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# PeopleSoft General Ledger 9.1 PeopleBook

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**January 2012**

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# PeopleSoft General Ledger Preface

This preface discusses Oracle's:

- PeopleSoft products.
- PeopleSoft application fundamentals and companion documentation.
- Pages with deferred Processing.
- PeopleBooks and the Online PeopleSoft Library.
- Common elements in this PeopleBook.

---

**Note.** This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or it is documented with the common elements for the section, chapter, or PeopleBook.

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## PeopleSoft Products

This PeopleBook makes reference to these products:

- PeopleSoft Receivables
- PeopleSoft Billing.
- PeopleSoft Contracts.
- PeopleSoft Order Management.
- PeopleSoft Payables.
- PeopleSoft Project Costing.
- PeopleSoft Purchasing.
- PeopleSoft Asset Management.
- PeopleSoft Treasury

---

## PeopleSoft Application Fundamentals and Companion Documentation

The *PeopleSoft General Ledger 9.1 PeopleBook* provides implementation and processing information for your PeopleSoft General Ledger system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft General Ledger:

- *PeopleSoft Application Fundamentals 9.1 PeopleBook*.
- *PeopleSoft Global Options and Reports 9.1 PeopleBook*.
- *PeopleSoft Commitment Control 9.1 PeopleBook*.

### Pages with Deferred Processing

Several pages in the PeopleSoft General Ledger application operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See The guidelines for designing pages are in the *PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide*.

---

## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.



- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

---

## Common Elements Used in This PeopleBook

<b>Account</b>	ChartField that identifies the nature of a transaction for corporate accounts.
<b>Accounting Date</b>	Date for accounting entries for an activity.
<b>Affiliate</b>	ChartField used to map transactions between business units when using a single interunit account.
<b>Alt Acct</b> (alternate account)	ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the Alternate Account option for your organization and for the general ledger business unit.
<b>As of Date</b>	The last date for which a report or process includes data.
<b>Balance</b>	Amount of an item that is still open (unpaid).
<b>Budget Ref</b> (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
<b>Business Unit</b>	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>Category</b>	ChartField value that represents the category for a project transaction in Project Costing. A category further defines a source type. For example, if you have a source type of labor, you might have categories for architect labor, carpenter labor, and plumber labor. This field is available only if you have Project Costing.
<b>Chartfield 1 to Chartfield 3</b>	ChartFields that you configure to meet your organization's requirements.
<b>Class</b>	ChartField that identifies a particular appropriation when you combine it with a Fund, DeptID, Program Code, and Budget Reference.  Group of customers in a trade, such as grocers or mass merchandisers.

<b>Currency</b>	Code that identifies the type of currency for an amount, such as USD or EUR.
<b>Dept (department)</b>	ChartField that indicates who is responsible for or affected by the transaction.
<b>Description</b>	Freeflow text up to 30 characters.
<b>Long Description</b>	Long Description link on all ChartField pages opens a secondary page to enter additional information regarding the ChartField value, such as fund name, sources, type of fund, donor information, or grants.
<b>Division</b>	Geographic area within an organization.
<b>Document Sequence or Document Sequencing</b>	Click to open a page where you can enter document sequencing information. This option is available only if you enable the document sequencing feature for the general ledger business unit.
<b>Effective Date</b>	The date on which a table row becomes effective; the date that an action begins. For example, the General Ledger Account page contains Effective Date and is used in conjunction with Status to determine on which date the Account is activated or inactivated. This date also determines when you can view and change information. Pages or panels and batch processes that use the information use the current row.
<b>Entry Event</b>	Code that identifies the entry event definition that is used to create supplemental accounting entries for the transaction. You define these codes on the Entry Event Code Definition page.
<b>Entry Reason</b>	The reason that is associated with an item that defines which accounting entries to generate and can be used for reporting purposes.
<b>Entry Type</b>	ID that identifies the type of activity, such as invoice or pay an item.
<b>Exchange Rate</b>	Rate that is used for currency conversion.
<b>Fund</b>	ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.
<b>Fund Affiliate</b>	ChartField that is used to correlate transactions between funds when using a single intraunit account.
<b>Journal</b>	Created when you edit journal lines (accounting entries) online in general ledger or you run the Journal Generator process for subsystem, imported, or batch accounting entries.
<b>Journal Entry</b>	Enter a journal line consisting of accounting and ChartField information in General Ledger Create Journal Entries.

<b>Journal Header</b>	The first page entered to create journal entries in general ledger which includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.
<b>Journal Line</b>	Refers to each accounting line entered in General Ledger Create Journal Entries consisting of appropriate ChartField and accounting values.
<b>Language or Language Code</b>	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
<b>Oper Unit</b> (operating unit)	ChartField that is used to identify a location, such as a distribution warehouse or sales center.
<b>Operating Unit Affiliate</b>	ChartField that is used to correlate transactions between operating units when using a single intraunit account.
<b>Process Frequency or When</b>	Designates the appropriate frequency in the Process Frequency group box:  <i>Once:</i> Executes the request the next time that the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i> .  <i>Always:</i> Executes the request every time that the batch process runs.  <i>Don't Run:</i> Ignores the request when the batch process runs.
<b>Process Monitor</b>	This link takes you to the Process List page, where you can view the status of submitted process requests.
<b>Product</b>	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.
<b>Program</b>	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
<b>Project</b>	ChartField that captures information for project or grants accounting.
<b>Project</b>	ChartField that is assigned to a project that is related to the item.
<b>Report ID</b>	Identifies the report being processed and generated.
<b>Report Manager</b>	Click this button to access the Report List page, where you can view report content, check the status of a report, and see content detail messages that describe the report and the distribution list.
<b>Process Monitor</b>	Click this button to access the Process List page, where you can view the status of submitted process requests.
<b>Report ID</b>	The report identifier.

<b>Report Manager</b>	Click this link to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
<b>Run</b>	Click this button to access the Process Scheduler Request page, where you can specify the location where a process or job runs and the process output format.
<b>Run Control ID</b>	A request identification that represents a set of selection criteria for a report or process.
<b>Request ID</b>	A request identification that represents a set of selection criteria for a report or process.
<b>SetID</b>	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
<b>Short Description</b>	User defined text up to 15 characters.
<b>Source Type</b>	ChartField value that represents the source type for a project transaction in Project Costing. A source type identifies the purpose of the transaction, for example labor. This field is available only if you have Project Costing.
<b>Statistics Code</b>	ChartField that identifies nonmonetary statistical amounts.
<b>Status</b>	Indicates if a row in a table is active or inactive. You cannot display inactive rows or pages or use them for running batch processes. Use to inactive rather than delete data that you no longer use to maintain an audit trail.
<b>Subcategory</b>	ChartField value that represents the subcategory for a project transaction in Project Costing. A subcategory further defines a category. For example, if you have a category of carpenter labor, subcategories might be standard hours and overtime hours. This field is available only if you have Project Costing.
<b>User ID</b>	The system identifier for the individual who generates a transaction.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"*

*PeopleTools PeopleBook: PeopleSoft Applications User's Guide, "Working With Pages," Using Effective Dates*

## Chapter 1

# Getting Started With PeopleSoft General Ledger

This chapter provides an overview of Oracle's PeopleSoft General Ledger and discusses:

- General Ledger business processes.
- General Ledger integrations.
- General Ledger implementation.

---

**Note.** Deselect all check boxes on the Installation Options - Products page for products that you have not licensed and are not using. As delivered, all check boxes for all products whether licensed or unlicensed are selected on the Products page and this can result in unnecessary setup for the unlicensed products and can also cause performance issues.

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## General Ledger Business Processes

Business processes listed below are discussed in the business process chapters of this General Ledger PeopleBook:

- Create and process journal entries.
- Build summary ledgers.
- Close ledgers.
- Process multiple currency.
- Create and process Average Daily Balance (ADB).
- Create and process open items.
- Consolidate financial data.
- Maintain standard budgets.
- Monitor background processes.
- Review financial information.
- Archive tables.
- Generate regulatory ledger reports.

- Create XBRL documents.
- Generate general reports.
- Generate federal reports.
- Create and process allocations.
- Generate statutory reports.
- Create and process interunit and intraunit transactions.
- Create and process Commitment Control transactions in General Ledger.
- Create and process entry event transactions.
- Process subsystem journals using Journal Generator.
- Import and process spreadsheet journal entries.
- Import and process transactions from a flat file.
- Enter and process statistical transactions.
- Enter and process Value Added Tax (VAT) transactions.
- Approving journal entries for processing.
- Running General Ledger background processes.

---

## General Ledger Integrations

General Ledger serves as the core of the PeopleSoft Financial Management System. The PeopleSoft subsystem applications, such as Payables and Receivables, create accounting entries that you select to process in the journal generator. Journal Generator creates the appropriate journals from the accounting entries and sends them to General Ledger for posting to the appropriate ledgers. From this posted accounting data, you can obtain both detail and summary accounting information and produce numerous financial reports for your organization.

There are four major ways of integrating data into General Ledger:

- Database tables—PeopleSoft subsystem applications running in the same database create accounting entries in a table.

Run Journal Generator to create journals from these accounting tables.

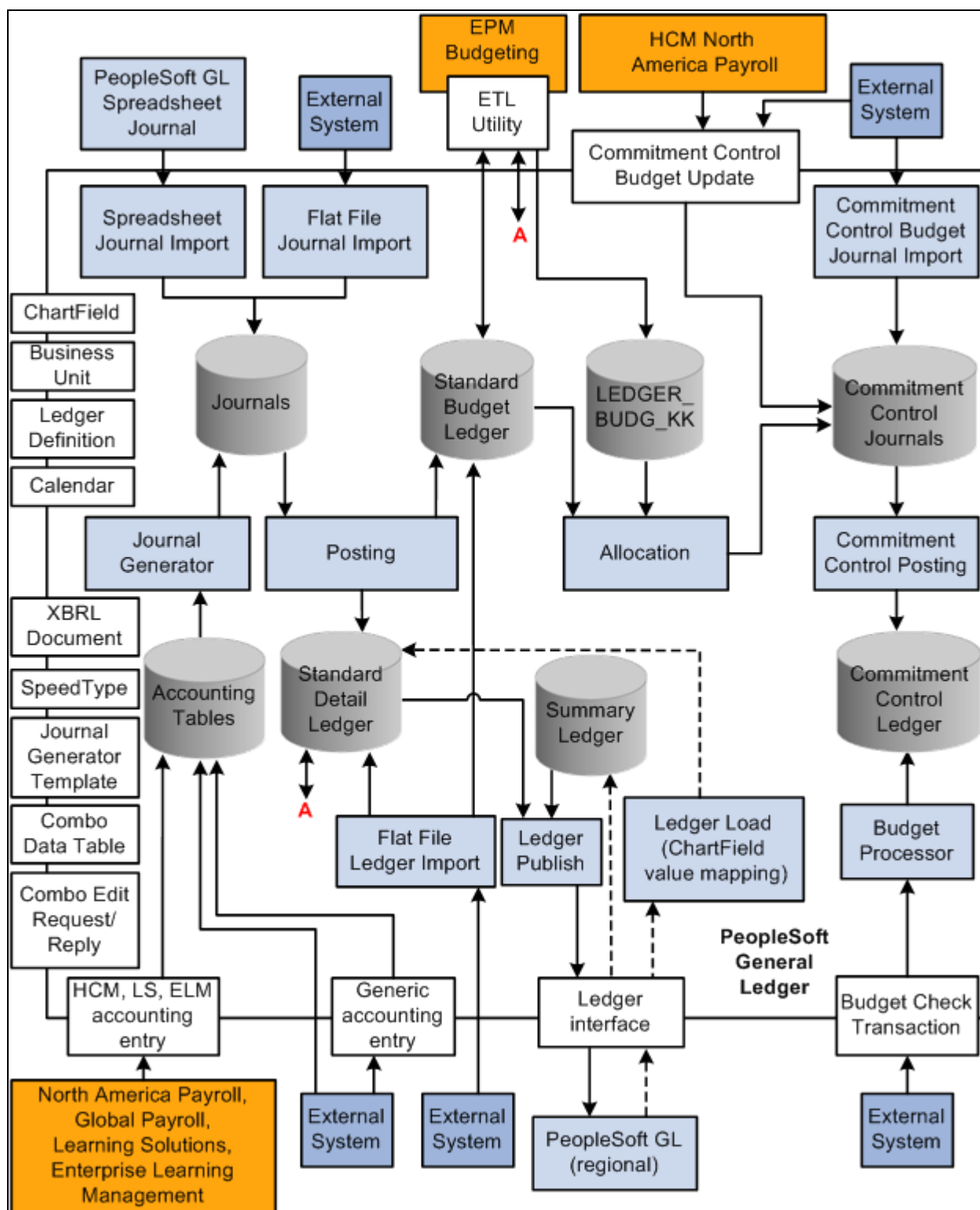
- Application messaging—PeopleSoft subsystem applications from a different database create accounting entries and use application messaging to send them to General Ledger.

Run Journal Generator to create journals and optionally send the updated journal information back to the subsystem using application messaging. Remote subsystems also use application messaging to perform various validation and data synchronization activities and to send commitment control budget journals to General Ledger.

- Flat File Imports—General Ledger has several file import processes for you to import journals, ledger data, and commitment control budgets into the system.
- XML import over internet—General Ledger delivers a Spreadsheet Journal interface for you to prepare your journals offline and then import them over the internet using XML and HTTP connection.

The Excel to Component Interface utility uses the same mechanism to import data into various setup tables.

This diagram details the various integrations with General Ledger:



## General Ledger integration map

Integration is discussed in both the implementation and processing sections of the General Ledger PeopleBook.

Supplemental information about third-party application integrations is located on the My Oracle Support website.



**See Also**

Chapter 6, "Integrating and Transferring Information Among Applications," page 63

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## General Ledger Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and the links to the corresponding PeopleBook documentation.

General Ledger also provides component interfaces to help you load and initialize setup data from you existing system into General Ledger tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all components that have a component interface delivered for use with the Excel to Component Interface import utility.

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**Note.** The Excel to Component Interface import utility is delivered for a technical user to provide data conversion during implementation.

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<b>Component</b>	<b>Component Interface</b>	<b>References</b>
ALTACCT Alternate Account ChartField	ALTACCT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Alternate Account Values.
BD_SCENARIO Budget Scenario ChartField	BUDGET_SCENARIO	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Scenario Values.
BUDREF_PNL Budget Reference ChartField	BUDGET_REF_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Budget Reference Values.
CHARTFIELD1 ChartField1	CHARTFIELD1	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
CHARTFIELD2 ChartField2	CHARTFIELD2	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.

<b>Component</b>	<b>Component Interface</b>	<b>References</b>
CHARTFIELD3 ChartField3	CHARTFIELD3	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
CLASS_PNL Class ChartField	CLASS_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Class Field Values.
DEPARTMENT Department ChartField	DEPT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Department Values.
FUND_DEFINITION Fund ChartField	FUND_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Fund Code Values.
GL_ACCOUNT Account ChartField	ACCOUNT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Account Values.
GL_PE_CF_SEC_COMP ChartField pagelet security	SECURITY_CF_PAGELET	See <i>PeopleSoft Financials, ESA, ALM, and SCM Portal Packs 9.1 PeopleBook</i> , "Using PeopleSoft Financials Portal Pack."
IU_INTER_PR_BASIC Inter Unit pair mass maintenance	IU_PAIRS_MAINT	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.
IU_INTER_TMPLT Inter Unit template	IU_INTER_TMPLT	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.
IU_INTRA_TMPLT Intra Unit template	IU_INTRA_TMPLT	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.

<b>Component</b>	<b>Component Interface</b>	<b>References</b>
LEDGER_SECURITY nVision Ledger Security	SECURITY_NVISION_LEDGER	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Securing Your System," Defining Row-Level Security.
OPERATING_UNIT Operating Unit ChartField	OPER_UNIT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Operating Unit Values.
OPR_DEFAULT_FIN User Preferences	OPR_DEFAULT_FIN	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining User Preferences," Defining Cross-Application User Preferences.
PRODUCT Product ChartField	PRODUCT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Product Values.
PROGRAM_DEFINITION Program ChartField	PROGRAM_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Program Code Values.
PROJECT Project ChartField	PROJECT_CF	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Project Values and Grant Values.
SEC_BU_CLS Business Unit Security by Permission List	SECURITY_BU_CLS	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Securing Your System," Defining Row-Level Security.
SEC_BU_OPR Business Unit Security by User ID	SECURITY_BU_OPR	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Securing Your System," Defining Row-Level Security.
SEC_LEDGER_CLS Ledger Security by Permission List	SECURITY_LEDGER_CLS	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Securing Your System," Defining Row-Level Security.
SEC_LEDGER_OPR Ledger Security by User ID	SECURITY_LEDGER_OPR	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Securing Your System," Defining Row-Level Security.

<b>Component</b>	<b>Component Interface</b>	<b>References</b>
STATISTICS_TBL Statistics Code	STATISTICS_CODE	See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i> , "Defining and Using ChartFields," Adding Statistics Code Values.
TAX_AUTHORITY_VAT Value Added Tax Authority	TAX_AUTHORITY_VAT	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," Defining VAT Authorities.
TAX_BU_CODE_VAT VAT Accounts by Business Unit component	TAX_BU_CODE_VAT	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," (Optional) Defining VAT Accounts by General Ledger Business Unit.
TAX_CODE_VAT Value Added Tax Code	TAX_CODE_VAT	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," Defining VAT Codes Using the Value Added Tax Code Page.
VAT_ENTITY_ID Value Added Tax Entity	VAT_ENTITY_ID	See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i> , "Working with VAT," Entering VAT Entity Identification Information.

### **Other Sources of Information**

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, and business process maps. A complete list of these resources appears in the *PeopleTools PeopleBooks: PeopleBooks and the PeopleSoft Online Library* with information about where to find the most current version of each.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Setup Manager*

*PeopleTools PeopleBook: PeopleSoft Component Interfaces*

*PeopleTools PeopleBooks: PeopleBooks and the PeopleSoft Online Library*

## Chapter 2

# Navigating in General Ledger

This chapter discusses how to navigate in Oracle's PeopleSoft General Ledger.

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## Navigating in General Ledger

PeopleSoft General Ledger provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

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**Note.** In addition to the General Ledger custom navigation pages, PeopleSoft provides menu navigation, and standard navigation pages.

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### See Also

*PeopleTools PeopleBook: PeopleSoft Applications User's Guide*

## Pages Used to Navigate in General Ledger

This table lists Custom Navigation pages that are used to navigate in PeopleSoft General Ledger.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
General Ledger Center	Main Menu, General Ledger, General Ledger Center	Access primary General Ledger Center menu options and activities.
Allocations	Click Allocations on the General Ledger Center page.	Access the Define and Perform Allocations and the Reports folders on the Allocations page.
Define and Perform Allocations	Click Define and Perform Allocations on the Allocations page.	Access the Define Allocation Step, Copy/Rename/Delete Step, Define Allocation Group, and Request Allocation options on the Define and Perform Allocations page.
Reports	Click Reports on the Allocations page.	Access the Allocation Step, the Allocation Group, and the Allocation Calculation Log options on the Reports page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Commitment Control	Click Commitment Control on the General Ledger Center page.	Access the Define Control Budgets, Define Budget Security, Budget Journals, Post Control Budget Journals, Review Budget Activities, Close Budget, Budget Reports, Third Party Transactions, and Review Budget Check Exceptions folders on the Commitment Control page.
Budget Journals	Click Budget Journals on the Commitment Control page.	Access the Enter Budget Journals, Import Budget Journals, Enter Budget Transfer, and Mass Delete Budget Journals options on the Budget Journals page.
Budget Reports	Click Budget Reports on the Commitment Control page.	Access the Activity Log, Budget Attributes Report, Budget Control Report, Budget Status, Project Expiration, Associated Budgets Report, Budget Checking Status, Budget Key Translations Report, Budget Transaction Detail, Budgets/Actuals Reconciliation, Budgetary Control Tree Audit, Budget Periods Report, and Ledger Details options on the Budget Reports page.
Close Budget	Click Close Budget on the Commitment Control page.	Access the Define Budget Period Set, Validate Closing Set, Mark to Undo, Closing Rules Report, Define Closing Rule, Validate Run Control, Review Calculation Log, Closing Calculation Log Report, Define Closing Set, Process Budget Close, Review Closing Status, and Closing Status Report options on the Close Budget page.
Define Budget Security	Click Define Budget Security on the Commitment Control page.	Access the Events, Assign Rule to User ID, Request Build, Create Alert Notifications, Field Setup, Assign Rule to Permission List, Security Report, Rule Definitions, Assign Rule to Dynamic Group, and Notification Preference options on the Define Budget Security page.
Define Control Budgets	Click Define Control Budgets on the Commitment Control page.	Access the Budget Definitions, Associated Budgets, Source Transactions, Copy Budget Definitions, Funding Source, Budget Attributes, and Funding Source Allocation options on the Define Control Budgets page.
Post Control Budget Journals	Click Post Control Budget Journals on the Commitment Control page.	Access the Request Posting, Mark for Unposting, Request Entry Event Processor, and Budget Ledger Details Report options on the Post Control Budget Journals page.
Review Budget Activities	Click Review Budget Activities on the Commitment Control page.	Access the Budget Details, Budgets Overview, Ledger Inquiry Set, Activity Log, Review Fund Source Allocations, and Review Fund Source Activities on the Review Budget Activities page.
Third Party Transactions	Click Third Party Transactions on the Commitment Control page.	Access the Generic Transaction Entry, Budget Check Generic Trans (budget check generic transaction), and Budget Check HR Payroll on the Third Party Transactions page.
Review Budget Check Exceptions	Click Review Budget Check Exceptions on the Commitment Control page.	Access the Purchasing and Cost Management, Project and Grants, Budget Checking Status, Travel and Expenses, Revenues, Budget Exceptions, Accounts Payable, General Ledger, and Source Header Unlock options on the Review Budget Check Exceptions page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Accounts Payable	Click Accounts Payable on the Review Budget Check Exceptions page.	Access the Voucher, Voucher Non-prorated Voucher Accounting Line, and Period End Accruals options on the Accounts Payable page.
Budget Checking Status	Click Budget Checking Status on the Review Budget Check Exceptions page.	Access the Budget Checking Status search page.
Budget Exceptions	Click Budget Exceptions on the Review Budget Check Exceptions page.	Access the Budget Exceptions search page.
Source Header Unlock	Click Source Header Unlock on the Review Budget Check Exceptions page.	Access the Unlock KK Source Header search page.
General Ledger	Click General Ledger on the Review Budget Check Exceptions page.	Access the Journal, Payroll, Generic Transaction Entry, Budget Journal, Payroll Encumbrances, and HR Payroll Exceptions options on the General Ledger page.
Project and Grants	Click Project and Grants on the Review Budget Check Exceptions page.	Access the Project Journal, Project Budget and Facilities Administration options on the Project and Grants page.
Purchasing and Cost Management	Click Purchasing and Cost Management on the Review Budget Check Exceptions page.	Access the Requisition, Requisition Non-prorated, Purchase Order, Purchase Order Non-prorated, Procurement Card, Receipt Accrual Expense, Receipt Accrual Encumbrance, and Cost Management options on the Purchasing and Cost Management page.
Revenues	Click Revenues on the Review Budget Check Exceptions page.	Access the Billing Invoice, Revenue Estimate, and Direct Journal options on the Revenues page.
Travel and Expenses	Click Travel and Expenses on the Review Budget Check Exceptions page.	Access the Travel Authorization and Expense Sheet options on the Travel and Expenses page.
Consolidate Financial Data	Click Consolidate Financial Data on the General Ledger Center page.	Access the Consolidation, Review Results Online, Equitization, Reports, and Load Ledgers folder options.
Consolidation	Click Consolidation on the Consolidate Financial Data page.	Access the Elimination Sets, Consolidation Ledger Sets, Subsidiary Ownership, Consolidation Set, Minority Interest Sets, and Request Consolidation options on the Consolidation page.
Equitization	Click Equitization on the Consolidate Financial Data page.	Access the Equitization Rules, Equitization Groups, and Request Equitization options on the Equitization page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Load Ledgers	Click Load Ledgers on the Consolidate Financial Data page.	Access the ChartField Mapping Set, ChartField Value Mapping, Publish Ledgers, and Request Ledger Load options on the Load Ledgers page.
Reports	Click Reports on the Consolidate Financial Data page.	Access the Elimination Sets, Minority Interest Sets, Ownerships Sets, Consolidation Set, Elimination Sets Audit, Minority Interest Elimination/Adjustment, Elimination Out of Balance, Equitization Rules, and Equitization Calculation Log options on the Reports page.
Review Results Online	Click Review Results Online on the Consolidate Financial Data page.	Access the Consolidation Dashboard, Consolidation Process Log, and Equitization Process Log options on the Review Results Online page.
Inquiry	Click Inquiry on the General Ledger Center page.	Access the Journals, Ledgers, and Accounting Entries folder options on the Inquiry page.
Accounting Entries	Click Accounting Entries on the Inquiry page.	Access Global Consolidation Accounting Entries, Contributor Relations Accounting, Enterprise Learning Management Accounting, Entry Event Budget Accounting, Entry Event GL Adjustment Accounting, Generic Accounting Entries, Payroll Accounting Entries, and Student Financial Accounting Entries options on the Accounting Entries page.
Journals	Click Journals on the Inquiry page.	Access the Journals, Review Journal Status, Review Status Online, Review Standard Journals, and Review Suspense Cross Reference options on the Journals page.
Ledgers	Click Ledgers on the Inquiry page.	Access the Ledger, Ledger Group, Ledger Period Comparison, Compare Across Ledgers, Review Summary Ledger Status, and Define Inquiry Record and Page options on the Ledgers page.
Journals	Click Journals on the General Ledger Center page.	Access the Create/Update/Copy/Import, Standard Journals, Subsystem Journals, Edit, Budget Check, Post, Inquiry, Suspense Correction, Open Items, Entry Event, and Setup folder options on the Journals page.
Budget Check	Click Budget Check on the Journals page.	Access the Budget Check Journals, Budget Checking Status, Budget Exceptions, and Mark Journals for Override options on the Budget Check page.
Create/Update/Copy/Import	Click Create/Update/Copy/Import on the Journals page.	Access the Create/Update Journal Entries, Copy Journals, Flat File Journal Import, and Spreadsheet Journal Import options on the Create/Update/Copy/Import page.
Edit	Click Edit on the Journals page.	Access the Edit Journals and Journal Edit Errors Report options on the Edit page.
Entry Event	Click Entry Event on the Journals page.	Access the Entry Event Journals option on the Entry Event page.



<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Inquiry	Click Inquiry on the Journals page.	Access the Journals and Review Journal Status options on the Inquiry page.
Open Items	Click Open Items on the Journals page.	Access the Review Status Online, Process Reconciliation, Maintenance, Open Item Listing Report on the Open Items page.
Post	Click Post on the Journals page.	Access the Mark Journals Posting, Mark Journals for Unposting, Post Journals, and Post Journal Summary Report options on the Post page.
Setup	Click Setup on the Journals page.	Access the Class, Entry Template, and Source Template options on the Setup page.
Standard Journals	Click Standard Journals on the Journals page.	Access the Define Standard Journals, Create Standard Journals, Review Standard Journals options on the Standard Journals page.
Subsystem Journals	Click Subsystem Journals on the Journals page.	Access the Accounting Entry Definition, the Journal Generator Template, and the General Journals options on the Subsystem Journals page.
Suspense Correction	Click Suspense Correction on the Journals page.	Access the Correct Suspense Entries, Review Suspense Cross Reference, and Suspended Activity Report options on the Suspense Correction page.
Ledgers	Click Ledgers on the General Ledger Center page.	Access the Definition, Summary, Closing, Average Daily Balance, Import/Export, Ledger Definition Reports, Ledger Reports, and ADB Reports folder options on the Ledgers page.
ADB Reports	Click ADB Reports on the Ledgers page.	Access the ADB Definition Report and ADB Calculation Report options on the ADB Reports page.
Average Daily Balance	Click Average Daily Balance on the Ledgers page.	Access the ADB Definition and ADB Process options on the Average Daily Balance page.
Closing	Click Closing on the Ledgers page.	Access the Closing Rules, Request Ledger Close, and Closing Rule Report on the Closing page.
Definition	Click Definition on the Ledgers page.	Access the Ledger Templates, Detail Ledgers, Ledger Groups, and Ledger Codes options on the Definition page.
Import/Export	Click Import/Export on the Ledgers page.	Access the Import Ledger from Flat File, Ledger File Formats, and Export Ledger Data options on the Import/Export page.
Ledger Definition Reports	Click Ledger Definition Reports on the Ledgers page.	Access the Template Report, Detail Ledger Report, Ledger Codes Report, and Summary Ledger Definition Report options on the Ledger Definition Reports page.
Ledger Reports	Click Ledger Reports on the Ledgers page.	Access the Summary Ledger Detail Report, Closing Trial Balance, and Journal Closing Status Report options on the Ledger Reports page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Summary	Click Summary on the Ledgers page.	Access the Ledger Set for Summary Ledger, Summary Ledger Definition, Build Summary Ledger, and Review Summary Ledger Status options on the Summary page.
Monitor Background Processes	Click Monitor Background Processes on the General Ledger Center page.	Access the Journal Unlock, Non-Shared Table Maintenance, Shared Table Statistics, and Background Process Report options on the Monitor Background Processes page.
Process Multi-Currency	Click Process Multi-Currency on the General Ledger Center page.	Access the Define and Process and Reports folder options on the Process Multi-Currency page.
Define and Process	Click Define and Process on the Process Multi-Currency page.	Access the Revaluation Step, Translation Rules, Translation Steps, Translation Within Ledgers, Define Process Group, and Request Process options on the Define and Process page.
Reports	Click Reports on the Process Multi-Currency page.	Access the Revaluation Step, Revaluation Calculation Log, Translation Step, Translation Calculation Log, Translation in Ledger, Translation in Ledger Calculation Log, Translation Ledger In-Sync, and Translation Ledger Reconcile options on the Reports page.
Regulatory Ledger Reports	Click Regulatory Ledger Reports on the General Ledger Center page.	Access the Definition, Mapping Structure, Mapping Rules, Submission Information, Build Regulatory Ledger, Ledger File Extract, Review Ledger Errors, Review Ledgers, Ledger Errors, and ChartField Value Mapping options on the Regulatory Ledger Reports page.
Reporting	Click Reporting on the General Ledger Center page.	Access the General Reports, Federal Reports, Cash Flow Statement, and XBRL folder options on the Reporting page.
General Reports	Click General Reports on the Reporting page.	Access the GL Subsystem Reconciliation folder option and the Ledger Activity, Ledger Activity with Attribute, Journal Entry Detail, Ledger vs Journal Integrity, Standard Journals, InterUnit Activity, Trial Balance, Ledger Summary, nVision Scope, nVision Request Summary, Journal Entry with Attributes, and Journal Line/Accounting Reconciliation options on the Reporting page.
GL Subsystem Reconciliation	Click GL Subsystem Reconciliation on the General Reports page.	Access the Load Reconciliation Data, Reconciliation by System Source, Reconciliation by ChartFields, GL Reconciliation Inquiry, and Subsystem Document Definition options on the GL Subsystem Reconciliation page.
Federal Reports	Click Federal Reports on the Reporting page.	Access the FACTS I, FACTS II Definition, FACTS II Creation, FACTS II Review, FACTS II Reports, SF224/1219/1220, Fund Balance Reconciliation, and TAS/BETC folder options and the Define Reimbursable Account, Federal Transaction Register, Define FACTS Tree Group, and Federal Trial Balance options on the Federal Reports page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
FACTS I	Click FACTS I on the Federal Reports page.	Access the Define FACTS Tree Group, Load FACTS I Data, Review FACTS I MAF, and Generate FACTS I options on the FACTS I page.
FACTS II Creation	Click FACTS II Creation on the Federal Reports page.	Access the Create Preparer File, Load MAF Data, Accumulate FACTS II Data, and Create FACTS II File on the FACTS II Creation page.
FACTS II Definition	Click FACTS II Definition on the Federal Reports page.	Access the FACTS II Contact Information, Attribute Cross Reference, Treasury Symbol Cross Reference, and Miscellaneous ChartFields options on the FACTS II Definition page.
FACTS II Reports	Click FACTS II Reports on the Federal Reports page.	Access the Ledger with Attributes Report and the FACTS II Trial Balance options on the FACTS II Reports page.
FACTS II Review	Click FACTS II Review on the Federal Reports page.	Access the Review MAF Data, Validate FACTS II Data, and Review FACTS II Data options on the FACTS II Review page.
Fund Balance Reconciliation	Click Fund Balance Reconciliation on the Federal Reports page.	Access the Define Report Definition, Import Treasury Files, and Generate Reconciliation Report options on the Fund Balance Reconciliation page.
SF224/1219/1220	Click SF224/1219/1220 on the Federal Reports page.	Access the SF224/1220 Report Definition, SF1219 Report Definition, Generate SF224/1220 Data, Run SF224 Report/Create File, SF224 Transaction Report, Run SF1219 Report, Run SF1220 Report, and Create SF1219/1220 File options on the SF224/1219/1220 page.
Cash Flow Statement	Click Cash Flow Statement on the Reporting Page.	Access the Data Source, Elements, Ledger Set, Worksheet, and Transition Grid on the Cash Flow Statement Page.
XBRL	Click XBRL on the Reporting page.	Access the Context, NameSpace, Element, Instance Template, and Create Instance options on the XBRL page.
Standard Budgets	Click Standard Budgets on the General Ledger Center page.	Access the Budget Journals, Budget Import, Edit Journals, Post Journals, Copy Budgets, and Maintain Budgets folder options on the Standard Budgets page.
Budget Import	Click Budget Import on the Standard Budgets page.	Access the Flat File Journal Import, Spreadsheet Journal Import, and Budget Journal Import options on the Budget Import page.
Budget Journals	Click Budget Journals on the Standard Budgets page.	Access the Create Journal Entry and Copy Journal options on the Budget Journals page.
Copy Budgets	Click Copy Budgets on the Standard Budgets page.	Access the Budget Copy Definition, Budget Copy Group, Request Budget Copy, and Budget Copy Calculation Log options on the Copy Budgets page.
Edit Journals	Click Edit Journals on the Standard Budgets page.	Access the Edit Journals and Journal Edit Errors Report options on the Edit Journals page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Maintain Budgets	Click Maintain Budgets on the Standard Budgets page.	Access the Detail Budget Maintenance and Detail Project Maintenance options on the Maintain Budgets page.
Post Journals	Click Post Journals on the Standard Budgets page.	Access the Mark Journals for Posting, Mark Journals for Unposting, Post Journals, and Posted Journals Summary Report options on the Post Journals page.
Definition and Administration	Click Definition and Administration on the General Ledger Center page.	Access the Installation/User Preference, Security, Business Unit Related, Calendars/Schedules, Currency, Design ChartFields, Document Sequencing, Entry Event, Journal Options, Subsystem Journals, Value Added Tax, and Miscellaneous folder options on the System Configurations page.
Business Unit Related	Click Business Unit Related on the Definition and Administration page.	Access the BU/Open Periods/SetID, Ledger, and Inter/IntraUnit folder options on the Business Unit Related page.
BU/Open Periods/SetID	Click BU/Open Periods/SetID on the Business Unit Related page.	Access the General Ledger Definition, Ledgers For A Unit, Maintain Process Date, Open Period Display, Open Period Update, Open Periods Mass Update, Adjustment Periods Mass Update, TableSet IDs, Record Group, TableSet Control, General Ledger Unit Report, and Ledgers For A Unit Report options on the BU/Open Periods/SetID pages.
Inter/Intra Unit	Click Inter/Intra Unit on the Business Unit Related page.	Access the System Transaction Definition, Transaction Code, System Transaction Map, InterUnit Pair, InterUnit Pair Mass Maintenance, InterUnit Template, IntraUnit Template, and Setup Validation options.
Ledgers	Click Ledgers on the Business Unit Related page.	Access the Templates, Detail Ledgers, Ledger Groups, Ledger Codes, Template Report, Detail Ledger Report, and Ledger Codes Report options on the Ledgers page.
Calendars/Schedules	Click Calendars/Schedules on the Definition and Administration page.	Access the Budget Period Calendar, Budget Period Calendar Builder, Business Calendar, Calendar Builder, Closure Calendar, Detail Calendar, Detail Calendar Report, Schedules, Schedules Report, Summary BP Calendar, Summary Calendar, Summary Calendar Report, TimeSpans, and TimeSpans Report options on the Calendars/Schedules page.
Currency	Click Currency on the Definition and Administration page.	Access the Currency Code, Currency Quotation Method, Market Rate Type, and Market Rates options on the Currency page.
Design ChartFields	Click Design ChartFields on the Definition and Administration page.	Access the ChartField Definition, ChartField Reports, and Combination Editing folder options on the Design ChartFields page.
ChartField Definition	Click ChartField Definition on the Design ChartFields page.	Access the Account Balancing Group, Account Types, Attributes, ChartField Values, Setup ChartField Value Sets, Review Alternate Account Mapping, and SpeedTypes options on the ChartField Definition page.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
ChartField Reports	Click ChartField Reports on the Design ChartFields page.	Access the Account Balancing Group, Account Types, Alternate Account Cross Reference, ChartField Attributes, ChartField Reports, and SpeedTypes options on the ChartField Reports page.
Combination Editing	Click Combination Editing on the Design ChartFields page.	Access the ChartField Editing Template, Combination Definition, Combination Rule, Combination Group, Combination Rule Report, Combination Group Report, Build Combination Data, Combo/Copy/Rename/Delete, Review Budgets Combo Data, Review Combination Data, Review Combination Build, and Review Combination Selector Table Data options on the Combination Editing page.
Document Sequencing	Click Document Sequencing on the Definition and Administration page.	Access the Document Type, Document Type Report, Journal Code, Journal Code Report, Journal Type, Journal Type Report, Sequence Range, and Sequence Range Report options on the Document Sequencing page.
Entry Event	Click Entry Event on the Definition and Administration page.	Access the Code Definition, Process, Source, and Step Detail Report options on the Entry Event page.
Installation/User Preference	Click Installation/User Preference on the Definition and Administration page.	Access the Installation Options, Installation Options Report, Define User Preferences, and User Preferences Report options on the Installation/User Preference page.
Journal Options	Click Journal Options on the Definition and Administration page.	Access the Class, Class Report, Entry Template, Entry Template Report, Source, and Source Report options on the Journal Options page.
Miscellaneous	Click Miscellaneous on the Definition and Administration page.	Access the Units of Measure, Units of Measure Report, and Position Accounting options on the Miscellaneous page.
Security	Click Security on the Definition and Administration page.	Access the ChartField Security Folder and the Security Options, User by User ID, Unit by Permission List, TableSet by User ID, TableSet by Permission List, Ledger by User ID, Ledger by Permission List, Book by User ID, Book by Permission List, Pay Cycle by User ID, Pay Cycle by Permission List, Projects, Security View Name, Apply Security Setup, ChartField Pagelet Security, nVision Ledger Security, Grants Security, Proposal Management Security, Problem Instance by User ID, and Problem Instance by Permission List options on the Security page.
ChartField Security	Click ChartField Security on the Security page.	Access the Maintain Security and the Security Edit Tables Folders and the Secure ChartField Options and Register Components options on the ChartField Security page.
Subsystem Journals	Click Subsystem Journals on the Definition and Administration page.	Access the Accounting Entry Definition and Journal Generator Template options on the Subsystem Journals page.

<b><i>Page Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Value Added Tax	Click Value Added Tax on the Definition and Administration page.	Access the VAT Transaction Type, Express VAT Code, VAT Authority, VAT Code, VAT Accounts by Business Unit, VAT Country Options, VAT Entity, VAT Use Type, VAT Apportionment, VAT Defaults, Service VAT Treatment Defaults, Business Unit Interunit Option, Business Unit Interunit Pairs, VAT Report Definition, VAT Transaction Report Setup, VAT Return XML Tags, and VAT Setup Validation Report options on the Value Added Tax page.

## Chapter 3

# Defining Your Operational Structure

This chapter provides an overview of Oracle's PeopleSoft General Ledger business units and options and discusses how to:

- Define General Ledger business units.
- Define journal processing options for a business unit.
- Define currency options for a business unit.
- Define approval options for a business unit.
- Define interunit and intraunit options for a business unit.
- Enable journal audit logging.
- Enable ChartField security.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Specifying Interunit and Intraunit Settings for General Ledger Business Units

Chapter 14, "Processing Value-Added Tax Transactions in General Ledger," Setting Up General Ledger Business Unit VAT Default Options, page 304

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## Understanding General Ledger Business Units and Options

Before you implement PeopleSoft General Ledger, examine how the business operates—that is, how work is performed—and decide how you want to map the operational business structures to General Ledger.

This section lists prerequisites and discusses:

- General Ledger business units.
- Average daily balance (ADB) incremental calculation method.
- Journal processing options for a business unit.
- Value-added tax (VAT) options.

## Prerequisites

Before you set up business units, decide on the tableset structure and set up your setIDs.

Before you set up the Balance Suspense, Edit Suspense, and Amount Suspense ChartFields, define the account balancing groups.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Creating Account Balancing Groups

*PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide*, "Creating Record Definitions"

## General Ledger Business Units

When you define the operational business structure that a General Ledger business unit represents, note the functions that correspond to individual business units:

- Entering, approving, and maintaining journal transactions.
- Requesting background processing.
- Requesting reports.
- Defining ChartFields.
- Creating interunit journal transactions.
- Defining journal entry error and approval processing.
- Specifying a single base currency.
- Specifying tableset sharing.
- Enforcing security.

## ADB Incremental Calculation Method

When you create a run control request for ADB calculation, you select an ADB definition and period type. If the values that you enter on the run control match a specified ADB definition and period type combination, the process uses the incremental calculation method. Otherwise, the system uses the ad hoc method.



## Journal Processing Options for a Business Unit

When you define a business unit, you can determine how the system processes a journal entry for that business unit. In General Ledger, you can specify these processing options at the business unit, ledger, or journal entry source level. Processing options defined for a ledger override those defined for a business unit. Options defined for a source override those defined for both a ledger and business unit.

Set journal options for the following types of errors:

<b>Journal Balance Errors</b>	When you define ledgers, specify them as balanced or unbalanced. Journal entries for balanced ledgers, such as an actuals ledger, must be in balance before posting. A journal balance error occurs when an unbalanced journal is targeted to a balanced ledger.
<b>Journal Edit Errors</b>	When you edit journals, General Ledger verifies that all ChartField values are valid as of the journal date. A journal edit error occurs if you enter an invalid ChartField value or combination on the journal lines. This error category also includes other line errors, such as a blank currency code or an invalid OpenItem reference value.
<b>Control Total Errors</b>	When you edit journals, any amounts entered on the Journal Entry Totals page are checked against the actual totals of the journal line amounts.
<b>Journal Amount Errors</b>	Foreign amounts and monetary amounts in a journal line must have the same sign. This error processing verifies that all amounts are either positive or negative.
<b>Journal Date Errors</b>	The journal date is validated against the open period. An error is generated if the journal date entered is not within the specified open period.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Journal Source Error Processing

## VAT Options

To enable VAT processing in General Ledger, you must first set up your VAT environment. VAT setup in General Ledger involves setting defaults and parameter controls and applying them at the business unit, journal source, and account levels.

### See Also

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT"

Chapter 14, "Processing Value-Added Tax Transactions in General Ledger," page 295

## Defining General Ledger Business Units

To define General Ledger business units, use the General Ledger Definition component (BUS\_UNIT\_TBL\_GL). Your business practices determine how to set up General Ledger business units and the journal processing options.

This section discusses how to:

- Define a General Ledger business unit.
- Define General Ledger business unit ID numbers.
- Specify an ADB incremental calculation method.
- Define and maintain a mandate sequence number.

### Pages Used to Define General Ledger Business Units

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
General Ledger Definition - Definition	BUS_UNIT_TBL_GL1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition	Define a General Ledger business unit.
Business Unit ID Numbers	BU_ID_NBRG_GL_SEC	Click the Business Unit ID Numbers link on the General Ledger Definition - Definition page.	Enter the ID for the reporting entity for a business unit.
Incremental Calculation Method	BU_ADB_INCR_SEC	Click the ADB Incremental Calc Method (ADB incremental calculation method) link on the General Ledger Definition - Definition page.	Identify the ADB definition and period type combinations that the system runs regularly, and use the incremental method to calculate average balances.
Maintain Mandate Sequence Number	PMT_SEQ_NUM_SEC	Click the Mandate Sequence Number link on the General Ledger Definition - Definition page.	Identify the sequence type (mandate ID and reference number), beginning sequence number, maximum length and last auto-assigned number to apply to a mandate form.

## See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars

## Defining a General Ledger Business Unit

Access the General Ledger Definition - Definition page (Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition).

The screenshot shows the 'Definition' tab of the 'General Ledger Definition - Definition' page. The 'Business Unit' is 'US001'. The 'Description' is 'US001 NEW YORK OPERATIONS'. The 'Short Desc' is 'US001'. The '\*Base Currency' is 'USD'. The 'Holiday List' is 'New York & Massachusetts'. The 'Location Code' is 'GL005'. There are three checkboxes: 'Customer Vendor Affiliate', 'Enable Document Sequencing', and 'Consol - For Eliminations Only'. At the bottom, there are three links: 'Business Unit ID Numbers', 'ADB Incremental Calc Method', and 'Mandate Sequence Number'.

General Ledger Definition - Definition page

<b>Base Currency</b>	Enter a code for the <i>only</i> primary currency for the General Ledger business unit. The base currency is sometimes referred to as the <i>book</i> currency. It is usually the local currency for the organization, although it can be different.
<b>As of Date</b>	Enter a date that is the benchmark for the system's current reporting period and calculations of year-to-date amounts. The as-of date is a report option on PS/nVision report requests. When you change the as-of date for a business unit, all reports using this option run relative to the as-of date that you specify here, so it is not necessary to change the report specifications.
<b>Default SetID</b>	Enter a setID to determine the preliminary tableset sharing setup for the business unit. This field does not appear after the business unit is created.
<b>Create BU</b> (create business unit)	Click to create a new business unit. After you create the business unit, this button is not available.

<b>Holiday List</b>	Select to identify holiday calendars for different countries or business units. Several General Ledger processes—including the Journal Post process, the Journal Entry process, and many others—use this calendar to determine working days and limit journal dates to working days only.
<b>Location Code</b>	Select a location code for the business unit. Financial Gateway uses this field to derive the address information for the business unit.  See <i>PeopleSoft Financial Gateway 9.1 PeopleBook</i> , "PeopleSoft Financial Gateway PeopleBook Preface."
<b>Customer Vendor Affiliate</b>	Select to obtain the interunit ChartField value from the customer or vendor tables when you create a transaction for the business unit.
<b>Enable Document Sequencing</b>	Select to use document sequencing for business units that operate in a country requiring it. You can track journal entries by document sequence number, if desired.
<b>Consol - For Eliminations Only</b> (consolidate - for eliminations only)	To automate the elimination of intercompany transactions, select to set up this special type of General Ledger business unit as an eliminations entity for consolidations processing.

## Defining General Ledger Business Unit ID Numbers

Access the GL Business Unit ID Numbers page (click the Business Unit ID Numbers link from the General Ledger Definition - Definition page).

<b>Standard ID Qualifier</b>	Select the qualifier for the type of reporting entity.
<b>ID Num</b> (ID number)	Enter the ID number for the reporting entity for the business unit.

## Specifying an ADB Incremental Calculation Method

Access the Incremental Calculation Method page.

<b>Average Daily Balances</b>	Select an ADB definition from a list of definitions on the Average Daily Balance Definition - Definition page.  Select only ADB definitions that you run regularly (for example, month-to-date averages).
-------------------------------	---

**Period Type**

Select a period type to associate with the definition. Values are:

*Date to Date:* Calculates ADBs from a beginning date to the run request date.

*Month to Date:* Calculates ADBs from the first day of the month (which is the beginning date of the accounting period in which the run request date falls) to the run request date. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods.

*Quarter to Date:* Calculates ADBs from the first day of the quarter (the beginning date of the first accounting period in the quarter in which the run request date falls) to the run request date. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods 1 through 12.

*Regular Date:* Calculates average balances for the date range specified on the Average Daily Balance Process - Request page.

*Regular Period:* Calculates ADBs for a specified period range in a specified fiscal year. The calculations use the beginning date of a From period to the ending date of a To period.

*Year to Date:* Calculates ADBs from the first day of the year (which is the beginning date of accounting period 1) to the run request date.

**See Also**

Chapter 15, "Calculating Average Balances," Processing Average Daily Balances, page 333

Chapter 15, "Calculating Average Balances," Identifying the Ledgers, page 328

Chapter 15, "Calculating Average Balances," Understanding Average Balance Calculation, page 315

**Defining and Maintaining a Mandate Sequence Number**

Access the Maintain Mandate Sequence Number page (click the Mandate Sequence Number link from the General Ledger Definition - Definition page).

A mandate is an authorization and expression of consent given by the debtor to the creditor, which enables the creditor to initiate collections by debiting the specified debtor's bank account and enables the debtor's bank to comply with these instructions in accordance with the SEPA (Single European Payment Area ) Rulebook.

The mandate sequence number is an auto-assigned number on the Mandate Entry page. It is maintained by GL Business Unit. Mandate Reference Number is used to uniquely identify a mandate provided by a customer. You can print mandate forms where the reference number is auto-assigned.

**Sequence Type**

Select the following sequence types for which to track the auto-assigned sequence numbers:

- *Mandate ID* - Select this option to automatically generate a new number that will appear on a customer or counterparty mandate form created using this business unit in Financial Gateway that gives a creditor permission to process of a SEPA direct debit transaction. Setting up the sequence numbering for this number results in the sequencing of the mandate ID every time the mandate form is modified in Financial Gateway.
- *Mandate Reference #* - Select this option to set up automatic sequencing of a number that is entered by the creditor on the customer or counterparty mandate form that was created using this business unit. This number is used to uniquely identify the mandate across parties for banking purposes. Setting up the sequencing on this page results in the automatic sequencing of this unique number every time the mandate form is printed.

See *PeopleSoft Financial Gateway 9.1 PeopleBook*, "Defining SEPA (Single Euro Payments Area) Requirements and Transactions," SEPA Direct Debit.

**Beg Seq** (beginning sequence) Enter the beginning number from which to increment the sequential counter for the sequence number.

**Max Length** (maximum length) Enter the maximum length of the sequence number.

**Last Auto-Assigned Number** Enter the number of the last sequence number that the system assigned.

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## Defining Journal Processing Options for a Business Unit

To define journal processing options for business units, use the General Ledger Definition component (BUS\_UNIT\_TBL\_GL).

This section discusses how to:

- Define journal processing options.
- Specify balance suspense ChartFields.
- Specify edit suspense ChartFields.
- Specify amount suspense ChartFields.


See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Creating Account Balancing Groups.

## Pages Used to Define Journal Processing Options for a Business Unit

Page Name	Definition Name	Navigation	Usage
Journal Options	BUS_UNIT_TBL_GL2	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Journal Options	Specify how the system handles the journal error processing options for a business unit and how the system determines the process date for journal processing.
Balance Suspense ChartFields	BU_JE_BS_CFS_SEC	Click the Balance Suspense ChartFields link on the Journal Options page.	Specify the suspense ChartFields for balancing errors for a business unit.
Edit Suspense ChartFields	BU_JE_ES_CFS_SEC	Click the Edit Suspense ChartFields link on the Journal Options page.	Specify the suspense ChartFields for journal edit errors for a business unit.
Amount Suspense ChartFields	BU_JE_AS_CFS_SEC	Click the Amount Suspense ChartFields link on the Journal Options page.	Specify the suspense ChartFields for journal amount errors for a business unit.

## Defining Journal Processing Options

Access the Journal Options page.

Definition	Journal Options	Currency Options	Approval Options	Inter/IntraUnit
Business Unit: US001				
*Journal Balance Option:	Recycle ▼	<a href="#">Balance Suspense ChartFields</a>		
*Journal Edit Errors Option:	Recycle ▼	<a href="#">Edit Suspense ChartFields</a>		
*Control Total Option:	Recycle ▼			
*Journal Amount Errors Option:	Recycle ▼	<a href="#">Amount Suspense ChartFields</a>		
*Adjustment Year Not Exist:	Override ▼			
*Journal Process Date Option:	Current Date ▼	Process Date: <input type="text"/> 		
*Journal Date < Open From Date:	Recycle ▼			
*Journal Date > Open To Date:	Recycle ▼			
<input type="checkbox"/> Allow Different Unpost Date				

General Ledger Definition - Journal Options page

<b>Journal Balance Option</b>	<p>Specify how the system handles balancing errors for the business unit. Values are:</p> <p><i>Recycle:</i> Marks journal containing this error as invalid and prevents you from posting them. Once you've made the corrections and reedited the journal, you can post the journal successfully.</p> <p><i>Suspend:</i> Posts the amount required to bring each journal into balance to suspense ChartFields.</p>
<b>Balance Suspense ChartFields</b>	Click to access the Balance Suspense ChartFields page.
<b>Journal Edit Errors Option</b>	<p>Specify how the system handles journal edit errors for the business unit. Values are:</p> <p><i>Recycle:</i> Marks journal entries containing errors as invalid and prevents you from posting them. Once you've made the corrections and reedited the journal, you can post the journal successfully.</p> <p><i>Suspend:</i> Moves the journal entry amounts containing errors into suspense ChartFields and enables you to continue with the posting. Access the Edit Suspense ChartFields page to specify the ChartFields and ChartFields values that need to be suspended.</p>
<b>Edit Suspense ChartFields</b>	Click to access the Edit Suspense ChartFields page.
<b>Control Total Option</b>	<p>Specify how the system handles control total errors for the business unit. Values are:</p> <p><i>Recycle:</i> Marks journal containing control total mismatches as invalid and prevents you from posting them. Once you've made the corrections or changed the control totals and reedited the journal, you can post the journal successfully.</p> <p><i>N/A:</i> Excludes any control totals previously set. The <i>N/A</i> option is available only for control total errors.</p>
<b>Journal Amount Errors Option</b>	<p>Specify how the system handles errors when the foreign amounts and the monetary amounts do not have the same sign. For example, the system must determine how to handle errors for a journal that has a foreign amount that is 10.00 GBP and the monetary amount is -200.00 USD. Values are:</p> <p><i>Accept:</i> Accepts the amounts and does not generate an error.</p> <p><i>Recycle:</i> Marks journal entries containing errors as invalid and prevents you from posting them. Once you've made the corrections and reedited the journal, you can post the journal successfully.</p> <p><i>Suspend:</i> Posts the journal to a suspense account with the monetary amount sign reversed. In the preceding example, the suspense line has a foreign amount of 10.00 GBP and a monetary amount of -200.00 USD. Access the Amount Suspense ChartFields page to specify the ChartFields and ChartField values for the suspense account for balancing errors.</p>
<b>Amount Suspense ChartFields</b>	Click to access the Amount Suspense ChartFields page.



<b>Adjustment Year Not Exist</b>	<p>Specify the journal edit handling of the Fiscal Year default for the Journal Entry - Header page. By default, the Journal Edit process selects the fiscal year that is associated with the open adjustment period from the Open Period Update page. When journals are loaded from an external source, there may be a discrepancy between the fiscal year on the Journal Header page and the fiscal year that is open for the corresponding adjustment period on the Open Period Update. The edit process changes the fiscal year on the header and processes the journal as valid. This option allows you to control this behavior as follows:</p> <p><i>Override:</i> This is the default option, which allows the Journal Edit process to change the fiscal year on the header to the fiscal year that is associated with the open adjustment period (Open Period Update page), thereby passing validation.</p> <p><i>Recycle:</i> This option assumes that the original fiscal year on the adjustment journal header is correct, but since it is not the year that is associated with the open adjustment period, the journal does not pass validation and is recycled so that you can evaluate and process accordingly.</p>
<b>Journal Process Date</b>	<p>Specify how processes determine the process date for journals. The Journal Post process (GLPPPOST), the Journal Generator process (FS_JGEN), and many other General Ledger processes, support the use of the Process Date option. Values are:</p> <p><i>Current Date:</i> For general ledger processes that use the process date in their run controls, uses the date at the time that the batch process runs.</p> <p><i>Process Date:</i> Uses a date that you specify in the next field for all journals in the batch. The system permits you to enter only a working calendar day. Before you run any processes that use a process date, you can use the Maintain GL BU Process Date (maintain general ledger business process date) process to perform a mass update of the journal process date. You can run this process for an individual business unit, a range of business units, or all business units.</p>
<b>Process Date</b>	Specify a process date.
<b>Journal Date &lt; Open From Date</b>	<p>Interunit journals contain multiple journals, one for each related business unit. Each business unit and its ledger group can have different accounting period opening and closing options. A journal date can be open for one business unit, and closed for another. You can make the Journal Edit process change the journal date if its period is closed, so the journal (if valid for all other edits) can be posted to an open period.</p> <p>When the journal date is less than the open-from date, recycle the journal or change the journal date to the open-from date.</p>
<b>Journal Date &gt; Open To Date</b>	When the journal date is greater than the open-to date, either recycle the journal or change the journal date to the open-to date.

- Allow Different Unpost Date** Select to enable users to specify an unpost date for a posted journal. This date becomes the journal date for the unpost journal when the original journal is unposted. The unposting journal carries its original journal date in the UNPOST\_JRNL\_DATE field. The default is not to allow unpost dates.
- For interunit journals, users cannot change an unpost date if any of the business units are not enabled for this. Otherwise, all journals in the set use the user-specified date.
- For suspense correction journals, the system uses the same date as the base journal.
- For reversals, the system uses the original journal date unless the period is closed. There is a runtime option for reversal the journal date if the original period is closed.

**See Also**

Chapter 10, "Processing Journals," Posting Journals, page 248

## Specifying Balance Suspense ChartFields

Access the Balance Suspense ChartFields page.

Specify the entire ChartField combination for suspense entries for balancing errors.

- |                         |  |
|-------------------------|--|
| <b>Group</b>            | Specify the account balancing group to distinguish balance-sheet accounts from off-balance-sheet accounts. |
| <b>ChartField</b>       | Specify the type of ChartField (such as Account or Department) for suspense entries for balancing errors.  |
| <b>ChartField Value</b> | Specify the ChartField value for suspense entries for balancing errors.                                    |

## Specifying Edit Suspense ChartFields

Access the Edit Suspense ChartFields page.

Specify the entire ChartField combination for suspense entries for journal edit errors.

**See Also**

Chapter 3, "Defining Your Operational Structure," Specifying Balance Suspense ChartFields, page 30

## Specifying Amount Suspense ChartFields

Access the Amount Suspense ChartFields page.

Specify the entire ChartField combination for suspense entries for journal amount errors.

### See Also

[Chapter 3, "Defining Your Operational Structure," Specifying Balance Suspense ChartFields, page 30](#)

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## Defining Currency Options for a Business Unit

To define currency options for business units, use the General Ledger Definition component (BUS\_UNIT\_TBL\_GL).

This section discusses how to define currency options for a business unit.

### Page Used to Define Currency Options for a Business Unit

Page Name	Definition Name	Navigation	Usage
Currency Options	BUS_UNIT_TBL_GL3	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Currency Options	Specify the journal currency options for a business unit.

## Defining Currency Options for a Business Unit

Access the Currency Options page.

**Currency Balancing Option** Specify how journal lines are balanced for a particular business unit. Values are:

*Balance by All Currencies:* Balances by individual transaction currency type. For example, all lines in British pounds are balanced together, and all lines in Mexican pesos are balanced together. Select this option when the Keep Ledgers in Sync option is selected for the ledger group.

*Balance by Base Currency Only:* Balances all journal lines by the base currency only.

**Base Currency Adjust Option** Select to control manual adjustments to the base currency in foreign currency journals for a particular business unit. Values are:

*Allow Base Curr Adjustments* (allow base currency adjustments): Enables you to directly change the base currency amount on foreign currency journal lines.

*Disallow Base Curr Adjustments* (disallow base currency adjustments): Prevents you from directly changing the base currency amount on foreign currency journal lines.

**Foreign Currencies per Journal**

Select to control the number of foreign currencies for each journal for a particular business unit. Values are:

*Multiple Foreign Currencies:* Allows journals to contain lines in multiple foreign currencies.

*Only One Foreign Currency:* Allows journals to contain lines only in the base currency and a single foreign currency. You must specify the foreign currency in the journal header.

*No Foreign Currencies:* Allows journals to contain lines only in the base currency.

**Translate Ledger Exchange Rate**

Select to control the exchange rate default of the translate ledger consistently for both online and batch edit processing:

*Inherit from Primary Ledger:* Translate ledger inherits the currency exchange rate of the primary ledger within the ledger group. For example, during journal edit, if the foreign currency of the primary ledger line is the same as that of the base currency of translate ledger line, then the exchange rate of the primary ledger line is copied to the translate ledger line; hence, the foreign amount of the primary line will be the same as that of the base amount of the translate line.

*Retain Exchange Rate:* Translate ledger retains the currency exchange rate from the rate type that is specified on the ledger group of the translate ledger. In other words, when this option is selected, there is no change in the base amount or exchange rate of the translate line.

See [Chapter 16, "Processing Multiple Currencies in General Ledger," page 341](#).

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## Defining Approval Options for a Business Unit

To define approval options for business units, use the General Ledger Definition component (BUS\_UNIT\_TBL\_GL).

This section discusses how to define approval options for a business unit.

### Page Used to Define Approval Options for a Business Unit

Page Name	Definition Name	Navigation	Usage
Approval Options	BUS_UNIT_TBL_GL4	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Approval Options	Specify journal entry approval options for a business unit.

## Defining Approval Options for a Business Unit

Access the Approval Options page (Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Approval Options).

Business Unit US001

Approval Options

Journal

\*Approval Option

Business Process Name

Approval Rule Set

Budget Journal

\*Approval Option

Business Process Name

Approval Rule Set

Control Budget Journal

Approval Option

Approval Options page

You have the option to use either the Virtual Approver method or Approval Framework method for the journal approval process. You select the approval methodology for journal approval on the Installation Options - General Ledger page. The selection choices on the Approval Options page depend upon which methodology that you select to use in Installation Options. When using the Virtual Approver method, the Business Process Name and Approval Rule Set fields appear on the page. When using the Approval Framework method, these fields are not visible since the Approval Framework provides its own Business Process and Approval Rule Set to communicate with PeopleTools.

### (Journal) Approval Option

Select an option for transaction journals. Values are:

*Pre-Approved:* Allows journal entry without approval through PeopleSoft Workflow. The Post Journal option is available on the Journal Entry - Lines page.

*Require Approval:* Requires approval through PeopleSoft Workflow. If you select this option and the approval methodology on the Installation Options - General Ledger page is Virtual Approver, you must select a Business Process Name and associated Approval Rule Set. The Business Process Name and Approval Rule Set fields are not visible when the approval methodology is Approval Framework in Installation Options.

**(Budget Journal) Approval Option**

Select a journal approval option for standard budget journals. Values are:

*Pre-Approved:* Allows journal entry without budget approval through PeopleSoft Workflow. The Post Journal option is available on the Journal Entry - Lines page.

*Require Approval:* Requires budget approval through PeopleSoft Workflow. If you select this option and the approval methodology on the Installation Options - General Ledger page is Virtual Approver, you must select a Business Process Name and associated Approval Rule Set. The Business Process Name and Approval Rule Set fields are not visible when the approval methodology in Installation Options is Approval Framework.

**(Control Budget Journal) Approval Option**

Select the Required approval option to enable Commitment Control budget journal approval (using Approval Framework) for the entire business unit. The default value is Not Required.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Entering and Posting Commitment Control Budget Journals," Approving Control Budget Journals Using Approval Framework.

See PeopleSoft General Ledger 9.1 Documentation Update: Commitment Control Budget Journal Approval. Visit My Oracle Support website - Article ID 1369486.1.

---

**Note.** When you define approval options at the source level, they override any approval handling that you specify at the business unit or ledger levels for journals using that source only.

---

**See Also**

[Chapter 26, "Setting Up and Using Configurable Workflow," Understanding Configurable Workflow, page 619](#)

[Chapter 26, "Setting Up and Using Configurable Workflow," page 619](#)

[Chapter 25, "Approving Journal Entry," page 607](#)

## Defining Interunit and Intraunit Options for a Business Unit

The Inter/IntraUnit page is used to select interunit and intraunit templates and to enter the legal entity to which the business unit belongs. You can also specify options for interunit billing and interunit transfer transactions. The page is presented in the context of the components, other pages and information necessary to implement interunit and intraunit accounting.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance."

## Enabling Journal Audit Logging

PeopleSoft Financial Audit Framework provides certain applications with the ability to track processes by creating an audit log. This functionality enables PeopleSoft General Ledger as well as subsystems (Receivables, Payables, Billing, and Asset Management) to log changes to designated associated documents. Audit logging provides setup for auditing documents and the events that affect those documents.

Journal audit logging capabilities must be activated using the Enable Audit Logging page. Once enabled, you may search the audit logs for enabled events using the Search Audits Logs page and may delete audit logs using the Purge Audit Logs page.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Financials Audit Framework (Audit Logging).

## Pages Used for Journal Audit Logging

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Enable Audit Logging	FS_AUDITLOG_ENABLE	Setup Financial/Supply Chain, Common Definitions, Audit Logging, Enable Audit Logging, Enable Audit Logging	Enable audit logging for PeopleSoft General Ledger.
Search Audit Logs	FS_AUDITLOG_SEARCH	Setup Financial/Supply Chain, Common Definitions, Audit Logging, Search Audit Logs, Search Audit Logs	Use this page to search for created audit logs.
Purge Audit Logs	FS_AUDITLOG_SEARCH	Setup Financial/Supply Chain, Common Definitions, Audit Logging, Purge Audit Logs, Purge Audit Logs	Use this page to delete selected audit logs.

## Enabling Audit Logging

Access the Enable Audit Logging page (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Enable Audit Logging, Enable Audit Logging).

## Enable Audit Logging

Application Name: General Ledger

Documents Find First 1 of 1 Last

Document Name: GL JOURNAL ☒ Include Archive

Events Customize Find 1-11 of 11 First Last

Enable	Event Name
<input checked="" type="checkbox"/>	Create Journal
<input checked="" type="checkbox"/>	Delete Journal
<input checked="" type="checkbox"/>	Edit Journal
<input checked="" type="checkbox"/>	Journal Date Change
<input checked="" type="checkbox"/>	Mark-to-Post Journal
<input checked="" type="checkbox"/>	Mark-to-Unpost Journal
<input type="checkbox"/>	Post Journal
<input checked="" type="checkbox"/>	Unmark-to-Post Journal
<input checked="" type="checkbox"/>	Unmark-to-Unpost Journal
<input type="checkbox"/>	Unpost Journal
<input checked="" type="checkbox"/>	Update Journal

Enable Audit Logging page

- Application Name** Select the General Ledger application name to enable those General Ledger events that you want to track using audit logging.
- Enable** Select the events for which you want to enable audit logging.
- Include Archive** Select to include data that has been archived.

## Searching for Audit Logs

Access the Search Audit Logs page (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Search Audit Logs, Search Audit Logs).



Search Audit Logs

Application Name: General LedgerDocument Name: GL JOURNAL

Search Criteria

\* Business Unit

is equal to

US001

GL Journal ID

is equal to

Journal Date

=

Journal Process

is equal to

Journal Suspense

Event Code

is equal to

Event Date

is equal to

User ID

is equal to

Process Instance

is equal to

☐ Include Archive

☒ Include Batch Changes

☐ Include Purge Logs

Search

Clear

Search Results

Customize | Find | 1 of 1 | First | Last

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
US001	0000000164	2004-01-01	0	04	CREATE	Create Journal	06/18/2009 6:55:41.000000PM	DVP1		Journal has been created by Correct Suspense Entries component.

Search Audit Logs page

The Search Audit Logs page accesses journal events that are populated in the GL Journal Audit record (GL\_AUD\_JRNL) if the corresponding events are enabled for audit logging. Enter your selection criteria and click the Search button to retrieve the requested audit information in the Search Results grid. This is the same page that is accessed when you click the View Audit Logs link from various journal pages, such as the Journal Entry - Lines page, for example. Other General Ledger pages that provide links to the Search Audit Logs page include the Mark Journals for Posting page, Mark Journals for Unposting page, and Journal Suspense Correction page.

See [Chapter 8, "Making General Ledger Journal Entries," page 129.](#)

- Include Archive

Select to include archived logs in your search results.
- Include Batch Changes

Some logs are created by batch processes. Select to track modifications to documents. However, tracking down a nightly scheduled process might not be very relevant. So, this option allows you to include or exclude the logs created in batch processes.
- Include Purge Logs

Select to include deleted audit logs (that you purged using the Purge Audit Logs page) in the search display.

Purging Audit Logs

Access the Purge Audit Logs page (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Purge Audit Logs).

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Financials Audit Framework (Audit Logging).

---

## Enabling ChartField Security

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at a data level. ChartField security is supported in PeopleSoft General Ledger and across other PeopleSoft Financials and Supply Chain Management (FSCM) applications. The ChartField Security feature prevents unauthorized employees and contractors from viewing and editing sensitive financial data by restricting access to data stored with specific ChartField values.

The primary features for ChartField security are:

- Enforce security rules by user, role, or permission list.
- Enable ChartField security for all products or selectively by product.
- Enable or disable ChartField security selectively by component.
- Define rules to accommodate end-user areas of responsibility.
- Refine access rules by product feature or component.
- Support super user access to minimize setup.
- Define components as exceptions to override security rules.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Securing ChartFields" and *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Securing ChartFields," *Securing ChartFields for PeopleSoft General Ledger*.

## Chapter 4

# Using Statistics

This chapter provides an overview of statistical journals and discusses how to:

- Set up for journal entries using statistics.
- Create journal entries using statistics.

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## Understanding Statistical Journals

This section lists prerequisites, provides an overview of statistical journals and discusses:

- Statistical ledger and accounts method.
- Statistics code method.
- Budget checking statistical budgets.

In Oracle's PeopleSoft General Ledger, you can use statistical data to facilitate financial analysis and reporting, as well as to form the basis for allocating certain expenses. You can use statistic codes to track nonmonetary amounts, to allocate expenses such as overhead to products, or to calculate a ratio of expense versus the number of customers for a regional expense analysis.

Units of measure determine how to quantify the statistical amount entered on a journal. You must associate each statistical account or statistics code with a standard unit of measure. This controls the units that appear in reports and enables the automatic conversion feature.

Automatic conversion enables you to post journal entries in whatever unit is convenient during journal entry. The system automatically converts entered units to standard units—for example, square yards to square feet. To do this, use the Convert To and Conversion Rate entries on the Units of Measure page. During journal entry, when you enter the statistical amount in square yards, the system converts that amount to square feet automatically, a system message confirms it, and the journal line stores the amount in square feet.

You can use one of two methods to implement statistics:

- Use a statistical ledger containing statistical accounts used in your journal entries.
- Use statistics codes associated with monetary accounts.

## Prerequisites

Depending on how you want to perform statistical accounting, you must define:

- Units of measure.
- A statistical ledger and statistical accounts, if you want to use the statistical account method.
- Statistics codes, if you want to use the statistic code method.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Understanding Ledgers

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Entering Units of Measure

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining a Detail Ledger

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields"

## **Statistical Ledger and Accounts Method**

Define a separate ledger to track only statistical data to segregate the statistical information from actual, budget, or other types of monetary information by ledger. To define a statistical ledger, you define a new ledger as you would define any other ledger and only post statistical amounts to that ledger. If you use this method, you must use statistical accounts in your journal entries.

Define a statistical account and associate it with a unit of measure. For example, the Workstations statistical account uses *EA*. (each) as a generic unit of measure. The Floor Space statistical account might use *SQ*. (square feet), while the Work Days account would use *DAY* (days).

You enter two separate journal entries to accommodate the statistical monetary amount of a transaction. For example, if you purchase 100 workstations, the journal entry that records the purchase includes a line for the statistical entry (100 workstations) and an additional journal entry to record the monetary amount.

## **Statistics Code Method**

An alternate way to track statistical amounts is by using statistics codes. This eliminates the need to enter an additional journal entry when there are statistics associated with the transaction. This is because you associate a statistics code with a monetary account. As with other ChartFields, there is a table of valid statistics codes that you can add or update on the Statistics Codes page. These can include items such as floor space, full-time equivalent workdays, shipment size, or generic units.

You create a journal entry where you enter the statistics on the same journal line as the corresponding monetary entry.

For example, using this method, a journal line that records the charge-back of rent expense to an individual department can include the dollar amount of the rent to be charged and the amount of floor space used to determine the charge all on one line.

## Budget Checking Statistical Budgets

The budget processor follows the rules for statistical budgets when the 'Enable Statistical Budgeting' check box is selected on the budget definition just as it does other types of budgets.

---

## Setting Up for Journal Entries Using Statistics

This section discusses how to:

- Set up for journal entries using statistical accounts.
- Set up for journal entries using statistics codes.

## Pages Used to Set Up for Journal Entries Using Statistics

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Units of Measure	UNITS_OF_MEASURE	Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure	Set up codes and descriptions for units of measure.
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Create the account ChartField values that you want to use as statistical accounts.
Statistics Code	STATISTICS_TBL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Statistics Code	Set up statistics code ChartField values.

## Setting Up for Journal Entries Using Statistical Accounts

To set up for journal entries using statistical accounts:

1. Set up the Unit of Measure (UOM) values (or select one that you want to associate with selected account ChartField values).

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**Note.** The data delivered with PeopleSoft products contains many UOM values.

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2. Create the statistic accounts from the Account page.

---

**Note.** PeopleSoft delivers some statistical accounts that begin with "9".

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3. Select the Statistical Account check box and a UOM value on the ChartField Value - Account page for accounts in which you want to track statistical values.

## Setting Up for Journal Entries Using Statistics Codes

To set up for journal entries using statistics codes:

1. Set up the Unit of Measure (UOM) values (or select one that you want to associate with selected Statistic Code ChartField values).

---

**Note.** The data delivered with PeopleSoft products contains many UOM values.

---

2. On the Statistics Code page, add the statistics codes ChartFields that you want to use to track your data and associate an appropriate UOM value.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Entering Units of Measure.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values.

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## Creating Statistical Journal Entries Using Statistics

This section discusses how to:

- Create statistical journal entries using statistical accounts.
- Create statistical journal entries using statistics codes.

### Page Used to Create Statistical Journal Entries

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Journal Entry - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	Record both monetary and statistical debit and credit amounts.

## Creating Statistical Journal Entries Using Statistical Accounts

A ledger group of at least two ledgers is required in the following scenario. One ledger is dedicated to monetary entries and the other ledger is dedicated to statistical entries.

1. Access the Create Journal Entries - Lines page.
2. To debit and credit the statistical account ChartFields, enter the amount based on the UOM that you set up for the account ChartField.

3. Create a second journal entry for the monetary accounts and amounts associated with the previous statistical journal entry.
4. When you process these journal entries, the statistical data is posted in the statistical ledger associated with the business unit and the monetary amounts are posted to the appropriate monetary ledgers associated with the business unit.

When you create the journal entry using the statistical ledger and statistical account ChartFields, enter the information for the following fields on the journal line:

<b>Account</b>	Enter the statistical account number in the same field that you would enter any account number. The statistical account is recognized by the system from the statistical account indicator that you selected on the Account page when creating the account.
<b>Stat (statistic)</b>	This field is not available for entry. It is only enabled when using the statistic code method.
<b>Stat Amt (statistical amount)</b>	Enter the total number of units that are involved in the transaction.
<b>UOM (unit of measure)</b>	The unit of measure automatically appears based on the unit of measure that you select when you set up the statistical account ChartField.

See [Chapter 8, "Making General Ledger Journal Entries," page 129.](#)

## Creating Statistical Journal Entries Using Statistics Codes

Access the Journal Entry - Lines page.

Header | Lines | Totals | Errors | Approval

Unit: US001 Journal ID: 0000000166 Date: 06/21/2009 \*Process: Edit Journal Process

Template List Search Criteria Change Values View Audit Logs Errors Only Inter/IntraUnit Line: 10

Select	Line	*Unit	*Ledger	Account	Currency	Amount	Stat	Stat Amt	Rate Type	Exchange Rate	>>	Base Currency
<input type="checkbox"/>	1	US001	LOCAL	640001	USD	20,000.00	FLS	1,500.00	CRRN	1.00000000	>>	USD
<input type="checkbox"/>	2	US001	LOCAL	100001	USD	-20,000.00			CRRN	1.00000000	>>	USD

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	2	20,000.00	20,000.00	N

Journal Entry - Lines page (statistics code entry)

Enter the data for this journal line, including monetary data, and use the following information to select a statistics code and its relevant data.

**Stat (statistic)** Select a code.

**Stat Amt** (statistical amount) Enter the total number of units that are involved in the transaction.

**See Also**

Chapter 8, "Making General Ledger Journal Entries," Creating Journal Entries, page 132



## Chapter 5

# Understanding General Ledger Background Processes

This chapter discusses:

- The background process model.
- Initiation of processes from application pages.
- Restart and recovery of processes.
- Concurrent processing.

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## The Background Process Model

Many functions in Oracle's PeopleSoft General Ledger, such as journal editing and posting, allocations processing, financial consolidations, year-end closing, and creation of summary ledgers are run as background processes using a process request page. A common processing model is incorporated into all PeopleSoft background processes to initiate processes, monitor their progress, and track their history. In addition, through commits, this model frees shared resources as quickly as possible to facilitate concurrent activity.

The model includes the following elements:

- Unit of work.
- Process instance (run ID).
- Request records.
- Message log.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"*

## Unit of Work

The unit of work is the interval of processing that takes place between commit points. All PeopleSoft General Ledger background processes use a functional approach to defining the unit of work. This guideline is the basis for the restart and recovery process. If a program encounters an error during the unit of work interval, the system rolls back all processing to the previous completed unit of work. If a rollback occurs as a subset of the request criteria, this point is indicated on the request record for that background process.

For the Allocations and Year End Close background processes, the unit of work is defined as a subset (a process step) within the request level. The program can successfully complete an allocation step or close a ledger for a fiscal year without completing all the steps or business units specified in the request record. The Year End Close process commits the work for each unique ledger and business unit combination. This enables you to continue an interrupted job by starting from the failed business unit. In these cases, several commits could be issued before the request record is updated. For the Consolidations and Equitization process, the unit of work is the same as the request level.

The amount of time required to complete a unit of work is critical when determining which processes can run concurrently. Because this is a function of the data, the nature of the requests, and the database environment, you should run tests of typical units of work to see how long they take in the absence of conflicting processes.

## Process Instance (Run ID)

The system assigns a unique process instance number to each background run. The number uniquely identifies data within shared work and log tables. The process instance field counter resides in PS\_PRCSEQUENCE.SEQUENCENO. At the start of a background process, a program updates the counter (incrementing it by 1), selects the value, and then commits the work.

## Request Records

The request record stores information about the status of a background process. A request record defines the input data that a background process uses to complete a unit of work, and it contains these fields:

<b>OPRID</b> and <b>RUN_CNTL_ID</b>	Identifies a request set, which can be made up of multiple requests.
<b>REQUEST_NBR</b> or <b>REQUEST_ID</b>	Identifies the individual requests within that request set.
<b>PROCESS_FREQUENCY</b>	Indicates whether to process a request every time the request set is processed or only the next time.
<b>PROCESS_STATUS</b>	Indicates the success or failure of the request once it is processed.
<b>DTTM_STAMP_SEC</b>	Stores the date that the request was last processed.

When a background process starts, it reads the first request record that is flagged for processing. After the record is read, it is immediately updated as *In Process* and committed by the background process. This prevents other instances of the process from reading and processing the request, and provides information about the current status.

If the `PROCESS_FREQUENCY` field value is *Process Once*, the process changes the value to *Don't Process* when the request is complete. The process updates the `PROCESS_STATUS` field to reflect the success or failure of the run, and it issues a commit immediately after the update.

## Message Log

Each background process generates informational and error messages related to the process run. Because all processes share the tables where the system logs these messages, a commit occurs after an insert into the Message Log table to prevent locking by one process.

---

## Initiation of Processes from Application Pages

Some processes, such as the Journal Edit process and the Journal Post process, can be initiated from application data-entry pages. For example, to initiate the Journal Edit process from the Create Journal Entries - Lines page, select *Edit Journal* in the Process field. The system initiates the edit background process immediately. You use this same method to post and copy a journal on the Lines page.

### See Also

[Chapter 8, "Making General Ledger Journal Entries," Specifying Journal Search Criteria, page 150](#)

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Submitting and Scheduling Process Requests"*

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## Restart and Recovery of Processes

If the system encounters an error while processing a request, it performs a rollback and sets the `PROCESS_STATUS` in the request record to *Error*. The program then continues to process the next request. To rerun the canceled request, you must return to the online request page and reinitiate the request.

Identify any requests marked in error using the message log information. When you correct the condition that caused the error, mark the request for processing and run the job again.

---

## Concurrent Processing

Before you decide which types of activities occur concurrently within General Ledger, you must understand which tables are accessed by background and reporting processes. The tables accessed by various processes can affect the processes that you run concurrently with online activity or with other background programs.

Concurrency is important in the usage of both physical and functional tables:

- Physical usage.

Certain processes bar access to tables required of other processes, so those processes cannot be run concurrently. Physical usage is based on an analysis of the unit of work anticipated in the environment, along with the type of table access a background or reporting process performs. This depends on the SQL access type. Multiple processes can perform Select access against a table. Delete, Update, and Insert access can cause table or row locking (depending on the platform). In turn, this might cause a conflicting and concurrently running process to pause or take a time-out.

- Functional usage.

Although a table may be physically available, it might cause problems if changes are made while a process is running. Consider the elimination set tables used by the Consolidation background process. Functionally, you do not want a user to modify the elimination set definitions online while another user runs the Consolidation process to generate elimination entries. This can result in unexpected or inaccurate results for the user running the background process. User and object security are two system tools that can provide segregation of functional access to tables online and in the background.

Most of the General Ledger batch processes are designed to enable efficient concurrent processing by using nonshared temporary tables to minimize contention on these tables. Each process has its own temporary table when multiple jobs run concurrently. For example, if two Currency Translation jobs (FSPCCURR) are running, the first job uses CURR\_WRK\_TBL001 and the second job uses CURR\_WRK\_TBL002.

For COBOL processes, the nonshared tables are maintained in table TEMP\_TBL\_ASGNM. General Ledger provides a set of four nonshared tables for each temporary table. The system administrator can add more nonshared temporary tables if necessary. If all temporary tables are in use—for example, one job is submitted while four other jobs run concurrently—the shared temporary table (CURR\_WRK\_TBL in the case of the Currency Translation process) is shared by the fifth job and by subsequent jobs submitted.

For Application Engine processes, the nonshared tables are maintained in the tools tables. The number of instances of nonshared temporary tables is specified in the Application Engine properties. For example, the number of temporary table instances for the Combo Edit process is set to 4.

### **See Also**

[Chapter 7, "Optimizing General Ledger Performance," Using Non-Shared Tables, page 99](#)

## **Concurrent Processes**

The General Ledger Utility processes perform Update, Delete, and Insert functions, so you must take concurrency into account. These processes directly modify and load data into transaction and system tables. If you run these processes, you should be aware of the tables affected and you should run the processes only at appropriate times. This table lists identifies the tables used by each function of the process:

<b>Utility</b>	<b>Function</b>	<b>Tables Used</b>	<b>When to Run</b>	<b>Locked Tables</b>	<b>Commit After Loading</b>
GL_EXCL_JRNL	Insert, Update, and Delete	PS-JRNL_HEAD PS_JRNL_LN PS_OPEN_ITEM_GL	Anytime	Journal tables	All data
GL_JRNL_IMP	Insert	PS_JRNL_HEAD, PS_JRNL_LN, PS_JRNL_VAT, PS_OPEN_ITEM_GL, PS_JRNAL_CF_BAL_TBL	Anytime	Journal tables	All data
GL_LED_IMP	Insert and Delete	PS_LEDGER, PS_LEDGER_BUDG	Alone	Ledger tables	All data
GL_JRNL_COPY	Copy	PS_JRNL_HEAD, PS_JRNL_LN, PS_JRNL_VAT, PS_OPEN_ITEM_GL	Anytime	None	
GL_SJE	Create standard journal entries	PS_JRNL_HEAD PS_JRNL_LN	Anytime	None	None issued
FIN9001	Update	PS record system table PS field system table Prompt tables	Alone	PeopleSoft Application Designer	

<i>Utility</i>	<i>Function</i>	<i>Tables Used</i>	<i>When to Run</i>	<i>Locked Tables</i>	<i>Commit After Loading</i>
COMBO_BUI LD_REQ	Build combo data	COMBO_DAT A_TBL and selector tables (depending on the setup)	Alone	COMBO_DAT A_TBL and selector tables (depending on the setup)	

The processes FIN9001 has a name similar to reports, but it is a processes. Because reports only perform Select access against the database, reports do not cause table or row locking, and they do not change data. Consequently, reports do not encounter concurrency issues. The FIN9001 has restrictions in that it must be run alone.

### ***FIN9001.SQR***

This utility performs updates on information in both the PeopleSoft record and field system tables. Security implementation should ordinarily be a one-time activity during system configuration. Run this utility by itself, because it modifies prompt tables and locks tables referenced by PeopleSoft Application Designer. The total start-to-finish time of this report is normally less than five minutes.

## **Background Process Concurrency**

This section discusses the relationship between tables that each process uses and the effects the process can have on concurrent activity within General Ledger. This refers to running *different* processes concurrently.

The online process definition and request pages for each process control the actual data accessed from the following process information. The Allocations process, the Combination Edit process, the Journal Ledger process, and the Summary Ledger process are all Application Engine processes. The processes are presented here in alphabetical order by process name.

### ***Allocations Application Engine Process (FS\_ALLC)***

The Allocations process references this functional data: record and field definitions, calendar data, allocation definitions, ledger information, tree definitions, TimeSpans, and ChartField table values. SELECT SQL access is used to retrieve this data.

The result of an allocation is the updating of ledger rows, the creation of journal entries, or both. Insert and Update activity required for these outputs occurs against the JRNL\_HEADER, JRNL\_LN, and LEDGER tables. The unit of work for an allocation is the allocation step.

---

**Note.** General Ledger supports multiple journal and ledger tables. General Ledger table allocation enables Insert and Update functions to specified target and offset tables.

---

It is important to evaluate the time required to complete an allocation step. This is based on the functional requirements and the size of the basis, pool, and target for a given step. The estimated time to complete the unit of work determines the impact that allocation journal entry creation and ledger update activity has on other concurrently running processes.

You can request that a calculation log be generated when an allocation step is processed in the background. This results in Insert functions being performed against the ALLOC\_CALC\_LOG table. The Structured Query Report (SQR) that generates a report of the allocations calculation log, GLS6002.SQR, selects against this table. Therefore, you should not run the SQR GLS6002.SQR concurrently with the Allocations background process if the steps being processed generate a calculation log.

### ***Alternate Account Edit Application Engine Process (GL\_AA\_EDIT)***

The Alternate Account Edit process is an Application Engine process that updates the records you specify in the Combo Edit Template Line Record field and Line Error Log field. The Line Error Log record only is updated if you set the ERRORHANDLER flag to true. (You must pass this field with a value of Y.)

The only system table that is used for transaction set editing is PSRECFIELD. This is only accessed if the ERRORHANDLER flag is true.

Application tables used for SELECT SQL or editing are:

- PS\_INSTALLATION
- PS\_COMBO\_EDIT\_TMPL
- PS\_BUS\_UNIT\_TBL\_GL
- PS\_COMBO\_EDIT\_LNS
- PS\_LED\_GRP\_LED\_TBL
- PS\_LED\_FLDS\_TBL
- PS\_BU\_LED\_GRP\_TBL
- PS\_ALTACCT\_XREF

### ***Average Daily Balance Calculation Process (GL\_ADB\_CALCX)***

The Average Daily Balance process uses information from record and field definitions, average daily balance (ADB) definitions, ledger definitions, calendar data, tree definitions, and the average daily balance request record. SELECT SQL access is used to retrieve this data.

The main activity of the Average Daily Balance process is calculating average balances from the ADB ledger of the specified period. The calculation results are inserted into the ADB target ledger table. The Average Daily Balance process supports two different methods of calculating the averages: ad hoc and incremental.

With the *ad hoc* method, the process extracts the data from the ADB ledger to calculate the average balances. Run the Average Daily Balance process any number of times. The process deletes any previously calculated average balances of the same period before it recalculates the new average balances.

With the *incremental* method, the process uses the prior period averages and the data from the ADB ledger. The process extracts only the data from the ADB ledger that is necessary to calculate the average balances. This includes any transactions that are posted between the prior and current requested period. The process automatically applies adjustments to prior period averages. Run the Average Daily Balance process any number of times. The process uses an activity log table to determine the required processing. If the averages were already calculated for a given period, only the adjustments are applied. The process also used a date-time stamp on the log table to ensure that the adjustments are not applied more than once. This enables you to adjust averages as many times as needed.

The request record of the Average Daily Balance process enables you to specify multiple periods of average balances to calculate, so that the commit point is a subset of the request record. A commit is issued after each period for which average balances are calculated and adjusted.

### ***ChartField Combination Build Process (FS\_CEBD)***

The ChartField Combination Build process references the following data: record and field definitions as defined on the combination template, combination rule and group definitions, tree definitions, and ChartField table values SELECT SQL access is used to retrieve this data.

The result of the ChartField Combination Build process is a refresh of the valid ChartField combinations in the PS\_COMBO\_DATA\_TBL or the COMBO\_SEL\_ *nn* selector tables.

The ChartField Combination Build background process uses these tables:

<b><i>ChartField Combination Table</i></b>	<b><i>Usage</i></b>
COMBO_DATA_TBL	Stores all the valid or invalid ChartField combinations (based on definition) as maintained by the Combination Build process (FSPECBLD).  SQL Selects are done against this table to determine which combinations are defined by the combination rule.
COMBO_SEL_ <i>nn</i> ( <i>nn</i> is a number between 01 and 30)	Stores the ranges of tree values used by the combination rules for reference during core processing.  SQL Selects are done against these to determine which combinations are defined by the combination rule.

### ***ChartField Combination Editing Process (FS\_CEDT\_PROC)***

The ChartField Combination Editing process references the same functional data, as does the ChartField Combination Build process in the previous section. Likewise, SELECT SQL access is used to retrieve this data.

To enhance the performance of the editing, you can build the COMBO\_SEL\_ *nn* master selector tables before using the Combination Edit process.

Alternatively, you might decide not to build the selector tables. This causes the editing process to build them dynamically at the time of the edit.

If you prefer to edit directly against the COMBO\_DATA\_TBL without using the selector tables at all, you can do so by indicating this on the Combo Group definition. On the Combo Group definition, there is an Editing option for indicating whether the COMBO\_DATA\_TBL or the selector tables can be used. However, if you select COMBO\_DATA\_TBL as the editing option, the batch editing does not dynamically build the COMBO\_DATA\_TBL. In this case, you must run the Combination Build process to create the combinations before the edit.

The background processing performs several updates to the accounting line tables defined in the Combination Template definition. Set processing logic is used to determine the validity of the ChartField combinations. The result of ChartField combination editing is the updating of accounting lines with the status *Invalid* if ChartField combination errors are found.



### ***Closing Process (GLPCLOSE)***

The Closing process uses information defined for record and field definitions, account types, account attributes, calendars, ChartField value sets, ledger definitions, and closing rule definitions. It also uses ledger and journals data to perform the closing. SELECT SQL access is used to retrieve this data.

The primary activity of the Closing process is to create closing ledger entries and journal entries for year-end close, or closing journal entries for interim close. (Creation of journal entries to maintain an audit trail is optional for year-end close; interim close *always* creates journals.) The Closing process uses Insert, Update, and Delete activity against several temporary tables in addition to LEDGER, JRNL\_HEADER, and JRNL\_LN tables. The unit of work for the Closing process is the same as the request itself—the closing of the ledger specified on the request. The closing process locks activity on the LEDGER table on accounting period 999 and 0, as well as JRNL\_HEADER and JRNL\_LN if journals are to be created. Consider this when planning activities that might be run concurrently with closing. In the event that processing is interrupted, periodic commits occur for a large volume of rows.

Additionally, if the close to multiple retained earnings option is activated, processing time depends heavily on the ChartField value set definitions. Generally, the fewer ChartFields processed, the more efficient the processing. On the other hand, it takes less time if there are fewer ChartField combinations among the ChartField value sets included in the closing rule definition.

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**Note.** When processing interim close, the journals for the specified period are locked. You should not run other activities that require access to these journals.

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### ***Commitment Control Budget Closing Process (FSPYCLOS)***

The LEDGER\_KK table, which holds the Commitment Control budget balances, is selected and updated during the Budget Closing process. Calculation log entries in tables KK\_CLOSE\_CALC\_S, KK\_CLOSE\_CALC\_T, and KK\_CLOSE\_OFFSET are created to provide the supporting information on how the remaining balances are updated and rolled forward to a new budget period. One or more rows are created for the process log table KK\_CLOSE\_PR\_LOG, which can be reviewed online and undoes the Budget Close process. KK\_BD\_ATTRB\_MST, KK\_BD\_ATTRIB, and KK\_BD\_ATTRIB\_BP are updated for the budget status. Insert and Update functions are performed against this table within the unit of work interval. KK\_CLOSE\_STATUS is maintained by both the Budget Closing process and the Run Control Validation process (GLS1211) to track the closing status of Budget Ledgers by Budget Period, and it can be reported or reviewed online.

The Budget Closing process creates Commitment Control journals in KK\_BUDGET\_HDR and KK\_BUDGET\_LN tables, and it calls the Budget Journal Posting process (FS\_BP) to update the LEDGER\_KK table.

### ***Commitment Control Budget Process (FS\_BP)***

Background budget processing updates the Commitment Control ledger, activity, source transaction, liquidation, log and exception tables, as well as various application header and line tables as defined in the Commitment Control Source Transaction Definition component. It also accesses various Commitment Control definition tables and PeopleSoft record definition tables.

The Commitment Control Budget process also updates these Commitment Control tables:

- PS\_KK\_SOURCE\_HDR
- PS\_KK\_SOURCE\_LN

- PS\_KK\_ACTIVITY\_LOG
- PS\_LEDGER\_KK
- PS\_LIQUIDATION
- PS\_KK\_REFERENCED
- PS\_KK\_TRANS\_LOG
- PS\_KK\_EXCPTN\_TBL
- PS\_KK\_CHECK\_REQ
- PS\_KK\_CHECK\_REQ2

The process accesses these Commitment Control tables:

- PS\_KK\_BUDGET\_TYPE
- PS\_KK\_SUB\_TYPE
- PS\_KK\_KEY\_CF
- PS\_KK\_CF\_VALUE
- PS\_KK\_EX\_ACCT\_TYPE
- PS\_KK\_EX\_ACCT\_VAL
- PS\_KK\_BD\_DFLT\_ACCT
- PS\_KK\_BD\_OFFSET
- PS\_KK\_TRX\_OFFSET
- PS\_KK\_BD\_ATTRIB
- PS\_KK\_BD\_ATTRIB\_BP
- PS\_KK\_REV\_XREF
- PS\_KK\_EX\_XREF
- PS\_KK\_FS\_VALUE
- PS\_KK\_SOURCE\_TRAN
- PS\_KK\_TRAN\_SELECT
- PS\_KK\_STATUS\_FLDS
- PS\_KK\_REFREC\_KEYS

The process accesses these application definitional tables:

- PS\_BU\_LED\_GRP\_TBL
- PS\_BUL\_CNTL\_BUD

- PS\_LED\_GRP\_TBL
- PS\_LED\_FLDS\_TBL
- PS\_CAL\_DETP\_TBL
- PS\_CAL\_BP\_TBL
- PS\_GL\_ACCOUNT\_TBL

The process accesses these PeopleTools definitional tables:

- PSDBFIELD
- PSRECFIELD

Depending on the product calling Budget Processor, the Commitment Control budget process accesses certain application records and updates their status flags. The source tables are defined in the source transaction page under menu Commitment Control, Define Control Budgets.

### ***Consolidations Process (GLPOCONS)***

The Consolidations process uses this functional information: tree definitions, calendar data, elimination sets, minority interest sets, ledger information, and ChartField table values. SELECT SQL access is used to retrieve this data.

The primary Insert, Update, and Delete activity against multiple use tables occurs when generating elimination entries for consolidations. Inserting rows into the JRNL\_HEADER and JRNL\_LN tables creates journal entries. The Journal Edit (GL\_JEDIT) process and the Journal Post (GLPPPOST) process are called to edit and post the journals. Please refer to those sections for details on tables that are accessed.

The request record for the Consolidations process enables you to review elimination results by running the process in Log mode. In this mode, the Consolidations process performs all the calculations necessary to generate consolidated results and stores that information in the CONSOL\_LOG table. Run the Consolidations process any number of times until you have resolved all discrepancies. Once you obtain the desired results, run the process a final time to actually generate the elimination journal entries. Potential locking problems are not applicable while in Log mode. One row is inserted into the process log table, CONSOL\_PROC\_LOG, which can be reviewed online. You use it to undo the Consolidation process.

The Consolidation process also maintains the process status in CONSOL\_ND\_STAT. The status appears on the Consolidation Process Monitor page.

### ***Equitization Process (GLPQEQTZ)***

The Equitization process is similar to the Consolidation process with regard to tables that are used or affected.

The primary Insert, Update, and Delete activity against multiple-use tables occurs when generating equitization entries. Inserting rows into the JRNL\_HEADER and JRNL\_LN tables creates journal entries. The Journal Edit (GL\_JEDIT) process and the Journal Post (GLPPPOST) process are called to edit and post the journals. Refer to those sections for details on tables that are accessed.

These activities occur within the Equitization process unit of work interval, which is the same as the request. It is important to evaluate the size of equitization source and the expected number of journal entries to be created to estimate the unit of work interval. If the interval is short, there should be little impact on other parts of the system that enable journal entry creation or ledger updating. If the interval of the unit of work is long, then you should avoid other journal entry creation and ledger updating activity when creating equitization journal entries.

The request record for equitization enables you to review equitization results by creating the calculation log and store that information in the EQTZ\_CALC\_LOG table. Unlike the Consolidation process, the Equitization process does not have a Calculation Log Only mode. The calculation log is a side-product for each successful equitization run.

One entry to EQTZ\_PROC\_LOG is also created to retain the request information for the Undo process. The Undo option in the equitization request causes the process to delete the entry from last process request.

### ***Flat File Journal Import Process (GL\_JRNL\_IMP)***

This import process interfaces with third-party systems that produce flat files containing journal entries.

This process inserts rows into the journal tables from data in a flat file. A commit is used after all data in the file is loaded. You can separate journal data into smaller flat files and run several instances of this process concurrently.

### ***Flat File Ledger Import Process (GL\_LED\_IMP)***

This import process interfaces with third-party systems that produce flat files containing ledger entries.

This process inserts rows into the PS\_LEDGER and PS\_LEDGER\_BUDG tables from data in a flat file. A commit is issued after all the data in the file is loaded.

You should run this process by itself because it locks ledger tables while it is running.

### ***HRMS Account Code Interface Process (HR\_ACCT\_CD)***

This process reads information and sends it out as a message to another user ID. When the HRMS Account Code Interface (Human Resources Management account code interface) process (HR\_ACCT\_CD) runs, no contention for system tables occurs.

This process runs the Build Combination Data process and then the HRMS/SA extract Application Engine process. The latter extracts data out of the combo data table and sends it to the Human Resources subsystem by using PeopleSoft Application Messaging. Because this process also runs the Build Combination Data process, do not run HR\_ACCT\_CD concurrently with any other background process that use the combination data table, the selector tables or the exploded combination table.

### ***Journal Copy Application Engine Process (GL\_JRNL\_COPY)***

This Application Engine process copies journal line information to a new journal. There should not be any concurrency issues with this process.

***Journal Edit Process (GL\_JEDIT)***

Background journal editing updates the journal header, journal line, journal value-added tax (VAT), InterUnit and IntraUnit journal anchor, journal totals, TSE journal header log, and TSE journal line log tables. It also accesses various tools (PeopleSoft Application Designer for record definition), system definition tables, ChartField tables, and ChartField combination data and rules tables.

The system tables used for transaction set editing are PSDBFIELD, PSRECDEFN, and PSRECFIELD.

Other tables used to edit individual journals are:

- PS\_BUS\_UNIT\_TBL\_GL
- PS\_BU\_LED\_TBL
- PS\_BU\_LED\_GRP\_TBL
- PS\_CAL\_DEFN\_TBL
- PS\_CAL\_DETP\_TBL
- PS\_RT\_TYPE\_TBL
- PS\_LED\_DEFN\_TBL
- PS\_OPEN\_ITEM\_GL
- PS\_GL\_POS\_ACT\_DEF
- PS\_GL\_POS\_ACT\_CFS
- PS\_GL\_POS\_ACT\_DETL
- PS\_SET\_CNTRCRL\_REC
- PS\_SET\_CNTRCRL\_TBL
- PS\_SET\_CNTRCRL\_TREE
- PS\_SOURCE\_TBL
- XLATTABLE
- Various ChartField tables
- Various VAT definition tables

These tables are updated during background journal edits:

- PS\_JRNL\_EDIT\_REQ
- PS\_JRNL\_EDIT\_LOG
- PS\_JRNL\_HEADER
- PS\_JRNL\_LN
- PS\_JRNL\_CF\_BAL\_TBL

- PS\_TSE\_JHDR\_FLD
- PS\_TSE\_JLNE\_FLD
- PS\_JRNL\_VAT
- PS\_JRNL\_IU\_ANCHOR

The Journal Edit process uses application locking instead of database locking to lock the journals being edited. When the Journal Edit process starts, it updates the journal header's JOURNAL\_LOCKED field to Y to set the application locking. While the journals are locked, they cannot be used by other online or batch activities. After each journal is edited, its JOURNAL\_LOCKED field is reset to blank and a commit is issued. Consequently, the journal is unlocked. The request record for journal edit processing enables you to specify a range of journals to edit, so that the commit point is a subset of the request level.

It is important to evaluate the size of the background run of the Journal Edit process for a specific request. The size determines whether or not concurrent activity is successful against the journal tables. Performance timings of the Journal Edit process indicate that a medium volume of journals should be an acceptable level for concurrent activity. Avoid large volumes when other journal processing activity needs to occur.

Volume estimates also depend on the database platform used. You can narrow the request level criteria to lower the volume of journals processed in a unit of work. Process large journals as separate requests.

### ***Journal Generator Process (FS\_JGEN)***

The Journal Generator process uses information from record and field definitions, accounting entry definitions, journal generator template, General Ledger business unit, ledger definitions, calendar data, journal sources, tree definitions, and the journal generator request record. SELECT SQL access is used to retrieve this data.

The main activity of the Journal Generator process is creating journal entries from accounting entries. Journal entries are created in two steps. The first step inserts rows into the JGEN\_WRK\_TBL<sub>nnn</sub> work table from accounting entries. The second step inserts rows into the JRNL\_HEADER and JRNL\_LN tables by selecting from the JGEN\_WRK\_TBL<sub>nnn</sub> work table. The accounting entries are then updated with the journal information. A commit is issued after each journal is created.

### ***Journal Post Process (GLPPPOST)***

The Journal Post process references data from the record and field definitions, ledger definitions, and the journal request record. SELECT SQL access is used to retrieve this data.

Posting has two primary functions:

1. To update or insert rows into the LEDGER table to which you are posting.  
Rows in JRNL\_HEADER are updated after they are successfully posted.
2. To create journal entries for the unpost and reversal creation process.

This consists of Update, Insert, and Delete activity against the JRNL\_HEADER and JRNL\_LN tables. The posting unit of work is the same as the request. If open item journals are involved, table OPEN\_ITEM\_GL is updated.

Based on the request options or the configuration of the ledgers, additional tables may be updated during the posting process. OPEN\_ITEM\_GL is updated if the Open Item Reconciliation process is selected. LEDGER\_ADB\_HLD is updated if an average daily balance is maintained for this ledger. SLEDGER\_STG is updated if incremental summary ledger is enabled.

Success or failure of concurrent activity depends on whether the two processes attempt to update or insert the same ledger rows. The Posting process can run concurrently if the data sets are mutually exclusive (by business unit, ledger, year, period, or ChartField values).

Avoid large volumes when other journal and ledger process activity needs to take place.

Volume estimates also depend on the database platform used. You can narrow the request level criteria to lower the volume of journals processed in a unit of work. Process large journals as separate requests.

### ***Ledger Load Process (GL\_LED\_LOAD)***

The Ledger Load process updates the ledger table, a staging table for ledger load and the ledger load log tables. It also accesses various system definition tables and ChartField mapping tables.

The system table PSRECFIELD is used for checking whether the database is set up for separate debits and credits.

Other tables used to edit individual journal are:

- PS\_BUS\_UNIT\_TBL\_GL
- PS\_CAL\_DETP\_TBL
- PS\_CF\_MAPPING\_SET
- PS\_CF\_VALUE\_MAP
- PS\_CFV\_MAP\_BU\_SET
- PS\_CF\_TARGET\_TBL
- PS\_CF\_SOURCE\_TBL
- PS\_CF\_MAPPING\_CF
- PS\_LED\_TMPLT\_TBL
- PS\_BU\_LED\_GRP\_TBL
- PS\_LED\_GRP\_LED\_TBL

The Ledger Load process updates the ledger table. Evaluate the size of the run for a specific request. Because the process locks the rows in the ledger table for the specific run, avoid large volumes when other ledger activities need to occur.

### ***Multicurrency Processing Process (FSPCCURR)***

The Multicurrency Processing process references the following functional data: record and field definitions, account attributes, calendar data, translation and revaluation definitions, ledger information, tree definitions, TimeSpans, and ChartField table values. SELECT SQL access is used to retrieve this data.

The result of multicurrency processing is the updating of ledger rows and the creation of journal entries. Insert and Update activity required for these outputs occurs against the JRNL\_HEADER JRNL\_LN tables. The unit of work for multicurrency processing is a revaluation or translation step. Note that General Ledger also supports multiple journal and ledger tables for various ledger templates. The temporary table names are different across ledger templates.

Evaluate the time required to complete a multicurrency step. This is based on the functional requirements and the number of ChartFields that are restated as defined in the revaluation step or translation rules in a step. The estimated time to complete the unit of work determines the impact that journal entry creation and ledger update activity has on other concurrently running processes.

### ***Open Item Reconciliation Process (GL\_OI\_RECON)***

The only table that Open Item Reconciliation updates is the OPEN\_ITEM\_GL table. The unit of work is the same as the request. Work table GL\_OI\_TMPnnn is used for the Open Item Reconciliation process. Insert and Update functions are performed against this table within the unit of work interval.

### ***Post Daily Balance Process (GL\_ADB\_POST)***

The Post Daily Balance process uses the following information to post the journal transactions to the ADB ledger: business unit and ledger data, calendar data, ledger template, and the posted activity from the Journal Post process (contained in a holding table). SELECT SQL access is used to retrieve this data.

The main function of the Post Daily Balance process is to post the daily balances to the ADB ledger from the ADB ledger holding table. The ADB ledger holding table contains posted journal activity from the Journal Post process. To ensure the accuracy of the balances, the Post Daily Balance process deletes the posted activity from ADB ledger holding table after it is posted to the ADB ledger. The Post Daily Balance process also inserts data into the ADB adjustment holding tables for posted activity that is required to adjust average daily balances.

A commit is done after the balances are posted and the data is cleared from the adjustment holding table. The time to complete this step is determined by the number of transactions that are posted.

### ***Summary Ledger Application Engine Process (GL\_SUML)***

The Summary Ledger process uses information from tree definitions, calendar data, and ledger definitions for both summary and detail ledgers. SELECT SQL access is used to retrieve this data.

Multiple INSERTS, UPDATES, and DELETES are performed on the summary ledger table, S\_LEDGER\_XXXXXX, and on the status table, SUMLED\_STATUS. The incremental summary ledger update also updates and deletes rows from the staging table, SLEDGER\_STG.

The main activity of the Summary Ledger process is inserting data into the summary ledger defined on the request. The Insert is accomplished with one SQL statement, comprising one unit of work. A commit is issued after each summary ledger is created. The request record for summary ledger processing enables you to specify a range of summary ledgers to create, so that the commit point is a subset of the request level. No concurrency problems have been identified within the Summary Ledger process.

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**Warning!** The incremental Summary Ledger process should not be run concurrently for any single business unit and summary ledger combination. If multiple posting instances run concurrently and call the Summary Ledger process (for the same ledger and business unit combination), bad results or collisions can occur.

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***Spreadsheet Journal Batch Import Process (GL\_EXCL\_JRNL)***

This process inserts rows into the journal tables from data contained in a flat file that you create using the General Ledger Spreadsheet Journal Import utility. A commit is used after all data in the file has been loaded.

You can separate the journal data into smaller flat files and run several instances of this process concurrently.

***Standard Journal Entry Application Engine Process (GL\_SJE)***

This Application Engine process creates standard journal entries. There should not be any concurrency issues with this process.

***See Also***

Chapter 6, "Integrating and Transferring Information Among Applications," page 63

Chapter 8, "Making General Ledger Journal Entries," page 129



## Chapter 6

# Integrating and Transferring Information Among Applications

This chapter provides an overview of integration in Oracle's PeopleSoft General Ledger and discusses how to:

- Create journal entries from accounting entries using Journal Generator.
- Integrate PeopleSoft General Ledger with other PeopleSoft applications.
- Integrate PeopleSoft General Ledger with PeopleSoft Performance Management (EPM) Budgeting.
- Import journal entries.
- Transfer ledgers for consolidation.
- Integrate PeopleSoft Financials with third-party applications using generic process initiation service.
- Integrate PeopleSoft Financials with Hyperion Financial Close Management.
- Integrate PeopleSoft General Ledger with Oracle's Fusion Accounting Hub.

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## Understanding Integration in PeopleSoft General Ledger

PeopleSoft General Ledger is typically the repository of your accounting information. It receives data from other PeopleSoft applications, such as PeopleSoft Payables, PeopleSoft Project Costing, PeopleSoft Human Capital Management (HCM) Payroll, PeopleSoft Learning Solutions, and PeopleSoft Enterprise Learning Management, as well as third-party applications. These are referred to as feeder or subsystem applications.

You can also load data such as journal and ledger file imports directly into General Ledger. General Ledger can also export data, such as ledgers, and publish and subscribe data for consolidation.

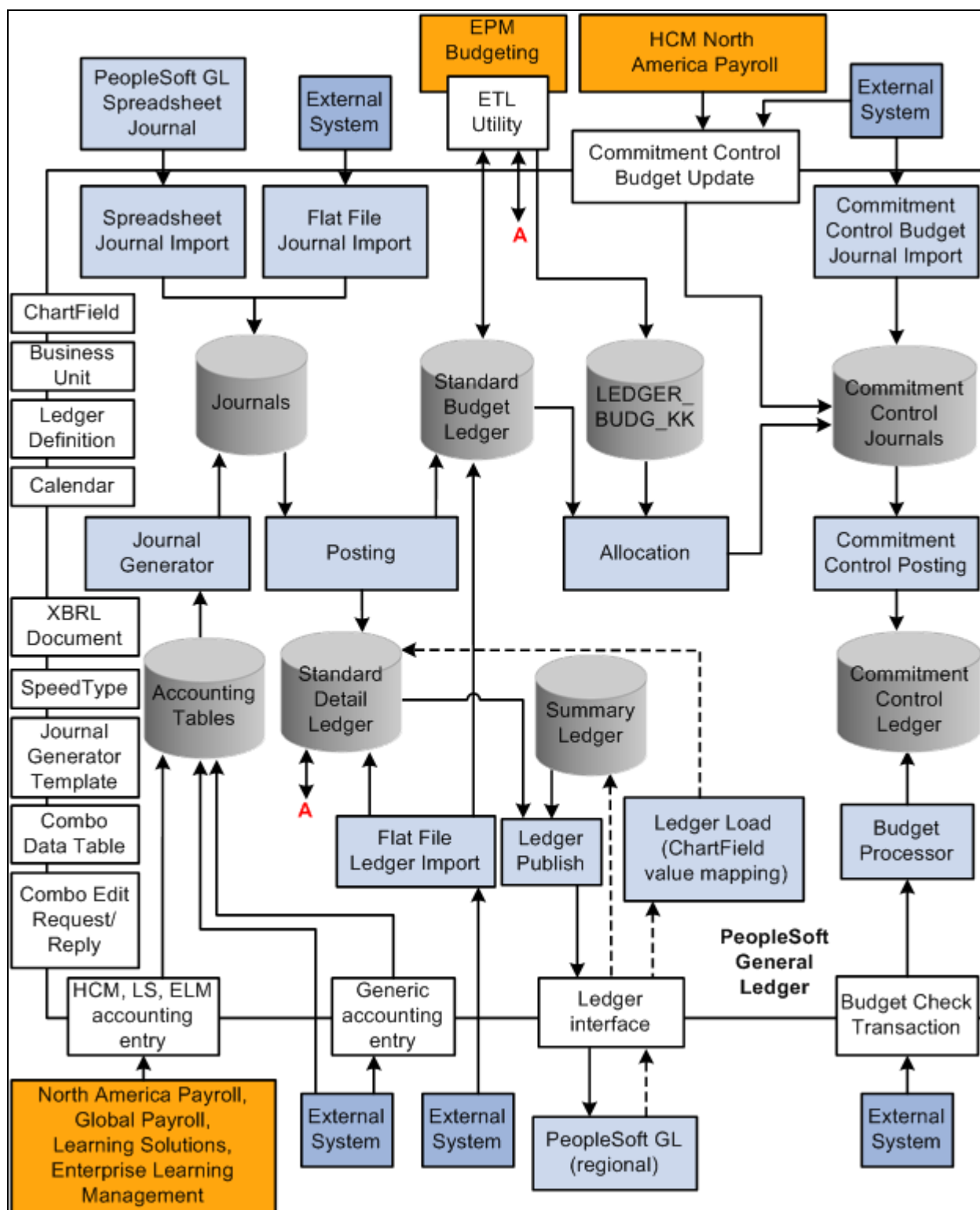
In addition to flat file imports, the General Ledger interface uses Integration Points (IPs) to publish and subscribe data and web services to expose services and service operations for applications that do not share the Financials database.

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**Note.** Review the chapter titled Backporting Integration Metadata in the PeopleTools Integration Broker PeopleBook. The backporting utility enables you to backport PeopleTools message queues to message channels used in previous PeopleTools releases. It also enables you to backport PeopleTools handlers to integration PeopleCode constructs used in previous PeopleTools releases.

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This diagram shows how data and transactions are imported and processed in General Ledger:



**See Also**

*PeopleTools PeopleBook: Integration Broker*

*PeopleTools PeopleBook: Integration Broker: Backporting Integration Metadata*

*PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 9.1 PeopleBook. "Understanding Integration Points"*

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## Prerequisites

Several General Ledger file import processes enable you to submit the file from the web page and then run the import processes on a batch server. One-time setup activities exist that you must perform to prepare your system for these tasks. These file import processes depend on the setup described in this table:

<b>Process</b>	<b>Process Object Name</b>
Flat file journal import.	GL_JRNL_IMP
Flat file ledger import.	GL_LED_IMP
Spreadsheet journal batch import.	GL_EXCL_JRNL
Commitment Control budget journal import.	KK_JRNL_IMP
FACTS II Load MAF data.	GL_F2_MAF

The storage location of the file attachment is defined by the URL definition GL\_FILE\_IMPORT. By default, it points to a database record. You might want to change the storage location of the file attachment to another location, such as an FTP server. This is optional. Please refer to the File Attachment Architecture PeopleBook for more details. To change this URL definition, select PeopleTools, Utilities, Administrations, URLs, open GL\_FILE\_IMPORT.

You must define an environmental variable, PS\_FILEDIR. This variable defines the temporary flat file location on the process scheduler that runs the file import process. If you have a Unix or OS390 process scheduler, you define this in the psconfig.sh file. If you have an NT process scheduler, you define this in the control panel. Please refer to the GetFile PeopleCode reference for more details or contact your system administrator.

**See Also**

*PeopleTools PeopleBook: PeopleCode Developer's Guide, "Using File Attachments and PeopleCode"*

*PeopleTools PeopleBook: PeopleCode Language Reference, "PeopleCode Built-in Functions"*

## Creating Journal Entries from Accounting Entries Using Journal Generator

Although you can load data directly into the General Ledger tables, a more common practice is to post journals to the General Ledger that are generated from a PeopleSoft application accounting entry table and from a generic accounting entry table, PS\_JGEN\_ACCT\_ENTRY, which is reserved for third-party applications.

This section discusses how to:

- Use Journal Generator with PeopleSoft applications.
- Use Journal Generator with third-party applications.

### Using Journal Generator with PeopleSoft Applications

PeopleSoft feeder applications typically generate accounting or voucher lines from transaction data that you enter in the particular application. PeopleSoft posts these accounting lines to an accounting entry table. Journal Generator processes data in the accounting entry table to create journals in General Ledger and optionally edit and post them to the ledgers.

You can create journal entries and optionally post them from any of these PeopleSoft applications:

<i>PeopleSoft Application Name</i>	<i>PeopleSoft Application Name (continued)</i>
Asset Management	Promotion Management
Accounts Payable	Purchasing
Accounts Receivable	Order Management
Billing	Treasury
Contracts	Enterprise Learning Management (ELM)
Expenses	Learning Solutions – Contributor Relations
Grants	Learning Solutions – Student Financials
Inventory	HCM — Global Payroll

<i>PeopleSoft Application Name</i>	<i>PeopleSoft Application Name (continued)</i>
Project Costing	HCM — North America Payroll

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**Note.** PeopleSoft ELM, HCM, and Learning Solutions are run in different databases from General Ledger. Their accounting entries are transferred using IPs and then processed by Journal Generator.

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### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator"

## Using Journal Generator with Third-Party Applications

When you create accounting entries in non-PeopleSoft third-party applications, you can use the Journal Generator to generate journal entries. This enables non-PeopleSoft applications to create journals from the business unit of each application to different General Ledger business units, as well as to different ledger groups and ledgers for a General Ledger business unit.

You can use the Journal Generator to create journal entries from any table in a database as long as the table contains the required fields. If the field names are different but the attributes are the same, you can create a view and point the Journal Generator to it.

You load your third-party transactions to a generic PeopleSoft accounting entry table PS\_JGEN\_ACCT\_ENTRY for further processing by the Journal Generator. This table works the same as the PeopleSoft accounting entry table that is used by PeopleSoft applications. You can use this table for your third-party applications, or you can clone it and make changes to the original table and the cloned table.

PeopleSoft software delivers the Accounting Entry IP to populate your accounting entry table. The IP provides sample publish and subscribe code for you to clone and modify to meet your third-party journal generation requirements. It uses PeopleCode subscribe on the subscription side. Because PeopleSoft software does not determine a publisher, the publisher is normally third-party software that generates XML messages directly to the PeopleSoft system. Therefore, the publish code that is presented in the IP serves as an example to illustrate the publishing logic.

General Ledger subscribes to the published service and populates the generic accounting entry table PS\_JGEN\_ACCT\_ENTRY with the third-party transaction data. After this table is populated, you use the Journal Generator to create journal entries for the General Ledger.

The service and queue name is JOURNAL\_LOAD\_TEMPLATE, which uses the PeopleCode Subscribe design pattern and the Subscription Name JournalLoadTemplate. Please see the service subscription for sample publish and subscribe logic.

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**Note.** PeopleSoft software does not provide direct support to third-party products, although PeopleSoft customers and third parties may use the IPs as delivered or customize them based on their needs.

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See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Understanding Journal Generator

Integrating General Ledger with Other PeopleSoft Applications

This section lists prerequisites and discusses how to:

- Activate integrations.
- Publish initial setup (fullsync) data.
- Publish incremental setup (sync) data.
- Use transactional and other services.

Prerequisites

Before you set up integration between General Ledger and other PeopleSoft product applications that involve using IPs:

- If you are integrating with PeopleSoft HCM products, you must select the HCM product by selecting Set Up Financials/Supply Chain, Install, Installation Options, Products.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications."

- Read the Integration Broker chapters thoroughly.

See *PeopleTools PeopleBook: Integration Broker Service Operations Monitor*

- Review the Integration Broker chapters to learn how to set up and manage the IB Gateway.

See *PeopleTools PeopleBook: Integration Broker Administration*, "Managing Integration Gateways"

Activating Integrations

Follow these steps to activate integrations on your database. You should perform the setup tasks on both the publishing and subscribing databases, unless stated otherwise.

Setup task	Navigation
Set up and configure Integration Broker Gateway. (Multiple steps are required to set up the gateway. Please see the PeopleTools PeopleBook for details.)  See <i>PeopleTools PeopleBook: Integration Broker Administration</i> , "Managing Integration Gateways"	PeopleTools, Integration Broker, Configuration.



<b>Setup task</b>	<b>Navigation</b>
Activate node definitions.	PeopleTools, Integration Broker, Integration Setup, Nodes.
Activate Service Operation. - Review Service Operation Security - Select active for Handler Status and Routings	PeopleTools, Integration Broker, Integration Setup, Service Operations
Provide web service	PeopleTools, Integration Broker, Web Services, Provide Web Service
Check published and subscribed messages.	PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Services  or PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Synchronous Services
Build Combination Data with Select checked for the Publish to HRMS/SA.	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Build Combination Data
A ChartField Combo Edit Process Group is added or deleted on the Ledgers For A Unit - Journal Edit Options page.	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options
Run the full publish run control to publish the messages.	Enterprise Components, Integration Definitions, Initiate Processes, Full Data Publish
Check General Ledger on the Product tab, then navigate to the Product Specific tab and press the Update Version button.	Set Up HRMS, Install, Installation Table
Run the Standard or Advanced ChartField Configuration after modifying or adding ChartFields, depending upon the modifications.	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration  or Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration

After you have set up your integration system, you are ready to use it by triggering IPs according to your requirements and business events. This table lists setup and transactional IPs for use with General Ledger (PeopleTools, Integration Broker, Integration Setup, Services):

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
Setup Integrations:			
ACCOUNT_CHARTFIELD_FULLSYNC ACCOUNT_CHARTFIELD_SYNC BUS_UNIT_GL_FULLSYNC BUS_UNIT_GL_SYNC BU_LED_COMB_FULLSYNC BU_LED_GRP_FULLSYNC BU_LED_GRP_SYNC LEDGER_DEFN_FULLSYNC LEDGER_DEFN_SYNC	GL_SETUP	One way asynchronous (Out)	
BUD_PERIOD_CALENDAR_FULLSYNC BUD_PERIOD_CALENDAR_SYNC DETAIL_CALENDAR_FULLSYNC DETAIL_CALENDAR_SYNC	DETAIL_CALENDAR	One way asynchronous (Out)	
PROJECT_FULLSYNC PROJECT_SYNC PROJECT_STATUS_FULLSYNC PROJECT_STATUS_SYNC PROJECT_ACTIVITY_FULLSYNC PROJECT_ACTIVITY_SYNC	PROJECTS_SETUP	One way asynchronous (Out)	
BUS_UNIT_AV_FULLSYNC BUS_UNIT_AV_SYNC BUS_UNIT_HR_FULLSYNC BUS_UNIT_HR_SYNC BUS_UNIT_SF_FULLSYNC BUS_UNIT_SF_SYNC	HR_SETUP	One way asynchronous (In)	
JOURNAL_GEN_APPL_ID_FULLSYNC JOURNAL_GENERATOR_APPL_ID_SYNC	JOURNAL_GENERATOR	One way asynchronous (Out)	Journal Generator Template

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
DEPT_FULLSYNC DEPT_SYNC	ENTERPRISE_SE TUP	Bidirectional asynchronous	
BUS_UNIT_FS_FULLSYNC BUS_UNIT_FS_SYNC ALTACCT_CF_FULLSYNC ALTACCT_CF_SYNC BUDGET_REF_CF_FULLSYNC BUDGET_REF_CF_SYNC BUDGET_SCENARIO_FULLSYNC BUDGET_SCENARIO_SYNC CHARTFIELD1_FULLSYNC CHARTFIELD1_SYNC CHARTFIELD2_FULLSYNC CHARTFIELD2_SYNC CHARTFIELD3_FULLSYNC CHARTFIELD3_FULLSYNC CLASS_CF_FULLSYNC CLASS_CF_SYNC FSCM_CF_CONFIG FUND_LOAD FUND_CF_SYNC OPER_UNIT_CF_FULLSYNC OPER_UNIT_CF_SYNC PRODUCT_CHARTFIELD_FULLSYN C PRODUCT_CHARTFIELD_SYNC PROGRAM_CF_FULLSYNC PROGRAM_CF_SYNC SCHEDULE_FULLSYNC SCHEDULE_SYNC	ENTERPRISE_SE TUP	One way asynchronous (Out)	Publish FSCM_CF_CO NFIG from ChartField Configuration process.

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
FSCM_CF_CONFIG  <b>Note.</b> With FSCM_CF_CONFIG, financials Standard ChartField Configuration is supported and can be published to HCM release HR89 from release FSCM90. Details of the standard ChartField configuration will be available only if the process completes successfully. PeopleSoft Financials will issue a warning if you attempt an Advanced Configuration action and PeopleSoft HCM is enabled on the Installed Product page. HCM supports only standard configuration.	ENTERPRISE_SE TUP	One way asynchronous (Out)	Publish of standard ChartField configuration and log information after the Standard ChartField configuration process completes successfully.
RELEASE_REQUEST RELEASE_RESPONSE		Synchronous	Release_Request and Release_Response acts as a set of Synchronized messages to send FSCM version information to HCM when requested.
HR_CHARTFLD_COMBO_SYNC	HR_CHARTFLD_COMBO	One way asynchronous (Out)	Launch from SpeedType page.
Transactional Integrations:			
HR_ACCT_CD_LOAD	ENTERPRISE_SE TUP	One way asynchronous (Out)	Launch from the Combination Build process request. Extract selected data from the ChartField combination data table. Transforms and publishes the data in the PeopleSoft HCM Account Code format.

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
PAYROLL_ACCTG_TRANSACTION	PAYROLL_ACCTG_TRANSACTION	Bidirectional asynchronous	HCM North America Payroll. See Note #1.
GP_POST_GL	GP_POST_GL	Bidirectional asynchronous	HCM Global Payroll. See Note #1.
STUDENT_ADV_ACCTG_LINE STUDENT_FIN_ACCTG_LINE	STUDENT_ADMIN_ACCOUNTING	Bidirectional asynchronous	Learning Solutions. See Note #1
LM_ACCTG_LN	LM_ACCTG_ENTRY	Bidirectional asynchronous	(ELM) Enterprise Learning Management. See Note #1.
JOURNAL_LOAD_TEMPLATE	JOURNAL_LOAD_TEMPLATE	Bidirectional asynchronous	Generic accounting entry for demo and users customization.
COMMIT_CNTRL_BUDGET_UPDATE	COMMIT_CNTRL_BUDGET_UPDATE	One way asynchronous (In)	Commitment Control budget journals.
COMMIT_CNTRL_TRAN_CHECK_UPDATE	COMMIT_CNTRL_TRAN_CHECK_UPDATE	Bidirectional asynchronous	Budget checking for commitment control transactions.
LEDGER_LOAD	LEDGER	Bidirectional asynchronous	Works with the Ledger Load process to move ledger data from regional GL to headquarter GL database for consolidation.

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
XBRL_ASYNC	XBRL	One way asynchronous (Out)	XBRL instance creation. See Note #2.
COMBO_CF_EDIT_REQUEST		Synchronous	Combo edit request service calls the combo edit online validation logic. Uses the Service Alias-CFComboEdit, and the Operation Alias — CFComboEditReq.
GL_BUDCHECK_ENC_TRANSACTIONS PAYROLL_KK_ENCUMBER_RESPONSE	GL_BUDGETCHECK	Bidirectional asynchronous	Request/response pair that provides real-time budget checking for PeopleSoft HR encumbrance transactions. This could be used as a model for third party applications.  <i>See PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Commitment Accounting</i>

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
GL_BUDCHECK_EXP_TRANSACTION PAYROLL_KK_EXPENSE_RESPONSE	GL_BUDGETCHECK	Bidirectional asynchronous	Request/response pair that provides real-time budget checking for PeopleSoft HR expense transactions. This could be used as a model for third party applications.  <i>See PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Commitment Accounting</i>
GL_BUDCHECK_PAYROLL_REALTIME	GL_BUDGETCHECK	Synchronous	Synchronous (realtime ) budget check of encumbrance transactions from HCM (such as hiring transactions). Used in conjunction with the options that are set in HCM.  <i>See PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Commitment Accounting</i>
GL_BUDCHECK_GETPROCINST_STATUS GL_BUDCHECK_GETTRANS_STATUS GL_BUDCHK_DELETETRANSACTIVITY	GL_BUDGETCHECK	Synchronous	Provides realtime budget checking for PeopleSoft HR or any third party applications.

<b>Service/Service Operation</b>	<b>Queue</b>	<b>Operation Type</b>	<b>Remarks</b>
GL_BUDCHK_CHECKWITHOUTRESERVE	GL_BUDGETCHECK	Synchronous	Used specifically for integration with PeopleSoft HCM to call the Budget Check Only feature (budget pre-check) for HCM transactions against commitment control budgets.
JRNL_AF_EM_APPROVAL	GL_EM_APPROVAL	One way asynchronous (Local to Local)	GL Actuals and Standard Budget Journal Email Approval

**Note.** #1—General Ledger subscribes to these accounting entries and writes the entries to their corresponding accounting tables. When you run Journal Generator, it sends back the accounting message with the updated fields. Please check with the individual products to determine whether they use this service from General Ledger.

**Note.** #2—The target node is typically an external node that accepts and handles XBRL documents.

### **See Also**

*PeopleTools PeopleBook: Integration Broker, "Sending and Receiving Messages"*

*PeopleSoft Commitment Control 9.1 PeopleBook, "Understanding PeopleSoft Commitment Control"*

Chapter 20, "Using XBRL to Produce Balance Sheets and Income Statements," page 515

## **Publishing Initial Setup (FullSync) Data**

Use to initialize setup tables.

This is typically a one time setup using service operations with the \_FULLSYNC suffix and the FUND\_LOAD service operation. Use the Full Table Publish utility to publish the entire setup table. The subscribing database erases its setup table and synchronizes itself by supplying and populating data from the service operation. Make sure that you have activated the full publish rules before you run this process. Navigation to the Full Data Publish utility is Enterprise Components, Integration Definitions, Initiate Processes, Full Data Publish.



## Publishing Incremental Setup (Sync) Data

Use to synchronize incremental changes of setup tables.

Setup service operations with a \_SYNC suffix are associated with Setup pages. When you make changes to corresponding setup data, such as ChartFields and Detail Calendars, a service operation is published automatically when you save the page.

## Using Transactional and Other Services

This section discusses:

- Accounting entry service.
- Commitment control budget update service.
- Realtime budget checking for HCM and third party applications.
- HCM account code integration.

### ***Accounting Entry Service***

Accounting entries are generated in each PeopleSoft subsystem application and then published to General Ledger. Some of them use the Batch Data Publish utility while others have their specific procedures to publish. Please refer to the application PeopleBooks on how to publish data from the subsystems.

After receiving the accounting entries, you run Journal Generator to create journal entries in General Ledger. Journal Generator updates the accounting table and publishes the updated data back to PeopleSoft subsystem applications over the same IP on which it receives accounting entries. Fields that are updated by Journal Generator include Journal ID, Journal date, Journal line number, Fiscal year, Accounting period, and GL\_distrib\_status.

Please check with the individual PeopleSoft subsystem products to determine whether they use this update service from General Ledger.

### ***Commitment Control Budget Update Service***

These steps describe how commitment control budget update messaging works.

1. For example, HCM Northern Payroll enters and generates commitment control budget data and sends it to General Ledger using the COMMIT\_CNTRL\_BUDGET\_UPDATE service.
2. Upon receiving the request message, the subscription process runs automatically and updates the budget journal tables, and then initiates the FS\_BP budget posting process to update the commitment control ledgers.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Entering and Posting Commitment Control Budget Journals."

## ***Realtime Budget Checking for HCM and Third Party Applications***

The main purpose of realtime budget checking is to alert the user at transaction time within the HCM application whether there are sufficient funds available (for example, at the time of hiring, transfer, or salary changes). The option to enforce the valid budget check prior to saving a transaction resides within HCM setup.

PeopleSoft provides realtime budget checking of position data from PeopleSoft HCM. Requisitions for positions are validated against budgetary rules in the Financials database. Position offers are booked as Encumbrances. Position data changes, such as bonuses and salary changes, are validated and booked against the budget appropriately. Request services invoke the budget processor and response services send validation or error messages to HCM, which can be viewed (and corrected or overridden) through the HR Enc Exceptions page or the HR Exp Exceptions page. This provides immediate feedback with a link from HCM directly into the Commitment Control Inquiry or Exceptions (if setup and security is enabled).

To implement realtime budget checking, complete the following:

1. Activate the services that are listed for the GL\_BUDGETCHECK queue.  
  
See [Chapter 6, "Integrating and Transferring Information Among Applications," Activating Integrations, page 68.](#)
2. For non-PeopleSoft applications, complete the Service Configuration page (Integration Broker, Configuration, Service Configuration).
3. Make sure that the application server is active (Integration Broker, Configuration, Quick Configuration).
4. Add the HR node to the single sign-on for FMS (PeopleTools, Security, Security Objects, Single Signon).
5. Specify for each source transaction type whether overrides are allowed, disallowed, or automatic. You can, therefore, enable or disable the automatic overrides in payroll and other transactions.

See *PeopleSoft Enterprise Human Capital Management PeopleBook: Manage Commitment Accounting*

The real-time integration with HCM stores the accounting entries in the record, HP\_KK\_EXP\_LN (rather than HR\_ACCTG\_LINE). When using journal generator to create the journals from this data, use the new Accounting Entry Definition, HPPAY, which uses the correct Record Update value.

## ***HCM Account Code Integration***

HCM maintains its account code table with data from the Financials ChartField combination data table and the Financials SpeedTypes. HCM uses account codes extensively in its systems to represent a combination of ChartField values. Do not confuse these account codes with the account ChartField in Financials.

Financial users access the Build Combination Data page to initiate the build process and to publish ChartField combination data to HCM and Learning Solutions using the HR\_ACCT\_CD\_LOAD service. A service operation publishes data from a selected process group and sends it to HCM to convert it into its account codes. For further details, please read the HCM documentation on account codes.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Commitment Accounting, "Setting Up Commitment Accounting Processing Control Tables"*

When you add or update a user SpeedType and you selected the Publish check box, the ChartField combinations of that SpeedType publish to HCM and convert to their account code.

---

**Note.** You use the Publish Data check box to control whether to send the ChartField values of the new or updated SpeedType to PeopleSoft HRMS, which uses the SpeedType to update its Account Code table. The check box is visible and available if the SpeedType is a *user* SpeedType and the HCM installation option is selected. If the check box is visible but unavailable for entry on the page, the service HR\_CHARTFIELD\_COMBO\_SYNC is not activated. When available, this check box is always deselected by default. This option is not part of the SpeedType data and thus is not saved with your SpeedType definition.

---

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Editing ChartField Combinations," Understanding ChartField Combination Editing

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Understanding PeopleSoft Commitment Control," Understanding PeopleSoft Commitment Control

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## Integrating General Ledger with PeopleSoft EPM Budgeting

EPM defines and initiates the General Ledger to PeopleSoft Enterprise Performance Management Budgeting integration using the ETL tool. This process is initiated from the PeopleSoft Budgeting application.

---

**Note.** Refer to the PeopleSoft Budgeting PeopleBook for details concerning how to use this feature.

---

This section discusses how to import data from EPM Budgeting.

### See Also

*PeopleSoft Budgeting PeopleBook*, "Integrating with PeopleSoft Financial Management Applications," Using Informatica Powermart ETL and Data Loader Utility, and Importing Data Into General Ledger

## Page Used to Integrate General Ledger with PeopleSoft EPM Budgeting

Page Name	Definition Name	Navigation	Usage
Importing Budgeting Data	BP_RUN_CNTL_LEDGER	Set Up Financials/Supply Chain, Product Related, Budgeting, Import Budget Ledger	Imports data from EPM Budgeting.

## Importing Data from EPM Budgeting

Access the Importing Budgeting Data page.

---

**Note.** Refer to the PeopleSoft Budgeting PeopleBook for details concerning how to use this feature.

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See *PeopleSoft Enterprise Planning and Budgeting PeopleBook*, "Integrating With Other Applications"

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## Importing Journal Entries

This section discusses how to:

- Import journals from flat files using GL\_JRNL\_IMP.
- Use Spreadsheet Journal Import (GL\_EXCL\_JRNL).
- Import Commitment Control budget journals using flat files.

### Importing Journals from Flat Files Using GL\_JRNL\_IMP

Use the following references for details concerning how to use GL\_JRNL\_IMP.

#### **See Also**

Chapter 8, "Making General Ledger Journal Entries," Using the Flat File Journal Import Process, page 196

*PeopleTools 8.5x PeopleBook: PeopleSoft Application Designer Developer's Guide, "Constructing File Layouts and Performing Data Interchanges"*

### Using Spreadsheet Journal Import (GL\_EXCL\_JRNL)

Use the Spreadsheet Journal Import process to streamline the journal import and simplify journal data entry using Microsoft Excel. Spreadsheet Journal Import uses a front-end interface that provides you with an easy-to-follow menu for entering data, specifying defaults, and importing journals. With Spreadsheet Journal Import, you can enter foreign, base, and statistical journals, as well as adjusting journal entries.

After you have created your spreadsheet, the Spreadsheet Journal Import utility uses one of the two import methods:

- The online import method uses XML link technology and sends data over the internet, processes the import request, and then replies to the Microsoft Excel interface.
- The batch import method requires that you write the data to a file, submit and upload one or more files through the browser, and then initiate the Spreadsheet Journal Batch Import process (GL\_EXCL\_JRNL) to process the import.

#### **See Also**

Chapter 9, "Using Spreadsheet Journal Import," page 209

## Importing Commitment Control Budget Journals Using Flat Files

You can import Commitment Control budget journals using flat files.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Understanding PeopleSoft Commitment Control," Understanding PeopleSoft Commitment Control.

---

## Transferring Ledgers for Consolidation

The Ledger Load for Consolidation IP interfaces transfers both detail and summary ledger data from one database to another.

This section discusses how to:

- Publish and subscribe ledger data.
- Import information to a ledger using the flat file ledger import process (GL\_LED\_IMP).

## Publishing and Subscribing Ledger Data

General Ledger both publishes and subscribes using this IP on the service LEDGER\_LOAD. You can publish ledger data from a regional database to the corporate database for the purpose of consolidation. On the subscription side, summary ledger data is stored in the summary ledger tables directly, while detail ledger data is subscribed in a staging table for processing by the Ledger Load process (GL\_LED\_LOAD).

You initiate the ledger publish process (GL\_LED\_PUB) from General Ledger, Consolidate Financial Data, Publish Ledgers within the regional database. Ledgers are protected by the Allow Ledger Load Update option on the Ledgers For A Unit page.

### **See Also**

Chapter 17, "Performing Financial Consolidations," Using the Ledger Interface Utility, page 440

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

## Importing Information to a Ledger Using the Flat File Ledger Process (GL\_LED\_IMP)

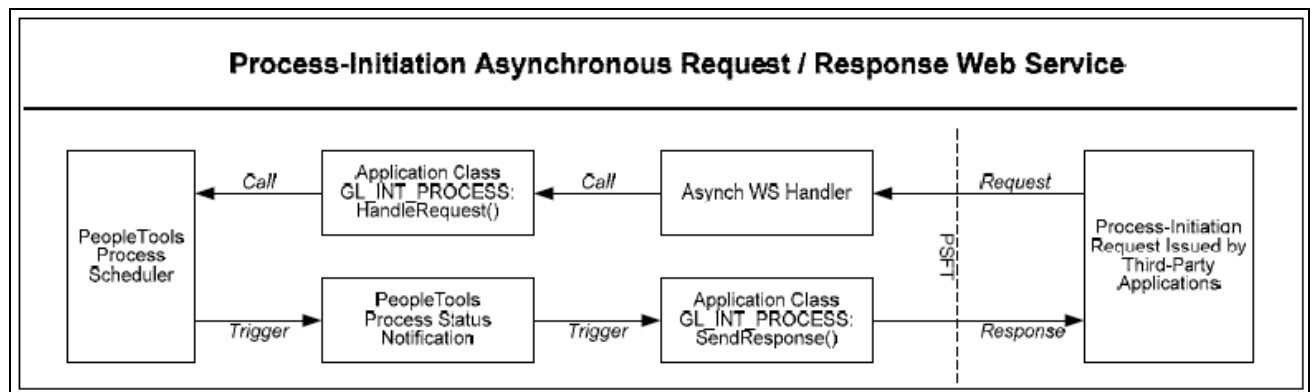
In addition to using publish and subscribe to import ledgers, you can also import data using the Flat File Ledger Import process (GL\_LED\_IMP) to import standard detail ledgers and standard budgets ledgers.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Importing and Exporting Ledgers

## Integrating PeopleSoft Financials with Third-party Applications Using Generic Process Initiation Service

PeopleSoft Financials provides a generic process initiation web service, `PROCESS_INITIATION`, which enables third-party applications to launch any PeopleSoft processes for any of the Financials products, such as PeopleSoft General Ledger, Payables, Receivables, Billing, or Asset Management, for example. The following diagram represents the integration process flow:



Process Initiation Asynchronous Web Service process flow

PeopleSoft delivers the following as part of the generic process initiation integration between third-party applications and PeopleSoft Financials (PeopleTools 8.51):

- Generic process initiation Asynchronous Request/Response Web Service, `PROCESS_INITIATION`, which can be invoked to initiate any PeopleSoft process.
- The `PROCESS_INITIATION` web service utilizes PeopleTools 8.51 Process Status Notification Service, `PRCS_STATUS_NOTIFY`, to retrieve the process status and deliver the response to the third-party application with notification of process completion. The response xml includes the URL link(s) to the location of any report files that are created by the process.

**Note.** PeopleSoft does not deliver routings for this Process Status Notification Service. A Local-to-Local Routing for its Service Operation, `PRCS_STATUS_OPER`, must be generated manually.

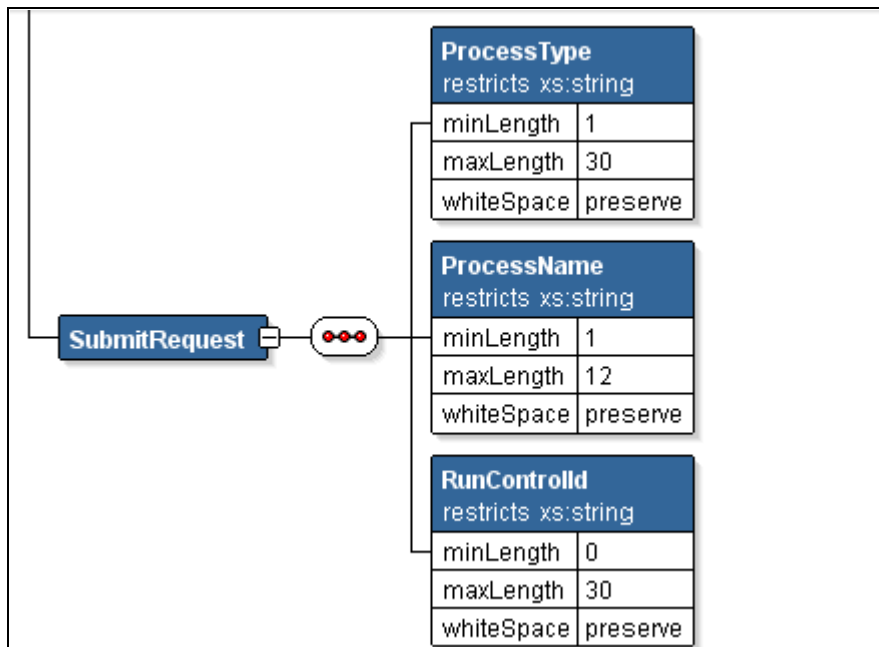
- Request and Response messages with Schema:
  - Request Message, `PROCESS_SUBMIT_REQ.V1` with Schema
  - Response Message, `PROCESS_SUBMIT_RES.V1` with Schema

**Note.** The objects related to this service are delivered as inactive and must be activated in order to use this integration.

See [Chapter 6, "Integrating and Transferring Information Among Applications," Activating the Objects for the PeopleSoft Integration for Third-Party Applications, page 86.](#)

### **Request Message**

The following graphic represents the schema for the request message, PROCESS\_SUBMIT\_REQ.V1:



Request Message Schema for PROCESS\_SUBMIT\_REQ.V1 message

The following three parameters are required in the request xml:

- Process Type of the defined PeopleSoft process (maximum length = 30 characters)
- Process Name of the defined PeopleSoft process (maximum length = 12 characters)
- Run Control ID (must be predefined for that process)

See [Chapter 6, "Integrating and Transferring Information Among Applications," Examples of PeopleSoft Processes Initiated Using the Generic Process Initiation Service for Third-Party Integration, page 84.](#)

**Note.** You can review the schema content by accessing PeopleTools, Integration Broker, Integration Setup, Messages, Schema.

### **Response Message**

The Response Message, PROCESS\_SUBMIT\_RES.V1, returns:

- Original three request parameters.

- Process description.
- Run status (failure or success).
- Message (from message log).
- Run Status Code (Process Run Status value, not the meaningful translation value).
- Process instance and Content ID.
- Report URL (link to Report Manager to view resulting report), if applicable.

---

**Note.** The Run Status Code, Process Instance, Content ID, and Report URL are only included if they have values.

---

## Examples of PeopleSoft Processes Initiated Using the Generic Process Initiation Service for Third-Party Integration

This section lists some examples of PeopleSoft Financials processes that can be initiated using the generic process initiation service through this integration. Other processes can also be initiated using this web service, as long as the required three parameters are included in the request xml.

<b>Area</b>	<b>Process Name</b>	<b>Navigation</b>	<b>Required Parameters</b>
Asset Management	Execute Final Depreciation Process	Asset Management, Depreciation, Processing, Calculate	Process Type: Application Engine Process Name: AM_DEPR_CALC Run Control ID: (predefined value)
Asset Management	AM Execute Create Accounting Entries Process	Asset Management , Accounting Entries, Create Accounting Entries	Process Type: Application Engine Process Name: AM_AMAEDIST Run Control ID: (predefined value)
Asset Management	Execute Depreciation Close Process	Asset Management, Accounting Entries, Close Depreciation	Process Type: Application Engine Process Name: AM_DPCLOSE Run Control ID: (predefined value)
Payables	Execute Open AP Liability Report	Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation	Process Type: PSJob Process Name: APY1400 Run Control ID: (predefined value)



<b>Area</b>	<b>Process Name</b>	<b>Navigation</b>	<b>Required Parameters</b>
Payables	Execute Period End Accrual Processing	Accounts Payable, Batch Processes, Vouchers, Period End Accrual, Create Period End Accruals	Process Type: Application Engine Process Name: FS_PEACCRL Run Control ID: (predefined value)
Receivables	Execute Aged AR Trial Balance	Accounts Receivable, Receivables Analysis, Aging, Aging by ChartField Rpt	Process Type: SQR Report Process Name: AR30006 Run Control ID: (predefined value)
Billing	Execute Pre- Load/Load to AR Process	Billing, Generate Invoices, Non-Consolidated, Load Invoices to AR	Process Type: PSJob Process Name: BIJOB05 Run Control ID: (predefined value)
Billing	BI Execute Create Accounting Entries	Billing, Generate Invoices, Non-Consolidated, Create Accounting Entries	Process Type: PSJob Process Name: BIJOB06 Run Control ID: (predefined value)
General Ledger	Execute Journal Edit and Post Process	General Ledger, Journals, Process Journals, Edit Journals	Process Type: Application Engine Process Name: GL_JEDIT Run Control ID: (predefined value)
General Ledger	Execute Trial Balance	General Ledger, General Reports, Trial Balance	Process Type: SQR Report Process Name: GLS7012 Run Control ID: (predefined value)
General Ledger	Execute Allocations Process	Allocations, Define and Perform Allocations, Request Allocation	Process Type: Application Engine Process Name: FS_ALLC Run Control ID: (predefined value)
General Ledger	Execute Consolidations Process	General Ledger, Consolidate Financial Data, Consolidation, Request Consolidation	Process Type: COBOL SQL Process Name: GLPOCONS Run Control ID: (predefined value)

Area	Process Name	Navigation	Required Parameters
General Ledger	Execute Load Reconciliation Data	General Ledger, General Reports, GL Subsystem Reconciliation, Load Reconciliation Data	Process Type: Application Engine Process Name: GL_REC� Run Control ID: (predefined value)
General Ledger	Execute Process all GL Journals	General Ledger, Journals, Subsystem Journals, Generate Journals	Process Type: Application Engine Process Name: FS_JGEN Run Control ID: (predefined value)

---

**Note.** The aforementioned PeopleSoft Financials processes were successfully tested for the delivered web service.

---

## Activating the Objects for the PeopleSoft Integration for Third-Party Applications

The objects related to this service are delivered as inactive and must be activated in order to use this integration. Activate gateways and service operations that are specific to the integration with PeopleSoft Financials (PeopleTools 8.51).

### Prerequisites

Before activating objects for the generic process initiation service between PeopleSoft Financials and third-party applications, the following technical and functional prerequisites must be met:

- Apply bundle for respective PeopleSoft Financials releases. (Resolution ID 842807 for 9.1 or Resolution ID 842806 for 9.0)
- PeopleTools 8.51 GA version to support:
  - Encrypted Security Assertion Markup Language (SAML) Token for Asynchronous Request/Response Web Service with wss10 policy. (However, you have the choice to not enable the SAML Token)
  - Process Status Notification
- Web service management product; for example, Oracle Web Services Manager (OWSM) 11g PS3 on the third-party application
- (Optional) Enable Single Sign-on (SSO) between third-party application and PeopleSoft using the Oracle Access Manager (OAM).

See *PeopleTools PeopleBook: Security Administration, Implementing Single Signon, Implementing Oracle Access Manager as the PeopleSoft Single Signon Solution*.

- To call the web service, you must predefine the run controls in the PeopleSoft system for each process that you would like to run from a third-party application.

## Activating Integrations

Follow these steps to activate integrations on your PeopleSoft database:

<b>Setup Task</b>	<b>Navigation</b>
Set up and configure Integration Broker Gateway. (Multiple steps are required to set up the gateway. Please see the PeopleTools PeopleBook for details.)	PeopleTools, Integration Broker, Configuration, Gateways
Activate node definitions.	PeopleTools, Integration Broker, Integration Setup, Nodes.
Activate Service Operation: <ul style="list-style-type: none"> <li>Review Service Operation Security</li> <li>Select active for Handler Status and Routings</li> </ul>	PeopleTools, Integration Broker, Integration Setup, Service Operations

See *PeopleTools PeopleBook, Integration Broker Service Operations Monitor*.

See *PeopleTools PeopleBook: Integration Broker Administration, "Managing Integration Gateways."*

## Activating the Objects Specific to the Process Initiation Web Service

Activate gateways and service operations that are specific to the integration with PeopleSoft Financials (PeopleTools 8.51):

<b>Service / Description</b>	<b>Service Operation / Messages</b>	<b>Operation Type / Queue</b>	<b>Routing</b>	<b>External Alias</b>
PROCESS_INITIATION Process Initiation Service	PROCESS_SUBMIT.V1 PROCESS_SUBMIT_REQ.V1 (request) PROCESS_SUBMIT_RES.V1 (response)	Inbound asynchronous (request/response) PROCESS_INITIATION (request/unordered) PROCESS_INITIATION (response/unordered)	PROCESS_SUBMIT	Inbound Request - External Alias = ProcessSubmit.V1 Outbound Response - External Alias = ProcessSubmit_CALL BACK.V1
PRCS_STATUS_NOTIFY Process Status Notification	PRCS_STATUS_OPER.V1 PRCS_STATUS_MSG.V1 (request)	Asynchronous (one way) PSRF_REPORTING_FOLDERS (unordered)	(No routings delivered. Must generate a Local-to- Local Routing manually)	N/A

1. Set up and configure the Integration Broker (IB) Gateway:
  - a. Ping the local gateway to ensure it is running and connectors are loaded – status should be Active. (Access: PeopleTools, Integration Broker, Configuration, Gateways).
  - b. Click the Gateway Setup Properties link on the Gateways page and ensure that the default local node, usually the database name, has an entry on the PeopleSoft Node Configuration page.
  - c. Ensure that the default local node, usually the database name, is appended to the Target Location URL at the service configuration. Access: PeopleTools, Integration Broker, Configuration, Service Configuration.

---

**Note.** The machine and port can be derived from the Gateway URL on the IB Quick Configuration page.

---

- d. If the PeopleSoft Internet Architecture (PIA) is configured to employ the Secure Sockets Layer (SSL) protocol (for example, https) for data encryption, enter the Secure Target Location as well (also need to append the default local node at the end).
  - e. Verify that the Domain and its IB dispatchers are running. (Access: PeopleTools, Integration Broker, Service Operations Monitor, Administration, Domain Status).
2. Activate the service operations that are listed for this integration (PROCESS\_SUBMIT.V1 and .PRCS\_STATUS\_OPER. V1. (Access PeopleTools, Integration Broker, Integration Setup, Service Operations):
  - a. Select the Active check box.
  - b. Review service operation security. Click the Service Operation Security link and grant full access.
  - c. Activate the Queues. Click the View Queue link from the Service Operations - General page. The queue status should be "Run."
  - d. Activate the Handlers (Service Operations – Handlers page). Select the Active status.
3. Activate and generate the routings for the service operations (as specified in the service operation table presented above). (Access: PeopleTools, Integration Broker, Integration Setup, Service Operations):
  - a. Activate the Any-to-Local Routing, PROCESS\_SUBMIT, for Service Operation PROCESS\_SUBMIT. From the Routings tab, select the Selected check box and click the Activate Selected Routings button.
  - b. Generate a Local-to-Local Routing for Service Operation PRCS\_STATUS\_OPER. From the General tab, select the Generate Local-to-Local check box under Routing Actions Upon Save, and save the page. From the Routings tab, make sure a system generated, named ~GENERATED~NNNNNNNN (NNNNNNNN is a system assigned number) Local-to-Local routing is there with an Active status.

---

**Note.** You can rename the system-generated Local-to-Local routing to a meaningful name using the IB Service Administration Utility. (Access PeopleTools, Integration Broker, Service Utilities, Service Administration, Routings.) Open the Rename group box, enter the Routing Name and New Name, and click the Rename button.

---

4. Fill in the Portal URI Text value for the delivered Node Name, ERP, for returning Process Monitor URL for PSJob processes. (PeopleTools, Integration Broker, Integration Setup, Nodes, Portal).

To support the OAM single sign-on on the returned Process Monitor URL, you need to append the WebGate Port Number to the Server Name; for example,  
<http://rtdc78132qaemt.us.oracle.com:7777/psp/e900a23nt/>. If implementing SSL, you need to append the SSL WebGate Port Number to the Server Name; for example,  
<https://rtdc78132qaemt.us.oracle.com:4443/psp/e900a23nt/>.

- Similarly, to support the OAM single sign-on on the returned Report/Trace/Log URLs for non-PSJob processes, specify either the non-SSL or SSL WebGate Port Number on the URL under the Distribution Node Details group box on the Report Node Definition page, and specify either the non-SSL or SSL Web Server Port Number on the URI Port under the Connection Information group box.

To set the Report Node Definition for a non-SSL implementation, access the Report Node Definition page (PeopleTools, Process Scheduler, Report Nodes):

The screenshot shows the 'Report Node Definition' page with the 'Http Distribution Node' tab selected. The 'Node Name' is 'rtdc78132qaemt'. Under 'Distribution Node Details', the 'URL' is 'http://rtdc78132qaemt.us.oracle.com:7777/psreports/e900a23nt', 'Description' is empty, and 'Operating System' is 'Windows'. Under 'Connection Information', 'http' is selected, 'URI Host' is 'rtdc78132qaemt.us.oracle.com', 'URI Port' is '8901', 'URI Resource' is 'SchedulerTransfer/e900a23nt', 'Login ID' is empty, 'Password' is empty, and 'Confirm Password' is empty.

Example of Report Node Definition page setup for a non-SSL implementation

To set the Report Node Definition for an SSL implementation, access the Report Node Definition page (PeopleTools, Process Scheduler, Report Nodes):

The screenshot shows the 'Report Node Definition' page with the 'ETP/XCopy Distribution Node' tab selected. The 'Node Name' is 'rtdc78132qaemt'. Under 'Distribution Node Details', the 'URL' is 'https://rtdc78132qaemt.us.oracle.com:4443/psreports/e900a23nt', 'Description' is empty, and 'Operating System' is 'Windows'. Under 'Connection Information', 'https' is selected, 'URI Host' is 'rtdc78132qaemt.us.oracle.com', 'URI Port' is '8902', 'URI Resource' is 'SchedulerTransfer/e900a23nt', 'Login ID' is empty, 'Password' is empty, and 'Confirm Password' is empty.

## Example of Report Node Definition page setup for an SSL implementation

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**Note.** After the change, be sure to reboot the Process Scheduler servers.

---

6. To make the SSO work, the "psreports" servlet needs to be added to the OAM server, just like the other servlets, "psp", "psc", and so on.

General			
Resources			
Authorization Rules			
Default Rules			
Policies			
Delegated Access Admins			
General			
Authentication Rule			
Authorization Expression			
Audit Rule			
Name	PeopleSoft_FSCM		
Description			
Resource Type	http		
Resource Operation(s)	GET POST		
Resource			
	Host Identifiers	URL Prefix	Description
	rtdc78132qaemt.us.oracle.com	/psc	
	rtdc78132qaemt.us.oracle.com	/cs	
	rtdc78132qaemt.us.oracle.com	/psreports	PIA psreports servlet
	rtdc78132qaemt.us.oracle.com	/psp	
Host Identifiers	rtdc78132qaemt.us.oracle.com		

Policies: Example of psreports servlet added to the OAM server

7. In order to post the report/trace/log files to the report repository, ensure the process types are set to use *Web* as the Default Output on the System Settings – Process Output Type page. (Access PeopleTools, Process Scheduler, System Settings, Process Output Type).
8. Ensure that the file types are set to Display on the System Settings – Distribution File Options page. (Access PeopleTools, Process Scheduler, System Settings, Distribution File Options)

---

**Note.** After the change, reboot the Process Scheduler servers as well as the Application server.

---

9. You can enable the Encrypted SAML Token for the generic process initiation service, if needed. To enable the SAML Token with Encryption in the PeopleSoft system:

See PeopleSoft General Ledger 9.0 and 9.1 Documentation Update: PeopleSoft Financials Generic Process Initiation Service for Third-Party Integration posted to MyOracleSupport website: Note ID: 1234623.1

See *PeopleTools PeopleBook: Integration Broker Administration, Setting Up Secure Integration Environments*.

