PeopleSoft®

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook

July 2005

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook
SKU FSCM89SPF-B 0705
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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 Application Fundamentals PeopleBook Preface

This preface discusses:

- PeopleSoft Products
- Pages with deferred processing.
- Common elements used 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 is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these features or products:

- PeopleSoft Enterprise Asset Management.
- PeopleSoft Enterprise Billing.
- PeopleSoft Enterprise Commitment Control.
- PeopleSoft Enterprise Engineering.
- PeopleSoft Enterprise Cash Management.
- PeopleSoft Enterprise Contracts.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Inventory
- PeopleSoft Enterprise Manufacturing
- PeopleSoft Enterprise Order Management.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise Receivables.
- PeopleSoft Enterprise Service Procurement.
- PeopleSoft Enterprise Supply Planning

Pages With Deferred Processing

Several pages in this PeopleBook 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 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 in the *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

Common Elements Used in This PeopleBook

As of Date — The last date for which a report or process includes data.

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.

Description — Freeflow text up to 256 characters.

Effective Date — Date on which a table row becomes effective; the date that an action begins. For example, if you want 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 and batch processes that use the information use the current row.

See *Enterprise PeopleTools PeopleBook, "Using PeopleSoft Applications," Working with Pages, Using Effective Dates*

EmplID (employee ID) — Unique identification code for an individual associated with your organization.

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.

Process Frequency group box — Designates the appropriate frequency in the Process Frequency group box:

Once executes the request the next time 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 the batch process runs.

Don't Run ignores the request when the batch process runs.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*.

Process Monitor — Click to access the Process List page, where you can view the status of submitted process requests.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*.

Report ID — The report identifier.

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	A request identification 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. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*.
Run Control ID	An identification code 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	Freeflow text up to 15 characters.
Status (effective status)	Indicates whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
User ID	The system identifier for the individual who generates a transaction.

CHAPTER 1

Getting Started With PeopleSoft Enterprise Application Fundamentals

This chapter provides an overview of the common business processes described in the *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook.*

Because the information in this PeopleBook involves more than one PeopleSoft product, refer to the *Getting Started* chapter in each PeopleBook for specific implementation and integration information for the various applications, or products.

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.

PeopleSoft Application Fundamentals Overview

This PeopleBook discusses the following functionality and processes:

- Defining financials, enterprise service automation, and supply chain management common definitions.
- Setting installation options for PeopleSoft applications.
- Defining user preferences.
- Securing your system.
- Defining and using ChartFields.
- Editing ChartField combinations.
- Configuring ChartFields.
- Summarizing ChartFields using trees.
- Using entry events.
- Using alternate accounts.
- Defining accounting calendars.
- Setting up ledgers.
- Using journal generator.
- Using interunit and intraunit accounting and ChartField inheritance.
- Processing allocations.
- Setting up on-demand processing.
- PeopleSoft Enterprise Application Fundamentals reports.

Implementation Considerations

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization 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 links to the corresponding PeopleBook documentation.

Each product's Getting Started chapter contains specific implementation and component interface information for that product. This PeopleBook includes information about component interface features for ChartFields, ledgers, interunit and intraunit, calendars, security, combination editing, and allocations.

CHAPTER 2

Defining Financials and Supply Chain Management Common Definitions

This chapter discusses how to:

- Set up document management options.
- Set up resources.
- Set up locations.
- Establish regions and region codes.
- Establish distribution rules and sets.
- Define sales and use tax authorities and codes.
- Define additional common information.
- Define common journal definitions.
- Set up workflow transactions.
- Generate tables accessed and updated.

Setting Up Document Management Options

You can enable document management within selected PeopleSoft-system pages. You set up active Documentum-enabled components within a PeopleSoft application and define valid buttons associated with each of the pages within these components. The PeopleSoft Documentum setup is “smart” in that the list of components and individual pages from which you can select are only those that are specifically designed for use with Documentum.

To set up document management options, use the following components:

- Documentum Product Options (DC_PRODUCT)
- Documentum Component Options (DC_PNLGRP)
- Documentum Page Options (DC_PNL_OPT)

This section discusses how to:

- Select Documentum-enabled applications.
- Define document management options by application.
- Determine Documentum page actions.
- Define Documentum page copy options.

Pages Used to Set Up Document Management Options

Page Name	Object Name	Navigation	Usage
Documentum Product Options	DC_PRODUCT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Product Options	Define which PeopleSoft products are Documentum-enabled and define the document management options for a product.
Component Options	DC_PNLGRP	Set Up Financials/Supply Chain, Common Definitions, Documentum, Component Options	Control, by product and component, the document management buttons the system displays in document components.
Page Options	DC_PNL_OPT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Page Options	Define Documentum page options by component name and by product and thus control pages within a given component. Use this page to make a page document-enabled.
Copy Properties	DC_PNL3_OPT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Page Option, Copy Properties	Control the prompting behavior for key fields related to Documentum-enabled pages.

Selecting Documentum-Enabled Applications

Access the Documentum Product Options page.

Note. All fields on this page are case-sensitive.

Document Enabled PS (PeopleSoft)/Product Values are: *Engineering/Manufacturing* and *Enterprise.* The PeopleSoft system delivers Engineering/Manufacturing and Contracts Documentum-enabled pages. Use the Enterprise product option for Documentum-enabled components, which are used within multiple products.

Note. These pages are preloaded with PeopleSoft Engineering information.

Documentum Docbase Name Displays the name of the document database that contains the documents that you'll access with PeopleSoft pages for a specific product. When you access the document-enabled PeopleSoft system pages, the system connects you to this document database.

Maximum Documents in Query Displays the maximum number of documents retrieved when you run document management system queries within the Documentum-enabled product. This setting prevents you from retrieving more documents than you deem reasonable at any one time.

This is the maximum number of documents that the system returns to the Query Result page, not the maximum number of documents that results from

the document management system query itself. For example, if you set this field to 10, then the system displays only 10 documents on the Query Results page, although 20 documents were found. The documents displayed are the first 10, ordered by document name.

Note. This setting doesn't limit the maximum number of documents that can be associated on a page, just how many are returned by a single query.

Document Object Type Displays the document management system object supertype that you want to use when you access documents within the document database. The object type controls the set of valid attributes of the documents within Documentum. This object type must contain all attributes (fields) that you'll reference from Engineering document query pages.

Use BU/Item/Rev Attributes This check box determines if you'll use PeopleSoft business unit, item number, and item revision fields when you run queries against the document database. You must first configure the Documentum attributes. To include all three fields—Business Unit (BUSINESS_UNIT), Item ID (INV_ITEM_ID), and Revisions (EN_REVISION)—within the document object type, use the Document Control Options page.

Note. All Documentum product options on this page could also have been set at the installation level with the Installation Options - Documentum page.

See Also

Chapter 3, "Setting Installation Options for PeopleSoft Applications," Setting Documentum Installation Options, page 58

Defining Document Management Options by Application

Access the Documentum Component Options page.

Before you begin to manage documents, you need to decide what level of access capabilities you will make for each individual document component. For example, within PeopleSoft Manufacturing, you may want users to only view and query item revision documents, but in PeopleSoft Engineering you may want them to have full check-in and check-out access on the engineering change order (ECO).

Component Name Select the PeopleSoft Engineering or PeopleSoft Manufacturing access capabilities that you want.

Document Enabled PS Product Select *EG* (Engineering/Manufacturing) or *ER* (Enterprise).

If the component applies to more than one product, select *ER*.

Component Type Select whether the component is an inquiry or maintenance component.

Valid Actions

While maintenance components can have all Valid Actions buttons available, inquiry components can have only the View Document Detail and View Document Contents buttons available.

You can select any or all valid actions that you want to associate with specific components for specific products.



View document detail.



Query the Documentum database.



View document contents.



Launch Documentum.



Fix or unfix versions.



Copy associations.

Click a Valid Actions button to select and clear the check boxes.

The system reflects the actions that you select by displaying the appropriate buttons on the relevant document pages. For example, if you select the View Document Detail and Query buttons for the Engineering Change Order document page, then when you access the ECO Documents page and other Documentum-enabled pages within the component. The View and Query buttons and disable the Launch Documentum, Fix Vers, UnFix Vers, and Copy buttons.

If you don't set a specific action as valid on the component level, then users cannot carry out that action on any pages.

See Also

PeopleSoft Enterprise Engineering 8.9 PeopleBook, "Managing Documents"

Determining Documentum Page Actions

Access the Documentum Page Options - Page Options page.

Note. Prior to entering information on this page, you must set up Documentum component options on the Documentum Component Options page.

Documentum Enabled Page The available options consist of a list of Documentum-enabled pages from the specified component. You can remove or add document-enabled pages.

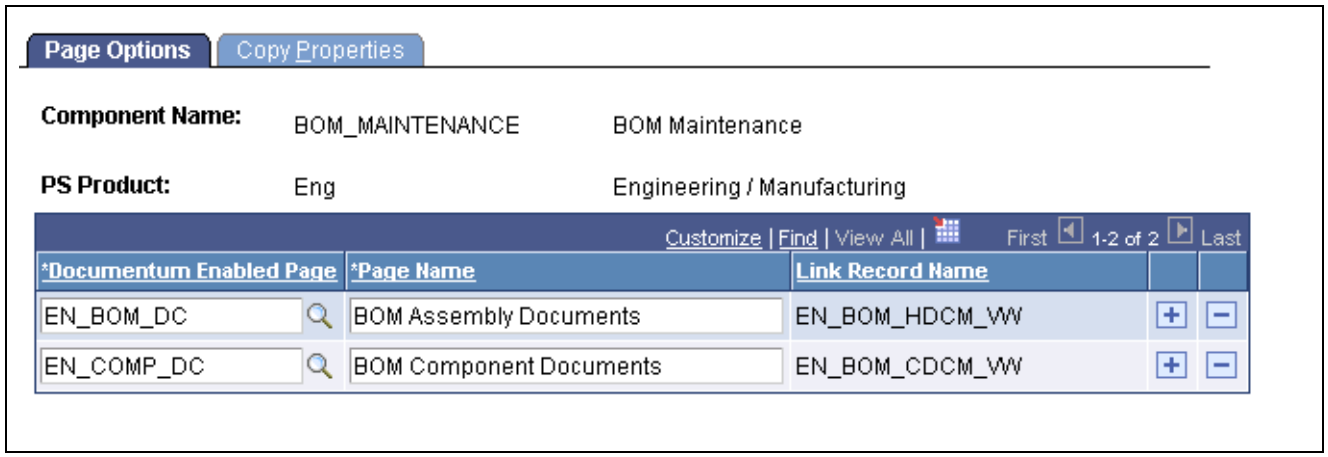
Page Name Enter a unique name for each Documentum-enabled page. Because the page name acts as a reference during copying, it is important to create unique names if a page is being added to more than one component.

Link Record Name Displays the record that contains Documentum document information for that page, including object ID, document name, and title. This field is required but is not an editable field. It appears here for reference purposes only.

Note. An individual page can belong to several different components.

Defining Documentum Page Copy Options

Access the Documentum Page Options - Copy Properties page.



Documentum Page Options - Copy Properties page

The selections on this page determine what you see when you click the Copy Document Associations button on a Documentum-enabled page. These copy properties are preset for you for all existing Documentum-enabled pages and need not be modified.

Key Fields Displays key fields for the link record.

Display Field Determines if a key field appears at copy time for the Documentum-enabled page.

Prompt TableName Displays the prompt table or view that the system uses to display valid values for the key field when you copy from the Documentum-enabled page.

Default Value The system uses this value for display purposes at copy time.

The combination of display field and default value gives you the flexibility to predefine copy options. For example, clearing the display field and defining a default value of *PR* for the key field BOM_STATE ensures that only production BOM document associations are copied.

Warning! Copy properties are preset for all existing Documentum-enabled pages and, in most cases, should not be modified. Incorrectly modifying values on this page can cause unpredictable prompting results when you copy document associations.

Setting Up Resources

This section discusses how to set up common resource information.

Page Used to Set Up Resource Information

Page Name	Object Name	Navigation	Usage
Common Installation Options	INSTALLATION_RESRC	Set Up Financials/Supply Chain, Common Definitions, Resources Data, Resource Setup	Set up common resource information.

Setting Up Resource Information

Access the Common Installation Options page.

Scheduling Options

Default Work Days Select the default for days of the week for which the resource is willing to work. The selected days are used as the default work days on the Resource Profile - General Info page for new resource profiles.

Standard Hours per Work Day Enter the number of hours that make up a work day.

The Resource Match engine uses this information to calculate availability fit scores for each resource-and-resource request combination.

This field is multiplied by the default number of work days per week to determine the default value for the organization's standard hours per week. If a resource's standard hours per week are less than the organization's standard hours per week, the resource is treated as part-time.

Standard hours per work day are also used as the default hours per day for new appointments if you access the Appointment Details page from the Monthly Schedule or Weekly Schedule pages.

Standard Start Time Enter the time of day at which the resource will begin work.

This information is used as the default start time on new appointments, assignments, and holidays.

Assignment Options

Assignment ID Last Used Enter the ID that the system will reference when it creates assignment ID numbers.

This field serves as a counter to track the last system-generated ID for an assignment. This value should only be manipulated to reinitialize the database from test to production mode, or to reset the assignment IDs.

Examples of valid reasons to manually change the value in this field are:

- You converted assignments from a legacy application, and your organization decides to skip a series of numbers used prior to the Resource Management implementation.
- The assignment ID value incremented as you performed testing or training on your application, and you want to reset before putting the Resource Management application into production.

Existing assignment IDs are not reused even if you reset the value in the Assignment ID Last Used field.

Calendar Options

Holiday Hours From Select the method of determining the duration in hours of each holiday if the holiday start and end times are not defined in PeopleSoft HRMS. This information is used to load holidays onto resources schedules. Select how the system will derive the holiday hours:

Custom Settings Defined Here: Select this option and enter a value in the adjacent field to specify the number of hours that will be used across all resource schedules when the system generates holiday entries.

Job Table Std Hours (job table standard hours): Select this option for the application to divide the resource's standard hours per work week by the number of days the resource works each week to obtain an average work day length in hours.

Standard Hours per Work Day: Select to use the organization's standard hours per work day that is defined on this page, for all resources when the system determines the duration of each holiday.

Note. This option is only used if the hours are not specified in the appropriate holiday calendar. If the calendar does specify these hours, this option is ignored.

Appointment ID Last Used This field displays the last system-generated ID for a resource schedule appointment. Enter a value in this field only to reinitialize the database from test to production mode, or to reset the appointment IDs.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Enabling Resource Schedules," Defining Holidays on Resource Schedules.

Resource Options

Allow Non-Employees to be established as Resources Select this check box to enable individuals who do not have employee status to still be eligible to become resources.

By selecting this option you can control the eligibility of non-employee resources; maintain their competencies, accomplishments, and schedules; search for non-employee resources; and assign non-employee resources to projects and service orders. In addition, you can view the resources' personnel status throughout the system so that you can distinguish between employees and non-employees.

PeopleSoft HCM 8.0+ In the Data Source group box, you indicate the source for your employee and non-employee data.

Select PeopleSoft HCM 8.0+ to maintain employee and non-employee source data only in PeopleSoft HRMS. This allows the full synchronization process to update (overwrite) resource competencies and accomplishments in Resource Management with information from HRMS.

You can review any employee or non-employee records in Resource Management, regardless of the source database.

PeopleSoft HCM 8.0+ and PeopleSoft Resource Management Select to maintain employee data records in PeopleSoft HRMS, and non-employee data records—employee IDs (EMPLIDs) with a Personnel Status field (PER_STATUS) value of *N*—in HRMS and Resource Management. This option allows you to create non-employee data records in either database.

This option directs the full synchronization process to update the FSCM database with HRMS data *only* for non-employee data records that originate in HRMS. Non-employee data records that originate in Resource Management are not affected by the full synchronization process.

	In Resource Management you can review employee and non-employee records originating from HRMS, and update non-employee records that originate from Resource Management.
PeopleSoft Resource Management	Select to maintain employee and non-employee data records only in the FSCM (Financials) database.
Email Notification to Manager	Select to generate automatic email to the resource manager when competencies and accomplishments are updated in the FSCM database. This field is activated if you use the FSCM database as the source database for employee competency information.
Evaluation Type	Select the type of evaluation to be used as the valid competency profile in Resource Management. This field is activated if you use the HRMS database as the source database for employee competency information. PeopleSoft HRMS Competency Management enables evaluations to be performed by an employee (self), manager, customer, and so on. In Resource Management you can decide which type of evaluation appears on the resource profile and is used by the Resource Match engine to calculate Competency fit scores. This option only applies if you use the HRMS database as your source database for competencies and accomplishments. If you use the FSCM database as the only source for competencies and accomplishments, the evaluation type value is *Self*.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Setting Up PeopleSoft Resource Management with PeopleSoft HRMS".

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Setting Up PeopleSoft Resource Management Without an Integrated HRMS".

Setting Up Locations

Use the following components to set up locations:

- Country (COUNTRY_TABLE)
- State (STATE_DEFN)
- Location (LOCATION_TBL)
- Country Statistics (COUNTRY_STAT)

Use the LOCATION_TBL_CI component interface to load data into the tables for these components.

This section discusses how to:

- Review country descriptions.
- Select address formats by country.
- Review state and province descriptions.
- Define locations.
- Add location details.
- Define countries for reporting.

Pages Used to Set Up Locations

Page Name	Object Name	Navigation	Usage
Country Description	COUNTRY_DEFN	Set Up Financials/Supply Chain, Common Definitions, Location, Country, Country Description	Add or review country descriptions.
Address Format	ADDR_FORMAT_TABLE	Set Up Financials/Supply Chain, Common Definitions, Location, Country, Address Format	Select address fields for a country so that the system displays addresses in the appropriate format.
State	STATE_DEFN	Set Up Financials/Supply Chain, Common Definitions, Location, State	Add or review a state or province code.
Location Definition	LOCATION_TBL	Set Up Financials/Supply Chain, Common Definitions, Location, Location, Location Definition	Define a location code, such as a branch office or shipping office.
Location Detail	LOCATION_TBL2	Set Up Financials/Supply Chain, Common Definitions, Location, Location, Location Detail	Add details to a location definition.
Country Stat Rpt Codes	COUNTRY_STAT_PNL	Set Up Financials/Supply Chain, Common Definitions, Location, Country Statistics, Country Stat Rpt Codes	Enter country codes requiring reporting as well as reporting options for each country code that you specify.

Reviewing Country Descriptions

Access the Country Description page.

EU Member State (European Union member state) Select if the country is a member of the European Union. You must select this option to include a country in prompts for Intrastat reporting.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Setting Up and Running Intrastat Reports," Establishing Intrastat Characteristics

Selecting Address Formats by Country

Access the Address Format page.

Available Select to make the field available everywhere in the system.

Label Enter the name of the field as it is to appear on the page.

For example, change the value in the State field to *Province* or *Department.*

Address 1, Address 2, Address 3, and **Address 4** — Select the address fields normally used by the country that you selected.

Postal Search — Select if you want the Postal Search link to appear on the Location Definition page. This link enables the user to find a postal delivery code.

Number 1, Number 2, House Type, Field 1 Label, Field 2 Label, and **Field 3 Label** — If you select these fields, they replace the Address 4 field on pages.

Reviewing State and Province Descriptions

Access the State page.

Numeric Code — Use to assign a number to a state or province for statistics and reports.

State — Enter a state abbreviation.

Locality — Enter a city, district, neighborhood, or place.

Locality Name — Enter the name of the district, neighborhood, or place.

Defining Locations

Access the Location Definition page.

Enter a description and populate the fields for the telephone and address information.

The address fields that appear are defined on the Address Format page.

In City Limit — Select if you use a third-party tax provider product and if you need to access additional city tax information.

Note. The In City Limit is not used by the Vertex O Series tax solution.

Alternate Character Set — Click to access a page where you can enter or display (or both) field values in an alternate character set. This button appears only if you selected the Alternate Character check box on the User Preferences - Overall Preferences page.

Address 2 and **Address 3** — If not used at this location, you can enter values in these fields to provide more information about the location, such as *Printing Division* or *Western Annex.*

Address 4 — The space available to display addresses on a page is limited. The Address 4 field won't appear if you select some of the optional address fields on the Address Format page, such as Number 1 or House Type.

GeoCode — This value is used by third-party tax applications to link a location definition to their tax calculation algorithms. If no geocode has been selected, this field displays a Lookup link. Clicking the geocode value or Lookup link accesses the Tax GeoCode Selection page, where you select a geocode value for the location definition.

You *must* select a geocode for each location definition in order to integrate properly with your third-party tax application.

Error messages that appear for this field are issued by the third-party application, and more information is provided in the third-party application documentation.

See Also

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Selecting Address Formats by Country, page 11

Adding Location Details

Access the Location Detail page.

Attention Enter the name that appears in the attention area of correspondence for this location.

Location Detail Enter additional information that you want to maintain for this location.

Carton Label Select the default format for printing carton labels for this location.

Shipping Container Label Select the default format for printing shipping container labels for this location.

Usage Label Select the default format for printing item usage labels for this location.

Defining Countries for Reporting

Access the Country Stat Rpt Codes (country statistics report codes) page.

Use for Statistics If you select this check box, the country recognized by the International Standards Organization (ISO) is also recognized by the European statistical offices as a country. If Use for Statistics is not selected, the country is recognized by the ISO but not by the European statistical offices. If this is the case, the European statistical offices assume that the country is a part of another country for the purposes of producing statistical data such as the GNP. For example, for ISO, the Principality of Monaco has its own country code, while for statistical purposes, Monaco is assumed to be part of France, and therefore has the same statistical country code as France.

2-Char Intrastat (two character intrastat) Displays the country identifier for the European statistical offices. This code is printed on some of the Intrastat Layout forms.

2-Char ESL (two-character European Sales List) Used for countries that are members of the European Union. This code is usually printed as part of the VAT Registration Information on the European Sales List (ESL).

3-Dig Cntry (three-digit country) Used as a country identifier for the European statistical offices, the code is usually printed on the Intrastat report to identify source or destination countries to or from which goods are shipped.

7-Char Descr (seven-character description) Used for the German international EFT layout to identify countries into or from which electronic funds are sent or received.

SUT Flag (sales and use tax flag) Informational only.

Establishing Regions and Region Codes

To establish regions and region codes, use the Region Type Codes component (REGION_TYPE) and the Region Codes component (REGION_CD).

Use the REGION_CD_CI and REGION_TYPE_CI component interfaces to add data in the tables for these components.

Regions may or may not be physical entities or geographical areas. Regions have three categorization levels: category, type, and code. It's important to understand the different uses of each level. For example, you might define a service center region type where equipment repairs take place. You might also use region types to identify the placement of a region in a reporting hierarchy, branch region, headquarters, and so on.

Region categories are system-defined and determine the function of the region code. For example, you can associate a customer with many region codes, each with a different purpose. You might associate a customer with one region code for pricing, but a different region code for determining transit lead times.

When a region does represent a physical entity, the region code has the same characteristics as a business—that is, address and language. You can use region codes to define territories for your sales force or to establish special pricing schemes for a geographic region. You can also use region codes to aid in determining the distribution of accounting entries.

Example of Region Code Use

Region codes are useful when you want to assign territories to your sales force—east, west, south, and north. To use region codes in this way, first define a region type called Sales, and then define East, West, South, and North region codes. When you create each one, select Team Member as the region category ID. When you set up your team members, select the appropriate region code on the Team Member Personal Data page.

Pages Used to Establish Regions and Region Codes

Page Name	Object Name	Navigation	Usage
Region Type Codes	REGION_TYPE	Set Up Financials/Supply Chain, Common Definitions, Location, Region Type Codes	Identify the type of activity that takes place in a particular region.
Region Codes	REGION_CD	Set Up Financials/Supply Chain, Common Definitions, Location, Region Codes	Establish territories for sales, to establish special pricing schemes for a geographic region, or to aid in determining the distribution of accounting entries.
Region Codes Address	REGION_CD_ADDR	Set Up Financials/Supply Chain, Common Definitions, Location, Region Codes, Region Codes Address	Enter location information if the region code represents a physical entity.

Establishing Distribution Rules and Sets

To establish distribution rules and sets, use the Distribution Sets component (DST_SET_OM) and the Distribution Rules component (DST_RULE_OM).

If you want to determine account distribution by products, product groups, customers, customer groups, regions, order groups, Inventory business units, or any combination of these elements on a sales order, RMA, or contract, you need to define distribution sets and distribution rules. You can have multiple revenue, discount, and surcharge codes as long as they add up to 100 percent.

Note. Contracts, claimback contracts, and RMAs use only revenue codes.

Distribution sets assign account distribution information to combinations of defining elements.

During business unit setup, you can select one distribution rule on the PeopleSoft Order Management business unit Accounting and Billing page for sales orders and RMAs. Distribution rules for claimback contracts can be defined on the PeopleSoft Order Management business unit Claimback Settings page. All sales orders entered for that business unit use the distribution rule you select to determine default distribution codes. If the distribution rule fails to find a distribution set match for the sales order, the order uses the distribution codes that you define on the Accounting and Billing Options page. You can override default distribution codes during order entry on the Distribution Accounts page. For RMAs, use the revenue distribution accounts to change the revenue code.

The distribution code for contracts in established on the BU Definition page.

Sales Order Distribution Set and Rule Example

You base all your account distributions on the warehouse (Inventory business unit) and your products are shipped from four warehouses: A, B, C, and D, except for a single large customer (customer ID 50006). Sales order information for that customer is distributed to unique revenue, discount, and surcharge accounts.

You establish a distribution set with 50006 entered in the Customer field. Then you set up four additional distribution sets, each with a separate value in the Inventory business unit field and unique revenue, discount, and surcharge codes. Next, you establish a distribution rule called Default, with two lines. The first line has the Customer field selected, and the second has the Inv BU field selected.

You link the Default distribution rule with Order Management business unit OM2.

The system searches all sales orders entered in business unit OM2. When you enter orders for customer 50006, the system stops searching at the first line of the distribution rule after finding a match on Customer. The distribution codes that you established in the distribution set for customer 50006 access by default the orders. For all other orders, it continues to line 2, where it finds a match on Inventory business unit. The distribution codes that you selected in the distribution set for Inventory business unit A access by default all the sales orders referencing Inventory business unit A. The same is true for sales orders referencing warehouses B, C, and D.

Pages Used to Establish Distribution Rules and Sets

Page Name	Object Name	Navigation	Usage
Distribution Sets	DST_SET_OM	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Sets	Define distribution sets. Establish the distribution codes on the Distribution Pcts (percentages) page.
Distribution Rules	DST_RULE_OM	Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Rules	Define distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders, contracts, and RMAs are entered.

Establishing Distribution Sets

Access the Distribution Sets page.

Document Type Your selection determines which account is debited. Valid options are: *Claimback Contract, Contracts, Sales Orders,* and *Returned Material Authorization.*

Product ID, Product Group, Customer, Customer Group, Region, Order Group, and **Inventory Business Unit** You can elect to set up account distribution for an individual or a combination of these elements. Select the fields from the available options.

Note. Your combinations cannot include both an individual customer and a customer group or an individual product and a product group.

"Customer" refers to the ship-to customer.

Distribution Type The distribution type is an attribute of the distribution set. It is not used in deriving distribution accounting.

Establishing Distribution Rules

Access the Distribution Rules page.

Note. The same elements that you selected on the Distribution Sets page appear as options on this page.

Default Select to indicate that this distribution rule is the rule to be used when no other rule is specified on the business unit.

Sequence Number Determines the search hierarchy for matches with distribution sets. Once a single match is found, the system uses the set to assign distribution codes to the order, contract, claimback contract, or RMA.

Select the most detailed set definition for the first sequence and continue entering combinations in decreasing granularity. In other words, if you define a distribution set that applies to a single customer, select only the Customer check box on the first line. If you define a distribution set that applies to a region and customer group, select those check boxes on the second line, and so on.

Note. "Customer" refers to the ship-to customer.

Defining Sales and Use Tax Authorities and Codes

Use the Sales and Use Tax Authority (TAX_AUTHORITY) and Sales and Use Tax Codes (TAX_CODE) components to define tax tables.

This section provides an overview of PeopleSoft tax tables and discusses how to:

- Define tax authorities.
- Define tax codes.

Understanding PeopleSoft Tax Tables

The PeopleSoft tax tables meet simple sales tax requirements, and they require you to define and maintain the following sales and use tax information:

- Tax authorities, which contain individual tax rates and accounting information used to post the tax liability to a general ledger.
- Tax codes, which consist of groups of tax authorities.

A tax authority is an agency empowered to set taxes. The types of taxes an authority can impose include local, state, federal, or regulatory commission taxes.

A tax code is a group of tax authorities. The percentage rate of a tax code is the sum of the percentage rates of all the tax authorities contained within that code. If a certain locality has a city tax, trade use tax, county tax, and state tax, create four tax authorities individually and then combine them into a single tax code. You can associate tax codes with a ship-to customer to enable the system to use default tax codes when you enter a ship-to customer at the bill-line level. The tax code defined for a ship-to customer appears automatically in order lines and schedules.

Each bill line in PeopleSoft Billing contains one tax code, but you can view the individual rates and amounts from each tax authority after the taxes have been calculated on the Standard Billing - Line - Tax Info page. In PeopleSoft Order Management, each order line has one tax code, but each order line can have many schedules. In addition, each schedule can have different tax codes for the same order line. In PeopleSoft Order Management, tax information appears in a summary on the Order Entry Form page.

Pages Used to Define Sales and Use Tax Authorities and Codes

Page Name	Object Name	Navigation	Usage
Tax Authority	TAX_AUTHORITY	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Authorities, Tax Authority	Add to or update sales and use tax authorities.
Tax Code	TAX_CODE	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Codes, Tax Code	Add or update sales and use tax codes.

Defining Tax Authorities

Access the Tax Authority page.

Tax Percent Enter the percent tax rate that the authority uses.

Note. The PeopleSoft system uses the ChartFields in the Details group box in combination with the Percent field when the system posts the tax liability for the tax authority to a general ledger. The Account field is mandatory. Define other ChartFields to track the general ledger information in more detail, depending on your business needs.

Defining Tax Codes

Access the Tax Code page.

Tax Rates

You can add or delete tax authorities from a tax code in the Tax Rates scroll area.

Authority Select a valid predefined tax authority. You can add or update sales and use tax authorities on the Tax Authority page.

Percent Enter the rate that each authority uses. The total percentage for the tax code (shown at the top of the page) is updated automatically when you add or delete authorities, or when you update the tax authority tables.

Calculation Parameters

Complete the calculation parameters.

Include VAT (include value-added tax) Select when the VAT amount also needs to be taxed. If you select this check box, the system adds any VAT amount to the net-extended amount before it calculates sales and use taxes. This option is relevant when there are separate tax code fields for each bill line for sales and use and VAT. If you provide separate tax codes for sales and use and VAT, it is possible to have both on a particular line, resulting in a tax-on-tax situation. In these instances, the system always calculates VAT first. The system then calculates sales and use taxes either on the net-extended amount for the line or on the sum of the net-extended amount and the VAT amount.

Include Freight If selected, indicates that the freight amount must be taxed. The system adds the freight amount to the net-extended amount before calculating sales and use tax.

Include Misc Charges (include miscellaneous charges) If selected, indicates that the miscellaneous charges need to be taxed. The system adds the miscellaneous charges to the net-extended amount before calculating sales and use tax.

Note. After you define the tax codes, you can assign those tax codes to ship-to customer addresses. Assigning tax codes to customer addresses ensures that the tax code appears automatically on sales orders and invoice lines that use the associated ship-to customer address.

Defining Additional Common Information

Use the following components to define additional common information:

- Accounting Entry Template (ACCOUNTINGENTRY)
- Activity Monitor Registry (PV_WL_REGISTRY)
- Attachments (ATTACHMENT_TBL)
- Automatic Numbering (AUTO_NUM_PNL)
- Carrier Table (CARRIER_TBL)
- Commodity Code (COMMOD_CODE)
- Distribution Network (DS_NETWORK)
- FERC Code (FERC_CD_DEFN)
- Freight Terms (FREIGHT_TERMS)
- Tax Vendor Geo Code Update (RUN_TAXGEOUPD)
- Harmonized Tariff Code (HRMN_TARIFF_CD)
- Image Location (IMAGE_LOCATION)
- Personal Data (Edit) (EX_PERSONAL_DATA2)
- Planner Code (PLANNER_CODE)
- Reason Codes (REASON_CD)
- Ship Via Codes (SHIP_VIA_CD)
- Ship To Locations (SHIP_TO_CODES)
- Ultimate Use Code (SUT_USE_CD)
- Units of Measure (UNITS_OF_MEASURE)

Use the following component interfaces to load data into the respective component tables:

- Use the COMMOD_CODE_CI component interface to load data into the tables for the Commodity Code component.
- Use the HRMN_TARIFF_CD_CI component interface to load data into the tables for the Harmonized Tariff Code component.
- Use the SHIP_VIA_CD_CI component interface to load data into the tables for the Ship Via Codes component.
- Use the SUT_USE_CI component interface to load data into the tables for the Ultimate Use Code component.

The pages described in this section do not represent all of the pages in the Common Definitions menu. Additional common pages are described as part of the business processes that include them.

See Also

Chapter 17, “Setting Up On-Demand Processing,” page 581

Pages Used to Define Additional Common Information

Page Name	Object Name	Navigation	Usage
Attachment Types	ATTACHMENT_TBL	Set Up Financials/Supply Chain, Common Definitions, Attachments, Attachment Types	Define attachment types.
Accounting Entry Template	ACCTG_TEMPLATE_AP	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates	Define or modify an accounting entry template.
Register Worklists for Activity Monitor	PV_WL_REGISTRY	Set Up Financials/Supply Chain, Common Definitions, Activity Monitor, Activity Monitor Registry, Register Worklists for Activity Monitor	Select which worklist entries can appear on the buyer's Activity Monitor pagelet.
Auto Numbering	AUTO_NUM_PNL	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering	Define automatic numbering specifications for PeopleSoft fields, such as a unique prefix for regular customers or for customers who are also vendors. The system automatically increments numbers by one.
Carrier	CARRIER_TBL	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Carrier Table	Define the carriers that your organization uses to move freight.
Carrier - Phone Information	CARRIER_PHONEPOP	Click the View Phone Information link on the Carrier page.	Enter phone information for the carrier.
Carrier URL	CARRIER_URL	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Carrier Table, Carrier URL	Set up shipment tracking for deliveries made by external carriers. Enable freight charge calculation by a third-party freight application.
Commodity Code	COMMOD_CODE	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Commodity Code	Define commodity codes. Commodity codes, also called freight classes, are used on bills of lading to group and identify shipped products for freight rating and insurance purposes.
Distribution Network	DS_NETWORK	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Distribution Network	Define distribution network codes.

Page Name	Object Name	Navigation	Usage
Ferc Cd Defn	FERC_CD_DEFN	Set Up Financials/Supply Chain, Common Definitions, Product Related, Asset Management, FERC Code	Add or update FERC codes. FERC codes are used to associate assets with the FERC Uniform System of Accounts for utilities. They are for information only and do not affect any calculations.
Forecast Sets	FORECAST_SET	Inventory, Forecast Items, Forecast Sets	Define versions of forecasts for PeopleSoft Supply Planning.
Freight Terms	FREIGHT_TERMS	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Freight Terms	Set up freight terms.
Tax Geo Update	RUN_TAXGEOUPD	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Tax Vendor Geo Code Update, Tax Geo Update	Update geocodes for tax-related transactions, locations and addresses using the GeoCodes Mass Update Process Application Engine process (TAXGEOUPD). Generate a Crystal report listing any errors that occurred during the GeoCodes Mass Update Process using the GeoCodes Mass Update report (TAXGEOX0).
Harmonized Tariff Code	HRMN_TARIFF_CD	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Harmonized Tariff Code	Set up harmonized tariff codes. These codes are required on various documents that accompany shipments across international and Canadian borders. The codes are pre-established for all commodities by the United States Commerce Department.
Image Location	IMAGE_LOCATION	Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, Image Location	Set location for storing images.
File Location	FILE_DIR_FS	Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, File Locations	Define file extensions that you want the system to recognize, system locations for transaction attachments, email and fax file extensions, and file server directories.

Page Name	Object Name	Navigation	Usage
Personal Data	EX_PERSONAL_DATA	Set Up Financials/Supply Chain, Common Definitions, Employee Data, Review Personal Data	Review and edit employee address data.
Personal Data (Edit)	EX_PERSONAL_DATA2	Set Up Financials/Supply Chain, Common Definitions, Employee Data, Create/Update Personal Data	Add and edit employee information, including address data.
Planner Codes	PLANNER_TBL	Set Up Financials/Supply Chain, Product Related, Planning, Planner Code	Enter planner codes.
Reason Codes	REASON_CD	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Reason Codes	Define reason codes, which provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules. For example, you might set up a reason code called CUST-CA for orders that have been canceled at the customer's request. You can also define return and reject reason codes for items received in PeopleSoft Purchasing.
Ship Via Codes	SHIP_VIA_CD	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Ship Via Codes	Set up shipping codes.
ShipTo Sales/Use Tax Default	SUT_DFLT_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations Click the Sales/Use Tax link.	Enter default sales and use tax information for each ship-to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship-to location).
Standard Industry Codes	SIC_CODE_PNL	Set Up Financials/Supply Chain, Common Definitions, Customers, Standard Industry Codes	View, modify, or add SIC codes for vendors. This page offers you various methods for finding particular codes. You can search by SIC code or by parent SIC code.
Ultimate Use Codes	SUT_ULTIMATE_USE	Set Up Financials/Supply Chain, Common Definitions, Sales and Use Tax, Ultimate Use Code	Define ultimate use codes for vendors. Ultimate use codes are used to determine tax applicability.

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	Establish units of measure for your resources.

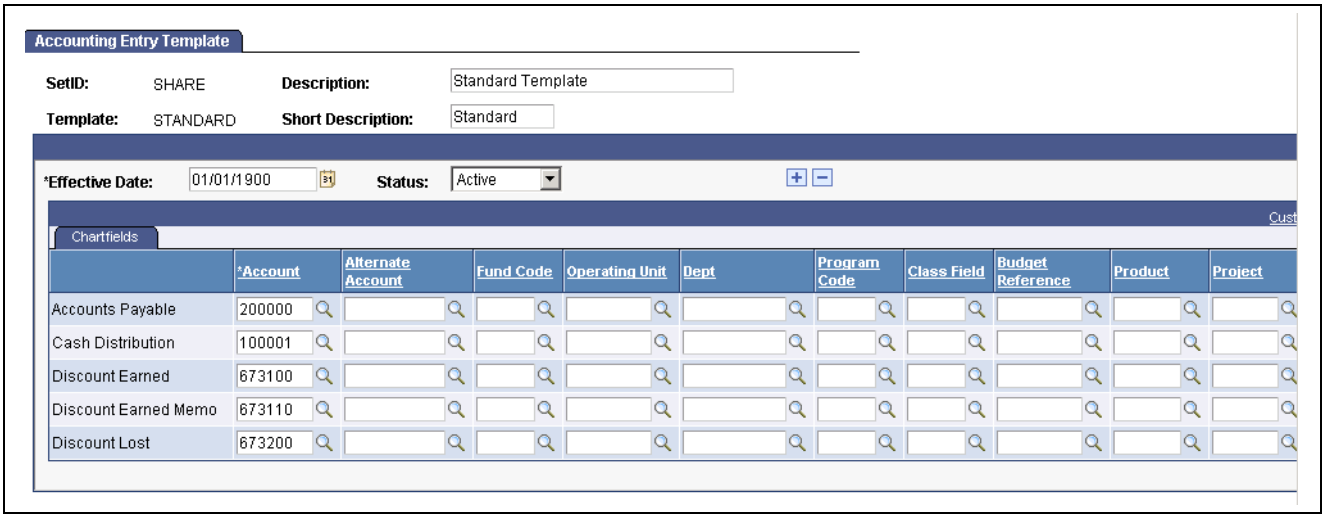
Defining Attachment Types

Access the Attachment Type page.

Enter the Attachment Type, Description, and Short Description for the attachment you are defining.

Creating Accounting Entry Templates

Access the Accounting Entry Template page.



Accounting Entry Template page

Although users enter individual expense line items on the voucher, the system generates additional accounting entry lines based on the accounting entry templates that you define and associate with individual vouchers. These additional accounting entry lines include the offset to accounts payable, or freight and tax expense entries.

The PeopleSoft Payables voucher and payment posting processes apply the accounting entry templates to individual vouchers to create balanced accounting entries. You set up accounting entry templates by setID so that multiple business units can share the same (or different) accounting entries.

When you create a new template, the system presents you with a list of accounting entry types that includes standard types such as *Accounts Payable*, *Cash Distribution*, and *Employee Advances.* This list is delivered with the system, but you must add the specific account values that your organization uses for the offset.

Account Specify the associated account value for each accounting entry type.

You can also specify other ChartField values such as Alternate Account, Fund Code, Operating Unit, and so on. There is one row for each account type, which tells the system what ChartField values to use when it performs posting. An account value for each is mandatory; values for other ChartFields are optional.

When setting up inheritance for Payables, if you select Don't Inherit as the inheritance option for an inheritance group, the system uses the ChartField values established on the accounting entry template to generate the appropriate accounting entry lines.

After you have set up accounting entry templates, you can generate a report that displays the data that you have entered for each accounting entry template. The Accounting Entry Template report (APY0012) includes a description as well as a listing of the accounting entry templates that you have defined for your system.

See Also

Chapter 6, "Defining and Using ChartFields," Adding Account Values, page 211

Appendix A, "Application Fundamentals Reports," page 597

Setting Up Automatic Numbering

Access the Auto Numbering page.

Field Name Select a field for automatic numbering.

Start Seq (start sequence) Enter a prefix using up to three characters. For example, for the CUST_ID field, you may want to use a unique prefix of *CST* for regular customers and *VND* for regular customers who are also vendors.

Max Length (maximum length) Enter a maximum length of number.

Last Number Issued If you enter the last number assigned, automatic numbering starts by incrementing the last number issued by one.

If you leave this field blank, the system uses automatic numbering by default.

Default Select if you want the system to use automatic numbering by default.

Setting Up Freight Carriers

Access the Carrier page.

You can use messaging to support third-party application integration using the following messages for inbound and outbound processing:

- Carrier/Shipping Method (CARRIER_SYNC).
- Carrier/Shipping Method (CARRIER_SYNC_EFF).
- Carrier/Shipping Method (CARRIER_FULLSYNC).
- Carrier/Shipping Method (CARRIER_FULLSYNC_EFF).

See *PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Managing PeopleSoft Supply Chain Management Integration Points".

Note. On the Country − Address Format page, you can select the fields that appear for each country and assign user-defined labels. As a result, the fields that you see on this page may not match the fields described.

Freight Forwarder Carriers that you identify as freight forwarders by selecting this check box may be designated as intermediate consignees on export documents used in PeopleSoft Order Management and PeopleSoft Inventory.

Language Code The language used for printing carrier information on bills of lading and shipping manifests.

Taxpayer ID This value is used on export documents.

Country The address fields are dynamically controlled by your selection in this field.

Freight Vendor Select one of the following options:

Internal: The system calculates freight charges internally using PeopleSoft Order Management.

External: A third-party provider calculates freight charges. To have freight charges calculated externally, you must install a third-party freight and handling application.

Note. You can set this option on the Carrier URL page, as well as here on the Carrier page. When you change the Freight Vendor option on the Carrier URL page, the system updates this page.

Network ID Used to identify the carrier for electronic data interchange (EDI) transmittal of shipping documents such as bills of lading and shipping manifests. This field is informational only and is not used in any standard PeopleSoft reports or transactions.

Exclude From TMS Extract Select to exclude demand lines that have this carrier from the download process to a transportation management system (TMS). If selected, any order line that has this carrier assigned to it will be bypassed during the TMS download selection process for the TMS Order Release TMS_ORDER_RELEASE enterprise integration point (EIP).

View Phone Information Click to access the Phone Information page, where you can enter phone information for this carrier.

See Also

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Selecting Address Formats by Country, page 11

PeopleSoft Enterprise Order Management 8.9 PeopleBook, "Maintaining Order Header and Line Information"

Defining Carrier URLs

Access the Carrier URL page.

Note. You can set the Freight Vendor option on the Carrier page, as well as here on the Carrier URL page. When you change the Freight Vendor option on the Carrier page, the system updates this page simultaneously.

Interlink DLL Name If you select *External,* you can override the value in this field with the full path for another DLL. Your third-party freight and handling application provides your system with the default interlink .DLL name when you calculate freight charges at shipping. If you want to link directly to a specific carrier such as Federal Express, then enter the interlink .DLL name of that carrier here, overriding the default interlink .DLL name. You obtain a carrier's interlink .DLL name from the carrier.

You can add your own customized .DLL link to this fields to integrate to your carrier to obtain freight.

Note. The default interlink DDL name does not appear in this field, but the default is active unless you enter another interlink DLL name.

Track by PRO Number URL and **Track by PRO Number URL Suffix**

You can use one of two numbers to track orders externally PRO number or order number. The PRO number is the tracking number assigned to a shipment by an outside carrier. The third-party freight and handling application retrieves this number when you calculate a shipment charge. You can track by the PRO number on the Shipping page from the Order Tracking inquiry.

If you want to track shipments by PRO number, enter values in both fields. These are the portions of the outside carrier's order tracking page URL that precede and follow the PRO number, respectively. You get the outside carrier's order tracking page URL from that outside carrier. The system inserts the PRO number in the URL (between the prefix and the suffix) when you click Track by PRO Number on the Shipping History page.

Track by Order ID URL and **Track by Order ID URL Suffix**

The order number is the number that you assign to a sales order that you create in PeopleSoft Order Management. You can track by the order number from the Order Tracking - Track by Order page and the Stock Requests page.

If you want to track shipments by PeopleSoft Order Management sales order number, enter values in both fields. These are the portions of the outside carrier's order tracking page URL that precede and follow the sales order number, respectively. You get the outside carrier's order tracking page URL from the outside carrier. The system inserts the order number in the URL (between the prefix and the suffix) when you click Track By Order on the Order Tracking page.

Note. When you track shipments by order number, most outside carriers still assign PRO numbers to your shipments. They enable you to attach your internal sales order number to your shipments, giving those shipments two identifying numbers, the PRO number (assigned by the external carrier) and the order number (assigned by you). The PRO number acts as the primary key. Because most outside carriers allow multiple customers to use the same order numbers (ten shipments from ten different merchants may all carry the same order number), but do not repeat PRO numbers, you may find it more efficient to track orders by PRO number.

Establishing Distribution Networks

Access the Distribution Network page.

A distribution network consists of a prioritized list of inventory business units. When a customer orders a product, distribution networks are used to determine the warehouse from which the stock should ship.

You can specify a distribution network code for each of your ship-to customers on the General Information - Ship To Options page. This code then appears by default on the customer's sales order shipment schedules.

When using PeopleSoft Order Management, you can elect to establish a default ship from Inventory business unit on the Order Management business unit Shipping and Returns page. You can use this as the default Inventory business unit for all order lines and schedules. This option is useful if you don't have a complicated distribution network, or if you always ship from one location. The other option on the Shipping and Returns page is to select a default distribution network code that the system uses on orders for ship-to customers who don't have an assigned distribution network code. You are allowed one or the other.

Inventory Unit Enter the Inventory business units that you want to be included in the distribution network.

Defining Forecast Sets

Use the Forecast Sets component (FORECOST_SETS) to set up forecast sets.

Access the Forecast Set page.

You can define different versions of forecasts for PeopleSoft Supply Planning. For example, you might have three different versions of a forecast; conservative, most likely, and optimistic. For each case, you can define forecast quantities by product or item to create what-if scenarios with different versions of the material and capacity plan based on different forecasts. You associate forecast sets with product forecasts in PeopleSoft Order Management and with item forecasts in PeopleSoft Inventory.

You might want to create two unique forecast sets—for example, *OPTIMISTIC* and *LIKELY.* Each item or product forecast record that you define in the system ties to one of these sets. This enables multiple versions of a forecast to exist for the same item or product. This table gives an example of how this works:

Optimistic Forecast	Likely Forecast
Item: 1000	Item: 1000
Date: 12/1/00	Date: 12/1/00
Qty: 3500	Qty: 2500
Forecast Set: Optimistic	Forecast Set: Likely

Defining Freight Terms

Access the Freight Terms page.

Freight terms determine when the title passes for shipments. PeopleSoft Order Management passes freight term information to PeopleSoft Inventory along with requests for stock fulfillment. Freight term codes and descriptions print on quotations, order acknowledgments, packing lists, bills of lading, shipping manifests, and invoices.

Delivery Terms 1 Values are used in Intrastat reporting for European Union member states.

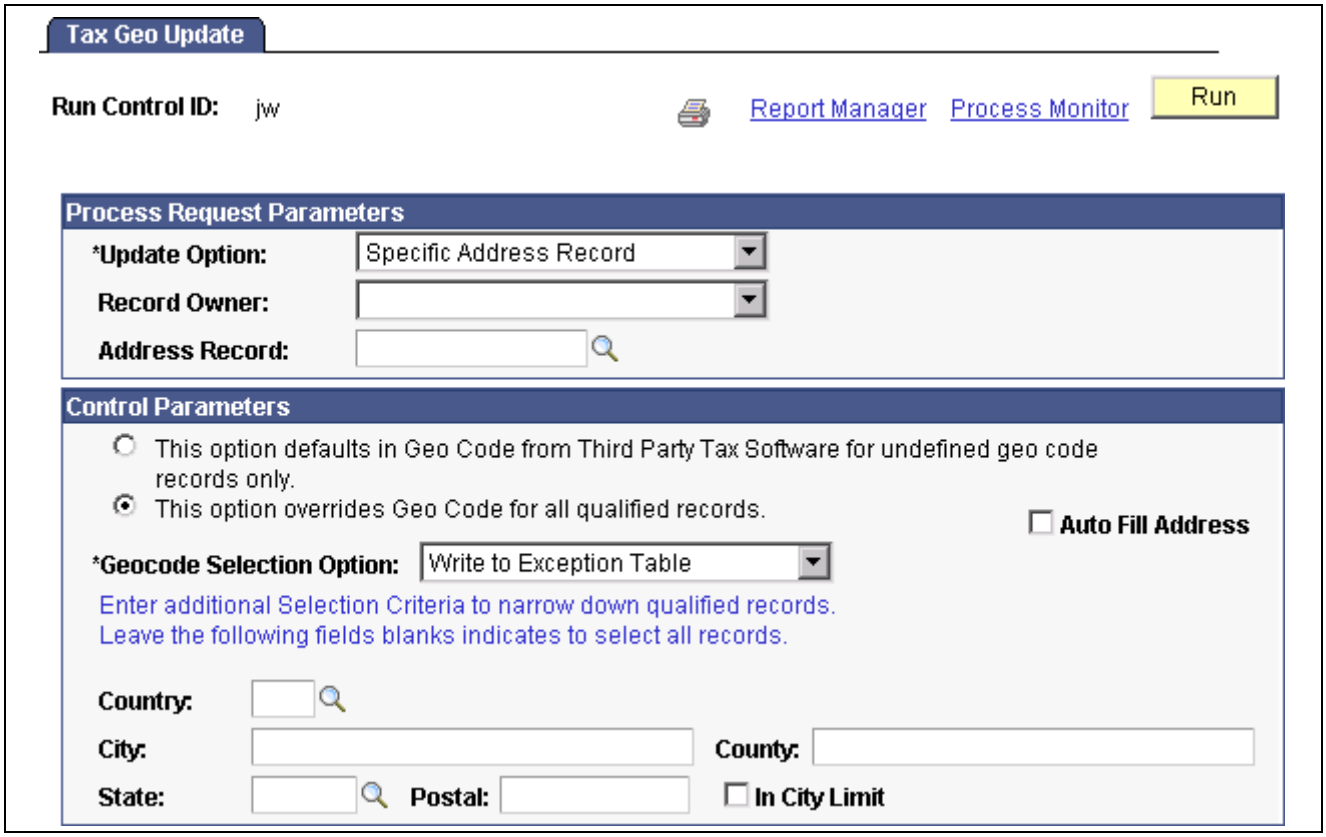
Intermediate Consignee Select if you use a freight company that assumes responsibility for goods in transit.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Setting Up and Running Intrastat Reports," Understanding Intrastat Reporting

Updating Geocodes for Locations and Addresses

Access the Tax Geo Update page.



Tax Geo Update page

Update Option Choose *Specific Address Record* to update the geocodes in a single table. Choose *All Tax Address Records* to update the geocodes in all tables containing tax-related addresses. You can also limit the tables updated to those owned by a specific PeopleSoft application using the Record Owner control.

Record Owner Select the PeopleSoft application that owns the address tables to be updated. Leave blank to process all tax address tables (when Update Option is set to *All Tax Address Records*).

Address Record Specify the application table that contains the addresses to be updated. The Address Record field is enabled when Update Option is set to *Specific Address Record*.

Control Parameters Select the option labeled , "*This option defaults in Geo Code from Third Party Tax Software for undefined geo code records only,*" when you want the system to update the geocodes for all rows that are matched with the selection criteria and for which the geocodes are currently unassigned.

	Select the option labeled, "*This option overrides Geo Code for all qualified records,*" when you want the system to update the geocodes for all rows that are matched with the selection criteria.
Auto Fill Address	Select to have the system populate the address data with information from the selected geocode.
Geocode Selection Option	Choose whether the GeoCodes Mass Update Process should use the first geocode record encountered or flag the address record as an error when more than one geocode entry is found for an address. Run the GeoCodes Mass Update report (TAXGEOX0) to view a list of geocode update errors.
Additional Selection Criteria	Set the additional selection criteria fields to limit the addresses processed

Note. Refer to your Taxware or Vertex documentation for recommendations on how often you should update your geocodes. The GeoCodes Mass Update Process Application Engine process (TAXGEOUPD) can be scheduled to run accordingly.

Working With Personal Data

Access the Personal Data or Personal Data (Edit) page.

It is recommended that you update employee tables in your human resources system and load the employee data into your PeopleSoft application. However, you may need to add or edit employee profiles in the Financials or Supply Chain Management database. Because employee information is sensitive, it is suggested that you authorize access to these pages carefully.

Note. If your system receives data from human resources, any changes you make using Personal Data pages may be overwritten in subsequent updates from human resources unless you configure your loading process.

Defining Shipping Codes

Access the Ship Via Codes page.

Customer Pick-Up	Select *Yes* to note that the customer will be picking up the order instead of the order being shipped from the warehouse.
Transport Mode	Select the method that the order will be transported.
Maximum Weight, Maximum Volume, Weight UOM, and **Volume UOM**	The system uses this information to monitor shipment capacity when it establishes load IDs.

Defining SIC Codes

Access the Standard Industry Codes page.

Standard Industrial Classification (SIC) codes identify different types of industries. These SIC codes are organized in a hierarchical structure that, at its most detailed level, contains thousands of different industry types. The PeopleSoft system delivers the standard hierarchy of codes from Canada, Germany, France, the United Kingdom, the United States, and Australia.

You can use the SIC identifiers as an additional means of classifying your vendors or customers. You can also use the parent SIC code for reporting your vendor transactions by industry groups if you need to analyze your purchases based on the industrial classifications of your vendors.

Search Criteria

SIC Code Enter or select a SIC code to search the system for existing values by SIC code. To find all existing SIC codes for the selected SIC code type, click the Search button without entering any data.

Parent SIC Code Enter or select a parent SIC code to search the system for existing values by parent SIC code.

Standard Industrial Classification Codes

SIC Code Displays the SIC codes that you selected for your search. If you are adding a new SIC code, enter the new code in this field.

Parent SIC Code Displays the parent SIC code that you selected for your search. If you are adding a new SIC code, select the parent SIC code to which the new SIC code belongs.

Defining Ultimate Use Codes

Access the Ultimate Use Code page.

Ultimate Use Code Enter the ultimate use code and its description. The PeopleSoft system uses ultimate use codes as qualifiers for sales and use tax (SUT) applicability. For each ship-to location, you can associate these codes with a tax rate and other criteria—such as item ID and vendor ID—to set up alternate tax rates that depend on the ultimate use of an item.

You can enter any ultimate use code defined for a voucher's ship-to location directly on a voucher in the Voucher component.

For example, if you buy a computer for personal or office use, you may be charged a 5% tax rate. If you buy the same computer and use it to manufacture something else, you may only be charged a 3% tax rate. If you set up your ship-to location sales and use tax defaults with an ultimate use code defined at the 3% tax rate, you can assign that ultimate use code to the voucher to retrieve the 3% rate instead of the 5% rate.

Attaching Ultimate Use Codes to Ship-To Locations

After you define the ultimate use codes, you can attach them to a ship-to location on the ShipTo Sales/Use Tax Default page.



Attaching ultimate use codes on the ShipTo Sales/Use Tax Default page (SUT_DFLT_TBL)

At the ship-to location level you have five options:

1. Enter an ultimate use code, select *Taxable* in the Sales/Use Tax Applicability field, and enter a tax code in the Sales Tax field.

   This allows you to have an alternate tax rate based on how the item being purchased will be used.

2. Enter an ultimate use code and select *Exempt* in the Sales/Use Tax Applicability field.

   When you select this ultimate use code on a voucher for this ship-to location, it will be tax exempt.

3. Enter an ultimate use code and attach it to a specific vendor and vendor location.

   The default tax code for vendors and vendor locations shipping to this ship-to location will be the one that you enter here, unless you override it on the voucher.

4. Enter an ultimate use code and attach it to a specific item category.

   Items in that category for the ship-to location will be taxed at the rate indicated by the tax code, unless you override it on the voucher.

5. Enter an ultimate use code and attach it to a specific item.

   For the ship-to location, the default tax rate for this item will be the one indicated by the tax code that you enter here.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Voucher Line Tax Information

Entering Units of Measure

Access the Units of Measure page.

To assign a default conversion rate between this UOM and another unit of measure, select a convert-to UOM and enter a conversion rate. The system automatically calculates the inverse conversion rate.

You can view information about units of measure and the resources to which they are assigned in the Units of Measure report.

Defining Common Journal Definitions

To define common journal definitions, use the following components:

- Journal Class (JRNL_CLASS)
- Journal Entry Template (GL_JRNL_TMPLT)
- Journal Source (SOURCE)
- Schedules (SCHEDULES)

This section discusses how to:

- Define process partitions.
- Define journal class.
- Use the journal entry template to show journal line columns and define copy down options.
- Define journal source.
- Specify journal source error processing.
- Specify balance suspense ChartFields for the journal source.
- Specify edit suspense ChartFields for the journal source.
- Specify amount suspense ChartFields for the journal source.
- Specify currency options for the journal source.
- Specify approval options for the journal source.
- Set up schedules.

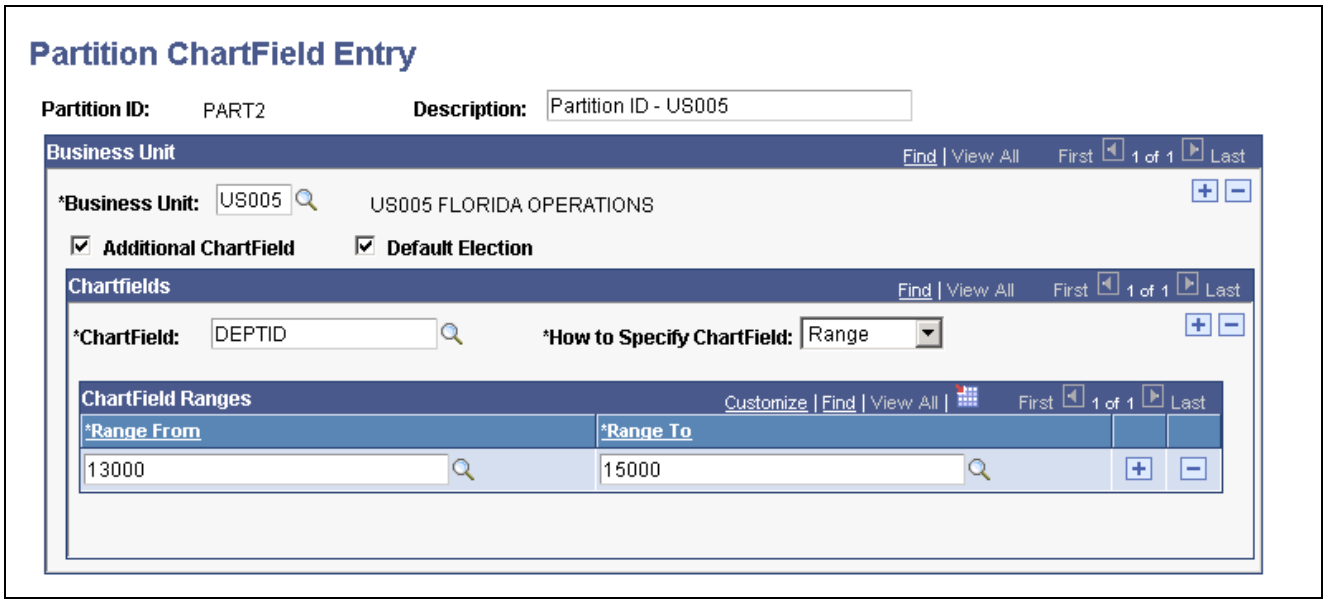
Pages Used to Define Common Journal Definitions

Page Name	Object Name	Navigation	Usage
Partition ChartField Entry	PROC_PART_CF_ENTRY	Set Up Financials/Supply Chain, Common Definitions, Process Partition ID, Partition ChartField Entry	Create and modify your partition IDs. PeopleSoft General Ledger processes use partition IDs to group transaction data when you run Journal Post processes (GLPPPOST) concurrently.
Journal Class	JRNL_CLASS	Set Up Financials/Supply Chain, Common Definitions, Journals, Class	Journal classification values that can be selected on the Header page for all types of journal entries and some reports and are used for reporting purposes added to JRNL_CLASS_TBL using this page
Journal Entry Template	GL_JRNL_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Journals, Entry Template	Use the Journal Entry Template page to control which grid columns you want to show on your Journal Entry page.

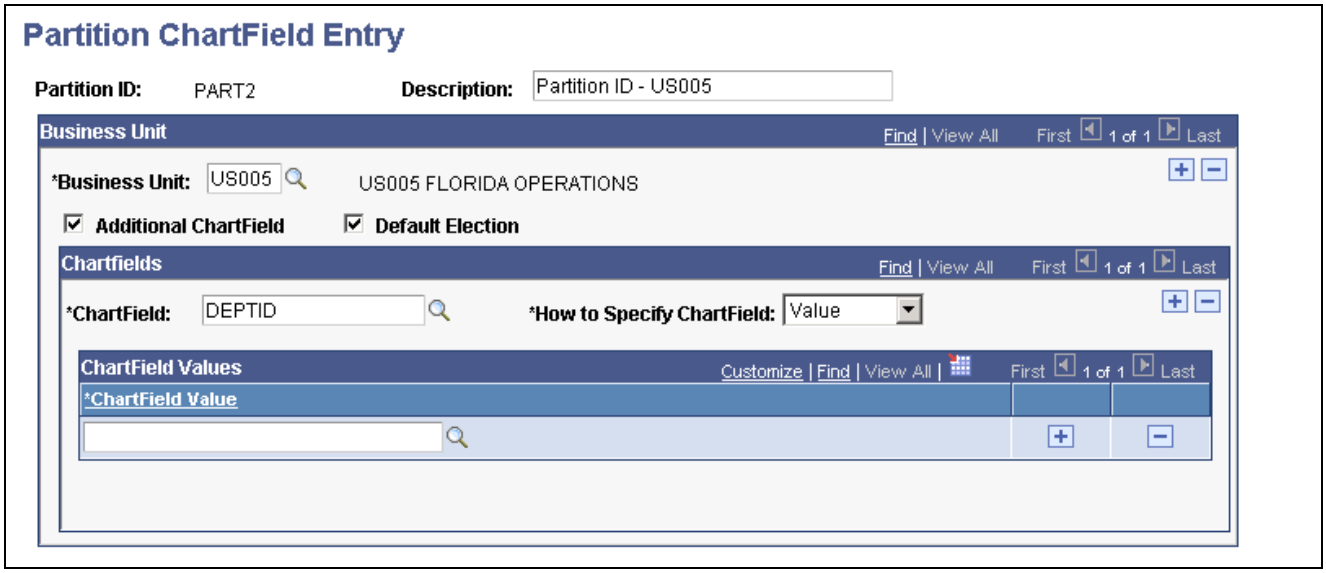
Page Name	Object Name	Navigation	Usage
Definition	SOURCE1	Set Up Financials/Supply Chain, Common Definitions, Journals, Source	Use the Journal Source - Definition page to define a journal source.
Journal Options	SOURCE2	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options	Use the Journal Source - Options page to specify the journal error processing options for a specific source.
Balance Suspense ChartFields	SRC_JE_BS_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options Click the Balance Suspense ChartFields link.	Specify the ChartField and the ChartField value for the suspense account.
Edit Suspense ChartFields	SRC_JE_ES_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options Click the Edit Suspense ChartFields link.	Specify the ChartField and the ChartField value for the suspense account.
Amount Suspense ChartFields	SRC_JE_AS_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options Click the Amount Suspense ChartFields link.	Specify the ChartField and the ChartField value for the suspense account.
Currency Options	SOURCE3	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Currency Options	Specify currency options for a specific source.
Approval Options	SOURCE4	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Approval Options	Specify journal entry approval options for standard journals and budget journals for a specific source.
Schedules	SCHEDULE	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules	Create schedules that automate and control the generation of standard or recurring journal entries.

Defining Process Partitions

Access the Partition ChartField Entry page.



Partition ChartField Entry page, specifying ChartField as a range



Partition ChartField Entry page, specifying ChartField as a value

Note. Only a DBA or system administrator should have access to this table.

To add a new instance of a partition ID, select the tab to add a new value, enter its name in the Partition ID field, and click the Add button. The Process Partition page appears, enabling you to define the new instance of the partition ID.

Partition ID Displays the partition ID that you entered that uniquely identifies a group of transactions that you want to process together as a single set of data.

Description Enter a description for your partition ID.

Business Unit First, you create a business-unit and ChartField scheme to classify transactions into mutually exclusive data sets. Then, for each partition ID (unique data set) defined in your scheme, enter the appropriate business unit here. You can have multiple business units for a partition ID.

Additional ChartField Select this option to group data by ChartField in addition to business unit. If, for this business unit, you want to process transactions by business unit only, and do not want to further subdivide your transactions for processing, leave this blank. You can put more than one ChartField under a business unit.

Default Election Specifies this partition ID as the default for the business unit. Transactions not included in any other process partition will be placed into this default group. There can only be one default election for a business unit.

ChartField Select the ChartField by which to group your data sets.

How to Specify ChartField You can define your ChartField values as either a range or a single value.

Select *Range* to specify a range of ChartField values. When you select this option, edit boxes for the following two fields appear:

Range From Specify the lowest value of the ChartField that you want to include in your process group.

Range To Specify the highest value of the ChartField that you want to include in your process group.

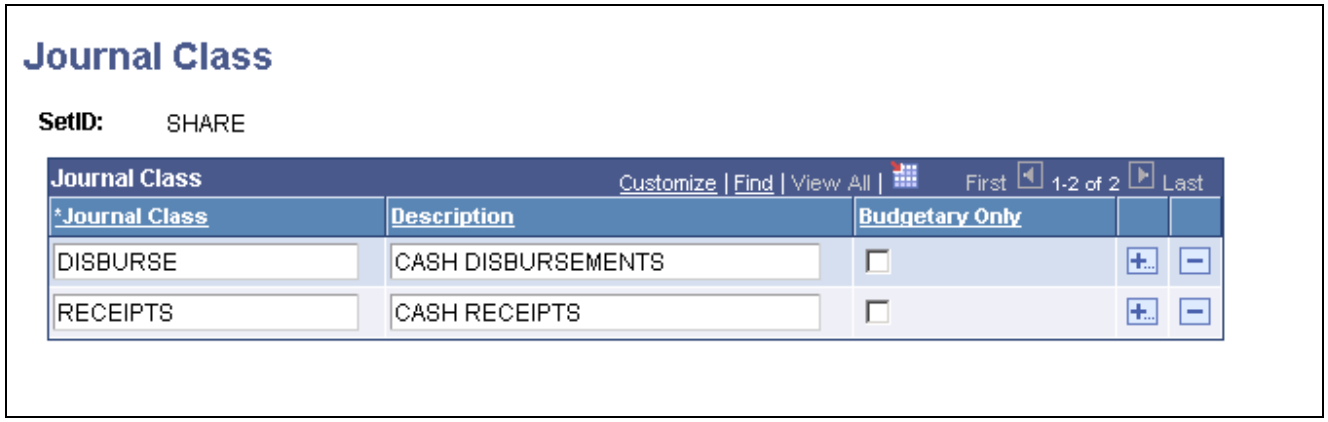
Select *Value* to specify a single ChartField value to define your process group. When you select this option, an edit box for the following field appears:

ChartField Value Specify the single value for the ChartField that you want in your process group.

Use SQL to delete an unwanted partition ID.

Defining Journal Class

Access the Journal Class page.



Journal Class page

Journal Class Enter a short name for a journal class category. A journal class is a category set up to break journal entries down into multiple categories for reporting purposes and also for categorizing entries coming from non-PeopleSoft Financial systems. You can set up and use a valid set of these values and run journal entry reports for one or more selected journal class values. Each journal class value that you enter here updates the JRNL_CLASS_TBL record.

	You can only select these values (journal class field values) on the General Ledger journal entry Header page.
Description	The description explains exactly what the journal class short name means and appears on the Journal Class report (GLC4008).
Budgetary Only	The Journal Class field also appears on the Enter Budget Journals - Budget Lines − Base Currency Details page. You must select this option for any journal class categories that you define here that are specifically related to Commitment Control budget journals.

See Also

Appendix A, "Application Fundamentals Reports," page 597

Using the Journal Entry Template to Show Journal Line Columns and Define Copy Down Options

Access the Journal Entry Template page.

PeopleSoft General Ledger is delivered with a number of fields shown on the Journal Entry page grid. When you are using fewer than the delivered number of fields, you can use this page to eliminate the unwanted columns from the grid. For example, if the journal you are entering does not use interunit transactions, you can eliminate InterUnit fields from that journal's entry page.

You can define journal entry templates to be used by all users, a specific user ID, or users of a specific primary permission list.

ChartField

Use the ChartField tab to control which columns of data you want included on your journal entry page for the template.

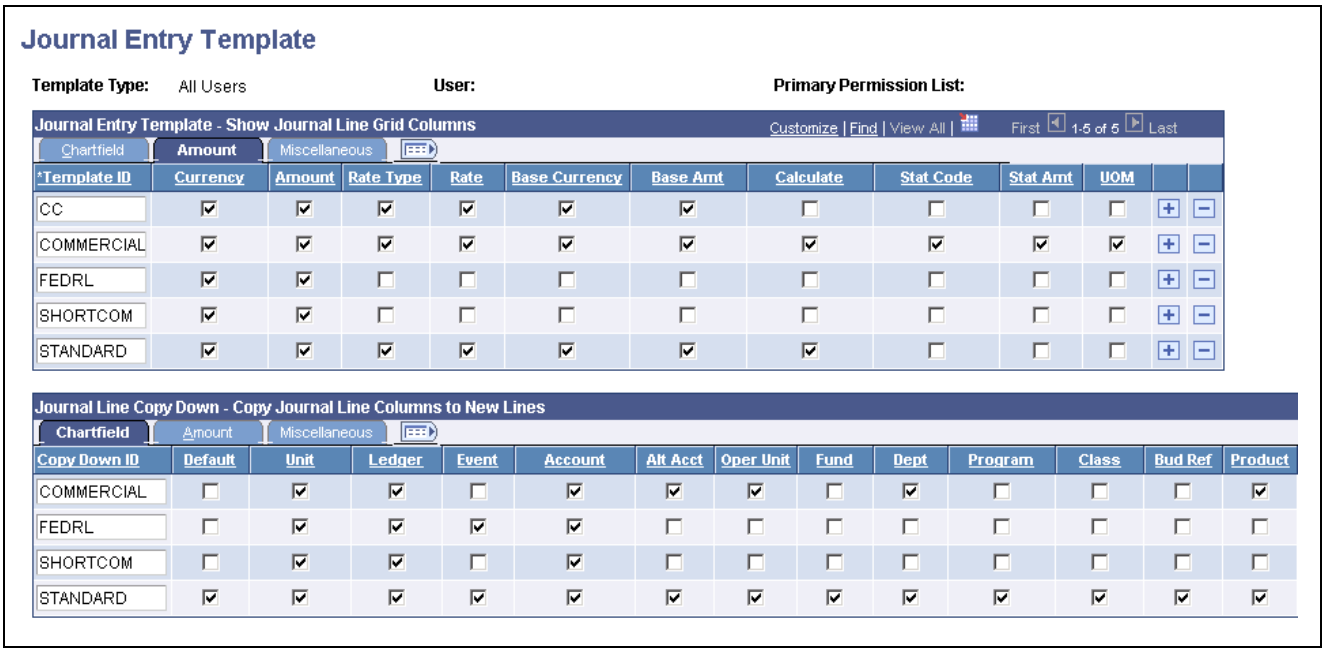
Template ID	The name of a journal entry template.
Default	Select if you want to use this template as the default when you use a journal entry page.
Action	Select action to check/uncheck all the checkboxes except the default checkbox.
Unit	The application business unit that is the source of a transaction.
Ledger	Specific ledger to which an accounting entry should post.
Speed Type	A code that represents a combination of ChartField values. Speed types simplify the entry of ChartFields that are commonly used together.

The names of the remaining check boxes correspond to the ChartFields that appear on the journal entry page as it is delivered with your application. Select a check box for each field that you want to appear on the journal entry page.

Note. When you select the Project ChartField check box, all the associated project ChartFields become available on the Journal Entry Page. The ChartFields associated with the Project ChartField are, Activity, Source Type, Category, Subcategory, PC Business Unit, and Analysis Type. If the Project ChartField is not selected or it is deselected, the associated ChartFields are not available.

Amount

Select the Amount tab.

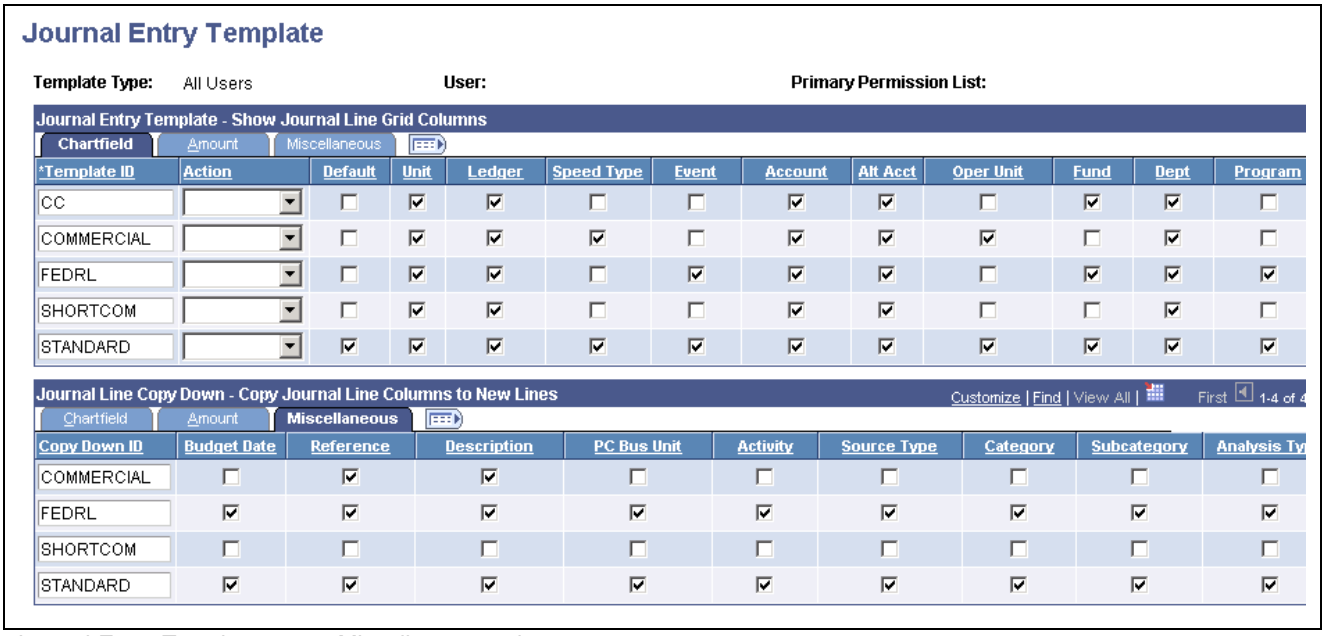


Journal Entry Template page: Amount tab

The names of the check boxes correspond to the currency and amount-related fields that appear on the journal entry page. Select a check box for each field that you want to appear on the journal entry page. Select any of the other fields that you want to display.

Miscellaneous

Select the Miscellaneous tab.



Journal Entry Template page: Miscellaneous tab

Budget Date The date of the journal for the control budget.

Reference A reference of the journal line.

Description A description of the journal line.

VAT and Open Item Key are also available from the Miscellaneous tab.



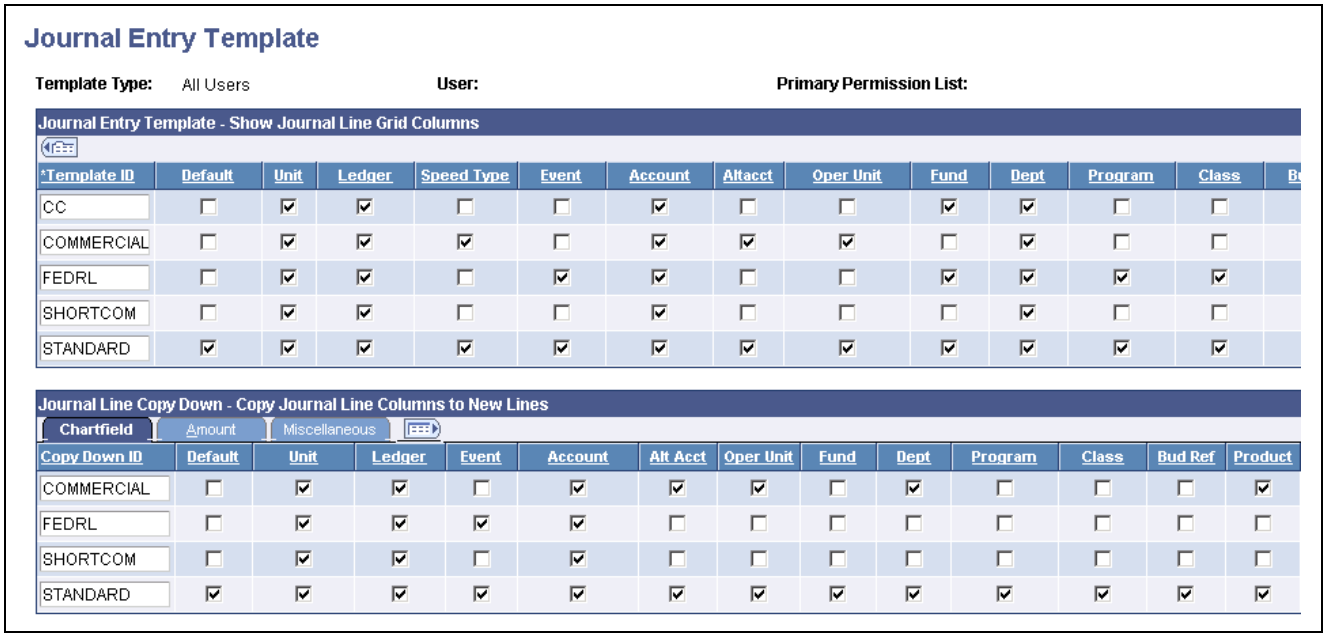
Click the Show All Columns button to view all ChartField, Amount, and Miscellaneous columns without the tabs.



Click the Show Tabs button from the all columns view to return to the tab format.

Journal Line Copy Down

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.



Journal Entry Template page: Journal Line Copy Down region

When you add a journal line on the journal Lines page the fields you selected on the journal entry template are copied down from the preceding line.

The Journal Entry Template page enables you to define various copy down templates. For example, you can define one template to copy down all fields, another to copy down all fields except the amount fields.

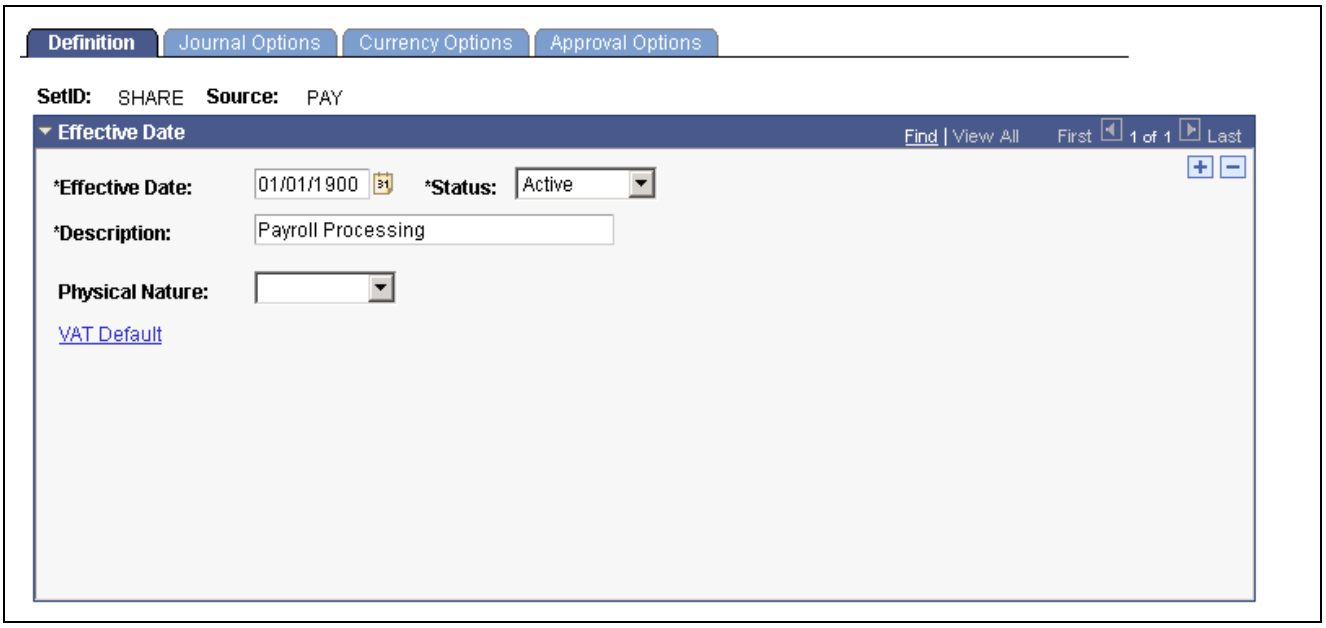
Select Default to designate the template as the default.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Making General Ledger Journal Entries," Entering Journal Line Information

Defining Journal Source

Access the Definition page.



Definition page

Effective Date Displays the current date by default. Enter an effective date that is early enough to accommodate any historical data that you might load.

Status Select either *Active* or *Inactive*. Determines whether this source is valid for processing as of the effective date.

Description Enter a description to use system-wide in reports, other pages, and online inquiries.

Physical Nature You can enter a value for VAT if this source is typically associated with goods or services affected by VAT.

VAT Default Click this link to access the central VAT defaults page to enter additional default options for journal source.

In addition to identifying the origin of each journal entry, PeopleSoft applications enable you to define special processing options for specific data entry sources, giving you control over when certain sources are active.

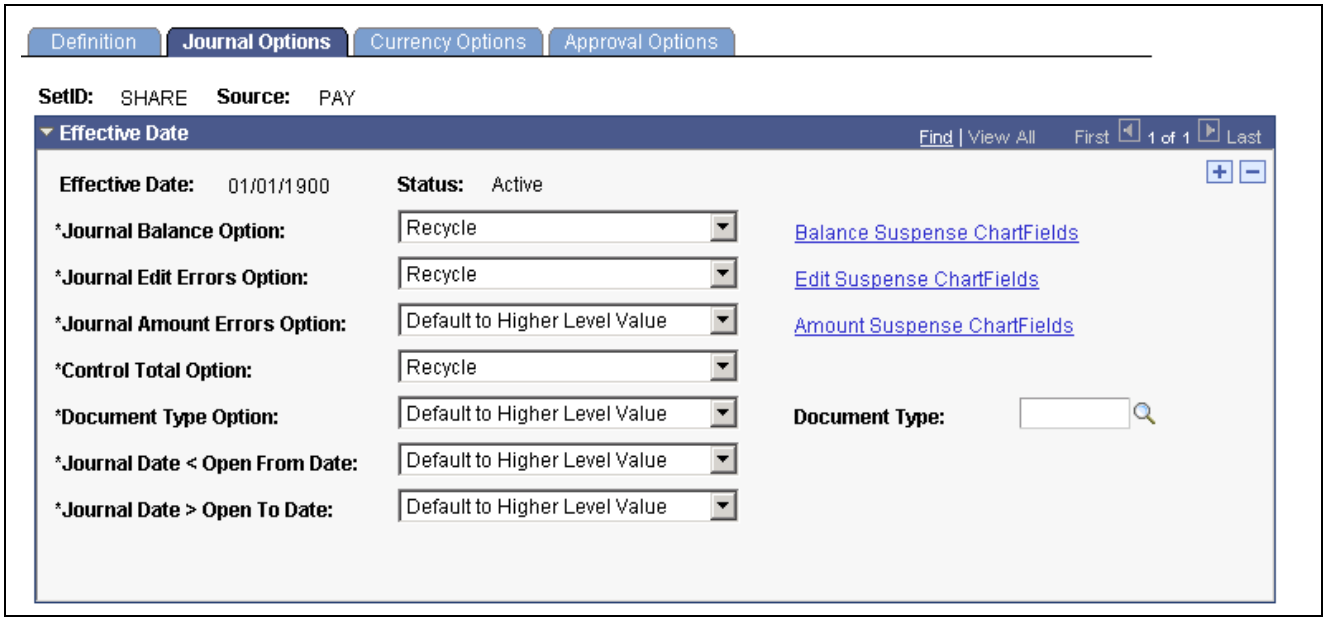
The *source* identifies the origin of a journal entry. It can also define any special journal entry error handling options. You can also use a source to associate journal entries with a type of transaction or a group of transactions. Sources could include individuals who enter journals, departments such as Finance or Accounting, and subsystems that generate transactions such as Accounts Payable or Payroll entries to the general ledger.

You can use sources to facilitate inquiries and reporting. Typically, sources appear on screens and reports that reference journal entries; you can use them to identify and group journal entries from similar sources. For example, you might define sources that identify different revenue types (such as sales, services, interest, late charges) or different expense origins (such as payroll processing, payroll accruals and reversals, refunds, supplies expense).

Settings generally *override* from the source to the ledger and then to the business unit level. Conversely, the *default* is from the business unit to the ledger and then to the source level. For example, a ledger setting will override a business unit setting, but a source setting will override both a setting at the ledger and at the business unit level for the same option.

Specifying Journal Source Error Processing

Access the Journal Options page.



Journal Options page

You use the Journal Balance option, Journal Edit Errors option, Journal Amount Errors option, Control Total option, and Document Type option in entry error processing.

Default to Higher Level Uses the error processing options defined on the Ledgers for a Business Unit and General Ledger Definition pages. (For document type, options can be defined only at the source or on the Ledgers for a Business Unit page.)

Recycle Marks journal entries that contain errors as invalid and does not allow them to be posted. Once you've made the corrections and re-edited the journal, you can post the journal successfully.

N/A Available only for control total errors. Doesn't check control totals against actual totals.

Suspend Posts, to a suspense account, the amount required to bring each journal into balance (if it is out of balance). For Journal Edit errors, it posts the amounts from those lines that reference invalid ChartFields. The amounts on the lines in error are zeroed out.

If you select Suspend, click the Balance Suspense ChartFields, Edit Suspense ChartFields, or Amount Suspense ChartFields links to access a page where you can specify the ChartField and ChartField value for the suspense account.

Specify Available only for Document Type. If you are using document sequencing, you can specify the document type.

Change to Open From Date Available only for Journal Date < Open From Date.

Change to Open To Date Available only for Journal Date > Open To Date.

Note. When you define journal options at the source level, they override any error handling that you specified at the business-unit or ledger levels for journals using that source only.

You can determine how the system will process a journal entry entered with errors for that source. Remember that settings generally override from the source to the ledger and then to the business unit level. Conversely, the default is from the business unit to the ledger and then to the source level. For example, a ledger setting will override a business unit setting, but a source setting will override both a setting at the ledger and at the business unit level for the same option.

Settings for the following types of errors can be specified at the source level.

Journal Balance Errors

Use the options in the Journal Balance Error group box to define how the system should handle errors when an unbalanced journal is targeted to a balanced ledger. You can post unbalanced journals only to ledgers that have been set up as unbalanced ledgers, such as a budget ledger.

Journal Edit Errors Option

Use the options in the Journal Edit Errors group box to define how the system should handle errors when invalid ChartField values or combinations are entered on journal lines. As you enter journal lines, PeopleSoft General Ledger checks to see that all ChartField values are valid as of the journal entry date. An error occurs if the system finds an invalid ChartField value or ChartField combination. This error category also includes other line errors, such as a blank currency code or an invalid OpenItem reference value.

Journal Amount Errors Option

Use the options in the Journal Amount Errors Option group box to define how the system should handle errors when the foreign amounts and the monetary amounts are not the same sign. For example, it determines how to handle errors for a journal that has a foreign amount that is 10.00 USD and the monetary amount is −200.00 USD.

Control Total Errors

As you enter journal lines, PeopleSoft General Ledger displays a running total of the number of lines, debits, credits, and units that you've entered on the journal. Use the options in the Control Total Errors group box to define how the system should handle errors when the journal line totals do not match the control totals you entered at the journal header level. This feature is optional.

Document Type Option

This only applies if you have enabled document sequencing within the Installation Options component. This document type will be the default for journals entered through the General Ledger Journal Entry component.

See Also

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

Specifying Balance Suspense ChartFields for the Journal Source

Access the Journal Options page and click the balance suspense ChartFields link.

Enter a ChartField and a ChartField value for the suspense account.

Specifying Edit Suspense ChartFields for the Journal Source

Access the Journal Options page and click the edit suspense ChartFields link.

Enter a ChartField and a ChartField value for the suspense account.

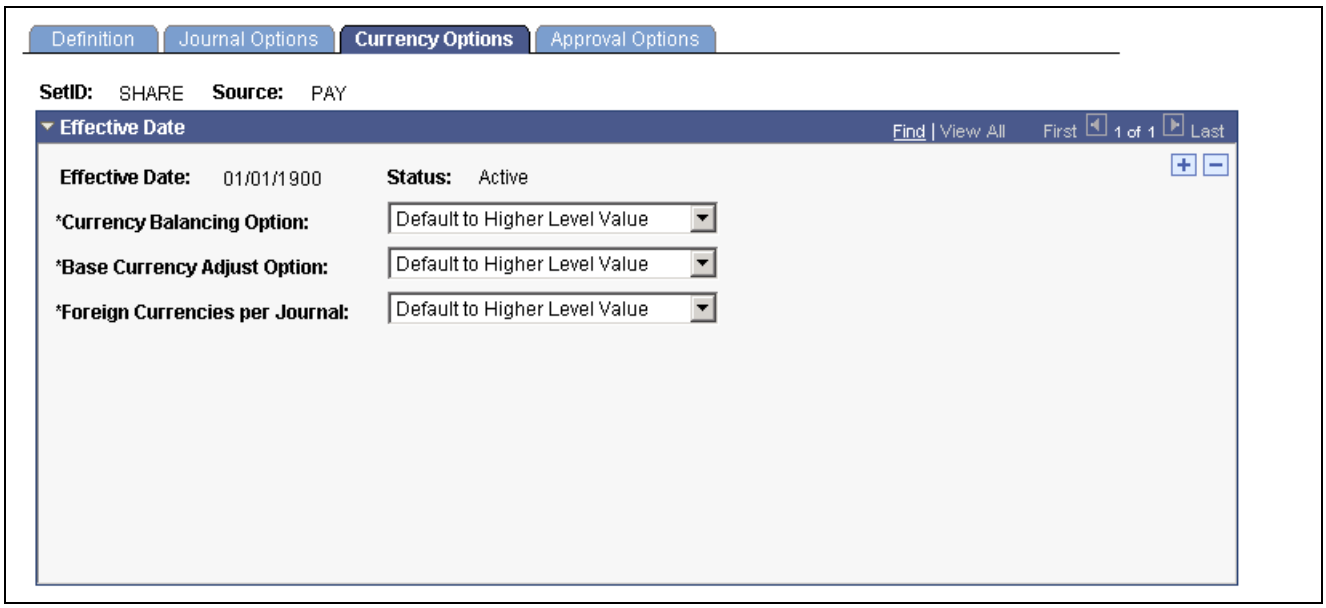
Specifying Amount Suspense ChartFields for the Journal Source

AAccess the Journal Options page and click the Amount Suspense ChartFields link.

Enter a ChartField and a ChartField value for the suspense account.

Specifying Currency Options for the Journal Source

Access the Currency Options page.



Currency Options page

Currency Balancing Option

Select a currency balancing option, which specifies how journal lines are balanced for this source:

Default to Higher Level Value	Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages.
Balance by All Currencies	Balances foreign amounts on foreign currency journal lines by individual currency type. For example, all lines in Canadian dollars are balanced together, and all lines in Mexican pesos are balanced together.
Balance by Base Currency Only	Balances all journal lines by the base currency only.

Base Currency Adjust Option

Select a base currency adjust option, which controls manual adjustments to the base currency in foreign currency journals:

Default to Higher Level Value	Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages.
Allow Base Currency Adjustment	Enables you to change the base currency amount directly on foreign currency journal lines.
Disallow Base Currency Adjustment	Does not allow you to change the base currency amount directly on foreign currency journal lines.

Foreign Currencies per Journal

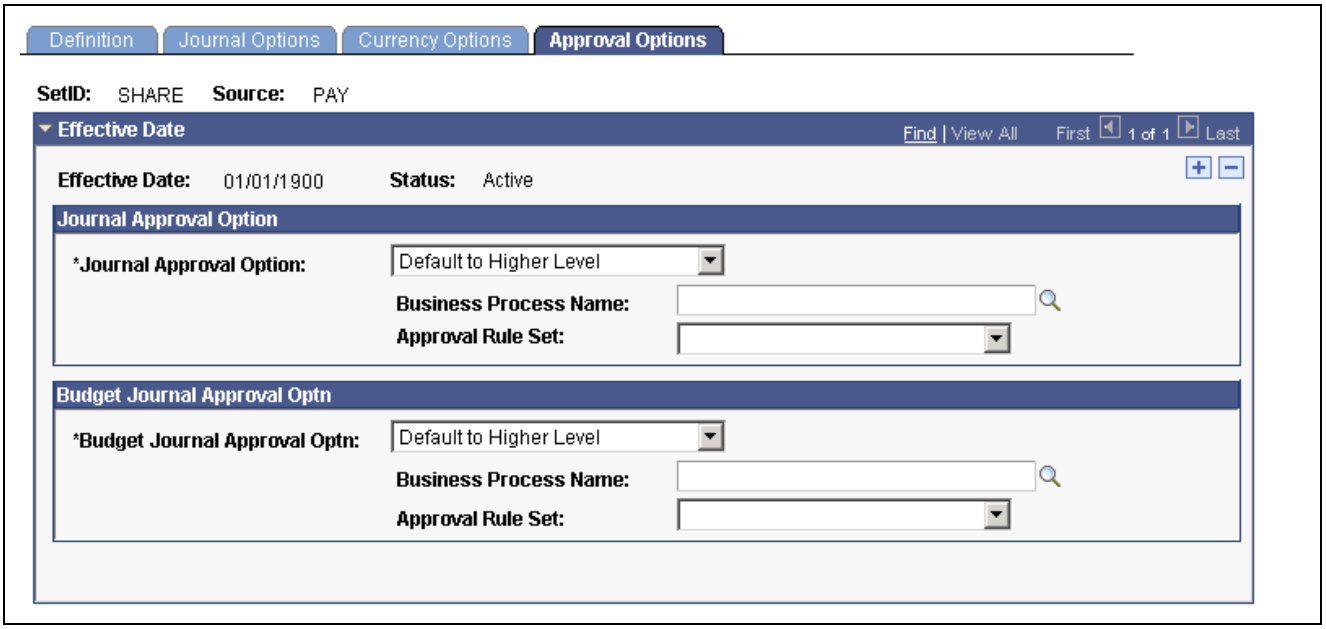
Select a foreign currencies per journal option, which controls the number of foreign currencies for each journal:

Default to Higher Level Value	Uses the currency options defined on the Ledgers For A Unit and General Ledger Definition pages.
Multiple Foreign Currencies	Enables journals to contain lines in multiple foreign currencies.
Only One Foreign Currency	Enables journals to contain lines only in the base currency or a single foreign currency. You must specify the foreign currency in the journal header.
No Foreign Currencies	Enables journals to contain lines only in the base currency.

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

Specifying Approval Options for the Journal Source

Access the Approval Options page.



Approval Options page

Select a journal approval option and a budget journal approval option:

Pre-Approved	Enables journal entry without approval through workflow.

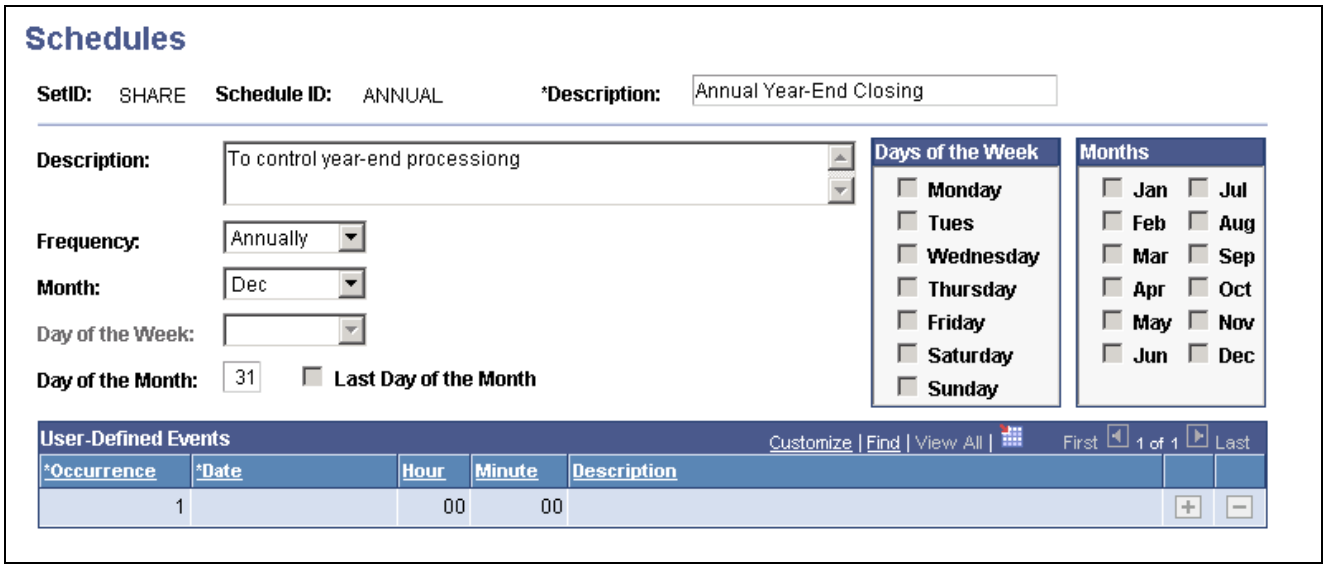
Default to Higher Level Uses the approval options defined on the Ledgers For A Unit and General Ledger Definition pages.

Specify Approval Rule Requires approval through workflow. If you select this option, you must select the business process name and the approval rule set. Select *Submit Journal* from the Process drop-down list box on the Journal Entry - Lines page when processing journals.

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

Setting Up Schedules

Access the Schedules page.



Schedules page

Schedules are used to automate and control the generation of recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules or 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 a Standard Journal Entry (SJEs) or a group of SJEs. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify specific dates and times.

Note. When you define schedules for use with standard journal entries, don't define multiple occurrences for a single day.

Frequency This specifies how often the event will recur. Values are:

Annually: Specifies an annual schedule. This option activates the Month and Day of the Month for you to enter the values.

Daily: Specifies a daily schedule. The *Daily* option activates the Days of the Week check boxes for you to select or clear specific days.

Monthly: Specifies a monthly schedule. This option activates the Day of the Month and Last Day of the Month and the Months check boxes for you to select or exclude individual months.

User Defn (user defined): Sets up user-defined events schedules for specific dates when an event will take place. When you use this option, you can enter an occurrence number (for multiple occurrences), the date, and a description. Do not specify hours or minutes for schedules used for SJEs.

Weekly: Specifies a weekly schedule. The Weekly option activates the days of the week for you to enter a value.

Note. When you specify a day of the month for monthly schedules, use the Day of the Month edit box to enter any day up to and including day 28. Use the Last Day of Month edit box to enter the absolute last day of the month, whether it's day 28, 29, 30, or 31.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Making General Ledger Journal Entries," Creating Journal Entries

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

Setting Up Workflow Transactions

To set up workflow transactions, use the following components:

- Workflow Transaction Categories (EO_TRAN_CATS)
- Workflow Transactions (EO_TRANSACTIONS)
- Workflow System Rule (EO_SYS_WF_RULES)

If you use PeopleSoft Workflow, the functionality of workflow approval processing is based on specific rules that are defined by three setup transactions. You can create transactions that notify appropriate parties about business events such as approvals, requests, or transfers. By setting up categories of workflow transactions, you can associate groups of transactions with a workflow function that triggers the notification process.

This section discusses how to:

- Establish workflow transaction categories.
- Define workflow transactions.
- Specify workflow system rules.

Pages Used to Set Up Workflow Transactions

Page Name	Object Name	Navigation	Usage
Workflow Transaction Categories	EO_TRAN_CATS	Set Up Financials/Supply Chain, Common Definitions, Workflow, Categories	Create workflow transaction categories.
Workflow Transactions	EO_TRANSACTIONS	Set Up Financials/Supply Chain, Common Definitions, Workflow, Transactions	Create workflow transactions.
Workflow System Rule	EO_SYS_WF_RULES	Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules	Create workflow system rules.

