PeopleSoft®

PeopleSoft Enterprise General Ledger 8.9 PeopleBook

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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID 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.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click 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).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise General Ledger Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals and companion documentation.
- Pages with deferred Processing.
- 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.

PeopleSoft Products

This PeopleBook makes reference to these products:

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

PeopleSoft Application Fundamentals and Companion Documentation

The *PeopleSoft Enterprise General Ledger 8.9 PeopleBook* provides implementation and processing information for your 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 General Ledger:

- *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook.*
- *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook.*

- *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook.*

Pages with Deferred Processing

Several pages in the General Ledger applications 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 *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer.*

Common Elements Used in This PeopleBook

Account	ChartField that identifies the nature of a transaction for corporate accounts.
Accounting Date	Date for accounting entries for an activity.
Affiliate	ChartField used to map transactions between business units when using a single interunit account.
Alt Acct (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.
As of Date	The last date for which a report or process includes data.
Balance	Amount of an item that is still open (unpaid).
Budget Ref (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
Business Unit	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.
Category	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.
Chartfield 1 to **Chartfield 3**	ChartFields that you configure to meet your organization's requirements.
Class	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.
Currency	Code that identifies the type of currency for an amount, such as USD or EUR.
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.

Description	Freeflow text up to 30 characters.
Division	Geographic area within an organization.
Document Sequence or **Document Sequencing**	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.
Effective Date	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.
Entry Event	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 Def'n page.
Entry Reason	The reason that is associated with an item that defines which accounting entries to generate and can be used for reporting purposes.
Entry Type	ID that identifies the type of activity, such as invoice or pay an item.
Exchange Rate	Rate that is used for currency conversion.
Fund	ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.
Fund Affiliate	ChartField that is used to correlate transactions between funds when using a singe intraunit account.
Journal	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.
Journal Entry	Enter a journal line consisting of accounting and ChartField information in General Ledger Create Journal Entries.
Journal Header	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.
Journal Line	Refers to each accounting line entered in General Ledger Create Journal Entries consisting of appropriate ChartField and accounting values.
Language or Language Code	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.
Oper Unit (operating unit)	ChartField that is used to identify a location, such as a distribution warehouse or sales center.
Operating Unit Affiliate	ChartField that is used to correlate transactions between operating units when using a singe intraunit account.
Process Frequency or **When**	Designates the appropriate frequency in the Process Frequency group box:

	Once: Executes the request the next time that the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Always:* Executes the request every time that the batch process runs. *Don't Run:* Ignores the request when the batch process runs.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Product	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	ChartField that captures information for project or grants accounting.
Project	ChartField that is assigned to a project that is related to the item.
Report ID	Identifies the report being processed and generated.
Report Manager	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.
Process Monitor	Click this button to access the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	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).
Run	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.
Run Control ID	A request identification that represents a set of selection criteria for a report or process.
Request ID	A request identification that represents a set of selection criteria for a report or process.
SetID	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.
Short Description	User defined text up to 15 characters.
Source Type	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.
Statistics Code	ChartField that identifies nonmonetary statistical amounts.
Status	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.

Subcategory	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.
User ID	The system identifier for the individual who generates a transaction.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler: Understanding PeopleSoft Process Scheduler

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications: Working with Pages, Using Effective Dates

CHAPTER 1

Getting Started With PeopleSoft Enterprise General Ledger

This chapter provides an overview of General Ledger and discusses:

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

Note. Clear 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.

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.

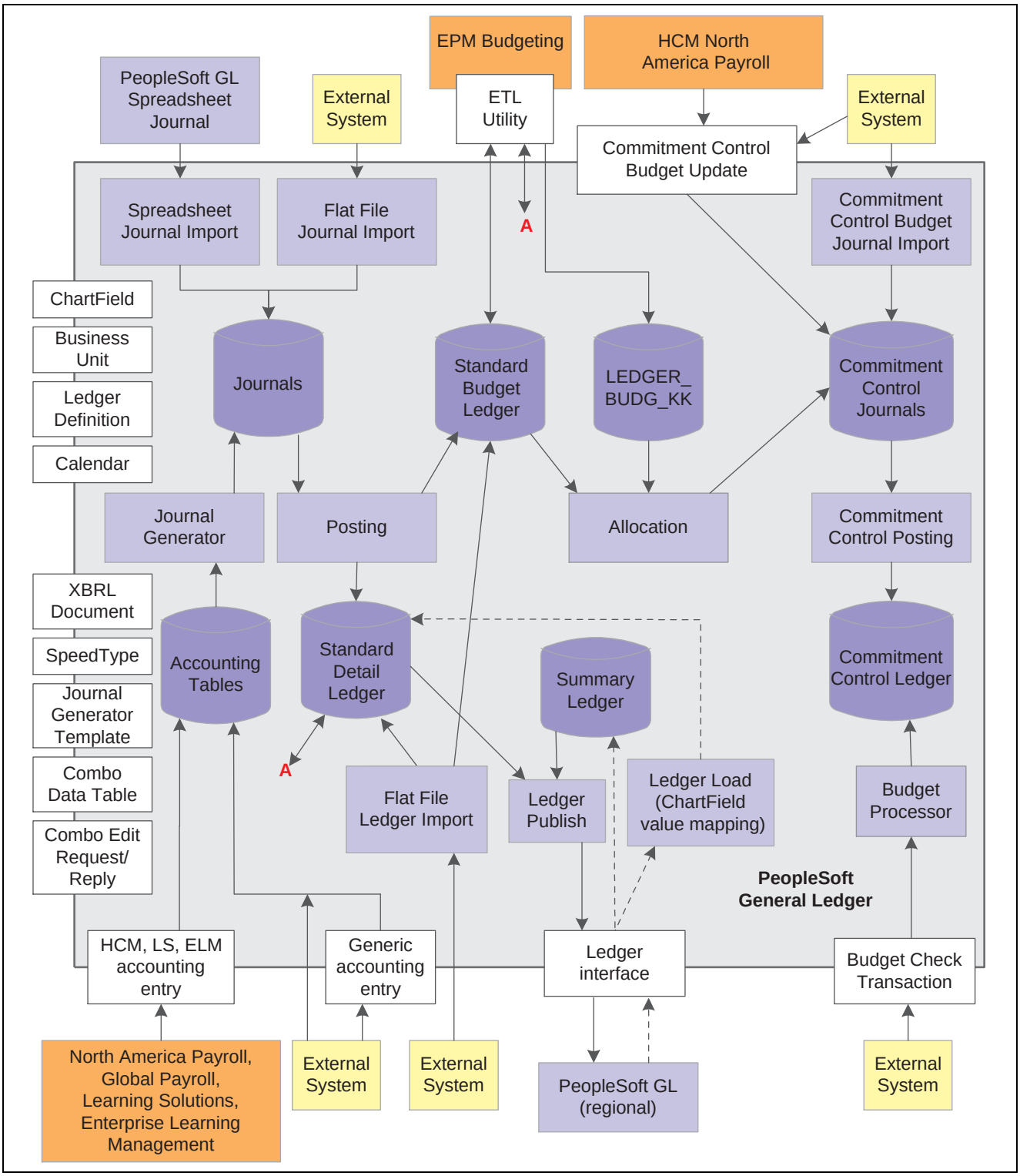
  Run Journal Generator to create journals and optionally send the updated journal information back to the subsystem using application messaging. Remote subsystems also use application messaging to perform various validation and data synchronization activities and to send commitment control budget journals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

See Also

Chapter 6, “Integrating and Transferring Information Among Applications,” page 53

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.

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

Component	Component Interface	References
ALTACCT Alternate Account ChartField	ALTACCT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Adding Alternate Account Values.
BD_SCENARIO Budget Scenario ChartField	BUDGET_SCENARIO	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Adding Scenario Values.
BUDREF_PNL Budget Reference ChartField	BUDGET_REF_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Adding Budget Reference Values.
CHARTFIELD1 ChartField1	CHARTFIELD1	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
CHARTFIELD2 ChartField2	CHARTFIELD2	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.

Component	Component Interface	References
CHARTFIELD3 ChartField3	CHARTFIELD3	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
CLASS_PNL Class ChartField	CLASS_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Class Field Values.
DEPARTMENT Department ChartField	DEPT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Department Values.
FUND_DEFINITION Fund ChartField	FUND_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values.
GL_ACCOUNT Account ChartField	ACCOUNT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Account Values.
GL_PE_CF_SEC_COMP ChartField pagelet security	SECURITY_CF_PAGELET	See *PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 8.9 PeopleBook*, "Using PeopleSoft Enterprise Financials Portal Pack".
IU_INTER_PR_BASIC Inter Unit pair mass maintenance	IU_PAIRS_MAINT	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Up Interunit and Intraunit Processing.
IU_INTER_TMPLT Inter Unit template	IU_INTER_TMPLT	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.

Component	Component Interface	References
IU_INTRA_TMPLT Intra Unit template	IU_INTRA_TMPLT	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.
LEDGER_SECURITY nVision Ledger Security	SECURITY_NVISION_LEDGER	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
OPERATING_UNIT Operating Unit ChartField	OPER_UNIT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values.
OPR_DEFAULT_FIN User Preferences	OPR_DEFAULT_FIN	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences.
PRODUCT Product ChartField	PRODUCT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Product Values.
PROGRAM_DEFINITION Program ChartField	PROGRAM_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Program Code Values.
PROJECT Project ChartField	PROJECT_CF	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Project Values and Grant Values.
SEC_BU_CLS Business Unit Security by Permission List	SECURITY_BU_CLS	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
SEC_BU_OPR Business Unit Security by User ID	SECURITY_BU_OPR	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.

Component	Component Interface	References
SEC_LEDGER_CLS Ledger Security by Permission List	SECURITY_LEDGER_CLS	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
SEC_LEDGER_OPR Ledger Security by User ID	SECURITY_LEDGER_OPR	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Securing Your System," Defining Row-Level Security.
STATISTICS_TBL Statistics Code	STATISTICS_CODE	See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values.
TAX_AUTHORITY_VAT Value Added Tax Authority	TAX_AUTHORITY_VAT	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Authorities.
TAX_BU_CODE_VAT VAT Accounts by Business Unit component	TAX_BU_CODE_VAT	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Accounts by General Ledger Business Unit (Optional).
TAX_CODE_VAT Value Added Tax Code	TAX_CODE_VAT	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Codes Using the Value Added Tax Code Page.
VAT_ENTITY_ID Value Added Tax Entity	VAT_ENTITY_ID	See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "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 *About These PeopleBooks,* with information about where to find the most current version of each.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

About These PeopleBooks

CHAPTER 2

Navigating in General Ledger

This chapter discusses how to navigate in General Ledger.

Navigating in General Ledger

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

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

See Also

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in General Ledger

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

Page Name	Navigation	Usage
General Ledger Center	Main Menu, General Ledger	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, the 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.
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.

Page Name	Navigation	Usage
Budget Journals	Click Budget Journals on the Commitment Control page.	Access the Enter Budget Journals, Import Budget Journals, Enter Budget Transfer, Request Entry Event Processor, 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, Funding Source, Budget Attributes, Funding Source Allocation, Associated Budgets, and Source Transactions 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, 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, and Activity Log 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 Thirty 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, Travel and Expenses, Revenues, Accounts Payable, and General Ledger folders, and the Budget Checking Status and Budget Exceptions options on the Review Budget Check Exceptions page.
Accounts Payable	Click Accounts Payable on the Review Budget Check Exceptions page.	Access the Voucher, Voucher Non-prorated, and Voucher Accounting Line on the Accounts Payable page.

Page Name	Navigation	Usage
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.
General Ledger	Click General Ledger on the Review Budget Check Exceptions page.	Access the Journal, Payroll, and Generic Transaction Entry 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 Pre-Encumbrance, Project Encumbrance 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, Procurement Card, Cost Management, Purchase Order, Receipt Accrual Expense, Purchase Order Non-prorated, and Receipt Accrual Encumbrance 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.
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 Definition, Elimination Sets Audit, Minority Interest Elimination/Adjustment, Elimination Out of Balance, Equitization Rules, and Equitization Calculation Log options on the Reports page.

Page Name	Navigation	Usage
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 folder options on the Inquiry page.
Accounting Entries	Click Accounting Entries on the Inquiry page.	Access 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.
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.

Page Name	Navigation	Usage
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.
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.

Page Name	Navigation	Usage
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, Build Ledger Cubes, 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, and Reconciliation by ChartFields 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, and Fund Balance Reconciliation folder options and the Define Reimbursable Account, Federal Transaction Register, and Federal Trial Balance options on the Federal Reports page.
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.

Page Name	Navigation	Usage
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.
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 Option, Subsystem Journals, Value Added Tax, and Miscellaneous folder options on the System Configurations page.

Page Name	Navigation	Usage
Business Unit Related	Click Business Unit Related on the Definition and Administration page.	Access the BU/OpenPeriods/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.
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.

Page Name	Navigation	Usage
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 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.
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.
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, Accounts by Business Unit, VAT Country, VAT Entity, VAT Use Type, VAT Apportionment, VAT Defaults, Service VAT Treatment Defaults, Business Unit Interunit Option, Business Unit Interunit Pairs, VAT Report Definition, and VAT Return XML Data options on the Value Added Tax page.

CHAPTER 3

Defining Your Operational Structure

This chapter provides an overview of 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.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 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 (VAT) Transactions in General Ledger," Setting Up General Ledger Business Unit VAT Default Options, page 236

Understanding General Ledger Business Units and Options

Before you implement 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Creating Account Balancing Groups

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer, "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:

Journal Balance Errors 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.

Journal Edit Errors 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.

Control Total Errors When you edit journals, any amounts entered on the Journal Entry Totals page are checked against the actual totals of the journal line amounts.

Journal Amount Errors 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.

Journal Date Errors 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 Enterprise Application Fundamentals 8.9 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 Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT"

Chapter 14, "Processing Value Added Tax (VAT) Transactions in General Ledger," page 229

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.

Pages Used to Define General Ledger Business Units

Page Name	Object 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	Define a General Ledger business unit.
Business Unit ID Numbers	BU_ID_NBRS_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.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars," Defining Business Calendars

Defining a General Ledger Business Unit

Access the General Ledger Definition - Definition page.

Base Currency Enter a code for the *only* primary currency for the General Ledger business unit. The base currency is sometimes referred to as the *book* currency. It is usually the local currency for the organization, although it can be different.

As of Date 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.

Default SetID 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.

Create BU (create business unit) Click to create a new business unit. After you create the business unit, this button is not available.

Holiday List 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.

Customer Vendor Affiliate Select to obtain the interunit ChartField value from the customer or vendor tables when you create a transaction for the business unit.

Enable Document Sequencing 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.

Consol - For Eliminations Only (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 Business Unit ID Numbers page.

Standard ID Qualifier Select the qualifier for the type of reporting entity.

ID Num (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.

Average Daily Balances 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 262

Chapter 15, “Calculating Average Balances,” Identifying the Ledgers, page 257

Chapter 15, “Calculating Average Balances,” Understanding Average Balance Calculation, page 245

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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Creating Account Balancing Groups.

Pages Used to Define Journal Processing Options for a Business Unit

Page Name	Object 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.

Journal Balance Option Specify how the system handles balancing errors for the business unit. Values are:

Recycle: 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.

Suspend: Posts the amount required to bring each journal into balance to suspense ChartFields.

Balance Suspense ChartFields Click to access the Balance Suspense ChartFields page.

Journal Edit Errors Option Specify how the system handles journal edit errors for the business unit. Values are:

Recycle: 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.

Suspend: 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.

Edit Suspense ChartFields Click to access the Edit Suspense ChartFields page.

Control Total Option Specify how the system handles control total errors for the business unit. Values are:

Recycle: 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.

N/A: Excludes any control totals previously set. The *N/A* option is available only for control total errors.

Journal Amount Errors Option 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:

Accept: Accepts the amounts and does not generate an error.

Recycle: 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.

Suspend: 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.

Amount Suspense ChartFields Click to access the Amount Suspense ChartFields page.

Journal Process Date 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:

Current Date: For general ledger processes that use the process date in their run controls, uses the date at the time that the batch process runs.

Process Date: 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.

Process Date Specify a process date.

Journal Date < Open From Date 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.

When the journal date is less than the open-from date, recycle the journal or change the journal date to the open-from date.

Journal Date > Open To Date 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 190

Specifying Balance Suspense ChartFields

Access the Balance Suspense ChartFields page.

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

Group Specify the account balancing group to distinguish balance-sheet accounts from off-balance-sheet accounts.

ChartField Specify the type of ChartField (such as Account or Department) for suspense entries for balancing errors.

ChartField Value 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 26

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 26

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	Object 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 Cur 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.

Defining Approval Options for a Business Unit

To define approval options for business units, use the General Ledger Definition component (BUS_UNIT_TBL_GL).

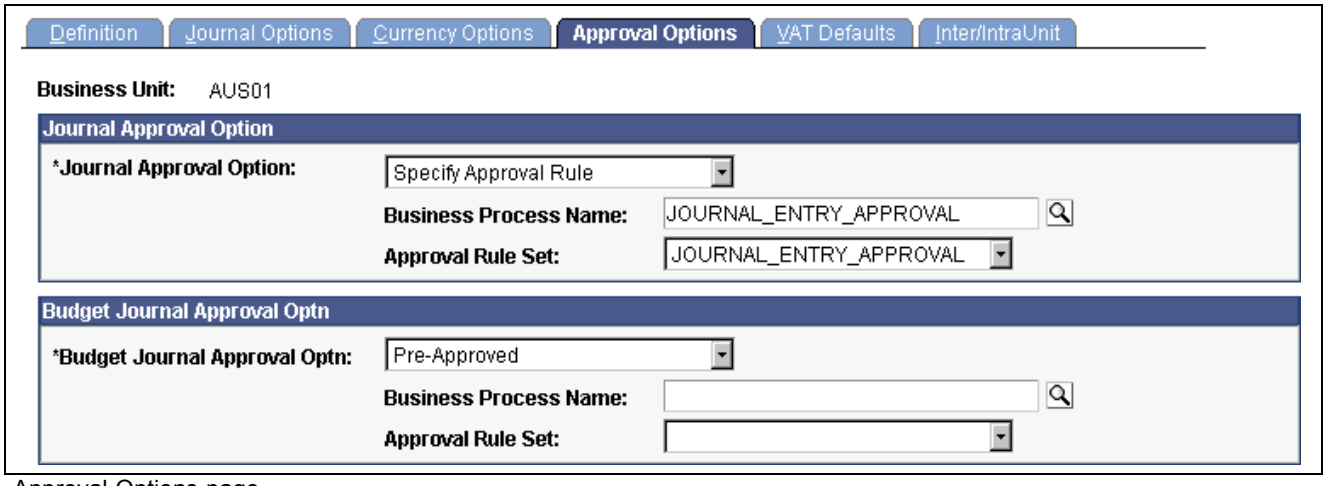
This section discusses how to define approval options for a business unit.

Page Used to Define Approval Options for a Business Unit

Page Name	Object 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.



Approval Options page

Journal Approval Option Select an option for standard journals. Values are:

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

Specify Approval Rule: Requires approval through PeopleSoft Workflow. If you select this option, enter the business process name and the approval rule set that you created using PeopleSoft Application Designer. The Submit Journal option is available on the Journal Entry - Line page.

Budget Journal Approval Optn (budget journal approval option) For budget journals, select either *Pre-Approved* or *Specify Approval Rule* as described for the Journal Approval Option field.

See Also

Chapter 25, "Approving Journal Entry," Understanding the Journal Entry Approval Process, page 483

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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance".

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.

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 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 account, if you want to use the statistical account method of statistical accounting.

- Statistics codes, if you want to use the statistic code method of statistical accounting.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Understanding Ledgers

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Entering Units of Measure

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining a Detail Ledger

PeopleSoft Enterprise Application Fundamentals 8.9 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 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

Page Name	Object Name	Navigation	Usage
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, Design ChartFields, Define Values, ChartField Values, Account	Identify the account ChartField values that you want to use as statistical accounts.
Statistics Code	STATISTICS_TBL	Set up Financials/Supply Chain, 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).

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

2. Select the Statistical Accounting 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 account 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.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Entering Units of Measure.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Adding Statistics Code Values.

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

Page Name	Object Name	Navigation	Usage
Create Journal Entries - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create 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 2 ledgers is required in the following scenario. One ledger is dedicated to monetary entries, and the other ledger 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 applies:

Stat (statistic) This field is not available for entry. It is only enabled when using the statistic code method.

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

UOM (unit of measure) 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 95.

Creating Statistical Journal Entries Using Statistics Codes

Access the Create Journal Entries - Lines page.

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.

UOM (unit of measure) The unit of measure automatically appears based on the selected statistics code.

See Also

Chapter 8, “Making General Ledger Journal Entries,” Creating Journal Entries, page 98

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.

The Background Process Model

Many functions in 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

Enterprise 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 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_PRCSSEQUENCE.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:

OPRID and **RUN_CNTL_ID**	Identifies a request set, which can be made up of multiple requests.
REQUEST_NBR or **REQUEST_ID**	Identifies the individual requests within that request set.
PROCESS_FREQUENCY	Indicates whether to process a request every time the request set is processed or only the next time.
PROCESS_STATUS	Indicates the success or failure of the request once it is processed.
DTTM_STAMP_SEC	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 110

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Submitting and Scheduling a Process Request"

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 67

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:

Utility	Function	Tables Used	When to Run	Locked Tables	Commit After Loading
GL_EXCL_ JRNL	Insert, Update, and Delete	PS-JRNL_ HEADER PS_JRNL_LN PS_OPEN_ ITEM_GL	Anytime	Journal tables	All data
GL_JRNL_IMP	Insert	PS_JRNL_ HEADER, 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

Utility	Function	Tables Used	When to Run	Locked Tables	Commit After Loading
GL_JRNL_ COPY	Copy	PS_JRNL_ HEADER, PS_JRNL_LN, PS_JRNL_VAT, PS_OPEN_ ITEM_GL	Anytime	None	
GL_SJE	Create standard journal entries	PS_JRNL_ HEADER PS_JRNL_LN	Anytime	None	None issued
FIN9001	Update	PS record system table PS field system table Prompt tables	Alone	PeopleSoft Application Designer	
COMBO_ BUILD_REQ	Build combo data	COMBO_ DATA_ TBL and selector tables (depending on the setup)	Alone	COMBO_ DATA_ 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:

ChartField Combination Table	Usage
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_*nn* (*nn* 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.

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.

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_CNTROL_REC
- PS_SET_CNTROL_TBL
- PS_SET_CNTROL_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*nnn* 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*nnn* 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 ChartKeys 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 (GLPPOITM)

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_TMP*nnn* 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.

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.

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 53

Chapter 8, “Making General Ledger Journal Entries,” page 95

CHAPTER 6

Integrating and Transferring Information Among Applications

This chapter provides an overview of the General Ledger Integration Points, Flat File Import processes and discusses how to:

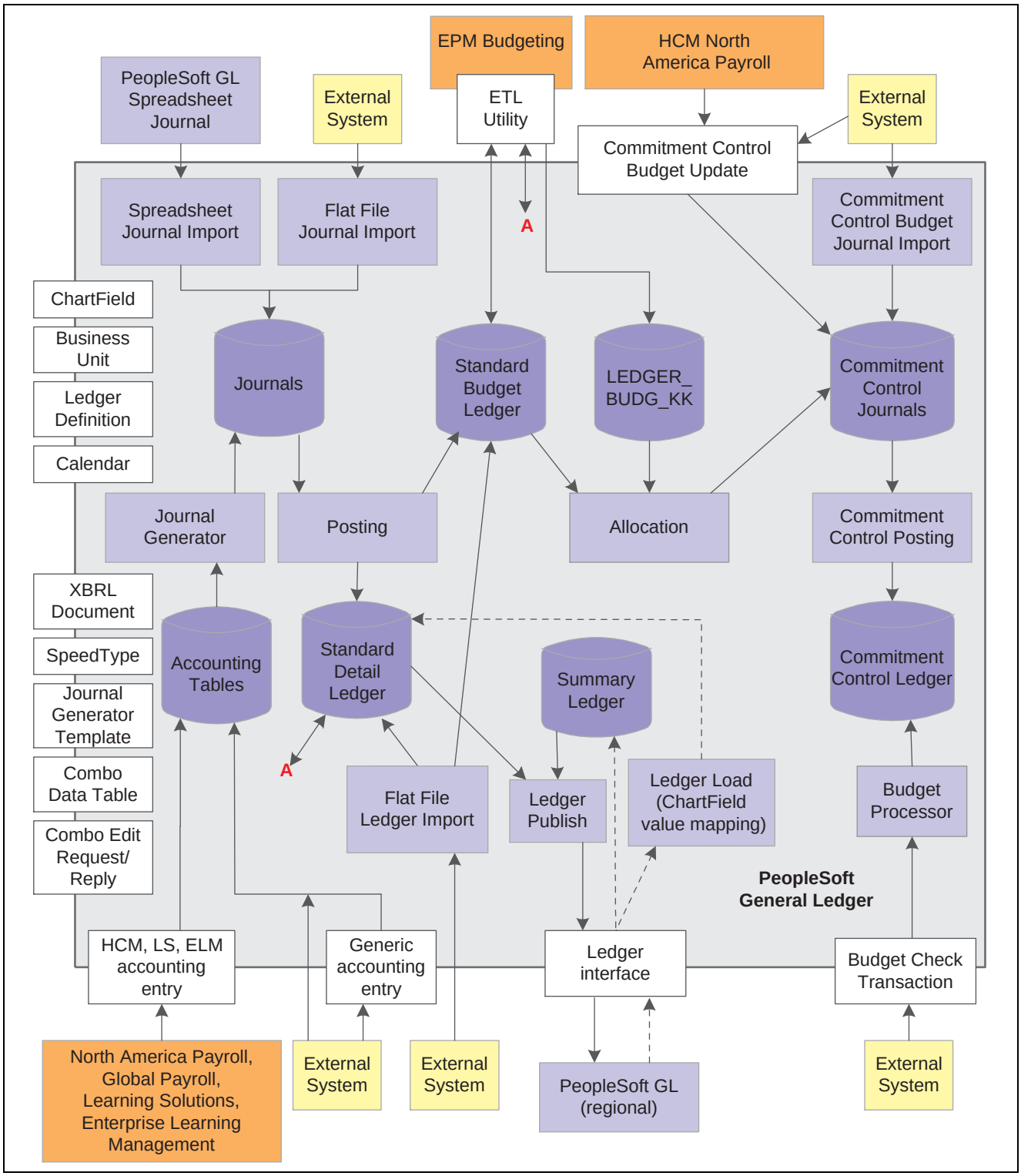
- Create journals from accounting entries using journal generator.
- Integrate General Ledger with PeopleSoft Applications.
- Integrate General Ledger with PeopleSoft Enterprise Performance Management Budgeting.
- Import journal entries.
- Transfer ledgers for consolidation.

Understanding Integration Points (IP) in General Ledger

General Ledger is often the repository of your accounting information. It receives data from other PeopleSoft applications, such as Accounts Payable, Project Costing, HCM Payroll, Learning Solutions, and 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 additional to flat file imports, the General Ledger interface uses Integration Points (IPs), also known as data publish and subscribe, across applications. IPs simplify cross-product integration and automate data transport by providing a predefined structure of the data message among involved parties

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



General Ledger integration diagram

Note. Integration Point (IP) and Enterprise Integration Point (EIP) refer to the same functionality. You might see both used interchangeably.

See Also

Enterprise PeopleTools PeopleBook: Integration Broker

PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 8.9 PeopleBook. "Understanding Integration Points Integration"

Prerequisites

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

Process	Process Object Name
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 may 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, navigate to:

PeopleTools, Utilities, Administrations, URLs, open GL_FILE_IMPORT

You are required to 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

Enterprise PeopleTools PeopleBook: PeopleCode Developer's Guide, "Understanding File Attachments and PeopleCode"

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

Creating Journals from Accounting Entries Using Journal Generator

While you can load data directly into the General Ledger tables, it is more common 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, 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 that 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:

PeopleSoft Application Name	PeopleSoft Application Name (continued)
Asset Management	Promotion Management
Accounts Payable	Purchasing
Accounts Receivable	Order Management
Billing	Treasury
Contracts	ELM — Enterprise Learning Management
Expenses	Learning Solutions − Contributor Relations
Grants	Learning Solutions − Student Financials
Inventory	HCM — Global Payroll
Project Costing	HCM — North America Payroll

Note. ELM, HCM and Learning Solutions are PeopleSoft products running in a different database from General Ledger. Accounting entries from these products are transferred using IPs (and then processed by Journal Generator.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator"

Using Journal Generator with Third-Party Applications

When you create accounting entries in non-PeopleSoft third-party application systems, you can use the Journal Generator to generate journal entries. This enables non-PeopleSoft applications to create journals from each application's business unit 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 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 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. Since PeopleSoft 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 presented in the IP serves as an example to illustrate the publishing logic.

General Ledger subscribes to the published message and populates the generic accounting entry table PS_JGEN_ACCT_ENTRY with the third-party transaction data. Once this table is populated, you use the Journal Generator to create journal entries for the General Ledger.

The message and channel name is JOURNAL_LOAD_TEMPLATE, which uses the PeopleCode Subscribe design pattern and the Message Subscription Name JournalLoadTemplate. Please see the message subscription for sample publish and subscribe logic.

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator," Understanding Journal Generator

Integrating General Ledger with 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 messages.

Prerequisites

Before you attempt to 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 in Set Up Financials / Supply Chain, Install, Installation Options, Products page.

  See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications".

- Read the Integration Broker Monitor chapter thoroughly.

  See *Enterprise PeopleTools PeopleBook, Integration Broker, "Using Integration Broker Monitor"*

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

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

Activating Integrations

Follow these basic 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
Setup and configure Integration Broker Gateway. (There are multiple steps to setup the gateway. Please see PeopleTools PeopleBook for details.)	PeopleTools, Integration Broker, Gateways.
Review permission to monitor messages.	PeopleTools, Security, Permissions and Roles, Permission List, Message Monitor.
Activate messages.	Application Designer, Message property.
Activate message subscriptions. (Subscription database only.)	Application Designer, Message subscription property.
Activate message channels.	Application Designer, Message channel property. Alternatively, you can do this from PeopleTools, Integration Broker, Monitor, Channel Status.
Activate node definitions.	PeopleTools, Integration Broker, Node Definition.
Define or activate transactions. (Most IPs are cross-node integrations, of which you define transactions on the remote node of each database.)	For PeopleTools 8.4x select PeopleTools, Integration Broker, Node Definition, Transactions. For PeopleTools 8.1x use Application Designer, Channel, Use tab, Pub/Sub node.
Define or activate full data publish rules. (Full data publish on publishing database only.)	Enterprise Components, Integration Definitions, Full Data Publish Rules.
Activate any Integration Broker relationships.	PeopleTools, Integration Broker, Relationships.

After you have setup your integration system, you are ready to use it by triggering IPs according to your requirements and business events. Here is the list of setup and transactional IPs for use with General Ledger:

Application Message Name	Channel	Direction	Remarks
Setup Integrations:			
ACCOUNT_CHARTFIELD_FULLSYNC ACCOUNT_CHARTFIELD_SYNC BUS_UNIT_GL_FULLSYNC BUS_UNIT_GL_SYNC LEDGER_DEFN_FULLSYNC LEDGER_DEFN_SYNC	GL_SETUP	Out async	
BUD_PERIOD_CALENDAR_FULLSYNC BUD_PERIOD_CALENDAR_SYNC DETAIL_CALENDAR_FULLSYNC DETAIL_CALENDAR_SYNC	DETAIL_CALENDAR	Out async	
PROJECT_FULLSYNC PROJECT_SYNC PROJECT_STATUS_FULLSYNC PROJECT_STATUS_SYNC	PROJECTS_SETUP	Out async	
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	In async	
JOURNAL_GEN_APPL_ID_FULLSYNC JOURNAL_GENERATOR_APPL_ID_SYNC	JOURNAL_GENERATOR	Out async	Journal Generator Template

Application Message Name	Channel	Direction	Remarks
DEPT_FULLSYNC DEPT_SYNC	ENTERPRISE_ SETUP	Bi-directional async	
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 FUND_LOAD FUND_CF_SYNC OPER_UNIT_CF_FULLSYNC OPER_UNIT_CF_SYNC PRODUCT_CHARTFIELD_ FULLSYNC PRODUCT_CHARTFIELD_SYNC PROGRAM_CF_FULLSYNC PROGRAM_CF_SYNC SCHEDULE_FULLSYNC SCHEDULE_SYNC	ENTERPRISE_ SETUP	Out async	

Application Message Name	Channel	Direction	Remarks
HR_ACCT_CD_LOAD	ENTERPRISE_ SETUP	Out async	Launch from the Combination Build process request. Replaced flat file SQR interface in 8.0 (GLCF001.SQR and BUD003.SQR).
HR_CHARTFLD_COMBO_SYNC	HR_CHARTFLD_ COMBO	Out async	Launch from SpeedType page.
Transactional Integrations			
PAYROLL_ACCTG_ TRANSACTION	PAYROLL_ACCTG_ TRANSACTION	Bi-directional async	HCM North America Payroll. See Note #1.
GP_POST_GL	GP_POST_GL	Bi-directional async	HCM Global Payroll. See Note #1.
STUDENT_ADV_ACCTG_LINE STUDENT_FIN_ACCTG_LINE	STUDENT_ ADMIN_ ACCOUNTING	Bi-directional async	Learning Solutions. See Note #1
LM_ACCTG_LN	LM_ACCTG_ ENTRY	Bi-directional async	ELS Enterprise Learning Management. See Note #1.
JOURNAL_LOAD_TEMPLATE	JOURNAL_LOAD_ TEMPLATE	In async	Generic accounting entry for demo and user's customization.
COMMIT_CNTRL_BUDGET_ UPDATE	COMMIT_CNTRL_ BUDGET_UPDATE	In async	Commitment Control budget journals.
COMMIT_CNTRL_TRAN_CHECK_ UPDATE	COMMIT_CNTRL_ TRAN_CHECK_ UPDATE	Bi-directional async	Budget checking for commitment control transactions.

Application Message Name	Channel	Direction	Remarks
LEDGER_LOAD	LEDGER	Bi-directional async	Works with the Ledger Load process to move ledger data from regional GL to headquarter GL database for consolidation.
XBRL_ASYNC	XBRL	Out async	XBRL instance creation. See Note #2.
COMBO_CF_EDIT_REQUEST COMBO_CF_EDIT_REPLY	COMBO_CF_EDIT	In sync Out sync	Combo edit request / reply service which calls the combo edit online validation logic.

Note. #1—GL subscribes to these accounting entries and writes them to their corresponding accounting table. When you run Journal Generator, it sends back the accounting message with the following updated fields. Please check with the individual products to see if they utilize this update message from GL.

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

See Also

Enterprise PeopleTools PeopleBook, Integration Broker, "Sending and Receiving Messages"

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Understanding PeopleSoft Commitment Control"

Chapter 20, "Using XBRL to Produce Balance Sheets and Income Statements," page 407

Publishing Initial Setup (FullSync) Data

This type of IP is used to initialize setup tables.

This is typically a one time setup using messages with the _FULLSYNC suffix and the FUND_LOAD message. Use the Full Table Publish utility to publish the entire setup table. The subscribing database erases its setup table and synchronizes itself by populating data from the message. Make sure 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

This type of IP is used to synchronize incremental change of setup table.

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

Using Transactional and Other Messages

This section discusses:

- Accounting entry messages.
- Commitment control budget update messages.
- HCM account code integration.

Accounting Entry Messages

Accounting entries are generated in each PeopleSoft subsystem applications 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 them.

After receiving the accounting entries, you will run Journal Generator to create journal entries into General Ledger. Journal Generator updates the accounting table and publish the updated data back to PeopleSoft sub-system applications over the same IP it receives accounting entries. Fields updated by Journal Generator includes Journal ID, Journal date, Journal line number, Fiscal year, Accounting period, GL_distrib_status.

Please check with the individual PeopleSoft sub-system products to see if they utilize this update message from General Ledger.

Commitment Control Budget Update Messages

These steps describe how commitment control budget update messaging works.

1. HCM Northern Payroll enters and generates commitment control budget data and sends them to General Ledger using the COMMIT_CNTRL_BUDGET_UPDATE message.
2. Upon receiving the message, the subscription process runs automatically and updates the budget journal tables, and then initiates the Budget Post process to update the commitment control ledgers.

HCM Account Code Integration

HCM maintains their account code table with data from the Financials ChartField combination data table and the Financials SpeedTypes. HCM uses account codes extensively in their 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 over the HR_ACCT_CD_LOAD message. A message publishes data from a selected process group and sends it to HCM to convert it into their account codes. For further details please read the concerning Account Codes.

See *PeopleSoft Enterprise Human Resources 8.9 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 into their account code.

Note. You use the Publish Data check box to control whether you want 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 checkbox is visible and available if the SpeedType is a *user* SpeedType and the HCM installation option is checked. If the checkbox is visible but grayed on the page, the message object HR_CHARTFIELD_COMBO_SYNC is not activated. When available, this check box always default to clear (not checked). This option is not part of the SpeedType data and thus not saved with your SpeedType definition.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting, "Setting Up Commitment Accounting Processing Control Tables"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Editing ChartField Combinations," Understanding ChartField Combination Editing

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Understanding PeopleSoft Commitment Control," Understanding PeopleSoft Commitment Control

Integrating General Ledger with PeopleSoft Enterprise Performance Management (EPM) Budgeting

This section provides an overview of Integrating General Ledger with PeopleSoft Enterprise Performance Management (EPM) Budgeting and discusses how to import data from EPM Budgeting.

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

Note. You must refer to the PeopleSoft Budgeting PeopleBook for details concerning how to use this feature.

See Also

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

Page Used to Import the Enterprise Performance Management Budgeting

Page Name	Object Name	Navigation	Usage
Importing Budgeting Data	BP_RUN_CNTL_LEDGER	Set Up Financials/Supply Chain, Product Related, Budgeting, Import Budget Ledger	Imports a ledger containing budgeting data.

Importing Data from Enterprise Performance Management Budgeting

Access the Importing Budgeting Data page.

Note. You must refer to the PeopleSoft Budgeting PeopleBook for details concerning how to use this feature.

See PeopleSoft Enterprise Planning and Budgeting 8.9 PeopleBook: Integrating With Other Applications

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 146

PeopleSoft PeopleTools PeopleBook, "Integration Tools and Utilities," File Layouts and Data Interchange

Using Spreadsheet Journal Import (GL_EXCL_JRNL)

Use the Spreadsheet Journal Import process to streamline 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.

Once you have created you 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 Excel interface.
- The batch import method requires that you write the data into 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 159

Importing Commitment Control Budget Journals Using Flat Files

You import Commitment Control budget journals using flat files.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Understanding PeopleSoft Commitment Control," Understanding PeopleSoft Commitment Control.

See Chapter 6, "Integrating and Transferring Information Among Applications," Integrating General Ledger with PeopleSoft Applications, page 57.

Transferring Ledgers for Consolidation

The Ledger Load for Consolidation IP interfaces and 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 application message 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 345

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

Enterprise PeopleTools PeopleBook, Integration Broker, "Defining Message Channels and Messages"

Importing Information to a Ledger Using the Flat File Ledger Process (GL_LED_IMP)

In addition to using publish and subscribe to bring over 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Importing and Exporting Ledgers

CHAPTER 7

Optimizing General Ledger Performance

This chapter provides an overview of optimal 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 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. Some strategies for avoiding system slowdowns are covered in this chapter.

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

Page Name	Object Name	Navigation	Usage
Shared Table Statistics	TEMP_TBL_STATS	General Ledger, Monitor Background Process, 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	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 *Enterprise PeopleTools PeopleBooks, PeopleSoft Application Engine, "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.

Column	Description
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.

Column	Description
TEMP_TBL_NAME	Base working table name.

Column	Description
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 that 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.

Record (Table) Name Enter the name of the shared table whose statistics you want to view.

Non-Shared Tables Displays the number of non-shared tables currently created.

Table Name Displays the base working table name.

Process Instance Displays the process that attempted to reserve a non-shared table.

Job ID Displays the Job ID of the process that attempted to reserve a non-shared table.

Date Assigned 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.

Table Name Enter or select the name of the table that you want to maintain. Leave this field blank to view all tables available for maintenance.

Process Instance Enter or select a specific process instance to maintain. Leave this field blank to view all process instances available for maintenance.

Reset Click to reset the In Use field to *No*. 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.

If a process aborts, the In Use flag remains set to *Yes*. In order to free the table for other processes, the you must reset the flag to *No*.

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.

Table Name Displays the name of a non-shared table. You can select another name.

Number Displays the instance number of the non-shared table. You can change this number.

In Use Indicates whether the non-shared table is being used in a process. Click Reset to remove the check mark and change the selection to *N*.

Note. See previous *Warning* before you select Reset.

Process Instance 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:

Process	Menu Path	Dynamic Working Tables	Fixed Working Tables
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
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 real-time on-line 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 on-line and batch processes.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

See *Enterprise PeopleTools PeopleBook: PeopleSoft Server Tools*

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:

	BU	LED	ACCT	DEPT	STAT	FY	PERIOD	CURR
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
GLS7005	X	X			X	X		X

	BU	LED	ACCT	DEPT	STAT	FY	PERIOD	CURR
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 in 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.

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.

PS_LEDGER: (All Platforms)

PS_LEDGER	PSCLEDGER	PSFLEDGER
BUSINESS_UNIT	FISCAL_YEAR	ACCOUNT
LEDGER	LEDGER	ACCOUNTING_PERIOD
ACCOUNT	BUSINESS_UNIT	PRODUCT
ALTACCT	ACCOUNT	FISCAL_YEAR
DEPTID		
OPERATING UNIT		
PRODUCT		

PS_LEDGER	PSCLEDGER	PSFLEDGER
FUND_CODE		
CLASS_FLD		
PROGRAM_CODE		
BUDGET_REF		
AFFILIATE		
AFFILIATE_INTRA1		
AFFILIATE_INTRA2		
PROJECT_ID		
BOOK_CODE		
GL_ADJUST_TYPE		
CURRENCY_CD		
STATISTICS_CODE		
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.

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.

See *Enterprise PeopleTools PeopleBooks: PeopleSoft Application Designer, "Understanding Functional Indexes and 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.

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.

PS_LEDGER (All Platforms Except Oracle)

PSALEDGER	PSBLEDGER
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.

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.

PS_LEDGER: (Oracle Only)

PSDLEDGER	PSELEDGER
BUSINESS_UNIT	FISCAL_YEAR
LEDGER	ACCOUNTING_PERIOD
FISCAL_YEAR	BUSINESS_UNIT
ACCOUNTING_PERIOD	LEDGER
CURRENCY_CD	ACCOUNT
STATISTICS_CODE	PRODUCT
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:

PS_JRNL_ HEADER	PSCJRNL_ HEADER	PSDJRNL_ HEADER
BUSINESS_UNIT	PROCESS_INSTANCE	JOURNAL_ID
JOURNAL_ID	JRNL_HDR_STATUS	JOURNAL_DATE
JOURNAL_DATE	JRNL_PROCESS_REQST	BUSINESS_UNIT_IU
UNPOST_SEQ		UNPOST_SEQ

PS_JRNL_HEADER (All Platforms — Continued)

PSGJRNL_HEADER	PSHJRNL_HEADER	PSIJRNL_HEADER
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)

PSAJRNL_HEADER	PSBJRNL_HEADER
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)

PSEJRNL_HEADER	PSFJRNL_HEADER
BUSINESS_UNIT	JOURNAL_ID
LEDGER_GROUP	SOURCE
JRNL_HDR_STATUS	JRNL_HDR_STATUS

PSEJRNL_HEADER	PSFJRNL_HEADER
FISCAL_YEAR	BUSINESS_UNIT
ACCOUNTING_PERIOD	LEDGER_GROUP

PSEJRNL_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)

PS_JRNL_LN	PSDJRNL_LN	PSFJRNL_LN
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)

PSAJRNL_LN	PSBJRNL_LN
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.

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.

PS_JRNL_LN (Oracle Only)

PSEJRNL_LN
BUSINESS_UNIT

PSEJRNL_LN
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.

Platform	Method to Update Statistics
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.

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.

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.

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Process Partitions

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.
- Non-shared 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 245

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 dttm_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 Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Combining Accounts Using Summary Ledgers

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 General Ledger journal entries and discusses how to:

- Create journal entries.
- Create interunit and intraunit journal entries.
- Post to the Summary Ledgers 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_IMP).
- 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 then define user preferences 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.

- User Preferences

  Many applications, however, have application-specific preferences. In General Ledger, these preferences are defined on the User Preferences - General Ledger page. Many of the preferences 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Securing Your System"

Journal Components and Processing

At a minimum, a journal in General Ledger consists of a header and 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 (SJEs) enable you to automate the entry of similar or identical journals. There are three types of SJEs: recurring, template, and spread. A *recurring* journal entry is any entry 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 SJEs—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 175

Enterprise PeopleTools PeopleBooks: PeopleSoft Process Scheduler

Journal Entry Identification and Masks

When you create a new journal, the system prompts you with the three keys that uniquely identify that journal: business unit, journal ID, and 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.

Business Unit	Journal ID	Date	Total Debits
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 175

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.
- Set journal entry copy-down options.
- 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

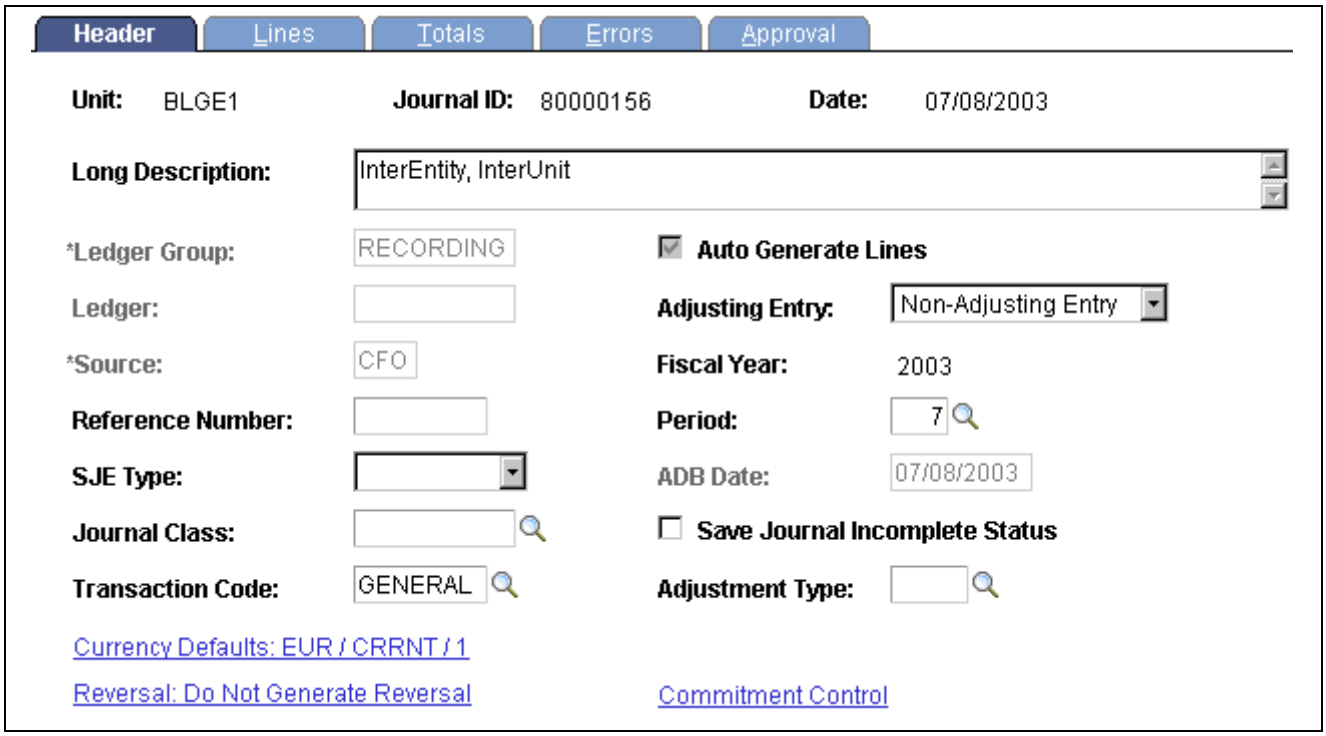
Page Name	Object Name	Navigation	Usage
Journal Entry - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries	Enter journal header information that uniquely identifies the journal business unit, journal ID, and journal date. It also contains options for setting, 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.

Page Name	Object Name	Navigation	Usage
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.
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.
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	Object 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.



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.

Journal ID

If the Use Next Journal ID option is selected for your user preference, the Journal field is unavailable and automatically changes to *NEXT.*

When you save the journal, the system automatically assigns the next journal ID to the journal.

Date

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.

Long Description Identifies the purpose or explaining any anomalies in the transaction. The first 30 characters of your description appear in prompt lists for this journal.

Ledger Group Select the ledger group to which this journal posts.

Auto Generate Lines Select this check box if the ledger group contains multiple ledgers.

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.

Ledger 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.

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.

Adjusting Entry Select *Adjusting Entry* if this is an adjusting entry. The journal entry posts to the adjustment Fiscal Year and Period that displays.

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.

Note. Year-end adjustments are segregated from the regular accounting period 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 specified as the adjustment period default on the Maintain Open Periods page. (You can override the default adjustment period from the Journal Entry page.) If you do not specify an adjustment year and period on the Maintain Open Periods page, the system does *not* allow adjusting journal entries. You can post prior year adjustments while processing the current year activity.

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.

Reference Number 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.

Period Change the adjustment period by clicking the look up box to display a list of valid adjustment periods (as defined on the detail calendar). Select the one to which you want this entry posted. The fiscal year associated with the selected adjustment period is the journal header fiscal year.

SJE Type (standard journal entry type)

Leave this field blank if this is not a standard journal. Select *Model* 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.

Note. Model journals must be edited and if it is valid the system assigns it a status of *M*.

ADB Date (average daily balance date)

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.

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 SJEs 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_IMP) 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 clear the check box.

When you complete the journal, clear 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.

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.

Currency Defaults

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.

Reversal

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.

Commitment Control 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 the commitment control on the Ledgers For a Unit, commitment control options page.

See Also

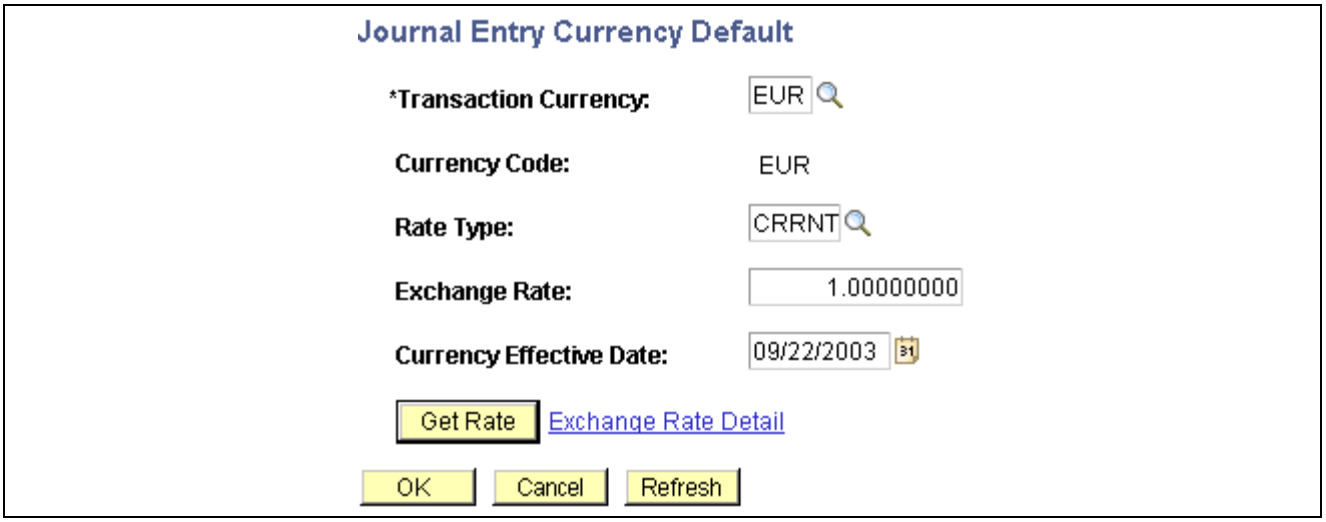
Chapter 15, "Calculating Average Balances," page 245

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Journal Class

Specifying Journal Entry Currency Defaults

Access the Journal Entry Currency Default page.



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.

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 267

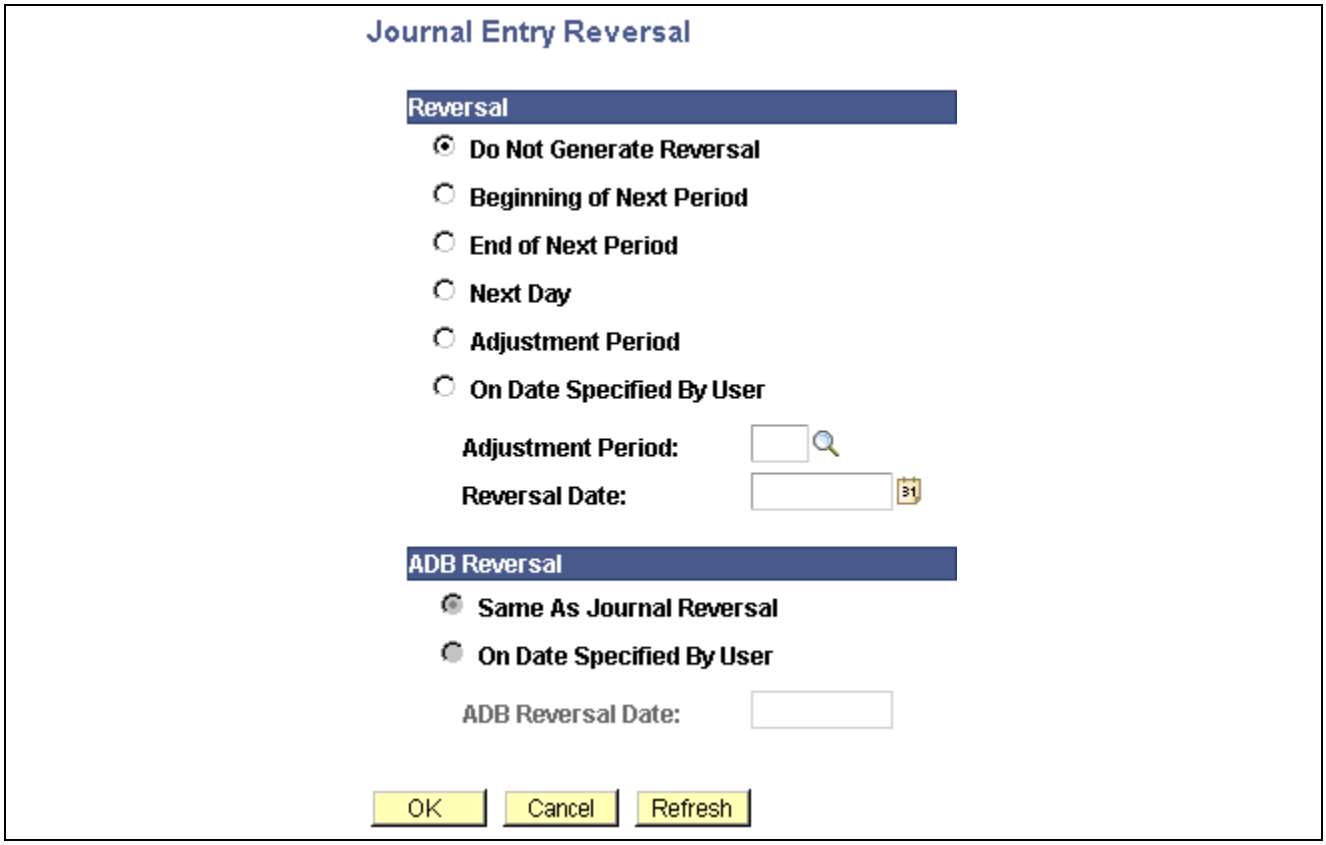
Specifying Exchange Rate Detail

Access the Exchange Rate Detail page.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Processing Multiple Currencies,” Establishing Market Rates.

Specifying Journal Entry Reversal Options

Access the Journal Entry Reversal page.



Journal Entry Reversal page

Select the appropriate reversal option:

Do Not Generate Reversal Assumes no automatic reversal of this entry. This is the default.

Beginning of Next Period 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.

End of Next Period 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.

Next Day 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.

Adjustment Period 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.

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.

On Date Specified By User Enables you to select any date in the calendar. When you select this option, you must also enter the reversal date.

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.

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.

Same as Journal Reversal Creates a reversing entry with the same ADB date as the one selected in theReversal group box, so that the journal date and ADB date of the reversing entry are the same.

On Date Specified by User Enables you to select any date in the calendar. When you select this option, you must also enter a value in theADB Reversal Date field.

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.

If you specify an ADB reversal date that is on or before the ADB date, you will receive an error message.

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 Enterprise Global Options and Reports 8.9 PeopleBook, "Managing Multiple GAAPs and Prior Period Adjustments," Understanding Multiple GAAPs and Prior Period Adjustments

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars," Adjustments and Other Special Periods

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

Specifying Commitment Control Options

Access the Commitment Control page.

See Chapter 24, "Using Commitment Control in General Ledger," Entering and Processing Commitment Control Journal Entries in General Ledger, page 471.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Getting Started With PeopleSoft Enterprise Commitment Control"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars"

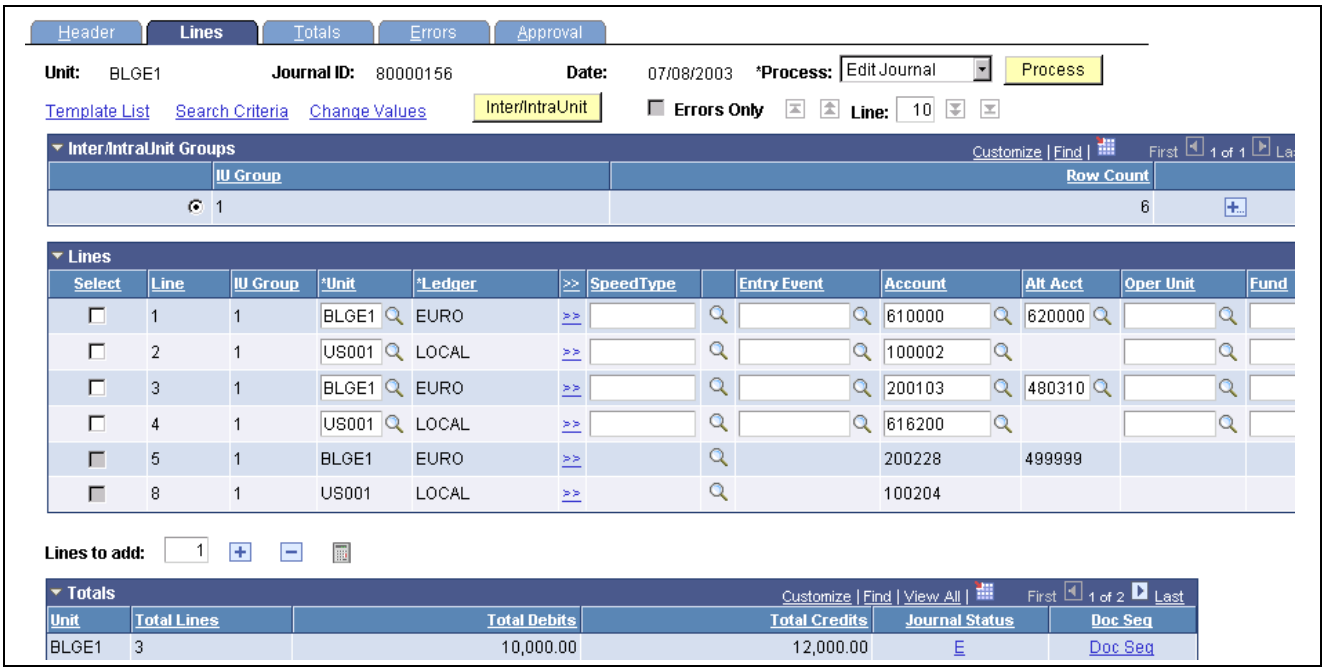
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars," Adjustments and Other Special Periods

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Managing Multiple GAAPs and Prior Period Adjustments"

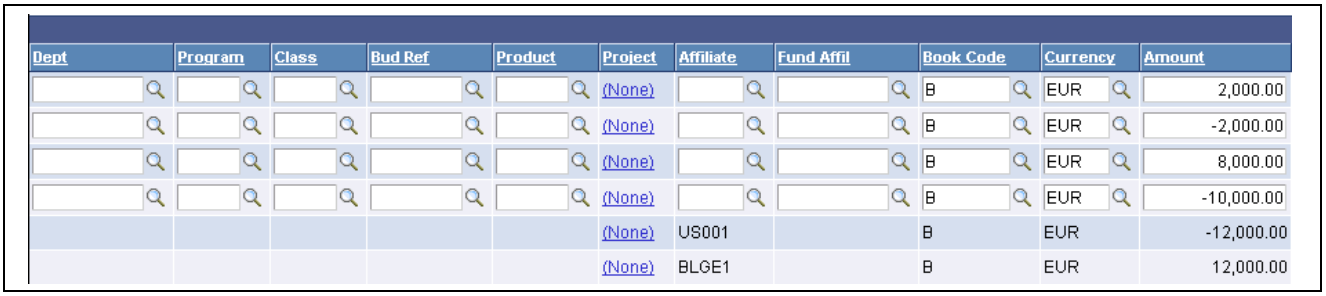
Chapter 15, "Calculating Average Balances," Understanding Average Balance Calculation, page 245

Entering Journal Line Information

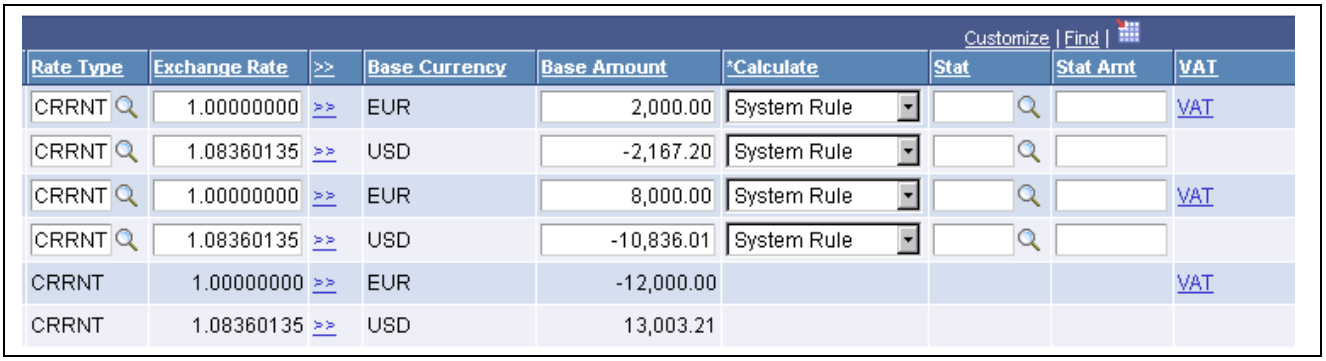
Access the Journal Entry - Lines page.



Journal Entry - Lines page (1 of 3)



Journal Entry - Lines page (2 of 3)



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, as well as customize choices.

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 141.

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: 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.

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.

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.

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.

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.

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 111.

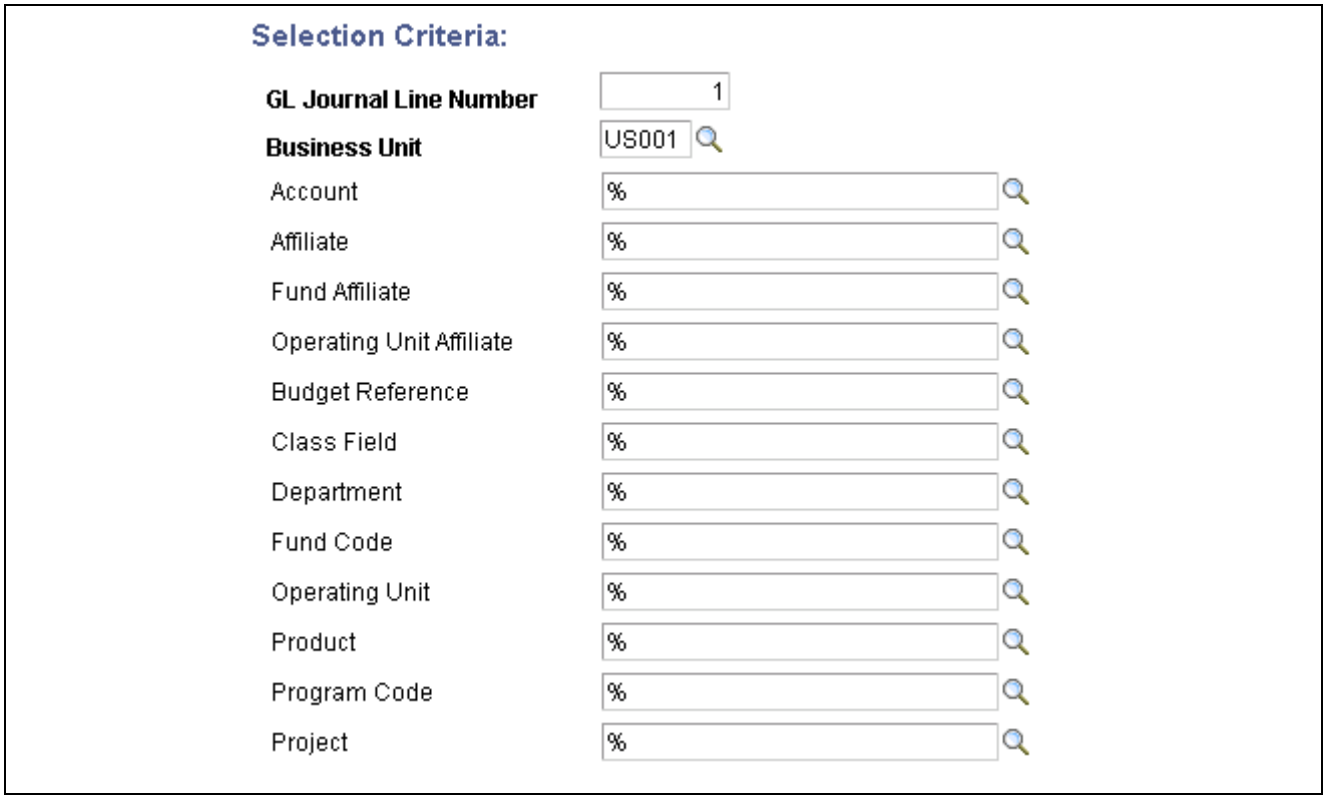
See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Entry Events"

Specifying Journal Search Criteria

Click the Search Criteria link to access the Selection Criteria page.



Selection Criteria page

When you enter the search criteria, the GL Journal Line Numberfield 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
*****	Match one or more characters

_	Match any single character.
?	Match any single character.
!	If first character, negate the user (not equal or not like).
~	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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Defining and Using Speed Types

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:

Accounts Receivable	1,000.00 DR (*N*) 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 Enterprise Application Fundamentals 8.9 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 Enterprise Global Options and Reports 8.9 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:

Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
1	Yes	Yes	Yes	If the manual exchange rate is not zero, the currency quotation method is selected. 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.
				If the currency quotation is not subject to the above restriction, it retrieves the system rate. 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 *stop,* 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 *warning,* 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.
				If the manual exchange rate is zero, it the system clears the Rate Type field and uses zero as the new exchange rate.
2	Yes	No	Yes	Same as scenario number 1.

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Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
3	Yes	Yes	No	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. 2. If the Rate Type field is blank, the new exchange rate is zero.
4	Yes	No	No	1. If the existing rate type on the journal line is not blank, use it to retrieve the new exchange rate. 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. 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.
5	No	Yes	Yes	Same as scenario number 1.
6	No	No	Yes	Same as scenario number 1.

Scenario	Currency Changed?	Rate Type Changed?	Manual Exchange Rate Changed?	The Exchange Rate Used by the System
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:

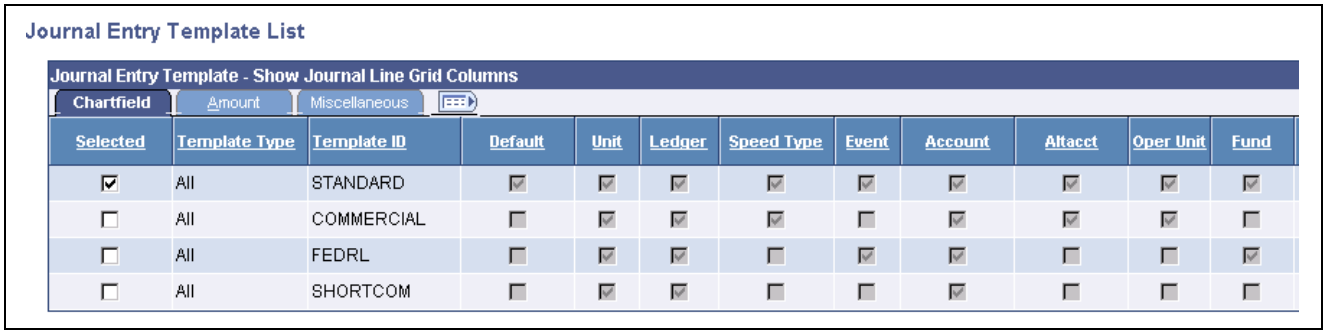
- *E:* The entry failed to pass budget checking.
- *N:* The Budget Processor has not processed the entry.
- *V:* The entry passed budget checking with or without warnings and the control budget has been updated.

See Also

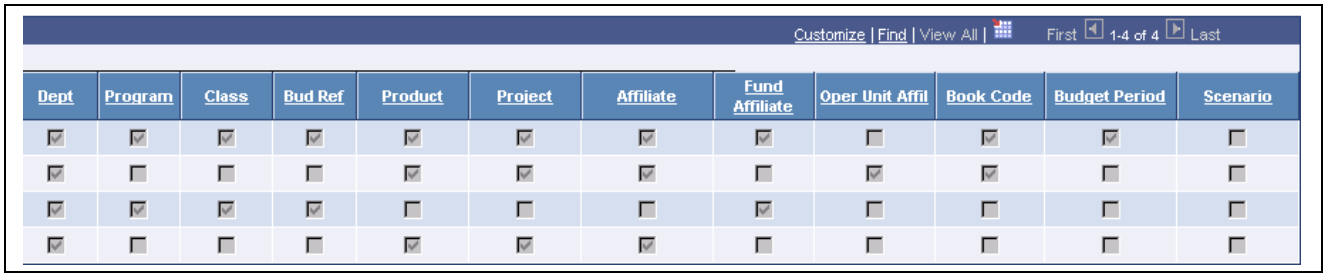
Chapter 10, “Processing Journals,” page 175

Selecting a Journal Entry Template

Access the Journal Entry Template List page.



Journal Entry Template List page: Chartfield tab (1 of 2)



Journal Entry Template List page: Chartfield tab (2 of 2)

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.

Chartfield Tab

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 *All* template type.

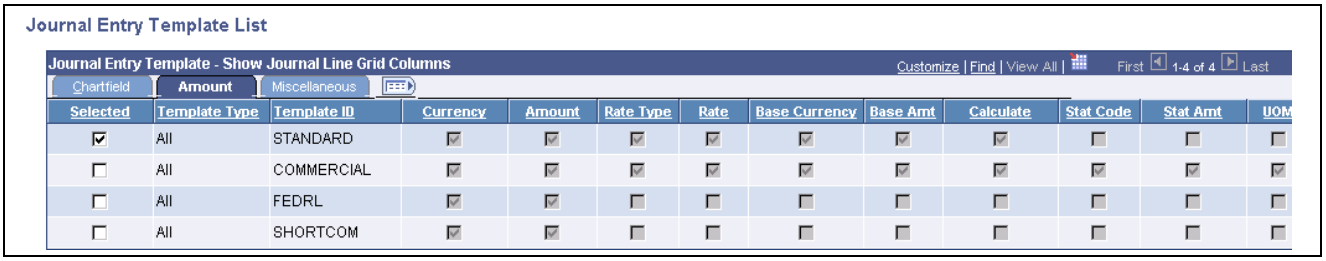
Template ID Displays the name for the template.

Default 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 change a template definition, you must do so on the Journal Entry Template page under Set Up Financials/Supply Chain, Common Definitions, Journals.

Amount Tab

Select the Amount tab.

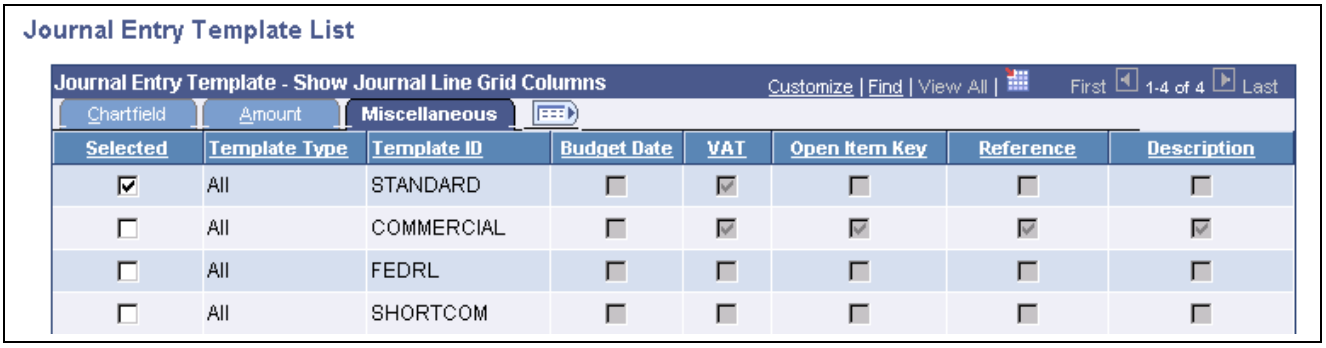


Journal Entry Template List page: Amount tab

Select the journal line columns that pertain to the journal line amounts.

Miscellaneous Tab

Select the Miscellaneous tab.



Journal Entry Template List - Miscellaneous page

Select the miscellaneous columns for the Journal Entry template. These columns appear on your journal lines.

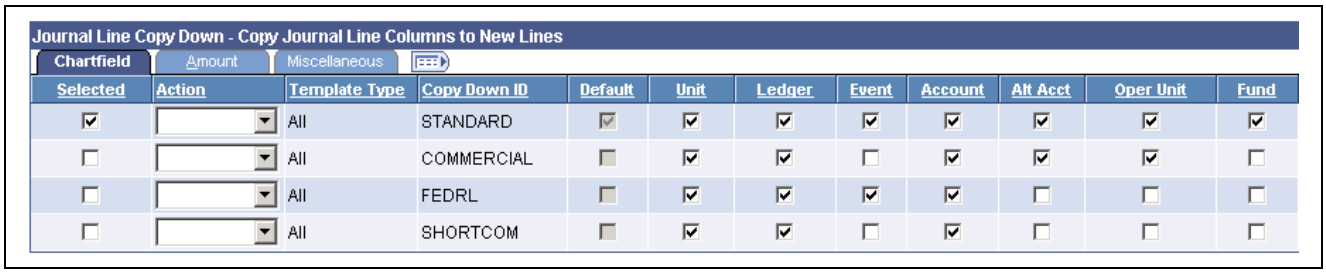
Note. Even if the Budget Date check box is selected, it does not necessarily appear as a column on the journal line grid. It appears only if you select it here *and* the current journal line has the Commitment Control process enabled. Similarly, if you select the VAT column here, it appears as a column 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

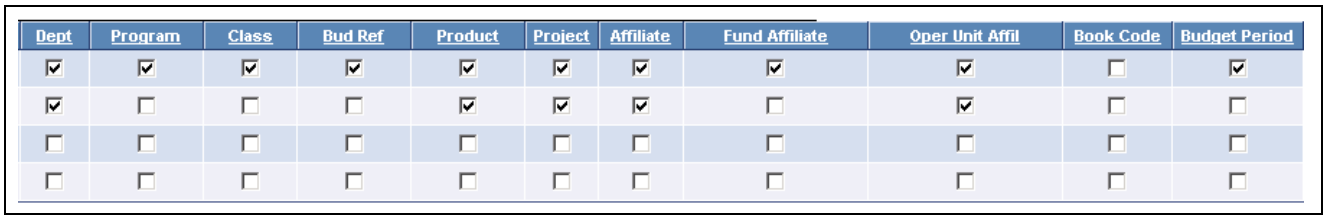
Chapter 14, "Processing Value Added Tax (VAT) Transactions in General Ledger," page 229

Setting Journal Entry Copy-Down Options

The journal line copy-down settings for templates appear on the same page as the Show Journal Line Grid template. They also have the same tabs and the same toggle buttons to show all columns and to show tabs as described for the Show Journal Line Grid page.



Journal Entry Template List - Journal Line Copy Down Page: Chartfield tab (1 of 2)



Journal Entry Template List - Journal Line Copy Down Page: Chartfield tab (2 of 2)

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. These predefined templates load for your selection 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 Line Copy Down 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.

Action Select to *Check All* or *UncheckAll* check boxes for a Copy Down ID.

Default Select if the template was designated as the default template on the Journal Entry Template - Template page.

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 template.

PC Bus Unit (PeopleSoft Project Cost business unit) Select the business unit assigned to the project in PeopleSoft Projects.

Project Select the project ID assigned to a project. The project must already be established in PeopleSoft Projects.

Activity(identification) Select the activity ID assigned to the individual tasks or events that you want to update in a project.

Source Type Select the resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups.

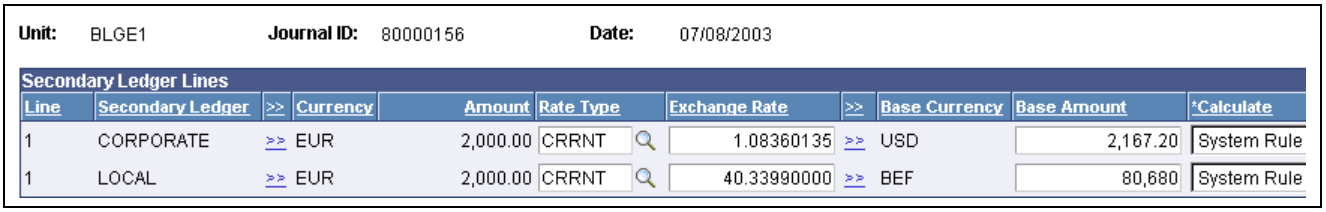
Category Select to specifically refine resource types, similar to the relationship between entry type and entry reason in PeopleSoft Receivables. For example, suppose that you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of 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.



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.

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 (VAT) Transactions in General Ledger,” page 229

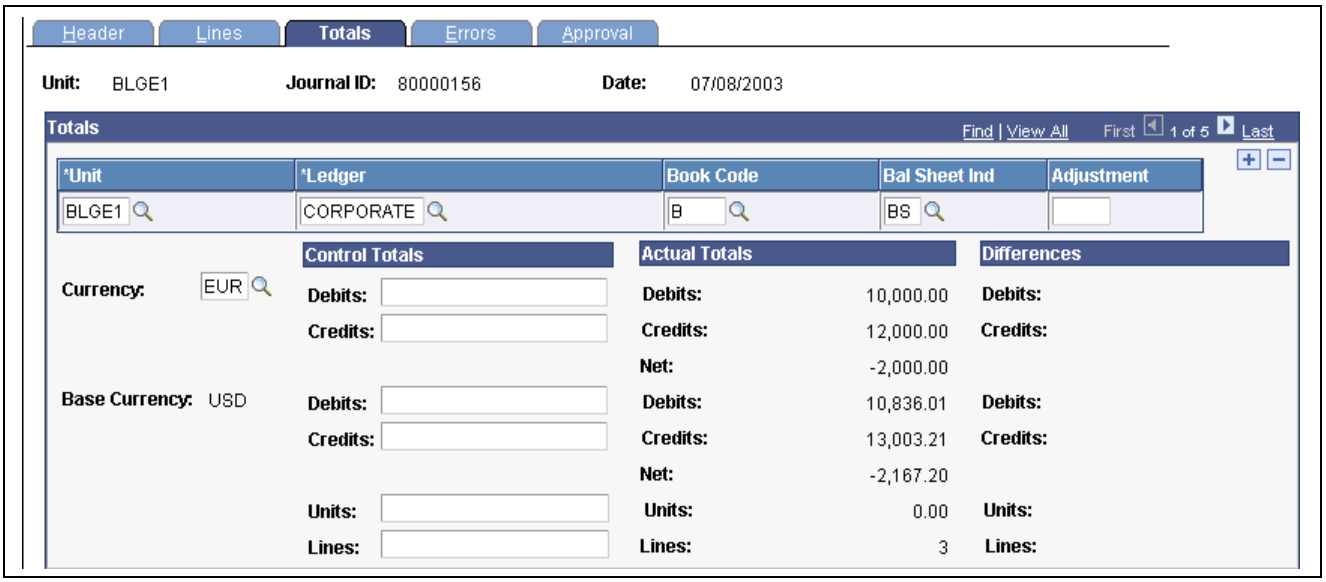
Chapter 24, “Using Commitment Control in General Ledger,” page 469

Chapter 12, “Using Open Item Accounting,” page 215

Chapter 4, “Using Statistics,” page 31

Specifying Journal Entry Totals

Access the Journal Entry - Totals page.



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.

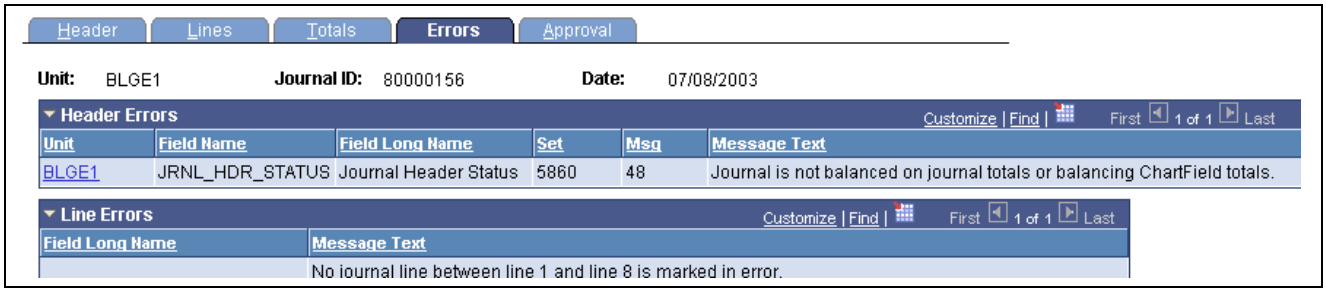
Note. Refresh the page after any changes.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

Viewing Journal Entry Errors

Access the Journal Entry - Errors page.



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. Move to the Journal Entry - Errors page to determine which errors the system encountered. When you're done, 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.

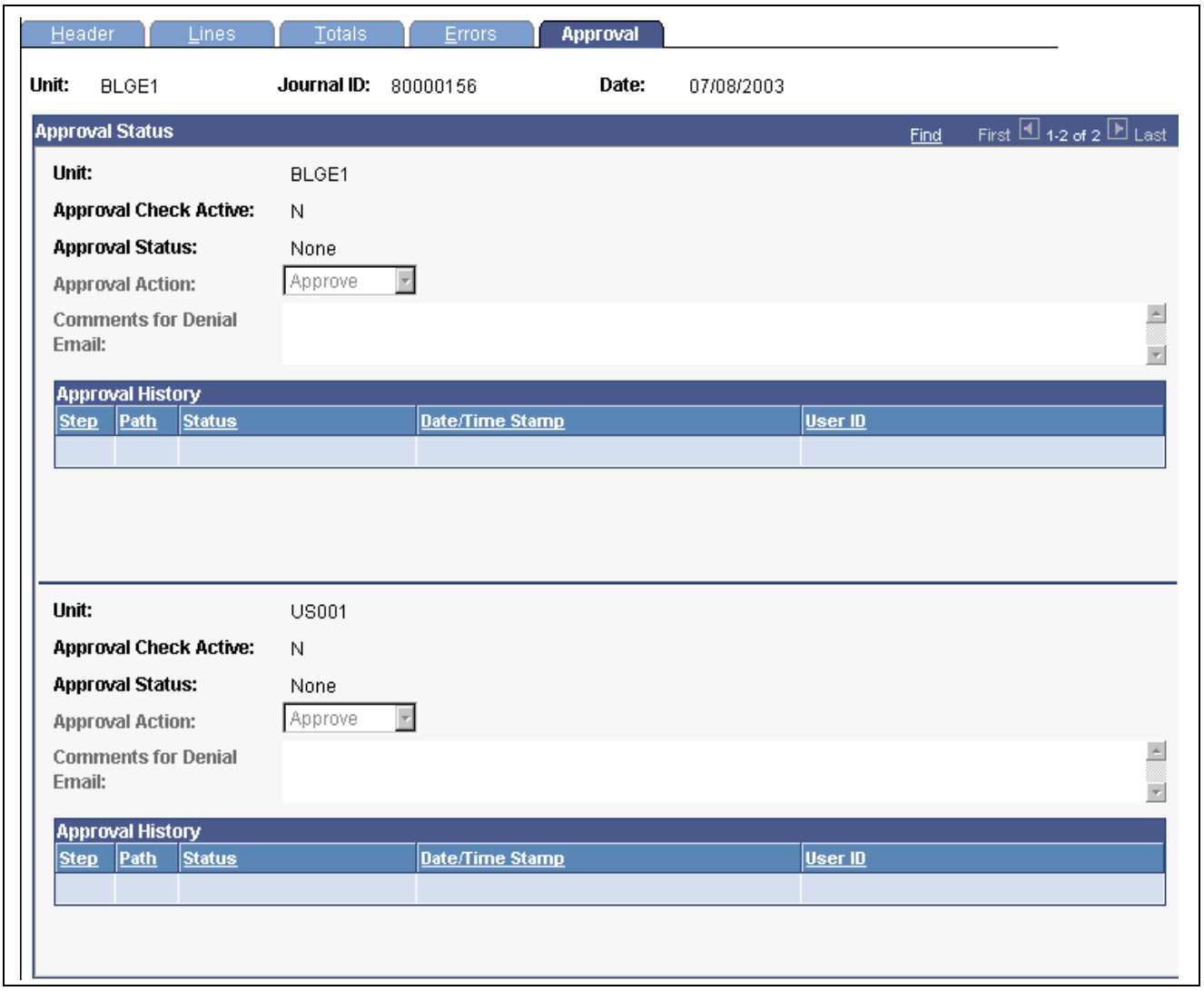
Unit Click to access the Journal Entry - Lines page and position the cursor on the Journal Status link located in the Totals scroll area.

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 181.

Specifying Journal Entry Approval Options

Access the Journal Entry - Approval page.



Journal Entry - Approval 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. Another implication to keep in mind is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

Approval Status

The Approval Check Active field indicates whether there is an approval workflow process required for the journal.

This page displays the current approval status:

Denied Journal is denied.

Pending Approval Journal is waiting for approval.

Approved to Post 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.*

None Not applicable.

In the Approval Action list box, select the appropriate action for this journal:

Approve 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, you are prompted to enter the journal into PeopleSoft Workflow.

Deny 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.

Recycle Journal is neither approved nor denied. The system creates a work list entry for the previous user.

The Comments for Denial Email 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 25, "Approving Journal Entry," page 483

Creating Interunit and Intraunit Journal Entries

This section discusses how to:

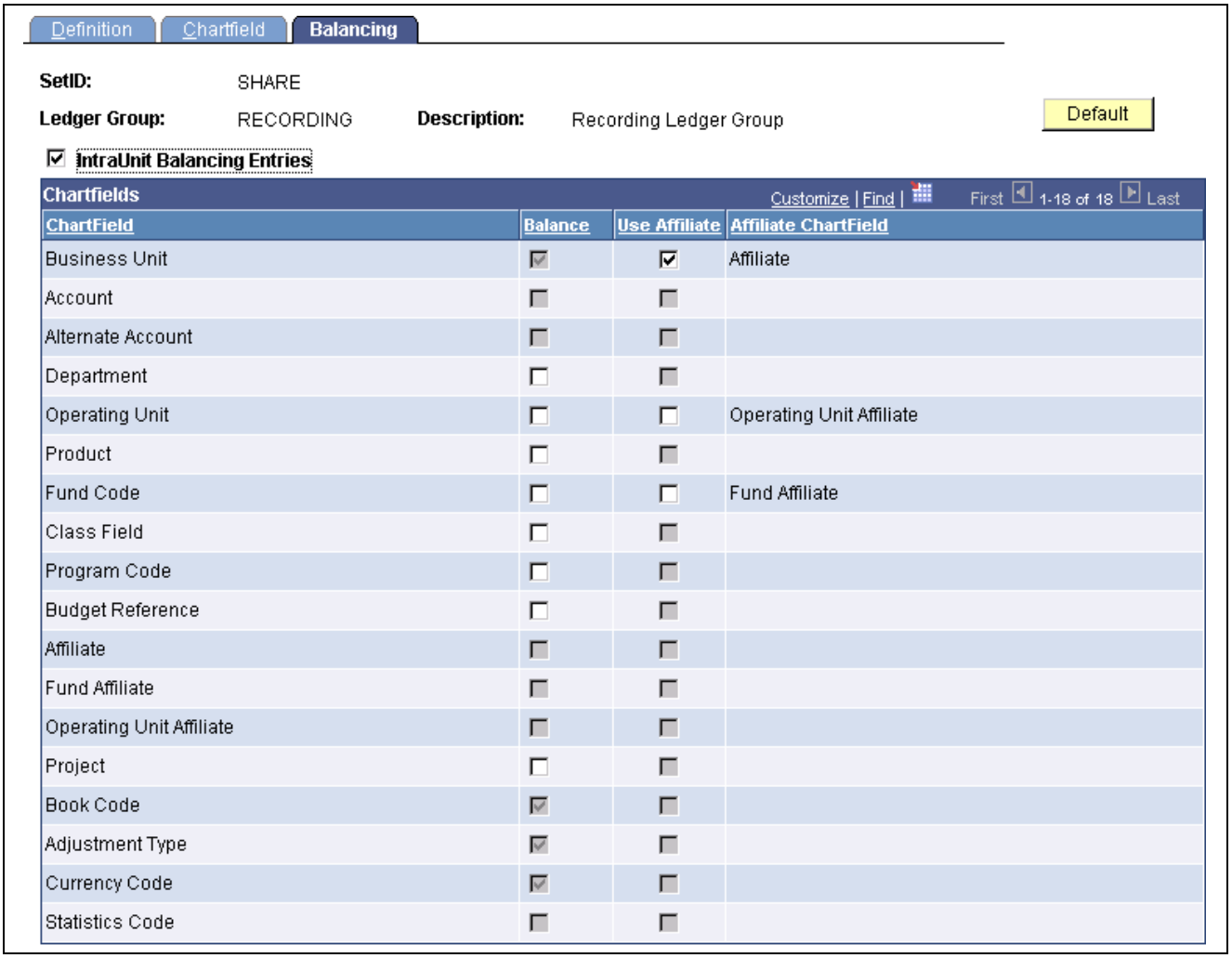
- Set up for interunit and intraunit journal entries.
- Create intraunit journal entries.
- Create interunit journal entries.

Pages Used to Make Interunit and Intraunit Journal Entries

Page Name	Object Name	Navigation	Usage
Ledger Groups - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Ledger Groups, Balancing	Elect 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	Enter journal lines and record interunit and intraunit transactions.

Setting Up for Interunit and Intraunit Journal Entries

Access the Ledger Groups - Balancing page.



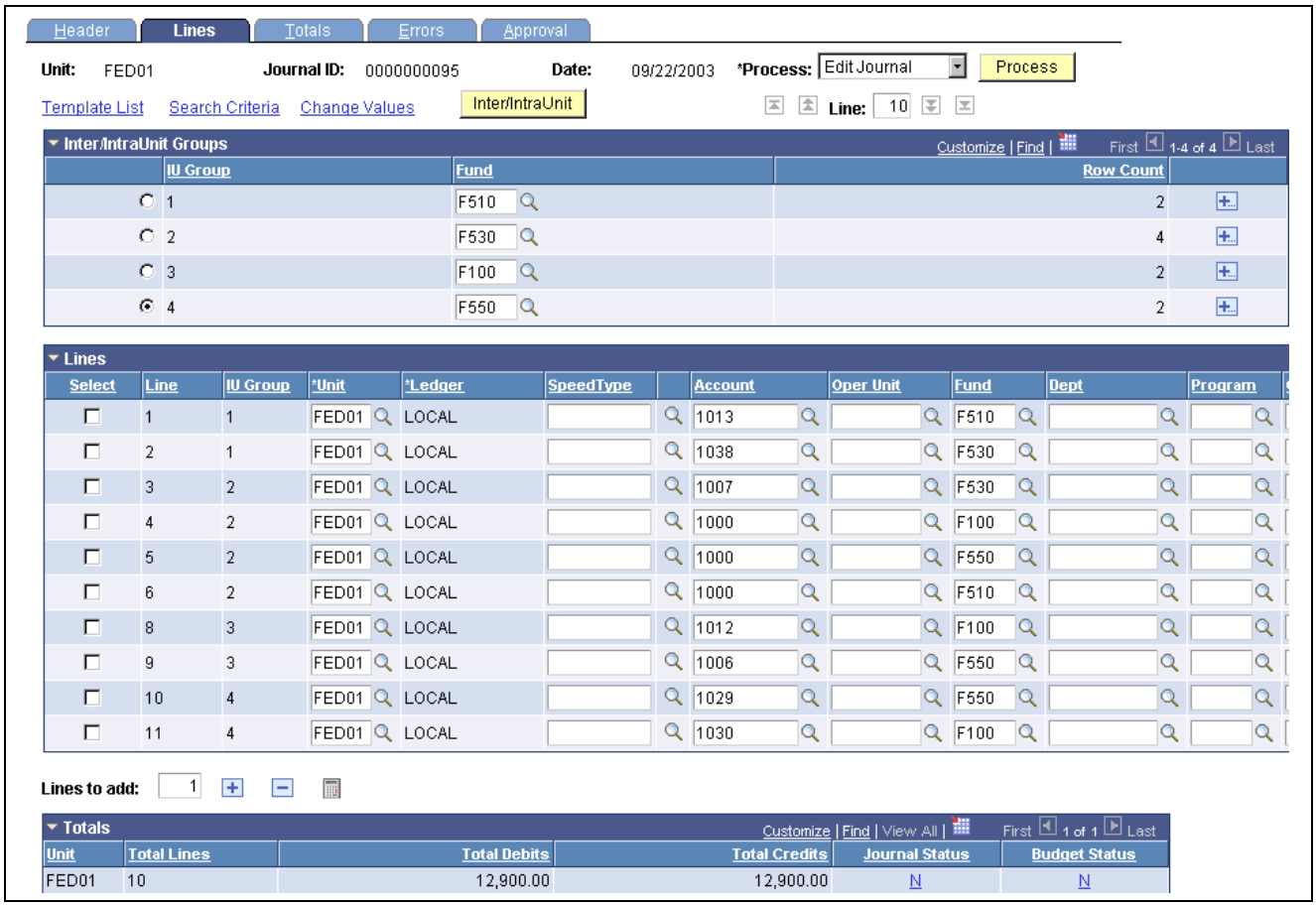
Ledger Groups - Balancing page

IntraUnit Balancing Entries Unless you select this check box, interunit and intraunit processing does not create intraunit balancing entries for balancing ChartFields, such as fund, even if different fund values appear in the same journal.

Balance Click to select balancing ChartFields. A ChartField must be selected to fully use the anchor and grouping options when creating intraunit journal entries.

Creating Intraunit Journal Entries

Access the Create/Update Journal Entries - Lines page.



Create Journal Entries - Lines page

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 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.

Initially all journal entry lines are assigned to an inter/intraunit group of *1*.



Click the Add multiple rows button to add new interunit and intraunit group rows.

Newly added interunit and intraunit group rows have zero journal entry lines assigned. To assign lines, enter the row to which you want to add lines. Select the journal entry line or lines in the Lines group box by selecting the Select check box.



After selecting the required information, click the Inter/IntraUnit button again. This converts all journal lines to selected members of the interunit and intraunit group, which also has its option selected.

The ChartField values that you enter in the interunit and intraunit groups are the anchors for their respective intraunit groups. For example, if within business unit FED01, 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.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Anchor Entity

Creating Interunit Journal Entries

For interunit journal entries, the anchor is the business unit entered on the Header page. You can add additional interunit and intraunit groups, but the business unit entered on the journal header remains the anchor.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance

Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 225

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.

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.

See Also

Chapter 21, "Reviewing Financial Information," Viewing Journal Information, page 417

Creating Standard Journal Entries (SJEs)

To create standard journal entries, use the Standard journals component (SJE_TABLE).

This section provides an overview of SJEs and discusses how to:

- Define SJEs.
- 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 SJEs

With SJEs, 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 SJEs. Examples include bonus payments and accrued interest. You can also create template SJEs for known ChartField combinations without specific dates or schedules. You can set up schedules that determine when SJEs 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.

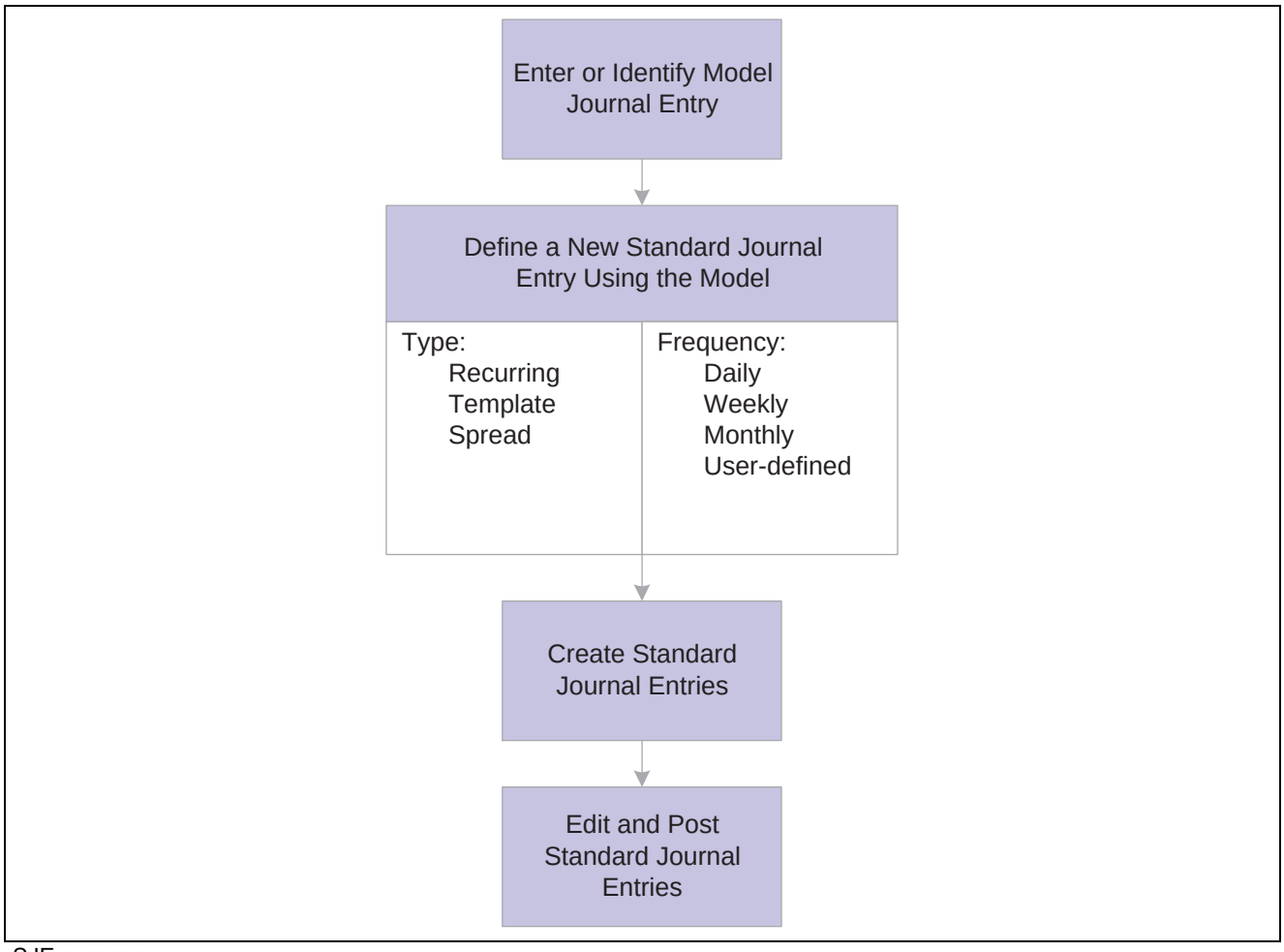
Pages Used for Creating SJEs

Page Name	Object Name	Navigation	Usage
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 Remaininglink.	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 SJEs

Before you can define recurring, template, or spread journals, first create model journal entries using the Journal Entry pages. The SJEs and their models must be from the same business unit.

The following illustration outlines the steps required to set up SJEs:



SJE process

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.

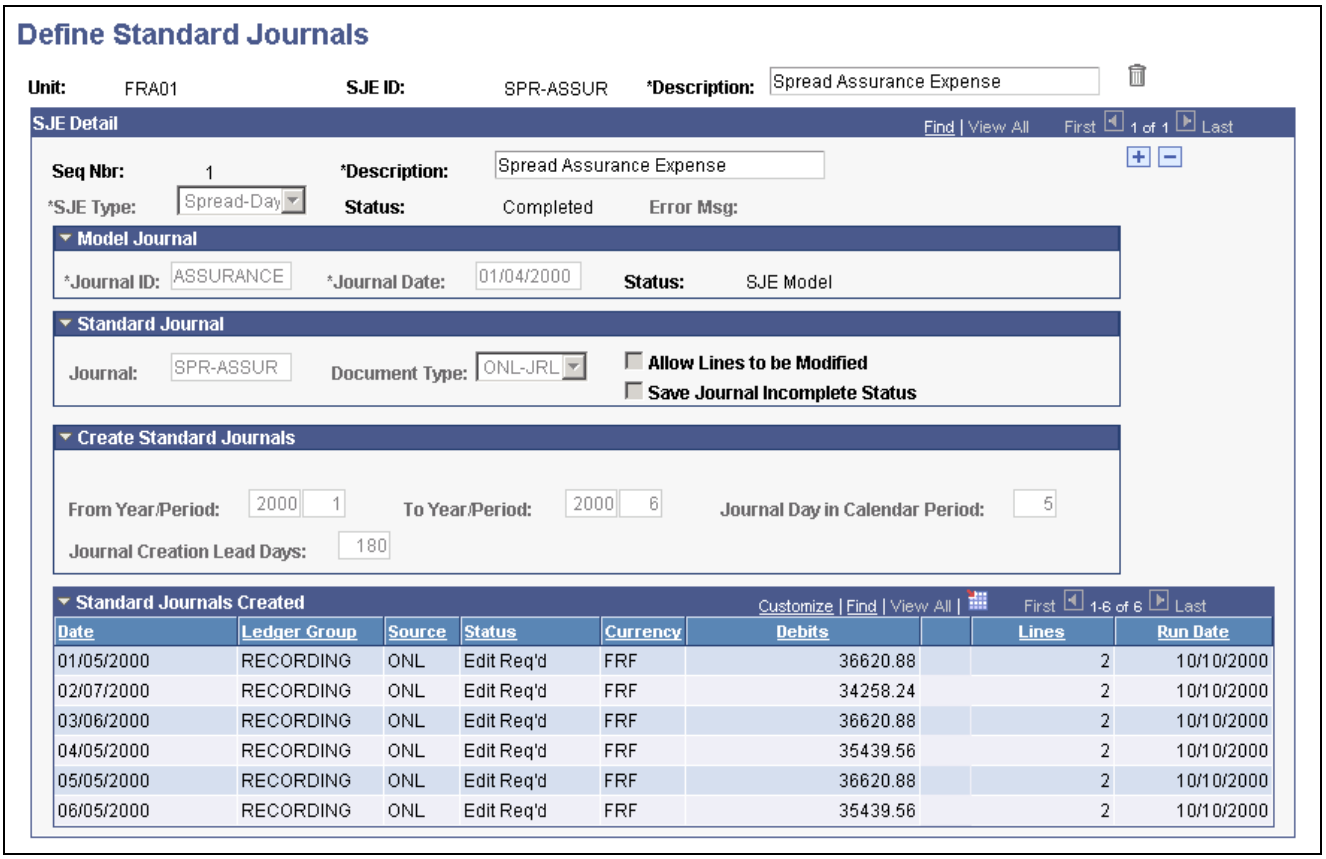
Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of an SJE or a group of SJEs. 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Schedules

Creating a SJE

Access the Define Standard Journals page.



