report, insert one or more fCalcVal formulas that performs the calculation, see "IBM Cognos Controller Functions" on page 362 for more information. You fetch data from chosen accounts, re-arrange the output in the way you want and then with the help of the Controller function fCalcVal you insert the values in the database. Remember not to use values in the system area (cell area C2-C26) as input in the fCalcVal function. The system area might be subject to change without any notice and then the reports will not work any more.
- 4. Run the report to test that you get the right values. No values will get imported when you run the Calculation Report as an ordinary report using **Reports/Run**.

Results

If the company is located on rows and columns in the report, at least one row/column must be defined as the default company, \$\$\$\$\$.

Calculate Report Formulas

When a period has been consolidated, you need to calculate the report formulas before you can run reports containing formulas or key ratios.

Procedure

- 1. On the **Group** menu, click **Calculate Report Formulas**. The **Calculate Report Formulas** window opens.
- 2. In the list box, select the calculation report you want to run.
- **3**. Enter the actuality, period and forecast actuality for which you want to calculate formulas. **Actuality** and **period** are mandatory fields.
- 4. If you want to calculate values for all companies within a group, select the **Group** option button and enter the consolidation type and group code for which you want to calculate formulas.
- 5. Select the **Include Subgroups** check box to include all subgroups' values. If this is not selected, values from one level down will be used.
- 6. Select the **Groups Only** check box to perform calculations for all companies classified as **Group** (that is, companies classified as subsidiary will not be calculated).
- 7. If you want to calculate values for a single company or a number of companies, select the **Company** option button and enter the company code or codes for which you want to calculate formulas. You can also choose to enter a Group Perspective to be displayed, i.e. eliminations belonging to a specific group.
- 8. Enter dimensions in the **Include Details** area, if and when applicable, for which you want to calculate formulas. Remember that it is the parameters you inserted in the fCalcVal function that decides what will be imported into the database and not the parameters you choose when you run the Report Formula.
- **9**. Select the **Save Between Formulas** check box to save each of the calculated values to the database, in case the result is needed as input for another report formula.
- **10**. Select the **Show Calculated Values** check box if you want to display the calculated values on the screen.
- 11. Click the **Run** button. The calculation is performed. A message box appears when the calculation is completed.
- 12. Click OK.

Results

- You can always select the company's local currency. However, you can only use other currencies if the selected company or group is converted to these currencies.
- Companies must have been converted to the common currency.
- The currency code that is entered when calculating a report formula will be used for the rows/columns with \$M defined as currency type, regardless of the entered combination of company/currency type.
- The parameters you select in **Group/Calculate Report Formulas** are the same that you can choose in **Reports/Run** i.e. these parameters are used to run the

report and process an output. The parameters you insert in the fCalcVal function are the ones that get imported into the database.

- Remember that a new calculation does not overwrite earlier calculations if not all parameters in the fCalcVal function are exactly the same.
- Be aware of that if you calculate a Report Formula for a group, the calculation will be made, and the calculation report will be run, for every company in the group. If the group is large, the processing of the formula can take a long time.

Create a Report with Calculation Formulas

By using the function Calculate Report formulas, you can perform a calculation in a report and save the result in the database.

Procedure

- Create an account to store the calculated value on. Select Maintain/Account Structure/Define. Here you define a new account. Use the check box Calculation Account to define an account as a calculation account.
- 2. Create a new report for calculation accounts. Select **Reports/Create** and select the option **Calculation Report**.
- 3. Fill out the axes and row definitions as usual when creating a report and click OK.
- 4. In the layout sheet in Microsoft Excel, create a fCalcVal formula that performs the calculation, see "IBM Cognos Controller Functions" on page 362 for more information.
- 5. Run the report and click Save.
- 6. Now the calculated values need to be stored in IBM Cognos Controller's database. Select **Group/Calculate Report Formulas**. Select the report containing the fCalcVal formulas and appropriate parameters. The calculated values are now saved in the database and can be handled like any other saved period value.

Results

- The calculation account needs to be a statistical account.
- Use the option **Save between Formulas** (**Group/Calculate Report Formulas**) if you have several calculation reports that interact with each other. For example if a fCalcVal formula uses a value that has been calculated by another FCalcVal formula in another report.

Tip: The option **Show calculated values**(**Group/Calculate Report Formulas**) gives you a preview of the calculated values.

Calculate Fast Formulas

Here you can calculate simplified, static values and store them in the period database on calculation accounts.

The formulas are created in the **Define Calculations** window. The calculation accounts are defined in the **Define Account Structures** window. The difference between this function and Calculate Report Formulas is that Calculate Report Formulas may contain more complex formulas, which take longer to process. By using Calculate Fast Formulas you can calculate simpler key ratios and present them in user-defined reports. The account must be a statistical account, which means that only account types **R**, **S**, **T** and **U** can be selected.

Fast Formulas use account variables, period variables and a calculation definition as the template to create a **Fast Formula**. Account variables define which accounts will be used to calculate the **Fast Formula** and the mathematical formula that needs to be performed for each period. Period variables define for specific period(s) how the value generated for the account variable should be handled. Calculation definitions define which account variable and period variable will be used to generate the **Fast Formula** and on what account to store the calculation on.

Procedure

- 1. On the **Group** menu, click **Calculate Fast Formulas**. The **Calculate Fast Formulas** window opens.
- 2. In the list box, select the calculation account you want to run.
- **3**. Enter the actuality, period and forecast actuality for which you want to calculate values.
- 4. If you want to calculate values for all companies within a group, select the Group option button and enter the consolidation type and group code for which you want to calculate formulas. Select the Include Subgroups check box to include all subgroups' values. If this is not selected, values from one level down will be used.
- 5. Select the **Groups Only** check box to perform calculations for all companies classified as **Group** (i.e. companies classified as subsidiary will not be calculated).
- 6. If you want to calculate values for a single company, select the **Company** option button and enter the company code for which you want to calculate formulas.
- 7. Click the **Run** button. The calculation is performed. A message box appears when the calculation is completed. Click **OK**. The calculation accounts have been calculated and the values are stored in the period database table.
- 8. Run the reports containing calculation accounts from the Reports/Run menu.

Create Reports of Report Definitions

Here you can print system reports of all the user defined reports, report books, row definitions, column definitions and their settings, created in the **Reports/Create** window.

Procedure

- 1. On the **Reports** menu, click **Definitions**. The **Report Definitions** window opens.
- 2. Select the type of definitions or settings you want to run:
 - Reports
 - Report Books
 - Row Definitions
 - Column Definitions
- 3. Click the **Preview** button to generate the report.

Results

Under **General Configuration**, tab **General 3**, you first have to select if you want to use E-mail and what format you want to use.

Print Reports on Definitions

The **Reports/Definitions** reports can be used to print reports relating to definitions that apply to reports and report books that exist in the IBM Cognos Controller database.

Reports - Generates a report showing the created user-defined reports, the row definitions and column definitions used to create each report that has been defined.

Report Books - Generates a report showing the created **Report Books**, the reports that are included in each **Report Book** and the parameters that have been set for each report within the **Report Book**(s).

Row Definitions - Generates a report showing **Row Definitions** that exist and the parameters that have been set for each **Row Definition**.

The **Definitions** reports can be used to print a report relating to Report Definitions that exist in the IBM Cognos Controller database.

Generate Ad Hoc Reports

Ad hoc reports are used to generate reports that temporarily combine different identities like actuality, period, consolidation type, company, currency type and extended dimension. Only reports based on data entry forms can be used in ad hoc reports.

Ad hoc reports are based on input from accounts on data entry forms. You can easily combine different dimensions like actuality, period, consolidation type, group perspective, company, currency type and extended dimension to generate a report. The reports created in **Ad Hoc Reports** are only temporary and the report settings cannot be saved.

Also available is an editable grid, containing the following columns, Actuality, Period, Consolidation Type, Group Perspective, Company, Currency Type, Extended Dimension 1-4, Closing Version or Journal Type and Contribution Version or Automatic Journal Type.

In ad hoc reports, you can choose to view automatic journals types either summed into contribution version Base at subgroup level, or all automatic journal types specified separately at the subgroup levels.

Note: From the 10.1.0 release, the default setting is to present automatic journal types specified separately at the subgroup levels. Journal number 0 indicates that the amount originates from a subgroup level. To view automatic journal types summed into contribution version Base at subgroup level, select **Consolidated Automatic Journal Types as Base**.

For more information about automatic journals at the subgroup level in ad hoc reports, see "View automatic journals at subgroup level" on page 550.

Procedure

- 1. On the **Reports** menu, click **Ad Hoc**. The **Ad Hoc Reports** window opens.
- 2. In form list box to the left, select the form for which you want to run the report.

- **3**. Under **Report Selections**, enter the dimensions, if and when applicable, for which you want to run the report.
- 4. Select the **Fixed** check box if you want to display several columns with the same period.
- 5. In the **Columns** text box, specify the number of periods you want to display. You can select up to twelve columns. If the **Fixed** check box is not selected, the columns will display the periods following the specified period.

Select **Consolidated Automatic Journal Types as Base** if you want to sum automatic journal types into contribution version Base. If you do not select this option, the automatic journal types coming from a lower level will be specified separately at the subgroup levels, with journal number 0.

- 6. Click the **Apply** button to apply the selections before running the report. The selections are displayed in the matrix.
- 7. Click the **Preview** button to generate the report.

Results

- **Group Perspective** is used for presenting the eliminations belonging to a specific group.
- Account code is displayed in the report.
- Consolidation type can only be used with contribution version/automatic journal type other than blank.

Launch the Controller Link

You can launch and log on to the Controller Link without using the **Data Entry**, **Form Structure - Layout** or the Report Generator functions.

Procedure

- 1. On the **Reports** menu, click **Controller Link**. Microsoft Excel opens and you are logged on to IBM Cognos Controller.
- 2. You can now choose to work with the **Controller** menu in Excel.

Chapter 11. The Controller Link

The **Controller Link** helps you to load data quickly and easily from the database of IBM Cognos Controller database to Microsoft Excel.

There is no continuous transfer of information, but values in Microsoft Excel can be updated quickly with the latest changes in IBM Cognos Controller, using the Controller Link. You can create advanced management reports in Microsoft Excel by defining different combinations of companies, periods, accounts etc.

The Controller Link will be installed automatically when you install IBM Cognos Controller. One of the visible signs that the Controller Link is installed is the Controller menu in the Controller menu on the Adds-In tab (Microsoft Excel 2007). Another sign is that along with Microsoft Excel functions there are a number of IBM Cognos functions specifically adapted to fetch data from IBM Cognos Controller's database. All functionality needed for working with the Controller Link is found on the Controller menu. The link closes when you close Microsoft Excel.

In Microsoft Excel it is possible to create and generate reports in two different ways:

- The first possibility is to use the same Report Generator functionality found in IBM Cognos Controller. On the Controller menu, select Report/Create Report/Save Report/Open Report/Run Report. Reports created and saved with the Report Generator functionality can be generated from both IBM Cognos Controller and Microsoft Excel. The layout is saved in IBM Cognos Controller.
- The second possibility is to create and save the report as an ordinary Microsoft Excel file with the menu choice **Office Button/Save As** (Microsoft Excel 2007). To your help are the Controller functions and the **Paste Codes** functionality on the Controller menu as well as all the functionality in Microsoft Excel. With the **Paste Codes** functionality it is possible, in an efficient way, to paste parameters like Account, Company, Currency Code and Extended Dimensions 1-4. To update values with the latest changes in IBM Cognos Controller, select Refresh on the Controller menu or press F9.

Note: The **Controller Link** works only when the Microsoft Excel file name has fewer than 100 characters.

Log On and Off via the Controller Link

When you log on to IBM Cognos Controller via the **Controller Link** you are connected to the IBM Cognos Controller database and can load all data stored in IBM Cognos Controller.

Before you have logged on, all menu items except **Log on** and IBM Cognos Controller Link **Help** are disabled.

You can be logged on to IBM Cognos Controller and the **Controller Link** simultaneously, using the same user ID.

Procedure

- 1. Start Microsoft Excel.
- 2. On the Controller menu, click Log on or Log off.

Launch the Controller Link from within IBM Cognos Controller

You can launch and log on to the Controller Link from within IBM Cognos Controller without using the **Data Entry - Reported Values**, Form Structure -Layout, or Report Generator functions.

Procedure

On the **Reports** menu, click **Controller Link**.

Results

Microsoft Excel opens and you are logged on to IBM Cognos Controller. You can now choose to work with the **Controller** menu in Microsoft Excel.

The Controller Menu in the Controller Link

The Controller menu can then be found on the Adds-In tab (Microsoft Excel 2007) when Excel runs.

Controller functions will be found alongside Excel functions in a specific function category marked **Controller**. The Controller functions are specifically adapted to fetch data from the IBM Cognos Controller database. All functionality needed for working with the **Controller Link** is found on the **Controller** menu. The **Controller Link** closes when Excel is closed.

The table shows the different menu items and their various functions:

Controller menu	Description
Log on	Log on to IBM Cognos Controller via the Controller Link .
Log off	Log out of IBM Cognos Controller.
Reports/Refresh F9	Updates the workbook with the latest changes from IBM Cognos Controller, which is the same as clicking F9. Update a single worksheet by clicking F10. Intended for Controller Link reports saved in Excel format.
Reports/Paste Codes	Pastes the codes Account , Company , Currency Code and Extended Dimensions 1-4 either horizontally or vertically into Excel. Intended for Controller Link reports saved in Excel format.

Table 70. Controller menu functions
Controller menu	Description
Reports/Export Data	Updates the workbook with the latest changes from IBM Cognos Controller (Refresh) and thereafter exports data, using the function fExpVal, to the IBM Cognos Controller database. Security set on the menu Transfer/External Data/Import in Controller also applies to the menu Controller/Reports/Export Data in the Controller Link. Intended for Controller Link reports saved
Reports/Convert Workbook	Convert all Controller Link reports to the latest version of IBM Cognos Controller. For more information, see Convert Workbook to Latest Version. Intended for Controller Link reports saved in Excel format
Reports/Run Report	Runs the active report. You can choose to run both reports saved in the Controller Link and reports saved in IBM Cognos Controller. Intended for Report Generator reports.
Reports/Create Report	Defines the contents of a report with the help of the Controller Report Generator. You can use this function to specify which types of information the report will contain and whether they are presented in rows or columns.
Reports/Open Report	Opens an existing report Cenerator reports. Opens an existing report. A report saved via the Save Report command or in IBM Cognos Controller can be opened here. Intended for Report Generator reports.
Reports/Save Report	Saves the active report in a format that can also be run from the menu Reports/Run in Cognos Controller. Only applicable for Report Generator reports. Intended for Report Generator reports.
Forms/Structure	Select this option to open the Form Structure Define window in Cognos Controller. For more information about Form Structure , see "Form Structures" on page 80
Forms/Layout	Select this to open a form and create layout. For more information about Forms Layout , see "Define the Form Layout" on page 90
Data Entry	Select this option to open the Data Entry window in Cognos Controller. For more information about Data Entry , see "Data Entry - Reported Values" on page 181

Table 70. Controller menu functions (continued)

Table 70. Controller menu functions (continued)

Controller menu	Description
About Cognos Controller Link	View information related to program version, server and database in use.
Cognos Controller Link Help	View help file with information on using the Cognos Controller Controller Link .

The Forms Toolbar in Microsoft Excel

When opening a form for data entry in Microsoft Excel, you have access to a Forms toolbar, in addition to the Excel functionality.

Table 71. Forms toolbar functions in Microsoft Ex

Button Name	Description
Select Form	Click this button if you want to open another form.
Create Layout	Click this button to regenerate the layout. Note that and all existing formatting will be lost.
Update Layout	Click this button to update the contents of the form, without clearing all previous formatting.
Set Standard Colors	Click this button to re-set all color coding to standard colors.
Set Number Format for Selected Cells	Click this button to define if you want to use thousand separator and how many decimals the cell should display. This option gives you the possibility to ignore the decimal settings made in the Regional Options setup on the server where IBM Cognos Controller is installed. Note that you have to set number of decimals for each account in Account Structure - Define .
Set Options for the Layout	Click this button to define settings for the scroll area, grid offset and viewable area. Note that you can have different print and view areas.
Show System Rows and Columns	Click this button to view system rows and columns.
Hide System Rows and Columns	Click this button to hide system rows and columns.
Undo all Changes since Last Save	Click this button to undo all the changes that you have made to the form since you last saved the form.
Saves the Layout	Click this button to save the changes to the form.
IBM Cognos Controller Online Help	Click this button to display the online help for Layout.

The Data Entry Toolbar in Microsoft Excel

When opening a form for data entry in Microsoft Excel, you have access to a Data Entry toolbar, in addition to the Excel functionality.

Button Name	Description
Data Entry Reported Values	Click this button to select a new form for data entry.
Reload Form	Click this button to refresh the form after a change in the layout.
Account Description	The account description, that is defined in the Define Account Structure window.
Shareholdings and Investments	The investment register for accounts that have been defined for investments within the group. Click the Shareholdings and Investments button to open the Data Entry - Shareholdings and Investments in Group Companies window. Enter the shareholding information and investment value and save. The total investment is displayed in the form in the investments account.
Enter a comment	Click this button to enter a free text comment for a specific cell.
Form Link	Click this button to get access to the form linked to the selected account.
Intercompany Details	If the account is an intercompany account, click this button to open a the Intercompany Details window. Enter the counter company code, transaction currency (if relevant) and amount.
Get Counterpart Information	Click the Get Counterpart Information button to update the window with the values reported by counter companies. If transaction currency is used, the column Difference will also be displayed. This is used for intercompany forms.
Why is the cell locked?	Click this button for information about why a specific cell is not open for data entry.
Save the form	Click this button to save the form with your edits.
IBM Cognos Controller Online Help	Click this button to display the online help for Data Entry.

Table 72. Data Entry toolbar in Microsoft Excel

IBM Cognos Controller Functions in Microsoft Excel

You can use functions and parameters to load data from the IBM Cognos Controller database.

You can, for example, load company names or other text information, values from the investments register or monthly values. A complete list of IBM Cognos Controller functions is available in "IBM Cognos Controller Functions" on page 362.

Example

An example of an fGetVal Formula that fetches data from the IBM Cognos Controller database can look like this:

=cc.fGetVal("0106";"+0";"YTD";"AC";"1200";"LE";"";"LC";

"30100";"";"FR1";"";"";"REPO";"T";"";"F";"";"";0)

Where 0106 = Period

0+ = Relation

YTD = Interval

AC = Actuality

1200 = Company

LE = Consolidation Type

LC = Local Currency

30100 = Account

FR1 = Dimension

REPO = Closing Version

T/F = True/False (used for closing version/contribution version)

Prerequisites

- All functions begin with "=cc.", for example, "=cc.fAcc()".
- Many of the functions use parameters as input. The parameters can be expressed as a code, a cell reference or a system column/row.
- Depending on your operative system settings (see the Control Panel), the character used for separating parameters can differ.

Select a Controller Function

Controller functions are grouped in a separate category in Microsoft Excel.

Procedure

Select the **Formulas** tab/**Function Library** group/**Insert Function** (Excel 2007), or click the **Paste Function** button in the toolbar, select the **Controller** function category to display the list of all available function names.

Work with Controller Link Reports

In the Controller Link you create and save reports like if it was an ordinary Microsoft Excel report.

In Excel, you can use the IBM Cognos Controller functions and the **Paste Codes** functionality as well as all the functionality in Microsoft Excel. To update values

with the latest changes in IBM Cognos Controller, select **Refresh** on the Controller menu or press F9. Save your Controller Link report on the **Office Button/Save As** (Excel 2007).

Get Started

There are numerous ways to create **Controller Link** reports. One way to get started is to create an **Controller Link** report template that you can save and reuse any time you want to create a new report.

Example

Here is an example of a report where you enter the name of the parameters you normally use as input in your functions in the upper left corner. Let your functions in the report refer to these parameters. This way the parameters can more easily be changed to, for example, another company or period, than if they were inserted in the functions directly.

You can also put parameters as headers on rows or columns if you want to look at the output from a number of parameters of the same sort, like for example accounts.

For more information, see "Paste Codes."

Paste Codes

Select **Reports/Paste Codes** on the **Controller** menu.

Sometimes it can be useful to put parameters as headers on rows or columns in a report. With the **Paste Codes** functionality it is possible, in an efficient way, to paste parameters like **Account**, **Company**, **Currency Code** and **Extended Dimensions 1-4** horizontally or vertically into the Microsoft Excel sheet. The **Paste Codes** functionality is the only way to download these parameters automatically into an **Controller Link** report.

Procedure

- 1. On the Controller menu, click **Reports/Paste Codes**. The dialog box **Paste Codes** opens.
- 2. Select the code of your choice and whether you want to paste it horizontally or vertically. Click **OK**. A list box containing all available parameters opens.
- **3**. Select the parameters of your choice and click **OK**. The parameters you have selected are pasted into the Excel sheet as values.

Automatic journals at subgroup level in Controller Link reports

In IBM Cognos Controller Link reports, you can choose to view automatic journals types either summed into contribution version Base at subgroup level, or all automatic journal types specified separately at the subgroup levels.

Note: The default setting is to present automatic journal types specified separately at the subgroup levels. Journal number 0 indicates that the amount originates from a subgroup level.

For more information, see "View automatic journals at subgroup level" on page 550.

Viewing automatic journals

In IBM Cognos Controller you can view automatic journal types summed into the contribution version base at subgroup level.

Procedure

- 1. Open a report in Microsoft Excel.
- 2. Position the cursor in cell A1 in the first worksheet of the report.
- 3. Click Insert > Name > Define.
- 4. Type "AJTASBASE".
- 5. Click OK.

Insert Controller Functions

In Microsoft Excel, select **Functions** on the **Formulas** tab/**Function Library** group/Insert Function (Excel 2007), the **Paste Function** window opens.

By using the Controller functions it is possible to retrieve data directly from the IBM Cognos Controller database.

One of the most important functions is the fGetVal function, which retrieves for example monthly values or year-to-date values.

After you have entered a function in the Excel sheet you have to select the **Controller/Reports/Refresh F9** menu to download the latest updated data.

For more information, see "Update Data" on page 352.

Procedure

- 1. Place the cursor on the cell where you want to paste the information.
- On the insert menu, click Functions or click the Paste Function button. The dialog box Paste Function opens. On the left hand side all Function categories are displayed.
- **3**. Select the IBM Cognos Controller category. All available functions are displayed in the list box to the right.
- 4. Select the desired function in the list box to the right and click **OK**. A dialog box opens.
- 5. Enter the function parameters. The parameters can be cell references or values. Use the scroll bar to view all parameter input boxes.
- 6. Click **OK**. The information is displayed in the cell. See IBM Cognos Controller functions for more information about all available functions and input parameters.

Create Reports with Efficient Design

You can improve report performance and make it easier to maintain reports by following design best practices.

One important rule to remember is that the sheets in the workbook must be calculated in strictly alphabetical order. For example, if you have a workbook with sheets ordered "a", "b", "c", "d" then sheet "d" can have formulas pointing to sheet "a" but not the other way around. This is because the Microsoft Excel dependency tree calculates the sheets in alphabetical order and it will affect the performance when calculating values in all sheets in the workbook. So, if sheet "a" were to have formulas pointing to sheet "d", it would begin by calculating sheet "a", then move

on to the next alphabetical sheet. When the calculation of sheets reaches sheet "d", Excel must return to recalculate some of "a", then go back and finish "d".

If optimal performance is required, then the logical alphabetical ordering of sheets described below must be implemented in the workbook:

Insert all IBM Cognos formulas in a sheet named so that it will be the first to be calculated. For example, name it "a.Datasheet", then create worksheets named "b.Report", "c.Report and so on, where you make references to the "a.Datasheet".

Also, start the sheet names with letters, not numbers, since Excel's calculation order with "001", "002", ..., "021" etc. can be erratic. If you have more than 26 sheets, just use the names "aa", "ab", etc. You are still free to have sheet names like "a.Datasheet",..., "z.Results" etc.

IBM Cognos Controller is constantly developed to meet new demands. Sometimes the IBM Cognos Controller functions are changed, which means that the Controller Link reports might need to be upgraded. Upgrade to new releases is made automatically on the Controller menu. However, Controller Link reports can be created in an infinite number of ways which can make the automatic upgrade very complicated. To certify the automatic upgrade of reports in the future they have to meet certain criteria (This is the way to build reports that is supported by IBM Cognos Controller when upgrading).

Insert all IBM Cognos Controller functions in a sheet with the name "Datasheet" in it, for example "a.Datasheet", thus observing the calculation order of worksheets according to the text above. Then make references to the data sheet from the other sheets in the workbook. Note that there can only be one IBM Cognos Controller function per cell in the data sheet. The number of data sheets can be more than one.

This will also result in the following benefits:

- The report will be easier to maintain.
- Every value will be fetched only once and fewer functions means increased performance.

Different Methods of Updating a Microsoft Excel Report

Pressing F9 will refresh all worksheets in a workbook. Perform the following steps if you want to view the first and the second worksheet without processing other values. This will make the updating process more efficient:

If you want to view all the worksheets, press F10 every time you open a worksheet. This will speed up the process of fetching values from the database.

Note: Pressing F10 will update the current worksheet and all other worksheets that are referenced by it. If you experience slow performance, try to replace references to the fGetVal functions on other worksheets with the actual fGetVal function.

Procedure

- 1. Open a Microsoft Excel report, select the first worksheet and press F10. This method is fast and will refresh this worksheet only.
- **2**. After looking at the values, select the second worksheet and press F10. This will refresh this worksheet only.
- 3. Close the workbook.

Performance for Different Types of Reports

The performance of a worksheet depends on the number and complexity of fGetVal functions. The number of worksheets included in a Microsoft Excel sheet does not affect the performance itself, but it may increase the complexity and the size of the report.

How much a database query can be optimized, that is how much data you search through, depends on the type of report. For example, you have 2 worksheets. Sheet 1 has 5000 accounts and one period/actuality. Sheet 2 has 10 accounts and 36 combinations of period/actuality. Using F10 in sheet 1 will execute the query to the database fast. Using F10 in sheet 2 will also execute the query to the database fast. If you use F9 instead, which will execute both sheets 1 and 2, the query can not be optimized at all and the performance will be slow. The reasons for this are that the amount of data to query is much larger (5010 accounts x 36 period/actualities = 180360), and also the increased number of fGetVal functions take longer to process. Performance in this case is not affected by the number of worksheets.

Enhanced Reporting Optimization

To speed up the processing time for large reports that contain many fGetVal functions, you can use the enhanced reporting optimization functionality.

You have to make additional settings to all the reports that use this functionality.

Note: Note that additional settings also have to be made during installation and configuration of your installation. Contact your system administrator for more information.

Procedure

- 1. Open a report in Microsoft Excel.
- 2. Position the cursor in cell A1 in the first Excel worksheet of the report.
- 3. From the Insert menu, select Name, Define.
- 4. Type Optimise2 in the Names in workbook cell, and click OK.

Update Data

You need to update the workbook if changes have been made in IBM Cognos Controller since the last time you used the **Controller Link**.

When you open an existing workbook, the **Controller Link** shows the data last saved for the current workbook, not the data from the buffer memory or from the IBM Cognos Controller database. The same applies if changes are made in IBM Cognos Controller while you are logged on to the **Controller Link**.

Procedure

On the Controller menu, click **Refresh** to update the data in the Controller Link report (workbook) with the latest changes in IBM Cognos Controller. The function keys F9 (refresh workbook) and F10 (refresh worksheet) also serves as Refresh if you are logged on to IBM Cognos Controller. Otherwise it functions as usual in Microsoft Excel. The report will display 0 for all functions for which it does not find any values.

The **Refresh** Functions (F9) and (F10) only works for the **Controller Link**. If you want to refresh a report created in **Reports/Create**, you have to choose **Reports/Run Report** to update the data.

Work with the Report Generator in the Controller Link

The Report Generator functionality in the Controller Link is the same as in IBM Cognos Controller. A report created in the Report Generator can be generated both from IBM Cognos Controller and Microsoft Excel.

The report as well as the design are saved in IBM Cognos Controller. An Controller Link report cannot be generated from IBM Cognos Controller, only from Excel.

Save Reports from Microsoft Excel

If you click on the **Office Button/Save As** in Microsoft Excel 2007, the report will be saved as an Controller Link spreadsheet.

An Controller Link spreadsheet is updated by pressing the F10 key while the entire workbook is updated by pressing F9.

Changes made to the layout in an Controller Link spreadsheet will not be saved in the Controller Report Generator. Once an Controller Link spreadsheet is created its connection to the Controller Report Generator is cut. The original report will still remain in IBM Cognos Controller.

Procedure

On the **Controller** menu, click **Reports/Save Report**. The report including the layout and additional Excel and IBM Cognos Controller functions used in the Excel sheet will be saved.

Open Reports from Microsoft Excel

When the report is opened up in Microsoft Excel you can continue working with it. You can add layouts, formulas, graphs etc.

Procedure

- 1. On the Controller menu in Excel, click Reports/Open Report.
- 2. Write the code of the report you want to open, or select the report from the drop down list.
- 3. The group and local name of the report is shown.
- 4. Choose OK or Cancel.

Results

Note: You need to generate the report to fill it with data. Click **Run Report** on the Controller menu.

Create Reports from Microsoft Excel

You can create reports in Microsoft Excel.

Procedure

On the Controller menu in Excel, click Create Report.

For more information on how to create Report Generator reports, see "Create New Reports" on page 320.

Generate Reports from Microsoft Excel

Reports can be generated from IBM Cognos Controller or Microsoft Excel. From IBM Cognos Controller you can choose to generate several reports at the same time by choosing several parameters. But in Excel you generate one report at the time. To generate a report from Excel:

Procedure

- 1. On the **Controller** menu in Excel, click **Reports/Open Report**. (If the report is not already open.)
- 2. On the **Controller** menu, click **Reports/Run Report**. The **Run Reports** window opens.
- **3**. Enter the actuality, period and forecast actuality for which you want to generate the report.
- 4. Enter the consolidation type and company for which you want to generate the report.
- 5. Enter the currency type for which you want to generate the report. This can be the local currency (LC) or the converted currency according to the group's common currency in the company structure, for example LE.
- Enter the currency code you want to use, for example ER. This field is only mandatory if you are processing a report with multi currency company codes (\$M) as currency type.
- 7. Enter the extended dimension for which you want to generate the report. If no dimension is entered the total will be used.
- 8. Enter the closing version/journal type for which you want to generate the report. REP is used as default. Use the check box to toggle between Closing Version and Journal Type.
- **9**. Enter the contribution version/automatic journal type for which you want to generate the report. Use the check box to toggle between contribution version and automatic journal type.
- **10.** Enter the account, the form, the movement extension and the counter company for which you want to generate the report.
- 11. Click **OK** and the Excel sheet will expand in rows/columns filled with values. You can now make changes to the report layout in Excel or enter IBM Cognos Controller Report functions or IBM Cognos Controller Link functions.
- 12. Click **Save Report** if you have made changes to the report. When you click the **Office Button/Save As** (Microsoft Excel 2007) converts the report to an Controller Link worksheet.

Results

- You can only generate one report at a time. For example you cannot choose more than one period at the same time. To do this you need to generate the report from **Controller/Reports/Run**.
- The layout of the report determines which parameters are applicable when generating a report. For example if a certain company is defined in the column definition in the report, selecting another company at **Reports Run** will have no effect on the report. For more information on creating reports, see "Create Reports" on page 319.
- See the IBM Cognos Controller Functions tables for more information on entering functions and their specific parameters.

Custom Views

In **Data Entry - Reported Values** you can use different customized views for a form. The purpose of this functionality is to allow different users to select different layout versions.

Only one custom view can be active at a specific time. You set the default custom view in **Maintain/Personal Defaults** the **Layout** tab. When you print from Microsoft Excel, the printer settings from the current active custom view will be used.

If you want to create a custom view for a specific form, perform the following steps:

Procedure

- 1. In the Form Structure Define window, enter layout mode.
- 2. Select the form you want to define a custom view for.
- **3**. In **Excel**, enter the printer settings you want to use for the specific form and view.
- 4. In View/Custom Views, click Add.
- 5. Enter a name for the view. You can use the printer setting you have selected as a name, for example Letter.
- 6. Make sure that the **Print Settings** check box is selected. We recommend that hidden rows, columns and filter settings are not selected.
- 7. Click **OK** and save the form.

Export Data

The function fExpVal makes it possible to export data from the Controller Link into the IBM Cognos Controller database. The values that can be exported are always reported values (REPO).

Before you create your Microsoft Excel sheet for exporting data, try to define an efficient design. For each and every parameter, enter the reference to the corresponding cell in the Excel sheet. If you use absolute and relative references in this function you can easily copy and paste the function to cover all records in your Excel sheet.

Note:

The file names of Microsoft Excel reports must be 80 characters or less. If a file name exceeds 80 characters, the following message appears:

There were no fExpVal functions found.

Procedure

- 1. Log on to the IBM Cognos Controller Link.
- 2. Prepare all your reported values (REPO) in the excel sheet. It is not possible to prepare an export for company journals, group journals or automatic journals. An example: If you want to export the budget values for the next year, insert fGetVal functions to get the actual values from the last year. In the next cell you can e.g. multiply the actual value by 1,1 (10% increase) to get the value you want as budget value.
- 3. Go to an empty cell where you want to paste your cc.fExpVal function.

- On the Insert menu, click the Formulas tab/Function Library group/Insert Function (Excel 2007), or click the Paste Functions button. The dialog box Insert Functions opens. The all Function categories are displayed.
- 5. In the category list box, select the Controller category. All available functions are displayed in this list box.
- 6. Select the fExpVal function and click OK. A dialog box opens.
- 7. Enter the function parameters and click **OK**. The parameters can be cell references or values.
- 8. To execute the export, log on to the IBM Cognos Controller Link and click the menu **Export Data** under the **Controller** menu.

Note: Assigning the formula fExpVal to cells, which contain duplicate information is not permitted when you use the Excel Link. An example is where multiple duplicate cells relate to the same period, actuality company, currency, extended dimensions 1-4, and other dimensions are assigned fExpVal formulae. This scenario is not permitted. The expected behavior would be to aggregate these cells to one cell and assign a single fExpVal formula on the aggregated cell.

Convert Workbooks to the Latest Version

You can convert all **Controller Link** reports to a new design that might have been implemented in the latest version of IBM Cognos Controller.

The **Controller Link** reports are updated one by one by the users themselves. The conversion will only take place once. If the report is large, and contain a large number of fGetVal functions, the conversion may take some time.

Chapter 12. Dimensions, Functions and Parameters in the Report Generator and Controller Link

This chapter describes dimensions, functions and parameters used in the Report Generator and Controller Link.

For a description of how to insert functions and parameters, see "IBM Cognos Controller Functions in Microsoft Excel" on page 347

The Difference between Functions and Parameters

IBM Cognos Controller processes both functions and parameters.

Table 73. Definitions of functions and parameters

Term	Definition
Functions	Used to perform various types of calculations or to load specific texts or values. Functions begin with the code =cc.f, for example, =cc.fGetVal(input). Parameters are used as input data.
Parameters	Used as input data for functions. For example, if you want to be able to load an account name you must enter for which account code the name should be loaded. The account code (1210) is a parameter of the function that loads the account name (fAccName). The formula will thus be =cc.fAccName("1210").

IBM Cognos Controller Dimensions

These are the available dimensions used for reports.

Period

Periods to be displayed, also in combination with a selected actuality.

Extra columns

Period Formula, Period Interval

Period Formula

The relation to the current period. Periods to be displayed:

- +0 shows the values for the period (for example 0207) used as reference
- -24 shows the values for 24 months (for example 0007) before the reference period

- N207 Negative, two years, month seven shows the values for two years back, month seven (for example 0007), no matter what the current default period is in the year 02xx.
- +24 shows the values for 24 months after the reference period (for example 0407)
- P207 Positive, two years, month seven shows the values for the year two years ahead, always month seven (for example 0407), no matter what the current default period is in the year 02xx.

Period Interval

Period Intervals to be displayed:

- YTD Year To Date. Cumulative value from the beginning of the year to the reference period.
- 1 The value for 1 month. The value for the reference period minus the value for the previous month.
- 2 The value for 2 months. The value for the reference period minus the value for the two months prior.
- 3 The value for 3 months. The value for the reference period minus the value for the three months prior.
- 4 The value for 4 months. The value for the reference period minus the value for the four months prior.
- 6 The value for 6 months. The value for the reference period minus the value for the six months prior.
- 12 The rolling value for 12 months. The value for the reference period minus the value for the corresponding period the previous year plus the value of the previous year's closing of the books.
- NPY Number of Periods per Year. A rolling value for the number of months that the company has defined, e.g. rolling 12 or 13 months (set in the Maintain/General Configuration window, the General 1 tab).

Actuality

Actualities to be displayed:

- AC Actual
- BU Budget
- P1 Forecast 1
- and so on...
- \$\$ Actuality selected when generating a report.
- \$F Forecast actuality selected when generating a report.
- Nn User-defined actuality

Company

Companies to be displayed. \$\$\$\$\$ means that company is selected when generating a report.

Extra Columns

Expand One Level, Consolidation Type, Expand to Lowest Level.

Expand Company

If you have selected company as one of the axes, you will also have the possibility to expand groups. You select this check box if the summation structure one level down is to be displayed for the selected group. Only groups can be expanded, not companies.

Consolidation Type

Consolidation types to be displayed. \$\$ means that consolidation type is selected when generating a report.

Note: The combination of company \$\$\$\$\$\$ and the consolidation type \$\$ means that the report can apply to all structures.

Group Perspective

Group Perspective to be displayed, i.e. eliminations belonging to a specific group.

Expand All Levels

If you have selected company as one of the axes, you will also have the possibility to expand groups. You select this check box if you want to see the lowest level in the selected group.

Currency Types

Currency types to be displayed:

- LC Local Currency
- LE Group Currency in Legal Structure
- \$\$ Currency Type selected when generating a report
- \$M Multi Company Currency is prompted for when generating a report
- Nn User-defined currency type

Account

Accounts or forms to be displayed, also in combination with a selected movement extension. Forms are entered as #form code. Then all the rows in the form are displayed and you do not need to define each row individually. If there are any changes in the form these changes are also updated here. \$A means that account is selected when generating a report. \$F means that form is selected when generating a report. At reports generated from IBM Cognos Controller, use the check box next to the account to choose the desired form.

Expand Account

If you have selected a summation account as one of the axis, you will also have the possibility to expand accounts.

- If you have selected an account, you select this check box if the summation structure is to be displayed for the account selected.
- If you have selected a form, the check box will be automatically selected to show all accounts included in the form.

Extended Dimension 1-4

Extended dimensions 1-4 to be displayed. \$\$\$\$ means that extended dimension 1-4 is selected when generating a report. Blank extended dimension 1-4 signifies total.

Expand Dimension 1-4

If you have selected Extended Dimension 1-4 as one of the axes, you will also have the possibility to expand extended dimensions. The expansion will be one level in the dimension structure.

Closing Version/Journal Type

Closing versions/journal types to be displayed. If this is defined, the company and consolidation type must also be entered. Blank journal type signifies reported value. \$\$\$\$ means that Closing Version is selected when generating a report. \$\$ means that Journal Type is selected when generating a report.

Note: If this is defined, the company and consolidation type must also be entered.

Is Closing Version

A check box determines whether closing version or journal type is selected.

Contribution Version/Automatic Journal Type

Contribution versions/automatic journal types to be displayed. Blank automatic journal type signifies base value. \$\$\$\$ means that Contribution Version is selected when generating a report. \$\$ means that Automatic Journal Type is selected when generating a report.

Note: If this is defined, the company and consolidation type must also be entered.

Is Contribution Version

A check box determines whether contribution version or automatic journal type is selected.

Standard Contribution Version

Note: This field is only available if you run the consolidation model that was default before the 8.1 release of IBM Cognos Controller.

Standard Contribution Version is created with the purpose that, while using one Contribution Version only, you can make reports that at the same time show reported values for the chosen companies and for example Total (Total can be defined by the user) for the chosen groups. For companies, Standard is always Contribution Version BASE. For groups, the user defines the Contribution Version that should be used as Standard. On the menu Maintain/Configuration/Define/Contribution Version/Automatic Journal Types, tab Standard Contribution Version, click on the pop-up menu to select the Contribution Version you want to be selected as Standard.

Movement Extension

Movement extensions to be displayed. \$\$\$ means that movement extension is selected when generating a report.

Counter Company

Counter companies to be displayed.

Expand Counter Company

If you have selected counter company as one of the axes, you will also have the possibility to expand counter company. Counter company can only be expanded with blank counter company. You select this check box in three combinations to display different information:

- Counter Company is blank and Expand Counter Company is selected the rows below display all records with counter companies.
- Counter Company is blank and Expand Counter Company is not selected any values with counter companies are totaled and the total is loaded.
- Counter Company is entered and Expand Counter Company is not selected the specific counter company's value is loaded.

Counter Dimension

Counter dimensions to be displayed. \$\$\$\$ means that counter dimension is selected when generating a report.

Note: Only extended dimension 1 is selectable for counter dimension.

Expand Counter Dimension

If you have selected counter dimension as one of the axis, you will also have the possibility to expand counter dimension. You select this check boxes in three combinations to display different information.

- Counter Dimension is entered or blank and Expand Counter Dimension is selected the rows below display all records with counter dimension, expanded one level.
- Counter Dimension is blank and Expand Counter Dimension is not selected any values with counter dimension are totalled and the total is loaded.
- Counter Dimension is entered and Expand Counter Dimension is not selected the specific counter dimension's values is loaded.

Journal Number

Journal number to be displayed (between 0 and 999).

Expand Journal Number

If you have selected journal number as one of the axes, you will also have the possibility to expand journal number. Only blank Journal number can be selected. You select this check box in three combinations to display different information:

• Journal Number is blank and Expand Journal Number is selected - the rows below display all records with journal numbers.

- Journal number is blank and Expand Journal Number is not selected any values with journal numbers are totaled and the total is loaded.
- Journal Number is entered and Expand Journal Number is not selected the specific journal number's value is loaded.

Local Text

Will always appear on both axes. Content will depend on what dimensions have been chosen on that axes.

Group Text

Will always appear on both axes. Content will depend on what dimensions have been chosen on that axes.

IBM Cognos Controller Functions

In forms, the report generator and the Controller link you can use predefined functions and parameters to calculate certain statistics or mathematical formulas and process strings.

The list below shows all IBM Cognos Controller specific functions and what type of information they return:

- All functions begin with "=cc.", for example, "=cc.fAcc()".
- Many of the functions use parameters as input. The parameters can be expressed as a code, a cell reference or a system column/row. Depending on your operating system settings (see the Control Panel), the character used for separating parameters can differ.

Insert Functions in Reports

Functions that have Optional as an input parameter are so called index functions. The index functionality can only be used in the report generator. Index functions can be used with an index number, with blank or in some cases with a value as input.

When you create a report in the report generator you will put dimensions, for example account, on either a row or a column. When you later generate the report the index functions will refer to these rows/columns to find a value.

If you use an index number as input in an index function, for example fYear(2), the corresponding row/column index will be used. In this case the function will return the period (year) it finds on the second system row/column.

If Blank is used as a parameter and the index function is entered on a system row/column then the function will return the value, for example period, it finds on that row/column. If the function is not entered on a system row/column, it will return the value it finds on the first system row/column.

As an example, in a report, period is moved to **Column Definition** on the **Axes** tab in **Reports/Create**. In other words periods are chosen for the columns in the report and you can choose different periods on different columns.

Note: Remember that you should never make references to the "blue text" (created by the system) because this text can be changed in the future and your references are lost. Make references to text (or functions) that you insert as Group/Local text

in <uicontrol>Column</uicontrol>/<uicontrol>Row Definition</uicontrol> in Reports Create or insert an index number as described above. Of course you can also make references to other functions or values you have inserted in the report yourself.In the index functions where you, besides entering an index number or blank can enter a value, you have to remember to insert double quotation marks (" ") around the parameter if you are inserting a numeric value. For example fAccName("1210") will return the name of the account 1210 while fAccName(1210) will return the name of the account on the system row/column 1210.

Procedure

1. If you insert the function fYear() without a parameter and not in a cell under a system column, then the function will return the period (year) according to the first system column.

Note: This period doesn't have to be the same period that you generate the report for.

- 2. If you insert the function fYear() without a parameter under a system column, e.g. column F, the function will return the period that is used in that same column.
- 3. If you insert the function fYear(2) with index number 2 in it in the report, the function will return the period that is used in system column number 2 in the report. (Every system row/column has a number in it on column A or row number 1 in blue text).

Functions

Many functions can be used in more than one of the system parts Controller Link, Forms and Report Generator.

In the functions list below you can see in which system area you can use the different functions and examples of Excel and Report Generator functions.

Note that this list includes functions for Forms.

For more information on parameters, see "IBM Cognos Controller Parameters" on page 382.

fAcc

Account.

Used in: The Report Generator

Input parameters: fAcc(Optional)

Example: $fAcc() \Rightarrow 2099$

fAccName

Account Name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fAccName(Optional, Acc)

Example: fAccName('2099') => Net Income

fAccShort

Account Short Name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fAccShort(Optional, Acc)

Example: fAccShort('2099') => Net Prof.

fAccType

Account Type.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fAccType(Optional, Acc)

```
Example: fAccType('2099') => I
```

fAct

Actuality.

Used in:

- Forms
- Report Generator

Input parameters: fAct(Optional)

Example: fAct() => AC

fActName

Actuality Name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fActName(Optional, Act)

Example: fActName('AC') => Actual

fCalcVal

Updates the database with the value calculated in Cell. This value is calculated when you run **Group/Calculate Report Formulas**. Acc is the account to store the calculated value on and Cell can be a formula or the value to store on the account.

Used in:

• The Report Generator

Input parameters: fCalcVal(Per;Act;Comp;CurrCode;Acc; Dim1-4;JrnType;Cell)

Example: fCalcVal('0112';'AC';'4001';'SEK';'3010'; 'FR1';;;;'AA';B20) => 44444

fCbm

Period for the closing of the books.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCbm()

Example: $fCbm() \Rightarrow 12$

fCComp

Counter Company.

Used in:

• The Report Generator

Input parameters: fCComp(Optional)

Example: fCComp() => 1001

fCDim

Counter Dimension.

Used in:

• The Report Generator

Input parameters: fCDim(Optional)

Example: $fCDim() \Rightarrow 7060$

fClosVer

Closing Version.

Used in:

- Forms
- Report Generator

Input parameters: fClosVer(Optional)

Example: fClosVer() => REPO

fClosVerName

Closing version name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fClosVerName(Optional, ClosVer)

Example: fClosVerName('REPO') => Reported value

fComment

Retrieves comments entered on the specified account in a form. The function can retrieve text containing up to 255 characters. If you need to retrieve more than 255 characters then use the function fCommentLong.

Used in:

- Controller Link
- Report Generator

Input parameters: fComment(Per;Act;Comp;CurrCode; Acc;Dim 1-4;JrnType)

Example: fComment('0212';'AC';'1100';'USD';'3010';'JT') =>This account is...

fCommentLong

Retrieves comments entered on the specified account that exists on a form. Where no Destination Cell is entered, the comment will be inserted in the first cell to the right of the function. Please note that if a Destination Cell is specified it must be an absolute cell reference and put within quotes. Due to performance issues, use this function only if you need to retrieve text containing more than 255 characters. Otherwise use the function fComment.

Used in:

- Controller Link
- Report Generator

Input parameters: fCommentLong(Per;Act;Comp;CurrCode;Acc;Dim1-4;JrnType;Dest.Cell) Example: fCommentLong('0112';'AC';'1001';'SEK';'2099';FR1;;;;'\$A\$5')

fComp

Company Code.

Used in:

- Forms
- Report Generator

Input parameters: fComp(Optional)

Example: $fComp() \Rightarrow 1000$

fCompCurr

The currency of the specified company's currency type in a certain period.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompCurr(Comp;CurrType;Per)

Example: fCompCurr('1200';'LC';'0112') => SEK

fCompGroup

The group to which the specified company belongs.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompGroup(Comp;ConsType;Per)

Example: fCompGroup('1200';'LE';'0112') => 1000

fCompInfo

Company information from the More Information tab in the Company Structure window. The information is retrieved from the specified row number.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompInfo(Comp;RowNo)

Example: fCompInfo('1200';1) => This company is...

fCompLock

The company lock function returns True or False. True - the company is locked. False - the company is unlocked. When the submission parameter is left out or set to zero, the last updated submission's status is shown.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompLock(Per;Act;Comp;Optional Submission)

Example: fCompLock('0012';'AC';'1100')

fCompName

Company Name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompName(Optional, Comp)

Example: fCompName('1001') => IBM UK

fCompOwnp

The company's owned percentage.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompOwnp(Comp;ConsType;Per)

Example: fCompOwnp('1001';'LE';'0112') => 100

fCompShort

Company short name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompShort(Optional, Comp)

Example: fCompShort('1001') => FR. AB

fCompType

Company type code, K (group) or D (subs.).

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompType(Optional, Comp)

Example: fCompType('1000') => K

fCompVotep

The company's vote percentage.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCompVotep(Comp;ConsType;Per)

Example: fCompVotep('1001';'LE';'0112') => 100

fConsMethod

The company's consolidation method.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fConsMethod(Comp;ConsType;Per)

Example: fConsMethod('1001';'LE';'0112') => P

Note: To use this function for automatic consolidation types, you must set the appropriate consolidation method. For more information see, "Define Consolidation Types - the Define Tab" on page 16.

fConsType

Consolidation Type.

Used in:

- Forms
- Report Generator

Input parameters: fConsType(Optional)

Example: fConsType() => LE

fConsTypeName

Consolidation type name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fConsTypeName(Optional, ConsType)

Example: fConsTypeName('LE') => Legal

fContVer

Contribution Version.

Used in:

- Forms
- Report Generator

Input parameters: fContVer(Optional)

Example: fContVer() => BASE

fContVerName

Contribution version name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fContVerName(Optional, ContVer)

Example: fContVerName('BASE') => Base Value

fCRate

Currency rate. The available rate types are: B(Closing rate) M(Average Yr rate) D(Average period rate)

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCRate(Per;Act;CurrCode;RateType)

Example: fCRate('0112';'AC';'USD';'B') => 10,57

fCUnit

Currency unit by which the currency is divided/multiplied in the currency rate register (E.g. 1, 10, 100).

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fCUnit(CurrCode)

Example: fCUnit('SEK') => 1

fCurr

Currency code for the specified company and currency type. Index can be used, for example the 6th company in the index, but this is optional, it can be blank.

Used in:

- Controller Link
- Report Generator

Input parameters: fCurr(Optional, CompIndex; Optional, CurrIndex)

Example: fCurr(6;1) => GBP

fCurrType

The currency type code.

Used in:

• Forms

fCurrTypeName

The currency type code.

Used in:

• Forms

fDim1

Extended Dimension 1.

Used in:

- Forms
- Report Generator

Input parameters: fDim1(Optional)

Example: $fDim1() \Rightarrow COMP$

fDim2

Extended Dimension 2.

Used in:

- Forms
- Report Generator

Input parameters: fDim2(Optional)

Example: $fDim2() \Rightarrow 7060$

fDim3

Extended Dimension 3.

Used in:

- Forms
- Report Generator

Input parameters: fDim3(Optional)

Example: $fDim3() \Rightarrow 1030$

fDim4

Extended Dimension 4.

Used in:

- Forms
- Report Generator

Input parameters: fDim4(Optional)

Example: $fDim4() \Rightarrow 7500$

fDim1Name

Extended dimension 1 name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameter: fDim1Name(Optional, Dim1)

Example: fDim1Name('COMP') => Computer

fDim2Name

Extended dimension 2 name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameter: fDim2Name(Optional, Dim2)

Example: fDim2Name('7060') => ASIA

fDim3Name

Extended dimension 3 name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fDim3Name(Optional, Dim3)

Example: fDim3Name('1030') => Lund

fDim4Name

Extended dimension 4 name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fDim4Name(Optional, Dim4)

Example: fDim4Name('7500') => Saft

fExpVal

Exports values to the IBM Cognos Controller database using specified parameters.

The records that are defined for the function fExpVal must be unique. The function fExpVal does not allow duplicate records. Aggregate the duplicate records before you define the fExpVal function formula.

Used in:

Controller Link

Input parameters: fExpVal(Per;Act;Comp;CurrCode;Acc;Dim1-4;CComp;Orig Comp;CDim;Trans CurrCode;Amount;Trans Amount)

Minimum req parameters: Per;Act;Comp;CurrCode;Acc;Amount.

Example: fExpVal('0112';'AC';'1001';'SEK';'2099';;;;;'2200';;;;750;) => 750

fForm

The currency type code.

Used in:

• Forms

fFormName

The form name.

Used in:

• Forms

fGetVal

Value stored for the specified parameters.

Used in:

- Controller Link
- Report Generator

Input parameters: fGetVal(Per;Period Formula;Interval; Act;Comp;ConsType;Group Persp;CurrCode/ CurrType;Acc;Movement; Dim1-4;ClosVer/JrnType; Is ClosVer;ContVer/Auto Jrn;Is ContVer;Form;CComp; CDim;JournalNo)

Is ClosVer and Is ContVer require T (True) or F (False) as input (T is default if nothing is entered). For example Is ClosVer T means that closing version is used as input. F means that Journal Type is expected as input. Minimum req parameters: Per;Act;Comp;CurrType/CurrCode; Acc;ClosVer/JrnType;Is ClosVer;ContVer/AutoJrn;Is ContVer.

Example: fGetVal('0112';'+0';'YTD';'AC';'4001';'LE';;'LC'; '3010';;;'REPO';'T';;;;;) => 55555

fGroup

Group code. Returns the parameter Group Perspective in fGetVal.

Used in:

- Forms
- Report Generator

Input parameters: fGroup(Optional)

Example: fGroup() => 1000

fGroupName

Group name.

Used in:

- Controller Link
- Forms

• Report Generator

Input parameters: fGroupName(Optional, Group)

Example: fGroupName('1000') => IBM

fJournalNo

Journal Number.

Used in:

• The Report Generator

Input parameters: fJournalNo(Optional)

Example: fJournalNo() => 101

fJournalText

Journal description text.

Used in:

- Controller Link
- Report Generator

Input parameters: fJournalText(Per;Act;Comp;JrnType; Auto Jrn Type;ConsType; Group;JournalNo)

Example: fJournalText('0112';'AC';'1200';'AA'; 'LE';'1001';101) => This journal is...

fLastDay

The last day of specified period.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fLastDay(Optional, Per)

Example: fLastDay('0112') => 31

fLastRefresh

The last time an Controller Link report was refreshed.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fLastRefresh()

Example: fLastRefresh() => 2003-08-29 11:38

fMCurr

Multi company currency code.

Used in:

• The Report Generator

Input parameters: fMCurr()

Example: fMCurr() => SEK

fMonth

The period specified in the system column/row.

Used in:

• Forms

fMonName

Month name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fMonName(Optional, Per)

Example: fMonName('0112') => December

fMonShort

Month short name. Should be used together with fGetVal().

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fMonShort(Optional, Per)

Example: fMonShort('0112') => Dec

fMovExt

Movement Extension Code.

Used in:

• The Report Generator

Input parameters: fMovExt(Optional)

Example: fMovExt() => 010

fMovExtName

Movement extension name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fMovExtName(Optional, MovementExt)

Example: fMovExtName('010') => Purchase values

fMovExtShort

Movement extension short name.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fMovExtShort(Optional, MovementExt)

Example: fMovExtShort('010') => OB purch value

fMovExtType

Account type for the Movement extension.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fMovExtType(Optional, MovementExt)

Example: fMovExtType('010') => A

fNpw

Number of periods for weekly actualities.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fNpw()

Example: Npw() => 52

fNpy

Number of periods in a fiscal year.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fNpy()

Example: $fNpy() \Rightarrow 12$

fPer

Current Period.

Used in:

- Forms
- Report Generator

Input parameters: fPer(Optional)

Example: fPer() => 0112

fPerM

Current[®] month period, i.e. 5 (May).

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fPerM(Optional, Per)

Example: $fPerM('0105') \Rightarrow 5$

fPerSub

Calculates a new period based on the specified period and period formula, for example, 0112, +12 returns 0212.

Used in:

- Controller Link
- Report Generator

Note that this function should not be used for Forms.

Input parameters: fPerSub(Per;Period Formula)

Example: fPerSub('0112';'-1') => 0111

fPutComment

Displays the comment associated with one cell. The last parameter of the formula may reference to another cell holding an fPutComment formula.

Used in:

• Forms

fPutValue

Sets where entered values are saved in the database.

Used in:

• Forms

fRep

Report code.

Used in:

The Report Generator

Input parameters: fRep()

Example: fRep() => BS

fRepName

Report name.

Used in:

• The Report Generator

Input parameters: fRepName()

Example: fRepName() => Balance Sheet

fStatus

The Reporting Status function returns one of four values:

- 0 Missing no values have been reported.
- 1 Processing values have been reported.
- 2 Reconciled values have been reported and reconciled without reconciliation errors.
- 3 Ready the company has been reconciled and set to ready.

When the submission parameter is left out or set to zero, the last updated submisssion's status is shown.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fStatus(Per;Act;Comp;CurrCode;Optional Submission)

Example: fStatus('0112';'AC';'1001';'SEK') => 1

fStatusDate

The date when the reporting status code was last changed, expressed as 01-06-30. When the submission parameter is left out or set to zero, the last updated submission's status is shown.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fStatusDate(Per;Act;Comp;CurrCode;Optional Submission)

Example: fStatusDate('0112';'AC';'1001';'SEK') => 01-06-30

fStatusTime

The time when the consolidation status code was last changed, expressed as 10:27:30. When the submission parameter is left out or set to zero, the last updated submisssion's status is shown.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fStatusTime(Per;Act;Comp;CurrCode; Optional Submission)

Example: fStatusTime('0112';'AC';'1001';'SEK') => 10:27:30

fTaxRate

Company tax rate.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fTaxRate(Acc;Country or region)

Example: fTaxRate('2099';'SE') => 28

fText

Returns the text entered in Local or Group, depending on what language selection has been chosen.

Used in:
- Controller Link
- Forms
- Report Generator

Input parameters: fText(Local;Group)

Example: fText('Local';'Group') => Local

fTextDef

The text rows that are defined in the row and column definition.

Used in:

• Forms

fTotal

Shows the total value.

Used in:

• Forms

fTotalHdr

The heading for the fTotal function.

Used in:

• Forms

fUser

User ID of the user who is currently logged on.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fUser()

Example: fUser() => ADM

fUserName

User name of the user who is currently logged on.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fUserName()

Example: fUserName() => Administrator

fYear

Current year.

Used in:

- Controller Link
- Forms
- Report Generator

Input parameters: fYear(Optional, Per)

Example: fYear('0112') => 2001

IBM Cognos Controller Parameters

You can use the following parameters in IBM Cognos Controller.

Acc

Account.

Example: 1010

Act

Actuality.

Example: AC, BU, P1

Auto JrnType (EType)

Automatic journal type.

Example: <blank>, 61

CComp

Counter company.

Example: 1100 - Enter any counter company regardless of security restrictions set on companies.

CDim

Counter dimension.

Example: FR1 (Only Dim1 can be counter dimension), <blank>

Cell

Cell reference.

Example: sheet1!\$A\$2

ClosVer

Closing version

Example: REPO

Comp

Company code.

Example: 1000

ConsType

Consolidation type.

Example: LE, O1, OP

ContVer

Contribution version.

Example: BASE

CurrCode

Currency code.

Example: SEK

CurrType

Currency type.

Example: LC, LE, O1

Dim1 (same for Dim2-4)

Extended dimension 1.

Example: FR1, <blank>

Form

Form.

Not applicable in the Controller Link, only used by the report generator as a default.

Group Persp.

Group Perspective.

Example: 1000 - Enter any group.

Optional/Index

Index, the system rows/columns.

Example: Can be Blank or an index number, for example 1, 2 or 3. Index can only be used in the report generator.

Interval

Period Interval.

Example: 1,2,3,4,6,12, YTD (Year To Date) or NPY (Number of Periods per Year)

IsClosVer

Is Closing Version.

Example: If selected, sClosVer is returned If not selected, sBType is returned

IsContVer

Is Contribution Version.

Example: Requires T (True) or F (False) as input. If nothing is entered, T is used as default. Note that if a T or Blank is entered here then ContVer requires a contribution version.

JournalNo

Journal number.

Example: 0-999

Jrn/Type (Btype)

Journal Type.

Example: <blank>, U

Local/Group

Text in local language/group language. Used in fText().

Example: Returns the text entered in Local or Group, depending on what language selection has been chosen.

MovementExt

Movement extension.

Example: CB, 010

Per

Period.

Example: 0112, in YYMM format

PeriodFormula

A period's relation to the current reference period

Example: Nxxxx, Pxxxx, -x, +x, +0 where x can be: +/- 5 * NPY at monthly actuality +/- 5 * NPW at weekly actuality

RateType

Currency rate type.

Example: The available rate types are:B (Closing rate), M (Closing Yr rate), D (Average period rate).

RowNo

Row number.

Example: 1-20

Chapter 13. Currency Handling and Currency Translation

IBM Cognos Controller allows currency translation of foreign companies, in keeping with individual requirements.

Currency translation takes place with the same rules for reported values, company journals, group journals and acquisition calculations. Two methods run side by side: the current method and the MNM method.

Enter Currency and Historical Rates

In the currency register you register and store currency rates for a given period and actuality. You enter historical rates in a separate menu, **Group/Data Entry/Historical Rates**.

Enter Currency Rates

You can register the average rate for the year (currency translation code M), the period's average rate (currency translation code D) and the closing rate (currency translation code B) per currency code for a given period and actuality here.

Procedure

- 1. On the Group menu, click Data Entry/Currency Rates. The Data Entry Currency Rates window opens.
- 2. In the Actuality and Period text boxes, enter the actuality and period you want to enter currency rates for and click on Open. In Currency Codes, all active currency codes defined in Maintain/Configuration/Define/Currency Codes are displayed.
- **3**. Enter the currency rates for the following rates. The fields are numeric and can contain a number with maximum five digits before and six digits after the decimal sign:
 - Average Year Rate: The average currency rate, calculated since the beginning of the current year until the current period. This currency rate corresponds to the currency translation code M in the account configuration. The numeric value can contain maximum five digits and six decimals.
 - Average Period Rate: The average currency rate calculated for a period. The period depends on the account definition and can cover 1, 2, 3, 4 or 6 months. The currency rate corresponds to the currency translation code D in the account configuration. The numeric value can contain maximum five digits and six decimals.
 - **Closing Rate**: The closing rate of the period. The currency rate corresponds to the currency translation code B in the account configuration. The numeric value can contain maximum five digits and six decimals.
- 4. Change the unit amount if necessary. The unit amount is collected from the currency configuration. It is possible to change the unit value temporarily when entering currency rates.
- 5. Click Save.

Note: To export currency rates, use the Export Structures function.

Only active currency codes will be open for the registration of currency rates. The **Define Currency Codes** function defines which currency codes appear in the window and which unit they use.

Entering Historical Rates

In this function you can register historical rates as fixed values in two selected currencies, often in the local currency and group currency, to calculate a fixed historical rate.

The register is used to provide historical values in converted currency for movement accounts, for example accounts for the issue of new shares, or for some other account that requires a historical rate. The historical values are entered for each new period and actuality that will be used. Alternatively, you can use **Group/Copy/Historical Rates Between Periods** to copy the historical values from one period and actuality to another.

- Currency translation is performed from local currency to all currencies included in the chosen consolidation structure. To keep the relation of historical rates all the way up in the consolidation structure, you have to enter historical rates for all group and sub-group currencies in the structure. You may have to add several records for the same item. Currencies not entered in the register of historical rates will be converted from local currency using closing or average rates. If the company is connected to more than one consolidation structure, you must enter historical rates for these currencies as well. Be aware of the fact that a very detailed set up of historical rates (for example historical rates on extended dimensions or on journal numbers) will make the analysis of converted amounts more complicated. On the other hand, when you enter historical rates for G coded accounts it is important to enter historical rates at the appropriate detailed level.
- It is possible to enter historical rates directly when entering company journals.

Currency Translation Codes E, F, and G

You must define accounts, which you want to convert into historical values according to the register of historical rates, with currency translation codes E, F or G using the **Define Accounts** function. These accounts appear automatically when you state for which company you want to register historical rates. If you select a specific form, only accounts with currency translation codes E, F or G that are included in this form will be displayed.

For more information, see "Currency Translation Codes for Accounts" on page 399.

Period and Actuality

All historical rates are stored by period and actuality, which means that you can go back to an old period and locate the exact values that were used during the currency translation.

Store by Specific Periods and Actualities

It is possible to let all historical rates be stored in one period and actuality. In these instances you must define the period and actuality in the general configuration on the Conversion tab.

For more information, see "Define General Configuration - the Translation Tab" on page 107.

Extended Dimensions

If an account divided into extended dimensions is going to use the same historical rate for all extended dimensions, no information is registered at extended dimension level in the register of historical rates. If, however, the extended dimensions are going to use different historical rates, the ratio of rates must be registered at extended dimension level.

Counter Company

If you register historical rates for specific counter companies, the rate will only be used for currency translation of values registered to that counter company. For other companies, the closing or average rates will be used.

Journal Type

If you register historical rates for specific journal types, the historical value will only be used for the currency translation of values registered to that journal type. Other journal types will be converted at the closing or average rates. If you want the historical value to apply to all journal types, the **All Journal Types** check box must be selected. The check box is selected by default.

Note: If a historical value in a company journal is entered via the **Data Entry/Company Journals**menu, this historical value can still be changed.

Journal Number

If you register historical rates for specific journal numbers, the rate will only be used for currency translation of values registered to that journal number. Other journal numbers will be converted at the closing or average rates.

Example: Use Different Historical Rates

The following is an example of how to use different historical rates for different extended dimensions: The first row defines what rates to be used if the Product (**Extended Dim 1**) is P1. The second row defines what rates to be used if the Market (**Extended Dim 2**) is M1. In cases like this a third row has to be added, defining what rates to be used if the Product is P1 and the Market is M1. If this third row is not added all transactions on that combination will be converted to B, M, or according to rules for currency translation code D.

Account	Product	Market	Ext Dim 3	Ext Dim 4	SEK	DEM
E2001	P1				10	100
E2001		M1			10	115
E2001	P1	M1			10	105

Table 74. Example using different historical rates for different extended dimensions

Enter historical rates

Complete the following steps to enter historical rates.

Procedure

- 1. On the Group menu, click Data Entry/Historical Rates. The Data Entry Historical Rates window opens.
- 2. Enter the actuality and period for which you want to enter the historical rates.

- 3. In the text boxes for **Company**, **Form** (optional), **From Currency Code** and **To Currency Code**, enter the selections for which you want to fill in the historical rates. Click the **Open** button. All accounts within the selected form using historical rates are displayed.
- 4. To add a new record, place the cursor on the relevant account. Click the **Copies the Selected Rows into the Clipboard** button if you want to copy or click the **Insert Blank Row(s) After the Selected Row(s)** button to insert new rows.
- 5. For **Extended Dimension** and **Counter Company** columns, enter the information required for each account.
 - Extended Dimension 1-4: If an account divided into extended dimensions should use the same historical rate for all extended dimensions, no information will be registered at the extended dimension level in the register of historical rates. If, however, the extended dimensions should use different historical rates, the ratio of rates must be registered at the extended dimension level.
 - **Counter Company**: The counter company where you want to apply the historical rates. If you register historical rates for specific counter companies, this means that the rate will only be used for currency translation of values registered to that counter company. For other companies the rate entered for the Account will be used, or if no such rate is entered the average rate (M), closing rate (B) or rules for currency translation code D will be used.
- 6. The **All Journal Types** column is selected by default, which means that historical rates will be used for all journal types. If the **All Journal Types** column is not selected for the current account, you can define a journal type for which to use historical rates. Other journal types will be converted using the rate entered for the Account, or if no such rate is entered the average rate (M), closing rate (B) or rules for currency translation code D will be used instead. This information is optional.
- **7.** If applicable, enter the journal number of the journal for which to use historical rates.
- 8. In the **Currency 1** and **Currency 2** columns, enter the nominal amounts used for calculating the historical rates as well as the currency converted amounts.
- 9. Click Save.