Establishing Workflow Transaction Categories

Access the Workflow Transaction Categories page.

Transaction Category Name of the group that classifies a workflow transaction. Each workflow transaction is placed in a workflow category. Because workflow rules are defined for categories, the rules apply to each transaction in the category.

Defining Workflow Transactions

Access the Workflow Transactions page.

Transaction Name Name of the business operation that uses the workflow notification function.

Category Name of the group that classifies a workflow transaction.

Description Explanation or comments about the workflow transaction.

Specifying Workflow System Rules

Access the System Workflow Rules page.

Transaction Category Name of the group that classifies a workflow transaction.

Workflow Rule Specify how users are notified when they are required to perform a function. Select from the following values:

Both: Notify by email and worklist.

Email: Notify the user with an electronic message.

None: No notification takes place.

User: Notification method is specified in the User Preferences page during system setup. This varies, depending on which application is implementing PeopleSoft Workflow.

Worklist: Notify the user by placing an entry on the user's worklist.

Notify User − Entry User receives a confirmation when initiating a transaction.

Notify − All	User receives a notification when anyone processes a transaction that the user originated. If more than one person is required to process the user's transaction, the user receives notification each time it is processed.
Notify − Final Disposition	User is notified only when the transaction has completed processing.

CHAPTER 3

Setting Installation Options for PeopleSoft Applications

This chapter discusses how to:

- Set up cross-application installation options.
- Define tax provider installation options.
- Set up application-specific installation options.

Setting Up Cross-Application Installation Options

Use the Installation Options component (INSTALLATION) to set up cross-application installation options.

This section discusses how to:

- Define options for installed PeopleSoft applications.
- Set overall installation options.
- Set up login information for the Dun and Bradstreet interface.
- Define alternate characters for language codes.
- Set Documentum installation options.
- Enable entry events at the installation level.
- Define Commitment Control installation options.

Pages Used To Set Up Cross-Application Installation Options

Page Name	Object Name	Navigation	Usage
Installation Options	INST_LINKS	Set Up Financials/Supply Chain, Install, Installation Options	Use to access the general options and the product options.

Page Name	Object Name	Navigation	Usage
Products	INSTALLATION_FS	Set Up Financials/Supply Chain, Install, Installation Options, Products	All PeopleSoft products are delivered with your purchased and licensed products. Clear the check boxes for all products that you have not licensed. The check boxes for the products that you have licensed and enabled in your database must be selected. **Note.** Unless you clear the unlicensed products, you are likely to encounter performance issues or other processing problems when unnecessary processes or database activity is triggered that is related to the unlicensed products. For example, unlicensed products for which the check boxes remain selected can cause unnecessary processing due to ChartFields that are specifically related to the unlicensed products. If you have not licensed any of the following three products, Project Costing, Expenses, or Resource Management and you see the following ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages, clear the check boxes for these 3 products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to the three products.
Overall	INSTALLATION_FS1	Set Up Financials/Supply Chain, Install, Installation Options, Overall	Configure installation information and indicate how you want to use cross-application features.
DB Account (Dun and Bradstreet account)	DB_ACCOUNT_SEC	Click the DB Account Information link on the Installation Options - Overall page.	Enter logon IDs and passwords by setID for each Dun and Bradstreet account.

Page Name	Object Name	Navigation	Usage
Alternate Character	ALT_CHAR_PNL	Set Up Financials/Supply Chain, Install, Installation Options Click the Alternate Character link.	Select the alternate characters that the system uses for a specific language code.
Documentum	OPER_DEF_TABLE_DC	Set Up Financials/Supply Chain, Install, Installation Options Click the Documentum link.	Set your Documentum installation options. You can set several specific document management control options that both enable the document management system and specify system-level configurations.
Entry Event	INSTALLATION_EE	Click the Entry Event link.	Enable the use of entry events in General Ledger, Payables, Purchase Orders, Receivables, and Billing, as well as upward and downward adjustments to commitment control budgets.
Commitment Control	INSTALLATION_KK	Click the Commitment Control link.	Enter various commitment control installation options for default budget date, reversal date, budget period liquidation, funding source, and online budget checking. Also, set option to initiate pop up for errors and warnings for online transaction budget checking.

Defining Options for Installed PeopleSoft Applications

Access the Products page.

PeopleSoft Products All PeopleSoft products are delivered to your database and are automatically selected by the system. Deselect all those you have not licensed.

Note. Applications that you might not have licensed are delivered to your database with the purchase of your PeopleSoft applications and as delivered, all these applications are selected on this page and considered active by the system.

Unless you clear the unlicensed products, you are likely to encounter performance issues or processing problems when unnecessary processes or database activity is triggered that is related to the unlicensed products. For example, unlicensed products will cause unnecessary ChartField configuration activities related to the unlicensed products.

Enable Commitment Control

Click the check box for each PeopleSoft product, or application, for which you want to enable Commitment Control.

You can enable or disable Commitment Control for each of these products at any time, but disabling Commitment Control for an application during a budget period may corrupt the consistency and integrity of your data.

Many applications have dependencies with other applications that require you to maintain integration points between those applications for valid budget checking and notification. Do not enable or disable Commitment Control for an application unless you know precisely what effect your action will have on other applications.

Note. Also, if you have not licensed Project Costing but have licensed Expenses or Resource Management and you still see Source Type, Category, or Subcategory on pages, clear the check boxes for the unlicensed products on the Installation Options - Products page and use ChartField configuration to inactivate these ChartFields because they are specific to Project Costing.

Other areas where you can encounter problems if unlicensed product check boxes are not cleared include on demand processing, and defining Ledgers for A Unit and ledger templates.

Enable or disable Commitment Control processing for listed applications.

See Chapter 3, "Setting Installation Options for PeopleSoft Applications," Pages Used To Set Up Cross-Application Installation Options, page 49.

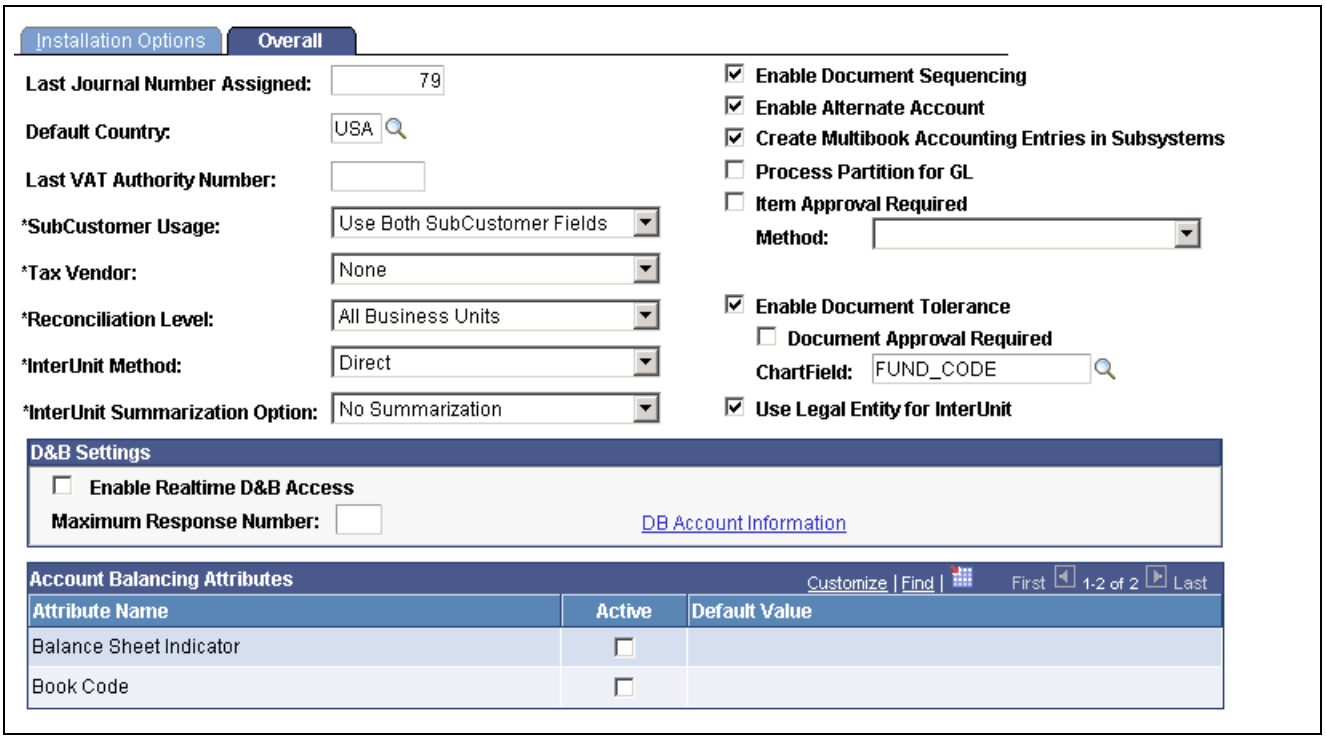
See Also

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

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Commitment Control Security"

Setting Overall Installation Options

Access the Overall page.



Overall page

Last Journal Number Assigned

Displays a number that represents where to begin numbering journals. You can change the numbering for your journals so that the next journal number assigned is one number greater than the journal number that appears in this field. All journals increment sequentially from the first journal created.

Default Country

Select a country to appear by default on your pages. You can override the default on the actual pages.

Last VAT Authority Number (last value-added tax authority number)

Enter the last value-added tax (VAT) authority number used for the system to automatically start assigning when you create new VAT authority numbers. You can edit this field only if the VAT authority number changes. When you use the Express VAT Code function, the system automatically creates a VAT authority number at the time that you create a VAT code. You then assign one or more tax authorities to a VAT code, to define the VAT rate applicable for that VAT code.

SubCustomer Usage

History, aging, events, and some profiles are available for subdivisions within customers if you enable subcustomer levels in your system. Select whether you want to use the first SubCustomer field, both SubCustomer fields, or no SubCustomer fields. These fields appear on any pages where a customer that has subcustomers appears.

Tax Vendor

Select *None*, *Taxware*, or *Vertex* as the type of tax vendor software that you use. This option determines what fields appear on PeopleSoft application pages that have implications for sales and use tax. Before selecting a third-party tax application, the application should be installed and configured to communicate with PeopleSoft.

Note. When you change tax vendors, a process will run to update the geocodes and business unit tax settings. The status of this process can be viewed on the Tax Provider Installation page. Geocodes will be cleared when changing the tax vendor to *None*. No taxes can be computed through a third-party solution until the process has finished. Transactions for business units set to use the PeopleSoft tax tables will not be affected by the change.

See *PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Integrating with Sales and Use Tax Applications".

Tax Provider Setup The Tax Provider Setup link is displayed when you chose a third-party from the Tax Vendor list. Click the link to complete setup for the chosen tax vendor solution.

Reconciliation Level Identify the type of business unit-level security to use for the bank reconciliation process. Select *All BUs* if you want the reconciliation process to include all business units set up in the system. Select *Single BU* if you want reconciliation to adhere to the business unit security that you have already defined. When you select *Single BU*, the run parameters for the Auto Reconciliation process requires you to select the business unit that you want to perform reconciliation. The list displays the business units that the user is allowed to access.

InterUnit Method There are three due-to and due-from balancing methods for InterUnit transactions. Select the method that you want to use. Values are:

Direct: The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from the entity's own Inter/IntraUnit template definition.

Indirect: The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from the affiliate entity's Inter/IntraUnit template definition.

Pairs: The due-to and due-from ChartFields used to balance each entity in the transaction are retrieved from a definition for the pair of entities, or business units, involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

See Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Overall Interunit Installation Options, page 480.

InterUnit Summarization Option Select one of the following options:

Note. The InterUnit Summarization Option is not available to users of Sybase because of technical limitation of that database.

- *Summarize:* The Summarize option affects processing only if you are not using affiliate ChartFields . Selecting this option causes the system-generated Inter/IntraUnit offset lines to be summarized together whenever all the fields, except for the amount and line sequence fields, are equal. For example, if business unit A pays expenses for business units B and C, without InterUnit summarization, two InterUnit balancing lines are created for business unit A (one for B and one for C). However, with InterUnit summarization, InterUnit processing creates only one InterUnit

receivable journal line for business unit A instead of two. If there is additional activity among business units A, B, and C, the InterUnit processor summarizes the activity to create a minimal number of InterUnit journal lines while maintaining the overall balance among the business units.

- *No Summarization:* Select if you do not want to summarize system-generated Inter/IntraUnit offset lines or if you are using affiliate ChartFields.

See Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Setting Overall Interunit Installation Options, page 480.

Enable Document Sequencing Select to use document sequencing for the overall installation.

Enable Alternate Account Select to enable alternate account processing. Alternate account produces journal-line and transaction-level balances for statutory reporting requirements. The primary account field contains the corporate accounts, and an alternate account contains the statutory accounts. You define mapping options for each alternate account or the system accesses by default the suspense account defined on the Ledger For a Unit page. It is not necessary to install General Ledger to use alternate accounts in other applications.

Create MultiBook Accounting Entries in Subsystems Select to enable the system to create multibook accounting entries on an auxiliary page in the subsystems. General Ledger must be installed for this option to be available.

Process Partition for GL Select to improve processing performance. You must have performed the procedures necessary to enable multiple General Ledger Post processes to run concurrently with unique data partitions. This option is available only if you have installed General Ledger.

Item Approval Required: Method Select *Manual* or *Workflow* as your approval method. If you select *Manual*, an authorized user can set the status of individual items on the Item Approval page to *Approved* or *Denied.* If you select workflow approval, you must establish item approval as a business process in PeopleSoft Workflow.

Enable Document Tolerance Select to perform document tolerance checking, which is an edit that checks the percentage or monetary amount discrepancy between a requisition and purchase order document or a purchase order and voucher. This tolerance checking is performed at the distribution line level. You define these tolerance thresholds by ChartField value. In the ChartField field, enter the ChartField whose values you use to define document tolerance checking.

Document Approval Required Select to have the Document Tolerance Checking Application Engine process (FS_DOC_TOL) check that the voucher has been approved. If the voucher is not approved, the process issues an exception. If you do not select this option, the process proceeds with the regular validation—whether or not the voucher has been approved—passing vouchers that are within tolerance and generating exceptions for those that are over tolerance.

ChartField Enter the ChartField whose values you use to define document tolerance checking.

Use Legal Entity for InterUnit Select if you want to segregate InterUnit transactions for business units by legal entities such as corporations, partnerships, and sole proprietors, and if you want to use different InterUnit payables and receivables depending on

whether the transaction is InterEntity or IntraEntity. Clear this field if the InterUnit method is pairs.

Enable Realtime D&B Access Select to enable users to use the Dun and Bradstreet interface to order and purchase Dun and Bradstreet reports.

Maximum Response Number Enter the maximum number of rows that you want to receive from the Dun and Bradstreet system when you are searching for a Data Universal Numbering System (DUNS) number.

DB Account Information (Dun and Bradstreet account information) Click to access the D & B Account page, where you enter login information for each Dun and Bradstreet account.

Account Balancing Attributes Select the appropriate check box to activate the following account balancing attributes:

Balance Sheet Indicator: If you define an account value as balance sheet or off-balance sheet, you must also assign various General Ledger processes, such as Journal Edit, Revaluation, Closing, Position Accounting, and so on, with the appropriate balance sheet or off-balance sheet account to perform the necessary balancing.

Book Code: If you use the Book Code feature to further segregate transactions into balancing subsets within the same ledger, it is particularly important that the Book Code ChartField values and the Balance Sheet Indicator values be properly grouped and matched with your account ChartField to insure proper balancing. You define a combination of a book code and a balance sheet indicator value as an account balancing group. You associate the two with an account as an attribute.

You can activate any one of the account balancing attributes. You do not need to activate both if you want to activate only one. The system populates the Default Value field with the default account balancing group value that you set up when you configure your ChartFields.

Note. Book Code is only supported by the General Ledger and Asset Management products. You might require a blank Book Code if Asset Management has a mix of asset business units with some using and some not using Book Codes, which need new Account Balancing Groups and interunit templates to use the blank Book Code value.

See Also

Chapter 15, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” page 469

Chapter 3, “Setting Installation Options for PeopleSoft Applications,” Defining Tax Provider Installation Options, page 60

Appendix A, “Application Fundamentals Reports,” page 597

Chapter 6, “Defining and Using ChartFields,” page 187

Chapter 6, “Defining and Using ChartFields,” Understanding PeopleSoft ChartFields, page 187

Chapter 6, “Defining and Using ChartFields,” Balancing ChartFields, page 194

Chapter 6, “Defining and Using ChartFields,” Defining and Using Account Types and Attributes, page 197

Chapter 6, “Defining and Using ChartFields,” Using the Balance Sheet Indicator and Book Code, page 201

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Working with VAT,” Setting Up VAT Authorities and Tax Codes

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Running Document Tolerances”

Enterprise PeopleTools PeopleBook: Workflow Technology

Setting Up Login Information for the Dun and Bradstreet Interface

Access the D&B Account page.

For each business unit that has a separate billing account to purchase reports through the Dun and Bradstreet interface, enter the setID. Enter the user ID and password that is used to log on for each setID.

Defining Alternate Characters for Language Codes

Access the Alternate Character page.

PeopleSoft Alternate Character architecture accommodates language phonetic requirements, primarily supporting Japanese Furigana requirements for EFT processing. You can expand its implementation to include other language needs.

Language Code Select a code to which you can assign an alternate character value from the available options. When you select a code for a user (during security setup) and enable for that user the use of alternate characters, the system allows the user to use only the character set assigned to the user’s language code for all fields with an associated Alternate Character field.



When you enable alternate characters for a specific user, this button is activated to the right of all the fields in the system with an associated Alternate Character field. Click the Alternate Character button to enter and display the field value in the Alternate Character set. Alternate character sets are linked with language codes and then selected for use by user ID. Only the character set specified on this page for the specific language code of the user ID is allowed in the Alternate Character field.

See Also

Chapter 4, “Defining User Preferences,” page 131

Chapter 4, “Defining User Preferences,” Pages Used to Define Cross-Application User Preferences, page 132

Chapter 4, “Defining User Preferences,” Defining Overall User Preferences, page 132

Setting Documentum Installation Options

Access the Documentum page.

Note. All fields on this page are case-sensitive.

Document Management Select if you want to enable the embedded enterprise document management system. Selecting this option activates the Documentum installation options.

Documentum Docbase Name Displays the name of the document database that contains the documents that you access with pages for a specific PeopleSoft product.

Maximum Documents in Query Displays the maximum number of documents that the system retrieves when you run document management system queries within the Documentum-enabled product. This is the maximum number of documents that the system returns to the Query Result page, not the maximum number of documents that results from the document management system query itself.

Note. This setting doesn’t limit the maximum number of documents that can be associated on a page, just the number that are returned by a single query.

Document Object Type Displays the document management system object supertype that you want to use when you access documents within the document database. The object type controls the set of valid attributes of the documents within Documentum. This object type must contain all attributes (fields) that you reference from PeopleSoft Engineering document query pages.

Enabling Entry Events at the Installation Level

Access the Entry Event page.

General Ledger, Accounts Payable, Purchasing, Accounts Receivable, Billing Select one of these options to identify how to use entry events for each product:

- *No EE*

  Entry events cannot be used with the selected product.

- *Optional*

  Entry events may or may not be used with the selected product.

- *Required*

  Entry events must be used with the selected product.

Upward/Downward Adjustment Select to perform upward and downward adjustments using entry events for commitment control budgets that are identified as having expired year funding in Commitment Control.

Note. Entry event is not supported by funding source functionality.

Defining Commitment Control Installation Options

Access the Commitment Control page.

Default Budget Date

Select a budget date default scheme for your requisitions, purchase orders, and vouchers.

Values include:

Accounting Date Default: Select to default the budget date to the document accounting date.

Predecessor Doc Date Default: Select to copy the budget date from the predecessor document.

Reversal Date Option

Select the date to control reversal (rebudget checking) of documents.

Values are:

Prior Date: With this option the system backs out old entries, using the fiscal year and accounting period as they were originally recorded. For example, a purchase order originally created in period 1 is recorded as an encumbrance entry in period 1. However, if you then change the purchase order in period 2, giving it a new accounting date, the system reverses the purchase out of period 1 and rebooks it to period 2.

Current Date: Using the current date option, entries are backed out and rebooked in period 2 – leaving period 1 unchanged. Period 2 then has the net change to the document.

BP Liquidation Option (budget period liquidation option)

Values are:

Current Document Budget Period: Select to default liquidation to the budget period of the document being processed. For example, a purchase order originally recorded as an encumbrance for budget period 1, results in the liquidation of the encumbrance in the budget period of the expenditure that might have actually occurred in and been assigned to budget period 2.

There is a special scenario when choosing this option. If the ruleset chartfield was changed between the current document and its predecessor and the two ruleset ChartFields belong to different rulesets that have different budget period calendar, the budget period of the liquidation entry does not use that of the current document. Instead, the system uses the ruleset ChartField of the predecessor to get the corresponding budget period calendar, and determines the liquidation budget period based on the calendar and the budget date of the current document.

Prior Document Budget Period: Select to default liquidation to the budget period of the prior document. For example, if a purchase order has a budget period of 1, when the expenditure occurs that liquidates the encumbrance, the liquidation occurs in the budget period assigned to the purchase order that created the original encumbrance, that is budget period 1.

Activate Date and **Date Label**

Click the check box to make available a user defined information only date field to which you can give a user defined label of up to 15 characters. The field name appears on the funding source (KK_FUND_SOURCE) page but the

	field is for information only, it has no logical operations associated with it nor is it delivered as a part of fund source inquiry.
Activate Char 1 and **Char 1 Label**	Click the check box to make available a user defined 30 characters information field and give the field a user defined label of up to 15 characters. Once defined, the field name appears on the funding source (KK_FUND_SOURCE) page but the field is informational only, it has no logic or programmatic operations associated with it nor is it delivered as a part of fund source inquiry.
Activate Char 2 and **Char 2 Label**	Click the check box to make available a second user defined 30 characters information field and give the field a user defined label of up to 15 characters. The field name then appears on the funding source (KK_FUND_SOURCE) page. The field is for information only, it has no logic or programmatic operations associated with it nor is it delivered as a part of fund source inquiry.
Execute on Server	Select the Process Scheduler server on which to perform on line budget checking. If no server is specified, the system chooses any server available during run-time.
Run Control Prefix	Enter a prefix to distinguish an on-line budget process run control. When you run budget checking for an on-line transaction, the system creates a run control budget checking request for the on-line transaction and runs the budget processor. The system increments the Last Process Instance by 1 and concatenates it with the Run Control Prefix to create the unique run control ID.
Last Process Instance	This is the last process instance used by the system to create an run control ID for the on-line budget checking request. The Last Process Instance value is maintained by the system and you do not need to change it.
Maximum Wait Time (Minutes)	This is the maximum time in minutes that a user waits for an on-line budget checking request to complete. While waiting for the process to complete, the on-line transaction page is frozen. After the process is complete, the page is refreshed to show the budget checking status (that is whether the transaction passed or failed budget checking). However, if the Maximum Wait Time has elapsed but the budget processor has not yet completed, the budget processor continues the processing but the page is no longer frozen. The user does not need to wait any longer but the page is not refreshed to show the budget checking status. Use the Process Monitor to check the budget processor running status and refresh the on-line transaction page manually. This refreshes the budget checking status after the budget processor has completed.
Pop Up Error/Warning Message	Select this option to have the system pop-up a message box after the on-line budget checking process is complete if the transaction encounters any budget checking error or warning.

Defining Tax Provider Installation Options

Specifying a tax vendor and tax certificate information is a two-step process. You must specify a tax vendor at the installation level on the Installation Options - Overall page. Then use the Tax Provider Installation page to establish tax vendor installation options.

Use the Tax Provider Installation component (TAX_PROV_INFO) to define tax provider installation options.

Page Used to Define Tax Provider Installation Options

Page Name	Object Name	Navigation	Usage
Tax Provider Inst (tax provider installation)	TAX_PROV_INFO	• Set Up Financials/Supply Chain, Install, Tax Provider Installation, Tax Provider Inst • Click the Tax Provider Setup link on the Installation Options - Overall page. • Note: This link is available if you select a tax vendor.	Specify a tax vendor and tax certificate information.

Setting Up Application-Specific Installation Options

Use the Installation Options component (INSTALLATION) to set up application-specific installation options.

This section discusses how to:

- Define Asset Management installation options.
- Define Billing installation options.
- Define additional Billing installation options.
- Define Contracts installation options.
- Set up credit card processing connection parameters.
- Define eSettlements installation options.
- Define Expenses installation options.
- Establish direct cost sharing for Grants.
- Set up Inventory installation options.
- Define starting values for automatically generated numbers in Inventory.
- Set Manufacturing installation options.
- Define Mobile Time and Expense installation options.
- Set up Payables installation options.
- Define planning installation options.
- Define Program Management installation options.
- Define Project Costing installation options.
- Define Project Costing integration installation options.
- Define Purchasing installation options.
- Define Receivables installation options.
- Select Receivables balance display options.

- Define Order Management installation options.
- Set up Resource Management installation options.
- Define Services Procurement installation options.
- Define Staffing installation options.
- Enable multiple jobs for staffing.
- Define Strategic Sourcing installation options.
- Set up Supplier Contract Management installation options.
- Define Treasury installation options.

Pages Used to Set Up Application-Specific Installation Options

Page Name	Object Name	Navigation	Usage
Asset Management	INSTALLATION_AM	Set Up Financials/Supply Chain, Install, Installation Options, Asset Management	Review delivered transaction types, enable asset processing features, enable depreciation attributes, set system-wide options, and enable Asset Lifecycle Management solution integration options.
Billing - General Options	INSTALLATION_BI	Set Up Financials/Supply Chain, Install, Installation Options, Billing - General Options	Define installation options specific to Billing.
Billing-GL/AR Options (billing - general ledger / accounts receivable options)	INSTALLATION_BI2	Set Up Financials/Supply Chain, Install, Installation Options, Billing GL/AR Options	Define installation options specific to Billing.
GL Options (general ledger options)	BI_CHG_GL_OPT_SEC	Select either Business Unit or Bill Type in the GL Options group box on the Billing GL/AR Options page	Define GL Level and Deferred Revenue options at the business-unit or bill-type level. This page enables you to set your GL Level and Deferred Revenue default levels without accessing different pages. GL Level is required on this page.
Contracts	INSTALLATION_CA	Set Up Financials/Supply Chain, Install, Installation Options, Contracts	Define installation options that are specific to Contracts.
eSettlements	INSTALLATION_EM	Set Up Financials/Supply Chain, Install, Installation Options, eSettlements	Define installation options for eSettlements.
Expenses	INSTALLATION_EX	Set Up Financials/Supply Chain, Install, Installation Options, Expenses	Define installation options for Expenses.

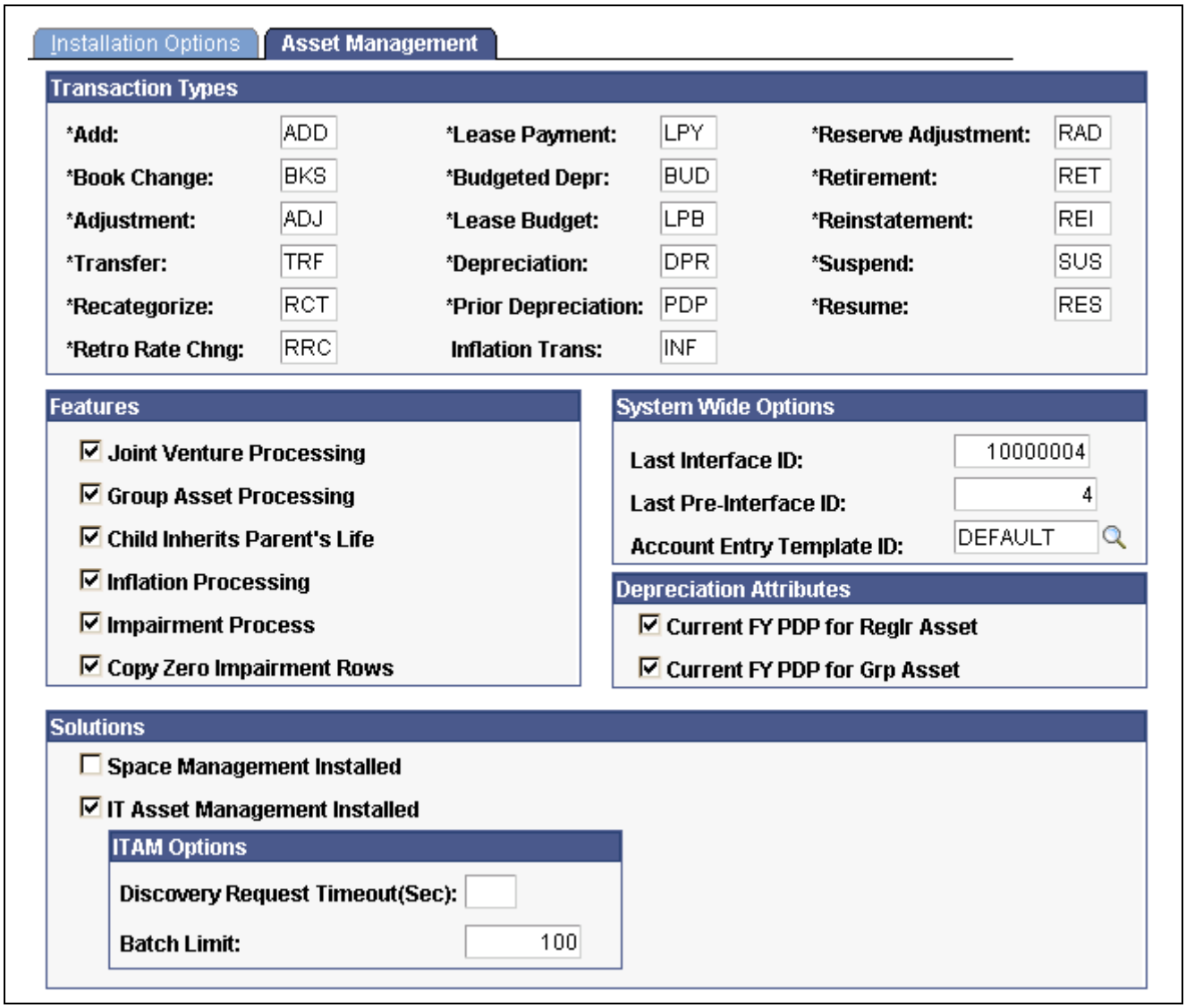
Page Name	Object Name	Navigation	Usage
Installation Options - Mobile	INSTALLATION_TE	Click the Filter Options link in the Mobile Data Filtering group box on the Installation Options - Expenses page.	Set up filtering options for Mobile Time and Expense users.
Grants	INSTALLATION_CSR	Set Up Financials/Supply Chain, Install, Installation Options, Grants	Establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing features.
Inventory	INSTALLATION_INV	Set Up Financials/Supply Chain, Install, Installation Options, Inventory	Define the default values for your lot IDs, serial numbers, and receiver information. Use this page to turn on the option to track inventory movement by staged date. Define your interunit transaction options and your unit of measure conversion for bar code transactions. Choose your method to number your accounting entry lines.
Inventory Counters	INSTALL_IN_COUNTERS	Set Up Financials/Supply Chain, Install, Installation Options, Inventory Counters	Define the starting values for your automatically generated numbers.
Lease Administration	INSTALLATION_RE	Set Up Financials/Supply Chain, Install, Installation Options, Lease Administration	Select to enable lease activation for a lease. If selected, the roles defined can activate leases.
Manufacturing	INSTALLATION_MG	Set Up Financials/Supply Chain, Install, Installation Options, Manufacturing	Set the calculated quantity per assembly (QPA) rounding precision. This rounding precision is reflected in Manufacturing, Engineering, Cost Management, and Supply Planning.
Order Management	INSTALLATION_OM	Set Up Financials/Supply Chain, Install, Installation Options, Order Management	Set order, quote, and buying agreement chunking parameters and enable Verity search, claimbacks, and feature function security.
Payables	INSTALLATION_AP	Set Up Financials/Supply Chain, Install, Installation Options, Payables	Define the posting method and enable federal payment schedule processing, late interest charge calculation, evaluated discount, and document association processing options for your Payables application.

Page Name	Object Name	Navigation	Usage
Planning	INSTALLATION_PL	Set Up Financials/Supply Chain, Install, Installation Options, Planning	Define the message numbers and default planning instance for Supply Planning.
Program Management,	INSTALLATION_PGM	Set Up Financials/Supply Chain, Install, Installation Options, Program Management	Establish program management system defaults for workflow and email notification.
Project Costing	INSTALLATION_PC	Set Up Financials/Supply Chain, Install, Installation Options, Project Costing	Establish default settings for project fields and control fields used across Project Costing.
Project Costing Integration	INSTALLATION_PCINT	Set Up Financials/Supply Chain, Install, Installation Options, Project Costing Integration	Establish the parameters for integration processes between Project Costing and other applications.
Purchasing	INSTALLATION_PO	Set Up Financials/Supply Chain, Install, Installation Options, Purchasing	Define autonumbering parameters, maximum quantities for quantity price breaks, and the maximum number of rows to appear in scroll areas.
Receivables	INSTALLATION_AR	Set Up Financials/Supply Chain, Install, Installation Options, Receivables	Define the installation options that are particular to your Receivables application.
AR Parallel Processing Options	PARALLEL_AR_SBP	Click the Parallel Processing Options link on the Receivables page.	Specify the number of partitions to run in parallel for the Payment Predictor (ARPREDCT), Receivable Update (ARUPDATE), Aging (AR_AGING), and Statements (AR_STMTS) processes.
AR Account Overview Balances	ACCT_BAL_SBP	Click the Account Overview Balance Display Options link on the Receivables page.	Specify which balances to display on the Account Overview - Balances page.
Resource Management	INSTALLATION_RS	Set Up Financials/Supply Chain, Install, Installation Options, Resource Management	Define the installation options that are specific to your Resource Management application.
Services Procurement Installation Options	INSTALLATION_SP	Set Up Financials/Supply Chain, Install, Installation Options, Services Procurement	Define Services Procurement installation options.
Staffing Installation	INSTALLATION_FO	Set Up Financials/Supply Chain, Install, Installation Options, Staffing	Define Staffing Front Office and Pay/Bill Management installation options.

Page Name	Object Name	Navigation	Usage
PeopleTools Options	PSOPTIONS	PeopleTools, Utilities, Administration, PeopleTools Options	Enable multiple jobs. Doing so will enable the employee record number to display on the Employees search page and on the Job Data page.
Sourcing Installation Options	INSTALLATION_AUC	Set Up Financials/Supply Chain, Install, Installation Options, Strategic Sourcing	Use to set up award details bid display options, and multichannel framework sourcing defaults.
Supplier Contract Management	INSTALLATION_CS	Set Up Financials/Supply Chain, Install, Installation Options, Supplier Contract Management	Set up Supplier Contract Management installation options.
Treasury	INSTALLATION_TR	Set Up Financials/Supply Chain, Install, Installation Options, Treasury	Define integration options for accounting, EnterpriseOne General Ledger, and Financial Gateway functionality.

Defining Asset Management Installation Options

Access the Asset Management page.



Asset Management page

Transaction Types

The transaction types shown are delivered with the system and represent the types of asset transactions commonly used. You can rename the transaction types using new abbreviations as needed but only until you begin entering actual asset transactions into the system. Once you have done so, you can no longer modify the transaction types table.

Features

Asset management supports various processing features to meet the requirements of your location or industry.

Joint Venture Processing Select to enable joint venture options in Asset Management. This enables two or more business units to share ownership of an asset. The default for this feature is disabled.

Group Asset Processing Select to enable group asset processing features. The default for this feature is disabled.

Child Inherits Parent's Life Select to enable a feature that enables child component assets to inherit the remaining life of their parent asset. The default for this feature is disabled.

Inflation Processing Select to use the Inflation Processing feature, which provides for monthly inflation adjustment transactions (transaction type *INF*) that adjust the asset balances (cost, period depreciation, year-to-date depreciation, and accumulated depreciation) for inflation. This is primarily used in countries other than the U.S. The default for this feature is disabled.

Impairment Process Select to use impairment processing, which provides for testing of assets that may meet impairment standards for your country.

Copy Zero Impairment Rows Select if new zero amount rows for impairments should be added to processing tables.

System Wide Options

Last Interface ID Primarily informational, assigned incrementally by the system. After you set this number, the next interface will be assigned a value one greater than the number you set.

Last Pre-Interface ID Primarily informational, assigned incrementally by the system. After you set this number, the next pre-interface will be assigned a value one greater than the number you set.

Note. Pre-Interface ID is one of the keys to the Pre-Interface table used by the PeopleSoft Payables/Purchasing to Asset Management interface. When inserting data into the Pre-Interface table, Payables and Purchasing use the Last Pre-Interface ID field and then increment the ID counter by one. You can enter a different last preinterface ID prior to using the interface; otherwise the system uses a value of 1. If the Pre-Interface table contains rows of data, the last preinterface ID must be greater than or equal to the largest preinterface ID number found in the table.

Account Entry Template ID Select the default that you want to use. Account entry template IDs help speed up entry of the accounting templates by enabling you to associate more than one chart of accounts with an asset.

Depreciation Attributes

Current FY PDP for Reglr Asset (Current Fiscal Year Prior Depreciation Period for Regular Asset) Select this option when adding assets with the Calculation Type of *Remaining Value* and asset In Service date is earlier than transaction date. If adding assets within the same fiscal year, the system will calculate prior depreciation period (PDP) based on the In Service date as long as this option is selected. It is selected by default.

For example, if your fiscal year is 01/01/05 to 12/31/05, asset in service date is 03/01/05, transaction date is 05/01/05, accounting date is 05/01/05, calculation type is *Remaining Value*, and convention is *Following Month*, the system will calculate PDP from 04/01/05.

Current FY PDP for Grp Asset (Current Fiscal Year Prior Depreciation Period for Group Asset) Select this option when adding assets with the Calculation Type of *Remaining Value* and asset In Service date is earlier than transaction date. If adding assets within the same fiscal year, the system will calculate prior depreciation period (PDP) based on the In Service date as long as this option is selected. It is selected by default.

For example, if your fiscal year is 01/01/05 to 12/31/05, asset in service date is 03/01/05, transaction date is 05/01/05, accounting date is 05/01/05, calculation type is *Remaining Value*, and convention is *Following Month*, the system will calculate PDP from 04/01/05.

Solutions

Asset Management is the core product in the PeopleSoft Asset Lifecycle Management (ALM) Solution suite of integrated products. The other products are:

- Real Estate Management.
- IT Asset Management.
- Maintenance Management.

Space Management Installed Select this check box to enable real estate management space allocation options. The Property ID field in asset records is enabled.

IT Asset Management Installed Select this check box to enable IT Asset Management options.

Discovery Request Timeout (Sec): Enter the time out threshold in seconds when interfacing with asset discovery tools.

Batch Limit Enter the maximum limit for rows processed in a batch.

See Also

PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook

PeopleSoft Enterprise Asset Management 8.9 PeopleBook

PeopleSoft Enterprise IT Asset Management 8.9 PeopleBook

PeopleSoft Enterprise Real Estate Management 8.9 PeopleBook

PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook

Defining Billing Installation Options

Access the Billing - General Options page.

Note. You must first define valid invoice number IDs on the Invoice Number page and define valid page series IDs on the Bill Entry Page Series page.

The Auto-Numbering Params (auto-numbering parameters) group box determines the system level that controls the assignment of invoice numbers. The Bill Entry Page Series group box determines which Billing pages you want to access and in what order during bill entry or inquiry. For example, you can place pages that you rarely use at the end of your page series. In each group box, select from the following options:

System When selected in either the Auto Numbering Params or Bill Entry Page Series group box, the field adjacent to the System field is available for entry. For autonumbering parameters, select a valid predefined invoice ID. You define valid invoice IDs on the Invoice Number page. All billing activity uses this same invoice number-sequencing scheme. For Bill Entry Page Series, select a valid predefined page series ID to ensure that all billing activity uses the

same page series definition. You define page series IDs on the Bill Entry Page Series page.

Business Unit, Bill Type, and **Bill Source**

To specify a default invoice number or page series ID at a level other than system-wide, you are required to define the default value for the level desired on a different page. For example, to define page series navigation at the business unit level, select Business Unit. Selecting this option activates the Page Series ID field on the Billing Definition ? Business Unit 1 page, and requires you to return to the Business Unit 1 page to specify the Bus Unit Level (business unit level) default page series ID.

Changing the Default Level of the Invoice Number and Page Series IDs

To Define at the Level Of:	Move To:
Business Unit	Billing Definition - Business Unit 1 page
Bill Type	Bill Type 2 page
Bill Source	Bill Source 2 page
User Defined Criteria (for invoice number IDs only)	Invoice Number page

Important! The invoice number ID is required at the level that you define in the Auto-Numbering Params group box. If you change the parameters in this group box, you must move to the appropriate page and define the default value for the level that you want. For example, if you change the autonumber parameters from Bill Type to Bill Source, you must go to the Bill Source page and assign an invoice numbering ID at the bill source level. You must also ensure that every bill source you set up in your system has an invoice number ID definition. Failing to follow these implementation requirements can cause unexpected results in future process runs.

Temp Bill Invoice Num ID (temporary bill invoice number identification)

Assigns each temporary bill to a temporary bill invoice number identification. Define your temporary bill invoice number identification on the Invoice Number page.

Default Page Series ID

If you define your Bill Entry Page Series options at a business-unit, bill-type, or bill-source level, the system uses this default ID if a page series ID is undefined for any business unit, bill type, or bill source.

General Parameters

Bill Entry Max Rows and **Max Number of Rows in Scrolls**

Define the default number of maximum rows to limit the number of rows that appear within the scroll area at one time in bill entry or express bill entry, and define the maximum number of rows that appear in scroll areas in bill search or bill line search.

If you define search parameters that normally fetch 200 rows of billing data, for example, but you set the maximum number of rows to 40, you see 40 rows per chunk of the scroll. You can view the rest of the fetched data, 40 rows at a time, using the chunking arrows. You can also change the

maximum number of rows displayed directly in bill entry, express bill entry, bill search, and bill line search.

Warning! The larger the values that you enter in these fields, the greater the possibility that system response time will degrade.

Euro Currency — The currency control code used for Euro currency amounts throughout the Billing tables. Displays *EUR* by default, which is the Euro currency code that the PeopleSoft system delivers in the Currency Code table. If you aren't using the International Standards Organization (ISO) currency codes, change this default value to the Euro currency code that you're using.

Last BI Interface ID (last billing interface identifier) — Stores the last interface ID used by external sources that pass billing transactions into the Bill Interface structure. External sources that use this ID are responsible for updating and maintaining its value every time they use a number from this field.

Bill Entry Hyperlink Option — Determines whether links on the Bill Search pages navigate you to *Standard Bill Entry,* which is the default value, or *Express Bill Entry.*

Default # of Lines to Add — The system populates the Lines to Add field on the Bill Entry Express - Line List page with this value.

Enable Manual Line Numbering — Enables manual invoice line numbering. The Billing invoice line numbering feature enables you to enter invoice line numbers during online bill entry. You can control invoice line numbers when you insert bill lines into a new or existing bill, delete existing bill lines, or update invoice line numbers for existing bill lines. Manual invoice line numbering only applies to bill lines entered online. It does not apply to bill lines imported through the Billing Interface.

Selecting this option activates a Manual Line Numbering flag on the Header - Info 2 page. Manual line numbering functions only if you enable the feature here and set the Manual Line Numbering flag on the bill header to *ON.*

Note. Manual invoice line numbering bypasses the Billing chunking feature. When you select this option, the system disables the chunking buttons and sets the value of Bill Entry Max Rows on the Bill Entry Bill Line pages to 99999. In this scenario, when you access a bill, the entire set of rows appears.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies," Understanding Foreign Currency Processing

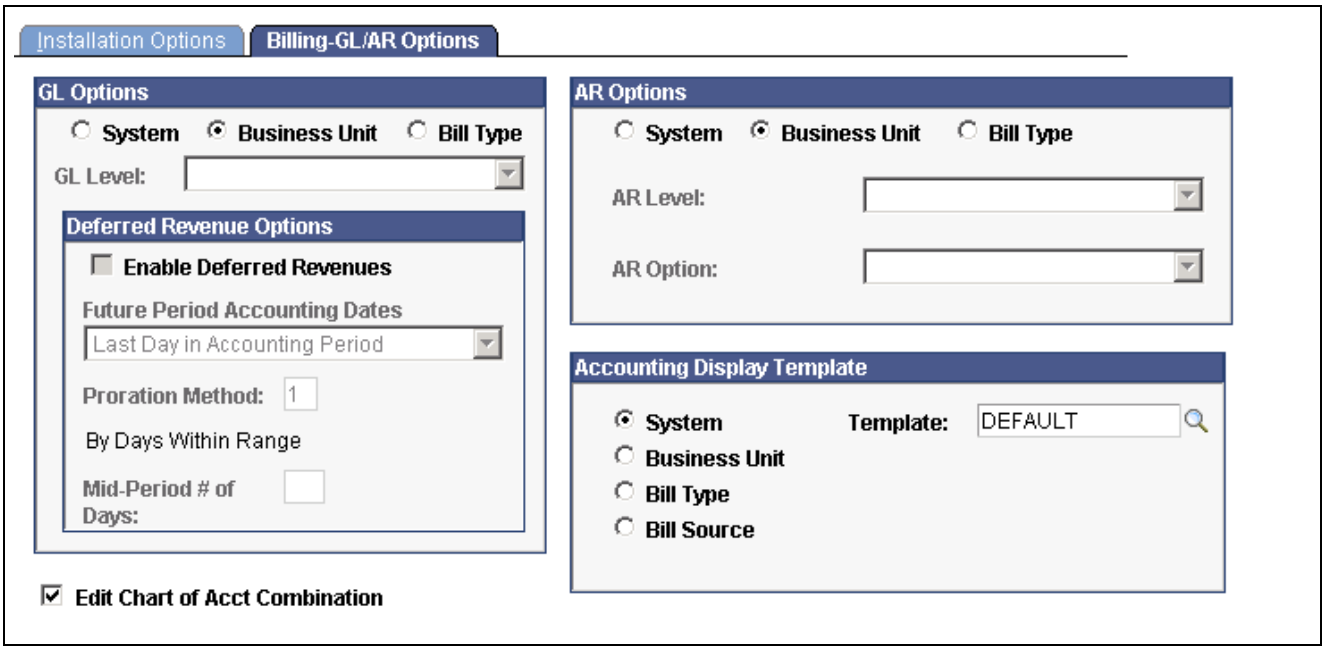
PeopleSoft Enterprise Billing 8.9 PeopleBook, "Structuring Bills"

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Structuring Bills," Assigning Invoice Number IDs

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Structuring Bills," Defining Bill Sources

Defining Additional Billing Installation Options

Access the Billing-GL/AR Options page.



Billing-GL/AR Options page

GL Options

GL Options

Define the level of detail that you pass to the system that generates your general ledger accounting entries.

If you select Business Unit or Bill Type, the GL Options page appears, where you can define the GL level options that default to all existing business units or bill types, respectively.

Note. In deferred mode, when you select Business Unit or Bill Type, the GL Options page appears after you click the save or refresh buttons.

GL Level

(Required) Define how the system passes accounting entries to your general ledger system.

If you select System in the GL Options group box, the GL Level field on this page becomes available for entry. Select one of the following values:

AR Creates GL Acct (accounting) Entries: Receivables creates accounting entries and passes them to your general ledger system. Select this value to indicate that Billing will not track accounting information, and to disable any validation requirements for values defined for each revenue line of a bill when you change the status to *RDY.*

BI Creates GL Acct Entries: Billing creates accounting entries and passes them to your general ledger system.

No GL Accounting Entries: You pass no accounting entries to your general ledger system.

Deferred Revenue Options

If you select System in the GL Options group box, the following fields are available for entry. If you select Business Unit or Bill Type in the GL Options group box, the following fields are available for entry on the GL Options page, where you can define default values for the business unit or bill type definition.

Enable Deferred Revenues Enables calculation and creation of accounting entries to be posted to your general ledger for future accounting periods. Use this to process bills that contain revenues to be realized in a future accounting period. This option is available for entry only if you selected *BI Creates GL Acct Entries* in the GL Level field.

Before you can generate deferred accounting entries, you must select this check box and define the future period accounting dates parameter at the same level that you set the GL options. For example, if you defined the GL options at the business unit level, select Enable Deferred Revenues and define the future period accounting dates parameter on the GL Options page to display by default all business units. On the Billing Definition - Business Unit 2 page, you can select values different from the defaults selected on the GL Options page. If you defined the GL options at the bill-type level, select Enable Deferred Revenues and define the future period accounting dates parameter on the GL Options page to display by default all bill types. On the Bill Type 2 page, you can select values different from the defaults selected on the GL options page.

Note. If you enable deferred revenues, be certain to set up deferred revenue accounts in your general ledger system.

Future Period Accounting Dates Determines the accounting date that the system uses when you create future-dated accounting entries, and is available only when you select the Enable Deferred Revenues check box. Select *First Day in Accounting Period* to post deferred revenues to the proper realized income account on the first day of the realized accounting period; select *Last Day in Accounting Period* to post on the last day of the realized accounting period.

Proration Method The calculation method used to divide and distribute deferred revenue across accounting periods. Click the Detail button to access the following valid proration method values:

(1) *By Days Within Range:* The system divides the number of revenue days in the period by the number of days in range.

(2) *Evenly Using All Pds* (periods): The system divides the total invoice line amount by the number of periods in the range. Revenue is recognized in equal portions for each accounting period, regardless of the number of days in each period.

(3) *Evenly Using Mid-Period Rule:* The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start/end days and mid-period day to determine whether the first and the last periods are recognizable or excluded entirely from the calculations.

(4) *Evenly/Partial by Days:* The system divides the total invoice line amount by the number of recognizable periods in the range. The number of recognizable periods is derived from applying rules to start/end days and mid-period day to determine whether the first and the last periods are recognizable or excluded entirely from the calculations.

(5) *User Defined Proration Method:* Available if you want to create your own proration method.

Mid-Period # of Days Enter the day in an accounting period that determines whether the accounting period is either fully recognizable or not recognizable at all. You can specify

the mid-period day here, or allow the system to assign the date. The system defines the mid-period day by dividing the number of days in the accounting period by two and rounding to the nearest whole number. This field is available only when you select the proration method *Evenly Using Mid-period Rule.*

Edit Chart of Acct Combination Select to enable the Online ChartField Combination Editing process for bill entry, which prevents you from passing invalid ChartField combinations to your general ledger.

AR Options

AR Options Define the level of detail to pass to your accounts receivable system.

If you select in this group box Business Unit or Bill Type, the Default AR Level page appears, where you can define the AR Level and AR distribution option that displays by default all existing business units or bill types, respectively.

Note. In deferred mode, when you select Business Unit or Bill Type, the Default AR Level page appears after you click the save or refresh buttons.

AR Level Define the level at which Billing passes open items to your receivables system. This field is available for entry only when you select System in the AR Options group box. Select from the following values:

Bill Line is AR Open Item: Billing passes each bill line as an open item in the receivables system.

Header is AR Open Item: Billing passes each bill as an open item in the receivables system.

No AR Open Items: Billing passes no open items to the receivables system.

Note. For invoices subject to ChartField inheritance processing, the Load AR Pending Items process creates pending items in the receivables system based on a summarized set of balanced ChartFields of accounting entry type *AR* when the AR level is set to *Header is AR Open Item* and the AR option is set to *Use Header for Distribution*.

AR Option Define the level of detail for passing AR account distribution to your accounts receivable system. This field is available for entry only when you select System in the AR Options group box. Select from the following values:

Use Header for Distribution: Send an AR account with each invoice/open item. Use this AR option only in conjunction with the AR level *Header is AR Open Item* or *No AR Open Items.*

Use Line for Distribution: Send an AR account for each line of the invoice. This is the only option available if you select the AR level *Bill Line is AR Open Item.*

Note. Select the AR option *Use Line for Distribution* if you want one invoice as an open item, but you want to use more than one receivables account. Project data is tracked in Receivables at the item distribution level. If you want project cost data to flow through Billing to Receivables, you may need to use this option.

Accounting Display Template

Accounting Display Template

Bill entry accounting templates enable you to define a selection of ChartFields that you want to work with while in the bill entry pages. If there are ChartFields that remain a constant value when you enter accounting information for your invoices, you may configure a template to exclude this ChartField. Defining an accounting template minimizes keystrokes in data entry, and keeps your page free of redundant information. Define accounting templates on the Bill Entry - Acctg Template page.

You can define your bill entry accounting template at the system, business-unit, bill-type, or bill-source level. If you select System, the Template field option becomes available for entry, where you can select a valid predefined bill entry accounting template ID to ensure that all billing activity uses the same bill entry accounting template.

If you define a bill entry accounting template at the business unit, bill type, or bill source level, enter a default template ID.

Note. In deferred mode, the template ID fields appear when you click the save or refresh buttons.

Note. Bill entry accounting templates affect which ChartFields appear online. They do not determine whether a ChartField is populated with a value. A ChartField may be populated automatically with a value defined in the distribution code.

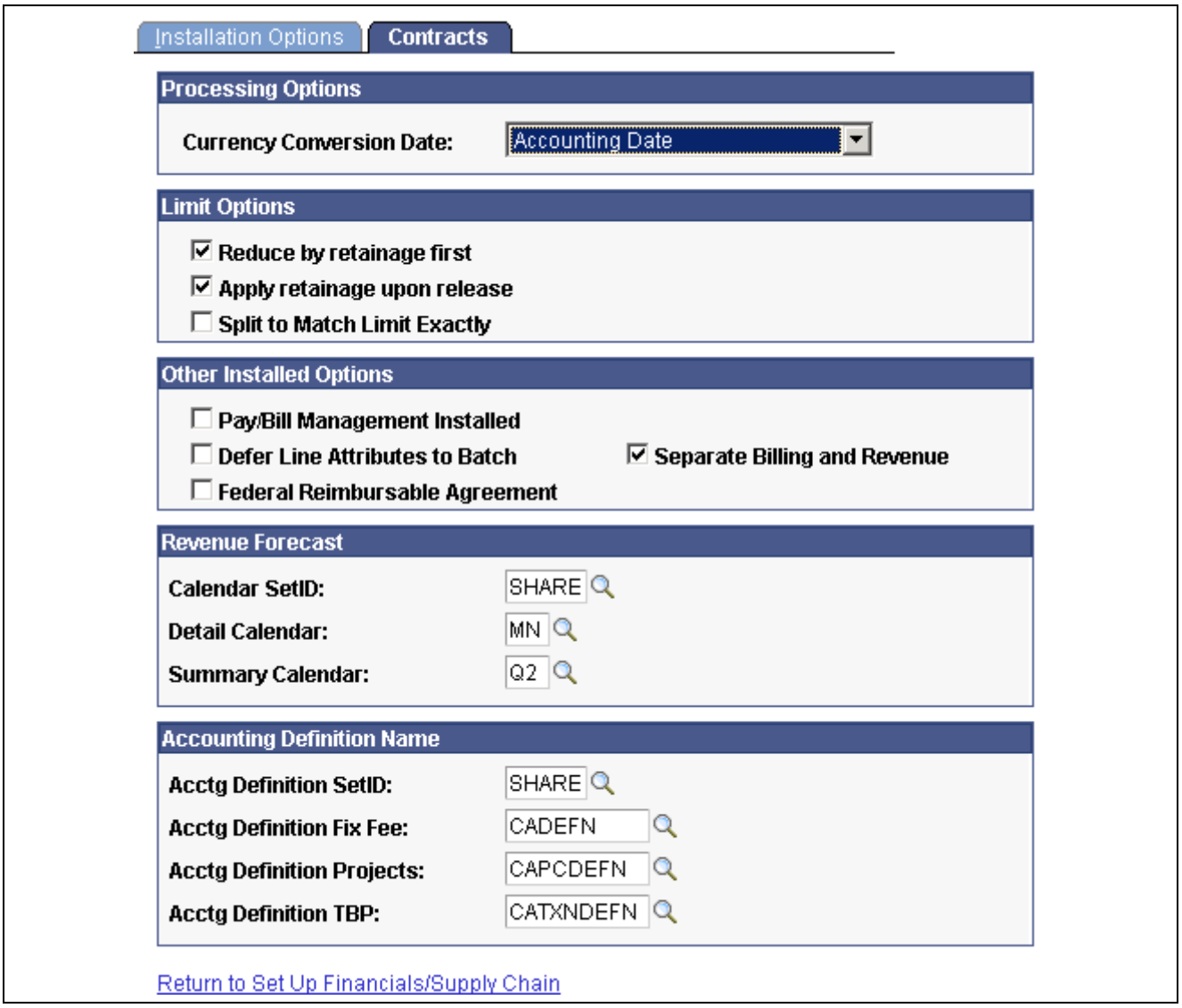
See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Understanding Payables Implementation," ChartField Combination Editing

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Processing Deferred Revenue Accounting Entries"

Defining Contracts Installation Options

Access the Contracts page.



Installation Options-Contracts page

Processing Options

Currency Conversion Date Select the date for the system to use for currency conversion by the Contracts billing process. Values include: *Accounting Date* and *Transaction Date.* This field is also used for as-incurred revenue processing (PSA_ACCTGGL) for currency conversion.

Limit Processing Management Options

The limit processing management options enable you to apply retainages to limits that you have defined for a contract line. For example, you could have a contract line associated with a project that has a 10,000.00 USD limit and have that contract line associated with a retainage of 10%. If you select Reduce by Retainage First, the system applies the 10% retainage to the transaction before the transaction is compared to the limit. Thus, if a 5,000.00 USD transaction comes through, the system applies only 4,500.00 USD (5,000.00 USD–500.00 USD retainage) against the limit. If you select Apply Retainage Upon Release, the system applies accumulated retainages to the limit for the contract line once you have released the retainages on the billing plan with which you have associated the contract line. In this example, when you release the retainage on the Billing Plan, the system applies the 500.00 USD to the limit. If you do not select either option, the system applies the gross transaction to the limit up-front.

Reduce by Retainage First and **Apply Retainage Upon Release**

If you select Reduce by Retainage First and do not select Apply Retainage Upon Release, the system applies the reduced transaction to the limit and never applies the retainage to the limit.

If you select both Reduce by Retainage First and Apply Retainage Upon Release, the system backs the retainage out of the transaction; upon your releasing the retainage on the billing plan, the system applies the retainage to the limit.

Warning! Do not select Apply Retainage Upon Release without also selecting Reduce by Retainage First. Doing this would result in a double application of the retainage against the limit. (Using our example above, the system would apply 5,000.00 USD against the limit when the transaction is first processed, and then 500.00 USD more against the limit when the retainage is released, resulting in a double application of 500.00 USD on a 5,000.00 USD transaction.)

Split to Match Limit Exactly

Select to enable OLT splits for contract lines with limits. When you select this option, the system splits a OLT row into one BIL line and one OLT line. This allows you to reach the limit amount exactly with the BIL line and the system places the remaining amount onto an OLT line.

Note. With retainages, the Contracts Billing interface optionally checks for limits when retainages are released. If the row is over the limit, it is returned to Project Costing as OLT rather than RRT. With OLT splits, the RRT is split into an RRT and an OLT.

For contracts with a classification of *Government,* when the Limits process evaluates revenue transactions against revenue limits, the resulting revenue (REV) rows are either passed to the general ledger, or marked as revenue over the limit (ROL) and passed to Project Costing. Select the Split to Match Limits Exactly check box to enable the system to split a REV (revenue) row into one REV line and one ROL (revenue over-the-limit) line when a revenue transaction breeches the limit defined for the contract line. This enables you to reach the limit amount exactly with the REV line, while passing the remaining transaction amount onto a ROL line.

Note. Creating separate revenue transaction rows and applying them to a separate revenue limit is only applicable to government contracts containing rate-based contract lines associated with a fee type (cost-plus), where the Separate Billing and Revenue checkbox is selected.

See *PeopleSoft Enterprise Contracts 8.9 PeopleBook*, "Understanding Accounting Distributions".

Other Installed Options

Pay/Bill Management Installed Select if you have the Pay/Bill Management application installed on your system.

Defer Line Attributes to Batch Select to defer processing from real time to batch. When you save contract lines to a contract, the system creates accounting distributions, and optionally, billing and revenue plans. In high volume cases, deferring processing of these attributes from real time to batch may speed up contract data entry. However, if you choose this selection, the contract attributes are not immediately available.

Federal Reimbursable Agreement Select to enable reimbursable agreement functionality. By selecting this option, the *Federal Reimbursable Agreement* value appears in the drop down list for the contract classification field when adding a new contract. While the value in the contract classification field defaults to *Standard,* you can select to specify the contract as a reimbursable agreement. Reimbursable agreements are subject to additional edits as described in the *PeopleSoft Enterprise Contracts 8.9 PeopleBook.*

Apportionment Amount Restricted Controls whether the amount field on the Contract General page is open and editable upon adding a contract or unavailable for entry. If you select this check box, the amount field on the Contract General page is unavailable for entry and the system populates the amount field.

This field appears on the page only if you select the Federal Reimbursable Agreement check box.

Separate Billing and Revenue Select to define and apply different rates for billing and revenue calculations for rate-based contract lines associated with a fee type (cost-plus). This option is only applicable to contracts with a contract classification of *Government*.

Revenue Forecast

The Detail and Summary calendars control the time period for which you forecast revenue. For forecasting based on predetermined dates (such as an *In Progress* apportionment revenue plan), the events are summarized into each calendar's corresponding period. For forecasting that uses the *estimated start* and *end date* (such as an as-incurred revenue plan), the amount is spread evenly over the periods of the detail calendar, and then those periods are grouped into the periods of the summary calendar.

Calendar SetID Select a setID for your calendars.

Detail Calendar Select a calendar with the lowest level of time periods for which you want to sum and display forecasted revenue.

Summary Calendar Select a calendar with a higher level of time periods than the detail calendar, for which you want to sum and display forecasted revenue.

Note. Use the budget period calendar to modify the choices that appear on the detail and summary calendars.

Accounting Definition Name

Acctg Definition SetId (accounting definition setID) Select an accounting definition setID for the Journal Generator. The system uses the value in this field for streamlined revenue processing.

Acctg Definition Fix Fee (accounting definition fix fee) Select an accounting definition for fixed fee contract lines. The system uses the value in this field for streamlined revenue processing.

Acctg Definition Projects (accounting definition projects) Select an accounting definition for rate-based contract lines. The system uses the value in this field for streamlined revenue processing.

Acctg Definition TBP (accounting definition Transaction Billing Processor) Select an accounting definition for contract lines coming from the Transaction Billing Processor. The system uses the value in this field for streamlined revenue processing.

Setting Up Credit Card Processing Connection Parameters

Access the Credit Card Installation page.

Note. Before you set up credit card processing options, establish your merchant account with a third-party credit card authorization and payment application.

Credit Card Merchant ID Supplied by the third-party credit card authorization and payment application.

Credit Card Hist. Backup Days (credit card history backup days) It is recommended that you enter a value of 0 (zero). Currently, the value doesn't affect retention of credit card authorization history. You'll use it to specify the number of days that you retain credit card authorization history records.

Credit Card Tracing The method to track the parameters for each credit card included in a transmission. Options are:

Connect with Trace: Connect to the third-party credit card authorization and payment application and write a trace file, crcard.txt, to your C:\Temp directory. This file contains a list of the parameters passed for each credit card transaction. If the file already exists, new transactions are added to the end of the file, thereby providing a running log.

No Connect with Trace: Create a trace file only. Do not attempt to connect to the third-party credit card authorization and payment application. Use this option to test or troubleshoot your credit card transaction data. The parameters that would have been sent are still written to the log file, but no transmission attempt is made.

Production: Send data directly to the third-party credit card authorization and payment application without creating a trace file. This is the most efficient method of transmitting your data; however, you have no record of the passed parameters if you need to review the data.

Vendor Trace: Invoke a troubleshooting utility provided by the third-party credit card authorization and payment application to aid in diagnosing

connection problems. See your third-party credit card authorization and payment application documentation for more information on the troubleshooting file, ICSAPILOG.TXT, created by this utility.

Address Verification Flag Credit card transmissions can potentially fail authorization if the address you send doesn't exactly match the billing address for the credit card.

Add Ver ON (address verification on): Select if you want the transaction to fail if the address you send does not match the credit card billing address. This is the default option.

Add Vr OFF (address verification off): Select if you don't want transactions to fail if the address you send does not match the billing address on the credit card.

On-line Transmission Retrys Enter a value between 0 and 9 to specify how many times you want the system to automatically attempt to repeat transmissions to your third-party credit card authorization and payment application in the event of transmission failure.

Credit Card Processing Server, Credit Card IP Override Contact your third-party credit card authorization and payment application vendor for the correct values. Your calls to the third-party credit card authorization and payment application must be made according to prearranged conditions.

Note. It is recommended that you verify all connection requirements with your third-party credit card authorization and payment vendor.

Defining eSettlements Installation Options

Access the eSettlements page.

Important! Because certain eSettlements processes depend on the check box selections on the Installed Products page documented in this chapter, ensure that you have selected the Payables check box on that page. You must select this check box even if you have not purchased Payables.

Last Banner ID Used The last sequence number for the advertising banner used in the system. Banner IDs are system-generated and stored here.

eSettlements Matching Process Select to require additional, subsequent voucher approval to occur after the Payables Matching Application Engine process (AP_MATCH) completes. eSettlements uses the Matching process, established at the payables business unit level. However you can specify additional voucher approval during buyer registration. If you do not select this check box, any voucher that passes the Matching process is set to approved.

Market Rate Index The highest level of organization throughout your PeopleSoft system. Enter an index to be used throughout eSettlements when calculating exchange rates.

Buyer Direct Select for a buyer direct implementation wherein a single buying organization (buyer) controls the application and provides an interface for many suppliers.

Business Service Provider Select for a business service provider implementation wherein a consolidator controls the application and provides an interface between multiple suppliers and buyers, acting as an intermediary and collecting or aggregating invoices from multiple suppliers for multiple buyers

Activate Notifications Select to enable email notifications to be sent to buyers and suppliers. Notifications are sent to recipients according to the notification setup that you define on the Define Buyer Notifications - Nominate Notification Types page in the Review Buyer Details component in eSettlements.

Expose ChartFields to Supplier Select to enable suppliers to see the accounting information on invoices. Depending on buyer specifications, the supplier may be able to edit information as well as view it.

Selecting this check box enables the buyer to, at the buyer registration level, define ChartFields to display, be editable, or remain hidden. Selecting this check box means that all buyers have access to the ChartField Configuration page in the Review Buyer Details component.

Note. By selecting this option, you are enabling supplier access to update the ChartFields on non-purchase-order invoices.

See Also

Chapter 3, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications, page 51

PeopleSoft Enterprise eSettlements 8.9 PeopleBook, "Understanding eSettlements," eSettlements Overview

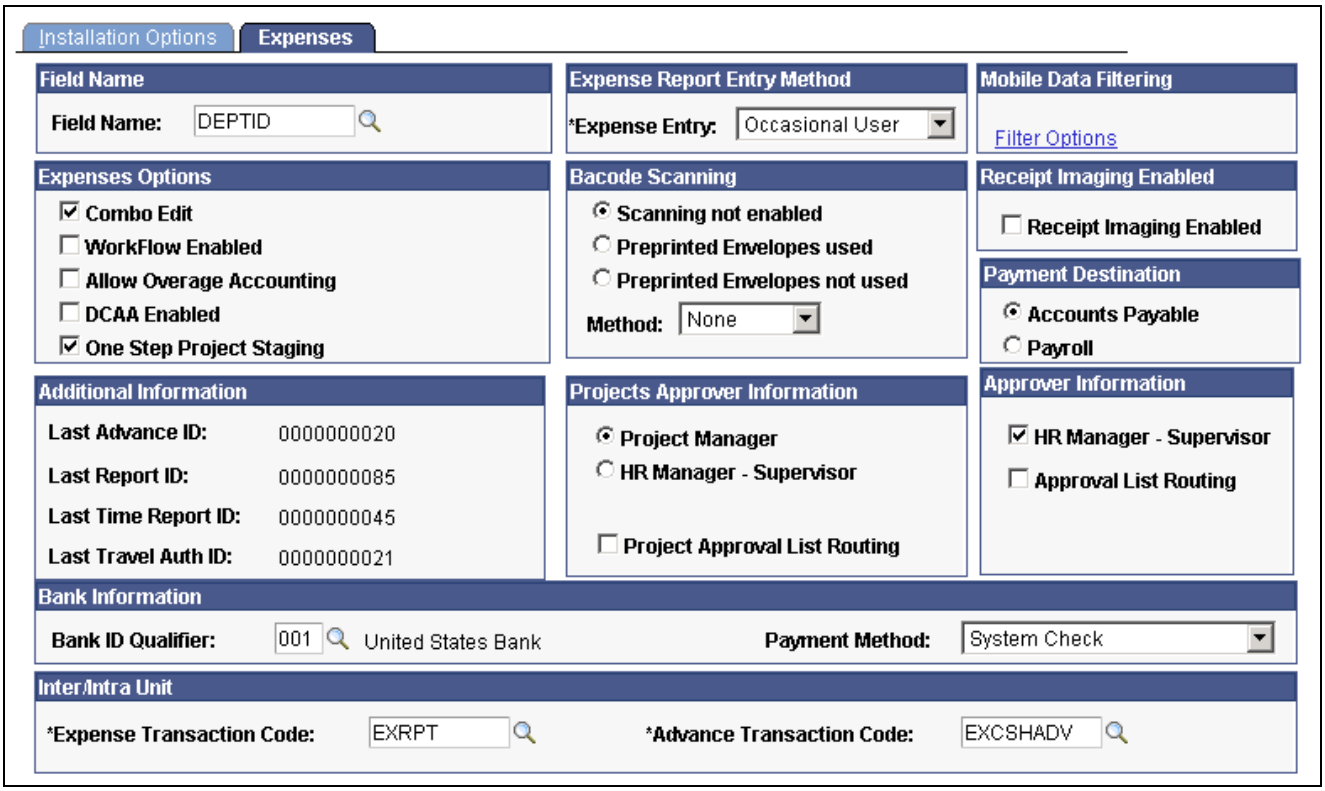
PeopleSoft Enterprise eSettlements 8.9 PeopleBook, "Registering Buyers," Specifying Buyer Notifications

PeopleSoft Enterprise eSettlements 8.9 PeopleBook, "Registering Buyers," Enabling ChartFields

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Business Units," Establishing Matching Options

Defining Expenses Installation Options

Access the Installation Options - Expenses page.



Installation Options - Expenses page

Field Name

Field Name

Displays *DEPTID* by default. If you have performed ChartField configuration or created another field that represents a department in your organizational structure, select the field name for your department ChartField.

Expense Report Entry Method

Expense Entry

Select *Frequent User* or *Occasional User* to indicate which view employees see when they access the Expense Report - Expense Report Entry page. If you select *Frequent User,* the system displays the Enter Expense Lines grid with tabs (such as Overview, Detail, and Location); if you select *Occasional User,* the system displays the Enter Expense Lines grid without the grid tabs.

Employees override the expense entry selection on the Installation Options - Expenses page if they select an expense entry option on their user defaults page.

Mobile Data Filtering

Filter Options

Click to access the Installation Options - Mobile page and set up filtering options for Mobile Time and Expense users.

See Chapter 3, "Setting Installation Options for PeopleSoft Applications," Defining Mobile Time and Expense Installation Options, page 89.

Expenses Options

Decide if you want to implement any or all of the following expense system options:

Combo Edit — Activates combination editing, which prevents adding rows containing invalid combinations of ChartFields.

Workflow Enabled — Links the expense system to PeopleSoft Workflow so that you can automate your expense-related business processes and send emails to employees regarding expense reports, approvals, cash advances, and so forth.

Allow Overage Accounting — Select to enable Expenses to process amounts exceeding approved limits for expense types. When you set up an expense type, you can select a billing code parameter called Overage for that expense type.

Selecting this option activates the Overage column on the Expense Types 2 page, which allows employees to charge a different account for the amount they spend over their approved limits for the expense types. This option must be selecting if you are enabling DCAA.

DCAA Enabled (Defense Contract Audit Agency enabled). Select to enforce DCAA audit requirements for time reporting. When selected, Expenses enforces DCAA compliance and functionality, unless you disable DCAA processing for specific business units or employees.

See *PeopleSoft Enterprise Expenses 8.9 PeopleBook*, "Defining Your Operational Structure for Expenses," Configuring a Business Unit for Expenses.

See *PeopleSoft Enterprise Expenses 8.9 PeopleBook*, "Maintaining Employee Profiles," Maintaining Employee Organizational Data.

One Step Project Staging — Select to enable users to stage time reports and adjustments in Expenses and automatically call PC_EX_TO_PC Application Engine to stage the data into Project Costing tables. If this option is disabled, the Expenses process will only stage the transactions. You must then manually execute the PC_EX_TO_PC process from the Project Costing menu.

Note. Expenses displays this check box only if Project Costing is installed.

Barcode Scanning Options

Expenses supports the use of barcode scanning to facilitate document tracking. Select one of the following scanning options:

Scanning not enabled — Select to prevent your expense system from using barcode scanning.

Preprinted Envelopes used — When you select this option, scanning a preprinted envelope from the Receipt Barcode Verification page populates the Receipt ID field with a value different from the Report ID field. Track receipts by placing them in an envelope printed with a barcode; track expense reports by using a barcode printed on the report itself.

If this option is not selected, the Receipt ID field on the Receipt Barcode Verification page is inactive.

Preprinted Envelopes not used — When you select this option, selecting an expense report ID from the Receipt Barcode Verification page populates the Report ID field and the Receipt ID

field. This means that you can track receipts by using the same barcode as the expense report.

Note. To scan barcodes, you must install the appropriate barcode font—Code 39 True Type Font.

Receipt Imaging Enabled

Receipt Imaging Enabled Select to use the receipt imaging functionality.

Barcode Method

Method Select *Font* to use a font stored on the client machine; select *None* for no bar coding.

Additional Information

Last Advance ID, Last Report ID, Last Time Report ID, and **Last Travel Auth ID** Expenses uses automatic numbering to identify expense documents. This region displays the most recently used number for cash advances, expense reports, time reports, and travel authorizations.

Projects Approver Information

If you use Project Costing, you can enable project managers to approve expense documents before they undergo final processing. This option is used by PeopleSoft Enterprise Workflow and your email system to route expense documents for first-line approvals.

Project Manager If selected, the system searches for the designated project manager in the Project Costing system and routes the expense documents to that person.

HR Manager - Supervisor If selected, the system searches the employee table to find the employee's manager who is the designated approver.

Project Approval List Routing Select to require special or supplemental approvals following the Project Manager approval.

Approval Information

Select HR Manager - Supervisor or Approval List Routing or both; however, you must select at least one. Selecting both check boxes implies special or supplemental approvals after the HR Supervisor approval. Expenses approval system use these options to route expense documents for approvals.

HR Manager - Supervisor The system searches the employee table to find the employee's manager or supervisor who is the designated approver.

Approval List Routing The system searches the approval tables to find the correct approver for the employee's business unit.

Payment Destination

Accounts Payable/Payroll Select where employee expense reimbursements will come from. This selection applies only to expense payments for employees. You still use your payables system for expense payments to other recipients such as credit card vendors.

Bank Information

This section contains fields used to set up the movement of direct deposit data from your payroll system to Expenses.

Bank ID Qualifier Displays part of the bank table used to differentiate banks within the same country.

Payment Method Select how expense payments will be made. Values are:

- *Automated Clearing House:* Send all expense payments to a central location for distribution to individual employee bank accounts.
- *Electronic Funds Transfer:* Reimbursement will occur using an electronic funds transfer or a direct deposit to the employee's bank account.
- *Giro - EFT:* Reimbursement will occur using an electronic fund transfer. This type of EFT is a form of payment that is supported only in Singapore.
- *System Check:* Reimbursement is in the form of a paper check. This is the default payment method.

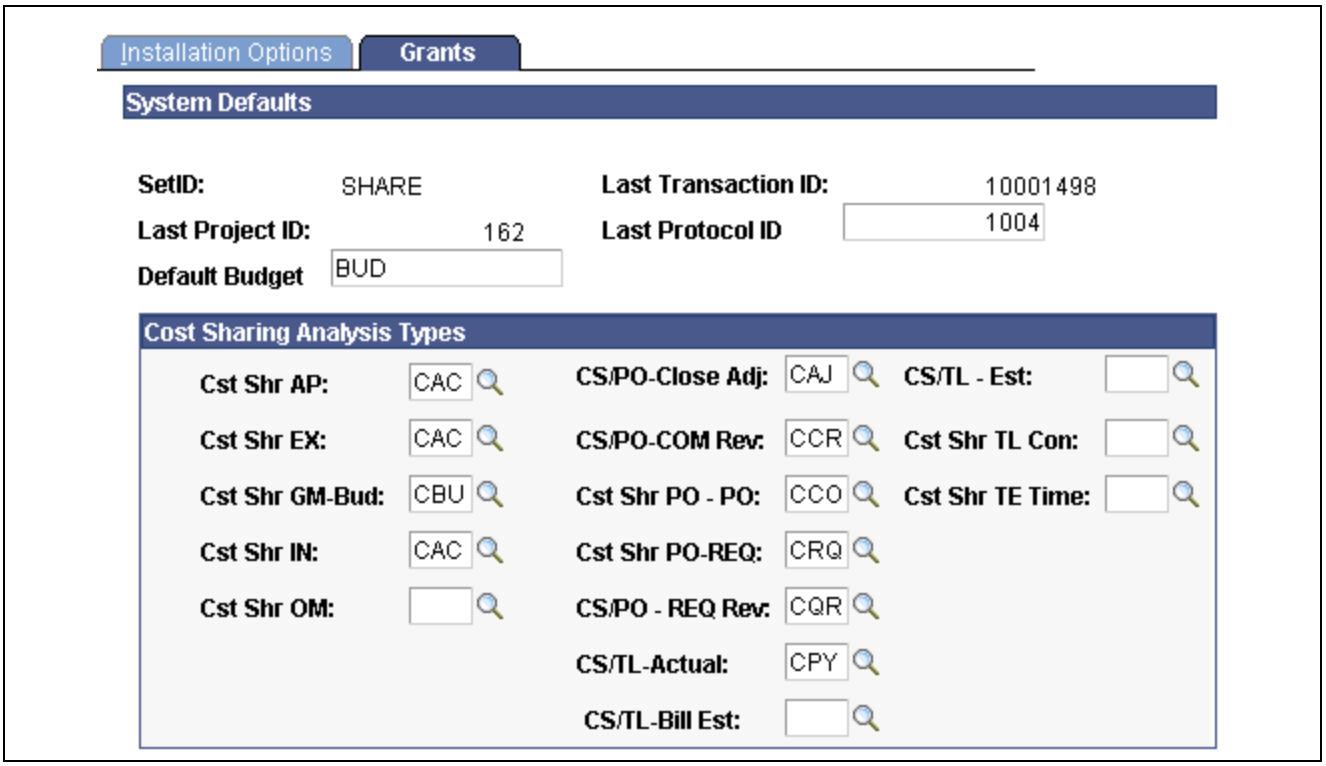
Inter/Intra Unit

Expense Transaction Code Select the transaction code to use for interunit and intraunit processing of expense reports. The transaction code is associated with ChartField values for various accounting entry types.

Advance Transaction Code Select the transaction code to use for interunit and intraunit processing of cash advances. The transaction code is associated with ChartField values for various accounting entry types.

Establishing Direct Cost Sharing for Grants

Access the Grants page.



Grants page

Establish cost-sharing analysis types for each feeder system with which you plan to use the Grants cost-sharing feature. Depending on the feeder systems in which the transactions originated, the system automatically assigns a cost-sharing analysis type to a transaction that includes designated cost-sharing ChartFields.

For more complete instructions on using cost sharing analysis types, refer to the *PeopleSoft Enterprise Grants 8.9 PeopleBook.*

See Also

PeopleSoft Enterprise Grants 8.9 PeopleBook, "Defining Your Operational Structure," Establishing F&A and Direct-Cost Cost-Sharing Options

Setting Up Inventory Installation Options

Access the Inventory page.

Lot ID, Serial ID, Recv No (receiver number), **Recv Line** (receiver line), and **Default Staged Date**

Enter filler values for fields that would otherwise be blank. These values are recorded in your system tables only when an item is *not* serial-, staged date-, or lot-controlled, or when the receiver ID and line number don't apply or aren't known for particular inventory.

Once you set lot, serial, and staged date default column values and begin to put stock away, you cannot modify these fields. This restriction preserves the integrity of the transaction tables.

Staged Date Control

Select to track any of your inventory materials by staged date. This is the date that the stock is received and put away into Inventory. The system uses this setting as the default when items are set up in the Define Item component. Staged date tracking is required for FIFO and LIFO picking.

InterUnit Transaction Options

Indicate how the system should derive parameters for InterUnit stock transfers. Options are:

Use GL BU Setting Only: The system derives all InterUnit transfer parameters from the centralized accounting model as defined for the InterUnit method on the Installation Options, Overall page.

Use IN BU Settings Only: The system derives all InterUnit transfer parameters from the Inventory business unit.

Use Both: The system derives InterUnit transfer parameters by first looking at the Inventory business unit. If no parameters are found, the system looks at the centralized accounting model as defined for the InterUnit method on the Installation Options, Overall page.

UOM Conversion Flag

If you have a bar-code-enabled system, you can process transactions in one of three ways:

Convert to Default Stock UOM (convert to the default stocking unit of measure): The system converts the unit of measure on incoming transactions to the default stocking UOM.

Convert to Standard UOM (convert to the standard unit of measure): The system converts the unit of measure on incoming transactions to the item's standard UOM. This option enables you to stock all your inventory in the standard UOM and to perform material movement transactions using any valid UOM for the item.

Use Entered UOM (use the entered unit of measure): The system processes transactions using whatever unit of measure the user enters.

Set based Sequencing

Select to use set-based processing to:

- Generate the sequential accounting line number for the Accounting Line Creation process in Cost Management. This line number is used to number accounting entry lines.
- Generate the sequential transaction history line number for the Deplete On Hand Qty process in Inventory. This line number is used to number transaction history entries (demand lines) from order fulfillment.

Clear this check box to use row-based processing. This field is hidden unless you are on an Oracle platform or have run the DMS for other database platforms.

See Also

PeopleSoft Enterprise Inventory 8.9 PeopleBook, "Preparing to Implement PeopleSoft Inventory"

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Working with Items," Using Item Quantity UOM

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Working with Items," Using Units of Measure

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Defining Items by SetID," Defining Items at the SetID Level

Defining Starting Values for Automatically Generated Numbers in Inventory

Access the Inventory Counters page.

Default InterUnit ID Prefix Initializes automatically generated InterUnit transfer IDs. Automatic numbering for InterUnit IDs is established at the installation level to ensure that InterUnit IDs are unique throughout your enterprise.

Auto Reserve Counter Defines the starting number for new run control IDs created when the Material Reservations process is initiated from the Material Stock Request component. The system only uses this counter if the Auto-Reserve option is selected for the Inventory business unit on the Fulfillment Setup page.

Auto Confirm Counter Defines the starting number for new run control IDs created when the Picking Confirmations process is initiated from the Picking Feedback page. The system only uses this counter if the Auto-Confirm option is selected for the Inventory business unit on the Fulfillment Setup page.

Auto Deplete Counter Defines the starting number for new run control IDs created when the Depletion process is initiated from the Shipping/Issues component. The system uses this counter only if the Auto-Deplete option is selected for the Inventory business unit on the Fulfillment Setup page.

InterUnit ID Counter Defines the sequence number to be used for InterUnit transfers between Inventory business units.

Setting Lease Administration Installation Options

Access the Lease Administration Page.

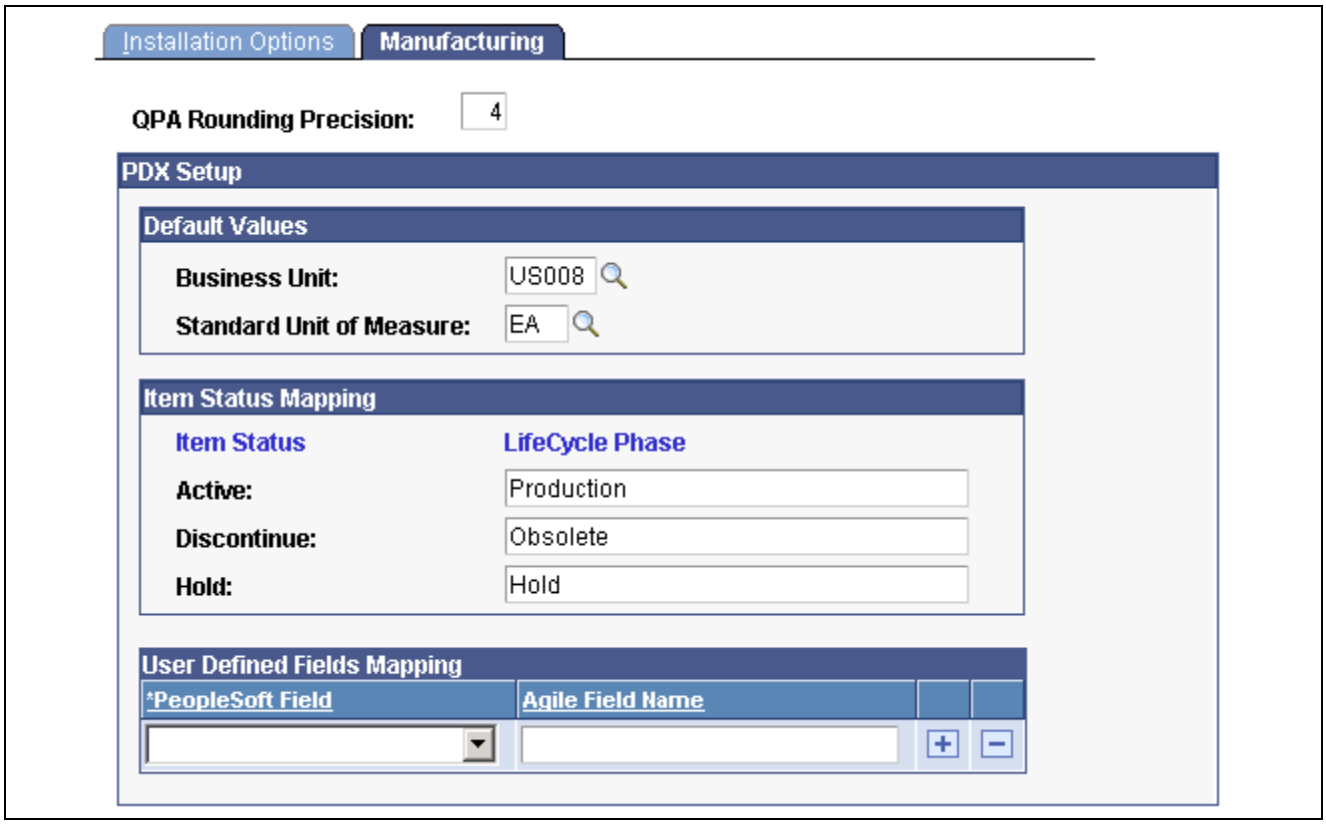
System Defaults

Automatic Lease Approval Select to enable lease activation for a lease. If selected, the roles defined as an *Internal Administrator* and *Internal Manager* can activate leases. If cleared, only the roles defined as *Internal Manager* can activate leases.

See *PeopleSoft Enterprise Real Estate Management 8.9 PeopleBook*, "Structuring Leases," Page Used to Define Lease Administration Roles.

Setting Manufacturing Installation Options

Access the Manufacturing page.



Manufacturing page

QPA Rounding Precision Enter any value between 4 and 10 places to the right of the decimal.

Setting the quantity rounding precision is especially important when you utilize a large BOM quantity and a relatively small quantity per assembly. When you maintain a BOM and define the quantity per assembly or per order, you are limited to a precision of 4 places to the right of the decimal.

However, the system will calculate the quantity *per* by dividing the entered quantity *per* by the BOM quantity, maintained to the precision defined on the Manufacturing page. So, for example, if a calculated QPA results in 6.54321, and the installation setting is set to 4 places, the system recognizes this as 6.5432.

PDX Defaults

Business Unit Select the value for the Manufacturing business unit that will receive changes from the product lifecycle management (PLM) system.

Note. The PeopleSoft system presumes a single site, so you are defining it here for the PeopleSoft system.

Standard Unit of Measure Define a value for all inbound items being added. This is useful if all inbound items will share the same UOM from the PLM system (such as EA).

Note. Alternatively, you can maintain a user-defined field in the PLM system for the appropriate Item and map this field from the additional attributes value within the PDX XML to the PeopleSoft Field *Item Unit of Measure* value in the User Defined Field Mappings group box on this page.

Important! The PLM field name value *must* match the field that has been defined in the XML.

Item Status Mappings

Define the item lifecycle status mapping for items with a status of:

- *Active*
- *Discontinue*
- *Hold*

This value is used when change orders are released to the PeopleSoft system. The PeopleSoft item status (SetID and business unit) is based on the affected item lifecycle value for each item on a change order within the PDX XML. Therefore, any valid lifecycle status that can be included on a change order sent to the PeopleSoft system *must* be mapped in this group box.

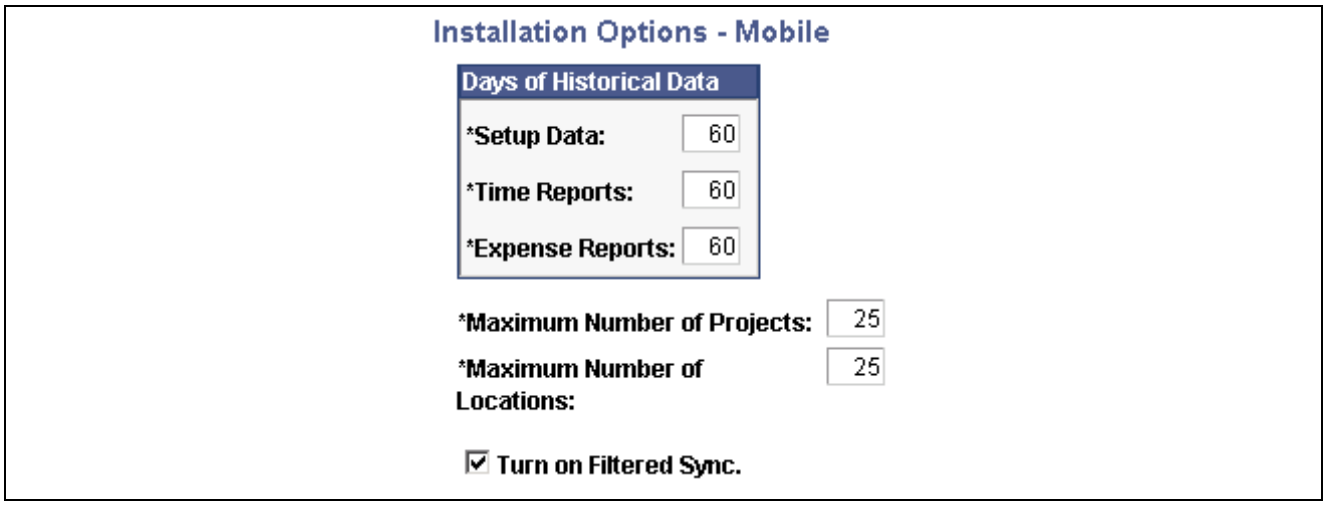
The LifeCycle Phase field on this page can contain commas to define a one-to-many mapping between the PeopleSoft system and the PLM system. For example, the screen shot shows how the lifecycle status of *Production* and *Preliminary* are to be considered an Active item status for the PeopleSoft system item status.

Note. When a *new* item with an Active status is added from the PLM system with an effective date greater than today's date, the PLM system effective date of the affected item is ignored in the PeopleSoft system and the current date (today) is used at the item level (SetID and business unit). This allows revisions and manufacturing BOMs to be created for the item in the PeopleSoft system.

However, *future* PLM system effective dates are used for the start date of the item or revision, and also for future effective dates associated with a Future item status. For example, if an item is currently active in the PeopleSoft system, you can send a PLM system change order to specify future obsolescence of the item by having a PLM system affected item with a future date and a future status intended to obsolete the item. In this case, the current PeopleSoft system status will remain Active and a future status will be specified as Discontinue.

Defining Mobile Time and Expense Installation Options

Access the Installation Options - Mobile page.



Installation Options - Mobile page

Days of Historical Data

Setup Data, Time Reports, and **Expense Reports** — Enter how many days of status information you want your expenses system to download to a mobile client.

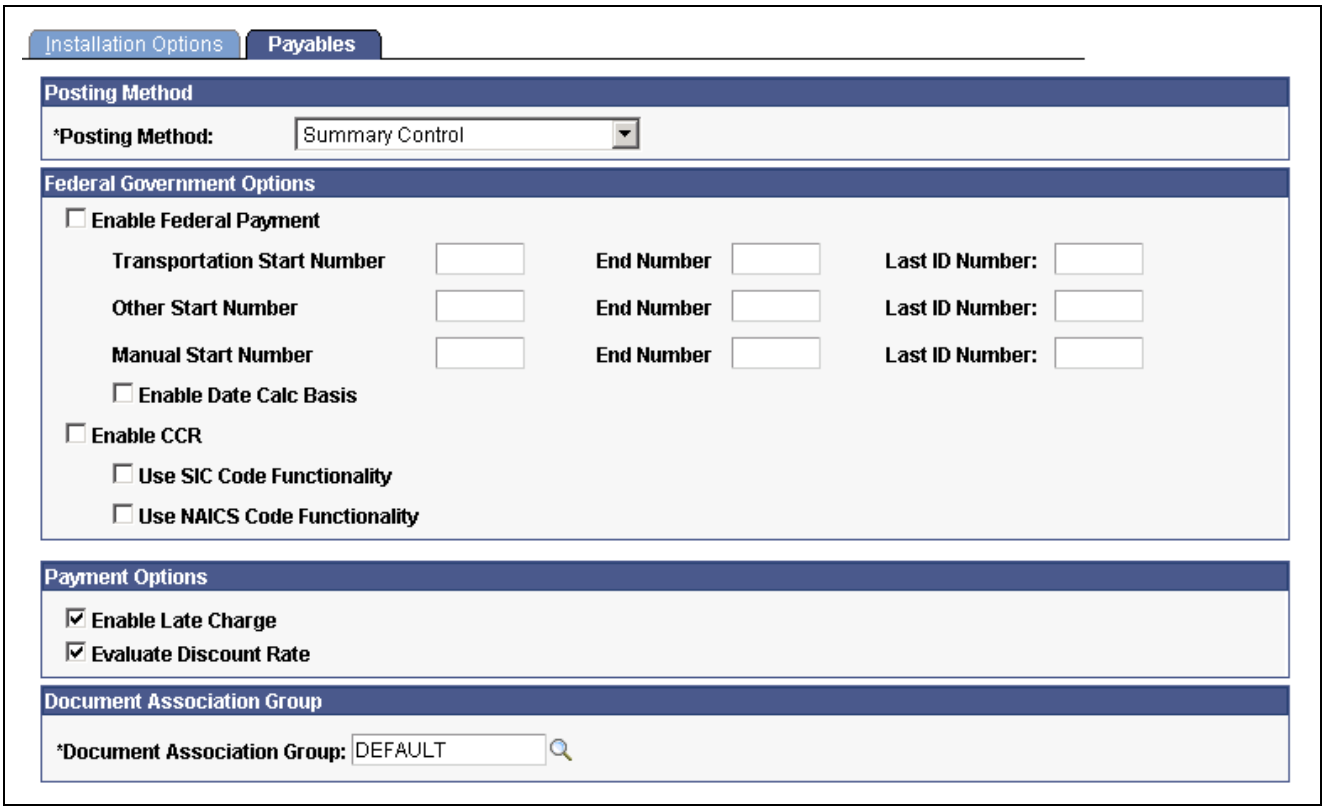
Maximum Number of Projects — Enter how many projects you want your expenses system to download to a mobile client.

Maximum Number of Locations — Enter how many locations you want your expenses system to download to a mobile client.

Turn on Filtered Sync. — Select to not synchronize control data from Expenses to mobile devices if the data has already been downloaded. If not selected, Expenses always refreshes all control data to Mobile Time and Expense, even if no changes occurred on the Expenses side. For example, if you have downloaded all expense types to the mobile device and there are no changes on the Expenses side (no additions, deletions, or updates), then the filtered synchronization functionality skips downloading expense types again if the Turn on Filtered Sync. check box is selected.

Setting Up Payables Installation Options

Access the Payables page.



Payables page

Posting Method

Posting Method Select from the following values:

- *Detail Offset Method:* Balances each individual distribution line. Offsets to the distribution lines inherit the non-account ChartField values based on the established inheritance rules.
- *Summary Control:* Balances the voucher rather than the individual lines.

Warning! Select one posting method at implementation and *do not* change it. If you go back later and select another posting method, there could be ramifications to general ledger journals, such as out of balance entries.

Federal Government Options

Enable Federal Payment Select to enable U.S. federal payment schedule generation for the installation. Schedule numbers must be unique, so these ranges cannot overlap. This option is for U.S. federal agencies only.

When you select this option, you must enter start and end schedule numbers for Transportation, Other, and Manual schedule types.

Transportation Start Number, Other Start Number, Manual Start Number, and **End Number** Define a schedule number range for various schedule payment types. Enter a beginning transportation, other, and manual number, and an end number for each to define the range for each payment schedule type.

Last ID Number For each payment schedule type, enter the last used payment schedule ID. The system automatically begins numbering subsequent payment schedules with the next higher number. The Pay Cycle process updates the last ID number.

Enable Date Calc Basis (enable date calculation basis) Select to enable Prompt Payment Due Date calculation for the installation.

Payment Options

Enable Late Charge Select to enable late charge calculation at the installation level. If you do not select this option, all late charge information is hidden from users.

Evaluate Discount Rate Select to have the system compare if it is more beneficial to take a discount by paying a discounted voucher early or by waiting for the due date, earning the interest income during that time.

You set up your discount evaluation parameters when you set up bank accounts and pay cycles.

Document Association Group

Document Association Group Specify the document association group to use in the Matching process. The document association group defines the types of match associations and the sequence that the Matching process performs.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Defining Procurement Options," Defining Late Interest Charges

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(USF) Processing Payables for U.S. Federal Agencies"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Pay Cycles," Understanding Alerts

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running Voucher and Payment Posting," Understanding the Voucher Posting and Payment Posting Processes

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Defining Procurement Options," Viewing and Updating the Document Association Group

Defining Planning Installation Options

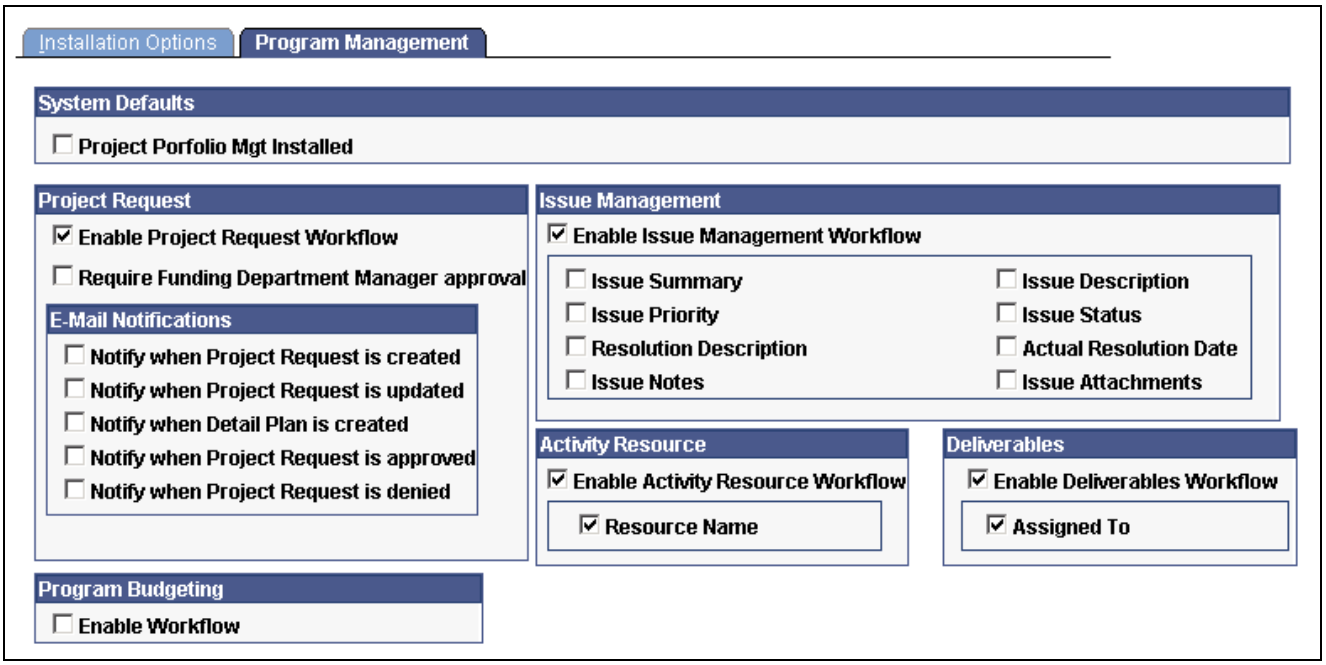
Access the Planning page.

Default Planning Instance Displays a default set of data (business units, items, supplies and demands) constituting the inputs and outputs of a supply plan.

Message Numbers Displays numbers used by the system as starting points to autonumber Supply Planning messages for purchase orders, transfer orders, and production orders.

Defining Program Management Installation Options

Access the Installation Options - Program Management page.



Installation Options - Program Management page

System Defaults

Project Portfolio Mgt Installed (Project Portfolio Management installed) Select to indicate that PeopleSoft Enterprise Project Portfolio Management is installed. When Project Portfolio Management is installed, project requests can begin only in Project Portfolio Management and not in Program Management.

See *PeopleSoft Project Portfolio Management 8.9 PeopleBook.*

Project Request

Enable Project Request Workflow Select to activate the project request workflow options on this page.