10. Generate the WSDL for the web service, PROCESS\_INITIATION. (Access PeopleTools, Integration Broker, Integration Setup, Services):

**Services**

**Service:** PROCESS\_INITIATION

**\*Description:** Process Initiation Service

**Comments:**

**Service Alias:**

**Object Owner ID:** General Ledger

**\*Namespace:** http://xmlns.oracle.com/Enterprise/FSCM/service

[Link Existing Operations](#)   [View WSDL](#)   [Provide Web Service](#)   [Generate SOAP Template](#)

**Service Operations**

**Service Operation:**

**Operation Type:**

**Existing Operations**   [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Operation Version	Description	Active	OType
<a href="#">PROCESS_SUBMIT.V1</a>	Submit Process	<input checked="" type="checkbox"/>	Asy Rq/Rsp

Services page: PROCESS\_INITIATION service

- Click the Provide Web Service link.
- Select the Service Operation, PROCESS\_SUBMIT.V1.
- If implementing SSL, select the Use Secure Target Location check box. This check box is available for selection only when the Secure Target Location on the IB Service Configuration page has been defined.
- Click the Next button on Step 2 of 4.
- Click the Next button on Step 3 of 4.
- Click the Finish button on Step 4 of 4.



- Make sure you can open the WSDL URL from any web browser.

---

**Note.** If you need to regenerate the WSDL, delete the old one first using the IB Service Administration Utility. (Access PeopleTools, Integration Broker, Service Utilities, Service Administration, WSDL.) Select the service and click the Delete button. Then repeat step 10 to regenerate the WSDL.

---

See *PeopleTools PeopleBook, Integration Broker Service Operations Monitor*.

See *PeopleTools PeopleBook, Integration Broker, Providing Services*.

---

## Integrating PeopleSoft Financials with Hyperion Financial Close Management

PeopleSoft delivers a service for the integration between PeopleSoft Financials and Hyperion Financial Close Management. Objects related to this service are delivered as inactive and must be activated in order to use this integration.

### **Prerequisites**

Before activating objects for the integration between PeopleSoft Financials and Hyperion Financial Close Management, the following technical and functional prerequisites must be met:

- Bundle applied for respective PeopleSoft Financials Management System release (Bundle 7 for release 9.1 and Bundle 32 for release 9.0).
- PeopleTools 8.51 GA version to support:
  - Encrypted Security Assertion Markup Language (SAML) Token for Asynchronous Request/Response Web Service with wss10 policy
  - Process Status Notification
- Hyperion Financial Close Management Talleyrand Level Code and patch for this integration.
- Oracle Web Services Manager (OWSM) 11g PS3.
- Enable Single Sign-On (SSO) between Financial Close Management and PeopleSoft using the Oracle Access Manager (OAM).

See *PeopleTools PeopleBook: Security Administration, Implementing Single Signon, Implementing Oracle Access Manager as the PeopleSoft Single Signon Solution*.

- To call the web service for automated tasks, the run controls for each process must be predefined in the PeopleSoft system. To accomplish this, use the corresponding End User task.

## Activating Integrations

To activate PeopleSoft Financials for integrations, be sure that certain Integration Broker setup tasks have been completed.

See [Chapter 6, "Integrating and Transferring Information Among Applications," Activating Integrations, page 87.](#)

## Activating Objects for the PeopleSoft Integration to Hyperion Financial Close Management

Activate gateways and service operations that are specific to the Hyperion Financial Close Management integration with PeopleSoft Financials 9.0 and 9.1 (PeopleTools 8.51):

See [Chapter 6, "Integrating and Transferring Information Among Applications," Activating the Objects Specific to the Process Initiation Web Service, page 87.](#)

See PeopleTools PeopleBook: Integration Broker Administration, "Managing Integration Gateways."

Activate the service operation(s) that are listed for this integration. To activate the service operations, access PeopleTools, Integration Broker, Integration Setup, Service Operations:

To enable the SAML Token with Encryption in the PeopleSoft system:

- Use the Java Keytool Utility command of "-genkeypair" to generate a public key based out of the default local node name, into interop.jks keystore delivered with PeopleTools.
  - Use the Java Keytool Utility command of "-exportcert" to export the certificate files of public keys rootca & <default local node name> out of interop.jks keystore.
  - Pass the above two certificate files to Financial Close Management, and request the public certificate file from Financial Close Management OWSM (normally, it is called orakey.cer).
  - Use the Java Keytool Utility command of "-importcert" to import the Financial Close Management public certificate into interop.jks keystore.
  - Bounce the Web server for the changes to take effect.
1. Add the digital certificate for orakey (Alias), which is the public key of OWSM (Oracle Web Services Manager). Add it first with a Type of Root CA. (Access PeopleTools, Security, Security Objects, Digital Certificates)

Click the Add Root link. Open the orakey.cer file that is generated from OWSM default-keystore.jks via any text editor, copy the entire content and paste it in the text box.

Then add orakey with a Type value of Remote.

Click the Import link. Paste the entire content of orakey.cer in the text box.

2. Add orakey to the SAML Inbound Setup page for each of the OWSM SubjectNames. (Access PeopleTools, Security, SAML Administration Setup, SAML Inbound Setup):

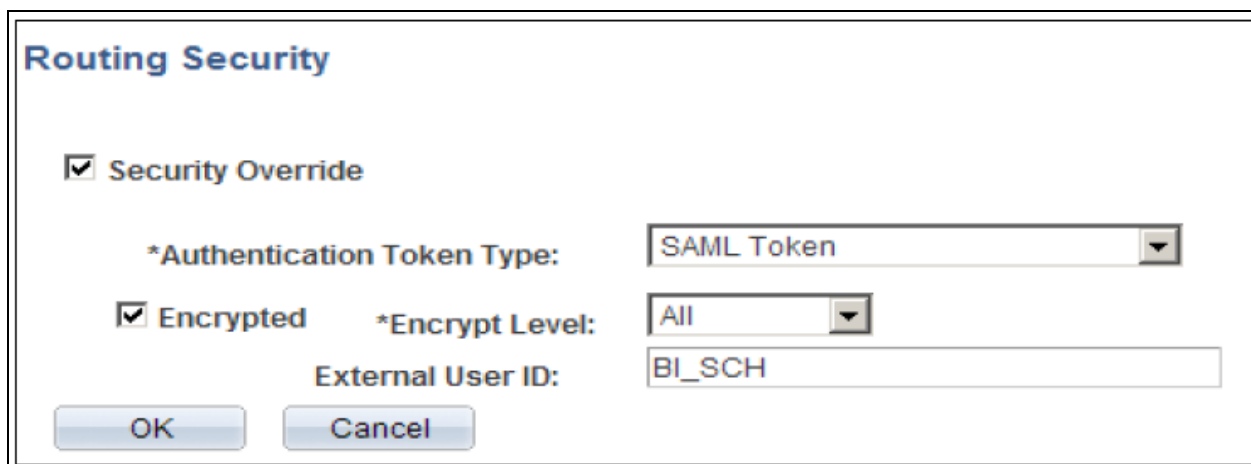
**Security Assertion Markup Language [SAML] Inbound Setup.**

*Certificate Alias	<input type="text" value="orakey"/>	<input type="checkbox"/> Active Flag
*Issuer	<input type="text" value="WWW.ORACLE.COM"/>	
*SubjectName	<input type="text" value="BI_SCH"/>	
*QualifierName	<input type="text" value="WWW.ORACLE.COM"/>	
*Mapping Peoplesoft UserID	<input type="text" value="BI_SCH"/>	
Long Description	<input type="text" value="Testing"/>	

SAML Inbound Setup page

3. Open the wssSAML.properties file that is located in %PS\_HOME%\websrv\peoplesoft\applications\peoplesoft\PSIGW.war\WEB-INF\classes. Replace the two instances of ".peoplesoft.com" with "www.oracle.com" so that they read as follows:
  - org.apache.ws.security.saml.issuer=www.oracle.com
  - org.apache.ws.security.saml.subjectNameId.qualifier=www.oracle.com
4. Reboot the web server.

5. Enable the SAML with full encryption at the outbound of Routing PROCESS\_SUBMIT. (Access PeopleTools, Integration Broker, Integration Setup, Routings, Parameters.) Click the WS Security link and enter the information as follows:



The image shows a 'Routing Security' dialog box. It has a title bar and a main area with the following elements:

- A checked checkbox labeled 'Security Override'.
- A label '\*Authentication Token Type:' followed by a dropdown menu showing 'SAML Token'.
- A checked checkbox labeled 'Encrypted'.
- A label '\*Encrypt Level:' followed by a dropdown menu showing 'All'.
- A label 'External User ID:' followed by a text input field containing 'BI\_SCH'.
- At the bottom, there are two buttons: 'OK' and 'Cancel'.

Routing Security page

A valid OWSM user ID must be specified in the External User ID field.

6. Generate the WSDL for the web service, PROCESS\_INITIATION. (Access PeopleTools, Integration Broker, Integration Setup, Services)

Click the Provide Web Service link:

- Select the Service Operation, PROCESS\_SUBMIT.V1. Note: If implementing SSL, select the "Use Secure Target Location" check box. This check box is available for selection only when the Secure Target Location on the IB Service Configuration page has been defined.
- Click the Next button on Step 2 of 4.
- Click the Next button on Step 3 of 4.
- Click the Finish button on Step 4 of 4.
- Make sure you can open the WSDL URL from any web browser.

---

**Note.** If you need to regenerate the WSDL, delete the old one first using the IB Service Administration Utility. (Access PeopleTools, Integration Broker, Service Utilities, Service Administration, WSDL.) Select the service and click the Delete button. Then repeat Step 13 above to regenerate the WSDL.

---

See *PeopleTools PeopleBook, Integration Broker Service Operations Monitor*.

See *PeopleTools PeopleBook, Integration Broker, "Providing Services."*

---

## Integrating PeopleSoft General Ledger with Oracle's Fusion Accounting Hub

PeopleSoft General Ledger provides the ability to integrate journal entries with Oracle Fusion Accounting Hub. As such, PeopleSoft users can take advantage of Fusion Accounting Hub functionality, such as the embedded Hyperion Essbase features, while continuing to use PeopleSoft General Ledger as the system of record. After configuring the delivered setup pages, you can transform and transfer PeopleSoft General Ledger journals to Fusion General Ledger journals and leverage the analysis and reporting tools within Oracle's Fusion Accounting Hub.

This integration enables you to perform the following functions:

- Map PeopleSoft control data such as business units and ledgers to Fusion ledgers.
- Upload and convert chart of accounts data from PeopleSoft to Fusion.
- Transfer journals from the PeopleSoft General Ledger to the Fusion General Ledger.
- Drilldown from Fusion journal line detail to PeopleSoft journal details.

See Article ID 1365971.1 on My Oracle Support website to access the PeopleSoft General Ledger 9.1 Integration to Oracle ® Fusion Accounting Hub 1.0.1 Implementation Guide and the related PeopleSoft Documentation Update.

### ***Pages Used in the Integration between PeopleSoft General Ledger and Fusion Accounting Hub***

Pages primarily used in this integration can be found in General Ledger, Fusion Accounting Hub. All pages are fully documented and can be found in Article ID 1365971.1 on My Oracle Support website. Download related documents.



## Chapter 7

# Optimizing General Ledger Performance

This chapter provides an overview of optimal PeopleSoft General Ledger performance and discusses how to:

- Use non-shared tables.
- Use indexes.
- Use partition IDs.
- Use Average Daily Balance (ADB) incremental calculations.
- Update summary ledgers incrementally.
- Optimize PS/nVision performance.

---

## Understanding Optimal General Ledger Performance

Many functions in PeopleSoft General Ledger are run as background processes. If more than one process tries to use the same database table at the same time, contention can occur for the same row of data. This can cause rollbacks. Data retrieval can be slowed by queries on non-indexed data. This chapter presents some strategies for avoiding system slowdowns.

---

## Prerequisites

Begin enhancing the performance of your online pages, Application Engine, SQRs, and COBOL background processes only after you:

- Configure your ChartFields.
- Populate your records with data.
- Understand General Ledger background processing.

---

## Using Non-Shared Tables

This section discusses how to:

- Use PeopleTools temporary tables.

- Use GL non-shared tables.
- Set up GL non-shared tables.

## Pages Used to Set Up GL Non-Shared Tables

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Shared Table Statistics	TEMP_TBL_STATS	General Ledger, Monitor Background Process, Shared Table Statistics, Shared Table Statistics	Access a log containing each time the process used a shared base working table because a non-shared table was not available.
Non-Shared Table Maintenance	NONSHARED_TBL_ASGN	General Ledger, Monitor Background Process, Non-Shared Table Maintenance, Non-Shared Table Maintenance	Add, delete, or modify non-shared tables.
Define Batch Truncate Threshold	DELETE_LIMIT_ASGN	General Ledger, Monitor Background Process, Batch Truncate Threshold, Define Batch Truncate Threshold	Add, delete, or modify non-shared tables.

## Using PeopleTools Temporary Tables

PeopleTools provides a feature that allows applications to dedicate a specific instance of a PeopleTools temporary table for each GL Application Engine program run. This concept is similar to the GL non-shared table design in that it drastically reduces the risk of table contention. This feature is supported in some of the General Ledger Application Engine processes that use the PeopleTools temporary tables. These General Ledger Application Engine processes use the PeopleTools temporary tables:

- Journal Edit.
- Combination Editing.
- Allocation Copy Utility.
- Inter/IntraUnit Common Processor.
- Journal Generator.
- ADB Post and Calculation.
- Budget Processor.
- Allocations.
- Summary Ledger Build.

See *PeopleTools 8.5x PeopleBook: PeopleSoft Application Engine, "Using Temporary Tables"*



## Using GL Non-Shared Tables

Application Engine and COBOL SQL processes use GL non-shared tables to increase performance.

The records PS\_LEDGER (ledger) and PS\_JRNL\_LN (journal line), which include the PS\_JRNL\_HEADER (journal header) record are the most heavily accessed records. While these two records are the focus of this chapter, you can apply the same techniques to any record.

Several GL Application Engine and COBOL SQL processes use *base working tables* to process large volumes of temporary data. Base working tables are shared working temporary tables that can be used by more than one program to process temporary data. You can potentially hamper performance if you run concurrent processes that use the same base working table.

To increase performance, these processes use *GL non-shared tables* in place of the shared working tables:

- Closing.
- Journal Posting.
- Ledger Load.
- MultiCurrency.
- Open Item Accounting.

GL non-shared tables are defined by appending the non-shared table version number, TEMP\_TBL\_NUM, from table TEMP\_TBL\_ASGNM to the base working table TEMP\_TBL\_NAME. Only the process that reserves the non-shared table can process transactions against that table.

The General Ledger Application Engine and COBOL SQL processes use table TEMP\_TBL\_ASGNM to identify and reserve a non-shared table. This table defines the fields in the TEMP\_TBL\_ASGNM table.

<i>Column</i>	<i>Description</i>
TEMP_TBL_NAME	Base working table name.
TEMP_TBL_NUM	Non-shared table version number.
IN_USE_SW	Indicator to specify whether the non-shared table is in use.
PROCESS_INSTANCE	The process instance of the process that has the table reserved.

### ***Process for Assigning GL Non-Shared Tables***

The process first determines if a non-shared table exists by matching the base working table name (shared table) of the processes to the base working table name in TEMP\_TBL\_ASGNM that has the IN\_USE\_SW indicator set to N:

- If a non-shared table is available, it reserves it.

The process reserves the non-shared table by updating the IN\_USE\_SW indicator to *Y* in the TEMP\_TBL\_ASGNM table. No other process can use the non-shared table as long as the IN\_USE\_SW indicator is *Y*. The process updates the PROCESS\_INSTANCE to identify which process has the non-shared table reserved.

- If a non-shared table is not available, the process uses the base working table (instead of a non-shared table) and inserts a row into the TEMP\_TBL\_STATS table.

This table provides a way to monitor the load of base working tables. The statistics can be useful to decide whether more non-shared temp tables are needed. This table defines the fields in TEMP\_TBL\_STATS.

<b>Column</b>	<b>Description</b>
TEMP_TBL_NAME	Base working table name.
PROCESS_INSTANCE	The process that attempted to reserve a non-shared table.
DATE_ASSIGNED	Process run date.

## Setting Up GL Non-Shared Tables

The TEMP\_TBL\_ASGNM table is delivered with four non-shared tables for each base working table. If these do not meet your processing requirements, use the GL Non-Shared Table Maintenance page to add more non-shared table entries to TEMP\_TBL\_ASGNM.

### ***Adding a Non-Shared Table***

To add a non-shared table:

1. Determine if you need to create a non-shared table entry in TEMP\_TBL\_ASGNM.

On the Shared Table Statistics page, check the TEMP\_TBL\_STATS table to determine if the usage of the base working table justifies creating additional non-shared tables.

2. Create the GL non-shared table in PeopleSoft Application Designer.

Save the record definition from an existing non-shared table or the base working table. You should create the non-shared table from existing non-share tables rather than the base working table. Non-shared tables usually have less fields in the index structure than the base working table.

3. Create a GL non-shared table entry in TEMP\_TBL\_ASGNM using the GL Non-Shared Tables page.
4. Add a non-shared table for a custom base working table.

If you have created your own base working tables, add non-shared table entries to your Base Working Tables entries (repeat steps 1 to 3). Note that most non-shared tables do not require any unique indexes.

### Viewing Shared Table Statistics

Access the Shared Table Statistics page.

This log helps you to determine whether you need to create additional non-shared table entries in TEMP\_TBL\_ASGNM.

---

**Note.** The process inserts a log in TEMP\_TBL\_STATS only if the non-shared table entries exist for the base working table in TEMP\_TBL\_ASGNM.

---

<b>Record (Table) Name</b>	Enter the name of the shared table whose statistics you want to view.
<b>Non-Shared Tables</b>	Displays the number of non-shared tables currently created.
<b>Table Name</b>	Displays the base working table name.
<b>Process Instance</b>	Displays the process that attempted to reserve a non-shared table.
<b>Job ID</b>	Displays the Job ID of the process that attempted to reserve a non-shared table.
<b>Date Assigned</b>	Displays the run date of the process that attempted to reserve a non-shared table.

### Adding Instances of General Ledger Non-Shared Tables

Access the Non-Shared Table Maintenance page.

You add instances of non-shared tables to the TEMP\_TBL\_ASGNM table so that the non-shared table is available for use by the batch processes.

To add a new instance of a GL non-shared table, enter its name in the Table Name field and click the Search button. All instances of that table are displayed. Click the Add icon to add a new instance.

<b>Table Name</b>	Enter or select the name of the table that you want to maintain. Leave this field blank to view all tables available for maintenance.
<b>Process Instance</b>	Enter or select a specific process instance to maintain. Leave this field blank to view all process instances available for maintenance.
<b>Reset</b>	<p>Click to reset the In Use field to <i>No</i>, which removes the check mark from the check box. Select Reset regularly for all tables, but make sure that no one is using the system.</p> <p>If a process aborts, the In Use flag remains set to <i>Yes</i>. In order to free the table for other processes, the you must reset the flag to <i>No</i>.</p>

---

**Warning!** If you reset a process instance while it is running, it can cause data integrity problems.

Reset does not clear the contents from a table. However, the table is cleared the next time it is assigned.

---

<b>Table Name</b>	Displays the name of a non-shared table. You can select another name.
<b>Number</b>	Displays the instance number of the non-shared table. You can change this number.
<b>In Use</b>	Indicates whether the non-shared table is being used in a process. Click Reset to remove the check mark and change the selection to <i>N</i> .
<b>Note.</b> See previous <i>Warning</i> before you select Reset.	
<b>Process Instance</b>	Instance number of the batch process that has reserved this non-shared table.

**Note.** If you are using your own customized base working table, make sure the table name does not exceed 12 characters. The total character length of a table cannot exceed 15 characters, so you must allow for three characters for the non-shared table instances.

The following table identifies some of the General Ledger COBOL processes that use the General Ledger Non-Shared tables. The menu paths identify where the base working tables are assigned to the processes that support the use of non-shared tables, as well as the temp tables whose base table names are fixed.

In this table, if the temporary table is specified in the ledger template or some definition pages, the record name is listed in the Dynamic Working Tables column below; otherwise the record name is listed under the Fixed Working Tables column:

<i>Process</i>	<i>Menu Path</i>	<i>Dynamic Working Tables</i>	<i>Fixed Working Tables</i>
Closing	General Ledger, Ledgers, Templates, Record Definitions	Closing Tmp Closing RE Tmp Closing Account Tmp Closing Journal Header Tmp Closing Journal Line Tmp Closing Journal Line Tmp2	
Ledger Load	General Ledger, Ledgers, Templates, Record Definitions	Led Load Temp Record Led Load Temp Record 2	
Multicurrency	General Ledger, Ledgers, Templates, Record Definitions	MultiCurrency Tmp MultiCurrency Tmp1	TREE_SELnn_R

<b>Process</b>	<b>Menu Path</b>	<b>Dynamic Working Tables</b>	<b>Fixed Working Tables</b>
Post Journals	General Ledger, Ledgers, Templates, Record Definitions	Ledger Tmp Ledger Tmp2 Journal Line Tmp	GL_OI_TMP JRNL_HDR_SEL JRNL_HDR_TMP JRNL_VAT_TMP JRNL_XRF_TMP
Open Item Reconciliation	General Ledger, Ledgers, Templates, Record Definitions	Journal Line Tmp	GL_OI_TMP
Close Budget	N/A	N/A	CFV_SEL KK_RSCFV_SEL TREE_SELnn_R

---

## Using Indexes

This section discusses how to:

- Identify appropriate indexes.
- Select indexes.
- Make the rules practical.
- Use indexes in the demo system.
- Optimize indexes.

Depending on the database platform, volume and distribution of data, the correct index can speed processing greatly. As the volume of data in your ledger and journal tables grows, periodically review the plan and indexes to ensure that they remain efficient.

The indexes delivered with the demonstration database were created for small amounts of data and are specific to the delivered sample ChartFields—these might be inappropriate for your situation. Develop indexes specific to your own data and configuration.

Indexes are sets of information used to access data in a record. They are stored separately from the records but updated simultaneously when records are updated, inserted, or deleted. Each of your records should have one unique index. This provides a valuable edit function by preventing duplicate rows of data from being added to the database. Add more indexes to improve performance when locating and accessing the data.

When you create a record in PeopleSoft Application Designer, the system automatically creates a unique index with the same name as the record. So, journal line record (PS\_JRNL\_LN) is created with a unique index, usually named PS\_JRNL\_LN. This unique index includes all the keys that were identified on the record. The combination of these keys should identify one unique row of information.

PeopleSoft Application Designer sometimes creates additional indexes when you add a record. These are generated from fields identified as alternate search keys on the record itself and are not included in the unique index mentioned above. For example, the GL\_ACCOUNT\_TBL has Alternate Search Keys designated on Account Type and Description fields. When the table is created in Application Designer, two additional indexes (PS0GL\_ACCOUNT\_TBL and PS1GL\_ACCOUNT\_TBL) is created with each of these fields listed. These additional indexes are always termed duplicate indexes, because they may not point to unique rows of data.

General Ledger includes system tables that enable you to view the created indexes and their columns.

## Identifying Appropriate Indexes

Here we discuss the system analysis you need to do before you implement special indexes.

Now that you know the indexes that General Ledger creates, determine whether the delivered indexes are suitable or you need additional indexes. Changes to the ChartFields, changes in configuration, and differences in data content all affect the indexes and their effectiveness.

### ***Capturing SQL Statements***

First, determine the indexes currently used by your system. Do this by capturing the SQL statements executed by the system, then running them in isolation to determine the database access path for retrieving the data. For either realtime online access or batch processes, you can identify the SQL statements that access the ledger and journal line tables and whose performance might be a concern. Refer to PeopleTools PeopleBooks for information about turning on the SQL trace for online and batch processes.

See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*

See *PeopleTools PeopleBook: System and Server Administration*

### ***Establishing a Baseline***

Next, determine the efficiency of your current indexes; you need to establish a method for measuring progress as you make changes. A baseline timing is generally used for comparison when trying out different indexes. Time either the individual SQL statements or the entire process, so long as you have some way of determining progress as you proceed with the tuning.

### ***Determining Indexes Used***

You have a list of processes that access the primary records. You now need to determine which indexes each process currently uses. In other words, you need to determine the database access path that the system takes when the statement is actually executed. Because the database access path might change according to differing volumes of data, it is important to execute the plan on approximately the same amount of data that the table contains in a production environment. It might be appropriate to take a copy of your production database specifically for the purpose of tuning the indexes. Generally, when obtaining plan information, you are not actually executing the statements; check your database administrator documentation to be sure this is the case before executing any statements in your production environment.

Each platform has a process for determining the database access path that the engine uses to access data for the SQL statement. Below we present a brief outline of the DB2 approach.

---

**Note.** Refer to your database administration documentation for your platform and consult with your database administrator.

---

If your system is on DB2, create a `PLAN_TABLE` if your database does not already have one. A sample `CREATE` statement is in your DB2 Performance Tuning documentation.

Include the SQL statement in the following and execute it:

```
DELETE FROM PLAN_TABLE WHERE QUERYNO=nnn;
EXPLAIN PLAN SET QUERYNO=nnn FOR
statement;
```

In this statement, *nnn* is a number you assign to this statement.

Retrieve the plan from `PLAN_TABLE` with the following `SELECT`:

```
SELECT QBLOCKNO, PLANNO, TNAME, ACCESSNAME, METHOD,
ACCESSTYPE, MATCHCOLS, INDEXONLY, PREFETCH, SORTC_GROUPBY
FROM PLAN_TABLE
WHERE QUERYNO=nnn
ORDER BY QBLOCKNO, PLANNO;
```

The table contains other plan information, but these are the most pertinent columns for your purposes.

---

**Note.** If your system is running Oracle, consult with your database administrator to create a `plan_table` if your database does not already have one.

---

## Selecting Indexes

Before determining whether the index is appropriate, you need to know how the database engine selects indexes. In general, consider these basic rules:

- The columns in the "where" clause are used when deciding on an index.

On most platforms, the database engine takes equality statements, "like" statements, and less-than and greater-than statements into consideration. For example, in the statement "where business\_unit = 'NEWGN' and accounting\_period >= 1 and <= 12." the application engine uses both the business\_unit and accounting period when it accesses the data. With a "like" statement, if a specific value is passed, the system uses it to select an index; however, if the field contains a wild card (%), the system ranks the column lower in priority when it determines an index.

- Each platform has specific index limitations.

For example, SQLServer and Oracle platform indexes do not perform well with "NOT =" or "!=" statements. In DB2, any column after a range (>, <) is not used when the system selects an index. Consult your platform system administration documentation for the specific index limitations on your system.

- The system looks at cardinality, which refers to the number of unique values in a column.

For example, if you only have one business unit in your organization, the `business_unit` column in the ledger record only has one value in it—very low cardinality. In the demo database, the `account` column is always entered and has many unique values, so the cardinality is fairly high.

To determine cardinality on a particular `ChartField`, issue a SQL statement that selects `count(*)` from the table in question. The value returned is the number of entries in the record. In general, high cardinality fields should be included in the index.

- The columns that are used to join records should generally be included in an index.

These are the fields in a "where" statement used to join one record to another. These columns tend toward low cardinality, and the optimizers do not rate equality to another column nearly as high as equality to a bind variable. For these reasons, columns used to join tables are usually in the unique index but generally are not included in all other indexes.

- The system only uses an index up to the point that a column in the index is not included in the "where" clause.

For example, if the Journal Line record has an index that includes business unit, journal ID, and journal date, but the "where" clause includes only business unit and journal date, the index is only effective for the business unit. The journal date provided is ignored because the journal ID information is not included in the "where" clause. For this reason, the sequence of the fields in the index is very important.

- The system uses the size of the record and the selectiveness of the index to determine whether the index or full-table scan is more efficient.

This is sometimes referred to as the filter factor. The effective filter factor for an index is the combined cardinalities for the index columns *actually used* in a particular access.

For example, if an index is built over `FISCAL_YEAR`, `LEDGER` and `ACCOUNT`, and the table contains four years, five ledgers, and 800 accounts, the potential filter factor is  $1/(4*5*800)$ , or  $1/16000$ , or 0.0000625. (In a real-world data distribution, the filter factor would not be this good, but it would still be quite good unless the data is very skewed.) However, if the `ACCOUNT` field in the index could not be used because of the nature of the criteria for it, the filter factor would be only  $1/20$ , which is not very selective. In general, an index should point to around 10% - 15% of a record in order to be efficient.

## Making the Rules Practical

To put these rules to practical use, you need to identify SQL statements that performed badly, and examine each "where" clause in those SQL statements. What you are trying to obtain from each SQL statement are the columns, accessed in the "where" clause, that you believe are acceptable to the system for index selection. In other words, you get to count all the columns that use an equal value, but none of the columns using "between" logic, and so on. To logically view this huge amount of information, it is best to make a chart with the columns in the "where" clause across the top and the origin of the SQL statement down the left side. As you go through each SQL statement, place an X in the box under the column that the index is likely to use. Create a chart for each record that concerns you.

### Viewing a Sample "Where" Clause Chart

The following is a sample "where" clause chart for the ledger record with SQL statements generated from the demo database:



	<i>BU</i>	<i>LED</i>	<i>ACCT</i>	<i>DEPT</i>	<i>STAT</i>	<i>FY</i>	<i>PERIOD</i>	<i>CURR</i>
ONLINE								
Budget Detail	X	X	X	X	X	X		X
	X	X	X	X	X	X	X	X
Budget Copy	X	X				X		
	X	X				X	X	
Budget Spread	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X
Ledger Inquiry	X	X	X		X	X		X
	X	X	X	X		X	X	X
	X	X	X	X	X	X		X
	X	X	X			X		
InterUnit Inquiry	X	X	X			X	X	
TimeSpan Inquiry	X	X	X	X	X			X
Journal Entry	X	X	X	X	X	X	X	X
REPORTS								
GLS7004	X	X			X	X		X

	<i>BU</i>	<i>LED</i>	<i>ACCT</i>	<i>DEPT</i>	<i>STAT</i>	<i>FY</i>	<i>PERIOD</i>	<i>CURR</i>
GLS7005	X	X			X	X		X
GLS1003	X	X			X	X	X	X
GLS7002	X	X			X	X		
GLS7003	X	X			X	X		X
BATCH								
Posting	X	X	X	X	X	X	X	X
Closing	X	X				X	X	
	X	X			X	X		
	X	X			X	X	X	
	X	X			X	X		X
	X	X	X			X		
Summary Ledger	X	X				X	X	
	X	X			X			X
Consolidate			X		X	X	X	X
	X	X	X		X	X		X
Currency	X	X	X	X	X	X	X	X

Armed with these charts and the rules of indexing, now work to create indexes that access the records more quickly. Looking across the columns used in ledger "where" clauses, assess the viability of each column.

Business unit is included in every "where" clause, but in the demo database there are only 79 of them. One of these, US001, is used much more frequently than the others, so the cardinality is relatively low. Because it is always used, you will probably include it in indexes.

The ledger column is also included in each clause, but the cardinality is low (three are used in the LEDGER table and one used the majority of the time).

Account is used in a good percentage of the "where" clauses and is required in most of the online inquiry transactions. The cardinality is also high (735 unique values of account in the ledger table in the demo database), so this is a good possibility in an index.

Other ChartFields, including DEPTID, PRODUCT, and PROJECT, are lumped together because the demo database does not require them and accepts a wildcard in their place on the inquiry pages. This wildcard generates a "like" SQL statement that works well if you supply the field with a value; it is less efficient if the field is left as a wildcard ('%'). If you have ChartFields that you always enter, you should include these in the index in the same way the account field is included. You might also want to consider making any "always enter" fields *required* on the inquiry pages to make the select statements more efficient.

Fiscal year is included on nearly every "where" clause. At present the cardinality is relatively low (3 - 4 different values); however, expect it to increase as time goes by. Accounting period is used on a good number of "where" clauses, again with limited cardinality.

Currency code is included in many of the "where" clauses. There are many values in the currency code record, but in practice the vast majority of transactions in the ledger record have a currency code of USD, so the cardinality of this field is also relatively low. Therefore, this column might not be included in most indexes.

## ***Hints for Indexing***

The following hints can help you create better indexes:

- Strive for the minimum number of indexes to accomplish the processes.
  - Each index has to be updated every time an update, insert, or delete is performed on the underlying table; so each index has an overhead cost associated with it.

In considering the right number of indexes for a table, be sure to consider the use of the table. Fairly static tables (like Chartfield tables) can have numerous indexes with relatively little negative impact because they are frequently accessed and rarely updated. Other tables, however, are updated continually and each additional index could make quite a difference in the amount of time it takes to perform these functions.

- These extra indexes on fairly static tables (like Chartfield tables) are not a problem.

However, if there are list items designated on records that are never used as edit (prompt) tables and the index generated is not assisting any processing, you have actually created additional overhead during record updates and inserts without any benefit. The bottom line is that you should carefully consider designating fields as alternate search key fields.

- Because the vast majority of "where" clauses that access the PS\_LEDGER table begin with equality checks on business unit and ledger, these common fields are included at the beginning of most of the Oracle indexes.

- Sometimes it is beneficial to put a column in the index that would not usually be included in a "where" clause but is usually retrieved from the table when the table is accessed.
- An example of this is the account type on the GL\_ACCOUNT\_TBL.

This column is generally accessed when the table is queried, and adding this column to the index might prevent table access when only the account type is needed. The Alternative Search Key indexes actually do this for us in most cases, because these indexes generally contain descriptions, and this information is frequently accessed when a code table is accessed. This approach is only useful if it prevents table access in some instances and does not interfere with the normal operation of the index in other situations.

- For this reason, these columns are generally at the end of the indexes.

Some customers have experienced an improvement in background processing against the ledger record when the posted total amount field is added to the end of the duplicate indexes, because it results in an index-only scan. During testing on the demo database, there was some negative impact on the online performance, so this field was not added to the delivered indexes. But it might be worth testing in your production environment.

- The system is specific about the indexes chosen.

Sometimes the most well thought-out index does not get used as expected or does not yield the expected results. Test the new index, taking a look at the plan to be sure it is used, then take another timing to compare the new index access with the original baseline timing. Based on the results, you might need to adjust the sequence of the columns in the index or the columns included in the index to find the optimal combination.

Once you find the best combination for the SQL statements under review, run through all the processes again. Sometimes one new index can cause changes in the indexes used by other processes. Often the change is good, but sometimes it is worse, and more evaluation is required.

## Using Indexes in the Demo System

PeopleSoft software provides the sample database with the indexes listed below. The columns in the indexes have been noted, followed by a brief explanation of why each index is included and how it affects performance. These indexes are included in PeopleSoft Application Designer and are created when indexes are created for the record.

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**Note.** It might be beneficial to drop these indexes before performing a large load or update. Loading data into a table means that each of the indexes on the table need to be updated; this can amount to considerable overhead when many rows are inserted. It might be beneficial to drop these indexes, load the data or perform the background process, and then run the script again to recreate the indexes on the tables.

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### ***PS\_LEDGER: (All Platforms)***

<b><i>PS_LEDGER</i></b>	<b><i>PSCLEDGER</i></b>	<b><i>PSFLEDGER</i></b>
BUSINESS_UNIT	FISCAL_YEAR	ACCOUNT

<i><b>PS_LEDGER</b></i>	<i><b>PSCLEDGER</b></i>	<i><b>PSFLEDGER</b></i>
LEDGER	LEDGER	ACCOUNTING_PERIOD
ACCOUNT	BUSINESS_UNIT	PRODUCT
ALTACCT	ACCOUNT	FISCAL_YEAR
DEPTID		
OPERATING UNIT		
PRODUCT		
FUND_CODE		
CLASS_FLD		
PROGRAM_CODE		
BUDGET_REF		
AFFILIATE		
AFFILIATE_INTRA1		
AFFILIATE_INTRA2		
PROJECT_ID		
BOOK_CODE		
GL_ADJUST_TYPE		
CURRENCY_CD		
STATISTICS_CODE		

<b>PS_LEDGER</b>	<b>PSCLEDGER</b>	<b>PSFLEDGER</b>
FISCAL_YEAR		
ACCOUNTING_PERIOD		

### **PS\_LEDGER**

This is the original, unique index from PeopleSoft Application Designer, which was left in place as the unique index. Change this index to reflect your own ChartField configuration. Because it is generated from Application Designer, making the record changes to the LEDGER record should produce the correct index for you.

Some platforms have a 16-column limit for indexes and this index already has 21 columns, and is not supported for some platforms (namely Microsoft SQL Server, DB2/Unix, and Informix). PeopleSoft software resolves this by creating 'Functional Indexes' behind the scene with index based on a field which is the concatenation of all the key fields.

While no PeopleSoft processes rely on the presence of the unique index on a table, your database manager should carefully consider any decision not to have one. A unique index is a data safeguard enforced by your database engine. It guards against duplicate data resulting from a process that does not work correctly or from invalid data in an SQL script.

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**Note.** If you are a DB2 customer and you want to partition the dataset based on fiscal year, you might want to delete this index and replace it with a unique index that has Fiscal Year as the leading field.

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See *PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide, "Understanding Functional Indexes"*

See *PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide, "Planning Records, Control Tables, and TableSets"*

### **PSALEDGER (All Platforms Except Oracle)**

Experienced General Ledger customers recognize this index. This is the most efficient index for PS/nVision reporting and also helps out the Closing and Summary ledger COBOL processes. Note that it is similar to the PSBLEDGER index except that it starts with Fiscal Year (so those processes that do have an equality for accounting period choose the "B" version over this one). The index also includes the Account field, thereby adding efficiency for any "where" clause selecting specific account values. This is an index you probably have to modify to reflect your own ChartField configuration. The last fields of this index should include the ChartFields with the highest cardinality that are usually entered and used in "where" clauses. Avoid adding all your ChartFields because that would create a great deal of overhead when any of the ChartFields are added or changed in the ledger. It is usually best to include the minimum number of fields to do the job in an index.

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**Note.** If you are doing PS/nVision reporting on your summary ledger, be sure to create this index for the summary ledger record. See the notes under the PSBLEDGER index for additional thoughts on this topic.

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### **PS\_LEDGER (All Platforms Except Oracle)**

<b><i>PSALEDGER</i></b>	<b><i>PSBLEDGER</i></b>
ACCOUNT	ACCOUNTING_PERIOD
FISCAL_YEAR	FISCAL_YEAR
BUSINESS_UNIT	LEDGER
LEDGER	BUSINESS_UNIT

The leading field on this index is the Account field. This index helps speed performance on all processes that access the ledger using a specific account selection. This includes the Trial Balance and General Ledger Activity SQRs, as well as the COBOL processes of Closing and Consolidations. Online, this index helps in the budget entry process and the ledger inquiry pages. You need to modify this index for your own ChartField configuration. The leading fields on the index should be the ChartFields that are always entered and have the greatest cardinality. Because the Fiscal Year, Business Unit, and Ledger fields are consistently requested with the Account field, they are also on the index and should be appropriate on your version of the index.

### ***PSBLEDGER***

This index begins with the Accounting Period field and is called into use when the accounting period and fiscal year are specified without specific ChartField references. This enhances performance in the Closing Trial Balance SQR, Closing and Summary Ledger processes, and the online budget copy process. You should be able to use this index as is without modifications.

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**Note.** The summary ledgers delivered with the demo database (PS\_S\_LEDGER\_ACCTS, S\_LEDGER\_ACTDEP, and PS\_S\_LEDGER\_SUM) realized performance gains in the summary ledger background process when this index was created for them. The "B" type of index might be beneficial for your own summary ledgers. Because this index is similar to the PSCLEDGER index, you might want to do some timings and analysis before deciding if the additional indexes on your own summary ledgers are worth the additional overhead during inserts and updates.

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### ***PS\_LEDGER: (Oracle Only)***

<b><i>PSDLEDGER</i></b>	<b><i>PSELEDGER</i></b>
BUSINESS_UNIT	FISCAL_YEAR
LEDGER	ACCOUNTING_PERIOD
FISCAL_YEAR	BUSINESS_UNIT
ACCOUNTING_PERIOD	LEDGER
CURRENCY_CD	ACCOUNT
STATISTICS_CODE	PRODUCT

<b>PSDLEDGER</b>	<b>PSELEDGER</b>
ACCOUNT	PROJECT_ID
	AFFILIATE
	CURRENCY_CD

### ***PSDLEDGER (Oracle Only)***

This index is used in the same way the PSALEDGER index is used on the other platforms—to optimize performance in online processes, SQRs, and COBOL processes when the entire ledger key is not specified. Specifically, the Trial Balance and General Ledger Activity SQRs, the Closing and Consolidations COBOL processes, and the budget and ledger inquiry online pages use it. The index leads off with the common fields of Business Unit and Ledger and includes more of the "where" clause columns than its PSALEDGER counterpart. As in the PSALEDGER version, when building this index on your production system you should change the Account field in the demo database to be the ChartFields you always enter that have the highest cardinality.

### ***PSELEDGER (Oracle Only)***

The closing process Closing Trial Balance SQR and the closing COBOL process primarily use this index. The summary ledger COBOL process also favors it. If you do not run either of those processes (or run them infrequently), you might not need this index. To modify the index, replace the demo ChartFields with your own. The leading ChartFields should be those you always enter that have the highest cardinality.

### ***PSWLEDGER (Sql Server, DB2/UDB for Linux, Unix, and Windows, Informix)***

The PSW<record name> index is used to build the search index for database platforms that have the 16-column limit on indexes. This index will not be a unique index, instead, the concatenated 'Functional Index' plays the role of the unique index.

This index will be created with the first 16 key fields of the functional index. The recommendation is to customize the index to your need as followed: The first 5 columns of the PSW<record name> index should be: Business\_unit, Ledger, Fiscal\_year, Accounting\_period, Account. The subsequent 11 columns should consist of the other ChartFields that are always entered and have the greatest cardinality. This index is very crucial to the performance of Post Journals and Post Budget Journals processes.

### ***PS\_JRNL\_HEADER (All Platforms)***

The same analysis processes were applied to the JRNL\_LN and JRNL\_HEADER records, and the following indexes are delivered with your demo database as a result of this study:

<b>PS_JRNL_HEADER</b>	<b>PSCJRNL_HEADER</b>	<b>PSDJRNL_HEADER</b>
BUSINESS_UNIT	PROCESS_INSTANCE	JOURNAL_ID
JOURNAL_ID	JRNL_HDR_STATUS	JOURNAL_DATE



<b><i>PS_JRNL_HEADER</i></b>	<b><i>PSCJRNL_HEADER</i></b>	<b><i>PSDJRNL_HEADER</i></b>
JOURNAL_DATE	JRNL_PROCESS_REQST	BUSINESS_UNIT_IU
UNPOST_SEQ		UNPOST_SEQ

### ***PS\_JRNL\_HEADER (All Platforms — Continued)***

<b><i>PSGJRNL_HEADER</i></b>	<b><i>PSHJRNL_HEADER</i></b>	<b><i>PSIJRNL_HEADER</i></b>
PROCESS_INSTANCE	PROC_PART_ID	BUSINESS_UNIT
SYSTEM_SOURCE	BUSINESS_UNIT	PROCESS_INSTANCE
	LEDGER_GROUP	LEDGER_GROUP
	JRNL_PROCESS_REQST	JOURNAL_ID
	JOURNAL_ID	JOURNAL_DATE
		UNPOST_SEQ

### ***PS\_JRNL\_HEADER***

This is the unique index created by PeopleSoft Application Designer. It is used each time the journal is referenced by the key values. This includes the OpenItem and SJE Status SQRs, posting and journal edit processes, and online journal inquiry and entry processes. You should not need to change this index for any ChartField configuration.

### ***PSCJRNL\_HEADER***

Because the leading field on this index is PROCESS\_INSTANCE, the index helped speed processing in the journal posting and journal edit jobs where the statements select from the journal header based on PROCESS\_INSTANCE. If you run those jobs, you want this index. You should not need to change it for any ChartField configuration.

### ***PSDJRNL\_HEADER***

This index is used by the online system to obtain the journal headers and journal lines for InterUnit subjournals.

### ***PS\_JRNL\_HEADER (All Platforms Except Oracle)***

<b><i>PSAJRNL_HEADER</i></b>	<b><i>PSBJRNL_HEADER</i></b>
ACCOUNTING_PERIOD	JRNL_PROCESS_REQST
SOURCE	BUSINESS_UNIT
FISCAL_YEAR	LEDGER_GROUP
BUSINESS_UNIT	
LEDGER_GROUP	

***PSAJRNL\_HEADER***

This index is selected when the accounting period, source, and fiscal year are specified in the "where" clause. The sequence of the columns was chosen by cardinality for the demo database (source has seven unique values and accounting period has 12). You need to analyze your own system to determine which column should come first—source or accounting period. Choose the column with the greatest cardinality (unique values). This index helps speed processing in the Trial Balance and General Ledger Activity SQRs and in the online inquiry and journal unpost functions.

***PSBJRNL\_HEADER***

This index helped the Posting process by indexing on the JRNL\_PROCESS\_REQST field. You should not need to change this index for ChartField configuration.

***PS\_JRNL\_HEADER (Oracle Only)***

<b><i>PSEJRNL_HEADER</i></b>	<b><i>PSFJRNL_HEADER</i></b>
BUSINESS_UNIT	JOURNAL_ID
LEDGER_GROUP	SOURCE
JRNL_HDR_STATUS	JRNL_HDR_STATUS
FISCAL_YEAR	BUSINESS_UNIT
ACCOUNTING_PERIOD	LEDGER_GROUP

***PSBJRNL\_HEADER (Oracle Only)***

This index assists the processing of the SJE Status SQR and the Journal Post and Allocations processes. No modifications should be necessary for ChartField changes.

***PSFJRNL\_HEADER (Oracle Only)***

The only process that uses this index is the Allocations process. If you do not run that job, you should not need the index.

***PS\_JRNL\_LN (All Platforms)***

<b><i>PS_JRNL_LN</i></b>	<b><i>PSDJRNL_LN</i></b>	<b><i>PSFJRNL_LN</i></b>
BUSINESS_UNIT	PROCESS_INSTANCE	JOURNAL_DATE
JOURNAL_ID	BUSINESS_UNIT	BUSINESS_UNIT
JOURNAL_DATE	ACCOUNT	UNPOST_SEQ
UNPOST_SEQ		JOURNAL_ID
JOURNAL_LINE		JRNL_LN_SOURCE
LEDGER		

***PS\_JRNL\_LN***

This is the unique index created by PeopleSoft Application Designer. It matches the keys on the parent record (PS\_JRNL\_HEADER) with the addition of the Journal Line field. This is used in processing when you update the journal line in the Posting and Journal Edit programs, and online Posting and Journal Update processes.

***PSDJRNL\_LN***

This index assists the batch processes in accessing the journal line information. It is used in the Journal Edit and Journal Combo Edit processes, and should not require modification for ChartField changes. If the index is not chosen by the optimizer, update statistics for the table with histogram information.

For Oracle run the following command: Analyze table PS\_JRNL\_LN compute statistics for columns (process\_instance).

For DB2/Unix, run the following command: Runstats on table <owner>.PS\_JRNL\_LN with distribution and indexes all.

**PSFJRNL\_LN**

This index is used by the GLAJES SQR report, Posting, Consolidations, Currency Translation, and Allocations processes, as well as the online inquiry and posting pages.

**PS\_JRNL\_LN (All Platforms Except Oracle)**

<b>PSAJRNL_LN</b>	<b>PSBJRNL_LN</b>
ACCOUNT	JOURNAL_ID
BUSINESS_UNIT	JOURNAL_DATE
CURRENCY_CD	BUSINESS_UNIT
	UNPOST_SEQ

**PSAJRNL\_LN**

This index facilitates those queries that look for a specific match on the Account ChartField. It includes the additional fields of Business Unit and Currency Code, because those fields are consistently included in the "where" clauses of these statements. It enhances performance in the GLAOITEM SQR, Journal Posting COBOL process, and the online Journal Inquiry and Unposting processes. If changes are made to the ChartFields, you need to modify this. You should include the ChartField that is always entered and has the greatest cardinality in this index.

**PSBJRNL\_LN**

The items in this index are similar to the unique index except that the sequence is different and the JOURNAL\_LINE field is left off. The JOURNAL\_LINE field was eliminated because it is almost never referenced in "where" clauses. The sequence was changed because JOURNAL\_ID is a high-cardinality field and is frequently referenced in select statements. In the select statements that specify JOURNAL\_ID, the BUSINESS\_UNIT, JOURNAL\_DATE, and UNPOST\_SEQ fields are also referenced; so these were included on this index in order of cardinality.

This index is frequently used: in the GLALEDGD, GLALEDGS and GLAJES SQRs as well as the Posting, Consolidations, Currency Translation, and Journal Edit background processes. Online, it is used on the inquiry and posting pages. This index should not require changes for ChartField configuration.

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**Note.** Consider adding the JOURNAL\_LINE and LEDGER to the end of the PSBJRNL\_LN index and making it the unique index (eliminating the existing PS\_JRNL\_LN index). This is an option because the order of the index columns can differ from PeopleSoft Application Designer field sequence.

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**PS\_JRNL\_LN (Oracle Only)**

<b><i>PSEJRNL_LN</i></b>
BUSINESS_UNIT
CURRENCY_CD
ACCOUNT

### ***PSEJRNL\_LN (Oracle Only)***

This index is comparable to the PSAJRNL\_LN index, except that the sequence is different. Consistent with the cost-based optimizer approach, the more common fields (Business Unit and Currency Code) are included at the beginning of the index. The SQR processes of Trial Balance, General Ledger Activity, and OpenItem Status use this index.

## Optimizing Indexes

This section discusses how to optimize indexes.

### ***Updating Statistics***

Once the indexes are created, you must tell the system to use these new indexes by "updating statistics." The specifics vary by platform (described in the following chart). After new indexes are created, or after inserting or deleting substantial rows of data from existing tables, you should run the update statistics procedure. The purpose of this procedure is to update the system tables with index and table information to assist the optimizer in choosing the most efficient index for an operation. If this procedure is not performed frequently, your system performance could suffer.

<b><i>Platform</i></b>	<b><i>Method to Update Statistics</i></b>
DB2	Batch RUNSTATS process, by Table Space.
ORACLE	ANALYZE TABLE xxx COMPUTE STATISTICS ANALYZE INDEX xxx COMPUTE STATISTICS For large tables, it is faster to replace COMPUTE with ESTIMATE. Determine through testing whether estimated statistics yield optimum access plans.

## Table Seeding

Indexes are delivered for several temporary tables. These include tables such as LEDGER\_TMP, which hold data only for the duration of a specific process. Because the tables are generally empty, running update statistics on the empty version of the table causes the optimizer to think that the table is always empty and to favor a full-table scan instead of using the index. For this reason, a script is available to seed these temporary tables with 100 rows of data for the purpose of updating the statistics on the index.

The script is delivered in your SQL subdirectory and is called SEEDGL with the SQL extension appropriate to your database platform. The script inserts 101 rows of data into the temporary tables and runs the update statistics command on the seeded table. The tables that are seeded are the and PSTREESELECT05, PSREESELECT06, PSTREESELECT08, and PSTREESELECT10 to correspond to the length of the ChartFields delivered with the demo system.

If rows currently exist in your PSTREESELECTxx tables, you should not delete this data. The system populates these rows when you execute a PS/nVision report. These rows correspond to a control table named PSTREESELCTL, and if removed by them, result in incorrect data or no data in your PS/nVision report the next time you execute it.

Review each script before running to ensure that the key values loaded do not conflict with any that would be used by the existing system, and to determine if changes are needed for any specific modifications you might have done. When running the scripts in your production environment, be sure that you seed the PSTREESELECT tables that correspond to the field length of your ChartFields; these are the PSTREESELECT tables that are used in your environment.

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**Note.** If you are a DB2 customer, you can maximize the benefits of seeding these tables, by seeding them with the cardinality that is correct for your particular environment. A script named SEEDMULT.DMS is an example of seeding the PSTREESELECT06 table with correct cardinality. Use this version, rather than the above versions, when seeding the PSTREESELECT tables.

Table seeding is also needed for temp tables that are being reserved for Application Engine processes called from PeopleCode. The AE processes have a logic to update statistics of these temporary tables after each Insert. But each %UpdateStats requires an explicit commit, and since the commit is not allowed within an Application Engine program called from PeopleCode, therefore the %UpdateStats is not executed. To ensure that Sql statements referring to those temporary tables run well, we can try 2 things:

1– To leave the temporary tables with no statistics. That means never do any update statistics on these tables. If you had updated statistics of these tables when they were empty, you need to drop and recreate them. For Oracle, you can run the analyze table command with the option to delete the statistics. You then need to test the process to see if the performance is acceptable for you.

If having no statistics on the temporary table does not yield the performance required (like the case of table PS\_COMB\_EXP\_TAOx of Journal Combination Edit process), then you need to seed the table by running an Application Engine trace of level 131, extract all the "insert into PS\_COMB\_EXP\_TAOx" Sql statements, and run them outside from the program to seed the table. Then run the update statistics command on the seeded table.

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### ***Physical Performance Considerations***

Even the best index planning and execution cannot overcome performance problems caused by disk and index fragmentation. Fragmentation happens over time as records are deleted, updated, and added to the database. When new records are inserted, the system places the new information wherever space is available—not necessarily in the same location as the rest of the physical table. As records are deleted, gaps might be left in the physical space that the record occupied which can or cannot be filled in with new information. As the physical locations of these records become more spread out, the system must work harder to find the specific record you requested, and response time suffers. Both indexes and tables can become fragmented and hamper performance, so it is important to take the steps outlined in your database administration documentation to eliminate database fragmentation.

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## **Using Partition IDs**

When you have a large volume of transactions to process in a limited run-time, use partition IDs to enable the journal posting processes (GLPPPOST) to run in parallel. Partition IDs enable you to group your transaction data into mutually exclusive sets, ending contention between processes for the same row of data during posting. This eliminates possible delays due to halted processes and database rollbacks.

Only after your system has been in production for several months is it practical to implement partition IDs. It requires reevaluation at regular periods to ensure your system stays within the limits of your batch run-time window.

It is crucial that you understand your data structure before attempting to use partition IDs. Analyze the volume of your transactions by business unit and ChartField, and divide them into transaction groups with roughly equal numbers of transactions. Using your analysis, create a business unit/ChartField combination scheme to classify the transactions into mutually exclusive data sets. Then, create a partition ID for each a business unit/ChartField combination.

You might want to monitor the duration of batch processing to ensure your partition IDs remain effective over time. This can provide advance warning of changes in your system's batch processing requirements, as well as changes in your business.

To use partition IDs, first, define them using the Partition ChartField Entry Process Partition page. Then, specify your partition IDs in the request pages for the Journal Edit (GL\_JEDIT) and Journal Post (GLPPPOST) processes.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Process Partitions

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## **Using ADB Incremental Calculations**

The ADB Calculation process (GL\_ADB\_CALCX) supports these optimizing features:

- Incremental calculations to compute the average daily balance.

This method leverages from prior period aggregate and ending balances to calculate the requested period average. All adjustments are automatically applied to the average balances before calculation of the requested period averages.

- Nonshared tables to process temporary data, including the tree selector tables.
- Archiving ledger data.

This includes the ADB ledger and the ADB target ledger which holds the calculated averages.

Other ways that the ADB Calculation process supports system optimization is that it enables customers to:

- Filter transactions posted the ADB ledger to control the volume of data.
- Partition the calculated averages to different target ledgers.

The process also enables the customer to specify a calendar ID to the target ledger. For example, customers can specify a monthly calendar to store the MTD balances.

### **See Also**

Chapter 15, "Calculating Average Balances," Understanding Average Balance Calculation, page 315

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## **Updating Summary Ledgers Incrementally**

Summary ledgers can be updated incrementally in either of these ways:

- From Process schedule run option Increment.
- During posting to the detail ledger, thus keeping summary ledger synchronized with its detail ledger.

The objects and fields needed to support this feature are the following:

- The Summary Ledger Stage Tbl (table).

This table is defined on the Ledger Template page. It is a copy of posted detail ledger transactions.

- The Status table (accessed from the Summary Ledger Status page).

This table contains a row for each business unit, summary ledger, fiscal year and accounting period (summary). The Status table also includes a date time stamp with the date and time when the system writes the row into the status table.

- The Ledger Tmp (a summary ledger temporary table).

This table is defined on the Ledger Template page. It is a copy of the summary ledger table and is used when you specify incremental updating.



- The Enable Incremental Sum Ledger option on the Ledgers for a Unit Journal Post Options page.

This option indicates whether rows for business unit/detail ledger are staged.

If this option is not selected, the staging process is bypassed. When staging is bypassed, no summary ledger for this business unit/detail ledger can be incrementally updated.

- The Skip Summary Ledger Update option.

This option is located on both the Journal Post Request page and the User Preferences General Ledger page. It specifies whether to update summary ledgers during a specific run of a posting process.

- The Post to Summary Ledger option on the Ledger Set page.

This option enables a specific business unit/summary ledger to be incremented from posting.

The incremental summary ledger update process flow is as follows:

1. Summary Ledger process (initial summary ledger creation ):

- On the Summary Ledger process request page, if the Request Type is *Create*, the process creates initial summary ledger data for the given business unit/summary ledger/accounting periods.
- The process inserts a row into the Status table for each business unit/summary ledger/accounting period processed.

2. The Journal Post process:

- If the Enable Incremental Summary Ledger option is selected on the Ledger for a Unit - Posting Options page, the process inserts rows into the Staging table with data posted to the detail ledger.
- If the Post to Summary Ledger option on the Ledger Set page is selected, the process incrementally updates the summary ledger from the Staging table. (See step 3 for details.)

3. Summary Ledger Process (incremental update ):

- For a given business unit and detail ledger, the process determines the summary ledgers and accounting periods to process based on the ledger set, the Post to Summary Ledger option, and the Status table.  
  
Only combinations with status entries and with the Post to Summary Ledger option selected are processed.
- If the ledger has not yet been created, the process performs the creation directly from the ledger tables. Otherwise, it updates the ledger incrementally from the staging table.
- For each business unit/summary ledger/accounting period processed, the process inserts a row in the Status table.
- The process cleans up the Staging table by deleting rows with dtm\_stamp earlier than the minute stamp of related status rows.

---

**Note.** If the incremental update is initiated from the Summary Ledger Process Request page, the Request Type must be Increment.

---

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Combining Accounts Using Summary Ledgers

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## Optimizing PS/nVision Performance

This section discusses:

- Tree joins.
- Combination rules.
- Capturing SQL.

PS/nVision is a complex tool, capable of producing a great variety of reports from a variety of database tables. The SQL statements it generates are not necessarily complex, but they are very sensitive to the performance of the underlying database, especially in the following areas:

- Large tables (ledgers often have millions of rows) make efficient use of indexes essential.
- The use of trees and reporting (security) views cause multiple tables to be joined.

The efficiency with which the database processes these JOIN statements dictates most of the performance of PS/nVision.

Unlike traditional background reporting tools, PS/nVision supports interactive, focused reporting with a probing or querying approach to accessing the database. PS/nVision queries tend to be more numerous than traditional report writers are, but also more focused on the specific data that you want to see.

### Tree Joins

PS/nVision relates tree node criteria to data tables by joining the data table to a tree selector table. This selector table contains a row for every detail range defined for the tree in the Tree Manager, and is keyed by PROCESS\_INSTANCE (a system-generated constant number for all the rows representing a particular tree) and tree node number. Because some database platforms only join tables efficiently if the field sizes match, the system uses up to 30 selector tables, one for each supported ChartField length. Each selector table has RANGE\_FROM\_nn and RANGE\_TO\_nn columns matching the corresponding ChartField size.

The following code is a typical SELECT for selection via nodes on a single tree:

```
SELECT L.TREE_NODE_NUM, SUM(POSTED_TOTAL_AMT)
FROM PS_LEDGER A, PSTREESELECT06 L
WHERE A.LEDGER='ACTUALS'
      AND A.FISCAL_YEAR=1991
      AND A.ACCOUNTING_PERIOD BETWEEN 1 AND 9
      AND A.ACCOUNT>=L.RANGE_FROM_06
      AND A.ACCOUNT<=L.RANGE_TO_06
      AND L.PROCESS_INSTANCE=198
      AND (L.TREE_NODE_NUM BETWEEN 16 AND 30
           OR L.TREE_NODE_NUM BETWEEN 35 AND 40)
GROUP BY TREE_NODE_NUM
```

The parts of this statement in boldface accomplish the tree criteria selection. The **GROUP BY** clause returns an answer row for each node that has a detail range attached to it; these node numbers are used to post amounts from the answer set into the appropriate rows of the report.

## Combination Rules

PS/nVision endeavors to retrieve the data for each report instance with as few **SELECTs** as possible. It examines all row criteria to determine which can be combined, and does the same for column criteria. It then builds a **Select** statement to retrieve each intersection of a combined group of rows with a combined group of columns. You should understand the following built-in rules when designing indexes:

- Different ledgers cannot be combined.
- Different TimeSpans cannot be combined.
- nPloded rows or columns cannot be combined with non-nPloded rows or columns.
- To be combined, two or more rows or columns must have criteria for the same set of ChartFields, and each ChartField's criteria must be of the same type (selected tree nodes cannot be combined with selected detail values).
- If criteria for a ChartField are specified by tree node, they can only be combined if they use the same tree.
- If the combined rows or columns have identical criteria for a particular ChartField, the criteria are included in the "where" clause but no "group by" on that field is required.

If different rows/columns in the group have different criteria, PS/nVision adds this field (or the corresponding tree node number) to the "group by" clause to retrieve a value for use in posting the answer set to the report.

- A single **Select** statement can retrieve amounts for multiple combined rows and columns.
- Different scope instances are retrieved with separate **Select** statements.

## Capturing SQL

To examine the SQL produced by PS/nVision, capture the statements in one of two ways:

- Use the Options Trace option on the Excel menu.

This causes PS/nVision to display each **Select** statement used for retrieving labels or amounts in a dialog. Select the text with the mouse, copy it to the clipboard, and paste the text into another application such as Notepad or a text editor. Then save the text to a file or work with it within the application.

---

**Note.** If you want to capture the SQL but do not want to wait for it to execute, select the Excel Options Simulated Run option. PS/nVision generates all the SQL, but will not execute **SELECTs** for amounts.

---

- Select the PeopleTools SQL trace through the Utilities menu.

This causes all SQL statements executed by PeopleTools to be written to a file called ~DBG0001.TMP in the Windows TEMP directory (often C:\TEMP). This trace shows timings, but does not include SQL that was not executed due to the Simulated Run option.



## Chapter 8

# Making General Ledger Journal Entries

This chapter provides an overview of Oracle's PeopleSoft General Ledger journal entries and discusses how to:

- Create journal entries.
- Create interunit and intraunit journal entries.
- Post to the Summary Ledger table and the Summary Ledger Staging table.
- Create standard journal entries.
- Edit journal entries.
- Copy journal entries.
- Delete journal entries not yet posted.
- Use the Flat File Journal Import process (GL\_JRNL\_IMPORT).
- Use the Spreadsheet Journal Import process (GL\_EXCL\_JRNL).

---

## Understanding General Ledger Journal Entries

This section discusses:

- Prerequisites.
- Journal components and processing.
- Journal entry identification and masks.
- Journal entry processing.

### Prerequisites

You may want to set up security for your profiles and users for General Ledger:

- PeopleTools Security

Anyone who uses or accesses the general ledger must have a user ID. User IDs are defined in PeopleTools, Security, User Profiles. Several pages require a user ID and validate against the user profile before admitting a user to the page.

- ChartField Security

Consider securing data access based on a user's role in the organization. ChartField Security is designed to work in conjunction with other security features, such as business unit and ledger security. ChartField security allows you to choose the ChartFields by which you want to configure access and rules that are specific to one or more products. It may further be used to configure access based on job function and activity. Restrict access to unauthorized ChartField values during journal entry or inquiry based on user, role or permission list.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Securing ChartFields."

- User Preferences

Many applications have application-specific preferences. In PeopleSoft General Ledger, these preferences are defined on the User Preferences - General Ledger page. Many of the preferences that are specified on this page apply to entering, editing, and processing journals. While you can restrict users to specific business units, tablesets, ledgers, and so forth, the user preferences pages define only default settings for pages and reports. They *do not* necessarily define security.

- Enable Document Sequencing for each business unit if you use document sequence numbers to number your journals sequentially and open item journals.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Securing Your System"

## Journal Components and Processing

At a minimum, a journal in PeopleSoft General Ledger consists of a header and journal entry lines. The header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date) and options that enable you to quickly set up adjusting and reversing entries and foreign currencies. Journal entry lines record the monetary and statistical amounts and the ChartField values associated with each transaction.

Once you enter the header and line information, your journals are ready for processing. However, if you want a greater degree of control over the journal entry process, you can incorporate:

- Control totals that ensure accuracy and are particularly helpful when you enter a large number of lines.
- Journal approval, based on rules that you define, to ensure that only those journals within the limits that you specify are approved for further processing.
- Document sequencing to track journal IDs sequentially.

In General Ledger, standard journal entries (SJE) enable you to automate the entry of similar or identical journals. There are three types of SJE: recurring, template, and spread. A *recurring* journal entry is any entry that is periodically generated according to a schedule, such as monthly rent, lease payments, and depreciation expenses. A *template* journal entry is a data-entry model for other journals that you can automatically reproduce on a fixed schedule—like recurring SJE—or use on request. A *spread* journal entry is an entry in which the entire journal's amount is spread proportionately across the different periods.

## See Also

Chapter 10, "Processing Journals," page 231

*PeopleTools PeopleBooks: PeopleSoft Process Scheduler*

## Journal Entry Identification and Masks

When you create a new journal, the system prompts you with three keys that uniquely identify that journal: business unit, journal ID, and journal date. You can enter your own ID or let the system assign one. You can reuse the same journal ID throughout the year, or even within the same accounting period, changing only the date for each instance.

After you create a journal, you can search by document sequence number on these pages:

- Create Journal Entries - Find an Existing Value search criteria.
- Review Journal Status - Find an Existing Value search criteria.
- Open Item Maintenance.
- Review Open Item Status.
- Review Financial Information - Journals - Journal Inquiry Criteria.

The document sequence number for a journal also appears on:

- The Journal Entry Detail Report (FIN2001).
- The General Ledger Activity Report (GLS7002).

This table demonstrates an example where your subsidiaries and parent organizations can record monthly payroll transactions using the journal ID PAYROLL, because each journal is uniquely identified by business unit, journal ID, and date.

<b>Business Unit</b>	<b>Journal ID</b>	<b>Date</b>	<b>Total Debits</b>
US002	PAYROLL	09/04/01	400,000
US004	PAYROLL	09/04/01	430,000
US002	PAYROLL	09/18/01	420,000
US004	PAYROLL	09/18/01	440,000

Using these three keys to identify a journal makes finding, tracking, and organizing journals much easier. It also makes it possible to copy related journals and group them by ID. You can use the same journal IDs and dates across business units.

The *journal ID mask* enables you to specify a prefix for naming journals when you are using NEXT to generate journal IDs. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify ALLOC as the journal ID mask, and your journal ID on the flat file is NEXT, your allocation journal IDs might be ALLOC00001, ALLOC00002, and so on.

---

**Warning!** If you plan to use journal ID masks, reserve a unique mask value for the regular journal entry process. Ensure that your regular journal entry users communicate with users who perform other processes, such as consolidations and allocations, so that no other process creates the same mask value as that used in regular journal entry.

---

## Journal Entry Processing

General Ledger offers several ways to process journals. After completing the header and line entries, save the journal from any of the journal entry pages or do one of the following on the Journal Entry - Lines page:

- Request to edit.
- Request to budget check.
- Request to post.

Most users enter and save journals, leaving editing, budget checking, and posting for later.

### **See Also**

Chapter 10, "Processing Journals," page 231

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## Creating Journal Entries

This section discusses how to:


- Enter journal header information.
- Specify journal entry currency defaults.
- Specify exchange rate.
- Specify journal entry reversal options.
- Specify commitment control options.
- Enter journal line information.
- Specify journal search criteria.
- Initiate the calculate amount process.
- Use separate debit and credit.
- Retrieve a system rate.



- Enter an exchange rate manually.
- Calculate using the calculate rules.
- Select a journal entry template and journal line copy down options.
- View the journal audit log.
- Enter projects information.
- Access the secondary ledger lines.
- Use statistics codes.
- Specify journal entry totals.
- View journal entry errors.
- Specify journal entry approval options.

## Pages Used to Create Journal Entries

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Journal Entry - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header	Enter journal header information that uniquely identifies the journal by business unit, journal ID, and journal date. It also contains options for setting, adjusting, and reversing entries and foreign currencies.
Journal Entry Currency Default	JOURNAL_ENTRY_CUR	On the Journal Entry - Header page, click Currency Defaults.	Enter the currency information that appears by default in the individual journal lines.
Exchange Rate Detail	EXCH_RT_DTL	On the Journal Entry Currency Default page, click Exchange Rate Detail.	Shows the exchange rate details based on the information that you entered on the Journal Entry Currency Default page.
Journal Entry Reversal	JOURNAL_ENTRY_RVR	On the Journal Entry - Header page, click Reversal.	Specify the date of an automatically reversed entry.
Commitment Control	JOURNAL_ENTRY_KK	On the Journal Entry - Header page, click Commitment Control.	Specify the commitment control amount type for a journal if you use the commitment control option.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Attachments	JOURNAL_ATT_SEC	On the Journal Entry - Header page, click Attachments.	Attach relevant and useful files that are related to the journal entry.
Journal Entry - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	Record the transactions making up the journal—the debit and credit entries. Once you enter the header and lines, you can request further processing on the page.
Journal Entry Template List	JOURNAL_ENTRY_TMP	On the Journal Entry - Lines page, click Template List.	Select the template that defines which columns appear in the lines scroll area. Also specify the field values to be copied down to new lines when you click the Insert Journal Lines button.
Selection Criteria	JRNL_SRCH_SEC	On the Journal Entry - Lines page, click the Search Criteria link.	Specify search values for any or all fields listed.
Change ChartField Values	JRNL_SUSP_CF_SEC	On the Journal Entry - Lines page, click Change Values.	Apply changes to all displayed journal lines by entering the existing field value and the correct value.
Search Audit Logs	FS_AUDITLOG_SEARCH	On the Journal Entry - Lines page, click View Audit Logs.	View the audit trail for the journal entry.
Secondary Ledger Lines	JOURNAL_ENTRY_SEC	 Click the Secondary Lines button on the Journal Entry - Lines page.	View secondary ledger lines.
Journal Entry - Totals	JOURNAL_ENTRY_T_IC	General Ledger, Journals, Journal Entry, Create Journal Entries, Totals	Specify control debit and credit amounts, unit value of statistical entries, and the number of lines. These controls enable you to enforce a greater degree of control over the journal entry process.
Journal Entry - Errors	JOURNAL_ENTRY_E_IC	General Ledger, Journals, Journal Entry, Create Journal Entries, Errors	Determine which errors the system encountered.

Page Name	Definition Name	Navigation	Usage
Journal Entry - Approval	JOURNAL_ENTRY_A_IC	General Ledger, Journals, Journal Entry, Create Journal Entries, Approval	Select the current journal for approval if you use PeopleSoft Workflow to approve journals for posting.

## Entering Journal Header Information

Access the Journal Entry - Header page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header).

Header	Lines	Totals	Errors	Approval
<div> Unit: US001 Journal ID: NEXT Date: 10/12/2009 </div>				
Long Description: <input type="text"/>				
*Ledger Group: <input type="text" value="RECORDING"/>		Adjusting Entry: <input type="text" value="Non-Adjusting Entry"/>		
Ledger: <input type="text"/>		Fiscal Year: 2009		
*Source: <input type="text" value="ONL"/>		Period: <input type="text" value="10"/>		
Reference Number: <input type="text"/>		ADB Date: <input type="text" value="10/12/2009"/>		
SJE Type: <input type="text"/>				
Journal Class: <input type="text"/>		<input type="checkbox"/> Auto Generate Lines		
Transaction Code: <input type="text" value="GENERAL"/>		<input type="checkbox"/> Save Journal Incomplete Status		
Agency Location Code: <input type="text"/>		<input type="checkbox"/> Autobalance on 0 Amount Line		
<a href="#">Currency Defaults: USD / CRRNT / 1</a>				
<a href="#">Attachments (0)</a>		<a href="#">Commitment Control</a>		
<a href="#">Reversal: Do Not Generate Reversal</a>				

Journal Entry - Header page

**Note.** This page or related pages operate in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or selecting a tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. The system updates quantity balances or totals only when you save or click the Calculate Amount button.

<b>Journal ID</b>	<p>If the Use Next Journal ID option is selected for your user preference, the Journal field is unavailable and automatically changes to <i>NEXT</i>.</p> <p>When you save the journal, the system automatically assigns the next journal ID to the journal.</p>
<b>Date</b>	<p>Determines the period to which the system posts the journals, unless it is an adjusting entry. For business units using a holiday list ID, the journal entry page requires that journal date be a working day, regardless of the accounting period. If you initially enter a date on a non-working day, you'll receive an error message suggesting the next working day. You must manually enter this or another working date before entering journal entry pages.</p>
<b>Long Description</b>	<p>Enter text that describes the purpose of the journal or explain any anomalies in the transaction. The first 30 characters of your description appear in prompt lists for this journal.</p>
<b>Ledger Group</b>	<p>Select the ledger group to which this journal posts.</p>
<b>Auto Generate Lines</b>	<p>Select this check box if the ledger group contains multiple ledgers.</p> <p>If the Keep Ledgers in Sync (KLS) option for MultiBook ledgers is selected on the Ledger Group - Definition page, the Auto Generate Lines check box should always be selected, which enables the system to generate journal lines automatically to support transaction detail for each ledger in the group. For example, suppose that you enter a two-line journal entry for a ledger group that contains three ledgers, the journal entry or edit process generates two lines for each ledger.</p>
<b>Ledger</b>	<p>Enter a ledger within the ledger group to indicate that all the journal lines must be posted to that ledger, or leave this field blank to indicate that the journal lines can be distributed to secondary ledgers. Use this field only if the ledger group contains multiple ledgers, KLS is off, and the Auto Generate Lines option is not selected. If the ledger group is a commitment control ledger group, you must select a ledger.</p> <p>Once you start entering journal lines, you cannot change the values in the Ledger Group, Auto Generate Lines, or Ledger fields. Otherwise, your journal lines would be out of sync with your journal header.</p>

## Adjusting Entry

Select *Adjusting Entry* if this is an adjusting entry. When you select to create an adjusting entry, the Period field becomes available and you can select the adjustment period to which you want the entry to post. The periods (and fiscal year) from which to select are prompted from the adjustment periods and adjustment years as defined in the Open Period Update page that is associated with the ledger group for the anchor business unit of the journal.

If this is a *Non-Adjusting Entry*, you cannot change the accounting period value. The journal date determines the accounting period to which the entry posts based upon the calendar that is defined within the Ledgers For A Unit page for the primary business unit of the journal.

---

**Note.** Year-end adjustments are segregated from the regular accounting periods to prevent the distortion of period-to-period results. They are recorded in special adjustment periods (as defined on the detail calendar). They are posted to the target ledger in the adjustment year and period that are designated as the default on the Open Period Update page. (You can override the default adjustment period on the Journal Header page.) You can post prior year adjustments while processing the current year activity, as long as you have associated that prior year with the adjustment period on the Open Period Update page. If the adjustment period and associated fiscal year are not designated as open on the Open Period Update page, a warning message notifies you that the journal cannot post to the closed period.

---



---

**Note.** When journals are loaded from an external source, there may be a discrepancy between the fiscal year on the Journal Header page and the fiscal year that is open for the corresponding adjustment period on the Open Period Update page. By default, the Journal Edit process selects the fiscal year from the Open Period Update page that is associated with the open adjustment period, changes the fiscal year on the header and processes the journal as valid. You can specify the journal edit handling on the General Ledger Definition – Journal Options page for the Adjustment Year Not Exist field value to control this behavior. The *Override* field value is the default option, which allows the Journal Edit process to change the fiscal year on the header to the fiscal year that is associated with the open adjustment period (Open Period Update page), thereby passing validation. The *Recycle* option assumes that the original fiscal year on the adjustment journal header is correct, but since it is not the year that is associated with the open adjustment period, the journal will be in error.

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See [Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 26.](#)

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Performing an Open Period Mass Update.

## Source

Determines various options for entering and editing journals. Select a journal source that best represents how the journal should be processed. Once you start entering journal lines, however, you cannot change the journal source selection if the journal is originally created using the Journal Entry component.

<b>Reference Number</b>	Refers each journal back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction.
<b>Fiscal Year</b>	<p>For a non-adjusting journal entry, this field is populated based upon the journal date and the calendar that is associated with the ledger group on the Ledgers For A Unit page of the anchor business unit of the journal. For a journal that you designate as an adjusting entry, this field value default is based upon the adjustment year that is defined on the Open Period Update page, which is associated with the adjustment period that you select on the Journal Header. You can change the adjustment year for posting on the Open Period Update page.</p> <hr/> <p><b>Note.</b> The adjustment year that is populated on the journal header is derived from its associated adjustment period (as defined on the Open Period Update page) that you selected on the journal header. If the adjustment year on the header is not designated as open on the Open Period Update page, you receive a warning that the journal cannot be posted.</p> <hr/>
<b>Period</b>	<p>For a non-adjusting journal entry, this field is populated based upon the journal date and the calendar that is associated with the ledger group on the Ledgers For A Unit page of the anchor business unit of the journal. For a journal that you designate as an adjusting entry, this field becomes available and is populated based upon the adjustment period that is designated as the default on the Open Period Update page. You can change the adjustment period by clicking the prompt that displays a list of valid adjustment periods (as defined on the detail calendar). Select the one to which you want the adjusting entry posted. The fiscal year associated with the selected adjustment period (on the Open Period Update page) is the journal header fiscal year.</p>
<b>SJE Type</b> (standard journal entry type)	<p>Leave this field blank if this is not a standard journal. Select <i>Model</i> if this is a model journal that you use to create other standard journals. There are several process restrictions on a model SJE journal. It cannot be budget checked, posted, or submitted to workflow approval, and journal edit does not calculate value-added tax (VAT) or subtract inclusive VAT amounts from the journal line. In addition, once validated by the journal edit process, the model journal cannot be changed or deleted.</p> <hr/> <p><b>Note.</b> Model journals must be edited and if it is valid the system assigns it a status of <i>M</i>.</p> <hr/>
<b>ADB Date</b> (average daily balance date)	<p>Enter the date that you want to use for calculating average balances. (Enter this only if the ledger to which this journal posts supports ADB reporting.) Normally, the ADB date is the same as the journal date. The ADB date determines the period for which the average balance is calculated. If you have selected the Maintain Regulatory Balances option for the ledger on the Ledgers For a Unit - Definition page, the system calculates the average balance for both periods.</p>

**Journal Class**

Select this field for General Ledger journal entry transactions only. Journal classes enable you to categorize journal entries for reporting, as well as for journal entries loaded from non-PeopleSoft systems.

This field also appears for SJE's and copy journals. And both of these options enable you to copy the journal class entered in the source journal to specified target journals.

The journal suspense correction journal contains the same journal class value as the journal in error.

The Journal Import process (GL\_JRNL\_IMPORT) supports importing a journal class field value from a flat file.

**Save Journal Incomplete Status**

Select this check box when you are unable to enter all journal transactions and anticipate finishing the entries at a later time. When selected, you can enter incomplete journal transactions and save them with a status of *T - Journal Entry Incomplete*. If you use the batch edit, posting, or budget checking process, the journal is bypassed until you complete your entries and deselect the check box.

When you complete the journal, deselect the check box.

The Save Journal Incomplete Status check box matches the value of the same check box on the User Preferences - General Ledger page.

**Autobalance on 0 Amount Line**

Select this check box to enable control of the balancing behavior of journals when the balancing ChartField value is modified and when the line has a zero amount. When selecting this option, balancing occurs on the balancing ChartField (as defined for the ledger group or the activated account balancing attributes, Book Code or Balance Sheet Indicator) and the system assigns the journal balancing amount to the journal line with a zero amount upon saving the journal. If there is more than one line with a zero amount, the autobalancing will occur for the zero amount line of the ChartField value that you choose to modify. If the Autobalance on 0 Amount Line check box is not selected, the system does not update the zero amount line upon saving the journal.

See "PeopleSoft General Ledger 8.9 and 9.0 Documentation Update for Journal Header Autobalance Option" in MyOracleSupport.

**Transaction Code**

Select the code to indicate the appropriate interunit and intraunit payable or receivable account.

The journal suspense correction journal contains the same transaction code value as the journal in error.

**(USF) Agency Location Code**

Enter an ALC code to identify cash entries or adjustments made directly to the General Ledger by journal entry and to report them on the U.S. Federal Government SF224 reports.

Journal entries made directly to General Ledger are typically made to record small amounts of undeposited cash.

<b>Currency Defaults</b>	Click to open the Journal Entry Currency Default page where you enter the currency information that appears by default to the individual journal lines. The currency default that you select also appears as part of the link.
<b>Reversal</b>	You can generate a reversing entry (as with an accrual) when you post this entry. Click this link to select the date of the reversing entry on the Journal Entry Reversal page. This link also displays your reversal preferences.
<b>Commitment Control</b>	Click to access the Commitment Control page, where you specify the commitment control amount type for a control budget. This link is available only if you enabled commitment control for General Ledger from the Installation Options - Products page.
<b>Attachments</b>	Click to access the Attachments page (JOURNAL_ATT_SEC) where you can attach any relevant files that are related to the journal entry. The Attachments link on the Journal Header page displays the number of attachments that are included with the journal entry. If you have enabled approval workflow, you can select to show or not show the attachments to the approvers. Each attachment is assigned a unique attachment ID and attachment information is stored on a single cross reference table, PV_ATTACHMENTS.  See <i>PeopleSoft Supplier Contract Management 9.1 PeopleBook</i> , "Setting Up PeopleSoft Supplier Contract Management," Adding FTP Servers.

### See Also

Chapter 15, "Calculating Average Balances," page 315

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Journal Class

## Specifying Journal Entry Currency Defaults

Access the Journal Entry Currency Default page (On the Journal Entry - Header page, click Currency Defaultslink).



**Journal Entry Currency Default**

\*Transaction Currency: EUR

Currency Code: EUR

Rate Type: CRRNT

Exchange Rate: 1.00000000

Currency Effective Date: 07/30/2009

Get Rate      [Exchange Rate Detail](#)

Journal Entry Currency Default page

**Transaction Currency**

Override the default base currency by selecting a value. You can do this only if the Foreign Currency Per Journal option specified on Journal Source, Ledgers For A Unit, and General Ledger Definition, Currency Options page is *not* set to *No Foreign Currencies*.

If the Foreign Currency Per Journal option is set to *Only One Foreign Currency*, you must specify that foreign currency here. Later, when you are entering journal lines, their transaction currency values can be equal to the foreign currency or to the base currency.

**Currency Code**

Appears by default as the base code currency for the ledger group.

**Rate Type**

Enter the rate type, which is used to convert amounts.

**Exchange Rate**

Defaults to the current exchange rate based on your selections.

**Currency Effective Date**

Appears by default from the journal date, but you can override it.

**Get Rate**

After you change the transaction currency, rate type, and/or currency effective date on this page, click this button to get the new exchange rate retrieved from the system setup table based on the new information that you just entered.

**Exchange Rate Detail**

Click this link to access the page that displays exchange rate detail information.

**See Also**

[Chapter 16, "Processing Multiple Currencies in General Ledger," page 341](#)

## Specifying Exchange Rate Detail

Access the Exchange Rate Detail page (On the Journal Entry Currency Default page, click the Exchange Rate Detail link).

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Processing Multiple Currencies," Establishing Market Rates.

## Specifying Journal Entry Reversal Options

Access the Journal Entry Reversal page (On the Journal Entry - Header page, click the Reversal link).

Journal Entry Reversal page

Select the appropriate reversal option:

**Do Not Generate Reversal** Assumes no automatic reversal of this entry. This is the default.

<b>Beginning of Next Period</b>	<p>Creates a reversing entry dated the first business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the first day of the next accounting period.</p> <p>If the journal is an adjusting journal, the reversing entry is dated the first business day of the first accounting period of the next fiscal year.</p>
<b>End of Next Period</b>	<p>Creates a reversing entry dated the last business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the last day of the next accounting period.</p> <p>If the journal is an adjusting journal, the reversing entry is dated the last business day of the first accounting period of the next fiscal year.</p>
<b>Next Day</b>	<p>Creates a reversing entry dated the next business day. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the next day.</p>
<b>Adjustment Period</b>	<p>Creates a reversing entry to the adjustment period that you select. When you select this option, enter the adjustment period and reversal date. Enter these values in the corresponding Adjustment Period and Reversal Date fields. The system uses the reversal date to populate the journal date and fiscal year of the reversing entry.</p> <p>If you enter a date on a nonworking day and there is a holiday list ID assigned to the business unit, you'll receive an error message. The system won't reset the reversal date, and you must reenter a date that is a working day.</p>
<b>On Date Specified By User</b>	<p>Enables you to select any date in the calendar. When you select this option, you must also enter the reversal date.</p> <p>If you enter a date on a nonworking day, and there is a holiday list ID assigned to the business unit, you'll receive an error message. The system won't reset the reversal date; you must reenter a date that is a working day.</p>

### ***ADB Reversal***

If the ledger group supports average daily balance reporting, you must select the method that is used to populate the ADB date of the reversing entry.

<b>Same as Journal Reversal</b>	<p>Creates a reversing entry with the same ADB date as the one selected in the Reversal group box, so that the journal date and ADB date of the reversing entry are the same.</p>
---------------------------------	---

<b>On Date Specified by User</b>	<p>Enables you to select any date in the calendar. When you select this option, you must also enter a value in the ADB Reversal Date field.</p> <p>If you enter a date on a nonworking day, and there is a holiday list ID assigned to the business unit, you'll receive an error message. The system won't reset the ADB reversal date for you; you must reenter a date that is a working day.</p> <p>If you specify an ADB reversal date that is on or before the ADB date, you will receive an error message.</p>
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**Important!** Reversals are identified as valid and ready to post when the Post process creates them, and you do not need to edit them. When the journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post page, the system posts reversals as soon as they are created.

---

### See Also

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Managing Multiple GAAPs and Prior Period Adjustments," Understanding Multiple GAAPs and Prior Period Adjustments

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Adjustments and Other Special Periods

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

## Specifying Commitment Control Options

Access the Commitment Control page (On the Journal Entry - Header page, click the Commitment Control link).

See [Chapter 24, "Using Commitment Control in General Ledger," Entering and Processing Commitment Control Journal Entries in General Ledger, page 592.](#)

### See Also

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Getting Started With PeopleSoft Commitment Control"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Adjustments and Other Special Periods

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Managing Multiple GAAPs and Prior Period Adjustments"

[Chapter 15, "Calculating Average Balances," Understanding Average Balance Calculation, page 315](#)

Entering Journal Line Information

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

HeaderLinesTotalsErrorsApproval

Unit: US001Journal ID: 0000000156Date: 07/08/2003\*Process: Edit JournalProcess

Template ListSearch CriteriaChange ValuesView Audit LogsInter/IntraUnitErrors OnlyLine: 10

Lines

Select	Line	*Unit	*Ledger	Account	Oper Unit	Dept	Product	PC Bus Unit	Project	Activity	An Type	Source T
<input type="checkbox"/>	1	US00	LOCAL	640000								
<input type="checkbox"/>	2	US00	LOCAL	212000								

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	2	1,000.00	1,000.00	N

Journal Entry - Lines page (1 of 3)

HeaderLinesTotalsErrorsApproval

Unit: US001Journal ID: 0000000156Date: 07/08/2003\*Process: Edit JournalProcess

Template ListSearch CriteriaChange ValuesView Audit LogsInter/IntraUnitErrors OnlyLine: 10

Lines

Select	Line	Source Type	Category	Subcategory	Affiliate	Fund Affil	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	1						USD	1,000.00	CRRNT	1.000000
<input type="checkbox"/>	2						USD	-1,000.00	CRRNT	1.000000

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	2	1,000.00	1,000.00	N

Journal Entry - Lines page (2 of 3)

HeaderLinesTotalsErrorsApproval

Unit: US001Journal ID: 0000000156Date: 07/08/2003\*Process: Edit JournalProcess

Template ListSearch CriteriaChange ValuesView Audit LogsInter/IntraUnitErrors OnlyLine: 10

Lines

Select	Line	Base Currency	Base Amount	*Calculate	Stat	Stat Amt	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1	USD	1,000.00	System Rt					Rent
<input type="checkbox"/>	2	USD	-1,000.00	System Rt					Accrued Liability

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	2	1,000.00	1,000.00	N

Journal Entry - Lines page (3 of 3)

**Note.** The columns that appear on this page are controlled by your choices on the journal entry template (click Template List link), as well as by clicking the Customize link to hide or sort columns.

**Note.** This page or related pages operate in deferred-processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button or link or selecting a tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or when you click the Calculate Amount button.

## Process

To perform a task, select the task that you want to perform and click this button. Values are:

*Budget Check Journal:* Select to run the Commitment Control Budget Processor process (FS\_BP) to check the journal lines for the control budget. The journal edit process must validate the journal before it can be budget checked.

*Copy Journal:* Select and click the Process button to access the Journal Entry Copy page. Enter changes in journal information for the newly copied journal.

This is an online copy journal version of the journal copy process that is done using PeopleSoft Process Scheduler. Descriptions for the fields on this page are the same as those described in the section for the copy journal using PeopleSoft Process Scheduler.

See [Chapter 8, "Making General Ledger Journal Entries," Copying Journal Entries, page 190.](#)

*Delete Journal:* Deletes the current journal.

*Edit Chartfield:* Initiates the journal ChartField Edit process (GL\_JEDIT\_CF0) to verify whether the journal has any ChartField-related errors, including ChartField edit, combo ChartField edit, and alternate account edit.

*Edit Journal:* Initiates the Journal Edit process (GL\_JEDIT\_0) immediately.

*Post Journal:* Initiates the Journal Post COBOL process (GLPPPOST) immediately. If the journal requires validation, the Journal Edit process automatically initiates prior to posting. If you are using PeopleSoft Workflow and require approval, you'll receive an error message if you select this option for unapproved journals.

*Print Journal (Crystal):* This option appears for selection if you have a Crystal report license and if you selected the Enable Inline Crystal Reports option from the Installation Options - Overall page. When you choose this option and click the Process button, the system creates the Journal Entry Detail report (GLC7501, or GLC7502 for separate debit and credit), which is a printed copy of the journal.

*Print Journal (XMLP):* When you choose this option and click the Process button, the system creates the Journal Entry Detail report (GLX7501, or GLX7502 for separate debit and credit), which is a printed copy of the journal in BI Publisher format.

---

**Note.** When you select *Print Journal* in the Process field and click the Process button, Report Manager and Process Monitor links become available on the Journal Entry - Lines page.

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*Refresh Journal:* Retrieves this journal from the database to the page again. You can do this when you think others may have changed the journal after you originally retrieved it.

*Submit Journal:* Initiates journal approval through workflow processing. If you are not using PeopleSoft Workflow, you'll receive an error message when you select this option. When submitted, the worklist items for the user who submitted the journal is marked as *worked*.

---

**Note.** For the sake of efficiency, you can edit journals and post later using background processing. If you want to edit and post more quickly, however, you can select the options listed on this page.

---

*Edit / Pre-Check:* This selection only appears if Enable Budget Pre-check was selected for General Ledger on the Installation Options - Commitment Control page (Set Up Financials/Supply Chain, Install, Installation Options, Commitment Control),. When you select *Edit / Pre-Check*, the journal will be edited and run through the Budget Processor. However, the Budget Processor will only check the journal and the funds will not be reserved. For example, Commitment Control amounts will not be posted to LEDGER\_KK.

### Template List

Click to access the Journal Entry Template List page in which you specify a previously created template that defines the columns that appear in the Lines scroll area. Fields are visible on journal lines unless you create specific journal entry templates to make them unavailable.

See [Chapter 8, "Making General Ledger Journal Entries," Selecting a Journal Entry Template and Journal Line Copy Down Options, page 163.](#)

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Using the Journal Entry Template to Display Journal Line Columns and Define Copy Down Options.

### Search Criteria

This link appears after you save the newly entered journal or when you bring up an existing journal. Click the link to access the GL Journal Entry Processing page, where you can specify search values for any or all fields listed.

### Change Values

Click this link to access the Change ChartField Values page to make global changes to the ChartField values to use in your journal entry. Enter the existing field value and the desired value. The change is applied to the journal lines that appear in the Line scroll area. This link does not appear for journals that have been posted.



**View Audit Logs**

Click this link to launch a new window, which accesses the Search Audit Logs page where you can view an audit trail of the journal events. This page includes information such as user ID, event code, event name, event date and time of the journal processes such as create, delete, edit, mark-to-post, mark-to-unpost, post, unmark-to-post, unmark-to-unpost, unpost and update.

---

**Note.** The Search Audit Logs page accesses journal events that are populated in the GL Journal Audit record (GL\_AUD\_JRNL) if the corresponding events are enabled for audit logging.

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See [Chapter 3, "Defining Your Operational Structure," Enabling Journal Audit Logging, page 35.](#)

See [Chapter 8, "Making General Ledger Journal Entries," Viewing the Journal Audit Log, page 167.](#)

**Inter/IntraUnit**

Click to display the number of rows per interunit or intraunit group box.

**Errors Only**

Select to refresh the Line scroll area with only journal lines that contain errors. To move sequentially through all journal lines having errors, click the first row arrow to the left of the chunking text box to move to the first line of the journal before selecting the Errors Only check box.



The First Row and Last Row arrow buttons on the outer left and right go to the beginning and end of the journal lines, respectively. The Previous Group and Next Group arrow buttons, on the inner left and right respectively, display journal lines in increment of the number that you entered in the chunking field. Selecting any of these arrow buttons automatically refreshes the screen. If you have specified search criteria, this navigation (or chunking) displays lines that match the search criteria in the specified chunks. For example, suppose that you specify 10 lines be displayed and in the search criteria, you want all journal lines for department 100 to appear. The system displays an initial ten lines that contain department 100. By clicking the arrow buttons as they are available, you can display the next 10 lines or the previous ten lines, and so on. All changes to the journal must be saved before using these buttons.

**Line**

Enter the incremental number of lines in the chunking text box that you want to retrieve.

***Journal Lines Chunking***

Lines are displayed in chunks as determined by the number of lines you enter in the chunking text box, starting from the current top line in the journal lines grid. All changes must be saved before changing this number.

***Journal Lines Additions, Deletions, and Calculations***

You can add journal lines, delete journal lines, and use the journal line calculator.

**Lines to add:**

Enter the number of lines that you want to add when you click the Insert Journal Lines button to the right.



To add additional lines to the scroll, enter the number of lines to add in the Lines to add field, and click the Insert Journal Lines button.



Select the check box next to any journal line that you want to delete, and click the Delete Selected Journal Lines button.



Click the Calculate Amount button in conjunction with the option that you select in the Calculate field on each line to calculate the amount, base amount, or exchange rate given two of the three values.

See [Chapter 8, "Making General Ledger Journal Entries," Initiating the Calculate Amount Process, page 152.](#)

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Entry Events"

## Specifying Journal Search Criteria

Click the Search Criteria link from the Journal Entry - Lines page to access the Selection Criteria page.

Selection Criteria:

GL Journal Line Number

1

Business Unit

US001

Account

5%

Affiliate

%

Fund Affiliate

%

Operating Unit Affiliate

%

Budget Reference

%

Class Field

%

Department

%

Fund Code

%

Operating Unit

%

Product

%

Program Code

%

Project

%

Selection Criteria page

When you enter the search criteria, the GL Journal Line Number field displays the starting line number for your search. For example, if you enter *1* here and *10* in the number of lines text box next to the Errors Only check box on the Journal Entry - Lines page, the system retrieves journal lines 1 through 10. Enter the selection criteria, including any wildcards. These wildcards assist you in finding the exact information that you need. Unless you enter one of the following wildcards, General Ledger assumes that you want an exact match:

- %

Match one or more characters. For example, to look for all accounts beginning with a "2", use "2%".
- \*

Match one or more characters. For example, use "2\*".
- \_

Match any single character. For example, use "20000\_".
- ?

Match any single character. For example, use "20000?".
- !

If first character, negate the user (not equal or not like). For example, "!5%" retrieves all values that do not begin with a "5".

~	Tilde—represents a blank character—this should not be used with any other characters or wildcard symbols.
\	Escape character—do not treat the next character as a wildcard.

For example, you could search for a blank in the Account, Operating Unit Department, Product, Project ID, Affiliate and Foreign Currency Code fields by entering a tilde (~) in each field.

Return to the journal Lines page.



To add additional lines to the scroll, enter the number of lines to add in the Lines to add field and click the Insert Journal Lines button.



Select the check box for any journal line you want to delete and click the Delete Selected Journal Lines button.



Click the Calculate Amount button in conjunction with the option you select in the Calculate field to calculate the Amount, or Base Amount or Exchange Rate given two of the three values.

## Initiating the Calculate Amount Process

The Calculate Amount process examines changes in the amount-related fields (such as foreign currency, foreign amount, rate type, exchange rate, base currency, and monetary base amount). It calculates the unchanged field based on the system rule or the specified rule in the Calculate field. If none of the amount-related fields are changed on a particular line, no calculation process is initiated on that line even if you click the Calculate Amount button. After the value is calculated, the journal totals and balancing ChartFields totals are updated to reflect the new totals.

The Calculate Amount process is automatically initiated in the following situations:

- When you save the journal, including when you click the Save button, run remote journal edit, run remote journal ChartField edit, run remote call journal post, run remote call budget checking, select copy journal, or submit the journal to workflow.
- When you click the Insert Journal Lines button to insert new lines.
- When you click the Delete Selected Journal Lines button to delete lines.
- When you click the Secondary Lines (>>) button to access the Secondary Lines page.
- When you click the Exchange Rate Detail (>>) button to view the exchange rate detail.
- When you click the VAT link to access the VAT page.
- When you change the business unit or ledger value on the line.
- When you use the SpeedType page to select a speed type.

The Calculate Amount process performs the following steps:

1. For each journal line on the journal line grid, the system compares all field values with the prior values stored in the buffer to determine whether there are any changes.
2. If there are any changes on foreign currency, rate type, exchange rate, or base currency, the system determines the new exchange rate.

This also initiates exchange rate checking before the new exchange rate can be accepted. The new exchange rate is then converted to rate multiplier and rate divisor values.

3. If there are any changes in foreign amount, exchange rate, or base amount, the system calculates the unchanged amount based on the system rule or the rule that you specify in the Calculate field.
4. The system then adjusts the journal totals and balancing ChartField totals to reflect the new totals.

Even if there is no amount field change, but there is a ChartField value changed, the system adjusts the balancing ChartFields totals accordingly.

5. If it is a MultiBook ledger group with auto-generate lines turned on, the system also reflects the changes to the corresponding secondary ledger lines.
6. If the account is a VAT-applicable or VAT account, the journal VAT rows reflect the new values.

---

**Note.** Online Journal Entry uses deferred processing, which reduces the number of trips to the server. However, the Business Unit and Ledger fields on the journal line grid use non-deferred processing. The main reason is because changes to these two fields can change the base currency value. Without refreshing the base currency value immediately, it could become confusing. The Business Unit field value usually remains the same unless it is an interunit journal. You can change the ledger value only when it involves a KLS-off MultiBook ledger group with auto-generate lines turned off and when a blank ledger value is on the journal header. Because both are rare occurrences, server trips should not be an issue in most instances.

---

### ***Encountering Errors in the Calculate Amount Process***

The Calculate Amount process performs various checks, including separate debit and credit amount checking, as well as exchange rate checking. When the process encounters an error, an error message appears and the Error field changes to red. The process does not necessarily stop on an error. If the Calculate Amount process has been automatically initiated, the process may behave differently. In some instances, the process stops, and in other instances, it continues. Here are various scenarios:

- When you save a journal, the save process stops, an error message appears, and the journal cannot be saved until you correct the error.
- When you click the Insert Journal Lines button to insert new lines, the insert process stops, an error message appears, and new lines cannot be inserted until you correct the error.
- When you click the Delete Selected Journal Lines button, the lines identified as deleted are first deleted and then the Calculate Amount process is initiated. If the process encounters an error, those identified lines are deleted.
- When you click the Secondary Lines (>>) button to access a secondary lines page, the Exchange Rate Detail (>>) button to view the exchange rate detail, or the VAT link to access the VAT page, you cannot transfer to the pages until you correct the error.

When you change the business unit or ledger, or use the SpeedType page to select a speed type, the changes on the Business Unit, Ledger, and ChartField field values are processed and the Calculate Amount process is initiated. Even if the calculation process encounters an error, the line changes.

Enter the business unit or ledger for the journal line in the corresponding fields. Click the button next to the Ledger field to access the Secondary Journal Lines page to view the lines for the secondary ledger if you have a ledger group with multiple ledgers.

If you are using a speed type key to enter frequently used ChartField combinations automatically, click the SpeedType button and select the appropriate speed type code. For example, to record revenue from product sales, you can enter an *S* or *SR*. Select the speed type, *SREV*, that you previously defined to populate the account number, sales department, and product code.

To record the transaction, you must enter the account number and ChartField values for operator unit, department ID, product, and affiliate. Use the bottom scroll bar to view more fields on the grid.

---

**Note.** Control accounts and control alternate accounts are not available for online entry in General Ledger. However, you can choose to use an account that rolls up in the same line item or that is open to online entry in General Ledger. General Ledger also reserves four accounts for system-generated balancing lines: suspense, interunit from/to, base currency rounding adjustment, and currency position. You never need to enter these accounts directly. When the journal is edited, the system automatically generates the account and amount.

---

The Currency, Foreign Amount, Rate Type, Exchange Rate, Exchange Rate Detail, and Base Amount fields appear even if the transaction item is a base currency line.

For amount fields where you enter both debits and credits to the same field, you enter debits as positive values (without a plus sign); however, you must enter credits using the negative sign.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using SpeedTypes

## Using Separate Debit and Credit

If you enabled the Separate DR/CR Amount Fields option on the Ledgers for a Unit - Definition page for a detail ledger, amounts appear in the separate debit and credit for both foreign Amount and Base Amount fields.

If you enter a foreign debit and credit amounts on the same journal line, an error message appears, and you must remove one of the amounts. The same is true if you enter a base amount.

---

**Note.** The N/R movement field is available only if you have performed the separate debit and credit configuration.

---

The N/R movement field supports reversing-debit and reversing-credit entries for error correction for the separate debit and credit configuration if you chose this option. You can offset a reversing debit or credit by a natural debit or credit to create a balanced journal entry. For example, suppose that cash is overstated by 1,000 and accounts receivable is understated by 1,000 due to an improper posting. Here are the correcting entries:

<b>Accounts Receivable</b>	1,000.00 DR ( <i>N</i> ) Natural Debit
----------------------------	--

**Cash** (1,000.00) DR (R) Reversing Debit

These are the sign meanings:

- N** *Natural* sign of the monetary amount of the transaction. This is the default. For balancing suspense, base currency rounding adjustments, currency position, and interunit from and to lines, this field value is always *N*.
- R** *Reverse* sign of the monetary amount of the transaction. If the Enable Separate Debit/Credit option is selected on the Ledgers For A Unit - Definition page and the option is set up in your system, you can toggle this field to represent a reversing debit or credit amount.

Edit error suspense lines have the same value as the suspended line. Accrual reversals populate the movement with *R* if the original line was *N*, and vice versa. This works the same way for journals that are not posted.

If the base currency for the business unit differs from your entry transaction currency (foreign currency), enter the rate type and/or the exchange rate to convert to the appropriate base amount. If you want the system to retrieve a defined exchange rate, enter only the rate type. As a result, the system automatically populates the exchange rate, base amount (or base DR amount and base CR amount if using the Separate DR/CR option) fields.

The Exchange Rate field value must always be *1*, and the foreign Amount field must equal the base amount when the journal line is a base currency line.

---

**Note.** Journal entries loaded to your system using spreadsheet journals import or flat file journal import must be edited using batch edit only. Imported journals do not yet have all values populated and should not be edited online. After importing journals if you open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display complete and correct information regarding separate debit credit reversals and the appropriate monetary amount sign.

---

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Modifying Tables to Store Separate Debit and Credit Balances

## Retrieving a System Rate

To retrieve a system rate, the from currency, to currency, rate type, and currency effective date values are all required. Without any one of them, the system-derived exchange rate cannot be retrieved. Usually, the from currency is the foreign currency, the to currency is the base currency, and the currency effective date is specified as the currency default on the Journal Header page.

The system uses the following rules when retrieving the system rate to be used as the exchange rate for the journal line:

- The system uses the rate type value specified on the line to retrieve the system rate.

However, this does not ensure successful retrieval of a system rate. If there is no market rate defined for the transaction currency, the retrieved system rate may be zero. In this case, a message is issued to alert you to the zero exchange rate value.

- If there is no rate type specified on the line, the system rate is zero.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Processing Multiple Currencies," Defining Market Rates.

## Entering an Exchange Rate Manually

When you manually enter an exchange rate on a foreign currency line, the rate that you enter overrides any automatically generated system rate. This occurs even if you enter a rate type.

The Rate Type field is clear when you manually enter values. However, the manual rate may not be accepted by the system.

The system performs the following two tests for manually entered exchange rates:

- The system checks the currency quotation method. If the method is defined as *Triangulation*, *Cross Rate as the Primary Visual Rate*, and *Do Not Allow Cross Rate Override*, you cannot enter a manual rate. If you try to enter a manual rate, an error message appears, and the system ignores the manual rate. This currency quotation method requires the rate type to retrieve the system rate and issues an error message requiring you to enter a rate type to continue.
- The variance between the system rate and the manual rate is calculated, and if it is over the tolerance that you defined for maximum variance on the Rate Definition page, a stop error type or a warning message appear, depending on the setting. You cannot enter a manual rate if you receive a stop error type. A warning message allows you to continue.

The system must use slightly different rules to retrieve the system rate when it is to be used as the base rate for variance checking. The reason is because if the rate type specified on the line is blank, the system cannot use a zero value for variance checking.

The system must find a nonblank rate type to retrieve the system rate to use as the base rate for variance checking. The system is subject the following hierarchy of rules:

- Use the rate type specified on the journal line if it is not blank.
- Use the rate type specified on the journal header if it is not blank.
- Use the rate type specified for the ledger on the Detail Ledger Group Definition page.
- Use the required default rate type specified for the ledger on the Detail Ledger Group Definition page.

---

**Note.** To use exchange rate variance checking functionality, define the market rates.

---



### ***Manual Rates and Deriving the Rate Multiplier and Rate Divisor***

If the manually entered exchange rate passes the two tests for currency quotation method and variance, the system can accept the manual rate. However, because the exchange rate is entered manually as one value, the system has to convert it to two values—rate multiplier and rate divisor, depending on whether the currency quotation method is direct or indirect and if currency triangulation is specified.

The following conditions hold if true:

- If the quote method is direct and there is no triangulation, the rate multiplier equals the exchange rate, and the rate divisor is *1*.
- If the quote method is indirect and there is no triangulation, the rate multiplier is *1*, while the rate divisor equals the exchange rate.
- If there is triangulation, the system uses the cross rate entered to recalculate either the rate multiplier or rate divisor based on the recalculate option defined for the currency quotation method.

For example, if the currency quotation method defined for USD to a non participating euro currency (NPC) is Direct, Triangulate through EUR, Allow Override Cross-Rate, and Cross-Rate Recalculate is USD -> EUR, the system recalculates the USD -> EUR rate and leaves the EUR -> NPC rate as is. This means the rate divisor is recalculated while the rate multiplier is left unchanged.

The following table lists the combinations of currency, rate type, and exchange rate changes and shows which exchange rate, for a particular scenario, that the system uses for the foreign currency journal line:

<b><i>Scenario</i></b>	<b><i>Currency Changed?</i></b>	<b><i>Rate Type Changed?</i></b>	<b><i>Manual Exchange Rate Changed?</i></b>	<b><i>The Exchange Rate Used by the System</i></b>
1	Yes	Yes	Yes	<p>If the manual exchange rate is not zero, the currency quotation method is selected.</p> <p>If the quotation method is defined as triangulation, cross rate as the primary visual rate, and do not allow cross rate override, a message appears, and the system ignores the manually entered exchange rate. A rate type is required. If the Rate Type field is blank, an error message appears, and the Rate Type field changes to red.</p>

<b>Scenario</b>	<b>Currency Changed?</b>	<b>Rate Type Changed?</b>	<b>Manual Exchange Rate Changed?</b>	<b>The Exchange Rate Used by the System</b>
				<p>If the currency quotation is not subject to the above restriction, it retrieves the system rate.</p> <p>If the system rate is not zero, it compares the system rate with the manual rate for variance checking. If the currency quotation method is over maximum variance and the error type is <i>stop</i>, an error message appears, and the Exchange Rate field changes to red. If the currency quotation method is over maximum variance, but the error type is <i>warning</i>, a warning message appears. The Rate Type field clears and the manual rate serves as the exchange rate. If the currency quotation method is not over maximum variance and there is no system rate, the manual rate serves as the new exchange rate and the Rate Type field clears.</p>
				<p>If the manual exchange rate is zero, it the system clears the Rate Type field and uses zero as the new exchange rate.</p>
2	Yes	No	Yes	Same as scenario number 1.
3	Yes	Yes	No	<ol style="list-style-type: none"> <li>1. If the Rate Type field is not blank, the system uses the new rate type to retrieve the new system rate and uses it as the new exchange rate.</li> <li>2. If the Rate Type field is blank, the new exchange rate is zero.</li> </ol>

<b>Scenario</b>	<b>Currency Changed?</b>	<b>Rate Type Changed?</b>	<b>Manual Exchange Rate Changed?</b>	<b>The Exchange Rate Used by the System</b>
4	Yes	No	No	<ol style="list-style-type: none"> <li>1. If the existing rate type on the journal line is not blank, use it to retrieve the new exchange rate.</li> <li>2. If the existing rate type on the line is blank, and if the existing exchange rate on the line is not zero, use the existing exchange rate. If the existing exchange rate on the line is zero, the exchange rate also equals zero.</li> </ol> <p>Please note that, in this scenario, the exchange rate is treated as unchanged. Depending on whether a foreign amount and/or monetary base amount changes, the exchange rate can be recalculated. See the amount change rules for more information. For example, if you change the foreign currency, foreign amount, and monetary base amount but leave the rate type and exchange rate as is, the system recalculates the exchange rate based on the new foreign amount and monetary base amount.</p>
5	No	Yes	Yes	Same as scenario number 1.
6	No	No	Yes	Same as scenario number 1.
7	No	Yes	No	Same as scenario number 3.
8	No	No	No	When the exchange rate is unchanged, the system uses the previous exchange rate.

## Calculating Using the Calculate Rules

The calculate value determines how and which of the foreign amount, exchange rate, and base amount fields are calculated for the line item. The default calculation rule is system rule.

If the values generated for foreign amount, exchange rate, or base amount by the system rule are different from those that you want, you can change them using other calculate rules.

When you change any of these values, you must be aware of the possible actions and select the correct calculate value to achieve your proposed change. For example, if you want to change the foreign amount and not the base amount, but you expect the system to calculate and change the exchange rate to result in the original base amount, the system rule does not calculate the exchange rate but does calculate the base amount.

---

**Note.** *Changed* means the new value is different from the prior value. The new value can be zero or nonzero. The prior value can also be zero or nonzero. If you change a field to a new value but then change it back to the prior value before you initiate the calculation process, the field is treated as unchanged. The system tracks changes by comparing the prior value stored in the buffer with the new value when the calculation process is initiated.

---

Here are the calculate rules and their actions:

**System Rule**

This is the default value and uses the following rules to calculate values:

- When two of the three values change, the unchanged value is calculated.
- When only the foreign amount changes, and if the exchange rate is not zero, the base amount is calculated.

If the exchange rate is zero, the exchange rate is calculated.

- When only the base amount changes, and if the exchange rate is not zero, the foreign amount is calculated.

If the exchange rate is zero, the exchange rate is calculated.

- When only the exchange rate changes, and if the foreign amount is not zero, the base amount is calculated.

If foreign amount is zero, the foreign amount is calculated.

- When you change all three values, make sure that the values are correct.

The system calculates the base amount and compares it with the base amount that you entered. If they are unequal and if none of the three values is zero, an error message appears, and you must correct the values. If one of the three values is zero, its value is calculated.

**Amount**

Calculates the foreign amount when you provide the exchange rate and base amount.

**Base Amount**

Calculates the base amount when you provide the foreign amount and exchange rate.

**Exchange Rate**

Calculates the exchange rate when you provide the foreign amount and the base amount.

You can use the journal entry template to make the Calculate field unavailable just as you can do this with other fields. For example, you can define a base currency journal entry template that can be used for entering base currency lines only.

***Checking When the Exchange Rate is Calculated***

The exchange rate is calculated based on the foreign amount and monetary base amount when the following are true:

- The Calculate field value on each journal line is set to *Exchange Rate*.

- The Calculate field value on each journal line is set to *System Rule*, and both the foreign amount and monetary base amount change.
- The Calculate field value on each journal line is set to *System Rule*, the foreign amount (or monetary base amount) changes, the exchange rate doesn't change, and the exchange rate value is zero.
- The Calculate field value on each journal line is set to *System Rule*; the foreign amount, monetary base amount, and exchange rate all change; the monetary base amount is not equal to foreign amount multiplied by exchange rate; and the exchange rate value is zero.

The system also performs two exchange rate tests to:

- Check the currency quotation method.

If it is defined as *Triangulation*, *Cross Rate as the Primary Visual Rate*, and *Do Not Allow Cross Rate Override*, a system rate must be used, because the exchange rate cannot be calculated.

- Check the variance between the system rate and the calculated exchange rate to determine whether its over tolerance.

The calculated exchange rate cannot exceed the tolerance if the error type is *stop*.

---

**Note.** The Journal Entry process uses deferred processing, which reduces the number of trips to the server. For example, when you enter a department ID, the system won't validate your entry until the next trip to the server is requested.

---

### Open Item Key

This field is only required in the case of open item transactions, such as deposit accounts or employee draw accounts. In such cases, enter the open item key against which the journal line is applied. For example, suppose that US001 has an open item account for employee advances, where the open item key is the employee's social security number. When you debit or credit this account, you would be required to enter the appropriate employee social security number in the Open Item Key field. In this way, journal lines containing open item transactions are matched to the individual open items being tracked within General Ledger.

This field is available unless you exclude it from the journal line using the Journal Entry template. If you enter an open item account, you must also enter an open item key or you'll receive an error message when you save. Also, if you enter an open item key for an account that is not an open item account, you'll receive an error message when you save.

### Suspended Line

This column references the edit (or amount) suspense line to the line in error (Line 1) and vice versa. The Suspended Line column is always be equal to its journal line for balance suspense lines.

### Budget Date

Enter the date used to determine the budget period of the control budget if you use the commitment control option. The budget date value appears by default as the journal date, but you can override it.

### Reference

The field enables you to refer each line back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction.

**Journal Line Description** Defaults to the description defined for the account ChartField value; you can change this to better describe the transaction. The description appears in prompt lists for this journal line.

---

**Note.** If you use journal line copy down on this field, the default value of the field is copied from the previous line instead of from the account ChartField.

---

**VAT** When you click this link, an error message appears if the account is a non-VAT account or VAT processing is not applicable. You can use the journal entry template to make the VAT link unavailable or on journal lines.

---

**Note.** The Journal Entry process uses the columns selected in the journal entry template to display the values in the line scroll area. If any columns listed above do not appear in your journal line, it is likely that these columns are not selected in your journal entry template. You must modify your journal entry template to select these columns or choose another journal entry template that has these columns selected.

---

### **Totals**

To aid in balancing the journal, a running total of the number of lines, the total debits, total credits, journal status, and budget status of the journal appear at the bottom of the Journal Entry - Lines page. Only balanced entries can post to balanced ledgers.

**Journal Status** If the journal contains errors, you can click the status to go directly to the Journal Entry - Error page. The cursor is positioned on the journal header error.

*D:* Deleted - Anchor Journal Unposted.

*I:* Posting Incomplete - Repost ASAP.

*M:* Valid SJE Model - Do not Post.

*E:* Journal has Errors.

*N:* No Status - Needs to be Edited.

*P:* Posted to Ledgers.

*T:* Journal Entry Incomplete.

*U:* Unposted.

*V:* Valid journal - Edits completed.

*Z:* Upgrade Journal - Can't Unpost.

**Budget Status**

Click this link if the budget status is *Error* or *Valid* (with warning), to access the Commitment Control page, where you can view the error or warning messages. You can also flag the journal to make it pass budget checking, even though it exceeds the budgeted amount. Values include:

- *E*: Error - The entry failed budget checking.
- *N*: Not Processed - The Budget Processor has not processed the entry.
- *P*: Provisionally Valid - The entry passed budget checking but the Budget Processor has not committed the changes to the control budget (LEDGER\_KK). This results when selecting the Budget Check Only option when processing the journal.
- *V*: Valid - The entry passed budget checking with or without warnings and the Budget Processor has updated the control budget (LEDGER\_KK).

**See Also**

[Chapter 10, "Processing Journals," page 231](#)

**Selecting a Journal Entry Template and Journal Line Copy Down Options**

Access the Journal Entry Template List page (Click the Template List link from the Journal Entry - Lines page).

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Customize | Find | View All | | First 1-5 of 5 Last

Chartfield Amount Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Alt Acct	Oper Unit	Fund	Dept	Program
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	COMMERCIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	FEDRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	SHORTCOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Customize | Find | View All | | First 1-4 of 4 Last

Chartfield Amount Miscellaneous

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Alt Acct	Oper Unit	Fund	Dept
<input checked="" type="checkbox"/>		All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Check All	All	COMMERCIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		All	FEDRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		All	SHORTCOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Journal Entry Template List page: Chartfield tab

Select the template that includes the columns that you want to appear in the Journal Entry - Lines page scroll area.

Also specify the field values to be copied down to new lines when you click the Insert Journal Lines button on the Journal Lines page. The journal line copy-down settings for templates appear in Journal Line Copy Down group box at the bottom of the same page as the Journal Entry Template grid.

Chartfield Tab - Journal Entry Template

Select the Chartfield tab.

**Note.** If a particular ChartField column is selected, it does not necessarily appear on the journal line grid. It appears only if the column is selected and it is one of the ChartFields for the current journal's ledger. For example, if *scenario* is not a ChartField for the current journal's ledger, it is not shown on the journal line grid even if it is selected on the template. Active project ChartFields, such as PC Business unit, Activity, Source Type, Category, Subcategory, and Analysis Type are available if Project ID is selected in the template.

Selected	Indicates the template you are currently using. This is the only field you can select on the Journal Entry Template - Show Journal Line Grid Columns page.
Template Type	Identifies who would use the template. For example, anyone could use an <i>All</i> template type.
Template ID	Displays the name for the template.



<b>Default</b>	This check box is selected if the template was designated as the default template on the Journal Entry Template - Template page. You can change the default only on the Journal Entry Template - Template page.
----------------	---

---

**Note.** If you want to add or change a template definition, you must do so on the Journal Entry Template page (Set Up Financials/Supply Chain, Common Definitions, Journals).

---

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Using the Journal Entry Template to Display Journal Line Columns and Define Copy Down Options.

**Chartfield Tab - Journal Line Copy Down**

When you add a journal line on the Journal Entry - Lines page, the fields that you selected on the Journal Entry Template - Journal Line Copy Down page are copied from the preceding line.

You define a variety of copy down templates on the Journal Entry Template page. You can select any of these copy down templates for your journal when you click the Template List link from the Journal Entry - Lines page. These predefined templates copy down the values for the fields that are selected on the template when you enter journals. For example, you can define one template to copy down all fields and another to copy down all fields except the amount fields.

---

**Note.** You can temporarily change your copy down selections on the Journal Entry Template List page for the current journal. However, these changes are ignored after you exit the current journal. To save the changes, you must do so on the Journal Entry Template page, which is accessed under Set Up Financials/Supply Chain, Common Definitions, Journals, Journal Entry Template.

---

<b>Action</b>	Select to <i>Check All</i> or <i>UncheckAll</i> check boxes for a Copy Down ID.
<b>Default</b>	Select if the template was designated as the default template on the Journal Entry Template - Template page.

**Amount Tab**

Select the Amount tab.

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Customize | Find | View All | [icon] | First 1-5 of 5 Last

Chartfield Amount Miscellaneous [icon]

Selected	Template Type	Template ID	Currency	Amount	Rate Type	Rate	Base Currency	Base Amt	Calculate	Stat Code	Stat Amt	UC
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	All	CC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	All	COMMERCIAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	All	FEDRL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	All	SHORTCOM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

< [progress bar] >

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Customize | Find | View All | [icon] | First 1-4 of 4 Last

Chartfield Amount Miscellaneous [icon]

Selected	Action	Template Type	Copy Down ID	Currency	Amount	Rate Type	Statistics Code	Stat Amt
<input checked="" type="checkbox"/>	[dropdown]	All	STANDARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Check All [dropdown]	All	COMMERCIAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[dropdown]	All	FEDRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[dropdown]	All	SHORTCOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Journal Entry Template List page: Amount tab

This tab displays the amount-related columns that will appear on your journal for the Template ID that you select. From the Journal Line Copy Down group box, select the amount-related columns that you want to be copied down when you add a journal line.

Miscellaneous Tab

Select the Miscellaneous tab.

## Journal Entry Template List

**Journal Entry Template - Show Journal Line Grid Columns** Customize | Find | View All | 1-5 of 5 | First | Last

Chartfield Amount Miscellaneous

Selected	Template Type	Template ID	Budget Date	VAT	Open Item Key	Reference	Description
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	COMMERCIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	FEDRL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	SHORTCOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Journal Line Copy Down - Copy Journal Line Columns to New Lines** Customize | Find | View All | 1-4 of 4 | First | Last

Chartfield Amount Miscellaneous

Selected	Action	Template Type	Copy Down ID	Budget Date	Reference	Description	PC Bus Unit	Activity	Source Type
<input checked="" type="checkbox"/>	<input type="text"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Check All	All	COMMERCIAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	All	FEDRL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	All	SHORTCOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Journal Entry Template List page: Miscellaneous tab

The Journal Entry Template List - Miscellaneous tab displays the miscellaneous columns that will appear on your journal for the Template ID that you select. From the Journal Line Copy Down group box, select the miscellaneous fields that you want to be copied down when you add a journal line.

**Note.** Even if the Budget Date check box is selected, it does not necessarily appear as a column on the journal line grid. It appears only if you select it here *and* the current journal line has the Commitment Control process enabled. Similarly, if you select the VAT column here, it appears as a column on the journal line grid only if you select it here *and* the business unit of the current journal line has the VAT process enabled.

### See Also

[Chapter 14, "Processing Value-Added Tax Transactions in General Ledger," page 295](#)

## Viewing the Journal Audit Log

Access the Search Audit Logs page (Click the View Audit Logs link from the Journal Entry - Lines page).

Upon clicking the View Audit Logs link, a new window launches with the Search Audit Logs page, which displays the audit log data for the journal. You can enter search criteria and view audit log information for other journals as well.

Search Audit Logs

Application Name: General LedgerDocument Name: GL JOURNAL

Search Criteria

\* Business Unit

is equal to

AUS01

GL Journal ID

is equal to

AR00000108

Journal Date

=

Journal Process

is equal to

Event Code

is equal to

Event Date

is equal to

User ID

is equal to

Process Instance

is equal to

☐ Include Archive

☒ Include Batch Changes

☐ Include Purge Logs

Search

Clear

Search Results

CustomizeFind

First1-3 of 3Last

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
AUS01	AR00000108	2005-05-27	0	11	CREATE	Create Journal	04/09/2009 5:32:44.215403PM	SAMPLE	8610	Journal has been created by Generate Journals process.
AUS01	AR00000108	2005-05-27	0	11	EDIT	Edit Journal	04/09/2009 5:33:23.324175PM	SAMPLE	8610	Journal has been edited by Generate Journals process.
AUS01	AR00000108	2005-05-27	0	11	MARKPOST	Mark-to-Post Journal	04/09/2009 5:33:23.333585PM	SAMPLE	8610	Journal has been marked-to-post by Generate Journals process.

Search Audit Log page

The search results display journal audit data by event code, which is defined on the Register for Audit Logging page (this page cannot be accessed through the menu).

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Carriers.

Entering Projects Information

Access the Journal Entry - Lines page.

**Note.** Active project ChartFields, such as PC Business unit, Activity, Source Type, Category, Subcategory, and Analysis Type are available if Project ID is selected in the journal entry template.

<b>PC Bus Unit</b> (PeopleSoft Project Cost business unit)	Select the business unit assigned to the project in PeopleSoft Projects.
<b>Project</b>	Select the project ID assigned to a project. The project must already be established in PeopleSoft Projects.
<b>Activity</b> (identification)	Select the activity ID assigned to the individual tasks or events that you want to update in a project.
<b>Source Type</b>	Select the resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups.

- Category

Select to specifically refine resource types, similar to the relationship between entry type and entry reason in PeopleSoft Receivables. For example, suppose that you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of architect hours, carpenter hours, plumber hours, and electrician hours.
- SubCategory

Select to refine resource categories. For example, suppose that you have a resource type of labor and resource categories of architect hours, carpenter hours, and plumber hours, you might want resource subcategories of regular hours and overtime hours.
- Analysis Type

Select a three-character, user-definable identifier that enables you to label the different types of costs in PeopleSoft Projects. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).

Accessing the Secondary Ledger Lines

Access the Secondary Ledger Lines page.

Unit: FRAE1      Journal ID: AR00000134      Date: 05/27/2005											
Secondary Ledger Lines											
Line	Secondary Ledger	>>	Currency	Debit Amount	Credit Amount	Rate Type	Exchange Rate	>>	Base Currency	Base DR Amount	Base CR Amount
1	CORPORATE	>>	EUR	1,196.00		CRRNT		>>	USD	1,295.99	
1	LOCAL	>>	EUR	1,196.00		CRRNT		>>	FRF	7,845.25	
2	CORPORATE	>>	EUR		196.00	CRRNT		>>	USD		212.39
2	LOCAL	>>	EUR		196.00	CRRNT		>>	FRF		1,285.68
3	CORPORATE	>>	EUR		1,000.00	CRRNT		>>	USD		1,083.60
3	LOCAL	>>	EUR		1,000.00	CRRNT		>>	FRF		6,559.57
<a href="#">Back to Primary Lines</a>											

Secondary Ledger Lines page

**Note.** This page or related pages operate in deferred processing mode. Most fields are not updated or validated until you save the page, refresh it by clicking a button or link, or selecting a tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or click the Calculate Amount button.

- Secondary Ledger Lines

Displays the secondary ledger for the journal lines when they exist, as well as the other journal details. When you enter a primary journal line, the system automatically populates the secondary journal line's rate type, retrieves the exchange rate, and calculates the base amount.

**Rate Type**

This field is populated in the following order:

- Rate type defined on the Ledger Group - Definition page.
- Rate type entered for the primary journal line.
- Default rate type defined on the Ledger Group - Definition page.

**Rate Type, Exchange Rate, and Base Amount**

You can override the values in the fields. When you are done, click the Back to Primary Lines button next to the secondary ledger field. The cursor is positioned at the primary line of the secondary ledger.



The Calculate Amount button is available on the Secondary Journal Lines page, and the process is similar to the calculation on the Journal Lines page; however, the foreign amount cannot be changed on the secondary page.

**Back to Primary Lines**

Click to return to the Journal Entry - Lines page.

---

**Note.** Before making changes to the secondary lines, carefully review the calculate rules, options, and requirements for various changes that are detailed in the documentation for the Journal Entry - Lines page.

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## Using Statistics Codes

Statistics codes, like statistical accounts, are used to identify nonmonetary amounts. They are associated with a specific unit of measure. To enter a statistical amount on the same journal line with a related monetary amount, you can select a statistics code in the Stat (statistics) field on the Journal Entry - Lines page. When you select a statistics code, also enter the statistical amount for a unit and the corresponding UOM (unit of measure) for that statistics code.

Because all statistical and monetary fields are potentially available on the journal line depending on your selection of templates, error messages may appear during the save process when you have entered inconsistent data. Error messages are issued if any of the following occurs:

- The account is a statistical account, but the statistic code, foreign amount, monetary amount, foreign currency, rate type, or exchange rate is not blank.
- The account is a statistical account, but the statistic amount is blank.
- The account is a monetary account and the statistic code is blank, but the statistic amount is not blank.

When you receive an error message, the cursor moves to the error field of the journal line in error. If the field was originally unavailable because of the Journal Entry template definition, the column is shown so that the cursor can be positioned.

See Also

- Chapter 14, "Processing Value-Added Tax Transactions in General Ledger," page 295
- Chapter 24, "Using Commitment Control in General Ledger," page 589
- Chapter 12, "Using Open Item Accounting," page 279
- Chapter 4, "Using Statistics," page 39

Specifying Journal Entry Totals

Access the Journal Entry - Totals page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Totals).

HeaderLinesTotalsErrorsApproval

Unit: FRAE1Journal ID: AR00000135Date: 06/01/2005

TotalsFindView AllFirst1 of 3Last

Unit	Ledger	Book Code	Adjustment
FRAE1	CORPORATE		

	Control Totals	Actual Totals	Differences
Currency: EUR	Debits:	Debits: 2,392.00	Debits:
	Credits:	Credits: 2,392.00	Credits:
		Net: 0.00	
Base Currency: USD	Debits:	Debits: 2,591.97	Debits:
	Credits:	Credits: 2,591.97	Credits:
		Net: 0.00	
	Units:	Units: 0.00	Units:
	Lines:	Lines: 3	Lines:

Journal Entry - Totals page

**Note.** This page or related pages operate in deferred processing mode. Most fields aren't updated or validated until you save the page, refresh the page by clicking a button or link, or selecting a tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

**Control Totals**

Specify the total debits, credits, statistical units, and number of lines to be entered for each unique combination of business unit, ledger, transaction currency, and additional balancing ChartFields (like book code and balance sheet indicator if they are set to active at Installation Options - Overall page, and so on). As you enter the journal lines, the system displays a running total of the actual debits, credits, units, and lines, as well as the net difference between the amounts entered and the control totals. If you leave any of the control total fields blank, the system won't validate against the associated actual total.

For example, suppose that you have plans to allocate rent expense across several departments and know that the total rent expense is 50,000 USD for 2,000 square feet. Because you know how many departments are involved, you know that there will be 15 lines in the completed journal entry. You enter these amounts as control tables to ensure that when one of your staff members enters the journal lines, these figures match before the journal is posted.

Control totals are maintained by business unit, balancing ledger, balancing ChartFields (if any), and currency code. If you enter an interunit journal, for example, the system maintains a set of control totals for each business unit. Also, if additional balancing ChartFields are defined, the system maintains a separate set of control totals for each unique combination of the ChartFields entered.

**Actual Totals**

When the journal lines are entered, the system calculates the actual total and compares it against any entered control totals.

**Differences**

When the journal lines are entered, the system calculates the actual total and compares it against any control totals entered and notes any differences in amounts.

When you edit the journal and the control totals, and they don't equal the actual totals, the system flags the journal as having errors, and you must correct the errors before you can post.

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**Note.** Refresh the page after any changes.

---

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields"

## Viewing Journal Entry Errors

Access the Journal Entry - Errors page.



Header

Lines

Totals

Errors

Approval

Unit: US004

Journal ID: 0000000156

Date: 05/18/2009

▼ Header Errors

Customize

Find

1

First

1 of 1

Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
US004	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.

▼ Line Errors

Customize

Find

1

First

1 of 1

Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	ACCOUNT	Account	9600	31	Combo error for fields Account/Affiliate in group AFFILIATES.

Journal Entry - Errors page

You can view journal entry errors on the Journal Entry - Errors page by clicking the X in the Error column on the Journal Entry - Lines page. When General Ledger encounters errors during editing, it marks the journal lines and either recycles or suspends the journal. It saves recycled journals but won't post them until you correct the errors. You can post entries to your suspense account that have invalid ChartFields, different signs on the transaction and base amount, or unbalanced debit and credit amounts. You define error-processing options at the business unit, ledger group, and journal source level. Access the Journal Entry - Errors page to determine which errors the system encountered. When you are finished, click the line number in error. This enables you to access the Journal Entry - Lines page. The cursor is positioned on the line and field in error, so that you can make corrections.

**Note.** This page or related pages operate in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or selecting a tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

Field Name	Displays the field in error, as well as message sets that contain the error message, message number, and message text.
Unit	Click to access the Journal Entry - Lines page and position the cursor on the Journal Status link located in the Totals scroll area.
Line #	Click to access the Journal Entry - Lines page and position the cursor in the line and field with the error.

See [Chapter 10, "Processing Journals," Journal Error Processing, page 238.](#)

Specifying Journal Entry Approval Options

Access the Journal Entry - Approval page (General Ledger, Journals, Journal Entry, Create Journal Entries, Approval).

Header

Lines

Totals

Errors

Approval

Unit:US001

Journal ID:0000000173

Date:01/05/2012

Submit

Approval Status

Unit:US001

Approval Check Active:Y

Approval Status:Approved to Post

Approval Action:Approve

Deny Comments:

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime

Journal Entry - Approval page

If you have enabled approval workflow and validated the journal, you can submit it for approval from this page. You can configure the Approval Framework to enable journal approval using the Journal Entry component. With this configuration, approvers can access the journal entry for approval through their worklist. You can also enable the journal email approval process using Integration Broker and the Email Collaboration Framework (EMC).

Alternatively, you can configure the Approval Workflow to use the GL Journal Approval component (Manage GL Journal Approval component for mass journal approval).

See [Chapter 26, "Setting Up and Using Configurable Workflow," page 619.](#)

See Article ID 1329609.1 on My Oracle Support website for details regarding journal approval using Approval Framework.

Approval Status

The Approval Check Active field indicates whether there is an approval workflow process required for the journal.

See [Chapter 3, "Defining Your Operational Structure," Defining Approval Options for a Business Unit, page 33.](#)

This page displays the current approval status:

- Denied

Journal is denied.
- Pending Approval

Journal is waiting for approval.
- Approved to Post

Journal is approved.
- Pushed Back

Journal has been pushed back to previous approval step.
- None

Not applicable.

In the Approval Action list box, select the appropriate action for this journal:

<b><i>Approve</i></b>	Journal is approved for posting. If you have the authority to approve the journal, the system saves it as usual. If you do not have the authority, you are prompted to enter the journal into PeopleSoft Workflow.
<b><i>Deny</i></b>	Journal is not approved for posting. If you change the action to deny, the system sends an email to the previous user with a list of the journal identifiers and the reasons entered in the Comments for Denial Email field.

The Deny Comments field contains the reason for the denial.

### ***Approval History***

The Approval History group box lists the step and path, with the status and applicable date and time stamp and user ID for the various activities in the approval process.

### ***See Also***

Chapter 26, "Setting Up and Using Configurable Workflow," page 619

Chapter 25, "Approving Journal Entry," page 607

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## **Creating Interunit and Intraunit Journal Entries**

This section describes interunit and intraunit entries and discusses how to:

- Set ledger group balancing options for interunit and intraunit journal entries.
- Create intraunit journal entries.
- Create interunit journal entries.

## **Understanding Interunit and Intraunit Journal Entries**

Interunit entries automate the process of accounting for related-party transactions between two or more business units or entities concurrently.

Intraunit entries automate the process of accounting for related-party transactions within the same business unit or entity and involve more than one value in a lower level balancing ChartField, such as Fund or Department.

The primary function of the PeopleSoft interunit and intraunit process is the automatic creation of the balancing payable or receivable between related parties (Due-To or Due-From journal lines). The system distinguishes an interunit or an intraunit journal entry from other entries when balancing field values other than the originating balancing field value (anchor value) are entered in the same journal. Before attempting to create interunit or intraunit journal entries, you must carefully consider your organization's reporting requirements and set up the following during implementation:

- Select Interunit options on the Installation Options - Overall page:
  - Interunit balancing method: Direct, Indirect or Pairs.
  - Legal entity and summarization options.
- Set balancing options for the ledger groups.
- Define the interunit and intraunit ChartField values.
- Define InterUnit, IntraUnit or Pairs Templates according to the decisions made in the previous steps.
- Select the InterUnit Template, IntraUnit Template, and Inheritance Defaults to be used by each business unit (Business Unit Definition - Inter/IntraUnit page).
- Define financial consolidations setup, if required (elimination sets, consolidation tree(s), equitization and so on).

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance."

See [Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 291.](#)

See [Chapter 17, "Performing Financial Consolidations," Selecting an Approach to Intercompany and Intracompany Transactions, page 387.](#)

## Pages Used to Make Interunit and Intraunit Journal Entries

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Ledger Groups - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Ledger Groups, Balancing	Select to use intraunit balancing entries and select balancing ChartFields and affiliates for a ledger group.
Create Journal Entries - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	Enter journal lines and record interunit and intraunit transactions.

## Setting Up for Interunit and Intraunit Journal Entries

Access the Ledger Groups - Balancing page (General Ledger, Ledgers, Ledger Groups, Balancing).

Definition		Chartfield		Balancing	
SetID:	SHARE				
Ledger Group:	RECORDING	Description:	Recording Ledger Group		
<input type="checkbox"/> IntraUnit Balancing Entries					
Chartfields					
ChartField	Balance	Use Affiliate	Affiliate ChartField		
Business Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Affiliate		
Account	<input type="checkbox"/>	<input type="checkbox"/>			
Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>			
Department	<input type="checkbox"/>	<input type="checkbox"/>			
Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	Operating Unit Affiliate		
Product	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	Fund Affiliate		
Class Field	<input type="checkbox"/>	<input type="checkbox"/>			
Program Code	<input type="checkbox"/>	<input type="checkbox"/>			
Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>			
Affiliate	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>			
Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>			
Project	<input type="checkbox"/>	<input type="checkbox"/>			
Book Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

### Ledger Groups - Balancing page

**IntraUnit Balancing Entries** Select this check box to enable the system to create intraunit balancing entries for the balancing ChartFields that you select in the Balance column, such as Fund Code.

**Balance** Select balancing ChartFields. For interunit journal entries (between business units), the business unit is typically the only selection in the Balance column. Business Unit is selected by default because General Ledger always balances detail ledgers by business unit. For intraunit journal entries (within the same business unit), a ChartField must be selected to fully use the anchor and grouping options.

**Use Affiliate** Select the corresponding affiliate (or affiliates) for the system to use when creating the interunit or intraunit balancing entries. Affiliate is used when it is not apparent from the ChartField account value which entities are involved in an interunit or intraunit transaction. For example, if you are using one interunit receivable account for all business units or entities, it is the Affiliate field that distinguishes what entities are transacting with one another.

## Creating Interunit Journal Entries

For interunit journal entries, the anchor is the business unit that is entered on the Journal Entry - Header page. The system distinguishes an interunit journal entry from other journal entries when you enter a business unit value in the journal lines other than the anchor business unit. The journal edit process then creates the interunit balancing journal lines according to your interunit setup and selections. The balancing lines that are created by the edit process are grayed out so you cannot modify them directly. However, you can modify the interunit setup if necessary (InterUnit Templates, interunit options within Installation Options, ledger group balancing options , and so on) and re-edit the journal entry.

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

Unit	Journal ID	Date	*Process
US005	0000000157	05/29/2009	Edit Journal

IU Group	Row Count
1	4

Select	Line	IU Group	*Unit	*Ledger	Account	Dept	Affiliate	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	1	1	US005	LOCAL	100001		US007	USD	-10,000.00	CRRNT	1.00000000
<input type="checkbox"/>	2	1	US007	LOCAL	100004		US005	USD	10,000.00	CRRNT	1.00000000
<input type="checkbox"/>	3	1	US005	LOCAL	100100		US007	USD	10,000.00	CRRNT	1.00000000
<input type="checkbox"/>	4	1	US007	LOCAL	200277		US005	USD	-10,000.00	CRRNT	1.00000000

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
US005	2	10,000.00	10,000.00	<u>V</u>	<u>V</u>
US007	2	10,000.00	10,000.00	<u>V</u>	

Journal Entry - Lines page (Interunit Entry)

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance

Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 291

## Creating Intraunit Journal Entries

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

Header | Lines | Totals | Errors | Approval

Unit: EGV01 Journal ID: 80000180 Date: 07/08/2003 \*Process: Edit Journal Process

Template List Search Criteria Change Values View Audit Logs Errors Only Inter/IntraUnit Line: 12

Inter/IntraUnit Groups

IU Group	Fund	Row Count
1	F510	8
2	F500	4

Lines

Select	Line	IU Group	*Unit	*Ledger	Account	Fund	Fund Affil	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	1	1	EGV01	LOCAL	1007	F510	F100	USD	-250.00	CRRNT	1.00000000
<input type="checkbox"/>	2	1	EGV01	LOCAL	1005	F100	F510	USD	250.00	CRRNT	1.00000000
<input type="checkbox"/>	3	1	EGV01	LOCAL	1007	F510	F133	USD	-250.00	CRRNT	1.00000000
<input type="checkbox"/>	4	1	EGV01	LOCAL	1005	F133	F510	USD	250.00	CRRNT	1.00000000
<input type="checkbox"/>	9	2	EGV01	LOCAL	1007	F500	0103	USD	-1,000.00	CRRNT	1.00000000
<input type="checkbox"/>	10	2	EGV01	LOCAL	1007	0103	F500	USD	1,000.00	CRRNT	1.00000000
<input type="checkbox"/>	11	1	EGV01	LOCAL	1030	F510	F100	USD	250.00	CRRNT	1.00000000
<input type="checkbox"/>	12	1	EGV01	LOCAL	2030	F100	F510	USD	-250.00	CRRNT	1.00000000
<input type="checkbox"/>	13	1	EGV01	LOCAL	1030	F510	F133	USD	250.00	CRRNT	1.00000000
<input type="checkbox"/>	14	1	EGV01	LOCAL	2030	F133	F510	USD	-250.00	CRRNT	1.00000000
<input type="checkbox"/>	15	2	EGV01	LOCAL	1030	F500	0103	USD	1,000.00	CRRNT	1.00000000
<input type="checkbox"/>	16	2	EGV01	LOCAL	2030	0103	F500	USD	-1,000.00	CRRNT	1.00000000

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
EGV01	12	3,000.00	3,000.00	✓	✓

### Journal Entry - Lines page (Intraunit Entry)

#### Inter/IntraUnit Groups

If you select additional balancing ChartFields beyond those delivered as balancing ChartFields, those ChartFields appear in the Inter/IntraUnit Groups group box. In this example, Fund has been selected as an additional balancing ChartField on the Ledger Groups - Balancing page.

An entry can be both interunit and intraunit, but multiple anchor is available only for the intraunit portion of that entry. The business unit on the journal header is the anchor unit for interunit journal entries.

Inter/IntraUnit

#### Inter/IntraUnit

Click the button to display the Inter/IntraUnit Groups group box to assign interunit and intraunit groups and anchors for intraunit entries when you have additional balancing ChartFields.

#### IU Group

Displays the balancing ChartField columns if IntraUnit Balancing Entries is selected on the Ledger Group - Balancing page. It does not display business unit, book code, and adjustment type. Enter the ChartField values that are to be used as the anchor value of each respective IU Group.

Initially all journal entry lines are assigned to an inter/intraunit group of 1.



Click the Add multiple rows button to add new rows to the Inter/IntraUnit Groups group box.

Newly-added group rows have zero journal entry lines assigned. To assign journal lines to , select the radio button of the row to which you want to add lines. Then, select the journal entry line or lines in the Lines group box by selecting the Select check box.

After selecting the journal lines that pertain to a particular IU Group (anchor group), click the Inter/IntraUnit button again. This includes the selected journal lines as members of the selected IU Group for the ChartField values that you enter.

The ChartField values that you enter in the Inter/IntraUnit Groups group box are the anchors for their respective intraunit groups. For example, if within business unit EGV01, cash from fund F510 is used to pay expenses attributable to funds F100 and F133, fund F510 can be designated as the anchor for that group of intraunit transactions. The journal entry that is pictured portrays this example. Additionally, the pictured journal entry includes two anchor groups, funds F510 and F500, and the respective number of journal lines that are assigned to each anchor group.

---

**Note.** The Journal Edit process performs ChartField combination editing prior to generating the interunit and intraunit lines. Therefore, the system-generated lines are not edited for ChartField combinations. For this reason, it is important to remember to assign the respective journal lines to the appropriate anchor group; otherwise, the system-generated balancing lines may retrieve incorrect balancing ChartField values. In the event that you forget to assign journal lines to the proper IU Group, the Journal Edit process retrieves the default balancing values that you define as the Inheritance Defaults in the General Ledger Definition - Inter/IntraUnit page. Therefore, it is equally important to define the Inheritance Defaults for business units that are to be involved in these transactions.

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See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance.

If interunit and intraunit journals must be created that require you to manually enter specific exchange rates for the primary and secondary ledgers, you can clear the rate type and manually enter the rate for each ledger on the journal line. For example, this might be required where there are different contractual exchanged rates involved for different customers. You may manually change exchange rates if the secondary ledger is not a translate ledger. However, if there is a secondary translate ledger, you must group the lines having the same exchange rates by making use of the Inter/Intraunit Group button. This is necessary, because translate ledgers behave differently from non-translate secondary ledgers. In any particular interunit journal, the anchor business unit lines of the same translate ledger will always have the same foreign/base currency pair. For this reason, the InterUnit Processor is designed to pick up the exchange rate from the original transaction line for the translate ledger and assumes its exchange rate is to be the same throughout the journal. If different exchange rates are manually entered for the anchor business unit translate lines, the InterUnit Processor does not know how to group the corresponding anchor and non-anchor lines and hence picks up only the one exchange rate and assign it to all the InterUnit generated anchor translate lines.



When batch edit is performed on the journal, the InterUnit Processor creates the interunit balancing lines with the correct rates on the primary ledger but the rates are not correct on the secondary translation ledger. The incorrect rates create different amounts between the Interunit payable and receivable and if you are using it, this leads to unnecessary charges to the currency rounding adjustment account. To use grouping, click the Inter/Intraunit group button on the Journal Lines page to open the Inter/IntraUnit Groups group box to assign interunit and intraunit groups and anchors for interunit entries. In the following example groups 1, 2, and 3 have been created. In the general ledger Journal the offsetting entries are grouped, with lines 1 and 4 in group 1, lines 2 and 5 grouped in 2, and lines 3 and 6 grouped in group 3 so that the appropriate exchange rate are paired and the generated lines are populated correctly.

Unit: US001Journal ID: 0000000058Date: 02/06/2007Process: Edit JournalProcess

Template ListSearch CriteriaChange ValuesInter/IntraUnitErrors OnlyLines: 20

Inter/IntraUnit Groups

RI Group	Row Count
1	4
2	4
3	4

Lines

Select	Line	RI Group	Unit	Ledger	Account	Affiliate	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount
<input type="checkbox"/>	1	1	US001	ADJ-LOCAL	600020		JPY	50,000		109.46188537	USD	456.78
<input type="checkbox"/>	2	2	US001	ADJ-LOCAL	610000		JPY	45,678		114.23218835	USD	399.87
<input type="checkbox"/>	3	3	US001	ADJ-LOCAL	620000		JPY	98,744		110.02734179	USD	897.45
<input type="checkbox"/>	4	1	US003	ADJ-LOCAL	600020		JPY	-50,000		109.46188537	USD	-456.78
<input type="checkbox"/>	5	2	US003	ADJ-LOCAL	610000		JPY	-45,678		114.23218835	USD	-399.87
<input type="checkbox"/>	6	3	US003	ADJ-LOCAL	620000		JPY	-98,744		110.02734179	USD	-897.45
<input type="checkbox"/>	8	1	US001	ADJ-LOCAL	200204	US003	JPY	-50,000		109.46188537	USD	-456.78
<input type="checkbox"/>	10	1	US003	ADJ-LOCAL	100100	US001	JPY	50,000		109.46188537	USD	456.78
<input type="checkbox"/>	12	2	US001	ADJ-LOCAL	200204	US003	JPY	-45,678		114.23218835	USD	-399.87
<input type="checkbox"/>	14	2	US003	ADJ-LOCAL	100100	US001	JPY	45,678		114.23218835	USD	399.87
<input type="checkbox"/>	16	3	US001	ADJ-LOCAL	200204	US003	JPY	-98,744		110.02734179	USD	-897.45
<input type="checkbox"/>	18	3	US003	ADJ-LOCAL	100100	US001	JPY	98,744		110.02734179	USD	897.45

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	6	1,754.10	1,754.10	✓
US003	6	1,754.10	1,754.10	✓

Interunit and Intraunit Groups and Anchors for Interunit Entries

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Anchor Entity

Posting to the Summary Ledgers Table and the Summary Ledger Staging Table

You can update your summary ledgers at the same time that you post changes to the detail ledgers as part of the posting process by selecting the Post to Summary Ledgers check box on the Ledger Set page. The journal post calls the Summary Ledger Application Engine process (GL\_SUML) at the end of processing for each business unit, passing the business unit, and the staging table name. The staging table is a copy of the ledger table. The Journal Post process populates this table.

The summary ledger compares the rows in the staging table with the rows in the status table to determine which ledgers to increment. It then compares those with the ledger set definition to determine whether the increment is allowed. Summary ledgers that have not yet been created when called from the Posting process are not created.

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**Note.** To run an incremental summary ledger request, you must create a particular summary ledger and accounting period before it can be incremented through posting. Once you run the request, the rows in the staging table are compared with those in the status table, so that the system can determine which ledgers to increment.

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See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Combining Accounts Using Summary Ledgers.

**See Also**

Chapter 21, "Reviewing Financial Information," Viewing Journal Information, page 525

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## Creating Standard Journal Entries (SJE)

To create standard journal entries, use the Standard journals component (SJE\_TABLE).

This section provides an overview of SJE and discusses how to:

- Define SJE.
- Set up schedules.
- Create a standard journal entry.
- View the status of standard journal entries.
- View the amount spread.
- Run the standard journal entry process.

## Understanding SJE

With SJE, you can automate the entry of similar or identical journals. You can define three types of standard journal entries:

- **Recurring:** Use Recurring journal entries for repetitive transactions that use the same accounting information and amounts.

Monthly rent, automobile lease payments, and amortization expenses are examples of recurring items for which you might charge constant amounts to the same ChartField combinations each period.

- **Template:** Use Template journal entries for regular, periodic transactions that you charge to the same ChartField combinations using varying amounts.

Examples include monthly payroll, utility, and telephone expenses. You can schedule regular, recurring postings for standard journals, such as weekly postings, or schedule postings for selected dates.

You can schedule journal entries automatically on predetermined dates using template SJE. Examples include bonus payments and accrued interest. You can also create template SJE for known ChartField combinations without specific dates or schedules. You can set up schedules that determine when SJE post, and you can enter recurring schedules, such as weekly closings, or individual dates and times to help pinpoint specific events.

- **Spread:** Use Spread journal entries for transactions for which the entire cost is spread proportionately throughout the year.

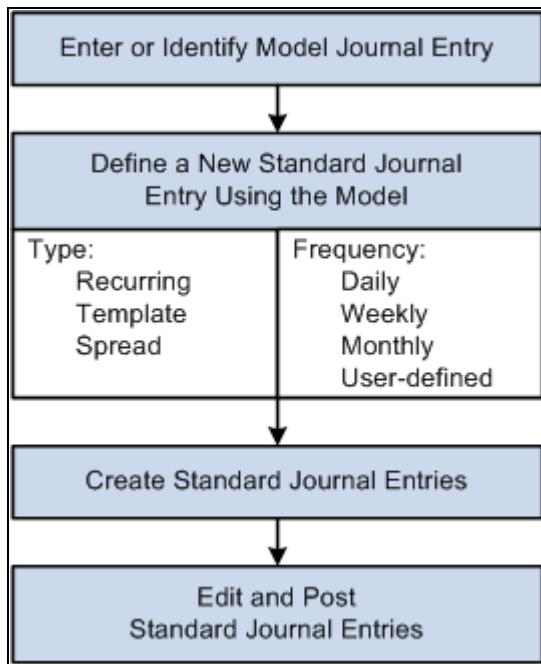
## Pages Used for Creating SJE

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Standard Journals	SJE_STNDRD_JRNL	General Ledger, Journals, Standard Journals, Define Standard Journals	Create a standard journal entry. Enter a standard journal ID that becomes the high-level key for all journal entries generated using this definition.
Review Standard Journals	SJE_JRNL_INQ	General Ledger, Journals, Standard Journals, Review Standard Journals	View the status of a standard journal entry.
Control Totals	SJE_TOTALS_SEC	On the Review Standard Journals page, click the Remaining link.	View the total amount and remaining amounts of debits or credits of a spread SJE type.
Create Standard Journals Request	SJE_BATCH_REQ	General Ledger, Journals, Standard Journals, Create Standard Journals, Create Standard Journals Request	Run the SJE Application Engine process (GL_SJE) to create standard journals.

## Defining SJE

Before you can define recurring, template, or spread journals, first create model journal entries using the Journal Entry pages. The SJE and their models must be from the same business unit.

The following graphic shows the steps required to set up a SJE from the creation of a new entry or the identification of an existing model SJE to be modified for current use and includes the selection of type and frequency through the editing and posting of the SJE:



Process flow for the creation and posting of SJEs to the General Ledger

## Setting Up Schedules

Recurring journal entries require processing schedules. In General Ledger, you can create schedules that automate and control the generation of standard or recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules, or you can schedule specific user-defined events such as expense report due dates.

Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of an SJE or a group of SJE. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify particular dates and times.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Schedules

## Creating Standard Journal Entries (SJE)

Access the Define Standard Journals page (General Ledger, Journals, Standard Journals, Define Standard Journals).

Define Standard Journals

Unit: FRA01

SJE ID: SPR-ASSUR

\*Description: Spread Assurance Expense

SJE Detail

Find | View All | First 1 of 1 | Last

Seq Nbr: 1

\*Description: Spread Assurance Expense

+ -

\*SJE Type: Spread-Da

Status: Completed

Error Msg:

Model Journal

\*Journal ID: ASSURANCE

\*Journal Date: 01/04/2000

Status: SJE Model

Standard Journal

Journal: SPR-ASSUR

Document Type: ONL-JRI

☐ Allow Lines to be Modified

☐ Save Journal Incomplete Status

Create Standard Journals

From Year/Period: 2000 1

To Year/Period: 2000 6

Journal Day in Calendar Period: 5

Journal Creation Lead Days: 180

Standard Journals Created

Customize | Find | View All | First 1-6 of 6 | Last

Date	Ledger Group	Source	Status	Currency	Debits	Lines	Run Date
01/05/2000	RECORDING	ONL	Edit Req'd	FRF	36620.88	2	10/10/2000
02/07/2000	RECORDING	ONL	Edit Req'd	FRF	34258.24	2	10/10/2000
06/05/2000	RECORDING	ONL	Edit Req'd	FRF	35439.56	2	10/10/2000
04/05/2000	RECORDING	ONL	Edit Req'd	FRF	35439.56	2	10/10/2000
05/05/2000	RECORDING	ONL	Edit Req'd	FRF	36620.88	2	10/10/2000
03/06/2000	RECORDING	ONL	Edit Req'd	FRF	36620.88	2	10/10/2000

Define Standard Journals page

- SJE ID** (standard journal entry identification)

Displays the SJE identification value. Use the long description field to the right to describe this SJE.
- Seq Nbr** (sequence number)

Displays the number of the SJE detail. The next field is a description of this detail. One SJE may have multiple SJE details.

**SJE Type** (standard journal entry type)

Select the type of the SJE.

Values are:

*Template:* General Ledger uses a template as a data entry model for other journal entries. You can automatically reproduce it on a fixed schedule as with recurring SJEs, or you can use it on request. When you define the template, specify whether you want the ChartField values copied from the model to the generated journal entry. Examples of templates are monthly payments with different amounts such as telephone and utilities.

*Recurring:* A recurring journal entry is any entry that should be automatically recorded in its entirety according to a fixed schedule. These entries contain the same ChartField values and amounts, such as monthly rent, lease payments, and depreciation expense.

*Spread:* In a spread journal entry, the total amount is spread proportionately across all the periods. For example, suppose that a company charges you a flat fee of 10,000 USD annually to perform a service. Use this type to divide that amount by 12 and create recurring entries for the same amount each month.

*Spread-Day:* In a spread-day journal entry, the total amount is spread across the months in proportion to the number of days in each month. For example, assume that a company charges you a flat fee of 10,000 USD annually to perform a service. The amount charged for expense each month corresponds to the product of the result of 10,000 divided by 365 times the number of days in the month.

**Status**

Displays one of the following statuses:

*Active:* When you first create an SJE, its status is active. The SJE may have more journals to be created.

*Error:* This status indicates that an error occurred the last time the Standard Journal process attempted to process this SJE. The SJE continues to display a status of error until the next time the batch process is run after the problem causing it is fixed.

*Completed:* All the standard journals for this SJE have been created. A SJE with this status may still be modified. To do this, reactivate the SJE and extend the range of dates or periods.

**Model Journal**

Specify the model journal for the SJE. This model journal must belong to the same unit as the SJE. Once you select your journal and date, the model journal status appears. Your model journal must conform to the following requirements:

- It must have a status of *SJE Model* if it is a spread SJE.
- It must have a status of *SJE Model*, *Valid*, or *Posted* if it is a template or recurring SJE.

**Standard Journal**

Enter the journal ID for the SJE. Also enter the document type that you used for document sequencing for the standard journals.

**Document Type**

Select the document type.