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.

Allow Lines to be Modified Controls whether the standard journals can be modified before being posted using the Journal Entry page. Clear this check box to prevent standard journals from being modified.

Save Journal Incomplete Status Select to save this journal as incomplete.

Create Standard Journals Specify the sequence of dates of the standard journals to be created.

Schedule If the SJE type that you specified is either *Template* or *Recurring,* the Schedule field appears, enabling you to enter the frequency of your SJEs. In the From Date and To Date fields, enter the range of your SJEs.

From Date and **To Date** If your SJE type is spread, designate the range of periods in these fields.

Journal Day in Calendar Period 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.

Journal Creation Lead Days 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.

If you must change the details, such as ChartFields, dollar amounts, or statistical amounts on standard journals, use one of these two options:

- Open the SJE on the Standard Journal page and select a different model journal.
- 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.

Standard Journals Created Displays the SJEs and their statuses.

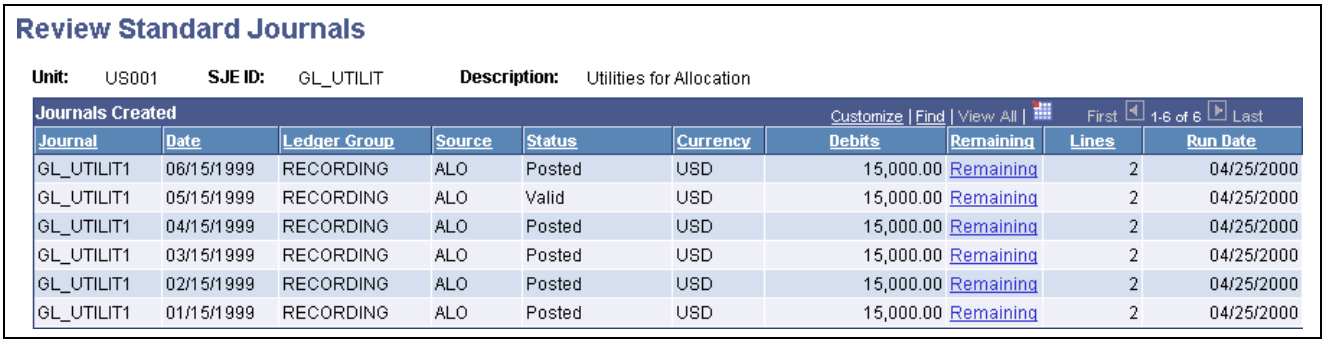
See Also

Chapter 10, "Processing Journals," page 175

PeopleSoft Enterprise Application Fundamentals 8.9 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.



Review Standard Journals

Unit: US001 **SJE ID:** GL_UTILIT **Description:** Utilities for Allocation

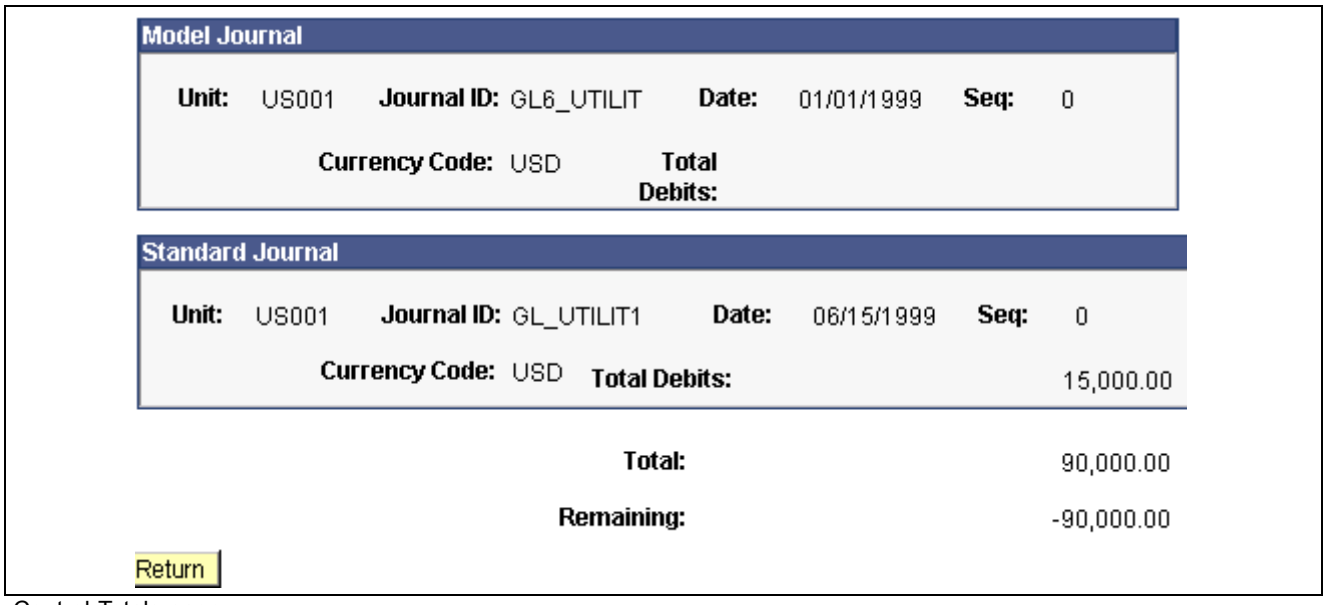
Journals Created Customize | Find | View All | First 1-6 of 6 Last

Journal	Date	Ledger Group	Source	Status	Currency	Debits	Remaining	Lines	Run Date
GL_UTILIT1	06/15/1999	RECORDING	ALO	Posted	USD	15,000.00	Remaining	2	04/25/2000
GL_UTILIT1	05/15/1999	RECORDING	ALO	Valid	USD	15,000.00	Remaining	2	04/25/2000
GL_UTILIT1	04/15/1999	RECORDING	ALO	Posted	USD	15,000.00	Remaining	2	04/25/2000
GL_UTILIT1	03/15/1999	RECORDING	ALO	Posted	USD	15,000.00	Remaining	2	04/25/2000
GL_UTILIT1	02/15/1999	RECORDING	ALO	Posted	USD	15,000.00	Remaining	2	04/25/2000
GL_UTILIT1	01/15/1999	RECORDING	ALO	Posted	USD	15,000.00	Remaining	2	04/25/2000

Review Standard Journals page

Viewing the Amount Spread

Access the Control Totals page.



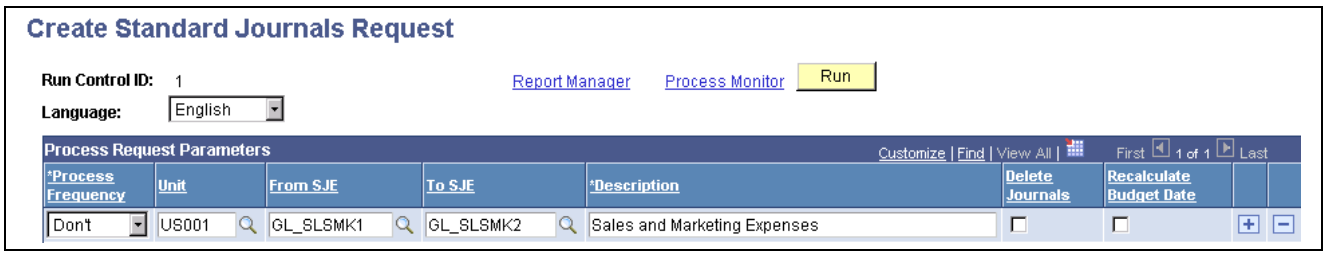
Control Totals page

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.



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 186

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.

Date	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).
Ledger	To copy a journal to another ledger, both ledgers must be in the same ledger group and the Keep Ledgers in Sync option should *not* be selected.
Document Type	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.

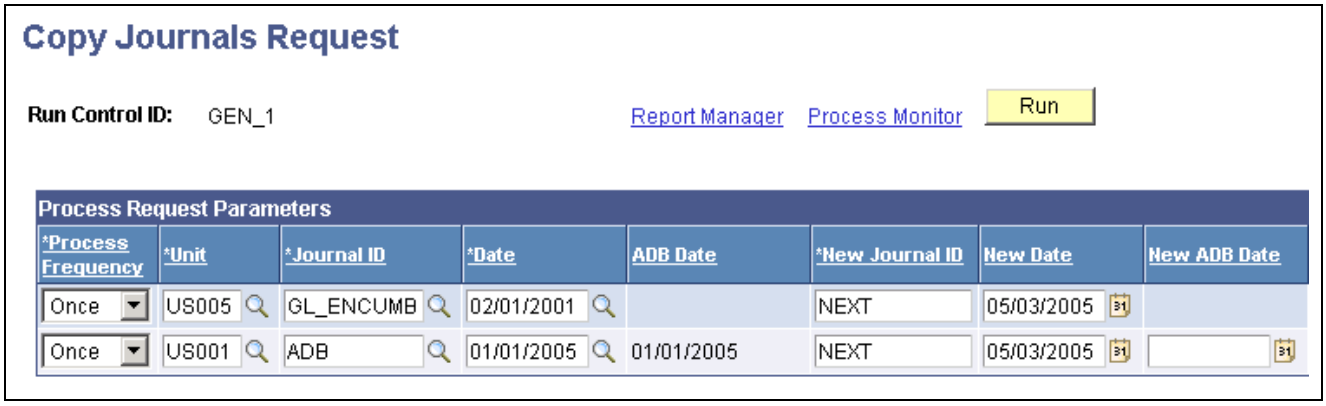
See Chapter 14, "Processing Value Added Tax (VAT) Transactions in General Ledger," Importing VAT Journals Using GL_JRNL_IMP, page 244.

Pages Used to Copy Journals

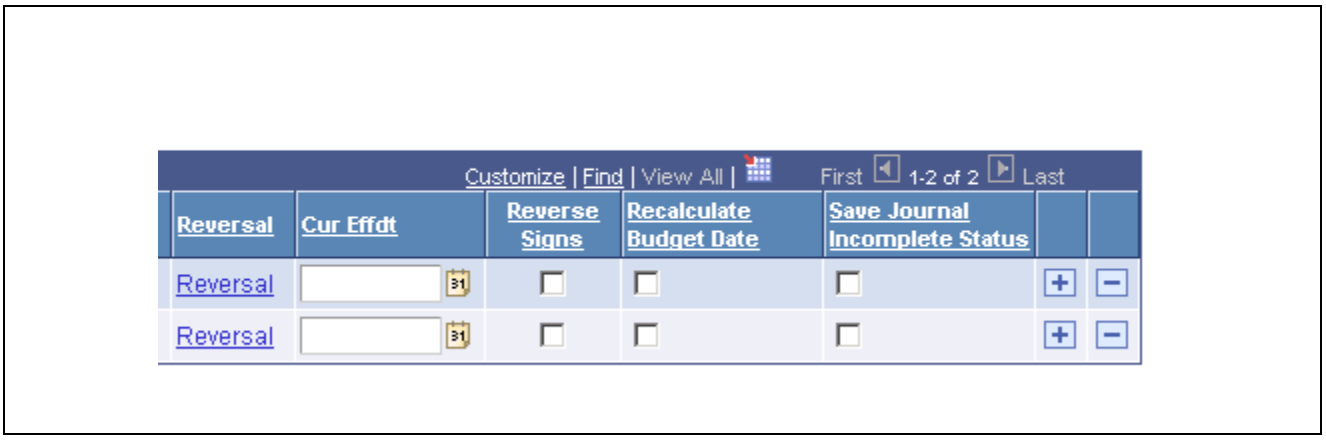
Page Name	Object Name	Navigation	Usage
Copy Journals Request	JOURNAL_COPY_REQ	General Ledger, Journals, Journal Entry, Copy Journals, Copy Journals Request	Run the Copy Journal process. (GL_JRNL_COPY).
GL Copy Journal Processing	COPY_JOURNAL_REV	On the Copy Journals Request page, click the Reversal link.	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 *Copy Journal* in the Process field and click the Process button on the Journal Entry - Lines page.	Use to copy a journal *online*. 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.



Copy Journals Request page (1 of 2)



Copy Journals Request page (2 of 2)

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.

Document Type — 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.

Reverse Signs — Select this if you want the new journal to have the opposite sign from the original journal.

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.

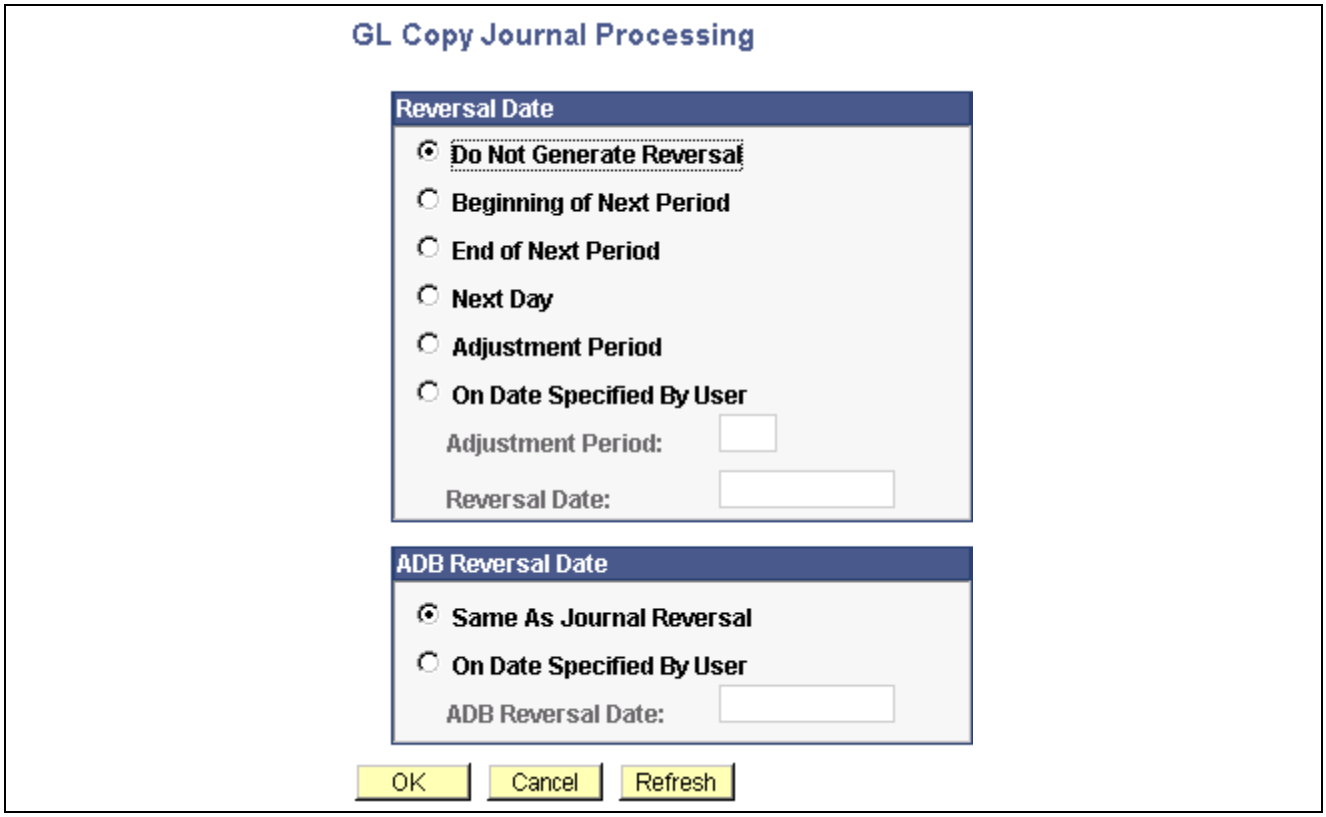
Recalculate Budget Date — If selected, the SJE process sets the budget date as the journal date; otherwise, it copies the old budget date.

Save Journal Incomplete Status 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.

Defining Copy Journal Dates

Access the GL Copy Journal Processing page.



GL Copy Journal Processing page

Reversal Date Select the appropriate reversal option.

Do Not Generate Reversal Assumes no automatic reversal of this entry. This is the default.

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.

End of Next Period 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.

Next Day 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.

Adjustment Period	Enables you to select the adjustment period for which the new journal is to be created.
On Date Specified By User	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.
ADB Reversal Date	Enter the appropriate reversal option if this reversal is for an average daily balance.
Same as Journal Reversal	Creates an ADB reversal with the same date as the one selected under Reversal.
On Date Specified by User	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.

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 makes no audit trail of the deletion, because it assumes that you are correcting a mistake.

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 isn't deleted.

Note. You can also *unpost* journal entries that have been posted. This is a distinct process for deleting journals that have never been posted and is described in the Processing Journals chapter.

See Also

Chapter 10, "Processing Journals," Unposting Journals, page 195

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.

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 deliver 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:

Column	Length	Description
1	1	#
2	100	Comments

File Format for Journal Header

This information describes the flat file's journal header format:

Column	Length	Description
1	1	H
2	5	Business Unit
7	10	Journal ID A value of *NEXT* 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
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).

Column	Length	Description
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.
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.

Column	Length	Description
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. **Note.** 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.

Column	Length	Description
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.
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

Column	Length	Description
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
188	28	Base Currency Amount Calculated from transaction amount and exchange rate. If entered and exchange rate = 0, and *recalc exchange rate* 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

Column	Length	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 *recalc exchange rate* 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
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.

Column	Length	Description
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
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.

Column	Length	Description
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.
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.

Column	Length	Description
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
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

Column	Length	Description
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.

Column	Length	Description
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.

Column	Length	Description
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
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

Page Name	Object Name	Navigation	Usage
Flat File Journal Import Request	LOAD_JRNL_PNL	General Ledger, Journals, Import Journals, External Flat Files	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.

Character Set Select the appropriate character set for the flat file being processed. When the user creates a request, the character set changes to the character set 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*

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 53

Chapter 9, “Using Spreadsheet Journal Import,” page 159

PeopleSoft Enterprise Global Options and Reports 8.9 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 159.

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 three files PeopleSoft software provides for the spreadsheet journal import user interface. You must copy all three files to the same folder on your workstation.

JRNL1.XLS	Journal workbook that you work on to create and import journals. You can rename this file, if you wish.
JRNLMCRO.XLA	Visual Basic code library and dialog control.
GLLOG.XLT	Message log template.

In addition to these three files, Spreadsheet Journal online import mode expects the MicroSoft delivered XML library file MSXML.DLL to be installed on your workstation.

You work on the JRNL1.XLS workbook (or a copy of it) to create and import journals. You must set up your Microsoft Excel to accept macros, by selecting 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 on the process scheduler server.

See Chapter 6, “Integrating and Transferring Information Among Applications,” Importing Journal Entries, page 65.

Spreadsheet Journal Import Overview

The Spreadsheet Journal workbook lets you enter journals offline using Microsoft Excel and then import the journals into your PeopleSoft database. It supports regular journals and standard budget journals. However, it does not support commitment control budget journals.

See *PeopleSoft Enterprise Commitment Control 8.9 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 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 into journal sheets, and import them into your PeopleSoft database using various pages, dialog boxes and buttons. There is a built-in utility you use to configure 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 into the spreadsheet, there is no validation of the values 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 ID cannot contain an apostrophe and open item key values cannot contain spaces.

Online Versus Batch Mode Import

You can import data into your PeopleSoft database using Spreadsheet Journal Import in either online mode or batch mode.

- 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 run the Batch Import Process (GL_EXCL_JRNL) to import one or more journal files into your PeopleSoft database.