Require Funding Department Manager approval Select to require that project requests be approved by a funding department manager before projects can be created and assigned resources.

Project Request - E-Mail Notifications

Notify when Project Request is created Select to indicate that an electronic notification is sent to the appropriate parties when a project request is created.

Notify when Project Request is updated Select to indicate that an electronic notification is sent to the appropriate parties when a project request is updated.

Notify when Detail Plan is created Select to indicate that an electronic notification is sent to the appropriate parties when a detail plan is created for a project request.

Notify when Project Request is approved Select to indicate that an electronic notification is sent to the appropriate parties when a project request is approved and the project can be created.

Notify when Project Request is denied Select to indicate that an electronic notification is sent to the appropriate parties when a project request is rejected.

Program Budgeting

Enable Workflow Select to enable program budgeting workflow.

Issue Management

Enable Issue Management Workflow Select to activate the Issue Management workflow options on this page.

Issue Summary Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue summary on the Issue page.

Issue Priority Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue priority on the Issue page.

Resolution Description Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue resolution description on the Issue page.

Issue Notes Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue notes on the Issue - Notes and Attachments page.

Issue Description Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue description on the Issue page.

Issue Status Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue status on the Issue page.

Actual Resolution Date Select to trigger workflow to the appropriate program, project, or activity owner when a user changes the issue actual resolution date on the Issue page.

Issue Attachments Select to trigger workflow to the appropriate program, project, or activity owner when a user adds issue attachments on the Issue - Notes and Attachments page.

Activity Resource

Enable Activity Resource Workflow Select to activate the Resource Name workflow option on this page.

Resource Name Select to enable the ability for project managers to notify resources of new activity assignments from the Resources page.

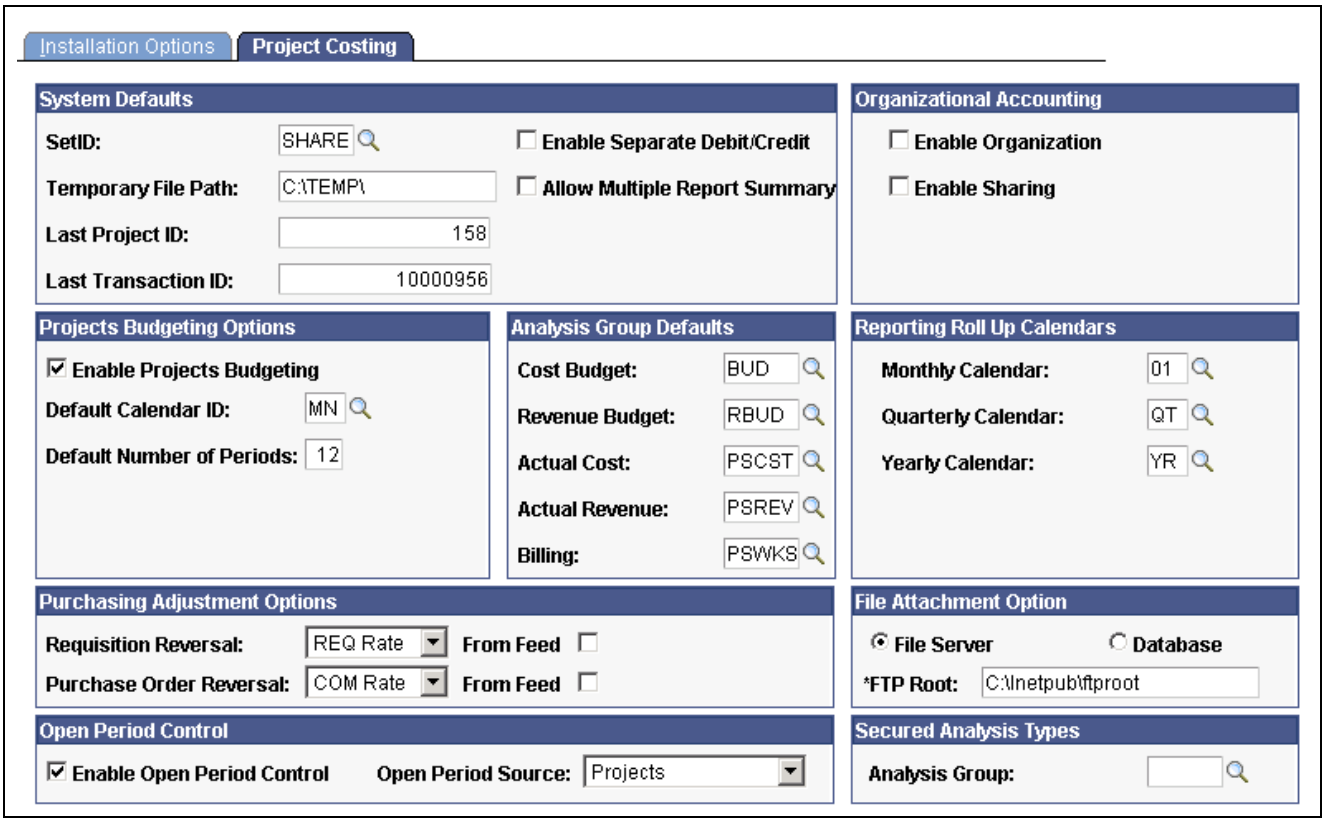
Deliverables

Enable Deliverables Workflow Select to activate the Assigned To workflow option on this page.

Assigned To Select to provide the project manager the option to trigger email notification to the resource for assigned deliverables.

Defining Project Costing Installation Options

Access the Installation Options - Project Costing page.



Installation Options - Project Costing page

The Installation Options - Project Costing page and Installation Options - Project Costing Integration page are built over core tables that are shared among many PeopleSoft Enterprise applications. The values entered on these pages affect the table structures that are used to define operational defaults. Because certain tables work together in groups, the order in which they are set up requires that data on some of the tables must be established before others. If you already use other PeopleSoft applications such as General Ledger to track financial transactions, much of the financial framework is already set up.

Many of the project and control field default values that you set up on the Installation Options - Project Costing page can be overridden at the individual project and activity level.

You must enter at least one record on this page.

Warning! If Project Costing is installed, do not create projects through the Design ChartFields menu, since it represents a subset of project information and is driven by setID instead of by business unit.

System Defaults

SetID Enter a setID that identifies the default control tables tableset.

Enable Separate Debit/Credit Select to enable separate debit and credit entries for account processing. The default value is option cleared (not selected).

Temporary File Path Enter a file path and directory on the application server that are needed to import a third-party-application and project tree into Project Costing. The Load Projects and Activities Application Engine process (PC_INTF_GEN), which is used to load projects and activities into Project Costing, stages the project tree as a flat file to this directory and invokes the Projects Tree Integration Application Engine process (PC_TREE_LOAD) to load it into Project Costing.

The default value is *c:\temp*.

Allow Multiple Report Summary Select to refresh the rows in the Project Transactions Reporting table (PC_RPO) based on the user's operator ID and the security defined for that user. If cleared, the system overwrites the Project Transactions Reporting table each time that the Report Summarization Application Engine process (PC_RPO) runs and is not subject to project-level security.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Creating and Modifying Reports in Project Costing," Creating and Modifying Reports Using the Report Summarization Process.

Last Project ID Enter a numeric value that specifies the last project ID issued.

Last Transaction ID Enter a numeric value that specifies the last transaction ID issued. The default value is *10000000*.

Organizational Accounting

Enable Organization Select to enable transorganizational accounting, which is the ability to charge transactions to an organizational entity that differs from that of the resource creating them.

Enable Sharing Select to enable cost and revenue sharing between a resource's organization and the organization that owns the project or activity.

Projects Budgeting Options

Enable Projects Budgeting Select to activate Project Costing budgeting functionality including the creation of budgets through online pages or integration with Microsoft Project 2002.

When this option is selected and you create budget plans, the budgets are stored in the Project Budget Plan (PC_BUD_PLAN) and Project Budget Detail (PC_BUD_DETAIL) tables. Upon finalization of these budgets, transactions are sent to the Project Transaction table (PROJ_RESOURCE) and updated in the Summary Budget Data table (PC_BUD_SUMMARY). The Summary Budget Data table is used for delivered reporting analytics.

Clear this option for the system to send transactions to the Project Transaction table only. The default value is option cleared.

Default Calendar ID Select a default calendar to use for project budgeting. The default value is *MN* (monthly period calendar beginning January 1). This field is available only if you select the Enable Projects Budgeting option.

If you use Program Management, this field is used as the default budget period when you create budget detail lines by using the Program Budgeting feature. Each plan may use a different budget calendar.

Default Number of Periods Enter a default number of time periods to be used in Project Costing budgeting. The maximum number of budget time periods is *36*. The default value is *12*. This field is available only if you select the Enable Projects Budgeting option.

Allow Get Plan Distribution by Department Select to enable users to enter one or more general ledger (GL) business units, departments, and distribution percentages during the budgeting process for the system to use to distribute resource costs to budget detail rows. Clear this option to distribute costs to budget detail rows based on the GL business unit

and department from the budget items that are entered on the Resources by Activity page in Program Management.

When you select this option, the Distribute Activity Resource Amounts page appears when you click the Get Plan button on the Budget Plan page.

This field appears only if you use Program Management. The default value is option selected.

Analysis Group Defaults

Cost Budget Select a default analysis group to use for cost budgets in Project Costing budgeting. The analysis group that you enter in this field appears as a default value for the Cost Budget analysis group on new projects. You can override the default value at the project level.

Revenue Budget Select a default analysis group to use for revenue budgets in Project Costing budgeting. The analysis group that you enter in this field appears as a default value for the Revenue Budget analysis group on new projects. You can override the default value at the project level.

Actual Cost Select a default analysis group to use for actual cost transactions throughout the Project Costing system. The analysis group that you enter in this field appears as a default value for the Actual Cost analysis group on new projects. You can override the default value at the project level.

Actual Revenue Select a default analysis group to use for revenue transactions throughout the Project Costing system. The analysis group that you enter in this field appears as a default value for the Actual Revenue analysis group on new projects. You can override the default value at the project level.

Billing Select a default analysis group to use for billing transactions throughout the Project Costing system.

Reporting Roll Up Calendars

Specify how the Project Transaction table is summarized monthly, quarterly, and yearly. Select the calendar ID to use for each specified option.

Purchasing Adjustment Options

Requisition Reversal Select an option that determines the calculation method that the system uses to reduce the balance of purchase requisitions as corresponding purchase orders are dispatched. Available values are:

COM Amount: Reduces purchase requisitions by the quantity and amount of corresponding purchase orders when they are dispatched.

REQ Rate: Reduces requisitions by using the committed quantity multiplied by the cost per unit on the purchase requisition. This is the default option.

REQ Total: Reverses the purchase requisition entirely when any corresponding purchase order is committed.

From Feed Select to automatically run the Purchasing Adjustment process (PC_POADJUST) when the Purchasing to Project Costing Application Engine process (PC_PO_TO_PC) runs. The Purchasing Adjustment process creates a requisition reversal row in the Project Transaction table.

Purchase Order Reversal Select an option that determines the calculation method that the system uses to reduce the balance of purchase requisitions as corresponding vouchers and material requests are processed. Available values are:

COM Rate: Reduces the purchase order based on the actual quantity from purchase order vouchers or material requests multiplied by the line cost per unit on the purchase order. This is the default option.

ACT Rate: Reduces the purchase order in the amount of the actual quantity and cost.

From Feed Select to automatically run the Purchasing Adjustment process when the Payables to Project Costing Application Engine process (PC_AP_TO_PC) runs. The Purchasing Adjustment process creates a purchase order reversal row in the Project Transaction table.

File Attachment Option

A file storage system uses a file transfer protocol (FTP) to store files to either a database or a file server. The system used is determined by the URL that is passed as the first parameter in the attachment built-in function and maintained on the URL Maintenance page.

See *PeopleSoft Enterprise Asset Lifecycle Management, Enterprise Service Automation, Financial Management, Staffing Front Office, and Supply Chain Management 8.9 Product-Specific Installation Instructions.*

File Attachment Option Select a location to store file attachments. Available values are:

File Server: Select to store files on a file server. This option is a more efficient way to store files; however, it requires that you set up an FTP to the file server. This is the default option. If you select this option, you must enter an attachment directory in FTP Root field.

Database: Select to store files in a database.

Important! If you want to send file attachments in email messages, you must select the *File Server* option.

FTP Root If you store attachments on a file server, enter the home directory where the attachment files are stored. This field appears only if you select the File Server option.

Open Period Control

Enable Open Period Control Select to enable open-period validation of newly created project transactions. The system validates the accounting date on project transactions against the Project Costing open periods or the GL open periods. If the accounting date does not fall within the open period, the system overrides the date with the closest, open-period date. The default value is option cleared. Budget transactions are not validated.

Open Period Source Select the source against which the system validates the accounting date on project transactions. This field appears only if Enable Open Period Control is selected. Available options are:

Projects: Validates open periods based on a Project Costing business unit's calendar. This is the default option.

General Ledger: Validates open periods based on a GL business unit's calendar.

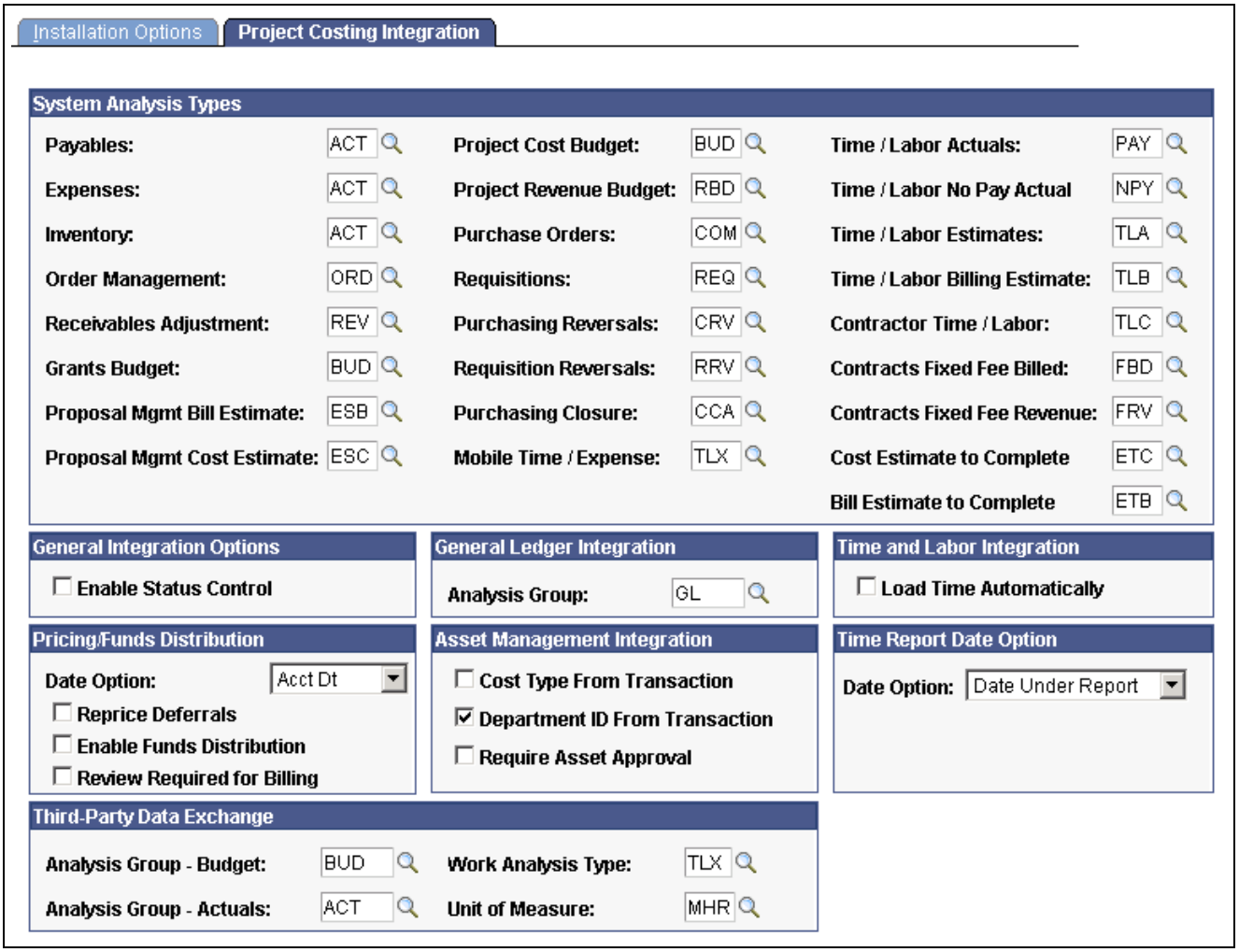
Secured Analysis Types

Analysis Group Select an analysis group that contains the analysis types that will be secured. Transaction rows of these analysis types appear as read-only rows on the Transaction List page. You can add or delete transactions that belong to secured analysis types only if you open the page in the Correct History mode.

Defining Project Costing Integration Installation Options

The Installation Options - Project Costing Integration page establishes controls that the system uses when Project Costing integrates with other PeopleSoft applications.

Access the Installation Options - Project Costing Integration page.



Installation Options - Project Costing Integration page

You must enter at least one record on this page.

System Analysis Types

Enter analysis types to associate with transactions that come into Project Costing from each of the installed feeder applications. During the integration process, Application Engines use the analysis types that you enter on this page.

Proposal Mgmt Bill Estimate Enter the default analysis type for revenue budget rows that are created when you run the Generate process in Proposal Management. The default value is *ESB* (Bill Estimate).

Proposal Mgmt Cost Estimate Enter the default analysis type for cost budget rows that are created when you run the Generate process in Proposal Management. The default value is *ESC* (Cost Estimate).

Cost Estimate to Complete Enter the analysis type that the system assigns to rows that are created when activity remaining work (estimated work − actual work) is multiplied by the activity cost rate. The default value is *ETC*. This field is available only if you use Program Management.

See *PeopleSoft Enterprise Program Management 8.9 PeopleBook*, "Analyzing Project Data," Viewing and Loading Estimate to Complete Transactions.

Bill Estimate to Complete Enter the analysis type that the system assigns to rows that are created when activity remaining work (estimated work − actual work) is multiplied by the activity bill rate. The default value is *ETB*. This field is available only if you use Program Management.

The *PeopleSoft Enterprise Project Costing 8.9 PeopleBook* contains separate chapters on integration with other PeopleSoft applications that discuss analysis types that the system uses for each integration.

General Integration Options

Enable Status Control Select to enable status control functionality, which enables you to control transactions based on analysis types and effective dates. By using status control options, you can stop transactions from a feeder application if a project or activity status changes on the project Status page or activity Status page. The default value is clear (not selected).

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Working with Transactions," Controlling Incoming Transactions.

General Ledger Integration

Analysis Group Specify an analysis group that contains analysis types to be used for journal entry.

Time and Labor Integration

Load Time Automatically Select for PeopleSoft Enterprise Time and Labor to publish time and labor actual PAY rows to the Project Transaction table (PROJ_RESOURCE) as soon as payroll is complete. If cleared, you must run the Time and Labor to Project Costing Application Engine process (PC_TL_TO_PC) manually to load the data into the Project Transaction table from a staging table. The default value is option cleared.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Integrating with Time and Labor," Reviewing and Loading Data to Project Costing Tables.

Pricing/Funds Distribution

Date Options Specify the type of date (accounting or transaction) to use for resolving rates for both pricing and funds distribution. The rates for both of these processes are effective-dated. The default value is accounting date.

Reprice Deferrals Select to reprice a row that has been priced but not billed. The default value is option cleared.

Enable Funds Distribution Select to enable the rules that you define on the Funds Distribution - Target Definition page. Use the Funds Distribution page to identify cost transactions that are eligible for distribution, and the Funds Distribution - Target Definition page to defines target rows to distribute costs among funding sources. The default value is option cleared.

Review Required for Billing Select to require project transactions to be reviewed before they can be billed. You can override this option at the project type level and for individual projects. Conduct reviews by using the Project Manager Review component (PC_PM_REVIEW). The default value is option cleared.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Reviewing and Adjusting Project Costs".

Asset Management Integration

Cost Type From Transaction Select to group and summarize the transactions to send to Asset Management by the cost types of the rows in the Project Transaction table instead of the cost type specified on the Define Assets page. The default value is option cleared.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Managing Assets," Defining Project Assets.

Department ID from Transaction Select to group and summarize the transactions to send to Asset Management by the department ID of the rows in the Project Transaction table instead of the department specified on the Define Assets page. The default value is selected.

Require Asset Approval Select to require approval of asset capitalization transactions before they are sent to the Asset Management Loader tables. This option applies to assets that you create or adjust in Project Costing. It does not apply to asset retirement transactions.

Clear the option to enable optional approval of assets. If approval is optional, assets with statuses of *New* and *Approved* are eligible to be sent to Asset Management. The default value is option cleared.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Managing Assets," Reviewing and Approving Assets.

Time Report Date Option

Date Option Select the date option that the system uses to process time reports that are created in Expenses and brought into Project Costing. Available options are:

Date Under Report: The dates entered on time reports when they are created in Expenses are the same dates that the system uses when the time reports are imported into Project Costing. This is the default value.

Period End Date: The time report end date determines the accounting period to which the system charges time in Project Costing. This setting is particularly important when the reporting period spans the end of one accounting period and the beginning another accounting period. For example, assume that you use monthly accounting periods and enter weekly time reports. If a month ends in the middle of a week, and therefore the reporting period spans the end and beginning of two accounting periods, the time is charged in Project Costing to the accounting period for which the reporting period ended—the latter of the two accounting periods.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Integrating with Expenses".

Third-Party Data Exchange

The system uses these settings to exchange data between Project Costing and the Microsoft Project 2002 scheduling application.

Analysis Group - Budget Select the analysis group from which to assign an analysis type for budget rows that you import from Microsoft Project. The analysis type from this group is later selected during the Microsoft Project integration process.

Analysis Group - Actuals Select the analysis group by which all transaction rows with an analysis type belonging to the group will be sent from Project Costing to Microsoft Project. Only transactions with analysis types in the specified analysis group will be synchronized between Project Costing and Microsoft Project.

Work Analysis Type Select an analysis type to assign to work transactions (time entries) that are sent from Microsoft Project to the Project Transaction table. The default value is *TLX*.

Unit of Measure Select the unit of measure for budget rows brought into Project Costing from Microsoft Project. The default setting is hours (MHR).

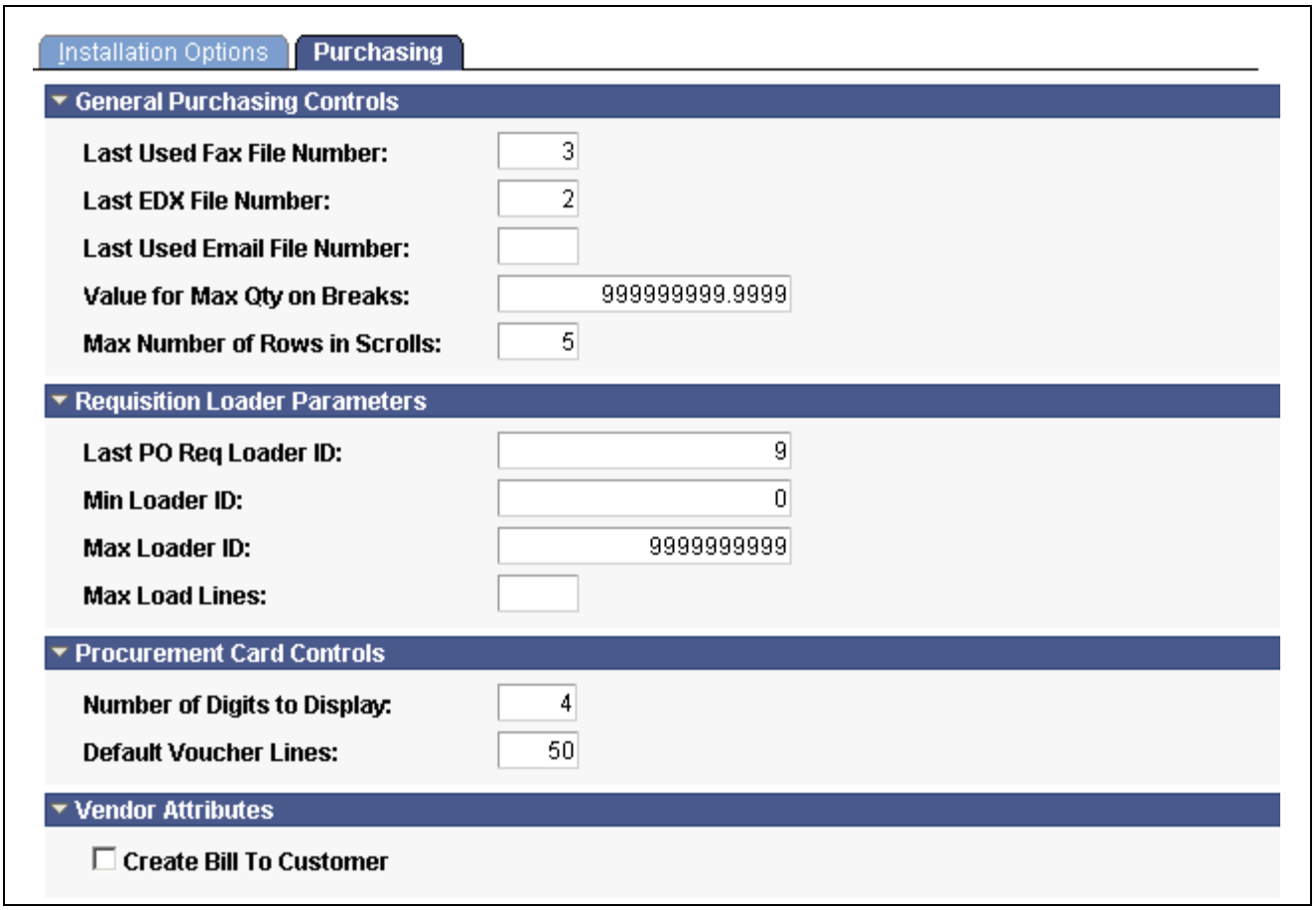
See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Integrating with Microsoft Project 2002".

See Also

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, "Reviewing and Adjusting Project Costs"

Defining Purchasing Installation Options

Access the Purchasing page.



Purchasing page

General Purchasing Controls

Last Used Fax File Number, Last EDX File Number, and **Last Used Email File Number**

Displays the last used file number. The system autonumbers the files with the next sequential number.

Value for Max Qty on Breaks (value for maximum quantity on breaks)

Displays the maximum quantity to be used for quantity break price calculations.

Max Number of Rows in Scrolls (maximum number of rows in scrolls)

Displays the maximum number of rows that the system displays in a scroll area when you query the database.

Requisition Loader Parameters

Last PO Req Loader ID (last purchasing requisition loader ID)

Displays the number of the last requisition loader request processed by the system. At initial setup, this is probably zero. As the Purchasing Requisition Loader Application Engine process (PO_REQLOAD) handles requests, it autonumbers them beginning with the number that you enter here.

Min Loader ID (minimum loader ID)

Enter the lowest number that you want to use to identify requisition loader requests.

Max Loader ID (maximum loader ID) Enter the highest number that you want to use to identify requisition loader requests. When the requisition loader reaches this number, it resets request numbering to the number that you enter in Min Loader ID.

Max Load Lines (maximum load lines) Enter the maximum number of lines that can be loaded in a requisition loader process instance. Lines that exceed this number are ignored.

Procurement Card Controls

Number of Digits to Display Enter the number of digits that appear for the procurement card.

Note. By default, the system displays only the last four digits of the card.

Default Voucher Lines Enter the maximum number of procurement card transactions that are created for a voucher.

Note. The value from this page appears by default on the Voucher Stage Run Control page.

Vendor Attributes

Create Bill To Customer Select this check box if you want to provide the ability to automatically create the bill to customer when defining a vendor using the Vendor Information - Identifying Information page. When you select this check box, the Create Bill-To Customer group box appears on the Vendor Information - Identifying Information page checked by default so that you can quickly create the bill to customer with default information.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Defining Receivables Installation Options

Access the Installation Options - Receivables page.

Max Number of Rows in Scrolls (maximum number of rows in scrolls) Some Receivables pages store and display hundreds of rows of information. Use this field to limit the number of rows that can appear in the scroll area and improve performance.

Track Direct Journal Customer Select to enable users to enter a customer ID for a direct journal payment on the Regular Deposit - Payments page. This enables users to view the customer for direct journal payments on inquiry pages.

No Mult Pending Item Selection (no multiple pending item selection) Select to prevent the selection of an item on a transfer, maintenance, draft, or payment worksheet if an unposted pending item exists for that item or if it is already selected on another worksheet. This limitation also applies to Payment Predictor.

Parallel Processing Options Click to access the AR Parallel Processing Options page, where you define how many data partitions are generated for the Payment Predictor (ARPREDCT), Receivable Update (ARUPDATE), Aging (AR_AGING), and Statements (AR_STMTS) parallel processes. The parallel processing options

	are: AR_AGE, AR_PGG, AR_POST, AR_PREDICT, and AR_STMT. Enter the maximum partitions for each process.
Account Overview Balance Display Options	Click to access the AR Account Overview Balances page, where you specify which balances you want to display on the Account Overview - Balances page.
Statement Number, Dunning Number, and **Overdue Charge Number**	Enter the last number used on statements, dunning letters, and overdue charge invoices. The system increments the number by one each time that you print the correspondence.
1099-C Forms	Select if your organization must generate the 1099-C, Cancellation of Debt form. This form is required by the Internal Revenue Service to summarize how much debt has been written off for a specific individual.
(USF) Receivables Due From Public	Select if your company is a U.S. federal entity and requires the Receivables Due From the Public report. This report is required by the U.S. Department of Treasury to periodically collect data on the status and condition of the federal government's nontax debt portfolio.
(USF) AR IPAC Interface (receivables Intra-Governmental Payment and Collection interface)	Select if your company is a U.S. federal entity and uses the U.S. Department of Treasury IPAC interface.
(USF) DMS Interface (Debt Management Services interface)	Select if your company is a U.S. federal entity and uses the U.S. Department of Treasury DMS interface.
(USF) Use Memo Status	Select if your company is a U.S. federal entity to enable users to enter memo status codes that track changes in status for delinquent items. Other organizations, should select this option only if they want to create user-defined memo status codes and track changes.

Collection Credit Exposure

The fields in the Collection Management Credit Exposure group box determine how the Condition Monitor process (AR_CNDMON) calculates a customer's outstanding balance. The process uses the adjusted balance to determine whether customers are approaching or have exceeded their credit limits.

Include Unapplied Payments	Select to have the process subtract all identified payments from the customer's outstanding balance.
Include In Process Payments	Select to have the process subtract any express deposit, worksheet, or applied payment associated with a customer item from the outstanding balance.
Exclude Disputed Items	Select to have the process subtract the balance due on items in dispute from the outstanding balance.

The following table shows what the available credit and outstanding receivables (AR) balance would be if you select none of the check boxes or if you select a single option when a customer's credit limit is 65,000,000.00:

Type of Amount	No Selection	Select Unapplied Payments	Select In-Process Payments	Select Disputed Items
Credit Limit	65,000,000.00	65,000,000.00	65,000,000.00	65,000,000.00
Open AR Balance	65,475,343.21	65,475,343.21	65,475,343.21	65,475,343.21
Unapplied Payments	not applicable (N/A)	35,876,525.91	N/A	N/A
In Process Payments	N/A	N/A	125,000.00	N/A
Disputed Items	N/A	N/A	N/A	91,276.10
Outstanding AR Balance	65,475,343.21	29,598,817.30	65,350,343.21	65,384,067.11
Available Credit	-475,343.21	35,401,182.70	-350,343.21	-387,067.11

Collection Options

The fields in the Collection Options group box define additional options for collection and exception monitoring.

Enable Auto Escalation (enable automatic escalation)
Select to establish a new action plan for a collection (COLL) condition when a customer that already has a collection action plan violates a collection rule with a higher priority.

Allow Business Unit Monitoring
Select if you want to monitor the collection (COLL), entry type/reason code (ETRC), key statistics exceeded (KSTE), and large amount coming due (LACD) conditions by business unit. The Condition Monitor treats each business unit and collection customer combination as a separate customer.

Business unit monitoring also affects the assignment of the action owner for these conditions. The Condition Monitor groups all open items for the business unit and collection customer combination together. If all these transactions have the same value in the action owner field, it uses that value for the assigned action owner. Otherwise, it assigns the owner based on the collection customer.

Here is an example:

Customer FRA01 has transactions in business unit FRA02 and FRA05. You assigned collector DKB to this customer. All of the transactions for this customer in the FRA02 business unit are assigned to collector JKB. All of the transactions in the FRA05 business unit are assigned to collector MLM. If the customer violates the collection criteria in both business units, the Condition Monitor creates two action plans: one for FRA02/FRA01 that it assigns to collector JKB and one for FRA05/FRA01 that it assigns to collector MLM. However, if some of the transactions in the FRA02 business unit are

assigned to collector JKB and some are assigned to collector CCC, then the action plan for FRA02/FRA01 will be assigned to the collector for the customer, which is DKB.

Default Assigned Owner Select the user ID for the individual in your organization who you want to be the action owner for action list items when the assigned action owner does not have a user ID. You must designate a default owner before you can define conditions for the Condition Monitor process.

See Also

PeopleSoft Enterprise Receivables 8.9 PeopleBook, "Setting Up Receivable Update and Pending Group Generator," Setting Up Parallel Processing

PeopleSoft Enterprise Receivables 8.9 PeopleBook, "Setting Up Exception and Collection Processing"

Selecting Receivables Balance Display Options

Access the AR Account Overview Balances page.

The Account Overview - Balances page displays a list of balances for a customer. By default, all balances appear in the list. Clear the check boxes for the balances that you do not want to display for your organization.

Defining Order Management Installation Options

Access the Order Management page.

Order/Quote Defaults

Maximum Lines Displayed Enter the maximum number of lines to be displayed on the sales order or quote before chunking is used.

Maximum Schedules Per Line Enter the maximum number of schedules per order line displayed before chunking is used.

Maximum Online Pricing Rows Enter the maximum number of schedules to be priced online. If the sales order number of schedules exceeds the maximum, you are directed to the Order Repricing process (OM_REPRICE).

Maximum Sources of Supply Rows Enter the maximum number of rows that can be sources before chunking is used.

Verity Search Select to enable Verity to enhance searching capabilities for customers and products during sales order entry.

Process Claimback Select to process claimbacks.

Prompt for save when chunking Select to have the system prompt you to save a chunk. If cleared, the system automatically saves your order when you navigate from chunk to chunk.

Process Feature Security Select to enable the system to use feature function security.

Buying Agreement Defaults

Maximum Lines Displayed Enter the maximum number of lines to be displayed on the buying agreement before chunking is used.

See Also

PeopleSoft Enterprise Order Management 8.9 PeopleBook, "Working with Large Orders and Quotes"

Setting Up Resource Management Installation Options

This section discusses how to set up Resource Management application-specific installation options. The field values that appear by default on this page when you first install Resource Management are required to support demonstration data that is delivered with your application. You must evaluate each option and enter values based on your organization's business structure, practices, rules, and procedures.

The Installation Options - Resource Management page is divided into these regions:

- Service Order Options
- Organization Structure
- Reporting Options - Billing Rates
- Reporting Options - Task Categories
- Calendar Options
- PeopleSoft Services Procurement Integration Options
- PeopleSoft Services Procurement Integration Options - Job Defaults for Person
- Profile Display Options
- Optimization
- Capacity Planning Setup - Default UOM Display
- Capacity Planning Setup - Default Capacity Planning Region
- Capacity Planning Setup - Unit of Measure Conversions

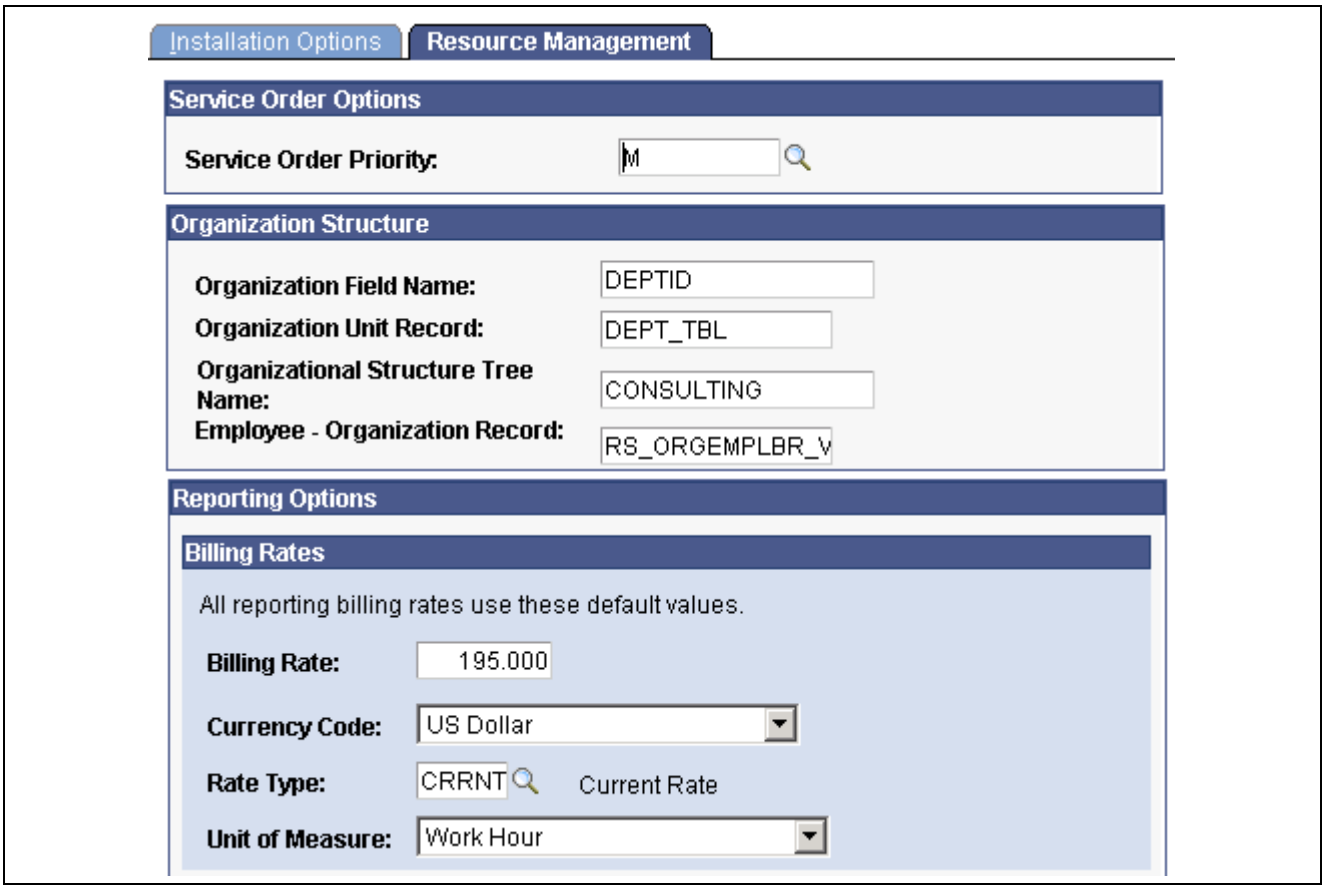
See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Getting Started with PeopleSoft Enterprise Resource Management".

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Understanding Resource Matching".

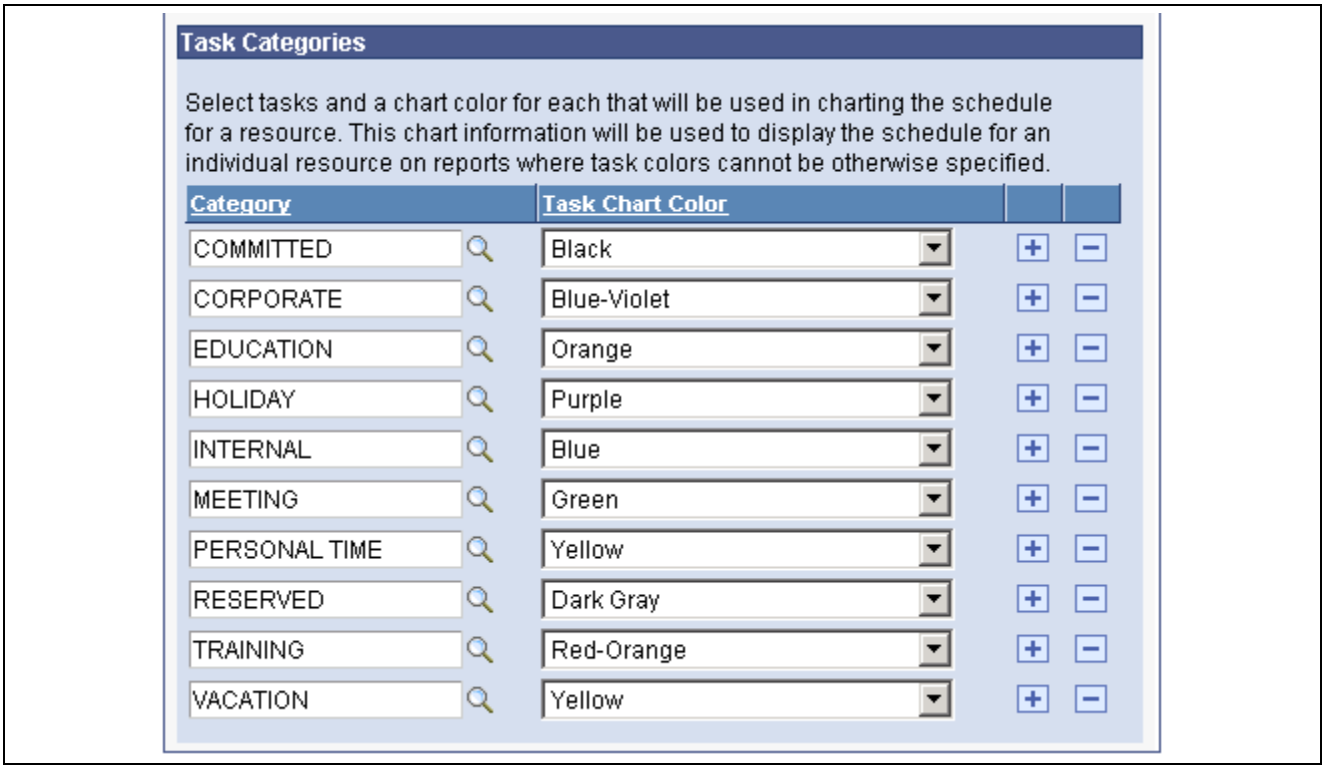
See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Preparing to Implement PeopleSoft Resource Management".

Installation Options - Resource Management Page

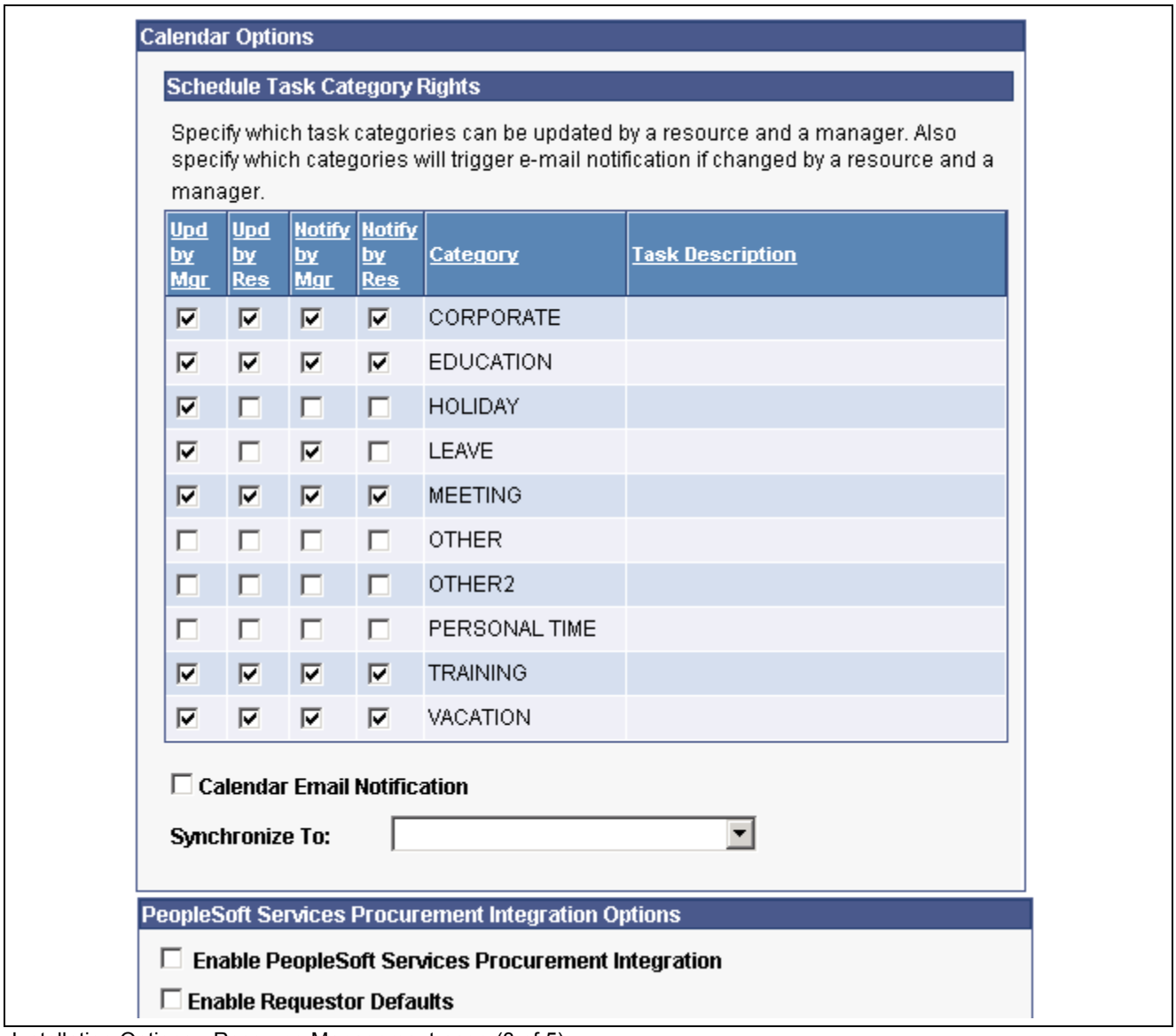
Access the Installation Options - Resource Management page.



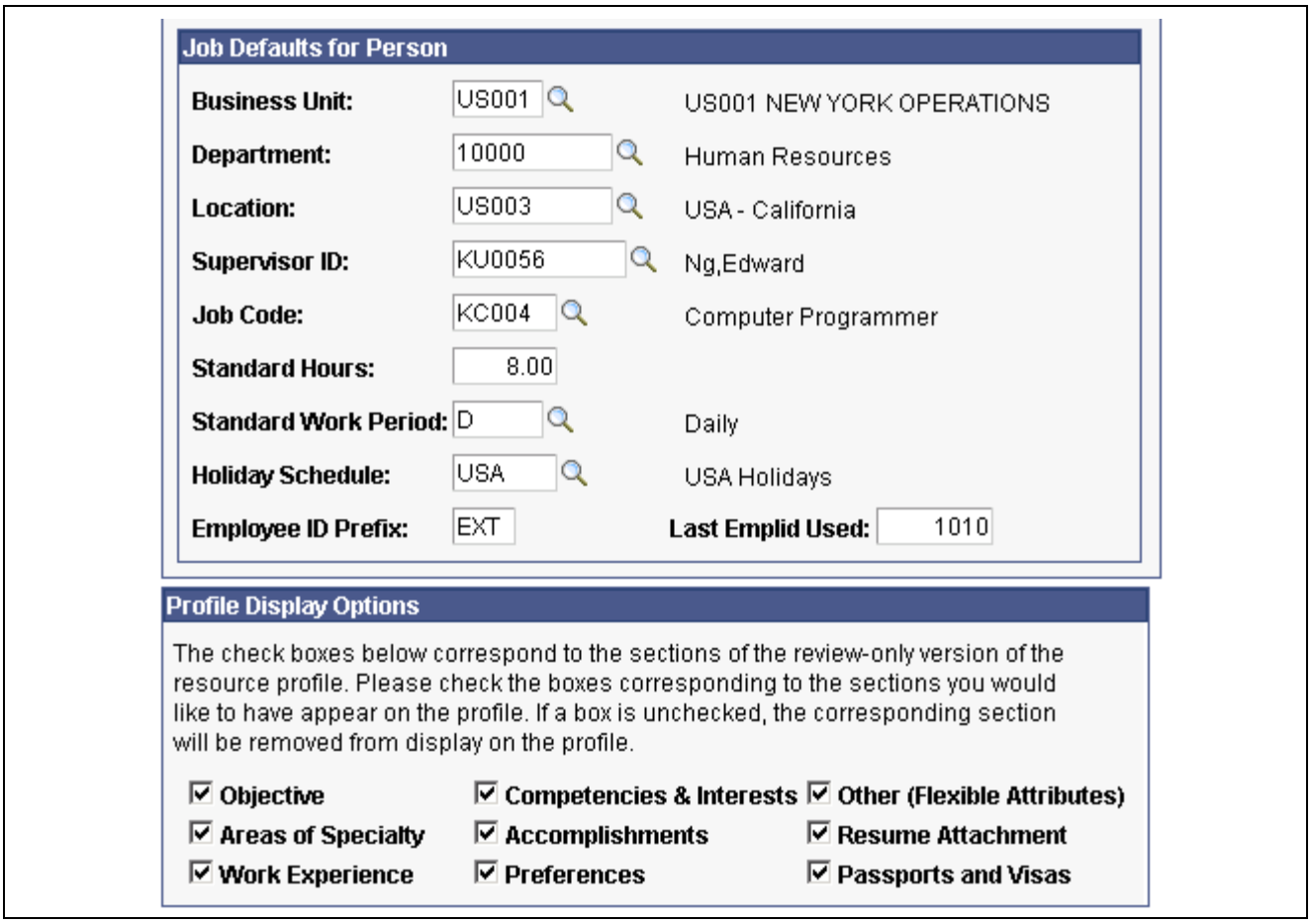
Installation Options - Resource Management page (1 of 5)



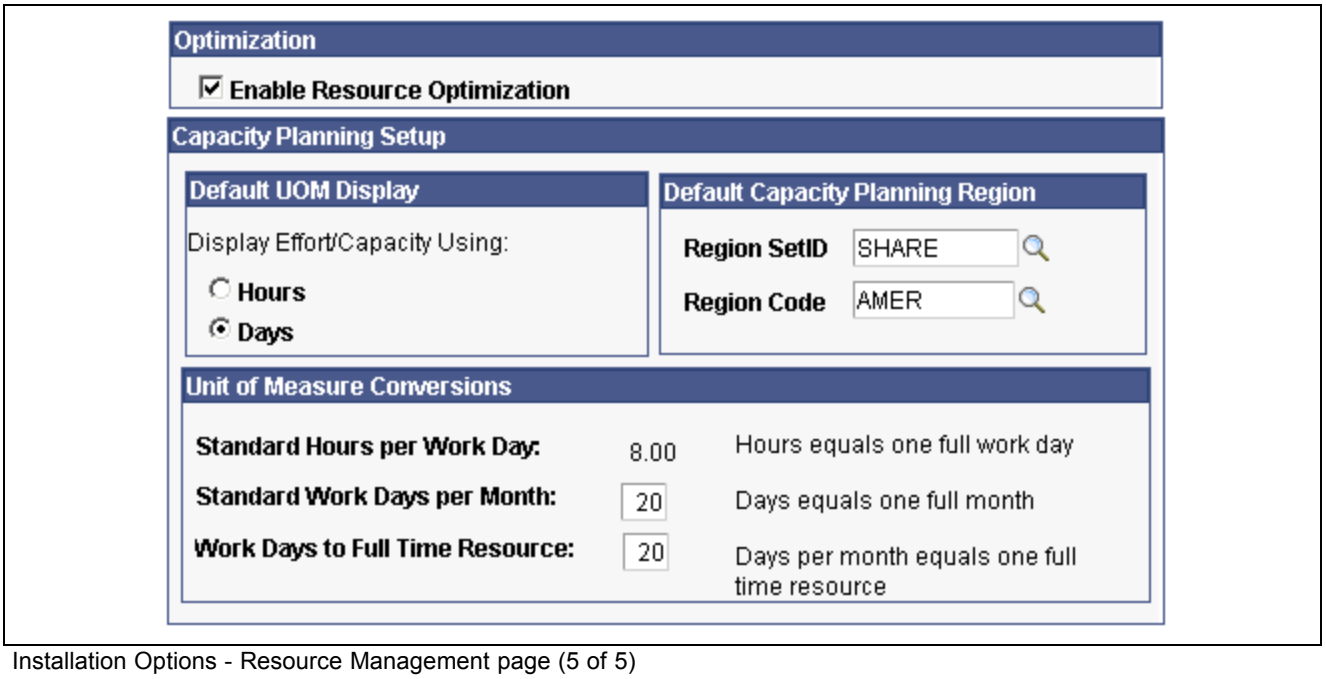
Installation Options - Resource Management page (2 of 5)



Installation Options - Resource Management page (3 of 5)



Installation Options - Resource Management page (4 of 5)



Installation Options - Resource Management page (5 of 5)

Service Order Options

Service Order Priority Select the default priority, or importance, to appear on new service orders. Priority is used for information and reporting. It does not control any service order processing.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Enabling Service Orders," Defining Service Order Priorities.

Organization Structure

Organization Field Name Enter the field name that represents the organizational unit, which categorizes all resources that are managed in Resource Management. The organizational unit field is used:

- When users select a service order owning organization.
- To define resource groups that are used to direct a search for resources to different parts of the organization.
- To define resource groups that appear on the Staffing Workbench - Manage Utilization page.
- To indicate which organizational unit to analyze on reports for scheduled utilization, unassigned resources, assignments ending, assignments listing, chart resource schedules, and average staffing time.
- To match resource organizational units with service order owning organizations for resources to be evaluated for service orders by the Resource Match engine and Resource Optimization feature.

Most organizations use departments to organize resources into logical groupings by functional area, in which case the organization field name value is *DEPTID*.

Organizational Unit Record Enter the application record name that defines the organizational unit field.

If you use department as the organizational unit field, the organizational unit record is *DEPT_TBL,* which defines the Department (DEPTID) field.

Organizational Structure Tree Name Enter the name of the tree that contains the organizational unit arranged in a hierarchical business structure. The tree represents the organizational structure in the application. The organizational unit tree is available in Resource Management when users:

- Select an owning organization for individual service orders or service order templates, or as a service order default owning organization.
- Define resource groups.
- Indicate which organizational unit to analyze on reports.

The organizational unit tree must be one whose foundation is a tree structure built on the record specified in the Organizational Unit Record field.

Note. Every resource that is tracked in Resource Management must belong to an organizational unit that is included in the organizational unit tree.

Employee - Organization Record Enter the name of the record that keeps track of the organizational unit to which each resource belongs.

If the organizational unit field is the Department field (DEPTID), you can use the Employee-Organization record *RS_ORGEMPLBR_VW* as delivered. The Employee-Organization record is a view of the Job record (JOB) that identifies the department for every employee. The Job record is the PeopleSoft HRMS record that identifies the department, location, job code, and a variety of other attributes for every employee in the organization.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Defining the Organization by Using Trees".

Reporting Options - Billing Rates

Billing Rate This field is not used by Resource Management at this time. You can accept the default value, leave the field blank, or enter a value that can be used in the future if you create a configuration that uses a default billing rate.

Currency Code Enter the currency code that is used by the Resource Optimization feature to convert all resource billing rates into one currency for comparison.

Rate Type Select the rate type that determines the default conversion rate for converting resource billing rates and currency codes.

Unit of Measure This field is not used by Resource Management at this time. You can enter a value that can be used in the future if you create a configuration that uses a default billing rate unit of measure.

Reporting Options - Task Categories

Category and **Task Chart Color** Select task categories and corresponding chart colors to appear on the Resource Schedule chart if you enter the chart from the:

- Assign Resource page.
- My Assignments Workbench - Assignments page.
- Staffing Workbench - Manage Utilization page, if you don't specify task categories and color options on the Utilization options page.
- Resources page in Program Management.
- Assignments Ending detail report.

Calendar Options

Upd by Mgr (update by manager) Select the nonassignment (appointment) task categories that can be added and modified by managers with access to resource schedules. This selection applies to managers with access to the Monthly Schedule page.

Upd by Res (update by resource) Select the nonassignment task categories that can be added and modified by resources in their own resource schedules.

Notify by Mgr (notify by manager) Select the nonassignment task categories that trigger a notification message to the resource and the resource manager if a manager with authority to modify resource schedules changes a task in the specified category in the resource schedule.

Note. After you select the task categories, you must select Calendar Email Notification to activate workflow.

Notify by Res (notify by resource) — Select the nonassignment task categories that trigger a notification message to the resource manager if a resource changes a task in the specified category in the resource schedule.

Note. After you select the task categories, you must select Calendar Email Notification to activate workflow.

Category and **Task Description** — Displays all nonassignment task category names and descriptions.

Calendar Email Notification — Select to activate the Resource Management email notification workflow feature to notify the resource or resource manager of changes to selected task categories.

Note. You must select this option to activate workflow notification messages for the selected task categories.

Synchronize To — Enter a desktop calendar application to synchronize with Resource Management resource schedules. Valid options are: *Outlook, Lotus Notes,* or leaving the field blank.

You must first separately implement Microsoft Exchange or Microsoft Outlook, and set up your PeopleSoft application to integrate with it, before any synchronization functions can occur.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Enabling Resource Schedules," Defining Holidays on Resource Schedules.

PeopleSoft Services Procurement Integration Options

This group box appears only if you install Services Procurement and select the Allow Non-Employees to be established as Resources option.

Enable PeopleSoft Services Procurement Integration — Select to enable the integration between Resource Management and Services Procurement that allow users to initiate Services Procurement service requisitions from Resource Management to fulfill resource requests, and navigate to requisitions to make updates.

If you do not select this option, the Find External Resource icon does not appear on the Staffing Workbench - Fulfill Orders page.

Enable Requestor Defaults — Select this option for the project manager to be used as the requestor name for Services Procurement service requisitions that initiate in Resource Management. If you do not select this option, users are prompted to enter the name of the requestor when initiating a service requisition.

Important! If you select this option, users must associate a project with the service order and assign a project manager to the project, and the project manager must be established as a valid requestor in Services Procurement. When a service requisition is initiated in Resource Management, the project manager name is passed from Resource Management to Services Procurement to use as the requestor name, and users cannot change the requestor name on the service requisition.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Integrating PeopleSoft Resource Management with Other Applications," Understanding Integration with PeopleSoft Services Procurement.

PeopleSoft Services Procurement Integration Options - Job Defaults for Person

If you allow non-employee data to be maintained in the FSCM database, you can create new non-employee data records—automatically or manually—for Services Procurement person IDs that are established as resources. The values that you enter in these fields appear by default on the Convert Person ID to Resource page when you establish a person ID as a resource. Users can modify the values as needed on the Convert Person ID to Resource page or in the Employee Personal Data component (RS_CM_PERSONAL).

Business Unit Select a business unit to serve as the default HR business unit for new non-employee data records (EMPLIDs) that are created for Services Procurement person IDs. This is a required field on the person's data record.

Department Select the default department. This is a required field on the person's data record.

Location, Supervisor ID, and **Job Code** Select a default value for each field.

Standard Hours Enter a default value for standard hours per work day. Standard hours are used by the Resource Match engine to calculate Availability fit scores for each combination of eligible resource-and-open resource request.

Standard Work Period Select the default standard work period. Standard work period is used by the Resource Match engine to calculate Availability fit scores for each combination of eligible resource-and-open resource request.

Holiday Schedule Select a default holiday schedule to populate resource schedules that are created for new non-employee data records (EMPLIDs).

Employee ID Prefix Enter up to three characters to serve as the prefix for new resource employee IDs that are created for Services Procurement person IDs. When a user establishes a person ID as a non-employee resource, the employee ID default value is a concatenation of this prefix and the Last Emplid Used field value.

Last Emplid Used Enter a number, up to eight characters, to serve—along with the Employee ID Prefix field value—as the last system-generated employee ID that is created for a Services Procurement person ID.

For example, if the employee ID prefix is *EXT* and the last employee ID used is *500,* the system assigns an employee ID of *EXT00000501* to the next person ID that is converted to a resource in Resource Management.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Setting Up PeopleSoft Resource Management Without an Integrated HRMS," Creating Employee Data Files.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Establishing Resources," Establishing PeopleSoft Services Procurement Service Providers as Resources.

Profile Display Options

<Resource profile sections> Select the check boxes—such as Objectives or Preferences—for the resource profile sections that you want to appear on the Resource Profile review-only summary page. Sections that are not selected are hidden from the summary page, but remain visible in the profile to users with security permission to update profiles.

See *PeopleSoft Enterprise Resource Management 8.9 PeopleBook*, "Maintaining Resource Profiles".

Optimization

Select the Enable Resource Optimization check box to enable the publishing of the messages necessary for Resource Optimization. If this check box is cleared, the optimization messages will not be published, even if the messages are active.

Note. Before the messages can publish, they must be made active.

Capacity Planning Setup - Default UOM Display

Select in which unit the system is to display effort and capacity: Hours or Days.

Capacity Planning Setup - Default Capacity Planning Region

Region SetID Specify the ID for the default region that will be used in Capacity Planning - Combined Scenario analysis.

Region Code Specify the default region code that will be used in Capacity Planning - Combined Scenario analysis. This region will be used for the following:

- Adding or removing supply in a Combined Scenario analysis.

  Note. It is possible to add or remove capacity at a high level without specifying region. In that case, the default region code will be used.

- Calculating full-time resources in the demand forecast.
- Calculating full-time resources for demand in a Combined Scenario analysis.

Capacity Planning Setup - Unit of Measure Conversions

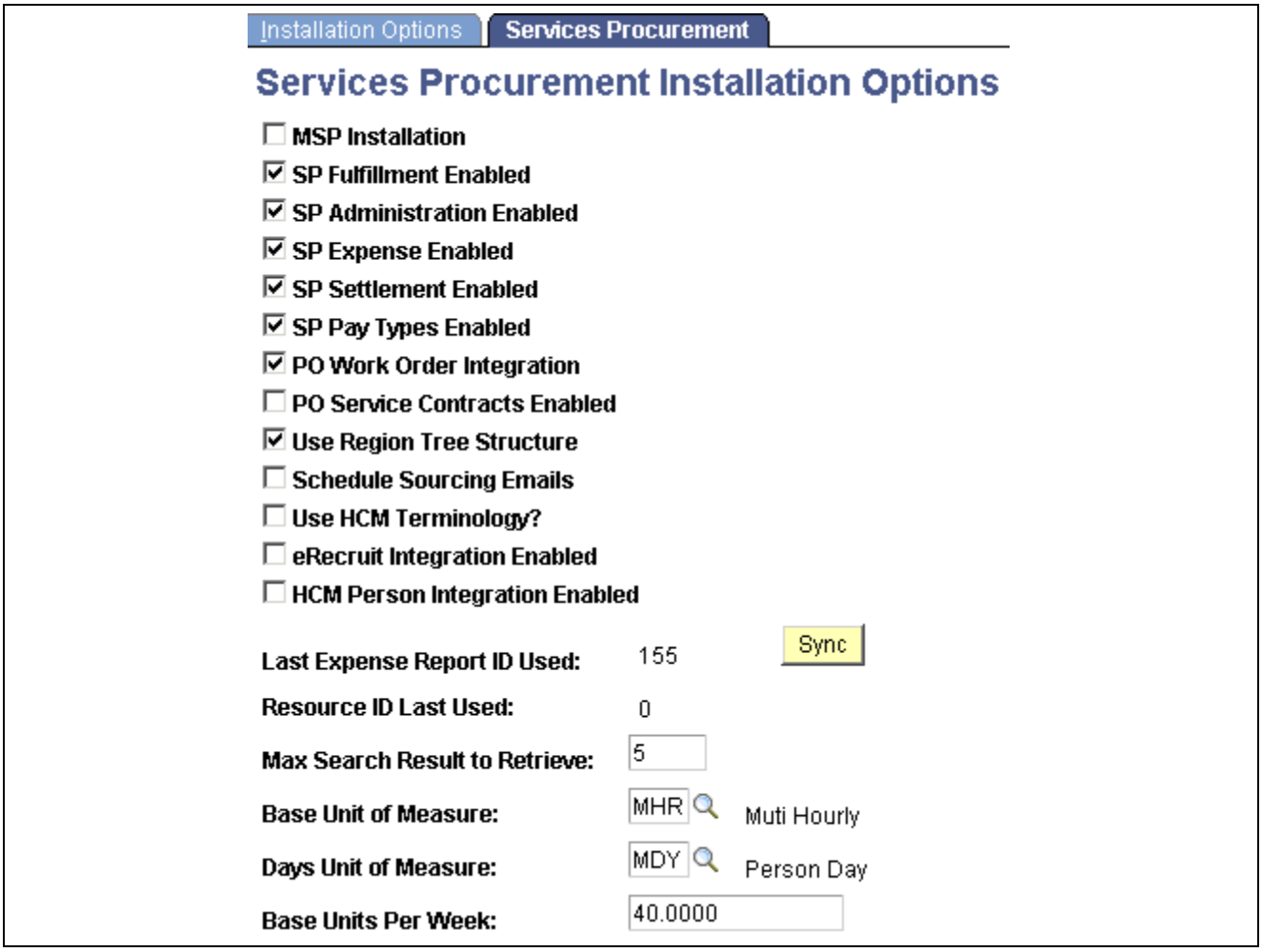
Standard Hours per Work Day Enter the number of hours that equal one full work day.

Standard Work Days per Month Enter the number of work days that equal one full month.

Work Days to Full Time Resource Enter the number of days per month that equal one full-time resource.

Defining Services Procurement Installation Options

Access the Services Procurement Installation Options page.



Services Procurement Installation Options page

Managed Services Provider Installation

Click to enable the managed services provider (MSP) functionality in Services Procurement. This check box should not be selected unless your organization is an MSP.

If selected, the PO Work Order Integration and PO Service Contracts check boxes are disabled. The HCM Integration check box will also be disabled.

Conversely, if the PO Work Order Integration or HCM Integration check boxes are selected, the Managed Service Provider Installation check box is disabled.

SP Fulfillment Enabled (Services-Procurement-fulfillment-enabled)

Select to enable Services Procurement fulfillment, where you can source requisitions to suppliers, receive candidate submittals, and perform bid negotiations.

SP Administration Enabled (Services-Procurement-administration-enabled)

Select to enable Services Procurement administration so that you can set up procurement base data such as projects and activities.

SP Expense Enabled (Services-Procurement-expense-enabled)
Select to enable suppliers to submit expenses, which is based on the setting for a particular work order.

Note. This option is only available when SP Administration is enabled.

SP Settlement Enabled (Services-Procurement-settlement-enabled)
Select to enable access to invoicing functionality, which includes the creation, modification, approval, and printing of invoices, as well as integration to Accounts Payables.

Note. This option is only available when SP Administration is enabled.

SP Pay Types Enabled (Services-Procurement-pay-types-enabled)
Select to enable the use of pay types. You use Pay types to break down the total supplier rate into the following rate components : pay rate, fixed cost, vendor markup, and third-party markup.

Note. When you select this option, the rate breakdown is available on rate sheets, requisitions, bids, and work orders.

PO WO Integration (work-order integration with purchase orders)
Select to produce purchase orders from work orders. This option is available only if Purchasing is installed.

PO Service Contracts Enabled
Select to enable the use of Purchasing service contracts in Services Procurement to validate supplier bid amounts against existing contracts for the specified service.

Note. This option is available only if Purchasing is installed and PO WO Integration is enabled.

Use Region Tree Structure
Select to use a graphical tree structure to associate locations and suppliers to regions.

Schedule Sourcing Emails
Select to schedule sourcing emails in a batch process.

Use HCM Terminology?
Select to use HCM terminology throughout Services Procurement. When you select this option, the terms of *Service* and *Service Type* are changed to *Job Code* and *Job Family* on all labels.

Recruiting Solutions Integration Enabled
Select to enable the integration with Recruiting Solutions. When you select this option, all requisitions created in the Recruiting Solutions product can be passed over to Services Procurement for fulfillment.

HCM Person Integration Enabled
Select to use the HCM database as the system of record for contingent labor associated to Services Procurement work orders.

Last Expense Report ID Used
Displays a starting number for the expense sheet ID assignment. Click the Sync button to synchronize the displayed number with the current next number in the system.

Resource ID Last Used
Unique identifier for time sheet, progress log, or expense sheet amounts passed through the integration.

Note. This option is only available when Project Costing is installed.

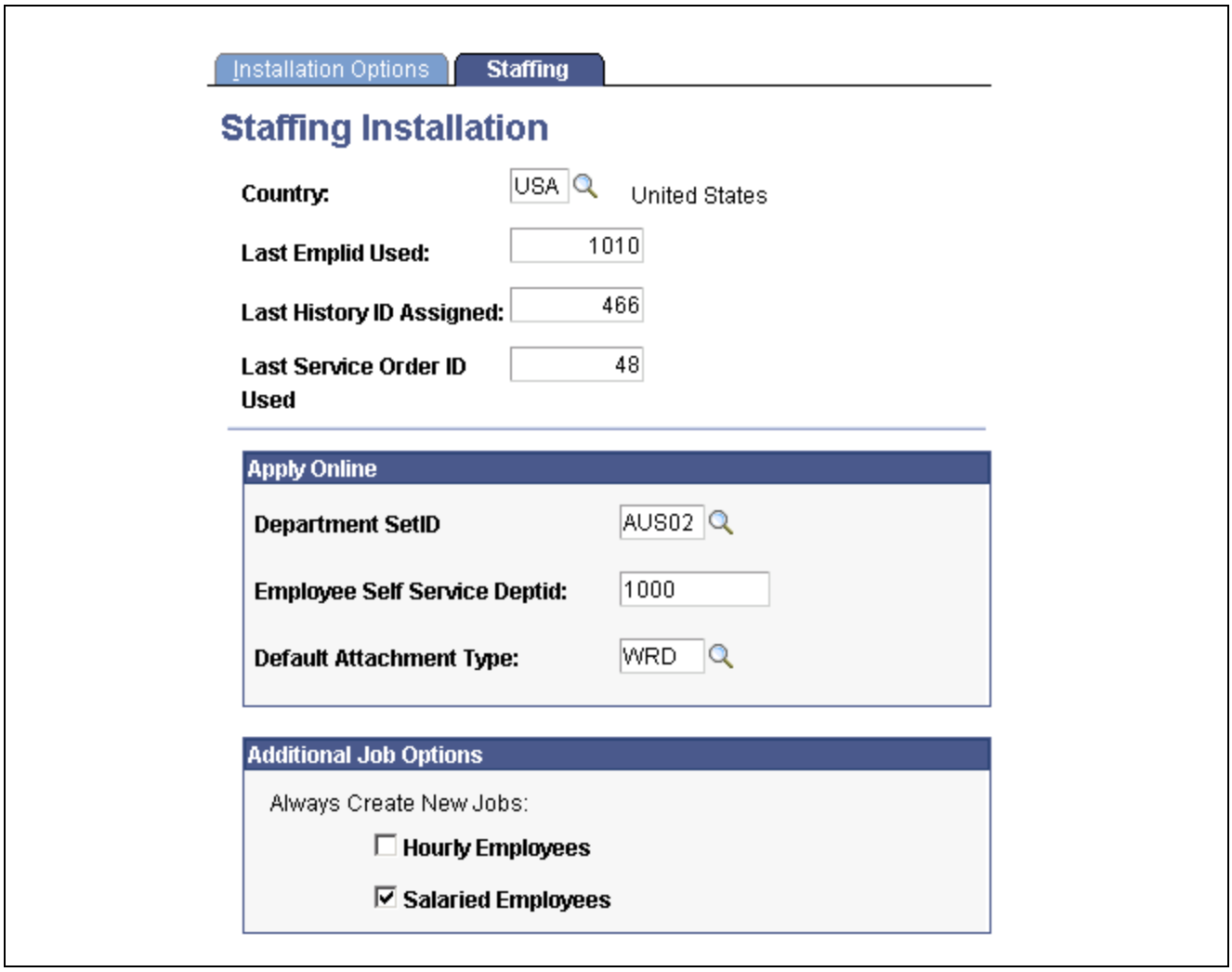
Max Search Result to Retrieve (maximum search results to retrieve)	Enter the maximum number of values that the system retrieves on roster page searches. This field applies to projects or activities search pages only.
Base Unit of Measure	Enter the standard UOM. Only UOMs that have conversions defined for this standard UOM appear in UOM prompt fields. For example, if you specify hours, the system includes units such as days in UOM prompts, rather than unrelated units such as pounds.
Base Units Per Week	Select the number of base units that are included in a typical workweek.

Warning! If your organization uses PeopleSoft Enterprise Customer Relationship Management and Services Procurement, the source tables containing the PERSON_ID field are not integrated in this release of Services Procurement. Depending on how you implement the use of PERSON_ID in Services Procurement, the values in one table may override the values in the other table.

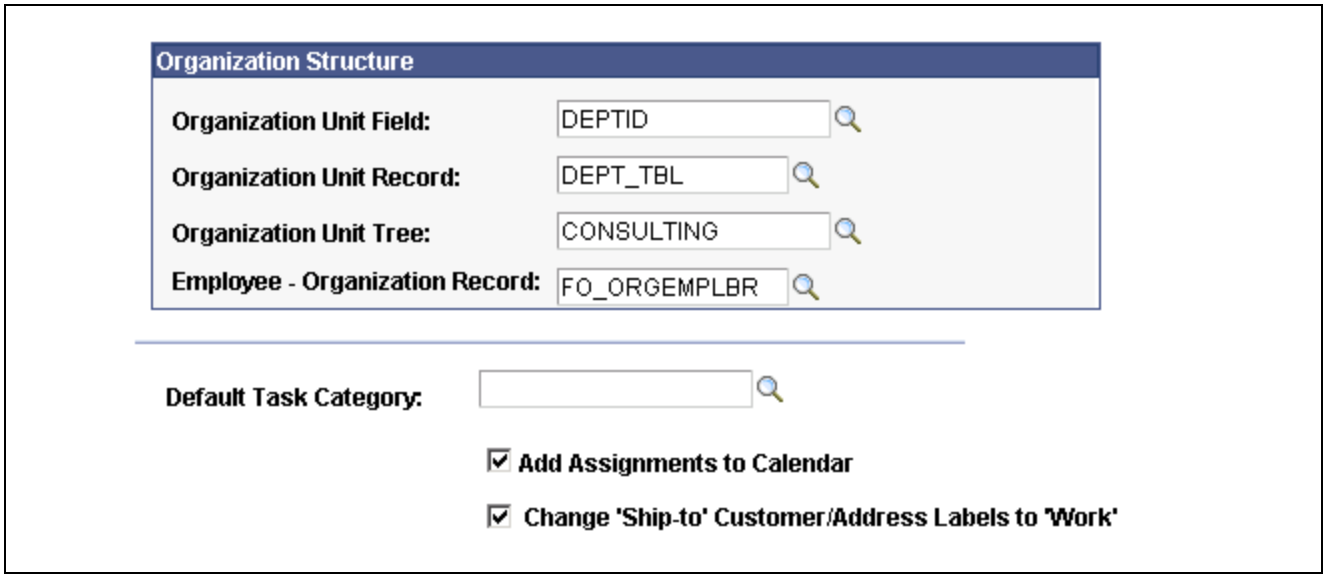
Setting Up Staffing Installation Options

Access the Installation Options - Staffing page.

Note. This page is shared by Staffing Front Office and Pay/Bill Management. Some of the options are common to both applications and some apply only to either Staffing Front Office or Pay/Bill Management.



Installation Options - Staffing page 1 of 2



Installation Options - Staffing page 2 of 2

Review the information in the Installation Options table before completing any transactions in the system. The installation options table is global, not driven by setID. It has only one row of data.

Note. The four organization structure fields are necessary when using Staffing Front Office and when using resource groups to narrow the criteria of PeopleMatch and PeopleSearch. The screen shot shows an example of how to populate these fields using a department tree.

Country Select the default country for Staffing Front Office and Pay/Bill Management. The system uses the entry in this field as a default for formatting addresses on multiple pages throughout these two applications.

Last EmpliD Assigned Enter the last employee ID that was given to an employee when hired into Staffing Front Office. This field is only used when Staffing Front Office is installed but Pay/Bill Management is not. If Pay/Bill Management is installed, a similar field from HRMS is used for this purpose.

Last History ID Assigned Enter the last history ID number used for creating history items in Staffing Front Office.

Last Service Order ID Used Enter the last order ID used to create orders in Staffing Front Office, Pay/Bill Management, and Resource Management. These three applications share the same order tables and follow the same autonumbering logic.

Apply Online

These options appear only when Staffing Front Office is installed. The functionality is not available when only Pay/Bill Management is installed.

Department SetID Enter the default department setID that is to be automatically associated with the candidates who use the Apply Online component. All applicants in the system must have a department. However, this information is not captured in the component used by candidates who use the Apply Online functionality.

Employee Self Service Deptid Enter the default department ID that is to be automatically associated with the candidates who use the Apply Online component. All applicants in the system must have a department. However, this information is not captured in the component used by candidates who use the Apply Online functionality.

Default Attachment Type Select the default attachment type that the system automatically associates with the resumes attached through the Apply Online component.

Additional Job Options

These options apply only when Pay/Bill Management is installed. They enable you to choose to have your system reuse employee job records across different assignments or to always create a new employee job record for each assignment. Even if you decide to reuse job records across assignments, the system still provides the option to power users to force the creation of an additional job for one specific assignment when needed.

When Staffing Front Office is installed but Pay/Bill Management is not, the application will use employee job record number 0 (zero) for all assignments.

Hourly Employees Select the check box to have the system automatically create an additional job for every new assignment for hourly employees. The system attempts to reuse job records unless you select this check box.

Salaried Employees Select the check box to have the system automatically create an additional job for every new assignment for salaried employees. The system attempts to reuse job records unless you select this check box.

Organization Structure

These options apply only when Staffing Front Office is installed. They capture information about the tree used to define resource groups. Resource groups can be used to narrow the search criteria in PeopleMatch and PeopleSearch. You can use a tree by candidate department ID or location code to define resource groups.

Organization Unit Field Enter the name of the field that will be used to join with the tree that defines the resource groups.

Organization Unit Record Enter the table that contains the valid values and descriptions for the organization unit field you entered in the Organization Unit Field field.

Organization Unit Tree Enter the name of the tree to use to define your resource groups.

Employee - Organization Record Enter the record that tracks the organizational unit that the resource belongs to through the specified Organization Unit Field.

Default Task Category Select the task category that the system will use when automatically populating a resource calendar when temporary assignments are created. This option is only used when Staffing Front Office is installed and when the Add Assignments to Calendar check box is selected.

Add Assignments to Calendar Select this check box to populate the resource calendar whenever an assignment is created. This option is only used when Staffing Front Office is installed.

Change 'Ship-to' Customer/Address Labels to 'Work Select this check box to enable the system to change the *ship to* labels to *worksite* for ship-to addresses and ship-to customers within the Customer Information component.

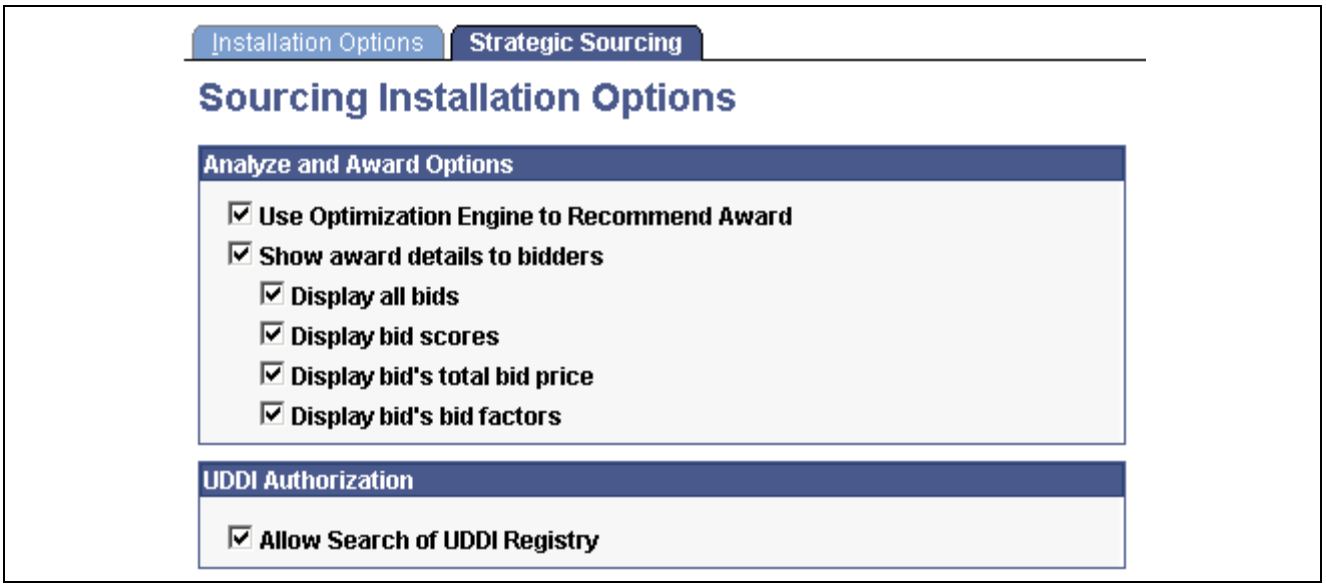
Enabling Multiple Jobs for Staffing Front Office

Access the PeopleTools Options page.

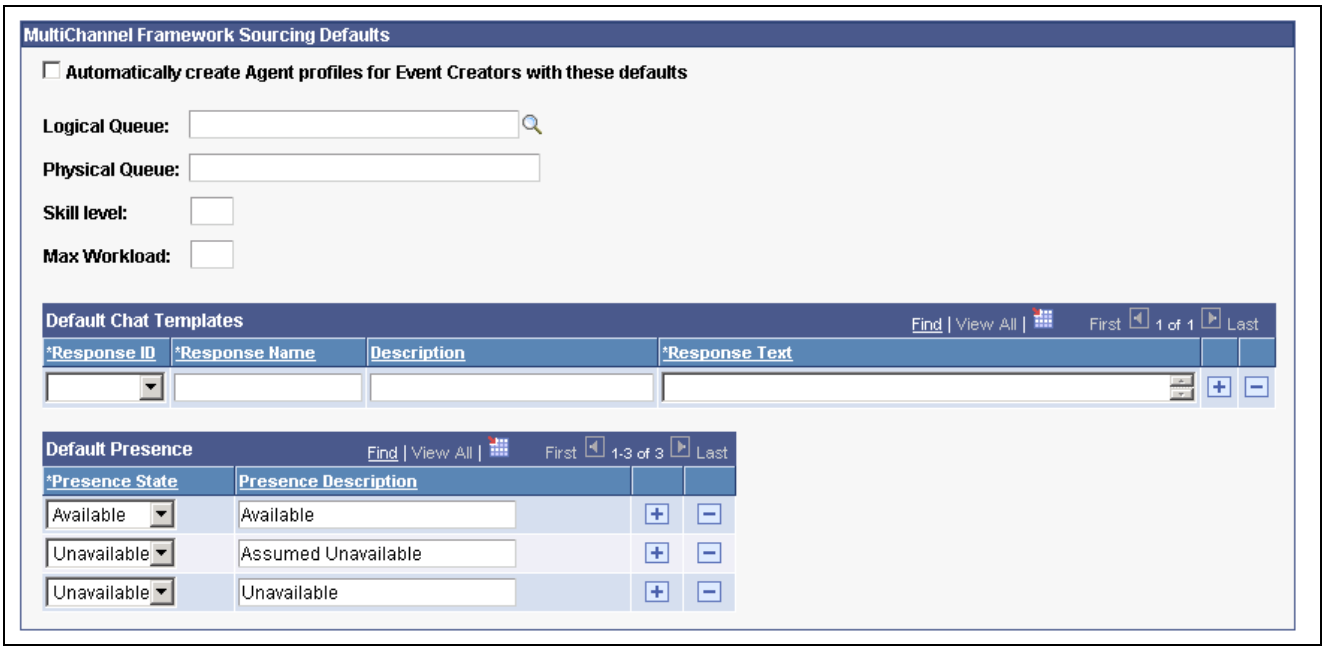
In the General Options group box, select the Multiple Jobs Allowed check box and save the page.

Defining Strategic Sourcing Installation Options

Access the Strategic Sourcing Installation Options page.



Strategic Sourcing Installation Options page (1 of 2)



Strategic Sourcing Installation Options page (2 of 2)

Analyze and Award Options

Use Optimization Engine to Recommend Awards

Select this option if you are using the Strategic Sourcing Optimization engine feature. This feature enables the system to evaluate bids and determine an ideal award allocation. The award recommendation will be based on maximizing the value while adhering to purchasing and company objectives and constraints.

See *PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook*, "Analyzing Bids and Awarding Events".

Show award details to bidders

Select to enable displaying award details to bidders. You can choose to:

- Display all bids

- Display bid scores
- Display bid's total bid price
- Display bid's bid factors

You can override the values set here on the Award Details page for each sourcing event.

UDDI Authorization

Allow Search of UDDI Registry

Select if you are using the UDDI feature. This features enables you to search the (online) UDDI registry to find appropriate suppliers to invite to the bidding process for an event. In addition, this functionality enables event creators to establish relationships with new vendors.

See *PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook*, "Creating Events," Inviting Bidders.

MultiChannel Framework Sourcing Defaults

Automatically create Agent profiles for Event Creators with these defaults

Entering information here enables event creator to chat with bidders using the MultiChannel Framework chat capabilities.

If selected, the system automatically creates users as MCF agents upon posting their first sourcing event. Bidders can then request to chat with the event creator from the bid response pages.

Note. Any defaults set here can be overridden for a selected agent on the MCF Agent setup page (MCF_AGENT_PG) in PeopleTools.

Logical Queue

Complete the MultiChannel Framework default only if you have selected the Automatically create Agent profiles for Event Creators with these defaults check box.

A logical queue is an application-level queue that receives work requests (tasks) relating to an application area, such as chat requests regarding sales information, and routes them to agents capable of handling the work. For example, you might configure a logical queue called *SOURCING* for bidder issues.

Physical Queue

The system randomly selects this queue so that the tasks in a logical queue are distributed by the framework among all available physical queues for scalability. For example, the *SOURCING* queue could be serviced by two MCF clusters across two physical queues: *SOURCING1* and *SOURCING2*.

Skill Level

Specify the minimum agent skill required to handle this task.

The queue server assigns this task type to an available agent with the lowest skill level on that queue greater than or equal to the skill level required by the task.

The minimum value is *0*, and there is no maximum value.

The value specified here can be overridden in the EnQueue() or InitChat() built-in function call.

Maximum Workload Select the maximum load that this agent can be assigned before tasks are held or assigned to other agents. This is a required field.

The cost of each accepted task is added to the agent's current workload. A task is not assigned to an agent if its cost pushes the agent's current workload over the maximum.

Response ID Use to create default chat templates for each agent's profile. Chat templates are used to send responses to bidders. Values include: *Abandon, Accept, Deny, End, Forward,* and *Other*. For each response ID, you can add a response name, response description, and response text.

Presence State Use to define one or more default presence states for each agent's profile. Options include: *Available* and *Unavailable*. Add a presence description that appears when checking to see if an agent is available.

See Also

PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook, "Preparing to Implement PeopleSoft Enterprise Strategic Sourcing," Setting Up Instant Messaging Using MultiChannel Framework

Enterprise PeopleTools PeopleBook: PeopleSoft MultiChannel Framework

Setting Up Supplier Contract Management Installation Options

Access the Supplier Contract Management page.

Use this page to define servers, server paths, compare and render options, verity searching, syndication options, and required approvals.

Server Path

Use this group box to define default server locations for use in the file creation processes within Supplier Contract Management.

Application Server Path Enter the default navigational path to the server on which you create temporary server-side files. Use this application server directory, for example, when generating authored documents. The system generates the temporary document on the application server prior to transferring it to the FTP server. You might want to select a directory such as *c:\temp,* which exists on Windows NT application servers.

Document Compares & Rendering

Use this group box to define default settings when you want to enable server-side Microsoft Word processing. This includes comparisons of the current contract document with a temporarily created version of the same Microsoft Word document. You create the temporary version using the Regenerate or Refresh button on the Document Management page. Also, you can optionally create a Microsoft Word .doc template version of the Extended Markup Language (XML) generated documents to send to suppliers who might be using a version of Microsoft Word prior to Microsoft Word 2003. In each of these cases, system processing must render a Microsoft Word comparison file or a .doc template file for the server.

Enable Compare Functionality Select to enable the document administrator to run a server-side comparison of the current contract against a regenerated version or refreshed version of the contract. The comparison displays the differences and is for information purposes only.

Enable Rendering .doc Select to enable the generation of a document during the dispatch process. You select this check box in case a supplier does not use Microsoft Word 2003 and cannot read .XML version of the file.

Compare/Render Server/Path Enter a path name for the default Windows NT server that will serve as a temporary location for document processing for server-side comparisons and document rendering of .XML. An example of a temporary location might be c:\temp.

Compare/Render Server URL(compare/render server uniform resource locator) Enter a default Windows NT server URL and a port number that define the location of the port where documents are processed on the Windows NT server. You must also have Microsoft Word 2003 installed on the Windows NT server for this function to work properly.

Verity Search

Use this group box to specify Verity index search options. Supplier Contract Management uses Verity searching to perform content searches on elements in the library. For example, you can search clauses and sections, the latest versions contract document content, and transactional-related contract data for purchasing contracts.

Chunk Size Enter the number of returned rows that you want to retrieve and display when you perform a Verity search. If you do not enter a value, the system retrieves 20 rows at a time.

Processing Options

Use this group box to define processing options for syndication and contract documents. Syndication is the exchange of contract information between PeopleSoft contracts and third-party systems. Using syndication, the system publishes contract information from Purchasing contracts to third-party systems. This enables the third-party system to create the contract. Using syndication, the system can also receive and consolidate contract performance information from third-party systems.

The syndicate options control additional information that the system might publish with the contract. Depending on the capabilities of the remote system as well as the consistency of setup data between the two systems, you might not want to syndicate this optional information.

The default value for all check boxes in this group box is cleared.

Allow Contract Syndication Select to indicate that you want to include syndication as part of the contract process. When you select this check box, the system includes the Syndication tab on the Contract Entry page.

If you use contract syndication and the Allow Contract Syndication check box is cleared later, the syndication features appear only for contracts that have already been syndicated. For contracts that have not been syndicated, the system hides the syndication features.

Subscriber Node Select a default node to which contracts can be syndicated. The system cannot syndicate a contract until you define a subscriber node. This subscriber node is supplied as a default value on the supplier contract if Allow Contract Syndication has been selected.

If a node is not defined at the header level, the system generates a message during processing. If you run syndication as a batch process, only those contracts that have nodes defined can be selected for processing.

Syndicate Contract Defaults Select to include purchase order defaults as part of the syndicated contracts. The defaults include header and shipping information, and you click the PO Defaults link on the Contract page to view them.

Syndicate Miscellaneous Charge Select to include miscellaneous charges in the syndicated contract. You can add miscellaneous charges to purchase orders in addition to sales and use taxes and value-added taxes.

Syndicate Milestones Select to include milestone information in syndicated contracts. Milestones are points in a contract cycle, such as a specified period of time or a percentage of contract fulfillment, at which an approval or reevaluation is made by contract participants. Often, partial compensation is linked to a milestone. Supplier Contract Management verifies the release of milestone lines for merchandise amount changes.

Syndicate Shipping Schedules Select to include syndicated shipping schedules in syndicated contract information. The system verifies that the line quantity on the shipping template is greater than the minimum line quantity.

Syndicate Distributions Select to include syndicated distributions in syndicated contract information. During syndication, the system processes distribution percentages and amounts and verifies that the distribution amount does not exceed the contract line amount.

Protect Bind Values in Document When you protect bind values, and the system generates authored documents, Microsoft Word 2003 places a protection tag around each transactional or wizard bind value in the document. This can be useful if you do not want bind values to be readily changed within an authored document, but want them primarily controlled by wizard or transactional changes within the PeopleSoft system. When Microsoft Word protection is in place, bind values cannot be easily changed. Controls for overriding protection exist within Microsoft Word.

Use Track Changes in Word Select to make Track Changes the default option when the system generates documents. If you do not select this check box, users can manually set the Track Changes feature in Microsoft Word.

Log at Document Generation Select the default method by which you want the system to log errors when it generates a contract document. The system provides the value as a default value to document configurators when you first create them. Two levels of logging are available. Select *Details* to indicate that the system should log full error details during the document generation process. Full logging can slow the generation process, but is useful for debugging and testing wizard paths when you create new configurators. Full logging also validates bind variables that the system uses within a configurator and validates the expansion of a configurator by checking rules that are evaluated during document generation.

Select *Log Warnings and Wizard* to log only warnings, such as missing bind values and the summary wizard history for a given document generation. You should use this setting after a configurator is made available for general use.

Approvals Required

Use this group box to define high-level information for supporting collaboration workflow and approvals.

Clause Approval Select to indicate that approvals are required for clauses. When you select this check box, the system enables workflow approvals for clauses. If you

do not select this check box, the person maintaining the clause can set the clause status to approved.

Document Approval Select to indicate that approvals are required for documents. If you select this check box, the system requires the document administrator to submit documents for approval. If you do not select this check box, the document administrator can click the Approve button to approve the document for final dispatch to supplier for signature.

Document Reapproval After Edit Select to indicate that if a document is edited after being approved, it must then be reapproved. Depending on organization internal controls for contract documents, this may or may not be required.

Collaboration Notifications Select the method that the system should use to notify collaborators when they are listed as collaborators in the document collaboration process. Valid Values are:

Email: Select to use an email notice to alert collaborators that a collaboration is waiting for them.

Email and Worklist: Select to notify collaborators using both notification methods.

None: Select to indicate that a notification is not required.

User Preference: Select to use a combination of generic templates, which include user roles and PeopleCode application classes, to notify collaborators for clause and document approvals.

Worklist: Select to use an automated to-do list that routes work items. From the worklist, collaborators can directly access the pages that they need in order to perform the next action for a document, and then return to the worklist for another item.

Collaboration Routing Template Select the generic template that the system should use in routing documents for collaboration. This template controls the format of information for email notifications when the system routes a document for collaboration.

Predefined values are:

CS_ClsRteApproval: Route for Approval

CS_ClsRteReview: Route for Review

CS_ClsApprove: On Final Approve

CS_ClsDeny: On Final Deny

CS_ClsTimeout: On Timeout

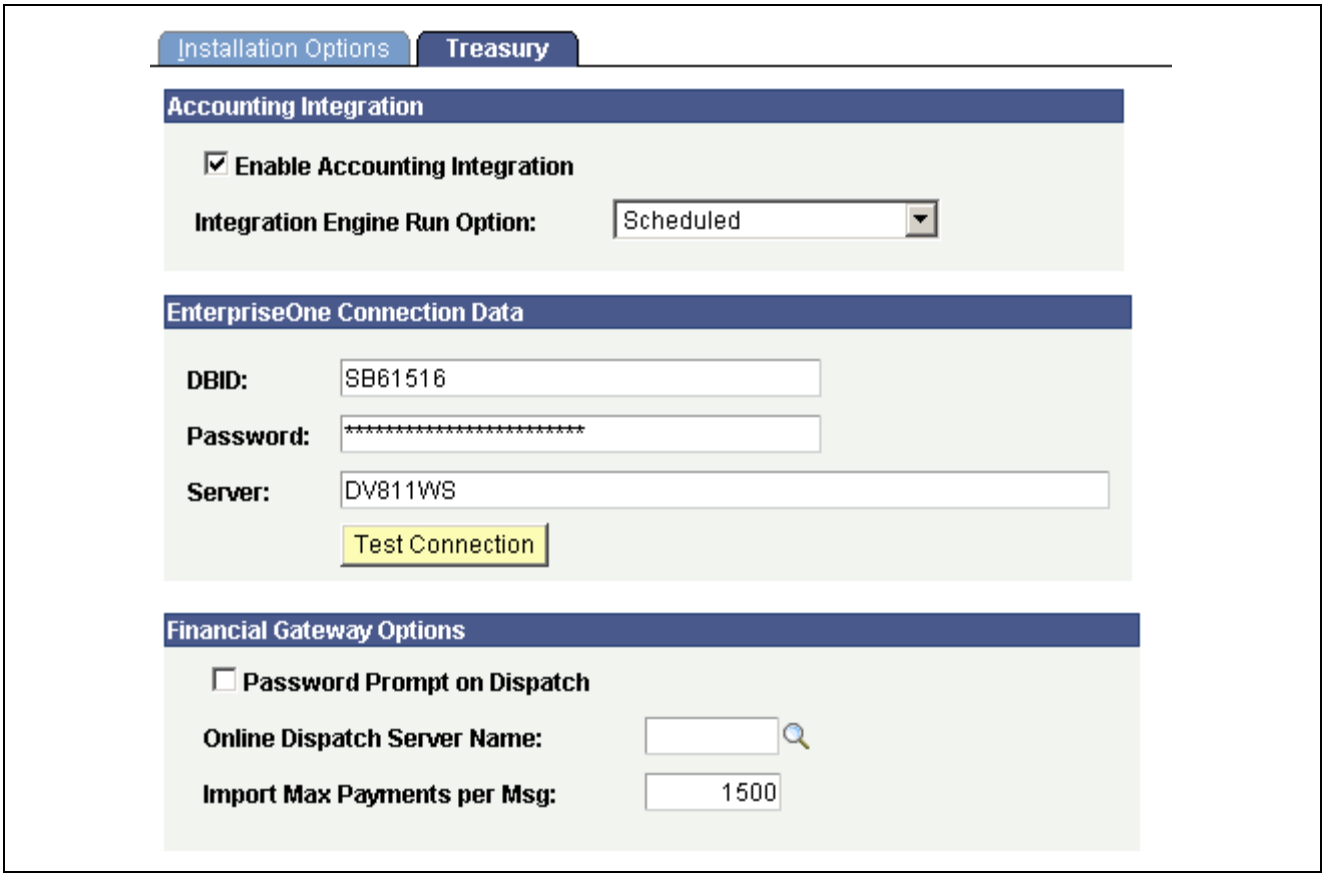
Collaboration Done Template Select the template that the system should use when collaboration has been completed for a document. The template controls the information that appears in the email to the administrator when collaboration is completed.

See Also

PeopleSoft Enterprise Supplier Contract Management 8.9 PeopleBook, "Setting Up PeopleSoft Supplier Contract Management"

Defining Treasury Installation Options

Access the Installation Options - Treasury page.



Installation Options Treasury page

Enable Accounting Integration Select to enable integration of PeopleSoft Enterprise Treasury applications with PeopleSoft EnterpriseOne General Ledger.

Integration Engine Run Option Determines when the Integration Engine process (TR_JRNL_INT) is run. The options are:

- *After Accounting Engine:* The Integration Engine runs immediately after every financial event requiring the Treasury Accounting Application Engine process (TR_ACCTG) to run.
- *Scheduled:* The Integration Engine runs based on the settings of the Process Scheduler.

EnterpriseOne Connection Data

The fields in the EnterpriseOne Connection Data are required only for importing data from EnterpriseOne General Accounting tables for the purpose of generating a cash position worksheet in Enterprise Cash Management.

DBID (Database Identifier) Enter the EnterpriseOne database from which the data is imported.

Password Enter the password required for logging in the EnterpriseOne database specified in the DBID field.

Server	Enter the EnterpriseOne Integration Server.

See *PeopleSoft EnterpriseOne 8.11 SP1 Application Integrations with PeopleSoft Enterprise Applications*

Financial Gateway Options

Password Prompt on Dispatch	Check enable a security measure that requires the user to reenter their password when dispatching payments from the Dispatch Payments page.
Online Dispatch Server Name	Enter the name of the server to run the Dispatch Payment Application Engine process (PMT_DISPATCH). By doing so, Process Scheduler will only run the Dispatch Payment Application Engine process on the server selected rather than the next available server. This option is available to accommodate the transmission of security-sensitive, payment files.
Import Max Payments per Message	Enter the number of payments allowed in a PAYMENT_REQUEST application message passed from source systems, such as Payables, to Financial Gateway. Increasing the number of payments per message requires less messages to be sent, but requires more memory to process—a system limitation that can affect performance. The default value is 1,500 payments per message.

See Also

PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook, "Defining Financial Gateway Integration Options," Registering Source Applications with Financial Gateway

CHAPTER 4

Defining User Preferences

This chapter provides an overview of user preferences and discusses how to:

- Define cross-application user preferences.
- Define application-specific user preferences.

Understanding User Preferences

Before you set up user preferences, you must set up user IDs for those who will define default codes and values. Once you've completed table setup and defined all default values, you use the User Preferences pages to define profiles for your PeopleSoft-system users.

After setting up user preferences, generate the User Preferences report (FIN0006) to display information that includes a listing of the preferences that you have defined for each user.

Defining Cross-Application User Preferences

Use the User Preferences component (OPR_DEFAULT) to define cross-application user preferences. Use the OPR_DEFAULT_FIN component interface to load data into the tables for this component.

This section discusses how to:

- Define overall user preferences.
- Define object linking and embedding (OLE) information.