<b>Allow Lines to be Modified</b>	Controls whether the standard journals can be modified before being posted using the Journal Entry page. Deselect this check box to prevent standard journals from being modified.
<b>Save Journal Incomplete Status</b>	Select to save this journal as incomplete.
<b>Create Standard Journals</b>	Specify the sequence of dates of the standard journals to be created.
<b>Schedule</b>	If the SJE type that you specified is either <i>Template</i> or <i>Recurring</i> , the Schedule field appears, enabling you to enter the frequency of your SJE's. In the From Date and To Date fields, enter the range of your SJE's.
<b>From Date and To Date</b>	If your SJE type is spread, designate the range of periods in these fields.
<b>Journal Day in Calendar Period</b>	Enter the day to establish a journal date for the standard journals. For example, when you enter 20 in this field, you indicate to the system that you want the journal date of the standard journals to be the 20th day of each period. This designates the journal date only, not the date on which the system creates the standard journal.
<b>Journal Creation Lead Days</b>	<p>Enables you to create standard journals in advance. Enter the number of days in advance of the journal date that you want the standard journals to be ready for creation. If you leave this field blank, the system creates the standard journals on the journal date.</p> <p>If you must change the details, such as ChartFields, dollar amounts, or statistical amounts on standard journals, use one of these two options:</p> <ul style="list-style-type: none"> <li>• Open the SJE on the Standard Journal page and select a different model journal.</li> <li>• Open the model journal in the Journal Entry page and modify it as necessary, provided it has not yet been posted. No change to the SJE itself is necessary.</li> </ul>
<b>Standard Journals Created</b>	Displays the SJE's and their statuses.

### See Also

Chapter 10, "Processing Journals," page 231

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Schedules

## Viewing the Status of Standard Journal Entries

Access the Review Standard Journals page (General Ledger, Journals, Standard Journals, Review Standard Journals).

Review Standard Journals

Unit: FRA01SJE ID: SPR-ASSURDescription: Spread Assurance Expense

Journals Created

Customize | Find | View All | 2 | First 1-6 of 6 Last

Journal	Date	Ledger Group	Source	Status	Currency	Debits	Remaining	Lines	Run Date
SPR-ASSUR	06/05/2000	RECORDING	ONL	Edit Req'd	FRF	35,439.56	<a href="#">Remaining</a>	2	10/10/2000
SPR-ASSUR	05/05/2000	RECORDING	ONL	Edit Req'd	FRF	36,620.88	<a href="#">Remaining</a>	2	10/10/2000
SPR-ASSUR	04/05/2000	RECORDING	ONL	Edit Req'd	FRF	35,439.56	<a href="#">Remaining</a>	2	10/10/2000
SPR-ASSUR	03/06/2000	RECORDING	ONL	Edit Req'd	FRF	36,620.88	<a href="#">Remaining</a>	2	10/10/2000
SPR-ASSUR	02/07/2000	RECORDING	ONL	Edit Req'd	FRF	34,258.24	<a href="#">Remaining</a>	2	10/10/2000
SPR-ASSUR	01/05/2000	RECORDING	ONL	Edit Req'd	FRF	36,620.88	<a href="#">Remaining</a>	2	10/10/2000

Review Standard Journals page

Viewing the Amount Spread

Access the Control Totals page (click the Remaining link on the Review Standard Journals page).

Model Journal				
Unit:	FRA01	Journal ID:	ASSURANCE	Date: 01/04/2000
		Seq:	0	
Currency Code:		FRF		Total Debits: 215,000.00

Standard Journal				
Unit:	FRA01	Journal ID:	SPR-ASSUR	Date: 05/05/2000
		Seq:	0	
Currency Code:		FRF		Total Debits: 36,620.88

Total:				179,560.44
Remaining:				35,439.56

Return

Review Standard Journals - Control Totals page

**Total** Displays the amount spread in this journal.

**Remaining** Displays the amount yet to be spread.



## Running the Standard Journal Entry Process

Access the Create Standard Journals Request page (General Ledger, Journals, Standard Journals, Create Standard Journals, Create Standard Journals Request).

Create Standard Journals Request

Run Control ID: ABTST

Report Manager

Process Monitor

Run

Language: English

Process Request Parameters								Customize   Find   View All   1 of 1   First   Last	
*Process Frequency	Unit	From SJE	To SJE	*Description	Delete Journals	Recalculate Budget Date			
Always	FRA01	REC-LOYER	SPR-ASSUR	Standard Journals for France	<input type="checkbox"/>	<input type="checkbox"/>	+	-	

Create Standard Journals Request page

- From SJE and To SJE**

Select the from and to SJEs for this request. If these fields are blank, the system processes all SJEs in the designated business unit. For example, to run journals for all valid SJEs for business unit US001, enter the business unit and leave the SJE from and to values blank.
- Delete Journals**

Enables you to regenerate standard journals. If this check box is selected, the system deletes any standard journals created by an SJE that is not posted and has not been budget checked.
- Recalculate Budget Date**

If this check box is selected, the SJE process sets the budget date as the journal date; otherwise, it copies the old budget date.

**Note.** Run Journal Edit after processing standard journal entries to obtain the correct journal ID.

## Editing Journal Entries

When you edit a journal entry, General Ledger runs several checks and warns you if the journal entry cannot be posted. A journal entry cannot be posted if one or more of the following conditions are true:

- The accounting period (determined by the journal date) is not currently open.
- Total debits do not equal total credits, and the ledger is defined as a balanced ledger.
- Any control totals entered with the journal header do not match the actual totals for the journal (debits, credits, statistical units, number of lines).
- One or more journal lines use inactive or invalid ChartFields as of the journal date.

See Also

Chapter 10, "Processing Journals," Requesting Journal Edits, page 244

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## Copying Journal Entries

This section provides an overview of coping journals and discusses how to:

- Run the copy journals process.
- Define copy journal dates.
- Copy journals online.

## Understanding Copying Journals

You might find that similar or identical journals recur with some frequency. To avoid having to retype the same information, you can use an existing journal as the basis for a new journal entry. Do this by using the Copy Journal page for the batch process, or you can also use the Copy Journal Entry page to make an online copy.

You can copy posted or unposted journals and then change the header or detail lines, as desired. The copied journal must have a new journal number. You can specify the following:

---

**Note.** Journal Copy does not copy system created lines, which are normally recreated when you run an edit against a journal. If you copy an interunit journal with the reverse amount option, the interunit lines of the newly copied journal will be created according to interunit accounts of the resulting copied journal. To completely reverse a previous journal, use the reversal option on the journal before it is posted, or unpost it if it is already posted.

---

<b>Date</b>	You can copy to either a new journal date or a new ADB (average daily balance) date (if the associated ledger group supports ADB reporting).
<b>Ledger</b>	To copy a journal to another ledger, both ledgers must be in the same ledger group and the Keep Ledgers in Sync option should <i>not</i> be selected.
<b>Document Type</b>	Appears only if you have enabled document sequencing for your system.

Additionally, you can create reversals for the copied journal regardless of whether the original journal had reversals. You can also change the signs of the copied journal.

---

**Note.** If the source journal you copied was imported using the Flat File Journal Import process (GL\_JRNL\_IMP) and had VAT information, the source journal's system source is either EXT or EXV. The copied journal retains VAT amounts only if the source journal has an EXV system source. The new journal's system source is SCP regardless of the source journal.

---

See Chapter 14, "Processing Value-Added Tax Transactions in General Ledger," Importing VAT Journals Using GL JRNL IMP, page 312.

## Pages Used to Copy Journals

Page Name	Definition Name	Navigation	Usage
Copy Journals Request	JOURNAL_COPY_REQ	General Ledger, Journals, Journal Entry, Copy Journals, Copy Journals Request	Run the Copy Journal process. (GL_JRNL_COPY).
GL Copy Journal Processing	COPY_JOURNAL_REV	On the Copy Journals Request page, click the Reversal link.	Define how the system determines the journal date and the ADB date for the reversal journals associated with a copied journal.
Journal Entry Copy	JOURNAL_ENTRY_COPY	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines  Select <i>Copy Journal</i> in the Process field and click the Process button on the Journal Entry - Lines page.	Use to copy a journal <i>online</i> . This is an online feature provided in addition to running the copy journal process.

## Running the Copy Journals Process

Access the Copy Journals Request page (General Ledger, Journals, Journal Entry, Copy Journals, Copy Journals Request).

**Copy Journals Request**

Run Control ID: ABTST [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters												
*Process Frequency	*Unit	*Journal ID	*Date	ADB Date	*New Journal ID	New Date	New ADB Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	US00	0000000002	02/20/2001	02/20/2001	NEXT	05/31/2005	05/31/2005	Reversal	05/31/2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copy Journals Request page

**Process Frequency**

Select one of the following process frequency options to control how often a request is processed:

---

**Note.** It is important to remember for the Copy Journals Request, that when you have selected the Use NEXT Journal ID option from the User Preferences - General Ledger page, you must select the *Once* field value for Process Frequency so that the next journal ID can be assigned properly.

---

See *PeopleSoft Application Fundamentals PeopleBook, Defining User Preferences, Defining General Ledger User Preferences*

- *Once* - the system processes the current request the next time that a background edit is executed for the run control ID. Once executed, the Process Frequency value is changed to *Don't Run*.
- *Always* - the system processes the current request every time that editing is initiated. Once executed, the Process Frequency value remains as *Always*.
- *Don't Run* - the system does not process the request and once executed, the Process Frequency value remains as *Don't Run*.

**Unit, Journal ID, and Date**

Select or manually enter the information to identify the journal that you want to copy.

**ADB Date** (average daily balance date)

This is the ADB date if your journal is for a ledger group that supports ADB reporting.

Unless you have entered an ADB date, the ADB date defaults to the journal date.

**New Journal ID**

Enter a specific journal ID or use *NEXT* in this field to assign the next journal number automatically to the new journal.

**New Date**

Enter a journal date for this new journal. The default is the current system date.

**New ADB Date**

Enter the ADB date for the new journal, if it is different from the journal date.

**Ledger**

If the journal is for a ledger group that contains multiple ledgers and does *not* enable Keep Ledgers in Sync, the Ledger column appears. Enter the ledger.

**New Ledger**

Appears if the original journal is associated with a ledger group that contains multiple ledgers and does *not* enable Keep Ledgers in Sync.

**Reversal**

Click this link to access the GL Copy Journal Processing page, where you can specify processing options for the journal date and the ADB date for the reversal.

<b>Document Type</b>	Select a document type only if you've enabled document sequencing for your system. If document sequencing is enabled and you leave the Document Type field blank, the system copies the document type from the original journal. Several journal entry reports and inquiries enable you to search for journals by document sequence number.
<b>Reverse Signs</b>	<p>Select this if you want the new journal to have the opposite sign from the original journal.</p> <p>The new journal will be identified as not yet edited, and you must edit it before it can be posted. As a rule, editing a journal runs the validation process required for posting.</p>
<b>Recalculate Budget Date</b>	If selected, the SJE process sets the budget date as the journal date; otherwise, it copies the old budget date.
<b>Save Journal Incomplete Status</b>	If selected, the new journal saves in an incomplete status.

---

**Note.** You must run Journal Edit after running the Copy Journals process to obtain the correct journal ID.

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**Note.** You can allow journals with control accounts to be copied if you enable the option Allow Copy Journal with Control Accounts on the User Preferences - General Ledger page. Be aware, however, that if you allow posting to control accounts in General Ledger by selecting this option, the control account balance in the subledger no longer matches the control account balance in the general ledger.

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See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences," Defining General Ledger User Preferences.

## Defining Copy Journal Dates

Access the GL Copy Journal Processing page (Click the Reversal link on the Copy Journals Request page).

### GL Copy Journal Processing

**Reversal Date**

- ☒ Do Not Generate Reversal
- ☐ Beginning of Next Period
- ☐ End of Next Period
- ☐ Next Day
- ☐ Adjustment Period
- ☐ On Date Specified By User

Adjustment Period:

Reversal Date:

**ADB Reversal Date**

- ☒ Same As Journal Reversal
- ☐ On Date Specified By User

ADB Reversal Date:

GL Copy Journal Processing page

<b>Reversal Date</b>	Select the appropriate reversal option.
<b>Do Not Generate Reversal</b>	Assumes no automatic reversal of this entry. This is the default.
<b>Beginning of Next Period</b>	Creates a reversing entry dated the first business day of the next accounting period. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day.
<b>End of Next Period</b>	Creates a reversing entry dated the last business day of the next accounting period. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day.
<b>Next Day</b>	Creates a reversing entry dated the next business day. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day.
<b>Adjustment Period</b>	Enables you to select the adjustment period for which the new journal is to be created.
<b>On Date Specified By User</b>	Enables you to select any date in the calendar of the target (posting) ledger. When you select this option, the system makes the Reversal Date field available, so that you can enter the appropriate date.

<b>ADB Reversal Date</b>	Enter the appropriate reversal option if this reversal is for an average daily balance.
<b>Same as Journal Reversal</b>	Creates an ADB reversal with the same date as the one selected under Reversal.
<b>On Date Specified by User</b>	Select any date in the detail calendar of the ADB ledger (the ledger that stores the daily balances). When you select this option, the system makes the ADB Reversal Date field available for you to enter the appropriate date.

---

**Note.** Reversals are identified as valid and ready to post when created; they do not need to be edited. When the journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post page, the system posts reversals as soon as they are created.

---



---

**Note.** You can also copy a journal by selecting *Copy Journal* in the Process field on the Journal Entry - Lines page. Click Process, and the system prompts you with a message before copying the journal.

---

## Copying Journals Online

Access the Journal Entry Copy page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

You can copy journals online using this page rather than using the copy journal batch process.

Open the journal that you want to copy. Access the Journal Entry Copy online page from the Journal Entry - Entry Lines page by entering *Copy Journal* in the Process field and clicking the Process button.

Use the field descriptions provided for the pages used in the batch process to understand and complete the fields on the Journal Entry Copy online page.

When you have completed entering any changes necessary for the new copy of the journal using the Journal Entry Copy online page, click the OK button and the system creates the new copy of the journal.

---

## Deleting Journal Entries Not Yet Posted

To delete a journal, select *Delete Journal* in the Process field on the Journal Entry - Lines page and click Process. The system prompts you with a message before deleting the journal.

---

**Note.** You can delete only journals that have not yet posted. The system creates an audit trail of the deletion, along with other enabled journal events. You can view the audit log by accessing the Search Audit Logs page (Set Up Financials/Supply Chain, Common Definitions, Audit Logging, Search Audit Logs).

---

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Carriers.

You can delete a journal that has not been posted.

If the journal has been budget checked, one of several things can happen:

- You can delete a journal that is not yet posted after it successfully passes budget checking.  
Delete it by accessing the Journal Entry - Lines page. In the Process field, select *Delete Journal*. This process calls the budget checking module, which reverses the budget entries.
- Depending upon the budget setup, the budget checking process runs before the journal is deleted.  
If deleting the journal violates the budget checking rules, the journal fails budget checking and cannot be deleted.
- If an error occurs during the budget checking process (for example, budget on hold or closed), the journal is not deleted.

---

**Note.** You can also *unpost* journal entries that have been posted. This is a distinct process from deleting journals that have never been posted and is described in the Processing Journals chapter.

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**Note.** You can allow journals with control accounts to be deleted or unposted if you enable the options Allow Delete Journal with Control Accounts or Allow Unpost Journal with control accounts on the User Preferences - General Ledger page. Be aware, however, that if you allow posting to control accounts in General Ledger by selecting these options, the control account balance in the subledger no longer matches the control account balance in the general ledger.

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See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences," Defining General Ledger User Preferences.

### See Also

[Chapter 10, "Processing Journals," Unposting Journals, page 254](#)

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## Using the Flat File Journal Import Process

This section provides an overview of the flat file format and discusses how to import journal entries from flat files.

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**Note.** Journal entries loaded to your system using flat file journal import must be edited using batch edit only. This is important because, imported journals do not yet have all journal lines and values populated by the various automatic features associated with batch edit. Imported journals should not be edited online. After importing journals, if you open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display the final entries for such things as interunit journals, separate debit credit reversals, and multibook lines.

---

## Understanding File Format in the Flat File Journal Import Process

The file format is determined by the File Layout Object (GL\_JRNL\_IMPORT). The following is the file format for the Flat File Journal Import process. PeopleSoft delivers a sample flat file named journal.dat under the "data" folder. The layout varies depending on the first column with the following meaning:

# = Comments.



H = Journal header.

L = Journal line.

V = Journal VAT line.

C = Journal control totals.

### Comments

This information describes the flat file's comments format:

<b>Column</b>	<b>Length</b>	<b>Description</b>
1	1	#
2	100	Comments

### File Format for Journal Header

This information describes the flat file's journal header format:

<b>Column</b>	<b>Length</b>	<b>Description</b>
1	1	H
2	5	Business Unit
7	10	Journal ID A value of <i>NEXT</i> or a blank field create auto-numbered journal IDs.
17	8	Journal Date (MMDDYYYY)
25	1	Adjusting Entry Y = Adjusting journal. N = Regular journal (default).
26	3	Adjusting Period Appears by default as 998 for adjusting journal.
29	8	ADB Average Daily Balance Date (MMDDYYYY) Appears by default as the journal date if this field is left blank.
37	10	Ledger Group
47	10	Ledger

<b>Column</b>	<b>Length</b>	<b>Description</b>
57	1	Reversal Code B = Begin next period. E = End next period. X = Next day. D = User defined date. U = Adjustment period. N = No reversal (default).
58	8	Reversal Date (MMDDYYYY) Populated by journal edit program if B or E. Must have a valid date if reversal code is D.
66	3	Reversal Adjusting Period Only used when reversal code is U.
69	1	ADB Reversal Code D = User defined date. S = Same as journal reversal (default).
70	8	ADB Reversal Date (MMDDYYYY) Must have a valid date if ADB reversal code is D.
78	3	Journal Source
81	8	Transaction Reference Number
89	30	Description
119	3	Default Currency Code Foreign Currency Code Appears by default from the base currency of the business unit.
122	5	Default Currency Rate Type
127	8	Currency Effective Date (MMDDYYYY) Appears by default as journal date.
135	17	Default Currency Exchange Rate
152	3	System Source EXT = Journal Edit creates VAT lines and calculates them if VAT lines are not imported (default). EXV = Journal Edit won't create or calculate imported VAT lines.

<b>Column</b>	<b>Length</b>	<b>Description</b>
155	8	Document Type for Document Sequencing  If blank, the system gets the value from the default on the run request panel, journal source, and ledger group.
163	12	Document Sequence number  Filled by document sequencing routine if document sequencing is enabled; otherwise, the field is blank. The entered number is checked by document sequencing.
175	1	Budget Header Status  V = Budget validated. N = Not validated (default).
176	1	Commitment Control Amount Type  1 = Actuals and Recognized. 2 = Encumbrance. 3 = Pre-Encumbrance. 4 = Collected Revenue. 5 = Planned. 7 = Actuals, Recognize and Collect.  <b>Note.</b> There is no 6.
177	4	GL Adjustment Type
181	10	Journal Class

### **File Format for Journal Line**

Flat file's journal line format. Journal line data follows immediately after its header data in the file.

<b>Column</b>	<b>Length</b>	<b>Description</b>
1	1	L
2	5	Business Unit  Appears by default from the business unit from header. If a different business unit is entered, this is an interunit line.

<b>Column</b>	<b>Length</b>	<b>Description</b>
7	9	Journal Line Number Changes to one more than the previous line number. First line changes to 1.
16	10	Ledger If ledger group is a commitment control ledger group, this is ignored from the flat file and assigned according to the commitment control amount type.
26	10	Account
36	10	Alternate Account
46	10	Department
56	8	Operating Unit
64	6	Product
70	5	Fund Code
75	5	Class Field
80	5	Program Code
85	8	Budget Reference
93	5	Affiliate
98	10	Fund Affiliate
108	10	Operating Unit Affiliate
118	10	ChartField 1
128	10	ChartField 2
138	10	ChartField 3
148	15	Project
163	4	Book Code
167	8	Budget Period
175	10	Scenario
185	3	Statistics Code

<b>Column</b>	<b>Length</b>	<b>Description</b>
188	28	Base Currency Amount  Calculated from transaction amount and exchange rate. If entered and exchange rate = 0, and <i>recalc exchange rate</i> is selected for the journal edit request, the exchange rate is calculated.
216	1	Movement Flag  This is only used in a separate debit and credit database.  N = Natural (default). R = Reverse.
217	17	Statistics Amount  Only valid for statistical accounts or for lines with statistic codes.
234	10	Journal Line Reference
244	30	Journal Line Description
274	3	Currency Code  Appears by default as the default currency on header. The journal edit program clears this field for a statistical account.
277	5	Currency Rate Type
282	28	Amount  Foreign Currency Amount
310	17	Currency Exchange Rate  Appears by default as 1 if Currency Code = Base Currency. Uses table lookup in journal edit program if currency rate type is entered and <i>recalc exchange rate</i> is selected for the journal edit request.
327	5	Projects Business Unit
332	15	Projects Activity ID
347	3	Projects Analysis Type
350	5	Projects Resource Type
355	5	Projects Resource Category
360	5	Projects Resource Sub-category

<b>Column</b>	<b>Length</b>	<b>Description</b>
365	8	Budget Date (MMDDYYYY) Appears by default as Journal Date if blank.
373	1	Budget Line Status Appears by default as N if blank or Budget Header Status = N.
374	10	Entry Event
384	4	Interunit and intraunit transaction group number
388	1	Interunit and intraunit anchor flag
389	30	Open Item Key

**Note.** After importing a journal using the flat file journal import process, you must run the Journal Edit process on the journal before you make corrections using the Create Journal Entries page.

Flat file journal import does not allow the use of control accounts. However, you can remove this restriction by changing the JIMP\_LN\_WRK record to set the prompt table edit for the Account field to GL\_ACCOUNT\_TBL and the prompt table edit for Alternate Account field to ALTACCT\_TBL.

### **File Format for Journal VAT Line**

Flat file's journal VAT line format. Journal VAT data follows immediately after its journal line data in the file.

<b>Column</b>	<b>Length</b>	<b>Description</b>
1	1	V
2	1	Physical Nature G = Goods (default). S = Service.
3	6	Defaulting State
9	1	VAT Exception Type N = None. S = Suspended. X = Exonerated.
10	20	VAT Exception Certificate ID

<b>Column</b>	<b>Length</b>	<b>Description</b>
30	1	Record VAT Input  Whether a business unit pays VAT and recovers it later from VAT tax authority. Typically for purchase transactions.  Y = Yes. N = No.
31	1	Record VAT Output  Whether VAT is collected by a vendor on behalf of the government. Typically for sales transactions.  Y = Yes. N = No.
32	1	Calculation Type  E = Exclusive: VAT stated separately from merchandise.  I = Inclusive: VAT included with merchandise.
33	1	Calculation at Gross or Net  G = Gross. N = Net.
34	3	VAT Reporting Country Required field.
37	8	VAT Declaration Date  Appears by default as journal date if blank.
45	4	VAT Transaction Type Required field.
49	1	VAT Applicability Required field. E = Exempt. N = Not applicable. O = Outside of scope of VAT. S = Suspended. T = Taxable. V = VAT only. X = Exonerated.

<b>Column</b>	<b>Length</b>	<b>Description</b>
50	8	VAT Code Required field.
58	4	VAT Account Type
62	1	VAT Distribution Status D = Distributed. E = Error flag. I = Ignored. M = Archival entry. N = Not distributed. P = Processed. R = Reversal entry. U = Undefined.
63	28	VAT Amount if system source = EXV Entered VAT amount = VAT amount; otherwise, entered VAT amount = 0.
91	28	VAT Amount in Base Currency if system source = EXV Entered VAT Base Amt = VAT Base Amount; otherwise, entered VAT base amount = 0.
119	28	VAT Basis Amount
147	28	VAT Basis Amount in Base Currency
175	9	Tax Code Aggregate Percent
184	1	Override VAT Tolerance Check Y = Override: no check. N = Check.
185	6	VAT Use Type
191	7	Recovery percent
198	7	Rebate percent
205	28	Recovery Amount
233	28	Recovery Amount in Base Currency



<b>Column</b>	<b>Length</b>	<b>Description</b>
261	28	Rebate Amount
289	28	Rebate Amount in Base Currency
317	1	Recovery Percent Source A = Automatically calculated. M = Manual entry.
318	1	Rebate Percent Source A = Automatically calculated. M = Manual entry.
319	1	VAT Rounding Rule D = Round down. N = Natural round. U = Round up.
320	1	Amounts for Reporting Currency Y = Yes. N = No.
321	3	Reporting Currency
324	28	VAT Amount in Reporting Currency
352	28	VAT Transaction Amount Reporting
380	17	Currency Exchange Rate Changes to 1 if Currency Code = Base Currency.
397	1	Prorate Non-recoverable VAT Y = Yes. N = No.
398	1	Allocate nonrecoverable VAT Y = Yes. N = No.
399	1	VAT Apportionment Control D = Distribution GL business unit. G = Transaction GL business unit. T = Transaction business unit.
400	9	VAT Applicable Journal Line Number

**File Format for Journal Control Total**

Flat file's journal control total data format. Control total data follows its header data but comes after journal line and journal VAT.

<b>Column</b>	<b>Length</b>	<b>Description</b>
1	1	C
2	5	Control Business Unit The control totals are for this business unit. Changes to the header business unit if this is blank.
7	10	Ledger
17	3	Base Currency Code The control totals are for this base currency. Should always equal the business unit's base currency except for statistical account totals.
20	3	Currency Code The control totals are for this foreign currency. Changes to the header business unit if this is blank.
23	28	Journal Control Base Currency Debits
51	28	Journal Control Base Currency Credits
79	28	Journal Control Foreign Currency Debits
107	28	Journal Control Foreign Currency Credits
135	17	Journal Control Statistical Units
152	9	Journal Control Lines
161	10	Department
171	8	Operating Unit
179	6	Product
185	5	Fund Code
190	5	Class Field
195	5	Program Code
200	8	Budget Reference
208	5	Affiliate

<b>Column</b>	<b>Length</b>	<b>Description</b>
213	10	Fund Affiliate
223	10	Operating Unit Affiliate
233	10	ChartField 1
243	10	ChartField 2
253	10	ChartField 3
263	15	Project
278	4	Book Code
282	4	GL Adjustment Type
286	8	Budget Period
294	10	Scenario
304	2	Balance Sheet Indicator

**Note.** The file layout object GL\_JRNL\_IMPORT for flat file journal import is delivered in fixed column format as shown in the previous table. You can change this to CSV format and also adjust the date format if necessary.

## Page Used to Import Journals from Flat Files

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Flat File Journal Import Request	LOAD_JRNL_PNL	General Ledger, Journals, Import Journals, External Flat Files, Flat File Journal Import Request	Use the Load Journals From a Flat File process (GL_JRNL_IMP) to load data from a flat file into the General Ledger journal tables.

## Importing Journals from Flat Files

Access the Flat File Journal Import Request page (General Ledger, Journals, Import Journals, External Flat Files, Flat File Journal Import Request).

### Character Set

Select the appropriate character set for the flat file being processed. When you create a request, the character set changes to the character set that is associated with the default language code of the user that is creating the run control request. You can change this value, but you must have a UNICODE database if the character set of the file being processed requires UNICODE.

UNICODE is important when your database must function in other than the Latin alphabet, such as Japanese Kanji.

**Validate ChartFields**

Select the level of ChartField validation for the import process:

- *Account, Alternate Account*
- *All Common ChartFields*
- *None*

---

**Note.** When you select *None*, the process does not check for invalid Account and AltAcct values; however, invalid Control Account and Control AltAcct values will fail.

---

A lower validation level enables you to run the import process faster and make use of journal suspense processing when Journal Edit revalidates the journal at a later stage.

---

**Note.** Selecting All Common ChartFields does not validate PeopleSoft Project Costing specific ChartFields.

---

**Default GL Document Type**

If you use document sequencing, specify a default document type to indicate the business purpose for the transaction. You can specify a document type for each journal header in the flat file.

**Journal ID Mask**

Enter a unique mask or prefix to identify journals created through flat file journal import, if the journal ID is blank or NEXT in the file.

**See Also**

[Chapter 6, "Integrating and Transferring Information Among Applications," page 63](#)

[Chapter 9, "Using Spreadsheet Journal Import," page 209](#)

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Defining Document Sequencing"

---

## Using the Spreadsheet Journal Import Process

General Ledger has a spreadsheet journal import user interface. Use it to prepare and enter journals offline without database connection. You can then import them into your PeopleSoft database directly over the internet or via files. Please see the following reference for full details on using this utility.

See [Chapter 9, "Using Spreadsheet Journal Import," page 209](#).

## Chapter 9

# Using Spreadsheet Journal Import

This chapter provides an overview of spreadsheet journal import and discusses how to set up and import spreadsheet journals.

---

## Understanding Spreadsheet Journal Import

This section describes the prerequisites for importing spreadsheet journals into General Ledger and presents an overview of the spreadsheet journal import process.

### Prerequisites

This table lists the files that PeopleSoft software provides for the spreadsheet journal import user interface. Copy all files to the same folder on your workstation.

<i>Files for Microsoft Excel 2003 (and prior versions)</i>	
JRNLI.xls	This is the journal workbook that you use to create and import journals with Excel 2003 and prior versions. You can rename this file using a meaningful name.
JRNLMCRO.xla	This is the Visual Basic code library and dialog control used with Excel 2003 and prior versions.
GLLOG.xlt	This is the Message log template.

In addition to these three files, Spreadsheet Journal online import mode expects the Microsoft delivered XML library file MSXML6.dll to be installed on your workstation.

<i>Files for Microsoft Excel 2007 (and subsequent versions)</i>	
JRNLI.xlsm	This is the journal workbook that you use to create and import journals with Excel 2007 and versions beyond. You can rename this file using a meaningful name.
JRNLMCRO.xlam	This is the Visual Basic code library and dialog control used with Excel 2007 and subsequent versions.
GLLOG.xlt	This is the Message log template.

There are no additional .dll files to be installed on your workstation when using this set of files for Excel 2007.

---

**Note.** Use the JRNL1.xls or the JRNL1.xlsm file to enter your journals, depending upon which version of Excel you are using. You must set up Microsoft Excel to accept macros, by navigating to Tools, Macro, Security, and selecting Medium or Low on the Security Level tab.

---

To import journals in online mode from the spreadsheet, your system administrator must grant you permission to the following web libraries:

- WEBLIB\_XMLLINK
- WEBLIB\_GL

To import journals in batch mode, your system administrator must set up the correct environmental variable (PS\_FILEDIR) on the process scheduler server.

See [Chapter 6, "Integrating and Transferring Information Among Applications," Importing Journal Entries, page 80.](#)

## Spreadsheet Journal Import Overview

The Spreadsheet Journal workbook enables you to enter journals offline using Microsoft Excel and then import the journals into your PeopleSoft database. It supports regular journals and standard budget journals. Spreadsheet journal import also supports commitment control adjustments for each of the commitment control amount types:

- Actuals and Recognized
- Actuals, Recognize, and Collect
- Collected Revenue
- Encumbrance
- Planned
- Pre-encumbrance

When a journal with a commitment control ledger group and an invalid commitment control amount type is imported, the system assigns the correct commitment control amount type during import and issues a warning message.

Spreadsheet journal entry does not support commitment control budget journals.

---

**Note.** Commitment control budget journals can be imported using the flat file feature.

---

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Entering and Posting Commitment Control Budget Journals," Importing Budget Journals from a Flat File.

Spreadsheet Journal Import does not support user entered value-added tax (VAT) information. After you import the journals from the spreadsheet, the Journal Edit process creates VAT defaults and amounts based on the country code, if VAT is enabled.

Spreadsheet Journal Import partially supports multibook journals. You can specify a primary or secondary ledger on the multibook journal lines, but you cannot enter multiple ledger information (multibook) for the same line. When you run the Journal Edit process, it creates the additional multibook lines.

Spreadsheet Journal Import does not allow the use of control accounts. By definition, control accounts originate in the subsystems, such as accounts receivable and accounts payable. Spreadsheet Journal Import rejects control accounts during the import process.

---

**Note.** After importing a journal from a spreadsheet, you must run the Journal Edit batch process on the journal before you make corrections using the Create Journal Entries pages. Journal entries loaded to your system using spreadsheet journals import (or for that matter, flat file journal import) must be edited using batch edit only. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. They should not be edited online. After importing journals if you open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display the final entries for such things as interunit, separate debit credit reversals, and multibook lines.

---

### ***PeopleSoft Journal Workbook: JRNL1.xls***

The JRNL1.xls workbook is the PeopleSoft Spreadsheet Journal Import user interface. You use it to prepare and enter journals, group and manage journals in journal sheets, and import them into your PeopleSoft database using various pages, dialog boxes, and buttons. There is a built-in utility that you can use to move ChartFields and rearrange columns in your journal workbook. The workbook contains one or more journal sheets, and each journal sheet can contain one or more journals.

When you open the file JRNL1.xls, you begin with the Control page. The Control page contains three sets of buttons that enable you to:

- Set workbook defaults, configure ChartFields, and rearrange columns.
- Maintain the journal sheets in the workbook.
- Import the journal sheets from the workbook.

You use the journal sheet page to prepare journals. There are buttons and dialog boxes for you to add, delete, and copy journals. Because you are entering data offline in the spreadsheet, there is no validation of the values that you are entering. Validation of journals takes place when you import the journal and during the Journal Edit process.

However, while there is no data validation, spreadsheet journal import provides offline validation in that journal IDs cannot contain an apostrophe and open item key values cannot contain spaces.

### ***User ID***

When the User ID is blank on the spreadsheet journal header it defaults to the import process User ID. For online import the User ID defaults to the Import Now login user ID, and for batch import, it defaults to the user ID of the run control. The user ID is not a required field for the spreadsheet journal header, so the check against user preferences for the user ID is at load time when the system derives the user ID according to the following rules:

- If a user ID is populated on the spreadsheet journal header, the system considers that user ID to check for user preferences.
- If the user ID field is not populated on the spreadsheet journal header, the system considers the user ID of the individual loading the spreadsheet journal to check for user preferences.

## ***Business Unit***

The business unit that you specify on the spreadsheet journal header is defaulted to those spreadsheet lines for which you have left the business Unit blank when you import the spreadsheet.

However, just as with Ledger, SpeedType, and ChartFields, if you select the check box that is located below the Unit field on the spreadsheet lines page, the system copies to the next line the business unit that you entered on the previous spreadsheet line. That is to say, if the copy down check box is selected for Unit, the system immediately copies the business unit from the previous line and does not default the business unit entered on the spreadsheet journal header to the new line that you are adding.

In either instance you can manually add and change the business unit on spreadsheet lines.

## ***NEXT Journal ID***

When you create a new journal spreadsheet header, the default is to the value *NEXT* for the Journal ID field and if your user ID preference is not set up to always use *NEXT*, you can change the value by manually entering a journal ID value in the opening dialog box for a new spreadsheet header.

If your user ID is designated on the User Preference page to always use *NEXT*, the Journal ID field is always populated with *NEXT* and the field is unavailable for change or for the entry of a manual Journal ID in the add mode.

The user ID is not a required field for the spreadsheet journal header, so the check against user preferences for the user ID is at load time when the system derives the user ID according to the following rules:

- If a user ID is populated on the spreadsheet journal header, the system considers that user ID to check for user preferences.
- If the user ID field is not populated on the spreadsheet journal header, the system considers the user ID of the individual loading the spreadsheet journal to check for user preferences.

You can load a journal using *NEXT* as the journal ID through online import and batch import:

- Batch Import: If you choose to use *NEXT* as the journal ID and write the journal data to a file, the text file in XML format has *NEXT* as the journal ID for each journal header.
- Online Import: If you choose to import the spreadsheet journal online using the Import Now functionality, the *NEXT* journal ID on the spreadsheet is updated with an actual system generated journal ID number.

## ***System ID***

The system ID is a sequential number that is unique to each journal created across all journal sheets within a spreadsheet journal workbook file. System ID starts with a value of 1001 and recycles when it reached 9999.

The purpose of system ID is to avoid confusion when using *NEXT* as the journal ID where there are multiple journal headers in a journal spreadsheet with each showing the value *NEXT*. The system generates a separate system ID for each journal header as a visual indicator that makes it possible to identify different journal headers both while they are all showing *NEXT* and after the various journal IDs are generated. The system ID is called a visual indicator because it is not stored in the journal tables but is available to differentiate the journals within the spreadsheet interface and when performing various spreadsheet functions, such as:

- Copy Journal
- Delete Journal



- Change Import Status
- Edit Journal Header
- Select Journal Header

The system ID is also included in error messages in addition to reference, business unit, journal ID, and date to more easily identify problem journals.

### ***Journal Header Reference***

The journal header reference ID enables you to enter reference information for each journal header on the spreadsheet. The Journal Header Reference field on the journal header is updated with the spreadsheet value at upload.

The Journal Header Reference field identifies a document, person, invoice, date, or any other piece of information that is associated with a journal entry and is helpful when you need to trace back to the source of a transaction.

Error messages that are logged contain the journal header reference because it is helpful in researching the source of a transaction.

### ***SpeedTypes***

You can specify a SpeedType for a spreadsheet journal entry line. You can also copy the SpeedType to subsequent journal lines that you insert by selecting the copy down check box below SpeedType on the spreadsheet lines interface.

A spreadsheet journal user might specify a SpeedType, to which the user does not have access. At load time, the SpeedType that is entered on the Spreadsheet Journal is validated against the valid list of SpeedTypes available for the user ID that is specified in the Spreadsheet Journal Header.

If the user ID is not specified on the spreadsheet journal header, then the SpeedType is validated against the valid list of SpeedTypes available for the user ID of the user that imports the spreadsheet journal.

An error message is logged if an invalid SpeedType is specified on the Spreadsheet Journal. The error message is logged at import time for both batch or online import.

At import, the system first populates the ChartField values based on the SpeedType but then can override a generated ChartField value with a ChartField value that is specified in the spreadsheet. For example, consider the SpeedType, *Peripheral*, which is available in the demo data that is defined to specify account *500000*, department *212000*, and product *Config*. If you populate a spreadsheet journal line using this SpeedType, *Peripheral*, but enter a department *10000*, at import time the system populates the ChartFields with account *500000*, department *10000*, product *Config*.

---

**Note.** If the SpeedType is created under One User ID or One Permission list, the Spreadsheet will not differentiate, unlike the online journal where the selection is limited by Type of SpeedTypes. This is due to the fact that a prompt table (which is equivalent to a dropdown box in Excel) could potentially create a performance bottleneck due to the large volume of data that would have to be retrieved and displayed in the Spreadsheet.

---

## Validation

Spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entry using the Journal Entry page.

For example, validations can be done for Project ID and other project costing ChartFields for journals entered online using the Journal Entry page. However, the spreadsheet load process is not considered a replacement for online journal entry but is supplemental and is not recommended for journals where there is a need for broad project costing ChartField validation.

In addition, after importing a journal from a spreadsheet, you must run the Journal Edit batch process on the journal before you make corrections using the Create Journal Entries pages. Journal entries loaded to your system using spreadsheet journals import (or for that matter, flat file journal import) must be edited using batch edit only. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. After importing journals, if you then open them online you get a warning message stating that they must be edited first. It is only after the batch edit that the journals display the final entries for such things as interunit, separate debit credit reversals, and multibook lines.

Spreadsheet journal entry provides consistent error messages across batch import and online import. For batch import the messages are provided in a separate log file and are not part of the message log. However the message log provides reference to the log file and incorporates the *Reference ID* field value in all the messages logged.

The system indicates in the process monitor if any error or warning message are written to the log file. The following are examples of error and warning messages that might be logged by the system:

- Logs error if *NEXT* is not used where only *NEXT* should be used.
- Logs journal header validation errors.
- Logs journal line validation errors.
- Logs message for skipped journal headers.
- Logs message for skipped invalid journals.
- Logs error message if specified SpeedType value does not exist.
- Logs error message if a commitment control ledger group is used and the business unit is not set up for commitment control.
- Logs error messages if the validation of the commitment control ledger against the commitment control ledger group is not valid.
- Logs error if commitment control is not enabled for General Ledger.

## Online Versus Batch Mode Import

You can import data into your PeopleSoft database using Spreadsheet Journal Import in either online mode or batch mode. The logical unit of work for a batch load is a file and the logical unit of work for an online load is a journal sheet.

- Using online mode, you open a journal sheet, enter data, and use the Import Journals Now button to import the data into your PeopleSoft database.

Data is sent as XML documents over the internet and immediately imported into the PeopleSoft database.

- Using batch mode, you can store your journal sheets by using the Write Journals to a File button, and then running the Batch Import Process (GL\_EXCL\_JRNL) to import one or more journal files to your PeopleSoft database.

If you want to use the batch import process but at the same time want to import one journal sheet at a time, create separate files for each journal sheet. The option to write one file can be used to create a separate file for each journal sheet while writing a file. When the option to write one file for each journal sheet is selected, the system generates one file for each journal sheet and an index file.

Batch import mode has a feature to import multiple journal files at a time using an index file that points to multiple data files. For example, assume you have a text file INDEX.txt containing these four lines:

```
H:\helen\JRNL1.xml
H:\helen\JRNL2.xml
H:\david\JRNL1.xml
H:\Singapore\ProjectX.xml
```

You can attach INDEX.txt to the Spreadsheet Journal Import page and select *Index file to other data files* in the Number of Data Files field. The Spreadsheet Journal Import process searches for all four data files and imports them one by one. Be aware that the file paths are specified relative to the process scheduler where the import process runs. In this example, it is the *H* drive on the process scheduler.

If your process scheduler runs on a UNIX machine, then your index file may look like the following example. Remember, *UNIX file names are case sensitive*.

```
/tmp/usr/jrnl1.xml
/tmp/usr/jrnl2.xml
/tmp/usr/jrnl1.xml
/tmp/singapore/projectx.xml
```

### **Secondary Translation Lines**

Secondary translation lines default from primary lines for spreadsheet journal entry. This applies to translate lines where the secondary journal lines must be generated from the primary lines as in the case of an external import where only primary lines are entered. Changes were made so that when the foreign currency of the primary line is the same as that of the base currency of the translate line, then the rate, type, and exchange rate are defaulted from the corresponding primary line when editing imported journal entries from flat file or spreadsheet journal entry. That is to say, if the transaction currency of the primary ledger and base currency of the translate ledger are the same, then the system defaults the exchange rate from the primary journal lines in spreadsheet journal entry just as the system does in online journal entry. If the foreign currency of the primary line is not the same as that of the base currency of the translate line, the system uses the exchange rate from the rate type specified on the ledger group of the Translate ledger.

---

## **Setting Up and Importing Spreadsheet Journals**

To set up and import spreadsheet journals, use the JRNL1.xls file delivered with your PeopleSoft products.

This section discusses how to:

- Use the Spreadsheet Journal Import Control page.
- Set up workbook defaults.
- Create a new journal worksheet.

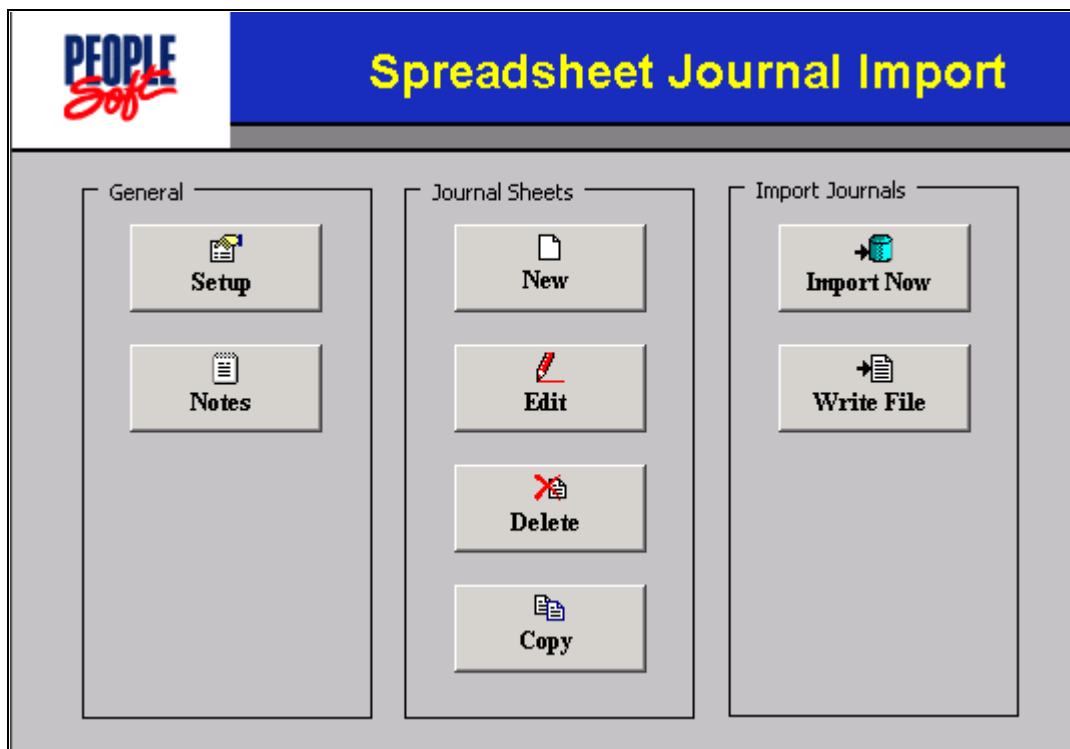
- Enter journals using journal sheets.
- Import journal sheets in online mode.
- Import journal sheets in batch mode.

## Pages Used to Set Up and Import Spreadsheet Journals

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Spreadsheet Journal Import control page	JRNL1.xls	Click the JRNL1.xls file delivered with your PeopleSoft products to open the Spreadsheet Journal Import control page.	Set the defaults and set up your spreadsheets for importing into General Ledger.
Define Options and Defaults	JRNL1.xls	Click the Setup button on the Spreadsheet Journal Import control page.	Set up journal header defaults and options for message logging, document sequencing and general options, and specify online import controls for the workbook.
Chartfield Configuration	JRNL1.XLS	Click the Configure button.	Access a Chartfield Configuration secondary page for a journal sheet where you can configure the columns and field formats for different ChartFields.
Notes	JRNL1.XLS	Click the Notes button on the control page.	Access a notes sheet in the workbook to use for instructions, calculations, notes, and so on. In our example, the sheet is blank except for a heading and the control button that returns you to the control page.
Journal Sheet	JRNL1.XLS	Click the New or Edit button on the control page to create or edit a journal sheet.	Create and edit journal data.
Spreadsheet Journal Batch Import Request	GL_EXCL_JRNL	General Ledger, Journals, Import Journals, Spreadsheet Journals	Run the batch import of journal sheet files that you created from the Spreadsheet interface into your PeopleSoft database.

## Using the Spreadsheet Journal Import Control Page

Access the Spreadsheet Journal Import control page by opening JRNL1.xls. If prompted, choose to Enable Macros.



Spreadsheet Journal Import control page

The control buttons on the Control page are grouped into three group boxes:

- General
- Journal Sheet
- Import Journals

### **Control Page: General**

The General group box enables you to define options and defaults for this workbook and to enter any notes or calculations concerning this import.

#### **Setup**

Click to set up access to the Define Options and Defaults dialog box. Use to set journal header defaults, message logging options, document sequencing options, online import controls, and so on. You can also access the ChartField Configuration dialog box from here.

#### **Notes**

Click to access a scratch pad in the workbook. Use the scratch pad for instructions, calculations, notes, and so on.

**Control Page: Journal Sheets**

The Journal Sheets group box enables you to insert a new journal sheet, or edit, delete, or copy an existing journal sheet.

<b>New</b>	Click to insert a new journal sheet. A workbook can contain as many journal sheets as needed, and each journal sheet can contain as many journals as desired.
<b>Edit</b>	Click to edit one journal sheet in the workbook.
<b>Delete</b>	Click to delete one or more journal sheets in the workbook.
<b>Copy</b>	Click to copy one journal sheet to a new journal sheet saved under a new name.

**Control Page: Import Journals**

The Import Journals group box enables you to import one or more of the journal sheets and save journal sheets to a file.

<b>Import Now</b>	Click to initiate online import of one or more journal sheets. The system imports only journals that are marked as <i>import</i> .
<b>Write File</b>	Click to save selected journal sheets to a file. After saving one or more files, you must run the batch import process (GL_EXCL_JRNL) to complete the file import process.

---

**Note.** You can use Shift and Ctrl keys to select multiple journal sheets.

---

**Setting Up Workbook Defaults**

Before you start entering journals, you must specify the options, defaults, and settings for the journal sheets in your workbook. From the Spreadsheet Journal Import control page, click the Setup button to display the Define Options and Defaults dialog box.

**Define Options and Defaults: Header Defaults**

Enter default values for the Business Unit, Date, Ledger Group, Source fields, and the following fields as necessary.

Define Options and Defaults page

**User ID**

Enter a default (operator) user ID for the journal header.

**Enable Multibook**

Select this field to make the Ledger field in the New Journal Header page unavailable for selection. This ledger field displays when you click the Add button in the Spreadsheet Journal Import - Header section of the worksheet. The Ledger field on the journal header is optional. You only use it when you want to enter journals for ledger groups that are *not* set to *Keep Ledgers in Sync* and for which you do want to specify the ledger name on the header.

If you select this check box, the Ledger field is not enabled on the journal header.

**AutoGen Lines** (automatically generate lines)

This field is related to the Keep Ledgers in Sync (KLS) option for multibook ledgers on the Detail Ledger Group page. The KLS option determines if a transaction is posted to one or to all ledgers in a group.

If you select this option, the system automatically generates journal lines to support transaction detail for all ledgers in a ledger group. For example, if you enter a two-line journal import for a ledger group that contains three ledgers, the journal edit process generates an additional four lines—two lines for each additional ledger.

If you do not select AutoGen Lines, and the ledger group of the journal is defined as KLS, then the Journal Edit process overrides your choice and still generates the corresponding lines for all ledgers in the group.

**Define Options and Defaults: Message Options**

Define the message log options based on the following information:

<b>Message Options</b>	<p><i>Log Error Messages Only:</i> The system logs import messages to JRNLLLOG.xls only when errors occur.</p> <p><i>Log Successful and Error Messages:</i> The system logs all import messages to JRNLLLOG.xls regardless of the import process being successful.</p>
<b>Display Messages Online</b>	Select to show import error messages online. Otherwise, errors go only to the message log JRNLLLOG.xls.

**Define Options and Defaults: Document Sequencing**

Define document sequencing options based on the following information:

<b>Enable Document Sequencing</b>	Select to enable document sequencing for any business units that use it. You can track journals by document sequence number. Enabling this option enables you to specify document sequencing fields on the journal header.
<b>Default Document Type</b>	When document sequencing is enabled, specify a default document type—such as domestic customer invoices, customer credit memos, or customer debit memos—to indicate the business purpose of your transaction. You can enter a document type for each journal header at a later time.

**Define Options and Defaults: Online Import Control**

Define options and behavior of online import mode based on the following information:

<b>Address</b>	<p>Enter the URL of the PeopleSoft XMLlink web service. To use a secure connection, contact your Information Technology department to set up a secure socket layer (URL starts with https://).</p> <hr/> <p><b>Note.</b> To verify that your URL address is correct, copy the address to a browser and press enter. You should be able to see a list of PeopleSoft xmllink services.</p> <hr/>
<b>User ID</b>	Enter the database PeopleSoft logon user ID.
<b>After Successful Import</b>	<p><i>Change Import Status to Do Not Import:</i> The system changes import status of journals that are imported successfully. This prevents reimport of the journals when you attempt to import them a second time.</p> <p><i>Keep Import Status as Import:</i> Select this if you do not want the system to change import status so that you can reimport it later.</p> <p>You can override journal import status at the journal sheet level anytime.</p>



**Skip If Journal Already Exists**

Select this option and *online load* does not update already existing journals. The option is intended to prevent duplicate journals when a user is unaware that a journal has already been processed. This option is the default and is only applicable for online import using the Import Now functionality.

A message is logged providing details of any journals skipped because they already exist in the system.

If the option is not selected, online load updates already existing journals with valid journal data.

---

**Note.** When *NEXT* is used for the journal ID it is not possible to check if a journal already exists.

---

**Skip If Journal Has Errors**

Select this option and online load does not load invalid journals. This option is the default and is only applicable for online import using the Import Now functionality.

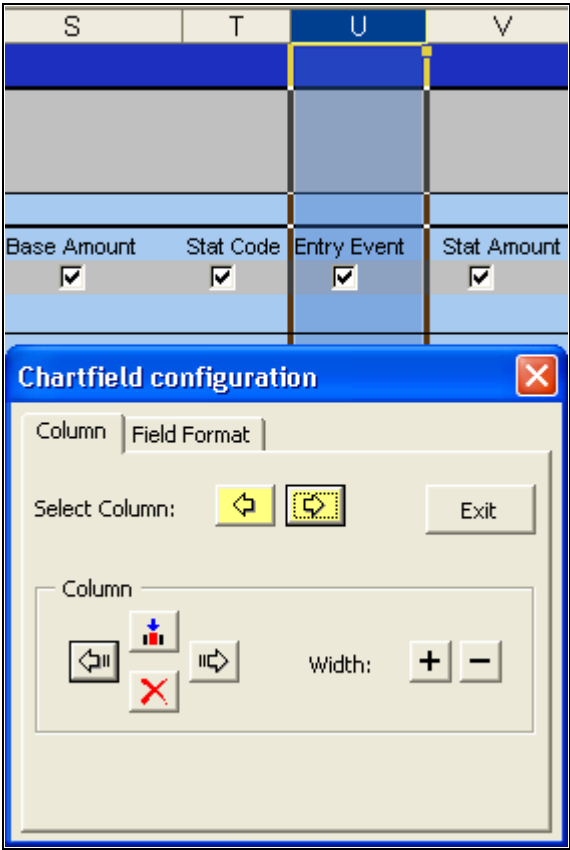
A message is logged providing details of journals that have invalid data.

If the option is not selected then the online load does not load either valid or invalid journals for that journal sheet. Online load then proceeds to the next journal sheet and loads all journals in the next journal sheet if all the journals in that next journal sheet are valid.

See Validation topic.

***Chartfield Configuration in Spreadsheet Journal Import***

Click the Configure button on the Define Options and Defaults page to access the Chartfield Configuration dialog box, in which you can include, exclude, or rearrange columns, as well as alter field labels and column formats for a worksheet.










Spreadsheet Journal Import - Chartfield Configuration page

You can alter the contents of your spreadsheet one column at a time. The column that you intend to edit is highlighted in blue. The Chartfield Configuration - Column page enables you to select a column and control its appearance.

**Chartfield Configuration - Column Tab**

Use this dialog box to change the format, ChartFields, and column layout of your spreadsheet.

Click the buttons in the Chartfield Configuration dialog box based on the following information:

-  Moves the highlight one column to the left.
-  Moves the highlight one column to the right.
-  Shifts the highlighted column to the left.
-  Shifts the highlighted column to the right.
-  Inserts a new column to the left of the highlighted column.
-  Click this button to increase the width of the highlighted column.
-  Click this button to reduce the width of the highlighted column.

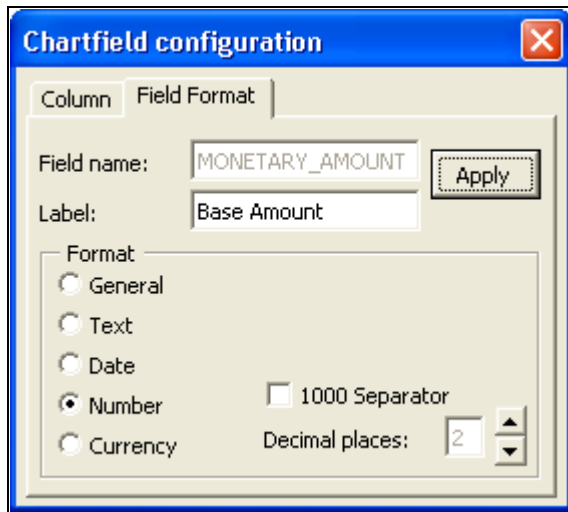
---

**Note.** The configuration dialog box prevents you from deleting or modifying certain system required fields.

---

### **Chartfield Configuration - Field Format Tab**

Use the Chartfield Configuration - Field Format dialog box to control the content and format of the columns on your spreadsheet.



Chartfield Configuration - Field Format page

<b>Field Name</b>	You must use a valid database field name from PeopleSoft journal tables. If you misspell a field name or enter an invalid field name, you will not receive an error message until you attempt to import the journal sheet.
<b>Label</b>	Enter the column label for the spreadsheet journal workbook.
<b>Format</b>	Specify the cell format.
<b>Apply</b>	You <i>must</i> click to save this format for the journal sheet.

### **See Also**

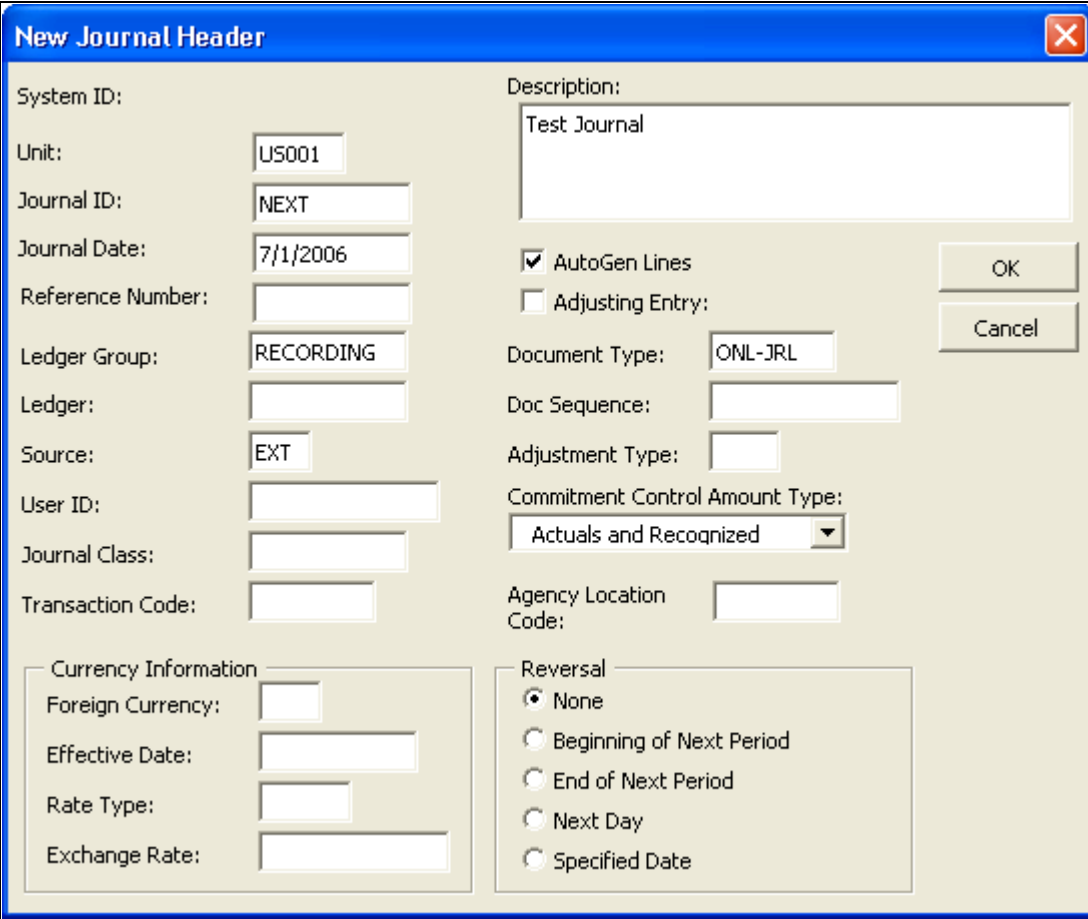
*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Configuring ChartFields"

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Defining Document Sequencing," Defining Document Types

## **Creating a New Journal Worksheet**

Click the New button on the Spreadsheet Journal Import control page to access the New Journal Header page.



New Journal Header page

**Unit**

Enter a business unit and it is used by the system at import time to populate spread sheet journal lines when no business unit is specified for the line either through direct entry or copy down from the previous line value that you entered.

**Journal ID**

You can specify a journal ID or use *NEXT* to derive the journal ID.

See [Chapter 9, "Using Spreadsheet Journal Import," Spreadsheet Journal Import Overview, page 210.](#)

**Journal Date**

Enter a date or use the current date supplied by the system.

**AutoGen Lines** (automatically generate lines)

Select this check box if the ledger group contains multiple ledgers. If you have selected the Keep Ledgers in Sync (KLS) option for multibook ledgers on the Detail Ledger Group - Definition page, you should always select the AutoGen Lines check box so that the system automatically generates journal lines to support transaction detail for each ledger in the group. For example, if you enter a two-line journal import for a ledger group that contains three ledgers, the journal edit process generates two lines for each ledger.

Adjusting Entry

Select this option and the adjustment period fields become available.

**Note.** Fields associated with functionality that your organization chooses not to implement are unavailable. For example, if you choose not to implement document sequencing, those fields are unavailable. A field may also be unavailable depending on the settings on the Define Options and Defaults page.

Currency Information

Do not enter values for both the rate type and the exchange rate. If you do, you receive an error message. Enter one or the other, but not both.

Entering Journals Using Journal Sheets

Access a new journal sheet.

	B	E	H	I	J	K	L	M	N	O
2	Spreadsheet Journal Import									
3	Journal Header		Sys ID	Unit	Journal ID	Date	Description			
4			1012	US001	SJL_3112	1/15/2006	Scenario: Line BU and Currency blank			
5										
6	Journal Lines									
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount
8				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9						Select fields to copy from a previous line by marking the checkboxes under each field.				
10										
11										
12	1007	NEXT	1		LOCAL	642000				100.00
13	1007	NEXT	2		LOCAL	212000				(100.00)

New Spreadsheet Journal Sheet

- 
- Imports this journal sheet immediately using online import mode.
- 
- Returns to the Spreadsheet Journal Import control page.

Spreadsheet Journal Import - Header Buttons

The buttons in the header section of the spreadsheet are:

- 
- Creates a new journal header with its own default values.
- 
- Selects the journal header on whose lines you want to work.
- 
- Edits the journal header fields.
- 
- Copies a journal.



Deletes a journal.



Changes import status of a journal.

### ***Spreadsheet Journal Import - Lines Buttons***

The buttons in the lines section of the spreadsheet are:



(in the Lines section)

Adds a journal line in the current selected journal header.



(in the Lines section)

Deletes a journal line. Position your cursor on the line and click this button.



Copies a block of multiple lines.



Deletes a block of multiple lines.



Check the amount fields to verify that you have entered the number with the number of decimal points that you have set up. The default number of decimal points is 2. Click the button to check the number of decimal points before you import the journal.

### ***Adding Journal Lines***

Click the Add button in the line section to access and add a journal line.

1. Populate the journal line data using the Tab key or arrow keys to advance from one cell to another.
2. Insert additional lines by clicking the Add sign again to insert a line and automatically reposition your cursor in the first active cell of the new line.

Scrolling left is unnecessary.

3. Select the check box for a field where you want the value of the field on that journal line repeated in the journal line that is added next.

Otherwise, the value for that field on the succeeding line is blank.

---

**Note.** Use as many journals in a spreadsheet as you like. Note that when you insert lines, they carry the header displayed at the top of the sheet.

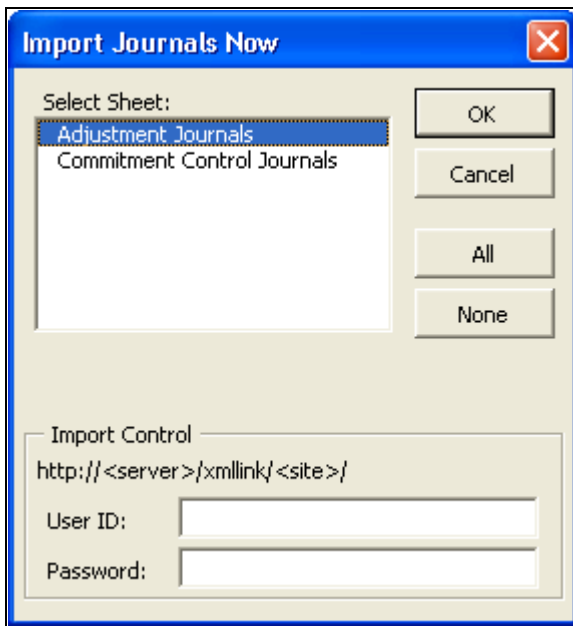
---

## **Importing Journal Sheets in Online Mode**

You can import journal sheets online from either the control page or the journal sheet page.

### ***Import Journals Online from the Spreadsheet Journal Control Page***

Access the Import Journals Now dialog box by clicking Import Now on the Spreadsheet Journal Import control page.



Import Journals Now page

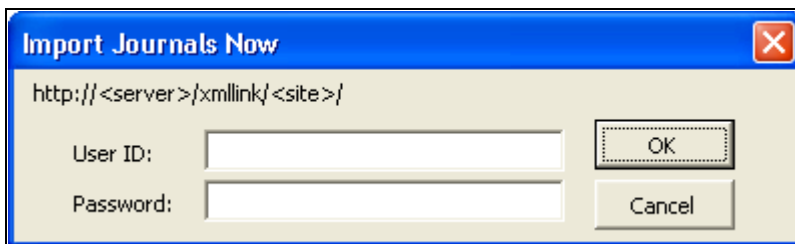
Select the sheets that you want to import to the General Ledger database. Enter your PeopleSoft database user ID and password and click OK.

### ***Import Journals Online from a Spreadsheet Journal Worksheet***

Access a Spreadsheet Journal Import journal sheet.



Click this button to display the Import Journals Now page.



Import Journals Now page

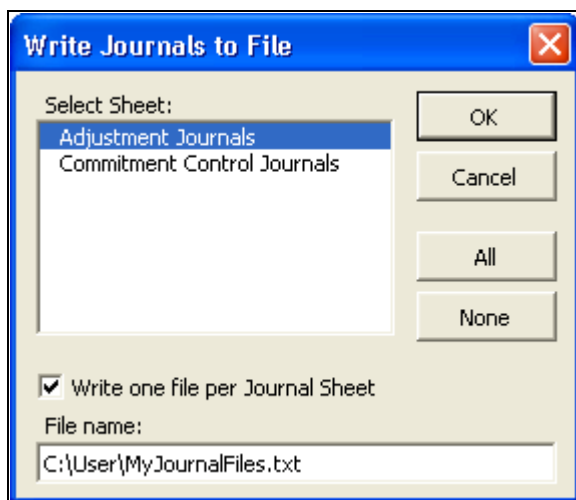
The URL to your PeopleSoft database appears automatically. Enter your user ID and password and click OK to import the journals.

## **Importing Journal Sheets in Batch Mode**

Some organizations create numerous journal sheets, which they store in flat files for processing at a later time. To do this, you must write the journal sheets to the individual flat files. When you are ready, you run the GL\_EXCL\_JRNL batch import process.

## Writing Journals to a File

After completing your journal sheet activity, navigate to the Control page and click Write File to access the Write Journals to File dialog box.



Write Journals to File page

The default for batch mode is for only one file to be generated for all journal sheets. However, you can create a separate XML file for each journal sheet.

To import one journal sheet at a time, you create a separate XML files for each journal sheet by selecting the Write One File per Journal Sheet check box on the Write Journals to File page. The system generates:

- One file for each journal sheet.
- An index file.

Select some or all journal sheets that you want to save and click OK.

This stores the journal sheet data in the file that you specify in the File Name field.

To import the journal file into the PeopleSoft database, you must run the PeopleSoft Spreadsheet Journal batch import process (GL\_EXCL\_JRNL).

## Running the Spreadsheet Journal Import Batch Process (GL\_EXCL\_JRNL)

Access the Spreadsheet Journal Import Request page in General Ledger (General Ledger, Journals, Import Journals, Spreadsheet Journals, Spreadsheet Journal Import Request).



### Spreadsheet Journal Import Request

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

\*Number of Data Files:

Single data file

\*Character Set:

ISO\_8859-1

\*If Journal Already Exists:

Update

\*If Journal is Invalid:

Skip

Default GL Document Type:

Add

Delete

View

Attached File:

BUDGETUS005.xls

Spreadsheet Journal Import Request page

<b>Number of Data Files</b>	<p><i>Single data file:</i> The file you attached to this page is the data file containing journal data.</p> <p><i>Index file to other data files:</i> The file you attached to this page is an index file containing file path and file names to one or more data files stored elsewhere.</p>
<b>Add</b>	Click to add an attachment. Browse for the file you have written from the spreadsheet journal workbook, and then click Upload.
<b>Delete</b>	Click to delete an attachment.
<b>View</b>	Click to display the contents of the attached file.
<b>Character Set</b>	Select the character set of the flat file being imported. For example, you can specify ISO_8859-6 for Arabic or JIS_X_0208 for Japanese Kanji.
<b>If Journal Already Exists</b>	Select <i>Abort</i> , <i>Skip</i> , or <i>Update</i> .
<b>If Journal is Invalid</b>	Select <i>Abort</i> or <i>Skip</i> .
<b>Default GL Document Type</b>	If you use document sequencing, specify a default document type to indicate the business purpose for the transaction. You can enter a document type for each journal header at a later time.



## Chapter 10

# Processing Journals

This chapter provides an overview of processing journal entries and discusses how to:

- Determine the status of journals.
- Request journal edits.
- Post journals.
- Unpost journals.
- Correct journal errors.
- Produce journal reports.

---

## Understanding Journal Processing

PeopleSoft General Ledger offers several ways to process journals to ensure control and maximize efficiency without losing flexibility. You decide when and by whom journals are validated and posted. Allow one user to only enter the journal entries and allow another user to post these journal entries.

When you select and inquire or process, you often have the opportunity to specifically identify characteristics of the data that you want to use to inquire upon or process.

This selection criteria might include the following terminology:

## Common Elements Used in This Chapter

### Process Frequency

The options in the box control how often a request is processed. If you select **Once**, the system processes the current request the next time that a background Edit is executed for the run control ID. Once executed, the Process Frequency status is changed to **Don't Run**. If you want this request to be processed each time that editing is initiated, select **Always**.

### Request Number

The field indicates the number for the process request. The system assigns each set of run parameters a unique number. The process edits journals in the ascending order of the request number.

<b>Business Unit</b>	Specify value to edit journals for that business unit only or leave it blank to edit journals for all business units. If you specify a business unit value, the Journal Edit process also edits the non-anchor business unit journals for which the anchor business unit is the specified business unit.
<b>Ledger Group</b>	Select to edit journals for a specific ledger group, or leave blank to edit journals for all ledger groups.
<b>Source</b>	Select to edit journals for a specific journal source, or leave it blank to edit journals for all journal sources.
<b>System Source</b>	Specify a system source to limit journal selection to specific General Ledger processes or specific application processes. For example, you could include only journals that the Allocations process or the <i>JGen-AR</i> (Journal Generator process for PeopleSoft Receivables transactions) created.
<b>Process Partition ID</b>	Specify a process partition ID to limit journal selection to specific data sets that you define for the partition ID on the Process Partition page. Each data set is associated with a business unit and ChartField combination.
<b>Journal ID From/To,</b>	Enter a range of journal ID numbers to limit the number of journals to process.
<b>Journal Date From/To</b>	Enter a journal date range to limit the number of specific journals within a given period to process.
<b>From Year/Per</b> (from year/period) and <b>To Year/Per</b> (to year/period)	Select to limit to journals within a specific range of fiscal years and periods.

## Journal Processing

Before you can post journals to General Ledger you must edit them to verify that:

- ChartField values are valid.
- Debits equal credits.
- Journal entries are flagged for posting to the target ledger.
- Interunit and intraunit balancing entries are generated.

If the Journal Edit (GL\_JEDIT) process encounters any errors, General Ledger responds based on whether you indicated that you want to recycle the journals with errors, correct the errors, and then post them, or whether you indicated that you want to post the journals with invalid ChartFields or unbalanced debit and credit amounts to your suspense accounts.

There are two methods to edit and post journals:

- Select the Journal Edit and Journal Post options from the menu.
- Select *Edit Journal* and *Post Journal* during journal entry.

When you edit or post while making journal entries, the system initiates the processes on the server. When the process is complete, the system automatically updates the Journal Entry pages with the results of the edit or post.

To streamline the Journal Edit (GL\_JEDIT) and Journal Post (GLPPPOST) processes, you can combine and run the processes by selecting both Edit and Post on the Journal Edit - Request page. The system posts all journals without errors that pass the Journal Edit process.

The Journal Post process:

- Posts on valid, edited journals.
- Posts each journal line in the appropriate target detail ledger.
- Changes the journal's status to posted.

---

**Note.** General Ledger does *not* post unbalanced journals to balanced ledgers.

---

After posting, the system retains the original journal entries for analysis and an audit trail. You can reverse posted journal entries with a full audit trail, and you can also *unpost* a journal. Unposting is a *one time only* event for any one journal, and there are restrictions—you cannot edit the journals.

The Review Journal Status component provides a summarized display of journal entries. Once all critical entries are processed, you can schedule closing and reporting tasks.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Journal Source Error Processing

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions

## Journal Editing

The Edit Journals Request page enables you to specify selectively which journals to edit, based on the business unit, ledger group, journal source, system source, process partition ID, journal ID, and journal date. General Ledger edits only those journals that match your request criteria. If you leave one criterion blank, General Ledger ignores that criterion and edits journals that match the other criteria. For example, you can edit all business units by leaving the Business Unit field blank.

---

**Note.** To initiate a journal edit without going to the Edit Journals Request page, use the Edit Journal option in the Process field on the Journal Lines page.

---

You can combine the Journal Edit (GL\_JEDIT) and Budget Checking (FS\_BP) processes in a single run by selecting both Edit and Budget Check on the Edit Journals Request page. The system budget checks the journals that pass edit. You can also combine the Journal Edit (GL\_JEDIT), Budget Checking (FS\_BP), and Journal Post (GLPPPST2) processes in a single run by selecting Edit, Budget Check, and Post on the Edit Journals Request page. The system posts the journals that pass editing and budget checking. If you do not use the commitment control optional functionality, you can ignore the Budget Checking option.

When you run the process, you can run the Journal Edit process exclusively or you can run a Journal Edit and Error Rpt (report) multiprocess job (GLJEDERR) that runs the Journal Edit process and generates an error report.

---

**Note.** During the Journal Edit process, the fiscal year of adjusting journals are updated with the fiscal year associated with the adjustment period defined on the open period update page. Make sure that the adjustment periods in the open period update page are set up correctly with adjustment years. Also, when changing the fiscal year associated with the adjustment period, make sure that all the relevant adjusting journals are posted before the change.

---

## Journal Posting

You can request posting at the time you enter journal entries or at a later time.

Most journal entries generated by a company will be posted in a background process that typically occurs on a daily or weekly basis. In this case, you mark journals for posting so that all pending journals are processed together the next time that you run the Journal Post (GLPPPOST) process.

When you mark a journal for posting, General Ledger verifies that there are no edit errors that would render the journal invalid for posting.

There are times, however, when an immediate request to post is warranted. Posting from the Journal Entry - Lines page provides you with that flexibility. To initiate a journal post without going to the Post Journals Request page, select *Post Journal* in the Process field on the Journal Lines page.

For special types of requests, such as posting groups of journals, use the Journal Post (GLPPPOST) process. Posting performs the following:

- Selects all journals that have been marked for posting and that meet the criteria specified on the posting request.
- Posts the lines of each selected journal to the ledger.
- Creates a reversal journal if so requested on the journal header.
- Changes the Status indicator for each of the journals from *Valid* to *Posted*.
- Changes the status of the sibling rows in the Open Item table to *Open* and subjects the rows to reconciliation if the journals contain Open Item accounts.

General Ledger then posts the individual journal lines to the target ledger. Journal Post also performs one or more of the following jobs if you select the options when you run the process:

- Reconciles Open Items for transactions related to currently posted journals.
- Updates Average Daily Balance (ADB) information.
- Updates Summary Ledgers incrementally.

- Updates ledger balances incrementally for ledgers that are loaded from external sources.

The process populates the Posting Date on the journal header using the Journal Process Date that you define for each business unit on the General Ledger Definition - Journal Options page for the post date for all journals in the batch. It can be the date at the time the Journal Post process begins or a date of your choosing. If you prefer to maintain a user-specified date for posting date, you can automatically update the date for a single business unit, a range of business units, or all business units by running the Maintain GL BU Process Date process (GLPROCESSDT).

You can also run the Post Daily Balances process (GL\_ADB\_POST) after you post journals from the Post Journals Request page. The Journal Post process posts daily balances to an intermediate holding table. The ADB Post process posts daily balances from the intermediate holding table to the ADB ledger (also known as the daily ledger or ADB source ledger). After it posts the daily balances to the ADB ledger, it deletes the rows in the holding table. Or you can run the Journal and ADB Post (journal and average daily balance post) multiprocessing job (GLADBPST) to post the journals and update the ADB ledger with the daily balances.

---

**Note.** Journals cannot be posted or unposted to a closed period. The closed period must first be opened before any journal activity can be processed in that period. The transaction type, UNP, on the Open Period Update page should be opened as well to allow unposting.

---

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Default Journal Post Options for a Ledger

Chapter 15, "Calculating Average Balances," page 315

Chapter 10, "Processing Journals," Setting the Process Date, page 250

## Unposting Journals

You can unpost a journal only once, and you cannot edit a journal that you have unposted. If you want to post a journal that has been unposted, copy the journal to a new journal and then post the new journal. General Ledger automatically creates an unpost audit trail for you.

When you unpost a journal with related journal entries, the process automatically unposts the related journal entries too. For example, when you unpost an accrual journal entry, the accrual reversal journal entry is automatically unposted at the same time. The same is true for unposting interunit journals and suspense journals.

The original journal entry is the anchor journal entry and the journal entries that the system generates for accrued reversals, interunit entries, and for suspense journal lines are non-anchor journal entries.

---

**Note.** The unpost periods must be open for related journals when an anchor journal is unposted. If you select an anchor journal for unposting that has related journals, such as a reversal, interunit, or suspense correction journal that might fall in a closed period, make sure that both the original and related journals are associated with an open period. Unposting to closed periods can have out of balance issues causing differences in journal and ledger balances when there are related journals. In addition, if you enter a different unpost date, the date entered must not be the same as the journal date for the related journals. This can cause duplicate entries which can then cause the unpost process to fail. To assist in preventing reversal problems, a message is issued from the Mark to Unpost page warning that any unposting of an anchor journal with related journals should have appropriate periods open for both the original anchor journal as well as its related journals.

---

The Journal Post process (GLPPPOST) searches for anchor journals that are to be unposted. The process identifies non-anchor journal entries by looking for the following:

<b>Reversal journals</b>	Journals for which the reversal code is one of the following: Beginning Of Next Period On Date Specified By User End Of Next Period Next Day Adjustment Period
<b>InterUnit journals</b>	Journals for which the interunit business unit field is different from the business unit field.
<b>Suspense correction journals</b>	Journals that contain an entry in the PS_JRNL_HDR_SIBL table.
<b>Book Code reversal journals</b>	If you are using book code with multi GAAP functionality and the journal contains an entry in the PS_JRNL_HDR_SIBL table.

Reversal journals are selected by their anchor journal and can be marked for unpost based on business unit, ledger group, journal source, fiscal year and accounting period (including adjustment periods), specific journal ID (optional), ChartField criteria, journal class criteria, and journal date range (optional). Entry event lines generated with the journals are reversed (unposted) along with their associated journals.

---

**Note.** The capability to mark journals for unposting by ChartField criteria and journal class criteria is important to the processing of reversals performed by the federal government. The government requires the capability to perform reversals on transactions involving trading partners. Because Trading Partner is set up as a ChartField by the federal government, the government can easily perform these reversals using unposting. The federal government also sets up journal classes to categorize types of journals. Processing reversals by journal class using the unpost feature enables the government to process together a large number of reversals falling within a specific category.

---

The Journal Post process (GLPPPOST) then tries to unpost the related non-anchor journals. The process does one of the following:

- If the non-anchor journals are posted, the process unposts them with the anchor journals.
- If the non-anchor journals are not posted, the process creates the unpost journals to offset the non-anchor journals, and then the process marks both the anchor and non-anchor journals for posting and posts them.

This creates an audit trail for the non-anchor journals.

---

**Note.** Journals cannot be posted or unposted to a closed period. The closed period must first be opened before any journal activity can be processed in that period. The transaction type on the Open Period Update page should be UNP.

The Automatically Unpost options are selected by the system for both non-anchor interunit and non-anchor reversal journals. The system always unposts non-anchor journals entries with the anchor journal entry. You can query and display the non-anchor journals on the Mark Journal for Unposting page, but they are unposted only when you unpost the anchor journals.

---



General Ledger can unpost journals that contain Control Accounts in General Ledger; however, it does not automatically keep the feeder system for which the control account exists in sync. This must be done in the feeder application or in the feeder system (PeopleSoft Payables, Receivables, Treasury, and others).

---

**Note.** Deleting a journal entry that has never been posted is a distinct process from unposting a journal entry that has been posted. Deleting an unposted journal entry is described in the chapter "Making General Ledger Journal Entries."

---

### See Also

Chapter 8, "Making General Ledger Journal Entries," Deleting Journal Entries Not Yet Posted, page 195

## Unposting of Anchor and Non-anchor Journals

If an anchor journal is posted and is then unposted, any associated non-anchor journal will be either (U) unposted (if the status of the non-anchor was (P) posted) or (D) deleted if the status was (V) Valid but not yet posted. The unposting of a posted anchor journal and the subsequent unposting of the related posted non-anchor reversal journal is straightforward. There is a posting and unposting of both journals that is recorded in the general ledger. However, the unposting of a posted anchor journal and the treatment of an associated not-yet-posted non-anchor journal is different. For example, assume you have created an accrual journal called J1, which is the anchor, that is dated and posted for March 15 with a system generated reversal (a non-anchor J1 journal) on April 1. Also, assume that you discover after posting the accrual on March 15 that it is in error and that you immediately unpost this accrual journal. Because the non-anchor journal was never posted to the general ledger, an audit trail is created by the system by creating a non-anchor reversal journal, which is given a status of D (deleted) by the system. Both the original non-anchor journal and the reversal non-anchor journal then exist in the system with a header status of D.

The final results are:

<i><b>Journal ID</b></i>	<i><b>Date</b></i>	<i><b>Header Status</b></i>	<i><b>Posted to General Ledger</b></i>
J1	March 15	P	yes
J1	March 15	U	yes
J1	April 1	D	no
J1	April 1	D	no

## Changing the Unpost Journal Date for Business Units

When you want the flexibility to change the unpost date for a journal entry, access the Journal Options page for the business unit and select the Allow Different Unpost Date option. This makes the Unpost Date field available on the Mark Journals for Unposting page.

The date in the Unpost Journal Date field is used as the journal date for the unposting entry. By default, this is the same as the original journal date; however, if you have selected the Allow Different Unpost Date option, the field is available on the Mark Journals for Unpost page and can be changed to a new or different date.

If there are related journals, the date entered must not be the same as the journal date for related journals, such as reversal, interunit, or suspense correction journals. This can cause duplicate entries which can then cause the unpost process to fail.

---

**Note.** For interunit journals, all business units must have the Allow Different Unpost Date option selected on the General Ledger Definition - Journal Options page if you want to change the journal unpost date. If one business unit does not have this option selected, you receive an error message.

---

### See Also

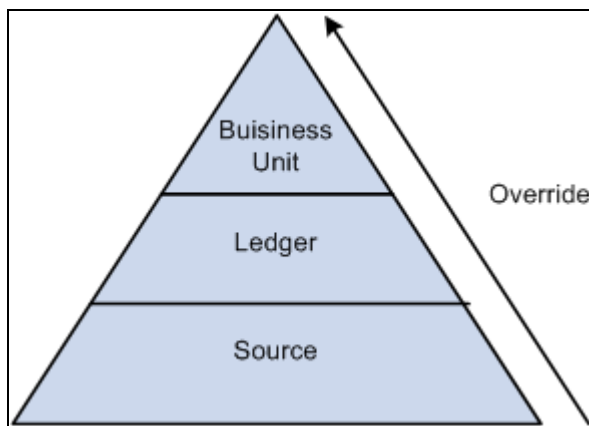
Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 26

Chapter 21, "Reviewing Financial Information," Viewing Journal Information, page 525

## Journal Error Processing

Journal error processing options are available at the business unit, ledger for a unit, and source levels. Error processing options that are defined at the ledger level (Ledgers For A Unit component) override those defined at the business unit level; error-processing options defined at the source level override options defined at both the business unit and ledger levels.

This diagram illustrates the override hierarchy for journal error processing:



Journal error processing override

The Suspend journal error processing option can be set for these errors:

### Journal Balance Errors

A journal balance error occurs when an unbalanced journal is created with a ledger that is defined as a balanced ledger. If the Suspend option is set, the system generates a suspense line to bring the journal into balance. This suspense line is referred to as a balance suspense line.

<b>Journal Edit Errors</b>	A journal edit error occurs if the journal line has an invalid ChartField value or ChartField combination. If the suspense option is set, a suspense line is generated for each line that is in error. This suspense line is referred to as an edit suspense line.
<b>Journal Amount Errors</b>	A journal amount error occurs if a foreign currency journal line has different signs on foreign amount and monetary amount. If the suspense option is set, a suspense line is generated for each line that is in error. This suspense line is referred to as an amount suspense line.

At any level, you can select the ChartFields and ChartField values for your amount, balance, and edit suspense. The Journal Edit process creates the suspense lines with the ChartFields and ChartField values you selected.

### See Also

Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 26

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Journal Source Error Processing

## Journal Error and Suspense Journal Terminology

General Ledger gives you the option to suspend unbalanced amounts and amounts from lines with edit or amount errors. The Journal Suspense Correction process makes it easy for you to identify and correct journals that have transactions posted to suspense accounts.

To understand journal suspense correction, you should be familiar with this terminology:

<b>Suspense Journal</b>	Journal that has transactions posted to suspense ChartFields. This journal contains amount suspense lines, balance suspense lines or edit suspense lines.
<b>Balance Suspense Line</b>	Suspense line generated by the Journal Edit process. This line is required to bring an out-of-balance journal back into balance.
<b>Edit Suspense Line</b>	Suspense line generated by the Journal Edit process that references a journal line with invalid ChartFields or ChartField combination errors.
<b>Amount Suspense Line</b>	Suspense line generated by the Journal Edit process that references a foreign currency journal line with foreign amounts and monetary amounts of different signs.
<b>Corrections Journal</b>	Journal created from the Suspense Journal Correction process that corrects and reverses suspense transactions for a suspense journal.
<b>Balance Correction Line</b>	Journal line generated by the Suspense Journal Correction process to correct the balance suspense line on a suspense journal.

<b>Edit Correction Line</b>	Journal line generated by the Suspense Journal Correction process to correct the edit suspense line on a suspense journal.
<b>Amount Correction Line</b>	Journal line generated by the Suspense Journal Correction process to correct the amount suspense line on a suspense journal.
<b>Reversal Suspense Line</b>	Journal lines generated by the Suspense Journal Correction process to reverse the suspense lines on a suspense journal.

## Suspense Journals

A suspense journal contains suspense lines that are generated from the Journal Edit process.

Journal processing uses a suspense status flag (SUSP\_RECON\_STATUS) on the journal header record (JRNL\_HEADER) to determine the life cycle of a suspense journal.

<b>0</b>	No suspense transactions: The journal has no amount, balance or edit suspense lines.
<b>1</b>	Suspense transactions: The journal has balance, edit, and amount suspense lines, and now becomes a suspense journal.
<b>2</b>	Corrections Journal Created: A corrections journal is created to correct and reverse the suspense transactions on a suspense journal.
<b>3</b>	Corrections Journal Posted: The corrections journal, created to correct and reverse the suspense transactions on a suspense journal, is now posted.

---

**Warning!** It is possible for a corrections journal to contain suspense lines caused by amount errors, edit errors, or out of balance conditions. If the corrections journal has suspense lines, it becomes a suspense journal with the status of *1* and the suspense cycle starts again.

---



---

## Determining the Status of Journals

At any time during journal processing, you can view the status of journals and the journal line details on the Review Journal Status pages.

This section discusses how to:

- View the journal header information.
- View journal line details.

## Pages Used to View the Status of Journals

Page Name	Definition Name	Navigation	Usage
Review Journal Status - Journal Header	JOURNAL_HEADER_FS	General Ledger, Journals, Process Journals, Review Journal Status, Journal Header	Review journal header information.
Review Journal Status - Journal Lines	JOURNAL_LN_FS	General Ledger, Journals, Process Journals, Review Journal Status, Journal Lines	View line details for the journal.

## Viewing the Journal Header Information

Access the Review Journal Status - Journal Header page (General Ledger, Journals, Process Journals, Review Journal Status, Journal Header).

Journal Header

Journal Lines

Unit:

FED01

Journal ID:

0000000009

Journal Date:

11/20/2002

Fiscal Year:

2003

Source:

CFO

Process Instance:

587

Accounting Period:

2

Reference Number:

Status:

Valid

Ledger Group:

RECORDING

Ledger:

Budget Status:

Valid

Long Description:

ADJ\_205

Journal Line Totals

Lines:

1

Debits:

100.00 USD

Credits:

0.00 USD

Commitment Control Amount Type

Amount Type:

Encum

Override:

N

User:

Review Journal Status - Journal Header page

The top of the page displays the journal header information that you entered on the Journal Entry - Header page.

It also displays the status for the journal, which can be one of the following:

- *Error:* Journal has been edited and has errors. The journal has been recycled by the system and you must correct errors before it can be posted.

- *Post Incom:* (posting Incomplete) Posting is incomplete because of posting problems. For example, the system might have crashed after the reversal journal is created but before the original journal is actually posted. Repost as soon as possible.
- *SJE Model:* (standard journal entry model) This is a valid standard journal entry model used to generate standard journal entries; this journal cannot be posted. It is not picked up by the journal posting process.
- *Edit Req'd:* (edit required) Journal entry has been saved but is not yet edited. You must edit the journal before it can be posted.
- *Posted:* The journal entry has successfully been edited and posted by the system to the ledger or ledgers. Although the journal entry is posted, there might be errors in disbursements to accounts that are temporarily posted to default balancing accounts that you must reclassify to make your intended entry complete. Check the default balancing account if you have chosen to use a default balancing account rather than the option to recycle journal entries with errors.
- *Incomplete:* You have chosen the option not to complete the journal entry and saved it as incomplete, perhaps to be completed at a later time.
- *Unposted:* You have unposted the journal entry from the ledger or ledgers where it was originally posted. Unposted journal entries cannot be reposted.

(You can cancel journal entries that have not yet been posted.)

- *Valid:* The journal entry has been edited and is ready to be posted.
- *Can't Unpst:* (cannot unpost) This is a journal entry created as part of an upgrade from one education and government PeopleSoft release to another release and as such will not be encountered in the usual day-to-day processing of journal entries.

An upgrade journal entry cannot be unposted.

- *Deleted:* A non-anchor journal that previously had a Valid journal status is deleted when the anchor journal is unposted. If an anchor journal is posted and is then unposted, any associated non-anchor journal is either (U) unposted (if the status of the non-anchor was (P) posted) or (D) deleted if the status was (V) Valid but not yet posted.

The Journal Line Totals group box displays the number of lines in the journal entry and the total amount of the debits and credits.

The Commitment Control Amount Type group box displays your settings for the control budget if you use the commitment control option.

The amount type can be one of the following:

<b>Actuals and Recognized</b>	The journal records the actual amount of a transaction, expenditure, or revenue.
<b>Encumbrance</b>	The journal is not an actual transaction yet. Instead, it records the amount that you can legally spend. This usually occurs when you create a contract or a purchase order.
<b>Pre-Encumbrance</b>	The journal is not an actual transaction yet. Instead, it records the amount that you will spend. This usually occurs when you create a requisition.

<b>Collected Revenue</b>	The journal records the collected amount from a prior revenue transaction.
<b>Actuals, Recognized and Collect</b>	The journal records the actual and collected amount of a revenue transaction.
<b>Planned</b>	The journal records the amount that you plan to spend. This amount is only an estimate; it is not an actual transaction yet.

**Note.** If you select Override, the journals can exceed their budgeted amount. The user ID identifies the individual who enabled the override.

Viewing Journal Line Details

Access the Review Journal Status - Journal Lines page (General Ledger, Journals, Process Journals, Review Journal Status, Journal Header).

Journal HeaderJournal Lines

Unit: FED01Journal ID: 0000000009Journal Date: 11/20/2002  
[Template List](#)Line: 100

Journal Line Data

CustomizeFindView All1 of 1Last

Line #	Ledger	Transaction Amount DR	Transaction Amount CR	Account	Oper Unit	Fund	Dept
1	LOCAL	100.00	0.00	6000		F100	ADM000

Review Journal Status - Journal Lines page

## Journal Line Data

This group box lists the journal line data, including your template's ChartFields, the Transaction Amount DR field, the Transaction Amount CR field, budget date, for Commitment Control transactions, is the date that is checked against the Commitment Control budget ledger to ensure that it falls within an open Commitment Control budget period. The rate type and exchange rate that the system used to convert amounts from the transaction currency to the base currency displays on the line.

The budget status is displayed for the control budget ledger if you use the Commitment Control option and can be:

- Error

The entry failed to pass budget checking.

- Not Chk'd (not checked)

The Budget Processor has not processed the entry.

- Valid

The entry passed budget checking and the process updated the control budget.

- Warning

The Budget Processor issued a warning. This means the control budget did not have sufficient funds. However, it passed budget checking because the Commitment Control option for the control budget is set to Tracking with Budget or Tracking without Budget on the Control Budget Definitions page. It may also be over the budget amount, but less than the tolerance amount.

- Provisionally Valid

The entry passed budget checking but the Budget Processor has not committed the changes to the control budget (LEDGER\_KK). This results when selecting the Budget Check Only option when processing the journal.

The last field that displays on the journal line is N/R, which indicates:

- *N* if the line amount is a normal debit or credit.
- *R* if the line amount is a reversed debit or credit.

---

## Requesting Journal Edits

This section discusses how to:

- Run the journal edit process.
- Check the status of edit requests.



- Correct journal edit errors.
- Find journal entry errors.

## Pages Used to Perform Journal Edit

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Edit Journals Request	JOURNAL_EDIT_REQ	General Ledger, Journals, Process Journals, Edit Journals, Edit Journals Request	Edit journals and optionally post them.
Message Log	PMN_BAT_MSGLOG	General Ledger, Journals, Process Journals, Edit Journals, Edit Journals Request, Message Log  After running the Journal Edit process, click the Process Monitor link to access the Process List page. Click the Details link to access the Process Detail page. In the Actions group box, click the Message Log link.	Display the process instance, name, and type of process, along with a list of messages, which includes the severity, log time, message text, and an explanation of the text.
Journal Entry - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create Journal Entries, Lines	View journal entry errors by clicking the X in the Error column on the Journal Lines page.
Journal Entry - Errors	JOURNAL_ENTRY_E_IC	General Ledger, Journals, Journal Entry, Create Journal Entries, Errors	Determine which errors the system encountered.
Review Journal Status - Find an Existing Value	SEARCH	General Ledger, Journals, Process Journals, Review Journal Status, Find an Existing Value	Search for journals with errors for a specific business unit.

## Running the Journal Edit Process

Access the Edit Journals Request page (General Ledger, Journals, Process Journals, Edit Journals, Edit Journals Request).

## Edit Journals Request

Run Control ID: WM\_Labor [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters		Find   View All   First 1 of 1   Last
<b>Process Frequency</b> <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run		
Request Number: 1		
*Description:		
Business Unit:	US001	Ledger Group: RECORDING
Source:	ONL	System Source:
Process Partition ID:		To Journal ID:
Journal ID From:		To Journal Date:
Journal Date From:		
<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Post <input type="checkbox"/> Recalc Exchange Rates <input type="checkbox"/> Mark Journal(s) to Post <input type="checkbox"/> Budget Check <input type="checkbox"/> Re-Edit <input type="checkbox"/> Re-Edit CC Adjustment Journals		

Leave a field blank to select all its values.

☐ Autopilot Run Control

### Edit Journals Request page

<b>Edit</b>	Select to edit the journals.
<b>Post</b>	Select to automatically post the journals that pass edit and budget checking (commitment control journals).
<b>Re-Edit</b>	Select to edit valid journals more than once. Edited journals are flagged as either having errors or as valid (edit complete). If you do not select this check box, the system ignores valid journals.
<b>Re-Edit CC Adjustment Journals</b>	This check box becomes available when you select the Re-Edit check box. Select the Re-Edit CC Adjustment Journals check box if you want to re-edit valid Commitment Control adjustment journals along with other journals. Leave the check box deselected to prevent the re-edit of these Commitment Control adjustment journals during re-edit processing.
<b>Recalc Exchange Rates</b> (recalculate exchange rates)	If your journals are recorded in multiple currencies, click to recalculate based on the most current exchange rate.
<b>Mark Journal(s) to Post</b>	Select to mark each valid journal with a posting request status. If PeopleSoft Workflow is activated, this option is not available.
<b>Budget Check</b>	Select to run the Commitment Control Budget Processor (FS_BP) process to check the journal against the control budget.

**Autopilot Run Control**

Select the check box to make the process available to the autopilot. When this check box is selected, the system issues a warning if the process frequency selected is other than *Always*. The Re-Edit option cannot be selected for an Autopilot run control.

See [Chapter 11, "Using Autopilot to Process Journals," page 271](#).

**See Also**

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Processing Source Transactions Against Control Budgets"

*PeopleTools PeopleBook: PeopleSoft Process Scheduler*, "Understanding PeopleSoft Process Scheduler"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences"

[Chapter 7, "Optimizing General Ledger Performance," Using Partition IDs, page 123](#)

## Checking the Status of Edit Requests

Access the Message Log page (General Ledger, Journals, Process Journals, Edit Journals, Edit Journals Request, Message Log).

After you run a batch process, you may want to review any messages that were produced to ensure that the process completed without errors. Use Message Log Search and Results to check the status of the current request or of past processing requests.

## Correcting Journal Edit Errors

Access the Journal Entry - Lines page.

When you encounter errors during editing, General Ledger marks the journal and either recycles or suspends it. The system saves recycled journals but does not post them until you have corrected the errors. You can post entries with invalid ChartFields or unbalanced debit and credit amounts to your Suspense account. You define error-processing options at the business unit, ledger for a unit, and journal source level.

To view journal entry errors, click the X in the Errors column on the Journal Entry - Lines page to go to the Errors page.

Click the Line number for the line in error on the Journal Entry - Errors page to go directly to the Journal Entry - Lines page, where you can view one or all of the lines in error. The cursor is positioned on the line and field in error.

**See Also**

[Chapter 8, "Making General Ledger Journal Entries," Viewing Journal Entry Errors, page 172](#)

## Finding Journal Entry Errors

Access the Review Journal Status - Find an Existing Value page (General Ledger, Journals, Process Journals, Review Journal Status, Find an Existing Value).

### Review Journal Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit:

=

US001

Journal ID:

begins with

Journal Date:

=

UnPost Sequence:

=

Document Sequence Number:

begins with

Journal Header Status:

=

Journal Has Errors

Search

Clear

Basic Search

Save Search Criteria

#### Search Results

View All

First1-5 of 5Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
US001	AP00000027	11/14/2003	0	(blankblank)	Errorsblank	Validblank	RECORDINGblank
US001	AR00000036	04/12/2005	0	(blankblank)	Errorsblank	Validblank	RECORDINGblank
US001	AR00000115	04/10/2006	0	(blankblank)	Errorsblank	Validblank	RECORDINGblank
US001	GL20000014	01/05/1999	0	(blankblank)	Errorsblank	Validblank	RECORDINGblank
US001	TD00000005	12/31/2012	0	(blankblank)	Errorsblank	Validblank	RECORDINGblank

Review Journal Status - Find an Existing Value page

Use the Review Journal Status - Find an Existing Value page to find journal entries with errors. When you enter your search criteria on the page, select *Journal Has Errors* in the Journal Header Status field to display a list of journal entries with errors.

**Note.** If you track journals by document sequence number, you can enter that number on this page.

### See Also

Chapter 10, "Processing Journals," Determining the Status of Journals, page 240

## Posting Journals

This section discusses how to:

- Set the process date.
- Mark journals for posting.
- Run the journal post process.

- Check the status of posting requests.

## Pages Used to Post Journals

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Process Date	GL_BU_PROCESS_DT	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Maintain Process Date	Run the Maintain GL BU Process Date process (GL_PROCESSDT) that updates the process date for a business unit on the General Ledger Definition - Journal Options page. The Journal Post process (GLPPPOST) uses this date for the post date for the journals that it posts.
Mark Journals for Posting	JOURNAL_POST_MARK	General Ledger, Journals, Process Journals, Mark Journals for Posting	Mark one or more journals for posting. Journals to be posted must first be marked for posting. Marking a journal for posting indicates that the journal should be included in any posting request that is pending for which the journal meets the criteria specified. This enables you to exclude certain journals from posting until you review and approve them.
Post Journals Request	JOURNAL_POST_REQ	General Ledger, Journals, Process Journals, Post Journals, Post Journals Request	Selectively specify which journals you want to post based on business unit, ledger group, accounting period/fiscal year, source, journal ID, and journal date. You can run the Journal Post process for all business units. When you run the posting process, the system posts only those journals that fit the request criteria <i>and</i> are marked to post. (You also run the Post Daily Balances process (GL_ADB_POST) process from this page.)

Page Name	Definition Name	Navigation	Usage
Message Log	PMN_BAT_MSGLOG	General Ledger, Journals, Process Journals, Post Journals, Post Journals Request, Message Log. After running the Journal Post process, click the Process Monitor link to access the Process List page. Click the Details link to access the Process Detail page. In the Actions group box, click the Message Log link.	Display the process instance, name, and type of process, along with a list of messages, which includes the severity, log time, message text, and an explanation of the text.

## Setting the Process Date

Access the Maintain Process Date page (Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Maintain Process Date).

**Maintain Process Date**

Run Control ID: PS\_AUTO [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Requests** Find | View All First 1 of 1 Last

**Process Frequency**

- ☒ Once
- ☐ Always
- ☐ Don't Run

**Business Unit Option**

- ☐ All
- ☒ Range
- ☐ Value

**Modify Date To**

- ☐ Current Date
- ☐ Next Day
- ☒ Specify Date Specify Date: 07/31/2009

Description: Update process date for USA Request Number: 1

Business Unit From: US001 Business Unit To: US007

**Business Unit Value** Customize | Find | View All First 1 of 1 Last

Business Unit	Value

Maintain Process Date page

The Business Unit Option group box controls for which business units the journal process date is to be updated.

**All** Updates all business units.

**Range** Updates a range of business units that you specify in the Business Unit From and Business Unit To fields.

<b>Value</b>	Updates the specific business units that you enter in the Business Unit fields.
<b>Current Date</b>	Select this option to use the date at the time the Journal Post process begins to run for the post date for all journals in the batch.
<b>Next Day</b>	Select this option to change the process date for the business units to the next day. This option is useful when you run the Journal Post process every day and you want to automatically change the user-defined date to the next day.
<b>Specify Date</b>	<p>Select this option to change the process date for the business units to a date that you specify and enter the date in the Specify Date field.</p> <p>The system only adjusts the date to a working calendar day if there is a working calendar defined. You define your working calendar on the Business Calendar page.</p>

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars

## Marking Journals for Posting

Access the Mark Journals for Posting page (General Ledger, Journals, Process Journals, Mark Journals for Posting).

**Mark Journals for Posting**

\*Unit: US001 \*Ledger Group: RECORDING Year: 2006 \*Period: 7 Source: % Journal ID: Journal Date From: 07/01/2006 Journal Date To: 07/31/2006

[Post Selected Journals](#) ☐ Adjustment Periods

Select Journals to Post							Customize   Find   View All   First 1-2 of 2 Last
Process	Unit	Line Unit	Journal ID	Date	Lines	View Audit Logs	Description
<input checked="" type="checkbox"/>	US001	US001	<a href="#">TD00000053</a>	07/31/2006	2	<a href="#">View Audit Logs</a>	Promotion Expense Accrual
<input checked="" type="checkbox"/>	US001	US001	<a href="#">TD00000055</a>	07/31/2006	2	<a href="#">View Audit Logs</a>	Promotion Expense Accrual

### Mark Journals for Posting page

Select the criteria for the journals that you want to post and click the Search button. The system returns only the valid journals (valid for both journal header and budget checking status) that meet the criteria. Select business unit, ledger group, accounting year, period, and source. The system supplies the Journal Date From, and Journal Date To depending upon the values you select for year and period. You can leave the Journal ID and Source fields blank or use a wildcard (%) value. You can also use the wildcard % for the Unit field.

**Post Selected Journals**

After selecting the check box in the Process column for the journal(s) that you want to post, click this link to access the Post Journals Request page.

---

**Note.** For more efficient processing, schedule a background process for journal posting.

---

**Adjustment Periods**

Select this check box and you can select the applicable adjustment period in the Period field to retrieve adjusting journal entries for posting.

---

**Note.** When you are marking journal entries for posting, the Period field drop-down menu retrieves accounting periods 1 through 12. However, when you are marking adjusting journal entries the Period field drop-down menu displays adjustment periods 901 through 912 and 998.

---

**Journal ID**

Click the link to drill down to the detail contained in a journal.

**View Audit Logs**

Click this link to display associated audit logs and audit log detail if audit logging is enabled.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Establishing Carriers.

**See Also**

[Chapter 21, "Reviewing Financial Information," Viewing Journal Information, page 525](#)

## Running the Journal Post Process

Access the Post Journals Request page (click the Post Selected Journals link on the Mark Journals for Posting page).



## Post Journals Request

Run Control ID: PS\_AUTO [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters
Find | View All First 1 of 2 Last

**Process Frequency**  
☒ Once  
☐ Always  
☐ Don't Run

**Request Number:** 1 + -  
**\*Description:** PeopleSoft Online Auto-Process

**Business Unit:** US001 🔍  
**Source:** TD 🔍  
**Process Partition ID:**  🔍  
**Journal ID From:** TD00000053 🔍  
**Journal Date From:** 07/31/2006 📅  
**From Year:**   
**From Period:**

**Ledger Group:** RECORDING 🔍  
**System Source:**  ▼  
**Journal ID To:** TD00000053 🔍  
**Journal Date To:** 07/31/2006 📅  
**To Year:**   
**To Period:**

☐ Skip Open Item Reconciliation
 ☒ Skip Summary Ledger Update

Leave a field blank to select all its values.

☐ Autopilot Run Control

### Post Journals Request page

Click the View All link or scroll through the requests (if applicable) to make sure that the process frequency and information is correct for each journal before clicking the Run button.

#### Skip Open Item Reconciliation

Select to postpone closing the open items and to skip item reconciliation until after the journal is posted. Selecting this option can save time during journal posting. You can run the Open Item Reconciliation (GL\_OI\_RECON) Application Engine process separately at a later time.

#### Skip Summary Ledger Update

Select to postpone updating the summary ledger balances. You can run the Summary Ledger (GL\_SUML) Application Engine process at a later time. Selecting this option can save time during journal posting.

#### Autopilot Run Control

Select this check box to make the process available to the autopilot. When this check box is selected, the system issues a warning if the process frequency selected is other than *Always*. The Re-Edit option cannot be selected for an Autopilot run control.

See [Chapter 11, "Using Autopilot to Process Journals," page 271](#).

**See Also**

[Chapter 12, "Using Open Item Accounting," page 279](#)

[Chapter 7, "Optimizing General Ledger Performance," page 99](#)

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Generating or Updating a Summary Ledger

**Checking the Status of Posting Requests**

Access the Message Log page (General Ledger, Journals, Process Journals, Post Journals, Post Journals Request, Message Log).

This page enables you to view the status of the posting request and details of any messages that occur during the processing.

---

**Unposting Journals**

This section discusses how to mark journals for unposting.

**Page Used to Unpost Journals**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Mark Journals for Unposting	JOURNAL_UNPOST_MRK	General Ledger, Journals, Process Journals, Mark Journals for Unposting	Mark journal entries that you want to unpost. Display the unpost date if the Allow Different Unpost Date option is selected on the Business Unit Journal Options page.

**Marking Journals for Unposting**

Access the Mark Journals for Unposting page (General Ledger, Journals, Process Journals, Mark Journals for Unposting).

Mark Journals for Unposting

\*Unit

US001

\*Ledger Group

RECORDING

\*Year

2003

\*Period

12

Source

ONL

Journal ID

Journal Date From

12/01/2003

Journal Date To

12/31/2003

Journal Class

ChartField Search Criteria

Customize | Find | First 1 of 1 Last

Field Name

ChartField Value

Search

Select All

Deselect All

Unpost Selected Journals

Select Journals to Unpost

Customize | Find | View All | First 1 of 1 Last

Process	Journal ID	Journal Date	Unpost Date	Lines	View Audit Logs	Description
<input type="checkbox"/>	<a href="#">MKDEC1</a>	12/26/2003	12/26/2003	19	<a href="#">View Audit Logs</a>	

Mark Journals for Unposting page

- Unit, Ledger Group, Year, Adjustment Periods Source, Period, Journal ID, Journal Date From, Journal Date To, and Journal Class

Enter the search criteria for the journals to unpost (reverse) and click the Search button to retrieve the journals.

You can leave the Journal ID and Source fields blank or use a wildcard (%) value. You can also use a wildcard (%) for the Unit or Source fields.

This applies only to anchor journals. Non-anchor interunit journals can only be unposted (or posted) from their anchor journal.
- Adjustment Periods

Select this check box and you can select the applicable adjustment period in the Period field to retrieve adjusting journal entries for unposting.

Note.

When you are marking journals entries for unposting, the Period field drop-down menu retrieves accounting periods only, such as 1 through 12.

However, when you are marking adjusting journal entries for unposting, the Period field drop-down menu displays adjustment periods only, such as 901 through 912 and 998.
- ChartField Search Criteria: Field Name and ChartField Value

Enter the names and values of the ChartFields on the journals that you want to mark to unpost (reverse). Add the number of ChartFields that you want to include in the search.
- Unpost Selected Journals

Click to open the Post Journals Request page where you run the Journal Post process (GLPPPOST) to unpost journals you selected.

Select Journals to Unpost

Select the Process check box for the journals that you want to unpost and click the Unpost Selected Journals link.

If the unpost period (transaction type UNP) is not open for the business unit, the Process check box will be unavailable for selection.

<b>Journal ID</b>	To view journal details, click the individual journal ID links to access the Journal Inquiry page. Click Show All or enter from or through lines and click the Drill to Journal Lines button to view journal lines on the Journal Lines Inquiry page.
<b>Unpost Date</b>	<p>This field appears only if you selected the Allow Different Unpost Date for the business unit on the Journal Options page of the General Ledger Definition component. You can supply a different date to unpost the journal than the original date for which it was posted.</p> <p>See <a href="#">Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 26.</a></p>
<b>View Audit Logs</b>	<p>Click this link to display associated audit logs and audit log detail if audit logging is enabled.</p> <p>See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i>, "Defining Financials and Supply Chain Management Common Definitions," Establishing Carriers.</p>

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## Correcting Journal Errors

This section discusses how to:

- Use the journal suspense correction option.
- Select a journal line display.
- Review journal ChartField errors.
- Change ChartField values.
- Change reversal information for correction journals.
- View errors for suspense journal correction lines.
- Inquire on suspense cross-references.
- Post and unpost suspense and correction journals.
- Unlock a journal process instance.

### See Also

[Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 26](#)

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Journal Source Error Processing

## Pages Used to Correct Journal Errors

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Journal Suspense Correction	JRNL_SUSP_CORR	General Ledger, Journals, Suspense Correction, Correct Suspense Entries, Journal Suspense Correction	Create a journal to correct and reverse the suspense lines on a posted suspense journal. Select a suspense journal from the list of all suspense journals that have a journal status of Posted to Ledger(s). The process does not allow you to select an unposted suspense journal.
Journal Line Template	JOURNAL_LN_S_TMP	General Ledger, Journals, Suspense Correction, Correct Suspense Entries and click the Template List link	Select a journal entry template that specifies the columns that you want to display on the Journal Suspense Correction page. You define the template on the Journal Entry Template page.
Journal ChartField Errors	JRNL_SUSP_CFE_SEC	General Ledger, Journals, Suspense Correction, Correct Suspense Entries and click the Correct ChartField Errors link.  (The link appears only if the suspense journal has edit suspense lines.)	Correct individual ChartField values that are in error.
Change ChartField Values	JRNL_SUSP_CF_SEC	Select General Ledger, Journals, Suspense Correction, Correct Suspense Entries and click the Change ChartField Values link.	Change a ChartField value for multiple edit correction lines globally on the Journal Suspense Correction page.
Journal Suspense Correction Reversal	JRNL_SUSP_CORR_RVR	Select General Ledger, Journals, Suspense Correction, Correct Suspense Entries and click the Reversal link.  (The link appears only if the suspense journal has a reversal code other than Do Not Generate Reversal and the user has authorization to change the date on correction journals as set up on User Preferences - General Ledger page.)	Enter the reversal information for correction journals.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Journal Suspense Correction - Errors	JRNL_SUSP_ERRS	Select General Ledger, Journals, Suspense Correction, Correct Suspense Entries, and select the Errors tab.	Review the error message for a journal line. Click the Errors link for any line on the Journal Suspense Correction page.
Review Suspense Cross Reference	JRNL_SUS_CROSS_REF	General Ledger, Journals, Suspense Correction, Review Suspense Cross Ref, Review Suspense Cross Reference	View the connection between the suspense journal and its corresponding corrections journal. You can review the status of both journals by clicking the Journal Status and Suspense Journal Status links. General Ledger uses the Journal Header Sibling table (JRNL_HDR_SIBL) to link the suspense journal and its corresponding corrections journal.
Journal Unlock	JRNL_EDIT_LOG	General Ledger, Monitor Background Processes, Journal Unlock	Unlock journals in a process instance that terminated abnormally.

## Using the Journal Suspense Correction Option

Access the Journal Suspense Correction page (General Ledger, Journals, Suspense Correction, Correct Suspense Entries, Journal Suspense Correction).

Journal Suspense Correction

**Suspense Journal**

Unit: US001 Journal ID: SUS-EDIT1 Date: 01/01/2004 Source: SUS [Go to Jnl Entry \[Suspense\]](#)

**Correction Journal**

\*Journal ID: NEXT \*Date: 01/01/2004

Description: Correction of Suspense Journal SUS-EDIT1

[Template List](#) [Correct ChartField Errors](#) [Change ChartField Values](#) Reversal: Do Not Generate Reversal

☐ Save Journal Incomplete Status ☐ Bypass Budget Checking

**Correction Journal Lines**

Ref Ln #	Error	Ledger	Account	Dept	Product	Affiliate	Currency	Amount
1	<a href="#">Errors</a>	LOCAL	500000				USD	1000.00

### Journal Suspense Correction page

Select the suspense journal that you want to correct. Click the [Go to Jnl Entry \[Suspense\]](#) link, which opens a new window where you can review the original Journal Entry - Lines page of the posted journal entry.

To correct the suspense journal, complete the following fields in the Correction Journal group box:

- Journal ID** Defaults to *NEXT* and generates the next available journal number when you save the journal. If you do not want to use the default, enter a unique journal ID for the correction journal.
- Date** Defaults to the date of the suspense journal. Only authorized users can change the correction journal date as well as the reversal information if the suspense journal has a reversal code other than *Do Not Generate Reversal*.
- Description** Defaults to *Correction of Suspense Journal* followed by the journal ID of the suspense journal you are correcting. You can change this description if desired.
- Template List** Click to open the Journal Line Template page that enables you to select a template that specifies which columns you want to display in the Correction Journal Lines grid. Alternatively, you can change the columns that appear within your suspense correction journal lines by clicking the [Customize](#) link and hiding the columns that you do not want to display in your entry.
- Correct ChartField Errors** Click to open the Journal ChartField Errors page where you change the ChartField values in error.
- Change ChartFields Values** Click to open the Change ChartField Values page where you can change a ChartField value globally on multiple edit correction lines.
- Reversal** Click the link to open the Journal Suspense Correction Reversal page where you can change the reversal information for correction journals.

## Correction Journal Lines

The Correction Journal Lines grid displays the journal lines for the suspense journal that need to be corrected. The system generates edit and amount correction lines with the ChartFields and amounts from the journal lines marked in error. Use these correction lines to correct ChartField and amount errors.

---

**Note.** Correction journal lines for secondary ledgers are *not* displayed in the grid if the suspense journal is created with the KLS (Keep Ledgers in Sync) option selected.

---

When you first open the Journal Suspense Correction page, one or more amount correction lines are at the top of the scroll area, followed by one or more balance correction lines and edit correction lines. No references exist in the suspense journal for the balance correction lines.

Ref Ln # (reference line number) displays the line number that contains an amount error or an edit error in the suspense journal. The reference line number is always blank for the balance correction lines.

Click the Errors link for any line to open the Journal Suspense Correction - Errors page that shows the error log for the line.

When you save your work, the system creates a correction journal that contains the new correction lines. The system also generates the reversing suspense lines for the suspense journal. You won't see these lines in the grid.

---

**Important!** When you create a correction journal, you must determine whether the lines are correct or incorrect. If necessary, you can make further changes to the corrected journal before you run the Journal Edit process (Application Engine process GL\_JEDIT) and the Journal Post process (GLPPPOST). But, you must make these changes from the Journal Entry - Lines page because the system changes the suspense status of the suspense journal to 2 when you save your correction journal. The Journal Suspense Correction page does not let you reenter the page for a suspense journal if its correction journal already exists.

---

If you have not run the Journal Post process (GLPPPOST) for the correction journal, and you decide that you want to start over, select the Delete Journal option in the Process field on the Journal Entry - Lines page to delete this correction journal. The system updates the suspense status of the suspense journal back to 1, and you can return to the Journal Suspense Correction page to create a new correction journal for the same suspense journal.

---

**Note.** A correction journal is a non-interunit journal when created. Like journals created by the Journal Entry - Lines page, the system still populates correction journal's IU System Transaction Code (IU\_SYS\_TRAN\_CD) and IU Transaction Code (IU\_TRAN\_CD) but based on the suspense journal's values. If the suspense journal does not have these two values, interunit lines are not generated for the correction journal even if it is modified using the Journal Entry - Lines page to an interunit journal.

---

## Selecting a Journal Line Display

Access the Journal Line Template page (click the Template List link on the Journal Suspense Correction page).



Journal Line Template - Show Journal Line Grid Columns												
Selected	Template Type	Template ID	Default	Ledger	Event	Account	Alt Acct	Book Code	Oper Unit	Fund	Dept	Proc
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	COMMERCIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	FEDRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	SHORTCOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Journal Line Template page

You can select a Journal Entry Template from a list of those that have been created in order to format your suspense correction entry.

**Selected** Select to indicate that you are currently using the template when it is checked. To use a different template, select another line.

**Template Type** Identifies the users who would use the template. For example, anyone could use an *All* template type. The Template ID is the name for the template.

**Default** If selected, the system uses the columns selected as the default when you open the Journal Suspense Correction page. You can change the default only on the Journal Entry Template - Template page.

---

**Note.** Journal entry templates are previously defined using the Journal Entry Template component. For this reason, the ChartField column check boxes that display on the Journal Line Template page are automatically selected and cannot be changed. If you want to display different columns, select the template that meets your requirements or create a new journal entry template.

---

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Using the Journal Entry Template to Display Journal Line Columns and Define Copy Down Options.

## Reviewing Journal ChartField Errors

Access the Journal ChartField Errors page (click the Correct ChartField Errors link on the Journal Suspense Correction page).

Journal ChartField Errors				
Correct ChartField Edit Errors			Customize   Find   View All       First 1 of 1 Last	
Error Count	Field Name	Field Value	Change to	Selected
1	Account	500000	<input type="text" value="500300"/>	<input checked="" type="checkbox"/>

Journal ChartField Errors page

- Correct ChartField Errors**
- This link appears on the Journal Suspense Correction page only if the suspense journal has edit suspense lines.
- Error Count**
- Indicates the number of lines that contain the ChartField value in error.
- Field Name**
- Indicates the ChartField whose value is in error.
- Field Value**
- Displays the incorrect ChartField value.
- Change to**
- Enter the correct ChartField value.
- Selected**
- Click to select the ChartField values that you want to update on the Journal Suspense Correction page.

Changing ChartField Values

Access the Change ChartField Values page (click the Change ChartField Values link on the Journal Suspense Correction page).

### Change ChartField Values

Change ChartField Values - Apply Changes To All Displayed Lines

Customize | Find | View All | First 1-13 of 13 Last

Field Name	Field Value	Change to	Selected
Account	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Alternate Account	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Department	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Operating Unit	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Product	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Fund Code	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Class Field	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Program Code	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Budget Reference	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Affiliate	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Fund Affiliate	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Operating Unit Affiliate	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Project	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Change ChartField Values page

- Field Name

Displays the name of each ChartField.
- Field Value

Enter the ChartField value that you want to change.
- Change to

Enter the new ChartField value.
- Selected

Select to replace all occurrences of the ChartField value on the Journal Suspense Correction page.

### Changing Reversal Information for Correction Journals

Access the Journal Suspense Correction Reversal page (General Ledger, Journals, Suspense Correction, Correct Suspense Entries and click the Reversal link).

Journal Suspense Correction Reversal page

The Reversal link appears only if the suspense journal has a reversal code other than Do Not Generate Reversal and the user has authorization to change the date on correction journals as set up on the User Preferences - General Ledger page. Enter reversal information for a correction journal when the suspense journal reversal code is not *Do Not Generate Reversal*. A reversal journal for a suspense journal never goes to suspense, so you need only to correct the suspense journal.

<b>Beginning of Next Period</b>	Creates a reversing entry dated the first business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the first day of the next accounting period.  If the journal is an adjusting journal, the reversing entry is dated the first business day of the first accounting period of the next fiscal year.
<b>End of Next Period</b>	Creates a reversing entry dated the last business day of the next accounting period. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the last business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the last day of the next accounting period.  If the journal is an adjusting journal, the reversing entry is dated the last business day of the first accounting period of the next fiscal year.
<b>Next Day</b>	Creates a reversing entry dated the next business day. It uses the holiday list ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a holiday list ID, the reversing entry is dated the next day.
<b>Adjustment Period</b>	Click to creates a reversing entry to the adjustment period you select. When you select this option, enter values in the Adjustment Period and the Reversal Date fields.
<b>On Date Specified By User</b>	Enables you to select any date in the calendar. When you select this option, enter the reversal date.

- Adjustment Period

Click the drop-down list to display a list of valid adjustment periods (as defined on the Detail Calendar), when you have selected the Adjustment Period option.
- Reversal Date

When you select the Adjustment Period or On Date Specified By User option, enter a value in this field. The reversal date is used to populate the journal date and fiscal year of the reversing entry. If you specify a reversal date that is before the journal date or a date on a nonworking day and there is a holiday list ID assigned to the business unit, you receive an error message. The system does not reset the reversal date, and you must reenter a date that is after the journal date and is a working day.

**Note.** During the Journal Edit process, the fiscal year of adjusting journals are updated with the fiscal year associated with the adjustment period defined on the open period update page. Make sure that the adjustment periods in the open period update page are set up correctly with adjustment years. Also, when changing the fiscal year associated with the adjustment period, make sure that all the relevant adjusting journals are posted before the change.

Viewing Errors for Suspense Journal Correction Lines

Access the Journal Suspense Correction - Errors page (General Ledger, Journals, Suspense Correction, Correct Suspense Entries, Errors).

Journal Suspense\_CorrectionErrors

Unit: US001Journal ID: SUS-EDIT1Date: 01/01/2004Source: SUS

Line Errors

Customize | Find | View All | First1 of 1Last

Error Type	Line #	Field Name	Field Long Name	Msg Set	Msg	Message Text
ChartField	1	ACCOUNT	Account	9600	32	ChartField error for value 500000 fieldname Account, (prompt table GL_ACCOUNT_TBL).

Journal Suspense Correction - Errors page

This page displays information about the ChartFields and Amount errors on the suspense journal.

- Error Type

Indicates the type of error, which can be *ChartField* error, *Combo Edit* error, *Amount* error, or *Unknown*.
- Line # (line number)

Indicates the number of the reference line number on the Journal Suspense Correction page with the error. It shows the field name for the ChartField in error. It also displays the message set number that contains the error message, the message number, and the message text. Click the line number to return to the Journal Suspense Correction page and place your cursor where you need to make the correction.

Inquiring on Suspense Cross-References

Access the Review Suspense Cross Reference page (General Ledger, Journals, Suspense Correction, Review Suspense Cross Ref, Review Suspense Cross Reference).

Review Suspense Cross Reference

Unit:

Journal ID:

Date:

Search

Correction Journals									
Unit	Journal ID	Date	Seq	Journal Status	Suspense Unit	Suspense Journal	Suspense Date	Suspense Seq	Suspense Journal Status
US001	0000000164	01/01/2004		<a href="#">Journal Status</a>	US001	SUS-EDIT1	01/01/2004		<a href="#">Suspense Journal Status</a>

Review Suspense Cross Reference page

Specify a combination of unit, journal ID, and date for the correction journal search criteria or just search on a unit.

- Search

Click to view the correction journals that meet your search criteria and its corresponding Suspense Journal. Click Journal Status/Suspense Journal Status link to transfer to the Review Journal Status - Journal Lines page. It opens a new window, and from there you can view suspense/correction journal line information.
- Journal Status

Click the link to transfer to the Review Journal Status page for the correction journal ID.
- Suspense Journal Status

Click the link to transfer to the Review Journal Status page for the suspense journal ID.

Posting and Unposting Suspense and Correction Journals

Because a link exists between a suspense journal and a correction journal, it is important to understand the rules for posting and unposting these journals.

Suspense Journals

The Journal Post process (GLPPPOST) uses the suspense journal status to determine how to process the journals:

- 1

Unpost is allowed. The correction journal has not been created.
- 2

Unposting is *not* allowed. The correction journal is created, but not yet posted.

3

Unposting is allowed. The process also unposts the correction journal. An entry is inserted into the journal Header Sibling table with the unpost seq of 1.

Correction Journals

When you post a correction journal, the system updates the suspense status to 3 on the suspense journal. You *cannot* unpost a correction journal. Instead, you unpost the suspense journal, thereby unposting both journals.

If the original journal had a reversal journal, the correction journal also includes a reversal that is created when posting the correction journal. All four journals are unposted together.

Unlocking a Journal Process Instance



Access the Journal Unlock page (General Ledger, Monitor Background Processes, Journal Unlock).

Journal Unlock

User: DVP1

Unlock

Processes List

Customize | Find | View All |  |  First 1 of 1 Last

Marked	Process Instance	Process Origin	Run Control ID	Last Update DateTime
<input checked="" type="checkbox"/>	9063	Process Scheduler	ONLJEDVP10000000001	06/18/2009 5:22:53PM

Journal Unlock page

General Ledger uses application locking when you run batch processes. When a general ledger process is processing a journal, it locks the journal so that no other process can access it. A process automatically turns the journal lock flag on and off to lock and unlock the journal during the process. If a process terminates abnormally, the journal may remain locked. We enable you to unlock journals in a process that failed by using the Journal Unlock page.

The page displays the ID of the user who ran the process that terminated abnormally.

The Processes List grid displays a list of processes that the user has run.

For each run of a process, it displays the process instance number and the run control ID. The Process Origin column indicates how the process was initiated, and it has the following possible values:

- Other GL Application

Another General Ledger process, such as Allocations (FS\_ALLC), called the process to start it.
- Other

The process was initiated from an operating system command line.
- Process Scheduler

A process scheduler definition initiated the process.
- Remote Call

The process was initiated by an individual taking an action on a page.

The Last Update DateTime column indicates the last date and time that the process made an update to the message log.

Select Marked for each process instance whose journals you want to unlock, and click the Unlock button.

## Producing Journal Reports

To run a report, select it from its menu and enter the necessary parameters. After entering the report parameters, you use Process Scheduler to actually run the report. Process Scheduler manages the processes, tracks the status, and generates the report.

To modify standard reports, create your own reports, or change the report output format, a variety of reporting tools are available.

This section lists the pages used to produce journal reports.

### Pages Used to Produce Journal Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Posted Journal Summary Report	RUN_GLS7009	General Ledger, Journals, Process Journals, Posted Journal Summary Report	Define parameters for the Posted Journal Summary report (GLS7009) This SQR report provides the ability to report on journals posted during a specific run of the Journal Post process. The Journal Post process updates all journals posted with the value of the Process Instance. The Process Instance is part of the search criteria used by the Posted Journal Summary report.
Journal Edit Errors Report	RUN_GLS7011	General Ledger, Journals, Process Journals, Journal Edit Errors Report	Specify the run parameters for the Journal Edit Errors Report (GLS7011). This SQR report lists detailed information on journal edit errors.
Suspended Activity Report	RUN_GLS7015	General Ledger, Journals, Suspense Correction, Suspended Activity Report	Provides detailed information on suspended journals. (Refer to GLS7011 for its functions.) The Suspended Activity report lists all journal activities that are suspended.



**See Also**

Appendix D, "General Ledger Reports," page 797



## Chapter 11

# Using Autopilot to Process Journals

This chapter provides an overview of the Financial Management System (FMS) Autopilot Application Engine process (FMSAUTOPILOT) and discusses how to:

- Configure journal edit and post requests for autopilot.
- Configure a recurrence definition for the autopilot process.
- Request and run the autopilot process.

---

## Understanding Autopilot

The following provides an overview and discusses:

- Auto pilot batch processing setup.
- Automating journal edit and post.

The Auto pilot feature provides added flexibility to the PeopleSoft Process Scheduler, which is used for performing batch processing. While PeopleSoft Process Scheduler provides a means of scheduling processes using a *batch window*, for example, scheduling a specific batch process to run daily at a given time, Autopilot allows you to set up *recurring processing* based on the user-defined range of transaction count for transactions that are ready to be processed.

Recurring processing enables you to run processes at scheduled intervals throughout the day if certain criteria are met. The criteria includes minimum and maximum wait times, and minimum and maximum ready transaction counts.

In addition, the Autopilot can run multiple instances of a process in parallel. For example, you can set up a process to run multiple times to process transactions for different business units simultaneously.

By replacing batch-window processing with recurring parallel processing, you have the benefits of a more robust, near real-time data processing environment.

In addition, processes and their run control records can still be used in the same way for regular batch processing. If you currently use multiple run controls for parallel processing of partitioned data, you are still able to maintain these techniques and also use the Autopilot.

## Autopilot Batch Processing Setup

The four main steps to set up autopilot batch processing are:

1. Specify the process request parameters on the run control page for each process to run on Autopilot.

2. In PeopleSoft Process Scheduler, create a recurrence definition for scheduling the Autopilot process.
3. Add and define processes for Autopilot to run on the FMS Process Autopilot Request page using the run control you created in step 1, and click *Run*.
4. On the Process Scheduler Request page, initiate a request to run the Autopilot process that you created in step 3 using the recurrence defined in step 2.

## Automating Journal Edit and Post

General Ledger leverages the FMS Autopilot feature to automate the batch scheduling of journal edit and post processing according to your specific business parameters. You specify the minimum and maximum wait time and the minimum and maximum transaction counts based on your assessment of the capacity of your system and the number of transactions that your system is likely to experience. For example, you can set the maximum transactions count to prevent a job from being processed during the times when it might overload your system and then run that job overnight and during hours when there is less demand on the system.

Transaction count logic is process-specific and is provided to the FMS Process Autopilot through Application Class PeopleCode specific to the process.

For Journal Edit, the transaction count is the number of journal lines with journals that meet your run control selection criteria and for which the journal header status is, "No Status – Needs to be Edited."

Journals in error (status is E) must be dealt with to resolve the cause and then be edited either by the Autopilot run journal edit process or by a manually submitted job.

For journal post, the transaction count is the number of journal lines with journals that meet your run control selection criteria and for which the journal header status is, V and are marked to be posted.

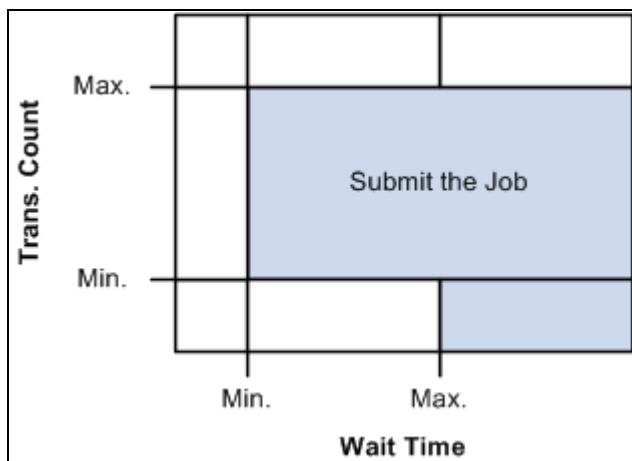
The transaction count logic for journals to be edited or posted in the Autopilot process might not result in the same numbers as the actual numbers of journal lines being processed in journal edit or journal post. This is because the actual processes have more complex logic than the Autopilot count. The transaction count for journals to be posted does not take into consideration the closed periods, so the journals that are actually posted might be fewer than those counted by the Autopilot process. These differences should not be material, but be aware that the counts can vary.

The Autopilot process submits batch processes when the conditions for wait time and transaction count are met. The following explains how the four parameters that you specify are used by the system.

- Minimum wait time: the minimum amount of time between each scheduling of the process.
- Maximum wait time: the maximum amount of time between each scheduling of the process.  
It is ignored if maximum transaction count is exceeded.
- Minimum transaction count: the minimum number of transactions lines that must be ready to process.  
It is ignored if the maximum wait time is exceeded.
- Maximum transaction count: the maximum number of transaction lines that you want to be processed using this scheduling technique .

The process ignores this parameter if it is set to 0 and looks only at the minimum transaction count.

The shaded area labeled *Submit the Job* in the following chart graphically shows the conditions under which the application processes are automatically submitted by the system for processing.



Conditions for submitting a job

The process first looks at the minimum (Min.) specified *Wait Time* and if it is met or exceeded, the process then looks at the Transaction Count (Trans. Count).

If the journal line transaction count meets or exceeds the minimum, the application batch process is initiated unless the maximum (Max.) transaction count is exceeded.

Attaining the maximum *Wait Time* initiates the process unless the transaction count maximum is exceeded.

Maximum Transaction Count provides a ceiling to prevent jobs that are too big to be processed at certain times from being processed using the Autopilot.

When the transaction count exceeds the maximum, user intervention is necessary to make the application process recur again. You can manually process the journals or alter the journal to reduce the count so that it is under the maximum transaction count, or increase the maximum transaction count if practical.

When the maximum count is exceeded, the FMS Autopilot issues a message that is available in the Process Monitor. Check the monitor regularly when using the Autopilot.

The process also checks to see if a previously scheduled job is still running. If it is, the system does not submit the same job again even if the criteria are met.

You can also set predefined recurrence to avoid time frames when you know the system is going to be busy.

---

## Configuring Journal Edit and Post Requests for Autopilot

To configure the journal edit and post requests for Autopilot, use the Edit Journal Request (JOURNAL\_EDIT\_REQ), and Post Journals Request (JOURNAL\_POST\_REQ) components.

The following discusses how to:

- Configure the journal edit request for autopilot.
- Configure the journal post request for autopilot.

## Pages Used to Configure Journal Edit and Post for Autopilot

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Edit Journal Request	JOURNAL_EDIT_REQ	General Ledger, Process Journals, Edit Journals, Edit Journal Request	Specify the process request parameters on the run control page for the journal edit request that is to run in Autopilot.
Post Journals Request	JOURNAL_POST_REQ	General Ledger, Process Journals, Post Journals, Post Journals Request	Specify the process request parameters on the run control page for the journal post request that is to run in Autopilot.

### Configuring the Journal Edit Request for Autopilot

Access the Edit Journals Request page (General Ledger, Process Journals, Edit Journals, Edit Journal Request).

**Process Frequency**                      Select *Always*.

**Autopilot Run Control**                      Select the check box to make the process available to the Autopilot. When this check box is selected the system issues a warning if the process frequency selected is other than *Always*. The Re-Edit option cannot be selected for an Autopilot Run Control.

### Configuring the Journal Post Request for Autopilot

Access the Post Journals Request page (General Ledger, Process Journals, Post Journals, Post Journals Request).

**Process Frequency**                      Select *Always*.

**Autopilot Run Control**                      Select the check box to make the process available to the Autopilot. When this check box is selected the system issues a warning if the process frequency selected is other than *Always*.

---

## Configuring a Recurrence Definition for the Autopilot Process

To configure a recurrence definition for the Autopilot process, use the Recurrence Definition component (PRCSRECURDEFN).

The following discusses how to schedule the Autopilot process.

## Page Used to Configure a Recurrence Definition for the Autopilot Process

Page Name	Definition Name	Navigation	Usage
Recurrence Definition	PRCSRECURDEFN	PeopleTools, Process Scheduler, Recurrences, Recurrence Definition	Create a recurrence definition for scheduling the Autopilot process.

## Scheduling the Autopilot Process

Access the Recurrence Definition page (PeopleTools, Process Scheduler, Recurrences, Recurrence Definition).

Recurrence Definition page

The Autopilot process must be scheduled as a recurring process in the Process Scheduler and the wait time for recurrence must be equal to or less than the minimum wait time specified for the batch process. If there is more than one row in the run control, the recurrence time for the Autopilot process must be equal to or less than the smallest minimum wait time in the run control.

See *PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Defining PeopleSoft Process Scheduler Support Information," Defining Recurrence Definitions*

## Requesting and Running the Autopilot Process

To request and run the Autopilot process, use the FMS Process Autopilot Request (FMSAUTOPILOT\_REQ), Process Scheduler Request (PRCSRQSTD LG) components.

The following discusses how to:

- Configure the Autopilot request.
- Run the Autopilot process.

## Pages Used to Request and Run the Autopilot Process

Page Name	Definition Name	Navigation	Usage
Process Autopilot	FMSAUTOPILOT_REQ	Background Process, Process Autopilot, Process Autopilot	Set up Autopilot to perform recurring batch processing using PeopleSoft Process Scheduler.
Process Scheduler Request	PRCSRQSTD LG	Select the Run button on the Process Autopilot page.	Initiate the Autopilot process to run automatically to edit and post journals that meet your specified criteria.

## Configuring the Autopilot request

Access the FMS Process Autopilot Request (Background Process, Process Autopilot, Process Autopilot).

**Process Autopilot**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

*Process Type	*Process Name	*Run Control ID	*Active Flag	Minimum Wait Time (Minutes)	Maximum Wait Time (Minutes)	Minimum Transaction Count	Maximum Transaction Count	Server Name
Application Engine	GL_JEDIT	JRNL_AUTOPILOT	Active	15	60	100	100000	PSN1

Process Autopilot page

### Process Type

Select *Application Engine* for journal edit and COBOL SQL for journal post.

### Process Name

Enter the process to run. Journal edit and journal post are available for general ledger.



<b>Active Flag</b>	Select <i>Active</i> to enable the process.  Select <i>Disable</i> to disable an individual process even after Autopilot has started.
<b>Minimum Wait Time</b>	Enter the minimum number of minutes that must elapse between processing runs.
<b>Maximum Wait Time</b>	Enter the maximum amount of minutes that can elapse between process runs, regardless of whether the Minimum Transaction Count parameter is satisfied.
<b>Minimum Transaction Count</b>	Enter the fewest number of transactions that must be present for processing to occur, unless the Maximum Wait Time parameter is surpassed.
<b>Maximum Transaction Count</b>	Enter the maximum number of transactions that can be processed. If the amount of transactions waiting to be processed exceeds this amount, the process will not run in Autopilot regardless of the other settings.

## Running the Autopilot process

Access the Process Scheduler Page (Select the Run button on the Process Autopilot page).

<b>Recurrence</b>	Select your predefined recurrence.
	<hr/> <p><b>Note.</b> You can also specify the Recurrence by making it part of the process definition for the FMS Autopilot process (FMSAUTOPILLOT). The Autopilot process then submits the application batch processes when the conditions for wait time and transaction count are met.</p> <hr/>



## Chapter 12

# Using Open Item Accounting

This chapter provides an overview of open item accounting and discusses how to:

- Set up an open item prompt table.
- Enter and process open item transactions.
- Reconcile and close open item balances.

---

## Understanding Open Item Accounting

Open item accounting in Oracle's PeopleSoft General Ledger enables you to define, control, and maintain subledger detail for selected balance sheet accounts used in open item transactions. You can track these open item transactions until they are resolved and the balance of the open item account is zero. A common example of open item accounting is the tracking of employee draw account transactions. This section lists prerequisites and discusses:

- Open item accounting in General Ledger.
- Common open item terminology.
- Open item prompt tables.
- Reconciliation and closing of open item balances.

## Prerequisites

Before you can use open item accounting you must:

- Identify open item accounts.
- Specify an open item ledger.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Entering and Maintaining ChartField Values

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining a Detail Ledger

## Open Item Accounting in General Ledger

Use General Ledger open item accounting to:

- Create one or more open item accounts to track numerous open items.
- Reconcile open item balances either by using the Open Item page or by using the PS/GL Open Item Reconciliation (GL\_OI\_RECON) Application Engine process.
- Display open item balances for each open item account online in the Open Item Status page.
- Generate reports on each open item's status and transaction detail.

## Common Open Item Terminology

These terms are common to open item accounting in General Ledger:

<b>Open Item Account</b>	A ChartField account, normally balance sheet accounts, used for open item accounting, such as <i>Employee Advances</i> .
<b>Open Item Key</b>	The identifying or search key for open items in an open item account. For an employee advances account, the Open Item Key field typically is the employee ID or social security number. This implies that any journal entry that posts to the employee advances account also carries an employee ID in the Open Item Key field. This search key is required by the system.
<b>Open Item</b>	Each transaction that affects an open item account remains an open item until the balance of all transactions with a given open item key equals zero. For example, the first open item in the employee advances account is the issuance of an advance. payment against the initial advance become open items until a final payment brings the balance for a given employee ID to zero. When that transaction is posted, all open items for the employee ID are closed.
<b>Closed Item</b>	Transactions for an open item key become closed items when the balance of the open item key transactions equals zero.
<b>Tolerance Amount</b>	Indicates that General Ledger should close transactions in which open items do not sum up to zero, provided the open item balance falls within this specified tolerance amount. This only applies to open items you reconcile manually (online). The system does not apply a tolerance amount for open items reconciled through background (batch) processing.

## Open Item Prompt Tables

You can add an Open Item Prompt Table to perform an online lookup of valid open item keys.

The prompt table is a SQL view that you create by selecting two fields from the Open Item Edit Record, as defined with the Open Item Account, in PeopleTools Application Designer. The two fields are:

- The Open Item Edit Field that you must rename to OPEN\_ITEM\_KEY in your new SQL view.
- A description field that is informational only.

---

**Note.** Before performing modifications, complete the PeopleTools classes to learn to use the PeopleTools Application Designer and its associated database tools. Completion of the PeopleCode and SQL/SQR classes is recommended.

---

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide*

## **Reconciliation and Closing of Open Item Balances**

You can reconcile and close open item balances using one of the following methods:

- When you leave the Skip Open Item Reconciliation check box on the User Preferences - General Ledger page blank and post your open item transaction online, the transactions are reconciled and closed during the posting process.
- When you do not select the Skip Open Item Reconciliation check box on the Request Posting - Run Journal Post page, the transactions are reconciled and closed during the posting process.
- When you access the Reconcile Open Items - Open Item Recon (reconciliation) page and run the PS/GL Open Item Reconciliation process as a background (batch) process.
- When you access the Update Open Items - Open Item page, you can select, reconcile, and close open item transactions manually.

This option is normally used for open items with balances that do not equal zero. The entries you close must still balance or meet the reconciliation tolerance amount.

---

## **Setting Up an Open Item Prompt Table**

This section describes how to create an open item prompt table.

### **Creating an Open Item Prompt Table**

To create an Open Item Prompt Table:

1. Create a new record using the Application Designer.
2. Change the record type to SQL View.
3. Insert OPEN\_ITEM\_KEY field into the record.

Make it a key, search key, and list box item.

4. Insert a DESCR or NAME field to the record.

Make it an alternate search key and list box item.

5. Enter the View text:

```
select [open item edit field], [description or name field]
from [open item edit record]
```

6. Save the View.

7. Use Build menu option to create the view.

Access the Account page for the open item account and enter the SQL view name in the Prompt Table field for this account.

### See Also

*PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide*

---

## Entering and Processing Open Item Transactions

This section discusses how to:

- Create open item transactions.
- Process open item transactions.

Use the Create Journal Entries menu option to enter and process open item transactions. Edit and post the transactions online or use the Process Posting option on the Process Journals menu.

---

**Note.** You cannot use open items with accounts that are value-added tax (VAT) enabled.

---

### See Also

[Chapter 8, "Making General Ledger Journal Entries," Creating Journal Entries, page 132](#)

[Chapter 10, "Processing Journals," Understanding Journal Processing, page 231](#)

## Pages Used to Enter and Process Open Item Transactions

Page Name	Definition Name	Navigation	Usage
Journal Entry - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header	Identify the Ledger Group that contains the Ledger used to track open items.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Journal Entry - Lines	JOURNAL_ENTRY2_IE	Journals, Journal Entry, Create/Update Journal Entries, Lines	Create open item transactions by selecting the open item account and the open item key. You can also perform online editing and posting on this page.

## Creating Open Item Transactions

Access the Create Journal Entries - Header page.

To create open item transactions:

1. Select the ledger group that contains the open item ledger.
2. Access the Journal Entry - Lines page.
3. On line 1 enter or select the open item transaction parameters including the open item account, the amount, and the open item key.
4. Add line 2 of the transaction.
5. Save the transaction.

---

**Note.** If you did not enter or if you entered an incorrect open item key, a message appears when you add another line or attempt to save the transaction. Also, an open item account cannot be VAT enabled. If you have an existing open item account that is VAT enabled, access the account in Define ChartFields, Define Values - ChartField Values and remove the check mark from the Open Item Account check box, or change this account from a VAT Account to a Non-VAT Related account.

---

## Processing Open Item Transactions

You can edit or post open item transactions online or in batches.

---

**Note.** If you select the Post Journal Process on the Creating Journal Entries - Lines page, the system checks the User Preferences - General Ledger page and uses the value specified for the Skip Open Item Reconciliation flag. If the check box is selected, the Open Item Reconciliation process is bypassed during the posting process and the open items are posted but not reconciled. However, if you run the Journal Post process (GLPPPOST) from the Journal Post - Request page, you must select the Skip Open Item Reconciliation field on the page.

---

### See Also

[Chapter 10, "Processing Journals," Posting Journals, page 248](#)

## Reconciling and Closing Open Item Balances

This section describes how to:

- Use the PS/GL open item reconciliation Application Engine process (GL\_OI\_RECON).
- Use the manual open item reconciliation and close process.
- Review reconciled open items.

## Pages Used to Enter Open Item Transactions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Process Reconciliation - Open Items Reconciliation Request	GL_OI_RECON_REQ	General Ledger, Open Items, Process Reconciliation, Open Items Reconciliation Request	Close open items automatically. The items that remain open appear on the Open Item and the Open Item status pages after the posting process. You must reconcile these remaining open items manually.
Open Item Maintenance	GL_OPEN_ITEM_SUM	General Ledger, Open Items, Maintenance, Open Item Maintenance	Review, at the summary level, a list of open item balances and associated ChartFields that you can reconcile or reopen.
Open Item Transaction	GL_OPEN_ITEM_DET	General Ledger, Open Items, Maintenance, Open Item Maintenance page.  Select and click an open item key number to access the Open Item Transaction page.	Review open item transaction details to that you can reconcile individually, change the open item key name, and reopen an item.
Review Open Item Status	GL_OPEN_ITEM_SUM	General Ledger, Open Items, Review Status Online, Review Open Item Status	Review status of open items. You cannot reconcile, reopen any items, or edit the open item key.
Open Item Detail	GL_OPEN_ITEM_DET	General Ledger, Open Items, Review Status Online, Review Open Item Status.  Click the Open Item Key number link to access the transaction detail.	Review status of open item transaction details. You cannot reconcile, reopen any items, or edit the open item key.



## Using the PS/GL Open Item Reconciliation Process (GL\_OI\_RECON)

Access the Process Reconciliation - Open Item Reconciliation Request page (General Ledger, Open Items, Process Reconciliation, Open Items Reconciliation Request).

To reconcile and close open items using the PS/GL Open Item Reconciliation process:

1. Enter the run parameters.
2. Run the PS/GL Open Item Reconciliation process.

---

**Note.** The system uses Reconciliation Tolerance amounts solely for manual reconciliation. The PS/GL Open Item Reconciliation process only closes open item transactions with a zero balance.

---

## Using the Manual Open Item Reconciliation and Close Process

Access the Open Item Maintenance page (General Ledger, Open Items, Maintenance, Open Item Maintenance).

Open Item Maintenance

\*Unit

US001

\*Ledger

LOCAL

\*Inquire

Open

Journal ID

Journal Date FromTo

01/01/199010/12/2009

Closed Date FromTo

01/01/199010/12/2009

Reconcile Nbr

Account

Alt Acct

Oper Unit

Fund

Dept ID

Program

Class

Bud Ref

Product

Project

Book Code

Affiliate

Fund Affil

Search

Reconcile

Re-Open

Open Item Balances

CustomizeFindView All1-10 of 50FirstLast

Select	Open Item Key	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Book Code	Affiliate
<input type="checkbox"/>	<a href="#">IXHEEE111</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE112</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE137</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE140</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE144</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE125</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE127</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE132</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE139</a>	120500											
<input type="checkbox"/>	<a href="#">IXHEEE142</a>	120500											

Selected:

0.00

Total:

153525.00

Base Currency:

USD

Base Currency:

USD

Open Item Maintenance page (1 of 2)

**Open Item Maintenance**

\*Unit: US001 \*Ledger: LOCAL \*Inquire: Open Journal ID: Journal Date FromTo: 01/01/1990 10/12/2009 Closed Date FromTo: 01/01/1990 10/12/2009 Reconcile Nbr:

Product: Project: Book Code: Affiliate: Fund Affil: Oper Unit Affil: Scenario: Currency: Open Item Key: Descr:

Search Reconcile Re-Open

Open Item Balances									
ffil	Oper Unit Affil	Scenario	Status	Date Closed	Reconcile Nbr	Transaction Amount	Currency	Base Amount	Base Currency
			Open			1400.00	USD	1400.00	USD
			Open			1500.00	USD	1500.00	USD
			Open			6575.00	USD	6575.00	USD
			Open			2540.00	USD	2540.00	USD
			Open			7800.00	USD	7800.00	USD
			Open			3500.00	USD	3500.00	USD
			Open			6575.00	USD	6575.00	USD
			Open			1500.00	USD	1500.00	USD
			Open			365.00	USD	365.00	USD
			Open			1500.00	USD	1500.00	USD

Selected: 0.00 Total: 153525.00  
Base Currency: USD Base Currency: USD

Open Item Maintenance page (2 of 2)

This Maintenance option enables you to:

1. Enter open item criteria.
2. Reconcile and close open items at the summary level.
3. Reconcile and close open items at the detail level.
4. Reconcile and close multiple currency rows with the same Open Item Key.
5. Reopen reconciled and closed items.

### Entering Open Item Criteria

Enter the criteria to list your open item balances. In the Inquire field, select *open*, *closed*, or *both* to display the status of Open Item Balances at the summary level.

**Note.** If you do not know the open item key or want to select all open items for the ChartFields you specify, leave the Open Item Key field blank and the system selects all open items.

### Reconciling and Closing Open Items at the Summary Level

Click Reconcile to reconcile and close open item balances at the summary level.

If the summary rows net to a zero balance or meet your tolerance amount test, the system closes all open item detail lines contained within the selected summary rows and issues reconcile numbers and dates closed values for the selected rows and their detail lines.

---

**Note.** To reconcile multiple summary rows simultaneously, all the summary rows must have the *same* open item key and ChartField values

---

### ***Two Read-Only Fields***

<b>Selected</b>	Displays the total of all of the selected Open Item Balances rows. This total changes each time you select another row.
<b>Total</b>	Displays the open item balance total of all the rows on the page.

---

**Note.** Tolerance amounts are used solely for manual reconciliation. The background process closes only open item transactions that have a zero balance.

---

### ***Reconciling and Closing Open Items at the Detail Level***

You can close detail lines as a group or you can select specific detail lines to close for an open item key. The total balance of the detail lines you want to close must have a zero sum balance or fall within the reconcile tolerance amount specified when you set up your open item accounts.

To reconcile and close detail lines as a group:

1. Click the Open Item Key field to display the open item transaction detail lines.
2. If the open item key has more than one transaction detail line, you can select each of the lines and reconcile them as a group.

If all the detail lines have a sum balance of zero or meet the tolerance amount, the system closes all open items for that key and issues a reconcile number for all detail lines. The reconcile number identifies the reconciled open item, distinguishing it from all other closed items. The system also assigns a closed date value to all detail lines, which is the most recent journal date among the detail lines of the open item key.

To reconcile and close selected detail lines, select the specific detail lines that you want to close and click Reconcile.

The system closes only the selected open items and assigns these lines the same reconcile number and date closed value. When you close the remaining detail lines, the system assigns them a new reconcile number and date closed value. Both reconcile numbers and date closed values display on the corresponding summary row.

---

**Note.** You can make corrections to open item key values even after you have posted the journal because you are changing a key related specifically to the open item line and not to the journal line.

---

### ***Reconciling and Closing Multiple Currency Rows with the Same Open Item Key***

Two options are available when open item transactions within the same key value have different transaction currencies. If there are two currencies, there are two rows, and you can choose to reconcile individual currency separately, or use base currency amount to reconcile across currencies.

<b>Reconcile Each Row Separately</b>	The system closes each summary row individually and assigns a different reconcile number and date closed.
<b>Reconcile Selected Rows As One</b>	The system closes all the summary rows as a group, moving from one row to the next, and assigning all the selected rows the same reconcile number and date closed.

You can close multiple rows with different transaction currencies and the same open item key at the same time. The system groups open item lines for each currency as separate rows at the summary level. If all ChartFields are the same and the selected summary rows have either a zero sum balance or meet the reconcile tolerance amount, you can select and close these rows as a group.

### ***Reopening Reconciled and Closed Items***

You can reopen reconciled and closed items by:

- Selecting the individual open item lines with the same reconcile number and clicking Re-Open.
- Clicking Select All and then Re-Open to reopen all the lines.

## **Reviewing Reconciled Open Items**

Access the Review Open Item Status page (General Ledger, Open Items, Review Status Online, Review Open Item Status).

Where you can:

- Review open item balances or review closed open item transactions.
- Search by ChartField values, open item keys, reconciliation number, or document sequence number.
- Change the Inquire option to *Closed* to display reconciled items.
- Specify Closed From and Closed To date range.

If you do not specify these dates, the system uses the current system date.

- Use the Reconcile Nbr (number) field to search for all reconciled open items closed by this reconcile number.



## Chapter 13

# Using Inter/Intraunit Processing in General Ledger

This chapter provides an overview of interunit and intraunit processing in Oracle's PeopleSoft General Ledger and discusses how to:

- Use the Journal Edit Application Engine process (GL\_JEDIT) to initiate the Inter/Intraunit Processor Application Engine process (IU\_PROCESSOR).
- Generate suspense correction journal lines for inter/intraunit transactions.
- Copy inter/intraunit journals.
- Create inter/intraunit journal entries.
- Create inter/intraunit allocation journals.
- Perform inter/intraunit consolidations.
- Import inter/intraunit transactions using a flat-file journal import.
- Import inter/intraunit transactions using a spreadsheet journal import.

---

## Understanding Inter/Intraunit Processing in General Ledger

PeopleSoft General Ledger enables you to use a minimal number of journal entry lines to record a transaction between related entities. You do not have to enter all the lines that are required to fully balance the entry. Several processes handle unbalanced entries, such as:

- Journal entry.
- Spreadsheet journal entry.
- Flat-file journal import.
- Inter/Intraunit allocations.

For each of these processes, the Journal Edit process initiates the Inter/Intraunit Processor to complete the entries automatically.

Inter/Intraunit accounting occurs at the general ledger business unit level, independent of the individual product or feeder system business unit definitions.

Inter/Intraunit transactions are balanced by general ledger business unit and are also balanced by any of the ChartFields that can be designated as balancing ChartFields, such as the Fund ChartField or the Department ChartField. Use the Ledger Groups - Balancing page to determine which of these ChartFields are balancing ChartFields according to your accounting requirements.

You can use inheritance or due-to and due-from balancing to achieve inter/intraunit balancing.

Inter/Intraunit due-to and due-from entries are generated with respect to an anchor value. You determine the anchor ChartField value when making intraunit journal entries. The anchor value for interunit entries is the business unit entered on the journal header.

General Ledger also supports interunit accounting among general ledger business units with different base currencies.

You can set up direct interunit accounting or indirect interunit accounting. If you use direct interunit accounting, the general ledger business units use their own intercompany accounts to record the interunit transaction. If you use indirect interunit accounting, the general ledger business units use the intercompany accounts of the other business units involved.

---

**Note.** If you are using alternate accounts, you must use direct interunit accounting.

---

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Chapter 8, "Making General Ledger Journal Entries," Creating Interunit and Intraunit Journal Entries, page 175

## Using the Journal Edit Application Engine Process to Initiate the Inter/Intraunit Processor Application Engine Process

The Journal Edit process calls the Inter/Intraunit Processor process to generate balancing due-to and due-from journal lines after secondary ledger lines are created, currency is translated, value-added tax (VAT) is maintained, the Transaction Set Editor has completed validating the transactions, and edit and amount suspense processing is performed. After calling the Inter/Intraunit Processor process, the Journal Edit process calls Entry Event Processor Application Engine process (FS\_EVENTGEN) to process the entry events. It then checks the balancing of the journal and performs balance suspense related processing.

---

**Note.** The Journal Edit process performs ChartField combination editing prior to generating the interunit and intraunit lines. Therefore, the system-generated lines are not edited for ChartField combinations. For this reason, it is important to remember to assign the respective journal lines to the appropriate anchor group; otherwise, the system-generated balancing lines may retrieve incorrect balancing ChartField values. In the event that you forget to assign journal lines to the proper IU Group, the Journal Edit process retrieves the default balancing values that you define as the Inheritance Defaults in the General Ledger Definition - Inter/IntraUnit page. Therefore, it is equally important to define the Inheritance Defaults for business units that are to be involved in these transactions.