What to do next

- If you want to store all historical amounts on a fixed period, you can define this period and actuality in the general configuration, **Conversion** tab.
- You should be aware of the fact that a too detailed set up of historical rates (for example on extended dimensions or journal numbers) will make the analysis of converted accounts more complicated. On the other hand, when entering historical rates for G coded accounts it is important to enter historical rates at appropriate detailed level. If you use journals the historical rates have to be entered at journal number level. If you use a more aggregated level to enter historical rates the matching against journals will go wrong and converted values will be miscalculated. This is also valid if you use accounts with extended dimensions or counter company.
- In the Account column, all accounts that use historical rates (currency translation codes E, F or G), according to the account structure are displayed, with the exception of the accounts that have references to other accounts. If registered values are not specific enough and the system does not know what rate to apply for a certain item, B, M or D rate will be used. The rate chosen depends on how the account is set up in the account structure. Closing rate B will be used for accounts with currency translation code E, Average rate for the year (M), will be

used for accounts with currency translation code F and accounts with currency translation code G will be converted according to the rules for currency translation code D.

Copy Currency and Historical Rates

You can copy currency rates as well as historical rates between periods.

When you copy historical rates from previous periods you only need to add changes that have occurred since then, on the accounts affected.

Copy Currency Rates between Periods

You can copy currency rates for the rate types M, D and B between periods and actualities.

You can only copy from and to one period/actuality at a time. Select the **Copy Options** check box, if the period and actuality you are copying to already includes previously entered rates.

Procedure

- 1. On the **Group** menu, click **Copy/Currency Rates Between Periods**. The **Copy Currency Rates Between Periods** window opens.
- 2. In the **Copy From** area, enter the actuality and period to copy currency rates from.
- 3. In the Copy To area, enter the actuality and period to copy currency rates to.
- 4. Select the **Clear Existing Currency Rates for Current Selections Before Copying** check box to clear all currency rates for the specific actuality and period before copying the new rates.
- 5. Click **Run** to copy the selected rates. A message box appears when the copy function is completed.

Copy Historical Rates between Periods

In this function you can copy historical rates between periods and actualities.

About this task

- When you copy Historical Rates between periods, the From and To currency codes are matched. This means that the historical rates only will be copied when values exist for both the From and To currency. You can select more than one currency code. The From and To Currency Code text boxes are enabled only if the option **All Companies and Currency Codes** is cleared.
- There are no in-built year change rules for OB/CB in this copy function, but all accounts will be identical in From and To Period/Actuality.

Procedure

- 1. On the **Group** menu, click **Copy/Historical Rates Between Periods**. The **Copy Historical Rates Between Periods** window opens.
- 2. In the **Copy From** area, enter the actuality and period to copy historical rates from. It is not possible to select several periods and actualities.

In the **Copy To** area, enter the actuality and period to copy historical rates to. It is not possible to select several periods and actualities.

Select the **Clear Existing Historical Rates for Current Selections Before Copying** check box to delete any values already registered for the selected companies, currency codes and target actuality/period. Click **Run**.

3. If you want to copy historical rates for all currencies and companies, tick the **All Companies and Currency Codes** check box. All companies means all companies you have access to.

Copy Historical Rates between Companies

You can use this function to copy historical rates between periods and actualities.

You enter such information as:

- Whether you want to copy historical rates for all currency codes and companies.
- Whether you want to copy historical rates for specific companies or specific currency codes.
- The periods and actualities you want to copy rates between.

You can only copy from one period and actuality to another period and actuality at a time.

All information registered on the **Data Entry - Historical Rates** menu will be copied. Copying will only take place if there are values stored in both the **From Currency Code** and **To Currency Code** columns.

Select the **Copy Options** check box, if the period and actuality you are copying to already includes previously entered rates. Clearing takes place when the criteria are met for the selected period/actuality, the selected company, the selected currency codes and both the **From Currency Code** and **To Currency Code** you are copying to.

Note: There are no rules for copying across a year-end in terms of OB/CB built into this copying function. All accounts will be identical in From and To Period/Actuality.

The main reason for copying historical rates between companies is probably when a structural change occurs and the same company becomes included in two locations in the group, one to handle the sale of the company and one to handle the acquisition of the company. Before you can copy historical rates, the company that you are going to copy to must be defined.

For more information, see "Company Structures" on page 50.

You can select several periods to copy for, but only one actuality at the time. It is not possible to select several companies, neither to copy from nor to copy to.

All information on the **Data Entry - Historical Rates** menu will be copied, but copying will only take place if there are values stored in both the **From Currency code** and **To Currency code** columns.

Select the **Copy Options** check box, if the company you are copying to already includes previously entered rates. Clearing takes place when the criteria are met for the selected period and actuality, the selected currency codes, both **From Currency Code** and **To Currency Code**, and the selected Company to copy to.

When you copy Historical Rates between companies the From and To currency codes are matched. This means that the historical rates only will be copied when values exist for both currencies. You can select more than one currency code. The **From Currency Code** and **To Currency Code** text boxes are enabled only if the option **All Currency Codes** is cleared.

Procedure

- On the Group menu, click Copy/Historical Rates Between Companies. The Copy - Historical Rates Between Companies window opens.
- 2. In the **Copy Selections** area, enter the actuality and period to copy historical rates for. You can select several periods but only one actuality at the time.
- **3**. Clear the **All Currency Codes** check box if you do not want to copy historical rates for all currency codes. Instead, enter the **From Currency** and **To Currency** codes you want to copy. It is possible to select several currency codes by clicking on the relevant codes in combination with the Control or Shift key.
- 4. In the **Copy From** area, enter the company to copy historical rates from. It is not possible to select several companies.
- 5. In the **Copy To** area, enter the company to copy historical rates to. It is not possible to select several companies.
- 6. Select the **Clear Existing Historical Rates for Current Selections Before Copying** check box to delete any values already registered for the selected actuality/period, currency codes and target company.
- 7. Click Run.

Generate Reports of Currency and Historical Rates

You can use this function to print three types of reports for a selected period and actuality.

The report types are:

- A report on currency rates displays the rate ratio between selected currencies and the currency to which the rates are to be related, not necessarily the base currency. The report enables you to generate reports of cross-rates.
- A report on historical rates displays a summary of historical rates for selected currency codes (From Currency Code and To Currency Code) and companies. This report will only include the currency codes for which there is a value stored in both the From Currency Code and To Currency Code columns.
- A reconciliation report for historical rates that reconciles the values for the selected currency and company. Reconciliation takes place between what is entered in the register of historical rates (in the **From Currency Code** column) and the period values. Period values can be reported values, company journals or group journals.

The **Reconcile Historical Rates** report shows two difference columns: **Actual Difference** and **Adjusted Difference**. The **Actual Difference** is the difference between values including signs. The **Adjusted Difference** is the difference between absolute amounts, excluding signs. If you do not want to enter values with signs in the historical register, for example with minus for cost accounts, we recommend that you use the adjusted difference column. However, if you are accurate with signs, we recommend that you use the actual difference column.

You can print the **Reconcile Historical Rates** report with the detailed or condensed settings. In the condensed report, the reconciliation takes place by company, account and currency. In the detailed report, reconciliation takes place at a detailed level, that is, if appropriated by dimension, counter company,

journal type and journal number. By selecting one of the relevant check boxes, it is also possible to produce a report that only displays any occurring differences.

Procedure

- On the Group menu, click Reports/Currency and Historical Rates. The Reports

 Currency and Historical Rates window opens.
- 2. Select the report or reports you want to generate:
 - **Currency Rates**: Select this option to generate a report of currency rates that shows the rate ratio between selected currencies and the currency the rates should be related to. If you choose this report, enter the appropriate selections for **Currency Code** and **Rates Relates to**. The **Rates Relates to** option enables you to generate reports of cross-rates. Then go to step 6.
 - Historical Rates. Select this option to generate a report of historical rates that shows a summary of historical rates for selected currency codes (From Currency Code and To Currency Code) and companies. This report will only include the currency codes that have values for both From Currency Code and To Currency Code. From Currency and To Currency codes are matched. This means that the rate relation will only be included in the report where values exist for both currencies. You can select more than one currency code. Then go to step 6.
 - **Reconcile Historical Rates**. Select this option to perform a reconciliation of all accounts using historical rates (E, F and G codes) for the amounts entered in the historical currency register and the amounts entered as period values. Reconciliation will be made for currencies depending on the selected currency in the **From Currency Code** text box. The report shows two difference columns: **Actual Difference** and **Adjusted Difference**. Actual Difference is the difference between Period values (including signs) and values entered in the Historical register (also including signs). Adjusted Difference is the difference between the absolute amount (excluding signs) of Period values and the absolute amount (excluding signs) of values entered in the Historical register. If you choose this report, you also have to enter Options for step 3, 4 and 5.
- **3.** (Only for Reconcile Historical Rates) Select the level of detail to present the report in:
 - **Detailed**: The reconciliation will be performed by extended dimension, counter company, journal type and journal number.
 - **Condensed**: The reconciliation will be performed on company and account level.
- 4. (Only for Reconcile Historical Rates) If you want to exclude rows where the differences are zero, select one of the Hide Rows check boxes.
 - **Hide rows where Actual Differences are zero**: Check this box if you only want to include rows with differences (including signs) between period values and values entered in the historical register.
 - Hide rows where Adjusted Differences are zero: Check this box if you only want to include rows with differences between the absolute amount (excluding signs), of period values and values entered in the historical register.
 - Hide rows where both Actual and Adjusted Differences are zero: Check this box if you want to exclude rows that are zero for both the Hide rows where Actual Differences are zero and the Hide rows where Adjusted Differences are zero columns.

- (Only for Reconcile Historical Rates) If you want to have a report layout suitable for large numbers, select the Use Alternative Layout for Large Numbers (>9 digits).
- 6. Enter the actuality and period range you want to print the report for. To print the report for only one period enter the same period in the **From Period** and **To Period** text boxes.
- 7. Click the **Preview** button to generate the report.

Currency Translation Methods

There are two main methods for currency translation, the current method and the MNM method.

IBM Cognos Controller can run both methods side by side, which means, for example, that different companies within the same group can use different methods.

Current Method

The current method for currency translation can be used in several ways.

One way is to convert all accounts in the income statement and the balance sheet, at the closing rate. A more usual way is to convert all accounts in the income statement at the average rate for the year, and all accounts in the balance sheet, with the exception of equity, at the closing rate. Instead, equity is converted at the historical rate. A common feature of the different applications of the current method is that the period's profit in converted currency is determined in the income statement and copied to the account for net income in the balance sheet, in which the currency translation difference becomes a balance item.

Investments in Group Currency

Note: If the equity accounts in the balance sheet are converted at the closing rate, the amount for share capital will be different each year. However, in the investments analysis, share capital can be valued at the historical rate. To eliminate the entire share capital in a subsidiary, you must calculate a currency translation difference for the share capital in the investments register. This only applies when the investments are stored in the group currency.

For more information, see Chapter 14, "Automatic Journals for Acquisition Calculations," on page 423.

Fixed Assets and Untaxed Reserves

By defining the accounts with the currency translation code I, the opening balance values are loaded in the specifications of fixed assets and untaxed reserves from the previous year's closing balance values. Before running the currency translation the first time, enter data on the closing balance, in both the local currency and converted currency, on the accounts currency translation code I refers to. Alternatively, do not enter any values for the previous year in the currency register, just enter the previous year's closing rate, to be used instead.

Other accounts in the specification are converted based on the specified currency translation codes. Any currency translation differences are calculated and booked, and then all summation accounts are calculated. Finally, converted values are copied to the accounts in the income statement and the balance sheet. The values

will only be copied, if the account in the income statement and/or the balance sheet has been defined with the currency translation code U, V, X or Z. The reason for copying converted values from specification accounts to accounts in the income statement and/or the balance sheet is to avoid rounding differences that would otherwise arise.

For more information about currency translation code U, V, X or Z, see "Currency Translation Codes for Accounts" on page 399.

Equity with Specification

By defining the accounts with the currency translation code I, the opening balance values are loaded in the equity specifications from the previous year's closing balance values. Before running the currency translation the first time, enter data on the closing balances for the equity from the previous year. Enter it in both the local and converted currency and on the accounts currency translation code I refers to. Alternatively, do not enter any data for the previous year, just enter the previous year's closing rate in the currency register, to be used instead.

Other accounts in the specification are converted based on the currency translation codes specified. Any currency translation differences in the specification will be calculated and booked. Summation accounts will be calculated and then the converted values are copied to the equity accounts in the balance sheet. The values will only be copied if the account in the balance sheet has been defined with the currency translation code U, V, X or Z. The reason for copying converted values from specification accounts to accounts in the balance sheet is to avoid rounding differences that would otherwise arise.

The profit in the income statement in the converted currency is copied to the account for net income in the balance sheet. The final currency translation difference is booked to the account defined in the general configuration. The currency translation difference is calculated as a balance item, after the profit in the income statement has been copied to the balance sheet.

For more information about currency translation code U, V, X or Z, see"Currency Translation Codes for Accounts" on page 399. For more information about definitions in the General Configuration, see "Define General Configuration - the Reconcile 1 Tab" on page 110.

Equity without Specification

The balance sheet accounts are converted at the closing rate (currency translation code B). The profit in the income statement in the converted currency is copied to the account for net income in the balance sheet. The final currency translation difference is booked to the account defined in the general configuration. The currency translation difference is calculated as a balance item, after the profit in the income statement has been copied to the balance sheet.

For more information about definitions in the General Configuration, see "Define General Configuration - the Reconcile 1 Tab" on page 110.

Equity with Register of Historical Rates

The acquired equity share is entered in the register of historical rates at the currency rate, which was applied on the date of purchase. For each new period and actuality, new data must be entered or copied from the previous period and

actuality. At the beginning of each year, move the closing balance values from the previous year-end to the opening balances. Other changes between periods, such as issue of shares, are also entered in the register of historical rates.

The accounts are defined with the currency translation codes E, F, or G. When the currency translation is run, the program will load the equity value in the converted currency from the register of historical rates. If there is a difference between the period values and what is entered in the register of historical rates the remainder will also be converted at the historical rate, referring to currency translation code E and F. Regarding the currency translation code G, the remainder will be converted at the period average rate. If there is no value in the register of historical rates, the account will be converted at the closing rate (code E), the average rate (code F), or the period average rate (code G).

The profit in the income statement in the converted currency, is copied to the account for net income in the balance sheet. The final currency translation difference is booked to the account defined in the general configuration. The currency translation difference is calculated as a balance item, after the profit in the income statement has been copied to the balance sheet.

For more information about definitions in the General Configuration, see "Define General Configuration - the Reconcile 1 Tab" on page 110. For more information about Historical Rates, see "The Register of Historical Rates" on page 403.

MNM Method

The MNM method for currency translation is based on converting monetary accounts in the balance sheet at the closing rate and non-monetary accounts at the historical rate.

Most accounts in the income statement are converted at the average rate. However, some accounts in the income statement, related to non-monetary accounts in the balance sheet, are converted using historical rates. The net income for the period is calculated as a balance item in the balance sheet and is copied to the income statement. The currency translation difference is calculated as a balance item in the income statement.

These are the basic guidelines for currency translation using the MNM method, but other variations can also apply.

Shareholdings

The value of shareholdings in the converted currency is loaded from the register of historical rates.

For more information, see "Enter Currency and Historical Rates" on page 387.

Fixed Assets and Untaxed Reserves

By defining the accounts with the currency translation code I, opening balance values are loaded in the specifications of fixed assets, and untaxed reserves from the previous year's closing balance values. Before running the currency translation the first time, enter data on the closing balances in both the local and converted currency, on the accounts to which currency translation code I refers. Alternatively, enter no data for the previous year, but just the previous year's closing rate in the currency register, to be used instead.

Other accounts in the specification are converted based on the currency translation codes specified. Summation accounts will be calculated, and then the converted values will be copied to the accounts in the income statement and the balance sheet. The values will only be copied if the account in the income statement and/or in the balance sheet has been defined with the currency translation codes U, V, X or Z. The reason for copying converted values from specification accounts to accounts in the income statement and/or the balance sheet is to avoid rounding differences that would otherwise arise.

For more information about currency translation codes U, V, X or Z, see "Currency Translation Codes for Accounts" on page 399.

Equity with Specification

By defining the accounts with the currency translation code I, the opening balance values are loaded in the equity specifications from the previous year's closing balance values. Before running the currency translation the first time, enter data on the closing balances for the equity from the previous year. Enter it in both the local and converted currency and on the accounts currency translation code I refers to. Alternatively, do not enter any data for the previous year, but just the previous year's closing rate in the currency register, to be used instead.

Other accounts in the specification are converted based on the currency translation codes specified. Summation accounts will be calculated and then the converted values are copied to the equity accounts in the balance sheet. The values will only be copied if the account in the balance sheet has been defined with currency translation code U, V, X or Z. The reason for copying converted values from specification accounts to accounts in the balance sheet is to avoid rounding differences that would otherwise arise.

The net income for the period is calculated as a balance item in the balance sheet and is copied to the income statement. The final currency translation difference is calculated as a balance item in the income statement and booked to the account defined in the general configuration.

For more information about currency translation codes U, V, X or Z, see "Currency Translation Codes for Accounts" on page 399.

Equity with Register of Historical Rates

The acquired equity share is entered in the register of historical rates at the currency rate, which applied on the date of purchase. For each new period and actuality, new data must be entered or copied from the previous period and actuality. At the beginning of each year, move the closing balance values from the previous year-end to the opening balances. Other changes between periods, such as issue of shares, are also entered in the register of historical rates.

The accounts are defined with the currency translation codes E, F, or G. When the currency translation is run, the program will load the equity value in the converted currency from the register of historical rates. If there is a difference between the period values and what is entered in the register of historical rates the remainder will also be converted at the historical rate referring to currency translation code E and F. Regarding the currency translation code G the remainder will be converted at the period average rate. If there is no value in the register of historical rates, the account will be converted at the closing rate (code E), the average rate (code F), or the period average rate (code G).

The net income for the period is calculated as a balance item in the balance sheet and is copied to the income statement. The final currency translation difference is calculated as a balance item in the income statement and booked to the account defined in the general configuration.

For more information, see section 2.2.2, The Register of Historical Rates.

Currency Translation Rules

This section describes the different currency translation codes and some special currency translation techniques.

Currency translation will nearly always be made from the lowest level. This means that a company will nearly always enter the values in local currency and after the currency translation, also store all currencies of the group or sub-group where the company is included. The rules for currency translation are defined principally when you create accounts and define a currency translation code for each account. Depending on the currency translation method that is being used, you might need to use other registers, such as the register of historical rates, or certain specifications.

Currency Translation Codes for Accounts

Currency translation codes are normally specified only for detail accounts, that is, summation accounts are not normally defined with a currency translation code.

But when you, for example, use currency translation code A you need to define a currency translation code for the summation account as well.

Note: Some currency translation codes will be followed by a reference to a specific account (these are marked with an asterisk (*) in the list below).

Currency Translation Code A*

Currency translation difference that is calculated directly on a summation account. The A code calculates the difference between the value of the reference summation account in the converted currency and the corresponding value in the local currency multiplied by the closing rate, the average rate or the average period rate. It is also necessary to define a currency translation code for the summation account itself. It is this code that decides if the A code should use the closing rate, the average rate or the average period rate, as a comparison when calculating the currency translation difference. The A code should only be used in combination with summation accounts with currency translation codes B, M or D.

For intercompany accounts, the currency translation difference is calculated for each transaction, for example by counter company.

If the currency translation difference should be calculated several times, use the A2 and/or A3 currency translation codes in combination with currency translation code A. Use currency translation code A2 if you use integrated accounts, for example when you calculate a currency translation difference for a grand total on the specification. Use currency translation code A3 on the main form if the converted amounts from the specification are copied to the main form using currency translation codes U, V, X or Z.

Currency Translation Code A2*

Currency translation difference that is calculated after that currency translation code A has been calculated. Use currency translation code A2 if you use integrated accounts, for example when you calculate a currency translation difference for a grand total on the specification.

The currency translation code A2 is calculated according to the same rules as currency translation code A.

Currency Translation Code A3*

Currency translation difference that is calculated after that currency translation codes A and A2 have been calculated. The currency translation code A3 is also calculated after that the converted amounts from the specification has been copied to the main form, when you use the currency translation codes U, V, X or Z. You do not need to use currency translation codes A or A2 to be able to use currency translation code A3. If you only want to calculate the currency translation difference on the main form, it is enough to use the currency translation code A3.

The currency translation code A3 is calculated according to the same rules as currency translation code A.

Currency Translation Code B

Closing rate according to the currency rate register.

Currency Translation Code C*

Opening balance of currency translation differences. The converted value for the reference account is copied from the previous year. For intercompany accounts the value is loaded for each transaction, for example by counter company. For more information, see "Currency Translation of Opening Balances" on page 408.

Currency Translation Code D

Average period rate that is used to convert the change for the period using the change in local currency and the average period rate. The period can be 1, 2, 3, 4 or 6 months depending on the definition of the account. In the reference text box for the currency translation code, enter the number of months that should be the definition of the period. If nothing is defined the period is assumed to be 1 month. For more information about currency translation code D, see "Currency translation Code D" on page 629.

Currency Translation Code E

Historical rates can be entered in the register of historical rates for the specified account. Any amount exceeding what is entered in the register is also converted at the historical rate. If there is no amount in the register, the account is converted at the closing rate. This code can be followed by a reference to a specific account. For more information, see "The Register of Historical Rates" on page 403.

Currency Translation Code F

Historical rates can be entered in the register of historical rates for the specified account. Any amount exceeding what is entered in the register is also converted at

the historical rate. If there is no amount in the register, the account is converted at the average rate. This code can be followed by a reference to a specific account. For more information, see "The Register of Historical Rates" on page 403.

Currency Translation Code G

Historical rates can be entered in the register of historical rates for the specified account. Any amount exceeding what is entered in the register is converted at the average period rate. If there is no amount in the register, the account is converted according to the rules for currency translation code D. This code can be followed by a reference to a specific account. For more information, see "The Register of Historical Rates" on page 403 and "Currency translation Code G" on page 631.

Currency Translation Code I

OB rate, which is the relation between the local and converted currency for previous year's closing balance. Normally, you define a closing balance reference account. If no reference account is specified or if no values exist in local or converted currency for the previous year, the closing rate for the previous year is used instead.

For intercompany accounts, a ratio of rates is loaded for each counter company, transaction currency and counter dimension (if applicable). If the rate is not available, the closing rate for the previous year will be used instead. For more information, see "Currency Translation of Opening Balances" on page 408.

In company journals, accounts with currency translation code I can be converted in detail. You can define this in the general configuration. For more information, see "Detailed Currency Translation of Accounts with Currency Translation Code I" on page 407.

Currency Translation Code K

OB rate, which is the closing rate of the previous year specified in the currency rate register.

Currency Translation Code L

OB rate, which is the average rate of the previous year specified in the currency rate register.

Currency Translation Code M

Average rate for the accumulated period specified in the currency rate register.

Currency Translation Code N

Number, no currency translation. Rate = 1.

Currency Translation Code O*

Currency translation differences. Calculates the difference between the value of the reference account in the converted currency and the corresponding value in the local currency multiplied by the closing rate.

Currency Translation Code P*

Currency translation differences. Calculates the difference between the value of the reference account in converted currency and the corresponding value in local currency multiplied by the average rate

Currency Translation Code U

If another account is coded to be reconciled against an account with currency translation code U, the value is copied in converted currency to the U account from the account where the reconciliation is stored. Usually a converted amount from a specification is copied to an account with currency translation code U in the main form. Several values from various accounts reconciled against the U account can be added. If amounts are missing from the specification accounts, the U account is converted at the closing rate (B) instead.

If dimensions are used, you can only define the copying of the value from the specification account, if the account is, logically speaking, more divided than the one in the main form (the account with currency translation code U). For more information, see "Specifications" on page 404.

Currency Translation Code V

If another account is coded to be reconciled against an account with currency translation code V, the value is copied in the converted currency to the V account from the account where the reconciliation is stored. Usually a converted amount from a specification is copied to an account with currency translation code V in the main form. Several values from various accounts reconciled against the V account can be added. If amounts are missing from the specification accounts, the V account is converted at the average rate (M) instead.

If dimensions are used, you can only define the copying of the value from the specification account, if the account is, logically speaking, more divided than the one in the main form (the account with currency translation code V). For more information, see "Specifications" on page 404.

Currency Translation Code X

If another account is coded to be reconciled against an account with currency translation code X, the value is copied in the converted currency to the X account from the account where the reconciliation is stored. Usually a converted amount from a specification is copied to an account with currency translation code X in the main form. Several values from various accounts reconciled against the X account can be added. If amounts are missing from the specification account, the account is not converted at all.

If dimensions are used, you can only define the copying of the value from the specification account, if the account is, logically speaking, more divided than the one in the main form (the account with currency translation code X). For more information, see "Specifications" on page 404.

Currency Translation Code Z

If another account is coded to be reconciled against an account with currency translation code *Z*, the value is copied in converted currency to the *Z* account from the account where the reconciliation is stored. Usually a converted amount from a

specification is copied to an account with currency translation code Z in the main form. Several values from various accounts reconciled against the Z account can be added. If amounts are missing from the specification accounts, the Z account is converted according to the rules for currency translation code D instead.

If dimensions are used, you can only define the copying of the value from the specification account, if the account is, logically speaking, more divided than the one in the main form (the account with currency translation code Z). For more information, see "Specifications" on page 404.

The Register of Historical Rates

Accounts to be converted at a historical rate are defined with currency translation codes E, F, or G. The rate is loaded from the register of historical rates.

The register is used to provide historical values in converted currency translation for equity, untaxed reserves and movement accounts, for example for the issue of new shares, or for some other account which requires historical rates.

The historical rates are used to convert reported values, company journals and group journals.

Store Historical Rates

Historical rates are stored per actuality, period, company, from and to currency codes, account, extended dimensions, journal type, journal number and counter company.

Enter Historical Rates

Historical rates are entered for every new period and actuality used.

Currency translation is nearly always performed from local currency to all currencies included in the chosen consolidation structure. To keep the relation of historical rates all the way up in the consolidation structure, historical rates have to be entered for all group or sub-group currencies in the structure. You may have to add several records for the same item. Currencies not entered in the register of historical rates will be converted from local currency using closing or average rates. If the company is connected with more than one consolidation structure, historical rates must be entered for these currencies as well.

For more information, see "Entering Historical Rates" on page 388, "Copy Historical Rates between Companies" on page 392.

Calculation Rules

The historical rate is calculated as a relation between two amounts with different currency codes, which are stored in the register of historical rates. The calculation always uses the absolute amounts stored in the register.

If the reported amount is not exactly the same as the amount entered in the register of historical rates, the difference will also be converted at the historical rate, referring to currency translation codes E and F. Regarding the currency translation code G, the difference will be converted at the average period rate. The difference can be either an increase or a decrease in relation to the amounts in the register of historical rates, and the difference will always be converted at the

average period rate. This applies both if the amount is more negative or if it is more positive. If no amount is stored in the register of historical rates, the reported amount will be converted at the closing rate (currency translation code E), the average rate (currency translation code F), or according to the rules for currency translation code D (currency translation code G).

In Combination with Reference

The currency translation codes E, F, and G can also be used with a reference to a specific account. This means that the same rate used for the reference account is also used for this account. In that case the E, F or G coded account is locked for data entry in the register of historical rates.

Example

Account B1240 will use the same rate as account B1230 or, if the value is missing for B1230, the closing rate.

Account B1230 is defined with the currency translation code E (but without reference). Historical values are entered for B1230, which then also will give the rate for account B1240.

Table 75. Example, currency translation codes used with a reference to a specific accountAccountCurrency Translation CodeReference

Account	Currency Translation Code	Reference
B1240	E	B1230
B1230	Е	

Note: An account with a reference must use the same extended dimension level as the account to which it refers. Otherwise the account with the reference will be converted at the closing rate (code E), the average rate (code F) or according to the rules for currency translation code D (code G).

Specifications

This section discusses specifications.

Currency Translation Codes U, V, X and Z

If there is a specification for an account in the main form (balance sheet or income statement), you can define the accounts so that you can run the currency translation on the accounts in the specification, then copying the converted amounts to the account in the main form. This is defined when you create the specification accounts and in the **Reconciliation between Account 1** text box enter a reference to the account in the main form, which the converted values will be copied to. This should, however, already have been entered to ensure proper reconciliation between the accounts. In the main form, the currency translation code for the account must be U, V, X or Z, which means that if the specification accounts are reported for the present period, the converted value is copied from these accounts to the account will instead be converted at the closing rate (U), the average rate (V), the average period rate (Z) or not at all (X).

Integrated Accounts

If you are working with integrated accounts, that is, where the same account is used in several forms, the account will automatically obtain its value in the converted currency using the currency translation codes for the account or summation rules. Because of this, the currency translation codes U, V, X or Z are never needed for the integrated accounts.

Extended Dimensions

This method also works for accounts divided into extended dimensions, such as products or markets. Reconciliation is defined from the account divided into extended dimensions with the highest level of detail, with a reference to an account with less details.

Summation Accounts

You can only use conversion codes U, V, X or Z for detail accounts, which means that you cannot copy converted values to a summation account.

Balance Item Currency Translation Differences

Balance item currency translation differences should contain as few elements as possible to facilitate reconciliation.

Note: The calculation of the final currency difference includes accounts of type A (Assets), L (Liabilities), E (Equity) I (Income) and C (Expenses). The account types are determined when you set up the account structure. You define in the general configuration where the final balance items should be booked.

For more information, see "Account Structures" on page 20and "General Configuration Settings" on page 101.

Current Method

The currency translation of equity must be controlled in detail, so that the balance item will, using the current method, only contain the two items below. You should create movement accounts for equity and define them for currency translation.

Even if you define the currency translation in detail by creating specification accounts, a final currency translation difference occurs, which normally consists of:

- the difference between the closing rate and the average rate multiplied by the net income in local currency.
- any rounding difference that may have arisen during currency translation.

The system assumes that currency translation method 1 is the current method and books the final currency translation difference to an account in the balance sheet, defined in the general configuration.

Monetary Method

Currency translation method 2 is the MNM method, in which the currency translation difference is booked to an account in the income statement (according to the general configuration).

In the MNM method, the balance sheet is considered as a specification for the income statement, as the final currency translation difference appears in the income statement. This can be a problem if the accounts make use of extended dimensions. If the accounts in both the income statement and balance sheet use extended dimensions on the same level or if the income statement has extended dimensions on a higher level than the balance sheet, it will be possible to book the final currency translation difference, but not in any other case, unless you use the option in the general configuration.

General Configuration for Monetary Method

If the balance sheet accounts do not use any extended dimension at all, while the accounts in the income statement do, the solution is to use the **Book Currency Translation Difference on Extended Dimension** option in the general configuration. Select the extended dimension codes where the currency translation difference should be booked.

There is also an option in the general configuration where you can re-define currency translation method 2 so that the current method rules are used instead.

For more information, see "General Configuration Settings" on page 101.

Currency Translation of Company Journals

There are two ways to get converted values for a company journal:

- Currency translation of each transaction in all company journals. The currency translation rules correspond with the general rules, but are handled by journal entry.
- Direct entering of company journals in the group currency.

You can combine these two methods.

Currency Translation of Company Journals by Transaction

Currency translation takes place per transaction row in each journal entry.

Each company journal is converted in detail, which means that currency translation differences will occur in each individual journal entry, if the different currency translation codes are used for different accounts within the same journal entry. The currency translation differences will be calculated and booked in accordance with the rules in the account structure and in the general configuration.

Opening Balances

Currency rates for opening balances are loaded from the same journal type and journal entry as the previous year.

Note: It is important that the company journals entered and then copied between years keep their journal number, as opening balance rates are retrieved from the same journal entry the previous year (currency translation code C).

For more information, see "Copying Company Journals" on page 206.

Accounts with currency translation code I do, however, load the rate from the same journal type the previous year. If you want a detailed currency translation of accounts using currency translation code I for company journals, you have to define this in the general configuration.

For more information, see "Detailed Currency Translation of Accounts with Currency Translation Code I"

Journal Number Order

If you are only copying fixed/reversing journals between two years, the journal number order can change. The new numerical order can create problems as opening balances are loaded from previous year's journal type and journal number (conversion code C). If the detailed conversion has been defined in the general configuration, it also refers to conversion code I.

If you are working with fixed/reversing/temporary journals, we recommend that you always set up the fixed and reversing journals first in the journal number series. This way, the journal number order will never be changed when copying to the next year. You can also choose to copy journals between years without changing the journal number in the general configuration.

Historical Rates

When converting each transaction in a company journal, different historical rates (conversion codes E, F, or G) can be used for different journal types. Different rates can also be used for different journal entries.

Period One

It is possible to enter currency converted values for opening balances, relating to the very first period, in a special menu, **Maintain/Configuration/Start Rates**. The menu is used for company and group journals only.

For more information, see "Enter Start Rates" on page 493.

Detailed Currency Translation of Accounts with Currency Translation Code I

Accounts with currency translation code I in Journals are by default converted using the average rate relationship from the whole journal type the previous year. They can also be converted in detail. You define whether or not you want to convert the account using currency translation code I in detail for journals, in the general configuration.

Non-Detailed Currency Translation

The average rate relationship between the local currency and the group currency *for the whole journal type* is loaded from the previous year and applied to the current journal entry by default. This means that the currency translation for each journal entry will be incorrect, while the total will be correct. In this case it does not matter if the journal numbers are changed from one year to the next.

Detailed Currency Translation

If you use detailed currency translation of accounts with currency translation code I, the rate relationship between the local currency and the group currency is loaded *from the same journal entry* the previous year and applied to the current journal entry.

Note: This means that you must retain the same journal numbers from one year to the next.

Company Journals Entered in the Group Currency

To enter company journals in the group currency, you select the group currency type at the time of entry. After that, a currency translation is performed from the selected group currency to all other group currencies included in the consolidation structure.

Currency Translation of Opening Balances

There are two different currency translation codes for calculating opening balances: currency translation codes C and I.

Currency Translation Code C

When using currency translation code C, the converted amount from the previous year is copied to the actual year. If there is no amount to copy from the previous year (not even zero), any local amount for the actual year is currency converted using the closing rate from the previous year instead. In some cases the zero from the previous year can be copied to the actual year.

For more information, see "Special Rules for Currency Translation Code C" on page 413

Currency Translation Code I

When using currency translation code I, the rate ratio you get from comparing the converted amount from the previous year with the local amount from the previous year, is used to convert the local amount for the actual year. If there is no amount to use from the previous year (if the local amount or the converted amount or both are missing), the local amount for the actual year is converted using the previous year's closing rate.

General Configuration for Currency Translation of Opening Balances

When using currency translation code I, you can choose if the currency translation on journals should be detailed or not.

A detailed currency translation uses the rate ratio for the same journal type and journal number from the previous year. The not-detailed currency translation, which is the default option in the system, uses the rate ratio for the same journal type from the previous year. You select the detailed currency translation of I coded accounts on journals in the general configuration.

Keep the Journal Numbers

If you select the detailed currency translation it is important that you use the same journal numbers between the years. If you do not want to keep the journal numbers between the years, we recommend that you do not select the detailed currency translation.

Matching Rules

Usually, when defining an account with currency translation code C or I, a reference account is defined in addition. The reference account is the closing balance account and often a summation account. Before copying the summation from the previous year to the actual year, either the amount (code C) or the rate ratio (code I), matching has to take place between the opening balance account (the account with code C or I) and accounts included in the closing balance account (the reference account). It is the opening balance account that decides on which level of details the matching will take place. Details of the accounts could for example be different extended dimensions or, for intercompany accounts, counter company, transaction currency or counter dimensions.

Level of Details

Generally it is possible to use more details for the accounts included in the closing balance account compared to the opening balance account. The details from the accounts included in the closing balance are then summed up to the level of details for the opening balance account. It is, on the other hand, not possible to use more details for the opening balance account than for the accounts included in the closing balance account. The system does not know how to match the less detailed closing balance accounts with the more detailed opening balance account.

Fields for Matching

Matching between the opening balance account the actual year and the accounts included in the closing balance the previous year is done for the following fields:

- Journal Type
- Journal Number
- Extended Dimension.

For intercompany accounts, also:

- Counter Company
- Transaction Currency
- Counter Dimension.

Journal Type and Journal Number

This section discusses journal type and journal numbers.

Currency Translation Code I

Matching between the opening balance account the actual year and the accounts included in the closing balance from the previous year is always done between the same journal types and journal numbers, except for currency translation code I. If the detailed currency translation on journals is not defined in the general configuration, the accounts with currency translation code I are matched between the same journal types. When the detailed currency translation is not defined, the opening balance of accounts with currency translation code I will be incorrect for

each journal number, while the total for the journal type will be correct. See example 1 and 2 below.

Example 1: Not detailed

Example of when a detailed currency translation is not used for I coded account on journals:

Previous year

Table 76.	Example	1.	previous	vear.	detailed	currency	v translati	on is	not	used
10010 101	Encampio	••	providuo	your,	aotanoa	carreries	, inditionality	211 10		aooa

Journal number	Journal type	Account	Local amount	Converted amount	Rate
101	J	2091040	10	20	2,00
102	J	2091070	20	60	3,00
		2091100 (CB)	30	80	2,67

Actual year

Table 77. Example 1, actual year, detailed currency translation is not used

Journal number	Journal type	Account	Local amount	Converted amount	Rate
101	J	2091010 (OB)	10	27	2,67
102	J	2091010 (OB)	20	53	2,67
		2091100 (CB)	30	80	2,67

Example 2: Detailed

Example of a detailed currency translation for I coded accounts on journals:

Previous year

Table 78. Example 2, previous year, detailed currency translation is used

Journal number	Journal type	Account	Local amount	Converted amount	Rate
101	J	2091040	10	20	2,00
102	J	2091070	20	60	3,00
		2091100 (CB)	30	80	2,67

Actual year

Journal number	Journal type	Account	Local amount	Converted amount	Rate
101	J	2091010 (OB)	10	20	2,00
102	J	2091010 (OB)	20	60	3,00
		2091100 (CB)	30	80	2,67

Table 79. Example 2, actual year, detailed currency translation is used

Detailed Currency Translation

If the detailed currency translation of accounts with currency translation code I on journals is defined in the general configuration, the same rules apply for currency translation code I as for currency translation code C. This means that the matching is done between the same journal types and journal numbers. It is important that the company journals entered and copied between the years keep their journal numbers. If you change the journal numbers between the years, the opening balance accounts with currency translation code C and the detailed currency translation of currency translation code I will be incorrectly matched and as a consequence incorrectly converted. See example 3 below.

Example 3: Detailed, Not Kept Journal Numbers

Example of a detailed currency translation when journal numbers are not kept between years:

Previous year

Table 80. Example 3, previous year, detailed currency translation when journal numbers are not kept between years

Journal number	Journal type	Account	Local amount	Converted amount	Rate
101	J	2091040	10	20	2,00
102	J	2091070	20	60	3,00
		2091100 (CB)	30	80	2,67

Actual year

Table 81. Example 3, actual year, detailed currency translation when journal numbers are not kept between years

Journal number	Journal type	Account	Local amount	Converted amount	Rate
101	J	2091010 (OB)	20	40	2,00
102	J	2091010 (OB)	10	30	3,00

Table 81. Example 3, actual year, detailed currency translation when journal numbers are not kept between years (continued)

Journal number	Journal type	Account	Local amount	Converted amount	Rate
		2091100 (CB)	30	70	2,33

Extended Dimensions

If there are different extended dimension levels used on the opening balance account compared to the accounts included in the closing balance, summation is done to the extended dimension level of the opening balance account. If, on the other hand, the opening balance account uses a more detailed extended dimension level than the accounts included in the closing balance, no matching is possible and the previous year's closing rate will be used instead (for I coded accounts). Accounts with currency translation code C will not be converted at all.

Rules

Table 82	Matching	rules	for	extended	dimensions
10010 02	. matering	ruico	101	CATCHIACA	unicrisions

Closing Balance (CB)	Opening Balance (OB)	Matching
With the extended dimension.	Without the extended dimension.	The details from the CB are summed up to the level of the OB.
With a different extended dimension compared to the OB.	With a different extended dimension compared to the CB.	No match, the closing balance rate from the previous year is used instead (code I).
		If the extended dimension level is more detailed for the accounts included in the closing balance than for the opening balance account, matching is possible since the details from the closing balance is summed up to the level of the opening balance. For more information, see "Special Rules for Currency Translation Code C" on page 413
With the same extended dimension as the OB.	With the same extended dimension as the CB.	Match, amount (code C) or rate ratio (code I) from the previous year is used.

Closing Balance (CB)	Opening Balance (OB)	Matching
Without the extended dimension.	With the extended dimension.	No match, the closing balance rate from the previous year is used instead (code I). For more information, see "Special Rules for Currency Translation Code C"

Table 82. Matching rules for extended dimensions (continued)

Matching of Intercompany Accounts

When the opening balance account is an intercompany account, it is presumed that the accounts included in the closing balance are intercompany accounts too. Matching is done on the counter company, the transaction currency and the counter dimension used by the opening balance account. If, for example, the opening balance account uses the counter company but not the transaction currency or the counter dimension, matching only takes place for the counter companies. If the accounts included in the closing balance use the transaction currency and/or the counter dimension, these amounts are summed up to the same counter company before comparing with the opening balance account.

If the opening balance account is not an intercompany account but the accounts included in the closing balance are, then the details for the closing balance accounts are summed up to the same level as the opening balance account (as per account) before matching between the years takes place.

Special Rules for Currency Translation Code C

For accounts with currency translation code C it is not necessary to have a local amount booked on the opening balance account. The reason for this is that currency translation code C often is used to copy the currency translation difference from the previous year. There will only be a converted amount to copy.

Closing Balance is Zero

If the closing balance from the previous year is zero, because the accounts summing to the closing balance give a total of zero, then zero will be copied to the opening balance account, regardless of whether there is a local amount booked on the opening balance account or not.

Booked Local Amount

If there is no converted amount to copy from the previous year, but there is a local amount booked on the opening balance account, then the local amount will be converted using the closing rate from the previous year.

If you enter a local amount on an opening balance account with currency translation code C, you have to make sure that you enter the amount on the correct level of details. Otherwise there is a risk that the converted amount will be double. One example is if the closing balance account has one extended dimension that is correct and the opening balance account has a different extended dimension that is incorrect. The system will then first of all copy the converted amount from the previous year with the correct extended dimension. Then, the system will try

to match the incorrect extended dimension for the local amount booked on the opening balance account. When no match is possible, the local amount will be converted using the closing balance rate from the previous year. The same amount, with different extended dimensions, one correct and one incorrect, will then be double in the converted currency on the opening balance account.

Match Intercompany Accounts

For intercompany accounts, matching between the opening and the closing balance is done against the details used by the opening balance account.

For more information, see "Matching of Intercompany Accounts" on page 413.

If no values are booked on the opening balance account for the actual year, the opening balance account for the previous year will give information on which details to use for the matching. If no values are booked, neither on the opening balance for the actual year, nor from the previous year, then the movement accounts included in the closing balance will give information on what details to copy to the opening balance account.

Example: No Values on OB Accounts

Example of matching when no values are booked on the opening balance accounts:

Previous year

Account		Counter company	Local amount	Converted amount
2461010	Opening balance		0	0
2461020	Change of the year	1035	10	35
2461020	Change of the year	1150	20	60
2461100	Closing balance	1035	10	35
2461100	Closing balance	1150	20	60

Table 83. Example, previous year, matching when no values are booked on the opening balance accounts

Actual year, before currency translation

Table 84. Example, actual year before currency translation, matching when no values are booked on the opening balance accounts

Account		Counter company	Local amount	Converted amount
2461010	Opening balance		0	0

When currency translation starts, the account 2461010 has no values neither for the actual year nor for the previous year.

Actual year, after currency translation

Table 85. Example, actual year after currency translation, matching when no values are booked on the opening balance accounts

Account		Counter company	Local amount	Converted amount
2461010	Opening balance	1035	10	35
2461010	Opening balance	1150	20	60

The movement account 2461020 previous year, determines which details to copy to the opening balance account 2461010.

Company Journals Entered in Group Currency

This section refers to accounts with currency translation code I, that use a rate ratio between local amount and converted amount from the previous year to convert a local amount entered for the actual year.

The detailed currency translation of I coded accounts is not affected as the rate ratio is calculated for each journal type and journal number. Neither is the currency translation code C affected since, when using currency translation code C, it is the converted amount that is copied, and there is no need for a local amount the previous year.

Not Detailed Currency Translation of I coded Accounts

When making a not detailed currency translation of I coded accounts, a rate ratio is calculated for each journal type. The journal type includes both journals entered in local currency as well as journals entered in group currency. To get amounts converted correctly, the company journals included in the journal type will be divided into two groups. One group for company journals entered in the local currency and one for company journals entered in the group currency. The reason for this is that the currency translation for the two groups starts from different currencies (local or group currency). The rate ratio will, as a consequence, be different for the two groups.

Currency Translation of Period Values

You can use this function to perform currency translation.

To run the currency translation you enter such items as:

- For which group or company the currency translation will be run.
- Whether you want to use the currency translation method defined in the company table, or a temporary method.

Note that there are certain requirements that must be met before you can run a currency translation. For more information, see "Requirements" on page 416.

Procedure

1. Select Group/Consolidate By Steps/Currency Translation.

Note: The same functions are run if you consolidate with status.

2. Then select Group/Consolidate With Status.

Requirements

Before currency translation takes place certain preconditions must be met:

- Currency rates for currency translation codes B and M (and D, if applicable) must have been entered for the relevant period.
- If this is the first time currency translation has been run in IBM Cognos Controller, it is also important that OB rates have been entered, either in the form of period values in local and converted currency for the comparison period or as closing rates for the comparison period in the currency rate register. Depending on the currency translation method used, you might need to use other registers, such as the register of historical rates, or certain specifications.
- If the currency translation comprises more forms than just the income statement and balance sheet, it is vital that you have run reconciliation between accounts and opening balances in the local currency (LC) without errors. If not, the program can copy incorrect values from the specification accounts to accounts in the main form. Any currency translation errors will always appear in the final balance item, for the current method in the balance sheet, and for the MNM method in the income statement, and this will produce an incorrect final currency translation difference.

For more information, see "Currency Translation Methods" on page 395, and "Currency Translation Rules" on page 399.

Calculation Order

The table shows the order of different calculation steps when you run the currency translation:

Phase	Description
1	Currency translation codes B, M, K, L and N are calculated for all accounts using these.
2	Accounts with currency translation code D are calculated.
3	Opening balances, currency translation codes C and I, are calculated.
4	Historical rates, currency translation codes E, F, and G are calculated.
5	The currency translation differences, currency translation codes O and P are calculated.
6	All accounts are summed to summation accounts.
7	Currency translation code A is calculated.
8	All accounts are summed to summation accounts.
9	Currency translation code A2 is calculated.

Table 86. Order of calculation steps for currency translation
Phase	Description
10	All accounts are summed to summation accounts.
11	Values are copied from accounts with reconciliation rules to all accounts with the currency translation codes U, V, X and Z.
12	All accounts are summed to summation accounts.
13	Currency translation code A3 is calculated.
14	All accounts are summed to summation accounts.
15	The final currency translation difference, the balance item, is calculated and booked using the rules in the general configuration.

Table 86. Order of calculation steps for currency translation (continued)

Consolidation and Currency Types

The table shows the consolidation and currency types which are pre-defined in the system. The currency type is always the same as a consolidation type.

Table 87. Predefined consolidation and currency types

Company Structure	Consolidation Type/Currency Type
Legal	LE for legal group currency
Operative	OP, for management group currency
Operative 1	O1, for management 1 group currency
Operative 2	O2, for management 2 group currency

You can define new codes for additional consolidation and currency types using Maintain/Company Structure/Consolidation Types - Define.

From and To Currency

Currency translation is nearly always run from the local currency (LC), as all period values are normally entered in LC.

The currency translation is performed to a selected consolidation type. For example, if you select to make a currency translation to LE, the legal consolidation type, the values in LC will be currency converted to all currencies included in the legal consolidation structure.

Note: The currency type is always the same as the consolidation type. If a company is going to be included in more than one consolidation structure, and the groups have different currencies, the company must be converted several times.

Linked Actualities

A linked actuality is used when you want to run a currency translation at a new currency rate, but with existing period values in the local currency. This can be helpful during simulation or for making budget values comply with the current currency rate.

The linked actuality has its own identity for storing new currency rates, but refers to another actuality, often AC or BU, to load the period values to be converted. Only converted period values will be stored in linked actualities.

For more information, see "Linked Actualities" on page 119.

Run a Currency Translation

You can convert currency for all values from the local to the group currencies.

This function will be performed automatically if you run **Consolidate With Status**. For more information on currency translation, see General Information on Currency Translation.

Procedure

- On the Group menu, click Consolidate By Steps/Currency Translation. The Currency Translation window opens.
- **2**. Enter the actuality and period range you want to perform the currency translation between.

The selection of periods in the currency translation selection field affects which companies or groups that will be available in the company field and how (to which currencies) the company will be currency converted. Validation is made against the **Define Company Structure** menu. If you select a range of periods to be currency converted, the validation is made for all periods separately, i.e. companies will be currency converted according to the company structure of each separate period.

3. Enter the opening balance actuality and period the opening balances should be collected from.

If accounts with currency translation code I, C, K and L should be converted, you have to enter the OB period and the OB actuality. Example: When the current period is actual (AC) or forecast (for example, P1), the OB period should probably be loaded from the previous year-end. If the current period is budget (BU), a forecast period, such as P1, is often entered.

4. Enter the currency types you want to convert currency from and to.

The currency translation is nearly always run from the local currency (LC), as all the period values are normally entered in LC. To get correct converted values for a subgroup, you have to run a consolidation, in which the converted values will be consolidated to all groups or subgroups in the structure.

Note: The currency type is always the same as the consolidation type. If a company is going to be included in more than one consolidation structure and the groups have different currencies, the company must be converted several times.

5. If you want to run the currency translation for companies within a specific group, select the **Group** option button. In the **Consolidation type** and **Group** text boxes, enter the relevant information you want to run the currency translation for.

If you run the consolidation method that was the default before the 8.1 release, the **Include subgroups** check box is ticked by default. The result is that values are converted in all subgroups within the specified group. Clear the check box if you don't want to include subgroups. If you run the consolidation method that is the default from the 8.1 release, the conversion is performed level by level which means that there is no **Include subgroups** check box.

- 6. If you want to run the currency translation for one or several companies, select the **Company** option button and enter the company code(s) in the **Company** text box.
- 7. Select the relevant consolidation method option button:
 - According to company structure definition: Loads the currency translation method from the company structure. It is also possible to convert a group of companies at the same time, even if the companies use different currency translation methods.
 - Method 1 (Current)
 - Method 2 (MNM)
- 8. Click **Run**. The currency translation is performed. The values are converted into all currencies of the group or subgroup the company is included in. A message box appears when the currency translation is ready.

Note: Note: Currency translation is almost always performed from local currency to all currencies included in the consolidation structure. If the company is connected to more than one consolidation structure and the groups have different currencies, the company must be currency converted several times.

Generate Currency Translation Reports

Here you generate reports showing the amounts in the original currency and converted currency per form.

The report contains columns with values for original currency and converted currency for the current period, original currency and converted currency for the comparison period and a column with a calculated currency rate for both periods. The currency rate has been calculated in the report as the converted currency divided by the original currency and is not exactly the same as the rate used for currency translation of each account. When small amounts are converted, the rate may vary due to rounding, but if the variation is greater, there is probably something wrong with the currency translation.

If the system's currency rates are configured for division (D), the calculated currency rate will instead show the original currency divided by the converted currency.

For more information, see "Define Currency Codes" on page 123.

Procedure

- 1. On the **Group** menu, click **Reports/Currency Translation**. The **Reports -Currency Translation** window opens.
- **2**. Enter the actuality, period and OB actuality for which you want to generate the report. OB period is automatically displayed.

The selection of period in the **Conversion Selections** fields affect what companies or groups that will be available in the company selection field. Validation is made against the **Define Company Structure**.

The OB actuality and period from which the report will load OB values. The previous year's CB period is automatically displayed, and can not be changed. If the report is going to be used for checking purposes, you should enter the same OB actuality as when you ran the currency translation.

- **3.** If you want to generate the report for companies within a specific group, select the **Group** option button. In the **Consolidation type** and **Group** text boxes, enter the relevant information for which you want to generate the report. Select the **Include subgroups** check box to include reports for all subgroups that belong to the specified group.
- 4. If you want to generate the report for one or several companies, select the **Company** option button and enter the company code(s) in the **Company** text box.
- **5**. Select which currencies to show in the report, either a currency type or a currency code. Make a selection both for **From currency** (the original currency) and **To currency** (the converted currency)

Select either the currency types, between which the currency translation has been run (for example LC and LE), or select relevant currency codes (for example from GBP to USD). These selections can also be combined, i.e. you can select to show the report from LC to USD or from CHF to LE. LE will always be the currency of the company that owns the selected company directly. If there are several owning companies, the report will show the currency of the company with the largest owning percentage.

- 6. Select the form or forms you want to generate a report for and enter the closing version for which you want to generate a report.
- 7. If applicable, enter the relevant extended dimension codes in the **Extended Dim** text boxes. If you leave the text box blank, the total value of the extended dimension will be displayed.
- 8. If you want to have a report layout suitable for large numbers, select the Use Alternative Layout for Large Numbers (>9 digits).
- 9. Click the **Preview** button to generate the report.

Results

The report displays the selected period and actuality as well as the closing balance from the previous year as reference. The **Rates** column contains a calculated rate based on the converted currency divided by the original currency. The rates may vary due to rounding, but if the differences are large, there may be errors in the currency translation.

To verify which calculation rule that has been used for an account, see the currency translation code for that account in the **Define Account Structure** window.

Generate Reports on Currency Translation of Journals

You can use this function to generate reports on the currency translation of journals.

You can restrict the content of the report in terms of account, journal date and journal number. You can generate four different reports, sorted by:

- Account
- Journal type
- Journal number

Date

The report displays journal type and journal number, together with values for the registered amount, values in converted currency and a calculated currency rate. This currency rate has been calculated in the report as the converted currency divided by the original currency and is not exactly the same as the rate used for currency translation of each account. When small amounts are converted, the rate may vary due to rounding, but if the variation is greater, there is probably something wrong with the currency translation.

If the system's currency rates are configured for division (D), the calculated currency rate will instead show the registered amount divided by the converted currency.

The defined restrictions in terms of account, journal number or date apply regardless of which reports that are printed.

Procedure

- On the Group menu, click Reports/Currency Translation on Journals. The Reports - Currency Translation on Journals window opens.
- Under Report Selections, select the relevant check box to decide the sort order of the journals displayed. If you select more than one report, they will come one after the other:
 - By Account
 - Journals by Journal and Automatic Journal Type
 - Journals by Journal Number
 - Journals by Date
- **3.** Enter the actuality, period, closing version and contribution version for which you want to generate the report.
- 4. Enter the Consolidation type and group for which you want to generate the report.
- 5. Select the check box **All Companies Only One Level** if you want to generate the report for all companies on the next level in the group. Clear the check box if you want to specify the company/companies for which you want to generate the report.
- 6. Select which currencies you want to show in the report, either a currency type or a currency code. Make a selection both for **From Currency** (the original currency) and **To Currency** (the converted currency).

Select either the currency types, between which the currency translation has been run (for example LC and LE), or select relevant currency codes (for example from GBP to USD). These selections can also be combined, i.e. you can select to show the report from LC to USD or from CHF to LE. LE will always be the currency of the company that owns the selected company directly. If there are several owning companies, the report will show the currency of the company with the largest owning percentage.

7. To generate the report for specific accounts, journal numbers or dates of creation or change, clear the All check box and enter the relevant selection in the text box.

The **Creation Date** option button is selected to indicate that journals created on a certain date should be included in the report. The **Last Change Date** option button is selected to indicate that journals last changed on a certain date should be included in the report. Clear the **All Dates** check box to be able to enter a date.

8. Click the **Preview** button to generate the report.

Chapter 14. Automatic Journals for Acquisition Calculations

This chapter describes automatic journals for acquisition calculations, and how they correspond with the investment register.

It also describes the purpose of automatic journal types and contribution versions, and gives a description of the control tables and sub-control tables used for pre-defined automatic journals.

Automatic journals enable you to define which eliminations you should calculate in the consolidation, and how and when this should take place. During the consolidation process, company journals are created automatically, based on how you have configured the automatic journals.

For information about rules, codes and parameters used in automatic journals and control tables, see "Automatic Journal and Control Table Codes and Parameters" on page 676.

Automatic Journals

There are two ways of creating acquisition calculations in IBM Cognos Controller; you either base them on the data in the investments register or on the period data. The result of the calculations is booked as automatic journals.

Automatic journals are posted on the companies or groups. Intercompany eliminations are a type of automatic journals, these can be posted either as company journals or as group journals.

The automatic journals based on the period database are flexible. There are a large number of predefined automatic journals for different use and it is also possible to build your own journals. The automatic journals based on the investments register are more fixed and are designed to handle complex ownership. The investments register is used to keep track of purchases, sales and depreciation for subsidiaries.

Three Basic Parts

Automatic journals consist of three basic parts that work together: control tables, calculation parameters, and automatic journal types.

The control tables, where you define which accounts that should be used in the elimination and interact with a number of calculation parameters, for example, consolidation method, calculation method and owned percentage. Please note that calculation parameters primarily relate to conditions, selection methods, calculation methods and rules in the **Maintain/Configuration/Automatic Journals/Define** menu. The base information for the calculations is either in the investments register, or in the period database. The result of the performed calculation is booked as an automatic journal (a kind of company journal) for the relevant company. Bookings with automatic journal types are usually stored on the same database identity as the basis of the calculation (reported values and manual company journals), but you can also book them to a certain journal type.

Note: The reported values always remain in place after a consolidation. You book the eliminations to various automatic journal types, which means that you get clear information on what happens to the various amounts.

Example

Calculation of equity shares in associated companies is an example of an automatic journal.

When consolidation has finished, you can follow the automatic journal sequence in a report, consisting of:

- Reported values
- Elimination of the full amount in all accounts
- Booking of equity share
- Elimination of investments

In IBM Cognos Consolidator, where an acquisition module is used, only the equity share (net steps 3 and 4) was consolidated and the first two steps were omitted.

Terminology

This table contains a list of the terms used in connection with automatic journals and what they mean:

Term	Description	
Automatic Journals	The code and name of an automatic journal, for example, E100 Elimination of investments, parent. Provides the names of the pre-defined automatic journals. A control table is connected to each automatic journal, enabling you to define which accounts should be used.	
	A company or group journal with the automatic journal type booked as a result of the investment elimination.	
Control Tables	A common term corresponding to the control tables for automatic journals, intercompany balances and internal profit. Here you can define the accounts to be affected by the automatic journal.	
Automatic Journal Type	A database identity used for automatic journals. There are a number of pre-defined automatic journal types. These automatic journals partly replace the change types used in the investments register in IBM Cognos Consolidator. Users who have earlier used automatic journals (consolidation events) will now work with automatic journal types instead of event journal types. You can create your own automatic journal types.	

Table 88. Automatic journals terminology

Table 88.	Automatic	journals	terminology	(continued)
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Term	Description
Contribution version	A collection of automatic journal types. Used in reports to display a required selection of automatic journal types. It is also used as the basis for calculations.

The Steps in Processing Automatic Journals

The table shows the steps in creating, defining and running automatic journals.

Table 89. Steps in processing automatic journals

Step	Description
1	Step one registers investments as a basis for the acquisition value calculation.
2	Step two activates the pre-defined automatic journals to be used.
3	Step three defines control tables for acquisition calculations, intercompany balances and intercompany profit, for example, calculations of minority share and equity shares as well as elimination of intercompany balances.
4	Step four creates new, user-defined automatic journals if the pre-defined automatic journals are not sufficient. Their control tables are defined.
5	Step five enters period data, for example, profit and loss statement, which will be the basis for most automatic journals.
6	Step six performs consolidation, which includes the calculation and booking of all automatic journals.

Define Automatic Journals

This section describes where automatic journals are located, how they are structured and how you activate the journals you want to use.

The window contains five tabs:

- Define
- Condition
- Selection Methods
- Calculation Methods
- Rules

These five tabs work together to create an automatic journal.

Note: The **Condition**tab is connected to the **Define** tab, which means that a defined condition is valid for a particular automatic journal. The **Selection Methods**, **Calculation Methods** and **Rules** tabs are stand alone parameters used to define the automatic journal. You can define which methods you want to use, either as default on the **Define**tab, in which case these methods then apply to the automatic journal as a whole, or in the control table, where various methods can be defined per account row.

Pre-defined Automatic Journals

IBM Cognos Controller contains a number of pre-defined automatic journals to help the user.

The pre-defined automatic journals are defined based on a number of pre-defined selection methods, calculation methods and rules. The user cannot modify or remove any of these pre-defined terms. You can only partly modify these pre-defined automatic journals. It is, for example, possible to affect the currency translation, the execution order (level) and the calculation basis of the automatic journal. The latter is set by selecting a contribution version in the heading of the control table. The level and the contribution version interact with each other.

For more information, see "Define Control Tables" on page 437.

User-defined Automatic Journals

When the pre-defined automatic journals are not sufficient, there is the possibility to create user-defined automatic journals by creating a new automatic journal and defining its calculation parameters and rules. You define the control table for the user-defined automatic journal in the same way as the pre-defined automatic journals.

Note: You can copy and then modify both pre-defined automatic journals and calculation parameters, but you cannot remove them or make direct changes to them. A simple way of making changes is to copy an existing automatic journal or calculation parameter and then do the changes needed. You perform the copying with the Save As button on each tab on the **Maintain/Configuration/Automatic Journals/Define** menu.

For more information, see "Define Control Tables" on page 437.

Activate Automatic Journals

Follow the steps below to activate automatic journals.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Define. The Define Automatic Journals window opens.
- Select the relevant automatic journal from the Automatic Journals drop-down list box. The journal description automatically appears.
- **3**. Select or clear the **Active** check box to enable/disable the current automatic journal. Only the active automatic journals will appear in the list box when defining control tables for automatic journals.

Automatic Journals - the Define Tab

Here you create new or enable/disable automatic journals to be used for reconciliation and elimination purposes.

If you want to create your own automatic journals, we recommend that you contact your IBM Cognos consultant for help.

All existing automatic journals (select one at a time from the list box) are displayed on this tab. You can use this function to view or define the following:

- The automatic journal code and name.
- Which automatic journal type it refers to.
- The level it is at, that is, the internal sequence of automatic journals
- The category used (technical IBM Cognos Controller term linked to the automatic journal type. Different categories work in different ways and use data from different database tables).
- Whether the automatic journal is enabled/disabled (disabled automatic journals do not appear in the list of available control tables).
- The use of the Enable Calculation of Change in Structure function. To get the effect of change in owned % to a separate account on each automatic journal type, the control table E300 must be selected. By selecting this check box, the structure change will be booked on the automatic journal type of the actual control table. If cleared, you will get a correct closing balance of minority etc. calculated, but the whole period change will be booked according to the usual control table (for example, E700 Minority).
- The use of **No General Configuration Bookings** (Alternative OB Method in earlier versions), meaning that the bookings performed by the general configuration will not take place. Select this option if you, for example, need to book a profit and loss based automatic journal on another account in the Analysis of Reserves than the one you have specified in the General Configuration.
- The use of **Alternative Currency Translation**. If the check box is cleared, the automatic journal is created in local currency and then currency converted. If the check box is selected, the automatic journal is created directly in all valid currencies for the company. Use this option if you have entered company journals in group currency, as these will otherwise not be the basis for the calculation and also if you use historical rates.
- The use of the **Exclude the Automatic Journal from the Specific Consolidation Types**. Select this to exclude an automatic journal from specific consolidation types. This option is not available if you run the consolidation model that was the default before the 8.1 release.
- The use of **Roll OB Values**. If you select this check box, OB values are rolled even though OB accounts are included in the control tables.

Note: This is only applicable in specific cases.

- A matrix containing functions and parameters relating to the automatic journal as a whole. Here you define default values and which columns should be used in the control table
- You must apply the same selection of **No General Configuration Bookings**, **Alternative Currency Translation**, and so on for all automatic journals posted on the same automatic journal type.
- Category 1 is usually suitable for user-defined automatic journals. If the automatic journal handles counterpart information, that is, it is based on an IC account, category 23 or 24 must be used so that the automatic journal is booked correctly.
- For minorities based on data on a counter company, for example E715, category 23 must be used. This is the only category that handles a crossed owned

company in a correct way. That is, there should be minorities of this type booked if there is a minority on a subgroup already.

Pre-defined Automatic Journals

There are a number of pre-defined automatic journals. These have codes Exxx, where xxx are digits. You cannot modify or remove these journals, but you can copy them.

Note: Most fields, except activate/deactivate, are locked for pre-defined automatic journals. You can select the level for the automatic journals, as well as the contribution version in the control table (automatic journals using the period database).

The Contents of the Matrix

The matrix contains the following headings:

Table 90.	Matrix	headings	and	descriptions
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Column Heading	Description
Column	The parameters (field names in the database) that define an automatic journal and can be shown in the control table's columns, for example from account, to account, sign, and GM indicator. See "Columns in Control Tables for Acquisition Calculations."
Show	Selected for the parameter in question to appear as a column in the control table.
Default	The default value to apply for the automatic journal as a whole. For example, the minority share journal has the default value M for the GM indicator, which means that the automatic journal will book the minority share to all accounts in the control table.
Header Text	The column heading displayed in the control table.
Mandatory	Selected for the parameter in question to be mandatory, which means that you cannot save the control table unless you complete this field.

Columns in Control Tables for Acquisition Calculations

Table 91. Columns in control tables for acquisition calculations

Column	Explanation
konto	From account (calculation basis). Summation accounts may be used.
konto2	From account 2 (if interval is used).
tecken_ib	Sign for OB account. Not displayed, automatically updated.
tecken_pf	Sign for calculation.
konto_ib	OB account belonging to the To account.

Column	Explanation
konto_pf	To account (where the result is posted).
typ	Type of account for transfer of equity (used by E800).
	R = restricted reserves account
	U = unrestricted reserves account
	I = income account
varde	Priority regarding transfer of equity (used by E800).
extra	Used by E300 to differ between internal and external acquisitions and disposals.
	Blank = valid for all
	I = internal changes
	E = external changes
regel_id	Rule that sets calculation method in a matrix of company and counter company. Every rule consists of at least one calculation method.
gm_ind	GM Indicator (cooperates with the rule and the parts in the calculation methods).
	Blank (total) = amount type
	G (group part) = amount type * rate type
	M (minority part) = amount type * 1 - rate type
cc_ind	Counter Company Indicator. Note that category 23 or 24 must be used together with cc ind = C in order to get correct postings.
	• If blank, with any From account, the calculation based on a company's values will be posted on the same company
	• If C, with an intercompany From account, the calculation based on a company's values is posted on the counter company
	• If C, with an non-IC From account, the calculation based on a company's values will be posted on the same company (as a result, the C has no impact in this case)
msel	Selection method consisting of consolidation methods combined with the Parent check box.
Dim 1	Specific dimension 1 code to post the automatic journal on.
Dim 2	Specific dimension 2 code to post the automatic journal on.

Table 91. Columns in control tables for acquisition calculations (continued)

Column	Explanation
Dim 3	Specific dimension 3 code to post the automatic journal on.
Dim 4	Specific dimension 4 code to post the automatic journal on.
konto_cond	Condition account. Cooperates with the condition set for the automatic journal.
tax	Tax parameter.
	Blank = total amount
	T = amount * tax rate
	N = B - T
Method	Not in use.
ftyp	Change type (used by Investment Adjustments).
	T = total change
	C = conversion diff
	N = net change (T - C)
	M = movement
kontoa	Not in use.
kontob	Not in use.
kontoc	Not in use.
kontod	Not in use.
flag1	Not in use.
flag2	Not in use.
txt1	Not in use.
txt2	Not in use.

Table 91. Columns in control tables for acquisition calculations (continued)

Automatic Journal Categories

Category is a technical definition that determines which database table to use and what kind of elimination to perform. Category 17 is always booked on the lowest level and not where the origin company and counter company meet in the structure. Using category 23 and 24 implies that the elimination is booked where the origin company and the counter company meet in the structure. The base for booked percentage comes from the origin company at the level in the structure where the companies meet. For multiple owned companies category 23 books the elimination at the lowest level where the companies meet in the structure. For category 24 these eliminations are booked at all levels where the companies meet, using journal number 10000 as the counter part information must have category 23 or 24 in order to be booked on the correct level in a legal consolidation type.