See Also

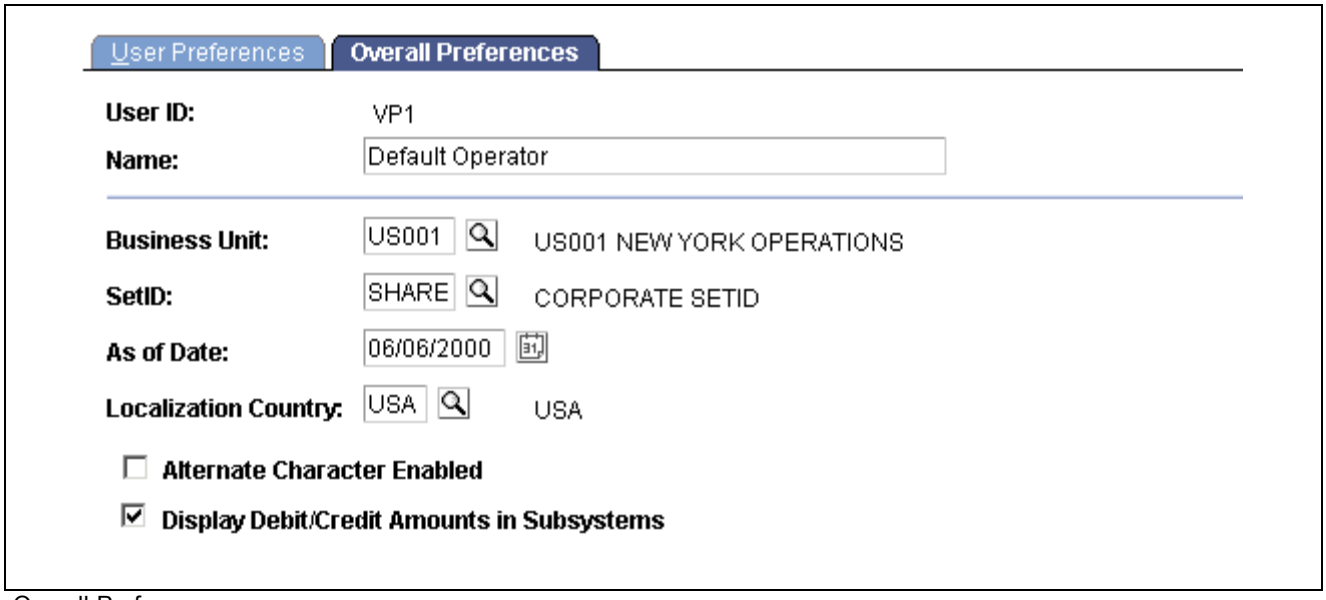
Chapter 17, "Setting Up On-Demand Processing," page 581

Pages Used to Define Cross-Application User Preferences

Page Name	Object Name	Navigation	Usage
Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Overall Preferences	Specify overall default preferences for specific PeopleSoft-system users.
OLE Information (object linking and embedding information)	OPR_DEF_TABLE_OLE1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, OLE Information	Identify the client operating system and the user's web browser.
User Preferences - Process Group	OPR_DEF_TBL_RTM	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Process Group	Specify by source transaction the process groups that a user can use for on-demand processing.

Defining Overall User Preferences

Access the Overall Preferences page.



Overall Preferences page

Business Unit and **SetID** Select values that become the user's default values in business unit and setID search fields.

As of Date Displays the default as-of date for the Combo Edit process.

Localization Country Displays the default localization country for this user ID.

Alternate Character Enabled Select to activate alternate descriptions buttons or links, which appear to the right of fields on many of the application pages. Click a button or link to enter or display alternate characters on the auxiliary page that appears.

Display Debit/Credit Amounts in Subsystems Select to display debit and credit amounts of the default business unit on journal entry and inquiry pages. A subsystem is any PeopleSoft application, such as Payables or Receivables, that contributes entries to General Ledger.

See Also

Chapter 3, "Setting Installation Options for PeopleSoft Applications," Defining Alternate Characters for Language Codes, page 57

Defining OLE Information

Access the OLE Information page.

OLE functionality enables you to store internet addresses with vendor identification information. When using a page that offers web access (such as the Web Sites page in the Vendor Information component), users can click a button or link that activates a web browser to access the vendor's website.

Client Operating System Select the user's operating system.

WWW Browser (World Wide Web browser) Select the user's web browser.

Note. Some browsers don't support an OLE interface that enables this function.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Maintaining Vendor Information," Entering Vendor Contact Information

Defining Process Group Preferences

Access the User Preferences - Process Group page.

See Chapter 17, "Setting Up On-Demand Processing," Defining Process Group Preferences, page 592.

Defining Application-Specific User Preferences

Use the User Preferences component (OPR_DEFAULT) to define application-specific user preferences. Use the OPR_DEFAULT_FIN component interface to load data into the tables for this component.

This section discusses how to:

- Define Asset Management user preferences.
- Define Billing user preferences.
- Define Contracts user preferences.
- Define General Ledger user preferences.
- Define Inventory user preferences.
- Define Lease Administration user preferences for Real Estate Management.
- Define manufacturing user preferences.

- Define sales order user preferences.
- Define pay cycle user preferences.
- Define Supply Planning user preferences.
- Define Project Costing user preferences.
- Define procurement user preferences.
- Define vendor rebate agreement authorization.
- Define Payables user preferences.
- Define receiving user preferences.
- Define requisition user authorizations.
- Define purchase order user authorizations.
- Define document tolerance authorizations.
- Define promotions management user preferences.
- Define Receivables user preferences.
- Define Receivables write-off and discount tolerances.
- Create Strategic Sourcing user preferences.
- Define Staffing general preferences.
- Defining Staffing job data preferences.
- Define Supplier Contract Management user preferences.
- Define Work Management user preferences.

Pages Used to Define Application-Specific User Preferences

Page Name	Object Name	Navigation	Usage
Asset Management	OPR_DEF_TABLE_AM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Asset Management	Establish date default values, transaction loader processing options, table transaction editing options, and property pagelet defaults for a user.
IT Asset Management	OPR_DEF_TABLE_IT1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, IT Asset Management	Define user preferences specific to IT Asset Management.
Billing	OPR_DEF_TABLE_BI1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Billing	Define default user preferences specific to Billing.
Contracts	OPR_DEF_TABLE_CA1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Contracts	Define default user preferences specific to Contracts.

Page Name	Object Name	Navigation	Usage
General Ledger	OPR_DEF_TABLE_GL1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, General Ledger	Set up user defaults for General Ledger.
Inventory	OPR_DEF_TABLE_IN1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Inventory	Define preferences for Inventory users.
Lease Administration	RE_OPR_DFLTS	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Lease Administration	Define default lease administration preferences for Real Estate Management users.
Maintenance Management	OPR_DEF_TABLE_WM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Maintenance Management	Define default maintenance management preferences.
Manufacturing	OPR_DEF_TABLE_MG1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Manufacturing	Maintain the default server by user ID. Configure a default server to run the Update Pick Plan and Automatic Material Release process (SFCONREL).
Orders - Quotations	OPR_DEF_TABLE_OM2	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences	Set up the default business unit for quotation processing pages for a user. You can also specify a beginning sequence code for your quotations.
Orders - RMA (orders - returned material authorizations)	OPR_DEF_TABLE_OM3	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences	Set up defaults for users entering returned material authorizations (RMAs).
Orders - Sales	OPR_DEF_TABLE_OM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Orders - Sales	Set up business-unit, order-source, and order-group defaults for a user who enters sales order information. You can also specify a beginning sequence code for your sales orders.

Page Name	Object Name	Navigation	Usage
Paycycle	OPR_DEF_TBL_PYCYCL	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Paycycle	Define default output destinations for the Pay Cycle Manager and the Express Check Manager components. These default values are not required to perform any pay cycle process.
Planning	OPR_DEF_TABLE_PL1	Setting Up Financials/Supply Chain, Install, Installation Options, Planning	Select a default planning instance. A planning instance is a set of data (business units, items, supplies and demands) constituting the inputs and outputs of a supply plan.
Procurement	OPR_DEF_TABLE_PM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement	Define options and authorizations for procurement users.
Procurement - Contract Process	OPR_DEF_CNTRCT_SEC	Click the Contract Process link on the Procurement page.	Specify the default contract status and authorized actions for a user.
Procurement - Rebate Authorizations	OPR_DEF_VRBT_SEC	Click the Rebate Authorizations link on the Procurement page.	Define rebate manager maintenance authorization and access rights for vendor rebate agreements.
Procurement - Request for Quote Process	OPR_DEF_RFQ_SEC	Click the Request for Quote Process link on the Procurement page.	Specify the default request for quote (RFQ) status and authorized actions for a user, including the ability to select the vendors to which an RFQ is dispatched.
Procurement - Payables Online Vouchering	OPR_DEF_TABLE_AP1	Click the Payables Online Vouchering link on the Procurement page.	Specify user voucher authorities, online voucher processing, and quick invoice configuration options for a user.
Procurement - Voucher Styles	VCHR_AUTHORITY_SEC	Click the Security for Voucher Styles link on the Procurement - Payables page.	Define user authority (security) for each of the voucher styles. Selections determine whether the user has the authority to add or modify different types of vouchers. You must be in the Update/Display mode to select the Allow Claimback Voucher option.

Page Name	Object Name	Navigation	Usage
Procurement - Receiver Setup	OPR_DEF_RECV_SEC	Click the Receiver Setup link on the Procurement page.	Define receiver authorizations.
Procurement - Requisition Authorizations	OPR_REQ_AUTH	Click the Requisition Authorizations link on the Procurement page.	Authorize users to initiate and update requisitions for applicable requesters. Define a user's requisition processing authority in relation to applicable requesters.
Procurement - Purchase Order Authorizations	OPR_PO_AUTH	Click the Purchase Order Authorizations link on the Procurement page.	Authorize users to create and update POs for applicable buyers. Define a user's PO processing authority in relation to applicable buyers.
Procurement - Vendor Processing Authority	OPR_DEF_TABLE_VND1	Click the Vendor Processing Authority link on the Procurement page.	Authorize users to perform vendor maintenance functions (enter, approve, deactivate).
Procurement - Document Tolerance Exceptions Override	OPR_DEF_DOC_TOL	Click the Doc Tolerances link on the Procurement page.	Provide authority to users to override document tolerances.
Project Costing	OPR_DEF_TABLE_PC1	• Project Costing, Maintain Preferences • Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Project Costing	Assign default parameters for transaction processing and set up data entry defaults.
Promotions Management	OPR_DEF_TABLE_TD1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Promotions Management	Define default user preferences for promotions management.
Receivables Data Entry 1	OPR_DEF_TABLE_AR1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Receivables Data Entry 1	Define the default group unit, deposit unit, and address associated with a user.
Receivables Data Entry 2	OPR_DEF_TABLE_AR2	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Receivables Data Entry 2	Specify write-off tolerances and discount tolerances.

Page Name	Object Name	Navigation	Usage
Sourcing	OPR_DEF_TBL_SS	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Strategic Sourcing	Create strategic sourcing user preferences and defaults.
Staffing - General Preferences	OPR_DEF_TABLE_FO1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Click the Staffing - General Preferences link.	Define general user preferences for Staffing Front Office and Pay/Bill Management.
Staffing - Job Data	OPR_DEF_TABLE_FO2	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Click the Staffing - Job Data link.	Define Staffing Front Office and Pay/Bill Management values to default into the Job Data section of the Applicant setup pages.

Defining Asset Management User Preferences

Access the Asset Management page.

Date Default Values

Transaction Date Displays the date on which you acquired a particular asset.

Note. The transaction date must always be less than or equal to the accounting date.

Accounting Date Displays the date on which you want this transaction distributed to your general ledger. The accounting date is validated against the open periods that you establish for Asset Management in the FIN_OPEN_PERIOD table to determine to which period the system posts. The difference between the transaction date and the accounting date determine if any prior period depreciation must be calculated. For example, suppose that a computer was acquired and placed in service on March 15, 2000 but wasn't entered in Asset Management until August 1, 2000. All general ledger periods prior to August are closed. In this case, Asset Management automatically calculates depreciation starting in March and posts it to the general ledger in August.

Auto-Run Transaction Loader

Asset Management Integration Select to add transactions from Maintenance Management to the transaction loader process (AMIF1000).

Impairment Process Select this option to always run impairment processing when running the transaction loader process.

Edit Options for Interface Tables

Edit Financial Information Select the editing options for this user to the asset management financial transaction tables. The available options are:

All: Select this option if this user ID is allowed to make edits to *all* financial transaction table entries.

Date: Select this option if this user ID is allowed to make edits to transaction and accounting dates on the financial transaction table.

None: Select this option if this user ID is not allowed to make any edits to any financial transaction table entries.

Edit Phy A Information Select the editing options for this user to the asset management physical A tables. The available options are:

All: Select this option if this user ID is allowed to make edits to *all* physical A table entries.

None: Select this option if this user ID is not allowed to make any edits to any physical A table entries.

Edit Phy B Information Select the editing options for this user to the asset management physical B tables. The available options are:

All: Select this option if this user ID is allowed to make edits to *all* physical B table entries.

None: Select this option if this user ID is not allowed to make any edits to any physical B table entries.

Note. When the interface status is in the status of *Errored, On Hold,* or *Pending*, the options to edit the transaction tables come into effect. Depending on the load type, some fields may not be editable even when the *All*option has been selected. For example, you cannot enter proceeds or removal costs in an *FAD* transaction since those fields are related to retirements.

Property Pagelets

Business Unit Select the business unit. This user will then have access to property assets from within the selected business unit.

Space Unit of Measure Select the unit of measure to be commonly used by default for this user ID when working with space allocations. The available options are:

Feet

Meters

Property Class Select the property class to be commonly used by default for this user ID when working with property assets. The available options are:

Site

Building

Floor

Area

Space

Defining Billing User Preferences

Access the User Preferences - Billing page.

Note. Before you define user preferences, you must configure your default process scheduler servers.

Server Name Select the server with the default output destination that you want the system to use when you run Billing processes from a button.

Job Run Opt Select a job run option, which determines if multiprocess jobs run with or without the Currency Conversion, Load AR Pending, Pre-load, Load GL Interface, Commitment Control, and Federal Invoice Formats 1080 and 1081 processes, when you initiate multiprocess jobs from a button. Options are:

Print/Load: Select to run all of the processes in a multiprocess job, including Currency Conversion, Load AR, Pre-Load, Load GL, Commitment Control, and Federal Invoice Formats 1080 and 1081.

No Load: Select to run the processes in the job except for the Currency Conversion, Load AR, Pre-load, Load GL, Commitment Control, and Standard Form 1080 and 1081 processes.

Note. The system initiates the Commitment Control process only if commitment control is enabled on the Installation Options - Installed Products page.

The system does not print Federal Invoice Formats 1080 and 1081 for Direct Invoice jobs.

Print Listing Enables the printing of reports produced by the PeopleSoft Billing Load AR, Load GL, and Generate AP Voucher (generate accounts payable voucher) processes, whenever you initiate these processes from a button.

The Load AR, Load GL, and Generate AP processes write summary information to the message log, whether or not the process generates a printed report. On the Message Log page you can view the summary information written to the message log, such as what input parameters were used in a particular process run and how many bills it processed.

You can also review process summary information for the Load AR and Load GL processes on the Load AR Pending Items page, the Accounting Entries By Journal - Accounting Entry page, and Accounting Entries By Invoice - Accounting Entries page.

Web, File, or **Printer** Displays the invoice destination.

Output Destination Specify the path to the file or printer.

Note. The system does not use the billing job defaults when you initiate processes from a process menu. Use the Schedule Process Request page to specify output type and destination.

You can initiate Billing processes from a button in the Bill Entry, Bill Inquire, and Bill Summary components as well as from the Direct Invoice Test page.

Note. If you are running a multiprocess job from a button, you can specify only one output destination for all processes within the job. You cannot vary the output destination for individual processes within a job.

In Inventory, you can initiate Billing processes by clicking a link on the Shipping/Issues Order Summary page. When you initiate the process, you can select process options such as the server name and output destination.

Single Action and Direct Invoicing Alternates

Single Action Invoice and Direct Invoice multiprocess jobs comprise groups of processes that you submit to the server as a unit. Billing delivers an alternate set of corresponding Single Action and Direct Invoicing multiprocess jobs that run only up to invoice printing, enabling you to run the remaining processes at another time.

The alternate set of corresponding Single Action and Direct Invoicing multiprocess jobs do not include the following processes:

- Currency Conversion (BICURCNV).
- Load AR Pending Items (load accounts receivable pending items) (BILDAR01).
- Billing Pre-load (BIPRELD).
- Load GL Interface (load general ledger interface) (BILDGL01).
- Federal Invoice Formats SF1080 and SF1081 Report (BISF108X).
- Commitment Control Budget Processor (FSPKBDP3).

Single Action and Direct Invoice Jobs and Corresponding Alternates

Multiprocess Jobs That Include BICURCNV, BILDAR01, BIPRELD,BILDGL01, FSPKBDP3, and BISF108X	Initiated From	Corresponding Alternate Jobs That Do Not Include BICURCNV, BILDAR01, BIPRELD, BILDGL01, FSPKBDP3, and BISF108X
DIRCTIVC	Shipping/Issues page	DIRCTIV2
BIDIRIVC	Direct Invoice Test page	BIDIRIV2
BIINIU	Shipping/Issues page	BIINIU2
BIJOB03, BIJOB03K	Bill Entry, Bill Inquiry, and Bill Summary pages	BIJOB08

Note. BIJOB03K includes commitment control only if you enabled commitment control at the installation level.

Currency Code Displays the default currency code used when you enter data for functions unrelated to the business unit. These functions include accumulations, billing charge codes, and discount and surcharge IDs.

See Also

PeopleSoft Enterprise Billing 8.9 PeopleBook, "Generating Invoices," Running Single-Action Jobs for Regular and Consolidated Invoices

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Defining Contracts User Preferences

Access the Contracts page.

Note. If you have enabled contract status security, you must define the list of contract statuses to which this user is authorized to set a contract.

Business Unit To minimize data entry on contract processing pages, select the default Contracts business unit that this user will use most frequently.

Beginning Sequence Select the three-character value that the system will use as a prefix for system-generated contract numbers for this user. For example, contracts for the western region might begin with *WES*.

Region Code Select the default region code for setting up new contracts for this user. Contracts uses region codes to enable you to categorize your contracts by region: for example, East, West, North, and South. Region codes in Contracts are informational only.

Contract Status Authorizations Grid

Contract Status If you selected enforce contract status security on the Contracts Definition - BU Definition page, define the list of contract statuses to which this user can change the contract status. If contract status security is enabled, this user is only able to change the contract status to contract status values that you've specified here.

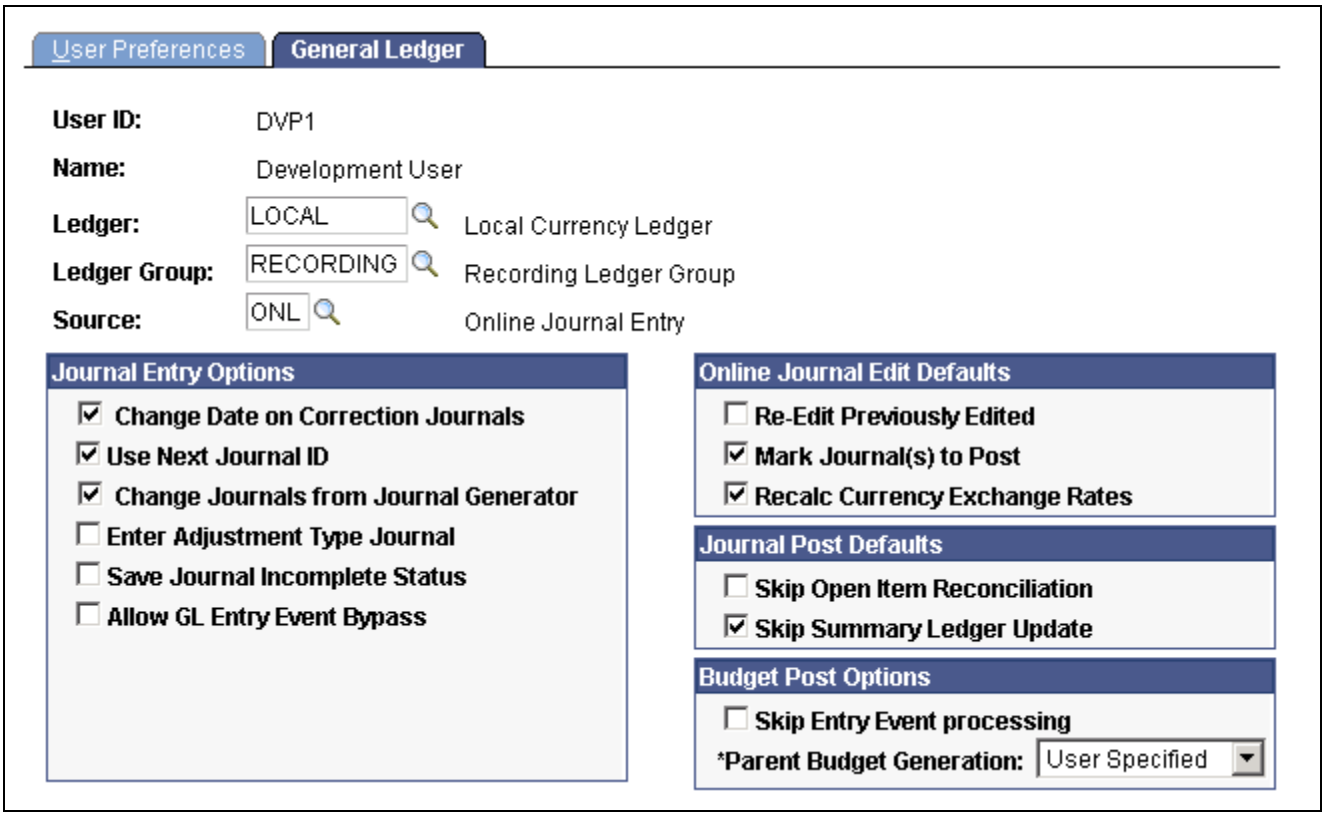
Select the contract statuses to which this user can change a contract.

Processing Status When you select a contract status, the system displays the processing status to which the contract status is mapped.

Description Displays the contract status description.

Defining General Ledger User Preferences

Access the User Preferences - General Ledger page.



User Preferences - General Ledger

Select the ledger, ledger group, and source to be used as defaults for this user.

Journal Entry Options

Change Date on Correction Journals Select to change the journal date in the corrections journal (which is on the Journal Suspense Correction page).

Use Next Journal ID Select to limit this user ID to the *NEXT* journal ID that is automatically entered by the system during online journal entry. If selected, the Journal ID field becomes unavailable to this user ID, and the user cannot manually enter a journal ID.

Change Journals from Journal Generator Select to allow a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process.

Warning! If you select Change Journal from Journal Generator, and then you change the ChartField values and re-edit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supports commitment control, the journal will not be budget checked again even though the ChartField values or the amounts are changed.

Enter Adjustment Type Journal Select to allow a specific user to enter a Book Code adjustment type journal.

Note. This option is used for the Book Code feature, not the Adjusting Entry feature.

Save Journal Incomplete Status When you select this option for a specific user and the user adds a new journal, the selected option appears on the Journal Header page of various journal entry options. This option enables the user to save journal entry transactions with an incomplete status and prevents them from being edited or posted until they are complete.

Note. The option is a default option. When it is cleared, it does not prevent the user from seeing the option on the header, but the user cannot set the default journal header status to incomplete.

Allow GL Entry Event Bypass Select to enable the user to bypass selecting entry events in General Ledger journal entry, even if they are required on the Installation Options - Entry Event page.

Online Journal Edit Defaults

Re-Edit Previously Edited Select to re-edit journals marked as valid. When it is cleared, valid journals are not edited again when you run Journal Edit from the Journal Entry page by clicking the Edit button.

Note. General Ledger uses these defaults whenever you edit journals from the Journal Entry pages by clicking the Edit button.

Mark Journal(s) to Post Select to mark valid journals with a process request status of Post.

Recalc Currency Exchange Rates Select to reprocess foreign currency conversion at the journal line level.

Journal Post Defaults

Skip Open Item Reconciliation Select to bypass open items during the journal post process, allowing you to reconcile the open items at a later time by using the Open Item Maintenance page.

Skip Summary Ledger Update Select to bypass summary ledger updates for this user ID when posting by clicking the post button during online journal entry.

Budget Post Options

Skip Entry Event Processing Select to enable a specific user to post the budget associated with a journal entry or allocation without generating entry events through the Entry Event Processor. This may occur when there is an error in a transaction; however, the entry event processing is correct.

Parent Budget Generation Select to enable a specific user to generate parent budget impacts when posting child budget journals. This option determines how the Generate Parent Budget(s) option in the Commitment Control - Budget Journals - Enter Budget Journals - Budget Header page behaves. Available options are:

- Always Generate: select this option to always generate parent budget impacts. When this option is selected, the Generate Parent Budget(s) option on the Budget Header page is also selected and the field is unavailable and cannot be changed.

- Never Generate: select this option to not generate parent budget impacts. When you select this option, the Generate Parent Budget(s) option on the Budget Header page is cleared and the field is unavailable and cannot be change.
- User Specified: select this option to choose whether to generate parent budget impacts for each budget journal. When you select this option, the Generate Parent Budget(s) option on the Budget Header page is available for you to choose.

See Also

Chapter 14, "Using Journal Generator," Understanding Journal Generator, page 443

Defining Inventory User Preferences

Access the Inventory page.

Order Key Defaults

Enter default values to be used in prompts for the order keys in Inventory.

Demand Source Select a demand source. Options are based on the PeopleSoft applications that you have installed, and can include:

IN: Material stock requests originating in Inventory.

OM: Sales orders originating in Order Management.

PL: Planning requisitions originating in Supply Planning.

PR: Purchasing requisitions originating in Purchasing.

PO: Miscellaneous demands originating either as purchasing requisitions from Purchasing or from various Inventory sources such as external uploads or par location replenishment requests.

RT: Return-to-vendor requests originating in Purchasing.

SF: Production requests from the shop floor, originating in Production Management.

Source Bus Unit (source business unit) The business unit from which the demand originated.

Auto Numbering

MSR Beginning Sequence and **Receiver Beginning Sequence** Enter values if you plan to use automatic numbering to manage your stock requests and item numbers.

Putaway Default

Flag Items for Auto-Putaway Select to use the auto-putaway function provided with Inventory.

Schedule Process Defaults

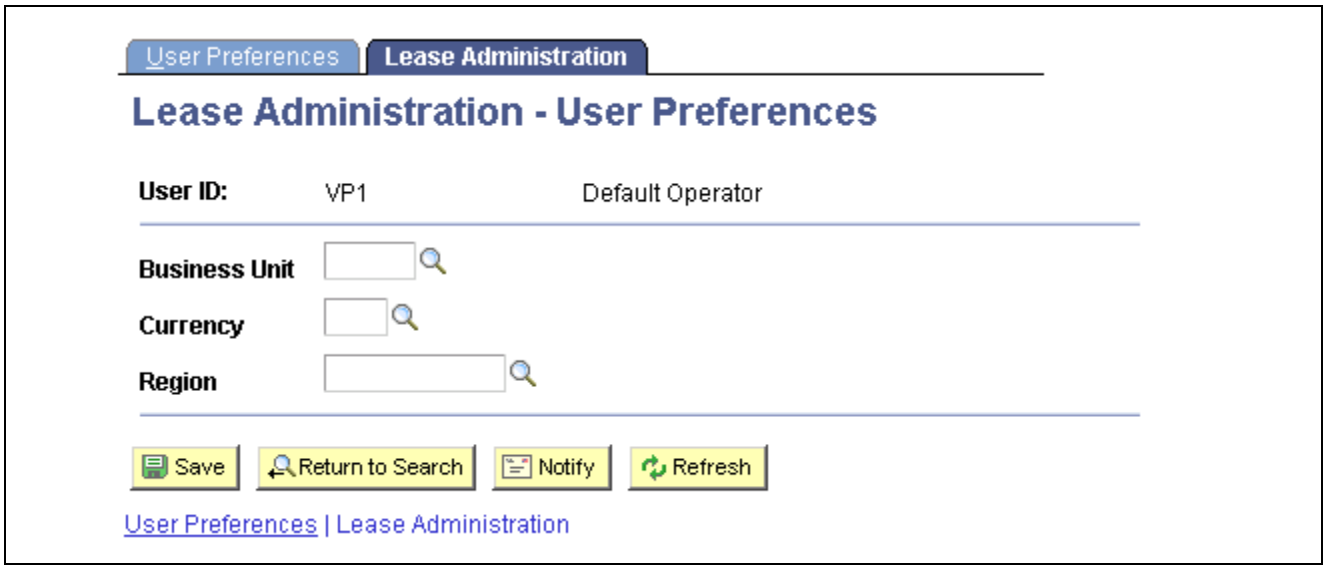
Server Name The default server used when processes are initiated automatically from Inventory pages instead of through Process Scheduler.

See Also

PeopleSoft Enterprise Inventory 8.9 PeopleBook, "Receiving and Putting Away Stock," Understanding Receiving and Putaway Processing

Defining Lease Administration User Preferences

Access the Lease Administration page.



Lease Administration – User Preferences page

Information that you enter on this page applies solely to the specific user ID that is identified at the top of the page. You can select default values to help minimize data entry.

Business Unit Select the business unit to which you want the system to default when creating leases and viewing pagelets.

Currency Select the currency to which you want the system to default when creating leases and viewing pagelets.

Region Select the region to which you want the system to default when creating new leases and viewing pagelets.

Defining Manufacturing User Preferences

Access the Manufacturing page.

Server Name Select a default server to run the Update Pick Plan and Material Release process (SFCONREL). This process can be run only on a server. When you review the production pick plan, you may optionally release the material once you've confirmed the pick plan.

See Also

PeopleSoft Enterprise Manufacturing 8.9 PeopleBook, "Issuing Material to Production," Creating and Processing Picking Plans

PeopleSoft Enterprise Manufacturing 8.9 PeopleBook, "Issuing Material to Production," Updating Pick Batches

Defining Sales Order User Preferences

Access the Orders - Sales page.

Order Defaults

Select options to default to the sales order for the user Id.

Order Management BU (order management business unit) — Specify the business unit to default on the sales order.

Default Order Source Code — Specify the source of the order for the user.

Beginning Sequence — Select the default prefix for the sale order number.

Default Order Quantity — Specify the order quantity to default to the sales order.

Ship From INV BU ship from inventory business unit) — Select the Inventory Business Unit where the order will typically be picked up. This option is used in the counter sales environment where the customer will come to the location and take the order with them.

Cash Drawer ID — Select the cash drawer that the user will be using.

Price Adjustment Reason — Select a reason code for price adjustments. This option is used for margin adjustments to default a reason code so the user doesn't have to enter a code for each product that is adjusted.

Order Owner — Select the owner for the order. The field is used for counter sales.

Sales Order Display

This section discusses how information is initially displayed during sales order entry based on the default that is for the business unit.

Customer Address — *Init:* (initial): Display the customer address on the Order Header Page only when entering a new order header or displaying an existing order header from the add/search page.

Header Summary, Header Information Area, Purchase History Area, Price Summary Area, Order Summary, margin Adjustments, Line Express Entry Tab, Bill To Area, Bill-to Customer Options, Sold To Area, Sold-To Customer Options, Ship To Area, Ship-to Customer Options, Line Filter, Line Actions

Select to move by default the display of information in the designated areas of the Order Entry Form page. During order entry, you can open or close the area as needed. Options are:

Collapsed: The section appears in a collapsed mode.

Default: The Header Summary, Header Information Area, Price Summary,Order Summary, Line Express Entry Tab, Bill to Area, Sold To Area, Ship To Area and Line Actions appear in the open mode. The Purchase History Area, Margin Adjustments, Bill-to Customer Options, Sold-To Customer Options, Ship-to Customer Options, and Line Filter appear in the collapsed mode.

Open: The section appears in an open mode.

Defining Pay Cycle User Preferences

Access the PayCycle page.

Output Destination

Server File Destination Enter a default output destination for files. When specifying the server file destination, a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path followed by a backslash (for example: C:\TEMP\).

Server Destination Printer Enter a default output destination printer.

Server Select a server.

Email ID Specify a recipient email address for payment error notifications. This field is limited to 70 characters.

You can enter multiple email addresses, separated by a comma (,). This is helpful in the following situations:

- When multiple users share the same user ID.
- When a single user has multiple email addresses.

Note. If these default values are not specified, the output destination will be required to be entered for every SQR and Crystal Report process initiated from the Pay Cycle Manager and Express Check components.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Pay Cycles”

Defining Supply Planning User Preferences

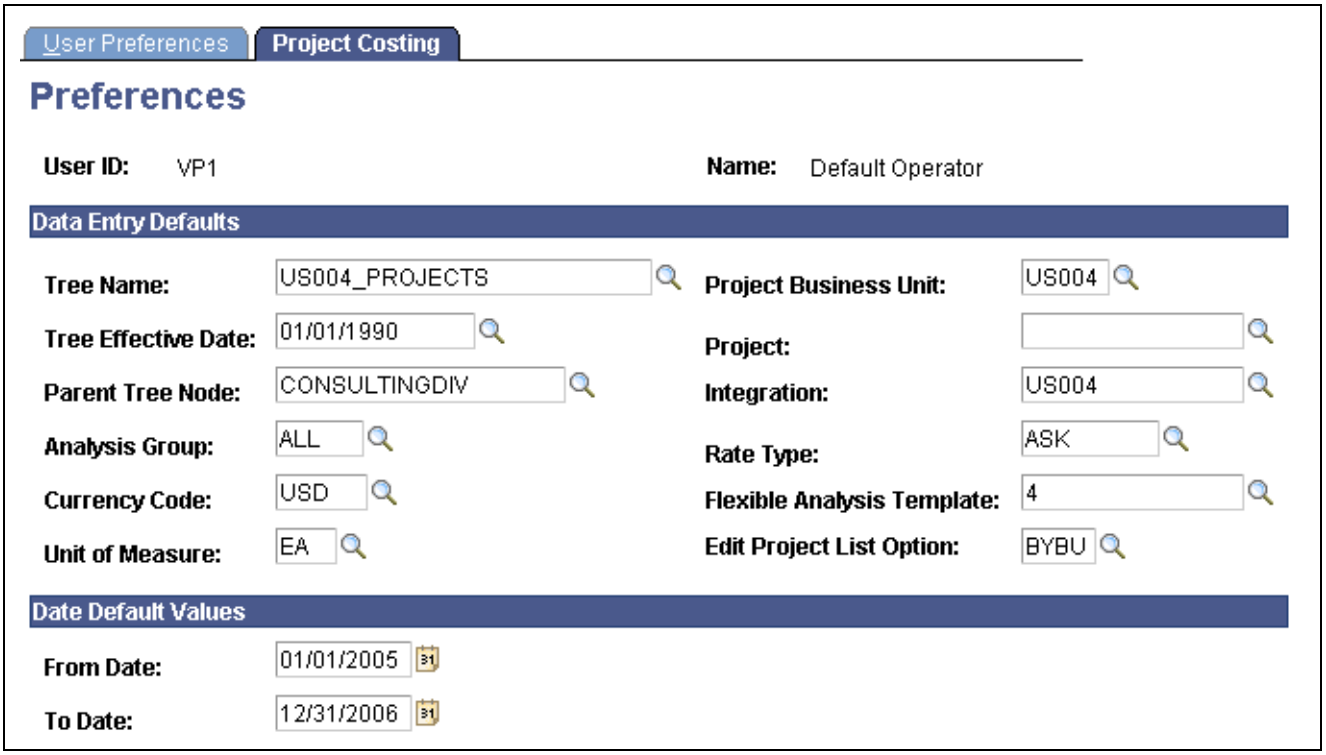
Access the Planning page.

Default Planning Instance Displays the default planning instance for the user. A planning instance is a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

Order Key Separator Displays a character used by the system to format the display for a single field that contains a line, schedule, and kit number for sales orders and quotes in Supply Planning grids.

Defining Project Costing User Preferences

Access the User Preferences - Project Costing page.



User Preferences - Project Costing page

Information that you enter on this page applies solely to the specific user ID that is identified at the top of the page. You can select default values to help minimize data entry.

Data Entry Default Values

Tree Name, Tree Effective Date, and **Parent Tree Node** Enter values that appear by default when you assign projects to trees.

Project Business Unit Enter a value that appears by default in project business unit search fields within the Project Costing application.

Project Enter a value that appears by default in project search fields.

Integration Enter the integration template that appears by default in the Integration field on the Project Definitions - General Information page when you create projects.

Analysis Group Enter a value that appears by default when you search for transactions on the Transaction List page.

Rate Type Enter the default conversion rate that the system uses when you add transactions by using the Add Transactions page and the business unit's incoming transaction rate type is *Source*.

Currency Code Enter a value that appears by default in the Source Currency field when you add transactions by using the Add Transactions page.

Flexible Analysis Template Select the default template that specifies how flexible analysis data appears on the Flexible Analysis page.

Edit Project List Option Select an option to specify how projects appear for selection on the My Projects page. Available options are:

BYBU: By business unit.

BYTR: By project tree.

Date Default Values

From Date and **To Date** Enter a date range that appears by default when you search for transactions.

Defining Procurement User Preferences

Access the Procurement page.

Location Enter the default location where requested items should be delivered once they are received from the vendor.

Origin Enter the default origin of this user's POs. The origin is used for reporting purposes.

Requester Enter the name of the requester for whom this user will be authorized to enter requisitions.

Buyer Enter the name of the buyer for whom this user will be authorized to enter POs.

Defining Vendor Rebate Agreement Authorization

Access the Procurement - Rebate Authorization page.

Rebate Agreement Defaults

Rebate Agreement Status Select the default status for the rebate manager when creating vendor rebate agreements. Statuses are: *Approved* or *Open.*

Allowed Rebate Agreement Actions

Select the check box next to the specific actions you want the rebate manager to have.

Rebate Manager Access

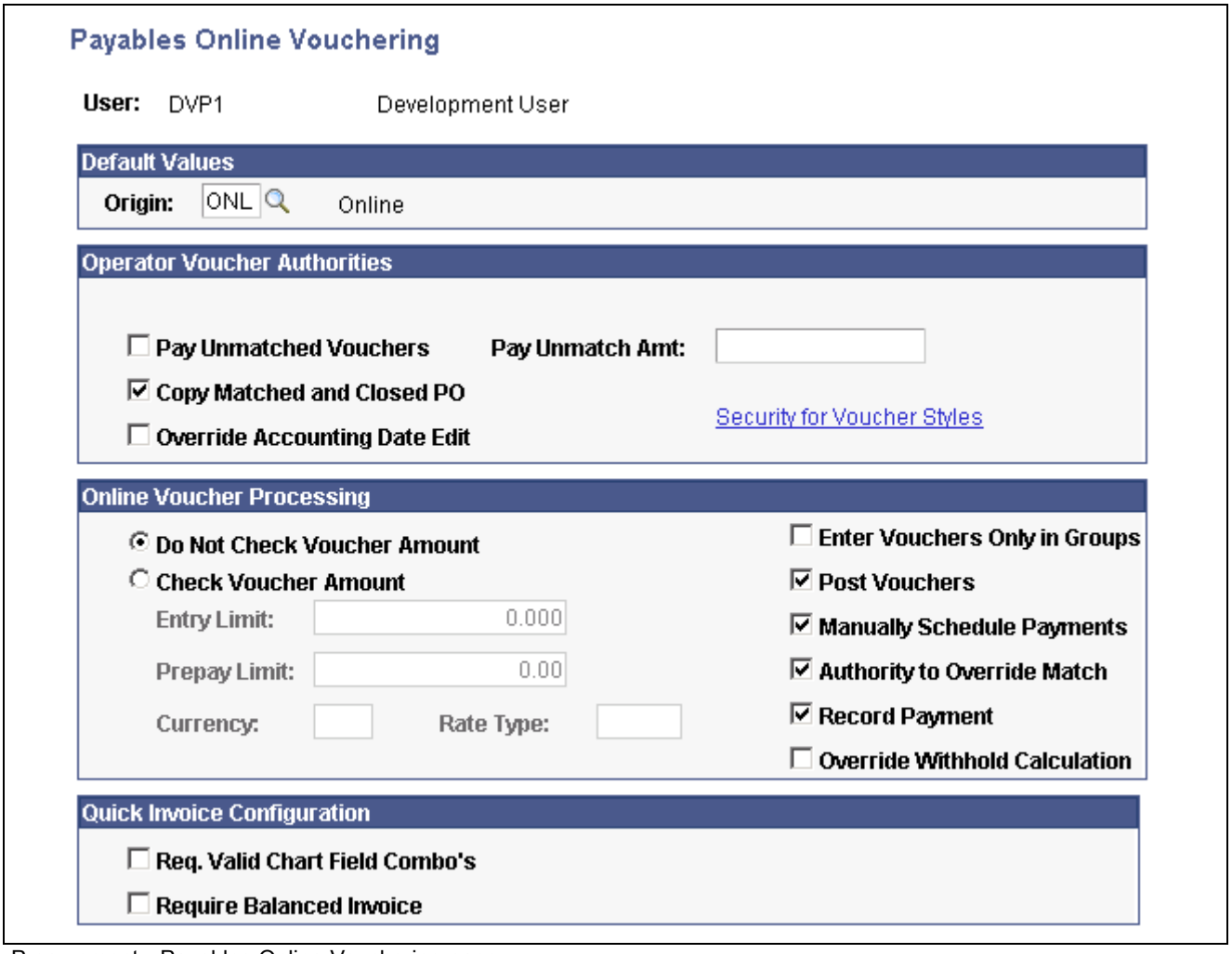
Unrestricted Rebate Manager This field is clear by default. Select this check box if you want this rebate manager to have unrestricted access to all vendor rebate agreements. This manager can view, modify (perform all the actions checked), process, and analyze all vendor rebate agreements.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Vendor Rebate Agreements"

Defining Payables User Preferences

Access the Procurement - Payables Online Vouchering page.



Procurement - Payables Online Vouchering page

Origin

Select the voucher origin for this user. The system tags all vouchers entered by this user with this origin, and uses the processing settings for this origin when it processes the voucher.

Pay Unmatched Vouchers and **Pay Unmatch Amt** (pay unmatched amount)

Select this option to give users the authority to pay vouchers that have not been matched up to the maximum amount specified in the pay unmatched amount field. Authorized users must select the Pay UnMatched Voucher check box on the Voucher Attributes page in the Voucher component, and the voucher will be picked up by the Pay Cycle process.

Note. If you select the Pay Unmatched Voucher option, vouchers with the following match statuses (MATCH_STATUS_VCHR) are available for payment: *T* (ready), *E* (exception), *D* (dispute), *O* (overridden), and *C* (credit note).

If you do not select the Pay Unmatched Voucher option, only vouchers with the match status of *M* (matched) or *N* (no match) are available for payment.

Copy Matched and Closed PO (copy matched and closed purchase orders)

Select to enable the user to copy matched and closed POs.

Note. If this option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line copies with both the amount and the quantity at zero.

Override Accounting Date Edit

Select to enable the user to override the accounting date edit option on the Procurement Control - General Controls page.

Security for Voucher Styles

Click to access the Voucher Styles page, where you can define the user authority for each of the voucher styles by selecting the appropriate check boxes.

Do Not Check Voucher Amount and **Check Voucher Amount**

Select one of these options to determine if the system performs an edit during online voucher entry against the voucher gross amount.

Entry Limit

If you selected Check Voucher Amount, specify the voucher entry limit amount for this user. When you specify the entry limit, you must also specify its currency and a rate type.

Prepay Limit

If this user has the authority to prepay vouchers, you can specify a maximum amount for each prepayment that the user can enter. You must also specify a currency and a rate type for the prepayment.

Currency

Specify a currency for the entry limit or prepay limit amount.

Rate Type

Specify a rate type for conversion to the transaction currency entered on the voucher.

Enter Vouchers Only in Groups

Select to enable the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page.

Post Vouchers

Select to enable the user to post approved vouchers.

Manually Schedule Payments

Select to enable the user to schedule payments manually, overriding the system's automatic payment scheduling. If you do not select this option, the user is unable to modify any of the scheduled payment information on the Voucher - Payments page.

Authority to Override Match

Select to enable the user to override the match status of a voucher. If the voucher requires matching, the user has the authority to change the voucher match status to *Not Applicable.*

In addition, if the Matching Application Engine process (AP_MATCH_ has been run but the process encountered match exceptions or errors, the user can override the match exceptions. Once the exceptions are overridden, the user can rerun the Matching process; the Matching process updates the voucher match status to *Matched.*

Note. The Matching process still generates workflow notifications for exceptions to the user even if the Authority to Override Match option is not selected. However, the user is not able to override the match status.

Record Payment Select to enable the user to manually record payments for a voucher. When this option is cleared, the user is unable to specify *Record* as a payment action on the Payments page of the Voucher component.

Note. You must also select the Manually Schedule Payments option to be able to record payments for a voucher.

Override Withhold Calculation Select to enable the user to override the timing of the withholding calculation on the Withholding page of the Voucher component. Withholding calculation can be at payment time or voucher posting time based on the withholding entity setting.

Req. Valid Chart Field Combo's(require valid ChartField combinations) Select this check box for the system to automatically validate ChartField combinations on Quick Invoice vouchers. If the ChartFields are invalid, the system prevents the user from saving the voucher.

Require Balanced Invoice Select this check box for the system to automatically perform balancing algorithms on Quick Invoice vouchers. If the vouchers are out of balance, the system prevents the user from saving the voucher.

The AP Operator Profile report (APY0003) displays accounts payable user defaults by setID.

See Also

Appendix A, "Application Fundamentals Reports," page 597

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Organizing Vouchers with Origins and Control Groups," Defining Voucher Origins

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Business Units," Selecting General Controls

Defining Receiving User Preferences

Access the Procurement - Receiver Setup page.

Change Non PO Receipt Price (change non purchase order receipt price) Select this check box to enable the user to change the receipt price for an item on a non purchase order receipt.

Interface Receipt Select to automate the passing of inventory and asset information through the Receiver Interface Push process (PO_RECVPUSH).

Blind Receiving Only Select to prevent the receiver from seeing the order quantity or the remaining quantity from the purchase order. The receiver needs to count the items before entering the quantity received. When you select this check box, the No Order Qty, Ordered Qty, and PO Remaining Qty check boxes are cleared.

No Order Qty (no order quantity) Select to prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity received by doing a live count of the items.

Ordered Qty (ordered quantity) Select to use the purchase order quantity as the default quantity received.

PO Remaining Qty (purchase order remaining quantity) — Select to use the remaining quantity (original order quantity – previously received quantities) on the purchase order as the default quantity received.

Receiving Business Unit — Select the user's default receiving business unit. This business unit can be overridden during the receiving process so that you can receive goods into any valid Purchasing business unit.

Days +/- Today — Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when selecting purchase order schedules against which to receive.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments," Receiving Non-Purchase Order Items

Defining Requisition User Authorizations

Access the Procurement - Requisition Authorizations page.

Can Work Approved Reqs (can work approved requisitions) — Select to enable a user to change a requisition that has already been approved.

Full Auth for All Requesters (full authority for all requesters) — Select to give the user authority to add, update, cancel, delete, and close requisitions for all requesters. If you select this option, you don't need to configure the rest of this page.

Override Preferred Vendor — Select to enable a user to change the default vendor on a requisition line. If this authority is not selected, the user is unable to manually suggest a vendor.

Override RFQ Required Rule Flag — Select to enable a user to override the RFQ Required Rule option previously specified for a requisition in the requisition component.

View/Override VAT Details (view or override value-added tax details) — Select to view and override VAT details within the requisition component.

Requesters User Authorization

Requesters User Auth For (requesters user authority for) — Requesters for whom this user can work requisitions. Select the requester that you want to designate as the user's default requester by selecting the check box to the left of the requester's name.

Add, Update, Cancel, Delete, Close — Select to enable the user to add, update, cancel, delete, and close requisitions for this requester.

Defining Purchase Order User Authorizations

Access the Procurement - Purchase Order Authorizations page.

Allowed Purchase Order Actions

Can Work Approved POs (can work approved purchase orders) — Select to enable a user to change a purchase order that has already been approved or dispatched.

Full Authority for All Buyers — Select to give the user authority to add, update, cancel, delete, and close purchase orders for all buyers. If you select this option, you don't need to configure the rest of the page.

Rebate ID Security Control — Select the vendor rebate agreement security control option for purchase orders. Options are:

- *Hidden:* Vendor rebate agreement fields are hidden from this user when maintaining purchase orders.
- *Update:* Vendor rebate agreement fields can be updated by this user when maintaining purchase orders.
- *View Only:* Vendor rebate agreement fields are only able to be viewed by this user when maintaining purchase orders.

Buyers User Authorization

Buyers User Authorized For — Select the buyers for whom this user can enter purchase orders.

Add, Update, Cancel, Delete, Close — Select to enable the user to add, update, cancel, delete, or close requisitions for this buyer.

Defining Document Tolerance Authorizations

Access the Procurement - Document Tolerance Exceptions Override Authorization page.

Override Purchase Order to Requisition Exceptions — Enables you to override document tolerance exceptions generated when an encumbrance exceeds the pre-encumbrance during document tolerance checking.

Override Voucher to Purchase Order Exceptions — Enables you to override document tolerance exceptions generated when an expenditure exceeds the encumbrance during document tolerance checking.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Defining Procurement Options," Defining Document Tolerances

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running Document Tolerances"

Defining Promotions Management User Preferences

Access the Promotions Management page.

Bank SetID, Bank Code, and **Bank Account** — Select the values to use as defaults in the payments process. When you create a claim with a payment method of field draft, the system provides the bank code and bank account values defined here. (You can override these values.)

You then use the payment interface to send this claim to Payables, and the system creates a voucher or payment.

National Allowance Prefix, Promotions Prefix, and **Claims Prefix** — Select the prefixes. The system uses these prefixes in the automatic numbering process when creating national allowances or customer promotions or when processing claims. You create the prefix values when you define number types on the Automatic Numbering page. When you create the claim number type, you are creating the values for the claims prefix. The values for the national allowance prefix and promotions prefix are tied to the promotion code number type.

View Product Cost? — Select to enable the user to view product cost details in PeopleSoft Promotions Management. If you have access to view product cost details, you can consider this data as a determining factor in analyzing planned vs. actual customer promotion metrics.

See Also

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering, page 24

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Banks"

PeopleSoft Enterprise Promotions Management 8.9 PeopleBook, "Processing Payments for Promotional Activity"

Defining Receivables User Preferences

Access the Receivables Data Entry 1 page.

Group Unit and **Deposit Unit** — Enter values that become the user's default values for business units. Although the user can override these default values, you can minimize data entry by entering the user's most frequently used business unit. The system uses the group unit and deposit unit as the default business unit for online pending groups, deposits, and worksheets.

Use the address fields to store addresses for follow-up letters. The address information that you enter on this page is not validated against any table.

Defining Receivables Write-off and Discount Tolerances

Access the Receivables Data Entry 2 page.

Payment Worksheet

Enter the write-off tolerances and discount tolerances for the payment worksheet.

Discount Tolerance — Enter the percent and amount used to calculate the discount tolerance. These tolerances enable the user to enter an unearned discount amount that is less than or equal to the value that you enter. Enter the additional percentage that the user can add to the payment terms.

For example, if an item is 700.00 and the discount terms are 2 percent for 10/Net30, the normal discount would be 14.00. If you enter *10* in the percent field, the user can take up to an additional 10 percent of the discount amount,

which is 1.40. The total discount would be 15.40. However, the total discount can never be more than the value in the amount field.

Underpayment Write-Off and **Overpayment Write-Off** — Enter the percent and amount that defines the maximum write-off for underpayments and overpayments. These values apply only to automatic write-offs. These values do not apply to standalone overpayments or underpayments. The user can enter an adjustment below the amount as long as the amount does not exceed the percentage of the payment.

Item Write-Off — Enter the highest amount that this user can write off when the user writes off an amount for an individual item on a payment worksheet.

Maintenance Worksheet

Enter the write-off tolerances for the maintenance worksheet.

Warning! If you do not define write-off tolerances for the user, the system uses zero for the user's write-off tolerances, and the user cannot write off items.

Max Write Off (maximum write-off) — Enter the maximum amount that the user can write off for either an individual item or for the remaining balance for a normal group or match group. The user can write off an amount below the maximum amount as long as it does not exceed the percentage of the original amount for the item. For example, if you enter an amount of *25.00,* the user can write off amounts up to 25.00. However, if you enter a maximum write-off percentage of 10 percent, and the total original amount of a item is 240.00, the user cannot write off more than 24.00.

For no limit, enter all *9s*.

Max Refund (maximum refund) — Enter the maximum refund amount that a user can create.

Write-off Days — Enter the minimum age of an item before a user can write it off on the maintenance worksheet. For no limit, enter *0*.

Max WO Percent (maximum write-off percent) — Enter the maximum percentage of an item that this user can write off. For no limit, enter *100*.

Override Write off Tolerance — Select to enable the user to write off items or amounts that do not meet the write-off tolerances defined for either the business unit, customer, or entry reason as long as the write-off meets the user's write-off tolerances. If the user's write-off action exceeds the tolerances in the business unit, customer, or entry reason levels, the system issues only a warning.

Currency Precision

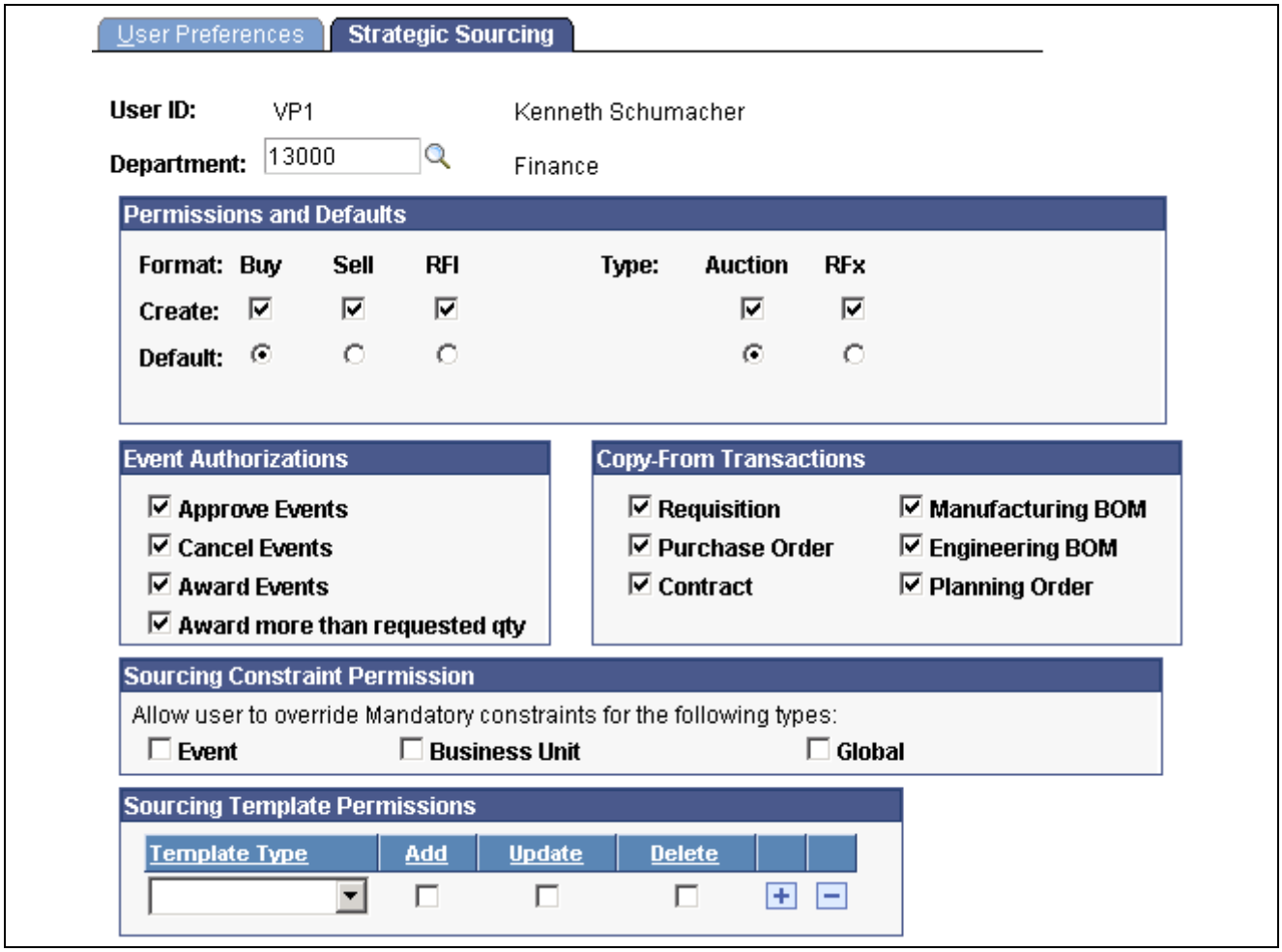
Format Currency — Enter the currency for the write-off tolerance amounts for conversion purposes. The system uses this currency to calculate the tolerance amounts for an item.

See Also

PeopleSoft Enterprise Receivables 8.9 PeopleBook, "Maintaining Customer Account Balances," Write-off Tolerances

Defining Strategic Sourcing User Preferences

Access the Strategic Sourcing page.



Strategic Sourcing page

Permissions and Defaults Set up the formats and types of events that the user can create and that are defaults. You can give the user permission to create buy, sell, or RFI events of auction or RFx types.

Event Authorizations Select the event actions authorized for the selected user ID so that the user can approve, cancel, award events, or award more than the requested quantity.

Note. If you are integrating with Purchasing, you must have the authority to enter and approve vendors using the Procurement User Preferences - Vendor Processing Authority page. Selecting the option to award events here does not mean that you have access to Purchasing vendor pages but enables you to actually post an award on the Award Details page. Also, you must have the authority to create POs and contracts in Purchasing to award events to a PO or contract.

Copy-From Transactions You can use requisitions, manufacturing BOMs, POs, engineering BOMs, contracts, or planning orders as the basis of Strategic Sourcing events. While

creating events, you can copy from any transactions that are selected on the user preferences page.

Sourcing Constraint Permission

Select the constraint types that you want to allow overwriting of default mandatory constraints:

- Event
- Business Unit
- Global

During the posting of the award, the system will check the user's permissions. If one or more defaulted mandatory constraints have been violated, the following will occur:

- If you have the authority to override a mandatory constraint, you will receive a warning that the constraint has been violated.

  You can then choose to cancel or proceed with the award.

- If you do not have the authority to override a mandatory constraint, you will receive an error that the constraint has been violated.

  You will not be able to post the award.

Note. If you manually add a mandatory constraint to an event, the system does not prevent you from posting an award if that constraint was violated. Only *mandatory* constraints are passed as default constraints onto an event. These mandatory constraints are based on the defaulting rules, and the system checks to determine whether the award can proceed.

See *PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook*, "Creating Global Policies and Constraints".

Template Type

Select the sourcing template type to enable for the selected user ID. Values are:

- *Business Unit:* User will have access to all sourcing business unit templates created for the user's default business unit.
- *Department:* User will have access to all sourcing department templates created for the user's specified department ID.
- *Personal:* User will have access to all sourcing personal templates created by that user.

Select the appropriate check box to give the user access to Add, Update, or Delete templates.

See Also

PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook, "Creating Events"

PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook, "Creating Events," Copying Events from Other Transactions

Defining Staffing General Preferences

Access the Staffing - General Preferences page.

Branch Enter the staffing branch to be associated with the user ID.

As of Date This date is used on some reports to populate the *$AsOfDate* variable.

Currency Code Select the initial or default value for the currency to which you want the system to default in the applicant setup pages.

National ID Type Select a default format for the applicant and employee pages to track a person's tax identification number, such as social security number or social insurance number.

Show Completed Agenda Items This option applies only when Staffing Front Office is installed. Select to indicate that the completed items appear initially in the agenda pages.

Order Approval Security This option indicates whether a user can save orders with a status of *Approved.* When this check box is not selected, users can only save orders with a status of *Pending Approval.* Orders pending approval can only be saved with a status of *Draft* and cannot have assignments created. Consider using this feature with the order customer self-service component. For example, you may want to not give order approval access to the user IDs granted to your customers.

Defining Job Data Preferences

Access the Staffing - Job Data page.

Email and Phone

Email Type Select *Business, Campus, Dorm, Home,* or *Other* to indicate which email address type to default when adding applicants to the system.

Phone Type Select a type, such as *Business, FAX,* or *Main,* to indicate the preferred phone number type to default when adding applicants to the system.

Job Information

The field values below will be used as defaults when adding applicants to the system. Users will have the option to override or keep these default values. Once the applicant is hired, if Pay/Bill Management is installed, these field values will be used to create the employee job record in HRMS, driving the process by which the employee should be paid.

Company Enter a default value for the company to be associated with the applicants that you add to the system. The company is the employer or legal entity who hires the employee.

Pay Group Enter a default value for the Payroll for North America pay group to be associated with the applicants that you add to the system. Payroll for North America may have several pay groups for weekly, bimonthly, and monthly pay, for example. Each organization has its own set of valid paygroups.

Global Pay Group Enter a default value for the Global Payroll pay group to be associated with the applicants that you add to the system.

Note. This field is only applicable if Pay/Bill Management and Global Payroll are installed.

Job Code Enter a default value for the job code to be associated with the applicants that you add to the system.

Benefit Program Enter a default value for the benefit program to be associated with the applicants that you add to the system. In HRMS, you may define several benefit programs based on the different types of benefits that your company extends to its employees.

Tax Location Code Enter a default taxing location to be associated with the applicants that you add to the system. This information is used by Payroll for North America to determine how taxes should be withheld.

HR Business Unit (human resources business unit) Enter a default business unit to associate with the applicants that you add to the system. This information only applies when Pay/Bill Management is installed.

Workgroup Enter a default workgroup to associate with the applicants you add to the system. Workgroups are used by the Time and Labor application, among other things, to determine which Time and Labor rule programs to apply to reported time, which time reporting codes are available to employees in the group, and whether time entry approval is required. This information only applies when Pay/Bill Management is installed.

Taskgroup Enter a default taskgroup to associate with the applicants you add to the system. Taskgroups are used by the Time and Labor application, among other things, to determine which task-related information should be captured when entering time into the system. This information only applies when Pay/Bill Management is installed.

Department Enter a default department ID to associate with the applicants that you add to the system.

Location Code Enter a default location code to associate with the applicants that you add to the system.

Allow forcing additional jobs Select this check box to enable power users to override the system logic that reuses employee job records across different assignments. This option is only applicable when Pay/Bill Management is installed.

Defining Supplier Contract Management User Preferences

Access the Supplier Contract Management page.

Use this page to define user authorizations for managing contract documents through their life cycles and to grant the types of controls that the user who is defined in the User ID field can perform on documents. This user preference page is enabled only for users who have administration rights for authored contracts, and those users can approve library sections and set configurator status.

Document Authorizations

The application administrator uses this group box to grant users security for document administrators and users who will manage section approvals and status changes for configurators.

Full Authorization for All Documents Select to grant a user the authority to perform all tasks that are listed on this page. This user has full authority for all users in the system, and is considered a super user with access to perform all actions on contracts in the system. When you select the check box, the system disables the remaining fields and check boxes and they cannot be changed. If you do not select to

fully authorize the user for all documents, then you can select individual authorizations for document tasks.

Document Administrator Select to indicate that the user has document administrator authority to perform selected contract document tasks. As a document administrator, users can generate, regenerate, refresh, check out, edit, and check in documents. You can select one or all tasks in this grid box.

Document administrators can also control life cycles for contracts for authors by submitting contracts for collaboration and approvals.

Approve Sections Select to indicate that the user can mark a section as approved, making the section available for use in documents. Section statuses can be changed or set to Approved using the Section Definition page.

Change Configurator Status Select to indicate that the user can update the status of a document configurator. Configurator statuses can be changed using the Configurator Definition page.

Bypass Approval Select to indicate that the user can set a document to bypass approvals. This means that the document can be automatically set to approved. Normally approved steps are required, but when necessary, the user can expedite the document. When users have the authority to push a document through its approvals, the Bypass Approval button appears on the Document Management page.

Reset to Dispatch Select to indicate that the user can reset a document to a Dispatched status. After a document has been completed between a supplier and customer, it is in an Executed status. At that status, the Reset to Dispatch button is available on the Document Management page. This feature is useful if you want to do minor changes, such as correct typographical errors, in the current version of the document without processing an amendment.

Authorize Document Access for

These authorizations enable this user to act on behalf of other users who are selected in the Document Administrator column of the grid. You might use this feature, for example, if the selected user is a senior contract administrator, and while members of his department or group are away from the office, then the user has the authority to perform tasks for their documents.

Document Administrator (column) Select additional users for whom the selected user will have authority to perform document tasks. Use the corresponding check boxes to define the authorities for the selected user.

Document Administrator (check box) Select to indicate that the selected user has document administrator authority for the corresponding user's documents. This means that the selected user can generate and edit the user's documents just as if he were the administrator.

Reset to Dispatch Select to indicate that the selected user has authority to reset a processed contract document back to dispatch for the corresponding user. This authority is in addition to any other task authorities that you select in this grid.

Bypass Approval Select to indicate that the selected user has authority to bypass approvals and expedite a contract document for the corresponding user. This authority is in addition to any other task authorities that you select in this grid.

Defining Maintenance Management User Preferences

Access the Maintenance Management page.

Service Request Business Unit Select the business unit that you want to serve as the default service request business unit value when this user creates a service request. Normally business unit is not exposed to self-service users and they can never override it; however, agents creating new service requests via the Agent Service Request component may override the business unit default.

Service Request Center Select the Service Request Center that you want to serve as the default value whenever this user creates a service request. Users can override this value in the service request.

Work Order Business Unit Select the business unit that you want to serve as the default work order business unit value when this user creates a work order without a service request. Users can override this value at the work order level.

Note. Work orders that are created from service requests derive the work order business unit from the Problem Tree setup, not from user preferences.

Asset Management Business Unit Select the business unit that you want to serve as the default Asset Management business unit value in a work order for this user. Users can override this value in the work order.

Authorized to Enter Inventory Select this check box to enable this user to select and enter inventory items in the work order.

Note. If you leave this check box blank, the Inventory link in the Work Order component's Requirements and Scheduling pages, the Express Work Order page, and the Work Order Workbench are unavailable for selection. This setting overrides the selections in the work order business unit.

Authorized to Procure Select this check box to enable this user to select various procurement options within the Purchase/On Hand schedule page of the Work Order component. If this option is not selected, the user will not be able to procure items from a work order.

View WO Requirements (view work order requirements) Select this check box to enable this user to view work order requirements by enabling access to the Labor, Inventory, Purchase/On-hand, and Tools links in the Requirements page of the Work Order component. If you do not select this check box, then the Labor, Inventory, Purchase/On-hand, and Tools links are not available on the Requirements page of the Work Order component

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Note. This user can only view this information if any of the Schedule Labor, Schedule Inventory, or Schedule Tools options in a work order's business unit are selected.

View Scheduled Resources Select this check box to enable this user to view work order resource schedules in the Schedules page of the Work Order component.

Note. This user can only view this information if any of the Schedule Labor, Schedule Inventory, or Schedule Tools options in a work order's business unit are selected.

View and Update Accounting Select this check box to enable this user to view and update a work order's accounting details.

View and Update Labor Rates Select this check box to enable this user to view and update the labor rates in the work order. When this option is selected the user can override any default rates from a business unit, shop, or craft.

View and Update Tools Rates Select this check box to enable a user to view and update the cost rate and billing rate for tools in the work order. If this check box is left blank, these rates become unavailable to access.

Schedule Resources Select this check box to enable this user to schedule resources, such as assigning a technician or assigning tools, for a work order.

Note. This check box must be selected for everyone who will perform scheduling in your organization.

Copy to New Work Order Select this check box to enable this user to copy an existing work order to a new work order.

Note. The Copy button in the work order is not visible unless this check box is selected.

Authorized to Close WO (authorized to close work order) Select this check box to enable this user to manually close a work order from the Work Order component. This is used for the online work order close.

Allow Access to Other's Tasks Select this check box to enable a technician to access another technician's work order task in the Technician's Workbench.

Run Picking Plan Select this check box to enable this user to select the Picking Plan button to generate a picking plan.

Note. The Picking Plan button in the Schedules page of the work order is not available for selection unless this check box is selected.

Picking Plan Run Control Click this link to access Inventory's Process/Options page where you must set up pick plan run control data, which is used to allocate parts selected in Work Management to Inventory and runs an SQR (structured query report) to create the picking plan list.

See *PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook*, "Scheduling a Work Order," Assigning and Scheduling Inventory Resources for Work Order Tasks.

Authorize Cost Recovery Claim Select this check box to enable this user to create a warranty claim. If you do not select this check box, the Warranty Claim link is not available on the Schedules page of the Work Order component.

Override Capital Limit Select this check box to enable this user to override the capitalization limit set up for the asset used in this work order. The user could increase or decrease the minimum amount that it costs to repair an asset using in a work order task before it can be capitalized by Project Costing.

Note. If you do not select this check box, the capitalization limit cannot be accessed by this user.

See *PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook*, "Setting Up Maintenance Management System Parameters," Defining Work Order Capitalization Limits.

Authorized to set Asset Action

Select this check box to enable this user to select an asset action for a work order task. Asset actions drive how assets are handled for retirements and component changeouts in Asset Management. These actions are:

- Install.
- No Change.
- Remove.
- Retire.

See *PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook*, "Understanding Asset Retirement and Component Changeout in Maintenance Management".

Note. Typically supervisors are responsible for managing how these asset actions are handled in the system.

Service Group

Select the Service Group to serve as the default value for a work order created by this user. Users can override this value at the work order level.

Shop

Select the shop to serve as the default value for a work order created by this user. Users can override this value at the work order level.

Asset Type

Select the asset type to be used to search for assets to maintain or repair in the work order.

Calendar Item Link Option

Specify the component that you access when you click the Calendar Item link from the resource calendar. Options are:

- *Technician Workbench*
- *Work Order*

Resource Group ID

Select the resource group ID value to use as the default value in the work order.

Note. The Resource Group ID is used in the Matching process to match members in the group to demand for resources. This default value is normally set up for users who schedule work orders and use the matching process.

Time Report Method

Select the format by which this user records their time worked on work order tasks. Options are:

Elapsed Time: Select to report time as the total hours worked per day.

Punch Time: Select to report times by entering start times and end times.

CHAPTER 5

Securing Your System

This chapter provides an overview of PeopleSoft application security and discusses how to:

- Specify system security options.
- (Optional) Define security views.
- Define row-level security.
- Grant access to users.

Understanding PeopleSoft Application Security

PeopleSoft applications use multilevel security to enable you to successfully manage shared data environments. You set up data access at different entry points within your system and define the most efficient path to data across business groups, tables, departments, pages, and so forth. You have full control over security definitions, selecting options to create a matrix that enables or restricts user access to data through a series of authorizations.

Security access covers three areas: networks, databases, and applications. Network security controls the overall point of entry into your system hardware and software resources. Database security narrows the scope of a user's information access. At the application level, security extends to the field level.

These are the PeopleSoft application security levels:

- Workstation user.
- Network server security.
- Database management (RDBMS) security.
- PeopleSoft application security.

Users can access defined sets of functions, pages, and fields. For example, auditors can review inquiry pages and generate reports, controllers can run PeopleSoft business processes, and management information systems staff can configure and maintain pages and records.

This section discusses:

- Security terms.
- Row-level security in PeopleSoft financials.
- Permission lists.

Security Terms

This table describes the various types of PeopleSoft application security:

Security Type	Location	Function
Network	Network software	Controls entry into the network and authorizes rights to use shared resources.
Relational Database Management System (RDBMS)	Operating system	Controls access to the database.
User	PeopleTools	Controls access to application pages, functions, and business components.
Object	PeopleTools	Controls access to objects or object groups used in application development.
Query	PeopleTools	Defines table row sets accessible for performing system queries.
Row-level	PeopleTools and PeopleSoft applications	Controls access to the subset of data rows within tables that the user is authorized to review or update.
Field-level	PeopleCode	Controls access to individual fields on pages.

Row-Level Security in PeopleSoft Financials

To establish security, you must first decide the level that you want, which key fields to secure, and whether security will be defined through user IDs or permission lists. With row-level support, you can implement security to restrict individual users or permission lists from specific rows of data that are controlled by the following key fields:

- Business unit
- SetID
- Ledger (and ledger group)
- Book
- Project
- Pay cycle
- Planning Instance

You can also limit access to specific subsets of rows. For example, you can specify user ID security to limit an auditor in Paris to the business unit for your European division. Or, if you have a team of auditors, you can assign them all to one primary permission list and then specify permission list security to enforce appropriate limits on the information that they can access.

The sheer volume of users assigned to a level of security can help you determine whether to use security based on user ID or permission list. If 1,000 users have identical access requirements, explore the use of permission list security. By assigning these users to a single role, you can make subsequent changes in their access requirements just once instead of 1,000 times.

Note. Applying row-level security *does not* restrict the data selected by batch processes.

Permission Lists

These tables show the sample permission lists and the corresponding menus and components available to users.

Note. The permission lists that you associate with a user through role assignment are not used for row-level security in PeopleSoft financials. Only the primary permission list for a user is relevant when setting up row-level access by permission list.

This table lists the permissions granted to the various general ledger users:

Permission List ID	Description	Menus	Components
EPGL1000	GL Transactions /Processes	Process Journals	Journal Entry

This table lists the permissions granted to the Accounting Manager role:

Permission List ID	Description	Menus	Components
EPGL9100	Establish Business Units-GL	Establish Business Units	General Ledger Definition, Ledgers For A Unit, General Ledger Units, Ledgers For A Unit, Record Groups, TableSet Controls, TableSet IDs
EPGL9000	General Ledger	Design ChartFields	Account, Product, Scenarios, Statistics Code, ChartField Editing Template, Combination Definition, Combination Rule, Combination Group, SpeedTypes, Build Combination Data, Message Log, Combination Data, Background Process, AltAcct Xref, Department, Project, Configure ChartFields

Permission List ID	Description	Menus	Components
EPGL9000	General Ledger	Define General Options	Account Types, Accounting Entry Definition, Calendar Builder, Currency Code, Currency Exchange Calculator, Detail Calendar, Document Type, Dun and Bradstreet, File Locations, Installation Options, Journal Code, Journal Generator Template, Journal Source, Journal Type, Market Rate Type, Market Rates, Position Accounting, Schedules, State, Summary Calendar, TimeSpans, Units of Measure, Cross/Reciprocal Rate Calc, Document Sequence Range, Operator Preferences
EPGL9000	General Ledger	Adjust Budgets	Detail Budget Maintenance, Budget Copy Definition, Budget Copy Group, Budget Copy Request, Message Log, Budget Copy Calculation Log
EPGL3000	Commitment Control	Manage Commitment Control	Source Transaction Definition, Control Budget Definition, Budget Attributes, Associated Budgets, ChartField Value Sets, Budget Closing Rules, Security Field Setup
EPGL2000	Allocations	Perform Allocations	Allocations, Allocation Group, Allocation Request, Copy/Rename /Delete Step, Message Log, Shared Table Statistics, Allocation Step

Permission List ID	Description	Menus	Components
EPGL1100	Review Ledgers/Reports	Consolidate Results	Elimination Sets, Minority Interest Sets, Consolidation Definition, Subsidiary Ownership
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Translation Rule, Translation Step, Translate Within Ledgers, MultiCurrency Group, Process MultiCurrency, Translation Definition Report, Translation Calculation Log Report, Translate w/in Ledger Step Report, Translate w/in Ledger Calc Log Report, Journal Closing Status Report
EPGL1110	Review Ledgers/Reports	Maintain Ledgers	Revaluation Step, MultiCurrency Group, Process MultiCurrency, Payables Revaluation, Receivables Revaluation, Payables Revaluation Inquiry, Receivables Revaluation Inquiry, Revaluation Definition Report, Revaluation Calculation Log
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Process Ledger Archive, Process Flat File Ledger Load, Process Ledger File Create, Process Publish Ledger, Ledger Template, Detail Ledger, Detail Ledger Group, Archive Ledger Log Inquiry, Ledger Template Report, Detail Ledger Definition Report
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Average Daily Balance Definition, Process Average Daily Balance, ADB-Definition, ADB-Processes

Permission List ID	Description	Menus	Components
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	Summary Ledger Definition, Process Summary Ledger, Ledger Set, Summary Ledger Status Inquiry, Summary Ledger Definition Report, Summary Ledger Detail Report
EPGL1100	Review Ledgers/Reports	Maintain Ledgers	ChartField Value Sets, Closing Rules, Process Closing, Closing Rules Report, Closing Trial Balance Report
EPGL1100	Review Ledgers/Reports	Process Journals	Ledger Inquiry, Ledger Period Compare, Ledger Group Inquiry
EPGL1000	GL Transactions /Processes	Process Journals	Journal Entry, Process Copy Journal
EPGL1000	GL Transactions /Processes	Process Journals	Process Journal Generator
EPGL1000	GL Transactions /Processes	Process Journals	Standard Journal Entry, Process Standard Journals, Standard Journals Inquiry, Standard Journals Report
EPGL1000	GL Transactions /Processes	Process Journals	Received Files, Process Load Journals, Process Batch Journal Import, Process Import Workbooks
EPGL1000	GL Transactions /Processes	Process Journals	Journal Entry Approval

Permission List ID	Description	Menus	Components
EPGL1000	GL Transactions /Processes	Process Journals	Journal Suspense Correction, Process Mark Journals for Posting, Process Mark Journals for Unposting, Process Journal Edit, Process Journal Budget Check, Process Unlock Journals, Process Journal Post, Suspense Cross Reference Inquiry
EPGL1000	GL Transactions /Processes	Process Journals	Process Journal Archive, Archive Journal Log
EPGL1000	GL Transactions /Processes	Process Journals	Journal Inquiry, Journal Status Inquiry, Payroll Journal Entries Inquiry, Generic Accounting Entries Inquiry, Journal Entry Detail Report, Journal Entry Edit Errors Report, Posted Journals - Summary Report, Ledger vs. Journal Integrity Report, Trial Balance Report, Statutory Trial Balance Report, Stat General Ledger Activity Report, Statutory Journal Activity Report, Stat Journal Contra Activity Report, Suspended Activity Report, InterUnit Activity Report
EPGL1000	GL Transactions /Processes	Process Journals	Open Items, Process Open Item Reconciliation, Open Item Status Inquiry, Open Item Listing Report
CPPT1040	Report Manager	Report Manager	Report List

Permission List ID	Description	Menus	Components
CPPT1050	Process Scheduler	Process Scheduler	Process Type Definitions, Process Definitions, Job Definitions, Recurrence Definitions, Server Definitions, Report Node Definitions, System Settings, Batch Timings, Sample Processing
CPPT1010	nVision Reporting	nVision	Define Layout, Edit Report, Run Report, Save Report, Delete Report, Open Scope, Edit Scope, Save Scope, Delete Scope
CPPT1020	Report Books	Report Books	Report Book Definition, Drilldown Layout Registration, Run Drilldown, Report Request, Scope Definition
CPPT1030	Tree Manager	Tree Manager	New, Open, Rename, Delete, Print, Tree Node, Tree Level

Specifying System Security Options

Use the Security Options component (SECURITY_OPTIONS) to specify system security options.

This section discusses how to:

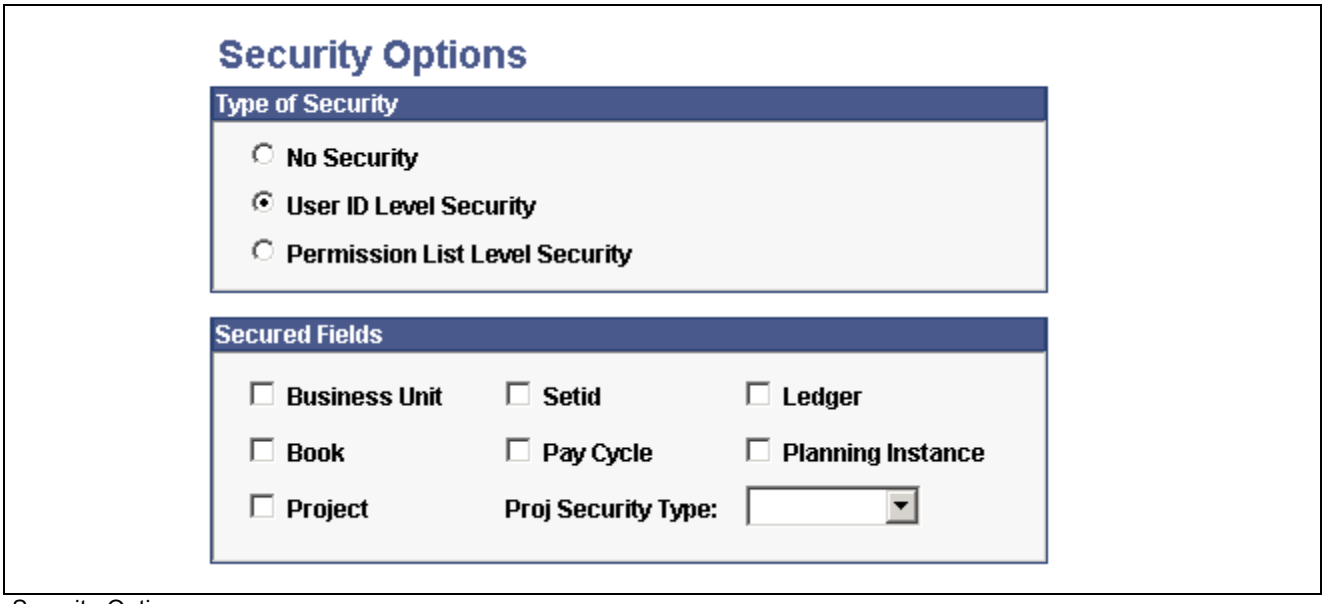
- Specify security options.
- Apply security options.

Pages Used to Specify System Security Options

Page Name	Object Name	Navigation	Usage
Security Options	SECURITY_OPTIONS	Set Up Financials/Supply Chain, Security, Security Options, Security Options	Select the type of security that you plan to implement—by user or permission list—and the key fields to secure. Unlike most of the pages used to set up the system, this page is not keyed by setID or business unit.
Apply Security	RUN_FIN9001	Set Up Financials/Supply Chain, Security, Apply Security Setups, Apply Security	Run the process to apply your options. No parameters are required.

Specifying Security Options

Access the Security Options page.



Security Options page

Type of Security

No Security Select to disable PeopleSoft application security. All users authorized to access a page can select any setID, business unit, or ledger.

User ID Level Security Select to enable security by user ID. Users are limited to accessing application pages or prompt values associated with the setIDs, business units, projects, and ledgers specified by their user IDs.

Permission List Level Security Select to enable security by permission list. Users are limited to key fields specified by the primary permission list to which you assign their user IDs. This means that all users assigned to a particular permission list have the same level of security.

Note. The selection must be either user ID or permission list and the selection is across all products.

Secured Fields

Business Unit Select to implement security on the Business Unit field. This is the primary key for all transaction data.

Setid Select to implement security on the Setid field. This is the primary key for all accounting structure and rules tables.

Ledger Select to implement security on the Ledger field. This is the key for all ledger balances.

Book Select to implement security on the Book field. This code is specific to a business unit. This field refers to *Book* as used in Asset Management.

Pay Cycle Select to implement security on the Pay Cycle field. Pay cycles can be daily, weekly, monthly, or at other intervals.

Planning Instance Select to implement security on the Planning Instance field.

Project Select to implement security on the Project field. This is the primary key for all PeopleSoft Enterprise Projects Costing data.

Project Security Type Determines how a project will be selected when defining security for a user and permission list. Select *Use list* to select from a list of projects. Select *Use tree* to select from a tree detailing projects.

Applying Security Options

Access the Apply Security page.

Specify the default language of your database and run the process. This changes all the key field prompt tables to your specified security views.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Security Administration

Enterprise PeopleTools PeopleBook: PeopleSoft PeopleCode Language Reference

Defining Security Views

This section provides an overview of security views and discusses how to define security views.

Note. Defining new security views is optional.

Understanding Security Views

Use the Security View Names component (SECURITY_VIEWS) to define security views.

Views are SQL statements that filter out data rows whose key values are not accessible by certain users. This allows users to access data horizontally across more than one table, seeing only appropriate subsets of values (setIDs, business units, or ledgers) from the edit tables.

Business units, setIDs, and ledgers are maintained and accessed on pages as primary keys throughout your system. Prompt edit tables give users a list of values from which to choose, and selection is limited to values for which access has been granted. PeopleSoft row-level application security enables you to specify through the edit tables that only certain values are available in a particular view.

PeopleSoft applications are delivered with no security views on the prompt tables of the key fields in your system. You can enable certain security options or even build your own views. Once you set up views, you can specify which users or permission lists can access certain secured field values.

Security view names have one of the following three file extensions to reflect the type of security views for prompting:

Extension	Description
NONVW	Indicates that no security is chosen for the field using this view as the prompt table.
OPRVW	Indicates that user ID security is chosen for the field using this view as the prompt table.
CLSVW	Indicates that permission list security is chosen for the field using this view as the prompt table.

Page Used to Define Security Views

Page Name	Object Name	Navigation	Usage
Security Views	SECURITY_VIEWS	Set Up Financials/Supply Chain, Security, Security View Names, Security Views	For each type of security, specify the security views for your system. The Apply Security Setups process changes the prompt edit tables based on the security view names that you specify here. Update this page only if you add new security views to your system.

Defining Security Views

Access the Security Views page.

Note. There is no need to access this page unless you have customized security views.

Search Text Displays the view name prefixes supplied by your applications. During the Apply Security Setups process, the system searches for prompt edit tables that begin with these prefixes. If an edit table name begins with a prefix from

this list, the edit table is changed to match the security type that you selected when you specified security options.

Type Select the type of field secured by each view. Values are: *Analysis, Book, Ledger, Pay Cycle, Plan Inst, Project, SetID,* and *Unit.* The system stores the list in the SEC_VIEW_NAMES table, where you can review or update the information.

Defining Row-Level Security

Use the following components to define row-level security:

- Unit Security by Perm List (unit security by permission list) (SEC_BU_CLS)
- Unit Security by User ID (SEC_BU_OPR)
- TableSet Security by Perm List (tableset security by permission list) (SEC_SETID_CLS)
- TableSet Security by User ID (SEC_SETID_OPR)
- Ledger Security by Perm List (ledger security by permission list) (SEC_LEDGER_CLS)
- Ledger Security by User ID (SEC_LEDGER_OPR)
- nVision Ledger Security (LEDGER_SECURITY)
- ChartField Pagelet Security (GL_PE_CF_SEC_COMP)
- Pay Cycle by user ID (SEC_PYCYCL_OPR)
- Pay Cycle by permission list (SEC_PYCYCL_CLS)
- Project Security (SEC_PROJECT)

Use the following component interfaces to load data into the respective component tables:

- Use the SEC_BU_CLS component interface to load data into the tables for the Unit Security by Perm List component.
- Use the SEC_BU_OPR component interface to load data into the tables for the Unit Security by User ID component.
- Use the SEC_LEDGER_CLS component interface to load data into the tables for the Ledger Security by Perm List component.
- Use the SEC_LEDGER_OPR component interface to load data into the tables for the Ledger Security by User ID component.
- Use the SECURITY_NVISION_LEDGER component interface to load data into the tables for the nVision Ledger Security component.
- Use the SECURITY_CF_PAGELET component interface to load data into the tables for the ChartField Pagelet Security component.

Once you select security options and, if necessary, update security view names, define the secured field values for each user or permission list. You grant access to business units, tablesets, ledgers, business unit books, and pay cycles by using permission lists or user IDs. When securing key fields in your application, the page that you use depends on which level of system security you select. If you select permission list security, secure fields on the permission list security pages. If you select user-level security, secure fields on the user ID security pages.

Note. When granting row-level access for business unit, setID, ledger, book, planning instance, and pay cycle to permission lists, the system uses the user's primary permission list.

Warning! Values entered in secured fields are not checked against row-level security permissions when run controls are reused. After a user initially creates a run control, the user can still run processes on a secured field value even if row-level security access to that field is subsequently taken away. If you make security profile changes, verify the run controls that use secured data and remove run controls for secured field values to which a user should no longer have access.

Pages Used to Define Row-Level Security

Page Name	Object Name	Navigation	Usage
Business Unit Security by Permission List	SEC_BU_CLS	Set Up Financials/Supply Chain, Security, Unit by Permission List, Business Unit Security by Permission List	Grant access to a business unit by using a permission list.
Business Unit Security By User ID	SEC_BU_OPR	Set Up Financials/Supply Chain, Security, Unit by User ID, Business Unit Security By User ID	Grant access to a business unit by using a user ID.
TableSet Security by Permission List	SEC_SETID_CLS	Set Up Financials/Supply Chain, Security, TableSet by Permission List, TableSet Security by Permission List	Grant access to a tableset by using a permission list.
TableSet Security by User ID	SEC_SETID_OPR	Set Up Financials/Supply Chain, Security, TableSet by User ID, TableSet Security by User ID	Grant access to a tableset by using a user ID.
Ledger Security by Permission List	SEC_LEDGER_CLS	Set Up Financials/Supply Chain, Security, Ledger by Permission List, Ledger Security by Permission List	Grant access to a ledger or ledger group by using a permission list.
Ledger by User ID	SEC_LEDGER_OPR	Set Up Financials/Supply Chain, Security, Ledger by User ID, Ledger Security by User ID	Grant access to a ledger or ledger group by using a user ID.

Page Name	Object Name	Navigation	Usage
nVision Ledger Security	LEDGER_SECURITY	Set Up Financials/Supply Chain, Security, nVision Ledger Security	Specify the business units and ledgers accessible in the creation of PS/nVision reports by securing an nVision ledger field by user rather than role. Because the scope of a PS/nVision report may cross business unit and ledger boundaries, you may need to specify particular security access for users who generate reports with field data that they cannot access when performing other tasks.
Project Security, User, Tree Based Security	SEC_PROJECT_OPR	Set Up Financials/Supply Chain, Security, Project Security, Project Security	Grant access by user ID to project role. There are two versions of the page, depending on whether *Use List* or *Use Tree* is selected as the project security type on the Security Options page.
Project Security	SEC_PROJLST_CLS	Set Up Financials/Supply Chain, Security, Project Security, Project Security	This is a second version of the page. Grant access by permission list to project role.
BU Book/Perm List (business unit book by permission list)	SEC_BUBOOK_CLS	Set Up Financials/Supply Chain, Security, Book by Permission List, BU Book/Perm List	Grant access to a business unit book by using a permission list.
BU Book by User ID (business unit book by user ID)	SEC_BUBOOK_OPR	Set Up Financials/Supply Chain, Security, Book by User ID, BU Book by User ID	Grant access to a business unit book by using a user ID.
Pay Cycle by Permission List	SEC_PYCYCL_CLS	Set Up Financials/Supply Chain, Security, Pay Cycle by Permission List, Pay Cycle by Permission List	Grant access to a pay cycle by using a permission list.
Pay Cycle by User ID	SEC_PYCYCL_OPR	Set Up Financials/Supply Chain, Security, Pay Cycle by User ID, Pay Cycle by User ID	Grant access to a pay cycle by using a user ID.
Grants Operator Security	GM_SEC_DEPT_OPR	Set Up Financials/Supply Chain, Security, Grants Security, Grants Operator Security	Grant access by departments by user ID.

Page Name	Object Name	Navigation	Usage
Proposal Management Security	GM_PM_SEC_DEPT_OPR	Set Up Financials/Supply Chain, Security, Proposal Management Security, Proposal Management Security	Grant access by departments by user ID.
Planning Instance	SEC_PRBINS_OPR	Set Up Financials/Supply Chain, Security, Problem Instance by User ID, Planning Instance	Grant access to planning instance by user ID.
Planning Instance	SEC_PRBINS_CLS	Set Up Financials/Supply Chain, Security, Problem Instance by Perm List, Planning Instance	Grant access to planning instance by permission list.
ChartField Pagelet Security	GL_PE_CF_SEC_PAGE	Set Up Financials/Supply Chain, Security, ChartField Pagelet Security, ChartField Pagelet Security	Grant access by departments and operating units by user ID.

Granting Access to Users

This section discusses how to:

- Grant business unit access.
- Grant tableset access.
- Grant ledger access.
- Grant nVision reporting access.
- Grant project access.
- Grant business unit book access.
- Grant pay cycle access.
- Grant grants access.
- Grant proposal management access.
- Grant planning instance access.
- Grant ChartField pagelet access.

Granting Business Unit Access

Access the Business Unit by Permission List page.

For each primary permission list, select the accessible business units.

Access the Business Unit by User ID page.

For each user ID, select the accessible business units.

Granting Tableset Access

Access the SetID by Permission List page.

For each primary permission list, select each accessible setID.

Access the SetID by User ID page.

For each user ID, select each accessible setID.

Granting Ledger Access

Access the Ledger/Permission List page.

For each primary permission list, select each accessible ledger type. Commitment and Summary ledger types require a ledger name. Detail ledger types require a ledger group name.

Access the Ledger by User ID page.

For each user ID, select each accessible ledger type. Commitment and Summary ledger types require a ledger name. Detail ledger types require a ledger group name.

Granting nVision Reporting Access

Access the nVision Security page.

For each user ID, select each accessible business unit and corresponding ledger. You can specify multiple ledgers for each business unit.

Granting Project Access

While the purpose of all these pages is to provide row-level security, the appearance of the pages varies based on the method of project row-level security that you implement.

This table lists the purpose of each project security method and the actions that you take on the Security Options page and Project Security page to implement each method:

Security Method	Purpose	Security Options Page Actions	Project Security Page Actions
Team-based security	Grants access to projects based on an employee's membership in a project team.	1. Select User ID Level Security in the Type of Security group box. 2. Select Project in the Secured Fields group box. 3. Select *Use list* in the Proj Security Type (project security type) field.	View a read-only list of all projects for which the user is a team member, and the member's security profile for each project.

Security Method	Purpose	Security Options Page Actions	Project Security Page Actions
User, tree-based security	Grants access to projects based on selected nodes on a project tree.	1. Select User ID Level Security in the Type of Security group box. 2. Select Project in the Secured Fields group box. 3. Select *Use tree* in the Proj Security Type field.	Define security for a user. Specify the project tree that the system uses for controlling project security, select nodes (projects) on the tree to grant each user access to specific projects, and select the user's project role on each project.
Permission list, list-based security	Grants access to permission lists that enable users to access projects that are attached to that permission list.	1. Select Permission List Level Security from the Type of Security group box. 2. Select Project in the Secured Fields group box. 3. Select *Use list* in the Proj Security Type field.	Define security for a permission list. Within a specific permission list to which users have access, specify the business units, project IDs, and project roles.
Permission list, tree-based security	Grants access to permission lists that enable users to access projects that belong to a tree that is attached to that permission list.	1. Select Permission List Level Security from the Type of Security group box. 2. In the Secured Fields group box, check Project. 3. Select *Use tree* in the Proj Security Type field.	Define security for a permission list. Specify the project tree, project (tree node), and project role.

A user's project security profile further defines the degree and type of access that the user has to project data.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Securing Data in Project Costing".

Granting Business Unit Book Access

Access the BU Book/Perm List page.

For each primary permission list, select each accessible business unit and corresponding book name. You can specify access to multiple books for each business unit.

Access the BU Book by User ID page.

For each user ID, select each accessible business unit and corresponding book name. You can specify access to multiple books for each business unit.

Granting Pay Cycle Access

Access the PayCycle by Permission List page.

For each primary permission list, select the accessible pay cycles.

Access the PayCycle by User ID page.

For each user ID, select the accessible pay cycles.

Granting Grants Access

Access the Grants Operator Security page.

For each user ID, enter the grants security tree setID, tree name, and the effective date of the tree. On the lower section of the page, enter the departments and an appropriate access code. You can enter as many departments as needed.

This is one step in a multistep security process that is described in detail in the *PeopleSoft Enterprise Grants 8.9 PeopleBook.*

See Also

PeopleSoft Enterprise Grants 8.9 PeopleBook, "Understanding Grants Security"

Granting Proposal Management Access

Access the Proposal Management Security page.

For each user ID, enter the proposal security tree setID, tree name, and the effective date of the tree. On the lower section of the page, enter the departments and an appropriate access code. You can enter as many departments as needed.

This is one step in a multistep security process that is described in detail in the *PeopleSoft Enterprise Proposal Management 8.9 PeopleBook.*

See Also

PeopleSoft Enterprise Proposal Management 8.9 PeopleBook, "Securing Your Proposal Management System"

Granting Planning Instance Access

Access the Planning Instance page.

If you access problem instance by user ID, you can grant access to *planning* instances by user ID.

If you access problem instance by permission list, you can grant access to *planning* instances by permission list.

Security for planning instances is further described in Supply Planning documentation.

See Also

PeopleSoft Enterprise Supply Planning 8.9 PeopleBook

Granting ChartField Pagelet Access

Access the ChartField Pagelet Security page.

For a particular user ID, you can grant access to departments and operating units that you specify to be viewed on the PeopleSoft General Ledger Actuals vs Budgeted pagelet on a personalized homepage.

See Also

PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 8.9 PeopleBook, “Setting Up Financials Portal Pack,” Using Roles and Permission Lists for the Financials Portal Pack

CHAPTER 6

Defining and Using ChartFields

This chapter provides an overview of PeopleSoft ChartFields, lists prerequisites and common elements, and discusses how to:

- Define and use account types and attributes.
- Enter and maintain ChartField values.
- Use trees to summarize ChartFields.
- Define and use speed types.
- Define and use ChartField value sets.
- Produce ChartField reports.

Understanding PeopleSoft ChartFields

In PeopleSoft applications, the fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data are called ChartFields. Each ChartField has its own attributes for maximum efficiency and flexibility in recording, reporting and analyzing its intended category of data. While a particular ChartField always represents only one category of data, it stores many values that you use to further categorize that same data.

In addition to this basic categorization of a transaction amount using the account ChartField, you can simultaneously record the same transaction by product, project, investment portfolio, policy, endowment, fund, service, or any number of categories by using other ChartFields with appropriate values. This creates additional subsets of that same transactional data.

PeopleSoft delivers a set of ChartFields and associated functionality that fully covers most accounting and reporting requirements. ChartFields are designed to be configured by you to meet your specific requirements.

This section discusses:

- Delivered ChartFields.
- Balancing ChartFields.
- Alternate accounts and statutory accounting.
- ChartField values.
- ChartField combination editing.

See Also

Chapter 8, “Configuring ChartFields,” page 275

Delivered ChartFields

PeopleSoft delivers the following ChartFields:

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Account	Account	ACCOUNT (10)	Component:GL_ ACCOUNT Component Interface: ACCOUNT_CF	Classifies the nature of a transaction. This field is required. Use it for corporate accounts.
Alternate Account	Alt Acct	ALTACCT (10)	Component: ALTACCT Component Interface: ALTACCT_CF	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.
Operating Unit	Oper Unit	OPERATING_ UNIT (8)	Component: OPERATING_ UNIT Component Interface: OPER_UNIT_CF	Can be used to indicate a location, such as a distribution warehouse or a sales center.
Fund Code	Fund	FUND_CODE (5)	Component: FUND_ DEFINITION Component Interface: FUND_CF	The primary structural units of Education and Government accounting.
Department	Dept	DEPTID (10)	Component: DEPARTMENT Component Interface: DEPT_CF	Tracks information according to a divisional breakdown of your organization. Can be used to indicate who is responsible for or affected by a transaction.

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Program Code	Program	PROGRAM_ CODE (5)	Component: PROGRAM_ DEFINITION Component Interface: PROGRAM_CF	Tracks revenue and expenditures for programs within or across your organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs.
Class Field	Class	CLASS_FLD (5)	Component: CLASS_PNL Component Interface: CLASS_CF	Can be used to identify specific appropriations.
Budget Reference	Bud Ref	BUDGET_REF (8)	Component: BUDREF_PNL Component Interface: BUDGET_REF_CF	Use to identify unique budgets, when individual budgets share budget keys and overlapping budget periods.
Product	Product	PRODUCT (6)	Component: PRODUCT Component Interface: PRODUCT_CF	Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
PC Business Unit (project costing business unit)	PC Bus Unit	BUSINESS_UNIT_PC (5)	Component: PC_BU_DEFN Component: PC_BUS_UNIT_OPT Component Interface: PROJECT_BU_OPTIONS	Use as an operational subset of an organization to organize project activity independently of the constraints of the standard accounting procedures for the financial posting and reporting of the organization. You create PC Business Units on the Project Costing Definition page.
Project ID/Grant	Project	PROJECT_ID (15)	Component: PROJECT Component Interface: PROJECT_CF	Captures additional information useful for grant and project accounting. The Project ChartField does not have effective dating.
Activity	Activity	ACTIVITY_ID (15)	Component: FS_ACTIVITY_TBL Component Interface: PC_STD_ACT_INTFC	Activities are the specific tasks that make up a project. You create activities on the Project Activities page or the Activity Details page.
Source Type	Source Type	RESOURCE_TYPE (5)	Component: PROJ_RES_TYPE Component Interface: PC_RES_TYPE_INTFC	Source types identify the purpose or origin of a transaction. For example, you might create a source type of Labor to track total labor costs in a project.

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Category	Category	RESOURCE_ CATEGORY (5)	Component: PROJ_ CATG_DEFN Component Interface: PC_CATG_DEFN_ INTFC	Use categories to further define source types. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs.
Subcategory	Subcategory	RESOURCE_ SUB_CAT (5)	Component: PROJ_ SUBCAT_DEFN Component Interface: PC_SUBCAT_ DEFN_INTFC	Use subcategories to further define categories.
ChartField 1	N/A	CHARTFIELD1 (10)	Component: CHARTFIELD1 Component Interface: CHARTFIELD1	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted
ChartField 2	N/A	CHARTFIELD2 (10)	Component: CHARTFIELD2 Component Interface: CHARTFIELD2	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden or deleted
ChartField 3	N/A	CHARTFIELD3 (10)	Component: CHARTFIELD3 Component Interface: CHARTFIELD3	Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden or deleted

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Affiliate	Affiliate	AFFILIATE (5)	N/A	Used to map transactions between Business units when using a single interunit account.
Fund Affiliate	Fund Affil	AFFILIATE_ INTRA1 (10)	N/A	Use to correlate transactions between Funds when using a single intraunit account.
Operating Unit Affiliate	Oper Unit Affil	AFFILIATE_ INTRA2 (10)	N/A	Use to correlate transactions between Operating Units when using a single intraunit account.
Scenario	Scenario	BD_SCENARIO (10)	Component: BD_SCENARIO Component Interface: BUDGET_ SCENARIO	Identifies different budget iterations that use different assumptions.
Book Code	Book Code	BOOK_CODE (4)	N/A	Identifies subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.