---

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance.



**See Also**

Chapter 10, "Processing Journals," Requesting Journal Edits, page 244

## Generating Suspense Correction Journal Lines for Inter/Intraunit Transactions

The Journal Edit process creates edit and amount suspense correction journal lines before calling the Inter/Intraunit Processor process. Edit and amount suspense correction lines are created before the Inter/Intraunit Processor process creates balancing entries.

**See Also**

Chapter 10, "Processing Journals," Using the Journal Suspense Correction Option, page 258

## Copying Inter/Intraunit Journals

PeopleSoft functionality supports copying of inter/intraunit journal entries.

**See Also**

Chapter 8, "Making General Ledger Journal Entries," Copying Journal Entries, page 190

## Creating Inter/Intraunit Journal Entries

The predefined General Ledger system transaction definition GLJ (general ledger journal) enables you to enter and process entry events with inter/intraunit transactions.

The definition GLJ enables you to map multiple transaction fields to create additional subsets or categorizations of an inter/intraunit transaction. The transaction code value appears by default from the system transaction map for GLJ. You can override the default by entering transaction codes on the Journal Entry - Header page.

You can organize inter/intraunit journal entries in inter/intraunit groups and assign anchor business unit and anchor ChartField values that the system uses to create balancing entries.

The PeopleSoft functionality provides several balancing methods, and you can assign affiliate ChartFields to manage inter/intraunit entries.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Configuring ChartFields," Using Standard ChartField Configuration

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Choosing Affiliate ChartField Values

Chapter 8, "Making General Ledger Journal Entries," Creating Interunit and Intraunit Journal Entries, page 175

Chapter 27, "Using Entry Events in General Ledger," page 653

## Creating Inter/Intraunit Allocation Journals

When you allocate business units in the pool to other business units, the Allocation process creates interunit journals and calls the Journal Edit process to create the balancing due-to and due-from journal lines.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Processing Allocations," Setting Up Interunit and Intraunit Allocations.

## Performing Inter/Intraunit Consolidations

PeopleSoft functionality supports inter/intraunit consolidations and the use of affiliate ChartFields.

See Chapter 17, "Performing Financial Consolidations," Selecting an Approach to Intercompany and Intracompany Transactions, page 387.

## Importing Inter/intraunit Journals Using a Flat-File Journal Import

PeopleSoft functionality supports inter/intraunit flat-file journal import.

**See Also**

Chapter 8, "Making General Ledger Journal Entries," Using the Flat File Journal Import Process, page 196

## Importing Inter/Intraunit Journals Using a Spreadsheet Journal Import

PeopleSoft functionality supports inter/intraunit spreadsheet journal import by including the IU Group (inter/intraunit group) field and the IU Anchor (inter/intraunit anchor) field.

**See Also**

Chapter 9, "Using Spreadsheet Journal Import," page 209

## Chapter 14

# Processing Value-Added Tax Transactions in General Ledger

This chapter provides an overview of Oracle's PeopleSoft General Ledger VAT setup and processing, lists prerequisites, and discusses how to:

- Set up value-added tax (VAT) options and defaults for General Ledger processing.
- Create and process journals with VAT.
- Import VAT data from third-party systems.

---

## Understanding General Ledger VAT Setup and Processing

This section provides an overview of VAT in PeopleSoft General Ledger and discusses:

- VAT default and override relationships in General Ledger.
- VAT setup and defaults for General Ledger.
- VAT transaction entry and processing in General Ledger.

This PeopleSoft application accommodates a number of methods for calculating VAT based on either the countries where your organization is located or the countries with which you conduct business. You can set up all of your VAT defaults and other VAT information in Setup Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax for each of your PeopleSoft applications. You must set up VAT for PeopleSoft General Ledger at the business unit, journal source, and account ChartField levels. Each of these levels is represented by a VAT driver, which is provided with the PeopleSoft application. You can set up the VAT defaults for PeopleSoft General Ledger in a central VAT location by selecting the appropriate VAT driver:

- Account ChartField
- Journal Source
- GL Business Unit

When you click the VAT Defaults link on the General Ledger Business Unit Definition - VAT Defaults page, the appropriate page (Journal Source Definition page, Account ChartField page, VAT Defaults Setup page) appears, based on one of the VAT drivers for PeopleSoft General Ledger.

For example, when you click the VAT link on the General Ledger Business Unit - VAT Defaults page, the VAT driver for the VAT Defaults page is BUS\_UNIT\_TBL. When you click the VAT link on the Account page, the VAT driver for the VAT Defaults page is GL\_ACCOUNT\_TBL. Finally, if you click the VAT link on the Journal Source Definition page for Online Journal Entries (ONL), the VAT driver is SOURCE\_TBL for the VAT Default page. Each VAT driver determines the appearance of the VAT Defaults page.

To process PeopleSoft General Ledger transactions, you must set the defaults and parameter controls that apply to VAT at the business unit, journal source, and account levels. The objective is to calculate and create a variety of VAT accounting entries to record not only the tax on goods and services, but also—simultaneously—record the recoverable, nonrecoverable, and rebate portions of the VAT at the journal line level.

## VAT Default and Override Relationships in General Ledger

The hierarchy for VAT default options for PeopleSoft General Ledger is:

1. VAT Entity and VAT Country
2. Business Unit
3. Journal Source
4. Account

Therefore, VAT default options set up for the VAT entity or VAT country override the VAT default options set up for a business unit, journal source, or account level.

If there are no VAT default options set at the VAT entity or VAT country levels, then any VAT default options set up at the business unit level override any VAT defaults set up at the journal source or account levels.

If no VAT defaults are set at the VAT entity, VAT country, or VAT business unit level, then the VAT default options set at the journal source level override the VAT default options set at the account level.

When you enter a journal line, however, overriding of VAT default options works in the reverse order:

1. Account
2. Journal Source
3. Business Unit

When entering VAT at the journal line, if you established an option value at the account level, that value overrides a value set at the journal source and business unit levels. Likewise, if you have not established values at the account or journal source level, PeopleSoft General Ledger calculates VAT using the options set for the business unit, VAT entity registration, or VAT country levels.

## VAT Setup and Defaults for General Ledger

The VAT defaults are controlled by VAT drivers at various levels of the hierarchy, and they are stored in a common set of tables provided by default. Depending on the driver, you can set certain fields and override them in a lower level of the hierarchy.

Two main components control the VAT defaults: the VAT Defaults Setup component and the Services VAT Treatment Setup component. For PeopleSoft General Ledger, only the VAT Defaults Setup component is applicable. You can access this component from the common VAT menu (Set Up Financials/Supply Chain, Common Definition, VAT and Intrastat, Value Added Tax) or from the applicable general ledger pages. If you access it from the VAT menu, the driver you select determines the fields that appear. If you access it from the application pages, the component from which you are accessing determines the fields that appear. For example, if you access the VAT Defaults Setup page from the VAT and IntraStat Common Definitions menu, and you select the GL Business Units (BUS\_UNIT\_TBL\_GL) driver, then you see the same fields as you do when you click the VAT Default link on the GL Business Unit Definition - VAT page.

These VAT user overrides are set:

- Service Type, Place of Supply Driver, or both—a change to either protects both.
- Reporting Country, Defaulting State, or both—a change to either protects both.
- Bank/Customer/Vendor Registration Country.
- Calc on Advance Payments.
- Place of Supply Country, Place of Supply State, or both—a change to either, where applicable, protects both.
- Applicability.

User overrides are reset to blank when the user:

- Clicks Change Physical Nature.
- Clicks Reset All VAT Defaults.
- Leaves the component and comes back in again.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Accessing the Service VAT Treatment Defaults Setup Page.

### ***VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults***

The following table lists the VAT drivers and associated VAT driver keys in the VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. No general ledger drivers apply to the Services VAT Treatment Defaults.

<b><i>VAT Driver</i></b>	<b><i>VAT Driver Keys</i></b>	<b><i>PeopleSoft Application</i></b>	<b><i>Country</i></b>	<b><i>State</i></b>	<b><i>Applicable to Regular VAT Defaults</i></b>	<b><i>Applicable to Services VAT Treatment Defaults</i></b>
Account ChartField	Account SetID Account	General Ledger	Optional	Optional	Yes	No

<b>VAT Driver</b>	<b>VAT Driver Keys</b>	<b>PeopleSoft Application</b>	<b>Country</b>	<b>State</b>	<b>Applicable to Regular VAT Defaults</b>	<b>Applicable to Services VAT Treatment Defaults</b>
Journal Source	Source SetID Source	General Ledger	Optional	Optional	Yes	No
GL Business Unit	Business Unit	General Ledger	Optional	Optional	Yes	No
VAT Entity Registration	VAT Entity Country	All	Required	Optional	Yes	No
VAT Country	Country	All	Required (key)	Optional	Yes	No

## VAT Transaction Entry and Processing in General Ledger

PeopleSoft General Ledger processes VAT transactions originating from the following sources:

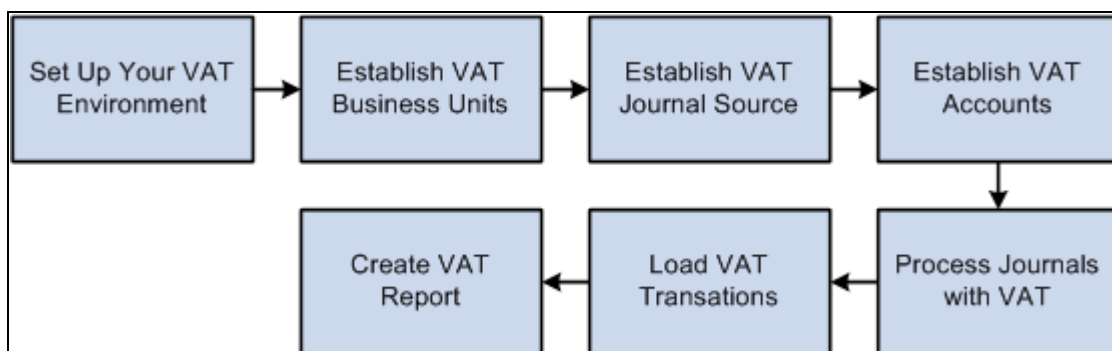
- PeopleSoft subsystems
- PeopleSoft General Ledger
- External systems

---

**Note.** Commitment control functionality does not support VAT.

---

This diagram illustrates VAT processing in PeopleSoft General Ledger:



VAT processing in PeopleSoft General Ledger

When you create a journal entry with VAT, the Journal Edit process calculates VAT, spreads the VAT amounts, if necessary, and, for an inclusive VAT transaction, subtracts the VAT amount from the journal line and then adds it back in for the journal balances.

You can also create a Standard Journal Entry (SJE) Model journal for VAT. However, Journal Edit does not perform any of the processes mentioned on the model journal. Instead, the SJE process copies the VAT lines to retain any user-entered information and Journal Edit processes VAT on standard journals created from the SJE process.

After creating general ledger journal entries, you can edit and post them online or you can process them in batches. You must run the VAT Transaction Loader process to load data into the VAT Transaction Table before you can run the VAT Report Extract process to enable you to print VAT reports. You run the VAT Transaction Loader process based on your organization's volume of VAT data. For example, you may only need to run this process once each week. You can select this process each time you produce reports or schedule it to run automatically. You then can run the VAT Report Extract process based on when you need to produce reports.

PeopleSoft delivers the General Ledger AE program, GL\_JRNL\_IMP, that you use to import VAT data to Journal tables from third-party systems. Since this program directly modifies and loads data into transaction tables, a database administrator or someone with detailed knowledge of the physical layout of the tables should run them. You must be aware which tables are affected by these programs and run the programs at the appropriate times.

### ***The Effects of Changing VAT Defaults***

The system displays VAT defaults in descending order of effect. When you change multiple VAT defaults and click Adjust Affected VAT Defaults, specific fields will or will not be adjusted. Work from the top to the bottom of the list, clicking Adjust Affected VAT Defaults at the appropriate times to avoid adjustments to VAT defaults that you overrode but did not memorize.

For example, if you override Calculate at Gross or Net and click Adjust Affected VAT Defaults, nothing happens because the Calculate at Gross or Net field does not affect any other VAT defaults. If you then override Vendor Registration Country and click Adjust Affected VAT Defaults again, the system adjusts all VAT defaults except Vendor Registration Country. This time, Calculate at Gross or Net was overridden, which means that you must override this VAT default again to undo the adjustment.

In another example, if you override Vendor Registration Country and click Adjust Affected VAT Defaults, the system adjusts all VAT defaults except Vendor Registration Country and Vendor Registration ID. If you then override Place of Supply Driver and click Adjust Affected VAT Defaults again, the system adjusts all VAT defaults except Service Type, Place of Supply Driver, Vendor Registration Country, and Vendor Registration ID.

### ***See Also***

Chapter 8, "Making General Ledger Journal Entries," Creating Standard Journal Entries (SJE), page 182

Chapter 10, "Processing Journals," page 231

*PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT," Understanding VAT*

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## Prerequisites

Before you process VAT transactions in PeopleSoft General Ledger:

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Understanding VAT.

After reviewing the material in the aforementioned reference, set up your VAT environment accordingly.

If you intend to create an allocation journal that includes VAT processing in the journal edit, deselect the ByPass Vat Processing check box on the Output Options page. The system then recognizes the VAT Account flag, calculates VAT, and generates additional VAT accounting lines where appropriate. Be careful when using this feature in a multilevel allocation because the system may generate accounting entries more than once for the same expense to recover VAT. To avoid this situation, deselect the Bypass VAT check box for only one step in a multilevel allocation.

---

**Note.** Refer to the individual PeopleBooks for the subsystems that feed VAT transactions to the PeopleSoft General Ledger, for VAT information applicable to that application, and to access the setup information for the various applications.

PeopleSoft Commitment Control does not support VAT.

---

### See Also

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Processing Allocations," Selecting Output Options

---

## Setting Up VAT Options and Defaults for General Ledger Processing

To set up VAT options and defaults, use the following components:

- VAT Defaults (VAT\_DEFAULT\_SEARCH)
- General Ledger Definition (BUS\_UNIT\_TBL\_GL)
- Journal Source (SOURCE)
- Account (GL\_ACCOUNT)

Use the ACCOUNT\_CF component interface to load data into the tables for the Account component.

This section discusses how to:

- Set up VAT defaults for the General Ledger VAT drivers.
- Set up General Ledger Business Unit VAT Default options.
- Set up VAT default options for Journal Source.



- Set up VAT defaults for an account.

## Pages Used to Set Up VAT Options and Defaults for General Ledger Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
VAT Defaults Setup	VAT_DEFAULTS_DTL	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup</li> <li>• Click the VAT Default link on either the General Ledger Definition - VAT Defaults page, the Journal Source - Definition page, or the Define ChartField - Account page.</li> </ul>	Access VAT defaults to the journal line for the general ledger business units, source, and account. The default fields are available on the VAT Defaults Setup page for the business unit, the source, and the account based on the page where you select the VAT Default link.
General Ledger Definition - VAT Defaults	BUS_UNIT_TBL_GL5	Set up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, VAT Defaults	<p>Define VAT options that are provided by default to the journal line from your general ledger business units and select the VAT Default link to define additional central VAT defaults.</p> <p><b>Note.</b> This page only appears if the business unit is associated with a VAT entity.</p>
Journal Source - Definition	SOURCE1	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Definition	Specify whether the source is for goods or services and select the VAT Default link to define additional central VAT defaults.
Account	GL_ACCOUNT	Set up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Specify whether the account is for goods or services and select the VAT Default link to define additional central VAT defaults.

## Setting Up VAT Defaults for the General Ledger VAT Drivers

Access the VAT Defaults Setup page (Click the VAT Default link on either the General Ledger Definition - VAT Defaults page, the Journal Source - Definition page, or the Define ChartField - Account page).

**Note.** The default values on this page are dependent on the VAT driver that you select. This example uses the BUS\_UNIT\_TBL\_GL VAT driver.

VAT Defaults Setup

VAT Driver:AM Business Unit

[Return to Asset Management Definition](#)

Business Unit:JPN01JAPAN OPERATIONS

☐ Copy Values to New Rows

Specify a value below for all the required fields, for any fields requiring an overall default at the top of the VAT Default Hierarchy, or for any fields requiring an exception to the value specified for a VAT Driver Option higher up in the VAT Default Hierarchy.

VAT Defaults

First1 of 1Last

VAT Reporting Country:JPNJapan

Defaulting State:

[Copy Defaults From](#)

Default Details

First1 of 1Last

\*Effective Date:01/01/1900

\*Status:Active

VAT Control Defaults

VAT Applicable:Taxable

Goods Declaration Point:At Invoice Time

\*Calculation Type:Exclusive

Domestic Reverse Charge:No











VAT Code Defaults

Taxable Goods Sales:


VAT Defaults Setup page (1 of 2)

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VAT Transaction Type Defaults	
Domestic Reverse Charge Sales:	<input type="text"/> 
Domestic Goods Sales:	<input type="text"/> 
EU Goods Distance Sales:	<input type="text"/> 
EU Goods Sales:	<input type="text"/> 
EU Sales, Simplification:	<input type="text"/> 
Exempt:	<input type="text"/> 
Exonerated:	<input type="text"/> 
Goods Exports:	<input type="text"/> 
Out of Scope:	<input type="text"/> 
Suspended:	<input type="text"/> 

Customer VAT Code	
Taxable Goods Sales:	<input type="text"/> 

VAT Defaults Setup page (2 of 2)

## VAT Driver

The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. You can define general ledger defaults as applicable for each PeopleSoft-defined General Ledger VAT driver.

The PeopleSoft General Ledger VAT drivers are:

- Account ChartField
- Journal Source
- GL Business Unit
- VAT Entity Registration
- VAT Country

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**Note.** If you select the VAT Defaults link on the General Ledger Business Unit Definition - VAT Defaults page, the Journal Source - Definition page, or the Account page, then you access the VAT Defaults Setup page for the selected driver. All VAT defaults are set up on these central VAT pages.

---



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**Note.** The VAT Defaults Setup pages are described in detail in the *PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook, "Working with VAT."*

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See *PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT,"* Establishing VAT Defaults.

## Setting Up General Ledger Business Unit VAT Default Options

Access the General Ledger Definition - VAT Defaults page (Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, VAT Defaults).

Definition	Journal Options	Currency Options	Approval Options	VAT Defaults	Inter/IntraUnit
<b>Business Unit:</b> BLGE1 <b>VAT Reporting Entity:</b> BLGE1V <b>*Physical Nature:</b> <span>Good</span> <input checked="" type="checkbox"/> <b>Prorate Non-Recoverable VAT</b> <input type="checkbox"/> <b>Allocate Non-Recoverable VAT</b> <a href="#">VAT Default</a>					

General Ledger Business Unit Definition - VAT Defaults page

### VAT Reporting Entity

Create a VAT entity for the levels in your organization that require reporting. You can associate more than one business unit with a VAT entity; however, you can only associate one VAT entity with a specific business unit. To associate a general ledger business unit to a VAT entity, navigate to Setup Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Entity, Identification.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Entering VAT Entity Identification Information.

### Physical Nature

Specify the default nature of transactions for the business unit as either *Good* or *Service*. The default can be overridden at the source and account levels.

### Prorate Non-Recoverable VAT

Select to post the non-recoverable VAT to the same ChartFields (including account, alternate account, and other ChartFields) that are specified on the associated expense journal line rather than to a separate VAT account. Selection of this option sets the default for the GL Journal Entry - VAT page, VAT Control group box.

### Allocate Non-Recoverable VAT

If non-recoverable VAT is not prorated (that is, the Prorate Non-Recoverable VAT option is not selected), then non-recoverable VAT amounts are posted to a separate VAT account and alternate account. Select this option to allow the ChartField to which non-recoverable VAT is posted to be determined by your ChartField Inheritance options. For each ChartField, you may specify that the value always be inherited from the associated expense journal line, that the value only be inherited when the VAT is being posted to the same general ledger business unit, that the value be obtained from the set of business unit default ChartFields, or that the VAT be posted to a specific VAT ChartField. Selection of this option sets the default for the GL Journal Entry - VAT page, VAT Control group box.

**VAT Default**

Click this link to access the general ledger business unit driver's VAT Defaults page and define additional defaults for the business unit.  
  
*See PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT," Establishing VAT Defaults.*

**Note.** Although the VAT amount may be zero or the VAT may be 100 percent non-recoverable, the system generates a 0 (zero) Recoverable VAT entry. This action is necessary because the VAT Transaction Loader always uses the Recoverable VAT entry as the basis for generating the VAT\_TXN\_TBL entries.

**See Also**

[Chapter 3, "Defining Your Operational Structure," Defining General Ledger Business Units, page 22](#)

**Setting Up VAT Default Options for Journal Source**

Access the Journal Source - Definition page (Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Definition).

DefinitionJournal OptionsCurrency OptionsApproval Options

SetID: SHARESource: CFO

Effective Date

Find | View AllFirst1 of 1Last

\*Effective Date:01/01/1900

\*Status:Active

\*Description:Chief Financial Officer

Physical Nature:

[VAT Default](#)

Journal Source - Definition page

**Physical Nature**

Specify the default nature of transactions for the journal source as either *Good* or *Service*. The default can be overridden at the account level.  
  
**Note.** Indicate the default option used most often for VAT transactions that use this source. For options that you use less frequently, override these defaults at the Account Definition level.

**VAT Default**

Click this link to access the central VAT Defaults Setup page of the source for the Journal Source VAT driver.

**Note.** The VAT Defaults Setup page appears based on the specific Journal Source you select, such as ONL, AP, and AR.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

**See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Understanding VAT

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions

Setting Up VAT Defaults for an Account

Access the Account page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account, Account).

Account

Map to Alternate Account

SetID: SHARE    Account: 206000

Effective Date

Find | View All    First 1 of 1 Last

\*Effective Date: 01/01/1900

\*Status: Active

Attributes

Long Description

\*Description: VAT Tax Payable

\*Short Description: VATPayable

☐ Statistical Account

UOM:

Monetary Account Type: Liability

Balance Sheet Indicator: Balance Sheet

\*VAT Account Flag: VAT Account

☐ OpenItem Account

☐ Reconcile on Base Amount

Edit Record:

Prompt Table:

Reconcile Tolerance:

☐ Control Account

☐ Commitment Control Override

☐ Budgetary Only

Book Code: B

☒ Allow Book Code Override

Physical Nature:

VAT Default

Edit Field:

Description of OpenItem:

Reconcile Currency:

Performance Measurement

☒ General Ledger Account

☐ Performance Measurement Acct

☐ ABM Account

Account page

**VAT Account Flag**

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Account Values.

<b>Physical Nature</b>	Specify the default nature of transactions for the account as either <i>Good</i> or <i>Service</i> . The defaults override source and business unit defaults.
<b>VAT Default</b>	<p>Click this link to access the central VAT Defaults Setup page for account and define the VAT defaults for an account.</p> <p>See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i>, "Working with VAT," Establishing VAT Defaults.</p>

### **See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Understanding VAT

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Account Values

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## **Creating and Processing Journals with VAT**

This section discusses how to:

- Enter VAT in the General Ledger journal lines.
- Update VAT data in the General Ledger journal VAT lines.

You normally enter VAT data as part of a PeopleSoft subsystem transaction. VAT is calculated within the transaction, the transaction is edited, the VAT Transaction Loader is run, and the transaction is posted. Use general ledger to enter adjustments, corrections, or miscellaneous transactions that either include VAT or affect only the VAT portion of a transaction.

### **See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Understanding VAT

## Pages Used to Create and Process Journals with VAT

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Journal Entry - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	Include business unit, any VAT accounts that are entered or generated, and the ability to override the currency, rate, and basis amount. VAT default data from the business unit, journal source, and VAT accounts affects defaults on the GL Journal Entry - VAT page.
GL Journal Entry - VAT	JOURNAL_ENTRY_VAT	Click the VAT link on the journal line.	Override VAT default information generated from the business unit, source, and account that are entered on the header and lines pages, if necessary.

## Entering VAT in the General Ledger Journal Lines

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

1. You can override the business Unit on the journal line; however, the selected business unit must have VAT functionality enabled.
2. If you enter a transaction with its associated ChartFields for a VAT-applicable account, the system generates the VAT journal lines.

You can also enter a journal line directly against a VAT account as an adjustment to a VAT transaction, along with the appropriate ChartFields.

3. You can override the default Currency and Rate Type.

The exchange rate that appears is based on these two values.

4. Enter the amount.
5. Click the VAT link to access the GL Journal Entry - VAT page.

---

**Note.** The Lines page operates in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, then any value you enter before the system updates the page overrides the default. Also, the system updates quantity balances or totals only when you save or click the Calculate Amounts button.

---



See Also

Chapter 8, "Making General Ledger Journal Entries," Entering Journal Line Information, page 145

Updating VAT Data in the General Ledger Journal VAT Lines

Access the GL Journal Entry - VAT page (click the VAT link on the Journal Entry - Lines page).

The VAT link appears on a journal line for which the ChartField is a VAT ChartField and the business unit is VAT-enabled.

GL Journal Entry - VAT

[Return to Journal Entry Lines Page](#)

Unit: CAN01Journal ID: NEXTDate: 10/14/09

Line #: 1Account: 206000

Expand All SectionsCollapse All Sections

Physical Nature

Physical Nature: Goods

Change Physical Nature

Click this button if you want to change Physical Nature (to Goods or Services) and reset all VAT Defaults at this level only.

VAT Defaults

VAT Registrations

Reporting Country: CAN

Defaulting State: QC

Exception Type: None

Certificate ID:

VAT Controls

Calculation Type: Exclusive

Declaration Date: 10/14/2009

Accounting Entry Type: VO

Rounding Rule: Nat Rnd

Use Type: COMM

Apportionment Control: Dist GL BU

Recovery Source: Automatic

Rebate Source: Automatic

☐ Prorate Non-Recoverable

☐ Allocate Non-Recoverable

☐ Override Tolerance Check

GL Journal Entry - VAT page (1 of 2)

VAT Details			
Applicability:	VAT Only	<input type="checkbox"/> Record Input VAT	
VAT Code:	CA1	<input checked="" type="checkbox"/> Record Output VAT	
Tax Rate:	7.0000		
Transaction Type:	CSTD		
Adjust/Reset VAT Defaults			
Adjust Affected VAT Defaults		Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.	
Levels:	This level only	Reset All VAT Defaults	Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.
VAT Calculations			
Basis Amount:	0.00 CAD	Basis Amount Base:	0.00 CAD
Tax Rate:	7.0000		
Calculated Amount:	0.00 CAD	Calculated Amount Base:	0.00 CAD
Override VAT Amount:	0.00 CAD	Override VAT Amount Base:	0.00 CAD
Recorded Amount:	0.00 CAD	Recorded Amount Base:	0.00 CAD
Recovery Percent:	0.00		
Rebate Percent:	0.00		
Recovery Amount:	0.00 CAD	Recovery Amount Base:	0.00 CAD
Rebate Amount:	0.00 CAD	Rebate Amount Base:	0.00 CAD
Update Recovery / Rebate Percentages			

GL Journal Entry - VAT page (2 of 2)

### Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections of this VAT page.

#### Expand All Sections

Click this button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section name.

#### Collapse All Sections

Click to collapse all sections; you will see only the header information. If you expand one or more sections, you can click the arrow next to the section name to collapse the section.

### Updating VAT Values

You can modify any of the accessible fields on this page. These are the VAT default values that you defined in the VAT Default Setup page for Account ChartField, Journal Source, GL Business Unit, VAT Entity Registration, and VAT Country VAT Driver.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

---

**Note.** If you modify any of the VAT values on this page, be sure and use the options in the Adjust/Reset VAT Defaults group box.

---

### **VAT Defaults**

Adjusting or resetting VAT defaults only affects the fields within this VAT Defaults group box:

#### **Adjust/Reset VAT Defaults**

- Adjust Affected VAT Defaults

If you changed any fields on this page, these changes may VAT defaults on this page. For accuracy and consistency, click this button if you want the system to adjust the VAT defaults that are affected by your changes. All changes you have made to VAT defaults on this page that affect other VAT defaults on this page are retained.

Click the "i" button to list the fields that will be adjusted.

---

**Note.** Always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

---

- Levels

The levels affected when you click the Reset All VAT Defaults button may be different, depending which application you are working with and the type of VAT page you are working on.

---

**Note.** Reset completely redetermines the VAT defaults, but they are not necessarily reset to their original values. For example, the user may not have changed any VAT default values but if a VAT driver field was changed, then clicking Reset redetermines all defaults based on the new driver value.

---

- *All lower levels*

Do not select this option for general ledger VAT because it only has one level.

- *This and all lower levels*

Do not select this option for general ledger VAT because it only has one level.

- *This level only*

Select this field value to reset all VAT defaults on this VAT page.

- Reset All VAT Defaults

Click this button if you want the system to reset the VAT defaults based on the Levels value you selected. All changes you made to VAT defaults will be lost.

## Importing VAT Data from Third-Party Systems

This section discusses how to import VAT journals using GL\_JRNL\_IMP.

### Page Used to Import VAT Data from Third-Party Systems

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
External Flat Files - Flat File Journal Import Request	LOAD_JRNL_PNL	General Ledger, Journals, Import Journals, External Flat Files, Flat File Journal Import Request	Import journal data contained in a flat file and insert it into PeopleSoft journal tables.

#### See Also

Chapter 6, "Integrating and Transferring Information Among Applications," Importing Journals from Flat Files Using GL\_JRNL\_IMP, page 80

## Importing VAT Journals Using GL\_JRNL\_IMP

Access the Flat File Journal Import Request page.

### GL\_JRNL\_IMP

Use this utility to insert rows into the PS\_JRNL\_HEADER, PS\_JRNL\_LN, PS\_JRNL\_VAT, PS\_OPEN\_ITEM\_GL, and PS\_JRNL\_CF\_BAL\_TBL tables from data contained in a flat file. A commit is performed after all data in the file loads successfully. If the commit process fails, the entire load process is rolled back. You can run multiple instances of this Application Engine process with smaller flat files in a logical unit of work.

Group the flat file rows in hierarchical order with the header first, followed by the associated journal lines and control lines.

The system uses two system sources, EXT and EXV, to import data. System Source EXT enables the system to recognize that VAT Applicable/VAT Account selection is associated with an account and proceeds to calculate VAT and generates the additional accounting lines to be posted to the VAT accounts.

System source EXV prevents the system from processing the journal for VAT so you can load all VAT information from a flat file. Therefore, use EXV to import VAT information and populate the JRNL\_VAT table with transactions exactly as they are in the flat file, and use EXT to load journals to populate any missing values with default values and VAT lines when necessary. Once the system populates JRNL\_VAT, the imported VAT information is picked up by the VAT Transaction Loader.

**See Also**

Chapter 8, "Making General Ledger Journal Entries," Using the Flat File Journal Import Process, page 196



## Chapter 15

# Calculating Average Balances

This chapter provides an overview of average balance calculation and discusses how to:

- Prepare your system for average daily balancing (ADB).
- Process average daily balances.
- Produce average daily balance reports.

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## Understanding Average Balance Calculation

This section lists prerequisites, common elements and discusses:

- Average daily balance setup.
- Summary of capabilities.
- Ledgers used by ADB.
- Average balance calculations.
- How ADB determines calculation method.
- Incremental calculations.
- Ad hoc calculations.
- Adjustments in ADB.
- Journal adjustments (998, 901, 902...) in ADB.
- Management and regulatory ADB reporting.

## Prerequisites

Perform activities to set up ADB for the detail ledger that will be used to maintain the standard balances and daily balances when calculating the averages.

Before you can use the ADB feature, you must set up your business units and ledgers for ADB processing:

<b>Setup</b>	<b>Navigation</b>	<b>What</b>
Business units	Setup Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition	<p>Set up the business units for which you want to calculate average daily balances.</p> <p>Select the ADB Incremental Calculation Method link on the General Ledger Business Unit Definition page, and select the definitions that you run regularly (using the incremental calculation method) for this business unit.</p>
Detail ledgers	General Ledger, Ledgers, Detail Ledger	<p>Set up these ADB detail ledgers:</p> <ul style="list-style-type: none"> <li>• LOCALMTD</li> <li>• LOCALQTD</li> <li>• LOCALYTD</li> </ul>
Ledger groups	General Ledger, Ledgers, Ledger Group	<p>Set up these ADB ledger groups:</p> <ul style="list-style-type: none"> <li>• LOCALMTD</li> <li>• LOCALQTD</li> <li>• LOCALYTD</li> </ul> <p>Associate the ledger group with one of the ADB templates.</p>
ADB templates	<p>General Ledger, Ledgers, Templates</p> <p>Select each of these PeopleSoft ADB target ledger templates:</p> <ul style="list-style-type: none"> <li>• STNDADBMTD</li> <li>• STNDADBQTD</li> <li>• STNDADBYTD</li> </ul>	<ul style="list-style-type: none"> <li>• Verify that the ADB records as set up.</li> <li>• Add the applicable ADB detail ledger to each of the templates to store the average balances.</li> </ul> <p>The ADB process determines where to store the calculated averages using the table defined in Record (Table) Name field on this template. Create a unique template for each unique table name depending on where you want to store the averages. For example, if you want to store all the averages to one table, you need only one template. To set up the template, select <i>ADB Reporting Ledger</i> in the Default Ledger Type field and click the button to select the default table names. You can accept the default table or choose another ADB target ledger table.</p>



Setup	Navigation	What
	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit – Definition	<ul style="list-style-type: none"> <li>• Select Report Average Balances, and select an ADB calendar for the ACTUALS (RECORDING) detail ledger.</li> <li>• Indicate whether you want to maintain regulatory balances.</li> <li>• Select the Filter Posted Activity check box.</li> <li>• Click the Filter link to access the Include Account Types Posted to ADB Ledger page, and select the ADB account types. You can add more than one account type and click OK.</li> </ul> <p><b>Note.</b> Filters enable you to specify which account types you want to post to the ADB ledger, for example, asset and liability.</p>
	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit – Definition  Add the ADB ledger group to the business unit. This is where the ADB calculation process looks to determine what ledger group and ledger to use when calculating the averages.	<ul style="list-style-type: none"> <li>• Attach the ADB ledger groups that you created to the business unit.</li> </ul> <p>This is where the ADB calculation process looks to determine what ledger group and ledger to use when calculating the averages.</p> <ul style="list-style-type: none"> <li>• Select a detail calendar in the Calendar ID field.</li> </ul> <p>The calendar can be a daily or monthly calendar. For example:</p> <ul style="list-style-type: none"> <li>• LOCALMTD calendar could be monthly (D1).</li> <li>• LOCALTD Calendar could be daily (D2).</li> </ul> <p>The calendar that you select determines how the average balances are stored. If you select a monthly calendar, for example, the current period reflects today's averages (or the day ADB was processed in the current month) and the prior period reflects the month-end average balances.</p> <p><b>Note.</b> Do not select Report Average Balances or any other ADB-related fields for these ADB target detail ledgers that you attach to a business unit in the Ledgers For a Unit component.</p>
Post Adjustment Periods to ADB option	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit – Journal Post Options	Disable (or leave enabled) the Post Adjustment Periods to ADB option.  Select whether to post adjustment journal entries to the ADB ledgers using an adjustment period (as defined for the ledger group) or using a regular accounting period that is derived from the ADB calendar.

## Common Elements Used in This Chapter

<b>Target ADB Ledger</b> (target average daily balance ledger)	Stores the average balances. The detail ledger must be a different ledger.
<b>Incremental Method</b>	Indicates the method of calculating ADB that uses prior period calculated averages and daily balances to calculate the requested periods' averages. This is a more efficient processing method than the ad hoc method.
<b>Ad Hoc Method</b>	Indicates the method of calculating ADB that uses the daily ledger balances to calculate the requested periods' averages. This method uses more system resources than the incremental method.
<b>ADB</b> (average daily balance)	Average Daily Balance.
<b>Period Type</b>	Defines the time period for the ADB calculation (month to date, year to date).

## Average Daily Balance Setup

After you complete the ADB prerequisites, you must perform the following activities before you can process average balances for a business unit:

- Define the interrelationship of ledgers and ChartFields used in ADB on the ADB Definition page:
  - Define the ledgers and amount fields to be used in the ADB calculations and the interrelationship between the ADB ledger and target ADB ledger's amount fields (Definition page).
  - Define the ChartField and value that is used to store the ADB rounding adjustment (Rounding Adjustment page).
  - Define the association between the ADB and target ADB ledgers' ChartFields (ChartFields page).
- Select the ADB Incremental Calculation Method link on the General Ledger Business Unit Definition page and select the definitions that you run regularly (using the incremental calculation method) for this business unit.
- Access the ADB Process Request page to run the ADB Calculation process (GL\_ADB\_CALCX).

See [Chapter 15, "Calculating Average Balances," Pages Used to Set Up Average Balances, page 327](#).

## Summary of Capabilities

The Calculating Average Balances feature enables you to report your organization's financial position using average, rather than period-end, balances. You can:

- Select which ChartField values are included in average balances.
- Select the time periods for ADB calculations from month-to-date, quarter-to-date, and year-to-date options—or define your own time periods.

- Report prior day and current average balances.
- Summarize ADB target ledgers for summary ledgers.

## Ledgers Used by ADB

There are two ledgers involved in ADB processing: the ADB ledger and the target ADB ledger.

- The source ADB ledger (also known as the ADB ledger) stores the daily ledger activity that is used by the ADB process to calculate the average daily balances.
- The target ADB ledger stores the calculated averages from the ADB process.

You can have as many target ADB ledgers as you need.

This design has several advantages:

- Flexibility to maintain the average balances in different ledger tables:
  - Partition your averages to different target ledger tables, such as period type (MTD—month-to-date, YTD—year-to-date, and QTD—quarter-to-date), which can improve processing performance.
  - You can maintain all the averages in a single table.
- Flexibility to define a calendar ID to maintain the calculated average daily balance history:
  - To maintain month-end balances, use only the monthly calendar ID, which represents the current day's averages.
  - To maintain daily balances, use the daily calendar ID.

### See Also

[Chapter 15, "Calculating Average Balances," Prerequisites, page 315](#)

## Average Balance Calculations

Choose either the incremental or the ad hoc calculation method.

ADB uses either the incremental method or the ad hoc method to calculate average balances. This table summarizes the differences between the two methods:

<i><b>Incremental</b></i>	<i><b>Ad hoc</b></i>
Uses prior period stored aggregate balances and daily balances to calculate the requested periods' averages.	Uses the daily ledger balances to calculate the requested periods' averages.
Results in more efficient processing.	Uses more system resources.

## How ADB Determines Calculation Method

By default, the ADB Calculation process uses the ad hoc method to calculate average balances.

In order to use the incremental calculation, you must define the ADB definitions and period type on the General Ledger Definition – Incremental Calculation Method page. Here's how period types relate to the ADB definition on that page:

<b>ADB Definition</b>	<b>Period Type</b>
Actuals MTD Averages	MTD (month to date)
Actuals QTD Averages	QTD (quarter to date)
Actuals YTD Averages	YTD (year to date)

In the sections that follow, there are examples of how these period types are used in calculations.

## Incremental Calculations

Incremental calculations are the most efficient way to calculate average balances. Each time that the system processes ADB calculations, it extracts only the daily balances that have been posted since the last time that it ran the ADB Calculation process. The process uses the prior period averages as the starting point to calculate the current period's average.

The ADB incremental calculation method determines average balance by dividing the aggregate amount by the number of days within the requested period type:

Average balance equals the aggregate amount divided by the number of accumulated days in the requested period type.

### Aggregate Amount

The aggregate amount equals today's *ending balance* plus the *previous aggregate amount* (the aggregate amount for the previous day of this period).

If it is the first day of a period, the *aggregate* amount is equal to the *ending balance* and the *average balance*.

### Ending Balance Amount

The ending balance amount equals today's daily balance plus the *previous ending balance* (the ending balance of the previous day of this period).

If it is the first day of a period, the *ending balance* is the same as the *aggregate* amount and the *average balance*.

The following two tables illustrate incremental calculation by showing how February 1 is calculated using two different time periods (period types): year to date and month to date.

This table shows how the system calculates February 1 for a YTD (year to date) period.

**Incremental Calculation for YTD**

The following table shows how the system performs incremental year to date calculations:

		Source ADB Ldg	Target ADB Ledger		
Per	Date	Amount	End Bal	Aggregate	Average Bal
1	1/1	(a) 100	(b) 100	(c) 100	100 (=c / # of periods)
2	1/2	(d) --	(e) 100 (=b+d) (or 100 + 0)	(f) 200 (=c+e) (or 100 + 100)	100 (=f / # of periods) (or 200 / 2)
3	1/3	150	250 (100 + 150)	450 (200 + 250)	150 (450 / 3)
4	1/4	50	300 (250 +50)	750 (450 + 300)	187.5 (750 / 4)
•	•	•	•	•	•
30	1/30	50	1550	29350	978.4
31	1/31	100	1650	31000	1000
32	2/1	150	1800	32800	1025

Year to date example: February 1 is the 32nd day of the period

**Incremental Calculation for MTD**

ADB for the month-to-date (MTD) should not include the ending balance for the prior period as the beginning balance for the current period. MTD is for the month only and the calculation does not include any amounts from any other period.

The following table shows how the system calculates February 1 for a MTD (month to date) period:

		Source ADB Ldg	Target ADB Ledger		
Per	Date	Amount	End Bal	Aggregate	Average Bal
1	1/1	(a) 100	(b) 100	(c) 100	100 (=c / # of periods)
2	1/2	(d) --	(e) 100 (=b+d) (or 100 + 0)	(f) 200 (=c+e) (or 100 + 100)	100 (=f / # of periods) (or 200 / 2)
3	1/3	150	250 (100 + 150)	450 (200 + 250)	150 (450 / 3)
4	1/4	50	300 (250 +50)	750 (450 + 300)	187.5 (750 / 4)
•	•	•	•	•	•
30	1/30	50	1550	29350	978.4
31	1/31	100	1650 (= 1550 +100)	31000 (=29350 + 1650)	1000 (= 31000 / 31)
1	2/1	150	1800	1800	1800

Month to date example: February 1 is the first day of the second period

## Ad Hoc Calculations

Ad hoc calculations require more system resources. Each time that the system processes ADB calculations, it extracts data for *all* the days within the period type from the ADB ledger. Therefore, you usually want the system to use the incremental calculation method for regularly scheduled averages (MTD, YTD, and QTD). Otherwise, you can use the ad hoc method.

The *ad hoc* calculation for average balance is the same as the incremental calculation:

Average Balance = Aggregate / number of days with in the requested period type

The difference is that the ad hoc method does not use prior period balances. Instead, it requires *all* the daily balances needed to calculate the requested period type. (The incremental process requires only the daily balances from the previous period.)

This table shows how the system calculates average daily balances for a date-to-date period type (DTD), starting January 5 through the request date of February 1. The ADB ledger uses a monthly calendar.

### Calculation Using a DTD Period Type

This table shows incremental day-to-day calculations:

		Source ADB Ldg	Target ADB Ledger		
Per	Date	Amount	End Bal	Aggregate	Average Bal
1	1/5	(a) 100	(b) 100	(c) 100	100 (=c/# of periods)
2	1/6	(d) 50	(e) 150 (=b+d)	(f) 250 (=c+e)	125 (=f /# of periods)
3	1/7	50	200	450	150
4	1/8	50	250	700	175
•	•	•	•	•	•
26	1/30	50	1200	19650	755.7
27	1/31	100	1300	20950	775.9
1	2/1	150	1450	22400	800

Incremental day to day calculations

In this case, even though February 1 is in the next period, the system still uses the previous day's ending balance and aggregate amount in the calculation.

In the sections that follow, there are examples of how these period types are used in calculations.

## Adjustments in ADB

ADB adjustments are any transactions for a specific period that have been posted to the ADB ledger after ADB calculations have been run, which includes that period in the average balances.

For example, suppose average balances are calculated at 8:30 a.m. on Monday as of period 1. Additional transactions are posted to the ADB ledger at 9:00 a.m. that same day. These new transactions are considered ADB adjustments.

If the ADB process is using the incremental calculation method, the process automatically adjusts prior period balances before it calculates the requested period averages because the incremental calculation method uses prior period balances to calculate the current period averages (thus the adjustments must first be applied to those prior balances).

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**Note.** The ADB process does not require you to go back and rerun prior month balances for the same fiscal year in order to adjust prior period balances when using the incremental calculation method. For example, if you have adjustments in May and June and the averages are already calculated up to July 31, you do not have to rerun the ADB Calculation process for the month end of May and June. You can rerun the ADB calculation process as of July 31 or as of August 1. The ADB process automatically adjust the prior months balances, for May and June, as long as the adjustments are within the same fiscal year. If you were to rerun the balances as of May 31, the process would not properly adjust the balances in June and July.

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If the ADB process is *not* using the incremental calculation method, then the process does *not* have ending balances.

When using the ad hoc method, you have to run the process for every open month for which you have transactions.

The ADB process adjusts all average balances starting from the minimum accounting period of the ADB adjustments, as long as that accounting period is within the same fiscal year as that of the requested period.

Keep in mind the distinction between ADB adjustments and adjusting journals (which are posted to special adjustment periods). They are different and are processed by ADB differently.

## Journal Adjustments (998, 901, 902...) in ADB

Adjustment journals are those journals that have been marked as adjustments in the journal header record.

You have the option to post adjustment journal entries to the ADB ledgers using:

- Adjustment periods as defined for the ledger group (this prevents period-to-period reporting from being distorted by adjustments); or,
- Regular accounting periods that are derived from the ADB calendar.

You select this option on the Ledgers For A Unit - Journal Post Options page. Deselect (or leave selected) the Post Adjustment Periods to ADB check box.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Default Journal Post Options for a Ledger.

### **Posting Adjustment Journals to ADB Ledgers Using Adjustment Periods (Default)**

ADB calculations support *all* adjustment periods.

For the most part, you will probably *not* want to include adjustment periods in ADB calculations, with the possible exception of year-to-date daily averages.

If you do choose to include journal adjustments, you have two points in the period that you can include the adjustments. You can include them at the beginning of the period, in which case the adjustment period (period 998, 901, 902) is considered the first day of the period, or you can include them at the end of the period, in which case the adjustment period is considered the last day of the period. For ADB definitions using the incremental calculation method, the process calculates the journal adjustments as of the last day of the period, regardless of the option selected. However, you can choose to run the ADB process using the ad hoc method on the ADB request if you want to include the adjustments as of the first day of the period. It is recommended that you use the ad hoc calculation method when including adjustment journals in the average balances. The impact of the journal adjustment period on average balances is illustrated in the following table.

This example assumes that Account 100000 has a zero beginning balance. During the course of the month, only two transactions were posted: one on December 1 and one on December 31 :

<b>Account</b>	<b>Journal Date</b>	<b>Period</b>	<b>Day Within Period</b>	<b>Transaction Amount</b>
100000	December 1, 2009	12	1	100
100000	December 31, 2009	12	31	150



<b>Account</b>	<b>Journal Date</b>	<b>Period</b>	<b>Day Within Period</b>	<b>Transaction Amount</b>
100000	December 31, 2009	998		300 < – adjusting entry

The following table shows the results of not including period 998, including it at the beginning of the period or including it at the end of the period:

<b>Period 998 Option</b>	<b>ADB Calculation</b>	<b>Result</b>
No Adjustment Period	$ADB = ( [100 * 31] + [150 * 1] ) / 31$ [Aggregate of the December 1 amount] plus [aggregate of December 31 amount] divided by the number of days.	104.84
As First Day of Report Period	$ADB = ( [400 * 31] + [150 * 1] ) / 31$	404.84
As Last Day of Report Period	$ADB = ( [100 * 31] + [450 * 1] ) / 31$	114.52

### ***Posting Adjustment Journals to ADB Ledgers Using Regular Accounting Periods***

If you have deselected the Post Adjustment Periods to ADB check box on the Ledgers For A Unit – Journal Post Options page, the adjusting journals are posted to regular accounting periods, and therefore, are included in the ADB calculations.

#### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars"

## **Management and Regulatory ADB Reporting**

When you enter journals, you identify an ADB date. The ADB date is the date that the system uses to determine in which accounting period the transaction is posted to the ADB ledger. Usually the ADB date and the journal date are the same, but in some cases they might differ.

General Ledger can maintain separate daily balances for the period, one that reflects the journal date and one that reflects the ADB date. You specify this requirement by selecting Maintain Regulatory Balances on the Ledgers For A Unit – Definition page.

When you select maintaining regulatory balances, for every journal that has an ADB date that differs from the journal date, the system creates two additional entries: an entry for the period based on the journal date and a reversal for the period based on the ADB date.

The following tables illustrate how ADB maintains regulatory balances. This first table identifies a journal with an ADB date different from the journal date on lines 3 and 4:

<i>Jrnl Line</i>	<i>BU</i>	<i>Ledger</i>	<i>Acct</i>	<i>Jrnl Date</i>	<i>ADB Date</i>	<i>Amt</i>
1	US001	Corporate	100000	January 1, 2009	January 1, 2009	100.00
2	US001	Corporate	100000	January 2, 2009	January 2, 2009	200.00
3	US001	Corporate	100000	January 3, 2009	January 1, 2009	50.00
4	US001	Corporate	100000	January 4, 2009	January 2, 2009	50.00

This second table illustrates the daily balance stored only for the ADB date. This table shows the transactions as they are posted to the ADB ledger based on ADB date only:

<i>BU</i>	<i>Ledger</i>	<i>Account</i>	<i>Acct Period</i>	<i>Posted Tran Amount</i>
US001	Corporate	100000	1	150.00
US001	Corporate	100000	2	250.00

This last table illustrates the daily balances stored based on both dates:

<i>BU</i>	<i>Ledger</i>	<i>Acct</i>	<i>Acct Per</i>	<i>Per Seq*</i>	<i>Posted Trans Amt</i>	<i>Comments</i>
US001	Corporate	100000	1	0	150.00	Balance posted from ADB date
US001	Corporate	100000	2	0	250.00	Balance posted from ADB date
US001	Corporate	100000	1	1	-50.00	Reversal for balances posted from ADB date

<i>BU</i>	<i>Ledger</i>	<i>Acct</i>	<i>Acct Per</i>	<i>Per Seq*</i>	<i>Posted Trans Amt</i>	<i>Comments</i>
US001	Corporate	100000	2	1	-50.00	Reversal for balances posted from ADB date
US001	Corporate	100000	3	1	50.00	Balance posted from journal date
US001	Corporate	100000	4	1	50.00	Balance posted from journal date

\* The Period Seq (period sequence) field distinguishes the balance types: 0—balances posted from ADB date, 1—balances posted from journal date, and reversals for balances posted from the ADB date.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

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## Preparing Your System for Average Daily Balancing

To prepare your system for average daily balancing, use the ADB Definition component (ADB\_DEFN).

This section discusses how to:

- Identify the ledgers.
- Identify rounding adjustments.
- Identify the ChartFields.

## Pages Used to Set Up Average Balances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
ADB Definition - Definition (average daily balance definition - definition)	ADB_DEFN	General Ledger, Average Daily Balance, ADB Definition	Identify the ledgers and their amount fields to be used in the definition.

Page Name	Definition Name	Navigation	Usage
ADB Definition - Rounding Adjustment (average daily balance definition - rounding adjustment)	ADB_ADJ	General Ledger, Average Daily Balance, ADB Definition, Rounding Adjustment	Identify the ChartFields in which the ADB rounding adjustment is stored. When averages are calculated from balanced ledger data, the calculated averages may not be in balance because of rounding. However, daily balances must be balanced. The ADB process creates rounding adjustments in order to bring the calculated averages back into balance.
ADB Definition - ChartFields (average daily balance definition - ChartFields)	ADB_CF	General Ledger, Average Daily Balance, ADB Definition, ChartFields	Identify the ChartField values from the ADB ledger that you include in the average balance calculations.

## Identifying the Ledgers

Access the ADB Definition - Definition page (General Ledger, Average Daily Balance, ADB Definition).

Definition
Rounding Adjustment
ChartFields

SetID: SHARE    ADB: LOCALMTD    \*Descr: Local Month to Date Averages

Description: Local Month to Date Averages

\*ADB Type: Management Balances

\*Ledger: LOCAL    \*Target Ledger: LOCALMTD    LEDGER\_ADB\_MTD

\*Batch Work Record: LED\_ADBTG\_TAO    \*Adjustment Period Option: No Adjustment Period

Default

Map Amount Fields
Customize | Find | View All | First 1-3 of 3 Last

*Ledger ADB Amount	Target ADB Amount	Target Ending Balance	Target Aggregate Amount
Posted Transaction Amount	Posted Transaction Amount	Posted Trans Ending Balance	Posted Transaction Aggregate
Posted Total Amount	Posted Total Amount	Posted Total Ending Balance	Posted Total Aggregate
Posted Base Currency Amount	Posted Base Currency Amount	Posted Base Ending Balance	Posted Base Currency Aggregate

ADB Definition page

**ADB Type** (average daily balance type)

Select from the following values:

*Management Balances:* Calculates ADB from the daily balances posted from the ADB date.

*Regulatory Balances:* Calculates the ADB from the daily balances posted from the journal date.

<b>Ledger</b>	Enter the name of the detail ledger associated with the ADB ledger.
<b>Target Ledger</b>	Select the ledger that stores average balances. (You must have created this ledger using the Detail Ledger, Detail Ledger Group, and Ledgers For A Unit pages.
<b>Batch Work Record</b>	Enter the name of the temporary table used during the ADB Calculation process. The default work table is LED_ADBTG_TAO
<b>Adjustment Period Option</b>	<p>Select whether the ADB calculation includes the Period 998 balances. Values are:</p> <p><i>As First Day of Report Period:</i> The system treats the period 998 balances as the first day of the report period's transaction (based on period type) and includes the balances in the ADB calculation.</p> <p><i>As Last Day of Report Period:</i> The system treats the Period 998 balances as the last day of the report period's transaction (based on period type) and includes the balances in the ADB calculation.</p> <p><i>No Adjustment Period:</i> The ADB calculation does <i>not</i> include period 998 balances.</p>
<b>Map Amount Fields</b>	This section connects the Amount field of the ADB ledger to the target ADB ledger's amount, ending balance, and aggregate amount fields. Refresh returns default amount fields for the posted transaction amount, posted total amount, and posted base amount fields. You can map up to three amount fields.
<b>Ledger ADB Amount</b> (ledger average daily balance amount)	<p>Displays the column in the ADB Amount Record table where the system stores daily balances for this ledger.</p> <p>When you click the Refresh button, all the amount fields for the ADB ledger appear. Click the Remove button to delete the amount fields for which you do not want to create average balances.</p>
<b>Target ADB Amount</b> (target average daily balance amount)	Displays the column in the target ledger's table where the system stores the average balance.
<b>Target Ending Balance</b>	Displays the column in the target ledger's table where the system stores the ending balance.
<b>Target Aggregate Amount</b>	Displays the column in the target ledger's table where the system stores the aggregate amount.

### See Also

[Chapter 15, "Calculating Average Balances," Prerequisites, page 315](#)

[Chapter 15, "Calculating Average Balances," Understanding Processing of ADB, page 334](#)

[Chapter 15, "Calculating Average Balances," Journal Adjustments \(998, 901, 902...\) in ADB, page 324](#)

# Identifying Rounding Adjustments

Access the ADB Definition - Rounding Adjustment page (General Ledger, Average Daily Balance, ADB Definition, Rounding Adjustment).

DefinitionRounding AdjustmentChartFields

SetID: SHAREADB: LOCALMTDDescription: Local Month to Date Averages

Ledger: LOCALTarget Ledger: LOCALMTDTarget Record: LEDGER\_ADB\_MTD

☒ Balanced ADB

Rounding Adjustment EntryCustomizeFindFirst1-15 of 15Last

ChartField	*ChartField Value	
Account	<input type="text"/>	
Alternate Account	<input type="text"/>	
Department	<input type="text"/>	
Operating Unit	<input type="text"/>	
Product	<input type="text"/>	
Fund Code	<input type="text"/>	
Class Field	<input type="text"/>	
Program Code	<input type="text"/>	
Budget Reference	<input type="text"/>	
Affiliate	<input type="text"/>	
Fund Affiliate	<input type="text"/>	
Operating Unit Affiliate	<input type="text"/>	
Project	<input type="text"/>	
Book Code	<input type="text"/>	
Adjustment Type	<input type="text"/>	

ADB Rounding Adjustment page

**Balanced ADB** (balanced average daily balance)

Select this check box to have the system automatically verify whether selected ledger amounts balance and to adjust average balance calculations for rounding discrepancies. The system also records related adjustments to the value of the rounding adjustment entry ChartField that you specify. To record average balances without automatic rounding adjustments, deselect the Balanced ADB check box.

---

**Note.** If the Balanced ADB check box is selected, and the ADB Calculation process determines that the ADB is not balanced based on the ChartFields specified in the ADB Definition setup, the ADB Calculation process issues the following message and the target ledger is not updated: "Ledger amounts for ChartFields specified in the ADB (target ledger) is not balanced. Important! You must check the Batch Message Log to view this message."

---

**ChartField**

Locate the ChartField to use for automatic rounding adjustments.

**ChartField Value**

Specify a value for the ChartField to use for automatic rounding adjustments.

## Identifying the ChartFields

Access the ADB Definition - ChartFields page (General Ledger, Average Daily Balance, ADB Definition, ChartFields).

Definition

Rounding Adjustment

ChartFields

SetID: SHARE

ADB: LOCALMTD

Description: Local Month to Date Averages

Refresh

Ledger: LOCAL

Target Ledger: LOCALMTD

Target Record: LEDGER\_ADB\_MTD

ADB ChartFields

Find | View 1

First

1-2 of 2

Last

ChartField: Account

\*Detail Ledger ChartField: Account

How Specified

☐ All Detail Values

☐ Selected Detail Values

☐ Range of Values

☒ Detail - Selected Parents

☐ Selected Tree Nodes

☐ Children at a Level

☐ All Nodes at Selected Levels

Tree: ACCTROLLUP

Level:

Specify Values/Range of Values/Tree Nodes

Customize | Find | View All

First

1 of 1

Last

Value

To Value

BALSHEET

ChartField: Currency Code

\*Detail Ledger ChartField: Currency Code

How Specified

☐ All Detail Values

☒ Selected Detail Values

☐ Range of Values

☐ Detail - Selected Parents

☐ Selected Tree Nodes

☐ Children at a Level

☐ All Nodes at Selected Levels

Tree:

Level:

Specify Values/Range of Values/Tree Nodes

Customize | Find | View All

First

1 of 1

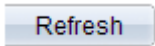
Last

Value

To Value

USD

ADB ChartFields page



Click this button to retrieve all the ChartFields defined for the ADB ledger (the source ledger). Click View All to display all of the ChartFields.

The ADB calculation process creates an average balance for every ChartField combination listed. Click the Remove button (next to the Detail Ledger ChartField field) to delete unwanted ChartFields.

For example, if your ledger has Account, Department, Product, Program, and Project ChartFields, but you want to have only average balances for Account/Department/Product ChartField combinations, delete the Program and Project ChartFields.

**ADB ChartFields** (average daily balance ChartFields)

Use to associate the ADB ledger ChartField with the target ADB ledger ChartField.

**Detail Ledger ChartField**

Enter the ChartField of the target ADB ledger associated with the ChartField of the ADB ledger.



<b>How Specified</b>	Specify how the ChartField values are to be summarized for use in the ADB Calculation process.
<b>All Detail Values</b>	Include all detail values of the selected ChartField.
<b>Selected Detail Values</b>	Summarizes the detail ChartField values that you select in the Value field in Specify Values/Range of Values/Tree Node group box.
<b>Range of Values</b>	Summarizes the range of values that you select in the Value and To Value fields in the Specify Values/Range of Values/Tree Node group box.
<b>Detail - Selected Parents</b>	Activates the Tree and Level fields in which you can select a tree name and level name (for trees with levels). Summarizes the values rolled up by the parent node that you select in the Specify Values/Range of Values/Tree Node group box.
<b>Selected Tree Nodes</b>	Activates the Tree and Level fields in which you can select a tree name and level name (for trees with levels). Summarizes the values rolled up by the tree node that you select in Value in the Specify Values/Range of Values/Tree Node group box.
<b>Children at a Level</b>	Activates the Tree and Level fields in which you can select a tree name and level name (for trees with levels). Summarizes every node at the specified level that is a child of the parent node that you select in the Specify Values/Range of Values/Tree Node group box.
<b>All Nodes at Selected Levels</b>	Activates the Tree and Level fields in which you can select a tree name and level name (for trees with levels). Summarizes every node at the specified level.
<b>Tree</b>	Enter a tree name if you are using trees to select your ChartField values for ADB processing.
<b>Level</b>	Enter a level if you are using trees to select your ChartField values for ADB processing, and the tree that you selected uses levels.
<b>Value</b>	Enter the tree node or ChartField value to use for ADB processing.
<b>To Value</b>	If you selected Range of Values in the How Specified group box, enter the to value of the range here.

---

## Processing Average Daily Balances

This section provides an overview of processing of ADB and discusses how to request the ADB process.

## Understanding Processing of ADB

Once you establish the basis for average balance calculations, then initiate the background process that calculates the balances and updates the target ledger. If you want to run average balances for a ledger that has already been archived, you must restore the ledger and then run the ADB process.

ADB processing includes the following activities:

- Journal Post (GLPPPOST).

The Journal Post process posts the daily balances into a holding table.

- Post Daily Balances (GL\_ADB\_POST).

The ADB post process (GL\_ADB\_POST) posts the daily balances from the holding table into the ADB ledger (the *source* ledger containing the daily balances).

The ADB post process also posts ADB adjustments to the adjustment holding tables. (ADB adjustments are daily balances for a period that was posted after the ADB calculation process was run for that period.)

---

**Note.** Although the ADB post process is run from the journal post request, the ADB post process criteria is different from the journal post process for the posting of interunit journals. When posting interunit journals, the journal post process posts all of the non-anchor business units when posting the requested anchor business unit. The ADB post process only posts the anchor business unit. The non-anchor business units must be posted in separate requests.

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**Note.** Instead of running the Journal Post process and the Post Daily Balances process separately, you can run the PS/GL Journal and ADB Post multiprocess job (GLADBPST) to post the journals and update the ADB ledger with the daily balances.

---



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**Note.** The system prevents double posting in the event that two ADB post processes (GL\_ADB\_POST) are running concurrently for the same business unit. The ADB\_PROCESS\_STATUS field on the ADB ledger holding table (LEDGER-ADB\_HLD) locks the rows that are being posted to the ADB ledger.

---

If an abnormal termination or failure occurs on a step in the ADB post process, perform the following steps before rerunning the process:

- Run the delivered DMS script ADBSTATUS.DMS in Data Mover to unlock the rows in the ADB ledger holding table. You must modify the script to include the process instance of the process that failed.
  - Delete the failed request from the process monitor by selecting the Delete Request radio button in the Update Process section of the Process Detail page. This step is necessary to clean up data in the application engine state records.
- 
- ADB Calculation (GL\_ADB\_CALCX).

The ADB Calculation process calculates average balances using transactions from the ADB ledger and the adjustment holding table and places the results (average balances) in the ADB target ledger.

The ADB Calculation process creates an ADB log entry. The ADB log is used by the ADB process to determine when the average balances (for a given definition, period type, and requested period) were calculated.

**See Also**

[Chapter 15, "Calculating Average Balances," Adjustments in ADB, page 323](#)

[Chapter 15, "Calculating Average Balances," Understanding Average Balance Calculation, page 315](#)

[Chapter 23, "Archiving for Ledgers and Journals," page 577](#)

**Page Used to Process Average Daily Balances**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
ADB Process Request	ADB_REQ	General Ledger, Average Daily Balance, ADB Process, ADB Process Request	Identify the business unit, ADB definition, and period type that you want to process. Also specify whether you want to recalculate existing average daily balances.

**Requesting the ADB Process**

Access the ADB Process Request page (General Ledger, Average Daily Balance, ADB Process, ADB Process Request).

**ADB** (average daily balance) Enter the ADB definition. This field works in combination with the Period Type field to determine which calculation method the system uses.

**Request Type**

Select one of these request type options:

*Calc End of Per*(calculate for period end date): Calculate only one period's average daily balance. The average balance is for the period end date.

*Calc Each Per* (calculate for each period): Generate multiple periods' average daily balances, one for each day of the reporting period.

**Period Type**

Define the time period for the ADB calculation. This field works in combination with the ADB field to determine which calculation method the system uses.

Select the Period Type option for average balance calculations. Values are:

*DTD* (date to date): Calculates average balances from the specified begin date to the date specified in the Request Date Option (request date option) field. The begin date appears when you select this option.

*MTD* (month to date): Calculates average balances from the first day of the month, which is the beginning date of the accounting period in which the run request date falls, to the date specified in the Request Date Option field. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods.

*QTD* (quarter to date): Calculates average balances from the first day of the quarter, which is the beginning date of the first accounting period in the quarter in which the run request date falls, to the run request date. To use this option, the detail ledger for the business unit must be tied to a detail calendar that uses monthly periods 1 through 12.

*Reg Date* (regular date): Calculates average balances for a date range that you enter in Begin Date and End Date fields, which appear when you select this option.

*Reg Per* (regular period): Calculates average balances from the beginning date of the from period to the ending date of the to period for the specified fiscal year. The from period, to period, and fiscal year appear when you select this option.

*YTD* (year to date): Calculates average balances from the first day of the year, which is the beginning date of accounting period 1, to the run request date specified in the Req Date Option field.

**Fiscal Year**

If you selected *Reg Per* (regular period) in the Period Type field, enter the fiscal year for the period here.

**From Per** (from period)

If you selected *Reg Per* in the Period Type field, enter the beginning period here.

**To Per** (to period)

If you selected *Reg Per* in the Period Type field, enter the ending period here.

**Begin Date**

If you selected *Reg Date* in the Period Type field, enter the beginning date for the date range.

If you selected *DTD* in Period Type field, enter the beginning date for the average balances calculation.

**End Date**

If you selected *Reg Date* in the Period Type field, enter the ending date for the date range.

**Request Date Option**

Specify the date option for the ADB process. Values are:

*Process Date*: Uses the process date of the business unit as the request date for the ADB process.

*SYSDATE*: Uses the system date as the request date for the ADB process.

*As-Of Date*: Uses the date that you specify in the As of Date field, which appears when you select this option.



If *As Of Date* is selected in the Request Date Option field, the As Of Date field and Update As of Date button appear above the Process Request group box. Click this Update As of Date button to globally update the as of date for requests that use the as of date option.

If you want to update only the as of date for one of the ledgers listed, use the as of date in the process request row.

**Tree Date Optn** (tree date option)

Select the effective date of the tree used to select the ChartFields values to be processed. Values are:

*Use EndDt*(use period end date): Sets the effective date to the end of the accounting period.

*Use OverDt* (use override date): Activates a field in which you can enter a date other than the period end.

**Use Date Override**

If you selected *Use OverDt* in the Tree Date Option field, enter a date other than the period end date to be used as the effective date for the tree.

**Adhoc**

Select this option if you want to recalculate average balances using the ad hoc method.

**Description**

Identify this run of average balance calculations with a short description, such as the date and type of processing.

**See Also**

[Chapter 15, "Calculating Average Balances," How ADB Determines Calculation Method, page 320](#)

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"*

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## Producing Average Daily Balance Reports

This section provides an overview of ADB report processing and discusses how to:

- Run the ADB definition report.
- Run the ADB calculation report.

## Understanding ADB Report Processing

To run a report, select it from a menu and enter the necessary parameters. Once you enter the report parameters, you use PeopleSoft Process Scheduler to actually run the report. PeopleSoft Process Scheduler manages the processes, tracks the status, and generates the report behind the scenes while you continue to work on something else.

You can create your own reports or reformat report output. PeopleSoft offers a variety of reporting tools.

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**Note.** Summary ledgers support summarization of ADB target ledgers. However, summarizing daily ledgers is not supported.

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## Pages Used to Produce ADB Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
ADB Definition Report (average daily balance definition report)	RUN_GLS5500	General Ledger, Average Daily Balance, ADB Definition Report, ADB Definition Report	Specify the run parameters for the ADB Definition Report.
ADB Calculation Report (average daily balance calculation report)	RUN_GLC5501	General Ledger, Average Daily Balance, ADB Calculation Report, ADB Calculation Report	Specify the run parameters for the ADB Calculation Report.

## Running the ADB Definition Report

Access the ADB Definition Report page, supply the setID and ADB definition and run the report.

The following data is reported:

<b>ADB Amount Record</b> (average daily balance amount record)	Displays the column in the ADB Amount Record table where the system stores daily balances for this ledger.
<b>Work Table Record</b>	Displays the name of the work table ledger.
<b>ADB Amount Field</b> (average daily balance amount field)	Displays the name of the ADB amount field and whether it has an adjustment period.
<b>Balanced ADB</b> (balanced average daily balance)	Indicates with a <i>Y</i> or <i>N</i> whether the system automatically verifies if selected ledger amounts balance. Also adjusts average balance calculations for rounding discrepancies.

## Running the ADB Calculation Report

Access the ADB Calculation Report page and complete the Report Request Parameters.





## Chapter 16

# Processing Multiple Currencies in General Ledger

This chapter provides an overview of multiple currency processing in Oracle's PeopleSoft General Ledger and discusses how to:

- Prepare to revalue account balances.
- Define revaluation steps.
- Prepare to translate ledger balances.
- Set up translation rules.
- Define translation steps.
- Prepare for the translate within ledger process.
- Combine steps into a multicurrency group.
- Initiate multicurrency processing.
- Use multicurrency processing.
- Produce revaluation and translation reports.

---

## Understanding Multiple Currency Processing in General Ledger

PeopleSoft's uniquely flexible structure enables you to manage financial information in multiple currencies. You can use a ChartField to designate different currency codes within a ledger or, as required, store each currency in a different ledger.

PeopleSoft General Ledger provides specific input, processing, and reporting features that satisfy the most demanding requirements of multinational financial management. PeopleSoft GL supports the European common currency (Euro), as well as currency conversions, remeasurement, revaluation, translation and a complete audit trail of all multicurrency processing.

PeopleSoft also includes position accounting, which enables you to identify and track the risks associated with holding financial assets in currencies other than your base currency.

**See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Processing Multiple Currencies," Setting Up Position Accounting

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## Preparing to Revalue Account Balances

Periodically, you may need to revalue the base currency of the balance sheet accounts that you maintain in foreign currencies to reflect changes in value due to fluctuations in exchange rates. The General Ledger Revaluation process (FSPCCURR) *adjusts the base currency value* of the account balances by creating adjusting entries for the accounts being revalued. It creates corresponding entries for any gain or loss that results from the revaluation. Revaluation typically takes place at the end of each accounting period prior to translation.

For example, suppose that a company whose base currency is U.S. dollars (USD) made the following cash deposits in Swiss francs (CHF):

<i>Transaction Date</i>	<i>CHF</i>	<i>Exchange Rate</i>	<i>USD</i>
January 10, 2009	100	0.45	45
January 15, 2009	100	0.50	50
January 20, 2009	100	0.55	55
January 31, 2009 Balance	300		150

At month end, revaluation takes place at the CHF to USD exchange rate of 0.55. The account is revalued at 165 USD ( $300 * 0.55 = 165$ ). The following journal entry recognizes the increase in value with a debit of 15 USD to the asset account and a corresponding credit to the revaluation gain account:

<i>Description</i>	<i>Debit</i>	<i>Credit</i>
Cash in Bank	15 USD	
Revaluation Gain		15 USD

---

**Note.** General Ledger revalues ledger balances for all foreign currencies.

---

When you want the results of revaluation to go into accounts that are different from the source accounts, use the Target ChartField Entry page, on which you can indicate target unrealized gain and loss accounts.

## Setting Up Revaluation

In General Ledger, the following processing takes place when you revalue accounts:

- Revaluation gains and losses are calculated for accounts maintained in foreign currencies.
- Balances of affected accounts are adjusted to the new value.

The system generates an adjusting entry to the base currency balance plus a corresponding entry to the revaluation gain/loss account.

You can choose to:

- Create journal entries to reverse the revaluation results in the following period.
- Create journal entries to provide an audit trail of revaluations automatically.
- Report revaluation gains and losses using PS/nVision.

---

## Defining Revaluation Steps

To define revaluation steps, use the Revaluation Step component (REVAL\_STEP).

This section discusses how to:

- Specify a ledger and TimeSpan for revaluation.
- Specify source ChartFields for revaluation.
- Specify output and journal options for revaluation.
- Specify gain and loss ChartFields for revaluation.

## Pages Used to Define Revaluation Steps

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger and TimeSpan	REVAL_STEP_LED_TM	General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Ledger and TimeSpan	Define a ledger, TimeSpan, and rate type for revaluation.
Source Chartfields	REVAL_STEP_CF	General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Source ChartFields	Identify accounts to revalue.

Page Name	Definition Name	Navigation	Usage
Output and Journal Options	CURR_STEP_OUT_JR	General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Output and Journal Options	Specify output options, journal information, and revaluation reversal options.  Also, use the Translation Step - Output and Journal Options version of this page to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.
Gain and Loss Chartfields	CURR_STEP_GN_LS	General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Gain and Loss ChartFields	Identify the revaluation gain and loss accounts or specify the specific accounts where you record translation gain or loss.

## Specifying a Ledger and TimeSpan for Revaluation

Access the Ledger and TimeSpan page (General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Ledger and TimeSpan).

Ledger and TimeSpan   Source Chartfields   Output and Journal Options   Gain and Loss Chartfields

SetID: SHARE   Step: REVALBAL

Effective Date Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900   \*Status: Active

\*Descr: Revalue Balance Sheet Accounts   Allow Book Code Override: ☒

Description: Revalue foreign currency balances for all Balance Sheet accounts.

\*From Ledger Group: RECORDING   Recording Ledger Group   Ledger: LOCAL

TimeSpan: BAL   Current Balance (BS Accounts)

Rate Type: CRRNT   Current Rate

Revaluation Step - Ledger and TimeSpan page

**Allow Book Code Override**

Select this check box to enable you to choose different book code and account combinations at the time of revaluation journal entry. You can then associate any of your book codes with the account value to record related amounts in the same ledger. For example, book codes C, L or B can be associated with account 500001. The chief advantage of this method is that fewer account values are required. The book codes that you can associate with an account are available from a drop down list at the time of journal entry.

*See PeopleSoft Application Fundamentals 9.1 PeopleBook, Defining and Using ChartFields: Adding Book Code Values*

*See PeopleSoft Application Fundamentals 9.1 PeopleBook, Defining and Using ChartFields: Adding Account Values*

*See PeopleSoft Global Options and Reports 9.1 PeopleBook, Managing Multiple GAAPs and Prior Period Adjustments: Book Code*

*See PeopleSoft Application Fundamentals 9.1 PeopleBook, Setting Installation Options for PeopleSoft Applications, Setting Overall Installation Options*

**From Ledger Group and Ledger**

Specify the from ledger group and specific ledger in which you want to perform the revaluation. You *cannot* specify a translation ledger for revaluation. If you do not specify a ledger, revaluation revalues the amounts of all the ledgers in the ledger group. To revalue a ledger group with KLS (keep ledgers in sync) selected, you must leave the Ledger field blank.

---

**Note.** The effect of a base amount adjustment resulting from a revaluation of a primary ledger within a ledger group that has keep ledgers in sync (KLS) selected, is carried down to a translate ledger if it is a secondary ledger in that KLS ledger group by either a journal edit or by a revaluation if the edit option is not selected.

To avoid this impact to a translation secondary ledger, do not use a translation secondary ledger in a KLS ledger group and use a separate ledger group for translation ledgers where you can use separate translation processes rather than the translate within ledgers process.

---

**TimeSpan**

General Ledger generates journal entries whose amounts represent the period of time indicated by the TimeSpan for the revaluation being processed. The TimeSpan normally used for balance sheet accounts is BAL (year to date). With this TimeSpan, the system totals the account balances in periods 0 through  $n$  for balance sheet accounts.

**Rate Type**

Enter the exchange rate type for the process.

## Specifying Source ChartFields for Revaluation

Access the Source Chartfields page (General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Source Chartfields).

The screenshot shows the 'Source Chartfields' page in the Oracle General Ledger Revaluation Step. The page has four tabs: 'Ledger and TimeSpan', 'Source Chartfields' (selected), 'Output and Journal Options', and 'Gain and Loss Chartfields'. The 'SetID' is 'SHARE' and the 'Step' is 'REVALBAL'. The 'Effective Date' is '01/01/1900', 'Status' is 'Active', and 'Description' is 'Revalue Balance Sheet Accounts'. Under 'Chartfields', 'Account' is selected. In the 'How Specified' section, 'Selected Tree Nodes' is chosen. The 'Tree Information' section shows 'Tree' as 'ACCTROLLUP' and 'Level' is empty. At the bottom, a table lists 'Chartfield values / Tree nodes' with 'BALSHEET' as the only entry.

Revaluation Step - Source Chartfields page

**ChartField**

Select the ChartField (for example, *Account* or *Alternate Account*) for which values are to be revalued using the TimeSpan and rate type specified.

**How Specified**

List your accounts individually by selecting the Selected Detail Values check box or, more likely, select the Selected Tree Nodes check box. The latter option activates the Tree Information fields for you to specify a tree from which to select nodes. Using trees establishes rollups for the account values so that you can select particular types of accounts according to the structure of your business unit.

**Tree**

Use trees to establish rollups for account values.

**Level**

(Optional) If the tree has levels, you can limit prompting in this field to selected levels.

**ChartField Values/Tree Nodes**

Select particular types of accounts according to the structure of your business unit. We recommend that you use trees whenever possible to reduce future maintenance when your ChartField values change.

## Specifying Output and Journal Options for Revaluation

Access the Output and Journal Options page (General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Output and Journal Options).

Ledger and TimeSpan		Source Chartfields		Output and Journal Options		Gain and Loss Chartfields							
SetID: SHARE		Step: REVALBAL											
Effective Date <span style="float: right;">Find   View All   First 1 of 1   Last</span>													
Effective Date:	01/01/1900	Status:	Active	Description:	Revalue Balance Sheet Accounts								
Journal ID Mask:	REVLBS	Description:	Revalue Balance Sheet Accounts										
Source:	MCP	Document Type:	FS-REVAL										
<input checked="" type="checkbox"/> Create Journal Entries <input type="checkbox"/> Edit Journal(s) <input type="checkbox"/> Budget Check Journal(s) <input type="checkbox"/> Post Journal(s)													
<input type="checkbox"/> Target to Adjustment Period		Target Adjusting Period:		<a href="#">Reversal</a>									
<div> <div>Target Chartfields</div> <div>Customize   Find   First 1 of 1   Last</div> <table border="1"> <thead> <tr> <th>*ChartField</th> <th>Retain Value</th> <th>ChartField Value</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div>								*ChartField	Retain Value	ChartField Value	Account	<input checked="" type="checkbox"/>	
*ChartField	Retain Value	ChartField Value											
Account	<input checked="" type="checkbox"/>												

### Revaluation Step - Output and Journal Options page

#### Journal ID Mask

Identifies the revaluation journal naming convention that you specify. General Ledger identifies journals by a 10-character alphanumeric identifier. The system automatically names journals starting with the mask value that you specify here. For example, if you entered a mask of RVAL1, the system supplies the remaining characters based on the next available journal ID number. If the next available journal ID number is 19, the generated journal ID would be RVAL100019. Alternatively, if you do not use the journal ID mask, the system automatically assigns the next 10-character available journal ID number.

If you use a journal ID mask, reserve a unique mask value to ensure that no other process creates the same journal ID.

#### Description

Describes this revaluation step.

#### Source

Identifies the source of the journals. You can select any valid source on the Source table.

#### Document Type

If you enabled PeopleSoft Document Sequencing in your system, select a predefined document type for your revaluation journals. Document sequencing requires that you have a document type for all of the journal entries that you create.

#### Create Journal Entries

Creates journal entries with a header status of V = Valid that can be posted automatically as part of revaluation processing or through the normal posting methods. Select the Post Journal(s) check box along with this option to automatically post the journals created.

**Edit Journal(s)**

Because values being processed are from previously edited data in existing ledger tables, journal entries are created with a valid status. However, you can submit journal entries created by revaluation to the journal edit process to be validated for such things as changes to combination edits or inactivated ChartFields. You can then review the journals using journal inquiry after you edit them.

---

**Note.** To restrict further activity for inactive accounts that have balances, you bypass journal edit and post translation journals for these accounts. Deselect the Edit Journals check box to bypass journal edit. The multicurrency process handles the multibook processing features within journal edit for these journals.

---

**Budget Check Journal(s)**

Submits journal entries to the budget processor for the control budget.

**Post Journal(s)**

Posts the journals to the target ledger as part of revaluation processing. When you process multiple revaluation steps together, where each step depends on the results of the previous step, you must select this check box for all but the last step to provide updated ledger balances for each subsequent step. In the last step, posting the journals is optional.

The journals created by multicurrency processing are not intended or designed to be viewed using the journal entry pages before running journal edit or journal post.

---

**Note.** When you run revaluation on secondary ledgers in a multibook ledger group, the revaluation version of this page produces a journal with a journal header and journal lines for the secondary ledgers only. This action optimizes performance. If you attempt to view these journals using the Journal Entry pages, this type of journal may appear corrupt because no primary ledger lines exist for the ledger group. If you want to view the primary ledger lines from the Journal Entry pages, the recommended procedure is to run the Journal Edit process on all multicurrency journals. The journal editing process creates the missing primary ledger lines needed to view the complete journal.

---

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Processing Multiple Currencies," Setting Up Multicurrency Processing.

**Adjustment Period****Target to Adjustment Period**

Click to specify an adjustment period as the accounting period for the revaluation journals and to enter a period in the Target Adjusting Period field.

An adjustment period revaluation journal can only be reversed to an adjustment period. If you want to reverse the journal, click the Reversal link and select the Adjustment Period check box to enter an adjustment period in the Specify field on the MultiCurrency Process Journal Reversal page.



## ***Reversal***

### **Reversal**

Click the link to access the options. To facilitate period based reporting, the system generates a reversal for the period that follows the revaluation process period. The net amount that results on the target ledger represents the current period year-to-date (YTD) amount, less the reversal amount generated by the prior period process run. (The reversal journal date is calculated using the as-of date of the process request, the reversal option, and business unit calendar.)

Select a reversal code:

- Do Not Generate Reversal

Select for no automatic reversal of this entry.

- Beginning of Next Period

Creates a reversing entry dated the first business day of the next accounting period. The system uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day. This is the default.

- End of Next Period

Creates a reversing entry dated the last business day of the next accounting period. The business calendar that you assigned to the business unit on the General Ledger Definition - Definition page determines the last business day.

- Next Day

Creates a reversing entry dated the next business day. This option uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day.

- Adjustment Period

Select and enter an adjustment period in the Specify field only for revaluation journals for adjustment periods.

- On Date Specified By User

Click and specify a date that you want in the Reversal Datefield.

- Reverse even if cross years

Reverse even if reversal occurs in the next year.

## Target ChartFields

### ChartField

Select the ChartFields to be included in the revaluation journal entries. The ChartFields defined here relate to the ChartFields that you specified on the Specifying Gain and Loss ChartFields for the Revaluation page. If you are balancing by ChartFields, include all balancing ChartFields as your target ChartFields.

### Retain Value (retain ChartField value)

You can either select this check box or enter a ChartField value in the Chartfield Value column.

If you select this check box, the ChartField values are carried over from the source transaction entries to the system-generated position accounts.

For the ledger defined on the Ledger and TimeSpan page and for a balancing ChartField as defined in the ledger group, if Retain Value is selected for the gain and loss ChartFields, it must also be selected here for the Target ChartField. If Retain Value is not selected for gain and loss ChartFields, then it is clear for the Target ChartField. All three fields must have the same ChartField value if retain value is not selected.

### ChartField Value

If you did not select the Retain Value check box, use this field to specify the ChartField value to be used for the system-generated target account. If you enter a ChartField value here, the system ignores the ChartField value on the source transaction entry.

When a ChartField value is not included in target ChartFields, it is blank for the target journals.

Extra gain or loss entries can be created from multiple runs of revaluation, if the gain ChartField value is different from the corresponding loss ChartField value.

## Specifying Gain and Loss ChartFields for Revaluation

Access the Gain and Loss Chartfields page (General Ledger, Process Multi-Currency, Define and Process, Revaluation Step, Gain and Loss Chartfields).

Ledger and TimeSpanSource ChartfieldsOutput and Journal OptionsGain and Loss Chartfields

SetID: SHAREStep: REVALBAL

Effective Date

Find | View All | First | 1 of 1 | Last

Effective Date: 01/01/1900Status: ActiveDescription: Revalue Balance Sheet Accounts

+ -

Gain ChartKeys

Customize | Find | | First | 1 of 1 | Last

*ChartField	Retain Value	ChartField Value		
Account	<input type="checkbox"/>	315000	<div></div>	<div>+ -</div>

Loss ChartKeys

Customize | Find | | First | 1 of 1 | Last

*ChartField	Retain Value	ChartField Value		
Account	<input type="checkbox"/>	315000	<div></div>	<div>+ -</div>

Revaluation Step - Gain and Loss Chartfields page

General ledger posts the offsetting entries that correspond to the adjusting entries created during revaluation to the accounts specified as follows—credits to the gain ChartFields, debits to the loss ChartFields.

Gain ChartKeys

Enter the ChartField and either select the Retain Value check box or enter a value in the ChartField Value field.

ChartField

Indicate the ChartFields to be included in the revaluation gain and loss journal entries. If you are balancing by ChartFields, include all balancing ChartFields (do not include business unit and currency) as your target ChartFields.

Retain Value (retain ChartField value)

You can either select this check box or enter a ChartField value in the Chartfield Value field.

If you select this check box, the ChartField values are carried over from the source transaction entries to the system-generated position accounts.

Select Retain Value for a ChartField for both gain and loss, or for neither. So, for the same ChartField, either select both check boxes, or deselect both.

For the ledger defined on the Ledger and TimeSpan page, for a balancing ChartField as defined in the ledger group, if Retain Value is selected for the gain and loss ChartFields, it must also be selected for the Target ChartField. If the Retain Value check box is deselected for gain and loss ChartFields, then it is clear for the Target ChartField. All three fields must have the same ChartField value if Retain Value is clear (not selected).

Extra gain or loss entries may be created from multiple runs of revaluation if a ChartField is set to retain value in gain or loss but not in target. If some ChartFields are not included as target ChartFields, they will be blank.

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**ChartField Value**

If you did not select the Retain Value check box, use this field to specify the ChartField values that are to be used for the system-generated target account. If you enter a ChartField value here, the system ignores the ChartField value on the source transaction entry.

When a ChartField value is not included in target ChartFields, it will be blank for the target journals.

**Loss ChartKeys**

Enter the loss ChartField and either select the Retain Value check box or enter a ChartField value. The field definitions for the loss ChartFields are the same as for gain ChartFields. If a ChartField retains value for gains, it must retain value for loss, and conversely.

---

**Note.** When you balance by ChartFields, if a balancing ChartField is designated as a gain or loss ChartField, then the balancing ChartField overrides the value specified on this page.

---



---

## Preparing to Translate Ledger Balances

General Ledger translates posted balances into different currencies according to the rules you define, and calculates gains or losses due to restatement. You can run translation at any time because it is a background process. General Ledger can perform regular translation on any type of ledger.

If you perform multiple translations for each business unit—such as a remeasurement followed by translation— General Ledger enables you to define a separate set of processing rules for each translation. It considers each translation as a *translation step*. You can process as many translation steps as you require at one time.

---

**Note.** Although *remeasurement* is considered a separate process to precede translation under FASB 52, it is defined in General Ledger as a translation step with different exchange rates. To perform a remeasurement, set up a translation step as described in this section to translate your base currency balances to functional currency balances. You can also use the multibook feature to maintain a secondary ledger in your functional currency.

---

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Understanding Ledgers

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## Setting Up Translation Rules

Because different accounts are translated according to different exchange rate rules, you can use the Translation Rule pages to define which accounts are processed with which conversion rate types. This information defines your approach to translating types of accounts. For example, you can translate your asset and liability accounts at the current rate, but use historical rates to translate equity accounts. You refer to these rules when you define your translation steps.

To set up translation rules, use the Translation Rule component (TRANS\_RULE).

This section discusses how to:

- Define TimeSpans and rates for a translation rule.
- Define ChartFields for a translation rule.

## Pages Used to Set Up Translation Rules

Page Name	Definition Name	Navigation	Usage
TimeSpan and Rate	TRANS_RULE_TIME_RT	General Ledger, Process Multi-Currency, Define and Process, Translation Rules, TimeSpan and Rate	Define TimeSpans and rates for a translation rule.
Chartfields	TRANS_RULE_CF	General Ledger, Process Multi-Currency, Define and Process, Translation Rules, Chartfields	Specify the ChartFields for the translation rule.

## Defining TimeSpans and Rates for a Translation Rule

Access the Translation Rules - TimeSpan and Rate page (General Ledger, Process Multi-Currency, Define and Process, Translation Rules, TimeSpan and Rate).

The screenshot displays the 'TimeSpan and Rate' configuration page. At the top, there are tabs for 'TimeSpan and Rate' and 'Chartfields'. Below the tabs, the 'SetID' is 'SHARE' and the 'Rule' is 'CURR\_GN\_LS'. The 'Effective Date' is set to '01/01/1900' with a calendar icon. The '\*Status' is 'Active' with a dropdown arrow. The '\*Descr:' field contains 'MultiCurrency Gains/Losses'. The 'Description:' field contains 'Translate MultiCurrency Gains/Losses accounts at the Current Rate.' with a text area and a small icon. The '\*Time Span:' is 'BAL' with a magnifying glass icon and the text 'Current Balance (BS Accounts)'. The '\*Rate Type:' is 'CRRNT' with a magnifying glass icon and the text 'Current Rate'. At the top right, there are navigation controls: 'Find | View All | First | 1 of 1 | Last'.

Translation Rule - TimeSpan and Rate page

- TimeSpan**

General Ledger generates journal entries for amounts that represent the period of time indicated by the TimeSpan for the translation rules being processed. The TimeSpan commonly used is *ITD* (inception-to-date profit and loss accounts) or *BAL* (balance sheet accounts). Using these TimeSpans, the system sums the account balances in periods 1 through *n* for profit and loss accounts and in periods 0 through *n* for balance sheet accounts.
- Rate Type**

Select the applicable exchange rate type.

Defining ChartFields for a Translation Rule

Access the Chartfields page (General Ledger, Process Multi-Currency, Define and Process, Translation Rules, Chartfields).

TimeSpan and Rate

Chartfields

SetID: SHARE

Rule: CURR\_GN\_LS

SHARE

Effective Date

Find | View All | First 1 of 1 Last

Effective Date: 01/01/1900

Status: Active

Description: MultiCurrency Gains/Losses

+ -

Chartfields

Find | View All | First 1 of 1 Last

ChartField: Account

+ -

How Specified

☒ Selected Detail Values

☐ Selected Tree Nodes

Tree Information

Tree:

Level:

Chartfield values / Tree nodes

Customize | Find | View All | First 1 of 2 Last

Select Value

692000

+ -

Translation Rule - Chartfields page

- ChartField**

Select the ChartField to be translated using the TimeSpan and rate type specified. For example, assets and liabilities are typically translated as balances (BAL) at the current exchange rate (CRRNT), while retained earnings are translated at a historical exchange rate (HSTRE).
- How Specified**

Select the Selected Detail Values option to list asset accounts individually or, more likely, select the Selected Tree Nodes option to activate the Tree Information fields, where you can specify a tree from which to select nodes.

**Tree Information**

Enter each tree node in the Tree field. The Level field is optional. If the tree has levels, you can limit prompting to selected levels. Using trees establishes rollups for the account values so that you can select particular types of accounts according to the structure of your business unit. We recommend that you use trees whenever possible to reduce future maintenance when your ChartField values change.

---

## Defining Translation Steps

Use the Translation Step pages to define how a specific translation is to be processed.

To define translation steps, use the Translation Step component (TRANS\_STEP).

This section discusses how to:

- Specify ledgers for translation.
- Specify rules for translation.
- Specify output and journal options for translation.
- Specify gain and loss ChartFields for translation.

## Pages Used to Define Translation Steps

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger	TRANS_STEP_LED	General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Ledger	Specify the source and target ledger group and ledgers for a translation step.
Rule	TRANS_STEP_RULE	General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Rule	Specify which translation rules to use in this step.
Output and Journal Options	CURR_STEP_OUT_JR	General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Output and Journal Options	Use the Specifying Output and Journal Options for Revaluation page to determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.

Page Name	Definition Name	Navigation	Usage
Gain and Loss Chartfields	CURR_STEP_GN_LS	General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Gain and Loss Chartfields	Specify the specific accounts where you record translation gain or loss.
Translation Process Log	TRANS_PROCESS_INQ	General Ledger, Process Multi-Currency, Review Results Online, Translation Process Log	Review the results of your translation process online using the Translation Process Log.

## Specifying Ledgers for Translation

Access the Ledger page (General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Ledger).

The screenshot displays the 'Translation Step - Ledger' page. At the top, there are tabs: 'Ledger' (selected), 'Rule', 'Output and Journal Options', and 'Gain and Loss Chartfields'. Below the tabs, the 'SetID' is 'SHARE' and the 'Step' is 'TRNS\_MB'. The 'Effective Date' is '01/01/1900' and the '\*Status' is 'Active'. The '\*Descr:' field contains 'Translation', and the 'Description:' field contains 'Translated ledgers from base currency or specified currency to Translate Ledger Group'. The '\*From Ledger Group:' is 'RECORDING' (Recording Ledger Group) and the 'From Ledger:' is 'LOCAL'. The 'Target Ledger Group:' is 'TRANSLATE' (Translate Ledger Group). The 'From Currency Type:' is 'L' (Ledger Base Currency) and the 'From Currency:' field is empty.

Translation Step - Ledger page

<b>From Ledger Group</b>	Specify the ledger group to be translated.
<b>From Ledger</b>	Required for translation. You can translate any type of ledger in a group, including secondary, primary, and translation ledgers.
<b>Target Ledger Group</b>	Select the target ledger group that is to receive the results. Translation only creates journals to a ledger group that is defined as a translation ledger in the Ledger Group Type field on the Detail Ledger Group page. Translation creates balances for the primary ledger of the target ledger group. Other adjustment journals are allowed to this ledger.



**From Currency Type**

Select one of the following values:

- *L* (ledger base currency): The system uses the base currency of the from ledger.
- *S* (specify): Specify a value in the From Currency field.

The system translates a currency to the base currency of the target ledger, and it populates both the foreign amount and the monetary amount in the journal. In turn, the system populates the POSTED\_TOTAL\_AMT and POSTED\_BASE\_AMT fields in the translation ledger. These two fields are always the same in the ledger. The foreign currency and the base currency will always be the same for the journals posting to this ledger.

**From Currency**

If you selected *S* (specify) in the From Currency Type field, then select the currency code in the From Currency drop-down list.

**Specifying Rules for Translation**

Access the Rule page (General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Rule).

**Translation Step - Rule page**

SetID: SHARE Step: TRNS\_MB

Effective Date: 01/01/1900 Status: Active Description: Translation

*Translation Rule	Description		
ASLI_CRRNT	Assets/Liab at Current Rate	+	-
EQ_HIST1A	Capital Stock at Historical	+	-
REVEXP_AVG	Revenue & Expense at Average	+	-
RE_HISTRE	Retained Earnings at HistRE	+	-

Translation Step - Rule page

**Translation Rule**

Select the translation rules. Remember that any translation rules that you select here must already be defined in the Translation Rules table.

## Specifying Output and Journal Options for Translation

Access the Output and Journal Options page (General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Output and Journal Options).

The screenshot displays the 'Output and Journal Options' page for a translation step. The top navigation bar includes 'Ledger', 'Rule', 'Output and Journal Options', and 'Gain and Loss Chartfields'. The main form area contains the following fields and options:

- SetID:** SHARE **Step:** TRNS\_MB
- Effective Date:** 01/01/1900 **Status:** Active **Description:** Translation
- Journal ID Mask:** TRNS **Description:** Translate Ledger
- Source:** MCP **Document Type:** FS-TRS
- ☒ Create Journal Entries ☒ Edit Journal(s) ☒ Budget Check Journal(s) ☐ Post Journal(s)
- ☐ Target to Adjustment Period **Target Adjusting Period:** [empty] [Reversal](#)
- ☐ Undo Previous Process ☒ Undo - Do Not Delete Journals
- Target Chartfields** section with a table:
 

*ChartField		
Account		

Translation Step - Output and Journal Options page

Refer to the Specifying Output and Journal Options for Revaluation topic to complete this page. General Ledger can generate journal entries for subsequent posting.

### Undo Previous Process

Select the Undo Previous Process check box when you need to rerun the translation process for a period that has already been processed. Selection of this check box clears the entries that were created by the previous process for the requested processing periods. If the translation journals are not yet posted to General Ledger, the process deletes them. If they have been posted, the process removes the amounts from the ledger before it deletes the journals.

If you select this check box and the translation process has not yet been run for the given period, you will receive an error in the message log. In this case, merely deselect the Undo Previous Process check box and run the process.

### Undo - Do Not Delete Journals

Select this option to undo the previous translation process without deleting the previously-generated journals. This option is primarily useful to countries where document sequencing is required or in companies that use data warehousing or a metadata storage process. If the previous journals were deleted, as in the Undo Previous Process option, the sequencing of documents and metadata would no longer agree with the data. Be careful if you select this option and have journals from the Translation process that have not been posted, you can accidentally post those journals and cause them to be double-booked.

You can use the Translation Process Log page to review the results of the translation process (General Ledger, Process Multi-Currency, Review Results Online, Translation Process Log).

**Note.** If the process ends prematurely during an Undo process, unlock the journals for the process instance before rerunning the Undo process.

### See Also

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying Output and Journal Options for Translation Within Ledger, page 363

## Specifying Gain and Loss ChartFields for Translation

Access the Gain and Loss Chartfields page (General Ledger, Process Multi-Currency, Define and Process, Translation Steps, Gain and Loss Chartfields).

**Ledger** **Rule** **Output and Journal Options** **Gain and Loss Chartfields**

SetID: SHARE Step: TRNS\_MB

Effective Date: 01/01/1900 Status: Active Description: Translation

☒ Check Balance of Step ☒ Generate Adjustment

**Gain ChartKeys**

*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	315000

**Loss ChartKeys**

*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	315000

Translation Step - Gain and Loss Chartfields page

Refer to the Specifying Gain and Loss Chartfields for Translation Within Ledger topic to complete this page. On this page, you specify the accounts for which you will record translation gain or loss.

The following check boxes appear only on the translation step version of this page:

### Check Balance of Step

Select this check box to have the system check the balances of your step entries to ensure that they are balanced. Checking the balance on your translation step definition entries protects the integrity of your target ledger. If you specify your target ledger as a balanced ledger and you deselect this check box, you *must* select the Generate Adjustment check box so that your target ledger stays balanced.

**Generate Adjustment**

Select this check box to have the system calculate a currency adjustment. If you do a partial translation, your gain or loss includes an offset required to bring your step into balance in addition to the actual currency adjustment. If you deselect this check box, the gain ChartFields and loss ChartFields are unavailable.

**See Also**

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying Gain and Loss ChartFields for Translation Within Ledger, page 364

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## Preparing for the Translate Within Ledger Process

To prepare for the Translate Within Ledger process, use the Translation Within Ledger component (MBXLAT).

This section provides an overview of the Translate Within Ledger translation process and discusses how to:

- Specify a ledger and TimeSpan for translation within ledger.
- Specify ChartFields for translation within ledger.
- Specify output and journal options for translation within ledger.
- Specify gain and loss ChartFields for translation within ledger.

## Understanding the Translate Within Ledger Translation Process

At the end of the accounting period, you can run the Translate Within Ledger translation process against the translation ledger to produce the appropriate gain or loss adjustment. This process handles the translation ledger in the same manner as revaluation processing. The Translate Within Ledger process only processes translation ledgers.

Prepare for this process on the Detail Ledger Group - Definition page by establishing a particular ledger as a translation ledger.

When journal lines are generated online for the secondary ledgers of a multibook ledger group, the base currency is calculated differently for currency (multibook) translation ledgers than for normal secondary ledgers. Normal secondary ledger lines contain a foreign currency and foreign amount equal to the transaction currency and transaction amount of the primary ledger. For multibook translation ledgers, lines are generated with the foreign currency and foreign amount equal to that of the base currency and base amount of the primary ledger. As a result, multibook translation ledgers have no more than one foreign currency at any time. This foreign currency will always be the base currency of the primary ledger of the ledger group.

The Translation Within Ledger process generates a translation adjustment with the multibook translation ledger for specified accounts in order to maintain a real-time balance for the accounts. Use the Translate Within Ledger Group pages to define the criteria for running this process.

To prepare for the Translate Within Ledger process, use the Translation Within Ledger component (MBXLAT).

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Linking Ledgers to a Ledger Group

## Pages Used for the Translate Within Ledger Process

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Ledger and TimeSpan	MBXLAT_STEP_LED_TM	General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Ledger and TimeSpan	Define a ledger and TimeSpan for the Translate Within Ledger process.
Chartfields	MBXLAT_STEP_CF	General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Chartfields	Identify the accounts that you want to include in your step.
Output and Journal Options	CURR_STEP_OUT_JR	General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Output and Journal Options	Determine whether General Ledger automatically posts translated amounts to the ledger or generates journal entries for subsequent posting.
Gain and Loss Chartfields	CURR_STEP_GN_LS	General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Gain and Loss Chartfields	Specify the specific accounts where you record translation gain or loss.

## Specifying a Ledger and TimeSpan for Translation Within Ledger

Access the Ledger and Timespan page (General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Ledger and TimeSpan).

The screenshot shows the 'Ledger and Timespan' tab in a software interface. The 'SetID' is 'SHARE' and the 'Step' is 'TRANSLATE'. The 'Effective Date' is '09/30/2009' and the '\*Status' is 'Active'. The '\*Descr:' field contains 'Translate within Ledger'. The 'Description' field is empty. The '\*From Ledger Group' is 'RECORDING' and the 'Ledger' field is empty. The 'TimeSpan' and 'Rate Type' fields are also empty. The interface includes navigation buttons like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Translate Within Ledger - Ledger and TimeSpan page

Although the Translation Within Ledger - Ledger and TimeSpan page is a different object than the Revaluation - Ledger and TimeSpan page, the fields are common to both pages.

#### **From Ledger Group and Ledger**

Specify the from ledger group and specific ledger in which you want to perform the Translate Within Ledger process. You must specify a translation ledger for this process. If you do not specify a ledger, the Translate Within Ledger process is run by the system against all the translation ledgers in the ledger group.

#### **TimeSpan**

General Ledger generates journal entries for which the amounts represent the period of time indicated by the TimeSpan for the step definition being processed. The TimeSpan typically used is BAL (balance sheet accounts). With this TimeSpan, the system totals the account balances in periods 0 through  $n$  for balance sheet accounts.

#### **Rate Type**

Enter the applicable rate type for the process.

#### **See Also**

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying a Ledger and TimeSpan for Translation Within Ledger, page 361

## **Specifying ChartFields for Translation Within Ledger**

Access the Chartfields page (General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Chartfields).

Translate Within Ledger - Chartfields page

Although this ChartField page has a different object name than the Revaluation - Source Chartfields page, the fields are common to both pages. See the Specifying Source ChartFields for Revaluation topic.

### Chartfields

Select the accounts to be processed in the Chartfields group box. For example, you can list your balance sheet accounts individually as detail values or, more typically, you can define tree nodes. Using trees establishes rollups for the account values so that you can select particular types of accounts according to the structure of your business unit.

### See Also

[Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying Source ChartFields for Revaluation, page 345](#)

## Specifying Output and Journal Options for Translation Within Ledger

Access the Output and Journal Options page (General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Output and Journal Options).

**Ledger and Timespan** | **Chartfields** | **Output and Journal Options** | **Gain and Loss Chartfields**

SetID: SHARE Step: TRANSLATE

Effective Date: 09/30/2009 Status: Active Description: Translate within Ledger

Journal ID Mask: NEXT Description:

Source: ONL Document Type:

☐ Create Journal Entries ☐ Edit Journal(s) ☐ Budget Check Journal(s) ☐ Post Journal(s)

☐ Target to Adjustment Period Target Adjusting Period: Reversal

**Target Chartfields**

*ChartField		

Translate Within Ledger - Output and Journal Options page

Refer to the Specifying Output and Journal Options for Revaluation topic for information about specifying output options, journal information, and revaluation reversal options for the Translation Within Ledger process.

### See Also

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying Output and Journal Options for Revaluation, page 346

## Specifying Gain and Loss ChartFields for Translation Within Ledger

Access the Gain and Loss Chartfields page (General Ledger, Process Multi-Currency, Define and Process, Translation Within Ledger, Gain and Loss Chartfields).



Ledger and Timespan		Chartfields		Output and Journal Options		Gain and Loss Chartfields											
SetID: SHARE		Step: TRANSLATE															
Effective Date <span style="float: right;">Find   View All   First 1 of 1   Last</span>																	
Effective Date: 09/30/2009		Status: Active		Description: Translate within Ledger <span style="float: right;">+ -</span>													
<div> <div>Gain ChartKeys <span style="float: right;">Customize   Find   First 1 of 1   Last</span></div> <table border="1"> <thead> <tr> <th>*ChartField</th> <th>Retain Value</th> <th>ChartField Value</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div>								*ChartField	Retain Value	ChartField Value			<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*ChartField	Retain Value	ChartField Value															
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>													
<div> <div>Loss ChartKeys <span style="float: right;">Customize   Find   First 1 of 1   Last</span></div> <table border="1"> <thead> <tr> <th>*ChartField</th> <th>Retain Value</th> <th>ChartField Value</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> </div>								*ChartField	Retain Value	ChartField Value			<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*ChartField	Retain Value	ChartField Value															
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>													

Translate Within Ledger - Gain and Loss Chartfields page

Refer to the Specifying Gain and Loss Chartfields for Revaluation topic when specifying Translate Within Ledger gain and loss accounts.

### See Also

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying Gain and Loss ChartFields for Revaluation, page 350

## Combining Steps into a Multicurrency Group

Once you have defined the steps necessary to accomplish your desired revaluation, translation, or Translate Within Ledger process, you define a multicurrency group that specifies the processing sequence for these steps.

To combine steps into a multicurrency group, use the Currency Group component (CURR\_GROUP).

This section discusses how to combine steps in a multicurrency group.

Page Used to Combine Steps in a Multicurrency Group

Page Name	Definition Name	Navigation	Usage
Multi-Currency Process Group	CURR_GROUP	General Ledger, Process Multi-Currency, Define and Process, Define Process Group, MultiCurrency Process Group	Define a multicurrency group.

Combining Steps in a Multicurrency Group

Access the MultiCurrency Process Group page (General Ledger, Process Multi-Currency, Define and Process, Define Process Group, MultiCurrency Process Group).

MultiCurrency Process Group

SetID: SHAREGroup: MULTI-TRAN

\*Descr: Multi-Tran Reval/Trans Group

Description: Sequence 1 - Revalues the Foreign Currency Balances in the ACTUALS and LOCAL ledgers.  
Sequence 2 - Translates these Revalued balances from Seq 1 in the ACTUALS ledger into USD in the TRANSLATE ledger.  
-To perform these sequence in the same group requires that Seq 1 Step, Multi-Tran be set with the option to have the Journals Post during the processing because Seq 2 relies on these revalued balances to properly calculate the FAS52 Reporting balances

MultiCurrency Steps

Customize | Find | View All | First 1-2 of 2 Last

Sequence	*Process Step	Description	Continue		
1	MULTIBOOK	Revalue Multibook	<input type="checkbox"/>	+	-
2	TRNS_MB	Translation	<input type="checkbox"/>	+	-

MultiCurrency Process Group page

- Sequence

Determines the order in which the system performs the steps. Because the ledger may be updated with each step, the steps must be performed in the appropriate sequence.
- Process Step

Enter the revaluation, translation, or Translate Within Ledger Process step. The system displays the description for the process step. After defining a step, you can select it for the multicurrency group sequence. You can also reuse steps from other multicurrency groups.

Continue

Click this link to indicate that even if this step fails, processing should continue to the next step.

## Initiating Multicurrency Processing

This section discusses how to request multicurrency processing.

### Page Used to Initiate Multicurrency Processing

Page Name	Definition Name	Navigation	Usage
MultiCurrency Process Request	CURR_REQUEST	General Ledger, Process Multi-Currency, Define and Process, Request Process, Multi-Currency Process Request	Once you have specified the multicurrency group, use this page to set up a multicurrency processing request.

### Requesting Multicurrency Processing

Access the MultiCurrency Process Request page (General Ledger, Process Multi-Currency, Define and Process, Request Process, Multi-Currency Process Request).

MultiCurrency Process Request

Run Control ID: 1

Report ManagerProcess MonitorRun

Process Requests

CustomizeFindView All1 of 1FirstLast

*Process Frequency	*Unit	*Group	Description	Calc Log	*Request Date Option	As of Date		
Always	US00	MULTI-TR	Multi-Tran Reval/Trans Group	<input checked="" type="checkbox"/>	Business Unit Process Date		<input type="text"/>	<div>+ -</div>

MultiCurrency Process Request page

- Group

Identify the multicurrency group to be processed with this request, for example,*REVALBAL* for Revaluation processing.  
  
When errors occur and processing aborts, you can restart processing at the step that failed by selecting the Start Step check box rather than processing all the steps in a process group. This option becomes available only if errors occur during processing.
- Calc Log (calculation log)

Select this check box if you want the system to create a log of all the calculations performed during processing.

**Request Date Option**

You can select *As of Date* and then specify a date in the As of Date field. You can define steps using relative TimeSpans, such as BAL (current balance). A relative time span causes the process that you are running to retrieve ledger amounts relative to the as of date specified on the MultiCurrency Process Request page. The steps processed by this multicurrency process request must be effective on or before the as of date.

You can also select *Business Unit Process Date*, in which case the process uses the date option on the business unit general ledger definition. The system retrieves the date and uses it as the as of date.

**As of Date**

Used to retrieve the following:

- Step definitions
- Tree data
- Currency exchange rates

If a step definition indicates that a journal should be created, then the system uses the as of date as the journal date.

---

**Note.** The journals created by multicurrency processing were not designed for viewing with the Journal Entry pages. Run the Journal Edit process against these journals before you attempt to view them.

---

## Using Multicurrency Processing

Let us look at two multicurrency processing scenarios. The first scenario shows how you maintain multiple books using all multicurrency processes; the second scenario compares the single book translation to the results of maintaining a translation ledger within a multibook environment.

This section discusses how to:

- Use multicurrency processing in a multibook environment.
- Compare multibook translation ledger results to translation in a single book environment.

---

**Note.** General Ledger must be installed and the Create MultiBook Accounting Entries in Subsystems check box must be selected on the Installed Products page for multibook functionality to be available in subsystems, such as PeopleSoft Accounts Payable.

---

## Using Multicurrency Processing in a Multibook Environment

In the following example, we demonstrate multicurrency processes in a multibook environment. Suppose that your company uses the following ledger structure:

**Business Unit:** C007 (CHF)

**Ledger Group:** MULTI-TRAN

**Ledgers:**

- Actuals primary ledger (CHF - inherited from C007).
- Local (EUR).
- Report (USD) translation ledger.

Also assume the following currency transactions:

<i>Currency Exchanges</i>	<i>Exchange Rate - Transaction Date</i>	<i>Exchange Rate - Reporting Date</i>
MXN to CHF	0.295	0.297
MXN to EUR	0.179	0.175
CHF to USD	0.602	0.605

The results of using revaluation in a multibook environment is explained in the next section.

### ***Using Revaluation in a Multibook Environment***

The following topics discuss various aspects of revaluation processing in a multibook environment.

### ***Beginning Ledger***

This table shows the results of revaluation in a multibook environment. Assume that the following balances exist in the ledger. Account 2001 is a balance sheet account; 8001 is a profit and loss account. The base amount calculations are shown to exhibit the derivation of the base currency balance:

<b>Acct</b>	<b>Actuals (CHF)</b>			<b>Local (EUR)</b>			<b>Report (USD)</b>		
	<b>Curr Cd</b>	<b>Trans Amt</b>	<b>Base Amt</b>	<b>Curr Cd</b>	<b>Trans Amt</b>	<b>Base Amt</b>	<b>Curr Cd</b>	<b>Trans Amt</b>	<b>Base Amt</b>
<b>2001</b>	MXN	100	(100*.295) = 29.5	MXN	100	(100*.179) = 17.9	CHF	29.5	(29.5*.602)= 17.76
<b>8001</b>	MXN	-100	(-100*.295) = -29.5	MXN	-100	(-100*.179) = -17.9	CHF	-29.5	(-29.5*.602) = -17.76

Example of assumed beginning ledger balances

### ***Month End Revaluation Journal (Only Revalue Balance Sheet Accounts)***

This journal results from running revaluation on the entire ledger group. The revaluation process skips the report ledger because it is specified as a translation ledger. The actuals and local ledgers are revalued. Running journal edit on this ledger carries the adjustments to the base currency of the actuals ledger down to the report ledger.

Acct	Actuals (CHF)			Local (EUR)			Report (USD)		
	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt
2001	MXN	0	.2	MXN	0	-.4	CHF	.2	(.2*.605)= .121
Gain/ Loss	MXN	0	-.2	MXN	0	.4	CHF	-.2	(-.2*.605) = -.121

Example of month end revaluation

### ***Ending Ledger***

The following table contains the ending ledger amounts after the revaluation:

Acct	Actuals (CHF)			Local (EUR)			Report (USD)		
	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt	Curr Cd	Trans Amt	Base Amt
2001	MXN	100	29.7	MXN	100	17.5	CHF	29.7	17.881
8001	MXN	-100	-29.5	MXN	-100	-17.9	CHF	-29.5	-17.76
Gain/ Loss	MXN	0	-.2	MXN	0	.4	CHF	-.2	-.121

Example of ending ledger amounts

### ***Translate Within Ledger Process***

After revaluation, you run the Translate Within Ledger process, which generates the translation adjustment. Only the report translation ledger are processed. Continuing with the previous example, the report ledger balances are shown as follows.

### ***Beginning Ledger (Report Only)***

The following table contains the beginning ledger amounts to appear on the translation ledger for reports only:

<b>Account</b>	<b>Foreign Currency</b>	<b>Foreign Currency Balance</b>	<b>Report (USD)</b>
2001	CHF	29.7	17.881
8001	CHF	-29.5	-17.76
Gain/Loss	CHF	-0.2	-0.121

### **Month End Translation Journal**

The output journal that results from the Translate Within Ledger process is shown in this example. This example assumes that the translate within ledger step is defined for balance sheet accounts only, but this need not be the case. You can, for example, define your translate within ledger step definition to include profit and loss, or income statement, accounts to be processed at an average rate.

<b>Acct</b>	<b>Actuals (CHF)</b>			<b>Local (EUR)</b>			<b>Report (USD)</b>		
	<b>Curr Cd</b>	<b>Trans Amt</b>	<b>Base Amt</b>	<b>Curr Cd</b>	<b>Trans Amt</b>	<b>Base Amt</b>	<b>Curr Cd</b>	<b>Trans Amt</b>	<b>Base Amt</b>
<b>2001</b>	CHF	0	0	CHF	0	0	USD	0	(29.7*.605) - 17.881 = .0875
<b>Gain/Loss</b>	CHF	0	0	CHF	0	0	USD	0	(-2*.605) - (-.121) = 0
<b>Translation Adjustment</b>	CHF	0	0	CHF	0	0	USD	0	-.0875

Example of month end translation journal

### **Ending Ledger**

The following table shows the ending ledger amounts after you run the translate process for reports:

<b>Account</b>	<b>Foreign Currency</b>	<b>Foreign Currency Balance</b>	<b>Report (USD)</b>
2001	CHF	29.7	17.9685
8001	CHF	-29.5	-17.76
Gain/Loss	CHF	-0.2	-0.121

<i>Account</i>	<i>Foreign Currency</i>	<i>Foreign Currency Balance</i>	<i>Report (USD)</i>
Translation Adjustment	CHF	0	0.0875

## Comparing Multibook Translation Ledger Results to Translation in a Single Book Environment

Maintaining a translation ledger within a multibook ledger group results in the same ledger balances as performing a period-end translation on the actuals ledger. To show this, we start with the ledger balances for actuals from the example above, after revaluation is run on the ledger group. We perform a single book translation: actuals (CHF) to ledger group (USD).

### *Beginning Ledger*

The following table shows the ledger balances for actuals ledger after the revaluation is run on the ledger group:

<i>Account</i>	<i>Currency Code</i>	<i>Transaction Amount</i>	<i>Actuals (CHF)</i>
2001	MXN	100	29.7
8001	MXN	-100	-29.5
Gain/Loss	MXN	0	-0.2

### *Translation Journal*

The following table shows the results of running the translation process on the actuals ledger. The translation is simplified for clarity in this example. The balance sheet accounts are translated at the CRRNT exchange rate and the profit and loss, or income statement, accounts are translated at an average rate.

Assume that these are the currency exchange rates:

<i>Conversion and Type</i>	<i>Exchange Rate on Reporting Date</i>
CHF to USD (CRRNT)	0.605
CHF to USD (AVG)	0.604



### Ending Ledger

The following table shows the resulting balances of this single book ledger:

<b>Account</b>	<b>Currency Code</b>	<b>SB Reports (USD)</b>
2001	USD	$(29.7 * 0.605) = 17.9685$
8001	USD	$(-29.5 * 0.604) = -17.818$
Gain/Loss	USD	$(-0.2 * 0.605) = -0.121$
Translation Adjustment	USD	-0.0295

Compare the resulting balances of this single book translation to the balances in the report ledger of the ledger group MULTI-TRAN. The difference of .058 between the translation adjustment and the value for account 8001 is because the profit and loss, or income statement, account 8001 was translated at the AVG rate, and its offset is included in the translation adjustment. If we had defined an additional translate within ledger step earlier to process this account at the AVG rate type, the balances would be identical.

---

## Producing Revaluation and Translation Reports

This section lists the pages used to run standard revaluation and translation reports. To run a report, select it from a menu and enter any necessary parameters. Once you enter the report parameters, use PeopleSoft Process Scheduler to run the report. PeopleSoft Process Scheduler manages the processes, tracks the status, and generates the report in the background while you can continue to work on something else.

For those who want to modify our standard reports, create your own reports, or reformat report output, we offer a variety of reporting tools.

### Pages Used to Produce Revaluation and Translation Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Translation Step Definition Report	RUN_GLS5000	General Ledger, Process Multi-Currency, Reports, Translation Step, Translation Step Definition Report	Specify the run parameters for the Translation Step Definition Report (GLS5000) SQR, which lists the details and rules of each currency translation step.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Revaluation Step Definition Report	RUN_GLS5001	General Ledger, Process Multi-Currency, Reports, Revaluation Step, Revaluation Step Definition Report	Specify the run parameters for the Revaluation Step Definition report (GLS5001), which lists detailed information for each currency revaluation step.
Translation Calculation Log Report	RUN_GLS5002	General Ledger, Process Multi-Currency, Reports, Translation Calculation Log, Translation Calculation Log Report	Specify the run parameters for the Translation Calculation Log Report (GLS5002) SQR, which lists translation calculation details by process instance and translation step.
Revaluation Calculation Log Report	RUN_GLS5003	General Ledger, Process Multi-Currency, Reports, Revaluation Calculation Log, Revaluation Calculation Log Report	Specify the run parameters for the Revaluation Calculation Log Report (GLS5003) SQR, which lists revaluation information by process instance and revaluation step.
Translation in Ledger Calculation Log Report	RUN_GLS5004	General Ledger, Process Multi-Currency, Reports, Translation in Ledger Calc Log, Translation in Ledger Calculation Log Report	Define parameters for the Translation in Ledger Calculation Log Report (GLS5004) SQR, which displays the details and rules of each translation step within the ledger calculation log. For each step, the report shows the description, ledger information, output and journal options, and gain and loss ChartKeys.
Translate in Ledger Report	RUN_GLS5005	General Ledger, Process Multi-Currency, Reports, Translation in Ledger, Translate in Ledger Report	Define your parameters for the Translate Within Ledger Step Report (GLS5005) SQR, which lists translation within ledger calculation details by process instance and revaluation step.

<b><i>Page Name</i></b>	<b><i>Definition Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Translate Ledger Reconciliation Report	RUN_GLS1005	General Ledger, Process Multi-Currency, Reports, Translation Ledger Reconcile, Translate Ledger Reconciliation Report	<p>Specify the run parameters for the Translate Ledger Reconciliation report (GLS1005) SQR, which reconciles the amounts in the currency translation ledger to the amounts in the primary ledger within a multibook ledger group.</p> <p>You can include adjustment periods and select account type within the comparison. Click the Refresh button to select ChartFields for comparison.</p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Translation Ledger In-Sync Report	RUN_GLS1006	General Ledger, Process Multi-Currency, Reports, Translation Ledger In-Sync, Translation Ledger In-Sync Report	<p>Specify the run parameters for the Translation Ledger In-Sync Report (GLS1006), which lists data violating the required ledger structure in the currency translation ledger within a multibook ledger.</p> <p>This report shows these structural flaws:</p> <ul style="list-style-type: none"> <li>• Translate ledger contains non-primary base entries.</li> <li>• Translate ledger contains POSTED_TRAN_AMT not equal to POST_BASE_AMT on matching entries in primary ledger.</li> <li>• Non-zero translate ledger entries do not have matching entries in primary ledger.</li> <li>• Primary ledger entries with no matching entries in Translate ledger.</li> <li>• POSTED_BASE_AMT of translate ledger entries in primary ledger base currency do not add up to POSTED_TOTAL_AMT of entries in translate ledger base currency.</li> </ul>

**See Also**

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Understanding Process Scheduler"*

[Appendix D, "General Ledger Reports," page 797](#)

## Chapter 17

# Performing Financial Consolidations

This chapter provides an overview of consolidations with related equitization functionality and discusses how to:

- Determine consolidation ChartFields.
- Select an approach to intercompany and intracompany transactions.
- Define consolidation trees.
- Set up elimination units.
- Specify consolidation ledgers.
- Define elimination sets.
- Define subsidiary ownership and minority interest sets.
- Set up consolidation sets.
- Use ChartField value sets.
- Perform consolidation.
- Consolidate across summary ledgers.
- Map dissimilar charts of accounts.
- Use equitization.
- Define business unit trees and elimination units for equitization.
- Specify ledgers for each business unit in an equitization.
- Define ownership sets for equitization.
- Define equitization rules.
- Define an equitization group and journal options.
- Perform equitization.
- Produce consolidation and equitization reports.
- Use the ledger interface utility.

---

## Understanding Consolidation and Equitization

This section discusses:

- Organizational structure and consolidations.
- Elimination of intercompany transactions.
- Elimination of intercompany investments and calculating minority interests.
- Components of the consolidation process.
- Incremental processing of Consolidations.
- Equitization and Changes in Subsidiary Ownership.
- TimeSpans in the Consolidation and Equitization Processes.
- Effective Dates and Ownership Sets in Consolidation and Equitization.

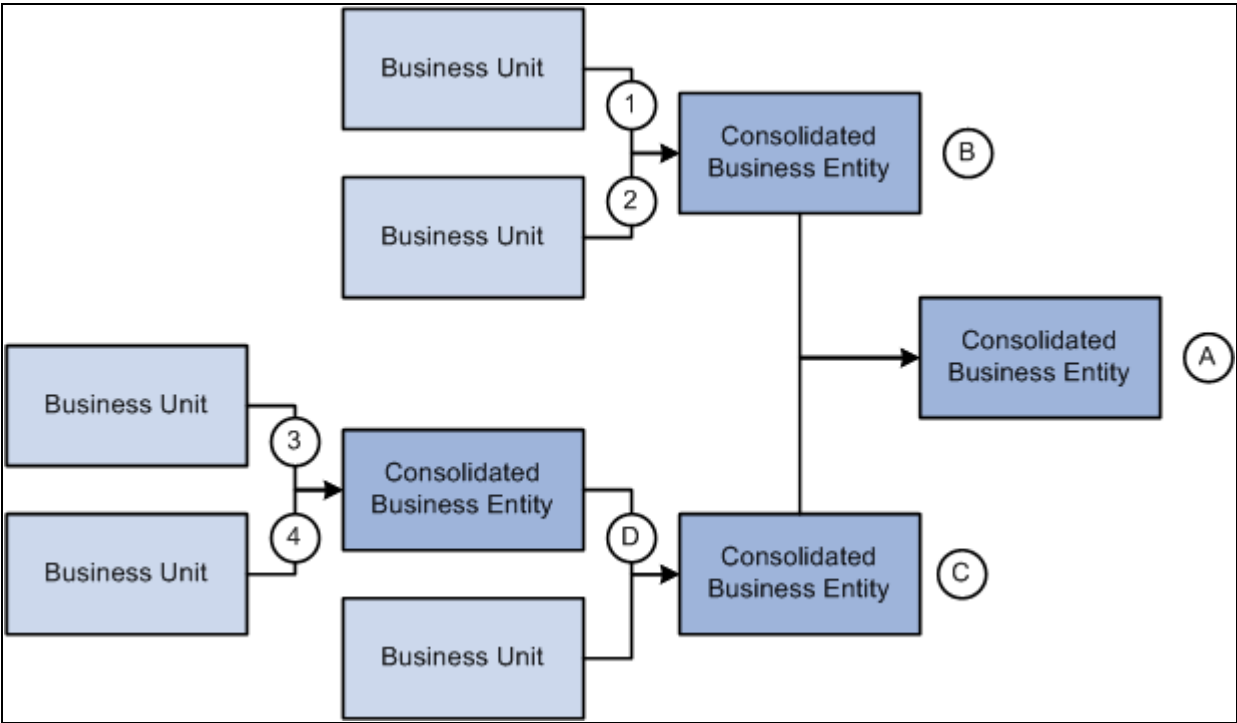
### Organizational Structure and Consolidations

Organizations often have complex structures with multiple business or operating units and legal entities with varying degrees of ownership. If your organization comprises more than one business unit or operating entity, you can consolidate these organizations when you report on overall operations, presenting financial statements that accurately describe your financial status.

For example, assume Consolidated Manufacturing is a multinational company that has a controlling interest in a United States business, as well as numerous other subsidiaries worldwide. The balance sheet for Consolidated Manufacturing lists its United States investment as an asset. Consolidated Manufacturing also owns several buildings used by subsidiaries that record the payment of rent to corporate headquarters through intercompany accounts. While these companies are separate legal entities, they represent one unified economic entity. To gain a complete picture of the entire organization, you combine (consolidate) all the assets and liabilities of each business unit, eliminating intercompany transactions and minority interest relationships by creating consolidation elimination journal entries.

You use trees to define the relationships among business units in a consolidation, creating a separate consolidation tree for each configuration. Included in each consolidation tree are the business units being consolidated and the *elimination units* to which eliminating journal entries are directed.

In the following example operating business units 1 and 2 are consolidated in consolidated business entity B and operating business units 3 and 4 are consolidated in business entity D. Consolidated entity D is further consolidated with an additional operating business unit not directly related to business unit 3 and 4 to consolidated business entity C. Finally, the consolidated business entities B and C are combined in the overall consolidation business entity A.



Consolidate any combination of business units

Elimination of Intercompany Transactions

While there may be situations that require you to report gross consolidations (combining business unit ledger balances without eliminations), in most cases, you want to eliminate or cancel out the effect of intercompany transactions.

In General Ledger, you can track intercompany transactions using Due From and Due To accounts that are automatically created by the Journal Edit process, which calls the Inter/IntraUnit Processor. These Due From and Due To rows in the ledger are candidates for elimination when you run the Consolidations process. The following example shows such a transaction when company B0002 buys software for company B0001:

<i>Business Unit</i>	<i>Account</i>	<i>Debit</i>	<i>Credit</i>
B0001	651001—Software License Expense	5,000	
B0001	142000—Due From/To B2		5,000
B0002	141000—Due From/To B1	5,000	

<b>Business Unit</b>	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
B0002	200000—Accounts Payable		5,000

When the transactions are exclusively within the organization, you can eliminate the whole transaction when you set up your Consolidations process. In the following example, Company B0001 sold services to Company B0002. The Revenue and Expense accounts need to be eliminated in addition to the Due From and Due To accounts:

<b>Business Unit</b>	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
B0001	142000—Due From/To B0002	3,000	
B0001	500200—Revenue-Services Sold		3,000
B0002	653000—Expense-Computer Networks	3,000	
B0002	141000—Due From/To B0001		3,000

### **Using the Affiliate ChartField with a Single Due From/To Account**

The Affiliate ChartField is specifically reserved to map transactions between business units when using a single intercompany account. This table provides an example of intercompany payables and receivables among three business units that each use the Affiliate ChartField:

<b>Business Unit</b>	<b>Account</b>	<b>Affiliate</b>	<b>Amount</b>
B0001	140000—Due From/To Affiliates	B0002	<5,000>
B0001	140000—Due From/To Affiliates	B0003	1,000
B0002	140000—Due From/To Affiliates	B0001	5,000



<b>Business Unit</b>	<b>Account</b>	<b>Affiliate</b>	<b>Amount</b>
B0002	140000—Due From/To Affiliates	B0003	<3,000>
B0003	140000—Due From/To Affiliates	B0001	<1,000>
B0003	140000—Due From/To Affiliates	B0002	3,000

### **Using Different Due From/To Account Values**

Another method of tracking activity between business units is to use different ChartField values—typically different accounts—for intercompany transactions. Instead of using the Affiliate ChartField, you could use the following accounts to identify the same transactions that were shown in the previous exhibit:

<b>Business Unit</b>	<b>Account</b>	<b>Amount</b>
B0001	142000—Due From/To B0002	<5,000>
B0001	143000—Due From/To B0003	1,000
B0002	141000—Due From/To B0001	5,000
B0002	143000—Due From/To B0003	<3,000>
B0003	141000—Due From/To B0001	<1,000>
B0003	142000—Due From/To B0002	3,000

In both examples, the same accounting information is present, but fewer account numbers are required when the Affiliate ChartField is populated. This also means that you need to define fewer *elimination sets*. An elimination set represents a related group of intercompany accounts that record both sides of each transaction between units.

In the case of the following intercompany receivable and payable relationship, you require only one elimination set if you use the Affiliate ChartField:

<b><i>Elimination Set</i></b>	<b><i>Business Unit</i></b>	<b><i>Account</i></b>
One	NA	140000—Due From/To Affiliates

If you do not use the Affiliate ChartField, three elimination sets are required:

<b><i>Elimination Set</i></b>	<b><i>Business Unit</i></b>	<b><i>Account</i></b>
One	B0001 B0002	142000—Due From/To B0002 141000—Due From/To B0001
Two	B0001 B0003	143000—Due From/To B0003 141000—Due From/To B0001
Three	B0002 B0003	143000—Due From/To B0003 142000—Due From/To B0002

### **See Also**

Chapter 17, "Performing Financial Consolidations," Defining Elimination Sets, page 393

Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 291

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

## **Elimination of Intercompany Investments and Calculating Minority Interests**

In consolidating the books of a subsidiary with those of the parent company, you credit the parent with the portion of the subsidiary that it actually owns and exclude what outside investors own. The value of minority interests is reported in terms of the aggregate net assets (equity) rather than in terms of a fractional equity in each of the assets and liabilities of the subsidiary.

To reflect minority interest, General Ledger generates an adjustments entry that debits the investment of the parent in the subsidiary account and credits a minority interest account. The system calculates the adjustment by multiplying the percentage of minority interest in the subsidiary by the total equity of the subsidiary.

Effectively, the combined result of the adjustments and eliminations entries is to express the value of the parent investment in terms of the assets and liabilities of the subsidiary offset by a minority interest liability. The equity ownership for each subsidiary in the consolidation is eliminated, with only the parent company's equity accounts and minority interest account remaining. Consolidated capital stock and retained earnings is equal to the balances of the parent.

## Components of the Consolidation Process

Consolidations are made up of four elements: data, scopes, rules, and process.

<b>Data</b>	Ledger data is entered and posted through daily journal processing. Data also includes specifying which ledger to use during Consolidations for each business unit. Detail ledgers, as well as summary ledgers, can be used as the basis for consolidation. Ledgers outside of the General Ledger database can be loaded into the database for processing.
<b>Scopes</b>	Scopes define which business units are included during the consolidation process and how consolidation entries are created. Scopes are created using consolidation trees and elimination units.
<b>Rules</b>	Rules determine which ledger entries are identified and eliminated by defining elimination and minority interest sets. These are used in defining the consolidation set that specifies the elimination and minority interest sets to apply.
<b>Process</b>	Based on defined rules and scopes, the Consolidations background process generates consolidating journals and calculation log entries from source ledger data. New entries to the Ledger table are used to generate consolidated reports. The Undo feature enables you to reprocess consolidation as many times as necessary.

## Incremental Processing of Consolidations

PeopleSoft General Ledger provides incremental processing of consolidations by recognizing lower level tree nodes that were previously processed when running the current consolidation. The Consolidation process uses the Consolidation Set, As Of Date, currency, and tree name of the process request to identify the tree nodes that have been processed, thereby enabling processing of only the nodes under a specified higher-level tree node that have not yet been processed. Incremental processing of consolidations enables you to consolidate in stages while avoiding reprocessing of portions of the overall organization that have already been successfully consolidated.

When reprocessing a consolidation that was previously run (commonly done for late transactions or discovery of errors) and you need to reprocess lower-level nodes, you can select the Undo Previous Process and the Include All Lower Level Nodes check boxes on the Consolidation Request page. When you select the Include All Lower Level Nodes check box, the undo process identifies all previously processed lower-level nodes and reverses them. If this option is not selected, the undo process only reverses the entries that were created from a single process by matching Consolidation Set, As Of Date, currency, tree name, tree level, and tree node as indicated on the current run control.

## Equitization and Changes in Subsidiary Ownership

The Equitization process generates the entries to reflect the equity pickup of subsidiary earnings on the parent's books. It updates the value of the parent's investment and equity income accounts for changes in the subsidiary's value. When the value of an investment in a subsidiary changes for a parent company during the fiscal year, often it is without a physical event (transaction) having been recorded; however, the value of the investment of the parent in the subsidiary must be modified. You can use the PeopleSoft Equitization process when no physical accounting event will have occurred, but the value of the parent investment in the subsidiary has changed.

For example, net income or net loss of a subsidiary increases or decreases the investment value and affects the equity of the parent in that subsidiary.

PeopleSoft General Ledger enables you to set up multiple equitization rules for multiple business units that have complex parent-subsidiary relationships and create journal entries to record the changes within a single process. A ledger for a parent entity can be different from that of its subsidiary but you have the option to generate elimination entries for consolidated reporting.

Equitization can be run alone or in conjunction with consolidation and can share the consolidation tree with the Consolidations process, as well as the ownership sets.

---

**Note.** Equitization supports only the Business Unit field as the processing entity. This is unlike the Consolidation process, which allows consolidation of fields other than business unit, such as the Operating Unit field.

---

## TimeSpans in the Consolidation and Equitization Processes

You can specify a TimeSpan on the Consolidation Set and the Equitization Group to indicate the type of balances to be posted for consolidation and equitization. If the TimeSpan is a year-to-date type of TimeSpan (for example, BAL), then a valid Journal Reversal Option should be selected; otherwise, there should be no reversal of the consolidation or equitization entries if they are intermediate periods. This is because distinct periods are consolidated that do not include prior periods in the current process. A warning message is issued by the system if the reversal option is selected with a TimeSpan option other than BAL.

Using intermediate TimeSpans (other than year-to-date types) is generally more efficient for processing consolidation and equitization; however, exercise caution when using non-year-to-date type TimeSpans. If changes have been made in ledgers for accounting periods that were previously processed for intermediate periods, it will be necessary to reprocess consolidation and equitization for those periods.

The following conditions must be met to have valid TimeSpans for Consolidation or Equitization:

- The TimeSpan calendar must be the same as the Calendar for the Business Unit and Ledger Group to be processed.
- The TimeSpan must be for the current year, that is, the Start Year and End Year must be 0, with Type defined as Relate to Current Year.
- If the Time Span is a year to date time span for the Consolidation Set and the Equitization Group, then the reversal option must be either the Beginning of Next Period or the End of Next Period. For any TimeSpan other than BAL or YTD, the reversal option must be Do Not Generate Reversal.

---

**Note.** Incremental processing of consolidations occurs regardless of what TimeSpan is selected for processing. Incremental processing is *not* available for the equitization process.

---

## Effective Dates and Ownership Sets in Consolidation and Equitization

Consolidation and Equitization support the use of multiple effective-dated subsidiary ownership sets. Effective dates dictate to which period of the fiscal year a certain ownership set is applied. There are two options for selecting the dates within the Consolidations Set and Equitization Group:

- By Period End Dates.
- By Process Request as of Date.

If you choose to select ownership sets by Period End Dates, the process selects the effective ownership date to use based on each accounting period being processed.

Adjustment Periods are processed with the current (latest) accounting period.

The effective ownership date can also be determined By Process Request As of Date and only the most recent Ownership Set definition is used. Regardless of the option selected, the journals that are created by the consolidation process are dated as of the process request date.

When changing parents and percentages, always add a new effective dated row for the new ownership set so as not to change history. That is to say, do not change the effective date on an existing ownership set that has been used in a previous run if you want to retain the consolidated information, nor should you change the subsidiary entity on an existing ownership set.

## Common Elements Used in This Chapter

<b>View Detail</b>	Link that accesses another page for more detailed information.
<b>Ledger Template</b>	The ledger template name is used to prompt correct ChartField names. If you specify a summary ledger template as the ledger template in setting up consolidations, the system displays the Ledger field, where you enter the summary ledger name.

---

## Determining Consolidation ChartFields

You can base your consolidations on the business unit or another ChartField.

This section discusses how to:

- Consolidate on business unit.
- Consolidate on a ChartField other than business unit.

## Consolidating on Business Unit

Although you can consolidate based on any ChartField, General Ledger is delivered with consolidations enabled for the business unit. If you use a different ChartField for your consolidations, substitute that ChartField name when you see a reference to business unit.

## Consolidating on a ChartField Other Than Business Unit

For some organizations, the system is set up to use ChartFields such as operating unit or department instead of business unit to function as separate units. Because they are all conducting the same or similar business practice and have the same structure, all the units are under one PeopleSoft business unit setup. Transactions between these operational units are recorded and need to be eliminated for financial reporting of the business unit. General Ledger enables you to set up the consolidation among the operational units the same way you would to consolidate among business units.

For example, to consolidate on the operating unit ChartField:

1. If you are using an affiliate field to mark interoperating unit transactions, activate the Operating Unit Affiliate field on the Standard ChartField Configuration page, and associate the Operating Unit field to it.
2. Add operating units that function as the elimination operating units to the operating unit definition.

Assign the attribute ELIM\_UNIT equal to Y for these elimination units.

3. Build a consolidation tree that rolls up operating unit values, including regular and elimination operating units.
4. Set up elimination sets.

When you define an elimination set using the Affiliate approach, do not include the ChartField on which you are consolidating.

5. Set up the consolidation set.

Specify *Operating Unit* in the Entity field, and enter the business unit for the operating units.

6. Define and process a consolidation request.
7. Create reports that are based on the consolidation tree to show consolidated results.

### See Also

Chapter 17, "Performing Financial Consolidations," Elimination of Intercompany Transactions, page 379

*PeopleSoft Application Fundamentals 9.1 PeopleBook, "Summarizing ChartFields Using Trees"*

*PeopleTools PeopleBook: PeopleSoft Application Engine, "Using Meta-SQL and PeopleCode"*

*PeopleTools PeopleBook: PeopleSoft Tree Manager, "Creating Trees"*

---

## Selecting an Approach to Intercompany and Intracompany Transactions

You can record activity between business units with the use of the Affiliate ChartField or with separate accounts. The Affiliate ChartField maps transactions between business units while using a single intercompany account. Alternatively, you can use different ChartField values, typically different accounts, for intercompany transactions.

If the consolidation is on business unit, the consolidation process assumes that it is an intercompany consolidation, and the affiliate is the Affiliate field name.

If the consolidation is on anything other than business unit, the process assumes that it is an intracompany consolidation within a single business unit. For intracompany elimination when the Affiliate method is used or where the Affiliate field is required for querying the ledger data, the field name is the associated affiliate field for that ChartField, as defined on the Standard ChartField Configuration page.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

[Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 291](#)

[Chapter 17, "Performing Financial Consolidations," Elimination of Intercompany Transactions, page 379](#)

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## Defining Consolidation Trees

You define a consolidation based on relationships among the business units and their related elimination units (units to which eliminating journal entries are directed). Each consolidation hierarchy uses a separate consolidation tree. You can consolidate an unlimited number of business units within each tree, and you can define an unlimited number of consolidation trees.

This section discusses how to:

- Define consolidation scopes with trees.
- Add detail values.

## Defining Consolidation Scopes With Trees

Because you likely have several consolidation configurations to accommodate management and statutory requirements, General Ledger enables you to set up any number of consolidation trees. Consolidated business entities appear as nodes, and business units and eliminations units appear as detail values on the tree.

For example, World Wide Consolidation comprises 22 business units in Europe, Asia Pacific, and North America. For financial reporting requirements, the company created a tree that defines the legal entity relationships among these business units, as well as those located elsewhere (Tree Manager, Tree Manager).

## Tree Manager





SetID:	CONSL	Last Audit:	Valid Tree
Effective Date:	01/01/1900	Status:	Active
Tree Name:	CONSOLIDATE_CORP	Corporate Consolidation	



























---

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

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[Collapse All](#) | [Expand All](#) | [Find](#)
First Page ◀ 28 of 37 ▶ Last Page


**WW\_CONSOLIDATION - World Wide Consolidation**




-  [ELIM1] - Eliminations for Corp
-  EUROPE - European Consolidation
  -  [DEU01] - GERMANY OPERATIONS
  -  [ELIM4] - Eliminations for Asia/Pac
  -  [GBR01] - BRITAIN OPERATIONS
  -  [NLD01] - NETHERLANDS OPERATIONS
  -  [SPN01] - SPAIN OPERATIONS
  -  FRA/BLG - Consolidation FRA01-03 / BLG01
    -  [BLG01] - BELGIUM OPERATIONS
    -  [ELIM6] - Eliminations for FRA01/BLG01
    -  [FRA01] - FRANCE OPERATIONS
    -  [FRA03] - FRANCE OPERATIONS - SOUTH
-  ASIA/PAC - Asia & Pacific Consolidation
  -  [AUS01] - AUSTRALIA OPERATIONS
  -  [ELIM5] - Eliminations for Europe
  -  [JPN01] - JAPAN OPERATIONS
-  NORTH\_AMERICA - USA Consolidation
  -  CANADA - Canada
    -  [CAN01] - CANADA OPERATIONS
    -  [ELIM2] - Eliminations for Canada
  -  USA - USA Consolidation
    -  [ELIM3] - Eliminations for US
    -  [US001] - US001 NEW YORK OPERATIONS
    -  [US007] - US007 OPERATIONS
    -  USLE1 - Legal Entity 1
    -  USLE2 - Legal Entity 2

Consolidation tree for World Wide Consolidation

The World Wide Consolidation node (WW\_Consolidation) represents the final point of consolidation and the relationship among consolidated entities—Europe, ASIA/PAC, and NORTH\_AMERICA—and the corporate level elimination unit, ELIM1.



## Adding Detail Values

The detail values in a Consolidations tree always consist of the ChartField values that form the basis for consolidation and elimination units. Elimination units are stored in the same table as consolidating ChartField values because they share identical attributes; that is to say, if your consolidating ChartField values are business units, the elimination entities are also defined as business units.

In such a case, the system maintains all your detail values in the general ledger Business Unit table. You can, however, set up consolidations based on any other ChartField.

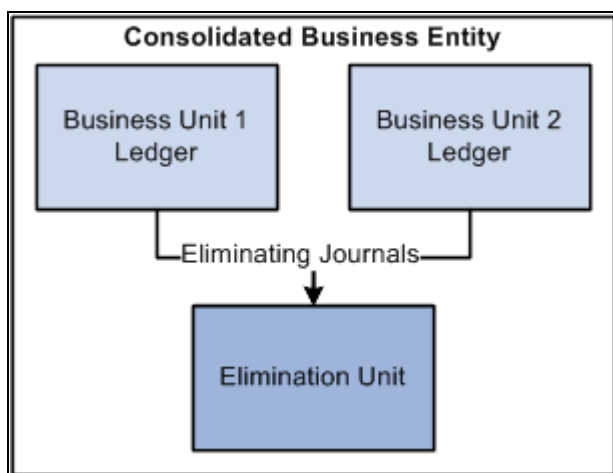
### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Summarizing ChartFields Using Trees"

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## Setting Up Elimination Units

With Consolidations, you can automate intercompany eliminations and more accurately analyze consolidated results. When you consolidate business units, the system creates eliminating journal entries. Eliminating journals are directed to an *elimination unit*, a type of business unit that is designed specifically to support consolidated reporting.



Eliminating journal entries are directed to the elimination unit

The consolidated business entity does not have its own ledger. It is actually a reporting construct made up of the combined ledger balances of the selected business units and the intercompany offset amounts posted to the ledger for the elimination unit.

This section discusses how to:

- Add an elimination unit.
- Assign ledgers to elimination units.

## Page Used to Add an Elimination Unit

Page Name	Definition Name	Navigation	Usage
General Ledger Definition - Definition	BUS_UNIT_TBL_GL1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition	You can use this page to define each elimination unit directly. You can also define elimination units from the consolidation tree.

## Adding an Elimination Unit

Access the General Ledger Definition - Definition page (Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition).

The screenshot shows the 'Definition' tab of the 'Eliminations Business Unit Definition' page. The 'Business Unit' field is set to 'ELIM5'. The 'Description' field contains 'Eliminations for Europe'. The 'Short Desc' field contains 'Elim Eur'. The '\*Base Currency' field is set to 'EUR'. The 'Holiday List' and 'Location Code' fields are empty. The 'Consol - For Eliminations Only' checkbox is checked. There are also links for 'Business Unit ID Numbers', 'ADB Incremental Calc Method', and 'Mandate Sequence Number'.

Eliminations Business Unit Definition page

Add and maintain elimination business units the same as you would add any business unit on the General Ledger Definition page. Make sure to select the **Consol - For Elimination Only** check box, as this is what distinguishes an elimination unit from other units and its treatment for the consolidation process. You can also add elimination units to the consolidation tree in the same way that you add any detail ChartField value.

The placement of the elimination units on the tree tells the consolidation process what business units' intercompany activity is eliminated within the elimination unit. For example, the ELIM5 elimination unit in the consolidated management reporting tree, CONSOLIDATE\_CORP, is defined as the elimination unit for the ASIA/PAC consolidation; therefore, intercompany activity between Japan and Australia are eliminated within ELIM5 .

## Assigning Ledgers to Elimination Units

Assigning a ledger to an elimination unit is done the same way that you handle regular business units. The base currency of the ledger must be the same currency used for consolidation.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

Chapter 3, "Defining Your Operational Structure," page 19

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## Specifying Consolidation Ledgers

To specify a consolidation ledger, use the Consolidation Ledger Sets component (LEDGER\_SET).

For each business unit involved in Consolidations, you can specify one ledger as the Consolidation ledger. The Consolidations process uses this ledger as the source and identifies transactions to be eliminated. Consolidation journals reference this ledger for elimination units.

In cases where business units have different base currencies in their primary ledgers, and translation ledgers are maintained for reporting on a single currency, you can use Translation ledgers as Consolidation ledgers. Consolidation does not perform any currency translation. The currency that you specify must have complete balances in place resulting from regular journal posting or from the Currency Translation process.

You specify a ledger for a business unit on the Ledger Sets page. With a common Consolidation chart of accounts, you can also consolidate at a summary level.

## Page Used to Define Ledger Sets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger Set	LEDGER_SET	General Ledger, Consolidate Financial Data, Consolidation, Consolidation Ledger Sets, Ledger Set	Select the combination of business units and ledgers that you want to consolidate for a specific consolidation configuration.

## Defining a Ledger Set

Access the Ledger Set page (General Ledger, Consolidate Financial Data, Consolidation, Consolidation Ledger Sets, Ledger Set).

### Ledger Set

**Ledger Set:** USD\_CONSOLIDATION For Consolidation Process

**\*Description:** USD Consolidation Ledgers **\*Ledger Template:** STANDARD

**Comments:** The following Detail Ledgers will be used for USD Consolidation process and reporting.

**Automatic Populate Scroll**

**SetID:** CONSL **Tree:** CONSOLIDATE\_CORP **As of Date:** 03/31/2000 **Currency:** USD **Refresh**

**Specify Ledgers to Use** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-10 of 23](#) | [Last](#)

*Business Unit	*Ledger	Description		
AUS01	CORPORATE	Corporate Ledger in USD	+	-
BLG01	CONSOL-USD	Consolidation for Corporate	+	-
CAN01	CORPORATE	Corporate Ledger in USD	+	-
DEU01	CORPORATE	Corporate Ledger in USD	+	-
ELIM1	CONSOL-USD	Consolidation in USD	+	-
ELIM2	CONSOL-USD	Consolidation in USD	+	-
ELIM3	CONSOL-USD	Consolidation in USD	+	-
ELIM4	CONSOL-USD	Consolidation in USD	+	-
ELIM5	CONSOL-USD	Consolidation in USD	+	-
ELIM6	CONSOL-USD	Consolidation in USD	+	-

Consolidation - Ledger Set page

**Automatic Populate Scroll**

The Automatic Populate Scroll section enables you to select the parameters that will populate the scroll with the ledgers that you can use. After you choose parameters, click the Refresh button to populate the page.

**Note.** When you click the Refresh button, the system provides you with only the *best guess* of ledger names. Review the ledger names populated by the system . and select the ledger that you want to use in the consolidation.

<b>Tree</b>	Determines the business units that will appear in the scroll. All business units in a particular tree will appear in the scroll.
<b>As of Date</b>	Use to select a tree if you have multiple trees with the same name.
<b>Currency</b>	Populates the Ledger column with the ledgers that have the same base currency defined.

**Specify Ledgers to Use**

When you click Refresh, the system populates the scroll area with the following:

<b>Business Unit</b>	Populates the valid values in the selected tree for the specified ledger template.
<b>Ledger</b>	Displays a ledger associated with each business unit that has the specified currency as its base currency. You can associate a different ledger with the business unit by selecting a new one in the drop-down list box.

You can also enter business units and their associated ledgers individually by adding a row. The new business unit does not have to be part of the earlier specified tree.

---

**Note.** All business units involved in the consolidation process must have a row defined on the Ledger Set page so that the system knows which ledger to use for each business unit during the consolidation process.

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### See Also

Chapter 17, "Performing Financial Consolidations," Specifying Consolidation Journal Options, page 402

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## Defining Elimination Sets

The elimination set defines a related group of intercompany accounts. When eliminated, the balances of this group of accounts should normally net to zero. To maintain a balanced journal entry, the system posts any amounts that remain after the elimination to a user-defined out-of-balance ChartField. When you run the consolidation, the system processes each elimination set specified in your consolidation definition.

To define elimination sets, use the Elimination Sets component (ELIMINATION\_SET).

This section discusses how to:

- Define an elimination set.
- Enter an elimination set.
- Audit elimination sets.

## Pages Used to Define Elimination Sets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Elimination Set	ELIMINATION_SET1	General Ledger, Consolidate Financial Data, Consolidation, Elimination Sets, Elimination Set	Define parameters for the elimination.

Page Name	Definition Name	Navigation	Usage
Elimination Lines	ELIMINATION_SET2	General Ledger, Consolidate Financial Data, Consolidation, Elimination Sets, Elimination Lines	Define which accounts you want to eliminate. When you define these accounts, the level of detail required depends on whether you are using the Affiliate ChartField.
Audit Elimination Sets	RUN_GLS2005	General Ledger, Consolidate Financial Data, Reports, Elimination Sets Audit, Audit Elimination Sets	Set up criteria to run the GLS2005 SQR for auditing elimination sets. Determines if any duplicate lines exist in consolidation definitions. The system uses the criteria that you enter to generate the Audit Elimination Sets report.

## Defining an Elimination Set

Access the Elimination Set page (General Ledger, Consolidate Financial Data, Consolidation, Elimination Sets, Elimination Set).

The screenshot displays the 'Elimination Set' page with the 'Elimination Lines' tab selected. The page contains the following fields and sections:

- SetID:** CONSL
- Elimination Set:** EL-AFFIL
- Effective Date:** 01/01/1900
- \*Status:** Active
- \*Ledger Template:** STANDARD
- \*Description:** Affiliate Method (Direct) Elim
- Comments:** (Empty text area)
- \*Entity Field:** Business Unit

Below the main fields are two tables for 'Out of Balance' data:

Out of Balance Debit		Out of Balance Credit	
*Field Name	*Value	*Field Name	*Value
Account	140000	Account	280000

Elimination Set page

<b>Ledger Template</b>	Select the ledger template that is used by the ledgers in your consolidation. If you specify a Summary Ledger template as the ledger template, the system displays the Ledger field, where you enter the summary ledger name. The system also displays a detail link; click it to access the Summary Ledger Definition page.
<b>Description</b>	Identifies the elimination for prompt lists.
<b>Comments</b>	Describe what the elimination set does. This field is particularly useful for documenting each set in a complex consolidation.
<b>Entity Field</b>	<p>Select the field on which you are consolidating.</p> <p>This is the field on which you have previously structured your consolidation and on which you have built your consolidation tree.</p> <p>It is usually the business unit. However, if you have setup your system to use other fields, such as Operating Unit or Department for the business entity and are tracking interunit transactions among these entities, you use Operating Unit or Department as the Entity Field.</p>

### ***Out of Balance Debit and Out of Balance Credit***

If the activity within a given elimination set does not net to zero, PeopleSoft General Ledger directs the out-of-balance amount to the Out of Balance field values that you specify on this page.

<b>Field Name</b>	<p>Specify special ChartFields for the out-of-balance amounts. For example, you can enter a department for both the debit and credit field name in addition to an account Value.</p> <p>For summary ledger templates, the Field Name prompt lists all the ChartFields for the summary ledger template, and the Value prompt is based on how the summary ledger is defined.</p>
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## **Entering an Elimination Set**

Access the Elimination Lines page (General Ledger, Consolidate Financial Data, Consolidation, Elimination Sets, Elimination Lines).

The screenshot shows the 'Elimination Lines' page. At the top, there are tabs for 'Elimination Set' and 'Elimination Lines'. Below the tabs, the 'SetID' is 'CONSL' and the 'Elimination Set' is 'EL-AFFIL'. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. A checkbox labeled 'Match Affiliate Value' is checked. Below this, there is a section for 'Elimination Lines' with a table containing two lines. Each line has a '\*Line #' field and a 'Values to Eliminate' section. The first line has '\*Line #' 1 and a 'Values to Eliminate' section with a '\*Field' of 'Account' and a '\*Value' of '100100'. The second line has '\*Line #' 2 and a 'Values to Eliminate' section with a '\*Field' of 'Account' and a '\*Value' of '200200'. Each line also has a 'Customize' button and a 'Find' button. The page also includes navigation buttons like 'First', '1 of 1', and 'Last'.

Elimination Lines page

**Match Affiliate Value**

Select the check box if you use the Affiliate approach for elimination. For a summary ledger that does not have an Affiliate ChartField, the Match Affiliate Value check box is deselected and display-only.

**Values to Eliminate****Field and Value**

When each intercompany transaction is recorded in a unique account, the *Business Unit* and the *Account* or *ALTACCT* ChartField and their respective values are required. If you use the Affiliate ChartField, and its respective value is already a business unit, do not enter the Business Unit ChartField. The system evaluates business unit and affiliate relationships when you perform the consolidation based on data in the ledger.

In addition to the *Account* or *ALTACCT* ChartField, you can specify other ChartFields to further narrow the scope of the transaction being eliminated. This applies regardless of which method you use for tracking intercompany activity. To prevent duplication, the system does not allow you to enter the same ChartFields and ChartField values within the same elimination line.

## Auditing Elimination Sets

Access the Audit Elimination Sets page (General Ledger, Consolidate Financial Data, Reports, Elimination Sets Audit, Audit Elimination Sets).



### Audit Elimination Sets

Run Control ID: PS\_AUTO
[Report Manager](#)
[Process Monitor](#)

Language: English

#### Report Request Parameters

SetID: CONS
Consolidation Set: USD\_CONSO
As of Date: 05/31/2009

Audit Elimination Sets page

### Report Request Parameters

<b>SetID</b>	SetID for the consolidation set.
<b>Consolidation Set</b>	Select the Consolidation Set for which you want to run the elimination set audit.
<b>As of Date</b>	Enter the point of reference date for the effective-dated setup information.

## Defining Subsidiary Ownership and Minority Interest Sets

General Ledger evaluates minority interest relationships at the time a consolidation is run, based on the data in the minority interest sets and Ownership table. It calculates the adjustment prior to generating elimination entries.

You define the relationship for the subsidiary business unit, the parent company that owns the majority of that subsidiary, and any other minority owners. You do not specify minority owners that exist outside your organization.

If a minority parent exists in the same consolidation tree as a majority parent, General Ledger makes a second adjustment to reflect the minority parent's ownership percentage. Because the original adjustment creates a liability for the minority interest, the second adjustment effectively reduces that liability because a minority parent is included in the consolidated results. This means that you do not overstate your minority interest liability.

General Ledger supports any number of minority parents and generates the adjustment entry at the appropriate point in the consolidation according to the consolidation tree level.

To define subsidiary ownership and minority interest sets, use the Subsidiary Ownership component (CONSOL\_OWNERSHIP) and the Minority Interest Sets component (MINORITY\_INTEREST).

This section discusses how to:

- Define subsidiary ownership.
- Define the minority interest source.
- Define a minority interest target.