Define Automatic Journals

Follow the steps below to define automatic journals.

Procedure

- 1. On the **Maintain** menu, click **Configuration/Automatic Journals/Define**. The Define Automatic Journals window opens.
- 2. Click the **New** button to create a new automatic journal. All fields are cleared for entry.
- **3**. In the **Code** text box, enter the new journal code and in the **Name** text box, enter a description of the journal. New codes for automatic journals must not begin with E, IC, or IP.
- 4. If you want to generate automatic journals based on the results of other automatic journals, enter the level of the present automatic journal. An automatic journal of a higher level is based on the result of an automatic journal on a lower level, provided that the latter automatic journal type is included in the contribution version. You may use levels up to 50.
- 5. In the **Automatic Journal Type** text box, enter the automatic journal type code representing the type of transaction that will be generated, for example, minority.
- 6. In the **Category** list box, select the appropriate category. User-defined automatic journals are normally category 1, default. For more information about categories, see "Automatic Journal Categories" on page 430.
- 7. Select the **Active** check box to enable the automatic journal for use. If an automatic journal is not enabled, the corresponding control table is not available in the **Control Tables Acquisition Calculations** window.
- 8. The Enable Calculation of Change in Structure check box cooperates with information in the control table E300. If the control table is filled in and the check box is selected, period changes due to changes in owned % will be booked on a specific account on the same automatic journal type as the automatic journal uses, e.g. 90 for minority (E700).
- **9**. The **No General Configuration Bookings** check box should be selected only when you do not want the usual calculations via General Configuration to take place (specific case).

Note: If you run the consolidation model used before release 8.1, this field is called **Alternative OB Method**.

10. The Alternative Currency Translation check box is by default empty. This means that the automatic journal will be created in local currency and then currency converted. This alternative is good if you want to see the effect of currency changes separately. If you tick the check box, the automatic journal will instead be created directly in all valid currencies, based on the currency converted BASE values. This alternative is useful if you have company journals in group currency as basis for the calculation. Only with this alternative will they be part of the calculation basis.

Note: If you select this option, you cannot trace the currency effect.

11. Select the **Exclude the Automatic Journal from the Specific Consolidation Types** check box if you want to exclude the automatic journal from one or more consolidation types.

If you use this function, it is reflected in the report of automatic journal definitions. Information about excluded automatic journals is logged and can be traced in the system audit log function.

This option is not available if you run the consolidation model that was the default before the 8.1 release.

12. The **Roll OB values** check box should only be selected in the specific case where the OB should be rolled, even though the OB account exists in the control table in order to make E300 work.

If the check box is not selected, OB will be handled according to control tables.

Note: This field is not available if you run the consolidation model that was default before the 8.1 release.

- **13**. In the grid, select those automatic journal parameters you want to display as columns in the journal control table, by selecting the **Show** column. If you enter a default value, the **Show** column should usually not be selected.
- 14. To set a parameter for an entire journal, select the appropriate alternative in the **Default** column. Note that if the control table is activated, the value will not be saved automatically. To save the value for the defined control table, open the control table and re-save it.

To activate the **Save** button, make a change to the control table, for example add an empty row and then delete it.

- **15.** If you want a column header in the control table to display a specific text, enter that heading in the **Header** column.
- **16**. Select the **Mandatory** column for those information types that must be filled in when defining the control table. **Mandatory** must always be combined with **Show**. If no value is entered the control table cannot be saved.
- 17. Click Save.

Copy Automatic Journals

An automatic journal may be copied in order to make slight adjustments to a predefined automatic journal.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Define. The Define Automatic Journals window opens.
- 2. In the **Automatic Journal** text box, select the automatic journal you want to copy.
- 3. Click the Save As button. A Save As dialog box appears.
- 4. Enter the code of the new journal of no more than four alphanumerical characters. The code must not begin with the letters E, IC or IP. Click **Save**. The new automatic journal appears in the **Automatic Journal** text box and all settings from the original journal have been copied to the new journal.
- 5. Change the automatic journal settings and click Save.
- 6. Close the **Define Automatic Journals** window and open the **Control Tables -Acquisition Calculations** window to select the new automatic journal and define its control table.

Results

- The control tables are defined in the **Control Tables Acquisition Calculations** window.
- When you copy an automatic journal, only the definition of the automatic journal will be copied, not the corresponding control table.
- The predefined automatic journals cannot be changed or deleted, only copied.

Define Automatic Journals - the Condition Tab

On this tab you can see the definition of what you should do if a particular condition applies to the automatic journal. A condition interacts with the coefficient or a condition account.

Note: The **Condition**tab is directly connected to the **Define** tab, which means that the defined condition is valid for a particular automatic journal.

Before you begin

You can use the following conditions:

- None A normal automatic journal is defined as None, that is, it is always performed.
- If > (greater than) or < (less than) has been selected, the amount in From Account will be compared to the coefficient. If the condition is met, the result will be booked in To Account in the control table.
- If * (multiplied by) or / (divided by) has been selected, the amount in From Account will be multiplied by or divided by the coefficient and the result will be booked in To Account in the control table.

Note:

If you have defined the **Condition Account** field in the control table for the automatic journal, these condition accounts will be used in the calculation instead of the coefficient, provided that there is no coefficient. **From Account** will then be compared to the condition account, and if the condition is met (for example, the amount in the from account > the amount in the condition account) the result of the calculation (in this instance the amount in the **From Account**) will be booked in the **To Account**. If the condition is not met, nothing happens.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Define. The Define Automatic Journals window opens.
- 2. Select the automatic journal you want to set a condition for.
- 3. On the **Condition** tab, select a condition for the automatic journal:
 - None
 - > (greater than)
 - < (less than)
 - / (divided by)
 - * (multiplied by)
- 4. Enter the coefficient for the condition selected above, or use a condition account instead. You can also leave this field blank and use the Condition field in the control table instead, where the value in the **From Account** and the value in the **Condition Account** will be compared.
- 5. Click Save.

Note: If the condition defined here is not fulfilled when the automatic journal is run, no automatic journal will be created. To make sure you always create a journal for posting on one or the other account, create two automatic journals with the opposite conditions.

Define Automatic Journals - the Selection Methods Tab

On this tab you can see the selection methods that define whether the parent company should be included, and for which consolidation method the selection should apply when calculating the elimination. This means that you can specify eliminations to apply to the parent company. You can define the eliminations to apply for only one consolidation method, none, several or all. You can define the type of company and how to consolidate the company in the company structure.

The elements you can combine for selection methods are:

- Parent company
- The purchase method
- The proportional method
- · The equity method
- The joint venture method
- The new value method

There are a number of pre-defined selection methods that are used by the pre-defined automatic journals. These have codes Sx, where x is a digit. You cannot modify or remove these selection methods, but you can copy them.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Define. The Define Automatic Journals window opens.
- 2. On the **Selection Methods** tab, click the **New** button. All fields are cleared for entry.
- **3.** In the **Code** and **Name** text boxes, enter a code for the new selection method and a description of what it contains.
- 4. Select the relevant company types/consolidation methods to be involved in the current selection method:
 - Parent
 - Purchase
 - Proportional
 - Equity
 - Joint Venture
 - New Value (German consolidation method)
- 5. Click Save.

Note: The selection methods used by the predefined automatic journals are also regarded as predefined and cannot be changed or deleted. The predefined selection methods begin with "S".

Define Automatic Journals - the Calculation Methods Tab

On this tab you can see the calculation methods, which are the product of an amount type and a rate type. A combination of calculation methods forms a rule. Each automatic journal uses a rule.

There are a number of pre-defined calculation methods that are used by the pre-defined automatic journals. These have the code Cx, where x denotes a figure. You cannot modify or remove these calculation methods, but you can copy them.

The GM indicator in an automatic journal determines the value to be calculated.

- Amount type is the value that will be calculated if the GM Indicator is blank.
- Amount type is multiplied by rate type if you have defined the GM Indicator with "G".
- Amount type is multiplied by (1-rate type) if you have defined the GM Indicator with "M".

For more information about amount type codes, see "Amount Type Codes" on page 677.

For more information about rate type codes, see "Rate Type Codes" on page 682.

Procedure

- 1. On the **Maintain** menu, click **Configuration/Automatic Journals/Define**. The **Define Automatic Journals** window opens.
- 2. On the **Calculation Methods** tab, click the **New** button. All fields are cleared for entry.
- **3**. In the **Code** text box, enter the new calculation method code. In the **Name** text box, enter a description of what the method performs.
- 4. In the **Amount Type** drop down list box, select the relevant amount type code to be multiplied by the rate type.

Depending on the contents of the GM Indicator column in the automatic journal control table, the value is calculated differently. The GM Indicator can be: Blank - The amount type itself is used. G - The amount type is multiplied by the rate type. M - The amount type is multiplied by (1-rate type).

- 5. In the **Rate Type** drop down list box, select the relevant rate type code to multiply the amount by if a GM indicator is defined for the automatic journal.
- 6. Click Save.

Results

- Amount types and rate types are predefined in the system.
- The calculation methods used by the predefined automatic journals are also regarded as predefined and cannot be changed or deleted. The predefined calculation methods begin with "C".

Define Automatic Journals - the Rules Tab

Click this tab to see the consolidation rules, where you can define which calculation methods you should use for the various combinations of companies and counter companies, in respect of parent company/consolidation methods. You have to define one rule for each automatic journal. If you leave a drop-down list box in the matrix blank, the amounts for that combination will be excluded from the automatic journal process.

There are a number of pre-defined rules that are used by the pre-defined automatic journals. These have the code Rx, where x denotes a figure. You cannot modify or remove these rules, but you can copy them.

The None column means that only data registered for the company itself is used as a basis for elimination (that is, you ignore the information on the counter company).

You can use the None column if the accounts included in the automatic journal are normal accounts, that is, not accounts for intercompany balances or accounts intended for shareholdings.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Define. The Define Automatic Journals window opens.
- 2. On the Rules tab, click the New button. All fields are cleared for entry.
- **3**. In the **Code** and **Name** text boxes, enter a code for the new rule and a description of what it contains.
- 4. In the matrix of company types, the **Company** is defined in the first column and the Counter company combinations are defined in the following columns. From the drop down list boxes, select the calculation method to use for each relevant combination of company/counter company. You only need to fill in the first column for rules, which are only used for non-intercompany accounts. The **None** column is used if the accounts included in the automatic journal are normal accounts, i.e. not accounts for intercompany balances or accounts used in the acquisition register (intercompany codes).
- 5. Click Save.

Results

- The company type **New Value** represents the German new value consolidation method.
- The rules used by the predefined automatic journals are also regarded as predefined and cannot be changed or deleted. The predefined rules begin with "R".

Contribution Versions and Automatic Journal Types

A contribution version consists of one or more automatic journal types. You can use a contribution version to total the automatic journal types it consists of in the same way as closing versions summarize various collections of journal types. You can select a contribution version in the control tables for automatic journals. This makes it possible to set calculation basis per journal.

A contribution version works in cooperation with the level of the automatic journals, which is set under **Maintain/Configuration/Automatic Journals/Define**. You should always fill in a valid contribution version in the control tables when possible. The contribution version BASE is predefined and must always exist in the system. The contribution version is dependent on the level of the automatic journals. For example, E700 which has level 1, cannot use the automatic journal type from another automatic journal type with level 1, as both automatic journals are run at the same time.

Define Contribution Versions

You can use this function to create contribution versions, which act as a summary of automatic journal types. You can use contribution versions in reports to display a preferred selection of automatic journal types. You can define:

- The contribution version's code and name.
- Which automatic journal types should not be included in the contribution version.

For information about how to define contribution versions, see "Define Contribution Versions" on page 125.

Define Automatic Journal Types

You can use this function to define automatic journal types. Here you can define the code and name of the automatic journal types. The automatically generated journals use the automatic journal types as database identities. Just as with journal types, you can define your own automatic journal types. In order to use them, you must use them in the user defined automatic journals, since you can only make a booking to an automatic journal type via the automatically generated transactions.

The system generates all transactions where the automatic journal type code is not equal to blank (that is, base values).

For information about how do define Automatic Journal Types, see "Define Automatic Journal Types" on page 125.

Define Control Tables

You can use this function to define how to direct the values between different accounts, depending on which type of acquisition value processing or elimination you want to perform. You select one of the predefined automatic journals at a time to define its control table. Which control tables you have to choose from is determined by which tables you have activated in the **Define Automatic Journals** function.

For more information, see "Automatic Journals - the Define Tab" on page 426.

The Control Table's Header

In the control table header you can see:

- The automatic journal code and name.
- The predefined automatic journal type.
- Journal number (defined by the user).
- Offset account (can be stated in the header or on the rows for counter booking of the elimination). Note that the offset account should only be used for the E100-E115, E150, E760-E775. It is also used in the E600-E603 control tables, where it is called Retained Earnings BS. It should only be used for investment eliminations and investments adjustments.
- Closing version (calculation basis for the elimination).
- Journal type (journal type to which the journal entry is to be posted).
- Contribution version (calculation basis for the elimination). This is only selectable for some control tables that are based on the period database. The automatic journal types in the selected contribution version must belong to the automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.

The Lower Part of the Control Table

The lower part of the control table will usually contain at least the following columns:

- From Account
- Sign
- To Account (OB)

• To Account (change)

Note: If you run the consolidation model that was the default before the 8.1 release, the column **To Account (OB)**is not displayed.

Calculation Logic

How amounts are calculated depends on how the To and From Accounts are handled - whether they are considered as Head or Change account in IBM Cognos Controller.

Head account: An account that is not part of an OB/CB structure. Head accounts also include OB accounts (with reconciliation code I, J, K or L).

Change account: An account of type I, C, T, U (P&L type) or any account that is part of an OB/CB structure (except the OB account itself).

The table below you can see how different combinations of head and change accounts give different results. Note that transaction amount (trbelopp) has impact on case 3. Be aware that not only amounts affect the calculation, but also other parameters such as selection methods, calculation methods and the category of the automatic journal.

Calculation of Automatic Journals Affected by Head and Change Accounts

- H = head acct
- C = change acct
- 1 = from account
- 2 =to account
- Y0= current year
- Y-1 = previous year

Table 02 Calculation of automatic journals affected by head and change as	accounte
Table 92. Calculation of automatic journals affected by fread and change ac	iccounts

Case	Туре	Stored as Amount	Stored as Trans. Amount
1	H1 -> H2	Amount H1	0
2	C1 -> C2	Amount C1	Amount C1
3	H1 -> C2	Amount H1 (Y0) minus trbelopp C2 (Y-1)	Amount H1 (Y0)
4	C1 -> H2	Amount C1 (Y0) plus amount H2 (Y-1)	0
5	C1 + H1 -> H2	Amount H1 (Y0) plus amount C1 (Y0)	0

Note that you should not combine $H + C \rightarrow C$ as that will produce unexpected values. In case you get an unexpected result, please study this logic. You can also run the report **Check Rules for Automatic Journals** under **Maintain/Special Utilities/Verify Structures** to see how the accounts are handled.

The Contents of the Control Table

The pre-defined control tables have a number of different appearances. Which columns are shown depends on what you have defined in the matrix on the **Define** tab in the **Define Automatic Journals** window. The user-defined control table has an optional number of columns, and you can structure it according to your preferences.

Pre-defined Automatic Journals

The table shows the predefined automatic journals in IBM Cognos Controller, as well as the automatic journal types the generated automatic journals have been booked to:

Code	Automatic Journal	Automatic Journal Type
E100	Elimination of Investments, Parent Company	1
E105	Elimination of Investments, Subsidiary	1
E106	Elimination of Investments, All	1
E110	Elimination of Investments, Associated Company	1
E115	Elimination of Investments, Joint Venture Company	1
E120	Depreciation of Investments, Parent Company	8
E125	Depreciation of Investments, Subsidiary	8
E130	Depreciation of Investments in Associated Company	65
E135	Depreciation of Investments in Joint Venture Companies	65
E150	Conversion Difference in Investments	18
E200	Elimination of External in Part in Proportional Companies	40
E210	Elimination of Associated and Joint Venture Companies	60
E215	Elim 100% Equity + Joint Ventures (indirect)	66

Table 93. Predefined codes, automatic journals, and types

Code	Automatic Journal	Automatic Journal Type
E300	Structural Changes - Adjusting Opening Balances	20
E400	Transfer of Untaxed Reserves	70
E410	Booking of Deferred Tax	75
E500	Equity Share in Associated Companies	61
E505	Indirect Equity in Associated Companies	67
E510	Equity Share in Joint Venture Companies	62
E515	Indirect Equity in Joint Venture Companies	68
E600	Investment Adjustments, Result	30
E601	Investment Adjustments, Currency Translation	30
E602	Investment Adjustments, Other	30
E603	Investment Adjustments, Equity Method	30
E700	Minority Share	90
E705	Indirect Minority	97
E710	Minority Share on Equity	90
E715	Minority on Investments	10
E750	Transfer of Consolidated Reserves	50
E760	Transfer of Equity, Investment Adjustments	50
E770	Elimination of Investments, Parent (xdb)	10
E775	Elimination of Investments, Subsidiary (xdb)	10

Table 93. Predefined codes, automatic journals, and types (continued)

Code	Automatic Journal	Automatic Journal Type
E800	Transfer Between Restricted and Unrestricted Equity	80
E900	Rebooking Due to Complex Ownership	21
EAFC	Advanced Formula Calculation	38
EALC	Allocation	37
ECO1	Contribution 1	81
ECO2	Contribution 2	82

Table 93. Predefined codes, automatic journals, and types (continued)

Sub-control Tables

This table shows the sub-control tables that are used for reference when calculating certain automatic journals:

Table 94. Sub-control tables used for reference

		Used by Automatic Journal
Sub-control Table	Description	Number
HT01	Taxes	E400, E410
HT02	Reference Period	E600, E601, E602, E603

Define Control Tables for Automatic Journals regarding Acquisition Calculations

In this function you define how values are to be directed between different accounts, depending on which type of acquisition calculations processing or elimination you want to perform. Here you select the predefined automatic journal and define its control table.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select the automatic journal you want to configure the control table for and click **OK**. The control table window opens.

Results

- The list of automatic journals displays all active automatic journals. You activate automatic journals in the **Define Automatic Journals** window.
- The predefined control tables have a number of different appearances. Which columns are shown depend on what is defined in the matrix in the **Define** tab

in the **Define Automatic Journals** window. The user-defined control table has an optional number of columns, and is structured according to the user's preferences.

• If dimensions and linked structures are used, IBM Cognos Controller validates that the dimension is valid for the company according to the linked structures. If it is not valid, the transactions will be posted on the first valid dimension for the company.

Elimination of Investments using automatic journals

You can eliminate the investments registered in the investments register using the automatic journal E100 for parent companies, E105 for subsidiaries, E110 for associated companies and E115 for joint venture companies. Use E106 if you do not need to differ between different consolidation types. All five bookings use automatic journal type 1.

Control Table E100

In the parent company, you eliminate registered accounts in the control table E100 (for example, shares in subsidiary) against an offset account, while you eliminate equity in the subsidiary (E105, E106, E110 or E115) against the same offset account.

Control Tables E105, E106, E110 and E115

The reason to separate the control tables for subsidiaries, associated companies and joint venture companies is to always get eliminations on the correct accounts, also when a company has several owners using different consolidation methods. You always use the detail equity accounts in the investments register, and in the control tables, you specify where the eliminations should be booked.

In the control tables, you must specify both detail and main accounts as To Accounts, if you have non integrated accounts.

The Effect of Balance Control

When you have chosen to work with balance control in the investment register, this means that you must enter a complete acquisition analysis. In E105, E110 and E115, you specify the equity and surplus value accounts used in the investments register as From Accounts.

When you have chosen to work without balance control in the investment register, the shares in the subsidiaries and any surplus values are all that is registered. You can enter these as From Accounts in the control table. You may define the To Account as the account for consolidated reserves (common configuration in, for example, Belgium). The amount in the parent company's shares in the subsidiary is thus eliminated in the subsidiary's equity. In this case it is suitable to use E106, as all company types are treated the same way, provided the investments register is used.

Define Control Tables - Elimination of Investments, All

Here you define how the eliminations of investments in subsidiaries will be performed on the subsidiary. This table is suitable to use when you do not have balance control in the investment register, meaning you will use the investment accounts (plus any surplus value accounts). Thus the amounts from the parent company will be used as basis for the calculation. The journal is booked on the subsidiary in a strictly legal structure.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E106, Elimination of Investments, All. Click OK.
- **3**. Enter a journal number between 1 and 99.The automatic journal type is displayed automatically.
- 4. If necessary, enter the closing version and journal type you want to use as basis for the calculations. If you leave these text boxes empty, reported values and manual company journals will be used as basis for the calculations and the automatic journal will be booked on the same journal types as the original values.
- 5. In the **From Account** column, enter the accounts valid as basis for elimination on the subsidiary.
- 6. In the **Sign** column, usually you enter a minus sign as the amounts in the investments register are booked on credit. A plus sign means that the same sign will be used as in the acquisition register.
- 7. In the **To Account (OB)**, enter the OB account belonging to the selected **To Account** for change.
- 8. In the **To Account (change)** column, enter the accounts where the elimination should be posted.
- 9. Enter an offset account, either in the upper part of the window or in the To Account column using the same From Account as for the actual Change Account. An account must be entered in order to balance the journal, unless you book the difference on other accounts. The offset booking will only handle balance type To Accounts (A, L, E, I and C). Using No Balance Control, you should use the account Investments in Subsidiaries plus any surplus value accounts for the From Account field.
- 10. Click Save.

Results

- Using E106 is often used for Consolidated Reserves. If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.
- The offset account for control table E100, E105, E106, E110 and E115 are usually the same so that automatic journals make a zero sum to the offset account in the consolidated group.

Define Control Tables - Elimination of Investments, Associated Companies

Here you define how the eliminations of investments in associated companies will be performed on the associated company.

Usually accounts for equity and surplus values are used. Though, if you do not use balance control in the investment register, you will use investment accounts instead (plus any surplus value accounts). Thus the amounts from the parent company will be used as basis for the calculation. The journal is booked on the associated company in a strictly legal structure.

Note:

• Contribution Version is not in use for this control table.

- The offset account for control table E100, E105, E106, E110 and E115 are usually the same so that automatic journals make a zero sum to the offset account in the consolidated group.
- If you have more than one owner of an associated company, you must use the usual equity accounts in the acquisition register and as **From Account**. Otherwise eliminations will not be booked on the correct accounts on the level where the company is consolidated with the purchase method.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/ Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E110, Elimination of Investments, Associated Company. Click **OK**.
- 3. Enter a journal number. The automatic journal type is displayed automatically.
- 4. If necessary, enter the closing version and journal type you want to use as basis for the calculations. If you leave these text boxes empty, reported values and manual company journals will be used as basis for the calculations and the automatic journal will be booked on the same journal types as the original values.
- 5. In the **From Account** column, enter the accounts valid for elimination on the associated company.
- 6. In the **Sign** column, usually you enter a plus sign as the amounts in the investments register are booked on debit.
- 7. In the **To Account (OB)**, enter the OB account belonging to the selected **To Account** for change.
- 8. In the **To Account (change)** column, enter the accounts where the elimination should be posted.
- **9**. Enter an offset account, either in the upper part of the window or in the **To Account** column using the same **From Account** as for the actual Change Account. An account must be entered in order to balance the journal, unless you book the difference on other accounts. The offset booking will only handle balance type To Accounts (A, L, E, I and C).

Working with a complete acquisition register (Force Balance Control), you should use the equity accounts plus any surplus value account for the **From Account** field. Using No Balance Control, you should use the account for investments in associated companies plus any surplus value accounts.

For the **To Account**, you usually you use the equity share account. If you use non integrated accounts, you must enter both the main and detail accounts in the **To Account** column. If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

10. Click Save.

Define Control Tables - Elimination of Investments, Joint Venture Companies

Here you define how the eliminations of investments in joint venture companies will be performed on the joint venture company. Usually accounts for equity and surplus values are used. Though, if you do not use balance control in the investment register, you will use investment accounts instead (plus any surplus value accounts). Thus the amounts from the parent company will be used as basis for the calculation. The journal is booked on the subsidiary in a strictly legal structure.

Note:

- Contribution Version is not in use for this control table.
- The offset account for control table E100, E105, E106, E110 and E115 are usually the same so that automatic journals make a zero sum to the offset account in the consolidated group.
- If you have more than one owner of a joint venture, you must use the usual equity accounts in the acquisition register and as **From Account**. Otherwise eliminations will not be booked on the correct accounts on the level where the company is consolidated with the purchase method.
- Joint venture companies are handled the same way as associated companies.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E115, Elimination of Investments, Joint Venture Company. Click **OK**.
- 3. Enter a journal number. The automatic journal type is displayed automatically.
- 4. If necessary, enter closing version and journal type you want to use as basis for the calculations. If you leave these text boxes empty, reported values and manual company journals will be used as basis for the calculations and the automatic journal will be booked on the same journal types as the original values.
- 5. In the **From Account** column, enter the accounts valid for elimination on the joint venture company.

Working with a complete acquisition register (Force Balance Control), you should use the equity account plus any surplus value account. Using No Balance Control, you should use the account for investments in joint venture companies plus any surplus value accounts.

- 6. In the **Sign** column, usually you enter a plus sign as the amounts in the investments register are booked on debit.
- 7. In the **To Account (OB)**, enter the OB account belonging to the selected To Account for change.
- 8. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

Usually you use the same account as the **From Account**. If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

9. Enter an offset account, either in the upper part of the window or in the **To Account** column using the same **From Account** as for the actual Change Account.

An account must be entered in order to balance the journal, unless you book the difference on other accounts. The offset booking will only handle balance type To Accounts (A, L, E, I and C).

10. Click Save.

E120 and E125: Depreciation of Surplus Values in Investments, Parent Company and Subsidiary

Each control table creates their own automatic journal, with the depreciation of surplus values in the investments.

There are two different control tables to fulfil the possibility to book depreciation on both the parent company and the subsidiary. Most groups, however, only use one control table, probably the one relating to subsidiaries, since they usually want to charge depreciation of surplus values arising from the acquisition of the company to the subsidiary. Automatic journal type 8 is used here.

Define Control Tables - Depreciation of Surplus Values in Investments, Parent

Here you define how to calculate depreciation of surplus values in investments. This control table will generate an automatic journal on the parent, instead of on the subsidiary.

About this task

Contribution Version is not in use for this control table.

Most users only use automatic journal E125, and more seldom automatic journal E120. You cannot use both.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E120, Depreciation of Surplus Values in Investments, Parent. Click **OK**.
- **3**. Enter a journal number. The automatic journal type 8 is displayed automatically.
- 4. If necessary, enter the closing version you want to base the calculations on as well as the journal type you want to post the journal to.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. In the **From Account** column, enter the asset account from which to calculate the depreciation.
- 6. In the **Sign** column, you usually enter a minus sign (-) if cost accounts are defined as minus in the general configuration, **Reconcile** tab.
- 7. In the **To Account (OB)** and **To Account (change)** columns, enter the P&L, BS and specification accounts for depreciation.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

8. Click Save.

Define Control Tables - Depreciation of Surplus Values in Investments, Subsidiary

Here you define how to calculate depreciation of surplus values in subsidiaries. When this automatic journal is processed it generates a company journal for the subsidiary.

Note:

- Offset Account is normally not used for this control table.
- Contribution Version is not in use for this control table.
- Most users only use control table E125, and more seldom control table E120. You cannot use both.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E125, Depreciation of Surplus Values in Investments, Subsidiary. Click OK.
- **3**. Enter a journal number. The automatic journal type 8 is displayed automatically.
- 4. If necessary, enter the closing version you want to base the calculations on as well as the journal type you want to post the journal to.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. In the **From Account** column, enter the asset account from which to calculate the depreciation of assets, for example, buildings and goodwill.
- 6. In the **Sign** column, you usually enter a minus sign (-) if cost accounts are defined as minus in the general configuration, **Reconcile** tab.
- 7. In the **To Account (OB)** and **To Account (change)** columns, enter the P&L, BS and movement accounts for depreciation.

f you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

8. Click Save.

E130 and E135: Depreciation of Surplus Values in Investments for Associated and Joint Venture Companies

All control tables creates an automatic journal with a depreciation of surplus values in the investments for associated and joint venture companies. Automatic journal type 65 is used here.

A reason that the depreciation for associated and joint venture companies have their own control tables is to increase the flexibility - separate control tables make it possible to post depreciations for different company types to different accounts. This also makes it possible to fulfil different local accounting rules.

Define Control Tables - Depreciation of Surplus Values in Investments, Associated Companies

Follow the steps below to define control tables for depreciation of surplus values in investments for associated companies.

Note:

- Offset Account is normally not used for this control table.
- Contribution Version is not in use for this control table.

Procedure

 On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.

- 2. Select control table E130, Depreciation of Surplus Values in Investments, Associated Companies. Click **OK**.
- **3**. Enter a journal number. The automatic journal type 65 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- **5**. Enter the account from which the depreciation will be calculated, that is, the surplus account.
- 6. Specify with which sign and to which account the depreciation should be booked.
- 7. Click Save.

Define Control Tables - Depreciation of Surplus Values in Investments, Joint Venture Companies

Follow the steps below to define control tables for depreciation of surplus values in investments for joint venture companies.

Note:

- Offset Account is normally not used for this control table.
- Contribution Version is not in use for this control table.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables - Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E135, Depreciation of Surplus Values in Investments, Joint Venture Companies. Click **OK**.
- **3**. Enter a journal number. The automatic journal type 65 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. Enter the account from which the depreciation will be calculated, that is, the surplus value.
- **6**. Specify with which sign and to which account the depreciation should be booked.
- 7. Click Save.

E150: Currency translation Difference in Investments

This control table creates an automatic journal with a currency translation difference relating to the investments. Automatic journal type 18 is used here.

This automatic journal is useful both when investments are stored in the local currency and when they are stored in the group currency. If you store investments in the local currency, you may need to adjust the shareholdings in subsidiaries. If you store investments in the group currency, you may need to adjust the share capital. You can also follow up on currency translation differences on other equity accounts. In both cases, the original investment by the parent is compared to the acquired amount in local currency translated to the current rate (which rate depends on the coding of the accounts).

A pre-requisite for calculating currency translation difference in investments is that you enter accurate accounts used in the investment register ("From Accounts" in the control table) in both the company's local currency and the parent's currency (or the selected currency if that differs from the parent's currency).

Define Control Tables - Currency Translation Differences in Investments

If you store investments in the local currency, LC, this is where you specify the accounts used for investments.

Any currency translation differences will be posted to another account, so that the investment accounts do not contain values when the group is consolidated. If you store investments in the group currency, GC, you specify the equity accounts you want to calculate currency translation differences on. The share capital account is normally used, but other accounts may also be used.

Note:

- Contribution Version is not ion use for this control table.
- In the acquisition register you have the possibility to store investment values in any currency. If you store investments in LC, all values will be in LC and the account "investments in group companies" will also be stored in the currency of the parent. If you store investments in GC, you must store the investment values in both GC and LC in order to be able to create currency translation differences on all accounts. A currency translation difference is usually calculated on the share capital only. This account must be a **From Account** in E150. Be aware that if you start to use historical values on an account, you have to do that on later acquisitions on that account, owner and owned company as well.
- Automatic journal type 18 will not be booked on companies consolidated with the equity method, providing the acquisition values are in the group currency. As the whole value of the company is stored in the restricted reserves/equity share reserves, nothing should be booked on the share capital since it is already eliminated by the automatic journal type 60.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals and Control Tables - Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E150, Currency translation Differences in Investments. Click OK.
- **3**. Enter a journal number. The automatic journal type 18 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.
 - A blank journal type means that the journal will be booked on the same journal types as the calculation basis.
- 5. Enter the account to base the calculation on.
- **6**. Specify the sign and the account to which the currency translation difference should be booked.

An offset account must be entered in order to balance the journal, unless you book the difference on other accounts. The offset booking will only handle balance type To Accounts (A, L, E, I and C).

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as **To Account (OB)** and **To Account (change)**.

7. Click Save.

E200: Elimination of External Part in Proportional Companies

This control table creates an automatic journal with eliminations in all accounts of the external share for proportional companies.

You do not need to enter any accounts. Automatic journal type 40 is used here. It is possible to select a contribution version.

Define Control Tables - Elimination of Proportional Companies

Here you define how to eliminate the external part of proportional companies.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E200, Elimination of Proportional Companies. Click OK.
- **3**. Enter a journal number. The automatic journal type 40 is displayed automatically.
- If necessary, enter a closing version, journal type and contribution version. A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

You should select a contribution version consisting of base values and any automatic journal types (for example 70) that should be handled in the same way as the base values. Note that by leaving the contribution version field blank, base values and automatic journals with a level lower than E200 will be used as calculation basis. This includes IC and IP. Once this automatic journal is activated and has a journal number it will be run during the consolidation process. The part not owned by the group will be eliminated on all accounts.

5. Click **Save**. **Offset Account** is not in use for this control table.

E210: Elimination of Associated and Joint Venture Companies

This control table creates an automatic journal with eliminations in all accounts of the full amounts for associated and joint venture companies.

You do not need to enter any accounts. Automatic journal type 60 is used here.

Define Control Tables - Elimination of Associated and Joint Venture Companies

Follow the steps below to define how the elimination of associated and joint venture companies will be performed.

Note:

- Closing Version should normally not be used for this control table.
- Offset Account is not in use for this control table.
- **Journal Type** should normally not be used. A blank journal type means that the journal will be booked on the same journal types as the calculation basis.
- Once this automatic journal is activated and has a journal number it will be run during the consolidation process. 100% on all accounts will be eliminated.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select the control table E210, Elimination of Associated/Joint Venture Companies. Click **OK**.
- **3**. Enter a journal number. The automatic journal type 60 is displayed automatically.
- 4. It is possible to select a contribution version.

You should select a contribution version consisting of base values and any automatic journal types (for example 70) that should be handled in the same way as the base values. Note that by leaving the contribution version field blank, base values and automatic journals with a level lower than E210 will be used as calculation basis. This includes IC and IP.

5. Click Save.

E215: Elimination of Associated and Joint Venture Companies, Indirect

This control table creates an automatic journal with eliminations in all accounts of the full amounts where the indirect equity occurs, meaning that the company is indirectly owned by a group consolidated with the equity or joint venture method.

Companies with any consolidation method can get indirect elimination of 100%. Base values and automatic journals are the basis for the elimination. You do not need to enter any accounts. Automatic journal type 66 is used here. It is not possible to select a contribution version.

Define Control Tables - Elimination of Associated and Joint Venture Companies, Indirect

Follow the steps below to define control tables for elimination of associated and joint venture companies, indirect.

Note:

- Offset Account and Contribution Version are not in use for this control table.
- Journal Type and Closing Version is normally not in use for this control table.
- Once this automatic journal is activated and has a journal number it will be run during the consolidation process. 100% of all accounts will be eliminated.
- For the consolidation model that is the default from the 8.1 release, elimination of associated and joint venture companies (indirect) is usually booked only for management consolidation types.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select the control table E215, Elimination of Associated/Joint Venture Companies. Click **OK**.
- **3.** Enter a journal number. The automatic journal type 66 is displayed automatically.
- 4. Click Save.

E300: Structural Changes - Adjusting Opening Balances

This control table creates an automatic journal with journal entries of OB when buying and selling within and outside the group, as well as when changing consolidation method or owned part.

The purpose is to automate bookings to the OB accounts and accounts for investments and disposals, when there are changes in the company structure. In order to create an automatic journal, you need to update the company structure with information about when you sold the company, when you acquired it and how large part of the company the change refers to. You can either do this by entering data in the investments register and then run Calculate ownership relations (valid for non-manual consolidation types), or by entering data directly in the company structure's **From Period/To Period** fields (valid for manual consolidation types). The data that must be entered in the company structure relates to the period of change and owned share.

When E300 is used, each automatic journal type is booked. The exception is counter booking of BASE (reported) values, which are posted on automatic journal type 20.

You must set a unique journal number in the control table of E300. Otherwise, the calculations will not work as expected. Number 99 is the recommended number, as E300 must not use the same numbers as any IC journals.

In the control table, there are five columns for accounts. E300 has accounts for OB, investments, disposals, change of consolidation method and change in owned %. All bookings are done with the journal no of E300, except Change in owned %, which uses the journal no of the main control tables (for example, E700 Minority). It is not possible to select closing version, journal type, contribution version or offset account, since E300 will use the selections of the other automatic journals.

The B/E/I column relates to whether you should make a booking in a specific account for external (E) or internal (I) sales, or whether to always use the same account (blank). If E/I should be used the OB account is the same, but the accounts for investment/disposal are different and therefore E or I on the rows will define the B/E/I column.

Define Control Tables - Structural Changes - Adjusting Opening Balances

Follow the steps below to define control tables for structural changes for adjustment of opening balances.

Note:

- Offset Account, Closing Version and Contribution Version are not in use for this control table.
- The disposed company must be removed from the selling group from the period when it is sold. When sold internally, the company should therefore belong to the selling group until the period it was sold, and belong to the buying group with X% from the period it was bought.
- Changes will be booked on automatic journal type 20, unless you have selected the Enable Calculation of Change in Structure check box in the other automatic journals, which is recommended. If you have done that, these changes will be booked on the same automatic journal types that are defined in each automatic journal, but with the journal number for E300, except in the case for change in
owned %. BASE values, that is, reported values and company journals, will always be booked on automatic journal type 20.

• You must set a unique journal number for E300 in order to be able to analyze which automatic journal that has booked each amount. The journal number for E300 must not be used by any other automatic journal regarding acquisition calculations, elimination of internal balances or internal profit. Otherwise, there is a risk of mixing up the values.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select the control table E300, Structural Changes Adjusting Opening Balances. Click **OK**.
- **3**. Enter a journal number. The automatic journal type 20 is displayed automatically.
- 4. If necessary, enter the closing version and journal type.
- 5. Enter all opening balance accounts from the account structure.
- 6. Enter all investment accounts and disposals accounts.
- 7. Enter accounts for change in owned % and change in consolidation method. Use unique accounts or the same as for investment/disposal.
- 8. In the B/E/I column, specify the type of investment each calculation applies to. The code determines what type of investment the account applies to: Blank both (E+I) E - external I - internal Example: If you only have one investment account for buildings, you only define one row where the B/E/I column is blank. If you have separate accounts for investments in group companies and external companies, you define two rows, where the B/E/I column contains one row of E and one row of I as well as the different accounts.
- 9. Click Save.

E400: Transfer of Untaxed Reserves

This control table creates an automatic journal, which transfers untaxed reserves to deferred tax and restricted reserves. Automatic journal type 70 is used here.

The B/T/N column relates to the various parts of the amounts. B = blank means the total, T is the tax part (which tax rate is used is defined in the HT01 sub-control table) and N is the residual amount, that is, B minus T. It is possible to select a contribution version.

Define Control Tables - Transfer of Untaxed Reserves

Here you define how to move the untaxed reserves automatically to deferred tax and equity.

About this task

- Offset Account is not in use for this control table.
- On the rows where the original value should be eliminated, that is, where the **B/T/N** column is blank, you can leave the **To Account** blank, meaning that all **From Accounts** will be eliminated.
- The subcontrol table containing tax rates per country or region, HT01, must be defined in order for this automatic journal to calculate correct values. If you want to use different tax rates for different regions, you must also fill in the **Country or Region** field in the Company Structure.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E400, Transfer of Untaxed Reserves. Click OK.
- **3**. Enter a journal number. The automatic journal type 70 is displayed automatically.
- If necessary, enter a closing version and journal type. A blank journal type means that the journal will be booked on the same journal types as the calculation basis.
- 5. You can select a **Contribution Version**. The automatic journal types in the selected contribution version must belong to the automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 6. In the **From account1** and **From account2** columns, enter the range of accounts for untaxed reserves.
- 7. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the From Account, or enter a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account** column, enter the account to which the period changes should be booked.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

9. In the B/T/N column, define which rate to use in the calculation.

Blank - uses 100%, N - net (100%-tax), T - tax share.

- **10**. If applicable, enter dimension codes with which the calculated transactions will be stored.
- 11. Click Save.

E410: Booking of Deferred Tax

This control table creates an automatic journal that books deferred tax based on certain accounts in a specific journal type.

The purpose is to avoid booking deferred tax manually. Automatic journal type 75 is used here. In this control table, it is possible to select **Selection Method**.

The B/T/N column relates to the various parts of the amounts. B = blank means the total, T is the tax part (which tax rate is used is defined in the HT01 sub-control table) and N is the residual amount, that is, B minus T. It is possible to select a contribution version.

Define Control Tables - Booking of Deferred Taxes

Here you define how to create automatic bookings of deferred taxes, based on specific company journals. This control table is very similar to the control table for transfer of untaxed reserves.

About this task

- Offset Account is not in use for this control table.
- It is important to define the correct closing version in order to get the correct result.

• The subcontrol table containing tax rates per country or region, HT01, must be defined in order for this automatic journal to calculate correct values. If you want to use different tax rates for different regions, you must also fill in the **Country or Region** field in the Company Structure.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E410, Booking of Deferred Taxes. Click OK.
- **3**. Enter a journal number. The automatic journal type 75 is displayed automatically.
- 4. Enter the closing version containing the journal types you want to use as the basis for the calculation.
- If necessary, enter the journal type you want to book the automatic journal to. A blank journal type means that the journal will be booked on the same journal types as the calculation basis.
- 6. You can select a **Contribution Version**. The automatic journal types in the selected contribution version must belong to the automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 7. In the **From account1** and **From account2** columns, enter the range of accounts used as the basis for the calculation.
- 8. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the opposite sign.
- **9**. In the **To Account (OB)** column, enter the OB account belonging to the selected To Account for change.
- **10**. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non-integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- **11**. In the **Selection Method** column, select a method for the account. The default value is S1. Be careful when selecting a mix of selection methods, as the control table is valid for all consolidation types.
- **12**. If applicable, enter dimension codes with which the calculated transactions will be stored.
- 13. Click Save.

E411: Booking of Deferred Tax on companies

This control table is similar to control table E410. Use E411 only in cases when the deferred tax calculation is used for companies and not for consolidated values at group level.

Any calculation basis for deferred tax that results from consolidated companies to a group are not included in the deferred tax calculation. However, the group journals can be included in the basis for the calculation of deferred taxes. In this case, the tax rate of the group is used.

E500: Equity Share in Associated Companies

This control table creates an automatic journal with the booking of the equity share in associated companies. Automatic journal type 61 is used here.

From Account relates to equity accounts and the calculated equity share (To Account) is booked in both the active and the passive side of the balance sheet (equity share asset accounts and restricted reserves). It is possible to select a contribution version.

Define Control Tables - Equity Share in Associated Companies

Follow the steps below to define the accounts to base equity share calculations on and how to book them in the period database.

Note:

- Offset Account is not in use for this control table.
- If you want to book the journal on different accounts depending on whether the capital of the associated company is positive or negative, you must define the **Condition** tab in the Define Automatic Journals window. You should first make two copies of the control table and then disable control table E500. Define the same **From Accounts** in both control tables, but define different **To Accounts** and different conditions. Use the condition >0 in one control table and <0 in the other.
- On the rows where the original value should be eliminated, the To Account can be left empty.
- If summation accounts are used, only enter them as From Account 1. You should not use intervals with summation accounts.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E500, Equity Share in Associated Companies. Click OK.
- **3**. Enter a journal number. The automatic journal 61 type is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. You can select a **Contribution Version**. If you select a contribution version, it must belong to the automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values will be used as the calculation basis.
- 6. In the **From account** column, enter the accounts, normally equity accounts. on which to base the calculations of equity shares for associated companies.
- 7. In the **Sign** column, you usually enter a plus sign if the value should be booked with the same sign as the **From Account**, or a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.
- 9. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- **10**. If applicable, enter the dimension codes to which the calculated transactions will be stored.
- 11. Click Save.

E505: Indirect Equity in Associated Companies

This control table creates an automatic journal with the booking of the indirect equity share in associated companies, meaning that the company is indirectly owned by a group consolidated with the equity method.

Companies with any consolidation method can get indirect equity share. Base values and automatic journals are the basis for the calculation. Automatic journal type 67 is used here.

It is not possible to enter accounts. The accounts are retrieved from control table E500. It is not possible to select a contribution version.

Define Control Tables - Indirect Equity in Associated Companies

Follow the steps below to define control tables for indirect equity in associated companies.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E505, Indirect Equity in Associated Companies. Click OK.
- **3.** Enter a journal number. The automatic journal type 67 is displayed automatically.
- 4. Click Save.

Results

Notes:

- Offset Account and Contribution Version are not in use for this control table.
- Journal Type and Closing Version is normally not in use for this control table.
- You cannot use both E505 and E515, as that would result in duplicate eliminations.
- If you run the consolidation model that is the default from the 8.1 release, indirect equity is usually booked for management consolidation types only.

E510: Equity Share in Joint Venture Companies

This control table creates an automatic journal with the booking of the equity share in joint venture companies.

E510 works in exactly the same way as E500, but enables bookings relating to joint venture companies to be directed to their own accounts. Automatic journal type 62 is used here. It is possible to select a contribution version.

Define Control Tables - Equity Share in Joint Venture Companies

Follow the steps below to define the accounts to base the equity share calculations on and how to book them in the period database.

Note:

• Offset Account is not in use for this control table.

- If you want to book the journal on different accounts depending on whether the capital of the joint venture company is positive or negative, you must define the **Condition** tab in the **Define Automatic Journals** window. You should first make two copies of the control table and then disable control table E510. Define the same From Accounts in both control tables, but define different To Accounts and different conditions. Use the condition >0 in one control table and <0 in the other.
- On the rows where the original value should be eliminated, the To Account can be left empty.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E510, Equity Share in Joint Venture Companies. Click OK.
- **3.** Enter a journal number. The automatic journal type 62 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. You can select a **Contribution Version**. The automatic journal types in the selected contribution version must belong to the automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 6. In the **From account** column, enter the accounts on which to base the calculations of equity shares for joint venture companies.
- 7. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account** column, enter the OB account belonging to the selected **To Account** for change.
- 9. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- **10.** If applicable, enter the dimension codes to with which the calculated transactions should be booked.
- 11. Click Save.

E515: Indirect Equity in Joint Venture Companies

This control table creates an automatic journal with the booking of the indirect equity share in joint venture companies.

E515 works in exactly the same way as E505, but enables bookings relating to joint venture companies to be directed to their own accounts. The accounts are retrieved from control table E510. Automatic journal type 68 is used here. It is not possible to select a contribution version.

Define Control Tables - Indirect Equity in Joint Venture Companies

Follow the steps below to define control tables for indirect equity in joint venture companies.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E515, Indirect Equity in Joint Venture Companies. Click OK.
- **3**. Enter a journal number. The automatic journal type 68 is displayed automatically.
- 4. Click Save.

Results

Notes:

- Offset Account and Contribution Version are not in use for this control table.
- Journal Type and Closing Version should normally not be used by this control table.
- You cannot use both E505 and E515, as that would result in duplicate eliminations.
- If you run the consolidation model that is the default from the 8.1 release, indirect equity is usually booked on management consolidation types only.

E600 - E603: Investment Adjustments - The Dutch and Danish method

In the Netherlands, Denmark, Iceland, Brazil and some other markets, the consolidation process starts with investment adjustments.

Reconciliation is done between the account for investments in the parent company and the total equity in its subsidiaries. The amount on the account for investments should be updated to show the booked value of the total equity, including results and currency translation differences for the subsidiaries. The value of the account should be updated in the parent companies general ledger at least once a year.

Except changes in the results and currency translation differences, there can be changes in different reserves in the equity of the subsidiary, due to for example dividend paid or additional capital. This period change should as well be booked on the parent company on the account Investments with the counter account as one of the parent companies equity accounts. How often the reconciliation is made depends on the user, it varies from once a month to once a year.

The investment adjustment is a legal booking. When the parent companies report their values for the current period, they have normally not yet received the value of the equity in its subsidiaries. The parent company reports a value on the account Investments according to its general ledger and that is the value of the reference period (latest updated value). Controller will calculate the adjustments that should be made for the current period and book them on the parent company according to the legal ownership.

Automatic journals are calculated by using the different control tables E600-E603, the sub control table HT02 (for reference period) and the investment register. For

elimination of investments at the parent company, control table E770 is used and for elimination of equity in the subsidiaries, control table E760 is used.

Etyp 30 will not roll from one year to the other. The amount calculated and booked as investment adjustment (etyp 30) one year, should be included in BASE values next year. The amount should be adjusted in the general ledger of the parent.

This is only a summary of the process. For more printed information and proven practice examples, contact your IBM Cognos Consultant.

Parts of the E600-E603 Control Table Window

Part	Function
Retained Earnings BS	Add the account where the previous years result is stored. This account is used when the field for Retained Earnings BS is not entered in the General Configuration. See examples in chapter 4.6 General Configuration.
Journal Type	Select this if you like the adjustment to be posted to a certain journal type. If this field isn't defined, the adjustments will be stored on the same journal type or REPO as the source data.
Closing version	Select this if you like the adjustment to be calculated on a certain closing version. If this field isn't defined, the adjustments will be calculated on every journal and reported value.
Contribution version	This is not possible to add. Etyp 30 runs on BASE values.
From Account	Enter the account for the source data. This account can also be a summation account, but then you need to use summation accounts for all E6XX control tables (etyp 30). You cannot mix summation accounts and movement accounts within the etyp 30 control tables. The value on this account(s) will be received from the actual period and compared with the reference period of the subsidiaries. From 8.2 you are able to add movement accounts as from accounts in the control tables.
To Account (change)	Enter the account where the calculated investment adjustment should be stored. The adjustment will be stored on the parent company. Normally you enter an investment account and an account within the equity (often the same as the From Account). The journal must balance.
Dim 1-4	Add the dimension where you want the adjustment to be stored. If these fields are not defined, the elimination will be stored on the same dimension(s) as the source data.

Table 95. Parts of the E600-E603 Control Table Window

Part	Function
C	Change in equity due to currency translation.
	This code is used when you want to book the change in equity that occurs due to different currency rates in reference period and actual period. The currency difference will be calculated with conversion code B (closing rate) and M (average rate) only. Example B Control table E601.
	You can also configure the control table for currency translation with the currency translation accounts in the equity specifications and use change type T or M (total change). The advantage with this example is that you will present a currency translation that has used all conversion codes defined and not only B and M rate as change type C uses. Example A Control table E601.
N	Net change in equity. This code is used when you want to book the real change (that is also a change in local currency) in equity. No change due to currency translation will be included. Example B Control table E602.
	If you configure control table E601 with the currency translation accounts, you should configure E602 with the other equity accounts and change code T or M (total change), to receive the real change. Example A Control table E602.
Т	Total change in equity. This code is used when you want to book the total change in equity, no matter if it is a real change or a change due to currency translation. Example E600, E603.
М	M stands for Movement and this code is used when you have movement accounts as from accounts in the control table. If reference period is within the year, the difference with reference period will be used, but over a yearend, the total amount on the movement account will be used to book the change in equity. This means that if you have movement accounts in the control table and you adjust the investments once a year, you may also use change type T. M and T will work in the same way over year end.

Table 95. Parts of the E600-E603 Control Table Window (continued)

E700: Minority Share

This control table creates an automatic journal with a minority share. Automatic journal type 90 is used here.

You can enter an interval as the From Account, on the condition that there is an alphanumeric order in the account structure. You can eliminate the equity accounts against a minority account in the balance sheet and a minority is booked in the profit and loss account. It is possible to select a contribution version.

Define Control Tables - Minority Share

Follow the steps below to define which accounts to use for calculating the minority share and where to book them.

Note:

- Offset Account is not in use for this control table.
- On the rows where the original value should be eliminated, the **To Account** can be left empty.
- Result affecting intercompany posts are handled specifically as calculation basis for direct minority. Eliminations with counterpart in the closest group level only are included in the basis. This is valid only when booking IC as company journals and mainly valid when using the consolidation model that was the default before the 8.1 release.
- Note that using IC as company journals has a more thorough impact on minority calculation than if IC is booked as group journals.
- If summation accounts are used, only enter them as **From Account 1**. You should not use intervals with summation accounts.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E700, Minority Share. Click OK.
- **3**. Enter a journal number. The automatic journal type 90 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. You can select a **Contribution Version**. Select a contribution version with base values and accurate automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 6. In the **From Account 1** and **From Account 2** columns, enter the range of accounts to base the minority calculations on.
- 7. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.
- 9. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non-integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- 10. If applicable, enter dimension codes to store the calculated transactions with.
- 11. Click Save.

E705: Indirect Minority

This control table is used for booking indirect minority, which may appear on any company that indirectly is part of a group owned at less than 100%. Automatic journal type 97 is used here.

You only need to enter a journal number since E705 uses the accounts in E700. It is not possible to select a contribution version.

Define Control Tables - Indirect Minority

This control table, E705, calculates Indirect Minority, which is a consequence of belonging to a group that is partly owned higher up in the structure. E705 uses the information in E700, but has its own automatic journal type - 97. Indirect minority is calculated in a step after all other automatic journals and is based on BASE value and all eliminations on the level where the indirect minority is booked, with special handling of intercompany posts.

Note:

- Offset Account and Contribution Version are not in use for this control table.
- Journal Type and Closing Version are normally not in use for this control table.
- Indirect minority is calculated after indirect equity and indirect split, but before E800 transfer between restricted and non-restricted reserves.
- If you use the consolidation model that was the default before the 8.1 release, results affecting intercompany posts are handled specifically as calculation basis for indirect minority. The effect of intercompany elimination and intercompany profit on different group levels are taken care of, so that you should get the same result as if consolidating level by level. Note that using IC as company journals has a more thorough impact on minority calculation than if IC is booked as group journal.
- If you use the consolidation model that is the default from the 8.1 release, indirect minority is usually booked on management consolidation types only.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E705, Indirect Minority. Click OK.
- **3**. Enter a journal number. The automatic journal type 97 is displayed automatically.
- 4. Click Save.

E710: Minority Share on Equity

This control table creates an automatic journal with a minority share. E710 is used together with E715 and is an alternative to using E700 and E705. This control table is mainly used in Belgium, France, and Spain. Automatic journal type 90 is used here.

You can enter an interval in the **From Account**, on the condition that there is an alphanumeric order in the account structure. You can eliminate the equity accounts against a minority account in the balance sheet and also against the consolidated reserves. It is possible to select a contribution version.

Define Control Tables - Minority Share on Equity

Follow the steps below to define which accounts to use for calculating the minority share on equity and where to book them.

Note:

- Offset Account is normally not in use for this control table.
- On the rows where the original value should be eliminated, the To Account can be left empty.
- Result affecting intercompany posts are handled specifically as calculation basis for direct minority. Eliminations with counterpart in the closest group level only are included in the basis.
- Note that eliminating IC as company journals has a more thorough impact on minority calculation than if IC is eliminated as group journals.
- If summation accounts are used, only enter them as From Account 1. You should not use intervals with summation accounts.

E710 is used together with E715 as an alternative to using E700 and E705.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E710, Minority Share on Equity. Click OK.
- **3**. Enter a journal number. The automatic journal type 90 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. You can select a **Contribution Version**. Select a contribution version with base values and accurate automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 6. In the **From Account 1** and **From Account 2** columns, enter the range of accounts to base the minority calculations on.
- 7. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.
- 9. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- **10**. If applicable, enter dimension codes to store the calculated transactions with.
- 11. Click Save.

E715: Minority on Investments

This control table creates an automatic journal which adjusts the investment of E775 with the effect of minority. E715 is used together with E710 and is an alternative to using E700 and E705. This control table is mainly used in Belgium, France and Spain. Automatic journal type 10 is used here.

You can enter an interval in the From Account, on the condition that there is an alphanumeric order in the account structure. Based on the investment accounts you can eliminate against a minority share and the consolidated reserves. It is possible to select a contribution version.

Define Control Tables - Minority on Investments

Here you define which accounts to use for calculating the minority on investments and where to book them.

Note:

- Offset Account is normally not in use for this control table.
- On the rows where the original value should be eliminated, the To Account can be left empty.
- If summation accounts are used, only enter them as From Account 1. You should not use intervals with summation accounts.
- Category 23 is used for minority on investments as such minorities should not be booked for cross-owned companies.

E715 adjusts the investment of E775 with the effect of minority and is used together with E710. As a result of this, the **From Account** is usually the investment account of the parent, but the journal is booked on the subsidiary.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E715, Minority on Investments. Click OK.
- **3.** Enter a journal number. The automatic journal type 10 is displayed automatically.
- 4. If necessary, enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

- 5. You can select a **Contribution Version**. Select a contribution version with base values and accurate automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 6. In the **From Account 1** and **From Account 2** columns, enter the range of accounts to base the minority calculations on.
- 7. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the From Account, or enter a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.
- 9. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- 10. If applicable, enter dimension codes to store the calculated transactions with.
- 11. Click Save.

E750: Transfer to Consolidated Reserves

This control table creates an automatic journal, which transfers amounts from the equity accounts to the account for consolidated reserves.

This automatic journal is mainly used in, for example, Belgium and France. Automatic journal type 50 is used here. It is possible to select a contribution version.

Define Control Tables - Transfer of Equity to Consolidated Reserves

Here you define how to transfer amounts between different accounts. This control table is commonly used in France and Belgium.

Note:

- Offset Account is normally not in use for this control table.
- On the rows where the original value should be eliminated, the **To Account** can be left empty.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E750, Transfer of Equity to Consolidated Reserves and click **OK**.
- **3**. Enter a journal number. The automatic journal type 50 is displayed automatically.
- If necessary, enter a closing version and journal type. A blank journal type means that the journal will be booked on the same journal types as the calculation basis.
- 5. You can select a **Contribution Version**. The automatic journal types in the selected contribution version must belong to the automatic journals defined with a lower level than the level of the present automatic journal. Note that by leaving the contribution version field blank, only base values and automatic journals from a lower level will be used as the calculation basis.
- 6. In the **From Account 1** and **From Account 2** columns, enter the range of accounts to base the calculation on.
- 7. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the reversed sign.
- 8. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.

The account to which the period changes will be booked, that is, consolidated reserves. If you have a non-integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

9. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

10. The GM indicator in an automatic journal determines the value to be calculated.

Blank - The amount type itself is used.

- G The amount type is multiplied by the rate type.
- M The amount type is multiplied by (1-rate type).
- **11. Selection Method** can be applied to each account in the table. Be careful when selecting a mix of selection methods, as the control table is valid for all consolidation types.
- 12. If applicable, enter dimension codes to store the calculated transactions on.
- 13. Click Save.

E760: Transfer of Equity, Investments Adjustments

This control table creates an automatic journal, which eliminates amounts from the equity accounts in the subsidiaries. Automatic journal type 50 is used. The counter account to balance the journal is an offset account. That offset account should be the same as the offset account in the automatic journal created by E770 Elimination of Investments, Parent. The amount on the offset account should be zero on the group. This automatic journal is used in the Netherlands and Denmark.

You can enter an interval in **From Account**, on condition that there is an alphanumeric order in the account structure. You can also enter a summation account in **From Account**. If you leave the field blank in the **To Account**, the account or accounts defined as From accounts will be used when posting the eliminations. You cannot mix main accounts and movement accounts as From Accounts.

Define Control Tables - Transfer of Equity, Investment Adjustments

In this control table, E760, you define the equity accounts to be eliminated on the subsidiaries. This control table is applicable for customers in the Netherlands and Denmark, using Investment Adjustments E600-E603.

Note: The offset account for control table E770 is usually the same. This means that the automatic journals make a zero sum to the offset account in the consolidated group.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E760, Transfer of Equity, Investment Adjustments and click OK.
- **3.** Enter a journal number. The automatic journal type 50 is displayed automatically.
- 4. Add an offset account in the Balance Sheet. This offset account should preferably be the same as the offset account in control table E770 (etyp 10), elimination of Investments.
- 5. Enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

A blank closing version means that the elimination will be calculated on every journal and reported value.

- 6. Define a **Contribution Version**. You select which contribution version the elimination should be calculated on. To be able to correspond to the elimination of the Equity (E770, etyp 10), this should be the same contribution version. Example B30X contains: BASE + etyp 30.
- 7. In the **From Account 1** and **From Account 2** columns, enter the range of accounts to base the calculation on. This is normally the accounts for the equity. It can be summation accounts, main accounts and movement accounts.
- 8. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the reversed sign.
- 9. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.

If the **To Account (change)** is a movement account or an OB account, the corresponding Opening Balance account should be added here. If the **To Account (change)** is a P&L account (Account type I, C, T, U) **To account (OB)** must not be filled in.

10. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

The elimination will be stored on the subsidiary. Normally you enter the same account as **From Account**, but this is not necessary.

- 11. If applicable, enter dimension codes to store the calculated transactions on. If these fields are not defined, the elimination will be stored on the same dimension(s) as the source data.
- 12. Click Save.

E770: Elimination of Investments, parent (xdb)

This control table creates an automatic journal, which eliminates amounts from the account for investments for the parent company. Automatic journal type 10 is used. The counter account to balance the journal is an offset account. That offset account can be the same as the offset account in the automatic journal created by E760, Transfer of Equity, Investment Adjustments. The amount on the offset account should be zero on the group. This automatic journal is used mostly in Belgium, France and Spain and by customers using Investment Adjustments E600-E603.

You eliminate registered accounts in the control table E770 against an offset account. E770 uses the figures in the period database when E100 uses the figures in the acquisition register.

Define Control Tables - Elimination of Investments, Parent

In the control table E770 you define the account for Investments in subsidiaries to be eliminated on the parent company. This control table is applicable for customers using Investment Adjustments E600-E603.

Note:

The offset account for control table E760 or E770 and E775 is usually the same so that these automatic journals make a zero sum to the offset account in the consolidated group.

Procedure

 On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.

- 2. Select control table E770, Elimination of Investments, parent (xdb) and click OK.
- **3**. Enter a journal number. The automatic journal type 10 is displayed automatically.
- 4. Add an offset account in the Balance Sheet. This offset account should preferable be the same as the offset account in control table E760 (etyp 50), elimination of Equity.
- 5. Enter a closing version and journal type.

A blank journal type means that the journal will be booked on the same journal types as the calculation basis.

A blank closing version means that the elimination will be calculated on every journal and reported value.

- 6. Define a **Contribution Version**. You select which contribution version the elimination should be calculated on. To be able to correspond to the elimination of the Equity (E760, etyp 50), this should be the same contribution version. Example B30X contains: BASE + etyp 30.
- 7. In the **From Account 1** and **From Account 2** columns, enter the range of accounts to base the calculation on. This is normally the accounts for the equity. It can be summation accounts, main accounts and movement accounts.
- 8. In the **Sign** column, enter a plus sign if the value should be booked with the same sign as the **From Account**, or enter a minus sign if the value should be booked with the reversed sign.
- 9. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.

If the **To Account (change)** is a movement account or an OB account, the corresponding Opening Balance account should be added here. If the **To Account (change)** is a P&L account (Account type I, C, T, U) **To account (OB)** must not be filled in.

10. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

The elimination will be stored on the subsidiary. Normally you enter the same account as **From Account**, but this is not necessary.

- 11. **Selection Method** can be left blank = the default selection method S1. Note that you should be careful when selecting a mix of selection methods, as the control table is valid for all consolidation types.
- 12. Click Save.

E775: Elimination of Investments, All Subsidiaries (xdb)

This automatic journal eliminates the investments on the subsidiaries. It is used when investment values are stored in the period database on the intercompany accounts. The elimination is booked on automatic journal type 10. This control table is mainly used in Belgium, France and Spain. It is possible to select a contribution version and selection method.

You eliminate registered accounts in the control table E775 against the same offset account as in E770. The elimination is based on the investment account used by the parent.

E770 and E775 are only used if the investments are entered as intercompany values and not in the investment register.

Define Control Tables - Elimination of Investments, All Subsidiaries (xdb)

Note:

- Contribution Version is not in use for this control table.
- The offset account for control table E760 or E770 and E775 is usually the same so that these automatic journals make a zero sum to the offset account in the consolidated group.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Click control table E775, Elimination of Investments, All Subsidiaries (xdb) and click **OK**.
- **3**. Enter a journal number between 1-99. The automatic journal type, 10, is displayed automatically and cannot be changed.
- 4. Enter a journal type if you want the automatic journal to be stored on a specific journal type. If this field is left blank, the calculation will be stored on the original journal type(s).
- 5. In the text box **Offset Account**, enter the account to be counter account to get balance in the journal.
- 6. Enter a closing version if you want the automatic journal to make the calculation from a specific closing version. If this field is left blank, the calculation will be made from every journal type separately.
- 7. In the **From Account 1** column, enter the accounts for Investment in subsidiaries.
- 8. In the **Sign** column, you enter plus or minus depending on how the elimination should be performed.
- 9. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.
- **10**. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non-integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

- 11. In the **Selection Method** column, select a method for the account. The default value is S1. Be careful when selecting a mix of selection methods, as the control table is valid for all consolidation types.
- **12.** If applicable, enter dimension codes to specify where the elimination should be booked.
- 13. Click Save.

Results

E800: Transfer Between Restricted and Unrestricted Equity

This control table creates an automatic journal performing a transfer between restricted and unrestricted equity. According to Swedish legislation, unrestricted equity may not exceed what can be distributed, which is determined by means of a number of conditions. Automatic journal type 80 is used here.

The control table E800 has the columns I/U/R and Priority. Only one I account can occur, but there can be several accounts for U and R, which you must then place in order of priority.

- I account for net income
- U account for unrestricted reserves
- R account for restricted reserves
- Control table E800 will only book on dimension if this is defined in the control table.
- This automatic journal should not be used by customers following the IFRS (International Financial Reporting Standards).

Define Control Tables - Transfer between Restricted and Unrestricted Equity

Follow the steps below to define how to transfer amounts between restricted and unrestricted equity. This control table is commonly used in Sweden.

Note:

- Contribution Version is not in use for this control table.
- Offset Account is normally not in use for this control table.
- According to Swedish Companies Act, parents possibilities to make distributions to the shareholders are restricted to unrestricted equity presented in the consolidated group. This calculation is based on instructions in RR1:00 (standard issued by Swedish Financial Accounting Standards Council).
- The calculation referred to above is a legal matter. Consequently, transfer of equity does only apply to strictly legal structures, based on legal ownership.
- Calculation of unrestricted equity in a group is a legal requirement. The rules upon which IBM Cognos Controller base its calculations in E800, handles the main issues regarding transfer, but can never replace a calculation strictly according to the instructions in RR1:00.
- In IBM Cognos Controller the calculation can be made in two ways. Either based on each company from the bottom and up, with no calculation on consolidated figures or based on subgroups values by using the parameter MOVE_STEP_BY_STEP available on the **Server Preferences** tab of the **General Configuration**. This is only valid for the consolidation model that was the default before the 8.1 release. In the consolidation model that is the default from the 8.1 release, step-by-step consolidation is performed by default.
- Calculation of contribution to unrestricted equity is based on consolidation method P (acquisition method).
- Blank closing version means that reported values and all journal types are included.
- Transfer of equity is based on each company separately from the bottom and up. No calculation is made on consolidated figures.

Procedure

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.
- 2. Select control table E800, Transfer between Restricted and Unrestricted Equity. Click **OK**.
- **3.** Enter a journal number. The automatic journal type 80 is displayed automatically.
- 4. If needed, enter a closing version and journal type.

A blank journal type means that the journal will be booked as reported value. This means that etyp 80 can only be booked on one journal type (blank or not).

- 5. In the From account column, enter the accounts to base the calculation on.
- 6. In the **To Account (OB)** column, enter the OB account belonging to the selected **To Account** for change.
- 7. In the **To Account (change)** column, enter the accounts where the elimination should be posted.

If you have a non integrated reserves specification, you need to have both the detailed account and the main account as To accounts.

8. In the I/U/R column, enter the account type to transfer values for.

I - net income accounts, U - unrestricted reserve accounts, R - restricted reserve accounts.

- **9**. In the **Priority** column, enter the priority order in which to perform the transfer of equity within the types I, U and R.
- 10. If applicable, enter dimension codes to store the calculated transactions to.
- 11. Click Save.

Control Table E900 - Rebooking Due to Complex Ownership

This control table is active by default. It handles the re-booking of base values and automatic journals that is performed if there is complex ownership in the company structure. No accounts should be entered in the control table.