Label Long Name	Label Short Name	ChartField Name (Field Length)	Component Name and Component Interface	Description
Adjustment Type	Adjustment	GL_ADJUST_ TYPE (4)	N/A	Use to define Adjustment Types associated with varying accounting treatments of prior period adjustments.
Statistics Code	Stat. Cd.	STATISTICS_TBL	Component: STATISTICS_TBL Component Interface: STATISTICS_ CODE	Use to define statistical data such as number of units.

PeopleSoft Enterprise Project Costing ChartFields are further described in the *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*.

Business unit is not considered a ChartField.

Warning! If you have not licensed any of the following three products, PeopleSoft Enterprise Project Costing, Expenses, Resource Management, or Services Procurement and you see the following ChartFields: PC Business Unit, Activity, Source Type, Category, or Subcategory on pages, clear the check boxes for these 3 products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to the 3 products.

If you have not licensed Project Costing but have licensed Expenses, Resource Management, or Services Procurement and you still see Source Type, Category, or Subcategory on pages, clear the check boxes for the unlicensed products on the Installation Options - Products page and run ChartField configuration to inactivate these ChartFields because they are specific to Project Costing. ChartFields that are not necessary can cause performance and other processing problems when they are allowed to remain active.

See Chapter 8, “Configuring ChartFields,” page 275.

See Chapter 2, “Defining Financials and Supply Chain Management Common Definitions,” page 3.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, “Setting Up Project Costing Control Data”.

See Also

Chapter 8, “Configuring ChartFields,” page 275

Chapter 15, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” page 469

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Processing Multiple Currencies”

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, “Using Statistics”

Project ChartFields

The project ChartFields consist of:

- PC Business Unit
- Project
- Activity
- Source Type
- Category
- Subcategory

The Project ChartField page is available in two different configurations depending on whether Project Costing is installed or is not installed. Use the Project page to enter project ChartField values.

The values and control data for the other five project ChartFields are *not* entered using a separate page available on the ChartField Values page in common definitions. They are entered using the pages and components mentioned in the preceding list of ChartFields and are fully described in the Projection Costing documentation.

The associated project ChartFields are available on various page displays and entry grids for use in Project Costing, Expenses, or Resource Management.

If you have *not* licensed PeopleSoft Enterprise Project Costing, Expenses ,Resource Management or Services Procurement, clear the check boxes for these 3 products on the Installation Options - Products page and run ChartField configuration to inactivate the ChartFields because they are specific to the 3 products and can cause performance and other problems when they are unnecessarily included in various processes and procedures by the system.

If you have not licensed Project Costing but you have licensed Expenses, Resource Management, or Services Procurement and you see Source Type, Category, or Subcategory on pages, clear the check box for Project Costing on the Installation Options - Products page and run ChartField configuration to inactivate these ChartFields that are specific to Project Costing.

Note. Resource Analysis Type is not considered a ChartField and for that reason is not included in the list of project ChartFields and is also not included on either the Standard or Advanced Configuration pages. However, it is available for entry on the Journal Line page located between the Activity and Source Type ChartFields. If the Project ChartField display order is reordered during ChartField configuration, the Resource Analysis Type retains its relative position and is reordered along with the projects ChartFields.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, “Setting Up Project Costing Control Data”.

See Chapter 8, “Configuring ChartFields,” page 275.

Balancing ChartFields

Business unit or a ChartField is said to be *balancing* when you require debit amounts to equal credit amounts to maintain a balanced set of accounts for the particular business unit or ChartField.

Defining balancing ChartFields is done on the Ledger Group definition using the Ledger Groups - Balancing page. A balanced detail ledger requires that the debit amounts equal the credit amounts for business unit, base currency code, book code and adjustment type.

When you select additional ChartFields for balancing, all unique occurrences of the combination of values must be in balance. You can choose to have the system automatically generate intraunit balancing entries for transactions that involve multiple values of a balanced ChartField. If you do not have this option active, or if the journal is not in balance for other reasons, journal edit uses the rules set up for balancing journals (such as, suspend or recycle) on the Journal Edit Options page.

For example, if you define department as an additional balancing ChartField, any journal created requires that business unit FR001 and department A have debits that equal credits. If they do not, the journal entry is out of balance. This also means that business unit USA01 and department B must balance.

You then see why account and alternate account cannot be balancing ChartFields. If for example, account could be made a balancing ChartField, business unit A and account 101200 would have to have debits equal credits that would always result in a zero balance for account 101200.

See Also

Chapter 13, “Setting Up Ledgers,” page 387

Alternate Accounts and Statutory Accounting

The PeopleSoft alternate account feature enables you to enter a statutory chart of accounts as well as analytic or primary accounts at the detail transaction level. The alternate account produces journal line or transaction level balances for statutory reporting requirements. The primary account ChartField contains the corporate accounts, and alternate account ChartField contains the statutory accounts. This is useful for organizations that have two different reporting requirements—one for internal management or a corporate parent, and another for a local jurisdiction or national government.

In PeopleSoft applications, the analytic or primary account ChartField is ACCOUNT.

Local regulatory authorities often require *statutory* accounts. In PeopleSoft applications, this is termed the alternate account ChartField (ALTACCT).

You link alternate account ChartField values with account ChartField values. When you enter values for the account ChartField, the system enters the associated alternate account value. When you enter values for the alternate account ChartField, the system enters the associated account value. You can override the default values by selecting another value from the prompt list. The system displays only account values that you have mapped to the account or alternate account ChartField.

To create different alternate accounts for different statutory reporting, use the PeopleSoft setID functionality when you set up your ChartFields.

See Also

Chapter 11, “Using Alternate Account,” page 353

ChartField Values

If you use the ChartFields as delivered by PeopleSoft, sample ChartField values are already set up and in many cases are populated with sample amounts. All PeopleSoft sample or model values are entered with the 01/01/1900 effective date. To distinguish your data avoid using this date and instead use another early date, such as 01/01/1901.

You can enter an unlimited number of values for each ChartField. You can enter values using the online ChartField Values page, but because of the volume of entries needed to populate some ChartFields, you might use a batch import process or the Microsoft Excel spreadsheet for the PeopleSoft Component Interface process to initially load values to ChartField tables.

The project ChartFields component interfaces mentioned in the previous ChartField listing are more fully described in the Project Costing documentation.

See Chapter 6, "Defining and Using ChartFields," Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process, page 226.

Note. PeopleSoft recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. In general avoid special characters such as apostrophes and do not include embedded blanks when defining ChartField values. Special characters and embedded blanks can be problematic and in particular can cause problems in some batch processes, such as those in allocations, combination editing and open item accounting. (This caveat also applies to such things as business units, ledgers and journal IDs.)

After you initially populate the ChartField tables, you can maintain them from the ChartField Values page. You can also use the PeopleTools Tree Manager to add or update ChartField values as your business needs change or your organization grows.

Because changes to the definition of most ChartField value are effective-dated, you can establish when you want to *activate* a department, *introduce* a product line, or *close* an account. Use effective dating with activation and inactivation functionality to maintain a full history of all changes or additions, to provide a complete audit trail and to make possible historical comparisons with past, present, or future conditions. When you no longer use a certain ChartField value, add a row to create an effective-dated *inactive* entry, instead of inactivating the original row. If you simply make the existing row *inactive,* you will have no history of its time as an active ChartField value.

Project ChartField values can be made active or inactive, but the values cannot be effective-dated for status.

However, the project status of a project can be effective dated for these statuses: budgeted, closed, hold, open, and proposed if Project Costing is not installed. These statuses are memo data only and do not provide control functionality.

ChartField Combination Editing

Optionally, combinations of ChartField values can be edited to determine such things as which accounts are valid with which departments, funds or operating units. Use ChartField combination editing to maintain discipline over accounting entries and eliminate as much as possible additional account analysis and reconciliation. ChartField combination editing is in addition to ChartField validation editing.

ChartField combination editing is also available for commitment control budget entries.

See Also

Chapter 7, "Editing ChartField Combinations," page 237

Prerequisites

The following steps are required before you can define ChartFields:

- Complete the Installation Options for the PeopleSoft products that you are installing.
- Configure ChartFields to meet your unique requirements.
- Complete the miscellaneous shared resource tables dealing with currencies, market rates, units of measure, holidays, calendars and timespans.

- Define VAT options and settings, if applicable to your activities.

Common Elements Used in This Chapter

Effective Date When you add a new ChartField value, the system uses the current date as the default date. However, you can enter a date when you want the new value to be active. By using a future date, you can set up a ChartField value without inadvertently using it for processing before your scheduled effective date. Enter the status intended for the ChartField value: *active* or *inactive* as of the effective date. (The ChartField Project ID does not have effective-dating.)

Description Identifies the ChartField value on reports, pages, prompt lists, or online inquiries. Enter a short description to appear on pages and drop-down list boxes where display space is limited.

Defining and Using Account Types and Attributes

To define and use account types and attributes, use the following components:

- Account Types (ACCT_TYPE)
- ChartField Attributes (CF_ATTRIBUTES)
- Installation Options (INSTALLATION)
- Account Balancing Group (ACT_BAL_GRP)
- Journal Source (SOURCE)

This section discusses how to:

- Define account types.
- Create generic ChartField attributes.
- Attach generic ChartField attributes.
- Use the balance sheet indictor and book code.
- Select the balance sheet indicator attribute.
- Set installation options for account balancing groups.
- Create account balancing groups.
- Associate a balance suspense ChartField with an account balancing group.

Pages Used to Define Account Types and Attributes

Page Name	Object Name	Navigation	Usage
Account Types	ACCT_TYPE	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Account Types, Account Types	Define account types to which each general ledger account is assigned. Typically used to designate balance sheet or income statement accounts.
ChartField Attributes	CF_ATTRIBUTES	Set Up Financial/Supply Chain, Common Definitions, Design ChartFields, Configure, Attributes, ChartField Attributes	Create ChartField attributes for use in such things as intraunit consolidation eliminations, government reporting and payment processing.
ChartField Attribute Values	CF_ATTRIB_VALUES	Click the Attributes link from the applicable ChartField Values page.	Select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing.
Installation Options - Overall	INSTALLATION_FS1	Set Up Financial/Supply Chain, Install, Installation Options, Installation Options. Click the Overall link on the Installation Options page.	Activate or inactivate the Book Code and Balance Sheet Indicator attributes.
Account Balancing Group	ACT_BAL_GRP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Account Balancing Group, Account Balancing Group	Define the combination of active account attribute values using book code values and the balance sheet indicator attributes.
Balance Suspense ChartFields	SRC_JE_BS_CFS_SEC	Set Up Financials/Supply Chain, Common Definitions, Journals, Source, Journal Options. Select the Balance Suspense ChartFields link	Used to select balancing suspense ChartFields for journal processing.

Defining Account Types

Access the Account Types page.

Account Type or **Monetary Account Type** Typically classifies categories of accounts that normally appear on the balance sheet versus those that appear on the income statement.

Use the delivered codes when you set up individual accounts using the Account page.

PeopleSoft delivers the following account types:

- *A* (asset)
- *E* (expense)

- *L* (liability)
- *Q* (equity)
- *R* (revenue)

Balance Forward Select one of these values:

- Carry Forward — Rolls the account type's balance forward to the new period.
- Not Carry Forward – Does not roll forward the account type's balance to the next period.
- Other – Ignores this account type during year-end closing.

The Balance Forward check box is normally checked for asset, liability, and equity accounts, but not for revenue or expense accounts.

The year-end close process sums the balances of your non-balance forward accounts to calculate the amount that it posts to retained earnings.

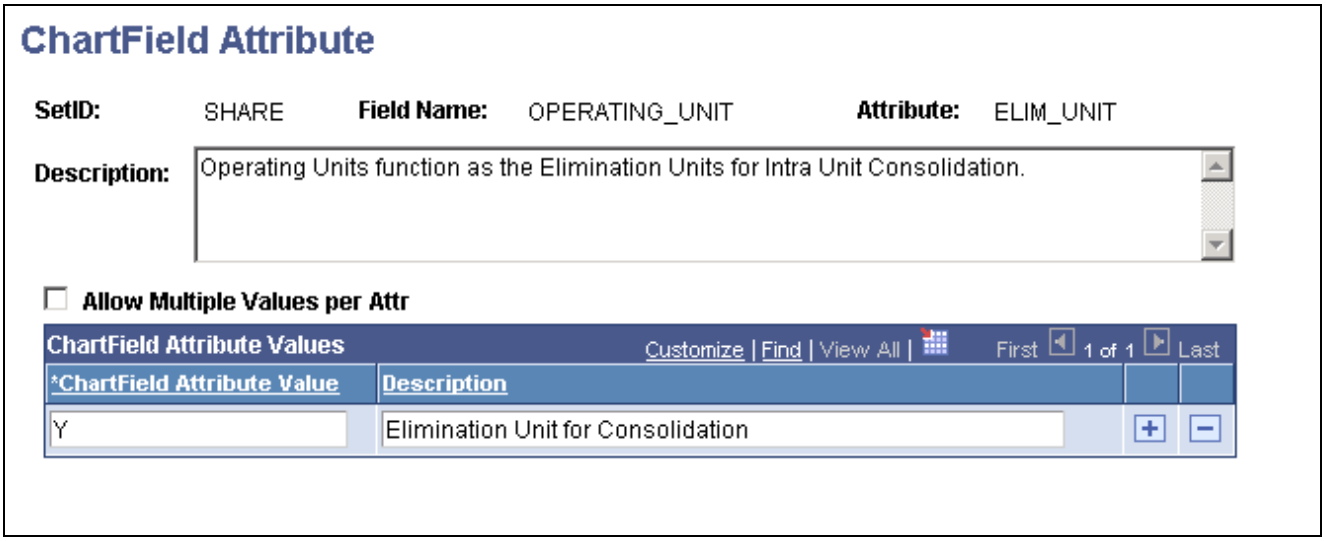
After you set up accounts, you can generate the Account Types report (FIN0004), which includes a description and a listing of the accounts that you have defined for your balance sheet and income statement.

You can add account types for special circumstances but these require additional changes in your system and are not recommended unless you are prepared to make extensive modifications.

For example, suppose that you add account types, you might also need to modify the Closing Trial Balance Report, GLS1003.SQR.

Creating Generic ChartField Attributes

Access the ChartField Attributes page.



ChartField Attribute page

Generic ChartField attributes are optional features that support such things as intraunit consolidation eliminations and United States federal government requirements for reporting and payment processing.

After you attach an attribute value to a ChartField value it *cannot* be deleted using the ChartField Attributes page. However, using the ChartField value attribute secondary page, you can delete any attribute and attribute value.

Attributes share the effective dating of the ChartField values to which they are attached. The project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900.

Note. Create or delete attributes as required for the applicable ChartFields. However, once you attach an attribute to a ChartField value it *cannot* be deleted.

Field Name

Enter any or all of the following *applicable* ChartFields for which attributes functionality is available:

- ACCOUNT
- ALTACCT
- BUDGERT_REF
- CLASS_FLD
- FUND_CODE
- PROGRAM_CODE
- OPERATING_UNIT
- DEPID
- PRODUCT
- PROJECT_ID
- CHARTFIELD1
- CHARTFIELD2
- CHARTFIELD3

The system uses the FS_CF_TEMPLATE to determine which ChartFields are active. *Applicable* active ChartFields appear in the drop-down list box for this field.

Attribute

A user defined field in which you name the attribute.

Allow Multiple Values per Attr(Allow Multiple Values per Attribute)

Select this check box to allow multiple values of the same attribute to be attached to a ChartField value. If you do not select this check box, only one attribute value can be attached to a ChartField value.

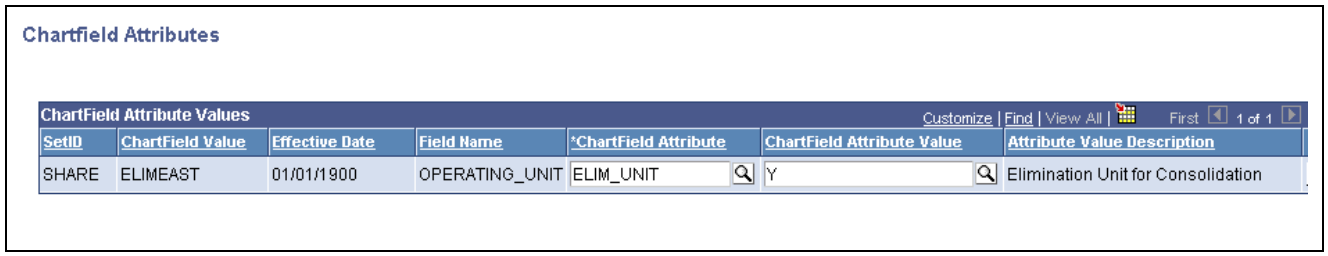
Note. Multiple combinations are usually associated with accounts but this option is available to all applicable ChartFields.

ChartField Attribute Value

This is user defined. For example, you can distinguish between single and multiple-year reporting for a fund by creating these two values for an attribute—either of which you can then attach to a fund value to make this distinction.

Attaching Generic ChartField Attributes

Access the ChartField Attribute Values page.



ChartField Attributes page

Use this page to select one or more of the ChartField attribute and attribute value combinations you have created for a particular applicable ChartField to be applied to the selected ChartField value.

If predefined ALC (Agency Location Codes) are being used for federal payment scheduling and reporting and are attached to your funds, the ALC attributes are the only ones available to these fund values. You cannot access user-defined attributes for these fund values.

ALC attributes are normally used for the FUND_CODE ChartField but it can be defined for any ChartField. However, you can only create it for one ChartField. The system will not allow you to define it for another ChartField. Attribute values for ALC cannot be defined on the ChartField Attributes page. ALC values are defined in the Accounts Payable product.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Setting Up and Generating Federal Government Reports," Understanding Federal Government and Statutory Reporting

Using the Balance Sheet Indicator and Book Code

Segregating accounts as balance sheet or off balance sheet is a common accounting practice used by the financial services industry. Use this segregation of accounts to simultaneously record and generate balanced off balance sheet and balance sheet journal entries. It is not important in processes that automatically generate additional balancing lines for journal entries.

Selecting the Balance Sheet Indicator Attribute

Access the Account page for the account.

PeopleSoft delivers standard balancing attributes for account ChartField values to segregate and maintain separate transactions within a Business Unit and ledger:

- *BS* (balance sheet).
- *OB* (off balance sheet).

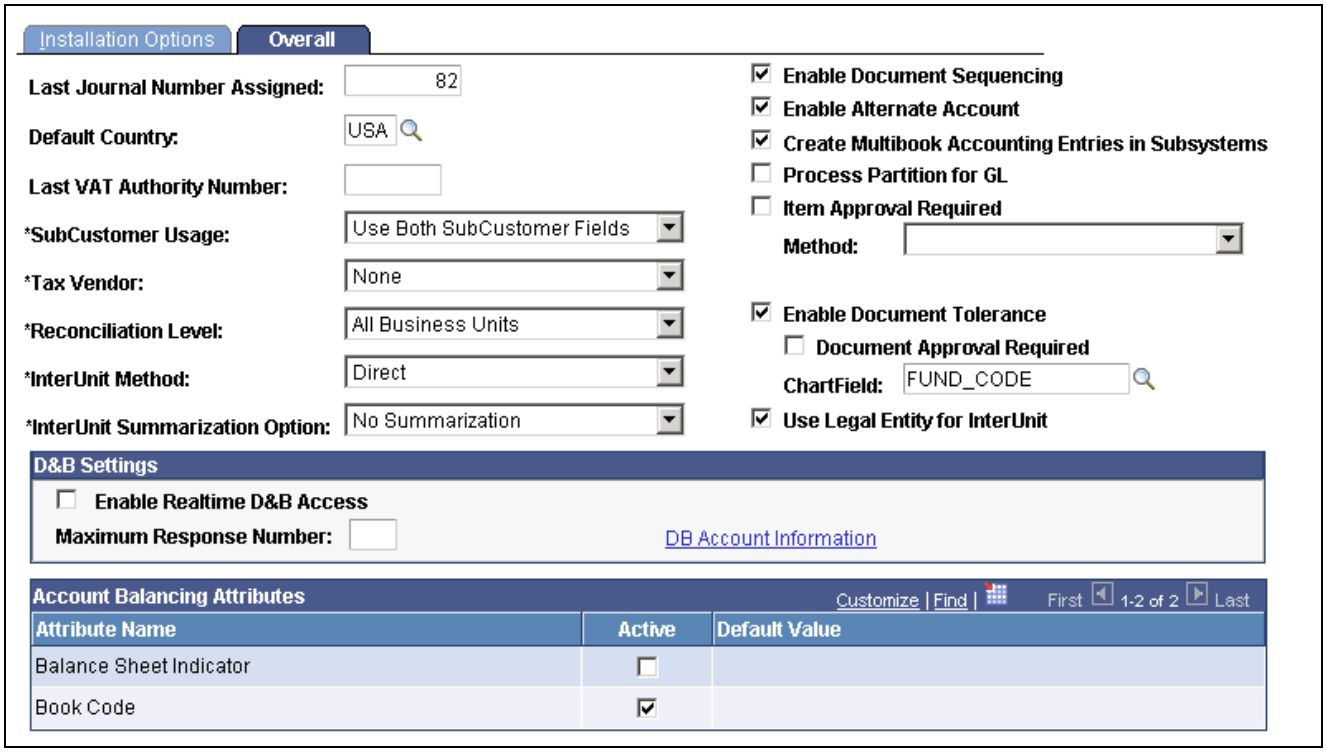
The process is flexible and supports balancing on additional account attributes without modification to your system.

If you define an account value as balance sheet or off balance sheet, you must also assign various General Ledger processes, such as journal edit, revaluation, closing, position accounting, and so on, with the appropriate balance sheet or off balance sheet account to perform the necessary balancing.

If you use the book code feature to further segregate transactions into balancing subsets within the same ledger, it is particularly important that the book code ChartField values and the balance sheet indicator values be properly grouped and matched with your account ChartField to insure proper balancing. You define a combination of a book code and a balance sheet indicator value as an account balancing group. You associate the two with an account as an attribute.

Setting Installation Options for Account Balancing Groups

Access the Installation Options - Overall page.



Installation Options - Overall page

Account Balancing Attributes

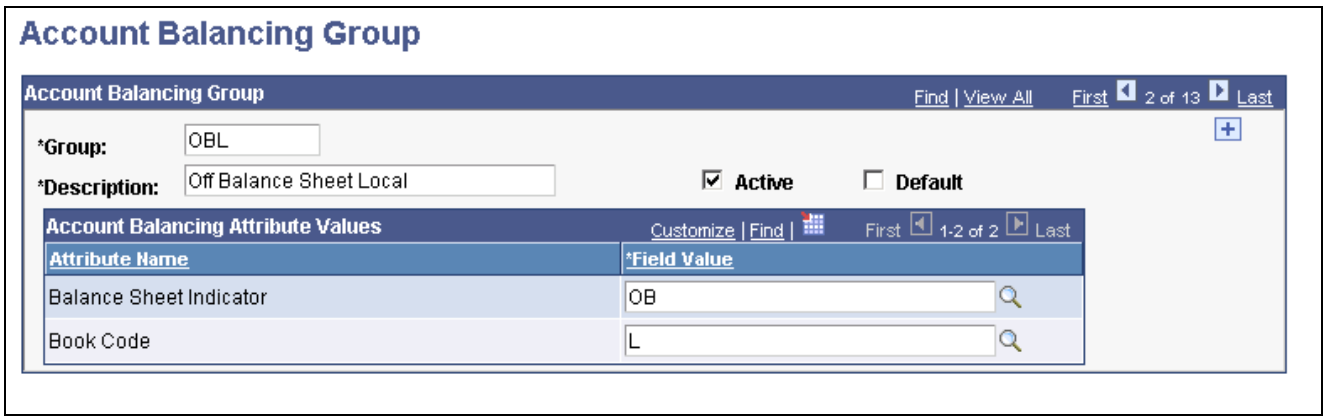
The following fields apply to the account balancing attributes.

Active Select to include attribute names for your system.

Default Value Populated by the system from the default account balancing group value.

Creating Account Balancing Groups

Access the Account Balancing Group page.



Account Balancing Group page

Group You use the Account Balancing Group page to select various combination or subsets of the attribute values and give them a unique group name and description.

Active Select or clear to make the Account Balance Group active or inactive.

The system is delivered with a default account balancing group that contains no account balancing attributes. If you activate any account balancing attribute on the Installation Options - Overall page, you must make the default account balancing group inactive. Then, you add a new account balancing group that contains the active account balancing attributes.

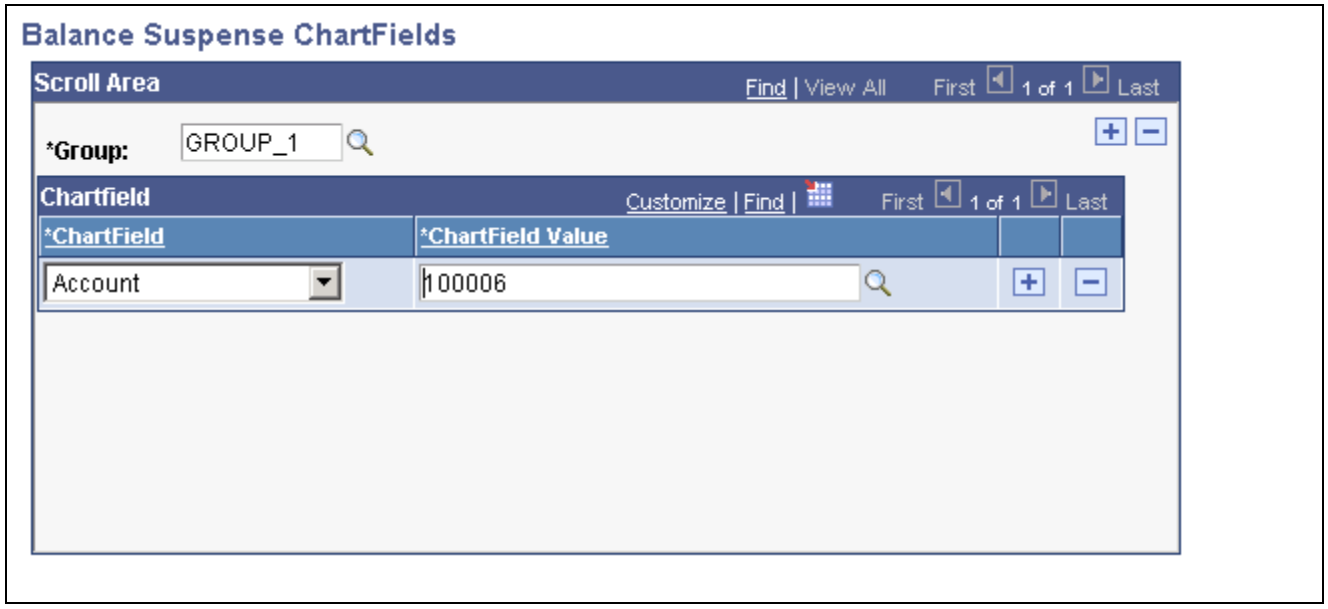
Default Select to display the attribute values as defaults on the Installation Options - Overall page.

Attribute Name *Balance Sheet Indicator* values are delivered by PeopleSoft; however, you can define *Book Code* values by using the Book Code page.

For the group, select the field value for the attributes on this page.

Associating a Balance Suspense ChartField With an Account Balancing Group

Access the Balance Suspense ChartFields page.



Balance Suspense ChartFields page

Group Select one or more account balancing groups and balance suspense ChartFields and ChartField values to be used in the journal balance suspense process.

If you do not have a account balancing Attribute active, you will have one account balancing group only. This is the default group delivered with the system. You only need to define one balance suspense ChartField for the default group.

However, if you have one or more account balancing attributes active, you inactivate the default group and add your own account balancing groups on the Account Balancing Groups page, which contain various combinations

of active account balancing attribute values. Then, you must define one balance suspense ChartField for each group. The account value of the balance suspense ChartFields must have the same account balancing attribute values as the account balancing group.

For example, assume you activate the balance sheet indicator. You then inactivate the default group and add two new account balancing groups. One for balance sheet group and the other for off balance sheet group. You must then define two balance suspense ChartFields, one for each group. The account value for balance sheet group must have a balance sheet indicator value equal to balance sheet. Similarly, the account value for the off balance sheet group must have a balance sheet indicator value equal to off balance sheet.

Account balancing groups identify balancing subsets within the same ledger that involve simultaneous use of the book code and balance sheet indicator. You must define for each group, or subset, its own balancing or suspense accounts to be used by various processes to maintain the balance within the group.

For example, each of the following requires a suspense or balancing ChartField for each applicable account balancing group:

- Balance suspense ChartFields.
- Edit suspense ChartFields.
- Amount suspense ChartFields.
- Rounding adjustment ChartFields.
- Position accounting.

Entering and Maintaining ChartField Values

To enter and maintain ChartField values, use the following components:

- ChartField Values (FS_CF_VALUE_HOME)
- Adjustment Type (ADJUST_TYPE)
- Book Code (BOOK_CODE)
- Scenario (BD_SCENARIO)
- Account (GL_ACCOUNT)
- Operating Unit (OPERATING_UNIT)
- Fund (FUND_DEFINITION)
- Department (DEPARTMENT)
- Product (PRODUCT)
- Alternate Account (ALTACCT)
- PC Bus Unit (PC_BU_DEFN, PC_BUS_UNIT_OPT
- Project ID (PROJECT)
- Activity (FS_ACTIVITY_TBL)
- Source Type (RESOURCE_TYPE)

- Category (PROJ_CATG_DEFN)
- Subcategory (PROJ_SUBCAT_DEFN)
- Statistics Code (STATISTICS_TBL)
- Budget Reference (BUDREF_PNL)
- Class Field (CLASS_PNL)
- Program Code (PROGRAM_DEFINITION)
- ChartField1 (CHARTFIELD1)
- ChartField2 (CHARTFIELD2)
- ChartField3 (CHARTFIELD3)

To load data into the respective component tables, use the following component interfaces:

- Use the BUDGET_SCENARIO component interface to load data into the tables for the Scenario component.
- Use the ACCOUNT_CF component interface to load data into the tables for the Account component.
- Use the OPER_UNIT_CF component interface to load data into the tables for the Operating Unit component.
- Use the FUND_CF component interface to load data into the tables for the Fund component.
- Use the DEPT_CF component interface to load data into the tables for the Department component.
- Use the PRODUCT_CF component interface to load data into the tables for the Product component.
- Use the ALTACCT_CF component interface to load data into the tables for the Alternate Account component.
- Use the PROJECT_BU_OPTIONS component Interface to load data into the tables for the PC Business Unit component.
- Use the PROJECT_CF component interface to load data into the tables for the Project ID component.
- Use the PC_STD_ACT_INTFC component interface to load data into the tables for the Activity component.
- Use the PC_RES_TYPE_INTFC component interface to load data into the tables for the Source Type component.
- Use the PC_CATG_DEFN_INTFC component interface to load data into the tables for the Category component.
- Use the PC_SUBCAT_DEFN_INTFC component interface to load data into the tables for the Subcategory component.
- Use the STATISTICS_CODE component interface to load data into the tables for the Statistics Code component.
- Use the BUDGET_REF component interface to load data into the tables for the Budget Reference component.
- Use the CLASS_CF component interface to load data into the tables for the Class Field component.
- Use the PROGRAM_CF component interface to load data into the tables for the Program Definition component.
- Use the CHARTFIELD1 component interface to load data into the tables for the ChartField1 component.
- Use the CHARTFIELD2 component interface to load data into the tables for the ChartField2 component.
- Use the CHARTFIELD3 component interface to load data into the tables for the ChartField3 component.

This section discusses how to:

- Add book code values.

- Add adjustment type values.
- Add account values.
- Map account values to alternate account values.
- Add alternate account values.
- Map alternate account values to account values.
- Add operating unit values.
- Add fund code values.
- Add department values.
- Add product values.
- Add project values and grant values.
- Add statistic code values.
- Add scenario values.
- Add program code values.
- Add class field values.
- Add budget reference values.
- Add values for expansion ChartFields 1, 2, and 3.
- Choose affiliate ChartField values.
- Add project accounting ChartField values.
- Load ChartField values using the Excel Spreadsheet to Component Interface process

Use effective date in conjunction with status to add new ChartField values for current or future access and to inactivate or modify ChartField values while maintaining a complete audit trail.

Note. Some ChartFields are delivered inactive. ChartField must be activated to be available in your menu. Activation can be performed on the Standard Configuration page.

ChartFields are search keys for all financial transactional data. To maintain the integrity of data relationships, PeopleSoft does *not* allow you to delete all values in a ChartField and then save the page. However, you can delete all but the last row for each ChartField value in the ChartField table.

Note. PeopleSoft recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. In general avoid special characters such as apostrophes and do not include embedded blanks when defining ChartField values. Special characters and embedded blanks can be problematic and in particular can cause problems in some batch processes, such as those in allocations, combination editing and open item accounting. (This caveat also applies to such thing as business units, ledgers and journal IDs.)

Pages Used to Define ChartFields

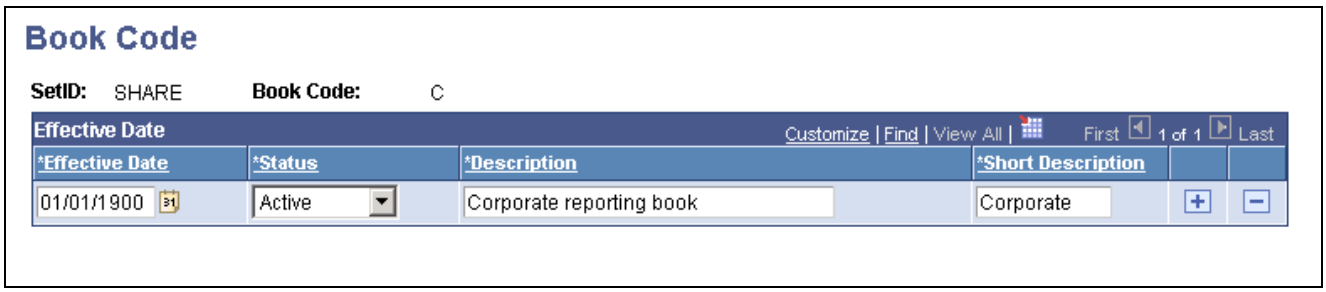
Page Name	Object Name	Navigation	Usage
Book Code	BOOK_CODE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Book Code	Identify subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments.
Adjustment Type	ADJUST_TYPE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Adjustment Type	Define adjustment types associated with varying accounting treatments of prior period adjustments.
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Set up new account ChartField values.
Map to Alternate Account	ACC_XREF	Click the Map to Alternate Account tab.	Map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.
Alternate Account	ALTACCT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account	Add alternate account values.
Map to Account	ALT_XREF	Click the Map to Account tab.	Maps an alternate account to one or more accounts.
Operating Unit	OPERATING_UNIT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Operating Unit	Create values that identify a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. It is usually related to responsibility reporting
Fund Code	FUND_DEFINITION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Fund Code	Define values for all types of funds.

Page Name	Object Name	Navigation	Usage
Department	DEPARTMENT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Department	Add a department representing an operational unit. It is often associated with responsibility accounting.
Product	PRODUCT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Product	Add product codes and track product performance and financial information.
Project	PROJECT_GL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Project, Project	Add project values and set ChartField status to active or inactive. If you have not installed Project Costing you can also add memo project start and end date, project manager information, and project status. If you have installed Project Costing and any of the other applications requiring the full complement of project ChartFields, use the components mentioned in the preceding ChartField list to create the ChartField values and their control data. These components and pages are fully described in the Project Costing documentation.
Statistics Code	STATISTICS_TBL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Statistics Code	Add or modify statistics codes to track non-monetary information.
Scenarios	BD_SCENARIO	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Scenario	Define different budget iterations.
Program Code	PROGRAM_DEFINITION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Program Code	Track amounts to which you want to apply budgetary controls.

Page Name	Object Name	Navigation	Usage
Class Field	CLASS_PNL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Class Field	Further classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials
Budget Reference	BUDGET_REF	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Budget Reference	Identify unique budgets where individual budgets share budget keys and overlapping periods.
ChartField 1	CHARTFIELD1	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 1	Add a ChartField value and enter a long and short description for the ChartField value. ChartField 1 must be activated using standard ChartField configuration to be available in the menu.
ChartField 2	CHARTFIELD2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 2	Add a ChartField value and enter a long and short description for the ChartField value. ChartField 2 must be activated using standard ChartField configuration to be available in the menu.
ChartField 3	CHARTFIELD3	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, ChartField 3	Add a ChartField value and to enter a long and short description for the ChartField value. ChartField 3 must be activated using standard ChartField configuration to be available in the menu.
Standard ChartField Configuration	STANDARD_CF_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration	You must have been granted user security to use this page. Unless a ChartField is active it will not be displayed in the navigational menus. Related ChartFields determine the values for affiliate ChartFields. Business unit is required for the interunit affiliate ChartField. Assign a unique intraunit related ChartField of the same ChartField length that is specified for each intraunit affiliate ChartField that is active.

Adding Book Code Values

Access the Book Code page.



Book Code page

Book Code is an account attribute and a balancing ChartField. You can activate book code on the Installation Options - Overall page. If you activate the book code, you must specify a book code for each account value. The Allow Book Code Override option that is set on the Account page determines whether this book code can be overridden on the transaction line.

Generally accepted accounting principles often vary from country to country and by jurisdiction. Organizations must record and report their operations according to local accounting requirements as well as by corporate rules, which are often dictated by another national jurisdiction and might require that other accounting principles be applied. For example, local rules might require that you keep your local books open for a longer period than do the corporate rules and perhaps prior period adjustments are handled differently.

In conjunction with ledger code and the adjustment type ChartField, book codes address transactions in common book codes between GAAPs requiring different open close periods. Book code is also used with the balance sheet indicator attribute to ensure that proper balancing is maintained for *on* and *off* balance sheet entries.

PeopleSoft also provides the ability to maintain separate ledgers for separate accounting rules, to record transactions under varying statutory rules using alternate account and to use MultiBook with its automatic synchronization capabilities. However, by using book codes you can *simultaneously* generate sets of entries to record related transactions according to multiple generally accepted accounting principals (GAAPs) for the *same* business unit in the *same* ledger. For example, where local and corporate accounting principles are not compatible you define a local (L) and a corporate (C) book code. For those situations where requirements are alike, you define a code for both (B). Using these book codes as attributes, attach them to accounts. This results in groups of accounts in which you can simultaneously record related transactions under local, corporate, or both rules.

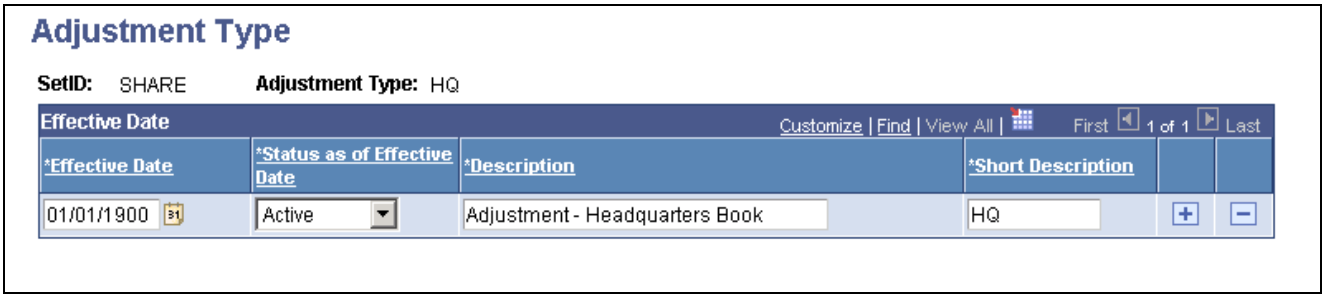
You can choose to associate a single book code with one account value. Using this method a unique account value must be created for the number of unique book code instances. For example, book code C would be associated with account 500001, book code L with account 500002, and book code B with account 500003 to record related amounts in the same ledger but effectively in different books. When you choose this method, book code appears as a read-only field on the journal entry page when you enter the account and the book code cannot be modified at time of journal entry.

PeopleSoft provides the Allow Book Code Override option that enables you to choose different book code and account combinations at the time of journal entry. You can then associate any of your book codes with the account value to record related amounts in the same ledger. For example, book codes C, L or B can be associated with account 500001. The chief advantage of this method is that fewer account values are required. The book codes you can associate with an account are available from a drop down list at the time of journal entry

Book Code Add or select a value. The Effective Date and Status fields must match the settings for the account values to which the book code is attached as an attribute using the Account page.

Adding Adjustment Type Values

Access the Adjustment Type page.



Adjustment Type page

Adjustment type is delivered as a balancing ChartField. It is used in conjunction with ledger code and book code to facilitate recording of transactions for organizations having multiple accounting rule environments. If you choose to update open periods by ledger code, you must specify an adjustment type value for the ledger code having its period closed earlier than other ledger codes. By doing this, when the system encounter transactions in a book code common to multiple GAAPs, yet belonging to a ledger code that is already closed; it can generate adjustments specifically to the adjustment type associated with the ledger code and effectively move the transaction to the open period.

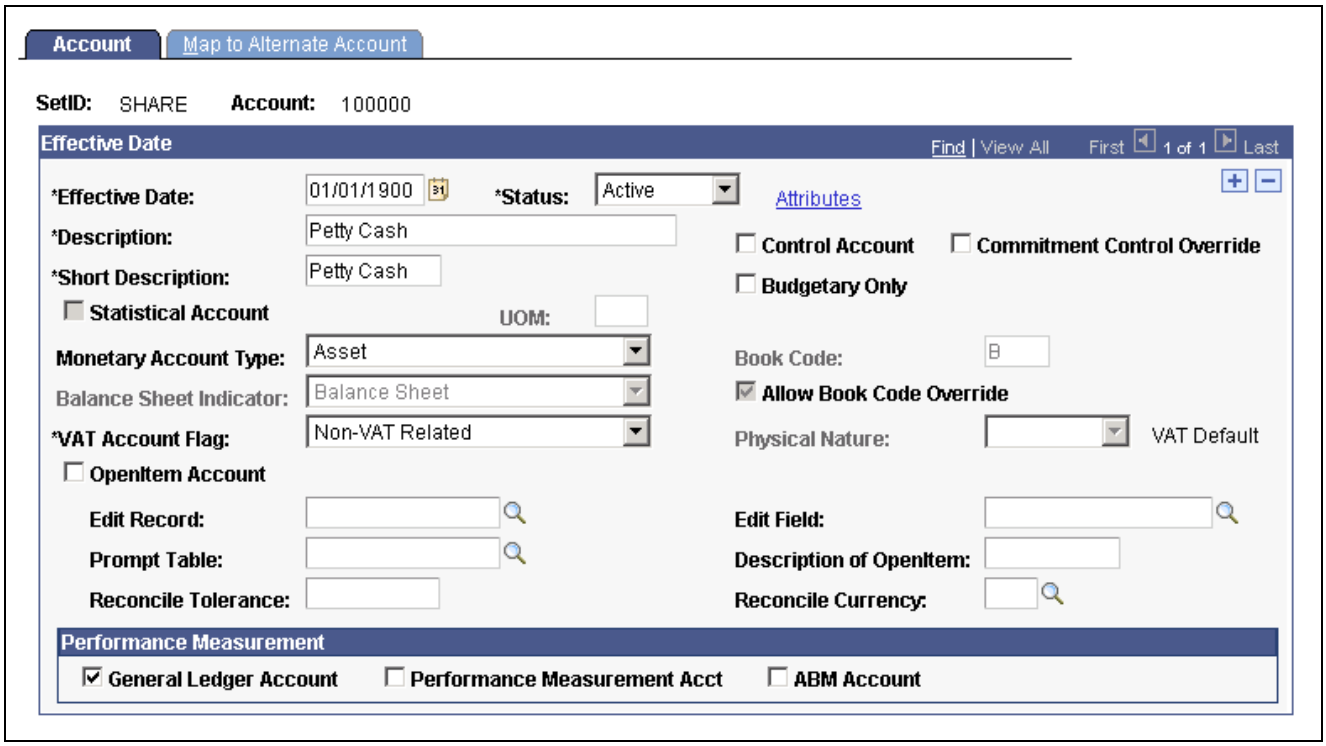
Adjustment Type Create a type for each combination of ledger code and book code that share accounts in other ledger code and book code combinations involving different accounting rules (multiple GAAPs) that specify different rules regarding closing dates and prior period adjustments.

See Also

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

Adding Account Values

Access the Account page.



Account page

Account values are used in combination with other ChartFields values to create journal entries.

Statistical Account

Select to track statistical data such as square footage or head count. Statistical accounts are used to capture statistical amounts only, not monetary amounts. If you select the check box, you must specify a UOM (unit of measure.)

The system automatically makes available (and selects by default) the Balance Forward check box. You can override this default by clearing the check box for accounts that you do not want to carry forward, such as statistical accounts associated with revenue and expenses.

Monetary Account Type

Select from the values defined on the Account Types page

VAT Account Flag

Select one of the following values to indicate the relationship to value added tax (VAT) processing for this account value:

Non-VAT Related: Not used for VAT processing.

VAT Account: The account to which calculated VAT is applied. VAT account journal entries are calculated and automatically generated based on the VAT applicable account entries in the journal entry and on the values that you set up for your VAT environment and options. You can also enter VAT account lines directly into a journal entry.

VAT Applicable Account: The monetary account against which you add journal entries.

Physical Nature

For VAT-related accounts, indicates whether an object is a *Good* or a *Service*. For many countries there is a requirement to report the sale and/or purchase of goods separately from services.

The physical nature setting defaults not only from your setting here for the account value but also from the journal source or the business unit settings

according to the VAT default hierarchy. The default can be overridden on the journal line.

VAT Default For VAT related accounts, click this link to access VAT Defaults Setup component on which you can define or override VAT settings for this account. VAT processing is available for non-receivable and non-payable items directly entered into the general ledger. The VAT Defaults Setup component

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

OpenItem Account Select to activate OpenItem processing for tracking and matching debits and credits that post to this account. When you select this option, there are six related fields to complete. If you do not select this check box, any information you enter in these related fields is not retained and is cleared from the fields when you save the page.

Note. An OpenItem account cannot be a VAT-related account.

Edit Record Select the name of the table against which you want to validate the OpenItem search key. For example, if the OpenItem key is an employee ID, enter a table that contains a list of valid employee IDs, such as the EMPLOYEE_TBL.

Edit Field Enter the name of the field from the edit record to match against your OpenItem key.

Prompt Table Enter the name of the prompt table that is to return the current actual OpenItem rows for the account.

Description of OpenItem Enter a description to appear in prompt lists, reports, and online inquiries. It typically is used to identify the OpenItem key that must be specified in the Ref (reference) field on the Journal Entry pages.

Reconcile Tolerance and **Reconcile Currency** Enter a tolerance, and select the reconcile currency to use. You can close OpenItem rows if the balance is equal to or less than the tolerance. For background reconciliation, there is no tolerance. The balance must be zero.

General Ledger Account, Performance Measurement and **ABM Account** Select the General Ledger Account, Performance Measurement Acct (account), and ABM Account (Activity-Based Management account) check boxes only if you use PeopleSoft Enterprise Performance Management (EPM).

See PeopleSoft Enterprise Activity Based Management 8.9 PeopleBook

Attributes Click the link to access the ChartField Attributes page described earlier in this chapter.

Control Account Select to indicate that this is a control account and that it can be updated only by using the Journal Generator or *a load process from a third party system or spreadsheet.* The purpose of this designation is to prevent manual or online entries in general ledger to the account.

You can map account ChartFields only to alternate account ChartFields having the same control account designation.

A control account represents a summarization of detail from a feeder application such as Payables that is posted by the system to the general ledger. For example, a control account for Accounts Payable provides a summary of accounts payable detail activity in the general ledger equal to the sum of the

	individual amounts by vendor in the Accounts Payable system. *Only Journal Generator can update a control account.*
Budgetary Only	Select if the account value is to be used for budgetary purposes only. The account will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.
Commitment Control Override	Select if you are using Commitment Control and this account value always passes budget checking without regard to the control option. For example, select this option for payroll account values and the budget processor will always pass the payroll account transactions.
Book Code	If book code is enabled on the Installation Options - Overall page, you must enter a default book code that is appropriate for this account value for most instances of its use.
Allow Book Code Override	This check box is selected by default to enable override of the default book code for this account on the transaction line. Clear the check box if you choose to always associate the default book code with the account value and not allow changes at the transaction line.
Balance Sheet Indicator	If enabled on the Installation Options - Overall page, the account can be designated as either off balance sheet or on balance sheet.

See Also

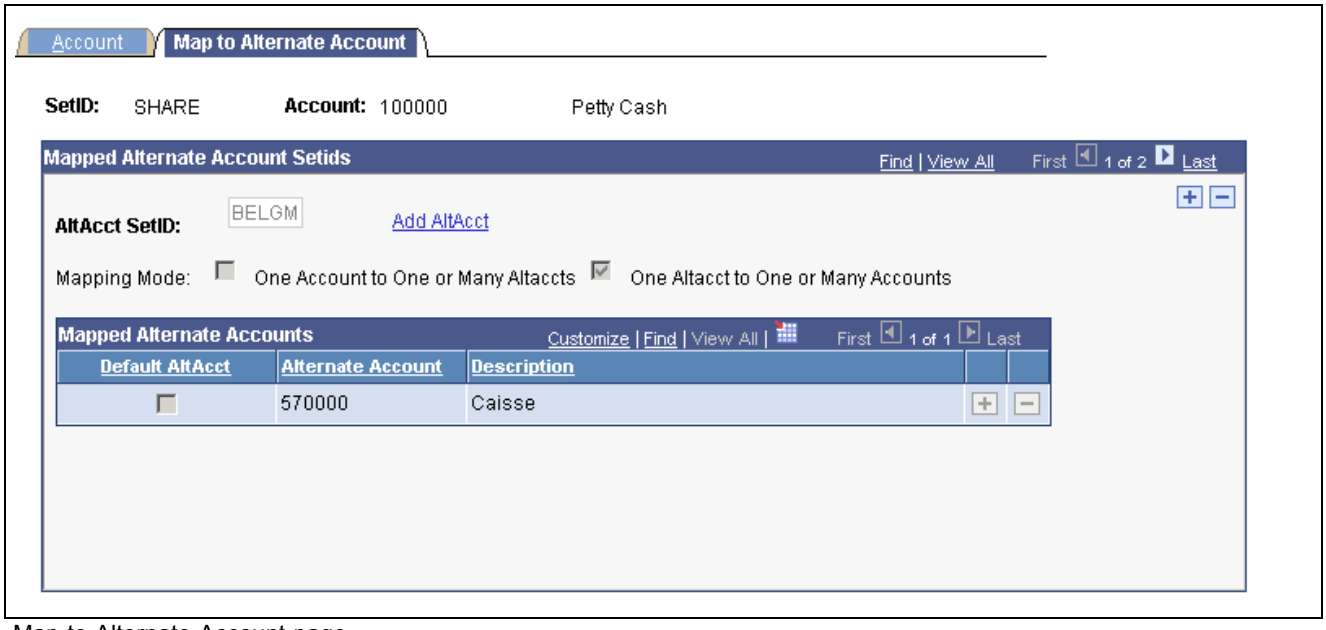
Chapter 6, "Defining and Using ChartFields," Creating Generic ChartField Attributes, page 199

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Using Open Item Accounting"

Chapter 6, "Defining and Using ChartFields," Using the Balance Sheet Indicator and Book Code, page 201

Mapping Account Values to Alternate Account Values

Access the Map to Alternate Account page.



Map to Alternate Account page

AltAcct SetID (alternate account setID) Enter the setID for the alternate account to which you want to link the account.

Add AltAcct (add alternate account) Click to access the Alternate Account page on which you can add a new alternate account. This page is described below.

Mapping Mode This is a system default and you cannot change the value:

One Acct to One or Many AltAccts (one account to one or many alternate accounts) indicates that the mapping is one account value to one or more alternate account values. You can map the one account value to one or more alternate accounts.

One AltAcct to One or Many Accts (one alternate account to one or many accounts) indicates that the mapping is one Alternate Account value to one or more account values. You can map the account value to only one alternate account.

Note. The system does not update the mapping mode setting until you have linked the account with one or more alternate accounts. If you have previously linked the account to an alternate account on the Map to Account page, the mapping mode might already be selected. When you add one or more alternate accounts and select default for one of the alternate accounts, the system selects One Acct to One/Many AltAccts. Also, you must specify a default account or alternate account for each setID that you map to either account or alternate account.

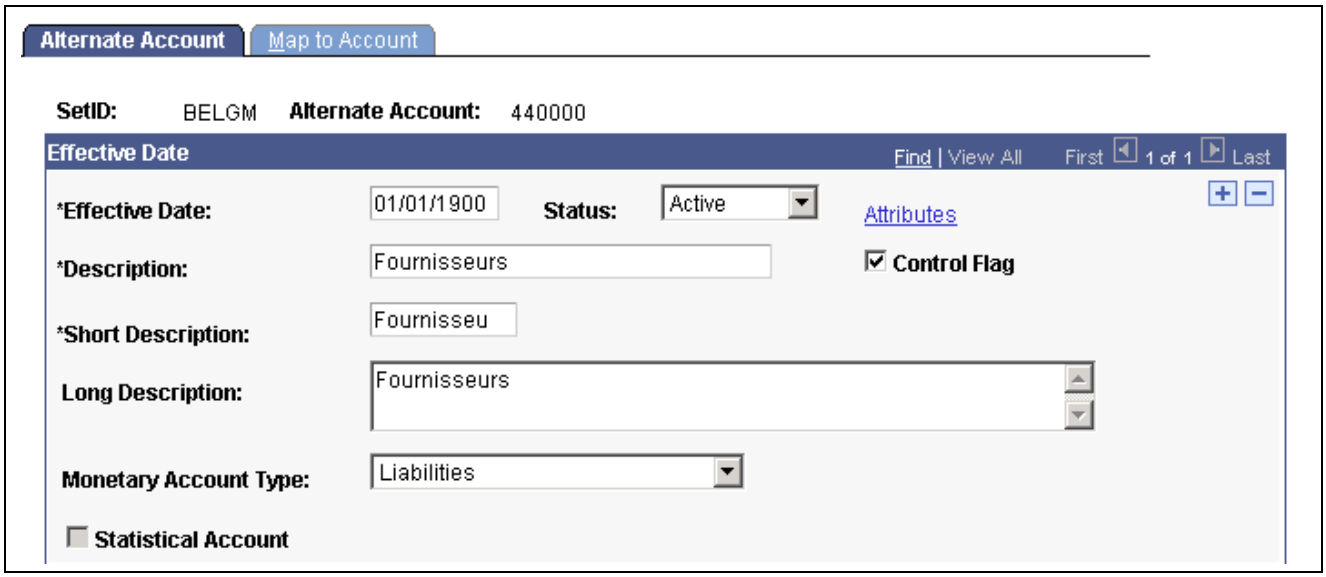
Mapped Alternate Accounts Use the scroll arrows to select the alternate accounts that you want to link to the account. When you enter an account value on a transaction page, you can use only the alternate account values that you select in the scroll.

Default AltAcct (default alternate account) Select the check box if you want the system to use the alternate account as the default on a transaction entry page.

Alternate Account Select the alternate account that you want to link with the account. The system automatically enters the description of the alternate account.

Adding Alternate Account Values

Access the Alternate Account page.



Alternate Account page

Long Description Optionally, you can enter the purpose or use of the alternate account, and an explanation of the type of transactions that are to be posted to it.

Note. You can map alternate account ChartFields only to account ChartFields with the same attributes unless they have a different setID.

Monetary Account Type Select from the types previously defined on the Account Types page.

Statistical Account Used for statistical amounts, not monetary amounts. If you select the check box, you must specify a unit of measure.

Attributes Select the link to access the ChartField Attributes page.

Control Flag Select to indicate that you can update this alternate account only by using the Journal Generator. A control account represents a summarization of detail from an application. For example, a control account for Accounts Payable would provide a summary of accounts payable activity equal to the sum of the individual amounts by vendor in the Accounts Payable system.

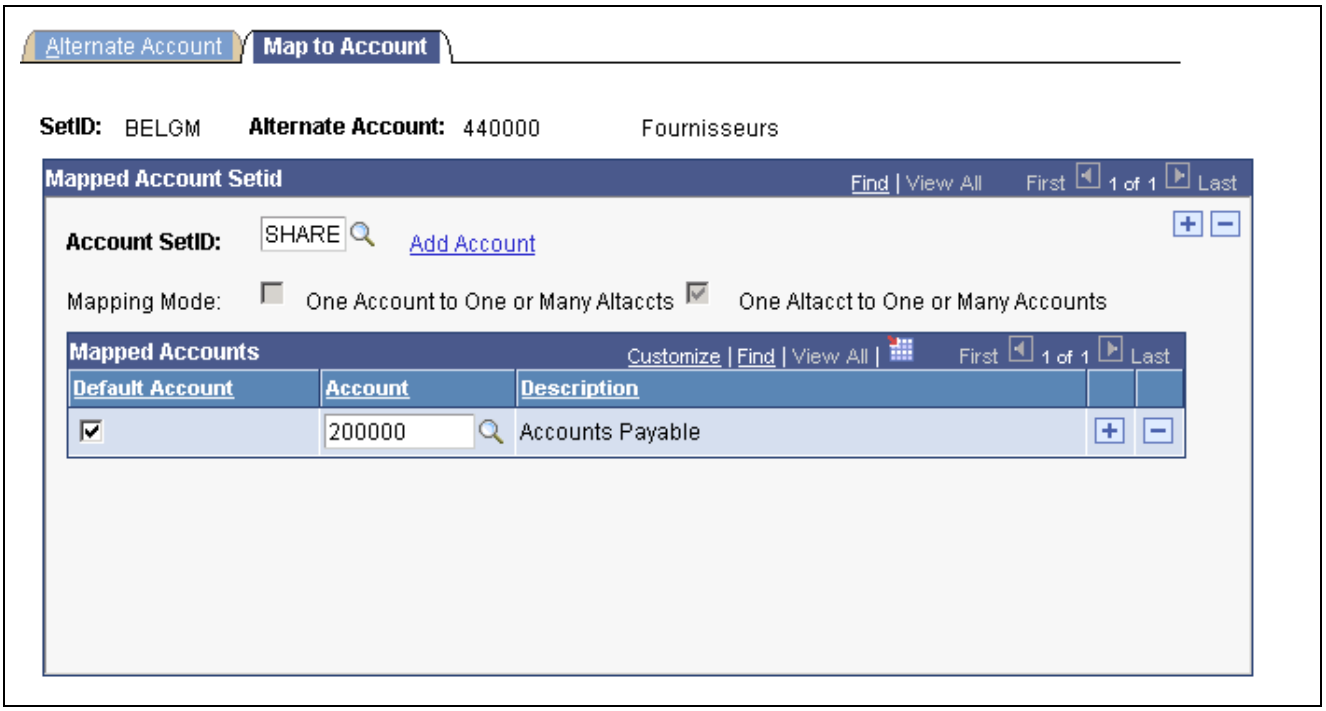
See Also

Chapter 11, "Using Alternate Account," page 353

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Using Statistics"

Mapping Alternate Account Values to Account Values

Access the Map to Account page.



Map to Account page

Account SetID Enter the setID for the account to which you want to link the alternate account.

Add Account Click the link to access the Account page on which you can add a new account ChartField value.

Mapping Mode This is a system default. You cannot change the value:

- One Acct to One or Many AltAccts (one account to one or many alternate accounts) indicates that the mapping is one account value to one or more alternate account values. You can map the one alternate account value to only one account.
- One AltAcct to One or Many Accts (one alternate account to one or many accounts) indicates that the mapping is one alternate account value to one or more account values. You can map the alternate account value to one or more accounts.

Note. The system does not update the mapping mode until you link the alternate account with one or more accounts. If you previously linked the alternate account to an account on the Map to Alternate Account page, the mapping mode might already be selected. When you add one or more accounts and select default account for one of the accounts, the system selects One AltAcct to One or Many Accts.

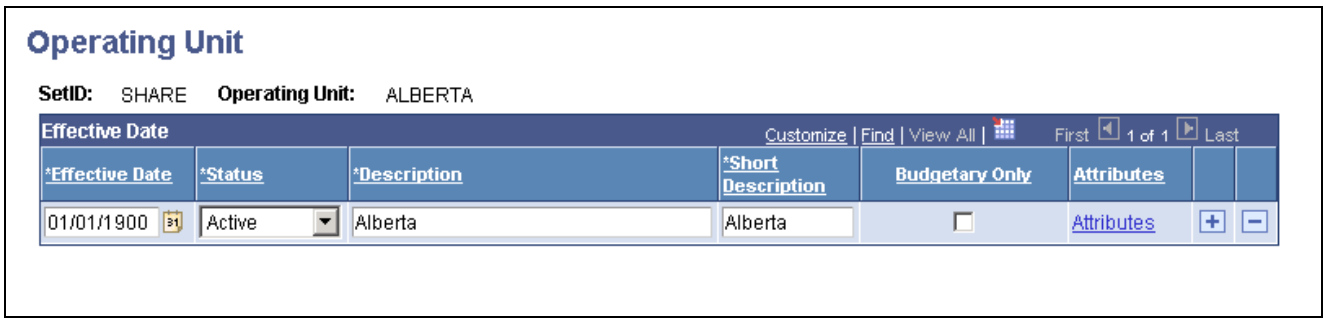
Mapped Accounts Use the scroll arrows to select the accounts that you want to link to the alternate account. When you enter an alternate account value on a transaction page, you can use only the account values that you select in the scroll.

Default Account Select if you want the system to use the account as the default account on transaction entry pages.

Account Enter each account that you want to link with the alternate account. The system automatically enters the description of the account.

Adding Operating Unit Values

Access the Operating Unit page.



Operating Unit page

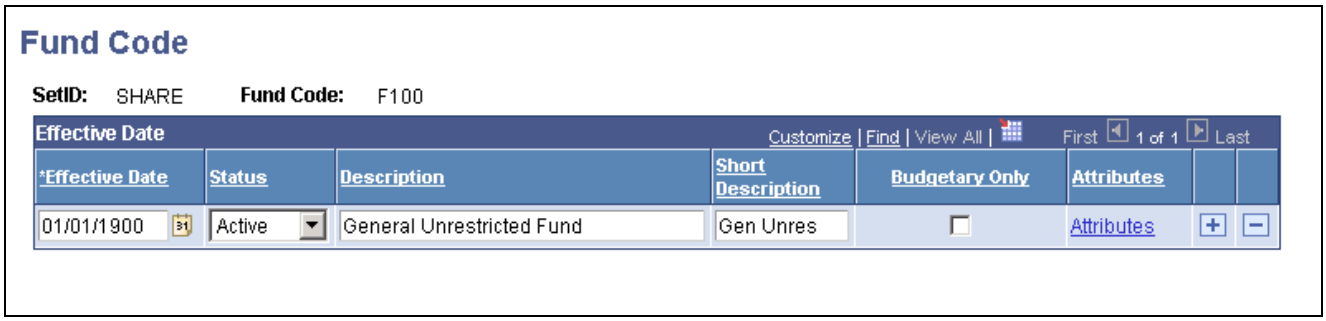
Use this ChartField to identify such things as a plant, office, physical location, branch, building, store, hospital, outpatient surgery center, clinic, or geographic location. This ChartField is usually related to responsibility reporting. It can also be used to assist in reporting for tax purposes or it can be used at the city, county, and state levels for both profit and loss (P&L) and balance sheet purposes.

Budgetary Only Select if the value is to be used for budgetary purposes only. The operating unit will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes Select this link to access the ChartField Attributes page.

Adding Fund Code Values

Access the Fund Code page.



Fund Code page

Funds are primary structural units for education and governmental accounting. Funds are maintained as a balanced set of accounts and are used to present financial statements.

Fund code is a balancing ChartField, and you establish all types of funds by using the Fund Code page.

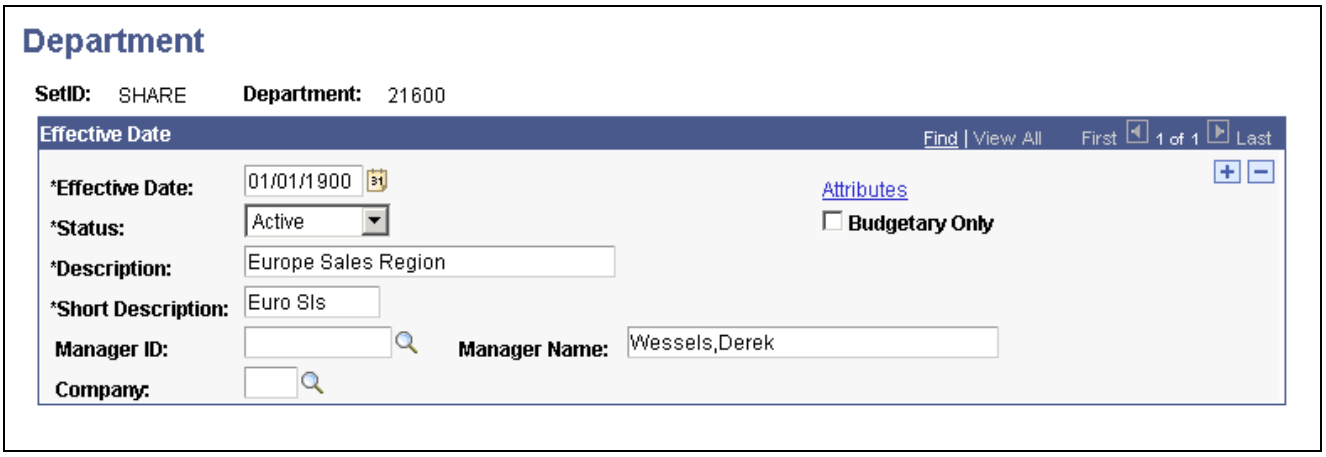
Description Use to indicate the name of the fund and any pertinent details.

Budgetary Only Select if the fund value is to be used for budgetary purposes only. The fund will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes Select this link to access the ChartField Attributes page.

Adding Department Values

Access the Department page.



Department page

Departments typically represent a divisional classification of a larger entity in your organization (such as a profit center, an operating unit, a school within a university or a bureau of a government). Its emphasis is usually on budget and responsibility accounting.

Status Select the current status of the department: *Active* or *Inactive*.

Description and **Short Description** Enter a description and short description. These fields appear on pages and in reports.

Attributes Select this link to access the ChartField Attributes page.

Budgetary Only Select this check box if the department value is to be used for budgetary purposes only. The department will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

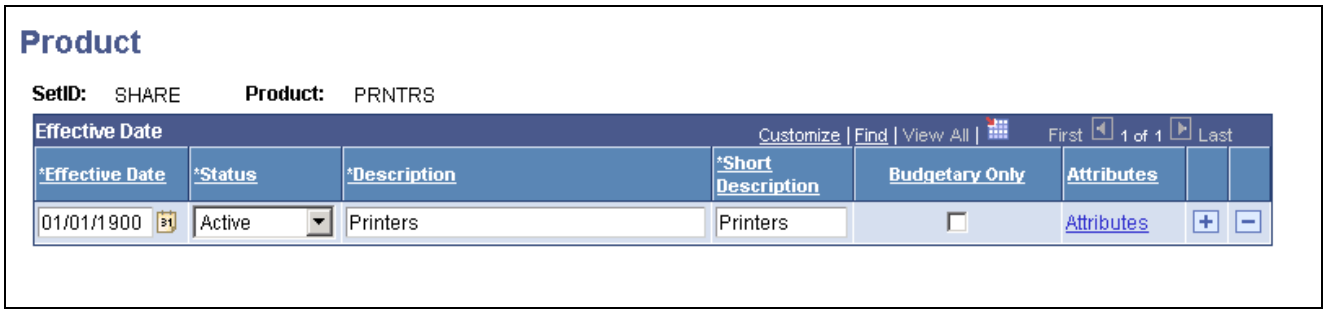
Manager ID Select from a list of IDs that you entered on the Personal Data page. The system automatically populates the name in the Manager Name field and you cannot change it. Alternatively, enter a manager name only. The system does not edit a name that you manually enter against any table.

Company Indicate the payroll company to which this department belongs and into which the department reports. The system uses the payroll company to calculate worker compensation. The system also uses the department on the order in conjunction with the state to look up the appropriate worker compensation rate.

Note. If yours is a multi-company environment and you want more than one company to share the department, leave this field blank. The field displays only if you have PeopleSoft Enterprise Staffing Front Office installed.

Adding Product Values

Access the Product page.



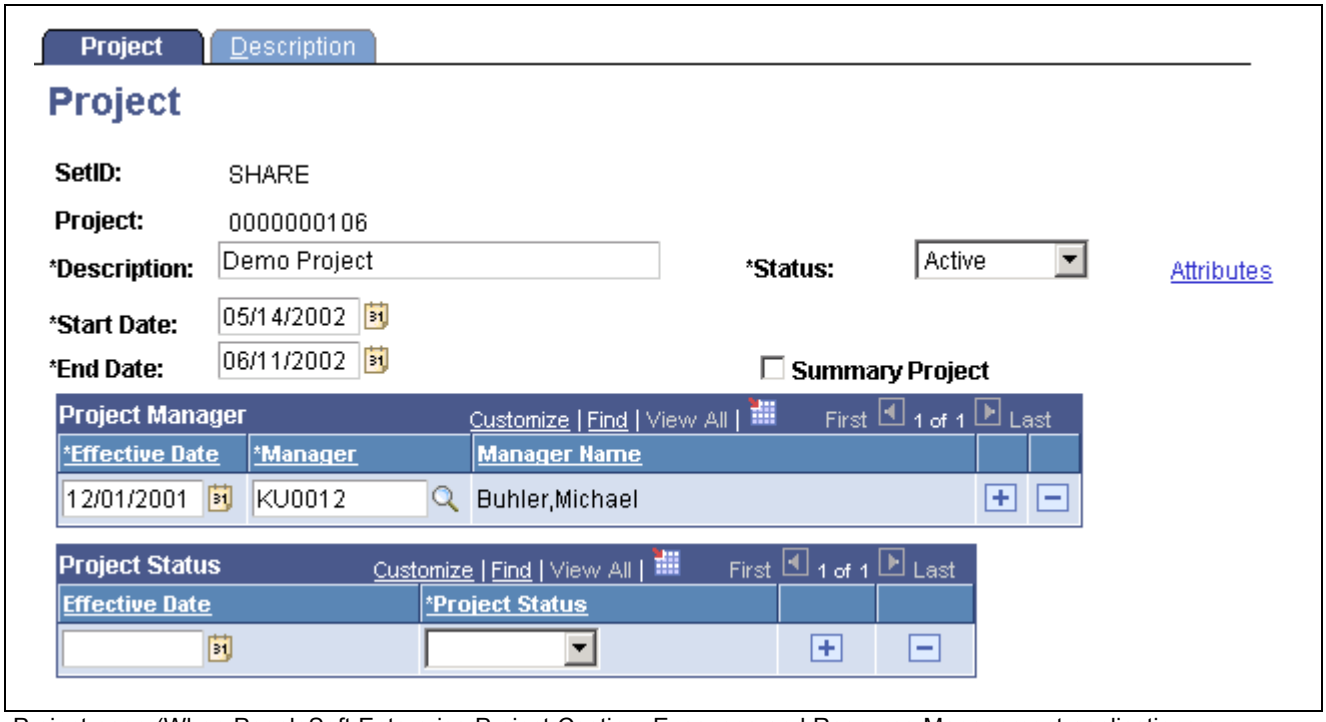
Product page

Budgetary Only Select if the value is to be used for budgetary purposes only. The product will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes Select this link to access the ChartField Attributes page.

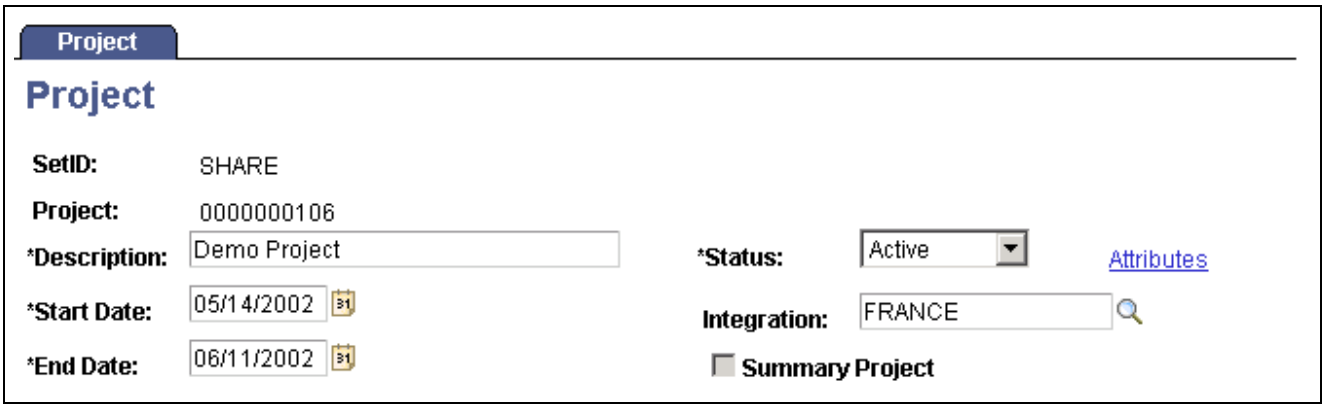
Adding Project Values and Grant Values

Access the Project page.



Project page (When PeopleSoft Enterprise Project Costing, Expenses and Resource Management applications are not installed)

The preceding page is available when Project Costing is not installed on you system and is not selected on the Installation Options - Product page.



Project page (When Project Costing, Expenses and Resource Management applications are installed)

The preceding page is available when Project Costing is installed on you system and is selected on the Installation Options - Products page.

Of the six project ChartFields, Project values is available for selection for setup using the ChartField Values page. The other five ChartFields are defined and their controls established using the Project Costing application. To define the other five project ChartFields, use the pages discussed in the Project Costing documentation.

See Insert a link to the Project Costing documentation.

You can use the project ID ChartField with or without the Project Costing application. The setup for the page varies depending on this option.

Note. If you are using Project Costing, the Description tab and the fields associated with project manager and project status are not available through the Project page because applicable controls are entered or maintained through the Project Costing application pages. Also, when you use project IDs in General Ledger or other applications in your integrated database, the system validates them for standard Chartfield edits without regard to where the values were created. These and other important considerations are more fully explained in the Project Costing documentation dealing with setting up and integrating Project Costing, General Ledger and the feeder systems.

Integration Use to select an integration template for the project and project level.

Status ChartField edit uses this value to determine if the project ID value is active or inactive.

Start Date and **End Date** If you have *not* installed PeopleSoft Project Costing, these fields are used for memo entries only and there is no general ledger process that uses them.

> **Note.** No edits are subject to these dates nor does the Commitment Control Budget Processor use these dates during budget checking.

Project Manager If you have *not* installed Project Costing, these fields enable you to specify the project manager ID, display the manager name, and effective date of the entry. The fields are not available on this page if you are using Project Costing.

Project Status If you have *not* installed Project Costing, you can enter the effective date and select a project status to indicate the various stages of the life cycle for the project, such as *Proposed*, *Budgeted*, *Hold*, *Open*, or *Closed*. The fields are not available on this page if you are using Project Costing.

Note. These fields are memo entries only and are not used by any general ledger process. Do not confuse them with ChartField editing that uses the ChartField status (active or inactive) that is also set on this page nor with budget checking in Commitment Control that uses budget start and end dates.

Attributes Select to access the ChartField Attributes page.

Note. Attributes normally share the effective dating of the ChartField values to which they are attached, however, the Project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900.

Summary Project If you select this option, the project ID value is used at a budget summary level for budgets but not at a detail transaction level within Commitment Control. If theProject Costing product is installed, it serves a similar function to indicate the project ID value is a roll-up or summary level project and is not used for detail activity.

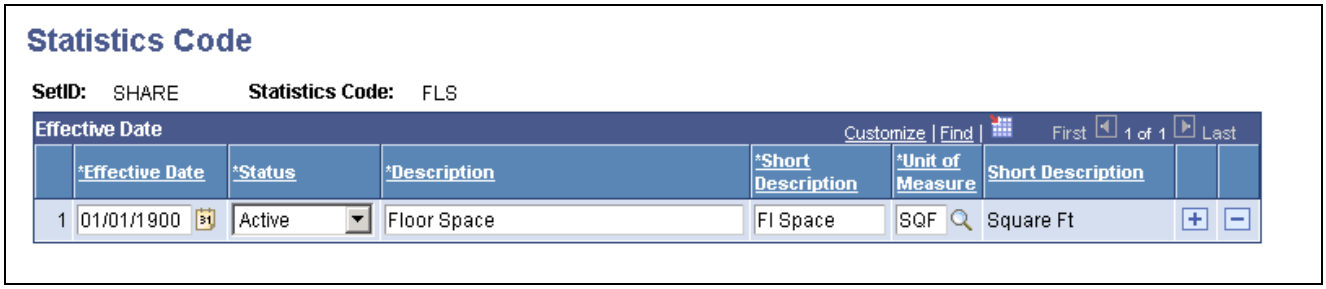
Grants

You can also set up and maintain Project values to track grants.

See *PeopleSoft Enterprise Grants 8.9 PeopleBook*

Adding Statistics Code Values

Access the Statistics Code page.



Statistics Code page

You can track a variety of non-monetary amounts with statistics. Statistics codes are used to maintain statistical amounts to facilitate financial analysis and reporting. If you plan to use statistics codes, you must also establish units of measure.

Unit of Measure Select a default unit of measure in which the system is to store statistical amounts that you enter. If you enter an amount on a journal line in a unit of measure that differs from this default, the system automatically converts it to the one that you specify here if you have defined a conversion factor on the Units of Measure page.

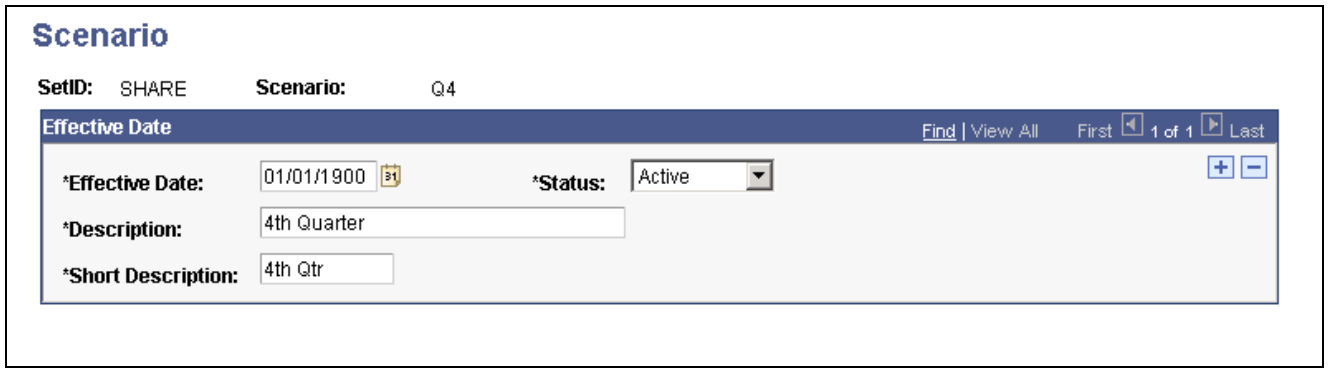
See Also

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Entering Units of Measure, page 31

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Using Statistics"

Adding Scenario Values

Access the Scenario page.



Scenario page

You can easily keep track of different budget versions using *scenarios*. A scenario is a ChartField value that you can use to identify various budget iterations that use different assumptions.

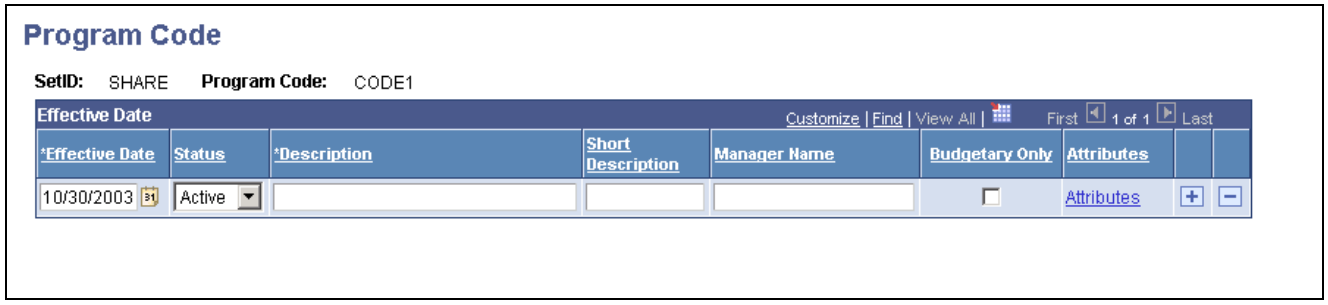
See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Maintaining Standard Budgets in General Ledger"

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

Adding Program Code Values

Access the Program Code page.



Program Code page

These values lend themselves to identifying and tracking revenues and costs to which you want to apply budgetary controls, for example, a toxic waste removal program or research being conducted by a university.

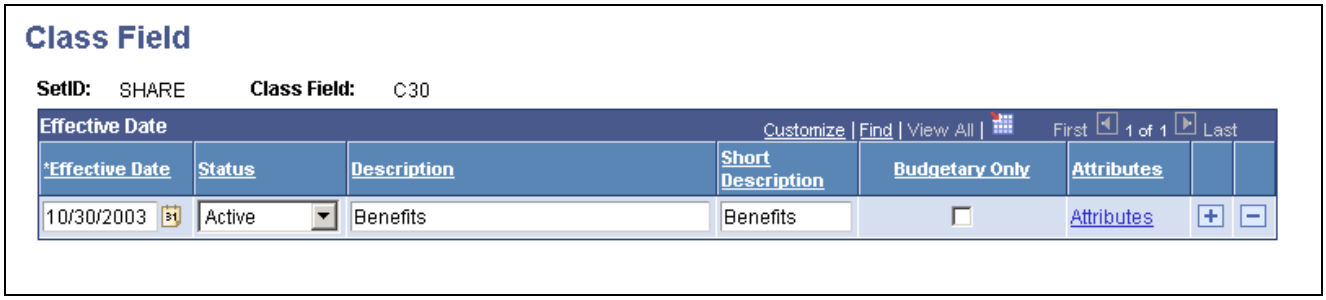
Manager Name Programs typically involve responsibility accounting.

Budgetary Only Select if the value is to be used for budgetary purposes only. This program code will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

Adding Class Field Values

Access the Class Field page.



Class Field page

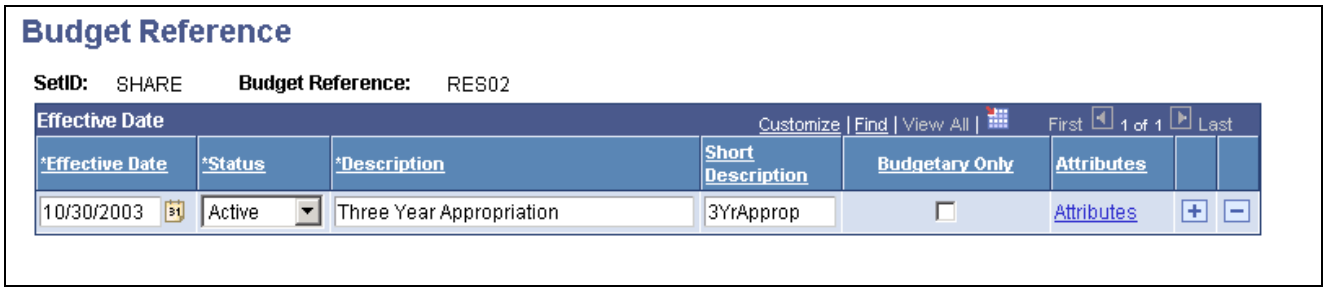
Class values enable you to further classify activities concurrently recorded in funds, departments and programs into detail categories in which you normally track class amounts such as salaries or materials.

Budgetary Only Select if the value is to be used for budgetary purposes only. This class field will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

Adding Budget Reference Values

Access the Budget Reference page.



Budget Reference page

Use to identify unique budgets, which is necessary when individual budgets share budget keys and overlapping budget periods. Budget reference values can be used as a balancing ChartField to maintain a balanced set of books by budget.

Budgetary Only Select if the value is to be used for budgetary purposes only. This value will not be available for recording actual transactional entries. Budgetary only functionality is available for all fully configurable ChartFields.

Attributes Select to access the ChartField Attributes page. Attributes share the effective dating of the ChartField values to which they are attached.

See Also

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

Adding Values for Expansion ChartFields 1, 2, and 3

Access one of the ChartField 1, 2, or 3 pages.

PeopleSoft delivers three ready-to-configure expansion ChartFields. When additional ChartFields are required, these expansion ChartFields can be activated rather than adding new ChartFields. ChartField 1, 2, and 3 must be activated on the Standard ChartField Configuration page.

Note. Additional ChartFields can be added using advanced ChartField configuration if the three expansion ChartFields do not meet your needs.

See Also

Chapter 8, "Configuring ChartFields," Understanding ChartField Configuration, page 275

Choosing Affiliate ChartField Values

Access the Standard ChartField Configuration page

Use affiliate ChartField values when interunit or intraunit transactions are maintained using the same account ChartField value among several related entities (such as business units, funds, or operating units). For example, each entity might use account 140000 as both an interunit receivables and payables account. Each entity could also have a different account value. However, in each instance an affiliate ChartField value must be assigned to the accounting line or journal line to identify the entity with which the receivable or payable is shared.

PeopleSoft delivers the following affiliate ChartFields:

- Affiliate ChartField.

  This ChartField is not configurable and is used only for *interunit* accounting in association with business unit.

- Fund affiliate ChartField.

  This ChartField is fully configurable and can be renamed, deleted, resized or re-labeled. It is used for *intraunit* accounting between entities. This ChartField is delivered with an association to the fund ChartField but it can be associated with any fully configurable ChartField.

- Operating unit affiliate ChartField.

  This ChartField is fully configurable and can be renamed, deleted, resized or re-labeled. It is used for *intraunit* accounting between entities. This ChartField is delivered with an association to the operating unit ChartField but it can be associated with any fully configurable ChartField.

Affiliate ChartFields *cannot* be used as standard stand-alone ChartFields. They must be used in association with another related ChartField. This is because the affiliate ChartField values are the values of the related ChartField. In other words, there is no separate affiliate ChartField page where you enter affiliate values as with the stand alone ChartFields, such as account or department.

Business unit is required as the interunit-related ChartField for affiliate. It provides the values available in the drop down list box for the Affiliate field on the Journal Entry page.

A unique intraunit-related ChartField must be specified for each intraunit affiliate ChartField that is active. Intraunit-related ChartFields must be used with intraunit affiliate ChartFields; they cannot be used for interunit purposes. The intraunit-related ChartField length must not be greater than the intraunit affiliate ChartField length to which it is mapped.

Related ChartFields provide the prompt values for affiliate ChartFields.

See Also

Chapter 8, "Configuring ChartFields," page 275

Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," page 469

Adding PeopleSoft Project Accounting Product ChartField Values

ChartFields specific to the Project Costing application are described in the PeopleSoft Enterprise Project Costing 8.9 PeopleBook.

Loading ChartField Values Using the Excel Spreadsheet to Component Interface Process

PeopleSoft delivers a Microsoft Excel Spreadsheet to PeopleSoft Components Interface to enter ChartField data into PeopleSoft databases. Component Interfaces are listed with the topics on the applicable ChartFields and associated functionality.

For more information on Component Interfaces, refer to your PeopleTools documentation.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

Using Trees to Summarize ChartFields

Using the PeopleTools Tree Manager, you can set up ChartField summarization rules, reporting hierarchies, and rollup structures. The Tree Manager adds a convenient graphic layer that displays the relationships between ChartField values. You see where individual ChartField values fit in the overall scheme; and you can maintain the ChartFields directly from the Tree Manager.

The Tree Manager simplifies chart of account design. It enables you to position individual ChartField values on an intuitive tree diagram, so that your summary levels or hierarchies are established exactly as they are displayed on the screen. You maintain ChartField values and include them in the appropriate rollup structures at the same time.

See Also

Chapter 9, "Summarizing ChartFields Using Trees," page 315

Defining and Using Speed Types

To define and use speed types, use the SpeedTypes component (SPEEDTYPE).

You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called Speed Types for these frequently used combinations of ChartFields, you can greatly increase journal entry efficiency and reduce errors.

Assume that you regularly post sales of a certain product to a specific revenue account. Each time that you create a journal entry that describes this transaction, you enter the same product code, department ID, and account number. Using a Speed Type that you define, you can type in the Speed Type code or one or more leading characters of the Speed Type code, click the drop down menu and quickly select the code form a list that appears to automatically enters all three ChartField values. For example, if SREV is the Speed Type you created for the entry described above, you can type in SREV or just enter S or SR to narrow the number of Speed Types that are available on the SpeedType List page that appears when you click the drop down menu for the Speed Type field. You can enter additional characters in the Speed Type field on the secondary page to further refine or limit the values returned.

Page Used to Define SpeedTypes

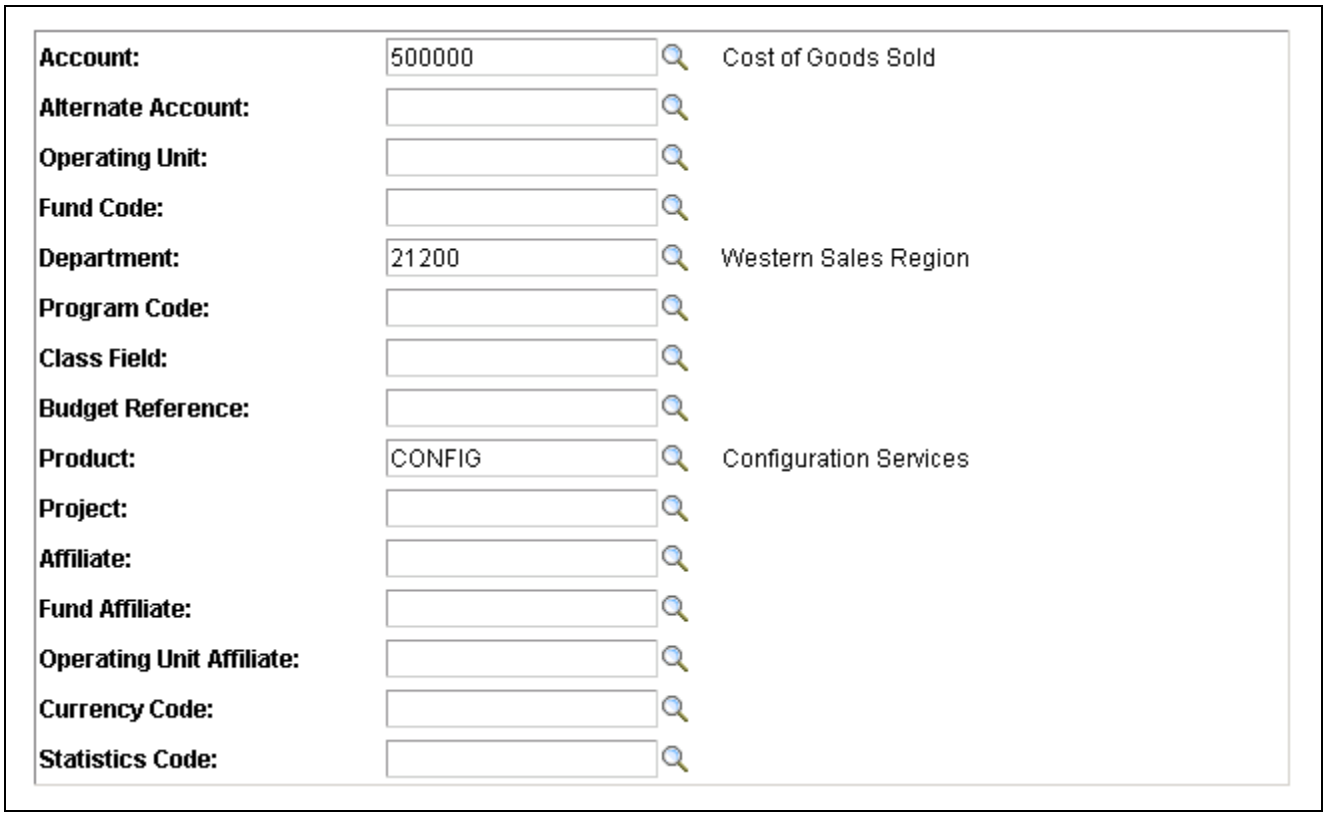
Page Name	Object Name	Navigation	Usage
SpeedType	SPEEDTYPE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, SpeedTypes, SpeedType	Define the ChartField value combination that you want the system to enter into the journal automatically when you select the Speed Type key.

Defining SpeedTypes

Access the SpeedType page.



SpeedType page (1 of 2)



SpeedType page (2 of 2)

The SpeedType page lists all the GL ChartFields defined for your system. It does not contain PC Business Unit, Activity, Source Type, Category, and Subcategory ChartFields. You can specify any combination of the GL ChartField values to fully define your SpeedType.

SpeedType Key Enter a description that identifies your SpeedType key.

Type of SpeedType Select to restrict the key to a particular user or permission list. Values are:

- *Universal (All Users)*: All users are authorized to use this combination. Do not enter a *User ID* or a *Primary Permission List* value.
- *One User*: The user that you specify in the User ID field is authorized to use this combination.
- *One Permission*: Permission that you specify in the Primary Permission List field is authorized to use this combination.

Currency Code It is not necessary to select a value because the value defaults to the currency of the ledger. If you do specify a currency and you use the Speed Type in a journal for a ledger that has a different currency, the system does not use the Speed Type currency for the foreign currency in the journal line.

Note. The Publish Data check box is used if you want to send the ChartField values of the new or updated SpeedType to PeopleSoft HRMS, which use the values to update the Account Code table. The check box is only available if the SpeedType is a *user* Speed Type; and the HRMS installation option is selected.

If the Publish Data check box is visible but unavailable on the SpeedType page, it indicates that the message object HR_CHARTFIELD_COMBO_SYNC is not activated. When the Publish Data check box is available, its default is not selected. The option is not part of the SpeedType data and is not saved with your SpeedType definition.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Making General Ledger Journal Entries," Entering Journal Header Information

Defining and Using ChartField Value Sets

To define and use ChartField value sets, use the ChartField Value Sets component (CF_VALUE_SET).

ChartField value sets enable you to define combinations of ChartField values to be used for source data during the general ledger closing process and the Commitment Control ledger closing process. They can also be used to define the source data for consolidations, equitization, and various other process.

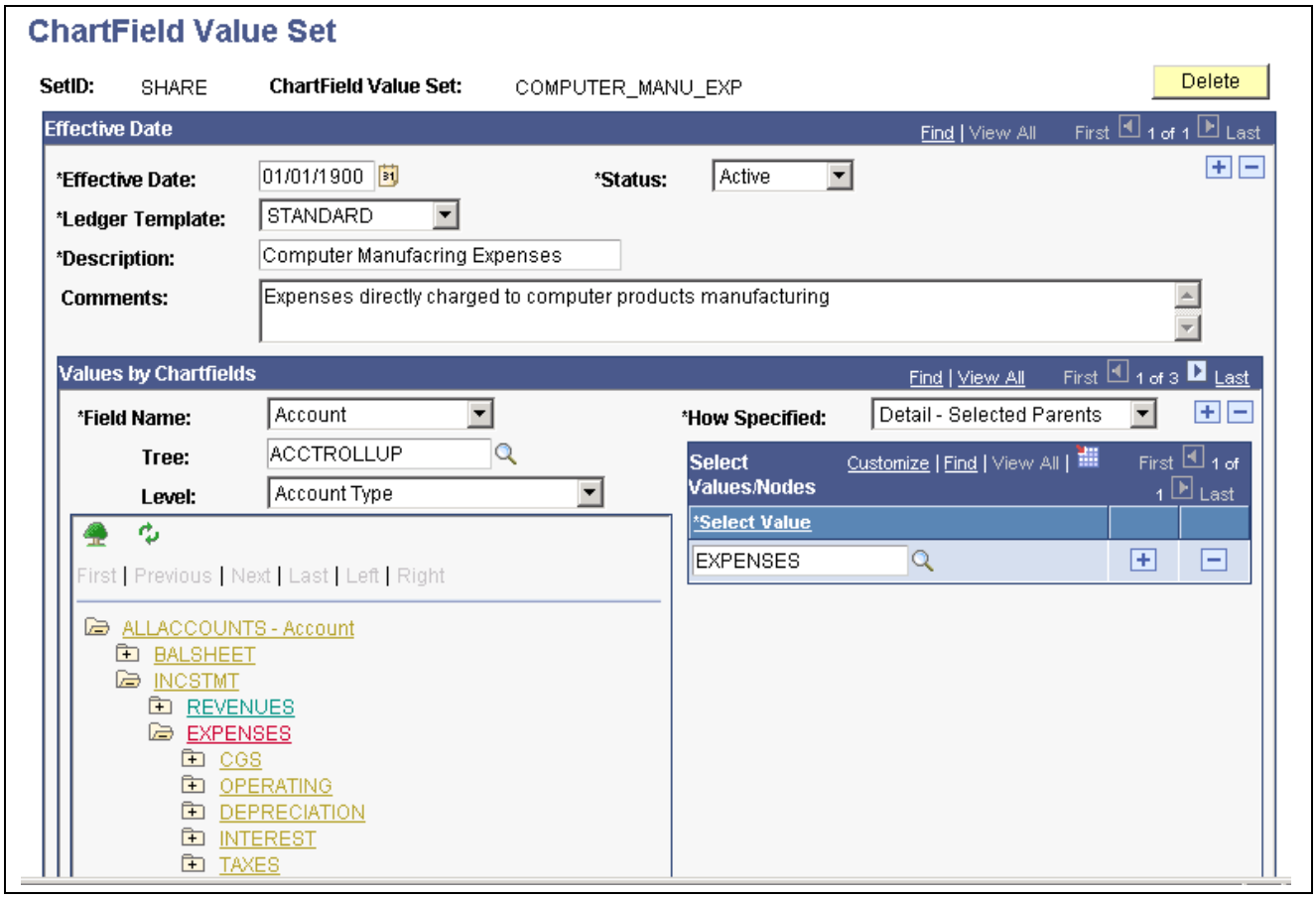
For example, you can create one ChartField value set for the income statement accounts used in interim closing and a different set to be used in year-end closing. When you define closing rules for the interim close or the year-end close, you select which ChartField value sets to use.

Page Used to Define ChartField Value Sets

Page Name	Object Name	Navigation	Usage
ChartField Value Set	CF_VALUE_SET	Set Up Financial/Supply Chain, Common Definitions, ChartField Value Sets, Set Up ChartField Value Sets, ChartField Value Set	Define sets of ChartField values to be used for such things as closing, commitment control budget close, equitization, and consolidation processing.

Defining ChartField Value Sets

Access the ChartField Value Set page.



ChartField Value Set page

Ledger Template Identifies which ChartFields appear in the Field Name drop down list box.

Summary Ledger If the Ledger Template that you selected is for a summary ledger, enter the summary ledger ID. This identifies which ChartField values are available for selection in the Select Values/Nodes group box.

Description Enter a short description of the ChartField value set to display on pages and in drop-down list boxes where display space is limited.

In the following field, enter a longer description to identify the ChartField value set on reports, pages, prompt lists, or online inquiries. Include any comments or information regarding its use.

In the Values by ChartFields group box, identify the values to be included in this value set.

Field Name Available ChartFields are based on the ledger template that you entered. Select the ChartField that you want to include in this value set.

How Specified Values are:

- *Selected Detail Values* if you want to select individual ChartField values to include in the set.
- *Detail-Selected Parents* if you want to select values based on tree nodes. This option activates a Tree edit box where you can specify a tree from which to select nodes. This option also activates an optional Level edit

box (if you select a tree that uses levels) enabling you to limit prompting to selected levels.

- *Range of Values* to enter a value *from* and a value To.

Select Values/Nodes The system prompts you to enter accounts or tree nodes depending on the How Specified option that you selected. Click the Add button to add each account or node value.



Click the Tree View button to access the tree referenced when using Selected Parents in How Specified.



To the right of the How Specified field, click the Add button to add additional ChartFields to the value set; then complete the fields to select values to include for the ChartField as described.

Producing ChartField Reports

Use the ChartField Reports (FS_CF_REPORT_HOME) component to access reports pages.

Below are listed standard ChartField reports to monitor your progress in implementing ChartFields and related functionality.

To run a report, select it from its menu and enter the necessary parameters. After you entered the report parameters, you use Process Scheduler to run the report. The 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 options are available in PeopleTools. Refer to your PeopleTools documentation for more information.

Pages Used to Produce ChartField Reports

Page Name	Object Name	Navigation	Usage
Account Types	RUN_FIN0004	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Account Types, Account Types	Specify parameters for running the Account Types report. The Account Types report (FIN0004) displays the account type, the long and short descriptive name and indicates whether the system carries forward the balance for that account type. It is a Crystal report

Page Name	Object Name	Navigation	Usage
SpeedTypes	RUN_FIN0007	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, SpeedTypes, SpeedTypes	Specify parameters for running the SpeedTypes report. The SpeedTypes report (FIN0007) produces a list of valid Speed Types. A Speed Type enables you to enter *shorthand* keys to trigger the population of ChartField pre-specified values for one or more fields for a journal entry. It also shows if the Speed Type is to be used by a single user ID or an entire permission list. It is a Crystal report.
Account	RUN_FIN0010	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Account	Specify parameters for running the List of Valid Accounts report. The List of Valid Accounts Report (FIN0010) is a Crystal report that you specify by setID and as of date and lists all valid account ChartFields.
Department	RUN_FIN0011	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Department	Specify parameters for running the Valid Department Codes report. The Valid Department Codes report (FIN0011) lists department information by setID. It is a Crystal report.
Product	RUN_FIN0012	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Product	Specify parameters for running the Valid Product Codes report. The Valid Product Codes report (FIN0012) lists valid product codes for the specified setID. It is a Crystal report.
Project ID	RUN_FIN0013	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Project, Project ID	Specify parameters for running the Valid Project Codes report. The Valid Project Codes report (FIN0013) lists valid project codes by setID.
Ledger Codes Report	RUN_GLC1001	General Ledger, Ledgers, Ledger Codes Report	Gives description and lists active ledger codes and associated book codes by setID.