## Pages Used to Define Subsidiary Ownership and Minority Interest Sets

Page Name	Definition Name	Navigation	Usage
Subsidiary Ownership	CONSOL_OWNERSHIP	General Ledger, Consolidate Financial Data, Consolidation, Subsidiary Ownership	Define the relationships for the parent company, subsidiary, and any other minority owners.
Minor Int Source (minority interest source)	MINOR_INT_SOURCE	General Ledger, Consolidate Financial Data, Consolidation, Minority Interest Sets, Minor Int Source	Identify the subsidiary equity and parent investment accounts.
Minority Int Target (minority interest target)	MINOR_INT_TARGET	General Ledger, Consolidate Financial Data, Consolidation, Minority Interest Sets, Minority Int Target	Specify the minority accounts of the majority parent company.

## Defining Subsidiary Ownership

Access the Subsidiary Ownership page (General Ledger, Consolidate Financial Data, Consolidation, Subsidiary Ownership).

### Subsidiary Ownership

SetID: CONSL      Ownership Set: SUB-US005

Effective Date

Find | View All First 1 of 1 Last

\*Effective Date:

01/01/1900

\*Status:

Active

\*Description:

Ownership of US005

\*Entity Field:

Business Unit

\*Subsidiary Entity:

US005

Specify Parents

Customize | Find | First 1 of 1 Last

*Parent	Owner %	Controlling Entity	Equitize
US001	90.0000000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Parents Ownership %:

90.0000000000

Minority Interest %:

10.0000000000

Subsidiary Ownership page

### Entity Field

Select the consolidating entity field. This is usually the business unit, but you can consolidate based upon other fields, like Operating Unit. This field should be the same field upon which your consolidation tree is based.

**Subsidiary Entity** Organizational unit owned by the parent.

---

**Note.** Add a new effective-dated row to reflect valid changes in subsidiary ownership. When adding new effective-dated rows, make changes only to the Specify Parents group box. The Subsidiary Entity field must stay constant, as that is the subsidiary for which you are defining ownership.

---

### ***Specify Parents***

**Parent** Owner of the subsidiary.

**Owner %** Amount of the subsidiary owned by the parent. List any minority owners that exist within your system by adding rows.

**Controlling Entity** Indicates which parent is the subsidiary's majority owner. Use this option to indicate a particular parent business unit for which elimination entries will be created. The parent company selected as the controlling entity holds the minority interest liability. Only *one* parent entity can be the controlling entity.

---

**Note.** To prevent duplication, the system does not allow you to enter the same parent entity value twice.

---

**Equitize** Indicates whether equitization should be run for specified parent entities. The system processes this ownership set only when the subsidiary entity and all the parent entities marked for equitization are included in the consolidation tree.

**Parents Ownership %** Total should be less than or equal to 100%.

**Minority Interest %** Percentage of minority shareholder ownership.

## **Defining the Minority Interest Source**

Access the Minor Int Source (minority interest source) page (General Ledger, Consolidate Financial Data, Consolidation, Minority Interest Sets, Minor Int Source).

Minor Int Source

Minor Int Target

SetID:CONSL

Minority Interest Set:DEFAULT

Effective Date

Find | View All | First1 of 1Last

\*Effective Date:01/01/1900

\*Status:Active

\*Ledger Template:STANDARD

\*Description:Default Minority Interest Set

\*Subsidiary Equity:ACCT\_EQUITY

Update/Create

\*Parent Investment:ACCT\_PARENT\_INVEST

Update/Create

☒ Match Affiliate Value

Minor Int Source (minority interest source) page

- Subsidiary Equity

Specifies the ChartField value set that identifies the subsidiary's equity accounts.
- Parent Investment

Specifies the ChartField value set that identifies the asset account where the subsidiary is carried on the parent company's books.
- Match Affiliate Value

Select the check box if you are using a single investment account and have populated the Affiliate ChartField with the subsidiary.

See Also

Chapter 17, "Performing Financial Consolidations," Using ChartField Value Sets, page 406

Defining a Minority Interest Target

Access the Minor Int Target (minority interest target) page (General Ledger, Consolidate Financial Data, Consolidation, Minority Interest Sets, Minority Int Target).

Minor Int Source Minor Int Target

SetID: CONSL Minority Interest Set: DEFAULT

Effective Date 01/01/1900 Status: Active

Find | View All | First 1 of 1 Last

Minority Interest Customize | Find | First 1 of 1 Last

*Field Name	*Value
Account	313000

Out of Balance Debit Customize | Find | First 1 of 1 Last

*Field Name	*Value
Account	140000

Out of Balance Credit Customize | Find | First 1 of 1 Last

*Field Name	*Value
Account	280000

Minor Int Target (minority interest target) page

### Minority Interest

#### Field Name and Value

Identifies the parent's equity or liability account for minority ownership in the subsidiary. After General Ledger generates the minority interest adjustment, it eliminates the majority parent's investment account against the subsidiary's equity accounts.

### Out of Balance Debit and Out of Balance Credit

#### Field Name and Value

If the elimination does not balance, the system directs the remaining amount to the appropriate out-of-balance account or ChartFields.

You can specify special ChartFields for the out-of-balance amounts. For example, you can enter a department for both the Debit and Credit ChartFields in addition to an account.

## Setting Up Consolidation Sets

After you define consolidation relationships in your tree and specify intercompany elimination and minority interest sets, you are ready to define the options and controls that tell General Ledger how to process the consolidation.

To set up consolidation sets, use the Consolidation Set component (CONSOL\_DEFINITION).

This section discusses how to:

- Specify consolidation journal options.

- Specify set options.

## Pages Used to Set Up Consolidation Sets

Page Name	Definition Name	Navigation	Usage
Journal Options	CONSOLIDATION1	General Ledger, Consolidation, Consolidation Set, Journal Options	Specify consolidation process options.
Set Options	CONSOLIDATION2	General Ledger, Consolidation, Consolidation Set, Set Options	Specify which elimination and minority interest sets the consolidation will include.

## Specifying Consolidation Journal Options

Access the Journal Options page (General Ledger, Consolidate Financial Data, Consolidation, Consolidation Set, Journal Options).

The screenshot displays the 'Journal Options' page for a consolidation set. The top navigation bar shows 'Journal Options' and 'Set Options'. Below the navigation bar, the 'SetID' is 'CONS' and the 'Consolidation Set' is 'USD\_CONSOL'. The 'Effective Date' is '01/01/1900' and the '\*Status' is 'Active'. The '\*Description' is 'Consolidation in USD'. The '\*Ledger Template' is 'STANDARD' and the '\*Entity Field' is 'Business Unit'. The '\*Ledger Set' is 'USD\_CONSOLIDATIC' and the '\*Time Span' is 'YTD'. There are sections for 'Elimination Journals' and 'Elimination Reversals', and an 'Include Adjustment Period' section.

Consolidation Set - Journal Options page

### Entity Field

Select the consolidating entity field. This is usually the business unit, but you can consolidate based upon other fields, like Operating Unit. This field should be the same field upon which your consolidation tree is based.

<b>Business Unit</b>	When consolidating on other than BUSINESS_UNIT, General Ledger displays a Business Unit field that enables you to designate the business unit as the high order key in the consolidation.
<b>Ledger Set</b>	Specifies a combination of business units and ledgers that act as a centralized location for consolidations.
<b>TimeSpan</b>	Select a user-defined TimeSpan for which to process the consolidation. You can select to process year-to-date balances or quarterly and period balances (such as QTR1 , QTR2, QTR3, QTR4 or PER). If you select a year-to-date TimeSpan, the Consolidation Reversal option must be either Beginning of Next Period or End of Next Period; otherwise, the reversal option must be Do Not Generate Reversal. A warning message is issued if the reversal option is not appropriate for the selected TimeSpan.
<hr/> <b>Note.</b> Performance may be impacted when using a BAL or YTD TimeSpan due to increased volume of data when processing effective-dated ownership sets. Using quarterly or period TimeSpans improves performance. When upgrading to 9.1, be careful to use BAL as the TimeSpan, as Consolidations has historically processed BAL balances. <hr/>	

## ***Elimination Journals***

<b>Journal ID Mask</b>	Enables you to specify a prefix for naming consolidation journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify the journal ID mask to be <i>ELIM</i> , the elimination journal IDs might be ELIM0001, ELIM0002, and so on. Alternatively, the value <i>NEXT</i> causes General Ledger to assign the next available journal ID number automatically.  It is <i>very important</i> to reserve a unique mask value for Consolidations to ensure that no other process creates the same journal ID.
<b>Source</b>	Any valid value from the Sources table entry that identifies the source of the consolidation journals.
<b>Document Type</b>	Required for consolidation journals if Document Sequencing is enabled. Document Sequencing requires that you have a document type for all of the journal entries that you create.

In the following example, Department is the additional ChartField, and the elimination lines contain the following amounts:

<b><i>ChartField Used in Eliminations - Account</i></b>	<b><i>ChartField Used to Group By - Department</i></b>	<b><i>Product</i></b>	<b><i>Posted Total Amount</i></b>
1100001	100	XYZ	100.00

<b>ChartField Used in Eliminations - Account</b>	<b>ChartField Used to Group By – Department</b>	<b>Product</b>	<b>Posted Total Amount</b>
2200001	100	XYZ	- 80.00
1100001	200	NA	200.00
2100001	200	NA	-190.00

During Consolidations, the system generates journal entries that represent year-to-date (YTD) elimination amounts based on the type of account specified in the elimination set. For profit and loss accounts, the system totals the YTD amount based on the sum of periods 1 through  $n$ , and for balance sheet accounts periods 0 through  $n$ . To facilitate period-based reporting, General Ledger generates a reversing journal for the subsequent period. The resulting net amount on the elimination unit ledger represents the current period YTD amount less the reversal amount generated by the eliminations for the prior period.

### ***Elimination Reversals***

**Beginning of Next Period, End of Next Period or Do Not Generate Reversal** Indicate whether you want to generate elimination reversal entries for the beginning of the next period, the end of the next period, or not generate a reversal at all. The system directs the journal entries to the respective elimination units as specified in the consolidation tree.

### ***Elimination Includes ChartFields***

Select the ChartFields that you want to include in elimination. The ChartFields that are defined for a consolidation definition relate to the ChartFields that are specified for the elimination set:

- If elimination set ChartFields provide more detail than consolidation definition ChartFields, the system summarizes the elimination journal entries at the level of detail defined by the elimination set.

For example, if you specify *Account* as the consolidation definition and *Account* and *Project* for your elimination set, the system includes account and project detail when it summarizes elimination journal entries.

- If consolidation definition ChartFields provide more detail than elimination set ChartFields, the system expands the elimination journal entries, summarizing at the level of detail defined by the consolidation definition.

For example, if you specify *Account*, *Department*, and *Product* as the consolidation definition and *Account* and *Project* as the elimination set, the system expands the elimination journal entries to include account, department, and product detail when it summarizes them.



See Also

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Defining Document Sequencing," Defining Document Types

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Journal Source

Specifying Set Options

Access the Set Options page (General Ledger, Consolidation, Consolidation Set, Set Options).

Journal Options

Set Options

SetID: CONSLConsolidation Set: USD\_CONSOL

Effective Date

Find | View All | First1 of 1Last

Effective Date: 01/01/1900Status: Active

+ -

☐ All Elimination Sets Apply

Default Minority Int Set: DEFAULT

by Process Request As Of

\*Effective-Date Ownership Sets

Elimination Sets to Process

Customize | Find | View All | First1 of 1Last

*Elimination Set	Description		
EL-AFFIL	Affiliate Method Elimination	+	-

Minority Interest Sets Override

Customize | Find | View All | First1-4 of 4Last

*Ownership Set	*Minority Interest Set		
SUB-AUS01	DEFAULT	+	-
SUB-BLG01	DEFAULT	+	-
SUB-US005	DEFAULT	+	-
SUB-US006	DEFAULT	+	-

Consolidation Set - Set Options page

- All Elimination Sets Apply

Select to indicate that you want to use all of the elimination sets that are defined for the setID when processing this consolidation set.
- Default Minority Int Set  
(default minority interest set)

Specifies which minority interest set to use for the calculation. Based on the Subsidiary Ownership setup, Consolidations includes all parent and subsidiary sets, provided that all entities involved are within the consolidation scope (the consolidation tree).

**Effective-Date Ownership Sets**

Select one of the following options for the effective dates that dictate to which period of the fiscal year the Ownership Sets apply:

- *by Period End Date(s)* - the Consolidation process applies the ownership definitions that are effective as of the respective accounting period end dates of the periods that are being processed.
- *by Process Request As Of Date* - the Consolidation process applies the ownership definitions that are effective as of the process request date.

---

**Note.** The journal entries that are created by the Consolidation process are dated as of the process request date, regardless of the effective date of the ownership sets.

---

To illustrate the Period End Date(s) option, assume that you are running the Consolidation process through June 30, 2009. Additionally, assume that there are two effective-dated ownership sets with one dated January 1, 2009 and the other dated April 15, 2009. Given these effective dates, the Consolidation process applies the Ownership Set that is effective from January 1 to periods 1 through 4 balances, and uses the April 15 Ownership Set for periods 5 through 6 balances. If using the Process Request As Of Date option, the Consolidation process applies the April 15 ownership set for all periods that are included in the consolidation.

**Elimination Sets to Process****Elimination Set**

If you want to use only a portion of the elimination sets, specify the sets by adding rows in this section.

**Minority Interest Sets Override****Ownership Set**

Associated with the minority interest set for consolidation set override purposes.

**Minority Interest Set**

Specifies the minority interest set on a certain ownership set for consolidation set override purposes. This override can be useful, for example, when you use different equity accounts for certain subsidiaries, and thus define separate minority interest sets.

---

## Using ChartField Value Sets

Use ChartField value sets to define sets of ChartFields used in consolidation and equitization processes. You can specify individual values, select values from specified tree levels and nodes, or use ranges of detail values. You should use trees or ranges whenever possible to reduce future maintenance if ChartField values change.

You can set up ChartField value sets with the same name but different setIDs for different groups of business units, if ChartField values as part of the consolidation rules are different by business units. For example, *Parent Investment* on the Minority Interest Set Definition page is specified as a ChartField value set entry. You can define two ChartField value sets both named ACCT\_INVESTMENT, but one under setID SHARE and one under SET01 with each having its own set of accounts specified. The setID for the ChartField value set is resolved at runtime, based on the TableSet Control for Record Group FS\_12, for each business unit processed.

You can set up ChartField value sets for either detail ledgers or summary ledgers. Specify the summary ledger name, as well as the ledger template. You cannot use a tree to select values for summary ledgers.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets

## Performing Consolidation

This section discusses how to:

- Initiate consolidation processing.
- View the consolidation process log.
- Use the consolidation dashboard.

## Pages Used to Perform a Consolidation

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Consolidation Request	CONSOL_REQUEST	General Ledger, Consolidate Financial Data, Consolidation, Request Consolidation, Consolidation Request	Identify consolidation parameters that the system will process and how often the GLPOCONS COBOL process will run.
Consolidation Process Log	CONSOL_PROCESS_INQ	General Ledger, Consolidate Financial Data, Review Results Online, Consolidation Process Log	View how and when consolidation processes are run. This page also shows you the parameters used for undoing previous consolidation processes.
Consolidation Dashboard	CONSOL_PROCESS_MON	General Ledger, Consolidate Financial Data, Review Results Online, Consolidation Dashboard	View the consolidation process status at the tree node level. You can also query the calculation log based on user-specified criteria.

Initiating Consolidation Processing

Access the Consolidation Request page (General Ledger, Consolidate Financial Data, Consolidation, Request Consolidation, Consolidation Request).

Consolidation Request

Run Control ID: PS\_AUTO

Report Manager

Process Monitor

Run

Consolidation Process Requests

Find | View All | First | 1 of 1 | Last

Process Frequency

Once

☒ Always

Don't Run

Request Number: 1

\*SetID: CONSL

\*Consol Set: USD\_CONSOL

Consolidation in USD

\*Currency: USD

\*As of Date: 06/30/2009

Consolidation Options

☒ Create Journal Entries

☒ Create Calculation Log

☐ Include Adjustment Period(s)

☒ Edit Journal(s)

☒ Post Journal(s)

☒ Undo Previous Process

☐ Include All Lower Level Nodes

☒ Undo - Do Not Delete Journals

Scope of Consolidation

\*Tree: CONSOLIDATE\_CORP

\*Scope: Process the Whole Tree

Level:

Node:

Tree Effective Date Option

☒ Use As of Date

☐ Use Override Date

Tree Override Date:

Consolidation Request page

Request Parameters

SetID	Select the setID of the consolidation set for which you want to run the consolidation process.
Currency	Currency used in the consolidation.
Consol Set (consolidation set)	Select the consolidation set to use for the consolidation process.
As of Date	Serves as a point of reference for determining the year and period to consolidate for each ledger in the consolidation. If business units use different calendars, the system evaluates the year and period for each. This date is also used to access the effective-dated setup.

Consolidation Options

Create Journal Entries	General Ledger creates journals that can be edited and posted.
------------------------	--

<b>Create Calculation Log</b>	Creates a calculation log that contains the amounts generated by each elimination and minority interest set at each tree node. After the system creates the log, you can inquire on the calculation log with the Consolidation Process Monitor page, or run the Consolidation Out of Balance (GLS2003) and the Minority Interest Eliminations and Adjustments (GLS2004) SQRs. The Consolidation Out of Balance report examines the elimination sets for the consolidation as of the date specified, indicates which elimination sets are in balance and which are not, and shows you the details of any out-of-balance condition. The Minority Interest Eliminations and Adjustments report details the majority and minority parent eliminations and adjustments based on the hierarchical relationship of business units present in the tree.
<b>Include Adjustment Period(s)</b>	Includes balances from the adjustment periods specified in the consolidation set when calculating the elimination.
<b>Edit Journal(s)</b>	Provides the ability to identify an edit error and process the consolidation again. The system clears journals from the original process before regenerating. Not available if Document Sequencing is enabled at the system or business unit level.
<b>Post Journal(s)</b>	Posts journals during consolidation processing. Not available if Document Sequencing is enabled at the system or business unit level.
<b>Undo Previous Process</b>	<p>Select the Undo Previous Process check box when you need to rerun a consolidation for a period that has already been processed. Selection of this check box clears the entries that were created by the previous consolidation for the requested processing periods. If the elimination journals are not yet posted to General Ledger, the process deletes them. If they have been posted, the process removes the amounts from the ledger before it deletes the journals. The same applies to elimination reversal entries. The system identifies the previous process by looking at the key fields in a consolidation process log that stores information about previous processes. You can view the process log on the Consolidation Process Log page.</p> <p>The extent of the Undo process is based upon whether the Include All Lower Level Nodes check box is also selected. Selecting the Undo Previous Process option alone reverses only the outcome from a single process with matching Consolidation Set, As Of Date, currency, tree name, tree level, and tree node as designated on the current run control.</p>
<b>Include All Lower Level Nodes</b>	Click this option after selecting the Undo Previous Process check box if you want to remove the results of previous consolidation processing of lower-level nodes before processing the tree again at the same or higher levels or nodes.

**Undo – Do Not Delete Journals**

Select this option to undo the previous consolidation process without deleting the previously-generated journals. This option is primarily useful to countries where document sequencing is required or in companies that use data warehousing or a metadata storage process. If the previous journals were deleted, as in the Undo Previous Process option, the sequencing of documents and metadata would no longer agree with the data. Be careful if you select this option and have journals from the Consolidation process that have not been posted, you can accidentally post those journals and cause eliminations to be double-booked.

---

**Note.** If the process ends prematurely during an Undo process, unlock the journals for the process instance before rerunning the Undo process.

---

**Scope of Consolidation**

<b>Tree</b>	Specify the applicable tree for the consolidation.
<b>Scope</b>	Chose <i>Process the Whole Tree</i> to processes all entities defined in the consolidation tree. If you choose <i>Process a Level</i> or <i>Process a Tree Node</i> , the Level and Node fields become available.
<b>Level</b>	Processes all business units at and below a particular tree level. Identify the level in the edit box.
<b>Node</b>	Processes consolidated business units at and below a particular tree node. Identify the node in the edit box.

**Tree Effective Date Option**

<b>Use As of Date</b>	Uses the date defined for the consolidation.
<b>Use Override Date</b>	Select and use any date that you define in the Tree Override Date field. For example, you may want to consolidate based on a tree that is not yet active to test (using current figures) its effect on future consolidations.

**See Also**

Chapter 24, "Using Commitment Control in General Ledger," page 589

*PeopleSoft Global Options and Reports 9.1 PeopleBook, "Defining Document Sequencing"*

**Viewing the Consolidation Process Log**

Access the Consolidation Process Log page (General Ledger, Consolidate Financial Data, Review Results Online, Consolidation Process Log).

Consolidation Process Log

Consolidation Set: EURO\_CONSL

Tree: CONSOLIDATE\_CORP

No earlier than: 09/20/2002

Search

Consolidation Processes										
SetID	Consolidation Set	Tree Name	Level	Tree Node	Currency	As of Date	Create Journal Entries	Create Calculation Log	Include Adjustment Period(s)	Undo Previous Process
CONSL	EURO_CONSL	CONSOLIDATE_CORP			USD	09/20/2003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consolidation Process Log page

This information is useful if you want to undo a previous consolidation process, but have forgotten what parameters were used for that process.

The fields on this page are the same as those found on the Consolidation Request page.

See Also

Chapter 17, "Performing Financial Consolidations," Initiating Consolidation Processing, page 408

Using the Consolidation Dashboard

Access the Consolidation Dashboard page (General Ledger, Consolidate Financial Data, Review Results Online, Consolidation Dashboard).

Consolidation Dashboard

Tree

CONSOL\_01

Consolidation Set

CONS\_01

From Date

01/01/1990

To Date

07/21/2005

First | Previous | Next | Last | Left | Right

WW CONSOLIDATION

ELIM1

EUROPE - Europe (None)

ASIA/PAC - (None)

NORTH AMERICA - North America (None)

CANADA - Canada (None)

USA - United States (None)

ELIM3

US001

US007

USLE1 - (None)

USLE2 - (OK)

US BAL BY OPER - (None)

Message:

Calculation Log Criteria

Elim. Set:

Minor Set:

Unit:

Node:

USLE2

Search

Consolidation Calculation Log

Consol Entity	Identifier	Entry Type	Business Unit	Ledger	Account	Alternate Account	Oper Unit	Fund	Department
EL01	EL-AFFIL	Elim	US005	LOCAL	100100				
EL01	EL-AFFIL	Elim	US006	LOCAL	200200				
EL01	EL-INT	Elim	US005	LOCAL	490099				
EL01	EL-INT	Elim	US006	LOCAL	670099				

Consolidation Dashboard page

The Consolidation Dashboard provides an easy way to view and analyze the results of a given consolidation set by date.

Tree

The Tree Control area displays the consolidation process status of a given Consolidation Set and Tree, between a certain From Date and To Date.

Calculation Log Criteria

Elim. Set (elimination set)

Specify an elimination set to inquire on consolidation results related to that elimination set.

Minor Set (minority interest set)

Specify a minority interest set to inquire on consolidation results related to that minority interest set.

Unit

Specifies a business unit to inquire on consolidation results related to that business unit. If there is an error involving a business unit, you can click the Exception button to the right of the Unit edit box to display information in the Message dialog box.

Node

The consolidation tree is color-coded with the status of each node. Click the node on the tree and click the Exception button to the right of the Node edit box. The system displays a message about the node status in the Message dialog box.

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**Message**

Displays messages regarding the consolidation processing status of a business unit or a node. If there is an error status and the error has been corrected, you can rerun the same process. The consolidation process resumes from the point where the error occurred. Status codes include:

- *OK*: The node is completed and the process was successful.
- *Error*: An error occurred and needs to be corrected before the process can continue.
- *Warning*: An error occurred (for example, a journal edit error), but the process continued.
- *Blank*: The process has not reached this node yet.

**Consolidation Calculation Log**

<b>Consol Entity</b> (consolidation entity)	The business unit or the values of your consolidation entity (for example, operating unit).
<b>Identifier</b>	Stores either the elimination set or the minority interest set.
<b>Entry Type</b>	Identifies one of the following entry types: elimination, majority parent adjustment, majority parent elimination, or minority parent adjustment.

---

## Consolidating Across Summary Ledgers

Processing consolidation on summary ledgers offers the following advantages:

- The process time is reduced because the volume of summary ledgers usually is much smaller than detail ledgers.

This is especially true if you are using existing summary ledgers that you are already maintaining.

- You can achieve the purpose of consolidating business units with dissimilar charts of accounts through summarizing detail ledgers using trees.

The following are the main differences when setting up or running the consolidation process using summary ledgers:

- Whenever a ledger template needs to be specified, instead of using a detail ledger template (for example, STANDARD), use the summary ledger template of your choice (for example, S\_ACTDIV).

This includes your elimination set, minority interest set, consolidation ledger set, and consolidation set.

- Because detail ledgers are not involved, the system does create journals.

The consolidation calculation log holds the information about how summary ledgers are updated.

- Summary ledgers used for consolidation must be up-to-date before you process the consolidation so that, for example, any last-minute journals are rolled up to the summary ledgers properly when posted to its detail ledgers.

Summary ledgers can be incrementally updated either through journal posting or by running a separate Summary Ledger process.

## Specifying Summary Ledger Consolidations

To set up consolidation on summary ledgers:

1. Specify the summary ledger template.

For all the summary ledgers that are used for consolidation, you must specify the consolidation log and consolidation equity temporary records for summary ledger templates on the Ledger Template – Record Definitions page. If you plan to use the Affiliate field to identify intercompany transaction balances in summary ledger, your summary ledger must retain the affiliate values.

2. Define elimination sets on the summary ledger.

To consolidate on the summary ledger, use the Elimination Sets page to define elimination sets based on a summary ledger. You must specify both a ledger template and the name of the summary ledger so that the system knows how to prompt for ChartField and ChartField values.

If the affiliate value is kept in the summary ledger table, and you want to use the Affiliate method of elimination, check the Match Affiliate Value option on the Elimination Lines page. If the Affiliate field is not one of the fields in the summary ledger template, you must specify the business unit value in the elimination set.

3. Define minority interest sets on the summary ledger.

Specify the appropriate ledger template and ledger for the summary ledger on the Minor Int Source (minority interest source) page.

On the Minor Int Target (minority interest target) page, ensure that the Subsidiary Equity and Parent Investment values are ChartField value sets based on the same summary ledger.

4. Define consolidation ledger set.

Use the Consolidation Ledger Set page to specify the summary ledger names to be used for each business unit for consolidation.

5. Define consolidation sets on the summary ledger.

Use the Journal Options page to specify the appropriate ledger template and ledger for the summary ledger. The ledger set used for consolidation processing should be based on the same summary ledger.

6. On the Set Options page, ensure that elimination sets are based on the same summary ledger.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining a Ledger Template

## Mapping Dissimilar Charts of Accounts

You can perform consolidations across an organization's ledger balances when entities have different ChartField structures. This is important when consolidations must be performed over entities that are not maintained in PeopleSoft General Ledger.

Create a Consolidation chart of accounts that represents a single, common reporting structure. This Consolidation chart of accounts must be mapped to each business unit's different chart of accounts to be included in the consolidation rules.

The Consolidation chart of accounts can be structured at any level of summarization. This flexibility enables you to define a Consolidation chart of accounts at a lower level of detail than is required for reporting, but at a higher level than the individual business unit chart of accounts. Using trees over the Consolidation account, you can summarize up to the required level of external reporting.

The real value of consolidations functionality is the ability to bring in data from many disparate ledger systems and map to a common parent company chart of accounts.

To map dissimilar charts of accounts, use the ChartField Mapping Set component (CF\_MAPPING\_SET) and the ChartField Value Mapping component (CF\_VALUE\_MAPPING).

This section provides an overview of a consolidation and discusses how to:

- Define a ChartField mapping set.
- Map ChartField values.

## Understanding a Consolidation

Consider this example of three mutually exclusive and disparate charts of accounts. Assume that all business units are set up in General Ledger, and there is a different chart of accounts for each setID.

SetID *MFG* represents a manufacturing company, *FS* is a financial institution, and *HC* is a healthcare facility.

<i>Acct # - MFG</i>	<i>Acct # - FS</i>	<i>Acct # - HC</i>	<i>Account Description by SetID</i>
500000	500000	500000	MFG - Cost of Goods Sold FS - Interest on Checking HC - Cost of Goods Sold
510000	510000	510000	MFG - Production Var-Labor FS - Interest on Savings HC - Lost Charges – Unbillable

<b>Acct # - MFG</b>	<b>Acct # - FS</b>	<b>Acct # - HC</b>	<b>Account Description by SetID</b>
511000	NA	511000	MFG - Production Var – Mat'l FS - NA HC - Lost Charges - Supplies
512000	NA	512000	MFG - Production Var – Ovhd FS - NA HC - Lost Charges - Other
513000	NA	513000	MFG - Purchase Price Var. FS - NA HC - Purchase Price Var.
514000	NA	NA	MFG - Exchange Rate Var. FS - NA HC - NA
520000	520000	520000	MFG - Inventory Scrap FS - Interest – Wholesale HC - Inventory Adj. – Obsolete
530000	NA	530000	MFG - Inventory Adjustments FS - NA HC - Inventory Adj. - Other
540000	540000	540000	MFG – Discount Expense FS - Group Insurance HC - Discount Expense

<b>Acct # - MFG</b>	<b>Acct # - FS</b>	<b>Acct # - HC</b>	<b>Account Description by SetID</b>
610000	530000	610000 612000 613000 614000	MFG - Salaries FS - Salaries HC - Salaries

Notice the difference in the numbering of accounts and the account descriptions. For example, account number 500000 is used for a different purpose in each setID. For purposes of consolidation, we must map each set of accounts to a single, common Consolidation chart of accounts.

This table illustrates a subset of a Consolidation chart of accounts to which individual accounts by setID must be mapped:

<b>Consolidation Account</b>	<b>Consolidation Account Description</b>	<b>MFG</b>	<b>FS</b>	<b>HC</b>
500000	Cost of Goods Sold	500000	NA	500000
590000	Indirect Mfg. And Prod Costs	510000 511000 512000 513000 520000 530000	NA	NA
600000	Salary Expense	610000	530000	610000 612000 613000 614000
799000	Other General and Administrative Expenses	540000	540000	510000 511000 512000 513000 520000 530000 540000

<b>Consolidation Account</b>	<b>Consolidation Account Description</b>	<b>MFG</b>	<b>FS</b>	<b>HC</b>
801000	Interest on Deposits	NA	500000 510000 520000	NA
898000	Foreign Exchange	514000	NA	NA

As a result of the mappings, each setID has been correlated to a single, common Consolidation chart of accounts.

The example illustrates mapping at the setID level, which presumes that there are one or more business units that share a common chart of accounts under a specific setID.

## Pages Used to Map Dissimilar Charts of Accounts

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
ChartField Mapping Set	CF_MAPPING_SET	General Ledger, Consolidate Financial Data, Load Ledgers, ChartField Mapping Set	Define which ChartFields are associated with mapping.
ChartField Value Mapping	CF_VALUE_MAPPING	General Ledger, Consolidate Financial Data, Load Ledgers, ChartField Value Mapping	Convert external data loaded in the Staging table to the PeopleSoft Ledger table.

## Defining a ChartField Mapping Set

Access the ChartField Mapping Set page (General Ledger, Consolidate Financial Data, Load Ledgers, ChartField Mapping Set).

### ChartField Mapping Set

**Mapping Set Details**

ChartField Mapping Set: USD\_CONSL  
 \*Status: Active  
 \*Description: CORPORATE to USD-CONSOL  
 \*Ledger Template: STANDARD Standard Detail Ledger  
 \*Source Record: Ledger Record  
 Source Ledger: CORPORATE Target Ledger: CONSOL-USE

Refresh

**Ledger Template Chartfields**

Customize | Find | First 1-16 of 16 Last

Field Long Name	*Option	Value Set Name	Target SetID	View Detail
Account	Map to New Values	MIS_ACCT	MIS	<a href="#">View Detail</a>
Alternate Account	Drop the Values			
Operating Unit	Keep the Values			
Fund Code	Keep the Values			
Department	Keep the Values			
Program Code	Keep the Values			
Class Field	Keep the Values			
Budget Reference	Keep the Values			
Product	Keep the Values			
Project	Keep the Values			
Affiliate	Keep the Values			
Fund Affiliate	Keep the Values			
Operating Unit Affiliate	Keep the Values			
Book Code	Keep the Values			
Adjustment Type	Keep the Values			

Chartfield Mapping Set page

### Mapping Set Details

**Ledger Template** Populates the ledger template ChartFields area when a ledger template is specified.

### Ledger Template ChartFields

When you specify a ledger template, the system populates this area with the ledger template ChartFields. You can select which ChartFields are associated with mapping.

**Option**

Select one of the following options for each ChartField:

- *Keep the Values* - Select to retain the ChartField values from source ledger to target ledger.
- *Drop the Values* - Select to drop the ChartField values from source ledger to target ledger.
- *Map to New Values* - Select to drop the ChartField values from source ledger to target ledger.

**Value Set Name**

When you select the Map to New Values option for a ChartField, the Value Set Name field becomes available. Select the Value Set that contains the mapping of source values to target values for the ChartField.

**View Detail**

Click to go to the ChartField Value Mapping page.

## Mapping ChartField Values

Access the ChartField Value Mapping page (General Ledger, Consolidate Financial Data, Load Ledgers, ChartField Value Mapping).

**ChartField Value Mapping**

Value Set Name: MIS\_ACCT    Mapping ChartField: ACCOUNT    \*Target SetID: MIS

Mapped Business Units		Customize	Find	View 1	First	1-2 of 2	Last
*Business Unit	*SetID						
US001	SHARE						
US003	SHARE						

Mapped Values		Find	View All	First	1 of 14	Last
<b>Target Values</b> Line: *ChartField Value: 1    11111	<b>Source Values</b> Customize   Find   View 1   First   1 of 1   Last					
	SetID From    Range From    Range To					
	SHARE    100000    119999					

ChartField Value Mapping page

**Target SetID**

Select value to indicate the setID to which you are mapping.



## ***Mapped Business Units***

### **Business Unit and SetID**

Select the business unit and setID you want to map. Click the Add button to map additional business units. If the business units to be processed come from an external source, then setID values serve as a group name to group business units with the same chart of account structure together so that they can share the mapping rules.

## ***Mapped Values***

### **Target Values**

ChartField Value is the Consolidation chart of accounts target ChartField value to which the selected source values will be converted.

### **Source Values**

SetID links the source value ranges with business units defined in the Mapped Business Units section that have the same setID value.

- **SetID From:** Enter the source setID for those business units to which the source values apply.
- **Range From and Range To:** Enter the range of ChartField values for the source setID to map to the target ChartField value.

A conversion process reads the mapping setup and converts external data that is either loaded to the Staging table, or to the Ledger table itself but under certain ledger names, and populates the PeopleSoft Ledger table. Consolidation is then performed on the Ledger table.

---

## **Using Equitization**

During the accounting year the equity of a subsidiary can change affecting the ownership value of a parent in that subsidiary. For example, net income or losses of a subsidiary increases or decreases the investment and owner equity of the parent. General Ledger enables you to set up multiple equitization rules for multiple business units that have complex parent-subsidiary relationships and create journal entries within a single process. A ledger for a parent entity can be different from that of its subsidiary and, as one of the options, you can generate elimination entries for consolidated reporting.

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**Note.** Equitization supports only the Business Unit field as the processing entity. This is unlike the Consolidation process, which allows consolidation of fields other than business unit, such as the Operating Unit field.

---

This section discusses a:

- Review of an equitization example.
- Review of components of the Equitization process.

## Reviewing of an Equitization Example

In this example, Company M0004 owns 70% of company M0002. In January of 2003, M0002 had a net income of 100 in period 1. An equitization rule is set up to select expense and revenue accounts as the equitization source, and investment and equity income as the target (debit and credit, respectively). The Equitization process creates journals to book 70 to the M0004 ledger investment account and -70 to its equity income account, as indicated by the entries in this table:

<b><i>Equitization Source and Target Account Types</i></b>	<b><i>M0002</i></b>	<b><i>M0004</i></b>
NA	Period 1	Period 1
Cash, Receivables, and so on	100	230
Investment in M0002	NA	70 a
Revenues	<1000>	<2230>
Expenses	900	2000
Income before equity adjustment	<100>	<230>
Equity income	NA	<70>a
Net income	<100>	<300>

### ***Viewing an Example of Multiple Parent/Subsidiary Ownership***

If, in addition to the M0002 to M0004 relationship, F0001 owns 20% of M0002 and 60% of M0004, the equity income from subsidiaries for F0001 is 200, with 20 from M0002 and 180 from M0004, as indicated by the *b* entries:

<b><i>Equitization Source and Target Account Types</i></b>	<b><i>M0002</i></b>	<b><i>M0004</i></b>	<b><i>F0001</i></b>
NA	Period 1	Period 1	Period 1
Cash, Receivables, and so on	100	230	NA

<b><i>Equitization Source and Target Account Types</i></b>	<b><i>M0002</i></b>	<b><i>M0004</i></b>	<b><i>F0001</i></b>
Investment in M0002	NA	70 a	20 b
Investment in M0004	NA	NA	180 b
Revenues	<1000>	<2230>	<1500>
Expenses	900	2000	1000
Income before equity adjustment	<100>	<230>	<500>
Equity income	NA	<70> a	<200> b
Net income	<100>	<300>	<700>

The Equitization process determines the correct sequence to process. It equitizes from M0002 to M0004 and F0001 first, and then M0004 to F0001, so that the 70 from the first step is included as part of the net income in the second.

### ***Creating Elimination and Minority Interest Entries***

An option of the Equitization process enables you to generate elimination and minority interest entries as by-products. If specified, the Equitization process creates the elimination entries that reverse target amounts. As in the Consolidations process, these entries go to the proper elimination business units in the consolidation tree and are used in consolidated reporting. In the following example, elimination entries are generated for elimination business unit ME001:

<b><i>Elimination Entries</i></b>	<b><i>M0002</i></b>	<b><i>M0004</i></b>	<b><i>ME001</i></b>
NA	Period 1	Period 1	Period 1
Cash, Receivables, and so.	100	230	NA
Investment in M0002	NA	70 a	<70> c
Minority interest liabilities	NA	NA	<30> c
Revenues	<1000>	<2230>	NA

<b><i>Elimination Entries</i></b>	<b><i>M0002</i></b>	<b><i>M0004</i></b>	<b><i>ME001</i></b>
Expenses	900	2000	NA
Income before equity adjustments	<100>	<230>	NA
Equity income	NA	<70> a	70 c
Minority interest expenses	NA	NA	30 c
Net income	<100>	<300>	100

If year-to-date elimination for investment is handled in the Equitization process, the Consolidations process should not generate eliminations again.

### ***Offsetting the Source***

This option creates entries to offset the equitized source amount for subsidiary entities. It may be useful for special reporting purposes:

<b><i>Equitized Source Offset Entries Account Types</i></b>	<b><i>M0002</i></b>	<b><i>M0004</i></b>
NA	Period 1	Period 1
Cash, Receivables, and so on.	100	230
Investment in M0002	NA	70 a
Revenues	<1000>	<2230>
Expenses	900	2000
Equity income	NA	<70> a
Retained earnings offset	100 d	NA
Equitized income summary	<100> d	NA

## Reviewing of Components of the Equitization Process

The Equitization process includes the following components:

<b>Data</b>	<p>Data used for calculation comes from ledgers for all the subsidiary business units involved. Different business units can use different ledgers so long as they are within the same physical ledger table (that is, share the same ledger template) and the same currency code.</p> <p>For example, M0004 uses ledger ACTUALS in the Equitization process, which specified the U.S. dollar as the transaction currency. M0002 uses its U.S. dollar ledger REPORTS in the process because its primary ledger ACTUALS uses the Canadian dollar as its base currency. On the Ledger Sets page, define which ledgers are used in the process within each business unit, keyed by consolidation trees.</p>
<b>Scope</b>	<p>Specify which business units to cover during Equitization by creating a business unit tree. You also define the ownership relationships on the Subsidiary Ownership page, specifying subsidiary entities and parent entities with their percentage of ownership. Any parent-subsidiary sets included in the business unit tree are included in the Equitization process.</p> <p>If you are also performing Consolidations, Equitization can share the consolidation tree with the Consolidation process, as well as the ownership sets, if applicable.</p>
<b>Rules</b>	<p>The Equitization Rules component allows you to specify the equitization Source, Target, Subsidiary Offset, and Minority Interest entries. You can then group multiple equitization rules together on the Equitization Group page.</p>
<b>Process</b>	<p>Specify run options for the Equitization background process on the Equitization Request page. General Ledger creates journal entries based on the equitization rules and scope, and you can edit these journals as part of Equitization.</p> <p>If you need to rerun the Equitization process, select the Undo Previous Process field on the Equitization Request page to reverse all previous processing. If the process fails, unlock all journals before rerunning unpost.</p>

### See Also

Chapter 17, "Performing Financial Consolidations," Defining Equitization Rules, page 427

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## Defining Business Unit Trees and Elimination Units for Equitization

If you are running the consolidations process as well as Equitization, you can use the consolidations business unit tree to specify which business units to include in the Equitization process. Elimination business units must be part of the tree for elimination entries to be generated. Unlike Consolidations, the order in which Equitization business units are processed is determined by ownership sets (that is, who owns whom) and not by their location in the tree.

### **See Also**

[Chapter 17, "Performing Financial Consolidations," Defining Consolidation Trees, page 387](#)

[Chapter 17, "Performing Financial Consolidations," Setting Up Elimination Units, page 389](#)

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## Specifying Ledgers for Each Business Unit in an Equitization

For each business unit involved in the Equitization process, you can specify one ledger as the source or target ledger, the same as you would for the consolidation process. You specify the ledger for a business unit on the Ledger Sets page.

### **See Also**

[Chapter 17, "Performing Financial Consolidations," Specifying Consolidation Ledgers, page 391](#)

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## Defining Ownership Sets for Equitization

Use the Subsidiary Ownership page to define ownership sets, which indicate relationships among the parent company, subsidiary business unit, and any other minority owners.

Use the Equitize check box on this page to indicate whether Equitization should be run for specified parent entities.

### **See Also**

[Chapter 17, "Performing Financial Consolidations," Defining Subsidiary Ownership and Minority Interest Sets, page 397](#)

## Defining Equitization Rules

You can define multiple equitization rules for a process. For example, you can define one rule for subsidiary net income and another rule for unrealized gain and loss. Equitization processes all the rules in one ownership set and then proceeds to the next set.

To define equitization rules, use the Equitization Rules component (EQUITIZATION\_RULE).

This section discusses how to:

- Specify the equitization source.
- Specify the equitization target.
- Specify the subsidiary offset.
- Specify minority interest.

## Pages Used to Define Equitization Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Source	EQTZ_RULE	General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Source	Define equitization rules.
Target	EQTZ_TARGET	General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Target	Specify ChartField values and details for creating equitization entries.
Subsidiary Offset	EQTZ_OFFSET	General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Subsidiary Offset	Define an equitization offset, which is used to offset the equitization source. It then becomes part of the subsidiary entities.
Minority Interest	EQTZ_MIN_INT	General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Minority Interest	Specify values for minority interest entries.

## Specifying the Equitization Source

Access the Source page (General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Source).

Source

Target

Subsidiary Offset

Minority Interest

SetID: CONSL

Equitization Rule: NETINCOME

Effective Date

Find | View All | First | 1 of 1 | Last

\*Effective Date:

01/01/1900

\*Status:

Active

\*Description:

Equitization of Net Income

Comments:

This rule will create equitization journals based on the net income of the Subsidiaries

\*Ledger Template:

STANDARD

Equitization Source

Customize | Find | First | 1 of 1 | Last

*ChartField Value Set	Description
ACCT_INCOMESTMT	Income Statement Accounts

Equitization Rule - Source page

**Ledger Template**

Specify the template to limit ChartFields applicable to setting up the equitization rule.

**Equitization Source**

**Chartfield Value Set**

Defines which entries in the ledgers of the subsidiary will be selected as the equitization source.

**Update/Create**

Click the link to access the ChartField Value Set page if you want to edit or create a new set.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields"

**Specifying the Equitization Target**

Access the Target page (General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Target).



Source

Target

Subsidiary Offset

Minority Interest

SetID: CONSL

Equitization Rule: NETINCOME

Effective Date

Find | View All | First 1 of 1 Last

Effective Date: 01/01/1900

Status: Active

+ -

Parent Investment

Customize | Find | First 1 of 1 Last

*Field Name	*Option	SetID	Value	Exch Rate Type		
Account	Constant	SHARE	170000	CRRNT	+ -	

Investment Offset

Customize | Find | First 1 of 1 Last

*Field Name	*Option	SetID	Value	Exch Rate Type		
Account	Constant	SHARE	360100	AVG	+ -	

Equitization Rule - Target page

Parent Investment and Investment Offset

- Field Name

For a parent investment, you must specify *Account* or *AltAcct* for this required ChartField, and you must specify a value for it.
- Option

Specify either a *Constant* value or *Retain* the ledger value.
- Value

This field is activated only if the Option field specifies *Constant*. Enter a ChartField value for the parent investment or investment offset.
- Exch Rate Type (exchange rate type)

The system supplies the current exchange rate as a default, but you can also select a specific one.

The system summarizes source amounts (debits) at the level specified by the parent investment ChartField and books them to the account specified in the Value field. However, it creates only one row (with the investment offset Value field) for the credit side.

If the Affiliate ChartField is used in the ledger, the system populates the target entries with the subsidiary business unit value.

When creating an equitization rule, you can establish one or more investment and equity offsets by setID and business unit.

Specifying the Subsidiary Offset

Access the Subsidiary Offset page (General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Subsidiary Offset).

Source

Target

Subsidiary Offset

Minority Interest

SetID: CONSL      Equitization Rule: NETINCOME

Effective Date Find | View All | First 1 of 1 Last

Effective Date: 01/01/1900      Status: Active

Equitization Offset (optional) Customize | Find | First 1 of 1 Last

*Field Name	Option	SetID	Value	Exch Rate Type		
Account	Constan	SHARE	830001	CRRN	+	-

Equitization Summary (optional) Customize | Find | First 1 of 1 Last

*Field Name	Option	SetID	Value	Exch Rate Type		
Account	Constant	SHARE	835001	CRRN	+	-

### Equitization Rule- Subsidiary Offset page

You can use these accounts as an income summary on the subsidiary. The equitization summary represents the gross change in an individual subsidiary's value. In the case of net income, you can place the value in the minority interest definition for equity. In this way, you avoid a minority interest elimination entry for each detail value in the net income node.

### See Also

Chapter 17, "Performing Financial Consolidations," Specifying the Equitization Target, page 428

## Specifying Minority Interest

Access the Minority Interest page (General Ledger, Consolidate Financial Data, Equitization, Equitization Rules, Minority Interest).

The screenshot displays the 'Equitization Rule - Minority Interest' configuration page. At the top, tabs for 'Source', 'Target', 'Subsidiary Offset', and 'Minority Interest' are visible, with 'Minority Interest' being the active tab. Below the tabs, the 'SetID' is 'CONSL' and the 'Equitization Rule' is 'NETINCOME'. The 'Effective Date' is set to '01/01/1900' and the 'Status' is 'Active'. A checkbox labeled 'Create Equitization Eliminat'n' is checked. There are two main sections: 'Minority Interest Expense (optional)' and 'Minority Interest Liability (optional)'. Each section has a table with columns for 'Field Name', 'Option', 'Value', and 'Exch Rate Type'. In the expense section, the field is 'Account', the option is 'Constant', the value is '695000', and the exchange rate type is 'CRRNT'. In the liability section, the field is 'Account', the option is 'Constant', the value is '313000', and the exchange rate type is 'CRRNT'. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are present at the top and within each section's header.

### Equitization Rule - Minority Interest page

If you select Create Equitization Eliminat'n (create equitization elimination), the system generates elimination entries to eliminate the equitization target entries. If you want to generate minority interest entries, specify their value, and the system generates minority interest as part of the elimination. Elimination entries are booked to elimination business units in the consolidation tree.

### See Also

Chapter 17, "Performing Financial Consolidations," Specifying the Equitization Target, page 428

## Defining an Equitization Group and Journal Options

Within an ownership set, the consolidation process creates one journal for each business unit involved. If rounding errors occur, Equitization adjusts the amount of the last journal line of each journal to make the total debit amount equal to the total credit amount.

To define equitization group and journal options, use the Equitization Group component (EQUITIZATION\_GROUP).

This section discusses how to create an equitization group.

## Page Used to Define an Equitization Group and Journal Options

Page Name	Definition Name	Navigation	Usage
Equitization Group	EQTZ_GROUP	General Ledger, Consolidate Financial Data, Equitization, Equitization Groups, Equitization Group	Specify equitization rules and journal options.

Creating an Equitization Group

Access the Equitization Group page (General Ledger, Consolidate Financial Data, Equitization, Equitization Groups, Equitization Group).

Equitization Group

SetID: CONSL

Equitization Group: ALLRULES

\*Description: All Equitization Rules

Comments:

\*Ledger Set: USD\_CONSOLIDATION

[USD Consolidation Ledgers](#)

\*TimeSpan: YTD

Year-To-Date

\*Effective-Date: by Process Request As Of Date

Ownership Sets

Journal Options

\*Journal ID Mask: EQTZ

\*Journal Source: CON

Doc Type: FS-EQTZ

Equitization Reversal

☒ Beginning of Next Period

☐ End of Next Period

☐ Do Not Generate Reversal

Equitization Rules to Process

1-2 of 2

Include Adjustment Period

\*Adjustment Period: 998

Seq	*Equitization Rule		
1	NETINCOM	<a href="#">Equitization of Net Income</a>	
2	GAINLOSS	<a href="#">Translation Gain and Loss</a>	

Equitization Group page

TimeSpan

Select a TimeSpan for which to process the Equitization entries. If you select a year-to-date TimeSpan, the Equitization Reversal option must be either Beginning of Next Period or End of Next Period; otherwise, reversal option must be Do Not Generate Reversal. A warning message is issued if the reversal option is not appropriate for the selected TimeSpan.

**Note.** Performance may be impacted when using a BAL or YTD TimeSpan due to increased volume of data when processing effective-dated ownership sets. Using PER or QTR TimeSpans improves performance.

**Effective-Date Ownership Sets**

Select one of the following options for the effective dates that dictate to which period of the fiscal year the Ownership Sets apply:

- *by Period End Date(s)* - the Equitization process applies the ownership definitions that are effective as of the respective accounting period end dates of the periods that are being processed.
- *by Process Request As Of Date* - the Equitization process applies the ownership definitions that are effective as of the process request date.

---

**Note.** The journal entries that are created by the Equitization process are dated as of the process request date, regardless of the effective date of the ownership sets.

---

**Journal Options****Journal ID Mask**

Enables you to specify a prefix for naming equitization journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify your journal ID mask to be *EQTZ*, your equitization journal IDs might be *EQTZ0001*, *EQTZ0002*, and so on. Alternatively, the value *NEXT* causes General Ledger to assign the next available journal ID number automatically. It is *very important* to reserve a unique mask value for Consolidations to ensure that no other process creates the same journal ID.

**Journal Source**

Any valid Sources table entry.

**Doc Type** (document type)

Required if Document Sequencing is enabled to indicate the business purpose of your transactions. Document Sequencing requires that you have a document type for all the journal entries that you create to record the equitization change. If you have not enabled Document Sequencing in your system, this field is display-only.

**Equitization Rules**

Select one or more rules from those that you defined previously in the Equitization Rules component to include in your equitization.

**Equitization Reversal**

Select either the Beginning of Next Period or End of Next Period for reversal journal entries if processing year- to-date balances.

Select Do Not Generate Reversal if you are using TimeSpan to process for intermediate periods (QTR, PER, and so on).

**See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Defining Document Sequencing"

---

## Performing Equitization

After you define equitization rules, an equitization group, and related options, you can proceed to perform an equitization.

This section discusses how to:

- Initiate equitization processing.
- View the equitization process log.

### Pages Used to Perform Equitization

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Equitization Request	EQTZ_REQUEST	General Ledger, Consolidate Financial Data, Request Equitization, Equitization Request	Initiate the COBOL Equitization process GLPQEQTZ.
Equitization Process Log	EQTZ_PROCESS_INQ	General Ledger, Consolidate Financial Data, Review Results Online, Equitization Process Log	View the keys to use for matching on the Run Equitization page.

### Initiating Equitization Processing

Access the Equitization Request page (General Ledger, Consolidate Financial Data, Equitization, Request Equitization).

## Equitization Request

Run Control ID: WF1 [Report Manager](#) [Process Monitor](#) [Run](#)

---

**Process Request Parameters** Find | View All First 1 of 1 Last

**Process Frequency**

☐ Once

☒ Always

☐ Don't Run

Request Number: 1

\*SetID:

\*Equitization Group:  All Equitization Rules

\*Currency:

\*As of Date:

**Equitization Options**

☒ Process Equitization

☐ Include Adjustment Period(s)

☐ Create Calculation Log

☒ Edit Journal(s)

☒ Budget Check Journal(s)

☐ Undo Previous Process

☐ Undo - Do Not Delete Journals

**Scope of Equitization**

\*Tree:

\*Scope:

Level:

Node:

**Tree Effective Date Option**

☒ Use As of Date

☐ Use Override Date

Tree Override Date:

Equitization Request page

***Equitization Parameters***

<b>SetID</b>	SetID for the equitization.
<b>Currency</b>	Currency used in the equitization.
<b>Equitization Group</b>	Defines what equitization rules and journal options apply.
<b>As of Date</b>	<p>Serves as a point of reference for determining the year and period to equitize for each ledger involved. If business units use different calendars, the system evaluates the year and period for each. It is also used to access any effective-dated setups during the process.</p> <p>Effective dates dictate to which period of the fiscal year a certain Ownership Set is applied. For example, assume you are running the Equitization process up to 6/30/2007. Also, assume your system has two effective-dated Ownership Sets with one dated 1/1/2006 and the other dated 4/15/2007. Given these effective dates, the Equitization process uses the 1/1/2006 Ownership Set for the periods 1 to 3 balances, and uses the 4/15/2007 Ownership Set for the periods 4 to 6 balances. In other words, the Equitization process does not make distinctions for amounts before or after the 4/15/2007 date when applying the two different Ownership Sets. Because the system cannot act on intermediate effective dates, but must deal with whole periods, dates for changes in ownership should be planned accordingly.</p>

## Equitization Options

<b>Process Equitization</b>	Required for the system to create equitization journal entries. The system always posts journals because ownership sets that will be processed later may depend on the entries to ledgers for earlier ownership sets.
<b>Include Adjustment Period(s)</b>	Includes balances of adjustment periods that are specified in the equitization group when processing Equitization.
<b>Create Calculation Log</b>	Generates a calculation log that contains pertinent information regarding the Equitization process. After the system creates the log, you can run the Equitization Calculation Log (GLS2008) SQRs.
<b>Edit Journal(s)</b>	When an edit error occurs, you can use the Journal Edit Error page to identify the error and correct it before you process the equitization again. The system clears journals from the original process before regenerating. If journal edit errors occur, you can identify them through the Journal Entry pages. To correct these errors, you must undo the process, correct the problem, and rerun Equitization.
<b>Undo Previous Process</b>	Click the Undo Previous Process option alone and the undo process only reverses the outcome from a single process with matching Equitization Group (or Consolidation set), As Of Date, Currency, Tree name, Tree Level, and Tree Node, of the current run control. You can perform the Undo process by itself, or select it with the Process Equitization option. If the process fails, unlock all journals before rerunning Unpost.
<b>Undo - Do Not Delete Journals</b>	The Undo process does not delete unposted journals. If you select this option and have journals from the Consolidation process that have not been posted, you can accidentally post those journals and cause elimination to be double-booked.

---

**Note.** If the process ends prematurely during an undo, unlock the journals for the process instance before rerunning the undo process.

---

## Scope of Equitization

<b>Tree</b>	Select the appropriate tree.
<b>Scope</b>	Specify if you want to: <ul style="list-style-type: none"> <li>• <i>Process the Whole Tree</i></li> <li>• <i>Process a Level</i></li> <li>• <i>Process a Tree Node</i></li> </ul>
<b>Level</b>	Processes all business units at and below the tree level that you select in the edit box.



**Node** Processes business units at and below the tree node that you select in the edit box.

**Tree Effective Date Option**

**Use As of Date** Uses the date defined for the equitization.

**Use Override Date** Select this option if you want to override the tree As of Date and enter a date in the Tree Override Date field.

For the Equitization process to identify the correct journals to unpost and delete, information on the Run Equitization page must match the information specified for a previous process. The items that you must match are setID, currency, equitization group, As of Date, and scope of consolidation. This information is stored in a process log.

**See Also**

[Chapter 24, "Using Commitment Control in General Ledger," page 589](#)

[Chapter 17, "Performing Financial Consolidations," Viewing the Equitization Process Log, page 437](#)

[Chapter 17, "Performing Financial Consolidations," Initiating Consolidation Processing, page 408](#)

**Viewing the Equitization Process Log**

Access the Equitization Process Log page (General Ledger, Consolidate Financial Data, Review Results Online, Equitization Process Log).

Equitization Process Log

Equitization Group: ALLRULES Tree: AR\_BUSINESS\_UNITS No earlier than: 09/20/2002 Search

Equitization Processes

SetID	Equitization Group	Tree Name	Level	Tree Node	Currency	As of Date	Create Calculation Log	Include Adjustment Period(s)	Undo Previous Process	Process Instance	DateT
CONSL	ALLRULES	AR_BUSINESS_UNITS			USD	09/20/2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4351	09/20/

Equitization Process Log page

Select an Equitization Group, Tree, and the start date for the list of processes as Search criteria. The first row of each process contains the keys that you use for matching on the Run Equitization page. The fields on this page are the same as those found on the Run Equitization page, with the addition of Instance, DateTime, and Request No. These fields are created after the process is completed.

**See Also**

[Chapter 17, "Performing Financial Consolidations," Performing Equitization, page 434](#)

## Producing Consolidation and Equitization Reports

General Ledger delivers standard consolidation and equitization reports designed to provide the kind of business information many companies need. Running a report entails selecting it from a menu and entering any necessary parameters. After you have entered the report parameters, you use Process Scheduler to manage the processes, track the status, and generate the report.

### Pages Used to Produce Consolidation and Equitization Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Elimination Sets Report	RUN_GLS2000	General Ledger, Consolidate Financial Data, Reports, Elimination Sets, Elimination Sets Report	Specify run parameters for the Elimination Sets report that is produced by the GLS2000 SQR.  Lists all definitions of a specified elimination set for financial consolidations.
Minor Interest Sets Report	RUN_GLS2001	General Ledger, Consolidate Financial Data, Reports, Minority Interest Sets, Minority Interest Sets Report	Specify run parameters for the Minority Interest Sets report that is produced by the GLS2001 SQR.  Lists the minority interest set definitions for financial consolidations.
Consolid Set Report	RUN_GLS2002	General Ledger, Consolidate Financial Data, Reports, Consolidation Set, Consolidation Set Report	Specify run parameters for the Consolidation Definition report that is produced by the GLS2002 SQR.  Lists the options and controls that tell the general ledger how to process a consolidation.
Elimination Out of Balance Report	RUN_GLS2003	General Ledger, Consolidate Financial Data, Reports, Elimination Out of Balance, Elimination Out of Balance Report	Specify run parameters for the Elimination Out of Balance report that is produced by the GLS2003 SQR.  Lists detailed information about the elimination sets and ledger amounts processed for a consolidation request.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Minority Interest Eliminations and Adjustments Report	RUN_GLS2004	General Ledger, Consolidate Financial Data, Reports, Minority Int Elim/Adjustment, Minority Interest Eliminations and Adjustments Report	Specify run parameters for the Minority Interest Eliminations and Adjustments report that is produced by the GLS2004 SQR.  Lists the results of minority interest calculations for a consolidation request based on the combination of business units present in the consolidation tree. Also shows the same ownership percentage as that on the Equitization Calc Log report, to reflect any different effective-dated Ownership Sets.
Equitization Rules Report	RUN_GLS2006	General Ledger, Consolidate Financial Data, Reports, Equitization Rules, Equitization Rules Report	Specify run parameters for the Equitization Rules report that is produced by the GLS2006 SQR.  Lists the definition information and purpose for the equitization rule.
Subsidiary Ownership Sets Report	RUN_GLS2007	General Ledger, Consolidate Financial Data, Reports, Ownership Sets, Subsidiary Ownership Sets Report	Specify run parameters for the Ownership Set report that is produced by the GLS2007 SQR.  Lists detailed information of an ownership set.
Equitization Calculation Log Report	RUN_GLS2008	General Ledger, Consolidate Financial Data, Reports, Equitization Calculation Log, Equitization Calculation Log Report	Specify run parameters for the Equitization Calculation Log report that is produced by the GLS2008 SQR.  Lists equitization calculation details by process instance.

**See Also**

Appendix D, "General Ledger Reports," page 797

## Using the Ledger Interface Utility

General Ledger users often need to send the contents of their regional databases to a corporate location where the data is consolidated into a single database. Using PeopleSoft Application Messaging, the Ledger Interface Utility can send data from either PeopleSoft or non-PeopleSoft databases. The Ledger Interface Utility is delivered with General Ledger.

This section discusses how to:

- Set up the Ledger Interface Utility.
- Publish ledger data.
- Load external ledger data.
- Review the process.

**Note.** Review the PeopleTools Integration Broker PeopleBook. The backporting utility enables you to backport PeopleTools 8.5x message queues to message channels used in previous PeopleTools 8.4x releases. It also enables you to backport PeopleTools 8.5x handlers to integration PeopleCode constructs used in previous PeopleTools 8.4x releases.

### See Also

[Appendix D, "General Ledger Reports," page 797](#)

## Pages Used to Set Up the Ledger Interface Utility

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Publish Ledgers Request	LED_PUB_REQ	General Ledger, Consolidate Financial Data, Load Ledgers, Publish Ledgers, Publish Ledgers Request	Launch the Ledger Publish process (GL_LED_PUB).
Load Ledgers Request	LED_LOAD_RQST	General Ledger, Consolidate Financial Data, Load Ledgers, Request Ledger Load, Load Ledgers Request	Load data from PeopleSoft or non-PeopleSoft databases to the corporate database using Application Messaging.

## Setting Up the Ledger Interface Utility

The Ledger Interface Utility transfers both detail and summary ledgers from one database to another. The utility extracts multiple ledger data from a regional database, sends it to the corporate location, and provides for ChartField mapping of detail ledgers. This is done for each regional database in preparation for consolidating all regional data into one corporate database.

PeopleSoft Application Messaging requires that the source and target databases have identical ledger table structures to communicate. This is true for all publish and subscribe application messages. Ledger ChartFields must be the same for summary ledgers. The scope of the Ledger Interface Utility is limited to the transfer of data.

Setting up the utility to send regional databases to a corporate location requires completing several tasks.

### ***Task 1 - Define Message Nodes***

Message nodes represent publishing or subscribing entities such as databases or application servers, and they are most often associated with a database name. Both corporate and regional locations need to define message nodes. Corporate defines its own local node and one remote node for each regional location that sends data. Each regional location defines its own local node and defines one remote node for the corporate location.

To define the necessary message nodes:

1. Define a local message node.

As delivered, the Ledger Interface Utility publishes data to the standard PSFT\_EP message node. Rename the standard local node with a unique node name that is associated with your database.

2. Verify that the node, as you renamed it, is the local node.

There can be only one local node at a location. If you attempt to save a second local node, the system displays an error message.

3. Define remote message node locations.

A region defines one remote node for its corporate location, and the corporate location defines multiple remote nodes, one for each regional database to be consolidated. If the corporate list is missing a URL for one of the regional databases, the corporate location does not receive the data for that region.

### ***Task 2 - Define the Service Operation Queues***

A service operation queue is a logical group of messages. Each message must belong to one (and only one) queue, which specifies a routing. Both publishing and subscribing nodes use this service operation queue.

To define the necessary queue:

1. Use the delivered service operation named LEDGER.
2. As delivered, the Ledger service operation contains one routing rule for the standard PSFT\_EP message node.

You can delete the delivered routing rule and create rules that apply to your databases. Regional and corporate locations define different routing rules.

3. At the local regional location, define one routing rule with a message node name for your corporate location, with *Publish To* as the direction.
4. At the corporate location, define a routing rule with one message node name for each regional database that is involved in the consolidation.

All routing rule definitions must be *Subscribe From*. If the corporate list is missing a routing rule for one of the regional databases, corporate does not receive data for that region.

### **Task 3 - Define the Message**

A Ledger Interface Utility message contains a general ledger database. The message is the vehicle of transport that carries the database from the regional entity at one URL to the corporate entity at another URL.

The system inserts application data into the message according to the records that you specify in the message definition. Regional message definitions must match corporate message definitions. If you change your table in the database, the changes are automatically inherited by the message definition as long as table names remain the same.

To define the message:

1. View the LEDGER\_LOAD message.

Because consolidation does not support PeopleSoft Projects or Commitment Control, no ledger record names for Projects or Commitment Control are listed under LED\_PUB\_REQ in the message definition.

2. Keep the delivered record names in the LEDGER\_LOAD message definition because changing them is considered a customization.

If you must use a different table name, the table name listed below LED\_PUB\_REQ must match the ledger table name on the ledger template. For detail ledgers, the record definitions of your new ledger table and your staging table must be identical.

3. Activate the LEDGER\_PUBLISH message at regional and corporate offices.

### **Task 4 - Create Staging Tables**

Because summary account ChartField values are the same for regional and corporate summary ledgers, the summary ledger subscription process writes the subscribed data directly into the consolidated ledger table. Access the Setup Financials/Supply Chain, Business Unit Related, General Ledger, Definition page and select the Allow Ledger Load Updates check box.

Because detail ledgers frequently contain account ChartField values that differ between regional and corporate entities, the regional accounts need to be mapped to corporate accounts. To accomplish the mapping, detail ledger data is subscribed into staging tables. A ChartField mapping process reads the staging table, maps it, and writes the resultant data to the consolidated detail ledger table.

To create staging tables:

- Define staging table names at the corporate location.

For detail ledgers, create record definitions for the staging tables that are identical to the record definitions of their corresponding ledger tables.

- At the corporate location, create a message record alias for each staging table.

The alias names for the corporate node must match the alias names at the remote nodes.

### ***Task 5 - Publish the Ledger Data***

Publishing ledger data is done at regional locations. To publish a regional database, use the Publish Ledger page to select criteria and process options.

### ***Task 6 - Subscribe from the Ledger Data***

Using Application Messaging, data is published by initiating a process request on the regional general ledger database. At the corporate location, the subscription process is run automatically on the application server of the subscribing node.

Summary ledger data is written to the summary ledger file, and detail ledger data is written into the staging tables that are defined at the corporate location.

Before you run the ChartField mapping process (task 7), verify the detail ledger data. Add a view to the query tree for the staging table, and save it so that you can query the staging table to ensure that the data is written properly.

### ***Task 7 - Perform ChartField Mapping***

Regional detail and summary ledgers must have the same ChartFields and use the same calendar when you assign them to a business unit. Because account numbers often differ between detail and summary ledgers, run the ChartField Mapping process against the detail ledger data that is written to the staging tables. After mapping, run the consolidation process.

For detail ledgers, the system checks the staging table alias against the ledger template definition. If the staging table alias is pointing to the ledger template definition, it is possible for data to be written to an application table in error. To prevent such an error, the subscription process rejects any message whose staging table alias points to an application table that is defined in the ledger template.

If the staging table alias does not point to the ledger template definition, the system writes data into the staging table as specified by the alias.

To perform ChartField mapping:

1. Verify that the proper detail ledger data resides in the staging table (recommended).

Add views to the query tree for the staging tables, and save them only once. Query the staging tables to verify that the data is written properly.

2. Run the ChartField mapping process against the staging tables.

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**Note.** For summary ledgers, the system writes data directly to the application table only if the Allow Ledger Load option on the ledger group is selected.

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### ***Task 8 - Load Ledger Data***

Loading ledger data is done at the corporate location. To load ledger data, use the Load Ledgers Request page to select criteria and process options.

## Publishing Ledger Data

Access the Publish Ledger page (General Ledger, Consolidate Financial Data, Load Ledgers, Publish Ledgers, Publish Ledgers Request).

Select run criteria and processing options. An Application Engine process called GL\_LED\_PUB extracts ledger data from the selected ledger table and publishes an application message according to your request options.

## Loading External Ledger Data

Access the Load Ledgers Request page (General Ledger, Consolidate Financial Data, Load Ledgers, Request Ledger Load, Load Ledgers Request).

Select run criteria and processing options. An Application Engine process called GL\_LED\_LOAD loads external ledger data into the corporate database through Application Messaging.

Consolidation of ledger data is done at the corporate location.

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**Note.** Consolidations does not support PeopleSoft Projects or Commitment Control.

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See [Chapter 17, "Performing Financial Consolidations," Performing Consolidation, page 407.](#)

## Reviewing the Process

This section describes important things to consider concerning your detail ledgers, summary ledgers, and the process setup before you use the Ledger Interface Utility process.

### ***Detail Ledgers***

Considerations:

- Detail ledger ChartField values from regional databases can differ from the corporate database because the data is transmitted to the staging table.

The ChartField mapping process reconciles these differences.

- For staging tables, add and save a view to the query tree.

Query the staging table to verify that the data loaded properly before performing ChartField mapping.

- Regional detail ledgers must use the same calendar when you assign them to a business unit.

Verify the calendar on the Ledgers for a Unit page.

- Regional detail ledgers must have the same ChartFields when you assign them to a business unit.

Verify detail ledger ChartFields by navigating to the Detail Ledger Group - ChartField page: General Ledger, Ledgers, Ledger Groups. Select the ChartField tab. The Detail Ledger Definition report (FIN0022) also shows the structure of the detail ledgers.



## **Summary Ledgers**

### Considerations:

- ChartField values must be valid in both corporate databases and regional databases for the summary ledger.
- Regional summary ledgers must use the same calendar when you assign them to a business unit.

Verify the calendar on the Ledgers for a Unit page.

- Regional summary ledgers must have the same ChartFields when you assign them to a business unit.

Verify summary ledger ChartFields using the Summary Ledger Definition report (GLC1000), which shows the ChartField structure of summary ledgers.

## **Setup**

To complete setup and verify the publication and subscription of information, refer to the PeopleTools documentation for the PeopleSoft Integration Broker, and see the section on using the Service Operations Monitor.



## Chapter 18

# Managing Interim and Year End Closing

This chapter provides an overview of interim and year end closing and discusses how to:

- Perform interim closing.
- Perform year end closing.
- Define closing rules.
- Define closing process groups.
- Run the Close Application Engine process (GLPCLOSE).
- Process an undo close.
- Produce interim and year end closing reports.

---

## Understanding Interim and Year End Closing

This section discusses:

- Interim versus year end closings.
- Single versus multiple retained earnings accounts closings.
- Closings that use book codes and balance sheet indicators.
- Separate debit and credit options for opening and closing periods.

## Interim Versus Year End Closings

Although most companies must close profit and loss accounts to retained earnings only once a year, some companies may close as often as once a day. General Ledger enables you to run closing as frequently as need through *interim* (net income) closings. The system also provides year end closing on the Account and Alternate Account (statutory) ChartFields.

Interim and year end closings are similar in that they both close profit and loss (P/L) accounts to retained earnings. However, there are differences in the capabilities of each type of closing. This section identifies the differences and similarities of the two types of closings.

This table describes the differences between interim and year end closing:

<i><b>Interim Close</b></i>	<i><b>Year End Close</b></i>
<p>Enables you to close periods within a fiscal year (for example, daily or monthly) on the Account ChartField.</p> <p>Because the intent of the interim close is to close P/L accounts, it is required that the Account ChartField be included in the CFV set.</p>	<p>Enables year end close. Closes the year that you specify on the Account ChartField, the Alternate Account ChartField, or both.</p>
<p>Define only one closing rule within a closing process group for processing.</p>	<p>Enables you to define more than one closing rule within a closing process group for processing year end close. This allows you to create closing accounting entries to accounts besides the customary retained earnings accounts.</p>
<p>Enables you to select some or all P/L accounts to be closed.</p> <p><b>Note.</b> Because the intent of the interim close is to close P/L accounts, it is required that the Account ChartField be included in the ChartField value set (CFS).</p>	<p>Unless the Set Default Retained Earnings option is set to <i>Off</i>, all P/L accounts are closed.</p> <p><b>Note.</b> This option is not available when the Balance Sheet Indicator option is selected.</p>
<p>Does not carry forward closing balances.</p>	<p>Carries forward closing balances to beginning balances for balance sheet accounts.</p> <p>If closing is not performed for <i>all</i> book codes and balance sheets, closing balances carried forward to beginning balances are balanced for only the set of accounts defined by the closed book codes or the closed balance sheets.</p>
<p>Creates journal entries that you post during or after the closing process.</p>	<p>Directly updates the ledger.</p> <p>Optionally, creates journal entries for those companies that require journal entries for any transaction that affects ledger balances.</p>
<p>Creates optional offsetting entries into alternative ChartField values.</p>	<p>Creates offsetting entries into source P/L ChartField values in the ledger.</p> <p>If using interim close with offsetting entries, then you must select the offset to the retained earnings account as the target retained earnings for the year end close.</p>
<p>Closes selected adjustment periods.</p>	<p>Automatically closes all adjustment periods for the year.</p>
<p>Includes Account in P/L ChartFields.</p>	<p>Includes Account or Alternate Account in P/L ChartFields.</p>

## Single Versus Multiple Retained Earnings Account Closings

In either interim or year end closings, General Ledger enables you to close P/L to a single retained earnings account or to multiple retained earnings accounts.

### ***Closing to a Single Retained Earnings Account***

When you close to a single retained earnings, you can close all P/L accounts to a single retained earnings account. You can also close the P/L accounts to a single retained earnings account and break the amount down by other ChartFields (for example, Project or Department). This flexibility enables you to track profit and loss more effectively.

All closing rules require the Account ChartField, the Alternate Account ChartField, or both. You can close only these ChartFields, or you can combine the Account ChartField with other ChartFields such as Department, Product, or Project ID. For example, if you want to track department-specific retained earnings, you combine the Account ChartField with the department ChartField. During the closing process, the department totals still close to a single retained earnings account, but the system generates separate ledger entries for each department.

### ***Closing to Multiple Retained Earnings Accounts***

When you close to multiple retained earnings, you distribute P/L to multiple retained earnings accounts based on appropriate criteria for the business. For example, you might distribute profit and loss based on specific P/L accounts or based on departments. You close a specific group of ChartField values to a single retained earnings account, but you close other specific groups of ChartField values to other single retained earnings accounts. ChartField value sets facilitate this process.

ChartField value sets enable you to define combined ChartField values that the system uses for source data during the General Ledger closing process. For example, you can create one ChartField value set for the income statement accounts used in interim closing and another set to use in year end closing. When you define closing rules for the interim close or the year end close, you select the appropriate ChartFields value sets.

Here is an example of closing to multiple retained earnings accounts. In this example, P/L accounts 41000 – 410010 and 410015 and 410016 close to retained earnings account 360100, and P/L accounts 410020 – 410029 close to retained earnings account 360200:

<b><i>P/L Accounts</i></b>	<b><i>ChartFields Value Set</i></b>	<b><i>Retained Earnings Account</i></b>
41000 through 410010	CFVS 1	360100
410015 410016	CFVS 1a	

<b><i>P/L Accounts</i></b>	<b><i>ChartFields Value Set</i></b>	<b><i>Retained Earnings Account</i></b>
410020 through 410029	CFVS 2	360200

You can set up value sets that combine P/L account with the Department ChartField and the Product ChartField, or use whatever combination you need to track profit and loss.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets

## **Closings With Book Codes and Balance Sheet Indicators**

Book codes are both an account attribute and balancing ChartField. You can use book codes to group Account ChartField values for the recording of transactions under different accounting rules in the same business unit and ledger. For example, you can use book codes to record corporate versus local transactions when different accounting rules apply. In this case, you might create the book codes *C*, *L*, and *B* to classify accounts as corporate (C), local (L), or both (B).

For accounts with book code values that can be overridden, you must select a book code to avoid receiving a warning message. A book code is fixed for an account that cannot be overridden, and the system enters it automatically. If you retain a book code for the offset, you must also retain it for the retained earnings ChartFields, and it must be a book code that can be overridden. For the default retained earnings account, you can select only a book code that can be overridden.

In addition, the PeopleSoft system comes with standard balancing attributes for Account ChartField values to segregate and maintain separate transactions within a business unit and ledger for *BS* (balance sheet) and *OB* (off balance sheet) transactions.

Use book code and balance sheet indicators to create subsets or groups of accounts within a ledger that correspond to different accounting rules. When the closing edit is run, the system verifies the values of the book code and balance sheet indicator for the retained earnings account.

When a retained earnings book code is fixed, either the account cannot be overridden or a fixed book code is entered. Only the entries from the source with the same book code are closed. Similarly, only the entries with the same balance sheet indicator value as the retained earnings account are closed.

Consider the following example. To close subsets separately, you must create ChartField value sets that specify the accounts that the system closes together. You use a book code, a balance sheet indicator, or both:

<b><i>ChartField Value Set</i></b>	<b><i>Account</i></b>	<b><i>Book Code</i></b>	<b><i>Balance Sheet Indicator</i></b>
CFV1	Account Rollup INCSTMNT	B	BS

<b>ChartField Value Set</b>	<b>Account</b>	<b>Book Code</b>	<b>Balance Sheet Indicator</b>
CFV2	Account Rollup INCSTMNT	B	OB
CFV3	Account Rollup INCSTMNT	C	BS
CFV4	Account Rollup INCSTMNT	C	OB
CFV5	Account Rollup INCSTMNT	L	BS
CFV6	Account Rollup INCSTMNT	L	OB

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**Note.** Check balances by running a query on period 0 for the book codes used for year end close. Year end close carries forward all ending balances to beginning balances for balance sheet accounts, including balances for both closed and open book codes.

---

## Separate Debit and Credit Options for Opening and Closing Periods

On the Year End Close Options page, are two options that you can use for year end close only when your database is configured for separate debit and credit:

- Initialize DR/CR with Net Bal (initialize debit/credit with net balance): Select to populate account amounts in the opening period (0) for the year being opened with the net debit/credit balance from the year being closed.
- Close DR/CR with Net Balance: Select to populate account amounts in the closing period 999 for the year being closed with the net debit/credit balance.

If you do not select these options, the debit balances and credit balances are treated separately—they are not netted for period 999 and period 0.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Modifying Tables to Store Separate Debit and Credit Balances.

### Setup for Opening and Closing Period Examples

In the following examples the headings are:

- Total is the amount stored in POSTED\_TOTAL\_AMT.
- DR is the amount stored in POSTED\_TOTAL\_DR.
- CR is the amount stored in POSTED\_TOTAL\_CR.

Assume the following balances at the beginning of year 2006, which are rolled forward from the closing of year 2005:

<b>Period</b>	<b>Account</b>	<b>Total</b>	<b>DR</b>	<b>CR</b>
0	100000	30000	40000	-10000
0	210000	-20000	10000	-30000
0	360000	-10000	5000	-15000

Assume the following transactions occurred during the year 2005:

<b>Period</b>	<b>Account</b>	<b>Total</b>	<b>DR</b>	<b>CR</b>
7	403000	-80000	3000	-83000
7	500000	65000	71000	-6000
7	100000	15000	17000	-2000

### ***Period 999 Amounts if the Close DR/CR with Net Balance Option is Checked***

Assume the equity account is 360000.

The close uses the total net amount. If the net amount is positive, it is recognized by the system as a debit and a negative offset amount (credit) is generated for period 999.

If the net amount is negative it is recognized by the system as a credit and a positive offset amount (debit) is generated for period 999.

The closing entries generated for period 999 for year 2005 are net amounts:

<b>Period</b>	<b>Account</b>	<b>Total</b>	<b>DR</b>	<b>CR</b>
999	403000	80000	80000	0
999	500000	-65000	0	-65000
999	360000	-15000	0	-15000

### ***Period 999 Amounts If the Close DR/CR with Net Balance Option is Not Checked***

If the Close DR/CR with Net Balance option is not checked, the system generates entries for the DR amount and CR amounts separately.

The system generates an amount with a numerical sign that results in the sum of the DR amounts for the P&L accounts from period 1 to 999 to equal 0, and also generates an amount so that the sum of CR amounts for the P&L accounts from period 1 to 999 also equal 0.



The closing entries generated with opposite numerical signs in period 999 for the year 2005 for the debit and credit columns are:

<b>Period</b>	<b>Account</b>	<b>Total</b>	<b>DR</b>	<b>CR</b>
0	403000	-80000	-3000	83000
0	500000	-65000	-71000	6000
0	360000	-15000	74000	-89000

### ***Period 0 Amounts When the Initialize Dr/CR with Net Bal Option is Checked***

If the Initialize DR/CR with Net Bal option is checked, the opening entries in period 0 for year 2006 are:

<b>Period</b>	<b>Account</b>	<b>Total</b>	<b>DR</b>	<b>CR</b>
0	100000	45000	45000	0
0	210000	-20000	0	-20000
0	360000	-25000	0	-25000

### ***Period 0 Amounts When the Initialize Dr/CR with Net Bal Option is Not Checked***

If Initialize DR/CR with Net Bal option is not checked, the opening entries in period 0 for year 2006 are:

<b>Period</b>	<b>Account</b>	<b>Total</b>	<b>DR</b>	<b>CR</b>
0	100000	45000	57000	-12000
0	210000	-20000	10000	-30000
0	360000	-25000	79000	-104000

---

## **Performing Interim Closing**

This section provides an overview of interim closing and discusses how to:

- Perform interim closing procedures.
- Interpret the results of interim closing.

## Understanding Interim Closing

The only source for interim closings is journals. Interim closing is similar to year end closing except that it does not create carryforward balances. Other differences are discussed earlier in this chapter.

See [Chapter 18, "Managing Interim and Year End Closing," Interim Versus Year End Closings, page 447.](#)

The interim closing process provides flexibility in tracking profit and loss by enabling you to:

- Close frequently.

You can transfer net income to retained earnings as often as needed. For example, financial institutions may need to close P/L to retained earnings daily, but other companies may close to retained earnings monthly. You include only the transactions that have been posted to the specified period since the last interim close.

- Maintain closing consistency.

The interim closing process depends on a consistent use of periods for interim closing throughout the year. You must maintain daily, monthly, or quarterly interim closings on a consistent basis, or you must perform a closing undo after any ad hoc interim close. You must also complete all interim closes for the year. The year end close uses the specified interim close offset account as the target retained earnings account. The offset is a contra-equity account that is zeroed-out against the P/L accounts to arrive at the correct year end retained earnings amount.

- Integrate interim and year end close.

When you integrate the interim close into the year end close process, the offset account in interim close is similar to an income summary account (which is an intermediate account used to summarize revenue and expense accounts before posting net income to retained earnings). The interim close process is similar to posting net income to retained earnings. Use of the interim close offset account as the target account in year end close is similar to summarizing the revenue and expense accounts to the income summary account. The offset account must net to zero after the final interim close for the applicable period and the year end close processes are run. You verify the results when the year end close process results in a zero balance for the interim close offset account.

- Identify specific P/L distribution accounts.

You can identify the specific accounts to close, as well as the retained earnings accounts to which they are distributed. These can be the same as the retained earnings accounts that you use for year end close. Furthermore, you can close only part of the chart of accounts (rather than the entire ledger) during an interim close.

- Maintain an audit trail.

You maintain the audit trail by creating alternative offsets to the retained earnings entries. In addition, you identify the offset account values.

- Create supporting journal entries.

The system creates journals from the results of the interim close. Create a journal ID mask for these transactions to easily identify the closing journals.

- Select target currency for retained earnings.

If you manage financial information in multiple currencies, you can select the currency for the retained earnings amounts.

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**Note.** If you must undo a close, the system uses the journal entries to back out the changes made by the interim close.

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**Important!** If you use multiple currencies, perform a revaluation of the currency balances before you run the interim closing process.

---

## Performing Interim Closing Procedures

Interim closing involves three major tasks.

To perform an interim close:

1. Define ChartField value sets.

You define the sets of values for the ChartFields that you want to use as the source for the interim closing. These can be the same value sets of ChartFields that you use for year end closing or different value sets. They can include some or all the values in your chart of accounts.

---

**Note.** Because the intent of the interim close is to close P/L accounts, it is required that the Account ChartField, be included in the ChartField value set (CVS).

---

Specifically, you create ChartField value sets for the ChartFields that are closed to retained earnings. (ChartField value sets are defined on the ChartField Value Set page.)

To enhance performance, use fewer ChartFields in the ChartField value set (CVS) whenever possible. Also, use fewer ChartField combinations. For example, if all other things are equal, it takes less time to close from five CVSs, *all* with ACCOUNT, DEPTID, and PRODUCT, than to close from three CVS with ACCOUNT, DEPTID, and PRODUCT and two CVSs with ACCOUNT, DEPTID, and OPERATING UNIT.

## 2. Define closing rules.

Define the rules for the interim close. You define closing rules using the Closing Rules component (CLOSE\_DEFN).

Specifically, you must identify:

- Which time frame to close (for example, beginning of year to current date).
- Which P/L accounts to close to the various retained earnings accounts.
- Which currency to use as the target currency.
- Which adjustment periods to close (or whether to exclude them at all).
- Which book codes and balance sheet indicators to close (or whether to close to an account that can be overridden and retain book codes).
- Whether to edit, budget-check, and post journals.
- Whether to create offset accounts.

## 3. Run a closing request.

You run interim close using the Close Request page. When you request that the interim close be processed, you identify:

- Which ledger group or ledger (or both) to close.
- Which closing rule to use.
- Which date to use as the as of date for the closing.
- Which business units to close.

You can undo a close, if necessary, by using the procedures described later in this chapter.

See [Chapter 18, "Managing Interim and Year End Closing," Processing an Undo Close, page 479](#).

### **See Also**

[Chapter 18, "Managing Interim and Year End Closing," Running the Close Application Engine Process \(GLPCLOSE\), page 475](#)

[Chapter 18, "Managing Interim and Year End Closing," Defining Closing Rules, page 462](#)

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets

## Interpreting the Results of Interim Closing

Interim closing sums all transactions that affect the selected P/L accounts and closes them to retained earnings. The system creates journal entries to update ledgers.

The system also creates offsetting entries. You can create offsets with alternative ChartFields. If you offset to an account other than the source transaction, the audit trail remains intact. If the offset account is the same as the source account, you close the account and no audit trail exists for the closed accounts.

### Create Offset Transaction

This table illustrates creating offsets with alternative chart keys:

<i>P/L Balance</i> <i>410000</i>	<i>Retained Earnings Offset</i> <i>360101</i>	<i>Retained Earnings</i> <i>360100</i>
100 CREDIT	100 DEBIT	100 CREDIT

---

**Note.** When you use an offset for interim close, it must be the target for the subsequent year end close.

---

### Close Account

This table illustrates creating offsets with the same account as the source document by selecting the Retain all CF Value for Offset (retain all ChartField value for offset ) option on the Net Income/Retained Earnings page:

<i>P/L Balance</i> <i>410000</i>	<i>Retained Earnings Offset</i> <i>360101</i>	<i>Retained Earnings</i> <i>360100</i>
100 CREDIT 100 DEBIT		100 CREDIT

---

## Performing Year End Closing

This section provides an overview of year end closing and discusses how to:

- Complete a year end procedures checklist.
- Perform year end closing procedures.
- Interpret results of year end closing.
- Define the relationship of interim close to year end close.

## Understanding Year End Closings

Before year end close begins, the process uncloses the periods in the fiscal year that is processed. It then closes the P/L accounts to retained earnings (storing them in period 999) and generates the balance forward amounts (storing these balances in period 0). It directly updates the ledger and creates offsets to the retained earnings amounts.

## Completing a Year End Procedures Checklist

Because final adjustments may not be known for weeks after year end, closing a year and opening a new one is often an iterative process. General Ledger enables you to carry on normal accounting and reporting activities during year end, while maintaining control over the closing process. The following procedures are typical of most year end activities.

To complete the year end process:

1. Run revaluation (if you manage financial information in multiple currencies).
2. Stop processing accounting transactions for the old year.

As you would at the end of any accounting period, use the Open Period Update page or Open Periods Mass Update page to change the range of open fiscal years and accounting periods to prohibit the entry and posting of additional transactions to the old year.

3. Produce preliminary year end reports.

Produce the usual period-end reports and any other special year end reports.

4. Begin to process the new year.

As you do at other times of the year, you can use the Open Period Update page or Open Periods Mass Update page to open the first accounting period in the new year for entry and posting.

5. Record adjustments to the old year.

When you are ready to post adjusting entries to the old year:

- Enter them as adjusting journals.
- Alternatively, reopen the appropriate accounting period, enter and post the entries, and close the period again.

6. Close the old year.

To close revenue and expense accounts to retained earnings and roll forward beginning balances to the new year, use the Close Request page to initiate the background request. General Ledger performs closing according to the options selected in the closing rules.

7. Produce reports for the new year.

Until you run year end closing, reports for the next year do not include any results from prior years. Once you run the close process, balance sheet accounts and inception-to-date revenue and expense accounts are available for reporting.

8. Make additional adjustments to the old year.

When you must make additional adjustments for the old year, follow the same process that you use to record adjustments to the old year.

9. Reclose the old year.

Whenever you make adjustments to a closed year, you must run year end closing again to ensure that the opening balances for the new year reflect all activity for prior years.

## Performing Year End Closing Procedures

Year end closing involves three major tasks.

To perform a year end close:

1. Define ChartField value sets.

If you plan to close to multiple retained earnings accounts, you must define the sets of values for the ChartFields that the system uses as the source for the year end closing. These can be the same sets of ChartFields that you use for interim closing or different value sets.

Specifically, you must create ChartField value sets for the ChartFields to be closed to retained earnings. (You define ChartField value sets on the ChartField Value Set page.)

2. Define closing rules.

Define the rules for the year end close. Specifically, you must identify:

- Which P/L accounts are closed to the various retained earnings accounts.
- Whether to store P/L reversal entries.
- Whether to have beginning balances reflect separate debits or credits, or whether to reflect the net of the debits and credits.
- Whether to close the general ledger periods.
- Whether to create journal entries for the year end entries.
- Which ChartField value sets to use for the roll-forward amounts.

3. Run the closing request.

When you request that the year end close be processed, you identify:

- Which ledger to close.
- Which closing rule to use.
- Which date to use as the closing date.
- Which business units to close.

In addition, note the following points:

- If you perform interim closes using an offset to retained earnings, you must perform all interim closes for all the interim periods and use the offset account defined for the interim closes as the target retained earnings for the year end close.
- You run year end close using the Close Request page.

- You can undo a close, if necessary, using the undo procedure.

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**Note.** Whereas you can select a year-end close option to close the GL open periods upon successful completion, if you run the undo process, it does not reopen the closed year. If you should need to post additional journals after initially closing the year, use the Open Period Update page (or Open Period Mass Update page) to open the closed year for additional entries.

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### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets

[Chapter 18, "Managing Interim and Year End Closing," Selecting Closing Rules Closing Options, page 463](#)

[Chapter 18, "Managing Interim and Year End Closing," Creating the Close Request, page 476](#)

[Chapter 18, "Managing Interim and Year End Closing," Processing an Undo Close, page 479](#)

## Interpreting Year End Closing Results

The process of year end closing closes the profit and loss (P/L) accounts to retained earnings and generates the balance forward amounts. To maintain the integrity of financial reporting, the entries generated by year end closing are stored in special system-defined periods. The year end closing entry to book the current year net income to retained earnings is stored in period 999, and the balance forward amounts are stored in period 0.

The following example illustrates how General Ledger stores amounts in a ledger after closing has been performed for the old year (998 is an adjustment period). This ledger uses a simplified calendar containing only four accounting periods:

	Closed Year							Next Year	
	0	1	2	3	4	998	999	0	1
Cash	2000	2000	1000		2000			7000	
A/R	5000	-1000	-1000	-1000	1000			3000	
A/P	-3000		1000	1000	-2000	-1000		-4000	
Stock	-1000							-1000	
Ret. Earn	-3000						-2000	-5000	
Revenue	0	-3000	-4000	-5000	-6000		18000	0	
Expense	0	2000	3000	5000	5000	1000	-16000	0	

Storing amounts in a ledger after closing



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**Note.** The General Ledger financial statement reports do not include beginning balances for profit and loss accounts.

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### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars," Adjustments and Other Special Periods

## Defining the Relationship of Interim Close to Year End Close

Once you have determined to use interim close, you should run it consistently for the daily, monthly, or quarterly period chosen. If at any time you do an ad hoc interim close, you should subsequently perform an undo of that close.

If you do *not* use an offset to the retained earnings account when performing interim closes, the P/L accounts are closed and the balance is transferred to the retained earnings account as shown in the following example:

<b><i>P/L Balance 410000</i></b>	<b><i>Retained Earnings Offset 360101</i></b>	<b><i>Retained Earnings 360100</i></b>
100 CREDIT 100 DEBIT		100 CREDIT

When the interim closes are performed consistently, the P/L accounts is correctly closed at year end and the correct amount is recorded in the applicable retained earnings account. Completing the year end close then involves closing any remaining unclosed P/L accounts to retained earnings.

If you use an offset to the retained earnings account when performing interim closes, the offset must be defined as the target for the year end close. All P/L accounts must be closed to the offset account rather than to the retained earnings.

This is because when using an offset account for interim close, the P/L accounts retain their balances—they are not zeroed out during interim close. The following example shows the results of an interim close in which account 360101 offsets the amount in the revenue account 410000 and the revenue is correctly reflected in the retained earnings account 360100:

<b><i>P/L Balance 410000</i></b>	<b><i>Retained Earnings Offset 360101</i></b>	<b><i>Retained Earnings 360100</i></b>
100 CREDIT	100 DEBIT	100 CREDIT

When the final interim close is performed, the year end closed must be performed with the P/L accounts closed to the offset account 360101.

## Defining Closing Rules

To define closing rules, you use the Closing Rules component.

This section provides an overview of closing rules and discusses how to:

- Select closing rules closing options.
- Specify net income and retained earnings ChartField values.
- Specify journal options.
- Specify roll-forward options.

## Understanding Closing Rules

Closing rules define how General Ledger calculates retained earnings and carries forward balances to the new year. The PeopleSoft system provides flexibility in the determination of how retained earnings are calculated. Depending on your needs, you can:

- Close all profit and loss accounts to a single retained earnings account in total for a business unit.
- Close all profit and loss accounts to a single retained earnings account, but break down this amount by the Department ChartField, the Project ChartField, or any other ChartField that you select to track profit and loss.
- Close selected profit and loss accounts and ChartFields to multiple retained earnings accounts.
- Close by selected book code using accounts with a particular book code, or close to overridable accounts and retain the book code.

You can define any number of closing rules for different contingencies.

## Pages Used to Define Closing Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Closing Options	CLOSE_DEFN1	General Ledger, Close Ledgers, Closing Rules, Closing Options	Identify the type of closing (interim or year end), closing scope, and other closing options.
Net Income/Retained Earnings	CLOSE_DEFN2	General Ledger, Close Ledgers, Closing Rules, Net Income/Retained Earnings	Identify the P/L ChartField value sets and the retained earnings ChartFields for the closing.

Page Name	Definition Name	Navigation	Usage
Journal Options	CLOSE_JOURNAL	General Ledger, Close Ledgers, Closing Rules, Journal Options	Define journal options for system-generated journals created during the close. Also, specify whether to create journal entries for year end close.
Roll Forward Options	CLOSE_DEFN3	General Ledger, Close Ledgers, Closing Rules, Roll Forward Options	For year end close only, identify whether to roll forward accounts with zero balances. Also, indicate whether to roll forward none, some, or all of the profit and loss accounts. (Normally only balance sheet accounts are rolled forward.)

## Selecting Closing Rules Closing Options

Access the Closing Options page (General Ledger, Close Ledgers, Closing Rules, Closing Options).

Closing Options | Net Income/Retained Earnings | Journal Options | Roll Forward Options

SetID: SHARE    Closing Rule: INTERIM    Closing Type: Interim    [Create Closing Group](#)

Effective Date: [Find](#) | [View All](#) | First | 1 of 1 | Last

\*Effective Date: 01/01/1900    \*Status: Active    + -

\*Description: Interim Closing    \*Ledger Template: STANDARD    🔍

**Closing Scope**

\*Scope: Incremental Year to Date    Target Currency Option: Business Unit Base Currency    Target Currency:    🔍

Adj Periods Included    [Customize](#) | [Find](#) | [View All](#) | First | 1-2 of 2 | Last

Adjustment Period		
901	▼	+ -
998	▼	+ -

Closing Options page - (Interim Close)

**Closing Options** | Net Income/Retained Earnings | Journal Options | Roll Forward Options

SetID: SHARE    Closing Rule: YEAREND    Closing Type: Year End    [Create Closing Group](#)

Effective Date: 01/01/1900    Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1900    \*Status: Active    + -

\*Description: Year End Closing    \*Ledger Template: STANDARD    🔍

[Year End Closing Options](#)

**Retained Earnings**

▼ Default Retained Earnings    Customize | Find | 🔍 | First 1 of 1 Last

*ChartField	Retain CFV	ChartField Value		
Account	<input type="checkbox"/>	360000	+	-

Closing Options page - (Year End Close)

### Create Closing Group

Click to access the Closing Process Group page to create or modify closing process groups, which include one or more closing rules for processing.

See [Chapter 18, "Managing Interim and Year End Closing," Defining Closing Process Groups, page 474.](#)

### Description

Enter a brief description of the closing rule to appear on pages and reports.

### Ledger Template

Select the ledger template associated with the ledger to be closed.

The system uses this template to determine which ChartFields to list in the selection fields for the closing rule. Only the ChartFields defined for the selected ledger template can be included in the closing rules.

When you select a ledger group on the Close Request page, the ledger group must be associated with the ledger template entered here.

### Scope

For interim closings only, enter the scope of the interim close. Values are:

*Incremental Current Period:* Includes current period balance (from period start date to the end of period date).

*Incremental Year to Date:* Used for daily close, includes transactions that you have posted since the last closing process, up to the as of date entered on the Close Request page. The closing process marks the journals that it processes as *Closed*, and the journals are not processed in future runs.

*Incremental Year to Curr Period* (incremental year to current period): Includes transactions starting with period 1 (that is, period 1 through the end of the current period).

<b>Target Currency Option</b>	<p>For interim closings, identify which base currency is used for the closing journal entries and offsets. Values are:</p> <p><i>Base currency of Prim Ledger</i> (base currency of primary ledger): Uses the base currency of the primary ledger in the ledger group (as entered on the Detail Ledger Group page). The ledger group is automatically entered on the Close Request page.</p> <p><i>Business Unit Base Currency</i>: Uses the base currency of the business unit.</p> <p><i>Retain currency</i>: Uses the source transactions' currency.</p> <p><i>Specify Target Currency</i>: Uses the currency that you specify in the Target Currency field.</p> <p>To retain the offset entry in the original currency, select the Currency Code ChartField on the Journal Options page, and select Retain Value.</p>
<b>Target Currency</b>	<p>If you select <i>Specify Target Currency</i> in the Target Currency Option field, enter the currency for the system-generated closing journals. Be sure that it is a base currency for one of the ledgers in the ledger group that you select on the Close Request page.</p> <p>Be careful when you enter a target currency. Because you have not yet identified the ledger group that is processed for the closing, the system cannot validate that the currency is valid for the ledger group.</p>
<b>Adj Periods Included</b> (adjustment periods included)	<p>Select the adjustment period that the system closes in the interim closing. Click the Add button to close additional adjustment periods. (Adjustment periods are defined on the Defining Detail Calendars page.)</p>
<b>Year End Closing Options</b>	<p>Click to access the year end close options. The link is available only for year end closings.</p>

Click the Year End Closing Options link.

Year End Close Options

\*Close by: ACCOUNT

☒ Set Default Retained Earnings

☐ Create Jrnl by RE Group

☐ Close the G/L Open Periods

☐ Close Adjustment Periods

☒ Store P/L Reversal Entries

☐ Initialize DR/CR with Net Bal

☐ Close DR/CR with Net Balance

OK

Cancel

Year End Close Options page

<b>Close by</b>	<p>You can perform year end close on either the Account ChartField or the Alternate Account ChartField.</p> <p>In addition, you can define a year end closing rule on the Alternate Account) only. In this case, no Account ChartField is required for retained earnings, P/L ChartField value sets, or roll-forward ChartField value sets. Closing populates the Account ChartField with the default values for the particular Alternate Account ChartField. However, you can enter an Account ChartField to accompany the Alternate Account ChartField if you want.</p> <p>To perform a year end close by Alternate Account ChartField only, select <i>ALTACCT</i> in the Close by field.</p> <p>In the close sequence, you typically perform a currency translation from the local ledger to a reporting ledger. You then close and report the local ledger by Alternate Account ChartField. You can then close and report the translated reporting ledger by the Account ChartField.</p>
<b>Set Default Retained Earnings</b>	<p>Select to use the default retained earnings that you also define on the Closing Options page.</p> <p>If not selected, you must use the Net Income/Retained Earnings page to define <i>all</i> accounts to be closed. If you do not select this check box, no default retained earnings account exists for P/L accounts that may have inadvertently been omitted on the Net Income/Retained Earnings page.</p> <p>When you use the balance sheet indicator option at the installation level, this option is set to <i>Off</i>, and it is display-only.</p>
<b>Create Jrnl by RE Group</b> (create journal by retained earnings group)	<p>Select to have year end close create separate journals for each P/L ChartField value set group and retained earnings pair; that is, one journal for one ChartField value group number. For example, to have a separate journal for each department, you might enter <i>DEPTID</i> in the ChartField value set criteria, as well as in the retained earnings ChartFields on the Net Income/Retained Earnings page and then select this option.</p>
<b>Close the G/L Open Periods</b> (close the general ledger open periods)	<p>Select to close all open general ledger periods for the business-unit-and-ledger-group combination for the year being closed. This prevents any additional journals from being entered for the year that is being closed.</p> <hr/> <p><b>Note.</b> Keep in mind that if you undo the close process, that process does not reopen the closed year. If you want to post additional journals after you undo the close process, you must access the Open Period Update page (or Open Period Mass Update page) to reopen the closed year for posting.</p> <hr/>
<b>Close Adjustment Periods</b>	<p>Select to close all open adjustment periods for the business-unit-and-ledger-group combination and year being closed.</p>

**Store P/L Reversal Entries**  
(store profit and loss reversal entries)

Select to store P/L offsets in period 999 (where the closing entries for all accounts are stored).

If you select this option, the system inserts ledger rows for the entries made to period 999 to close revenue and expense accounts. You can access these amounts using the General Ledger inquiry pages.

If this option is not selected, offsets are not stored in period 999. If you select period 999 for reports, the ledger will be out of balance.

**Initialize DR/CR with Net Bal**  
(initialize debit/credit with net balance)

Select to begin the year with net balances of debits and credits, instead of carrying forward separate balances for debits and credits.

This option is available only if you have enabled separate debits/credits (DR/CR) on the database. When separate DR/CR is enabled, the period 999 entries for profit and loss accounts offset not only the net ending balances, but also the debit and credit ending balances. This option enables you to begin the year with net balances of debits/credits, instead of carrying forward separate balances for debits and credits

If selected, the debit or credit balances are initialized with the net period zero balance. If the net balance is positive, this amount is placed in the DR column for period 0; if the net balance is negative, this amount is placed in the CR column for period 0.

If not selected, the system moves the ending debit balance and ending credit balance forward to become the beginning balances of the following year. The DR column in period 0 is the sum of DR through the previous year. The CR column in period 0 is the sum of CR through the previous year.

**Close DR/CR with Net Balance**

Select this option if you are using the separate debit credit modification and want to net the separated debit and credit amounts during year end closing for the equity—profit and loss accounts before posting a single net amount to period 999.

See [Chapter 18, "Managing Interim and Year End Closing," Separate Debit and Credit Options for Opening and Closing Periods, page 451.](#)

## Specifying Net Income and Retained Earnings ChartField Values

Access the Net Income/Retained Earnings page (General Ledger, Close Ledgers, Closing Rules, Net Income/Retained Earnings).

**Closing Options** | **Net Income/Retained Earnings** | **Journal Options** | **Roll Forward Options**

**SetID:** SHARE    **Closing Rule:** INTERIM    **Closing Type:** Interim

**Effective Date** 01/01/1900    **Status:** Active    **Find** | **View All** | First 1 of 1 Last

☒ **Close To Multiple Ret Earnings**    **\*Closing Offset Options:** Autofill Offset from first row

**Retained Earnings**    **Find** | **View All** | First 1 of 1 Last

**ChartField Value Group Number:** 1

**Profit/Loss**    **Customize** | **Find** | **View All** | First 1 of 1 Last

ChartField Value Set	Update/New
ACCT_INCOMESTMT	Update/New

**Retained Earnings**    **Customize** | **Find** | **View All** | First 1 of 1 Last

*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	360100

**Offset ChartFields**    **Customize** | **Find** | **View All** | First 1 of 1 Last

*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	191000

Net Income Retained Earnings page

**Close To Multiple Ret Earnings** (close to multiple retained earnings)

Select to close to multiple retained earnings accounts.

If deselected (year end closings only), the system uses the default account for retained earnings defined on the Closing Options page. All P/L accounts will close to the default retained earnings account.

This option is required when the Book Code option, the Balance Sheet option, or the Off-Balance Sheet option is selected at installation.

**Closing Offset Options**

Use for interim close only. Options are:

- *Autofill Offset From First Row:* Copies from the offset defined in the first row down to any offsets that are not yet populated.
- *Fill Individual Offset:* Verifies whether an offset is entered for every ChartField group.
- *Retain All CF Value for Offset* (retain all ChartField values for offset): Closes to the same date and same detail account as the source transaction. If not selected, specify the ChartField and value for the offset using the fields in the Offset ChartFields group box. If you select this option, no audit trail exists.

---

**Note.** This option is available for interim closings only.

---

**Retain Earnings**

Define the mapping of P/L accounts to retained earnings accounts.



<b>ChartField Value Group Number</b>	Each ChartField Value Group comprises a group of P/L ChartField value sets to close to a single retained earnings account. To close to multiple retained earnings, click the Add button to create additional ChartField value groups.
<b>Profit/Loss</b>	Identify the P/L accounts (source accounts) to be closed.
<b>ChartField Value Set</b>	<p>Select the ChartField value set for the P/L accounts to be closed. If there are other P/L ChartField value sets that close to the same retained earnings account, click the Add button and select the appropriate ChartField value set.</p> <p>The system uses the values in these ChartField value sets to identify the P/L accounts that close to the retained earnings account that you enter in the Retained Earnings group box.</p> <p>For best system performance, select ChartField value sets that have the same ChartField combinations. For example, if you select ChartField value sets 1, 2, and 3, and ChartField value set 1 includes the Department ChartField and the Project ChartField, then the other ChartField value sets should also include Department and Project. If they included different ChartFields (for example Product and Project), then processing the close may take longer and be less efficient.</p>
<b>Update/New</b>	Click to access the Setup ChartField Value Sets page, where you can create or update a ChartField value set to use as P/L ChartField value set.
<b>Retained Earnings</b>	Identify the retained earnings account (target account) to which the P/L accounts are closed.
<b>ChartField</b>	<p>Select a ChartField. The default is the Account ChartField, which is the required ChartField, unless you have changed the name of the Account ChartField. (If you have modified your ChartFields, be sure to change the Account field on the Ledger Template – Field Definitions page.)</p> <p>You can select additional ChartFields, such as Department or Product. Click the Add button to add ChartFields.</p>
<b>Retain Value</b>	<p>Select to retain the ChartField value from the original journal entry.</p> <p>If the check box is deselected, you must specify a value in ChartField Value field.</p> <p>This option is not available for the Account ChartField.</p>
<b>ChartField Value</b>	<p>Select the specific retained earnings account. This option is required for the Account ChartField.</p> <p>If you perform interim closes using an offset to retained earnings, you must use the offset account as the target retained earnings for the year end close.</p> <p>For other ChartFields, if you have not selected Retain Value check box, enter a specific ChartField value here.</p>

<b>Offset ChartFields</b>	<p>For interim closings only, identify the ChartField and ChartField value for the offset to the retained earnings entries.</p> <p>If the Retain all CF Value for Offset check box is selected, the following fields should be left blank.</p>
<b>ChartField</b>	<p>For interim closings only, this can be only the Account ChartField, or it can be a combination of ChartFields (for example, Department and Account.) If the Retain all CF Value for Offset check box is deselected, Account is required and must be the first ChartField entered.</p> <p>Select a ChartField for a contra-equity offset. To offset to a combination of ChartFields, click the Add button to select additional ChartFields.</p>
<b>Retain Value</b>	<p>Select to retain the ChartField value from the original journal entry.</p> <p>If the check box is deselected, specify a value in the ChartField Value field.</p>
<b>ChartField Value</b>	<p>If you do not select the Retain Value check box, enter a specific ChartField value here.</p>

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using Account Types and Attributes

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Using the Balance Sheet Indicator and Book Code

[Chapter 18, "Managing Interim and Year End Closing," Single Versus Multiple Retained Earnings Account Closings, page 449](#)

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Managing Multiple GAAPs and Prior Period Adjustments"

## Specifying Journal Options

Access the Journal Options page (General Ledger, Close Ledgers, Closing Rules, Journal Options).

Journal Options page

**Journal ID Mask**

Enter a prefix for naming closing journals. Journals are identified by a 10-character alphanumeric ID. The system automatically appends the prefix that you specify here to the journal IDs. For example, if you specify the journal ID mask as *YEC*, the year end closing journal IDs might be YEC0001, YEC0002, and so on.

Alternatively, the value *NEXT* causes the system to assign the next available journal ID number automatically, without including the mask. (This option makes it more difficult to identify the closing journals.)

Reserve a unique mask value for closing to ensure that no other process creates identical journal IDs.

**Source**

Enter a code to identify the origin of the journal entries that are created.

**Closing Doc Type** (closing document type)

If you use the Document Sequencing feature, select a predefined closing document type for the closing journals. The Document Sequencing feature requires that you identify a document type for all created journal entries.

**Description**

Enter a description of the journals that are created (for example, *Daily Close Journals*).

**Closing Journal Date Option**

Values are:

*Retain Transaction Date*: Sets the output journal date to equal the original transaction date.

*Use Process Date*: Sets the output journal date to equal the process date of the closing process run.

**Create Journal Entries**

Select to create journal entries for year end close transactions only. Interim close always creates journal entries.

The following three fields are for interim close only (because year end close directly updates the ledgers and interim close does not). If you select these fields, the system processes the journals without any intervention by you. If you want to edit and post the journals through journal processing, do not select the fields.

<b>Edit Journal(s)</b>	<p>For interim close only, select to have the journals automatically undergo the edit process.</p> <p>If you do not select this option, the closing process designates the journals as <i>No Status - Needs to be Edited</i>.</p>
<b>Budget Check Journal(s)</b>	<p>For interim closings only, select to have the journals automatically checked against the Commitment Control budget for the business unit and account.</p> <p>To select this option, you must have the Commitment Control feature enabled for the ledger group, and you must have selected the Edit Journal(s) option.</p>
<b>Post Journal(s)</b>	<p>For interim closing only, select to have the journals automatically posted to the ledger.</p> <p>To select this option, you must have selected the Edit Journal(s) option and the Budget Check Journal(s) option if the Commitment Control feature is enabled for the ledger.</p>

### See Also

Chapter 18, "Managing Interim and Year End Closing," Interpreting the Results of Interim Closing, page 456

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options"

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Defining Document Sequencing"

## Specifying Roll-Forward Options

Access the Roll Forward Options page (General Ledger, Close Ledgers, Closing Rules, Roll Forward Options).

Closing Options		Net Income/Retained Earnings		Journal Options		Roll Forward Options					
SetID:	SHARE	Closing Rule:	YEAREND	Closing Type:	Year End						
Effective Date <span style="float:right">Find   View All   First 1 of 1 Last</span>											
Effective Date:	01/01/1900	Status:	Active								
<input checked="" type="checkbox"/> Do Not Roll Forward Zero Bal											
*P/L to Roll Forward to Next Yr:		Do Not Roll Forward									
<div> <div>Roll Forward Profit/Loss</div> <div> <div>Customize   Find   View All  </div> <div>First 1 of 1 Last</div> </div> </div> <table border="1"> <thead> <tr> <th>ChartField Value Set</th> <th>Update/New</th> </tr> </thead> <tbody> <tr> <td></td> <td>Update/New</td> </tr> </tbody> </table>								ChartField Value Set	Update/New		Update/New
ChartField Value Set	Update/New										
	Update/New										

Roll Forward Options page

**Note.** These fields appear for year end closings only. They are not available for interim closings.

**Do Not Roll Forward Zero Bal** (do not roll forward zero balances)

Prevents the system from creating balance-forward amounts (period 0) for accounts with a zero ending balance.

**P/L to Roll Forward to Next Yr** (profit and loss to roll forward to next year)

Normally, only balance sheet accounts are rolled forward, and their balance forward amounts stored in period 0. Options are:

- *Do Not Roll Forward:* Do not roll forward any amounts from prior year accounts with the Balance Forward field on the Account Type page set to the value Not Carry Forward.
- *Partial RollForward 1 Year:* For selected ChartField Value Sets, closing rolls forward the amounts from the first period through 998 of the year being closed to period 0 of the new year.
- *Partial RollForward Cumulative:* For selected ChartField Value Sets, closing rolls forward amounts from periods 0, and periods 1 through 998 of the year being closed to period 0 of the new year.
- *Roll Forward All 1 Year:* Closing rolls forward all account with the Balance Forward field equal to Not Carry Forward balances from period 1 through 998 for the year being closed to period 0 of the new year.
- *Roll Forward All Cumulative:* Closing rolls forward all accounts with the Balance Forward field equal to Not Carry Forward balances for period 0, and 1 through 998 for the year being closed to period 0 of the new year.

**Roll Forward Profit/Loss**

If you elect to roll forward in the P/L to Roll Forward to Next Yr field, select the ChartField value set for the P/L accounts that you want to roll forward. To roll forward more than one ChartField value set, click the Add button and select additional ChartField value sets.

**Update/New**

Click to access the Setup ChartField Value Sets page, where you can create or update a ChartField value set to use as the roll-forward P/L ChartField value set.

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## Defining Closing Process Groups

This section lists the standard closing reports. Running a report entails selecting it from a menu and entering any necessary parameters. Once you enter the report parameters, use PeopleSoft Process Scheduler to run the report.

This section discusses how to create the Closing Process Group.

### Page Used to Define Closing Process Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Closing Process Group	CLOSE_GRP	General Ledger, Close Ledgers, Request Ledger Close, Closing Process Group, Closing Process Group	Specify the closing rule or rules to be included within a process group when running the ledger close process.

### Defining the Closing Process Group

Define a closing process group to be used for a given ledger close request. A closing process group includes one or more closing rules that you define. Whereas in accordance with GAAP, typically the profit and loss accounts are closed to earnings account directly, some countries require additional steps and entries for closing. The closing process group facilitates setup of rules to generate additional accounting entries for a given close request besides those made to retained earnings accounts.

Access the Closing Process Group page (General Ledger, Close Ledgers, Closing Process Group, Closing Process Group).

### Closing Process Group

SetID: SHARE

Closing Group: YE

Closing Type: Year End

Descr

Year End

Description

▼ Closing Group Steps

Customize | Find | View All | | First 1 of 1 Last

Closing Step	*Closing Rule	Description		
1	YEAREND	Year End Closing		

Closing Process Group page

- Closing Type**

Select a closing type of either *Year End Closing* or *Interim Closing* for the closing process group. The closing type of the closing rules that you include within the group must match the closing type for the closing process group.

**Note.** The *Interim Closing* closing type should only include one step.
- Closing Step**

Displays the sequence for which the closing rules are to be processed. The first step in the sequence is the only step that allows a closing rule with the Set Default Retained Earnings and the Create Journal Entries selections. The last step in the sequence is the only step that allows a closing rule with the Roll Forward of P&L accounts selections and a closing rule with Close Period selections. All closing rules within a closing process group must have the same Close by option (Account or Alternate Account).
- Closing Rule**

Select the closing rule (or rules) that are to be grouped together for processing a given ledger close request.

## Running the Close Application Engine Process (GLPCLOSE)

- You use similar procedures to run the Close process for an interim closings and a year end closings. Both procedures use the Close Request page.
- This section discusses how to:
- Create the close request.
  - Monitor validation checking.

## Pages Used to Run the Close Application Engine Process

Page Name	Definition Name	Navigation	Usage
Ledger Close Request	CLOSE_REQUEST	General Ledger, Close Ledgers, Request Ledger Close, Ledger Close Request	Specify the process request parameters to perform an interim or year end close for one or more business units.
Closing Rules to Execute	CLOSE_REQ_STEP_SEC	General Ledger, Close Ledgers, Request Ledger Close, Ledger Close Request. Click the Rules to Execute link.	Select or deselect individual closing rules within the closing process group (in sequence only) to include or exclude when running the closing process.

## Creating the Close Request

Access the Ledger Close Request page (General Ledger, Close Ledgers, Request Ledger Close, Ledger Close Request).

**Ledger Close Request**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameters** Find | View All First 1 of 1 Last

**Process Frequency**

☐ Once  
☒ Always  
☐ Don't Run

Request Number: 1

\*Close Request Type: Close

Fiscal Year: 2009

Business Unit for Prompting: US005

☐ Check only, Do not process

Closing Group: YE

Ledger Group: RECORDING

Ledger:

[Rules to Execute](#)

**Closing Date Option**

☐ BU Process Date ☒ As of Date Specify: 07/31/2009

**Selections**

☒ Selected Detail Values ☐ Detail - Selected Parents

Tree SetID: Tree: Level:

**Business Unit to Close** Customize | Find | View All First 1 of 1 Last

\*Select Value

US005

Ledger Close Request page



<b>Request Number</b>	Displays the system-generated number used to order a series of requests.
<b>Close Request Type</b>	<p>Specify the type of close that the system runs. Options are <i>Close</i> and <i>Undo</i>.</p> <p>In case of an error, to reverse the retained earnings (interim or year end closings) and balance-forward calculations (year end closings), select <i>Undo</i>.</p> <p>For year end close, it is not necessary to undo a close before rerunning the close because existing amounts are deleted first.</p> <hr/> <p><b>Note.</b> Keep in mind that if you undo the close process, that process does not reopen the closed year. If you want to post additional journals after you undo the close process, you must access the Open Period Update page (or Open Period Mass Update page) to reopen the closed year for posting.</p> <hr/>
<b>Closing Type</b>	If you select <i>Undo</i> in the Close Request Type field, the Closing Type field becomes available. Select the type of closing to undo. Options are <i>Year End</i> and <i>Interim</i> .
<b>Previous Close to Undo</b>	<p>To display the Previous Close to Undo group box, select <i>Undo</i> for the close request type and select <i>Interim</i> for the closing type. Select the process instance and business unit for the close that you want to undo. If you want to undo more than one close, click the Add button to enter another process instance and business unit.</p> <hr/> <p><b>Note.</b> Obtain the process instance from the process log.</p> <hr/>
<b>Fiscal Year</b>	Enter the year to be closed or the year of the closing that you want to undo if you selected <i>Year End</i> as the closing type.
<b>Business Unit for Prompting</b>	Select a business unit to determine which ledger groups and closing rules can be selected. Only ledger groups and closing rules associated with the business unit are available for selection in the Ledger Grp and Closing Rule fields.
<b>Check only, Do not process</b>	Select to have the Close process perform validation checking but not calculate retained earnings or balance-forward amounts.
<b>Closing Group</b>	Select the closing group to use for this request. The closing group includes the closing rule or rules that you specified for the group.
<b>Ledger Group</b>	Select the ledger group for the ledger being closed.
<b>Ledger</b>	<p>Leave blank if the Keep Ledgers in Sync option is enabled for the selected ledger group selected.</p> <p>If the Keep Ledgers in Sync option is not enabled for the ledger group, you can either enter a specific ledger to process or leave this field blank to process all ledgers in the ledger group.</p>
<b>Rules to Execute</b>	Click to access the Closing Rules to Execute page where you can select or deselect certain rules within the group to execute.

<b>BU Process Date</b> (business unit process date)	Select this option to use the process date of the business unit as the as of date for the closing process. This is recommended if you are submitting a group of interrelated requests for processing (for example, journal posting, revaluation, and interim close).
<b>As of Date</b>	Enter a specific date for the closing process.
<b>Selections</b>	Select the business units to close or use trees to identify which business units to close.
<b>Selected Detail Values</b>	Select to enter one or more business unit values in the Business Unit to Close field.
<b>Detail - Selected Parents</b>	Specify a tree containing the business units that you want to close. All business units for the tree setID, tree, and level (if applicable) are included in the close.
<b>Tree SetID, Level, and Tree</b>	If the Detail - Selected Parents option is enabled, select a tree setID, tree, and level (if applicable) for the group of business units that you want to close.
<b>Business Unit to Close</b>	<p>If the Selected Detail Values option is enabled, select a business unit in the Select Value field. To close or undo a close for more than one business unit, click the Add button and select another business unit.</p> <p>The business unit must be associated with the ledger group that you entered previously.</p>

### Selecting Rules to Execute

Access the Closing Rules to Execute page (click the Rules to Execute link from the Ledger Close Request page).

Closing Rules to Execute			
Closing Group Steps		Customize   Find   View All      	First  1-3 of 3  Last
Closing Step	Closing Rule	Description	Execute
1	PROFLOSS	Profit & Loss to year profits	<input checked="" type="checkbox"/>
2	PROFDIST_B	close teste step 2	<input checked="" type="checkbox"/>
3	YRENDPROF	Profit to Retained Earnings	<input checked="" type="checkbox"/>

Closing Rules to Execute page

<b>Execute</b>	<p>Select to execute a given closing rule for the ledger close request process. The closing rules cannot be selected out of sequence. In other words, do not select closing step 1 and closing step 3 while deselecting closing step 2.</p>
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## See Also

[Chapter 18, "Managing Interim and Year End Closing," Processing an Undo Close, page 479](#)

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"*

## Monitoring Validation Checking

During closing, General Ledger performs validation checking for the business unit and closing rule. Specifically, the system determines whether the following conditions exist:

- All ChartFields in the closing rule are valid for the business unit and ledger.
- All ChartField values are valid.
- All retained earnings accounts are valid for the business unit.
- Any duplication or overlapping in the P/L selection criteria occurred.

(This condition could cause double entries to retained earnings accounts.)

The system displays an error message if any of these validations fail.

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## Processing an Undo Close

If you must reverse the retained earnings (interim and year end closing) and balance-forward calculations (year end closing), you can run an undo process.

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**Note.** For year end close, it is not necessary to run an undo close before rerunning a year end close because existing amounts are always deleted first.

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The undo process differs depending on whether you undo an interim close or a year end close.

This section discusses how to:

- Undo an interim close.
- Undo a year end close.

## Undoing an Interim Close

When you run the interim close process, the system creates an entry in the process log that includes:

- User ID.
- Closing rule.
- As of date.

- Date-time stamp.
- Source instance (which comprises process instance and request number).

To undo an interim close:

1. Obtain the process instance and business unit from the process log.
2. Enter the process instance and business unit on the Close Request process page.

The system calls the Journal Posting process to unpost or delete the journals, whichever is necessary.

## Undoing a Year End Close

To undo a year end close, enter the ledger group, ledger (if necessary), fiscal year, and business units that you want to unclosed.

When you run an undo for a year end close and you elect not to create journal entries, the system clears the period 999 (results of year end close) and period 0 (balance forward) rows from the ledger. To create journal entries, the system deletes the journal entries and clears the period 999 and period 0 rows.

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## Producing Interim and Year End Closing Reports

This section lists the standard closing reports. Running a report entails selecting it from a menu and entering any necessary parameters. Once you enter the report parameters, use PeopleSoft Process Scheduler to run the report.

This section discusses how to generate the Journal Closing Status report.

## Pages Used to Produce Interim and Year End Closing Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Closing Rule Report	RUN_GLS1002	General Ledger, Close Ledgers, Closing Rule Report	Specify run parameters for the Closing Rules report (GLS1002 SQR).  The report lists detailed information about the closing set rules.

Page Name	Definition Name	Navigation	Usage
Closing Trial Balance	RUN_GLS1003	General Ledger, Close Ledgers, Closing Trial Balance	Specify run parameters for the Closing Trial Balance report.  The GLS1003 SQR report lists summary information of all entries on the ledger by account type.  The report shows the ledger entry account type with its beginning balance and period total, along with any adjustments made to the beginning balance. It also lists the closing entry and period total amounts for the year.
Journal Closing Status Report	RUN_GLS1004	General Ledger, Close Ledgers, Journal Closing Status Report	Specify the run parameters for the Journal Closing Status report.

## Generating the Journal Closing Status Report

Access the Journal Closing Status Report page (General Ledger, Close Ledgers, Journal Closing Status Report).

### Journal Closing Status Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Language: English

#### Report Request Parameters

Unit: US005 🔍 Ledger Group: RECORDING 🔍 Ledger: LOCAL 🔍

Fiscal Year: 2006 Begin Date: 07/01/2005 📅 End Date:  📅

Process Instance:  Report Closing Status: All Closing Status Types ▼

☐ Display Full Numeric Field ☐ Select From Closing Log Table

Refresh

#### ChartField Selection

Customize | Find | 📊 First ◀ 1 of 1 ▶ Last

Sequence	ChartField Name	Include CF	Value
<span></span>	<span></span>	<input type="checkbox"/>	<span></span> <span>🔍</span>

Journal Closing Status Report

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**Note.** This page is discussed in detail because it involves more parameters than the system usually requires for generating reports.

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<b>Display Full Numeric Field</b>	Select to display the full numeric value if it is larger than the report column size. The number wraps to a second line.
<b>Select From Closing Log Table</b>	Select to have the scope of the report defined by the process instance stored in the closing log table. The Process Instance field becomes available.
<b>Process Instance</b>	Enter the process instance number of the Close process run.
<b>Report Closing Status</b>	<p>Select one of the following to:</p> <p><i>All Closing Status Types:</i> Include all journals, regardless of their closing status.</p> <p><i>All Except Not Processed:</i> Include only journals that the close process has processed.</p> <p><i>Closed Journals:</i> Include only journals that the close process has closed.</p> <p><i>Not Processed:</i> Include only journals that the close process did not process.</p> <p><i>Unclosed Journals:</i> Include only journals that the close process processed but did not close.</p>
<b>ChartField Selection</b>	Enter a sequence number and ChartField field long name. Use the Select option to include only selected values, and enter a value.

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**Note.** To modify standard reports, create your own reports, or reformat report output, you can use a variety of reporting tools that the PeopleSoft system provides.

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## Chapter 19

# Producing the Cash Flow Statement

This chapter provides an overview of the GL Cash Flow Application Engine (FR\_CALCULATE) process and discusses how to:

- Set up and create the cash flow worksheet.
- Run the GL cash flow statement process.
- View the transition grid and meet audit requirements.

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**Note.** This documentation deals with using the PeopleSoft Cash Flow process to create the cash flow statement and discusses the features provided to facilitate specific cash flow tasks. A thorough understanding of accounting theory and procedures that are necessary for the creation of the cash flow statement with all the associated implications of fiscal years, varying currencies, and your organization's consolidations is assumed.

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## Understanding the Cash Flow Statement Preparation

This section discusses:

- Terms and functionality.
- Setup and processing flow.
- Cash flow worksheet.
- Transition grid.
- Reporting currency and the foreign exchange (Fx) adjustment.
- Data Source.
- Element.
- TimeSpans and calendars.
- Cash flow worksheet recalculation.
- Security.

## Terms and Functionality

General Ledger provides the GL Cash Flow Application Engine process and its associated functionality for use in the preparation of the cash flow statement using either the direct or indirect method.

This table lists functionality, concepts, and assumptions that are important in understanding and preparing the cash flow statement using the GL Cash Flow process:

<b>Term or Functionality</b>	<b>Description</b>
Ledger Set	<p>Ledger sets enable you to associate different ledgers to individual business units to be used in various processes, including the GL cash flow process.</p> <p>See <a href="#">Chapter 17, "Performing Financial Consolidations," Defining a Ledger Set, page 391.</a></p>
ChartField Value Set	<p>ChartField value sets define a combination of ChartField values on one or more ChartFields, based on a list of values, a range of values, or a tree.</p> <p>See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i>, "Defining and Using ChartFields," Defining and Using ChartField Value Sets.</p>
Data Source	<p>Data source definitions determine the table or tables and fields from which balances are retrieved. You can add filters for added selection criteria to refine the data set to be used.</p>
Element	<p>Elements provide the means to define the details of the calculation of the amount for a line on the cash flow worksheet. Each line on the statement can have one element.</p> <p>Element definitions consist of data source definitions and additional filters and ChartField value sets used for selection criteria.</p> <p>There are three basic categories of elements and four element types:</p> <ul style="list-style-type: none"> <li>• Detail elements are not derived from aggregations of other elements and are classified as either <i>Activities</i> or <i>Balance Variation</i> element types.</li> <li>• Derived elements are combinations of one or more other elements and require the <i>Derived from other Elements</i> type.</li> <li>• Manual elements are not calculated by the cash flow process and require the <i>Manual Entry</i> type. You manually calculate the amounts outside the system and manually enter these amounts on the worksheet.</li> </ul> <p><b>Note.</b> There is a one-to-one relationship between lines and elements. A line can have only one element, but the element for a line can be formulated from other lines and their elements. The element determines the nature of a line to the degree that the line and the element might be referred to as one and the same thing in discussing the GL Cash Flow Statement process.</p>



<b>Term or Functionality</b>	<b>Description</b>
Transition Grid	<p>The cash flow process creates output, one row for each element for the transition grid. If multiple business units are to be processed, one element for each business unit is created by the process.</p> <p>The transition grid is display only and contains the data rows pulled from the defined sources as per the element definitions at the element level as opposed to the source level data.</p> <p>The transition grid enables you to review balances for the various elements at a granular level and shows what makes up the cash flow line items.</p> <p>PeopleTools functionality enables you to download this information to Microsoft Excel to fulfill the hard copy requirement for cash flow statement audit reporting.</p>
Cash Flow Worksheet	<p>The delivered cash flow statements are examples and models for your cash flow statement. You must enter the lines that will ultimately be presented on your cash flow statement.</p> <p>The worksheet enables you to maintain the aggregation of these lines.</p> <p>The basic structures for the direct and indirect methods are delivered.</p> <p>You can add lines to these basic structures at multiple levels, delete, and modify line description and determine their relative levels.</p> <p>There are basically three types of lines on the worksheet:</p> <ul style="list-style-type: none"> <li>• Label lines—that are simply labels and carry no amounts.</li> <li>• Detail element lines—carry amounts from a single element.</li> <li>• Derived element lines—that carry amounts that are aggregates of other elements.</li> </ul> <p>At the line item detail level the cash flow process supports only the Detail, Derived and Label type elements. Worksheet line items can make use of only one element to present the line amount. The cash flow process looks up the Worksheet, Element, and Data Source definitions to calculate the amount for a worksheet line item.</p> <p>The cash flow statement can be generated using the Worksheet component, either with the Print Page function, or you can down load the results to Microsoft Excel for further manipulation.</p>
Circular Reference	A line on the worksheet cannot be a part of its own calculation.

The cash flow process makes use of a worksheet template in which you define the lines required for your cash flow statement using the *element* definitions to specify the data and calculations behind the cash flow statement lines and using data *source* definitions to identify the source of cash flow data, such as transaction or ledger tables.

You create the cash flow worksheet in the format of the desired end result, which is your cash flow statement itself. You can add lines at multiple levels, delete or modify line descriptions, and determine the relative level for a line in the worksheet hierarchy.

Each line on the cash flow statement can be simply a label or use an element or a group of line items that you define for the cash flow statement for your particular organization. For example, a line labeled *Receipts from Customers* can have a definition for the line that includes details such as, its data source, if the line itself is derived from a combination of other elements, and its calculation sequence. When you add or modify lines and elements, you define the sequence for utilizing them as well as the calculations involved. You can also define summary lines for totals and subtotals. You can identify a line with a manual element to be used for information that you want to enter manually because it is not to be automatically generated from underlying transaction or ledger tables.

You also define the data sources to be utilized for data collection. For example, the data source for the *Receipts from Customers* line might include a calculation using sales and the change in the accounts receivable balance for the year-to-date period that is being reported as determined from information derived from the ledger table.

As a further example, receipts from the sale of plant and equipment can be derived from the asset management accounting entry tables rather than ledgers because the fixed asset accounts contain both sales and payments for assets as separate amounts in PeopleSoft Asset Management.

Data sources are available based on existing PeopleSoft products and supported functionality. You can add additional data sources; however, PeopleSoft recommends use of the ledger, asset management, and treasury transaction tables. The use of transaction tables in other General Ledger feeder systems, such as payables and receivables, can cause performance problems as their volume grows throughout the reporting period.

After specifying the scope and timeline for the cash flow statement, you can run the cash flow statement process to pull data from the defined data sources and create a transition grid according to your element definitions. The cash flow statement process populates the transition grid at the element level, which is then summarized into the worksheet.

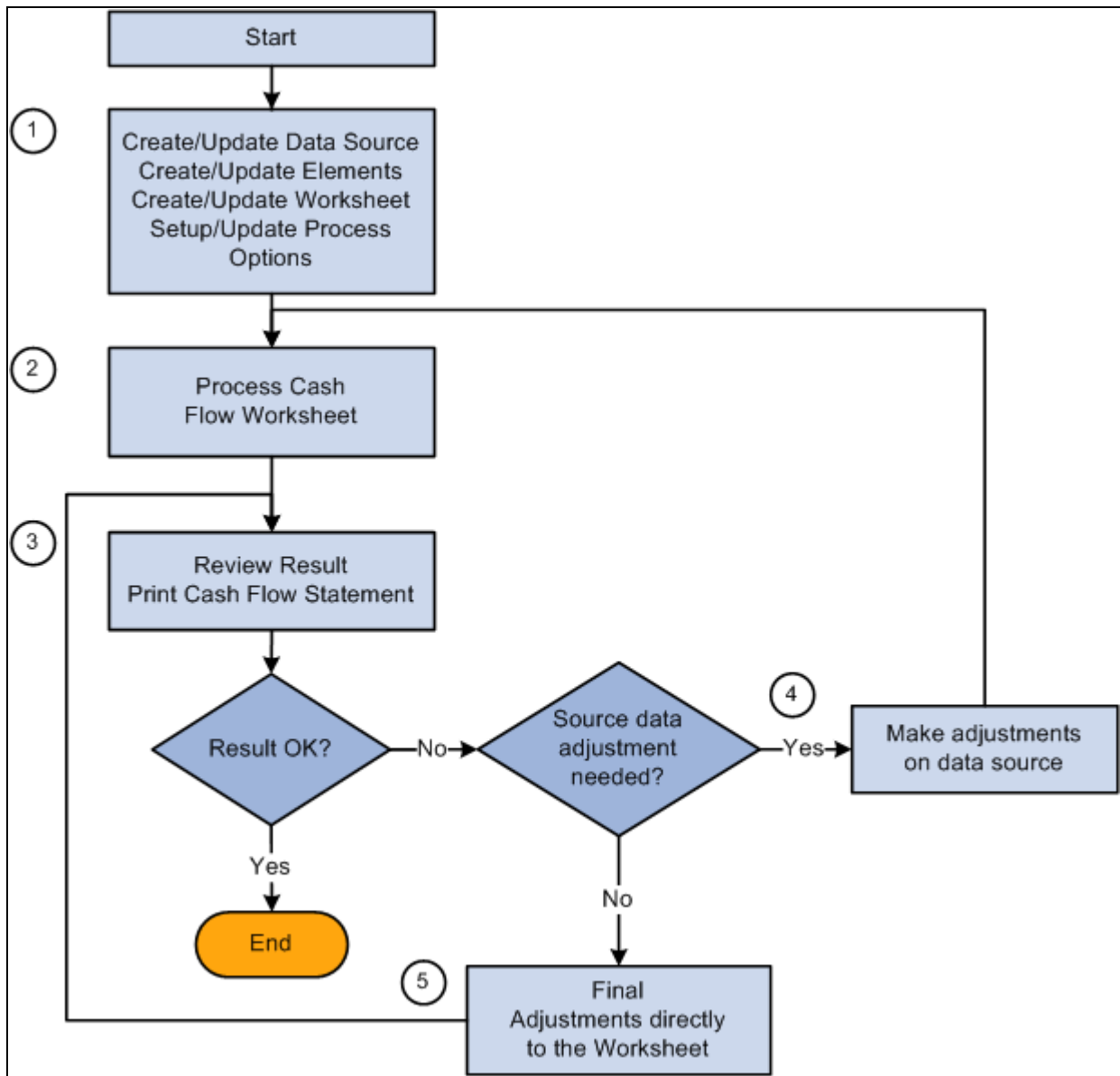
With the appropriate setup you can run the process to pull data from a consolidated position and using ledger sets and related functionality you can also accommodate multicurrency translations to produce a consolidated cash flow statement involving multinational divisions.

You can produce the cash flow statement by downloading the worksheet to MicroSoft Excel by executing the print command from the browser.

Also, using the Printable Options utility you can print statement details from the worksheet definition and see the statement from the perspective of the worksheet lines that shows the details as to how each line item has been defined and which elements the line item references.

## Setup and Processing Flow

This diagram shows cash flow statement creation and processing functionality at a high level:



Cash flow statement setup and process flow

This list presents the basic setup and processing steps, the components used, brief descriptions, and associates these with the numbered steps in the preceding diagram:

<b>Step</b>	<b>Components Used</b>	<b>Description</b>
<b>1. Basic Setup:</b> <ul style="list-style-type: none"> <li>Define Ledger Sets.</li> <li>Define ChartField value sets.</li> <li>Define data sources.</li> <li>Define elements.</li> <li>Define worksheet and options.</li> </ul>	Use these components: <ul style="list-style-type: none"> <li>Ledger Set (LEDGER_SET_FR).</li> <li>ChartField Value Sets (CF_VALUE_SET).</li> <li>Data Source (FR_DATA_SOURCE).</li> <li>Elements (FR_ELEMENT).</li> <li>Worksheet (FR_WORKSHEET).</li> </ul>	<p>Ledger sets for cash flow statements enables you to specify more than one ledger for a business unit or multiple business units and ledgers for a cash flow statement.</p> <p>ChartField value sets enable you to provide the scope of the ChartFields for an element by entering selected values or ChartField trees.</p> <p>Use the three remaining components for setup, making changes to setup and creating new worksheets or to copy existing worksheets by using the Copy Worksheet function on the worksheet page.</p>
<b>2. Process the cash flow worksheet.</b>	Use the Worksheet (FR_WORKSHEET) component and the GL Cash Flow Statement (FR_CALCULATE) application engine process.	From the worksheet component you can run the cash flow calculation process.
<b>3. Review results and print the cash flow statement.</b>	Use the Worksheet (FR_WORKSHEET) and the Transition Grid (FR_TRANSITION_GRID) components.	<p>Printing can be done using the Printable Page feature of the worksheet from the browser.</p> <p>You can also print using the Transition Grid page to provide a more detailed audit trail of the calculated balances.</p>
<b>4. Make adjustments to data sources.</b>	Use components in various PeopleSoft applications.	Use components that create and update the ledger or source transaction tables. For example, you might need to make adjustment using the components associated with the Journal Entry, Edit, and Post processes.
<b>5. Make final adjustment directly to the cash flow worksheet.</b>	Use the Worksheet (FR_WORKSHEET) component.	Enter adjustments that are not supported by data sources already in the system.

## Cash Flow Worksheet

Using the worksheet you can define, review, and print the cash flow statement.

You can create the structure of your worksheet by adding and modifying or deleting lines from the worksheets for the direct or indirect method that are delivered as sample data. The support of the two methods is inherent in the setup of the worksheet structure and the underlying setup that you create.

Use the basic worksheet template to create completely new worksheets. The basic template also includes heading label lines for balance sheet and profit and loss statement. You can retain these if you want to expand the worksheet with the additional lines required and included the information for the other financial statements, or you can delete them and show only the cash flow statement lines.

As you establish the structure of your cash flow statement, each line must be further defined by creating and associating an element with it, or by deriving its value from other line items, or by defining the line as a label that carries no value. In most cases you aggregate all detail line items to parent line items at higher levels, but there may be cases where you might choose to leave lines alone but hide them from the final report. When you save the worksheet the process issues a warning message to alert you if there are such line items to help prevent unintended orphan lines.

The system automatically maintains line sequence as you add or delete lines on the worksheet and the system logically resequences lines after your changes. You use line numbers when setting up dependencies between lines. For example, if line 10 of the worksheet is defined as the sum of lines 5 through 9, these lines cannot be deleted until the definition of line 10 is modified.

If you add a line between lines 5 and 9, the system automatically adjusts to include these changes in the derivation of line 10. However, the new line item added is not included in the derivation of line 10. When lines are added their relative relationship are not automatically retained. You must redefine the element relationships after making line additions, for any new line item added.

You can lock specific line amounts so that further processing of the statement does not recalculate that line. You can also unlock selected lines; however, if a dependency exists between line 10 and lines 5 through 9 as described in the previous example, the locking of line 10 also locks lines 5 through 9.

Continuing the example of the locking feature, if line 10 is included in the calculation of other lines, such as line 20 or 25 of a worksheet, these lines become dependent on line 10 and also on lines 5 through 9. Under these circumstance, unlocking any of the lines 5 through 9, not only unlocks line 10 but also lines 20 and 25. It also follows that locking line 20 or 25 locks line 10 and lines 5 through 9. However unlocking line 20 or 25 does not unlock a previously locked line 10.

You can share cash flow statement formats across business units and use them for consolidated reporting by the units. Worksheet IDs identify specific cash flow worksheets. A worksheet can be copied utilizing the Copy Worksheet feature and supplying a new worksheet ID and then modify it to suit different accounting and reporting requirements. You can also create different versions or scenarios of a cash flow statement using the copy feature and specifying different worksheet IDs.

Multiple business units are specified in the form of a business unit tree, and the results can be presented by report entity, which can be one of the business units, or a tree node at any level on the worksheet. When the report entity is a tree node, the balances shown for the line items are summarized amounts of all the business units under that tree node.

## Transition Grid

The transition grid enables you to view the results of the calculation of each element as you produce the cash flow statement, and when the statement is complete the transaction grid can be printed out using Microsoft Excel for a hard copy audit record.

## Reporting Currency and the Foreign Exchange (Fx) Adjustment

You can process the cash flow statement for one or more business units having different base currencies using one or more ledgers. PeopleSoft Asset Management and Treasury tables are also sources for the cash flow statement. The transaction amounts must be available in the base currency of the applicable business units. For example, when an Asset Management transaction occurs in GBP it is converted in the normal processing of the transaction to the base currency of the applicable business unit which in this instance is defined as EUR and then to the reporting currency USD for the cash flow statement. The base currency amounts are the basis or starting point for the cash flow statement.

Where the base currency of the source is not the same as the reporting currency, translation to the reporting currency is required using the *Fx Adjustment* function, which uses average rates as prescribed by FASB and IAS rules.

If the scope is one business unit and the cash flow statement is built on source data where the base currency equals the reporting currency, no Fx adjustment is necessary for the direct or indirect methods. If the scope is based on consolidated business units and the base currency of the ledgers or transaction tables is different than the reporting currency, then a translation is necessary.

When the system performs a translation, the following applies for all elements where the base currency does not equal the reporting currency:

- Calculate the opening balance utilizing the opening rate and populate the Beginning Balance field on the transition grid with the value.
- Calculate the closing balance utilizing the closing rate and populate the Ending Balance field on the transition grid with the value.
- Calculate the variation, which is the ending balance minus the beginning balance using the average rate and populate the Variation field on the transition grid with the value.
- Each element is translated if necessary and the Fx Adjustment value is only shown at the transition grid level for that element.

The Fx Adjustment is shown in composite at the worksheet level for the cash element because the Fx Adjustment is calculated for the cash element when preparing the actual cash flow statement. This composite Fx Adjustment is displayed on the worksheet with the difference between the beginning and ending cash position after the flows have been added and subtracted. The difference between the opening and closing cash balances is the composite, or sum of the flows and the individual element Fx Adjustment.

## Data Source

You define data sources to be utilized for data collection in creating your statement.

For example, the data source for the cash receipts from customers line comes from a calculation using sales and the change in the accounts receivable balance. The source of information for these is the ledger.

However, the receipts amounts from sale of plant assets is logically derived from the Asset Management accounting entry tables because the fixed asset accounts have a net number for sales and payments for assets in the ledger tables.

Sample data sources are delivered as sample data based on existing products and supported functionality.

## Element

The element provides predefined calculation formats for the various types of cash flow calculations that are applied to particular data sources to arrive at cash flow information for the worksheet.

## TimeSpans and Calendars

Cash flow worksheet reports year-to-date balances based on the As Of Date entered on the cash flow worksheet. When the GL Cash Flow process is run, the system determines the fiscal year based on the As of Date for a business unit. After determining the fiscal year, the system fetches data for the fiscal year up to the As of Date. For example, if the As of Date on the Cash flow worksheet is 12/31/2000. Data is fetched from the first period of the fiscal year up to 12/31/2000.

Scenario 1: If the calendar for the business unit happens to be April to March, then data is fetched from April, 2000 to December 2000 in the above example.

Scenario 2: If the calendar for the business unit is January to December, then data is fetched from January 2000 to December 2000 in the above example.

Use time span to include adjustment period data.

If business units do not share the same calendar years you must take this into consideration and make adjustments to the consolidated cash flow statement to compensate for the differences.

Adjustment period data is not reported if an appropriate time span is not defined and specified on the cash flow worksheet. Period 0 balances are always reported on the cash flow worksheet, you are not required to specify a time span on the worksheet for period 0 balances.

## Cash Flow Worksheet Recalculation

Any of the following changes makes the calculated results obsolete or out of sync with the worksheet and some or all of the line items must be recalculated:

These conditions require recalculation of the worksheet:

- When anything other than the description is changed on a data source definition.
- When such things as the data source, reverse sign, filter, or ChartField value set are changed for an element.
- When new effective dated rows are added to an element.
- When changes are made to ChartField trees used in ChartField value sets.
- When business unit trees used in the process scope are changed.
- When source data is updated.

For all the above changes, you are responsible for keeping track of the changes and knowing the cash flow impact.

The following require recalculation but because any change is made within the worksheet component a warning message is issued if the changes affect rows that exist in the FR\_WORKSHT\_GRID and you are asked by the system if output data should be revised:

- When worksheet line items are deleted from the worksheet.
- When line items are changed to reference a different element.
- When a derived line item is changed for its deriving source.
- When the worksheet as of date is changed.
- When worksheet process options, such as ledger set, TimeSpan, rate type are changed.

## Security

Worksheet and the Transition Grid are two different components and you can assign different access security to each component.

Business unit row level security is enforced by using a security view for the business unit prompt table for both the Worksheet Process Options page and on the Search Record for the Transition Grid component, when creating the cash flow statement you are not able to access data for business units for which you do not have access.

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**Note.** From the outset, you must have security to all business units that are to be included in the creation of your cash flow statement. However, if your access to certain business units is restricted after the cash flow worksheet has been created, you will still be able to use that existing worksheet, created prior to the restriction of original access to any of the business units, to produce and see results from the restricted business units on the worksheet and transition grid.

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The Cash Flow Process (FR\_CALCULATE) validates security based on the business unit security setup, so if a business unit tree is used in the process, an error message is issued and the data for the business units that the user does not have access to is not processed.

Process options for the Cash Flow Worksheet are stored by user ID and another user ID cannot see or use the setup. Also a user ID cannot see the cash flow worksheet results generated by another user ID. However, a user can use the cash flow worksheet created by another user to generate cash flow worksheet results.

User ID and date-time stamp are stored on the FR\_WORKSHT\_GRID table when any override or manual entries are made. The system calculated original amounts are maintained and are not modified by override or manual entries.

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## Setting Up and Creating the Cash Flow Worksheet

To set up and create the cash flow worksheet use the Ledger Set (LEDGER\_SET\_FR), ChartField Value Sets (CF\_VALUE\_SET), Data Source (FR\_DATA\_SOURCE), Elements (FR\_ELEMENT), and Worksheet (FR\_WORKSHEET) components.

This section discusses how to:

- Define ledger sets.



- Define ChartField value sets.
- Define data sources.
- Define elements.
- Define the cash flows worksheet.
- Set display options for the worksheet.
- Set process options for the worksheet.
- View and print a cash flows worksheet to display definitions.
- Copy a cash flows worksheet.
- Add line items details.
- Add line items to derived elements.

## Pages Used to Set Up and Create the Cash Flows Worksheet

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger Set	LEDGER_SET	General Ledger, Cash Flow Statement, Ledger Set, Ledger Set	Select the combination of business units and ledgers to include in the cash flow statement configuration. You can select multiple ledgers for a business unit and group specific ledgers for a set of business units to be used for the defining of the cash flow statement data sources.
ChartField Value Set	CF_VALUE_SET	Set Up Financial/Supply Chain, Common Definitions, Design ChartFields, ChartField Value Sets, Setup ChartField Value Sets, ChartField Value Set	Set up ChartField value sets to scope ChartField values for use in the cash flow statement process.
Data Source	FR_DATA_SOURCE	General Ledger, Cash Flow Statement, Data Source, Data Source	Use to define the source of cash flow data and to filter the data for use by the cash flow statement elements to produce the line item amounts.
Element	FR_ELEMENT	General Ledger, Cash Flow Statement, Element, Element	Select predefined calculation formats.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Cash Flows Worksheet	FR_WORKSHEET	General Ledger, Cash Flow Statement, Worksheet, Cash Flows Worksheet	Set up new cash flow worksheets and copy cash flows worksheets.
Display Options	FR_WORKSHT_DS_SEC	Click the Display Options link on the Cash Flows Worksheet page.	View dependencies and different levels.
Process Options	FR_WORKSHT_PR_SEC	Click the Process Options link on the Cash Flows Worksheet page.	Set the business unit scope, time spans, and currency rates for beginning balances, closing and variations.
Process Cash Flow	FR_WORKSHT_PR_SEC	Click the Process Cash Flow link on the Cash Flows Worksheet page.	Visible only when the Status of the worksheet is Active, click this link to access the Process Cash Flow page to submit the cash flow process.
Cash Flows Worksheet (printable definition)	FR_WORKSHT_DFN_SEC	Click the Printable Definition link on the Cash Flows Worksheet page.	View and print the element names, balance types, and derived line detail for each worksheet line rather than amounts.
Copy Worksheet	FR_WORKSHT_CPY_SEC	Click the Copy Worksheet link on the Cash Flows Worksheet page.	Copy an existing worksheet and create multiple worksheet versions.
Line Item Detail for Line	FR_WORKSHT_LN_SEC	Click the Detail icon or the Add a New Row button to access the page.	Add and define new lines or change lines on the worksheet.
Selected Line Items to be Added to the Derived Element	FR_WORKSHT_LIS_SEC	Visible only for a derived element, click the Add Line Items link on the Line Item Detail for Line page.	Use to add line items to a derived element.

## Defining Ledger Sets

Access the Ledger Set page (General Ledger, Cash Flow Statement, Ledger Set, Ledger Set).

### Ledger Set

Ledger Set: CF For Financial Reporting

\*Description: US FAS95 Cash Flow \*Ledger Template: STANDARD

Comments:

Automatic Populate Scroll

SetID: CONSOL Tree: CONSOLIDATE\_CORF As of Date: 06/20/2009 Refresh

Specify Ledgers to Use

*Business Unit	*Ledger	Description		
US001	LOCAL	Local Currency Ledger	+	-
US007	LOCAL	Local Currency Ledger	+	-
ELIM7	CONSOL-USD	Consolidation in USD	+	-
US003	LOCAL	Local Currency Ledger	+	-
US004	LOCAL	Local Currency Ledger	+	-
US005	LOCAL	Local Currency Ledger	+	-
US006	LOCAL	Local Currency Ledger	+	-

#### Ledger Set page

Ledger sets for cash flow statements are applicable to information that is to be derived from the ledger table for both balance sheet and profit and loss accounts. They differ from those prepared for consolidated balance sheet and income statements in that multiple ledgers can be associated with a business unit.

#### SetID

Enter the set ID for the tree that includes the group of business units that are to be used in the cash flow statement.

#### Tree

Select the tree that includes the business units that are to be used in the cash flow statement. The system populates the valid business unit values found in the selected tree for the specified ledger template. All applicable business units appear in the scroll, but you can add or delete business units from the scroll.

#### As of Date

Enter the date applicable to the tree that you select to retrieve the appropriate version of the tree.

#### Refresh

Click this button after changing the setID or tree selection to repopulate the scroll with the associated business units. You manually enter the ledgers applicable to the business units.

#### Business Unit

In association with the ledger template, the setID and tree determine the business units that are populated by the system in the scroll. You can add or delete business units in the scroll. Business units that you add do not have to be part of the tree that you specified.

**Ledger**

Specify the ledger source for the data. The ledgers can have different base currencies.

See [Chapter 17, "Performing Financial Consolidations," Defining a Ledger Set, page 391.](#)

Defining ChartField Value Sets

Access the ChartField Value Set page (Set Up Financial/Supply Chain, Common Definitions, Design ChartFields, ChartField Value Sets, Setup ChartField Value Sets, ChartField Value Set ).

ChartField Value Set

SetID: SHAREChartField Value Set: CFS\_ACCRUED LIABILITYDelete

Effective DateFind | View All First1 of 1Last

\*Effective Date:01/01/1900

\*Status:Active

\*Ledger Template:STANDARD

\*Description:Accrued Liability

Comments:

Values by ChartFieldsFind | View All First1 of 1Last

\*Field Name:Account

\*How Specified:Detail - Selected Parents

Tree:ACCTROLLUP

Level:Detail Ledger/Tree Rollups

Tree Node Selector

Select Values/NodesCustomize | Find | View All1 of 1Last

\*Select Value

ACCRLIAB

ChartField Value Set page

You can define ChartField value sets to provide the scope of accounts to be included in the calculation of an element.

See [Chapter 17, "Performing Financial Consolidations," Using ChartField Value Sets, page 406.](#)

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets.

Defining Data Sources

Access the Data Source page (General Ledger, Cash Flow Statement, Data Source, Data Source).

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### Data Source

**Data Source Name** LEDGER

**\*Description** LEDGER

**Long Description** CASH FLOW STATEMENT - LEDGER SOURCE OF DATA

**\*Source Type** Ledger **Ledger Template** STANDARD

Data Source Filter						Customize   Find   First 1 of 1 Last	
Operator	*Field Name	NOT	*Operator	Value	In List		
		<input type="checkbox"/>	=		In List	+	-

Data Source page - (Ledger source)

### Data Source

**Data Source Name** ASSETS

**\*Description** ASSETS

**Long Description** CASH FLOW STATEMENT - ASSETS SOURCE OF DATA

**\*Source Type** Other **Source Record** DIST\_LN\_JG\_VW

Field Name			
<b>Accounting Date</b>	ACCOUNTING_DT	<b>GL Business Unit</b>	BUSINESS_UNIT_GL
<b>Base Currency</b>	CURRENCY_CD	<b>Base Amount</b>	AMOUNT

Data Source Filter						Customize   Find   First 1 of 1 Last	
Operator	*Field Name	NOT	*Operator	Value	In List		
	GL_DISTRIB_STATUS	<input type="checkbox"/>	=	D	In List	+	-

Data Source page (Assets source)

The ledger table, and the transaction tables from the Asset Management and Treasury applications are recommended sources. The latter two transaction tables only because consolidated amounts are carried in the ledger tables and details of the acquisition and disposition of assets are need for the cash flow statement. These necessary details are carried in the transaction tables only.

Other transaction tables are not recommended because they might grow extremely large during a year and might not be necessary on a detail level in the preparation of the cash flow statement.

<b>Source Type</b>	<p><i>Ledger</i>: Select when the source types is ledger table and select the appropriate Ledger Template.</p> <p><i>Other</i>: Select when the source type is other than ledger.</p>
<b>Ledger Template</b>	This field is available when <i>Ledger</i> is selected as the source type. Select the template that is appropriate to the ledgers for the business units being reported and the element calculations.
<b>Source Record</b>	This field is available when <i>Other</i> is selected as the source type. Select the source record that carries the amounts appropriate to the business units being reported and the element calculations.

### **Field Name**

If *Ledger* is specified as the source type, the ledger template defines the fields where necessary data is to be found and the field name group box is not available. However, if *Other* is specified as the source type, provide the field names where the necessary data is stored.

<b>Accounting Date</b>	Select the field that contains the dates appropriate to the cash flow statement and the period being reported.
<b>Base Currency</b>	Select the field to distinguish the rows that contain the base currency for the cash flow statement calculations.
<b>GL Business Unit</b>	Select the field name to distinguish the general ledger business unit included in the cash flow statement.
<b>Base Amount</b>	Select the name of the field that contains the amounts in the base currency.

### **Data Source Filter**

The Data Source Filter enables you to filter data derived from the source tables based on various operators applied to the specified field and its values.

<b>Field Name</b>	Enter the name of the field on which the data in the source record is to be filtered for use in the cash flow statement.
<b>Not</b>	Select to do the opposite of the operator value.
<b>Operator</b>	Select an operator, or action that is to be applied to rows that contain values for the Field Name selected. For example, include only rows from the treasury accounting line table (TRA_ACCT_LINE) in the cash flow calculations data source that have a value in the general ledger (GL_DISTRIBUTION) field.

Defining Elements

Access the Element page (General Ledger, Cash Flow Statement, Elements, Element).

Element

ElementCFS\_CASH

Effective Date

Find | View All | First | 1 of 1 | Last

Effective Date

01/01/1900

31

\*Status

Active

+

-

\*Element Label

Cash Balance

\*Element Type

Balance variation

Data Source

LEDGER

Update/Create

☐ Allow user override

☐ Reverse Amount Sign

☐ Include Year End Close Entry

Element Data Filter

Customize | Find | | First | 1 of 1 | Last

Operator	*Field Name	NOT	*Operator	Field Value	In List
		<input type="checkbox"/>	=		In List

Scope by ChartField Value Set

Customize | Find | | First | 1 of 1 | Last

*SetID	*ChartField Value Set
SHARE	CFS_CASH

Update/Create

+

-

Element page

- Effective Date

Enter an effective date for the element status. This date works in conjunction with the effective dating of the worksheet to provide the appropriate element for the cash flow statement.
- Status

Set the status with effective dating.
- Element Type

Enter an element type to specify one of the delivered types of calculation formats required for determining the underlying cash flows:

  - Activities:* Select this value for operating activities, investing activities, financing activities and non-cash investing and financing activities.
  - Balance variation:* Select this value if the inflow or outflow is determined from the difference of the beginning and ending balances and the variation shows the natural sign of its calculation.
  - Derived from other Elements:* Select this value for those elements that require the use of other elements in their calculation, such as net cash from operating activities.
  - Manual Entry:* Select this value if you will manually calculate the value and manually enter it on the cash flow worksheet.