Journal number 10000 is set and cannot be modified. The automatic journal re-books base values on automatic journal type 21 and automatic journals on each automatic journal type.

Note: This control table is only valid if you use the consolidation model that is the default from the 8.1 release.

Control Table EAFC - Advanced Formula Calculation

You must set this control table to **Active** to work with advanced formula calculations. If EAFC is inactive, you can still define advanced formula calculation accounts, but you can not execute the calculations.

Values calculated for this control table are booked on automatic journal type 38, if the calculation basis includes any automatic journals. If the advanced formula calculation is based only on BASE values, the result will also be booked as a BASE value.

Control Table EALC - Allocations

You must set this control table to **Active** to work with allocations. If EALC is inactive, you can still define allocations, but they will not be executed. Values calculated for this control table are booked on automatic journal type 37.

Control Table ECO1 - Contribution 1

This control table is used for contribution calculations of minorities on subgroups.

For more information, see "Contribution calculations" on page 552.

You must set this control table to **Active** in **Maintain** > **Configuration** > **Automatic Journals** > **Define** to be able to work with contribution calculations for indirect minorities.

Note that you only need to add a journal number for the control table in this window. No other configuration need to be performed.

Values calculated for this control table are booked on automatic journal type 81.

Control Table ECO2 - Contribution 2

This control table is used for contribution calculations of acquisition eliminations on subgroups.

For more information, see "Contribution calculations" on page 552.

You must set this control table to **Active** in **Maintain** > **Configuration** > **Automatic Journals** > **Define** to be able to work with contribution calculations for acquisition eliminations on subgroups.

Note that you only need to add a journal number for the control table in this window. No other configuration need to be performed.

Values calculated for this control table are booked on automatic journal type 82.

HT01: Taxes

This sub-control table lists tax rates per country or region and account. It is used by the automatic journals E400, Transfer of Untaxed Reserves and E410, Booking of Deferred Tax.

Blank means that one tax rate applies to all, which you can define in both the country or region and account columns. Entering a different percentage per country or region and/or account can make exceptions.

You must define country or region codes in the company structure if it should be possible to use different tax rates for the automatic journals E400 and E410.

Define Subcontrol Tables - Tax Rates per Country or Region

Here you define the tax rates to use per country or region for all types of tax calculations. The table is used by automatic journals E400 and E410.

Note:

- If you have several different country or region codes in this table, you have to enter a blank row first in the table, with blank space for Country or Region, blank space for Account code and any percentage for Tax rate. Save the table before entering new rows.
- In order to use different tax rates for the automatic journals, the country or region field in the company structure must be filled in.
- To print a report on subcontrol tables, select Maintain/Configuration/ Automatic Journals/Reports and select the Help Tables check box.

Procedure

 On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Acquisition Calculations window opens.

- 2. Select subcontrol table HT01, Tax Rates. Click OK.
- 3. In the **Country or Region** column, enter the country or region code for which you want to define the tax rate, or leave the field blank to apply the tax rate to all regions. All country or region codes activated in the function **Define Country or Region Codes** are available here. Exceptions from the general tax rate are made by entering new rows with specified country or region codes and tax rates.
- 4. In the **Account** column, enter the account for which to apply a specific tax rate. Leave the field blank to apply the tax rate to all accounts.
- 5. In the **Tax rate** column, enter the tax rate to be used for the specified country or region and account, entered as a percentage with up to six decimals, e.g. 20,000000.
- 6. Click Save.

HT02: Reference Period

In this sub-control table you define the reference periods you want to use for the automatic journals E600-E603 Investment Adjustments. You also define how often the adjustment of the investments should be done.

For every period you want E600-E603 to run, you define the period and the reference period to be used.

If you want the adjustment of investments to run automatically every month, but you only adjust the parent's main ledger once a year, you define all periods in the year with the same reference period, N112. This means that in every period the value of the subsidiaries' equity will be compared to the values of the subsidiaries' equity the last period of the previous year.

If you want the adjustment of investments to run automatically every month, and you adjust the parent's main ledger every month, you define all periods in the year with the reference period previous month. For period 01, the reference period will be N112 (negative one year, month 12) and for period 02, the reference period will be P001 (positive zero years, which is the current year, period 01). You then continue to define period 03 and reference period P002 and so on.

The only period designations permitted are Nzxx and Pzxx, where z refers to the year (0, 1) and xx to the period (01, 02, 03 and so on).

Define Subcontrol Tables - Reference Period

This subcontrol table is used together with the control tables E600-E603. The reference periods are used to calculate the change in the subsidiaries' equity.

Standard Reports for Automatic Journals

This table shows which standard reports might be useful in this context, under which menu they can be found and where you can read more about the contents of the reports:

, , ,, , ,, , ,, , ,, , ,, , ,, , ,, , , , , , , , , , , , , , , , , , , ,	
Report	Chapter
Group/Reports/Journals	"Generate Reports on Group Journals" on page 546
This report is valid for both Company	
Journals and Automatic Journals.	

Table 96. Standard reports for automatic journals

Report	Chapter
Group/Reports/Journals Across	"Generate a Journals Across Report" on page 580
Group/Reports/Acquisition Calculations	"Generating Reports on Acquisition Calculations" on page 499
Group/Reports/Ledger Report	"Generate a Ledger Report" on page 588
Group/Reports/Trial Balance with Drilldown	"Trial Balance with Drilldown Analysis" on page 583

Table 96. Standard reports for automatic journals (continued)

Generate Reports of Control Tables

In this function you can print reports showing control tables for the elimination of acquisition calculations, intercompany balances and internal profit.

You can also print subcontrol tables and defined calculation parameters. On the **Additional Reports** tab you can print reports showing summaries of control tables for **Allocations**, **Advanced Formula Calculations** and **Job** Definitions.

Procedure

- 1. On the **Maintain** menu, click **Configuration/Automatic Journals/Reports**. The Automatic Journals Reports window opens.
- 2. Select Standard Reports or Additional Reports.
- **3**. Select the control tables you want to generate a report for, by marking the adequate control tables in the lists.
- 4. For Standard Reports, select the relevant parameter reports:
 - Help Tables
 - Selection Methods
 - Calculation Methods
 - Rules
- 5. Click the Preview button to generate the report.

Create Automatic Journals Manually

Select the Maintain/Special Utilities/Automatic Journals/Data Entry - Automatic Journals menu.

Note: This function should only be accessible to and used by the system administrator under special circumstances. To manually create automatic journals, you will need keys supplied by IBM Cognos.

You can use this function to create company journals and group journals for automatic journal types other than BASE, that is, automatic journals. Under normal circumstances you can create journals automatically when you run elimination of acquisition calculations, intercompany balances and intercompany profits. As a default, you can book all regular company and group journals on the automatic journal type blank, that is, registered basic data.

Elimination for Legal or Management Consolidation

- Legal consolidation means that acquisition calculation is booked at the level where two companies meet in the structure.
- Management consolidation means that elimination is always performed at the lowest level, for example at a subsidiary in the direct group it belongs to, regardless of where its owner is.

Method Selection

You can perform elimination of acquisition calculations, intercompany balances and intercompany profit on either a legal or a management basis. You can define which method to use in the consolidation type.

For more information, see "Consolidation Types" on page 15.

Generated transactions are stored on the company or group together with the base values. In a legal consolidation type, eliminations are stored on the level where the counterparts meet.

Note: This is not applicable if you run the consolidation model that was default before the 8.1 version.

If you run the consolidation model that was default before the 8.1 version the actual storage of generated transactions takes place at the lowest level, that is, for the relevant company, at the selected consolidation type, for example LE, and group membership, for example, 2000, if elimination only belongs to a particular group.

The choice of legal or management consolidation type is of significance for eliminations with a counterpart, for example, intercompany balances and shares in subsidiaries, and when there are several owners of a company in the group.

In a strictly legal structure, all ownership relations are included both in the acquisition register and in the company structure and eliminations are calculated correctly. In a legal structure where the company structure looks different from the ownership relations in the acquisition register, eliminations may be incorrect.

Example: In the investment register, company A owns company B with 90%. In the company structure, company B is owned with 80% (Purchase method). If share capital is 1000, automatic journal type 1 eliminates 900 (calculated from the register) and automatic journal type 90 eliminates 200 (calculated from the company structure). This results in a an amount of - 100 where 0 should be expected. This situation may occur when you want to build an operational structure type. To work around this issue, you need to adjust the percentages in the company structure, as the investment data is used in all company structures.

Management consolidation types will only get the same result as a legal structure if the following conditions are met:

- the legal structure does not have any cross ownerships
- etyp 35 or 36 are not used as the basis for any automatic journal where you can select contribution version (when IC/IP are booked as company journals).
- correct percentages are used (you get them automatically if the management structure is automatic and linked to the legal structure).

Note: In practice it is very difficult to get the same result in the management structure as in the legal structure.

Limitations when using Management Consolidation

You should be aware of the following limitations when working with management consolidation:

- You can only handle groups that are owned at 100%.
- You cannot handle any multiple ownership.
- You can only book eliminations at the lowest level.

Chapter 15. Shareholdings and Investments

This chapter describes the various ways of processing investments, the most common consolidation methods and how you enter internal shareholdings and investments. It also describes the various reports for reconciliation and analysis purposes.

General Settings

Before entering investments in IBM Cognos Controller, you have to select which general settings to use.

These settings concern, among other things, how to store investments (in group currency or in local currency), if you should enter your investment elimination templates with or without balance control, which method to use to automatically calculate owned percentage and which consolidation methods to use.

For more information, see "Define General Configuration - the General 2 Tab" on page 102.

Store Investments in Group Currency or Local Currency

Before you register the investment elimination templates in IBM Cognos Controller, you have to decide if you want to save them in the group currency or in the local currency of the subsidiaries.

The difference lies, for example, in the valuation of goodwill arising from the acquisition of investments in subsidiaries.

The method of storage that you select is definitive, and you can only change it in consultation with IBM Cognos personnel.

Group Currency

Investment elimination templates stored in the group currency do not return any conversion difference at the current group level since they are not currency converted. This also means that all records, including goodwill, will be eliminated at the historical rate and will not be revalued at the closing rate.

There is also the option of choosing to enter the investment elimination templates in a currency other than the group currency, for example, for an operating analysis. In that case, you will find the period values of the acquired company stored in the period database, converted to that currency. IBM Cognos Controller can return conversion differences using this option since the investments will be currency converted to the currency of the group.

You must enter a share capital in local currency too, in order to get a currency translation difference. If this is missing, the share capital will not be eliminated correctly.

For more information, see "Company Structures" on page 50 and Chapter 13, "Currency Handling and Currency Translation," on page 387.

Local Currency

Storing investment elimination templates in local currency means that the investments, including goodwill, are revalued at the current closing rate when calculating the period elimination.

Store Investment Elimination Templates With or Without Balance Control

In the general configuration on the **General 2** tab, you can define whether your entries must balance when you enter investments or not.

If you choose to work with balance control in the investment elimination template, this means that you enter a complete investment elimination template. If you choose to work without balance control in the investment elimination template, this means that investments in subsidiaries and any surplus values are all that is registered.

If you activate the balance control, you cannot save the entered investment elimination template if the values do not balance.

Enter Shareholdings and Investments in Group or External Companies

This section describes the different functions available for entering shareholdings and investments in group companies.

The investment register contains information on shareholdings and investments in both internal and external companies. The register contains information such as ownership percentage, vote percentage, number of shares, their booked and nominal amount and market value.

Information on investments in internal and external companies is consolidated so that the information collected will be displayed at the group level.

Note:

When storing investments in group currency and cross-owned companies are included, acquisition eliminations may not be calculated correctly unless all owners use the same currency.

Methods for entering values in the investment register

You can enter values in the investment register in a number of different ways:

- By using the **Company/Data Entry Reported Values** menu (both investments in internal and external companies).
- By using the Group/Data Entry/Shareholdings and Investments in Group Companies menu.
- By using the Group/Data Entry/Shareholdings and Investments in External Companies menu.

The Account for Investments

In order to be able to enter items in the investments register into an account, the account must be defined as an account intended for investments. In the **Define Account Structure** window, you can choose to define the account for investment

code I for investments in group companies or investment code E for external companies. The account should also have the intercompany code A, Acquisition Calculations, in the account structure. Then all necessary information for analysis purposes will be stored in the period database automatically.

Corresponding Changes in the Investment Elimination Template

In order to be able to enter an investment elimination template, you must first enter the internal shareholding and investment. For each change to the investment, you enter a corresponding change to the investment elimination template. In order to reach the window for entering the investment elimination template, you must therefore always pass through the window for entering internal shareholdings and investments.

If you want to enter investments that do not affect the account for Investments in Subsidiaries you only enter company and transaction date in the window for internal shareholdings and investments. After that, you will be able to reach the window to enter your investment elimination template.

Debit/Credit Layout

On the **Maintain/Configuration/General** menu, **General 3** tab you can define whether you want to enter your investment elimination templates in an amount column with the +/- signs or whether you want to enter them in the debit or credit columns. For more information, see "Define General Configuration - the General 3 Tab" on page 103

Balance Control or Not

If you activate the balance control, you cannot save the entered investment elimination templates if the values do not balance. You can activate the balance control on the **Maintain/Configuration/General** menu, the **General 2** tab.

For more information, see "Store Investment Elimination Templates With or Without Balance Control" on page 480.

Investments in Group or Local Currency

On the **Maintain/Configuration/General** menu, **General 2** tab, you must define whether you want to store investments in local currency or group currency.

For more information, see "Store Investments in Group Currency or Local Currency" on page 479.

Enter Shareholdings and Investments in Group Companies, Option 1

You can use this function to enter shareholdings and investments.

Select **Company/Data Entry - Reported Values**. Then select the value cell for an account intended for investments, for example, **Investments in Subsidiaries** or a movement account for **Investments in Subsidiaries** and click the **Shareholdings and Investments** button on the left-hand side toolbar.

Note: If you are working with a sub-unit connected to a legal unit defined as a parent company, you should use option 2, **Group/Data Entry - Shareholdings and Investments in Group Companies**.

For more information, see "Enter Shareholdings and Investments in External Companies, Option 2" on page 492 and "Enter Shareholdings and Investments in Group Companies, Option 2" on page 483.

One transaction is entered for each acquisition/sale. For each transaction you enter:

- The code of the acquired company (the company name will be displayed automatically).
- The transaction date.
- The change of percentage of ownership and percentage of votes for the transaction.
- The booked amount.
- The optional share information.

Information on currency, accounts and dimensions is loaded automatically from the form from which the window is opened.

All amounts you enter for one parent company with transaction dates earlier than and including the current period will be summed up and included for the current period in the **Data Entry - Reported Values** window. The amounts will be displayed in the value cell from which you started.

Total Percentage Holding

Each transaction describes the change in the ownership relations including the change of percentages due to that transaction. In the company structure the fields for total voting, shareholding and minority percentage are updated once the company structure has been generated. These values can, however, be changed manually in the company structure.

For more information, see "Ownership Relations" on page 62.

Previous Period's Investments

When you enter period values in the main form, the investments from previous periods will not be displayed automatically in the account. Select the value cell for the period for which you are entering values, click the **Shareholdings and Investments** button and click **Save** to load this value. You can also use the **Company/Copy - Reported Values Between Periods** menu to load these values.

If you use movements on an account for investments, for example, investments in subsidiaries, you need to collect transactions with dates earlier than the actual year separately. Select the value cell for opening balances, and click the Shareholdings and Investments button to the left of the toolbar. Then select one of the other movements to collect this year's change in investments. You can also use the **Company/Copy/Opening Balances for Reported Values** menu option to enter the opening balance or you can use the **Company/Copy/Reported Values Between Periods** menu option to load the same values as the last period for both opening balance and changes.

Enter Shareholdings and Investments in Group Companies, Option 2

You can use this function for entering internal shareholdings and investments from various companies' viewpoints, up to and including a given period.

For all companies that belong to the selected viewpoint you can enter transactions by using each account that is intended for investments in group companies. This must be defined in the Define Account Structure window. You can enter new internal shareholdings and investments in the same way as in option 1 above.

Note that legal units are handled as groups in the investment register. This means that the acquisition values must be registered on a sub-unit and not on the legal unit. This differs if you run the consolidation model that was default before the 8.1 version, where acquisition values are stored on the legal unit. Though in both cases the elimination is booked on the legal unit.

Note: If a legal unit is a parent, the investment in subsidiaries must be registered on one sub-unit only, though the acquisition values on the owned company may be allocated on several sub-units. If this is the case, you must allocate the ownership percentages in the investment register, for example, you own a legal unit to 90% and allocate the acquisition values with 40% on sub-unit A and 50% on sub-unit B.

The table shows which companies are displayed from the various viewpoints:

Viewpoint	Description
Parent (owning company)	Displays all companies in which the relevant parent company has registered shareholdings and investments.
Company (owned company)	Displays all parent companies that have a registered shareholdings and investments in the relevant company.
Ownership Situation	Displays the registered shareholdings and investments between the given parent and company.

Table 97. Companies that are displayed in different viewpoints

Before entering the investment elimination template you have to enter information about ownership relations, and from there continue to the investment elimination template. Steps 1-4 are only performed if you enter this window from the menu **Group/Data Entry - Shareholdings and Investments in Group Companies**. If you enter from **Company/Data Entry - Reported Values**, please start reading from step 5.

For companies defined as legal units with connected sub-units and where period data is entered, external shareholdings and investments are entered on the legal unit.

For more information, see "Enter Shareholdings and Investments in Group Companies, Option 1" on page 481.

- If you want to correct, copy or delete transactions, click the **Copy and Delete** button, and make your changes in the **Shareholdings and Investments Copy and Delete** window.
- If you want to enter investment accounts that do not affect the investment in subsidiaries account you only enter company code and transaction date in this window.

Procedure

- On the Group menu, click Data Entry/Shareholdings and Investments in Group Companies. The Data Entry - Shareholdings and Investments in Group Companies window opens.
- 2. Select the relevant viewpoint:
 - **Parent** (owning company) and enter the relevant parent/owning company code in the text box.
 - **Company** (owned company) and enter the relevant company code in the text box.
 - **Ownership** and enter the parent/owning company code and the owned company code in the text boxes. You can only select one subsidiary and one parent company (owner).

A new row for a new investment is added automatically when you start entering values on the first line.

- 3. Perform step 4-8 for each new row you want to add
- 4. Enter the period you want to display shareholdings and investments up until. The transaction dates must be prior to or within the specified period.
- 5. Click Open.
- 6. Enter values for one transaction at a time by entering the company code of the acquired company (or the company code of the parent/owning company if that viewpoint is selected), transaction date and the owned and vote percentages. Do not use the 1st of January as a transaction date. This date is reserved for system calculations.
- 7. Enter the account, extended dimension 1-4, journal type (leave blank equal to reported value) and booked amount for each investment. The currency code will be displayed automatically. It is always the currency code of the owning parent company.

The account must be defined as an account for investments in group companies in the Account Define window.

Note: From **Data Entry - Reported Values**, you can use the form to limit the available accounts.

If you are using an account with dimensions, it is mandatory to select the dimensions you want to book the transactions to.

Note: From Data Entry Reported Values, you can use the form to limit the available dimensions.

- **8.** If necessary, enter information on number of shares, nominal amount and the market value.
- 9. Perform steps 5-7 for each row.
- 10. Click Save
- **11**. Select the investment entry for which you want to enter the investment elimination template and click the Investment elimination template button to

open the **Investment Elimination Template** window. This only works from the **Data Entry - Shareholdings and Investments in Group Companies** menu item.

Replace, Dispose of and Delete Shareholdings and Investments

You can use this function to maintain the investment register, for instance when selling companies internally or externally.

Other situations where the function is useful are when incorrect owner or incorrect transaction date have been entered on an investment. With this function, it is also possible to print a view of all investment transactions registered on a selected company.

Select Group/Data Entry/Shareholdings and Investment in Group Companies. Select Parent, Company or Ownership and click Open. Click Copy to open the Shareholdings and Investments - Copy and Delete window.

When entering the **Data Entry - Shareholdings and Investment in Group Companies** window, viewpoint selections have to be made. These selections will serve as the basis for how the investments will be displayed in the window **Shareholdings and Investment - Copy and Delete**.

Viewpoint	Description
Parent	Displays all investments in companies from the selected parent's point of view.
Company	Displays all parents that have investments in the selected company.
Ownership	Displays all investments of the selected relationship, parent and subsidiary.

Table 98. Viewpoints you can select when you enter share holdings and investments

There are three alternatives in the **Shareholdings and Investments - Copy and Delete** window:

- **Replace** By using the **Replace** function you can for example enter a new correct date for a selected transaction. You can replace an incorrect owner or owned company with a correct one. If you store investments in group currency you also have the possibility to change currency code on investment elimination template transactions. Otherwise, the currency code will always follow the company code.
- **Dispose of** When making an internal or external sale of a company, the sale function is used. The function will sell out the company, stop further depreciations etc. When the company is sold internally, the shareholdings and investments will be copied to the buying company.

All marked rows will be marked with reversed sign and entered on the disposal date.

Which fields that are available depends on if you are working with external or internal disposals.

Historical rates will only be copied regarding:

- Investments stored in local currency - Investment

- Investments stored in group currency Share capital, according to the defined account.
- **Delete** To delete a whole transaction, including investment, investment elimination template and the historical rates and depreciations belonging to the transactions you use this function.

Sale of Company - Externally

To update the investment register with a sale of a company you select **Dispose of**. Enter a disposal date and disposal account for P/L transactions (for example account: Retained Earnings/Sale).

If you store investments in the currency of the parent company you should also enter the closing balance account for the share capital.

Elimination templates for companies acquired during the year often include eliminations in the income statement. The transactions that sums up to the net income according to **General Configuration** tab **Reconcile**, must be handled. They have been transferred to retained earnings when running acquisition calculations over the years and now they have to be reduced. The account you want to use for disposal is entered in the Disposal Account for P/L transactions field. This could, for instance, be an account in the equity specification regarding the retained earnings called Disposal or alike.

When you run the update, all marked transactions will be copied with reversed signs and entered on the sale date. They include the ownership information and the investment elimination template. The system will add all investment transactions as one sale transaction. Depreciations will not be copied as transactions but will be stopped.

Dispose of Company - Internally

When selling a company within the group it has to be sold and registered as bought by the new owner. After you have entered disposal date, enter the investment date. Now the new owner is stated. For the system to handle P/L transactions generated by the investment register, enter the account you want to be used.

Select the lines in the **Ownership Information** field to be copied to the new owner and click **Run**.

The copied transactions will be registered as accumulated on the same date and account if they have the same opening balance account, extended dimension, journal type and link date. If the configuration table E300 is used the appropriate account according to that table will be used, otherwise the original account will be used.

Note: If a company is sold to a parent with other local currency than the former parent the investment amount of the new parent will be set to zero. The correct booked amount has to be entered manually

Dispose of Parent/Group Company

When a parent company is sold, its subsidiaries are also sold. That is, the total sub-group has to be handled.

The disposal has to be made step wise starting with the subsidiaries and followed by the sale of the parent company.

Note: All companies have to be disconnected in the company structures, this also includes the subsidiaries.

Replace shareholdings and investments

Complete the following steps to replace shareholdings and investments.

Procedure

- 1. In the Shareholdings and Investment window, click Copy.
- 2. Select Replace.
- 3. Change date, owner information or currency.

Note that if you change year of the transaction date, it can have impact on the opening balances of your specifications.

- 4. Select the rows that you want to correct.
- 5. Click the **Run** button.

Dispose of external shareholdings and investments

Complete the following steps to dispose of external shareholdings and investments.

Procedure

- 1. In the Shareholdings and Investment window, click Copy.
- 2. Select Dispose of.
- 3. Enter Disposal Date and Disposal Account for P/L transactions.
- 4. If you are storing investments in Group currency, enter **Closing Balance** for **Share Capital**. This information is necessary to be able to move investments to historical rates.
- 5. Select the transactions that you want to dispose of.
- 6. Click the **Run** button.

Dispose of internal shareholdings and investments

Complete the following steps to dispose of internal shareholdings and investments.

Procedure

- 1. In the Shareholdings and Investment window, click Copy.
- 2. Select **Dispose of**.
- **3**. Enter **Disposal Date**, **Investment Date** (normally the same as Disposal Date) and **Disposal Account** for P/L transactions.
- 4. If you are storing investments in Group currency, enter **Closing Balance** for **Share Capital**. This information is necessary to be able to move investments to historical rates.
- 5. Enter Investment Account for P/L transactions and New Owner.
- 6. If you are storing investments in Group currency, enter New Currency.

New Currency is mandatory if you are performing an internal disposal and if investments are stored in group currency. Otherwise the currency code will always follow the company code. If you don't want to change the currency you leave this field blank. Note that no currency translation will be performed, only change of currency code.

7. Select the transactions that you want to copy.

Note: No currency translation is made in the routine. This means that values have to be checked and corrected manually.

Delete transactions

Complete the following steps to delete a transaction.

Note: This function will delete the whole transaction. If you only want to delete parts of it, use the **Delete** button in the **Investment Elimination Template** to delete row by row.Changes made in this window will not include adjustments of opening balances/investments and disposals, which you use E300 for.

Procedure

- 1. In the Shareholdings and Investment window, click Copy.
- 2. Select Delete.
- **3**. Select the row that you want to delete.
- 4. Click the **Run** button.

Correct Faulty Information

If you have entered a transaction, but discover that you have made mistakes, use the **Replace** function. The **New date**, **New owner** and **New owned company** fields are active. If the system is configured to store investments in group currency, the **New currency** field is active.

Note:

- If you change the year in the transaction date you must be aware of the fact that it could have impact on opening balances in your specifications.
- When changing the currency code, only a replacement is made and no currency translation is executed.

Procedure

Select the transaction to be updated and click the Run button.

Enter an Investment Elimination Template

You use this function to enter the investment elimination template.

The account for Investments in Subsidiaries is automatically loaded from the previous window and the value is displayed with a reversed sign. Enter the following for each account:

- Dimensions (if relevant)
- Amount (as an amount with +/- or in the debit or credit column)
- Optional supplementary information

Note: If you store investments in local currency, the investment is entered in the parent's currency and the investment elimination in the subsidiary's currency. If they are different you must manually enter the value on investments in subsidiaries in local currency in the investment elimination template.

If you configure the system to store investment elimination templates in the group's currency, you must define which currency. You only need to define this the first time you open the window for this company. If you configure the system to store investments in the local currency, the values are automatically stored in the acquired company's local currency.
If you configure the system to perform a balance control, you cannot save or close the window if the entered records do not balance. In the bottom left-hand corner, you will see the total of the debit or credit and any difference.

Procedure

Select Group/Data Entry/Shareholdings and Investments in Group Companies, make your viewpoint selection and click **Open** to display the shareholdings and investments. Select the relevant investment and click the **Investment Elimination Template** button.

Enter Data in the Investment Elimination Template

You can enter data in the investment elimination template.

Note:

- If you store investments in the group currency, you must select in which currency to enter the investment elimination template when you open this window for the first time. The currency in which the investment elimination template is stored is usually the parent's local currency.
- If you store investments in local currency, the currency in which the investment elimination template is stored is the acquired company's local currency.
- If the check box Force Balance Control in the general configuration, on the General 2 tab, is selected, you can not exit the window before all transactions balance. Please see Debit and Credit in the lower left corner of the window.
- If you want to enter investment accounts that do not affect the investment in subsidiaries account you only enter company code and transaction date in the window **Data Entry Shareholdings and Investments in Group Companies**.
- Storing investment elimination template in the local currency: It is important to enter a local amount for the Investments in Subsidiaries accounts. Otherwise, the system will not be able to calculate the conversion differences on the accounts for Investments in Subsidiaries. All accounts regarding Share Capital also has to be included in the control table for automatic journal E150.
- When storing investment elimination templates in the group currency it is important to enter the local amount for the share capital accounts in the **Historical Rates** window. Otherwise, the system will not be able to calculate the conversion difference on the account Share Capital. To be able to analyze the conversion difference from investment date on the rest of the investment elimination template you need to enter a local amount for these accounts as well. For information about the consequences, see "Enter Historical Rates for Investments" on page 491. All accounts also need to be included in the control table for automatic journal E150.

- On the Group menu, choose the Data Entry/Shareholdings and Investments in Group Companies menu, select the relevant investment and click the Investment Elimination Template button. The Investment Elimination Template window opens. The account Investments in Subsidiaries is automatically displayed and the amount is presented with the opposite sign as in the Data Entry - Shareholdings and Investments in Group Companies window. If the investments are stored in the local currency and this is not the same currency as the parent company, the amount is not automatically displayed. See below for a description on how you can enter a historical rate.
- **2**. Enter one investment account at a time. The account name is automatically displayed. Enter the dimension codes.

Note: If you don't have any dimensions on the account, you can still enter the dimensions needed for booking the elimination. If you use an account that has dimensions, it is mandatory to select the dimensions you want to use.

- **3**. Enter the journal type or click the **Browse** button to open a list of available codes.
- 4. Enter the amount for each investment account.

Depending on the settings in the **General Configuration**, **General 3** tab, the amount column will be displayed as one **Amount** column or as separate **Debit** and **Credit** columns.

- 5. If applicable, enter information about depreciation. To view the depreciation for a specific account, select the row of the surplus value/goodwill and click the Depreciation Detail button on the right-hand side toolbar. The Depreciation Details window opens. If the depreciation rate is 0%, the window is read-only.
- 6. If applicable, enter the link date or click the **Browse** button to open the **Select Transaction to Link With** window. This window contains all transactions defined with a depreciation percentage, but no link date, where the transaction date precedes the present date and the currency code is the same as for the current transaction. Select the row of the transaction you want to link the current depreciation to and click **OK**. The **Select Transaction to Link With** window closes and the selected link date appears in the **Link Date** column.
- 7. To enter historical investment rates, select a row and click the **Historical Rates** button on the right-hand side toolbar to open the Historical Rates window.
- 8. Click Save.

Historical Rates

To ensure that you recalculate an investment to a fixed value in a specified currency, enter a separate historical rate for each account in the investment elimination template.

Select the relevant row, click the **Historical Rates** button to open a separate window and enter the historical rates. In this window, you can define which currency and amount is valid for the relevant transaction and click **Save** and **Close** to return to the previous window.

If you are using Historical Rates, please note the following:

- If eliminations are converted to several currencies according to the consolidation structure you can only enter a fixed rate to the currency on the next higher level in the structure.
- If you have entered a historical rate on one transaction updating a certain account through configuration tables of the **General Configuration Reconcile** tab, you need to make sure that you have selected **Historical Rates** for all transactions updating that account on the company in question.

Conversion difference in investments could be stored in both legal and group currency:

Storing the investment elimination template in group currency: When storing investments in group currency you cannot enter historical rates on share capital accounts. It is possible to enter a historical rate on the share capital account in the investment elimination template, but it will not be used. Instead the selected group value will be converted to B rate. The reason for this is that the offset account for investments is converted to B rate and would not balance between parent and subsidiary.

Storing the investment elimination template in local currency: It is important to enter a local amount for the Investments in Subsidiaries accounts, see historical rates earlier in this section. Otherwise, the system will not be able to calculate the conversion differences. All accounts regarding Investment in Subsidiaries also need to be included in the control table for automatic journal, E150.

Note: To be able to analyze the conversion differences from the investment date on the rest of the investment elimination template you need to enter a local amount for these accounts as well. Make sure you understand the consequence of using historical rates, see the historical rates earlier in this section.

Enter Historical Rates for Investments:

In this function you have the possibility to enter a fixed, historical currency rate for entered investment amounts.

Note:

- The historical rates entered here will override the defined currency translation code for the current account, which is defined in the **Define Account Structure** window.
- If you have entered a historical rate on one transaction, updating a certain account through configuration tables of the **General Configuration Reconcile** tab, you need to make sure that you have historical rates on all transactions updating that account on the company in question.
- Storing investment elimination template in the local currency: It is important to enter a local amount for the Investments in Subsidiaries accounts. Otherwise, the system will not be able to calculate the conversion differences on the accounts for Investments in Subsidiaries. All accounts regarding Share Capital also has to be included in the control table for automatic journal E150.
- When storing investment elimination templates in the group currency it is important to enter the local amount for the share capital accounts in the **Historical Rates** window. Otherwise, the system will not be able to calculate the conversion difference on the account Share Capital. To be able to analyze the conversion difference from investment date on the rest of the investment elimination template you need to enter a local amount for these accounts as well. All accounts also need to be included in the control table for automatic journal E150.

Instead of entering a currency rate, you enter the amount you want your investment amount to be converted to in a specific currency.

- 1. On the Group menu, click Data Entry/Shareholdings and Investments in Group Companies.
- 2. Make your selections and click the **Open** button to display the investments. Select one of the investments and click the **Investment Elimination Template** button. The **Investment Elimination Template** window opens.
- **3**. In the **Investment Elimination Template** window, select the row you want to enter a historical rate for and click the **Historical Rates** button on the right-hand side toolbar to open the **Historical Rates** window.
- 4. Enter the currencies and historical amounts for the investment accounts.
- 5. Click **Save** and **Close** to return to the **Investment Elimination Template** window.

Accumulated Depreciation

When you enter investments for the first time, you might need to enter an accumulated depreciation to avoid any future calculations depreciating surplus values by more than 100%.

Select a row where you have defined a depreciation rate and click the **Depreciation Details** button. The **Depreciation Details** window opens, containing all previous depreciations since the specific transaction date. Here you can add an accumulated depreciation, which will be your OB when starting up IBM Cognos Controller. This is useful when you enter investments for the first time, and need to enter an accumulated depreciation to avoid any future calculations depreciating surplus values by more than 100%.

Enter Depreciation Details:

You enter this window by selecting the row containing the surplus value or goodwill in the **Investment Elimination Template** window and click the **Depreciation Details** button.

Note: Use the filter to limit the number of transactions shown in the window. Select the check box **Use Filter**and enter the actuality, From Period and To Period you want to display and click the **Open** button.

All depreciations that have been generated and booked on the specific transaction date are displayed. If the depreciation rate is 0%, the window is read-only.

Procedure

- 1. To add OB accumulated depreciation, select the **Edit Accumulated Depreciation** check box and enter the date, actuality, account and amount.
- 2. Click Save and Close to return to the investment analysis window.

Enter Shareholdings and Investments in External Companies, Option 2

You can use this function to enter external shareholdings and investments from the owning companies' perspectives, up to and including a given period.

Note:

- From **Data Entry Reported Values**, you can use the form to limit the available accounts.
- If you are using an account with dimensions, it is mandatory to select the dimensions you want to book the transactions to.

You can enter transactions for each account that is intended for external investments. This must be defined in the **Define Account Structure** window. You can register external shareholdings and investments under the user-defined company codes created in this window. This means that you do not need to have these companies defined in the **Company Structure/Define** window.

Book External Investments in main accounts and not in movement accounts. Even if you use movement accounts, investments in external companies from previous periods are accumulated to the same transaction account and not shown as opening balances. All transactions until the 'Up to Period' are included in the current period's transactions and there is no split between the opening balance and this year's change. This only applies to investments in external companies and not investments in internal companies.

Procedure

- 1. Open the Data Entry / Shareholdings and Investments in External Companies window in one of the following two ways:
 - On the **Company** menu, click **Data Entry Reported Values**. Make your selections and click the **Open** button to display the selected form. Select the value cell of the account that is defined to be used for investments in external companies and click the **Shareholdings and Investments** button on the right-hand side toolbar.
 - On the Group menu, click Data Entry Shareholdings and Investments in External Companies.
- 2. If you have selected **Data Entry Shareholdings and Investments in External Companies**, you can enter the parent company code and the period up until which you want to enter shareholdings in external companies and click **Open**.
- **3**. Enter the company code and the company name of the acquired company. The code can be any code and must not exist in the company structure.
- 4. Enter the acquisition transaction date and the owned and vote percentages. Do not use the 1st of January as transaction date. This date is earmarked for system calculations.
- 5. Enter the account, extended dimension 1-4, and booked amount.

This account must be defined as an account for investments in external companies in the Account Define window.

- 6. If necessary, enter information about the number of shares, nominal amount and the market value.
- 7. Click Save.

Enter Start Rates

This function gives you the possibility to ensure that manual company and group journals will contain correct currency converted historical values.

You only enter start rates when you first start using IBM Cognos Controller and only on already existing journals. You enter the start rates on existing journals, that is, you enter the company and group journals for the year-end period prior to the year you will start the consolidation first.

You will not be able to change the journal, only enter the amount in the converted currency you want IBM Cognos Controller to use when running currency translation the following year.

Note: If you run the currency translation for the same period as you have entered start rates, new amounts will replace the entered converted amounts.

Note:

You are not able to change the journals in this window. To do that, you need to go to the original journal in the menus Company/Data Entry - Company Journals, Group/Data Entry - Group Journals. In this menu you can only enter the currency converted amount you want the system to use when consolidating the following year.

- If you run the currency translation for the same period as you have entered start rates, the entered, converted amounts will be replaced.
- Since all journals are currency converted to all currencies further up in the consolidation structure, you need to enter start rates in all currencies found in groups where this company/group is consolidated, all the way to the top.

Tip: If you want to hide the window header, select **View/Header**. The top part of the window is hidden.

Procedure

- 1. On the **Maintain** menu, click **Configuration/Start Rates**. The **Start Rates** window opens.
- 2. Select the type of journals you want to enter start rates for:
 - Company Journals
 - Group Journals
- **3**. In the **Actuality** and **Period** text boxes, enter the actuality and the last period of the preceding year on which you want to enter start rates.

The selected period must be the year-end period the year preceding the year you will start consolidating the system. Example: If the system will be consolidated the first time in 2003, the period 0212 is entered.

- 4. If you are entering start rates for company journals, enter the consolidation type, group, company and journal type for the journals you want to enter start rates on. The consolidation type and group determine the currency.
- 5. If you are entering start rates for group journals, enter the consolidation type, group, group (the group journals are stored on) and, if valid, journal type for the journals you want to enter start rates on. The consolidation type and first group code determine the currency.
- 6. Click Open. The last saved journal number is displayed.
- Select the journal number you want to enter start rates for in the Journal Number text box. All entered information about the journal itself as well as the transactions, except for the amounts are displayed.
- 8. If you are entering start rates on an intercompany account, select the value field and click the **Intercompany Details** button on the right-hand side toolbar. The **Intercompany** Popup window opens with all entered transactions except for the local amounts. Enter the amount in the selected currency and click **OK** to return to the **Start Rates** window.
- 9. Click Save.

Reconcile Shareholdings and Investments

Before you perform a consolidation, you can check that all investments entered are correct and that they balance. Below is a description of two functions used to reconcile this type of data.

Reconcile Investments

You can use this function to print reconciliation reports that display details in the investment register up to and including a given date for owning companies.

The details in the investment register are reconciled against the values on the account for Investments in Subsidiaries in the period database. A verification is

performed between the database and the period database. You can generate the reconciliation report for all companies that are marked as owners in the investment register.

The reconciliation report is divided into two parts. The first part reconciles the opening balances with the investments from previous years. The second part reconciles investments during the actual year. The total after each owning company are reconciled to the closing balance for the actual period.

The report is sorted according to consolidation method, and you select the consolidation method to view in the dropdown list box in the report window. For subsidiaries, the report is divided into sub-reports according to the Purchase, Proportional and New Value methods. For associated companies, the report is divided into sub-reports according to the Equity, Joint Venture and No eliminations methods.

Note that you can only use this function on legal units defined as parent companies. You enter period data regarding shareholdings and investments on the sub-units connected to the legal unit in the investment register. Then you reconcile the consolidated period values on the legal unit against the investment register.

For more information, see "Reconcile Shareholdings and Investments" on page 494.

Investments	Company Type/Contents	
Subsidiaries	Group All subsidiaries that belong to the selected group company within the relevant consolidation type and have registered values in the account for investments in group companies will be displayed in this report.	
Associated Companies	Group All associated companies that belong to the selected group company within the relevant consolidation type and have registered values in the account for investments in group companies, will be displayed in this report.	
External	Group All companies that belong to the selected group company within the relevant consolidation type and have registered values in the account for investments in external companies will be displayed in this report.	
Subsidiaries	Parent (owning company) or Parents Displays the investments in subsidiaries for the parent or parents.	

Table 99. Investments and company types you can select when you reconcile investments

Table 99. Investments and company types you can select when you reconcile	
investments (continued)	

Investments	Company Type/Contents	
Associated Companies	Parent (owning company) or Parents	
	Displays the investments in associated companies for the parent or parents.	
External	Parent (owning company) or Parents	
	Displays the investments in external companies for the owner or owners.	

Procedure

- On the Group menu, select Reconcile/Investments. The Reconcile -Investments window opens.
- 2. Enter the actuality and period for which you want to run the reconciliation.
- **3**. If you want to run the reconciliation for owning companies within a specific group, select the **Group** option button and enter the relevant consolidation type and group code. Select the number of levels in the consolidation structure you would like to reconcile.

The report will display investments for all companies that have reported something on an account defined to be used for investments in group companies and/or in external companies in the account structure and that belong to the selected group and consolidation type.

- 4. If you want to run the reconciliation for one or several owning companies, select the **Owning Company** option button and enter the relevant consolidation type and company codes.
- 5. Select one or several of the types of investments you want to reconcile:
 - Investments in Subsidiaries (consolidation method P, S, W)
 - Investments in Associated Companies (consolidation method E, J, N, Z)
 - Investments in External Companies
- 6. Click the Preview button to generate the report.
- 7. The investments are divided into separate reports according to consolidation method. You can select which report you want to view with the **Report Selection** dropdown list box.

Reconcile the Investment Elimination Template

You can use this function to run a reconciliation report for the entered investment elimination templates.

This is especially useful if you have chosen to enter your investment elimination templates with balance control. The report will check that changes made in the window **Shareholdings and Investments in Group Companies** have the corresponding changes made in the investment elimination template.

You can generate this report for a group, which will show all companies belonging to that group, or for one or several companies. In the latter case, you will see all investments entered on this company by different parent companies. By default, the report is sorted by account, but you have the option to sort by transaction date too.

Procedure

- On the Group menu, click Reconcile/Investment Elimination Template. The Reconcile - Investment Elimination Template window opens.
- 2. Enter the actuality and period you want to run the reconciliation for.
- **3**. If you want to reconcile all companies within a selected group, select the Group option button and enter the relevant consolidation type and group code. Select the number of levels in the consolidation structure you would like to reconcile.
- 4. If you want to reconcile a company, select the **Company** (**Owned Company**) option button and enter the relevant company code.

If there are more owners of the selected company, the entered investments for each owner will be displayed in the report.

- 5. By default, the report will be sorted by account. You have the option of sorting the report by transaction date, by selecting the **Sort by Transaction Date** check box.
- 6. Click the **Preview** button to generate the report.

Reconcile Shareholdings and Equity

This window can be used for two different purposes: to reconcile shareholdings and equity and to calculate goodwill. The window looks different depending on which option you select.

Shareholdings and Equity

You can use this option to receive a report of the reconciliation of the investments account on the parent company with the total equity for its subsidiaries. This report is applicable if you work with the consolidation method investment adjustments.

For more information, see "E600 - E603: Investment Adjustments - The Dutch and Danish method" on page 459 or contact your IBM Cognos consultant.

When you select the period you want to generate the report for, the reference period will be given automatically according to definition in sub-control table HT02.

Reference Actuality or OB actuality is normally the same as the actuality you want to generate the report for.

For more informations, see "HT02: Reference Period" on page 474

Calculation of Goodwill

You can use this option to generate a report for calculation of goodwill according to Spanish GAAP. The report reconciles the change of investments on the parent company with the change of total equity for its subsidiaries. This report is only available if you are using the investment register to enter the ownership information for the parent companies. The value can either be booked manually as a company journal or be entered in the investment register. You can enter Investment Account, Equity Account or OB Equity Account when generating this report.

All Companies - Only One Level means that the report will show the equity accounts for all subsidiaries that belong to the parent in the chosen group. This

means all subsidiaries in the chosen group and the parent company in the group below in the structure, since that company is a subsidiary to this groups parent company.

The currency type is entered as LC, LE, OP etc. Available selections are all existing consolidation types as well as LC. This option is only enabled if the **According to Group Selection** check box is cleared.

The currency code for the chosen group is given automatically. To change this, clear the box and enter the currency code for which you want to generate the report.

Note: The **Calculation of Goodwill** option is not available if you use the consolidation model that was default before the 8.1 version.

Generate Reports for Acquisition Calculations and Shareholdings and Investments

When you have consolidated the group and you want to analyze acquisition calculations and shareholdings and investments, you can print a number of reports.

Generate Reports on Shareholdings and Investments

You can use this function to print reports on shareholdings and investments in Subsidiaries, Associated Companies and External Companies.

You can request the report based on an external or internal investment, and include the values up to and including a given period. You can generate the report for all companies that are marked as owners in the investment register.

The report displays information in the investment register for a given period and owning company. If you are printing the report for a group, the report displays the total of the external or internal ownership for all companies in the group. If you are printing the report for an owning company, the report displays the total of the external or internal ownership for all companies owned by the parent.

The report is sorted according to consolidation method, and you select the consolidation method to view with a dropdown list box in the report window. For subsidiaries, the report will be sorted in groups according to the Purchase -, Proportional - and New Value methods. For associated companies, the report will be sorted in groups according to the Equity -, Joint Venture -, No Eliminations- and No consolidation methods.

- 1. On the **Group** menu, click **Reports/Shareholdings and Investments**. The **Reports Shareholdings and Investments** window opens.
- 2. Select the relevant report option button:
 - **Investments in Subsidiaries**: Generates a report of investments in subsidiaries (consolidation method P, S, W). The report will be sorted according to consolidation method.
 - **Investments in Associated Companies**: Generates a report of investments in associated companies (consolidation method E, J, N, Z. The report will be sorted according to consolidation method.

- **Investments in External Companies**: Generates a report of investments in external companies (consolidation method E, J, N). The report will be sorted according to consolidation method.
- **3**. Enter the period up until and including for which you want to print shareholdings and investments information.
- 4. Enter the consolidation type. If you want to print the shareholdings and investments for all companies included in a group, choose group and enter the group code in the text box. If you want to print the shareholdings and investments for one or several owning companies, select consolidation type, owning company and enter the company codes in the text box.
- 5. Click the **Preview** button to generate the report.
- 6. The investments are divided into separate reports according to consolidation method. You can select which report you want to view with the **Report Selection** drop-down list box.

Note: Only accounts defined with an E or I for Investments in the account structure will show in these reports.

Generating Reports on Acquisition Calculations

You can use this function to print reports to analyzes which calculations have been performed and how they have been stored.

You can request the reports from a number of perspectives:

- **By company** shows acquisition calculations, you can choose to include the investment elimination template by selecting Include Investment Elimination Template.
- **By account** shows acquisition calculations, sorted by account, to see which companies within the group that have transactions in a certain account.
- The group's net value (detailed or condensed) shows either a detailed report of all journals of the group's net value, where different automatic journals are shown as columns, or a summary report containing the overall movements in columns.
- **Conversion report** shows the conversion that has been run on each individual company's acquisition calculations.
- Historical rates shows the historical rate entered in Data Entry -Shareholdings and Investments in Group Companies specified for Company, Transaction Date and Account.

The Contents of the Reports

All reports display the acquisition calculations stored in the period database with different automatic journal types. The automatic journal types show what kind of calculation that has been performed. In the report **By Company**, you can also choose to see the investment elimination templates entered in the **Investment** register. In the report **Group Net Value** you can also see the period values entered for this company.

Note:

- Depending on which contribution version you use, you can analyze both the reported values and eliminations or only one of them.
- In **By Company**, **By Account** and **Conversion Report**, we recommend that you choose a contribution version without BASE.

- In **Group Net Value**, on the other hand, we recommend you to choose a contribution version that includes BASE.
- If the subsidiary itself is a parent company in a sub-group, you only include transactions with automatic journal type 70, Transfer of untaxed reserves, within the sub-group in the reports. You can analyze eliminations of investments and other period calculations first at the group level above.

View contribution calculations in the acquisition calculation report

To view contribution calculations in the **Acquisition Calculation** report, select **Group Net Value** and a contribution version that includes automatic journal types 81 or 82. When you select a contribution version that includes automatic journal types 81 or 82, you can select companies on the lowest level in the structure when selecting groups higher up in the structure too.

Note:

- The purpose of automatic journal types 81 and 82 is to display contribution from companies on the lowest level to the top group. These automatic journal types are not consolidated. This means that there is no point in selecting a subgroup to view automatic journal types 81 and 82.
- For companies with multiple ownership, you can only display a company's contribution from the owning group's perspective, that is, not the company's complete contribution to the top group.

For more information, see "Contribution calculations" on page 552.

Group Company and Analysis Company

When you order a report for a specific company, you must enter both the company code of the company for which you want to print the report, and the group company code and consolidation type the company belongs to. This is important as more than one company within the consolidation structure can own a company. The report will then show the acquisition calculations for the company when the parent owns it in the requested group.

Generate a report on acquisition calculations

Complete the following steps to generate a report on acquisition calculations.

- 1. On the **Group** menu, click **Reports** / **Acquisition Calculations**. The **Reports Acquisition Calculations** window opens.
- 2. Select the relevant report sorting and information options:
 - **By Account** default is **All Accounts**, but it is possible to select one or several accounts
 - **By Company** select whether to sort the report by automatic journal type and if you want to include the investment elimination template. By default the report is sorted by account within each company.
 - **Reports Currency Translation** enter the relevant OB parameters and form. This generates a report that shows the currency translation that has been run on each individual company's reporting and calculations, depending on the selected contribution version. As a reference, you will also be able to see the closing balance from the previous year.

The previous year's CB period is automatically displayed, and cannot be changed. If the report is going to be used for control purposes, you should enter the same OB actuality as when you generated the acquisition calculations.

If the report is going to be used for control purposes, you should enter the same OB consolidation type as when you generated the acquisition calculations.

For currency, select either the currency types, for example LC and LE, or select relevant currency codes, for example from GBP to USD. These selections can also be combined, i.e. you can select to show the report from LC to USD or from CHF to LE. LE will always be the currency of the company that owns the selected company directly. If there are several owning companies, the report will show the currency of the company with the largest owning percentage.

• **Group Net Value** - select if you would like to see a detailed or a condensed report. The detailed report displays a report that shows the subsidiaries contribution to the group, with values according to selected contribution version. Normally, you select a contribution version that includes reported values. Note that in order to view contribution calculations, you must select a contribution version that includes automatic journal types 81 or 82.

The condensed report generates a summary report containing the overall movements in columns.

- Historical Rates all currency combinations will be included.
- 3. Enter the actuality and period you want to generate the report for.
- 4. Enter the Consolidation Type and Group for which you want to generate the report.
- 5. Leaving the default check mark in the check box for **All Companies Only One Level** will print a report with all companies belonging to the group and consolidation type entered above. To print the report for one or several companies, clear the check box and enter the relevant companies.
- 6. Leaving the default check mark in the check box for **According to Group Selection** will print the report in the Currency of the group and consolidation type entered above. To print the report for another currency, clear the check box and enter the relevant currency code or change the group and consolidation type selected above.
- 7. Enter the closing version and contribution version to generate the report for. You usually have a different contribution versions for different reports. For **Group Net Value** you usually have a contribution version including BASE, but for the other reports you probably only want a contribution version including acquisitions, no BASE.
- 8. If applicable, enter dimension information.
- 9. Click the **Preview** button to generate the report.

Chapter 16. Intercompany Balances

Companies that have transactions with other companies in the same group, report intercompany balances. The intercompany balances are reported on specific accounts, which are reconciled with each other according to one or more predefined control tables.

The reconciliation is shown in a standard report. The elimination of intercompany balances can be performed with manual or automatic journals. The journals can be stored on the company itself as company journals or as a group journal on an adjustment company. This you select per consolidation type.

In the control tables you define which intercompany accounts you want to reconcile with each other. For example:

- Intercompany receivables/payables
- Intercompany sales
- Intercompany interests
- Other internal incomes/expenses

When you run the reconciliation report, intercompany receivables are matched with intercompany payables, intercompany interest incomes are matched with intercompany interest expenses and so on, according to your control tables. When values do not match, differences arise. The difference can be divided into currency translation difference and real difference.

All companies must report their intercompany balances on accounts defined as intercompany accounts. You can define these accounts with code I or J in the account structure.

When you enter intercompany balances you always have to enter a counter company. Depending on the definition of the accounts and the configuration of the control tables, you sometimes enter the transaction currency, the transaction amount, dimensions and counter dimensions in addition to the local booked value.

For more information, see "Account Structures" on page 20.

Intercompany accounts that are reconciled against each other can be divided into dimensions. In that case, both accounts must have the same dimension level. You may run the reconciliation report for a higher dimension level than the dimension level applicable to the reported data.

Example: If the intercompany balances are reported at dimension 1 level 3, the reconciliation report can still be run for dimension 1 level 2.

For more information, see "Reconcile Intercompany Balances" on page 511.

You can let the system book the elimination of the intercompany balances automatically. You define per consolidation type if you want the journal or journals to be booked as group journals or as company journals. The journals are stored on the automatic journal type 35.

Define Control Tables for Reconciliation and Elimination of Intercompany Balances

This section includes information about how to define control tables for intercompany balances.

Define Control Tables - Intercompany Balances - the Standard Tab

You can use this function to define control tables which are used for reconciliation reports and/or posting of automatic eliminations. In the control tables you determine the accounts to use, how they are reconciled and how the automatic elimination is to be performed. Each control table receives a journal number. This journal number is also the report number for the reconciliation report. You can select to create a reconciliation report only and book the elimination manually.

Table 100. Example of defining control tables for intercompany balances

Account 1	Sign	Account 2	Comment
1000 EUR	-	-1000 EUR	The amount will be eliminated.
1000 EUR	+	+1000 EUR	You normally use + to post the external part of the elimination (proportional method).

- For companies with consolidation method S, you must use **Rule** S or R in the control table.
- For eliminations between a company using the S method and a company using the P method, **Rule** S and R will display the same result. For eliminations between two companies that both use the S method, **Rule** R will display external bookings for both companies, while the S method will display external bookings for one company only.
- In order to be able to use the routine for reconciliation of intercompany balances, each company must report intercompany balances on special accounts, which are defined as account type I, J or M in the account structure.
- The Automatic Journal for Intercompany Balances must be activated in Maintain/Configuration/Automatic Journals/Define.
- You decide per consolidation type if the intercompany balances should be stored as group journals or company journals. Maintain/Company Structure/Consolidation Types Define.
- If dimensions and linked structures are used, IBM Cognos Controller validates that the dimension is valid for the company according to the linked structures. If it is not valid, the transactions will be posted on the first valid dimension for the company.

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Intercompany Balances window opens.
- 2. Select journal number. The journal number is also the report number when running the reconciliation. The number series begins with 1 and continues in numerical order to 99.

- **3**. Select **Active** to indicate that the control tables should be used to create an automatic journal for elimination of intercompany balances or **Non-active** to indicate that the control table should only be used to generate a reconciliation report, from which you can create company/group journals for elimination manually.
- 4. Enter a description of the control table in the local and group language.
- 5. You have to define an **Offset Account**. When the elimination is posted as a company journal on a company, the offset account is used to balance the journal. You can also define extended dimensions 1-4. This account can be an account of account type A, L, E, I, C, R, S, T or U, but it cannot be defined as an intercompany account.
- 6. The part where you define the elimination is divided in a receivable/income table and a payable/cost table. In the **Account 1** column of the **Receivable/Income** table, define the account or accounts you want to reconcile with the accounts you have defined for payable/cost. Only accounts coded as intercompany accounts (account type I,J or M in the account structure) will be available in the pop-up list.

If the intercompany balances are divided into dimensions, it is important to consider on which dimension level you enter data.

The accounts entered in the **Account 1** column for receivable/income and payable/expenses are used for reconciliation against each other. They should therefore be at the same dimension level.

7. In the **Payable/Expenses**, define the account or accounts you want to reconcile with the accounts you have defined for receivable/income. Only accounts coded as intercompany accounts (account type I,J or M in the account structure) will be available in the pop-up list.

If the intercompany balances are divided into dimensions, it is important to consider on which dimension level you enter data.

The accounts entered in the **Account 1** column for receivable/income and payable/expenses are used for reconciliation against each other. They should therefore be at the same dimension level.

- 8. In the **Sign +/-** columns, define if you want to post an elimination (minus) or an external part of a transaction with a proportional company + (plus). If you post the external part of the transaction, you should use the **Rule** column and define in which way it should be posted.
- **9**. In the **CC ind** columns, indicate if the elimination should be booked on the counter company, instead of the original company. This option is only relevant when posting the elimination as company journal.
- 10. In the Rule columns, select how to book the external part of the amount:
 - **Blank** the elimination is performed according to the consolidation method defined in the company structure. If there is an external part of the intercompany balance, it will remain on the intercompany account.
 - **R** The external part of the intercompany balance will be booked on the defined account. This concerns companies consolidated with the proportional method (S). If there is an intercompany transaction between two companies consolidated with proportional methods, the calculation will be performed according to gross accounting. That is, both companies will carry an external part. For more information, see "The Proportional Method" on page 513.
 - **S** The external part of the intercompany balance will be booked on the defined account, according to net accounting. That is, the company with the

highest owned percentage will take the external part. For more information, see "The Proportional Method" on page 513. This concerns the proportional method (S).

- E All intercompany balances will be eliminated on every subgroup. Intercompany balances outside the own group will be booked to the defined external account. This concerns all consolidation methods, including the purchase method. If there is an intercompany transaction between two companies consolidated with proportional methods, the calculation will be performed according to gross accounting (see rule R).
- **F** All intercompany balances will be eliminated on every subgroup. Intercompany balances outside own group will be booked to defined external account. This concerns all consolidation methods, also the purchase method. If there is an intercompany transaction between two companies consolidated with proportional methods, the calculation will be performed according to net accounting (see rule S).
- **1** The intercompany balance will be eliminated by 100%, also for the proportional method (S). Use this method for companies that report their own part only. For more information, see "The Proportional Method" on page 513.
- 11. In the **Account 2** columns, define the account(s) where the elimination should be posted. You can post the elimination on several accounts by adding more elimination rows to the table.

If you use dimensions, you must make sure that the accounts entered in column **Account 2**, should be on the same dimension level as **Account 1** or on a higher level. They cannot be on a lower level.

12. If you store the automatic journals on the companies, you have to define on which company the difference should be posted in the **I/C Difference Posting** section. If you store the elimination as group journals on the adjustment company, the differences will be stored on the adjustment company as well.

Note: If you use the consolidation model that was default before the 8.1 release, then group journals are stored on the group company code.

Select **Difference on Receivables/Income** to book differences regarding intercompany balances on the company which has reported the receivable/income amount.

Select **Differences on Payables/Expenses** to book differences regarding intercompany balances on the company, which has reported the payable/cost amount.

13. Enter the accounts to which you want to book differences. If you use dimensions on the account you can also specify the dimension to book the difference to.

Note: The change type (se below) determines which types of accounts you can use to post differences to.

- 14. Select the **Diff Type** that should be booked on the specific account. You can select to post all differences to the same account or to post a positive real difference to one account and a negative real difference to another account. You have the same option for the translation difference. If the companies have used different currency rates or entered different local amounts, a translation difference, positive or negative, occurs after the currency translation. A pre-requisite for using transaction currency is that you have to define the account with intercompany code J in the account structure.
 - + = Positive difference

- - = Negative difference
- P = Positive translation difference
- N = Negative translation difference
- **15.** In the **Chg Type** column, select if the difference that may occur between Receivables/Payables or Income/Cost should be posted as a total closing balance (YTD) or as the change in the difference this year.

Y: Closing Balance (YTD)

The total difference, Closing Balance, will be booked on the account defined for differences. Always use change code Y for Profit & Loss Accounts eliminated in the Profit and Loss Statement.

C: This Years Difference

This Years Difference will be booked on the account defined for differences. If you use this code, you must have an account structure that supports the calculation. To calculate This Years Difference you will need a movement structure with an Opening Balance account, movement account(s) and a Closing balance account. This Years Difference will be calculated like this: Closing Balance (YTD) - Opening Balance = This Years Difference. The Opening Balance is fetched from the account structure.

O: Opening Balance

You may add the Opening balance account connected to This Years Difference in the Control Table with change type O, just to make it visible, but the program will still trace the account from the account structure. Change type O will not be used for the calculation.

16. You can add dimensions to which any differences will be booked.

If the accounts you want to eliminate are divided into dimensions, you have the possibility to post the difference on a specific dimension. You define this by entering the dimension code in the dimension 1-4 columns. If no dimension code is defined, the difference is booked on the dimensions used for the elimination or if the dimension is not valid, on the first available valid dimension.

The accounts for difference booking should also be on the same dimension level as **Account 2** or on a higher level. They cannot be on a lower level.

17. Click Save.

Define Control Tables - Intercompany Balances - the Advanced Tab

In this function you define special settings for the control tables for intercompany eliminations.

- After saving your selections on the Standard tab, click the Advanced tab. The same journal number as on the Standard tab is displayed automatically. The journal number is also the report number when running the reconciliation report.
- 2. Select a **Closing Version** that you want to perform elimination on. If you enter a closing version here it is used as default when the reconciliation is performed. If you leave this field blank, the reconciliation and automatic journal will be performed on each separate journal type and reported value (REPO).
- **3**. Select a **Journal Type** that you want the elimination to be posted to. If you leave this field blank, the elimination will be made on the original journal type where the value is reported.

- 4. Select a Journal Type Difference that you want possible differences posted to.
- 5. Select **Use Counter Dimension** only to run the reconciliation of intercompany balances on counter dimensions without using adjustment dimensions. This is only valid for dimension 1 and has to be defined in the account structure.
- 6. Select **Use Adjustment Dimension** only if you want eliminations between dimensions to be automatically booked in an adjustment dimension if there is no extended dimension 1 code match. This is only valid for dimension 1 and has to be defined in the account structure. You must define adjustment dimensions before you use this functionality.
- 7. Select both Use Counter Dimension and Use Adjustment Dimension to run the reconciliation of intercompany balances on counter dimensions in combination with using Adjustment Dimensions. This is only valid for dimension 1 and has to be defined in the account structure. Eliminations and differences will then only be posted to the original dimension if you have a total matching between the receivable/income dimension and the payable/cost dimension. This is only valid for dimension 1 and the adjustment dimension must have been defined in the dimension structure on each dimension level in the data entry form.
- 8. Use Online Matching is only relevant if you are running IBM Cognos Controller in a centralized environment. Select this option to enable online matching during data entry of intercompany balances. When using this option you need to define two accounts to be matched according to the control table, one receivable/income account against one payable/cost account. When entering intercompany details in the **Data Entry - Reported Values** window, you will then be able to see the amount reported by the counterpart. If the intercompany accounts are defined as using transaction currency, intercompany type J, a Difference column showing the difference between the amount in transaction currency reported by the counter company and your company is also displayed in the data entry form.

Note: The online matching functionality does not handle accounts with sign change.

9. Click Save.

Generate Reports of Intercompany Accounts

You can use this function to generate reports on all intercompany accounts with intercompany codes I, J, and M. The report shows intercompany balances for each account with counter company information and, if applicable, transaction currency, transaction amount, or profit margin. You can choose between reports for groups and companies.

Note: The **Currency Code**option is not available if you run the consolidation model that was default before the 8.1 release.

You have three standard reports to select from, with different layout:

Intercompany Accounts by Company

You can select which intercompany account or accounts that you want to generate the report for. The report shows the transactions for each journal type and each automatic journal type according to the selected closing version and contribution version.

Intercompany Accounts in Columns

You can select which intercompany account or accounts that you want to generate the report for. There is a maximum of four accounts for each page in the report. For this report you can also select dimension codes for the extended dimension 1-4. The report views the transaction currency in one column and the local currency in another column for every account. In the column for local currency there is always a total amount for the account. If you want to see a total amount for the transaction currency, select the transaction currency that you want to generate the report for in the window. A total is then shown for the transaction currency column.

Intercompany Accounts by Counterpart:

This option is only available for Groups. Select this box if you want to generate a report on intercompany accounts by counterpart. The report will show transactions sorted by counterpart with a subtotal between each group of counterpart.

Note: This field is not available if you use the consolidation model that was default before release 8.1.

Layout Alternatives:

Select **Use Alternative Layout for Large Numbers (>9 digits)** to increase the column width to accommodate numbers larger than 9 digits.

Select **Show Zero Rows for Reports in Columns** to display all rows, including rows with no values, in the **Intercompany Accounts in Columns** report.

Generate Reports of Intercompany Balances

In this function you can generate a report showing the intercompany balances for a selected reporting company and the intercompany balances reported towards this company.

You can select to display transactions between a specific counter company or for all counter companies.

Note: The purpose of this report is to run it before performing consolidation of a group. A temporary currency translation with code B or M will be performed on the company included in the report.

Report Content Alternatives

- **Detailed**: Select this option to generate a detailed report showing all intercompany balances within the current group as well as intercompany balances with companies outside the current group.
- **Condensed**: Select this option to generate a condensed report showing a total per account of the intercompany balances and reconciliation differences that your company has with other companies in the structure.
- **Non-Match**: This report is similar to the detailed report, but shows only the intercompany balances without a matching counter entry.

Extended Dimension Selections

• **Reported Extended Dimension**: This option is the default value. Use the option for reports with all extended dimensions, on all levels.

- Selected Extended Dimension Levels: Select this option if you want to choose which level of extended dimensions you want to see in the report. When you have selected this option, the Level fields are activated for the dimensions you have registered.
- Selected Extended Dimension Codes: Select this option if you want to print a report based on dimension codes. When you have selected this option, the Code fields are activated for the dimensions that you have activated.

Report options

- Select **Use Alternative Layout for Large Numbers (>9 digits)** to increase the column width to accommodate numbers larger than 9 digits. To change the option, clear the box.
- Select **Page Break by Company and Counter Company** to generate a report with a page break before each counter company.
- Select **Only Transactions within Own Group** if you do not want to show intercompany balances reported against companies in the company structure outside the selected group.
- Select **Exclude Associated Companies** if you do not want to include intercompany balances with associated companies. This means companies consolidated with the equity method.
- Select **All Levels** to show intercompany balances on all levels in the company structure below the selected group.
- In **Min Difference shown**, enter the smallest difference you want to display. If you for example enter the amount 50, the report will only show differences greater than 50.

Intercompany Account Templates

You use the templates to control which counter companies a specific intercompany account reports to.

The template is created per intercompany account and you can add only the counter companies that are valid counter companies in the company structure. In data entry, you can only enter data on the predefined counter companies. If you need to enter data on other counter companies, select the Allow Overriding IC Account Template in Data Entry check box, on the Configuration/General, General 2 tab.

Limitations

- The intercompany account templates are not updated automatically with changes in the company structure.
- Only one user at a time is able to create or update the intercompany account templates.
- The intercompany account templates work with all standard forms that use the intercompany detail window for I, J, and M accounts, and company journals, with the exception of intercompany forms. In intercompany forms you enter the intercompany transaction directly into the form.
- The intercompany account template is only used to determine counter companies in the **Data Entry Reported Values**, and **Data Entry Company Journals** windows. It does not affect the copy of period values, import of period values, and so on.

Define Intercompany Account Templates

You define which account and counter companies you want to add to the intercompany account template.

Procedure

- 1. On the Group menu, click Data Entry/Intercompany Account Template.
- 2. Select the account you want to define an intercompany account template for.
- **3.** Click **Add Counter Company** and select the available companies you want to add to the template.
- 4. Click Save.

Override the Intercompany Account Template in Data Entry

If you want to enter new rows with counter companies not included in the template, you can override the intercompany account template in data entry.

Procedure

- 1. On the Maintain menu, click Configuration/General.
- 2. On the **General 2** tab, select the **Allow Overriding IC Account Template in Data Entry** check box.

This check box is only available if the **Use IC Account Template** check box is already selected.

Reconcile Intercompany Balances

You can use this function to generate reports for reconciliation of the data reported as intercompany balances.

All differences are included in the report. The calculation and presentation of the reports are performed according to your predefined control tables. You can only enter a closing version if no closing version has been predefined in the control table, tab 2, for reconciliation of intercompany balances.

You can select to display transactions between a specific counter company or for all counter companies.

The reconciliation report only use conversion codes M (average rate for accumulated period) and B (closing rate). If conversion code D (average period rate) is used in the currency rates register, conversion code M will be used instead in the reconciliation report.

The journal number is the same as the number of the control table.