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
```

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:

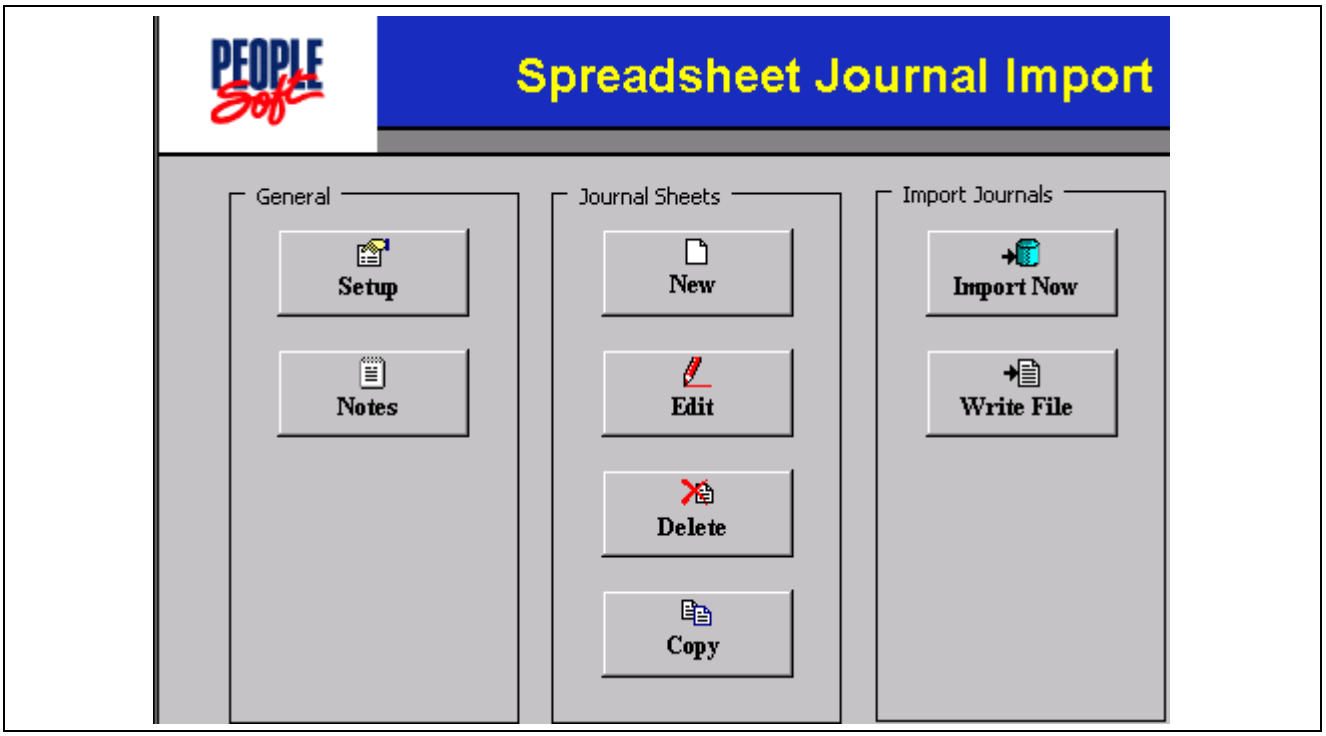
- Use the Spreadsheet Journal Import Control page.
- Set up workbook defaults.
- Create a new journal worksheet.
- Enter journals using journal sheets.
- Import journal sheets in online mode.
- Import journal sheets in batch mode.

Pages Used to Set Up and Import Spreadsheet Journals

Page Name	Object Name	Navigation	Usage
Spreadsheet Journal Import - Control Page	JRNL1.XLS	Click the JRNL1.XLS file delivered with your PeopleSoft products to open the Spreadsheet Journal - 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.	Accesses 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 Control page - Spreadsheet Journal Import by opening JRNL1.XLS. If prompted, choose to Enable Macros.



The Control page - Spreadsheet Journal Import

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 the button to access 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 ChartfField configuration dialog from here.

Notes Click to access a scratchpad in the workbook. Use this 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.

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.

New 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.

Edit Click to edit one journal sheet in the workbook.

Delete Click to delete one or more journal sheets in the workbook.

Copy 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.

Import Now Click to initiate online import of one or more journal sheets. The system only imports journals that are marked as *import.*

Write File 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.

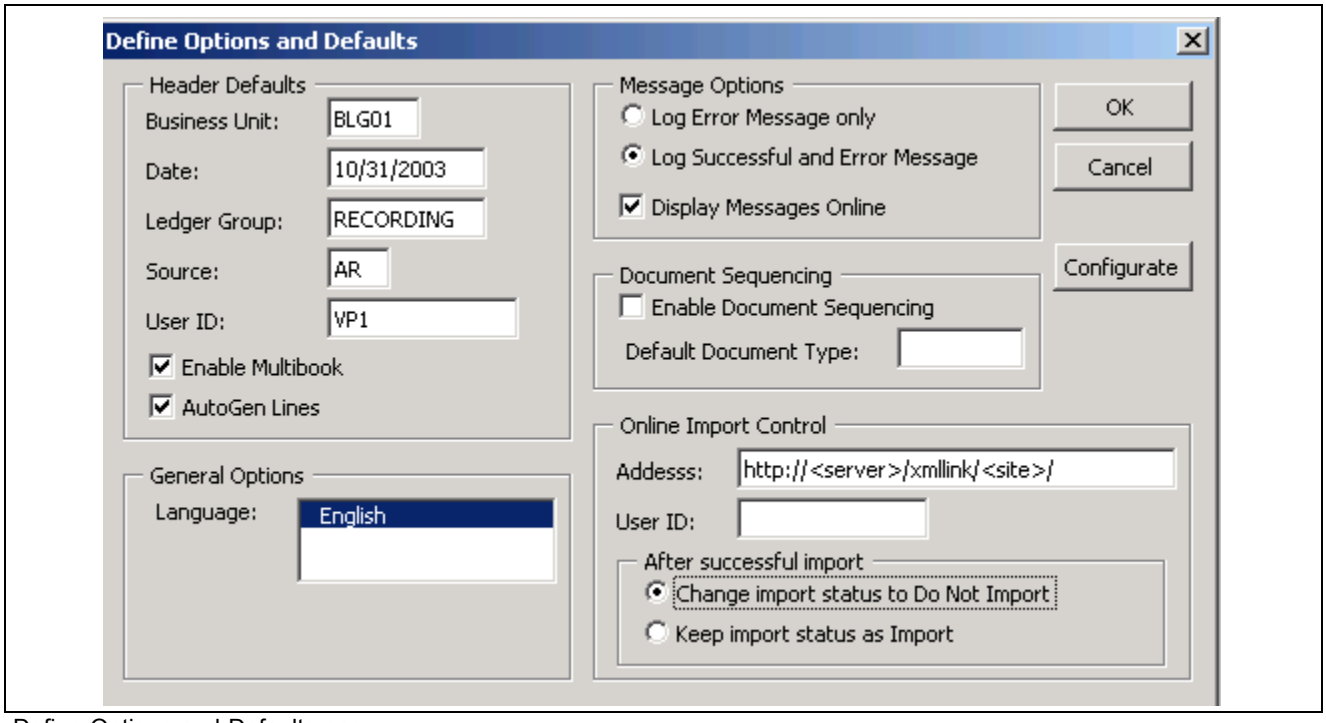
Note. You can use Shift and Control keys to select multiple journal sheets.

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 defaults for Business Unit, Date, Ledger Group, Source and the following fields as necessary.



Define Options and Defaults page

User ID Enter the 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, and the Ledger Group of the journal is defined as KLS, then the Journal Edit process overrides your choice and generates the corresponding lines anyway for all ledgers in the group.

Define Options and Defaults: Message Options

Define the message log options based on the following information:

Message Options *Log Error Messages Only:* The system logs import messages to JRNLLOG.XLS only when errors occur.

Log Successful and Error Messages: The system logs all import messages to JRNLLOG.XLS regardless of the import process being successful.

Display Messages Online Select to show import error messages online. Otherwise, errors go only to the message log JRNLLOG.XLS.

Define Options and Defaults: Document Sequencing

Define document sequencing options based on the following information:

Enable Document Sequencing Select to enable document sequencing for any business units that use it. You can track journals by document sequence number. Enabling this option allows you to specify Document Sequencing fields on the journal header.

Default Document Type 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:

Address 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://).

User ID(identification) Enter the database PeopleSoft logon User ID.

After Successful Import

Change Import Status to Do Not Import: The system changes import status of journals that are imported successfully. This prevents re-import of the journals when you attempt to import them a second time.

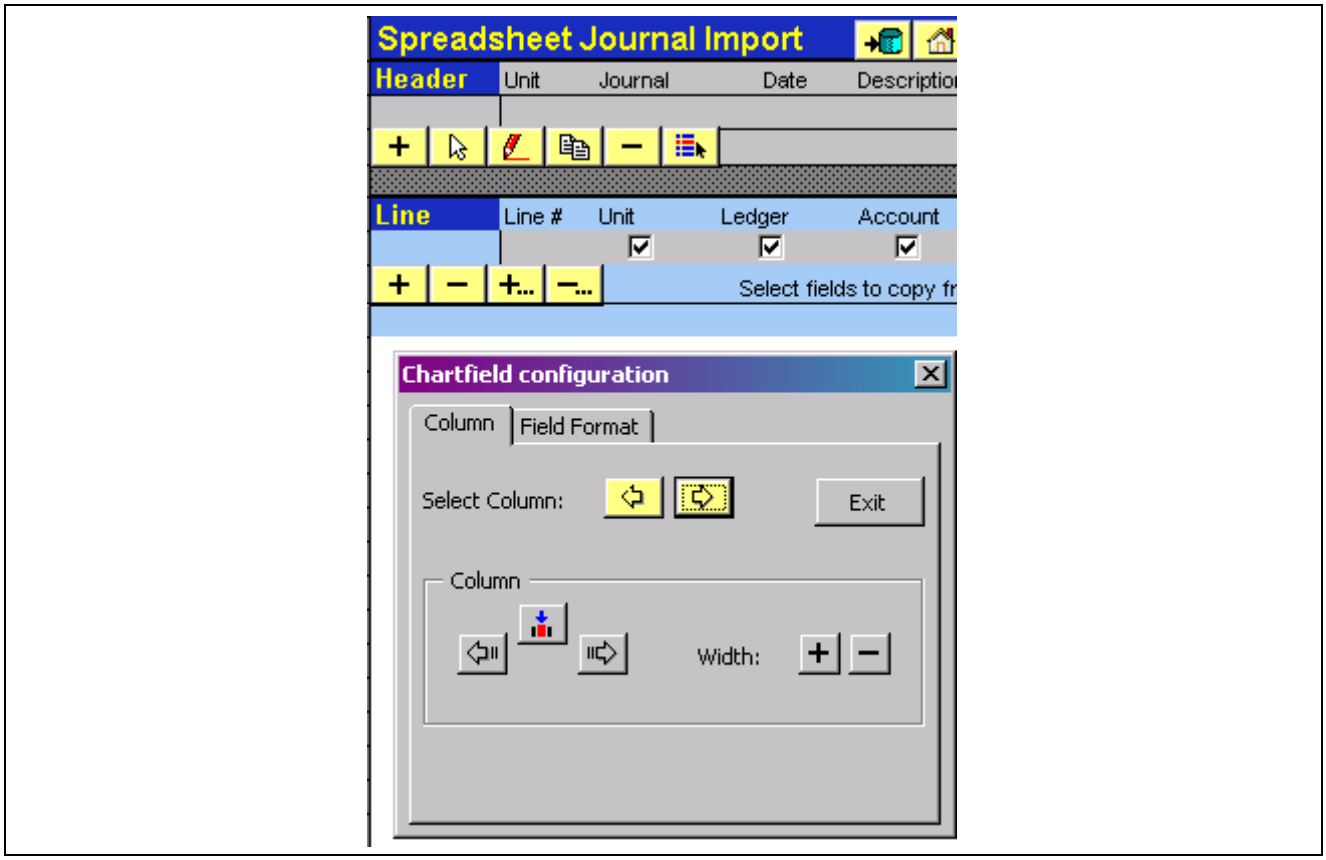
Keep Import Status as Import: Select this if you do not want the system to change import status so that you can re-import it later.

You can override journal import status at the journal sheet level anytime.

Note. 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.

Chartfield Configuration in Spreadsheet Journal Import

Click the Configurate button on the Define Options and Defaults page to access the Chartfield Configuration dialog, 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

Use this dialog to change the format, ChartFields, and column layout of your spreadsheet.

Select the buttons on the Chartfield Configuration dialog 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.

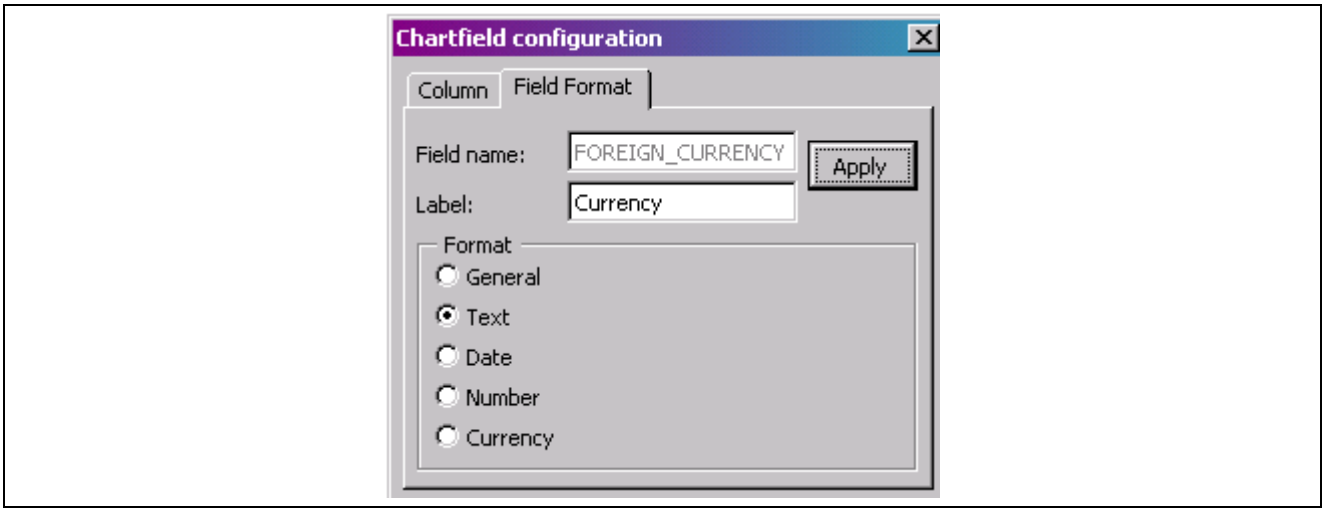


Click this button to reduce the width of the highlighted column.

Note. The configuration dialog prevents you from deleting or modifying certain system required fields.

Chartfield Configuration - Field Format

Use the Chartfield Configuration - Field Format dialog to control the content and format of the columns on your spreadsheet.



Chartfield Configuration - Field Format page

Field Name 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.

Label Enter the column label for the spreadsheet journal workbook.

Format Specify the cell format.

Apply You *must* click to save this format for the journal sheet.

See Also

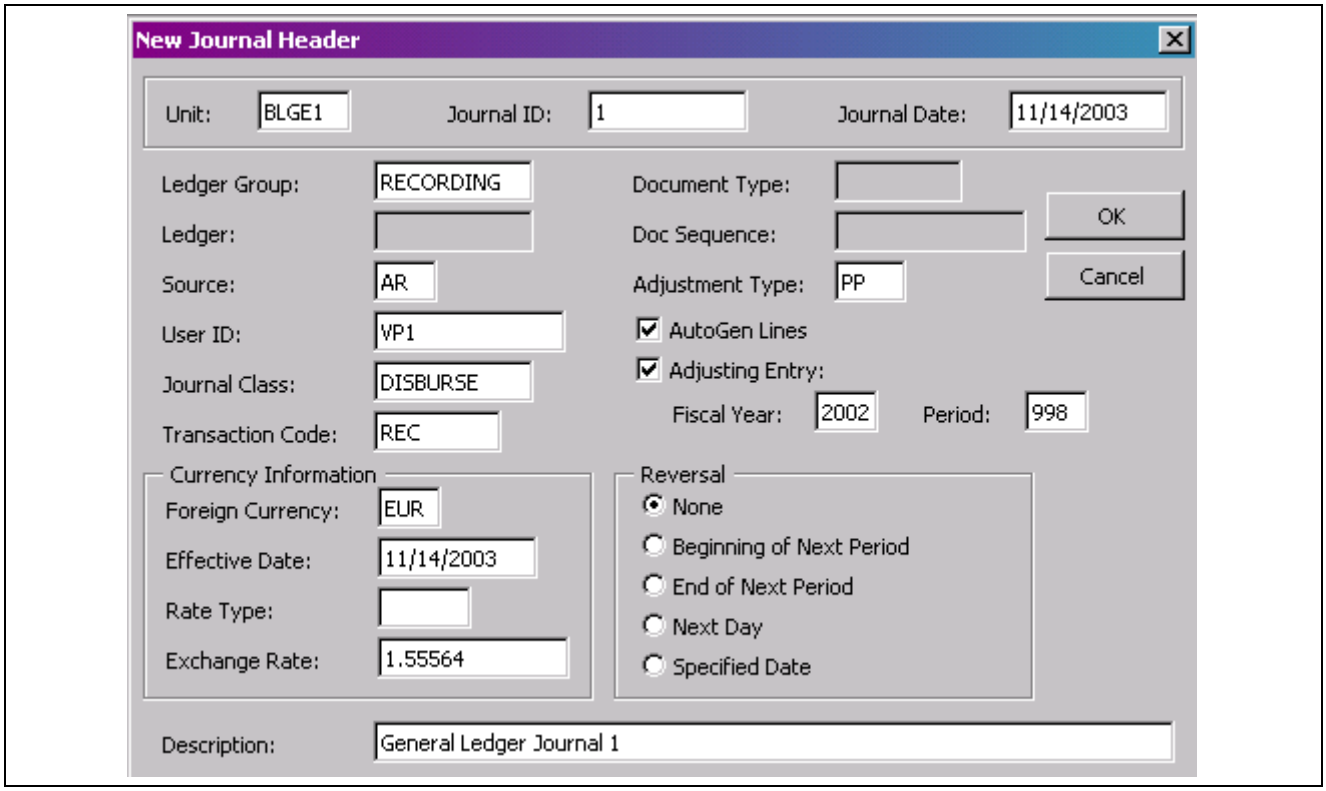
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Configuring ChartFields"

PeopleSoft Enterprise Global Options and Reports 8.9 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, Journal ID, Journal Date, Ledger Group, Source, and **User ID**

Enter the GL business unit and these other required fields . Fields that your organization chose not to implement are unavailable. For example, if you chose 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.

AutoGen Lines (automatically generate lines)

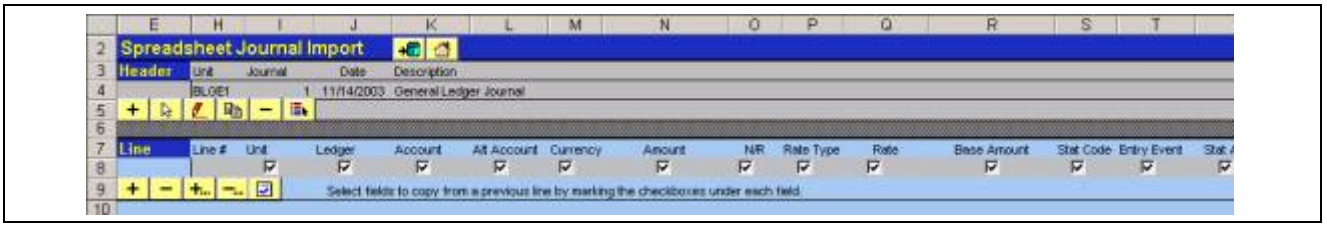
Select this check box if the ledger group contains multiple ledgers. If you have selected the Keep Ledgers in Sync (KLS) option for multibook ledgers on the Detail Ledger Group - Definition page, you should always select the Auto Generate Lines check box so that the system automatically generates journal 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.

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.



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 Line section) Deletes a journal line. Position your cursor on the line and click this button.



Copies a block of multiple lines.



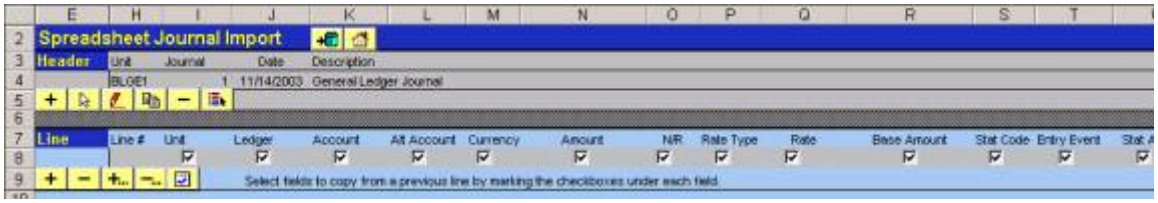
Deletes a block of multiple lines.



Check the amount fields to verify that you have entered the number with the number of decimal points that you have setup. 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.



Inserting 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.

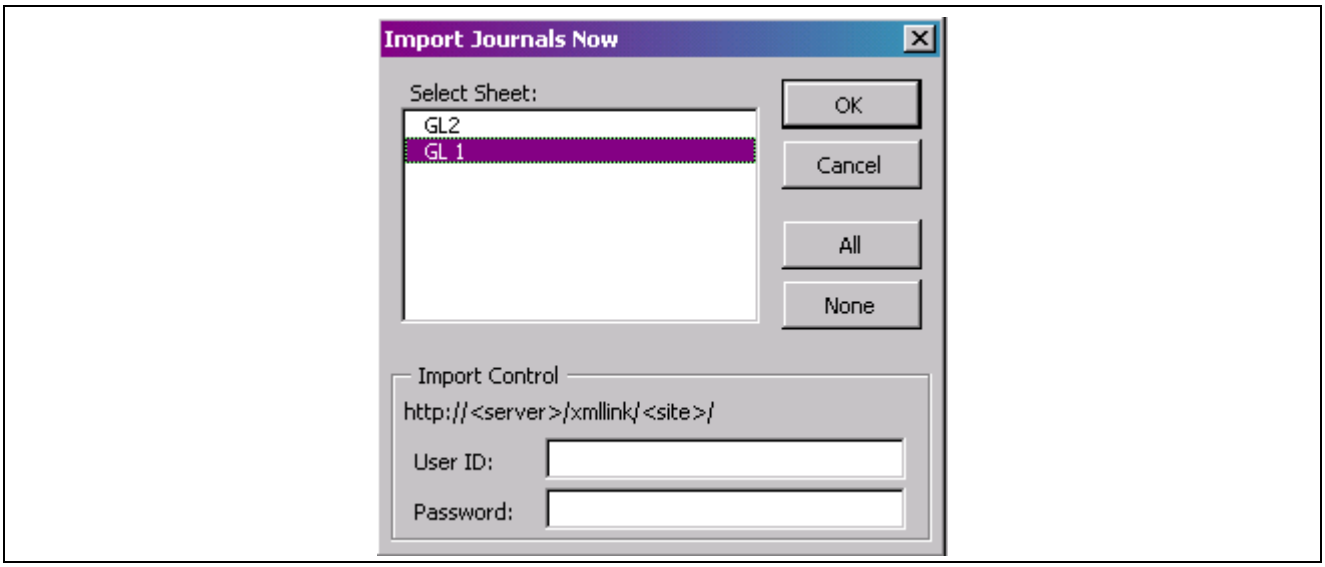
Note. Use as many journals in a spreadsheet as you like. Note that when you insert lines, they carry the header displayed at the top of the sheet.

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 by clicking Import Now on the Spreadsheet Journal Import control page.



Import Journals Now page

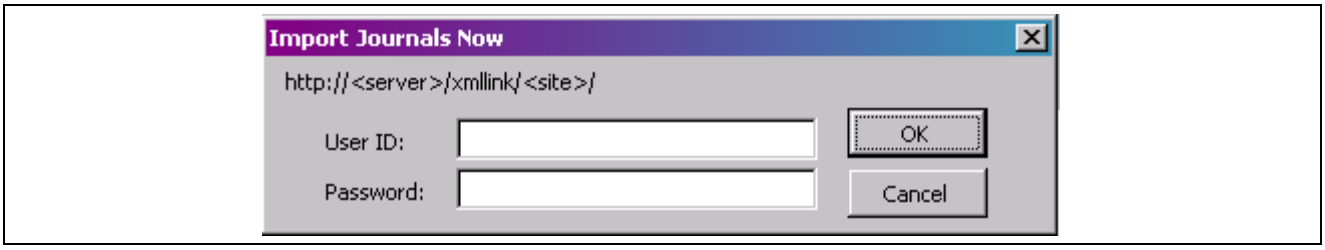
Select the sheets you want to import into General Ledger database. Enter your PeopleSoft database User ID and Password and click OK.

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

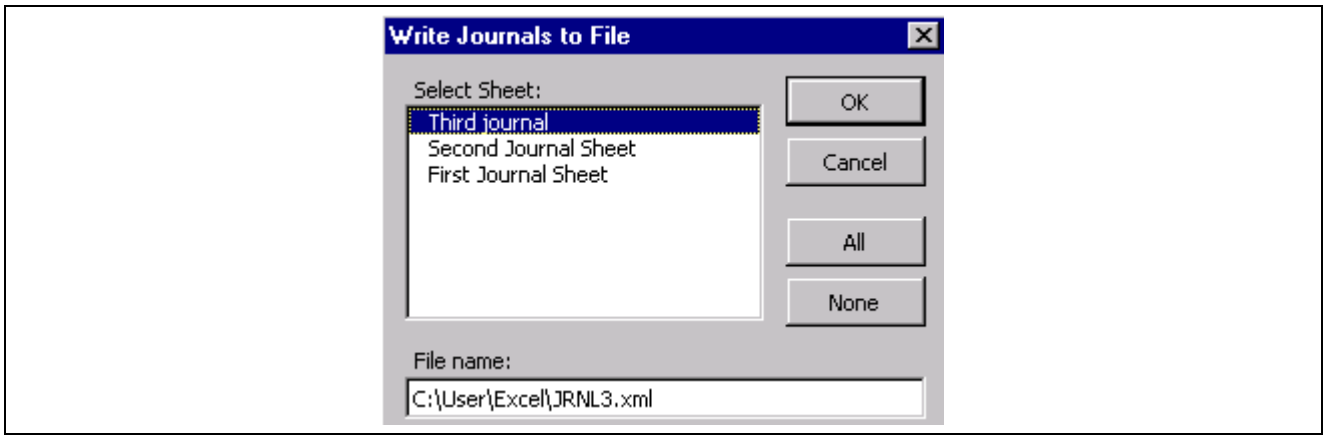
The URL to your PeopleSoft database appears automatically. Enter your User ID and Password and click OK to import the journals.

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.

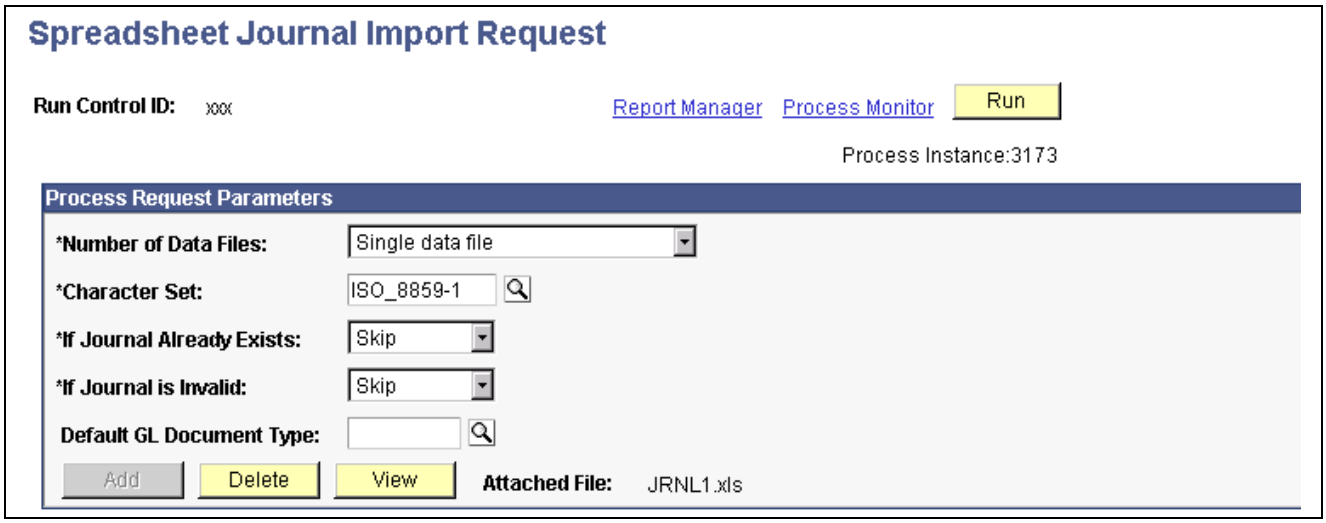


Write Journals to File page

Select some or all journal sheets that you want to save and click OK. This stores the Journal Sheet data in the file you specify in File Name. 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.



Spreadsheet Journal Import Request page

Number of Data Files

Single data file: The file you attached to this page is the data file containing journal data.

Index file to other data files: 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.

Add Click to add an attachment. Browse for the file you have written from the spreadsheet journal workbook, and then click Upload.

Delete Click to delete an attachment.

View Click to display the contents of the attached file.

Character Set 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.

If Journal Already Exists	Select *Abort , Skip,* or *Update.*
If Journal is Invalid	Select *Abort* or *Skip.*
Default GL Document Type	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

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 Terminology

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 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 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.

Business Unit — 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.

Ledger Group — Select to edit journals for a specific ledger group, or leave blank to edit journals for all ledger groups.

Source	Select to edit journals for a specific journal source, or leave it blank to edit journals for all journal sources.
System Source	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 *JGen-AR*(Journal Generator process for PeopleSoft Receivables transactions) created.
Process Partition ID	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.
Journal ID From/To,	Enter a range of journal ID numbers to limit the number of journals to process.
Journal Date From/To	Enter a journal date range to limit the number of specific journals within a given period to process.
From Year/Per (from year/period) and **To Year/Per** (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 Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Specifying Journal Source Error Processing

PeopleSoft Enterprise Application Fundamentals 8.9 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 the adjustment periods in the open period update page are setup correctly with adjustment years. Also, when changing the fiscal year associated with the adjustment period, make sure 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 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 journal 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) multiprocess 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 on the Open Period Update page should be UNP.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining Default Journal Post Options for a Ledger

Chapter 15, "Calculating Average Balances," page 245

Chapter 10, "Processing Journals," Setting the Process Date, page 192

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:

Reversal journals	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
InterUnit journals	Journals for which the interunit business unit field is different from the business unit field.
Suspense correction journals	Journals that contain an entry in the PS_JRNL_HDR_SIBL table.
Book Code reversal journals	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. Since 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 Enterprise 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 describe in the chapter Making General Ledger Journal Entries.

See Also

Chapter 8, "Making General Ledger Journal Entries," Deleting Journal Entries Not Yet Posted, page 145

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

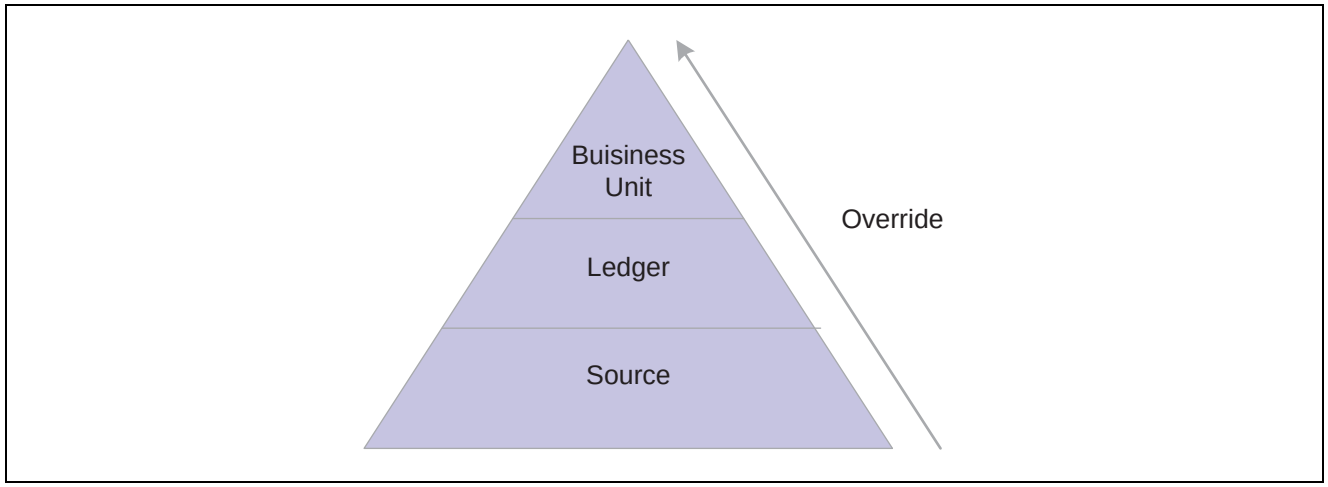
Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 24

Chapter 21, "Reviewing Financial Information," Viewing Journal Information, page 417

Journal Error Processing

Journal error processing options are available at the Business Unit, Ledger For A Unit, and Source levels. Error processing options defined at the Ledger For A Unit level 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 For A Unit 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 Suspense option is set, the system generates a suspense line(s) to bring the journal into balance. This suspense line is referred to as a balance suspense line.

Journal Edit Errors 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.

Journal Amount Errors 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 24

PeopleSoft Enterprise Application Fundamentals 8.9 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:

Suspense Journal Journal that has transactions posted to suspense ChartFields. This journal contains amount suspense lines, balance suspense lines or edit suspense lines.

Balance Suspense Line Suspense line generated by the Journal Edit process. This line is required to bring an out-of-balance journal back into balance.

Edit Suspense Line Suspense line generated by the Journal Edit process that references a journal line with invalid ChartFields or ChartField combination errors.

Amount Suspense Line Suspense line generated by the Journal Edit process that references a foreign currency journal line with foreign amounts and monetary amounts of different signs.

Corrections Journal Journal created from the Suspense Journal Correction process that corrects and reverses suspense transactions for a suspense journal.

Balance Correction Line Journal line generated by the Suspense Journal Correction process to correct the balance suspense line on a suspense journal.

Edit Correction Line Journal line generated by the Suspense Journal Correction process to correct the edit suspense line on a suspense journal.

Amount Correction Line Journal line generated by the Suspense Journal Correction process to correct the amount suspense line on a suspense journal.

Reversal Suspense Line 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 generated from the Journal Edit process.

Journal processing uses a suspense status flag (SUSP_RECON_STATUS) on journal header record (JRNL_HEADER) to determine the life cycle of a suspense journal.

0	No suspense transactions — the journal has no amount, balance or edit suspense lines.
1	Suspense transactions — the journal has balance, edit, and/or amount suspense lines, and now becomes a suspense journal.
2	Corrections Journal Created — a corrections journal is created to correct and reverse the suspense transactions on a suspense journal.
3	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:

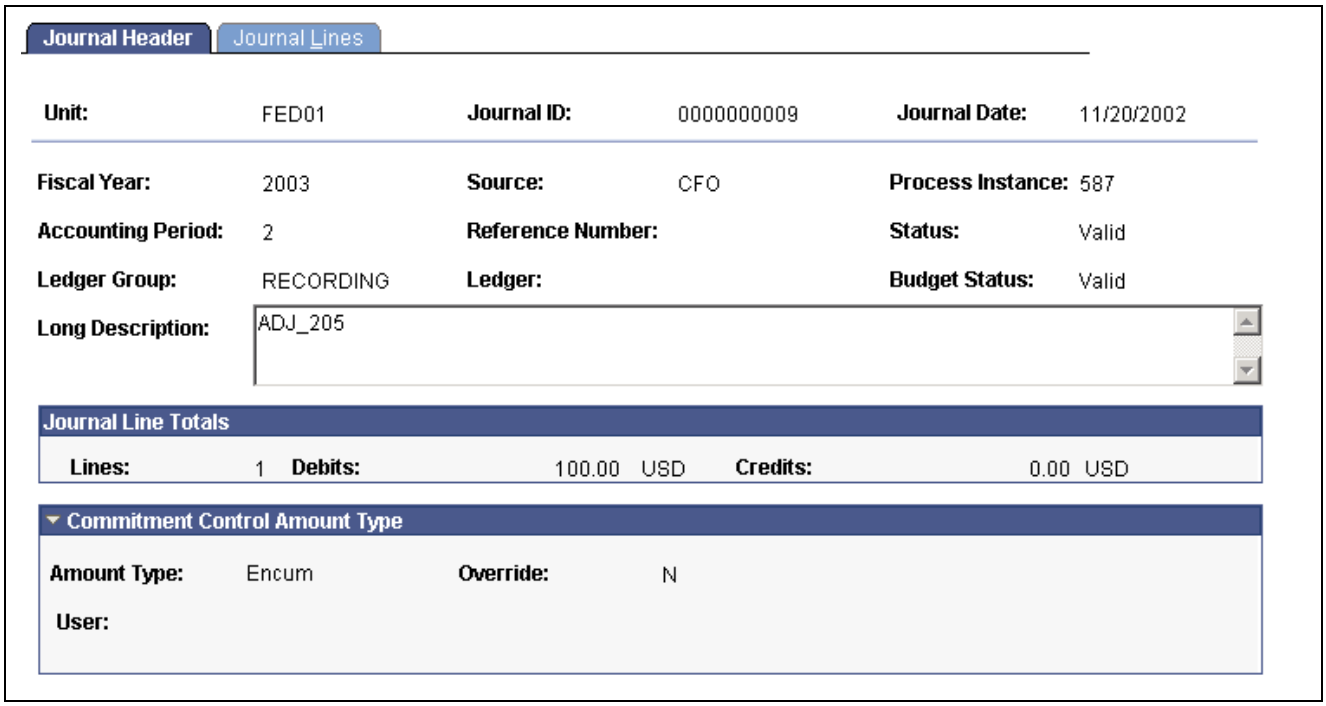
- View the journal header information.
- View journal line details.

Pages Used to View the Status of Journals

Page Name	Object Name	Navigation	Usage
Journal Header	JOURNAL_HEADER_FS	General Ledger, Journals, Process Journals, Review Journal Status, Journal Header	Review journal header information.
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.



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 you 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 complete it 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.

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.

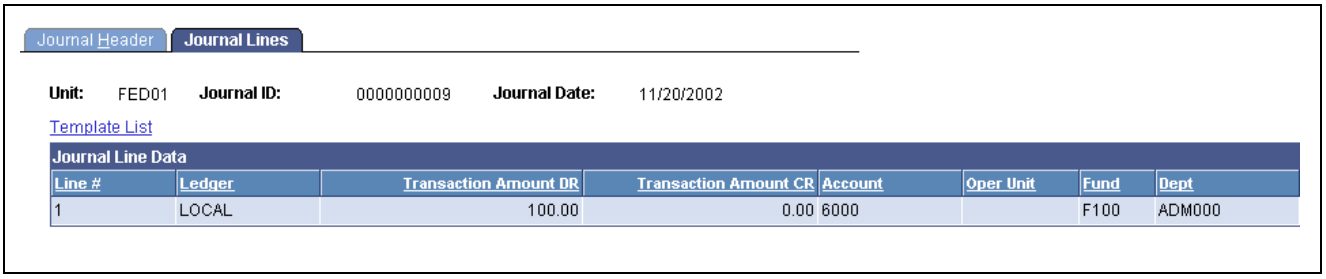
The Amount Type can be one of the following:

Actuals and Recognized	The journal records the actual amount of a transaction, expenditure, or revenue.
Encumbrance	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.
Pre-Encumbrance	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.
Collected Revenue	The journal records the collected amount from a prior revenue transaction.
Actuals, Recognized and Collect	The Journal records the actual and collected amount of a revenue transaction.
Planned	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 Override is selected, 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.



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, Transaction Amount CR, 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.

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:

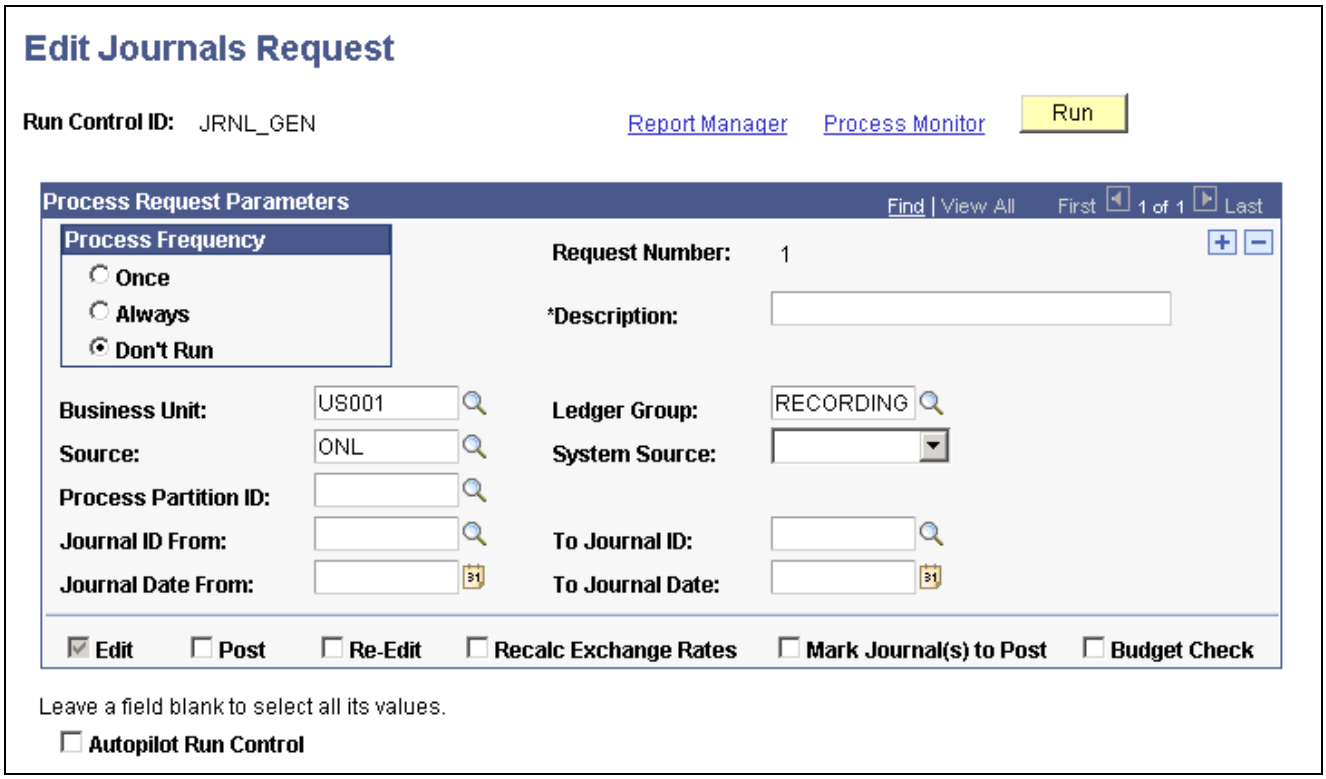
- Run the journal edit process.
- Check the status of edit requests.
- Correct journal edit errors.
- Find journal entry errors.

Pages Used to Perform Journal Edit

Page Name	Object Name	Navigation	Usage
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.



Edit Journals Request page

Edit Select to edit the journals.

Post Select to automatically post the journals that pass edit and budget checking (commitment control journals).

Re-Edit Select to edit valid journals more than once. Edited journals are flagged as either having errors or as valid (edit complete). If you don't select this check box, the system ignores valid journals.

Recalc Exchange Rates (recalculate exchange rates) If your journals are recorded in multiple currencies, click to recalculate based on the most current exchange rate.

Mark Journal(s) to Post Select to mark each valid journal with a posting request status. If PeopleSoft Workflow is activated, this option is not available.

Budget Check 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 207.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Processing Source Transactions Against Control Budgets"

Enterprise PeopleTools PeopleBook, PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences"

Chapter 7, "Optimizing General Ledger Performance," Using Partition IDs, page 88

Checking the Status of Edit Requests

Access the Message Log page.

After you run a batch process, you may want to review any messages that were produced to ensure 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.

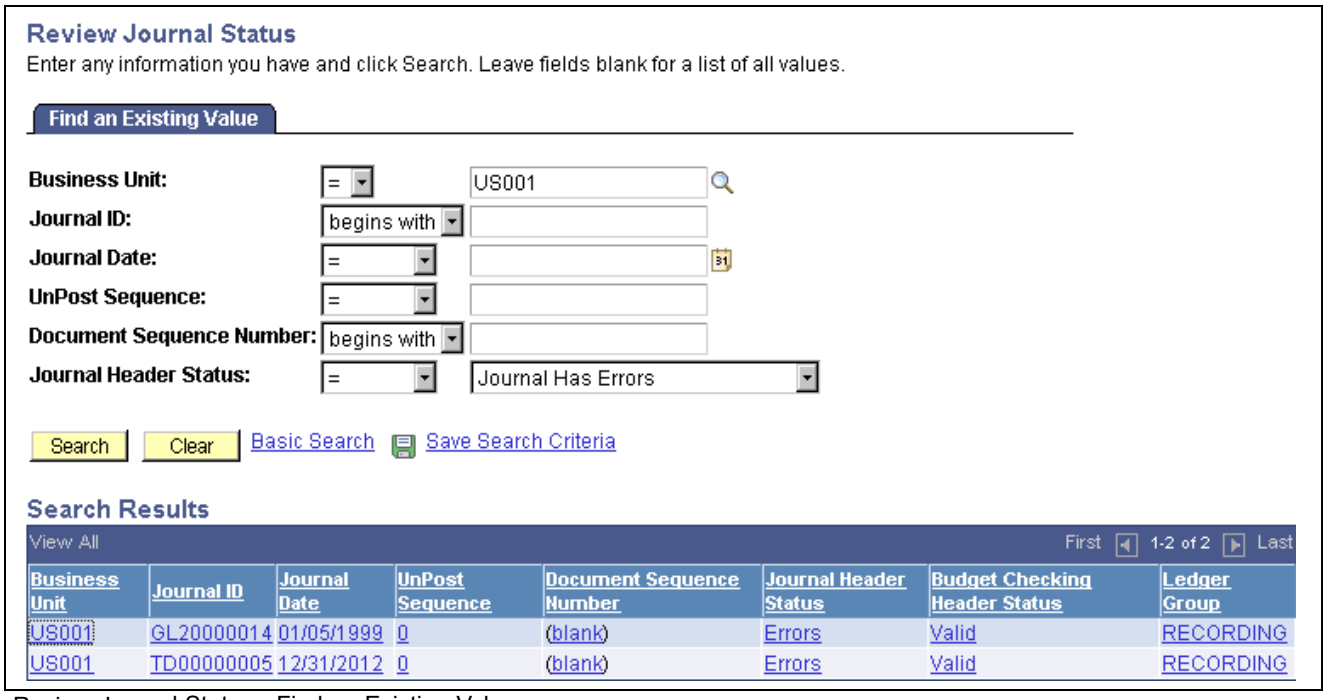
Click the Line number for the line in error on the Journal Entry - Errors page to go directly to the Journal Entry - Lines page, where you can view one or all of the lines in error. The cursor is positioned on the line and field in error.

See Also

Chapter 8, "Making General Ledger Journal Entries," Viewing Journal Entry Errors, page 128

Finding Journal Entry Errors

Access the Review Journal Status - Find an Existing Value page.



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 183

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.

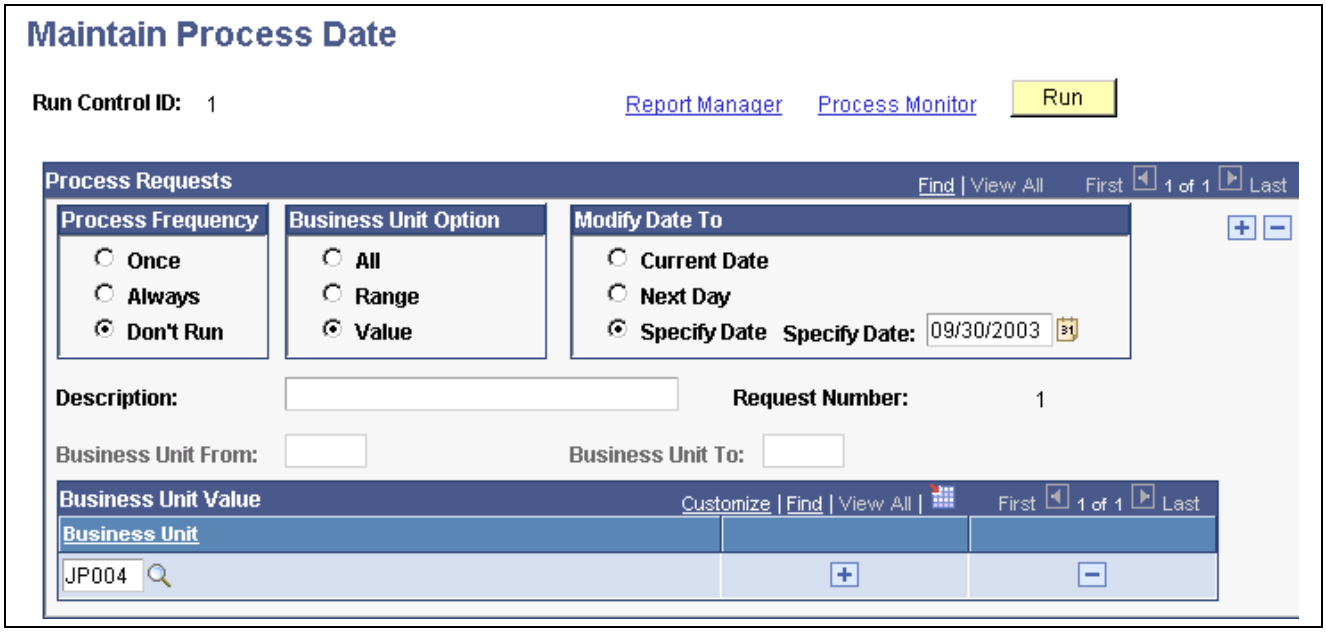
Pages Used to Post Journals

Page Name	Object Name	Navigation	Usage
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 *and* are marked to post. (You also run the Post Daily Balances process (GL_ADB_POST) process from this page.)

Page Name	Object 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.



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 field.

Value Updates the specific business units that you enter in the Business Unit fields.

Current Date 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.

Next Day 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.

Specify Date 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.

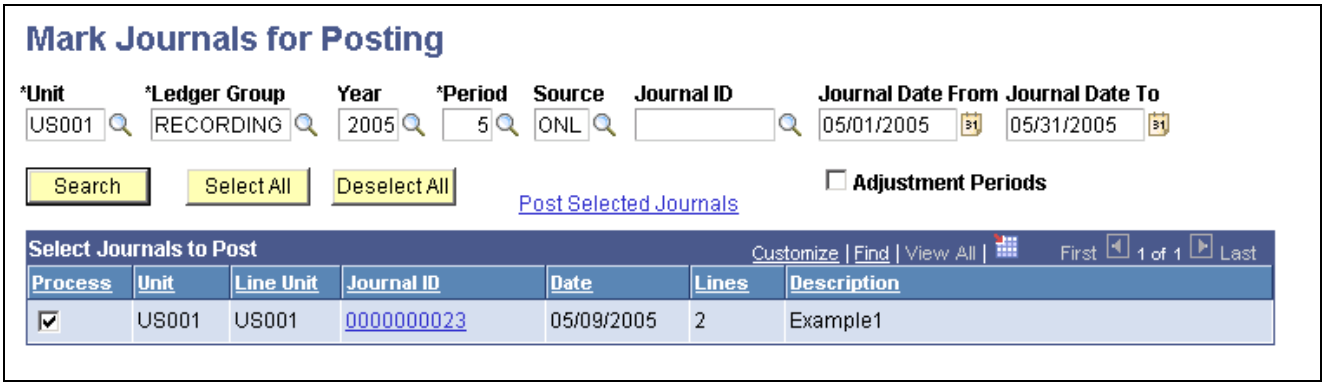
The system only adjusts the date to a working calendar day if there is a working calendar defined. You define your working calendar on the Business Calendar page.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars," Defining Business Calendars

Marking Journals for Posting

Access the Mark Journals for Posting page.



Mark Journals for Posting page

The system groups journals by business Unit, Ledger Group, accounting Year, Period,Source, Journal Date From, and Journal Date To which means that you must select these values at the prompt. You can leave Journal ID blank or use a wildcard (%) value. Source must be populated but you can use % to return journals with all source values. You can also use the wildcard % for business Unit.

Post Selected Journals Click this link to access the Post Journals Request page.

Note. For better efficiency, we recommend that you 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 journals 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.

See Also

Chapter 21, "Reviewing Financial Information," Viewing Journal Information, page 417

Running the Journal Post Process

Access the Post Journals Request page.



Post Journals Request page

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 process (GLPPOITM) 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.

See Also

Chapter 12, “Using Open Item Accounting,” page 215

Chapter 7, “Optimizing General Ledger Performance,” page 67

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Up Ledgers,” Generating or Updating a Summary Ledger

Checking the Status of Posting Requests

Access the Message Log page.

Enables you to view the status of the posting request and details of any messages that occur during the processing.

Unposting Journals

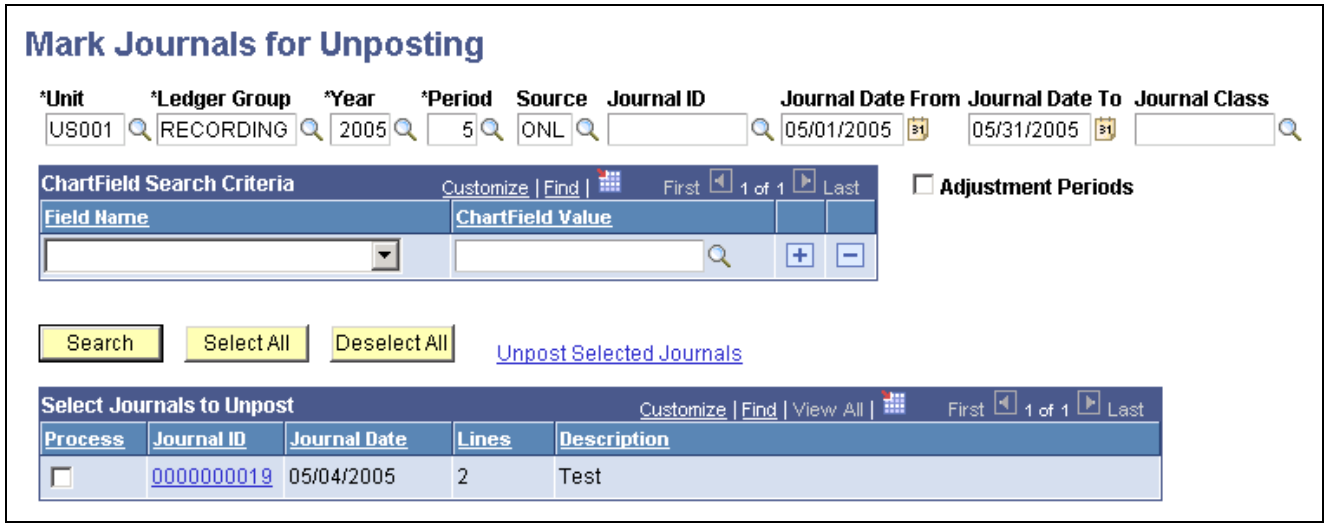
This section discusses how to mark journals for unposting.

Page Used to Unpost Journals

Page Name	Object Name	Navigation	Usage
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 enabled on the Business Unit Journal Options page.

Marking Journals for Unposting

Access the Mark Journals for Unposting page.



Mark Journals for Unposting page

Business Unit, Year, Ledger Group, Adj. Periods (adjustment periods), **Source, Period, Journal ID, Journal Date From, Journal Date To,** and **Journal Class**

Enter the criteria that you want to apply to the journals to unpost (reverse).

You can leave Journal ID blank or use a wildcard (%) value. You can also use a wildcard (%) for Business Unit or Source.

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 Process for the journals that you want to unpost. Change the Unpost Date if you want it to be different than the journal date. You can click each Journal ID to review the journal's details.

If the unpost period (transaction type 'UNP') is closed for the business unit, the Process check box will be unavailable for selection.

Journal ID — 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.

Note. The Unpost Date field can be modified only if you selected the Allow Different Unpost Date for the business unit on the Journal Options page.

See Chapter 3, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit, page 24.

Correcting Journal Errors

This section provides an overview and 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 journal
- 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 24

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Specifying Journal Source Error Processing

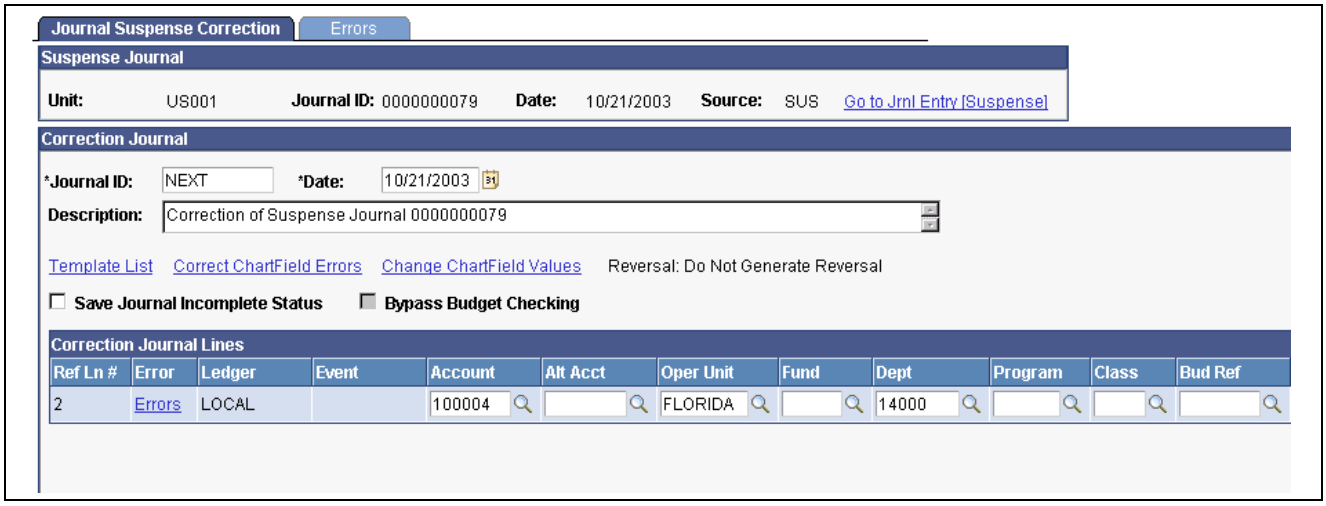
Pages Used to Correct Journal Errors

Page Name	Object Name	Navigation	Usage
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	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	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 Date on Correction Journals as set up on User Preferences - General Ledger page.)	Enter the reversal information for correction journal.

Page Name	Object Name	Navigation	Usage
Errors	JRNL_SUSP_ERRS	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.



Journal Suspense Correction page (1 of 2)



Journal Suspense Correction page (2 of 2)

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.*
Long Description	Defaults to *Correction of Suspense Journal* followed by the Journal ID of the suspense journal you're correcting. You may 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.
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 journal.

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 line(s) 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.

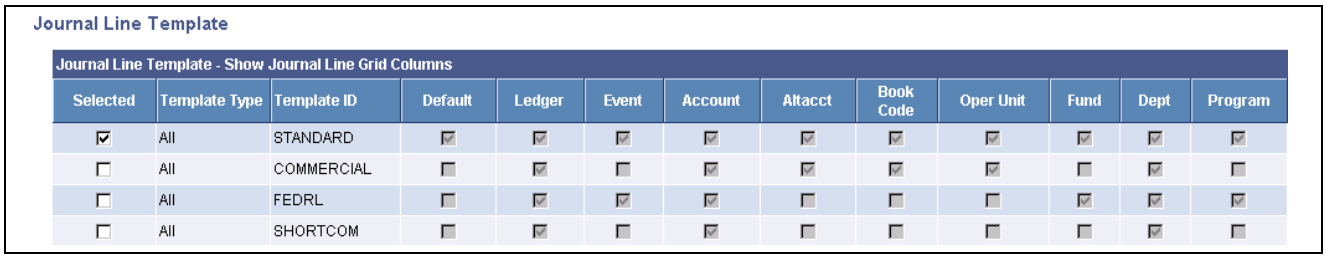
Important! When you create a correction journal, you must determine whether the lines are correct or incorrect. If necessary, you can make further changes to the corrected journal before you run the Journal Edit process (Application Engine process GL_JEDIT) and the Journal Post process (GLPPPOST). But, 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 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. Correction journal is a non-interunit journal when created. Like journals created by Journal Entry - Lines page, the system still populates correction journal's IU System Transaction Code (IU_SYS_TRAN_CD) & 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.



Journal Line Template page

Selected Select to indicate that you are currently using the template when it is checked. To use a different template, select another line.

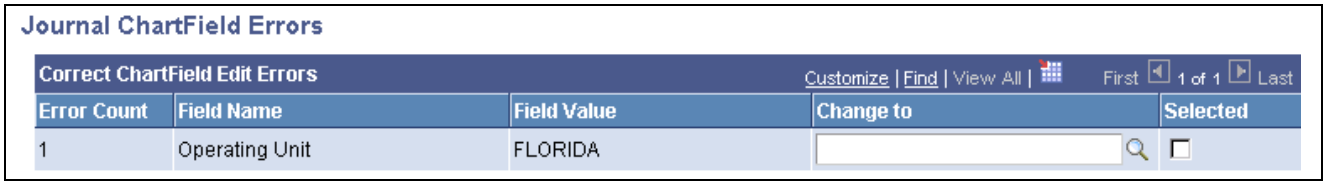
Template Type Identifies the users who would use the template. For example, anyone could use an *All* template type. The Template ID is the name for the template.

Default If selected, the system uses the columns selected as the default when you open the Journal Suspense Correction page. You can only change the default on the Journal Entry Template - Template page.

Note. 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.

Reviewing Journal ChartField Errors

Access the Journal ChartField Errors page.



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.

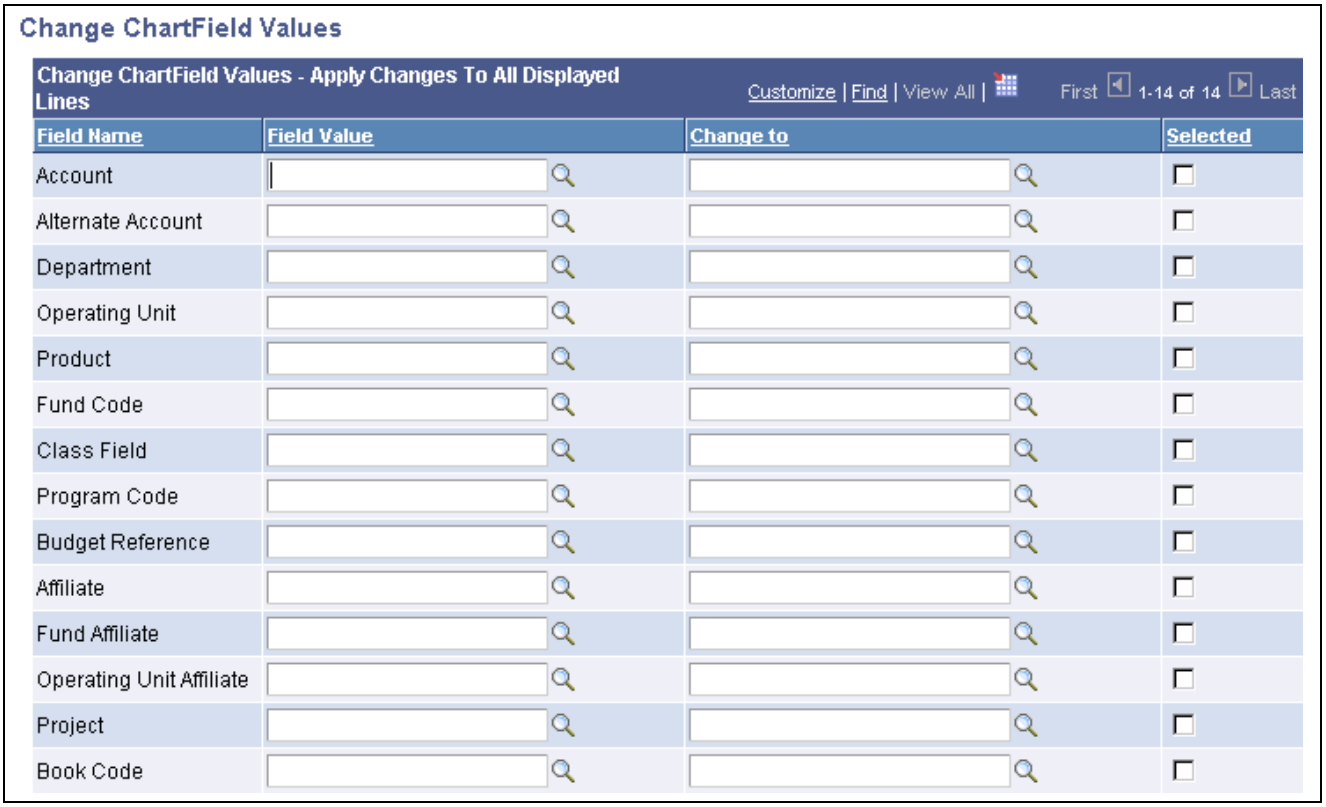
Field Value Displays the incorrect ChartField value.

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.



Change ChartField Values page

Field Name Name of each ChartField.

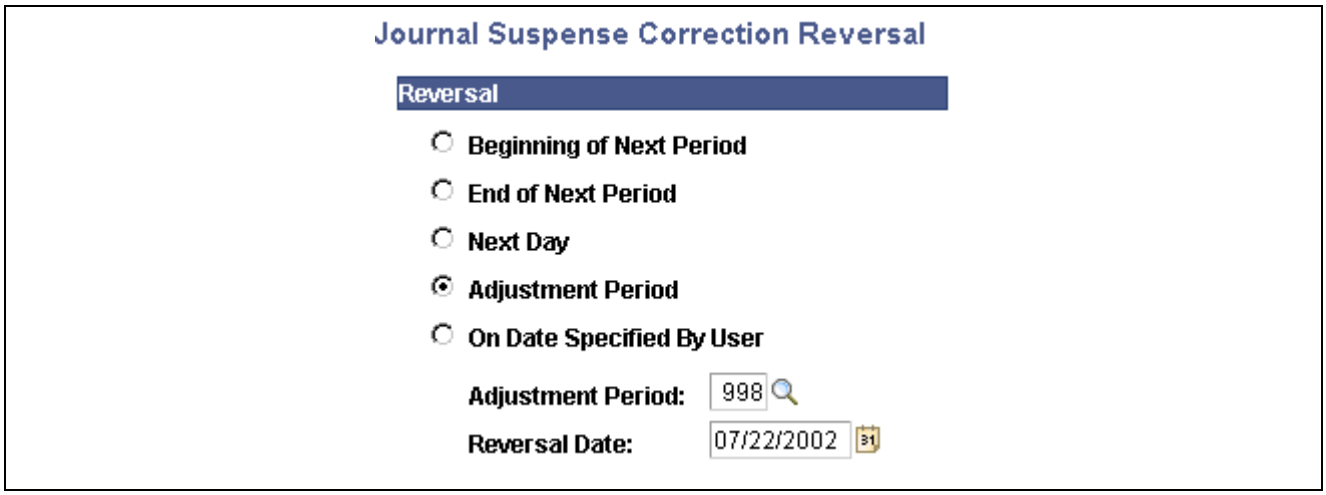
Field Value Enter the ChartField value that you want to change.

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 Journal

Access the Journal Suspense Correction Reversal page.



Journal Suspense Correction Reversal page

Enter reversal information for 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.

Beginning of Next Period 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.

End of Next Period 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.

Next Day 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.

Adjustment Period 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.

On Date Specified By User Enables you 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 optional button.

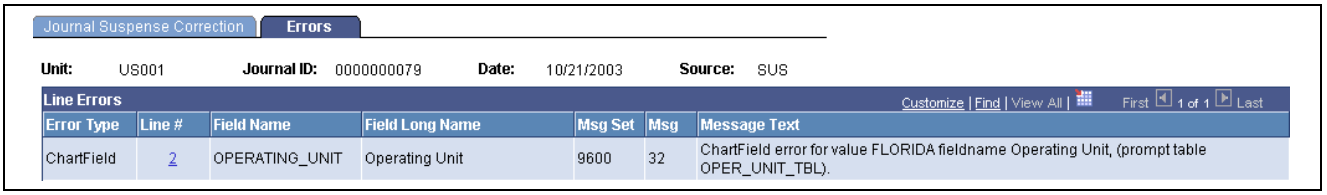
Reversal Date When you select Adjustment Period or On Date Specified By User option, enter a value in this field. The Reversal Date is used to populate the journal

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 renter 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 the adjustment periods in the open period update page are setup correctly with adjustment years. Also, when changing the fiscal year associated with the adjustment period, make sure all the relevant adjusting journals are posted before the change.

Viewing Errors for Suspense Journal Correction Lines

Access the Journal Suspense Correction - Errors page.



Journal Suspense Correction - Errors page

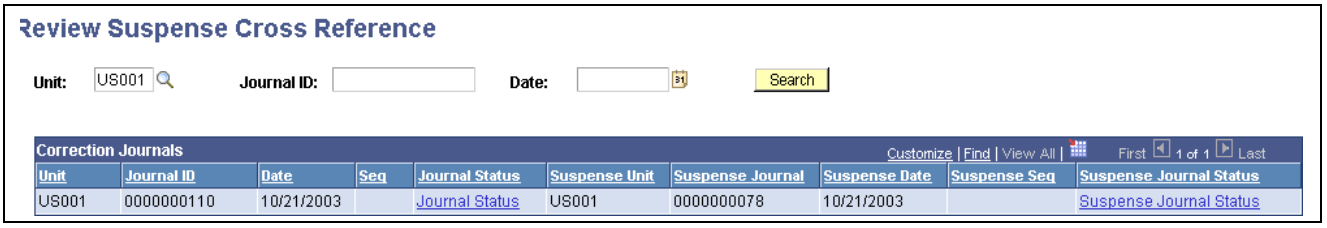
This page displays information about the ChartFields and Amount errors on the suspense journal.

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 Ref Ln # on the Journal Suspense Correction page with the error. It shows the Field Name for the ChartField in error. It also displays the Msg Set (message set number) that contains the error message, the Msg (message number), and 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.



Review Suspense Cross Reference page

Specify a combination of Unit, Journal ID, and Date for the correction journal search criteria or just search on 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*.

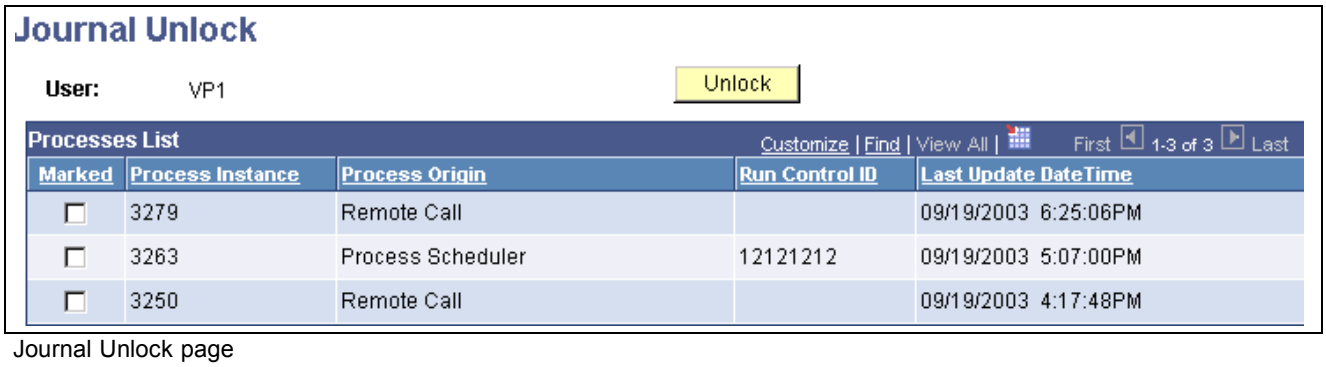
Correction Journals

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.



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 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 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.

Pages Used to Produce Journal Reports

Page Name	Object Name	Navigation	Usage
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 615

CHAPTER 11

Using Autopilot to Process Journals

This chapter provides an overview of the 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 processing using a *batch window,* for example, scheduling a specific batch process to run daily at a given time, with Auto pilot you can 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 Auto pilot 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 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 over night and during hours when there is less demands 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 with status E (error) 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 less than those counted by the Autopilot process. These differences should not be material, but be aware that the counts can vary to some extent.

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.

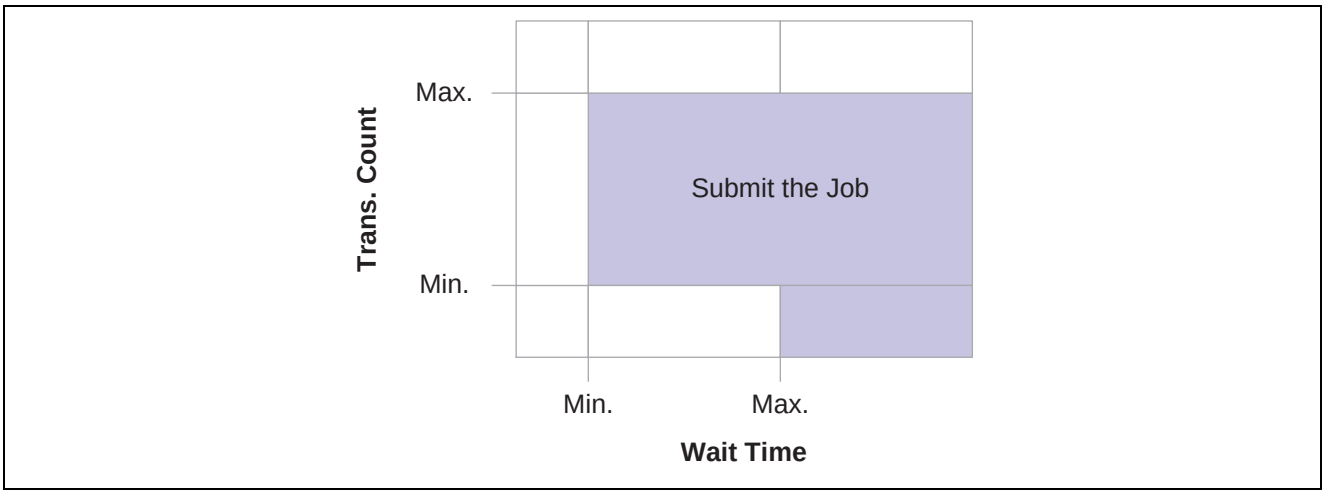
- Minimum wait time: the minimum amount of time between each scheduling of the process.
- Maximum wait time: the maximum amount of time between each scheduling of the process.

  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

Page Name	Object Name	Navigation	Usage
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.

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.

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).

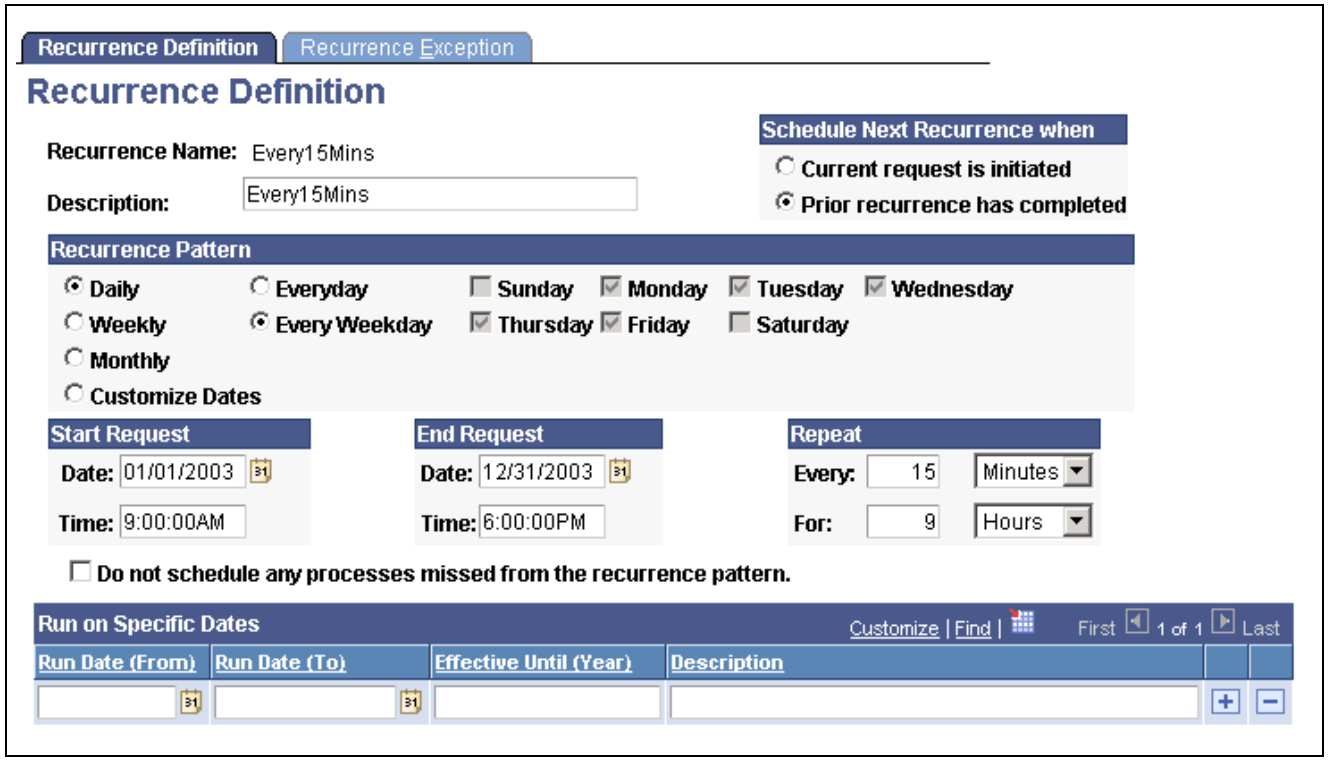
The following discusses how to schedule the Autopilot process.

Page Used to Configure a Recurrence Definition for the Autopilot Process

Page Name	Object 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.



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 *Enterprise 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 (PRCSRQSTDLG) components.

The following discusses how to:

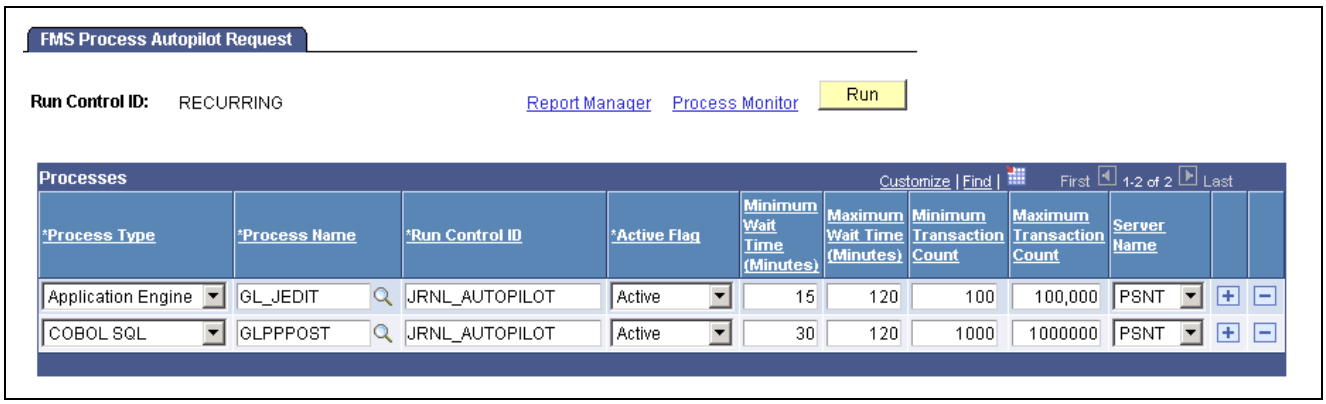
- Configure the Autopilot request
- Run the Autopilot process

Pages Used to Request and Run the Autopilot Process

Page Name	Object Name	Navigation	Usage
FMS Process Autopilot Request	FMSAUTOPILOT_REQ	Background Process, Process Autopilot	Set up Autopilot to perform recurring batch processing using PeopleSoft Process Scheduler.
Process Scheduler Request	PRCSRQSTDLG	Select the Run button on the FMS Process Autopilot Request 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



FMS Process Autopilot Request 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.

Active Flag Select *Active* to enable the process.

Select *Disable* to disable an individual process even after Autopilot has started.

Minimum Wait Time Enter the minimum number of minutes that must elapse between processing runs.

Maximum Wait Time Enter the maximum amount of minutes that can elapse between process runs, regardless of whether the Minimum Transaction Count parameter is satisfied.

Minimum Transaction Count Enter the fewest number of transactions that must be present for processing to occur, unless the Maximum Wait Time parameter is surpassed.

Maximum Transaction Count 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

Recurrence Select your predefined recurrence.

Note. You can also specify the Recurrence by making it part of the process definition for the FMS Autopilot process (FMSAUTOPILOT). The Autopilot process then submits the application batch processes when the conditions for wait time and transaction count are met.

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 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Entering and Maintaining ChartField Values

PeopleSoft Enterprise Application Fundamentals 8.9 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 (GLPPOITM) 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:

Open Item Account	A ChartField account, normally balance sheet accounts, used for open item accounting, such as *Employee Advances.*
Open Item Key	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.
Open Item	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.
Closed Item	Transactions for an open item key become closed items when the balance of the open item key transactions equals zero.
Tolerance Amount	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

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

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

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

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 98

Chapter 10, "Processing Journals," Understanding Journal Processing, page 175

Pages Used to Enter and Process Open Item Transactions

Page Name	Object Name	Navigation	Usage
Journal Entry - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create Journal Entries	Identity the Ledger Group that contains the Ledger used to track open items.
Journal Entry - Lines	JOURNAL_ENTRY2_IE	Journals, Journal Entry, Create Journal Entries	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 190

Reconciling and Closing Open Item Balances

This section describes how to:

- Use the PS/GL open item reconciliation process (GLPPOITM).
- Use the manual open item reconciliation and close process.
- Review reconciled open items.

Pages Used to Enter Open Item Transactions

Page Name	Object Name	Navigation	Usage
Process Reconciliation - Open Item Recon	GL_OI_RECON_REQ	General Ledger, Open Items, Process Reconciliation	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 Status Online - 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 (GLPPOITM)

Access the Process Reconciliation - Open Item Recon page.

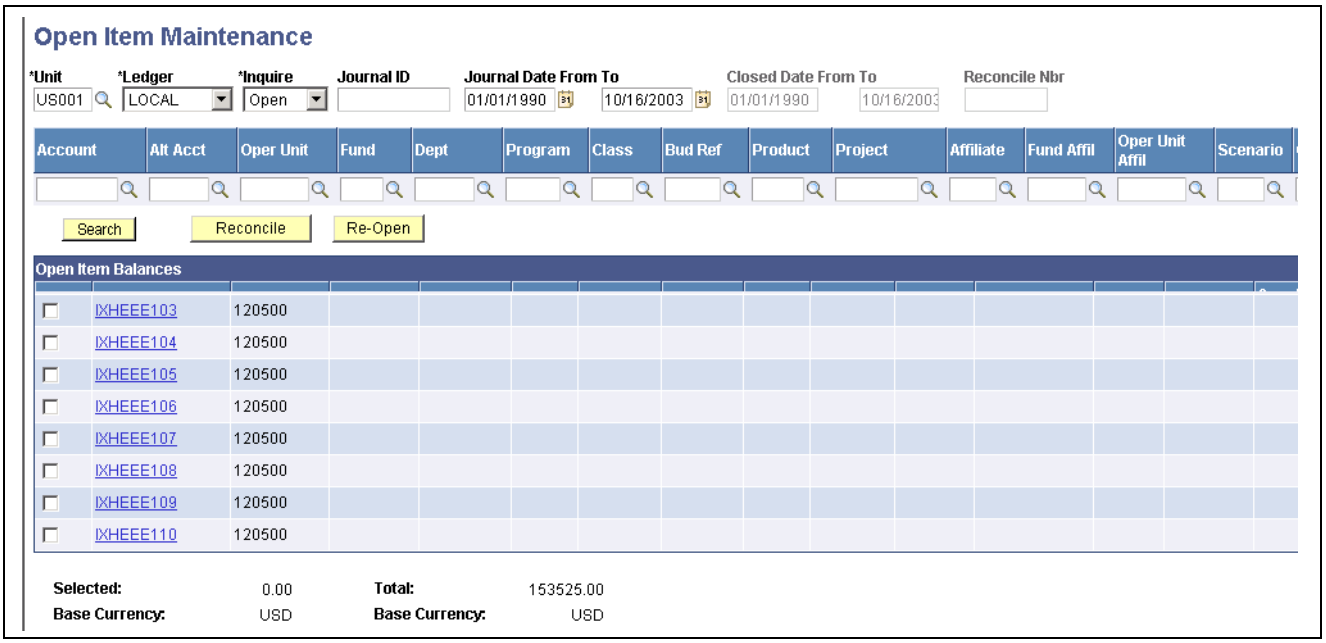
To reconcile and close open items using the PS/GL Open Item Reconciliation process:

1. Enter the run parameters.
2. Run the PS/GL Open Item Reconciliation process.

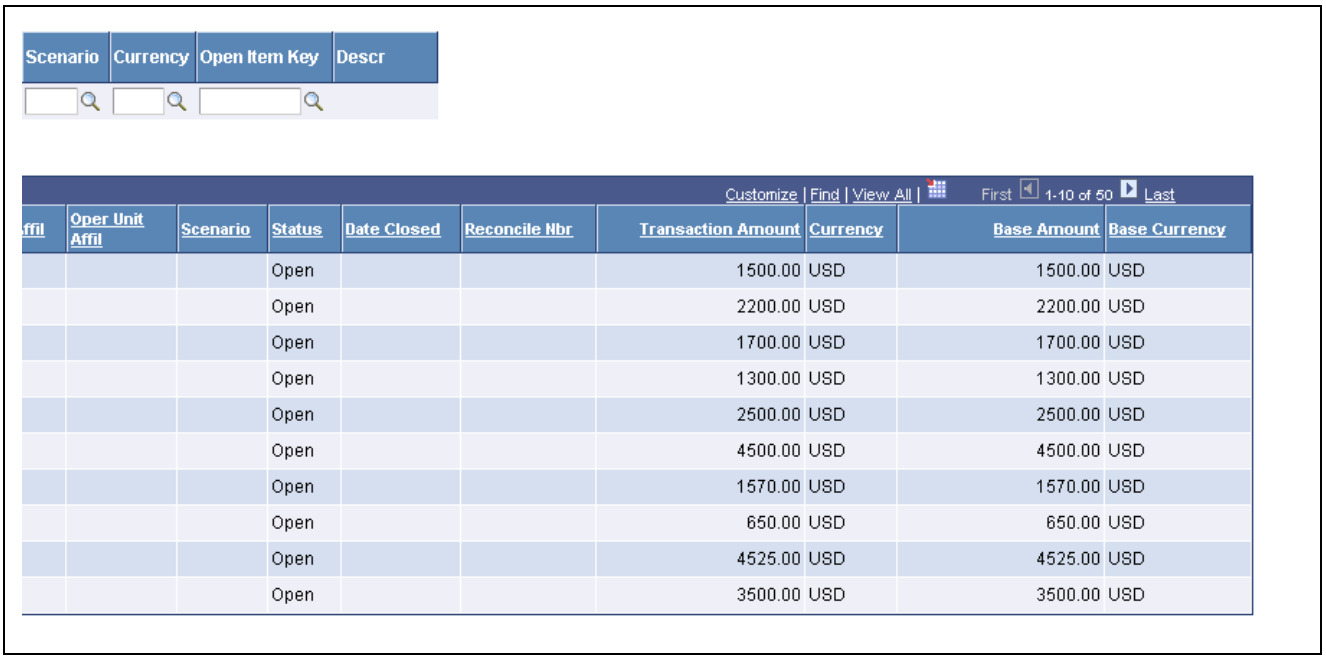
Note. The system uses Reconciliation Tolerance amounts solely for manual reconciliation. The PS/GL Open Item Reconciliation process only closes open item transactions with a zero balance.

Using the Manual Open Item Reconciliation and Close Process

Access the Open Item Maintenance page.



Open Item Maintenance page (1 of 2)



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

Selected Displays the total of all of the selected Open Item Balances rows. This total changes each time you select another row.

Total 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.

Reconcile Each Row Separately	The system closes each summary row individually and assigns a different reconcile number and date closed.
Reconcile Selected Rows As One	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 Status Online - Open Item Status page.

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 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

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 process 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

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.

See Also

Chapter 10, "Processing Journals," Requesting Journal Edits, page 186

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 198

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 141

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Configuring ChartFields," Using Standard ChartField Configuration

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Choosing Affiliate ChartField Values

Chapter 8, "Making General Ledger Journal Entries," Creating Interunit and Intraunit Journal Entries, page 130

Chapter 26, "Using Entry Events in General Ledger," page 493

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 Also

PeopleSoft Enterprise Application Fundamentals 8.9 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 Also

Chapter 17, "Performing Financial Consolidations," Selecting an Approach to Intercompany and Intracompany Transactions, page 303

Chapter 17, "Performing Financial Consolidations," Consolidating on a ChartField Other Than Business Unit, page 303

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 146

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 159

CHAPTER 14

Processing Value Added Tax (VAT) Transactions in General Ledger

This chapter provides an overview of General Ledger VAT setup and processing and discusses how to:

- Set up (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 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.

PeopleSoft software accommodates a number of methods for calculating value added taxes based on the countries where your organization is either located or with which it conducts 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 General Ledger at the business unit, journal source, and account ChartField levels. Each of these levels is represented by a VAT driver provided with PeopleSoft software. You can set up the VAT defaults for 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 Journal Source Definition page, and Account ChartField page, the VAT Defaults Setup page based on one of the VAT Driver for General Ledger.

For example, the 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 select the VAT link on the Account page, the VAT Driver for the VAT Defaults page is GL_ACCOUNT_TBL. Finally, if you select 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 of the different VAT Drivers determines what appears in the VAT Defaults page.

To process 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 General Ledger is:

1. VAT Entity and VAT Country
2. Business Unit
3. Journal Source
4. Account

This means that a VAT default options set up for the VAT entity or VAT country overrides VAT default options set up a the business unit, journal source, or account levels.

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 a the journal source or account levels.

If there are no VAT defaults 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, 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 are stored in a common set of defaulting tables. Depending on the driver, you can set certain fields and override them in a lower level of the hierarchy.

There are two main components that control the VAT defaults: the VAT Defaults Setup component and the Services VAT Treatment Setup component. For General Ledger, only 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 select the GL Business Units (BUS_UNIT_TBL_GL) driver, 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 and/or Place of Supply Driver—a change to either protects both.
- Reporting Country and/or Defaulting State—a change to either protects both.

- Bank/Customer/Vendor Registration Country.
- Calc on Advance Payments.
- Place of Supply Country and/or Place of Supply State—a change to either, where applicable, protects both.
- Applicability.

User overrides are reset to blank when the:

- User clicks Change Physical Nature.
- User clicks Reset All VAT Defaults.
- User leaves the component and comes back in again.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Accessing the Service VAT Treatment Defaults Setup Page.

Understanding 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 VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. There are no General Ledger drivers that apply to the Services VAT Treatment Defaults.

VAT Driver	VAT Driver Keys	PeopleSoft Application	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
Account ChartField	Account SetID Account	General Ledger	Optional	Optional	Yes	No
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

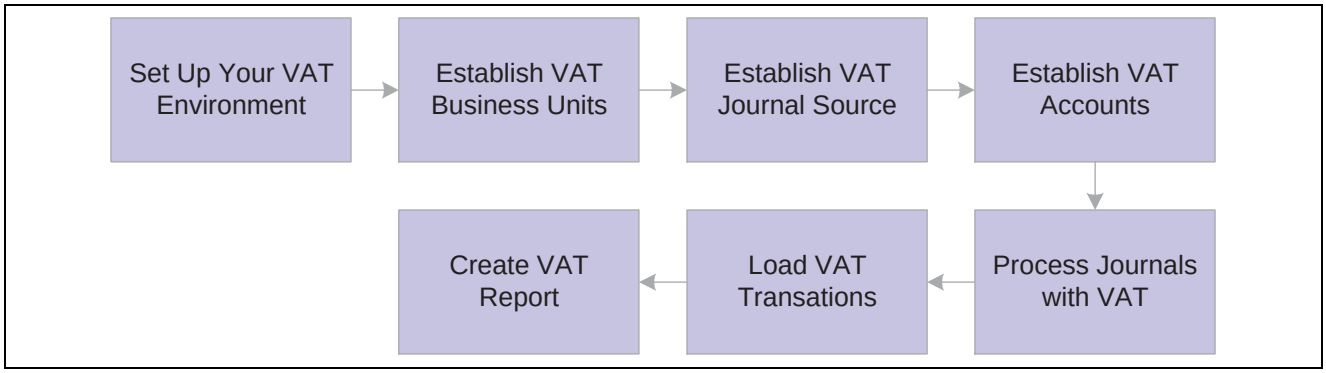
VAT Transaction Entry and Processing in General Ledger

General Ledger processes VAT transactions originating from the following sources:

- PeopleSoft subsystems
- General Ledger
- External systems

Note. Commitment control functionality does not support VAT.

This diagram illustrates VAT processing in General Ledger:



VAT processing in 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

VAT Defaults are displayed in descending order of impact. When you change multiple VAT defaults and click Adjust Affected VAT Defaults, specific fields will or will not be adjusted. Work from the top down to the bottom, 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 (SJEs), page 134

Chapter 10, "Processing Journals," page 175

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT," Understanding VAT

Prerequisites

Before you process VAT transactions in General Ledger:

- Read *Setting Up Global Options and Reports*, "Understanding Value Added Taxes."
- Set up your VAT environment.
- If you intend to create an allocation journal that includes VAT processing in the journal edit, clear 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, clear 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 General Ledger for VAT information applicable to that application and to access the set up information for the various applications.

Commitment control does not support VAT.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT"

PeopleSoft Enterprise Application Fundamentals 8.9 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.

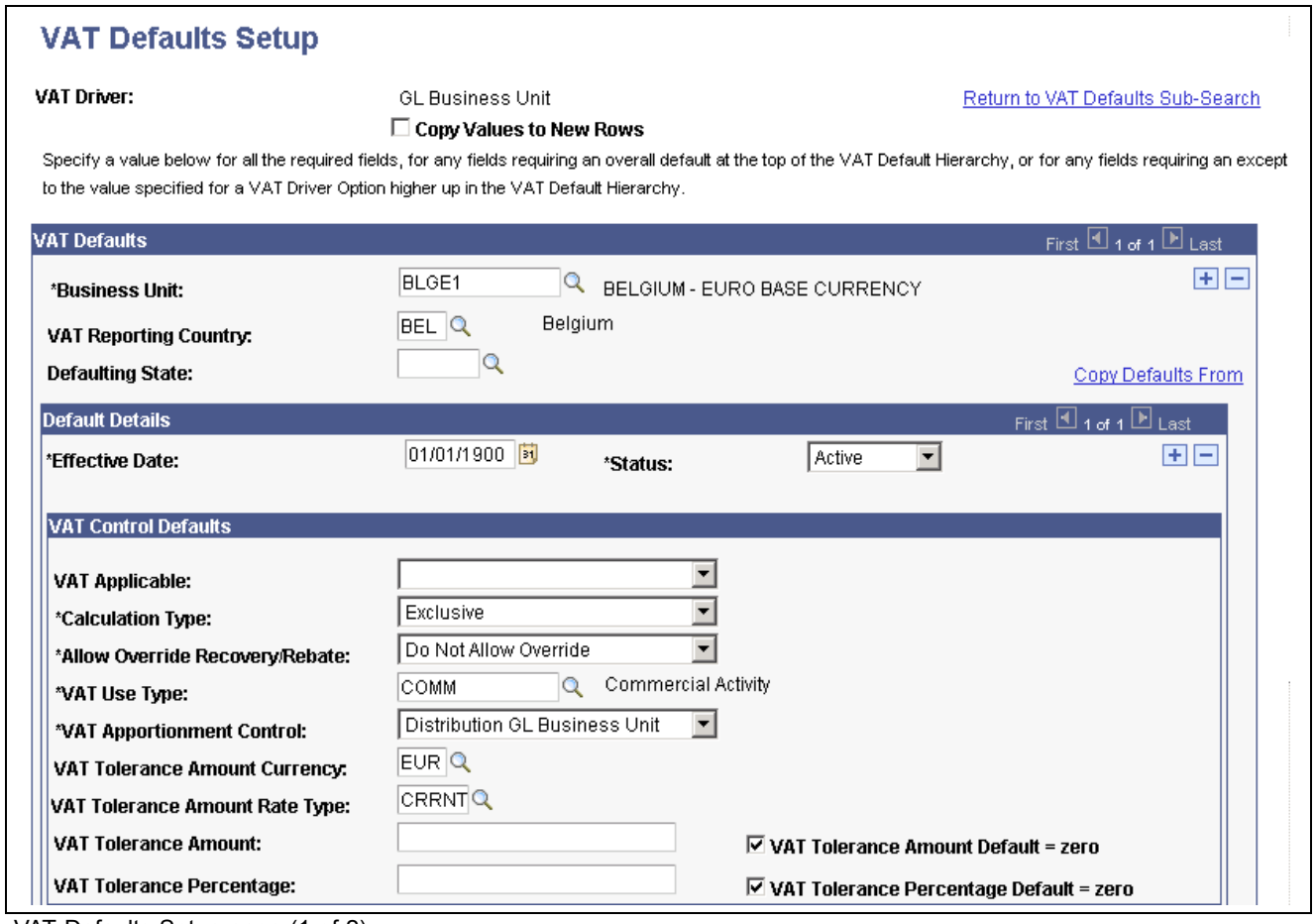
Pages Used to Set Up VAT Options and Defaults for General Ledger Processing

Page Name	Object Name	Navigation	Usage
VAT Defaults Setup	VAT_DEFAULTS_DTL	• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup • 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.	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	Define VAT options that default to the journal line from your General Ledger business units and access the VAT Default link to define additional central VAT defaults. **Note.** This page only appears if the business unit is associated with a VAT entity.
Journal Source - Definition	SOURCE1	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Definition	Specify whether the source is for goods or services and access 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 access the VAT Default link to define additional central VAT defaults.

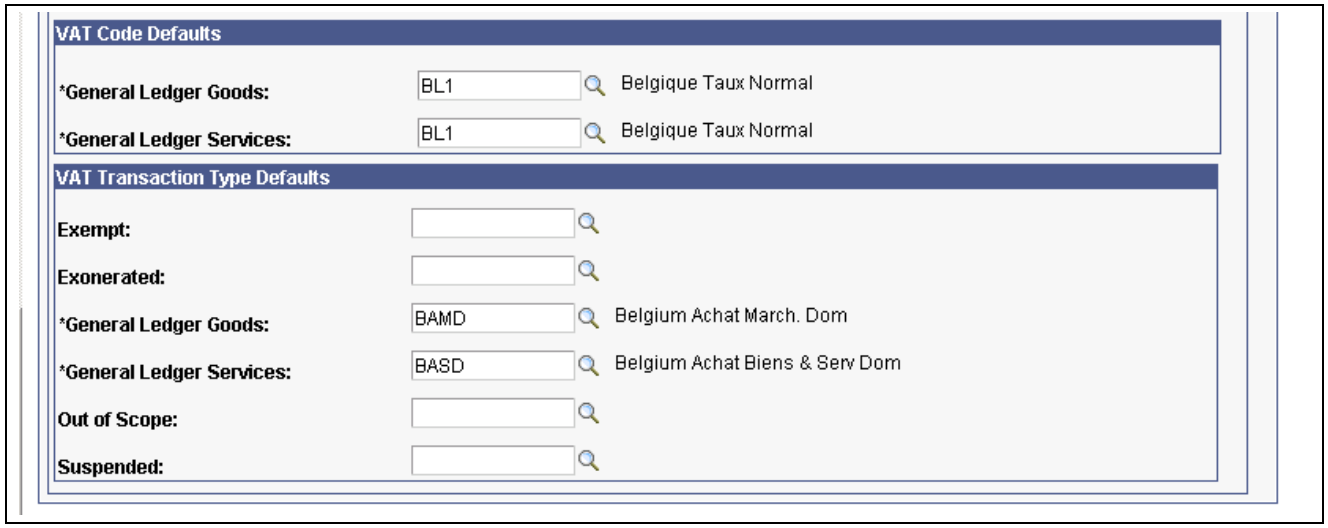
Setting Up VAT Defaults for the General Ledger VAT Drivers

Access the VAT Defaults Setup page:

Note. The default values on this page are dependent on the VAT Driver you select. This example uses the VAT Driver, BUS_UNIT_TBL_GL.



VAT Defaults Setup page (1 of 2)



VAT Defaults Setup page (2 of 2)

VAT Default

Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define General Ledger defaults as applicable for each PeopleSoft defined General Ledger VAT driver.

The General Ledger VAT drivers are:

- Account ChartField
- Journal Source