<b>Data Source</b>	Enter the name of the appropriate data source definition.
<b>Update/Create</b>	Click to access the Data Source page and create or modify a data source as needed.
<b>Allow user override</b>	<p>Select to enable the user to override the amount calculated by the process. Override amounts are calculated and tied to a user ID.</p> <p>You can override the calculated amount on the cash flow worksheet. By default the override amount is the same as the calculated amount until you override it.</p>
<b>Reverse Amount Sign</b>	<p>Select to reverse the sign resulting from the calculation. You must know the sign carried by transaction amounts in the various tables to understand when this check box must be selected.</p> <p>For example, the element type for sales is an ending balance element because it is an income statement line item and only the activity for the period is relevant to cash flow. An increase to cash flow derived by the sales element is defined with the Reverse Amount Sign check box selected when the amount is coming from the ledger table because it is held in that table as a negative amount. However, the Reverse Amount Sign check box is not selected if the sales element derives the sales amounts from the billing transaction tables because sales amounts are maintained as positive amounts in the billing tables.</p> <p>If another element determining cash flow is a variation in accounts receivable that is calculated as the ending balance minus the beginning balance for the period, then a reduction in accounts receivable is a negative amount. Because accounts receivables is normally recorded in the system tables as a positive and because this element is defined to calculate a decrease in the accounts receivable balance as a negative number, to properly reflected the decrease in accounts receivable as an increase to cash flow, it is necessary to reverse the sign of the variance.</p> <p>You must know from which source tables the data is coming and take into consideration the normal sign in which those amounts are maintained within the source tables, the calculation method within the element, and the impact of the amount on cash flow to know when to select the Reverse Amount Sign check box.</p>
<b>Include Year End Close Entry</b>	Select and the calculations determined by the element includes the period 999 entries for year end closing.

### ***Defining the Cash Flows Worksheet***

Access the Cash Flows Worksheet page (General Ledger, Cash Flow Statement, Worksheet, Cash Flows Worksheet).



Cash Flows Worksheet

Worksheet ID: CFS\_DIRECT

\*Status: Active

\*As of Date: 12/31/2002

\*Description: Cash Flow Statement - Direct Method

Comment:

Display Options

Process Options

Process Cash Flow

Printable Definition

Copy Worksheet

Line Items									
Line	Detail Level	Line Item	Detail	Derived from	Seq				
1	2	OPERATING ACTIVITIES							
2	2	RECEIPTS FROM CUSTOMERS			1				
3	2	PAYMENTS FOR MERCHANDISE			1				
4	2	PAYMENTS FOR WAGES & OTHER EXPENSES			1				
5	2	PAYMENTS FOR INTEREST			1				
6	2	PAYMENTS FOR TAXES			1				
7	2	NET CASH FROM (USED IN) OPERATING ACTIVITIES		2...6	2				
8	2	INVESTING ACTIVITIES							
9	2	RECEIPTS FROM SALE OF ASSETS			1				
10	1	Increase (Decrease) in Asset Clearing Account			1				
11	1	Cost of Assets Purchased			1				
12	2	PAYMENTS FOR PURCHASE OF ASSETS		10,11	2				
13	2	NET CASH FROM (USED IN) INVESTING ACTIVITIES		9,12	3				

Cash Flows Worksheet page - direct method (1 of 2)

[Display Options](#)
[Process Options](#)
[Process Cash Flow](#)
[Printable Definition](#)
[Copy Worksheet](#)

Line Items						Customize   Find     First 1-28 of 28 Last		
Line	Detail Level	Line Item	Detail	Derived from	Seq			
14	2	<b>FINANCING ACTIVITIES</b>						
15	2	RECEIPTS FROM ISSUING STOCK			1			
16	1	Retained Earnings			1			
17	1	Net Income			1			
18	2	DIVIDEND PAID		16,17	2			
19	2	PAYMENTS FOR PURCHASE OF TREASURY STOCK			1			
20	2	RECEIPTS FROM SALE OF TREASURY STOCK			1			
21	2	PAYMENTS FOR PREMIUM ON TREASURY STOCK			1			
22	2	PAYMENTS FOR PURCHASED INTEREST ON TREASURY STOCK			1			
23	2	NET CASH FROM (USED IN) FINANCING ACTIVITIES		15,18...22	3			
24	2	CASH BALANCE AT THE BEGINNING OF THE PERIOD			1			
25	2	NET INCREASE(DECREASE) IN CASH AND CASH EQUIVALENTS		7,13,23	4			
26	1	Foreign Exchange Adjustment			1			
27	2	CASH BALANCE AT THE END OF THE PERIOD			1			
28	1	Cash Difference		24...27	5			

Cash Flows Worksheet page - direct method (2 of 2)

PeopleSoft delivers a direct method cash flow worksheet as well as an indirect method cash flow worksheet to use as a guideline for each calculation method. You can modify these to fit your organization's particular requirements. The cash flow worksheet previously pictured depicts the direct method, whereas the following presents the indirect cash flow method.

Cash Flows Worksheet

Worksheet ID: CFS\_INDIRECT

\*Status: Active

\*As of Date: 12/31/2002

\*Description: Cash Flow Statement - Indirect Method

Comment:

Display Options

Process Options

Process Cash Flow

Printable Definition

Copy Worksheet

Line Items		Customize   Find					First 1-36 of 36 Last	
Line	Detail Level	Line Item	Detail	Derived from	Seq			
1	2	OPERATING ACTIVITIES					+	-
2	2	NET INCOME			1		+	-
3	2	DECREASE (INCREASE) IN RECEIVABLES			1		+	-
4	2	DECREASE (INCREASE) IN INVENTORY			1		+	-
5	2	DECREASE (INCREASE) IN PREPAID EXPENSES			1		+	-
6	2	INCREASE (DECREASE) IN ACCOUNTS PAYABLES			1		+	-
7	2	INCREASE (DECREASE) IN TAX PAYABLES			1		+	-
8	2	DEPRECIATION EXPENSE			1		+	-
9	2	LOSS ON SALE OF ASSETS			1		+	-
10	2	GAIN ON SALE OF ASSETS			1		+	-
11	2	INCREASE (DECREASE) IN INTEREST PAYABLE			1		+	-
12	2	GAIN ON SALE OF TREASURY STOCK			1		+	-
13	2	AMORTIZED PREMIUM ON TREASURY STOCK			1		+	-
14	2	INTEREST RECEIVABLE ACCRUED ON TREASURY STOCK			1		+	-
15	2	NET CASH FROM (USED IN) OPERATING ACTIVITIES		2...14	2		+	-

Cash Flows Worksheet page - indirect method (1 of 2)

[Display Options](#)
[Process Options](#)
[Process Cash Flow](#)
[Printable Definition](#)
[Copy Worksheet](#)

Line Items						Customize   Find    First 1-36 of 36 Last			
Line	Detail Level	Line Item	Detail	Derived from	Seq				
16	2	INVESTING ACTIVITIES						+	-
17	2	RECEIPTS FROM SALE OF ASSETS			1			+	-
18	1	Increase (Decrease) in Asset Clearing Account			1			+	-
19	1	Cost of Assets Purchased			1			+	-
20	2	PAYMENTS FOR PURCHASE OF ASSETS		18,19	2			+	-
21	2	NET CASH FROM (USED IN) INVESTING ACTIVITIES		17,20	3			+	-
22	2	FINANCING ACTIVITIES						+	-
23	2	RECEIPTS FROM ISSUING STOCK			1			+	-
24	1	Retained Earnings			1			+	-
25	1	Net Income			1			+	-
26	2	DIVIDEND PAID		24,25	2			+	-
27	2	PAYMENTS FOR PURCHASE OF TREASURY STOCK			1			+	-
28	2	RECEIPTS FROM SALE OF TREASURY STOCK			1			+	-
29	2	PAYMENTS FOR PREMIUM ON TREASURY STOCK			1			+	-

Cash Flows Worksheet page - indirect method (2 of 2)

<b>Worksheet ID</b>	Click the Copy Worksheet link to create and name a new worksheet.
<b>Status</b>	Use to activate or inactivate a worksheet. An inactive worksheet cannot be processed and the Process Cash Flow link is not available.
<b>As of Date</b>	Enter a date to be used for prompting effective dated tables such as the Elements and to be used by the calculation process to pull the data for the worksheet.
<b>Display Options</b>	Click this link to open the Display Options page and alter the display of the worksheet.  See <a href="#">Chapter 19, "Producing the Cash Flow Statement," Setting Display Options for the Worksheet, page 505.</a>
<b>Process Options</b>	Click this link to set the processing options on the Process Options page.  See <a href="#">Chapter 19, "Producing the Cash Flow Statement," Setting Process Options for the Worksheet, page 506.</a>
<b>Process Cash Flow</b>	Click this link to calculate line amounts and update the report entity using the cash flow process.

**Printable Definition**

Click this link to access, view, and print the worksheet showing the element names, balance types, and derivation of line items rather than amounts.

See Chapter 19, "Producing the Cash Flow Statement," Viewing and Printing a Cash Flow Worksheet to Display Definitions, page 508.

**Copy Worksheet**

Click this link to copy the worksheet giving it a new Worksheet ID and to create different versions of a worksheet.

**Line**

Lines are maintained by the system as you add or delete lines on the worksheet. Use the line numbers as reference in creating derived elements.

See Chapter 19, "Producing the Cash Flow Statement," Adding Line Items to Derived Elements, page 510.

**Detail Level**

Determines the lines display format on the worksheet. There are multiple levels available to be used in organizing the format of the worksheet. You determine the level when you add a line.

**Derived From**

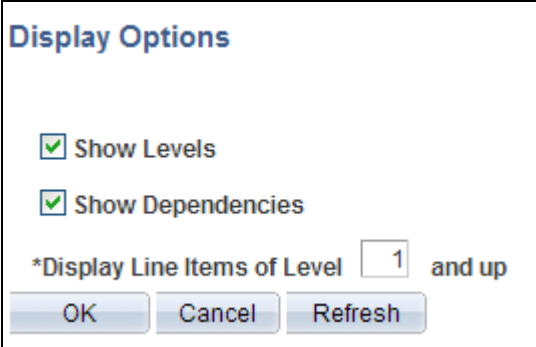
This is a display option of the elements making up a line that is set using the Display Options link.

**Seq(sequence)**

This is a display option of the calculation sequence maintained by the system for a line.

## Setting Display Options for the Worksheet

Access the Display Options page (click the Display Options link from the Cash Flows Worksheet page).



**Display Options**

☒ Show Levels

☒ Show Dependencies

\*Display Line Items of Level  and up

OK Cancel Refresh

Display Options page

**Show Levels**

Select to display the levels you have set for each line item on the worksheet.

**Show Dependencies**

Select to display on the worksheet the lines that you determined to be used in calculating a particular line.

**Display Line Items of Level xx and up**

Select the line levels to be displayed on the worksheet. There are multiple levels that you can set for a line when you add or change the line. Levels control display only.

Setting Process Options for the Worksheet

Access the Process Options page (click the Process Options link on the Cash Flows Worksheet page).

Process Options

\*Process for

One Unit

Business Unit:

US001

Ledgers

CustomizeFind

1 of 1

FirstLast

\*Ledger

LOCAL

+

-

Time spans

CustomizeFind

1 of 1

FirstLast

\*SetID

SHARE

\*Time Span

BAL

+

-

Beginning balance rate type:

AVG

Closing rate type:

AVG

Variation rate type:

AVG

OK

Cancel

Refresh

Process Options page - one business unit

Process Options

\*Process for

Tree Node

Ledger Set:

Tree SetID:

SHARE

Tree Name:

BUSINESS\_UNIT\_NVS

Tree Node:

AUSTRALIA

Currency Code:

USD

Time spans

Customize | Find | First 1 of 1 Last

*SetID	*Time Span		
SHARE	BAL	+	-

Beginning balance rate type:

AVG

Closing rate type:

AVG

Variation rate type:

AVG

OK

Cancel

Refresh

Process Options page - multiple business units

Process for

Specify the business unit and ledger or the business unit tree for multiple business unit and ledger set to be used for the cash flows worksheet.

Tree SetID,Tree Name,and Tree Node

Enter the applicable tree information or the business units included in the worksheet.

TimeSpans

SetID

Enter the setID for the time span used.

TimeSpan

Enter a TimeSpan defined to include adjustment period data.

Currency Rate Types

Beginning balance rate type, Closing rate type, and Variation rate type

Select the rate type to be applied to element calculations for beginning balances, ending balances, and the variations between the beginning and ending balances. These rates are applicable when presenting the cash variation due to currency rate changes in the conversion of base currency amounts to the reporting currency of the cash flow statement.

## Viewing and Printing a Cash Flow Worksheet to Display Definitions

Access the Cash Flows Worksheet printable definition page (click the Printable Definition link on the Cash Flows Worksheet page).

**Worksheet CFS\_DIRECT**

Description: Cash Flow Statement - Direct Method As of Date: 12/31/2002

Comment:

Line Items							Customize	Find	First	1-28 of 28	Last
Line	Detail Level	Line Item	Element	Bal Type	Derived from	Seq					
1	2	<b>OPERATING ACTIVITIES</b>		Variance							
2	2	RECEIPTS FROM CUSTOMERS	CFS_RECEIPTS FROM CUSTOMERS	Variance		1					
3	2	PAYMENTS FOR MERCHANDISE	CFS_COGS	Variance		1					
4	2	PAYMENTS FOR WAGES & OTHER EXPENSES	CFS_WAGES & OTHER EXPENSES	Variance		1					
5	2	PAYMENTS FOR INTEREST	CFS_PAYMENTS FOR INTEREST	Variance		1					
6	2	PAYMENTS FOR TAXES	CFS_PAYMENTS FOR TAXES	Variance		1					
7	2	NET CASH FROM (USED IN) OPERATING ACTIVITIES	CFS_NET_OPERATING_ACTIVITY	Variance	+2+3+4+5+6	2					
8	2	<b>INVESTING ACTIVITIES</b>		Variance							
9	2	RECEIPTS FROM SALE OF ASSETS	CFS_ASSETS SOLD	Variance		1					
10	1	Increase (Decrease) in Asset Clearing Account	CFS_ASSET_CLEARING	Variance		1					
11	1	Cost of Assets Purchased	CFS_ASSETS PURCHASED	Variance		1					
12	2	PAYMENTS FOR PURCHASE OF ASSETS	CFS_ASSETS_PURCHASED	Variance	+10+11	2					
13	2	NET CASH FROM (USED IN) INVESTING ACTIVITIES	CFS_NETCASH_INVESTING_ACTIVITY	Variance	+9+12	3					

Cash Flows Worksheet printable definition page

This page provides a view of the elements with the balance types and line dependencies for derived line elements.

## Copying a Cash Flow Worksheet

Access the Copy Worksheet page (click the Copy Worksheet link on the Cash Flows Worksheet page).

**New Worksheet ID** Enter a new worksheet ID to make a copy of an existing worksheet and click OK. This will create a copy that you can access from the search page.

## Adding Line Items Details

Access the Line Item Detail for Line *nn* page (click the Detail icon from the Cash Flows Worksheet page).



**Line Item Detail for Line 28**

\*Line Item Type:  Detail Level:  Element:  [Update/Create](#)

Element Label:  Balance Type:

[Add Line Items](#)

Derived from the following Line Items				Customize	Find	First	1-4 of 4	Last
*Operator	Line	Line Item	Line Amount					
-	24	Cash Balance at the Beginning of the Period	0.00					
-	25	Net Increase(Decrease) in Cash and Cash Equivalents	0.00					
-	26	Foreign Exchange Adjustment	0.00					
+	27	Cash Balance at the End of the Period	0.00					

Line Item Detail for Line nn page

### Line Item Type

Define the line as one of three types depending on its purpose and if it is dependent on other values:

- *Derived Element*: Select if this element is a composite of other elements and the value of the line is derived from adding or subtracting other line values.
- *Detail Element*: Select if the line value is defined by a single element.
- *Label*: Enter a label to appear for the line and assign it a level that determines its font type. This line type carries no monetary value.

### Detail Level

Enter 1, 2, or 3, and so on as the level. The level determines the format, or font for the line.

### Element

Select the elements you previously defined to determine the calculation or output for the line. You can click the Update/Create link to update or create an element for the line.

### Balance Type

Select one of the following to describe the line balance, or the output of the line:

- Balance Variance
- Beginning Balance
- Ending Balance
- Foreign Exchange Adjustment (Fx Adjustment)

### Add Line Items

Select to access a secondary page and add lines to the derived element for the line.

See [Chapter 19, "Producing the Cash Flow Statement," Adding Line Items to Derived Elements, page 510.](#)

**Operator**

The possible operators are to add or subtract the value of a particular line from the line's other derived elements.

Adding Line Items to Derived Elements

Access the Selected Line Items to be Added to the Derived Element page (click the Add Line Items link from the Line Item Detail for Line nn page).

Selected Line Items to be added to the Derived Element

Available Line Items

Customize | Find | | First 1-20 of 20 Last

Select	Line	Element Label
<input type="checkbox"/>	2	Receipts from Customers
<input type="checkbox"/>	3	Payments for Merchandise
<input type="checkbox"/>	4	Payments for Wages & Other Expenses
<input type="checkbox"/>	5	Payments for Interest
<input type="checkbox"/>	6	Payments for Taxes
<input type="checkbox"/>	7	Net Cash from (Used in) Operating Activities
<input type="checkbox"/>	9	Receipts from Sale of Assets
<input type="checkbox"/>	10	Increase (Decrease) in Asset Clearing Account
<input type="checkbox"/>	11	Cost of Assets Purchased
<input type="checkbox"/>	12	Payments for Purchase of Assets
<input type="checkbox"/>	13	Net Cash from (Used in) Investing Activities
<input type="checkbox"/>	15	Receipts from Issuing Stock
<input type="checkbox"/>	16	Retained Earnings
<input type="checkbox"/>	17	Net Income
<input type="checkbox"/>	18	Dividend Paid

Selected Line Items to be added to the Derived Element page

**Select**

Select from the available lines the line or lines to add to the derived element and click OK.

## Running the Cash Flow Statement Process

To run the Cash Flow Statement Process use the Process Cash Flow (FR\_WORKSHT\_RUN\_SEC) component.

The section discusses how to run the GL Cash Flow Statement process.

### Page Used to Run the Cash Flow Statement Process

Page Name	Definition Name	Navigation	Usage
Process Cash Flow	FR_WORKSHT_RUN_SEC	Click the Process Cash Flow link on an active Cash Flows Worksheet page.	Run the cash flow worksheet process to calculate amounts for the statement and rerun the worksheet to reset manual adjustments.

### Processing the Cash Flow Worksheet

Access the Process Cash Flow page (click the Process Cash Flow link on an active Cash Flows Worksheet page).

Process Cash Flow

☐ Reset All Manual Adjustments

Process

\*Maximum Wait Time (Minutes)

5

Return

Process Cash Flow page

<b>Reset All Manual Adjustments</b>	Select to deselect all manual adjustments when rerunning the worksheet.
<b>Maximum Wait Time (Minutes)</b>	Enter the maximum wait time before running the cash flow statement process. Maximum Wait Time determines how long the system waits for the process to be completed before returning to the Cash flow worksheet page.

## Viewing the Transition Grid and Meeting Audit Requirements

To view the transition grid and to meet audit requirements use the Transition Grid (FR\_TRANSITION\_GRID) component.

This section discusses how to view the transition grid and meet audit requirements.

### Page Used to View the Transition Grid and Meet Audit Requirements

Page Name	Definition Name	Navigation	Usage
Transition Grid	FR_TRANSITION_GRID	General Ledger, Cash Flow Statement, Transition Grid	Use to view the details of individual elements for a business unit.

### Viewing the Transition Grid and Meeting Audit Requirements

Access the Transition Grid page (General Ledger, Cash Flow Statement, Transition Grid).

Transition Grid						
Worksheet ID: CFS_DIRECT						
Transition Grid						
Business Unit	Element Label	Ending Balance	Beginning Balance	Variation	In Flow	Curr Exch Adjust
		0.000	0.000	0.000	0.000	

Transition Grid page

<b>Unit</b>	Displays the business unit to which the element applies.
<b>Element Label</b>	Displays the element name.
<b>Ending Balance</b>	If appropriate, the ending balance for an element displays. Because the ledger balance shows net activity, ending balance is defined as the ledger balance for the period plus the beginning balance that is defined as period zero since all reporting periods are year to date.
<b>Beginning Balance</b>	Display the period zero balance for the element.
<b>Variation</b>	Variation is a work field calculated as the ending balance minus the beginning balance. For elements that are <i>Activities</i> the beginning balances are zero and variations equal the ending balances.

<b>In Flowand Out Flow</b>	Usually equals the variation or the difference between beginning and ending balance.
<b>Fx Adjustment</b> (currency adjustment)	If the balances in the ledger or transaction tables are in a base currency different from the reporting currency, then inflow and outflow might be different from ending minus beginning balance. This is because different exchange rates are used to calculate the flow. In these cases, the foreign exchange adjustment (Fx Adjustment) must be calculated. That is to say, the beginning balance plus the inflow or outflow with the Fx Adjustment equals the ending balance.
<b>Currency</b>	Displays the reporting currency.
<b>Modified By</b>	Displays the user ID for the user modifying the element.
<b>Datetime modified</b>	Shows the date and time the user made the changes to the element.

### ***Meeting Audit Requirements***

Print the transition grid to provide hard copy for audit backup.



Select Download to transfer the information to Microsoft Excel to provide a hard copy for audit purposes.



## Chapter 20

# Using XBRL to Produce Balance Sheets and Income Statements

This chapter provides an overview of using XBRL to produce balance sheets and income statements and discusses how to:

- Set up supporting trees and ChartField value sets.
- Specify the XBRL context.
- Specify a Namespace Alias for the Namespace URL.
- Define the XBRL elements.
- Set up the XBRL Instance template.
- Define the report elements for the instance template.
- Run XBRL reports.

---

## Understanding XBRL Financial Statements

XBRL is a royalty-free, open specification software application that uses XML data tags to prepare and publish information. PeopleSoft supports XBRL 2.1 specifications.

XBRL is particularly appropriate to the presentation of financial reports on the internet and across software products. XBRL reports also reduce the risk of data-entry error by eliminating the need to manually enter information for different venues and formats.

The PeopleSoft system enables you to create balance sheets and income statements in XBRL that conform to the XBRL schema and taxonomies for US GAAP.

An XBRL schema is the core low-level component of XBRL and consists of the physical XSD and DTD (Document Type Definition) files that express how instance documents (your financial statements and their taxonomies) are to be built.

An XBRL taxonomy is a vocabulary or dictionary of elements that are created by a regulatory group or governing body using XBRL specifications that enable the particular group to ensure the exchange of business information in a predefined consistent manner. Taxonomies are derived from accounting rules governing how financial data is disclosed in different countries or jurisdictions. The taxonomies that are discussed in this topic refer to the US GAAP taxonomies and the approximately 600 monetary elements that are used for the production of balance sheets and income statements. The documentation also assumes that you have a thorough working knowledge of XBRL.

The following are the general activities that are necessary to produce and distribute your reports using PeopleSoft functionality:

- Store the parts of taxonomies representing numeric facts in the database.
- Generate reports conforming to the taxonomies.
- Distribute the reports to the appropriate users.

You store taxonomies and their elements in PeopleSoft tables. After creating the elements, you populate the elements using ChartField Value Sets. You then create ChartField Value Sets to define the accounts that determine taxonomy element. PeopleSoft creates balance sheets and income statements with only the numeric facts of taxonomies.

Balance sheets and income statements are created as an XBRL instance (in the form of a message) for a business unit ledger group using PeopleSoft Application Engine (GL\_XBRL) and PeopleSoft XMLDOC.

When you run your balance sheet and income statement reports, you distribute them using PeopleSoft Integration Broker.

See <http://www.xbrl.org/>.

---

## Components Used to Produce XBRL Balance Sheets and Income Statements

To use XBRL to produce balance sheets and income statements, use the following components:

- XBRL Context (XBRL\_CONTEXT)
- XBRL NameSpace (XBRL\_SETUP\_NAMESPACE)
- XBRL Element (XBRL\_ELEMENT)
- XBRL Instance Template (XBRL\_SETUP)

## Pages Used to Produce Financial Statements Using XBRL

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
XBRL Context	XBRL_CONTEXT	General Ledger, XBRL, Context	Define XBRL numeric contexts and specify their Effective Date and Status. PeopleSoft supports only numeric context. An XBRL context can specify reports for amounts or amounts per share.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
XBRL NameSpace	XBRL_SETUP_NAMESPACE	General Ledger, XBRL, NameSpace	Define a NameSpace alias for the NameSpace URL that provides access to the taxonomies, which are appropriate to your XBRL reports.
XBRL Element	XBRL_ELEMENT	General Ledger, XBRL, Element	Specify the XBRL labels and elements to be used in the production of your reports.
Setup	XBRL_SETUP_TYPE	General Ledger, XBRL, Instance Template, Setup	Define the template name and specify the scope, entity information, and time span for your reports.
Report Element	XBRL_RPT_ELEMENT	General Ledger, XBRL Instance Template, Report Element	Specify the elements and ChartField Value Sets that determine the items and amounts that are reported.
Create XBRL Instance Request	RUN_XBRL	General Ledger, XBRL, Create Instance, Create XBRL Instance Request	Determine the dates, the report template, and the business unit or ledger set that are used to create your reports.

---

## Setting Up Supporting Trees and ChartField Value Sets

Initially, determine the XBRL taxonomies and elements that are necessary to produce the items that make up your reports. To supply the monetary values that are to be reported, create PeopleSoft trees and ChartField value sets.

You might be able use existing trees and associated ChartField value sets that you previously created for the closing of the books for your reporting entity.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets.

See *PeopleTools PeopleBook: PeopleSoft Tree Manager*

---

## Specifying the XBRL Context

Access the XBRL Context page (General Ledger, XBRL, Context).

XBRL Context

Context Name: EPS

Effective Date

Find | View All | First | 1 of 1 | Last

\*Effective Date: 10/15/2009

\*Status: Active

Context Type: Numeric

\*XBRL Unit: Currency amount per share

Description: Earning Per Share

XBRL Context page

- Context Name

Enter one or more context IDs to be used by the XBRL elements to create balance sheets and income statements or individual items constituting those statements either for amount or amount per share.
- Context Type

This is a display-only field. PeopleSoft supports the Numeric parts of the taxonomies.
- XBRL Unit

Specify whether the XBRL Context is to be used to report for the currency amount or amount per share.
- Description

Provides a description of the context.

## Specifying a NameSpace Alias for the NameSpace URL

Access the XBRL NameSpace page (General Ledger, XBRL, NameSpace).

XBRL NameSpace

NameSpace Alias: usfr-gc

Effective Date

Customize | Find | 1 of 1 | Last

*Effective Date	*Status	Name Space
10/15/2009	Active	http://www.xbrl.org/taxonomy/us/br/common/gc/2009-10-15/

XBRL NameSpace page

<b>NameSpace Alias</b>	Enter a namespace alias to be used for an XBRL instance to specify the NameSpace URL to be used to produce your reports.
<b>NameSpace</b>	Contains the URL where the taxonomy elements are specific for your XBRL reports.

## Defining the XBRL Elements

Access the XBRL Element page (General Ledger, XBRL, Element).

XBRL Element

Element Label: BS00000001

Effective Date

Find | View All

First

1 of 1

Last

\*Effective Date:

10/15/2009

\*Status:

Active

\*XBRL Element ID:

usfr-gc\_Assets

XBRL Element Label:

Assets

\*NameSpace Alias:

usfr-gc

XBRL Balance:

Debit

\*Context:

NC

XBRL Element page

<b>Element Label</b>	Enter a label to identify the XBRL element. The label will be used to represent the element in the XBRL template page.
<b>XBRL Element ID</b>	Enter the name of the XBRL element available to the specified Element Label that is to be used in your report instance when you produce your reports.
<b>NameSpace Alias</b>	Enter the alias for the NameSpace (URL) where the elements and taxonomies are located for your reports.
<b>Context</b>	Enter the context that you previously defined. PeopleSoft supports numeric context only.

## Setting Up the XBRL Instance Template

Access the XBRL Report Template Setup page (General Ledger, XBRL, Instance Template, Setup).

XBRL Instance Template - Setup page

<b>XBRL Instance Template</b>	Enter a name for the report template.
<b>Single Business Unit</b>	Click if the template is for a single business unit. If this check box is not selected, the system assumes that multiple business units exist.
<b>Identifier Scheme URL</b>	Enter the URL for the authority governing the Entity Identifier. For example, the NASDAQ URL is entered when the Entity Identifier Override is the stock symbol for the entity. The information that is provided by the NASDAQ website provides identification for the reports that are appropriate for investors.
<b>Entity Identifier Type</b>	Select either Business Unit or Override. If you select Business Unit, entity information is provided from PeopleSoft tables. If you select Override, you must provide the standard symbol and the URL to the governing body for that entity symbol.
<b>SetID</b>	Enter the SetID for the TimeSpan that you specify.

**TimeSpan**

Enter the TimeSpan that is appropriate to the closed period for which you are reporting. The as of date that you enter on the report request is used to establish the time frame of the financial statements with the Time Span that you specify here. This means that the as of date on the report request page might not be the as of date on the balance sheet, which will be the end date of the last closed accounting period within the time frame.

## Defining the Report Elements for the Instance Template

Access the Report Element page (General Ledger, XBRL, Instance Template, Report Element).

Setup

Report Element

XBRL Instance Template: BALSHEET

Effective Date

Find | View All | First 1 of 1 | Last

Effective Date: 09/30/2009      Status: Active

+ -

Chartfield Value Set SetID: 

Refresh

XBRL Element <div>Customize   Find   View 100   First 1-15 of 313   Last</div>					
*Element Label	Include	ChartField Value Set	Update/New	XBRL Element Label	
<input type="text" value="BS00000224"/> <div></div>	<input checked="" type="checkbox"/>	<input type="text" value="ACCT_EQUITY"/> <div></div>	<a href="#">Update/New</a>	Unsecured	<div>+ -</div>
<input type="text" value="BS00000225"/> <div></div>	<input type="checkbox"/>	<input type="text"/> <div></div>	<a href="#">Update/New</a>	Unsecured	<div>+ -</div>
<input type="text" value="BS00000226"/> <div></div>	<input type="checkbox"/>	<input type="text"/> <div></div>	<a href="#">Update/New</a>	Unsecured	<div>+ -</div>
<input type="text" value="BS00000227"/> <div></div>	<input type="checkbox"/>	<input type="text"/> <div></div>	<a href="#">Update/New</a>	Vehicles	<div>+ -</div>
<input type="text" value="BS00000228"/> <div></div>	<input type="checkbox"/>	<input type="text"/> <div></div>	<a href="#">Update/New</a>	Warranties and Related Accruals	<div>+ -</div>

XBRL Instance Template - Report Element page

- ChartField Value Set SetID**

Select the SetID to be used for prompting of ChartField Value Sets for individual elements that you include on this page.
- Element Label**

Select the labels for the XBRL element that are to be included in the template.
- Include**

Click to include the Element Labels in your report. When this check box is selected, the ChartField value set is required.
- ChartField Value Set**

Select the set that defines the scope of ChartField criteria from which amounts are rolled up to your report.
- XBRL Element Label**

Displays the related XBRL Element ID for the element.

## Running XBRL Reports

Access the Create XBRL Report page (General Ledger, XBRL, Create Instance, Create XBRL Instance Request).

Create XBRL Instance Request

Run Control ID: 1

Report Manager

Process Monitor

Run

Language: English

Report Request Parameters

\*As of Date: 09/30/2009

\*XBRL Instance Template: BALSHEET

Currency Code:

Create instance for single Business Unit

Business Unit:

Ledger:

Create instance for Multiple Business Units in Ledger Set

Ledger Set:

Create XBRL Instance Request page

As of Date	Establishes the time frame of the financial statements in conjunction with the time span you enter on the report template. <div>Note. The as of date on the report request page might not be the as of date on the balance sheet, which will be the end date of the last accounting period within the time frame.</div>
XBRL Instance Template	Enter the template for the report that you are creating.
Currency Code	Displays either the base currency of the ledger or the currency of the ledger set.
Business Unit and Ledger	Select these values only if you specified reporting from a single business unit on the report template.
Ledger Set	Select a value if you are reporting on several business units within this ledger set. The ledger set contains the business units and ledger from which the financial statement is generated.

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## Chapter 21

# Reviewing Financial Information

This chapter provides an overview of the resources to review Oracle's PeopleSoft General Ledger financial information and discusses how to:

- View journal information.
- View ledger information.
- Inquire about ledger groups.
- Compare data by ledger periods.
- Compare across ledgers.
- Review imported accounting entries.
- Review entry event accounting.
- Review subsystem reconciliation data.

---

**Note.** This chapter does not include Commitment Control inquiries.

---

### See Also

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Understanding PeopleSoft Commitment Control"

---

## Understanding Ledger, Journal, and Financial Information Inquiries

PeopleSoft General Ledger provides a series of inquiries that enable you to review ledger summary and detail ledger information based on selected ChartField combinations. These inquiries use several successive views that take you down to journal line details. The ledger inquiry also enables you to drill down across products from account balances in General Ledger to specific transaction entries in other PeopleSoft Financials and Distribution products.

These terms are used in this chapter:

### Regular Balance

View a regular balance when you inquire on the balance of a ledger and you do not include any adjustment entries, balance forward entries, or closing entries. This balance only includes transactions posted during the specified period.

<b>Cumulative Balance</b>	View a cumulative ledger balance when you inquire on the balance of a ledger by including balance forward entries, adjustment entries and closing entries. Each balance is added to the next balance to provide a cumulative ledger balance.
<b>Base Amount</b>	The transaction amount converted to the base currency indicated for the transactions business unit.
<b>Posted Total Base Amount</b>	The total ledger amount expressed in the base currency.
<b>Transaction Amount</b>	The amount of the transaction entered in a currency that is different from the base currency or is the same currency as the base currency.
<b>Posted Total Transaction Amount</b>	Amounts in the transaction currency for all ledger balances including those in the base currency.
<b>Posted Total Amount</b>	Total amount of the transactions in the transaction currency for all ledger balances except those in the base currency.

---

**Note.** Many of the following inquiry pages operate in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

---

### See Also

Chapter 6, "Integrating and Transferring Information Among Applications," page 63

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Editing ChartField Combinations"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Using TimeSpans

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Convert Accounting Entries to PeopleSoft Journals

## Inquiry Overview

These inquiries are accessible in General Ledger:

- Journal Inquiry

Enables you to review a specific journal or multiple journals within a ledger for a business unit and accounting period. You can use a document sequence number as part of your search criteria to review journal data.



- **Ledger Inquiry**

Select a ledger to view based on selected ChartField values, including book codes, or ChartField value sets, which consist of a predefined set of selection criteria for a given ChartField. A ChartField value set can be obtained from a tree, a series of detail ChartField ranges, or a series of detail ChartField values. There are also various methods for displaying both summary and detail ledger information.

- **Ledger Group Inquiry**

Review all the journals within a ledger group along with their journal line details. Compare the posted transaction amount, posted base amount, or posted total amount balances between ledger periods.

- **Ledger Comparisons**

Compare one ledger by periods or compare one ledger with another within one or more ledger periods. Customize your comparison by selecting specific ChartFields or ChartField value sets. You can display comparisons for all thirteen periods or for selected periods, with or without adjustments.

- **Analytic Charts**

Display analytic bar charts of the comparison across ledgers amounts.

- **Imported Accounting Entries Inquiries**

Import PeopleSoft Payroll, Student Financial, Enterprise Learning Management, Contributor Relations and Global Consolidations transactions, as well as generic accounting line data into General Ledger and review this imported data before and after you run Journal Generator.

- **Entry Event Budget and GL Adjustment Accounting Inquiries**

Drill down to the accounting line detail for Budget and GL adjustment transactions that use entry events.

- **Subsystem Reconciliation Inquiry**

Drill back to the Payables and Receivables subsystems and review vital status fields for documents that have not been processed and posted to the general ledger.

---

## Viewing Journal Information

This section discusses how to:

- Enter journal criteria.
- View journal header details.

Pages Used to Review Journal Information

Page Name	Definition Name	Navigation	Usage
Journal Inquiry	INQ_JRNL_CRITERIA	General Ledger, Review Financial Information, Journals, Journal Inquiry	Review summary and detail journal information for a specific business unit, ledger, and period.
Journal Inquiry - Journal Inquiry Details	INQ_JRNL_HDR_DTL	After displaying the journal IDs on the Journal Inquiry page, click a Journal ID link.	Displays the journal header, currency, and line information for the journal ID selected.

Entering Journal Criteria

Access the Journal Inquiry page (General Ledger, Review Financial Information, Journals, Journal Inquiry).

Journal Inquiry

Journal Criteria

Inquiry

SUSPENSE

\*Unit

US001

\*Ledger

LOCAL

\*Year

2004

\*From Period

1

\*To Period

6

Suspense Status

1

Journal ID

Date

Status

Source

Currency

Stat

Document Type

User

Document Sequence

Sort By

Journal Id

Max Rows

100

Attachment Exist

Search

Delete

Clear

Journals

Customize

Find

First

1-3 of 3

Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
<a href="#">SUS-AMT1</a>	01/01/2004	US001	Posted	SUS	Suspense	SAMPLE	01/01/2004	
<a href="#">SUS-BAL1</a>	01/01/2004	US001	Posted	SUS	Suspense	SAMPLE	01/01/2004	
<a href="#">SUS-EDIT1</a>	01/01/2004	US001	Posted	SUS	Suspense	SAMPLE	01/01/2004	

Journal Inquiry page

Enter required criteria and any additional criteria on the Journal Inquiry page and click the Search button to display Journal IDs based on your selections.

- Document Sequence

Enter a document sequence number to review journals that are tracked by document sequencing number.
- Journal ID

Click a Journal ID link to review the journal header and line detail information.

**Note.** You can use the Customize link to hide or display specific journal column data.

## Viewing Journal Header Details

Access the Journal Inquiry - Journal Inquiry Details page (Click a Journal ID link from the journal results on the Journal Inquiry page).

Journal Inquiry

Journal Inquiry Details

Go To: [Journal Criteria](#)

Journal Header

Journal ID: SUS-EDIT1

Ledger Group: RECORDING

Source: SUS

Journal Status: Posted

Balanced: DR=CR

Doc Seq:

Date: 01/01/2004

Original Date: 01/01/2004

Date Posted:

Reversal Date:

Reversal: None

Budget Status: Valid

Schedule:

Process: Post

Total Lines: 3

User ID: SAMPLE

InterUnit BU: US001

[View Attachment \(0\)](#)

Long Description:

Totals by Currency

Find | View All | First | 1 of 1 | Last

Currency: USD

Debit Amount: 1,000.00

Credit Amount: 1,000.00

Net: 0.00

☒ All Lines
 ☐ From/To

From Line:

To Line:

Query Journal Lines

Journal Line

Customize | Find | View All | 1 | First | 1-3 of 3 | Last

Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref
1	Cost of Goods Sold	0.00	USD	500000						
2	Cost of Goods Sold	-1,000.00	USD	100002						
3	Edit Suspense	1,000.00	USD	899999						

<

>

Journal Inquiry Details page

**All Lines** or **From/To** and enter values for **From Line** and **To Line** Display all the journal lines for this journal, or enter a range of line numbers and click the Query Journal Lines button.

### See Also

Chapter 8, "Making General Ledger Journal Entries," page 129


Chapter 10, "Processing Journals," page 231


## Viewing Ledger Information

This section discusses how to:

- Specify ledger criteria to review summary and detail information.
- View ledger summary balances.
- View ledger transaction details.
- View detail journal header and journal lines.
- Drill down to the subsystem accounting entries.
- View the ledger details.

## Pages Used to Review Ledger Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger Inquiry	INQUIRY_CRITERIA	General Ledger, Review Financial Information, Ledger, Ledger Inquiry	Specify selection criteria to view Ledger detail and summary information.
Ledger Summary	INQ_SUM_BAL	Click the Search button on the Ledger Inquiry page.	Displays the summary balances based on selected criteria.
Ledger Inquiry - Transaction Details	INQ_TRANS_DETAIL	Click the Activity link on the Ledger Inquiry - Ledger Summary page to access this page.	Displays the summary of the ledger's journal data for your selection. For example, it displays summary of all the ledger's journal amounts for a specific account ChartField value.
Journal Inquiry - Journal Inquiry Details	INQ_JRNL_HDR_DTL	Click the Journal ID value link for one of the transactions on the Transactions Details page.	Displays the journal transaction's header information and journal lines.
Drill to Source	XX_GL_DRILL	 Click Drill to Source on the Journal Inquiry Details page.	Displays an intermediate page with links to the subsystem journal accounting entries (the XX in the object name represents the code for the particular General Ledger feeder system).

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Accounting Entries	XX_ACTG_ENTRIES	 Click the document links from the Drill to Source page (or other intermediate page).	Displays the subsystem journal accounting entries. The XX in the Accounting Entry page object name represents the code for the particular General Ledger feeder system.
Ledger Inquiry - Ledger Details	INQ_DETAIL_LEDGER	Click the Detail link on the Ledger Inquiry - Ledger Summary page.	Displays the ledger details for a selected period. Click the Activity link on this page to return to the Ledger Inquiry - Transaction Details page and drill down to the subsystem level of detail.

## Specifying Ledger Criteria to Review Summary and Detail Information

Access the Ledger Inquiry page (General Ledger, Review Financial Information, Ledger, Ledger Inquiry).

### Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria							
Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
SUSPENSE	US001	LOCAL	2004	1	6		
<input type="checkbox"/> Show YTD Balance <input type="checkbox"/> Include Closing Adjustments							
<input type="checkbox"/> Show Transaction Details <input type="checkbox"/> Only in Base Currency <span style="float: right;">100</span>							
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/>							

Chartfield Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel	Period
Account			<a href="#">Update/New</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	901
Department			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	902
Operating Unit			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	903
Product			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	904
Fund Code			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	905
Class Field			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	906
Program Code			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	907
Budget Reference			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	908
Affiliate			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	909
Fund Affiliate			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	910
Operating Unit Affiliate			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	911
Project			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	912
Adjustment Type			<a href="#">Update/New</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	998

#### Ledger Inquiry page

Specify the ChartFields to view the summary by and also the order of the ChartFields to be viewed by the sequence that you select the Sum By check box. For example, if you click the Sum By check box for Account, and then Department, the *Account* ChartField has Order-By equal to 1, while *Department* has Order-By equal to 2. You can also specify adjustment periods to be included as part of the criteria by selecting the check box next to the Adjustment Periods.

#### Ledger Criteria

Enter or select at a minimum the required fields to establish ledger inquiry criteria. Select additional options to further refine your inquiry.

**Unit** Select the business unit for which you want to return ledger data.

**Ledger** Commitment control and summary ledgers are not available for ledger inquiry.

<b>Show YTD Balance</b> (show year-to-date balance)	<p>Select this check box and the inquiry returns year-to-date balances for specified ChartFields for a period. For example, results are summed in order by account for the periods which appears in the numerical order of the account.</p> <p>Do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period.</p> <p>This field is not available if the selected Ledger in the ledger criteria uses the Average Daily Balance ledger template.</p>
<b>Show Transaction Details</b>	<p>Select to see the ledger data along with the journal transactions that contributed to the balance.</p> <p>For example, if you select this check box and select all ChartFields in the Sum By check boxes, the inquiry returns a list of all journals that contribute to the ledger lines.</p>
<b>Include Closing Adjustments</b>	Select this option to include closing balances (period 999) along with the current open period amounts.
<b>Only in Base Currency</b>	Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit.
<b>Max Ledger Rows</b> (maximum ledger rows)	You can override the default of <i>100</i> with any number $\leq 300$ rows of data that you can display in a scroll area. Less than 300 usually contributes to better performance.
<b>Search</b>	Click to display either the Ledger Summary page or Transaction Detail page, when the Show Transaction Details check box is selected.
<b>Clear</b>	Select to clear the ledger and ChartField criteria from the page to enter different criteria.
<b>Delete</b>	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry - Ledger Inquiry Criteria page.

### **ChartField Criteria**

You can select one or more ChartField values or one or more ChartField value sets leave the fields blank and place a check mark next to each row to review all ChartField information based on the selected criteria.

<b>ChartField</b>	Select a ChartField value for one or more ChartFields to review specific data in a ledger.
<b>ChartField Value Set</b>	Select a predefined set of selection criteria for a given ChartField.
<b>Update/New</b>	Click this link to update an existing ChartField value set or create a new ChartField value set.

**Sum By**

You are required to select at least one ChartField to sum by and if you do not, you receive an error message when you click the Search button.

Period is always included in the sum by and is always the first column in the inquiry results. The order in which the ChartFields appear on the inquiry results is determined by the order in which you select the Sum By check boxes for the ChartFields.

If you select all ChartFields available in the ChartField Criteria for Sum By and the Show Transaction Details check box is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.

**Value Required**

Select this check box to filter out ChartFields with blank values.

This check box is available only when the Sum By check box is selected.

It is also unavailable for selection but is automatically selected by the system if the ChartField Account has Sum By selected.

**Order By**

Determine the sort order of the ChartFields in the result page by the order in which you select Sum By for each ChartField.

***Include Adjustment Periods*****Sel (select)**

Select specific adjustment periods by selecting its check box from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year. Only adjustment periods that are applicable to the fiscal year are available.

**Period**

Adjustment periods are displayed based on those available for the selected ledger and fiscal year. For example, depending on the periods set up for the fiscal year, there might be 901 through 912 or if set up, 913. You can also use the common adjustment period 998.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets

**Viewing Ledger Summary Balances**

Access the Ledger Summary page (click the Search button on the Ledger Inquiry page).



**Ledger Inquiry**

**Ledger Summary**

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

**▼ Ledger Criteria**

<b>Inquiry Name</b>	<b>Unit</b>	<b>Ledger</b>	<b>Fiscal Year</b>	<b>From Period</b>	<b>To Period</b>	<b>Currency</b>	<b>Stat</b>
SUSPENSE	US001	LOCAL	2004	1	6		

☐ Show YTD Balance
 ☐ Include Closing Adjustments

☐ Show Transaction Details
 ☐ Only in Base Currency

**Max Ledger Rows:** 100

Go To: [Inquiry Criteria](#)
[Ledger Detail Drill-Down Chartfield Display](#)

**Ledger Summary**

Find | View All | First 1 of 1 Last

Ledger Amount by Currency								
Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	<a href="#">Activity</a>	<a href="#">Detail</a>	201000	A/P - GL Adj.	-450,000.00	USD	-450,000.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	402000	Freight Revenue	-4,539,004.00	USD	-4,539,004.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	430000	Returns and Allowances	63,870.00	USD	63,870.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	500000	Cost of Goods Sold	1,598,031.00	USD	1,598,031.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	610000	Salaries & Wages	2,509,333.00	USD	2,509,333.00	USD
1	<a href="#">Activity</a>	<a href="#">Detail</a>	620000	Advertising	817,770.00	USD	817,770.00	USD

**Currency Totals**

<b>Amount (in Transaction Currency):</b>	0.00	USD	<b>Amount (in Base Currency):</b>	0.00	USD
--	------	-----	-----------------------------------	------	-----

### Ledger Summary page

From the Ledger Inquiry page, when clicking the Search button, you are directed to the Ledger Summary page. If you had selected the Show Transaction Details check box from the Ledger Inquiry page, you are directed to the Ledger Details page.

### Ledger Detail Drill - Down Chartfield Display

Click this link to configure the ChartFields that you intend to display for Ledger Detail, which can be accessed by clicking the Detail link on the Ledger Summary page.

### Ledger Amount by Currency

Displays, based on type of currency, a summary of the transaction balances for each account in the ledger within the selected ledger period range.

### Activity

Click this link to view transaction details on the Ledger Inquiry - Transaction Details page.

### Detail

Click the link to view ledger details on the Ledger Inquiry - Ledger Details page.

Viewing Ledger Transaction Details

Access the Ledger Inquiry - Transaction Details page (Click the Activity link on the Ledger Inquiry - Ledger Summary page to access this page).

Ledger Inquiry

Transaction Details

Ledger Criteria

Go To Inquiry Criteria

Transaction Criteria

Transaction Details

Ledger by Period and Chartfields

Customize | Find | 1 of 1

Period	Dept	Stat
	12 21100	

Amount (in Transaction Currency):

-2,523,787.67 USD

Amount (in Base Currency):

-2,523,787.67 USD

Journals

Customize | Find | 1-2 of 2 | Last

Journal ID	Line Descr	Date	Seq	Stat	Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
<a href="#">MKDEC1</a>	Construction in Progress	12/27/2001			0.00	N	1,100,990.23	USD	1,100,990.23	USD
<a href="#">MKDEC1</a>	A/P - GL Adj.	12/27/2001			0.00	N	-3,624,777.90	USD	-3,624,777.90	USD

Ledger Inquiry - Transaction Details page

If the Show Transaction Details check box on the Ledger Inquiry page is selected, when you click the Search button, the Transaction Details page is displayed. Under this criteria, you see journal transactions for all ledger balances that match the criteria.

In the example on the page that is pictured, the Department ChartField value, 21100, was selected as the search criteria on the Ledger Inquiry page.

Journal ID

Click this link to access the Journal Inquiry - Journal Inquiry Details page.

Viewing Detail Journal Header and Journal Lines

Access the Journal Inquiry - Journal Inquiry Details page (Click the Journal ID value link for one of the transactions on the Transactions Details page).

Journal Inquiry

Journal Inquiry Details

▶ Ledger Criteria

Go To: Inquiry • Transaction Details

Criteria

Journal Header

Journal ID: AP00000028

Date: 01/17/2005

Schedule:

Ledger Group: RECORDING

Original Date: 01/17/2005

Process: No Request

Source: AP

Date Posted: 05/19/2005

Total Lines: 3

Journal Status: Posted

Reversal Date:

User ID: SAMPLE

Balanced: DR=CR

Reversal: None

InterUnit BU: US001

Doc Seq:

Budget Status: Valid

[View Attachment](#)

Long Description: Accounts Payable

Totals by Currency

Find | View All | First 1 of 1 Last

Currency: USD

Debit Amount: 11.58

Credit Amount: 11.58

Net: 0.00

☒ All Lines

☐ From/To




From Line:

To Line:

Query Journal Lines

Journal Line

Customize | Find | View All | First 1-3 of 3 Last

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	Program	Class
	1	AP Accruals	-11.11	USD	200000					
	2	Use Tax Payable	-0.47	USD	204010					
	3	Expense Distribution	11.58	USD	631000					

<

>


Journal Inquiry - Journal Inquiry Details page

All Lines

Select this option and click the Query Journal Lines button to see all journal lines.

From/To

Select this option and then enter a line number in the From Line and in the Two Line fields to display a range of journals and with their information when you click the Query Journal Lines button.

 Drill to Source

Click the drill to source button to access the source of journal lines in the general ledger feeder systems, such as PeopleSoft Receivables. This icon is not available on the page if there is no feeder system source, for example when an adjusting general ledger journal is created in General Ledger to record a miscellaneous adjustment to receivables or payables.

Drilling Down to the Subsystem Accounting Entries

Access the Drill to Source page (Click the Drill to Source icon on the Journal Inquiry Details page).

**Drill to Source**

Journal ID											
Unit	Journal	Date	Ledger	Line	Line Descr	<a href="#">GL Journal</a>					
US001	AP00000028	01/17/2005	LOCAL	1	AP Accruals						

Chartfields												
Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	An Type	Source
200000												

Base Currency	Base Amount DR	Base Amount CR	Stat	Statistic Amount
USD	0.00	11.11		

Currency	Transaction Amount DR	Transaction Amount CR
USD	0.00	11.11

Details							
<a href="#">Chartfields</a>   <a href="#">Voucher Information</a>   <a href="#">Document Information</a>   <a href="#">...</a>							
Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency
TR1	Accounts Payable	99999	1	-11.11	USD	-11.11	USD

### Drill to Source page

The Drill to Source page is an intermediate page that provides detail about the entry with links to drill further to the accounting lines. Some PeopleSoft applications provide a separate intermediate drill down page, such as the AR\_ITEM\_DRILL\_PNL provided by PeopleSoft Receivables. In this case, there are several related links for the purpose of drilling to the underlying data.

**GL Journal** (general ledger journal)

Click this link to access the Journal Lines page (JOURNAL\_LN\_FS) that contains all of the journal lines that comprise the journal. You can click on each Journal Line number on this page to access the details on the journal line. Select the Journal Header tab to view the journal header information.

### Details

The Details group box of the Drill to Source page varies depending upon the source of the entry. Use the links to drill further to the voucher or invoice information, for example.

Access the Accounting Entries page (Click the document links from the Details group box of the Drill to Source page or any other intermediate page).

Voucher Accounting Entries

\*Business Unit:US001

Voucher ID:TR1

Invoice Number:TR1

\*Accounting Line View Option:Standard

Show Foreign Currency

Search

Reset

Invoice Date:01/17/2005

Vendor ID:USA0000001

Vendor Name:Bay Area Electric-

Accounting Information

Find | View 1 | First | 1-2 of 2 | Last

Posting Process: AP Accrual

GL Dist Status: Distributed

Customize | Find | View All | First | 1-3 of 3 | Last

Main Information

Chartfields

Journal

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary	Accounting Date
AP00000028	3	01/17/2005	AP-DOM			05/16/2005	N	Y	01/17/2005
AP00000028	1	01/17/2005	AP-DOM			01/17/2005	V	Y	01/17/2005
AP00000028	2	01/17/2005	AP-DOM			01/17/2005	V	Y	01/17/2005

Posting Process: Payments

GL Dist Status: Distributed

Customize | Find | View All | First | 1-2 of 2 | Last

Main Information

Chartfields

Journal

Tax Authority	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	PC Business Unit	Project	Activity
	200000											
	000000											

Voucher Accounting Entries page

This page name varies depending upon the subsystem. It can be Voucher Accounting Entries or Activity Accounting Entries, for example.

Viewing the Ledger Details

Access the Ledger Inquiry - Ledger Details page (click the Detail link on the Ledger Inquiry - Ledger Summary page).

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Ledger Inquiry										
Ledger Details										
Ledger Criteria										
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat	Doc Type		
INQ_RV	FRA01	LOCAL	2000	1	12					
<input type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments								
<input type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency		Max Ledger Rows: 100						
Go To <a href="#">Inquiry</a> • <a href="#">Ledger Summary</a> <a href="#">Criteria</a>										
Ledger Details										
Period	Activity	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
4	<a href="#">Activity</a>	120000	411001							

Ledger Inquiry - Ledger Details page

### Activity

Click this link to return to Ledger Inquiry - Transaction Details page. There you can again view each of the pages listed above until you reach the subsystem entry source document.

## Inquiring About Ledger Groups

This section discusses how to:

- Review ledger group information.
- View journal lines.

## Pages Used to Review Ledger Information

Page Name	Definition Name	Navigation	Usage
Journals	INQ_JRNL_HEADER	General Ledger, Review Financial Information, Ledger Group, Journals	Inquire on the journals contained within the ledgers of a particular ledger group.
Journal Lines Inquiry	INQ_JRNL_LINE	Select to show all lines or a range of lines and click the Drill to Journal Line button on the Journals page.	Displays the journal lines of each journal in the ledger group.

Reviewing Ledger Group Information

Access the Journals page (General Ledger, Review Financial Information, Ledger Group, Journals).

Journals

\*Unit

US001

\*Ledger Group

RECORDING

\*Year

2005

Period

01

Currency

Journal ID

Date

Source

ONL

Status

Valid

Budget Status

Sort By

Journal Id

Search

Drill to Journal Lines

Journals

Find | View All | First | 1 of 1 | Last

Journal ID:

GLTEST8901

Date:

01/26/2005

Schedule:

Ledger Group:

RECORDING

Date Posted:

Process:

Post

Source:

ONL

Reversal Date:

Total Lines:

2

Journal Status:

Valid

Reversal:

None

Controls:

Ctrl's OK

Balanced:

DR=CR

Errors:

Edits OK

Occur:

Doc Seq:

Unpost Seq:

Long Descr:

Regular Journal

☒ Show All

From Line:

Through Line:

Currency Details

Customize | Find | First | 1 of 1 | Last

Ledger	Currency	Debit Amount	Credit Amount	Net
LOCAL	USD	1,000.00	1,000.00	0.00

Ledger Group Inquiry – Journals page

Enter the criteria to access one or more journals in a selected ledger group.

- Search

Click this button to display the journal header detail for each journal contained within the ledger group after entering the search criteria.
- Show All

Select to show all journal lines associated with this ledger group when you click the Drill to Journal Lines button.
- From Line and Through Line

Enter the specific journal line numbers that you want to display when you click the Drill to Journal Lines button.
- Currency Details

If you enabled the Separate DR/CR Amount Fields on the Ledgers for A Unit - Definition page for a detail ledger, the amounts for the currency in the primary ledger display in DR and CR fields, as well as the Net amount of the two. If Separate DR/CR is not enabled, amounts display as a negative for a credit and a positive for a debit.

Viewing Journal Lines

Access the Journal Lines Inquiry page (select to show all lines or a range of lines and click the Drill to Journal Line button on the Journals page).

Unit: US001    Ledger Group: RECORDING    [Query Journal Line Again](#)

Journals

Find   First 1 of 1 Last

Journal ID: GLTEST8901      Date: 01/26/2005      From Line:

Journal Status: Valid      Date Posted:      Thru Line:

Unpost Seq:      Total Lines: 2

Debits: 1,000.00 USD      Credits: 1,000.00 USD      Net: 0.00 USD

Long Descr: Regular Journal

Go To [Journal Criteria](#)

Journal Line

Customize | Find  First 1-2 of 2 Last

Line #	Ledger	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Re
1	LOCAL	100000				10500			
2	LOCAL	400000				10500			

Journal Lines Inquiry page

Query Journal Line Again

If you queried to display a specific number of journal lines to review on this page, you can enter one or more different journal line numbers and select this option to display them along with the journal lines that you displayed with your original query.

Comparing Data by Ledger Periods

You can select and compare ChartFields of selected ledger entries based on selected accounting periods.

This section discusses how to:

- Enter search criteria.
- Compare ledger by period.



## Pages Used to Compare Data by Ledger Period

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Ledger Period Comparison	INQ_LED_CMP_PNL	General Ledger, Review Financial Information, Ledger Period Comparison, Ledger Period Comparison	Specify the ledger data you want to compare by period.
Ledger Period Comparison - Period Comparison Results	INQ_LED_CMP_DTL	Click Search on the Ledger Period Comparison page.	Displays a comparison of the selected ledger's detail based on the ChartFields and number of periods selected on the Ledger Period Comparison page.

## Entering Search Criteria

Access the Ledger Period Comparison page (General Ledger, Review Financial Information, Ledger Period Comparison, Ledger Selection Criteria - Ledger Period Comparison).

### Ledger Period Comparison

Select a ledger, fiscal year, currency code, type of amount field and periods. Click on Search to execute the query.

Ledger Criteria

Inquiry

LOCAL

\*Unit

US001

\*Ledger

LOCAL

\*Year

2009

\*Currency

USD

\*Amount Field

POSTED\_TOTAL\_AMT

☐ Include All Periods

☐ Include Closing

☐ Include Balance Forward

Search

Chartfield Criteria

Customize

Find

First

1-13 of 13

Last

ChartField	Value	View
Account	4%	<input checked="" type="checkbox"/>
Department		<input type="checkbox"/>
Operating Unit		<input type="checkbox"/>
Product		<input type="checkbox"/>
Fund Code		<input type="checkbox"/>
Class Field		<input type="checkbox"/>
Program Code		<input type="checkbox"/>
Budget Reference		<input type="checkbox"/>
Affiliate		<input type="checkbox"/>
Fund Affiliate		<input type="checkbox"/>
Operating Unit Affiliate		<input type="checkbox"/>
Project		<input type="checkbox"/>
Adjustment Type		<input type="checkbox"/>

Period Selection

*Period		
4	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="button" value="+"/>	<input type="button" value="-"/>
8	<input type="button" value="+"/>	<input type="button" value="-"/>
9	<input type="button" value="+"/>	<input type="button" value="-"/>
10	<input type="button" value="+"/>	<input type="button" value="-"/>
11	<input type="button" value="+"/>	<input type="button" value="-"/>
12	<input type="button" value="+"/>	<input type="button" value="-"/>
998	<input type="button" value="+"/>	<input type="button" value="-"/>

Ledger Period Comparison page

<div>Amount Field</div>	<div>Select POSTED_TRAN_AMT to display the amounts in the transaction currency for all ledger balances including those in the base currency.</div> <div>Select POSTED_BASE_AMT to display the total of the transaction amounts converted to the base currency of the ledger.</div> <div>Select the POSTED_TOTAL_AMT to display the amounts in the transaction currency for all ledger balances except those in the base currency.</div>
<div>Include All Periods</div>	<div>Includes periods for the ledger criteria if selected.</div> <div> <div>Note.</div> <div>When Include All Periods is selected, a maximum of 13 periods can be used. This can include one adjustment period, but no more than one.</div> </div>
<div>Include Balance Forward</div>	<div>Includes any balances carried forward from the previous period in the totals.</div>
<div>Include Closing</div>	<div>Includes closing adjustments for period 999 in the totals.</div>

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**ChartField and Value**

Select the ChartField values that you want to appear on the Ledger Period Comparison - Period Comparison Results page. To limit the number of ChartField values, enter a specific Value for a selected ChartField. You can also use a wildcard (%) to select a range of values. If you do not specify ChartField values, the system determines the values to use based on the selected ledger.

The Alternate Account ChartField (AltAcct) appears in the ChartField Criteria group box only if you enabled the alternate account option on the Installation Options - Products page and the Ledgers for a Unit page.

**Period Selection**

Select the periods you want to use for comparison on the Ledger Period Comparison - Period Comparison Results page. To remove a period from the list, click the minus sign button to remove the row. If you want to include an adjustment period, click the plus sign button to add a row.

Select the Adj check box and either manually enter an adjustment period or use the prompt to select an adjustment period. Select the adjustment periods you want to display.

**Search**

Click this button to access the Ledger Period Comparison - Period Comparison Results page.

**Comparing a Ledger by Period**

Access the Ledger Period Comparison - Period Comparison Results page (Click Search after selecting criteria on the Ledger Period Comparison page).

Period Comparison Results

Ledger Period Comparison

Inquiry Criteria

Inquiry	Unit	Ledger	Fiscal Year	Currency	Amount to display
LOCAL	US001	LOCAL	2009	USD	Posted Total Amount

Description

Accounting Period in (4,5,6,7,8,9,10,11,12,998)

Currency Details

All Amounts in 'USD'

[ChartField Criteria](#)

Go To [Ledger Compare Criteria](#)

Query Results

1 to 2 of 2

Ledger Comparison

Period 4,5,6

Period 7,8,9

Period 10,11,12

Period 998

Customize

Find

First

1-2 of 2

Last

Row Count	Account	Book Code	Period 4	Period 5	Period 6
1	400000		-10,000.00	0.00	-4,000.00
2	403000		-405,296.75	0.00	0.00

Ledger Period Comparison - Period Comparison Results page

**Period Bal Fwd** (period balance forward)

If you selected the Include Balance Forward option, this column appears on the first tab and displays the opening balance for the period in the Ledger Comparison grid.

<b>Period Close</b>	If you selected the Include Closing Adjustments option, this column for period 999 appears on the last tab. It displays the adjustment for year end closing in the Ledger Comparison grid.
<b>ChartField Criteria</b>	Click to display the list of ChartFields. Deselect or select a ChartField check box and when you click the Refresh button, the Ledger Period Comparison - Period Comparison Results page redisplay ChartFields based on your selections.
<b>Ledger Compare Criteria</b>	Click to display the Ledger Criteria as well as ChartField Criteria. You can modify your selections and click Search to display results based on the newly-selected criteria.

---

## Comparing Across Ledgers

This section discusses how to:

- Enter comparison criteria for two ledgers.
- Review comparison amounts between the ledgers by period.
- Use a bar chart to analyze the ledger comparison data.

## Pages Used to Compare Ledgers Across Periods

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Compare Across Ledgers	INQ_COMPARE_PNL	General Ledger, Review Financial Information, Compare Across Ledgers, Compare Across Ledgers	Specify the criteria for the ledgers that you want to compare.
Compare Across Ledgers - Compare Ledgers - Data	INQ_COMPARE_PNL	Click Search.	Displays the ledger comparison data.
Compare Across Ledgers - Compare Ledgers - Bar Chart	INQ_COMPARE_PNL	Select <i>Amount</i> , select Display Chart on the Compare Across Ledgers Criteria page, and click Search.	Displays a bar chart of the data.

## Entering Comparison Criteria for Two Ledgers

Access the Compare Across Ledgers page (General Ledger, Review Financial Information, Compare Across Ledgers, Compare Across Ledgers).

### Compare Across Ledgers

**Ledger Criteria**  
 Inquiry: ACTBUD    \*Unit: US005    \*Ledger: LOCAL    \*Ledger: BUDGETS    \*Year: 2003    \*From Period: 1    \*To Period: 12    \*Currency: USD  
 \*Amount to display: POSTED\_TOTAL\_AMT    Percentage/Amount: Amount    Max Rows: 25    \*Please scroll down to view query result.  
☒ Display Chart    [Search](#)

Chartfields	ChartField Value	Info	ChartField Value Set	Update/Add	Sum By	Value Required	Order-By
1 Account	6%			<a href="#">Update/Add</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
2 Alternate Account				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Department				<a href="#">Update/Add</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
4 Operating Unit				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Product				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Fund Code				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Class Field				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Program Code				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
9 Budget Reference				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
10 Affiliate				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
11 Fund Affiliate				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
12 Operating Unit Affiliate				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	
13 Project				<a href="#">Update/Add</a>	<input type="checkbox"/>	<input type="checkbox"/>	

### Compare Across Ledgers page

You can select and compare total amounts for selected ChartField criteria between two ledgers.

#### Ledgers

Enter the ledgers and the criteria for the two ledgers you want to compare and save the page. The grid appears in which you can select specific ChartFields and criteria that you want to be included in your comparison.

#### Percentage/Amount

Select whether you want the variance between the ledgers to display as an amount or a percentage in the comparison information. If you select *Amount*, the Display Chart field becomes available.

#### Display Chart

Select to display an analytical chart. If you selected *Amount* in the previous field, when you click Search, you can scroll down to view a bar chart below the comparison data that shows a comparison between the amounts in Ledger 1 and Ledger 2 along with the variance between the two.

#### Search

Click to display the comparison detail information and then use the scroll bar to scroll down below the selection criteria information to see the results.

#### Sum By

This option is only applicable to ChartFields that are common to both ledgers.

#### Value Required

Select this check box to filter out ChartFields with blank values.

Order By

When you select the Sum By check box for a ChartField, it automatically displays a number that determines the order in which the ChartField inquiry results are retrieved and displayed.

Reviewing Comparison Amounts Between The Ledgers by Period

Click Search and scroll down to the comparison information.

<div> <div>Period 1,2,3</div> <div>Period 4,5,6</div> <div>Period 7,8,9</div> <div>Period 10,11,12</div> <div></div> </div> <div> <div>Customize</div> <div>Find</div> <div></div> <div>First</div> <div>1-25 of 25</div> <div>Last</div> </div>					
Account	Dept	LOCAL 1	BUDGETS 1	Variance	
1 600020	10000	21200.00	12720.00	8480.00	
2 600020	11000		43750.00	-43750.00	
3 600020	13000	18868.00	11320.80	7547.20	
4 600020	20000	4876.00	2925.60	1950.40	
5 600020	21000	2544.00	1526.40	1017.60	
6 600020	21100	9964.00	5978.40	3985.60	
7 600020	21200	18444.00	11066.40	7377.60	
8 600020	21300	21200.00	12720.00	8480.00	
9 600020	21400	48760.00	29256.00	19504.00	
10 600020	21500	7208.00	4324.80	2883.20	
11 600020	21600	614.80	368.88	245.92	
12 600020	22000	1696.00	1017.60	678.40	
13 600020	25000	2851.40	1710.84	1140.56	
14 610000	10000	85723.66	51434.20	34289.46	
15 610000	13000	111437.64	66862.58	44575.06	

Compare Across Ledgers - results page

Depending how you set up your criteria, the selected ledgers are compared to one another for each ledger period.

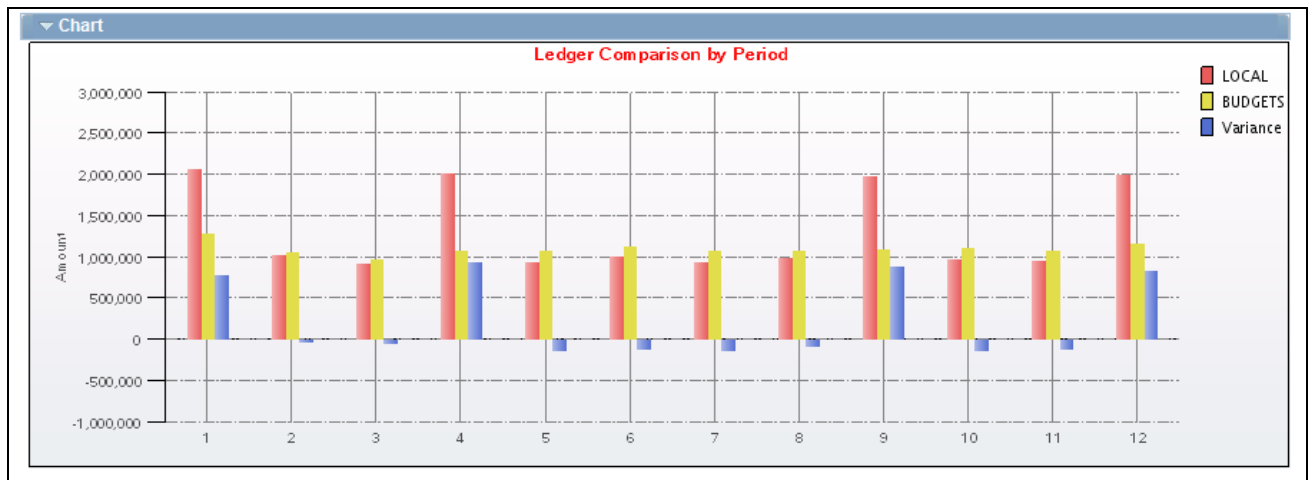
Variance

May appear as an amount or a percentage depending on which field value you select for the Percentage/Amount field.

**Note.** This page is also integrated with the CFO Portal.

Using a Chart to Analyze the Ledger Comparison Data

Access the Compare Ledgers page and scroll down to the chart.



Compare Across Ledgers - Ledger Comparison by Period bar chart page

## Reviewing Imported Accounting Entries

You can inquire about PeopleSoft Payroll, Generic, Student Financial, and Contributor Relations accounting lines that you import into General Ledger.

This section discusses how to inquire on imported accounting entries.

### See Also

[Chapter 6, "Integrating and Transferring Information Among Applications," page 63](#)

## Pages Used to Inquire on Accounting Lines

Page Name	Definition Name	Navigation	Usage
Payroll Accounting Entries - Payroll Acctg	PY_DRILL_PNL	General Ledger, Review Financial Information, Payroll Accounting Entries	Inquire on accounting lines that have been imported into General Ledger from PeopleSoft Payroll.
Enterprise Learning Mgmt Acctg - ELM Acctg (enterprise learning management accounting)	ELM_JRNL_DRILL	General Ledger, Review Financial Information, Enterprise Learning Management Acctg, ELM Acctg	Inquire on journals imported from Enterprise Learning Management (ELM) to General Ledger.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Generic Accounting Entries	JGEN_ACCTG_DRILL	General Ledger, Review Financial Information, Generic Accounting Entries	Inquire on generic accounting entries in General Ledger. These accounting lines include entries that you import into General Ledger using the Journal Generator process (FS_JGEN).
Student Fin Accounting Entries	SF_DRILL_PNL	General Ledger, Review Financial Information, Student Fin Accounting Entries (student financial accounting entries)	Review Learning Solution's imported student financial accounting entries.
Contributor Relations Acctg.	AV_DRILL_PNL	General Ledger, Review Financial Information, Contributor Relations Acctg (contributor relations accounting)	Review Learning Solution's imported contributor relations accounting entries.
Oracle Retail Account Entries	ORT_ACCT_ENT	General Ledger, Review Financial Information, Oracle Retail Account Entries	Review accounting lines that have been imported into PeopleSoft General Ledger from Oracle Retail Management.
Global Consolidations	GC_ACCTG_DRILL	General Ledger, Review Financial Information, Global Con Accounting Entries	Review Global Consolidations imported accounting entries.

## Inquiring on Imported Accounting Entries

Before you can use any of these inquiry options, you must import the following into General Ledger:

- Payroll accounting lines.
- ELM accounting lines.
- Generic accounting entries.
- Student financial accounting entries.
- Contributor relations accounting entries.

---

**Note.** You use the same method to access the accounting entries for all of these Review Ledger/Journal options.

---

To access accounting entries that were imported to General Ledger:



1. Enter the Business Unit, Journal ID, Journal Date, GL Journal Line number, and Ledger.

The Payroll, Generic, ELM, Student Financial, or Contributor Relations accounting journal information appears at the top of the page.

2. Review the accounting entry data that appears in the lower portion of the page.
3. There are four pages of data concerning the selected Journal ID:
  - ChartFields
  - More ChartFields
  - Currency Details
  - Misc.

---

## Reviewing Entry Event Accounting

This section discusses how to:

- Drill down to entry event budget accounting details.
- Drill down to entry event GL adjustment accounting details.

## Pages Used to Review Entry Event Accounting

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Entry Event Budget Accounting Entries	EE_GLBUD_DRILL	General Ledger, Review Financial Information, Entry Event Budget Acctg, Entry Event Budget Accounting Entries	Drill down to budget accounting entry event transaction details.
Journal Header	JOURNAL_HEADER_FS	Click the GL Journal link and select the Journal header tab.	Displays Journal Header information for the Entry Event GL Adjustment transaction.
Journal Lines	JOURNAL_LN_FS	Select Journal Lines tab.	Displays Journal Line detail for the Entry Event GL Adjustment transaction.
Entry Event GL Adjustment Accounting Entries	EE_GLADJ_DRILL	General Ledger, Review Financial Information, Entry Event GL Adjust Acctg, Entry Event GL Adjustment Accounting Entries	Drill down to GL adjustment accounting entry event transaction details.

Drilling Down to Entry Event Budget Accounting Details

Access the Entry Event Budget Accounting Details page (General Ledger, Review Financial Information, Entry Event Budget Acctg, Entry Event Budget Accounting Entries).

Entry Event Budget Accounting Entries

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr
US001	EEB_SAMPL1	10/01/2004	LOCAL	1	Organizational Expense

Chartfields

Customize

Find

View All

Print

First

1 of 1

Last

Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	An Type	Source
100090												

<

>

Base Currency

Base Amount DR

Base Amount CR

Stat

Statistic Amount

USD

100.00

0.00

Currency

Transaction Amount DR

Transaction Amount CR

USD

100.00

0.00

Chartfields

Currency Details

EEB

Customize

Find

View All

Print

First

1 of 1

Last

Unit	Ledger	Journal ID	Date	Amount	Currency	Account	Fund	Dept	Program	Class	Bud Ref	Fund Affil
US001	LOCAL	EEB_SAMPL1	10/01/2004	100.00	USD	100090						

Entry Event Budget Accounting Entries page

<b>Account</b>	Displays the accounts generated by the Entry Event processor that are posted to the budget.
<b>GL Journal</b> (go to general ledger journal)	Click to review the Journal Header and Journal Lines page for this transaction.

Drilling Down to the Entry Event GL Adjustment Accounting Details

Access the Entry Event GL Adjustment Accounting Entries page (General Ledger, Review Financial Information, Entry Event GL Adjust Acctg, Entry Event GL Adjustment Accounting Entries).

Entry Event GL Adjustment Accounting Entries

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr
FED01	0000000010	11/20/2002	LOCAL	1	<a href="#">GL Journal</a>

Chartfields

Customize | Find | View All | First 1 of 1 Last

Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	An Type	Source
4610		F100										

Base Currency	Base Amount DR	Base Amount CR	Stat	Statistic Amount
USD	0.00	100.00		

Currency	Transaction Amount DR	Transaction Amount CR
USD	0.00	100.00

Customize | Find | View All | First 1 of 1 Last

Chartfields Currency Details

Business Unit	Ledger	Journal ID	Journal Date	Foreign Amount	Foreign Currency Code	Base Amount	Base Currency Cd	Budget Journal ID	Budget Journal Date	Budget Journal line number
FED01		0000000010	11/20/2002	-100.00	USD	-100.00	USD	0000000009	11/20/2002	1

Entry Event GL Adjustment Accounting Entries page

Account

Displays an entry event accounting line generated by the Entry Event Processor.

GL Journal (general ledger journal)

Click this link to access Journal Header and Journal Lines page for this transaction.

# Reviewing Subsystem Reconciliation Data

Subsystem Reconciliation is a reporting and inquiry tool that provides insight into the Payables and Receivables subsystems for documents that have not been fully processed. Subsystem Reconciliation reporting allows you to report on individual documents within a subsystem and review vital status fields that may identify why a document has not been fully processed and posted to the general ledger. The inquiry is based upon data that is loaded through a process (GL\_RECN) that maintains a status table, which keeps a record of the date and time of last processing by Business Unit, System source, fiscal year, and accounting period.

The load process allows you to load data for selected business units, system sources, fiscal periods and ChartFields. You can also select to increment data from the last process. Allowing this flexibility in the data load process improves performance and reduces redundant output in the reconciliation reports.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Generating Subsystem Reconciliation Reports."

## Pages Used to Load, Define and Review Subsystem Reconciliation Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Load Reconciliation Data	GLRCN_REQUEST	General Ledger, General Reports, GL Subsystem Reconciliation, Load Reconciliation Data	Load data for selected business units, fiscal periods, system sources and ChartFields.
Reconciliation Load Status Table	GLRCN_STATUS	Click the View Recon Data Status link from the Load Reconciliation Data page.	View reconciliation data load process information: date and time of processing by Business Unit, System source, fiscal year and accounting period.
Subsystem Document Definition	GLRCN_SS_DEFN	General Ledger, General Reports, GL Subsystem Reconciliation, Subsystem Document Definition, Subsystem Defn	Provides the delivered definitions of the source system documents that feed into accounting lines associated with the system definitions.
Page Transfers	GLRCN_SS_DEFN2	General Ledger, General Reports, GL Subsystem Reconciliation, Subsystem Document Definition, Page Transfers	Provides the menu and path information that is used by the drill down from the reconciliation inquiry to the subsystem document.
GL Reconciliation	GLRCN_CRIT	General Ledger, General Reports, GL Subsystem Reconciliation, GL Reconciliation Inquiry, GL Reconciliation	Provides visibility to both the subsystem accounting lines/General Ledger inquiry, as well as the subsystem documents that have not yet been processed into accounting lines.
Reconciliation Overview	GLRCN_INQ_OVW	Click the Search button on the GL Reconciliation page.	View and update subsystem data.
Subsystem Document	GLRCN_SS	General Ledger, General Reports, GL Subsystem Reconciliation, Subsystem Document	Select source documents (defined in the Subsystem Document Definition component) to load and display those that have not yet generated accounting lines for general ledger.
Reconciliation by System Sree	RUN_GLRCN_RPTS	General Ledger, General Reports, GL Subsystem Reconciliation, Reconciliation by System Sree	Compare GL balances to the subsystem application accounting transaction.

Page Name	Definition Name	Navigation	Usage
Reconciliation by ChartFields	RUN_GLRCN_RPTS	General Ledger, General Reports, GL Subsystem Reconciliation, Reconciliation by ChartFields	Compare GL balances to the subsystem application accounting transaction.

## Subsystem to GL Reconciliation Inquiry

Access the GL Reconciliation - Reconciliation Criteria page (General Ledger, General Reports, GL Subsystem Reconciliation, GL Reconciliation Inquiry, GL Reconciliation).

The screenshot displays the 'GL Reconciliation - Reconciliation Criteria' page. At the top, there are tabs for 'GL Reconciliation' and 'SubSystem Document'. Below this, the 'Reconciliation Criteria' section is titled 'Subsystem reconciliation'. It includes an 'Inquiry' dropdown set to 'RECON' and a '\*Description' field containing 'APRECON'. Below this is the 'Accounting Line Reconciliation' section, which contains a 'Search Criteria' table with columns: GL Business Unit, Ledger Group, Fiscal Year, From Period, To Period, and As of Date. The table shows values: US001, RECORDING, 2009, 1, 6, and 06/30/2009. Below the Accounting Line Reconciliation section is the 'ChartField Criteria' section, which contains a table with columns: \*ChartField, ChartField From Value, ChartField To, Info, ChartField Value Set, and Update/New. The table shows values: ACCOUNT, empty fields, an info icon, ACCRUALS, and a link to 'Update/New'.

### GL Reconciliation - Reconciliation Criteria page

Once you have completed the subsystem reconciliation definitions setup and you run the data load process (GL\_RECND) to populate the reconciliation data, search for the accounting line reconciliation data by GL business unit, ledger group, fiscal year and accounting period range for entries as of a given date.

Provide ChartField criteria for which to retrieve data by specifying ChartField value ranges or by using ChartField Value Sets.

**Note.** Account values are necessary. If no account values are chosen, then the inquiry will always sum to zero.

### Search

Once you supply the search criteria, click the Search button, which opens the Reconciliation Overview page with your search result details.

## Reconciliation Overview

Access the Reconciliation Overview page (click the Search button on the GL Reconciliation page).

## Reconciliation Overview

Business Unit: US001
Description:

Ledge Group: RECORDING

Return to Criteria
Search
Base Currency:

[Documents not yet Posted](#)

Not Distributed amount
0.000

Distributed amount
0.000

Ledge Amount
0.000

Not Distributed amount
0.000

Jrnl Amount Not Posted
0.000

Total Acctg Ln
0.000
Adjusted GL Amount
0.000

Difference
0.000

Details
Customize | Find | First 1 of 1

System Source	Account	Program Code	Product	Project	Not Distributed amount	Distributed amount	Total Acctg Line Amount	Jrnl Amount Not Posted	Total Jrnl Line Amount	Posted Transaction Amount
1										

Return to Criteria

Reconciliation Overview page

<b>Not Distributed amount</b>	Displays the subsystem accounting line data amount that is not distributed to the general ledger.
<b>Distributed amount</b>	Displays the subsystem accounting line data amount that is distributed to general ledger.
<b>Ledger Amount</b>	The General Ledger total amount.
<b>Not Distributed amount</b>	The General Ledger amount not distributed from subsystem amounts.
<b>Jrnl Amount Not Posted</b>	The General Ledger amount not posted from the subsystem amounts.
<b>Total Acctg Ln/Adjusted GL Amount</b>	The amount in these fields should be equal. Any difference is specified in the Difference field.


## Reviewing the Subsystem Document

Access the Subsystem Document page (General Ledger, General Reports, GL Subsystem Reconciliation, Subsystem Document).

GL Reconciliation SubSystem Document





---





**Reconciliation Criteria**  
**Subsystem reconciliation**





Inquiry: RECON      \*Description: APRECON 




---

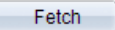
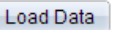
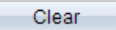
**Subsystem Documents Not Posted**



**Search Criteria** [Customize](#) | [Find](#) |  |  First  1 of 1  Last






Application Business Unit	System Source	Accounting Date From	Accounting Date To
US001 	GAP 		

**Source Documents** [Customize](#) | [Find](#) |  |  First  1 of 1  Last

Source Document	Selected	Load Date and Time	
1 AP_PYMNT 	<input checked="" type="checkbox"/>		 

**Documents not processed to the GL** [Find](#) First  1 of 1  Last

Source Document	Document Count	Amount
<div>  Document Details           <a href="#">Customize</a>   <a href="#">Find</a>       First  1 of 1  Last         </div>		

## SubSystem Document page

<b>Application Business Unit</b>	Select the Payables or Receivables business unit of the system source.
<b>System Source</b>	Select <i>GAR</i> or <i>GAP</i> . <i>GAR</i> represents the PeopleSoft Receivables system source and <i>GAP</i> represents the PeopleSoft Payables system source.
<b>Accounting Data From/Accounting Date To</b>	The accounting date range to be used for the data load and inquiry.
<b>Source Document</b>	Choose from the source documents defined in the Subsystem Document Definition component.
<b>Selected</b>	Specifies whether its source document is to be included in the current inquiry or data load/delete.
<b>Load Date and Time</b>	Displays the date and time that the data was last loaded into the inquiry table.
<b>Fetch</b>	Click to display the data specified by the Search Criteria.
<b>Load Data</b>	Click to refresh specified data. This action deletes and reloads the selected document types.

**Clear**

Click to remove selected data from the inquiry table.



Transfers you to the Subsystem Document Inquiry or entry page.

**See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Generating Subsystem Reconciliation Reports"



## Chapter 22

# Maintaining Standard Budgets in General Ledger

This chapter provides an overview of Oracle's PeopleSoft General Ledger standard budgets and discusses how to:

- Maintain detail budgets.
- Maintain project budgets.
- Copy budgets.
- Import budgets from flat files.
- Post budget journals.

---

## Understanding General Ledger Standard Budgets

PeopleSoft General Ledger enables you to develop, maintain, and report on standard budgets, also referred to as static budgets. As with actual or statistical data, you maintain budgets in a ledger. You can create any number of separate ledgers to track various types of budgets, including high-level forecasts and budgets based on summary ChartField levels.

This section lists prerequisites and discusses:

- Methods for creating and maintaining standard budgets.
- Budget spreading, repeating, and percentage-increase processes.
- The Budget Copy process.
- The Budget Allocation process.

---

**Note.** Standard budgets do not include control budgets, which are set up and maintained using the Commitment Control feature.

---

## Prerequisites

Before you enter amounts in a budget ledger, you must:

1. Define a ledger template.

2. Link the template to a detail budget ledger.
3. Add the budget ledger to a budget ledger group.
4. Activate the budget ledger groups for business units.

---

**Note.** The scenario ChartField in the budget ledger and budget journal line records does not exist in the standard ledger definition. PeopleSoft Budgeting uses the scenario ChartField extensively because that ChartField facilitates an integration link between PeopleSoft Budgeting and General Ledger. Even if you do not currently use PeopleSoft Budgeting or populate values for this ChartField, retain the additional ChartField in the general ledger budget records. You cannot include a budget ledger in a budget ledger group with other types of ledgers. That is, you must not include budget ledgers with an actuals (recording) ledger or any other type of ledger in a ledger group. You do not have to use the same accounting calendar for a budget that you use for an actuals (recording) ledger. You create calendars on the Detail Calendar page, activate the budget ledger, and select the calendars that you want to use for the standard budgets.

---

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining a Ledger Template

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining a Ledger Group

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining a Detail Ledger

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Accounting Calendars"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Scenario Values

## Methods for Creating and Maintaining Standard Budgets

You can set up standard budgets based on fixed amounts or percentages. In addition, you can set up standard budgets by:

- Copying amounts from other ledgers.
- Cloning existing budgets or loading data from spreadsheets.
- Using automatic replication and spreading.
- Creating an unlimited number of budget versions.
- Configuring budget worksheets with PS/nVision.

You can also set up standard budgets that:

- Budget at any level in the organization.
- Budget for any period of time.

- Reflect potential organizational changes in budget reports without affecting current financial reports.

You can use PeopleSoft Tree Manager to do this.

---

**Note.** General Ledger integrates with PeopleSoft Budgeting, which shares all of the functionality described in this section. If you use PeopleSoft Budgeting to manage the budget process and prepare budget ledger data, you have immediate access to that budget data for reporting and comparison with General Ledger actuals data. Many of the steps described in this section apply only if you *do not* use PeopleSoft Budgeting for budget preparation.

---

See *PeopleSoft Enterprise Planning and Budgeting PeopleBook*

Typically, you maintain budgets in an *unbalanced* ledger. With expense budgets and sales forecasts, for example, you are normally concerned with only one side of the accounting equation. Because you use most budgets for planning and analysis (and you continually modify and round them), you may not need to create an exact offset every time that you change a budgeted amount. The Detail Budget Maintenance pages that enable you to modify budget rows directly are supported against unbalanced ledgers only.

In General Ledger, you can:

- Enter and modify budget amounts by sets of ChartFields or by period.
- Enter a lump sum to be spread across multiple periods for a ChartField combination.
- Copy any combination of ledger rows from existing ledgers.
- Import budgets from spreadsheets.
- Allocate amounts to a budget ledger.
- Enter budget journals.

Except when entering allocations and budget journals, you update the ledger balances table directly with no audit trail. By entering journals and posting them to the budget ledger or selecting the Request Allocations option to create journals in allocations, you maintain the same audit trail as with actuals (recording) transactions.

- Create an all-encompassing and detailed budget by cloning the actuals ledger, and then you can generate a budget summary ledger to maintain higher-level information.
- Create a budget using an across-the-board percentage, such as a payroll increase based on a 4.5 percent cost-of-living index or a sales target forecast that is 10 percent higher the following year.

Simply copy the amounts from the actuals ledger and have General Ledger automatically adjust those amounts by the specified percentage.

- Spread a given amount (for example, 15 million USD budgeted for equipment) evenly across specific ChartFields or according to a basis (such as the statistics code for employee head count).
- Adjust budget amounts for each individual ChartField combination by period.

## Budget Spreading, Repeating, and Percentage-Increase Processes

The budget spreading and repeating processes provide an alternative to the often time-consuming job of specifying budget amounts on an amount-by-amount, period-by-period basis. You can enter a lump sum budget amount or a percentage of an existing amount for a ChartField combination.

General Ledger can automatically spread an amount or apply a percentage across the periods in a fiscal year. The amounts can be:

- Added by period.
- Repeated by period.
- Spread evenly across the periods.

You can also use percentage changes by period.

Spreading or repeating a fixed amount or percentage over a range of periods reduces data entry. Here is an example:

Suppose that you send a memo to the manager of the account management department indicating that the monthly office party expense for January through June will be 1,200.00 USD. The manager repeats the 1,200.00 USD amount for each month during that period.

When you review the sales department's budget, however, you realize that you have made a mistake, and you send another memo clarifying that 1,200.00 USD is the entire amount for the half-year period, and it must be divided evenly among the six months. The manager decides to spread a negative 6,000.00 USD evenly across the January through June time period. This leaves 200.00 USD in each monthly period and corrects the error.

Now suppose that after you consider the number of new employees, you decide to add 200.00 USD to each monthly period for a total expense of 2,400.00 USD. However, before the budget is finalized, you receive a memo from the budget committee directing you to reduce all nonessential sales and all general and administrative expenses by 50 percent. After you reduce the selected monthly expenses by the required 50 percent, you have 1200.00 USD for the final office party budget for the six months period.

This table shows the transactions:

	<i><b>JAN</b></i>	<i><b>FEB</b></i>	<i><b>MAR</b></i>	<i><b>APR</b></i>	<i><b>MAY</b></i>	<i><b>JUN</b></i>
Repeat 1200,00 USD	1200	1200	1200	1200	1200	1200
Spread evenly 6000.00 USD	-1000	-1000	-1000	-1000	-1000	-1000
Balance	200	200	200	200	200	200

	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>
Add by period 200.00 USD	+200	+200	+200	+200	+200	+200
Balance	400	400	400	400	400	400
Percentage change by period	-50%	-50%	-50%	-50%	-50%	-50%
Balance	200	200	200	200	200	200

Remember the following points when you spread amounts:

- You *cannot* spread amounts to closed periods.
- You *cannot* spread amounts to balanced ledgers or to summary ledgers.
- You *can* spread positive or negative amounts.

## Budget Copy Process

The Budget Copy feature is ideal for creating multiple versions of a budget. You set up what-if scenarios or assess the impact of each level of review. You can use this feature to create a new budget based on an existing ledger or to update an existing budget and have General Ledger automatically increase or decrease the amounts copied by a percentage that you specify.

The Budget Copy process updates or inserts new rows of data into the selected target ledger. If data for the specified ChartField values in the pool (source) ledger already exists in the target ledger, the system updates (or overwrites) that data for the year and periods specified. If no data exists in the target ledger for the specified ChartFields, General Ledger adds those rows to the target ledger. Any rows that do not meet the pool ledger criteria remain unaffected.

Here is an example:

Suppose that the sales manager for corporate headquarters expects that the revenue for the eastern and central regions will increase by 128 percent in the year 2000. To create a sales projection for the year 2000, the manager copies the actuals amounts from 1999 to the budget ledger. From the actuals ledger, the manager selects a range of revenue accounts (400000–401000) and the appropriate sales departments (21200 and 21300). All products and services are included. The system copies only those account balances that match the ChartField values that the manager entered. Any other rows of data that already exist in the budgets ledgers are not affected. Next, the manager selects the appropriate value in the Factor % (factor percentage) field. In this case, it is 128 percent of the actuals balances.

To populate a year's worth of budgets with a one-to-one copy from the actuals ledger to the budgets ledger, you set up a period-to-period copy. Then you run it 12 times in the Budget Copy process request using a different as-of date for each request. You cannot use a multiperiod time span (such as *All Year*) in the pool definition because the Budget Copy process sums the entire year in one row rather than as period 1, period 2, and so on. You could spread that amount to one period at a time or over an entire year, but you would not perform a one-to-one copy.

## Budget Allocation Process

Allocations processing in General Ledger enables you to spread either fixed amounts or a pool of complex *pro rata* amounts from multiple ChartFields. You can use statistical and monetary accounts from any ledger (or combination of ledgers) as the basis. Allocations provide complete flexibility in mapping ledger amounts across the chart of accounts. You can use allocations to generate large volumes of budget entries quickly and easily. Allocations processing supports top-down budgeting and the dynamic generation of budgets based on any segment of the organization at any given time.

Allocations enable you to spread amounts from any ledger to the budget ledger so that you can devise budgets and forecasts based on the strategic information already stored in your database. Here is an example:

Suppose that your sales manager is preparing next year's monthly sales targets for the eastern sales division, as well as a budget for travel expenses. The sales manager bases the forecast on a number of factors:

- 2004 revenue should be 128 percent higher than 2003 amounts.
- Because of unusual market fluctuations in 2003, the manager wants the 2004 forecast to reflect the 2002 monthly sales trends.
- The travel expense budget will be 10 percent higher than last year, allocated using the new sales projections as a basis.

First, the sales manager uses the Budget Copy Definition pages to copy 2002 eastern sales region revenue figures from the actuals ledger into the budget ledger for 2004.

The manager uses the Factor (%) field to increase by 128 percent the 1998 actuals amounts. Then the sales manager does the same for the travel expense accounts, increasing them by 10 percent.

Next, the sales manager uses the Budget Allocation process to reallocate revenue amounts according to 2002 sales trends, using the 2002 amounts in the sales revenue account for all departments as the basis. In this way, sales figures for the eastern division are spread according to the general sales trends for 2002.

As the final step, the sales manager uses the new 2003 sales revenue forecast amounts as the basis for allocating the travel expenses.

### See Also

[Chapter 22, "Maintaining Standard Budgets in General Ledger," Maintaining Detail Budgets, page 563](#)

[Chapter 22, "Maintaining Standard Budgets in General Ledger," Copying Budgets, page 568](#)

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Processing Allocations"

## Maintaining Detail Budgets

You use the Detail Budget Maintenance page, the Data by Year page, and the Data by Period page to make adjustments and perform inquiries on budget ledgers. To access budget ledger data using these pages, the ledger definition must specify the ledger record as LEDGER\_BUDG, and the ledger must be unbalanced.

To maintain detail budgets, use the Detail Budget Maintenance component (DEPT\_ENTRY).

The Detail Budget Maintenance page is intended for use in making adjustments of existing data and performing inquiries on existing data. It is not intended for adding volumes of data, or, to provide the extensive validation functionality that the Journal Entry page provides. The Journal Entry page is the primary place to enter financial data with full validation functionality.

This section discusses how to:

- Select budget ChartField criteria.
- Adjust budget data by year.
- Adjust budget data by period.
- Use the Budget Calculator feature.

---

**Note.** To maintain transactions in different currencies, use allocations or budget journals rather than the Budgets pages described here.

---

## Pages Used to Maintain Detail Budgets











<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Detail Budget Maintenance	BE_ENTRY2	General Ledger, Maintain Standard Budgets, Detail Budget Maintenance, Detail Budget Maintenance	Identify the fiscal year and the ChartFields or specific ChartField values that appear on the Data by Year page and the Data by Period page for the selected business unit and budget ledger.
Data by Year	BE_ENTRY3A	Click the Query link on the Detail Budget Maintenance page.	Delete rows for the selected budget data and entered fiscal year and drill down to the Data by Period page for this specific account.
Data by Period	BE_ENTRY4	Click the Account link on the Data by Year page.	Delete or add rows and maintain budget detail information by period.

## Selecting Budget ChartField Criteria

Access the Detail Budget Maintenance page (General Ledger, Maintain Standard Budgets, Detail Budget Maintenance, Detail Budget Maintenance).

### Detail Budget Maintenance

Unit: US001    Ledger: BD\_ACTUALS    \*Fiscal Year: 2009

Chartfield Criteria	
ChartField Name	ChartField Value
Account	% 
Alternate Account	% 
Operating Unit	% 
Fund Code	% 
Department	% 
Program Code	% 
Class Field	% 
Budget Reference	% 
Product	% 
Project	% 

[Query](#)

Detail Budget Maintenance page

To use the Detail Budget Maintenance page:

1. Enter the fiscal year that you want to review or modify for the business unit and budget ledger.
2. Enter or select ChartField values.

You can use wildcard characters to narrow your search of ChartFields.

3. Click the Query link at the bottom of the page.

The Data by Year page displays the data for each selected ChartField for the specified year.

## Adjusting Budget Data by Year

Access the Data by Year page (Click the Query link on the Detail Budget Maintenance page).



**Data By Year**

---

**Detail Budget Maintenance**

Unit: US005    Ledger: BUDGETS    \*Fiscal Year: 2009

Data By Year									
Del/Cal	Account	Dept	Bud Ref	Product	Project	Scenario	Currency	Posted Base Currency Amount	Posted Transaction Amount
<input type="checkbox"/>	<a href="#">500000</a>	42000					USD	1,290,663.00	1290663.00
<input type="checkbox"/>	<a href="#">600020</a>	21100					USD	61,273.90	61273.90
<input type="checkbox"/>	<a href="#">600020</a>	21200					USD	113,421.90	113421.90
<input type="checkbox"/>	<a href="#">600020</a>	20000					USD	29,985.10	29985.10
<input type="checkbox"/>	<a href="#">600020</a>	21600					USD	3,780.74	3780.74
<input type="checkbox"/>	<a href="#">600020</a>	22000					USD	10,429.60	10429.60
<input type="checkbox"/>	<a href="#">600020</a>	25000					USD	17,534.79	17534.79
<input type="checkbox"/>	<a href="#">600020</a>	21500					USD	44,325.80	44325.80
<input type="checkbox"/>	<a href="#">600020</a>	10000					USD	130,370.00	130370.00

### Data By Year page

To use the Data by Year page:

1. Select the Del/Cal (delete/calculate) check box next to the ChartField rows that you want to either recalculate (by clicking the Calculate link) or delete (by clicking the Delete Selected link).
2. To view the Data by Period page and adjust information for an account on a period-by-period basis, click the account value link in the Account field for a specific row.
3. To return to the Detail Budget Maintenance page, click the ChartFields link.

**Note.** You can enter data for ledgers only if the Ledgers For A Unit - Definition page specifies direct budget ledger updates.

See Chapter 22, "Maintaining Standard Budgets in General Ledger," Using the Budget Calculator Feature, page 566.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

## Adjusting Budget Data by Period

Access the Data by Period page (Click the Account link on the Data by Year page).

**Data By Period**

---

**Detail Budget Maintenance**

Unit: US005    Ledger: BUDGETS    \*Fiscal Year: 2009

▼ Data By Period    Customize | Find | View All | | First 1-12 of 12 Last

*Per	Account	Dept	Bud Ref	Project	Scenario	Currency	Posted Base Amt	Posted Transaction Amount		
1	50000	4200				USD	125,928.00	125928.00	+	-
2	50000	4200				USD	102,910.50	102910.50	+	-
3	50000	4200				USD	94,990.50	94990.50	+	-
4	50000	4200				USD	105,019.20	105019.20	+	-
5	50000	4200				USD	105,019.20	105019.20	+	-
6	50000	4200				USD	110,127.60	110127.60	+	-
7	50000	4200				USD	105,633.00	105633.00	+	-
8	50000	4200				USD	105,633.00	105633.00	+	-
9	50000	4200				USD	107,692.20	107692.20	+	-
10	50000	4200				USD	108,989.10	108989.10	+	-
11	50000	4200				USD	104,870.70	104870.70	+	-
12	50000	4200				USD	113,850.00	113850.00	+	-

+

Current: 1,290,663.00    Revised: 1,290,663.00    Change: 0.00    % Change: 0.00

[ChartFields](#)    [Data by Year](#)    [Calculator](#)

### Data By Period page

To use the Data by Period page:

1. Modify values, add or delete selected rows of data, or perform calculations on specified periods.
2. Click the Calculator link to access the Budget Calculation page, where you can modify budget calculations for accounts by period.

## Using the Budget Calculator Feature

Click the Calculator link on either the Data by Year page or the Data by Period page to access the Budget Calculation page.

Budget Calculation

Calculation Options

Calculation Type: Spread Evenly by Period

Selected From Period: 1

Selected to Period: 12

Change value: 15000

OKCancel

Budget Calculation page

Calculation Type	<p>Select one of the following options to determine how the system spreads the amount across the specified periods:</p> <ul style="list-style-type: none"><li><i>Repeat Amount by Period:</i> Select to replace the amount in each successive period with the change value.</li><li><i>Spread Evenly by Period:</i> Select to divide the amount by the number of periods, distributing it evenly to each period.</li><li><i>Adjust by Percent:</i> Select to designate a percentage by which the system increases the amount each period.</li><li><i>Add by Period:</i> Select to designate a specific amount to add to each period.</li></ul>
Selected From Period and Selected to Period	<p>Select the period range for which to apply the change.</p> <hr/> <p><b>Note.</b> These fields appear only when you click the Calculate link on Data by Period page.</p> <hr/>
Change Value	<p>Enter the change value amount based on the selected budget period (either a year or a period).</p> <p>For example, suppose that you enter 12,000.00 USD to spread evenly over 12 periods, replacing the original budget of 60,000.00 USD, and you select OK on the Budget Calculation page. On the Date by Period page, no value appears in the Current field, and 12,000.00 USD appears in the Revised amount field. The Change field indicates the reduction in the period amounts from 5,000.00 USD to 1,000.00 USD, and the % Change field displays a negative 80.00 as the overall percentage reduction.</p> <hr/> <p><b>Note.</b> If the percentage of change is more than 99999.99 percent, it appears as 99999.99%.</p> <hr/>

## Maintaining Project Budgets

This section discusses how to review and modify project budgets.

To maintain project budgets, use the Detail Project Maintenance component (PROJ\_ENTRY).

### Pages Used to Maintain Project Budgets

Page Name	Definition Name	Navigation	Usage
Detail Project Maintenance	BD_P_ENTRY2	General Ledger, Maintain Standard Budgets, Detail Project Maintenance	Select the fiscal year and the ChartField values to appear on the Data by Year page.
Data by Year	BD_P_ENTRY3A	Click the Query link on the Detail Project Maintenance page.	View the budget data for all projects that exist in the selected budget ledger for the selected fiscal year.
Data by Period	BD_P_ENTRY4	Click the account number link on the Data by Year page.	View the project budget data for selected projects for each period within the selected fiscal year.

### Reviewing and Modifying Project Budgets

You maintain project budgets in the same way that you maintain standard budgets. Project budgets normally include project detail information, which you can modify.

#### See Also

*PeopleSoft Project Costing 9.1 PeopleBook*, "Budgeting Project Costs and Revenue"

[Chapter 22, "Maintaining Standard Budgets in General Ledger," Maintaining Detail Budgets, page 563](#)

## Copying Budgets

To copy budgets, use the Budget Copy Definition component (ALLOC\_COPY\_LEDGER) and the Budget Copy Group component (ALLOC\_GROUP\_BD).

This section discusses how to:

- Set up the budget copy definition pool.

- Set up the budget copy definition target.
- Create a budget copy group.
- Initiate budget copy processing.

## Pages Used to Copy Budgets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Budget Copy Definition - Pool	ALLOC_POOL_BD	General Ledger, Maintain Standard Budgets, Budget Copy Definition, Pool	Specify the pool records, the selection criteria, and the method for the copy. Copy or update an entire ledger or any combination of ChartField values from a source ledger to an unbalanced ledger within the same business unit. Once you set up the pages in the Budget Copy Definition component, you save and reuse them.
Budget Copy Definition - Target	ALLOC_TARGET_BD	General Ledger, Maintain Standard Budgets, Budget Copy Definition, Target	Specify the destination for the copy of the target records and field values.
Budget Copy Records	ALLOC_REC_BD_SEC	Click the Records link on the Budget Copy Definition - Target page.	View the names of the calculation log record and working record for the target ledger.
Amount Map	ALLOC_AMT_BD_SEC	Click the Amount Map link on the Budget Copy Definition - Target page.	View the amount fields for the target budget.
Budget Copy Group	ALLOC_GROUP	General Ledger, Maintain Standard Budgets, Budget Copy Group	Create a budget copy group. Each budget copy definition must belong to a budget copy group. A budget copy group can contain multiple budget copy definitions.
Request Copy Budget - Budget Copy Using Allocations	ALLOC_REQUEST	General Ledger, Maintain Standard Budgets, Request Budget Copy	Run the COPY_BUDG process and the allocation process.
Budget Copy Calculation Log	RUN_GLS6003	General Ledger, Maintain Standard Budgets, Budget Copy Calculation Log	View detailed information about the Budget Copy process calculations for a given process step.

## Setting Up the Budget Copy Definition Pool

Access the Budget Copy Definition - Pool page (General Ledger, Maintain Standard Budgets, Budget Copy Definition, Pool).

Pool

Target

SetID: SHARE

Step: COPY\_BUDG

Effective Date

Find | View All | First 1 of 1 Last

\*Effective Date:

01/01/1990

Status: Active

\*Description: Copy from Budget to Budget

Pool Record

\*Ledger: BUDGETS

Time Span: PER

\*Pool factor: 100.0000

Pool Fields

Find | View All | First 1 of 3 Last

\*Field Name: Account

How Specified

☐ Selected Detail Values

☐ Selected Tree Nodes

☒ Range of Values

Specify Values/Range of Values/Tree Nodes

Customize | Find | View All | First 1-2 of 2 Last

Value	To		
100001	164000	+	-
200103	275700	+	-

Budget Copy Definition – Pool page

- Pool Record

Enter the source budget ledger to copy.
- TimeSpan

Specify the period (relative to the current fiscal year and accounting period) for which to retrieve the source records. Enter a single or multiperiod time span to determine the accounting periods used for the copy.
- Pool factor

Enter the factor that the system uses to increase or decrease the amounts copied to the target ledger. You can enter positive or negative values. For example, to increase 1,000.00 USD to 1,100.00 USD (10 percent), enter 10, or you could decrease the amount by 10 percent by entering -10.
- Pool Fields

Select the field name that the system uses to select pool rows from the pool record for the copy. The pool record name is the same as the ledger record name that is defined in the ledger template. If the pool record uses a subrecord to define its ChartFields, the prompt table for the field name does not list these ChartFields. However, you can still enter the ChartFields. When you save the budget copy definition, the system checks the record to validate the field name that you enter.

**How Specified**

Specify individual pool field values, use trees to select ChartField values from specified levels and nodes, or specify a range of field values.

---

**Note.** Use trees whenever possible to reduce maintenance when ChartField values change.

---

**Selected Detail Values**

Select to use detail values. Use the Specify Value/Range of Values group box to list pool field values, such as specific department or account values.

**Selected Tree Nodes**

Select to activate the tree information fields. In the Tree Type field, select *Detail* to enter a range of detail values for a node. Select *Dynamic* to include the range of detail values defined by a table in the database. Enter each tree node. The tree level is optional. If the tree has levels, you can limit prompting in this field to selected levels.

**Range of Values**

Select to activate the From and To fields to enter the start and end pool field values. If you leave the From field blank, the system selects all pool field values that are less than or equal to the value in the To field. You *cannot* leave the To field blank. If the field is blank, the system uses the lowest possible value.

## Setting Up the Budget Copy Definition Target

Access the Budget Copy Definition - Target page (General Ledger, Maintain Standard Budgets, Budget Copy Definition, Target).

Pool

Target

SetID: SHARE Step: COPY\_BUDG

Effective Date

Find | View All | First 1 of 1 Last

Effective Date: 01/01/1990 Status: Active Description: Copy from Budget to Budget

Target Record

\*Ledger: BUDGETS

Table Output Option: Replace Existing Amounts

Records

TimeSpan: PER+1

Target TimeSpan Option: Divide Target Across Periods

Amount Map

Specify Field Values

Customize | Find | View All | First 1-8 of 8 Last

*Field Name	Source	Field Value		
Account	Pool		+	-
Affiliate	Pool		+	-
Department	Pool		+	-
Ledger	Value	BUDGETS	+	-
Product	Pool		+	-
Project	Pool		+	-
Scenario	Value	INITIAL	+	-
Statistics Code	Pool		+	-

Budget Copy Definition - Target page

**Note.** Once the copy or update is complete, you can review the results on the ledger inquiry pages, or you can review and modify the new budget using the Detail Budget Maintenance component.

## Ledger

Specify the target ledger to update. The system populates the Specify Field Values scroll area with the target ledger ChartFields. Changing the value in the Ledger field causes the data in the target fields to be deleted as the new values are populated. To ensure a one-to-one copy, all ChartFields that are common to both the target ledger and the pool ledger must appear in the Specify Field Values scroll area, and the value in the Source field must be *Pool*.



**Table Output Option**

Select one of the following options:

*Update Existing Amounts:* If target rows already exist, update these rows with the pool amounts. For example, suppose that a target budget ledger row for account 400000 and department ID 12000 has an existing amount of 1,500.00 USD. The corresponding pool actuals ledger row contains 2,500.00 USD. If you select the update option, the system adds the amount in the pool ledger to the target ledger row, resulting in a target amount of 4,000.00 USD.

*Replace Existing Amounts:* Existing amounts are replaced. In the preceding example, the amount in the target row becomes 2,500.00 USD.

Both options apply only if target rows that meet the pool criteria already exist. If no target rows exist, the system inserts them regardless of the option that you selected.

**TimeSpan**

Specify the output for accounting periods for the target.

**Target TimeSpan Option**

If you select multiple periods in the TimeSpan field for the target, you must specify one of the following options:

*Repeat Target Each Period:* Repeats the entire target amount for each period defined in the time span.

*Divide Target Across Periods:* Divides the target amount by the number of periods defined in the TimeSpan field and distributes it equally to each period.

**Records**

Click to access the Budget Copy Records page, where you can view the names of the calculation log record and working record for the target ledger. Budgets has extra ChartFields, such as LEDGER\_PROJ (for project budget) has BUSINESS\_UNIT\_PC, ACTIVITY\_ID, RESOURCE\_TYPE, ANALYSIS\_TYPE, RESOURCE\_CATEGORY, RESOURCE\_SUB\_CAT, and BUDGET\_PERIOD, and SCENARIO LEDGER\_BUDG (for standard budget) has BUDGET\_PERIOD and SCENARIO. This means that it is important to specify the correct records.

**Amount Map**

Click to access the Amount Map page, which displays the amount fields for the target budget. In most cases, you can accept the default values.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," TimeSpans

## Creating a Budget Copy Group

Access the Budget Copy Group page (General Ledger, Maintain Standard Budgets, Budget Copy Group).

Budget Copy Group

SetID: SHAREGroup: COPY\_BUDG

Effective date

Find | View All | First | 1 of 1 | Last

\*Effective Date: 01/01/1900

Status: Active

Description: Copy Final Budget to Initial

Comments: Copy this period's Final budget to next period's Initial budget.

Steps

Customize | Find | View All | First | 1 of 1 | Last

*Step	Description	Continue
COPY_BUDG	Copy from Budget to Budget	<input type="checkbox"/>


Budget Copy Group page


- Effective Date


Enter an Effective Date for this allocation group.
- Status

Select *Active* or *Inactive*.
- Step

Enter the name of a process step to determine the processing order.
- Continue

Select this check box for a particular step to have the system continue the copy even if the step fails.
- 

Click the Copy Allocation Group button to make a copy of the group.
- 

Click the Rename Allocation Group button to rename the copy group.
- 

Click the Delete Allocation Group button to delete the copy group.

Initiating Budget Copy Processing

Access Request Budget Copy - Allocation Request page to specify the request parameters and run the Allocation process (FS\_ALLC) to copy the budget. If you select the Start Step option, the system starts processing from the last failed step. The Start Step option appears only if the prior step fails.

---

## Importing Budgets from Flat Files

Budget data in General Ledger is stored in ledgers; therefore, you import budgets directly to the Detail Ledger table (PS\_LEDGER\_BUDG), which is delivered with General Ledger.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Importing and Exporting Ledgers

---

## Posting Budget Journals

As with other journals, you can create and post budget journals to the ledger that is specified in the journal header. Unlike the other budgeting methods, however, you do not directly update the ledger balances table. Rather, the posting process updates the ledger table and retains the journal entry as an audit item. In this way, you generate an audit trail to record the original budget and subsequent changes.

### **See Also**

Chapter 10, "Processing Journals," Posting Journals, page 248



## Chapter 23

# Archiving for Ledgers and Journals

This chapter provides an overview of archiving for ledgers and journals and discusses how to:

- Archive ledgers and journals.
- Restore archived ledgers and journals.

---

## Understanding Archiving for Ledgers and Journals

This section discusses:

- Archive query.
- History tables.
- Archive objects.
- Preprocesses and postprocesses.
- Archive templates.
- Archive results.
- Performance.

Because archiving procedures are extensions of the PeopleSoft PeopleTools Data Archive Manager functionality and because the general ledger archive procedures are totally dependant on that functionality, it is assumed that you have read the PeopleTools archiving documentation and thoroughly understand the terminology, the functionality, and have developed an archive strategy before reading this documentation and proceeding to archive ledgers and journals.

PeopleSoft General Ledger archiving makes use of queries to provide selection criteria and the prompts for that selection criteria. For example, your query can specify business units and dates for ledger and journal data to be archived when you run the archive process. Archiving also uses preprocesses to enforce certain data conditions before the archive process is run, such as not allowing the archiving of journals with open items or the archiving of ledger data in an open period. You can also use postprocesses to produce such things as a listing of the data archived.

History tables are provided to receive journal and ledger data. Archive objects identify a base record with its associated records and provides for the association of the actual tables with the history tables.

An archive template ties the query, the archive object, and the pre- and postprocess together for use by the PeopleTools Archive Processor (PSARCHIVE).

See *PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager."*

## Archive Query

Archive query definitions define the selection criteria to archive data from ledger and journal tables. Data Archive Manager uses PeopleSoft Query to define selection criteria and prompts for the base table for the base archive object. For example, you might choose to archive all rows in the LEDGER table where the business unit is FRA01.

Archive queries are defined only for base tables because nonbase tables are archived based on the archived data of the related base table. Refer to Archive Object topic in this chapter and to PeopleTools documentation for information on base and nonbase tables as they apply to archiving.

See *PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager," Managing Archive Objects*.

Many possible permutations of prompt and inclusion or exclusion logic exist. Always modify these queries or create new archive queries using the information provided in PeopleTools documentation.

---

**Note.** Use the delivered queries as examples and modify them according to your corporate archive strategy. Evaluate and modify the queries, archive templates, preprocess and postprocess as a whole.

---

The following archive query definitions are delivered as sample system data:

Query Name	Description of Prompt and Exclusion Logic
GL_ARCH_JRNL	<p>The query has these prompts:</p> <ul style="list-style-type: none"> <li>• Business Unit From</li> <li>• Business Unit To</li> <li>• Ledger Group</li> <li>• Archive Date Option (Current, Process, and As of Date)</li> <li>• As of Date</li> <li>• Retention days</li> <li>• Archive Begin Date</li> </ul>

<b>Query Name</b>	<b>Description of Prompt and Exclusion Logic</b>
GL_ARCH_LEDGER	<p>The query has these prompts:</p> <ul style="list-style-type: none"> <li>• Business Unit From</li> <li>• Business Unit To</li> <li>• Ledger</li> <li>• Fiscal Year</li> <li>• Accounting Period To</li> <li>• Include Closing Adjustments (Yes or No)</li> <li>• Adjustment Period From</li> <li>• Adjustment Period To</li> </ul>
GL_ARCH_LED_ADB	The query has the same prompt as the above.
GL_ARCH_LED_ADB_MTD	The query has the same prompt as the above.
GL_ARCH_LED_ADB_QTD	The query has the same prompt as the above.
GL_ARCH_LED_ADB_YTD	The query has the same prompt as the above.

### ***Journal Archive Query Parameter Descriptions***

This table provides additional information about journal archive query parameters:

<b>Journal Query Parameter</b>	<b>Description</b>
Business Unit To and Business Unit From	Specifies the from and to <i>anchor</i> business units of the journals you want to archive. The anchor business unit is the business unit that is on the journal entry header page.
Ledger Group	This is the Ledger Group of the journals to be archived.
Archive Date Option	<p>Use this option to determine the Archive To Date, which can be:</p> <ul style="list-style-type: none"> <li>• Current Date: This is the process running date, or today's date.</li> <li>• Process Date: This is the Process Date defined on the GL Business Unit definition.</li> <li>• As of Date: This is the date specified in the As Of Date prompt.</li> </ul>
As Of Date	Use this date as the Archive To Date if the archive date option you selected is As of Date.
Retention Days	If non-zero, this number of days is subtracted from the Archive To Date that you previously determined.

<b><i>Journal Query Parameter</i></b>	<b><i>Description</i></b>
Archive Begin Date	This is optional. If you leave it blank, the preprocessor populates with the first date in the same fiscal year of the Archive To Date you previously determined.

### ***Ledger Archive Query Parameter Descriptions***

This table provides additional information about ledger archive query parameters:

<b><i>Ledger Query Parameter</i></b>	<b><i>Description</i></b>
Business Unit To and Business Unit From	Specify the from and to business units of the ledger to be archived.
Ledger	Specifies the name of the ledger to be archived.
Fiscal Year	Specifies the fiscal year of the ledger to be archived.
Accounting Period To	Ledger Archive will archive from Period 0 to the Accounting Period To that you specify.
Include Closing Adjustment	Select to included closing adjustment period 999 in the ledger archive.
Adjustment Period From and Adjustment Period To	If both of these are non-zero, the system includes the specified range of adjustment periods in the ledger archive process.

## **History Tables**

General Ledger delivers history tables as system data to be used with the delivered archive procedures.

You can change or configure history tables to correspond to any special requirements or configuration of your system by using the PeopleSoft Application Designer and by following the instructions located in the PeopleTools documentation.

However, history tables are by definition copies of your database tables. To successfully archive and restore records and tables to and from the history tables, the history tables must mirror your specific database tables. This requirement must be considered before reconfiguring or customizing such things as ChartFields, fields, and tables.

Archiving places copies of ledger and journal records in the history tables, and at that point the data exists in the database and the history tables. You can use the delete and remove from history action available on the archive run control to remove archived information from the database tables and when you no longer need the information, remove the archived data from the history tables.

### ***Journal Archive History Tables***

The following are the delivered sample system data history tables for journal archive:



<b>Active Database Table</b>	<b>History Table</b>
JRNL_HEADER	JRNL_HDR_H
JRNL_LN	JRNL_LN_H
JRNL_VAT	JRNL_VAT_H
JRNL_CF_BAL_TBL	JRNL_CF_BAL_H
JRNL_IU_ANCHOR	JRNL_IUAC_H
OPEN_ITEM_GL	GL_OITEM_H

### **Ledger Archive History Tables**

The following are the delivered sample system data history tables for ledger archive:

<b>Active Database Table</b>	<b>History Table</b>
LEDGER	LEDGER_H
LEDGER_ADB	LED_ADB_H
LEDGER_ADB_MTD	LED_ADB_MTD_H
LEDGER_ADB_QTD	LED_ADB_QTD_H
LEDGER_ADB_YTD	LED_ADB_YTD_H

## **Archive Objects**

An archive object definition identifies the tables that contain the data to be archived and the history tables that are to be updated for each table.

It is important to understand the base table and nonbase table relationship. PeopleTools documentation explains in detail the concept and relationship of base to nonbase tables.

See *PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager," Managing Archive Objects*.

General Ledger delivers the following archive object definitions as system data:

<b>Archive Object</b>	<b>Description</b>	<b>Base Table</b>
GL_JOURNAL	Archives journal tables: <ul style="list-style-type: none"> <li>• JRNL_HEADER</li> <li>• JRNL_LN</li> <li>• JRNL_VAT</li> <li>• JRNL_CF_BAL_TBL</li> <li>• JRNL_IU_ANCHOR</li> <li>• OPEN_ITEM_GL</li> </ul>	JRNL_HEADER
GL_LEDGER	Archives detail ledger table, LEDGER.	LEDGER
GL_LED_ADB	Archives detail ADB ledger table, LEDGER_ADB.	LEDGER_ADB
GL_LED_ADB_MTD	Archives incremental ADB ledger table, LEDGER_ADB_MTD.	LEDGER_ADB_MTD
GL_LED_ADB_QTD	Archives incremental ADB ledger table, LEDGER_ADB_QTD.	LEDGER_ADB_QTD
GL_LED_ADB_YTD	Archives incremental ADB ledger table, LEDGER_ADB_YTD.	LEDGER_ADB_YTD

## Preprocesses and Post Processes

This is a list of the pre- and post- Application Engine processes that are delivered as system data and that you can use as is or modify to meet different requirements:

<b>Process Name</b>	<b>Object Name</b>	<b>Description</b>
Journal Archive Selection Preprocess	GLARC_JRL1S	<p>The process validates the journal archive selection and generates warnings or errors:</p> <ul style="list-style-type: none"> <li>• An error is generated if a journal selected for archive has open item data not yet closed.</li> <li>• An error is generated if archive dates fall within an open period.</li> <li>• A warning is issued if there are journals within archive selection criteria with journal status other than Posted, Unposted, Deleted or Upgraded. Such journals are permitted to be archived but the preprocessor logs a warning message in the process monitor, and the archive process continues to run.</li> </ul>
Journal Archive Selection Post Process	GLARC_JRL2S	<p>The process generate statistics for the archived journals in the process monitor. You can see data statistics recorded in the archive process in the process monitor:</p> <ul style="list-style-type: none"> <li>• Archive From Date.</li> <li>• Archive To Date.</li> <li>• Ledger Group.</li> <li>• Business Unit.</li> <li>• Total Debit Amount.</li> <li>• Total Credit Amount.</li> </ul>
Ledger Archive Selection Preprocess	GLARC_LED1S	<p>The process validates the ledger archive selection and generates errors if:</p> <ul style="list-style-type: none"> <li>• An ADB ledger is selected for archive but no averages were calculated for the fiscal year.</li> <li>• If archive periods fall within open periods.</li> <li>• If one of the Adjustment From or Adjustment To Periods is zero but the other is not zero.</li> </ul> <p>Both must be zero or both non-zero for proper archiving.</p>

<b>Process Name</b>	<b>Object Name</b>	<b>Description</b>
Ledger Archive Selection Post Process	GLARC_LED2S	<p>The process generate statistics for the archived ledgers in the process monitor. You can see data statistics recorded in the archive process in the process monitor:</p> <ul style="list-style-type: none"> <li>• Business Unit.</li> <li>• Ledger.</li> <li>• Fiscal Year.</li> <li>• Accounting Periods.</li> <li>• Base Currency.</li> <li>• Total Base Credit.</li> <li>• Total Base Debit.</li> <li>• Total Base Amount.</li> </ul>

## Archive Templates

When you archive journals and ledgers, you can select one of the delivered system data templates or, if necessary, create a new archive template definition. Each archive template definition includes one or more archive object definitions and corresponding archive query definitions. You can also specify in the archive template preprocessing and postprocessing application engine processes.

The following archive template definitions are delivered as system data:

<b>Archive Template</b>	<b>Archive Object</b>	<b>Pre- or Postprocesses</b>
GL_JRNL	GL_JOURNAL	GLARC_JRL1S (preprocess) GLARC_JRL2S (postprocess)
GL_LED	GL_LEDGER	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADB	GL_LEDGER_ADB	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADBMTD	GL_LED_ADB_MTD	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)
GLADBQTD	GL_LED_ADB_QTD	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)

<i>Archive Template</i>	<i>Archive Object</i>	<i>Pre- or Postprocesses</i>
GLADBYTD	GL_LED_ADB_YTD	GLARC_LED1S (preprocess) GLARC_LED2S (postprocess)

## Archive Results

Use the Audit Archive page provided by PeopleTools Data Archive Manager to review archive result.

You can also create your own queries against the history tables to verify archive results.

See *PeopleTools PeopleBook: Data Management*, "Using PeopleSoft Data Archive Manager."

## Performance

Parallel processing can be done by archiving multiple business units in separate ranges in the run controls.

While you can create additional logic in the Archive Queries, it might slow down the performance. Test your queries for performance before implementing them in the archive process.

---

## Archiving Ledgers and Journals

To archive ledgers and journals use the Archive Data to History (PSARCHRUNCNTL), Define Query Bind Variables (PSARCHRUNQRYBND), and Audit Archiving (PSARCHIVEAUDIT) components.

This section provides an overview of the archive process flow and lists the pages used to archive data.

## Understanding the Archive Process Flow

You use the Data Archive Manager to perform an archive.

Use the same run control page for each step in the process except for auditing the archive selection.

Perform these tasks to archive ledgers and journals for General Ledger.

1. Archive to the history tables by selecting the archive template and query on the Archive Data to History page for the type of archive procedure that you want to accomplish.

By clicking Reset Query Find Variables on the Define Query Bind Variables page you can reset criteria.

---

**Note.** You can run the archive process multiple times to create various *what-if* scenarios based on the archive date.

---

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

---

**Note.** This page displays data only if you select the Audit Row Count check box on the Archive Data to History page.

---

3. Delete the archived records and tables from the active database tables for a specific archive ID (template) and batch number on the Archive Data to History page.
4. (Optional) You can rollback archived data from the history tables for a specific archive ID (template) and batch number using the Archive Data to History page if, for example, you delete data from records and tables from the active database in error.
5. Your DBA off loads data from the history tables to another database or to flat files.
6. Remove data from the history tables for a specific archive ID (template) and batch number using the Archive Data to History page.
7. If you want to see data in the tables selected to be archive, you can run a query on the history tables.

The data in the history tables is keyed by the archive ID (template) and batch number for each archive run.

---

**Note.** If you decide to run the archive selection process again, for example, because you did not select the correct data, you must first use the Data Archive Manager option to remove the previous data from the history tables.

---

See *PeopleTools PeopleBook: Data Management*, "Using PeopleSoft Data Archive Manager."

## Pages Used to Archive Ledgers and Journals

Page Name	Definition Name	Navigation	Usage
Archive Data to History	PSARCHRUNCNTL	PeopleTools, Data Archive Manager, Archive Data to History	Select an archive template and query and select the action you want to take in the archiving process.
Define Query Bind Variables	PSARCHRUNQRYBND	Click the Define Binds link on the Archive Data to History page.	Click the Reset Query Bind Variables button and enter the values that are used to select the data to be archived.
Audit Archiving	PSARCHIVEAUDIT	PeopleTools, Data Archive Manager, Audit Archiving	View the number of rows selected to be archived for each table for a specific archive run.

## Restoring Archived Ledgers and Journals

To restore archived ledgers and journals use the Archive Data to History component (PSARCHRUNCTL).

This section provides an overview of data restoration and lists the page used to restore data.

### Understanding Restoring Ledgers and Journals

The Selection option on the Archive Data to History page places a copy of the data located in the active source ledger and journal records and tables into the history tables and the Delete option removes the archived data from the active source database tables. If you delete data from the source tables in error, you can restore the data from the history tables by using the Rollback option on the Archive Data to History page.

You cannot restore selected parts of the data from the history tables because the process restores all data for a specific archive ID (template) and process run. For example, you cannot specify that you want to restore data for a particular transaction to the source tables.

While you can restore data to the source tables from the history tables, the compatible structure of the source and history tables must be maintained over time to successfully restore data.

---

**Note.** After you delete data from the history tables, you cannot restore the data to the active source database tables unless you maintain flat files as backup and manually restore the data to the history tables from the flat file and then to the active database tables from the history tables.

---

See *PeopleTools PeopleBook: Data Management*, "Using PeopleSoft Data Archive Manager."

### Page Used to Restore Archived Ledger and Journal

Page Name	Definition Name	Navigation	Usage
Archive Data to History	PSARCHRUNCTL	PeopleTools, Data Archive Manager, Archive Data to History	Select an archive ID (template) and the batch number for the process run of the data that you want to restore.





## Chapter 24

# Using Commitment Control in General Ledger

This chapter provides an overview of the relationship between Oracle's PeopleSoft Commitment Control and General Ledger and discusses how to:

- Enter and process commitment control journal entries in PeopleSoft General Ledger.
- Run check only without posting to LEDGER\_KK.
- Enter and process Commitment Control journal entries with entry events in PeopleSoft General Ledger.
- Review and correct journal entries with budget checking errors.

---

## Understanding Commitment Control and General Ledger Journals

Commitment Control ensures that commitments and expenditures do not exceed total budgets. Set up Commitment Control budgets and budget ledgers and link them to the actuals ledgers. This enables you to create journal entries in PeopleSoft General Ledger. This section provides an overview of:

- Commitment Control journal entries.
- Commitment Control journal entries with entry events.
- Journal entries with budget checking errors.

## Prerequisites

Before you use Commitment Control with General Ledger:

- Read the *PeopleSoft Enterprise Commitment Control 9.1 PeopleBook*: "Understanding Commitment Control" chapter.
- Set up your system for Commitment Control processing.
- Enable Commitment Control for General Ledger on the Installation Options - Products Page.
- Set up ledger groups specifically for control budgets and link the budget ledgers to the ledgers recording actual transactions (actuals ledgers) using the Ledger For A Unit page.

- Review the Commitment Control source transaction definition, GL\_JOURNAL, which is delivered for PeopleSoft General Ledger.

Do not change this definition.

### **See Also**

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options"

## **Commitment Control Journal Entries**

The commitment control journal entry that you enter depends on the Commitment Control amount type that you select. When you select:

- **Planned.**

Updates the Commitment Control planned ledger.

- **Actuals and Recognized.**

Updates the GL actuals ledger, the Commitment Control expense ledger and the Commitment Control recognized ledger(s). The budget processor decides which Commitment Control ledgers to update based upon the budget definition rules. For each Commitment Control ledger group that is associated with an actuals ledger group, the budget processor determines by account type where the specific transaction will impact. If impacting the Expenditure ledger group, then the Expense ledger is selected. If impacting the Revenue ledger group, then the Recognized ledger is selected. The journal transaction is recorded in the actuals ledger and the revenue or expenditure commitment control ledger is updated.

- **Pre-Encumbrance.**

Updates the Commitment Control pre-encumbrance ledger only (expenditure ledger groups only).

- **Encumbrance.**

Updates the Commitment Control encumbrance ledger only (expenditure ledger groups only).

- **Collected Revenue.**

Updates the Commitment Control collected ledger only (revenue ledger groups only).

- **Actuals, Recognize, Collected Revenue**

Updates the GL actuals, the Commitment Control Collected and Commitment Control recognized ledgers, as well as the Commitment Control expense ledgers.

Commitment Control journal entries can be for interunit journals, reversals, allocations, revaluation, and translation journals that are set up for or linked to a Commitment Control ledger group. You process the journal online or through batch processing. Once the journal entries are edited, the Commitment Control budget processor (FS\_BP) checks the GL journals against control budgets to ensure that they comply with the rules established for budgets. Budget processor may fail a transaction if it does not comply with the budget rules. Rules control whether or not spending can exceed a budget. It also verifies that you have valid ChartFields based on the budget ledger or ledgers and updates these budget ledgers with the journal amounts. An error is generated for the transaction if there is a problem, which you can correct before you continue with your processing. If everything is correct, budget processor updates the budget amounts in the commitment control budget ledgers.

If you selected an actuals commitment control type prior to creating the journal entry, the detail accounting transactions are posted to the actuals ledger, while the budget amounts are updated in the commitment control budget ledgers by the budget processor.

If you selected pre-encumbrance, encumbrance, or collected revenue, the budget processor only updates the budget amounts in the corresponding Commitment Control ledger, and the actuals ledger is not updated. If you want to adjust the specific budget amount and create the appropriate budgetary accounting entry, use entry event on the budget adjustment journal entry. When the Amount Types, pre-encumbrance, encumbrance, collected revenue, and planned are selected, journal edit does not perform the balancing process on the journal, which means that it does not recycle or suspend the journal, even if the journal is not balanced.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options."

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Understanding PeopleSoft Commitment Control."

### **Commitment Control Journal Entries with Entry Events**

Use entry events with commitment control journal entries, which use the GLJE entry event process, and commitment control budget adjustment journal entries, which use the GLJEADJ entry event process.

See [Chapter 27, "Using Entry Events in General Ledger," Understanding Entry Events in General Ledger, page 653.](#)

### **Journal Entries with Budget Checking Errors**

Budget checking errors can be corrected by:

- Changing values (ChartFields or amounts) on the Journal Entry - Lines page.
- Increasing or moving budget amounts.
- Updating trees that are used by the budget definition.

After making any of these corrections, you will need to rerun the budget processor to clear the errors and update the Commitment Control ledgers and supporting tables.

### ***Budget Checking Journals Without Posting to LEDGER\_KK (Check Only or Budget Pre-Check)***

When you run a budget Check Only process (Budget Pre-Check), the budget processor performs the usual budget checking and edits when a budget journal or general ledger journal is budget checked, but it does so without committing changes (posting) to the LEDGER\_KK and other like records. This option allows you to resolve errors before you post your final budgets to the ledgers. When errors are encountered during the Check Only process, they are reported at the budget journal and journal line level and written to the status logs to be accessed through existing commitment control inquiries, just as they are with the regular checking and posting of budgets.

A successful Check Only budget entry has a Budget Status of *P* (provisionally valid) to indicate a valid budget Check Only. After full processing, a successful budget check is indicated by the Budget Status *V* (valid), which indicates a successful budget check and posting to the LEDGER\_KK record. A Check Only that results in logged errors updates the Budget Status to *E* (errors) and the application links an access to the exception table functions as with normal budget checking and posting. Lines with errors are updated to a status of *E* (error) and remaining valid lines have a status of *N* (not checked).

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options," Enabling Budget Pre-Check for Commitment Control.

#### **See Also**

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Processing Source Transactions Against Control Budgets"

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions"

---

## **Entering and Processing Commitment Control Journal Entries in General Ledger**

This section discusses how to:

- Enter header information for Commitment Control journal entries.
- Use Commitment Control amount types.
- Enter and process Commitment Control journal lines.

### **Pages Used to Enter and Process Commitment Control Journal Entries in General Ledger**

<b><i>Page Name</i></b>	<b><i>Definition Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Journal Entry - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header	Select the appropriate ledger and ledger group to apply to this journal entry.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Commitment Control - Commitment Control Amount Types	JOURNAL_ENTRY_KK	Click the Commitment Control link on the Journal Entry - Header page.	Select a commitment control amount type to determine the type of processing required for the journal entry lines.
Journal Entry - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create Journal Entries, Lines	Enter journal lines and ChartField information to create a journal. You can run the edit and budget check process online.
Budget Check Journals	JOURNAL_BGTCHK_REQ	General Ledger, Journals, Process Journals, Budget Check Journals	Runs the Commitment Control Budget Processor to budget check all edit-valid commitment control journals.
Entry Event Journals	PST_EE_RUN_REQUEST	General Ledger, Journals, Process Journals, Entry Event Journals	Run the Entry Event Processor (FS_EVENTGEN application engine) to process and generate entry event accounting data for journals with entry events codes that have not been processed, such as budget adjustment journals.
Generate Journals Request	JRNL_GEN_REQUEST	General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request	Enter data to run Journal Generator process (FS_JGEN application engine) to generate journals from subsystems, accounting entries generated by Entry Event Processor and imported data to post in General Ledger.
Post Journals	JOURNAL_POST_REQ	General Ledger, Journals, Process Journals, Post Journals	Enter the information for the journals you intend to post. Runs the PS/GL Journal Post (GLPPPOST) process to batch post the journals to their appropriate ledgers. When use entry event on the budget adjustment journal entry, you have to post the corresponding budgetary accounting entry created by Journal Generator.

Entering Header Information for Commitment Control Journal Entries

Access the Journal Entry - Header page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header).

Header

Lines

Totals

Errors

Approval

Unit: US005

Journal ID: 0000000017

Date: 06/28/2004

Long Description:

KK Testing Journal - 2004

\*Ledger Group:

RECORDING

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2004

\*Source:

ONL

Period:

6

Reference Number:

ADB Date:

06/28/2004

SJE Type:

Journal Class:

☐ Auto Generate Lines

Transaction Code:

GENERAL

☐ Save Journal Incomplete Status

Agency Location Code:

☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Journal Entry - Header page

**Note.** An *actuals* ledger refers to a part of the *RECORDING* Ledger Group shown in the sample data and is used to distinguish the actual transactions ledgers from the commitment control budget ledgers. A *detail* ledger refers to ledgers that record actuals, preencumbrances, encumbrances, revenue, and collected revenue amounts at a detail account level rather than at a rolled up or summary account level.

Ledger Group

You can enter and post a journal directly against a commitment control ledger by selecting a commitment control expenditure or revenue ledger group.

## Ledger

Select a ledger within the group. If you select a Commitment Control ledger group, you can create and post journals for the pre-encumbrance, encumbrance, recognize revenue, or collected revenue amounts against only the commitment control ledgers. However, these amounts are not posted to the actuals ledger. To post any of these amounts in the actuals ledger, you must create the journal entries that post to your actuals ledger.

If you select a specific Commitment Control ledger group and detail ledger, then the selected detail ledger is the only ledger updated. If you select an actuals ledger and then select the option to do a commitment control adjustment, all commitment control ledgers associated with this actuals ledger (the association is done on the Ledgers For A Unit page) are updated if the adjustment applies.

---

**Note.** If you are only adjusting one specific commitment control ledger, select the commitment control ledger group and its ledger. This enables you to access the selected commitment control ledgers directly to create your adjustments. You do not have to click the Commitment Control link because the nature of the ledger group and ledger that you selected automatically identifies the type of adjustment. However, if you select commitment control ledger group, you cannot specify entry event on the journal line. This means that you have to manually create the corresponding budgetary accounting entry.

---

## Using Commitment Control Amount Types

Access the Commitment Control page (Click the Commitment Control link on the Create Journal Entries - Header page).

**Commitment Control**

**Commitment Control Amount Type**

- ☒ Actuals and Recognized
- ☐ Encumbrance
- ☐ Pre-Encumbrance
- ☐ Collected Revenue
- ☐ Actuals, Recognize and Collect
- ☐ Planned

☐ Bypass Budget Checking

☐ Override

Override User ID:

Override Date:

Commitment Control page

The Budget Processor (FS\_BP) determines how to update the control budget based on the commitment control amount type that you select.

- You can update the commitment control budget ledgers and also post the journal to the actuals ledger when you select the amount type *Actuals and Recognized* or *Actuals, Recognize and Collect*.
- You must select the commitment control amount type *Encumbrance*, *Pre-Encumbrance*, or *Collected Revenue* to make commitment control budget adjustments to these ledgers *without* updating the actuals ledger.

You can use entry events to generate the corresponding budgetary accounting entry and post to the actuals ledger.

- You can also bypass commitment control budget checking or override commitment control budget exceptions by selecting the Commitment Control link and selecting the appropriate check box.

### **Actuals and Recognized**

When you select this option, the journal records the transaction in the actuals ledger and also in the appropriate Commitment Control ledger (expenditure or revenue) based on the ChartFields used in the journal line. Selecting this type enables you to select the entry event codes on the journal line that use the GLJE Entry Event Process. Select the commitment control amount type that represents this journal. Budget Processor (FS\_BP) determines which commitment control budget ledger to update.

### **Encumbrance**

An encumbrance is an amount that you are legally obligated to pay based on a contract or a purchase order. You select this option when you want to adjust the Commitment Control encumbrance ledger that affects your budget amounts. After selecting this option, you return to the journal line, select the BUDJEADJ entry event code, which enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which include GL\_JENC, GL\_JPRNC and GL\_JCREV Entry Event source transactions. Enter the adjustments that you want to make to the Commitment Control budget journal. When you edit and budget check this transaction, the encumbrance amounts is updated in the associated Commitment Control budget journal ledgers. You run the Entry Event Processor for this journal entry in batch mode to generate the accounting lines that you want to update and post in the actuals ledger. Then you run Journal Generator to create the journals and post the journals to the actuals ledger.

See Chapter 27, "Using Entry Events in General Ledger," GLJEADJ Entry Event Process, page 656.

---

**Note.** If you specified a Commitment Control ledger group along with a Commitment Control ledger on the Journal Header page, the Commitment Control amount type is already determined, and the Commitment Control Amount Type page is not enabled.

---



**Pre-Encumbrance**

A pre-encumbrance is the amount that you intend to spend when you create a requisition. You select this option when you want to adjust the Commitment Control pre-encumbrance ledger that affects your budget amounts. After selecting this option, you return to the journal line, select the BUDJEADJ entry event code, which enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which include GL\_JENC, GL\_JPRNC and GL\_JCREV Entry Event source transactions. Enter the adjustments that you want to make to the Commitment Control budget journal. When you edit and budget check this transaction, the pre-encumbrance amount is updated in the associated Commitment Control budget journal ledgers. You run the Entry Event Processor for this journal entry in batch mode to generate the accounting lines that you want update and post in the actuals ledger. Then you run Journal Generator to create the journals and post the journals to the actuals ledger.

Selecting this type enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which includes GL\_JENC, GL\_JPRNC, and GL\_JCREV entry event source transactions.

---

**Note.** If you specified a Commitment Control ledger group along with a Commitment Control ledger, the Commitment Control amount type is already determined, and the Commitment Control Amount Type page is not enabled.

---

**Collected Revenue**

When you select this option, this journal records the amount of revenue collected based on a previously entered revenue transaction. This updates the Collected Revenue ledger of a Commitment Control Revenue Budget.

Selecting this type enables you to select the entry event codes on the journal line that use the GLJEADJ entry event process, which includes GL\_JENC, GL\_JPRNC, and GL\_JCREV entry event source transactions.

**Actuals, Recognize and Collect**

When you select this option, this journal records both the amount of revenue booked and the amount of revenue collected, and updates the Revenue Estimate Commitment Control Budget.

Selecting this type enables you to select the entry event codes on the journal line that use the GLJE Entry Event Process.

---

**Note.** You can select entry event codes for Planned Commitment Control amount type; however, the Entry Event Processor will not process this Commitment Control amount type.

---

**Planned**

Select this type to enable you to select the entry event codes on the journal line that use the GLJEADJ entry event process. However, the entry event processor does not run for the codes you select on the journal line. Instead, the journal amount that you plan to spend is recorded. This planned amount is only an estimate and is not yet an actual transaction and is updated in the Planned Commitment Control ledger in the Commitment Control ledger group.

<b>Bypass Budget Checking</b>	Select this option to allow the journal to bypass budget checking. <hr/> <b>Note.</b> If you select Bypass Budget Checking, the Entry Event Processor does not create accounting lines for the journal. <hr/>
<b>Override</b>	Select this option to allow the transaction to pass budget checking if any overrideable exceptions exist for this journal, like the amount of the transaction exceeds the budget amount.
<b>Override User ID</b>	If you selected the Override option and you override the budget for a transaction, the system updates this field with your user ID.
<b>Override Date</b>	If you override a budget transaction, the system updates this field with the transaction date.

If the journal contains a journal line that has an account value that does not belong in the ledger represented by the selected Commitment Control amount type, the budget processor will not process the line nor update the commitment control ledger data table. For example, if one journal line contains a revenue transaction, and you selected pre-encumbrances as the Commitment Control accounting type, then budget processor will not process this line.

## Entering and Processing Commitment Control Journal Lines

Access the Journal Entry - Lines page.

1. Enter the appropriate accounts, debit and credit amounts, and ChartFields for a commitment control journal.  

---

**Note.** Depending on how your data is set up, you may be required to enter entry event codes on the journal line.

---

See [Chapter 27, "Using Entry Events in General Ledger," page 653.](#)
2. Save the journal lines.
3. Select Process: *Edit*.  

This process executes both the Edit and the Budget Check processes.

---

**Note.** If you are creating a budget adjustment journal, you are required to select an entry event code that is associated with the GLJEADJ entry event process. The processing of this type is different from the processing of GLJE entry event process.

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See [Chapter 27, "Using Entry Events in General Ledger," page 653.](#)

4. Select Process: *Budget Check Journal* if you only need to execute the Budget Check process.

---

**Note.** Budget Check only runs if the Journal Header Status is Valid (V). If the Journal Edit process has not yet been run successfully, the budget processor will do nothing.

---

**Note.** When you increase the budget or change other budget options so that the journals that failed the budget check now pass, rerun the budget check processing again without changing the journals, or rerun the Journal Edit process . If you change a journal after you run the Journal Edit and Budget Check processes, you must rerun the Journal Edit and Budget Check processes again to reflect the correct information on the budget.

---

5. Select Process: *Edit / Pre-Check* to edit and run the journal through the Budget Processor. However, the Budget Processor will only check the journal and the funds will not be reserved. Commitment Control amounts will not be posted to LEDGER\_KK. This process option is visible only when the Enable Budget Pre-check option is selected for General Ledger on the Installation Options - Commitment Control page (Set Up Financials/Supply Chain, Install, Installation Options, Commitment Control).
6. If you delete a journal after you run the budget processor, the system calls the budget processor and reverses the entry to the control budget during the Delete process and cleans up all Commitment Control records (exceptions and so on).
7. Once budget checking is successful, continue the posting process either online or in batch.

### **See Also**

[Chapter 8, "Making General Ledger Journal Entries," Creating Journal Entries, page 132](#)

[Chapter 10, "Processing Journals," Requesting Journal Edits, page 244](#)

*PeopleSoft Commitment Control 9.1 PeopleBook, "Understanding PeopleSoft Commitment Control"*

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## **Enter and Process Commitment Control Journal Entries with Entry Events in General Ledger**

To understand how to use entry events with Commitment Control journal entries:

See [Chapter 27, "Using Entry Events in General Ledger," page 653.](#)

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## **Reviewing and Correcting Journal Entries with Budget Checking Errors**

This section discusses how to:

- Review and interpret Commitment Control journal status codes.
- Override journal entry budget checking errors.

- View journal header budget exceptions.
- View journal line budget exceptions.

## Pages Used to Review and Correct Commitment Control Journal Errors

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Journal Entry - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	View the Budget Status code field for a specific commitment control journal at the bottom of this page. This field is available only when the business unit is enabled for commitment control.
Journal Entry - Errors	JOURNAL_ENTRY_E_IC	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Errors or click the Errors tab on Journal Entry - Lines page; you can also click the Journal Status E (errors) code link in the Journal Status column in the Totals group box on the Lines page.	View errors that occur using Header and Lines page.
Journal Status - Journal Lines	JOURNAL_LINE_FS	General Ledger, Journals, Process Journals, Review Journal Status, Journal Lines	View the budget status code for commitment control journals.
GL Journal Exceptions	KK_XCP_HDR_GL1	Click the Budget Status Code (E) on the journal lines page to access the GL Journal Exception page, or navigate to Commitment Control, Review Budget Check Exception, General Ledger, Journal.	View budget checking errors or warning messages for general ledger journals. Override the budget exceptions if you have been granted authority.
General Ledger Journal Line Drill Down	KK_DRL_GL1_SEC	 Click the View Exception Details button on the GL Journal Exceptions page for a specific journal line.	View the General Ledger Journal transaction line entry.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Line Exceptions	KK_XCP_LN_GLI	Commitment Control, Review Budget Check Exception, General Ledger, Journal and select the Line Exceptions tab to access the Line Exceptions page.	Use the GL Journal Exceptions - Line Exceptions page to view individual journal lines in a journal with budget checking errors or warning messages.

## Reviewing and Interpreting Commitment Control Journal Status Codes

You can view the status for a specific journal on the Journal Entry - Lines page or the Journal Status - Journal Lines page. The status of the journal entry can be one of the following:

- *E (error)* The journal entry failed to pass budget checking. You must correct the error before you can continue processing.
- *N (not checked)* Budget Processor (FS\_BP) has not processed the journal entry.
- *P (provisionally valid budget check)* The entry passed budget checking without committing changes to the LEDGER\_KK, or other like records.
- *V (valid)* The entry passed budget checking and the process updated the control budget ledger.

---

**Note.** If you receive a *W* (warning) error, the budget header status is still valid.

---

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions."

## Overriding Journal Entry Budget Checking Errors

You can override commitment control budget journal errors in two locations:

- Journal Entry - Header page.
- GL Journal Budget Exceptions pages.

### ***Overriding Commitment Control Budget Journal Errors from the GL Journal Budget Exceptions Page***

To override budget journal errors, Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

Header											
Unit: EGV05		Journal ID: PC00000001		Date: 02/04/2008		*Process: Edit Journal		Process			
<a href="#">Template List</a>		<a href="#">Search Criteria</a>		<a href="#">Change Values</a>		<a href="#">View Audit Logs</a>		<input type="checkbox"/> Errors Only		<a href="#">Inter/IntraUnit</a>	
										Line: 10	
Lines											
Select	Line	*Unit	*Ledger	SpeedType	Entry Event	Account	Oper Unit	Fund	Dept	Program	
<input type="checkbox"/>	1	EGV05	LOCAL			6013			41000		
<input type="checkbox"/>	2	EGV05	LOCAL			2000			41000		
Lines to add: <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value=""/>											
Totals											
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status						
EGV05	2	1,000.00	1,000.00	<u>V</u>	<u>E</u>						

### Journal Entry - Lines page (Budget Status Error)

Click the Budget Status field value to open the GL Journal Exceptions page to override the budget transaction in error and view details about the source transaction.

---

**Note.** You must have authority to override budget checking.

---

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

### See Also

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options"

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions

## Viewing Journal Header Budget Exceptions

Access the GL Journal Exceptions page (Click the Budget Status Code (E) on the Journal Entry - Lines page).

To define the GL Journal Exceptions Header information:

1. If you have super user security access (if security is not activated, anyone can select this check box), select the Override Transaction check box before or after running a budget check to update the control budget for an entire transaction, even if exception errors exist.

This option is not available if the transaction passed budget checking with only warning exceptions.

2. Click the Advanced Budget Criteria link to open the Refine Inquiry Criteria page where you can restrict rows to specific business unit, ledger group, and account.

Leaving these fields blank returns all values.

3. When you click Search to refresh the scroll area and select More Budgets Exist, the journal has more exceptions than the number you entered in the Maximum Rows field.

To display these additional budgets, modify either the Maximum Rows field to increase the number of budgets with *Errors* or *Warnings*.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

### **Using the Budget Override Tab**

To use the Budget Override tab:

1. Select Override Budget to update the control budget even though the transaction amount exceeds the budget amount.

This field is available only if the budget transaction failed budget checking and you have authority to override a budget entry. It is not available if the source transaction type does not allow overrides and the Budget Header Status is *N(Not Checked)*. When you override the budget exception, the system populates the Override User ID field with the user ID of the person who overrode budget checking and the Override Date field with the date and time of the budget exception override. The journal passes budget checking when you override all the budgets with exceptions, change the budget available amount, or change the journal amount.

2. Click View Related Links to access the Go to Budget Exception link and the Go to Budget Inquiry link.
3. Click the Go to Budget Exception link display the Budget Exception page.

You can view and override additional transactions that have exceptions for the budget. You must be authorized to inquire on the budget and open this page.

4. If you click Go to Budget Inquiry, the Budget Details page opens.

You can view the budget's details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and others) in the budget. You must be authorized to inquire on the budget to open this page.

5. Return to the Budget Override tab and click View Exception Details to drill down to the General Ledger Journal Line for this budget exception.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

### **Reviewing the Budget ChartFields Tab Information**

To review the Budget ChartFields:

1. Select the Budget ChartFields tab on the GL Journal Exception page.
2. Review the ChartFields defined for the budget containing the exception.

Budget ChartFields vary for different budgets.

3. Click View Exception Details to drill down to the General Ledger journal line details for this budget exception.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

### ***Drilling Down to the Budget Exception's General Ledger Journal Line Details***

To drill down to the General Ledger journal line:

1. On the GL Journal Exceptions page: Budget Override tab or the Budget ChartFields tab, click View Exception Details to open the Exception Details page, which contains the Transaction Header, and the Budget Exception Details and the Transaction Line information.
2. On the Budget Exception line, click the Drill Down to Transaction Line to review the General Ledger Journal Line Drill Down page.
3. Review the Transaction Line Identifiers group box information, which describes the source transaction data such as the business unit, ledger group, GL journal ID, journal date, and the journal line number.
4. Review the Transaction Line Details group box information, which describes the detail information for the budget that appear in the journal line such as ChartField name, value, and description.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

### **See Also**

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Commitment Control Source Transaction Types"

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup

## **Viewing Journal Line Budget Exceptions**

Access the Line Exceptions page (Commitment Control, Review Budget Check Exception, General Ledger, Journal and select the Line Exceptions tab to access the Line Exceptions page).

### ***Limiting the Number of Budget Line Exceptions***

To limit the number of budget line exceptions:

1. Use the Line Status field to limit the rows of budget line exceptions to either *Error* or *Warning* exceptions.
2. To view a range of lines, enter the source transaction line numbers in the Line From and Line Thru fields.

The prompt list only displays journal lines with exceptions.



3. When you click Fetch Selection to refresh the scroll area, and the More Lines Exist check box is selected, this means the source transaction has more exceptions than the number you entered in the Maximum Rows field.

Modify either the Maximum Rows field or the Line From and Line Thru criteria to increase the number of journal lines with error or warning exceptions to display in the Transaction Lines with Budget Exceptions scroll area.

4. In the Transaction Lines with Budget Exception group box, select the Line Values tab to list and inquire about the journal lines that have budget exceptions for a specific business unit, budget date, and ledger.
5. Select the Line ChartFields tab to list and inquire about journal line ChartField values that have budget exceptions.

The number of ChartFields on a line varies based on the original budget setup.

6. Select the Line Amount tab to list and inquire about the journal line amounts that have budget exceptions.

The Foreign Amount is the amount entered on the journal line in its entered currency. The Monetary Amount is the amount in the base currency of the ledger. The Quantity is the statistical amount, which may appear, if applicable.

7. Click View Exception Details on each of the tabs to open the Exception Details page.

This page contains the Transaction GL Journal Line Number and Ledger, the Budget Exception Details and the Budget Items information for this journal line. Select the Budget ChartFields tab to view the ChartFields associated with the journal line's budget. Select the Budget Override tab to override the budget associated with this journal line.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.



## Chapter 25

# Approving Journal Entry

This chapter provides an overview of the journal entry approval process and discusses how to set up journal entry approval using the Virtual Approver method in Oracle's PeopleSoft Workflow.

---

## Understanding the Journal Entry Approval Process

If you enable the journal approval process in PeopleSoft General Ledger, journal entries are automatically marked to post once they are *approved*. You can enable specific users to mark a journal to post by granting them access to certain pages in User Security or by approving journals through PeopleSoft Workflow using the Virtual Approver. Business process maps are useful tools for defining the workflow process.

You can select to use one of two journal approval methods from the Installation Options - General Ledger page (Set Up Financials/Supply Chain, Install, Installation Options, General Ledger):

- *Virtual Approver*: PeopleSoft (default) workflow approval method used in prior releases.
- *Approval Framework*: PeopleSoft Enterprise Components Approval Framework (AF) feature provides a configurable framework and page interface to implement workflow approval without using Application Designer.

See Article ID 1329609.1 on My Oracle Support website for details regarding journal approval using Approval Framework.

See [Chapter 26, "Setting Up and Using Configurable Workflow," page 619](#).

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining General Ledger Installation Options.

This section discusses:

- Business process maps and PeopleSoft Workflow.
- Journal entry approvals using PeopleSoft Workflow.
- Journal entry approvals using PeopleSoft system user security.

## Business Process Maps and PeopleSoft Workflow

The PeopleSoft system enables you to define graphical, process-based maps to illustrate how a particular task fits into the business process and to quickly navigate to the pages that you need. You can create maps while building workflow into business processes. You can also build business processes to *implement* workflow even if you do not intend to use the business processes to navigate the system.

## See Also

*PeopleTools PeopleBook: Workflow Technology, "Designing PeopleSoft Navigator Maps"*

## Journal Entry Approvals Using PeopleSoft Workflow

Follow these steps to organize and set up data to approve journal entries using the Virtual Approver workflow method:

1. Define the roles and user profiles.

Specify who performs each activity. Define the roles that people perform in the workflow, as well as information about the people who fill the roles. This information enables the system to route work items to the appropriate users.

2. Define or modify the business process.

Define or modify the process name, description, activities, worklists, business events, and routings.

3. Define or modify the approval rule set.

Define who has authority to approve a journal and the approval limits.

4. Assign approval rules to business units, ledger groups, and journal sources.

You can have as many business processes and approval rules as you want. Assign them to the appropriate business units, ledger groups, and journal sources. If you do not want to use workflow approvals, use the default value, which is *Pre-Approved*.

---

**Note.** When you define approval rules at the source level, they override any approval handling that you specified at the ledger group and business unit levels. Any rules specified at the ledger level override those at the business unit level.

---

The PeopleSoft system comes with a sample approval rule called JOURNAL\_ENTRY\_APPROVAL for the Journal Entry Approval business process. You activate this sample rule in PeopleSoft Application Designer. The JOURNAL\_ENTRY\_APPROVAL rule is used only by the Virtual Approver workflow method.