Report Content Alternatives

• **Detailed**: Select this option to generate a detailed report showing all intercompany balances with companies in the selected group/all levels.

First Column: The first part of the report shows the companies involved in the transaction. The company that has a receivable/income, the creditor, is shown first and then the company that has the matching payable/cost, the debtor. In the first column in the detailed report the dimensions and counter dimensions are also shown.

Second Column: The second column in the report, **Transaction Currency**, is only visible if you use intercompany accounts with code **J**. In this column you see the amount for the receivable/income and payable/cost in the transaction currency for every transaction.

Third Column: In the last column, every intercompany balance is shown in the currency of the group or the currency code chosen in the report options. In this column you will also receive the calculation difference per transaction. If you use intercompany accounts with code **J**, the calculation difference will be divided into real difference and transaction difference.

- **Condensed**: Select this option to generate a condensed report showing the total amount to be eliminated. You will also see the total difference, divided into real difference and translation difference. This report is convenient to use when you create manual group journals to eliminate the intercompany balances.
- **Non-Match**: This report is similar to the detailed report, but shows only the intercompany balances without a matching counter entry.

Extended Dimension Selections

- **Reported Extended Dimension**: Select this option to run the reconciliation on dimensions referenced by the reported values.
- **Selected Dimension Levels**: Select this option to select the dimension levels you want to reconcile. If you select level 0 (zero), the total amounts on the accounts will be reconciled.
- Selected Extended Dimension Codes: Select this option to select the dimension codes you want to reconcile.

Report Options

- Select **Net Accounting of Intercompany Balances** to print the report with net accounting. This option is selected as default but can be cleared. If you use **Net Accounting of Intercompany Balances**, you will always obtain a total balance between two companies sorted in company order. If you do not use net accounting, balances between two companies may appear twice in the report. This occurs because both the receivable and the payable against the same company are reported.
- Select **Page Break by Company** to generate a report with a page break before each counter company.
- Select **Show Total Figures for Selected Closing Version** to show a total for each closing version. If this option is not selected, you will see a separate line for every journal type and REPO.
- Select **Only Transactions within Own Group** if you do not want to show intercompany balances reported against companies in the company structure outside the selected group.
- Select **All Levels** to show intercompany balances on all levels in the company structure below the selected group.
- Select **Use Alternative Layout for Large Numbers (>9 digits)** to increase the column width to accommodate numbers larger than 9 digits. To change the option, clear the box.
- You have the following sort options for the report:
 - 1. Sort by Company
 - 2. Sort by Account
 - 3. Sort by Difference

- In **Min Difference shown**, enter the smallest difference you want to display. If you for example enter the amount 50, the report will only show differences greater than 50.
- Select **Exclude Associated Companies** if you do not want to include intercompany balances with associated companies. This means companies consolidated with the equity method.

The Proportional Method

In the company structure, you define if you want to consolidate a company with the proportional method. This ensures that the company is handled according to the proportional method in just about all system command menus.

Exception: When you run the reconciliation report for intercompany balances, you have to indicate whether the **Proportional Method** option should be used or not.

Book External Parts

In the control tables you define how to eliminate intercompany balances according to the proportional method. On the additional rows, you define on which account or accounts the external part of the transaction should be booked.

Reconciliation without the Proportional Method

All intercompany balances should be reported at their nominal value, that is 100%, regardless of ownership. To reconcile the nominal value, you run the reconciliation report without selecting the **Proportional Method** option. The intercompany balances are then matched at their total value in the report.

Reconciliation with the Proportional Method

A company defined with the proportional method is only consolidated with the owned percentage. When you run the reconciliation report with the **Proportional Method** option selected, you receive the basis for the elimination. The intercompany balances from the proportionally owned company are included with the owned percentage in the reconciliation report. The report shows the external share of the balance and the difference, if any. The external share of the intercompany balance is calculated as the external share in percentage, multiplied by the reported values.

Example using the Proportional Method

In the following example, company A is owned by 100% and company B is owned by 70% and consolidated with the **Proportional Method**. A has reported a receivable from B of 200 and B has reported a payable to A of 200. The reconciliation report with the **Proportional Method** option will show the following values:

Company	Receivable	Payable	Difference
Company A Company B	200	140	
External Share	-60		
Total	140	140	0

Table 101. Example, values reported using the proportional consolidation method

The external share of company A's receivable is calculated as: (IC amount * owned percent) * (100 - owned percent of counter company) = (200*100%)*(100%-70%) = (200*30%) = 60

In the following example, A has reported a receivable from B of 250 and B has reported a payable to A of 200. The reconciliation report with the **Proportional Method** option will show the following values:

Company	Receivable	Payable	Difference
Company A Company B	250	140	
External Share	-75		
Total	175	140	35

Table 102. Second example, values reported using the proportional consolidation method

Examples of Calculation for Gross and Net Accounting:

In the following examples, company A is owned by 55% and company B is owned by 50% and both companies are consolidated with the proportional method. A has reported a receivable from B of 200 and B has reported a payable to A of 200.

Gross Accounting:

When there is an intercompany balance between two companies that are consolidated with the proportional method, the calculation for the amount booked on the external account is: (IC amount * owned percent) * (100 - owned percent of counter company) for Gross Accounting:

Company A: (200 * 55%) * (100% - 50%) = 55 on the external account.

Company B: (200 * 50%) * (100% - 55%) = 45 on the external account

Net Accounting:

When there is an intercompany balance between two companies that are consolidated with the proportional method, the company with the highest owned percent will take the external part. The calculation for the amount booked on the external account is: IC amount * (owned percent - owned percent counterpart)

Company A: 200 * (55% - 50%) = 10 on external account Company B: No amount booked on external account

Reconcile Intercompany Balances Online

Select the **Company/Data Entry - Reported Values** menu and open the data entry form that contains the intercompany balances accounts.

If you work in a centralized environment where all reporting companies are connected to the same database, you are able to reconcile your intercompany transactions online, while entering data. It is possible to view the balances reported by the counter companies towards the selected reporting company. You activate this option on the Advanced tab in the Maintain/Configuration/Automatic Journals/Control Tables/Intercompany Balances window.

If the reporting companies are not located in one central database, only the intercompany balances for the selected reporting company will be shown in the data entry window.

Chapter 17. Intercompany Profit

Intercompany profit resulting from trade with other companies in the same group has to be eliminated.

In IBM Cognos Controller, intercompany profit margins and intercompany inventory are reported using intercompany accounts. The accounts are reconciled with each other and used to calculate intercompany profit according to one or more pre-defined control tables. The reconciliation and calculation of internal profit are then used in reconciliation reports and for manual or automatic elimination journals.

The Basis of Reconciliation and Elimination of Intercompany Profit

In order to reconcile and eliminate intercompany profit you have to create one or more control tables.

In the control tables you define which internal sales accounts and internal inventory accounts you want to reconcile. You also define how you want the calculated intercompany profit to be posted. The elimination is then carried out according to the control tables.

The selling company reports the margins of the intercompany sales per counter company and the buying company reports the intercompany inventory per counter company. When you run the reconciliation report, the two values are matched with each other according to your control tables, and the intercompany profit is calculated. You can choose to eliminate the internal profit automatically or manually.

In order to use the process for calculation of intercompany profit, intercompany sales and intercompany inventory must be reported on intercompany accounts defined for this purpose. The intercompany sales account is coded with intercompany code M and the intercompany inventory account is coded with intercompany code I.

When you enter intercompany profit margins, you always have to enter a counter company, the percentage profit margin and, if applicable, the dimension and counter dimension in addition to the sales amount. When you enter intercompany inventory values, you also enter a counter company, the inventory value and, if applicable, the dimension and counter dimension.

As an alternative to the procedure where each selling company enters profit margins for the calculation of intercompany profit, it is possible to use a default profit margin table. This table can also be set to overrun the reported profit margin.

For more information, see "Intercompany Profit Margins" on page 521.

If you divide the sales account and inventory account into dimensions, they must be set at the same dimensions and the same level in each dimension. If the selling or buying company, or both, are consolidated according to the proportional method, the intercompany profit is calculated and eliminated according to that method.

Define Control Tables for Reconciliation and Elimination of Intercompany Profit

This section describes how to define control tables for intercompany profit.

Define Control Tables for Intercompany Profit - the Standard Tab

You can use this tab to define how you want the intercompany sales accounts to be reconciled against the internal inventory accounts.

The selling company reports intercompany profit margins from intercompany sales, and the buying company reports how much is left in the internal inventory. These values are reconciled for each company, counter company, account and, where applicable, dimension and counter dimension. As a result, the internal profit in inventory can be calculated and presented in reports, or eliminated either manually or automatically in the selling and the buying company.

You can define a number of control tables with separate journal numbers, each combining different intercompany sales and intercompany inventory accounts used for the calculation. You can also choose to include all intercompany sales and intercompany profit accounts in the same journal. The system will then consider the sales account together with the inventory account located on the same row in the control table. However, the posting of the intercompany profit has to be the same for all the reconciliation made in the same journal.

The relevant intercompany sales accounts must be defined in the account structure, using the intercompany code **M**, intercompany profit margin. The buyer's intercompany inventory accounts should be defined with intercompany code **I**. The accounts for intercompany sales and intercompany inventory should be defined using the same dimensions and the same levels for each dimension.

The posting of the deferred tax should be made in the same automatic journals as the elimination of internal profit. When you define the **IC Profit Posting** in the Control Table, extra rows should be used for the tax accounts. In the **Tax** column, you define whether the tax part or the other part of the amount should be booked on the defined account. The column includes the B/T/N options, where B (blank) = Total, T = (tax) - The Tax Share and N = (B-T) = Total Minus Tax.

Since it is optional to use the automatic tax function as well as the posting of the deferred tax items on either seller or buyer, this has to be directed in the control table. By entering B (buyer) or S (seller) in the **B/S** columns in the **IC Profit Postings** table, the postings of the deferred tax will be made on the buyer or the seller.

To be able to run the deferred tax calculation, it is mandatory to activate and define tax rates for the countries or regions where a calculation should be done. Use the tax table **HT01** - **Taxes** to catch the percentage of the tax for each country or region of the buying company and, if applicable, each account. When no tax rate is defined for the country or region of the buying company, no calculation will be performed. You find the tax table in the **Maintain/Configuration/Automatic Journals/Control Tables/Acquisition Calculations** menu.

Every company has to be defined with a country or region code. You define the country or region codes in the **Maintain/Company Structure/Define** menu, in the **Country or Region** field.

The deferred tax will be calculated by using the tax rate that is valid by the balance sheet date in the buying company, according to IFRS.

Notes:

- Instead of each company entering profit margins for calculating intercompany profit, it is possible to use a general profit margin table in Group/Data Entry/Intercompany Profit Margin.
- The Automatic Journal for Intercompany Profit is activated on Maintain/Configuration/Automatic Journals/Define.
- If dimensions and linked structures are used, IBM Cognos Controller validates that the dimension is valid for the company according to the linked structures. If it is not valid, the transactions will be posted on the first valid dimension for the company.

- On the Maintain menu, click Configuration/Automatic Journals/Control Tables/Acquisition Calculations. The Control Tables - Intercompany Profit window opens.
- 2. Select journal number. The journal number is also the report number when running the reconciliation. The number series begins with 1 and continues in numerical order to 99.
- **3**. Select **Non-active** to create a reconciliation report only or **Active** to create a reconciliation report and to use the control table to automatically create automatic journals when performing intercompany profit eliminations.
- 4. Enter a description of the control table in the local and group language.
- 5. You have to define an **Offset Account** to be used when posting the automatic journal in order to balance the booking. The account can also be defined on the dimensions 1-4.
- 6. In the I/C Sales Acc column, add the sales accounts you want to reconcile against the inventory accounts. These accounts must be defined with the intercompany code M in the **Define Accounts** function. The dimension levels for sales accounts should be the same as the dimension levels for the inventory accounts.
- 7. In the **I/C Inventory Accounts** column, add the inventory accounts you want to reconcile against the sales accounts. The buyer's intercompany inventory accounts should be defined with intercompany code I. The dimension levels for inventory accounts should be the same as the dimension levels for the sales accounts.
- 8. In the **B/S (Buyer/Seller)** column, add the company to which the elimination should be posted, the buyer or the seller.
- **9**. In the **Account** column, add the account from which the intercompany profit should be eliminated.
- 10. In the **Sign** +/- columns, select the sign with which to book the elimination.
- 11. In the **Tax** column, select if the posting of the calculated internal profit should include deferred tax and include extra rows in the control table, where you define the tax accounts. These accounts should be defined with Tax code T. The tax percentage of the buying company, defined in subcontrol table HT01,

will be used to calculate the deferred tax on the internal profit. If you leave this field blank, the whole amount will be posted on the defined account.

- 12. The Change Type column determines if the posting should be booked as
 - this years difference (C) or
 - closing balance year to date (Y).
- **13**. In the Dimensions columns, you can add the dimensions to book the profit eliminations to. If intercompany profit is divided into dimensions that will be eliminated against each other, the sales and inventory accounts should be on the same dimension level.
- 14. Click Save.

Defining Control Tables for Intercompany Profit - the Advanced Tab

You can use this tab to define advanced settings for reconciling intercompany profit.

You can define whether the reconciliation/elimination is calculated on a specific closing version. If you do not select anything, the reconciliation and elimination is calculated on every separate journal type and reported value (REPO).

You are also able to choose if the automatic elimination of internal profit itself is posted on a specific journal type. If you do not select anything, the posting is made on the original journal types, where the values are reported.

You can run the reconciliation on a counter dimension. This option is only valid for dimension 1 and has to be defined in the dimension structure. If you use counter dimensions, you can also define whether an adjustment dimension must be used for posting of the calculated internal profit. The posting takes place on the original dimension code if there is a total matching. This option is only valid for dimension 1 and the adjustment dimension must be defined in the dimension structure on each level.

- After you save your selections on the Standard tab, click the Advanced tab. The same journal number as on the Standard tab is displayed automatically. The journal number is also the report number when you run the reconciliation report.
- 2. Select a **Closing Version** that you want to eliminate on. If you leave this field blank, the elimination is performed by each separate journal type. If you enter a closing version here, it is used as default when the reconciliation and elimination is performed.
- **3**. Select a **Journal Type** that you want the elimination to be posted to when the journal type is different than the original journal type where the reported value is stored.
- 4. Select **Use Counter Dimension** *only* to run the reconciliation of intercompany profits on counter dimensions without using adjustment dimensions. This reconciliation is only valid for dimension 1 and has to be defined in the account structure.
- 5. Select **Use Adjustment Dimension** *only* if you want eliminations between dimensions to be automatically booked in an adjustment dimension if there is no extended dimension 1 code match. This is only valid for dimension 1 and

has to be defined in the account structure. Note that adjustment dimensions must have been defined before using this functionality.

- 6. Select *both* **Use Counter Dimension** and **Use Adjustment Dimension** to run the reconciliation of intercompany profits on counter dimensions in combination with using Adjustment Dimensions. This reconciliation is only valid for dimension 1 and has to be defined in the account structure. Eliminations and differences are only posted to the original dimension if the sales account dimension belongs to the same dimension group as the inventory account dimension. This reconciliation is only valid for dimension 1 and the adjustment dimension must be defined in the dimension structure on each dimension level in the data entry form. For more information, see "Define Extended Dimension Structures the Reorder Tab" on page 71.
- 7. Click Save.

Generate Reports of the Intercompany Profit Configuration

Select Maintain/Configuration/Automatic Journals/Reports and select Control Tables - Intercompany Profit.

You can use this function to generate reports showing the control tables defined for the elimination of the intercompany profit in inventory.

Intercompany Profit Margins

This section describes how you can define standard intercompany profit margins that apply to defined accounts, companies, counter companies and dimensions.

You can use the margins you define in the table, if the selling company does not report any intercompany profit. You can also choose to use the defined standard margins, although the selling company has reported a margin. You also have the option to define an adjustment margin in the table. This margin will deduct or increase the margin reported from the selling company.

Define Intercompany Profit Margins - the Active Table Tab

Here you can define which table of intercompany profit margins and adjustment margins to use for the calculation of the intercompany profit. You can also define when the selected table of margins should be used. The available margin tables are defined on the **Maintain Tables** tab.

Margin Selections

There are different settings on how to use the margin tables for default margins and adjustment margins:

Margin Selection

- Use: Select this option to use the profit margins defined in the active margin table regardless if the company has reported profit margins or not.
- Use if No Reported Margins: Select this option to use the profit margins defined in the active margin table if the company has not reported any profit margins.
- **Do Not Use**: Select this option to disregard the profit margins defined in the active margin table.
- Use: Select this option to use the margins defined in the active margin table.

Margin Adjustment Selection

- Use: Select this option to use the adjustment margins defined in the active margin table.
- **Do Not Use**: Select this option to disregard the adjustment margins defined in the active margin table.

Define Intercompany Profit Margins - the Maintain Tables Tab

You can use this tab to define the control tables for intercompany profit margins and adjustment margins, which can then be activated on the **Active Table** tab. Only one table can be active at a time.

Table Description

In the table, you have the possibility to set the margin and/or the adjustment margin for the following fields:

- Account: Sales accounts
- Company
- CC Comp: Counter companies
- · Dimensions connected to the sales account
- Margin (%), which is the profit margin in percent to be used when calculating the intercompany profit. You may use two decimals.

Adjustment of Margin (%) which is the adjustment in percent to be used for adjusting the default or reported profit margin when calculating the intercompany profit. You may use two decimals, and the adjustment may be positive or negative.

If a field is left blank, the margin and/or adjustment margin will be used on all types of this field. If the field for counter company is left blank, all counter companies will get the defined margin and/or adjustment margin.

Reconcile Intercompany Profit

You can use this function to generate reports showing reconciliation between reported intercompany profit margins or default margins according to pre-defined tables and intercompany inventory.

In the report you will also see the calculated intercompany profit to be eliminated. All reconciliations are carried out in the group currency. Reports can be generated with different printing options, and they can be limited to cover just a selection of companies or dimensions.

Report Content Alternatives

- **Detailed**: Select this option to generate a detailed report showing all intercompany profit transactions for the companies in the selected group.
- **Condensed**: Select this option to generate a condensed report showing the total amount to eliminate.
- **Non-Match**: Select this option to generate a report showing all reported intercompany sales and internal inventory without a corresponding counter company.

Extended Dimension Selections

• **Reported Extended Dimension**: Select this option to run the reconciliation on dimensions referenced by the reported values.

- **Selected Extended Dimension Levels**: Select this option to select the dimension levels you want to reconcile. If you select level 0 (zero), the total amounts on the accounts will be reconciled.
- Selected Extended Dimension Codes: Select this option to select the dimension codes you want to reconcile.

Report Options

- Select **Page Break by Company** to generate a report with a page break before each counter company.
- Select **Only Transactions within Own Group** if you want to generate the report of intercompany profit only with companies within the selected group.
- Select **All Levels** to show intercompany profit transactions between companies on all levels.
- Select **Use Alternative Layout for Large Numbers (>9 digits)** to increase the column width to accommodate numbers larger than 9 digits. To change the option, clear the box.
- Select Exclude Associated Companies to exclude all associated companies.
- You have the following sort options for the report:
 - **Sort by Seller** The report is sorted by the selling company. The following sort order is sales account, counter company and extended dimension.
 - **Sort by Buyer** The report is sorted by the buying company. The following sort order is inventory account, counter company and extended dimension.
 - Sort by Sales Account The report is sorted by the sales account. The following sort order is selling company, buying company and extended dimension.
 - Sort by Inventory Account The report is sorted by the inventory account. The following sort order is buying company, selling company and extended dimension.
- In **Compare with Period**, you can select the comparison period to which the actual values are compared:
 - **Same Period Previous Year** collects comparison values from the same period previous year.
 - **Previous Year-End Period** collects comparison values from the previous year-end.
 - Previous Period collects comparison values from the previous period.
Chapter 18. Allocations

With the allocation functionality, you can allocate values from a source, based on a weight factor, and then add the new values to a target.

For example, you can take all costs for one administrative unit in a group, and distribute that cost proportionally to a key factor to a specific account for either all or some subsidiaries.

You can use allocations between companies and accounts, and between extended dimensions.

You can include allocations in the consolidation process and schedule them as batch jobs.

The allocation definition, including the job definition, is imported or exported as part of the structures in Maintain > Transfer > Export Structures and Maintain > Transfer > Import Structures.

- You can only use account type I, C and the equivalent statistical accounts (T, U).
- All allocations will get a unique journal number between 1-99.
- You can export and import allocation definitions. For more information, see "Export Structures" on page 234 and "Import Structures" on page 235.
- Allocations are always executed before intercompany eliminations and acquisition calculations.
- An allocation can not be the basis for automatic journal type 70 (Transfer of untaxed reserves), as both automatic journals are on ID level 0.
- Allocations on cross-owned companies will succeed (on the top level) if the company has method P on the level where the ownerships meet. Allocating to companies within an E or S group from a higher level will result in offset problems and likely also incorrect net income.
- The allocation functionality is not available if you run the consolidation model that was the default before the 8.1 release.
- Historical rates are currently not supported.
- For allocations, the companies are defined in the allocation definition. This differs from the other consolidation steps, where, at runtime, the companies involved in the consolidation are selected by defining the **Group** and **Consolidation Type**. To successfully book an allocation, both the source and the target companies must exist within the consolidated group.

Special considerations when using allocations for companies consolidated with the equity and proportional method

Having allocations as the base for AJT 60, the equity method, is not recommended, since it will result in a rest value on the allocation offset account on the group level.

Having allocations as the base for AJT 40, the S method, is not recommended, since it will result in a rest value on the allocation offset account on the group level.

The allocation process

You must complete several steps to define and process allocations.

The process includes the following steps:

- Activate the allocation by selecting Active for the automatic journal code EALC in Maintain > Configuration > Automatic Journals > Define.
- Define allocation details in Maintain > Configuration > Automatic Journals > Control Tables > Allocations. Here you specify such details as:
 - Source
 - Target
 - Weight method
 - Journal number
 - Group/local name
 - Offset account
 - Closing versions
 - Journal types
 - The allocation is active
 - If bookings in the general configuration should be created or not

For more information, see "Defining allocations" on page 528.

- Create jobs, consisting of one or more different allocations, in Maintain > Jobs > Define. These jobs can be used when you run the allocation in consolidation by steps or when you want to connect it to a specific consolidation type. The execution order is based on the job order in the job definition. For more information, see "Jobs and mapping tables" on page 575.
- In Maintain > Jobs > Mapping Table, you define the jobs that are default for different combinations of consolidation types and actualities. For more information, see "Jobs and mapping tables" on page 575
- Execute the allocation, either in a consolidation with status or by steps. You can schedule an allocation job as a batch job.

The automatic journal for allocations

Allocations are always booked on the predefined automatic journal EALC with automatic journal type number 37. You must set EALC to **Active** to execute allocations.

User rights for allocations

Only users that have access to the allocation control table can edit it.

Only users that have access to the menus **Consolidation by Steps** and **Consolidation with Status** can execute allocations.

Linked structures for allocations

Allocations use the linked structures for accounts, extended dimensions, and companies connected to extended dimensions.

Therefore, the allowed combinations on the target company only partly correspond with the combinations on the source company. In such cases, where you can not book an amount with a specific extended dimension combination, the amount will be booked on the first valid dimension combination on the target account, in alphanumerical order.

Example

In this example, the allocation uses weight type **By reference account** and distribution method for extended dimensions **According to Source**. The value in a field implies that it is a valid value according to the linked structures.

Prerequisites

Table 103. Example, source company

Source or reference account	Buses	Cars	Trucks
Sweden		5	5
USA			5

Table 104. Example, target company

Reference account	Buses	Cars	Trucks
Sweden	1		1
USA	1		1

Table 105. Example, allocation

Data on target account	Buses	Cars	Trucks
Sweden	5		5
USA			5

There is a total of 15 in the source, on three combinations. On the reference account there are only two valid combinations compared to the source. The result is that only one dimension combination is valid. The amount that does not match a valid dimension combination in the source is booked on the first valid combination, which in this case is Buses, Sweden.

Allocations and the status function

The status function is affected by changes in allocations in the following situations:

- If the base value in the source is changed, a new allocation calculation will be executed.
- If the base value is deleted, the allocation will be executed again and the old values will be deleted.
- If values in the reference account are changed, you have to manually execute the allocation again. Note that Force consolidation regardless of status has to be selected in Group > Consolidate With Status.

Allocation definition reports

In **Maintain** > **Configuration** > **Automatic Journals** > **Reports** you can print a summary report on allocation definitions.

For more information, see "Generate Reports of Control Tables" on page 475.

In **Maintain** > **Special Utilities** > **Verify Structures** you can print a report that verifies that the allocation definition is set correct according to control table rules. For more information, see "Verify Structures" on page 157.

Defining allocations

Allocations are defined in Maintain > Configuration > Automatic Journals > Control Tables > Allocations.

Define general allocation settings

Complete the following steps to define general allocation settings.

Procedure

- On the Maintain menu, click Configuration > Automatic Journals > Control Tables > Allocations.
- 2. Click New.
- 3. Type a unique journal number between 1 and 99.
- 4. Add a Group name and a Local name.
- 5. Select the Offset Account for balancing the allocation transactions. All transactions must balance for all accounts, and all rounding differences are put on the source company. The rounding difference account from the General Configuration are used. Rounding differences are currency converted. For more information about currency translation for allocations, see "Currency translation of allocations" on page 530.
- **6**. Select **Active** to indicate that this specific allocation is in use. You cannot execute an inactive allocation.
- 7. Select **Execute Equity Transfer** if you want to use **General Configuration** settings and be able to book net income in the balance sheet or equity specification. For more information, see "Currency translation of allocations" on page 530.
- 8. Go to the **Source** tab to define the source settings for this allocation.

Define allocation source

Complete the following steps to define the allocation source.

Procedure

- 1. Select the source **Company** from which you want to allocate the value. You can only select one source company for an allocation definition.
- **2**. Select the source **Account**. Only P&L accounts (type C, I, T, U) are allowed. Note that you can use IC accounts.
- 3. Select Actuality. Current indicates that the actuality selected at runtime is used.
- 4. In Percentage, define the allocated part of the source amount, 0-100%.
- 5. Select **Closing Version** and **Contribution Version** that will be the base for the allocation. The **Contribution Version** can be either BASE or including automatic journal type 37 or both.
- 6. Select **Extended Dimensions** for the source dimension combinations. If you do not select a combination, all dimension combinations for the source account will be used.
- 7. Go to the Weight tab to define the weight settings for this allocation.

Define allocation weight

Complete the following steps to define allocation weight.

Procedure

1. Select the **Weight Method** for the allocation. You can either use a **Reference Account** or a **Fixed Coefficient**.

For a **Reference Account**, the amount for the different companies is related to the total for all target companies. This gives the percentage to use for each company.

You can use any type of account, but for best results, avoid advanced formula calculation accounts, since these are run after allocations in the consolidation. If you use a **Reference Account**, you can define a **Relative Period** and an **Actuality** and use this distribution for the whole year, for all actualities.

If you select a **Fixed Coefficient**, you must manually type percentages for all target companies in the target definition.

2. Go to the Target tab to define the target settings for this allocation.

Note: The weight calculation is performed in the top group currency as that is used for all the target companies. You can use weights greater than >100, but these values are recalculated to percentages relative to the total.

Define the allocation target

Complete the following steps to define the allocation target.

Procedure

1. Select the target **Companies**. Target companies can be any companies, including the source company and group adjustment companies. However, a group company or a legal unit can not be a target company. Companies that are sold should not be selected, as that would stop the allocation calculation.

If you have selected the **Fixed Coefficient** method on the **Weight** tab, you must specify the percentages to use for distribution on each company.

- 2. Select a target company **Account**. This is the account where the allocation is booked on the target companies. This account can not be an intercompany, AFC, or summation account. This account should be at the same level or higher in the dimension tree compared with the source accounts.
- **3**. Select a **Source Company Account**. This is the account where the allocation is booked on the source company. This account can not be a summation, AFC or intercompany account.
- 4. Select the **Sign** for the allocation booking. The default is for the source and + for the target.
- 5. Select the **Manual Journal Type** to which the allocation will be booked. The default is Repo.**Note**: The allocation will automatically be booked on the pre-defined automatic journal type 37.
- 6. Define the **Distribution Method** for extended dimensions. The available distribution methods are as follows:
 - According to Source, which books amounts on extended dimensions according to the source data.
 - According to Reference, which books amounts on extended dimensions according to the reference data.

- **Specific**, which you use to book amounts in specific dimension combinations. If you select this option, you define a dimension combination where you put all transactions for all target companies.
- 7. Click Save to save your allocation definition.

Note: When using distribution method **According to Reference**, the source amount is first allocated to the target companies according to the relative weight on the reference account. In the next step, the amount on each target company is allocated on the extended dimensions according to their relative weight in the reference account.

Currency translation of allocations

The currency translation step occurs before the allocation step in the consolidation process.

As the allocation transactions must be currency converted, you must perform an additional currency translation in the allocation step. Allocation calculations are performed in the local currency of the source company. This means that an allocation is first created in the same currency as the source company, irrespective of the local currency of the target company. The allocation is then translated into all relevant currencies in the company structure.

For this additional currency translation for allocations, note the following limitations.

Historical rates

- Code E is converted according to code B.
- Code F is converted according to code M.
- Code G is converted according to code D.

Opening balances

- Code C will not copy any converted amounts from the reference account of the previous year. If there is an amount entered in local (or group) currency, this amount is converted using the closing rate of the previous year.
- For information about Code I, see "Currency translation code I in allocation calculations" on page 531.

Copy between the specification and the main form

- Code X is not currency converted.
- Code Z is converted according to code D.

Currency translation differences

- For code O, no currency translation difference is calculated. If there is an amount entered in local (or group) currency this amount is converted according to code B.
- For code P, no currency translation difference is calculated. Any amount in local (or group) currency is converted according to code M.
- For accounts with code A, no currency translation difference is calculated. Therefore, the total currency translation difference is calculated as a balance item and placed on the conversion difference account set in the general configuration.

For more information about currency translation codes and rules, see "Currency Translation Codes for Accounts" on page 399.

- To avoid unwanted effects on the net income, ensure that source and target companies have the same currency translation code.
- As currency translation differences are calculated only on the account set in the general configuration, this account must be included in the total equity, for the total equity to be converted at the closing balance rate.
- The settings on the **Conversion** tab in the general configuration are not valid for currency translation of allocations, with the following exception:

Currency translation differences when using extended dimensions and performing currency translation according to the monetary method (method 2) are booked according to the settings in the general configuration.

Currency translation code I in allocation calculations

In this release, when working with allocations, the calculation is performed in a simplified way for code I.

Normally, when calculating the rate ratios for the conversion of opening balance amounts, Controller matches transactions in the opening balance with closing balance transactions according to a number of rules. However, for currency translation of allocations, a rate ratio is instead calculated for the *total* of the reference account in the closing balance. That ratio is then used for the opening balance account. For example, no matching is performed on extended dimensions or counter company.

Allocations are always currency converted in detail, that is, per journal type and journal number. The settings on the **Conversion** tab in the **General Configuration** that refer to detailed conversion of I-coded accounts or journals are not valid for allocations.

This allows you to reconcile the opening balance against the closing balance for each allocation. You can only do this if the calculated rate ratio to convert the opening balance is based on the same journal number in the closing balance. If the rate ratio for the complete journal type was used, as for a not detailed currency translation, you can not reconcile the separate allocations, only the total of all allocations.

Chapter 19. Group Journals

Each closing of the books requires journals for items such as intercompany receivables, liabilities, dividends, interest, intercompany invoicing, internal profit on fixed assets, goods in transit and so on.

IBM Cognos Controller handles all these group items as group journals, unless they are considered as acquisition calculations, intercompany balances and intercompany profit that are eliminated automatically.

Three Ways to Create Group Journals

Group journals are created in the group currency and there are three ways to create the journals:

- Manual entry
- Copying from earlier periods
- Copying from another group company

Note: Group Journals update the group company (company defined as company type Group).

Reconciliation

When you have created the group journals, you should run the reconciliation between accounts and opening balances for the group company before you can start to consolidate data.

For more information, see "Reconciling between Accounts and Opening Balances" on page 220.

Group Journals and Consolidation

Group journals are included in the case of acquisition calculations but not in intercompany eliminations. The following paragraphs are some alternatives on how to handle adjustments from the group:

- Use company journals when possible. You will then get the adjustments stored on each company it concerns. Company journals are included in both acquisition calculations and intercompany eliminations.
- Create a fictive company with a subsidiary as the company type, select the appropriate consolidation method, ownership percentage etc. Use this company to enter your group journals as company journals. The drawback is when you reorganize your company structure.

Settings in the General Configuration

This section describes the settings defined in the **General Configuration** function, and relates to the processing of group journals.

For more information, see "General Configuration Settings" on page 101.

Dimensions

If you want to be able to create group journals at dimension level, you must activate the relevant dimensions in the **General Configuration** function using the **General 2** tab.

Debit/Credit Layout

You can select a debit/credit layout when entering your group journals by selecting this option on the **General 3** tab. The default setting is set to enter all values in one column with +/- symbols.

Reconciliation Codes between Statistical and Main Accounts

If you are working with main accounts and statistical accounts, which you have defined with codes for reconciliation between accounts, it is important that you consider updating both types of accounts. If you do not update both types, there may otherwise be reconciliation errors between these accounts. Statistical accounts can often appear in a subform (for example **Accounts for Analysis of Reserves**) and main accounts in a main form (for example **Balance Sheet**).

Update According to Reconciliation between Accounts

The **Journal Update According to Reconciliation Between Accounts** function automatically updates the main accounts when you have created group journals for statistical accounts. You can enable this function in the general configuration using the **General 3** tab. It requires that the statistical accounts have been defined with reconciliation codes to main accounts. When you create group journals for statistical accounts, the main accounts will update automatically when you save the journal entry.

Note: In order to balance the journal entry you must enter an offset account to the automatic updating. Otherwise, it will not be possible to save.

Group journals, which you create for statistical accounts (types **R**, **S**, **T** and **U**) with reconciliation rules, will automatically update accounts on the profit and loss and balance sheet (types **A**, **L**, **E**, **I** and **C**). When you save the journal entry, the update appears directly where you created it in the journal entry. In order for you to carry out the update, you have to create the group journal in the statistical account containing the reconciliation code. If you create a group journal in the main account referenced by the reconciliation rule, the statistical account will not be updated.

Form Set Validation in Data Entry

If you want to work with form sets in **Data Entry - Group Journals**, you can use the **Form Set** validation function in **Data Entry - Company** or **Group Journals**. You enable this function in the general configuration using the **General 3** tab. Depending on the form set used for the actual period, the function will limit your access to available accounts in **Data Entry - Group Journals**.

Note: It is possible to get invalid accounts in a journal using this functionality. That can occur if you, for example, copy or import journals to a period and some of the accounts are not included in the form set for that period, or if you change the form set for the period after you have entered journals that have used accounts that are no longer in the form set. Accounts that are invalid will be locked for changes in the journal. To be able to change these rows you will need to change your form set or temporary clear the setting in the **General Configuration**.

You will be able to delete the whole invalid account row and replace it with a valid one.

Alternative Method When Copying

If you want to use the alternative rules for copying group journals at the end of a year, you can define these using the **General 3** tab. According to the alternative rules, you can simply choose to copy reversing types or non-reversing types or both.

For more information, see "Copy Company Journals between Periods" on page 207.

Copy Without Changing Journal Number

When you copy fixed/reversing journal entries, the numbering of the copied journal entries may change. This is caused by temporary group journals between the fixed/reversing group journals in the period from which you are copying.

If you do not want the numerical order of the journals to change after copying, you can use the settings **Copy journals without changing the journal number within fiscal year** and/or **Copy journals without changing the journal number over year-end**. For more information about how to use these settings, see "Numbering of Journals" on page 104.

Recommendation: Always place the temporary journals at the end of the journal number order, so that there are no gaps in the numerical sequence when copying fixed and reversing journals.

Lock Journal Entries

You can lock group journals to prevent changes being made in the same journal entry. Select **Close Existing Journals for Change**, using the **General 3** tab. The group journals are locked when you save them. If you want to change a journal entry, you must create a new one.

Currency Translation of Group Journals

- You must create Group Journals in the group currency. When you run currency translation of the group, all transactions are converted in detail with one exception, according to the default settings in the system. OB rates (conversion code I) are counted as an average of transactions that add up to the same CB and which are used as the OB rate for the following year.
- If you also want to perform currency translation in detail for OB rates, select **Detailed Currency Translation of I-coded Accounts on Journals** using the **Translation** tab.

Note: When you convert details, it is very important that you do not change the journal number order from one period to another. This is especially important for conversion codes **C**and **I**, but it is also important for other conversions if you want the details to tally.

- For more information, see "Currency Translation of Company Journals by Transaction" on page 406.
- If you want to create a group journal at a fixed/historical rate, you must define the account using conversion code E, F or G in the account structure, and you must update the historical rate register.

For more information, see "The Register of Historical Rates" on page 403.

Reconciliation

You can run a reconciliation of debit/credit in the journal entries when you enter values in type **A**, **L**, **E**, **I** and **C** accounts. You perform the reconciliation in accordance with the rules defined in the general configuration, using the **Reconcile** tab.

Approval of Journals

You can add an approval process to company and group journals before the status for the journals is set to **Approved**.

You set the permission to approve journals in the **Maintain/Rights/Security Groups** window, on the new **Approval of Journals** tab.

New reports are available to show unapproved journals in the **Company/Approve Company Journals** and **Group/Approve Group Journals** windows. A user with approval rights can check these reports, and then approve the journals in the **Company/Data Entry - Company Journals** and **Group/Data Entry - Group Journals** windows.

If a consolidation is performed with unapproved journals, this will be indicated in the consolidation report.

Creating Group Journals Manually

You can use this function to create group journals manually.

Each group journal has a unique journal number, and is saved with a copy rule, which determines how the journal is processed in other contexts, for example, when you copy group journals.

In the journal entry, the journal number created last will be displayed automatically after you click the **Open** button and enter the following information in the **Journal Selections** text box:

- **Period** and **Actuality**
- Consolidation Type
- Group
- Journal Type (not compulsory)

Then you can click **New** and enter the following information for the new journal entry:

- **Copy Rule** (T by default)
- Journal Text
- Account, Dimensions and Amount per booking

Journal Number

Each group journal receives a unique journal number where the journal number series starts at 101. Number 1-99 are reserved for automatic journals.

Reverse Journals

You can create a reversed journal with the next available journal number by using the **Reverse Journal** button. In this way, you can eliminate a journal without having to re-book values manually. For reversed journals, the **Reversed** field includes information about which journal the reversed journal is based on. The original journal will also include information about existing reversed journals.

If the setting **Copy - all journals** is used, both the original and the reversing journal is copied. For a year-end, the journals are paired and removed.

For information about numbering of journals for year ends, see "Numbering of Journals" on page 104.

- Both the reversed and the reversing journals are locked for update.
- Reversed journals will always have the same copy rule as the original journal.
- You can not reverse parts only of a journal.

Copy Rules

The group journal is stored with a copy rule, which determines how to handle the group journal in other situations, for example, when copying group journals between periods.

Copy Rule	Description
F (fixed)	Used as a regular journal entry, and copied with or without year-ending rules when copied over a year-end. For more information, see "Copy Company Journals between
	Periods" on page 207.
R (reversing)	Used to book with reversed sign when you copy it over a year-end.
	For more information, see "Copy Company Journals between Periods" on page 207.
T (temporary)	Normally only used for the current closing of the books. You can also copy this type to another period and over a year-end without the year-end rules.
A (automatic)	Created for automatic journals using control tables. You can use this type for elimination of acquisition calculations. Note: The type Ais only available in the Maintain/Special Utilities/Automatic Journals/Data Entry - Automatic Journalsmenu.
	For more information, see Chapter 14, "Automatic Journals for Acquisition Calculations," on page 423.

Table 106. Copy rules for group journals

The Amount Column

You can choose to display the **Amount** column either as a column with the heading **Amount** or as two columns with the headings **Debit** and **Credit**. You can define this in the **General Configuration** function. It is only possible to create a group journal in the group company's currency.

Data Entry

You can create group journals for different types of accounts, main accounts as well as statistical accounts. However, you cannot update a summation account in a group journal.

Net Income

It is not possible to enter values for the **Net Income** in either the **Balance Sheet**, the Profit and Loss Account or in the **Accounts for Analysis of Reserves**. The accounts are updated automatically when you save the group journal. You can define current accounts in the general configuration on the **Reconcile** tab.

Balance Control of Journal

You can perform a **Balance Control** for each journal in respect of debit and credit balances. You can perform this regardless of if you are working in debit/credit columns or in a special amount column.

Create a group journal

Complete the following steps to create a group journal.

Procedure

- 1. On the **Group** menu, click **Data Entry**/**Group Journals**. The **Data Entry Group Journals** window opens.
- 2. In Journal Selections, enter the relevant information for the Actuality, Period, Consolidation Type, Group and Journal Type.
- **3**. Click the **Open** button. The last saved journal number is displayed. Click the **New** button to create a new group journal. The next available journal number is displayed in the **Journal Number** drop down list box.
- 4. You can also select the journal number of a group journal you want to edit. Click the **Show Valid Choices** button next to the journal number of a group journal you want to edit.
- 5. Click the **Show Valid Choices** button next to the **Copy Rule** text box and select the copy rule you want to use:
 - **Fixed** Used as regular journal entry, and copied with or without year-ending rules when copied over year-end.
 - **Reversing** These journals are reversed if you copy the journal over a year-end.
 - **Temporary** Normally only used for the current closing of the books. These can also be copied to another period and over year-end without year-end rules.
 - Automatic IBM Cognos Controller uses this type for automatic transactions generated by the system, e.g. acquisition calculations.
- 6. Enter a description of the group journal in the Journal text box.

- 7. In the **Account** and **Extended Dimension 1-4** columns, enter the account code and relevant dimension codes for each journal entry. Group journals can be created in different types of accounts, main accounts as well as statistical accounts. However, you cannot update a group journal in a summation account. The account name is automatically displayed in the **Text** column.
- 8. Enter the amount in the **Debit/Credit** columns or in the **Amount** column, depending on the settings in the general configuration, on the **General 3** tab.
- 9. Repeat steps 7 and 8 until all journal entries have been entered.
- **10**. Click **Save**. At the lower left hand corner of the window a reconciliation of debit/credit of values entered in type A, L, E, I, and C accounts is displayed. The reconciliation is performed in accordance with the rules defined in the general configuration, using the **Reconcile** tab. You cannot close the window unless the amounts balance.

Results

- On accounts for shares (internal or external), you will only be able to enter a total amount, no details. To enter details you go to Group/Data Entry Shareholdings and Investments in Group Companies or Company/Data Entry Reported Values.
- On intercompany accounts, you will be able to enter a total amount, no details. To enter details you go to Company/Data Entry - Reported Values or Company/Data Entry - Company Journals.
- If you are working with main accounts and statistical accounts, which are defined with codes for reconciliation between accounts, it is important that you consider updating both types of accounts. If this is not done, there may be reconciliation errors between accounts.
- Group Journals are included in the basis for acquisition calculations on the next level.

Copy Group Journals

This function is useful when you are booking the same or similar group journals from period to period.

The various options for copying in IBM Cognos Controller are described below.

Journal Number

If you are only copying fixed/reversing group journals, you can change the numerical order for the copied journal entries from the one in the period you copied from. If there are journal entries with copy rule **T** in the number series, the journal entries change numbers after copying, as the main rule specifies that there should be no gaps in the number series. This can be important for currency translation of group journals by transaction.

If you do not want to change the journal numbers when copying, you can always choose to copy all of them instead.

Recommendation: Always create temporary journals last, so that they do not affect the numerical order when you copy the fixed/reversing group journals.

If you want to be sure that the journal number order will not change, another option is to change the main rule. Select **Copy Journals Without Changing the**

Journal Number, in the general configuration using the **General 3** tab. However, this option can result in gaps appearing in the numerical order.

Note: A change in the numerical order can create problems in the currency translation, especially for accounts coded with conversion codes Cand I.

For more information, see "Currency Translation of Company Journals" on page 406.

Copy Group Journals between Periods

You can copy group journals for a group between different periods.

You can also enter:

- Which type of journal you want to copy.
- If you want to copy only fixed/reversing journals or all journals.
- If you want to copy the journals without year-ending rules, that is, perform a simple copying without the general CB/OB rules when copying to the next year.
- If you should clear existing journals before copying.
- If you want to have a log report.

When you copy group journals over a year-end, certain year-ending rules apply. For more information, see "Copy Group Journals over the Year-End" on page 541.

Procedure

- On the Group menu, click Copy/Group Journals Between Periods. The Copy -Group Journals Between Periods window opens.
- 2. Enter the consolidation type, group code and journal type from which you want to copy values. If you want to include subgroups in the copy process, mark **Include Subgroups**.
- **3**. Enter the actuality and period you want to copy group journals from. When you copy group journals over a year-end, the **From** period must be the last month or week of the year. The last period of the fiscal year is defined in the **General Configuration** function, **General 1** tab.
- 4. Enter the actuality and period you want to copy group journals to.
- 5. Select the relevant option button for the group journals you want to copy:
 - Only Fixed/Reversing Journals: Select this to only copy fixed (F) and reversing (R) group journals. When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be due to the fact that there are some temporary group journals among the fixed/reversing group journals in the period from which you are copying. If you do not want the numerical order of the group journals to change after copying, select Copy Journals Without Changing the Journal Number using the General 3 tab in the general configuration.
 - All Journals: Select this to copy all group journals, that is, journals with copy rules R, F and T.
- 6. Select the relevant copy options:
 - **Copy without Year-Ending Rules**: Select this to copy from account to account without for example CB-OB transfer. When group journals are copied over a year-end, a number of steps are taken according to certain rules. See the description on year-ending rules.

- Clear Existing Group Journals for Current Selections Before Copying: Select this to clear all existing values for the target group, currency type, journal type and actuality/period before copying the values.
- **Create Log Report**: Select this to generate a log report of what has been copied. In this report you can see all six steps for the year-ending rules displayed as columns. The log report can only be created if you copy over a year-end and if you have not selected the option Copy without Year-Ending Rules.
- 7. Click Run.

Note: In the currency translation of journals, the details are converted and due to this it is very important that the journal number code is not changed from one period to another.

Tip: Always place journals with the temporary copy rule at the end of the journal number order so that there are no gaps in the numerical series when copying fixed and reversing journals.

Copy Group Journals over the Year-End

When you copy group journals over a year-end, the **From Period** period must be the last month or week of the year. You can define the last period in the fiscal year in the **General Configuration**, **General 1** tab.

The period to which you choose to copy determines whether the rules for copying over the year-end will apply or not. When you copy group journals between periods in the same fiscal year, you copy each account/journal entry with exactly the same content. As soon as you copy to a period that is later than the last period of the fiscal year, the rules for copying over the year-end will apply. The same rules apply to the copying of company journals.

If you copy company and group journals over a year-end, there are built-in rules in IBM Cognos Controller defining how to perform this copy process and which accounts the copy process affects. There are two kinds of rules:

- Basic rules default for the system
- Alternative rules the alternative rules only affect Steps 3 and 4 in the copying process.
- For a complete description, see the references below.

For more information, see "Copy Company Journals between Periods" on page 207.

Copy without Year-Ending Rules

Normally, when you copy over a year-end, you copy the CB value to the OB, using the rules above. There is, however, the option of not using this principle. If you want to copy group journals temporarily over a year-end without activating the year-ending rules described above, select **Copy Without Year-Ending Rules** in the **Group/Copy/ Group Journals Between Periods** menu.

Then you can run an account-to-account copying without intelligent rules.

This means that:

• There is no copying from CB to OB accounts.

- There is no transfer from the P&L statement to the balance sheet accounts that are stated in the general configuration.
- All account types are processed in the same way and retain the same account type after copying.
- There is no change of journal type according to the rules defined in the configuration of journal types.

For more information, see "Company Journals" on page 197.

Copying Copy Rules

When copying group journals, you can choose to copy only fixed/reversing journals or to copy all journals.

The default setting allows you to copy only fixed/reversing journals. You can change the setting if you want to copy all the journals.

When you copy reversing (**R**) group journals over a year-end, the copy rule is changed to fixed (**F**).

Copy Journal Type to Reported Value

Normally, copying of group journals over a year-end is carried out from one journal type to the same journal type, and **Reported Values** (journal type blank) to blank. REPO is a closing version consisting of the journal type blank, that is, reported values. You can also define the journal type so that it changes into another journal type next year, or transfer the journal type to reported values next year. You can define these copy rules per journal type in the function **Define Closing Versions/Journal Types**, in the **OB Copy Rule** column. You can specify the journal type you want to copy here. If you leave the column blank, this means that you can copy the values to the closing version REPO.

For more information, see "Define Journal Types" on page 126.

Copy Without Changing Journal Number

When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be caused by some temporary group journals among the fixed/reversing group journals in the period you are copying from.

If you do not want the numerical order of the group journals to change after copying, select **Copy Journals Without Changing the Journal Number** in the general configuration using the **General 3** tab.

It is a good idea to always place the temporary journals at the end of the numerical sequence, so that there are no gaps in the numerical series when copying fixed and reversing journals.

For more information, see "Define General Configuration - the General 2 Tab" on page 102.

Copy Specific Group Journals between Periods

You can use this function to copy specific group journals between periods. This is useful when you are booking the same or a similar group journal from one period to another period.

Procedure

- 1. On the **Group** menu, click **Copy/Specific Group Journals Between Periods**. The **Copy - Specific Group Journals Between Periods** window opens.
- 2. Enter the consolidation type, group code and journal type from which you want to copy values.
- **3**. Enter the actuality and period you want to copy group journals from.

When you copy group journals over a year-end, the **From** period must be the last month or week of the year. The last period of the fiscal year is defined in the **General Configuration** function, **General 1** tab.

- 4. Enter the actuality and period you want to copy group journals to, and click **Open**.
- 5. In the **Source Journals** list, select the journals that you want to copy from. If any of the journals that you select are in the **Destination** list, they will be replaced.
- 6. Click Run.

Results

- In the currency translation of journals, the details are converted so it is very important that the journal number code is not changed from one period to another.
- This copy function should only be used within the fiscal year. To copy over the fiscal year-end use the **Copy Group Journals** function.

Copy Group Journals between Group Companies

You can use this function to copy group journals between different groups with the rest of the conditions unchanged. You can only copy group journals from one group company at a time.

One reason for copying group journals between groups can be that a structural change takes place. Before you can copy group journals between groups, you must define the group you are copying to in the company structure.

When copying group journals, you can choose to copy only fixed/reversing type journals or to copy all journals.

The default setting allows you to only copy fixed/reversing journals. You can change this setting if you want to copy all the journals.

The copying is a simple copying, in which changes cannot be made, which means that existing values are stored in exactly the same way as previously. All selected journal types and all forms will always be copied.

Both companies that you are copying from and to must be of the same type. For example, you must copy a group company to another group company. They should also have the same currencies since there will be no currency translation done when copying.

If you, while copying, want to clear the group journals that are already booked on the group you are copying to, select the **Clear Existing Group Journals for Current Selections Before Copying** check box.

Procedure

- On the Group menu, click Copy/Group Journals Between Groups. The Copy -Group Journals Between Groups window opens.
- 2. Enter the actuality and period or periods for which you want to copy group journals.
- **3**. In the **Journal type** box, enter the journal type(s) you want to copy. If you leave the text box empty reported values will be copied.
- 4. Enter the consolidation type and group you want to copy group journals from. You can only copy one consolidation type and group at a time.
- 5. Enter the consolidation type and group you want to copy group journals to. The groups that you are copying from and to must be of the same type.
- 6. Select the relevant option button for the group journals you want to copy:
 - Only Fixed/Reversing Journals: Select this to copy all fixed (F) and reversing (R) group journals. When you copy fixed/reversing journal entries, the numbering of the copied journal entries can change. This can be due to the fact that there are some temporary group journals among the fixed/reversing group journals in the period from which you are copying. If you do not want the numerical order of the group journals to change after copying, select Copy Journals Without Changing the Journal Number in the General Configuration using the General 3 tab.
 - All Journals: Select this to copy all group journals, that is, journal types R, F and T.
- 7. Select the **Clear Existing Group Journals for Current Selections Before Copying** check box to overwrite any values already registered for the current consolidation type and group.
- 8. Click **Run**. The copying is a simple copying, in which changes cannot be made, which means that existing values are stored in exactly the same way as previously. All selected journal types and all forms will always be copied.

Copy Specific Group Journals between Groups

You can copy specific group journals between groups with the rest of the conditions unchanged. You can only copy group journals from one group company at a time.

Procedure

- On the Group menu, click Copy/Specific Group Journals Between Groups. The Copy - Specific Group Journals Between Groups window opens.
- 2. Enter the actuality and period for which you want to copy group journals. You can only enter one actuality at a time.
- **3**. In the **Journal type** box, enter the journal type(s) you want to copy. If you leave the text box empty reported values will be copied.
- 4. Enter the consolidation type and group you want to copy group journals from. You can only copy one consolidation type and group at a time.
- 5. Enter the consolidation type and group you want to copy group journals to, and click **Open**. The groups that you are copying from and to must be of the same type.
- 6. Select the journals that you want to copy from the **Source Journals** list. If any of the journals you select are in the **Destination** list, they will be replaced.
- 7. Click Run.

The copying is a simple copying, in which changes cannot be made, which means that existing values are stored in exactly the same way as previously. All selected journal types and all forms are copied.

Approve Process for Group and Company Journals

You can add an approval step to the group and company journals process.

You give approval rights to a user or user group by creating a security group for approval of journals and then connecting the user or user group to the security group. In the **Group/Approve Group Journals** and **Company/Approve Company Journals** windows, you can view all journals in a list, and see whether they are approved. From these windows, you can go directly to a specific journal and approve it. You can also print a report of the approved and unapproved journals. If a consolidation is performed with unapproved journals, it is indicated in the consolidation report.

For information about how to set up security groups and give approval rights to user and user groups, see "Create Security Groups" on page 135.

To use the approval function, **Use Approval of Journals** must be selected in the **General 3** tab of the **Maintain/Configuration/General** window.

- Approval of journals is not used for automatic journals
- You can approve journals even if you use the setting **Close Existing Journals for Change** in the **General 3** tab of the **Maintain/Configuration** window.
- Imported journals will always be unapproved.
- You can not unapprove a journal that you have approved previously.
- You cannot approve your own journals. The administrator can approve all journals.
- Company Journals only: Approval of journals is not used for journal entries entered as **Company Journals in Columns** (according to settings in **Maintain/Submissions/Define**).

Approve a group journal

Complete the following steps to approve a group journal.

Procedure

- 1. Go to Group/Approve Group Journals.
- 2. Select **Period**, **Actuality** and **Group**. For **Group**, you can choose whether to include subgroups.
- Select the journal filter that you want to apply, and click Open.
 A list of the journals shows whether they are approved, and the user name of the approver.
- 4. Select a journal and click View Journal.

The **Group/Data Entry - Group Journals** window opens, where you can approve the journal.

- 5. Close the journals window.
- 6. In the **Group/Approve Group Journals** window, click **Preview** to generate a report of the journals in the window.

Approve a company journal

Complete the following steps to approve a company journal.

Procedure

- 1. Go to Company/Approve Company Journals.
- 2. Select Period, Actuality and Company.
- **3**. Select the journal filter that you want to apply and press **Open**. A list of the journals is presented where you view if they are approved or not and the user name of the approver.
- 4. Select a journal and press **View Journal**. The **Company/Data Entry Company Journals** window is opened, where you can select to approve the journal.
- 5. Close the Company/Data Entry Company Journals window.
- 6. In the **Company/Approve Company Journals** window, press **Preview** to generate a report of the journals in the window.

Generate Reports on Group Journals

You can use this function to view and print reports on all types of journals.

The report covers company, group and automatic journals. The report can be both restricted in its scope and sorted by:

- Account
- Journal Type and Automatic Journal Type
- Journal Number
- Date

For more information, see "Generate a Journals Across Report" on page 580.

The restrictions in terms of account, journal number or date defined in the lower part of the window apply regardless of which reports you are printing.

The content of the report will depend on the sort order and any restrictions in the selection. For example, if you select to sort by journal type or by journal number, the report will contain each journal in detail, entry by entry. You can view all the information displayed and entered when the group journal was created. If you have selected several types of reports, these are printed one after the other.

Procedure

- 1. On the **Group** menu, click **Reports/Journals**. The **Reports Journals** window opens.
- 2. Select the relevant check box to decide the sort order of the journals displayed in the report. If you select more than one report, they will be sorted one after the other.
- **3**. Enter the actuality, period, closing version and contribution version for which you want to generate the report.

If you do not want to include any journal types, choose closing version REPO. If you do not want to include any automatic journals, choose contribution version BASE.

4. In the **Consolidation type** and **Group** text boxes, enter the relevant information for which you want to generate the report.

- 5. Leaving the default check mark in the check box for **All Companies Only One Level** will print a report with all companies belonging to the group and consolidation type entered above. To print the report for one or several companies or groups, clear the check box and enter the relevant companies or groups.
- 6. If applicable, select a specific currency code. This option is not available if you run the consolidation model that was default before the 8.1 release.
- 7. Leaving the default check mark in the check box for **According to Group Selection** will print the journals in the currency of the group and consolidation type entered above. To print the report for another currency, clear the check box and enter the relevant currency type or change the group and consolidation type selected above.

Note: Currency options are not available if you run the consolidation model that was default before the 8.1 release.

- 8. To generate the report for specific accounts, journal numbers, amounts, or date of creation or change, clear the All check box and enter the relevant selection in the text box.
- 9. Click the **Preview** button to generate the report.

Note: Only companies and companies in subgroups belonging to the selected group and consolidation type above will show in the list of available companies when clicking the **Show Valid Choices**button next to the company text box.

Chapter 20. Consolidation and Status

This chapter tells you how to consolidate a group, and how to consolidate with or without the status function.

Consolidation

The consolidation routine can be run in two ways, either with the status function enabled or with the status function disabled.

If you disable the status function, the Consolidate with Status menu will be dimmed. Instead you consolidate by using **Group/Consolidate by Steps/Consolidation**.

If you enable the status function, the **Group/Consolidate by Steps/Consolidation** menu will be dimmed.

When you consolidate a group, the system sums up all amounts for the companies belonging to the group to a group total. The group total is then stored under the company code for the group. It is important that the company structure is entered in the system in a correct way. This ensures that consolidation and the steps involved in the consolidation process can be performed correctly. Whether you consolidate with the status function enabled or not, we recommend that you consolidate step by step, one level at the time, the first time you consolidate. This is to make sure that you easily can identify possible errors in the reported values and adjustments. Run the consolidation group by group, ascending one level at the time. If you need to make adjustments you can with advantage reconsolidate directly from the highest level. The consolidation process can be run from two menus.

Note: A group code must have the same contents in every consolidation type it is connected to. Otherwise you will receive different results for every time you reconsolidate different structures. This is because the consolidated values are stored only on the group code and not on the combination consolidation type and group code.

There are two different consolidation models, depending on which release of IBM Cognos Controller that you use. The graphics below illustrate the two models.

The Consolidation Model that Was the Default Before the 8.1 Release



Figure 4. Default consolidation model before release 8.1

Before 8.1, groups are summed up to the top level.

The Consolidation Model that Is the Default From the 8.1 Release



Figure 5. Default consolidation model for, and after release 8.1

After 8.1, groups are summed into the group above them.

View automatic journals at subgroup level

When running consolidation reports, you can display automatic journal data on subgroups in two different ways.

Your display options are:

- automatic journal types summed into contribution version BASE at subgroup level
- all automatic journal types specified separately at the subgroup levels
 With this alternative, you can view the automatic journal types coming from subsidiaries below, at the subgroup levels. Journal number 0 indicates that the amount originates from a lower level. It is possible to drill through all values in the Trial Balance report by automatic journal type and original company. This option is the default option in the affected reports.

You select which to display data using the **Consolidated Automatic Journal Types as Base** option in the affected reports. This option is selected by default.

- When running reports of totals, the values will be the same for both options.
- To ensure that values for periods consolidated in previous Controller releases are displayed correctly, you need to select **Consolidated Automatic Journal Types as Base** in the affected standard reports.

The **Consolidated Automatic Journal Types as Base** option is available in the following reports:

- Trial Balance. For more information, see "Trial Balance with Drilldown Analysis" on page 583.
- Journals Across. For more information, see "Generate a Journals Across Report" on page 580.
- Ledger Report. For more information, see "Generate a Ledger Report" on page 588.
- Acquisition calculation. For more information, see "Run Acquisition Calculations" on page 566.
- Reconcile between Accounts/Opening Balances by Automatic Journals. For more information, see "Reconcile between Accounts and Opening Balances by Automatic Journals" on page 562.
- Ad Hoc Reports. For more information, see "Generate Ad Hoc Reports" on page 341.

• Excel Link reports. For more information, see "Generate Reports from Microsoft Excel" on page 354.

Example

This example explains the differences between the two options:

Consolidated automatic journal types summed into base

Table 107. Consolidated automatic journal types summed into base

Company	Amount	Automatic Journal Type	Journal number	Result
2500	2 273 818	BASE	-	Base includes reported values and automatic journal types from lower levels

Consolidated automatic journal types on subgroups

Table 108. Consolidated automatic journal types on subgroups

Company	Amount	Automatic Journal Type	Journal number	Result
2500	2 997 400	BASE	-	BASE includes reported values only
2500	3 840	1	0	Automatic journal type from lower level
2500	-20 240	40	0	Automatic journal type from lower level
2500	-99 240	60	0	Automatic journal type from lower level
2500	-14 190	61	0	Automatic journal type from lower level
2500	43 560	65	0	Automatic journal type from lower level
2500	-146 580	70	0	Automatic journal type from lower level
2500	-476 326	8	0	Automatic journal type from lower level
2500	-14 406	90	0	Automatic journal type from lower level

Company	Amount	Automatic Journal Type	Journal number	Result
Total	2 273 818			Same result as when Consolidated Automatic Journal Types as Base is selected.

Table 108. Consolidated automatic journal types on subgroups (continued)

Contribution calculations

In the consolidation model that is the default from the 8.1 release, some automatic journals are created directly on subgroups, referring to indirect minorities and acquisition calculations when the parent company and the owned company is connected on different levels in the structure. To be able to see the full contribution of each company to the top level, automatic journals created on subgroups need to be distributed to the underlying companies.

Example

This example explains minorities on subgroups:



Figure 6. Minorities on subgroups structure

In this example, Top group owns 70% of Subgroup 1. A minority of 30% is calculated and booked on Subgroup1. It is not possible to see how much of this minority refers to Company 1, Company 2, or Company 3. The contribution of, for example Company 2 to Top group consists of the contribution to Subgroup 1 and the Company 2 share of the minority (the indirect minority) booked on Subgroup 1.

This example explains Acquisition eliminations on subgroups:



Figure 7. Equity eliminations on subgroups

In this example, Top parent owns the shares in Parent level 1. The acquisition elimination will be booked on Top parent (shares) and on Subgroup 1 (equity). The equity elimination is not possible to see on Parent level 1. The full contribution of

Parent level 1 to Top group should also include this equity elimination.

The contribution calculations method

IBM Cognos Controller includes two pre-defined automatic journals: ECO1 and ECO2. These journal types make it possible for you to view the contribution from companies on the lowest level to the highest level. These automatic journals distribute indirect minorities (ECO1) and acquisition eliminations (ECO2) from the subgroups to companies on the lowest level. The ECO1 and ECO2 automatic journals are always based on the current values of the period you run. That is, there is for example no rolling forward of closing balance values to opening balances on these automatic journals. To use these automatic journals, you need to activate them and give them a journal number.

Minorities on subgroups (ECO1):

The minority on the subgroup is calculated based on the control table for minority (E700). The control table defines the accounts that should be the base for the minority calculation (the **From Accounts**) and on which accounts the calculated minority should be booked (the **To Accounts**).

When calculating the contribution to the top level, the **From Accounts** in this control table are used as the key for the distribution of the minority. The control table for minority (E700) is used in a reversed way compared to when calculating minority. The minority booked on the **To Accounts** of the subgroup is distributed to the **From Accounts** of the underlying companies, that were the base for the minority calculation.

Accounts from the **General configuration**, the **Reconcile 2** tab, and the Control table E300, are also used for the calculation.

The distribution key is calculated as the part each company and account has of the total on each account. It is calculated in all currencies. No currency translation is carried out on the ECO1 control table. To summarize, the distribution key is based on company, account, extended dimension, manual journal type, and currency.

The booking is made on automatic journal type 81. The transactions are stored with information about distribution key and original company, that is, information about from which company the distribution is performed.

Acquisition eliminations on subgroups (ECO2):

The acquisition eliminations from control tables E100, E105, E125, and E150 are distributed from the subgroups to the companies on the lowest level. The transactions are retrieved from a table used for currency translation in the investment register. This table contains detailed information for part and counterpart. The information is used to decide how to distribute transactions between companies.

The booking is made on automatic journal type 82. The transactions are stored with information about the company from which the distribution is performed.

Limitations for contribution calculations:

The following are limitations for working with contribution calculations:

• Contribution calculations are carried out for companies at the lowest level to the top group only.

- No consolidation is carried out for the distributed amounts. As a result of this, it is only possible to see the contribution from a single company to the top group, not the contribution from a subgroup to the top group.
- Companies connected through multiple ownership, or equity groups, are not handled in contribution calculations. This means that it is possible to see only the contribution from a multi-owned company to the groups that own the company, not the total contribution to the top group.
- Analysis should only be performed towards the top group.
- Contribution calculations support only the standard model for consolidation, not the Latin model or Investment adjustments.
- Transactions that are carried out in user-defined business rules are not included in contribution calculations.
- Contribution calculations are used for legal consolidation only.
- Intercompany eliminations and internal profit can not be distributed to the underlying companies.

Note: Automatic journals 81 and 82 are not included in the consolidated values when you use the drill down function in the Trial balance report.

Enabling contribution calculations

Two automatic journals are provided for contribution calculations.

The journals are:

- ECO1 for minorities on subgroups with automatic journal type 81.
- ECO2 for acquisition eliminations on subgroups with automatic journal type 82.

Follow the steps below to enable contribution to the top level from the companies on the lowest level.

Procedure

- Activate the automatic journals ECO1 for minority on subgroups and ECO2 for acquisition elimination on subgroups. For more information, see "Activate Automatic Journals" on page 426.
- 2. Add a journal number in the control tables for the activated automatic journals. For more information, see "Define Control Tables for Automatic Journals regarding Acquisition Calculations" on page 441.

Steps 1 and 2 are necessary to be able to use contribution calculations.

3. Select an existing contribution version, or define a new one to add the automatic journal types 81 and 82 to. For more information, see "Define Contribution Versions" on page 125.

Step 3 is necessary to see the contribution to the top level in the standard reports Journals Across, Ledger Report and Group Net Value.

Running contribution calculations

To include contribution calculations in consolidation by steps, go to **Group** > **Consolidate by steps** > **Automatic Journals - Contribution**. If you run Consolidation with status the contribution calculations will be carried out after the Consolidation step, if you have select **Include Contribution Calculation**.

- For more information about consolidation with status, see "Consolidating Values with Status" on page 557.
- For more information about running contribution calculations in consolidation in steps, see "Run contribution calculations" on page 567.

Contribution calculations in standard reports

The following standard reports can display contribution calculations, as when you select a top group in these reports, you have the option to select all companies, including companies that are not directly linked to the top group:

- Journals across report. For more information, see "Generate a Journals Across Report" on page 580.
- Ledger report. For more information, see "Generate a Ledger Report" on page 588.
- Group net value in the Acquisition calculations report. For more information, see "Generating Reports on Acquisition Calculations" on page 499.

Consolidate by Steps

Consolidate by steps means that the steps in the consolidation process must be started as separate functions.

You consolidate all data for the companies belonging to the specified group. The amounts are summed to a group total, which is stored on the group code.

There is no reconciliation process and status handling involved when you are consolidating by steps.

Consolidate with Status

Consolidate with status implies that the system automatically carries out all steps in the consolidation process. Note that you can choose if you want to include allocations and advanced formula calculations or not.

When running a consolidation with status, the status code for the companies in the group and the group itself are updated according to the settings on the **Reconcile 1** tab in the **General Configuration**. If the option **Use Period Locking on Company Level** is used, the defined closing version on the **General 1** tab will override the defined journal type/closing version on the **Reconcile 1** tab for companies (but not groups).