- GL Business Unit
- VAT Entity Registration
- VAT Country

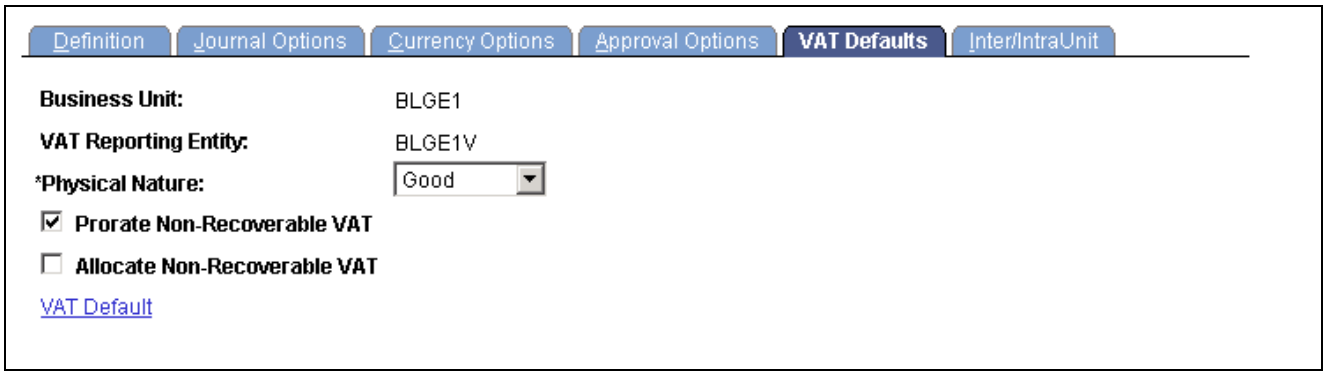
Note. If you select the VAT Defaults link on the General Ledger Business Unit Definition - VAT Defaults page, the Journal Source - Definition page, or the Account page, you access the VAT Defaults Setup page for the selected driver. All VAT defaults are set up on these central VAT pages.

Note. The VAT Defaults Setup pages are described in detail in the *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT."*

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

Setting Up General Ledger Business Unit VAT Default Options

Access the General Ledger Business Unit Definition - VAT Defaults page.



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 Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Entering VAT Entity Identification Information.

Physical Nature	Specify the default nature of transactions for the business unit as either a *Good* or *Service*. The default can be overridden at the source and account level.
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), 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 link	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 Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

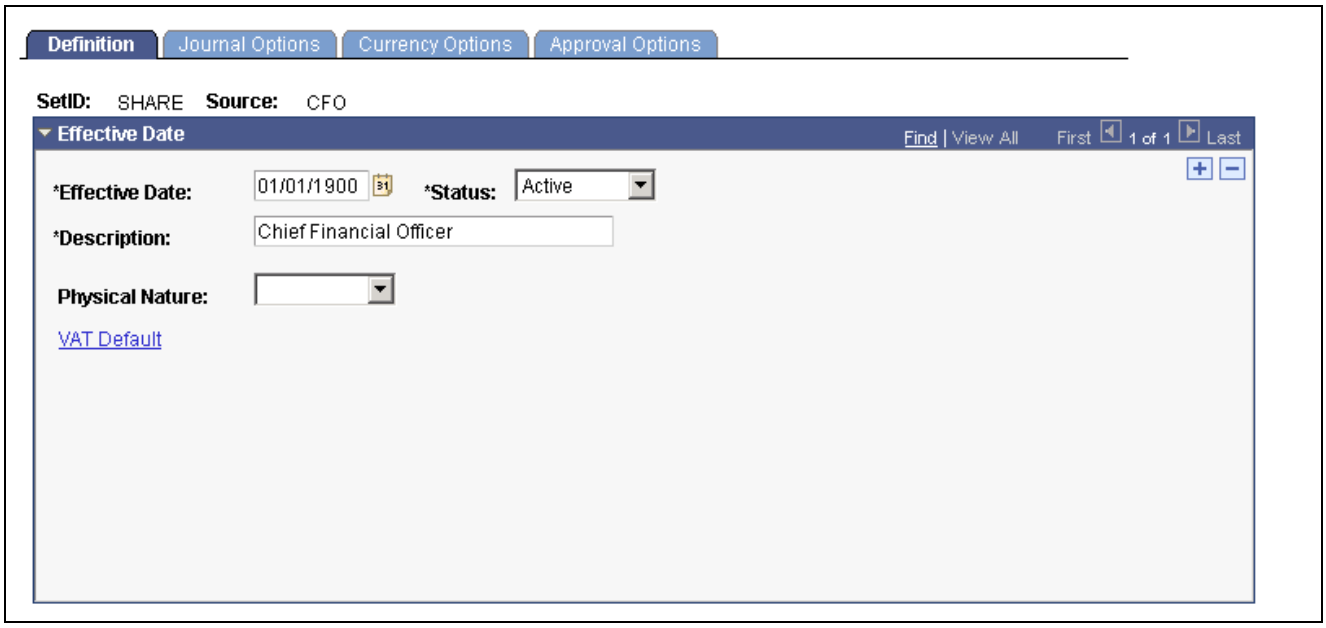
Note. Although the VAT amount may be zero, or the VAT may be 100% non-recoverable, the system generates a 0 (zero) Recoverable VAT entry. This is necessary because the VAT Transaction Loader always uses the Recoverable VAT entry as the basis for generating the VAT_TXN_TBL entries.

See Also

Chapter 3, "Defining Your Operational Structure," Defining General Ledger Business Units, page 21

Setting Up VAT Default Options for Journal Source

Access the Journal Source - Definition page.



Journal Source - Definition page

Physical Nature Specify the default nature of transactions for the journal source as either a *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 source central VAT Defaults Setup page for the Journal Source VAT Driver.

Note. The VAT Defaults Setup page displays for the specific Journal Source you select such as ONL, AP, and AR.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

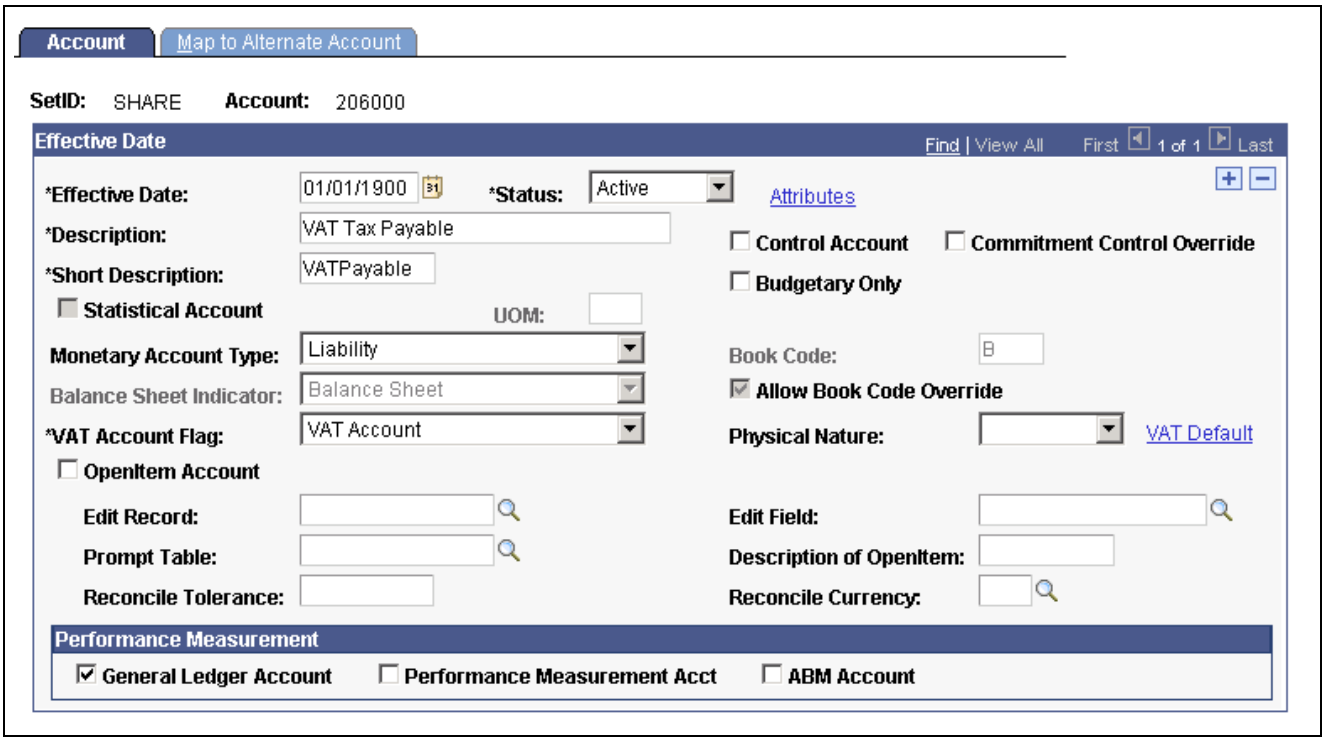
See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT," Understanding VAT

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions

Setting Up VAT Defaults for an Account

Access the Account page.



Account page

VAT Account Flag See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Account Values.

Physical Nature Specify the default nature of transactions for the account as either a *Good* or *Service*. The defaults override source and business unit defaults.

VAT Default Click this link to access the account central VAT Defaults Setup page and define the VAT defaults for an account.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT," Understanding VAT

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Adding Account Values

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 Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT," Understanding VAT

Pages Used to Create and Process Journals with VAT

Page Name	Object Name	Navigation	Usage
Create Journal Entries - 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 account(s) impact 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 Create Journal Entries - Lines page.

To enter VAT Lines data:

1. You can override the business Unit on the journal line; however, the selected business unit must have VAT functionality.
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 appears based on these two values.
4. Enter the amount.
5. Click the VAT link to access the GL Journal Entry - VAT page.

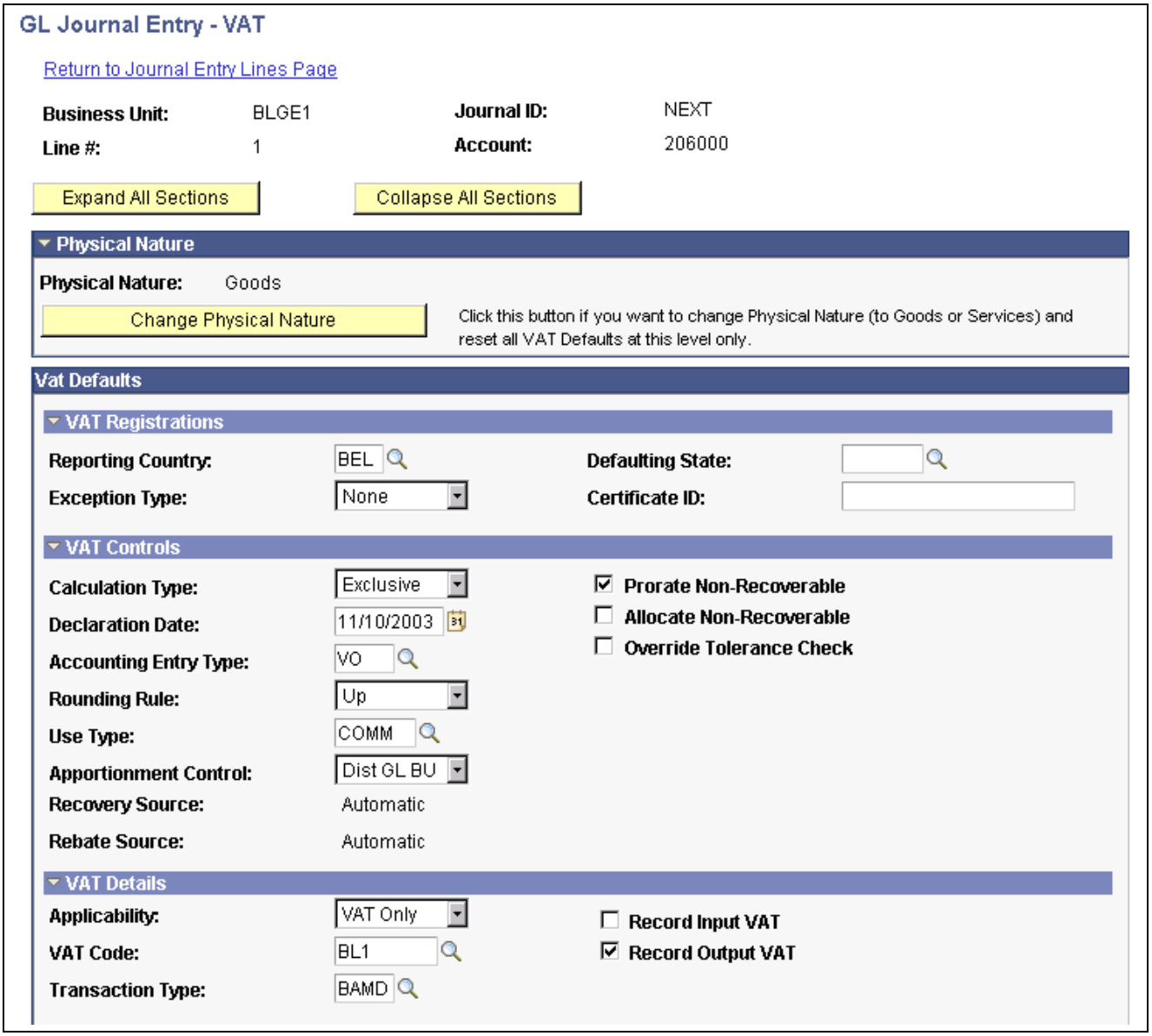
Note. The Lines page operates in deferred processing mode. Most fields are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page. For example, if a field contains a default value, 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

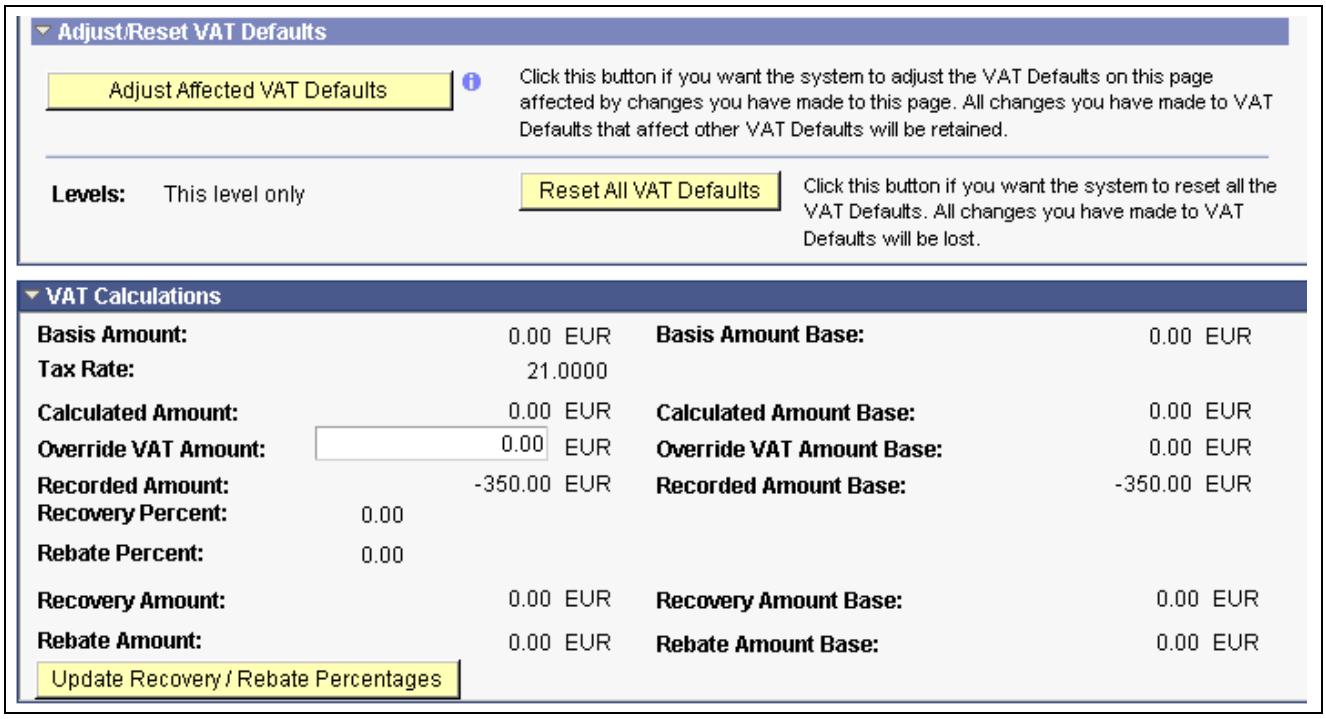
Chapter 8, "Making General Ledger Journal Entries," Entering Journal Line Information, page 106

Updating VAT Data in the General Ledger Journal VAT Lines

Access the GL Journal Entry - VAT page.



GL Journal Entry - VAT page (1 of 2)



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 the expand 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 displaying 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, or VAT Country VAT Driver.

See *PeopleSoft Enterprise Global Options and Reports 8.9 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 impact 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 the application you are working with and the type of VAT page you are working on.

  Note. Reset completely redetermines the VAT defaults. This does not necessarily mean they are 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, 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 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

Page Name	Object Name	Navigation	Usage
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 65

Importing VAT Journals Using GL_JRNL_IMP

Access the Flat File Journal Import 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 146

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.

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:

Setup	Where	What
Business units	Setup Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition	Set up the business units for which you want to calculate average daily balances. 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.
Detail ledgers	General Ledger, Ledgers, Detail Ledger	Set up these ADB detail ledgers: • LOCALMTD • LOCALQTD • LOCALYTD
Ledger groups	General Ledger, Ledgers, Ledger Group	Set up these ADB ledger groups: • LOCALMTD • LOCALQTD • LOCALYTD Associate the ledger group with one of the ADB templates.
ADB templates	General Ledger, Ledgers, Templates Select each of these PeopleSoft ADB target ledger templates: • STNDADBMTD • STNDADBQTD • STNDADBYTD	• Verify that the ADB records as set up. • Add the applicable ADB detail ledger to each of the templates to store the average balances. 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 *ADB Reporting Ledger* 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.

Setup	Where	What
	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit − Definition	• Select Report Average Balances, and select an ADB calendar for the ACTUALS (RECORDING) detail ledger. • Indicate whether you want to maintain regulatory balances. • Select the Filter Posted Activity check box. • 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. **Note.** Filters enable you to specify which account types you want to post to the ADB ledger, for example, asset and liability.
	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.	• Attach the ADB ledger groups that you created 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. • Select a detail calendar in the Calendar ID field. The calendar can be a daily or monthly calendar. For example: - LOCALMTD calendar could be monthly (D1). - LOCALTD Calendar could be daily (D2). 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. **Note.** Do not selectReport 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.

Common Elements Used in This Chapter

Target ADB Ledger (target average daily balance ledger)	Stores the average balances. The detail ledger must be a different ledger.
Incremental Method	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.
Ad Hoc Method	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.
ADB (average daily balance)	Average Daily Balance.
Period Type	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 257.

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 245

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:

Incremental	*Ad hoc*
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:

ADB Definition	Period Type
Actuals MTD Averages	MTD (month to date)

ADB Definition	Period Type
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

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).

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. 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.

If the ADB process is *not* using the incremental calculation method, then the process does *not* have ending balances.

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. General Ledger posts these journals to special adjustment periods, which are defined on the Calendar Periods page. They are *not* posted to the period of the journal date. This prevents period-to-period reporting from being distorted by the adjustments.

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 12/1 and one on 12/31:

Account	Journal Date	Period	Day Within Period	Transaction Amount
100000	12/01/96	12	1	100
100000	12/31/96	12	31	150
100000	12/31/96	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:

Period 998 Option	ADB Calculation	Result
No Adjustment Period	ADB = ([100 * 31] + [150 * 1]) / 31 [Aggregate of the 12/1 amount] plus [aggregate of 12/31 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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 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:

Jrnl Line	BU	Ledger	Acct	Jrnl Date	ADB Date	Amt
1	US001	Corporate	100000	01/01/98	01/01/98	100.00
2	US001	Corporate	100000	01/02/98	01/02/98	200.00
3	US001	Corporate	100000	01/03/98	01/01/98	50.00
4	US001	Corporate	100000	01/04/98	01/02/98	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:

BU	Ledger	Account	Acct Period	Posted Tran Amount
US001	Corporate	100000	1	150.00
US001	Corporate	100000	2	250.00

This last table illustrates the daily balances stored based on both dates:

BU	Ledger	Acct	Acct Per	Per Seq*	Posted Trans Amt	Comments
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
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 Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Up Ledgers,” Defining Ledgers for a Business Unit

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:

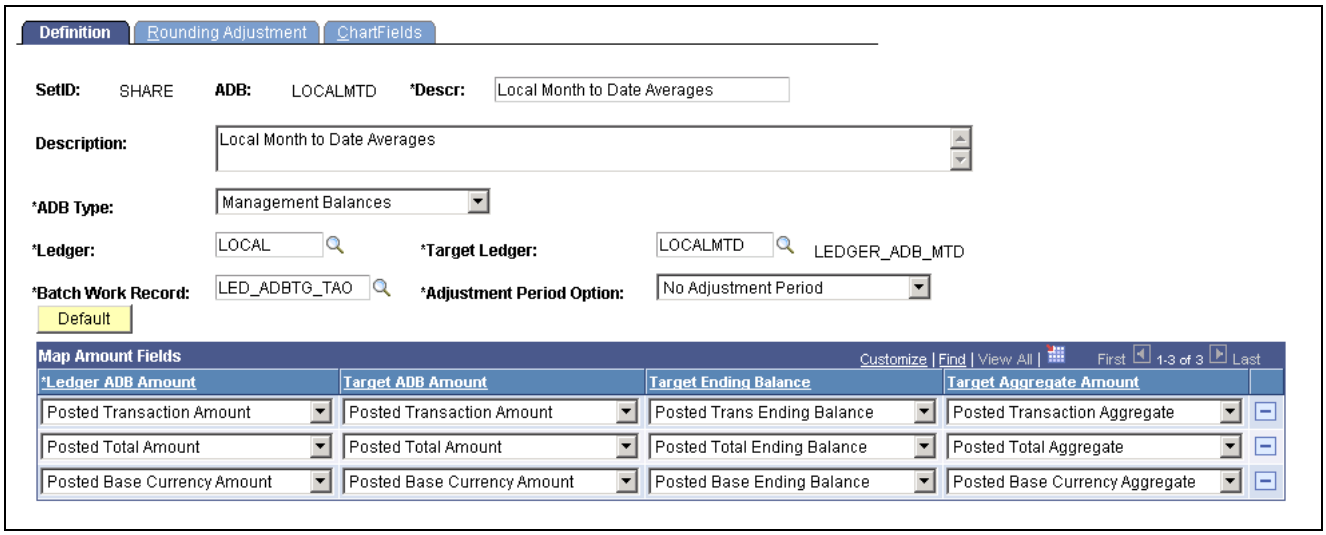
- Identify the ledgers.
- Identify rounding adjustments.
- Identify the ChartFields.

Pages Used to Set Up Average Balances

Page Name	Object Name	Navigation	Usage
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.
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.



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.

Ledger

Enter the name of the detail ledger associated with the ADB ledger.

Target Ledger

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.

Batch Work Record

Enter the name of the temporary table used during the ADB Calculation process. The default work table is LED_ADBTG_TAO

Adjustment Period Option

Select whether the ADB calculation includes the Period 998 balances. Values are:

As First Day of Report Period: 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.

As Last Day of Report Period: 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.

No Adjustment Period: The ADB calculation does *not* include period 998 balances.

Map Amount Fields

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.

Ledger ADB Amount (ledger average daily balance amount)	Displays the column in the ADB Amount Record table where the system stores daily balances for this ledger. 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.
Target ADB Amount (target average daily balance amount)	Displays the column in the target ledger's table where the system stores the average balance.
Target Ending Balance	Displays the column in the target ledger's table where the system stores the ending balance.
Target Aggregate Amount	Displays the column in the target ledger's table where the system stores the aggregate amount.

See Also

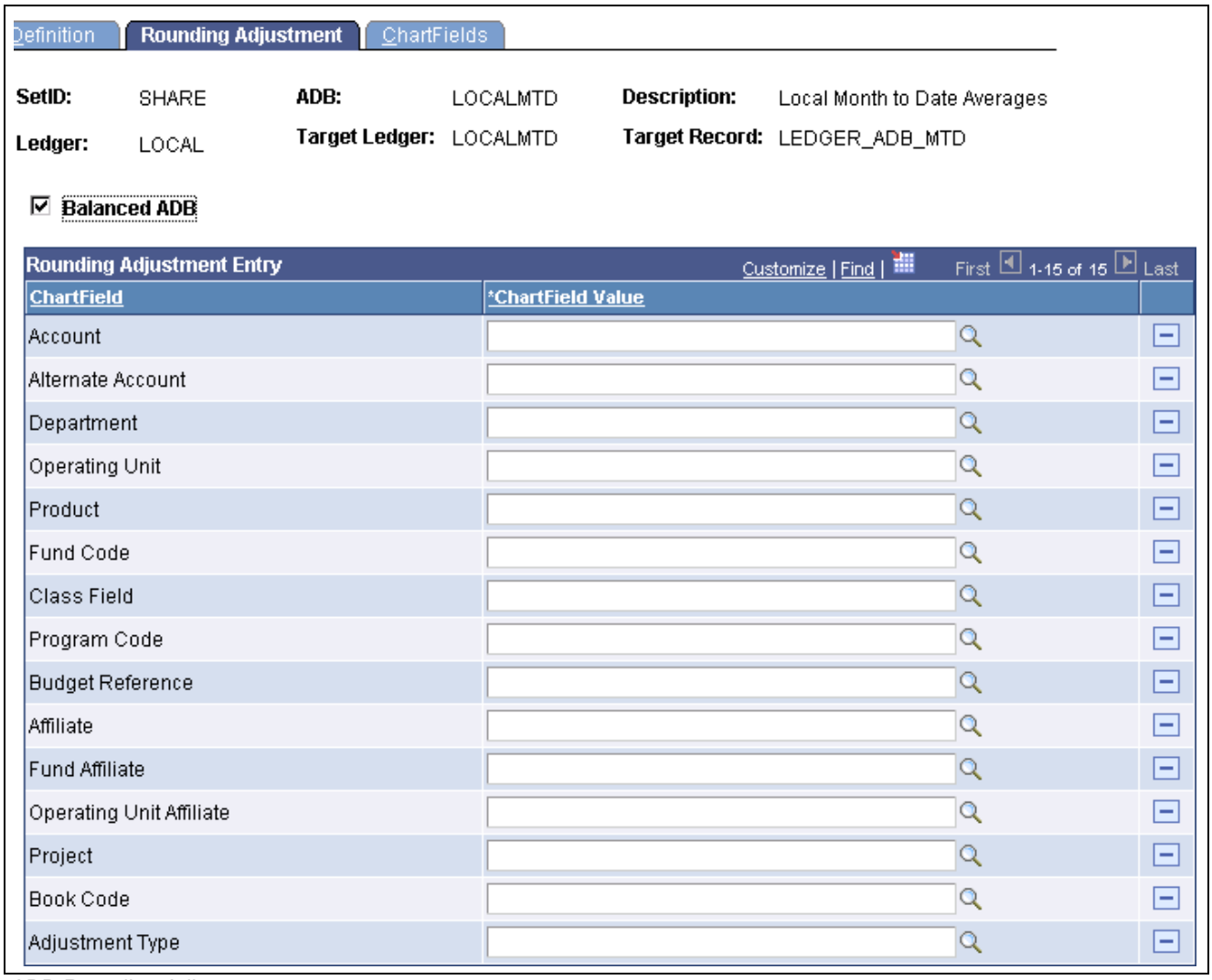
Chapter 15, "Calculating Average Balances," Prerequisites, page 245

Chapter 15, "Calculating Average Balances," Understanding Processing of ADB, page 262

Chapter 15, "Calculating Average Balances," Journal Adjustments (998, 901, 902...) in ADB, page 254

Identifying Rounding Adjustments

Access the ADB Definition - Rounding Adjustment page.



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, clear the Balanced ADB check box.

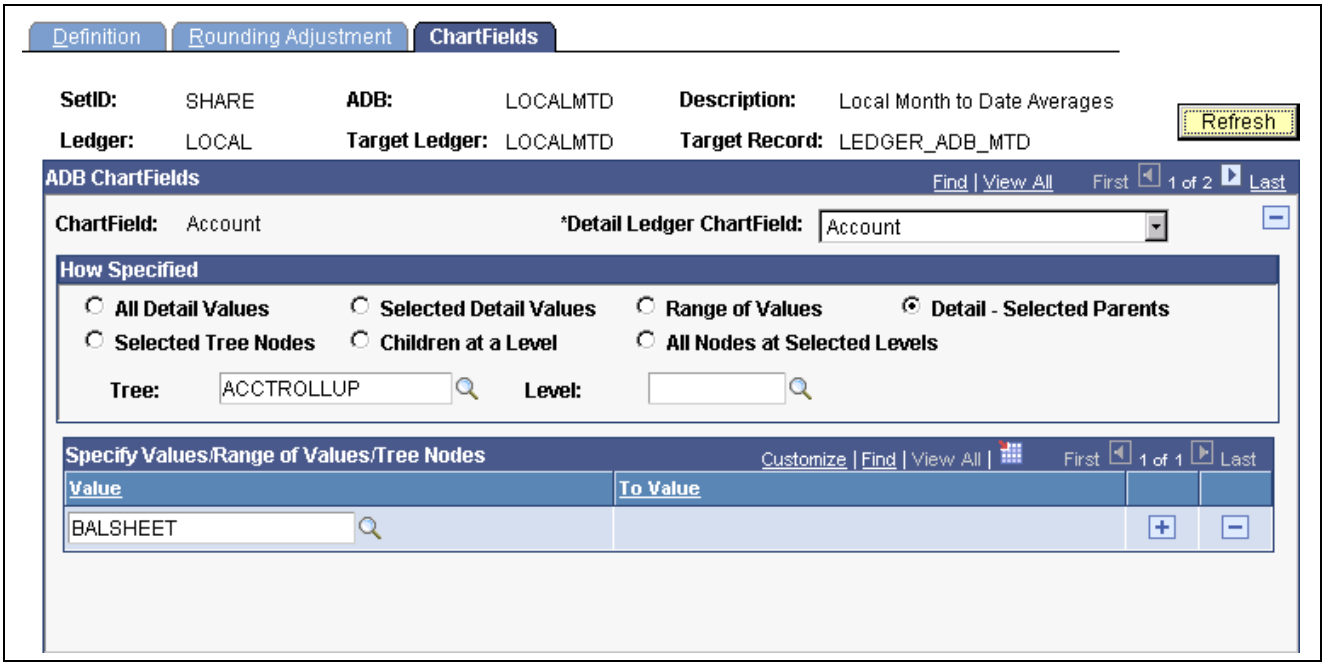
Note. If the Balanced ADB check box is selected, and the ADB Calculation process determines that the ADB is not balanced based on the ChartFields specified in the ADB Definition setup, the ADB Calculation process issues the following message and the target ledger isn't updated: "Ledger amounts for CHARTKEYS 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.



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.

How Specified Specify how the ChartField values are to be summarized for use in the ADB Calculation process.

All Detail Values Include all detail values of the selected ChartField.

Selected Detail Values Summarizes the detail ChartField values that you select in the Value field in Specify Values/Range of Values/Tree Node group box.

Range of Values 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.

Detail of Selected Parents 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.
Selected Tree Nodes	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.
Children at a Level	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.
All Nodes at Selected Levels	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.
Tree	Enter a tree name if you are using trees to select your ChartField values for ADB processing.
Level	Enter a level if you are using trees to select your ChartField values for ADB processing, and the tree that you selected uses levels.
Value	Enter the tree node or ChartField value to use for ADB processing.
To Value	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:

- Post Journal (GLPPPOST).

  The Post Journal process posts the daily balances into a holding table.

- Post Daily Balances (GL_ADB_POST).

  The ADB Post process 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 in regards to 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 post the anchor business unit. The non-anchor business units must be posted in separate requests.

- 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.

Note. Instead of running the Post Journal process and the Post Daily Balances process separately, you can run the Post Journal and ADB Post multiprocess job (GLADBPST) to post the journals and update the ADB ledger with the daily balances.

See Also

Chapter 15, "Calculating Average Balances," Adjustments in ADB, page 253

Chapter 15, "Calculating Average Balances," Understanding Average Balance Calculation, page 245

Chapter 23, "Archiving for Ledgers and Journals," page 459

Page Used to Process Average Daily Balances

Page Name	Object Name	Navigation	Usage
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.

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 thePeriod 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 249

Enterprise PeopleTools PeopleBooks: Process Scheduler, "Understanding PeopleSoft Process Scheduler"

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.

For those of you who want to modify the PeopleSoft standard reports, create your own reports or reformat report output. PeopleSoft offers a variety of reporting tools.

Note. Summary ledgers support summarization of ADB target ledgers. However, summarizing daily ledgers is not supported.

Pages Used to Produce ADB Reports

Page Name	Object Name	Navigation	Usage
ADB Definition Report (average daily balance definition report)	RUN_GLS5500	General Ledger, Average Daily Balance, 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 Processes	Specify the run parameters for the ADB Processes Report.

Running the ADB Definition Report

Access the ADB Definition page.

The following data is reported:

ADB Amount Record (average daily balance amount record) — Displays the column in the ADB Amount Record table where the system stores daily balances for this ledger.

Work Table Record — Displays the name of the work table ledger.

ADB Amount Field (average daily balance amount field) — Displays the name of the ADB amount field and whether it has an adjustment period.

Balanced ADB (balanced average daily balance) — Indicates with a *Y* or *N* 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 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.
- Put it all together.
- Produce revaluation and translation reports.

Understanding Multiple Currency Processing in General Ledger

The uniquely flexible PeopleSoft 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 also provides specific input, processing, and reporting features that satisfy the most demanding requirements of multinational financial management. We support the European common currency (euro), as well as currency conversions, remeasurement, revaluation, and translation. We also provide 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 Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies," Setting Up Position Accounting

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):

Transaction Date	Swiss Francs	Exchange Rate	U.S. Dollars
January 10, 2003	100	0.45	45
January 15, 2003	100	0.50	50
January 20, 2003	100	0.55	55
January 31, 2003 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:

Description	Debit	Credit
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:

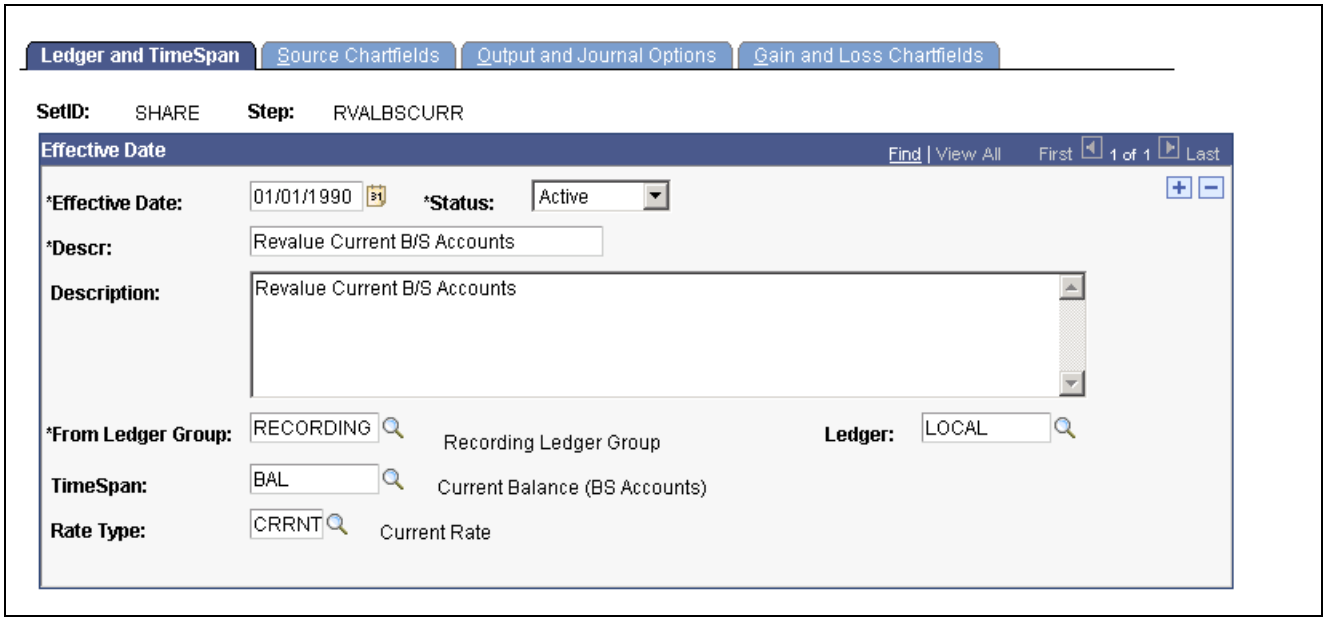
- Specify a ledger and TimeSpan for revaluation.
- Specify source ChartFields for revaluation.
- Specify output and journal options for revaluation.
- Specify gain and loss ChartFields for revaluation.

Pages Used to Define Revaluation Steps

Page Name	Object Name	Navigation	Usage
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.
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.



Revaluation Step - Ledger and TimeSpan page

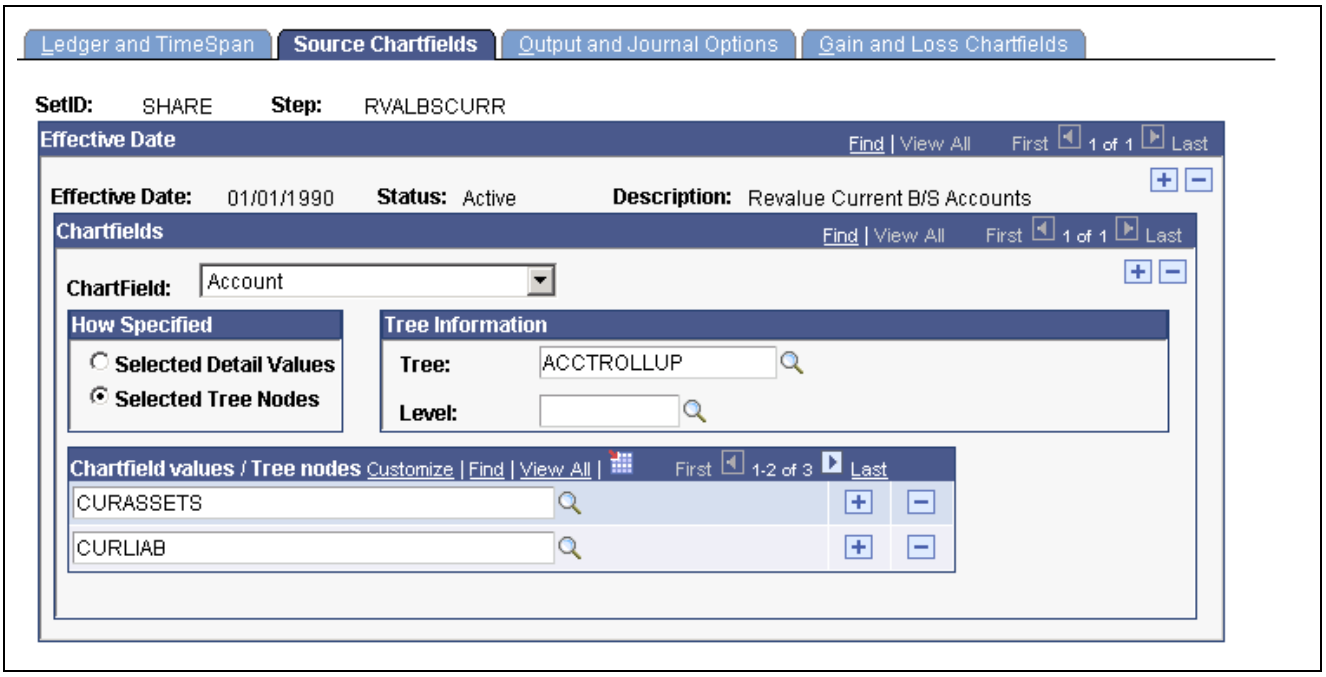
From Ledger Group and **Ledger** — Specify the from ledger group and specific ledger in which you want to perform the revaluation. You *cannot* specify a translation ledger for revaluation. If you do not specify a ledger, revaluation revalues the amounts of all the ledgers in the ledger group. In order to revalue a ledger group with KLS (keep ledgers in sync) selected, you must leave the Ledger field blank.

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.



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.

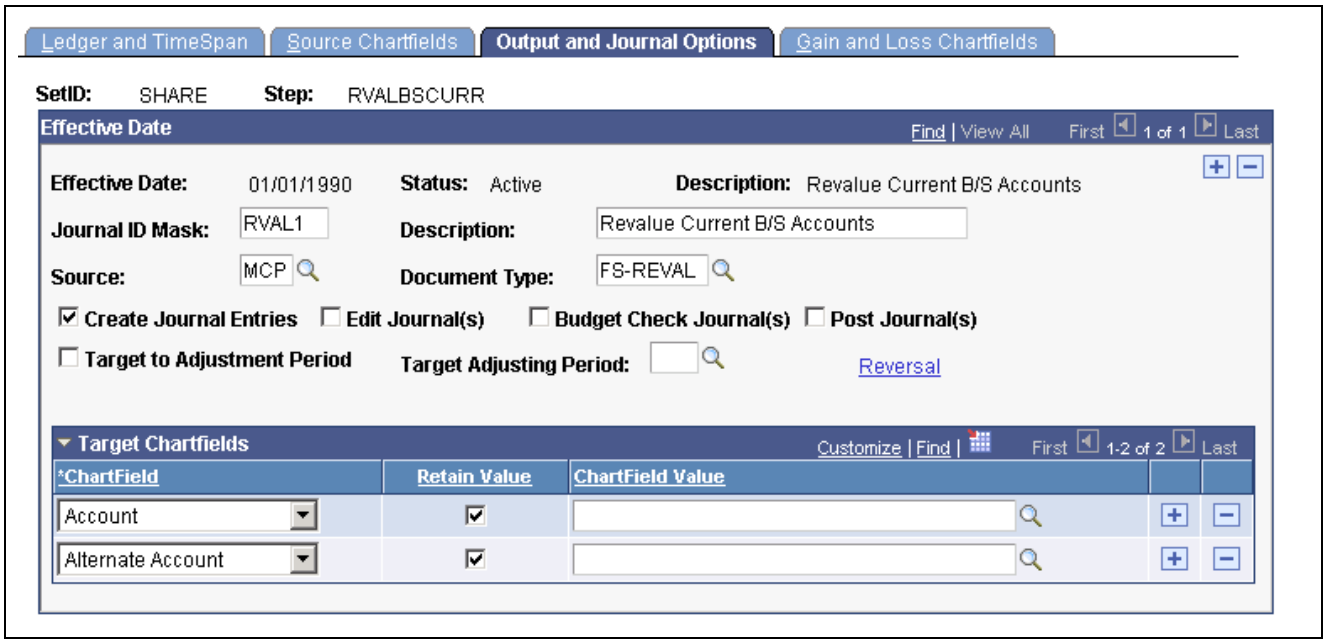
Tree Use trees to establish rollups for account values.

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.



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. Clear 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 is done to optimize performance. If you attempt to view these journals using the Journal Entry pages, this type of journal may appear corrupt because there are no primary ledger lines 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 Enterprise Global Options and Reports 8.9 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 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 option. 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

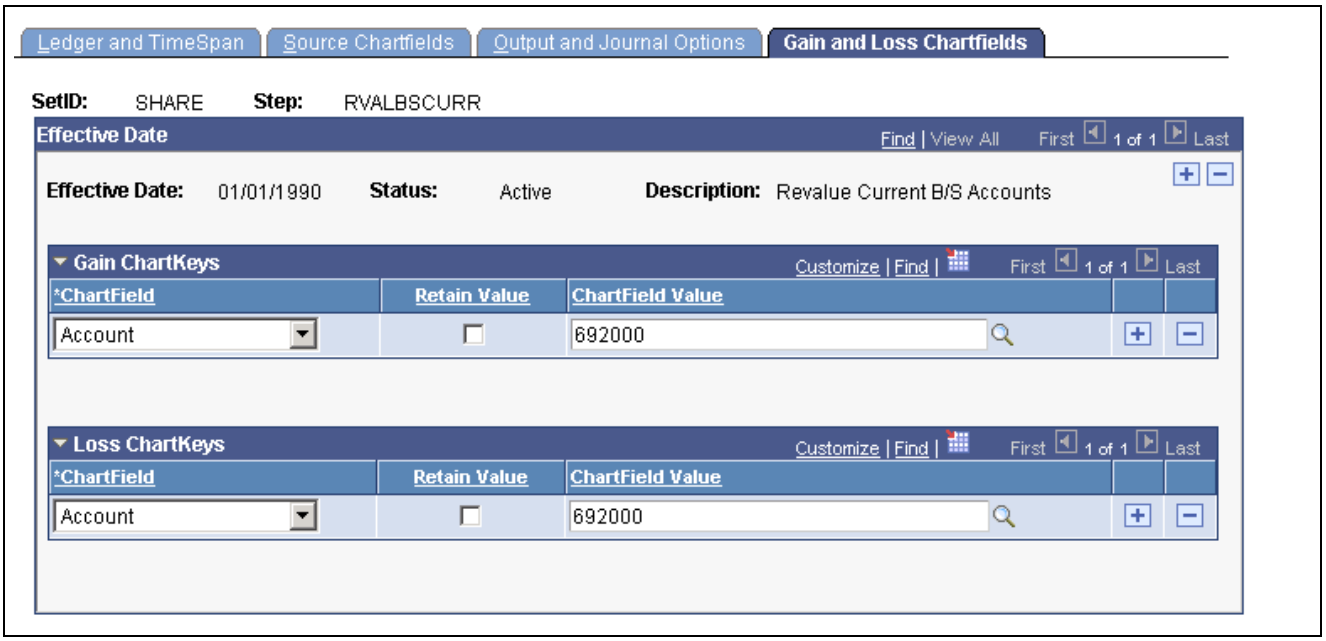
	unit on the General Ledger Definition - Definition page to determine the first business day. This is the default.
End of Next Period	Creates a reversing entry dated the last business day of the next accounting period. The business calendar that you assigned to the business unit on the General Ledger 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 that is 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.



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 clear 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 clear 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.

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Understanding Ledgers

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:

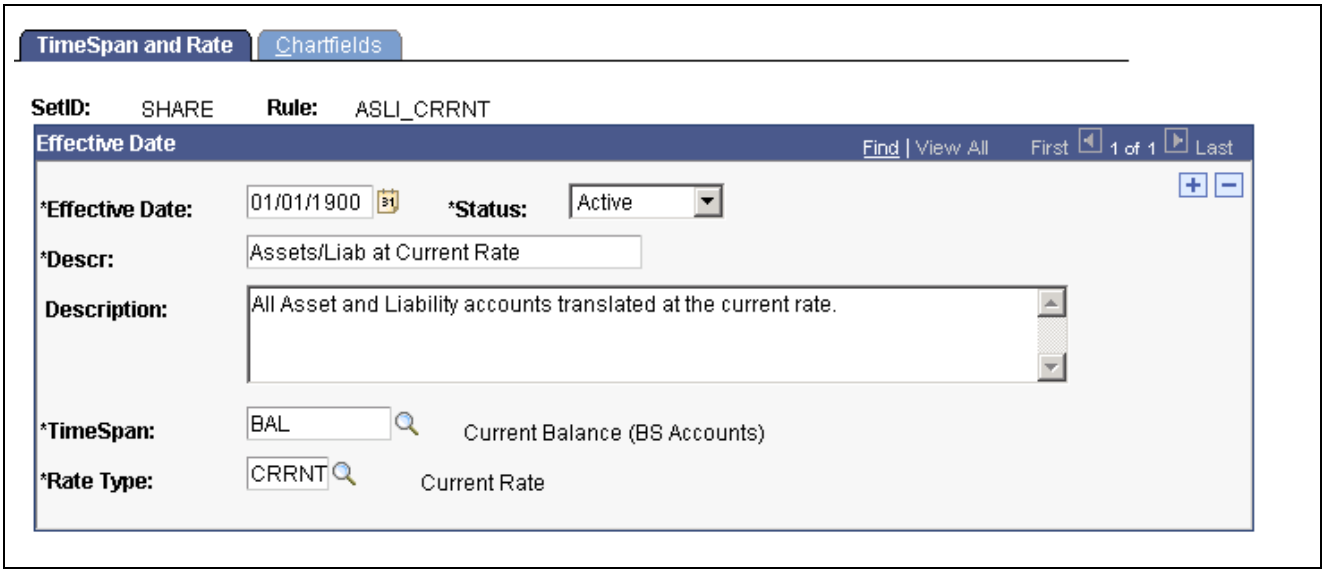
- Define TimeSpans and rates for a translation rule.
- Define ChartFields for a translation rule.

Pages Used to Set Up Translation Rules

Page Name	Object 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	Indicate the ChartFields for the translation rule.

Defining TimeSpans and Rates for a Translation Rule

Access the TimeSpan and Rate page.



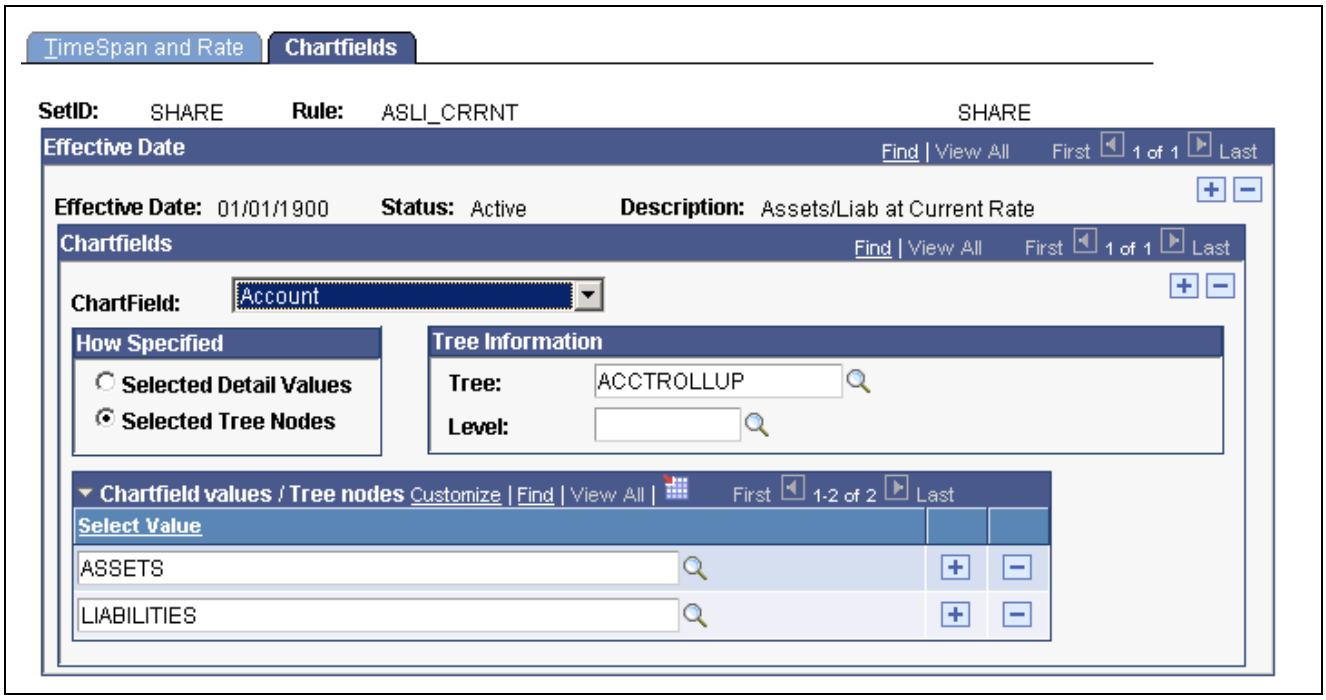
Translation Rule - TimeSpan and Rate page

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 normally used is *ITD* (inception-to-date profit and loss accounts) or *BAL* (balance sheet accounts). With these TimeSpans, the system sums the account balances in periods 1 through *n* for profit and loss accounts and 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.



Translation Rule - Chartfields page

ChartField Select the ChartField (Account) 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 For example, list your asset 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.

Tree Enter each tree node; entering level is optional. If the tree has levels, you can limit prompting in this field 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.

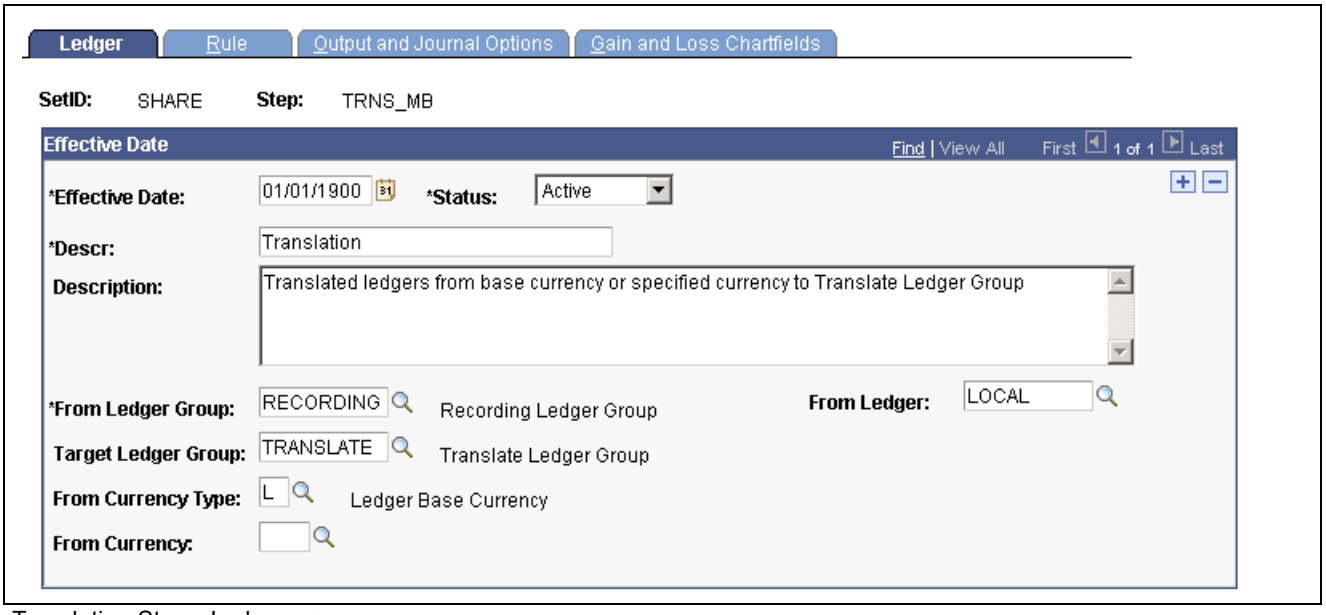
- Specify gain and loss ChartFields for translation.

Pages Used to Define Translation Steps

Page Name	Object Name	Navigation	Usage
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.
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.

Specifying Ledgers for Translation

Access the Ledger page.



Translation Step - Ledger page

From Ledger Group Specify the ledger group to be translated.

From Ledger Required for translation. You can translate any type of ledger in a group, including secondary, primary, and translation ledgers.

Target Ledger Group 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:

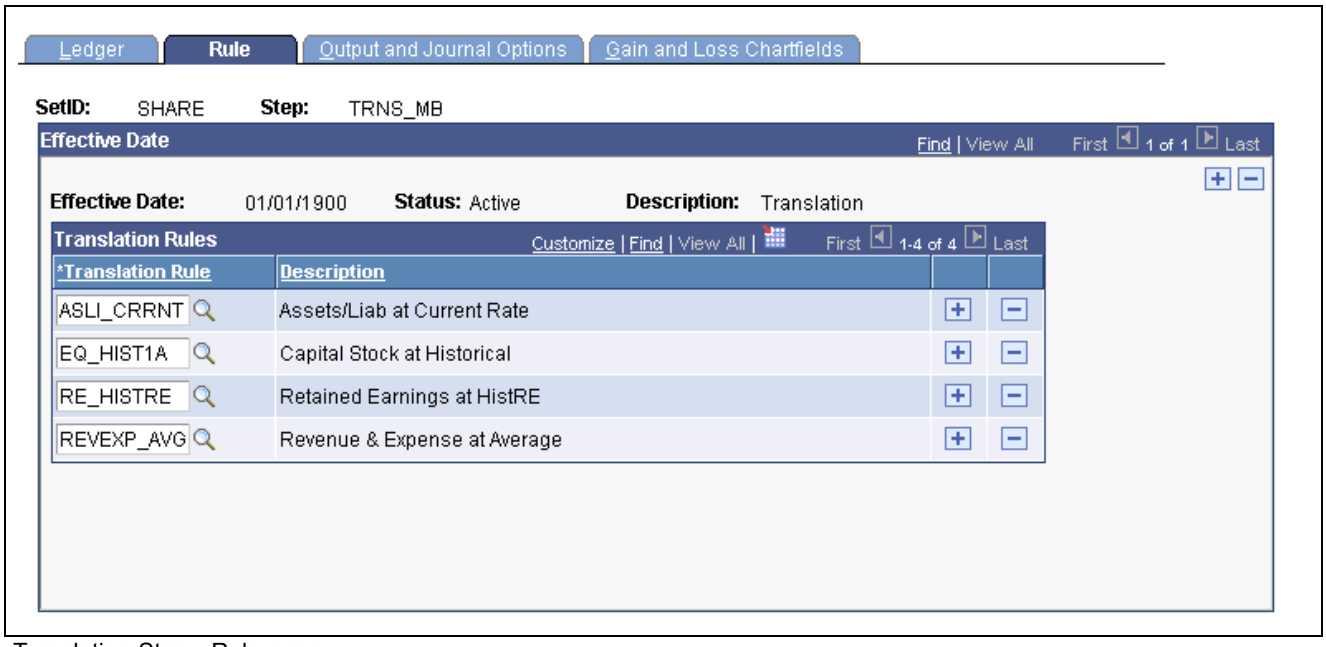
- *L* (ledger base currency): The system uses the base currency of the from ledger.
- *S* (specify): Specify a value in the From Currency field.

Translation translates to the base currency of the target ledge, and populates both the foreign amount and the monetary amount on the journal, which in turn populates the POSTED_TOTAL_AMT and POSTED_BASE_AMT on the translation ledger. These two fields always are the same on the ledger. In other words, 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, select the currency code in the from currency drop-down menu.

Specifying Rules for Translation

Access the Rule page.

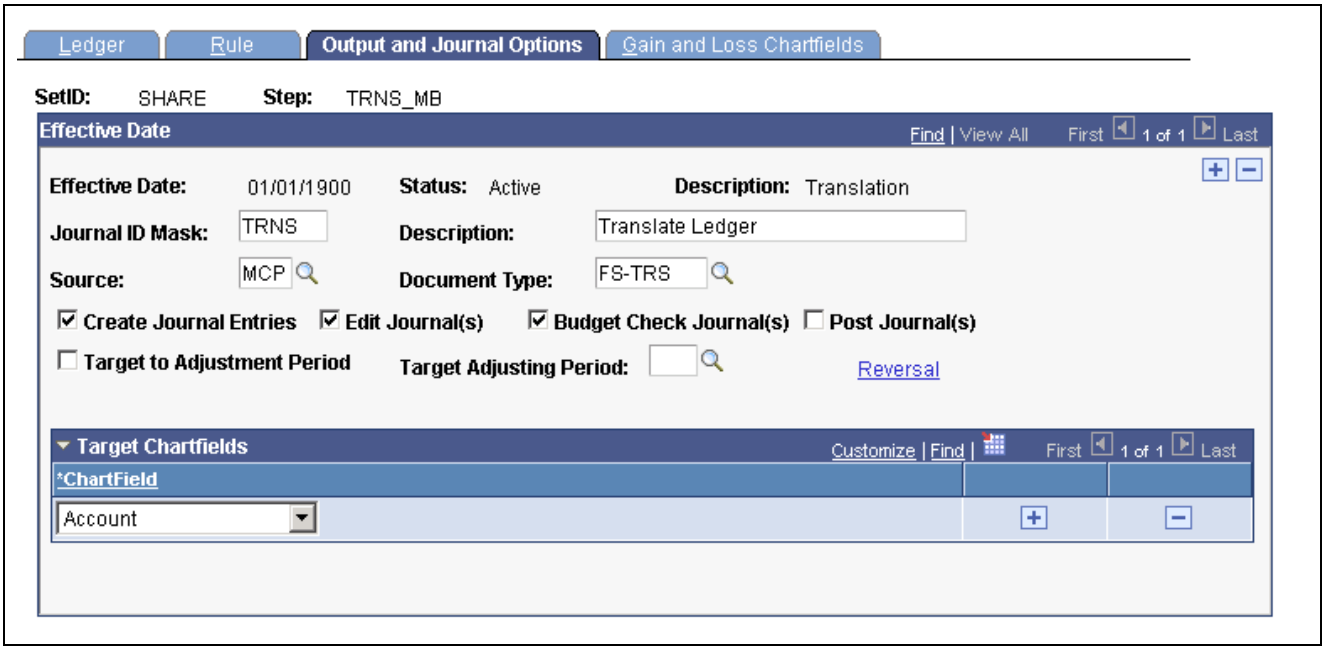


Translation Step - Rule page

Translation Rule Select the translation rules while keeping in mind that any translation rules that you select here you must have already defined in the Translation Rules table.

Specifying Output and Journal Options for Translation

Access the Output and Journal Options page.



Translation Step - Output and Journal Options page

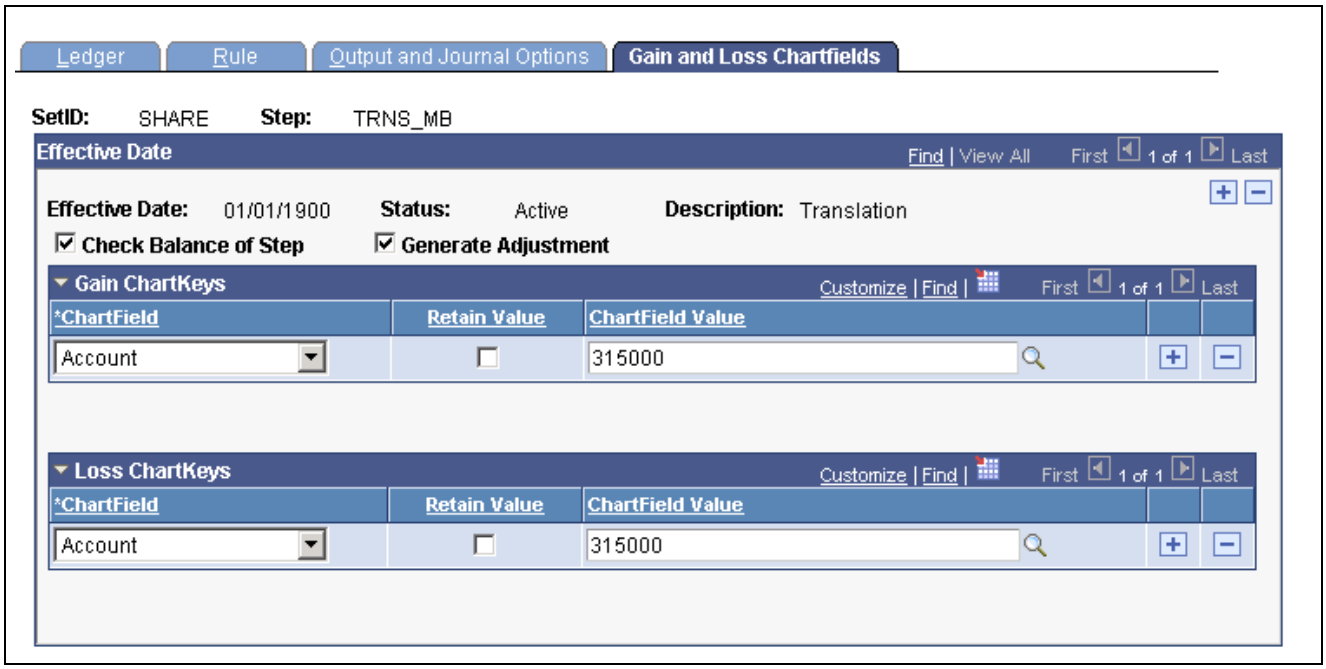
Use the section discussing Specifying Output and Journal Options for Revaluation page to complete this page. General Ledger can generate journal entries for subsequent posting.

See Also

Chapter 16, “Processing Multiple Currencies in General Ledger,” Specifying Output and Journal Options for Translation Within Ledger, page 285

Specifying Gain and Loss ChartFields for Translation

Access the Gain and Loss ChartFields page.



Translation Step - Gain and Loss Chartfields page

Use the section discussing Specifying Gain and Loss Chartfields for Translation Within Ledger to complete most of this page, which determines the specific accounts for which you record translation gain or loss.

However, the following two 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 clear 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 clear 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 286

Preparing for the Translate Within Ledger 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. (Revaluation processes regular secondary ledgers but not 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. This results in multibook translation ledgers having at most 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).

This section 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.

See Also

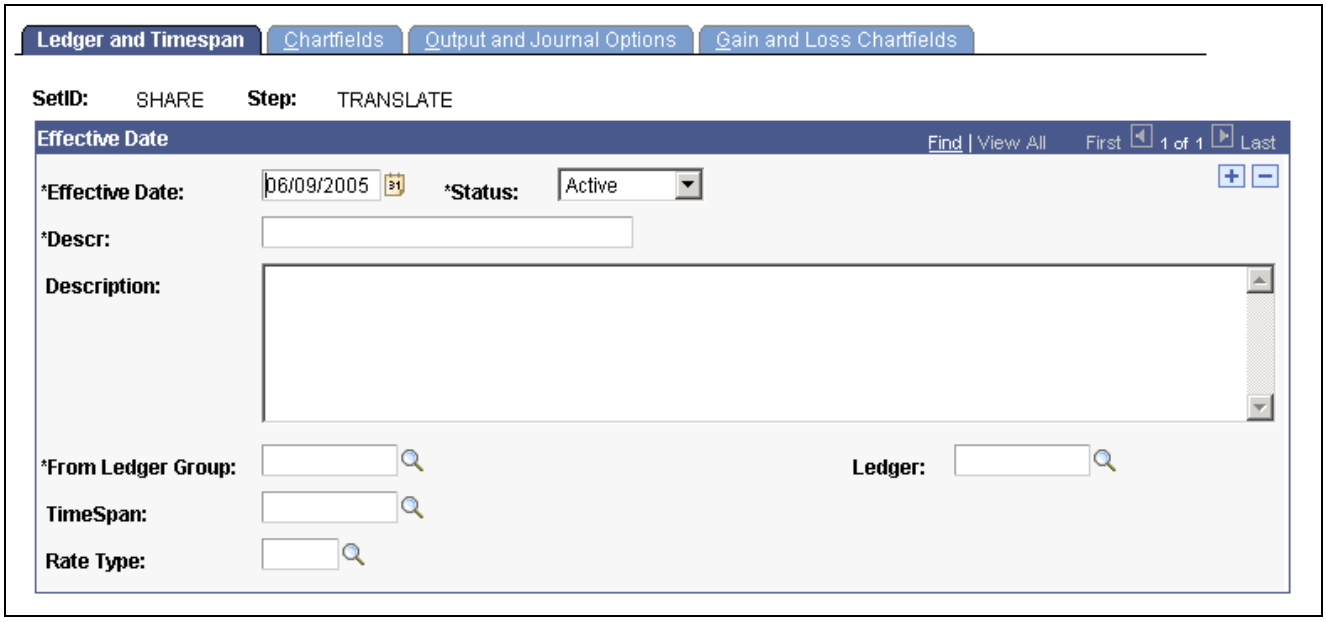
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Linking Ledgers to a Ledger Group

Pages Used for the Translate Within Ledger Process

Page Name	Object Name	Navigation	Usage
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.



Translate Within Ledger - Ledger and TimeSpan page

Although the Translation Within Ledger - Ledger and TimeSpan page is a different object from the Revaluation - Ledger and TimeSpan page, both pages have all their fields in common.

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.

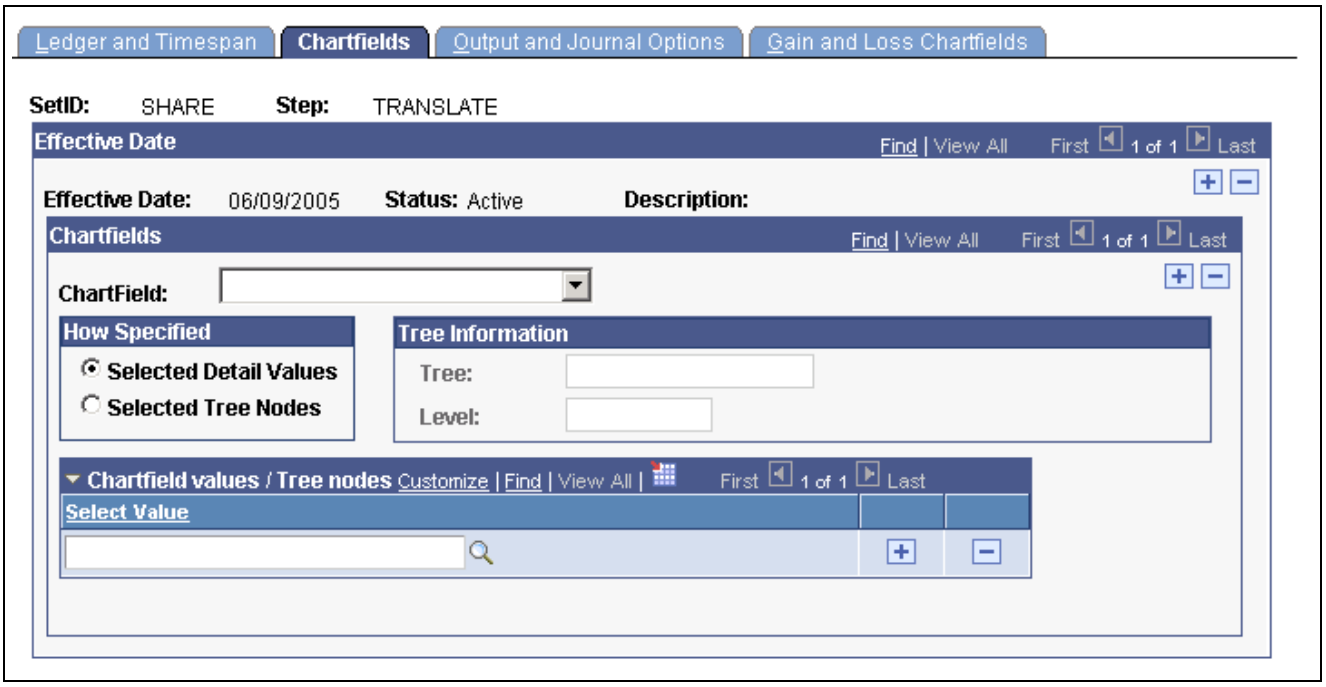
Rate Type — Enter the applicable rate type for the process.

See Also

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying a Ledger and TimeSpan for Translation Within Ledger, page 284

Specifying ChartFields for Translation Within Ledger

Access the Chartfields page.



Translate Within Ledger - Chartfield page

Although this ChartField page has a different object name than the Revaluation - Source Chartfields page, both pages have their fields in common. See the Specifying Source ChartFields page for the revaluation topic.

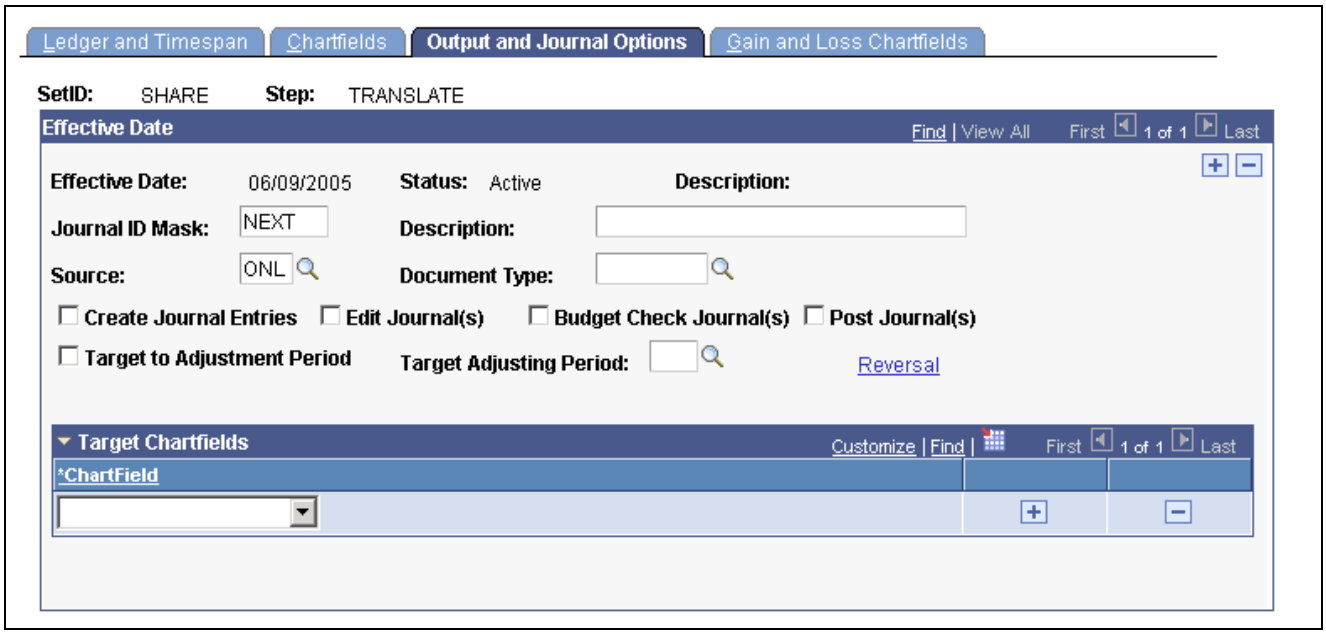
Chartfields Select the accounts to be processed in the Chartfields group box. For example, you can list your balance sheet accounts individually as detail values or, more typically, you can define tree nodes. Using trees establishes rollups for the account values so that you can select particular types 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 270

Specifying Output and Journal Options for Translation Within Ledger

Access the Output and Journal Options page.



Translate Within Ledger - Output and Journal Options page

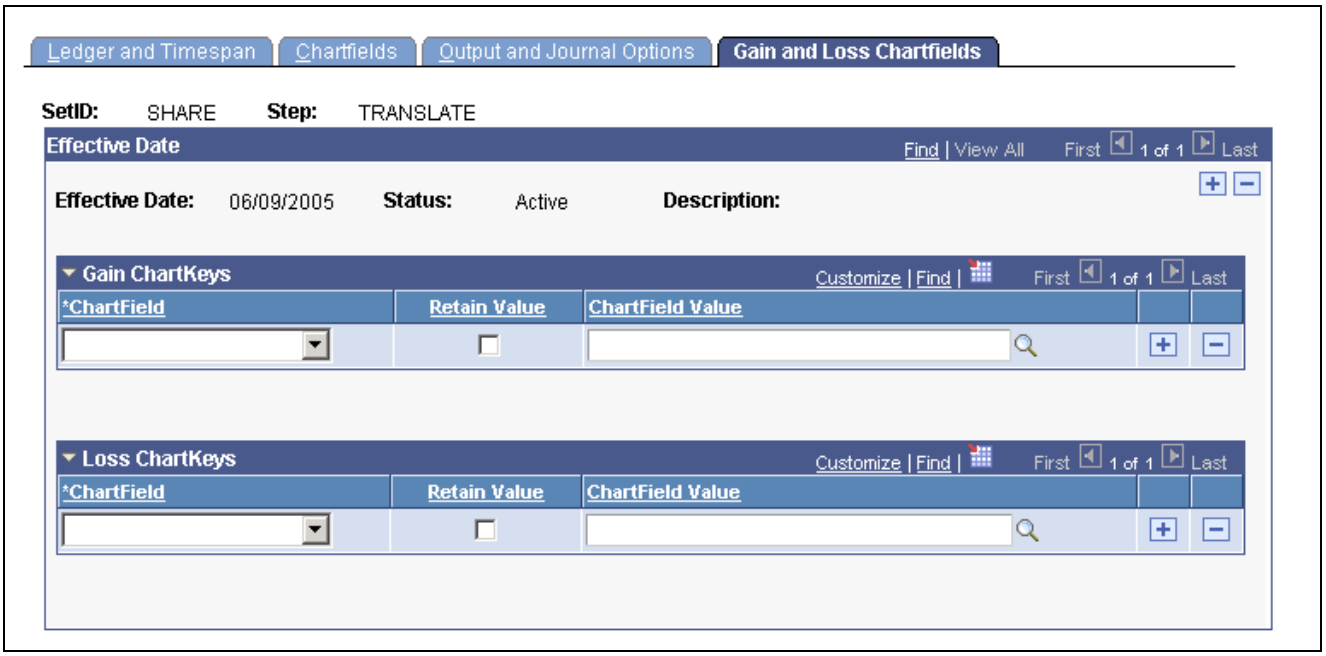
Refer to the discussion about the Specifying Output and Journal Options for Revaluation page when specifying output options, journal information, and revaluation reversal options for the Translation Within Ledger process.

See Also

Chapter 16, "Processing Multiple Currencies in General Ledger," Specifying Output and Journal Options for Revaluation, page 271

Specifying Gain and Loss ChartFields for Translation Within Ledger

Access the Gain and Loss Chartfields page.



Translate Within Ledger - Output and Journal Options page

Refer to the discussion of the Specifying Gain and Loss Chartfields for Revaluation page when specifying your 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 274

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).

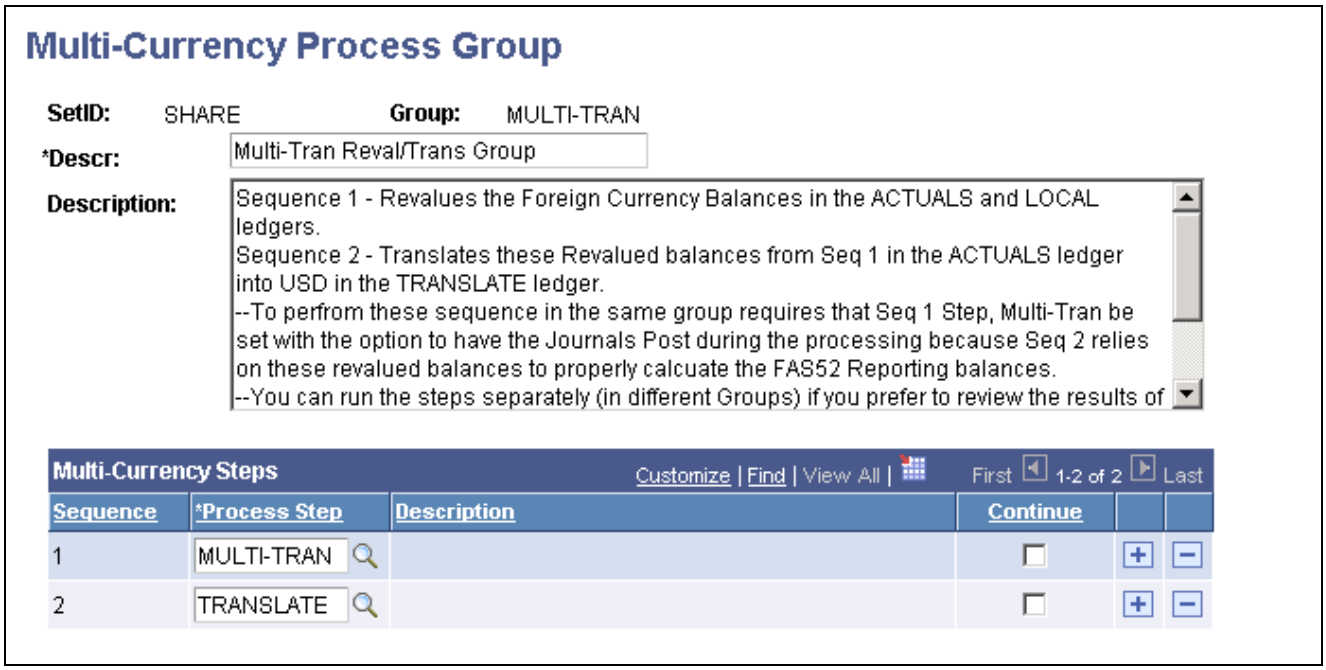
This section discusses how to combine steps in a multicurrency group.

Page Used to Combine Steps in a Multicurrency Group

Page Name	Object Name	Navigation	Usage
Multi-Currency Process Group	CURR_GROUP	General Ledger, Process Multi-Currency, Define and Process, Define Process Group, Multi-Currency Process Group	Define a multicurrency group.

Combining Steps in a Multicurrency Group

Access the Multi-Currency Process Group page.



Multi-Currency Process Group page

Sequence Determines the order in which the system performs the steps. Because the ledger may be updated with each step, it is important to perform the steps 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

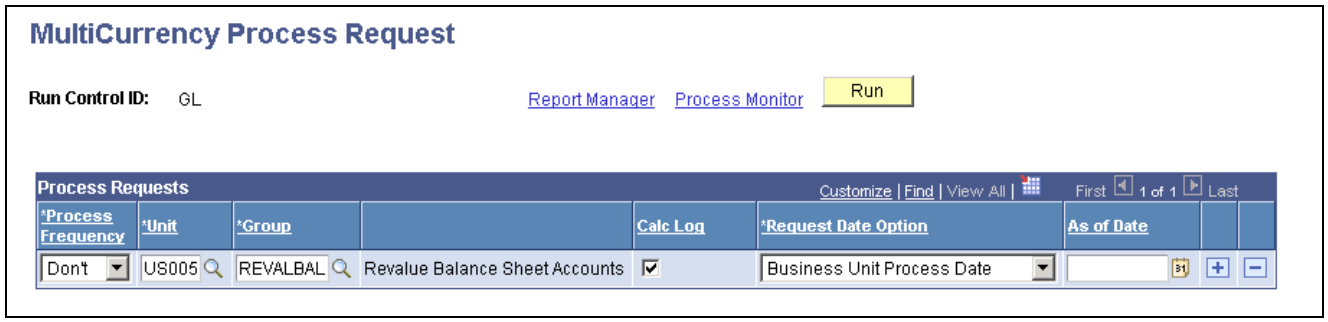
This section discusses how to request multicurrency processing.

Page Used to Initiate Multicurrency Processing

Page Name	Object Name	Navigation	Usage
Multi-Currency 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 Multi-Currency Process Request page.



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 occurred 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 the *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.

Putting It All Together

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:

Currency Exchanges	Exchange Rate − Transaction Date	Exchange Rate − Reporting Date
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:

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	(100*.295) = 29.5	MXN	100	(100*.179) = 17.9	CHF	29.5	(29.5*.602)= 17.76
8001	MXN	-100	(-100*.295) = -29.5	MXN	-100	(-100*.179) = -17.9	CHF	-29.5	(-29.5*.602) = -17.76

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

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

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:

Account	Foreign Currency	Foreign Currency Balance	Report (USD)
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.

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	CHF	0	0	CHF	0	0	USD	0	(29.7*.605) – 17.881 = .0875
Gain/Loss	CHF	0	0	CHF	0	0	USD	0	(-2*.605) - (-.121) = 0
Translation Adjustment	CHF	0	0	CHF	0	0	USD	0	-.0875

Month end translation journal

Ending Ledger

The following table shows the ending ledger amounts after you run the translate process for reports:

Account	Foreign Currency	Foreign Currency Balance	Report (USD)
2001	CHF	29.7	17.9685
8001	CHF	-29.5	-17.76

Account	Foreign Currency	Foreign Currency Balance	Report (USD)
Gain/Loss	CHF	-0.2	-0.121
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:

Account	Currency Code	Transaction Amount	Actuals (CHF)
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:

Conversion and Type	Exchange Rate on Reporting Date
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:

Account	Currency Code	SB Reports (USD)
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 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 *behind the scenes* 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

Page Name	Object Name	Navigation	Usage
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.
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.

Page Name	Object Name	Navigation	Usage
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.
Translate Ledger Reconciliation Report	RUN_GLS1005	General Ledger, Process Multi-Currency, Reports, Translation Ledger Reconcile, Translate Ledger Reconciliation Report	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. You can include adjustment periods and select account type within the comparison. Click the Refresh button to select ChartFields for comparison.

Page Name	Object Name	Navigation	Usage
Translation Ledger In-Sync Report	RUN_GLS1006	General Ledger, Process Multi-Currency, Reports, Translation Ledger In-Sync, Translation Ledger In-Sync Report	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. This report shows these structural flaws: • Translate ledger contains non-primary base entries. • Translate ledger contains POSTED_TRAN_AMT not equal to POST_BASE_AMT on matching entries in primary ledger. • Non-zero translate ledger entries do not have matching entries in primary ledger. • Primary ledger entries with no matching entries in Translate ledger. • 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.

See Also

Enterprise PeopleTools PeopleBooks: PeopleSoft Process Scheduler, "Understanding Process Scheduler"

Appendix D, "General Ledger Reports," page 615

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 Consolidations

This section discusses:

- Organizational structure and consolidations.
- Elimination of intercompany transactions.

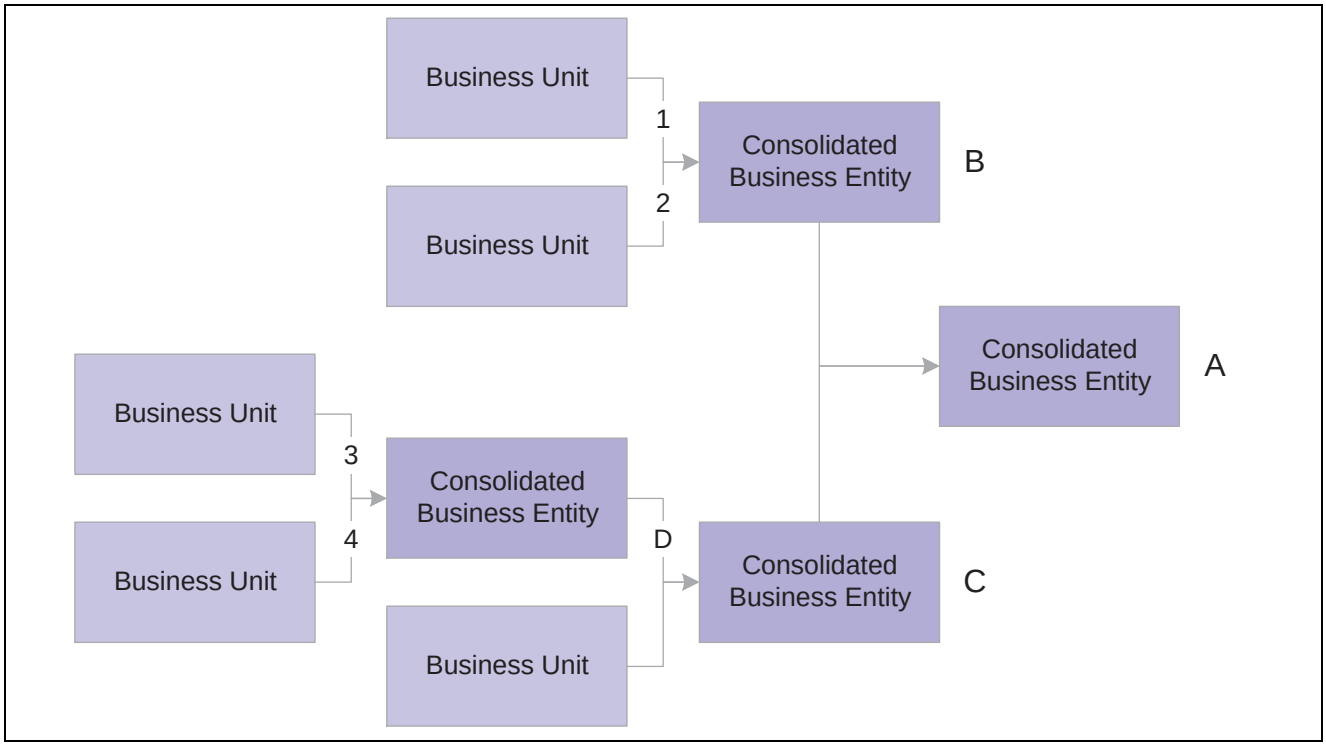
- Elimination of intercompany investments and calculating minority interests.
- Components of the consolidation process.

Organizational Structure and Consolidations

Organizations often have complex structures with multiple 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, 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 must 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.



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:

Business Unit	Account	Debit	Credit
B0001	651001—Software License Expense	5,000	
B0001	142000—Due From/To B2		5,000
B0002	141000—Due From/To B1	5,000	
B0002	200000—Accounts Payable		5,000

When the transactions are exclusively within the organization, you may want to 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:

Business Unit	Account	Debit	Credit
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:

Business Unit	Account	Affiliate	Amount
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
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:

Business Unit	Account	Amount
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:

Elimination Set	Business Unit	Account
One	NA	140000—Due From/To Affiliates

If you do not use the Affiliate ChartField, three elimination sets are required:

Elimination Set	Business Unit	Account
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 309

Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 225

PeopleSoft Enterprise Application Fundamentals 8.9 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.

Data Ledger data is entered and posted through daily journal processing and 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.

Scopes 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.

Rules 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.

Process 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.

Common Elements Used in This Chapter

View Detail Link that accesses another page for more detailed information.

Ledger Template 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 this 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 298

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Summarizing ChartFields Using Trees"

Enterprise PeopleTools PeopleBooks: PeopleSoft Application Engine, "Using Meta-SQL and PeopleCode"

Enterprise PeopleTools PeopleBooks: 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 Enterprise Application Fundamentals 8.9 PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Chapter 13, "Using Inter/Intraunit Processing in General Ledger," page 225

Chapter 17, "Performing Financial Consolidations," Elimination of Intercompany Transactions, page 298

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.

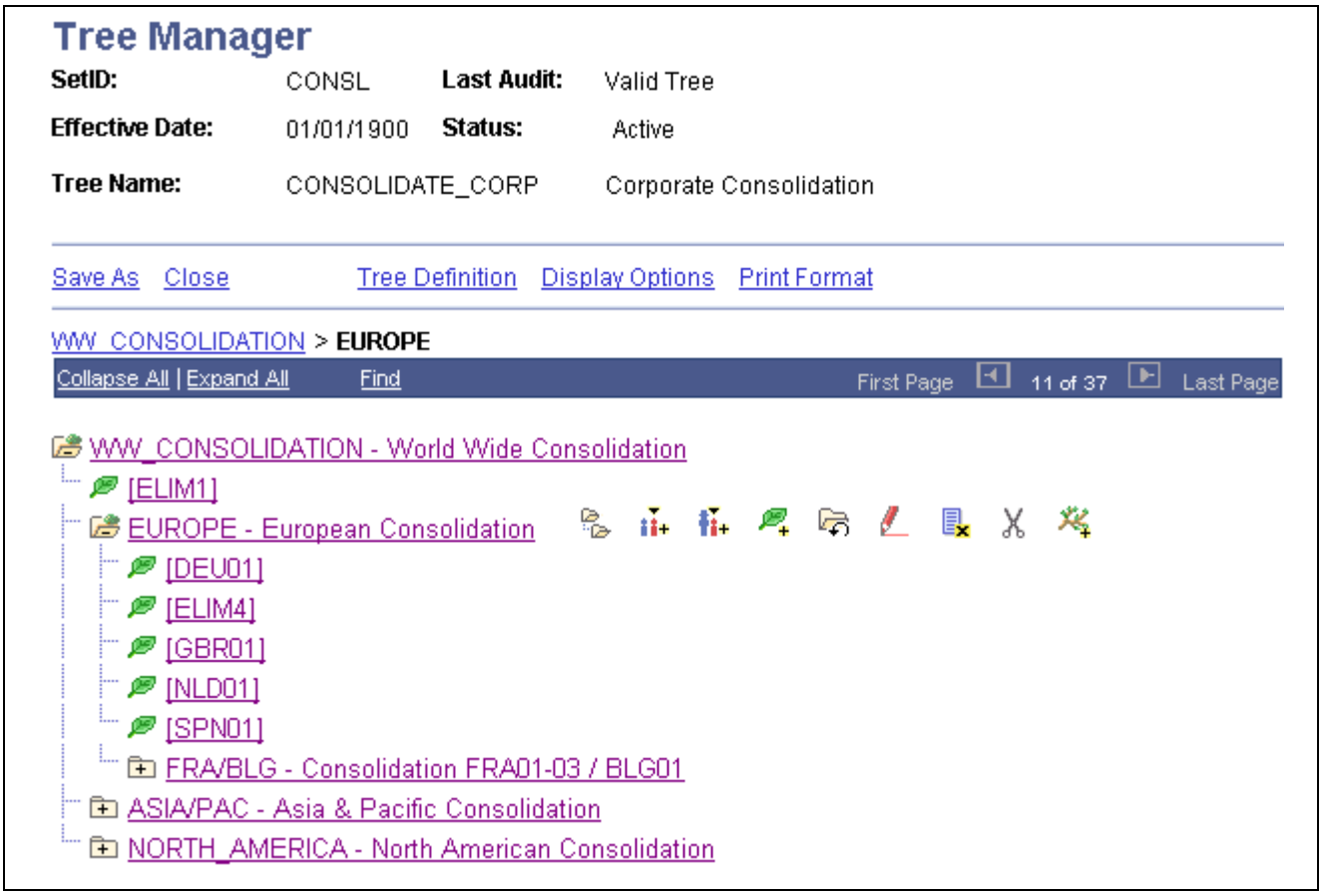
This section discusses how to:

- 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 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.



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 an 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.

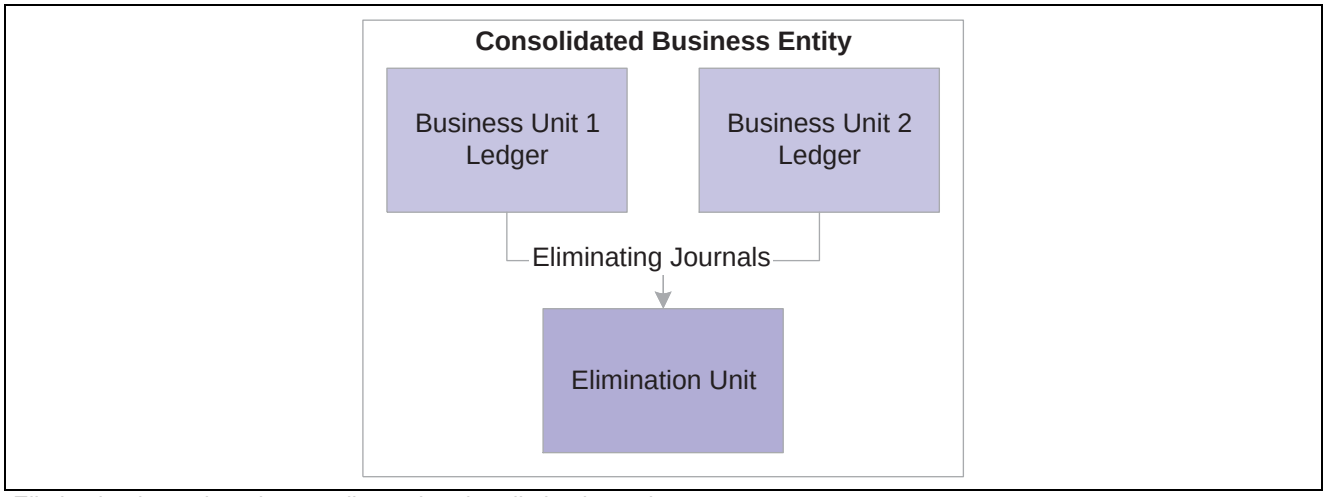
In such a case, the system maintains all your detail values in the general ledger Business Unit table. You can, however, set up consolidations based on any other ChartField.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Summarizing ChartFields Using Trees"

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:

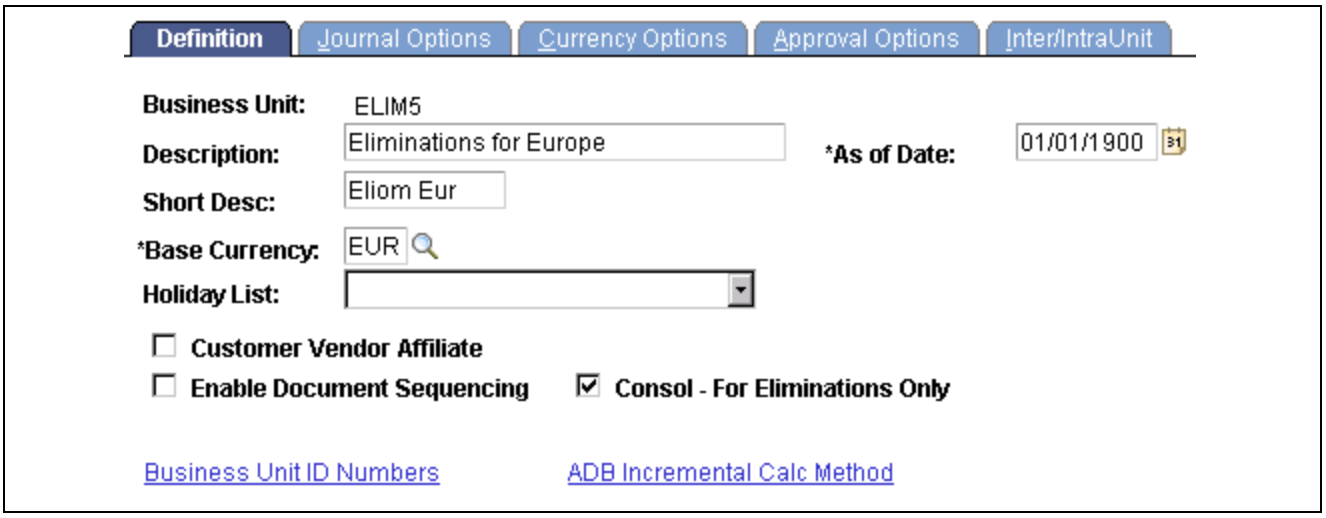
- Add an elimination unit.
- Assign ledgers to elimination units.

Page Used to Add an Elimination Unit

Page Name	Object Name	Navigation	Usage
General Ledger Definition - Definition	BUS_UNIT_TBL_GL1	Setup Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition	You can use this page to define each elimination unit. You can define these directly or from the consolidation tree.

Adding an Elimination Unit

Access the General Ledger Definition - Definition page.



Eliminations Business Unit Definition page

You add an elimination unit to the tree in the same way that you add any detail ChartField value, by inserting a detail value. If you base your consolidations on the business unit ChartField, you create and maintain elimination units just as you would business units.

For example, the ELIM5 elimination unit in the consolidated management reporting tree for Consolidated Corporation is defined as an elimination unit. When you select ENTER while on the detail value (ELIM5), you open to the first General Ledger Definition page.

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

Chapter 3, "Defining Your Operational Structure," page 19

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. Therefore, the currency that you specify must have complete balances in place resulting from regular journal posting or the Currency Translation process.

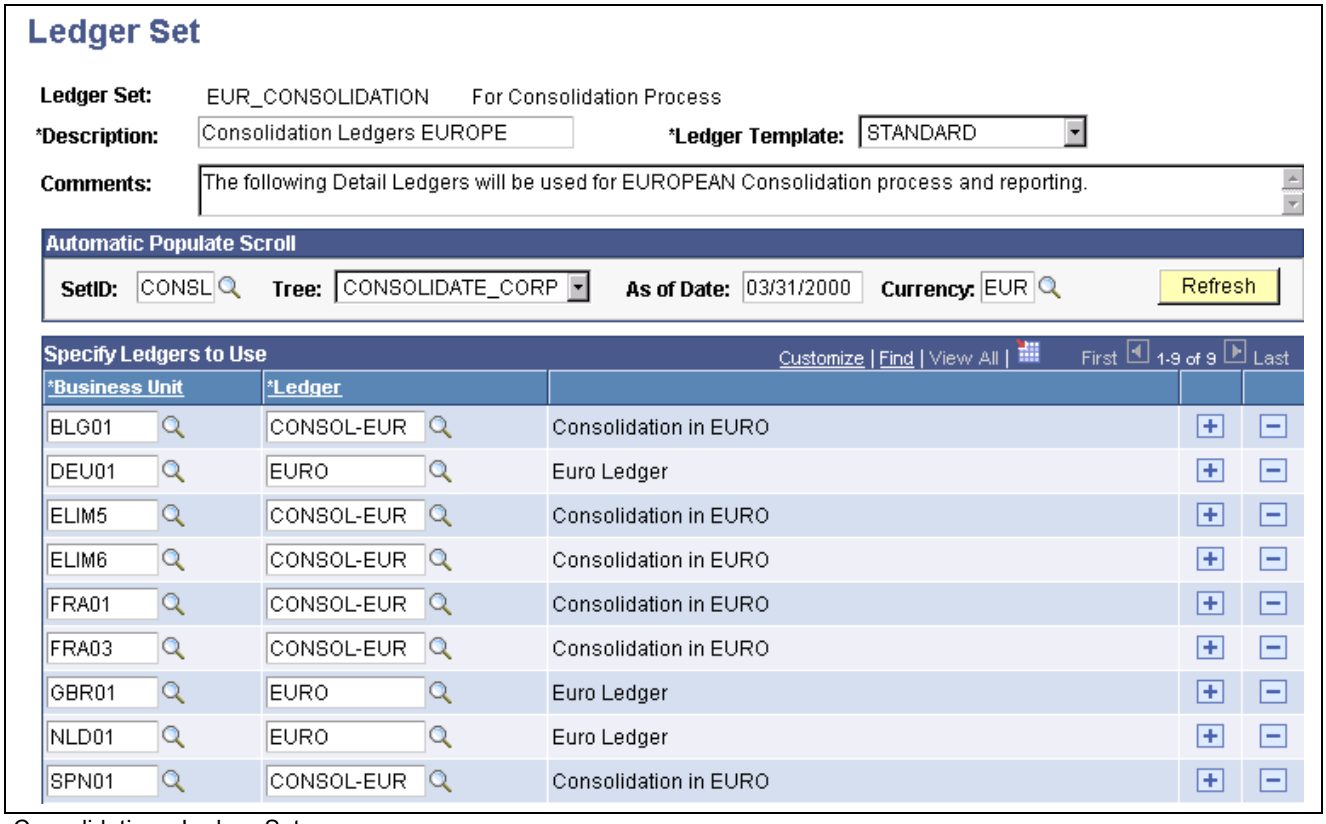
You specify a ledger for a business unit on the Ledger Sets page. With a common Consolidation chart of accounts, you can also consolidate at a summary level.

Page Used to Define Ledger Sets

Page Name	Object Name	Navigation	Usage
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.



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. You must review the ledger names populated by the system. If the ledger is not the one that you want, you can change it.

Tree Determines the business units that will appear in the scroll. All business units in a particular tree will appear in the scroll.

As of Date Use to select a tree if you have multiple trees with the same name.

Currency 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:

Business Unit Populates the valid values in the selected tree for the specified ledger template.

Ledger 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.

See Also

Chapter 17, "Performing Financial Consolidations," Specifying Consolidation Journal Options, page 316

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 ChartKey. 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:

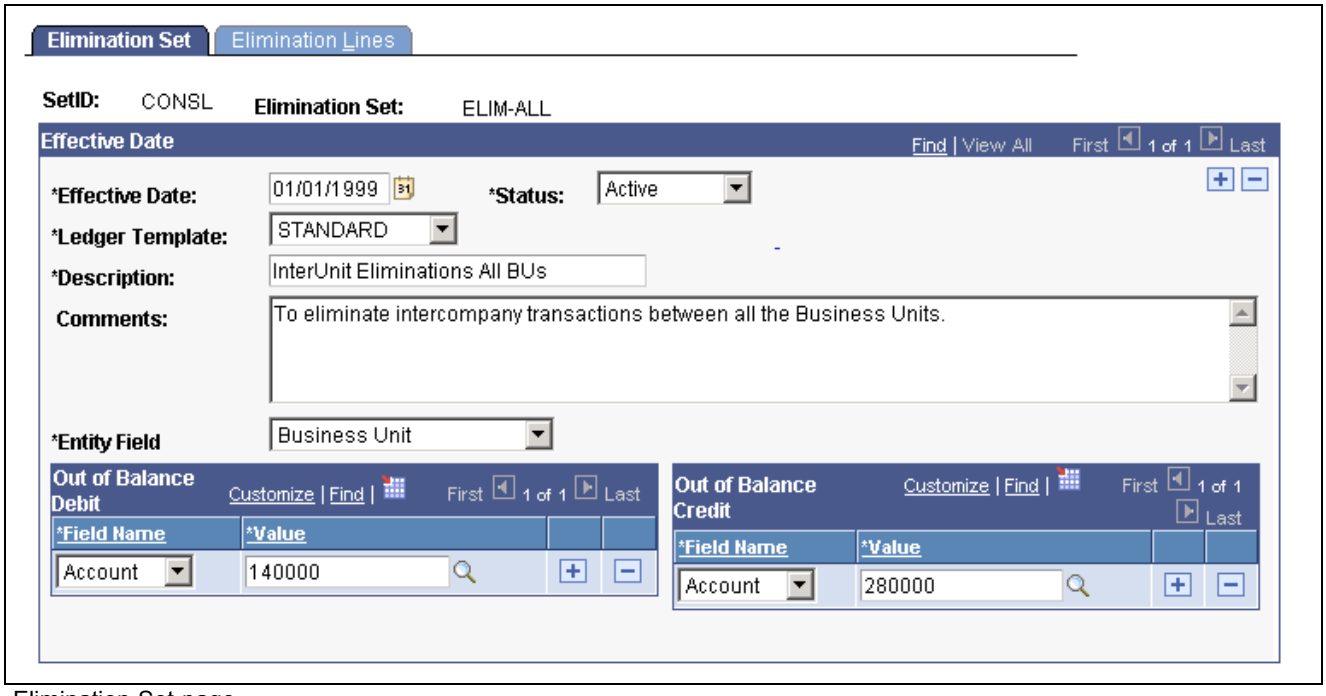
- Define an elimination set.
- Enter an elimination set.
- Audit elimination sets.

Pages Used to Define Elimination Sets

Page Name	Object Name	Navigation	Usage
Elimination Sets	ELIMINATION_SET1	General Ledger, Consolidate Financial Data, Consolidation, Elimination Sets, Elimination Set	Define parameters for the elimination.
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.



Elimination Set page

Ledger Template Select from the drop-down list box. When 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 View Detail link; click it to access the Summary Ledger Definition page.

Description Identifies the elimination for prompt lists.

Comments Describe what the elimination set does. This field is particularly useful for documenting each set in a complex consolidation.

Entity Field Select the field on which you are consolidating.

This is the field on which you have previously structured your consolidation and on which you have built your consolidation tree.

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.

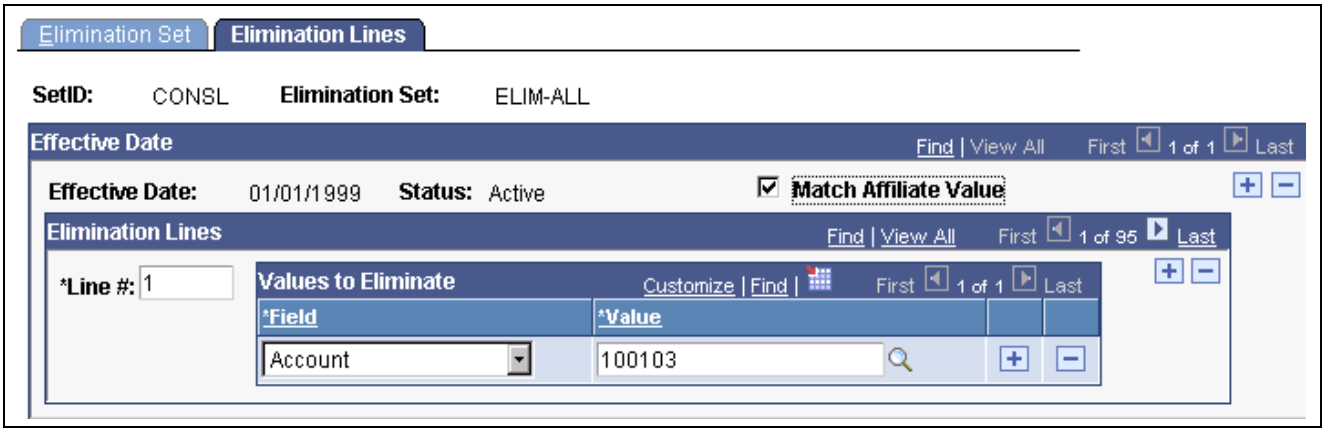
Out of Balance Debit and Out of Balance Credit

Field Name 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.

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.

Entering an Elimination Set

Access the Elimination Lines page.



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 cleared and display-only.

Values to Eliminate

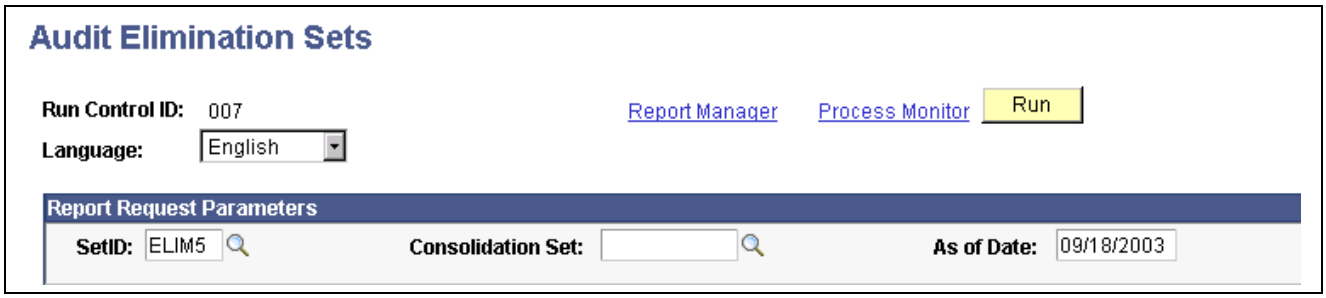
Field and Value When each intercompany transaction is recorded in a unique account, the *Business Unit* ChartField and the *Account* or *ALTACCT* ChartField and their respective values are required. If you use the Affiliate ChartField, and its

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.



Audit Elimination Sets page

Report Request Parameters

SetID SetID for the consolidation set.

Consolidation Set Defined for the Consolidation SetID.

As of Date Point of reference 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 don't 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 don't 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:

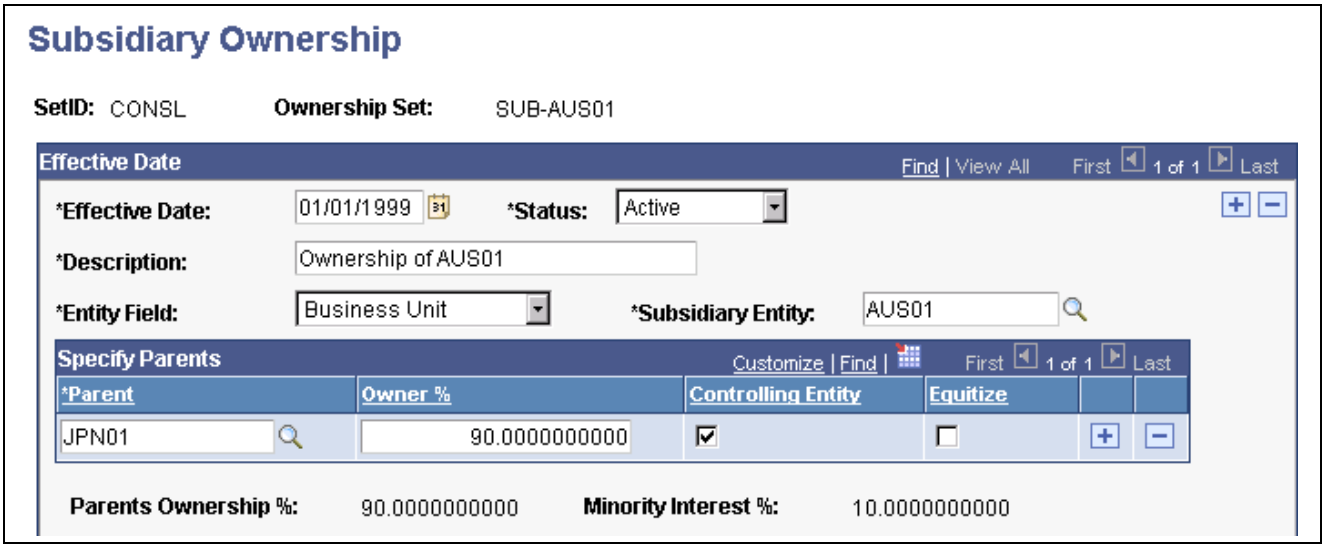
- Define subsidiary ownership.
- Define the minority interest source.
- Define a minority interest target.

Pages Used to Define Subsidiary Ownership and Minority Interest Sets

Page Name	Object Name	Navigation	Usage
Subsidiary Ownership	CONSOL_OWNERSHIP	General Ledger, Consolidate Financial Data, Consolidation, Subsidiary Ownership	Define the relationships for the parent company, subsidiary business unit, 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.



Subsidiary Ownership page

Entity Field This field defines the consolidating business unit or ChartField. If you change the consolidating ChartField in your trees, you won't have to redefine all of your minority interest sets.

Subsidiary Entity Organizational unit owned by the parent.

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 business unit values twice.

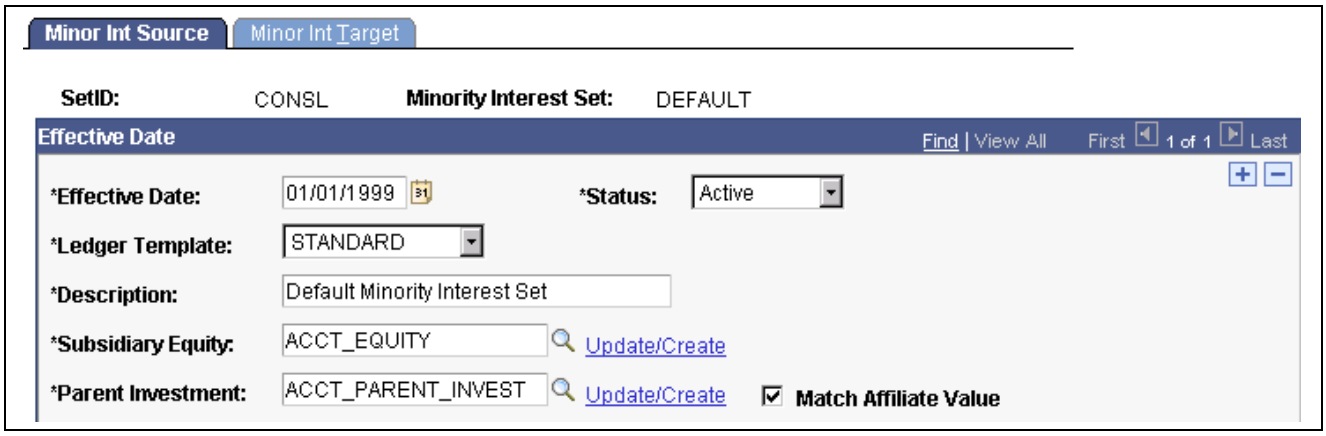
Equitize Indicates whether equitization should be run for specified parent entities. The system processes this ownership set only when the subsidiary entity and all the parent entities marked for equitization are included in the consolidation tree.

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.



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.

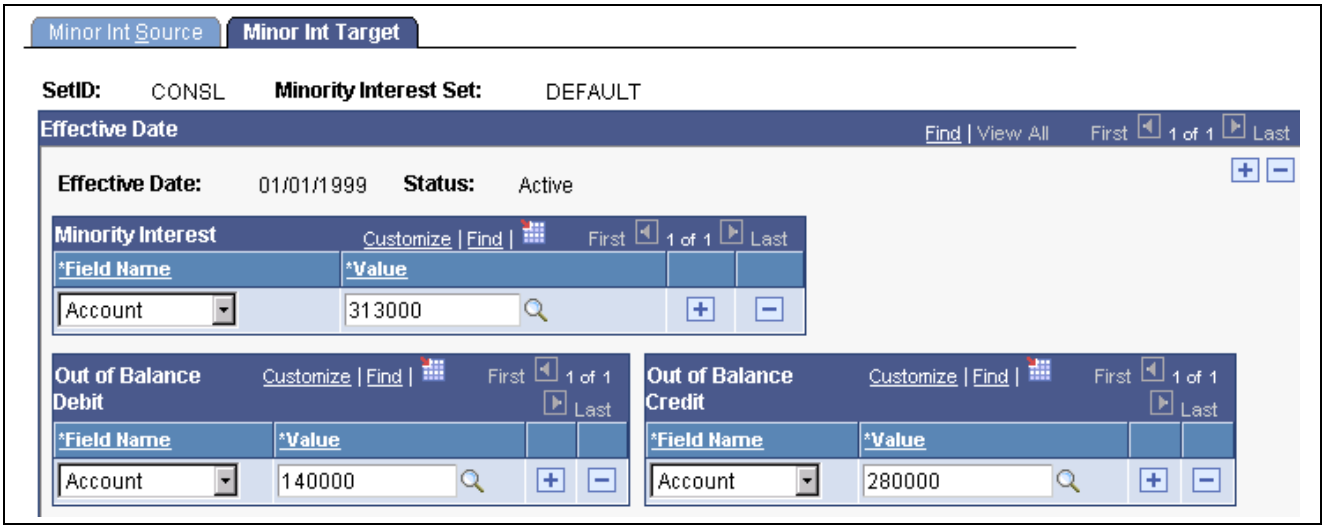
Match Affiliate Value Select the check box if you are using a single investment account and have populated the Affiliate ChartField with the subsidiary.

See Also

Chapter 17, "Performing Financial Consolidations," Using ChartField Value Sets, page 319

Defining a Minority Interest Target

Access the Minor Int Target (minority interest target) page.



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:

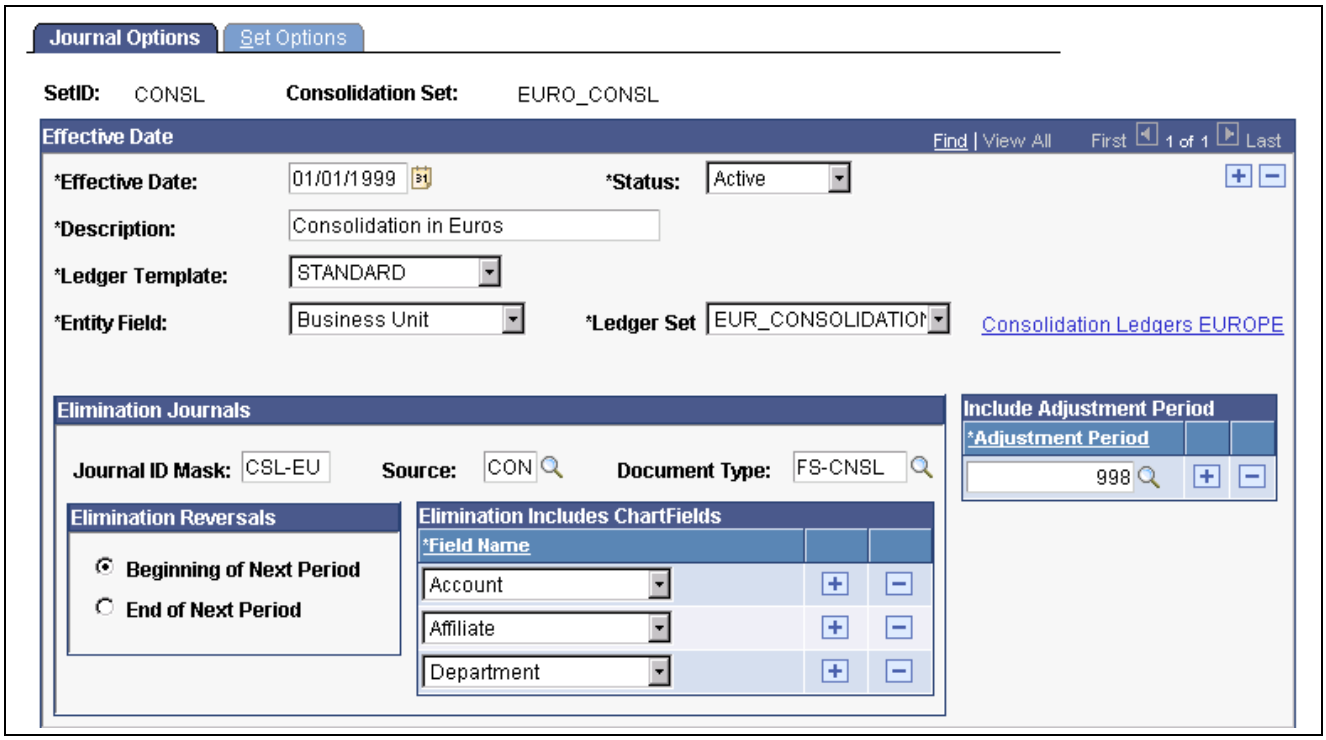
- Specify consolidation journal options.
- Specify set options.

Pages Used to Set Up Consolidation Sets

Page Name	Object 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.



Consolidations Set - Journal Options page

Entity Field ChartField against which the elimination is applied. Most often, the Consolidation unit is a business unit.