### Journal Entry Approval Workflow Definition Setup

The business process delivered in the sample data contains the activity APPROVE\_DENY\_JOURNAL, which comprises four events:

<i>Event Name</i>	<i>Map Label</i>	<i>Description</i>
Journal Entry Approval	Further Approval Required	Generates a worklist entry for the next user in the approval hierarchy.
Journal Entry Denial	Journal Entry Denied	Sends an email to the previous user.

<b>Event Name</b>	<b>Map Label</b>	<b>Description</b>
Journal Entry Recycle	Journal Entry Recycled	Generates a worklist entry for the previous user.
Marked to Post	Journal Entry Approved	Indicates that the journal is approved and marked to post. (This event is not tied to the sample approval rule. It exists merely for documentation purposes.)

To approve journal entries through PeopleSoft Workflow, you must configure definitions and rules. For example, to generate an email *and* a worklist entry for journal entry denials, modify the activity definition in PeopleSoft Application Designer. To require that two supervisors and a manager approve journals, change the approval rule set in Application Designer. The sample business process that comes with the system is JOURNAL\_ENTRY\_APPROVAL, and the approval rule set definition is named JOURNAL\_ENTRY\_APPROVAL. You can modify these definitions or use them as templates for your own definitions.

---

**Warning!** To approve journal entries using PeopleSoft Workflow, you must deselect the Mark Journal(s) to Post check box on the User Preferences - General Ledger page.

Also, restrict access to the Mark Journals for Posting page so that it is available only to those who have the highest authority to approve journals because users of this page can bypass the journal approval process.

You must also hide the Mark Journal(s) to Post option on the Edit Journal Request page by replacing the entire content of JRNL\_EDIT\_REQ.MARK\_POST\_OPTN RowInit PeopleCode with the following code:

---

```

JRNL_POST_OPTN = "N" ;
Hide (JRNL_POST_OPTN) ;
MARK_POST_OPTN = "N" ;
Hide (MARK_POST_OPTN) ;

```

---

**Note.** You cannot post an online journal that needs approval.

---

**Note.** The aforementioned warning applies to both the Virtual Approver and the Approval Framework workflow methods.

---

### **Virtual Approver**

The Virtual Approver has three actions associated with journal approvals. When invoked, the Virtual Approver returns a status based on the action specified and the authority of the user. The status is stored in the Journal Processing Request (JRNL\_PROCESS\_REQST) field on the journal header table, and appears as the Approval Status field on the Journal - Approval page.

<b>Approval Action</b>	<b>Approval Status</b>
Approve	<i>Approved to Post</i> (marked to post) or <i>Pending Approval</i>

<b>Approval Action</b>	<b>Approval Status</b>
Deny	<i>Denied</i>
Recycle	<i>Pending Approval</i>

Journal Edit processes all journals—even those marked *Denied* or *Pending Approval*. Journal Post posts only those journals that are marked to post (*Approved*) and marked valid by Journal Edit. Online edits prevent an unedited journal from being approved.

The sample Journal Entry Approval rule uses a two-step approval process. Members of two roles—supervisors and managers—can approve journals. Supervisors can approve amounts from –1,000.00 to 1,000.00. Managers can approve from –100,000.00 to 100,000.00. Both supervisors and managers must have authority for the journal header business unit and the administrative area defined for the business process.

When you select the Submit Journal option in the process list on the Journal Entry - Lines page, the Virtual Approver determines whether you are authorized to approve the journal. If you do not select it, the Virtual Approver prompts you to send the journal into PeopleSoft Workflow. Worklist entries are created for supervisors belonging to the administrative area GL with access to the business unit on the journal header, and the approval status is set to *Pending Approval*.

If you are a supervisor, the Virtual Approver determines whether you are authorized to approve the amount in the total fields and the business unit. If so, the Virtual Approver returns the status *Approved*, and the journal is marked to post. If you do not have authority to approve the journal, the Virtual Approver returns the status *Pending Approval*, and a worklist entry is generated for managers meeting the administrative area and business unit criteria specified in the approval rule set.

When managers or supervisors select a worklist entry for journal approval or journal recycling, they need to access the Journal Entry - Approval page. Typically, you grant security access to this page only to people who have authority to approve the journal. On this page, you can approve, deny, or recycle the journal. You can also add comments to denial emails.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Approval Options for the Journal Source

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Journal Approval Options for a Ledger

[Chapter 26, "Setting Up and Using Configurable Workflow," Setting Up Approval Process Definitions \(Rules\), page 638](#)

*PeopleTools PeopleBook: Workflow Technology*, "Defining Approval Processes"

## Journal Entry Approvals Using PeopleSoft System Security

You can use PeopleSoft system security to authorize approvals for users that PeopleTools provides. Using this method, you grant access to key pages and processes to specific users. For example, the key pages for marking a journal to post and posting are the Mark Journals for Posting page, the Edit Journal Request page, and the Post Journals page.

To prevent specific users from marking a journal to post, you do not assign them to a role that has access to these pages. If the user is not permitted to use the Journal Edit Application Engine process (GL\_JEDIT) or the Journal Post COBOL process (GLPPPOST), a message displays informing them that they are not authorized to edit or post a journal using the options on the Journal Entry - Lines pages.

If you employ the user security approach rather than PeopleSoft Workflow for journal approvals, ensure that the Approval Active option in the properties is not selected for the approval rule set JOURNAL\_ENTRY\_APPROVAL in PeopleSoft Application Designer. You can remove the Approval Work page (APPR\_WRK\_01) and Workflow Functions page (WF\_FUNCTIONS\_01) from the Journal Entry component (JOURNAL\_ENTRY\_IE) in Application Designer because removing these pages decreases the number of cache files that are built when you access the component for the first time. Removal of these pages, however, is not required.

---

**Note.** By default, the Approval Active check box is selected when you receive the approval rule in the sample data.

---

### See Also

*PeopleTools PeopleBook: Security Administration, "Understanding PeopleSoft Security"*

---

## Setting Up Journal Entry Approval in PeopleSoft Workflow

This section discusses how to:

- Review the current workflow approval setup.
- Modify the workflow approval rule properties.
- Modify the rule step definition properties for a workflow item.
- Define the rules for a journal entry approval workflow item.
- Set up the events for a journal entry approval workflow item.

### See Also

*PeopleTools PeopleBook: Workflow Technology, "Defining Approval Processes"*

*PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide, "Using PeopleSoft Application Designer"*

## Pages Used to Set Up Journal Entry Approval in PeopleSoft Workflow

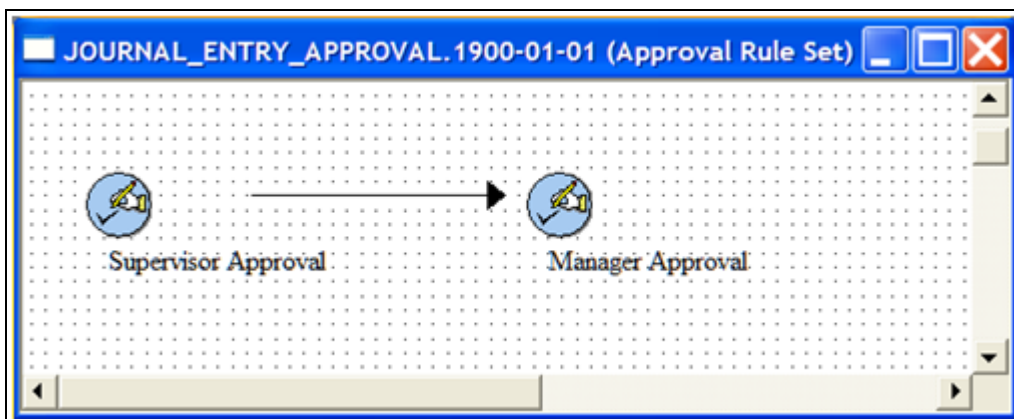
<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Open Definition	Not applicable (NA)	Access PeopleSoft Application Designer and click File, Open.	Select Approval Rule Set in the Definition field to display a list of Approval Rule set definitions.  <i>See PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide, "Using PeopleSoft Application Designer," Starting PeopleSoft Application Designer.</i>
JOURNAL_ENTRY_APPR OVAL	NA	Enter JOURNAL_ENTRY_APPR OVAL in the Name field or click this name in the list of Definitions matching the selection criteria box on the Open Definition page, and click the Open button.	The JOURNAL_ENTRY_APPR OVAL (Approval Rule Set) page displays.
Approval Rule	N/A	Right-click in the JOURNAL_ENTRY_APPR OVAL page and select Definition Properties to display the Approval Rule Properties page.	Select the Approval Active check box on the General Tab page to activate the approval rule that is used by the Virtual Approver workflow method).
Approval Rule Step Definition	NA	Right-click on one of the icons (Supervisor Approval, Manager Approval) in the JOURNAL_ENTRY_APPR OVAL page, and select Item Properties.	Accesses the Approval Rule Step Definition.
Approval Rule Step Definition - Definition	NA	Access the rule step definition by right-clicking one of the icons in the approval rule step and selecting Item Properties.	Set up or modify the approver roles that apply to journal entry approval workflow process as well as the workflow process steps.



<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Approval Rule Step - Rules	NA	Click the Rules tab on the Approval Rule Step Definition page.	Sets up the minimum and maximum amounts that you can use in selected journal records and fields, as well as the minimum and maximum quantities. Also identifies whether the row-level rules are determined by route control or SQL object.
Approval Rule Step - Events	NA	Click the Events tab on the Approval Rule Step Definition page.	Use to associate journal approval activities with workflow events.

## Reviewing the Current Workflow Approval Setup

In PeopleSoft Application Designer, access the JOURNAL\_ENTRY\_APPROVAL.1900-01-01 approval rule set by selecting File, Open and then clicking the approval rule set name in Open Definition dialog box.



JOURNAL\_ENTRY\_APPROVAL.1900-01-01 approval rule set

### Supervisor Approval and Manager Approval

These icons represent the workflow for approving a journal entry that is delivered with the sample data. You can click on the items and modify the workflow journal entry approval rule properties or the selected icon's workflow rule step definitions.


## Modifying the Workflow Approval Rule Properties

Access the approval rule properties by right-clicking in the approval rule set window and selecting Definition Properties.

Approval Rule Properties

General

Use



JOURNAL\_ENTRY\_APPROVAL  
1900-01-01

Icon Descr:

Journal Entry Approval

Comments:

Owner Id:

General Ledger

☒ Approval Active

☒ Allow Self Approval

Last Updated

Date/Time: 04/28/09 9:02:28AM

By User: PPLSOFT

OK

Cancel

Approval Rule Properties page

**Approval Active**

Select this check box to activate the journal entry approval process using workflow.

**Allow Self Approval**

Select to allow the user who enters a journal to approve the journal.

---

**Note.** If you define only one approval step in the Approval Rule Set Definition, the approvers will always be able to self-approve the journals they submit for approval (regardless of who entered the journals), even if the Allow Self Approval check box is selected. This behavior is true for the Virtual Approver's design (the last step's approvers can always self-approve the transactions they submitted for approval regardless of the Allow Self Approval setting), since there is no further step/approvers to which the Virtual Approver routes the approval request. Therefore, if your business requirement does not allow the first level approvers (for example supervisors) to approve the journals they submitted for approval, you could add a second approval step (for example manager approval step) to handle those journals' approval requests.

---

**Note.** If you select to use the Approval Framework workflow method instead of the Virtual Approver, the aforementioned workaround is not necessary. When using Approval Framework, those journals will be routed to the other approvers (supervisors) available for the same approval step.

---

See [Chapter 26, "Setting Up and Using Configurable Workflow," page 619](#).

## Modifying the Rule Step Definition Properties for a Workflow Item

Access the rule step definition by clicking one of the icons in the approval rule step and selecting Item Properties.

**Rule Step Definition**

Definition | Rules | Events

Icon Descr: Supervisor Approval

Route to Role: SUPERVISOR

Equally Authorized Roles: SUPERVISOR Add Remove

On Further Processing:   
☐ Workflow Only   
☐ Message Only   
☒ Both

Skip to Next Step:   
☐ Yes   
☒ No   
☐ Only skip if cannot authorize

Message Catalog:   
 Set: 5000 General Ledger   
 Number: 119 This journal requires further approv

Step Number: 1 Path Number: A

OK Cancel

Rule Step Definition - Definition

**Icon Descr** (icon description) Modify the workflow icon description.

**Route to Role** Select a different role to apply to the icon.

**Equally Authorize Roles** Modify the current role and click Add to add more than one approver for the role, or click Remove to remove an approver role. For example, you might have two managers approve a journal entry before the supervisor approves it.

See *PeopleTools PeopleBook: Workflow Technology*

## Defining the Rules for a Journal Entry Approval Workflow Item

Select the Rules tab in the Rule Step Definition window.

**Rule Step Definition**

Definition Rules Events

**Amount Rule:**

	Min	Max	Record	Field
1	-1000.000	1000.000	JRNL_HEADER_IU	JRNL_TOTAL_DEBITS
2	-1000.000	1000.000	JRNL_HEADER_IU	JRNL_TOT_CREDITS
3				
4				
5				

**Quantity Rule:**

	Min	Max	Record	Field
1				
2				
3				
4				
5				

**Row Level Rule**

☒ Route Control ☐ SQL Object

	Route Control	Record	Field
1	Business Unit	JRNL_HEADER_IU	BUSINESS_UNIT
2	Administrative Area	RTE_CNTL_WRK	WF_ADMIN_AREA
3			
4			
5			

OK Cancel

Rule Step Definition - Rules tab

**Amount Rule** Enter the minimum and maximum amounts for a specific record and field.

**Quantity Rule** Enter the minimum and maximum quantity (for statistical journal entries) for a specific record and field.

**Row-level Rule** Select the appropriate radio button if the row-level activity is based on route control or a SQL object.

If you select Route Control, enter the route control name and its related record and field values.

If you select SQL Object, enter the SQL object name and the related record and field values.

## Setting Up the Events for a Journal Entry Approval Workflow Item

Select the Events tab in the Rule Step Definition window.

Rule Step Definition

DefinitionRulesEvents

On Pre-Approved

Activity:

APPROVE\_DENY\_JOURNAL

Event:

Journal Entry Approval

On Deny

Activity:

APPROVE\_DENY\_JOURNAL

Event:

Journal Entry Denial

On Recycle

Activity:

APPROVE\_DENY\_JOURNAL

Event:

Journal Entry Denial

OK

Cancel

Rule Step Definition - Events

- On Pre-Approved**

Select the activity and event that you want to occur when a journal entry is preapproved.
- On Deny**

Select the activity and event that you want to occur when a journal entry is denied approval.
- On Recycle**

Select the activity and event that you want to occur when a journal entry is recycled for approval.

## Chapter 26

# Setting Up and Using Configurable Workflow

This chapter provides an overview of configurable workflow for PeopleSoft General Ledger (GL) journal entries and standard budget journal entries based on PeopleSoft Enterprise Components Approval Framework (AF) and discusses how to:

- Complete the Approval Transaction Registry and Configuration.
- Create or modify notification template definitions.
- Define user lists for approval framework.
- Set up approval process definitions (rules).
- Enable email approval.
- Define approval options at the various levels.
- Approve journals using the GL Journal Approval components.

---

**Note.** PeopleSoft General Ledger provides much of the setup for configurable workflow as demo and sample data that will require varying degrees of modification to meet your particular circumstances. This chapter discusses possible modifications to the delivered setup. Oracle recommends that your implementation group also refer to setup information in the following documentation:

---

### See Also

Chapter 25, "Approving Journal Entry," page 607

*PeopleSoft FSCM PeopleBook: Approval Framework*

*PeopleTools PeopleBook: Workflow Technology*

Appendix C, "Delivered Workflows for General Ledger," page 793

---

## Understanding Configurable Workflow

PeopleSoft Enterprise Components Approval Framework (AF) is a feature that provides a configurable framework and page interface to implement workflow approval. PeopleSoft General Ledger uses AF for its header-level actuals journals, standard budget journals, and Commitment Control budget journal approval processes.

PeopleSoft General Ledger 9.1 supports both the Virtual Approver (approval method from prior releases) and the Approval Framework (alternative "configurable workflow" approval method). The default is the Virtual Approver method.

For information regarding common workflow setup as well as Virtual Approver setup, see *PeopleSoft Enterprise General Ledger 9.1 PeopleBook, Approving Journal Entry*.

You select the approval method on the Installation Options - General Ledger page (Set Up Financials/Supply Chain, Install, Installation Options, General Ledger).

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining General Ledger Installation Options.

---

**Note.** PeopleSoft General Ledger does not upgrade approval history data from prior functionality to the current AF approval data. Both the Journal Entry Approval Log table (JRNL\_APPR\_LOG) and the Journal Approval Worklist Record table (JRNL\_APPR\_WL) in the prior workflow functionality remain as they are. You must post all approved journals already in the old workflow functionality before you upgrade to AF-based workflow approval.

---

PeopleSoft General Ledger delivers much of the AF setup, either as system data or demo data. However, some changes are necessary to conform to your workflow requirements and are enterable by means of the AF components described in this chapter.

---

**Note.** This functionality does not affect the submitting and approving of journals by means of the Journal Entry component. You can continue to submit journals for approval using the Journal Entry Lines page and approvers select the approval action (to either approve, deny, or pushback) using the Journal Entry Approval page. You can also submit journals using the Journal Entry Approval page.

---

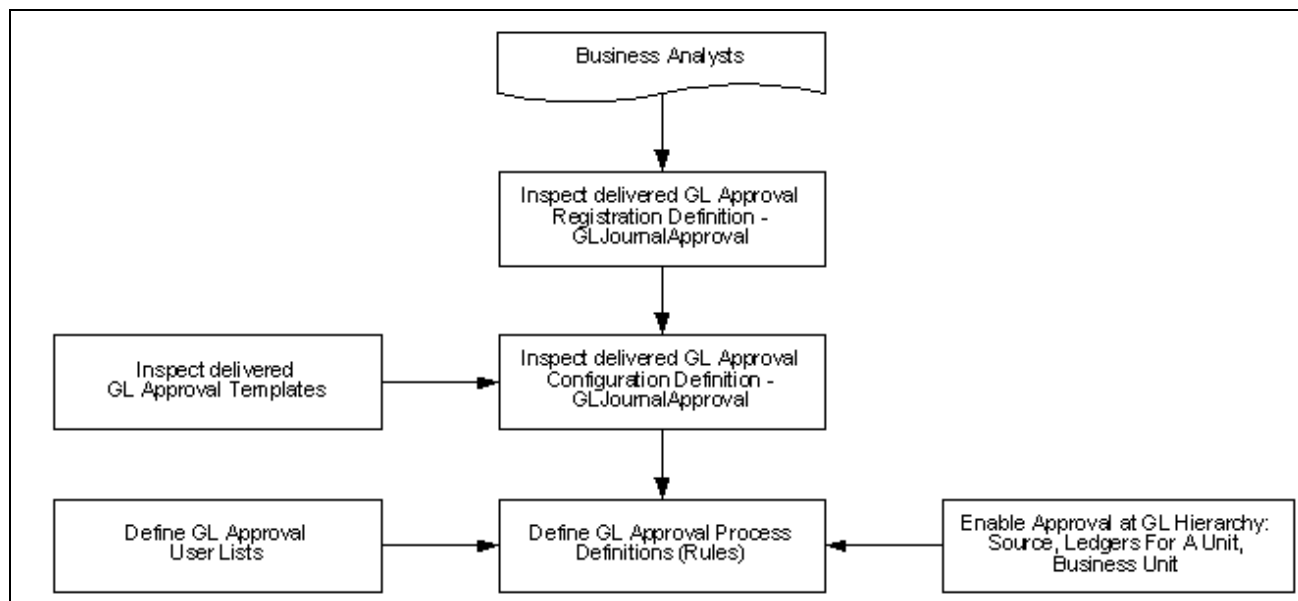
See *PeopleSoft FSCM 9.1 PeopleBook: Approval Framework*

See *PeopleTools PeopleBook: Workflow Technology*

## Analyzing the Delivered AF Setup and Changing or Defining Additional Setup

This diagram outlines the steps in the inspection and assessment of the delivered setup and the required considerations to set up and implement workflow using the Approval Framework in your particular environment.





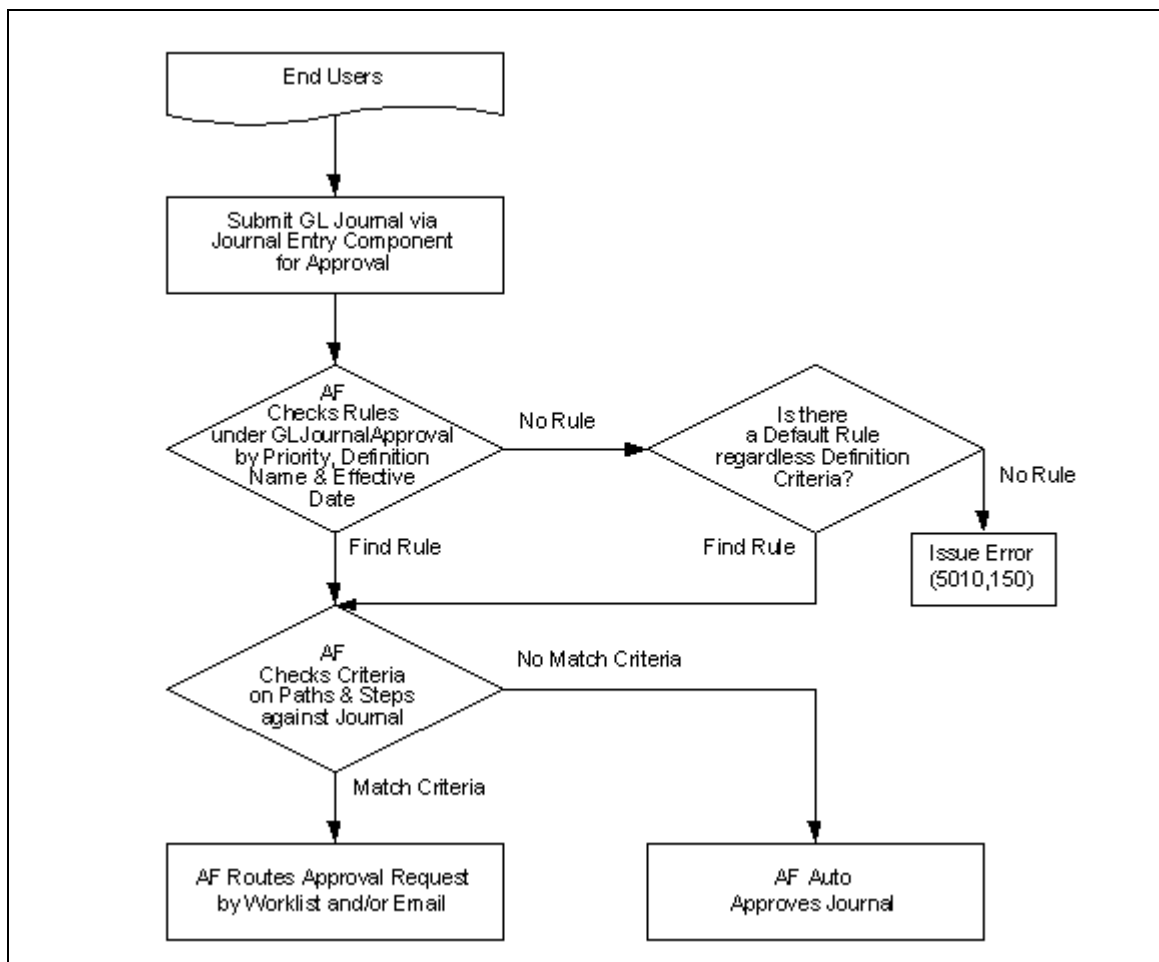
Overall General Ledger Actuals and Standard Budget Journals Approval Setup

AF requires the inspection of the delivered registration definition, the approval configuration definition, and the approval templates for changes that are necessary for your particular installation.

In addition, you define the GL approval process approver user lists, GL approval process rules, and enable the approvals hierarchy for source, ledgers for a unit, and business unit.

## Submitting Journals for Approval Using WorkFlow Based on the Approval Framework

The following diagram shows the approval process using AF from submitting a journal entry through the checking of the rules by priority, definition name, and effective date; the checking of criteria for paths and steps; and the routing of approval requests by worklists and email.



Submitting journals through the approval process

## Approval Using WorkFlow Based on the Approval Framework

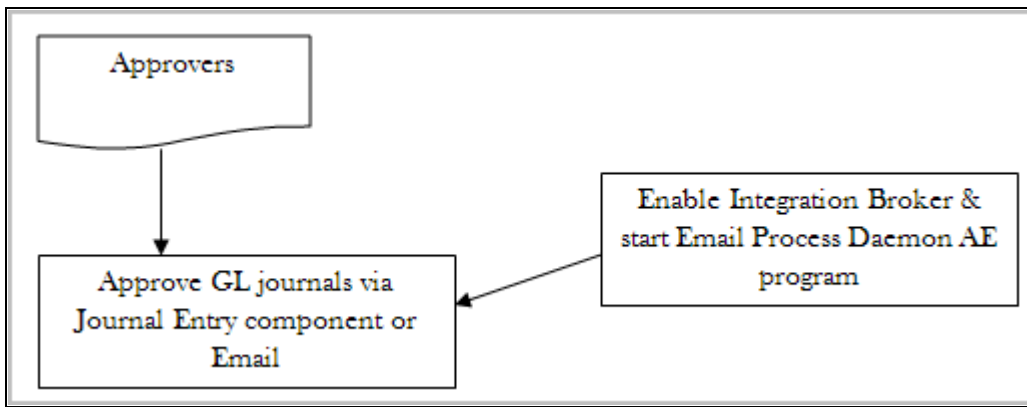
The PeopleSoft Approval Framework provides for approval of journals using the following methods:

- Configure Approval Framework to approve journals from the Journal Entry component.
- Configure Approval Framework to approve journals from a separate GL Journal Approval component.

For more details, see Article ID 1329609.1 on My Oracle Support website for details regarding journal approval using Approval Framework.

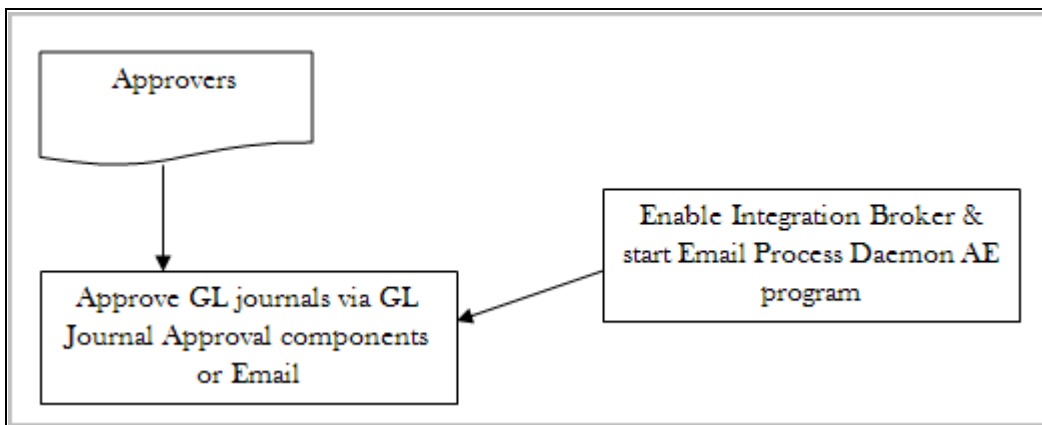
You can configure the Approval Framework to enable journal approval using the Journal Entry component or using . With this configuration, approvers can access the journal entry for approval through their worklist. You can enable the journal email approval process using Integration Broker and the Email Collaboration Framework (EMC).

The following diagram shows the approval request routed to approvers by worklist or email using approval framework. This approval process uses the Journal Entry Component:.



Approval flow using the Journal Entry component or email

The following diagram shows the approval request routed to approvers by worklist or email using the GL Journal Approval component (or Manage GL Journal Approval component for mass journal approval):



Approval flow using the GL Journal Approval components or email

## Journal Email Approval Process Using Email Collaboration Framework

General Ledger uses the Email Collaboration Framework (EMC) for the Journal Email Approval process, which also involves the use of Integration Broker.

### See Also

*PeopleSoft FSCM PeopleBook: Approval Framework*

*PeopleTools PeopleBook: Workflow Technology*

---

## Completing the Approval Transaction Registry and Configuration

This section discusses how to:

- Complete the GL approval transaction registry.
- Complete the GL approval transaction configuration.

## Pages Used to Complete the Approval Transaction Registry and Configuration

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Register Transactions	EOAW_TXN	Enterprise Components, Approvals, Approvals, Transaction Registry, Register Transactions	Defines the integration between General Ledger and the Approval Framework (AF) by process ID and is delivered with system data.
Configure Transactions	EOAW_TXN_NOTIFY	Enterprise Components, Approvals, Approvals, Transaction Configuration, Configure Transactions	Defines the details of the integration between General Ledger and the Approval Framework (AF) by process ID and is delivered with system data.

## Completing the GL Approval Transaction Registry

Access the Register Transactions page (Enterprise Components, Approvals, Approvals, Transaction Registry, Register Transactions).

Register Transactions

Process ID:

GLJournalApproval

\*Description:

GL Journal Approval Process

Object Owner ID:

General Ledger

\*Cross Reference Table:

JRNL\_AF\_XREF

Worklist Prefix:

▼ Notification Options

\*Enable Notifications:

Enable Email and Worklist

\*Notification Strategy:

Online Processing

Use Email Approvals:

☒

Form Generator Package Root:

GL\_APPROVAL

Form Generator Class Path:

Journal.formGenerator

▼ Internal URL Definition

Internal URL Base:

Internal Portal Name:

Internal Node Name:

▼ External URL Definitions

External URL Base:

External Portal Name:

External Node Name:

Register Transactions page (1 of 2)

<b>▼ Default Approval Component</b>			
*Menu Name:	PROCESS_JOURNALS		
*Approval Component:	JOURNAL_ENTRY_IE		
<b>▼ Approval Event Handler Class</b>			
Root Package ID:	GL_APPROVAL		
Class Path:	Journal:ApprovalHandler		
<b>▼ Approval Status Monitor</b>			
Adhoc Package:		Adhoc Class:	
Thread Package:		Thread Class:	
<b>▼ Transaction Approval Levels</b>			
	*Level	*Record (Table) Name	
1	Header	JRNL_AF_HDR_VW	+ -
<b>Level Record Key Field Label IDs</b>			
	Record (Table) Name	Field Name	*Field Label ID
1	JRNL_AF_HDR_VW	BUSINESS_UNIT	BUSINESS_UNIT
2	JRNL_AF_HDR_VW	BUSINESS_UNIT_LN	BUSINESS_UNIT_LN
3	JRNL_AF_HDR_VW	JOURNAL_DATE	JOURNAL_DATE
4	JRNL_AF_HDR_VW	JOURNAL_ID	JOURNAL_ID
<a href="#">Expand/Collapse All</a>			

Register Transactions page (2 of 2)

The Register Transactions page provides the integration between General Ledger and AF, and is delivered with system data. Most of the fields on this page should not be changed.

However, if you plan to use the GL Journal Approval components rather than the Journal Entry component for approvals, you should replace the following values (on this page and in any other setup pages throughout the chapter:

#### Approval Component

If using GL Journal Approval component rather than the Journal Entry component, change this value to *JOURNAL\_APPROVAL*. This enables the approval process for the Journal Approval component instead of the Journal Entry component.

#### Thread Package

If using GL Journal Approval component rather than the Journal Entry component, change this value to *GL\_APPROVAL* to control the title display on the Approval Status Monitor.

#### Thread Class

If using GL Journal Approval component rather than the Journal Entry component, change this value to *Journal.threadDescr* to control the title display on the Approval Status Monitor.

The following page elements in the notification options may also need changing to fit your notification preferences.

### ***Notification Options***

<b>Enable Notifications</b>	Determine what type of notifications your company will use. The options include: <i>Disable Email and Worklist</i> <i>Email Notification Only</i> <i>Enable Email and Worklist</i> <i>Worklist Notification Only</i>
<b>Notification Strategy</b>	Specify whether to allow email to be processed immediately ( <i>Online Processing</i> ) or offline ( <i>Offline Processing</i> ) through NEM (Notification and Escalation Manager.)
<b>Use Email Approvals</b>	Click to use email approvals with workflow.

## **Completing the GL Approval Transaction Configuration**

Access the Configure Transactions page (Enterprise Components, Approvals, Approvals, Transaction Configuration, Configure Transactions).

## Configure Transactions

Process ID: GLJournalApproval

### Ad Hoc Approver Options

\*Approval User Info View: PSOPRDEFN\_VW

Ad Hoc User List:

### Notification Options

☐ Send Email Approvals to All

Email Approval User List:

\*Delivery Method: Inline - HTML Email

☐ Perform Sent-To Security Check

### User Utilities

User Utilities Package:

User Utilities Path:

### Events

Find | View All | First 1 of 3 Last

\*Event: On Final Approval \*Level: Header

Menu Name: PROCESS\_JOURNALS

Approval Component: JOURNAL\_ENTRY\_IE

Page Name: JOURNAL\_ENTRY2\_IE

Menu Action: Update

SQL Object Identifier: GL\_JRNL\_AF\_JRNL\_INFO

### Notifications

Customize | Find | View All | | First 1 of 1 Last

Main | Template Details | Frequency

	*Participant	Channel	User List	Template Name		
1	Requester	Both		Journal Approved		

Configure Transactions page - (Event for final approval)



Events		Find   View All   First   2 of 3   Last
*Event:	On Final Denial	*Level: Header
Menu Name:	PROCESS_JOURNALS	
Approval Component:	JOURNAL_ENTRY_IE	
Page Name:	JOURNAL_ENTRY2_IE	
Menu Action:	Update	
SQL Object Identifier:	GL_JRNL_AF_JRNL_INFO	

Notifications		Customize   Find   View All   First   1 of 1   Last
Main	Template Details	Frequency
*Participant	Channel	User List
1 Requester	Both	Journal Denied

Configure Transactions page - (Event for final denial)

Events		Find   View All   First   3 of 3   Last
*Event:	Route for Approval	*Level: Header
Menu Name:	PROCESS_JOURNALS	
Approval Component:	JOURNAL_ENTRY_IE	
Page Name:	JOURNAL_ENTRY2_IE	
Menu Action:	Update	
SQL Object Identifier:	GL_JRNL_AF_JRNL_INFO	

Notifications		Customize   Find   View All   First   1 of 1   Last
Main	Template Details	Frequency
*Participant	Channel	User List
1 Approvers	Both	Journal Approval

Configure Transactions page - (Event for approval routing)

This definition provides the details of GL integration with AF, and is delivered as system data. However, you can modify certain values on this definition to better meet your approval requirements. For example, you can replace the Approval User Info View, Email Approval User List, and delivery method. You can also add more participants to receive the notification, change the notification channel and priority, replace the template, and add more events to trigger the notification generation.

#### Approver User Info View

Enter the name of the view that provides the details that the user sees when using the approval monitor.

**Note.** Data in this view dictates what is displayed in the approver links.

<b>Email Approval User List</b>	<p>Specify which users are to be allowed to do their approval by using email.</p> <hr/> <p><b>Note.</b> If the user receiving the notification also falls into the email approval user list, then he or she receives an email approval rather than a standard email notification.</p> <hr/> <p><b>Note.</b> This field must be populated; otherwise, no one will receive the approval emails.</p> <hr/>
<b>Delivery Method</b>	<p>Define whether users are to receive their email approvals as text within the email or as attachments.</p>
<p>Use the Notifications section to define whom to notify and how to notify them in addition to the defaults determined in the Events section of this page.</p>	
<b>Participant</b>	<p>Define the user who is notified when this event takes place:</p> <p><i>Admin</i></p> <p><i>Approver</i></p> <p><i>A-Delegate:</i> Delegate approver to which the approval was originally assigned.</p> <p><i>R-Delegate:</i> Requestor who created the request for someone else.</p> <p><i>Dynamic</i></p> <p><i>A-Proxy:</i> Approver who performed the actual approval.</p> <p><i>R-Proxy:</i> The person who requested the transaction be created.</p> <p><i>Requester</i></p> <p><i>Reviewers</i></p> <p><i>User List</i></p>
<b>Channel</b>	<p>Defines how the participant will be notified.</p> <p><i>Both</i></p> <p><i>Email</i></p> <p><i>None</i></p> <p><i>User</i></p> <p><i>Worklist</i></p>
<b>Priority</b>	<p>Select <i>High</i>, <i>Medium</i>, or <i>Low</i>.</p>

SQL Object Identifier

To support the delivered demo notification templates, the SQL Object GL\_JRNL\_AF\_JRNL\_INFO is defined as:

```
SELECT A.BUSINESS_UNIT
, A.JOURNAL_ID
, %DateOut(A.JOURNAL_DATE)
, A.BUSINESS_UNIT_LN
FROM PS_JRNL_AF_XREF A
WHERE A.BUSINESS_UNIT=:1
AND A.JOURNAL_ID=:2
AND A.JOURNAL_DATE=%DateIn(:3)
AND A.BUSINESS_UNIT_LN=:4
```

You must keep the delivered journal-related template variables, unless you create your own SQL objects that are referenced on the configuration definition.

## Creating or Modifying Notification Template Definitions

Template definitions provide the email content for approval notifications, and are delivered in PeopleSoft General Ledger as demo data.

You can modify the verbiage or create your own template definitions. However, you must keep the delivered journal-related template variables, unless you create your own SQL objects that are referenced on the configuration definition. Using AF for General Ledger enables you to:

- Create or modify the journal approval routing template definition.
- Create or modify the journal approved routing template definition.
- Create or modify the journal denied routing template definition.

### Page Used to Create or Modify Notification Templates

Page Name	Definition Name	Navigation	Usage
Generic Template Definition	WL_TEMPLATE_GEN	PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition	Define or modify approval notification templates that are used in the Approval Framework (AF) (configurable workflow) process.

### Creating or Modifying the Journal Approval Routing Template Definition

Access the Generic Template Definition page - Journal Approval template (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition).

Generic Template Definition

Blackberry Email Responses

Template:

Journal Approval

\*Description:

Journal Approval Routing

Instructional Text:

Priority:

1-High

\*Sender:

User

Email ID:

Subject:

Approval is Requested for Journal ID "%3" Business Unit "%2"

Message Text:

A journal has been entered that requires your attention.

Business Unit: %2

Journal ID: %3

Journal Date: %4

Line Business Unit: %5

You can navigate directly to the journal entry page by clicking the link

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables			
*Value	*Description		
%1	URL	+	-
%2	BUSINESS_UNIT	+	-
%3	JOURNAL_ID	+	-
%4	JOURNAL_DATE	+	-
%5	BUSINESS_UNIT_LN	+	-

Generic Template Definition page - Journal Approval template

## Creating or Modifying the Journal Approved Routing Template Definition

Access the Generic Template Definition page - Journal Approved template (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition).

Generic Template Definition

Blackberry Email Responses

Template:

Journal Approved

\*Description:

Journal Has Been Approved

Instructional Text:

Priority:

2-Medium

\*Sender:

User

Email ID:

Subject:

Journal ID "%3" Business Unit "%2" Has Been "Approved"

Message Text:

The following journal has been "Approved".

Business Unit:

%2

Journal ID:

%3

Journal Date:

%4

Line Business Unit:

%5

You can navigate directly to the journal entry page for more

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables

*Value	*Description		
%1	URL	+	-
%2	BUSINESS_UNIT	+	-
%3	JOURNAL_ID	+	-
%4	JOURNAL_DATE	+	-
%5	BUSINESS_UNIT_LN	+	-

Generic Template Definition page - Journal Approved template

## Creating or Modifying the Journal Denied Routing Template Definition

Access the Generic Template Definition page - Journal Denied template (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition).

Generic Template Definition

Blackberry Email Responses

Template:

Journal Denied

\*Description:

Journal Has Been Denied

Instructional Text:

Priority:

1-High

\*Sender:

User

Email ID:

Subject:

Journal ID "%3" Business Unit "%2" Has Been "Denied"

Message Text:

The following journal has been "Denied".

Business Unit: %2

Journal ID: %3

Journal Date: %4

Line Business Unit: %5

You can navigate directly to the journal entry page for more

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables

*Value	*Description		
%1	URL	+	-
%2	BUSINESS_UNIT	+	-
%3	JOURNAL_ID	+	-
%4	JOURNAL_DATE	+	-
%5	BUSINESS_UNIT_LN	+	-

Generic Template Definition page - Journal Denied template

## Creating the Journal Pushed Back Routing Template Definition

To add the Pushback action for the journal approval process, add a new Demo Email Notification template. Access the Generic Template Definition page (PeopleTools, Workflow, Notifications, Generic Templates, Generic Template Definition):

Generic Template Definition

Blackberry Email Responses

Template:

Journal Pushed Back

\*Description:

Journal Has Been Pushed Back

Instructional Text:

Priority:

1-High

\*Sender:

User

Email ID:

Subject:

Journal ID "%3" Business Unit "%2" Has Been "Pushed Back"

Message Text:

The following journal has been "Pushed Back".

Business Unit: %2

Journal ID: %3

Journal Date: %4

Line Business Unit: %5

You can navigate directly to the journal entry page for more information

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables

*Value	*Description		
%1	URL	+	-
%2	BUSINESS_UNIT	+	-
%3	JOURNAL_ID	+	-
%4	JOURNAL_DATE	+	-
%5	BUSINESS_UNIT_LN	+	-

Generic Template Definition page - Journal Pushed Back template

## Defining User Lists for Approval Framework

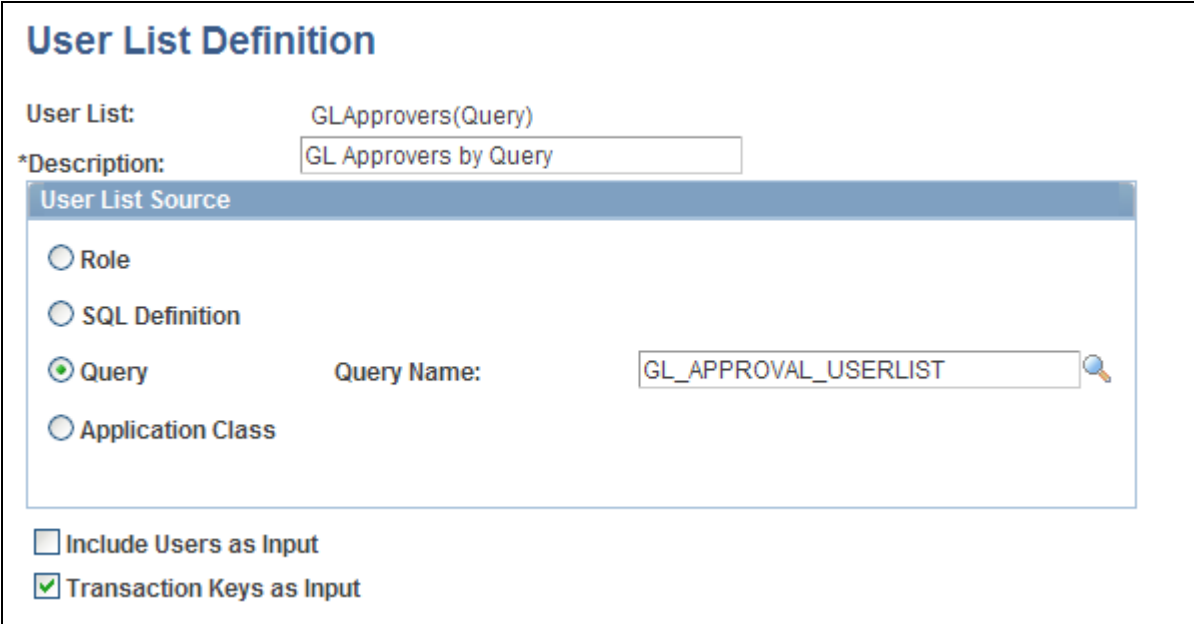
This section discusses how to define user lists.

## Page Used to Define User Lists

Page Name	Definition Name	Navigation	Usage
User List Definition	EOAW_USER_LIST	Enterprise Components, Approvals, Approvals, User List Setup, User List Definition	Define user sources for use in the AF approval process (rules).

## Defining User Lists

Access the User List Definition page (Enterprise Components, Approvals, Approvals, User List Setup, User List Definition).




**User List Definition**

User List: GLApprovers(Query)

\*Description: GL Approvers by Query

**User List Source**

☐ Role  
☐ SQL Definition  
☒ Query      Query Name: GL\_APPROVAL\_USERLIST   
☐ Application Class

☐ Include Users as Input  
☒ Transaction Keys as Input

User List Definition page: Journal Approvers by Query

The approval user list defines user sources for use with steps in the approval processes (rules). PeopleSoft General Ledger delivers a demo user list that uses a PS Query to combine the route controls on the Administrative Area of the General Ledger and business unit that matches the current delivered General Ledger approval routing rule. You must create your own user lists based on your own business structure.

As an example, the sample query GL\_APPROVAL\_USERLIST is defined as:



**Query Name:** GL\_APPROVAL\_USERLIST

**Description:** GL Approval Userlist

**Working on selection:** Top Level of Query

**Query SQL:**

```
SELECT DISTINCT A.ROLEUSER
FROM PS_RTE_CNTL_RUSER A, PS_RTE_CNTL_RUSER B
WHERE A.ROLEUSER = B.ROLEUSER
  AND A.ROLENAME = B.ROLENAME
  AND A.RTE_CNTL_PROFILE IN (SELECT C.RTE_CNTL_PROFILE
FROM PS_RTE_CNTL_LN C
WHERE C.RTE_CNTL_TYPE = 'Administrative Area'
  AND 'GL' BETWEEN C.RTE_FROM_VALUE AND C.RTE_TO_VALUE)
  AND B.RTE_CNTL_PROFILE IN (SELECT D.RTE_CNTL_PROFILE
FROM PS_RTE_CNTL_LN D, PS_JRNL_AF_HDR_VW E
WHERE D.RTE_CNTL_TYPE = 'Business Unit'
  AND E.BUSINESS_UNIT_LN BETWEEN D.RTE_FROM_VALUE AND D.RTE_TO_VALUE
  AND E.BUSINESS_UNIT = :1
  AND E.JOURNAL_ID = :2
  AND E.JOURNAL_DATE = TO_DATE(:3,'YYYY-MM-DD')
  AND E.BUSINESS_UNIT_LN = :4)
```

Sample Query

The following example shows the User List Supervisor by User ID that is used in General Ledger demo rule definitions.

### User List Definition

User List:

Supervisor by UserID

\*Description:

Supervisor by UserID

User List Source

☐ Role

☒ SQL Definition

SQL Object Identifier:

EOAW\_SUPERVISOR\_BY\_OPRID

☐ Query

☐ Application Class

☒ Include Users as Input

☐ Transaction Keys as Input

User List Definition page - Supervisor by User ID

In the preceding example, the SQL Object EOAW\_SUPERVISOR\_BY\_OPRID was defined as:

```

SELECT A.ROLEUSER
  FROM PS_ROLEXLATOPR A
 WHERE A.ROLEUSER = (
SELECT B.ROLEUSER_SUPR
  FROM PS_ROLEXLATOPR B
 WHERE B.ORPID = :1)

```

### See Also

*PeopleTools PeopleBook: PeopleCode Developer's Guide*

## Setting Up Approval Process Definitions (Rules)

To set up approval processes, use the Approval Process Setup component.

This section discusses how to:

- Define approval processes.
- Define approval criteria.
- Define paths for approval processes.
- Define steps for approval processes.

## Pages Used to Define Approval Process Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Setup Process Definitions	EOAW_PRCs_MAIN	Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions	Define the stages, paths and steps of the approval definition process.
Criteria Definition	EOAW_CRITERIA	Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions, Definition Criteria, Criteria Definition	Define field and monetary criteria to be used in the approval process.
Approval Path Definition	EOAW_PATH_SEC	Click the Details link within the Paths group box of the Setup Process Definitions page.	Define approval path details, such as time-related escalation options and reassignment.
Approval Step Definition	EOAW_STEP_SEC	Click the Details icon within the Steps group box of the Setup Process Definitions page.	Define approval step details, such as approvers and approver requirements.

## Defining Approval Processes

Access the Setup Process Definitions page (Enterprise Components, Approvals, Approvals, Approval Process Setup, Setup Process Definitions).

**Setup Process Definitions**

[Clone Approval Process](#) | [Approval Process Viewer](#) | [Preview Approval Process](#)

Process ID: GLJournalApproval  
 Definition ID: GLActualDemo  
 Effective Date: 01/01/1900  
 Description: Approval Rules For Actuals

**Definition Options**

[Definition Criteria](#) | [Alert Criteria](#) | [Definition Notifications](#) | [Timeout Options](#)

\*Admin Role: SYSTEM ADMINISTRATOR    
 \*Status: Active   
 Priority: 1

☐ Default Process Definition  
☐ User Auto Approval  
☐ Route to Requester  
☐ Include Requester

**Stages** Find | View All First 1 of 1 Last

\*Stage Number: 1  Description: Actuals Approval Stage 1  Level: Header

**Paths** Find | View All First 1 of 1 Last

Description: Actuals Approval Path 1  \*Source: Static  [Details](#) | [Criteria](#)

**Steps** Customize | Find | View All First 1-3 of 3 Last

Description	Approver User List	Details	Criteria				
1 Supervisor Approval	GLApprovers(Query) <input type="button" value="Search"/>	<input type="button" value="Details"/>	<input type="button" value="Criteria"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2 Manager Approval	GLApprovers(Query) <input type="button" value="Search"/>	<input type="button" value="Details"/>	<input type="button" value="Criteria"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3 Vice President Approval	Supervisor by UserId <input type="button" value="Search"/>	<input type="button" value="Details"/>	<input type="button" value="Criteria"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Expand/Collapse All](#)

### Setup Process Definitions page

Business analysts use this page to define approval definition processes. The process is made up of stages and their paths and steps.

The approval steps that you place on the approval path represent the approval levels that are required for a transaction.

The approval process definition provides the details of application approval rules. General Ledger delivers three demo definitions for:

1. Actuals
2. Standard Budget
3. Default

You can modify the delivered demo definitions, or create your own process definitions.

**Note.** If a journal meets the definition criteria of more than one approval process, only the first definition selected by AF is used to process this journal. The selection is done using an AF SQL object, EOADEFN\_SEARCH\_SQL, which is ordered by priority, definition ID, and effective date.

## Defining Approval Criteria

Access the Criteria Definition page (Enterprise Components, Approvals, Approvals, Approval Process Setup, and click the Definition Criteria link on the Setup Process Definitions page).

**Criteria Definition**

\*Criteria Type:  ▼

☒ All Criteria Needed to Satisfy

▼ User Entered Criteria Find | View All | First 1 of 4 Last

Description:  + -

▼ Field Criteria

Record:  Field Name:

*Criteria Operator		Value	
1	<input type="text" value="Equals"/> ▼	<input type="text" value="RECORDING"/>	+ -

▼ Monetary Criteria

Amount Record:  Amount Field:

Currency Field:

Operator:  ▼

Amount:

Currency Code:

Rate Type:

Criteria Definition page

Criteria entered on this page determines which definition ID is to be used to process the approval.

## Field Criteria

### Record

Select the record to be used to define the field criteria. Select from the following:

- *JRNL\_AF\_HFLD\_VW*: use this delivered view to define the criteria for journal header fields.
- *JRNL\_AF\_LFLD\_VW*: use this delivered view to define the criteria for journal line fields.
- *JRNL\_AF\_ACCT\_VW*: use this delivered view to define the criteria on related account property fields, such as Account Type, Open Item Account, Statistical Account, and Balance Sheet Indicator.

---

**Note.** To use other journal header, line and account-related fields that are not included in the delivered views (*JRNL\_AF\_HFLD\_VW*, *JRNL\_AF\_LFLD\_VW* and *JRNL\_AF\_ACCT\_VW*), you can add those fields to the corresponding view via Application Designer and rebuild the views.

---



---

**Note.** For line and account field criteria, since the approval was set to the header lever (as long as one line meets the criteria), the whole journal is subject to approve.

---

### Field Name

Select the field from the selected record for which to define the field criteria.

## Monetary Criteria

### Amount Record

Select the record to be used to define the monetary criteria.

### Amount Field

Select the amount field to be used to define the monetary criteria.

---

**Note.** The value in the Amount Field is first converted from the currency code in the Currency Field to the currency code that is entered in the Currency Code field by the rate type that is entered. The result is then used to compare with the value entered in the Amount Field. Also, the amount is summarized before the currency conversion, so journal line amount criteria cannot be used there because the majority of GL journals are balanced.

---

## Defining Paths for Approval Processes

Access the Approval Path Definition page (Enterprise Components, Approvals, Approvals, Approval Process Setup, and click the Details link within the Paths group box on the Setup Process Definitions page).

Approval Path Definition

Criteria

Approval Path:

1

\*Step Source:

Static

Description:

Actuals Approval Path 1

Long Description:

☒ Skip Prior Steps for Requester

Timeout Options

CustomizeFind

First1 of 1Last

	*Escalate Option	Hours	Days	Reassign To	User List	Use Proxy		
1	Notify Participar					<input type="checkbox"/>	+	-

Approval Path Definition page

After adding a path (or paths) on the Setup Process Definitions page, use this page to set up additional parameters that determine how the system processes this approval path. Use the Escalate Options to define time elements to be used when an approver requires too much time to approve or deny a pending request.

See For the usage details, see *PeopleSoft Enterprise FSCM PeopleBook: Approval Framework*

Defining Steps for Approval Processes

Access the Approval Step Definition page (Enterprise Components, Approvals, Approvals, Approval Process Setup, and click the Details icon within the Steps group box on the Setup Process Definitions page).

**Approval Step Definition**

Criteria | Self-Approval Criteria

Sequence Number: 1

Description: Supervisor Approval

**Approvers**

Approver User List: GLApprovers(Query)

Approver Role Name: SUPERVISOR

**Approver Requirements**

☐ All Approvers Required

☒ Some Approvers Required      Number of Approvers Needed: 1

☒ Self Approval      ☐ External Approver

☐ Route to Requester      ☐ Filter Requester

**Reviewers**

Reviewer User List:

Approval Step Definition page

After adding a step (or steps) on the Setup Process Definitions page, use this page to set up additional parameters that determine how the system processes this approval step.

See *PeopleSoft Enterprise Components 9.1 PeopleBook, Approval Framework*.

## Enabling Email Approval

PeopleSoft General Ledger uses Enterprise Components email collaboration framework for journal email approval. For you to use this feature, the PeopleSoft Integration Broker must be configured to run, the email collaboration framework must be configured, and all the following General Ledger-related Integration Broker objects must be activated:

- Service operation JRNL\_AF\_EM\_APPROVAL
- Service operation JRNL\_AF\_EM\_APPROVAL handler
- Service operation JRNL\_AF\_EM\_APPROVAL routing

Perform the following setup steps to enable email approval:

1. Activate the aforementioned service operations (PeopleTools, Integration Broker, Integration Setup, Service Operations).
2. Set the Integration Broker queue, GL\_EM\_APPROVAL, to run (PeopleTools, Integration Broker, Integration Setup, Queues).

3. Select the Use Email Approvals check box on the Register Transactions page.
4. Provide the Email Approval User List on the Configure Transaction page.

See *PeopleSoft Enterprise Components PeopleBook, Email Collaboration Framework*.

The following is an example of an approval request email:

From: PeopleSoft General Ledger Email Approval System [gl_emcprocessor@sabernat-us.us.oracle.com]		Sent: Wed 6/24/2009 5:38 PM
To: FINGLUser6@ap6023fems.us.oracle.com		
Cc:		
Subject: Journal ID "US007-AF1" Business Unit "US007" has been sent for your Approval		

## GL Journal Approval

<b>Business Unit:</b>	US007
<b>Journal ID:</b>	US007-AF1
<b>Journal Date:</b>	2009-06-24
<b>Line Business Unit:</b>	US007

<b>Requestor:</b>	Dallas, Eugene
<b>Journal Description:</b>	Test Journal Email Approval

<b>Ledger Group:</b>	RECORDING
<b>Total Debits:</b>	136900
<b>Total Credits:</b>	136900
<b>Adjusting Entry:</b>	N
<b>Fiscal Year:</b>	2009
<b>Accounting Period:</b>	6

<b>Action:</b>	Approve ▼
<b>Enter Denial Comments:</b>	<div style="border: 1px solid black; height: 60px; width: 150px;"></div>

Submit

To approve or deny the journal, choose the appropriate action and click 'Submit,' or navigate directly to the journal entry page by clicking the link below:

[http://qdu-755/ps/ps/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_IE.GBL?Page=JOURNAL\\_ENTRY2\\_IE&Action=U&BUSINESS\\_UNIT=US007&JOURNAL\\_DATE=2009-06-24&JOURNAL\\_ID=US007-AF1&UNPOST\\_SEQ=0](http://qdu-755/ps/ps/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?Page=JOURNAL_ENTRY2_IE&Action=U&BUSINESS_UNIT=US007&JOURNAL_DATE=2009-06-24&JOURNAL_ID=US007-AF1&UNPOST_SEQ=0)

GL Journal Approval email



---

## Defining Approval Options at the Various Levels

When you define approval options at the source level, they override any approval handling that you specify at the ledger-group and business-unit levels. Any rules specified at the ledger level override those at the business-unit level.

You can define approval options at the:

- Source level using the SOURCE component.
- Ledger level using the BUSINESS\_UNIT\_LED component.
- Business unit level using the BUS\_UNIT\_TBL\_GL component.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Approval Options for the Journal Source.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Journal Approval Options for a Ledger.

See [Chapter 3, "Defining Your Operational Structure," Defining Approval Options for a Business Unit, page 32.](#)

---

## Approving Journals Using the GL Journal Approval Components

In PeopleSoft General Ledger, an approved journal is one that is marked to post (the approval process automatically marks the journal for posting upon approval). You cannot post a journal that still requires approval.

To provide a more targeted and functional journal approval experience, PeopleSoft delivers a GL Journal Approval component (JOURNAL\_APPROVAL) and a Manage GL Journal Approval component for approving journals in mass (JOURNAL\_APPROVAL\_M). Use these components to:

- Approve, deny, or pushback individual or multiple journals at once.
- Add comments for any approval action.
- Add attachments and adhoc approvers as part of the workflow.
- Link to the Journal Entry component for additional details within the approval process.
- Display only journals that are assigned to a specific user.
- Display information related to a specific Line Business Unit only.

For more details, see Article ID 1329609.1 on My Oracle Support website for details regarding journal approval using Approval Framework.

## Pages Used to Approve Journals

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Manage GL Journal Approval	JOURNAL_APPROVAL_M	General Ledger, Journals, Journal Entry, Manage Journal Approval, Manage GL Journal Approval	Use this page to approve, deny, or pushback multiple journals at once.
GL Journal Approval	JOURNAL_APPROVAL	Worklist, Worklist. OR General Ledger, Journals, Journal Entry, Manage Journal Approval, Manage GL Journal Approval. Click the Journal ID link.	<b>Note.</b> This page is only accessible to authorized users.  Use this page to approve, deny, or pushback a journal entry. For interunit journals, you can limit access by specific line business unit.
Approval Attachments	JOURNAL_APPR_ATT_SEC	Click the Attachments link from the GL Journal Approval page.	Use this page to view and add attachments for journals for which you have approval rights. The attachments are only visible if the Show to Approver option has been selected on the Attachments page of the journal entry.
Approval Attachments (view only)	JOURNAL_APPR2_ATT_SEC	Click the Attachments link from the Manage GL Journal Approval page.	Use this page to view attachments for journals for which you have approval rights. The attachments are only visible if the Show to Approver option has been selected on the Attachments page of the journal entry.
Approval Flow	GL_APPR_MONITOR	Click the View Approval Flow icon on the Journals grid.	Launch this modal window to view the display-only approval flow graphic. Access the individual GL Journal Approval page to add adhoc approvers.

## Approving Journals in Mass

Access the Manage GL Journal Approvals page (General Ledger, Journals, Journal Entry, Manage Journal Approval, Manage GL Journal Approval).

### Manage GL Journal Approval

Search Journals

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit

Requester

Line Business Unit

Journal ID

Journal Date From

To Journal Date

\*Approval Status Pending

Search

Clear

Comments

Select All / Deselect All

Approve Deny Pushback

Journals

Personalize Find

First 1 of 6 Last

Journal Overview Journal Details

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits		
<input type="checkbox"/>	<a href="#">CAN02-AF1</a>	CAN02	01/03/2011	CAN02	\$2,760.00	\$2,760.00		
<input type="checkbox"/>	<a href="#">CAN02-AF2</a>	CAN02	01/05/2011	CAN02	\$51,369.00	\$51,369.00		
<input type="checkbox"/>	<a href="#">CAN02-AF2</a>	CAN02	01/05/2011	US007	\$40,377.10	\$40,377.10		
<input type="checkbox"/>	<a href="#">US007-AF1</a>	US007	01/07/2011	US007	\$100,800.00	\$100,800.00		
<input type="checkbox"/>	<a href="#">US007-AF2</a>	US007	01/10/2011	CAN02	\$138,673.17	\$138,673.17		
<input type="checkbox"/>	<a href="#">US007-AF2</a>	US007	01/10/2011	US007	\$109,000.00	\$109,000.00		

Select All / Deselect All

Approve Deny Pushback

#### Manage GL Journal Approval page

Supply the desired criteria and click the Search button. This action returns only those journals for which the current user is one of the approvers and that have not yet been posted or unposted. Click the Clear button to clear the search criteria.

#### Line Business Unit

Specify the Line Business Unit for your search. The user is limited to only those business units for which they have access. The default value is the user's specified business unit from the User Preferences - Overall Preferences page.

#### Approval Status

Select the approval step status related to the current approver: Pending, Approved, Denied, or Pushed Back. This is a required field.

#### Comments

Expand the Comments group box to add a common comment for the selected journals. Enter a common comment for the selected journals at once and click the Add Comments button when finished entering. If you select only one journal, the comment applies only to that journal when you click the Add Comments button. If you enter comments before clicking any of the three action buttons, the comments will be saved to those journals' approval process.

#### Journal Overview

##### Select All / Deselect All


Select all or deselect all journals by clicking the Select All / Deselect All link. Click once to select all and click again to deselect all (toggle link).

- Select

Click to select one or several journals for which to apply the actions of Approve, Deny, Pushback, or Add Comments.
- Journal ID

Click this link to access the individual GL Journal Approval page.
- Unit

Displays the anchor business unit of the journal entry.
- Line Unit

Displays the line business unit of the journal entry. This unit can be different from the anchor business unit for interunit journals. An entry does not appear for a line unit for which an approver does not have access.
- View Approval Flow

Click the View Approval Flow icon, which opens up a modal page (GL\_APPR\_MONITOR).
- Attachment

Select to view attachments (if present) for the journal. This opens a modal window displaying the JRNL\_APPR2\_ATT\_SEC page. The page is display-only. To add additional attachments, you must access the individual GL Journal Approval page.

See Article ID 1329609.1 on My Oracle Support website for more details.

## Specifying Journal Entry Approval Actions

The following examples show an interunit journal as it progresses thorough the approval process involving two business units, US007 and CAN02, with the approvals required by each business unit. The examples assume prior workflow setup, which will require the journal to be submitted for approvals. Such journals, which have not yet been approved, cannot be posted.

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines).

HeaderLinesTotalsErrorsApproval

Unit: US007Journal ID: AF-1Date: 08/15/2007Process: Edit JournalProcess

Template ListSearch CriteriaChange ValuesInterIntraUnitErrors OnlyLine: 10

Lines

Select	Line	Unit	Ledger	Account	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	1	US007	LOCAL	682000	USD	100,100.00	CRRNT	1.00000000
<input type="checkbox"/>	2	CAN02	LOCAL	100002	USD	-100,100.00	CRRNT	1.27223090
<input type="checkbox"/>	3	CAN02	LOCAL	100100	USD	100,100.00	CRRNT	1.27223090
<input type="checkbox"/>	4	US007	LOCAL	200276	USD	-100,100.00	CRRNT	1.00000000

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CAN02	2	127,350.31	127,350.31	✓
US007	2	100,100.00	100,100.00	✓

Journal Entry - Lines page (interunit example)

The preceding example shows the journal involving business units US007 and CAN02, which are subject to different approval rules.

The following examples show the sequence of approvals for the interunit journal and the two business units. Access the Journal Entry - Approval page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Approval)

HeaderLinesTotalsErrorsApproval

Unit: US007Journal ID: AF-1Date: 08/15/2007

Approval Status

Find | View AllFirst1 of 2Last

Unit: CAN02Approval Check Active: YApproval Status: Pending ApprovalApproval Action: ApproveComments for Denial Email:

Default Approval Stage 1

BUSINESS\_UNIT=US007, JOURNAL\_ID=AF-1, JOURNAL\_DATE=2007-08-15, BUSINESS\_UNIT\_LN=CAN02:PendingDefault Path For Actuals

Pending

Michelle KarenGL Approvers by Query

Not Routed

Sullivan CarlaGL Approvers by Query

Not Routed

Michael BuhlerSupervisor by UserID

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step	Step Status	Approver	Approval Status	Datetime
621	GLDefaultDemo	01/01/1900	GLA2	1	1	1.00	Pending	GLS2	Pending	08/15/2007 2:04:01.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	2.00	Not Active			
621	GLDefaultDemo	01/01/1900	GLA2	1	1	3.00	Not Active			

Approval status and history for business unit CAN02 pending any approvals

HeaderLinesTotalsErrorsApproval

Unit: US007Journal ID: AF-1Date: 08/15/2007

Approval Status

Find | View AllFirst1 of 2Last

Unit: CAN02Approval Check Active: YApproval Status: Pending ApprovalApproval Action: ApproveComments for Denial Email:

Default Approval Stage 1

BUSINESS\_UNIT=US007, JOURNAL\_ID=AF-1, JOURNAL\_DATE=2007-08-15, BUSINESS\_UNIT\_LN=CAN02:PendingDefault Path For Actuals

Approved

Michelle KarenGL Approvers by Query8/15/2007 - 2:10 PM

Pending

Sullivan CarlaGL Approvers by Query

Not Routed

Michael BuhlerSupervisor by UserID

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step	Step Status	Approver	Approval Status	Datetime
621	GLDefaultDemo	01/01/1900	GLA2	1	1	1.00	Approved	GLS2	Approved	08/15/2007 2:10:04.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	2.00	Pending	MGR2	Pending	08/15/2007 2:10:04.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	3.00	Not Active			

Approval status and history for business unit CAN02 after initial approval GLS2

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Header | Lines | Totals | Errors | Approval

Unit: US007 Journal ID: AF-1 Date: 08/15/2007

Approval Status Find | View All | First 1 of 2 | Last

Unit: CAN02  
 Approval Check Active: Y  
 Approval Status: Pending Approval  
 Approval Action:   
 Comments for Denial Email:

Default Approval Stage 1

**BUSINESS\_UNIT=US007, JOURNAL\_ID=AF-1, JOURNAL\_DATE=2007-08-15, BUSINESS\_UNIT\_LN=CAN02: Pending**

Default Path For Actuals

```

graph LR
  A[Approved  
✓ Mitchell Karen  
GL Approvers by Query  
8/15/2007 - 2:10 PM] --> B[Approved  
✓ Sullivan Carla  
GL Approvers by Query  
8/15/2007 - 2:13 PM]
  B --> C[Pending  
⌚ Michael Rubler  
Supervisor by UserID]
  
```

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step	Step Status	Approver	Approval Status	Datetime
621	GLDefaultDemo	01/01/1900	GLA2	1	1	1.00	Approved	GLS2	Approved	08/15/2007 2:10:04.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	2.00	Approved	MGR2	Approved	08/15/2007 2:13:33.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	3.00	Pending	VP2	Pending	08/15/2007 2:13:33.000000PM

Approval status and history for business unit CAN02 after second approval by MGR2

Header | Lines | Totals | Errors | Approval

Unit: US007 Journal ID: AF-1 Date: 08/15/2007

Approval Status Find | View All | First 1 of 2 | Last

Unit: CAN02  
 Approval Check Active: Y  
 Approval Status: Approved to Post  
 Approval Action:   
 Comments for Denial Email:

Default Approval Stage 1

**BUSINESS\_UNIT=US007, JOURNAL\_ID=AF-1, JOURNAL\_DATE=2007-08-15, BUSINESS\_UNIT\_LN=CAN02: Approved**

Default Path For Actuals

```

graph LR
  A[Approved  
✓ Mitchell Karen  
GL Approvers by Query  
8/15/2007 - 2:10 PM] --> B[Approved  
✓ Sullivan Carla  
GL Approvers by Query  
8/15/2007 - 2:13 PM]
  B --> C[Approved  
✓ Michael Rubler  
Supervisor by UserID  
8/15/2007 - 2:16 PM]
  
```

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step	Step Status	Approver	Approval Status	Datetime
621	GLDefaultDemo	01/01/1900	GLA2	1	1	1.00	Approved	GLS2	Approved	08/15/2007 2:10:04.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	2.00	Approved	MGR2	Approved	08/15/2007 2:13:33.000000PM
621	GLDefaultDemo	01/01/1900	GLA2	1	1	3.00	Approved	VP2	Approved	08/15/2007 2:16:58.000000PM

Approval status and history for business unit CAN02 after final approval VP2

Business unit US007 had a similar approval history, but it bypasses an optional alternate additional approver (GLS3) in the business units US007 approval path. Because both GLS2 and GLS3 are granted the ability to approve the journal, however, the approval rule is set to require only one approver for this step (so that whoever approves the journal first stamped while other approvers bypassed).



Header Lines Totals Errors **Approval**

Unit: US007 Journal ID: AF-1 Date: 08/15/2007

**Approval Status** Find | View All First 2 of 2 Last

Unit: US007  
 Approval Check Active: Y  
 Approval Status: Pending Approval  
 Approval Action:   
 Comments for Denial Email:

**Actuals Approval Stage 1**

**BUSINESS\_UNIT=US007, JOURNAL\_ID=AF-1, JOURNAL\_DATE=2007-08-15, BUSINESS\_UNIT\_LN=US007:Pending**

**Actuals Approval Path 1**

```

graph LR
    A[Pending  
Multiple Approvers  
GL Approvers by Query] --> B[Not Routed  
Sullivan, Carla  
GL Approvers by Query]
    B --> C[Not Routed  
Michael Buhler  
Supervisor by UserID]
  
```

**Approval History**

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step	Step Status	Approver	Approval Status	Datetime
622	GLActualDemo	01/01/1900	OLA2	1	1	1.00	Pending	GLS2	Pending	08/15/2007 2:04:04.000000PM
622	GLActualDemo	01/01/1900	OLA2	1	1	1.00	Pending	GLS3	Pending	08/15/2007 2:04:04.000000PM
622	GLActualDemo	01/01/1900	OLA2	1	1	2.00	Not Active			
622	GLActualDemo	01/01/1900	OLA2	1	1	3.00	Not Active			

Approval status and history for business unit US007 pending approvals

Unit: US007 Journal ID: AF-1 Date: 08/15/2007

**Approval Status** Find | View All First 2 of 2 Last

Unit: US007  
 Approval Check Active: Y  
 Approval Status: Approved to Post  
 Approval Action:   
 Comments for Denial Email:

**Actuals Approval Stage 1**

**BUSINESS\_UNIT=US007, JOURNAL\_ID=AF-1, JOURNAL\_DATE=2007-08-15, BUSINESS\_UNIT\_LN=US007:Approved**

**Actuals Approval Path 1**

```

graph LR
    A[Approved  
Michelle Karen  
GL Approvers by Query  
8/15/2007 - 2:10 PM] --> B[Approved  
Sullivan, Carla  
GL Approvers by Query  
8/15/2007 - 2:13 PM]
    B --> C[Approved  
Michael Buhler  
Supervisor by UserID  
8/15/2007 - 2:16 PM]
  
```

**Approval History**

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step	Step Status	Approver	Approval Status	Datetime
622	GLActualDemo	01/01/1900	OLA2	1	1	1.00	Approved	GLS2	Approved	08/15/2007 2:10:04.000000PM
622	GLActualDemo	01/01/1900	OLA2	1	1	1.00	Approved	GLS3	Bypassed	08/15/2007 2:10:04.000000PM
622	GLActualDemo	01/01/1900	OLA2	1	1	2.00	Approved	MOR2	Approved	08/15/2007 2:13:33.000000PM
622	GLActualDemo	01/01/1900	OLA2	1	1	3.00	Approved	VP2	Approved	08/15/2007 2:16:58.000000PM

Approval status and history for business unit US007 showing the bypass for GLS3 and final approval by VP2

## Approval Status

The *Approval Check Active* field indicates, by displaying the value *Y*, that an approval workflow process is required for the business unit in the journal. If no approval workflow is required for the business unit in the journal, the value displayed is *N* and no steps or history are displayed.

If approval check is active and displaying *Y*, the current approval status for the journal is shown by these values:

<b><i>Denied</i></b>	Journal approval is denied.
<b><i>Pending Approval</i></b>	Journal is waiting for approval.
<b><i>Approved to Post</i></b>	Journal is approved. When part of an interunit journal (a business unit) reaches the Approved to Post status, all the worklist items related to that part are marked worked.
<b><i>None</i></b>	Not applicable.

In the Approval Action list box, the current approver selects the appropriate action for this journal:

<b><i>Approve</i></b>	Journal is approved for posting. If you have the authority to approve the journal, the system saves it as usual. If you don't have the authority, nothing happens to the journal.
<b><i>Deny</i></b>	Journal is not approved for posting. If you change the action to deny, the system sends an email (when email notification is set up) to the previous user with a list of the journal identifiers.
<b><i>Pushback</i></b>	Journal is sent back to the previous step. The system sends an email (when email notification is set up) to the previous user with a list of the journal identifiers.

### ***Approval History***

The Approval History grid lists the step and path, with the status and applicable date-time stamp and user ID for the various activities in the approval process.

See *PeopleTools PeopleBook: Security Administration*, "Understanding PeopleSoft Security"



## Chapter 27

# Using Entry Events in General Ledger

This chapter provides an overview of entry events in Oracle's PeopleSoft General Ledger and discusses how to:

- Use the GLJE Entry Event process.
- Use the GLJEADJ Entry Event process.
- Correct entry event journal errors.

---

## Understanding Entry Events in General Ledger

Use entry events in PeopleSoft General Ledger to post additional debit and credit accounting entries. In addition, federal agencies can update budgetary as well as proprietary accounts in a single transaction or update the budgetary ledgers without posting to the actuals ledger.

This section lists prerequisites and discusses:

- General Ledger entry event transactions.
- Entry event source definitions, processes, steps and codes.
- GLJE Entry Event process.
- GLJEADJ Entry Event process.
- Multibook ledgers using entry events.
- Intra/Interunit journal entries using entry events.
- Allocations using entry events.
- Standard journal entries using entry events.
- Separate debit and credit journal entries using entry events.
- Flat file journal imports using entry events.
- Spreadsheet journal imports using entry events.
- Copy entry event journals.
- Entry event journal errors.

## Prerequisites

Before using entry events in General Ledger, you must:

1. Perform the normal setup activities for General Ledger and the Commitment Control feature.
2. For General Ledger, in the Entry Event field on the Installation Options - Entry Event page, select either *Optional* or *Required*.
3. Only for GLJEADJ - Commitment Control Adjustment Journals, enable the Commitment Control feature for General Ledger in the Enable Commitment Control group box on the Installation Options - Installed Products page.
4. Select Allow GL Entry Event Bypass for selected users on the User Preferences - General Ledger page, if desired.

This option enables specific users to bypass selecting entry event codes that are identified as required for General Ledger on the Installation Options - Entry Event page.

5. Select Skip Entry Event Processing in the Budget Post Options group box for selected users on the User Preferences - General Ledger page, if desired.

This option enables specific users to post a budget without running the Entry Event Processor Application Engine process (FS\_EVENTGEN).

6. Verify that the ledger group for entering journal entries with entry events (normally the actuals ledger group, which is named the Recording ledger group in the predefined data) is associated with the standard ledger group type.

This is the only ledger group type that you can use to enter entry events for General Ledger journal entries.

---

**Note.** If you plan to create multibook journals with entry events, make sure that all of the multibook ledgers are set up, that the ledger group type is set to standard, and that you select the Keep Ledgers in Sync check box on the Ledger Groups - Definition page.

---

7. Refer to the documentation regarding the setup of the entry event codes for an organization based on the entry event source transactions and processes that are predefined for General Ledger.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Entry Events."

---

**Note.** You can create your own entry event codes that use the predefined source transactions and processes; however, do not modify the predefined data.

---

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Entry Events," Setting Up Entry Events

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Enabling Entry Events at the Installation Level

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences," Defining Overall User Preferences

## General Ledger Entry Event Transactions

General Ledger enables you to enter, process, copy, and correct entry event transactions using:

- Online journal entries.
- Batch journal entries.
- Commitment Control budget adjustment journal entries.
- Multibook journal entries.
- Allocations.
- Interunit and intraunit journal entries.
- Standard journal entries.
- Separate debit and credit journal entries.
- Imported flat file journals.
- Imported spreadsheet journals.

---

**Note.** Do not associate entry event codes with open item accounts for use in open item entries. Also, do not associate entry event codes with value-added tax (VAT) or VAT-applicable accounts. The entry event code definition does not allow the selection of VAT-applicable accounts for entry event processing. If a journal comes from an external source (such as a flat file or spreadsheet), the appropriate account from the entry event code definition overwrites any accounts specified on the entry event lines that are subject to the GLJE Entry Event process.

---

## Entry Event Source Definitions, Processes, Steps, and Codes

General Ledger provides sample data with a set of predefined entry event codes. You can use these predefined codes as examples for defining your own codes. The system has predefined entry event source definitions and specific entry event processes that you must not change. The source definitions identify the source and target records that the system updates when the Entry Event Processor runs. The predefined source definitions for General Ledger are:

- GL\_JCREV - GL Adjustment Journal Collected Revenue.
- GL\_JENC - GL Adjustment Journal Encumbrance.
- GL\_JOURNAL - GL Journal.
- GL\_JPRNC - GL Adjustment Journal Pre-encumbrance.
- GL\_JRNLIU - GL Journal IU Transactions.

Entry event source definitions, processes, and steps determine the way in which the entry event codes are processed. The processing procedures for creating journal entries with entry events and creating budget adjustment journal entries are unique due to the specific entry event source transactions and entry event processes and steps that are linked to each entry event code. Multiple entry event source transactions, such as GL\_JOURNAL and GL\_JRNLIU (for interunit transactions), can be associated with one entry event process, such as the GLJE Entry Event process or the GLJEADJ Entry Event process. Subsequently, the Entry Event Processor can generate journal lines for a normal journal entry, an interunit journal entry, or a standard journal entry, depending on the source transaction associated with the entry event process.

## GLJE Entry Event Process

The GLJE Entry Event process is used for most types of entry event journal entries. When an entry event code is associated with the GLJE Entry Event process, you can generate additional debit and credit entries—beyond the entries that the user entered by the Journal Edit process—for accounting.

---

**Note.** In a journal that uses the GLJE Entry Event process, the account from the entry event code appears by default in the first journal line unless the entry event code is set up for IU processing as well. When you run the Journal Edit process (GL\_JEDIT), the Entry Event Processor runs automatically during the edit process, generating the additional entry event lines.

---

- Run the Journal Edit process.

The Journal Edit process runs the Entry Event Processor.

- Run the Budget Processor if commitment control is enabled for the business unit and ledger group.
- Post to the General Ledger actuals ledger.

## GLJEADJ Entry Event Process

You associate the GLJEADJ Entry Event process with an entry event code to make Commitment Control budget adjustments for encumbrances, pre-encumbrances, and collected revenue budgets, as well as to generate and post the appropriate budgetary accounting entries to the actuals ledger. The GLJE Entry Event process and the GLJEADJ Entry Event process function differently.

After you enter the debit and credit lines, select an entry event code for each line, and finish Journal Edit:

- Run Budget Processor to update the appropriate Commitment Control budget ledger table and adjust either the pre-encumbrance, encumbrance, or collect revenue amount of the budget.
- Run the Entry Event Processor to generate the budgetary accounting entries that need be posted to the actuals ledger.
- Run the Journal Generator Application Engine process (FS\_JGEN) to create the budgetary accounting journal from the budgetary accounting entries.
- Post the budgetary accounting journals to the appropriate actuals ledger.

When you enter the budget adjustment journal entries and select an entry event code that is set up with the GLJEADJ Entry Event process, you must enter the debit and credit entries. This is because the Journal Edit process does not run the Entry Event Processor to generate the remaining journal lines, as it does for the GLJE Entry Event process. After journal edit processes, you run the Budget Processor to update the appropriate Commitment Control budget ledger table and adjust the specific control budget's ledger amount. After the journal lines are successfully edited and budget-checked either online or in batch, you must run the Entry Event Processor (using the Process Journals menu) to generate the budgetary accounting entries, based on the accounts that you set up for the selected entry event code. After processing the entry events, you run the Journal Generator process to generate the budgetary accounting journal and post this journal to the appropriate actuals ledger.

---

**Note.** In General Ledger, the entry event source definitions, entry event processes and steps, and entry event codes are predefined. Do not change them.

---

### See Also

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Entering and Posting Commitment Control Budget Journals"

*PeopleSoft Commitment Control 9.1 PeopleBook*, "Closing and Withdrawing Commitment Control Budgets"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Entry Events"

## Multibook Ledgers Using Entry Events

To enter entry events for multibook journals:

1. Enter one side of the journal entry by selecting an entry event code for a ledger group that contains multiple ledgers and for which the Keep Ledgers in Sync check box is selected.
2. Run the Journal Edit process.

When you enter the journal line, you typically enter only one side of the journal if you are using entry events for the GLJE Entry Event process. The Journal Edit process generates the additional entry event lines for the primary ledger. It also matches journal lines for all secondary ledgers within the ledger group using the same entry event code. This is a multibook journal entry.

---

**Note.** If the journal is from an external source and does not already have secondary ledger lines, Journal Edit process creates the secondary ledger lines and calls the Entry Event Processor to create the entry event lines.

---

3. Continue to process and post the multibook journal.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

[Chapter 16, "Processing Multiple Currencies in General Ledger," Using Multicurrency Processing in a Multibook Environment, page 368](#)

## Interunit Journal Entries Using Entry Events

When you run the Journal Edit process on an interunit or intraunit journal entry with entry events, it processes all of the journal header and journal lines associated with the interunit or intraunit journal lines first.

The Entry Event Processor process creates accounting entries from the interunit and intraunit entries created by the Journal Edit process. To enable this functionality, the entry event code must have the GLJE Entry Event process included in the setup, as well as the steps required by the transaction such as GLJEIUINP for interunit payables journal entries. It is possible to set up an entry event code to process regular journal entries and interunit and intraunit entries. If an entry event code has been set up with both the regular process step and the interunit and intraunit process steps, this logic is applied to the journal:

- If no interunit or intraunit lines are created in the journal, the entry event lines are created using the regular process step.
- If interunit or intraunit lines are created within the journal, the entry event lines are created using the interunit and intraunit process steps only.
- If the journal has both interunit and intraunit lines and non interunit or intraunit lines, then inter/intraunit process steps are used for entry events only.

The PeopleSoft system comes with a separate entry event source definition to enable you to use entry events with interunit and intraunit journal entry transactions:

Entry event source transaction: *GL\_JRNLIU*.

Source record: *EE\_JRNL\_LN\_IUVW*.

Target record: *JRNL\_LN*.

Temporary record: *EE\_JRNL\_TMP*.

Four predefined process steps are used to process receivable and payable interunit and intraunit journal entry transactions:

- GLJEIUINP - Jrnl InterUnit Payable.
- GLJEIUINR - Jrnl InterUnit Receivable.
- GLJEIUIUP - Jrnl IntraUnit Payable.
- GLJEIUIUR - Jrnl IntraUnit Receivable.

Entry event processing for General Ledger interunit and intraunit transactions is slightly different from regular (predefined process step GLJE) journal processing for entry events. By design, interunit and intraunit lines are always balanced. In turn, entry events create balanced DR/CR pairs from the generated interunit and intraunit lines. If there is a need to create additional DR/CR pairs from interunit and intraunit transactions, you can establish only interunit payables, only interunit receivables, or both. The same is true for intraunit payables and intraunit receivables. One or both transactions can be set up to generate balanced DR/CR pairs.

---

**Note.** If the interunit/intraunit journal does not have an anchor business unit line, the system-generated anchor business unit line will not have an entry event code, which means that the system will not generate extra debit/credit (DR/CR) lines.

---

**See Also**

Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 291

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Running the Centralized Interunit and Intraunit Processor

## Allocation Journals Using Entry Events

To create allocation journals using entry events:

1. Specify the entry event field on the Define Allocation Step - Target page.

---

**Note.** Although you can also specify *Entry Event* as a field value on the Offset page, do not do so for regular journal processing because you normally generate a one-sided journal entry from allocations when you use entry events in this situation. The Entry Event Processor creates the other side of the journal entry.

---

2. Add a line to the Specify Field Values group box.
3. Select *Entry Event* as the field name, *Value* as the source, and an entry event code as a value to create output journals.
4. Save the allocation step.
5. Select Request Allocation to create the allocation output journals.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Processing Allocations"

## Standard Journal Entries Using Entry Events

Standard journal entries are sometimes referred to as *template* or *recurring* journals. When you create standard journals, the system copies the entry event source lines, as well as any non entry event lines, and the entry event status of the header and lines is set to *N* (not generated). This means that you must run the Journal Edit process for these journals to regenerate the entry event lines.

**See Also**

Chapter 8, "Making General Ledger Journal Entries," Creating Standard Journal Entries (SJE), page 182

## Separate Debit and Credit Journal Entries Using Entry Events

If you select the Separate DR/CR Amount Fields check box on the Ledgers for a Unit - Definition page for a ledger, the Entry Event Processor process determines whether this is a normal journal entry or a journal entry reversal based on information on the journal line. For example, if you enter a negative amount in the DR column, you indicate a reversal of a debit to the system. The Entry Event Processor process generates the appropriate debit or credit journal lines.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Defining Default Journal Post Options for a Ledger

## Flat File Journal Imports Using Entry Events

When you load journals containing entry events into General Ledger by selecting Import Journals, External Flat Files and running the Flat File Journal Import process, this process sets the entry event status of header and any lines with an entry event code to *N* (not generated). If there is a mismatch between the entry event code and the account uploaded, the account is overwritten by the default account when the Journal Edit process and the Entry Event Processor process are run.

### See Also

Chapter 8, "Making General Ledger Journal Entries," Using the Flat File Journal Import Process, page 196

## Spreadsheet Journal Imports Using Entry Events

To import and run spreadsheet journals containing entry events:

1. Select Import Journals, Spreadsheet Journals to load spreadsheet files that contain entry events.
2. Run the Spreadsheet Journal Import process.

This process sets the entry event status of header and each line with an entry event code to *N* (not generated). Consequently, you must run the Journal Edit process for these journals.

### See Also

Chapter 9, "Using Spreadsheet Journal Import," page 209

## Copy Entry Event Journals

When you select Journal Entry, Copy Journals to copy journals using entry events, the Journal Copy process copies only the entry event source lines and the non entry event lines.



This process sets the new journal entry event status of header and each line with an entry event code to *N* (not generated), which means that you must run the Journal Edit process that automatically runs the Entry Event Processor process.

**See Also**

Chapter 8, "Making General Ledger Journal Entries," Copying Journal Entries, page 190

**Entry Event Journal Errors**

When you create journals with entry events and an error occurs during the processing, you can drill down to the transaction line to correct the entry event error and continue processing. When you run the journal edit batch process that has errors, the process generates a report that contains errors that apply to both the journal entries and the entry events.

---

**Creating and Processing Journal Entries with Entry Events**

This section discusses how to:

- Create and process entry event journals using the GLJE Entry Event process.
- Create and process entry event journals using the GLJEADJ Entry Event process.

The GLJE Entry Event process enables you to create journals that post to the actuals ledger.

- GL\_JOURNAL - GL Journal.
- GL\_JRNLIU - GL Journal Interunit Transactions.

You can modify the delivered entry event codes or set up your own.

---

**Note.** Do not modify entry event source definitions or processes and steps.

---

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Entry Events"

**Pages Used to Create and Process Journal Entries with Entry Events**

Page Name	Definition Name	Navigation	Usage
Create Journal Entries - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header	Enter the journal header information for entry event journal entries.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Commitment Control - Commitment Control Amount Types	JOURNAL_ENTRY_KK	Click the Commitment Control link on the Create Journal Entries - Header page.	For a Commitment Control budget adjustment journal entry, select the appropriate Commitment Control amount type.
Create Journal Entries - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create Journal Entries Select the Lines tab.	Enter the journal line ChartFields and select the appropriate entry event codes for processing.
Edit Journals Request	JOURNAL_EDIT_REQ	General Ledger, Journals, Process Journals, Edit Journals, Edit Journals Request	Edit the regular journals and journals using the GLJE and GLJEADJ Entry Event processes.
Budget Check Journals Request	JOURNAL_BGTCHK_REQ	General Ledger, Journals, Process Journals, Budget Check Journals, Budget Check Journals Request	Budget-check regular journals and journals using the GLJE and GLJEADJ Entry Event processes.
Entry Event Journals	PST_EE_RUN_REQUEST	General Ledger, Journals, Process Journals, Entry Event Journals, Entry Event Journals	Run the Entry Event Processor for Commitment Control budget adjustment journals using the GLJEADJ Entry Event process.
Generate Journals Request	JRNL_GEN_REQUEST	General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request	Run the Journal Generator process to generate journals for any journal entries not created online in General Ledger and for Commitment Control budget adjustment journal entries with entry events using the GLJEADJ Entry Event process.
Mark Journals for Posting	JOURNAL_POST_MARK	General Ledger, Journals, Process Journals, Mark Journals for Posting	Specify which journals to post.
Post Journal Request	JOURNAL_POST_REQ	General Ledger, Journals, Process Journals, Post Journals, Post Journal Request	Enter the information for the journals that you intend to post. Run the PS/GL Journal Post process (GLPPPOST) to post the journals to their appropriate ledgers.

## Creating and Processing Entry Event Journals Using GLJE Entry Event Process

To create and process an entry event journal:

---

**Note.** These steps use the JRNL1 entry event code.

---

1. Access the Create Journal Entries - Header page.
2. Select an actuals ledger group that may or may not linked to Commitment Control ledgers, and enter any other information relevant to the journal entry transactions.

The ledger group in the predefined data is Recording.

3. Click the Commitment Control link.
4. Select one of the following Commitment Control amount types, and then click OK:

- Actuals and Recognized.
- Actuals, Recognize and Collected.

See [Chapter 24, "Using Commitment Control in General Ledger," page 589](#).

5. Access the Create Journal Entries - Lines page, and select the entry event code.

The account and alternate account values appear by default (after a server trip) in journal line 1 from the values set up for the entry event code (for example, *JRNLI*) on the Entry Event Code Definition page if the entry event code contains regular process step GLJE.

6. Enter any other relevant data in the journal line.

---

**Note.** If you change either of these accounts, the system overwrites it with the default DR/CR account or alternate account when you edit the journal if the entry event code contains regular process step GLJE.

---

7. Select *Edit Journal* to save and edit the journal entry as well as initiate the Budget Processor if commitment control is enabled.

Journal Edit process (GL\_JEDIT) creates any missing lines before calling the Entry Event Processor process.

The Entry Event Processor process generates the additional journal lines based on the set up for the selected entry event code.

The Budget Processor process runs to verify that a Commitment Control budget is associated with the transaction and that the amounts are not greater than the budget amounts.

8. Select *Post Journal* to post the journal entries to the actuals ledger.

See [Chapter 27, "Using Entry Events in General Ledger," Correcting Entry Event Journal Errors, page 665](#)

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**Note.** If these are subsystem journals with entry events, the Journal Edit process bypasses the entry event processes for these journals because they have already been through the entry event process in the subsystem.

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## Creating Budget Adjustment Journal Entries Using the GLJEADJ Entry Event Process

To create and process an entry event journal that adjusts the Commitment Control budget:

1. Access the Create Journal Entries - Header page.
2. Select an actuals ledger group that linked to Commitment Control ledgers, and enter any other information relevant to the journal entry transactions.

The ledger group in the predefined data is Recording.

3. Click the Commitment Control link.
4. Select one of the following Commitment Control amount types, and then click OK:
  - Encumbrance
  - Pre-Encumbrance
  - Collected Revenue

5. Access the Create Journal Entries- Lines page, and select the entry event code for the adjustment that you want to make.

Only the adjustment entry event codes are available for selection.

6. Enter values for Account,Alt. Acct.,Amount, and other relevant fields in the journal line.

If the journal is a Commitment Control budget adjustment journal, the account and alternate account, if applicable, do not appear by default. You must enter the values.

7. Select *Edit Journal* to save and edit the journal entry as well as initiate the Budget Processor if commitment control is enabled.

---

**Note.** The Journal Edit process does not run the Entry Event Processor for budget adjustment journals. You must run the Entry Event Processor separately after running the Budget Processor.

---

8. Correct any existing entry event journal errors.

See [Chapter 27, "Using Entry Events in General Ledger," Correcting Entry Event Journal Errors, page 665](#)

9. Run the Entry Event processor from the Process Journals - Entry Event Journals page.

The processor updates or creates the accounting lines in the Adjustment Journal Accounting Line record.

---

**Note.** Budget adjustment journals are processed using the same model as accounts payable, purchasing, and accounts receivable, where the entry event accounting transactions are written to a separate accounting line record and the journal is generated later. If a budget adjustment journal has been processed by the Entry Event Processor and subsequent changes are made to the journal, adjusting entries are created.

---

10. Select Subsystem Journals, Generate Journals to create budgetary accounting journals from the adjustment journal accounting line record.

11. Select Process Journals, Edit Journals, Mark Journals for Posting, and Post Journals to post the journals to their appropriate ledgers.

---

**Warning!** If you change the Commitment Control amount type on the journal, the entry event lines are reversed for the previous amount type. For example, suppose that you select the Commitment Control amount type Actuals and Recognized to create a journal and run the Journal Edit process to generate the entry event lines and then you realize that you intended to create a budget adjustment journal for an encumbrance instead. If you attempt to select the Commitment Control amount type Encumbrance, this message appears:

The CC Amount Type has been changed from 'Actuals and Recognized' to 'Encumbrance'.

Because you changed the Commitment Control amount type, the entry event information that you entered is no longer appropriate. If you select Cancel, the Commitment Control amount type remains Actuals and Recognized. If you select OK to accept the change, the original journal entry's entry event codes are wiped out. When you enter the data and run the Journal Edit process for the new journal entry, any generated obsolete entry event lines are also deleted. Regardless of the Commitment Control amount type that you select, the original entry event codes are wiped out when you select OK.

---

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## Correcting Entry Event Journal Errors

When you correct an entry events journal, the effect on the entry event lines depends on the type of error that occurs.

This section discusses how to:

- Correct journal entry errors containing entry events with suspense option off.
- Correct journal entry errors containing entry events with suspense option on.

### Correcting Journal Entry Errors Containing Entry Events with Suspense Option Off

To correct an error in a journal line when the journal amount or ChartField is incorrect and the entry event was processed successfully:

1. Correct the error, such as an incorrect amount or ChartField selection, in the journal line.
2. Run the Journal Edit process.

The Journal Edit process edits the journal line; however, the Entry Event Processor does not run again.

### Correcting Journal Entry Errors Containing Entry Events with Suspense Option On

To correct errors for journals with entry events using suspense journal option, make sure that you indicate on the Journal Source - Journal Options page, the Ledgers For A Unit - Journal Edit Options page, or the General Ledger - Journal Options page that you want the system to generate a suspense journal line for each journal line with errors that can be suspended as well as the out-of-balance situation.

When you enter transactions with entry events that are set up to use suspense journals, if the original entry event journal line contains an error, its amount is set to 0 and the system creates a suspense line that inherits the entry event code to support intra/interunit entry event process steps. However, Entry Event Processor skips to process the original entry event journal line as well as its edit suspense line. For non-intra/interunit journal, since the original entry event journal is out-of-balance, the system also creates a balance suspense line. When a journal line with entry event goes to suspense, the entry event has no effect on this line.

The entry event field is a display-only field on the Journal Suspense Correction page. When you correct the suspense journal using this page, be sure to correct the amount or ChartField error on the lines with entry event codes, and put the entry event offset account and other ChartFields on the balance suspense line that doesn't have the entry event code. When you run the Journal Edit process on the correction journal, the Entry Event Processor does not run for this correction journal.

---

**Note.** If the error occurs when the Entry Event Processor runs, the journal header status indicates that an error occurred. This prevents journal processing until you resolve the entry event problem.

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### **See Also**

Chapter 10, "Processing Journals," Correcting Journal Errors, page 256

Chapter 10, "Processing Journals," page 231

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Up Ledgers," Linking Ledgers to a Ledger Group

Chapter 21, "Reviewing Financial Information," Reviewing Entry Event Accounting, page 549

## **Drilling Down to Entry Event Accounting**

You can:

- Drill down to the entry event budget line details.
- Drill down to the entry event general ledger adjustment accounting line details.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Defining Journal Generator Template Defaults

Chapter 21, "Reviewing Financial Information," Reviewing Entry Event Accounting, page 549

## Chapter 28

# Using OLAP Tools to Analyze General Ledger Data

This chapter provides an overview of online analytical processing (OLAP) cubes and discusses how to:

- Plan the OLAP database.
- Prepare trees and queries.
- Define and build the cube.

---

## Understanding OLAP Cubes

When you analyze PeopleSoft General Ledger data, you can look at it from several perspectives: by company, division or business unit, product line, or time. If you use the columns or rows on a typical spreadsheet to analyze PeopleSoft data, it is difficult to represent more than two dimensions (or attributes) at a time.

The OLAP tools that integrate with PeopleSoft products offer a solution for viewing PeopleSoft data with three or more dimensions. You can think of the OLAP tools as an arrangement of data in a cube, with each side of the cube representing a different dimension.

To view data from different perspectives, you can pivot or reposition the cube.

You can use different combinations of dimensions to slice and dice the data. For example, you could examine ledger balances for all travel and expense accounts in the training department of the western region for the entire year. You could *slice* off part of the cube or *dice* it to access an individual cell or perhaps to view a single business unit. These multidimensional views of financial data can provide valuable information for effective data analysis, decision making, and forecasting.

Before you set up General Ledger for OLAP tools, you should be familiar with general OLAP concepts and terminology, as well as the use of PeopleSoft Query, Tree Manager, and Cube Builder.

See *PeopleSoft PeopleTools PeopleBook: PeopleSoft Cube Builder*

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**Note.** PeopleSoft no longer supports the Cube Manager functionality. PeopleTools Cube Builder, which is available with the latest PeopleTools release, is the recommended solution for creating and maintaining analytic data stores with PeopleSoft. You can, however, continue using this functionality by altering the Content Ref Administration page to show the Build Ledger Cubes menu item.

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For more information:

See *PeopleSoft Application Fundamentals 9.1 PeopleBook: Preface, "Using OLAP to Analyze PeopleSoft Financials/Supply Chain Management Data."*

After the General Ledger data is integrated with Hyperion Essbase, you can use the OLAP tool to analyze and interact with data.

**Note.** All OLAP objects delivered with General Ledger are for demonstration purpose only. This includes queries, trees, dimensions, and other cube definitions. You must design your OLAP objects according to your business needs and should use the delivered sample objects only as a reference.

## Planning the OLAP Database

Integrating OLAP tools with General Ledger data begins with a careful examination of the data that you want to report on and analyze by using OLAP. You must define specific goals and determine the results that you need from online data analysis.

## Preparing Trees and Queries

After defining goals, you must design the PeopleSoft trees and queries that are appropriate for creating both the structure and data of the OLAP database (the cube) that you plan to build.

To map the ledger query result to the cube, each column of the query becomes either a *dimension* or a *measure* for the cube. For each dimension, specify how detail values roll up to higher levels. For ChartFields, such as Department ID, you can use existing department trees for the rollup, or you can create additional trees or queries for use with OLAP. In addition, you must define a query to extract the data from the PeopleSoft database and add it to the OLAP cube.

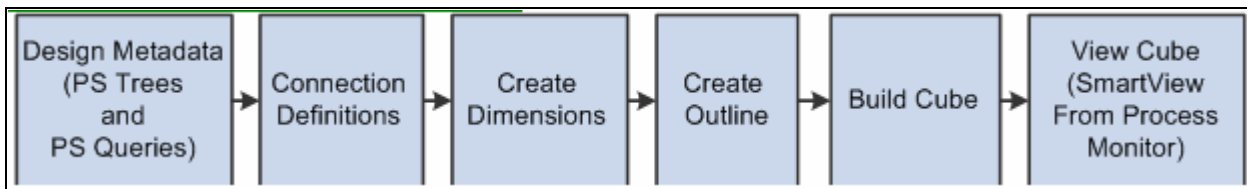
General Ledger comes with the following queries and trees. You can use them as delivered, modify them, or create your own.

General Ledger Queries	OLAP_LEDGER_ACT_01
	OLAP_LEDGER_BUDG_01
	OLAP_LEDGER_02
	OLAP_ACCOUNT_FLIPSIGN
	OLAP_ACCTREE_FLIPSIGN
General Ledger Trees	ACCTROLLUP
	PRODUCT
	DEPARTMENTS
	ACCOUNTING PERIOD

## Defining and Building the Essbase Cube

The following process flow illustrates the Cube Builder business processes:





Essbase Cube Builder business process flow

**Note.** Oracle Essbase, SmartView, and other Oracle Hyperion tools are not delivered as part of the PeopleSoft application; therefore, the PeopleSoft Cube Builder PeopleBook does not include documentation about how to use Oracle Hyperion applications. It does, however, include a reference to the appropriate documentation.

After you define the queries and trees (metadata) to use with the cube, define the basic structure of the cube itself and build the cube by using PeopleSoft Cube Builder.

PeopleSoft Cube Builder links the data source (a query or tree) and the dimensions of the OLAP cube that you are creating. You use PeopleSoft Cube Builder to specify how dimension data should roll up by using queries, trees, or both queries and trees. As needed, you can reuse and easily modify the design of the dimensions, cube definition, and cube instance definitions.

To define the cube:

1. Define the connectivity information. Access the Connections page (PeopleTools, Cube Builder, Connections, Connections):

**Connections**

Essbase Connection ID: GL

\*Description: GL

Comment:

Object Owner ID: General Ledger

\*Server: localhost

\*Database State: Design

\*User Name: VP1

\*Password: .....

Unicode Enabled: ☒

Essbase Cube Builder - Connections page

See PeopleTools 8.5x PeopleBook: PeopleSoft Cube Builder, Defining Essbase Cube Builder Connection Definitions.

2. Define the dimensions of the cube. Access the Dimensions component (PeopleTools, Cube Builder, Dimensions, Dimension):

**Dimension** | **Generation Names**

Dimension Name: ACCOUNT\_DEMO  
 Dimension Type: Accounts  
 Object Owner ID: Gen Ledgr  
 \*Storage: Default  
 Description: Accounts  
 Comments:

**Dimension Structure**  
 Left | Right

- ACCOUNT\_DEMO
  - ALLACCOUNTS
    - BALSHEET - (+)
    - INCSMT - (+)
      - REVENUES - (+)
        - GOODS - (+)
        - SERVICES - (+)
        - OTHREV - (+)
        - EXPENSES - (+)

**Member Properties**

\*Member Name: ALLACCOUNTS  
☐ Label Only  
☐ Expense Report  
☐ Never Share  
 \*Time Balance: None  
 Alias:  
 \*Storage: Default  
[Formula](#)

Essbase Cube Builder - Dimensions page

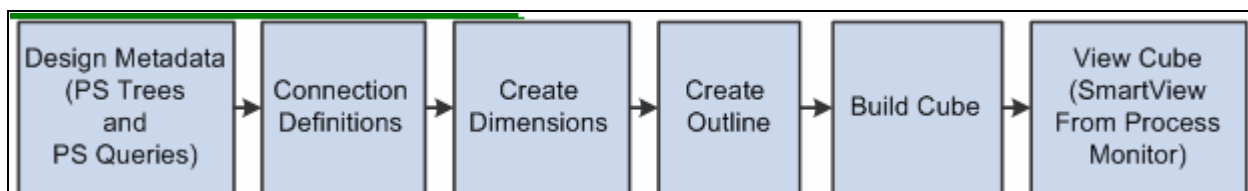
Use the Dimension component to build the structure of each dimension that comprises the cube. You define the dimension type, object owner, and dimension structure (sources of data such as trees, queries, (or both trees and queries), and other settings for dimension data. You do not define any data for the cube at this point. You must create one entry for each dimension in the cube.

Review some of the PeopleSoft delivered sample dimensions before creating your own, such as:

- GL\_ACCOUNT
- ACCOUNTING\_PERIOD
- DEPARTMENT

See PeopleTools PeopleBook: PeopleSoft Cube Builder, Creating Dimensions for Essbase Cube Builder.

3. Create a cube outline that defines the basic structure of the cube. Access the Cube Outline component (PeopleTools, Cube Builder, Outlines, Cube Outline):



#### Basic Cube Structure

Select the dimensions and measures that make up the cube and the data source queries that populate the members and cube cells with data. Like dimensions, cube outlines are platform independent and can be reused.

PeopleSoft delivers the following sample cube outlines to review:

- LEDGER\_ACTUALS
- LEDGER\_BUDGETS
- LEDGER\_ACCTDEPT

See PeopleTools PeopleBook: PeopleSoft Cube Builder, Defining Essbase Cube Outlines.

4. Create a Dynamic Dimension Template. A dynamic dimension template is a set of default values to be used automatically for dynamic query and tree members. Because dynamic objects are not stored within the dimension, using a template enables the dimension builder to define what properties would be applied to the majority of members within the dynamic query and tree.

See PeopleTools PeopleBook: PeopleSoft Cube Builder, Creating Dynamic Dimension Templates.

5. Build an Essbase Cube using the Create Cube page (PeopleTools, Cube Builder, Essbase Cube Builder, Create Cube). Use the Create Cube page to tie the cube components together and run the process that sends all of the defined information to the Essbase database to build the Essbase cube.

See PeopleTools PeopleBook: PeopleSoft Cube Builder, Building Essbase Cubes.



## Chapter 29

# Setting Up and Generating Federal Government and Statutory Reports

This chapter provides an overview of federal government and statutory reports and discusses how to:

- Set up FACTS I data.
- Set up FACTS I trees.
- Process and generate a FACTS I flat file.
- Set up FACTS II data.
- Create FACTS II trees.
- Process and generate a FACTS II flat file.
- Defining component TAS and BETC elements in compliance with reporting requirements.
- Define, generate, create, and print SF224, SF1219, and SF1220 reports.
- Define and generate the Fund Balance Reconciliation report.
- Configure the FUND\_STATUS.xnv PeopleSoft/nVision Report.
- Set up federal reimbursable agreement accounts in general ledger.
- Use PS/nVision for statutory reporting.

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## Understanding Federal Government and Statutory Reports

This section discusses:

- PeopleSoft federal government reporting.
- PeopleSoft solution for Treasury Account Symbol (TAS) format transition.
- PeopleSoft statutory reporting.

### PeopleSoft Federal Government Reporting

Federal agencies can produce these reports:

- **FACTS I reports**

- **FACTS I Validation Report - GLS8310**

This report is generated when you run the FACTS I Validation process. It describes any outstanding issues for each FACTS I edit that is run for your FACTS I accumulated data.

- **FACTS I Online Trial Balance - GLS8311**

This report displays the status of the general ledger account balances along with the corresponding USSGL account attributes based on each treasury symbol. The data for this report is based on the FACTS I staging tables.

- **FACTS II reports**

- **FACTS II Validation Report - GLS8303**

This report is generated when you run the FACTS II Validation process. It describes any outstanding issues for each FACTS II edit that is run for your FACTS II accumulated data.

- **Ledger with Attributes report - GLS7017**

Use this report to verify the ledger activity for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS tree group.

- **FACTS II Online Trial Balance - GLS8312**

This report enables you to view the status of the general ledger account balances along with the corresponding USSGL account attributes for a specific accounting period. The data for this report is based on the FACTS II staging tables.

- **Federal Transaction Register - GLS8501**

This online report displays values at the fund, department, and TAS/TAFS levels for each accounting period. It also displays attributes and attribute values for each ChartField.

- **Federal Trial Balance - GLS8500**

This summary trial balance report displays a beginning balance, the total amount of debits and credits, and an ending balance. The data is generated for the specified ChartField combination for the fiscal year, accounting periods, and adjustment periods.

- **Reconciliation by Source Report - FIN5001**

- **Reconciliation by ChartField - FIN5005**

- **Fund Balance Reconciliation Report - GLS9500**

Run this report following the Fund Balance Reconciliation process, which compares account activity and trial balance data imported from the U.S. Treasury to a federal agency's cash activity. It contains the differences between the federal agency data and the U.S. Treasury data.

- **SF224 - Statement of Cash Transactions report**

This monthly report sent to the U.S. Treasury identifies the dollar amounts of confirmed U.S. disbursements and collections for an agency by agency location code and fiscal month. This report is used to ensure agreement between the agency's records of disbursement and collections and those of the U.S. Treasury.

- SF224 - Statement of Cash Transaction Detail report

This report includes the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions and the Partial 224 report, and may be used internally for reconciliation purposes.

- Partial 224 report - Statement of Cash Transactions report

The Partial 224 report is part of a project of the U.S. Treasury to ultimately phase out the SF224 report over the next several years by having agencies report collection and disbursement activity using the Business Event Type Code (BETC). The Partial 224 report functionality accommodates the implementation of the BETC by excluding disbursements and collections activity that includes the BETC code. When an agency reports cash activity by the BETC codes, the agency will report only non-BETC-coded cash activity and cash reclassifications using the Partial 224 report.

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**Note.** The Partial 224 report will not be available for use until the U.S. Treasury implements BETC. Contact the U.S. Treasury Financial Management Service (FMS) for its schedule for implementation of the BETC. Until such time as the BETC is implemented by the FMS, continue to produce the SF224 - Statement of Cash Transactions report.

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**Note.** The U.S. Treasury is requiring federal agencies to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and IPAC transactions.

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See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," PeopleSoft Statutory Reporting, page 677.](#)

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the Fund Balance Reconciliation Report, page 780.](#)

- SF1219 - Statement of Accountability report

This report is used to determine the accountability of disbursing officers for funds that are held outside the Department of Treasury (cash on hand) by U.S. Treasury Regional Finance Centers (RFCs) and other nonmilitary agencies that do not do their own disbursing.

- SF1220 - Statement of Transactions According to Appropriations, Funds, and Receipt Amounts

This report provides the U.S. Treasury with a monthly statement of payments and collections that are performed by departments and agencies that do their own disbursing.

- SF132 Apportionment and Reapportionment Schedule Report

This report defines the apportionment and reapportionment of each appropriation or fund account that is subject to apportionment. The PeopleSoft application provides a template that enables government to design PS/nVision reports that adhere to the guidelines for this report. This report can be prepared and printed for submission to the Office of Management and Budget (OMB).

- SF133 Quarterly Report on Budget Execution and Budgetary Resources

This report defines whether the budgetary resources are available for obligations, whether the budgetary resources have been obligated and, if obligated, whether the obligated amounts have been spent. The PeopleSoft application provides a template that enables government to design PS/nVision reports that adhere to the guidelines for these reports. This report is available in hard copy.

- Federal Agency Financial Statements

Federal agencies must submit the following financial statements to the U.S. Congress and the OMB. The PeopleSoft-designed templates work with PS/nVision and can be modified to create these financial statements based on your agency's requirements.

- Balance Sheet presents, as of a specific time, the amounts of future economic benefits that are owned or managed by the reporting entity exclusive of items that are subject to stewardship reporting (assets), amounts owed by the entity (liabilities), and amounts that comprise the difference (net position).
- Statement of Net Cost reports the gross cost that is incurred by the reporting agency less any exchange revenue earned from its activities.
- Statement of Changes in Net Position reports the changes in net position for the reporting period. Net position is affected by changes in two components, cumulative results of operations and unexpended appropriations.
- Statement of Budgetary Resources reports how budgetary resources were made available, as well as their status at the end of the period.
- Statement of Financing reports the relationship between net obligations that are derived from an entity's budgetary accounts and net cost of operations that are derived from an entity's proprietary accounts by identifying and explaining key differences between the two accounts.
- Statement of Custodial Activity is required for agencies that collect non-exchange revenue for the General Fund of the Treasury, a trust fund, or other recipient activities. The collecting agencies do not recognize as revenue those collections that have been or should be transferred as revenue to others. Rather, they account for sources and disposition of the collections as custodial activity on this statement.
- FUND\_STATUS PeopleSoft/nVision Report

The U. S. federal government must comply with the Antideficiency Act, which prohibits any federal employee from entering into contracts that exceed the enacted appropriations for the year or purchasing services and merchandise before appropriations are enacted. This report provides funding information for informed management decisions. This nVision template can be modified for your agency's requirements.

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Configuring the FUND\\_STATUS PS/nVision Report, page 781.](#)

- Federal Reimbursable Agreements

Federal agencies and the Department of Defense (DoD) often use reimbursable funding to perform work on behalf of others and then are reimbursed for the work. A reimbursement ID is created based upon an agreement between agencies or an outside organization. This agreement is negotiated before acceptance. Agencies may bill back only the prenegotiated reimbursable amount, which makes it imperative that they can track reimbursable agreements separately from other types of funding, as well as access the current status of the reimbursable amount, billing limit, amount expended against the agreement, and the amounts collected against the agreement.

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**Note.** Navigation paths, descriptions, and examples of most of these reports are in *Oracle's PeopleSoft General Ledger Appendix A: Reports*.

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**See Also**

Appendix D, "General Ledger Reports," page 797

## PeopleSoft Solution for Treasury Account Symbol (TAS) Format Transition

Federal Agencies are required to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and IPAC transactions. Component TAS elements will provide federal agencies and Treasury the ability to sort, filter, and analyze data based on each independent piece of the component TAS. The Treasury has adopted a phased approach to the transition from 20-character to 28-character componentized TAS and Business Event Type Codes (BETC).

PeopleSoft GL provides a configurable solution to accommodate the valid combinations of TAS and BETC for FMS 224 reports and when entering and reporting IPAC transactions to the Department of Treasury. This configuration also anticipates the handling of valid TAS and BETC combinations to be downloaded in the future from the Treasury SAM website when the U S Treasury is ready to make the information available.

See Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the Fund Balance Reconciliation Report, page 780.

## PeopleSoft Statutory Reporting

Government Accounting Standards Board (GASB) statements 34 and 35 require state and local governments and public colleges and universities to submit basic financial statements. The PeopleSoft application provides a template that enables local and state governments and public colleges and universities to design PS/nVision reports that adhere to GASB 34/35 guidelines.

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## Setting Up FACTS I Data

To set up FACTS I data, use the following components:

- ChartField Attributes (CF\_ATTRIBUTES)
- Account (GL\_ACCOUNT)
- Fund Code (FUND\_DEFINITION)
- Miscellaneous ChartFields (F2\_ELEMENT\_CF)

Use the FUND\_CF component interface to load data into the tables for the Fund Code component. Use the ACCOUNT\_CF component interface to load data into the tables for the Account component.

This section provides an overview of FACTS I reporting, lists prerequisites, and discusses how to:

- Set up FACTS I ChartField attributes.
- Set up miscellaneous ChartFields for FACTS I.

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**Note.** The setup of miscellaneous ChartFields applies to both FACTS I and FACTS II.

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### **See Also**

Chapter 20, "Using XBRL to Produce Balance Sheets and Income Statements," page 515

*PeopleTools PeopleBook: PeopleSoft Tree Manager, "Using PeopleSoft Tree Manager"*

## **Understanding FACTS I Reporting**

FACTS I is a federal government electronic reporting feature that federal government agencies use to report the proprietary account balances of the agency, including assets, liabilities, net position, revenues, and expenses in a pre-closing Adjusted Trial Balance (ATB) format. Agencies submit this data to the U.S. Treasury in flat file format for preparation of U.S. Audited Consolidated Financial Statements. The ATB is a list of Standard General Ledger (SGL) accounts in numerical order with pre-closing adjusted balances that are prepared on a specified date and are transmitted by fund group. The total sum of the debit balances must equal the total sum of the credit balances in an ATB. These account balances may include both governmental and nongovernmental totals and are normally stated separately.

### **Overview of FACTS I Setup**

After you set up your U.S. SGL Account ChartFields, Fund Code ChartFields, and any other ChartFields that are used by your agency, FACTS I requires that you set up and associate the following ChartField attributes with your accounts and fund codes, as well as miscellaneous ChartFields:

- Exchange ChartField Attribute - Account ChartField.
- Custodial ChartField Attribute - Account ChartField.
- Budget Subfunction Attribute - Fund Code ChartField.

The FACTS I ChartFields are determined during implementation.

See Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Setting Up FACTS I Data, page 677.

### **Overview of FACTS I Trees**

You also must set up FACTS I trees. These trees determine how the posting level ChartField values roll up to the detail values that are mandated by the U.S. Treasury for FACTS I reporting. After you set up your FACTS I trees, you add them to a FACTS tree group. When you are ready to process your FACTS I data, you identify this FACTS tree group on the Generate FACTS I, Validation Report, and Trial Balance page. The FACTS I trees are:

- Transfer Agency Tree (Common to FACTS I and FACTS II).

This tree consists of transfer agency levels that contain associated Transfer Agency ChartField ranges where the sum of the accounts roll up into a total amount for each transfer agency to report. Note that the Transfer Agency ChartField is specified on the Miscellaneous ChartFields page under FACTS II Definition. The totals for each transfer agency can also roll up into a total for all the agencies and their associated accounts at a summary level for reporting purposes. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Bureau tree.

This tree consists of a hierarchy of bureau levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Department tree.

This tree consists of a hierarchy of department levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Fund Group tree.

This tree consists of Fund Group levels with the fund ChartField values that roll up into them. All of these fund group levels and associated fund values roll up to a summary level for reporting purposes. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Account tree.

This tree consists of levels of Account Types (Assets, Liabilities, and so on) where the totals of associated Account ChartField values roll up into one total for each level, which in turn can roll up into a larger total. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Exchange/Account tree.

This tree is used to perform the FACTS I validation edits 30 through 33. The tree identifies accounts that require the Exchange attribute value.

- Custodial/Account tree.

This tree is used to perform the FACTS I validation edits 40 through 43. The tree identifies accounts that require the Custodial attribute value.

- Budget SubFunction/Account tree.

This tree is used to perform the FACTS I validation edits 52 and 53. The tree identifies accounts that require the Budget Subfunction attribute value.

- FACTS I Transaction Partner tree.

This tree has levels that represent the categories of transaction partners (federal (F) and non-federal (N) and the breakdown of those categories, such as X for Non-Federal and E for Non-Federal Exception. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

- Transaction Partner/Account tree.

This tree is used to perform the FACTS I validation edits 20 through 23. The tree identifies accounts that require the Transaction Partner attribute value.

- Accts. Req. Attributes (accounts requiring attributes) tree.

The levels of this tree indicate the U.S. Treasury attributes that are required for FACTS I and their associated accounts.

---

**Note.** The use of the FACTS I Trading Partner tree is basically equivalent to the use of the FACTS II Transfer Agency tree.

---

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Setting Up FACTS I Trees, page 683.](#)

### **Overview of FACTS I Processing**

After you set up your data and trees, perform these steps to load the Master Appropriation File (MAF) data and generate a FACTS I flat file to send to the U.S. Treasury.

1. Import the U.S. Treasury MAF, FACTS I SGL account, and Trading Partner data.
2. Run the GL\_FACTS I application engine to:
  - Generate and store the FACTS I data.
  - Validate the generated FACTS I data and note any errors.
  - Create the FACTS I flat file, provided the validation is free of errors.
3. Print the FACTS I Validation report.
4. If necessary, correct any validation errors and repeat the cycle until the validation is error-free.

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Processing and Generating a FACTS I Flat File, page 701.](#)

## **Prerequisites**

Before setting up FACTS I data or regulatory reporting data, complete these procedures:

- Set up FACTS I business units.
- Set up FACTS I SGL accounts.
- Define ChartFields.

### **See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Defining and Using Account Types and Attributes

## Pages Used to Set Up FACTS I Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
ChartField Attribute	CF_ATTRIBUTES	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attribute	Enter the ChartField attributes and attribute values that are listed in the Attributes table.
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Access the Account ChartField that you want to associate with selected ACCOUNT ChartField attributes on the ChartField Attributes page.
Fund Code	FUND_DEFINITION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Fund Code	Access the Fund Code ChartField that you want to associate with selected FUND_CODE ChartField attributes.
ChartField Attributes	CF_ATTRIB_VALUES	Click the Attributes link on the Account or Fund Code ChartField pages.	Select a ChartField attribute and attribute value that applies to either the selected Fund Group or selected Account ChartField.
Miscellaneous ChartFields	F2_ELEMENT_CFI	General Ledger, Federal Reports, FACTS II Definition, Miscellaneous ChartFields	Set up ChartFields for Federal or NonFederal Partner, and Transfer Agency.

## Setting Up FACTS I ChartField Attributes

The following table describes two account attributes and one fund code attribute. You can use the predefined data that the PeopleSoft application provides in the sample database as a guide to set up your ChartField attributes and link them to your agency's appropriate accounts and fund codes.

Access the ChartField Attribute page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attribute).

---

**Note.** In the sample data, these Attributes are located under the FEDRL setID.

---

<b>Field Name</b>	<b>ChartField Attribute Name</b>	<b>Description</b>	<b>Allow Multiple Values per Attr</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	EXCHANGE	Indicates whether the revenue balance that is reported is exchange revenue or non-exchange revenue.	<b>Warning!</b> This check box should NOT be selected.	X (Exchange Revenue) T (Nonexchange Revenue)
ACCOUNT	CUSTODIAL	Indicates whether the reported balance is custodial or noncustodial and reported by the agency in a Statement of Custodial Activity or in a separate footnote of a custodial activity.	<b>Warning!</b> This check box should NOT be selected.	S (Custodial) A (Noncustodial)
FUND_CODE	BUDGET_SUBFUNC	Subfunctions used in the classification of data according to major purpose served (for example, income, security, or national defense).	<b>Warning!</b> This check box should NOT be selected.	Three-digit budget functional classification subfunction. Each 3-digit budget subfunction code that is contained in the MAF represents a subfunction that is grouped under one of 19 functions.

**See Also**

*PeopleTools PeopleBook: PeopleSoft Tree Manager, "Creating Trees"*

*PeopleSoft Application Fundamentals 9.1 PeopleBook, "Summarizing ChartFields Using Trees,"*  
Understanding ChartField Summarization with Trees

## Setting Up Miscellaneous ChartFields for FACTS I

The two fields that you set up for FACTS I in Miscellaneous ChartFields are Federal or Non Federal Partner and Transfer Agency. The setup of these two fields applies to both FACTS I and FACTS II.

You can change delivered ChartField specifications to any configurable ChartField. For example, you can associate the FACTS I Data Element Transfer Agency with ChartField 2 or any of the configurable ChartFields.

Access the Miscellaneous ChartField page (General Ledger, Federal Reports, FACTS II Definition, Miscellaneous ChartFields).

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Specifying Miscellaneous ChartFields, page 724.](#)

---

## Setting Up FACTS I Trees

To set up FACTS I trees, use the following components:

- Tree Manager (PSTREEMGR)
- FACTS Tree Group (FACTS\_TREE\_GRP)
- TableSet Control (SET\_CNTRL\_TABLE1)

This section discusses how to:

- Set up a FACTS I (FACTS II) Transfer Agency tree.
- Set up a FACTS I Bureau tree.
- Set up a FACTS I Fund Group tree.
- Set up a FACTS I Department tree.
- Set up a FACTS I Account tree.
- Set up a FACTS I Exchange/Acct. (account) tree.
- Set up a FACTS I Custodial/Acct. (account) tree.
- Set up a FACTS I Budget Subfunction/Acct. (account) tree.
- Set up a FACTS I (FACTS II) Transaction Partner tree.
- Set up a FACTS I Transaction Partner/Acct. (account) tree.
- Set up a FACTS I accounts requiring attributes tree.
- Set up a FACTS I (FACTS II) Tree Group.
- Configure TableSet Controls for FACTS I processing.
- Configure TableSet Controls record group data for FACTS I.
- Configure TableSet Control trees for FACTS I.

## Pages Used to Set Up FACTS I Trees

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tree Definition and Properties	PSTREEDEFN	Tree Manager, Tree Manager, Create New Tree, Tree Definition and Properties  Enter a tree name and click the Add button.	Create a new tree, beginning with the tree definition to identify the tree name, related structure ID, setID, and any other rules or characteristics of the tree. Upon clicking OK, you are directed to the Enter Root Node for Tree page where you define levels and root node. Once done, the OK button directs you to the Tree Manager page to build your tree.
Tree Manager	PSTREEMGR	Tree Manager, Tree Manager, Find an Existing Tree	Access an existing tree with options that enable you to access and modify the tree definition and properties, print, and configure tree display options.
FACTS Tree Group	FACTS_TREE_GRP	General Ledger, Federal Reports, Define FACTS Tree Group, FACTS Tree Group	Contains all of the FACTS I trees and the rollup level. This page is identified on the run control page for FACTS I reporting and processing.
TableSet Control - Record Group	SET_CNTRL_TABLE1	PeopleTools, Utilities, Administration, TableSet Control, Record Group	Defines all the record groups based on a specific Set Control Value and their associated setIDs. Also identifies the default setID of the PeopleSoft General Ledger business unit.
TableSet Control - Tree	SET_CNTRL_TABLE2	PeopleTools, Utilities, Administration, TableSet Control, Tree	Set up tree values on this table if your setID for your business units do not match your default setID.

### See Also

Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Setting Up FACTS I Data, page 677



Setting Up a FACTS I (FACTS II) Transfer Agency Tree

Create the Transfer Agency tree using PeopleSoft Tree Manager based on the following example.

This tree contains nodes for each of the transfer agencies and is used by both FACTS I and FACTS II. If you have decided to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree will allow the program to translate the combination Transfer Agency/Account value of the ledger to the Transfer Agency value that is required by U.S. Treasury.

Tree Manager

SetID: FEDRLLast Audit: Valid Tree

Effective Date: 01/01/1910Status: Active

Tree Name: FACTS\_XFER\_AGENCYFACTS TRANSFER AGENCY

[Save As](#)[Close](#)[Tree Definition](#)[Display Options](#)[Print Format](#)

ALL > 07

Collapse AllExpand AllFind

First Page10 of 13Last Page

ALL - AllLevel : LEVEL1

06 - Level :

[060100 - 064050]

02 - 02Level :

[020105] - 020105

07 - 07Level :

[073100] - 073100

20 - 20Level :

47 - Level :

73 - Level :

FACTS Transfer Agency tree - Tree Manager page

Setting Up a FACTS I Bureau Tree

Using PeopleSoft Tree Manager, set up a FACTS I Bureau tree similar to this example for your organization.

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## Tree Manager

<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1910	<b>Status:</b>	Active
<b>Tree Name:</b>	BUREAU_ROLLUP	Bureau Rollup	

---

[Save As](#)
[Close](#)
[Tree Definition](#)
[Display Options](#)
[Print Format](#)

---

[ALL FUNDS > 01](#)

[Collapse All](#) | [Expand All](#)
[Find](#)
First Page

[ALL FUNDS - All Funds](#)
Level : [ALL FUNDS](#)

[01 - 01](#)
Level : [BUREAU](#)

[\[0103\] - GFR Funds](#)
[\[0105X\] - External Agency Customer Funds](#)
[\[01DA1 - 01DA3\]](#)
[\[01DB2\] - General Operating Funds](#)
[\[10112 - 10134\]](#)
[\[1DA97\] - Annual General Operating Funds](#)
[\[200DX\] - No Year General Funds](#)
[\[3100X\] - Allocation Funds](#)
[\[3875 - 3875F\]](#)
[\[815X1 - 815X3\]](#)

[02 - 02](#)
Level : [BUREAU](#)

[03 - 03](#)
Level : [BUREAU](#)

FACTS I Bureau Tree Manager page

The node values at one level of the tree represent the values that the U.S. Treasury is expecting in the FACTS I flat file. You select this level on the FACTS Tree Group page.

### See Also

*PeopleTools PeopleBook: PeopleSoft Tree Manager, "Introduction to PeopleSoft Tree Manager"*

*PeopleSoft Application Fundamentals 9.1 PeopleBook, "Summarizing ChartFields Using Trees"*

## Setting Up a FACTS I Fund Group Tree

Using PeopleSoft Tree Manager, set up a Fund Group tree similar to this example for your organization.

### Tree Manager

SetID: FEDRL

Last Audit: Valid Tree

Effective Date: 01/01/1900

Status: Active

Tree Name: FUND\_GROUP

FACTS I Fund Group

[Save As](#) [Close](#)

[Tree Definition](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) [Find](#)

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ALL\_FUNDS - All Funds

Level :ALL\_FUNDS

F100 -

Level :FUND\_GROUP

[F100 - F150]

F200 -

Level :FUND\_GROUP

[F200 - F250]

F300 -

Level :FUND\_GROUP

[F300 - F350]

Tree Manager page - FACTS I Fund Group tree

**See Also**

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

## Setting Up a FACTS I Department Tree

Using PeopleSoft Tree Manager, set up a Department tree similar to this example for your organization.

## Tree Manager

<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1910	<b>Status:</b>	Active
<b>Tree Name:</b>	FACTSI_DEPT	Department rollup	

---

[Save As](#)
[Close](#)
[Tree Definition](#)
[Display Options](#)
[Print Format](#)

---

[ALL FUNDS](#) > 06

[Collapse All](#) | [Expand All](#)
[Find](#)

First Page 18 of 18

ALL FUNDS - All Funds Level: ALL\_FUNDS

02 - 02 Level: Department
 

[0105X] - External Agency Customer Funds

06 - 06 Level: Department
 

[0103] - GFR Funds
 [010R2 - 010R3]
 [01DA1 - 01DB2]
 [10112 - 10134]
 [1100 - 1100X]
 [1DA97] - Annual General Operating Funds
 [2000X] - Credit Reform Program Subsidy
 [200DX] - No Year General Funds
 [3100X] - Allocation Funds
 [3875 - 3875F]
 [4050X] - Credit Reform Financing Fund
 [4150X] - Public Revolving Funds
 [4550X] - INTER-GOV REVOLVING FUND
 [8105 - 815X2]

FACTS I Department Tree page

This tree consists of a hierarchy of department levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

### See Also

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

## Setting Up a FACTS I Account Tree

Using PeopleSoft Tree Manager, set up an Account tree similar to this example for your organization.

## Tree Manager

SetID: FEDRL

Last Audit: Valid Tree

Effective Date: 01/01/1900

Status: Active

Tree Name: FACTS\_ACCOUNT

FACTS I Account Tree Rollup

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

ALL > 1000 > 1021

[Collapse All](#) | [Expand All](#) [Find](#)

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ALL - Level :ALL\_ACCTS

1000 - Level :ACCDT\_TYPE

1010 - Level :ACCOUNT

[1010] - Fund Balance with Treasury

1020 - Level :ACCOUNT

[1020] - Miscellaneous Receivables

1021 - Level :ACCOUNT

1110 - Level :ACCOUNT

1190 - Level :ACCOUNT

1310 - Level :ACCOUNT

1319 - Level :ACCOUNT

1340 - Level :ACCOUNT

1349 - Level :ACCOUNT

1410 - Level :ACCOUNT

1450 - Level :ACCOUNT

1750 - Level :ACCOUNT

1759 - Level :ACCOUNT

2000 - Level :ACCDT\_TYPE

3000 - Level :ACCDT\_TYPE

5000 - Level :ACCDT\_TYPE

6000 - Level :ACCDT\_TYPE

Tree Manager page - FACTS I Account tree

For FACTS I reporting, the Account value is four characters; the node value is 1000 at the ACCDT\_TYPE level in the FACTS\_ACCOUNT tree.

**Note.** To display tree levels on the tree, click the Display Options link and select the Display Levels check box. Click the Update button.

See Also

PeopleTools PeopleBook: PeopleSoft Tree Manager

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Setting Up a FACTS I Exchange / Acct Tree

Using PeopleSoft Tree Manager, set up an Exchange/Account tree similar to this example.

**Note.** The FACTS I Exchange / Acct tree requires three nodes: T, X, and X OR T. The node names must be named exactly as specified.

Tree Manager

SetID: FEDRL

Last Audit: Valid Tree

Effective Date: 01/01/1900

Status: Active

Tree Name: FACTSI\_EXCHANGE

FACTSI Exchange Account Tree

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) [Find](#)

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ALL - Level :

T - Level :ACCOUNT

[5600] - Donated Revenue - Financial Re

[5609] - Contra Revenue for Donations -

[5610] - Donated Revenue - Nonfinancial

[5619] - Contra Donated Revenue - Nonfi

[5800] - Tax Revenue Collected

[5801] - Tax Revenue Accrual Adjustment

[5809] - Contra Revenue for Taxes

[5890] - Tax Revenue Refunds

X - Level :ACCOUNT

[5100] - Revenue from Goods Sold

[5109] - Contra Revenue for Goods Sold

[5200] - Revenue from Services Provided

[5209] - Contra Revenue for Services Pr

[5500] - Insurance and Guarantee Premiu

[5509] - Contra Revenue for Insurance a

X OR T - Level :ACCOUNT

[5310] - Interest Revenue

[5319] - Contra Revenue for Interest

[5320] - Penalties, Fines and Administr

[5329] - Contra Revenue for Penalties,

Tree Manager page - FACTS I Exchange Account tree

**See Also**

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

**Setting Up a FACTS I Custodial / Acct Tree**

Using PeopleSoft Tree Manager, set up a Custodial/Acct tree similar to this example.

---

**Note.** The FACTS I Custodial / Acct tree requires three nodes: S, A, and S OR A. The node names must be named exactly as specified.

---

## Tree Manager

SetID:	FEDRL	Last Audit:	Valid Tree
Effective Date:	01/01/1900	Status:	Active
Tree Name:	FACTSI_CUSTODIAL	FACTSI Custodial Account Tree	

---

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

---

[Collapse All](#) | [Expand All](#) [Find](#)
First Page 30 of 30 Last Page

**ALL -** Level : 

- S OR A -** Level :ACCOUNT
  - [1110] - Undeposited Collections
  - [1310] - Accounts Receivable
  - [1319] - Allowance for Loss on Accounts
  - [1325] - Taxes Receivable
  - [1329] - Allowance for Loss on TaxesRec
  - [1340] - Interest Receivable
  - [1349] - Allowance for Loss on Interest
  - [1360] - Penalties, Fines and Admin
  - [1369] - Allowance for Loss on Pen.
  - [1921] - Receivable from Appropriations
  - [2110] - Accounts Payable
  - [2970] - Resources Payable to Treasury
  - [5310] - Interest Revenue
  - [5319] - Contra Revenue for Interest
  - [5320] - Penalties, Fines and Administr
  - [5329] - Contra Revenue for Penalties,
  - [5800] - Tax Revenue Collected
  - [5801] - Tax Revenue Accrual Adjustment
  - [5809] - Contra Revenue for Taxes
  - [5890] - Tax Revenue Refunds
  - [5900] - Other Revenue
  - [5909] - Contra Revenue for Other Reven
  - [6330] - Other Interest Expenses
- S -** Level :ACCOUNT
  - [2980] - Custodial Liability
  - [2990] - Other Liabilities
  - [5990] - Collections for Others

Tree Manager page - FACTS I Custodial/Acct tree

### See Also

*PeopleTools PeopleBook: PeopleSoft Tree Manager*



## Setting Up a FACTS I Budget Subfunction / Acct Tree

Using PeopleSoft Tree Manager, set up a Budget Subfunction tree similar to this example.

**Note.** The FACTS I Budget Sunfunction / Acct tree requires no specific node name. This tree has to list only those accounts that require this attribute to be reported.

### Tree Manager

SetID:	FEDRL	Last Audit:	Valid Tree
Effective Date:	01/01/1900	Status:	Active
Tree Name:	FACTSI_BUDSUBFUNC	FACTSI Bud Subfunc Acct Tree	

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) | [Find](#)

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ALL -

[5100] - Revenue from Goods Sold

[5109] - Contra Revenue for Goods Sold

[5200] - Revenue from Services Provided

[5209] - Contra Revenue for Services Pr

[5310] - Interest Revenue

[5319] - Contra Revenue for Interest

[5320] - Penalties, Fines and Administr

[5329] - Contra Revenue for Penalties,

[5400] - Benefit Program Revenue

[5409] - Contra Revenue for Benefit Pro

[5500] - Insurance and Guarantee Premiu

Tree Manager page - FACTS I Budget Subfunction / Account tree

**See Also**

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

## Setting Up a FACTS I (FACTS II) Transaction Partner Tree

Using PeopleSoft Tree Manager, set up a FACTS I Tran Partner tree similar to this example.

Tree Manager

SetID: FEDRL

Last Audit: Valid Tree

Effective Date: 01/01/1910

Status: Active

Tree Name: FACTS\_XPARTNER

FACTS/II TRANSACTION PARTNER

Save As

Close

Tree Definition

Display Options

Print Format

ALL > N

Collapse All

Expand All

Find

First Page

ALL - All

Level :ALL

N - N

Level :LEVEL1

[E] - Non-Federal Exception

[X] - Non-Federal

F - Federal

Level :LEVEL1

FACTS I/II Transaction Partner Tree Manager page

See Also

PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Transaction Partner / Acct Tree

Using PeopleSoft Tree Manager, set up a Transaction Partner / Acct. tree similar to this example.

**Note.** The FACTS I Transaction Partner / Acct tree requires three nodes: N, F, and N OR F. The node names must be named exactly as specified.

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### Tree Manager

SetID:	FEDRL	Last Audit:	Valid Tree
Effective Date:	01/01/1900	Status:	Active
Tree Name:	FACTSI_XPRTNR_ACCT	FACTSI Trans Partner Acct Tree	

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

[ALL](#) > [N OR F](#) > [Detail](#)

[Collapse All](#) | [Expand All](#) [Find](#) First Page 60 of 165

ALL - Level :

F - Level :ACCOUNT

N - Level :ACCOUNT

N OR F - Level :ACCOUNT

- [1310] - Accounts Receivable
- [1319] - Allowance for Loss on Accounts
- [1320] - Employment Benefit Contributio
- [1325] - Taxes Receivable
- [1329] - Allowance for Loss on TaxesRec
- [1340] - Interest Receivable
- [1349] - Allowance for Loss on Interest
- [1350] - Loans Receivable
- [1359] - Allowance for Loss on Loans
- [1360] - Penalties, Fines and Admin
- [1369] - Allowance for Loss on Pen.

FACTS I Transaction Partner/Acct Tree Manager page

**See Also**

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

**Setting Up a FACTS I Accounts Requiring Attributes Tree**

Using PeopleSoft Tree Manager, set up a FACTS I Accounts Req Attributes tree similar to this example.

### Tree Manager

SetID: FEDRLLast Audit: Valid Tree

Effective Date: 01/01/1900Status: Active

Tree Name: FACTSI\_ACCT\_ATTRIBFACTSI Accounts Req Attributes

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

ALL >BUDGET\_SUBFUNC >Detail

[Collapse All](#) | [Expand All](#) [Find](#) First Page 46

ALL - Level :

TRADING\_PARTNER - Level :ACCOUNT

FED\_NONFED - Level :ACCOUNT

BUDGET\_SUBFUNC - Level :ACCOUNT

[5100] - Revenue from Goods Sold

[5109] - Contra Revenue for Goods Sold

[5200] - Revenue from Services Provided

[5209] - Contra Revenue for Services Pr

[5310] - Interest Revenue

[5319] - Contra Revenue for Interest

[5320] - Penalties, Fines and Administr

[5329] - Contra Revenue for Penalties,

Tree Manager page - FACTS I Accounts Req Attributes (accounts requiring attributes)

**Note.** The FACTS I Account Req Attributes tree differs from the FACTS II tree of the same name in that it requires only three nodes: TRADING\_ PARTNER, FED\_NONFED, and BUDGET\_SUBFUNC. The node names must be named exactly as specified.

See Also

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

Setting Up a FACTS I (FACTS II) Tree Group

Access the FACTS Tree Group page (General Ledger, Federal Reports, Define FACTS Tree Group, FACTS Tree Group).

**FACTS Tree Group**

SetID:

FEDRL

FACTS Tree Group:

FACTS

Common Trees and Tree Levels

Transfer Agency Tree:

FACTS\_XFER\_AGENCY

Trf Agency Tree Level:

XFER\_AGCY

FACTS I Trees and Tree Levels

Bureau Tree:

FACTS1\_ORG\_ROLLUP

Bureau Tree Level:

LEVEL1

Fund Group Tree:

FACTSI\_FUND\_GROUP

Fund Group Tree Level:

FUND

Department Tree:

Department Tree Level:

Account Tree:

FACTS\_ACCOUNT

Account Tree Level:

ACCOUNT

Exchange/ Acct Tree:

FACTSI\_EXCHANGE

Exchange/ Acct Tree Level:

ACCOUNT

Custodial/ Acct Tree:

FACTSI\_CUSTODIAL

Custodial/ Acct Tree Level:

ACCOUNTS

Budget Subfunction/ Acct Tree:

FACTSI\_BUDSUBF

Budg Subfunc/ Acct Tree Level:

ACCOUNTS

FACTS I Tran Partner Tree:

FACTS\_XPARTNER

FACTS I Tran Partner Tree Lvl:

LEVEL1

Transaction Partner/ Acct Tree:

FACTSI\_TRNPRTNR\_AC

Trans Partner/ Acct Tree Level:

LEVEL1

Accts Req Attributes Tree:

FI\_ACCT\_ATTRIB

Accts Req Attrib Tree Level:

ACCOUNT

FACTS Tree Group page (1 of 2)

FACTS II Trees and Tree Levels

Transfer Account Tree:

FACTS\_XFER\_ACCT

Transfer Account Tree Level:

XFER\_ACCT

FACTS II Acct Rollup Tree:

FACTS\_ACCOUNT

Acct Rollup Tree Level:

ACCOUNT

FACTS II Cohort Year Tree:

Cohort Year Tree Level:

FACTS II Category A Tree:

F2\_CATEGORYA\_PRC

Category A Tree Level:

PRC

FACTS II Category B Tree:

F2\_CATEGORYB\_PRC

Category B Tree Level:

PRC

Accts req Attributes Tree:

F2\_FND\_ATTR\_ACCTS

Accts req Attr Tree Level:

ACCOUNT

FACTS II Tran Partner Tree:

FACTSII\_XPARTNER

FACTS II Tran Partner Tree Lvl:

LEVEL1

FACTS Tree Group page (2 of 2)

- Common Trees and Tree Levels**

Select the Transfer Agency Tree name and the Tree Level that you created for your organization. This tree is used by both FACTS I and FACTS II.
- FACTS I Trees and Tree Levels**

Associate the appropriate tree names and the tree levels that you created for your organization with each of the PeopleSoft tree names. These are FACTS I trees only.
- FACTS II Trees and Tree Levels**

Associate the appropriate tree names and the tree levels that you created for your organization with each of the PeopleSoft tree names. These are FACTS II trees only.

## Configuring TableSet Controls for FACTS I Processing

Carefully choose the setIDs to be used for the FACTS Tree Group and the FACTS I Trees and configure the TableSet Control setIDs accordingly. Incorrect configuration could result in the unavailability of tree group names or tree names in prompt lists on pages, or in the inability of the FACTS I process to retrieve data.

If your organization has only one business unit and you use only one setID to set up your ChartFields, trees, and tree groups, then your TableSet Control setIDs should all be the same and do not need changing. Also, if you use more than one business unit that uses the same default setID, then the Control Tables should not need to be modified. However, check the TableSet Control pages for each business unit and setID, using their values as the Set Control Values, to ensure that all tables and trees are using the same setID. Note that the Tree Group table is in the GL\_15 Federal Reports Record Group in the TableSet Control Record Group page.

If you use more than one SetID in your organization for setting up your ChartFields, trees, and tree groups, then you must make sure that each setID that you use is set up correctly in TableSet Controls. The setIDs used in the following steps are only examples:

1. Set up your FACTS I ChartFields, trees, and tree group using the FEDRL SetID.
2. Identify the general ledger business unit (for example, FED01) that you want to use for FACTS I processing.

Access the SetControl Value (FED01) in TableSet Control - Record Group page. The Default SetID designated at the top of this page is the default setID that you set up for the general ledger business unit.

3. Find the GL\_15 Federal Reports Record Group and select the setID (FEDRL) for GL\_15 to match the setID (FEDRL) that you used to create your tree group.

The FACTS Tree Group table is a part of the GL\_15 Record Group and must have the same setID. This selection enables the Tree Group list box to appear on the Accumulate FACTS I Data page so that you can select a FACTS Tree Group to process.

4. Verify whether the Default SetID (SHARE) on the TableSet Control Record Group page is the same (YES) or not the same (NO) as the setID that you used to set up your trees.

The FACTS I processes normally refer to the Default SetID in the TableSet Control Record Group page and uses the default setIDs to retrieve the FACTS I tree.

5. If YES, save and exit TableSet Control.
6. If NO, you must enter each tree on the TableSet Control - Tree page that has a setID that is different from the Default SetID on the TableSet Control - Record Group page.
7. If you run FACTS I processing on multiple business units, repeat these steps.


## Configuring TableSet Control Record Group Data for FACTS I



Access the Record Group page (PeopleTools, Utilities, Administration, TableSet Control, Record Group).











Record Group
Tree

Set Control Value: FED01

SetID

\*Default SetID:   SHARE

Record Group Control
Customize | Find | View 100 |   First 184-193 of 360 Last

Record Group ID	Description	*SetID	Short Description		
GL_05	Consolidations	<input type="text" value="CONSL"/> 	Consol	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_06	MultiCurrency Processing	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_08	Average Daily Balances	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_09	Position Accounting	<input type="text" value="SHARE"/> 	SHARE	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_11	CF Value Sets - Closing	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_12	CF Value Sets - Consolidation	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_13	CF Value Sets - Equitization	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_14	Journal Class	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GL_15	Federal Reports	<input type="text" value="FEDRL"/> 	FEDERAL	<input type="button" value="+"/>	<input type="button" value="-"/>
GMEG_03	Attribute Type Codes	<input type="text" value="SHARE"/> 	SHARE	<input type="button" value="+"/>	<input type="button" value="-"/>

TableSet Control - Record Group page

**Set Control Value**

To run the FACTS I Accumulation and Validation processes, you must enter a business unit. The business unit that you use is the set control value that you select to ensure that the FACTS I tree group and trees are accessible during FACTS I processing.

**Default SetID**

This is the default setID for the general ledger business unit that you intend to use for processing FACTS I.

**Record Group ID and Description**

Find the *GL\_15 Federal Reports* record group ID. This record group contains the FACTS Tree Group table.

**SetID**

Select a setID for this record group that matches the setID that you used to set up the FACTS Tree Group to use in the Accumulate FACTS I Data process.

The selected setID enables you to display a list of FACTS Tree Groups and to select the Tree Group name on the Accumulate FACTS Data page that you want the FACTS I process to access.

**Note.** You do not need to change anything on either of the TableSet Control pages if you use only one setID as the default for the business unit that you intend to use for FACTS I processing and for setting up your FACTS I ChartFields, trees, and tree group.

## Configuring TableSet Control Trees for FACTS I

Access the TableSet Control - Tree page (PeopleTools, Utilities, Administration, TableSet Control, Tree).

*Tree Name	Description	*SetID	Short Description
FACTS1_ROLLUP	FACTS I Rollup	FEDRL	FEDERAL
FACTSII_ROLLUP	FACTS II Account Rollup	FEDRL	FEDERAL
FACTS_ACCOUNT	FACTS I Account Tree Rollup	FEDRL	FEDERAL
FED_RC02_ACCOUNTS	Account Rollup for JFMIP RC-02	FEDRL	FEDERAL
FUND_DTL	Fund detail tree	FEDRL	FEDERAL
FUND_GROUP	FACTS I Fund Group	FEDRL	FEDERAL
INTERDEPARTMENT	INTERDEPARTMENT	FEDRL	FEDERAL
PROGRAM_DTL	Program detail tree	FEDRL	FEDERAL

TableSet Control - Tree page

**Note.** PeopleSoft General Ledger uses the Default SetID on the TableSet Controls page to determine which trees a business unit can access. If a business unit's Default SetID is different from the SetID under which a tree is built, you must list each of those trees separately on this page so that they are accessible by the business unit for processing and reporting.



## Processing and Generating a FACTS I Flat File

This section discusses how to:

- Load MAF and FACTS I Data.
- Review FACTS I MAF data.
- Set up and generate a FACTS I flat file.

### Pages Used to Process and Generate a FACTS I Flat File

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Facts I Data	RUN_FACTSI_MAF	General Ledger, Federal Reports, FACTS I, Load Facts I Data	Loads MAF data, SGL Accounts, or Trading Partner data into the PeopleSoft General Ledger databases.
Review FACTS I MAF	REVIEW_FACTSI_MAF	General Ledger, Federal Reports, FACTS I, Review FACTS I MAF	Review data for a selected ATB Treasury MAF file.
Generate FACTS I File, Validation Report and Trial Balance	RUN_CNTL_FACTSI	General Ledger, Federal Reports, Generate FACTS I, Generate FACTS I File, Validation Report and Trial Balance	Select the criteria that are necessary for PeopleSoft Application Engine to generate a FACTS I flat file to upload to the U.S. Treasury's Government Online Accounting Link System (GOALS) and run a FACTS I Validation Report and a FACTS I Trial Balance.

### Loading MAF and FACTS I Data

Access the Load FACTS I Data page (General Ledger, Federal Reports, FACTS I, Load Facts I Data).

Load FACTS I Data

Run Control ID: FACTS1

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters




Import File Type

☒ FACTS I MAF




☐ SGL Accounts

☐ Trading Partners

Attached File:



Load FACTS I Data page

<b>FACTS I MAF, SGL Accounts, and Trading Partners</b>	Select one of these options to load the FACTS I MAF, SGL Accounts, or Trading Partner data from a file sent by the U.S. Treasury to general ledger. This data is loaded into database tables for later use when you run the validation. These files are available for download from the U.S. Treasury.
<b>Attached File</b>	Enter the location of the selected file, for example: C:\temp\<filename>.
	Click to attach the FACTS I file that you want to load.
	Click to delete the attached file in the Attached File field. This action deletes only the file attachment. If you have already clicked this button to upload the file, clicking this button does not delete the data from the database table.
	Click to open and review the contents of an attached FACTS I file.
<b>Run</b>	Select to access the Process Scheduler Request page and run the GL_FACTSIMAF Application Engine process.

Reviewing FACTS I MAF Data

Access the Review FACTS I MAF page (General Ledger, Federal Reports, FACTS I, Review FACTS I MAF).

**Review FACTS I MAF**

**Search Criteria**

**ATB Code**

**Department**

**Bureau**

**Fund Group**

**Change Status**

**Review Status**

**MAF Data**

ATB Code	Department	Bureau	Fund Group	Fund Group Title	Budget Subfunction	Change Status	Review Status
00010996	00	01	0996	Change Training Two	351	Change	4 - Disapproved
00170995	00	17	0995	Change Training One	151	Change	4 - Disapproved

Review FACTS I MAF page

- ATB Code** Select a U.S. Treasury code that is associated with a MAF file.
- Department** Select if you want to narrow your search to MAF data for a specific department.
- Bureau** Select if you want to narrow your search to MAF data for a specific bureau.
- Fund Group** Select if you want to narrow your search to MAF data for a specific fund group.
- Change Status** Select one of these values:
- *Add*
  - *Change*
  - *Delete*
  - *No Change*
- Review Status** Select one of these values:
- *Disapprove*
  - *In Process*
  - *Review*
  - *Submitted*

Click this button after you enter the FACTS I MAF criteria.

## Setting Up and Generating a FACTS I Flat File

Access the Generate FACTS I File, Validation Report and Trial Balance page (General Ledger, Federal Reports, Generate FACTS I, Generate FACTS I File, Validation Report and Trial Balance).

## Generate FACTS I File, Validation Report and Trial Balance

Run Control ID: **FACTS** [Report Manager](#) [Process Monitor](#) [Run](#)

Language: **English** ▼

**Report Request Parameters**

\*Business Unit: **FED01** 🔍

\*Ledger: **LOCAL** 🔍

\*Fiscal Year: **2008**

\*From Period: **1** \*To Period: **12**

\*FACTS Tree Group: **FACTS** 🔍

**Include Adjustment Periods** [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 [Last](#)

**Adjustment Period**

**998** ▼ [+](#) [-](#)

☒ **Include Adjustments**

☒ **Balance Forward**

\*Trial Balance **Closing** ▼

**Include Treasury Symbol** [Customize](#) | [Find](#) | [View All](#) | [First](#) 1-3 of 3 [Last](#)

**Treasury Symbol Attribute**

02X0105 🔍	<a href="#">+</a>	<a href="#">-</a>
0601020101 🔍	<a href="#">+</a>	<a href="#">-</a>
06X8105003 🔍	<a href="#">+</a>	<a href="#">-</a>

Generate FACTS I File, Validation Report and Trial Balance page

<b>Language</b>	Select the language for this FACTS I report (only if the language is other than English).
<b>Business Unit</b>	Select the business unit.
<b>Ledger</b>	Select the ledger that applies to this report and is associated with this business unit.
<b>Fiscal Year</b>	Enter the fiscal year that applies to this FACTS I report.
<b>From Period and To Period</b>	Enter the begin and end accounting period range that applies to this FACTS I report. These fields are required.
<b>FACTS Tree Group</b>	Select the FACTS tree group that is associated with your FACTS I trees and tree levels.
<b>Adjustment Period</b>	Select the adjustment periods to include in the output file and select the Include Adjustments check box. You can add more than one row.
<b>Include Adjustments</b>	Select to include adjustment amounts in the output file.
<b>Balance Forward</b>	Select to include beginning balances in the output file.

**Trial Balance**

- *Closing* - reflects balances after the close of the fiscal year.
- *Pre-Closing* - reflects remaining appropriation balances prior to the close of the fiscal year.
- *Pre-Closing, Adjustments Only* - reflects remaining appropriation balances prior to the close of the fiscal year, but includes adjusting entries.

**Treasury Symbol Attribute**     Select the Treasury Symbol attributes to include in the output file.

---

## Setting Up FACTS II Data

To set up FACTS II data, use the following components:

- Contact Information (F2\_CONTACT)
- ChartField Attributes (CF\_ATTRIBUTES)
- Fund Code (FUND\_DEFINITION)
- Account (GL\_ACCOUNT)
- Miscellaneous ChartFields (F2\_ELEMENT\_CF)
- FACTS II Attribute Cross Reference (F2\_ATTRIB\_XREF)
- Treasury Symbol Cross Ref (F2\_TSYM\_XREF)

Use the FUND\_CF component interface to load data into the tables for the Fund Code component. Use the ACCOUNT\_CF component interface to load data into the tables for the Account component.

This section provides an overview of FACTS II reporting, lists prerequisites, and discusses how to:

- Enter FACTS II contact information.
- Create the preparer file.
- Set up ChartField attributes.
- Link attributes ChartFields.
- Select ChartField attributes.
- Link account attributes and values to account ChartFields.
- Specify miscellaneous ChartFields.
- Maintain program reporting category (PRC) codes.
- Set up ChartField attribute cross-references.
- Select attribute cross-references for FACTS II accounting edits.

- Load MAF data.
- Review MAF file.
- Set up the FACTS II Treasury Symbol cross-references.

## Understanding FACTS II Reporting

FACTS II is a federal government electronic reporting of budgetary account data that is used for quarterly reporting to the U.S. Treasury. It must:

- Record financial transactions with the required attributes.
- Import data from the U.S. Treasury MAF for use in FACTS II processing.
- Accumulate fund, account, and other relevant data.
- Perform accounting edits on the FACTS II input files.
- Produce a FACTS II Accounting Edit Validation report.
- Generate a FACTS II flat file to send to the U.S. Treasury as input to GOALS.

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**Note.** FACTS I is a separate feature that produces proprietary accounting data in the FACTS I file format for the U.S. Treasury.

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See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," PeopleSoft Federal Government Reporting, page 673.](#)

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### **Overview of FACTS II Setup**

To set up FACTS II data:

1. Enter the FACTS II contact data.
2. Create the preparer file and send it to the U.S. Treasury.
3. Set up the Account and Fund Code ChartField attributes and attribute values.
4. Associate the appropriate attribute values with the Fund Code and Account ChartField values.
5. Specify the Miscellaneous ChartFields for PRC, Cohort Year, Federal or Non-Federal Partner, Transfer Account, and Transfer Agency.
6. Set up the attribute cross-reference data.
7. Review your ChartField attributes for accuracy.
8. Load the MAF data that was obtained from the U.S. Treasury with any associated PRC codes.
9. Review the MAF data containing Treasury Symbols.
10. Set up the Treasury Symbol cross-reference data.
11. Review and maintain the PRC codes.

## **Overview of FACTS II Trees**

You must set up these FACTS II trees and a FACTS tree group:

1. FACTS II Acct Rollup tree.

This tree enables an agency's posting accounts to roll up to the SGL account structure that is required for FACTS II reporting.

2. FACTS II Cohort Year tree.

This tree enables any agency's cohort year ChartField values to roll up to a cohort year structure for FACTS II reporting.

3. FACTS II Category A tree.

This tree represents the Category Program ChartField values, the three-digit program sequence number, and the Category A program descriptions that are required by the FACTS II Treasury input file.

4. FACTS II Category B tree.

This tree represents the Category Program ChartField values, the three-digit program sequence number, and the Category B program descriptions that are required by the FACTS II Treasury input file.

5. Accounts Requiring Attributes tree.

This tree represents the U.S. Treasury attributes and their associated accounts.

6. Transfer Agency tree.

This tree represents the U.S. Treasury department's three-digit federal transfer agency codes and the ledger values that are translated to these codes.

7. Transfer Account tree.

This tree represents the Treasury department's four-digit federal transfer account codes and the ledger values that are translated to these codes.