Note: If you run the consolidation model that was the default before the 8.1 release, the tab is called **Reconcile**.

Consolidate Company Journals

Company journals are used in every step of the consolidation process since they must also be currency converted and consolidated.

Everyone within the group should work with the same journal types for the same purposes; otherwise, the consolidation at the highest level may not be correct.

Base Value on Groups

When you consolidate a group, all journals and reported values are summarized by journal type into the base value at group level.

For more information, see "Define Journal Types" on page 126.

Reconciliations

For reconciliation between accounts and opening balances, it is important that reported values and each journal type is reconciled with no differences and/or within given limits in the general configuration, separately and independently of each other.

If this is not possible, then it is likely that the conversion may supply different values in the converted currency or that some closing versions may show different values.

For more information, see "Reconciliation Rules" on page 217.

Order of Consolidation

If legal units are included in the structure, all sub-units connected to the legal unit are first consolidated, then the legal units are included in the consolidation of the group.

Note: This is only applicable if you run the consolidation model that was default before the 8.1 version.

When you consolidate a group, all companies are summed up to the group company and stored on the company code of the group.

First Time Consolidation

Whether you consolidate with the status function enabled or not, it is recommended that you consolidate step by step, one level at the time, the first time you consolidate.

This is to ensure that you can identify possible differences in the reported values and adjustments. Run the consolidation group by group, ascending one level at the time. If you need to make adjustments, you can then re-consolidate directly from the highest level.

Manual Adjustments of Opening Balances in Automatic Journals

It is possible to make manual adjustments of opening balances in automatic journals by using the function Maintain/Special Utilities/Automatic Journals/Adjust Opening Balances.

Note: This functionality is for critical purposes only, and should be handled by a system administrator or similar. If you need to use it, please contact your IBM Cognos consultant.

Consolidate Values By Steps

You can use this function to perform consolidation of the companies and values that belong to the group(s).

The consolidation is based on the following selections:

- · Actuality and period range
- OB actuality
- Consolidation type and group
- Schedule jobs

• The period for opening balance cannot be changed, since the selected period and actuality are the determining factors.

Requirements

Before you use Consolidate By Steps, the following requirements should be met:

- You have to create form sets and update Maintain/Submission/Define for linking form sets, periods and actualities.
- It is recommended that you enter all sub-units, subsidiaries and group balances relating to the previous year during the first year you consolidate with IBM Cognos Controller. This means that you avoid differences and obtain a correct investment rate for the currency translation for foreign companies.

Schedule Jobs

You can schedule jobs to be run at a specific time. Default option **Execute immediately** is also run via the Batch Queue.

For more information, see "The Batch Queue" on page 578.

Procedure

- On the Group menu, click Consolidate By Steps/Consolidation. The Consolidation window opens. This is the same window, but here with some options dimmed out, that you use when you select Group/Consolidate with Status.
- 2. Enter the actuality, period range, actuality for the opening balance period, consolidation type, and group for which you want to consolidate data.
- **3**. Click **Run** to run the consolidation. All data is consolidated for the selected group.

Results

Note: When consolidation takes place by steps there is no automatic reconciliation or control, which means that consolidation status is not updated either. It is important to reconcile each company according to the rules for the reconciliation. Also, only one top group is supported for each consolidation type.

Consolidating Values with Status

You can use this function to consolidate values of the group.

First select **Maintain/Status/Active** to enable the status function. Then select **Group/Consolidate With Status**.

You enter information such as:

- Actuality and period range
- Actuality for the opening balance period
- Consolidation type and group
- Conversion method
- Reconciliation and Status Options
- Force Consolidation Regardless of Status
- Include Allocations (only visible if you have allocation jobs defined in Maintain/Jobs/Mapping Table by default, the check box is selected.)

- **Include Advanced Formula Calculations**. This option is only active if you have defined allocation jobs in **Maintain/Jobs/Mapping Table**.
- **Include User-defined Business Rules**. This option is only active if you have defined a UDBR job in **Maintain/Jobs/Mapping Table** and mapped it to a consolidation type.
- **Include Contribution Calculations**. This option is only active if you have activated control tables ECO1 or ECO2. For more information, see "Contribution calculations" on page 552.

Note: : If you do not select this option, existing calculations will be removed, and no new calculations carried out.

The period for opening balance cannot be changed, since the selected period and actuality are the determining factor.

Before you use **Consolidate with Status**, the following requirements should be met:

- You have to create form sets and update **Maintain/Submission/Define** for linking form sets and periods, actualities and submissions so that only the reconciliations required for the particular period are checked.
- It is recommended that you enter all sub-units, subsidiaries and group balances relating to the previous year during the first year you consolidate with IBM Cognos Controller. This means that you avoid differences and obtain a correct investment rate for the currency translation for foreign companies.

Phases in Consolidation with Status

The table shows the phases in consolidation with status:

Note: Business rules steps may be added anywhere in the consolidation process. For more information, see Chapter 21, "User-defined business rules," on page 595.

Phase	Description
1	Uses the consolidation structure for the correct period.
2	Checks if you have entered values for each sub-unit and subsidiary included in the consolidation process.
3	Checks whether the company reconciliation between accounts and of opening balances has been completed with or without differences. The status register can be updated depending on settings in the General Configuration and/or if the reconciliation option Debit/Credit is enabled/disabled.
4	For more information, see General Configuration Settings on page 101.
	Currency translation will only occur if the reporting status has been changed. Note: Currency translation will always occur if you run the consolidation model that was default before the 8.1 version.
5	Calculates allocations, provided that this step is selected in Group > Consolidation with Status .

Table 109. Phases in consolidation with status

Phase	Description
6	Calculates the intercompany balances and books automatic eliminations for all companies and sub-units in the group respectively legal units.
7	Calculates internal profit and books automatic eliminations for all companies and sub-units in the group respectively legal units.
8	Calculates acquisition for the period and books eliminations for all companies in the group and consolidates the group level by level, if you run the consolidation model that is the default after the 8.1 release. Note: If you run the consolidation model that was the default before the 8.1 release, consolidation is always carried out from the lowest level.
9	Calculates contribution to top level, provided this step is selected in Group > Consolidation with Status .
10	Calculates advanced formula calculations, provided this step is selected in Group > Consolidation with Status .
11	Checks if group reconciliation between accounts and of opening balances has been completed with or without differences.

Table 109. Phases in consolidation with status (continued)

Reconciliation and Status Option

It is important to reconcile each company according to the rules for the reconciliation before you perform the consolidation. You should also do this when the reconciliation is performed automatically with the status enabled.

The status function checks the following:

- That all companies in the group have data.
- Entered data has been reconciled regarding the rules for reconciliation.

If the **Ignore Invalid Reconciliation and Missing Data** is selected, it means that the consolidation will continue despite differences and despite if data is missing. If **Ignore Invalid Reconciliation and Missing Data** is not selected, the consolidation process will end if there are differences and/or missing data or conflicts with the settings in the general configuration.

For more information, see "Reconcile between Accounts and Opening Balances by Automatic Journals" on page 562.

Consolidation for a Range of Periods

When consolidation takes place for a range of periods there is no automatic reconciliation or control of entered data. It is important to reconcile each subsidiary according to the rules for the reconciliation on the **Group/Reconcile/Between Accounts/Opening Balances by Automatic Journals** menu.

For more information, see "Reconcile between Accounts and Opening Balances by Automatic Journals" on page 562.

Consolidate with status

Complete the following steps to consolidate values with status.

Procedure

- 1. On the **Group** menu, click **Consolidate With Status**. The **Consolidation** window opens.
- 2. Enter the actuality, period range, OB actuality, consolidation type, and group you want to consolidate data for.
- 3. Select the relevant **Conversion method** option button.
 - According to Company Structure Definition uses the conversion method defined in the Company structure table.
 - **Method 1** (Current method) uses the current method, regardless of the Company structure definition.
 - **Method 2** (MNM method) uses the monetary/non monetary method, regardless of the Company structure definition.
- 4. Select the relevant consolidation options:
 - **Ignore Invalid Reconciliations and Missing Data**: Select this option to run the consolidation even if there is incorrect data or data is missing. If this option is not selected, the consolidation process is terminated and an error message appears. This option is only available if you run consolidation with status. This option is disabled if you consolidate several periods.
 - **Submission to Reconcile**: Reconciles the selected submission. The reconciliation is performed by submission, which means that the reconciled forms are those belonging to the form set defined for submission one. When running a reconciliation for submission two or higher, all forms belonging to previous submissions are also included. This option is disabled if you consolidate several periods. Note that all submissions on the previous level must be reconciled before reconciling submissions on the next level.
 - Force Consolidation Regardless of Status: Select this option to force the consolidation on companies even if there are no changes of base values, currency rates or historical rates. Note that intercompany balances and/or intercompany profits are always included in the consolidation by status.

Note: This option is not available if you run the consolidation model that was default before the 8.1 version.

- **Schedule Job** The time when you want the job to start, if you want to use the Batch queue.
- 5. Click **Run** to run the consolidation. All data is consolidated for the selected group.

Results

- The status register will not be set to **Reconciled/Ready** when reconciliation errors occur.
- The OB Period is determined by the selected period and actuality.
- If reconciliation errors are detected, status is set to **Processing**.
- Only one top group is supported for each consolidation type.

Reconcile between Accounts/Opening Balances for Groups

You can use this window for reconciliation of data.

There are three reconciliation options **Debit/Credit**, **Between Accounts** and **Opening Balances**. The reconciliation is performed by submission, which means that the forms reconciled are those belonging to the form set defined for a particular submission.
For more information, see "Define Submissions" on page 128 and "Reconciliation Rules" on page 217.

Basic Data for Reconciliation

The reconciliation is performed for one or more groups with certain fixed pre-requisites:

- All Automatic Journals are included
- By Local Currency
- Reconciliation should be performed using the report selection, **Reconciliation**. This report will display any differences in data. These differences can then be analyzed in more detail using the report selection **Analyze Differences by Extended Dimension** and/or **Analyze Differences by Automatic Journal Type**. Neither of these three reports will update status as it is for analysis purposes.

Update Status for Groups

All the companies within a group have to be reconciled or ready before a group's status can be set to ready.

For more information, see "Company Reconciliation" on page 217.

- On the Group menu, click Reconcile/Between Accounts/Opening Balances for Groups. The Reconcile - Between Accounts/Opening Balances for Groups window opens.
- 2. Select the reconciliation reports you would like to run:
 - Reconciliation
 - Analyze Differences by Extended Dimension and enter the relevant dimension code in the text box.
 - Analyze Differences by Automatic Journal Type
- **3**. Enter the actuality, period and submission you want to run the reconciliation for.
- 4. If you want to reconcile a group, select the Group option button and enter the consolidation type and group code. If you want to reconcile one or several groups, select the Company option button and enter the group code(s). Select Include Subgroups to include subgroups in the reconciliation. This choice will display all Groups regardless if the Group is connected or not.
- 5. Select the relevant reconciliation options:
 - **Debit/Credit**: Select this option to reconcile between debit/credit accounts within the selected form sets. Accounts defined as A, L, E, I or C are reconciled using a debit/credit reconciliation. When the reconciliation is run, the sum of all type A accounts is compared with type L and E accounts. The net income will not be retrieved from the balance sheet, but the profit and loss, according to the settings in the **General Configuration**. Debit/Credit reconciliation is carried out on all journal types and for all Automatic Journal Types.
 - **Between Accounts**: Select this option to reconcile values between accounts. Between Accounts reconciliation is carried out on all journal types or by a specific closing version, and for all Automatic Journal Types.
 - **Opening Balances**: Select this option to reconcile opening balances. Opening Balances reconciliation is carried out on all journal types or by a specific closing version, and for all Automatic Journal Types.

- 6. If you want to perform the reconciliation per journal type, select the **Journal Type** option button. If you want to perform the reconciliation per closing version, select the **Closing Version** option button and enter the name of the closing version. The default values for these settings come from the **General Configuration**, **Reconcile** tab.
- 7. Select the option Only Show Rows with Differences to minimize the report. Default is to include all rows with differences, but if you have selected Differences per Row in the General Configuration, you can also select to see only the rows that exceeds the maximum accepted difference. The maximum accepted difference is set in the General Configuration.

Note: This is not applicable for the reports **Analyze Differences by Extended Dimension**and **Analyze Differences by Automatic Journal Type**. For these reports, the report will always be displayed with All Differences and not Differences per row.

8. Click the **Preview** button to generate the report.

Results

- If the reconciliation report shows differences between Debit/Credit, even though there are no reported differences, run the **Verify Account Structure** report to see if any of the accounts in the forms may be defined as Debit or Credit accounts instead of statistical accounts.
- You can select the **Ignore Balance** check box in the **Define Submission** window to disable the debit/credit control. This also enables you to enter journal entries that do not balance.
- If you would like to use the report options **Differences Greater than Accepted Amount**, you will need to define a maximum accepted difference in the **General Configuration**.
- If you are working with investment adjustments and want to include them in the closing balances values when reconciling between closing and opening balances, select the Enable Reconciliation Between Closing and Opening Balances for Investment Adjustment check box in General 2 tab of the General Configuration window.

Tip: When selecting **Company**, all Groups are displayed regardless of if the Group is connected or not in the tree structure, whereas Group only presents the connected group to the specified structure.

Reconcile between Accounts and Opening Balances by Automatic Journals

When you have consolidated a group, you probably want to analyze if all data corresponds, from reported values and company journals to intercompany and acquisition eliminations.

It is important that you make sure that your configuration for eliminations is complete and that it updates all accounts that should be updated. It is also important that you check that the opening balances are correct on all levels, both in the local and in the converted currency.

You can perform two types of reconciliation: between accounts or by opening balances. The purpose of this function is to analyze possible reconciliation differences. The status register is not affected by this function, which means that status never can be set when running reconciliation from this menu item. You

select if you want to reconcile all accounts or if you want to limit the reconciliation to show only a form set in a certain submission.

You can reconcile both base values (reported values and manual journals) and your automatic journals. It depends on which closing version and contribution version you choose. It will, for example, be possible to reconcile each type of automatic journal, one by one, or all at the same time.

Depending on the consolidation type and group you have selected, you can reconcile a company from different levels in different currencies.

If you have performed structure changes, this function is a very good tool to use for reconciliation.

In the reconcile between accounts/opening balances by automatic journals report, you can choose to view automatic journals types either summed into contribution version Base at subgroup level, or all automatic journal types specified separately at the subgroup levels.

Note: From the 10.1.0 release, the default setting is to present automatic journal types specified separately at the subgroup levels. Journal number 0 indicates that the amount originates from a lower level. To view automatic journal types summed into contribution version Base at subgroup level, select **Consolidated Automatic Journal Types as Base**.

For more information, see "View automatic journals at subgroup level" on page 550.

- On the Group menu, click Reconcile/Between Accounts/Opening Balances by Automatic Journal. The Reconcile - Between Accounts/Opening Balance by Automatic Journal window opens.
- 2. Enter the actuality and period you want to run the reconciliation for.
- **3.** Enter the closing version and contribution version you want to run the reconciliation for.
- 4. Select the relevant reconciliation options.
 - Between Accounts
 - Opening Balances
- 5. Enter the consolidation type and group you want to run the reconciliation for.
- 6. If you want to select specific companies within the selected group, clear the All Companies Only One Level check box and enter the company or companies you want to generate the report for.
- 7. If you want to select another currency type than the one determined by the selected consolidation type and group code, clear the **According to Group Selection** check box and enter the currency type you want to generate the report for. The currency type is entered as LC, LE, OP etc. Available selections are all existing consolidation types as well as LC.
- **8**. If applicable, select a specific currency code. This option is not available if you run the consolidation model that was default before the 8.1 release.
- 9. Select the **Only Show Rows with Differences** check box to minimize the report.
- **10.** If you want to limit the reconciliation to the accounts in a form set in a certain submission, select **Use Form Set in Submission** and then select **Submission**.

11. Click the **Preview** button to generate the report.

Note: If you are working with investment adjustments and want to include them in the closing balances values when reconciling between closing and opening balances, select the **Enable Reconciliation Between Closing and Opening Balances for Investment Adjustment**check box in the **General 2**tab of the **General Configuration**window.

Consolidate allocations

Use this function to run allocations as a separate step in the consolidation process.

The allocations are defined in **Maintain** > **Configuration** > **Automatic Journals** > **Control Tables** > **Allocations**. For more information, see "Defining allocations" on page 528.

For allocations to be booked, you have to create an allocation job. When executing an allocation job, either as a separate step in **Groups** > **Consolidate by Steps** > **Allocations** or as part of a consolidation with status, the result is booked on automatic journal type 37. For more information, see "Jobs and mapping tables" on page 575.

When the allocations have been executed, the consolidation log report will include the following information about the allocations:

- The start and stop time for the allocations.
- If there are any allocations that were not executed in the job due to errors in the definition.

Generate Automatic Journals for Intercompany Balances

You can use this function to perform automatic elimination of the amounts that are also contained in the reconciliation report for intercompany balances.

The elimination takes place on the basis of the defined control tables. Journals are created automatically. For legal consolidation types, you can choose to book the elimination as group journals or as company journals in **Consolidation Types -Define**. For management consolidation types, the eliminations will be booked as company journals. Automatic group journals are booked in the group currency on the adjustment company. If you work with the consolidation model that was the default before the 8.1 release, the automatic group journals are booked in the group currency on the group company. Company journals are booked in the group currency on the relevant company.

To be able to carry out an automatic elimination of intercompany balances you must define the following:

- Intercompany accounts, where you enter data.
- Control tables, where you define how to post the elimination and any differences.
- If you work with the consolidation model that is the default from the 8.1 release and want to store the eliminations as group journals, you have to define adjustment companies for all groups in the company structure. For more information, see "Company Structures" on page 50.

Tip: To check which automatic journals have been created, you can print a journal report from the menu **Group/Reports/Journals**. The journal numbers will have the same numbers as the Control tables.

Generate Automatic Journals for Intercompany Profits

You can use this function if you want to perform an automatic elimination of the calculated intercompany profit presented in the reconciliation report described above.

Eliminations are only performed based on control tables set as **Active**. The elimination takes place on the basis of the defined control tables. Automatic journals are posted on:

The selling company - where the operating result is affected with the period's change of the intercompany profit reserve.

The buying company - where the internal inventory is adjusted with the closing balance of the intercompany profit reserve.

All amounts are posted in the group currency. If you want to create a group journal for intercompany profit elimination manually, you can create this journal using the **Group/Data Entry/Group Journals** menu option.

Tip: If you want to check which automatic journals have been created, you can print a journal report from the **Group/Reports/Journals** menu.

Perform Acquisition Calculations

Generate Automatic Journals for Acquisition Calculations

You use this function to eliminate investments in subsidiaries in the parent company and the equity in the subsidiary by generating automatic journals on the basis of the control tables that have been defined.

The calculations of acquisitions also include handling of OB and currency translation of acquisitions. You perform the calculations at each closing of the books, even if nothing has changed in the investment elimination template.

The steps below describe what you need to take before you can run the acquisition calculations. Please note that steps 1-3 are performed initially and steps 4-7 at every closing of the books.

Procedure

1. Enter the investment elimination template for each owned company. This step is performed initially.

For more information, see "Enter an Investment Elimination Template" on page 488.

2. Activate the automatic journals needed for the calculations of acquisitions. This step is performed initially.

For more information, see "Generate Automatic Journals for Acquisition Calculations."

3. Define the control tables for automatic journals. This step is performed initially. For more information, see "Define Control Tables" on page 437.

- Update the company structure and the shareholdings and investments in group companies. This step is performed at every closing of the books.For more information, see "Company Structures" on page 50, and "Enter Shareholdings and Investments in Group or External Companies" on page 480.
- 5. Enter or import the period values for each owned company. Also, enter manual adjustments, company journals, if applicable. This step is performed at every closing of the books.

For more information, see Chapter 8, "Report Data," on page 181, and "Company Journals as Journal Entries" on page 200.

6. Perform the needed reconciliation. The most important reconciliation are the reconcile between accounts and opening balances and the reconciliation reports for investments and the investment elimination template. This step is performed at every closing of the books.

For more information, see "Company Reconciliation" on page 217, "Reconcile Shareholdings and Investments" on page 494, and "Reconcile the Investment Elimination Template" on page 496.

7. Run all the previous steps in the consolidation process, currency translation, elimination of intercompany balances and profit and finally the acquisition calculations.

Note: You can obtain calculated transactions based on the company's reporting, and not only on entries in the investment register in the elimination, if there are period values entered for the companies in the group. For example, you can only calculate the minority share under the assumption that there are period values entered in the actual subsidiary.

Run Acquisition Calculations

The acquisition calculations are stored as automatic journals on each company or group, in the period database. You define the journal number in the control table. For each type of acquisition calculation there is a specific automatic journal type. You can group the journal types into different contribution versions to be able to generate reports for analysis purposes.

For more information, see "Contribution Versions and Automatic Journal Types" on page 436.

Procedure

- On the Group menu, click Consolidate by Steps /Automatic Journals -Acquisition Calculations. The Automatic Journals - Acquisition Calculations window opens.
- 2. Enter the actuality, period, and opening balance actuality for which you want to calculate acquisitions. The opening balance period text box automatically displays the last period of the previous year.

OB Actuality is usually AC, but in connection with budget, full depreciation must be calculated the previous year, and this is found only in the forecast, for example, FC, when the budget is established.

3. Enter the consolidation type and group code for which you want to calculate acquisitions.

If you want to calculate different consolidation structures, you must run the acquisition calculations for each of them.

- 4. Enter the Consolidation type you want to use when calculating acquisitions.
- 5. Select the relevant conversion method option:
 - According to the company table

- Method 1 (current)
- Method 2 (MNM)
- 6. Click **Run** to calculate acquisitions.

Results

Note: Calculated transactions based on the company's reporting and not on entries in the investment elimination template are obtained in the calculations only if there are period values for the companies in the group. The acquisition calculation is usually valid only for the directly connected group. Multiple owned companies get counter bookings on the level where the ownerships meet, plus any new eliminations. This is not applicable if you run the consolidation model that was default before the 8.1 release. If you run the consolidation model that was default before the 8.1 release, acquisition elimination is calculated from bottom and up on all groups, up to the selected group.

Run contribution calculations

To calculate companies' contributions to the top level group, go to **Group** > **Consolidate by steps** > **Automatic Journals - Contribution**.

The contribution calculations are stored as automatic journals on each company in the period database. You define the number of the journal in the control table. There are two contribution calculations with automatic journal types 81 and 82. You can group the journal types, and also include journal types for other acquisition calculations, into different contribution versions, to be able to generate reports for analysis purposes.

For more information about contribution calculations and the steps you need to follow to enable the function, see "Contribution calculations" on page 552.

There are several standard reports that can be used to display the contribution calculations:

- Ledger report. For more information, see "Generate a Ledger Report" on page 588.
- **Journals across** report. For more information, see "Generate a Journals Across Report" on page 580.
- Group net value report in the **Acquisition calculations** report. For more information, see "Generating Reports on Acquisition Calculations" on page 499

Consolidate advanced formula calculations

You can use this function to consolidate advanced formula calculations as a separate step in the consolidation process.

The advanced formula calculation accounts are defined in **Maintain** > **Account Structure** > **Define**.

For more information about defining advanced formula calculation accounts, see "Define formulas for advanced formula calculation accounts" on page 44.

When you run advanced formula calculations, you select the target period, target actuality, consolidation type, group and the advanced formula calculation job to be included. Note that you can select one or more periods. The source period is defined in the advanced formula calculation account definition.

Note that as the consolidation selection is made for **Groups**, you may get a company selection that differs from the companies selected in **Jobs - Define**. For example, if an advanced formula calculation Job included companies A, B, C, D and E and the selected group only includes A, B and D, the calculations will only be performed for these companies.

For more information about defining advanced formula calculation jobs, see "Define jobs" on page 576.

Note: If the target period or actuality are locked, the calculation can not be executed.

When executing the job, either as a separate step in **Groups** > **Consolidate by Steps** > **Advanced Formula Calculations** or as part of a consolidation with status, the result is booked on automatic journal type 38 if the source contribution version includes more than Base values. If not, it will be booked on automatic journal type BASE.

When the advanced formula calculation accounts have been executed, the consolidation log report will include the following information about the advanced formula calculation:

- The start and stop time for the AFC calculations.
- If there are any AFC accounts that were not executed in the job due to errors in the definition.

Consolidate User-defined business rules

You can run User-defined business rules anywhere in the consolidation process.

You must specify **Actuality**, **Period**, **OB Actuality**, **Consolidation Type** and the **Job Code** for the UDBR job.

The UDBR calculations are defined in **Maintain** > **Business Rules**. For more information, see Chapter 21, "User-defined business rules," on page 595.

UDBR jobs are defined in **Maintain** > **Jobs** > **Define**. For more information, see "Jobs and mapping tables" on page 575.

The Status Function

The status function can be set to disabled or enabled, which lets you reconcile values manually, or to automate the consolidation process and reconcile.

Status Function Disabled

If the status function is disabled, it is important to check and reconcile values yourself.

You will need to perform a reconciliation according to the rules for the reconciliation, in order to change the company's reporting status to **Ready**. The company's reporting status can be set to **Ready** if no reconciliation differences are found. An acceptable difference can be defined on the **Maintain/Configuration/General/Reconcile** tabs. It is important that the reconciliations are performed in the correct order for the companies, i.e. the reconciliation must start at the lowest level in the company structure. Groups and subgroups will not be set to **Ready** when you perform a reconciliation between accounts and of opening balances. You

need to run the reconciliation between accounts and opening balances for groups separately. Note that this will not have any effect on the group status.

Status Function Enabled

If the status function is enabled, all steps within the consolidation process will be performed automatically and group status will be updated.

There are several settings that determine how the reconciliation is performed and what automatic locks are assigned after a successful reconciliation:

- If you want to perform reconciliation by Closing Version or Journal Type.
- The upper reconciliation difference limit to be allowed.
- If the reporting status should be updated automatically after a successful reconciliation.
- If you want to lock the selected actuality, period, company and submission automatically after the company status has been changed to **Ready** and also to which closing version this should apply.

Import Period Values

The status codes are updated when you import values.

The following table shows the results of the import:

File Content	Result
Values which have been exported without reconciliation	The companies in the company structure will be changed to Reported for the relevant period, actuality and currency code.
Values which have been exported with reconciliation differences	The companies in the company structure will be changed to Reported for the relevant period, actuality and currency code.
Values which have been exported without reconciliation differences	The reported currency codes will be changed to Ready . The other currency codes for the companies are set to Reported .

System Functions Used in the Status Report

The status report includes codes that refer to system functions.

The following table shows the status report codes and the associated system function:

Table 111. Status report codes and associated system functions

Code	System Function
ACQ	Calculation of acquisition eliminations
AMB	Reconciliation between accounts and opening balances
CALC	Calculation of report formulas
ССРҮ	Copying of company journals
CEJO	Automatic Journals
COJO	Creation of company journals
CONS	Consolidation

Code	System Function
CONV	Currency Translation
COPY	Copying of values using copy tables
CPOM	Copying currency rates
DACQ	Entering investments
DE	Entering reported values
DEOM	Entering currency rates
GCPY	Copying of group journals
DI	Importing from general ledger
GRJO	Creation of group journals
ICE	Intercompany eliminations
IMP	Importing values from IBM Cognos Controller
RS	Reporting Status window
STIN	Initiation of status function
STRE	Resetting of status function
STUP	Manual updating of status function

Table 111. Status report codes and associated system functions (continued)

Enable and Disable the Status Function

In order to perform the consolidation process automatically for currency translation, elimination of intercompany balances, elimination of intercompany profits, elimination of acquisitions and consolidation, you need to enable the status function.

Procedure

- 1. On the **Maintain** menu, click **Status** and then **Active**. A confirmation message box appears.
- 2. Click **Yes** to enable the status function or click **No** to leave the function off. If you click **Yes**, the menu option is selected. To disable the status function, perform step 1 again to clear the check mark.

Note: The status function requires more computer resources than when you run each step in the consolidation process individually.

The Status Register

Reporting status keeps track of how far work has progressed for an individual company and for each submission. The status of the company or group in question changes as soon as a task is completed and acknowledged.

For more information, see "Viewing the Status of Companies" on page 187.

Viewing Group Status

In this function you can monitor the reporting process. The report may be printed even when the status function is disabled. You can view reporting status on groups and companies.

Status Details

In the **Group Status** window, under **Company Status** you can view when a status change happened on a submission and who made the change. Time, date and user name is displayed. This information is included if you choose to print the **Group Status** information.

Rules for Reporting Status

There are some rules that must be followed in order to allow you to set the reporting status for groups. The reconciliation is executed according to the definitions in the **General Configuration**, tab **Reconcile**.

- If the reconciliation is to be performed by a particular journal type or closing version, you must set it as default on the **General Configuration** tab **Reconcile**. If you change the journal type or closing version in the **Group/Reconcile/Between Accounts/Opening Balances** window, the reconcile report will show that the selections are not according to the settings in the **General Configuration**, and that the status will not be updated.
- The reconciliation options Active/Passive, Between Accounts and Opening Balances must be reconciled at the same time.
- Differences in active/passive will only be accepted if the **Ignore Balance** check box is selected for the period/submission in the **Submission Define** window.
- Largest accepted differences is only applicable to the reconciliation options **Between Accounts** and **Opening Balances**.

Analyze Status

You can monitor the status of the individual companies and groups in respect of actuality, period and submission.

On the left-hand side of the window, the company's status in the group organization tree is displayed. If you want further information about an individual company, you can select the company in the organization tree and double-click Information about the company's reporting status for the current submission.

On the right-hand side is a bar chart showing the number of companies with status codes **Missing**, **Processing**, **Reconciled** and **Ready**.

Reporting status and submission details are displayed above the bar chart.

- 1. On the Group menu, click Group Status. The Group Status window opens.
- 2. Enter the actuality, period, submission, consolidation type and group you want to view reporting status for.
- **3**. Click **Open**. The current form set and submission date are displayed automatically. The chart displays the number of companies, within the selected group, belonging to each reporting status:
 - Missing: No values have been reported for the current company.
 - **Processing**: Values have been reported for the current company.
 - **Reconciled**: Values have been reported and reconciled without reconciliation errors for the current company.
 - **Ready**: The company has been reconciled and set to ready. Depending on the settings in the general configuration, this may mean that the submission is locked for further data entry.

4. In the company tree structure, double-click a company. The **Company Status** window opens, displaying information about all forms included in the current submission as well as each form status.

There are three status levels for forms:

- Missing: No values have been entered for the form.
- **Reported**: Values have been entered for the form.
- N/A: This form is not used in the current submission.
- 5. Click the **Print** button to print a report showing the group, underlying companies and their reporting status.

Change Status Manually

It is sometimes necessary to change the status manually.

A company or a group might have the status code Reported, even though it may be considered completed. This may, for example, be caused by an insignificant difference. In that case, you can manually change the status code for the company.

There are three different methods of changing the reporting status:

- Change Status by Company
- Change Status for Multiple Periods
- Reset Status for Period

Change Status by Company

You can use this function to change the status code for one or more separate companies or for a group and their subsidiaries.

You can change the reporting status to Processing or Ready. Select actuality, period and submission and then click the **Open** button to display companies for the relevant selections on the tab. You can change several companies at the same time.

If you want to view a whole group you can check the **Group** check box and select a **Consolidation Type**. Select **Include Subgroups** to view the entire company structure in the group. By default, the companies in the group are sorted in a tree view.

If you change the reporting status for one submission, the following submissions within the same period will also change. It means that if there are three submissions marked as Ready and the second is reset, the third submission will also be reset, but not the first submission.

Note: You can change the reporting status for actuality, period, submission and company. If you have performed configuration for company locking, you can unlock the companies by resetting the reporting status.

- 1. On the Maintain menu, click Status and then Change Status. The Change Status window opens.
- 2. In the **Method Selection** area, select the **Change** option button.
- **3**. Enter the actuality, period and submission for which you want to change status. If you want to view a whole group, select **Group** and a **Consolidation Type**. If you select **Group**, you can also select to **Include Subgroups**.
- 4. Click Open.

5. On the **By Company** tab, all companies within the current selections are displayed. You can sort the column ascending or descending by clicking the header.

Note: If you are viewing a group in a tree view, sorting the column will remove the tree view. If you want to apply the tree view again, click **Tree**.

- 6. In the list of companies, select the companies you want to change status for by pressing the ctrl-button and highlight the relevant companies.
- 7. In the **Change Status To** drop-down list box, select the status code you want to change the selected companies to.
- 8. Click Run. All selected companies are updated with the new status code.

Change Status for Multiple Periods

You can use this function to change the reporting status for multiple periods.

If you want to change status for one or several companies, you select the **Company** option button and enter the company or companies you want to change the status for. Select **Ready** or **Processing**, and click **Run**. If you want to change status for a group, you select the **Group** option button and enter the group, consolidation type and if you want sub-groups to be included.

You can change the reporting status to Ready or Processing. Select actuality, period and submission and continue to the **Multiple Periods** tab. If you want to change status for one or many companies, you can select the **Company** option button and enter the company or companies you want to change the status for. Select **Ready** or **Processing** and click the **Run** button. If you want to change status for a group, select **Group** and enter the group, then enter the consolidation type and if you want sub-groups to be included.

Note: If you have performed configuration for company locking, you can unlock the companies by resetting the reporting status.

Procedure

- 1. On the Maintain menu, click Status and then Change Status. The Change Status window opens.
- 2. In the Method Selection area, select the Change option button.
- 3. Enter the actuality and period for which you want to change status.
- 4. On the **Multiple Periods** tab, the **Actuality for LC** is automatically displayed. If you select **Group**, the **Consolidation Type** option and **Include Subgroups** will be displayed.
- 5. If you want to change status for companies within a specific group, select the **Group** option button. Enter the consolidation type and group for which you want to change status. Select the **Include Subgroups** check box to change status in all subgroups within the specified group.
- 6. If you want to change status for one or several companies, select the **Company** option button and enter the relevant company code.
- 7. In the **Change Status To** drop-down list box, select the status code you want to change the selected companies to.

Note: The reporting status is changed for all companies within the specified actuality, period and submission when resetting status. Companies with the status code **Missing** will not be changed when resetting status. When changing

status by company or for multiple periods, companies with present status **Missing** can be set to **Processing** or **Ready**, but they cannot be changed back to **Missing**.

Reset Status for Period

You can use this function to reset the status code.

Select Maintain/Status/Change Status and select the Reset method.

If you select **Reset**, it will reset from Ready to Processing. Companies with the status Missing will not change.

If you select **Reset** reporting status for one actuality and period, the status will be changed from Ready or Reconciled to Processing. Companies with the status Missing will not change.

If you change the reporting status for one submission, the following submissions within the same period will also change. This means that if there are three submissions marked as Ready and the second is to be reset, the third submission will also be reset, but not the first submission. Submission is not used for multiple periods.

Note: The reset reporting status relates to all companies for selected actuality, period and submission. If you have performed configuration for company locking, you can unlock the companies by resetting the reporting status.

Procedure

- 1. On the Maintain menu, click Status and then Change Status. The Change Status window opens.
- 2. In the Method Selection area, select the Reset option button.
- 3. Enter actuality and period for which you want to reset the reporting status.
- 4. Click **Run**. The status will be changed from **Ready** or **Reconciled** to **Processing**. Companies with the status **Missing** will not be changed.

Note: The group companies are treated the same way as reported companies.

Initiate the Status Register

If you have entered data into IBM Cognos Controller in an incorrect way, the status for a company may display as Missing even though the data exists. In that case, you must make a first initiation.

Note: Do not use this function if you want to change the status code for individual companies. In that case, you should use the function Change Status.

Select Maintain/Special Utilities/Initiate Status Register. You can only run this function in single user mode, which you enable under Maintain/User/Single Mode.

You use the function by selecting period and actuality and click **Run**.

Perform Legal Unit Consolidation

In a manually generated management company structure there are two considerations:

- A fictive group of a legal unit and sub-units may have been separated. The sub-units are instead connected to other groups than their legal unit. In this case, the legal units are not included in the management structure. The sub-units will then be consolidated into the groups they are connected to with the percentages of the legal unit.
- If the fictive group of a legal unit and sub-units is kept intact, the legal unit will be consolidated separately as in the legal company structure.

Note: This function is only available if you run the consolidation model that was default before the 8.1 version.

Procedure

- On the Group menu, click Consolidate by Steps/Legal Unit Consolidation. The Legal Unit Consolidation window opens.
- **2**. Enter the **Actuality**, **From period**, **To period**, and **OB Actuality**. The OB period automatically displays the last period of the previous year.

The OB period is usually AC, but in connection with budget, full depreciation must be calculated the previous year, and this is found only in the forecast, for example, FC, when the budget is established.

- 3. Enter the **Consolidation Type** you want to use when doing the consolidation.
- 4. Enter the Group code for which you want to consolidate.
- 5. Click **Run** to consolidate the legal unit.

Note: When selecting a group, all underlying legal units are consolidated.

Jobs and mapping tables

You must define a job to execute User-defined business rules (UDBR), allocations or advanced formula calculations, either separately in consolidation by steps or in a consolidation with status.

A job is a group of UDBR companies or allocations and advanced formula calculation accounts that you want to include in the consolidation. For UDBR jobs, you also define where in a consolidation with status jobs are executed and in what order. You define jobs in **Maintain** > **Jobs** > **Define**. These jobs can be then selected when you run the UDBR, advanced formula calculations or allocations in consolidation by steps.

To run your jobs in consolidation by status, you must map a default job to the different consolidation types in **Maintain** > **Jobs** > **Mapping Table**. It is the default job that will be used when you run consolidation by status. You can map different jobs to different actualities. You can also exclude UDBR, allocations or advanced formula calculations from the consolidation by status, by making sure that **Include User-defined Business Rules**, **Include Allocations** and **Include Advanced Formula Calculations** in **Group** > **Consolidate with Status** are not selected in **Group** > **Consolidate with Status**.

You can execute jobs immediately in consolidation by steps or with status, or schedule them to be executed later by using the batch queue. For best results, use the batch queue if you have very large quantities of data.

You can export and import job definitions. For more information, see "Export Structures" on page 234 and "Import Structures" on page 235.

- For more information about how to define allocation jobs, see "Defining allocations" on page 528.
- For more information about how to define mapping tables for allocations, see "Define mapping tables for jobs" on page 577.
- For more information about User-defined business rules, see Chapter 21, "User-defined business rules," on page 595.
- For more information about how to define an advanced formula calculation, see "Advanced Formula Calculation Accounts" on page 41.
- For more information about consolidation, see "Consolidation" on page 549.
- For more information about the batch queue, see "The Batch Queue" on page 578.
- Ensure that you place allocation calculations in a job in the correct order. Allocations may build on the result from other allocations. You must place allocations that build on each other in the same job.
- You must include all advanced formula calculation accounts that are related to each other in the same job, but the order of the accounts in the job is irrelevant.

Job definition reports

In **Maintain** > **Configuration** > **Automatic Journals** > **Reports** you can print a summary report on job definitions.

For more information, see "Generate Reports of Control Tables" on page 475.

In **Maintain** > **Special Utilities** > **Verify Structures** you can print a report that verifies that the job definition is set up correct according to structure and control table rules. For more information, see "Verify Structures" on page 157.

Define jobs

A job includes information about which UDBR, allocation definition or advanced formula calculations to include in the consolidation, either in consolidation by steps or in a consolidation by status.

Before you begin

To define jobs for User-defined business rules, you must have defined company subsets in **Maintain** > **Subset Define**. For more information about subsets, see "Define subsets" on page 577.

- 1. On the Maintain menu, click Jobs > Define.
- 2. In the list, click **Business Rules**, **Advanced Formula Calculations** or **Allocations**.
- 3. Click Add a new row.
- 4. Type a Code, a Group name and a Local name for the job.
- 5. For UDBR jobs, click **Edit the list of objects** and select the business rules you want to include. Then select a company subset. If no subset exists, click **Create New Subset** and select the companies to include in the job.
- 6. For UDBR jobs, move the jobs to the desired execution order with the **Move 1** selected row(s) up and **Move 1** selected row(s) down.

- 7. For advanced formula calculations, click **Edit the list of objects** by **AFC accounts** to add the advanced formula calculation accounts that you want to include in the job.
- For allocation calculations, click Edit the list of objects by Selected allocation definitions to add the allocations that you want to include in the job. Move the allocations to the desired location in the job definition by clicking Move 1 selected row(s) up and Move 1 selected row(s) down. Ensure that you place allocations that build on each other in the right order.
- 9. Click Save.

Define mapping tables for jobs

The mapping table defines the default UDBR, allocation or advanced formula calculation job for different consolidation types.

This information is necessary when running consolidation by status. You can include a specific actuality for the consolidation type, or include all actualities.

For UDBR jobs, you also have to specify where in the consolidation process the calculations should take place, since you can execute UDBR calculations anywhere before or after the other consolidation steps.

Follow the steps below to define mapping tables for UDBR, allocations and advanced formula calculations jobs.

Procedure

- 1. On the **Maintain** menu, click **Jobs** > **Mapping Table**.
- 2. Click Add row.
- 3. Select Consolidation type.
- 4. Select either a specific Actuality, or All Actualities.
- 5. In Step, select Allocations or Advanced Formula Calculations or User-defined Business Rules If you select User-defined Business Rules you must also specify where in the consolidation process that the job should take place, when running Consolidation with Status.
- 6. In **Job Code**, select the **Job** that you want to include in the consolidation for this consolidation type.
- 7. Click Save.

Define subsets

This function is used to group companies into subsets. Company subsets are currently used in User-defined business rules to define which companies to include in calculations.

For more information about User-defined business rules, see Chapter 21, "User-defined business rules," on page 595.

Follow the steps below to define subsets.

- 1. Click Maintain > Subset Define.
- 2. Select Company and click Add a new row.

- **3**. In the **Select subset type** box, select **STATIC** to select companies to include, or **All** to include all companies.
- 4. For the subset, enter a code, group name and local name.
- 5. Click **Edit the list of objects** and select the companies you want to include in the subset.
- 6. Click **Validate all** to validate the content of the subset. Codes, groups, local names and content are validated.
- 7. Click Save.

Results

The subset can now be accessed by clicking Maintain > Jobs > Define.

The Batch Queue

In IBM Cognos Controller, several consolidation jobs may run at the same time. The Batch Queue shows the consolidation jobs waiting for execution or in progress.

You can exit the **Batch Queue** window even if the job is not finished. In the **Batch Queue** table you can see the information displayed for each job in the queue. If you have **Manage Batch Queue** rights, you may control certain operations for all batch jobs in the queue. If you have **View Batch Queue** rights, you may only control certain operations regarding your own batch jobs in the queue. Possible operations are cancelling and changing scheduling for batch jobs that have not been executed (only with **Manage Batch Queue** rights), or removing non processing batch jobs from the table.

The following menu items can create batch jobs:

- Group/Consolidate with Status
- Group/Consolidate by Steps/Currency Translation
- Group/Consolidate by Steps/Automatic Journals Allocations
- Group/Consolidate by Steps/Automatic Journals Intercompany Balances
- Group/Consolidate by Steps/Automatic Journals Intercompany Profit
- Group/Consolidate by Steps/Automatic Journals Acquisition Calculations
- Group/Consolidate by Steps/Consolidation
- Group/Consolidate by Steps/Advanced Formula Calculations
- Transfer/External Data/Import from Flat Files
- Transfer/External Data/Import from Staging Table
- Transfer/External Data/Import from Framework Manager

Details

You may view detailed information about each batch job by selecting a job in the table and click **Details**. It is also possible to print the information in the **Details** window. If a batch job has status **Not started** no information will be shown in the details window.

Note: If you run the consolidation with the **Ignore Invalid Reconciliations and Missing Data**or the **Force Consolidation Regardless of Status**options selected in the **Group/Consolidation with Status**window, this will be displayed in the **Details**window. **Note:** If you schedule a batch job at a specific date and time, this means that the job will be executed after this scheduled time, in the batch queue order. If you use the **Dependent by**function, this condition has to be fulfilled as well before the batch job is executed.

Manage Batch Queues

With the Batch Queue you can run consolidation jobs at the same time as you are working on other tasks. You can run several consolidation jobs in the batch queue. It is also possible to turn off your machine while a batch job is running.

In the table in the lower part of the window you see the information displayed for each job in the queue. You may control certain operations for all jobs in the queue, such as cancelling and changing scheduling for jobs that have not been executed or removing completed batch jobs created by you or other users from the table.

Note: If you are using the Batch Queue, do not change database if there are batch jobs scheduled or running. The point of time is defined by the time set on the server.

Status of Batch Jobs

A batch job may have four types of status; **Not Started**, **Running**, **Ready** or **On Hold**. Before a batch job starts it will have status **Not Started** or **On Hold**. If the batch machines are busy, new batch jobs that are ordered get status **Not Started**. When the batch job starts, it will get status **Running**. When it is completed, it gets status **Finished** or **Finished with Error**.

Start a Batch Job

You start batch jobs when you set up your consolidation with **Consolidation with Status**, **Consolidation by Steps** or schedule an import.

Reschedule a Batch Job

To reschedule a list, you click the **Reschedules selected batch job** button.

Reorder a Batch Job

You can reorder batch jobs that have been set to be executed Immediately, but have not yet been performed. Click the **Enter Reorder Mode** button, and reorder your batch jobs with the drag-and-drop method, moving the rows with the help of the grey column in front of the row. When you are ready, click the **Exit Reorder Mode** button.

View Details of a Batch Job

To view details of a job, select a job in the table and click the **Details** button.

Note that if a job has status **Not started**, no information will be shown in the details window.

Refresh a Batch Job

Click the **Open** button.

Note: If your batch job is to be executed with reoccurrence, status for the batch job will be changed from **Finished** to **Not Started** at 00:00 the day of the new execution. If a **Dependent by** batch job is gets status **Finished with Error**, the current batch job will not be executed.

Schedule Batch Jobs

In the Schedule Job window you schedule when you want jobs in the consolidation to take place.

Use the calendar to choose date and time for the job and the radio buttons to select if the job is to be executed regularly after the set time and date. If you select the job to be executed at regular intervals, you use the **Dependent by** field to set one or several other batch jobs that has to be completed before the job can start. By clicking the **Dependent by** button, you can select if there are other batch jobs that have to be completed before the current batch job is executed.

Note: If the **Dependent by**batch job is finished with errors, the current batch job will not be executed.

With **Perform this Job** you can select if the job should be executed once, or regularly after a certain date/time. If you choose **Daily**, **Weekly** or **Monthly**, the job will be performed at the date/time you set until you change or remove the batch job.

Generate Consolidation Reports

This section describes the various types of reports which may be useful when you are consolidating values and when you want to check and analyze the result.

You can generate reports for:

- · Currency and Historical Rates
- Currency Translation
- Currency Translation on Journals
- Journals
- Journals Across
- Acquisition Calculations
- Trial Balance with Drilldown
- Ledger Report
- Comments
- · Shareholdings and Investments
- Intercompany Details

The standard reports Journals Across, Trial Balance with Drilldown, and Ledger Report include information about the consolidation run they are based on. This includes information about Batch Id and if the consolidation was performed with the Ignore Invalid Reconciliations and Missing Data option, in the Consolidation with Status window. For more information about the Batch Queue, see "The Batch Queue" on page 578

Generate a Journals Across Report

You can use this function to generate reports from a journal perspective and analyze one or several companies or groups, either manual journals (company or group journals) or automatic journals.

This means you can analyze all data on a company in relation to any group it belongs to, directly or indirectly. The report is based on a form. You can order the reports from two different perspectives:

Two Different Perspectives

By Journal Type :

- The first column, **Reported**, shows closing version REPO and contribution version BASE.
- The second column, Reported values, contains REPO and non-BASE.
- The rest of the columns show each user-defined journal type. What you will see depends on which closing version you have selected.
- You can choose to display the journal type as a sum or by journal number and a sum.

By Automatic Journal Type :

- The first column, **Reported**, shows closing version REPO and contribution version BASE.
- The second column, Base value, contains user-defined journal types and BASE.
- The rest of the columns show each automatic journal type. What you will see depends on which contribution version you have selected.
- You can choose to display the automatic journal type as a sum or by automatic journal number.

Note: Running **Journals Across- By Automatic Journal Type**is a very good alternative to analyze your calculated acquisitions in addition to **Reports/Acquisition Calculations**.

Automatic journals at subgroup level in the journals across report

In the journals across report, you can choose to view automatic journals types either summed into contribution version Base at subgroup level, or all automatic journal types specified separately at the subgroup levels.

Note: From the 10.1.0 release, the default setting is to present automatic journal types specified separately at the subgroup levels. Journal number 0 indicates that the amount originates from a subgroup level. To view automatic journal types summed into contribution version Base at subgroup level, select **Consolidated Automatic Journal Types as Base**.

For more information, see "View automatic journals at subgroup level" on page 550.

View contribution calculations in the journals across report

To view contribution calculations in the **Journals Across** report, select a contribution version that includes automatic journal types 81 or 82. By doing that, you enable the additional possibility to select companies on the lowest level from the top group.

For more information, see "Contribution calculations" on page 552.

• The purpose of automatic journal types 81 and 82 is to display contribution from companies on the lowest level to the top group. These automatic journal types are not consolidated. This means that there is no point in selecting a subgroup to view automatic journal types 81 and 82.

• For companies with multiple ownership, you can only display a company's contribution from the owning group's perspective, that is, not the company's complete contribution to the top group.

Consolidated Values on Periods with the Old Consolidation Model

You can view consolidated values on periods run with the consolidation model that was the default before the 8.1 release, after you have migrated to the new consolidation model.

If you use this function, data stored according to the old model for the specified periods will still be displayed correctly in Trial Balance, Journals Across and the Ledger Report after you have migrated to the new model. This allows you to keep existing data on a number of periods, even if you have migrated the last period previous year. The server parameter OLKOREP now includes two intervals.

Example: OLKOREP_AC = 0312-0511, 0601-0608

This means that the period 0512 was run with the new consolidation model, but not the other periods before and after 0512. For information about OLKOREP, see "Define General Configuration - the Server Preferences Tab" on page 112

- 1. On the **Group** menu, click **Reports**/Journals Across. The **Reports** Journals Across window opens.
- 2. Select the relevant report option button:
 - **By Journal Type**. If you want to display the journal numbers for each journal type in the report, select the **By Journal Number** check box.
 - **By Automatic Journal Type**. If you want to display the journal numbers for each automatic journal type in the report, select the **By Journal Number** check box.
- 3. Enter the actuality and period for which you want to generate the report.
- 4. Enter the consolidation type and group code you want to generate the report for.
- 5. If you want to generate the report for any company or companies belonging to the selected group, clear the **All Companies Only One Level** check box and enter the relevant companies in the **Company** text box. If you want to generate the report for only one level within the selected group, select the **All Companies Only One Level** check box.
- 6. If you want to generate the report for the currency type of the selected group, select the **According to Group Selection** check box. If you want to generate the report for a specific currency type, clear the check box and enter the relevant currency type code in the **Currency Type** text box. For example, LE will give the currency of the group that the company belongs directly to.
- 7. If applicable, select a specific currency code. This option is not available if you run the consolidation model that was default before the 8.1 release.
- **8**. Enter the closing version, contribution version, and form for which you want to generate the report.
- **9**. Select **Consolidated Automatic Journal Types as Base** if you want to sum automatic journal types into contribution version Base. If you do not select this option, the automatic journal types originating from a lower level will be specified separately at the subgroup levels, with journal number 0.

- **10.** If applicable, enter extended dimension 1-4 information. If the text boxes are left empty, the dimension totals are displayed.
- 11. Select **Alternative Layout for Reported Values** option if you want to view journal types as if they were removed when consolidated. Journal types on sub-groups are displayed as reported values, whereas journal types on subsidiaries are displayed as they are.
- **12**. Select the **Show Rows Without Values** check box if you want to show all rows, whether or not they contain values.
- 13. Click the **Preview** button to generate the report.

Trial Balance with Drilldown Analysis

You can use this function to either print a trial balance or perform a drilldown analysis of a group or a company.

A trial balance is a report showing a summary of values for group subsidiaries, company journals and automatic journal types before or after you consolidate the values of a company. The report shows a summary of all companies belonging to a specific group and consolidation type. The group total is calculated on the report, which means that it is always possible to view a group total without carrying out a consolidation. Note that subgroups must be consolidated in order to become visible.

This description is also applicable for legal units and sub-units. Legal units are displayed as groups and sub-units as ordinary companies.

Consolidated Values on Periods with the Old Consolidation Model

You can view consolidated values on periods run with the consolidation model that was the default before the 8.1 release, after you have migrated to the new consolidation model.

If you use this function, data stored according to the old model for the specified periods will still be displayed correctly in Trial Balance, Journals Across and the Ledger Report after you have migrated to the new model. This allows you to keep existing data on a number of periods, even if you have migrated the last period previous year. The server parameter OLKOREP now includes two intervals.

For information about OLKOREP, see "Define General Configuration - the Server Preferences Tab" on page 112

Example: OLKOREP_AC = 0312-0511, 0601-0608

This means that the period 0512 was run with the new consolidation model, but not the other periods before and after 0512.

Drilldown Analyzes

The drilldown analysis means that you use the list box to drill down into the structure by the following choices:

- Account
- Company
- Journal Type
- Automatic Journal Type
- Journal Number

- Counter Company
- Original Company.
- Counter Dimension
- Extended Dimension 1-4

Original Company is useful to drill on if there are intercompany transactions or shares in subsidiaries.

Note: You must select contribution version ALL to display all information for a group. Also, note that acquisition eliminations and elimination of intercompany balances and internal profit are usually displayed by individual companies, not in separate columns. However, there is an option to display these eliminations in separate columns. The contribution version determines which eliminations are displayed.

Column Contents

You can choose to present the trial balance in two ways: with companies in the columns or with combinations of closing version/contribution version in the columns. The second alternative gives you the opportunity to define a maximum of five combinations. It is intended primarily for use in a drilldown analysis.

Two Types of Reports

If you have chosen to view companies in the columns, you can choose to generate two different reports:

- Companies across shows each of the companies in the group in its own column, group journals in a column and a total column.
- Totals across shows the parent company in a column, the total of all subsidiaries in a column, the total of the parent company and all subsidiaries in a column, a column with group journals and finally a column with total values.

Group and Company

Consolidation type and group are always selected initially. If you have selected closing version/contribution version in the columns, you may analyze a single company by ticking the Company check box and selecting a company code.

Form or Account

You can choose to have the trial balance show either a form or an account. If you choose several forms, these will be shown one after the other. If you choose to show an account, another layout appears that requires that you have selected a group and columns with combinations of closing versions/contribution versions. The report will then show amounts in the account with companies on the rows and combinations of closing versions/contribution versions.

Report Options

By selecting the **Details** button, you get access to further report options. You may select specific codes for extended dimensions and select to display rows and/or companies without values.

• Show Consolidated Group displays an extra column with the consolidated group figures.

- Show Eliminations Separately means that there will be three more columns displayed, with acquisition eliminations and elimination of intercompany balances and internal profit.
- Alternative Layout of Reported Values gives you the possibility to see journal types on groups below as reported values. The journal types must be included in the closing version for reported values and REPO selected as the common closing version.
- This option is not available when you run the consolidation model that was default before the 8.1 version.
- It is not possible to drill on contribution calculations. This is because contribution calculations are performed on the lowest level only. For more information, see "Contribution calculations" on page 552.

Automatic journals at subgroup level in the trial balance report:

In the trial balance report, you can choose to view automatic journals types either summed into contribution version Base at subgroup level, or all automatic journal types specified separately at the subgroup levels. If you do not select **Consolidated Automatic Journal Types as Base**, it is possible to drill down by automatic journal type and the original company.

Note: From the 10.1.0 release, the default setting is to present automatic journal types specified separately at the subgroup levels. Journal number 0 indicates that the amount originates from a subgroup level. To view automatic journal types summed into contribution version Base at subgroup level, select **Consolidated Automatic Journal Types as Base**. Also note that it is not possible to drill on minority bookings if you select this option.

For more information, see "View automatic journals at subgroup level" on page 550.

Generate a Common Trial Balance Report

You can generate a common trial balance report.

- On the Group menu, click Reports/Trial Balance with Drilldown. The Reports - Trial Balance with Drilldown window opens.
- 2. Select the option button Report.
- 3. Select the relevant column contents option:
 - Companies
 - **Closing Version/Contribution Version**. If you select this option, you should enter the details of which closing versions and contribution versions to display in each column.
- 4. In the **Forms** list box, select the form for which you want to generate the report.
- 5. In the **Account** text box, enter the account for which you want to generate the report. Note that this is possible only with closing version/contribution version in columns.
- 6. If you selected the **Company** option button for column contents, select the option button for the type of information to display in the report columns:
 - Companies Across
 - Totals Across

- 7. Enter the actuality, period, consolidation type, group/company, closing version, contribution version, currency type/currency code for which you want to generate the report. Note that you can select any specific currency code that the currencies have been currency translated into.
- 8. Select **Consolidated Automatic Journal Types as Base** if you want to sum automatic journal types into contribution version Base. If you do not select this option, the automatic journal types originating from a lower level will be specified separately at the subgroup levels, with journal number 0.
- 9. Click the Details button to display more report options.
- **10**. Enter information on the dimensions for which you want to generate the report. Blank code gives the total.
- 11. Select the relevant report options:
 - Show Rows Without Values
 - Show Companies Without Values
 - Show Consolidated Group
 - Show Eliminations Separately with this option the report gets three extra columns (elimination of intercompany balances, intercompany profit and acquisitions)
- 12. If you want to display journal types on sub-groups as reported values, select **Alternative Layout for Reported Values**. You also have to select a closing version for **Reported Values**. The sub-group values on the journal types included in this closing version will be displayed as reported values when REPO is selected as the common closing version in the report.

Note: This option is not available if you run the consolidation model that was default before the 8.1 release.

13. Click the **Preview** button to generate the report.

Generate a Drilldown Report:

You can also generate a trial balance with drilldown report.

- 1. On the **Group** menu, click **Reports/Trial Balance with Drilldown**. The **Reports Trial Balance with Drilldown** window opens.
- 2. Select **Drilldown**. This report type cannot be combined with the option **Show Eliminations Separately** or the option **Alternative Layout for Reported Values**.
- 3. Select the relevant column contents option:
 - **Companies**. If you select this option, also select **Companies Across** if you want to display all companies included in the group as separate columns as well as a total column or **Totals Across** to display the parent in one column, the total of all subsidiaries in one column, the total of the parent company and all subsidiaries in one column, the group journals in one column and finally a grand total column.
 - **Closing Version/Contribution Version**. If you select this option you should enter the details of which closing versions and contribution versions to display in each column. You can define five columns.
- 4. In the **Forms** list box, select the form for which you want to generate the report or select **Account** to generate a report with a layout with companies in rows and closing versions/contribution versions in columns.

If you select several forms, all pages will be printed by group and form before the next form is printed. Only select one form when you run drilldown reports.

If you select account, you must enter a group and combinations of closing versions and contribution versions.

- 5. Enter the actuality, period, consolidation type, group/company, closing version, contribution version and currency type for which you want to generate the report.
- 6. Click the **Details** button to display more report options.
- 7. Enter information on the dimensions to generate the report for. Blank code gives the total.
- 8. Select the relevant report options:
 - Show Rows Without Values
 - Show Companies Without Values
 - Show Consolidated Group
- **9**. Select **Show Eliminations Separately** to add three extra columns to show the eliminations of acquisitions and the eliminations of intercompany balances and intercompany profits, instead of distributing them on each company. This option is only enabled if you selected **Companies** for column contents.
- 10. Click the Preview button to generate the report.
- 11. At the bottom of the report, select the drill identity.
 - Account
 - Company
 - Journal Type
 - Automatic Journal Type
 - Journal Number
 - Counter Company
 - Counter Dimension
 - Extended Dimensions 1-4
- 12. When you have selected a drill identity, click the **Drilldown** arrow at the right side of the screen. The report window is now replaced by the drill window. Use the **Previous** arrow to go back one level and the **Home** arrow to return to the report.

Results

- You must have consolidated the groups up to the level below the group you have selected, in order to see amounts on subgroups and to see eliminations.
- When you drill, a new window opens above the drill window. Here you can see what you drill on how you go between different drill identities. When the window is full, a scroll list is displayed.
- To view data on a company, you must select the group that the company belongs to, so that the company is displayed in a column. Then you can drill on any identity.
- The option Alternative Layout for Reported Values cannot be combined with a drill-down report.
- You can only drill by Automatic Journal Type on the selected group, as Automatic Journal Types are removed on consolidated values.

Note: This is not applicable if you run the consolidation model that was default before the 8.1 release.

• In order to get coherent values when drilling, you must select contribution version ALL. The reason for this is that consolidated values do not have automatic journal types. All values from levels below are considered base values.

Note: This is not applicable if you run the consolidation model that was default before the 8.1 release.

• When you want to make a new selection of the report, click the **Shows or Hides the Header** button.

Generate a Ledger Report

You can use this function to generate a ledger report, which can help you when you need to analyze a total broken down into parts at account or company level.

An amount shown in an individual account in the trial balance may require analysis in more detail. The ledger report breaks down the amount into its constituent parts if these are available. The constituent parts of an amount in the account are shown for all group subsidiaries or for a single company.

The report contains the same information as the Trial Balance report, as the trial balance shows eliminations distributed across the companies (normal setting).

Note: You must select the group currency to display all bookings.

What the Report Analyzes

The table shows which parts of the account that are analyzed in the ledger report:

Table 112. Parts of the account that are analyzed in the ledger report

Account Details	The Content of the Report
The account is divided into dimensions	The report will include what is reported in each dimension.
The account contains values from different journal types	The report will include what is reported for each journal type and company journal entry.
The account contains values created via automatic acquisition value elimination and automatic elimination of intercompany balances and internal profit	The report will include which amounts have been booked to each automatic journal type, with journal numbers.
The account contains values booked to the group	The report will include which amounts have been created for each group journal.
The account is an intercompany balance account	The report will include what has been booked to each counterpart and counter dimension if used.

Consolidated Values on Periods with the Old Consolidation Model

You can view consolidated values on periods run with the consolidation model that was the default before the 8.1 release, after you have migrated to the new consolidation model.

If you use this function, data stored according to the old model for the specified periods will still be displayed correctly in Trial Balance, Journals Across and the Ledger Report after you have migrated to the new model. This allows you to keep existing data on a number of periods, even if you have migrated the last period previous year. The server parameter OLKOREP now includes two intervals.

For information about OLKOREP, see "Define General Configuration - the Server Preferences Tab" on page 112.

Example: OLKOREP_AC = 0312-0511, 0601-0608

This means that the period 0512 was run with the new consolidation model, but not the other periods before and after 0512.

Automatic journals at subgroup level in the ledger report

In the ledger report, you can choose to view automatic journals types either summed into contribution version Base at subgroup level, or all automatic journal types specified separately at the subgroup levels.

Note: From the 10.1.0 release, the default setting is to present automatic journal types specified separately at the subgroup levels. Journal number 0 indicates that the amount originates from a subgroup level. To view automatic journal types summed into contribution version Base at subgroup level, select **Consolidated Automatic Journal Types as Base**.

For more information, see "View automatic journals at subgroup level" on page 550.

View contribution calculations in the ledger report

To view contribution calculations in the **Ledger Report** report, select a contribution version that includes automatic journal types 81 or 82. When you select a contribution version that includes automatic journal types 81 or 82, you can select companies on the lowest level in the structure when selecting groups higher up in the structure too.

- The purpose of automatic journal types 81 and 82 is to display contribution from companies on the lowest level to the top group. These automatic journal types are not consolidated. This means that there is no point in selecting a subgroup to view automatic journal types 81 and 82.
- For companies with multiple ownership, you can only display a company's contribution from the owning group's perspective, that is, not the company's complete contribution to the top group.

For more information, see "Contribution calculations" on page 552.

The Content of the Report

You may generate the ledger report for a group or for a company. The direct subsidiaries belonging to the group and a group total are shown if you only select the group. By selecting a company you can choose to see the report for a specific company. The report can be grouped per company, account or movement accounts.

If you select **Analysis of Group Values**, the report will display data stored on the original company.

Note: This option is not available if you run the consolidation model that was default before the 8.1 version.

If the **Show All Group Levels** option is selected, which may only be combined with analysis by account, you will get information about the selected accounts for all companies contributing to the selected group. The information is displayed by level and group and the sub-totals of the groups are shown.

If you select the **Alternative Layout of Reported Values** option the journal types will be displayed as reported values on subgroups, as if they were removed during consolidation.

Note: This option is not available if you run the consolidation model that was default before the 8.1 version.

Procedure

- On the Group menu, click Reports/Ledger Report. The Reports Ledger Report window opens.
- 2. Select the relevant report(s) to generate:
 - By company
 - By account
 - By movement:
 - Analysis of Group Values: Select this option if you want to generate a report by original company per account and automatic journal type for group amounts. This report is useful when eliminations that originates from different companies are booked on a group.

This option cannot be used together with the other selection options.

This option is not available if you run the consolidation model that was the default before the 8.1 release.

Note: The **By Account** check box applies if the account specified is not a movement account. If the specified account is the main part of a movement account, then a report containing movements between opening and closing balances is shown if you select **by Movement Account** (e.g. account 1070 shows OB, movements of the year and CB being part of 1070).

3. Select **Alternative Layout of Reported Values** if you want values on subgroups with journal types to be displayed as reported values.

Note: This field is not available if you run the consolidation model that was default before the 8.1 release.

- 4. In the text boxes, enter the actuality, period, closing version and contribution version for which you want to generate the report.
- 5. In the text box, enter the consolidation type for which you want to generate the report.
- 6. If you want to generate reports for all companies within a group belonging to the specified consolidation type, enter the group code in the **Group** text box and select the check box **All Companies Only One Level**.

Note: If you want to generate a ledger report without having access rights to a whole group, click **Company**, in the **Report Selection** area.

7. If you want to generate reports for one or several companies, clear the check box **All Companies - Only One Level** and enter the company code for which you want to generate the reports. You must also state which group you want to use as the base for the generation, as you may get different eliminations towards different groups.

- 8. If you want to see all details from the bottom, use the check box **Show all Group Levels** (this option is only available in combination with Ledger Report by Account). Companies in subgroups are summed into subgroup totals, and shows what all companies contribute to the group you have selected, level by level.
- **9**. Select **Consolidated Automatic Journal Types as Base** if you want to sum automatic journal types into contribution version Base. If you do not select this option, the automatic journal types originating from a lower level will be specified separately at the subgroup levels, with journal number 0.
- 10. Select the Account option button to generate reports for specific accounts and enter the relevant account code(s) in the text box. To limit the list of available accounts, select the **Form** option button and enter a form within which you want to select accounts, and then select the accounts.
- 11. Select the relevant report option buttons:
 - Total (no dimension levels)
 - Extended dimension levels
- 12. Click the Preview button to generate the report.

Generate Comment Reports

This report prints all comments entered by reporting companies at data entry.

Procedure

- 1. On the **Group** menu, click **Reports/Comments**. The **Reports Comments** window opens.
- 2. Select the relevant report option:
 - Comments by Company
 - Comments by Account
- 3. Enter the actuality and period for which you want to generate the report.
- 4. If you want to generate the report for a group, select the Group option button, enter a consolidation type and enter the group code in the text box. Select the **Include Subgroups** check box to include all subgroup values in the report.
- 5. If you want to generate the report for a company, select the **Company** option button and enter the company code in the text box.
- 6. Enter the currency type for which you want to generate the report.
- 7. If you want to generate the report for a form, select the **Form** option button and enter the form code in the text box.
- 8. If you want to generate the report for an account, select the **Account** option button and enter the account code in the text box. Only accounts defined to use comments are available.
- **9**. If you want to see amounts booked on the accounts in the report, select the **Show Values** check box. If you include amounts, the report will be printed with Landscape orientation, for layout reasons.
- 10. Click the Preview button to generate the report.

Run an intercompany report

With an intercompany report, you can report on transactions between a company and all the counter companies where intercompany transactions exist. The purpose of the report is to provide a quick way of tracing differences, before consolidation calculations are performed. The report consists of a selection screen, a main report and a transaction details report. You can print both reports and send them to Microsoft Excel.

You can generate intercompany reports for both groups and companies. The same report is available from both the **Company** and the **Group** menu.