Page Name	Object Name	Navigation	Usage
Adjustment Type	RUN_GLC4004	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Adjustment Type	Specify parameters for running the Adjustment Types report. The Adjustment Types report (GLC4004) lists adjustment types.
Book Code	RUN_GLC4005	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Book Code	Specify parameters for running the Book Code report. The Book Code report (GLC4005) lists valid book codes.
Accounting Balancing Group	RUN_GLC4006	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Account Balancing Group	Specify parameters for running the Account Balancing Group report. The Account Balancing Group report (GLC4006) lists your account balancing groups combinations of book code and balance sheet indicator.
Budget Reference	RUN_FIN0024	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Budget Reference	Specify parameters for running the Budget Reference Report. The Budget Reference report (FIN0024) is a Crystal report that lists valid budget reference values for the specified setID and as of date.
Scenario	RUN_FIN0025	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Scenario	Specify parameters for running the Scenario report. The Scenario report (FIN0025) lists valid budget scenarios.
Statistics Code	RUN_FIN0015	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Statistics Code	Specify parameters for running the Valid Statistics Code report. The Valid Statistics Code report (FIN0015) lists the contents of the statistic codes table.
Operating Unit	RUN_FIN0032	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Operating Unit	Specify parameters for running the Valid Operating Units report. The Valid Operating Units report (FIN0032) list the valid operating units for a selected setID. It is a Crystal report.

Page Name	Object Name	Navigation	Usage
Alternate Account	RUN_FIN0033	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Alternate Account	Specify parameters for running the Alternate Account report. The Alternate Account report (FIN0033) lists the alternate accounts for a setID. It is a Crystal report. The account type indicates whether the account is an asset, debit, or other type. A yes or a no under the Open Item heading indicates whether the account has open items. A yes or a no under the Statistics Account heading indicates whether the account is a statistical account. The control flag indicates whether the alternate account with a yes or no is a control account. The effective status indicates the status of the account; the effective date displays when the status became effective.
AltAcct Cross Reference	RUN_FIN0036	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Alt Account Cross Reference, AltAcct Cross Reference	Specify parameters for running the Alternate Account Cross Reference report. The Alternate Account Cross Reference report (FIN0036) displays accounts and their corresponding cross-referenced alternate accounts. It is an SQR report.
Chartfield 1	RUN_FIN0037	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 1	Specify parameters for running the List of Valid Chartfield 1 report. The report (FIN0037) is a Crystal report that lists valid values for the specified setID and as of date.
Chartfield 2	RUN_FIN0038	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 2	Specify parameters for running the List of Valid Chartfield 2 report. The report (FIN0038) is a Crystal report that lists valid values for the specified setID and as of date.

Page Name	Object Name	Navigation	Usage
Chartfield 3	RUN_FIN00389	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 3	Specify parameters for running the List of Valid Chartfield 3 report. The report (FIN0039) is a Crystal report that lists valid values for the specified setID and as of date.
Fund Code	RUN_FIN0050	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Fund Code	Specify parameters for running the List of Valid Funds report. The List of Valid Funds report (FIN0050) is a Crystal report that lists valid values for the specified setID and as of date.
Program Code	RUN_FIN0052	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Program Code	Specify parameters for running the List of Valid Programs report. The List of Valid Programs report (FIN0052) is a Crystal report that lists valid values for the setID and as of date you specify.
Class Field	RUN_FIN0053	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Class Field	Specify parameters for running the List of Valid Sub Classes report. The List of Valid Sub Classes report (FIN0053) is a Crystal report that list valid values for the setID and as of date you specify.
ChartField Attributes	RUN_FIN0061	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Attributes, ChartField Attributes	Specify parameters for running the ChartField Attributes report. The ChartField Attributes Report (FIN0061) is an SQR that you run by setID for a selected ChartField. It lists the ChartField attributes settings.
ChartField Report Options	FS_REPORT_CF_SETUP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Report Options, ChartField Report Options	Select the ChartFields and define the sequence in which they appear in specific SQR reports for Billing.

CHAPTER 7

Editing ChartField Combinations

This chapter provides an overview of ChartField combination editing, lists common elements and prerequisites, and discusses how to:

- Set up combination editing
- Run the build combination data process.
- Use user-defined combination data.
- Work with combination objects.
- View combination editing data.
- Run ChartField combination reports.

Understanding ChartField Combination Editing

Use this optional feature to set and enforce criteria for filtering out unwanted journal entry lines to ledgers.

If you are using Commitment Control, you can also edit commitment control budget journals online separately from posting or during the batch posting processing as a part of the Budget Processor (FS_BP) Application Engine process, which edits and posts budget journal entries.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Entering and Posting Commitment Control Budget Journals," Combination Editing for Budget and Budget Adjustment Journals.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Entering and Posting Commitment Control Budget Journals," Using Combination Editing with Budget, Transfer, and Adjustment Journals.

You can implement ChartField combination editing in one of the following two ways:

- Set up combination editing in the general ledger feeder applications as described in the application-specific PeopleBooks.
- Set up general ledger journal editing to execute combination editing.

Note. Combination editing does not apply to summary ledgers.

You activate combination editing for the detail ledger group in which transactions are processed and recorded. When you run the Journal Edit process, it calls the ChartField combination editing process.

ChartField combination editing compares the ChartField combination to the definitions and rules governing ChartField combinations that you define. For example, if you assign what PeopleSoft calls the anchor ChartField a value, and then associate it with nonanchor ChartFields and their values, ChartField Combination Editing uses something like an if-then test to ensure that entries conform to the ChartField combination rules and definitions. ChartField combinations can be set up for valid or invalid conditions depending on which is more efficient at precluding unwanted entries.

The decisions as to how to implement ChartField combination editing and what type of underlying tables to use greatly affect the efficiency, speed, and the ease of maintenance.

This section discusses:

- ChartFields, rules, and trees in combination editing.
- Advantages of table types in combination editing.
- Online and batch combination editing availability in PeopleSoft applications.
- ChartField combination editing online.
- ChartField combination editing in batch or background processing.
- Online combination editing for applications using enterprise integration points (IPs).
- Combination editing in PeopleSoft Commitment Control.
- Master selector tables.
- ChartField combination editing templates.
- Combination editing groups.
- Various examples.

ChartFields, Rules, and Trees in Combination Editing

The following are general recommendations concerning efficiencies and ChartFields, rules, and trees.

How Many ChartFields to Use

For example, it might be desirable that only certain departments post to asset, liability, and equity accounts and that other departments post only to revenue and expense accounts. In the first instance, this involves defining editing rules for a combination that includes two ChartFields: Account and Department for department that is limited to the balance sheet accounts. While any number of combinations is possible, limiting the combinations to three or fewer ChartFields optimizes performance.

You can also limit the departments that are posting to income statement accounts to recording particular product costs by introducing a third ChartField, product, to the combination definition.

How Many Combination Rules to Use

Analyze the proposed combination rules and decide which are critical and which are not. The more rules that you implement, the more time that it takes to edit the transactions and maintain the rules.

Ranges of ChartField Values in Trees for Combination Editing Rules

In Combination Editing, you can use PeopleSoft trees to set up combination edit rules having ranges of ChartField values rather than static values. This makes it easier to keep ChartField combination edit rules current with any changes that are in the ChartField values.

See Also

Chapter 6, “Defining and Using ChartFields,” page 187

Advantages of Table Types in Combination Editing

PeopleSoft provides six types of tables that support combination editing. The following compares the advantages and disadvantages of each:

Table Type	Advantage	Disadvantage
COMBO_DATA_TBL	It is simple and provides relatively fast edits.	Use this table type when the combinations do not change much and the table size, due to the number of combinations required, is moderate. It is a static table built during the combo build process. Once built there is no further processing that considers subsequent changes to your rules. Depending on the number of combinations, the table size can be very large and entail a slow build process. Supports online and background Combination Editing.
User-defined table	It is simple and provides relatively fast edits.	It is a static table and can require high maintenance.
Static master selector tables	Entails a simple, fast build of relatively small tables.	Compared to the COMBO_DATA_TBL, this table type more easily incorporates changes in ChartField values and has a faster build due to smaller tables. Results are less intuitive. They are still static tables, but not as restrictive as the COMBO_DATA_TBL. Static master selector tables support online and background processing in General Ledger and in subsystems.

Table Type	Advantage	Disadvantage
Dynamic selector tables	Nothing is static, so edits are consistent with the latest combination rules and ChartField values.	This table type deals more effectively with frequent changes in ChartFields. These tables are both created and deleted during the edit process for General Ledger background edits. This applies only to background, or batch, processing in General Ledger.
Mixed tables	You can tune the process by using different tables to get optimal performance and minimal maintenance. For example, use fewer unchanging combinations in a COMBO_DATA_TBL and use dynamic master selector tables for combination rules that change often.	Requires expertise to implement and maintain.

The following provides additional details about the tables and their advantages.

In general master selector tables as compared with the other tables:

- Require less time to build and maintain.
- Take up less space in the database.
- Can be built for date ranges or periods that encompass any number of effective dated PeopleSoft trees.

Note. When you use ranges of values in trees, you only need to rebuild when you change nodes or ranges in the trees or change tree nodes that are used in the rules.

If you use detail values in the trees, you need to rebuild the selector tables each time that you make changes to the detail values that are in the trees. However, the build for the master selector tables is much faster than that for the COMBO_DATA_TBL.

In general ledger feeder systems you can build a permanent set of master selector tables that support both batch and subsystem online editing.

You have the option to use master selector tables or dynamic selector tables in batch edits for General Ledger. If you do not run Combo Build by using the master selector table build option, the combination editing program then builds the dynamic selector tables during the batch edit process.

You can also configure and maintain the user defined combination data table. Because this method gives you complete control over the population of the data table, you might be able to reduce the size of the table over other table types and increase efficiency.

However, over time user-defined tables usually require more attention to analysis and maintenance in a changing environment than either the COMBO_DATA_TBL or the master selector tables. PeopleSoft provides you with functionality to maintain COMBO_DATA_TBL and master selector tables, however, you have complete responsibility for detecting or noting changes to the applicable ChartFields or values and cleaning out the old and adding new combinations for the user-defined tables.

You can combine these table approaches with different combination edit groups to increase efficiency. When ChartField combination definitions and rules do not change often, they are candidates for a user-defined data table, because you can afford to trade flexibility for additional speed in processing. For situations when you expect periodic changes in combination definitions and rules, using master selector tables may improve both speed and flexibility. Exploding the COMBO_DATA_TBL is desirable when the volume of the table does not burden the system or unduly increase processing time and you only occasionally need to update the table for ChartField combination changes.

Both batch combination editing and online PeopleCode editing support your choice of combo editing option. Although you run a process to populate both types of tables, the advantage of using the master selector tables is that the process to rebuild them is much faster than the COMBO_DATA_TBL explosion. Also, if you use tree ranges, you do not need to build the selector tables when you add ChartField values or delete them from the chart of accounts as you do with the COMB_DATA_TBL.

Both batch and online PeopleCode editing support multiple combination groups that are attached to a business unit, each using a different choice for the combo editing option.

Online and Batch Combination Editing Availability in PeopleSoft Applications

PeopleSoft applications can use ChartField combination editing online or in background (batch) processing, as shown for various applications in the following table.

Application	Online Editing	Background Editing
Soft Billing	Yes	No
Cost Management	Yes	No
Expenses	Yes	No
General Ledger	No *	Yes
Inventory	Yes	No
Payables	Yes	Yes
Production Management	Yes	No
Project Costing	Yes	Yes
Purchasing	Yes	Yes
Receivables	Yes	Yes

Application	Online Editing	Background Editing
Enterprise Learning Management	Yes ***	No
Commitment Control ****	Yes	Yes

* Combination edits for online journal entries that are in General Ledger are performed when the journal is edited. Journal edit can be performed immediately after saving an online journal entry. The difference between General Ledger and the other applications is that General Ledger uses the background editing program while the other applications use the online routines to perform online editing.

*** PeopleSoft Enterprise Learning Management (PeopleSoft ELM) runs in a different database and performs combination editing through a pair of IPs. It sends a synchronous request message into the General Ledger system, which calls the combination editing API and then returns the results to ELM through a synchronous reply message.

**** While Commitment Control is not an application, it is major optional functionality that is used by several of the PeopleSoft application. You can use combination editing in commitment control for budget journal editing. Combination editing of budget journals is discussed in the commitment control documentation.

For specific information on how ChartField combination editing is used with the previously listed and other PeopleSoft applications, see the application-specific PeopleBooks.

ChartField Combination Editing Online

Typically, you click either an edit or a save button to initiate PeopleCode that starts an online edit for transactions that you enter in a particular application. For example, when you save Accounts Payable vouchers, many edits and processes occur automatically, including online combination editing if you implement this option.

Various underlying tables that are available to the Combination Editing process support online editing. These underlying table options are described in a separate topic in this chapter.

After you decide on the table type and build the underlying table, the system can use the table to validate accounting and voucher lines against combinations in the table while online if the application supports online combination editing. This enables feeder systems, such as Accounts Payable, to capture and correct errors as a standalone application before running the journal generator and performing journal edits. You can correct errors promptly at the source before you post journals to the general ledger.

The edit process edits one transaction line at a time. Each line is edited against all the process groups that are attached to the business units. The online edit process cannot dynamically build the tables, so you must build the COMBO_DATA_TBL, the master selector tables, or the user-defined table prior to using online edits in the feeder system applications.

The online combination editing process in the feeder systems does the following:

- If the combination exists in the table, it marks the line as valid or invalid depending on the Combination Group Defines option that you select.
- It analyzes transaction lines that are not found on the table to determine if the anchor ChartField has a value for which you define a combination rule.
  - If the anchor ChartField value has a combination rule that is defined for it and if the entire combination is not found, the combination fails.

- On the ChartField Combination Group page, you select a value for the Anchor Values Not in Rules field. The choice determines if the system will marks valid or invalid those journal lines having an anchor ChartField value that has no combination rule that is defined for it.

Feeder systems have three ways to initiate online logic:

- Use the edit_combo function in FUNCLIB_FS.EDIT_COMBINATION FieldFormula record PeopleCode.
- Use the ComboEdit application class in the FS_COMBO_EDIT application package.
- Use the combination edit request or reply IPs from another database, which in turns calls the ComboEdit application class to perform combination editing.

Every page component that uses the edit_combo function must include the COMBO_EDIT_WRK page. When you select the Save button, the system first populates the work page with information from combination editing groups and rules. Combination editing online uses the information that is on the work page to process the transaction lines. The system refreshes the work page when the business unit changes.

Components that use the ComboEdit application class do not need the COMBO_EDIT_WRK page. The ComboEdit application class should be instantiated at the component level so that the combination editing groups and rules that are stored in the class object can be reused for all transactions that are going to the same business unit. PeopleSoft recommends that feeder systems use the ComboEdit application package instead of the edit_combo function.

ChartField Combination Editing in Batch or Background Processing

To make combination editing background processing generic to all PeopleSoft applications, combination editing uses a ChartField Combination Editing template, which appears in a separate topic in this chapter. The template defines the table structure of the various application transaction records. The combination editing process uses this structural information to perform its edit.

Record templates have a unique name that is applicable to a particular PeopleSoft application. You supply that name for your application to enable background combination editing.

Select the name of the combination edit template on the ChartField Combination Template, in the Template field. The template is used only for background, or batch, voucher editing.

Various underlying tables are available to combination editing that support batch editing. These underlying table options are also described in a separate topic in this chapter.

The system performs batch, or background, combination editing at the time of journal editing or during accounting line and voucher line edits in the various General Ledger feeder systems. In any case, editing occurs before posting journals to the general ledger.

Note. During journal editing , the Transaction Set Editor (TSE) determines whether a journal line is valid by finding a ChartField on a line, and then checking the ChartField against its ChartField table to make sure that the ChartField itself is valid. If the ChartField is invalid, the TSE marks it invalid and immediately excludes the journal line from the combination editing process.

Combination editing also validates whether a combination group is associated with a business unit and ledger group during a batch combination edit process.

Batch Combination Editing Using the Combo Data Table or a User-Defined Data Table

The combination editing process repeats the following steps for each combination group that you associate with a business unit and ledger group for which you select either the Combo Data table only or a user-defined combination data table:

- The combination editing compares all transaction lines against the table.

  If the combination exists in the data table, it marks the line as valid or invalid depending on the Combination Group Defines option that you select.

  If the anchor ChartField value has a combination rule defined for it and if the entire combination is not found, the combination fails the edit.

  If the anchor ChartField value does not have a combination rule defined for it, then the line is marked with the state that you select—either *Mark Invalid* or *Mark Valid* on the ChartField Combination Editing Group page for the Anchor Values Not in Rules field.
- When the program encounters an invalid combination, it logs the invalid transaction with an error status message in the error log records that are defined in the Combination template.

Batch Combination Editing Using the Master Selector Tables Option

If you select the master selector tables option for the combination group, the batch combination editing process does the following:

- It retrieves the combination groups that are attached to the business unit and ledger group that you specify.
- It loops through the combination groups and determines if the master selector tables are built for a group. If you have not built them, it builds them dynamically according to the rules, using Application Engine temporary tables.
- It expands the master selector tables to create an Application Engine temporary COMB_EXP_TAO table that contains the permutations for the combinations.
- It compares each journal line against the COMB_EXP_TAO table. If the combination exists in the table, it marks the line as valid or invalid depending on the option that you select in Combination Group Defines field.
- It analyzes transaction lines that are not found on the table to determine if the anchor ChartField has a value for which you have defined a combination rule.
  - If the anchor ChartField value has a combination rule defined for it and if the entire combination is not found, the combination fails.
  - If the anchor ChartField value does not have a combination rule defined for it, then the line is marked with the state you select, —either *Mark Invalid* or *Mark Valid* on the ChartField Combination Editing Group page in the Anchor Values Not in Rules field. In other words, if the combination fails, it is marked valid or invalid depending on the attribute that is selected for this field.
- If the process encounters an invalid combination, it logs the invalid transaction with an error status message in the error log records defined in the ChartField Combination Editing Template.
- When the edits are complete, the process deletes the COMB_EXP_TAO tables.

Online Combination Editing for Applications Using Enterprise Integration Points (IPs)

Using a pair of PeopleSoft Integration Points (IPs) in a synchronous request and reply manner, systems and products that run outside of the financials core database can validate ChartField combinations. Such IPs expose the ChartField combination editing as a black box service to the other systems. This is provided to PeopleSoft products running outside of the financials database, such as PeopleSoft Enterprise Learning Management (PeopleSoft ELM).

Here is the processing logic using PeopleSoft ELM as an example:

- ELM initiates ChartField Combination Editing from its transactions by sending a synchronous request message COMBO_CF_EDIT_REQUEST to the financials database for General Ledger and waits for the reply.
- General Ledger subscribes to the message and calls the Combo Edit application class to validate the transactions that it receives.
- General ledger returns the results in a synchronous reply message COMBO_CF_EDIT_REPLY to the ELM process waiting for it.
- ELM then proceeds with its transaction according to the Combination Editing result.

Note. Customers and third parties can use these IPs as delivered or customize them based on their needs. However, PeopleSoft does not officially support third-party products.

See *PeopleSoft Enterprise Learning Management 8.9 PeopleBook: Managing Person and Organization Data, Setting Up Financial Chartfield Data*

See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, “Integrating and Transferring Information Among Applications”.

Combination Editing in PeopleSoft Commitment Control

Commitment Control is an optional functionality providing commitment accounting and budget control and is available for many PeopleSoft applications. If you are using commitment control you can also use combination editing for budget and budget adjustment journal entries.

Combination editing for commitment control is fully discussed in the commitment control documentation.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Entering and Posting Commitment Control Budget Journals,” Combination Editing for Budget and Budget Adjustment Journals.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Entering and Posting Commitment Control Budget Journals,” Using Combination Editing with Budget, Transfer, and Adjustment Journals.

Master Selector Tables

As an alternative to the COMBO_DATA_TBL, you can build master selector tables. Make the decision about the combination build option based on the nature of the combination rules. Consider both the number of rules and expected changes in the relationships of the underlying values.

You build a static set of master selector tables to support online and batch PeopleCode editing that is done in general ledger feeder systems when it is not practical to build the COMBO_DATA_TBL. This may be due to the number of combinations that are generated or due to the time it takes to clear and rebuild the COMBO_DATA_TBL when you make changes in the combination values.

Master selector tables are not maintained dynamically by the online PeopleCode or the batch editing process and must be rebuilt each time that you change a tree or a combination rule. However, they still have an advantage over the COMBO_DATA_TBL, which must be built every time that you add a ChartField value to the system. You do not need to rebuild the master selector tables when you add a ChartField value if it falls within a range of values that are defined in a tree that is used by the combination rules.

When you use trees to define the combination rule, the system stores the ranges of values in the tree that you specify in the master selector tables when you build them. You only need to rebuild the tables when certain data on which they are based changes. For example, rebuild the tables when you change the combination rule to reference a different node of a tree, or if you change a tree originally having a range of accounts from 100001-100099 to a new range of 100004-100099 in a particular node.

You can build master selector tables for a range of time spanning a period as long as you want. The transactions during the specified date range are correctly edited. The tables contain data from the PeopleSoft trees you referenced in your combination rules. If you do not have many effective dated versions of trees, you can build the Master Selector Tables for a very large date range, for example January 1, 1900 to January 1, 2999.

However, if you change the trees often and create new effective dated versions of trees when you make changes to them, you can build the master selector tables more often, and have them span shorter periods of time. The amount of data that is in the master selector tables grows according to the number of effective dated trees in the time period that you specify. We recommend that you build master selector tables only for the time period for which journals or transactions are most actively being edited. For example, build them for one or two accounting periods or for one fiscal year at a time.

Batch editing, such as for journal edits and voucher edits, use the master selector tables if they are built for a time period that includes the date of the journals or vouchers being edited. If they are not built, batch edit builds the tables dynamically. You may want to build the master selector tables even if you are only using batch editing to improve the performance of the edits.

Run Build Combination Data Request Page for Master Selector Tables

Use the Build Combination Data Request page to run the process to build master selector tables.

Before you can run the Build Combination Data process, you must first define the detail ledger group for the business unit, and then tie the combination editing group to that ledger group.

Select *Build Selector Tables* in the Build Option field, and the From Date and To Date fields become available for you to specify a time period. All trees that are in the rules that have effective dates that are within the range of this time period are included in building the Master Selector tables.

See Also

Chapter 13, “Setting Up Ledgers,” Linking Ledgers to a Ledger Group, page 403

ChartField Combination Editing Templates

The ChartField Combination Editing Template page defines the structure for each transaction record for each PeopleSoft application that uses the background, or batch, ChartField Combination Editing process. The ChartField Combination Editing Template is not used in online processing.

PeopleSoft delivers specific templates that are needed to run background combination editing . For example, the JOURNALS ChartField Combination Editing Template is used in the PeopleSoft Journal Edit process in general ledger, and the VCHREDIT template is used in the voucher edit process that is in Accounts Payable.

The following is a list of delivered templates:

Template	Description
AREDIT	Template for receivables accounting.
JOURNAL	Combination template for journals.
POBATCH	Template for batch purchase order creation.
POCCLOADLD	Template for procurement card load statement process.
POREQBATCH	Template for batch requisition creation.
PROJECTS	Template for projects accounting.
PROJECTS_I	Projects interface template.
TREASURY	Template for treasury accounting.
VCHREDIT	Voucher Edit template.

Note. PeopleSoft provides the ChartField Combination Editing templates for the PeopleSoft applications that do combination editing background processing, and you do not need to change them unless you modify a related table or field name.

Combination Editing Groups

Combination editing groups define a set of combination rules. You can use the Combination Group page to associate multiple combination rules with a combination group definition. The system then applies the rules as a group during the journal edit process.

For example, if you create a combination definition in which you specify ACCOUNT as the anchor ChartField and DEPTID and PRODUCT as the nonanchor ChartFields for the rules, all the rules that are in a common group must use this combination definition. If you create a combination definition for PROJECT_ID and AFFILIATE, you must create another group for the rules with this combination definition.

Note. You can define several groups by using the same ChartField combination definition and attach all of these groups to the business unit or ledger group. However, PeopleSoft recommends that you keep all the rules that have the same combination definition within the same group. This increases performance of the combination editing process, because it reduces the number of groups that are being processed.

Various Examples

Before examining the various representative examples that are presented, keep in mind the following:

- Combination definitions define the ChartFields that are involved in the combination editing.
- Combination rules define the valid ChartField values that are for the combination definitions.

- Combination groups require that all combination rules that are within a group have the same combination definition.

  Also, when the same anchor ChartFields are specified in different combination rules that are within a combination group, careful consideration is required to avoid problems.
- Combinations that are found to match the rules and definitions can be marked valid or invalid at your option.
- Combinations that do not match the rules and definitions are invalid and they cannot be marked as valid.

The following examples illustrate some logic and functional considerations when you define the combination groups and apply the various parameters.

Grouping When There is the Same Anchor ChartField in Different Rules

If the same anchor ChartField exists in multiple rules that you include in the same group, and if the values that you define for the anchor and nonanchor ChartFields are sets or subsets of one another, it can easily cause confusion.

In the following example, rule 1 and rule 2 share the same anchor ChartField, account. The anchor account value of 614000 in rule 2 also exists in the range of account values that are described by the INCSTMT tree node, and the DeptID value 10000 also exists in the set of values that are described by any value that is valid:

Rule	Anchor ChartField	Anchor ChartField Value	Non-Anchor ChartField	Non-Anchor ChartField Value	Combo Defines Valid or Invalid Combinations
Rule 1	Account	INCSTMT	DeptID	Any Value	Valid
Rule 2	Account	614000	DeptID	10000	Valid

When the rules are included in the same combination group, the system marks a row valid when either of the if-then conditions that are specified by the anchor and nonanchor values in either rule 1 or rule 2 is met. The result is that any row is valid if it meets the conditions of rule 1 or rule 2. These rules are redundant when they are included in the same combination group.

If the rules are included in different combination groups, the system marks a row valid only if it satisfies the requirements of all rules. In this scenario 614000 is valid only with DeptID 10000. So, when rules 1 and 2 are in different combination groups, boolean and logic applies whether both combination groups use the same combination definition, or whether the combination groups define valid combinations, invalid combinations or a mix of both.

Dealing With Anchor Values Not Included When There are Multiple Rules Having the Same Anchor ChartField

Whenever a combination group specifies that anchor values that are not included in rules are to be marked invalid, this criteria overrides other rules that may specify valid combinations for values that are not included in the original rule:

Rule	Anchor ChartField	Anchor ChartField Value	Non-Anchor ChartField	Non-Anchor ChartField Value	Defines Valid or Invalid Combinations	Anchor Values Not Included in Rules
Rule 3	Account	BALSHEET	DeptID	Blank	Valid	Mark Invalid
Rule 2	Account	614000	DeptID	10000	Valid	Mark Valid

In this scenario, anchor account 614000 in rule 2 is an income statement account and as such is not part of the BALSHEET tree node that is specified in rule 3. Rows using account 614000 are always marked invalid, regardless of the fact that another rule specifically identifies it as a valid account when used with department 10000. You can see that marking anchor values that are not included as invalid should be thoroughly analyzed if more than one rule that is in a group has the same anchor ChartField.

Comparing Valid and Invalid Rules

When combination definitions are comprised of two ChartFields, there may be times when defining an invalid combination is more efficient than defining a valid combination. However, if the combination definition uses three ChartFields, there are distinct differences when defining a combination group as valid or invalid:

Rule	Anchor ChartField	Anchor ChartField Value	Non-Anchor ChartField	Non-Anchor ChartField Value	Combo Defines Valid or Invalid Combinations
Rule 4	Account	BALSHEET	DeptID	Any Value	Valid
			Product	Any Value	Valid
Rule 5	Account	BALSHEET	DeptID	Blank	Invalid
			Product	Blank	Invalid

In this example, both rule 4 and rule 5 might seem as though they generate about the same results. However, rule 4 specifies that BALSHEET accounts need both a valid DeptID and product.

Rule 5 specifies that BALSHEET accounts must not have a blank department ID and blank product. If the combination that is edited in rule 5 meets the condition, then it is marked invalid.

The difference in the rules is that rule 5 marks as valid a BALSHEET account with either a blank department ID or a blank product. The rule states that only a blank department ID and a blank product are invalid with BALSHEET accounts. Specifying invalid combinations when the combination definition includes more than two ChartFields should be done with careful analysis of the intended result.

ChartField Combination Group, Anchor Values Not In Rules:

When you run the following journal line ChartField values through the Journal Edit process:

Journal Line	Account	Department ID	Product	Amount
1	110100	0100	GLDB2	500.00
2	200002	0500	GLORACLE	<250.00>
3	200003	0400	GLORACLE	<250.00>

In this example, Account is the anchor ChartField, with department ID and product as the nonanchor combinations for a group of rules. You specify the following exact value combinations as valid:

Example Reference	Account	Department ID	Product
Combination 1	110100	0100	GLDB2
Combination 2	110100	0400	GLDB2
Combination 3	200002	0100	GLORACLE
Combination 4	200002	0400	GLORACLE

These combinations are contained in one combination group. When you run the Journal Edit process, different combination editing results occur depending on which Anchor Values Not in Rules option you select.

Mark Valid If you select this option, the program marks as valid journal line 1 because it contains the exact values that you specify in combination 1. It marks as invalid journal line 2 because the line contains one of the anchor values that you specify in the combination rules, but does not have the matching department ID and product values that you specify in the combinations. It marks valid journal line 3, marking it valid since no rule exists for account 200003.

Mark Invalid If you select this option, the program marks as valid journal line 1 because the combination values that are on the journal line match the exact values for account, department ID, and product in combination 1. It marks as invalid all lines that have an anchor value that does not have an exact combination that you define in the rules, such as journal line 2. No rule exists for account 200003, so it marks journal line 3 as invalid.

You can define the combination direction by using the Combination Group Defines options to specify whether the combinations that you define should be marked as valid combinations or invalid combinations. In some cases it is possible to greatly reduce the number of combinations that you must define by taking either an inclusive or exclusive approach. Rather than editing across a large number of valid combinations, you might edit against a relatively small number of invalid combinations.

Whether the system marks the combination valid or invalid depends on the combination direction option that you select for the combination group. The choice is applicable to all rules that are within the group.

- If you take the inclusive approach, the system marks as valid all the lines that have the same values as those that are in the combination rule and marks as invalid all the lines that have the same anchor value but different nonanchor values.
- If you choose the exclusive approach, the system marks as invalid all the lines that have the same values as those that are in the combination rule and marks as valid all the lines that have the same anchor value but different nonanchor values.

Since you can define a combination with a blank nonanchor ChartField value as an invalid combination, you can use this option in place of the Value Required flag. You can only define a combination with a blank value by using trees.

Note. To use the PeopleSoft rules for Combination Editing, you must select at least one valid combination rule. You can add any number of rules by inserting additional rows.

Common Elements Used in This Chapter

Anchor ChartField The first ChartField that you enter on the Combination Definition page becomes the anchor ChartField. When you run the Combination Editing process, the system first searches for the anchor ChartField and then matches the other ChartFields in your combination.

Prerequisites

Although it is best to initiate ChartField combination editing when you first begin to use the new system, you can put it in place at any time after implementation. Implementation prerequisites are:

- General ledger and subsystem applications exist.
- Summarization rules and reporting structure for ChartFields using PeopleSoft trees are in place.

  You must understand how to create and use PeopleSoft trees. Trees enable you to create combination edit rules that reference a range of ChartField values rather than static values.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Setting Up Combination Editing

To set up combination editing, use the following components:

- ChartField Editing Template (COMBO_EDIT_TMPL1).
- Templates (LEDGER_TEMPLATE).
- Combination Definition (COMBO_CF_DEFN).
- Combination Rule (COMBO_RULE).
- Combination Group (COMBO_GROUP).

- Ledgers For A Unit (BUSINESS_UNIT_LED).

Use the EM_BUS_UNIT_LED component interface to load data into the tables for the BUSINESS_UNIT_LED component.

This section provides an overview of combination editing setup and discusses how to:

- Define the ChartField combination editing template.
- Link templates.
- Define combinations of ChartFields to edit.
- Define the combination rule.
- Define the combinations for editing ChartField values.
- Link combination rules in a combination group.
- Associate combination editing groups to ledger groups.

Understanding Combination Editing Setup

To set up the combination editing process, complete the following setup steps:

1. Enable combination editing in the applications, for example Accounts Payable and Billing.
2. Select or define the ChartField combination editing template that is specific to the application for performing background combination editing.
3. Link the combination edit template to the applicable ledger template for People Soft General Ledger.
4. Set up combination definitions that specify two or more ChartFields that you want to edit in combination for a business unit and ledger group.
5. Define combination rules 1 and 2 that link ChartField combination values for journal entries. These rules determine the combinations of ChartField values that pass the Journal Editing process. Consider the following:
   - Whether to edit for valid or invalid combinations, after analyzing which is more efficient in the circumstances.
   - Whether to define ChartField values as specific values or as a range of values in PeopleSoft tree-based criteria.
   - Which rules, and how many, to define for each ledger group.

     An unlimited number of rules is possible, but the more rules there are, the slower the process. This is especially true when you have required ChartFields in the combination rules.
   - You must update the rules whenever the accounting control requirements change.
6. Define combination editing groups.

   Associate multiple combination rules with a combination group definition. Include combination editing rules that belong to each group. The system uses these related combinations for validating journal entries during the journal edit process.
7. Tie a combination group to a ledger group on the Ledgers for a Unit page.
8. Run the process to build the COMBO_DATA_TBL or master selector tales from the Build Combination Data page.
9. Build a user-defined data table if it fills your needs.

10. Run the Journal Edit process to generate selector tables dynamically and validate ChartField combinations.
11. Maintain the system by changing combination rules and regenerating the tables as necessary.

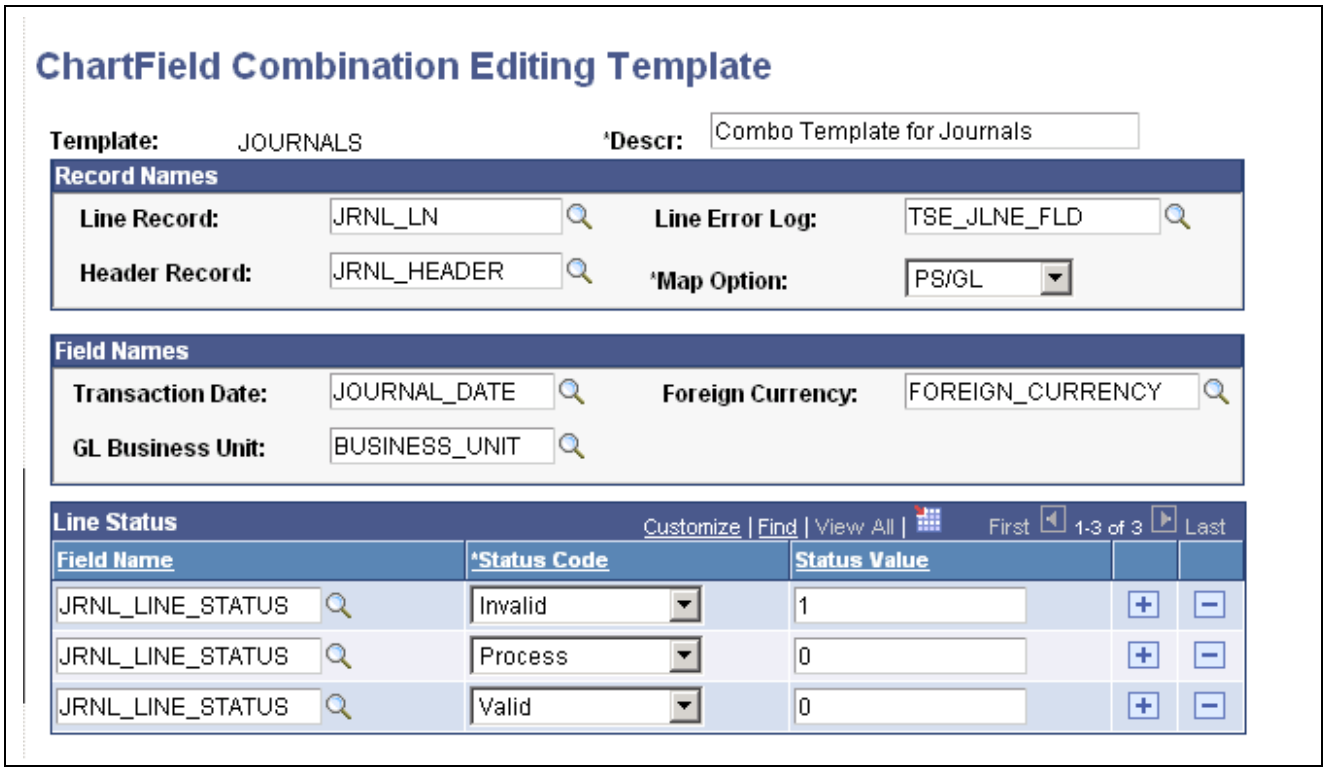
Pages Used to Set Up Combination Editing

Page Name	Object Name	Navigation	Usage
ChartField Combination Editing Template	COMBO_EDIT_TMPL1	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, ChartField Editing Template, ChartField Combination Editing Template	Define a template to tell the combination editing process which tables and fields to process and how to process them.
Ledger Template - Field Definitions	LEDGER_TEMPLATE2	General Ledger, Ledgers, Templates, Field Definitions	Link a ChartField combination editing template for the applicable application to a ledger template for combination ChartField editing during journal edit; it is also required for ChartField validation during journal edit whether you are using combination editing or not.
ChartField Combination Editing Definition	COMBO_CF_DEFN	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Definition, ChartField Combination Editing Definition	Define the combination of ChartFields to edit.
Rule Definition	COMBO_RULE1	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule, Rule Definition	Define the combination rule by specifying the setID, naming the combination rule, and specifying the combination definition and effective dates that are for the rule.
ChartField Combinations	COMBO_RULE2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule, ChartField Combinations	Define the anchor ChartField and nonanchor ChartField values to include in the rule.
ChartField Combination Editing Group	COMBO_GROUP	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group, ChartField Combination Editing Group	Link combination rules together in a combination group.

Page Name	Object Name	Navigation	Usage
Journal Edit Options	BUSINESS_UNIT_LED2	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options	Link a combination editing group to ledgers.

Define the ChartField Combination Editing Template

Access the ChartField Combination Editing Template page.



ChartField Combination Editing Template page

In the example screen shot, the JOURNALS combination template appears. This is a delivered template that is used in the background combination editing as well as the journal edit process. PeopleSoft delivers several templates for its applications that define the record names, field names, and line status values that are to be used in combination editing.

Note. You do not need to change the delivered templates for the various PeopleSoft application or create new templates unless you customize the system.

Line Record The name of the record that contains the ChartField combinations (journal lines) that the combination editing process edits.

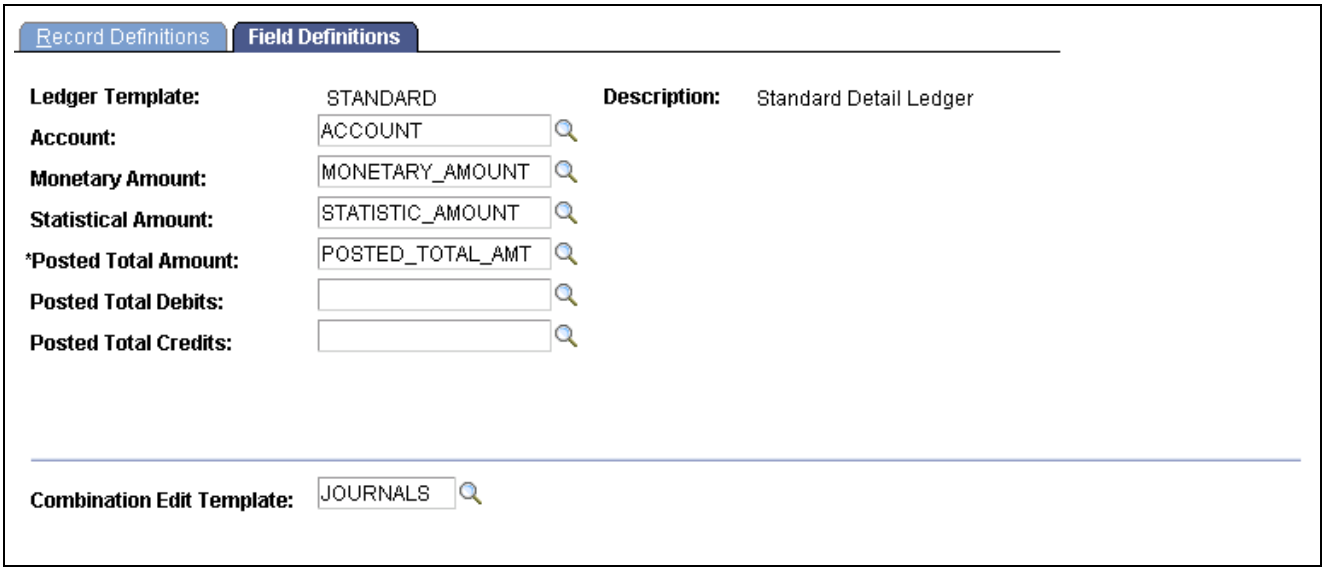
Header Record The name of the record that contains the journal header of the accounting line entries that the combination editing process edits. This field is optional and you can leave it blank.

Line Error Log The name of the record that stores the error messages for individual lines of combinations for the combination editing error-checking process.

Map Option	Designates the application to which the template applies.
Transaction Date	The field name that the system uses for the transaction date.
GL Business Unit	The field name that the system uses for the General Ledger business unit.
Foreign Currency	The field name that the application uses for the foreign currency code.
Field Name	The name of the field in which the status of the combination line is recorded.
Status Code	The combination editing process updates the lines with the status of each transaction by using the values that are specified. *Invalid:* Indicates that the transaction failed due to an error. *Process:* Indicates that the transaction is processing (not currently used). *Valid:* Indicates a valid or passed transaction.
Status Value	A value that the application uses to represent the corresponding status code for the combination, such as *0* for valid, or a *1* for invalid.

Linking Templates

Access the Ledger Template - Field Definitions page.



Ledger Template - Field Definitions page

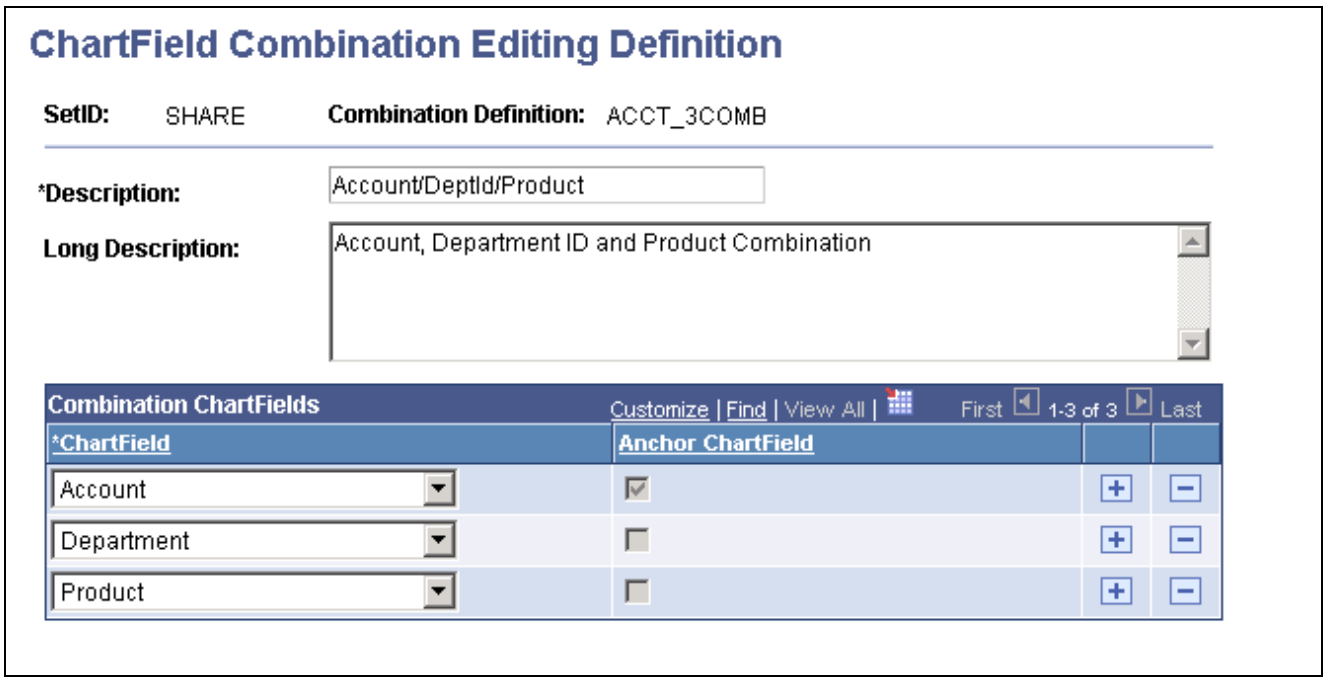
For PeopleSoft applications that use the background combination editing process, you must link the combination edit template for the application to a ledger template on the Ledger Template - Fields Definition page. The Journal Edit process uses the specified combination edit template for ChartField validation during journal editing.

Combination Edit Template	Select the templates that are applicable to the ledger template from the drop-down list box.

Warning! The Journal Edit process requires this template for ChartField validation. The Journal Edit process fails if this field is blank.

Defining Combinations of ChartFields to Edit

Access the ChartField Combination Editing Definition page.



ChartField Combination Editing Definition page

Combination Definition Name each unique set of ChartFields for the new combination definition by setID.

ChartField Specify the ChartFields that you want in the combination.

Note. The first ChartField that you enter is selected by default as the anchor ChartField.

When you run the Combination Editing process, the system first searches for the anchor ChartField that you define in the combination definition and then match the other nonanchor ChartFields in the combination.

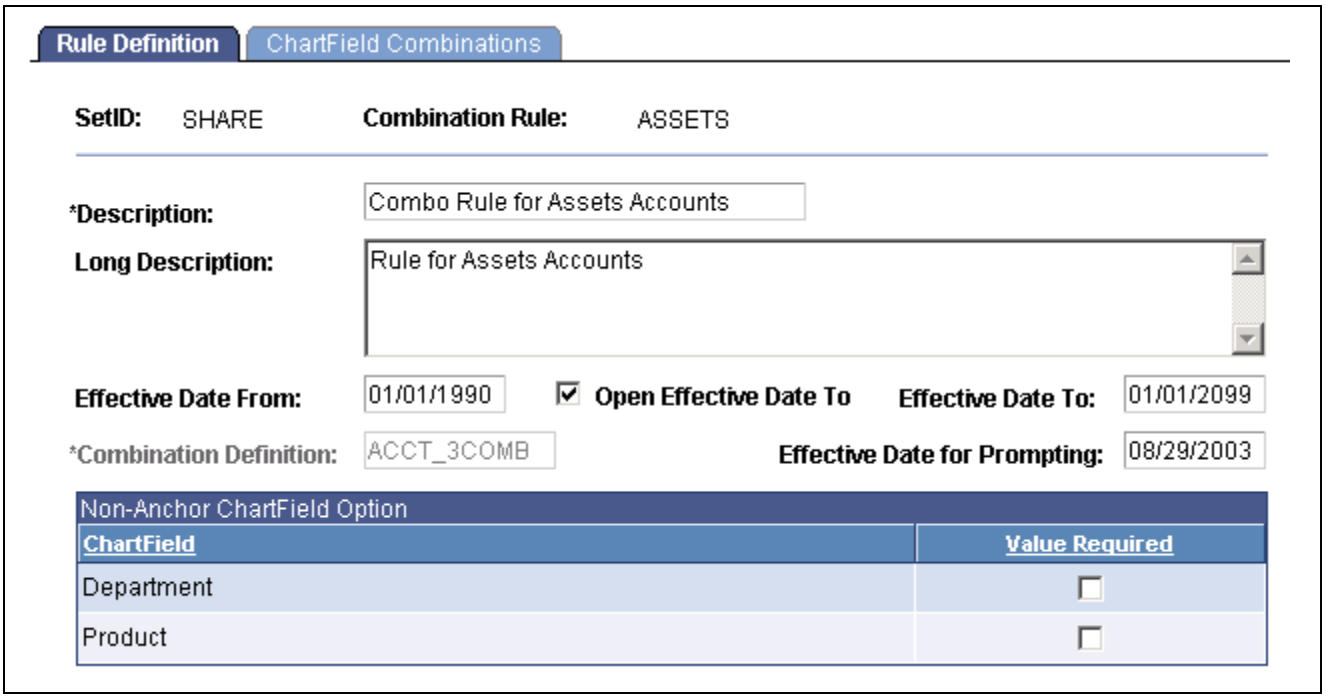
For example, you define ACCOUNT as the anchor ChartField that is in the definition, with DEPTID and PRODUCT as valid ChartField combinations that are associated with the anchor.

You can then create ChartField value combinations that you determine to be valid for this ACCOUNT, DEPTID and PRODUCT ChartField combination definition. The anchor ChartField drives the combination rule dealing with ChartField values that you define in the next step.

Note. For commitment control budget journal combination editing, Analysis Type (ANALYSIS_TYPE), Category (RESOURCE_CATEGORY) and Sub-Category (RESOURCE_SUB_CAT), Project Costing related ChartFields, are not supported.

Defining the Combination Rule

Access the Rule Definition page..



Rule Definition page

Effective Date From and **Effective Date To** Specify the effective date range that determines the time frame in which the rule is valid. During journal editing, the program, by using journal date as its criteria, applies only valid combination rules to combinations that fall within this range.

Open Effective Date To Select this option to specify an open-ended date for effective date to. The Effective Date To field becomes unavailable for entry and displays *01/01/2099*.

Combination Definition Identifies which ChartFields are included in this combination rule. You can modify this as long as no combination rules are based on this definition.

Effective Date for Prompting Enter an effective date for prompting detail ChartField values and PeopleSoft trees that are dated on or prior to this date. Because there is a range of dates rather than an effective date on the page, you might want to enter ChartFields from any time period within the range. You can specify the date from which to prompt for these ChartFields, but the default is to the current date.

Non-Anchor ChartField Option When you define a rule for the first time, the system displays the nonanchor ChartFields. You enter these ChartFields on the ChartField Combination Editing Definition page; however, the first ChartField that is entered is the anchor ChartField and does not appear on this page.

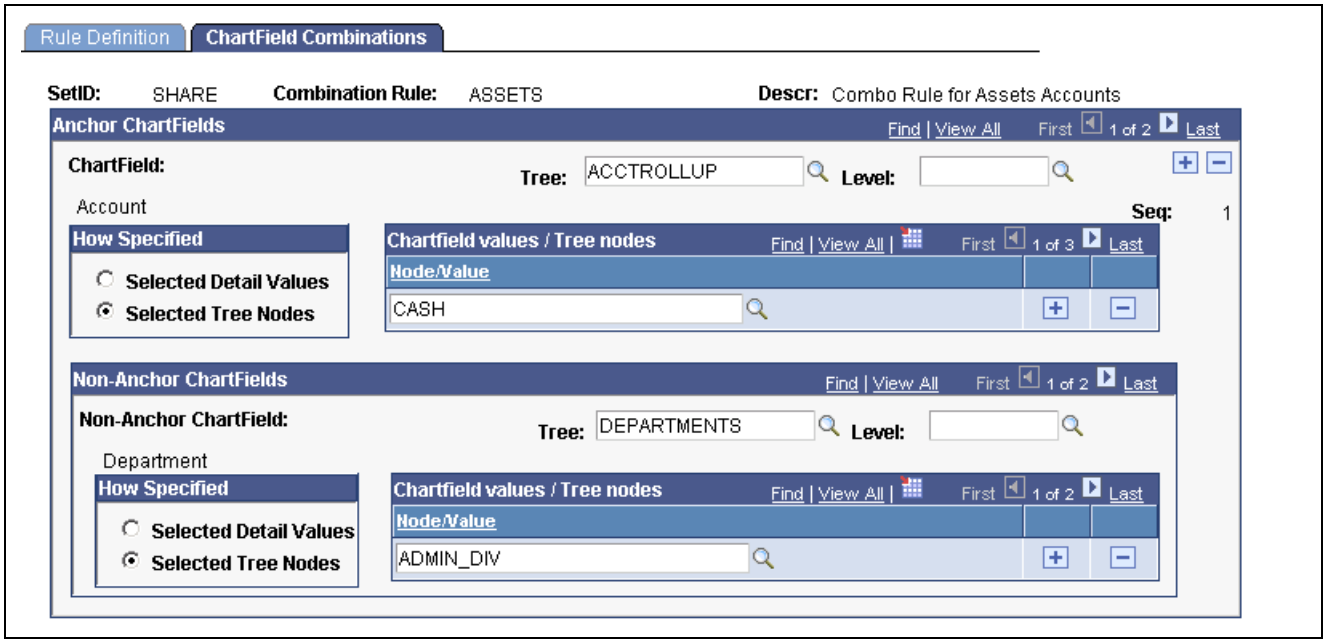
Value Required Select this check box for nonanchor ChartFields to specify that any nonblank valid value is required. When you select this check box, the system restricts you from entering values or tree nodes in the rule for the related nonanchor ChartField.

Note. Selecting this check box provides an easy way for you to require a valid value for a ChartField without having to define each valid value in the rule.

Using a blank tree node or level, you can accomplish much the same thing by defining a combination with a blank ChartField value as an Invalid Combination on the ChartField Combination Group page.

Defining the Combinations for Editing ChartField Values

Access the ChartField Combinations page..



ChartField Combinations page

If you select the Value Required check box on the Rule Definition page, this page is automatically populated.

Anchor ChartFields This first level is the basis for the combination and cannot be changed.

Non-Anchor ChartFields This second level identifies the nonanchor ChartFields that form combinations with the anchor ChartField.

Tree and **Level** These fields and the Node/Value field define the node prompts if the combination rule is based on a tree definition. This field identifies the tree and level that is the source of the ChartField values for the anchor and nonanchor ChartFields.

How Specified Use the How Specified radio buttons to point to one of the following sources of ChartField values for the selected anchor and nonanchor ChartFields:

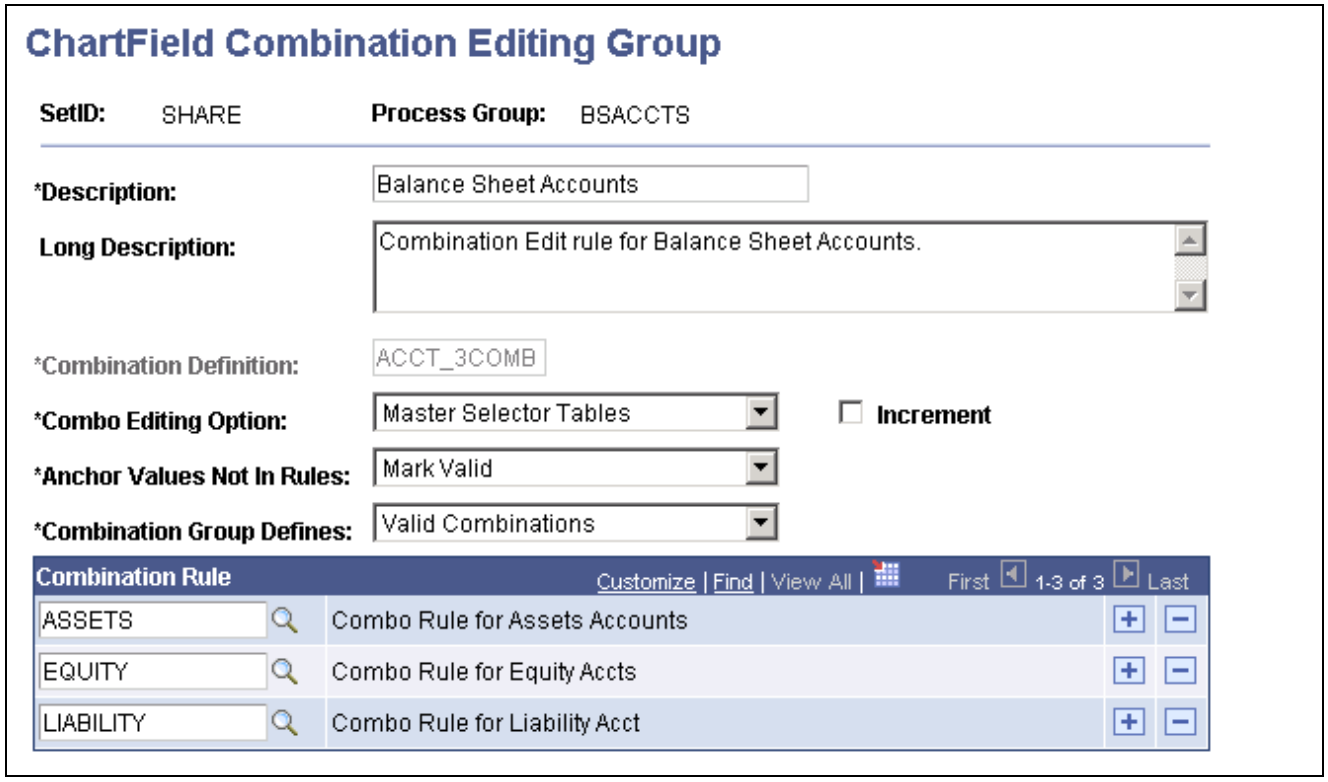
Click Selected Detail Values to include the individual ChartField values that you select in the Value/Node field.

Click Selected Tree Nodes to activate the edit boxes where you can specify a tree name and level for trees with levels. Specify the node of the tree in the Value/Node field. You have the option to set up a tree with a node that contains an empty detail value.

Node/Value This field and the Tree and Level fields define the node prompts if the combination rule is based on tree definition. Enter individual ChartField values when specifying selected detail ChartField values.

Linking Combination Rules in a Combination Group

Access the ChartField Combination Editing Group page.



ChartField Combination Editing Group page

Combination Definition Select the appropriate combination definition. This field is available when you create a new process group. It is a required field and must be the same as that is defined for the rules in the group.

Combo Editing Option Specify one of the following types of table that you want to use:

- *Combo Data Table:* Use the COMBO_DATA_TBL to edit your ChartField combinations.
- *Master Selector Tables:* Use a set of master selector tables.

Batch editing edits the accounting, voucher line, or journal line combinations using one of the following :

- COMBO_DATA_TBL that contains many rows of detail combinations.
- Master selector tables that are multiple tables which store PeopleSoft tree ranges.

Both batch and online PeopleCode editing support multiple combo groups that are attached to a business unit, each using a different choice for the combo editing option.

User Defined This check box becomes available if you select *Combo Data Table* in the Combo Editing Options field. Select if you want to use the user-defined prepopulated combination data table during the Journal Edit process. Use this feature if you make modifications to meet the requirements by creating an approach to defining and maintaining a table of valid combinations. When you select this option, the system requires and prompts for a combination definition to identify which combination of ChartFields to validate.

Do not select this check box for combination data if you want the Journal Edit process to consider the combination rules. The User Defined option recognizes the Anchor Values Not in Rules option and the Combination Group Defines option for either valid or invalid.

Increment This check box becomes available when you select the *Master Selector Tables*option in the Combo Editing Option field. Select if you want the master selector tables to be incrementally updated. After you make changes to ChartField trees or to combination rules, the master selector tables are incrementally updated during combination build or batch journal editing.

This field is only available for process groups that use static master selector tables.

By default this check box is not selected, which disables the process.

Anchor Values Not In Rules This option defines what happens to those combinations that contain anchor ChartField values that are not included in the rules. Validation is always limited to the specified anchors; this option affects what you do with the other anchor values.

Mark Valid: Lines containing anchor ChartField values that are not included in a rule are marked valid by the system.

Mark Invalid: Lines containing anchor ChartField values that are not included in a rule are marked invalid by the system.

Combination Group Defines This option defines whether the combinations that are defined in the group are valid or invalid combinations.

Note. Never set the Anchor Values Not In Rules field to *Mark Invalid* and the Combination Group Defines field to *Invalid Combinations* because the system invalidate all combinations in this case.

You can set this field to:

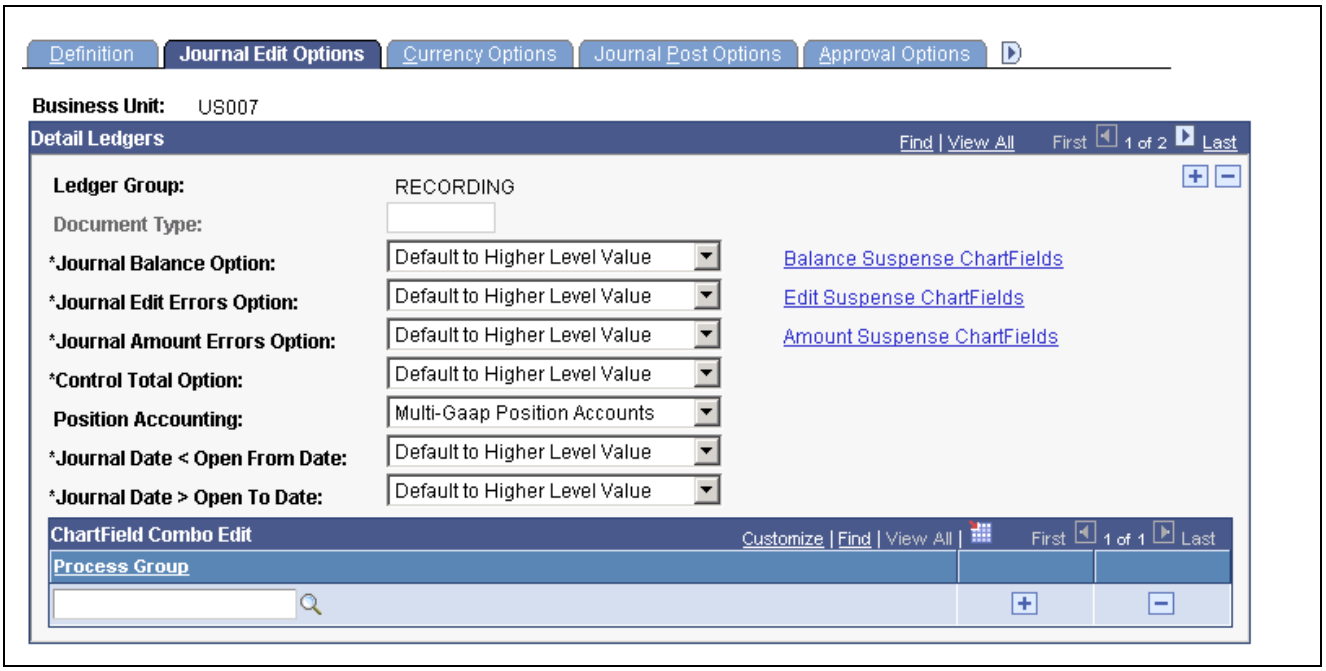
Valid Combinations: Lines containing any combination in the group are marked valid by the system.

Invalid Combinations: Lines containing any combination in the group are marked invalid by the system.

Note. To use the PeopleSoft rules for Combination Editing, you must select at least one valid combination rule. You can add any number of rules by inserting additional rows.

Associating Combination Editing Groups to Ledger Groups

Access the Journal Edit Options page.



Journal Edit Options page

Designate which combination editing rules apply to specific transactions by tying combination editing groups to ledgers on this page. During the Journal Edit process, the system looks to the ledger group that is indicated on the journal to see which rules apply.

Warning! For subsystems that do not pass ledger groups with the accounting entry lines (for example, PeopleSoft Billing), be sure that you set up the ledger group as a journal generator default ledger group on the Ledgers For A Unit Definition page.

ChartField Combo Edit Add any number of process groups by inserting additional rows.

Process Group After you specify a combination editing process group, the transaction editing process edits each transaction against each combination group individually to determine if it is valid or invalid.

You can attach combination edit groups with different editing options—including the Combination Group Defines option as either valid or invalid—for the same business unit and ledger group.

This field is not available for summary ledgers.

Note. If you do not want to use combination editing, turn it off by not entering combination editing groups in the Process Group field on the Journal Edit Options page. If no combination editing groups are entered in this field, the system does not apply any combination editing rules. If you receive a combination editing error after you remove all groups, check to ensure that the combination template is attached to the ledger template. This template applies only to journals, not to feeder system transactions.

See Also

Chapter 13, “Setting Up Ledgers,” page 387

Running the Build Combination Data Process

To run the Build Combination Data process, use the Build Combination Data component (COMBO_BUILD_REQ).

Run the Build Combination Data process (FS_CEBD) to build either of the following:

- COMBO_DATA_TBL, which is populated by the combination explode process.
- A static set of master selector tables.

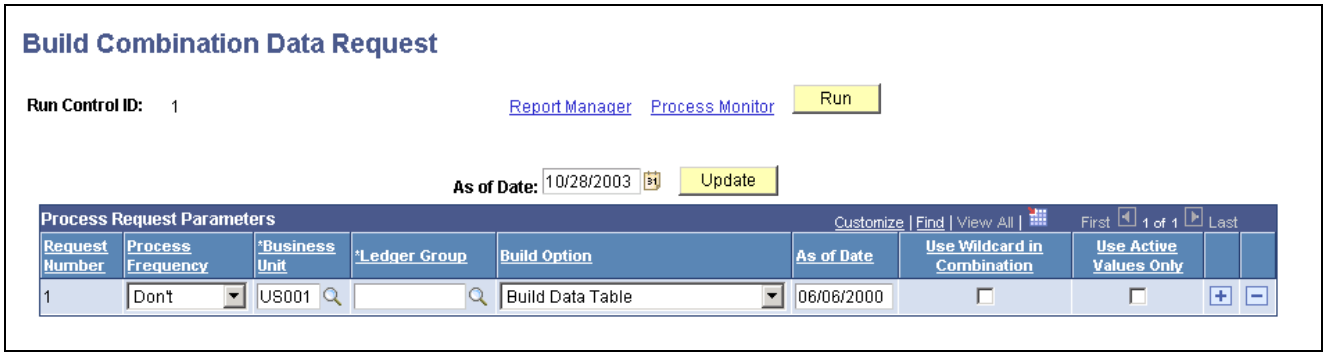
You can then edit voucher lines or accounting entry lines against these tables in the feeder systems as well as journal lines as part of the journal editing process in General Ledger. Combination editing uses either but not both in a particular edit, for both online or background combination editing.

Page Used to Run the Build Combination Process

Page Name	Object Name	Navigation	Usage
Build Combination Data Request	COMBO_BUILD_REQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Build Combination Data, Build Combination Data Request	Run the process to build either the COMBO_DATA_TBL or the master selector tables.

Building the Combination Data

Access the Build Combination Data Request page.



Build Combination Data Request page

Note. You can run the explosion process at any time to maintain valid combinations. However, check the system space limitations before running the explosion process in PeopleSoft applications to avoid exceeding available space.

The build combination data process populates either the COMBO_DATA_TBL or the master selector tables. If you choose the build data table option, the process analyzes the rules for a business unit and ledger group to produce all possible combinations of ChartField values and inserts these combinations into the data table. This is referred to as exploding the COMBO_DATA_TBL. The benefit of exploding the combination rules can be an increase in performance at Journal Edit time. If you choose the build selector tables option, the process analyzes the rules and trees to produce valid ranges of ChartField values and stores the ranges in the master selector tables. The master selector tables are smaller and easier to maintain.

After you define the detail ledger group for the business unit, and after you tie the combination editing group to that ledger, you are ready to run the Build Combination Data request.

As of Date Determines that the COMBO_DATA_TBL are built for the ChartFields and ChartField values as they exist on that particular date. Use the Update button to update the as of date.

Process Frequency

Once: Select to process the current request the next time that build combination data processing is executed.

Don't Run: Once executed, the process changes frequency to this value.

Always: Select to process each time that build combination data is executed.

Build Option

Build Data Table: Select to process the combination groups that are associated with the business unit and ledger group that have COMBO_DATA_TBL as their combination edit option. This option explodes all the valid combinations that are defined in the combination rules to the data table. This normally enhances performance of the Journal Edit process. But you must balance the decision to use this option with the projected number of combinations that you have and the system space limitations to avoid exceeding available space.

Build Selector Table: Select to process the combination groups that are associated with the business unit and ledger group that have master selector tables as their combination edit option. Build the combination rules and tree definitions into ranges of ChartField values and store the ranges in the master selector tables. The As of Date field is replaced by the From Date and To Date fields when you select this option. Use the From Date and To Date fields to limit the effective-dated trees and tree ranges that you want to include in the master selector tables.

Use Wildcard in Combination Select this option to reduce the number of combinations that are within the combination data table. With this option selected, the system uses the wildcard character % to represent a ChartField that has the value required option that is selected for that rule. Select this option when you explode the data table if many of the rules use the value required option. This option is not available when you build master selector tables.

Use Active Values Only Select to use only the active ChartField values as of the as of date when building the COMBO_DATA_TBL. If you select this option, combination editing considers the ChartField combination invalid even if the ChartField values that you use are active at the date of the transaction. Use this option to reduce the COMBO_DATA_TBL size. However, you should not select this option if you need to edit transactions earlier than the inactive date.

Run Publish Only This option is available only when you have PeopleSoft Enterprise HCM applications installed. You have the option to run the Application Engine program HR_ACCT_CD, which publishes combination editing information for HCM application needs. Select this option if you want to bypass the combination editing build process and run only the publish process.

Publish to HRMS/SA This option is available only when you have HCM applications installed. Select the Process Group link to transfer to another page to select the process groups to publish to HCM. This runs the Application Engine program HR_ACCT_CD to publish selected data from COMBO_DATA_TBL by using the HR_ACCT_CD_LOAD application message.

Because the system does not consider the combination rules during the actual editing while using the COMBO_DATA_TBL, you must ensure that the data table is always in sync with the combination rules whenever you modify combination rule tree information or add or inactivate a ChartField. The COMBO_DATA_TBL does not update automatically if new ChartFields are added to a combination rule or a tree. You must rebuild the table to maintain consistency with the chart of accounts.

Note. If you choose the option to build the master selector tables for a business unit in error, but all the combination edit groups that are attached to the business units have an edit option of COMBO DATA TABLE, nothing happens in the explode process.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook: Setting Up the Payroll Process

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Integrating and Transferring Information Among Applications"

Chapter 13, "Setting Up Ledgers," page 387

Using User-Defined Combination Data

The user-defined combination data feature in combination editing enables you to use your own prepopulated combination data table during the journal editing process. You enter the data by specifying valid ChartField combinations in the data table without using the combination rules. Journal edit validates journal lines against this table and does not consider any combination rules. If you want the Journal Edit process to consider the combination rules, you cannot use this option.

Note. If you use the user-defined combination data feature, you are fully responsible for maintaining the integrity of the data in the combination data table.

To use a user-defined combination table:

1. Specify the combination table name in the Combo Data field on the Ledger Template - Record Definitions Page.
2. Store the combination data in the combination table.

   PeopleSoft supports combination editing on any table that is in the system, but the table must conform to the same structure as the default table COMBO_DATA_TBL. You can use the default table (COMBO_DATA_TBL) or change to a table of any name having the same structure. You can also use several different tables, one for each ledger template.
3. Create a combination definition with the ChartFields that are to be edited.
4. Create a combination group by using the combination definition that is defined in step 2.
5. Select the Combo Editing Option and click the User Defined check box on the ChartField Combination Editing Group page.
6. Tie the combination group that is defined in step 3 to the appropriate ledger group on the Ledgers for A Unit page.

Verify that the PROCESS_GROUP field on the combination table contains the name of the combination group that is defined in step 3.

7. The COMBINATION field on the combination table must be populated with the same name as the PROCESS_GROUP field.

Working with Combination Objects

To copy, rename, or delete combination objects, use the Combo Copy/Rename/Delete component (RUN_GLS4003).

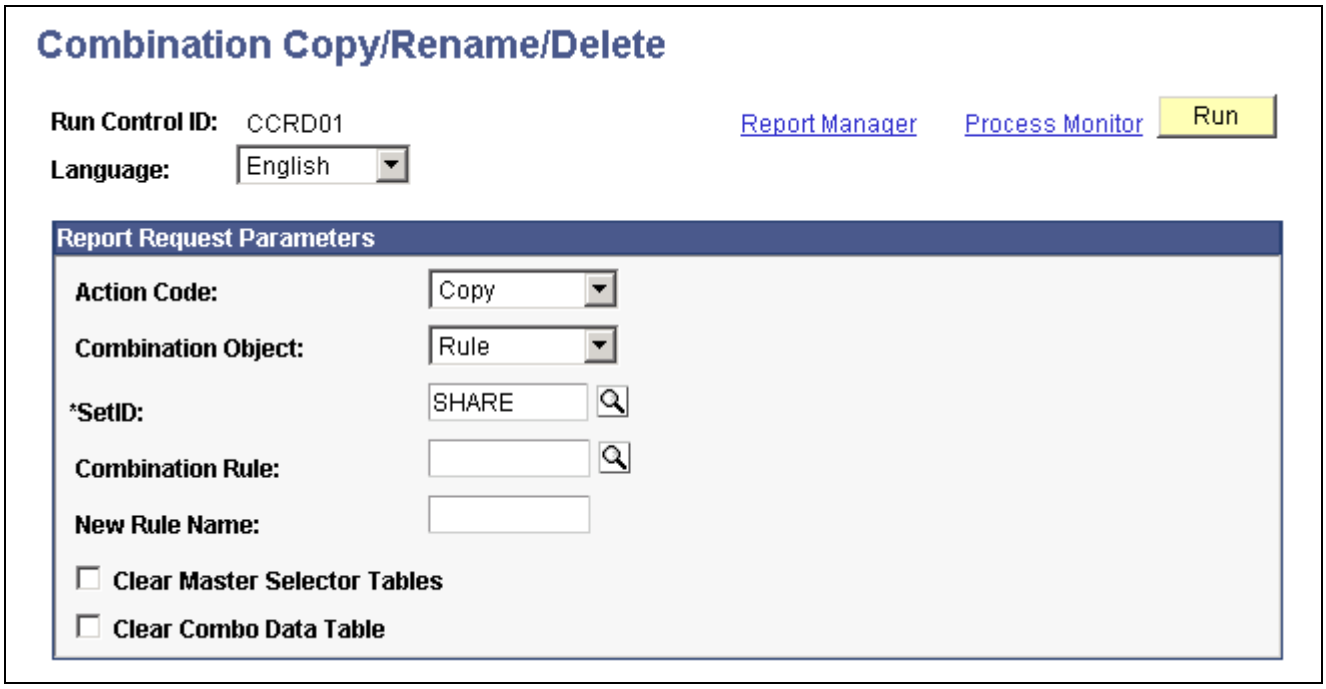
You can implement user ID security to restrict access to this page. If you have permission, you can enter a run control ID and access this page.

Page Used to Copy, Rename, or Delete Combination Objects

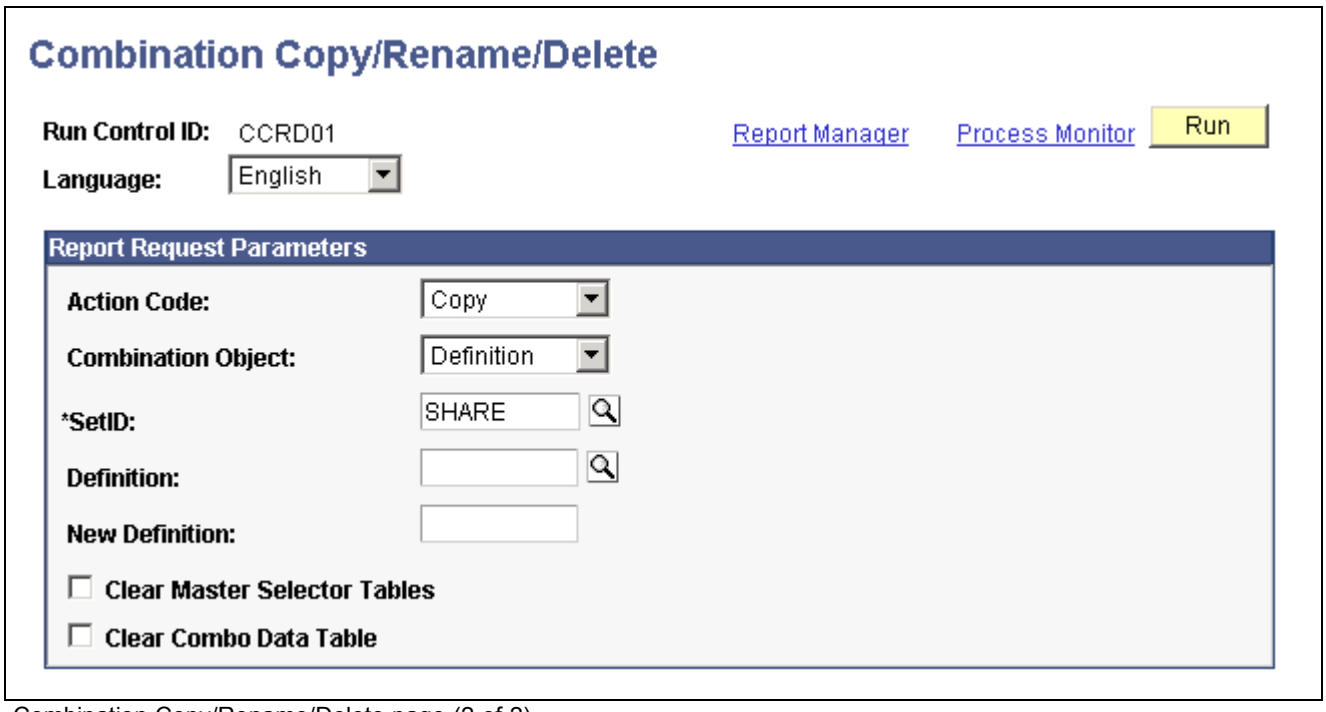
Page Name	Object Name	Navigation	Usage
Combination Copy/Rename/Delete	RUN_GLS4003	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combo Copy/Rename/Delete, Combination Copy/Rename/Delete	Use this page to copy, rename, or delete combination rules.

Copying, Renaming and Deleting Combination Rules

Access the Combination Copy/Rename/Delete page.



Copy/Rename/Delete page (1 of 2)



Combination Copy/Rename/Delete page (2 of 2)

Action Code Use to specify whether to *Copy, Rename,* or *Delete* a combination object.

Combination Object Specify the type of combination object that you want to copy, rename, or delete: *Definition, Group,* or *Rule.*

When you select a value, the system dynamically makes available the objects that you specify in the drop-down list box and correctly labels the field and the new object field. If you are copying or renaming an object, enter the new name in the field that becomes available.

SetID	Specify the setID for the combination object. This is a required field.
Combination Rule, Definition, or **Process Group**	The name of this field changes depending on the selected combination object. Select the combination definition, process group, or rule that you want to rename, copy, or delete.
New Definition, New Group Name, or **New Rule Name**	This field appears if you are copying or renaming a combination object. The name of the field changes depending on the selected combination object. Enter the new name for the new combination definition, group, or rule.
Clear Master Selector Tables	Select this check box to delete the contents of the master selector tables.
Clear Combo Data Table	Select this check box to delete the contents of the combo data table.

Viewing Combination Editing Data

PeopleSoft provides functionality for viewing the combination editing data.

This section discusses how to:

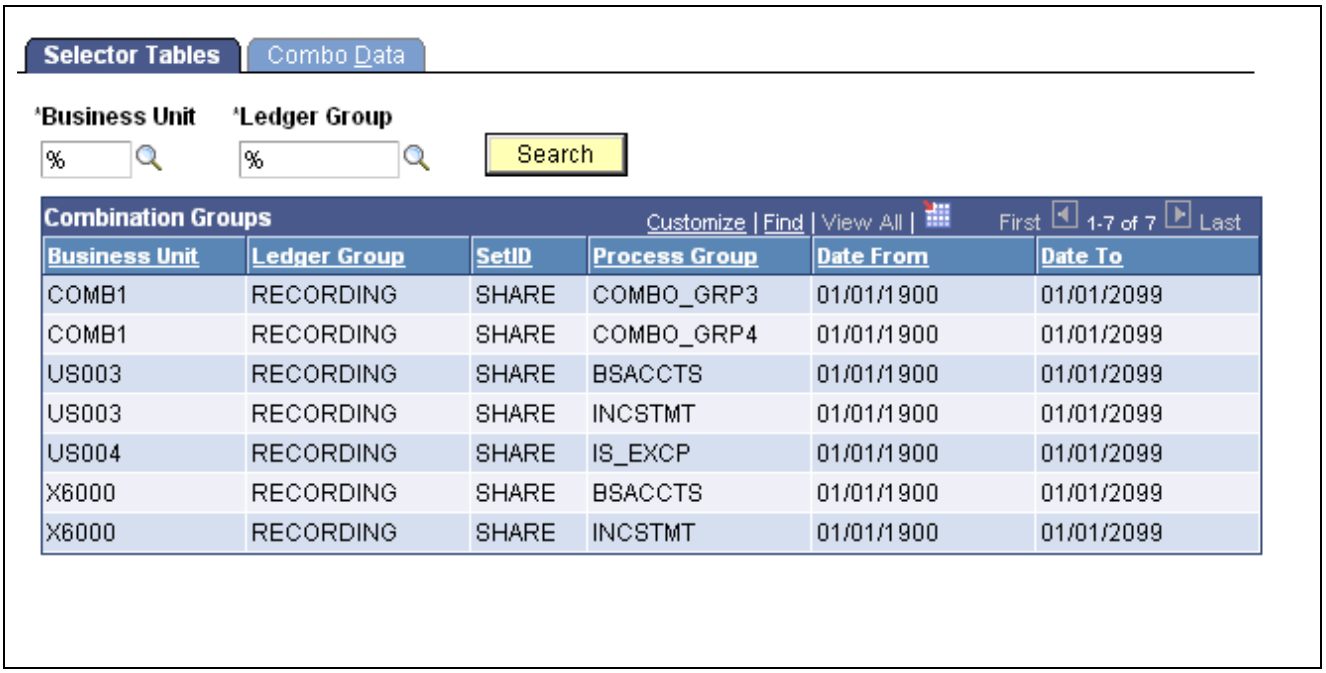
- Review combination groups.
- Query combination data.
- Create a query online and download results to a spreadsheet.

Pages Used to View Combination Editing Data

Page Name	Object Name	Navigation	Usage
Selector Tables	COMBO_SEL_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Build, Selector Tables	Review a listing of the combination groups that you create for a business unit and ledger group that use the master selector tables.
Combo Data	COMBO_BLD_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Build, Combo Data	Review a listing of the combination groups that you have create for a business unit and ledger group that use the COMBO_DATA_TBL.
Review Combination Data	COMBO_INQ	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combination Data, Review Combination Data	Query the contents of the combination tables to review valid combinations. Use % as wildcard character.
Review Budgets Combination Data	COMBO_INQ_BUDG	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Budgets Combo Data, Review Budgets Combination Data	Query the contents of the Commitment Control budget combination tables to review valid combinations. Use % as wildcard character. **Note.** For commitment control budget journal combination editing, Analysis Type (ANALYSIS_TYPE), Category (RESOURCE_CATEGORY) and Sub-Category (RESOURCE_SUB_CAT), Project Costing related ChartFields, are not supported.
Review Combination Selector Table Data	COMBO_INQ_SEL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Review Combo Selector Tbl Data, Review Combination Selector Table Data	Query ChartField combinations that are stored in the master selector table. Use % as wildcard or nonblank character.

Reviewing Combination Groups

Access the Selector Tables or Combo Data page.



Selector Tables inquiry page

Use the:

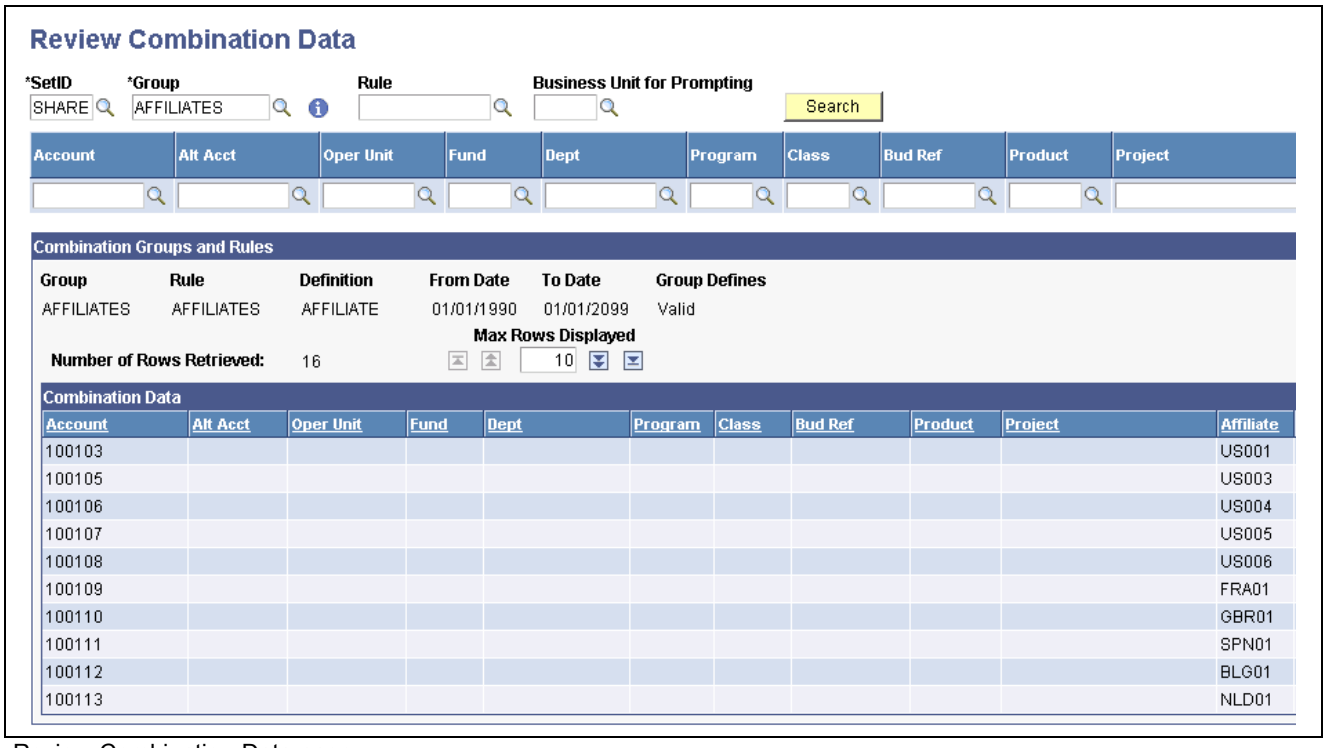
- Selector Tables page for reviewing combination groups that use master selector tables.
- Combo Data page for reviewing combination groups that use the COMBO_DATA_TBL.

Business Unit and **Ledger Group** These are required fields. Use the wildcard character (%) to view a listing of all business unit and ledger group combinations.

Search Click to retrieve a listing of valid combination groups.

Querying Combination Data

Access the appropriate inquiry page (Review Combination Data or Review Budgets Combination Data).



Review Combination Data page

SetID and **Group** — These are required fields. Select the setID and combination group you want to query. You can click the Searchbutton at this point to return all combination data for the entered setID and group.

 — Click the Informational only button to view details of the combination group

Rule — You can further limit the results that the query returns by selecting a specific combination rule.

Business Unit for Prompting — Enter a business unit to provide the correct set ID for ChartField prompting. The business unit entered in this field does not provide criteria to further refine or limit the query but is necessary because the set ID for combination data might be different than the set ID for the relevant ChartFields.

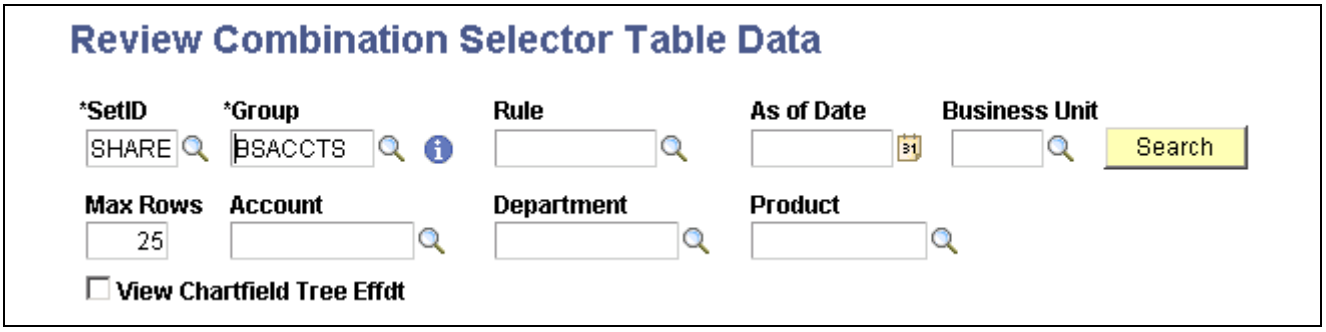
Account, Alt Account, Oper Unit, Fund, Dept, Program Code, Class, Budget Reference, Product, Project, Affiliate, Fund Affiliate, Operating Unit Affiliate, Book Code, Stat, or **Currency** — Further refine the query by limiting it to a specific ChartField value.

Search — Click the Search button to retrieve a listing of value combinations based on the search criteria.

You can navigate to specific rows that are retrieved by using the first row, last row, next and previous buttons. You can also limit or increase the number of rows returned by using the Max Rows Displayed field.

Creating a Query Online and Downloading Results to a Spreadsheet

Access the Review Combination Selector Table Data page.



Review Combination Selector Table Data page (1 of 2)

SetID and **Group** — These are required fields. Select the setID and combination group that you want to query. You can click the Searchbutton at this point to return all rules that are for the entered setID and group.

Click the Informational only button to view details of the combination group

Rule and **As of Date** — Enter values in these option fields to further refine the query.

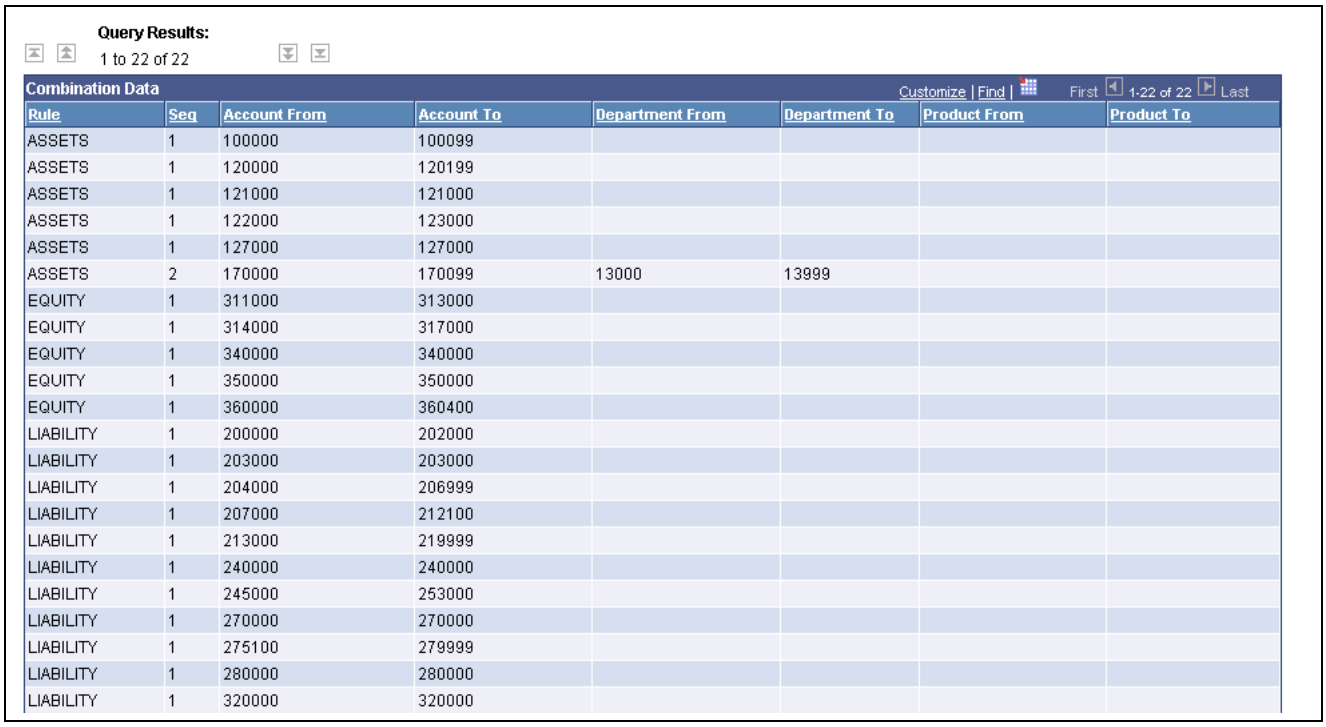
Business Unit — Enter a business unit for the purpose of providing correct prompting for the ChartField selection criteria fields.

Max Rows (Maximum Rows) — Use to limit the number of rows that the search returns. The default is 25.

Account, Department, Product, Affiliate, Fund Code, and **Book Code** — Use these fields as needed to further refine the query.

View ChartField Tree Effdt (view ChartField tree effective date) — Select this check box to display the effective dates for the ChartFields in the results.

Search — After you enter the search criteria, click this button. The system returns rows matching the search criteria for the entered setID and group to the Combination Data grid as shown in the following screenshot:



Query Results:
1 to 22 of 22

Combination Data — Customize | Find | First 1-22 of 22 Last

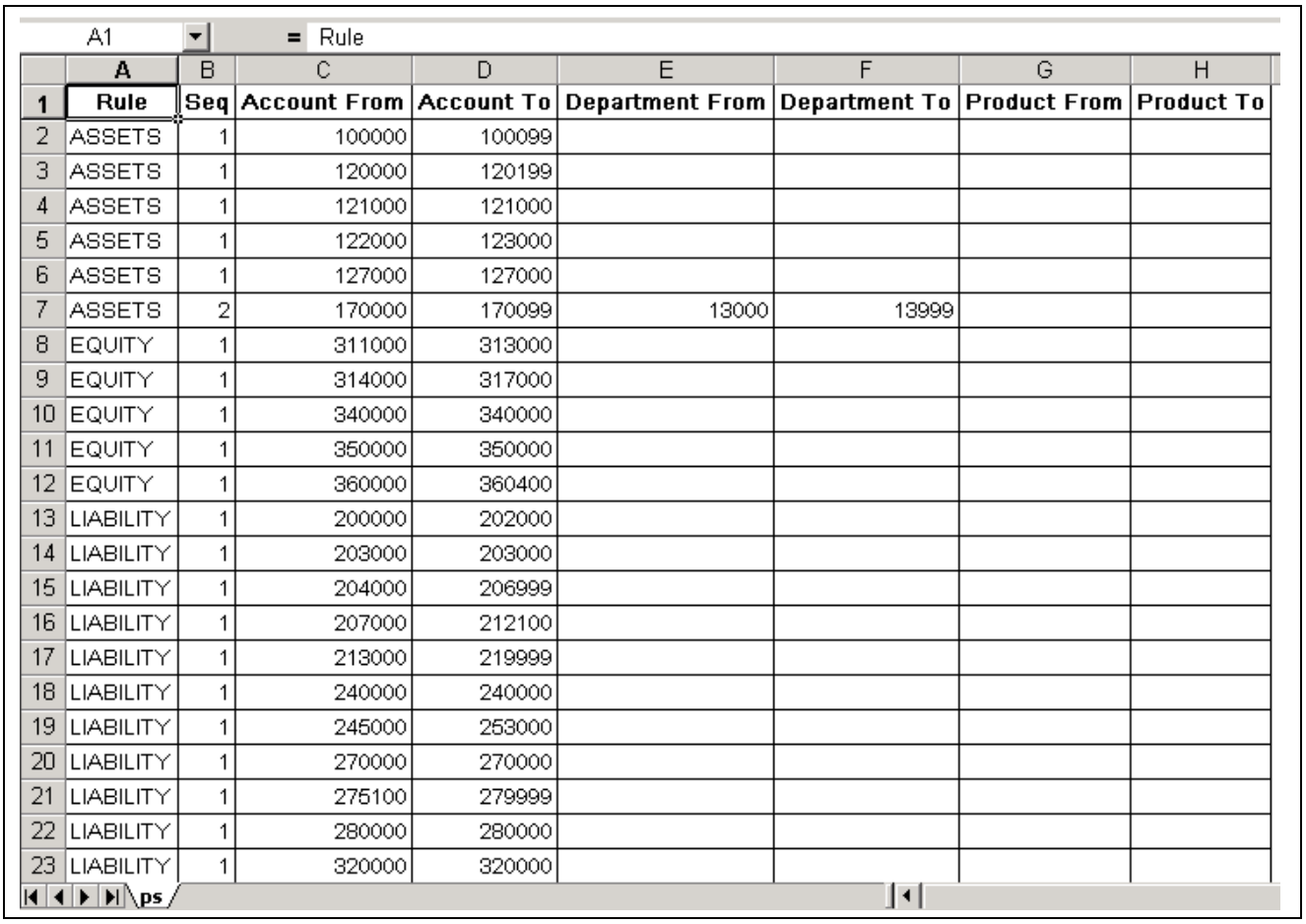
Rule	Seq	Account From	Account To	Department From	Department To	Product From	Product To
ASSETS	1	100000	100099				
ASSETS	1	120000	120199				
ASSETS	1	121000	121000				
ASSETS	1	122000	123000				
ASSETS	1	127000	127000				
ASSETS	2	170000	170099	13000	13999		
EQUITY	1	311000	313000				
EQUITY	1	314000	317000				
EQUITY	1	340000	340000				
EQUITY	1	350000	350000				
EQUITY	1	360000	360400				
LIABILITY	1	200000	202000				
LIABILITY	1	203000	203000				
LIABILITY	1	204000	206999				
LIABILITY	1	207000	212100				
LIABILITY	1	213000	219999				
LIABILITY	1	240000	240000				
LIABILITY	1	245000	253000				
LIABILITY	1	270000	270000				
LIABILITY	1	275100	279999				
LIABILITY	1	280000	280000				
LIABILITY	1	320000	320000				

Review Combination Selector Table Data page (2 of 2)



Click the Download button to download the results to a Microsoft Excel spreadsheet as shown below.

Results downloaded to a Microsoft Excel spreadsheet:



A1 = Rule

	A	B	C	D	E	F	G	H
1	Rule	Seq	Account From	Account To	Department From	Department To	Product From	Product To
2	ASSETS	1	100000	100099				
3	ASSETS	1	120000	120199				
4	ASSETS	1	121000	121000				
5	ASSETS	1	122000	123000				
6	ASSETS	1	127000	127000				
7	ASSETS	2	170000	170099	13000	13999		
8	EQUITY	1	311000	313000				
9	EQUITY	1	314000	317000				
10	EQUITY	1	340000	340000				
11	EQUITY	1	350000	350000				
12	EQUITY	1	360000	360400				
13	LIABILITY	1	200000	202000				
14	LIABILITY	1	203000	203000				
15	LIABILITY	1	204000	206999				
16	LIABILITY	1	207000	212100				
17	LIABILITY	1	213000	219999				
18	LIABILITY	1	240000	240000				
19	LIABILITY	1	245000	253000				
20	LIABILITY	1	270000	270000				
21	LIABILITY	1	275100	279999				
22	LIABILITY	1	280000	280000				
23	LIABILITY	1	320000	320000				

ps

Results of the query downloaded to a Microsoft Excel spreadsheet

In this example, the query is created for the demo data ChartField combination group called *BSACCTS.* In this example, the page displays the ChartFields that are associated with this process group, account, department, and product. Other combination groups using different ChartFields, display those ChartFields.

Running ChartField Combination Reports

The table below lists pages that are used to specify parameters for running standard ChartField combination reports. Navigate to the page, then enter the report parameters, and use Process Scheduler to run the report.

Pages Used to Run ChartField Combination Reports

Page Name	Object Name	Navigation	Usage
ChartField Combination Editing Rule Report	RUN_GLS4002	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Rule Report, Combination Rule	Specify the run parameters for the Combination Rule SQR Report (GLS4002), which lists information on a combination edit rule for a selected setID.
ChartField Combination Editing Group Report	RUN_GLC4003	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, Combination Group Report, ChartField Combination Editing Group Report	Specify the run parameters for the Combination Group Crystal Report (GLC4003), which lists information on combination edit groups for a selected setID.

CHAPTER 8

Configuring ChartFields

This chapter provides an overview of ChartField configuration and discusses how to:

- Use Standard ChartField Configuration.
- Use Advanced ChartField Configuration.
- Run and verify the ChartField Configuration Program.
- Perform manual configuration tasks.
- Perform ChartField configuration for new products and updates or fixes.
- Review ChartField configuration programs and processes.

Understanding ChartField Configuration

PeopleSoft delivers a full suite of commercial, education and government functionality and supports it with a comprehensive set of ChartFields. However, you can use ChartField configuration to perform various modifications to these ChartFields to better serve your particular accounting model.

In addition to the general overview, this section contains important information including:

- Check list for a successful configuration.
- ChartField configuration and ChartField types.
- ChartField configuration scope and levels.
- ChartField reporting requirements analysis.

ChartField Configuration involves the following major considerations:

- Analyzing your reporting requirements and determining the ChartFields needed to support them.
- Completing the Standard or, if necessary, Advanced ChartField Configuration page.
- Running the ChartField Configuration process to apply your configurations to the system.
- Performing any manual tasks associated with your configurations.
- Performing product specific analysis and ChartField configuration tasks, such as those for PeopleSoft Enterprise Mobile Time and Expense.

Note. The following instructions assume a high level of competence in PeopleTools and use of Application Designer.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Check List for a Successful Configuration

Use this section as a checklist to focus on areas of particular importance and in gathering information needed to plan and perform your ChartField configuration. This section also helps to identify areas where mistakes are commonly made.

Important! It is very important that you read this section and understand the full implications of each point before proceeding with the actual configuration.