Business Unit 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.

Ledger Set Specifies a combination of business units and ledgers that act as a centralized location for consolidations.

Elimination Journals

Journal ID Mask 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 *ELIMIN,* the elimination journal IDs might be ELIMIN0001, ELIMIN0002, 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.

Source Any valid value from the Sources table entry that identifies the source of the consolidation journals.

Document Type 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:

ChartField Used in Eliminations - Account	ChartField Used to Group By − Department	Product	Posted Total Amount
1100001	100	XYZ	100.00
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 or End of Next Period Indicate whether you want to generate elimination reversal entries for the beginning of the next period or for the end of the next period. The system directs the journal entries to the elimination unit 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.

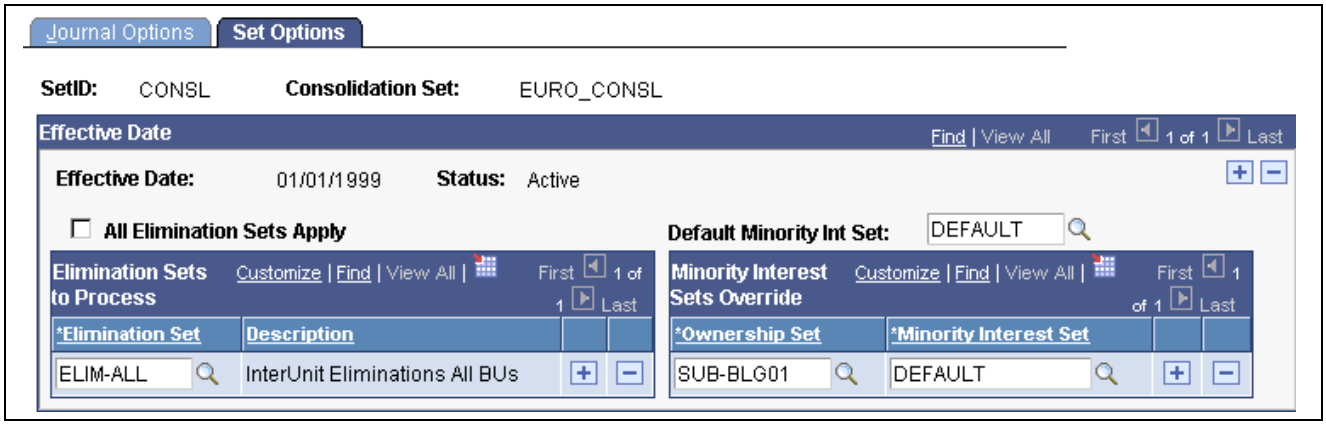
See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing," Defining Document Types

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Journal Source

Specifying Set Options

Access the Set Options page.



Set Options page

All Elimination Sets Apply Indicates that you want to use all of the sets that you defined on the Elimination Set page for this consolidation.

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).

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 Enterprise Application Fundamentals 8.9 PeopleBook, “Defining and Using ChartFields,” Defining and Using ChartField Value Sets

Performing Consolidation

This section discusses how to:

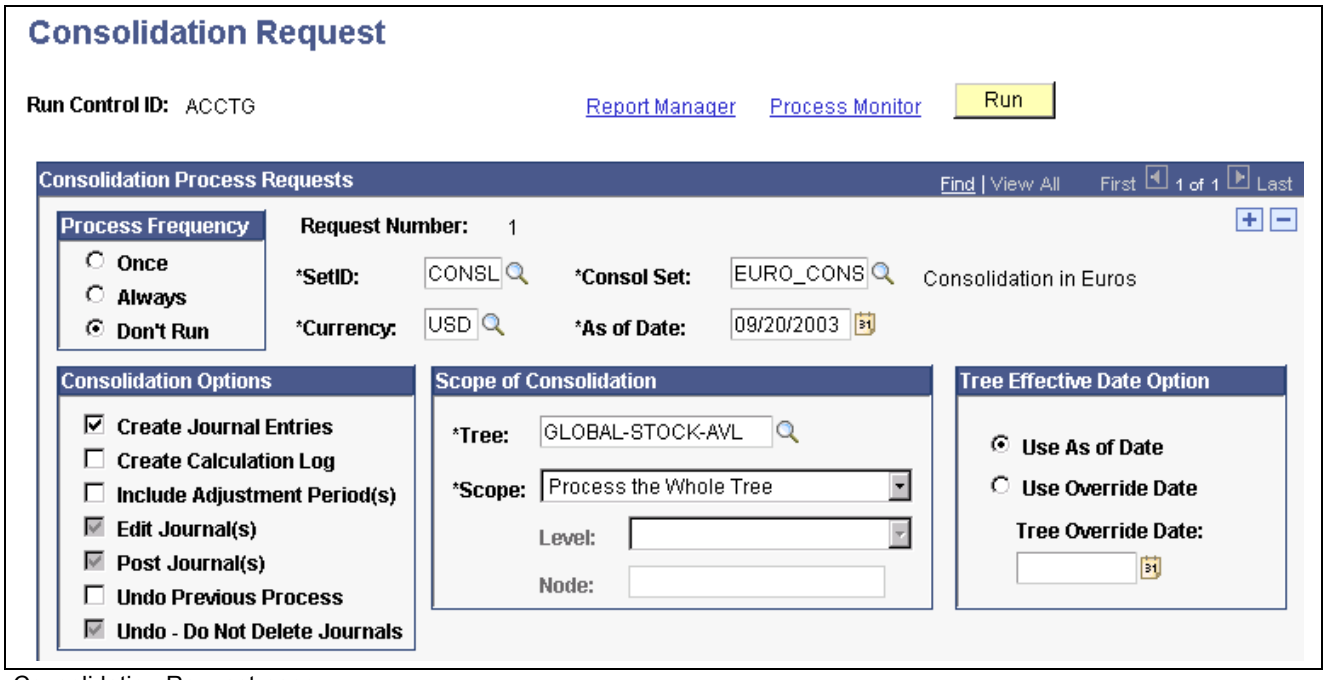
- Initiate consolidation processing.
- View the consolidation process log.
- Use the process monitor.

Pages Used to Perform a Consolidation

Page Name	Object Name	Navigation	Usage
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.



Consolidation Request page

Request Parameters

SetID SetID for the consolidation.

Currency Currency used in the consolidation.

Consol Set (consolidation set)	Defined for the consolidation setID.
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. Also used to access the effective-dated setups.

Consolidation Options

Create Journal Entries	General Ledger creates journals that can be edited and posted.
Create Calculation Log	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.
Include Adjustment Period(s)	Includes balances from the adjustment periods specified in the consolidation set when calculating the elimination.
Edit Journal(s)	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.
Post Journal(s)	Posts journals during consolidation processing. Not available if Document Sequencing is enabled at the system or business unit level.
Undo Previous Process	Clears the effect of any prior elimination. If the elimination journals are not posted yet, the system deletes them. If they have been posted, General Ledger 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 former processes. The key fields are Consolidation Set, Currency Code, As Of Date, and Tree Scope. You can view the process log on the Consolidation Process Log page. Select this option if you want to process the whole tree again when there is a processing error. You can also run a standalone Undo process followed by running the consolidation process.
Undo − Do Not Delete Journals	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 Consolidation

Tree Specify the applicable tree for the consolidation.

Scope Chose *Process the Whole Tree* to processes all business units defined in the consolidation tree. If you choose *Process at Level* or *Process at Tree Node,* the Level and Node fields become available.

Level Processes all business units at and below a particular tree level. Identify the level in the edit box.

Node Processes consolidated business units at and below a particular tree node. Identify the node in the edit box.

Tree Effective Date Option

Use As of Date Uses the date defined for the consolidation.

Use Override Date 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.

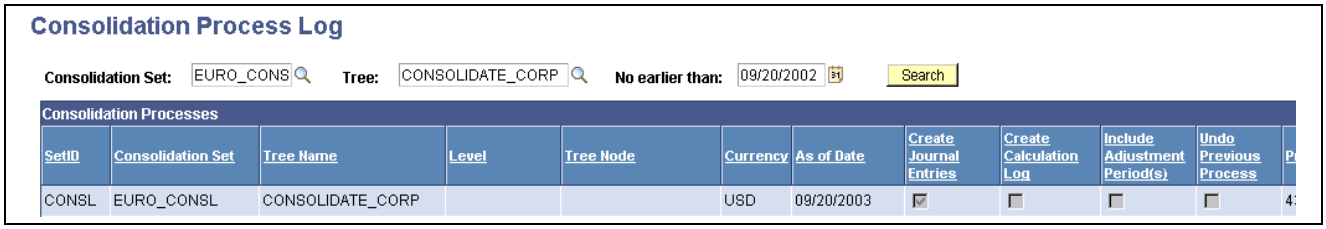
See Also

Chapter 24, "Using Commitment Control in General Ledger," page 469

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing"

Viewing the Consolidation Process Log

Access the Consolidation Process Log page.



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.

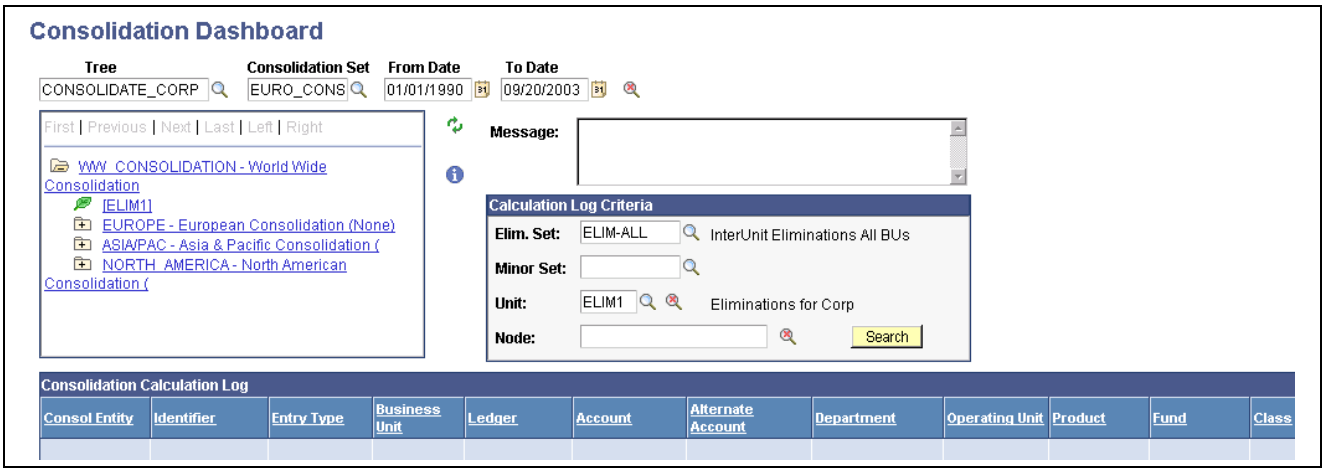
The fields on this page are the same as those found on the Run Consolidation page.

See Also

Chapter 17, "Performing Financial Consolidations," Initiating Consolidation Processing, page 320

Using the Process Monitor

Access the Consolidation Dashboard page.



Consolidation Dashboard page

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) Specifies an elimination set to inquire on consolidation results related to that elimination set.

Minor Set (minority interest set) Specifies 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.

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

Consol Entity (consolidation entity) The business unit or the values of your consolidation entity (for example, operating unit).

Identifier	Stores either the elimination set or the minority interest set.
Entry Type	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), you should 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 of 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 processing 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 Enterprise Application Fundamentals 8.9 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 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 disparate 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.

Acct # - MFG	Acct # - FS	Acct # - HC	Account Description by SetID
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
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

Acct # - MFG	Acct # - FS	Acct # - HC	Account Description by SetID
530000	NA	530000	MFG - Inventory Adjustments HC - Inventory Adj. - Other
540000	540000	540000	MFG − Discount Expense FS - Group Insurance HC - Discount Expense
610000	530000	610000 612000 613000 614000	MFG - Salaries FS - Salaries HC - Salaries

Notice the disparity in the numbering of accounts and the account descriptions. 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:

Consolidation Account	Consolidation Account Description	MFG	FS	HC
500000	Cost of Goods Sold	500000	NA	500000
590000	Indirect Mfg. And Prod Costs	510000 511000 512000 513000 520000 530000	NA	NA

Consolidation Account	Consolidation Account Description	MFG	FS	HC
600000	Salary Expense	610000	530000	610000 612000 613000 614000
799000	Other General and Administrative Expenses	540000	540000	510000 511000 512000 513000 520000 530000 540000
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.

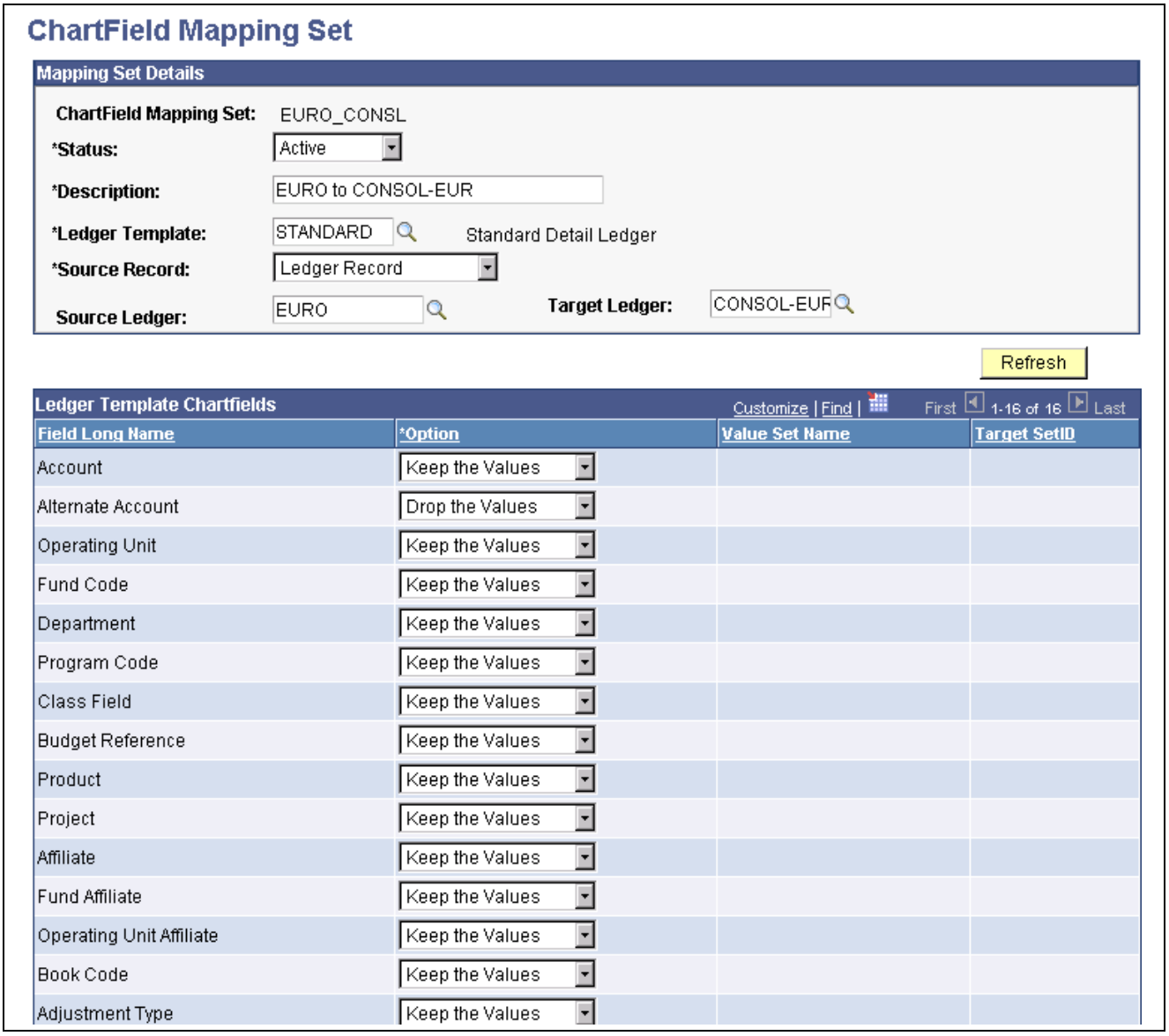
The example illustrates mapping at the setID level, which presumes that there are one or more business units that share a common chart of accounts under a specific setID.

Pages Used to Map Dissimilar Charts of Accounts

Page Name	Object Name	Navigation	Usage
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.



Chartfield Mapping Set page

Mapping Set Defaults

Ledger Template Populates the ledger template ChartFields area when a ledger template is specified.

Ledger Template ChartFields

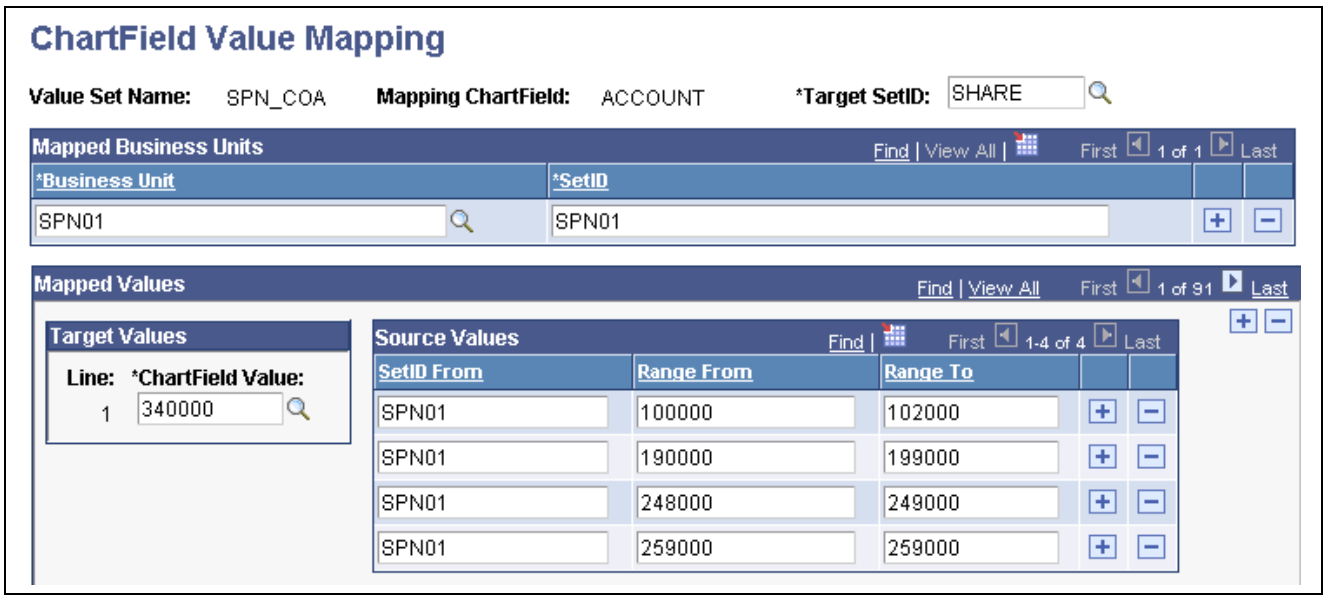
When you specify a ledger template, the system populates this area with the ledger template ChartFields. You can select which ChartFields are associated with mapping.

Option Select an Option and Value Set Name for each ChartField.

View Detail Click to go to the ChartField Value Mapping page.

Mapping ChartField Values

Access the ChartField Value Mapping page.



ChartField Value Mapping page

Target SetID Select value to indicate the setID to which you are mapping.

Mapped Business Unit

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

When the value of a parent's investment in a subsidiary changes for the current year without a physical event (transaction), the parent's investment in the subsidiary should be modified. No physical accounting event has occurred, but the value of the parent investment has changed.

For example, net income of a subsidiary increases 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 with 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.

This section discusses how to:

- Review an equitization example.
- Reviewing components of the Equitization process.

Reviewing 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:

Equitization Source and Target Account Types	M0002	M0004
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:

Equitization Source and Target Account Types	M0002	M0004	F0001
NA	Period 1	Period 1	Period 1
Cash, Receivables, and so on	100	230	NA
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:

Elimination Entries	M0002	M0004	ME001
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
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 elimination 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:

Equitized Source Offset Entries Account Types	M0002	M0004
NA	Period 1	Period 1
Cash, Receivables, and so on.	100	230
Investment in M0002	NA	70 a
Revenues	<1000>	<2230>

Equitized Source Offset Entries Account Types	M0002	M0004
Expenses	900	2000
Equity income	NA	<70> a
Retained earnings offset	100 d	NA
Equalized income summary	<100> d	NA

Reviewing Components of the Equitization Process

The Equitization process includes the following components:

Data

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.

For example, M004 uses ledger ACTUALS in the Equitization process, which specified the U.S. dollar as the transaction currency. M002 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.

Scope

You 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.

If you are also performing Consolidations, Equitization can share the consolidation tree with the Consolidations process, as well as the ownership sets, if applicable.

Rules

On the Equitization Rules page, you can specify the Equitization Source, Target, Subsidiary Offset, and Minority Interest entries. You can then group multiple equitization rules together on the Equitization Group page.

Process

You specify run options for the Equitization background process on the Defining Equitization Rules page. General Ledger creates journal entries based on the equitization rules and scope, and you can edit these journals as part of Equitization. Because Equitization is a year-to-date process, the system creates reversal journal entries for any mid-year processes.

If you need to reverse the Equitization and unpost and delete all the journals, you can use theUndo Previous Process field on the Running Equitization page. If the process fails, unlock all journals before rerunning unpost.

See Also

Chapter 17, “Performing Financial Consolidations,” Defining Equitization Rules, page 336

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 304

Chapter 17, “Performing Financial Consolidations,” Setting Up Elimination Units, page 306

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 307

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 312

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:

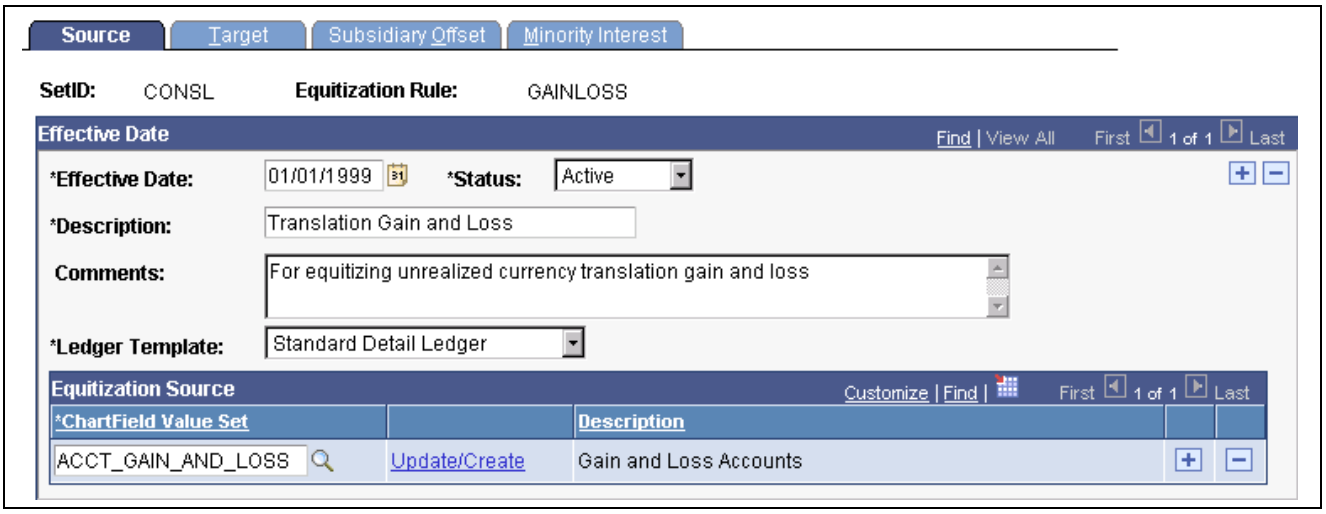
- Specify the equitization source.
- Specify the equitization target.
- Specify the subsidiary offset.
- Specify minority interest.

Pages Used to Define Equitization Rules

Page Name	Object Name	Navigation	Usage
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 ChartKey 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.



Equitization Rules - 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.

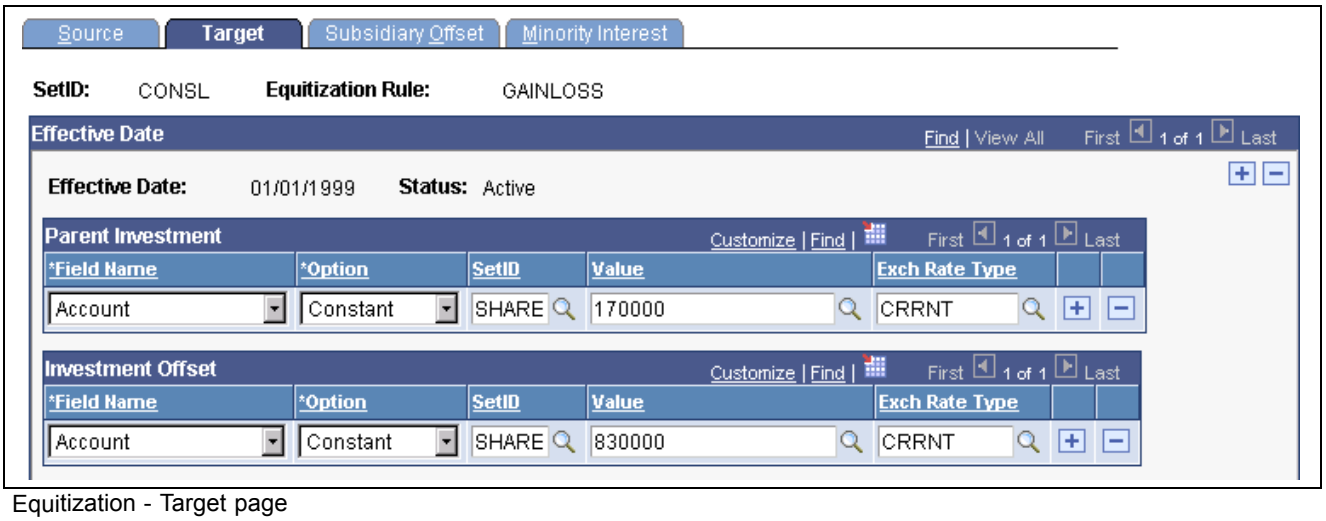
Update/Create Click the link to access the ChartField Value Set page if you want to edit or create a new set.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

Specifying the Equitization Target

Access the Target page.



Equitization - 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.

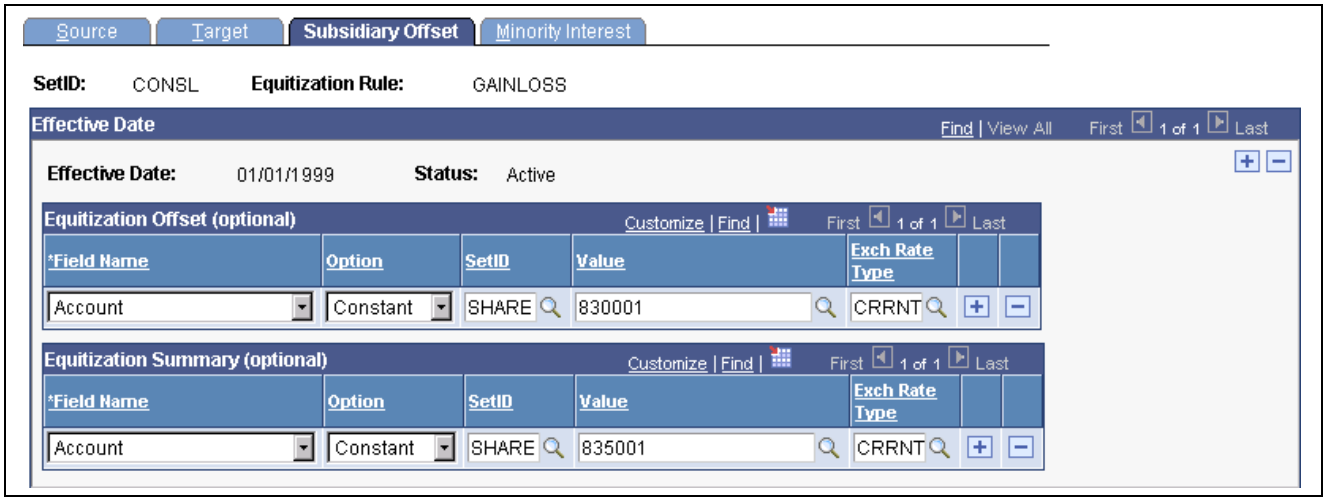
The system summarizes source amounts (debits) at the level specified by the parent investment ChartField and books them to the account specified in the Value field. However, it creates only one row (with the investment offset Value field) for the credit side.

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.



Equitization - Subsidiary Offset page

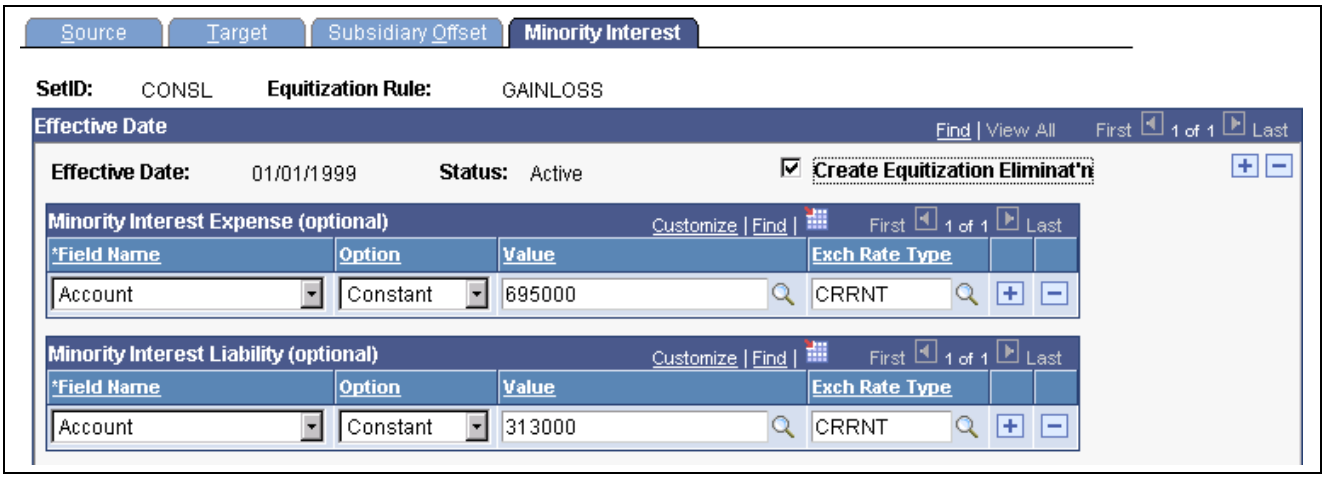
You can use these accounts as an income summary on the subsidiary. The equitization summary represents the gross change in an individual subsidiary's value. In the case of net income, you can place the value in the minority interest definition for equity. In this way, you avoid a minority interest elimination entry for each detail value in the net income node.

See Also

Chapter 17, "Performing Financial Consolidations," Specifying the Equitization Target, page 337

Specifying Minority Interest

Access the Minority Interest page.



Equitization - 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 337

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).

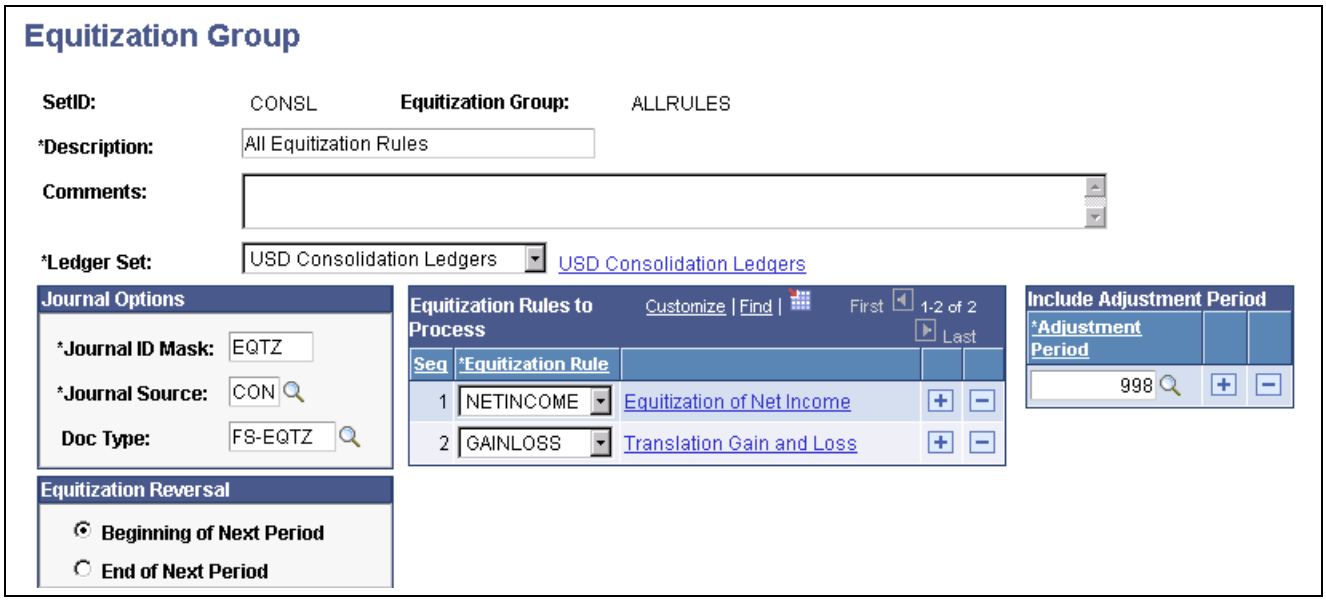
This section discusses how to create an equitization group.

Page Used to Define an Equitization Group and Journal Options

Page Name	Object 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.



Equitization Group page

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, and include in your equitization.

Equitization Reversal

Select either the Beginning of Next Period or End of Next Period for reversal journal entries.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 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:

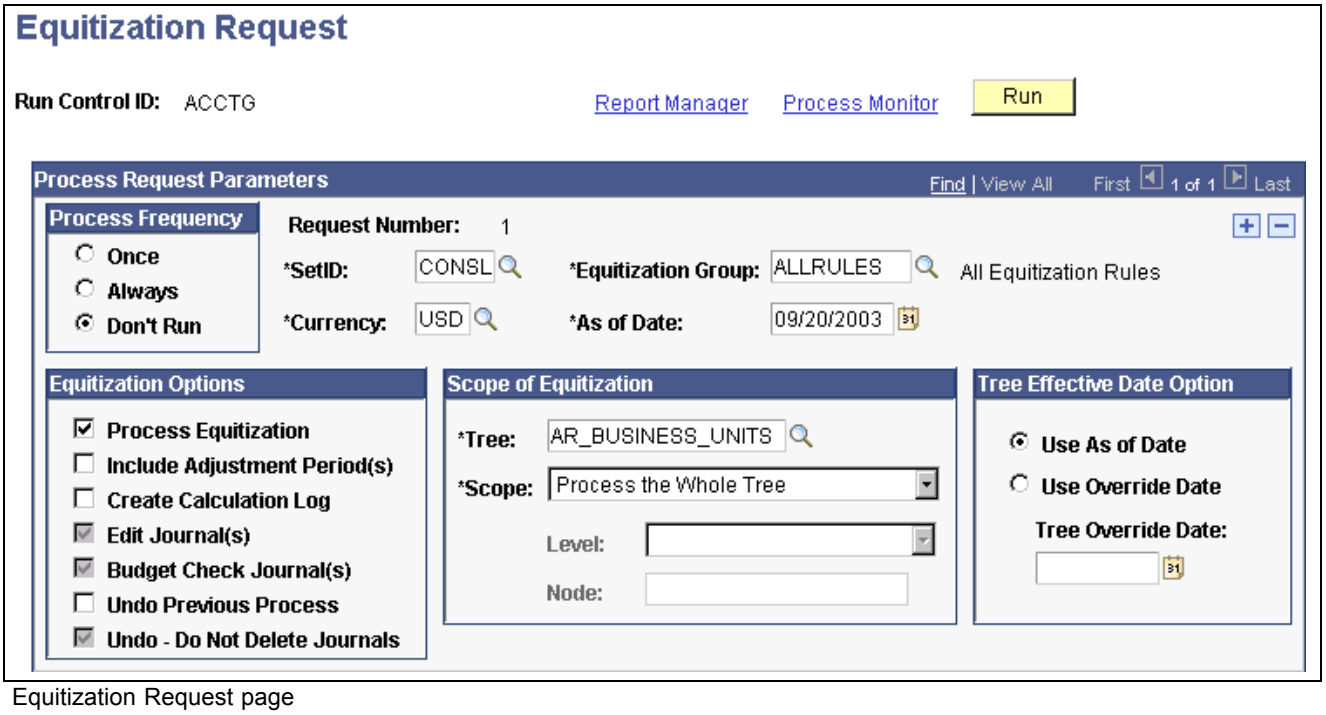
- Initiate equitization processing.
- View the equitization process log.

Pages Used to Perform Equitization

Page Name	Object Name	Navigation	Usage
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.



Equitization Request page

Equitization Parameters

SetID SetID for the equitization.

Currency Currency used in the equitization.

Equitization Group Defines what equitization rules and journal options apply.

As of Date Serves as a point of reference for determining the year and period to equitize for each ledger involved. If business units use different calendars, system evaluates the year and period for each. It is also used to access any effective-dated setups during the process.

Equitization Options

Process Equitization 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.

Include Adjustment Period(s) Includes balances of adjustment periods that are specified in the equitization group when processing Equitization.

Create Calculation Log 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.

Edit Journal(s) 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.

Undo Previous Process Clears the effect of prior processing. The system unposts all journals (including reversal entries), deletes journals, and deletes the calculation log from the last process. 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.

Undo - Do Not Delete Journals 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

Tree Select the appropriate tree.

Scope Specify if you want to:

- *Process the Whole Tree*
- *Process a Level*

- *Process a Tree Node*

Level 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 If you want to override the tree As of Date, 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

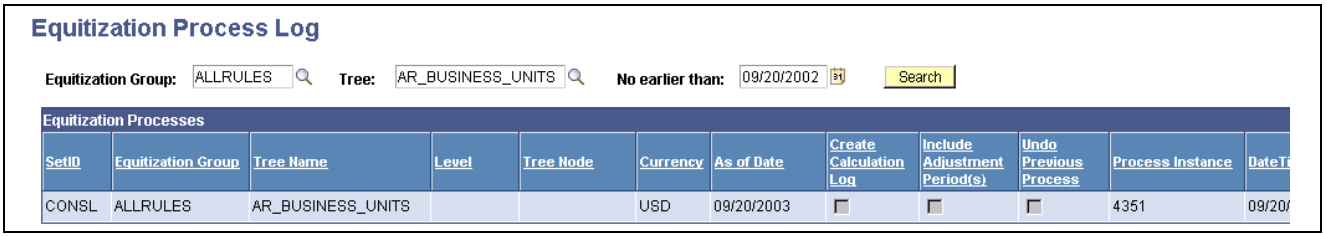
Chapter 24, "Using Commitment Control in General Ledger," page 469

Chapter 17, "Performing Financial Consolidations," Viewing the Equitization Process Log, page 343

Chapter 17, "Performing Financial Consolidations," Initiating Consolidation Processing, page 320

Viewing the Equitization Process Log

Access the Equitization Process Log page.



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 341

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

Page Name	Object Name	Navigation	Usage
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.

Page Name	Object Name	Navigation	Usage
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.
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 615

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.

See Also

Appendix D, "General Ledger Reports," page 615

Pages Used to Set Up the Ledger Interface Utility

Page Name	Object Name	Navigation	Usage
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 Message Channel

A message channel is a logical group of messages. Each message must belong to one (and only one) message channel, which specifies a routing. Both publishing and subscribing nodes use this channel.

To define the necessary message channel:

1. Use the delivered message channel named LEDGER.
2. As delivered, the Ledger message channel 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.

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.

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.

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.

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.

Note. Consolidation does not support PeopleSoft Projects or Commitment Control.

See Chapter 17, "Performing Financial Consolidations," Performing Consolidation, page 319.

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 Integration Broker 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.
- 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:

Interim Close	Year End Close
Enables you to close periods within a fiscal year (for example, daily or monthly) on the Account ChartField. 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.	Enables year end close. Closes the year that you specify on the Account ChartField, the Alternate Account ChartField, or both.
Enables you to select some or all P/L accounts to be closed. **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 (CFS).	Unless the Set Default Retained Earnings option is set to *Off,* all P/L accounts are closed. **Note.** This option is not available when the Balance Sheet Indictor option is selected.
Does not carry forward closing balances.	Carries forward closing balances to beginning balances for balance sheet accounts. If closing is not performed for *all* 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.
Creates journal entries that you post during or after the closing process.	Directly updates the ledger. Optionally, creates journal entries for those companies that require journal entries for any transaction that affects ledger balances.
Creates optional offsetting entries into alternative ChartField values.	Creates offsetting entries into source P/L ChartField values in the ledger. 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.
Closes selected adjustment periods.	Automatically closes all adjustment periods for the year.
Includes Account in P/L ChartFields.	Includes Account or Alternate Account in P/L ChartFields.

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:

P/L Accounts	ChartFields Value Set	Retained Earnings Account
41000 through 410010	CFVS 1	360100
410015 410016	CFVS 1a	
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 Enterprise Application Fundamentals 8.9 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:

ChartField Value Set	Account	Book Code	Balance Sheet Indicator
CFV1	Account Rollup INCSTMNT	B	BS
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

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 Enterprise Application Fundamentals 8.9 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:

Period	Account	Total	DR	CR
0	100000	30000	40000	−10000
0	210000	−20000	10000	−30000
0	360000	−10000	5000	−15000

Assume the following transactions occurred during the year 2005:

Period	Account	Total	DR	CR
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:

Period	Account	Total	DR	CR
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:

Period	Account	Total	DR	CR
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:

Period	Account	Total	DR	CR
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:

Period	Account	Total	DR	CR
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 carry-forward balances. Other differences are discussed earlier in this chapter.

See Chapter 18, "Managing Interim and Year End Closing," Interim Versus Year End Closings, page 351.

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.

Note. If you must undo a close, the system uses the journal entries to back out the changes made by the interim close.

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 377.

See Also

Chapter 18, "Managing Interim and Year End Closing," Running the Close Application Engine Process (GLPCLOSE), page 374

Chapter 18, "Managing Interim and Year End Closing," Defining Closing Rules, page 364

PeopleSoft Enterprise Application Fundamentals 8.9 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:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
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:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
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.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 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 365

Chapter 18, "Managing Interim and Year End Closing," Creating the Close Request, page 374

Chapter 18, "Managing Interim and Year End Closing," Processing an Undo Close, page 377

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

Note. The General Ledger financial statement reports do not include beginning balances for profit and loss accounts.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 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:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
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:

P/L Balance 410000	Retained Earnings Offset 360101	Retained Earnings 360100
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.

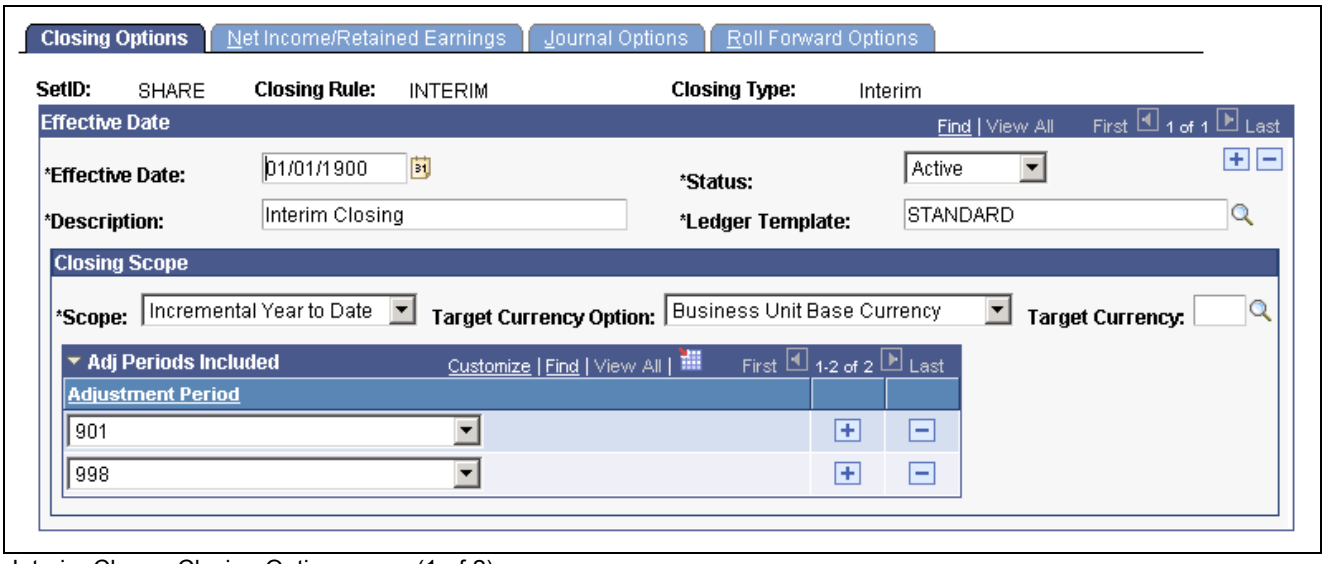
You can define any number of closing rules for different contingencies.

Pages Used to Define Closing Rules

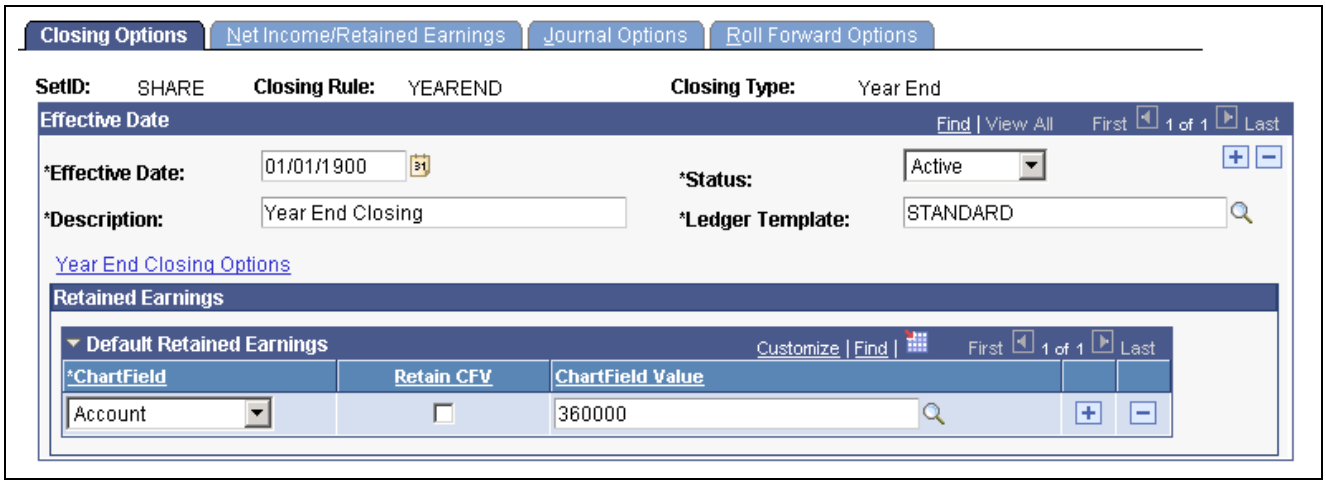
Page Name	Object Name	Navigation	Usage
Closing Options	CLOSE_DEFN1	General Ledger, Close Ledgers, Closing Rules, Closing Options	Identify the type of closing (interim or year end), closing scope, and other closing options.
Net Income/Retained Earnings	CLOSE_DEFN2	General Ledger, Close Ledgers, Closing Rules, Net Income/Retained Earnings	Identify the P/L ChartField value sets and the retained earnings ChartFields for the closing.
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.



Interim Close - Closing Options page (1 of 2)



Year End Close - Closing Options page (2 of 2)

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).

Target Currency Option For interim closings, identify which base currency is used for the closing journal entries and offsets. Values are:

Base currency of Prim Ledger (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.

Business Unit Base Currency: Uses the base currency of the business unit.

Retain currency: Uses the source transactions' currency.

Specify Target Currency: Uses the currency that you specify in the Target Currency field.

To retain the offset entry in the original currency, select the Currency Code ChartField on the Journal Options page, and select Retain Value.

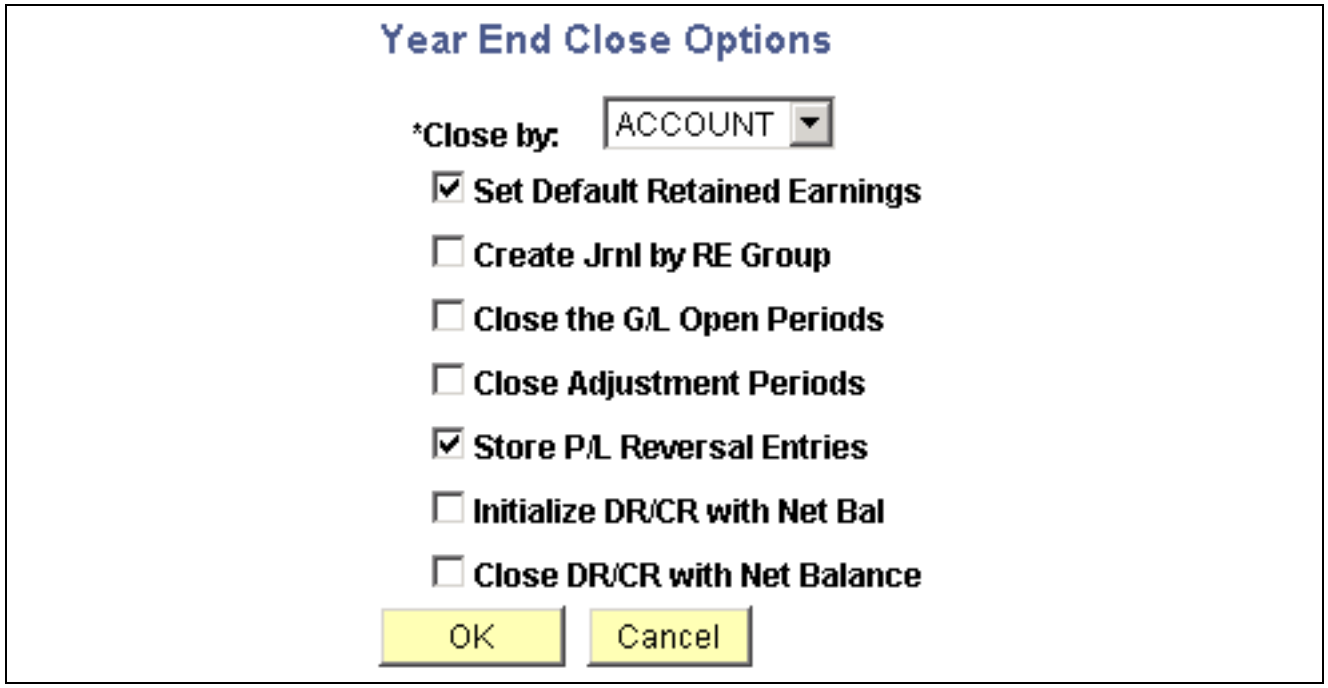
Target Currency If you select *Specify Target Currency* in the Target Currency Option field, enter the currency for the system-generated closing journals. Be sure that it is a base currency for one of the ledgers in the ledger group that you select on the Close Request page.

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.

Adj Periods Included (adjustment periods included) 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.)

Year End Closing Options Click to access the year end close options. The link is available only for year end closings.

Click the Year End Closing Options link.



Year End Close Options page

Close by You can perform year end close on either the Account ChartField or the Alternate Account ChartField.

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.

To perform a year end close by Alternate Account ChartField only, select *ALTACCT* in the Close by field.

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.

Set Default Retained Earnings

Select to use the default retained earnings that you also define on the Closing Options page.

If not selected, you must use the Net Income/Retained Earnings page to define *all* 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.

When you use the balance sheet indicator option at the installation level, this option is set to *Off,* and it is display-only.

Create Jrnl by RE Group (create journal by retained earnings group)

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 *DEPTID* 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.

Close the G/L Open Periods (close the general ledger open periods)

Select to close all open general ledger periods for the business-unit-and-ledger-group combination and year being closed. This prevents any additional journals from being entered for the year that is being closed.

Close Adjustment Periods

Select to close all open adjustment periods for the business-unit-and-ledger-group combination and year being closed.

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.

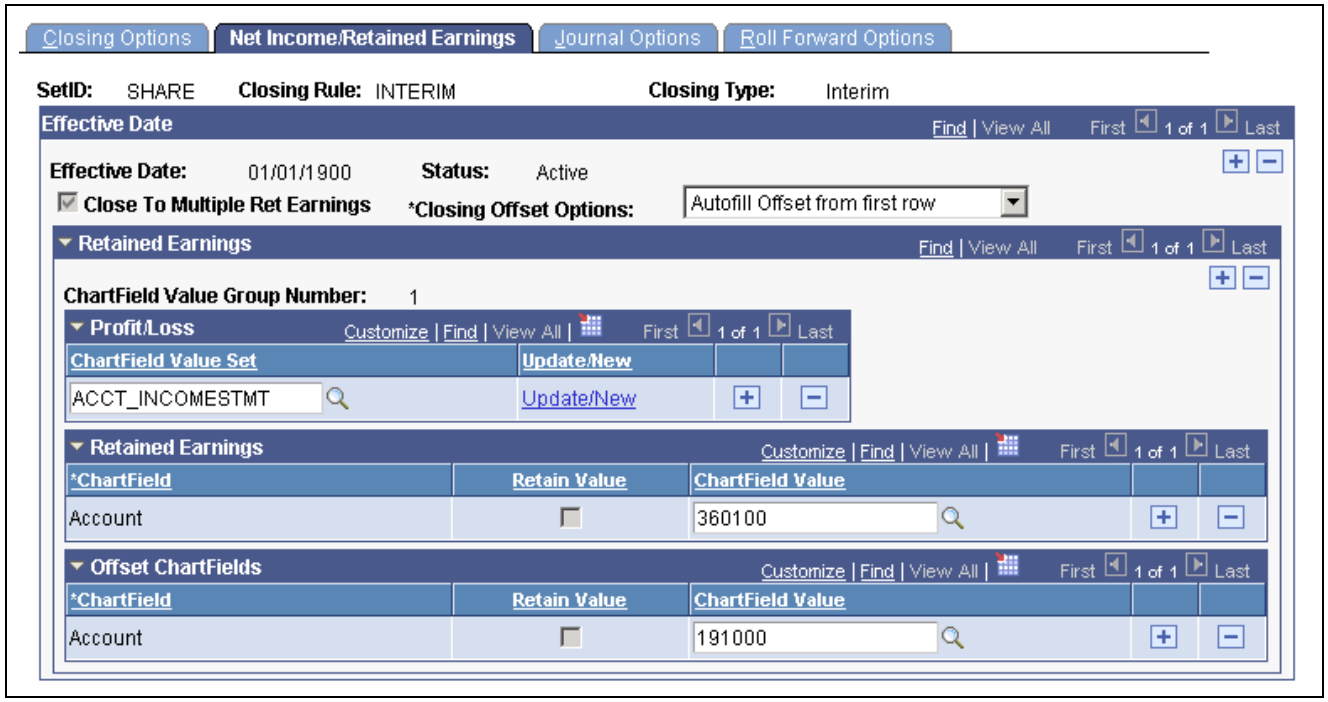
If not selected, the system moves the ending debit balance and ending credit balance forward to become the beginning balances of the following year. The DR column in period 0 is the sum of DR through the previous year. The CR column in period 0 is the sum of CR through the previous year.

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 355.

Specifying Net Income and Retained Earnings ChartField Values

Access the Net Income/Retained Earnings page.



Net Income Retained Earnings page

Close To Multiple Ret Earnings (close to multiple retained earnings) Select to close to multiple retained earnings accounts.

If cleared (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.

ChartField Value Group Number 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.

Profit/Loss Identify the P/L accounts (source accounts) to be closed.

Chartfield Value Set 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.

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.

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.

Update/New 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.

Retained Earnings Identify the retained earnings account (target account) to which the P/L accounts are closed.

ChartField 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.)

You can select additional ChartFields, such as Department or Product. Click the Add button to add ChartFields.

Retain Value Select to retain the ChartField value from the original journal entry.

If the check box is cleared, you must specify a value in ChartField Value field.

This option in not available for the Account ChartField.

ChartField Value Select the specific retained earnings account. This option is required for the Account ChartField.

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.

For other ChartFields, if you have not selected Retain Value check box, enter a specific ChartField value here.

Offset Chartfields For interim closings only, identify the ChartField and ChartField value for the offset to the retained earnings entries.

If the Retain all CF Value for Offset check box is selected, the following fields should be left blank.

ChartField 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 cleared, Account is required and must be the first ChartField entered.

Select a ChartField for a contra-equity offset. To offset to a combination of ChartFields, click the Add button to select additional ChartFields.

Retain Value Select to retain the ChartField value from the original journal entry.

If the check box is cleared, specify a value in the ChartField Value field.

ChartField Value If you do not select the Retain Value check box, enter a specific ChartField value here.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Defining and Using Account Types and Attributes

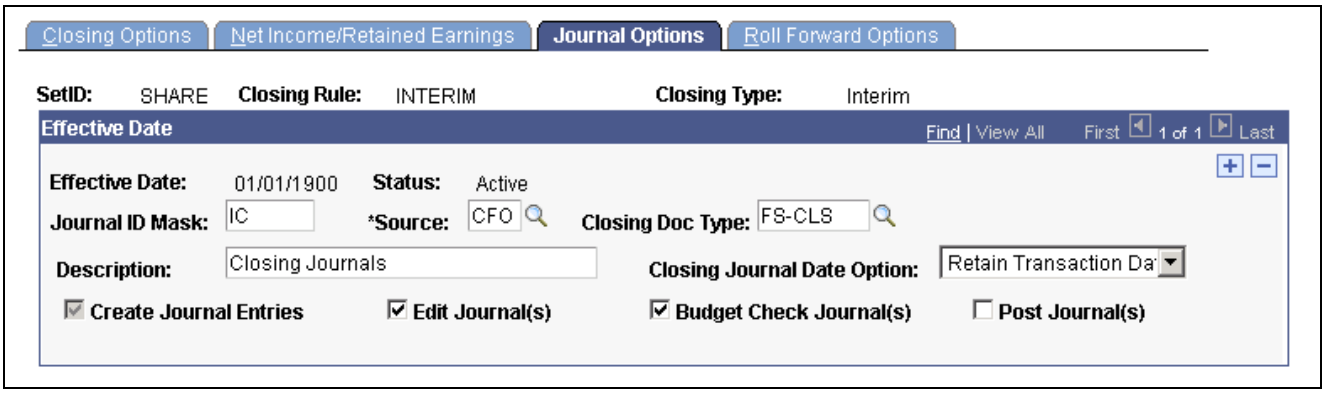
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Using the Balance Sheet Indicator and Book Code

Chapter 18, "Managing Interim and Year End Closing," Single Versus Multiple Retained Earnings Account Closings, page 352

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Managing Multiple GAAPs and Prior Period Adjustments"

Specifying Journal Options

Access the Journal Options page.



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.

Edit Journal(s) For interim close only, select to have the journals automatically undergo the edit process.

If you do not select this option, the closing process designates the journals as *No Status - Needs to be Edited.*

Budget Check Journal(s) For interim closings only, select to have the journals automatically checked against the Commitment Control budget for the business unit and account.

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.

Post Journal(s) For interim closing only, select to have the journals automatically posted to the ledger.

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.

See Also

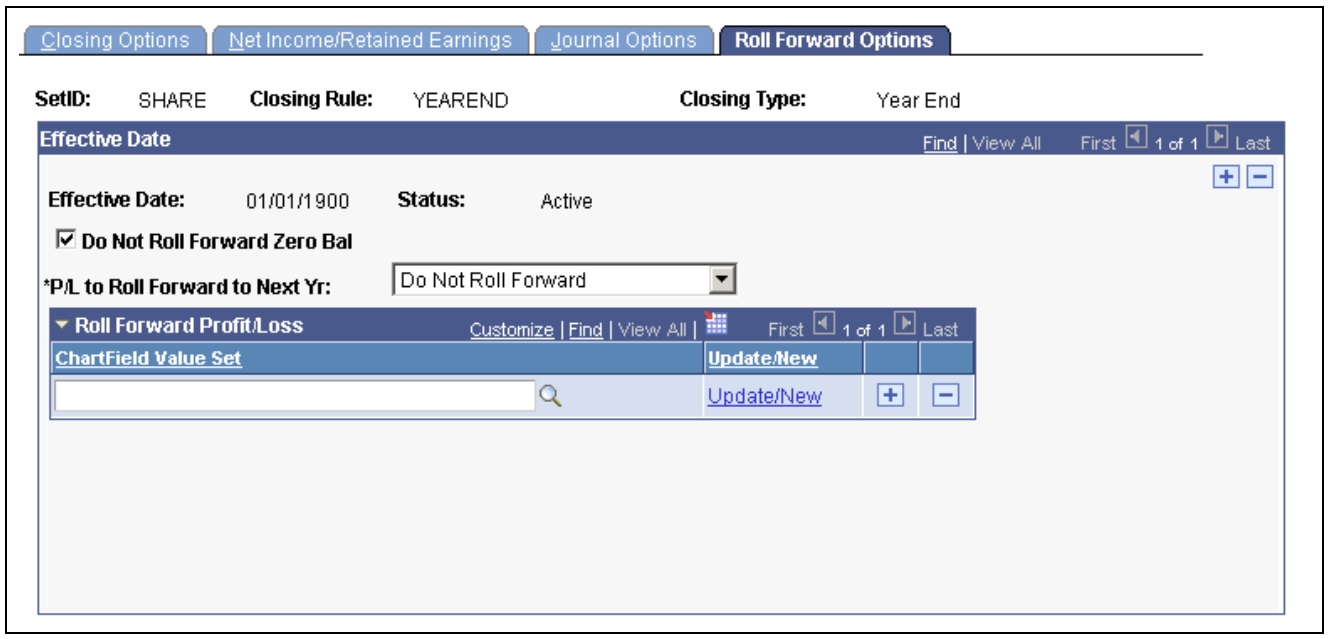
Chapter 18, "Managing Interim and Year End Closing," Interpreting the Results of Interim Closing, page 359

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options"

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Defining Document Sequencing"

Specifying Roll-Forward Options

Access the Roll Forward Options page.



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.

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:

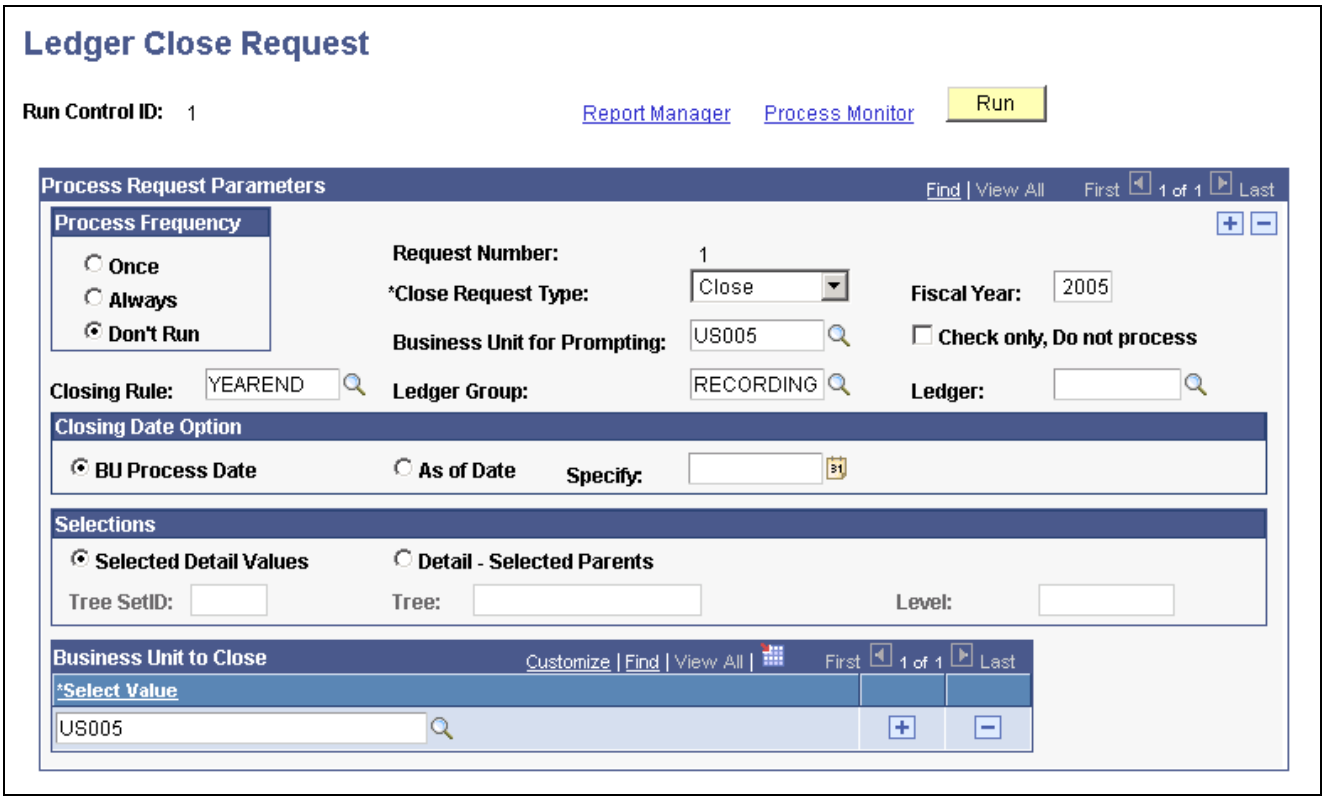
- Create the close request.
- Monitor validation checking.

Page Used to Run the Close Application Engine Process

Page Name	Object 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.

Creating the Close Request

Access the Ledger Close Request page.



Ledger Close Request page

Request Number Displays the system-generated number used to order a series of requests.

Close Request Type Specify the type of close that the system runs. Options are *Close* and *Undo.*

In case of an error, to reverse the retained earnings (interim or year end closings) and balance-forward calculations (year end closings), select *Undo.*

For year end close, it is not necessary to undo a close before rerunning the close because existing amounts are deleted first.

Closing Type If you select *Undo* in the Close Request Type field, the Closing Type field becomes available. Select the type of closing to undo. Options are *Year End* and *Interim.*

Previous Close to Undo To display the Previous Close to Undo group box, select *Undo* for the close request type and select *Interim* 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.

Note. Obtain the process instance from the process log.

Fiscal Year Enter the year to be closed or the year of the closing that you want to undo if you selected *Year End* as the closing type.

Business Unit for Prompting 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.

Check only, Do not process	Select to have the Close process perform validation checking but not calculate retained earnings or balance-forward amounts.
Closing Rule	Select the closing rule to use for this request.
Ledger Group	Select the ledger group for the ledger being closed.
Ledger	Leave blank if the Keep Ledgers in Sync option is enabled for the selected ledger group selected. 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.
BU Process Date (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).
As of Date	Enter a specific date for the closing process.
Selections	Select the business units to close or use trees to identify which business units to close.
Selected Detail Values	Select to enter one or more business unit values in the Business Unit to Close field.
Detail - Selected Parents	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.
Tree SetID, Level, and **Tree**	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.
Business Unit to Close	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. The business unit must be associated with the ledger group that you entered previously.

See Also

Chapter 18, “Managing Interim and Year End Closing,” Processing an Undo Close, page 377

Enterprise PeopleTools PeopleBooks: 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.

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.

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.

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 unclose.

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.

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.

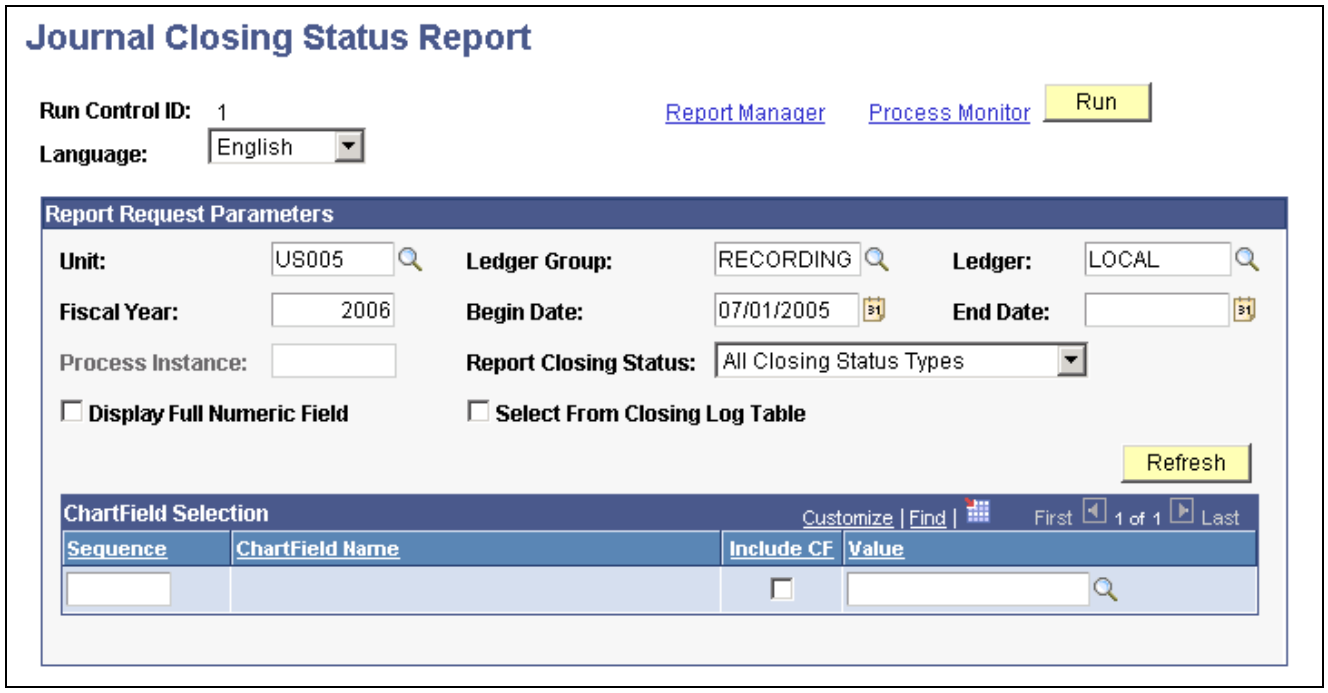
This section discusses how to generate the Journal Closing Status report.

Pages Used to Produce Interim and Year End Closing Reports

Page Name	Object Name	Navigation	Usage
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.
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.



Journal Closing Status Report

Note. This page is discussed in detail because it involves more parameters than the system usually requires for generating reports.

Display Full Numeric Field Select to display the full numeric value if it is larger than the report column size. The number wraps to a second line.

Select From Closing Log Table 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.

Process Instance Enter the process instance number of the Close process run.

Report Closing Status Select one of the following to:

All Closing Status Types: Include all journals, regardless of their closing status.

All Except Not Processed: Include only journals that the close process has processed.

Closed Journals: Include only journals that the close process has closed.

Not Processed: Include only journals that the close process did not process.

Unclosed Journals: Include only journals that the close process processed but did not close.

ChartField Selection Enter a sequence number and ChartField field long name. Use the Select option to include only selected values, and enter a value.

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.

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

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.

Understanding Producing the Cash Flow Statement

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.

Term or Functionality	Description
Ledger Set	Ledger sets enable you to associate different ledgers to individual business units to be used in various processes, including the GL cash flow process. See Chapter 17, "Performing Financial Consolidations," Defining a Ledger Set, page 308.
ChartField Value Set	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. See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets.
Data Source	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.
Element	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. Element definitions consist of data source definitions and additional filters and ChartField value sets used for selection criteria. There are 3 basic categories of elements and 4 element types: • Detail elements are not derived from aggregations of other elements and are classified as either *Activities* or *Balance Variation* element types. • Derived elements are combinations of one or more other elements and require the *Derived from other Elements* type. • Manual elements are not calculated by the cash flow process and require the *Manual Entry* type. You manually calculate the amounts outside the system and manually enter these amounts on the worksheet. **Note.** 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.
Transition Grid	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. 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. 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. PeopleTools functionality enables you to download this information to Microsoft Excel to fulfill the hard copy requirement for cash flow statement audit reporting.

Term or Functionality	Description
Cash Flow Worksheet	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. The worksheet enables you to maintain the aggregation of these lines. The basic structures for the direct and indirect methods are delivered. You can add lines to these basic structures at multiple levels, delete, and modify line description and determine their relative levels. There are basically 3 types of lines on the worksheet: • Label lines—that are simply labels and carry no amounts. • Detail element lines—carry amounts from a single element. • Derived element lines—that carry amounts that are aggregates of other elements. 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. 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.
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 Enterprise 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.

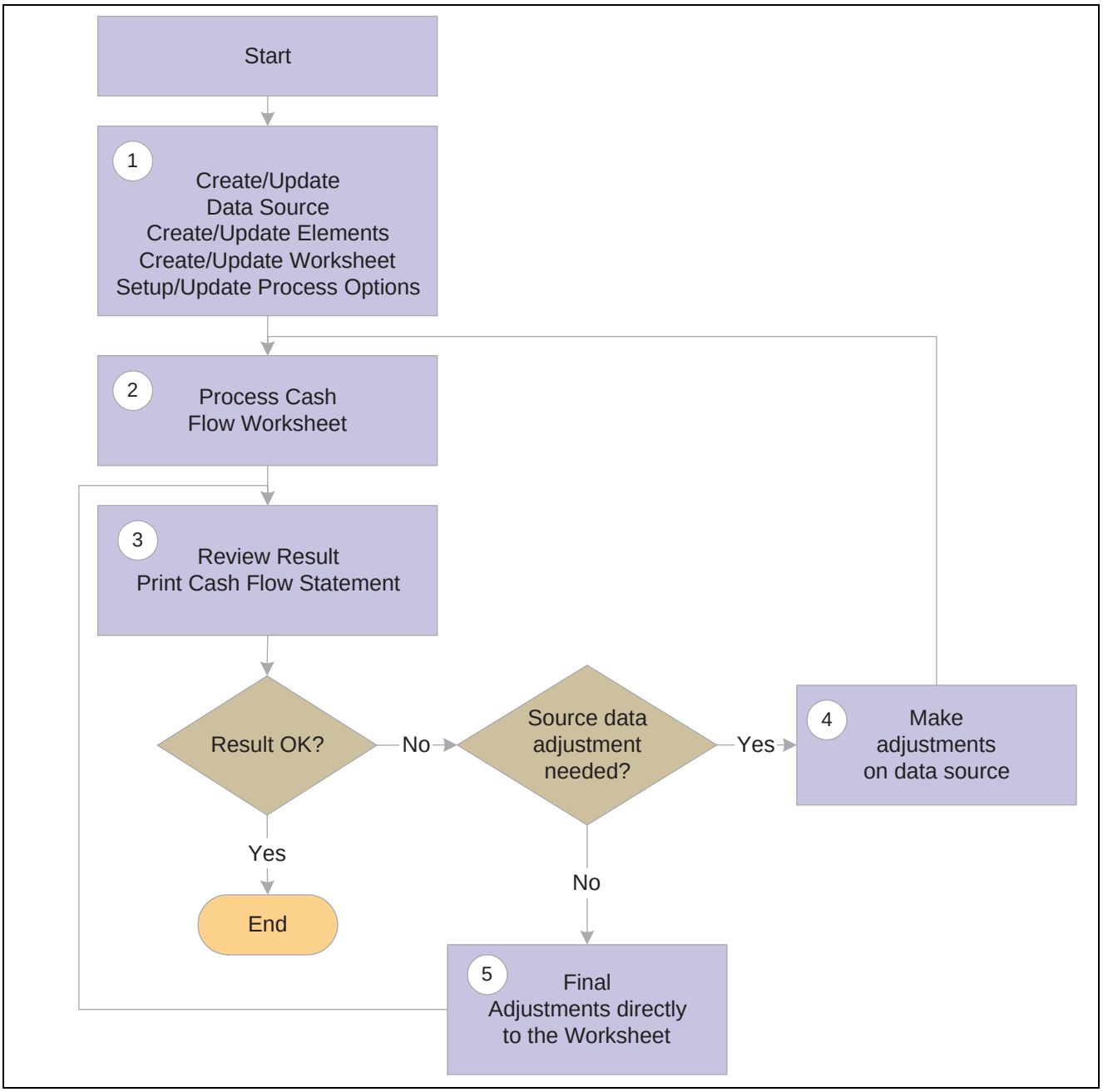
With the appropriate setup you can run the process to pull data from a consolidated position and using ledger sets and related functionality you can also accommodate multicurrency translations to produce a consolidated cash flow statement involving multinational divisions.

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.

Step	Components Used	Description
1. Basic Setup: • Define Ledger Sets. • Define ChartField value sets. • Define data sources. • Define elements. • Define worksheet and options.	Use these components: • Ledger Set (LEDGER_SET_FR). • ChartField Value Sets (CF_VALUE_SET). • Data Source (FR_DATA_ SOURCE). • Elements (FR_ELEMENT). • Worksheet (FR_WORKSHEET).	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. ChartField value sets enable you to provide the scope of the ChartFields for an element by entering selected values or ChartField trees. Use the 3 remaining components for setup, making changes to setup and creating new worksheet or to copy existing worksheets by using the Copy Worksheet function on the worksheet page.
2. Process the cash flow worksheet.	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.
3. Review results and print the cash flow statement	Use the Worksheet (FR_ WORKSHEET) and the Transition Grid (FR_TRANSITION_GRID) components.	Printing can be done using the Printable Page feature of the worksheet from the browser. You can also print using the Transition Grid page to provide a more detailed audit trail of the calculated balances.
4. Make adjustments to data sources.	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.
5. Make final adjustment directly to the cash flow worksheet.	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 inadvertently or 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 re-sequences 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 trough 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 is 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 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.

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.

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.

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.

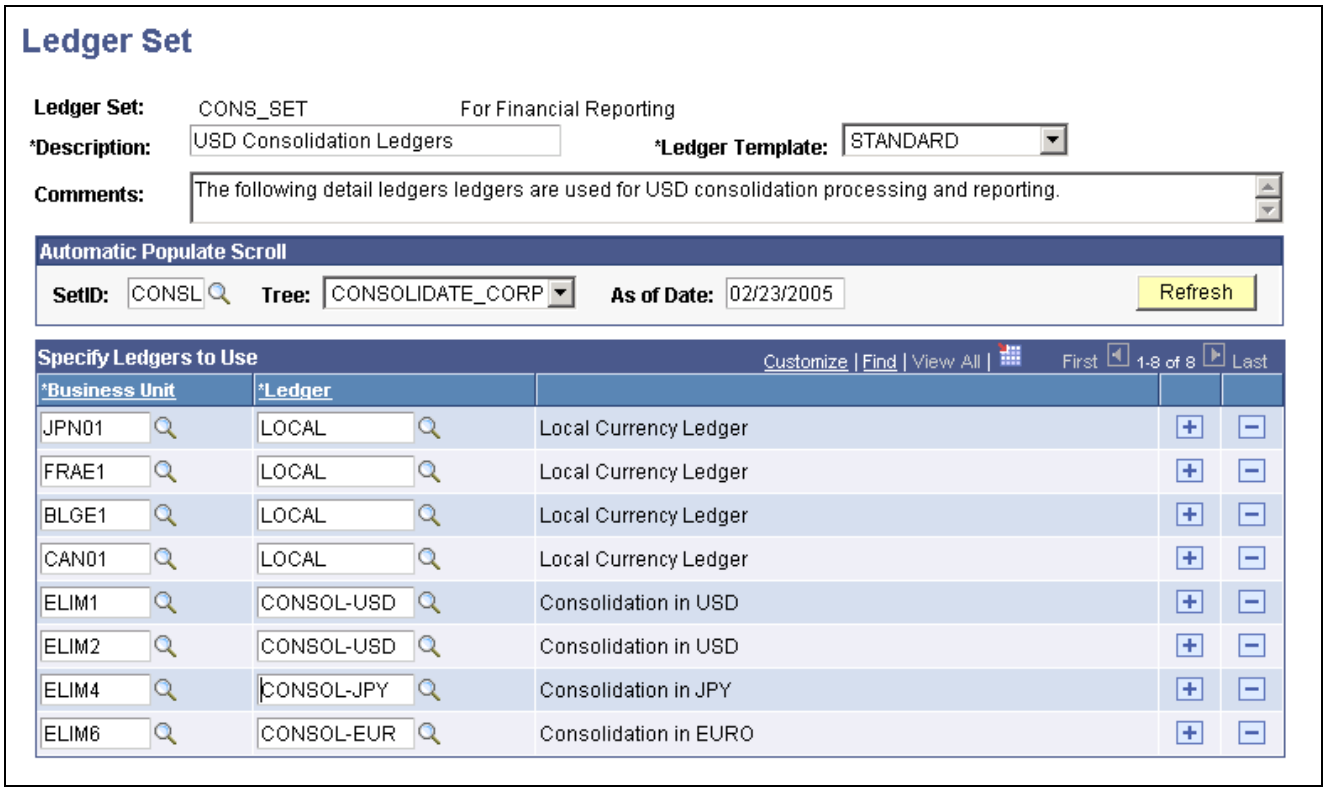
Pages Used to Set Up and Create the Cash Flows Worksheet

Page Name	Object Name	Navigation	Usage
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
Cash Flows Worksheet	FR_WORKSHEET	General Ledger, Cash Flow Statement, Worksheet, Cash Flows Statement	Set up new and copy cash flows worksheet.
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.
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	Select the View Detail icon or the Add a New Row at Row button to access the page.	Add and define new lines or change lines on the worksheet.

Page Name	Object Name	Navigation	Usage
Selected Line Items to be Added to the Derived Element	FR_WORKSHT_LIS_SEC	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.



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.

Set ID 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 Select this button after changing the Set ID or Tree selection to repopulate the scroll with the associated business units. You manually enter the ledgers applicable to the business units.

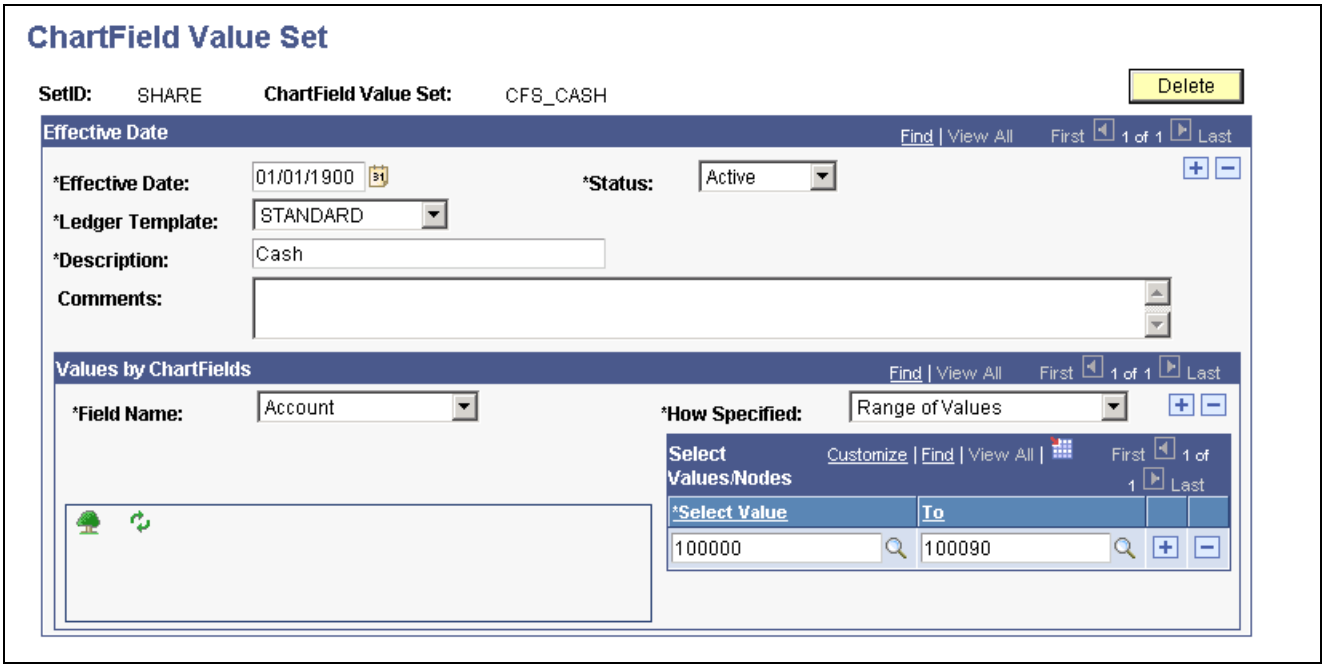
Business Unit In association with the ledger template, the Set ID and Tree determine the business units that are populated by the system in the scroll. You can add or delete business units in the scroll. Business units that you add do not have to be part of the tree that you specified.

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 308.

Defining ChartField Value Sets

Access the ChartField Value Set page.



ChartField Value Set page

You can define ChartField value sets to provide the scope of accounts that are to be included in calculations of an element

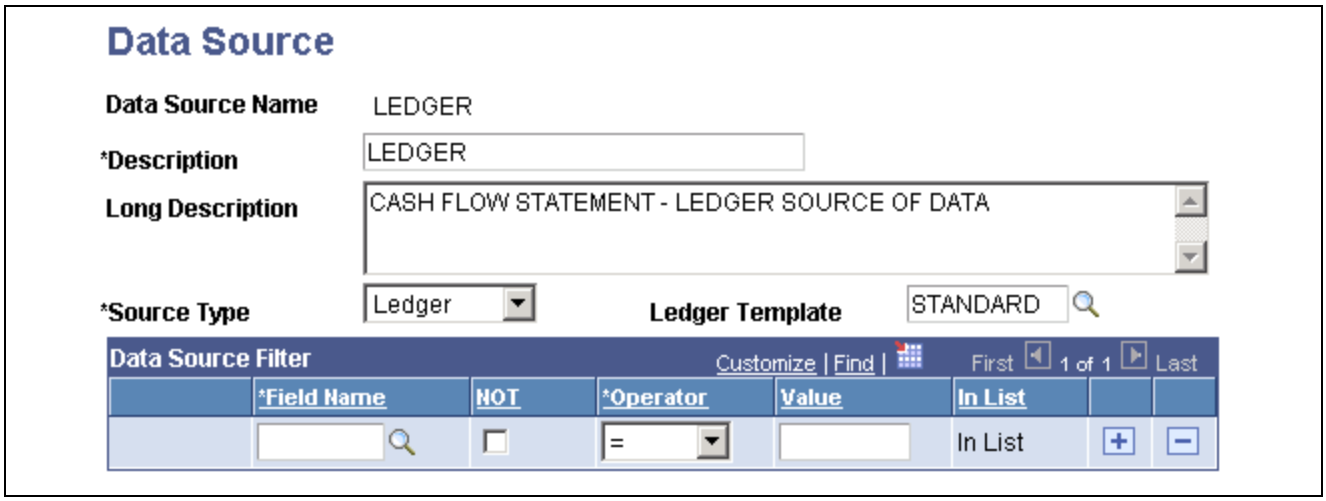
For example, you have defined the data source as the ledger, and now in the element you provide a ChartField value set to specify the account values that are to be included in the element's calculations.

See Chapter 17, "Performing Financial Consolidations," Using ChartField Value Sets, page 319.