Local currencies are used and translated into B (closing rate), M (average rate) or D (period average rate) only. Note that for D rate, the translation will use the currency rates entered in **Data Entry - Currency Rates** and previous period values are not included in the calculation.

Procedure

- Click Company > Reports > Intercompany Report or Group > Reports > Intercompany Report.
- 2. Enter your selections.
 - **Consolidation Type**: This is used only when selecting **Group** or **Counter Group**.
 - If you select a group or counter group, all the companies connected to this group and consolidation type will be included. You can combine **Company**, **Group**, **Counter Group**, and **Counter Company**.
 - If you select **Counter Company** or **Counter Group**, you can also select **Only transactions within selection**, to view transactions between the selected group or companies and counter group or companies. You can select **Only transactions outside of selection** to view transactions where you exclude the selected counter groups or companies. This means that you view transactions between selected groups or companies and all other groups or companies, including groups or companies that are not included in the consolidation type.
 - If you want to include information about largest accepted difference in the report, remember to add a **Largest accepted difference** amount or a relative value.
- 3. Click Run Report.

Results

The **Intercompany Report** is displayed. For information about how to view transaction details, see "View transaction details" on page 594.

Sending emails from the intercompany report

To inform other people in your company about the status of your company, you can send them an email from the intercompany report.

The email contains the intercompany report

Procedure

- 1. From the intercompany report, right-click a row and click Send e-mail.
- 2. In the Send Notification Email window, click Send.

The intercompany report

The main report displays transactions based on the selections you made in the selection window. You can expand on nodes, from the company level, into more details on:

Counter Company

- Report Number
- Counter Dimension
- Account/Counter Account.

Note that only accounts that contain data will be displayed in the report.

The **Company** column in the report relates to the **Account**, **Amount** and **Transaction amount** columns.

The **Difference Amount** column is always displayed. The **Difference (%)** is only displayed if you select **Use relative difference** % in the selection window. The column displays if the difference is within the accepted tolerance. The Difference Amount column controls the accepted difference when relative difference is not used.

The value in the **Within accepted Difference** column is based on the **Difference Amount** and the value defined as **Largest accepted difference** in the selection window. The value is aggregated from the lowest level. All lower level must have value **Yes** in order to get summation levels higher up set to **Yes**.

Values will only be displayed in the transaction columns for accounts coded with intercompany code J (intercompany with transaction currency). Values in the **Transaction currency**, **Transaction amount**, **Counter transaction amount** and **Difference transaction amount** will not be displayed if the selection in the selection window results in data for I-coded accounts only (intercompany without transaction currency).

You can filter the content of the report with the selections at the top of the report.

Summation rules

For amount and counter amount summations, there is no distinction between profit and loss accounts and balance sheet accounts. Values from the lowest level are summed up to counter dimension, report number, counter company and to a total for the columns **Account** and **Counter Account**. The only values that are not summations are values on the account level.

Transaction amounts are summed in the same way but are only summed up to a report number level. Values in different currencies are summed and the currency codes are displayed in the **Transaction code** column.

Values are presented without extended dimensions. To view details of values, go to **IC Transaction Details**. For more information, see "View transaction details" on page 594.

Difference amounts

Difference Amount and Difference (%) are calculated on each summation level.

Difference Amount and **Difference transaction amount** are calculated as (transaction) amount + (transaction) counter amount.

Difference (%) is calculated as the absolute value of **Difference Amount** divided by the maximum absolute value in amount or counter amount.

Currency translation

The report can be run in any active currency code. You do not have to perform any initial currency translation. Values in local currency will be translated to B, M, or D rates when running the report.

Note: For D rate, the translation will use the currency rates entered in **Data Entry - Currency Rates**. Previous period values are not included in the calculation.

View transaction details

Double-click any row in the **Intercompany Report** to view the **Transaction Details** window. The information displayed varies according to the selections in the main report and how a specific account is configured. The columns can be re-arranged by dragging and dropping the column headings.

When you run the **Intercompany Report** for a specific **Closing Version**, the report will display the manual journal types included. If you select **Closing Version REPO**, only blank manual journal types will be displayed.

The **Reference** column displays the user ID of the user that entered an amount. To view details of data changes, double-click any row in the **IC Transaction Details** window. For more information, see "Audit Trail" on page 152. If the transactions were performed before the System Audit Trail functionality was enabled, the **Reference** column will display **User unknown**.

Chapter 21. User-defined business rules

With User-defined business rules (UDBR), you can add calculation steps that are not part of the pre-defined consolidation process.

This is useful for special consolidation requirements, for example to handle structural changes in a company structure during the year.

Note: This functionality is intended for an experienced IBM Cognos Controller user, such as an administrator or an IBM Cognos consultant only.

The rules you set up can be added before or after any of the existing pre-defined parts of the consolidation process.



Figure 8. User-defined business rules

- U-n: UDBR
- CT: Currency translation
- AL: Allocations
- IC: Intercompany elimination
- IP: Intercompany profit
- ACQ: Acquisition calculations
- CNS: Consolidation
- AFC: Advanced formula calculations

UDBR jobs can be executed as part of a consolidation with status or independently in a consolidation by steps. They can be used in both legal and management consolidation.

For detailed descriptions on how to use User-defined business rules for structural changes during the year, go to the IBM developerWorks[®] web site, http://www.ibm.com/developerworks/analytics/practices.html.

The user-defined business rules process

To create and run User-defined business rules, follow the steps below:

- Create an automatic journal and define a control table, only if the result must be booked in an automatic journal. For more information, see "Create Automatic Journals Manually" on page 163.
- Create and validate a UDBR script (Maintain > Business Rules). For more information, see "Creating business rules" on page 596.
- Define a UDBR job (Maintain > Jobs > Define), where you specify which UDBR calculations should be included and in which order and for which companies.

The company selection is made with company subsets (**Maintain** > **Subset Define**). For more information, see "Define jobs" on page 576 and "Define subsets" on page 577.

- Map your UDBR jobs to consolidation types and decide where in the consolidation the calculations should take place. For more information, see "Define mapping tables for jobs" on page 577.
- Run your UDBR jobs (Group > Consolidate With Status or Group > Consolidate by Steps). For more information, see "Consolidating Values with Status" on page 557 and "Consolidate User-defined business rules" on page 568.

You can analyze UDBR script changes by clicking **Maintain** > **System Audit Log** > **Administration** and **Maintain** > **System Audit Log** > **Overview**. For more information, see "Analyzing Metadata with the System Audit Log Report" on page 150.

Creating automatic journal types and defining control tables

Create an automatic journal type when you want to book the consolidated result of the user-defined business rule in an automatic journal in IBM Cognos Controller.

Before you begin

Do not specify the accounts and the journal numbers in the control table. Specify the accounts and the journal numbers in the business rule.

Procedure

- Click Maintain > Configuration > Define > Contribution Versions/Automatic Journal Types.
- **2.** Create an automatic journal. Because the numbers 1 to 99 are reserved, you must assign it a number outside that range.
- 3. Add the automatic journal to a contribution version.
- 4. Click Maintain > Configuration > Automatic Journals > Define.
- 5. Define the automatic journal by assigning a code and specifying a name. Because the letter E is reserved, you must assign a code that does not start with the letter E.
- 6. Select the Automatic Journal Type that you created.
- 7. Select Category 1.
- 8. Select Active.

Creating business rules

You create User-defined business rules by clicking **Maintain** > **Business Rules** and creating a script.

The script is based on functions. For a complete list of available functions, see "UDBR functions" on page 598.

The script must include a source definition and a target definition as a minimum. The source defines the data that should be run in the consolidation. The target defines the data that is created and stored in the consolidation calculations. There are also filter definitions to use in both the source and the target definitions, as well as pre-defined model functionality.
If no other values are defined, the following default values will be used by the UDBR script:

- Source company: Same as in the job definition.
- Current period: Same as used when running the consolidation.
- Manual journal type: REPO
- Automatic journal type: Base
- Journal number: blank

A source definition for a UDBR must include the following parts:

• A start and name definition with the following format: XXXX=Creator.createSource(), where XXXX is the source name. All source functions must start with this name.

All source functions in the script must start with the source name followed by a period (.) and then the function.

- A function (setAccount in the example below) and a definition of what should be retrieved, for example an account code (YYYYYY in the example below).
 Example: XXXX.setAccount(YYYYYY)
- A loaddata function at the end of the definition, that includes the name of the source.

Example: XXXX.loadData()

A target definition for a UDBR must include the following parts:

- A target and name definition, with the following format: ZZZZ=Creator.createTarget(), where ZZZZ is the target name.
- A function (setAccount in the example below) and a definition of what should be created and stored as a result of the script, for example an account code (YYYYYY in the example below).

Example: ZZZZ.setAccount(YYYYY)

• A mergeAndSaveData function at the end of the definition, that includes the name of the target.

Example: ZZZZ.mergeAndSaveData()

Example of UDBR - Move data from one account to another account by multiplying it by 1.2

#Define variables used in the script. #Define the accounts we want to move data from and to. SourceAccount = 'P10030' TargetAccount = 'S12080' source1 = Creator.createSource() source1.setAccount(SourceAccount) source1.loadData() target1= Creator.createTarget()

```
target1.setAccount(TargetAccount)
target1.addDataWithFactor(source1, 1.2)
```

```
target1.mergeAndSaveData()
```

Procedure

- 1. Click Maintain > Business Rules.
- 2. Click Add a new row.
- 3. Add a Code, Group name, and a Local name.

- 4. Add the source and target definitions and functions for the script. For an overview of available functions, see "UDBR functions."
- 5. Click **Run Script**.
- 6. Specify Actuality, Period, Group and Company Subset.
- 7. Click OK.

Results

The script is executed and a text log is displayed in the Script log window.

To include your script in consolidation by steps, click **Group** > **Consolidate by Steps** > **User-defined Business Rules**. For more information, see "Consolidate User-defined business rules" on page 568.

To include your script in consolidation with status, create a default UDBR job and map it to a consolidation type. For more information, see "Create jobs for user-defined business rules" on page 617.

UDBR functions

In addition to source and target functions, there are also filtering functions that can be used in combination with source and target functions, functions for retrieving specific consolidation types, accounts and period combinations, and functions for printing scripts.

Implicit objects

The following implicit objects are available to use in Source and Target functions instead of, or in addition to, specific values:

- CompStruc
- AccountModel
- PeriodModel
- currentPeriod
- currentActuality
- currentStructure
- currentCompany

Source functions

These functions are used to define the source. The list is sorted in alphabetical order. All values are entered in brackets after the function name. The source part in the script must always start with the creator function Creator.createSource().

addDataWithFactor

With this function, data is added from another source. It includes two arguments: 1) A given source to add data from and 2) a factor to multiply all data with. A typical situation is to multiply with +1 or -1 to change a sign to positive and negative.'

Argument: Source and factor.

Example: There are two transactions in source 1: car 2 and bike 3. There are two transactions in source 2: truck 4 and mc 5.

The function is: Source1.addDataWithFactor (Source2,-2) -> Source1 = car -4, bike -6, truck 4 and mc 5.

clearData

This function clears the data of the target.

This is done temporarily during the processing. The source transactions in the database are not cleared by this function.

filterData

This function filters the data in the source or target according to a created filter definition. When using this function, all data that is specified in the filter definition is kept.

Use this function in combination with filter objects. For more information, see "Filter objects" on page 611.

Note that when retrieving data from the database, it is not possible to first select, for example, specified extended dimension 1 members only. First, you load all transactions, and then you create a filter to keep only the transactions you want to continue with. After creating the filter, you apply it on the source or target with the filterData function.

groupByBType

This function replaces a manual journal type in the source with the given manual journal type.

Source	Btype	Etype	Amount
	Reop		1
	B1		2
	B2	E1	4
Result	BT		3
	Bt	E1	4

Argument: Manual journal type code.

This is done temporarily. The source transactions in the database are not changed by this function. If several transactions have the same manual journal type, and all other dimensions are the same, they are aggregated into one transaction.

groupByClosingVersion

This function replaces the manual journal type in the source with the given closing version.

Argument: Closing version code.

If you select a closing version instead of a manual journal type, the transaction will be in a processing state. When you save the transaction, you need to replace the closing version with a manual journal type again in the target. The source transactions in the database are not changed by this function.

groupByContributionVersion

This function replaces the automatic journal type in the source with the given contribution version.

Argument: Contribution version code.

If you select a contribution version instead of an automatic journal type, the transaction will be in a processing state. When saving the transaction you need to replace the contribution version with an automatic journal type again in the target. The source transactions in the database are not changed by this function.

groupByCounterCompany

This function replaces the counter company in the source with the given counter company.

Argument: Counter company code.

For a more detailed description, see the groupByBType function.

groupByEType

This function replaces the automatic journal type in the source with the given automatic journal type.

Source	Btype	Etype	Amount
	Reop		1
	B1		2
	B2	E1	4
Result	Repo	E2	1
	BT	E2	3
	Bt	E2	4

Argument: Automatic journal type code.

For a more detailed description, see the groupByBType function.

groupByExtDim

This function replaces the extended dimension in the source with the given extended dimension.

Argument: Extended dimension number 1-4 and extended dimension code.

For a more detailed description, see the groupByBType function.

groupByJournalNum

This function replaces the journal number in the source with the given journal number.

Argument: Journal number.

groupByOriginCompany

This function replaces the original company in the source with the given original company.

Argument: Company code.

For a more detailed description, see the groupByBType function.

loadData

This function loads the data from the database according to settings.

loadPeriodData

This function loads the periodic data, which will calculate the monthly value.

Use the current month and the previous month to calculate the value for the month. If it is the first month of the year, you do not need to perform any calculation. To find out the first month of the year, use the General configuration via the Period model).

Note: This function does not work for weekly actualities or calculations of quarterly periods.

removeData

This function filters the data in the source or target according to a created filter definition. When using this function, only data that is *not* included in the filter definition is kept.

Use this function in combination with filter objects. For more information, see "Filter objects" on page 611.

resetPeriod

This function resets the period of the source to the current period. You can use this function if you want to copy a process to another period.

setAccount

This function sets the account for which data should be retrieved in the database.

Argument: Account code.

source.setAccount('P10030')

setBType

This function sets the manual journal type for which data should be retrieved in the database, if the journal type is other than REPO. The default is set by the setClosingVersion value.

Argument: Manual journal type code.

Example: source.setBType('IS')

setClosingVersion

This function sets the closing version for which data should be retrieved in the database. The default is the REPO closing version.

Argument: Manual journal type code.

Example: source.setClosingVersion('IFRS')

setCompany

This function specifies the company for which data should be retrieved in the database. Note that the function retrieves data for one specific company. The default is the current company.

Argument: Company code or an object defined in the script.

Example: source.setCompany('1102')

setCompanyStructure

This function sets the consolidation type to be selected when loading the source. The default is the current structure.

Argument: Consolidation type code or an object defined in the script.

Example: source.setCompanyStructure('LE')

setContributionVersion

This function sets the contribution version for which data should be retrieved in the database. The default is the automatic journal type BASE.

Argument: Automatic journal type code.

Example: source.setContributionVersion('ALL')

setCurrency

This function sets the currency to be selected when loading the source. The default is all currency codes.

Argument: Currency code or an object defined in the script.

Example: source.setCurrency('USD')

setGroup

This function sets the group to be selected when loading the source. The default is current company. The default is the current company.

Argument: Group code.

Example: source.setGroup('1100')

setEType

This function sets the automatic journal type for which data should be retrieved in the database, if the journal type is other than BASE. The default is set by the function setContributionVersion.

Argument: Automatic journal type code.

Example: source.setEType('35')

setExtDim

With the function setExtDim, you create user-defined business rules on specific members of extended dimensions.

This function has the following arguments: number of the extended dimension, specific member of the dimension.

The following example shows the usage of the function setExtDim.

Account	Product	Region	Dimension 3	Dimension 4	Amount
3020	FR1	5002			100
3020	FR1	5030			50
3020	FR2	5014			200
3020	FR2	5015			150
3020	FR3	5003			100
3020	RE1	5031			50
3020	RE1	5002			200
3020	RE1	5003			300
3020	RE2	5030			200
3020	RE2	5031			1500

Table 113. Initial situation for the setExtDim example

If you want to make the calculation on the products FR1 and RE1 in the region 5002, use the following code:

Source1.SetExtDim(1,'FR1')
Source1.SetExtDim(2,'5002')
Source2.SetExtDim(1,'RE1')
Source2.SetExtDim(2,'5002')

The business rule loads 100 for Source1 and 200 for Source2.

If you want to book the result on another dimension named FR4, then the result is as follows:

Table 114. Situation after you book the result on another dimension

Account	Product	Region	Dimension 3	Dimension 4	Amount
3020	FR4	5002			100
3020	FR1	5030			50
3020	FR2	5014			200
3020	FR2	5015			150

Account	Product	Region	Dimension 3	Dimension 4	Amount
3020	FR3	5003			100
3020	RE1	5031			50
3020	FR4	5002			200
3020	RE1	5003			300
3020	RE2	5030			200
3020	RE2	5031			1500

Table 114. Situation after you book the result on another dimension (continued)

setExtDimAggr

Use the setExtDimAggr function to create user-defined business rules on specific members of extended dimensions and aggregate the result.

This function has the following arguments: number of the extended dimension, specific aggregated member of the dimension.

The following example shows the usage of the function setExtDimAggr.

Table 115. Initial situation for the setExtDimAggr example

Account	Product	Region	Dimension 3	Dimension 4	Amount
3020	FR1	5002			100
3020	FR1	5030			50
3020	FR2	5014			200
3020	FR2	5015			150
3020	FR3	5003			100
3020	RE1	5031			50
3020	RE1	5002			200
3020	RE1	5003			300
3020	RE2	5030			200
3020	RE2	5031			1500

To make the calculation on the aggregated level COMP (products FR1 - FR3) and on the aggregated level 6010 (regions 5002 and 5003), use the following code:

Source1.setExtDimAggr(1, 'COMP')
Source1.setExtDimAggr(2, '6010')

The business rule loads 200 for Source1.

After you book the result on the account 4020 for product FR4 and region 5002 without removing the original transaction, you see the following result:

Table 116. Situation after you book the aggregated result on another dimension

Account	Product	Region	Dimension 3	Dimension 4	Amount
3020	FR4	5002			100
3020	FR1	5030			50
3020	FR2	5014			200
3020	FR2	5015			150

Account	Product	Region	Dimension 3	Dimension 4	Amount
3020	FR3	5003			100
3020	RE1	5031			50
3020	FR4	5002			200
3020	RE1	5003			300
3020	RE2	5030			200
3020	RE2	5031			1500
4020	FR4	5002			200

Table 116. Situation after you book the aggregated result on another dimension (continued)

setJournalNumber

This function sets the journal number for which data should be retrieved in the database. The default is defined by the value of the function setClosgingVersion.

Argument: Journal number.

Example: source.setJournalNumber'0')

setPeract

Use the setPeract function to specify the period and the actuality for which you want the data to be retrieved from the database. If you do not set this parameter, IBM Cognos Controller uses the current period and actuality.

This function has the following arguments: period and actuality code or an object that is defined in the script.

Example: source1.setPeract ('1112AC')

setPeriod

This function specifies the period for which data should be retrieved in the database.

Argument: Period code or an object defined in the script. The default is the current period.

Example: source.setPeriod('1112')

setRelativePeriod

Use the setRelativePeriod function to retrieve data from a period relative to the current period.

The setRelativePeriod function uses the N112 syntax:

- the default is '+0'
- Specify the first character as either N, P, +, or -.
- If you specify the first character as either + or -, add the number of periods relative to current period. For example, if the current period is 1007AC then the relative period +1 is 1008AC.

• If you specify the first character as either N or P, add the number of years relative to current year and then the period number in that year. For example, if the current period is 1007AC then the relative period N112 is 0912AC.

The following example shows how to calculate the quarterly values with the function setRelativePeriod.

Source1.setPeriod (currentPeriod)
Source1.loadData ()
Source2. setRelativePeriod ('-3')
Source2. loadData ()
Source1. addDataWithFactor(source2, -1)

Target functions

These functions are used to define the target. The list is sorted in alphabetical order. All values are entered in brackets after the function name. The target part in the script must always start with the creator function Creator.createTarget().

addDataWithFactor

With this function, data is added from a source. It includes two commands: 1) Add data from a given source and 2) a factor to multiply all data with. A typical situation is to multiply with +1 or -1 to change a sign to positive or negative.

Argument: Source function and factor.

addSingleValue

This function adds a given value to the target.

Example: Target.addSingleValue ('car',' ',' ') results in a new account with ext.dim1 = 'car'

clearData

This function clears the data of the target.

divideByTarget

This function specifies what the target should be divided by.

Argument: Source function and source function, or target function and target function.

Example: divideByTarget (Source) means that the target is divided by the source.

The numerator and denominator need to be specified in the same way, that is, the same extended dimension 1, extended dimension 2, and so on. Transactions that do not match will not be included.

filterData

This function filters the data in the source or target according to a created filter definition. When using this function, all data that is specified in the filter definition is kept.

Use this function in combination with filter objects. For more information, see "Filter objects" on page 611.

When retrieving data from the database, it is not possible to first select, for example, specified extended dimension 1 members only. First, you load all transactions, and then you create a filter to keep only the transactions you want to continue with. After creating the filter, you apply it on the source or target with the filterData function.

groupByBType

This function enters the manual journal type in the target with the given manual journal type.

Argument: Manual journal type code.

groupByCounterCompany

This function enters the counter company in the target with the given counter company.

Argument: Counter company code.

groupByEType

This function replaces the automatic journal type in the target with the given automatic journal type.

Argument: Automatic journal type code.

groupByExtDim

This function enters the extended dimension in the target with the given extended dimension.

Argument: Extended dimension number 1-4 and extended dimension code.

groupByJournalNum

This function enters the journal number in the target with the given journal number.

Argument: Journal number.

groupByOriginCompany

This function enters the original company in the target with the given original company.

Argument: Company code.

mergeAndSaveData

This function compares what is already in the database and the target, adds the difference (merge) and saves the total in the database.

A summation is done if there is a transaction in both the database and the target. If there is a transaction in the database that do not exist in the target, the transaction in the database will be deleted.

multiplyByConstant

With this function, all amounts will be multiplied with the given constant.

Example: mulitplyByConstant(100) will result in amounts 100 times higher.

removeData

This function filters the data in the source or target according to a created filter definition. When using this function, only data that is *not* included in the filter definition is kept.

Use this function in combination with filter objects. For more information, see "Filter objects" on page 611.

resetExtDim

With this function, the previously specified extended dimension member is reset.

Argument: Extended dimension number 1-4 number.

saveData

With this function, saving is performed without considering what is included in the database before saving. Note that this means that there is a risk of double transactions in the database.

saveDataWithJournalHeaders

This function saves the data and generates relevant journal headers for the database table.

setAccount

This function specifies the account where data should be stored in the database. The default is source account code.

Argument: Account code.

Example: source.setAccount('S12080')

setAmountToConstant

This function sets the amounts in the target to the specified constant. The default is the source value.

Example: target.setAmountToConstant(100)

setBType

This function specifies the manual journal type where data should be stored in the database. The default is the source Btype.

Argument: Manual journal type code.

Example: target.setBType('IS')

setCompany

This function specifies the company to be used when saving the target. The default is the source company code.

Argument: Company code or an object defined in the script.

Example: target.setCompany('1102')

setCompanyStructure

This function specifies the consolidation type to be used when saving the target. The default is the source company structure.

Argument: Consolidation type code or an object defined in the script.

Example: target.setCompanyStructure('LE')

setCurrency

This function specifies the currency to be used when saving the target. The default is the source currency.

Argument: Currency code or a an object defined in the script.

Example: target.setCurrency('USD')

setEType

This function specifies the automatic journal type where data should be stored in the database. The default is the source Etype.

Argument: Automatic journal type code.

Example: target.setEType('35')

setExtDim

This function specifies the extended dimension 1 member on which the target amounts should be saved. This function replaces the original extended dimension 1 member. The default is the source dimension.

It is possible to include several setExtDim1 functions, without having to reset the extended dimension 1. The level of the given extended dimension 1 member must comply with the level definition of the account.

Argument: Extended dimension number 1-4 and extended dimension code.

Example: target.setExtDim1('USA')target.setExtDim2('1020')target.setExtDim3('XXXX')target.setExtD

setGroup

This function specifies the group to be used when saving the target. The default is the source groupe code.

Argument: Group code.

Example: target.setGroup('1100')

setJournalNumber

This function specifies the journal number where data should be stored in the database. The default is the source journal number.

Argument: Journal number.

Example: target.setJournalNumber('0')

setPeriod

This function specifies the period to be used when saving the target. The default is the current period.

Argument: Period code or an object defined in the script.

```
Example: source.setPeriod('1112')
```

setTransferAmount

This function will store the result in the transaction amount field.

Example: target.setTransferAmount('')

setTransferCurrency

This function specifies the transaction currency for the target amounts.

Argument: Currency code.

Example: target.setTransferCurrency('USD')

Booking the result of the business rule in an automatic journal

In IBM Cognos Controller, you can book the result of a business rule in an automatic journal.

Procedure

- 1. Set the automatic journal by using the setEType function.
- 2. Set the journal number by using the setJournalNumber function.
- **3**. Set the consolidation type for the ktypkonc field. You have the following options:
 - To book the automatic journals for several consolidation types, use the setCompanyStructure(currentStructure) function.
 - To book the automatic journals for a specific consolidation type, use the setCompanyStructure function.
- 4. Load the result in IBM Cognos Controller by using the saveDataWithJournalHeaders function.

Filter objects

Use filter objects in Cognos Controller to filter on specific data that is loaded or calculated. Create filter definitions with the filter objects in the source or target functions that are in the script.

The filter objects are python language function objects that are passed to the source and target functions 'removeData' and 'retainData'.

You must specify the code of the dimension in a function because you cannot type the dimension code directly in the filter objects. The exception is a journal number. You can type a journal number directly in a filter object.

Remove all transactions at the source that contain a journal number '0'

```
def XXXXX (transaction):
   return transaction.containsJournal(0)
source.removeData (XXXXX)
```

Keep all transactions at the target that contain an AJT 99

```
etyp99 = EType.forCode('99')
def XXXX(transaction):
   return transaction.containsEType(etyp99) and transaction.containsJournal(0)
target.retainData(XXXX)
```

containsAccount

This function filters on the specified account.

Argument: Account.

containsBtype

This function filters on the specified manual journal type.

Argument: Manual journal type code.

containsCompany

This function filters on the specified company.

Argument: Company code or an object that is defined in the script.

containsCompanyStructure

This function filters on the consolidation type.

Argument: Consolidation type code or an object that is defined in the script.

containsCounterCompany

This function filters on the specified counter company.

Argument: Counter company code.

containsCounterExtDimMember

This function filters on the specified counter extended dimension member.

Argument: Counter extended dimension member.

containsCurrency

This function filters on the specified currency.

Argument: Currency code or an object that is defined in the script.

containsEType

This function filters on the automatic journal type.

Argument: Automatic journal type code

containsExtDimMember

This function filters on the specified extended dimension member.

Argument: counter extended dimension member.

containsGroup

This function filters on group.

Argument: Group code.

containsJournal

This function filters on the specified journal.

Argument: Journal number.

containsPeriod

This function filters on the specified period.

Argument: Period code or an object that is defined in the script.

getAmount

This function returns the amount from the current object.

getTransAmount

This function returns the transaction amount from the current object.

isBTypeDefined

This function filters on the availability of a manual journal type.

isCompanyDefined

This function filters on the availability of a company.

isCompanyStructureDefined

This function filters on the availability of a company structure.

isCounterCompanyDefined

This function filters on the availability of a counter company.

isGroupDefined

This function filters on availability of a defined group.

isOriginCompanyDefined

This function filters on availability of an origin company.

isTransactionCurrencyDefined

This function filters on availability of a transaction currency.

Company structure functions

These functions are used to retrieve specific consolidation type components.

getConsolidationMethod

This function returns the consolidation method used when consolidating the specified group to the specified parent company in the specified period. Note that the company structure used here is implicitly set to the currently used structure.

Argument: Group code, company code, period code.

getDeltaMinorityShare

This function returns the percentage change of the minority shares for the ownership of the specified subsidiary company by the specified parent company in the specified period.

Argument: Parent company code, company code, period code.

getDirectOwnershipPercentage

This function returns the direct ownership percent for the specified parent company of the specified subsidiary company in the specified period.

Argument: Parent company code, company code, period code.

getGroupCurrencies

This function returns all the involved currencies for the companies in the ownership structure, from the specified current company to the top group. Note that the company structure used here is implicitly set to the current structure, that is, the currently used structure. Argument: Company code.

getMinorityShare

This function returns the percentage of minority shares for the ownership of the specified subsidiary company by the specified parent company in the specified period.

Argument: Parent company code, company code, period code.

getOwnershipPercentage

This function returns the ownership percent for the specified parent company of the specified subsidiary company in the specified period.

Argument: Parent company code, company code, period code.

getParentCompanies

This function returns a list of companies that own the specified company in the specified period.

Argument: Company code, period code.

Account model functions

These functions are used to retrieve specific account information.

getAccountsInSummation

This function returns a list of the accounts that sum up to the account with the supplied account code.

Argument: Account code or an object defined in the script.

Period model functions

These functions are used to retrieve specific period information.

getPeriodSinceStartOfFiscalYear

This function returns all periods since the start of the fiscal year.

Argument: Period number or implicit period object.

Writer functions

These functions can be used to print source and target data, for example, for debugging purposes.

printSourceData

This function displays the source data when you press the **Run Script** button.

Argument: Source, an object defined in the script or created object.

printSourceDefinition

This function displays the source definition when you press the **Run Script** button.

Argument: Source, an object defined in the script or created object.

printTargetData

This function displays the target data when you press the Run Script button.

Argument: Target, an object defined in the script or created object.

Logical functions

With the logical functions, you compare data.

The following operators are available.

Operator	Description
>	Greater than
<	Less than
>=	Greater than or equal
<=	Less than or equal
! =	Not equal
==	Equal
and	In an x and y evaluation, if x evaluates to false then its value is returned, otherwise y is evaluated and the resulting value is returned.
or	In an x or y evaluation, if x evaluates to true then its value is returned, otherwise y is evaluated and the resulting value is returned.
not	In a not x evaluation, if not x, we mean the opposite of x.

Table 117. The available	operators	for If and	If Else	functions
--------------------------	-----------	------------	---------	-----------

lf

This function compares the source data to a value. With the logical function**if**, you specify an action if the result of the comparison is true.

This function has the following arguments: source, operator, and value.

The following code example shows the usage of the function if. If the amount of a transaction on account 3020 (source) is less than 0, the amount is posted to account 4020 (target 1) and removed from account 3020 (target 2).

print "Running UDBR Script 'IFELSE_1 - If amount less than zero on source account (transaction level) transfer to specific target account'\n"

```
source = Creator.createSource()
source.setCompany('2530')
source.setAccount('3020')
source.loadData()
print "Source after load:"
Writer.printSourceData(source)
```

```
target1 = Creator.createTarget()
```

```
target1.setCompany('2530')
target1.setAccount('4020')
target1.setEType('UD')
target1.setJournalNumber(97)
for transaction in source:
amount = transaction.getAmount()
if (amount < 0):
 target1.addTransaction(transaction)
print "Target1 after addTransaction loop:"
Writer.printTargetData(target1)
target1.saveDataWithJournalHeaders()
print "Target1:"
Writer.printTargetData(target1)
#------Remove original transaction-----#
target2 = Creator.createTarget()
target2.setCompany('2530')
target2.setAccount('3020')
target2.setEType('UD')
target2.setJournalNumber(98)
target2.addDataWithFactor(target1,-1)
target2.saveDataWithJournalHeaders()
print "Target2:"
Writer.printTargetData(target2)
```

If else

This function compares the source data to a value. With the logical function **if else**, you specify actions for all results.

This function has the following arguments: source, operator, and value.

The following code example shows the usage of the functions if and else. If the amount of a transaction on account 3020 (source) is more than 220, the amount is posted to account 4020 (target 1). In all other cases, the amount is posted to account 3010 (target 2). The example creates a balance that is posted on account 3020 (target 3).

```
print "Running UDBR Script 'IFELSE_3 - If amount (transaction level)
is more than fixed amount y transfer to specific target account'\n"
```

```
source = Creator.createSource()
source.setCompany('2530')
source.setAccount('3020')
source.loadData()
print "Source after load:"
Writer.printSourceData(source)
```

```
target1 = Creator.createTarget()
target1.setCompany('2530')
target1.setAccount('4020')
target1.setEType('UD')
target1.setJournalNumber(97)
```

```
target2 = Creator.createTarget()
target2.setCompany('2530')
target2.setAccount('3010')
target2.setEType('UD')
target2.setJournalNumber(98)
```

for transaction in source:

```
amount = transaction.getAmount()
if (amount > 220):
 target1.addTransaction(transaction)
else:
 target2.addTransaction(transaction)
print "Target1 after addTransaction loop:"
Writer.printTargetData(target1)
target1.saveDataWithJournalHeaders()
print "Target1:"
Writer.printTargetData(target1)
print "Target2 after addTransaction loop:"
Writer.printTargetData(target2)
target2.saveDataWithJournalHeaders()
print "Target2:"
Writer.printTargetData(target2)
#-----Remove original transaction-----Remove original transaction-----
target3 = Creator.createTarget()
target3.setCompany('2530')
target3.setAccount('3020')
target3.setEType('UD')
target3.setJournalNumber(99)
target3.addDataWithFactor(target1,-1)
target3.addDataWithFactor(target2,-1)
target3.saveDataWithJournalHeaders()
print "Target3:"
Writer.printTargetData(target3)
```

Create jobs for user-defined business rules

You define jobs to include User-defined business rules by clicking Maintain > Jobs > Define.

To run UDBR in consolidation with status, there must always be a default UDBR job defined and mapped to a consolidation type in the mapping tables (**Maintain**> **Jobs** > **Mapping Tables**). You can define a specific actuality or include all actualities.

When defining the UDBR job, you also decide where in the consolidation process the calculations should take place and which company that the rules should apply to.

For more information about defining jobs, see "Define jobs" on page 576 and "Define mapping tables for jobs" on page 577.

For more information about running UDBR jobs in consolidation by steps, see "Consolidate User-defined business rules" on page 568.

For more information about UDBR jobs in consolidation with status, see "Consolidate with Status" on page 555.

UDBR script example, intercompany profit margin per counterpart

This is an example of a UDBR script. The purpose of this script is to calculate the intercompany profit margin per counterpart.

The margins are based on a calculation of other accounts and will be stored on a margin account, with intercompany code M.

Typically the margin is the result of the division of the monthly gross profit by the monthly gross revenue. This margin account will then be used for the intercompany profit elimination.

In the example scripted below, the gross profit is the sum of the accounts: 409000002, 5001000002, 5004000002, 5005000002. The gross revenue is the account 409000002. All these accounts are intercompany accounts.

The intercompany profit margin is a statistical account called interPMargin with intercompany code M. This account can be analyzed by dimension.

The formula for this calculation is:

interPMargin = monthlyGrossProfit / monthlyGrossRevenue

Where:

monthlyGrossProfit = ((40900002 periodvalue) + (5001000002 periodvalue)+ (5004000002 periodvalue)+ (5005000002 periodvalue))

monthlyGrossRevenue = (409000002 periodvalue)

Using the available functions, this results in a script which is made up of the following parts:

```
source1 = Creator.createSource()
source1.setAccount('400900002')
source1.loadPeriodData()
source2 = Creator.createSource()
source2.setAccount('5001000002')
source2.loadPeriodData()
source3 = Creator.createSource()
source3.setAccount('5004000002')
source3.loadPeriodData()
source4 = Creator.createSource()
source4.setAccount('500500002')
source4.loadPeriodData()
monthlyGrossProfit = Creator.createTarget()
monthlyGrossProfit.setAccount('INTERPMARGIND')
monthlyGrossProfit.addDataWithFactor(source1, 1)
monthlyGrossProfit.addDataWithFactor(source2, 1)
monthlyGrossProfit.addDataWithFactor(source3, 1)
monthlyGrossProfit.addDataWithFactor(source4, 1)
monthlyGrossRevenue = Creator.createTarget()
monthlyGrossRevenue.setAccount('INTERPMARGIND')
monthlyGrossRevenue.addDataWithFactor(source1, 1)
interPMargin = Creator.createTarget()
interPMargin.setAccount('INTERPMARGIND')
interPMargin.addDataWithFactor(monthlyGrossProfit, 1)
interPMargin.divideByTarget(monthlyGrossRevenue)
interPMargin.multiplyByConstant(100)
interPMargin.setTransferAmount()
```

interPMargin.setTransferCurrency('PER')
interPMargin.setAmountToConstant(1)
interPMargin.mergeAndSaveData()

Description of example parts

This is a description of the purpose of the different parts in the script:

```
Creation of the data sources:
source1 = Creator.createSource()
source1.setAccount('4009000002')
source2.loadPeriodData()
source2 = Creator.createSource()
source2.setAccount('5001000002')
source3.loadPeriodData()
source3.setAccount('5004000002')
source3.loadPeriodData()
source4 = Creator.createSource()
source4.setAccount('5005000002')
source4.loadPeriodData()
```

Calculation of the numerator, that is, the monthly gross profit: monthlyGrossProfit = Creator.createTarget() monthlyGrossProfit.setAccount('INTERPMARGIND') monthlyGrossProfit.addDataWithFactor(source1, 1) monthlyGrossProfit.addDataWithFactor(source2, 1) monthlyGrossProfit.addDataWithFactor(source3, 1) monthlyGrossProfit.addDataWithFactor(source4, 1)

Calculation of the denominator, that is, the monthly gross revenue: monthlyGrossRevenue = Creator.createTarget() monthlyGrossRevenue.setAccount('INTERPMARGIND') monthlyGrossRevenue.addDataWithFactor(source1, 1)

Calculation of the quotient, that is, the inter profit margin: interPMargin = Creator.createTarget() interPMargin.setAccount('INTERPMARGIND') interPMargin.addDataWithFactor(monthlyGrossProfit, 1) interPMargin.divideByTarget(monthlyGrossRevenue)

Additional script parts for adjusting data as intercompany margin account values: interPMargin.multiplyByConstant(100) interPMargin.setTransferAmount() interPMargin.setTransferCurrency('PER') interPMargin.setAmountToConstant(1) interPMargin.mergeAndSaveData()

UDBR script example, calculate the depreciation of an asset

The following sample script calculates 20% of depreciation on the goodwill account and books the result in an automatic journal in the depreciation goodwill account.

```
#Account goodwill
main = Creator.createSource()
main.setAccount('1070')
main.loadData()
```

```
# Account depreciation goodwill (20pc)
maindepreciation = Creator.createTarget()
maindepreciation.setAccount('1079')
maindepreciation.setEType('DG')
maindepreciation.setCompanyStructure(currentStructure) to
get the field ktypkonc filled in
maindepreciation.setJournalNumber(1)
maindepreciation.addDataWithFactor(main, 0.20)
maindepreciation.saveDataWithJournalHeaders()
```

```
# account depreciation goodwill in Profit and loss
PandLdepreciation =Creator.createTarget()
PandLdepreciation.setAccount('7800')
PandLdepreciation.setEType('DG')
PandLdepreciation.setCompanyStructure(currentStructure)
PandLdepreciation.setJournalNumber(1)
PandLdepreciation.addDataWithFactor(main, 0.20)
PandLdepreciation.saveDataWithJournalHeaders()
# Update of the account net income in balance sheet
NettIncomebalsh =Creator.createTarget()
NettIncomebalsh.setAccount('2099')
NettIncomebalsh.setEType('DG')
NettIncomebalsh.setCompanyStructure(currentStructure)
NettIncomebalsh.setJournalNumber(1)
NettIncomebalsh.addDataWithFactor(main, -0.20)
NettIncomebalsh.saveDataWithJournalHeaders()
```

```
# Update of the specification of net income in balance sheet
NettIncomeMovem =Creator.createTarget()
NettIncomeMovem.setAccount('209965')
NettIncomeMovem.setEType('DG')
NettIncomeMovem.setCompanyStructure(currentStructure)
NettIncomeMovem.setJournalNumber(1)
NettIncomeMovem.addDataWithFactor(main, -0.20)
NettIncomeMovem.saveDataWithJournalHeaders()
print "End of booking of depreciation on goodwill for
company/group: " + currentCompany.getCode()
```

Appendix A. Accessibility features

Accessibility features help users who have a physical disability, such as restricted mobility or limited vision, to use information technology products.

Accessibility features in IBM Cognos Controller

IBM Cognos Controller includes several features that improve accessibility.

The following are the major accessibility features:

• You can use accelerators and command keys to navigate through IBM Cognos Controller.

An underlined letter on the screen designates an accelerator; for example, F is the accelerator for the File menu. In Microsoft Windows, press the Alt key, then the accelerator to trigger an action; for example, Alt+F shows the File menu. If they are enabled, you can also use extended accelerators.

Command keys directly trigger an action and usually make use of the Ctrl keys. For example, to print, press Ctrl+P.

- IBM Cognos Controller uses Microsoft Active Accessibility (MSAA). This means that people with limited vision can use screen-reader software, along with a digital speech synthesizer, to listen to what is displayed on the screen.
- IBM Cognos Controller supports your system's display settings, such as color scheme, font size, and high-contrast display.

Accessibility features are accessible in the following dialogs in IBM Cognos Controller:

- Company > Reports > Intercompany Report
- Group > Reports > Intercompany Report
- Maintain > Configuration > Automatic Journals > Control Tables > Allocations
- Maintain > Account Structure > Define > Formula Edit
- Maintain > Business Rules
- Maintain > Subset Define
- Maintain > Jobs Define
- Maintain > System Audit Log > Overview
- Maintain > System Audit Log > Administration

IBM Cognos Controller has the following accessibility features that you can use to fit your individual needs:

- "Keyboard shortcuts for IBM Cognos Controller"
- "Interface information" on page 622

Keyboard shortcuts for IBM Cognos Controller

You can use keyboard shortcuts to navigate through and perform tasks in IBM Cognos Controller.

If you are using a screen reader, you may want to maximize your window so the keyboard shortcut tables in the following topics are completely expanded and accessible.

This product uses standard Microsoft Windows navigation keys in addition to application-specific keys.

Note: The following keyboard shortcuts are based on US standard keyboards.

Table 118. Keyboard shortcuts for IBM Cognos Controller

Shortcut keys	Action
Alt+F4	Close the active application
Ctrl+A	Select all
Ctrl+C	Copy text strings
Ctrl+D	Duplicate an item or row in lists, tables and company trees.
Ctrl+F4	Close the active window or form
Ctrl+N	New
Ctrl+O	Open
Ctrl+P	Print
Ctrl+S	Save
Ctrl+V	Paste text strings
Ctrl+X	Cut
DELETE	Delete an item or row in lists, tables or trees.
ENTER	Perform the default action for an active command button.
ESC	Cancel a dialog or exit edit mode in a cell.
F1	Open the help documentation.
F2	Enter edit mode for a cell
INSERT	Insert a new item or row in lists, tables or company trees.

Interface information

The following sections describe various ways that you can customize your settings to make IBM Cognos Controller more accessible.

• "View IBM Cognos Controller in high contrast mode"

View IBM Cognos Controller in high contrast mode

Microsoft Windows users with low vision can make IBM Cognos Controller easier to view by enabling high contrast mode. For more information, please see your operating system's documentation.

Note: To take full advantage of high contrast mode, set the **Visual Theme** to OS operating system as follows:

 Click Maintain > User > Personal Defaults, Layout tab, and select Operating System Theme An option to using high contrast mode is to set your operating system to use large fonts.

IBM and accessibility

See the IBM Accessibility Center for more information about the commitment that IBM has to accessibility.

IBM Accessibility Center [http://ibm.com/able]

Appendix B. Troubleshooting

The topics in this section provide solutions for problems you may encounter when using IBM Cognos Controller.

Error message in Trial Balance and Journals Across after migration from Consolidator to Controller

If you have upgraded to IBM Cognos Controller from IBM Cognos Consolidator and receive an error message about missing data in the **Trial Balance** or **Journals Across** reports, it may be because the status for all companies is set to **Missing**.

To correct this problem, change the relevant companies' status to **Ready**.

Forms locked for data entry

If a form is missing from the list in **Data Entry - Reported Values**, it may be because linked structures have not been set up correctly.

To correct this problem, go to **Maintain** > **Linked Structures** > **Define** and review the link type and code. Also ensure that all structures are linked properly to enter data based on a specific structure.

Unexpected differences in the Intercompany Balance and Trial Balance reports

If the difference shown in **Group** > **Reconcile** > **Intercompany Balances** exceeds the difference shown in **Group** >**Reports** > **Trial Balance with Drilldown**, the intercompany balance account setup in the configuration table may be missing the **Sign** +/- setting. The result is that the account is displayed in the reconciliation report but not included in the elimination calculation.

To correct this problem, go to Maintain > Configuration > Automatic Journals > Control Tables > Intercompany Balances and review the Sign +/- setting for the affected journal number, then re-run the consolidation for the same period.

Exceeding levels in forms

If you receive the error message **The level of the extended dimension member exceeds the level of the account** after updating the form in Microsoft Excel and try to save the form, the dimension may be at a lower level than the dimension for the account, which is set in the account structure.

To correct this problem, modify either the dimension or the account structure level, or both.

Unexpected steps in the consolidation in batch mode

If additional consolidation steps are executed when running consolidation by steps in batch mode, the status may have been set to **Active** in **Maintain** > **Change Status**. This setting will override any pending batch jobs and the result is that consolidation will be executed by status.

To correct this problem, ensure that no consolidation jobs are pending in Maintain > Batch Queue > View when you change consolidation from With Status to By Steps.

Error no 1004: The macro 'cc.SetForegroundEx' cannot be found

If you receive the error message **Error no 1004: The macro 'cc.SetForegroundEx' cannot be found** when trying to preview a report from Microsoft Excel, the Controller add-in may not have been loaded properly.

To correct this problem, follow the steps below:

Procedure

- 1. Close all Excel sessions.
- 2. From the Task Manager, find the Excel.exe process.
- 3. End this process.
- 4. Re-run the Controller report from Excel.

User-defined report based on contribution version retrieves base figures only

If a user-defined report based on contribution version only retrieves base values, although consolidated values exist and are displayed to an administrator, the report user may have the wrong user rights defined.

Note that if you use consolidation method that is the default from the 8.1 release, the base values of a sub-group includes all the automatic journals booked on the companies on the lower level.

To correct this problem, go to **Maintain** > **Rights** > **Users** and review the settings for the user.

Unlock all periods (multi-period locking)

If a period is open for data entry although it is locked in **Maintain** > **Period Locking** > **Change - Multi Period Locking**, ensure that **Unlock All Periods** in **Maintain** > **Period Locking** > **Change - Multi Period Locking** is cleared.

Appendix C. Load Actuals and Return Plan Data

You can import actual values from IBM Cognos Controller into IBM Cognos Planning - Contributor so that the data can be used in the planning process. You can also return plans from Contributor to IBM Cognos Controller so that the data can be consolidated.

Load Actuals

You can import actual values and other data into Contributor from IBM Cognos Controller.

Procedure

1. In Controller, from the Report menu, click Run.

The Run Reports dialog box appears.

- 2. Select the appropriate report and click Send to Application.
- 3. Select CSV.
- 4. In Contributor, using the**Get Data** feature, create a **Local Link** and map the data from IBM Cognos Controller into Contributor.
- 5. Run the link to load the data into Contributor.

Local Links in Get Data

A **Local Link** is a mapping between a set of data that you want to import into your e.List items in the Contributor Grid or move to a different location in the open e.List item in the Contributor Grid. A **Local Link** is made up of the source data, items in the source, and the target tab of the source data.

Link definitions can be created using external data sources or tabs in the active Contributor Grid. They can be modified, distributed after creation, or stored as a *.cld file.

Using the **Get Data** feature, you can create and run a **Local Link**. For information about creating and running a **Local Link**, see the Contributor *Administration Guide*.

Return Plans

You can return plans from Contributor to IBM Cognos Controller by importing an Excel file.

You must create a Microsoft Excel file using Contributor's **Export for Excel** extension before doing the import.

Procedure

- 1. From the Transfer menu, click External Data and then Import from Flat Files.
- 2. Select an Import Specification.
- 3. Select the import file provider, Server or Client.

Note: If you select **Server**, an **Import Directory**has to be set up in IBM Cognos Controller Configuration.

4. Select the file to import.

5. Click Run.

Appendix D. More Information about Currency translation Codes D and G

This topic provides more information about currency translation codes D and G.

Currency translation Code D

The Currency translation code D makes it possible to show fluctuations in rates between different periods during the year.

It requires a 100% correct history, as you can see from the Using currency translation code D example below.

The formula for the calculation of currency translation code D is as follows:

Tranlated amount (for example legal currency, LE) =

Translated amount (LE) from last period

+ Change in local currency (LC) * (or /, if the divide method is used) period average rate

Accumulated Values in the Database

IBM Cognos Controller stores accumulated values in the database. To get the period values, you have to calculate the change between the last and actual period.

If an error is made in one period (you might for example make a booking on an incorrect extended dimension) it is not enough to correct the error in the next period (for example, by booking the correct value on the correct extended dimension). As the calculation starts with the amounts from the last period, including the incorrect booking, the calculation for this period will be incorrect as well. An error made in one period will continue to give incorrect translated values the rest of the year.

Example: Using Currency translation code D

Table 119. Accounts

Accounts:
3010, External Sale, currency translation code M
3011, Internal Sale, currency translation code D

Table 120. Extended Dimensions

Extended Dimensions:
Product FR1
Product FR2

Table 121. Currency rates

Currency rates:				
0301AC M = 3.0	0302AC M = 4.0			
0301AC D = 3.0	0302AC D = 5.0			

Table 122. Data when the correct booking is made

When correct booking is made between periods, the data is as follows:							
0301AC 0302AC							
LC LE LC LE							
3010	FR1	10	30	15	60		
3011 FR2 10 30 15 55							

1) Calculated as: 30 + ((15 - 10) * 5.0) = 55

Table 123. Data when the extended dimensions are mixed up

When the extended dimensions are mixed up the data is as follows:						
		0301AC (03021AC		
		LC	LE	LC	LE	
3010	FR1	10	30	0	0	
	FR2	0	0	15	60	
3011	FR1	0	0	15	75	
	FR2	10	30	0	-20	
					55	

2) Calculated as: 0 + ((15 - 0) * 5.0) = 75

3) Calculated as: 30 + ((0 - 10) * 5.0) = -20

The example above shows that, for account 3011 with currency translation code D, you get the correct translated values on the total basis, but the translated values for the separate extended dimensions, FR1 and FR2, are incorrect. The same problem occurs if, for example, the journal numbers are mixed up between the periods.

Rounding Problems

Rounding problems may also occur when using currency translation code D, if you, for example, spread a yearly budget over the months.

In the example below, the local amount, 120, is spread over the months with an increase of 10 per month. The average period rate is 7.95 each month. The account used is a main account with no decimals defined.

Table 124. Example, rounding problems when using currency translation code D

Period	LC	LE	
0301AC	10	80	(Calculated as 10 * 7.95 = 79.5 = 80)
0302AC	20	160	(Calculated as: 80 + ((20 - 10) * 7.95) = 160)

Period	LC	LE	
0303AC	30	240	
0304AC	40	320	
etc.	etc.	etc.	
0312AC	120	960	

Table 124. Example, rounding problems when using currency translation code D (continued)

If currency translation code M with average year rate 7.95 is used instead, the translated value as per 0312AC is 954, calculated as 120 * 7.95 = 954. The rounding difference when using currency translation code D in the example above is 6.

Number of Months for the Period

You can define different numbers of months for the period.

Use the account reference text box under the **Define/Account Structure**. If you do not enter anything in the reference text box, the period is presumed to be one month. The period can be defined for 1, 2, 3, 4, or 6 months. If, for example, the period is 3 months, the calculation compares the values entered 3 months before the actual period. If the actual period is 0306AC the calculation formula is as follows:

Translated amount (for example legal currency, LE) for 0306AC =

Translated amount (LE) from 0303AC

+ Change in local currency (LC) between 0306AC and 0303AC * (or /, if the divide method is used) period average rate as per 0306AC

You must use the same period definitions for accounts with currency translation code D. You can not, for example, have one account with the reference one month and at the same time have other accounts with the reference three months.

This also includes currency translation code Z. A main account with currency translation code Z gets the translated values from a specification. If the amounts are missing from the specification accounts, the account with currency translation code Z uses the rules for currency translation code D instead. That is the reason to why the currency translation codes D and Z should have the same reference.

Currency translation Code G

You can use the currency translation code G for handling an increase or decrease in historical rates, when you want the increase or decrease to be translated using the period average rate.

The Formula for Calculation of Currency translation Code G

The formula used for the calculation of currency translation code G differs depending on whether there there is anything entered in the register of historical rates.

If there is a difference between the amount in the local currency for the actual period compared to the local currency entered in the register of historical rates, then:

Translated amount (for example legal currency, LE) =

Translated amount (LE) from the register of historical rates

+ Change in local currency (LC) between actual period and register of historical rates * (or /, if the divide method is used) period average rate

If nothing is entered in the register of historical rates, then:

Translated amount (for example legal currency, LE) =

Translated amount (LE) from last period

+ Change in local currency (LC) * (or /, if the divide method is used) period average rate

In the first case the G rate helps adjust the difference, but in the second case it is like calculation for D rate.

Example of the formula for calculation of Currency translation code G

The following table shows what the translated amount (LE) for 0307AC will be for different scenarios in the register of historical rates. The Period average rate (D) for 0307AC is 6.0.

Table 125.	Example	of the	formula	for	calculation	of	Currency	translation	code	G
------------	---------	--------	---------	-----	-------------	----	----------	-------------	------	---

0306AC		0307AC		
LC	LE	LC	LE	
10	40	15	?	

Entered in the register of historical rates		0307AC		Remark
LC	LE	LC	LE	
0	0	15	70	Calculated as: 40 + (5 * 6.0). This is a D rate currency translation.
6	24	15	78	Calculated as: 24 + ((15 - 6) * 6.0)
15	60	15	60	Calculated as: 60 + ((15 - 15) * 6.0)
18	72	15	54	Calculated as: 72 + ((15 - 18) * 6.0)

Table 126. Values

The Reference Text Box

For the currency translation code G it is possible to make a reference to another account. This means that the same rate used for the reference account is also used
for the account with currency translation code G. As there is only one reference text box for the account it is not possible to define a different number of months for the period in the same way as it is for accounts with currency translation code D (and Z). As a consequence of this the definition of the period (number of months) for accounts with currency translation code D is applicable for accounts with currency translation code G as well.

Enter Historical Rates on Journal Number Level

When you enter historical rates for G coded accounts it is important to enter historical rates at the appropriate detailed level. If you use journals, you have to enter the historical rates at the journal number level. If you use a more aggregated level to enter historical rates, the matching against journals will be incorrect and the translated values will be miscalculated. This is also true if you use accounts with extended dimensions or counter companies.

Appendix E. Legal Units and Sub-units

As an alternative to using extended dimensions for operative purposes, you can define a company structure, and divide it into company sub-units, each one representing business units, such as geographical areas or other management perspectives.

For this purpose, you can define a group company representing the actual company and subsidiaries representing the business units. However, the elimination of investments in subsidiaries does not work properly. The acquisition values have to be entered on one of the subsidiaries making eliminations occur on the group level that represents the company. As an alternative you can use legal units and sub-units. Acquisition values can be stored and calculated on a legal unit, as if it was an ordinary subsidiary, which means that the elimination of investments is handled correctly.

Define Legal Units and Sub-units

Some definitions must exist to use operative units manually in the company structure.

Complete the following definitions:

- Define the legal company as if it was an ordinary subsidiary or parent company, but instead of selecting **Subsidiary** as company type, select **Group** and **Legal unit**.
- Connect the legal unit to the group company with the same percentage as if it would have been an ordinary subsidiary or parent company.
- Define the sub-units representing the operative units with company type subsidiary. When you connect the unit to the legal unit it is saved as company type subsidiary sub-unit.

Automatically Generated Legal Consolidation Structure

There are some differences when you work with an automatically generated legal consolidation structure.

The differences include:

- In the shareholdings and investments register, the ownership is assigned to the sub-units, which together is the aggregated ownership of the legal unit.
- In an automatically generated consolidation structure, the structure is built as a manual structure without the ownership percentages that are collected from the shareholdings and investments register.
- All sub-units belonging to the legal unit in the generated view receive the legal unit's aggregated company relations.

Legal Company Structures

In a legal company structure the legal unit represents a legal company. The sub-units represent parts of the legal company, like business units or geographical areas.

Period data is entered on sub-units and consolidated into the legal unit, where the legal unit has period values representing the legal company. The sub-units are parts of the legal company not owned by any other party, and therefore no investment eliminations are made on them. The investments are stored on sub-units, not on legal units. The investment eliminations are included in the consolidation process of parallel consolidation types, where legal units normally are not included.

Operative Company Structures

In operative company structures a fictive group consisting of a legal unit and a number of sub-units are often divided. The purpose is to consolidate the operative units according to business units or other criteria. A special consideration then has to be taken to legal units and sub-units.

A sub-unit connected to a legal unit, directly or indirectly through group companies on levels below the legal unit is defined as a sub-unit in the specific consolidation type. A sub-unit connected to another group company other than a legal unit, or group companies on levels below a legal unit, are defined as a subsidiary in the specific consolidation type. A sub-unit defined as a subsidiary in a specific consolidation type is also handled as a subsidiary in that consolidation type, also in respect of elimination of investments and acquisition calculations.

Manually Generated Management Structures

The system generates management company structures differently depending on the generation method. A manually generated management structure makes it possible to keep the fictive group of the legal unit and its sub-units intact or to split the fictive group. If the fictive group is not kept intact the legal unit shall not be included in the management company structure.

Automatically Generated Management Structures

An automatically generated management structure only includes the sub-units, without including the legal units. The sub-units get the ownership percentage that would have been calculated on the legal unit if it had been included.

Legal Units and Sub-Units in the System

Generally, legal units are handled as group companies and sub-units as subsidiaries in the system, with the exception of those cases where the legal unit represents a legal company, which is the case when shareholdings and investments are processed and analyzed. In this perspective the legal unit represents a legal company.

Appendix F. Metadata Tables

This document describes system audit tables in IBM Cognos Controller.

saoverview

This view presents an overview of logged activities, and points to the tables where you can find information about the logged events.

Column Name	Description
systempart	The system function part
table_name	The name of the table where the actual row is collected from, e.g. saxbo (System Audit table for xbo, companies)
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
sequence_no	The unique id for the row in the table where the actual row is collected from, e.g. column saxbo_id in table saxbo
unique_columns	The primary key columns in the main table, e.g. column bol (company code) in table xbo
unique_value	The value for the primary key column above, e.g. company 1000 in column bol in table saxbo (or table xbo)

Table 127. Overview of logged activities

saxacqamount

This table displays acquisition values. Values are stored per currency.

Note: There is no specific standard report for the investment register. A summary of activities in the investment register is available in the **Browse Data** report, the saoverview table.

Table 128. System audit acquisition amounts

Column Name	Description
compowner	Owning company (parent)
compowned	Owned company (daughter)
konctyp	Consolidation type
datum	Date
linenumber	Line number
rnumber	Row number
vernr	Journal no

Table 128	3. System	audit	acquisition	amounts	(continued)
					1

Column Name	Description
vkod	Currency
bokbelopp	Amount
currencyflag	Flag to decide if this is in parent currency etc

saxacqcurr

This table displays the main currency for parent/daughter relationships for acquisition values.

Note: There is no specific standard report for the investment register. A summary of activities in the investment register is available in the **Browse Data** report, the saoverview table.

Table 129. Main currency for parent/daughter relationships for acquisition values

Column Name	Description
compowner	Owning company (parent)
compowned	Owned company (daughter)
vkod	Currency

saxacqdepr

This table displays depreciations of goodwill for acquisition values.

Note: There is no specific standard report for the investment register. A summary of activities in the investment register is available in the **Browse Data** report, the saoverview table.

Table 130. Depreciations of goodwill for acquisition values

Column Name	Description
compowner	Owning company (parent)
compowned	Owned company (daughter)
konctyp	Consolidation type
datum	Date
linenumber	Line number
rnumber	Row number
vernr	Journal number
vkod	Currency
flag	Flag, A for automatic, M for manual
deprdatum	Depreciation date
akt	Actuality
konto	Account for depreciation
deprbelopp	Amount

saxacqmain

This is the main table for acquisition values.

Note: There is no specific standard report for the investment register. A summary of activities in the investment register is available in the **Browse Data** report, the saoverview table.

Table 131. Main table, acquisition values

Column Name	Description
compowner	Owning company (parent)
compowned	Owned company (daughter)
konctyp	Consolidation type
datum	Date
linenumber	Line number
rnumber	Row number
vernr	Journal number
konto	Account
dim1	Dim1
dim2	Dim 2
dim3	Dim 3
dim4	Dim 4
btyp	Journal type
bookcomp	Book to this company
avskrproc	Depreciation percentage
agproc	Owning percentage
rostproc	Voting percentage
antaktier	Number of shares
extaktier	Flag for external shares
nombelopp	Amount, (nominal)
markvbelopp	Amount (market value)
externalname	Name on external shares
linkdate	Linkdate

saxbo

This table displays logged changes for company structures.

Table 132. Logged changes for company structures

Column Name	Description
saxbo_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change

Column Name	Description
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
bol	Company code
sortord	Sortorder in popups
vkodlc	currency code for local currency
vkodtc	Not used in Controller
boltyp	company type
peboll	N/A
bjboll	N/A
transmet	method for currency translation
transvkd	method used except for this currency code
aktiv	active flag
soldper	sold by period
detmul	A=use base information=outer leaves in the company tree, D=use this group as a leave, M=do not consolidate this group as a subgroup

Table 132. Logged changes for company structures (continued)

saxbocon

This table displays logged changes for Consolidation types.

Table 133. Logged changes for Consolidation types

Column Name	Description
saxbocon_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
konctyp	consolidation type
sortord	sortorder in popups
aktiv	active flag
actgen	N/A (always F)
konctypref	N/A
modbol	
koncern	N/A

Column Name	Description
pebol	N/A
bjbol	N/A
petop	N/A (always F)
peber	L=Legal consolidation type, M=management consolidation type
ismanual	T=manual consolidation structure otherwise F
peberic	L=if intercompany is legal otherwise M for management
peberip	L=if intercompany profit is legal otherwise M for management
isgrpjournalacq	N/A
isgrpjournalic	True if group journal for intercompany
isgrpjournalip	True if group journals for intercompany profit

Table 133. Logged changes for Consolidation types (continued)

saxbostruc

This table displays logged changes for the Company structure table.

Table 134. Logged changes for the Company structure table

Column Name	Description
saxbostruc_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
konctyp	Consolidation type code
metkonc	Consolidation method
koncern	company code for group
bol	company code connected to consolidation type/group
boltyp	company type
percown	owned %
percvote	vote %
modtyp	
percmin	minority %
metkman	T indicates manual set consolidation method
percoman	owned % (manual set)

Column Name	Description
percvman	votes % (manual set)
percmman	minority % (manual set)
frper	valid from YYYYMM (company connected from)
toper	valid to YYYYMM (company connected to)
percdown	% direct owned
perceq	% equity
percsplit	% split
percdman	manual flag (direct owned)
perceman	manual flag (direct owned)
percsman	manual flag (split)
unittype	S=Sub unit, L=Legal unit, N=others

Table 134. Logged changes for the Company structure table (continued)

saxcecols

This table displays logged changes for Control tables, Automatic Journals, that control which columns in the xevent_r table that should be displayed and if the value should be mandatory or default.

Table 135. Logged changes for Control tables, Automatic Journals

Column Name	Description
saxcecols_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
cevent	Event
rowcolumn	Column no
ccolumn	Column name in xevent_r
show	Show/don't show
defa	Default value
head_text	Column text
mandatory	Mandatory/Not mandatory
issystem	Flag for system events

saxceevent

This table displays logged changes for the main table for events in Control tables, Automatic Journals.

Column Name	Description
saxceevent_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
cevent	Event code
text	Text
destiny	Not used
condition	Condition
coeff	Coefficient (number)
idlevel	Level
etyp	Etyp
flag1	Flag for enable/disable calculation of change in structure
category	Category (1-22, type of event)
active	Active/not active
flag2	Enable/disable special calculation for movement accounts
issystem	Flag for system events

Table 136. Logged changes for the main table for events in Control tables, Automatic Journals

saxceht02

This table displays logged changes for the control table for investment adjustments.

Table 137. Logged changes for the control table for investment adjustments

Column Name	Description
saxceht02_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
period	Period, 01, 02 etc.
refperiod	Reference period

saxceht03

This table displays logged changes for the Dutch event for Control tables, Automatic Journals.

Table 138. Logged changes for the Dutch event for Control tables, Automatic Journals

Column Name	Description
saxceht03_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
company	Company
method	Method used for consolidation when having negative equity, (1, 2, 3)

saxcemeth

This table displays logged changes for event calculation methods for Control tables, Automatic Journals.

Table 139. Logged changes for event calculation methods for Control tables, Automatic Journals

Column Name	Description
saxcemeth_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
calc_code	Code
meth_desc	Text
amount_typ	Amount type
rate_typ	Rate type
issystem	Flag for system events

saxcemsel

This table displays logged changes for event selection methods, lines, for Control tables, Automatic Journals and for E221.

Table 140. Logged changes for event selection methods, lines, for Control tables, Automatic Journals and for E221

Column Name	Description
saxcemsel_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
msel	Code
metkonc	Consolidation method, (P, S, E etc.)
modtyp	Mother/Not mother
issystem	Flag for system events

saxcereg_h

This table displays logged changes for event rules, headings, for Control tables, Automatic Journals.

Column Name	Description
saxcereg_h_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
regel_id	Code
regel_desc	Text
issystem	Flag for system events

Table 141. Logged changes for event rules, headings, for Control tables, Automatic Journals

saxceregel

This table displays logged changes for event rules, lines, for Control tables, Automatic Journals.

Column Name	Description
saxceregel_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
regel_id	Code
metkonc	Consolidation method company (P, S, E etc)
modtyp	Mother/Not mother, company
metkonc_p	Consolidation method counterpart (P, S, E etc)
modtyp_p	Mother/Not mother, counterpart
calc_code	Calculation code (entry in xcemeth)
issystem	Flag for system events

Table 142. Logged changes for event rules, lines, for Control tables, Automatic Journals

saxcesel_h

This table displays logged changes for event selection method, headings, for Control tables, Automatic Journals.

Table 143. Logged changes for event selection method, headings, for Control tables, Automatic Journals

Column Name	Description
saxcesel_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
msel_id	Code
msel_desc	Text
issystem	Flag for system events

saxcetax

This table displays logged changes for events, tax-tables, for Control tables, Automatic Journals.

Column Name	Description
saxcetax_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
konto	Account
taxrate	Tax-rate

Table 144. Logged changes for events, tax-tables, for Control tables, Automatic Journals

saxconsmethodpercent

This table displays logged changes for default percentages during generation of xkstruc, the company table.

Table 145. Logged changes for default percentages during generation of xkstruc, the company table

Column Name	Description
saxconsmethodpercent_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
consmeth	Consolidation method
frpct	From percent
topct	To percent

saxevent_h

This table displays logged changes for control table headings for automatic journals.

Column Name	Description
saxevent_h_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
cevent	Event code
vernr	Journal no
clover	Closing version
btyp	Journal type
dim1	Dim1
dim2	Dim 2
dim3	Dim 3
dim4	Dim 4
konto_offset	Offset account

Table 146. Logged changes for control table headings for automatic journals

saxevent_r

This table displays logged changes for control table rows for automatic journals.

Column Name	Description
saxevent_r_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
cevent	Event code
konto	Account (from)
konto2	Account 2 (from)
tecken_ib	Sign OB (not used)
tecken_pf	Sign
konto_ib	Account OB (not used)
konto_pf	Account (to)

Table 147. Logged changes for control table rows for automatic journals

Column Name	Description
typ	
varde	
extra	
regel_id	Rule id (entry in xceregel)
gm_ind	Group/Minority (G/M) indicator, (percentage to use)
cc_ind	Post value on company or counterpart (blank, C)
msel	Selection method (entry in xcemsel)
dim1	Dim1
dim2	
dim3	
dim4	
konto_cond	Condition account
tax	Flag if using tax rates
method	Flag for Dutch event
ftyp	Flag used in calculating currency translation diff in acquisitions
kontoa	
kontob	
kontoc	
kontod	
flag1	
flag2	
txt1	
txt2	

Table 147. Logged changes for control table rows for automatic journals (continued)

saxgrp

This table displays logged changes for group information in linked structures, rights.