Before running the full configuration do the following:

- Access PeopleSoft Customer Connection for information on configuration of ChartFields for Mobile Time and Expense.
- If you are upgrading from a previous PeopleSoft release, thoroughly read the Upgrade documentation for your upgrade path—this is critical.
- Thoroughly read this chapter on configuring ChartFields—this is also critical.
- Get agreement functionally and technically as to how to use each of the delivered ChartFields and which configuration actions are appropriate, such as activate or relabel.
- Consider taking the ChartField Assessment Fit-Gap Workshop offered by PeopleSoft Global Services.
- ChartField configuration should not be approached as an iterative process and should be thoroughly planned and implemented in a single configuration process if possible.
- The PeopleSoft Full Configuration AE (Application Engine) process (FS_CFCONFIG) must be run before using the system if any changes are made to the Standard or Advanced Configuration pages. Clear any unlicensed Project Costing, Expense , Resource Management product, and Services Procurement check boxes on the Installation Options Products page before running the Configure process so that ChartFields related to these products are automatically inactivated and do not show on pages containing these ChartFields.
- Do not load new ChartField values (such as, Accounts or Departments) until the configuration is complete and indexes have been rebuilt per the Configuration Steps Crystal report.
- Objects modified by the full configuration will be reported as *changed* on Upgrade Compare reports.

  If you wish to segregate these changes from your in house customizations, consider creating a new User ID that is only used to run the configuration. Objects modified by that configuration user can then be isolated in compares.
- Before running the process, ensure that your environment has the recommended database settings for ChartField Configuration.
- If you're setup for multi-language and plan to relabel or add new ChartFields, login in the base language and ensure that the language code in the User Profile page is also set to the base language so that base and foreign language labels are applied accordingly.
- Ensure that your SQR environment has been configured correctly (Asset Management installations only).
- Ensure that your Crystal environment has been configured correctly.
- Run SYSAUDIT and verify all errors have been corrected.
- Run the Preview Configuration process to preview the manual steps that will be required.
- Back up your database.
- Turn off process scheduler traces (TraceAE=0, TraceSQL=0 and TracePC=0 in psprcs.cfg file).

  Turning the trace on can double processing time.

- Ensure all users are logged off the system before running the full configuration process.

  This applies to standard and advanced configuration as explained in this chapter.

- After initiating the full configuration, shut the app server down and monitor the progress of the process using your OS monitor (Task Manager) or the timestamp on the AE logs produced by the process.

After running the full configuration do the following:

- Check the message log in PeopleSoft Process Monitor for error messages.
- Check the PeopleSoft Application Engine log files (.stdout and .trc files) for error messages.
- If reordering ChartFields, check the Bulkops.log file for ‘unable to process <page>’ error messages.

  It is normal for the process to *skip* certain pages.

- Verify that all configuration actions have a Complete (standard actions) or Auto Configuration Complete (advanced actions) status using the Configuration Status - Action Status page.
- If the full configuration process fails before completion, correct the error and restart the process using the Process Monitor.

  Do not initiate a new process instance until the first instance is successfully completed.

- If the standard AE logs do not provide sufficient information on an error, setting TraceAE=3 in the psprcs.cfg will produce a detailed AET trace file.
- Copy AMCHARTS.SQC to your SQR directory (Asset Management installations only).
- Perform the required manual steps outlined on the Configuration Steps Crystal report and when completed, set the status in the Product Status page from ’Auto Configuration Complete’ to ’Complete’.

ChartField Configuration and ChartField Types

Each ChartField falls into one of the following three categories based on its ability to be configured:

- Fully Configurable—Any ChartField configuration action can be taken.
- Partially Configurable—Only selective ChartField configuration actions can be taken.
- Non-Configurable—These ChartFields are required and can not be configured.

In addition, a ChartField is either a standard or affiliate ChartField.

While both standard and affiliate ChartFields are used to classify and report on financial transactions, affiliate ChartFields do not have their own set of values. Instead, they use values from a related standard ChartField to facilitate interunit and intraunit accounting. After a ChartField is defined as standard or affiliate it cannot be changed to the other type.

The following table summarizes the configuration characteristics of the delivered set of ChartFields:

ChartFields	Valid Configuration Actions
The following are fully configurable standard ChartFields: • Operating Unit • Fund Code • Program Code • Class Field • Budget Reference • Product • ChartField 1 (expansion ChartField) • ChartField 2 (expansion ChartField) • ChartField 3 (expansion ChartField)	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length • Rename • Delete • Change Field Length
Account is a partially configurable standard ChartField.	• Change Display Order • Relabel • Change Display Length • Change Field Length
Alternate Account is a partially configurable standard ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length • Change Field Length (Cannot inactivate if Enable Alternate Account is a selected installation option.)
Department is a partially configurable standard ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length (Cannot inactivate if PeopleSoft Enterprise Asset Management, Expenses, or Resource Management is installed.)
PC Business Unit is a partially configurable standard project ChartField.	• Relabel • Change Display Length

ChartFields	Valid Configuration Actions
Project (also used as the Grant ChartField) is a partially configurable standard ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length (Cannot inactivate if Project Costing, Expenses and Resource Management applications are installed.)
Activity is a partially configurable standard project ChartField.	• Relabel • Change Display Length
Source Type is a partially configurable standard project ChartField.	• Activate or Inactivate • Relabel • Change Display Length Cannot be inactivated if a PC Business Units require it or if the Related Edit Option is specified.
Category is a partially configurable standard project ChartField.	• Activate or Inactivate • Relabel • Change Display Length Cannot be inactivated if a PC Business Units require it or if the Related Edit Option is specified.
Subcategory is a partially configurable standard project ChartField.	• Activate or Inactivate • Relabel • Change Display Length Cannot be inactivated if a PC Business Units require it or if the Related Edit Option is specified.
Affiliate is a partially configurable affiliate ChartField.	• Activate or Inactivate • Change Display Order • Relabel • Change Display Length

ChartFields	Valid Configuration Actions
The following are fully configurable affiliate ChartFields: • Fund Affiliate • Operating Unit Affiliate	• Activate or inactivate • Change Display Order • Relabel • Change Display Length • Change IntraUnit Related ChartField • Rename • Delete • Change Field Length
The following standard ChartFields are not configurable: • Statistics Code • Currency Code • Scenario • Book Code • Adjustment Type • Resource Analysis Type	Not configurable

Project ChartFields

The project ChartFields are related ChartFields, which have the following display order:

- PC Business Unit
- Project
- Activity
- Source Type
- Category
- Subcategory

Project ChartFields are unique in that their display order in the overall sequence of all ChartFields is always the same in relationship to the position of the Project ChartField. While you cannot directly change the display order of the other five project ChartFields, you can change the display order of the Project ChartField and the other five project ChartFields maintain their relative positions with respect to the Project ChartField. Their relative positions are as shown in the previous listing of ChartFields. The six project ChartFields must move as a group with any reordering of the display sequence for the Project ChartField and all other ChartFields are reordered around this requirement.

Additionally, Resource Analysis Type is not considered a ChartField and as such is not included in the previous list of project ChartFields, nor is it included on either the Standard or Advanced Configuration pages.

While the project ChartFields are displayed on both the Standard and Advanced Configuration pages, project ChartFields are subject only to standard configuration. Because standard configuration can be done using either the Standard or Advanced Configuration page, the project ChartFields are available on both configuration pages.

Note. If you have not licensed the PeopleSoft Enterprise Project Costing, Expenses, Resource Management or Services Procurement products, clear the check boxes on the Installation Options Products page for any unlicensed products before running the Configure process so that ChartFields related to these products are automatically inactivated and are no longer available on pages that would otherwise contain the related ChartFields.

See Chapter 6, "Defining and Using ChartFields," Project ChartFields, page 194.

See Chapter 3, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications, page 51.

Resource Analysis Type

Resource Analysis Type is displayed between the Activity and Source Type ChartFields on the Journal Line page. The value of this field is typically derived programmatically based on the transaction and is not available for input on most transaction entry pages. However, an exception to this is Journal Entry where this field be available for input. Consequently, this field is added to the Journal Entry line page between the Activity and Source Type ChartFields.

If the Project ChartField is reordered during ChartField configuration, the Resource Analysis Type also retains this relative position and is reordered along with the projects ChartFields in the display.

Like the Projects ChartFields (other than Project ID), Resource Analysis Type is not available if the Project Costing application is not installed.

Activation and Inactivation of Project ChartFields

Project ChartFields are delivered already activated. If any of the Project Costing, Expenses or Resource Management applications are not installed, some of the project ChartFields are automatically inactivated by navigating to the Configuration page, saving and then running the Configure process. :

- If the Project Costing application is installed, all project ChartFields remain activated.
- If the Project Costing application is not installed and either the Expenses or Resource Management application is installed, PC Business Unit, Activity and the Project ChartField remain activated, and Source Type, Resource Category and Subcategory are inactivated.
- If none of the Project Costing, Expenses or Resource Management applications are installed, the system inactivate the PC Business Unit, Activity, Source Type, Resource Category and Subcategory ChartFields if they are not already inactivated.

Inactivation of the Project ChartField is not allowed if the Project Costing, Expenses or Resource Management applications are installed .

Inactivation of Source Type is not allowed if any row in the Project Costing Definition (BUS_UNIT_TBL_PC) has the field Category Edit Option (CAT_EDIT_OPTION) set to Related (REL).

Inactivation of Category is not allowed if any row in the Project Costing Definition (BUS_UNIT_TBL_PC) has the field Subcategory Edit Option (SUB_EDIT_OPTION) set to Related ('REL').

Assumptions and Restrictions on Display Lengths of Project ChartFields

In the PeopleSoft system ChartFields normally reside in a grid. However, in some applications it is common for the PC Business Unit, Project and Activity ChartFields as in the Project Costing application to reside outside a grid. This prevents the configuration process from changing the display length of these fields. However, though the display length of ChartFields cannot be changed when they appear outside a grid, data entry is restricted to the display length specified on the Standard Configuration page. For example, even though Project appears as a 15-character field in the grid, data entry can be restricted to 10 characters if that is the display length you specify on the Standard Configuration page.

Balancing and Interunit Restrictions on Project ChartFields

There is no balancing on the projects ChartFields. Although the Project ChartField can be specified as a balancing ChartField, this is not true of the other five projects ChartFields. Therefore, they do not appear in the IntraUnit Related ChartField drop down list on the configuration page.

Other Project ChartField Configuration Restrictions

ChartField Inheritance is supported for fully configurable ChartFields only. It is not supported for project ChartFields because they are partially configurable.

If a PeopleSoft application maintains grid tabs that are embedded between ChartFields, a manual step is necessary in the ChartField configuration process that requires you to review and modify these pages. This is because the configuration process automatically moves embedded grid tabs to the end of the ChartField block.

ChartField Configuration Scope and Levels

The ChartField Configuration process can be used to configure ChartFields for the following:

- *Products installed during your initial PeopleSoft implementation.* The full configuration process updates all records and pages in the database containing ChartFields. It also produces a Configuration Steps report that lists the definitions or programs that must be updated manually for each installed product. Use the Standard or Advanced ChartField Configuration component.
- *Products installed after the initial ChartField Configuration.* The full configuration process updates all records and pages in the database containing ChartFields if any additional configuration actions have been requested since the initial ChartField Configuration. It also produces a Configuration Steps report that lists the definitions/programs that must be updated manually for each installed product. Use the Standard or Advanced ChartField Configuration component.
- *Projects containing upgrade objects or application updates and fixes.* Depending on the configuration actions selected when your products were configured, you might need to apply those actions in the future to projects containing upgrade objects or application updates and fixes. PeopleSoft will inform you when this is required. Use the CF Configuration by Project page.

ChartField Reporting Requirements Analysis

When planning how to configure your ChartFields to meet your reporting requirements, consider the following:

- How many ChartFields do you need?
- Can the existing active ChartFields meet your requirements or do you need to activate any of the expansion ChartFields 1, 2 or 3?
- Do you need to add additional ChartFields beyond the expansion ChartFields? We strongly discourage this because it makes applying future upgrades and application fixes more complex. We recommend using all of the delivered ChartFields first before considering adding a new one.

- What should the length of each ChartField be?
- What descriptive labels (long and short) do you want to appear on pages and reports for each ChartField?
- In what order do you wish the ChartFields to be displayed?
- Do you use alternate account functionality? If so, alternate account must be active.
- Have you implemented Projects, Expenses, Resource Management or Services Procurement? If so, PC Business Unit & Activity must be active.
- Have you implemented PeopleSoft Enterprise Expenses, Asset Management or Resource Management? If so, the department ChartField must be active.

  ·Are you using the InterUnit functionality? If so, Affiliate must be active.

  ·Are you using the IntraUnit functionality? If so, one or both IntraUnit Affiliate ChartFields must be active.
- How many intraunit balancing ChartFields do you require, if any, and what are their related ChartFields?
- Do you wish to rename any of the delivered ChartFields? We strongly discourage this because it makes applying future upgrades and application fixes more complex. Instead, we recommend that you relabel the ChartField.
- Do you wish to delete any of the delivered ChartFields? We strongly discourage this because it makes applying future upgrades and application fixes more complex. Instead, we recommend that you inactivate the ChartField.
- Do you wish to reduce the field length of any of the delivered ChartFields? We strongly discourage this because it makes applying future upgrades and application fixes more complex. Instead, we recommend that you reduce the display length of the ChartField.

Using Standard ChartField Configuration

To use standard ChartField configuration, use the Standard Configuration component (STANDARD_CF_TMPLT).

The following configuration actions can be performed using the standard Configuration:

- Change the display order of ChartFields on pages and reports.
- Relabel long and short names (descriptions) of ChartFields.
- Inactivate or activate ChartFields.
- Change the display length of ChartFields on pages and reports.
- Change Related ChartFields for IntraUnit Affiliate ChartFields.

Inactivated ChartFields are not displayed on pages, reports or in prompt lists and are not included in indexes. While not displayed, they are not removed form records or pages. This significantly reduces configuration time and effort.

After a standard configuration, no additional manual database changes are required other than rebuilding indexes, recreating views and updating Crystal reports.

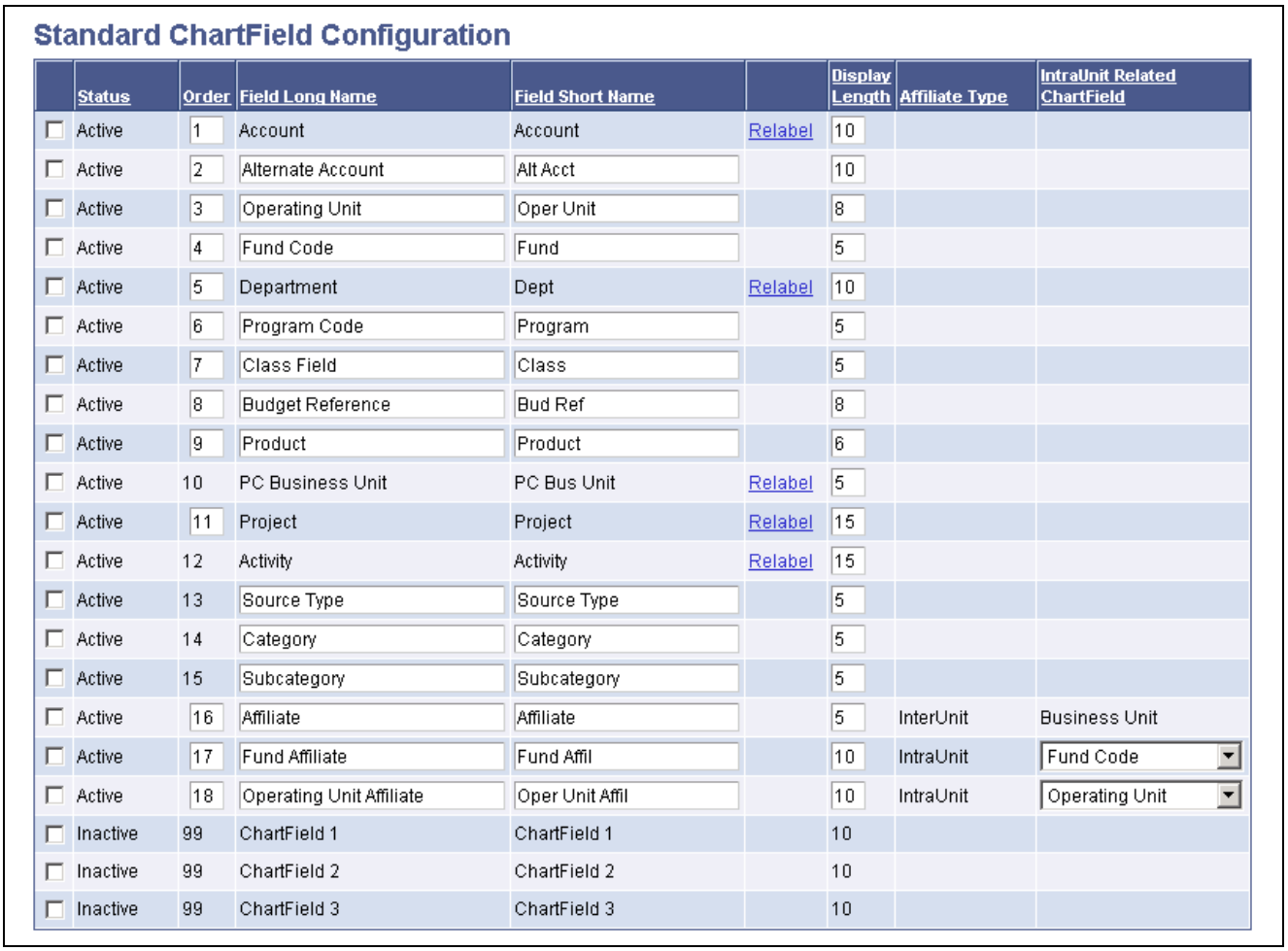
Note. If possible, we recommend that the standard configuration be used exclusively, since it minimizes the need to reapply ChartField configuration actions when you subsequently upgrade or apply application fixes.

Page Used for Standard ChartField Configuration

Page Name	Object Name	Navigation	Usage
Standard ChartField Configuration	STANDARD_CF_TMPLT	• Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration, Standard ChartField Configuration • The Standard ChartField Configuration page is also available by selecting the Standard Configuration tab from the Advanced Configuration page.	Perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.
Change ChartField Labels	FS_CF_TMPLT_CONFIG	Click the Relabel link for Projects on the Standard Configuration page	Use to add long and short names for the Project ChartField.
Preview Configuration	FS_CF_PAGE_DEMO	Click the Preview button on the Standard Configuration page.	Use to preview before completing configuration.

Completing the Standard ChartField Configuration Page

Access the Standard ChartField Configuration page.



Standard ChartField Configuration

	Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
☐	Active	1	Account	Account	Relabel	10		
☐	Active	2	Alternate Account	Alt Acct		10		
☐	Active	3	Operating Unit	Oper Unit		8		
☐	Active	4	Fund Code	Fund		5		
☐	Active	5	Department	Dept	Relabel	10		
☐	Active	6	Program Code	Program		5		
☐	Active	7	Class Field	Class		5		
☐	Active	8	Budget Reference	Bud Ref		8		
☐	Active	9	Product	Product		6		
☐	Active	10	PC Business Unit	PC Bus Unit	Relabel	5		
☐	Active	11	Project	Project	Relabel	15		
☐	Active	12	Activity	Activity	Relabel	15		
☐	Active	13	Source Type	Source Type		5		
☐	Active	14	Category	Category		5		
☐	Active	15	Subcategory	Subcategory		5		
☐	Active	16	Affiliate	Affiliate		5	InterUnit	Business Unit
☐	Active	17	Fund Affiliate	Fund Affil		10	IntraUnit	Fund Code
☐	Active	18	Operating Unit Affiliate	Oper Unit Affil		10	IntraUnit	Operating Unit
☐	Inactive	99	ChartField 1	ChartField 1		10		
☐	Inactive	99	ChartField 2	ChartField 2		10		
☐	Inactive	99	ChartField 3	ChartField 3		10		

Standard ChartField Configuration page (1 of 2)



Standard ChartField Configuration page (2 of 2)

The Standard ChartField Configuration page initially displays the ChartFields as delivered by PeopleSoft.

Status

An *Active* ChartField displays on pages, reports and prompt lists.

An *Inactive* ChartField is not displayed on pages, reports and prompt lists. However, it is not removed from records and pages.

Expansion ChartFields 1, 2, and 3 are delivered inactive but can be activated if the delivered active ChartFields are not sufficient for your requirements.

Warning! Do not change the status of a ChartField once you have run the full configuration and are using the system in production. Status determines whether ChartFields are displayed on pages, reports and prompt list throughout the system.

Order

You change the Order of display by directly changing the sequence of order numbers in this field. Inactive ChartFields are given the order value of *99*. An

order number is required when a ChartField is *Active*. When you activate an inactive ChartField, the system assigns it the next available number, which you can change to place the newly activated ChartField in any desired sequence. Final reordering is done upon saving the page or pressing the'Configure button to remove gaps or duplicates in the numbering sequence as well as repositioning the project ChartFields as a group.

Long Name and **Short Name**

Enter a new long name and short name to relabel the description of a ChartField. These names, rather than the database field name of the ChartField, will be displayed on pages, reports and prompt lists.

Relabel

If multiple base language labels exist or there are foreign language translations for the label(s) of a ChartField, this link becomes available to allow editing of these labels.

Display Length

Enter a new value to change display length on pages. The Display Length cannot be greater than the actual field length of the ChartField. For added ChartFields this value defaults to the ChartField length. You can later change the value.

Affiliate Type

Standard ChartFields have no Affiliate Type. An Affiliate ChartField is either an Interunit or Intraunit Affiliate.

IntraUnit Related ChartField

A unique IntraUnit Related ChartField of the same or smaller ChartField length must be specified for each IntraUnit Affiliate ChartField that is Active. If this represents a new ChartField that is being added in the same configuration process run, you must wait to specify it as an IntraUnit Related ChartField until you have completed all of the steps required to add the ChartField. Once the ChartField is successfully added you can specify it as an IntraUnit Related ChartField and run a separate configuration process. (Business Unit is required for the InterUnit Affiliate ChartField.)



Click the check boxes next to the fields you wish to activate and then click the Activate button.



Click the check boxes next to the fields you wish to inactivate and then click the Inactivate button.

Note. You cannot inactivate the Project ChartField if you have installed any the following applications: Project Costing, Expenses, and Resource Management.

You can inactivate the Source Type, Category, and Subcategory ChartFields only when they are not associated with Project Costing business unit.

You cannot inactivate the Source Type and Category ChartFields if they are defined as required input controls on the Project Costing Options page (BUS_UNIT_OPT_PC).



Click prior to clicking the Configure button to preview what the ChartField grid display will look like after configuration.



Refer to the section on running and verifying the ChartField configuration before initiating the configuration.

See Chapter 8, "Configuring ChartFields," Running and Verifying the ChartField Configuration Program, page 291.

Warning! Do not inactivate or delete a ChartField if you have transaction data posted to that ChartField. If you do so, you will not be able to view that ChartField on pages and reports and might encounter errors altering tables where that ChartField is defined as a key.

Warning! If you make any changes to the Standard or Advanced Configuration pages, you must run the Full Configuration process to implement those changes before using the system. If you have saved changes but wish to cancel them before running the Full Configuration, use the Configuration Status - Action Status page to cancel the undesired configuration actions. This will reset the ChartField to it's previous configuration.

Using Advanced ChartField Configuration

The following configuration actions can be performed using Advanced Configuration:

- Add new ChartFields.
- Delete ChartFields.
- Resize ChartFields.
- Rename ChartFields.

Use advanced configuration when the standard configuration and delivered ChartFields do not meet your requirements. Keep in mind these configuration actions must be applied to new objects containing ChartFields received via an upgrade or by applying application fixes. Therefore, we recommend the standard configuration be use exclusively, if possible, to meet your ChartField requirements.

Suggested ways to use the Standard Configuration in place of the Advanced Configuration:

- Activate an inactive ChartField instead of adding a new ChartField.
- Inactivate a ChartField instead of deleting it.
- Change the display length rather than the field length when reducing the size of a ChartField.
- Relabel a ChartField instead of renaming it.

PeopleSoft enables you to have an unlimited number of ChartFields, each of which may be up to 30 characters in length. Due to platform-specific index length limitations, however, it is possible (but highly unlikely) that the combined Field Length of your ChartFields might cause this limit to be exceeded on a given table. These index limits are shown below and represent the total length of all key fields on a table excluding inactive ChartFields since inactive fields are not included in the index:

RDBMS Platform	Max Index Length ANSI	Max Index Length Unicode	Max # of Columns in an Index	Max # of Columns in a Table
MSSQLServerVersion 2000	900	450	16	1024

RDBMS Platform	Max Index Length ANSI	Max Index Length Unicode	Max # of Columns in an Index	Max # of Columns in a Table
DB2/Unix Versions 7.0, 8.0	1024 *	1024 **	16	500 with 4K page. 1012 with 8, 16, 32K page.
DB2/OS390 Versions 6.1, 7.1	255 *	Unicode is not supported.	64	750
Oracle Versions 8i, 9i	40% of the database block size minus some overhead. Block size can be 4K or 8K.	40% of the database block size minus some overhead. Block size 8K is recommended.	32	1000
Sybase ASEVersion 12.5.03 ESD#4 for Unicode	600 for Page size 2K. 1250 for Page size 4K. 2600 for Page size 8K.	2600 for Page size 8K	31	1024 for DOL (Row level lock)
Informix Versions 9.2, 9.3	390	Unicode is not supported.	16	32K

* Subtract one byte for each key field defined as a Date, Time, Datetime or Long Character field (key columns that allow NULL).

** Subtract one byte for each key field defined as Date, Time, Datetime or Long Character. Subtract four bytes for each key field defined as Character. When summing the field lengths of the key fields, double the field length of each key field defined as Character.

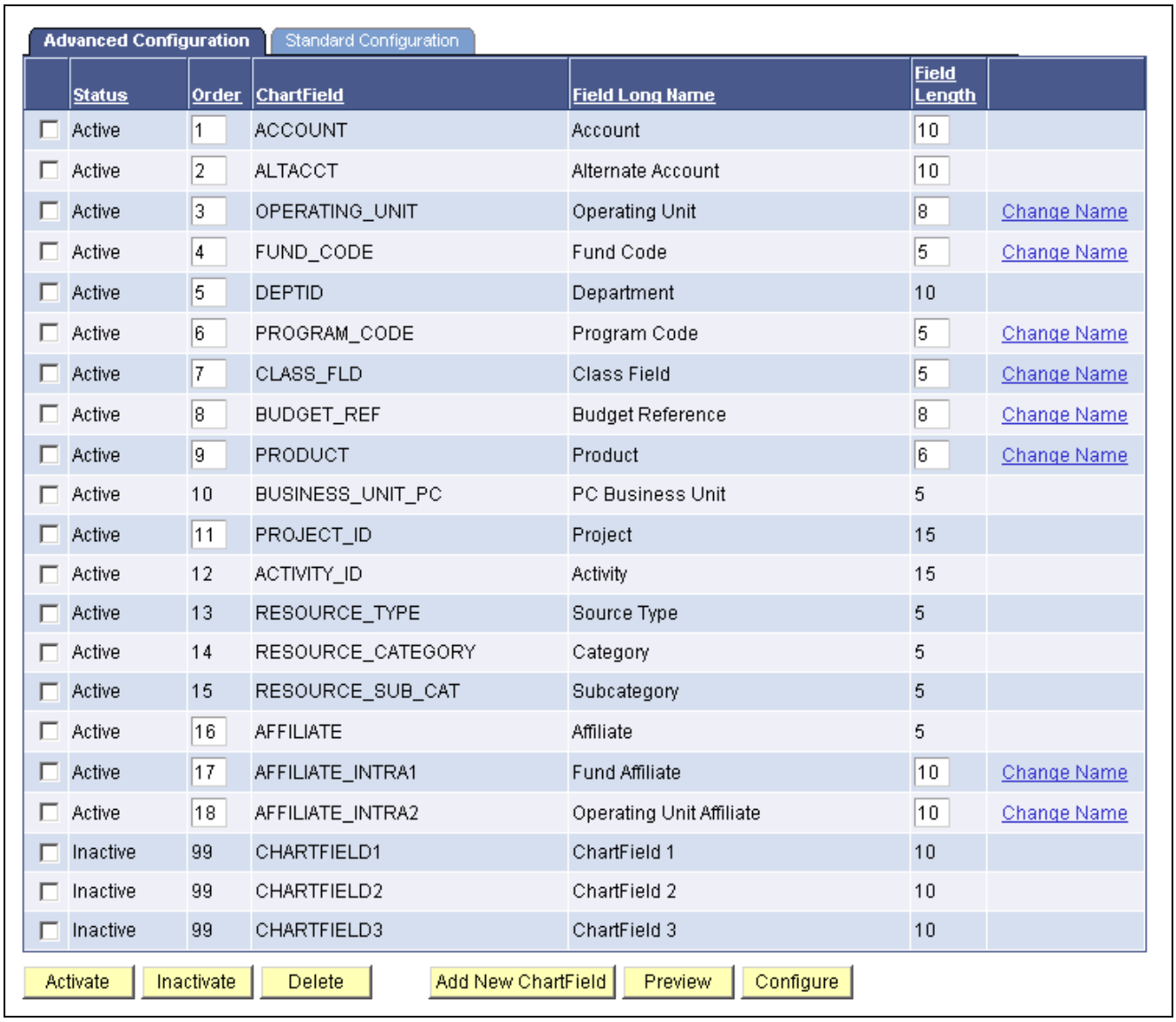
For example, if FLD1 is a character key field with length 3, during the index size calculation the length is doubled to 6. You must also add four bytes, so that the final length is ten bytes for the index size calculation.

Pages Used for Advanced ChartField Configuration

Page Name	Object Name	Navigation	Usage
Advanced Configuration	FS_CF_TEMPLATE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration, Advanced Configuration The Standard Configuration page is also available from this page by selecting the Standard Configuration tab.	Perform advanced ChartField configuration such as adding, deleting, re-naming and re-sizing of ChartFields.
Change ChartField Name	FS_CF_TMPLT_CONFIG	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration, click the Change Name link.	Change a ChartField name. Also used to change the Description, Short Name and names of associated Prompt Tables.
Add New ChartField	FS_CF_ADD_MODEL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration, click the Add New ChartField button.	Elect to add an IntraUnit Affiliate ChartField or Standard ChartFields.
Add New ChartField	FS_CF_TMPLT_CONFIG	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration, click the Add New ChartField button.	Used to add a new ChartField.
Preview Configuration	FS_CF_PAGE_DEMO	Click the Preview button on the Advanced Configuration page.	To preview before completing configuration.

Completing the Advanced Configuration page

Access the Advanced Configuration page.



Advanced Configuration | Standard Configuration

	Status	Order	ChartField	Field Long Name	Field Length	
☐	Active	1	ACCOUNT	Account	10	
☐	Active	2	ALTACCT	Alternate Account	10	
☐	Active	3	OPERATING_UNIT	Operating Unit	8	Change Name
☐	Active	4	FUND_CODE	Fund Code	5	Change Name
☐	Active	5	DEPTID	Department	10	
☐	Active	6	PROGRAM_CODE	Program Code	5	Change Name
☐	Active	7	CLASS_FLD	Class Field	5	Change Name
☐	Active	8	BUDGET_REF	Budget Reference	8	Change Name
☐	Active	9	PRODUCT	Product	6	Change Name
☐	Active	10	BUSINESS_UNIT_PC	PC Business Unit	5	
☐	Active	11	PROJECT_ID	Project	15	
☐	Active	12	ACTIVITY_ID	Activity	15	
☐	Active	13	RESOURCE_TYPE	Source Type	5	
☐	Active	14	RESOURCE_CATEGORY	Category	5	
☐	Active	15	RESOURCE_SUB_CAT	Subcategory	5	
☐	Active	16	AFFILIATE	Affiliate	5	
☐	Active	17	AFFILIATE_INTRA1	Fund Affiliate	10	Change Name
☐	Active	18	AFFILIATE_INTRA2	Operating Unit Affiliate	10	Change Name
☐	Inactive	99	CHARTFIELD1	ChartField 1	10	
☐	Inactive	99	CHARTFIELD2	ChartField 2	10	
☐	Inactive	99	CHARTFIELD3	ChartField 3	10	

Activate | Inactivate | Delete | Add New ChartField | Preview | Configure

Advanced Configuration page

Select one or more advanced actions.

Field Length Enter a value of 30 characters or less to change the length of a ChartField in the database. (Display size will automatically adjust to a new field size of fewer characters.)

Change Name Select this link to access the Change ChartField Name secondary page. Enter a unique New CF Name and change the Long Name and Short Name accordingly.

Activate Click the check boxes next to the fields you wish to activate and then click the Activate button.

Inactivate Click the check boxes next to the fields you wish to inactivate and then click the Inactivate button.

Delete

Click the check boxes next to the fields you wish to delete and then click the Delete button. Account, alternate account, department, project and affiliate cannot be deleted. Also, you cannot delete your last remaining standard or affiliate ChartField.

We recommend you inactivate a ChartField rather than delete it.

Add New ChartField

Click to access the Add New ChartField dialogue box and then select either to add a Standard or IntraUnit Affiliate ChartField. Click OK to access the Add New ChartField secondary page.

Enter the Field Length of the new ChartField that will be added to the database by the configuration process.

If you checked the IntraUnit Affiliate check box , IntraUnit Affiliate is also checked by the system on the Add New ChartField secondary page, indicating that you are adding an IntraUnit Affiliate ChartField. In this case you must also select an IntraUnit Related ChartField. These two fields are not shown on the page when adding a Standard ChartField. You cannot add additional *Interunit* ChartFields.

Model lists the Prompt Tables that exist for a selected ChartField that are also copied to the New Name column. Since counterpart prompt tables are required for the new ChartField, modify the New Name prompt table names to reflect the name of the new ChartField.

The new prompt table names entered have to be manually created in the PeopleSoft Application Designer and will be listed in the Configuration Steps Report. Make sure the prompt tables are created before opening any of the records containing ChartFields.

Preview

Select prior to clicking the Configure button to preview what the ChartField grid display will look like after configuration.

Configure

Refer to the section on running and verifying the ChartField configuration before initiating the configuration.

See Chapter 8, “Configuring ChartFields,” Running and Verifying the ChartField Configuration Program, page 291.

Running and Verifying the ChartField Configuration Program

To run and verify the ChartField configuration program, use the Standard Configuration component (STANDARD_CF_TMPLT) and the ChartField Definition component (CF_CHRTFLD_DEFN).

After setting up either a standard or advanced ChartField configuration, you are ready to:

- Run the ChartField configuration program.
- Monitor the progress of the configuration by ChartField configuration action and product.
- Cancel an action that has not been processed.
- Mark products complete when all manual steps have been performed for advanced configuration actions.
- Verify the success of the standard or advanced ChartField configuration.

Pages Used to Run and Verify the ChartField Configuration Process

Page Name	Object Name	Navigation	Usage
Standard ChartField Configuration	STANDARD_CF_TMPLT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Standard Configuration, Standard ChartField Configuration The Standard ChartField Configuration page is also available by selecting the Standard Configuration tab from the Advanced Configuration page.	Perform Standard ChartField Configuration such as changing display order, changing display length, relabeling, and activating or inactivating a ChartField.
Advanced Configuration	FS_CF_TEMPLATE	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Advanced Configuration	Perform advanced ChartField configuration such as adding, deleting, re-naming and re-sizing of ChartFields. (The Standard Configuration page is also available from this page by selecting the Standard Configuration tab.)
Dynamic Edit Tables	FS_FLD_PROMPT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Dynamic Edit Tables	Dynamic Edit Tables are used by the Get Edit Tables PeopleCode function to retrieve prompt table names that are to be assigned dynamically through PeopleCode. For example, when ChartFields are refreshed in the Ledger Group component in General Ledger, their associated prompt tables are assigned from here. This page is automatically maintained by the ChartField Configuration Utility. You should not need to update this page unless your are performing a customization that requires the Get Edit Tables function.
Define ChartField	CF_CHRTFLD_DEFN	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Definition, Define ChartField	The ChartField Configuration utility references the fields on this page. You should not need to modify the page.

Page Name	Object Name	Navigation	Usage
COBOL	CF_COBOL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, COBOL	The ChartField Configuration utility references this page to derive any COBOL programs that must be changed manually and list them on the Configuration Steps report. You should not need to modify the page.
CF Crystal	CF_CRYSTAL	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, CF Crystal	The ChartField Configuration utility references this page to derive any Crystal reports that must be changed manually and list them on the Configuration Steps report. You should not need to modify the page.
nVision	CF_NVISION	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, nVision	The ChartField Configuration utility references this page to derive any nVision reports that must be changed manually and list them on the Configuration Steps report. You should not need to modify the page.
SQR/SQC	CF_SQR	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Related Programs, SQR/SQC	The ChartField Configuration utility references this page to derive any SQRs that must be changed manually and list them on the Configuration Steps report. You should not need to modify the page.
MC Templates	CF_MC_TEMPLATE_2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Mass Change Programs, MC Templates	The ChartField Configuration utility references this page to derive any Mass Change Templates that must be changed manually and list them on the Configuration Steps report. You should not need to modify the page.
MC Type	CF_MC_TYPE2	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Mass Change Programs, MC Type	The ChartField Configuration utility references this page to derive any Mass Change Types that must be changed manually and list them on the Configuration Steps report. You should not need to modify the page.

Page Name	Object Name	Navigation	Usage
Run AMCFBULD	RUN_AMCFBULD_RQST	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Update AM ChartField SQC, Run AMCFBULD	The configuration process normally schedules an SQR called AMCFBULD. If this SQR is unsuccessful, even though the configuration process itself is successful, you can use this page to resubmit the SQR alone once the problem has been resolved.
Action Status	INQ_CFHDRLOG_SUM	Click the Configuration Status link on either the Advanced or Standard Configuration page.	Inquire on the status of a ChartField configuration action.
Product Status	INQ_CFLNLOG_DTL	Click the All Products Status link on the bottom of the Actions page or click the Product Status link for a row on the Actions Status page.	Inquire on the status of a ChartField configuration action by installed product. Also used to mark the status of products complete for a particular ChartField configuration action.

Running the ChartField Configuration Process

Access either the Standard or Advanced Configuration pages.



Click to access the Process Scheduler Request page and initiate the configuration process.

Select theRun Full Configuration button and then the OK button to run the configuration process and produce the Configuration Steps report of required manual steps.

The ChartField Configuration program accesses and processes several pages.

See Chapter 8, “Configuring ChartFields,” Pages Used to Run and Verify the ChartField Configuration Process, page 292.

If you want to review the required manual steps prior to committing to a full configuration, select Preview Configuration Steps and click OK. This runs only the Configuration Steps report.

Once you have run the full configuration, you cannot make changes to the ChartField Configuration Pages or cancel requested configuration actions until the configuration process is successfully completed.

Warning! Since the process performs large numbers of updates to PeopleTools tables, it is important that no users be logged on to the database while the process runs to avoid potential locking issues. For the same reason, after you initiate the full configuration process, it is important that you immediately shut down the application server until the process completes. You can monitor the progress of the process using the monitoring facility provided by your operating system (such as, Task Manager on NT). The process also updates the AE_FS_CFCONFIG_XXX.STDOUT file (where XXX is your Process Instance number). The size of this file remains 0 until the process completes.

Before running the process, ensure that your environment has the following recommended database settings:

Oracle

- Rollback Tablespace = 1536MB.
- Rollback Segment sizing: Initial Extent + (Next Extent * Maxextents) = 1024MB (approximate).
- dml_locks = 1024 (set in init.ora).
- Changing the dml_locks setting requires recycling the instance.

Informix

- Log Space = 1800MB.
- LOCKS = 2,500,000.

Sybase—Log Space = 2000MB.

DB2/Unix

- Update the locking mode to share: db2set DB2_RR_TO_RS=yes (This sets Lock mode requested = Next Key Share (NS)).
- Include the following command in the DBMCFG.SQL configuration file: UPDATE DBM CFG USING QUERY_HEAP_SZ 64000.
- Log file size (4KB) (LOGFILSIZ) = 24000
- Number of primary log files (LOGPRIMARY) = 20
- Use the following minimum TableSpace sizes (these might need to be increased):
  - BDAPP: 9720
  - BDAPPIDX: 2680

    BDLARGE: 1191
  - FAAP: 11312

    FSLARGEIDX: 13568
  - LCAPP: 28572
  - LCAPPIDX: 2600
- Recycle the instance after changing the setting.

DB2/OS390—No changes recommended.

MSS 2000—Log Space = 1500MB.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Inquiring on Configuration Action and Product Status

Access the Action Status page.

The following statuses can appear on both the Action and Product Status pages:

Not Yet Begun A ChartField configuration action has been requested and saved on the Standard or Advanced Configuration page but the full Configuration has not been successfully completed.

Auto Configuration Complete The full Configuration process has completed successfully. This status is only used for advanced ChartField configuration actions.

Complete For standard ChartField configuration actions, this status is set by the full Configuration process and indicates it has completed successfully. Manual tasks listed on the Configuration Steps report must still be completed.

For advanced ChartField configuration actions, this status is set manually through the Mark Complete button on the Product Status page. Once all products are complete for a ChartField configuration action, the status of the action is automatically changed to Complete on the Action Status page.

Note. When the full Configuration has successfully completed, standard actions will be marked complete although they might still require manual steps, such as, rebuilding indexes or updating Crystal reports. Make sure you review the Configuration Steps Report to determine the additional manual steps necessary to complete the configuration.

Product Status Select the link to transfer to the Product Status page and displays the status of each installed product for the ChartField configuration action selected. Update the Product Status page by running either the full Configuration or preview Configuration steps process.



Click this button to cancel ChartField configuration actions that you do not wish to be processed by the full Configuration program. Once this program has been run for a ChartField configuration action that action cannot be cancelled.

In addition, you cannot cancel a Reorder action. Instead, simply specify the desired order on the Standard Configuration page.

When canceling an inactivate, add or delete action, verify the order on the Standard Configuration page and make adjustments as necessary.

When cancelling a relabel action, only the default label is reset to it's previous value. Any additional base language or foreign language labels need to be updated manually.

Marking Products Complete

Access the Action Status page and select the Product Status link on one of the ChartField configuration action rows or select the All Products Status link at the bottom of the page. The Product Status page is updated by running either the full Configuration or preview Configuration steps process.



When you complete the manual steps associated with an advanced ChartField configuration action for a product, use this button to mark the product complete. This changes the status from Auto Configuration Complete to Complete and allows additional ChartField configuration actions to be requested once all products are marked complete.

Verifying the Results of a Standard or Advanced Configuration

Navigate to the Configuration Status Action Status page and verify the configuration program has successfully processed each configuration action. There should be no configuration actions with a status of *Not Yet Begun.* If there are, the configuration process might not have completed successfully and following the steps below will help you identify the problem.

Review the Message Log produced by the Full Configuration Application Engine process for any errors that might have occurred. Any errors should be corrected and the process restarted (if it did not complete successfully) before proceeding to the manual configuration tasks.

Note. Do not make additional changes to the Standard or Advanced Configuration pages until this process completes successfully.

The full configuration process uses the PeopleSoft PeopleTools Bulk Operations feature to modify records and pages for the Add, Delete and Reorder configuration actions. When the full configuration has completed, review the Bulk Operations log file (BulkOps.log) for any errors and a record of what has or has not been processed. The log is located in %PS_HOME%/appserv/prcs/<domain>/log_output or (if that directory cannot be updated) in %PS_HOME%. It is normal for the utility to skip certain records and pages that do not require updating. If the utility updates a record or page that is questionable due to the complexity of the object, the record or page is written to a project called BLK_*FieldName.* Review the contents of any BLK_*FieldName* project created by the utility.

If you have requested a Reorder or Change Display Length configuration action and the Message Log contains an error message indicating the process was unable to update order or display length on one or more pages, review the BulkOps.log file to identify the specific pages that were not processed. You must update these pages manually.

Lastly, if you have activated or inactivated ChartFields, review the Application Engine TRC file for the process instance for any error messages to ensure all index definitions were updated properly. Any indexes not updated by the configuration process can be updated in Application Designer by opening and resaving the record definition and then rebuilding the index.

Note. For more information on the Bulk Operations feature, consult the PeopleSoft PeopleTools documentation.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Performing Manual Configuration Tasks

This section provides an overview and discusses how to:

- Perform one-time manual configuration tasks.
- Perform product-specific manual configuration tasks.
- Running the Configuration Steps report and inquiry.

Understanding a Manual Configuration

Generally, the following do not require manual modification as a result of performing a ChartField configuration:

- Record definitions
- Pages
- PeopleCode
- SQL Objects
- View Text
- Application Engine
- COBOL
- SQR

Depending on the configuration actions you request, the following objects might require manual modification:

- Queries
- Message Definitions
- Component Interfaces
- Crystal Reports
- File Layouts
- Mass Change Types/Templates
- Delivered PSnVision layouts

All ChartField configuration actions require certain manual steps be performed to complete the configuration. Standard actions typically require many fewer steps than advanced actions. The manual steps are listed in the order they should be performed on the Configuration Steps report that is produced by running either the full configuration process or the preview configuration steps process.

The preview configuration steps process produces the report without performing any database updates. This enables you to make changes to your ChartField configuration actions prior to running the full configuration. The full configuration process produces the same report in addition to applying the appropriate database updates.

The Configuration Steps Report first lists the tasks that only need to be performed *one-time* for all installed products and then the *product* tasks that need to be performed for each installed product. If product is blank, that definition is used in multiple products and will only be listed once.

The manual tasks listed and discussed below are a comprehensive listing of tasks for all ChartField configuration actions. The Configuration Steps report only lists the tasks appropriate for the actions requested.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Performing One-Time Manual Configuration Task

The following table summarizes the manual configuration tasks listed on the Configuration Steps report that typically need to be performed only once regardless of the number of products installed. However, some of these tasks might need to be repeated during a subsequent project-based configuration.

Required steps must be performed for the system to function properly. Optional steps do not affect the functioning of the system, but typically affect the appearance of pages and reports.

This table of sample sequence numbers simply indicates the order in which the steps are performed. (There will be gaps in the number sequence.)

Seq #	Common Tasks	Notes/Require/Optional
00010	Run Full Configuration Process.	Applies only when the Preview Configuration Steps process is run. Required for all actions except changing IntraUnit Affiliate Related ChartField.
00020	Define new ChartField Validation Table.	Required only for an Add action. Does not apply to IntraUnit Affiliate ChartFields.
00040	Create new ChartField Prompt Views.	Required only for an Add action.
00060	Define new ChartField Definition page & Component.	Required only for an Add action. Does not apply to IntraUnit Affiliate ChartField.
00070	Create a table listing Query and Crystal report.	Add action only (optional). Does not apply to IntraUnit Affiliate ChartField.
10010	Alter Tables/Create Indexes.	Required for: • Add • Delete • Rename • Resize
10020	Create Indexes	Applies only when Activate/Inactivate is requested without an Add, Delete, Rename or Resize.

Seq #	Common Tasks	Notes/Require/Optional
10040	Create Views.	Required for: • Add • Delete • Rename • Change IntraUnit Related CF • Resize
10050	Add new TableSet Record Group	Required for Add (does not apply to IntraUnit Affiliate ChartFields)
10060	Update the Table Listing Crystal Report	Required for Resize and Rename. Optional for Relabel.

Note. Create the related language tables first. These tables have a suffix of *_Lxxx*, for example, OPER_UNIT_LANG or OPER_UNIT_LN.

Define New ChartField Validation Tables (Seq.# 00020)

In the PeopleSoft Application Designer, copy the Model table listed in the Configuration Steps Report by selecting File, Save As, and name the new validation table as shown in the report. If the table already exists, replace it.

When prompted whether to save a copy of the PeopleCode, answer*Yes*.

Once the new validation table is in place, highlight the model ChartField and select Insert, Field to add the new ChartField.

Compare the attributes of the model ChartField to the new one and modify the new field attributes to match the model.

Copy any PeopleCode associated with the model ChartField to the new ChartField and modify it as needed.

Delete the model ChartField from the new validation table.

Change the name of the Related Language Record in the Record Properties, if present, to the correct record for the new ChartField.

Change the description of the table in Record Properties.

Save the new validation table.

Use Build, Current Object to create the new table. Acknowledge any warning messages by clicking OK.

Follow the same procedure outlined above for each new validation table listed.

Note. Create the related language tables first. These tables have a suffix of *_Lxxx*, for example, OPER_UNIT_LANG or OPER_UNIT_LN.

Create New ChartField Prompt Views (Seq.# 00040)

In the Application Designer, copy the Model prompt view listed in the Configuration Steps Report by selecting File, Save As, and name the new prompt view as shown in the report.

When prompted whether to save a copy of the PeopleCode, answer *Yes*.

Once the new prompt view is in place, highlight the model ChartField and select Insert, Field to add the new ChartField.

Compare the attributes of the model ChartField to the new one and modify the new field attributes to match the model.

Copy any PeopleCode associated with the model ChartField over to the new ChartField and modify it as needed.

Delete the model ChartField from the new prompt view.

Modify the view text to reference the new ChartField name. Make sure the SQL Objects (%Sql) reference the new ChartField name or new validation table name as appropriate.

Change the name of the Related Language Record in the Record Properties, if present, to the correct record for the new ChartField.

Change the description of the prompt view in the Record Properties.

Save the new prompt view.

Follow the same procedure outlined above for each new prompt view listed.

The views will be built in Seq.# 10040.

Warning! Complete this step before opening records containing ChartFields in Application Designer or you might receive an error stating that a prompt table cannot be found.

Define New ChartField Definition Page and Component (Seq.# 00060)

Copy the Model page listed in the report and use the name provided for the new page.

When prompted whether to save the associated PeopleCode, answer*Yes*.

Make sure that all references to the old validation table are replaced.

Review any Page PeopleCode that was copied from the existing page and modify or delete it as appropriate.

Copy the Model component, including peoplecode, replacing references to the Model ChartField and validation table with the new ChartField and validation table. Use the same name as the new page and add the new page to it.

Copy the following two message definitions, including peoplecode, replacing references to the Model ChartField and validation table with the new ChartField and validation table:

- <model ChartField name>_CF_FULLSYNC
- <model ChartField name>_CF_SYNC

In Application Designer under Tools, Register Component, add the new component to the DESIGN_CHARTFIELDS menu, the portal registry and the appropriate permission lists.

Use the following values and accept the default values provided for fields not included below:

- Menu Name: DESIGN_CHARTFIELDS
- Bar Name: USE
- Portal Name: EMPLOYEE
- Folder Name: EPCO_DESIGN_CHARTFIELDS_HIDDEN
- Content Reference Name: EP_<new component name>_GBL (for example, EP_OPERATING_UNIT_GBL)
- Content Reference Label: <Long Name of the new ChartField>
- Long Description: <Long Name of the new ChartField>
- Sequence Number: 99xx (where xx is a number you assign)
- Node Name: ERP
- Permission Lists: <select based on your security setup>

Create a Table Listing Query and Crystal Report (Seq.# 00070)

Access PeopleTools, Security, Query Security, Query Access Manager and open QUERY_TREE_ERP.

Click the ChartFields Access Group, click the Insert Child Record icon, enter the name of the validation table for the new ChartField, click Add and Save the tree.

Access Reporting Tools, Query, Query Manager and select the Model query listed in the report. Using this query as a model, build a new query to represent the new ChartField using the name specified on the report. Do *not* copy this query to make the new query, because the new query should refer to the validation table of the new ChartField.

Open the Crystal Reports program and select the model Crystal report listed in the Configuration Steps report. Using this model report, build a new report for the new ChartField using the new name specified on the Configuration Steps report.

Open the Run Control page for the model Crystal report listed in the Configuration Steps report. The name of this page will be RUN_XXXX where XXXX it the name of the model Crystal report. Copy this page and use the new name specified on the Configuration Steps report for XXXX (for example, RUN_FIN9000).

Create a component with the same name as the new Run Control page and add the page to it. Clone the attributes of the model Crystal report component.

In Application Designer under Tools, Register Component, add the new component to the DESIGN_CHARTFIELDS menu, the portal registry and the appropriate permission lists.

Use the following values and accept the default values provided for fields not included below:

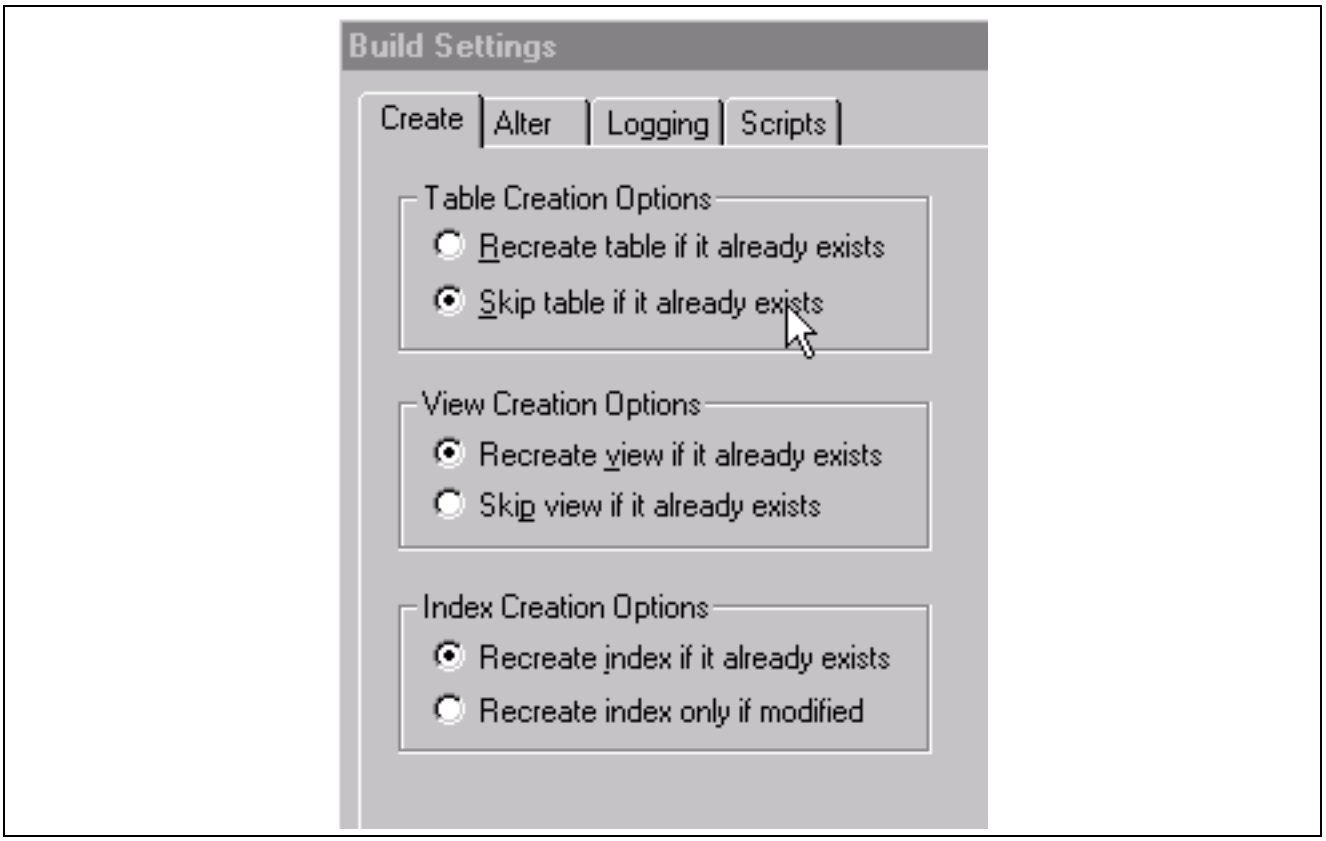
- Menu Name: DESIGN_CHARTFIELDS
- Bar Name: REPORT
- Portal Name: EMPLOYEE
- Folder Name: EPCO_DESIGN_CHARTFIELDS_HIDDEN
- Content Reference Name: EP_<new component name>_GBL (for example, EP_RUN_FIN9000_GBL)
- Content Reference Label: <Long Name of the new ChartField>
- Long Description: <Long Name of the new ChartField>
- Sequence Number: 99xx (where xx is a number you assign)
- Node Name: ERP

- Permission Lists: <select based on your security setup>

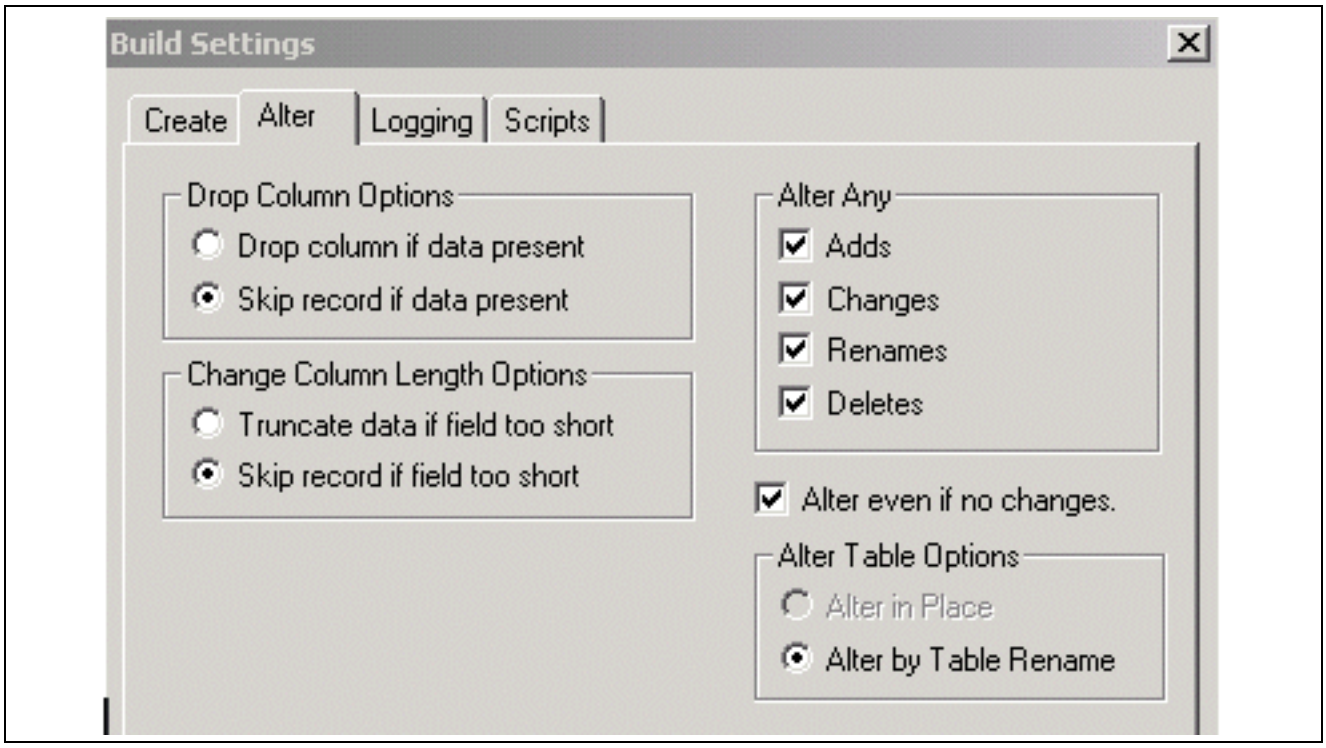
Modify FS_PANELS_WRK.PB_SELECT_CF FieldChange PeopleCode to include the new ChartField by cloning all PeopleCode related to the Model ChartField. The CheckSecurity and Xfer2Page functions' parameters are Menu Bar Name, Menu Item Name and Component Item Name respectively.

Alter Tables/Create Indexes (Seq. #10010)

Build the objects in the project listed on the report. Select the Alter Tables check box. Verify the Build Settings are as follows:



Verifying Build Settings - Create tab



Verifying Build Settings - Alter tab

Acknowledge any warning messages by clicking OK.

Create Indexes (Seq.# 10020)

Build the objects in the project listed on the report.

Select the Create Indexes check box.

Verify Build Settings are set as indicated in Seq #10010.

This task and Seq.# 10010 are mutually exclusive.

Create Views (Seq.# 10040)

Build the objects in the project listed on the report.

Select the Create Views check box.

Verify Build Settings are set as indicated in step #10010.

Add a New TableSet Record Group (Seq.# 10050)

Add a new record group for each new ChartField you are adding under PeopleTools, Utilities, Administration, Record Group using FS_ and selecting the next available number. Add all the records and views listed in the report to the appropriate record group.

Update the Table Listing Crystal Report (Seq.# 10060)

Update the Crystal Report listed to reflect the ChartField configuration actions requested.

Performing Product-Specific Configuration Tasks

The following table summarizes the *product-specific* manual configuration tasks that might be listed on the report:

Seq #	Product Tasks	Notes/Require/Optional
20010	Update Pages.	Optional for: • Reorder • Change Display Size
40010	Update Queries.	Required for • Add • Delete
40020	Update Crystal Reports and Queries	Required for: • Add • Delete • Rename • Resize Optional for: • Activate/Inactivate • Relabel • Reorder • Change display size
70030	Copy AMCHARTS.SQC to your SQR folder	Required for: • Add • Delete • Rename
80010	Update Mass Change Templates.	Required for: • Add • Delete
80020	Update Mass Change Types.	Required for: • Add • Delete

Seq #	Product Tasks	Notes/Require/Optional
80030	Update Delivered nVision Layouts.	Required for: • Add • Rename • Delete Optional for Resize.
80040	Update Message Definitions.	Optional for Activate/Inactivate.
80050	Update File Layouts.	Required for: • Add • Rename • Delete • Resize Optional for Activate /Inactivate.
80070	Update Component Interfaces	Required for: • Add • Delete Optional for Activate/Inactivate.
90010	Mark Actions complete on Configuration Status - Action Status page.	Required for: • Add • Rename • Delete • Resize

Update Pages (Seq.# 20010

Update the pages listed to reflect the ChartField configuration actions requested.

Update Queries (Seq.# 40010)

Access PeopleTools and update the queries listed to reflect the ChartField configuration actions requested.

For newly added ChartFields, select the new field to be included in the query. Click the Edit button for the new ChartField and change the column number to reflect the desired position of the ChartField. Edit the Field Properties and Criteria and make any changes necessary to match the model ChartField.

Update Crystal Reports and Queries (Seq.# 40020)

For added or deleted ChartFields, update the query associated with each Crystal report listed. Update the Crystal reports listed to reflect the ChartField configuration actions requested.

You must modify the reports listed if any ChartFields are set to an Inactive status. Inactive ChartFields must be removed from these reports. This can be done by opening each report in the Crystal Reports program and using the Verify Database function, remove the Inactive fields.

Copy AMCHARTS.SQC to your SQR Folder (Seq. # 70030)

This step is only required if Asset Management is installed.

In Process Monitor, select the Details link for the AMCFBULD SQR Report process and then select the View Log/Trace link. Right-click on the AMCHARTS.SQC entry and copy that file to your %HOME%\SQR folder.

Update Mass Change Templates (Seq.# 80010)

Access PeopleTools, Mass Changes, and select Templates.

For newly added ChartFields, access each template listed and click the Criteria and Fields tab to update each template with the new ChartField in every instance that the model ChartField name appears.

For deleted ChartFields, delete all rows that contain a reference to the deleted ChartField.

Update Mass Change Types (Seq.# 80020)

Access PeopleTools, Mass Changes, Types, and select the Record and Join Fields tab.

For newly added ChartFields, access each Type listed and click the Criteria and Fields tab to update each template with the new ChartField in every instance that the model ChartField name appears.

For deleted ChartFields, delete all rows that contain a reference to the deleted ChartField. Also update the other pages in the component.

Update Delivered nVision Layouts (Seq.# 80030)

Access nVision from Application Designer. For newly added or renamed fields, open each layout listed and enter the new name or new ChartField on the layout, if appropriate.

For deleted ChartFields, remove each reference to the deleted ChartField.

For resized ChartFields, verify the new length will fit the space provided.

Update Message Definitions (Seq.# 80040)

If you are inactivating any of the delivered ChartFields, you might also wish to exclude them from Message Definitions. If so, open the Messages listed and turn off the Include flag on the inactivated ChartField.

Update File Layouts (Seq.# 80050)

Update the file layouts listed to reflect the ChartField configuration actions requested.

If you are inactivating any of the delivered ChartFields, you might also wish to exclude them from File Layout Definitions. If so, delete the inactivated ChartField from the definitions listed.

Update Component Interfaces (Seq.# 80070)

Update the Component Interfaces listed to reflect the ChartField configuration actions requested.

If you are inactivating any of the delivered ChartFields, you can also delete the inactivated ChartField form the listed Component Interfaces.

PeopleSoft delivers a Component Interface for each ChartField that can be used to load values for the CharfField rather than entering the values through its online page.

When you add a new ChartField, you can create an associated Component Interface by copying the Component Interface for one of the delivered fully configurable ChartFields, such as Operating Unit, and update the copy to use the new ChartField.

Mark Actions Complete (Seq.# 90010)

When you complete the manual steps associated with an Advanced ChartField action for a product, mark the product complete using the Mark Complete button on the Configuration Status - Action Status page under the Product Status link. This changes the status from Auto Configuration Complete to Complete.

Once all products are marked complete for a particular Advanced ChartField action, the status of the action is set to Complete. This step does not apply to Standard ChartField actions since their status is set to *Complete* by the full configuration process.

Verify Results

Review your most frequently used pages, enter transactions and execute critical processes to verify your requested ChartField actions have been applied properly.

If you have installed General Ledger, also verify the following:

- If using the Journal Import feature, update the Excel file JRNL1.XLS to reflect the ChartField configuration actions requested.
- If using Summary Ledgers, review your summary ledger definitions and update as appropriate.

Running the Configuration Steps Report and Inquiry

The Configuration Steps Report lists the manual steps necessary to complete the configuration process and the objects/definitions that require modification. It is automatically initiated from both the Preview Configuration Steps and full configuration processes. The report is grouped by PeopleSoft product. Objects common to multiple products are separately grouped together and listed first. These common objects have no product indicated.

The manual steps can also be accessed via the Configuration Steps inquiry page.

Performing ChartField Configurations for New Products and Application Fixes

This section discusses how to:

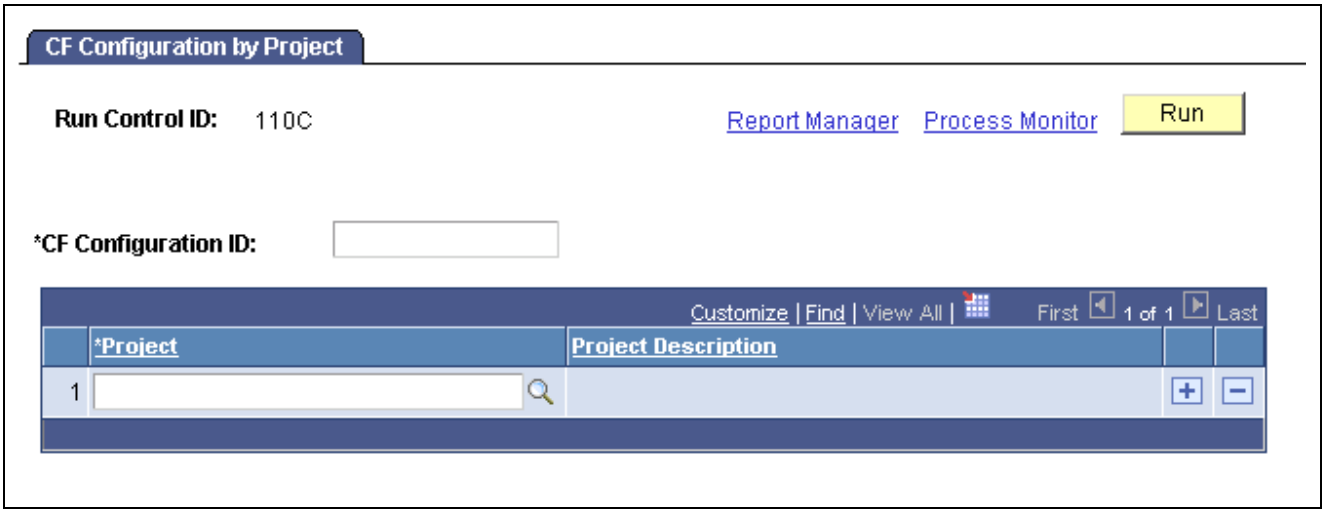
- Configure ChartFields for projects containing application fixes.
- Configure ChartFields for products installed after an initial configuration.

Page Used to Configure ChartFields for Projects Containing Application Fixes

Page Name	Object Name	Navigation	Usage
CF Configuration by Project	RUN_CF_CONFIG	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, Configuration by Project, CF Configuration by Project	Use to configure updates and fixes to conform to your ChartField configurations before applying the update or fix to your system.

Configuring ChartFields for Projects Containing Application Fixes

Access the CF Configuration by Project page.



CF Configuration by Project page

Use this page to configure objects delivered through a software fix to conform to your ChartField configuration

CF Configuration ID: Enter values to differentiate between runs if you want to run a configuration on each Project you are applying. In this way you generate a Configuration report for each CF Configuration ID without overwriting a previous configuration report.

Project Enter the project name delivered with a software update or fix.

The project configuration only processes the configuration actions in a *Complete* status. It compares the object list from the project against the CF_xxxx project and lists the objects that need manual changes. Crystal Reports and nVision included in the fix need to be looked at manually.

Configuring ChartFields for Products Installed after an Initial Configuration

When a configuration of all installed products has been done previously and a new product is installed, the full configuration process must be run again to apply the requested configuration actions to the new product or products.

Reviewing ChartField Configuration Programs and Processes

The following section discusses:

- ChartField configuration driver.
- ChartField manual configuration program.
- ChartField auto configuration program.

Both standard and advanced Configuration use the PeopleSoft Auto Configuration and Manual Configuration programs. There are two modes:

- Full configuration is initiated from the ChartField Templates and will apply all incomplete Template Actions to the entire database. This would normally be performed when the system is first implemented or when new ChartField actions are made on the template.
- Project Configuration is initiated from the CF Configuration by Project page and will apply completed Template Actions to objects contained in the Projects listed on the run control page. You would normally use project configuration when applying fixes.

ChartField Configuration Driver

Run Full Configuration uses the PeopleSoft Application Engine Program FS_CFCONFIG to call the Manual and Auto-Configuration programs. It also schedules the Crystal Configuration report. This driver enables both programs to run as one process.

A commit is taken after each step. In the event of a program abend, you should investigate the reason for the problem, correct it and then restart the program. This will enable the program to restart from the last step that was committed.

There are two reasons for restarting the program as follows:

First, some of the configuration actions (for example, Add a new ChartField) are long running since they update many database records. Restarting will cut down overall processing time.

Second, the content of the Configuration Crystal report is determined by the Manual Configuration and is based on the outstanding actions. If you cancel the abended program and start a new program instance, the reporting will only show the outstanding actions at the time the program is started. All actions that were successfully processed prior to the abend will no longer be listed.

The program is structured as follows:

- Initialization - This step determines if the processing is for a Full Configuration or a Project Configuration. If Project Configuration, the list of projects is held in a global array that is passed to both the manual and automatic configuration programs. It also determines the model and partially configurable ChartFields. These are loaded into strings that are used in later processing to determine the records that will need to be built (for example, create views and indexes and alter tables).
- Calls Manual Configuration Program.
- Calls Automatic Configuration Program.
- Schedules the Configuration Crystal Report (CFC001).

ChartField Manual Configuration Program

Manual Configuration uses an Application Engine program (FS_CFMANUAL) to create a report listing all the manual steps you need to perform to complete the configuration process for both Standard and Advanced Configurations. The Manual Configuration program is always run prior to the Auto Configuration program.

The program enables you to run the configuration for all installed products, for a newly installed product or you can run it for a specific project containing objects intended to be applied as a software fix.

Initiated the program through the Standard or Advanced Configuration pages by selecting the Preview Configuration Steps process if you want to initially just preview the manual steps needed. You can also choose the Run Full Configuration process if you want to proceed with database updates by calling the ChartField Auto Configuration program.

The program removes any actions that are not necessary because the ChartField might already be in the state specified by that action. This cuts down processing time and reduces the number of manual tasks reported on the Configuration report. Product Logs are then created for each combination of a non-completed action and an installed product.

The program then looks at each of the Manual Configuration Tasks and Product Log and checks to see if the action or actions selected applies for that task. If it does, the task is listed including all the objects affected that need to be acted upon. The objects are grouped by Product if it is product-specific with common objects to multiple products listed first. To determine the product the object is used for, it looks at the CF_xxx (where xxx is the product code) project for a list of exception objects as well as the FS_CF_ADD, FS_CF_DELETE and FS_CF_REORDER projects. These projects include objects that are not currently dynamic or sensitive to record changes. It also looks at the ChartField Related Program page for Crystal Reports and nVision. COBOL and SQR programs in the ChartField Related program are currently empty. It also looks at the Mass Change programs page.

It also looks at the ChartField Definition page for non-product specific tasks like ChartField validation records, definition pages and Crystal Report and Query for the single ChartField.

The program changes the status of the ChartField actions and Product Log from N to P at completion.

ChartField Auto Configuration Program

Auto Configuration is an Application Engine program (FS_CFUPDATE) that automatically performs application meta-data updates. These are the direct and related updates necessary for records and pages that are required to accommodate the additions or changes you make on the ChartField Configuration pages.

Within the Application Engine process the system uses built-in PeopleCode functions to update meta-data and perform your specified configurations such as changing field labels, renaming tables, resizing grid field display, changing actual field size and inserting or deleting fields in records and pages. This ensures that the caching of modified PeopleTools objects is correctly observed.

Full configuration will only process ChartField Actions that have a status of P. This status value indicates to the program that the prerequisite Manual Configuration program has been run. On completion the status is set to Complete (U for advanced actions and C for standard actions).

Project Configuration only processes completed ChartField Actions (for example, Status values U and C) and leaves their status unchanged at end of the run.

For installations that use Asset Management, this program also schedules the AMCFBULD SQR Process. The SQR creates the AMCHARTS.SQC required by Assets.

The SQC contains the ChartField definitions, as specified on the template, that are used in Asset Management SQR processing.

The program is structured by ChartField configuration action. It uses a *restartable* Do/Select of each ChartField for the chosen action. In the event of program failure, this enables the program to be restarted in the middle of a Do/Select loop.

A database commit is performed after each step. The PeopleCode functions that are used to update the application meta-data commit their changes on completion independent of the commit scheme specified for the Application Engine program.

In the event of a restart following a program failure, the same PeopleCode function can be called again to perform an update it previously completed. This is not problematic since the PeopleCode functions used by the program have been developed to handle the scenario without throwing any further errors.

However, in the event of a program failure it is possible to see some of the meta-data changes that have been made because of the PeopleCode commit policy. It is therefore important that the ChartField Configuration Process *must* continue to completion before you permit general access to the Application Designer and other PeopleTools that affect meta-data.

The program is structured as follows:

- Initialization - In addition to setting some global variables used throughout the program, it also generates two sets of application designer projects; Bulk Operations Projects and Build Projects that facilitate the creation of database objects (Tables, Views, Indexes). If project configuration has been initiated, the bulk operation projects are generated from any records and pages contained in the Projects on the run control page. If full configuration has been initiated, the system automatically determines the records and pages that will be affected by the chosen bulk operation. It does this by cross-referencing the records and pages that incorporate the model and partially configurable ChartFields. Due to some technical considerations, it might not be possible for the bulk operation APIs to automatically modify every record or page that is delivered by PeopleSoft. A number of exclusion projects are reserved that identify these objects, such as the following:

  Note. Exclusion projects might not exist in your system. They are only delivered if PeopleSoft has specific pages that must be excluded for an action.

- FS_CF_ADD - excludes objects that cannot be processed by BulkInsertField().
- FS_CF_DELETE - excludes objects that cannot be processed by BulkDeleteField().
- FS_CF_REORDER - excludes objects that cannot be processed by BulkModifyPageFieldOrder().

This step also builds the following Application Designer projects that facilitate database administration and must be performed before the system is ready for use. It does this by analyzing the ChartField actions that are going to be processed. The projects are as follows:

- FS_CF_ALTER_TABLE - tables containing ChartFields that must be altered. This contains records (parent records if the field is held in a subrecord) that include the model ChartField, deleted, renamed, and resized ChartFields.
- FS_CF_CREATE_INDEX - tables containing ChartFields that require their indexes to be created. This contains records (parent records if the field is held in a subrecord) that include ChartFields that have been activated or inactivated.
- FS_CF_CREATE_VIEW - views containing ChartFields that must be created. This contains records (parent records if the field is held in a subrecord) that include the model ChartField, deleted and renamed ChartFields. It also includes views impacted by the intraunit related ChartField changes. Additional views that do not contain ChartFields but reference other views in their view text also need to be built but cannot easily be identified programmatically. They are defined in a PeopleSoft delivered project called FS_CF_VIEW_EXCEPTIONS. The records in this project are also added to the view build project.

- Activate/Inactivate - This step updates the contents of the ChartField inheritance and the bank ChartField inheritance application tables. If the ChartField is activated, records are added to these tables. Inactivating a ChartField removes corresponding data from these tables. The ChartField meta-data properties are updated using the PeopleCode function SetDBFieldNotUsed(). This action only applies to full configuration.
- Delete - This step deletes data from the ledger group ChartField, ChartField inheritance and bank ChartField inheritance application tables. The ChartField is removed from all records and pages contained in the project(s) built during the initialization step using PeopleCode function BulkDeleteField(). The ChartField meta-data properties are made inactive by PeopleCode function SetDBFieldNotUsed(). The results of the bulk operation are reported in a file called BulkOps.Log
- Add - This step adds data to the ledger group ChartField, ChartField inheritance and bank ChartField inheritance application tables. If the field does not already exist, it creates a new field using the PeopleCode functions SetDBFieldCharDefn(), SetDBFieldAuxFlag, SetDBFieldFormatLength(), and SetDBFieldLabel(). The field is then added to all records and pages contained in the project(s) built during the initialization step using PeopleCode functions BulkInsertField() and SetRecFieldEditTable(). If the new field is an Intraunit ChartField, it will also put the prompt tables whose names were entered on the ChartField Template into the TableSet Record Group of the Related ChartField. The prompt tables are added to the ChartField record listing that PeopleSoft maintains for internal processing purposes and also updates the dynamic edit prompt table. The results of the bulk operation are reported in a file called BulkOps.Log.
- Relabel - This step updates the base and if appropriate, the foreign language labels that were modified on the template. It uses PeopleCode function SetDBFieldLabel(). This action only applies to full configuration.
- Resize - This step updates the Field Length for a ChartField using PeopleCode function SetDBFieldLength(). This action only applies to full configuration.
- Reorder - This step changes the order and display size of the ChartFields on pages contained in the project(s) built during the initialization step. It uses PeopleCode function BulkModifyPageFieldOrder() to modify the order and display length of ChartFields contained in Grids. It also uses PeopleCode function SetDBFieldFormatLength() to change the display length of the ChartField when the field appears in a non-grid edit box. The results of the bulk operation are reported in a file called BulkOps.Log.
- IntraUnit - This step moves the SetID records associated with the IntraUnit ChartField from the record group of the previous related ChartField into the record group of new related ChartField.
- Rename - This step renames the field using the PeopleCode function RenameDBField(). It also modifies the Page Field Name on all pages contained in the project(s) built during the initialization step using PeopleCode function SetPageFieldPageFieldName(). Rename will change all meta-data referencing the old field name as well as application data that uses the field FIELDNAME in its record. Some ChartField names are held in application tables in records that do not use the field FIELDNAME. Additional processing in this step modifies the data in these application tables.
- Product Log - This step updates the status on the Product Log files viewable through the Product Status page.
- SQL - This step generates the common SQL objects used throughout PeopleSoft that enables the software to dynamically react to your ChartField Configuration. It also schedules the AM SQR referred to above.

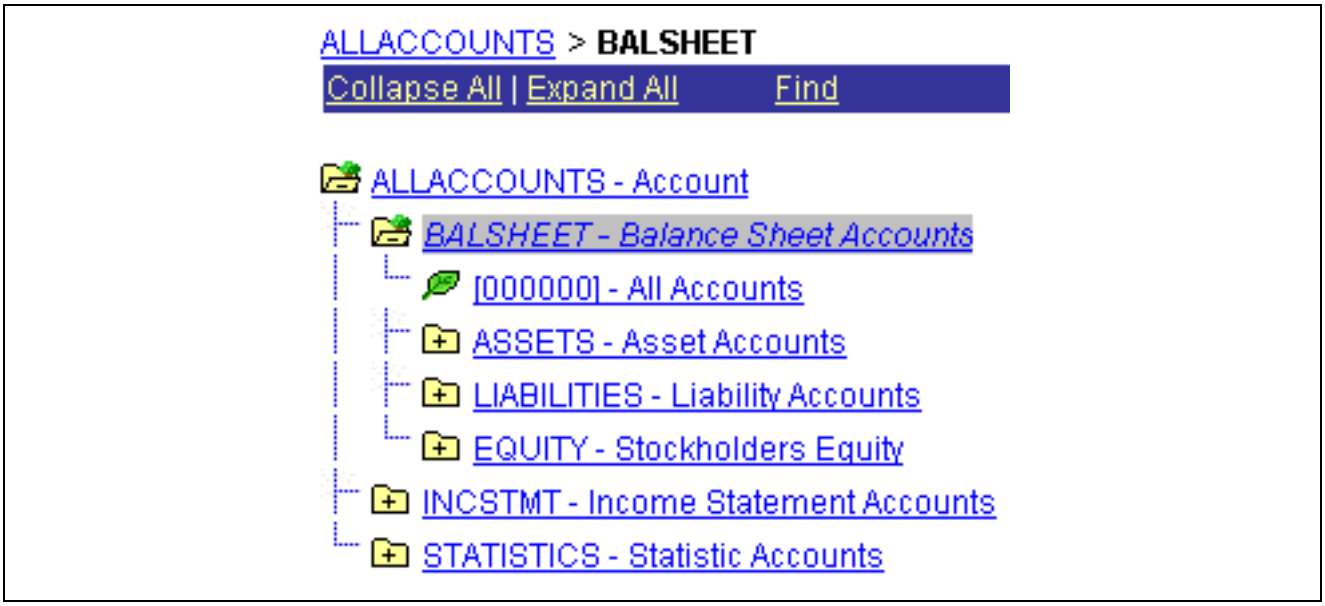
CHAPTER 9

Summarizing ChartFields Using Trees

This chapter provides an overview of ChartField summarization with trees and discusses how to create and maintain trees.

Understanding ChartField Summarization with Trees

Use tree diagrams to organize and maintain the ChartFields. Trees add an intuitive, visual layer, where you can see how detail items in the chart of accounts fit into the big picture. Design tree structures, either detail or summary, from the top down by using the graphical PeopleTools Tree Manager. Next, add ChartField values as leaves to the branches of the tree. In the following example of a balance sheet detail tree structure, The BALSHEET tree node and level is a detail of the ALLACCOUNTS tree node and level, and the (000000) - All Accounts is a detail value reporting to the BALSHEET tree node and level. If you click the ASSETS -Asset Accounts, a range of detail asset accounts appears. This approach ensures definitive hierarchies for all the accounts, programs, and anything in the chart of accounts. To create financial reports or generate rules for summary ledgers, you specify the appropriate tree and indicate the level or branch from which you want to extract data.



Example: Balances Sheet Detail Tree Structure

You can also copy a tree to create another tree and maintain data in the existing trees. For example, you can modify ChartFields in PeopleSoft Tree Manager and the rest of the system automatically uses the updated tree.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Tree Manager

Chapter 6, "Defining and Using ChartFields," Using Trees to Summarize ChartFields, page 226

Prerequisites

Before you use the PeopleTools Tree Manager to set up the trees, do the following:

- Define all of the ChartFields.
- Define the organizational structure.
- Define ChartField summarization levels.
- Define reporting relationships.

Creating and Maintaining Trees

This section discusses how to:

- Use PeopleSoft Tree Manager.
- Define tree structures.
- Create a new tree.
- Branch tree nodes.
- Copy trees.
- Maintain ChartFields in PeopleSoft Tree Manager.
- Maintain trees.

Using PeopleSoft Tree Manager

The PeopleTools PeopleBook has a thorough description of how to use Tree Manager.

Defining Tree Structures

The PeopleTools PeopleBook has a thorough description of how to define tree structures.

Creating a New Tree

The PeopleTools PeopleBook has a thorough description of how to create a new tree.

Branching Tree Nodes

The PeopleTools PeopleBook has a thorough description of how to use tree nodes and branching.

Copying Trees

The PeopleTools PeopleBook has a thorough description of how to copy one tree to another.

Maintaining ChartFields in PeopleSoft Tree Manager

The *PeopleTools PeopleBook* and the "Defining and Using ChartFields" chapter in the PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook. have thorough descriptions as to how to create and maintain ChartFields in PeopleSoft trees.

Maintaining Trees

The PeopleTools PeopleBook has a thorough discussion of how to maintain existing trees.

CHAPTER 10

Using Entry Events

This chapter provides an overview of entry events and discusses how to:

- Set up entry events.
- Process entry events.
- Set up and process entry event for various applications and transactions
- Use entry events with Commitment Control budgets.

Understanding Entry Events

An entry event is a user-defined code that you enter in a PeopleSoft application transaction. The entry event transaction consists of one or more processes that comprise smaller steps that the system uses to post additional debit and credit accounting entries to the general ledger with minimal user input. In addition, the U.S. federal government requires that organizations use entry events to categorize specific core accounting entries and generate additional debit and credit entries specific to these codes.

To enter entry event codes on the transaction lines for various applications, you must first set up the codes to use specific entry event processes and steps that come with the PeopleSoft system. These processes and steps are linked to predefined entry event source transaction definitions, which identify the source and target records for specific types of transactions. After you set up entry event codes, you select or enter them on the transaction line of a PeopleSoft application. You can select the entry event processor to run, or the processor sometimes runs automatically as part of the application's normal processing procedures. This depends on the application that you use. The entry event processor runs each process and step that is set up for the entry event code, and the processor generates the appropriate accounting entries based on the debit and credit accounts that you set up for the entry event code.

This section lists prerequisites and discusses:

- Basic setup of entry events.
- Entry event source transaction definitions.
- Entry event processes and steps.
- Entry event codes.
- PeopleSoft products that use entry events.
- Entry event processing.
- Source document adjusting entries and entry event processing.
- Upward and downward adjustments.
- Entry event user preference options.

Prerequisites

Before you set up and use entry events, you must:

- Establish setIDs.
- Set up ChartFields.
- Set up business units and any application-specific entry event information.
- Set up ledgers and ledger groups.
- Enable entry events for each PeopleSoft application listed on the Installation Options - Entry Events page.
- Set up Commitment Control budgets (if applicable).
  - Enable entry events for Commitment Control ledger groups for each business unit on the Ledgers For A Unit Commitment Control Options page.

    You must set up at least one detail Commitment Control ledger group. This detail ledger group serves as the source of PeopleSoft Enterprise Purchasing transaction data for the entry event processor.
  - Select the Entries Must Balance check box on the Commitment Control - Control Budget Options page to setup offset accounts for handling Purchasing transactions as encumbrances and preencumbrances in Commitment Control.
  - Set up the offset accounts for Purchasing on the Commitment Control - Budget Definitions Offsets page.

    Enter a deferred surcharge account for the Budget Entry Offset and deferred discount accounts for these source transaction types: PO_POENC and REQ_PREENC.
  - Set up an expiration ChartField for your budgets on the Budget Definitions - Expiration ChartField page.

    The information that you enter on this page determines whether a fund is expired when you run the budget processor for a document, enabling you to make upward and downward adjustments as necessary.

Note. Entry events is not supported by funding source functionality.

See Chapter 3, "Setting Installation Options for PeopleSoft Applications," Enabling Entry Events at the Installation Level, page 58.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Control Budget Definitions.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Source Transaction Types".

See Chapter 13, "Setting Up Ledgers," page 387.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options," Defining Expiration ChartFields.

Basic Setup of Entry Events

Enable entry events for each of the applications listed on the Installation Options - Entry Events page. Entry event processing depends on the following setup:

- Entry event source transaction definitions, which are part of the PeopleSoft sample data delivered with your PeopleSoft applications.
- Entry event processes and steps, which are part of the PeopleSoft sample data delivered with your PeopleSoft applications.

- Entry event codes, which you define based on examples provided in the PeopleSoft sample data.

Note. Do not modify entry event source transaction definitions, and modify entry event processes and steps only under special circumstances.

Entry Event Source Transaction Definitions

Each PeopleSoft Enterprise product comes with predefined entry event source transactions. It is important that you do not modify these definitions, because they are essential to entry event processing. They identify a source record and a target record for the various types of transactions that use entry events, and they enable the system to distinguish one transaction from another. After you enter an entry event transaction in an application, the entry event processor selects the original subsystem accounting transactions in the source record and writes the created transactions to the target record. A list of the predefined entry event source transaction definitions appears later in this chapter.

Important! Do not modify entry event source transaction definitions.

Entry Event Processes and Steps

Each entry event process is associated with an entry event source transaction definition, and it comprises steps that define the source accounting transaction criteria and the data structures that the system uses to store the accounting transactions. When you enter a transaction in an application, and select an entry event code and run the entry event processor, the system runs the entry event processes along with the associated steps. A list of the predefined processes for each product appears later in this chapter.

See Chapter 10, "Using Entry Events," PeopleSoft Products That Use Entry Events, page 321.

Important! Normally you should not modify entry event processes and steps; however special considerations exist if you are setting up Commitment Control budgets using entry events.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Budget Journal Entry Event Codes.

Entry Event Codes

For each product, you can use the predefined entry event codes contained in the PeopleSoft sample data as examples for setting up your own entry event codes. When you define an entry event code, you select the predefined entry event processes and steps to associate with the code. You also set up the debit and credit accounts that are generated when the entry event processor runs.

For example, if you enter an entry event code on a purchase order (PO), the selected entry event code must contain the entry event process POPOST. A list of the predefined processes for each product appears later in this chapter.

See Chapter 10, "Using Entry Events," Defining Entry Event Codes, page 333.

PeopleSoft Products That Use Entry Events

Each PeopleSoft Enterprise product uses different entry event source transaction definitions, processes, steps, and codes. Some products require that you perform additional activities to use entry events.

You normally enter entry event codes into product documents on the distribution line. The entry event codes that appear within each product depend on the processes that are set up for the codes.

The following applications use entry events:

- General Ledger.
- Purchasing.
- Payables.
- Receivables.
- Billing.

Entry event transactions do not need to be associated with Commitment Control budgeting, with the following exceptions:

- Entry events used in General Ledger budget adjustments that adjust preencumbrance, encumbrance, or collected revenue amounts for specific Commitment Control budgets.
- Entry events used in Purchasing for requisitions and POs that are set up to account for the preencumbrance and encumbrance amounts in Commitment Control budgeting.

Note. The system loads all Billing entry events into Receivables, where they are processed for entry event generation.

For each product, the following table lists:

- Transaction types that use entry events.
- Predefined entry event source transaction definitions.
- Predefined entry event processes.
- Additional setup requirements.

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Billing.	Billing. (All entry events used in Billing are loaded into Receivables where they are processed for entry event generation. Refer to information for Receivables.) Billing transactions use entry events: • Online invoices. • Online debit memos. • Online credit memos. • Transactions from the Billing Interface.	Receivables source definitions.	ARUPDATE (AR Update process).	None.
General Ledger.	• Journal entries. • Commitment Control budget adjustment journals. • Standard journals. • Allocations. • Interunit and IntraUnit journals.	• GL_JCREV (adjusted journal collected revenue). • GL_JENC (adjusted journal encumbrance). • GL_JOURNAL (general ledger journal). • GL_JPRNC (adjusted journal preencumbrance). • GL_JRNLIU (general ledger InterUnit).	• GLJE (GL Journal Entry process). • GLJEADJ (GL Commitment Control Adjustment process).	See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Budget Journal Entry Event Codes.

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Commitment Control feature. **Note.** You must use General Ledger to use the Commitment Control feature.	• Commitment Control budget journal. • Commitment Control budget close.	• GL_BUD_CLS (general ledger budget close). • GL_BUDGET (general ledger budget). • GL_BUDROLL (general ledger budget roll forward).	BUDG (Budgets process). **Note.** To use entry events to create Commitment Control budget journals, the PeopleSoft system delivers the Budgets process with the following steps; however, you may need to modify the steps depending on the budget ledger names and budget ledger group names: • ALLOT (prepare allotment budgets step). • APPORT (prepare apportionment budgets step). • APPR XFER (prepare appropriation transfer step). • APPROP (prepare appropriation budgets step). • ORG (establish operating plan step). • ORG XFER (organization transfer step). • PRJGRT IND (project or grant indirect charge budget step). • PROJ_GRT (prepare project or grant budgets step).	See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options," Setting Up Budget Journal Entry Event Codes.

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
			• REVEST (prepare revenue estimates step). • CORG (Close Operating Plan). • RORG (Roll Operating Plan).	
Payables.	• Vouchers. • Payments. • Cash clearing. • Interunit and IntraUnit transactions. • Voucher upward and downward adjustments.	• AP_PAYMENT (payment). • AP_VCHADJ (voucher upward or downward adjustments). • AP_VOUCHER (voucher). • APCSHCLRNC (cash clearing).	• CASHCLRNG (Cash Clearing process). • PAYMENT (Payment process). • VCHRPOST (Voucher Post process).	None.

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Purchasing.	• POs. • Requisitions. • Upward or downward adjustments to POs.	• PO_CLS (PO close). • PO_ADJDN (PO downward adjustment). • PO_ADJUP (PO upward adjustment). • PO_PURCH (purchase order). • PO_RECV (PO receipt accrual). • PO_REQ (requisition). • PO_REV (purchase order reversal). • REQ_CLS (requisition closing). • REQ_REV (requisition reversal).	• POPOST (PO Post process). • RECVACCR (Receipt Accrual process). • REQPOST (Requisition Posting process).	Select Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options to access the Control Budget Options page. Select the Entries Must Balance check box. Select Commitment Control, Define Control Budgets, Budget Definitions, Offsets to access the Offsets page. Set up offset accounts for the PO_DETAIL ledger group. For the ledger group, enter PO_DETAIL. For the source transaction type, select the appropriate account: • PO_POENC • REQ_PREENC

Product or Feature	Transaction Types	Predefined Definitions for Entry Event Source Transactions	Predefined Entry Event Processes	Additional Setup Requirements
Receivables and Billing.	• Item entry. • Payment worksheet. • Maintenance worksheet. • Transfers. • All draft worksheets. • Direct debits. • Interunit and IntraUnit transactions.	• AR_ITEMS (items). • AR_ITEMSIU (items InterUnit or IntraUnit). • AR_JOURNAL (direct journal).	• ARDIRJRNL (AR Direct Journal Transaction process). • ARUPDATE (AR Update process).	Set up an entry event code containing the ARUPDATE process to enable you to enter and process entry events on the item distribution line for items. Set up an entry event code containing the ARDIRJRNL process to enter and process entry event codes as a direct journal entry for payments. Set up an entry event code containing the ARUPDATE process to enter and process entry event codes on the billing distribution line for invoices.

Entry Event Processing

After you set up entry event codes, you create the transaction or document and run the entry event processor based on the application's instructions. The order in which the entry event processor runs depends on the type of document or transaction that you process. Four methods of entry event processing exist:

- Normal accounting transaction entry event processing.
- PeopleSoft Purchasing document entry event processing.
- Commitment Control budget journal entry event processing.
- Commitment Control budget adjustment entry event processing.

Normal Accounting Transaction Entry Event Processing

Here are the steps for normal accounting transaction processing with entry events:

1. You edit transaction lines as usual.
2. The entry event processor runs and generates the additional accounting lines based on the procedures and steps that are set up for the entry event code.
3. If the transactions are controlled by a budget, the budget processor runs to update the budget records.
4. After all the accounting lines are generated, Journal Generator creates journals from the Payables, Receivables, and Billing transactions.

Note. General Ledger automatically generates journals for online journal entry transactions.

5. The system posts the journals to the respective ledgers in General Ledger.

PeopleSoft Purchasing Document Processing

Accounting entries are normally neither generated nor posted for purchase requisitions and POs. However, if you use commitment-controlled budgets, the Commitment Control feature tracks purchase requisitions and POs as preencumbrances and encumbrances, respectively. You set up specific entry event codes to generate the preencumbrance and encumbrance accounting lines that the system eventually posts to the appropriate Commitment Control ledgers in General Ledger.

Here are the steps for Purchasing document processing with entry events:

1. You enter and edit the purchase requisition or PO.
2. The budget processor runs and updates the preencumbrance or encumbrance budget record based on the purchasing document that you enter.

Note. If the document is a purchase requisition, the preencumbrance amount is updated for a specific budget and the remaining amount of the budget is updated. If it is a PO and a preencumbrance amount was already created, the preencumbrance amount is liquidated and the encumbrance amount is updated.

3. The entry event processor runs and generates accounting lines for the purchasing document based on the accounts that you set up in the entry event code.
4. Journal Generator creates a journal from the accounting lines.
5. The journal is posted to General Ledger.

Commitment Control Budget Journal Processing

To process Commitment Control budget journals with entry events:

1. Select Commitment Control, Budget Journals, Enter Budget Journals.
2. Enter a commitment control budget journal and select the appropriate entry event code.
3. Select Post Journal to edit and process the budget journal and run the entry event processor.

   When you post Commitment Control budget journals online, entry event transactions are created when the journal is posted and the Skip Entry Event Processing check box on the User Preferences - General Ledger page for this operator is *not enabled*. Similarly, when a Commitment Control budget journal is posted through batch processing, entry event transactions are created when the journal is posted unless the user selects the Skip Entry Event Processing check box. In both cases, if entry event processing is bypassed, you can run the Entry Event processor in batch mode.

Commitment Control Budget Close Processing

To process Commitment Control budget close using entry events:

1. Perform the Commitment Control Budget Close process.
2. Run the Entry Event Processor to generate the accounting lines.
3. Run Journal Generator to create the accounting journals.
4. Post the journals to the budget ledgers set up for the entry events.

See Chapter 10, “Using Entry Events,” Using Entry Events with Commitment Control Budgets, page 348.

Commitment Control General Ledger Budget Adjustment Journal Processing

To adjust a Commitment Control budget's preencumbrance, encumbrance, or collected revenue amount, you create a budget adjustment journal to update the amounts for the budget and use entry event codes to update the amounts for the appropriate actual ledger. The process is similar to the process for a Purchasing document; however, you do not adjust the original document in Purchasing.

To process Commitment Control budget adjustments with entry events:

1. Create a journal entry and—depending on the type of adjustment that you need to make—select preencumbrance, encumbrance, or collected revenue as the Commitment Control amount type.
2. Create the journal lines and select the entry event code for a budget adjustment journal.
3. Save and then run Journal Edit online or using batch.
4. Run budget checking to update the budget record for the adjustment.

   Note. For example, if it is an adjustment to an encumbrance amount, the amount of the encumbrance is updated along with the remaining amount of the budget.

5. Run the entry event processor to generate the adjustment's accounting lines based on the entry event code.
6. Run Journal Generator to generate the accounting journal.
7. Post the journal to the appropriate ledger.

Source Document Adjusting Entries and Entry Event Processing

Occasionally, the entry event processor creates transactions for a document and then a user makes changes to the document in the source system. The system handles the entry event processing differently depending on the application:

- Payables.

  The posting processes create the adjusting entries, including the accounts that are set up for the entry event code, and these adjustments are processed as normal accounting entries.

- Purchasing.

  Purchasing does not create adjusting entries. Instead, the entry event processor reverses the change in the document and inserts adjusting entries in the target record. You must process the entire document again to recreate the entry event transactions. For example, if you change a PO that was created from a requisition, the process must be reprocessed.

- Commitment Control as the source record.

  In normal processing, the Commitment Control feature deletes and inserts lines for a document every time budget checking runs. The Commitment Control processor inserts new lines with the entry event process status *Not Generated.* When the entry event processor runs, these lines are regenerated. If this is a previously generated document, the document in the entry event accounting record is reversed because the system inserts reversing entries and creates entry event transactions for the document based on the rows in the source record. The entry event processor creates adjustments and does not require any additional setup from the user.

  Note. Adjustment processing creates additional lines in the entry event accounting record.

See Chapter 10, "Using Entry Events," Processing Entry Events, page 334.

Upward and Downward Adjustments

PeopleSoft entry events are used to automatically generate separate budgetary debit and credit accounts for upward and downward adjustments to POs and vouchers that are processed after the funding has expired

See Chapter 10, "Using Entry Events," Using Entry Event Codes for Upward and Downward Adjustments, page 342.

Entry Event User Preference Options

You can select these check boxes on the User Preferences - General Ledger page to enable specific users to:

- Allow GL Entry Event Bypass in General Ledger.

  Select this check box to enable a specific user to bypass entering a required entry event field when creating a journal entry in General Ledger and the Entry Event field is set to Required for General Ledger on the Installation Options - Entry Event page.

- Skip Entry Event Processing during Commitment Control budget posting.

  Select this check box to bypass entry event processing when posting a budget journal in Commitment Control.

See Chapter 4, "Defining User Preferences," Defining General Ledger User Preferences, page 142.

Setting Up Entry Events

To set up entry events, use the Entry Event component (EE_EVENT_CODE_DEFN), the Entry Event Process Definition component (EE_PROCESS_STEP), and the Entry Event Source Definition component (EE_SRC_DEFN).

This section discusses how to:

- Review predefined entry event source transactions.
- Review predefined entry event processes and steps.
- Define entry event codes.