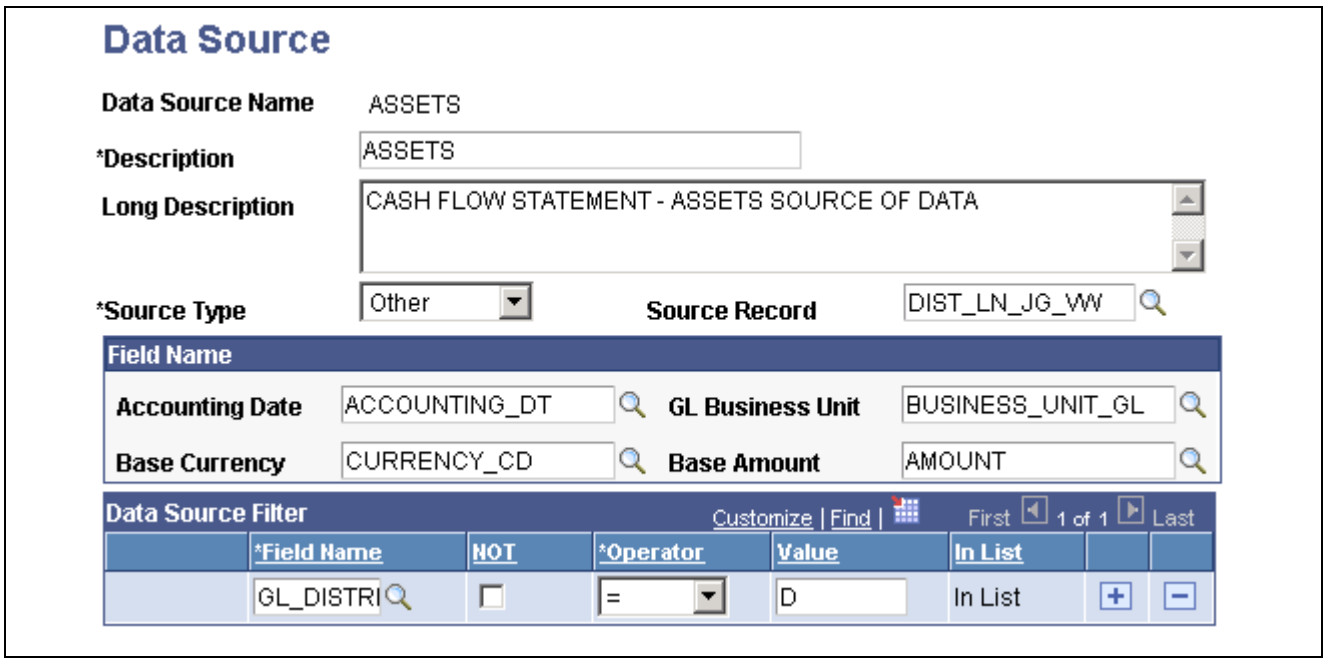
See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Defining and Using ChartField Value Sets.

Defining Data Sources

Access the Data Source page.



Data Source page for ledger (1 of 3)



Data Source page for assets (2 of 3)

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.

Source Type

Ledger: Select when the source types is ledger table and select the appropriate Ledger Template.

Other: Select when the source type is other than ledger.

Ledger Template

This field is available when *Ledger* 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.

Source Record This field is available when *Other* 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.

Accounting Date Select the field that contains the dates appropriate to the cash flow statement and the period being reported.

Base Currency Select the field to distinguish the rows that contain the base currency for the cash flow statement calculations.

Gl Business Unit Select the field name to distinguish the general ledger business unit included in the cash flow statement.

Base Amount 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.

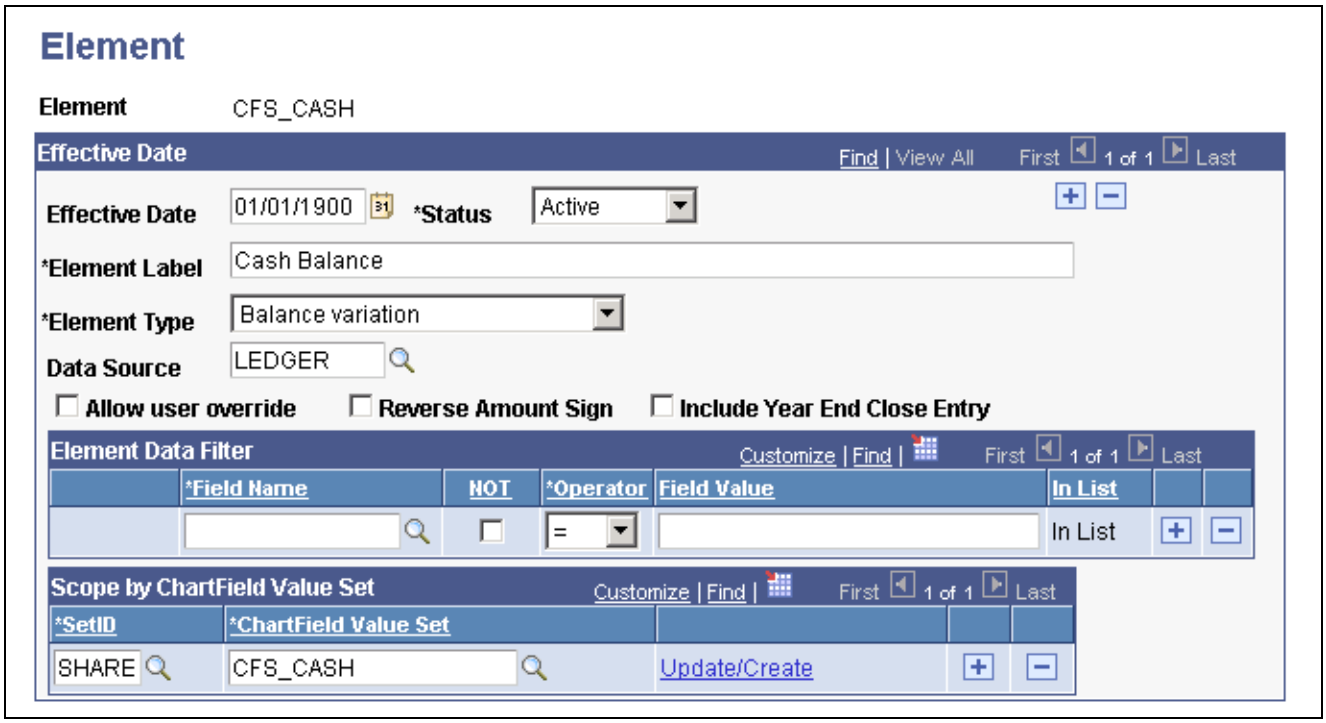
Field Name Enter the name of the field on which the data in the source record is to be filtered for use in the cash flow statement.

Not Select to do the opposite of the operator value.

Operator 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.



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.

Data Source Enter the name of the appropriate data source definition.

Allow user override Select to enable the user to override the amount calculated by the process. Override amounts are calculated and tied to a user ID.

You can override the calculated amount on the cash flow worksheet. By default the override amount is the same as calculated amount until you override it.

Reverse Amount Sign 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.

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.

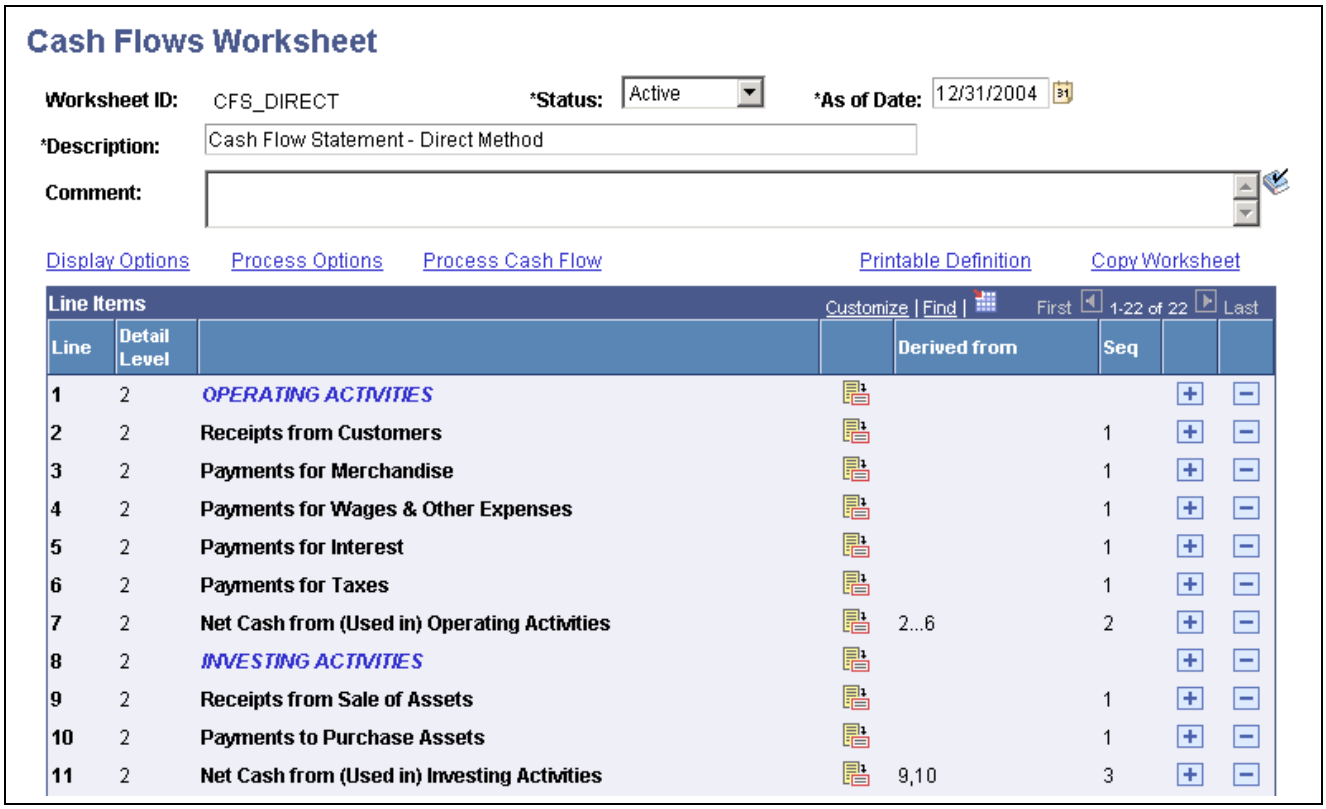
If another elements determining cash flow is a variation in accounts receivable that is calculated as the ending balance minus the beginning balance for the period, then a reduction in accounts receivable is a negative amount. Because accounts receivables is normally recorded in the system tables as 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.

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.

Include Year End Close Entry 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.



Cash Flows Worksheet

Worksheet ID: CFS_DIRECT *Status: Active *As of Date: 12/31/2004

*Description: Cash Flow Statement - Direct Method

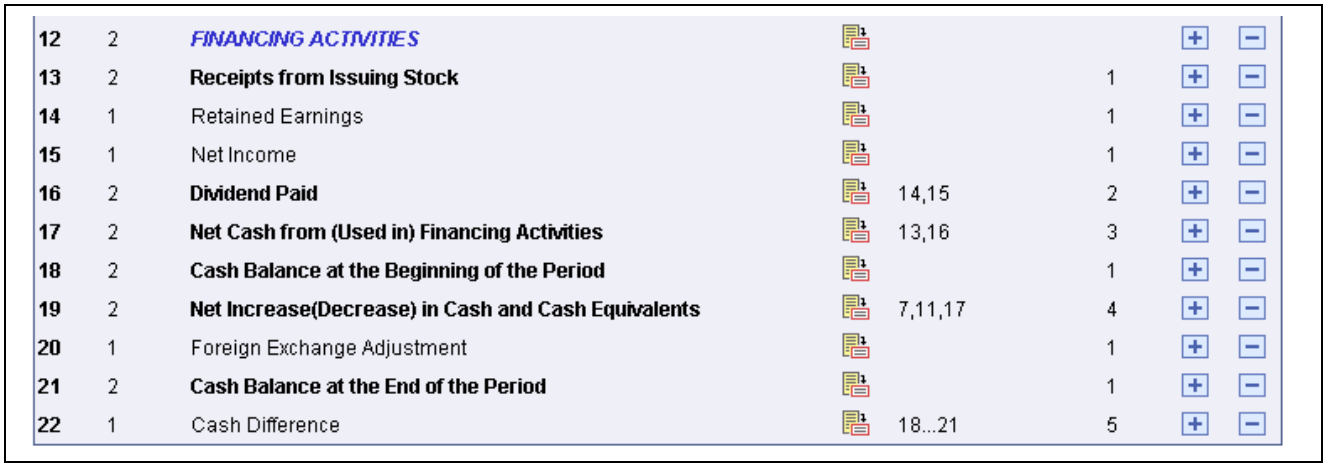
Comment:

Display Options | Process Options | Process Cash Flow | Printable Definition | Copy Worksheet

Line Items — Customize | Find | First 1-22 of 22 Last

Line	Detail Level			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	2	Payments to Purchase Assets			1
11	2	Net Cash from (Used in) Investing Activities		9,10	3

Cash Flows Worksheet-direct method page (1 of 2)



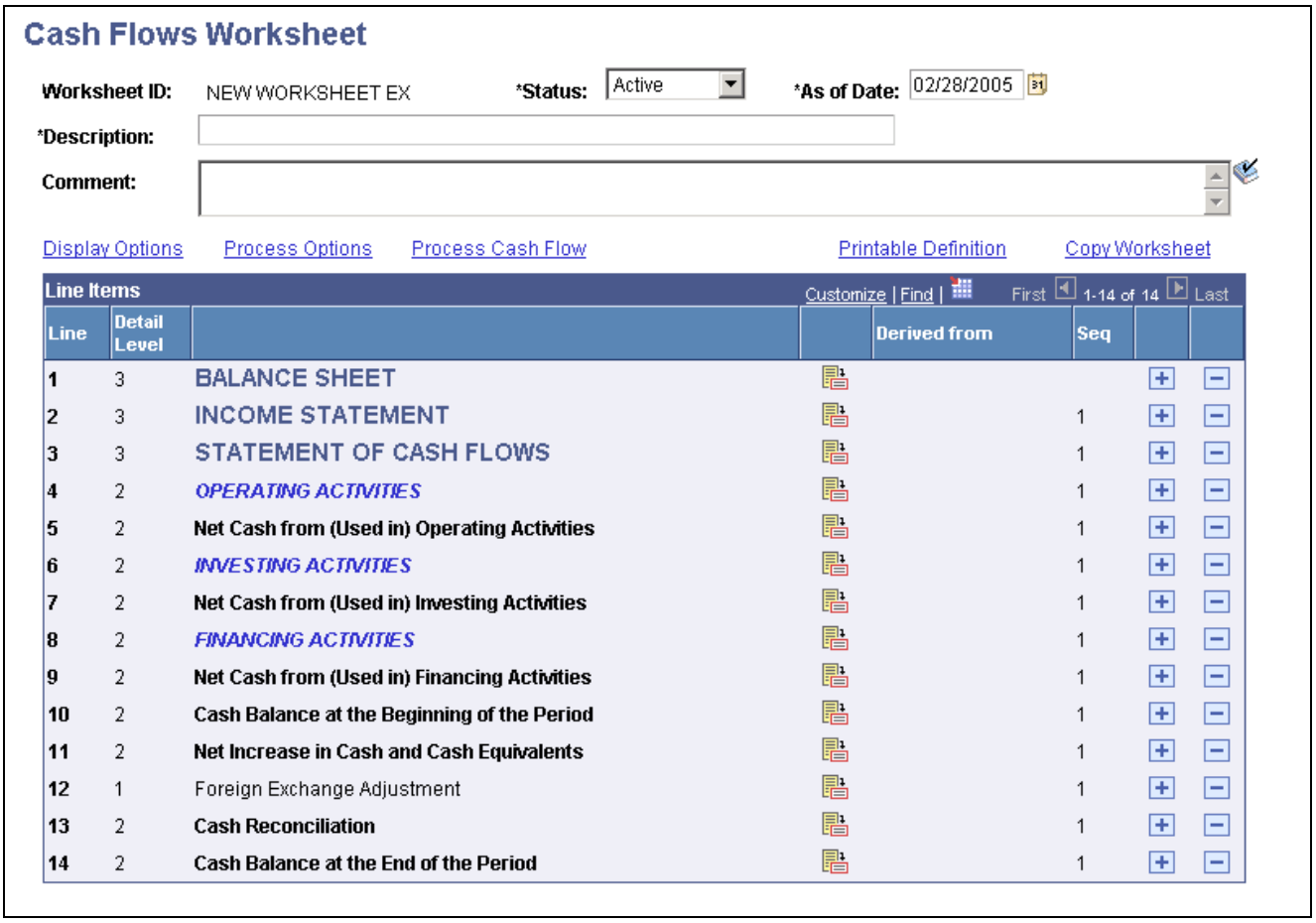
12	2	*FINANCING ACTIVITIES*			
13	2	Receipts from Issuing Stock			1
14	1	Retained Earnings			1
15	1	Net Income			1
16	2	Dividend Paid		14,15	2
17	2	Net Cash from (Used in) Financing Activities		13,16	3
18	2	Cash Balance at the Beginning of the Period			1
19	2	Net Increase(Decrease) in Cash and Cash Equivalents		7,11,17	4
20	1	Foreign Exchange Adjustment			1
21	2	Cash Balance at the End of the Period			1
22	1	Cash Difference		18...21	5

Cash Flows Worksheet-direct method page (2 of 2)

The previous cash flow statement worksheet is in the direct format and is delivered as sample data. It can be modified to fit your organizations particular requirements. An indirect format is also delivered as sample data and by nature differs primarily in the way cash flow from operating activities is calculated.

You can use the generic cash flow worksheet format that is delivered as sample data to meet your requirements.

All of these sample formats must be modified to meet your particular requirements.



Cash Flows Worksheet- new page

Worksheet ID Click the Copy Worksheet link to create and name a new worksheet.

Status Use to activate or inactivate a worksheet. An inactive worksheet cannot be processed and the Process Cash Flow link is not available.

As of Date 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.

Display Options Click this link to open the Display Options page and alter the display of the worksheet.

See Chapter 19, "Producing the Cash Flow Statement," Setting Display Options for the Worksheet, page 400.

Process Options Click this link to set the processing options on the Process Options page.

See Chapter 19, "Producing the Cash Flow Statement," Setting Process Options for the Worksheet, page 400.

Process Cash Flow 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 402.

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 404.

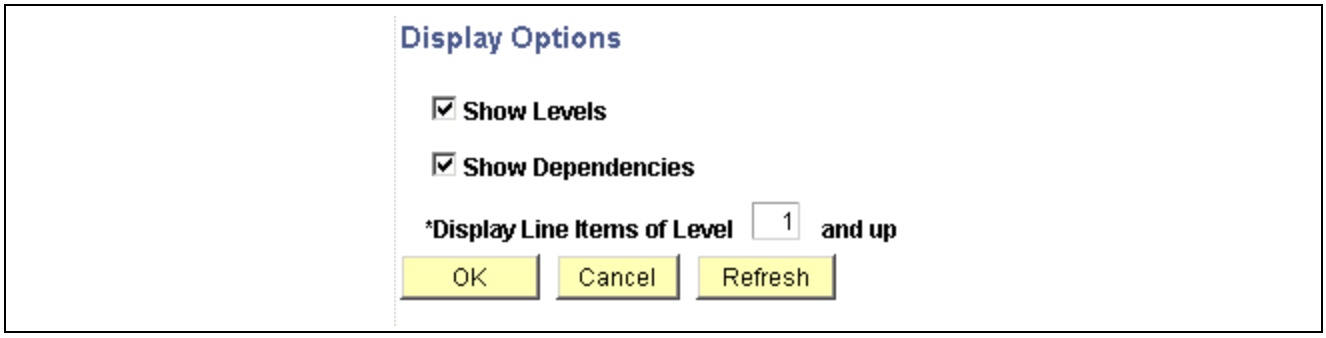
Detail Level Determines the lines display format on the worksheet. There are multiple levels available to be used in organizing the format of the worksheet. You determine the level when you add a line.

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.



Display Options page

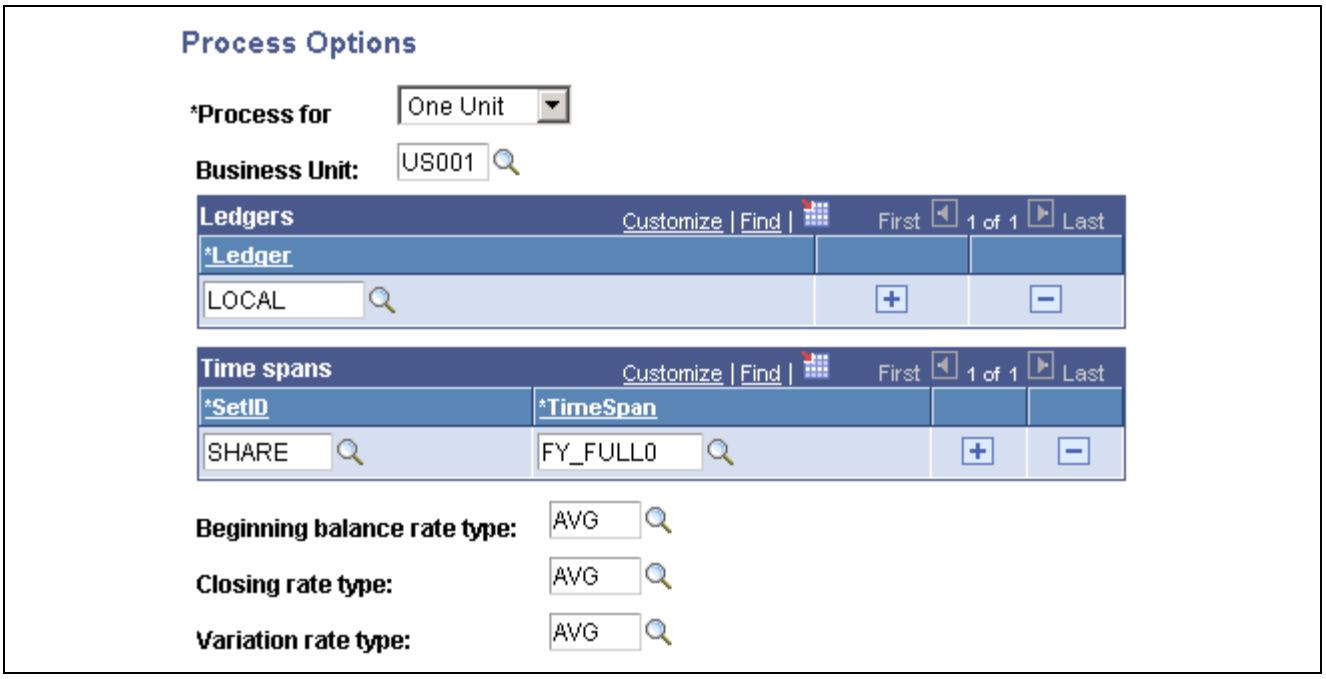
Show Levels Select to display the levels you have set for each line item on the worksheet.

Show Dependencies Select to display on the worksheet the lines that you determined to be used in calculating a particular line.

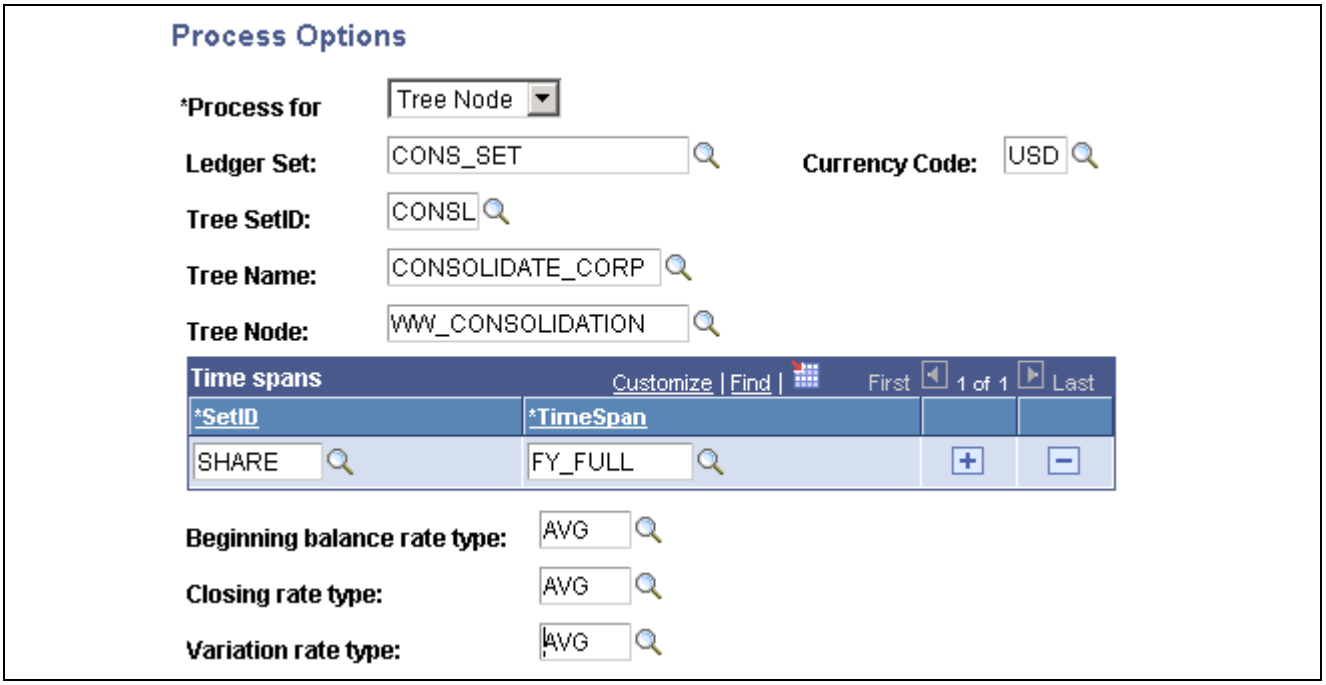
Display Line Items of Level xx and up Select the line levels to be displayed on the worksheet. There are multiple levels that you can set for a line when you add or change the line. Levels control display only.

Setting Process Options for the Worksheet

Access the Process Options page.



Process Options page - one business unit



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.

Worksheet CFS_DIRECT

Description: Cash Flow Statement - Direct Method **As of Date:** 12/31/2004

Comment:

Line Items

Line	Detail Level		Element	Bal Type	Derived from	Seq
1	2	*OPERATING ACTIVITIES*		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	*INVESTING ACTIVITIES*		Variance		
9	2	Receipts from Sale of Assets	CFS_ASSETS SOLD	Variance		1
10	2	Payments to Purchase Assets	CFS_ASSETS PURCHASED	Variance		1
11	2	Net Cash from (Used in) Investing Activities	CFS_NETCASH_INVESTING_ACTIVITY	Variance	+9+10	3

Cash Flows Worksheet printable definition page

Click the Printable Definition link on the Cash Flows Worksheet page to access this page and provide a view of the elements with the balance types and line dependencies for derived line elements.

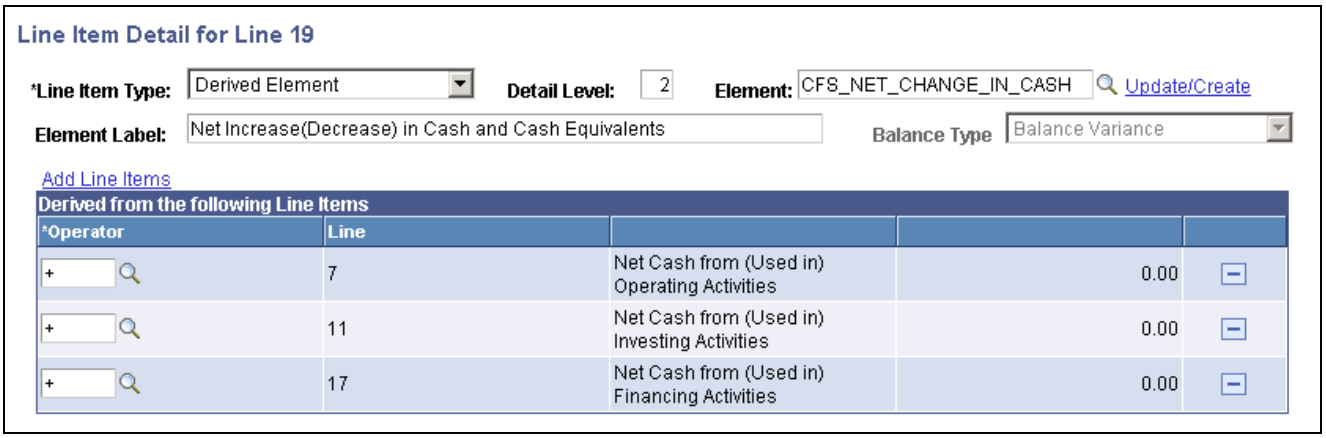
Copying a Cash Flow Worksheet

Access the Copy Worksheet page.

New Worksheet ID Enter a new worksheet ID to make a copy of an existing worksheet.

Adding Line Items Details

Access the Line Item Detail for Line *nn* page.



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 Element:*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)

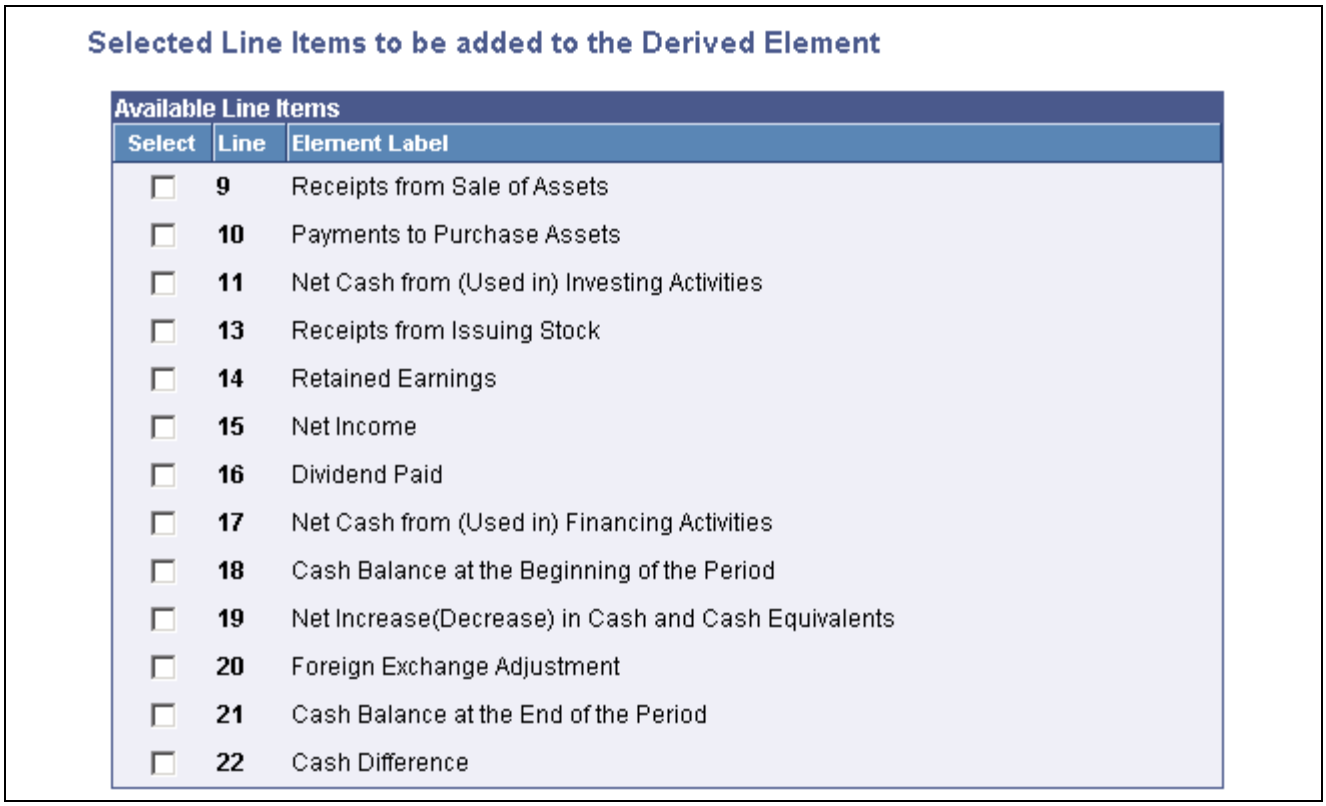
Add Line Items Select to access a secondary page and add lines to the derived element for the line.

See Chapter 19, "Producing the Cash Flow Statement," Adding Line Items to Derived Elements, page 404.

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



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.

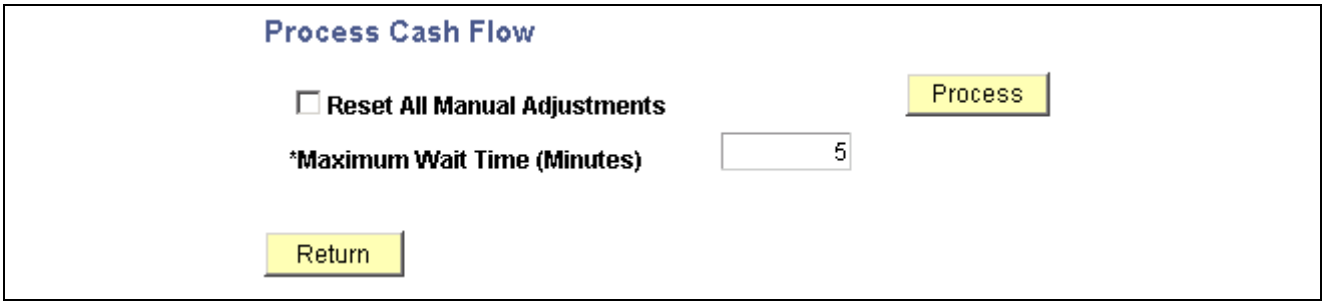
The section discusses how to run the GL Cash Flow Statement process.

Page Used to Run the Cash Flow Statement Process

Page Name	Object 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.



Process Cash Flow page

Reset All Manual Adjustments Select to clear all manual adjustments when rerunning the worksheet.

Maximum Wait Time (Minutes) 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 us the Transition Grid (FR_TRANSITION_GRID) component.

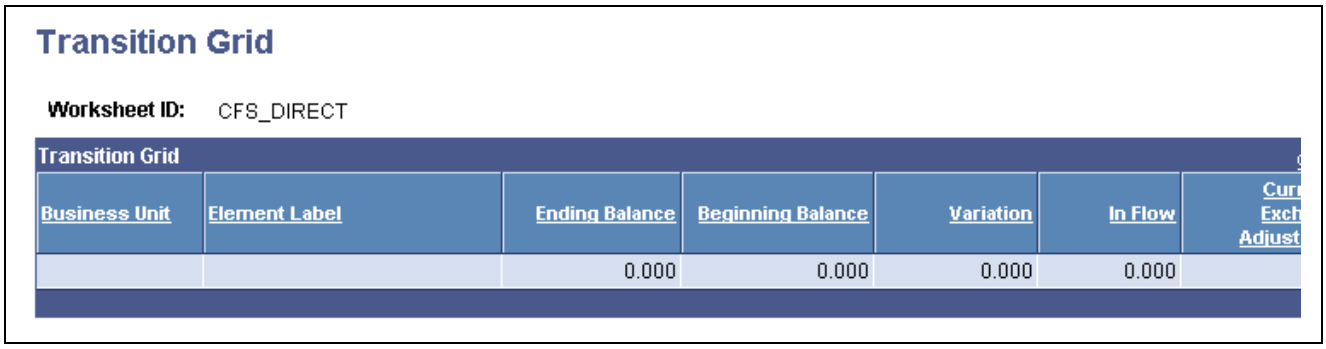
This section discusses how to view the transition grid and meet audit requirements.

Page Used to View the Transition Grid and Meet Audit Requirements

Page Name	Object 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.



Transition Grid page

Unit Displays the business unit to which the element applies.

Element Label Displays the element name

Ending Balance 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 .

Beginning Balance Display the period zero balance for the element.

Variation Variation is a work field calculated as the ending balance minus the beginning balance. For elements that are *Activities* the beginning balances are zero and variations equal the ending balances.

In Flowand **Out Flow** Usually equals the Variation or the difference between beginning and ending balance.

Fx Adjustment (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.

Currency Displays the reporting currency.

Modified By Displays the user ID for the user modifying the element.

Datetime modified 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_NSPACE)
- XBRL Element (XBRL_ELEMENT)
- XBRL Instance Template (XBRL_SETUP)

Pages Used to Produce Financial Statements Using XBRL

Page Name	Object Name	Navigation	Usage
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.
XBRL NameSpace	XBRL_SETUP_NSPACE	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.

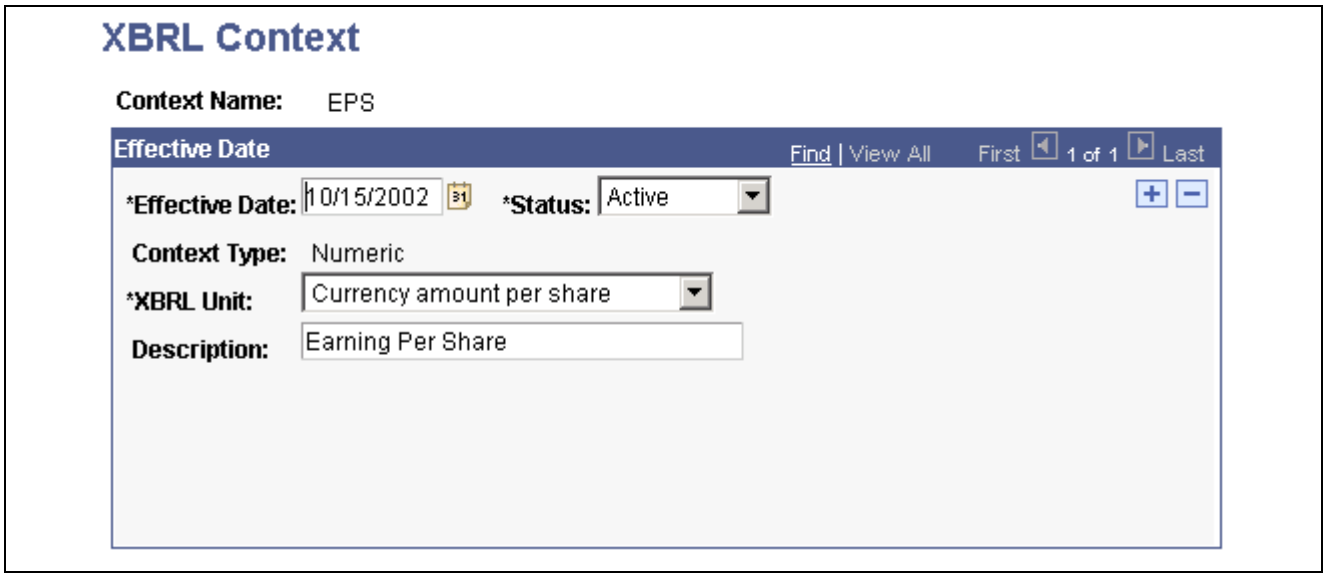
You might be able use existing trees and associated ChartField value sets that you previously created for the closing of the books for your reporting entity.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Defining and Using ChartField Value Sets.

See *Enterprise PeopleTool PeopleBooks: PeopleSoft Tree Manager*

Specifying the XBRL Context

Access the XBRL Context page.



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.

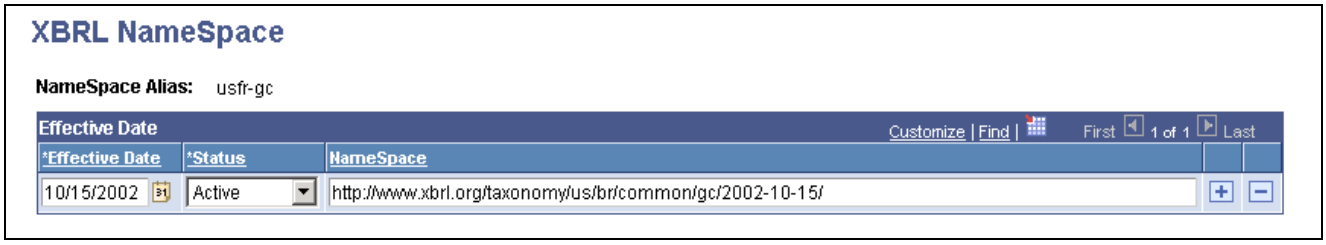
Context Type This is a display-only field. PeopleSoft supports the Numeric parts of the taxonomies.

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.



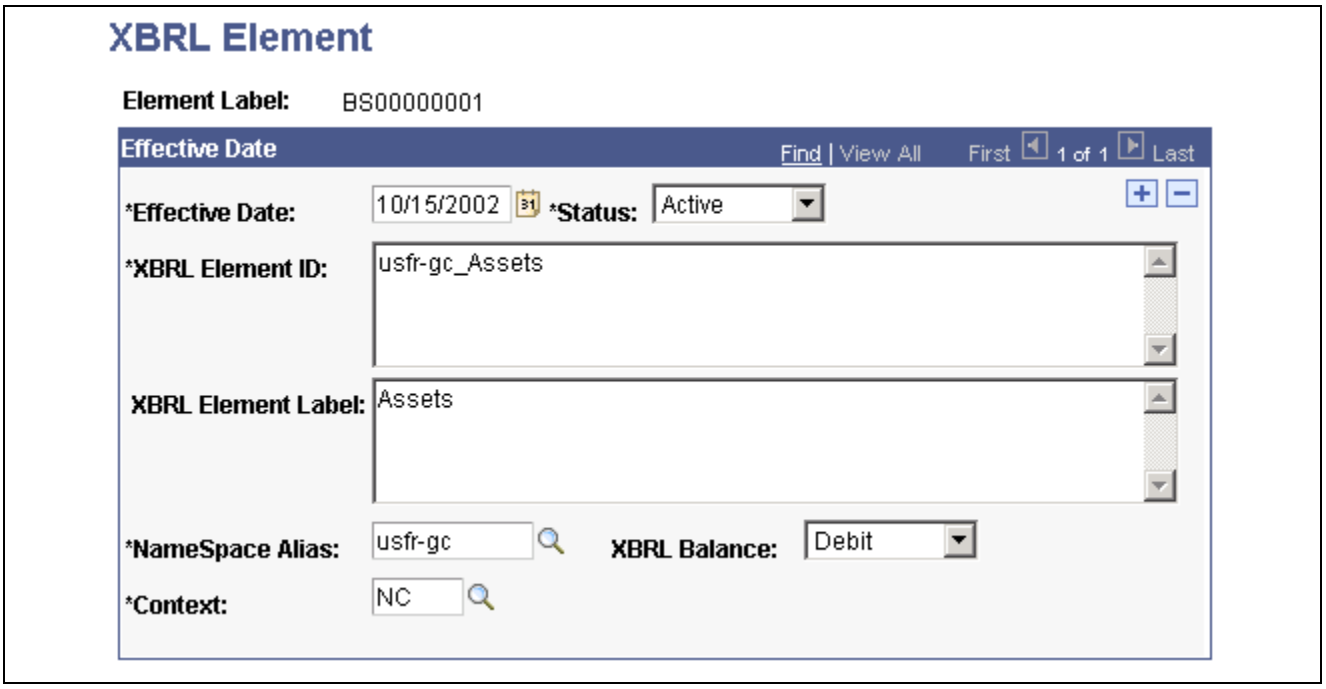
XBRL NameSpace page

NameSpace Alias Enter a namespace alias to be used for an XBRL instance to specify the NameSpace URL to be used to produce your reports.

NameSpace Contains the URL where the taxonomy elements are specific for your XBRL reports.

Defining the XBRL Elements

Access the XBRL Element page.



XBRL Element page

Element Label Enter a label to identify the XBRL element. The label will be used to represent the element in the XBRL template page.

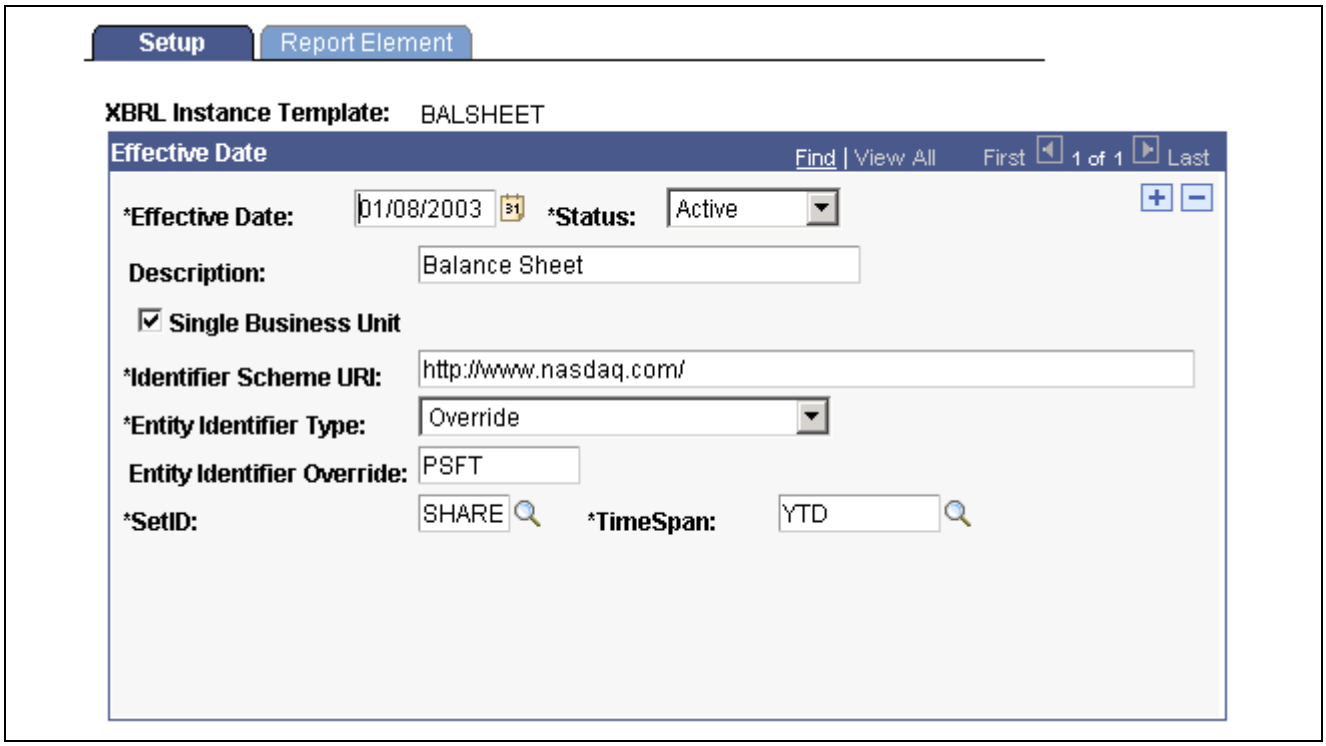
XBRL Element ID Enter the name of the XBRL element available to the specified Element Label that is to be used in your report instance when you produce your reports.

NameSpace Alias Enter the alias for the NameSpace (URL) where the elements and taxonomies are located for your reports.

Context 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.



XBRL Instance Template - Setup page

XBRL Instance Template Enter a name for the report template.

Single Business Unit 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.

Identifier Scheme URL 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.

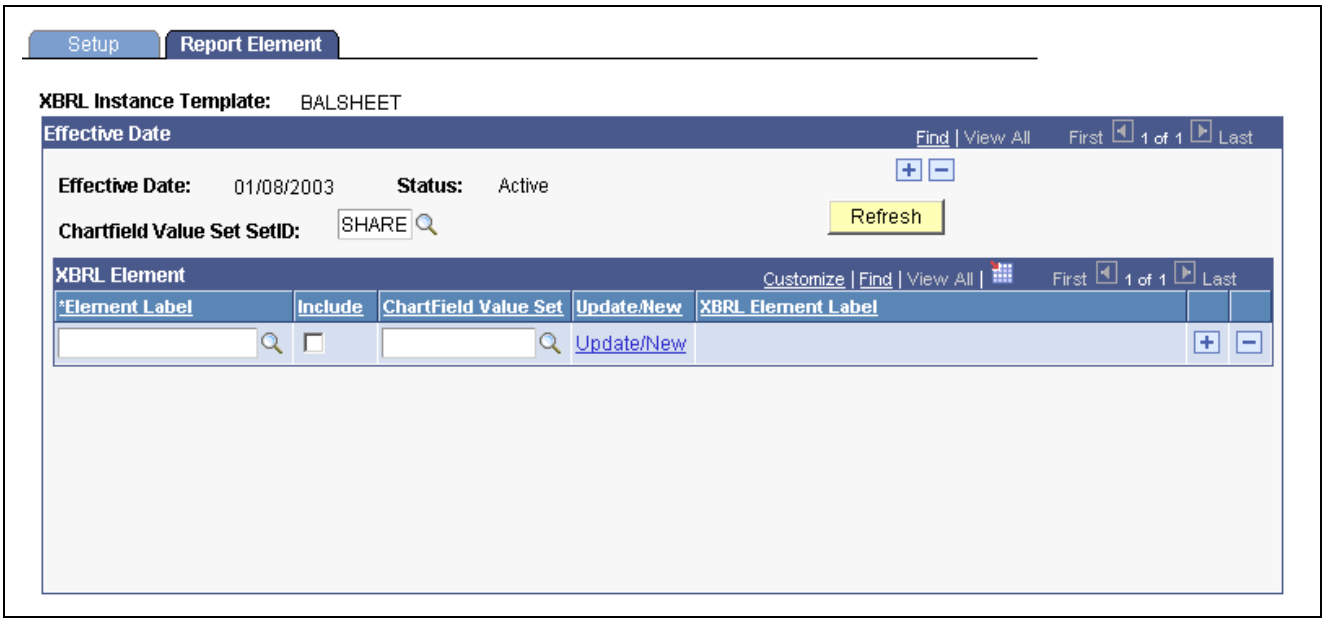
Entity Identifier Type Select either Business Unit or Override. If you select Business Unit, entity information is provided from PeopleSoft tables. If you select Override, you must provide the standard symbol and the URL to the governing body for that entity symbol.

SetID 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.



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.

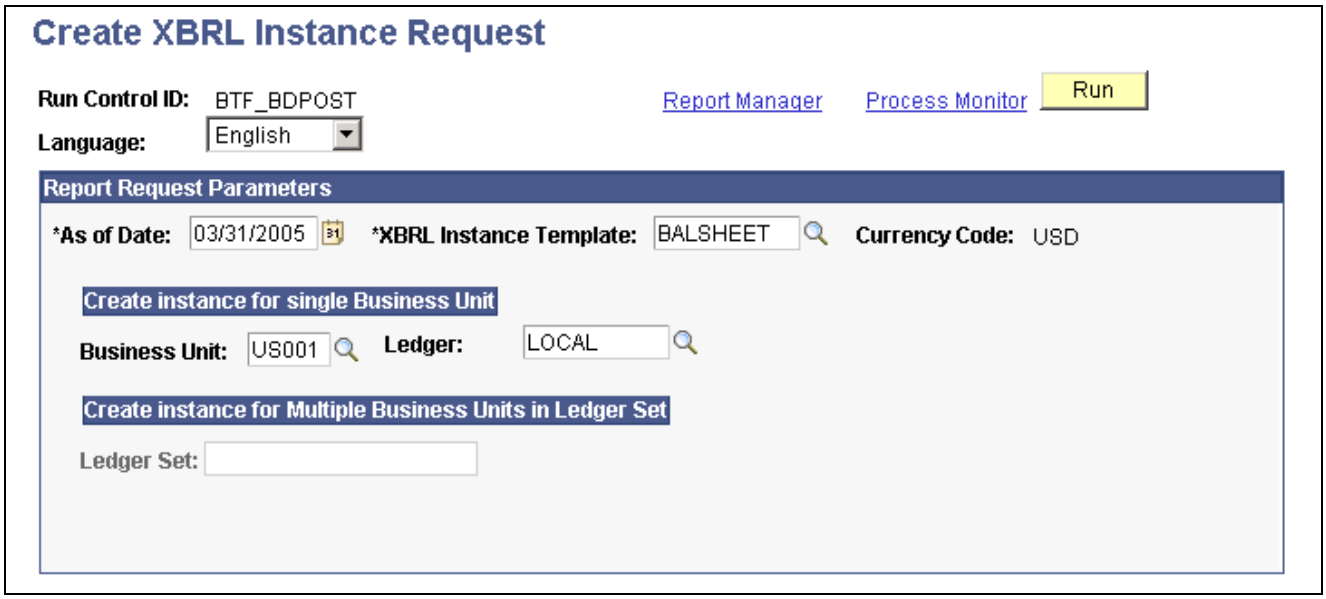
Include Click to include the Element Labels in your report. When this check box is selected, the ChartField value set is required.

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.



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.

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.

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.

CHAPTER 21

Reviewing Financial Information

This chapter provides an overview of the resources to review 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.

Note. This chapter does not include Commitment Control inquiries.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Understanding PeopleSoft Commitment Control"

Understanding Ledger, Journal, and Financial Information Inquiries

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.

Cumulative Balance 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.

Base Amount	The transaction amount converted to the base currency indicated for the transactions business unit.
Posted Total Base Amount	The total ledger amount expressed in the base currency.
Transaction Amount	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.
Posted Total Transaction Amount	Amounts in the transaction currency for all ledger balances including those in the base currency.
Posted Total Amount	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 53

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Editing ChartField Combinations"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Using TimeSpans

PeopleSoft Enterprise Application Fundamentals 8.9 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 of 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, and Enterprise Learning Management 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.

Viewing Journal Information

In this section we discuss how to:

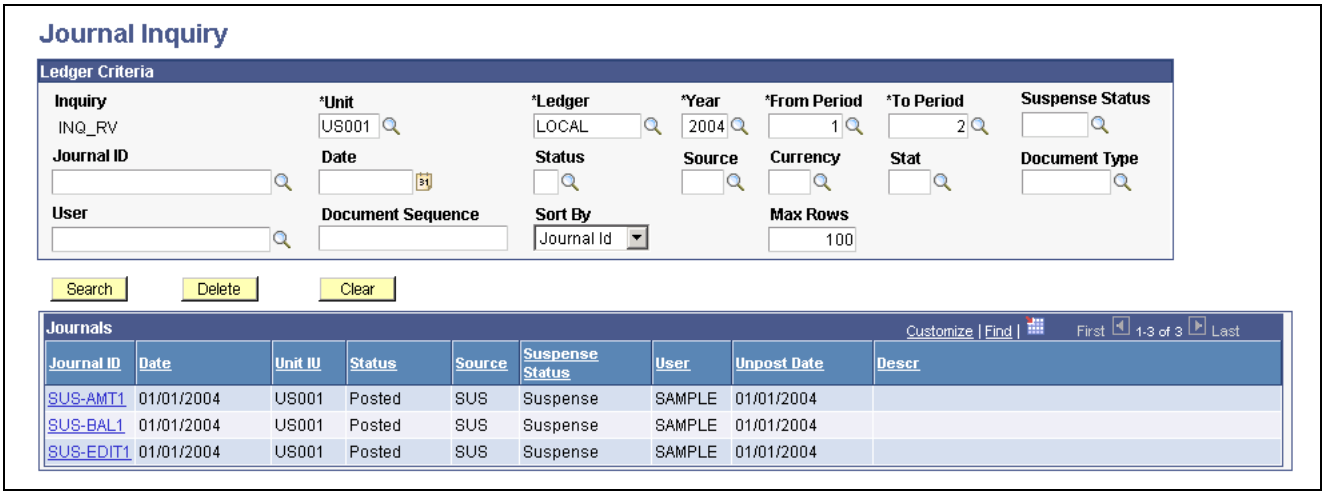
- Enter journal criteria.
- View journal header details.

Pages Used to Review Journal Information

Page Name	Object 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



Journal Inquiry page

Enter all or some of the information at the top of the Journal Inquiry Criteria - Journal Inquiry page and click the Search button to display Journal IDs based on your selected criteria.

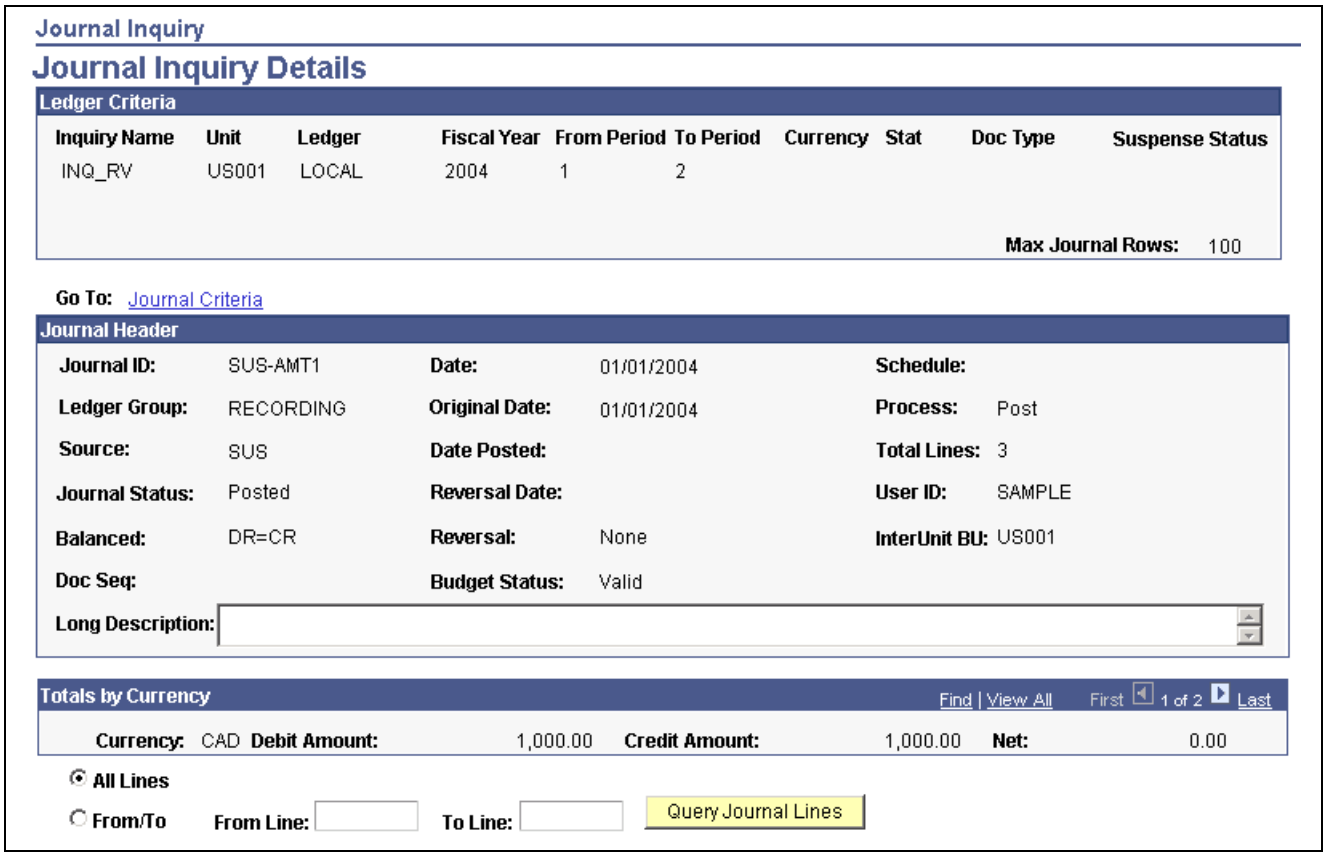
Document Sequence Enter a document sequence number to review journals that are tracked by document sequencing number.

Journal ID (journal identification) Click a Journal ID link to review the journal header and line detail information.

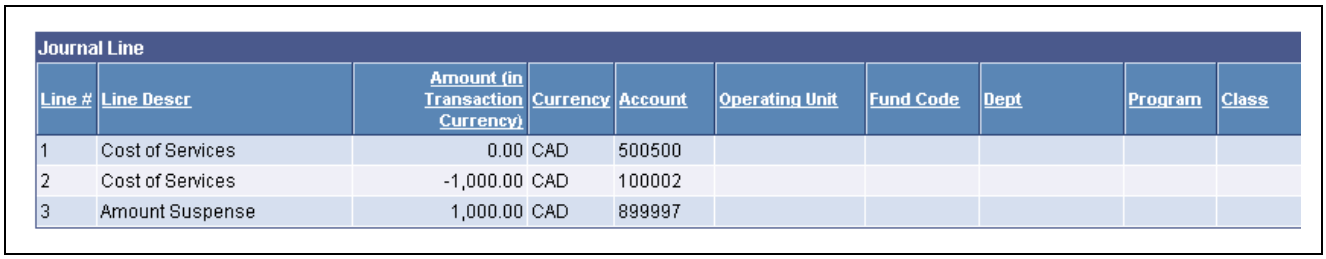
Note. You can use the Customize link to hide or display specific journal column data.

Viewing Journal Header Details

Access the Journal Inquiry Details page.



Journal Inquiry Details page (1 of 2)



Journal Inquiry Details page (2 of 2)

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 select the Query Journal Linesbutton.

See Also

Chapter 8, “Making General Ledger Journal Entries,” page 95

Chapter 10, “Processing Journals,” page 175

Viewing Ledger Information

In this section we discuss 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.

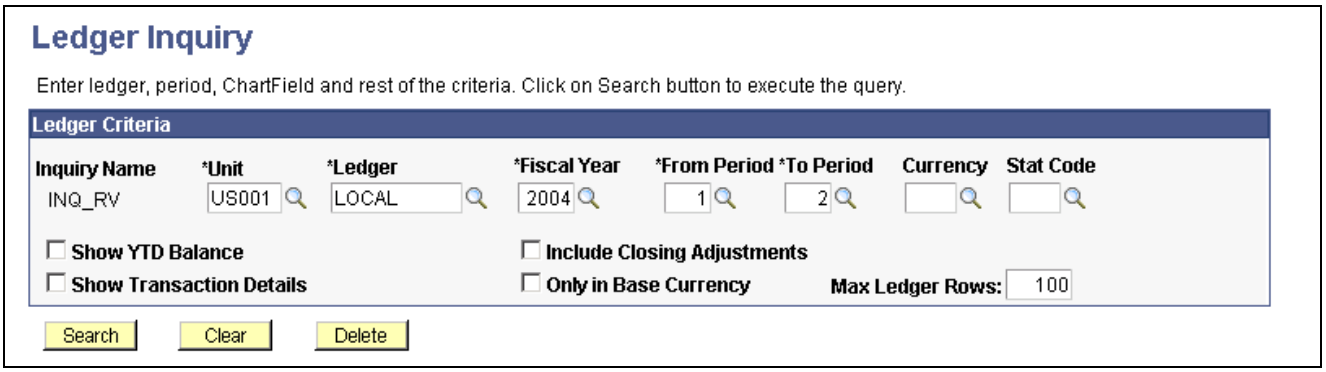
Pages Used to Review Ledger Information

Page Name	Object Name	Navigation	Usage
Ledger Inquiry	INQUIRY_CRITERIA	General Ledger, Review Financial Information, Ledger, Ledger Inquiry.	Specify selection criteria to view Ledger detail and summary information. 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 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 Summary	INQ_SUM_BAL	Click the Search button on the Ledger Inquiry page.	Displays the summary balances based on selected criteria.

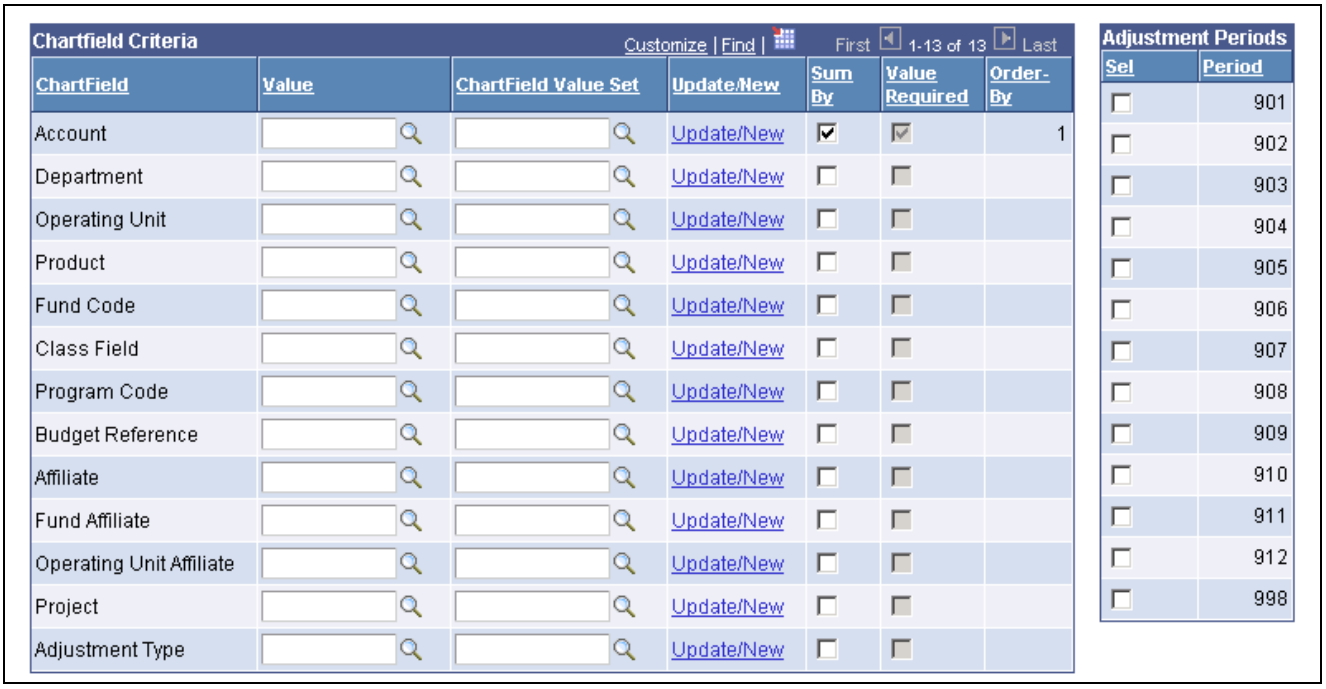
Page Name	Object Name	Navigation	Usage
Ledger Inquiry - Transaction Details	INQ_TRANS_DETAIL	If the Show Transaction Details check box on the Ledger Criteria page is selected, when you click the Search button, the Transaction Details page is displayed. Under this criteria, you see journal transactions for all ledger balances that match the criteria. 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.
Accounting Entry	XX_ACCT_ENTRY_JRNL	 Click Drill to Source on the Journal Inquiry Details 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, for example BI_ACCT_ENTRY_JRNL is derived from the PeopleSoft Billing system. Some PeopleSoft application provide an intermediate drill down page, such as the AR_ITEM_DRILL_PNL provided by PeopleSoft Receivables where you have several related links for the purpose of drilling to the underlying data.
Ledger Inquiry - Ledger Details	INQ_DETAIL_LEDGER	Click the Details link on the Ledger Inquiry - Ledger Summary page.	Displays the ledger details for a selected period. Select 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.



Ledger Inquiry page (1 of 2)



Ledger Inquiry page (2 of 2)

Ledger Criteria

Enter or select at a minimum the required fields to establish ledger inquiry criteria. the remaining fields are options and serve 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.

Show YTD Balance (show year to date balance) 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.

Do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period.

This field is not available if the selected Ledger in the ledger criteria uses the Average Daily Balance ledger template.

Show Transaction Details Select to see the ledger data along with the journal transactions that contributed to the balance.

For example, if you click 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.

Include Closing Adjustments Select this option to include closing balances (period 999) along with the current open period amounts.

Only in Base Currency Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit.

Max Ledger Rows (maximum ledger rows) You can override the default of *100* with any number <=300 rows of data that you can display in a scroll area. Less than 300 usually contributes to better performance.

Search Click to display either the Ledger Summary page or Transaction Detail page, when the Show Transaction Details check box is selected.

Clear Select to clear the ledger and ChartField criteria from the page to enter different criteria.

Delete 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.

ChartField Select a ChartField value for one or more ChartFields to review specific data in a ledger.

ChartField Value Set Select a predefined set of selection criteria for a given ChartField.

Update/New Select 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 select 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.

Adjustment Periods

Sel (select) Select specific adjustment periods by checking 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.

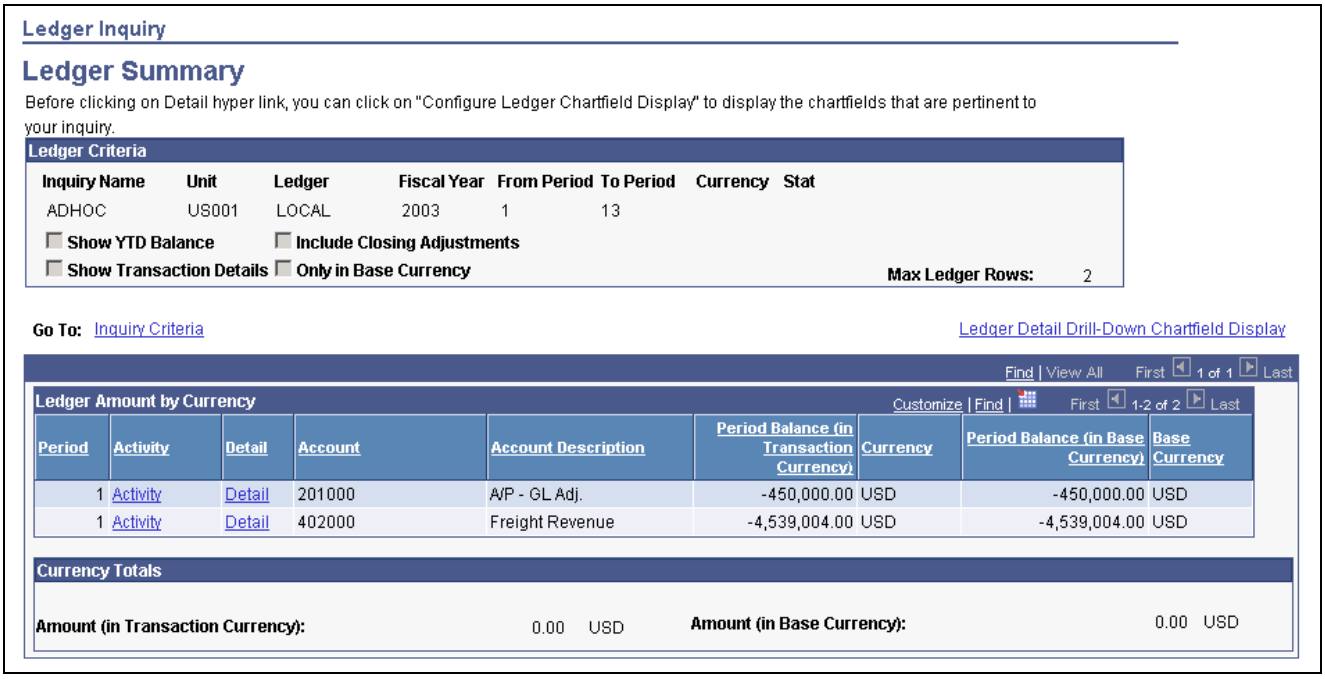
Period Adjustment periods are displayed based on those available for the selected ledger and fiscal year. For example, depending on the periods set up for the fiscal year, there might be 901 through 912 or if set up, 913. You can also use the common adjustment period 998.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Defining and Using ChartField Value Sets

Viewing Ledger Summary Balances

Access the Ledger Summary page.



Ledger Detail - Ledger Summary 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.

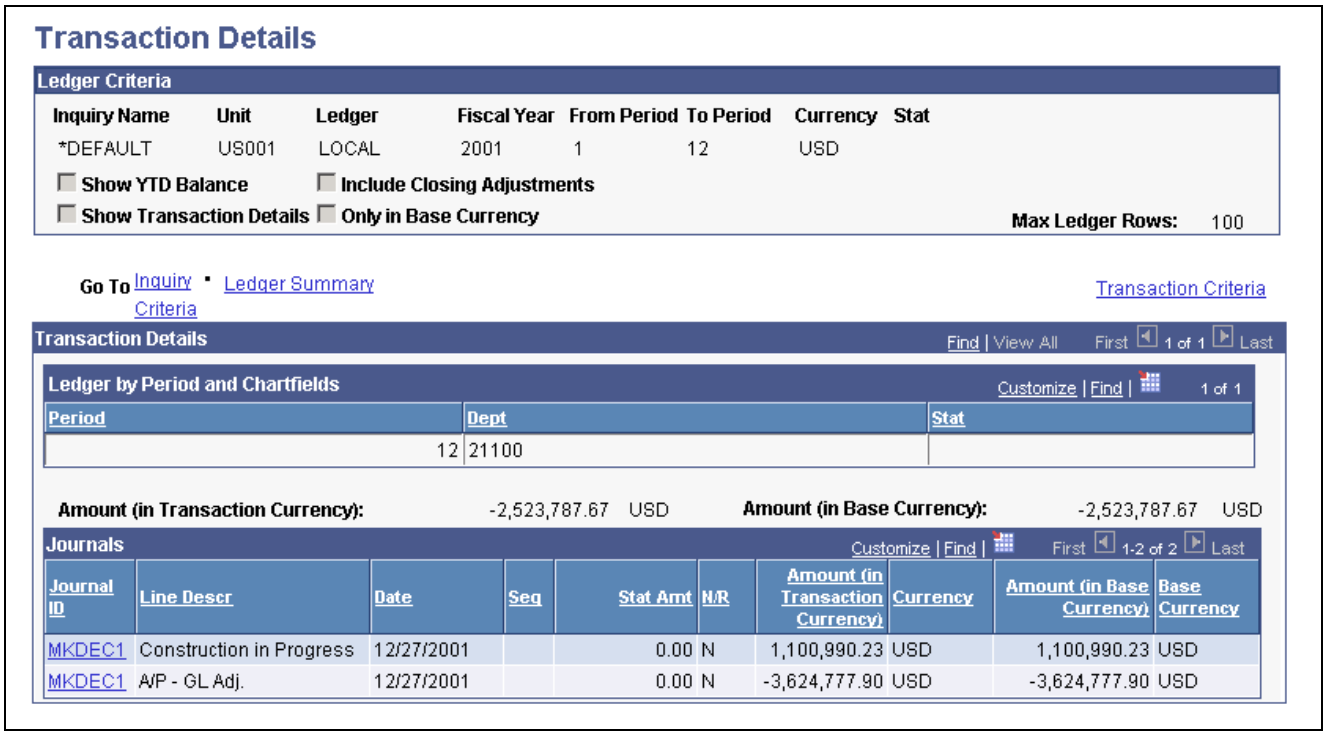
Ledger Amount by Currency Displays, based on type of currency, a summary of the transaction balances for each account in the ledger within the selected ledger period range.

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.

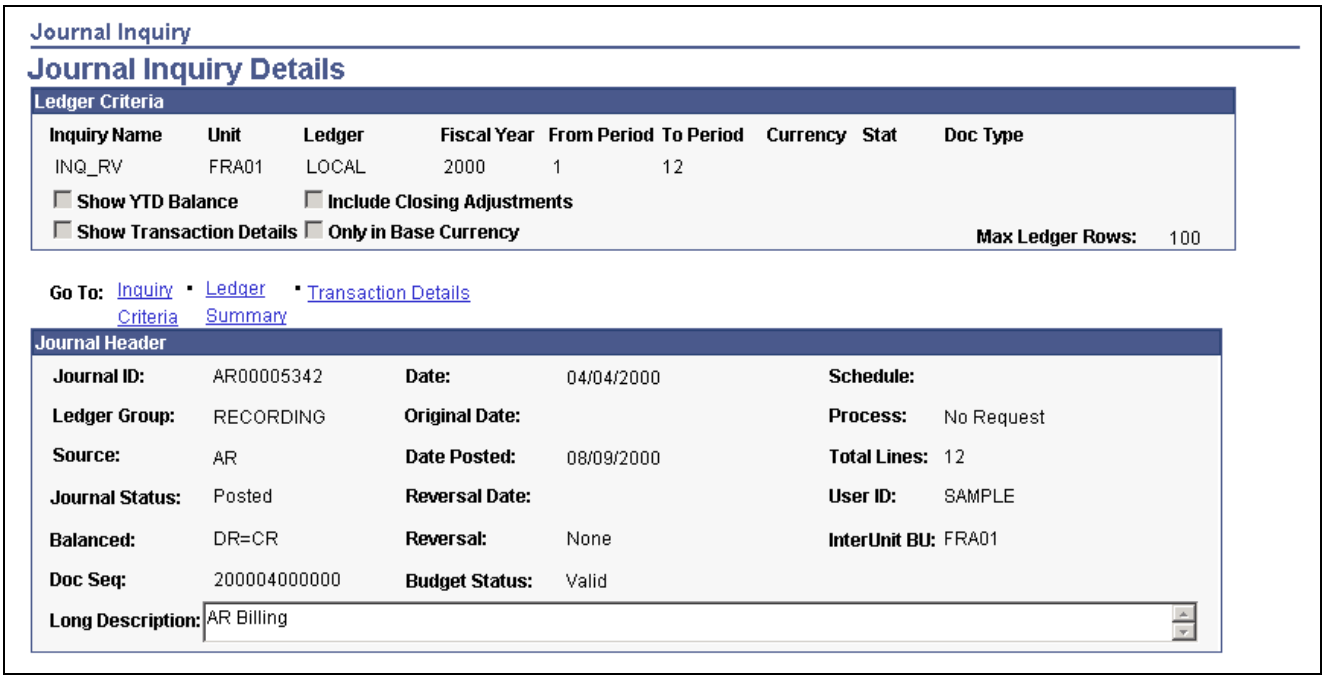


Ledger Inquiry - Transaction Details

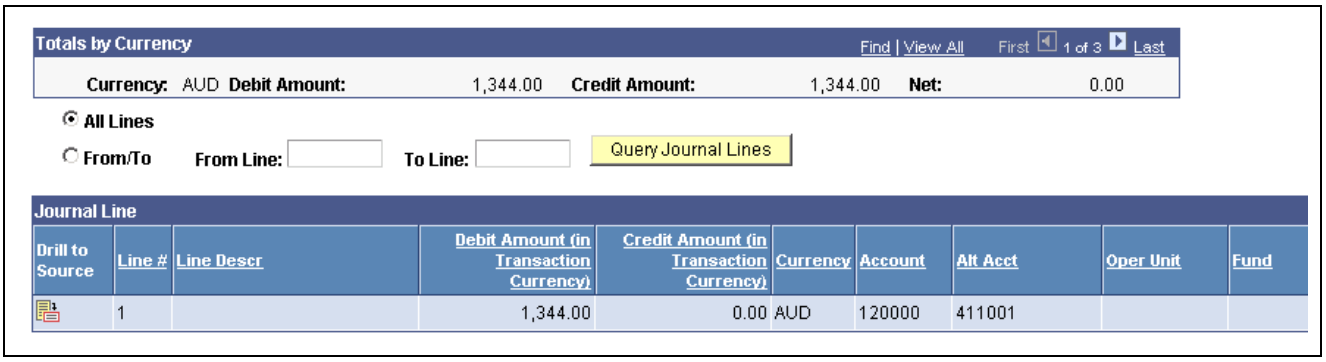
Journal ID Click this link to access the Journal Inquiry - Journal Inquiry Details page.

Viewing Detail Journal Header and Journal Lines

Access the Journal Inquiry - Journal Inquiry Details page.



Journal Inquiry - Journal Inquiry Details page (1 of 2)



Journal Inquiry - Journal Inquiry Details page (2 of 2)

All Lines Select this radio button and click the Query Journal Lines button to see all journal lines.

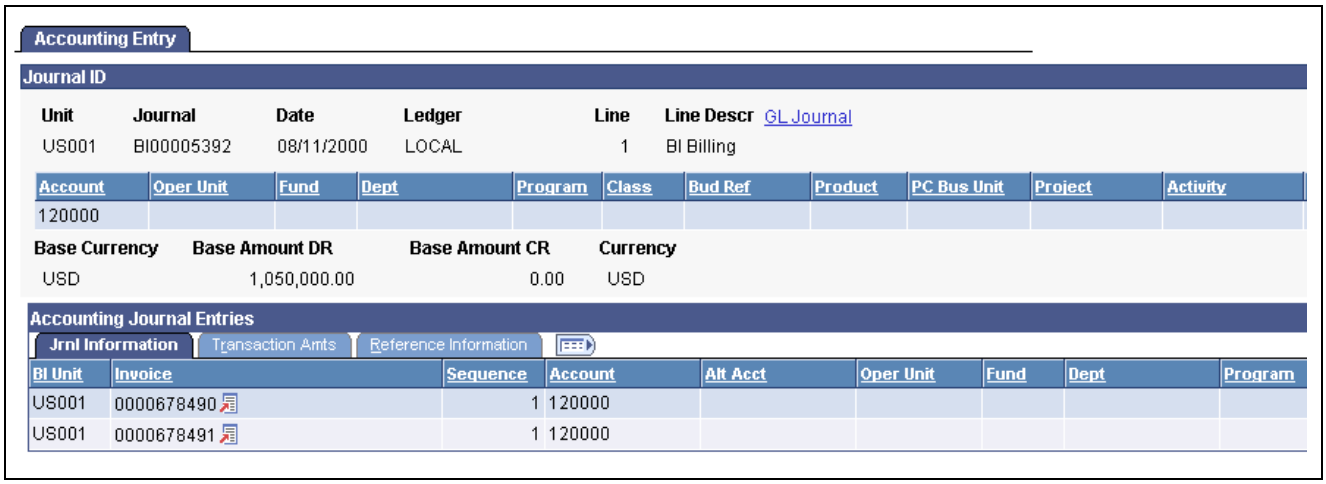
From/To Select this radio button and then enter a line number in the From Line and in the Two Line fields to display a range of journals and with their information when you click the Query Journal Lines button.



Click the drill to source button to access source of journal lines in the general ledger feeder systems, such as PeopleSoft Receivables. This link 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 Accounting Entry page.

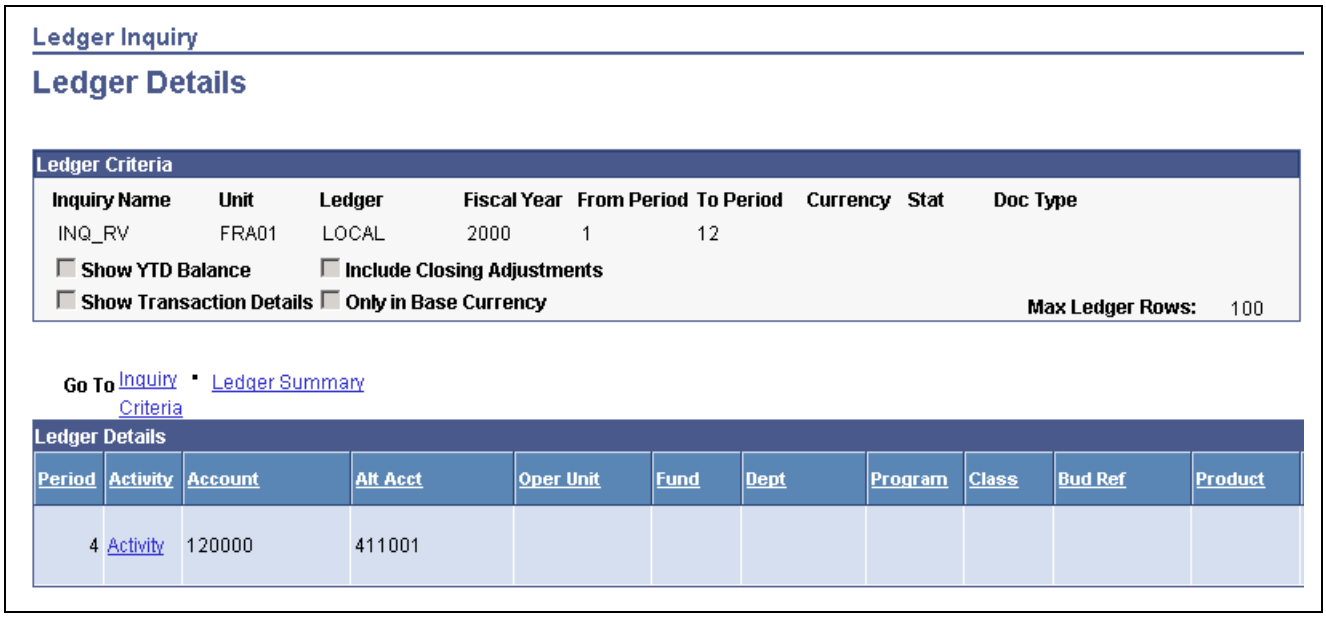


Accounting Entry page

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. Click the Journal Header Tab to view the journal header information.

Viewing the Ledger Details

Access the Ledger Inquiry - Ledger Details page.



Ledger Inquiry — Ledger Details page

Activity Select 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's accounting entry drill down page.

Inquiring About Ledger Groups

In this section we discuss how to:

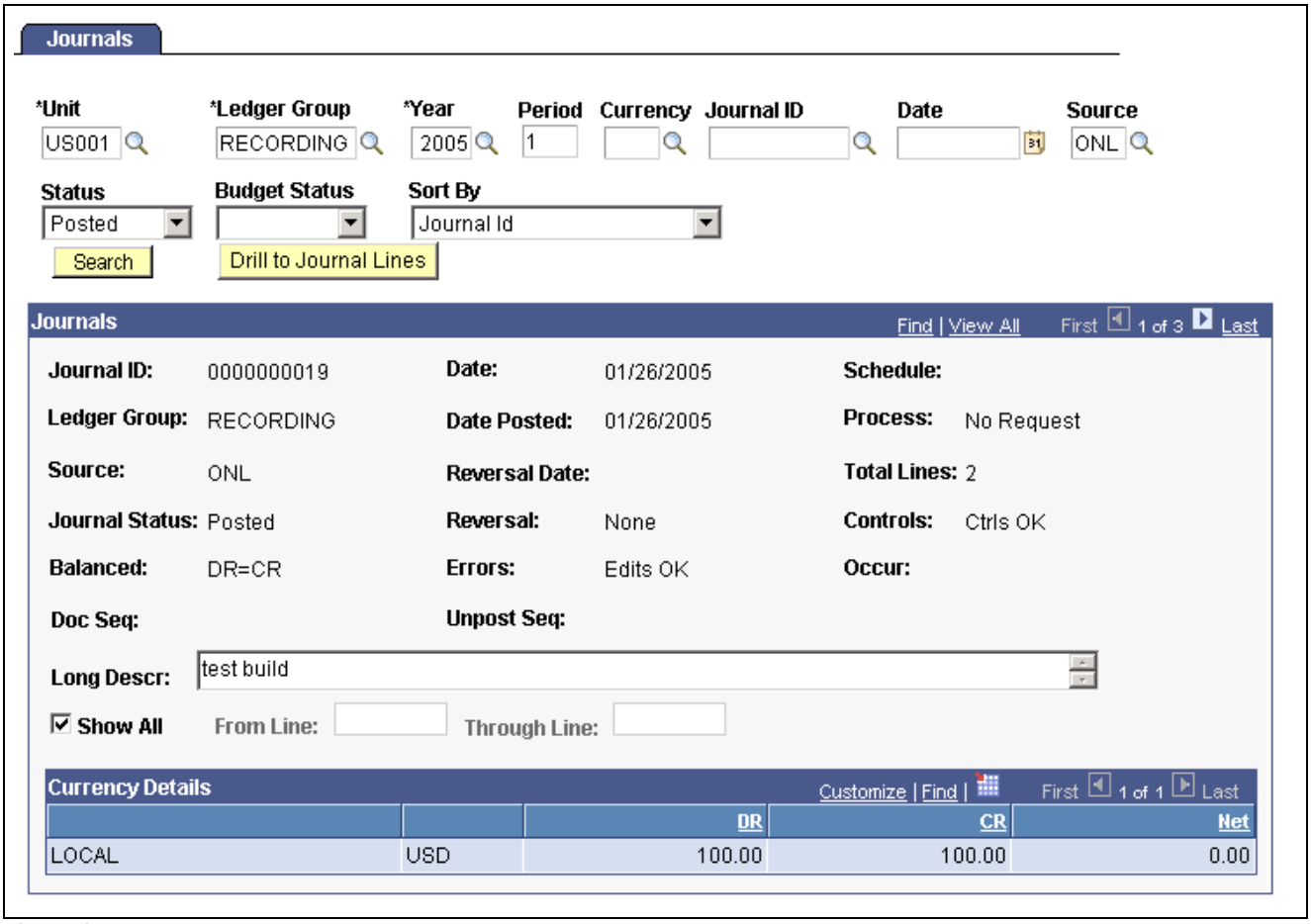
- Review ledger group information.
- View journal lines.

Pages Used to Review Ledger Information

Page Name	Object Name	Navigation	Usage
Journals	INQ_JRNL_HEADER	General Ledger, Review Financial Information, Ledger Group, Journals	Inquire on the journals contained in the ledgers of a ledger group.
Journal Lines Inquiry	INQ_JRNL_LINE	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:



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.

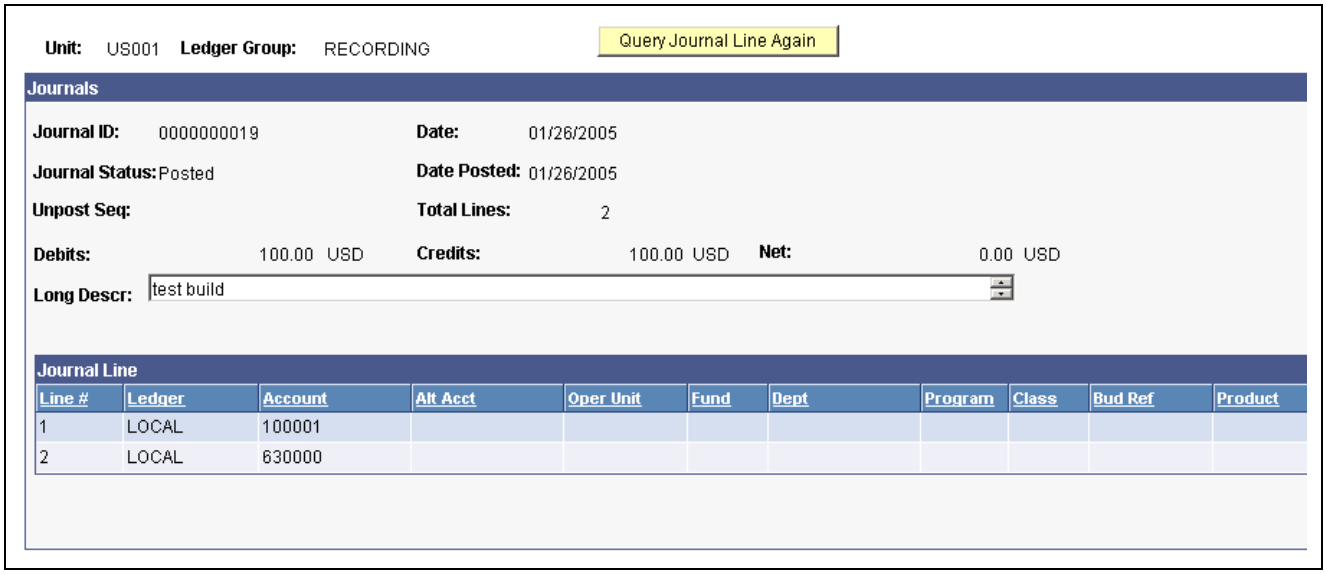
Show All Select to show all journal lines associated with this ledger group when you click the Drill to Journal Line button.

From Line and **Through Line** Enter the specific journal line numbers that you want to display when you click Drill to Journal Line 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.



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.

In this section we discuss how to:

- Enter search criteria.

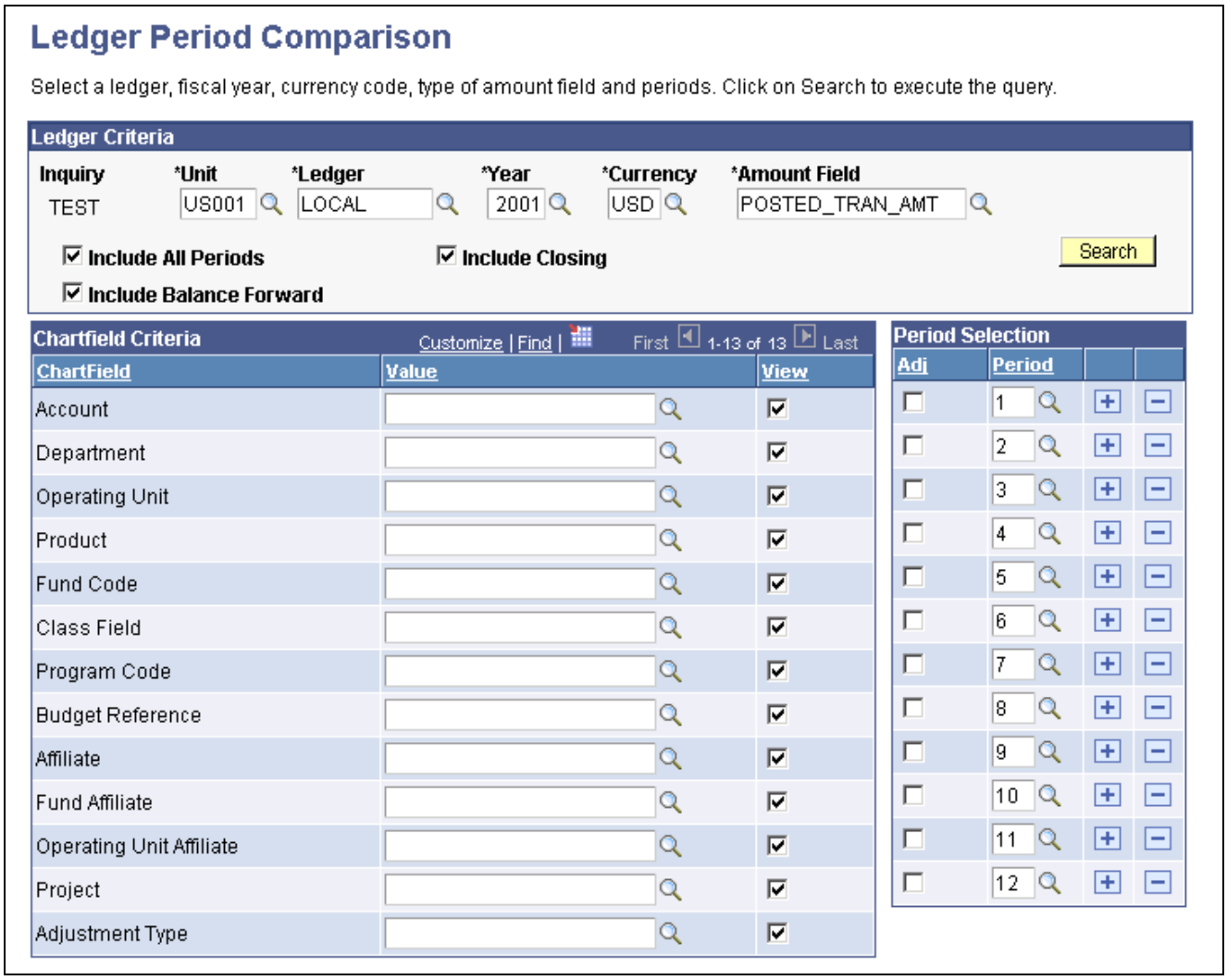
- Compare ledger by period.

Pages Used to Compare Data by Ledger Period

Page Name	Object Name	Navigation	Usage
Ledger Period Comparison - Ledger Selection Criteria	INQ_LED_CMP_PNL	General Ledger, Review Financial Information, Ledger Period Comparison, Ledger Selection Criteria - Ledger Period Comparison	Specify the ledger data you want to compare by period.
Ledger Period Comparison - Period Comparison Results	INQ_LED_CMP_DTL	Select Search on the Ledger Period Comparison - Ledger Selection Criteria page.	Displays a comparison of the selected ledger's detail based on the ChartFields and number of periods selected on the Ledger Criteria page.

Entering Search Criteria

Access the Ledger Period Comparison page.



Ledger Period Comparison

Amount Field

Select POSTED_TRAN_AMT to display the amounts in the transaction currency for all ledger balances including those in the base currency.

Select POSTED_BASE_AMT to display the total of the transaction amounts converted to the base currency of the ledger.

Select the POSTED_TOTAL_AMT to display the amounts in the transaction currency for all ledger balances except those in the base currency.

Include All Periods

Includes all available periods for the ledger criteria if selected.

Include Balance Forward

Includes any balances carried forward from the previous period in the totals.

Include Closing

Includes closing adjustments for period 999 in the totals.

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 link to access the Ledger Period Comparison - Period Comparison Results page.

Comparing a Ledger by Period

Access the Ledger Period Comparison - Period Comparison Results page.

Period Comparison Results

Ledger Period Comparison

Inquiry Criteria

Inquiry	Unit	Ledger	Fiscal Year	Currency	Amount to display
TEST	US001	LOCAL	2001	USD	Posted Transaction Amount

Description: Accounting Period in (1,2,3,4,5,6,7,8,9,10,11,12)

Currency Details: All Amounts in 'USD'

ChartField Criteria

Go To Ledger Compare Criteria

Query Results 1 to 25 of 25

Ledger Comparison

Period 0,1,2 | Period 3,4,5 | Period 6,7,8 | Period 9,10,11 | Period 12,999

Row Count	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate
1	115100									
2	122000									
3	124000									
4	130000									
5	150000									
6	151000									
7	153000			20000				PRNTRS		
8	154000			20000				SERVRS		
9	155000			21000				PRNTRS		
10	156000			21000				SERVRS		
11	157000			21100				PRNTRS		
12	201000									
13	201000			21100				SERVRS		
14	203000			21200				PRNTRS		
15	240000			21200				SERVRS		
16	245000			21300				PRNTRS		
17	270000			21300				SERVRS		

Ledger Period Comparison - Period Comparison Results page

Period Bal Fwd (period balance forward) — If you selected the Include Balance Forward option check box, this column appears on the first tab and displays the opening balance for the period in the Ledger Comparison grid.

Period Close — 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.

ChartField Criteria — Click to displays the list of ChartFields. Clear or select a ChartField check box and when you click the Refresh button, the Ledger Period Comparison - Period Comparison Results page re-displays ChartFields based on your selections.

Comparing Across Ledgers

In this section we discuss how to:

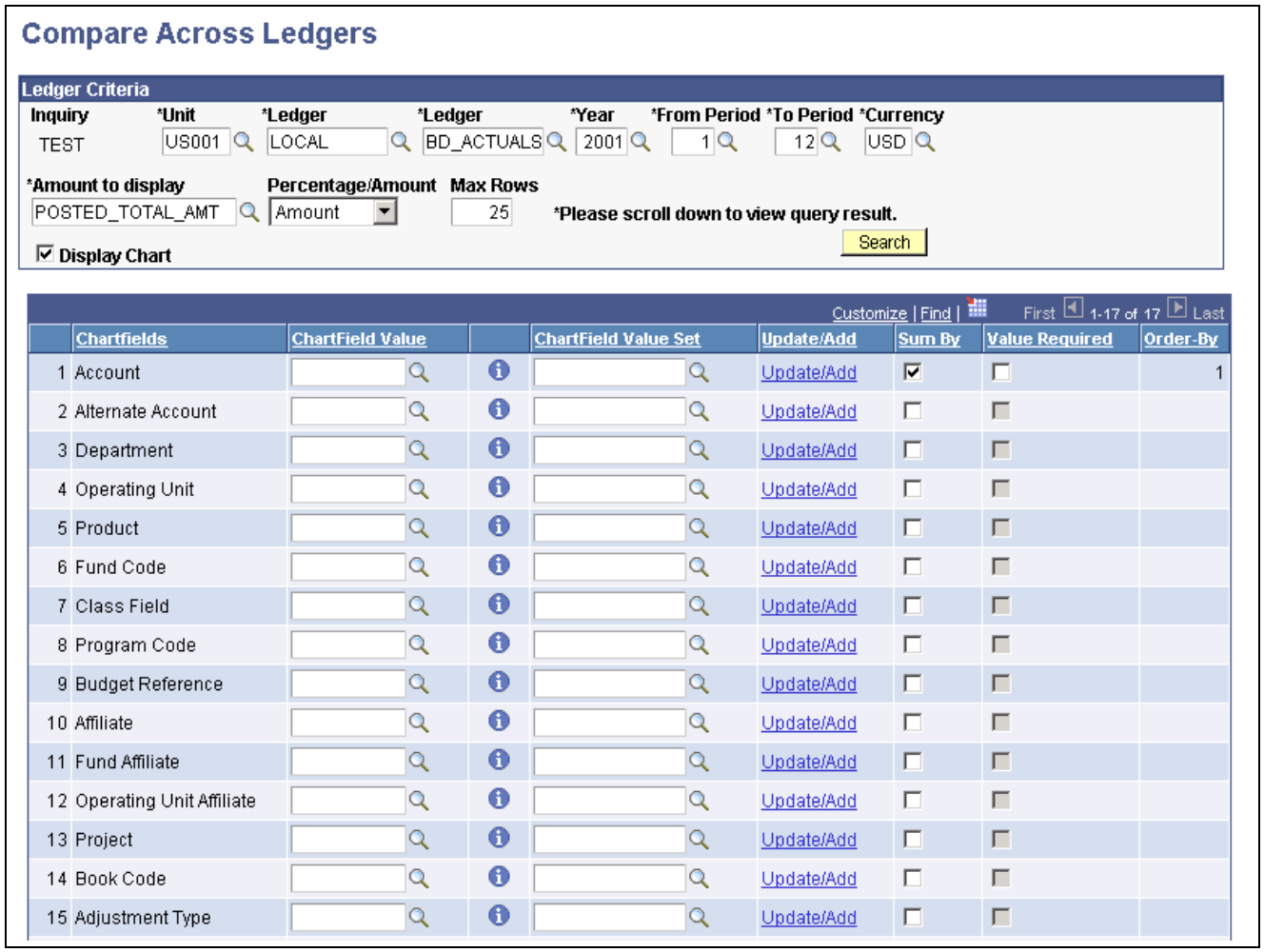
- Enter comparison criteria for two ledgers.
- Review comparison amounts between the ledgers by period.
- Use a bar chart to analyze the ledger comparison data.

Pages Used to Compare Ledgers Across Periods

Page Name	Object Name	Navigation	Usage
Compare Across Ledgers	INQ_COMPARE_PNL	General Ledger, Review Financial Information, 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 *Amount,* select Display Chart in the Compare Across Ledgers Criteria page and select Search.	Displays a bar chart of the data.

Entering Comparison Criteria for Two Ledgers

Access the Compare Across Ledgers page.



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 select 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.

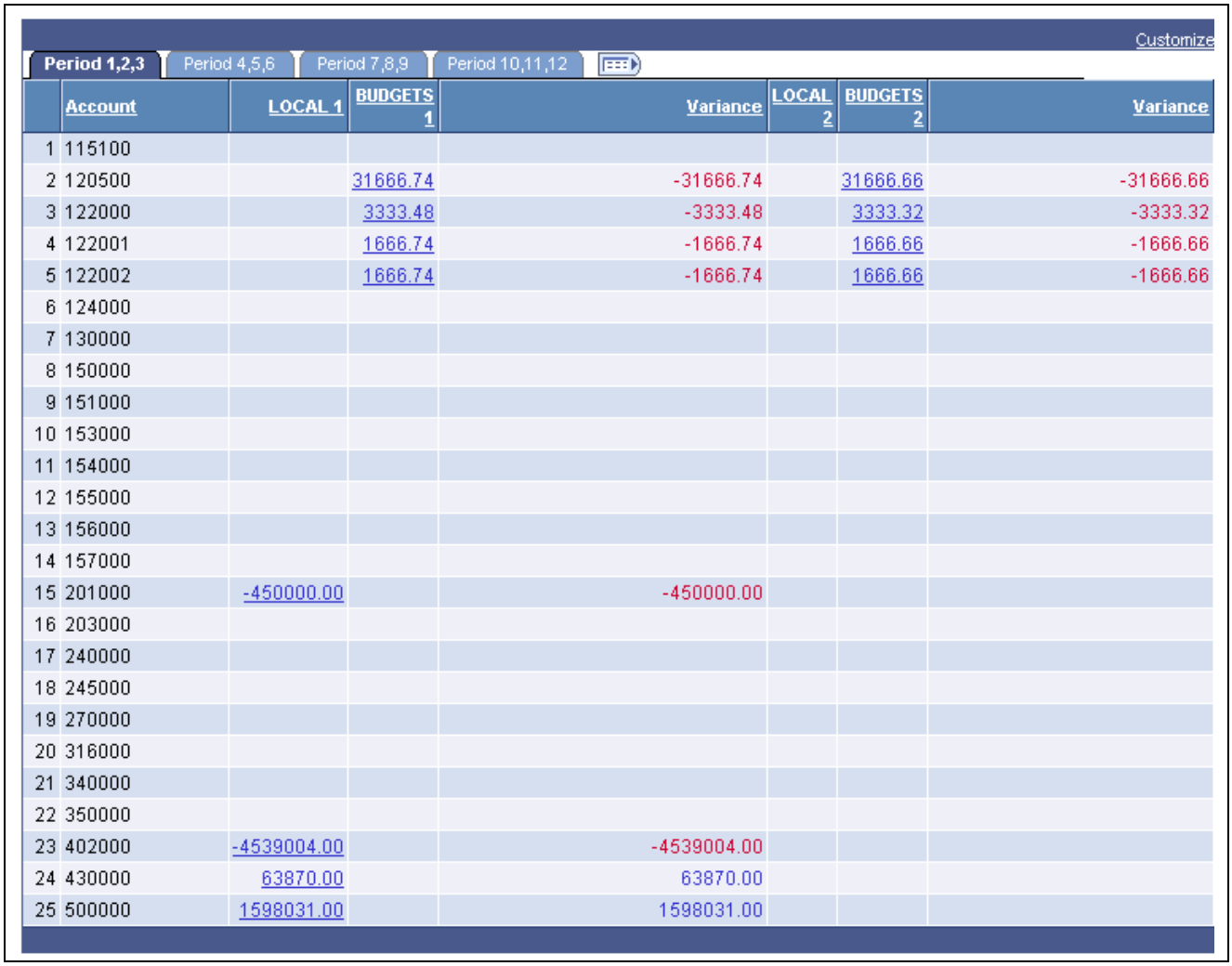
Sum By This option is only applicable to ChartFields that are common to both ledgers.

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

Select Search and scroll down to the comparison information



Customize

Period 1,2,3 | Period 4,5,6 | Period 7,8,9 | Period 10,11,12

	Account	LOCAL 1	BUDGETS 1	Variance	LOCAL 2	BUDGETS 2	Variance
1	115100						
2	120500		31666.74	-31666.74		31666.66	-31666.66
3	122000		3333.48	-3333.48		3333.32	-3333.32
4	122001		1666.74	-1666.74		1666.66	-1666.66
5	122002		1666.74	-1666.74		1666.66	-1666.66
6	124000						
7	130000						
8	150000						
9	151000						
10	153000						
11	154000						
12	155000						
13	156000						
14	157000						
15	201000	-450000.00		-450000.00			
16	203000						
17	240000						
18	245000						
19	270000						
20	316000						
21	340000						
22	350000						
23	402000	-4539004.00		-4539004.00			
24	430000	63870.00		63870.00			
25	500000	1598031.00		1598031.00			

Compare Across Ledgers - results page

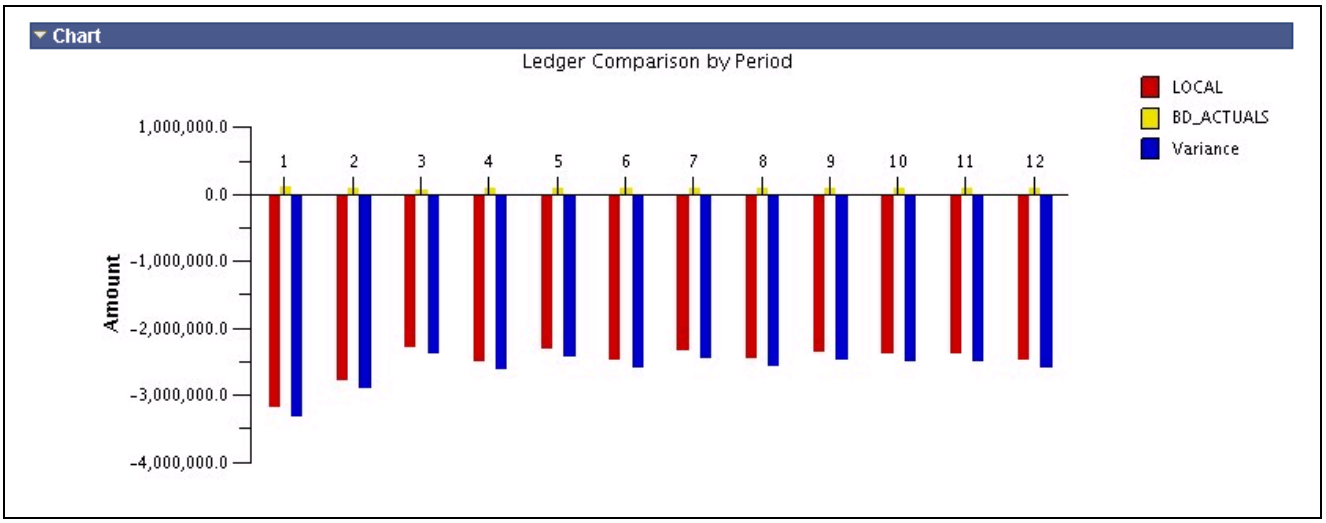
Depending how you set up your criteria, the selected ledgers are compared to one another for each ledger period.

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 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.

In this section we discuss how to inquire on imported accounting entries.

See Also

Chapter 6, “Integrating and Transferring Information Among Applications,” page 53

Pages Used to Inquire on Accounting Lines

Page Name	Object 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.
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.

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 appear 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

In this section we discuss how to:

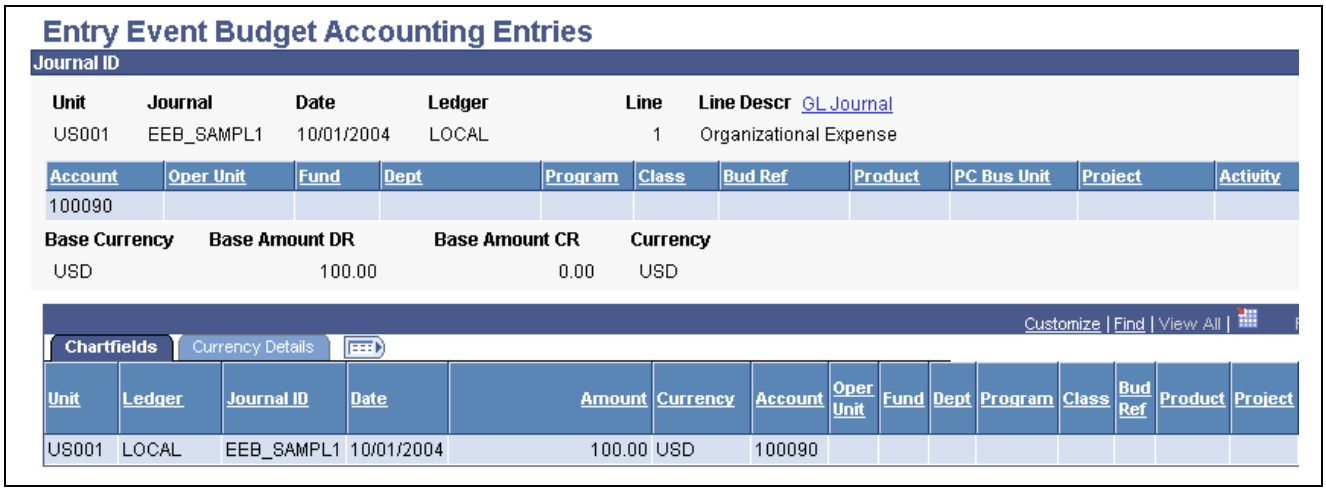
- Drill down to entry event budget accounting details.
- Drill down to entry event GL adjustment accounting details.

Pages Used to Review Entry Event Accounting

Page Name	Object Name	Navigation	Usage
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,	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.



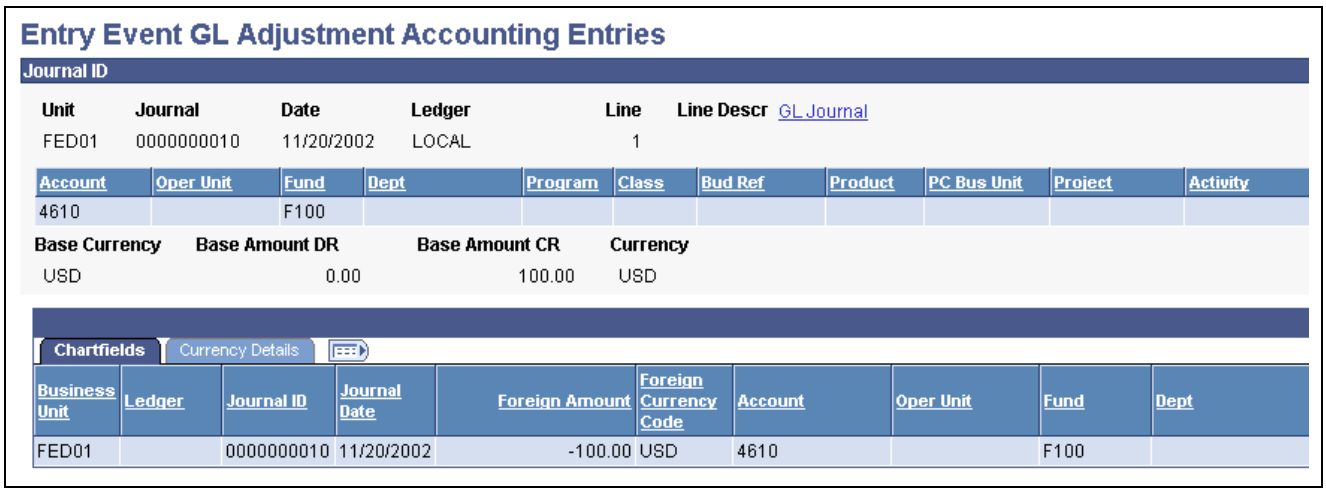
Entry Event Budget Accounting Entries page

Account Displays the account(s) generated by the Entry Event processor that are posted to the budget.

GL Journal (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.



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.

CHAPTER 22

Maintaining Standard Budgets in General Ledger

This chapter provides an overview of 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

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining a Ledger Template

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining a Ledger Group

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining a Detail Ledger

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Defining Ledgers for a Business Unit

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Accounting Calendars"

PeopleSoft Enterprise Application Fundamentals 8.9 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 8.9 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:

	JAN	FEB	MAR	APR	MAY	JUN
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
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 444

Chapter 22, "Maintaining Standard Budgets in General Ledger," Copying Budgets, page 451

PeopleSoft Enterprise Application Fundamentals 8.9 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).

This section discusses how to:

- Select budget ChartField criteria.
- Adjust budget data by year.
- Adjust budget data by period.
- Use the Budget Calculator feature.

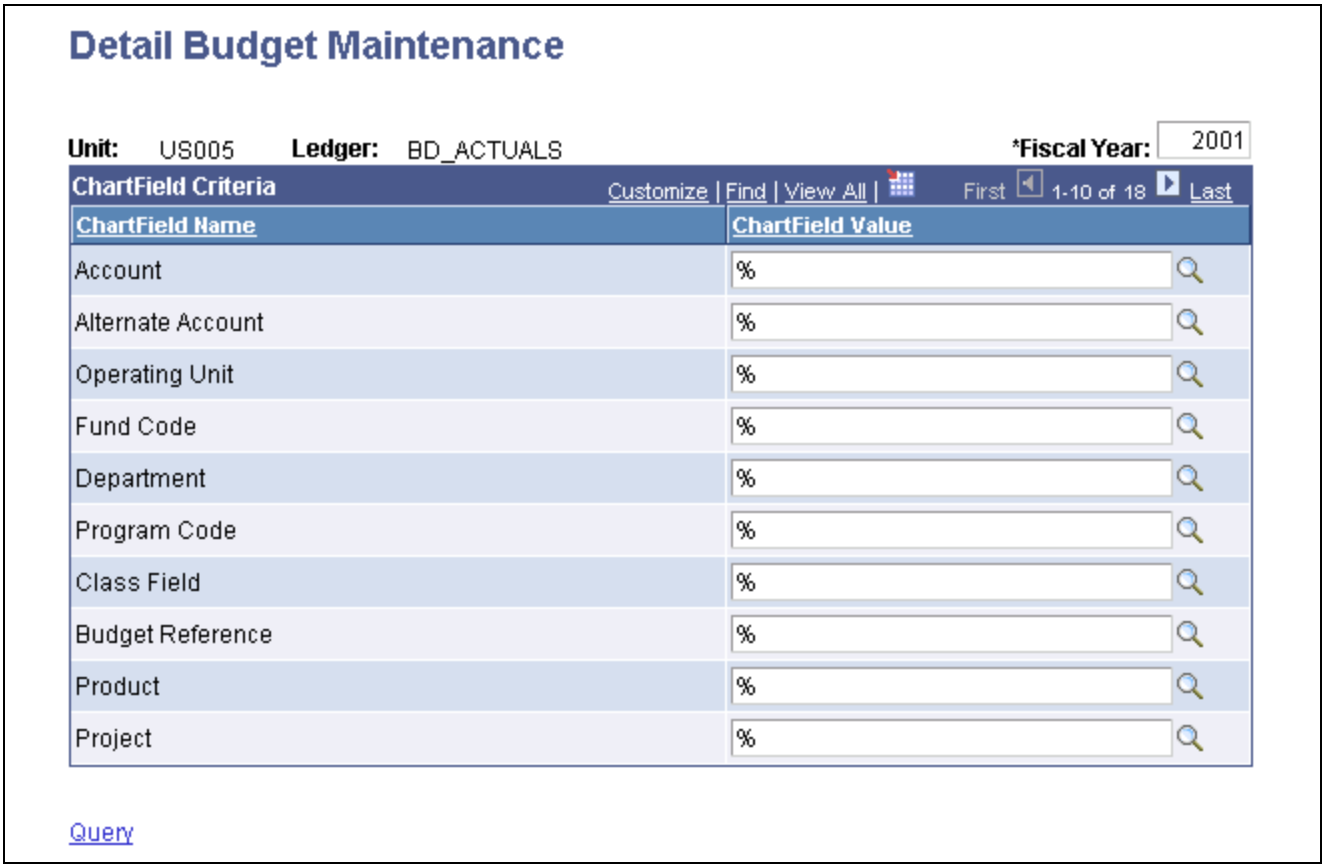
Note. To maintain transactions in different currencies, use allocations or budget journals rather than the Budgets pages described here.

Pages Used to Maintain Detail Budgets

Page Name	Object Name	Navigation	Usage
Detail Budget Maintenance	BE_ENTRY2	General Ledger, Maintain Standard Budgets, 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.



Detail Budget Maintenance page

To use the Detail Budget Maintenance page:

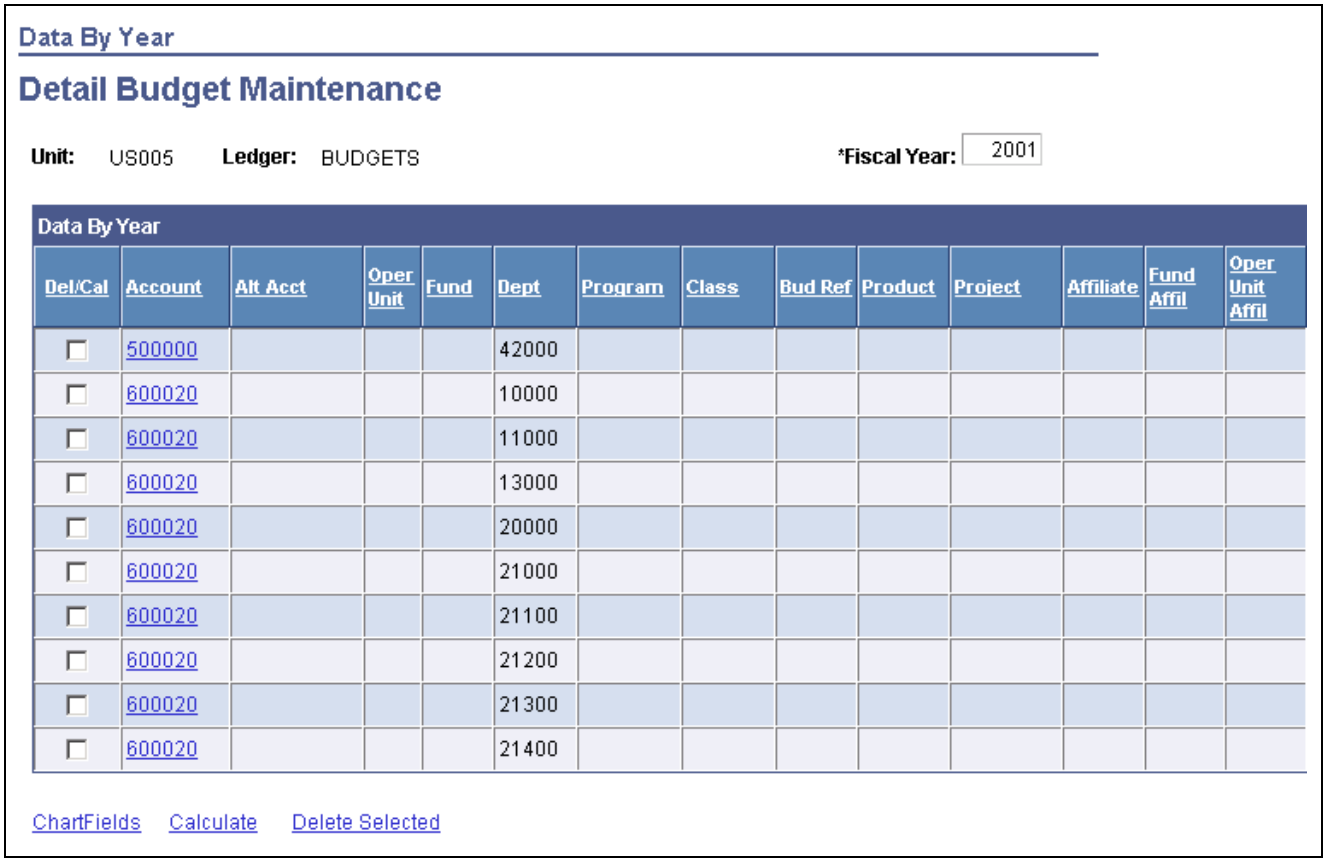
1. Enter the fiscal year that you want to review or modify for the business unit and budget ledger.
2. Enter or select ChartField values.

   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.



Data By Year

Detail Budget Maintenance

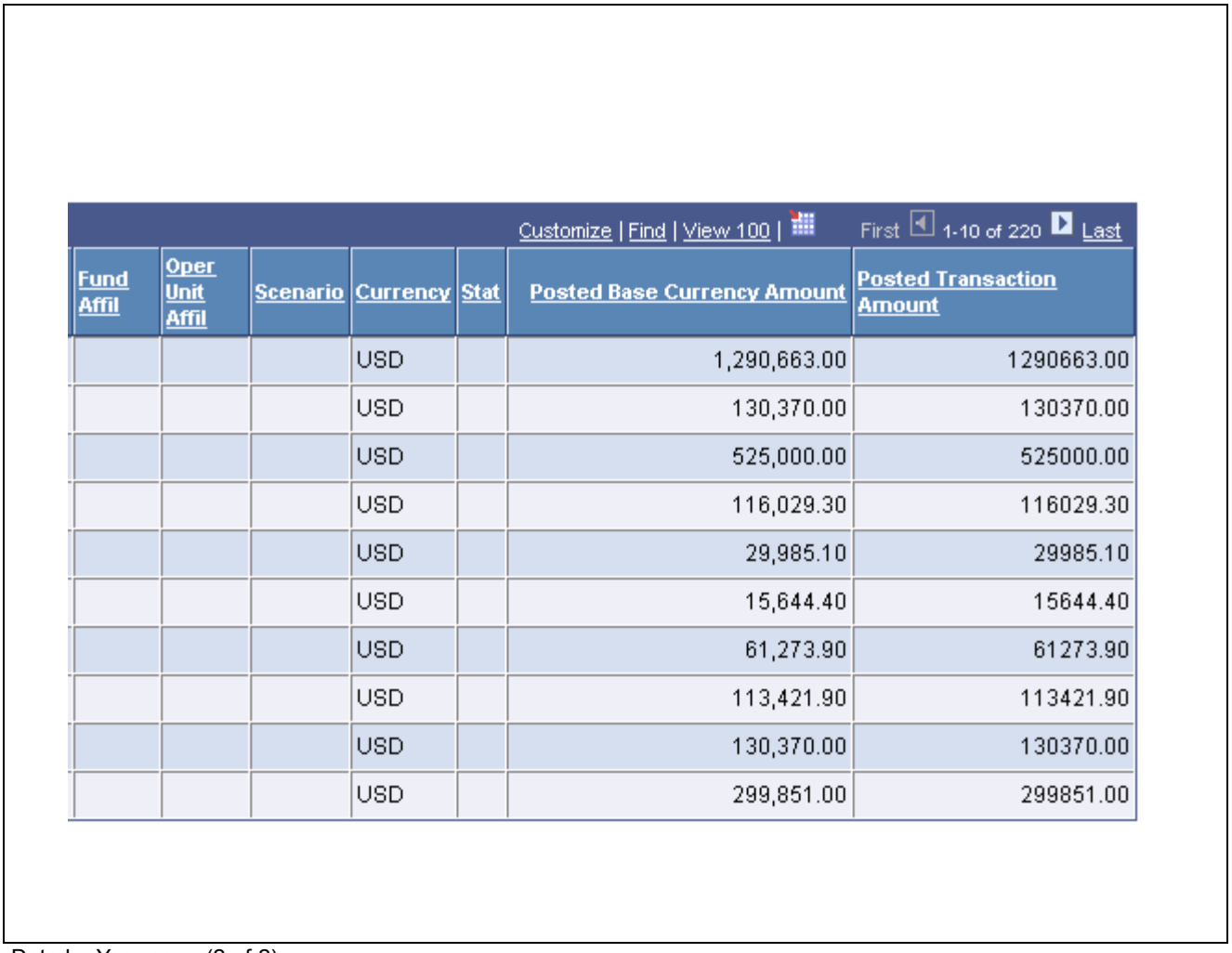
Unit: US005 Ledger: BUDGETS *Fiscal Year: 2001

Data By Year

Del/Cal	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil	Oper Unit Affil
☐	500000				42000								
☐	600020				10000								
☐	600020				11000								
☐	600020				13000								
☐	600020				20000								
☐	600020				21000								
☐	600020				21100								
☐	600020				21200								
☐	600020				21300								
☐	600020				21400								

ChartFields Calculate Delete Selected

Data by Year page (1 of 2)



Customize | Find | View 100 | First 1-10 of 220 Last

Fund Affil	Oper Unit Affil	Scenario	Currency	Stat	Posted Base Currency Amount	Posted Transaction Amount
			USD		1,290,663.00	1290663.00
			USD		130,370.00	130370.00
			USD		525,000.00	525000.00
			USD		116,029.30	116029.30
			USD		29,985.10	29985.10
			USD		15,644.40	15644.40
			USD		61,273.90	61273.90
			USD		113,421.90	113421.90
			USD		130,370.00	130370.00
			USD		299,851.00	299851.00

Data by Year page (2 of 2)

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.

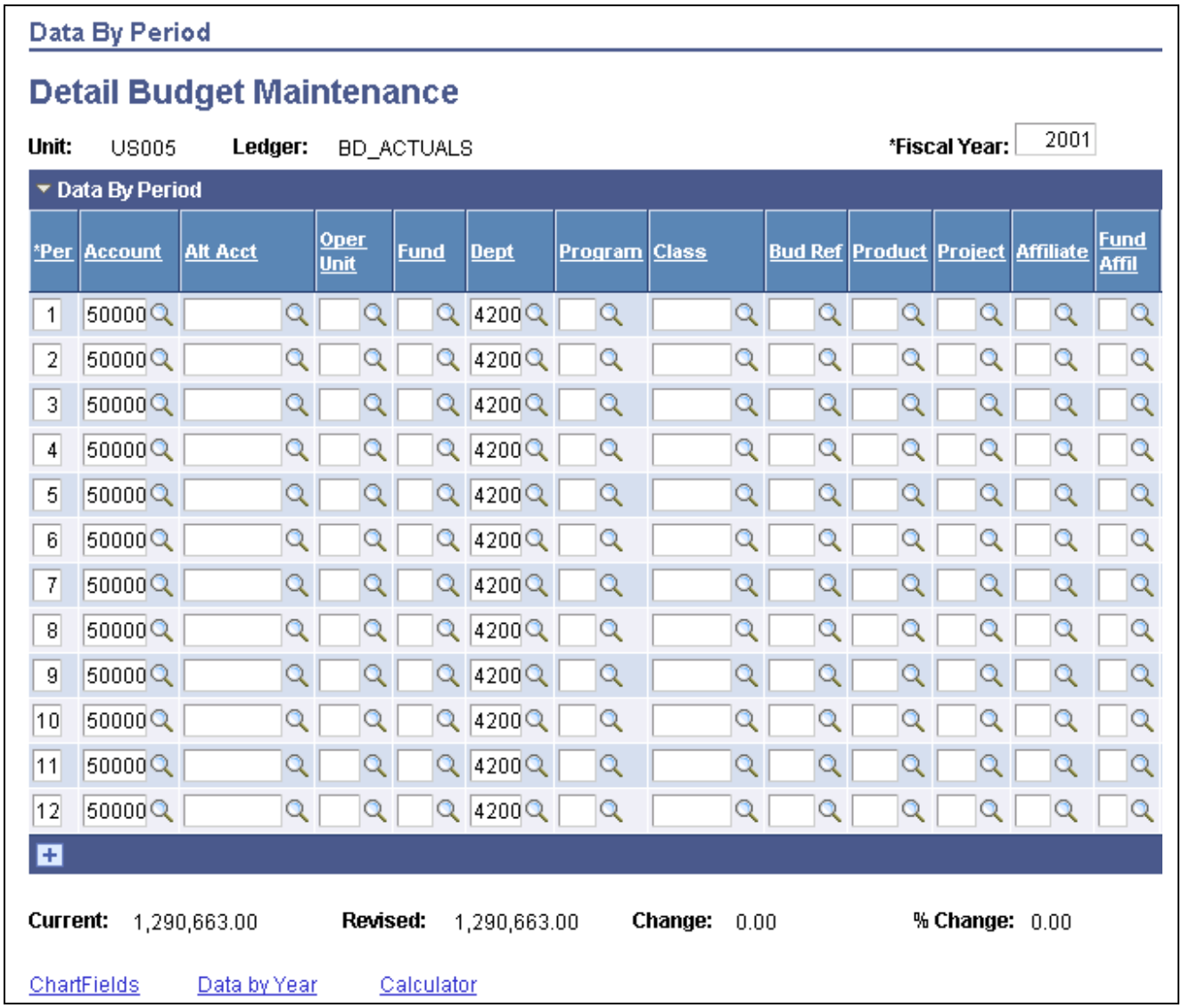
See Chapter 22, “Maintaining Standard Budgets in General Ledger,” Using the Budget Calculator Feature, page 449.

See Also

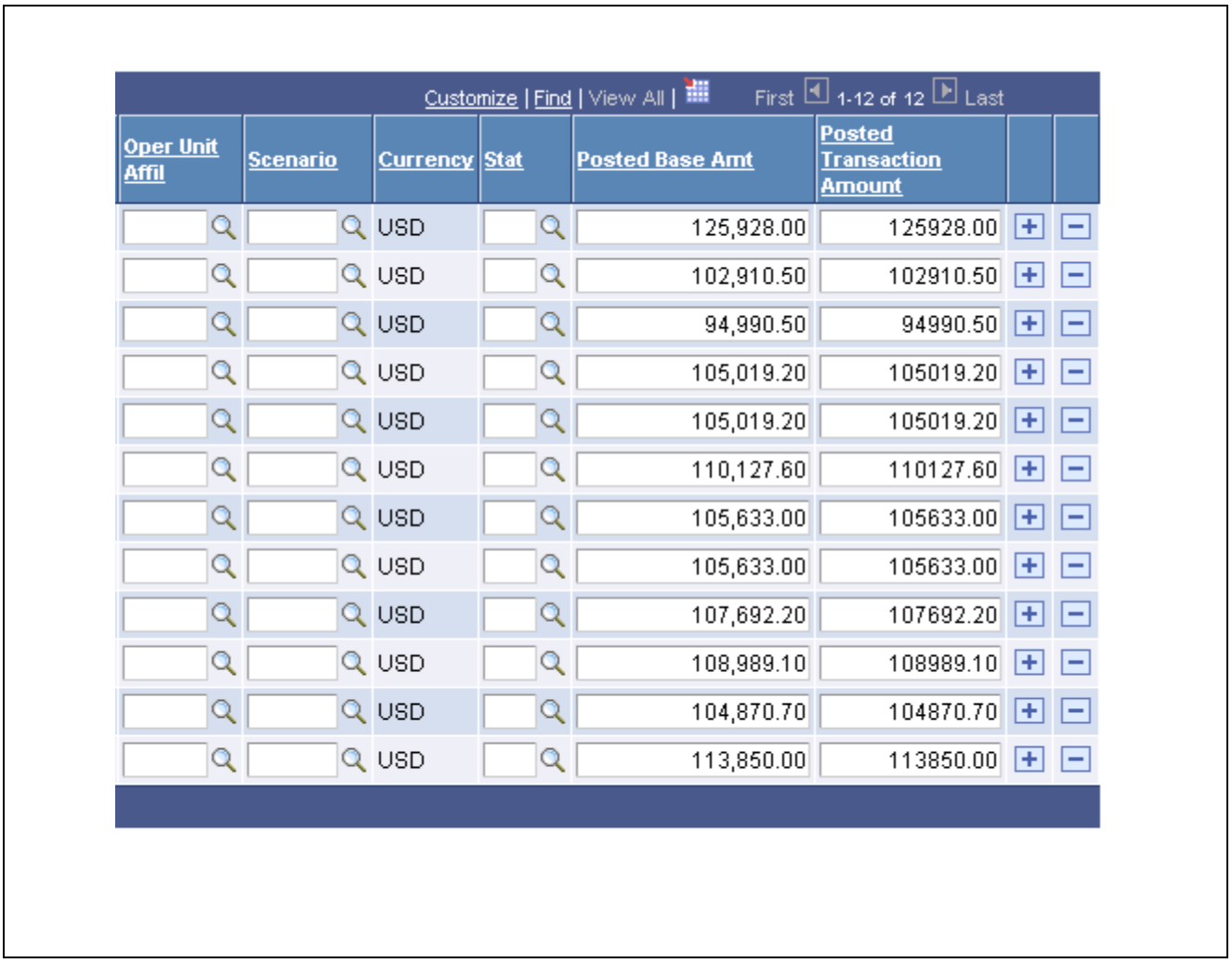
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Up Ledgers,” Defining Ledgers for a Business Unit

Adjusting Budget Data by Period

Access the Data by Period page.



Data by Period page (1 of 2)



Customize | Find | View All | First 1-12 of 12 Last

Oper Unit Affil	Scenario	Currency	Stat	Posted Base Amt	Posted Transaction Amount
		USD		125,928.00	125928.00
		USD		102,910.50	102910.50
		USD		94,990.50	94990.50
		USD		105,019.20	105019.20
		USD		105,019.20	105019.20
		USD		110,127.60	110127.60
		USD		105,633.00	105633.00
		USD		105,633.00	105633.00
		USD		107,692.20	107692.20
		USD		108,989.10	108989.10
		USD		104,870.70	104870.70
		USD		113,850.00	113850.00

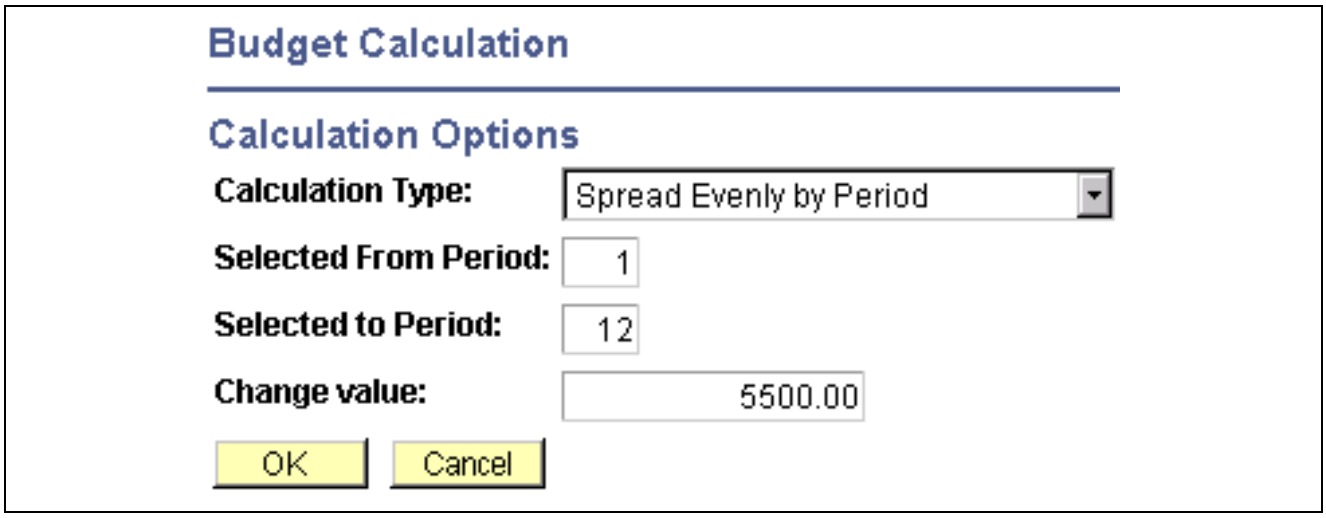
Data by Period page (2 of 2)

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 page

Calculation Type Select to determine how the system spreads the amount across the specified periods.

Repeat Amount by Period Select to replace the amount in each successive period with the change value.

Spread Evenly by Period Select to divide the amount by the number of periods, distributing it evenly to each period.

Adjust by Percent Select to designate a percentage by which the system increases the amount each period.

Add by Period Select to designate a specific amount to add to each period.

Selected From Period and **Selected to Period** Select the period range for which to apply the change.

Note. These fields appear only when you click the Calculate link on Data by Period page.

Change Value Enter the change value amount based on the selected budget period (either a year or a period).

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.

Note. If the percentage of change is more than 99999.99 percent, it appears as *99999.99%.*

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	Object 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 Enterprise Project Costing 8.9 PeopleBook, "Budgeting Project Costs and Revenue"

Chapter 22, "Maintaining Standard Budgets in General Ledger," Maintaining Detail Budgets, page 444

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:

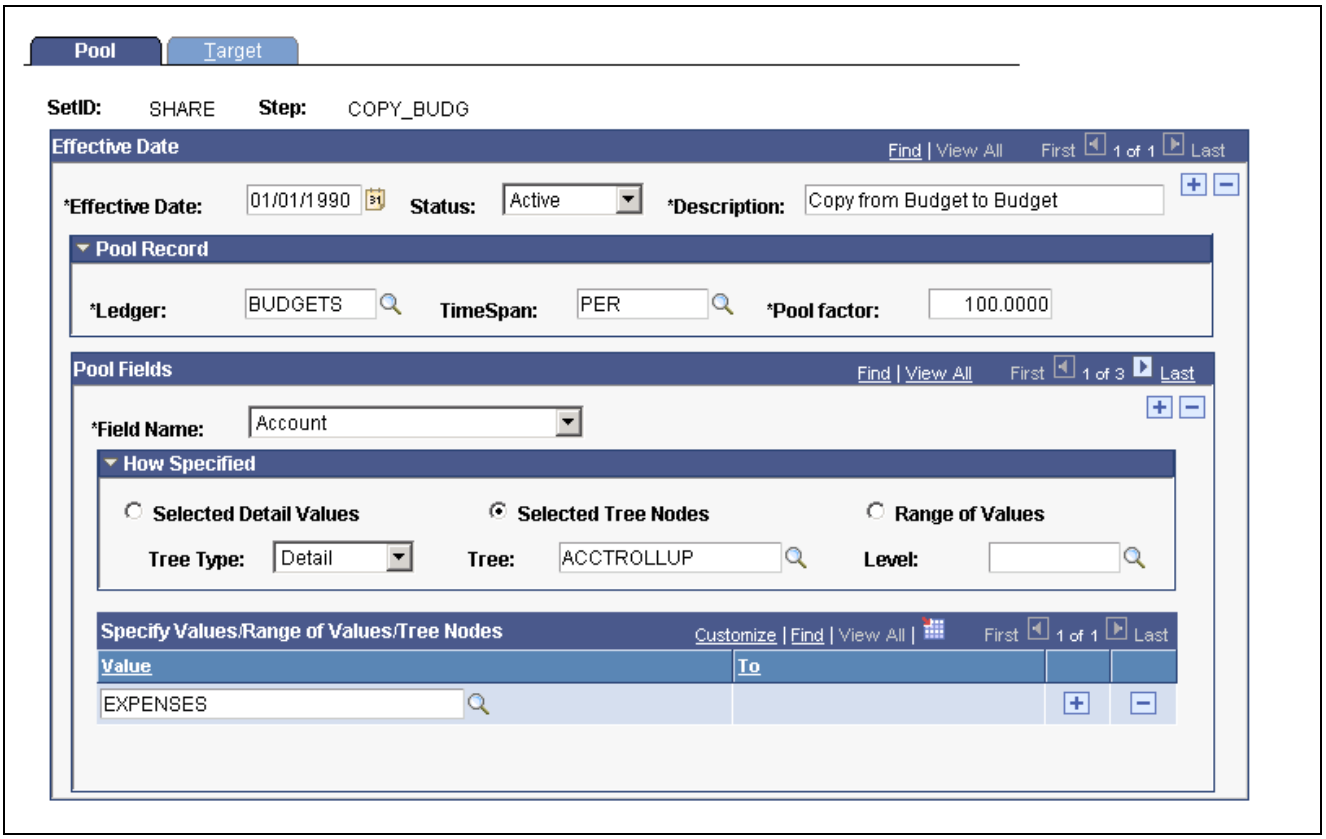
- Set up the budget copy definition pool.
- Set up the budget copy definition target.
- Create a budget copy group.
- Initiate budget copy processing.

Pages Used to Copy Budgets

Page Name	Object Name	Navigation	Usage
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.



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.

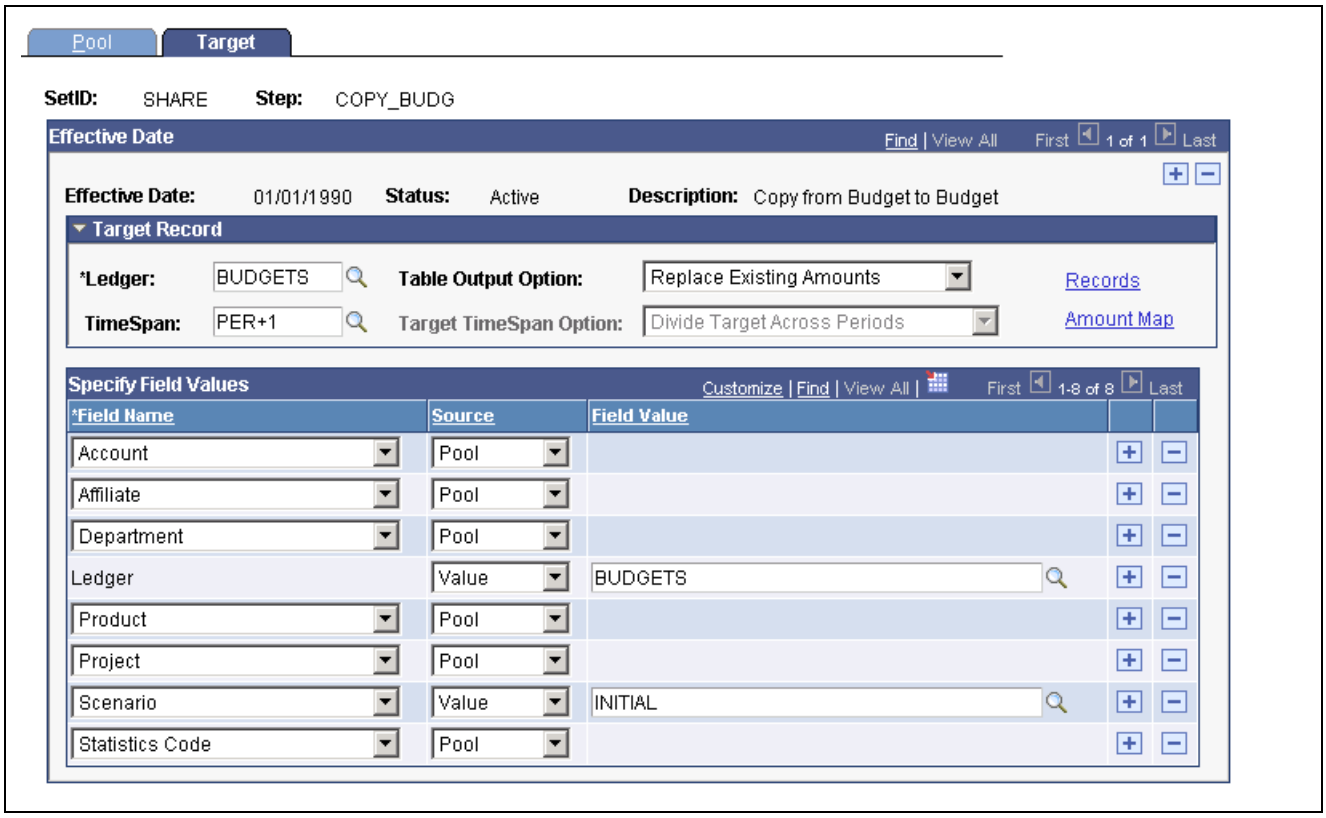
Selected Detail Values Select to use detail values. Use the Specify Value/Range of Values group box to list pool field values, such as specific department or account values.

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.



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.

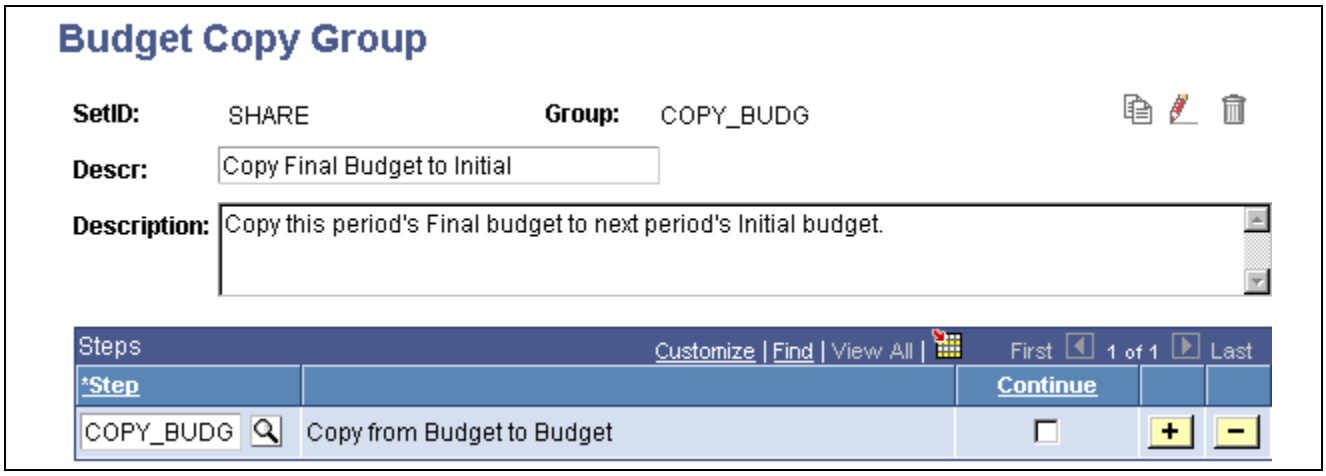
Amount Map Click to access the Amount Map page, which displays the amount fields for the target budget. In most cases, you can accept the default values.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Up Ledgers,” TimeSpans

Creating a Budget Copy Group

Access the Budget Copy Group page.



Budget Copy Group page

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 Enterprise Application Fundamentals 8.9 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 190

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 post processes.
- Archive Templates.
- Archive results.
- Performance

Because archiving procedures are extensions of the PeopleSoft Enterprise 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. It is also assumed that you have read the relevant upgrade instructions if you plan to retain, manipulate, or restore information previously archived before using the archiving functionality described in this chapter.

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 use 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 post-processes 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 to the history tables.

An archive template ties the query, the archive object and the pre and post process together for use by the PeopleTool Archive Processor (PSARCHIVE).

See *Enterprise 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 *Enterprise PeopleTools PeopleBook: Data Management, "Managing Archive Objects," Understanding the Base Table and Non-base Tables*

There are many possible permutations of prompt and inclusion or exclusion logic. 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, pre-process and post-process 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	The query has these prompts: • Business Unit From • Business Unit To • Ledger Group • Archive Date Option (Current, Process, and As of Date) • As of Date • Retention days • Archive Begin Date
GL_ARCH_LEDGER	The query has these prompts: • Business Unit From • Business Unit To • Ledger • Fiscal Year • Accounting Period To • Include Closing Adjustments (Yes or No) • Adjustment Period From • Adjustment Period To
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.

Query Name	Description of Prompt and Exclusion Logic
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.

Journal Query Parameter	Description
Business Unit To and Business Unit From	Specifies the from and to *anchor* 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	Use this option to determine the Archive To Date, which can be: • Current Date – This is the process running date, or today's date. • Process Date – This is the Process Date defined on the GL Business Unit definition. • As of Date – This is the date specified in the As Of Date prompt.
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.
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.

Ledger Query Parameter	Description
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. Refer to the PeopleSoft upgrade documentation for information about upgrades and archiving.

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.

Active Database Table	History Table
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.

Active Database Table	History Table
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 *Enterprise PeopleTools PeopleBook: Data Management, "Managing Archive Objects," Understanding the Base Table and Non-base Tables*

General Ledger delivers the following archive object definitions as system data:

Archive Object	Description	Base Table
GL_JOURNAL	Archives journal tables: • JRNL_HEADER • JRNL_LN • JRNL_VAT • JRNL_CF_BAL_TBL • JRNL_IU_ANCHOR • OPEN_ITEM_GL	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.

Process Name	Object Name	Description
Journal Archive Selection Preprocess	GLARC_JRL1S	The process validates the journal archive selection and generates warnings or errors: • An error is generated if a journal selected for archive has open item data not yet closed. • An error is generated if archive dates fall within an open period. • 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.
Journal Archive Selection Post Process	GLARC_JRL2S	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: • Archive From Date. • Archive To Date. • Ledger Group. • Business Unit. • Total Debit Amount. • Total Credit Amount.

Process Name	Object Name	Description
Ledger Archive Selection Preprocess	GLARC_LED1S	The process validates the ledger archive selection and generates errors if: • An ADB ledger is selected for archive but no averages were calculated for the fiscal year. • If archive periods fall within open periods. • If one of the Adjustment From or Adjustment To Periods is zero but the other is not zero. Both must be zero or both non zero for proper archiving.
Ledger Archive Selection Post Process	GLARC_LED2S	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: • Business Unit. • Ledger. • Fiscal Year. • Accounting Periods. • Base Currency. • Total Base Credit. • Total Base Debit. • Total Base Amount.

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 post processing application engine processes.

The following archive template definitions are delivered as system data:

Archive Template	Archive Object	Pre or Post Processes
GL_JRNL	GL_JOURNAL	GLARC_JRL1S (preprocess) GLARC_JRL2S (post process)
GL_LED	GL_LEDGER	GLARC_LED1S (preprocess) GLARC_LED2S (post process)

Archive Template	Archive Object	Pre or Post Processes
GLADB	GL_LEDGER_ADB	GLARC_LED1S (preprocess) GLARC_LED2S (post process)
GLADBMTD	GL_LED_ADB_MTD	GLARC_LED1S (preprocess) GLARC_LED2S (post process)
GLADBQTD	GL_LED_ADB_QTD	GLARC_LED1S (preprocess) GLARC_LED2S (post process)
GLADBYTD	GL_LED_ADB_YTD	GLARC_LED1S (preprocess) GLARC_LED2S (post process)

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 *Enterprise PeopleTools PeopleBook: Data Administration Tools, "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 *Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"*

Pages Used to Archive Ledgers and Journals

Page Name	Object 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 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 (PSARCHRUNCNTL).

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 *Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"*

Page Used to Restore Archived Ledger and Journal

Page Name	Object Name	Navigation	Usage
Archive Data to History	PSARCHRUNCNTL	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 Commitment Control and General Ledger and discusses how to:

- Enter and process commitment control journal entries in General Ledger.
- Enter and process commitment control journal entries with entry events in General Ledger.
- Review and correct journal entries with budget checking errors.

Understanding Commitment Control and General Ledger Journals

Budgetary control ensures that commitments and expenditures do not exceed total budgets. You set up your commitment control budgets and budget ledgers and link them to the actuals ledgers, which enables you to create journal entries in 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 8.9 PeopleBook:* "Understanding Commitment Control" chapter.
- Set up your system for commitment control accounting.