Table 148. Logged changes for group information in linked structures, rights

Column Name	Description
saxgrp_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE

Column Name	Description
changedate	The date and time of the action
typ	Group Type
grupp	Group ID
losord	Password, encrypted
kod1	
iamb	Reconcile before export T/F
iexport	No export of incorrect data T/F (inst.rights)
isecurity	Force security T/F (inst.rights)
istatus	Force status T/F (inst.rights)
ilock	Lock data at export T/F (inst.rights)

Table 148. Logged changes for group information in linked structures, rights (continued)

saxgrpcon

This table displays logged changes for connections between groups in linked structures, rights.

Table 149. Logged changes for connections between groups in linked structures, rights

Column Name	Description
saxgrpcon_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
frgrptyp	From Group type
frgrupp	From Group ID
togrptyp	To Group type
togrupp	To Group ID
userrw	Read or Wright R/W

saxifstyrd

This table displays logged changes for differences in control tables, intercompany balances.

Table 150. Logged changes for differences in control tables, intercompany balances

Column Name	Description
saxifstyrd_id	Identity number, unique id
systempart	The system function part

Column Name	Description
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal number
difftype	Difference type (+,-,P,N) +/- = Positive/Negative diff, P/N = Positive/Negative currency translation diff.
chtype	Change type (O,Y,C) O=Opening Balance, Y=Closing Balance, C=This years difference
konto	Account for difference booking
dim1	Dimensions to account above
dim2	
dim3	
dim4	

Table 150. Logged changes for differences in control tables, intercompany balances (continued)

saxifstyrh

This table displays logged changes for control table headers, intercompany balances.

Table 151. Logged changes for control table headers, intercompany balances

Column Name	Description
saxifstyrh_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal Number
diffput	Post difference on (0,1) 0 = Payables/Expenses, 1=Receivables/Income
active	Active (1,0) 1=Active
kontoof1	Offset account
dim1	Dimensions to offset account
dim2	

Column Name	Description
dim3	
dim4	
clover	Closing version (empty, value) If value, calculations are only made on this closing version, else all.
btyp	Journal Type (empty,value) If value, put all eliminations on this B-type, else same as original.
btypdiff	Journal type for differences (empty, value) If value, put elimination differences on this B-type, else same as original
ccdim	Counter dimension (1,0) 1=Counter dimensions are used.
adjdim	Adjustment dimension (1,0) 1=Adjustment dimensions are used
onlmatch	

Table 151. Logged changes for control table headers, intercompany balances (continued)

saxifstyrht

This table displays logged changes for control table header texts, intercompany balances.

Table 152. Logged changes for control table header texts, intercompany balances

Column Name	Description
saxifstyrht_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal number
localeid	Locale ID
vertext	Journal text

saxifstyrr

This table displays logged changes for control table header rows, intercompany balances.

Table 153. Logged changes for control table header rows, intercompany balances

Column Name	Description
saxifstyrr_id	Identity number, unique id

Column Name	Description
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal number
konto1	From account
konto2	To account
tecken	Sign (-1,1)
hv	Window position (H,L) H=Right window (Payables/Expenses), V=Left (Receivables/Income)
id_rule	Split rule (empty,E,1) Empty=Normal, E=External part, 1=100%
cc_ind	Counterpart indicator (empty,C) Empty=Normal, C=Counterpart

Table 153. Logged changes for control table header rows, intercompany balances (continued)

saxipmain

Table 154. Logged changes for control table, intercompany profit

Column Name	Description
saxipmain_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
id	Journal number
activetab	If journal is active or not
marginuse	Margin used
adjmarginuse	Adjusted margin used
flag1	Flag
flag2	Flag

Table 154. Logged changes for control table, intercompany profit (continued)

Column Name	Description
flag3	Flag

saxipstand

This table displays logged changes for control table, intercompany profit.

Table 155. Logged changes for control table, intercompany profit

Column Name	Description
saxipstand_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
tableno	Table
account	Account
company	Company
ccompany	Counter Company
dim1	Dimension 1
dim2	Dimension 2
dim3	Dimension 3
dim4	Dimension 4
margin	Margin
adjmargin	If adjustment margin is used or not

saxipstandh

Table 156. Logged changes for control table, intercompany profit

Column Name	Description
saxipstandh_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE

Table 156. Logged changes for control table, intercompany profit (continued)

Column Name	Description
changedate	The date and time of the action
tableno	Table
dummy1	

saxipstandht

This table displays logged changes for control table, intercompany profit.

Table 157. Logged changes for control table, intercompany profit

Column Name	Description
saxipstandht_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
tableno	Table
localeid	Locale ID
vertext	Verification text

saxipstyrd

Table 158. Logged changes for control table, intercompany profit

Column Name	Description
saxipstyrd_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal Number
bs	Buyer (B) or Seller (S)
chtype	Change type (O, Y, C)
sign	Sign

Column Name	Description
konto	Account
dim1	Dimension 1
dim2	Dimension 2
dim3	Dimension 3
dim4	Dimension 4

Table 158. Logged changes for control table, intercompany profit (continued)

saxipstyrh

This table displays logged changes for control table, intercompany profit.

Table 159. Logged changes for control table, intercompany profit

Column Name	Description
saxipstyrh_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal Number
active	If journal is active or not
kontoof1	Offset account
dim1	Dimension 1
dim2	Dimension 2
dim3	Dimension 3
dim4	Dimension 4
clover	Closing version
btyp	Journal type
ccdim	If Counter Dimension is used or not
adjdim	If Adjustment Dimension is used or not

saxipstyrht

Table 160. Logged changes for control table, intercompany profit

Column Name	Description
saxipstyrht_id	Identity number, unique id
systempart	The system function part

Column Name	Description
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal Number
localeid	Locale ID
vertext	Journal Name

Table 160. Logged changes for control table, intercompany profit (continued)

saxipstyrr

This table displays logged changes for control table, intercompany profit.

Table 161. Logged changes for control ta	ble, intercompany profit
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Column Name	Description
saxipstyrr_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
vernr	Journal Number
konto_sales	Sales Account
konto_stock	Inventory Account

saxkonfig

This table displays logged changes for the general configuration and personal defaults.

Table 162. Logged changes for the general configuration and personal defaults

Column Name	Description
saxkonfig_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change

Column Name	Description
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
typ1	Type of information C=General config, U=Personal defaults, V=version information, U=User group information
typ2	Variable name
anvid	User name
vtyp	C=character value, F=boolean, L=numerical
konftxt	Value stored

Table 162. Logged changes for the general configuration and personal defaults (continued)

saxkonto

This table displays logged changes for account information in the account structure.

Table 163. Logged changes for account information in the account structure

Column Name	Description
saxkonto_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
konto	Account
niv1	Dimension level 1, 0-6
niv2	Dimension level 2, 0-6
niv3	Dimension level 3, 0-6
niv4	Dimension level 4, 0-6
tkntyp	Sign change from default, 1/-1
radtyp	Type of Account
ndec	Number of decimals (for statistic accounts), 0-6
konsol	Should amount for the account be consolidated, T/F
intercomp	Intercompany code, ' '/I/J/M/A
shares	Shares, ' '/I/E
comments	Can comments be stored on the account, and is it mandatory, T/F/M

Column Name	Description
tkn1	Sign for summation 1, -1/1
sum1	Summation Account 1, xkonto.konto
tkn2	Sign for summation 2
sum2	Summation Account 2
tkn3	Sign for summation 3
sum3	Summation Account 3
ambtkn1	+/-/I/J/K/L
ambkonto1	Account, xkonto.konto
ambtkn2	+/-/I/J/K/L
ambkonto2	Account, xkonto.konto
odktkn	B/M/D/N/E/F/G/K/L/I/C/O/P/U/V/ Z/X/A
odkonto	Account, xkonto.konto
omimtkn	B/M/D/N/E/F/G/K/L/I/C/O/P/U/V/ Z/X/A
omkonto	Account, xkonto.konto
sumrad	Summation account, T/F
grp	N/A
sortord	Sort order, 0;
typ2	Movement Account, ' '/T/C
interdim	Interdimension information, T/F
copyjou	Copy journals the alternative way, T/F
copyrev	Copy reversing journals the alternative way, T/F
iscalc	Is the account a calculation account, T/F

Table 163. Logged changes for account information in the account structure (continued)

saxkstruc

This table displays logged changes for generated company structures.

Table 164. Logged changes for generated company structures

Column Name	Description
saxkstruc_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
konctyp	Consolidation type

Column Name	Description
metkonc	Consolidation method
koncern	Group
bol	Company
boltyp	Company type
niva	Company level
percown	Percent owned
percvote	Percent votes
percmin	Percent minority
metkman	T if manual adjusted else F
percoman	T if manual adjusted else F
percvman	T if manual adjusted else F
percmman	T if manual adjusted else F
simple	F if cross owned
frper	Starting date
toper	Ending date
modtyp	T if parent else F
percdown	Percent direct owned
perceq	Percent indirect equity
percsplit	Percent indirect split
percdman	T if manual adjusted else F
perceman	T if manual adjusted else F
percsman	T if manual adjusted else F

Table 164. Logged changes for generated company structures (continued)

saxmedlem

This table displays logged changes for rights and linked structures for members in groups.

Table 165. Logged changes for rights and linked structures for members in groups

Column Name	Description
saxmedlem_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
grptyp	Group type
grupp	Group ID

Table 165. Logged changes for rights and linked structures for members in groups (continued)

Column Name	Description
medlem	Member ID (e.g. Company, User, Form, Account)
sortord	Sort order
kod1	Read or Wright rights (R/W)

saxmovem

This table displays logged changes for movement structures.

Table 166. Logged changes for movement structures

Column Name	Description
saxmovem_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: INSERT, DELETE or UPDATE
changedate	The date and time of the action
konto	Account
niv1	Dimension level 1, 0-6
niv2	Dimension level 2, 0-6
niv3	Dimension level 3, 0-6
niv4	Dimension level 4, 0-6
tkntyp	Sign change from default, 1/-1
radtyp	Type of Account
ndec	Number of decimals (for statistic accounts), 0-6
konsol	Should amount for the account be consolidated, T/F
intercomp	Intercompany code, ' '/I/J/M/A
shares	Shares, ' '/I/E
comments	Can comments be stored on the account, and is it mandatory, T/F/M
tkn1	Sign for summation 1, -1/1
sum1	Summation Account 1, xkonto.konto
tkn2	Sign for summation 2
sum2	Summation Account 2
tkn3	Sign for summation 3
sum3	Summation Account 3

Column Name	Description
ambtkn1	+/-/I/J/K/L
ambkonto1	Account, xkonto.konto
ambtkn2	+/-/I/J/K/L
ambkonto2	Account, xkonto.konto
odktkn	B/M/D/N/E/F/G/K/L/I/C/O/P/U/V/ Z/X/A
odkonto	Account, xkonto.konto
omimtkn	B/M/D/N/E/F/G/K/L/I/C/O/P/U/V/ Z/X/A
omkonto	Account, xkonto.konto
sumrad	Summation account, T/F
grp	N/A
sortord	Sort order, 0;
typ2	Movement Account, ' '/T/C
interdim	Interdimension information, T/F
сорујои	Copy journals the alternative way, T/F
copyrev	Copy reversing journals the alternative way, T/F
iscalc	Is the account a calculation account, T/F

Table 166. Logged changes for movement structures (continued)

SABDLOG

This table displays information about when Edit mode is enabled and disabled in the Browse Data function.

Table 167. Information about when Edit mode is enabled and disabled in the Browse Data function

Column Name	Description
sabdlog_id	Identity number, unique id
systempart	The system function part
sourcename	The source in the Controller Client where the change was made
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
actiontype	The action performed: ENABLE, DISABLE
changedate	The date and time of the action

SATRGLOG

This table displays when the system audit log is enabled and disabled. Note that the functionality of the system audit log is designed to track user activities, but sometimes activities are initiated by the system, for example automatic operations impacting the areas included in the system audit log. As a result of that, the system audit log is disabled and enabled to exclude activities triggered by the system without any impact on user activities. These automatic enable/disable activities are included in the satrglog.

Table 168. Logged automatic enable and disable activities

Column Name	Description
satrglog_id	Identity number, unique id
trigger_name	Name of the trigger
trigger_status	The trigger status: Enabled or Disabled
trigger_text	Description
controlleruser	The name of the Controller user that made the change
dbuser	The database user account used
changedate	The date and time of the action

Appendix G. Rules, Rates and Codes

This chapter describes general expressions and codes that are used in IBM Cognos Controller.

Regular Expressions

When you define conditions you can use regular expressions to represent one or several characters. The table shows examples of regular expressions you can use and what type of characters they match or skip.

Regular Expression	Description	Example:
None		ab - Matches abc, Xab
	Any single character	a.a - Matches aaa, a3a, aBa
*	Several characters	a.*a - Matches aa, aBa, aBBBa
/*	Special characters	A∖*a - Matches a*a
^	Starting with	^ab - Matches any string starting with ab
\$	Ending with	ab\$ - Matches any string ending with ab
[14]	In list	a[14]a - Matches a1a, a4a
[^14]	Not in list	a[^14]a - Matches a2a, a3a, aba
[0-9]	Single digit	a[0-9]a - Matches a0a, a9a
[a-z]	Within an interval	[a-z] - Matches f, p, j
[^a-z]	Outside an interval	[^a-z] - Matches 9, &, %
[^0-9]	Except digits	[^0-9] - Matches A, a &
a[^b-m][0-9]	A combination	a[^b-m][0-9] - Matches aN9, az0, a99
^[14]	Starting with + In list	^[14] - Matches 1000, 45
^[^14]	Starting with + Not in list	^[^14] - Matches 2000, 5000, 65
1	Or. Allows 2 regular expressions to be considered	^a a\$ - Matches strings that starts or ends with "a"

Table 169. Regular expressions and types of characters that they match or skip

Codes

This chapter describes the different codes that are used to define accounts, currency translation, intercompany transactions and reconciliations.

Intercompany Codes

When defining an account you specify a code for the accounts to be used for intercompany accounts. The codes define whether a transaction currency has to be entered or not or if the account should be used for internal profits.

The table shows the available intercompany codes:

Table 170. Intercompany codes

Code	Description
I	The account is an intercompany account without transaction currency.
l	The account is an intercompany account with transaction currency.
Μ	The account is used for internal profits and defines the profit margin.
А	The account is used for acquisition calculations. The account for Investments in subsidiaries should have intercompany code A.
Blank	The account is not an intercompany account.

Reconciliation Codes

The table shows the available reconciliation codes used for reconciliation purposes in the **Define Account Structure** window:

Table 171. Reconciliation codes

Code	Description
+	Reconciliation for the same period/actuality +
-	Reconciliation for the same period/actuality -
Ι	Reconciliation to previous year's closing balance +
J	Copy previous year's closing balance +
K	Reconciliation to previous year's closing balance -
L	Copy previous year's closing balance -

Language Codes

These languages are available for Local Language definition in IBM Cognos Controller:

Language	Language Code	Numeric Code
Afrikaans	AF	1078
Albanian	SQ	1052
Arabic	AR	14337
Basque	EU	1069
Bulgarian	BG	1026
Catalan	CA	1027
Chinese	ZH	2052
Croatian	HR	1050

Table 172. Language codes

Language	Language Code	Numeric Code
Czech	CS	1029
Danish	DA	1030
Dutch	NL	1043
English	EN	2057
Estonian	ET	1061
Finnish	FI	1035
French	FR	1036
German	DE	1031
Greek	EL	1032
Hebrew	HE	1037
Hindi	HI	1081
Hungarian	HU	1038
Icelandic	IS	1039
Indonesian	IN	1057
Italian	IT	1040
Japanese	JA	1041
Korean	КО	1042
Latvian	LV	1062
Lithuanian	LT	1063
Macedonian	МК	1071
Malay	MS	1086
Norwegian	NO	1044
Polish	PL	1045
Portuguese	PT	2070
Raeto-Romance	RM	1047
Romanian	RO	1048
Russian	RU	1049
Serbian	SR	3098
Slovak	SL	1060
Slovenian	SK	1051
Spanish	ES	1034
Swedish	SV	1053
Thai	TR	1055
Turkish	TH	1054
Vietnamese	VI	1066

Table 172. Language codes (continued)

Import Specification Fields

This section describes fields used when defining import specifications.

Import Specification Fields Used in the Account Structure

Table 173. Import specification fields used in the account structure

Field Name	Description
CODE	Account code. Alphanumeric code with a maximum of 13 characters.
	Valid characters are A-Z,-,_,0-9.
	Mandatory field.
G_NAME	Account Name - Group Language.
	An alphanumeric code with a maximum of 50 characters.
	Mandatory field.
L_NAME	Account Name - Local Language.
	An alphanumeric code with a maximum of 50 characters.
	Default value = ' '
G_SHORTNAME	Account Shortname - Group Language.
	An alphanumeric code with a maximum of 20 characters.
	Mandatory field.
L_SHORTNAME	Account Shortname - Local Language.
	An alphanumeric code with a maximum of 20 characters.
	Default value = ' '
ACCT_DESC_GROUP	Account Description (online accounting manual) - Group Language.
	An alphanumeric code with a maximum of 2000 characters.
	Default value = ' '
ACCT_DESC_LOCAL	Account Description (online accounting manual) - Local Language.
	An alphanumeric code with a maximum of 2000 characters.
	Default value = ' '
LEV_EXTDIM1	Extended Dimension 1 Level to be used for a specific account.
	Valid values are integers 0,1,2,3,4,5,6.
	Default value = 0
Field Name	Description
-------------	---
LEV_EXTDIM2	Extended Dimension 2 Level to be used for a specific account.
	Valid values are integers 0,1,2,3,4,5,6.
	Default value = 0
LEV_EXTDIM3	Extended Dimension 3 Level to be used for a specific account.
	Valid values are integers 0,1,2,3,4,5,6.
	Default value = 0
LEV_EXTDIM4	Extended Dimension 4 Level to be used for a specific account.
	Valid values are integers 0,1,2,3,4,5,6.
	Default value = 0
SIGN_CHANGE	This field should be marked if a specific account should reverse the sign convention defined in the Reconcile tab of the General Configuration for this account type.
	Valid values are 1 and -1.
	Default value = 1
ACCT_TYPE	Account Type.
	Valid characters are A,L,I,C,E,R,S,T,U.
	Default value = A
DECIMALS	Number of decimals to be set for R,S,T,U account types.
	Valid values are integers 0,1,2,3,4,5,6.
	Default value = 0
CONSOLIDATE	Field which identifies if a specific account should be consolidated.
	Valid values are T and F.
	Default value = T
	1

Table 173. Import specification fields used in the account structure (continued)

Field Name	Description
IC_CODE	This field indicates if intercompany information is required to be entered on a specific account, and if so, define how information should be collected. Valid characters are I, J, M, A or ' '. I = Intercompany without transaction currency. J = Intercompany with transaction currency. M = Intercompany with Margin%. A = Acquisition Calculations. ' ' represents the default value and implies that no intercompany information will be collected for a specific account.
	Default value = 1
SHARES	This field indicates if the investment register should be used for a specific account, and if so, how it should be enabled. Valid characters are I, E or ' '. I = Investments in Group Companies, E = Investments in External Companies and ' ' means the investment register is not to be used the a specific account.
COMMENTS	Allow comments to be entered for a specific account. Valid values are T, F and M. Default value = F
SIGN_SUM1	Value entered here determines whether an account is required for ACCT_SUM1 and if so what sign the value on that account should be added to the ACCT_SUM1. Valid values are 0, 1 and -1. Default value = 0
ACCT_SUM1	Summation account that a specific account should be summed to either negatively or positively according to SIGN_SUM1.
	Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_,0-9.
	Default = ' '

Table 173. Import specification fields used in the account structure (continued)

Field Name	Description
SIGN_SUM2	Value entered here determines whether an account is required for ACCT_SUM2 and if so what sign the value on that account should be added to the ACCT_SUM2.
	Valid values are 0, 1 and -1.
	Default value = 0
ACCT_SUM2	Summation account that a specific account should be summed to either negatively or positively according to SIGN_SUM2.
	Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_,0-9.
	Default = ' '
SIGN_SUM3	Value entered here determines whether an account is required for ACCT_SUM3 and if so what sign the value on that account should be added to the ACCT_SUM3.
	Valid values are 0, 1 and -1.
	Default value = 0
ACCT_SUM3	Summation account that a specific account should be summed to either negatively or positively according to SIGN_SUM3.
	Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_,0-9.
	Default = ' '
RECONS_M1	Reconciliation codes and references to other codes determine how a specific account will handle opening balances and reconciliation between accounts. It is also possible to copy opening balances.
	Valid codes are +, -, I, J, K, L, ' '.
	Default = ' '
RECONS_M1_ACCT	This field is used when the method entered for RECONS_M1 requires an account to be used as a reference. RECONS_M1 codes that require this field to be completed with account information are +, -, I, J, K and L.
	Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_,0-9.
	Default = ' '

Table 173. Import specification fields used in the account structure (continued)

Field Name	Description
RECONS_M2	Reconciliation codes and references to other codes determine how a specific account will handle opening balances and reconciliation between accounts. It is also possible to copy opening balances.
	Valid codes are +, -, I, J, K, L, ' '.
	Default = ' '
RECONS_M2_ACCT	This field is used when the method entered for RECONS_M2 requires an account to be used as a reference. RECONS_M2 codes that require this field to be completed with account information are +, -, I, J, K and L.
	Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_,0-9.
CONV_M1	Determines the method used when currency translation is run. Currency translation codes are normally only specified for detail accounts.
	Valid codes are B, M, D, N, E, F, G, K, L, I, C, O, P, U, V, X, A, A2, A3, ' '.
	Default = ' '
CONV_M1_ACCT	This field is used when the method entered for CONV_M1 requires an account to be used as a reference. CONV_M1 codes that require this field to be completed with account information are I, C, O, P, A, A2 and A3.
	Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,,0-9.
	Default = ' '
CONV_M2	Determines the method used when currency translation is run. Currency translation codes are normally only specified for detail accounts.
	Valid codes are B, M, D, N, E, F, G, K, L, I, C, O, P, U, V, X, A, A2, A3, ' '.
	Default = ' '

Table 173. Import specification fields used in the account structure (continued)

CONV_M2_ACCT This field is used when the method entered for CONV_M2 requires an account to be used as a reference. CONV_M2 codes that require this field to be completed with account information are I, C, O, P, A, A2 and A3. Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,O-9. Default = '' ID_CODE This field indicates if the intercompany transactions for a specific account should to be enabled to use extended dimension 1. Valid values are T and F. Default = F NONREV_JOU Indicates if a specific account should be copied according to the alternative rules for non-reversing journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied acco	Field Name	Description
Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_D-9. Default = '' ID_CODE This field indicates if the intercompany transactions for a specific account should to be enabled to use extended dimension 1. Valid values are T and F. Default = F NONREV_JOU Indicates if a specific account should be copied according to the alternative rules for non-reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1. T is in in in i	CONV_M2_ACCT	This field is used when the method entered for CONV_M2 requires an account to be used as a reference. CONV_M2 codes that require this field to be completed with account information are I, C, O, P, A, A2 and A3.
Default = '' ID_CODE This field indicates if the intercompany transactions for a specific account should to be enabled to use extended dimension 1. Valid values are T and F. Default = F NONREV_JOU Indicates if a specific account should be copied according to the alternative rules for non-reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for non-reversing journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R		Any valid IBM Cognos Controller Account code or valid account code defined during the import of external structures. Valid characters are A-Z,-,_,0-9.
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Default = F NONREV_JOU Indicates if a specific account should be copied according to the alternative rules for non-reversing journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 2 for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1. Tai to the start of the default of the same 0 and 1.		Valid values are T and F.
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Default = FREV_JOUIndicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F.Default = FCALC_ACCTIndicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1.		Valid values are T and F.
REV_JOU Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration. Valid values are T and F. Default = F CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1.		Default = F
Valid values are T and F. Default = F CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1.	REV_JOU	Indicates if a specific account should be copied according to the alternative rules for reversing journals when copying journals. This is only applicable when the same option is selected in the General 3 tab of the General Configuration.
Default = F CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1.		Valid values are T and F.
CALC_ACCT Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U. Valid values are 0 and 1.		Default = F
Valid values are 0 and 1.	CALC_ACCT	Indicates if a specific account will be used as a calculation account for key ratios. This can only be applied to statistical accounts with account types R, S, T and U.
		Valid values are 0 and 1.
Default value = 0 or blank		Default value = 0 or blank

Table 173. Import specification fields used in the account structure (continued)

Import Specification Fields Used in the Company Structure

Table 174. Import specification fields used in the company structure

Field	Description
CODE	Company code
	Alphanumeric code with a maximum of 6 characters.
	Mandatory field.
NAME_GROUP	Company name - Group Language
	Alphanumeric code with a maximum of 50 characters.
	Mandatory field.
NAME_LOCAL	Company name - Local Language
	Alphanumeric code with a maximum of 50 characters.
SHORTNAME_GROUP	Company Short Name - Group Language.
	Alphanumeric code with a maximum of 20 characters.
	Mandatory field.
SHORTNAME_LOCAL	Company Short Name - Local Language.
	Alphanumeric code with a maximum of 20 characters.
CO_TYPE	Company Type (Group or Subsidiary).
	Acceptable values are B, K and D. B= Group Adjustment Company (not available if you run the consolidation model that was default before the 8.1 release) K=Group and D=Subsidiary.
	Mandatory field.
CONV_METHOD	Conversion Method.
	Valid values are 1 and 2. 1=Current Method and 2=monetary/non-monetary method.
	Default value = 1

Import Specification Fields Used in the Extended Dimension Structures

Table 175. Import specification fields used in the extended dimension structures

Field	Description
CODE	Extended Dimension 1-4 code.
	Alphanumeric code with a maximum of 4 characters.
	Mandatory field.

Field	Description
OVCODE	Next higher level in dimension structure for CODE defined.
	Alphanumeric code with a maximum of 4 characters.
	Mandatory field.
NAME_GROUP	Extended Dimension 1-4 Name - Group Language.
	Alphanumeric code with a maximum of 50 characters.
	Mandatory field.
NAME_LOCAL	Extended Dimension 1 -4 Name - Local Language.
	Alphanumeric code with a maximum of 50 characters.
	Mandatory field.
ACTIVE	This field indicates whether the CODE should be active or inactive in the extended dimension 1-4 structure.
	Valid values are T or F
	Default value = T
SORTORD	Sort order of extended dimension 1 structure.
	Numeric values from 0 (zero) upwards.
	Default value = 0
ADJUST	This field defines if CODE will be used as an adjustment dimension. Please note this only applies to Extended Dimension 1.
	Acceptable values are T or F.
	Default value = F

Table 175. Import specification fields used in the extended dimension structures (continued)

Import Specification Fields Used in Currency Rates

Table 176. Import specification fields used in currency rates

Field	Description
CURRENCY_CODE	Currency Code.
	Alphabetic code with a maximum of 3 characters.
	Mandatory field.

Field	Description
CURRENCY_TYPE	Currency Type defines the conversion code used for a specific account. For example, B for Closing Rate, M for Period Average rate (YTD) or D for Period Average Rate.
	Valid characters are B,D,M where B=Closing Rate, D=Period Average Rate and M= Year To Date Average Rate.
	Mandatory field.
RATE	This field represents the currency rate that will apply for a specific period, actuality, currency code and currency type.
	Numeric value with a maximum of 5 digits and 6 decimals.
	Mandatory field.
UNIT	The unit amount would normally be collected from the currency configuration. It is possible to change the unit value temporarily when entering currency rates.
	Mandatory field.
PERIOD	The period that a currency code and currency type will apply for.
	Numeric value with a maximum of 4 characters to define a period.
	Mandatory field.
ACTUALITY	The actuality that a currency code and currency type will apply for.
	Uppercase alphanumeric code with a maximum of 2 characters. Actuality code must already exist in the IBM Cognos Controller database.
	Mandatory field.

Table 176. Import specification fields used in currency rates (continued)

Automatic Journal and Control Table Codes and Parameters

Consolidation Method Codes

The table shows the available consolidation methods you can select when defining companies. This method can either be entered manually or generated when using the menu Maintain/Company Structure/Calculate Ownership Relations.

Table 177. Consolidation methods you can select when defining companies

Code	Method
Ε	Equity Method
J	Joint Venture Method
N	No eliminations

Code	Method
Р	Purchase Method
S	Proportional Method
W	New Value Method (German)
Ζ	No consolidation

Table 177. Consolidation methods you can select when defining companies (continued)

Amount Type Codes

When defining calculation methods, you can define a combination of amount types and rate types.

The table shows a list of all valid amount types and what they relate to:

Table 178. Amount type codes used when defining calculation methods

Amount Type	Description	
AMOUNT	Unchanged amount	
AIPCO	Amount x direct owned percentage of company	
AIOCO	Amount x direct owned percentage, company, previous year	
AVPCO	Amount x votes percentage, company	
AIPPA	Amount x direct owned percentage, counter company	
AVPPA	Amount x votes percentage, counter company	
AIPCIPP	Amount x direct owned percentage, company x direct owned percentage, counter company	
AVPCVPP	Amount x votes percentage, company x votes percentage, counter company	
ASIPCP	Amount x smallest of direct owned percentage in company or counter company	
ASVPCP	Amount x smallest of votes percentage in company or counter company	
0	Not applicable	
AIMCO	Amount x direct owned percentage + indirect minority percentage, company	
AIMPA	Amount x direct owned percentage + indirect minority percentage, counter company	
ADOMIN	Amount x (dir owned % x indir min %), comp	

Automatic Journal Type Codes

An automatic journal is a set of rules and definitions, connected to a control table.

In the control table, the user defines, for example, from and to accounts. Automatic journals are created when running acquisition calculations.

Automatic journals are automatically generated company journals booked on automatic journal types. An automatic journal type is a storage identity, determining what kind of automatic transaction has taken place.

The table shows the predefined automatic journal types and what they represent:

Note: If the codes below are not sufficient, you may create your own automatic journal types and use them in your own automatic journals. In that case, begin with a letter (1-9 in position 1 is reserved for predefined codes)

Table 179. Predefined automatic journal types

Automatic Journal Type	Description
1	Elimination of investments.Used in control table E100 for parent bookings.
	• Used in control table E105 for subsidiary bookings
	• Used in control table E106 for all kinds of subsidiaries
	• Used in control table E110 for associated companies
	• Used in control table E115 for joint venture companies
8	 Depreciation of surplus value in investments Used in control table E120 for parent bookings
	• Used in control table E125 for subsidiary bookings
18	Conversion differences in investments. Used in control table E150. This automatic journal type is connected to automatic journal type 1.
20	Adjustment of opening balances/ investments/disposals on reported values and company journals. Used in control table E300.
30	Investment Adjustments.
	• Used in control table E600 for adjustments regarding result
	• Used in control table E601 for adjustments regarding currency translation
	• Used in control table E602 for adjustments regarding other
	• Used in control table E603 for adjustments regarding equity method
35	Reconciliation and elimination of intercompany balances for: Intercompany receivables/payables, Intercompany sales, Intercompany interests and Intercompany dividends.
36	Reconciliation and elimination of intercompany profit in inventory.

Automatic Journal Type	Description
40	Elimination of proportional companies (external share). Used in control table E200.
50	Transfer of equity. Used in control table E750 and E760.
60	Elimination of associated/joint venture companies (100%). Used in control table E210.
61	Equity share in associated companies. Used in control table E500.
62	Equity share in joint venture companies. Used in control table E510.
65	Depreciation of surplus value in associated/joint venture companies. It is used in control table E130 for associated companies and control table E135 for joint venture companies.
66	Elimination of associated/joint venture companies - indirect. Used in control table E215, based on E210.
67	Indirect equity share in associated companies. Used in control table E505, based on E500.
68	Indirect equity share in joint venture companies. Used in control table E515, based on E505.
70	Transfer of untaxed reserves. Used in control table E400.
75	Booking of deferred taxes. Used in control table E410.
80	Transfer between restricted and unrestricted equity. Used in control table E800.
90	Minority share. Used in control table E700.
(95	Indirect minority - not used any more)
97	Indirect minority. Used in control table E705, based on E700.

Table 179. Predefined automatic journal types (continued)

Automatic Journal Parameters

The table displays all available parameters that can be defined in the automatic journal control table:

Parameter	Description
konto	From account 1
	The account on which to base the automatic journal. This account must always be defined.
	Selection: Any account
konto2	From account 2
	Used for defining a range of accounts together with From account 1 above.
	Selection: Any account
konto_ib	OB account
	Not in use.
konto_pf	To account (change).
	Used for bookings on a main account or a movement account. If the From account is a summation account and the To account is left empty, the elimination will take place on all accounts summing up to the From account.
	Selection: Any account except summation account
tecken_ib	Not in use.
tecken_pf	The sign used to book the value on the To account. This sign must always be defined.
	Selection: +/-
typ	Transfer type.
	Determines the order of priority for automatic journal E800: I - account for net income U - account for unrestricted reserves R - account for restricted reserves.
varde	
Vinte	Priority
	Determines the order of priority for automatic journal E800. No 1-99
	Selection: 1-99

Table 180. Pparameters that can be defined in the automatic journal control table

Parameter	Description
extra	Type of investment/disinvestment Determines the type of investment/ disinvestment for the automatic journal E300, valid for: Blank - both (E+I) E - external I - internal.
	Selection: Blank/E/I
regel_id	Rule A valid calculation method for each combination of company/counter company, regarding parent company/consolidation method.
	Selection: User or predefined rule codes
gm_ind cc_ind	GM indicator Cooperates with the calculation method. Determines if the amount should be multiplied by a rate type: Blank - only use the amount type G - multiply by rate type (usually gives the group part) M - multiply by (1 minus the rate type) (usually gives the minority/external part) Selection: Blank/G/M CC indicator Determines on which company to book the automatic journal: Blank = the company itself C = counter company
msel	Selection: Blank/C Selection method Determines which combination of consolidation methods and parent company to base the automatic journal on. Selection: User or predefined method codes
dim1-4	Dimension 1-4 Used for posting to the specified dimension code. Selection: User defined codes

Table 180. Pparameters that can be defined in the automatic journal control table (continued)

Parameter	Description
konto_cond	Condition account
	The account to use together with Condition, if the coefficient is not used.
	Selection: Any account
tax	The tax share
	Determines which tax share to use in consolidation automatic journals E400 and E410: Blank - total T - the tax share N - (Blank-T) total minus tax
	Selection: Blank/T/N
ftyp	Type of change
	Determines the type of change for the automatic journal E600: N - net change (T-C) C - currency translation difference T - total change M - change on a movement account
	Selection: N/C/T/M
kontoa-d	Not in use.
flag 1-2	Not in use.
txt1	Actuality
	Used by automatic journal E760.
	Selection: Any actuality code
txt2	Not in use.

Table 180. Pparameters that can be defined in the automatic journal control table (continued)

Rate Type Codes

When defining calculation methods, you can define a combination of amount types and rate types.

The table shows a list of all valid rate types and what they relate to:

Table 181. Rate types used when defining calculation methods

Rate Type	Description	
IPCO	Direct owned percentage, company	
OPCO	Calculated owned percentage, company	
VPCO	Votes percentage, company	
IPPA	Direct owned percentage, counter company	
OPPA	Calculated owned percentage, counter company	

Rate Type	Description
VPPA	Votes percentage, counter company
СРСО	Calculated owned percentage divided by direct owned percentage, company
СРРА	Calculated owned percentage divided by direct owned percentage, counter company
SICP	Smallest of direct owned percentage in company or counter company
SVCP	Smallest of votes percentage in company or counter company
0	Not applicable
100	100%
ХСО	Direct owned percentage divided by direct owned percentage + indirect minority percentage, company
XCV	Votes percentage divided by votes percentage + indirect minority percentage, company
ХРА	Direct owned percentage divided by direct owned percentage + indirect minority percentage, counter company
ΙΟϹΟ	Direct owned percentage, company, previous year
MPCO	Indirect minority percentage, company
EPCO	Indirect equity percentage, company

Table 181. Rate types used when defining calculation methods (continued)

Trigraph Symbols

Trigraph is a standard for describing special characters. This standard can be used when describing characters used as separators in a file.

The table shows characters in the external file with the equivalent Trigraph symbols:

Table 182	. Characters	in the	external	file	with t	he e	quivalent	Trigraph	symbol
-----------	--------------	--------	----------	------	--------	------	-----------	----------	--------

Character in the External File	Trigraph Symbol
Ν	
?	\?
,	Χ'
"	\"
ТАВ	\t
Vertical TAB	\v
Alarm	\a
Clock	\b
Form feed	∖f
New Row	\n

Table 182. Characters in the external file with the equivalent Trigraph symbol (continued)

Character in the External File	Trigraph Symbol
Linefeed	\r

Example:

If the file is separated using TAB-character, you cannot use the TAB key to describe this character. Instead, you have to use the Trigraph symbol \t to describe the TAB-character.

Rules for Large Numbers

The following rules apply for large numbers:

A total of 15 digits, including whole numbers and decimals may be entered. Minus sign, if any, is included in the 15 digits.

Examples:

15 whole numbers, minus sign and 0 decimals (-99 999 999 999 999 to 999 999 999 999)

14 whole numbers, minus sign and 1 decimal (-9 999 999 999 999.9 to 99 999 999 999.9)

12 whole numbers, minus sign and 3 decimals (-99 999 999 999.999 to 999 999 999 999)

11 whole numbers, minus sign and 4 decimals (-9 999 999 999.9999 to 99 999 999 999.9999)

10 whole numbers, minus sign and 5 decimals (-999 999 999.99999 to 9 999 999 999.99999)

9 whole numbers, minus sign and 6 decimals (-99 999 999.999999 to 999 999 999.999999) etc

Rounding Rules

These rules apply if the option **Number of Decimals in Standard Reports** set to 0 in **Personal Defaults**.

By default, the report tool uses rounding rules as follows when the decimal digit is 5:

- if the decimal 5 follows an odd digit, round to nearest number above. Example: 73.5 rounds to 74
- if the decimal 5 follows an even digit, round to nearest number below. Example: 78.5 rounds to 78.

Appendix H. Datamart Tables

The following tables are used when you publish data to a datamart that can be used to create reports in other applications.

For information about how to publish to datamart and use the Framework Manager model, see "Publishing to a Datamart Using a Framework Manager Model" on page 309.

DMACCF

Account table with three levels: form, account and account detail.

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
ACCID	Account id. Generated sequence number.	NUMBER
FORM	Form code	CHAR
SUMACCOUNT	Account code.	CHAR
	Mandatory	
ACCOUNT	Account detail code	CHAR
	Mandatory	
SUMSIGN	'+' or '-', sign describing how the account details should be summed.	NUMBER
	Mandatory	
SORTORDER	Sort order.	NUMBER
ACCTYPE	Account type	CHAR

Table 183. Account table

DMACCT

Account names.

Table 184. Account names

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
ACCID	Account id	NUMBER
LOCALEID	Locale id	NUMBER
FORMNAME	Form name	NVARCHAR2
	Mandatory	
SUMACCOUNTSHNAME	Account short name	NVARCHAR2
	Mandatory	

Table 184. Account names (continued)

Columns	Description	Data Type
SUMACCOUNTNAME	Account name	NVARCHAR2
	Mandatory	
ACCOUNTSHNAME	Account detail short name	NVARCHAR2
	Mandatory	
ACCOUNTNAME	Account detail name	NVARCHAR2
	Mandatory	

DMACT

Table for actualities.

Table 185. Actualities

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
ACT	Actuality code	CHAR

DMACTT

Actuality names.

Table 186. Actuality names

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
ACT	Actuality code	CHAR
LOCALEID	Locale id	NUMBER
ACTNAME	Actuality name	NVARCHAR2

DMCLOSVER

Table for closing versions.

Table 187. Closing versions

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
CLOSVER	Closing version code	CHAR
JOURNALTYPE	Journal type	CHAR
LOCALEID	Locale id	NUMBER
CLOSVERNAME	Closing version name	NVARCHAR2
	Mandatory	
JOURNALTYPENAME	Journal type name.	NVARCHAR2
	Mandatory	

DMCOMPF

Table for companies. There are 20 possible levels.

Table 188. Companies

Columns	Description	Data Type
TEMPLATEID	Template id.	CHAR
COMPID	Company id. Generated sequence number.	NUMBER
PERIOD	Period	NUMBER
CONSTYPE	Consolidation type	CHAR
COMPTYPE	Company type	CHAR
CURR	Currency	CHAR
COMP0	Company code level 0	CHAR
COMP1	Company code level 1	CHAR
COMP2	Company code level 2	CHAR
COMP3	Company code level 3	CHAR
COMP4	Company code level 4	CHAR
COMP5	Company code level 5	CHAR
COMP6	Company code level 6	CHAR
COMP7	Company code level 7	CHAR
COMP8	Company code level 8	CHAR
COMP9	Company code level 9	CHAR
COMP10	Company code level 10	CHAR
COMP11	Company code level 11	CHAR
COMP12	Company code level 12	CHAR
COMP13	Company code level 13	CHAR
COMP14	Company code level 14	CHAR
COMP15	Company code level 15	CHAR
COMP16	Company code level 16	CHAR
COMP17	Company code level 17	CHAR
COMP18	Company code level 18	CHAR
COMP19	Company code level 19	CHAR
SORTORDER	Sort order	NUMBER

DMCOMPSECURITY

Table for company security, mapping user with company ID.

Table 189. Company security, mapping user with company ID

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
CAMUSER	IBM Cognos username	NVARCHAR2
CAMID	IBM Cognos userid (camid)	NVARCHAR2

Columns	Description	Data Type
CONTROLLERUSER	Controller user Mandatory	CHAR
COMPID	Company id	NUMBER

Table 189. Company security, mapping user with company ID (continued)

DMCOMPT

Table for company names. 20 possible levels.

Table 190. Company names

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
COMPID	Company id	NUMBER
LOCALEID	Locale id	NUMBER
COMP0SHNAME	Company shortname level 0	NVARCHAR2
	Mandatory	
COMPONAME	Company name level 0	NVARCHAR2
	Mandatory	
COMP1SHNAME	Company shortname level 1	NVARCHAR2
	Mandatory	
COMP1NAME	Company name level 1	NVARCHAR2
	Mandatory	
COMP2SHNAME	Company shortname level 2	NVARCHAR2
	Mandatory	
COMP2NAME	Company name level 2	NVARCHAR2
	Mandatory	
COMP3SHNAME	Company shortname level 3	NVARCHAR2
	Mandatory	
COMP3NAME	Company name level 3	NVARCHAR2
	Mandatory	
COMP4SHNAME	Company shortname level 4	NVARCHAR2
	Mandatory	
COMP4NAME	Company name level 4	NVARCHAR2
	Mandatory	
COMP5SHNAME	Company shortname level 5	NVARCHAR2
	Mandatory	
COMP5NAME	Company name level 5	NVARCHAR2
	Mandatory	
	1	

Table 190. Company names (continued)

Columns	Description	Data Type
COMP6SHNAME	Company shortname level 6	NVARCHAR2
	Mandatory	
COMP6NAME	Company name level 6	NVARCHAR2
	Mandatory	
COMP7SHNAME	Company shortname level 7	NVARCHAR2
	Mandatory	
COMP7NAME	Company name level 7	NVARCHAR2
	Mandatory	
COMP8SHNAME	Company shortname level 8	NVARCHAR2
	Mandatory	
COMP8NAME	Company name level 8	NVARCHAR2
	Mandatory	
COMP9SHNAME	Company shortname level 9	NVARCHAR2
	Mandatory	
COMP9NAME	Company name level 9	NVARCHAR2
	Mandatory	
COMP10SHNAME	Company shortname level 10	NVARCHAR2
	Mandatory	
COMP11SHNAME	Company shortname level 11	NVARCHAR2
	Mandatory	
COMP11NAME	Company name level 11	NVARCHAR2
	Mandatory	
COMP12SHNAME	Company name level 12	NVARCHAR2
	Mandatory	
COMP12NAME	Company shortname level 13	NVARCHAR2
	Mandatory	
COMP13NAME	Company name level 13	NVARCHAR2
	Mandatory	
COMP14SHNAME	Company shortname level 14	NVARCHAR2
	Mandatory	
COMP14NAME	Company name level 14	NVARCHAR2
	Mandatory	
COMP15SHNAME	Company shortname level 15	NVARCHAR2
	Mandatory	

Table 190. Company names (continued)

Columns	Description	Data Type
COMP15NAME	Company name level 15	NVARCHAR2
	Mandatory	
COMP16SHNAME	Company shortname level 16	NVARCHAR2
	Mandatory	
COMP16NAME	Company name level 16	NVARCHAR2
	Mandatory	
COMP17SHNAME	Company shortname level 17	NVARCHAR2
	Mandatory	
COMP17NAME	Company name level 17	NVARCHAR2
	Mandatory	
COMP18SHNAME	Company shortname level 18	NVARCHAR2
	Mandatory	
COMP18NAME	Company name level 18	NVARCHAR2
	Mandatory	
COMP19SHNAME	Company shortname level 19	NVARCHAR2
COMP19NAME	Company name level 19	NVARCHAR2

DMCOMPTEXT

Table for other company texts.

Table 191. Other company texts

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
COMP	Company code	CHAR
TEXTTYPE	Text type	CHAR
TEXT	Text	NVARCHAR2

DMCOMPTEXTDESCR

Table for description of other company texts.

Table 192. Description of other company texts

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
TEXTTYPE	Text type	CHAR
LOCALEID	Locale id	NUMBER
DESCR	Description	NVARCHAR2
	Mandatory	

DMCONSOLSTAT

Table for consolidation status.

Table 193. Consolidation status

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
PERIOD	Period	NUMBER
LOCALEID	Locale id	NUMBER
ACT	Actuality	CHAR
COMP	Company code	CHAR
CONSTYPE	Consolidation type	CHAR
CONSOLDATE	Consolidation date	DATE
CONSOLUSER	Consolidation user	CHAR
ACTNAME	Actuality name	NVARCHAR2
	Mandatory	
COMPNAME	Company name	NVARCHAR2
	Mandatory	

DMCURR

Table for Currency.

Table 194. Currency

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
CURR	Currency	CHAR

DMEXTDIMF

Table for extended dimensions. 7 possible levels.

Table 195. Extended dimensions

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
DIMID	Dimension id, generated sequence number	NUMBER
DIMTYPE	Dimension type, 1 - 4. See DMEXTDIMNAME for explanation	NUMBER
ISACTIVE	T=is active, F=is not active	CHAR
ISADJUST	T=used as adjustment dimension otherwise F	CHAR
EXTDIM0	Extended dimension code level 0	CHAR
	Mandatory	

Columns	Description	Data Type
EXTDIM1	Extended dimension code level 1	CHAR
	Mandatory	
EXTDIM2	Extended dimension code level 2	CHAR
	Mandatory	
EXTDIM3	Extended dimension code level 3	CHAR
	Mandatory	
EXTDIM4	Extended dimension code level 4	CHAR
	Mandatory	
EXTDIM5	Extended dimension code level 5	CHAR
	Mandatory	
EXTDIM6	Extended dimension code level 6	CHAR
	Mandatory	
SORTORDER	Sort order	NUMBER
	Mandatory	

Table 195. Extended dimensions (continued)

DMEXTDIMNAME

Table for explanation of extended dimensions 1 - 4.

Table 196. Explanation of extended dimensions 1 - 4

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
DIMTYPE	Dimension type, that is, '1'	NUMBER
LOCALEID	Locale id	NUMBER
DIMTYPENAME	Dimension type name, that is, 'Products' for dimension type '1'	NVARCHAR2

DMEXTDIMSECURITY

Table for extended dimension security, mapping user - dimid.

Table 197. Extended dimension security, mapping user - dimid

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
CAMID	IBM Cognos userid (camid)	NVARCHAR2
DIMID	Dimension id	NUMBER

Table 197. Extended dimension security, mapping user - dimid (continued)

Columns	Description	Data Type
DIMTYPE	Dimension type	NUMBER
CAMUSER	IBM Cognos username	NVARCHAR2
CONTROLLERUSER	Controller user	CHAR

DMEXTDIMT

Table for Extended dimension names.

Table 198. Extended dimension names

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
DIMTYPE	Dimension type	NUMBER
DIMID	Dimension id	NUMBER
LOCALEID	Locale id	NUMBER
EXTDIMONAME	Extended dimension name level 0 Mandatory	NVARCHAR2
EXTDIM1NAME	Extended dimension name level 1 Mandatory	NVARCHAR2
EXTDIM2NAME	Extended dimension name level 2 Mandatory	NVARCHAR2
EXTDIM3NAME	Extended dimension name level 3 Mandatory	NVARCHAR2
EXTDIM4NAME	Extended dimension name level 4 Mandatory	NVARCHAR2
EXTDIM5NAME	Extended dimension name level 5 Mandatory	NVARCHAR2
EXTDIM6NAME	Extended dimension name level 6 Mandatory	NVARCHAR2

DMFACT

Fact table.

Table 199. Fact table

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
PERIOD	Period	NUMBER
ACT	Actuality	CHAR
COMPID	Company id	NUMBER
ACCID	Account id	NUMBER
CURR	Currency	CHAR
DIMID1	Dimension id, dimension type 1	NUMBER
DIMID2	Dimension id, dimension type 2	NUMBER
DIMID3	Dimension id, dimension type 3	NUMBER
DIMID4	Dimension id, dimension type 4	NUMBER
JOURNALTYPE	Journal type	CHAR
AUTOMATIC_JOURNALTYPH	Automatic journal type	CHAR
JOURNO	Journal number	NUMBER
COUNTERCOMP	Counter company	CHAR
ORIGINCOMP	Origin company	CHAR
TRACURR	Transaction currency	CHAR
COUNTERDIM	Counter extended dimension code	CHAR
YTD	Year to day amount	NUMBER
PERIODIC	Periodic amount	NUMBER
TRAYTD	Year to day amount in transaction currency	NUMBER
TRAPERIODIC	Periodic amount in transaction currency	NUMBER
INO	Sequence number	NUMBER
	Ivialiuatory	

DMFACTTEXT

Table holding descriptive text for the fact rows.

Table 200. Descriptive text for the fact rows

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
INO	Foreign key to column INO in DMFACT	NUMBER
AMOUNTTEXT	Text	NVARCHAR2

Table 200. Descriptive text for the fact rows (continued)

Columns	Description	Data Type
TRAMOUNTTEXT	Text, transaction amount	NVARCHAR2

DMFORMSECURITY

Table for form security, mapping user - form.

Table 201. Form security, mapping user - form

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
CAMUSER	IBM Cognos username	NVARCHAR2
CAMID	IBM Cognos userid (camid)	NVARCHAR2
CONTROLLERUSER	Controller user	CHAR
FORM	Form code	CHAR

DMJOURNALTYPE

Table for journal types.

Table 202. Journal types

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
JOURNALTYPE	Journal type	CHAR

DMJOURNALTYPET

Table for journal type names.

Table 203. Journal type names

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
JOURNALTYPE	Journal type	CHAR
LOCALEID	Locale id	NUMBER
JOURNALTYPENAME	Journal type name	NVARCHAR2
	Mandatory	

DMAUTOJOURNALTYPE

Table for automatic journal types.

Table 204. Automatic journal types

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
AUTOMATIC_JOURNALTYPE	Automatic journal type	CHAR

DMAUTOJOURNALTYPET

Table for automatic journal type names.

Table 205. Automatic journal type names

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
AUTOMATIC_JOURNALTYPE	Automatic journal type	CHAR
LOCALEID	Locale id	NUMBER
AUTOMATIC_JOURNALTYPENAME	Automatic journal type name	NVARCHAR2
	Mandatory	

DMPERIOD

Table for periods.

Table 206. Periods

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
PERIOD	Period, that is, 200601 (YYYYMM)	NUMBER
YEAR		CHAR
HALFYEAR		CHAR
FOURMONTH		CHAR
QUARTER		CHAR
MONTH		CHAR
WEEK		CHAR

DMREPSTAT

Table for company status.

Table 207. Company status

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
PERIOD	Period	NUMBER
LOCALEID	Locale id	NUMBER
ACT	Actuality	CHAR
SUBM	Submission	NUMBER
COMP	Company code	CHAR
CURR	Currency code	CHAR
FORM	Form code	CHAR
ACTNAME	Actuality name	NVARCHAR2
	Mandatory	

Table 207. Company status (continued)

Columns	Description	Data Type
COMPNAME	Company name	NVARCHAR2
	Mandatory	
FORMNAME	Form name	NVARCHAR2
	Mandatory	
STATUS	Status	CHAR
CRDATE	Creation date	DATE
CRUSER	Creation user	CHAR
CRSYS	Creation system	CHAR
CHDATE	Change date	DATE
CHUSER	Change user	CHAR
CHSYS	Change system	CHAR

DMTEMPLATE

Table for the templates.

Table 208. Templates

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
TEMPLATETYPE	Template type	NUMBER
PERIODLEVELS	Detail level for periods	NUMBER
PUBLISH_START	Timestamp when the last export started Mandatory	DATE
PUBLISH_END	Timestamp when the last export finished Mandatory	DATE
STATUS	Status of the last export, if it finished successfully or not Mandatory	NVARCHAR2

DMTRACURR

Table for transaction currencies.

Table 209. Transaction currencies

Columns	Description	Data Type
TEMPLATEID	Template id	CHAR
TRACURR	Transaction currency code	CHAR

DMVERSION

Table for version handling of the IBM Cognos Controller datamart, only used by the IBM Cognos Controller Database conversion tool (DbConv).

Table 210. Version handling of the IBM Cognos Controller datamart

Columns	Description	Data Type
REL_NR	Version number	NUMBER

DMACCTTRANS

ETL table for accounts. Only used during the ETL process.

DMCOMPSECURITYTRANS

ETL table, for company security. Only used during the ETL process.

DMCOMPTRANS

ETL table for company. Only used during the ETL process.

DMCOMPTTRANS

ETL table for company. Only used during the ETL process.

DMEXTDIMSECURITYTRANS

ETL table for extended dimension security. Only used during the ETL process.

DMEXTDIMTTRANS

ETL table for extended dimensions. Only used during the ETL process.

DMFACTTEXTTRANS

ETL table for fact texts. Only used during the ETL process.

DMFACTTRANS

ETL table for facts. Only used during the ETL process.

Appendix I. Error and Information Message Codes

This section describes the error and information message codes in the **Check Rules for Automatic Journals** report, on the **Verify Structures** menu.

If you need more information about how to interpret the details of this report, contact your IBM Cognos consultant.

Error Message Codes

These tables describes the error message codes.

Code 01

Table 211. Code 01 error message

Message	Description
01: Account does not exist in account structure.	An account that is used in a control table does not exist in the account structure.

The missing account (first column), and the column in which it is used in the control table (second column) are displayed in the **Misc Info** columns. If a missing account is used as a "from account" in the control table, the missing account is displayed in the first column, and 'konto' is displayed in the second column.

Code 02

Table 212. Code 02 error message

Message	Description
02: The account is not a detail account.	The target account must be a detail account, you cannot book anything on a summation account. If the opening balance account, or the target account are not detail accounts in the account structure, this message is displayed.

The invalid account (first column), and the column in which it is used in the control table (the second column) are displayed in the **Misc Info** columns. If a summation account is used as target account, the invalid account is displayed in the first column, and 'konto-pf' is displayed in the second column.

Code 03

Table 213. Code 03 error message

Message	Description
03: Invalid mix of change and head accounts as from accounts when konto_pf is change account.	"From accounts" (the accounts in the interval between, and including 'konto' and 'konto2' in the control table) cannot be a mix of head accounts and change accounts when the "to account" ('konto_pf') is a change account. A head account is an account containing accumulated values, either a separate account (main account) or an opening balance account. A change account is an account describing the change of the period; all income and cost accounts, or all accounts used to specify the change during the period in an opening balance/closing balance structure, except the opening balance account. Note that all accounts in an interval are displayed, on separate rows, including those accounts that are correct change accounts, if the interval included one incorrect head account. It is the rows with the mixed parameter H/C in the second Misc. Info column that needs to be corrected.

The accounts in the interval are displayed in the first **Misc Info** column. The first parameter in the second **Misc Info** column shows whether the account is a head (H), or a change (C) account. The second parameter in the second **Misc Info** column shows that the target account is a change (C) account.

Code 05

Table 214. Code 05 error message

Message	Description
05: Konto_ib must be filled in when konto_pf is a change or OB account, and konto_pf is of account type A, L, E, R or S.	The opening balance account (konto_ib) must be defined in the control table when the target account (konto_pf) is a change account, or an OB account, and the account type is A, L, E, R or S. A change account is an account describing the change of the period; in this case all accounts used to specify the change during the period in an opening balance/closing balance structure, including the opening balance account.

The target account is displayed in the 'konto_pf' column, and the 'konto_ib' is blank, because the opening balance account is missing in the control table. Both **Misc Info** columns are NA (not applicable) as no more information is needed.

Code 06

Table 215. Code 06 error message

Message	Description
06: The value for the field Vernr must be between 1-99.	All active control tables must have a unique journal number. The journal number must be between 1 and 99. Journal number 10000 is also accepted. The invalid journal number is shown in the first Misc Info column, and 'vernr' is shown in the second Misc Info column.

Code 07

Table 216. Code 07error message

Message	Description
07: The default value is wrong.	Active automatic journals must have a default value defined for a column that is hidden in the control table. The default values are set on the Automatic Journals/Define menu.

An example of when the default value could be wrong is when you copy an automatic journal to make your own definition from a standard automatic journal. The first **Misc. Info** column shows the invalid default value. The second **Misc Info** column shows where in the control table (in which column) the invalid default value is entered. The correct default value is shown in the **Default Value** column.

Code 08

Table 217. Code 08 error message

Message	Description
08: The value is mandatory.	When defining an automatic journal it is possible to select fields that are mandatory to fill in. It should not be possible to save a control table without entering values for mandatory fields.

The first **Misc Info** column is blank, as the mandatory value is missing. The column in the control table where there should have been a value is displayed in the second **Misc Info** column.

Code 09

Table 218. Code 09 error message

Message	Description
09: Contribution version must be filled in.	All control tables with categories 1, 8, 9, 11, 12, 13, 14, 17, 18, 23 and 24 must have a contribution version. These categories are used for automatic journals based on the period database. You define the category from the Maintain/Configuration/ Automatic Journals/Define menu.

The first **Misc Info** column is blank. The second **Misc Info** column shows the missing contribution version ('contver') .

Code 10

Table 219. Code 10 error message

Message	Description
10: Account in xacqmain does not exist in account structure.	The accounts used in the investment register must exist in the account stucture.

The account that is used in the investment register but that does not exist in the account structure is shown in the **'konto'** column. The first **Misc Info** column is blank. The second **Misc Info** column displays information about the owning company, and the owned company. The first parameter is the owning company, and the second parameter is the owned company. The transaction date is shown in the **Default Value** column, and other information from the investment register is shown in the **'konto2'**, and the **'konto_ib'** columns.

Code 11

Table 220. Code 11 error message

Message	Description
11: Account in xacqmain must be a detail account.	This is the same type of problem as for error message 02, but it refers to the investment register. The accounts in the investment register must be detail accounts, as you cannot book anything on a summation account. You define the account as a detail account from the Maintain/Account Structure/Define menu.

The summation account is displayed in the 'konto' column. The first Misc Info column is blank. The second Misc Info column displays information about the owning company, and the owned company. The first parameter is the owning company, and the second parameter is the owned company. The transaction date is displayed in the Default Value column, and other information from the investment register is shown in the 'konto2', and the 'konto_ib' columns.

Code 12

12 error	message
1	2 error

Message	Description
12: Account in xacqmain must exist in	Accounts used in the investment register
xevent_r.	must exist in a control table. This refers to
	control tables E100, E105, E106, E110, E115,
	E120, E130, E135, and/or E150.

The account that is missing in the control table is displayed in the **'konto'** column. The first **Misc Info** column is blank. The second **Misc Info** column displays information about the owning company, and the owned company. The first parameter is the owning company, and the second parameter is the owned company. The transaction date is displayed in the **Default Value** column, and other information from the investment register is shown in the 'konto2', and the 'konto_ib' columns.

Code 13

Table 222. Code 13 error message

Message	Description
13: Account in xacqmain must not be the same as Transfer to Re. Earn (trret), Transfer Previous Year Net Profit (trpyres), or Prev year Net profit BS (pyres) in General Configuration.	The accounts used in the investment register cannot be any of the accounts used in the General Configuration, the Reconcile tab: Transfer to Retained Earnings, Transfer Previous Year Net Profit. or Previous Year
	Net Profit BS.

The account that is used in the investment register is displayed in the 'konto' column. The first **Misc Info** column is blank. The second **Misc Info** column displays information about the owning company, and the owned company. The first parameter is the owning company, and the second parameter is the owned company. The transaction date is displayed in the **Default Value** column, and other information from the investment register is shown in the 'konto2', and the 'konto_ib' columns.

Code 14

Table 223. Code 14 error message

Message	Description
14: The extended dimension code does not	It should not be possible to make bookings
match the selected extended dimension	on an extended dimension level that is not
level of the account.	defined for an account. The extended
	dimension for the target account ('konot_pf')
	in the control table must be on the same
	level as defined for the account from the
	Maintain/Configuration/Account
	Structure/Define menu.

The error message refers to the account in the 'konto_pf' column. The incorrect dimension code is displayed in the first **Misc Info** column. The affected extended dimension is displayed in the second **Misc Info** column.

Information Message Code

This table describes the information message code.

Code 04

Table 224. Code 04 error message

Message	Description
04: Information: Mixing change and head	It is possible to mix head accounts and
accounts as from accounts when konto_pf	change accounts as "from accounts" when
is a head account may not produce	the "to account" is a head account, but the
expected results.	user needs to consider the consequences.
	There are different rules for how the
	opening balance values are calculated when
	there is a mix of head accounts and change
	accounts as "from accounts", compared to
	when there are only head accounts as "from
	accounts". The information message occurs
	when the "from accounts" (the accounts in
	the interval between, and including, 'konto'
	and 'konto2' in the control table) are a mix
	of head accounts, and change accounts, and
	the "to account" ('konto_pf') is a head
	account. A head account is an account
	containing accumulated values either a
	separate account (main account), or an
	opening balance account. A change account
	is an account describing the change of the
	period; all income and cost accounts, or all
	the period in an opening balance (closing
	halance structure except for the opening
	balance account. Note that if the interval
	included one case where there is a mix of
	head accounts and change accounts. all
	accounts in an interval are displayed on
	separate rows, even where there is no mix of
	accounts. It is the rows with the mixed
	parameter C/H in the second Misc. Info
	column that needs to be considered.

The accounts in the interval are displayed in the first **Misc Info** column. The first parameter in the second **Misc Info** column shows whether the account is a head (H) account or a change (C) account. The second parameter in the second **Misc Info** column shows that the target account is a head (H) account.
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Α

access right

A designation of the rights that users have, such as read, modify, create, delete, and admin (RMCDA).

actuality

A set of data that can be collected, such as forecast, budget, or actuals. An actuality often defines a period.

adjustment dimension

A dimension that is used to eliminate intercompany balances or internal profit.

advanced formula calculation account (AFC account)

An account used for complex calculations including built-in logic and formulas.

AFC account

See advanced formula calculation account.

allocation

The distribution of data, specified at a summary level of a dimension, to lower levels. For example, the measures used to forecast quarterly sales revenue can be distributed to the month and day levels.

audit log

A log that maintains the history of all commands that modify metadata or configuration data and significant operations, including commands that would have made a change but failed to do so.

audit trail

The ability to track changes made to data and structures.

automatic journal

A set of rules and definitions connected to a control table. Automatic journals define which eliminations should be calculated in a consolidation, as well as how and when the consolidation should take place.

В

base A predefined contribution version which contains no automatic journals.

base value

A reported value to which different adjustments are made.

batch queue

A queue that places batch jobs in sequence for execution. A batch queue's run limit controls how many jobs in the queue can run simultaneously.

business rule

A user-defined script to be included in the consolidation process.

С

calculation account

An account used for calculating rations and formulas in reports. The abbreviation for calculation account is CALC account.

change table

A table that is used to change company codes, account codes, extended dimension codes, or to merge accounts or dimensions.

closing version

A reporting version that contains the

reported values for a given period, plus one or more journal types.

Command Center

A menu from which a user can carry out tasks and monitor the status for companies and groups.

consolidation structure

A legal or management structure that consists of a company structure and extended dimension structures.

contribution calculation

The ability to view a financial amount contributed from the top level in a company hierarchy.

contribution version

A summary of preferred automatic journal types that is used in reports.

control table

A pre-defined table used by automatic journals to eliminate acquisitions, intercompany balances and intercompany profit.

copy table

A table used to copy period values from one account to another in the same period and for the same company.

cube A multidimensional representation of data needed for online analytical processing, multidimensional reporting, or multidimensional planning applications.

D

data mart

A subset of a data warehouse that contains data that is tailored and optimized for the specific reporting needs of a department or team. A data mart can be a subset of a warehouse for an entire organization, such as data that is contained in online analytical processing (OLAP) tools.

dimension

A broad grouping of descriptive data about a major aspect of a business, such as products, dates, or locations. Each dimension includes different levels of members in one or more hierarchies and an optional set of calculated members or special categories.

Ε

extended dimension

A dimension that can be defined by the user.

F

fast formula

A formula that can be used to calculate simplified, static values and store them on calculation accounts.

form set

A collection of forms.

G

group A company type to which subordinate companies are connected; for example, subsidiaries, group companies, group adjustment companies, or legal units.

group adjustment company

A virtual company for system use only.

L

integrated account

A sub-account that is summed into accounts in the balance sheet or the income statement.

investment adjustment

One of the three consolidation models in Controller (used, for example, in the Netherlands and Denmark).

investment elimination template

A template used to reconcile eliminations of investments, such as subsidiaries and associated companies.

J

job A method for describing which user-defined business rules, allocation definitions, or advanced formula calculations to include in the consolidation process (by steps or by status).

journal type

A user-defined journal category used for manual adjustments to reported values.

L

legal unit

In a company structure, one or more sub-units that are connected to a group company. A sub-unit may represent a specific geographical area in one consolidation structure, and in a parallel consolidation structure it can be included in a group representing the total of that geographical area.

linked actuality

An actuality used to perform a currency conversion at a new currency rate, but with existing period values in the local currency.

linked structure

A combination of selected structures that is used to limit the number of available objects, making it easier for individual users to make selections from menus.

local preference

A parameter that affects one workstation or client only.

lookup table

A table used to convert information from a file in an external system to correspond with the local system.

Μ

mapping table

A table for entering default jobs.

movement account

An account generated from a base account, or a manually defined account that reflects movement of equity or fixed assets between opening and closing balances.

movement extension

A suffix which together with a base account form a movement account.

0

OLAP See online analytical processing.

online analytical processing (OLAP)

The process of collecting data from one or many sources; transforming and analyzing the consolidated data quickly and interactively; and examining the results across different dimensions of the data by looking for patterns, trends, and exceptions within complex relationships of that data.

Ρ

period A date interval that reported values are saved in. An example of a period is December 2000.

period locking

The process of restricting access to finished periods. An option exists to lock the period entirely, or to restrict data entry only.

R

REPO See reported value.

report book

A set of reports which can be generated together, instead of individually.

reported value (REPO)

A value created by data entry or import, without any manual corrections. The abbreviation for reported value is REPO.

reverse journal

A function that allows the user to eliminate a journal without having to re-book values manually.

reversing journal

A journal that is used to copy company and group journals at year-end with alternative rules.

S

security group

A group defined for the purpose of providing access to applications and optionally to collections of data.

server preference

A parameter that affects all workstations and clients.

structure

A relationship that describes how accounts, companies, forms or extended dimensions are connected.

subgroup

The name of a company type group that is connected to another group.

submission

A collection of form sets reported during a specific period and actuality.

subset A named collection of companies.

sub-unit

An operative unit, such as company or sub-group, that is summed with other sub-units to form a legal unit.

summation account

An account to which other accounts are summed.

Т

task A unit of work to be accomplished by a device or process.

transfer account

An equity account that is included in an opening or closing balance account structure.

W

weight

A factor that determines how much of the source value should be put on a specific target when using the allocation functionality.

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