8. Transaction Partner tree.

This tree represents the three types of transaction partners—Federal, Non Federal, and Non Federal Exceptions—that are translated to these codes.

9. Set up the FACTS tree group using the appropriate tree names and levels for the trees listed previously.

## **Overview of FACTS II Processing**

To generate and process FACTS II data:

1. Run the GLS8302 process to accumulate the FACTS II data.
2. Review the accumulated FACTS II data for accuracy.
3. Run the GLS8303 process to validate the FACTS II data.
4. Review the validation results and, if necessary, correct configuration or other data, and repeat steps 1 through 3.

5. Create the FACTS II flat file to send to the U.S. Treasury.
6. Run GLS7017 Ledger with Attributes Report to verify the accuracy of the data.
7. Send FACTS II file to the U.S. Treasury.

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**Note.** These rules are defined in the U.S. Treasury's SGL Account Attributes Required for FACTS II Reporting of Detailed Financial Information on the U.S. Treasury's website.

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## Prerequisites

Before setting up FACTS II data or regulatory reporting data, complete these procedures:

- Set up FACTS II business units.
- Set up FACTS II SGL accounts.
- Define ChartFields.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields"

## Pages Used to Set Up FACTS II Data

Page Name	Definition Name	Navigation	Usage
FACTS II Contact Information	F2_CONTACT_INFO	General Ledger, Federal Reports, FACTS II Definition, FACTS II Contact Information, FACTS II Contact Information	Contains contact information about the person or persons who are responsible for preparing and certifying FACTS II data for each of the appropriations and sending it to the U.S. Treasury in the Preparer file. Only preparers may change an appropriation symbol's SGL accounts or other related information.
Create Preparer File	F2_RUN_CONTACT	General Ledger, Federal Reports, FACTS II Creation, Create Preparer File	Runs the Application Engine GL_F2 CONTACT, which creates the Contact Information Record and Contact Information Record Trailer (Input) record in the indicated input file and creates an output flat file to send to the U.S. Treasury.



<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Attributes - ChartField Attribute	CF_ATTRIBUTES	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attributes, ChartField Attribute	Enter the Fund Code and Account ChartField attributes and attribute values.
Fund Code	FUND_DEFINITION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Fund Code	Access the Fund Code ChartField to associate with FUND_CODE ChartField attributes.
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Access the Account ChartField to associate with ACCOUNT ChartField attributes.
ChartField Attributes	CF_ATTRIB_VALUES	Click the Attributes link on an Account or Fund Code page to access the ChartField Attributes page.	Select the ChartField attributes to associate with the selected ChartField value.
Miscellaneous ChartFields	F2_ELEMENT_CF1	General Ledger, Federal Reports, FACTS II Definition, Miscellaneous ChartFields, Miscellaneous ChartFields	Select ChartFields to use for recording Program Reporting Category, Cohort Year, Transfer Agency, Transfer Account, and Transaction Partner information.
Program Reporting Category	F2_PROG_RPT_CAT	General Ledger, Federal Reports, FACTS II Definition, Program Reporting Category, Program Reporting Category	Maintain PRC codes by MAF Treasury Symbol. Identify the origin of the PRCs as either resulting from user-defined values or values downloaded from a MAF file.
Attribute Cross Reference	F2_ATTR_XREF	General Ledger, Federal Reports, FACTS II Definition, Attribute Cross Reference, Attribute Cross Reference	Enables each agency to decide on the names of the fund and account attributes to be used in FACTS II processing. Each agency can either create its own names or use the names that are presented in this documentation.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Accounting Edits	F2_ATTR_XREF_EDIT	Click the Accounting Edits tab on the Attributes Cross Reference page.	Specify the ChartField Attributes and Attribute values that are applicable to the accounting edits.
Load MAF Data (load master account file data)	F2_RUN_MAF	General Ledger, Federal Reports, FACTS II Creation, Load MAF Data	Load the MAF data from a file that is sent by the U.S. Treasury to the government agency to review in PeopleSoft General Ledger.
Review MAF Data	F2_MAF_INQUIRY	General Ledger, Federal Reports, FACTS II Review, Review MAF Data	Review the MAF data that is sent by the U.S. Treasury based on a selected MAF Treasury Symbol. Add, review, and MAF data.
Review FACTS II Data - Header Information	F2_STAGE_HDR	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data  Click the Header Information tab if the page does not appear.	Enter the criteria to display the appropriate FACTS II data on the remaining pages for review.
Review FACTS II Data - Detail Balances	F2_STAGE_DTL1	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data  Click the Detail Balances tab.	Displays the FACTS II detail account balances based on the selected business unit and the criteria that is entered on the Header Information page.
Review FACTS II Data - Detail Attributes	F2_STAGE_DTL2	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data  Click the Detail Attributes tab.	Displays the ChartField attributes associated with specific ChartFields based on the criteria that is entered on the Header Information page.
Review FACTS II Data - Footnotes	F2_STAGE_FTNT	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data  Click the Footnotes tab.	Displays the FACTS II footnote information that is associated with the selected business unit and the criteria that is specified on the Header Information page.
Treasury Symbol Cross Reference	F2_TSYM_XREF	General Ledger, Federal Reports, FACTS II Definition, Treasury Symbol Cross Ref, Treasury Symbol Cross Reference	Select the Treasury Symbol attribute that corresponds to the Treasury Symbol that is included in the MAF.

## Entering FACTS II Contact Information

Access the FACTS II Contact Information page (General Ledger, Federal Reports, FACTS II Definition, FACTS II Contact Information, FACTS II Contact Information).

FACTS II Contact Information	
<b>Contact ID:</b>	PS02
<b>First Name:</b>	Mercedes
<b>Last Name:</b>	Smith
<b>Phone Number:</b>	479/230-1222
<b>Phone Ext:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	mssmith@government_agency.gov
<b>Mother's Maiden Name:</b>	Jones
<b>Supervisor Name:</b>	SAMUAL STONE
<b>Supervisor's phone number:</b>	479/230-1377
<b>Supervisor's Phone Ext:</b>	
<b>Agency Name:</b>	CORPORATE TAX REVENUE
<b>Bureau Name:</b>	IRS
<b>Address Line 1:</b>	3601 D St.
<b>Address Line 2:</b>	1st Floor
<b>City:</b>	Washington
<b>State:</b>	DC
<b>Country:</b>	USA
<b>Postal Code:</b>	42034
<b>Last Update Date/Time:</b>	02/01/2003 2:31:08PM

FACTS II Contact Information page

<b>Contact ID</b>	Enter a U.S. Treasury ID number to add or modify information about your agency's FACTS II contact personnel.
<b>First Name and Last Name</b>	Enter the first and last names of the FACTS II preparer.
<b>Phone Number, Phone Ext, Fax Number, and Email Address</b>	Enter the telephone number, phone extension, fax number, and email address of the preparer.
<b>Mother's Maiden Name</b>	For security purposes, enter the maiden name of the preparer's mother.
<b>Supervisor Name, Supervisor's phone number, and Supervisor's Phone Ext.</b>	Enter the name, phone number, and phone extension of the preparer's supervisor.
<b>Agency Name</b>	Enter the name of the agency that is responsible for submitting FACTS II data.
<b>Bureau Name</b>	If the FACTS II data represents a bureau or division of the agency, enter that name.

- Address Line 1, Address Line 2, City, State, Country, and Postal Code**

Enter the agency's street address (the second line is for information such as building or suite number), city, state, country, and postal code.
- Last Update Date/Time**

Each time you save this record, this field is updated.

Creating the Preparer File

Access the FACTS II - Create Preparer File page (General Ledger, Federal Reports, FACTS II Creation, Create Preparer File).

Create Preparer File

Run Control ID: FACTS

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Contact File: CONTACT.TXT

Reporting Year: 2008 Reporting Month: 12

Customize | Find | View All | 1 of 1 | First | Last

	Preparer Identification	Last Name		
1	PS01	SMITH	+	-

FACTS II - Create Preparer File page

**Contact File**

Enter a contact file name with a .TXT extension. Do not enter the entire path.

**Reporting Year and Reporting Month**

Enter the year and month for this FACT II submission.

**Preparer Identification**

Select the preparer's identification number. You can select more than one.

**Run**

Click to access the Process Scheduler Request page to run the Create FACTS Preparer File process (GL\_F2CONTACT).

Setting Up ChartField Attributes

Access the Attributes - ChartField Attribute page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attribute).

**Note.** You can also use ChartField Attributes for non-FACTS II purposes.

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ChartField Attribute

SetID: FEDRLField Name: FUND\_CODEAttribute: TSYMBOL

Description: Treasury Symbol

☐ Allow Multiple Values per Attr

ChartField Attribute Values		Customize   Find   View All   First 25-27 of 34 Last	
*ChartField Attribute Value	Description		
06X4550		+	-
06X6010		+	-
06X8105000		+	-

Attributes - ChartField Attribute page

Most field values on this page are based on the ChartField Attributes table that follows the field descriptions for this page.

**Important!** FACTS I and FACTS II rely on only one attribute being associated with each respective ChartField. The option to allow multiple values per attribute should not be used with FACTS I and FACTS II attributes.

SetID	Displays the setID that is set up for your FACTS II data. ChartField attributes are based on a setID so that they can be associated with more than one ChartField.
Field Name	Enter the type of ChartField that each ChartField attribute applies to. Values are <i>FUND_CODE</i> and <i>ACCOUNT</i> and are based on the ChartField Attribute table.
Attribute	Enter a ChartField attribute from the ChartField table or define your own attribute names for your organization. These names and values are associated with the ChartField names and values that are required by the U.S. Treasury on the Attribute Cross Reference page.
Description	Enter the description of this ChartField attribute from the ChartField Attributes table or create your own description.
Allow Multiple Values per Attr (allow multiple values per attribute)	<b>Warning!</b> Do not select this check box for FACTS I or FACTS II ChartField attributes.
ChartField Attribute Value	Enter each attribute value from the ChartField Attributes table or define your own values.

**Description**

Enter the description of each attribute value from the ChartField Attributes table or create your own description.

**ChartField Attributes Table**

The ChartField Attributes table lists the ChartField attributes that you must set up for FACTS II:

<i>Field Name</i>	<i>Attribute</i>	<i>Description</i>	<i>Allow Multiple Values</i>	<i>ChartField Attribute Value (Description)</i>
FUND_CODE	BEA	Budget Enforcement Act	This check box should NOT be selected.	D (Discretionary) M (Mandatory)  <b>Note.</b> These are Treasury values.
FUND_CODE	BORROW	Fund borrowing source	This check box should NOT be selected.	P (Public) T (Treasury) F (Federal Financing Bank)  <b>Note.</b> These are Treasury values.
FUND_CODE	CATEGORY	Apportionment category code	This check box should NOT be selected.	A (Category A) B (Category B) C (Category C - Not subject to apportionment.)  <b>Note.</b> These are Treasury values.
FUND_CODE	EX_UNEXP	Expired or unexpired authority	This check box should NOT be selected.	E (Expired Authority) U (Unexpired Authority)  <b>Note.</b> These are Treasury values.
FUND_CODE	REIMBURSE	Funding authority indicator	This check box should NOT be selected.	D (Direct Authority) R (Reimbursable Authority)  <b>Note.</b> These are Treasury values.

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
FUND_CODE	TSYMBOL	Treasury Symbol	This check box should NOT be selected.	Each agency enters its own Treasury Symbol values and descriptions.  Example: 19X0192 (No Year Revolving Fund) 19X0202 (No-Year Fund)
BUDGET_REF	YR_OF_BA	Year of Budget Authority	This check box should NOT be selected.	BAL (Outlay from balances that are brought forward from previous year.)  NEW (Outlays from new Budget Authority.)
ACCOUNT	ADV_FLAG	Advance Flag	This check box should NOT be selected.	F (Advance in Future Year) P (Advance in Prior Year) X (Not Applicable)
ACCOUNT	AUTHORITY	Authority type	This check box should NOT be selected.	B (Borrowing Authority) C (Contract Authority) P (Appropriation) S (Spending from Offsetting Collections) D (Advance Appropriation) L (Proceeds of Loan Asset Sales with Recourse)
ACCOUNT	AVAIL_TIME	Budget resource availability	This check box should NOT be selected.	A (Available in the current period.)  E (Available in the subsequent period.)
ACCOUNT	BEGIN_END	Begin or end balance code	This check box should NOT be selected.	B (Report Beginning Balance to Treasury) E (Report Ending Balance to Treasury)  Y (Report both Beginning and Ending Balances to Treasury.)

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	DEB_CRED	Debit/Credit indicator	This check box should NOT be selected.	CR (Normal Credit Balance) DR (Normal Debit Balance)
ACCOUNT	DEF_INDEF	Definite/Indefinite flag	This check box should NOT be selected.	D (Definite) I (Indefinite)
ACCOUNT	FACTSII	FACTS II SGL account indicator	This check box should NOT be selected.	Y (FACTS II Account)
ACCOUNT	FUNCTION	OMB Function Code	This check box should NOT be selected.	D (Defense) NND (Non-Defense)
ACCOUNT	IGN_ON_EX P	Ignore on expiration.	This check box should NOT be selected.	Y (Yes, ignore on expiration.) N (No, do not ignore on expiration.)
ACCOUNT	RT7	Record type 7 This attribute indicates the RT7 value for a specific account. This edit is used in the processing logic for the PreEdit and Edit 6 in the FACTS II Validation process.	This check box SHOULD BE selected.	911 (Discount on Investments) 921 (Imprest Fund) 941 (Contract Authority) 951 (Authority to Borrow from Treasury) 961 (Exchange Stabilization Fund) 962 (Authority to Borrow from the Public) 971 (Investments in Public Debt Securities) 972 (Investments in Agency Securities)



<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	PRE-EDIT	Pre-edit Identifies the valid RT7 values for a specific account. Some accounts may have multiple RT7 values.	This check box should NOT be selected.	911 (Discount on Investments) 921 (Imprest Fund) 941 (Contract Authority) 951 (Authority to Borrow from Treasury) 961 (Exchange Stabilization Fund) 962 (Authority to Borrow from the Public) 971 (Investments in Public Debt Securities) 972 (Investments in Agency Securities)
ACCOUNT	EDIT1	Edit 1 Validates that the ending DR balances of budgetary accounts within a fund equal the ending CR balance of budgetary accounts within a fund.	This check box should NOT be selected.	EXCLUDE (Exclude form Accounting Edit 1 DR-CR Valuation.)
ACCOUNT	EDIT2	Status of Funds and Total Resources Balances.  This edit simulates the calculation of Lines 7 and 11 from SF133.	This check box should NOT be selected.	ST_BEGIN (Status of Funds, Beginning Balance) ST_CURRENT (Status of Funds, Current Indicator) ST_ENDING (Status of Funds, Ending Balance) ST_CR_TO_DR (4060, 4070, 4210, and 4310, ST or TO Indicator) TO_BEGIN (Total Resources, Beginning Balance) TO_CURRENT (Total Resources, Current Balance) TO_ENDING (Total Resources, Ending Balance)

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	EDIT3	Resources ChartField less Obligation ChartField  Resources ChartField less Obligation ChartField. This edit validates that the beginning balance budgetary debits equal the beginning balance credits.	This check box should NOT be selected.	S1 (Resources Carried Forward less Obligations Carried Forward)  S2 (Equal Unobligated Status Carried Forward)
ACCOUNT	EDIT4	Zero balance by Quarter 4 for accounts  Budgetary accounts that are related to anticipated items are not allowed to have balances at the end of the 4th quarter. This edit checks that each of the accounts with an EDIT4 account attribute have a balance that is equal to zero.	This check box should NOT be selected.	ZEROBYQ4 (Zero Balance by the Fourth Quarter for Anticipated Accounts)
ACCOUNT	EDIT5	Fund Equity and Fund Resources Balances  This edit checks that the sum of the fund resources accounts must equal the sum of the equity accounts for each appropriation symbol.	This check box should NOT be selected.	FE_END (Fund Equity, Ending Balance)  FR_BEGIN (Fund Resources, Beginning Balance)  FR_END (Fund Resources, Ending Balance)  FR_END_BC (Fund Resources, Ending Balance, Authority B or C)

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	EDIT6	Beginning and Ending Balances  This edit will find the sum of either the beginning or ending balance for each account that has a like RT7 value and compare it with the pre-closing balance from the Treasury MAF.	This check box should NOT be selected.	BEGIN (Beginning Balance)  END (Ending Balance)
ACCOUNT	EDIT7	Edit fund balance with Treasury calculation.  This edit compares the ending balance of accounts 1010, 4350, and 4391 for each non-RT7 appropriation symbol with the pre-closing balance on the MAF file.	This check box should NOT be selected.	FBWT_CALC (Fund Balance with. Treasury)

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	EDIT8	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget Execution.	Y  An account can have multiple EDIT8 attribute values based on the formula.	L12_1 (Line 12 Beg Bal) L12_2 (Line 12 Beg Bal, Gov Code E/F) L13_1 (Line 13 End Bal) L13_2 (Line 13 End Bal, Gov Code E) L14A_1 (Line 14A End Bal) L14A_2 (Line 14A End Bal, Gov Code E) L14A_3 (Line 14A End Bal, Gov Code E/F) L14B_1 (Line 14B End Bal, Gov Code E) L14B_2 (Line 14B End Bal, Gov Code E/F) L14C_1 (Line 14C End Bal) L14D_1 (Line 14D End Bal) L15A_1 (Line 15A End Bal) L15A_2 (Line 15A Beg/End Bal) L15B_1 (Line 15B End Bal) L15B_2 (Line 15B Beg/End Bal) L3A1_1 (Line 3A1 End Bal) L3A2_1 (Line 3A2 Beg/End Bal) L3A2_2 (Line 3A2 Beg/End Bal, Gov Code E/F)

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT, <i>continued</i>	EDIT8, <i>continued</i>	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget Execution.	Y  An account can have multiple EDIT8 attribute values based on the formula.	L3B1_1 (Line 3B1 Beg/End Bal)  L3B2_1 (Line 3B2 Beg/End Bal, Gov Code E/F)  L3D1_1 (Line 3D1 End Bal)  L3D2_1 (Line 3D2 End Bal)  L3D2_2 (Line 3D2 Beg/End Bal)  L4A_1 (Line 4A End Bal)  L8A1_1 (Line 8A1 End Bal, Reimb D, Cat A)  L8A1_2 (Line 8A1 Beg/End Bal, Reimb D, Cat A)  L8A2_1 (Line 8A2 End Bal, Reimb D, Cat B)  L8A2_2 (Line 8A2 Beg/End Bal, Reimb D, Cat B)  L8A3_1 (Line 8A3 End Bal, Reimb D, Cat C)  L8A3_2 (Line 8A3 Beg/End Bal, Reimb D, Cat C)
ACCOUNT , <i>continued</i>	EDIT8, <i>continued</i>	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget Execution.	Y  An account can have multiple EDIT8 attribute values based on the formula.	L8B1_1 (Line 8B1 End Bal, Reimb R, Cat A)  L8B1_2 (Line 8B1 Beg/End Bal, Reimb R, Cat A)  L8B2_1 (Line 8B2 End Bal, Reimb R, Cat B)  L8B2_2 (Line 8B2 Beg/End Bal, Reimb R, Cat B)  L8B3_1 (Line 8B3 End Bal, Reimb R, Cat C)  L8B3_2 (Line 8B3 Beg/End Bal, Reimb R, Cat C)

<b>Field Name</b>	<b>Attribute</b>	<b>Description</b>	<b>Allow Multiple Values</b>	<b>ChartField Attribute Value (Description)</b>
ACCOUNT	EDIT10	Cancellation Edit  This edit is used for all cancelling Treasury Appropriation/Fund Symbols (TAFS). It checks for zero balances in reimbursable orders, receivables, obligations, payables, and unobligated balances. A footnote is required if any of the columns 7, 8, 9, 10, or 11 are negative.	This check box should NOT be selected.	GROUP1 (Group 1 [2108 Column 7] must be 0)  GROUP2 (Group 2 [2108 Column 9] must be 0)  GROUP3 (Group 3 [2108 Column 10] must be 0)  GROUP4 (Group 4 [2108 Column 11] must be 0.)
ACCOUNT	EDIT11	This edit validates that the sum of certain accounts has a normal Debit or Credit balance.	This check box should NOT be selected.	GROUP1 (Group 1 [2108 Column 7] Normal DR Balance)  GROUP2 (Group 2 [2108 Column 9] Normal DR Balance)  GROUP3 (Group 3 [2108 Column 10] Normal CR Balance)  GROUP4 (Group 4 [2108 Column 11] Normal CR Balance )  GROUP5 (Footnote is always required.)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT12	<p>Collections and Disbursements Accounts ( Outlay Edit)</p> <p>This edit compares the sum of the EDIT12 accounts for the from and to period that is specified on the Accumulate FACTS II Data run control panel, with the Treasury supplied Outlay Amount.</p>	This check box should NOT be selected.	<p>COLLECTIONS (Collections Account)</p> <p>DISBURSEMENTS (Disbursements Account)</p>

## Linking Attributes ChartFields

Access a ChartField such as Account, Fund Code, or Budget Reference that requires attributes (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account).

Account Map to Alternate Account

SetID: FEDRL Account: 4042

Effective Date Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900 \*Status: Active [Attributes](#) [Long Description](#)

\*Description: Estimated Borrowing Authority ☐ Control Account ☐ Commitment Control Override

\*Short Description: 4042 ☐ Budgetary Only

☐ Statistical Account UOM:

Monetary Account Type: Budgetary Book Code: B

Balance Sheet Indicator: Balance Sheet ☒ Allow Book Code Override

\*VAT Account Flag: Non-VAT Related Physical Nature:  VAT Default

☐ OpenItem Account ☐ Reconcile on Base Amount

Edit Record:  Edit Field:

Prompt Table:  Description of OpenItem:

Reconcile Tolerance:  Reconcile Currency:

Performance Measurement

☒ General Ledger Account ☐ Performance Measurement Acct ☐ ABM Account

ChartField Values - Account page

Attributes

Click this link to associate the ChartField attributes that you set up for FACTS II with the appropriate Account value (or Fund Code ChartField value on the Fund Code page or Budget Reference ChartField value on the Budget Reference page) that is required for FACTS II reporting.

Selecting ChartField Attributes

Access the ChartField Attributes page (click the Attributes link on the ChartField Value page).

Chartfield Attributes

ChartField Attribute Values							Customize   Find   View All   First 1-3 of 3 Last	
SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description		
FEDRL	4042	07/01/2009	ACCOUNT	DEB_CRED	CR	Normal Credit Balance	+	-
FEDRL	4042	01/01/1900	ACCOUNT	EDIT4	ZEROBYQ4	Zero Balance by the 4th Qtr for Anticipated Accounts	+	-
FEDRL	4042	01/01/1900	ACCOUNT	PRE-EDIT	951	Authority to Borrow from Treasury	+	-

ChartField Attributes page

After selecting the Attributes link, a row that contains values for SetID, ChartField Value, Effective Date, and Field Name appears.

ChartField Attribute

Select the appropriate ChartField attribute for this ChartField Value.

ChartField Attribute Value

Select the ChartField attribute value for this ChartField attribute. You can add as many rows as needed of ChartField attributes and ChartField attribute values for the selected ChartField value (in this example, Account 4042).

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining and Using ChartFields," Adding Fund Code Values

Specifying Miscellaneous ChartFields

Access the Miscellaneous ChartFields page (General Ledger, Federal Reports, FACTS II Definition, Miscellaneous ChartFields, Miscellaneous ChartFields).



Miscellaneous ChartFields	
<div>Customize   Find   View All    First 1-5 of 5 Last</div>	
Description	*ChartField Name
Program Reporting Category	Program Code
Cohort Year	Class Field
Federal or Non Federal Partner	Product
Transfer Account	Operating Unit
Transfer Agency	Operating Unit

Miscellaneous ChartFields page

**Note.** You can change the delivered ChartField specifications to any configurable ChartField. For example, the FACTS II Data Element FED\_NONFED is associated with Transaction Partner. You can change this to any other configurable ChartField. However, you must use different ChartFields for each of the FACTS II Data Elements. The exceptions to this rule are the ChartFields for Transfer Account and Transfer Agency. They can use the same configurable ChartField or two different ChartFields. In this example, Trading Partner is associated with both of these FACTS II Data Elements. Your decision to use either a single ChartField for Transfer Agency and Transfer Account or separate ChartFields has an effect on how you will enter data into your ledger. Some of these ChartField names are the result of a ChartField configuration.

Description	The PeopleSoft application predefines the <i>Program Reporting Category</i> , <i>Cohort year</i> , <i>Federal or Non Federal Partner</i> , <i>Transfer Account</i> , and <i>Transfer Agency</i> data elements and descriptions.
ChartField Name	Select a configurable ChartField for each FACTS II Data Element. Because <i>Transfer Agency</i> and <i>Transfer Account</i> are related, you can assign the same configurable ChartField to them, if you want, or set them up with separate configurable ChartFields. All other FACTS II data elements must be associated with different configurable ChartFields.

See Also

- PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values
- PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Account Values

Maintaining PRC Codes

Access the Program Reporting Category page (General Ledger, Federal Reports, FACTS II Definition, Program Reporting Category, Program Reporting Category).

Program Reporting Category				
MAF Treasury Symbol 21 01052050000000				
Program Reporting Category Detail				
Customize   Find   First 1-6 of 6 Last				
*Category	Description	Source	Last Updated By Operator ID	
001	Major Construction	MAF		+ -
002	Minor Construction	MAF		+ -
003	Planning	MAF		+ -
004	Support Activities	MAF		+ -
005	Reimbursable	MAF		+ -
006	User Defined PRC	User	DVP1	+ -

Program Reporting Category page

Maintain PRC codes by MAF Treasury Symbol.

Enter a MAF Treasury Symbol and view its existing PRC codes and the descriptions that you downloaded from a MAF or that you manually entered using this page.

**Category** Valid PRC values are 001 to 999.

**Description** The description can vary for a Category depending on the MAF Treasury Symbol.

**Source** Identifies the origin of a FACTS II Program Reporting Category as user-defined values or as values downloaded from a MAF file.

**Last Updated By Operator ID** Identifies the operator ID that last manually entered or modified a PRC code value or description.

## Setting Up ChartField Attribute Cross-References

Access the FACTS II - Attribute Cross Reference page (General Ledger, Federal Reports, FACTS II Definition, Attribute Cross Reference, Attribute Cross Reference).

---

**Note.** Existing customers who are implementing this enhancement should reopen the Attribute Cross Reference and Accounting Edits pages and enter the ChartField Attribute names for the new data elements that are introduced by this enhancement.

---

Attribute Cross Reference			
Accounting Edits			
SetID: FEDRL			
Customize   Find   View All   First 1-8 of 17 Last			
Description	ChartField	*ChartField Attribute	ChartField Attribute Value
Advance Flag	Account	ADV_FLAG	F
Authority Type	Account	AUTHORITY	B
Budget Resource Availability	Account	AVAIL_TIME	S
Begin or End Balance Code	Account	BEGIN_END	B
Debit / Credit Indicator	Account	DEB_CRED	CR
Definite / Indefinite Flag	Account	DEF_INDEF	D
FACTSII SGL Account Indicator	Account	FACTSII	Y
Function	Account	FUNCTION	D

FACTS II - Attribute Cross Reference page

**Description**

These are the predefined attributes that the FACTS II processes requirements of the U.S. Treasury.

**ChartField**

The PeopleSoft application predefines the Field Name for *ACCOUNT*, *FUND\_CODE*, and *BUDGET\_REF*.

**ChartField Attribute and ChartField Attribute Value**

Select the ChartField attributes and attribute values that you defined as cross-references to each data element.

---

**Note.** The values selected are only examples.

---


## Selecting Attribute Cross-References for FACTS II Accounting Edits

















Access the Accounting Edits page (General Ledger, Federal Reports, FACTS II Definition, Attribute Cross Reference, Accounting Edits).

Attribute Cross Reference

Accounting Edits

SetID: FEDRL

Customize | Find | View All |  First 1-8 of 31 Last

Description	ChartField	*ChartField Attribute	ChartField Attribute Value
Pre-edit	Account	PRE-EDIT 	<input type="text"/> 
Edit 1	Account	EDIT1 	EXCLUDE 
Edit 2 Status of Funds Beginning Balance	Account	EDIT2 	ST_BEGIN 
Edit 2 Status of Funds Current Balance	Account	EDIT2 	ST_CURRENT 
Edit 2 Status of Funds Ending Balance	Account	EDIT2 	ST_ENDING 
4060, 4070, 4210, 4310, ST or TO	Account	EDIT2 	ST_CR_TO_DR 
Edit 2 Total Resources Beginning Balance	Account	EDIT2 	TO_BEGIN 
Edit 2 Total Resources Current Balance	Account	EDIT2 	TO_CURRENT 

Accounting Edits page

### ChartField Attribute and ChartField Attribute Value

Select the attributes and attribute values that you defined to cross-reference each of the predefined data elements that is listed on this page.

**Note.** Refer to Review FACT II Data, Detail Attributes to review attributes for each ChartField value for a selected business unit and period.

## Loading MAF Data

Access the Load MAF Data page (General Ledger, Federal Reports, FACTS II Creation, Load MAF Data).

Load MAF Data	
Run Control ID: adhoc	<a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/>
Report Request Parameters	
Attached File:	<input type="text"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Upload"/>

Load MAF Data page



Click the Add Attachment button and type the path and file name, or click the Browse button to navigate to the MAF location. Click the Upload button to store the file as an attachment. The file name appears in the Attached File field.

At the beginning of each fiscal year, the U.S. Treasury sends a MAF containing the U.S. Treasury account fund symbols (TAFS) for a specific agency along with the preparer and certifier IDs for each symbol.

With this data, the U.S. Treasury sends a spreadsheet containing the attributes for each SGL account. You can use this spreadsheet to validate that your data is set up correctly.

### Run

Click to upload the file using the PS/GL MAF Load (F2\_MAF\_LOAD) process. This process loads the data from the file to the appropriate database table.

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**Note.** The Add, Delete, and View Attachment buttons work the same way as they do for FACTS I.

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See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Loading MAF and FACTS I Data, page 701.](#)

## Reviewing the MAF File

Access the Review MAF Data page (General Ledger, Federal Reports, FACTS II Review, Review MAF Data).

Review MAF Data							
<b>MAF T.Symbol:</b> 06 X0107000000		<b>MAF Seq Num:</b>		<b>Record Type 7 TAS:</b>			
<b>Dept Reg:</b> 06	<b>Dept Trans:</b>	<b>Fiscal Year TAS:</b> X	<b>Main Acct:</b> 0107	<b>Sub Acct:</b> 000	<b>Acct Split Seq:</b>		
<b>Pre-closing Balance:</b>		0.00	<b>Currency:</b>		USD		
<b>Net Outlays:</b>		0.00	<b>Appropriation Flag:</b>				
<b>Master Preparer Ind:</b>	N	<b>Certify Flag:</b>		N			
<b>Acct Split Alloc Ind:</b>	Y	<b>Borrow Flag:</b>		B			
<b>Preparer Identification:</b>	SFISHER	<b>Bulk/Non-Bulk Flag:</b>		Y			
<b>Chapter:</b>	01	<b>FMS Source Indicator:</b>		N			
<b>GOALS Flag:</b>		<b>OMB Source Indicator:</b>		N			

Review MAF Data page

<b>MAF T.Symbol</b> (master accounting file treasury symbol)	Stores the Treasury Symbol in the format that is defined by the U.S. Treasury for FACTS II processing. This Treasury Symbol is different from the Treasury Symbol format that is required by most other U.S. Treasury reporting.
<b>MAF Seq Num</b> (master accounting file sequence number)	The U.S. Treasury supplies this number. If the U.S. Treasury sends the agency a new MAF file, this number is increased incrementally.
<b>Record Type 7 TAS</b> (record type 7 treasury appropriation fund symbol)	The application displays a three-digit numeric code that is attached to the end of the Treasury Appropriation Fund Symbol. This code identifies the type of fund resources, such as Fund Held Outside of the Treasury, Authority to Borrow from the Treasury, and Unrealized Discounts.
<b>Dept Reg</b> (department regular)	Displays a regular (versus a transfer) department number that is associated with this MAF Treasury Symbol.
<b>Dept Trans</b> (department transfer)	Displays a transfer (versus a regular) department number that is associated with this MAF Treasury Symbol.
<b>Fiscal Year TAS</b> (fiscal year treasury appropriation fund symbol)	Displays the funding period of the appropriation that applies to this MAF Treasury Symbol.
<b>Main Acct</b> (main account)	Displays the main account that is used for this MAF Treasury Symbol.
<b>Sub Acct</b> (sub account)	Displays a sub account that is used for this MAF Treasury Symbol.
<b>Acct Split Seq</b> (account split sequence)	Displays the account split that is provided by the Office of Management and Budget interface file. Any number that is greater than 000 is an account split.
<b>Pre-closing Balance</b>	Displays the remaining appropriation balance for this department prior to the close of the fiscal year.
<b>Net Outlays</b>	Displays the net collections and disbursements that are reported to date to the U.S. Treasury by this department for the current fiscal year.
<b>Master Preparer Ind</b> (master preparer indicator)	Identifies whether a master preparer is required. This value is only necessary if an account split applies to this account.
<b>Acct Split Alloc Ind</b> (account split allocation indicator)	Indicates whether the master preparer divided the account balance among the members of an account split.
<b>Preparer Identification</b>	Displays the FACTS II preparer's name for this department.
<b>Chapter</b>	Displays the chapter number that is used in the U.S. Treasury's Annual Report.
<b>GOALS Flag</b> (Government Online Accounting Link System flag)	Indicates that the FACTS II file can be imported to the Government Online Accounting Link System (GOALS).

<b>Appropriation Flag</b>	Indicates that an appropriation is associated with this MAF Treasury Symbol.
<b>Certify Flag</b>	Indicates whether this MAF Treasury Symbol is required by the Budget Reports Branch of the Financial Management Service.
<b>Borrow Flag</b>	Indicates whether a borrowing source is required for this MAF Treasury Symbol.
<b>Bulk/Non-Bulk Flag</b>	<i>Y</i> indicates that you want to send the FACTS II information in a bulk transfer file. <i>N</i> indicates that you want to send the FACTS II information in a non-bulk transfer file.
<b>FMS Source Indicator</b> (Financial Management Services source indicator)	The FMS interface indicator.
<b>OMB Source Indicator</b> (Office of Management and Budget source indicator)	The OMB interface indicator.

Setting Up the FACTS II Treasury Symbol Cross-References

Access the Treasury Symbol Cross Reference page (General Ledger, Federal Reports, FACTS II Definition, Treasury Symbol Cross Ref, Treasury Symbol Cross Reference).

Treasury Symbol Cross Reference

SetID:

FEDRL

Treasury Symbol Attribute:

0601020101

MAF Treasury Symbol:

06 01020101000000

☐ C Cancelling Year

☐ A After Expiration Year

Treasury Symbol Cross Reference page

<b>SetID</b>	Select the setID that applies to the FACTS II reporting data.
<b>Treasury Symbol Attribute</b>	Select the attribute that corresponds to the MAF Treasury Symbol.
<b>MAF Treasury Symbol</b> (master accounting file treasury symbol)	Select the MAF Treasury Symbol, which is imported from the U.S. Treasury MAF file.

<b>Cancelling Year</b>	Select this option if the Treasury Symbol is beyond the cancelling year. FACTS II determines the cancelling year by adding six years to the last year of availability. You must select this option to enable Edit 10 to process.
<b>After Expiration Year</b>	Select this option if this Treasury Symbol expired. If a Treasury Symbol expires, zero-balanced rows cannot be reported to the FACTS II Import file. To identify the accounts that are associated with an expired Treasury Symbol, you must select the Ignore on Expiration (IGN_ON_EXP) attribute and select Y for the attribute value on the Attribute Xref page.

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## Creating FACTS II Trees

To set up FACTS II trees, use the following components:

- Tree Manager (PSTREEMGR)
- FACTS Tree Group (FACTS\_TREE\_GRP)
- TableSet Control (SET\_CNTRL\_TABLE1)

This section discusses how to:

- Use trees to control the rollup of ChartField data.
- Create a FACTS II Account Roll-up tree.
- Create a Cohort Year tree.
- Create a Category A tree.
- Create a Category B tree.
- Create the Accounts Requiring Fund Attributes tree.
- Create the Transfer Agency tree.
- Create the Transfer Account tree.
- Create the Transaction Partner tree.
- Create a tree group for FACTS II.
- Configure TableSet Control for FACTS II processing.
- Configure the TableSet Control Record Group page.
- Configure the TableSet Control Tree page.



## Pages Used to Create FACTS II Trees

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tree Definition and Properties	PSTREEDEFN	Tree Manager, Tree Manager, Create New Tree, Tree Definition and Properties	Create a new tree to identify the tree name, related structure ID, setID, and any other rules or characteristics of the tree.
Tree Manager	PSTREEMGR	Tree Manager, Tree Manager, Find an Existing Tree, Tree Manager.	Access an existing tree with options that enable you to access and modify the tree definition and properties, and print and configure tree display options.
FACTS Tree Group	FACTS_TREE_GRP	General Ledger, Federal Reports, Define FACTS Tree Group, FACTS Tree Group	Contains all of the FACTS II trees and the rollup level. This page is identified on most of the run control pages for FACTS II reporting and processing.
TableSet Control - Record Group	SET_CNTRL_TABLE1	PeopleTools, Utilities, Administration, TableSet Control, Record Group	Defines all the record groups based on a specific set control value and their associated setIDs. Also identifies the default setID of the general ledger business unit.
TableSet Control - Tree	SET_CNTRL_TABLE2	Tools, Administration, TableSet Control, Tree	Set up tree values on this table if your setID for your business units do not match your default setID.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Using Trees to Summarize ChartFields

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

## Using Trees to Control Roll-Up of ChartField Data

Your Account, Fund Code, or other ChartField values may not match those specified by U.S. Treasury for reporting purposes. To accommodate these mandates, you must create trees that contain nodes representing the account or other ChartField values required by the U.S. Treasury for FACTS reporting. Under these nodes, you specify the actual detail values that are used in your ledgers, which roll up into the U.S. Treasury values for reporting. The FACTS II process finds the tree node names when it accumulates reporting data and uses these names when it creates the reporting files. In general, the tree node names should follow the field specifications of the U.S. Treasury file.

You use the PeopleSoft Tree Manager to create all trees. You can use the tree names, level names, and structure IDs that appear in the following examples, or you can create your own.

You can copy an existing tree structure or create a new one.

Tree Definition and Properties

\*Tree Name:

FACTSII\_ROLLUP

\*Structure ID:

FACTSII\_ACCOUNT

\*Effective Date:

01/01/1900

\*Status:

Active

\*Description:

FACTS II Account Rollup

\*Category:

DEFAULT

[Define Tree Levels](#)

\*Use of Levels:

Strictly Enforced

[Performance Options](#)

\*SetID:

FEDRL

Audits

☐ All Detail Values in this Tree

☐ Allow Duplicate Detail Values

Perform Audits

Item Counts

Node Count:

14

Leaf Count:

13

Level Count:

2

Branch Count:

0

Example of a FACTS II Account Rollup tree definition

### See Also

*PeopleTools PeopleBook: PeopleSoft Tree Manager*

## Creating a FACTS II Account Roll-up Tree

Create a FACTS II Account Roll-up tree in PeopleSoft Tree Manager similar to this example. Before you create this tree, you must define your Account ChartField values and determine your detail structure.

Tree Manager

SetID: FEDRL

Last Audit: Valid Tree

Effective Date: 01/01/1900

Status: Active

Tree Name: FACTSII\_ROLLUP

FACTS II Account Rollup

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

ALLACCOUNTS >4620

[Collapse All](#) | [Expand All](#) [Find](#)

First Page 17 of 27 Last Page

ALLACCOUNTS -

4802 -

[4802] - Undelivered Orders Obligation

4700 -

[4700] - Commitments

4650 -

[4650] - Allotments - Expired Authority

4620 -

4590 -

4610 -

4801 -

1010 -

4115 -

4116 -

4120 -

4450 -

4510 -

Example of a FACTS II Account Roll-up Tree

The FACTS II Account Roll-up Tree stores the hierarchical relationship between SGL accounts that you report to the U.S. Treasury for FACTS II and an agency's posting accounts. The FACTS II Accumulation process uses this tree to roll up the posting level account ChartField values into the SGL accounts. Each agency may have a different combination of lower-level posting accounts that roll up to an SGL account structure that is mandated by the U.S. Treasury for FACTS II reporting. Determine the lowest level of detail that you need for your Account ChartField structure to capture all possible combinations of USSGL accounts and FACTS II attributes, as well as additional agency-specific posting detail.

Your agency can use any tree and level names as long as you specify these names on the FACTS II Tree Group. You must create the FACTS II Account Roll-up Tree to run the Accumulate FACTS II Data process.

## Creating a Cohort Year Tree

Create a Cohort Year tree similar to this example:

Tree Manager			
<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1910	<b>Status:</b>	Active
<b>Tree Name:</b>	FACTSII_COHORT_YR	FACTSII COHORT YEAR - JFMIP	
<a href="#">Save As</a> <a href="#">Close</a> <a href="#">Tree Definition</a> <a href="#">Display Options</a> <a href="#">Print Format</a>			
ALL > 2002			
Collapse All   Expand All		Find	First Page   3 of 3   Last Page
ALL - All   Level: LEVEL1			
2002 - 2002   Level: COHORTYEAR			
[2002]			

FACTS II Cohort Year Tree Manager page

Create a Cohort Year tree at the COHORTYEAR tree level for each cohort year based on the reporting needs of your agency. Enter the appropriate detail values that identify which ChartField values (loans) roll up to a particular cohort year.

The Cohort Year tree is the exception to the rule that the FACTS II tree node names should always match the values that are required by US Treasury. In this instance, Cohort Year values in the FACTS II file are only two positions. However, the tree is set up with four character node names to keep it consistent with the Cohort Year tree in earlier releases, as well as with the way the program derives the Cohort Year values. The program will take the third and fourth character of the node name to derive the FACTS II file Cohort Year values, for example, 2005 becomes 05 in the FACTS II file.

The Accumulate FACTS II Data process uses this tree to identify ChartField values that represent loans associated with a cohort year for the production of the FACTS II Treasury input file. In this example, the loan numbers roll up to the COHORTYEAR tree level, which contains the cohort year information that is required for FACTS II reporting. You may also use a different configurable ChartField for this purpose. Because an agency may have projects that are not loans and are not associated with a cohort year, this tree is used to distinguish between the two types of project ChartField values. Each agency should determine the ChartField structure that it needs to satisfy its cohort year requirements.

---

**Note.** You must set up the ChartField values before you create this tree.

---

## Creating a Category A Tree

Create a Category A tree in PeopleSoft Tree Manager based on this example:

**Tree Manager**

SetID: FEDRL      Last Audit: Valid Tree

Effective Date: 01/01/1900      Status: Active

Tree Name: F2\_CATEGORYA\_PRC      FACTS II Category A PRC Value

---

[Save As](#)   [Close](#)      [Tree Definition](#)   [Display Options](#)   [Print Format](#)

---

[ALL > 003](#)

[Collapse All](#) | [Expand All](#)      [Find](#)      First Page   [7 of 7](#)   Last Page

- ALL - All
  - 001 - PRC - 001
    - [001] - PRC 001
  - 002 - PRC - 002
    - [002] - PRC 002
  - 003 - PRC - 003**
    - [003] - PRC 003

[Notify](#)

FACTS Category A Tree Manager page

The Accumulate FACTS II Data process uses this tree to identify category A programs and to extract the three-digit program sequence number and category A program description that is needed for the production of the FACTS II Treasury Input file. Your agency may have programs that are both category A and non-category A programs. This tree is useful to distinguish between the two. Each agency should determine the ChartField structure that satisfies its category A and non-category A reporting requirements. The tree level that is specified on the FACTS Tree Group page identifies the node values and node descriptions that contain the three-digit sequence number and category A program description, respectively.

The OMB supplies and requires the input of Program Reporting Categories for Category A apportioned funds when an SGL account contains a Y in the Program Rpt Code (program reporting code) column of the Fiscal 200X USSGL Account Attributes Required Table. The OMB provides valid Program Reporting Categories from which Federal Program Agencies (FPAs) can choose. The OMB list of Program Reporting Categories serves as a control table or as a reference table for FACTS II reporting.

FPAs cannot use the OMB-supplied program reporting numbers with the FPA titles. The FPA is also restricted by FACTS II from using the default program number and description, 99 All Programs, with other OMB program codes and descriptions or the custom program codes and descriptions of the FPA.

If OMB does not provide specific program reporting categories, then the FPA can use the default program reporting number (99) and description (All Programs).

While an FPA can use numbers and descriptions for program reporting categories in addition to those that are supplied by the OMB, they cannot use the 99 All Programs program reporting category with any other codes. If the FPA attempts to add the 99 All Programs category to existing program reporting categories for obligation activity, the FACTS II rejects that input because the 99 All Programs category can only be used by itself.

You can use any tree name and level name as long as you specify the desired tree name and level name on the Accumulate FACTS II Data page. This tree is required for the Accumulate FACTS II Data process (GLS8302).

---

**Note.** You must set up Program ChartField values before creating the Category A tree.

---

## Creating a Category B Tree

Create a Category B tree in PeopleSoft Tree Manager based on this example:

The screenshot displays the 'Tree Manager' window. At the top, it shows metadata for the tree: SetID: FEDRL, Last Audit: Valid Tree, Effective Date: 01/01/1910, Status: Active, and Tree Name: CATEGORY\_B\_PROGS (CATEGORY B PROGRAMS). Below this is a navigation bar with links: Save As, Close, Tree Definition, Display Options, and Print Format. The main area shows a tree structure starting with 'ALL > 001'. Under '001', there is a node '001 - Program A' at Level: CATEGORY\_B, which has a sub-node '001' at Level: . The interface includes a toolbar with icons for various tree management actions like expand, collapse, and delete.

FACTS Category B Tree Manager page

The Accumulate FACTS II Data process uses this tree to identify category B programs and to extract the three-digit program sequence number and category B program description that is needed for the production of the FACTS II Treasury Input file. Your agency may have programs that are both category B and non-category B programs. This tree is useful to distinguish between these two types of programs. Each agency should determine the ChartField structure that satisfies its category B and non-category B reporting requirements. The tree level that is specified on the FACTS Tree Group page identifies the node values and node descriptions that contain the three-digit sequence number and category B program description, respectively.

You can use any tree name and level name as long as you specify the tree name and level name that you want on the Accumulate FACTS II Data page. This tree is required for the Accumulate FACTS II Data process (GLS8302).

---

**Note.** You must set up Program ChartField values before you create the Category B tree.

---

## Creating the Accounts Requiring Fund Attributes Tree

Create an Accounts Requiring Fund Attributes tree using PeopleSoft Tree Manager based on this example:

Tree Manager			
<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1900	<b>Status:</b>	Active
<b>Tree Name:</b>	F2_FND_ATTR_ACCTS	FACTSII FUND ATTRIB/ACCT	
<a href="#">Save As</a> <a href="#">Close</a> <a href="#">Tree Definition</a> <a href="#">Display Options</a> <a href="#">Print Format</a>			
FUND_ATTRIBUTES > BEA			
Collapse All   Expand All		Find	First Page   10 of 26   Last Page

FACTS II Account Requiring Fund Attributes Tree Manager page

The FACTS II Accounts Requiring Attributes tree stores the relationship between the ChartField attributes that are required for FACTS II processing and their associated SGL accounts.

This tree filters out the attributes for accounts that do not require certain attributes to be reported. After the FACTS II Accumulation process accumulates all the attribute data, it checks the accumulated attributes against this tree to determine whether they are required to be reported. If the attribute is not required, it is removed from the staging table and is not included in the FACTS II file. To determine the attributes to be reported for any given account, the program takes the account from the ledger (such as 4119) and searches for the account in the FACTSII\_ATTRIBUTES tree. The account may appear under numerous nodes depending on which attributes are required for that specific account. Wherever the program finds the account in the tree, the attribute is considered as required for reporting. If the program has previously accumulated an attribute value for the account, but is unable to locate the account under that respective attribute's node, the accumulated attribute value will be excluded from the FACTS II file.

The F2\_REQ\_ATTR\_ACCTS Tree and ACCOUNT Level are examples of values that the FACTS II processes can use. You can create your own tree name and level name, as long as you specify the tree name and level name on the FACTS Tree Group page. You must set up this tree to run the Accumulate FACTS II Data process (GLS8302) and the GL Activity with Attributes Report (GLS7017).

Make sure that this tree consists of all accounts that are required by the U.S. Treasury for each attribute. If your agency does not use an account that the U.S. Treasury requires, then the agency does not have to define the account on this tree. The fund code and account ChartField attributes are predefined and delivered in the PeopleSoft sample data.

Four node names must be named exactly as specified:

- PUBLIC\_LAW

- FED\_NONFED
- TRF\_AGENCY
- TRF\_ACCT

All other nodes must be named exactly the same as the attributes that are listed on the Attribute Xref page. For example, if the user has called their Authority Type attribute AUTH instead of AUTHORITY, then the node name must be AUTH.

These attribute nodes are not required on the Accounts requiring Attributes tree:

- The Normal Balance, Debit and Credit, and Begin End attributes because they are always required to process FACTS II. The program does not check against this tree for these attributes.
- The TAFS status attribute because it is not required in the FACTS II flat file.
- The Transfer To/From and Deficiency Flag because these values will be derived by the U.S. Treasury.

---

**Note.** The U.S. Treasury's SGL Account Attributes Required for FACTS II Reporting of Detailed Financial Information defines these rules. This information is available at the U.S. Treasury Department's website.

---

## Creating the Transfer Agency Tree

Create the Transfer Agency tree using PeopleSoft Tree Manager based on this example.

### Tree Manager

<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1910	<b>Status:</b>	Active
<b>Tree Name:</b>	FACTS_XFER_AGENCY	FACTS TRANSFER AGENCY	

[Save As](#)
[Close](#)
[Tree Definition](#)
[Display Options](#)
[Print Format](#)

ALL > 07

[Collapse All](#)
[Expand All](#)
[Find](#)

First Page
10 of 13
Last Page

ALL - All
Level : LEVEL1

06 - Level :

[060100 - 064050]

02 - 02 Level :

[020105] - 020105

07 - 07 Level :

[073100] - 073100

20 - 20 Level :

47 - Level :

73 - Level :

FACTS Transfer Agency Tree Manager page



This tree contains nodes for each of the transfer agencies. If you have decided to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree will allow the program to translate the combination Transfer Agency/Account value of the ledger to the Transfer Agency value that is required by the U.S. Treasury.

Creating the Transfer Account Tree

Access Tree Manager to create the FACTS II Transfer Account tree.

Tree Manager

SetID: FEDRL

Last Audit: Valid Tree

Effective Date: 01/01/1910

Status: Active

Tree Name: FACTSII\_XFER\_ACCT

FACTSII TRANSFER ACCOUNT

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

ALL > 3100

[Collapse All](#) [Expand All](#) [Find](#)

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ALL - All Level: LEVEL1

3100 - 3100 Level:

[063100] - 063100

[073100] - 073100

4747 - Level:

1154 - Level:

0503 - Level:

0603 - Level:

2000 - 2000 Level:

0105 - 0105 Level:

1100 - 1100 Level:

0100 - 0100 Level:

0101 - 0101 Level:

FACTS II Transfer Account Tree Manager page

This tree contains nodes for all the U.S. Treasury transfer accounts. The leaves are made up of ChartField values from your ledger representing Transfer Accounts. If you decide to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree allows the program to translate the combination Transfer Agency/Account value of the ledger to the Transfer Account value that is required by U.S. Treasury.

Creating the Transaction Partner Tree

Access Tree Manager to create the FACTS Transaction Partner tree.

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Tree Manager			
<b>SetID:</b>	FEDRL	<b>Last Audit:</b>	Valid Tree
<b>Effective Date:</b>	01/01/1910	<b>Status:</b>	Active
<b>Tree Name:</b>	FACTS_XPARTNER	FACTS/II TRANSACTION PARTNER	
<a href="#">Save As</a> <a href="#">Close</a> <a href="#">Tree Definition</a> <a href="#">Display Options</a> <a href="#">Print Format</a>			
ALL > N			
<a href="#">Collapse All</a>   <a href="#">Expand All</a> <a href="#">Find</a> <a href="#">First Page</a>			
ALL - All   Level : ALL			
N - N   Level : LEVEL1			
[E] - Non-Federal Exception			
[X] - Non-Federal			
F - Federal   Level : LEVEL1			

FACTS Transaction Partner Tree Manager page

The three nodes on this tree represent the three types of Transaction Partners: Non-Federal, Federal, and Non-Federal Exception. The leaves represent all the detail transaction partner ledger data that roll up into each type of Transaction Partner for FACTS II processing.

Before this release update, you had to set up variations of account numbers to indicate whether the account used in any particular transaction pertained to another federal organization. You did this by adding suffixes to account numbers. For example, the suffix *G* was added to account 1610 to create account 1610G. Also, the XPARTNER attribute was only capable of indicating one attribute value at a time. Now, the PeopleSoft system enables you to use one of the configurable ChartFields to record the Transaction Partner attribute. This means that the Transaction Partner attribute is independent of the Account ChartField, which eliminates the need to create and use variations of the same account.

If you are an existing customer, you can use the new separate ChartField approach or you can continue to use the multiple account approach. If you have used the multiple account approach in the current year, you must continue to use this approach until you get to the end of the year because all of your existing year-to-date data uses this method.

If you are using the older method, your Transaction Partner tree is designed differently and should be based on the following example:

Node ALL - All Transaction Partners

- Node E - NonFederal Exception
  - 1010 E
  - 1020E
- Node F - Federal
  - 1010G
  - 1020G

- Node X - Non Federal
  - 1010X
  - 1020X

## Creating a Tree Group for FACTS II

Access the FACTS Tree Group page (General Ledger, Federal Reports, Define FACTS Tree Group, FACTS Tree Group).

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Setting Up a FACTS I \(FACTS II\) Tree Group, page 696.](#)

### **FACTS II Trees and Tree Levels**

The FACTS Tree Group page lists all of the tree names that are required for FACTS II processing. Select the name of your FACTS II tree that represents the listed Tree Name. Select the tree level to be used for summarizing your FACTS II data.

## Configuring TableSet Control for FACTS II Processing

Configuring TableSet Controls for FACTS II processing is the same as described for FACTS I.

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Configuring TableSet Controls for FACTS I Processing, page 698.](#)

---

## Processing and Generating a FACTS II Flat File

This section discusses how to:

- Review the FACTS II data setup.
- Accumulate the FACTS II data.
- Review the FACTS II header information.
- Review the FACTS II detail balances.
- Review the FACTS II detail attributes.
- Review and modify FACTS II footnotes.
- Validate the FACTS II data.
- Create the FACTS II file.
- Run the Ledger with Attributes report.

**Note.** Make sure you have completed all the preceding FACTS II tasks before you start the tasks in this section.

## Pages Used to Process and Generate a FACTS II Flat File

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Review ChartField Attributes	ATTR_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Review, Review ChartField Attributes	Enables you to review the attributes for FACTS II processing before running the FACTS II Accumulation (GLS8302) process.
Accumulate FACTS II Data	F2_RUN_GLS8302	General Ledger, Federal Reports, FACTS II Creation, Accumulate FACTS II Data	Accumulate FACTS II data and load it into staging tables.
Header Information	F2_STAGE_HDR	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Header Information	Select data to set up the Staging Header information; enter the net period outlay that is to apply to the FACTS II file.
Detail - Balances	F2_STAGE_DTL1	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Detail - Balances	Review all of your FACTS II ACCOUNT and FUND CODE detail balances, including other ChartField details that apply.
Detail - Attributes	F2_STAGE_DTL2	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Detail - Attributes	Review the assigned attributes and attribute values for each FACTS II ACCOUNT and FUND_CODE. Displays the ChartField attributes associated with specific ChartFields based on the criteria entered on the Header Information page.
Footnotes	F2_STAGE_FTNT	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Footnotes	Enter footnotes for each FACTS II account and fund code where applicable.
Validate FACTS II Data	F2_RUN_GLS8303	General Ledger, Federal Reports, FACTS II Review, Validate FACTS II Data, Validate FACTS II Data	Validate the accumulated data and create a report that indicates whether the Accounting Edit processes passed or failed and describes the reason that the edit passed or failed.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Create FACTS II File	F2_CREATE_FILE	General Ledger, Federal Reports, FACTS II Creation, Create FACTS II File	Create the FACTS II flat file to send to the U.S. Treasury to upload to GOALS.
Ledger with Attributes Report	RUN_GLS7017	General Ledger, Federal Reports, FACTS II Reports, Ledger with Attributes Report	Generate a FACTS II report for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS II Cohort and Acct Req Fund attributes tree-level data. You can also indicate that the numeric field can be 23 integers and 3 decimal places.

## Reviewing the FACTS II Data Setup

Access the Review ChartField Attributes page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Review, Review ChartField Attributes).

### Review ChartField Attributes

\*SetID:  \*ChartField:  \*Attribute:  Attribute Value:  As Of Date:

Descr:

Account:

ChartField Attribute Values			
Account	Description	Attribute Value	Description
1010	Fund Balance with Treasury	Y	FACTSII Account
4115	Loan Subsidy Appropriation - D	Y	FACTSII Account
4116	Entitlement Loan Subsidy Appro	Y	FACTSII Account
4450	Unapportioned Authority	Y	FACTSII Account
4510	Apportionments	Y	FACTSII Account
4590	Apportionments Unavailable - A	Y	FACTSII Account
4610	Allotments - Realized Resource	Y	FACTSII Account
4620	Unobligated Fubds Not Subject	Y	FACTSII Account
4700	Commitments	Y	FACTSII Account
4802	Undelivered Orders Obligation	Y	FACTSII Account
4901	Expended Authority Unpaid	Y	FACTSII Account
4902	Expended Authority Paid	Y	FACTSII Account

Review ChartField Attributes page

**SetID, ChartField, Attribute, Attribute Value, and As Of Date** Select the appropriate criteria for a query that enables you to verify that your attributes are set up correctly before you run the Accumulate (GLS8302) process.

## Accumulating the FACTS II Data

Access the Accumulate FACTS II Data page (General Ledger, Federal Reports, FACTS II Creation, Accumulate FACTS II Data).

### Accumulate FACTS II Data

Run Control ID: FACTS

Report Manager

Process Monitor

Run

Language: English

Report Request Parameters

\*Unit: US001

Report ID:

Reporting Year: 2008

Reporting Month: 12

Fiscal Year:

FACTS Tree Group:

From Period:

To Period:

\*Trial Balance Pre-Closing

Include Adjustment Periods

Customize | Find | 1 of 1

Adjustment Period

Treasury Symbol

Customize | Find | View All | 1 of 1

Treasury Symbol Attribute	Preparer ID	Preparer Name	Certifier ID	Certifier Name

Accumulate FACTS II Data page

Unit

Select the business unit for this FACTS II data.

Report ID

Enter the FACTS II report identification for your agency.

Reporting Year and Reporting Month

Enter the reporting year and month for this FACTS II file.

Fiscal Year

Enter the fiscal year for this FACTS II data.

FACTS Tree Group

Select the FACTS tree group for FACTS II processing.

From Period and To Period

Enter the accounting periods for this accumulated data for the previously entered fiscal year.

Trial Balance

Select whether to include closing adjustments and balances in your FACTS II data:

- Closing - reflects balances after the close of the fiscal year.
- Pre-Closing - reflects remaining appropriation balances prior to the close of the fiscal year.
- Pre-Closing, Adjustments Only - reflects remaining appropriation balances prior to the close of the fiscal year, but includes adjusting entries.



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<b>Adjustment Period</b>	Select the adjustment periods that you want to include in the accumulation of this FACTS II data. You have one or more rows.
<b>Treasury Symbol Attribute</b>	Select the Treasury Symbol attribute that is associated with the funds that you are using in your FACTS II data.
<b>Preparer ID and Certifier ID</b>	Select the ID of the preparer of the data for this Treasury Symbol attribute and the ID of the person who certified this preparer's FACTS II data.

## Reviewing the FACTS II Header Information

Access the Review FACTS II Data - Header Information page (General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Header Information).

Header Information		Detail Balances	Detail Attributes	Footnotes
<b>Business Unit:</b>	FED01	<b>Treasury Symbol Attribute:</b>	02X0105	<b>Report ID:</b> CYCLE_05
<b>*Reporting Year:</b>	<input type="text" value="2002"/>	<b>*Reporting Month:</b>	<input type="text" value="12"/>	
<b>*Preparer Identification:</b>	<input type="text" value="PS01"/> 	SMITH		
<b>*Certifier Identification:</b>	<input type="text" value="PS01"/> 	SMITH		
<b>Creation Date:</b>	03/31/2002	<b>Accounting Periods</b>		
<b>Edit Effective Date:</b>	03/31/2002	<b>Fiscal Year:</b>	2002	
<b>Release Date:</b>	03/31/2002	<b>From Period:</b>	5	<b>To Period:</b> 5
<b>MAF Sequence Number:</b>	0			

Review FACTS II Data - Header Information page

## Reviewing the FACTS II Detail Balances

Access the Detail - Balances page (General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Detail - Balances).



Header Information		Detail Balances	Detail Attributes	Footnotes		
Business Unit: FED01		Treasury Symbol Attribute: 02X0105		Report ID: CYCLE_05		
Balances						
FACTS II Account	Bud Ref	Fund Group	Appropriation	Organization	Object Class	Program
1010		0105	0105X	20000		
1010		0105	0105X	21000		
1010	X2002	0105	0105X	21000		
3101		0105	0105X	20000		
3101		0105	0105X	21000		
3103	X2002	0105	0105X	21000		
4119		0105	0105X	20000		
4119		0105	0105X	21000		
4175	X2002	0105	0105X	21000		
4450		0105	0105X	20000		
4450		0105	0105X	21000		
4450	B2002	0105	0105X	20000		
4450	B2002	0105	0105X	21000		
4450	X2002	0105	0105X	20000		
4450	X2002	0105	0105X	21000		
4510	B2002	0105	0105X	20000		
4510	B2002	0105	0105X	21000		
4510	X2002	0105	0105X	20000		
4510	X2002	0105	0105X	21000		
4510	X2002	0105	0105X	21000		
4610	B2002	0105	0105X	21000		
4610	X2002	0105	0105X	21000		

#### Detail - Balances page

This page contains all of the detail information for a specific fund code and its associated general ledger and FACTS II accounts.

## Reviewing the FACTS II Detail Attributes

Access the Detail - Attributes page (General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Detail - Attributes).

You can review the attribute values that are assigned to each FACTS II fund code and account.

## Reviewing and Modifying FACTS II Footnotes

Access the Footnotes page (General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, Footnotes).

Header Information

Detail Balances

Detail Attributes

Footnotes

Business Unit:

FED01

Treasury Symbol Attribute:

02X0105

Report ID:

CYCLE\_05

Footnotes

FACTS II Account	Bud Ref	Fund Group	Appropriation	Organization	Object Class	Program	Project
1010		0105	0105X	20000			

Find

View All

First

1 of 1

Last

Footnote Seq:

1

Footnote Status:

Footnote Text:

Footnotes page

Enter necessary footnotes based on your organization's data.

**Note.** Review this information thoroughly before continuing with your FACTS II processing.

Validating the FACTS II Data

Access the Validate FACTS II Data page (General Ledger, Federal Reports, FACTS II Review, Validate FACTS II Data, Validate FACTS II Data).

Validate FACTS II Data

Run Control ID:

FACTS

Report Manager

Process Monitor

Run

Language:

English

Report Request Parameters

\*Unit:

FED01

Report ID:

FACTS Tree Group:

FACTS

☒ Display Full Numeric Field

Validate FACTS II Data page

**Unit** Select the business unit for this FACTS II reporting.

**Report ID** Enter the Report ID that you entered to accumulate the FACTS II data.

<b>FACTS Tree Group</b>	Select to validate FACTS II data for a particular FACTS Tree Group.
<b>Display Full Numeric Field</b>	<p>If you report amounts larger than 15 integers and 2 decimal places, select this option to display full numeric fields consisting of 23 integers and 3 decimal places on the Validation report.</p> <p>The validation process performs edits against the account balances that are generated by the accumulation process. It compares the current period net outlay amount entered with the amount that was extracted in edit 12 and generates a report that indicates a pass or fail for each edit.</p>

Creating the FACTS II File

Access the Create FACTS II File page (General Ledger, Federal Reports, FACTS II Creation, Create FACTS II File).

Create FACTS II File

Run Control ID: FED01

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Report ID:

\*Business Unit:

SGL Acct File:

Treasury Symbol

[Customize](#) | [Find](#) | [View All](#) | | [First](#) | 1 of 1 | [Last](#)

Treasury Symbol Attribute

+

-

Create FACTS II File page

<b>Report ID</b>	Enter the accumulated and validated FACTS II report ID.
<b>Business Unit</b>	Select the business unit for this FACTS II data.
<b>SGL Acct File</b> (SGL account file)	Enter the name of the FACTS II flat file. You must use a .TXT file extension. Do not enter a path.
<b>Treasury Symbol Attribute</b>	Select one or more Treasury Symbol attributes for this FACTS II data.

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## Running the Ledger with Attributes Report

Access the Ledger with Attributes Report page (General Ledger, Federal Reports, FACTS II Reports, Ledger with Attributes Report).

**Ledger with Attributes Report**

Run Control ID: FED01      [Report Manager](#)    [Process Monitor](#)    **Run**

Language: English ▼

**Report Request Parameters**

Unit: US001    Include Adjustment Periods

Ledger: LOCAL    Adjustment Period

Fiscal Year:    1    ▼    +    -

From Period:    To Period:   

Currency: USD    ☐ Show Journal Detail

FACTS Tree Grp:    ☐ Display Full Numeric Field

Ledger with Attributes Report page

### Run

Click to generate the Ledger Activity report (GLS7017) containing the specified business unit ledger's fund and account attributes for the specified fiscal year and period range. This report can include journal detail and draws its data from the Cohort Year tree and level and the Accts Req Fund attributes tree and level.

### Display Full Numeric Field

Select if you report amounts larger than 15 integers and 2 decimal places. Full numeric fields consisting of 23 integers and 3 decimal places will appear on the report.

## Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements

To define component TAS and BETC elements for FMS 224 reporting and IPAC transactions, use the Define Agency Identifier component (TAS\_AGENCY\_ID), the Define Main Account component (TAS\_MAIN\_ACCT\_DFN), and the Treasury Account Symbol Definition component (TAS\_DEFN).

This section provides an overview of the TAS and BETC requirements and discusses how to:

- Define agency identifiers.

- Define main accounts.
- Define Treasury Account Symbols (TAS).
- Associate attributes to the Treasury Account Symbol (TAS).

## Understanding TAS and BETC Requirements

Federal agencies are required to use newly-formatted Treasury Account Symbols (TAS) when reporting cash transactions and to use valid combinations of Treasury Account Symbols/Business Event Type Codes the Department of Treasury publishes when entering and reporting IPAC Transactions. The Treasury has adopted a phased approach to the transition from a 20 character to a 28 character componentized Treasury Account Symbol (TAS). The current system is designed to use one 20 character string formatted TAS. This phased approach will allow for the reporting of the Treasury Account Symbols in the future using four different formats:

Federal Agencies are required to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and IPAC transactions. Component TAS elements will provide federal agencies and Treasury the ability to sort, filter, and analyze data based on each independent piece of the component TAS. The Treasury has adopted a phased approach to the transition from 20-character to 28- character componentized TAS and Business Event Type Codes (BETC).

PeopleSoft GL provides a configurable solution to accommodate the valid combinations of TAS and BETC for FMS 224 reports and when entering and reporting IPAC transactions to the Department of Treasury. This configuration also anticipates the handling of valid TAS and BETC combinations to be downloaded in the future from the Treasury SAM website when the U S Treasury is ready to make the information available.

## Pages Used to Define TAS and BETC Component Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Agency Identifier	TAS_AGENCY_ID	General Ledger, Federal Reports, TAS/BETC, Define Agency ID, Define Agency Identifier	Enter the three-digit Agency Identifier code and description.
Define Main Account	TAS_MAIN_ACCOUNT	General Ledger, Federal Reports, TAS/BETC, Define Main Accounts, Define Main Account	Enter the Main Account and description.
Treasury Account Symbol Definition	TAS_DEFN	General Ledger, Federal Reports, TAS/BETC, Define TAS, Treasury Account Symbol Definition	Define the Treasury Account Symbol (TAS), which is identified by selecting its component key field values, Agency Identifier and Main Account. Associate its components and attributes, such as BETC, Fund Code, and TAS Formats.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Business Event Type Code	BETC_DEFN	Select the Attributes tab from the Treasury Account Symbol Definition page and click the BETC link.	Enter associated BETC codes and related information for the Treasury Account Symbol.
Fund Code	FUND_CODE_DEFN	Select the Attributes tab from the Treasury Account Symbol Definition page and click the Fund Code link.	Enter associated Fund Codes by setID for the Treasury Account Symbol.
TAS Formats	TAS_FORMAT_DEFN	Select the Attributes tab from the Treasury Account Symbol Definition page and click the TAS Formats link.	Displays the various derived TAS formats that are used as follows: String, GWA TAS, and Partial 224.

## Defining Agency Identifiers

Access the Define Agency Identifier page (General Ledger, Federal Reports, TAS/BETC, Define Agency ID, Define Agency Identifier).

### Define Agency Identifier

Agency Identifier: 088

\*Description:

Define Agency Identifier

### Agency Identifier and Description

Enter an agency identifier (three-digit numeric value) and description. This is one of two key fields (along with the Main Account) that identifies the Treasury Account Symbol (TAS).

Valid values are 000 through 999. If you enter fewer than three digits, the system supplies leading zeros (left). This value populates the TAS\_AGENCY record.

## Defining Main Accounts

Access the Define Main Account page (General Ledger, Federal Reports, TAS/BETC, Define Main Accounts, Define Main Account).

Define Main Account

Main Account:

0001

\*Description:

Main Account 0001

Define Main Account page

**Main Account**and **Description** Enter a main account (four-digit numeric value) and description. This is one of two key fields (along with the Agency Identifier) that identifies the Treasury Account Symbol (TAS).  
  
Valid values are 0000 through 9999 and you must enter all four digits. This value populates the TAS\_MAIN\_ACCT record.

Defining Treasury Account Symbols (TAS)

Access the Define TAS page (General Ledger, Federal Reports, TAS/BETC, Define TAS, Treasury Account Symbol Definition).

Define TAS

Find an Existing Value

Add a New Value

Agency Identifier:

088

Main Account TAS:

0001

Add

Define TAS search page

To find an existing value or add a new Treasury Account Symbol, select an Agency Identifier and a Main Account TAS that serve as key fields to identify the TAS.

Add

Click to add a new TAS after selecting the agency identifier and main account. Upon adding, or after searching for an existing value, you are directed to the Components tab.

Access the Treasury Account Symbol Definition page - Components tab (click the Add button on the Define TAS search page).

### Treasury Account Symbol Definition

Agency Identifier: 088 Department of Education  
Main Account: 0001 Main Account 0001

Treasury Account Symbol											Customize   Find   View All   1-2 of 2   First   Last	
Components											Attributes	
Sub Class	Sub-level Prefix	Allocation Transfer Agency	Begin Period of Availability	End Period of Availability	Availability Type	Sub-Account	Start Date	End Date	Internal TAS			
00	10	555	2009	2012		010	07/01/2009	07/31/2012	<input checked="" type="checkbox"/>	+	-	
65	11				A	050	01/01/2009	12/31/2009	<input type="checkbox"/>	+	-	

Treasury Account Symbol Definition page - Components tab

Supply components information for the Treasury Account Symbol.

**Sub Class**(government online accounting link system file type) Enter a two-digit numeric sub class value or leave blank if not applicable. Valid values are 00 through 99.

**Sub-level Prefix** Enter a two-digit numeric sub-level prefix value or leave blank if not applicable. Valid values are 00 through 99.

**Allocation Transfer Agency** (government online accounting link system file type) Enter a three-digit numeric allocation transfer agency identifier value or leave blank if not applicable. Valid values are 000 through 999. You can enter only one digit and the system fills in leading zeros.

**Begin Period of Availability and End Period of Availability** Enter a four-digit year for beginning and ending availability.

**Availability Type** Select the availability type value if you do not select a period of availability. Values are:

- A - treasury central summary general ledger account.
- F - clearing or suspense account.
- M - merged surplus account.
- X - no year account.
- (blank) - annual or multiyear account.

**Sub Account** If you select this check box, you must configure an associated Fund Code for the TAS.

**Start Date and End Date** Select a start and end date for future use.

**Internal TAS** (internal treasury account symbol) If you select this check box, you must configure an associated Fund Code for the TAS. This field is required for IPAC transactions.



Associating Treasury Account Symbol Attributes

Access the Treasury Account Symbol Definition page - Attributes tab.

Treasury Account Symbol Definition

Agency Identifier:088Department of Education

Main Account:0001Main Account 0001

Treasury Account Symbol

CustomizeFindView AllFirst1-2 of 2Last

ComponentsAttributes

Description	BETC	Fund Code	TAS Formats		
Salaries and Expenses	<a href="#">BETC</a>	<a href="#">Fund Code</a>	<a href="#">TAS Formats</a>	+	-
No Year Funding	<a href="#">BETC</a>	<a href="#">Fund Code</a>	<a href="#">TAS Formats</a>	+	-

Treasury Account Symbol Definition page - Attributes tab

- Treasury Account Symbol Description**

Enter up to a sixty-character componentized TAS description.
- BETC (business event type code)**

Click this link to access the BETC page where you associate BETC codes with the TAS.
- Fund Code**

Click this link to access the Fund Code page where you associate fund codes with the TAS.
- TAS Formats**

Click this link to access the Fund Code page where you associate fund codes with the TAS.

Associating TAS with Business Event Type Codes (BETC)

Access the Business Event Type Code page (click the BETC link from the Treasury Account Symbol Definition page - Attributes tab).

### Business Event Type Code

Componentized Treasury Account Symbol

Agency Identifier: 088  
 Main Account: 0001  
 Sub-level Prefix Code: 10  
 Allocation Transfer Agency Identifier: 555  
 Begin Period of Availability: 2009  
 End Period of Availability: 2012  
 Availability Type Code:  
 Sub Account: 010  
 Description: SALARIES AND EXPENSES

Business Event Type Code						Customize	Find	View All	12	First	1-2 of 2	Last
BETC	Description	Payment Or Collection	Adjustment	Active/ Inactive								
1 DISB	Gross Disbursements	Payment	<input type="checkbox"/>	Active								
2 DISBADJ	Adjustments to Gross Disbursements	Payment	<input checked="" type="checkbox"/>	Active								

### Business Event Type Code page

Use this page to configure the Business Event Type Code information associated with the componentized TAS.

**BETC(business event type code)**

Enter up to an eight-character BETC code.

**Description**

Enter up to a 50-character description of the BETC code.

**Payment Or Collection**

Select either *Payment* or *Collection* to designate the nature of the associated business event type code.

**Adjustment**

Select this check box to designate this BETC code as an adjustment.

**Active/Inactive**

Select *Active* or *Inactive* to indicate whether this BETC code is currently applicable.

### Associating TAS with Fund Codes

Access the Fund Code page (click the Fund Code link from the Treasury Account Symbol Definition page - Attributes tab).

Fund Code

Componentized Treasury Account Symbol

Agency Identifier:

088

Main Account:

0001

Sub-level Prefix Code:

10

Allocation Transfer Agency Identifier:

555

Begin Period of Availability:

2009

End Period of Availability:

2012

Availability Type Code:

Sub Account:

010

Description:

SALARIES AND EXPENSES

Fund Code Information

Customize | Find | View All | First 1-2 of 2 Last

	*SetID	*Fund Code	Description		
1	FEDRL	0202A	No Year Fund Cat A		
2	FEDRL	0203A	FY 2002/2003 Multi-Year Fund		

Fund Code page

Use this page to associate fund codes for the componentized internal TAS. Select a Fund Code by SetID.

**Note.** You can link more than one Fund Code to each componentized TAS (provided each Fund Code has a different setID); however, a Fund Code can be related to only one componentized TAS. You will receive the following error messages if your setup is incorrect: "Set ID xxxx has been entered" or "Fund Code xxxx has already been used".

Viewing the TAS Formats

Access the TAS Formats page ( (click the TAS Formats link from the Treasury Account Symbol Definition page - Attributes tab).

TAS Formats

Componentized Treasury Account Symbol		
Agency Identifier:	088	
Main Account:	0001	
Sub-level Prefix Code:	10	
Allocation Transfer Agency Identifier:	555	
Begin Period of Availability:	2009	
End Period of Availability:	2012	
Availability Type Code:		
Sub- Account:	010	
Sub Class:	00	
Description:	SALARIES AND EXPENSES	
TAS Formats		
String	GWA TAS	Partial 224
(00)555-889/20001.10	555-8809/120001.10	(00)555-882009/20120001.10

TAS Formats page

This page displays the various TAS formats that are required to accommodate the U.S. Treasury's phased approach to the transition from a 20-character to a 28-character componentized TAS. This phased approach allows for the reporting of the TAS that is required when reporting cash transactions and to use valid combinations of TAS/BETC that the Department of Treasury publishes when entering and reporting IPAC transactions.

<b>String</b>	Displays the 20-character TAS format that is required for the current FMS 224 report.
<b>GWA TAS</b> (Government wide Accounting and Reporting Modernization Project)	Displays the 26–character component-based GWA TAS representing the agency appropriation in GWA.
<b>Partial 224</b>	Displays the expanded 27 character concatenated string format that is required for Partial 224 reporting.

Defining, Generating, Creating, and Printing SF224, SF1219, and SF1220 Reports

To set up agency location codes (ALCs) and Government-wide Accounting and Reporting (GWA) options for reporting, use the Agency Location component (AGENCY\_LOC\_CD).

To create SF224, Partial SF224, SF1219, and SF1220 reports, use the SF1219 Report Definition component (SF1219\_DEFN) and the SF224/ SF1220 Report Definition component (SF224\_SF1220\_DEFN).

This section provides an overview of SF224/1220, Partial SF224, and SF1219 reporting and discusses how to:

- Define agency location codes.

- Define GWA reporting options.
- Define the SF224/SF1220 report accounts.
- Define the SF224/SF1220 entry events.
- Define SF224/1220 undeposited accounts.
- Generate the SF224/SF1220 report data.
- Print the SF224 report and create the flat file.
- Define the SF1219 report.
- Print the SF1219 report.
- Print the SF1220 report.
- Create the SF1219/1220 flat file.

## Understanding SF224/1220 and SF1219 Reporting

Using the ALC field on the Journal Header page, agencies can record cash transactions by journal entry directly to the general ledger. The journal header ALC field can be used by the system to select cash entries that were entered directly to the general ledger for reporting through the SF224 and Partial SF224 reports. Journal entries made directly to the general ledger are usually made for the recording of undeposited cash, or collections.

Undeposited collections are amounts received by an agency that have yet to be deposited with the U.S. Treasury. Some agencies receive small amounts of money that they deposit once a week. Agencies book these amounts to an undeposited collections account until they are officially deposited with the U.S. Treasury.

The Financial Systems Integration Office (FSIO) has issued Core Systems Requirements that affect the SF224 and the electronic interface that is used to report cash receipt and cash disbursement activity by ALC to the U.S. Treasury. The FSIO Core System Requirements are based on new GWA Partial 224 Business Rules. The GWA business rules set the stage for ultimately phasing out the SF224 report over the next several years to be replaced by the Partial SF224 report. The new GWA Business Rules dictate how specific activity is to be excluded from SF224 reporting as the U.S. Treasury systems are modified in the future. When agencies can finally report cash activity by the BETC codes, the agencies will report only non-BETC coded cash activity and cash reclassifications using the Partial SF224 report.

The U. S. Treasury will be implementing the BETC for federal agencies to use to identify and report specific information about cash receipt and disbursement transactions in lieu of that provided by the SF224 report. The BETC is being implemented by the U.S. Treasury for IPAC (collections and payments), Cashlink II (collections), Electronic Certification System (payments), and for the Treasury Disbursement Office (TDO) systems.

Agency financial systems will be modified so that the BETC code can be specified for all cash transactions. The evolution of the BETC drives the need for agency financial systems in the short term to be configurable so as to identify those interfaces (IPAC, CASHLINK, TDO Payments) as they are modified to pass BETC with the associated cash activity to the U.S. Treasury.

GWA rules requires that the new Partial 224 business rules include business activity and reporter category codes for classifying ALCs. The Partial 224 business rules identify how to report cash activity based on these new codes.

The GWA Business Activity that you specify for each ALC drives the following functionality related to the SF224 report:

- Identifies the type of cash activity that is applicable for the ALC for reporting to the U.S. Treasury.
- Limits the data extracted for the SF224 report based on the specific Business Activity code defined for the ALC.
- Drives the Business Exception Activity report so actual data that is not applicable for a particular ALC is presented on the exception report to be identified and corrected by the Agency.

The GWA Reporter Category code is specified to identify those interfaces, such as IPAC, CASHLINK and TDO Payments, that have been modified to interface the Business Event Type Code (BETC) to cash activity with the U.S. Treasury.

Both the GWA Business Activity and the Reporter Category codes can be setup in anticipation of the delivery by the U.S. Treasury of the BETC codes.

When an agency system is finally ready to pass cash information to the U.S. Treasury using the BETC codes, the agency will select the appropriate Reporter Category so that the transaction data for the ALC can be excluded from the SF224 report. BETC implementation by an Agency goes hand in hand with the GWA Reporter Category.

The GWA Reporter code that you define for each ALC drives functionality in the software related to the SF 224 that:

- Identifies which agency systems and ALC are ready to interface the BETC with its cash activity to the US Treasury.
- Limits the data extracted for the Partial 224 based on the specific GWA Reporter Category code defined for the ALC.
- Determines whether cash reclassification from one Treasury Symbol to another needs to be reported on the Partial 224.

After setting up your system, you can define and generate the balance reports in either an electronic or printed format based on transactions that include associated entry events that flow from PeopleSoft Payables, Purchasing, and Receivables into PeopleSoft General Ledger.

These reports include:

- SF224 Statement of Cash Transactions report and the Partial SF224 report can be printed or submitted electronically to the U.S. Treasury.

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**Note.** The Partial 224 report will not be available for use until the U.S. Treasury implements BETC.

Contact the U.S. Treasury Financial Management Service (FMS) for its schedule for implementation of the BETC. Until such time as the BETC is implemented by the FMS, you must continue to produce the full SF224 - Statement of Cash Transactions report.

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- SF1220 Statement of Transactions According to Appropriations, Funds, and Receipt Accounts report can be printed separately or combined with the SF1219 report and submitted electronically.
- SF1219 Statement of Accountability report can be printed separately or combined with the SF1220 report and submitted electronically.

The following internal reports can be used to assist in the preparation of the submitted reports:

- SF224 Transaction Detail Report (GLS8400) displays the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions and the Partial SF224 report, and can be used internally for reconciliation purposes.
- SF224 Business Activity Exception Report (GLS8410) displays transactions that should not be recorded for a particular Agency Location Code (ALC) based on the Business Activity Type code for that ALC.

The report reflects data from PeopleSoft Accounts Receivable and Accounts Payable. PeopleSoft General Ledger journal entry activity is not included in the report.

- ALC GWA Reporting Options Report (GLS8411) displays Agency Location Codes by setID and prints the ALC, agency Name, Business Activity Type, and all related GWA Reporter Category Codes by descending effective date and status.

---

**Note.** The SF224 Statement of Cash Transactions and the SF224 Transaction Detail reports can be generated as full or partial reports based on the GWA Reporter Category for the ALC.

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### See Also

Appendix D, "General Ledger Reports," page 797

## Pages Used to Create SF224, SF1219, and SF1220 Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Agency Location Code	AGENCY_LOC_CD	Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location, Agency Location Code	Define agency location codes by set ID for federal payment schedules and reporting purposes and provides for ALC name, location, address, and telephone information.
GWA Reporting Options	AGENCY_LOC_CD2	Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location, Agency Location Code, GWA Reporting Options	Assign a Business Activity and one or more effective dated Reporter Categories to an Agency Location Code. When an agency system is ready to pass the BETC code to the U.S. Treasury, the agency will select the appropriate Reporter Category so that the data can be excluded from the SF224 report.
Accounts	SF224_SF1220_DEFN1	General Ledger, Federal Reports, SF224/ 1219/ 1220, SF224/1220 Report Definition, Accounts	Add the range of accounts to access and use for this report.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Entry Events	SF224_SF1220_DEFN2	General Ledger, Federal Reports, SF224/ 1219/ 1220, SF224/1220 Reports Definition, Entry Events	Add the source transactions and entry events, and indicate whether this transaction is a collection or disbursement for this report.
Undeposited Accts (undeposited accounts)	SF224_UNDEP_ACC	General Ledger, Federal Reports, SF224/ 1219/ 1220, SF224/1220 Reports Definition, Undeposited Accounts	Identifies a range of undeposited accounts to use for reports.
Generate SF224 / 1220 Data	RUN_SF224_SF1220	General Ledger, Federal Reports, SF224/ 1219/ 1220, Generate SF224/1220 Data	Runs the GLSF224G SQR process to update the staging tables.
Run SF224 Report/Create File	RUN_SF224_SF1220	General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF224 Report/Create File	Runs GLSF224P SQR to print the report. Also runs GL_224_1220 Application Engine to create a SF224 flat file.
SF1219 Report Definition	SF1219_DEFN	General Ledger, Federal Reports, SF224/ 1219/ 1220, SF1219 Report Definition, SF1219 Report Definition	Set up report lines for each account, its associated entry event source transaction, and associated entry event.
Print SF1219 Report	RUN_SF1219	General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1219 Report, Print SF1219 Report	Runs the GLSF1219 SQR Report process to print the SF1219 Statement of Accountability report.
Run SF1220 Report	RUN_SF224_SF1220	General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1220 Report	Runs the GLSF224P SQR Report process to print the SF1220 report.
Create SF1219 Report/Create File	RUN_SF1219	General Ledger, Federal Reports, SF224/ 1219/ 1220, Create SF1219 Report/Create File, Create SF1219 Report/Create File	Runs the GL1219PR SQR report and the GL_1219_1220 Application Engine to create a flat file.

## Defining Agency Location Codes

Access the Agency Location Code page (Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location, Agency Location Code ).



Agency Location Code		GWA Reporting Options	
SetID:	SHARE	Agency Location Code:	19000001
		<input type="checkbox"/> Non-Treasury Disbursed ALC	
Name:	IT Services Agency		Short Description:
Phone:	TEST		
Country:	USA  United States		
Address 1:	TEST		
Address 2:	TEST		
Address 3:	TEST		
City:	TEST		
County:	TEST	Postal:	TEST
State:	DC  District of Columbia		
<b>IPAC Document Reference Number</b>			
IPAC Bulk Prefix:	<input type="text"/>		
IPAC Bulk Counter:	<input type="text" value="00000"/>		

Agency Location Code page

**Agency Location Code**

Enter an 8-digit numeric value for the ALC unless the Non-Treasury Disbursed ALC option is to be selected.

If the ALC payments are made outside the U.S. Treasury system and the Non-Treasury Disbursed ALC option is selected, the system does not enforce the 8-digit edit.

**Non-Treasury Disbursed ALC**

Click if the ALC does not use the US Treasury to carry out payments or if the ALC is authorized to do its own payments outside the U.S. Treasury.

The SF224 process does not use ALCs for which this option is selected because the SF224 process only reports on cash activity that goes through the U.S. Treasury.

---

**Note.** If you set this option incorrectly for an ALC and save it, the incorrect ALC and option will remain because you cannot delete the rows online. You must define a new ALC with the appropriate option.

---

**IPAC Document Reference Number**

IPAC (Intra-governmental Payment and Collection system) is designed to transfer funds between government agencies and provide the capability to include descriptive information related to each transaction. This descriptive information assists with monthly reconciliation.

- IPAC Bulk Prefix

Enter a 3-digit alphanumeric prefix to be used by PeopleSoft in creating unique document reference numbers (to differentiate from the Department of Treasury document reference numbers) for those Agency Location Codes that are used to send payments and collections.
- IPAC Bulk Counter

Enter the beginning number from which to increment the sequential counter for the document reference number.

See *PeopleSoft Payables 9.1 PeopleBook*, "PeopleSoft Payables Preface."

See *PeopleSoft Receivables 9.1 PeopleBook*, "PeopleSoft Receivables Preface."

Defining GWA Reporting Options

Access the GWA Reporting Options page (Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location, Agency Location Code, GWA Reporting Options).

Agency Location Code

GWA Reporting Options

SetID:

SHARE

Agency Location Code:

19000001

\*Business Activity:

IPAC and TDO Payments

Effective Date

Customize

Find

First

1 of 1

Last

*Effective Date	*Status	*Reporter Category		
01/01/1900	Active	IPAC and TDO Payments	+	-

GWA Reporting Options page

The business activity you define for the ALCs on this page determines what type of cash transaction activity you report on the SF224 Statement of Cash Transactions report.

**Business Activity**

Select the business activity type for the agency location code. The business activity type identifies the types of transactions an ALC reports on the SF224 Statement of Cash Transactions report. The business activity type specifies which systems the ALC utilizes at the U.S. Treasury to process cash transactions.

Options include:

- *CashLink Only*
- *IPAC Only*
- *IPAC and CashLink*
- *IPAC and TDO Payments*
- *IPAC, CashLink and TDO Pymts*
- *No Business Activity Type*
- *TDO Payments Only*
- *TDO Payments and CashLink*

**Reporter Category**

Select a GWA reporter category code.

The reporter category code identifies which systems are supporting the BETC code for detailed transactions. This also drives whether an ALC is ready to use the Partial 224 reporting capabilities.

The business activity and reporter category combination you define determines what cash reclassification transactions you report on the Partial 224 report.

Options include:

- *CashLink Only*
- *IPAC Only*
- *IPAC and CashLink*
- *IPAC and TDO Payments*
- *IPAC, CashLink and TDO Pymts*
- *Non Reporter*
- *TDO Payments Only*
- *TDO Payments and CashLink*

This field is effective dated and can be made active or inactive because BETC codes will be phased in over time.

---

**Note.** Select *Non Reporter* until the Partial 224 report is applicable. The reporting of cash reclassifications for the new Partial 224 report is not applicable until the U.S. Treasury completes their requirements for Business Event Type Codes (BETC). The U.S. Treasury plans on phasing in the BETC requirements towards the end of 2006. Contact the U.S. Treasury for more information.

---

**Business Activity and Reporter Category Combinations**

The system requires that the business activity type and reporter category codes are a valid combination. The system displays a warning message if the combination is invalid.

This table shows valid and invalid combinations:

<b><i>Business Activity Type</i></b>	<b><i>Valid Reporter Category Code</i></b>	<b><i>Invalid Reporter Category Code</i></b>
CashLink Only	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• Non Reporter</li> </ul>	<ul style="list-style-type: none"> <li>• IPAC Only</li> <li>• IPAC and CashLink</li> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments Only</li> <li>• TDO Payments and CashLink</li> </ul>
IPAC Only	<ul style="list-style-type: none"> <li>• IPAC Only</li> <li>• Non Reporter</li> </ul>	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• IPAC and CashLink</li> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments Only</li> <li>• TDO Payments and CashLink</li> </ul>
IPAC and CashLink	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• IPAC Only</li> <li>• IPAC and CashLink</li> <li>• Non Reporter</li> </ul>	<ul style="list-style-type: none"> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments Only</li> <li>• TDO Payments and CashLink</li> </ul>
IPAC and TDO Payments	<ul style="list-style-type: none"> <li>• IPAC Only</li> <li>• TDO Payments Only</li> <li>• IPAC and TDO Payments</li> <li>• Non Reporter</li> </ul>	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• IPAC and CashLink</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments and CashLink</li> </ul>

<b><i>Business Activity Type</i></b>	<b><i>Valid Reporter Category Code</i></b>	<b><i>Invalid Reporter Category Code</i></b>
IPAC, CashLink and TDO Payments	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• IPAC Only</li> <li>• IPAC and CashLink</li> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments Only</li> <li>• TDO Payments and CashLink</li> <li>• Non Reporter</li> </ul>	No reporter category codes are invalid with this business activity.
TDO Payments Only	<ul style="list-style-type: none"> <li>• TDO Payments Only</li> <li>• Non Reporter</li> </ul>	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• IPAC Only</li> <li>• IPAC and CashLink</li> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments and CashLink</li> </ul>
TDO Payments and CashLink	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• TDO Payments Only</li> <li>• TDO Payments and CashLink</li> <li>• Non Reporter</li> </ul>	<ul style="list-style-type: none"> <li>• IPAC Only</li> <li>• IPAC and CashLink</li> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> </ul>
No Business Activity Type	Non Reporter	<ul style="list-style-type: none"> <li>• CashLink Only</li> <li>• IPAC Only</li> <li>• IPAC and CashLink</li> <li>• IPAC and TDO Payments</li> <li>• IPAC, CashLink and TDO Payments</li> <li>• TDO Payments Only</li> <li>• TDO Payments and CashLink</li> </ul>

Defining the SF224/1220 Report Accounts

Access the SF224/1220 Report Definition - Accounts page (General Ledger, Federal Reports, SF224/1219/1220, SF224/1220 Report Definition, Accounts).

Accounts

Entry Events

Undeposited Accts

SetID: FEDRLFederal

Effective Date

Find | View All | First1 of 1Last

Effective Date: 01/01/1900Status: Active

General Ledger Accounts

Customize | Find | View All | First1 of 1Last

	Range	*From Account	Description	Account Type	To Account	Description	Account Type		
1	<input checked="" type="checkbox"/>	1010	1010	A	2110	2110	L	<input type="button" value="+"/>	<input type="button" value="-"/>

SF224/1220 Report Definition - Accounts page

- Effective Date

Displays the system date, which you can change.
- Status

Select *Active*.
- Range

Click to enter a range of values in the From Account and To Account fields to identify the range of accounts to use for this report and save the page. If Range is not selected, you can enter a From Account value as a single instance. The page also displays a description and indicates the type of account. For example, *A* is an asset and *L* is a liability account.

See Also

Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," [Setting Up ChartField Attributes](#), page 712

Defining the SF224/1220 Entry Events

Access the SF224/1220 Definition - Entry Events page (General Ledger, Federal Reports, SF224/1219/1220, SF224/1220 Report Definition, Entry Events).

Accounts

Entry Events

Undeposited Accts

SetID:    FEDRL       Federal

Effective Date

Find | View All    First 1 of 1 Last

Effective Date:    01/01/1900       Status:    Active

Entry Events

Customize | Find | View All

First 1 of 1 Last

	*Source Tran	*Entry Event	*Collect/Disburs		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

SF224/1220 Definition - Entry Events page

**Source Tran** (source transaction), **Entry Event**, and **Collect/Disburs** (collection/disbursement)

Select the source transactions, their associated entry event, and whether each transaction is a collection or a disbursement for this report, and save the page.

Defining SF224/1220 Undeposited Accounts

Access the Define SF224/1220 - Undeposited Accts (undeposited accounts) page (General Ledger, Federal Reports, SF224/1219/1220, SF224/1220 Report Definition, Undeposited Accts).



Accounts

Entry Events

Undeposited Accts

SetID: FEDRLFederal

Effective Date

Find | View All | First1 of 1Last

Effective Date: 01/01/1900Status: Active

General Ledger Accounts

Customize | Find | View All | First1 of 1Last

	Range	*From Account	Description	Account Type	To Account	Description	Account Type		
1	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

SF224/SF1220 Definition - Undeposited Accts page

**From Account and To Account**

Enter a range of undeposited accounts to use on the report. Add as many rows as necessary to set up the accounts.

Undeposited collections are amounts received by an agency that have yet to be deposited with the U.S. Treasury. Agencies typically receive small amounts of money that they deposit once a week. The agencies book these amounts to an undeposited collections account until they are officially deposited with the U.S. Treasury.

Because these amounts are typically entered in the general ledger by manual journal entry, the ALC field on the journal header can be used to identify undeposited amounts on the SF224 and Partial SF224 reports.

Generating the SF224/SF1220 Report Data

Access the Generate SF224 / 1220 Data page (General Ledger, Federal Reports, SF224/1219/1220, Generate SF224/1220 Data).

**Note.** This option generates the data and moves it to a table.

## Generate SF224 / 1220 Data

Run Control ID: FED01  
 Language: English

[Report Manager](#)   [Process Monitor](#)   [Run](#)

### Report Request Parameters

*Standard Form:	SF224		
*Business Unit:	FED01		
Agency Location Code:			
*Calendar ID:	G1		
*Fiscal Year:	2009		
*Accounting Period:	12		
Accounting Close Date:	06/3/2009		
Disbursing Officer:	AJAMES		James, Anton
Supplemental Number:			

Leave the Agency Location Code field blank to select all values.

Generate SF224 / 1220 Data page

### Standard Form

Select *SF224*, *SF224 Partial*, or *SF1220* to generate the data.

---

**Note.** The SF224 option only selects an ALC if the GWA Reporter Category is Non-Reporter. In addition, the SF224 Partial option only selects those ALC for which the GWA Reporter Category is other than Non-Reporter.

---

### Business Unit

Select the business unit for the organization that is submitting this report.

### Agency Location Code

Select an ALC for the reporting agency or leave the field blank and all ALCs for the setID derived from the business unit are processed. Leaving the ALC field blank is only a valid option for SF224 or SF224 Partial.

### Calendar ID

Select the appropriate calendar to apply to this selected report.

### Fiscal Year

Select the fiscal year to apply to the selected report.

### Accounting Period

Select the accounting period that applies to the selected report.

### Accounting Close Date

Enter or select the close date of the accounting period.

### Disbursing Officer

For SF1220 reports only, select the ID of the disbursing officer.

<b>Supplemental Number</b>	Use this field to track monthly submission counts. The default value is 0. You must modify this number manually if you submit a subsequent adjustment 224 report during the same accounting month.
<b>Run</b>	Save the page and click this button to run the SF224/SF1220 SQR Report Generate process to update the report staging tables.

---

**Note.** You can print the SF224 and Partial SF224 report and create a flat file by selecting the Run SF224/Create file. You can print the SF1220 report by selecting Run SF1220 Report.

---

## Printing the SF224 Report and Creating the Flat File

Access the Run SF224 Report/Create File page (General Ledger, Federal Reports, SF224/1219/1220, Run SF224 Report/Create File).

This page is identical to the Generate SF224/SF1220 Data page with the exception that you can only print and create a flat file for the SF224 and Partial SF224 reports.

---

**Note.** When choosing the value for the Standard Form field, the *SF224* option only selects an ALC if the GWA Reporter Category is Non-Reporter. The *SF224 Partial* option only selects those ALCs for which the GWA Reporter Category is other than Non-Reporter.

---

### See Also

Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the SF224/SF1220 Report Data, page 773

Appendix D, "General Ledger Reports," page 797

## Defining the SF1219 Report

Access the SF1219 Report Definition page (General Ledger, Federal Reports, SF224/ 1219/ 1220, SF1219 Report Definition, SF1219 Report Definition).

**SF1219 Report Definition**

SetID: FEDRL

Effective Date: 01/01/1900 Status: Active

Report Line	Collection or Disbursement	*Account	Entry Event Source Transaction	Entry Event
1 1.00	ACCOUNTABILITY BEGINNING OF PERIOD	1010	GL_JOURNAL	
2 2.10	CHECKS ISSUED CURRENT PERIOD	1013	GL_JOURNAL	
3 2.11	CHECKS ISSUED/ADJUSTMENTS (TFS FORM 5206)	1014	GL_JOURNAL	
4 2.30	OTHER TRANSACTIONS	1013	GL_JOURNAL	
5 2.36	PAYMENTS BY ANOTHER D.O.	1013	GL_JOURNAL	

SF1219 Report Definition page

**Report Line, Account, Entry Event Source Transaction, and Entry Event** Select the values that you want to apply to this report based on each report line that you add and select.

## Printing the SF1219 Report

Access the Print SF1219 Report page (General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1219 Report, Print SF1219 Report).

This page requires the same information as the SF224/SF1220 Generate page. However, the disbursing officer name is not required and does not appear on the page, and you can print only the SF1219 report. After submitting FMS Forms 1219 and 1220, the disbursing officer may submit a supplemental report to adjust data. You can use the Supplemental Number field on the run control page to manually increment the number of reports that were submitted within a given period.

### See Also

[Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the SF224/SF1220 Report Data, page 773](#)

[Appendix D, "General Ledger Reports," page 797](#)

## Printing the SF1220 Report

Access the Run SF1220 Report page (General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1220 Report).

This page requires the same information as the SF224/SF1220 Generate page with the exception that you can print only the SF1220 report.

**See Also**

Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the SF224/SF1220 Report Data, page 773

Appendix D, "General Ledger Reports," page 797

## Creating the SF1219/1220 Flat File

Access the Run SF1219 Report/ Create File page (General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1219 Report/Create File, Run SF1219 Report/Create File).

This run control allows you to run the GL1219PR SQR report (print the SF1219 report) and the GL\_1219\_1220 Application Engine to create a flat file of both reports.

This page requires the same information as the SF224/SF1220 Generate page, including the name of the disbursing officer and this officer's phone number.

**See Also**

Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the SF224/SF1220 Report Data, page 773

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## Defining and Generating the Fund Balance Reconciliation Report

To define and generate a Fund Balance Reconciliation report, use the Reconciliation Rpt Definition component (FUNDBL\_RCN\_DEFN).

This section provides an overview of fund balance reconciliation reporting and discusses how to:

- Define the general ledger accounts to reconcile.
- Define entry events to reconcile.
- Import the U.S. Treasury data.
- Generate the Fund Balance Reconciliation report.

## Understanding Fund Balance Reconciliation Reporting

Federal agencies use the Fund Balance with Treasury (FBWT) account to reconcile with U.S. Treasury's Financial Management Service (FMS) records. This reconciliation is essential to enhancing internal controls, improving the integrity of various U.S. government financial reports, and providing a more accurate measurement of budget results.

The PeopleSoft Fund Balance Reconciliation processes enable you to:

- Import the monthly account activity and trial balances, which includes the banking system and any warrant activity, from the U.S. Treasury and compare it with your agency's general ledger cash activity.
- Define a reconciliation report that compares your agency's general ledger accounts and entry events that are required by the reconciliation process with the U.S. Treasury data.
- Generate a Reconciliation Report (GLS9500) that lists any differences between your agency's data and the U.S. Treasury's data by Fiscal Year, Accounting Period, and TSYMBOL.

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Generating the Fund Balance Reconciliation Report, page 780.](#)

## Pages Used to Define and Generate a Fund Balance Reconciliation Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Fund Balance Reconciliation - Account Definition	FUNDBL_RCN_DEFN1	General Ledger, Federal Reports, Fund Balance Reconciliation, Define Report Definition, Account Definition	Enter the General Ledger accounts that you want to reconcile with the U.S. Treasury data.
Fund Balance Reconciliation - Entry Event Definition	FUNDBL_RCN_DEFN2	General Ledger, Federal Reports, Fund Balance Reconciliation, Define Report Definition, Entry Event Definition	Enter the Entry Event codes and select whether they are a collection or disbursement to reconcile with the U.S. Treasury data.
Fund Balance Reconciliation - Import Treasury Files	LOAD_FUNDBL_REQ	General Ledger, Federal Reports, Fund Balance Reconciliation, Import Treasury Files	Select the GOALS file type and attach the file containing the U.S. Treasury data.
Generate Reconciliation Report	RUN_FBRECON_RPT	General Ledger, Federal Reports, Fund Balance Reconciliation, Generate Reconciliation Report	Enter the data to run the reconciliation process and generate the Fund Balance Reconciliation report.

## Defining the General Ledger Accounts to Reconcile

Access the Fund Balance Reconciliation - Account Definition page (General Ledger, Federal Reports, Fund Balance Reconciliation, Define Report Definition, Account Definition).

Account Definition

Entry Event Definition

SetID: FEDRL

Federal

Effective Date

Find

View All

First

1 of 1

Last

Effective Date: 06/30/2009

Status: Active

General Ledger Accounts

Customize

Find

First

1 of 1

Last

Range	*From Account	Description	To Account	Description		
<input checked="" type="checkbox"/>	1000	ASSETS	1990G	Other Assets - Gov	<div>+</div>	<div>-</div>

Fund Balance Reconciliation - Account Definition page

**From Account and To Account**

Enter one account or a range of accounts that you want to reconcile with the U.S. Treasury data. Add rows as needed and save the page.

Defining Entry Events to Reconcile

Access the Fund Balance Reconciliation - Entry Event Definition page (General Ledger, Federal Reports, Fund Balance Reconciliation, Define Report Definition, Entry Event Definition).

Account Definition

Entry Event Definition

SetID: FEDRL

Federal

Effective Date

Find

View All

First

1 of 1

Last

Effective Date: 06/30/2009

Status: Active

Entry Events

Customize

Find

First

1 of 1

Last

*Entry Event	*Collection or Disbursement		
ADVANCE	Collection	<div>+</div>	<div>-</div>

Fund Balance Reconciliation - Entry Event Definition page

**Entry Event and Collection or Disbursement**

Select the entry event code that applies to this reconciliation, and select whether it is a collection or a disbursement. Add entry rows as needed and save the page.

Importing the U.S. Treasury Data

Access the Fund Balance Reconciliation - Import Treasury Files page (General Ledger, Federal Reports, Fund Balance Reconciliation, Import Treasury Files).

### Fund Balance Reconciliation - Import Treasury Files page

#### GOALS File Type

(government online accounting link system file type)

Select the type of file that you are importing from the U.S. Treasury GOALS. Values are:

- *Receipt Account Ledger*
- *Receipt Account Trial Balance*
- *Und Appropriation Acct Ledger* (undisbursed appropriation account ledger)
- *Und Appropriation Acct TB* (undisbursed appropriation account trial balance)

Save the page.

#### Attached File

Click the Add icon to attach the file in the field.

Click the Delete icon to detach the file. This action does not delete the file from your server.

Click the View icon to open and display the contents of the file. You must attach the file before you can view it.

Save the page.

---

**Important!** Files must be entered in logical pairs. Account Ledger Activity and Account Trial Balance must be selected for the same data type. Data type is either Undisbursed Appropriations or Receipts.

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**Note.** These buttons work the same as the buttons on the Load FACTS I Data page.

---

See [Chapter 29, "Setting Up and Generating Federal Government and Statutory Reports," Loading MAF and FACTS I Data, page 701.](#)

## Generating the Fund Balance Reconciliation Report

Access the Generate Reconciliation Report page (General Ledger, Federal Reports, Fund Balance Reconciliation, Generate Reconciliation Report):



## Generate Reconciliation Report

Run Control ID: FEDRL
[Report Manager](#)
[Process Monitor](#)

### Report Request Parameters

\*Business Unit:

\*Ledger:

\*Fiscal Year:

\*From Period:

To Period:

Generate Reconciliation Report page

**Report Request Parameters** Enter the parameters and click the Run button to run the Fund Balance with Treasury Recn (fund balance with treasury reconciliation) process, GLS9500 SQR Report to compare the data that you defined for this reconciliation with the U.S. Treasury data and produce a report that defines any differences in the data.

### See Also

[Appendix D, "General Ledger Reports," page 797](#)

## Configuring the FUND\_STATUS PS/nVision Report

Federal government agencies require one or more available funds reports for each TAFS/TAS that is subject to FACTS II reporting requirements.

To configure the FUND\_STATUS PS/nVision report, use the Tree Manager component (PSTREEMGR).

This section discusses how to:

- Maintain the FED\_RC02\_ACCOUNTS tree.
- Define the FUND\_BALANCE nVision report layout.
- Request and distribute the FUND\_BALANCE report.

## Pages Used to Configure the FUND\_STATUS PS/nVision Report

Page Name	Definition Name	Navigation	Usage
Tree Manager	PSTREEMGR	Tree Manager, Tree Manager, Tree Manager	Review an existing tree, tree levels, or a tree definition.

Page Name	Definition Name	Navigation	Usage
Scope Definition	NVS_SCOPE_DEFN	Reporting Tools, PS/nVision, Define Scope, Scope Definition	Defines the scope for generating a PS/nVision report.
nVision Report Request	NVS_REPORT_RQST	Reporting Tools, PS/nVision, Define Report Request, nVision Report Request	Enter the data that is necessary to run a PS/nVision report.

## Maintaining the FED\_RC02\_Accounts Tree

Access the Tree Manager page and the FED\_RC02\_ACCOUNTS Tree.

### Tree Manager

**SetID:** FEDRL      **Last Audit:** Valid Tree  
**Effective Date:** 01/01/2000      **Status:** Active  
**Tree Name:** FED\_RC02\_ACCOUNTS      Account Rollup for JFMIP RC-02

[Save As](#) [Close](#)      [Tree Definition](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#)      [Find](#)      First Page 14 of 95

- ALL\_ACCOUNTS - All Accounts    Level :LEVEL1
  - TOTAL\_RESOURCES - Total Resources    Level :LEVEL2
    - AUTH\_ROLLED\_FORWARD - Authority Brought Forward    Level :LEVEL3
    - APPROP\_BUDGET\_YEAR - Appropriated for Budget Year    Level :LEVEL3
    - CONTRACT\_AUTHORITY - Contract Authority    Level :LEVEL3
    - ESTIMATE\_REIMBURSE - Estimated Reimbursements    Level :LEVEL3
    - UNFILLED\_ORDERS - Unfilled Customer Orders    Level :LEVEL3
    - BORROW\_AUTH\_REALIZED - Borrow Authority - Realized    Level :LEVEL3
    - BORROW\_AUTH\_UNREALIZ - Borrow Authority - Unrealized    Level :LEVEL3
    - SPENDAUTH\_COL\_ESTIMT - Spend Auth from Collec-Estimat    Level :LEVEL3
    - SPENDAUTH\_COL\_ACTUAL - Spend Auth from Collec-Actual    Level :LEVEL3
  - FUNDING\_DISTRIBUTION - Funding Distribution    Level :LEVEL2
  - SPENDING\_ACTIVITY - Spending Activity    Level :LEVEL2
  - BALANCES\_AVAILABLE - Balances Available    Level :LEVEL2

FED\_RC02\_ACCOUNTS Account Rollup tree

Account tree FED\_RC02\_ACCOUNTS is delivered specifically for Fund Status reporting. Changes to the tree, including node description, account hierarchy, and so on, are reflected when you run the nVision report.

See *PeopleTools PeopleBook: PeopleSoft Tree Manager*.

Defining the FUND\_BALANCE nVision Report Layout

Access the Scope Definition page (Reporting Tools, PS/nVision, Define Scope, Scope Definition).

Scope Definition

SetID: SHARE

Report Scope: FUND\_STAT

Description: Fund Availability

Business Unit:

Field Combination Table:

Scope Fields

Find | View All

First 1 of 3 Last

Delete Scope

\*Field Name: DEPTID

Department

\*How Specified: Selected Detail Values

☐ Business Unit Keyed Tree

Value Table: DEPT\_TBL

Customize | Find | View All

First 1-2 of 2 Last

	Select Value		
1	25000		
2	42000		

PeopleSoft/nVision scope definition FUND\_STAT

The nVision Layout FUND\_STATUS is processed with the Scope definition FUND\_STAT, which contains Fund, Department ID, and Program Code as selection criteria.

For each unique combination of Fund, Department, and Program values, you can generate a Microsoft Excel spreadsheet based on the year-to-date balances in the Ledger table.

The following example shows the Microsoft Excel worksheet that lists the available fund information for Fund F200, Department 42000, Program P2000:

1	2	3					
	2		<b>Available Funds</b>			Business Unit	FED01
	3		2002-09-30			Fiscal Year	2002
	4					Fund	F200
	5					Dept	42000
	6					Program	P2000
	7						
+	8		<b>Total Resources</b>				
+	12		Authority Brought Forward	66,000.00			
+	17		Appropriated for Budget Year	88,000.00			
+	22		Contract Authority	88,000.00			
+	24		Estimated Reimbursements	22,000.00			
+	27		Unfilled Customer Orders	44,000.00			
+	32		Borrow Authority - Realized	88,000.00			
+	35		Borrow Authority - Unrealized	44,000.00			
+	38		Spend Auth from Collec-Estimat	44,000.00			
+	43		Spend Auth from Collec-Actual	88,000.00			
-	44		<b>Total Resources</b>	<b>\$572,000.00</b>			
	45						
+	46		<b>Funding Distribution</b>				
+	55		Authority not avail for Apport	176,000.00			
+	57		Apportn not avail for Allotmnt	22,000.00			
+	58		Allot not avail for Comm/Oblig	0.00			
+	61		Not Yet Apportioned	44,000.00			
+	63		Apportioned	22,000.00			
+	65		Allotted	66,000.00			
+	66		Allowances	0.00			
-	67		<b>Funding Distribution</b>	<b>\$330,000.00</b>			
	68						
+	69		<b>Spending Activity</b>				
+	70		Commitments Unobligated	0.00			
+	74		Obligations - Paid	66,000.00			
+	78		Obligations - Unpaid	66,000.00			
+	82		Expenditures - Paid	66,000.00			
+	86		Expenditures - Unpaid	66,000.00			
-	87		<b>Spending Activity</b>	<b>\$264,000.00</b>			
	88						
+	89		<b>Balances Available</b>				
+	91		Apport avail for Allotment	22,000.00			
+	93		Allotments avail for Commitmnt	66,000.00			
+	98		Allot/Comm avail for Obligatn	242,000.00			
-	99		<b>Balances Available</b>	<b>\$330,000.00</b>			

Example of MicroSoft Excel funds worksheet

You can view this spreadsheet at three different levels corresponding to the levels in the FED\_RC02\_ACCOUNTS tree by clicking the 1,2, or 3 button in the upper left corner of the worksheet.

Level 1 (button 1) shows only the four summarized totals:

- Total Resources
- Fund Distribution
- Spending Activity
- Balances Available

Level 2 (button 2) shows detail line items under each group.

Level 3 (button 3) shows the balances for each account, as defined in the account tree.

## Requesting and Distributing the FUND\_BALANCE Report

Access the PeopleSoft/nVision Report Request page (Reporting Tools, PS/nVision, Define Report Request, nVision Report Request).

The screenshot shows the 'nVision Report Request' page with the following details:

- Business Unit:** FED01 **Report ID:** FUNDSTAT
- Report Title:** Available Funds
- \*Layout:** FUND\_STATUS
- Report Date Selection:**
  - \*As Of Reporting Date:** Specify (dropdown) 06/30/2009 (calendar icon)
  - \*Tree As Of Date:** Use As Of Reporting Date (dropdown)
  - ☒ Override Tree As of Date if Specified in Layout
- Output Options:**
  - \*Type:** File (dropdown)
  - \*Format:** Microsoft Excel Files (\*.xls) (dropdown)
- Buttons:** Run Report, Copy to Another Business Unit / Clone, Delete This Report Request, Transfer to Report Books, Process Monitor, Report Manager, Share This Report Request, Scope and Delivery Templates

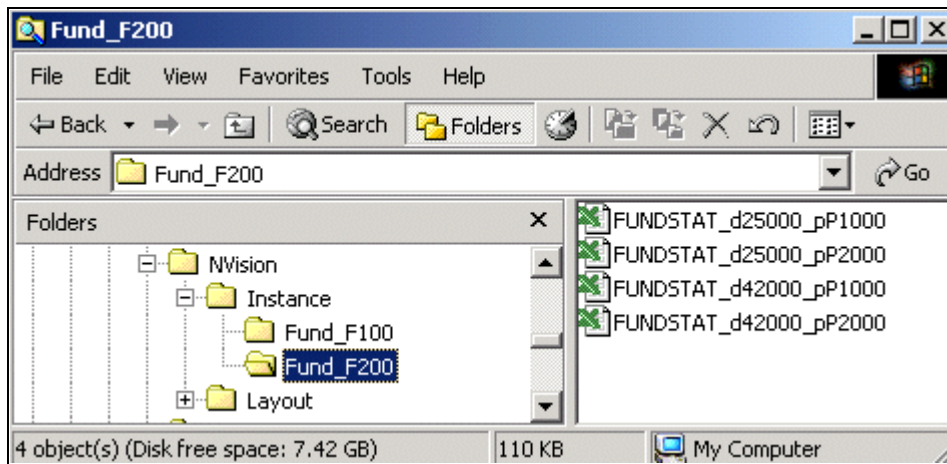
PeopleSoft nVision Report Request page - FUNDSTAT report

The delivered Report Request creates worksheets that are named after the Department ID and the Program Code that you specify in the File Template edit box (click the Scope and Delivery Templates link):

%RID%\_d%SFV.DEPTID%\_p%SFV.PROGRAM\_CODE%.xls

Directories that are named after the Fund names are created, as specified in the Directory Name Template edit box:

Fund\_%SFV.FUND\_CODE%



Fund instance

See *PeopleTools PeopleBook: PS/nVision*.

## Setting Up Federal Reimbursable Agreement Accounts in General Ledger

To set up federal reimbursable agreement accounts in PeopleSoft General Ledger, use the Reimbursable Agreement Account component (RMC18\_SETUP).

This section provides an overview of federal reimbursable accounts in PeopleSoft General Ledger and discusses how to set up reimbursable agreement accounts.

### Understanding Federal Reimbursable Accounts in General Ledger

Federal agencies and the DoD often use reimbursable funding to perform work on behalf of others and then are reimbursed for the work. A reimbursement ID is created based upon an agreement between agencies or an outside organization. This agreement is negotiated prior to its acceptance. Agencies may only bill back the prenegotiated reimbursable amount, which makes it imperative that they are able to track reimbursable agreements separately from other types of funding, as well as access the current status of the reimbursable amount, billing limit, amount expended against the agreement, and the amounts collected against the agreement.

Federal agencies and the DoD also operate under a revolving fund. Several organizations within these two groups operate much like a business in that they charge for goods and services, and any proceeds they receive from sales finance the fund. These organizations must be able to bill for goods and services and track the status of the bills and any collection activity.

PeopleSoft Contracts enables the user to review this information required by the government on the Reimbursable Agreement Inquiry page. To take advantage of this inquiry, you must set up the Reimbursable Agreement Account information. On this page, you define the accounts for the type of amount in the Reimbursable Agreements inquiry:

- Advanced Amount equals the sum of the amounts in SGL accounts 2310, 5200, and the Unbilled AR account based on the specified search criteria for the inquiry.

- Advanced Remaining Amount equals the sum of SGL account 2310 for the specified search criteria for the inquiry.
- Billed Amount equals the Advanced Amount less 2310.
- Earned Amount equals the sum of SGL account 5200 for the specified search criteria for the inquiry.
- Unbilled Amount equals the sum of the Unbilled AR account for the specified search criteria for the inquiry.
- Obligated Amount equals the sum of amounts in SGL accounts 4802, 4872, 4882, 4801, 4871, and 4881 for the specified search criteria for the inquiry.
- Expended Amount equals the sum of amounts in SGL accounts 4902, 4972, 4982, 4901, 4971, and 4981 for the specified search criteria for the inquiry.
- Collected Amount equals the sum of amounts in SGL account 1023 for the specified search criteria for the inquiry.
- Committed Amount.

### See Also

*PeopleSoft Contracts 9.1 PeopleBook*, "Managing Contracts"

## Page Used to Set Up Federal Reimbursable Agreement Accounts in General Ledger

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Reimbursable Agreement Account	RMC18_SETUP	General Ledger, Federal Reports, Define Reimbursable Account, Reimbursable Agreement Account	Set up general ledger Account ChartFields for each of the Reimbursable Agreement Amount Types that are predefined for the page.

## Setting Up Reimbursable Agreement Accounts

Access the Reimbursable Agreement Account page (General Ledger, Federal Reports, Define Reimbursable Account, Reimbursable Agreement Account).

**Amount Type** Select the amount types that appear in the Reimbursable Agreements Inquiry in PeopleSoft Contracts.

**Account** Select the Account ChartField that applies to each amount type. A description and example of how the amounts in the inquiry are derived for each amount type resides in the PeopleSoft Contracts PeopleBook, "Federal Reimbursable Agreements" chapter.

**Account Action**

Select either *Addor Deduct*.

This selection describes the action taken on the detail amount for the account when you are combining them into the higher level amount type.

**See Also**

*PeopleSoft Contracts 9.1 PeopleBook*, "Working with Federal Reimbursable Agreements"

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## Using PS/nVision for Statutory Reporting

You can fulfill your GASB 34 and 35 statutory reporting requirements using PS/nVision and a PeopleSoft template.

This section provides an overview of GASB 34 and 35 reporting.

### Understanding GASB Statements 34 and 35 Reporting

GASB statements 34 and 35 require state and local governments and public colleges and universities to submit basic financial statements. The PeopleSoft application provides a template that enables local and state governments and public colleges and universities to design the following PS/nVision reports that adhere to the GASB 34/35 guidelines:

- Governmentwide Statements

A statement of net assets and activities.

- Government Fund Statements

A balance sheet and a statement of revenues, expenditures, and changes in fund balances.

- Proprietary Fund Statements

A statement of net assets, a statement of revenues, expenditures, and changes in fund balances, and a statement of cash flows.

- Fiduciary Fund Statements

A statement of fiduciary net assets and a statement of changes in fiduciary net assets.

- Budget Comparison Statements

The original budget, the final appropriated budgets for the reporting period, and the actual inflows, outflows, and balances that are stated on the government's budgetary basis.



## Appendix A

# General Ledger Web Libraries

This appendix provides an overview of web libraries and discusses General Ledger web libraries.

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## Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB\_.

PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for PeopleSoft Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they will not have proper access to the system. If users are not authorized to a particular web library or iScript, then they cannot invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

### See Also

*PeopleTools PeopleBook: PeopleCode API Reference*

*PeopleTools PeopleBook: Security Administration*

*PeopleTools PeopleBook: PeopleTools Portal Technology*

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## General Ledger Web Libraries

This table lists the web libraries that are used and delivered with General Ledger:

<b>Web Library Name</b>	<b>Description</b>
WEBLIB_IB	Generates PeopleSoft Integration Broker functions.
WEBLIB_MSGWSDL	This is the record behind the page for the enterprise integration point Web Services Description Language (WSDL) generation.

<b>Web Library Name</b>	<b>Description</b>
WEBLIB_PORTAL	<p>Contains the following 5 fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal:</p> <p>PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation.</p> <p>PORTAL_NAV: Main support routines for navigation.</p> <p>PORTAL_HEADER: Support for the header portion of the page and some generic routines.</p> <p>PORTAL_DYN_TEMP: Support for the dynamic template.</p> <p>PORTAL_PGLT_PREV: Support for the pagelet preview functionality.</p>
WEBLIB_PT_NAV	Contains iScripts for the menu pagelet and left-hand navigation for transaction pages.
WEBLIB_RPT	Contains iScript for the Run report to window output option. Supports access to the new browser window.
WEBLIB_XMLLINK	Generates PeopleSoft Business Interlinks XML functions.
WEBLIB_GL	Contains XML link import functions for Spreadsheet Journal Import

## Appendix B

# Configuring Batch Processes

This appendix provides an overview of configuring batch processes and discusses how to configure temporary tables for batch processing.

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## Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

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**Note.** When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

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Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in General Ledger:

- Allocations (FS\_ALLC)
- Combo Edit Build (FS\_CEBD)
- ChartField Combination Editing (FS\_CEDT\_PROC)
- Journal Generator (FS\_JGEN)
- ADB Calculation (GL\_ADB\_CALCX)
- Post Daily Balance (GL\_ADB\_POST)
- Journal Edit (GL\_JEDIT)
- Journal Copy (GL\_JRNL\_COPY)
- Flat File Journal Import (GL\_JRNL\_IMP)
- Flat File Ledger Import (GL\_LED\_IMP)

- Standard Journal Entry (GL\_SJE)
- Cash Flow Statement (FR\_CALCULATE)
- Commitment Control Budget Processor (FS\_BP)
- Commitment Control Notification (KK\_NTIFY\_WF)
- Closing (GLPCLOSE)
- Consolidations (GLPOCONS)
- Equitization (GLPQEQTZ)
- Journal Post (GLPPPOST)
- Multicurrency Processing (FSPCCURR)
- Open Item Reconciliation (GL\_OI\_RECON)
- Summary Ledger (GL\_SUML\_PROC)

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**Note.** The processes that are listed here are the main general ledger processes (Application Engine (AE) or COBOL). General Ledger also has some AE or SQR processes that are mainly for loading data to do government reporting (FACTS I, FACTS II, SFxxx). Because these are more like a report than a process, they are not included in this list.

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The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the General Ledger AE or COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger 9.1 PeopleBook* discusses how to do this in detail.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Application Engine*

Chapter 7, "Optimizing General Ledger Performance," page 99

## Appendix C

# Delivered Workflows for General Ledger

This appendix discusses the delivered workflows for Oracle's PeopleSoft General Ledger when using the Virtual Approver workflow method.

For information on using the Approval Framework workflow method, see *PeopleSoft General Ledger 9.1 PeopleBook: Setting Up and Using Configurable Workflow*.

### See Also

*PeopleTools PeopleBook: Workflow Technology*

*PeopleTools PeopleBook: PeopleSoft Applications User's Guide*

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## Delivered Workflows for General Ledger

This section discusses PeopleSoft General Ledger workflows when using the Virtual Approver workflow method. The workflows are listed alphabetically by workflow name.

### Journal Entry Approval

This section discusses the Journal Entry Approval workflow.

#### Description

<b>Event Description</b>	Further Approval Required.
<b>Action Description</b>	Generates a worklist entry for the next user in the approval hierarchy.
<b>Notification Method</b>	Worklist.

#### Workflow Objects

<b>Approval Rule Set</b>	JOURNAL_ENTRY_APPROVAL
<b>Business Process</b>	JOURNAL_ENTRY_APPROVAL

<b>Activity</b>	APPROVE_DENY_JOURNAL
<b>Role</b>	GL_ANALYST and SUPERVISOR

## Journal Entry Denial

This section discusses the Journal Entry Denial workflow.

### *Description*

<b>Event Description</b>	Journal Entry denied.
<b>Action Description</b>	Sends an email to the previous user.
<b>Notification Method</b>	Email.

### *Workflow Objects*

<b>Approval Rule Set</b>	JOURNAL_ENTRY_APPROVAL
<b>Business Process</b>	JOURNAL_ENTRY_APPROVAL
<b>Activity</b>	APPROVE_DENY_JOURNAL
<b>Role</b>	SUPERVISOR and/or MANAGER(S)

## Journal Entry Approved

This section discusses the Journal Entry Approved workflow.

### *Description*

<b>Event Description</b>	Journal entry approved.
<b>Action Description</b>	The system marks the journal entry for posting.
<b>Notification Method</b>	None

### *Workflow Objects*

<b>Approval Rule Set</b>	JOURNAL_ENTRY_APPROVAL
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<b>Business Process</b>	JOURNAL_ENTRY_APPROVAL
<b>Activity</b>	APPROVE_DENY_JOURNAL
<b>Role</b>	SUPERVISOR and/or MANAGER(S)





## Appendix D

# General Ledger Reports

This appendix provides a listing of Oracle's PeopleSoft General Ledger reports and discusses how to manage ChartFields in reporting.

**Note.** For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation.

### See Also

*PeopleTools PeopleBook: PeopleSoft Process Scheduler*

## General Ledger Reports: A to Z

This table lists the General Ledger reports, sorted alphanumerically by report ID.

**Note.** You may see both of the terms XML Publisher (XMLP) and BI Publisher, depending on the version of your PeopleTools installation and the Bundle version of your 9.1 application. As of PeopleTools 8.52, references to XML Publisher (XMLP) have changed to BI Publisher. This does not denote a change to the reports; only the naming convention has changed.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FIN1001 Message Log Report	Prints message logs for a process instance ID and batch report type, similar to the online query that is available for each background program. Displays job ID, program name, date, time, sequence number, logged message, and explanation for each process instance ID. (SQR)	Background Processes, Print Process Report	RUN_FIN1001

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FIN2001 Journal Entry Detail Report	Displays all journal entries that were entered in the system for a business unit and ledger within the date range specified. Prints the journal entries in ascending ID order within the ledger and shows the journal date, the source, whether a reversal entry was created, journal status, posted date (if any), and a description. For each line that is included in the journal entry, lists the line number of the entry, the account number, a description, the department, product, and project ChartField values, and debit and credit detail. Also prints statistical information where included in a journal entry. (SQR)	General Ledger, General Reports, Journal Entry Detail	RUN_FIN2001
FIN2005 Journal Entry Detail Report with Attributes	This report is similar to the Journal Entry Detail Report, except that this report also lists the ChartField attribute values. (SQR)	General Ledger, General Reports, Journal Entry with Attributes	RUN_FIN2005
FIN5001 Reconciliation by System Source	This report consists of detailed subsystem and General Ledger (GL) journal transactions that are aggregated to the business unit, subsystem source, ledger, account or alternate account, fiscal year, and accounting period level.  For example, it lists the data at the system source level, such as accounts payable (AP), and then lists all the activity for AP, including what was posted and not posted, for one or more selected ChartFields that appear in the data that you loaded. (SQR)	General Ledger, General Reports, GL Subsystem Reconciliation, Reconciliation by System Srce	RUN_FIN5001 (RUN_GLRCN_RPTS)

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FIN5005 Reconciliation by ChartField report.	Lists the data based on one or more selected ChartFields that appear in the data that you loaded. Each of the subsystem amounts that fall within the ChartField combination is listed on the report along with the total amounts for the ChartFields and the related ledgers. (SQR) Run control parameters allow you to select a ChartField value or a tree with the ChartField values to report. The run control parameters allow you to include vs. exclude system sources.	General Ledger, General Reports, GL Subsystem Reconciliation, Reconciliation by ChartFields	RUN_FIN5005 (RUN_GLRCN_RPTS)
FIN5101 Ledger Translation Errors report.	Lists the errors from ledger translation.	General Ledger, Regulatory Ledger Reports, Ledger Errors	RUN_FIN5101 (RUN_GLRCN_RPTS)
FSX5101 Ledger Translation Errors report (BI Publisher)	Lists the errors from ledger translation. (BI Publisher)	General Ledger, Regulatory Ledger Reports, Ledger Errors	RUN_FIN5101 (RUN_GLRCN_RPTS)
FSX0007 SpeedTypes Report	Lists all valid SpeedTypes and corresponding information, including the ChartField values that are defined for each SpeedType (BI Publisher report).	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, SpeedTypes	RUN_FIN0007
FSX0011 Valid Department Codes Report	Lists all valid Department values and related information (BI Publisher report).	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Department	RUN_FIN0011
FSX0012 Valid Product Codes Report	Lists all valid Product values and related information (BI Publisher report).	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Product, Product	RUN_FIN0012

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FSX0013 Valid Project IDs Report	Lists all valid Project ID values and related information (BI Publisher report).	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Project, Project ID	RUN_FIN0013
GLC1000 Summary Ledger Definition Report	Displays information about summary ledgers, including a description, the detail ledger that it summarizes, record names, and a listing of the ChartFields that are associated with the ledger. (Crystal) Transactions that have been journalized will be differentiated between those transactions that have not been journalized. Any ChartField changes that have been made between journalized transaction and the accounting line value will be reported. Information is provided on journals in suspense that originated in the system source.	General Ledger, Summary Ledgers, Summary Ledger Definition Rpt	RUN_GLC1000
GLX1000 Summary Ledger Definition Report (BI Publisher)	Displays information about summary ledgers, including a description, the detail ledger that it summarizes, record names, and a listing of the ChartFields that are associated with the ledger. (BI Publisher) Transactions that have been journalized will be differentiated between those transactions that have not been journalized. Any ChartField changes that have been made between journalized transaction and the accounting line value will be reported. Information is provided on journals in suspense that originated in the system source.	General Ledger, Summary Ledgers, Summary Ledger Definition Rpt	RUN_GLC1000
GLC1001 Valid Ledger Codes	Displays information about valid ledger codes including associated book codes. (Crystal)	General Ledger, Ledgers, Ledger Codes Report.	RUN_GLC1001

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLX1001 Valid Ledger Codes (BI Publisher)	Displays information about valid ledger codes including associated book codes. (BI Publisher)	General Ledger, Ledgers, Ledger Codes Report.	RUN_GLC1001
GLC4001 Summary Calendars	Displays information about summary calendars. Includes a description as well as a listing of the periods that you have defined for the calendar. (Crystal)	Setup Financials/Supply Chain, Common Definitions, Calendars/Schedules, Summary Calendar Report	RUN_GLC4001
GLX4001 Summary Calendars (BI Publisher)	Displays information about summary calendars. Includes a description as well as a listing of the periods that you have defined for the calendar. (BI Publisher)	Setup Financials/Supply Chain, Common Definitions, Calendars/Schedules, Summary Calendar Report	RUN_GLC4001
GLC4003 Combination Group	Displays information on ChartField combination edit groups for a selected setID. (Crystal)	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group Report	RUN_GLC4003
GLX4003 Combination Group (BI Publisher)	Displays information on ChartField combination edit groups for a selected setID. (BI Publisher)	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group Report	RUN_GLC4003
GLC4007 Journal Entry Template	Displays Journal Entry Templates by the security applied that is available to a user. (Crystal) If you have configured ChartFields, you might want to use the GLX4007 report to avoid manual changes to this Crystal report.	Setup Financials/Supply Chain, Common Definitions, Journals, Entry Template Report, Journal Entry Template Report, Run, Process Scheduler Request, and select Journal Entry Template.	RUN_GLC4007
GLX4007 Journal Entry Template (BI Publisher)	Displays Journal Entry Templates by the security applied that is available to a user. (BI Publisher). Use this report if you have configured ChartFields to avoid manual changes.	Setup Financials/Supply Chain, Common Definitions, Journals, Entry Template Report, Journal Entry Template Report, Run, Process Scheduler Request, and select Journal Entry Template.	RUN_GLC4007

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLC4008 Journal Class Report	Displays the journal class name and a description of each for a selected setID. (Crystal).	Set Up Financials/Supply Chain, Common Definitions, Journals, Class Report	RUN_GLC4008
GLX4008 Journal Class Report (BI Publisher)	Displays the journal class name and a description of each for a selected setID. (BI Publisher).	Set Up Financials/Supply Chain, Common Definitions, Journals, Class Report	RUN_GLC4008
GLC5501 ADB Calculation Report	Lists ADB calculation details, including averaged period, date, and time. (Crystal)	General Ledger, Average Daily Balance, ADB Calculation Report	RUN_GLC5501
GLX5501 ADB Calculation Report (BI Publisher)	Lists ADB calculation details, including averaged period, date, and time. (BI Publisher)	General Ledger, Average Daily Balance, ADB Calculation Report	RUN_GLC5501
GLC6001 Allocation Group	Lists detail information that is associated with a particular allocation group. (Crystal)	Allocations, Reports, Allocation Group	RUN_GLC6001
GLX6001 Allocation Group (BI Publisher)	Lists detail information that is associated with a particular allocation group. (BI Publisher)	Allocations, Reports, Allocation Group	RUN_GLC6001
GLC7501 Journal Entry Detail (Crystal )	Shows journal entry detail information by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (Crystal)  If you have configured ChartFields, you might want to use the GLX7501 report to avoid making manual changes to this Crystal report.	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Journal Entry Lines Page  Select the Print Journal (Crystal) value in the Process field, and click the Process button. (This value is only visible if the system-wide check box, Enable Inline Crystal Reports, is selected on the Installation Options - Overall page). Click the Report Manager button that appears on the Lines page and then click the Journal Entry Print link for the GLC7501 report.  Reporting Tools, Report Manager, and click the Journal Entry Print link to access the GLC7501 report.	RUN_GLC7501

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLX7501 Journal Entry Detail (BI Publisher format)	<p>Crystal reports require manual changes when there are ChartField configurations. BI Publisher reports (formerly XMLP) do not require manual changes to support ChartField configuration and use the same criteria as the Crystal reports.</p> <p>Shows journal entry detail information by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (BI Publisher)</p>	<p>General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Journal Entry Lines Page</p> <p>Select the Print Journal (XMLP) value in the Process field, and click the Process button. Click the Report Manager button and then click the Journal Entry Print link for the GLX7501 report.</p> <p>Reporting Tools, Report Manager, and click the Journal Entry Print link to access the GLX7501 report.</p>	RUN_GLC7501
GLC7502 Journal Entry Detail (separate debit and credit) (Crystal format)	<p>Shows journal entry detail information for separate debit credit by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (Crystal)</p> <p>If you have configured ChartFields, you might want to use the GLX7502 report to avoid manual changes to this Crystal report.</p> <p><b>Note.</b> You must have configured your system for separate debit and credit to use this report.</p>	<p>General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Journal Entry Lines Page</p> <p>Select the Print Journal (Crystal) value in the Process field, and click the Process button. Click the Report Manager button and then click the Journal Entry Print link for the GLC7502 report.</p> <p>Reporting Tools, Report Manager, and click the Journal Entry Print link to access the GLC7502 report.</p>	RUN_GLC7502

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLX7502 Journal Entry Detail (separate debit and credit) (BI Publisher)	<p>Crystal reports require manual changes when there are ChartField configurations. BI Publisher reports do not require manual changes to support ChartField configuration and use the same criteria as the Crystal reports.</p> <p>Shows journal entry detail information for separate debit credit by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (BI Publisher)</p> <p><b>Note.</b> You must have configured your system for separate debit credit to use this report.</p>	<p>General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Journal Entry Lines Page</p> <p>Select the Print Journal (XMLP) value in the Process field, and click the Process button. Click the Report Manager button and then click the Journal Entry Print link for the GLX7502 report.</p> <p>Reporting Tools, Report Manager, and click the Journal Entry Print link to access the GLX7502 report.</p>	RUN_GLC7502
GLS1001 Summary Ledger Detail	<p>This is a template for designing reports based on user-specific ledger definitions. This is based on the summary ledger (PS_S_LEDGER_SUM), which you can find in the DEMO database. The record definition set consists of the following ChartFields: ACCT, OPERATING_UNIT, DIVISION, PRODUCT_AREA, and PROJ. Contains one statistics code field named STATS. (SQR)</p>	General Ledger, Summary Ledgers, Summary Ledger Detail Report	RUN_GLS1001



<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS1002 Closing Rules	Displays information about closing set rules. It prints a description of the close set, identifies the name of the account ChartField, and shows the ChartField to which that profit and loss account will be closed. Also shows the option for retaining earnings in the ChartField. (SQR)	General Ledger, Close Ledgers, Closing Rule Report	RUN_GLS1002
GLS1003 Closing Trial Balance	Summarizes all entries on the ledger by account type. Prints beginning and ending balances for the year, totals for the period, adjustments, and closing entries. (SQR)	General Ledger, Close Ledgers, Closing Trial Balance	RUN_GLS1003
GLS1004 Journal Closing Status	Displays the journal line details for journal lines with various closing statuses. (SQR)	General Ledger, Close Ledgers, Journal Closing Status Report	RUN_GLS1004
GLS1005 Translate Ledger Reconciliation	Reconciles the amounts in the currency translation ledger to the amounts in the primary ledger within a Multibook ledger group. (SQR)	General Ledger, Process Multi-Currency, Reports, Translation Ledger Reconcile	RUN_GLS1005
GLS1006 Ledger In-Sync	This report searches the currency translation ledger within a multibook ledger to determine whether any data (for a particular year) is violating the required ledger structure. (SQR)	General Ledger, Process Multi-Currency, Reports, Translation Ledger In-Sync	RUN_GLS1006
GLS2000 Elimination Set Definition	Displays all elimination set definitions for financial consolidations. Lists accounts to which differences will post if the set doesn't eliminate and shows the ChartFields (such as ACCOUNT and BUSINESS_UNIT) and the ChartField values that make up the elimination set, as well as a description of those values. (SQR)	General Ledger, Consolidate Financial Data, Reports, Elimination Sets	RUN_GLS2000

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS2001 Minority Interest Set Definition	Displays the minority interest set definitions for financial consolidations. Lists for each minority interest set a description, tree structure ID, the subsidiary entity, and percent of ownership. Also lists the accounts to which differences will post if the set doesn't eliminate, as well as the ChartField, manner specified, tree name/level, and the values that make up the parent/subsidiary accounts. (SQR)	General Ledger, Consolidate Financial Data, Reports, Minority Interest Sets	RUN_GLS2001
GLS2002 Consolidation Set Report	Displays the options and controls that tell General Ledger how to process a consolidation. Lists the journal ID mask, source, and relative elimination reversal date for elimination journals, the ChartFields included in the elimination journals, whether all elimination sets that are defined for the consolidation tree will apply, which elimination sets will be used, whether all minority interest sets apply, and which minority interest sets will be used. (SQR)	General Ledger, Consolidate Financial Data, Reports, Consolidation Set	RUN_GLS2002
GLS2003 Consolidation Out of Balance Report	Displays the elimination sets and ledger amounts that were processed for a consolidation request. The elimination sets are totaled and any out-of-balance amount is displayed. The out-of-balance amounts are also summarized at the node and tree levels. (SQR)	General Ledger, Consolidate Financial Data, Reports, Elimination Out of Balance	RUN_GLS2003

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS2004 Minority Interest Eliminations and Adjustments	Displays the results of minority interest calculations for a consolidation request based on the combination of business units that are present in the consolidation tree. The elimination and adjustment entries are grouped by minority interest set. (SQR)	General Ledger, Consolidate Financial Data, Reports, Minority Int Elim/Adjustment	RUN_GLS2004
GLS2005 Audit Elimination Sets	Displays the elimination sets and audit information, including account and business unit. (SQR)	General Ledger, Consolidate Financial Data, Reports, Elimination Sets Audit	RUN_GLS2005
GLS2006 Equitization Rules	Displays the definition information and purpose for the equityization rule, including component, ChartField, value, and description. (SQR)	General Ledger, Consolidate Financial Data, Reports, Equityization Rules	RUN_GLS2006
GLS2007 Subsidiary Ownership Sets Report	Shows the ownership, set status, effective date, description, entity ChartField, subsidiary entity, parent, ownership percentage, and controlling equityize. (SQR)	General Ledger, Consolidate Financial Data, Reports, Ownership Sets	RUN_GLS2007
GLS2008 Equitization Calculation Log	Lists equityization calculation details by process instance. (SQR)	General Ledger, Consolidate Financial Data, Reports, Equityization Calculation Log	RUN_GLS2008
GLS3000 Open Item Listing	Lists open Items for the accounts specified, including a description of the accounts, the OpenItem key field, and a detailed listing of the journal lines that have an open status up to the as of date. The journal lines are subtotaled by key field value. Journal lines containing OpenItem accounts are matched together based on the OpenItem edit field. (SQR)	General Ledger, Open Items, Open Item Listing Report	RUN_GLS3000

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS3001 InterUnit Activity	Displays reconciliation information by business unit, ChartField, primary and balancing values, and variance. (SQR)	General Ledger, General Reports, InterUnit Activity	RUN_GLS3001
GLS4000 Schedules	Prints a list of the schedules that you have defined for a SetID. The report includes a description of each schedule and the definition of its frequency. (SQR)	Setup Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules Report	RUN_GLS4000
GLS4002 Combination Rule	Displays information on a selected ChartField combination edit rule. (SQR)	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule Report	RUN_GLS4002
GLS5000 Translation Definition	Displays the details and rules of each currency translation step. For each translation step, the report shows the description, ledger information, output and journal options, and gain and loss ChartFields. In addition, detailed information is displayed for every translation rule that is used by the translation step. (SQR)	General Ledger, Process Multi-Currency, Reports, Translation Step	RUN_GLS5000
GLS5001 Revaluation Definition	Displays the details of each currency revaluation step, including revaluation step description, ledger and TimeSpan information, exchange rate type, output and journal options, gain and loss ChartFields, and detailed revaluation ChartField information. (SQR)	General Ledger, Process Multi-Currency, Reports, Revaluation Step	RUN_GLS5001
GLS5002 Translation Calculation Log	Lists translation calculation details by process instance and translation step. (SQR)	General Ledger, Process Multi-Currency, Reports, Translation Calculation Log	RUN_GLS5002
GLS5003 Revaluation Calculation Log	Lists revaluation calculation details by process instance and revaluation step. (SQR)	General Ledger, Process Multi-Currency, Reports, Revaluation Calculation Log	RUN_GLS5003

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS5004 Translate in Ledger Calculation Log	Lists translation within ledger calculation details by process instance and translate within ledger step. (SQR)	General Ledger, Process Multi-Currency, Reports, Translation in Ledger Calc Log (translation in ledger calculation log)	RUN_GLS5004
GLS5005 Translate in Ledger Report	Displays the details and rules of each translation step within the ledger calculation log. For each step, the report shows the description, ledger information, output and journal options, and gain and loss ChartFields. (SQR)	General Ledger, Process Multi-Currency, Reports, Translation in Ledger, Translate in Ledger Report	RUN_GLS5005
GLS5500 ADB Definition report (average daily balance definition)	Prints ADB details, including description, purpose, and ChartField information. (SQR)	General Ledger, Average Daily Balance, ADB Definition Report	RUN_GLS5500
GLS6000 Allocation Step Report	Lists detailed information for allocation steps. (SQR)	Allocations, Reports, Allocation Step	RUN_GLS6000
GLS6002 Allocation Calculation Log	Lists the allocation calculations that were performed for a given process step within a specified process instance. Displays the pool, basis, and target amounts. (SQR)	Allocations, Reports, Allocation Calculation Logs	RUN_GLS6002
GLS6003 Budget Copy Calculation Log	Lists the Budget Copy Process calculations that were performed for a given process step within a specified process instance. For each process step, the report shows the sequence, business unit, account, department, product, project status, year, period, pool amount, basis amount, basis total, target amount, and offset amount. (SQR)	General Ledger, Maintain Standard Budgets, Budget Copy Calculation Log	RUN_GLS6003
GLS7001 Standard Journals report	Lists standard journal entries and their status. (SQR)	General Ledger, General Reports, Standard Journals	RUN_GLS7001

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS7002 Ledger Activity report	Lists the beginning and ending ledger balances by ChartField combination and account. Also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified. (SQR)	General Ledger, General Reports, Ledger Activity	RUN_GLS7002
GLS7003 Ledger Summary Report	Summarizes journal totals within a ledger by ChartField.	General Ledger, General Reports, Ledger Summary	RUN_GLS7003
GLS7009 Posted Journal Summary	Provides the ability to report on journals that were posted during a specific run of the Journal Post process. The Journal Post process updates all journals that were posted with the value of the Process Instance. The Process Instance is part of the search criteria that is used by the Posted Journals - Summary report. (SQR)	General Ledger, Journals, Process Journals, Posted Journal Summary Report	RUN_GLS7009
GLS7010 Ledger vs Journal Integrity	Checks for any discrepancy between Ledger and Journal tables within a specified period range. (SQR)	General Ledger, General Reports, Ledger vs Journal Integrity	RUN_GLS7010
GLS7011 Journal Edit Errors	Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message. (SQR)	General Ledger, Journals, Process Journals, Journal Edit Errors Report	RUN_GLS7011
GLS7012 Trial Balance	Combines detail and summary balance information. Shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField. Prints a final total for debits and credits. (SQR)	General Ledger, General Reports, Trial Balance	RUN_GLS7012
GLS7015 Journal Suspense Activity	Provides detailed information about suspended journals. (SQR)	General Ledger, Journals, Suspense Correction, Suspended Activity Report	RUN_GLS7015

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS7016 Ledger Activity with Attributes Report	Lists the journal activity and the associated attributes for one or more specific ChartFields in a ledger for one or more periods, including beginning and ending balances. (SQR)	General Ledger, General Reports, Ledger Activity with Attributes	RUN_GLS7016
GLS7017 General Ledger Activity with Fund and Account Attributes	Generates a FACTS II report for a specific business unit, ledger, fiscal year, period range, adjustment period information, and FACTS tree group. The Program Reporting Category (PRC column heading) can display values for Category A and Category B apportioned funds. You can also indicate that the numeric field can be 23 integers and 3 decimal places long. (SQR)	General Ledger, Federal Reports, FACTS II Reports, Ledger with Attributes Report	RUN_GLS7017
GLS7500 Ledger File Creation	Reads all entries on the ledger and gives the ending balance for the year and period by account. Output is routed to an ASCII file in the specified format. (SQR)	General Ledger, Ledgers, Export Ledger Data	RUN_GLS7500
GLS8012 Journal Line/Accounting Entry Reconciliation	Compares journal entry lines with accounting entries. (SQR)	General Ledger, General Reports, Journal Line/Acctg Reconcil (journal line/accounting reconciliation)	RUN_GLS8012
GLS8303 FACTS II Accounting Edit Validation	Includes validation edits for account attributes, also includes footnote check to Edit10 when balance is negative, and Edit 8 validation. Shows Program Reporting Category (PRCs) for Category A and B.	General Ledger, Federal Reports, FACTS II Review, Validate FACTS II Data	RUN_GLS8303

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS8310 FACTS I Validation report	This report is generated when you run the FACTS I Validation process. It describes any outstanding issues for each FACTS I edit that is run for your FACTS I accumulated data. (SQR)	General Ledger, Federal Reports, FACTS I, Generate FACTS I	RUN_CNTL_FACTSI
GLS8311 FACTS I Trial Balance report	This report displays the status of the General Ledger account balances along with the corresponding USSGL account attributes based on each Treasury Symbol. (SQR)	General Ledger, Federal Reports, FACTS I, Generate FACTS I	RUN_CNTL_FACTSI
GLS8312 FACTS II Trial Balance	This report displays the status of the General Ledger account balances along with the corresponding USSGL account attributes based on each Treasury Symbol. (SQR)	General Ledger, Federal Reports, FACTS II, FACTS II Reports, FACTS II Trial Balance	F2_RUN_GLS8312
GLS8400 SF224 Transaction Detail Report	This is a monthly report that includes the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions report.  The detail report supports both regular SF224 and partial SF224 reporting.	General Ledger, Federal Reports, SF 224/ 1219/1220, SF 224 Transaction Report	RUN_GLS8400



<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS8410 SF224 Business Activity Exception Report	Displays transactions that should not be recorded for a particular ALC based on the Business Activity Type code for that ALC. For example, if the ALC is classified with a GWA Business Activity of IPAC Only, then the report reflects any transactions erroneously recorded for CA\$HLINK and TDO Payments.  The report reflects data from Accounts Receivable and Accounts Payable. General Ledger journal entry activity is not included in the report.	General Ledger, Federal Reports, SF224/1219/1220, SF224 Bus Activity Exceptions	RUN_GLS8410
GLS8411 ALC GWA Reporting Options Report	Displays Agency Location Codes by setID and prints the ALC, agency Name, Business Activity Type, and all related GWA Reporter Category Codes by descending effective date and status.	General Ledger, Federal Reports, SF224/1219/1220, ALC GWA Reporting Options	RUN_GLS8411
GLS8500 Federal Trial Balance report	This is a summary trial balance report. This report displays a beginning balance, the total amount of debits and credits, and an ending balance. The data is generated for the specified ChartField combination for the fiscal year, accounting periods, and adjustment periods. This report also displays subtotals by ChartField and grand totals by TAS/TAFS levels. Displays the fiscal year grand total. (SQR)	General Ledger, Federal Reports, Federal Trial Balance	RUN_GLS8500

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLS8501 Federal Transaction Register	This is an online report that displays values at the fund, department, and TAS/TAFS levels for each accounting period along with each ChartField's attributes and attribute values. Displays the Program Reporting Category serving Category A and Category B and also accumulates and displays subtotals by ChartField and grand total. (SQR)	General Ledger, Federal Reports, Federal Transaction Register	RUN_GLS8501
GLS9500 Fund Balance Reconciliation	This report is run after you run the Fund Balance Reconciliation process, which compares account activity and trial balance data that is imported from the U.S. Treasury to a federal agency's cash activity. It contains any differences between a federal agency's and the U.S. Treasury's data. (SQR)	General Ledger, Federal Reports, Fund Balance Reconciliation, Generate Reconciliation Report	RUN_FBRECON_RPT
GLSF224P Statement of Cash Transactions	SF224 is a monthly report to the U.S. Treasury that identifies the dollar amounts of confirmed disbursements and collections by Treasury Symbol, Agency Location Code, and fiscal month. This report is used by the U.S. Treasury to ensure that the agency agrees with the internal U.S. agencies that perform disbursements through the U.S. Treasury. This option enables you to create a flat file of the report to submit electronically through GOALS, and to print a hard copy of the report.  SF224 functionality supports both regular and partial reporting.	General Ledger, Federal Reports, SF224 / 1219/ 1220, Run SF224 Report/Create File	RUN_SF224_SF1220

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GLSF1219 Statement of Accountability	This report is used to determine the accountability of disbursing officers for funds that are held outside the Department of Treasury (cash on hand) by U.S. Treasury Regional Finance Centers (RFCs) and other nonmilitary agencies that do not do their own disbursing. This option prints a hard copy version of this report. This report is very similar to the SF1220 report. These two reports are treated as one report when submitted electronically and processed by GOALS using the SF1219/1220 Create option to create the file.	General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1219 Report	RUN_SF1219
GLSF224P Statement of Transactions According to Appropriations, Funds, and Receipt Accounts report	Provides the U.S. Treasury with a monthly statement of payments and collections that are performed by agencies that do their own disbursing. This option prints a hard-copy version of this report. This report is very similar to the SF1219 report. These two reports are treated as one report when submitted electronically and processed by GOALS using the SF1219/1220 Create option to create the file.	General Ledger, Federal Reports, SF224/ 1219/ 1220, Run SF1220 Report	RUN_SF224_SF1220

### See Also

*PeopleSoft Commitment Control 9.1 PeopleBook*, "PeopleSoft Commitment Control Reports"

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Application Fundamentals Reports"

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "PeopleSoft Financials Global Reports"

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## Managing ChartFields in Reporting

The following discusses how to:

- Use BI Publisher reporting (formerly XMLP) to support ChartField configuration.
- Select ChartFields for SQR reports.

## Using Oracle Business Intelligence Publisher Reporting to Support ChartField Configuration

Oracle Business Intelligence Publisher (BI Publisher) is an enterprise reporting solution that streamlines report and form generation. In order to provide a more robust and complete reporting functionality, Oracle's PeopleSoft applications offer many existing reports in the BI Publisher (formerly XMLP) format. Reports created using BI Publisher for PeopleSoft require no manual changes to support configured ChartFields. The BI Publisher format also provides flexibility for adopting future technology with smoother transitions. For information about the existing reports that are available in BI Publisher format, refer to the PeopleBook Reports Appendix for each product. Oracle BI Publisher technology is accessible from PeopleTools PS Query and all PeopleTools applications. This technology enables PeopleSoft to deliver BI Publisher reports to supplement the existing Crystal reports, which require manual changes if you implement ChartField configuration. The BI Publisher reports do not require manual changes to support ChartField configuration and use the same criteria as the Crystal reports.

The following is a list of General Ledger reports that can be generated with Crystal and BI Publisher:

- SpeedTypes report: Available as a FIN0007 Crystal or FSX0007 BI Publisher report.
- Valid Department Codes report: Available as a FIN0011 Crystal or FSX0011 BI Publisher report.
- Valid Product Codes report: Available as a FIN0012 Crystal or FSX0012 BI Publisher report.
- Valid Project IDs report: Available as a FIN0013 Crystal or FSX0013 BI Publisher report.
- Ledger Translation Errors: Available as a FIN5101 Crystal or FSX5101 BI Publisher report.
- Summary Ledger Definition: Available as a GLC1000 Crystal or GLX1000 BI Publisher report.
- Ledger Code: Available as a GLC1001 Crystal or GLX1001 BI Publisher report.
- Summary Calendars: Available as a GLC4001 Crystal or GLX4001 BI Publisher report.
- Combination Edit Group: Available as a GLC4003 Crystal or GLX4003 BI Publisher report.
- Journal Entry Template: Available as a GLC4007 Crystal or GLX4007 BI Publisher report.
- Valid Journal Class: Available as a GLC4008 Crystal or GLX4008 BI Publisher report.
- ADB Processes: Available as a GLC5501 Crystal or GLX5501 BI Publisher report.
- Allocation Group Definition: Available as a GLC6001 Crystal or GLX6001 BI Publisher report.
- Journal Entry Detail: Available as a GLC7501 Crystal or GLX7501 BI Publisher report.
- Journal Entry Detail (separate debit and credit): Available as a GLC7502 Crystal or GLX7502 BI Publisher report.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Application Fundamentals Reports," Using Oracle Business Intelligence (BI) Publisher Reports to Support Configured ChartFields.

## Selecting ChartFields for SQR Reports

The *ChartField Selection* grid is used by many report request pages and enables you to select the ChartFields you want to view for SQR based reports that print ChartField values.

To enter report selection criteria in the ChartField Selection Grid:

1. Enter the header selection criteria and click Refresh to populate the grid with rows for each ChartField.
2. Click Include CF for the ChartFields that you want to include values for in the report.

PeopleSoft delivers reports with a fixed number of lines on the report heading. This number is determined based on the most common business practice. There is just enough space for a few ChartFields on the heading and still retain enough space for detail lines on each page. If you elect to include more ChartFields, the report will not have enough space to print all ChartField headings. This results in report heading and detail lines that overlay each other. If your circumstances require you to print more than the optimum number of ChartField values, change the report to increase the report heading lines. Increasing the number of ChartFields is a customization and is not supported by PeopleSoft.

3. (Optional) Use the *Value* field to enter ChartField values for the budgets on which you want to report.

Leave blank to select all values for the ChartField. Some Commitment Control report request pages include *Value From* and *Value To* fields to enable you to select ranges of ChartField values.

4. (Optional) Change the *Sequence* in which the ChartFields appears on the report.

For example, if you are reporting by Account and Department and you select Account to be first in the sequence, the report displays budget rows as follows:

<b><i>Account</i></b>	<b><i>Department</i></b>
60000	100
	110
	120
62000	100
	110
	130

The default sequence is alphabetical.

5. (Optional) Select *Descr* to include a description of the ChartField value.

6. (Optional) Select *Subtotal* to include a subtotal of all amounts for the ChartField.

For example, if you are reporting by Account and Department as in the above example, and you select Subtotal for Account, the report displays a subtotal amount for each Account:

<b><i>Account</i></b>	<b><i>Department</i></b>	<b><i>Amount</i></b>
60000	100	1000
	110	2000
	120	1000
Subtotal		<i>4000</i>
62000	100	2000
	110	1000
	130	3000
Subtotal		<i>6000</i>

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