- 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, created by PeopleSoft for general ledger.

  Do not change this definition.

See Also

PeopleSoft Enterprise Commitment Control 8.9 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.

  The estimated amount to be spent is adjusted, and the commitment control planned ledger is updated.

- Actuals and Recognized.

  The journal transaction is recorded in the actuals ledger and the revenue or expenditure commitment control ledger is updated.

- Pre-Encumbrance.

  The pre-encumbrance amount is adjusted, the commitment control budget detail ledger is updated, but the actuals ledger is not updated.

- Encumbrance.

  The encumbrance amount is adjusted, the commitment control budget detail ledger is updated, but the actuals ledger is not updated.

- Collected Revenue.

  The collected revenue amount is adjusted, the commitment control collected revenue ledger is updated, but the actuals ledger is not updated.

- Actuals, Recognize, Collected Revenue

  A recognized or collected amount is updated in the actuals revenue ledger, and the appropriate commitment control revenue estimate budget ledgers is updated.

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 general ledger 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, 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 Enterprise Commitment Control 8.9 PeopleBook*, “Setting Up Basic Commitment Control Options”.

See *PeopleSoft Enterprise Commitment Control 8.9 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 26, "Using Entry Events in General Ledger," Understanding Entry Events in General Ledger, page 493.

Journal Entries with Budget Checking Errors

Correct errors by drilling down as far as the journal line details. Once you correct the budget checking errors, you must rerun Budget Processor.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Processing Source Transactions Against Control Budgets"

PeopleSoft Enterprise Commitment Control 8.9 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

Page Name	Object Name	Navigation	Usage
Create Journal Entries - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries	Select the appropriate ledger and ledger group to apply to this journal entry.
Commitment Control - Commitment Control Amount Types	JOURNAL_ENTRY_KK	Click the Commitment Control link on the Create Journal Entries - Header page.	Select a commitment control amount type to determine the type of processing required for the journal entry lines.
Create Journal Entries - 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.

Page Name	Object Name	Navigation	Usage
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 Create Journal Entries - 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, pre-emcumbrances, 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.

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 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 26, "Using Entry Events in General Ledger," GLJEADJ Entry Event Process, page 496.

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.

Bypass Budget Checking Select this option to allow the journal to bypass budget checking.

Note. If you select Bypass Budget Checking, the Entry Event Processor does not create accounting lines for the journal.

Override Select this option to allow the transaction to pass budget checking if there are any overrideable exceptions exist for this journal, like the amount of the transaction exceeds the budget amount.

Override User ID If you selected the Override option and you override the budget for a transaction, the system updates this field with your user ID.

Override Date 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 Create Journal Entries - 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 26, "Using Entry Events in General Ledger," page 493.

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.

   See Chapter 26, "Using Entry Events in General Ledger," page 493.

4. Select Process: *Budget Check* if you only need to execute the Budget Check process.

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 Checking processes, you must rerun the Journal Edit and Budget Check processes again to reflect the correct information on the budget.

5. 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.
6. 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 98

Chapter 10, "Processing Journals," Requesting Journal Edits, page 186

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Understanding PeopleSoft Commitment Control"

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 26, "Using Entry Events in General Ledger," page 493.

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

Page Name	Object Name	Navigation	Usage
Create Journal Entries - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines tab	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.
Create Journal Entries - Errors	JOURNAL_ENTRY_E_IC	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Errors tab, 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 toCommitment 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.
Line Exceptions	KK_XCP_LN_GL1	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.
- *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 Enterprise Commitment Control 8.9 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:

1. Access the Journal Entry - Lines page.
2. Click Budget Status to open the GL Journal Budget 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 Enterprise Commitment Control 8.9 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options"

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions

Viewing Journal Header Budget Exceptions

Access the GL Journal Exceptions 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 Enterprise Commitment Control 8.9 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 is 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 Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 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 Enterprise Commitment Control 8.9 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budgets with Exceptions.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Commitment Control Source Transaction Types"

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options," Understanding Basic Commitment Control Setup

Viewing Journal Line Budget Exceptions

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 Enterprise Commitment Control 8.9 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 in PeopleSoft Workflow.

Understanding the Journal Entry Approval Process

In General Ledger, an *approved* journal is one that is marked to post. You can enable specific users to mark a journal to post by granting them access to certain pages in Operator Security or by approving journals through PeopleSoft Workflow using the Virtual Approver. Business process maps are useful tools to for defining the workflow process.

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

Enterprise 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 workflow:

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.

Journal Entry Approval Workflow Definition Setup

The business process delivered in the sample data contains the activity APPROVE_DENY_JOURNAL, which comprises four events:

Event Name	Map Label	Description
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.
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 clear the Mark Journal(s) to Post check box on the User Preferences - General Ledger page. 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.

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 Process Request field on the Journal - Header page.

Approval Action	Process Status
Approve	*Approved* (marked to post) or *Pending Approval*
Deny	*Denied*
Recycle	*Pending Approval*

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 journal 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 Enterprise Application Fundamentals 8.9 PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Specifying Approval Options for the Journal Source

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Up Ledgers,” Defining Journal Approval Options for a Ledger

Chapter 25, “Approving Journal Entry,” Setting Up Journal Entry Approval in PeopleSoft Workflow, page 486

Enterprise 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 Check Active check box is cleared when you receive the approval rule in the sample data.

See Also

Enterprise 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.
- Modifying the rule set definition properties for a workflow item.
- Defining the rules for a journal entry approval workflow item.
- Setting up the events for a journal entry approval workflow item.

See Also

Enterprise PeopleTools PeopleBook: Workflow Technology, "Defining Approval Processes"

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer, "Using PeopleSoft Application Designer"

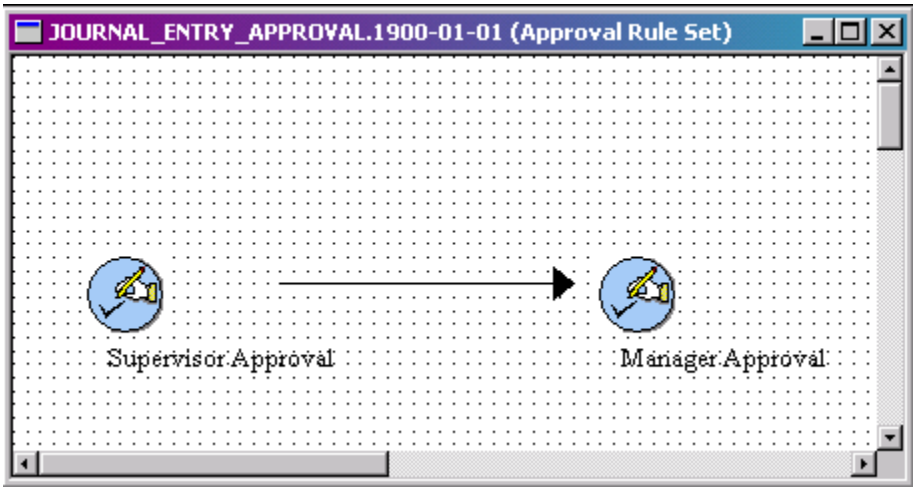
Pages Used to Set Up Journal Entry Approval in PeopleSoft Workflow

Page Name	Object Name	Navigation	Usage
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. See *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer, Using PeopleSoft Application Designer, Starting PeopleSoft Application Designer*
JOURNAL ENTRY APPROVAL	NA	Enter JOURNAL ENTRY APPROVAL 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 APPROVAL (Approval Rule Set) page displays.
Approval Rule	N/A	Right-click in the JOURNAL ENTRY APPROVAL 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 Virtual Approver.
Approval Rule Set Definition	NA	Click one of the icons (Supervisor Approval, Manager Approval) in the JOURNAL ENTRY APPROVAL page, and select Item Properties.	Accesses the Approval Rule Set Definition.
Approval Rule Set Definition - Definition	NA	Access the rule step Definition by clicking one of the icons in the approval rule set 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.

Page Name	Object Name	Navigation	Usage
Approval Rule Set - Rules	NA	Click the Rules tab on the Approval Rule Set 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 Set - Events	NA	Click the Events tab on the Approval Rule Set 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.

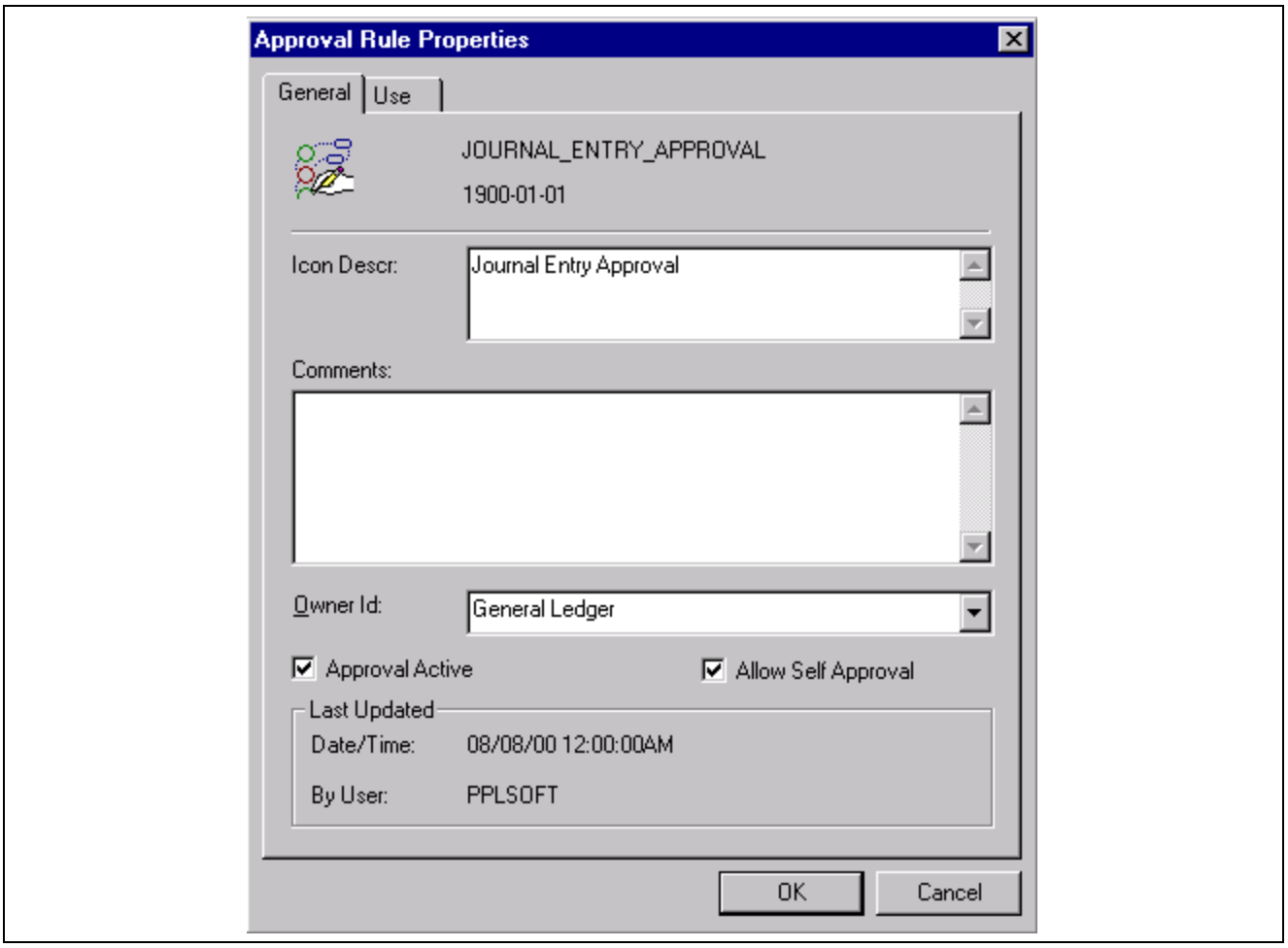


JOURNAL_ENTRY_APPROVAL.1900–01–01 approval rule set

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 set definitions.

Modifying the Workflow Approval Rule Properties

Access the properties for the approval rule by right-clicking in the approval rule set window and selecting Definition Properties.

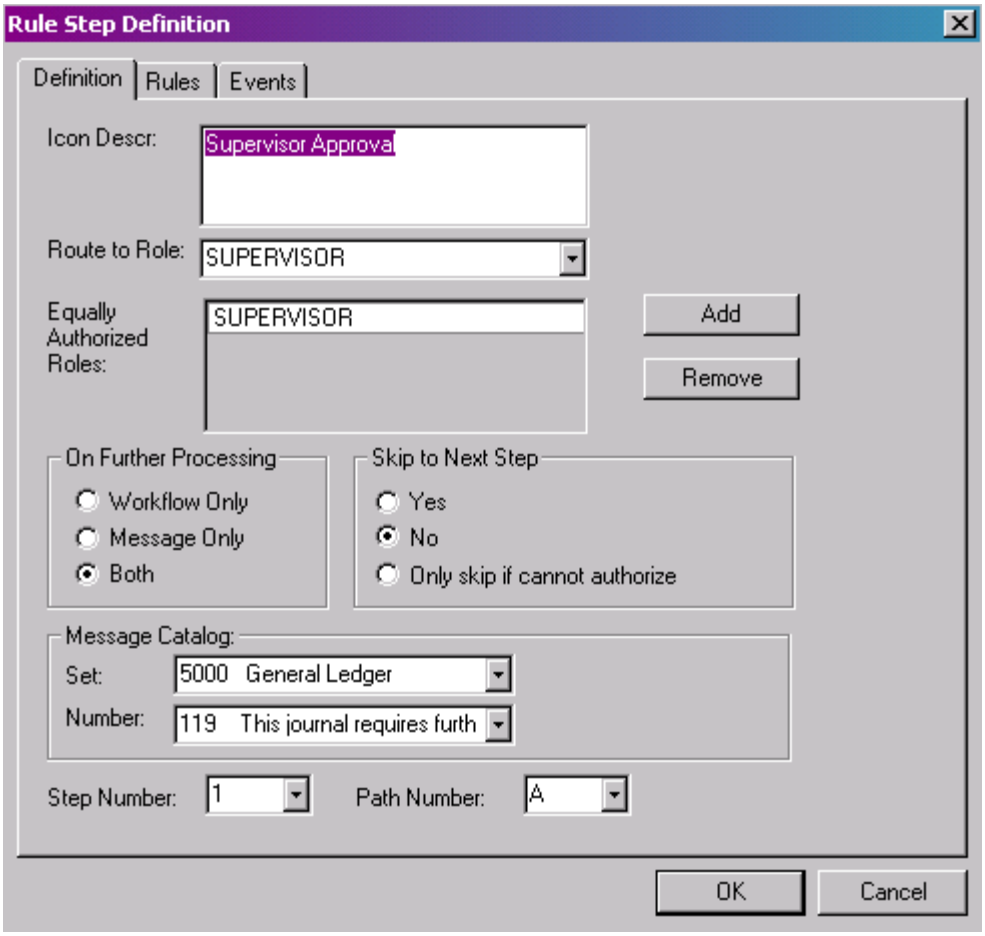


Approval Rule Properties page

Approval Active Select this check box to activate the journal entry approval process using workflow.

Modifying the Rule Set Definition Properties for a Workflow Item

Access the rule step definition by clicking one of the icons in the approval rule set and selecting Item Properties.



Rule Step Definition page

Icon Descr (icon description) Modify the workflow icon description.

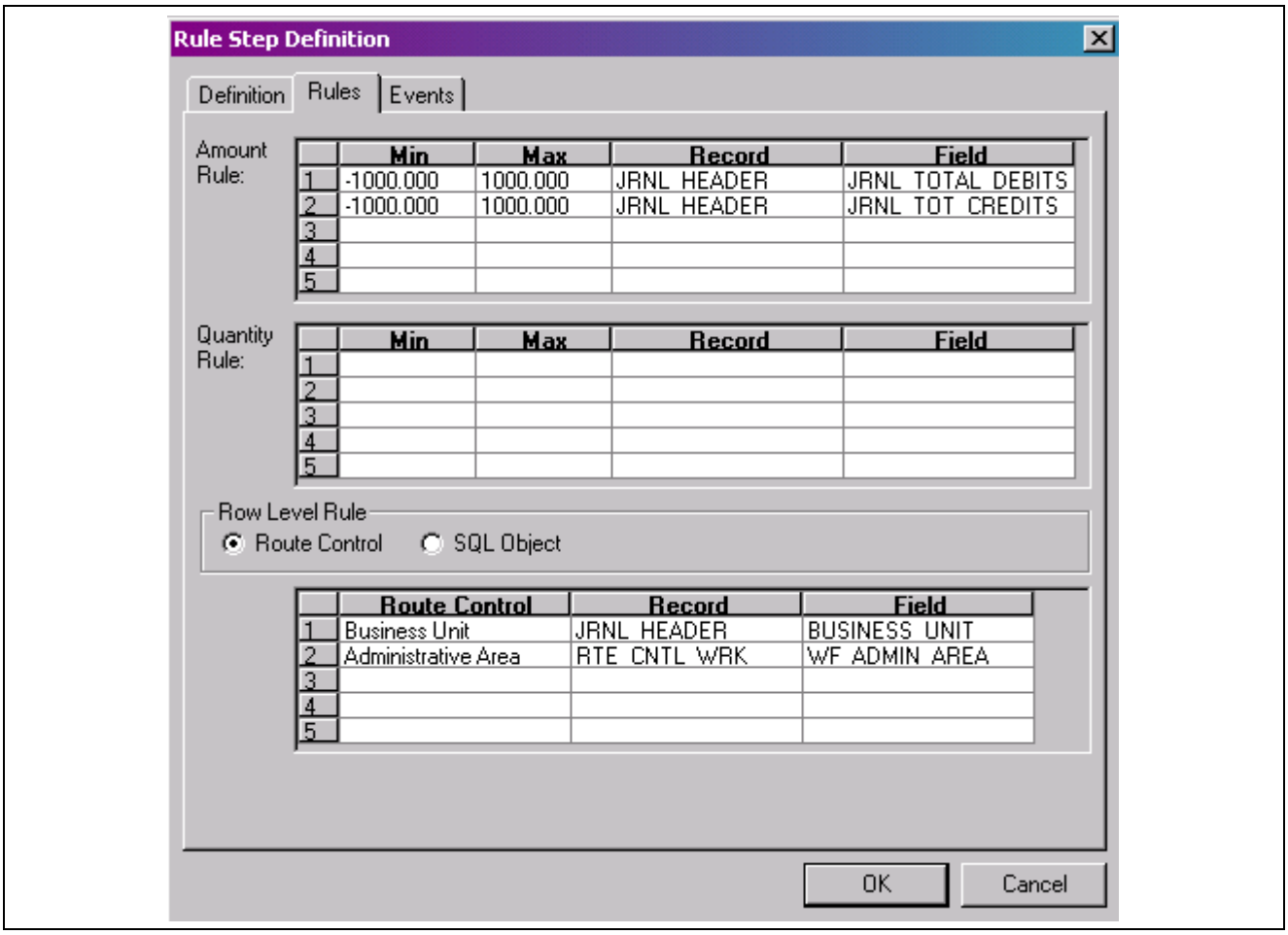
Route to Role Select a different role to apply to the icon.

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 *Enterprise 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 - 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.

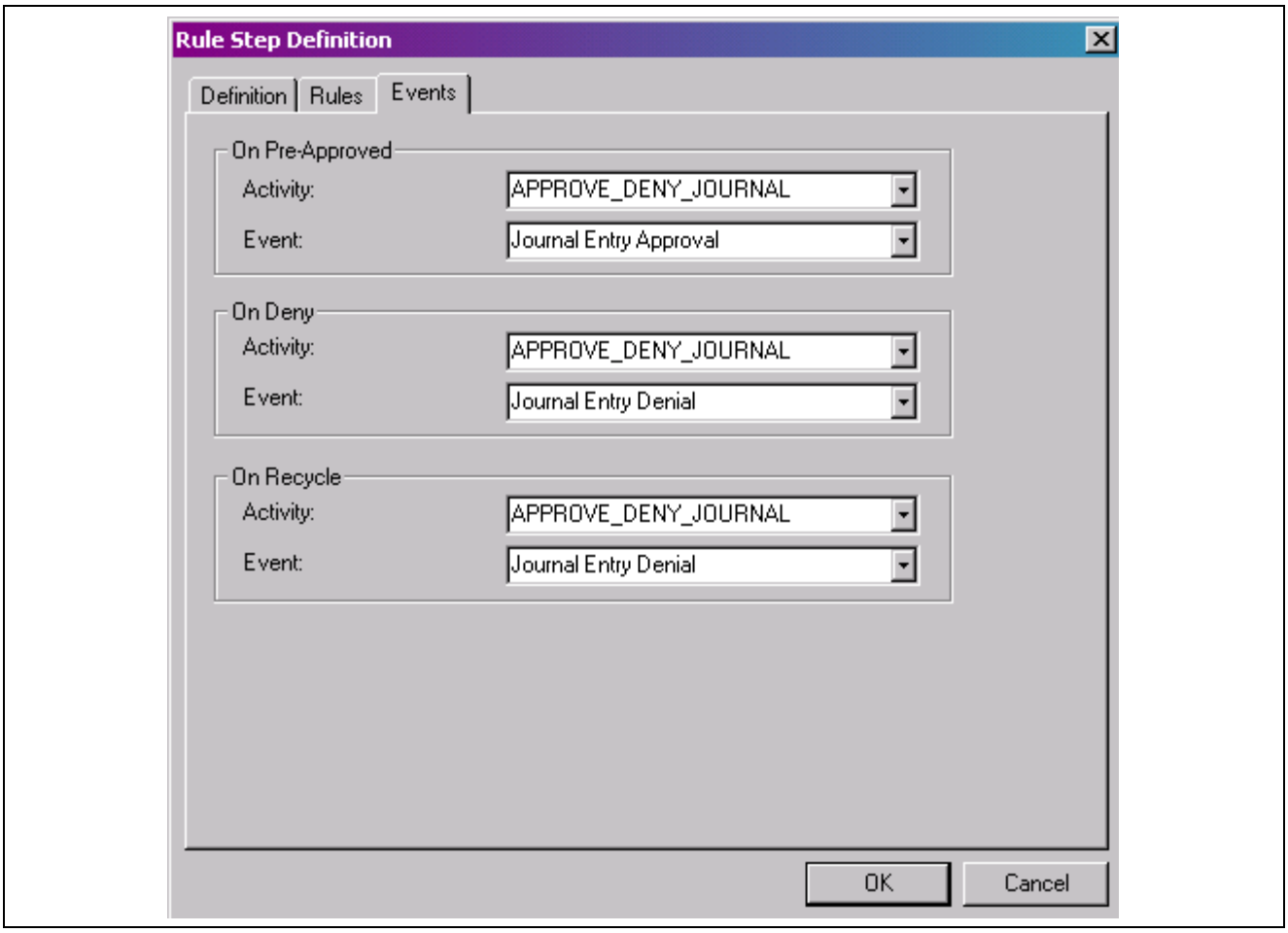
Row-level Rule Select the appropriate radio button if the row-level activity is based on route control or a SQL object.

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 - Events tab

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

Using Entry Events in General Ledger

This chapter provides an overview of entry events in 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 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 Enterprise Application Fundamentals 8.9 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 Enterprise Application Fundamentals 8.9 PeopleBook, “Using Entry Events,” Setting Up Entry Events

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Enabling Entry Events at the Installation Level

PeopleSoft Enterprise Application Fundamentals 8.9 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 Enterprise Commitment Control 8.9 PeopleBook, "Entering and Posting Commitment Control Budget Journals"

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Closing and Withdrawing Commitment Control Budgets"

PeopleSoft Enterprise Application Fundamentals 8.9 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 Enterprise Application Fundamentals 8.9 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 290

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 intra/interunit 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 225

PeopleSoft Enterprise Application Fundamentals 8.9 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 Enterprise Application Fundamentals 8.9 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 (SJEs), page 134

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 Enterprise Application Fundamentals 8.9 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 146

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 159

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 141

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Using Entry Events"

Pages Used to Create and Process Journal Entries with Entry Events

Page Name	Object 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.
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 469.
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, *JRNL1*) 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 26, "Using Entry Events in General Ledger," Correcting Entry Event Journal Errors, page 504.

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.

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 26, "Using Entry Events in General Ledger," Correcting Entry Event Journal Errors, page 504.

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.

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.

See Also

Chapter 10, "Processing Journals," Correcting Journal Errors, page 196

Chapter 10, "Processing Journals," page 175

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Common Journal Definitions

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Up Ledgers," Linking Ledgers to a Ledger Group

Chapter 21, "Reviewing Financial Information," Reviewing Entry Event Accounting, page 437

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Using Journal Generator," Defining Journal Generator Template Defaults

Chapter 21, "Reviewing Financial Information," Reviewing Entry Event Accounting, page 437

CHAPTER 27

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 the cube.
- Build the cube.
- Analyze cube data.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Cube Manager

Understanding OLAP Cubes

When you analyze 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 Manager.

You use PeopleSoft Cube Manager to build multidimensional databases of information. PeopleSoft Cube Manager integrates with the following OLAP tools:

- Hyperion Essbase.
- Generic Star Schema.

After the General Ledger data is integrated with the third-party OLAP tool of your choice, 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, cube definitions, and general-ledger-specific run control pages. 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 roll-up, 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 or modify them.

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 the Cube

After you define the queries and trees to use with the cube, define the basic structure of the cube itself by using PeopleSoft Cube Manager.

PeopleSoft Cube Manager links the data source (a query) and the dimensions of the OLAP cube that you are creating. You use PeopleSoft Cube Manager 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 dimensions of the cube.

   Use the Dimension page and its related pages to begin building the structure of each dimension that comprises the cube. You define the sources, tree, query, (or both tree and query), 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.

   PeopleSoft delivers the following sample dimensions and you can use them as delivered or modify them as needed:

   - GL_ACCOUNT
   - GL_ACCOUNT_RS
   - DEPARTMENT_FUNC
   - PRODUCT_MFG
   - PERIOD

2. Create a cube definition that defines the basic structure of the cube.

   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 definitions are platform independent and can be reused.

   PeopleSoft delivers the following sample cube definitions. You can use them as delivered or modify them as needed:

   - LEDGER_DETAIL
   - LEDGER_VARIANCE

3. Create a cube instance definition.

   A cube instance is the output of PeopleSoft Cube Manager. It is a physical cube that is built by the Cube Builder process in Essbase, or generic star schema OLAP. The definition of a cube instance creates the link between the platform-independent definition of the cube and the actual physical storage mechanism of the cube. This step tells PeopleSoft Cube Manager where to create the cube that you have defined.

   PeopleSoft delivers the following sample cube instances. You can use them as delivered or modify them as needed:

   - LEDGER_DET_EB
   - LEDGER_DET_PP
   - LEDGER_VAR_01

Building the Cube

This section provides an overview of cube building and discusses how to build a ledger cube.

Understanding Cube Building

To build a cube, you have a choice of two pages, which run a background process that extracts hierarchies and data from General Ledger:

- The Build Cube Request page in Cube Manager (described in the *Enterprise PeopleTools PeopleBook*).
- The Build Ledger Cubes Request page in General Ledger.

  To build the cube from the request page, use the Build Ledger Cubes component (RUN_GL_OLAP_LED).

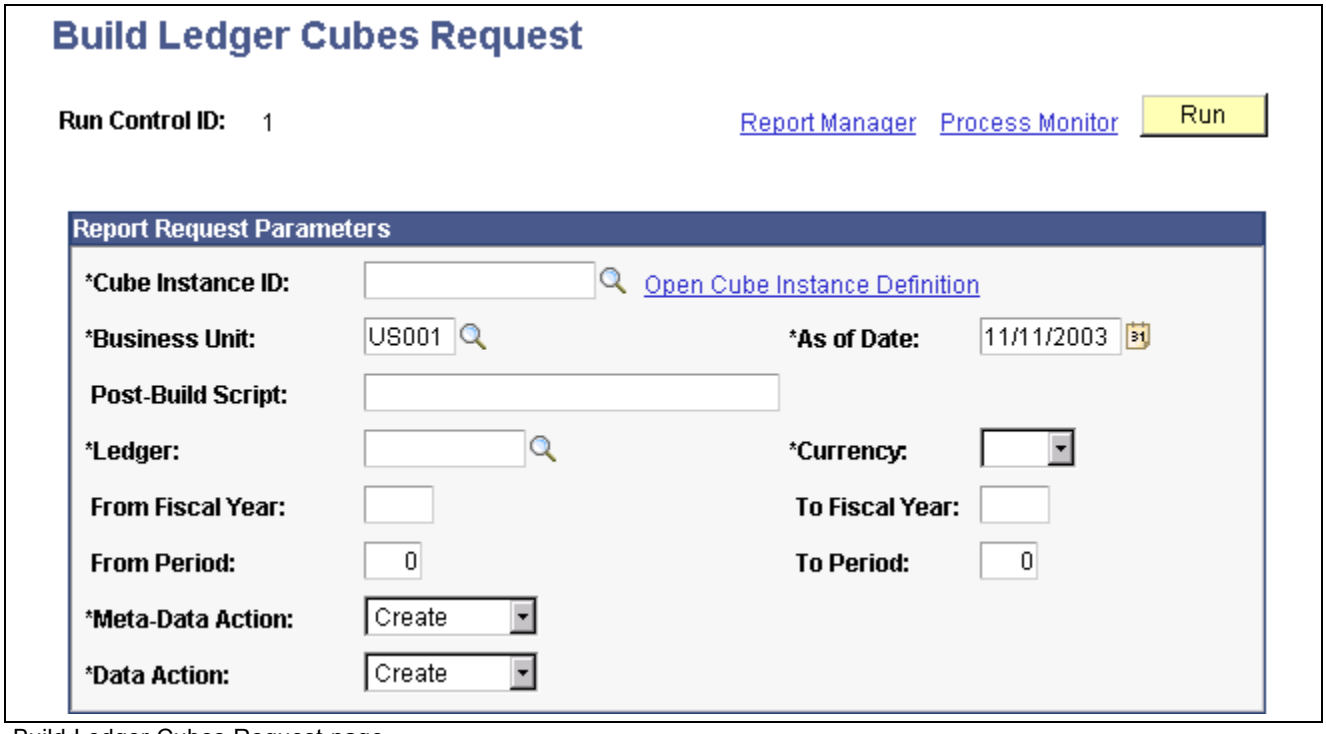
The Build Ledgers Cubes Request page runs the background process that creates ledger cubes. You can also use this page as a template for creating a specialized request page for a different type of cube.

Page Used to Build a General Ledger Cube

Page Name	Object Name	Navigation	Usage
Build Ledger Cubes Request	GL_OLAP_LED_REQ	General Ledger, General Reports, Build Ledger Cubes, Build Ledger Cubes Request	Build an OLAP cube that displays ledger information or create a template for building other cubes.

Building a Ledger Cube

Access the Build Ledger Cubes Request page.



Build Ledger Cubes Request page

Cube Instance ID Select the cube template to build the cube.

Post-Build Script If you use Essbase, OLAP Services, or PS/ROLAP, use this field to indicate the script that you want to run on the cube after the system builds and populates it.

Ledger	Select the ledger for which you are building this cube.
From Fiscal Year and **To Fiscal Year**	Enter the beginning and ending fiscal years for this cube.
From Period and **To Period**	Enter the beginning and ending period for this cube.
Meta-Data Action	Select the period over which an accumulator collects and accumulates amounts. Values are: *Create:* Create the cube. If a cube already exists, then PeopleSoft Cube Manager recreates it, overwriting any dimensions and data that previously existed. *None:* Do not change the structure of the cube or its individual dimensions. (Use to update data only.) *Update:* Update the structure of the cube according to the met-data update action. This field value is linked to the Meta-Data Action field on the Essbase Cube Instance Definition page.
Data Action	Select the action that takes place when updating the cube. Values are: *Create:* Completely reload the data and overwrite any existing data. *None:* Not applicable in General Ledger. *Update:* Update the existing data. For Essbase, this option is linked to the data load action that is on the Essbase Cube Instance Definition page.

Analyzing Cube Data

You can use a third-party OLAP tool, depending on the template that you use, to view the cube from the various dimensions that you defined. You can look at the data in numerical or graphical format.

You can pivot, reposition, and manipulate the data and create graphs and charts.

CHAPTER 28

Setting Up and Generating Federal Government Reports

This chapter provides an overview of federal government and statutory reporting 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.
- 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 PSnVision for statutory reporting.

Understanding Federal Government and Statutory Reporting

This section discusses:

- PeopleSoft federal government reporting.
- 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 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.

- 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 a federal agency's data and the U.S. Treasury's data.

- SF224 — Statement of Cash Transactions report

  This is a monthly report that is sent to the U.S. Treasury that 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 report and may be used internally for reconciliation purposes.

- 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. PeopleSoft provides a template that enables government to design PSnVision 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. PeopleSoft provides a template that enables government to design PSnVision reports that adhere to the guidelines for these reports. This report is available in hard copy.

- Federal Agency Financial Statements

  Federal agencies must submit these financial statements to congress and the OMB. PeopleSoft designed templates to work with PSnVision that 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 compromise 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 United States 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 is an nVision template that can be modified for your agency's requirements.

  See Chapter 28, "Setting Up and Generating Federal Government Reports," Configuring the FUND_STATUS PS/nVision Report, page 601.

- 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 prior to 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.

Note. Navigation paths, descriptions, and examples of most of these reports are in General Ledger Appendix A: Reports.

See Also

Appendix D, "General Ledger Reports," page 615

PeopleSoft Statutory Reporting

The Government Accounting Standards Board (GASB) 34 /35 requires state and local governments and public colleges and universities to submit basic financial statements. PeopleSoft provides a template that enables local and state governments and public colleges and universities to design PSnVision reports that adhere to the GASB 34/35 guidelines.

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 Federal or Non Federal Partner & Transfer Agency.

Note. Setup of Miscellaneous ChartFields applies to both FACTS I and FACTS II.

See Also

Chapter 20, "Using XBRL to Produce Balance Sheets and Income Statements," page 407

Enterprise PeopleTools PeopleBooks: 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 the 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 US 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 28, "Setting Up and Generating Federal Government Reports," Setting Up FACTS I Data, page 516.

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 30–33. The tree identifies accounts that require the Exchange attribute value.

- Custodial/Account tree.

  This tree is used to perform the FACTS I validation edits 40–43. 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 20–23. 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 28, "Setting Up and Generating Federal Government Reports," Setting Up FACTS I Trees, page 521.

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 error free.
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 28, "Setting Up and Generating Federal Government Reports," Processing and Generating a FACTS I Flat File, page 537.

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Defining and Using Account Types and Attributes

Pages Used to Set Up FACTS I Data

Page Name	Object Name	Navigation	Usage
ChartField Attributes	CF_ATTRIBUTES	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attributes	Enter the ChartField attributes and attribute values that are listed on 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_CF1	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

Two account attributes and one fund code attribute are in the following table. You can use the predefined data that PeopleSoft 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 Attributes page.

See Chapter 28, "Setting Up and Generating Federal Government Reports," Setting Up FACTS I ChartField Attributes, page 519.

Field Name	ChartField Attribute Name	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EXCHANGE	Indicates whether the revenue balance that is reported is exchange revenue or non-exchange revenue.	N ***Warning!*** This field should always be N.	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.	N ***Warning!*** This field should always be N.	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).	N ***Warning!*** This field should always be N	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

Enterprise PeopleTools PeopleBooks: PeopleSoft Tree Manager, "Creating Trees"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Summarizing ChartFields Using Trees," Understanding ChartField Summarization with Trees

Specifying 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.

See Chapter 28, "Setting Up and Generating Federal Government Reports," Specifying Miscellaneous ChartFields, page 562.

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 Accts. Req Attributes (accounts requiring attributes) tree.
- Set up a FACTS I (FACTS II) Tree Group.
- Configure TablesSet Control for FACTS I processing.
- Configure TableSet Control record group data for FACTS I (FACTS II).
- Configure TableSet Control trees for FACTS I.

Pages Used to Set Up FACTS I Trees

Page Name	Object Name	Navigation	Usage
Tree Definition and Properties	PSTREEDEFN	Tree Manager, Tree Manager, Create New Tree Enter a tree name and click the Add button.	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, Create New 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 roll-up 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 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.

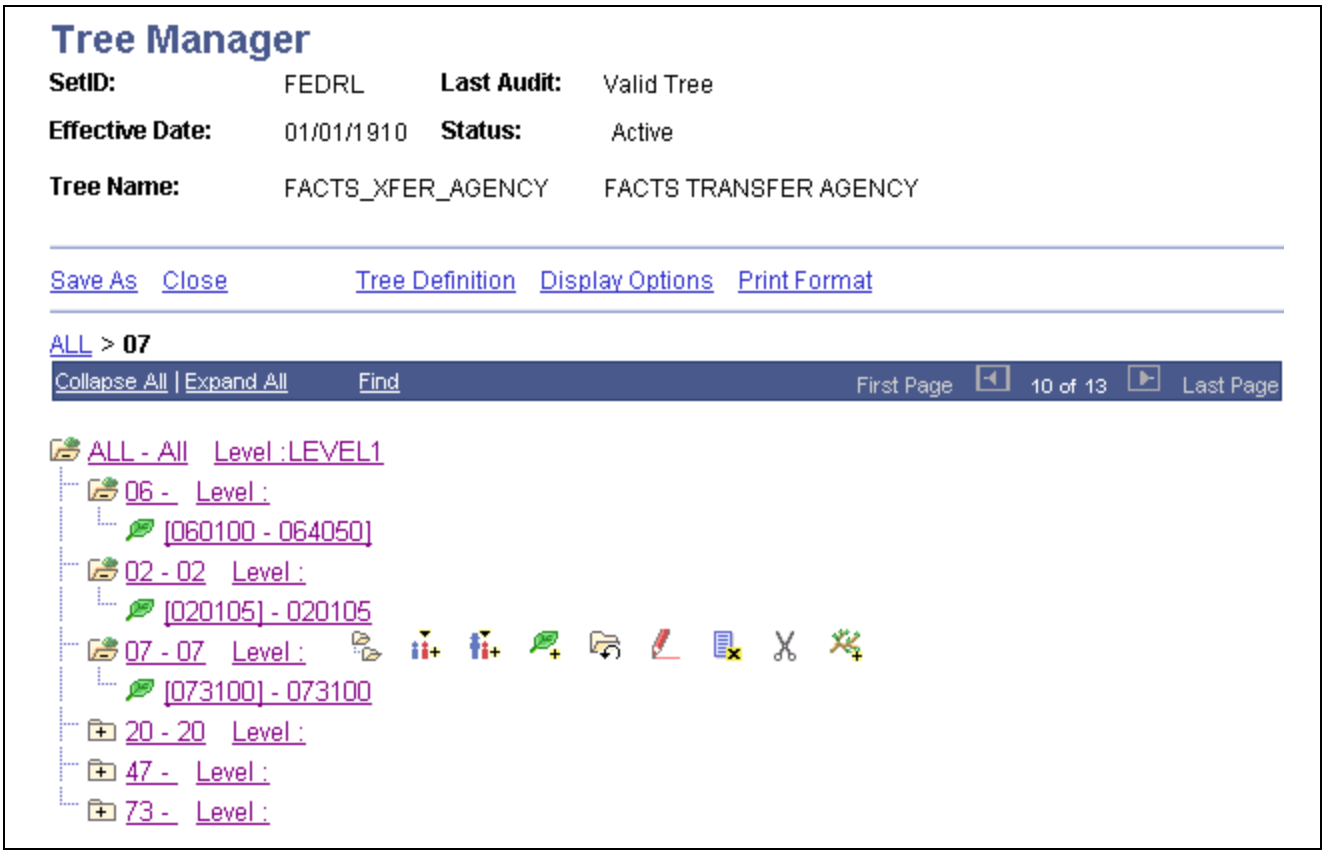
See Also

Chapter 28, “Setting Up and Generating Federal Government Reports,” Setting Up FACTS I Data, page 516

Setting Up a FACTS I (FACTS II) Transfer Agency Tree

Create the Transfer Agency tree using PeopleSoft Tree Manger based on this example.

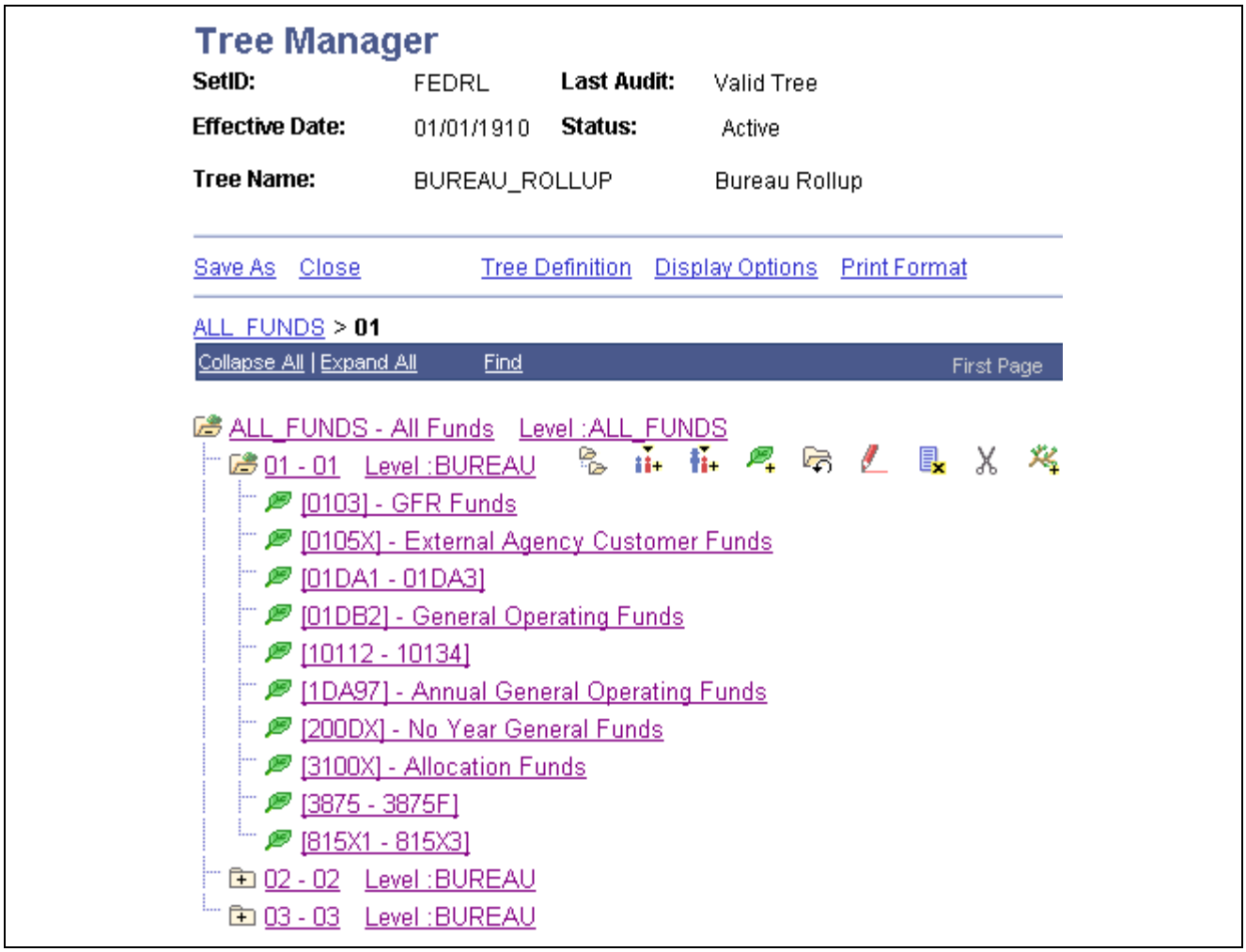
This tree contains nodes for each of the transfer agencies and is used by both FACTS I and FACTS II. If you have decided to use the same ChartField for both Transfer Agency and Transfer Account, then the values in your ledger for that ChartField will represent both Transfer Agency and Transfer Account at the same time. The tree will allow the program to translate the ledger’s combination Transfer Agency/Account value to the Transfer Agency value that is required by US Treasury.



FACTS Transfer Agency Tree

Setting Up a FACTS I Bureau Tree

Create a FACTS I Bureau tree for your organization in PeopleSoft Tree Manager similar to this example.



FACTS I Bureau Tree

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. This is the level that you select on the FACTS Tree Group page.

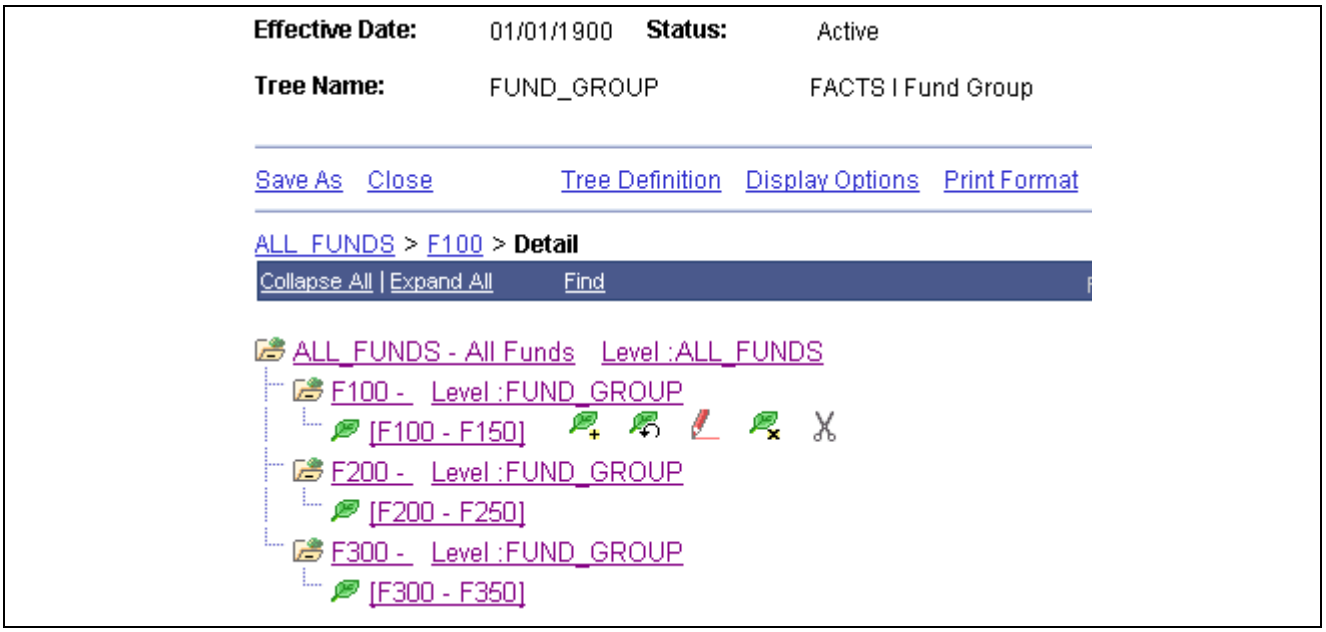
See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager,"Introduction to PeopleSoft Tree Manager"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Summarizing ChartFields Using Trees"

Setting Up a FACTS I Fund Group Tree

Set up a Fund Group tree for your organization using PeopleSoft Tree Manager similar to this example.



FACTS I Fund Group Tree

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Department Tree

Set up a Department tree for your organization using PeopleSoft Tree Manager similar to this example.



FACTS I Department Tree

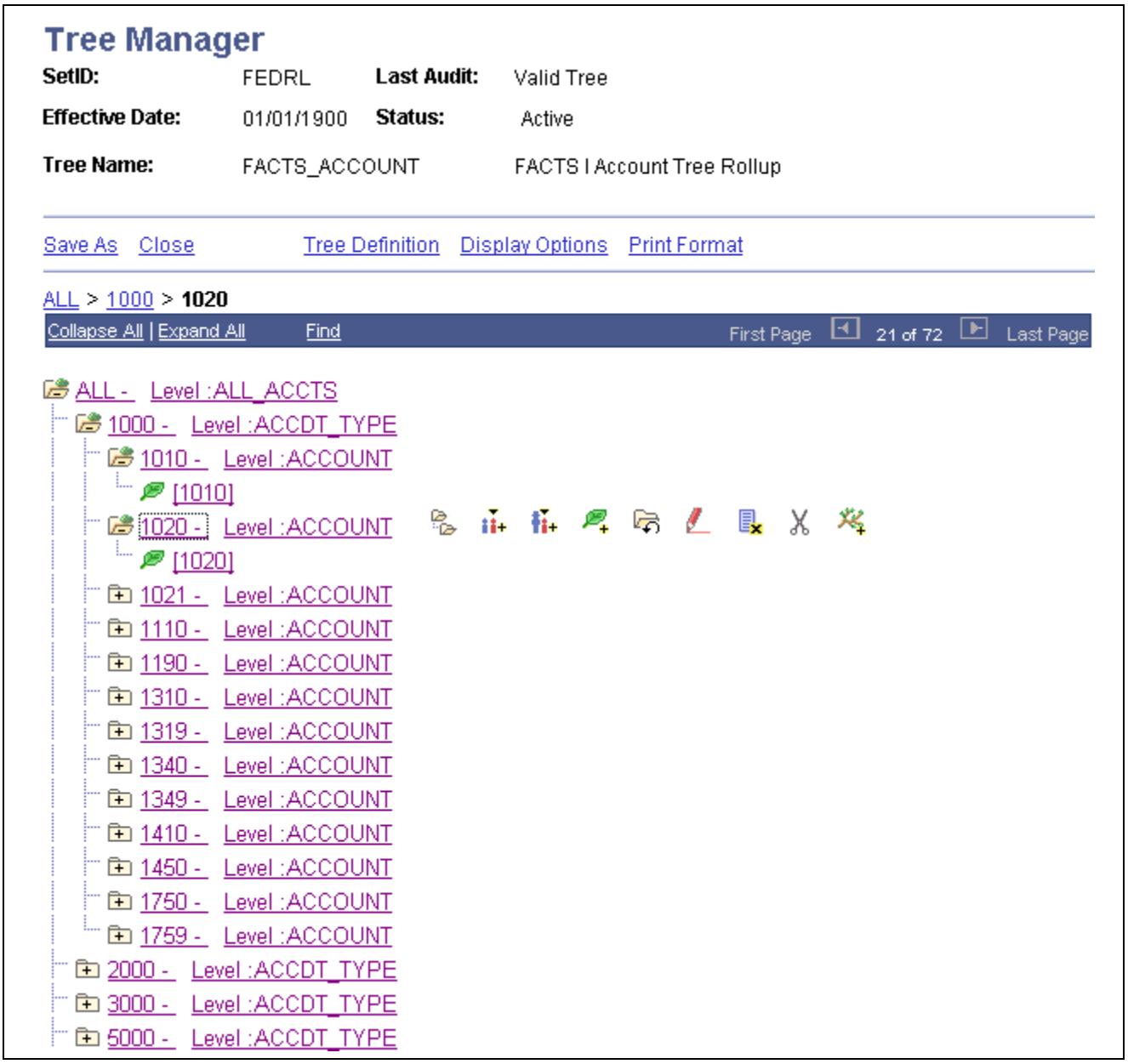
This tree consists of a hierarchy of department levels with the ledger values that roll up into them. The level that appears for this tree on the FACTS Tree Group page indicates the level that will be used for reporting.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Account Tree

Set up an Account tree for your organization using PeopleSoft Tree Manager similar to this example.



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.

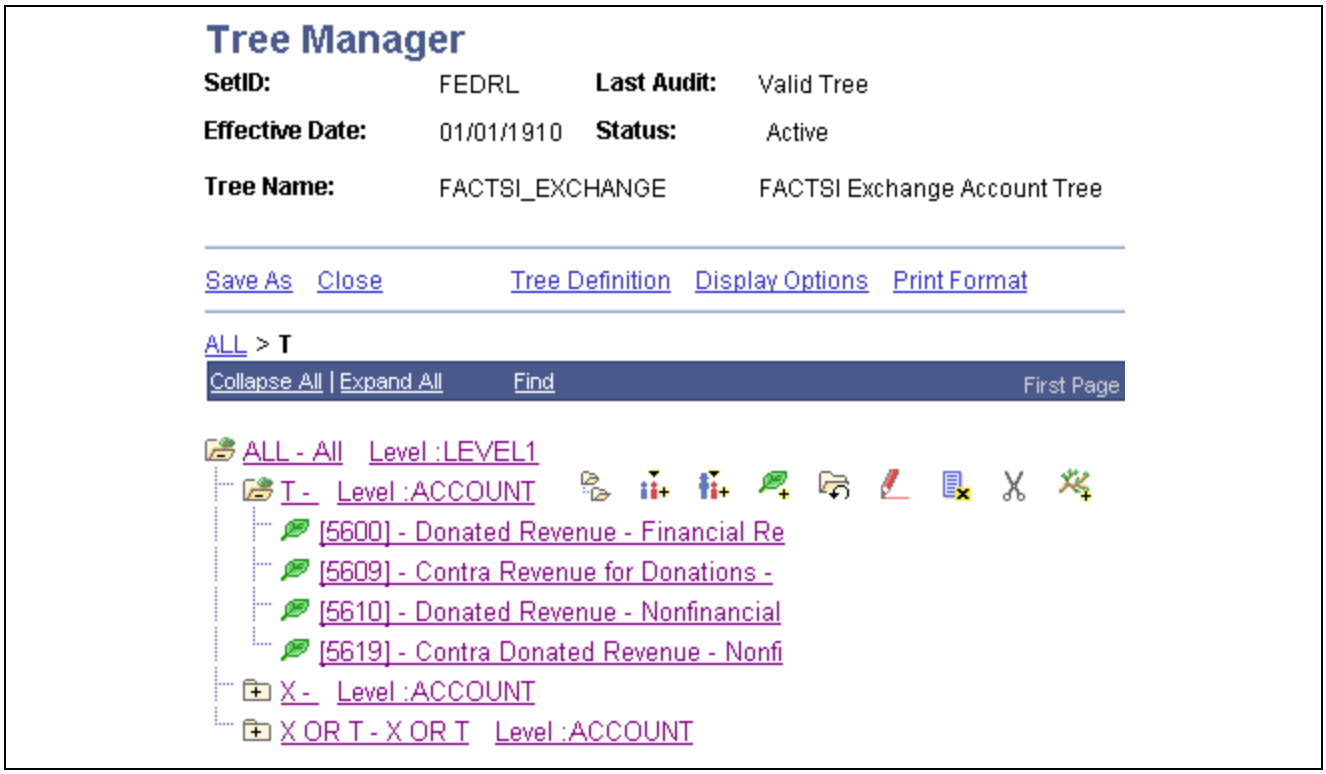
See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Exchange/ Acct Tree

Set up the Exchange/Account tree using PeopleSoft Tree Manager 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.



FACTS I Exchange Account Tree

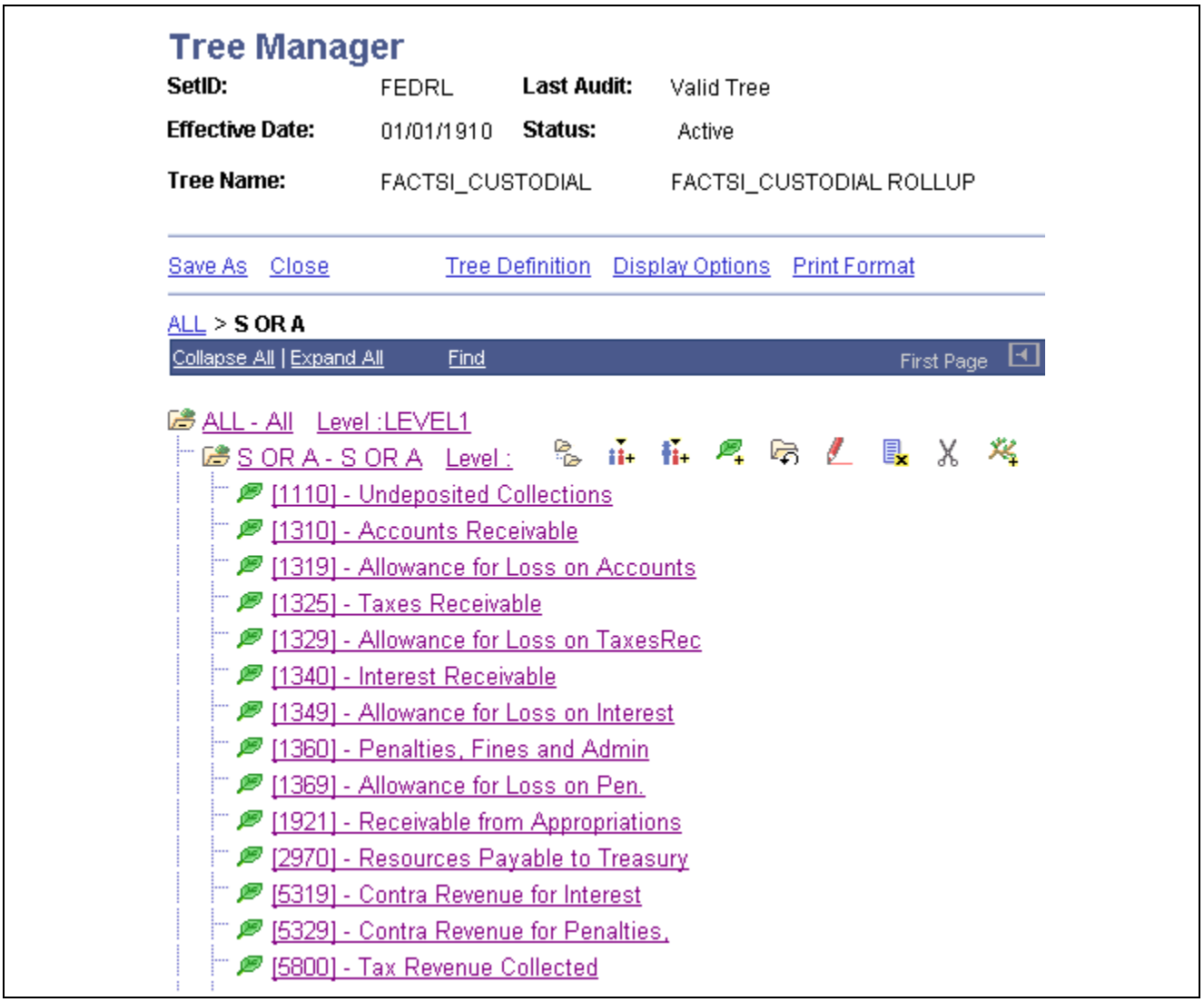
See Also

Enterprise PeopleTools PeopleBook: People Soft Tree Manager

Setting Up a FACTS I Custodial/ Acct Tree

Set up the Custodial/Acct tree using PeopleSoft Tree Manager 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.



FACTS I Custodial/Acct Tree

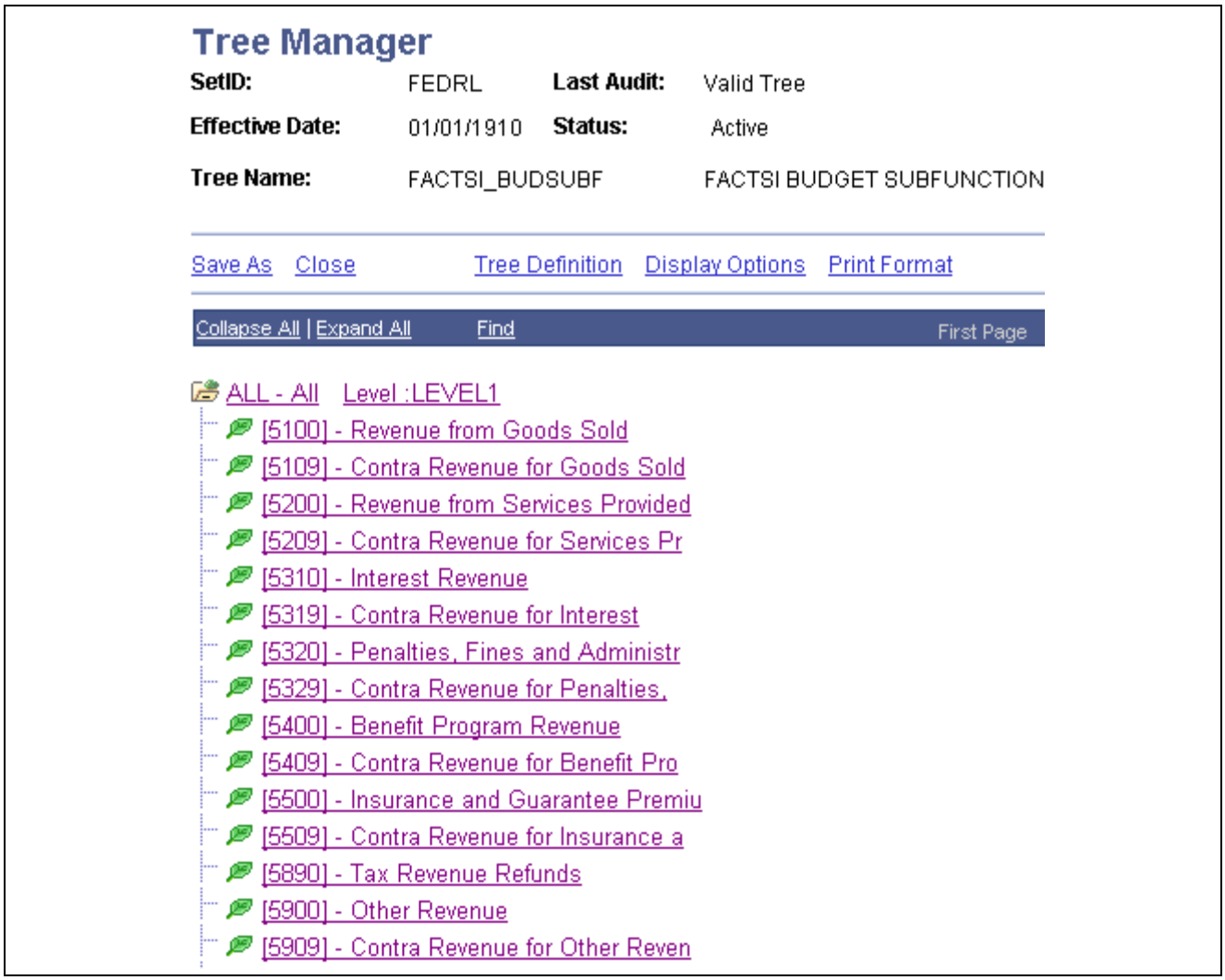
See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Budget Subfunction/ Acct Tree

Set up the Budget Subfunction tree using PeopleSoft Tree Manager 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.



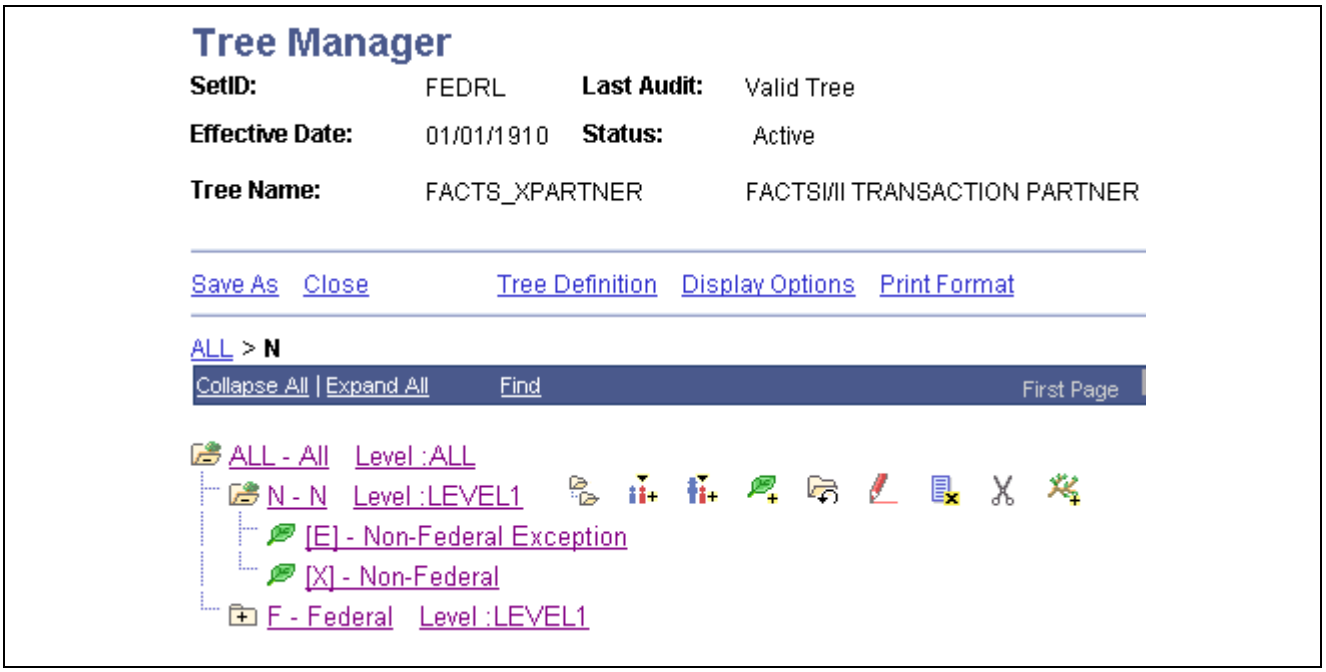
FACTS I Budget Subfunction/ Acct Tree

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I (FACTS II) Transaction Partner Tree

Set up the FACTS I Tran Partner tree using PeopleSoft Tree Manager similar to this example.



FACTS I/II Transaction Partner Tree

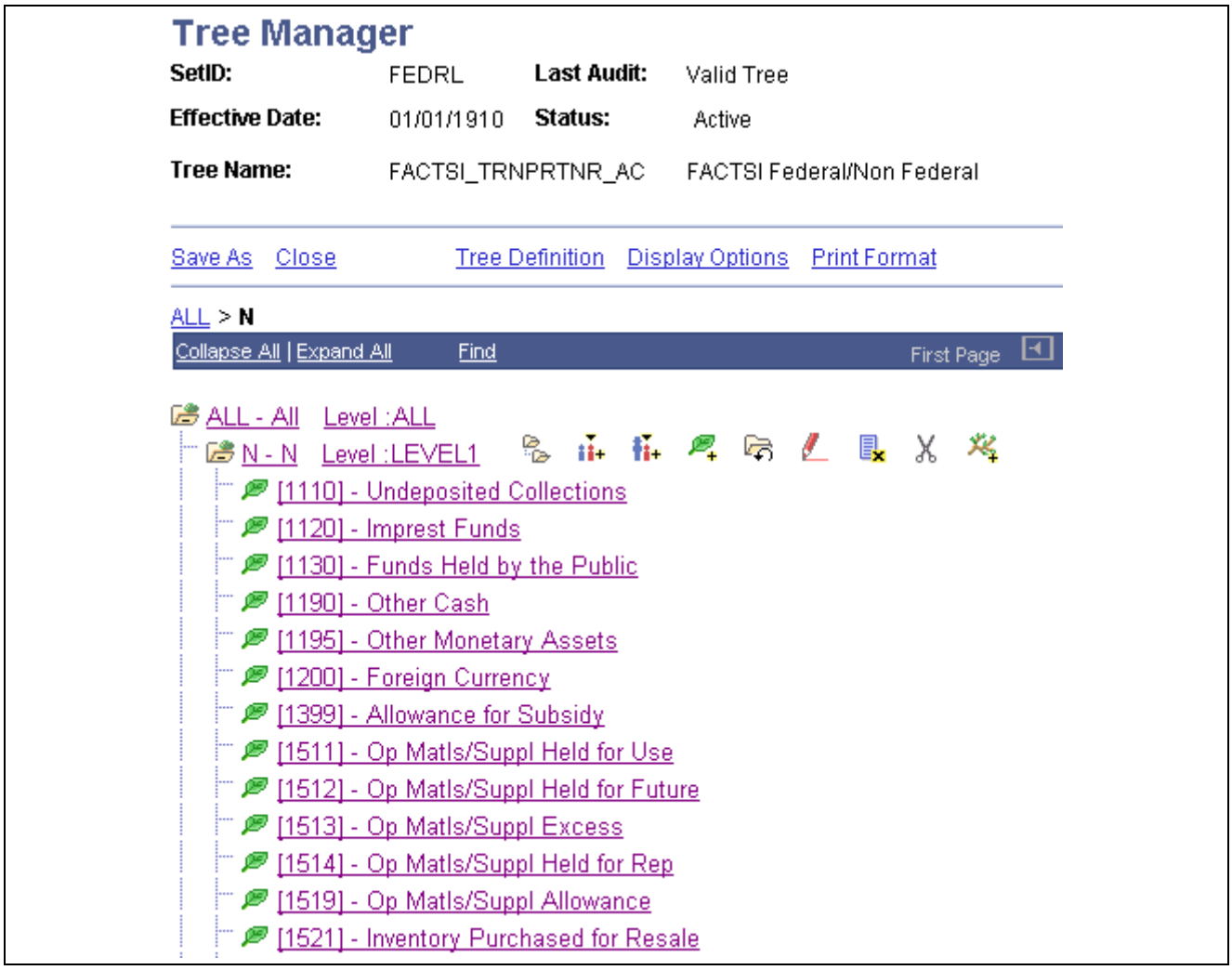
See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Transaction Partner/ AcctTree

Set up the Transaction Partner/Acct. tree using PeopleSoft Tree Manager 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.



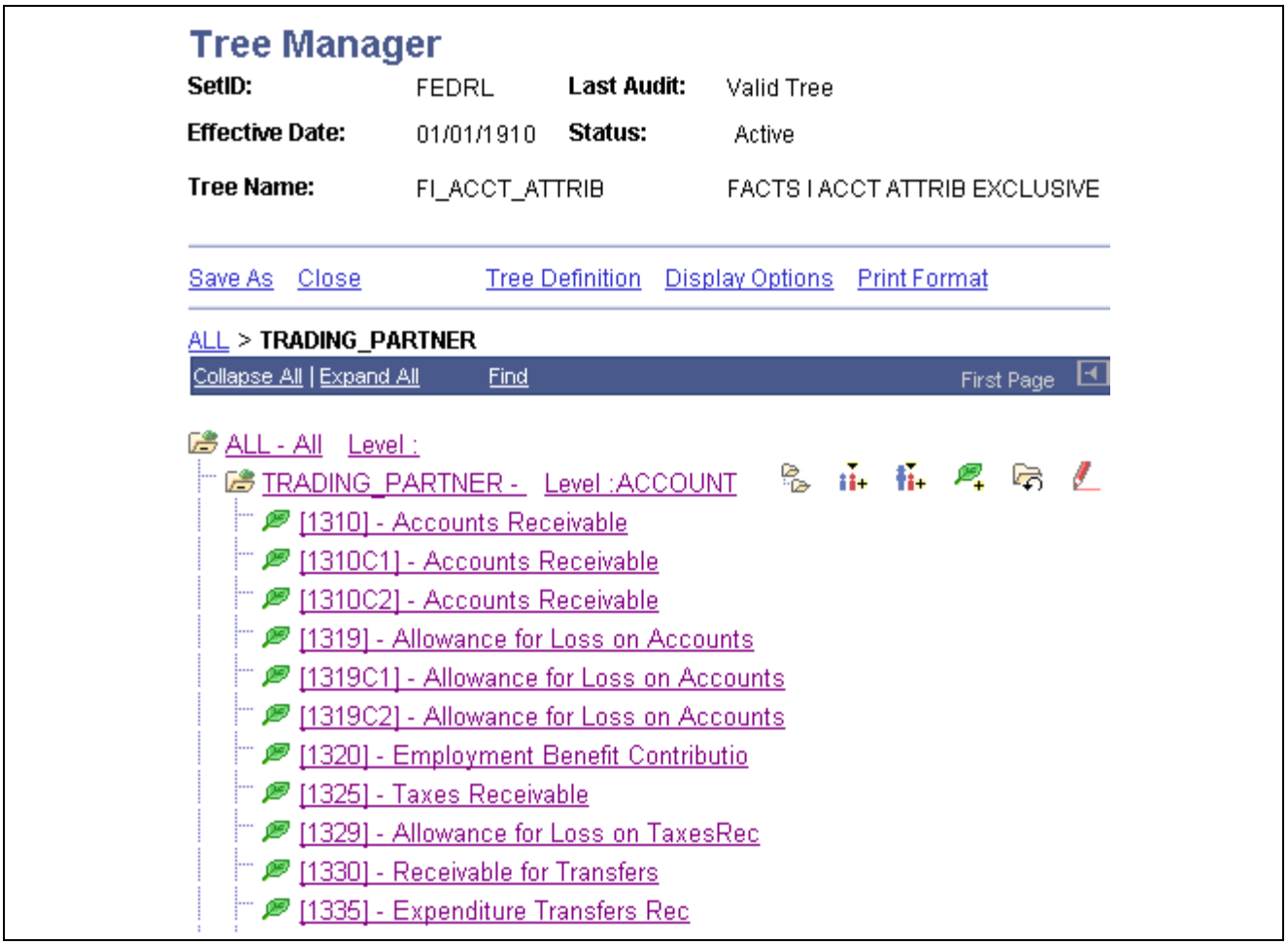
FACTS I Transaction Partner/Acct Tree

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I Accounts Requiring Attributes Tree

Set up the FACTS I Accounts Req Attributes tree using PeopleSoft Tree Manager similar to this example.



FACTS I Accts Req Attributes (accounts requiring attributes) Tree

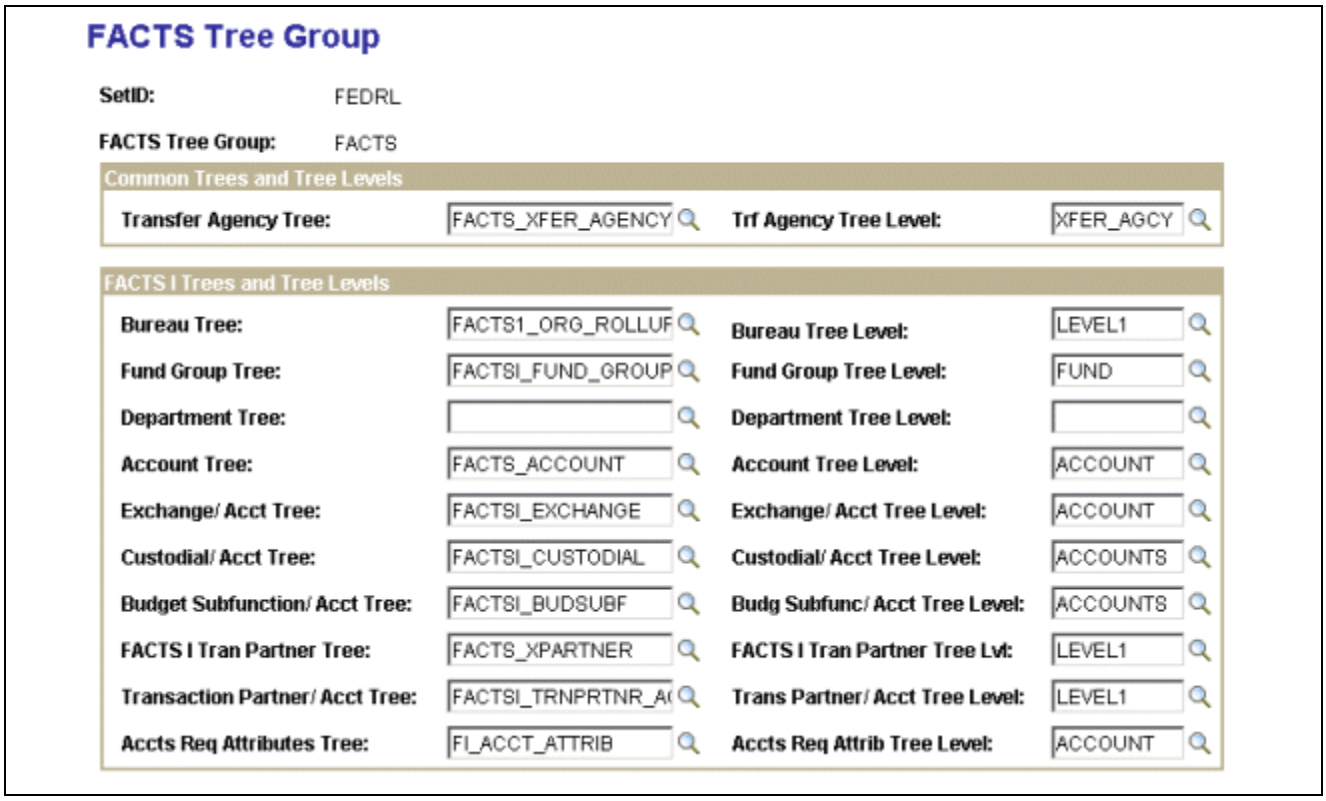
Note. The FACTS I Account Req Attributes tree differs from the FACTS II tree of the same name in that it requires only three nodes: TRADING_ PARTNER, FED_NONFED, and BUDGET_SUBFUNC. The node names must be named exactly as specified.

See Also

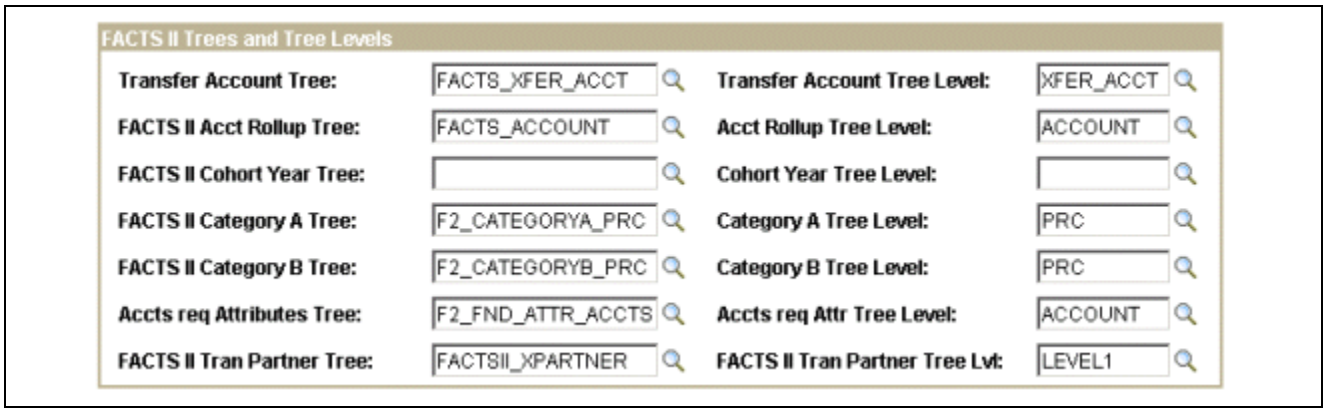
PeopeTools PeopleBook: PeopleSoft Tree Manager

Setting Up a FACTS I (FACTS II) Tree Group

Access the FACTS Tree Group page.



FACTS Tree Group page (1 of 2)



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 Control 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 you have only one business unit in your organization and you use only one setID to set up your ChartFields, trees, and tree groups, Tree Groups, then your TablesSet 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 new 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 or chart 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.

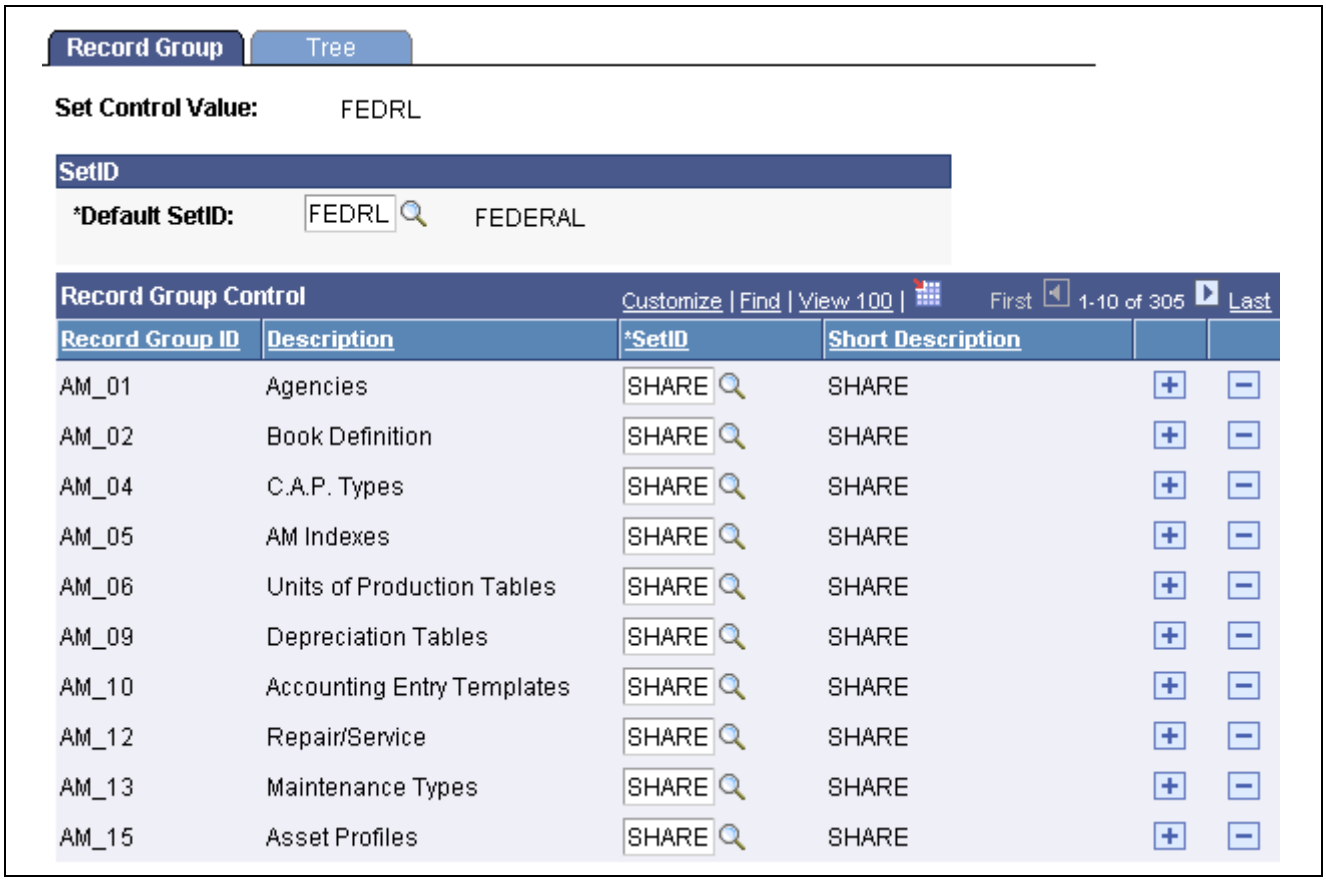
   Access the SetControl Value (FED01) in TableSet Control. The Default SetID on the TableSet Control Record Group page is the default setID that you set up for the general ledger business unit.
3. Find the GL_15 Federal Reports Record Group and select the setID (FEDRL) for GL_15 to match the setID (FEDRL) 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 step enables the Tree Group drop-down list to appear on the Accumulate FACTS I Data page so that you can select a FACTS Tree Group to process.
4. Is the Default SetID (SHARE) on the TableSet Control Record Group page the same as the setID that you used to set up your trees? YES or NO?

   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, you can 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 unit, repeat these steps.

Configuring TableSet Control Record Group Data for FACTS I

Access the Record Group page.



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 entered as your Set Control Value and that you intend to use for processing FACTS I.

Record Group ID and **Description** Find the record group ID, *GL_15 Federal Reports.* This record group contains the FACTS Tree Group table.

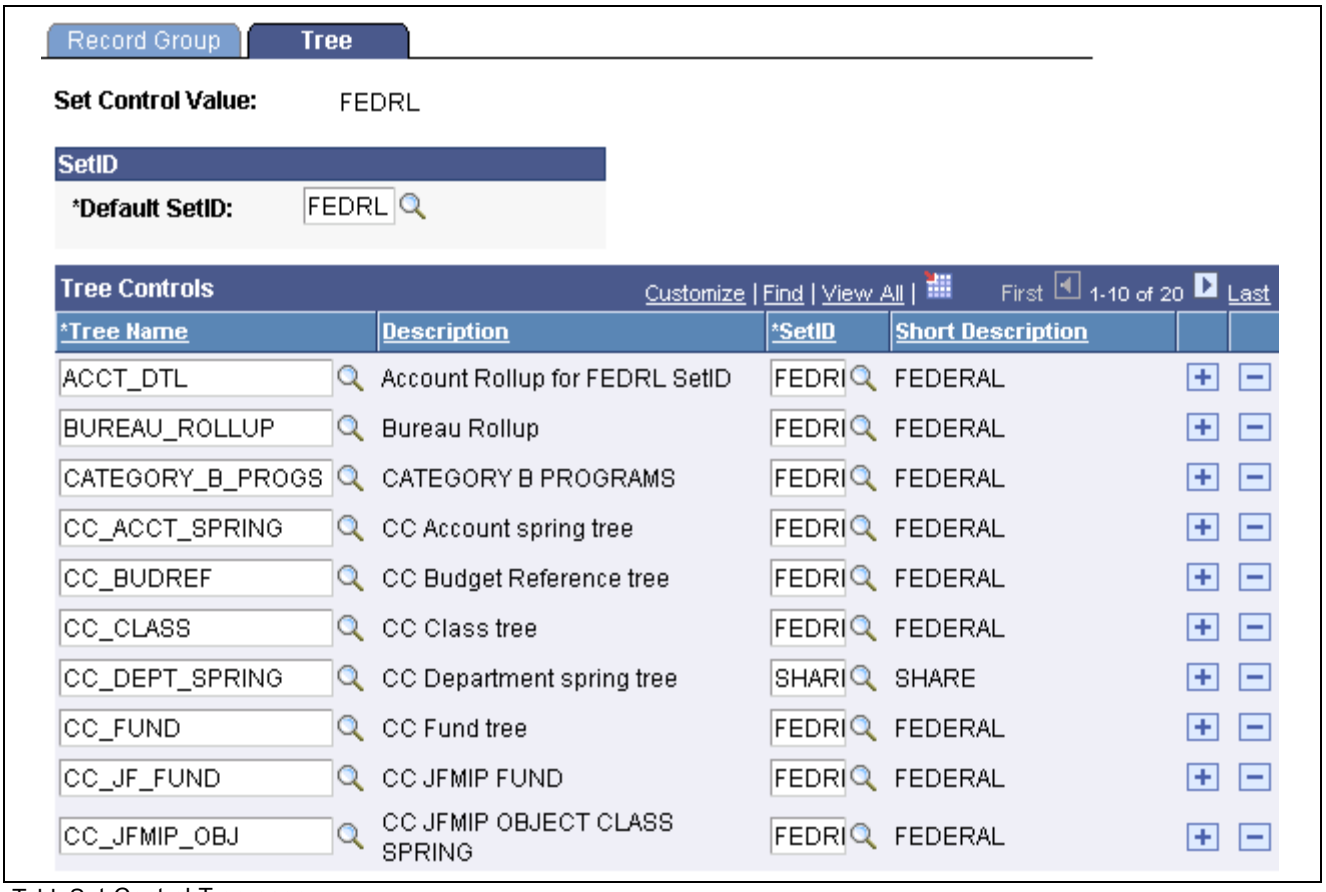
SetID Select a setID for this record group that matches the setID that you used to set up the FACTS Tree Group to use in the Accumulate FACTS I Data process.

The selected setID enables you to display a list of FACTS Tree Groups and select the Tree Group name in 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.



TableSet Control Tree page

Processing and Generating a FACTS I Flat File

This section discusses how to:

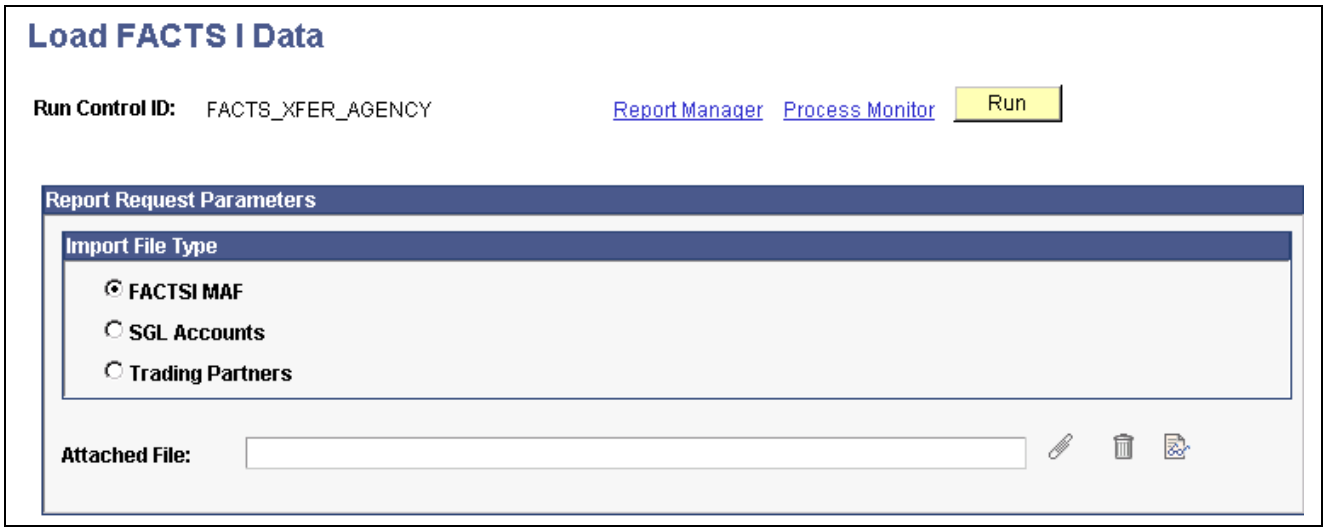
- Load MAF and FACTS I Data.
- Review FACTS I MAF data.
- Set up and generate a FACTS I flat file.

Pages Used to Process and Generate a FACTS I Flat File

Page Name	Object Name	Navigation	Usage
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 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 On-line 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:



Load FACTS I Data page

FACTS I MAF, SGL Accounts, and **Trading Partners** Select one of these options to load the FACTS I MAF, SGL Accounts, or Trading Partner data from a file sent by the US 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 US Treasury.

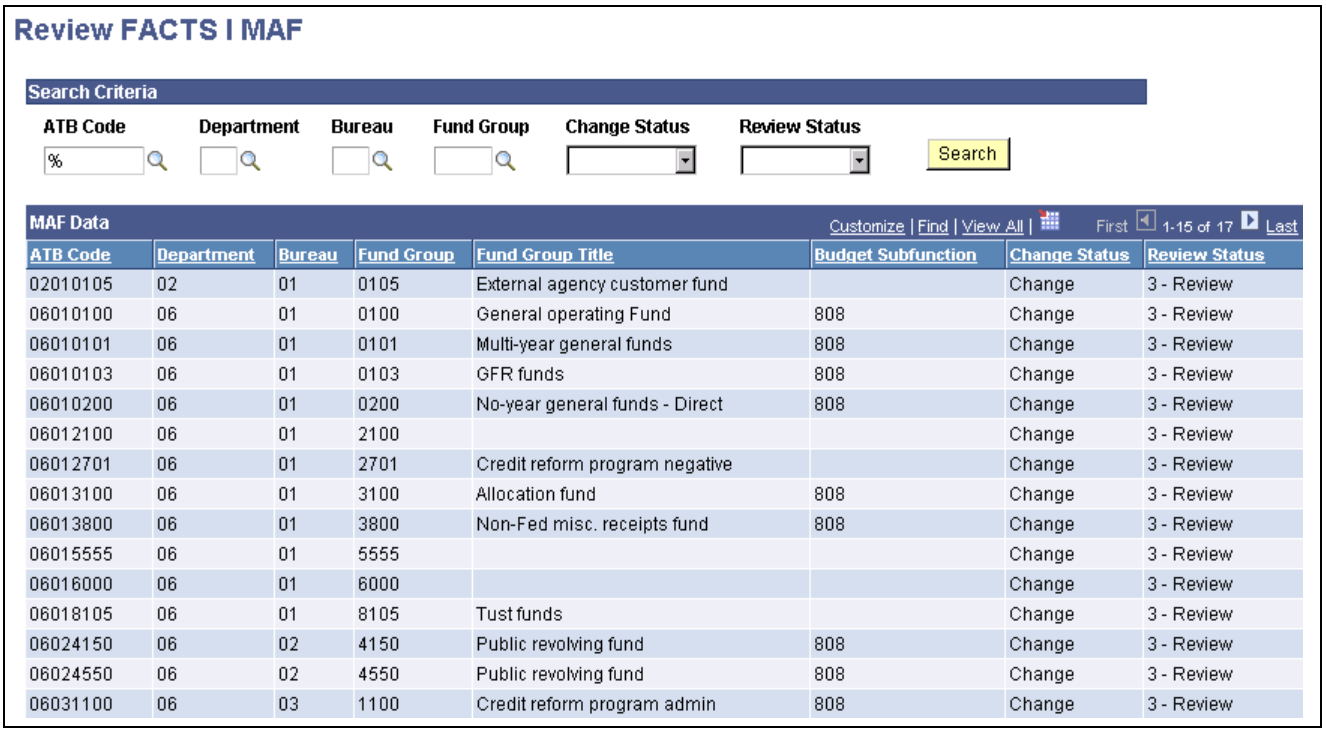
Attached File Enter the location of the selected file, for example: C:\temp\<filename>.

Run Select to access the Process Scheduler Request page and run the GL_FACTSIMAF Application Engine process.

	Click to attach the FACTS I file that you want to load.
	Click to delete the attached file in the Attached File field. This 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.

Reviewing FACTS I MAF Data

Access the Review FACTS I MAF page.



Review FACTS I MAF

Search Criteria

ATB Code: % | Department | Bureau | Fund Group | Change Status | Review Status | Search

MAF Data — Customize | Find | View All | First 1-15 of 17 Last

ATB Code	Department	Bureau	Fund Group	Fund Group Title	Budget Subfunction	Change Status	Review Status
02010105	02	01	0105	External agency customer fund		Change	3 - Review
06010100	06	01	0100	General operating Fund	808	Change	3 - Review
06010101	06	01	0101	Multi-year general funds	808	Change	3 - Review
06010103	06	01	0103	GFR funds	808	Change	3 - Review
06010200	06	01	0200	No-year general funds - Direct	808	Change	3 - Review
06012100	06	01	2100			Change	3 - Review
06012701	06	01	2701	Credit reform program negative		Change	3 - Review
06013100	06	01	3100	Allocation fund	808	Change	3 - Review
06013800	06	01	3800	Non-Fed misc. receipts fund	808	Change	3 - Review
06015555	06	01	5555			Change	3 - Review
06016000	06	01	6000			Change	3 - Review
06018105	06	01	8105	Tust funds		Change	3 - Review
06024150	06	02	4150	Public revolving fund	808	Change	3 - Review
06024550	06	02	4550	Public revolving fund	808	Change	3 - Review
06031100	06	03	1100	Credit reform program admin	808	Change	3 - Review

Review FACTS I MAF page

ATB Code Select a 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:

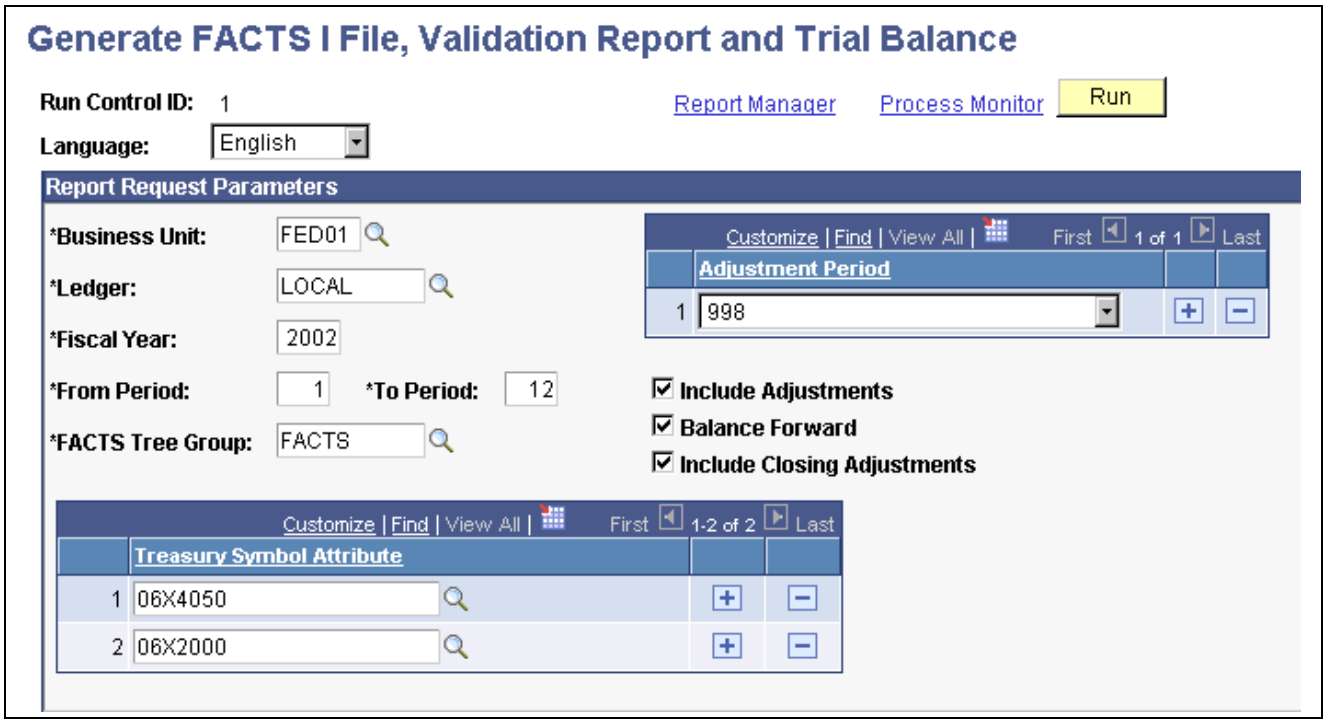
- *Disapprove*

- *In Process*
- *Review*
- *Submitted*

Search — 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.



Generate FACTS I File, Validation Report and Trial Balance page

Language — Select the language for this FACTS I report (only if the language is other than English).

Business Unit — Select the business unit.

Ledger — Select the ledger that applies to this report and is associated with this business unit.

Fiscal Year — Enter the fiscal year that applies to this FACTS I report.

From Period and **To Period** — Enter the begin and end accounting period range that applies to this FACTS I report. These fields are required.

FACTS Tree Group — Select the FACTS tree group that is associated with your FACTS I trees and tree levels.

Adjustment Period — Select the adjustment periods to include in the output file and select the Include Adjustments check box. You can add more than one row.

Include Adjustments — Select to include adjustment amounts in the output file.

Balance Forward	Select to include beginning balances in the output file.
Include Closing Adjustments	Select to include any adjustment that was made during closing in the output file.
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.
- Process the FACTS II preparer file.
- Set up ChartField attributes.
- Link ChartField attributes to Fund Code and 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 and 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.

Note. FACTS I is a separate feature that produces proprietary accounting data in the FACTS I file format for the U.S. Treasury.

See Chapter 28, "Setting Up and Generating Federal Government Reports," PeopleSoft Federal Government Reporting, page 513.

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 Program Reporting Category (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 Program Reporting Category codes (PRCs).
9. Review the MAF data containing Treasury Symbols.
10. Set up the Treasury Symbol cross-reference data.
11. Review and maintain the Program Reporting Category 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 two-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.

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.

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 Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields"

Pages Used to Set Up FACTS II Data

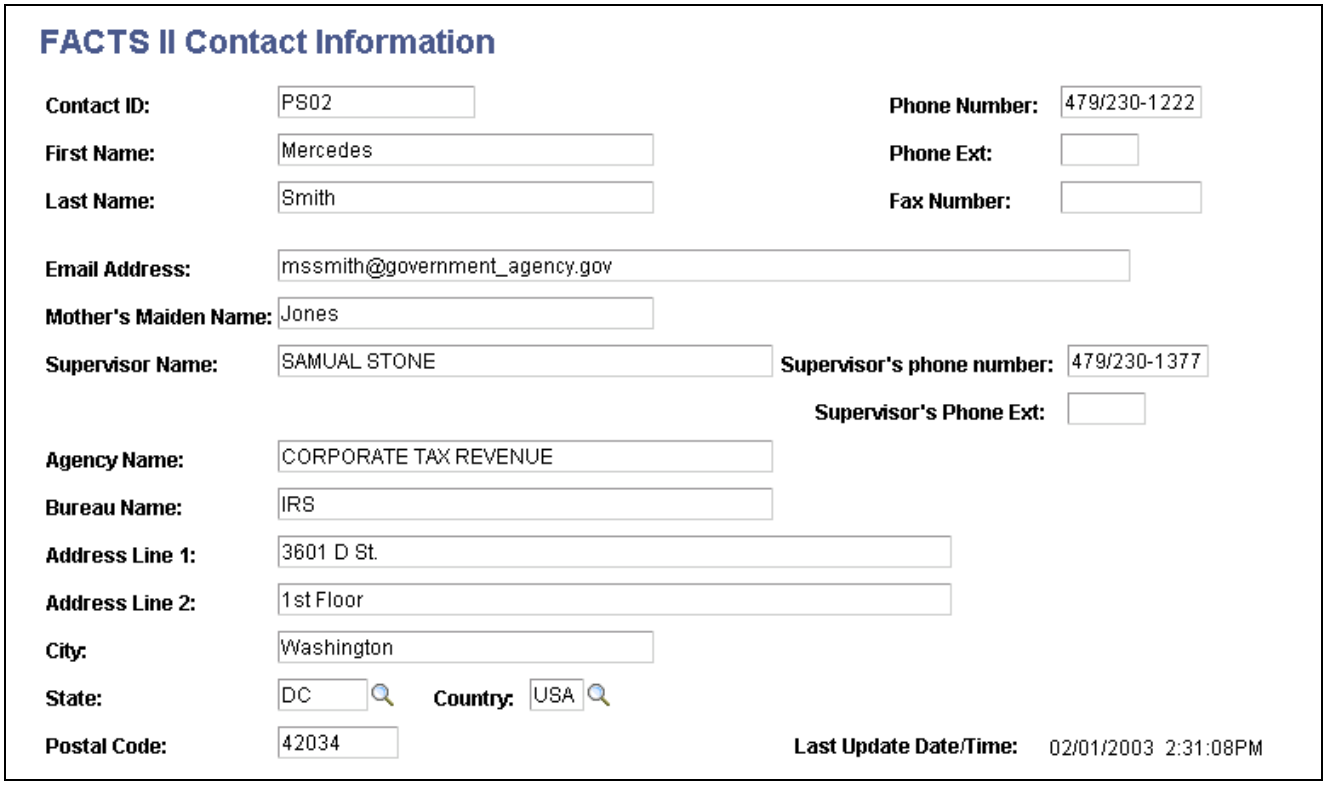
Page Name	Object Name	Navigation	Usage
FACTS II Contact Information	F2_CONTACT_INFO	General Ledger, Federal Reports, FACTS II Definition, FACTS II Contact Information, FACTS II Contact Information	Contains contact information about the person or persons who are responsible for preparing and certifying 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.
Attributes - ChartField Attribute	CF_ATTRIBUTES	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attributes	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.

Page Name	Object Name	Navigation	Usage
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, Attributes 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.
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
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.
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 General Ledger.

Page Name	Object Name	Navigation	Usage
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 maintain master account file (MAF) data.
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.



FACTS II Contact Information page

Contact ID Enter a U.S. Treasury ID number to add or modify information about your agency's FACTS II contact personnel.

First Name and **Last Name** Enter the first and last names of the FACTS II preparer.

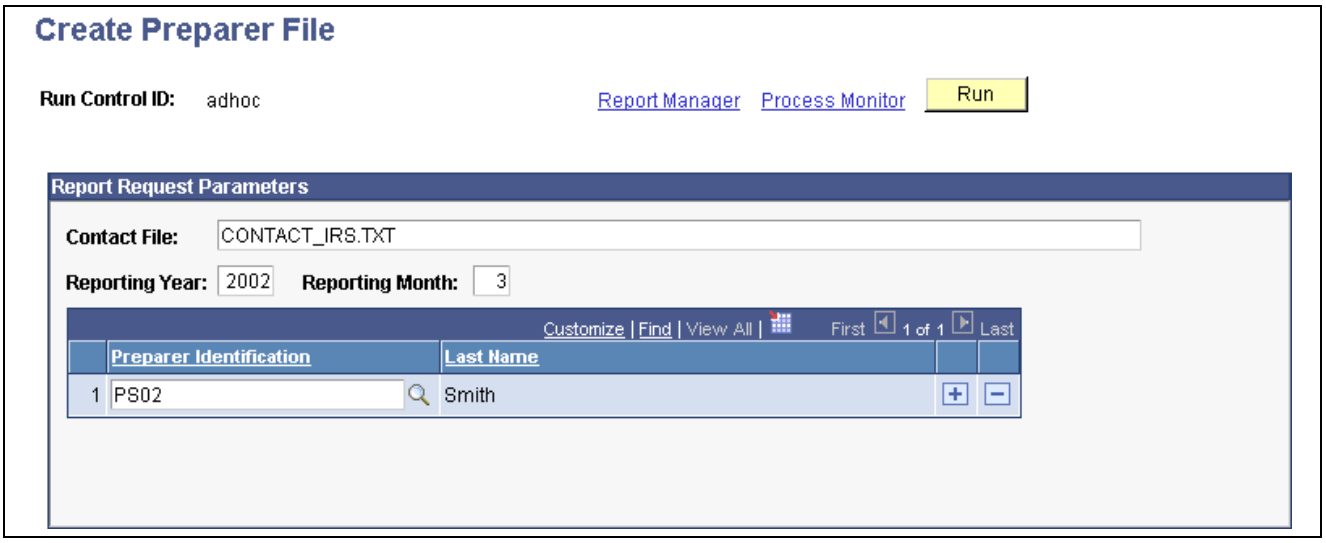
Phone Number, Phone Ext, Fax Number, and **Email Address** Enter the telephone number, phone extension, fax number, and email address of the preparer.

Mother's Maiden Name For security purposes, enter the maiden name of the preparer's mother.

Supervisor Name, Supervisor's phone number, and **Supervisor's Phone Ext.**	Enter the name, phone number, and phone extension of the preparer's supervisor.
Agency Name	Enter the name of the agency that is responsible for submitting FACTS II data.
Bureau Name	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.



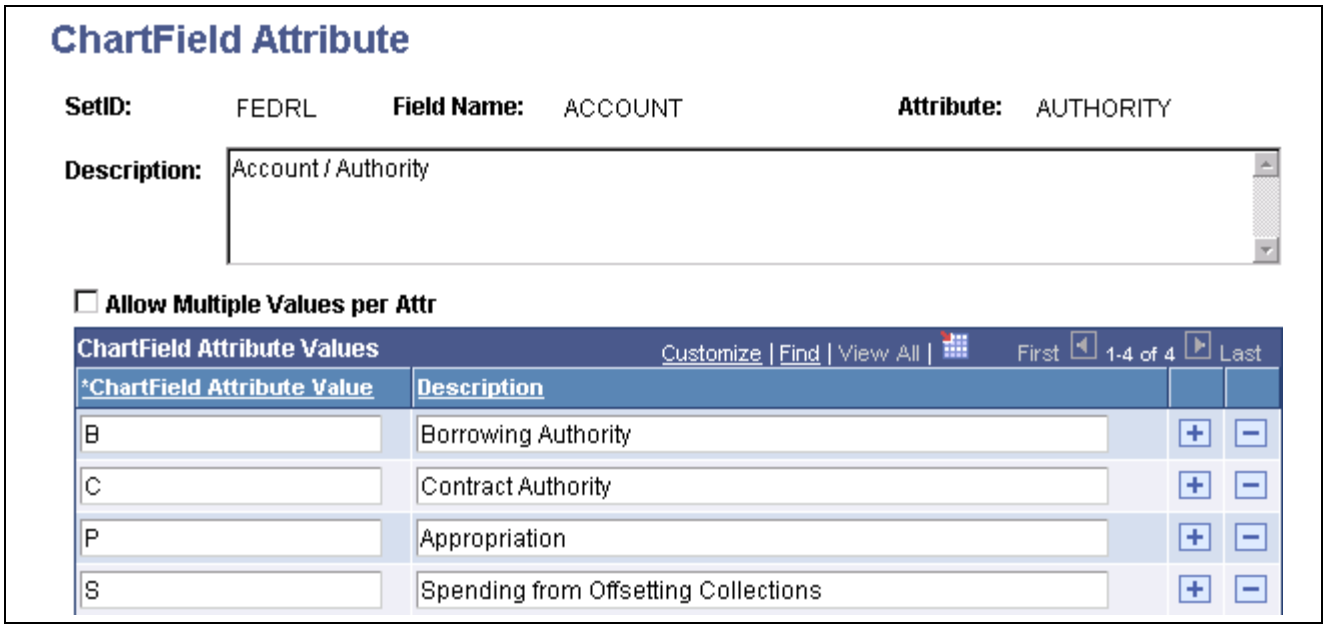
FACTS II - Create Preparer File page

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.

Note. You can also use ChartField Attributes for non-FACTS II purposes.



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 *FUND_CODE* and *ACCOUNT* 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)

Warning! 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.

In addition to the attributes that are listed in the following table, the Agency Location Code (ALC) is essential to the FACTS I and FACTS II processes. Do *not* change the name of this attribute. Typically this ALC attribute is associated with the Fund Code ChartField. The FACTS processes locate the ChartField that is associated with this attribute to determine the ChartField that you use to record fund codes (in case you decided to use a ChartField other than the delivered Fund Code ChartField). Furthermore, you must associate both the ALC attribute and the Treasury Symbol (TSYMBOL) attribute (described in the table below) with the same ChartField.

Warning! Do *not* change the name of the Agency Location Code (ALC) attribute.

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
FUND_CODE	BEA	Budget Enforcement Act	N This must always be N.	D (Discretionary) M (Mandatory) **Note.** These are Treasury values.
FUND_CODE	BORROW	Fund borrowing source	N This must always be N.	P (Public) T (Treasury) F (Federal Financing Bank) **Note.** These are Treasury values.
FUND_CODE	CATEGORY	Apportionment category code	N This must always be N.	A (Category A) B (Category B) C (Category C — Not subject to apportionment.) **Note.** These are Treasury values.
FUND_CODE	EX_UNEXP	Expired or unexpired authority	N This must always be N.	E (Expired Authority) U (Unexpired Authority) **Note.** These are Treasury values.

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
FUND_CODE	REIMBURSE	Funding authority indicator	N This must always be N.	D (Direct Authority) R (Reimbursable Authority) **Note.** These are Treasury values.
FUND_CODE	TSYMBOL	Treasury Symbol	N This must always be N.	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	N This must always be N.	BAL (Outlay from balances that are brought forward from previous year.) NEW (Outlays from New Budget Authority)
ACCOUNT	ADV_FLAG	Advance Flag	N This must always be N.	F (Advance in Future Year) P (Advance in Prior Year) X (Not Applicable)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	AUTHORITY	Authority type	N This must always be N.	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	N This must always be N.	A (Available in the current period.) E (Available in the subsequent period.)
ACCOUNT	BEGIN_END	Begin or end balance code	N This must always be N.	B (Report Beginning Balance to Treasury) E (Report Ending Balance to Treasury) Y (Report both Beginning and Ending Balances to Treasury.)
ACCOUNT	DEB_CRED	Debit/Credit indicator	N This must always be N.	CR (Normal Credit Balance) DR (Normal Debit Balance)
ACCOUNT	DEF_INDEF	Definite/Indefinite flag	N This must always be N.	D (Definite) I (Indefinite)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	FACTSII	FACTS II SGL account indicator	N This must always be N.	Y (FACTS II Account)
ACCOUNT	FUNCTION	OMB Function Code	N This must always be N.	DEF (Defense) NND (Non-Defense)
ACCOUNT	IGN_ON_EXP	Ignore on expiration.	N This must always be N.	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.	Y This is one place where you should use Y.	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)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	PRE-EDIT	Pre-edit Pre-edit identifies the valid RT7 values for a specific account. Some accounts may have multiple RT7 values.	N This must always be N.	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.	N This must always be N.	EXCLUDE (Exclude form Accounting Edit 1 DR-CR Valuation)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT2	Status of Funds and Total Resources Balances. This edit simulates the calculation of Lines 7 and 11 from SF133 .	N This must always be N.	ST_BEGIN (Status of Funds, Beginning Balance) ST_CURRENT (Status of Funds, Current Indicator) ST_ENDING (Status of Funds, Ending Balance) ST_CR_TO_CR (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)
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.	N This must always be N.	S1 (Resources Carried Forward less Obligations Carried Forward) S2 (Equal Unobligated Status Carried Forward)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT4	Zero balance by Quarter 4 for accounts 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 which is equal to zero.	N This must always be N.	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.	N This must always be N.	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)
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.	N This must always be N.	BEGIN (Beginning Balance) END (Ending Balance)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
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.	N This must always be N.	FBWT_CALC (Fund Balance with. Treasury)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
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)

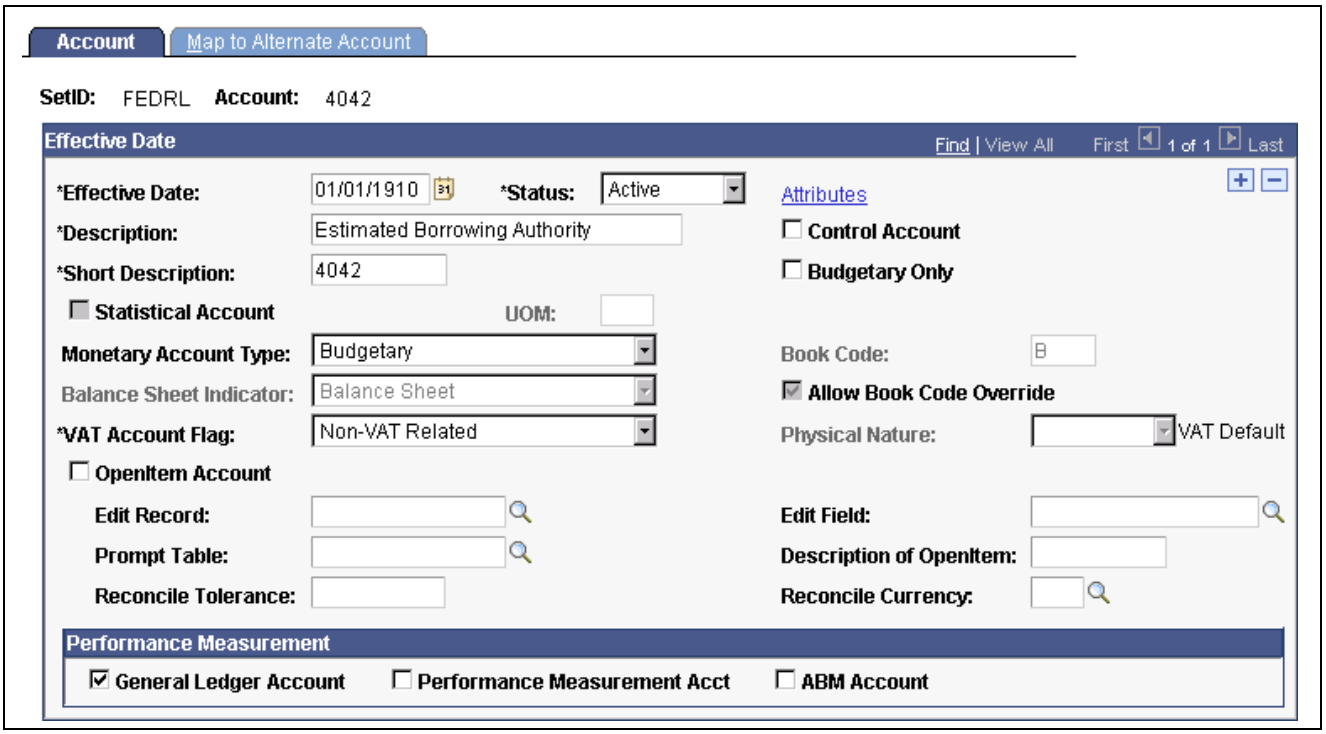
Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT, *continued*	EDIT8, *continued*	Perform balance checks of disbursements versus collections as determined by an outlay formula and the disbursement and collections reported in the SF-133 Report on Budget 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)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT ,*continued*	EDIT8, *continued*	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)
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.	N This must always be N.	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.)

Field Name	Attribute	Description	Allow Multiple Values	ChartField Attribute Value (Description)
ACCOUNT	EDIT11	This edit validates that the sum of certain accounts has a normal Debit or Credit balance.	N This must always be N.	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.)
ACCOUNT	EDIT12	Collections and Disbursements Accounts (Outlay Edit) 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 that is supplied Outlay Amount.	N This must always be N.	COLLECTIONS (Collections Account) DISBURSEMENTS (Disbursements Account)

Linking Attributes ChartFields

Access a ChartField such as Account, Fund Code, or Budget Reference that requires attributes.

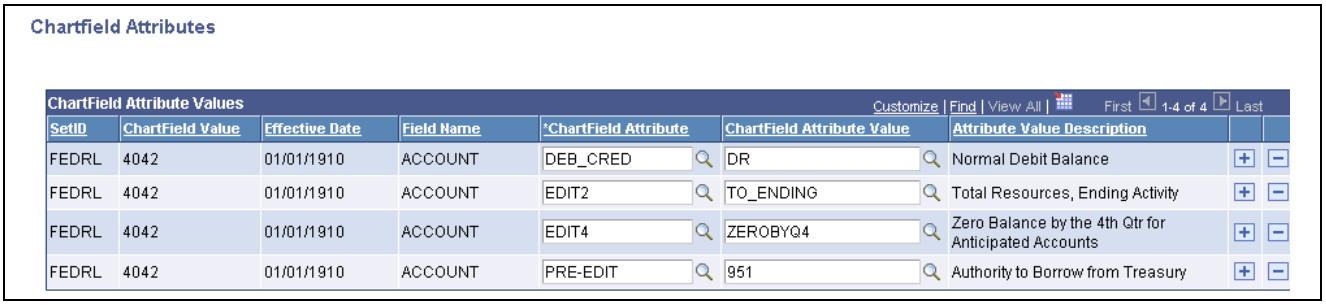


ChartField Values - Account page

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.



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

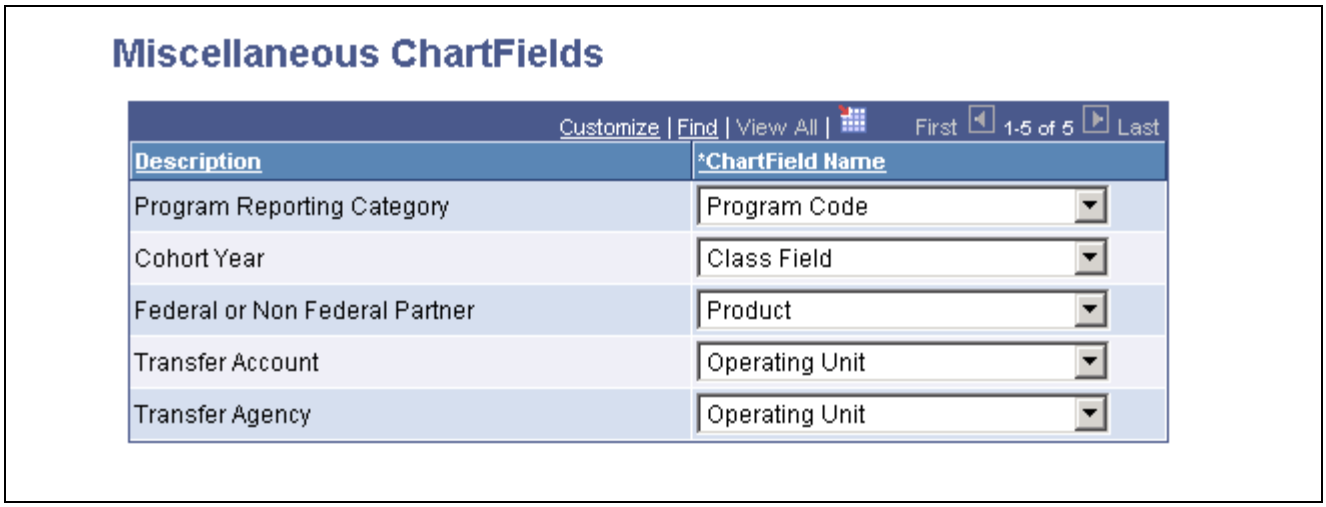
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Adding Fund Code Values

Linking Account Attributes and Values to Account ChartFields

Access the appropriate Account page.

Specifying Miscellaneous ChartFields

Access the Miscellaneous ChartFields page.



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 PeopleSoft predefines the*Program Reporting CategoryCohort year, Federal or Non Federal Partner, Transfer Account* and *Transfer Agency* data elements and descriptions.

ChartField Name Select a configurable ChartField for each FACTS II Data Element. Because *Transfer Agency* and *Transfer Account* 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.

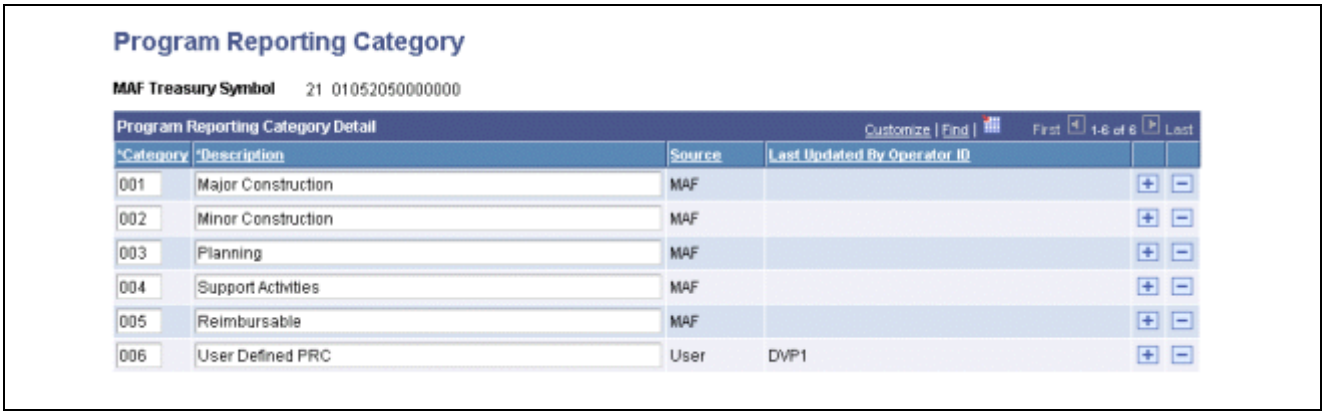
See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Adding Fund Code Values

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Adding Account Values

Maintaining PRC Codes

Access the Program Reporting Category page.



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 have 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.

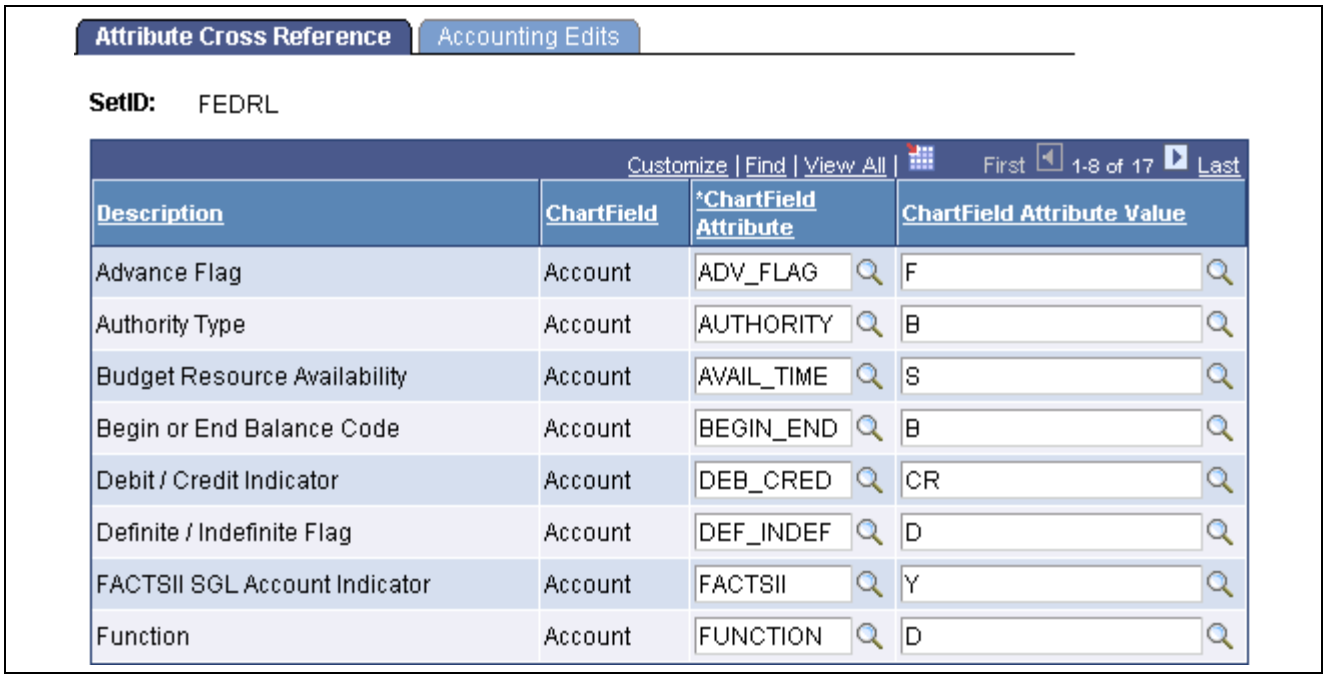
Source Identifies the origin of a FACTS II Program Reporting Category as user defined values or as values down loaded from a MAF file.

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.

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.



FACTS II - Attribute Cross Reference page

Description These are the predefined attributes that the FACTS II processes require by the U.S. Treasury requirements.

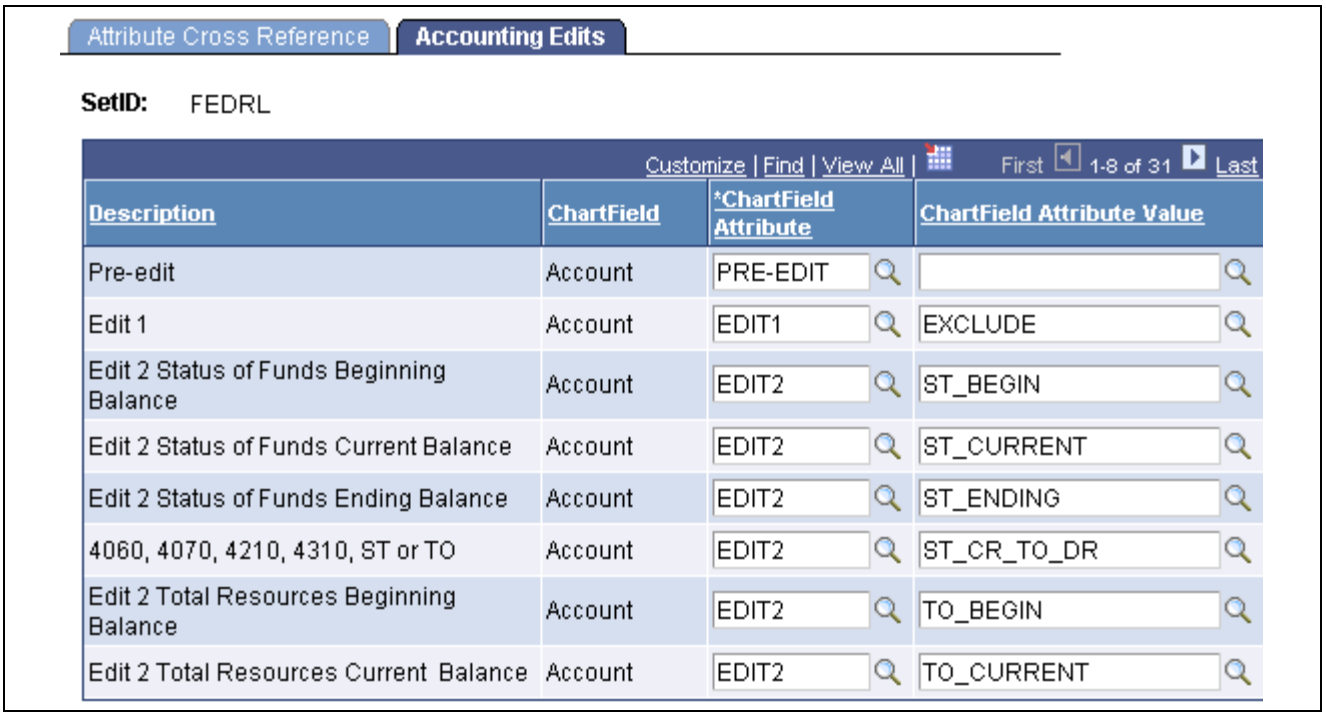
ChartField PeopleSoft predefines the Field Name for *ACCOUNT, FUND_CODE.* and *BUDGET_REF.*

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.



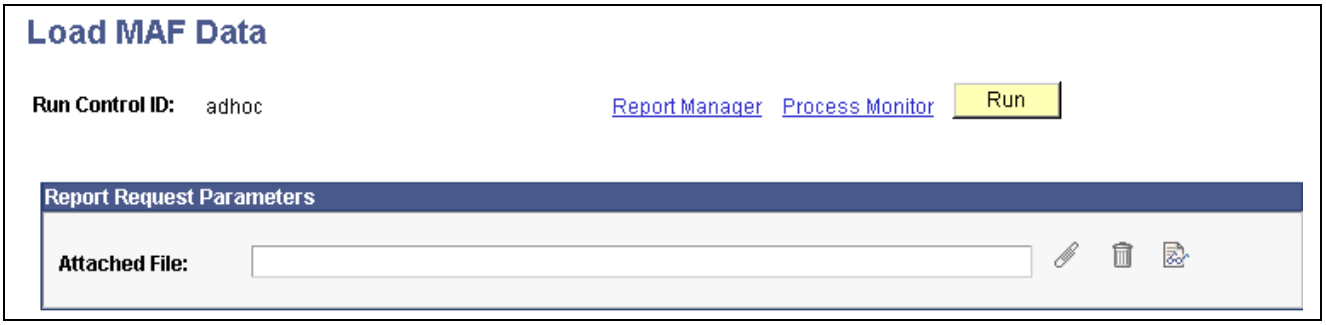
Accounting Edits page

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 are 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.



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 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.

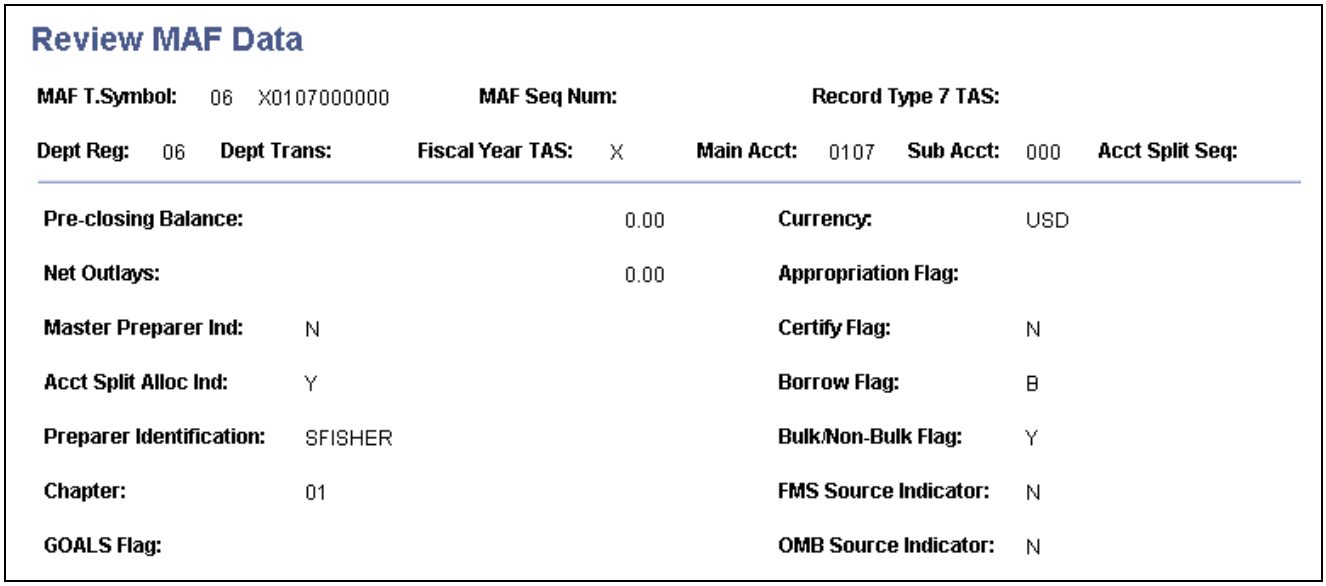
Run Click to upload the file using the PS/GL MAF Load (F2_MAF_LOAD) process. This loads the file's data to the appropriate database table.

Note. The Add, Delete, and View Attachment buttons work the same way as they do for FACTS I.

See Chapter 28, "Setting Up and Generating Federal Government Reports," Loading MAF and FACTS I Data, page 538.

Reviewing the MAF File

Access the Review MAF Data page.



Review MAF Data page

MAF T.Symbol (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 Treasury reporting.

MAF Seq Num (master accounting file sequence number) The U.S. Treasury supplies this number. If the Treasury sends the agency a new MAF file, this number is incremented.

Record Type 7 TAS (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.

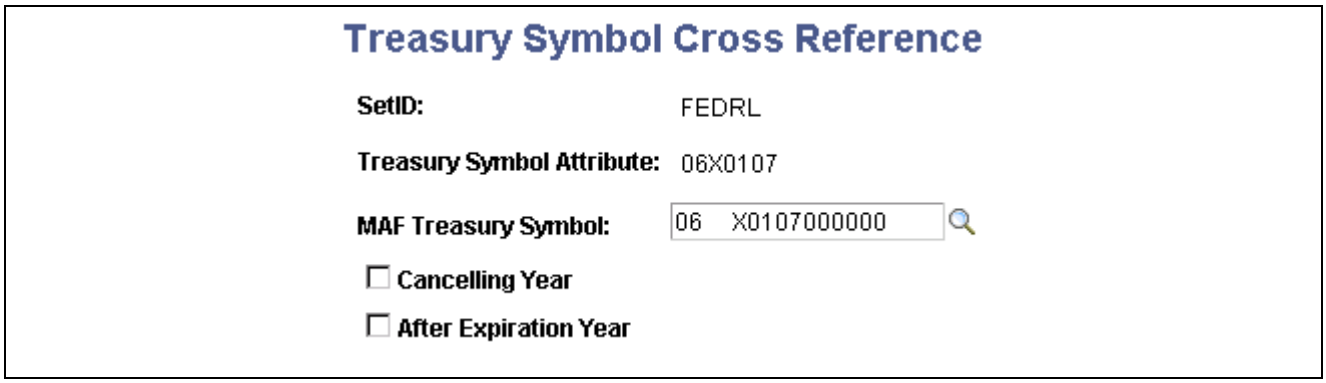
Dept Reg (department regular) Displays a regular (versus a transfer) department number that is associated with this MAF Treasury Symbol.

Dept Trans (department transfer) Displays a transfer (versus a regular) department number that is associated with this MAF Treasury Symbol.

Fiscal Year TAS (fiscal year treasury appropriation fund symbol)	Displays the funding period of the appropriation that applies to this MAF Treasury Symbol.
Main Acct (main account)	Displays the main account that is used for this MAF Treasury Symbol.
Sub Acct (sub account)	Displays a sub account that is used for this MAF Treasury Symbol.
Acct Split Seq (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.
Pre-closing Balance	Displays this department's remaining appropriation balance prior to the close of the fiscal year.
Net Outlays	Displays the net collections and disbursements that are reported to date by this department for the current fiscal year to the U.S. Treasury.
Master Preparer Ind (master preparer indicator)	Identifies whether a master preparer is required. This is only necessary if an account split applies to this account.
Acct Split Alloc Ind (account split allocation indicator)	Indicates whether the master preparer divided the account balance among the members of an account split.
Preparer Identification	Displays the FACTS II preparer's name for this department.
Chapter	Displays the chapter number that is used in the Treasury's Annual Report.
GOALS Flag (government online accounting link flag)	Indicates that the FACTS II file can be imported to the Government On-line Accounting Link System (GOALS).
Appropriation Flag	Indicates that an appropriation is associated with this MAF Treasury Symbol.
Certify Flag	Indicates whether this MAF Treasury Symbol is required by the Budget Reports Branch of the Financial Management Service.
Borrow Flag	Indicates whether a borrowing source is required for this MAF Treasury Symbol.
Bulk/Non-Bulk Flag	*Y* indicates that you want to send the FACTS II information in a bulk transfer file. *N* indicates that you want to send the FACTS II information in a non-bulk transfer file.
FMS Source Indicator (financial management services source indicator)	The FMS interface indicator.
OMB Source Indicator (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.



Treasury Symbol Cross Reference page

SetID	Select the setID that applies to the FACTS II reporting data.
Treasury Symbol Attribute	Select the attribute that corresponds to the MAF Treasury Symbol.
MAF Treasury Symbol (master accounting file treasury symbol)	Select the MAF Treasury Symbol, which is imported from the U.S. Treasury MAF file.
Cancelling Year	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.
After Expiration Year	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.

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 roll-up of ChartField data.
- Create the FACTS II Account Roll-up tree.
- Create the Cohort Year tree.
- Create the Category A tree.
- Create the 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

Page Name	Object Name	Navigation	Usage
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 roll-up 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 Enterprise Application Fundamentals 8.9 PeopleBook, “Defining and Using ChartFields,” Using Trees to Summarize ChartFields

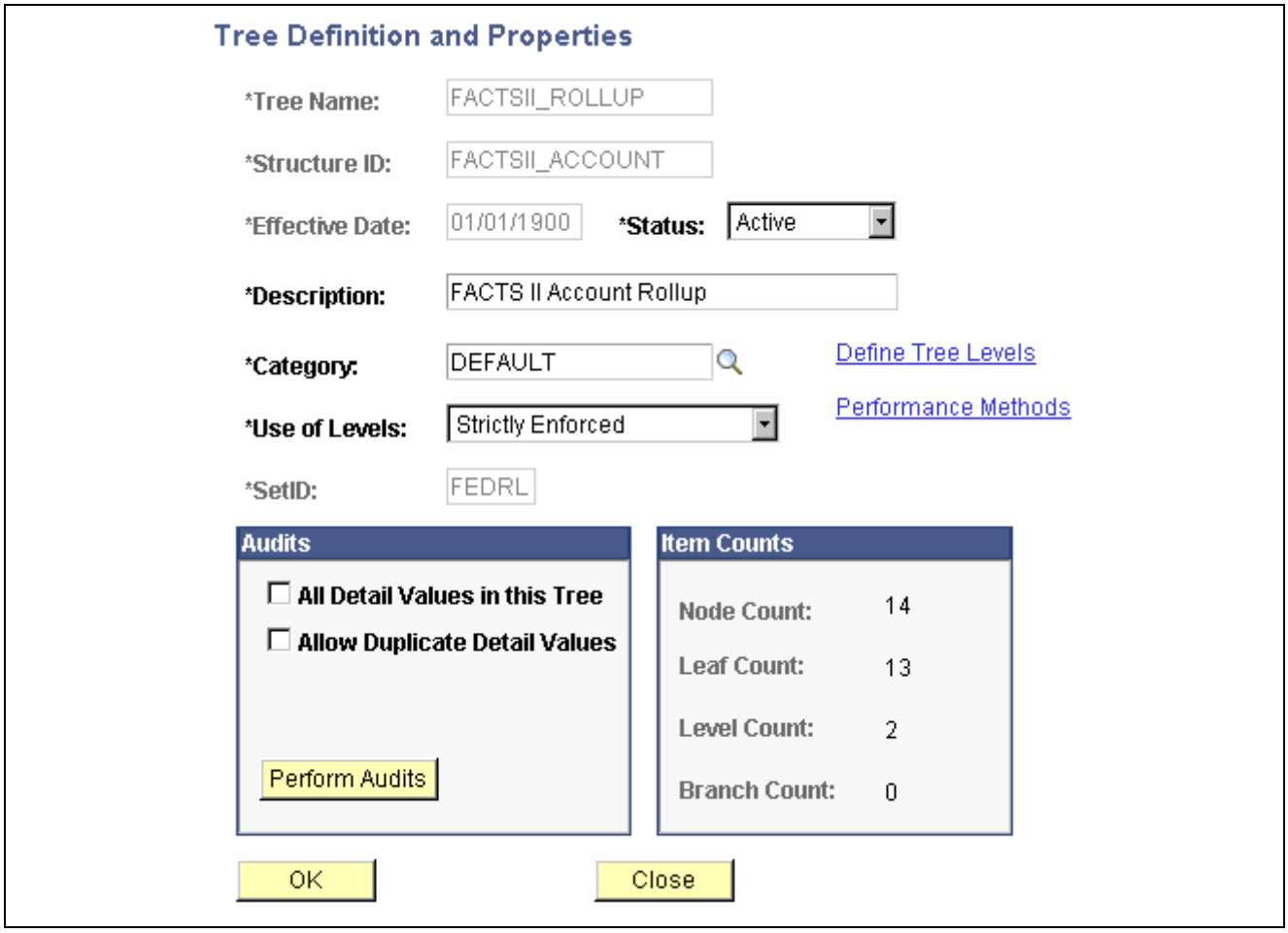
Enterprise PeopleTools PeopleBooks: PeopleSoft Tree Manager

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 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 US Treasury file's field specifications.

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.



FACTS II Account Rollup Tree Definition

This is a typical example of a FACTS II tree definition.

See Also

Enterprise 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.



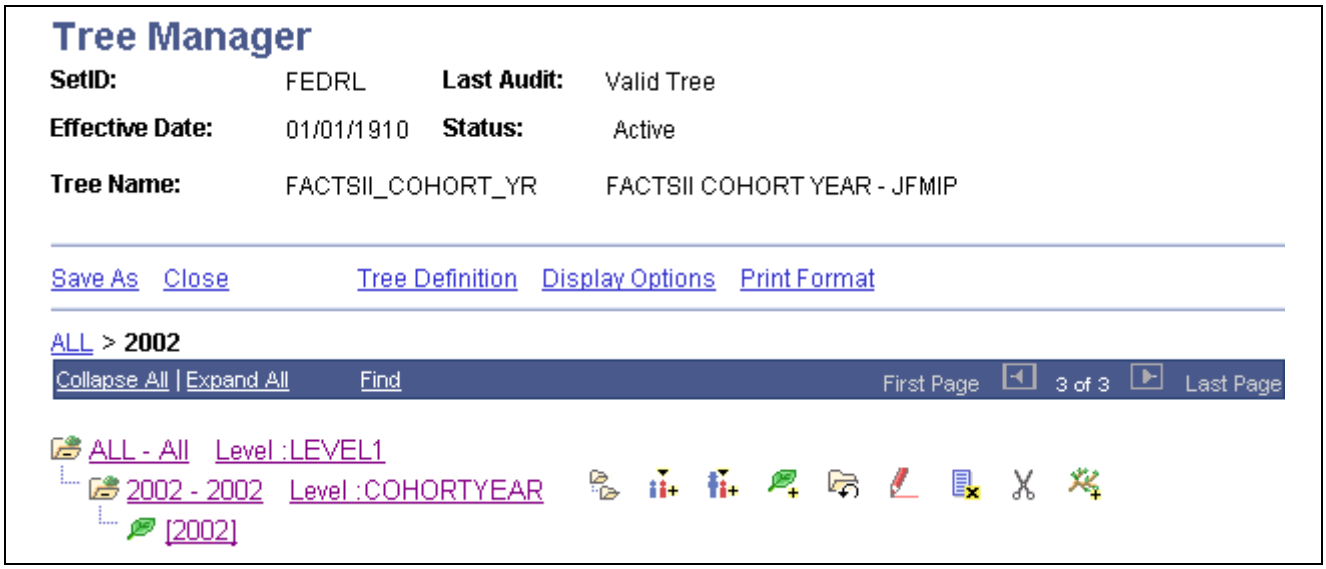
FACTS II Account Roll-up Tree

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.



FACTS II Cohort Year tree

Create a Cohort Year tree at the COHORTYEAR tree level for each cohort year based on your agency's reporting needs. Enter the appropriate detail values that identify which ChartField values (loans) roll up to a particular cohort year.

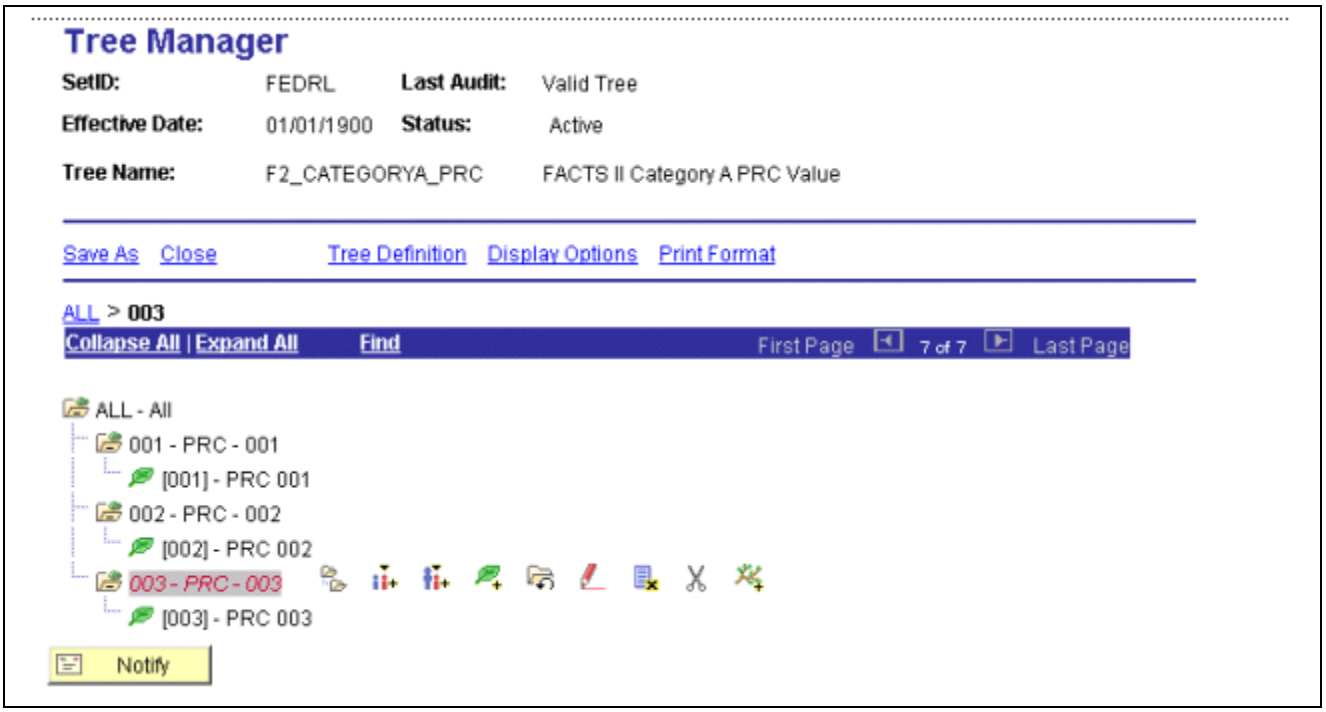
The Cohort Year tree is the exception to the rule that the FACTS II tree node names should always match the values that are required by US Treasury. In this instance, Cohort Year values in the FACTS II file are only two positions. However, the tree is set up with four character node names to keep it 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 prior to creating this tree.

Creating a Category A Tree

Create a Category A tree in PeopleSoft Tree Manager based on this example.



FACTS Category A Tree

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's own 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 FPA's custom program codes and descriptions.

If OMB does not provide specific program reporting categories, then the FPA can use the default program reporting number 99 and the description All Programs.

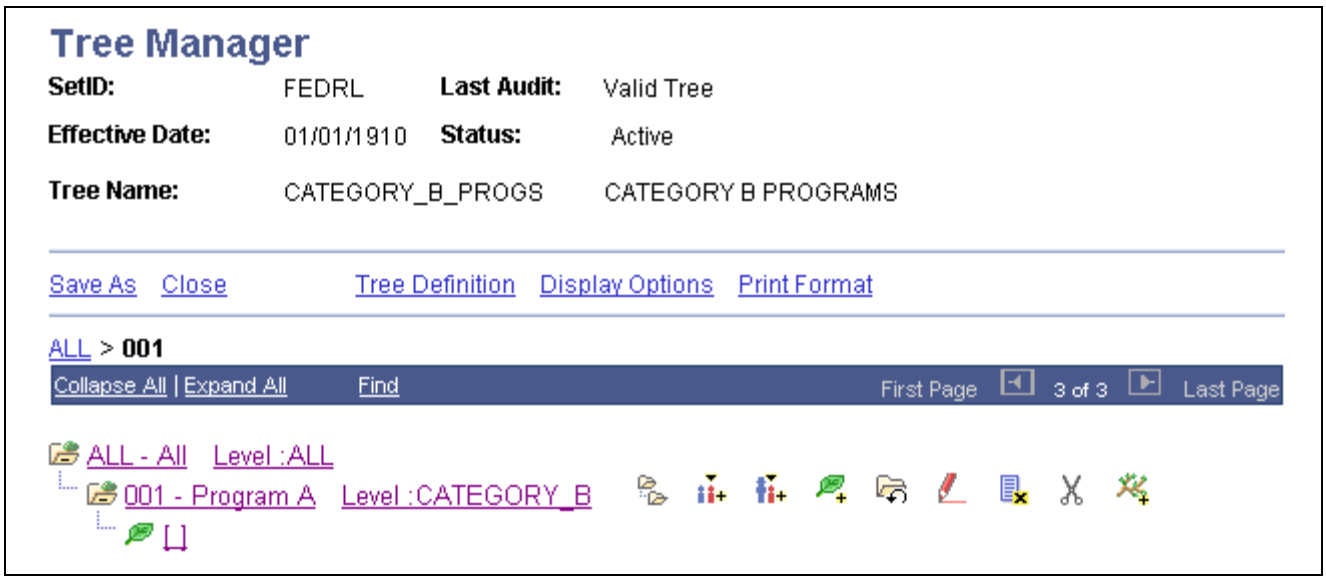
While an FPA can use numbers and descriptions for program reporting categories in addition to those that are supplied by the OMB , they cannot use the 99 All Programs program reporting category with any other codes. If the FPA attempts to add the 99 All Programs category to existing program reporting 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 prior to creating the Category A tree.

Creating a Category B Tree

Create a Category B tree in PeopleSoft Tree Manager based on this example.



FACTS Category B tree

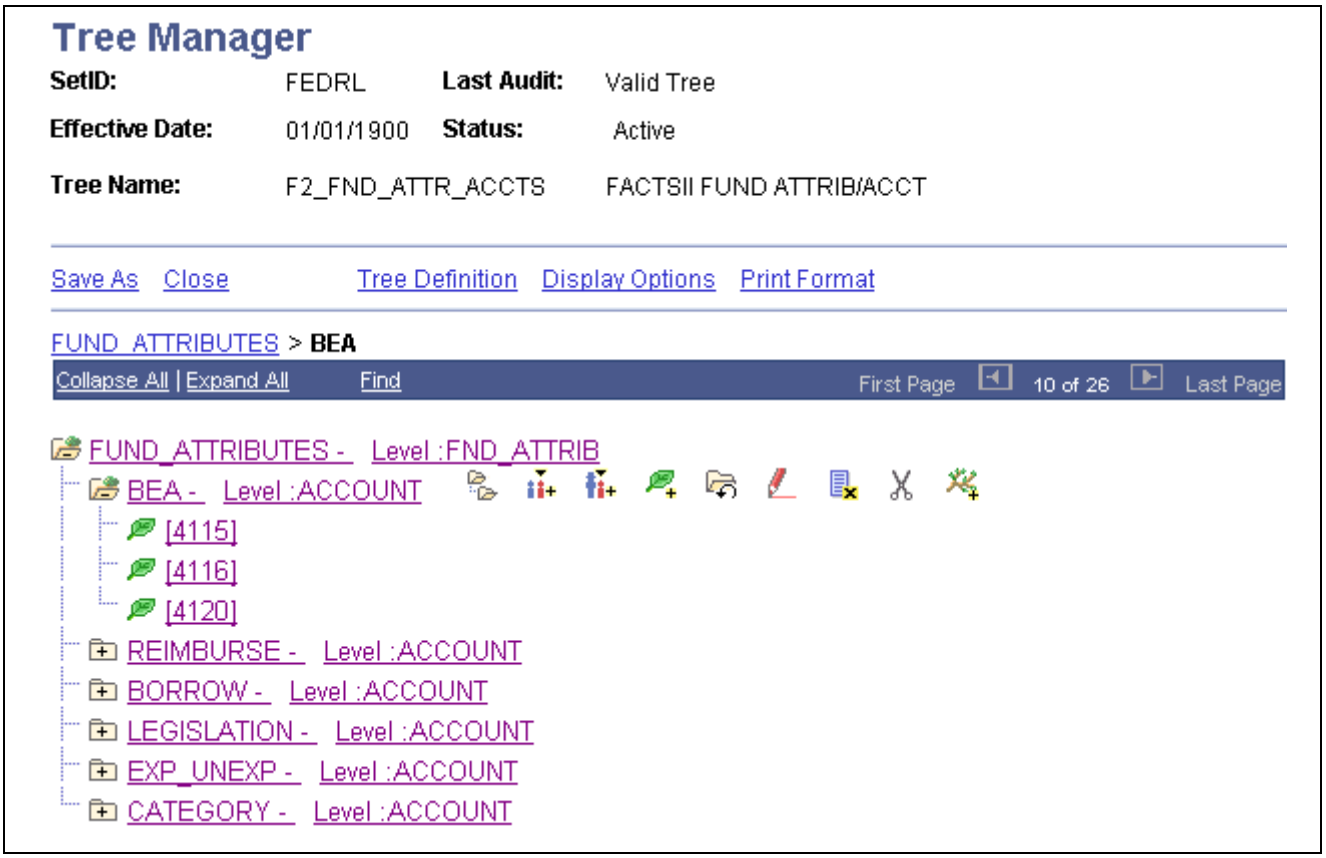
The Accumulate FACTS II Data process uses this tree to identify category B programs and to extract the three-digit program sequence number and category B program description that is needed for the production of the FACTS II Treasury Input file. Your agency may have programs that are both category B and 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 prior to creating 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.



FACTS II Account Requiring Fund Attributes tree

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.

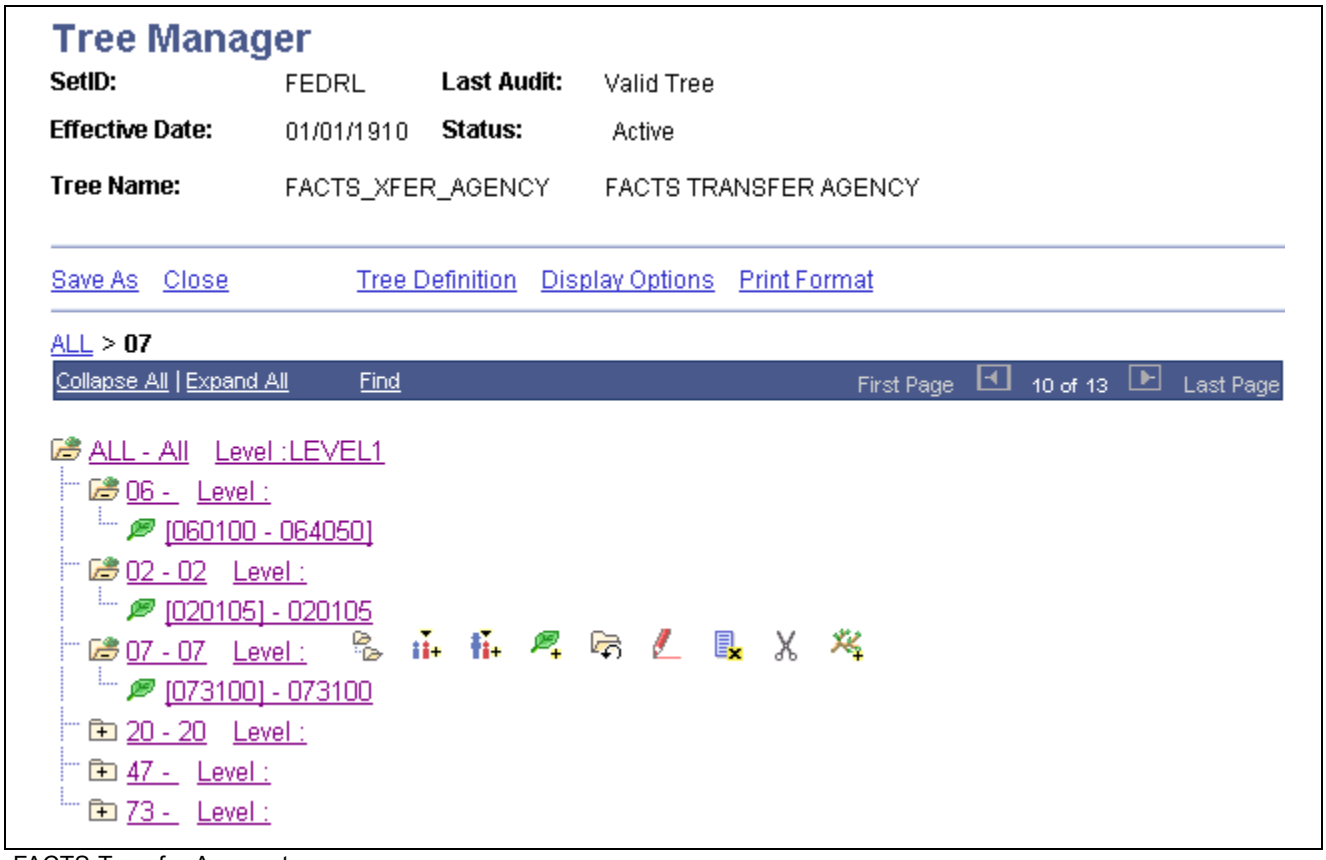
These attribute nodes are not required on the Accounts requiring Attributes tree:

- The Normal Balance, Debit and Credit, and Begin End because these attributes 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.

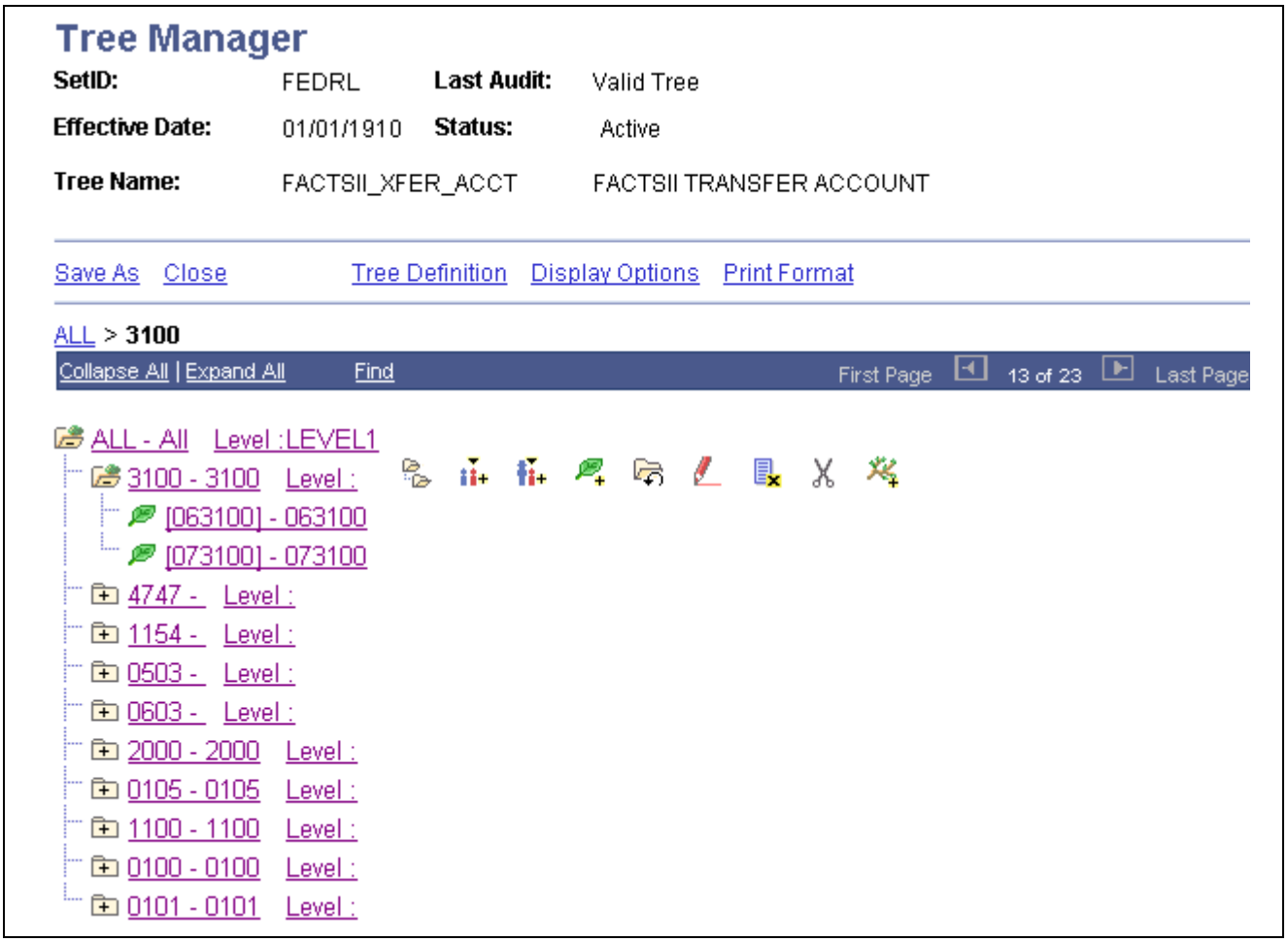


FACTS Transfer Agency tree

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 ledger's combination Transfer Agency/Account value to the Transfer Agency value that is required by US Treasury.

Creating the Transfer Account Tree

Access Tree Manager to create the FACTS II Transfer Account tree:

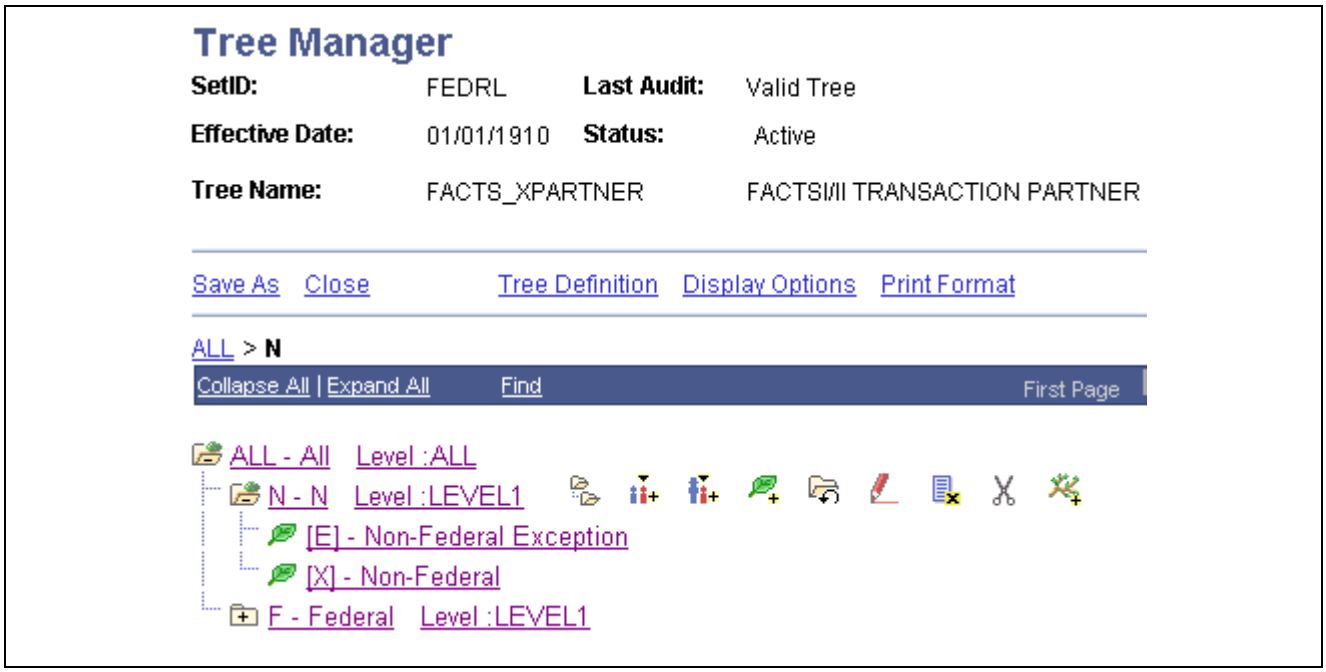


FACTS II Transfer Account tree

This tree contains nodes for all the US 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 ledger's combination Transfer Agency/Account value to the Transfer Account value that is required by US Treasury.

Creating the Transaction Partner Tree

Access Tree Manager to create the FACTS Transaction Partner tree.



FACTS Transaction Partner tree

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.

Prior to 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 are part of the way into a year, you must use the multiple account 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 this 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.

See Setting Up a FACTS 1 (FACTS II) Tree Group

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

Carefully choose the setIDs to be used for the FACTS Tree Group and the FACTS II Trees and configure the TableSet Control setIDs accordingly. Incorrect configuration can result in the unavailability of tree group names and unavailability of tree names in prompt lists on pages, or in the inability of the FACTS II process to retrieve data.

If you have only one business unit in your organization and use only one setID to set up your ChartFields, trees and tree groups, then your TablesSet 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 new 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 each setID that you use is set up correctly in TableSet Controls. The setIDs used in the following steps are only examples; your organization might use something different.

1. Set up your FACTS II 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 II processing.

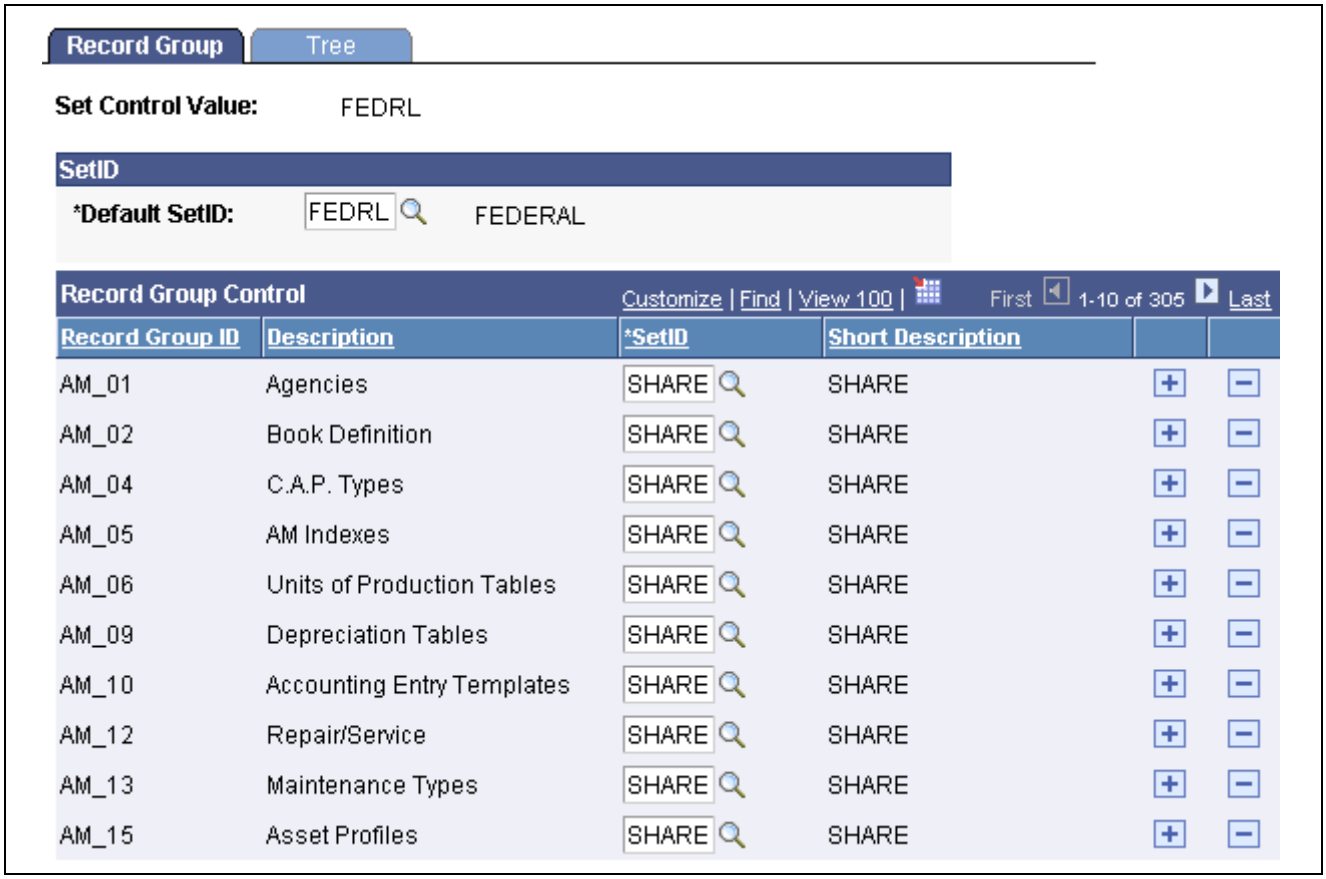
   Access the SetControl Value (FED01) in TableSet Control. The Default SetID on the TableSet Control Record Group page is the default setID that you set up for the general ledger business unit.
3. Find the GL_15 Federal Reports Record Group and select the setID (FEDRL) for GL_15 to match the setID (FEDRL) 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 step enables the Tree Group drop-down list to appear on the Accumulate FACTS II Data page so that you can select a FACTS Tree Group to process.
4. Is the Default SetID (SHARE) on the TableSet Control Record Group page the same as the setID that you used to set up your trees? YES or NO?

   The FACTS II processes normally refer to the Default SetID in the TableSet Control Record Group page and use the default setIDs to retrieve the FACTS II tree.
5. If YES, you can save and quit 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 II processing on multiple business unit, repeat these steps.

Configuring the TableSet Control Record Group Page

Access the TableSet Control - Record Group page.



TableSet Control - Record Group page

Set Control Value To run the FACTS II 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 II tree group and trees are accessible during FACTS II processing.

Default SetID This is the default setID for the general ledger business unit that you entered as your set control value and that you intend to use for processing FACTS II.

Record Group ID and **Description** Find the Record Group ID, *GL_15 Federal Reports*. This record group contains the FACTS Tree Group table.

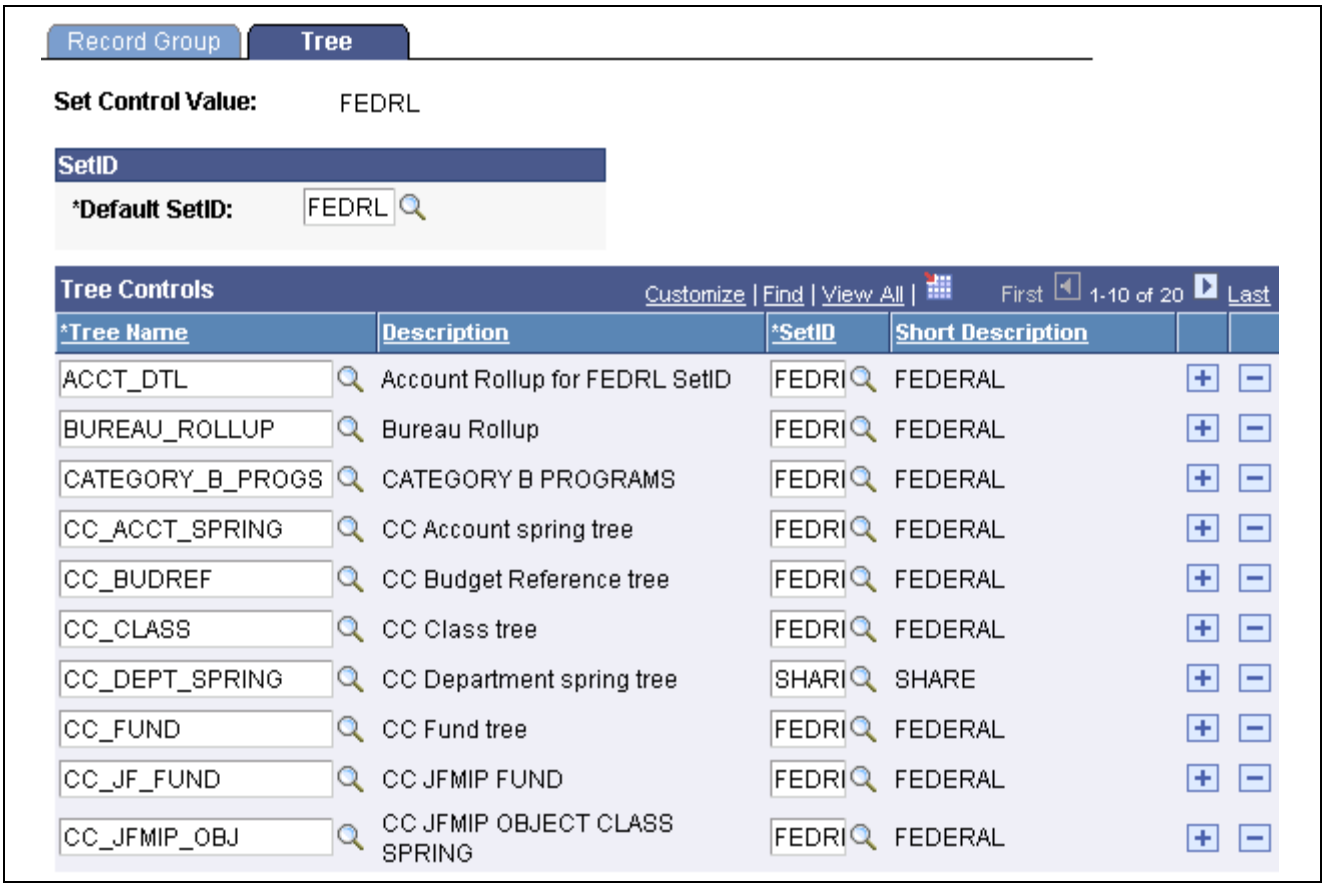
SetID Select a setID for this record group that matches the setID that you used to set up the FACTS Tree Group to use in the Accumulate FACTS II Data process (GLS8302.)

The selected setID enables you to display a list of FACTS Tree Groups and select the Tree Group name in the Accumulate FACTS Data page that you want the FACTS II GLS8302 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 II processing and for setting up your FACTS II ChartFields, trees, and tree group.

Configuring the TableSet Control Tree Page

Access the TableSet Control - Tree page.



TableSet Control - Tree page

Tree Name Add any FACTS II trees that are set up using a setID that is different from the default SetID on the Record Group page.

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.

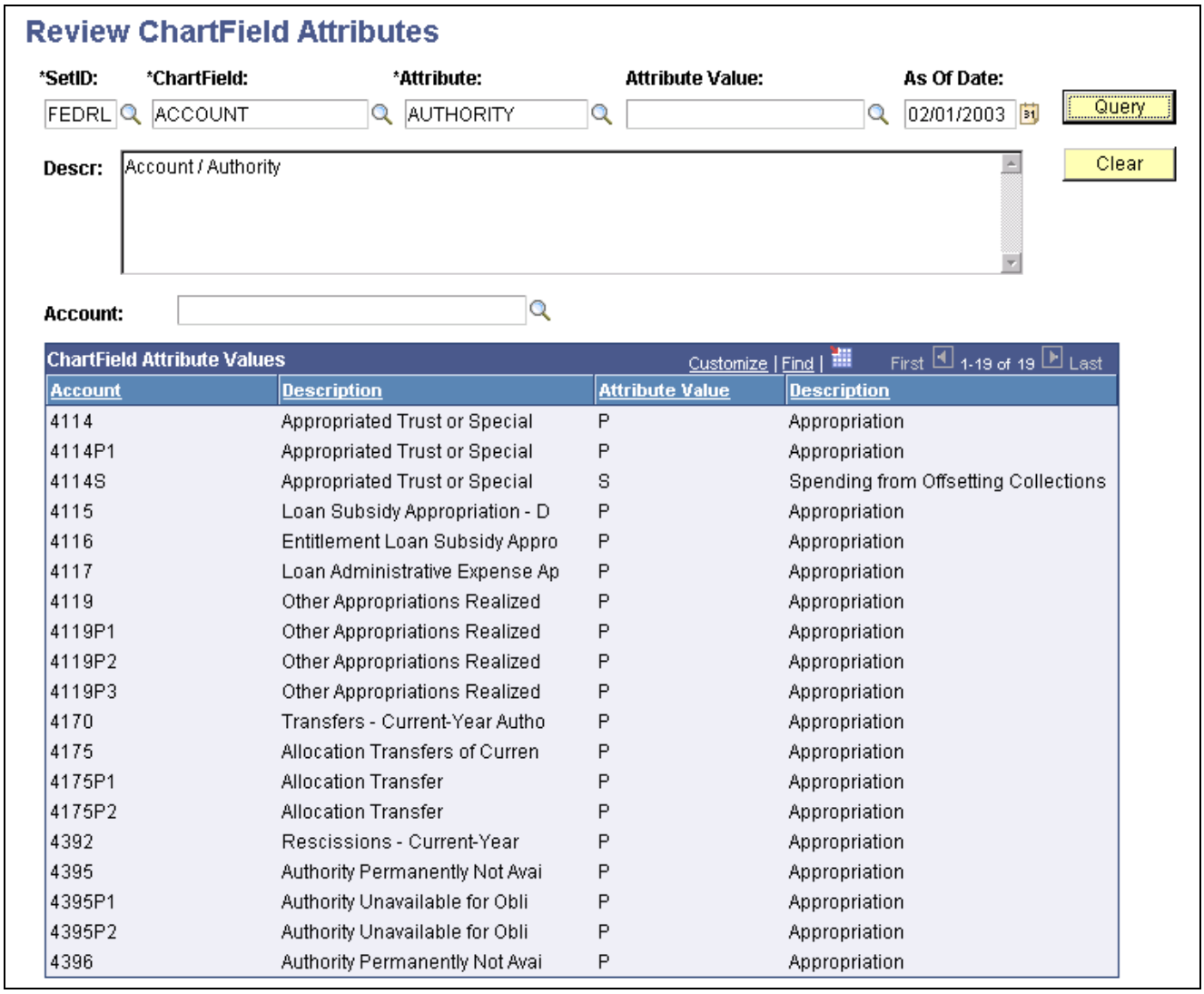
Pages Used to Process and Generate a FACTS II Flat File

Page Name	Object Name	Navigation	Usage
Review ChartField Attributes	ATTR_INQ	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, Review, Review ChartField Attributes	Enables you to review the attributes for FACTS II processing prior to 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.
F2 Staging Header	F2_STAGE_HDR	General Ledger, Federal Reports, FACTS II Review, Review FACTS II Data, F2 Staging Header	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.

Page Name	Object Name	Navigation	Usage
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.
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 FACTS II Data Setup

Access the Review ChartField Attributes page.

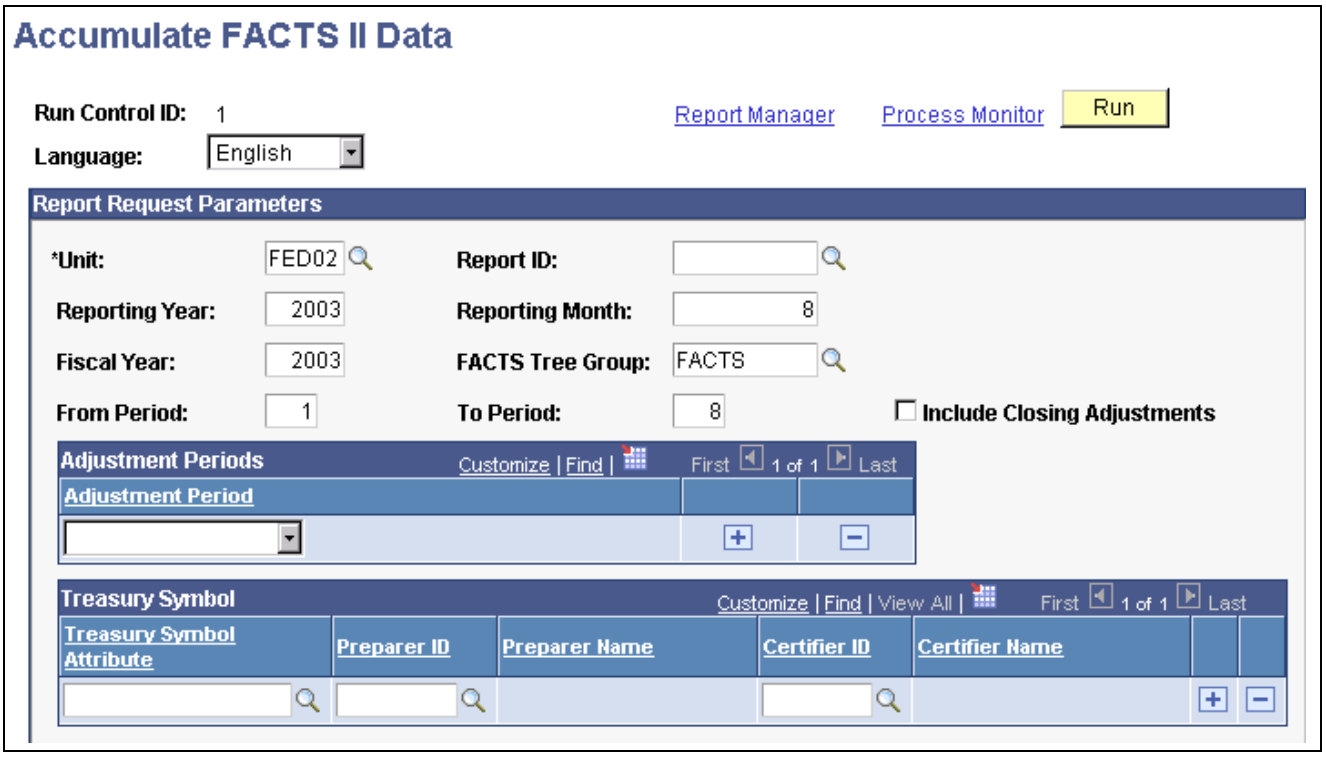


Review ChartField Attributes page

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.



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.

Include Closing Adjustments Select to include closing adjustments in your FACTS II data.

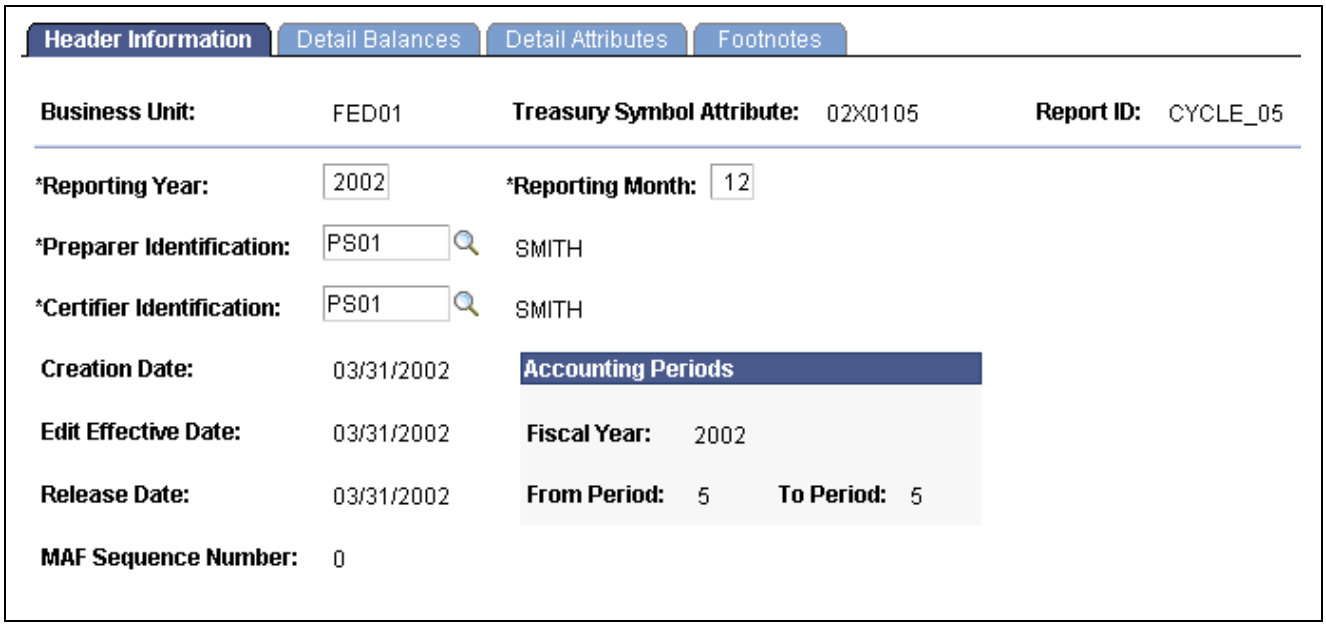
Adjustment Period Select the adjustment periods that you want to include in the accumulation of this FACTS II data. You have one or more rows.

Treasury Symbol Attribute Select the Treasury Symbol attribute that is associated with the funds that you are using in your FACTS II data.

Preparer ID and **Certifier ID** 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

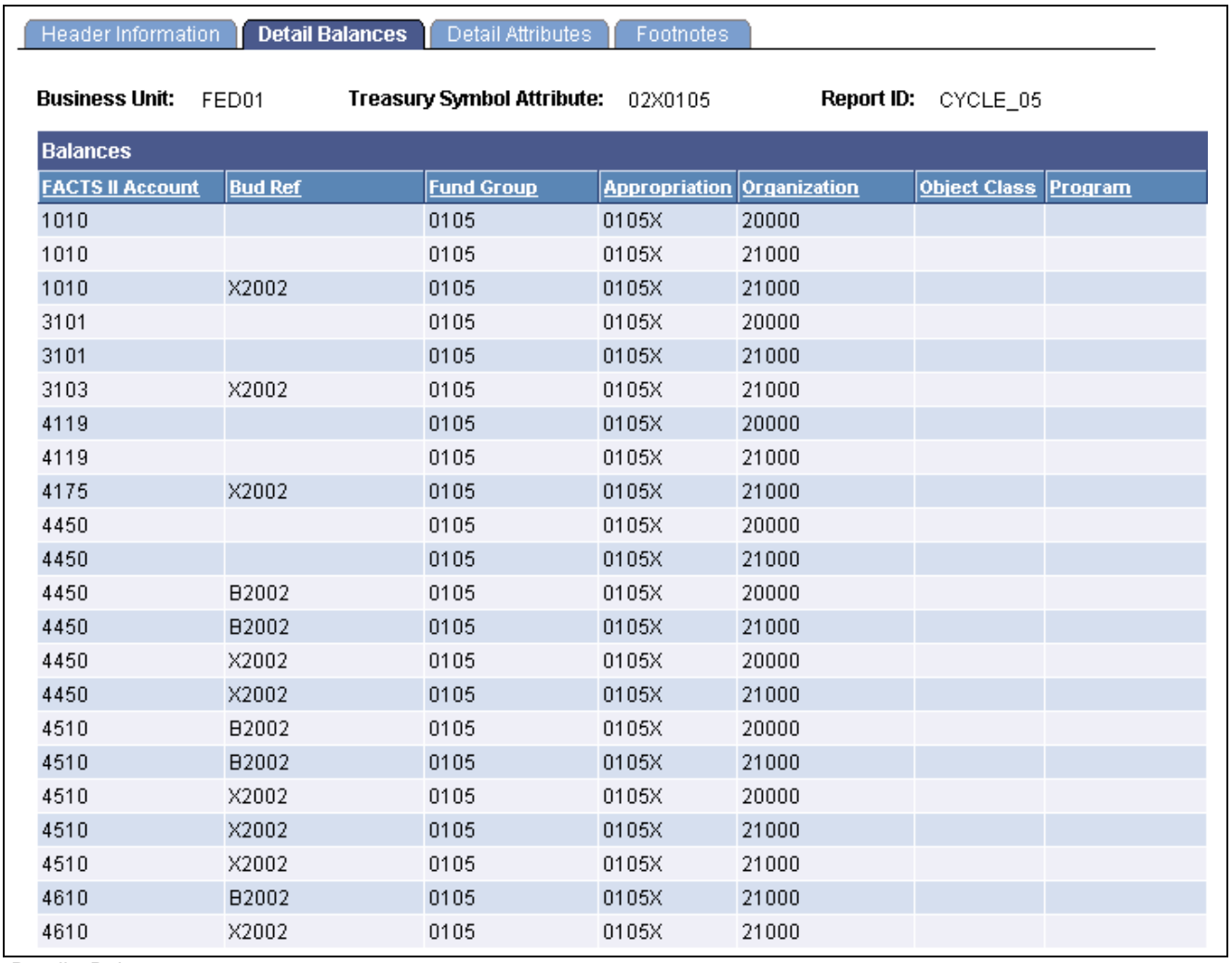
Access the Review FACTS II Data - Header Information page.



Review FACTS II Data - F2 Staging Header page

Reviewing the FACTS II Detail Balances

Access the Detail - Balances page.



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.

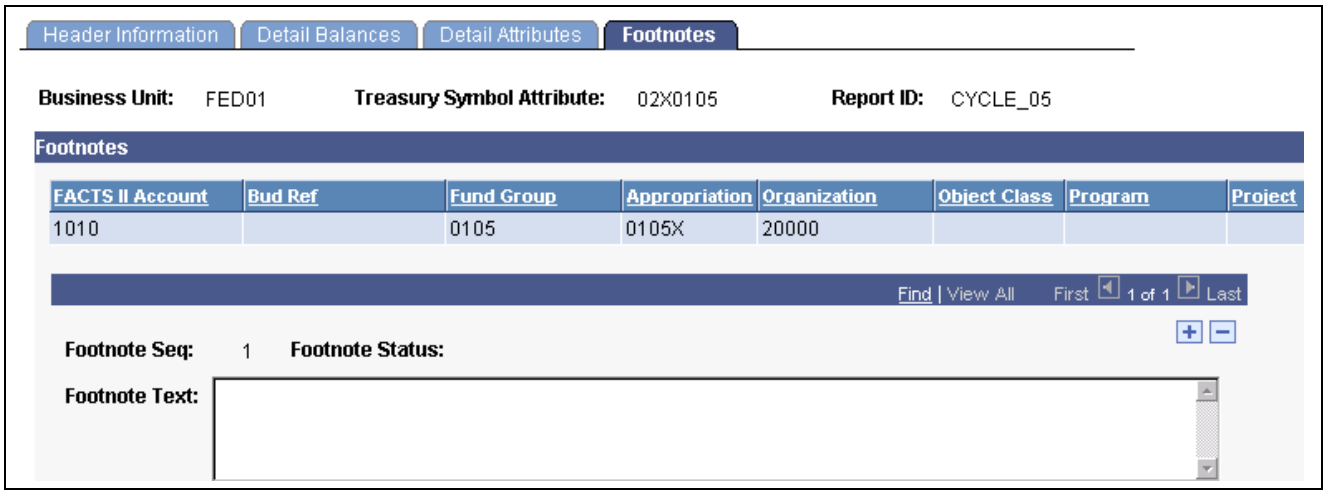
Reviewing the FACTS II Detail Attributes

Access the Detail - Attributes page.

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.



Footnotes page

Enter any 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.



Validate FACTS II Data page

Unit Select the business unit for this FACTS II reporting.

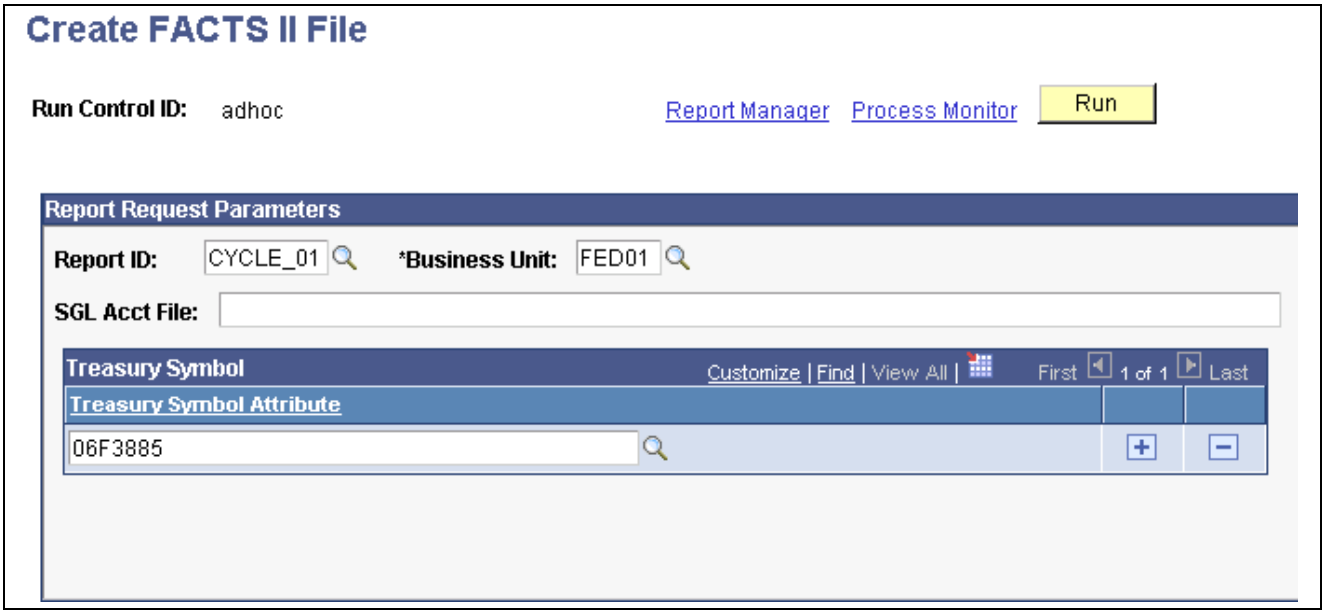
Report ID Enter the Report ID that you entered to accumulate the FACTS II data.

Display Full Numeric Field 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.

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.

Creating the FACTS II File

Access the Create FACTS II File page.

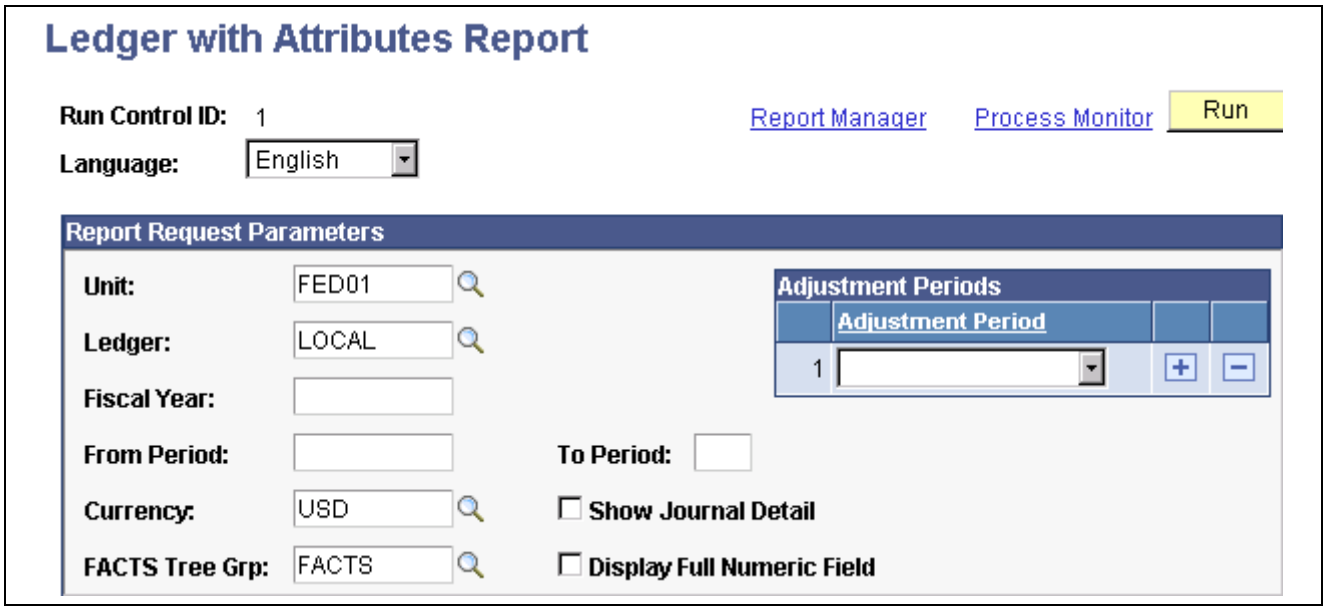


Create FACTS II File page

Report ID	Enter the accumulated and validated FACTS II report ID.
Business Unit	Select the business unit for this FACTS II data.
SGL Acct File (SGL account file)	Enter the name of the FACTS II flat file. You must use a .TXT file extension. Do not enter a path.
Treasury Symbol Attribute	Select one or more Treasury Symbol attributes for this FACTS II data.

Running the Ledger with Attributes Report

Access the Ledger with Attributes Report page.



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. This displays full numeric fields consisting of 23 integers and 3 decimal places on this report.

Defining, Generating, Creating, and Printing SF224, SF1219, and SF1220 Reports

To create SF224, SF1219, and SF1220 reports, use the SF1219 Report Definition component (SF1219_DEFN) and the SF224/ SF1220 Report Defn component (SF224_SF1220_DEFN).

This section provides an overview of SF224/1220 and SF1219 reporting and discusses how to:

- 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

The PeopleSoft system enables you to define and generate the following 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 General Ledger.

- SF224 Statement of Cash Transactions report can be printed or submitted electronically to the US Treasury.
- 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.

See Also

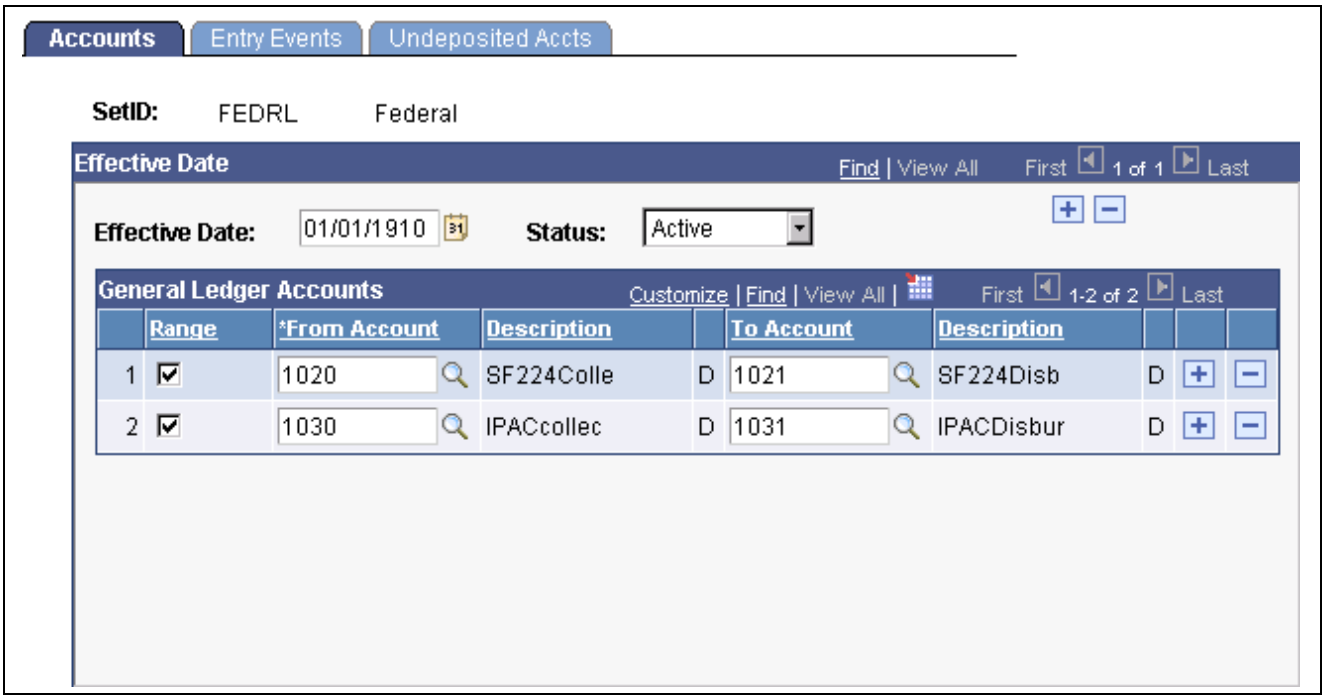
Appendix D, “General Ledger Reports,” page 615

Pages Used to Create SF224, SF1219, and SF1220 Reports

Page Name	Object Name	Navigation	Usage
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.
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 on the 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/Flat File	RUN_SF224_SF1220	General Ledger, Federal Reports, SF224/1219/1220, Run SF224 Report/Create File, Run SF224/Flat File	Runs GLSF224/1229P SQR to print the report. Also runs GL_224_1220 Application Engine to create a SF224 flat file.
SF1219 Definition	SF1219_DEFN	General Ledger, Federal Reports, SF224/ SF1219/ SF1220, SF1219 Report Definition, SF1219 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/SF1219/SF1220, Run SF1219 Report, Print SF1219 Report	Runs the GLSF1219 SQR Report process to print the SF1219 Statement of Accountability report.
Print SF1220 Report	RUN_SF224_SF1220	General Ledger, Federal Reports, SF224/ SF1219/ SF1220, Run SF1220 Report, Print SF1220 Report	Runs the GLSF224P SQR Report process to print the SF1220 report.
SF1219/1220 Report	RUN_SF1219	General Ledger, Federal Reports, SF224/ SF1219/ SF1220, Create SF1219/1220 File	Runs the GL_1219_1220 Application Engine to create a flat file.

Defining the SF224/1220 Report Accounts

Access the SF224/1220 Definition - Accounts page.



SF224/1220 Definition - Accounts page

Effective Date Displays the system date, which you can change.

Status Select *Active.*

Range Identify the range of accounts to use for this report and save the page.

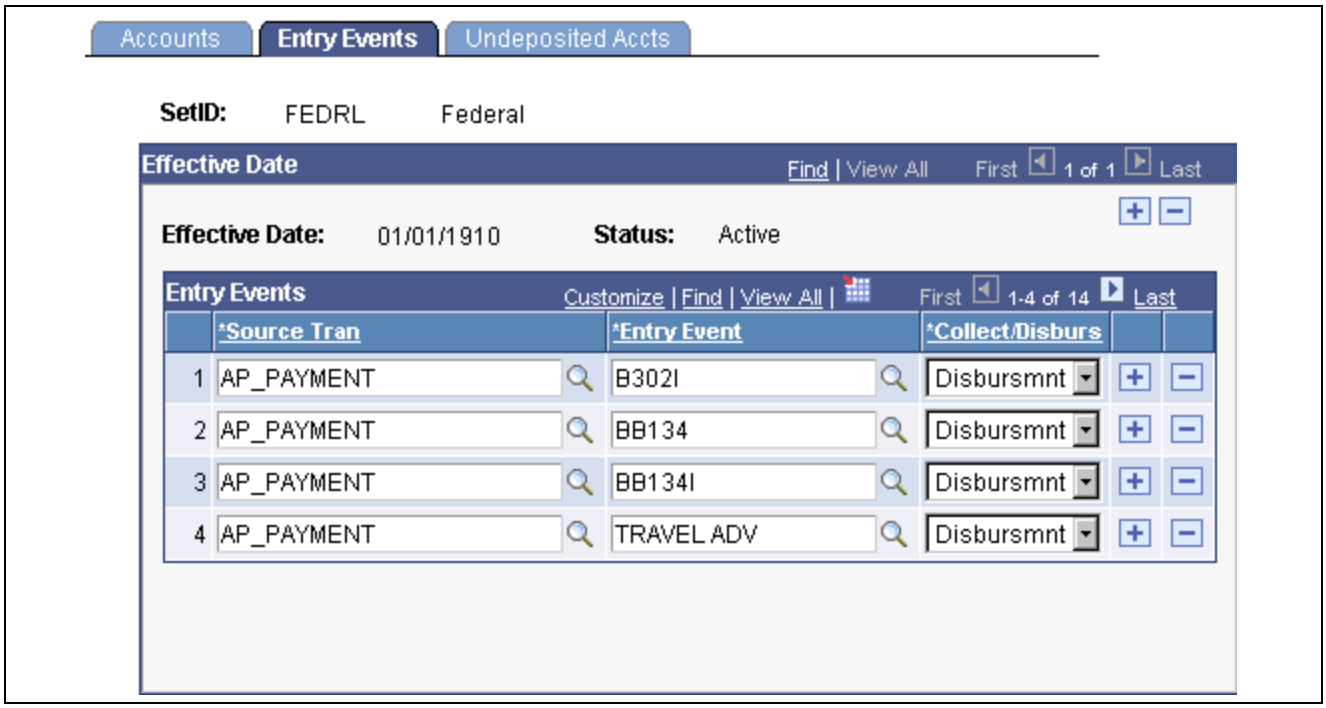
See Also

Chapter 28, "Setting Up and Generating Federal Government Reports," Setting Up ChartField Attributes, page 547

Chapter 28, "Setting Up and Generating Federal Government Reports," Linking Account Attributes and Values to Account ChartFields, page 562

Defining the SF224/1220 Entry Events

Access the SF224/1220 Definition - Entry Events page.



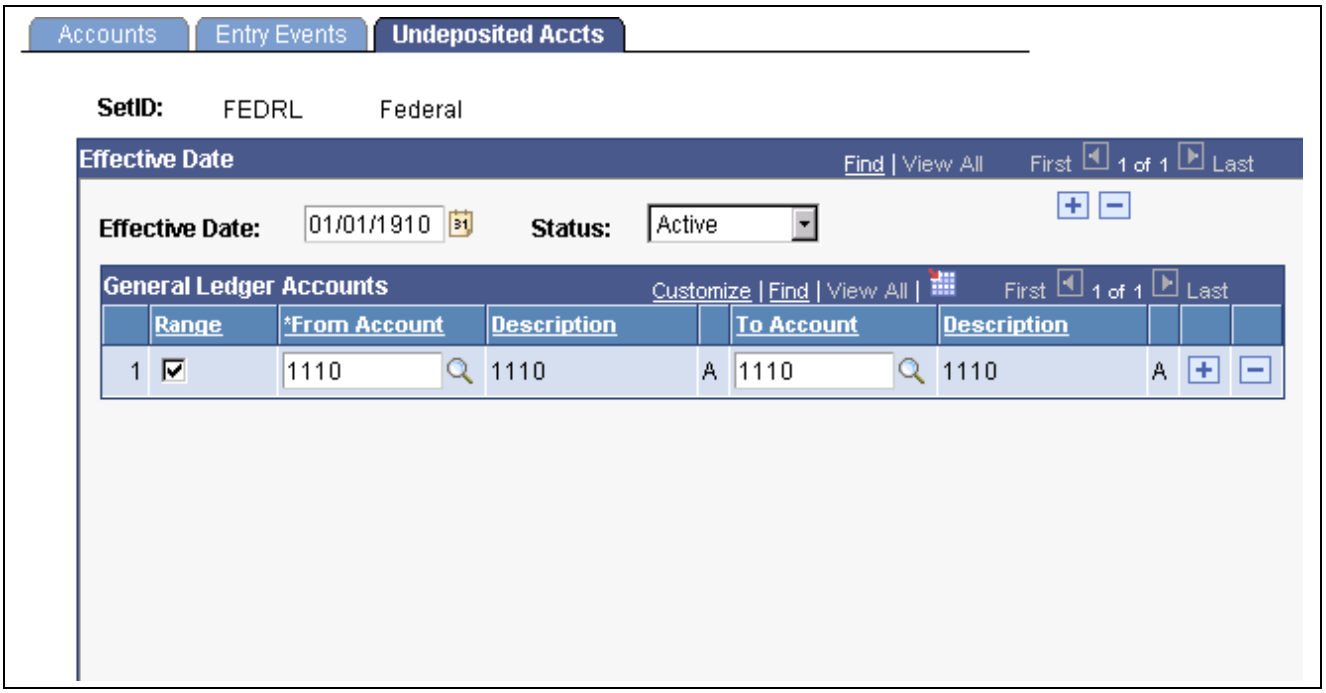
SF224/1220 Definition - Entry Events page

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.



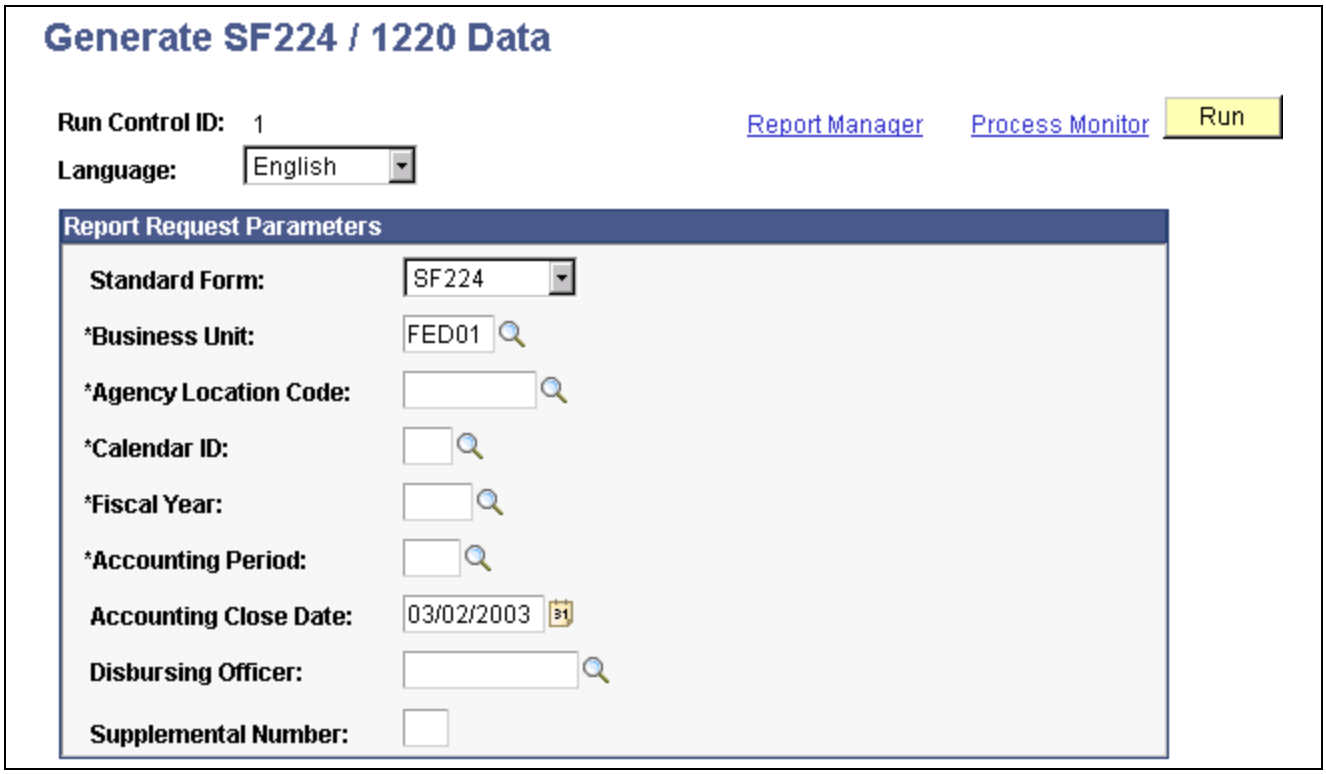
SF224/SF1220 Definition - Undeposited Accts (undeposited accounts) page

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.

Generating the SF224/SF1220 Report Data

Access the Generate SF224 / 1220 Data page.

Note. This option generates the data and moves it to a table.



Generate SF224 / 1220 Data page

Standard Form	Select *SF224* or *SF1220* to generate the data.
Business Unit	Select the business unit for the organization that is submitting this report.
Agency Location Code	Select the ALC for the reporting agency.
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 accounting period's close date.
Disbursing Officer	Select the ID of the disbursing officer. Select this only for SF1220 reports.
Supplemental Number	Use this field to track monthly submission counts. The default value is 1. You must modify this number manually if you submit a subsequent adjustment 224 report during the same accounting month.
Run	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 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/Flat File page.

This page is identical to the Generate SF224/SF1220 page with the exception that you can only print and create a flat file for SF224.

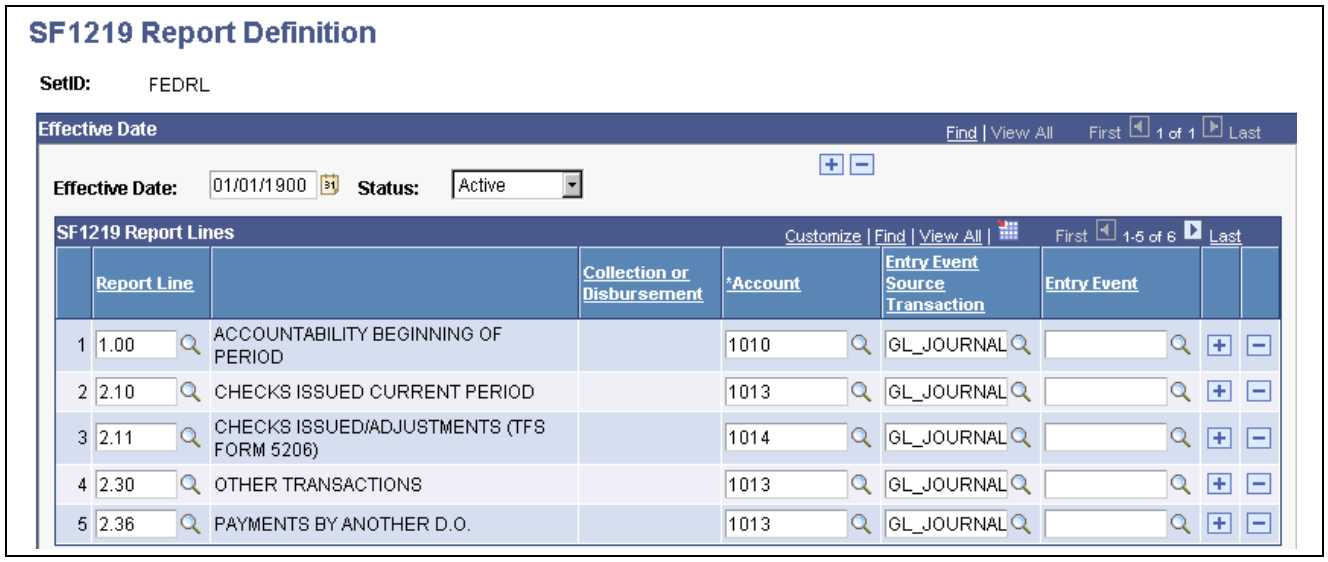
See Also

Chapter 28, "Setting Up and Generating Federal Government Reports," Generating the SF224/SF1220 Report Data, page 595

Appendix D, "General Ledger Reports," page 615

Defining the SF1219 Report

Access the SF1219 Definition page.



SF1219 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.

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 28, "Setting Up and Generating Federal Government Reports," Generating the SF224/SF1220 Report Data, page 595

Appendix D, "General Ledger Reports," page 615

Printing the SF1220 Report

Access the Print SF1220 Report page.

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 28, "Setting Up and Generating Federal Government Reports," Generating the SF224/SF1220 Report Data, page 595

Appendix D, "General Ledger Reports," page 615

Creating the SF1219/1220 Flat File

Access the 1219/1220 Report page.

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 28, "Setting Up and Generating Federal Government Reports," Generating the SF224/SF1220 Report Data, page 595

Defining and Generating a 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.

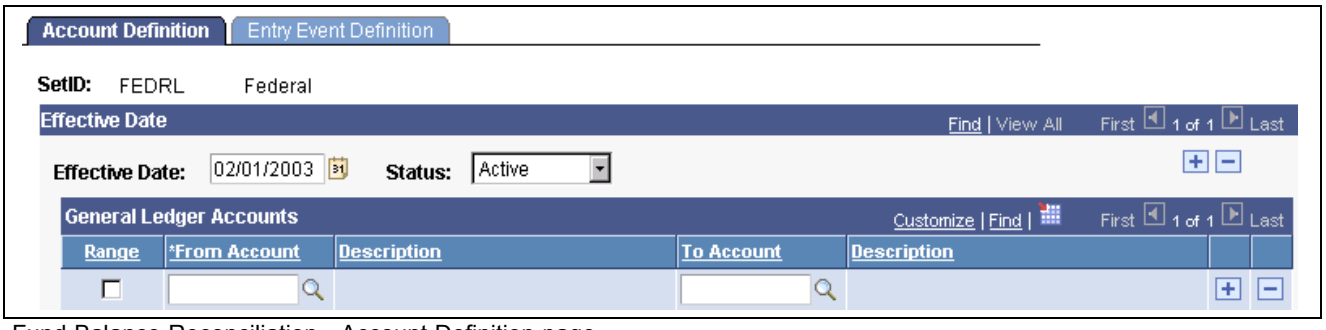
See Chapter 28, "Setting Up and Generating Federal Government Reports," Generating the Fund Balance Reconciliation Report, page 601.

Pages Used to Define and Generate a Fund Balance Reconciliation Report

Page Name	Object Name	Navigation	Usage
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:

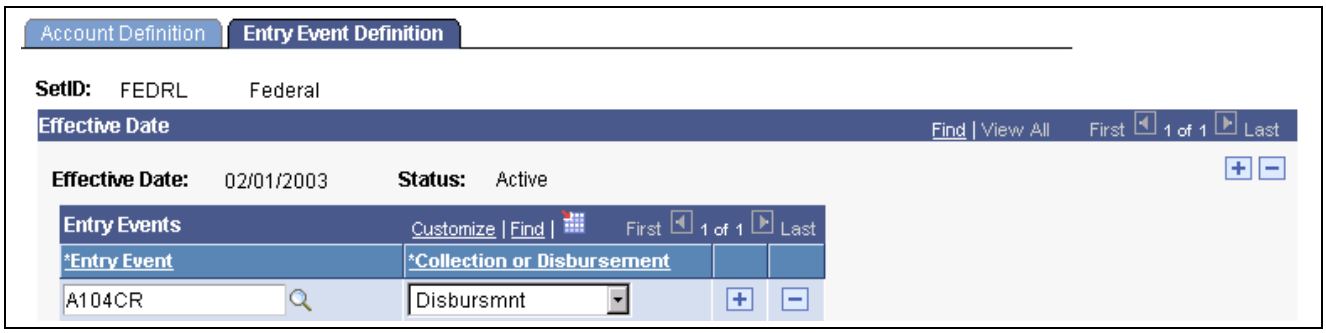


Fund Balance Reconciliation - Account Definition page

From Account, and **To Account** Enter one account or a range of accounts that you want to reconcile with the U.S. Treasury's data. Add rows as needed and save the page.

Defining Entry Events to Reconcile

Access the Fund Balance Reconciliation - Entry Event Definition page:

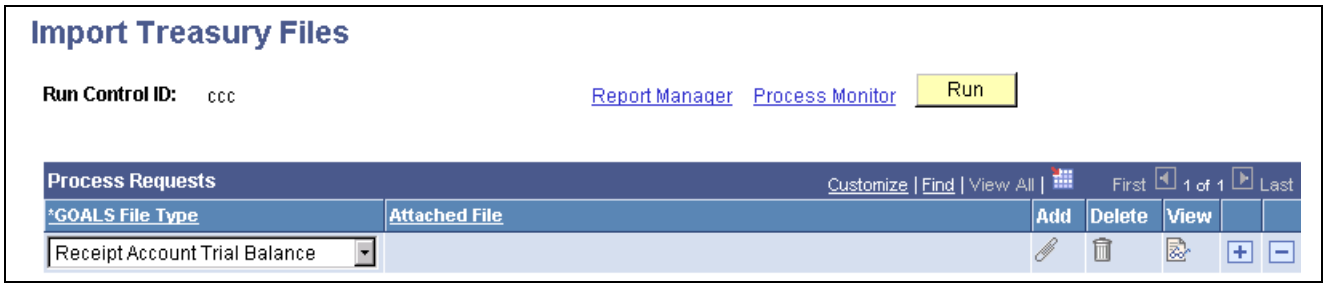


Fund Balance Reconciliation - Entry Event Definition

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.



Fund Balance Reconciliation - Import Treasury Files

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 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.

Note. These buttons work the same as the buttons on the Load FACTS I Data page.

See Chapter 28, "Setting Up and Generating Federal Government Reports," Loading MAF and FACTS I Data, page 538.

Generating the Fund Balance Reconciliation Report

Access the Generate Reconciliation Report page:



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's data and produce a report that defines any differences in the data.

See Also

Appendix D, "General Ledger Reports," page 615

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:

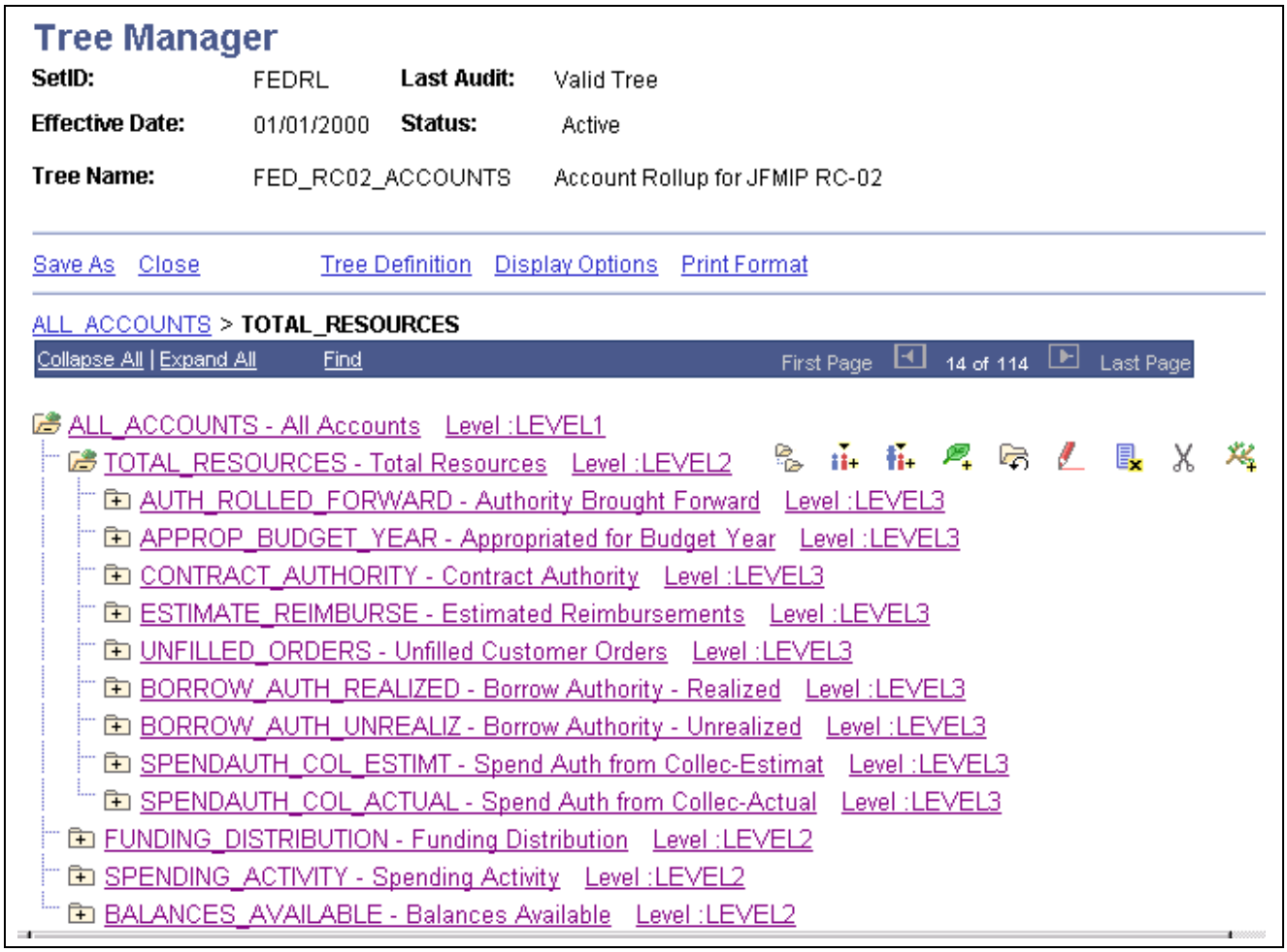
- Maintain the FED_RCO2_ACCOUNTS tree.
- Define the FUND_BALANCE nVision report layout.
- Request and distribute the FUND_BALANCE report.

Pages Used to Configure the FUND_STATUS PS/nVision Report

Page Name	Object Name	Navigation	Usage
Tree Manager	PSTREEMGR	Tree Manager, Tree Manager, Tree Manager	Review an existing tree, tree levels, or a tree definition.
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

Account tree FED_RC02_ACCOUNT 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.

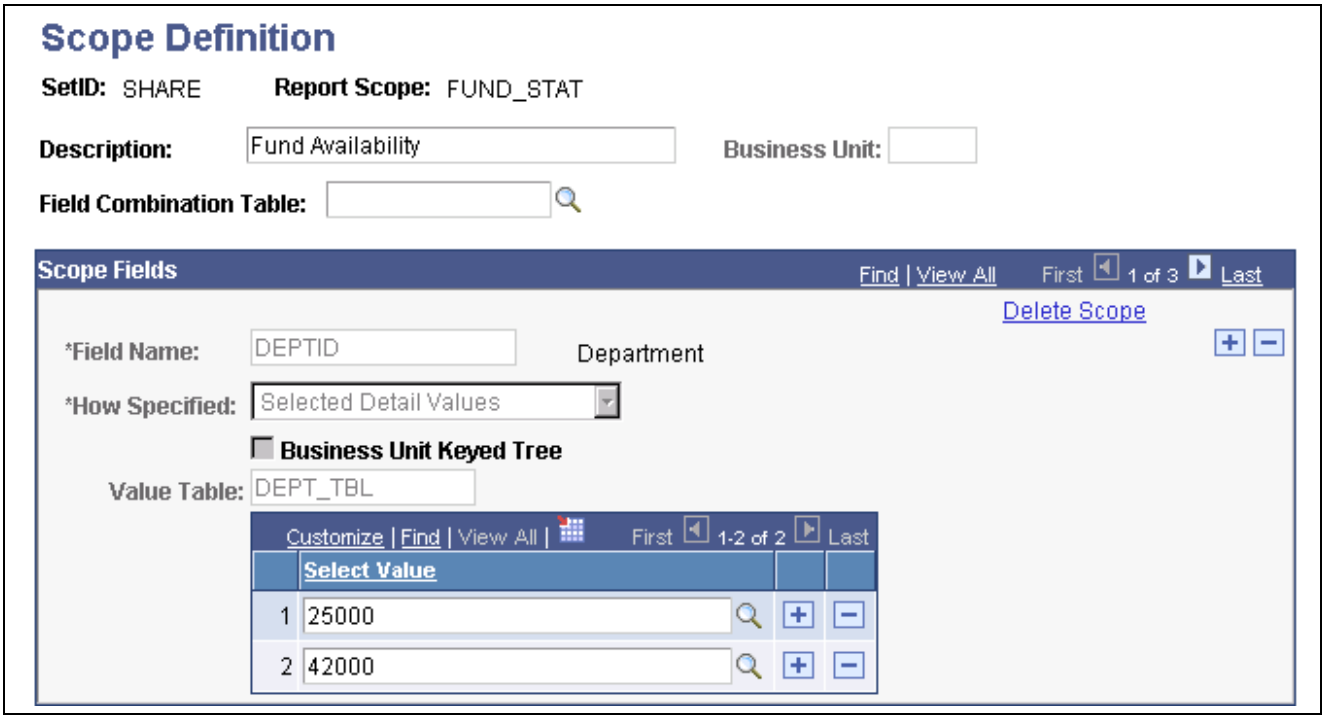


FED_RC02_ACCOUNTS Account Rollup tree

See *Enterprise PeopleTools PeopleBooks: PeopleSoft Tree Manager*

Defining the FUND_BALANCE nVision Report Layout

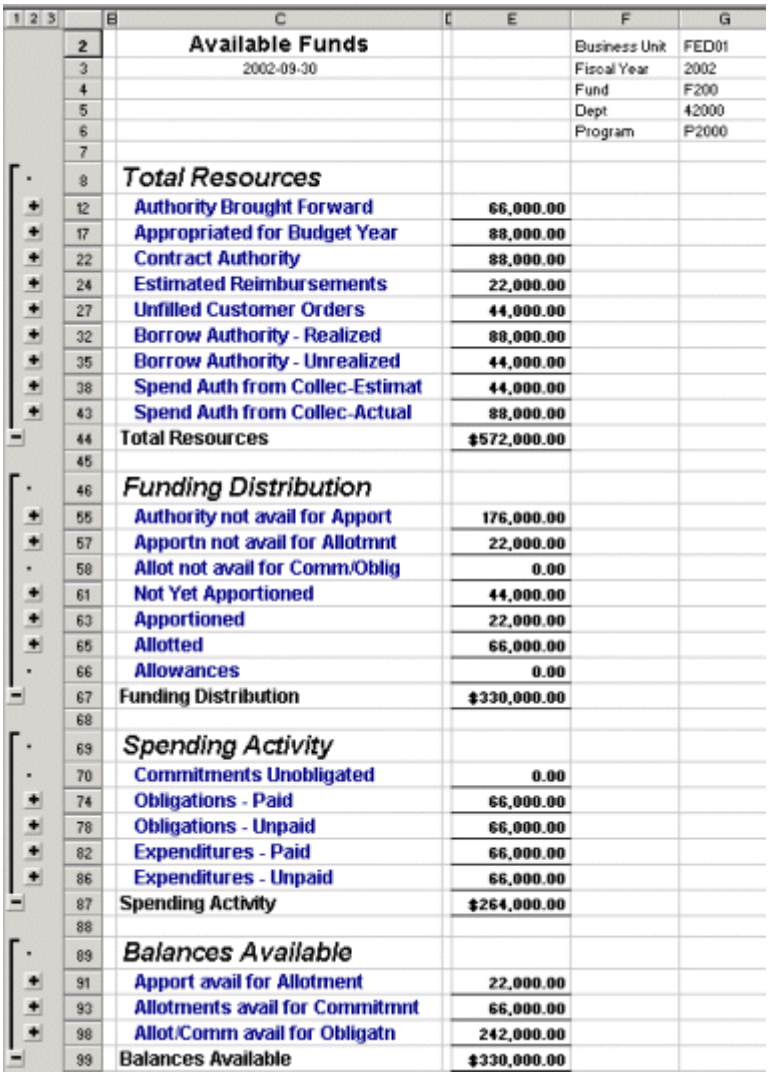
The nVision Layout FUND_STATUS is processed with the Scope definition FUND_STAT which contains Fund, Department ID, and Program Code as selection criteria.



PeopleSoft/nVision scope definition FUND_STAT

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 Microsoft Excel worksheet is the fund available information for Fund F200, Department 42000, Program P2000.



		C	E	F	G
	2	**Available Funds**		Business Unit	FED01
	3	2002-09-30		Fiscal Year	2002
	4			Fund	F200
	5			Dept	42000
	6			Program	P2000
	7				
	8	*Total Resources*			
+	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	Total Resources	$572,000.00		
	45				
	46	*Funding Distribution*			
+	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	Funding Distribution	$330,000.00		
	68				
	69	*Spending Activity*			
	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	Spending Activity	$264,000.00		
	88				
	89	*Balances Available*			
+	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	Balances Available	$330,000.00		

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:

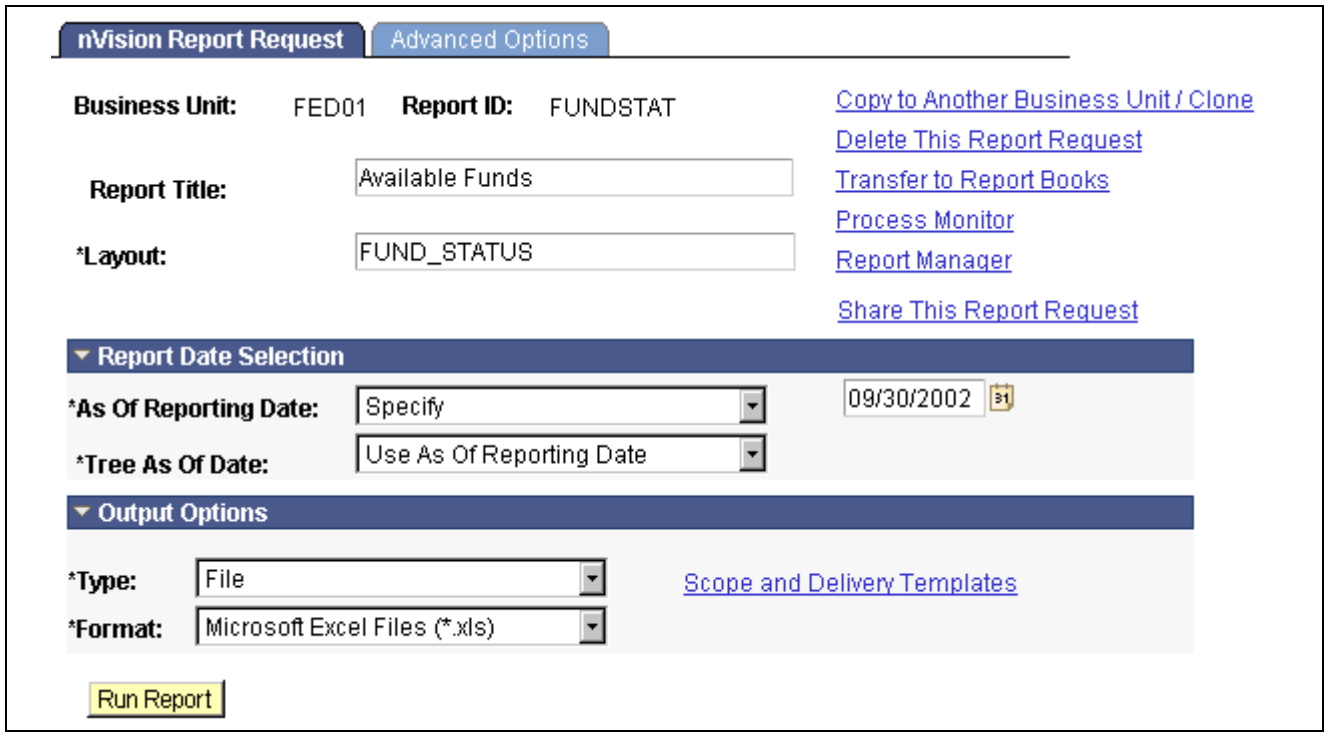
- Total Resources
- Fund Distribution
- Spending Activity
- Balances Available

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.



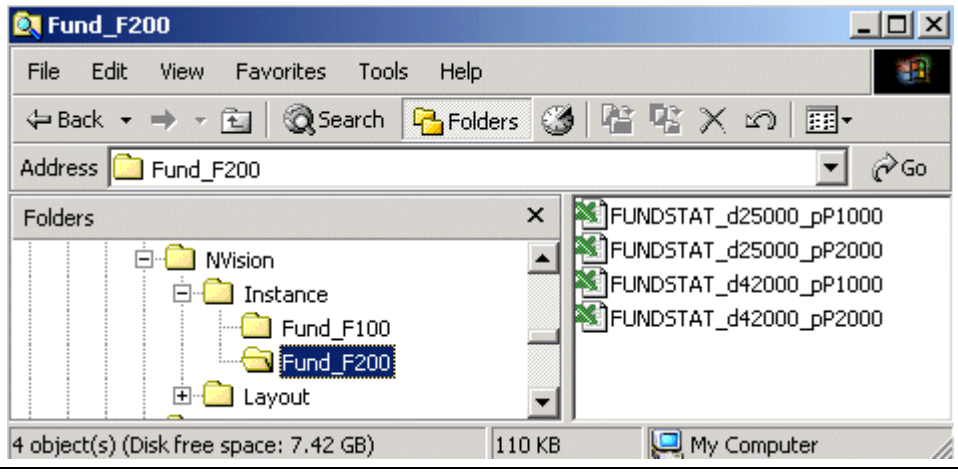
PeopleSoft nVision Report Request

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:

%RID%_d%SFV.DEPTID%_p%SFV.PROGRAM_CODE%.xls

Directories that are named after the Fund names are created, as specified in the Directory Template edit box:

Fund_%SFV.FUND_CODE%



Fund instance

See *Enterprise PeopleTools PeopleBook: PS nVision*

Setting Up Federal Reimbursable Agreement Accounts in General Ledger

To set up federal reimbursable agreement accounts in General Ledger, use the Reimbursable Agreement Account component (RMC18_SETUP).

This section provides an overview of federal reimbursable accounts in 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 get 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 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 Enterprise Contracts 8.9 PeopleBook, “Managing Contracts”

Page Used to Set Up Federal Reimbursable Agreement Accounts in General Ledger

Page Name	Object Name	Navigation	Usage
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.

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 *Add*or *Deduct.*

This 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 Enterprise Contracts 8.9 PeopleBook, “Working with Federal Reimbursable Agreements”

Using PSnVision for Statutory Reporting

You can fulfill your GASB 34/35 statutory reporting requirements using PSnVision and a PeopleSoft template.

This section provides an overview of GASB 34/35 reporting.

Understanding GASB 34/35 Reporting

The GASB 34 /35 requires state and local governments and public colleges and universities to submit basic financial statements. PeopleSoft provides a template that enables local and state governments and public colleges and universities to design the following PSnVision reports that adhere to the GASB 34/35 guidelines.

- Government-wide 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.

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 Enterprise 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

Enterprise PeopleTools PeopleBook: PeopleCode API Reference

Enterprise PeopleTools PeopleBook: Security Administration

Enterprise PeopleTools PeopleBook: Internet Technology

General Ledger Web Libraries

This table lists the web libraries that are used and delivered with General Ledger:

Web Library Name	Description
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.

Web Library Name	Description
WEBLIB_PORTAL	Contains the following six fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal: PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation. PORTAL_NAV: Main support routines for navigation. PORTAL_HEADER: Support for the header portion of the page and some generic routines. PORTAL_DYN_TEMP: Support for the dynamic template. PORTAL_PGLT_PREV: Support for the pagelet preview functionality.
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.

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.

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.

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_NTFY_WF)
- Closing (GLPCLOSE)
- Consolidations (GLPOCONS)
- Equitization (GLPQEQTZ)
- Journal Post (GLPPPOST)
- Multicurrency Processing (FSPCCURR)
- Open Item Reconciliation (GLPPOITM)
- Summary Ledger (GL_SUML_PROC)

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.

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 Enterprise General Ledger 8.9 PeopleBook* discusses how to do this in detail.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine

Chapter 7, “Optimizing General Ledger Performance,” page 67

APPENDIX C

Delivered Workflows for General Ledger

This appendix discusses the delivered workflows for General Ledger.

See Also

Enterprise PeopleTools PeopleBook: Workflow Technology

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Delivered Workflows for General Ledger

This section discusses General Ledger workflows. The workflows are listed alphabetically by workflow name.

Journal Entry Approval

This section discusses the Journal Entry Approval workflow.

Description

Event Description	Further Approval Required.
Action Description	Generates a worklist entry for the next user in the approval hierarchy.
Notification Method	Email and Worklist.

Workflow Objects

Approval Rule Set	JOURNAL_ENTRY_APPROVAL
Business Process	JOURNAL_ENTRY_APPROVAL
Activity	APPROVE_DENY_JOURNAL
Role	SUPERVISOR

Journal Entry Denial

This section discusses the Journal Entry Denial workflow.

Description

Event Description	Journal Entry denied.
Action Description	Sends an email to the previous user.
Notification Method	Email and Worklist.

Workflow Objects

Approval Rule Set	JOURNAL_ENTRY_APPROVAL
Business Process	JOURNAL_ENTRY_APPROVAL
Activity	APPROVE_DENY_JOURNAL
Role	SUPERVISOR and/or MANAGER(S)

Journal Entry Approval

This section discusses the Journal Entry Approval workflow.

Description

Event Description	Generates a worklist entry for the next user in the approval hierarchy.
Action Description	The system routes work items to the appropriate user's worklist.
Notification Method	Email and Worklist.

Workflow Objects

Approval Rule Set	JOURNAL_ENTRY_APPROVAL
Business Process	JOURNAL_ENTRY_APPROVAL
Activity	APPROVE_DENY_JOURNAL
Role	SUPERVISOR and/or MANAGER(S)

APPENDIX D

General Ledger Reports

This appendix provides a listing of General Ledger reports and discusses how to use the ChartField selection grid.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

General Ledger Reports: A to Z

This table lists the General Ledger reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
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

Report ID and Report Name	Description	Navigation	Run Control Page
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)

Report ID and Report Name	Description	Navigation	Run Control Page
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)	General Ledger, General Reports, GL Subsystem Reconciliation, Reconciliation by ChartFields	RUN_FIN5005 (RUN_GLRCN_RPTS)
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)	General Ledger, Summary Ledgers, Summary Ledger Definition Rpt	RUN_GLC1000
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
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
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
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
GLC6001 Allocation Group	Lists detail information that is associated with a particular allocation group. (Crystal)	Allocations, Reports, Allocation Group	RUN_GLC6001

Report ID and Report Name	Description	Navigation	Run Control Page
GLC7501 Journal Entry Detail	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)	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Journal Entry Lines Page Select the Print Journal 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 GLC7501 report. Reporting Tools, Report Manager, and click the Journal Entry Print link to access the GLC7501 report.	RUN_GLC7501
GLS1001 Summary Ledger Detail	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)	General Ledger, Summary Ledgers, Summary Ledger Detail Report	RUN_GLS1001
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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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 equitization rule, including component, ChartField, value, and description. (SQR)	General Ledger, Consolidate Financial Data, Reports, Equitization 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 equitize. (SQR)	General Ledger, Consolidate Financial Data, Reports, Ownership Sets	RUN_GLS2007

Report ID and Report Name	Description	Navigation	Run Control Page
GLS2008 Equitization Calculation Log	Lists equitization calculation details by process instance. (SQR)	General Ledger, Consolidate Financial Data, Reports, Equitization 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
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 ChartKeys. 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

Report ID and Report Name	Description	Navigation	Run Control Page
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 ChartKeys, and detailed revaluation ChartKey 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
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 ChartKeys. (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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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

Report ID and Report Name	Description	Navigation	Run Control Page
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 Report	This is a monthly report sent to the U.S. Treasury that 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. (SQR)	General Ledger, Federal Reports, SF 224/ 1219/1220, SF 224 Transaction Report	RUN_GLS8400
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

Report ID and Report Name	Description	Navigation	Run Control Page
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.	General Ledger, Federal Reports, SF224 / 1219/ 1220, Run SF224 Report/Create File	RUN_SF224_SF1220
GLS8400 SF224 Statement of Cash Transaction Details	This is a monthly report that includes the detail transactions that make up the totals on the SF224 - Statement of Cash Transactions report.	General Ledger, Federal Reports, SF224 / 1219/ 1220, SF224 Transaction Report	RUN_GLS8400

Report ID and Report Name	Description	Navigation	Run Control Page
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 Enterprise Commitment Control 8.9 PeopleBook, "PeopleSoft Commitment Control Reports"

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Application Fundamentals Reports"

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "PeopleSoft Financials Global Reports"

Using the ChartField Selection Grid

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.

Selecting ChartFields for SQR Reports

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:

Account	Department
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:

Account	Department	Amount
60000	100	1000

Account	Department	Amount
	110	2000
	120	1000
Subtotal		*4000*
62000	100	2000
	110	1000
	130	3000
Subtotal		*6000*

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost-plus contract line A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

	See also *population* and *cohort*.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure

your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit*. A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template*. In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process*. In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation

process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access*.

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

	You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing

	model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

	For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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