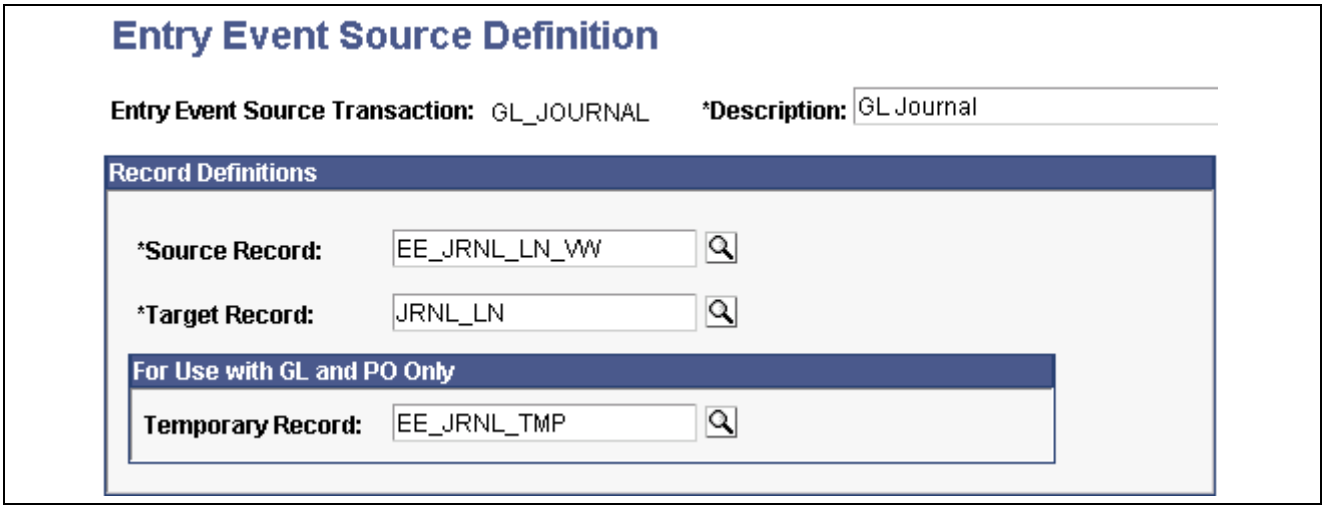
Note. Entry event source definitions, entry event processes and steps, and entry event codes are predefined in the system. Do not change this setup.

Pages Used to Set Up Entry Events

Page Name	Object Name	Navigation	Usage
Source - Entry Event Source Definition	EE_SRC_DEFN	Setup Financials/Supply Chain, Common Definitions, Entry Event, Source, Entry Event Source Definition	View predefined entry event source transaction definitions with the data structures and records that are used by the entry event processor. **Note.** Warning!! Do not modify any entry event source transaction definitions.
Entry Event Process Definition	EE_PROCESS_STEP	Setup Financials/Supply Chain, Common Definitions, Entry Event, Process, Entry Event Process Definition	View a predefined series of steps that are grouped by a process for similar processing. A step is predefined for each transaction type that the process includes. The entry event processor runs each step within the process. Do not modify these steps.
Entry Event Code Definition	EE_EVENT_CODE_DEFN	Setup Financials/Supply Chain, Common Definitions, Entry Event, Code Definition, Entry Event Code Definition	Define entry event codes that are selected or entered into the application's detail distribution lines as part of an accounting transaction.

Reviewing Predefined Entry Event Source Transactions

Access the Source - Entry Event Source Definition page.



Source - Entry Event Source Definition page

Entry Event Source Transaction and **Description** Identifies the document that is processed. For example, in Purchasing, it differentiates between the requisition, the PO, the payment record, and the voucher accounting line record.

Source Record Identifies the record where the original accounting entries are stored for the related PeopleSoft product: General Ledger, Payables, Receivables, Purchasing, or Billing.

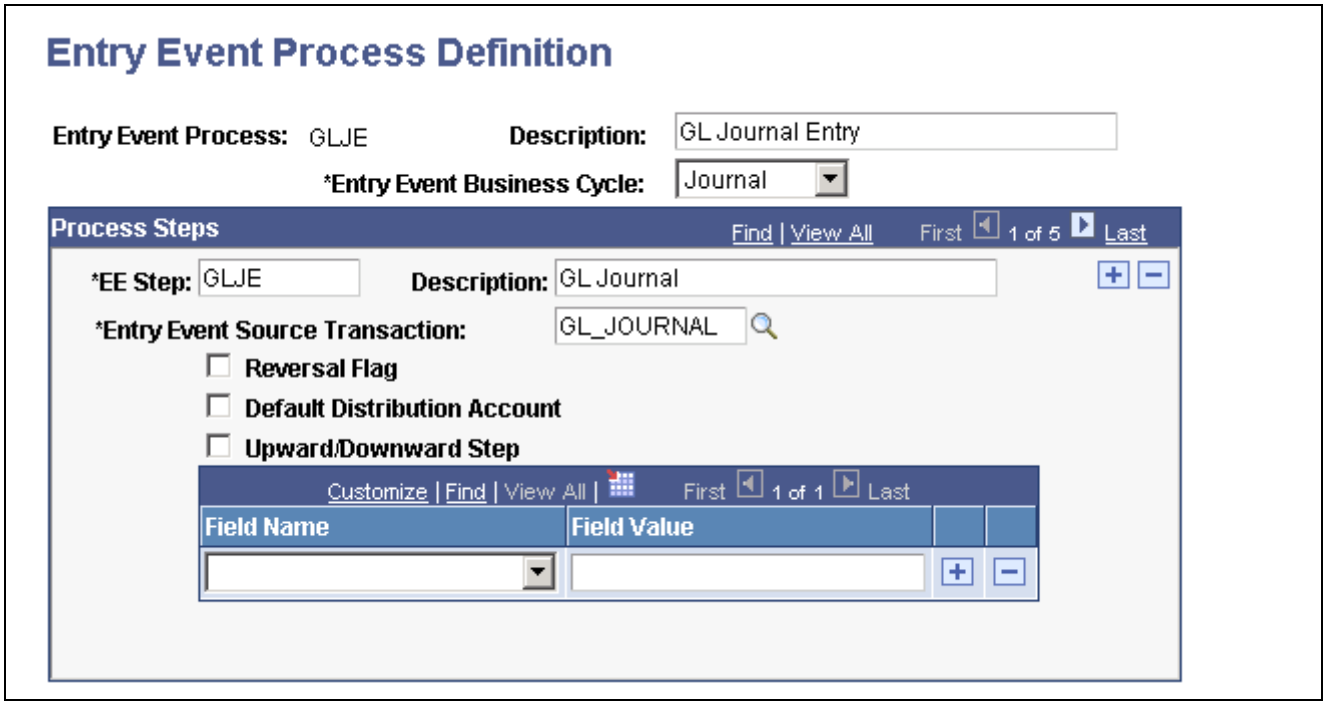
Target Record Identifies the record where the entry event accounting transactions are inserted.

Temporary Record Identifies an additional record for unique processing required in General Ledger and Purchasing. General Ledger uses the temporary record to renumber journal lines and to record General Ledger budget adjustments, and Purchasing uses the temporary record for reversal and adjustment processing.

Note. Do not modify any entry event source transaction definitions.

Reviewing Predefined Entry Event Processes and Steps

Access the Entry Event Process Definition page.



Entry Event Process Definition page

Entry Event Process and **Description** Displays the process name and description. Entry event processes and steps are normally predefined. However, you can modify processes and steps to accommodate added or modified entry event codes.

EE Step (entry event step) Builds And statements in a Where clause to select rows from the source record.

Description Enter a description of the entry event step.

Entry Event Source Transaction Select the source transaction to associate with the step.

Reversal Flag Select to reverse the source transaction.

Default Distribution Account Select to have the process post to the default distribution account that you identify on the Entry Event Code Def'n page.

Upward/Downward Step Select for the entry event processor to use this step for processing entry events codes that are associated with upward and downward adjustments.

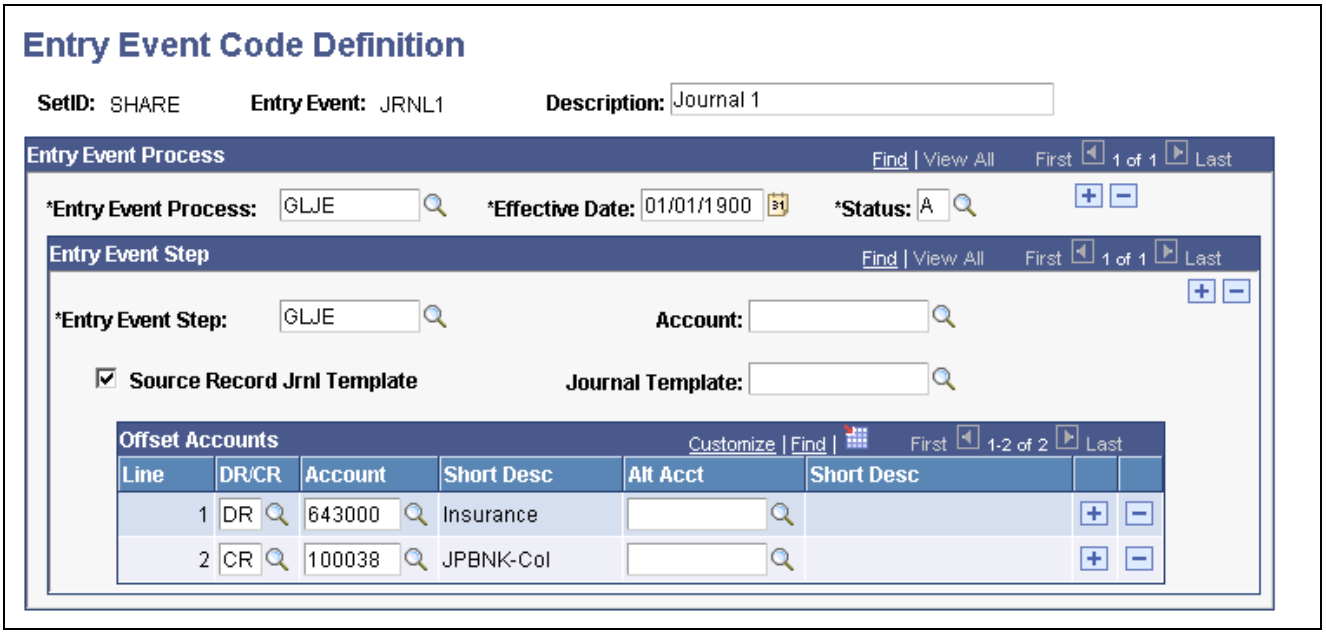
Field Name Select field names from a list of values in the source record that are defined according to the system source transaction setup.

Field Value Enter values for all fields except the APPL_JRNL_ID field, which uses the APPL_JRNL_ID template as a field value. The APPL_JRNL_ID value for the General Ledger business unit is selected at run time. The system uses the field value mapping to build Where clauses that differentiate the various lines to create the additional entries. All fields listed have And statements in the Where clause.

Note. The PeopleSoft system delivers the entry event processes and steps with your products in the sample data. However, you can add, update, and correct processes and steps using this page.

Defining Entry Event Codes

Access the Entry Event Code Definition page.



Entry Event Code Definition page

SetID Enter the same setID that you use to set up the business unit and ChartFields. This prevents entry event processing errors.

Entry Event Create a code to represent the type of entry event process to run.

Description Enter a short description of the entry event code. The description appears on reports, lists, and inquiries.

Entry Event Process Select the entry event process that applies to the entry event code.

Entry Event Step Select the step that applies to the selected entry event code.

Account Enter the default distribution account for use on the Source - Entry Event Source Definition page.

Source Record Jrnl Template (source record journal template) Select to carry the journal generator template identified in the source transaction to the entry event transactions. Some source transaction records have the journal generator template (APPL_JRNL_ID) populated during the posting process. Some documents (such as budget journals) do not use a journal generator template and do not require that you select this check box.

Journal Template If you do not select the Source Record Jrnl Template option, you must select a journal template to use for the transaction. The list of journal generator templates contains only the templates with the same setID as the entry event code. You receive an error if you select both the source record journal template and a journal template.

Typically, documents that are posted through a posting program (voucher post, payment post, AR Update) use a journal template. Other documents that are not posted do not have the journal template populated in the document. The Entry Event processor populates the journal template on the Entry Event accounting record so that they can be journal-generated.

Note. If you upgrade from PeopleSoft 7.5 for Education and Government, you receive the default journal template EE_PURCH for Purchasing and EE_BUDGET for PeopleSoft General Ledger budget transactions in the DEMO database. Use these journal templates as guides for setting up the templates in the database. Use the same setID as the defined entry event codes.

Offset Accounts Add the accounts and alternate accounts, if required, to debit and credit for this entry event code during processing.

DR/CR (debit and credit) Enter *DR* or *CR* for offset accounts that are automatically generated when the entry event generator is run. You can have two or more DR/CR pairs associated with each entry event code.

Alt Acct (alternate account) Select DR/CR for alternate accounts, if applicable.

Note. If an entry event code is copied from one document to other documents, it must be defined as a valid code for entry event process associated with each type of document. For example, if an entry event code is entered into a PO that can be copied to a voucher, the entry event code definition must include the entry event process for the PO and the entry event process for the voucher. If the code is not defined for both, a processing error occurs due to an invalid entry event code.

See Also

Chapter 10, "Using Entry Events," Using a Single Entry Event Code in Multiple Documents or Products, page 336

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Using the Journal Entry Template to Show Journal Line Columns and Define Copy Down Options, page 36

Processing Entry Events

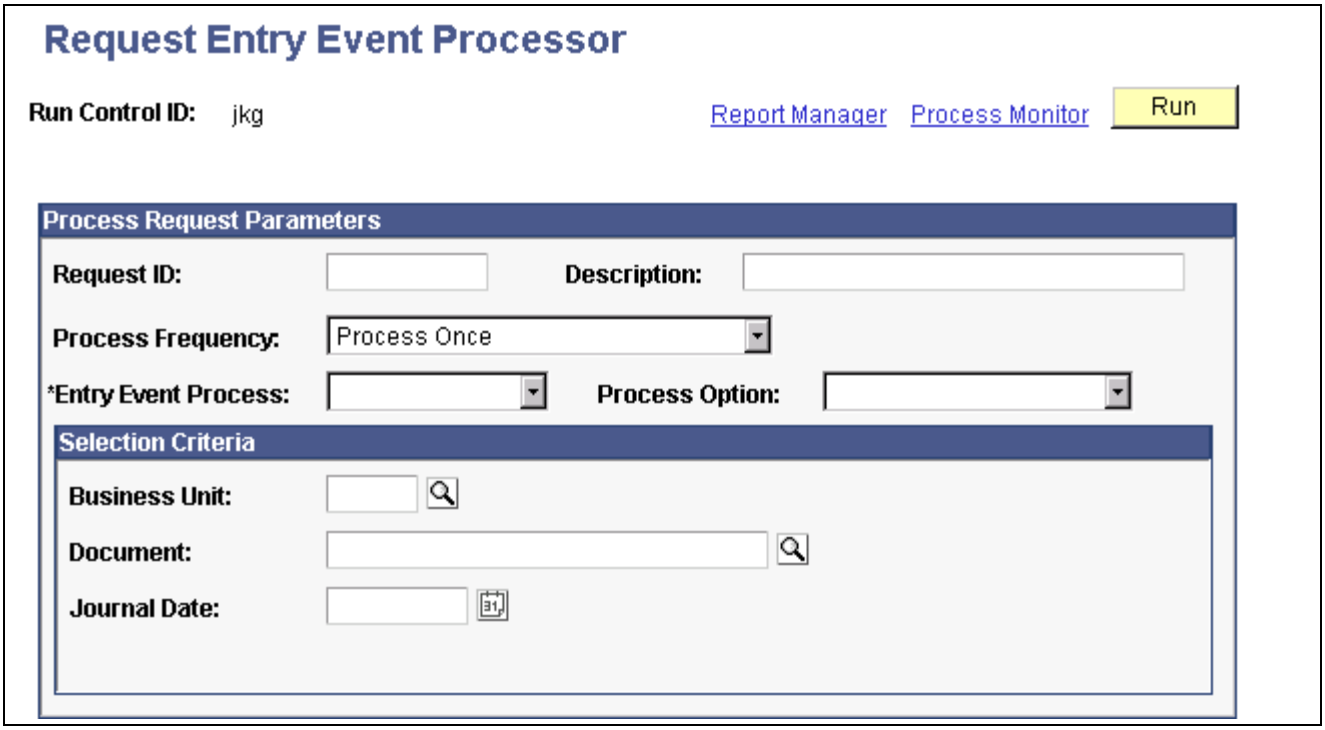
This section discusses how to run the entry event processor.

Pages Used to Process Entry Events

Page Name	Object Name	Navigation	Usage
Process Journals - Entry Event Journals	PST_EE_RUN_REQUEST	General Ledger, Journals, Process Journals, Entry Event Journals	Runs the entry event processor to process Entry Event Process GLJEADJ for budget adjustment journal entries.
Request Entry Event Processor	PST_EE_RUN_REQUEST	Commitment Control, Post Control Budget Journals, Request Entry Event Processor	Runs the entry event processor to process Entry Event Process BUDG for budget journal entries.

Running the Entry Event Processor

Access the Request Entry Event Processor page.



Request Entry Event Processor page

Entry Event Process Select the name of the process to run.

Process Option Options are:

All Units: Run the process for every business unit that has transactions with entry events using this process.

Unit: Specify a business unit in the Selection Criteria group box to run the process for that business unit.

Document: Specify a particular document in the Selection Criteria group box to run the process for that document.

Journal Date Enter a journal date to process the entry events on that date. This field appears only when you process Commitment Control budget and budget adjustment journals.

Setting up and Processing Entry Event for Various Applications and Transactions

This section discusses how to:

- Use a single entry event code in multiple documents or products.
- Use entry events for requisitions and PO reversals and closures.
- Process vouchers, payments, and cash-clearing transactions with entry events.
- Use entry event codes for upward and downward adjustments.

Using a Single Entry Event Code in Multiple Documents or Products

To use an entry event code in multiple documents or for multiple products, you must identify each process and its steps in the entry event code definition. Using the PeopleSoft procure-to-pay process as an example, you can enter an entry event code one time in the requisition document. It then flows through the entire process creating entry event transactions for each document. Before an entry event code can successfully move between documents and products, you first must set it up to run for each of the processes in the procure-to-pay cycle.

The PeopleSoft procure-to-pay cycle consists of several documents and processes. Entry event processing uses the following processes:

- REQPOST
- POPOST
- VCHRPOST
- PAYMENT

You must set up an entry event code and associate it with all four processes.

See Chapter 10, "Using Entry Events," Defining Entry Event Codes, page 333.

Example of Defining One Entry Event Code to Use with Multiple PeopleSoft Applications

Here is an example of how to define an entry event code for multiple PeopleSoft applications:

1. Set up the PROCURE entry event code.

   Entry Event PROCURE

   Description Requisition to Cash Clearing

2. In the Entry Event Process group box, add the REQPOST process.

   Entry Event Process REQPOST

   Effective Date 01/01/1900

Status A

3. In the Entry Event Step group box, add the REQPOST step.

Entry Event Step REQPOST

Account 696800 (example)

Source Record Jrnl Template Not applicable (NA)

Journal Template EE_PURCH

4. In the Offset Accounts group box, add the preencumbrance and general expenses offset accounts.

DR/CR DR

Account and **Short Desc** 696700 (example) - Preenc Res

DR/CR CR

Account and **Short Desc** 696500 (example) - GenExpOffs

5. In the Entry Event Process group box, add the POPOST process.

Entry Event Process POPOST

Effective Date 01/01/1900

Status A

6. In the Entry Event Step group box, add the POPOST step.

Entry Event Step POPOST

Account 696800 (example)

Source Record Jrnl Template Select if a source record journal template exists.

Journal Template EE_PURCH

7. In the Offset Accounts group box, add the encumbrance and general expenses offset accounts.

DR/CR, Account, and **Short Desc** DR, 696600 (example), Enc Res

DR/CR, Account, and **Short Desc** CR, 696500 (example), GenExpOffs

8. In the Entry Event Process group box, add the VCHRPOST process.

Entry Event Process VCHRPOST

Effective Date 01/01/1900

Status A

9. In the Entry Event Step group box, add the ACCRUAL step.

Entry Event Step ACCRUAL

Account 696800 (example)

Source Record Jrnl Template	Select this option.
Journal Template	NA

10. In the Offset Accounts group box, add the general expenses and accounts payable offset accounts.

DR/CR, Account, and **Short Desc**	DR, 696500 (example), GenExpOffs
DR/CR, Account, and **Short Desc**	CR, 200000 (example), Accts Paybl

11. In the Entry Event Process group box, add the PAYMENT process.

Entry Event Process	PAYMENT
Effective Date	01/01/1900
Status	A

12. In the Entry Event Step group box, add the PAYMENT step.

Entry Event Step	PAYMENT
Account	NA
Source Record Jrnl Template	Select this option.
Journal Template	NA

13. In the Offset Accounts group box, add the accounts payable and bank disbursement offset accounts.

DR/CR, Account, and **Short Desc**	DR, 20000 (example), Accts Paybl
DR/CR, Account, and **Short Desc**	CR. 10006 (example), UBANK Disb

Using Entry Events with Requisition and Purchase Order Reversals and Closures

The PeopleSoft Purchasing procure-to-pay process illustrates how you can use the same entry event code to handle reversals and closures.

Entry Event Requisition Reversal

When you create and source a requisition to a PO, the Commitment Control budget processor liquidates the preencumbrance amount and increases the encumbrance amount. To ensure that the entry event accounting lines that you generated with the requisition are also reversed, the predefined entry event REQPOST process contains these predefined entry event steps:

- REQPOST
- REQREVERSAL

Entry Event Requisition Close

When you create and source a requisition to a PO, the Commitment Control budget processor liquidates the preencumbrance amount for the budget and increases the encumbrance amount for the budget. The entry event processor also creates closure entries for a closed requisition with a portion that is not sourced to a PO.

This also occurs in the entry event transactions if you add the REQREVRSAL step to the existing entry event process REQPOST. This ensures the correct setup of the debit and credit accounts so that they credit the proprietary account for preencumbrance and debit the general expense offsets.

The entry event processor also creates closure entries for a closed requisition with a portion that is not sourced to a PO. You must set up the REQCLOSE step for the REQPOST process. You set up the debit and credit accounts similarly to the REQREVRSAL step to credit the proprietary account for preencumbrance and debit the general expense offsets.

To create the reversing and closing entry event transactions for the requisition, you must run the entry event processor for the requisition after you create and budget-check the PO. You can run the entry event processor for all business units, the business unit for the requisition, or the specific requisition that you created. Select Purchasing, Review Requisition Information, Accounting Entries, and use the accounting entries inquiry to review all of the entries, the entry event reversals, and the closures for the requisition.

Exceptions to the Reversal and Close Processes

Here are some exceptions to using the reversal and close process:

- Closing a PO that is sourced from a requisition.

  When you source a requisition to a PO and the PO is canceled or closed, you can leave the requisition open to source it to another PO. If you keep the requisition open, the system cannot create reversal or closure entry event transactions until you source the requisition to another PO and budget-check the PO. However, if you close the requisition, the system creates the reversal and closure entries.

- Closing a PO without processing the entry events for the requisition.

  Because the entry event process for Purchasing uses the output from the Commitment Control processor, no changes occur to the entry event transactions until you budget-check the source document (PO or requisition) and run the entry event processor. In a rare case, you might create, budget-check and source a requisition to a PO, and then budget-check the PO and attempt to close it without running the entry event processor on the requisition. You cannot close the PO until you run the entry event processor on the requisition.

- Copying a PO to a voucher.

  During the procurement process, you can copy a PO and its associated entry event code into a voucher. However, the entry event code setup must contain the VCHRPOST process for the system to create the entry event transactions when you post the voucher. Regardless of whether you copy the entry event code to the voucher and process it within Payables, when you budget-check the voucher, you can create reversals and closure entries for the copied PO. If the entry event code used in the distribution lines of the copied PO has the steps POREVERSAL and POCLOSE defined for the POPOST process, you can create closing and reversal entries for the PO.

- Closing or finalizing a voucher without creating entry events for a PO.

  As with sourcing a requisition to a PO, the entry event processor uses the output from the Commitment Control processor to create entry event transactions. You cannot close or finalize a voucher that you created from a PO until you run the entry event processor on the PO. There may be a rare case where you create, budget-check, copy a PO to a voucher, and then budget-check the voucher. If you attempt to close the voucher without running the entry event processor on the PO, an error occurs requiring you to run the entry event processor on the PO.

Processing Vouchers, Payments, and Cash Clearing Transactions with Entry Events

You can set up entry events to create transactions for vouchers, payments, and cash clearing. You must set up the entry event codes with the predefined VCHRPOST, PAYMENT, and CASHCLRNG processes and steps. Depending on the entry event transactions that you want to create for an entry event code, you must set up different steps for each process. In some cases, you do not set up the CASHCLRNG process for an entry event code. You can set up the following processes and steps to create the pro forma entries:

Process	Steps
VCHRPOST	• ACCRUAL (voucher accrual). • DRAFTS (draft accrual). • PREPAYMENT (prepayments). • USETAX (use tax liability). • VCHCLOSE (voucher close). • WITHHOLD (withholding). • ACIUP (accrual InterUnit Payable). • ACIUPCLS (cancel accrual InterUnit Payable). • ACIUR (accrual InterUnit Receivable). • ACIURCLS (cancel accrual InterUnit Receivable). • ACUAP (accrual IntaUnit Payable). • ACUAPCLS (cancel accrual IntraUnit Payable). • ACUAR (accrual IntraUnit Receivable). • ACUARCLS (cancel accrual IntraUnit Receivable). • ACRUP (accrual Upward Adjustment). • ACRDN (accrual Downward Adjustment).

Process	Steps
PAYMENT	• DISCGAIN (discount gained). • CDISCGAIN (cancel discount gained). • DISCLOST (discount lost). • CDISCLOST (cancel discount lost). • LATEINT (late interest). • CLATEINT (cancel late interest). • PAYMENT (payment). • CPAYMENT (cancel payment). • PYMNTINP (payment IntraUnit Payable). • CPYMNTINP (cancel payment IntraUnit Payable). • PYMNTINR (payment IntraUnit Receivable). • CPYMNTINR (cancel payment IntraUnit Receivable). • PYMNTISP (payment InterUnit Payable). • CPYMNTISP (cancel payment InterUnit Payable). • PYMNTISR (payment InterUnit Receivable). • CPYMNTISR (cancel payment InterUnit Receivable). • PYMNTCAC (payment cash clearing). • CPYMNTCAC (cancel payment cash clearing). **Note.** The last two steps are included in the PAYMENT process that uses cash clearing.
CASHCLRNG	CASHCLR (cash clearing).

Once you create and budget-check a voucher, you can generate entry event transactions by running the entry event generator at the same time as voucher post or separately by selecting Accounts Payable, Batch Processes, Vouchers, Voucher Entry Event. The Accounts Payable Voucher Post process must create entry event transactions before steps included in the VCHRPOST process can create them.

The voucher that you pay includes the payment accounting information. If you enter an entry event code on the voucher or you copy an entry event code to the voucher from a PO, the system carries the code to the payments created for that voucher. When you create payments from vouchers, you can generate entry event transactions by running the entry event generator at the same time as voucher post, or separately by selecting Accounts Payable, Batch Processes, Payment, Payment Entry Event. The Accounts Payable Payment Post process must create entry event transactions before steps included in the VCHRPOST process can create them. If you use Payables, you must set up cash clearing steps for the PAYMENT process associated with an entry event code to create payment entry event transactions.

If you set up cash clearing for Payables and you want to create entry event cash clearing entries, you need to associate the entry event code with the CASHCLRNG process and the step CASHCLR. All reconciled payments create entry event transactions if you associate an entry event code with the CASHCLRNG process. The system can run the entry event processor to generate entry event transactions simultaneously with the Cash Clearing process, or you can generate them separately by selecting Accounts Payable, Batch Processes, Payment, Payment Entry Event.

See Also

Chapter 10, “Using Entry Events,” Reviewing Predefined Entry Event Processes and Steps, page 332

Chapter 10, “Using Entry Events,” Defining Entry Event Codes, page 333

Using Entry Event Codes for Upward and Downward Adjustments

In the following cases, the system must automatically generate separate budgetary debit and credit accounts for U.S. federal government adjustments to POs and vouchers that are processed after the funding has expired:

- When an existing PO is either increased or decreased in a period during which the funding has expired.
- When a new PO is entered against a period in which funding has expired and no goods, services, or invoices were received.
- When a voucher is processed against an existing PO for more or less than the PO amount in a period during which the funding has expired.
- When a voucher that is not tied to a PO is entered in a period during which the funding has expired.
- When an adjustment voucher is entered in a period during which the funding has expired.

This section discusses:

- Entry event definitions for upward and downward adjustments in PeopleSoft Purchasing and Payables.
- Upward and downward adjustments in PeopleSoft Purchasing.
- Upward and downward adjustments in PeopleSoft Payables.
- Upward and downward adjustment reversals.

To generate these budgetary debit and credit accounts, you select an entry event code when you enter the adjustment to the PO or when you enter the PO voucher that points to the predefined entry event source transaction definitions and the predefined entry event processes and steps.

Before you can enter and process these upward and downward adjustments in an expired funding period, you must:

- Set up an expiration ChartField for your budgets.

  Select Commitment Control, Define Control Budgets, Budget Definitions, Expiration ChartField to access the Expiration ChartField page. The information that you enter on this page determines whether a fund is expired when you run the budget processor for a document.
- Create entry event data to use in Purchasing or Payables to automatically generate and update the budgetary debit or credit accounts for the adjustment if the fund is expired.
- Verify that the users who enter and process the Purchasing or Payables upward and downward adjustments have permission to override budget-checking errors for expired-year funding.

See Chapter 4, “Defining User Preferences,” Defining General Ledger User Preferences, page 142.

See Chapter 3, “Setting Installation Options for PeopleSoft Applications,” Enabling Entry Events at the Installation Level, page 58.

Entry Event Definitions for Upward and Downward Adjustments in PeopleSoft Purchasing and Payables

Access the Budget Definitions - Expiration ChartField page.

To use entry events for creating budgetary account adjustments in Purchasing and Payables:

1. Verify that the following entry event source definitions exist.

Warning! These values are predefined; do not change them.

Entry Event Source Definition	Description	Source Record	Target Record	Temporary Record
PO_POADJUP	PO upward adjustment.	EE_PO_UP_VW	EE_PO_ ACCTG_LN	EE_PO_ACTG_ TMP
PO_POADJDN	PO adjustment down.	EE_PO_DN_ VW	EE_PO_ ACCTG_LN	EE_PO_ACTG_ TMP
AP_VCHUP	Voucher upward adjustment.	EE_VCH_UP_ VW	EE_VCH_ ACCTG_LN	NA
AP_VCHDN	Voucher downward adjustment.	EE_VCH_DN_ VW	EE_VCH_ ACCTG_LN	NA

2. Verify that the following entry event process steps exist for these entry event processes.

Warning! These values are predefined; do not change them.

Entry Event Process	Process Steps	Process Step Description	Process Step Characteristics
POPOST	POUP	PO upward adjustment.	• Entry event source transaction: PO_POADJUP. • Field name and value: BALANCING LINE, *Y*. • Field name and value: CLOSE VALUE, *N*.

Entry Event Process	Process Steps	Process Step Description	Process Step Characteristics
POPOST	PODN	PO downward adjustment.	• Entry event source transaction: PO_POADJDN. • Field name and value: BALANCING LINE, *Y*. • Field name and value: CLOSE VALUE, *N*.
VCHRPOST	ACRDN	Voucher downward adjustment.	• Entry event source transaction: AP_VCHDN. • Field name and value: DIST_ ACCT_TYPE, *APA*. • Field name and value: POSTING_ PROCESS, *EVDN*.
VCHRPOST	ACRUP	Voucher upward adjustment.	• Entry event source transaction: AP_VCHUP. • Field name and value: DIST_ ACCT_TYPE, *APA*. • Field name and value: POSTING_ PROCESS, *EVUP*.

3. Use the entry event codes for the predefined upward and downward adjustments as the basis for setting up your own entry event codes.

Upward and Downward Adjustments Processing in PeopleSoft Purchasing

This section discusses how to process upward and downward adjustments in Purchasing.

PO upward and downward adjustments are initiated by any change to a PO that applies to expired-year funding.

Here are some important considerations:

- The accounting date entered on the Purchase Order Header page is used for the accounting date on the resulting entry event transactions.

  The budget date on the PO distribution line is checked against the Expired Funding ChartField dates. Changing the accounting date changes the budget date and can affect whether the funding is in an expired year.

- If a PO has expired-year funding and has been budget-checked in current year, but the entry events have never been generated, the adjustment amount is calculated by taking the current budget-checked PO amount minus the last amount budget-checked in the current year.
- If a PO has expired-year funding and has never been budget-checked while in the current year, no adjustments are necessary.

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchasing Processing Options.

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Creating Requisitions Online".

Here is an example. Suppose that the existing PO called PO 1 is for 7,000.00 USD against an expired fund. Due to a contract adjustment, the PO increases to 8,600.00 USD. The organization received no goods, services, or invoices. This would be an upward adjustment to the PO.

To enter and process the PO for the upward adjustment:

1. Enter the 1,600.00 USD upward adjustment change order to PO #1.
2. Approve the PO change order.

   The Commitment Control budget processor checks the Expiration ChartField to see if this change applies to expired-year funding. If the fund year has expired, the budget processor issues an error and stops processing.
3. Check the budget error messages.
4. If the error message indicates that budget checking failed because the fund year has expired, then override the budget error.
5. Rerun the budget processor to ensure that the budget information is valid.
6. Once the budget is valid, run the entry event processor to generate the entry events.

   The system calculates the difference between the PO's current amount and the lines posted to the entry event accounting line record.

   Note. Your standard general ledger budgetary accounts may be different than the accounts used in this example.

   In this example, the entry event processor generates the following budgetary accounting lines:

   - 4650 (Allotments - Expired Authority) - $1,600.00.
   - 4881 (Upward Adjust of Prior Year Unpaid Unexpended Obs) - <$1,600.00>.
   - Proprietary accounting entries: NONE.

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Creating Requisitions Online".

Upward and Downward Adjustments Processing in PeopleSoft Payables

This section discusses how to process upward and downward adjustments for Payables.

Payables voucher upward adjustments are created when:

- The PO voucher is greater than the PO.
- The voucher has no PO associated with it but has expired-year funding.
- The PO voucher is less than the PO and is marked as final.

Here are some important considerations:

- If a voucher is finalized at the header level, all voucher distribution lines in the voucher can have adjustments.
- If the voucher is finalized at the line level, all voucher distributions for the line can have adjustments.
- If the voucher is finalized at the distribution level, only distributions that are marked as final can have adjustments.
- If the PO is in expired-year funding and the voucher is in expired funding, no adjustments need to be made to the voucher.
- If the voucher has not been created from a PO and the voucher is in expired funding, there should be an adjustment for the full amount of the voucher.
- If a PO is in unexpired funding and the voucher is in unexpired funding (current year), no adjustments to the voucher are necessary.

Note. Your standard general ledger budgetary accounts and proprietary accounts may be different than the accounts used in these examples.

Here is an example. Suppose that a PO exists for 8, 600.00 USD against an expired fund. A PO voucher was created for 9,000.00 USD against the PO.

Use these steps to enter and process the voucher for the upward adjustment:

1. Ensure that the PO voucher was entered into Payables for 9,000.00 USD and applies to expired-year funding.
2. The budget processor fails the PO voucher.
3. Budget checking fails and issues a budget-checking error for the voucher indicating that the voucher applies to an expired funding year.
4. Override the budget checking for this voucher.
5. Run budget checking again to ensure that the voucher budget status is valid.
6. Run the entry event processor to generate the accounting entries.

   The processor calculates the difference between the voucher and the PO and adjusts the budgetary entries upward.

The system generates the following budgetary entries:

- 4650 (Allotments - Expired Authority) - 400.00 USD
- 4881 (Upward Adjust of Prior Year Unpaid Unexpended Obs.) - <400.00> USD
- 4801 (Unexpended Obligations - Unpaid) - 9,000.00 USD
- 4901 (Unexpended Authority) <9,000.00> USD

The system generates the following proprietary entries:

- 6100 (Operating Expense) - 9,000.00 USD
- 2110 (Accounts Payable) - <9,000.00> USD
- 3100 (Unexpended Appropriations) - 9,000.00 USD
- 5700 (Expended Appropriations) - <9,000.00> USD

Payables voucher downward adjustments are created when the following characteristics apply to the voucher:

- The PO voucher is less than the PO.
- The voucher has expired-year funding.
- The voucher is marked final.

For example, a PO exists for 4,700.00 USD against an expired fund. A PO voucher is processed against the PO for 2,700.00 USD.

Use these steps to enter and process the voucher for the downward adjustment:

1. Ensure that the PO voucher is entered into Payables for 2,700.00 USD and applies to expired-year funding.
2. Because the PO amount is greater than the voucher amount, the commitment control budget processor does not issue an error, and it passes the budget checking.
3. Run the entry event processor to generate the following accounting entries.

   The processor calculates the difference between the voucher and the PO and adjusts the budgetary entries downward.

The system generates the following budgetary entries:

- 4871 (Downward Adjustment of Prior Year - Unpaid Unexpended Obs) - 2000.00 USD
- 4650 (Allotments - Expired Authority) - <2000.00> USD
- 4801 (Unexpended Obligations - Unpaid) - 2,700.00 USD
- 4901 (Unexpended Authority) <2,700.00> USD

The system generates the following proprietary entries:

- 6100 (Operating Expense) - 2,700.00 USD
- 2110 (Accounts Payable) - <2,700.00> USD
- 3100 (Unexpended Appropriations) - 2,700.00 USD
- 5700 (Expended Appropriations) - <2,700.00> USD

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Entering and Processing Vouchers Online: General Voucher Entry Information”.

Upward and Downward Adjustments Reversals

This section discusses how the system handles upward and downward adjustments reversals.

Reversal processing for entry event generated adjustments is required when the voucher has been posted and:

- The voucher is unposted, then any adjustments created for a voucher are reversed.
- The voucher is partialized, then the voucher is selected for reverse processing based on:
  - Whether the voucher is budget checked and in expired year funding.
  - Whether the voucher has been posted at least once.
  - Whether the voucher is partialized at the distribution level.

    If so, only final distributions that have been processed can have adjustments.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Entering and Posting Commitment Control Budget Journals"

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

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online"

Using Entry Events with Commitment Control Budgets

This section lists prerequisites and discusses how to:

- Set up and process Commitment Control budget journals with entry events.
- Set up automatic generation of parent budgets, adjustments, and transfers that involve entry events.
- Set up and close Commitment Control budgets with entry events.

Prerequisites

Before you can use entry events with Commitment Control budgets, you must set up Commitment Control.

Note. The entry event feature is not supported by funding source functionality.

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

Setting Up and Processing Commitment Control Budget Journals with Entry Events

You can enter entry event codes in budget journals to create entry event transactions. Although the PeopleSoft system comes with a predefined BUDG entry event process and its associated steps, you may need to modify the existing steps depending on your budget ledger and budget ledger group names. The BUDG process comes with the following steps:

Process	Steps
BUDG	• ALLOT (prepare allotment budgets). • APPORT (prepare apportionment budget). • APPR XFER (appropriation transfer). • APPROP (prepare appropriation budgets). • ORG (establish operating plan). • CORG (close operating plan). • ORG XFER (organization transfer). • PRJGRT IND (prepare grant indirect charge budget). • PROJ_GRT (prepare project or grant budgets). • REVEST (prepare revenue estimates). • RORG (roll operating plan).

The predefined process has two fields for each entry event step. The ledger and ledger group names for the entry event budget journals should appear as the field values for each of these steps. Consequently, you may need to modify the predefined field values for the step and replace them with the organization's budget ledger and ledger group name values. The predefined field names are:

- ASSOCIATED_LEDGER
- ASSOCIATED_LED_GRP

For example, to create an entry event transaction for a budget journal with the ledger group CC_ORG and the ledger CC_ORG_BUD, you would access the Entry Event Process definition page for the predefined entry event process BUDG and the entry event step ORG, and you would:

1. Scroll to the Field Name and Field Value group box.
2. Enter the field value CC_ORG_BUD next to the field name ASSOCIATED_LEDGER.
3. Enter the field value CC_ORG next to the field name ASSOCIATED_LED_GRP.

   Important! Do not change the field names.

4. Create a new entry event code (such as BUDG 1), or select the predefined entry event code BUDGPOST for the setID FEDRL.
5. Access the Entry Event Code Definition page.
   - If you are modifying the predefined entry event code BUDGPOST, change the offset accounts to the organization's accounts.
   - If you are creating a new entry event code, add the following information and enter the appropriate accounts for the organization:

Entry Event Process BUDG

Effective Date 01/01/1900

Status A

Entry Event Step ORG

Account	NA
Source Record Jrnl Template	NA
Journal Template	EE_BUDGET
Offset Accounts	User-defined

Note. You must add steps for each type of budget used by the organization. These steps are predefined for the BUDG process.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Entering and Posting Commitment Control Budget Journals"

Chapter 10, "Using Entry Events," Reviewing Predefined Entry Event Processes and Steps, page 332

Chapter 10, "Using Entry Events," Defining Entry Event Codes, page 333

Setting Up Automatic Generation of Parent Budgets, Adjustments, and Transfers that Involve Entry Events

Entry event is supported by the automatic generation of parent budgets from originating child budget journals, adjustment journals, and transfer journals.

The use of entry events and automatic generation of parent budgets is discussed in the commitment control chapter dealing with the posting of budget journals.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Entering and Posting Commitment Control Budget Journals," Generate Parent Budgets, Budget Adjustments and Budget Transfers Automatically.

Setting Up and Closing Commitment Control Budgets with Entry Events

When you close Commitment Control budgets, the budget closing process creates budget journals that are posted to the budget ledger. Typically you either choose to close out the remaining balance of the budget for the period or roll forward the remaining balance into the next fiscal year and period. In both situations the budget closing process creates budget journals. If you enabled entry event in the Installation Options, you have the option of selecting an entry event code when you close the budgets. The budget journals are created in adjustment periods and the Entry Event processor also creates the closing entries in the budget journal adjustment periods. When you run journal generator for these accounting entries, it retains the adjustment periods so that they are posted in the specified ledger with budget journal adjustment period dates.

This section discusses how to:

- Set up entry events for Commitment Control budget close.
- Process entry events in Commitment Control budget close.

Setting Up Entry Events for Commitment Control Budget Close

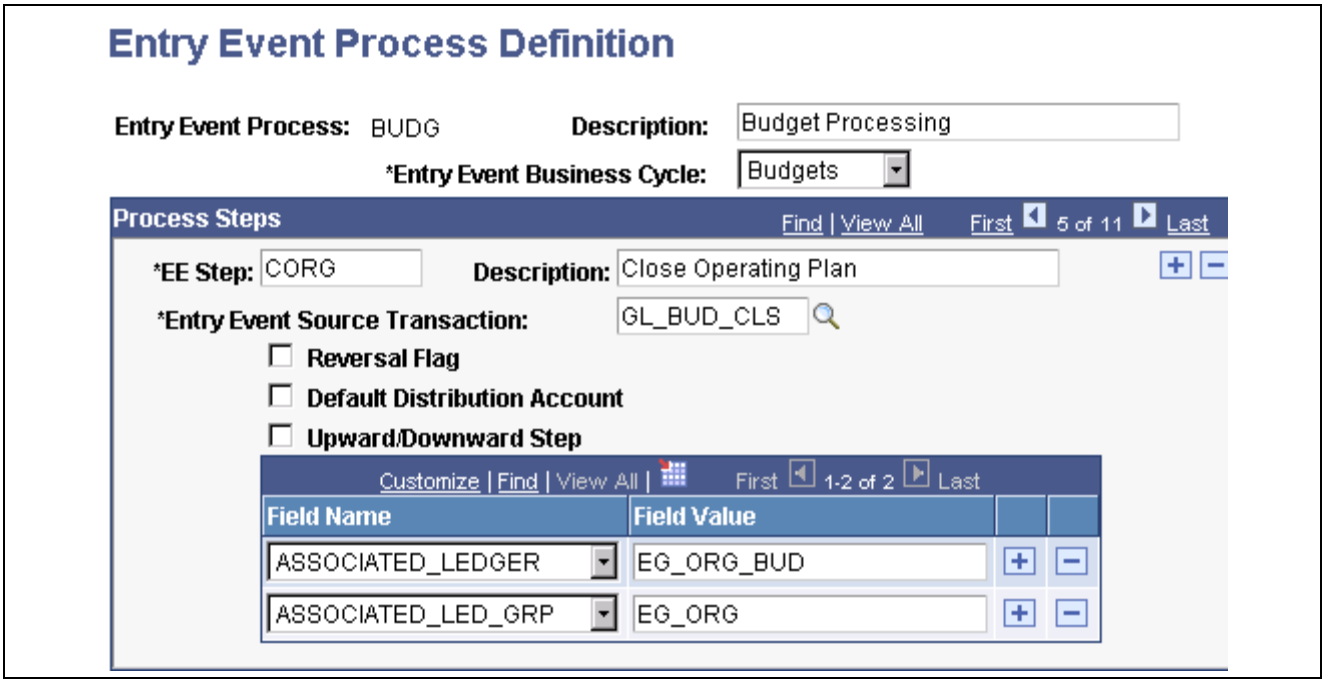
To set up entry events for Commitment Control budget close:

1. Set up the entry event process BUDG with two entry event steps based on the entry event source transactions:

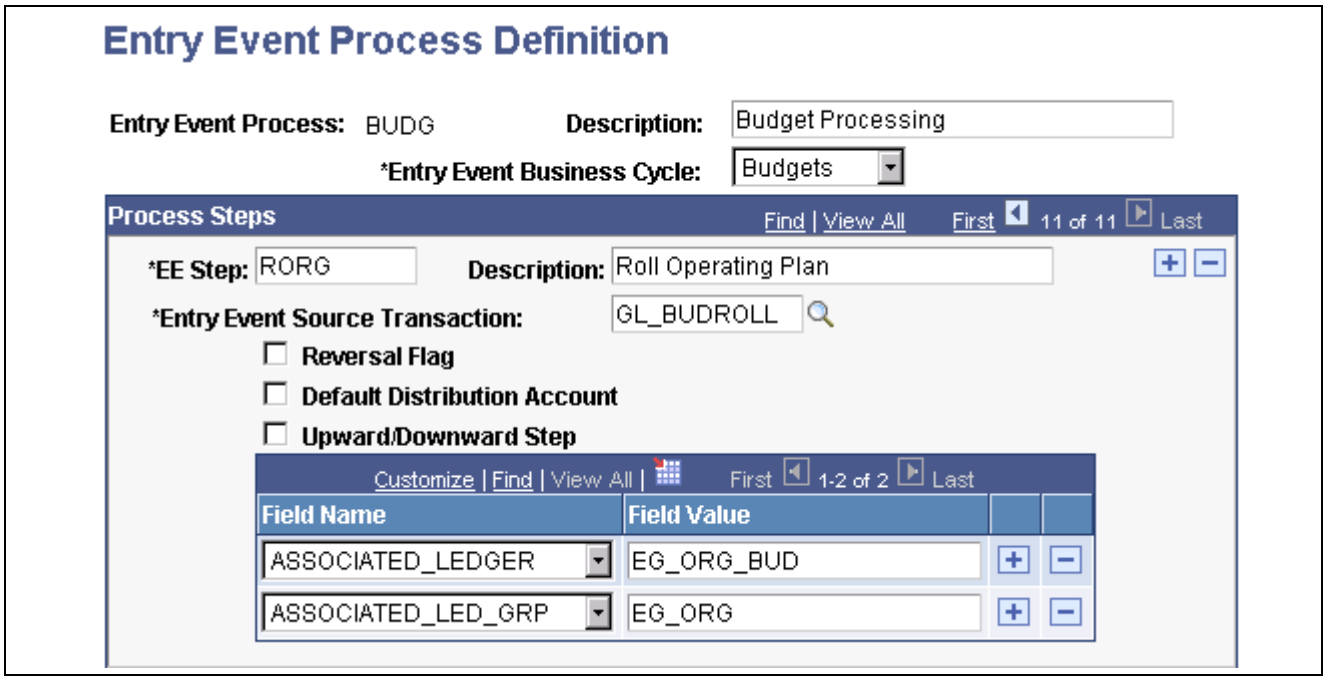
- GL_BUD_CLS for step CORG
- GL_BUDROLL for step RORG

2. Associate the appropriate ledger group and ledger.
3. Create an entry event code such as CLOSEYEAR for the process BUDG and add these steps:
   - CORG
   - RORG
4. Add the accounts to which you want to post the budget close accounting entries for each entry event step.

Note. Refer to the sample Entry Event Process Definition pages.



Entry Event Process Definition page - budget close step



Entry Event Process Definition page - roll forward step

Processing Entry Events in Commitment Control Budget Close

Example:

1. Budget for FY 2001: 1000.00 USD.
2. Expended: 400.00 USD.
3. Remainder: 600.00 USD.
4. Entry Event Code: CLOSEYEAR.
   - Entry Event Step: CORG and account 4610(DR) and 4510(CR).
   - Entry Event Step: RORG for account 4510 (DR) and 4610 (CR).

Based on this example, after you run the Commitment Control Budget Close process, select the Entry Event Processor to generate these accounting lines with which Journal Generator generates journals that are posted to the ledger and ledger group specified on the Entry Event Process Definition page.

Account	Fiscal Year	Accounting Period	Amount
4610	2001	998	600.00 USD
4510	2001	998	<600.00> USD
4510	2002	0	600.00 USD
4610	2002	0	<600.00> USD

CHAPTER 11

Using Alternate Account

This chapter provides an overview of alternate accounts and discusses how to:

- Enable alternate accounts.
- Add and map accounts and alternate accounts.

Understanding Alternate Accounts

In addition to the following overview, this section also discusses:

- Alternate account mapping and setID sharing.
- Prerequisites.

PeopleSoft delivers alternate account functionality for its applications as an optional feature to meet the accounting and reporting requirements of multinational organizations that operate in locations, jurisdictions, or countries where statutory or local chart of accounts and reporting rules are mandatory.

By using alternate account, you can enter and maintain both a statutory (local) account value and a corporate (internal) account value at the detail transaction level within General Ledger, as well as within its feeder applications. Alternate account operates with and fully supports the conventional corporate chart of accounts that is required for internal management and external financial reporting. You can also perform year-end closing on alternate account only.

Throughout this documentation ALTACCT, AltAccount, alternate account and local or statutory account are synonymous terms and are used interchangeably.

In addition, ACCOUNT, account, and internal or corporate account are synonymous terms and are also used interchangeably.

Implementing alternate account in General Ledger and its feeder systems, such as Receivables and Payables, requires close coordination of ChartFields, business units and ledgers within the system. Alternate account is best put into place when it is a part of the original overall implementation plan; however, you can add it at a later date.

Note. Alternate account is intended to fulfill a journal line statutory, or local, reporting requirement. Non-statutory ledger reporting can best be served by using trees, summary ledgers, and PS/nVision to manipulate the account structure and fulfill corporate ledger balance reconciliation and reporting requirements. Do not use the alternate account feature for ledger-level reporting requirements that are not associated with statutory compliance. The alternate account feature increases maintenance as it requires an additional detail chart of alternate accounts.

Alternate account is designed for international companies to meet local or national statutory requirements at the journal line or transaction level. Therefore, it is available in General Ledger, as well as general ledger feeder applications, subsystems, and other products, as detailed in the following list:

- Payables
- Receivables
- Asset Management
- Billing
- Expenses
- General Ledger
- Inventory
- Cash Management
- Deal Management
- Risk Management
- Order Management
- Projects
- Purchasing

General Ledger is not required to use alternate account with other PeopleSoft products.

You map ALTACCT and ACCOUNT values to one another in either a one-to-one or one-to-many relationship.

The basic level of reporting is defined by the level of detail in the statutory chart of accounts. The most common scenario is that of one or many account values mapped to one alternate account value. This mapping is done by using the Alternate Account page.

If you map one account value to one or many alternate account values, you use the Account page. The mapping of one corporate (internal) account to many statutory alternate accounts is less common. In this scenario, ALTACCT level detail does not contain the basic elements of the transactions in support of detailed alternate account reporting.

You can also provide values for ACCOUNT to ALTACCT and ALTACCT to ACCOUNT suspense. The Journal Edit process uses these entries as the suspense account and alternate account if an Account or Altacct value that is used in a journal is not mapped to an alternate account or account. Suspense entries are errors that must be corrected. If you leave the suspense fields blank, the Journal Edit process also shows the line as an error that must be corrected.

Although you can map an account to multiple alternate accounts and also map an alternate account to multiple accounts, you enter transactions in a one-to-one relationship.

When you enter a transaction in the General Ledger or its feeder systems by using a primary Account ChartField, or corporate accounts, the system also enters the transaction to the alternate account.

Similarly, when you enter a transaction to the Alternate Account ChartField, statutory accounts, the system enters the transaction to the corporate or primary account ChartField.

You can override these values by selecting other values from prompt lists that display only mapped values.

Alternate account relationships can be different for various countries or local reporting entities using PeopleSoft setID functionality.

You can also designate an alternate account value as a Control Account to make certain that control account updates are generated only through system processes. This helps to ensure that the total of the detail that is in the various related feeder systems, such as Accounts Payable, Billing and Accounts Receivable, equals the total of the control account that is maintained by the feeder system for the general ledger.

You can do consolidations over alternate account when you designate alternate account as the anchor ChartField. This provides added flexibility for multinational companies that prepare consolidated statutory financial statements in compliance with local or government reporting requirements.

Alternate Account Mapping and SetID Sharing

You map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting. When you couple this with the ability to share setIDs, you have a very efficient solution.

One account value identified by a setID can be mapped to 1 or many alternate account values. In turn, 1 alternate account value identified by a setID can be mapped to 1 or many account values. However, any given account or alternate account can be a part of only 1 such mapping.

The following rules govern mapping:

- Within the same setID, an account can only be mapped once to an alternate account in the same setID. In turn, within the same setID an alternate account can only be mapped once to an account in the same setID.
- If you attempt to map a given account to an alternate account or map an alternate account to an account that is already mapped within the same setID, you receive an error message indicating that the account or alternate account is already mapped.
- Within a given setID, you can map an account to multiple alternate accounts as long as each alternate account is in a different setID; an alternate account that is within a given setID can be mapped to multiple accounts as long as each account is in a different setID.

Consider the following examples:

Example 1 - Account>AltAcct Mappings (Same SetID for Account and Alternate Account):

Mapping #3 is not valid because ALTACCT 101000 is already mapped in Mapping #1 within the same setID to ACCOUNT 100100.

Mapping #5 is not valid because ACCOUNT 140100 is already mapped in Mapping #4 within the same setID to ALTACCT 140000.

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#1	MFG	100100	MFG	101000	Yes
#1	MFG	100100	MFG	101002	Yes
#2	MFG	109000	MFG	101003	Yes
#3	MFG	109100	MFG	101000	No

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#4	FS	140100	FS	140000	Yes
#4	FS	140101	FS	140000	Yes
#5	FS	140100	FS	140500	No

Example 2 - Account>AltAcct Mappings (Different SetIDs for Account and Alternate Account):

In Example 2, Mappings #1 and #2 have an ACCOUNT value mapped to several ALTACCT values having different setIDs.

Mapping #3a is not valid because the same ACCOUNT value in the same setID (101000 in CORP) is already a part of the one account to many alternate account mappings in Mapping #1.

Mapping #3b is not valid because the same ALTACCT value in the same setID (101003 in FRNC) is mapped to the same setID (CORP) for the account values.

Likewise, mapping #4 is not valid because the same ALTACCT value in the same setID (106001 in SPAN) is mapped to the same setID (CORP) for the account values.

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#1	CORP	101000	FRNC	101001	Yes
#1	CORP	101000	FRNC	101002	Yes
#1	CORP	101000	SPAN	102001	Yes
#1	CORP	101000	SPAN	101002	Yes
#1	CORP	101000	GMNY	103001	Yes
#1	CORP	101000	GMNY	103002	Yes
#2	CORP	105000	FRNC	105001	Yes
#2	CORP	105000	SPAN	106001	Yes
#2	CORP	105000	GMNY	107001	Yes

Mapping #	ACCOUNT SetID	ACCOUNT	ALTACCT SetID	ALTACCT	Is Mapping Valid?
#3a	CORP	101000	FRNC	101003	No
#3b	CORP	100000	FRNC	101003	No
#4	CORP	110000	SPAN	106001	No

Prompting for Account and Alternate Account and TableSet Sharing

To enable prompting for ACCOUNT and ALTACCT for a specific business unit, you must set up the appropriate setIDs for these prompts by creating tableset sharing definitions.

The following are examples of tableset sharing definitions for ACCOUNT and ALTACCT:

Set Control Value	Business Unit	TableSet Record Group	ACCOUNT SetID	ALTACCT SetID
M60	M60	FS_05	CORP	
		FS_40		FRNC
M61	M61	FS_05	CORP	
		FS_40		SPAN
M62	M62	FS_05	CORP	
				GMNY

In the above table, each business unit that is defined by the set control value has access only to the designated setIDs for the specific business unit. For example, when you create a journal for Business Unit M60, the prompting on ACCOUNT and ALTACCT appears as CORP and FRNC, respectively. Business Unit M60 does not have access to any ACCOUNTS or ALTACCTS under any other setIDs.

Prerequisites

In order to use alternate accounts, the following prerequisites apply.

- If you plan to identify specific business units that may use alternate accounts, you must set up the general ledger business units first.

- If you plan to enable subsystem applications to use alternate accounts, you must associate the business unit for the application to a general ledger business unit that is also using the Alternate Account feature on the Ledgers For A Unit page.

See Also

Chapter 6, "Defining and Using ChartFields," Entering and Maintaining ChartField Values, page 204

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Defining Your Operational Structure," Defining General Ledger Business Units

Enabling Alternate Accounts

To enable alternate accounts, use the Installation component (INSTALLATION) and the Ledgers For A Unit component (BUSINESS_UNIT_LED). Use the EM_BUS_UNIT_LED component interface to load data into the tables for the BUSINESS_UNIT_LED component.

This section discusses how to:

- Enable alternate account at the installation level.
- Enable alternate account at the ledger group and business unit level.

Pages Used to Enable Alternate Account

Page Name	Object Name	Navigation	Usage
Overall	INSTALLATION_FS1	Set Up Financials/Supply Management, Install, Installation Options, Overall	Enables the use of alternate accounts.
Definition	BUSINESS_UNIT_LED1	Set Up Financials/Supply Management, Business Unit Related, General Ledger, Ledgers For A Unit, Definition	You can enable a particular ledger group in a business unit for alternate accounts, provided that alternate account is enabled at the installation level.

Enabling Alternate Account at the Installation Level

Access the Installation Options - Overall page.

To enable alternate account at the installation level select the Enable Alternate Account check box. When you click this check box, pages and views in the various applications show alternate account related fields and enable dynamic prompting. In addition, journal generator creates journal entries at a minimum level of ACCOUNT and ALTACCT.

If you do not select this check box, the various products do not display alternate account fields and prompt lists, and journal generator only creates journal entries at a minimum level of ACCOUNT.

Enabling Alternate Account at the Ledger Group and Business Unit Level

Access the Ledgers For A Unit - Definition page.

To enable alternate accounts at the business unit and ledger group level:

1. Select a business unit that requires the use of alternate accounts.
2. Select the Enable Alternate Accounts check box for each detail ledger group that might require the use of alternate accounts. The Acct > Alt Suspense and Alt > Acct Suspense fields become available for entry. Typically suspense accounts hold offsetting values to ensure balanced ledgers and journals. You must later return to these suspense accounts to correct the distribution.
3. Select the alternate suspense account for the first field and the account suspense account for the second field.

Note. If you select the Enable Alternate Account check box but do not define a mapping option for the alternate account on the Account or Alternate Account page, the system uses the suspense account that you define on the Ledgers For A Unit - Definition page.

See Also

Chapter 13, “Setting Up Ledgers,” Defining Ledgers for a Business Unit, page 408

Adding and Mapping Accounts and Alternate Accounts

To add and map accounts and alternate accounts, use the Account component (GL_ACCOUNT) and the Alternate Account component (ALTACCT). Use the ACCOUNT_CF component interface and the ALTACCT_CF component interface to load data into the tables for these components.

Add or updated on the *one* side of the *one to many* relation. For example, to map one account to many alternate accounts, enter the mappings using the GL_ACCOUNT (Account) component.

This section discusses how to:

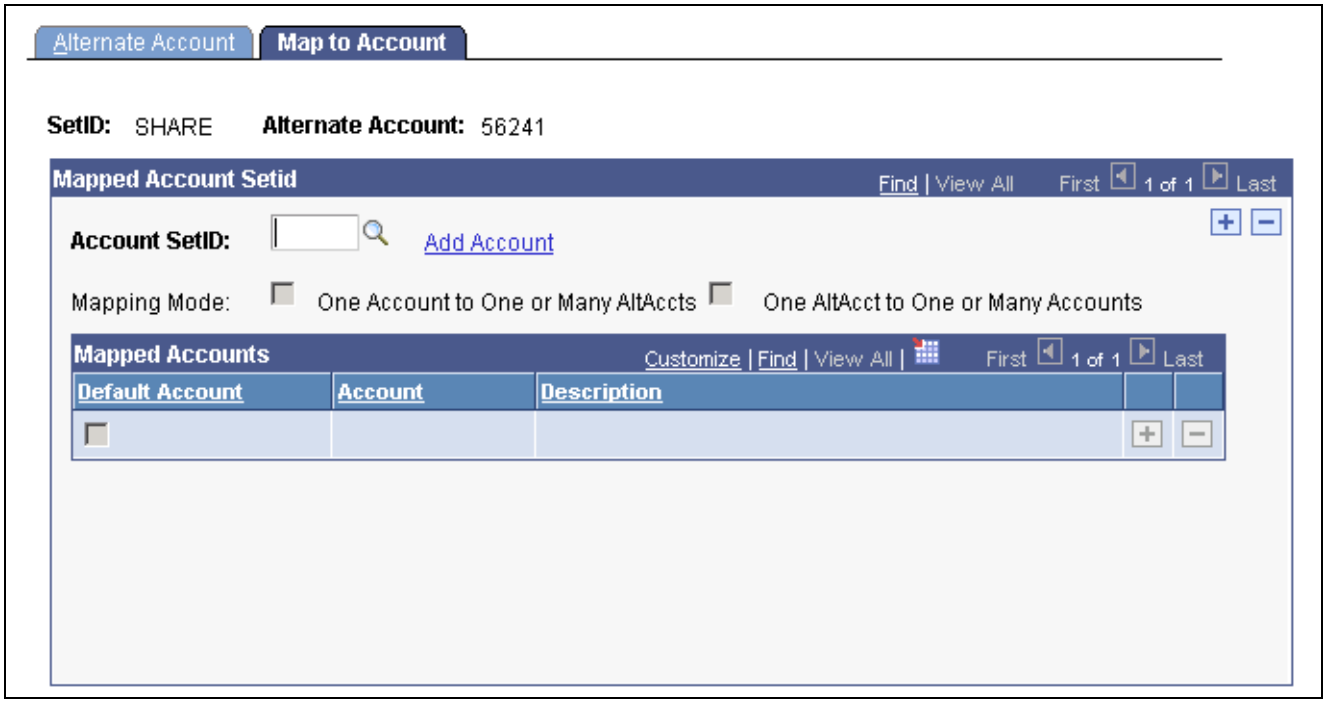
- Add and map alternate accounts to accounts.
- Add and map accounts to alternate accounts.

Pages Used to Add or Map Alternate Accounts

Page Name	Object Name	Navigation	Usage
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account	Add or modify Account ChartFields.
Map to Alternate Account	ACC_XREF	Click the Map to Alternate Account tab.	Map a corporate chart of accounts to one or many statutory charts of accounts. For example, you could have one chart of accounts for each country or local office that requires statutory accounting and reporting.
Alternate Account	ALTACCT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Alternate Account	Add or modify Alternate Account ChartFields.
Map to Account	ALT_XREF	Click the Map to Account tab.	Maps an alternate account to one or more accounts.

Adding and Mapping Alternate Accounts to Accounts

Access the Map to Account page.



Alternate Account — Map to Account page

Account SetID If any accounts are already mapped to this alternate account, the setID of the account displaying in the Mapped Accounts scroll area appears in the Account SetID field. Click the Add a New Row button to select another account setID. This enables the Account field that is in the Mapped Accounts region. You can then select an account for the selected setID to map to this alternate account. If you click the Add a New Row button in the Mapped Accounts grid, you can map a second account by using the same setID as the first account.

Add Account Click this link to add a new account to the chart of accounts that does not exist for the selected setID. This takes you to the Account ChartField definition page, where you enter the information for the new account and select apply. You return to the Map to Account page where you can now select the setID and new account to add to the page.

Mapping Mode One of the following options is not selected by the system until you link the account value with one or more alternate account values or you link one alternate account value to more than one accounts.

- *If One Account to One or Many Altaccts.*
- *One Altacct to One or Many Accounts.*

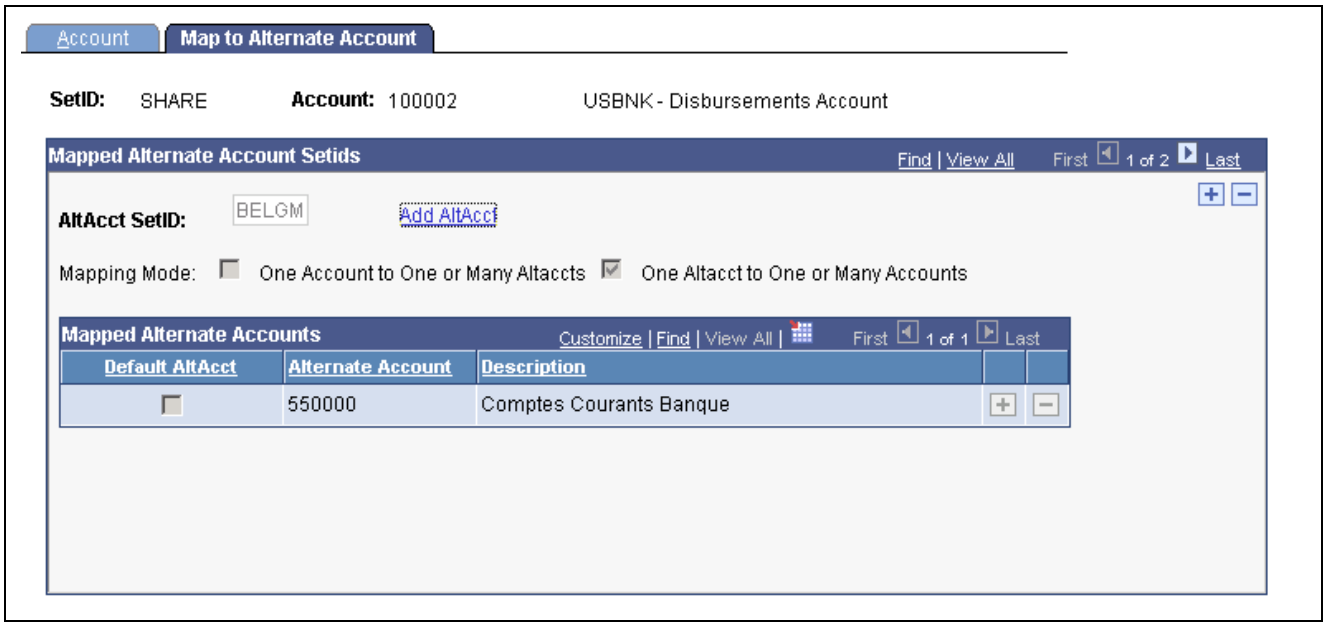
You must specify a default alternate account before you can save this page.

Mapped Accounts Scroll to enter the accounts from the selected setID that you want to map or link to this alternate account. Later, when you enter an alternate account value as part of a transaction, you can use only the account values that you define in this scroll. The Mapping Mode check box that you select determines the relationship of these ChartFields. The selections on opposing mapping pages for alternate account and account are grayed to prevent many-to-many relationships

Default Account Select an account in the scroll to enable the system to use that account as the default account on transaction entry pages. The system uses this account during processing for a particular alternate account. If you enter the alternate account first on the journal line, the analytical account appears by default based on the value that you specify on this page. You must specify a default account before you can save the page.

Adding and Mapping Accounts to Alternate Accounts

Access the Map to Alternate Account page.



Account - Map to Alternate Account page

Use this page to map the one account value to one or more alternate account values or to map the account value to only one alternate account. This page works like the Alternate Account - Map to Account page that is described previously. The difference is that you map an account to one or more alternate accounts by using this page, while on the previous alternate account page you map an alternate account to one or more accounts.

See Also

Chapter 11, “Using Alternate Account,” Adding and Mapping Alternate Accounts to Accounts, page 360

CHAPTER 12

Defining Accounting Calendars

This chapter provides an overview of accounting calendars based on open and close periods and discusses how to:

- Set up calendar builder.
- Define detail calendars.
- Define summary calendars.
- Define business calendars.
- Define and update open periods and adjustment periods.

Understanding Accounting Calendars Based on Open and Close Periods

You can establish an accounting period configuration based on the beginning and ending period dates that you normally use, and combine these periods to create calendars. These accounting calendars define the time periods to which you post transactions for different transaction types, ledger groups, ledger codes, and business units. Set up calendars along with ledger codes, ledger groups, and business units according to your accounting environment.

General Ledger supports multiple calendars, so you can keep separate calendars for actuals, for budget and forecast activity, and for special reporting or transitional needs. Only one calendar can be active for a ledger at a given time.

The PeopleSoft system uses the following calendar definition options:

Calendar Builder Use to create a base calendar that is the starting point for creating other calendars such as the detail calendar.

Detail Calendar Define detail calendars to include the number and duration of accounting periods in your fiscal year and the beginning and ending dates for each period. This option also identifies the adjustment periods for the calendar. Posting is directly tied to the ledger group's calendar. Transactions are posted to the open period that corresponds to the journal date and to the adjustment period that you specify on the journal header. You can have any number of periods or years open at any time. If you use Asset Management, you can set up your depreciation allocations based on the detail calendars that you define.

Summary Calendar (Optional) Use summary calendars to group detail calendar periods for inquiries and reporting, such as quarterly reports and semiannual reviews. While you must use detail calendars to control the posting of journals to a detail ledger, you use summary calendars with a summary ledger to further

collapse your data across detail calendar periods. The accounting period on your summary ledger data corresponds to the summary calendar periods that you define. While you can associate a detail calendar with your summary ledger, you *cannot* use a summary calendar with your detail ledger.

Business Calendar (Optional) Use to create the business (or working) calendar that identifies holidays and nonworking days. Once you define one or more of these calendars, link it to the business unit in the Holiday List ID field on the General Ledger Definition - Definition page. The only ledgers that recognize the business calendar are those with a default ledger type of Standard ledger template set up on the Ledger Template - Record Definitions page.

When you enter journals on the journal entry pages or run the Journal Generator process (FS_JGEN), the system edits the journal date to ensure that it falls on a working day. The Journal Edit process (GL_JEDIT) checks the journal date to verify that it falls on a working day in that business calendar. If the process finds that the journal date is not a working day, it marks the journal as an error. Because you cannot change the journal date, copy the journal to another date using the Copy Journal function, and delete the original journal (the one marked as in error).

For reversals, the Journal Edit process, not the Journal Post process (GLPPPOST), populates the reversal date. If you selected either *End of Next Period* or *Beginning of Next Period* for the reversal date on the journal header, the Journal Edit process changes the date if the date is not a working date. If you selected *Beginning of Next Period*, it uses the first valid working day in the next period. If you selected *End of Next Period*, it uses the last valid working day in the next period.

You can enter a specific journal date for reversals only when you enter journals using the Journal Entry pages. If you specify a date, the system edits the date at that time and requires you to enter a valid working date.

Used to manually define fiscal and nonfiscal detail budget period calendars for use with Commitment Control budgets.

Budget Period Calendar Use to manually define fiscal and nonfiscal detail budget period calendars for use with Commitment Control budgets.

Budget Period Calendar Builder Use to automatically define budget period calendars for use with Commitment Control budgets.

Summary BP Calendar (summary budget period calendar) Use to create a summary budget period calendar, based on a predefined detail budget period calendar, for use with Commitment Control budgets.

Scheduling Options Use to define scheduling options for various activities.

See Also

Chapter 2, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Schedules, page 44

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, “Setting Up Basic Commitment Control Options,” Defining Commitment Control Budget Period Calendars

Adjustments and Other Special Periods

You can have as many adjustment periods (up to 3 digits) as necessary to capture adjustments according to your business practices. Define these adjustment periods on your detail calendars. For example, you can set up adjustment periods to capture adjustments for different parts of the year: one to capture adjustments for the first half of the year, one for the second half of the year, and one for the full year. You can set up adjustment periods to capture different types of adjustments: one for supervisor-related adjustments to that supervisor's department journals, one for adjustments based on internal audits, one for adjustments based on external audits, and one for adjustments related to a tax authority.

General Ledger maintains the following special periods that are not stored in normal calendar periods, so that they do not distort the period-to-period or year-to-year results. You can include them when you run reports, inquiries, or other processes such as summary ledgers.

Period 0 Use to store the balance forward amounts or the balance at the beginning of each year. For balance sheet accounts, this represents the opening balance. Although normally zero for profit and loss accounts, this period can contain inception-to-date totals for the ChartFields that you specify on the P/L Roll Forward Options page in your closing rule. General Ledger updates this period only during the closing process.

Period 998 Use to store adjustment entries. You can create other adjustment periods to use instead of, or in addition to, the default adjustment period. Indicate an adjusting entry when you enter journals by selecting the Adjustment Entry check box on the Journal Entry - Header page.

Period 999 Use to store the results of year-end closing. The year-end closing entry to book the current year net income to retained earnings is posted here. General Ledger updates this period during the closing process only.

Note. Set up adjustment periods *sequentially*—for example, 901 through 912, corresponding to accounting periods 1 to 12.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Calculating Average Balances," Adjustments in ADB

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Managing Interim and Year End Closing," Performing Year End Closing

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Managing Interim and Year End Closing," Performing Interim Closing

Open Periods

General Ledger stores in its ledgers the activity for each accounting period defined in the calendar for the business unit and ledger group. Determine the beginning and end date of each period according to the calendar associated with each business unit and ledger group. Additionally, identify which periods are open (periods in which transactions can be posted) for each business unit, transaction type, ledger group, and ledger code.

Many PeopleSoft applications identify their open periods from the associated General Ledger business unit's calendar and open periods. When General Ledger closes periods for a business unit, all applications associated with that business unit are closed at the same time and transactions cannot be entered into the closed period. This is to ensure that no entries are recorded after financial statements are created.

You can also book accounting transactions according to different and often conflicting accounting principles for one business unit in one ledger and maintain these entries in compliance with the various rules promulgated by governments and regulatory organizations. To use multiple generally accepted accounting principles (GAAP), the PeopleSoft system uses book codes and ledger codes to create subsets of a ledger that enable you to simultaneously enter transactions into the subsets while maintaining their balances according to the accounting principles applicable to each subset. These book codes and ledger codes facilitate making prior period adjustments.

Transaction types as defined by the PeopleSoft system enable you to control which transactions are open and closed for further processing within a business cycle for both General Ledger journal entries and individual application transactions.

The following PeopleSoft applications can require open period date ranges independently of General Ledger and each other. For the applications that can have separate open period ranges, the open periods are defined for each business unit. Date ranges for open periods in an application can be the same as the open period date ranges for the associated general ledger business unit or they can be different. You can change these dates for applications by entering lag days or by changing the beginning and ending dates for the open period:

- Asset Management
- Billing
- Expense
- Accounts Payable
- Accounts Receivable
- Projects

Lag days can be at the beginning of the period, at the end of the period, or both. When you enter beginning lag days, the system calculates the first open date based on the from open period and year plus the lag days. For example, suppose that the from open period and year is second period 2003, and the first date of that period (as defined for the associated general ledger business unit) is April 1, 2003. If you enter *-3* lag days for PAccounts Payable (AP), the system calculates the first date of the open period for accounts payable as March 29, 2003. The system calculates end lag days in a similar manner.

Begin lag days enables you to enter transactions in an accounting period before the General Ledger start date of that accounting period. End lag days closes the accounting period before the General Ledger close date for the accounting period. Application transactions that you enter after the application-calculated close date are applied to the next period, even though the period is still open in General Ledger.

Lag days can be zero or a negative number only. This prevents you from inadvertently defining an application's open period end date (that is, the period closing date) as later than the period closing date as assigned for the associated General Ledger business unit.

Some customers have many legal entities that require their own set of books. The resulting number of ledgers and business units require the ability to perform mass updates rather than individually updating each business unit and ledger group's open periods. Mass updates enable you to change the open periods for a number of business units and ledger groups at the same time. Additionally, you can migrate mass changes that you make for General Ledger to other applications.

Individual and Mass Updating of Open Periods

Once you identify open periods, you can update them using any of the following methods:

- Individual updates by business unit (for applications) or by business unit and ledger group (for General Ledger) using the Open Period Update page or the Open Periods Mass Update page.

- Mass updates across business units (for applications) or across business units and ledger groups (for General Ledger) using the Open Periods Mass Update page.
- Mass updates to applications' open periods using the migrate feature on the Open Periods Mass Update page.

  This feature migrates open period changes from General Ledger to other applications.

Post journal entries to the open periods defined on the Open Periods Mass Update page or the Open Period page only.

An advantage of using lag days to define date ranges for an application's open period is evident when you perform mass updates. You enter period beginning and end dates, which are applied to each of the business unit and transactions types within the application. If you have lag days defined for each of the business units, the lag days remain the same, and the application date range is calculated relative to the date range for the associated general ledger business unit. For example, suppose that the first date of the open period is April 1, 2003 with –3 lag days making the application's period start date March 29, 2003. When you change the period start date to April 5, 2003, the –3 lag days still apply, and the period start date for the application becomes April 2, 2003. With lag days, you can make one change that affects many business units but still results in different period start and end dates for each business unit.

Unit	General Ledger Period Start	Lag Days	Calculated Application Period Start	Changed GL Period Start (Mass Update)	Lag Days (Same)	New Application Period Start (After Mass Update)
US004	April 1, 2003	–3	March 29, 2003	May 1, 2003	–3	April 28, 2003
US005	April 1, 2003	0	April 1, 2003	May 1, 2003	0	May 1, 2003
US006	April 1, 2003	–2	March 30, 2002	May 1, 2003	–2	April 29, 2003

Note. This assumes that there is no business calendar associated with the business unit.

Another way to define period start and end dates for an application business unit differently from the associated general ledger business unit is to enter different period start dates and period end dates. The result is the same, but you lose the advantage of mass updates.

Note. If you must make adjustments to a closed period, reopen the closed period, and if the ledgers or journals for that period have been archived, restore the archived ledgers or journals before you make adjustments.

See Also

Chapter 6, "Defining and Using ChartFields," Adding Book Code Values, page 210

Chapter 6, "Defining and Using ChartFields," Adding Adjustment Type Values, page 211

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

Setting Up Calendar Builder

Use the base calendar to define other calendars, such as a detail daily calendar for average daily balances or a detail monthly calendar.

To set up Calendar Builder, use the Calendar Builder component (CALENDAR_BUILDER).

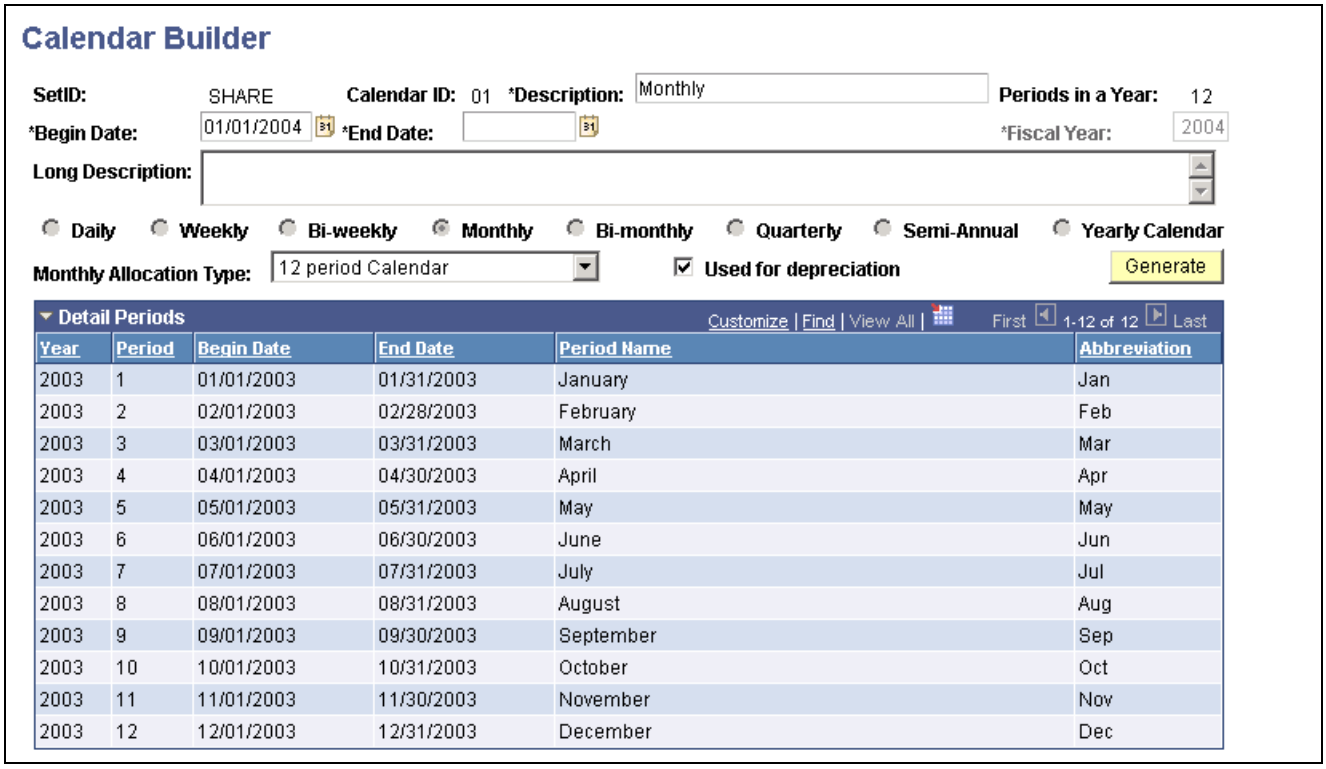
This section discusses how to set up Calendar Builder.

Page Used to Set Up Calendar Builder

Page Name	Object Name	Navigation	Usage
Calendar Builder	CALENDAR_BUILDER	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Calendar Builder	Define a calendar for use as the base for other calendars. The calendar that you first create becomes by default a detail calendar.

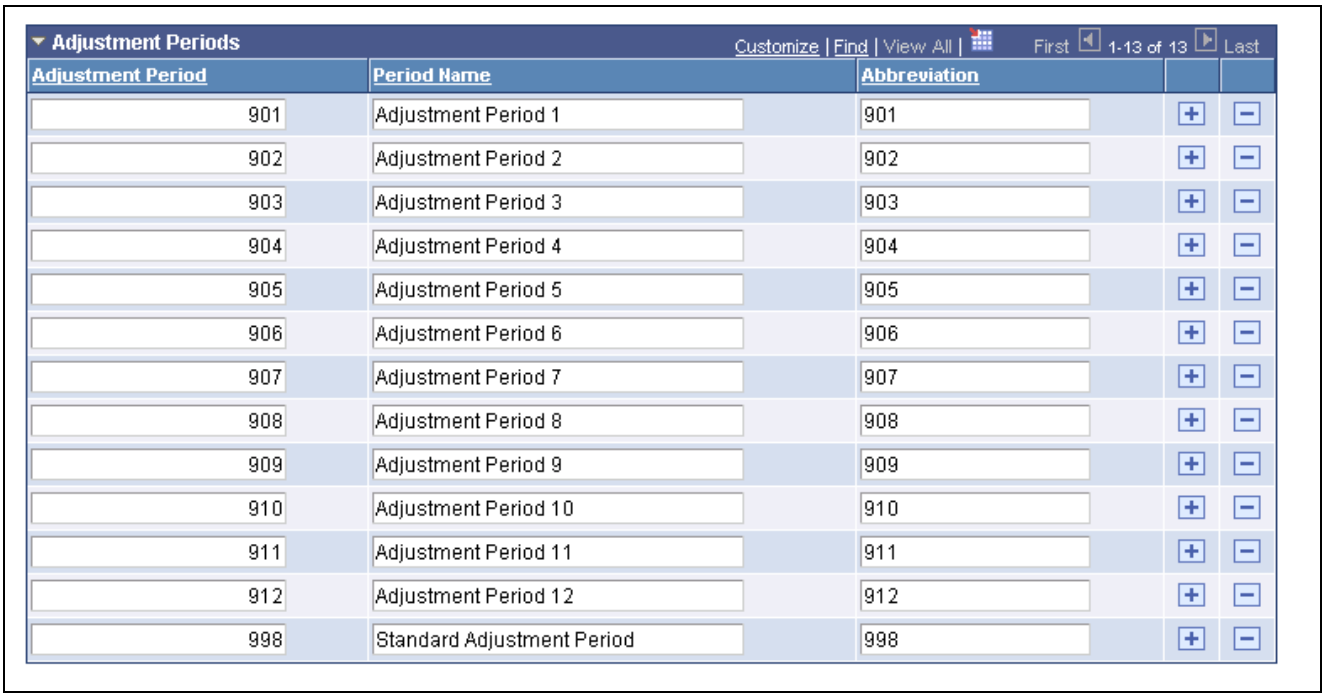
Setting Up Calendar Builder

Access the Calendar Builder page.



Year	Period	Begin Date	End Date	Period Name	Abbreviation
2003	1	01/01/2003	01/31/2003	January	Jan
2003	2	02/01/2003	02/28/2003	February	Feb
2003	3	03/01/2003	03/31/2003	March	Mar
2003	4	04/01/2003	04/30/2003	April	Apr
2003	5	05/01/2003	05/31/2003	May	May
2003	6	06/01/2003	06/30/2003	June	Jun
2003	7	07/01/2003	07/31/2003	July	Jul
2003	8	08/01/2003	08/31/2003	August	Aug
2003	9	09/01/2003	09/30/2003	September	Sep
2003	10	10/01/2003	10/31/2003	October	Oct
2003	11	11/01/2003	11/30/2003	November	Nov
2003	12	12/01/2003	12/31/2003	December	Dec

Calendar Builder page (1 of 2)



Adjustment Periods — Customize | Find | View All | First 1-13 of 13 Last

Adjustment Period	Period Name	Abbreviation
901	Adjustment Period 1	901
902	Adjustment Period 2	902
903	Adjustment Period 3	903
904	Adjustment Period 4	904
905	Adjustment Period 5	905
906	Adjustment Period 6	906
907	Adjustment Period 7	907
908	Adjustment Period 8	908
909	Adjustment Period 9	909
910	Adjustment Period 10	910
911	Adjustment Period 11	911
912	Adjustment Period 12	912
998	Standard Adjustment Period	998

Calendar Builder page (2 of 2)

Calendar ID Enter the calendar identifier to appear on prompt lists, inquiries, and reports.

Description Enter a value, such as *Fiscal Year* or *Monthly.*

Begin Date and **End Date** Enter a range of periods for the generated calendar.

Fiscal Year Displays the year based on the beginning date of the period. You can change this year.

Periods in a Year Displays a value based on the option that you select:

- Daily
- Weekly
- Bi-weekly
- Monthly
- Bi-Monthly
- Quarterly
- Semi-Annual
- Yearly Calendar

Monthly Allocation Type Select from the following values to account for the different period allocations for a monthly calendar period:

- *12 period Calendar*
- *13 period Calendar*
- *445 Calendar (4 weeks, 4 weeks, 5 weeks)*
- *454 Calendar (4 weeks, 5 weeks, 4 weeks)*

- *544 Calendar (5 weeks, 4 weeks, 4 weeks)*

Used for Depreciation Select only if you have Asset Management installed and are defining a detail calendar to create the depreciation allocation period. Assign a period and year for depreciation.

Generate Click to generate the calendar and display the detail periods. You can make changes and regenerate the calendar.

Adjustment Period You can have as many adjustment periods as you need to capture adjustments according to your business practices.

The value *998* is the default period for fiscal year-end adjustments. If you have only one adjustment period, accept the default.

If you have other adjustment periods, enter them as additions to or as a replacement for the default adjustment period. Enter an adjustment period name and abbreviation for each adjustment period. A period (for example, 901 or 902) identifies an adjustment period. A period cannot be an actual period (such as 1 through 12 for a monthly calendar) or any of the system-maintained periods (such as 0 or 999).

Note. Calendar Builder enables you to modify the calendar name and description only, and to generate prior fiscal year periods. To define a calendar further, use the other calendar options such as Detail or Summary. You can use the other calendar pages to display and modify a calendar created on the Calendar Builder page.

See Also

Chapter 12, "Defining Accounting Calendars," Adjustments and Other Special Periods, page 365

Defining Detail Calendars

To define Detail Calendars, use the Detail Calendar component (DETAIL_CALENDAR).

This section discusses how to:

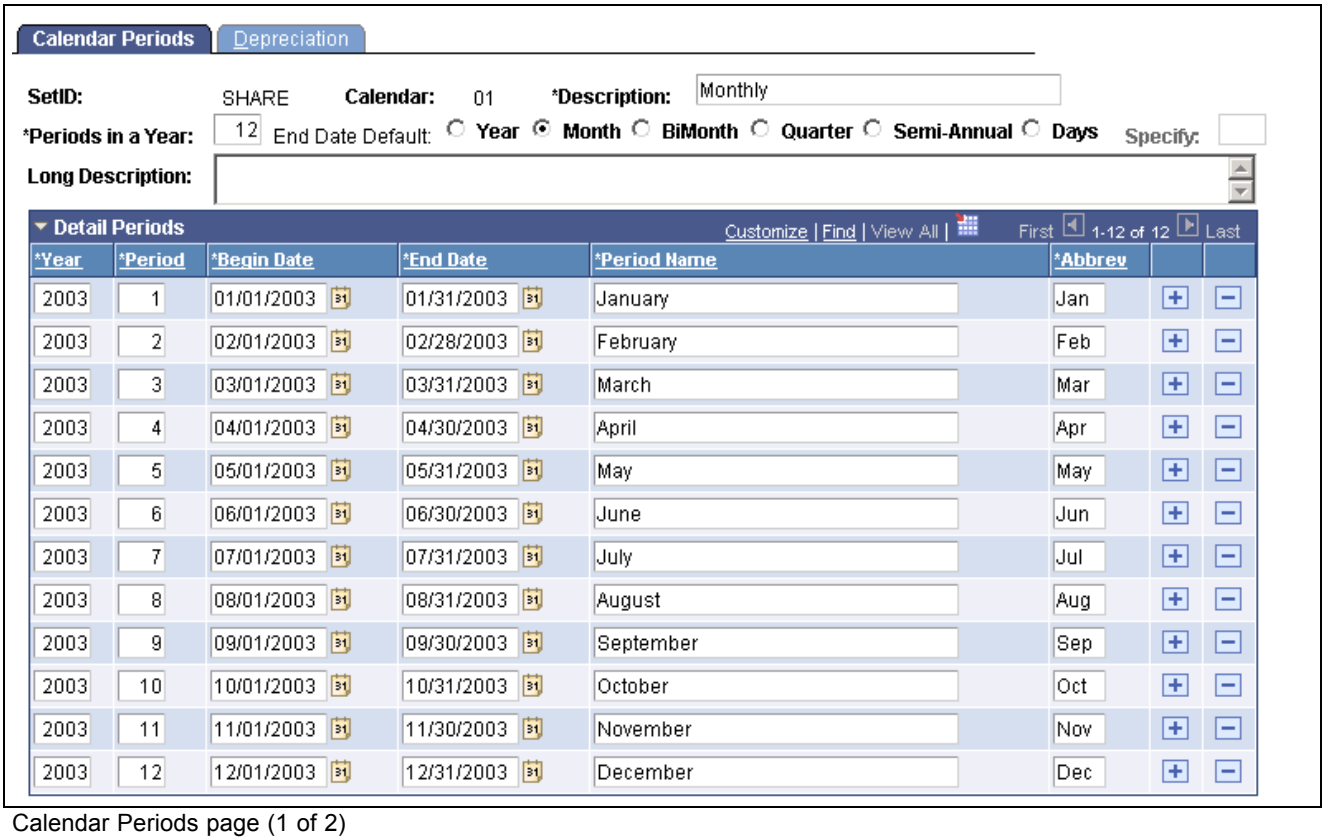
- Enter detail calendar periods.
- Enter depreciation detail periods.

Pages Used to Define Detail Calendars

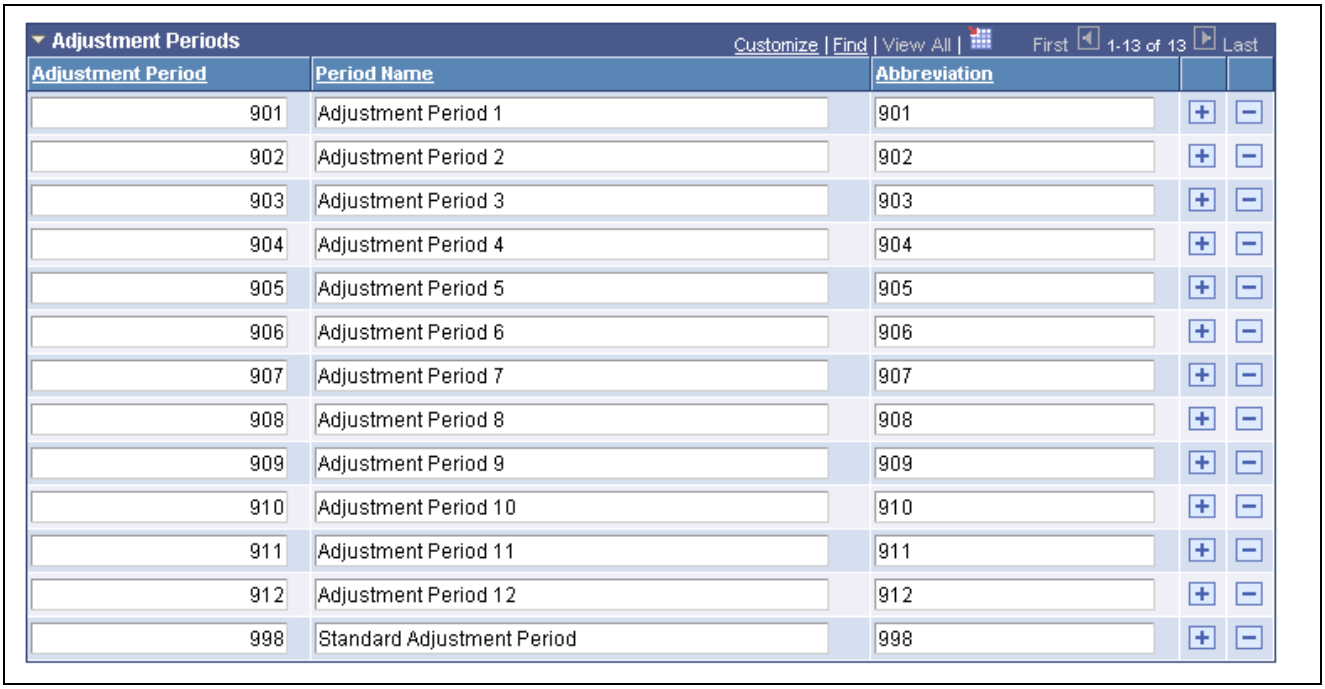
Page Name	Object Name	Navigation	Usage
Calendar Periods	DETAIL_CALENDAR1	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods	Detail calendars, each identified by a unique alphanumeric code, define how many accounting periods are in your fiscal year and the beginning and ending dates for each period. They determine the accounting period to which you post journal entries and other transactions.
Depreciation	DETAIL_CALENDAR2	Select the Depreciation tab on the Calendar Periods page.	Set up depreciation allocations per calendar period.

Entering Detail Calendar Periods

Access the Calendar Periods page.



Calendar Periods page (1 of 2)



Adjustment Periods — Customize | Find | View All | First 1-13 of 13 Last

Adjustment Period	Period Name	Abbreviation
901	Adjustment Period 1	901
902	Adjustment Period 2	902
903	Adjustment Period 3	903
904	Adjustment Period 4	904
905	Adjustment Period 5	905
906	Adjustment Period 6	906
907	Adjustment Period 7	907
908	Adjustment Period 8	908
909	Adjustment Period 9	909
910	Adjustment Period 10	910
911	Adjustment Period 11	911
912	Adjustment Period 12	912
998	Standard Adjustment Period	998

Calendar Periods page (2 of 2)

You can define a detail calendar from scratch, or you can use a base calendar, defined in Calendar Builder, to create a detail calendar and further define it using the Calendar Periods page.

Calendar Enter the calendar ID or name to appear on prompt lists, inquiries, and reports. If you select a calendar that you built using Calendar Builder, you can change the name.

Periods in a Year Enter the number of periods based on the type of calendar. Do not count adjustment periods or special system-maintained periods (0, 998, 999). PS/nVision reporting uses the number of periods that you enter here to identify TimeSpans that roll from one year into another, such as a *rolling* 12-month report.

End Date Default Select an end date default. Options are: Year, Month, BiMonth, Quarter, SemiAnnual, and Days.

Specify Enter the number of days to include on your calendar if you select Days in the End Date Default field. For example, enter *365*.

Detail Periods To create a new detail calendar rather than set one up in Calendar Builder, enter the first row of detail and include the Year, Period, Begin Date, End Date, Period Name, and Abbreviation values for period 1. When you add one or more rows, the system updates each row with the correct year, period, begin, and end dates. Enter the period name and abbreviation for each new row only. Every day of the year must be included in a period; *do not* leave gaps between period dates, and *do not* allow dates to overlap.

Adjustment Period The period 998 is the default period for fiscal year-end adjustments. If you have only one adjustment period, accept the default.

If you have other adjustment periods, enter them in addition to or as a replacement for the default adjustment period. Enter an adjustment period, period name, and abbreviation for each adjustment period. Adjustment period

(for example, 901 or 902) identifies the adjustment period. The adjustment period *cannot* be an actual period (such as 1 through 12 for a monthly calendar) or any of the system-maintained periods (such as 0 or 999).

See Also

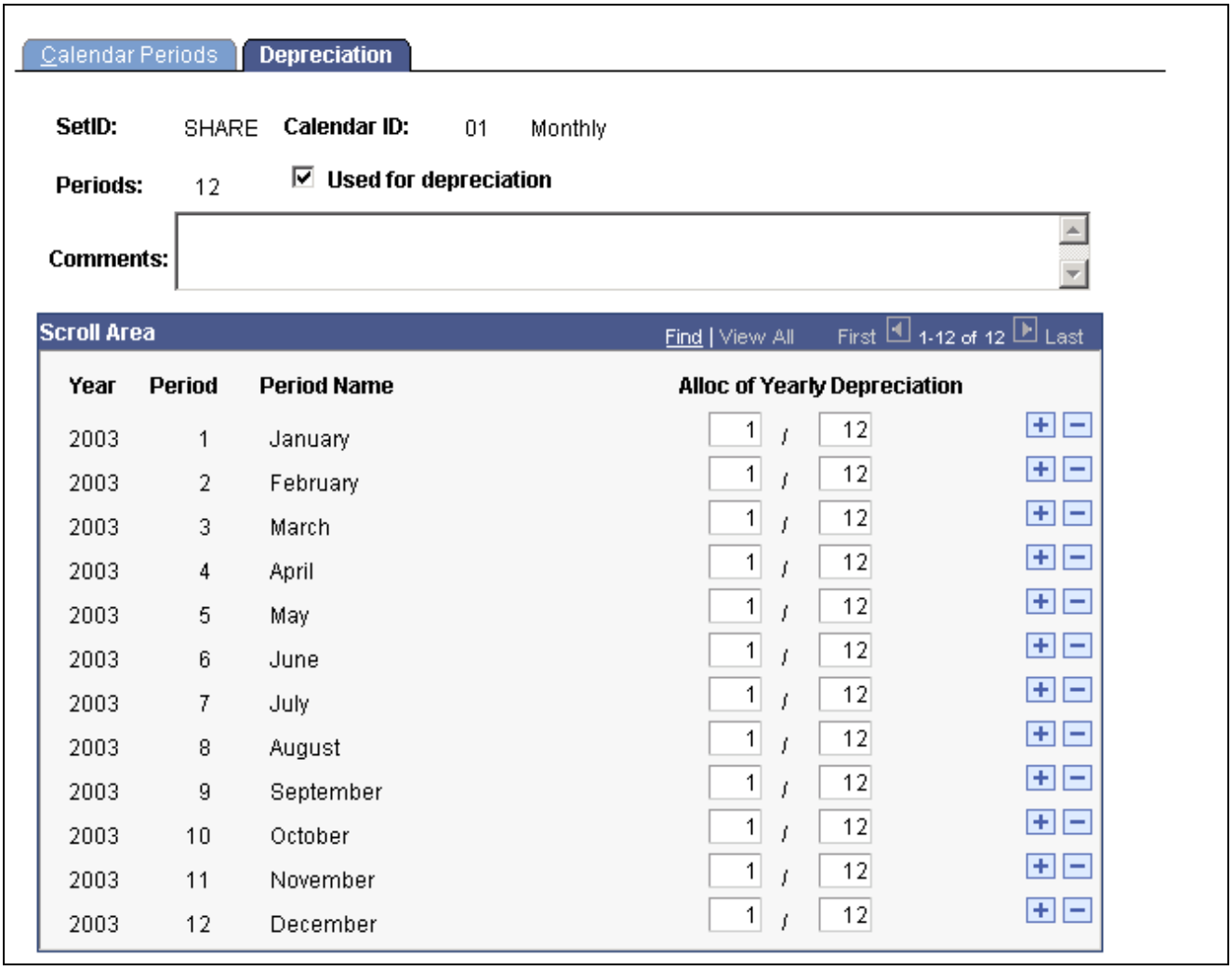
Chapter 12, "Defining Accounting Calendars," Adjustments and Other Special Periods, page 365

Chapter 13, "Setting Up Ledgers," Using TimeSpans, page 434

Chapter 13, "Setting Up Ledgers," Defining Ledgers for a Business Unit, page 408

Entering Depreciation Detail Periods

Access the Depreciation page.



Depreciation page

Use this page of a detail calendar if you are using Asset Management. In each calendar that you establish, define the number of periods across which to allocate annual depreciation.

Alloc of Yearly Depreciation (allocation of yearly depreciation) The depreciation allocation period that you establish here is used to determine how much of the annual depreciation calculated in Asset Management for each asset is allocated to each defined period. You can set up as many periods for as many years as you want by adding lines to the detail calendar. You can also modify the depreciation allocation on this page.

Defining Summary Calendars

To define Summary Calendars, use the Summary Calendar component (SUMMARY_CALENDAR).

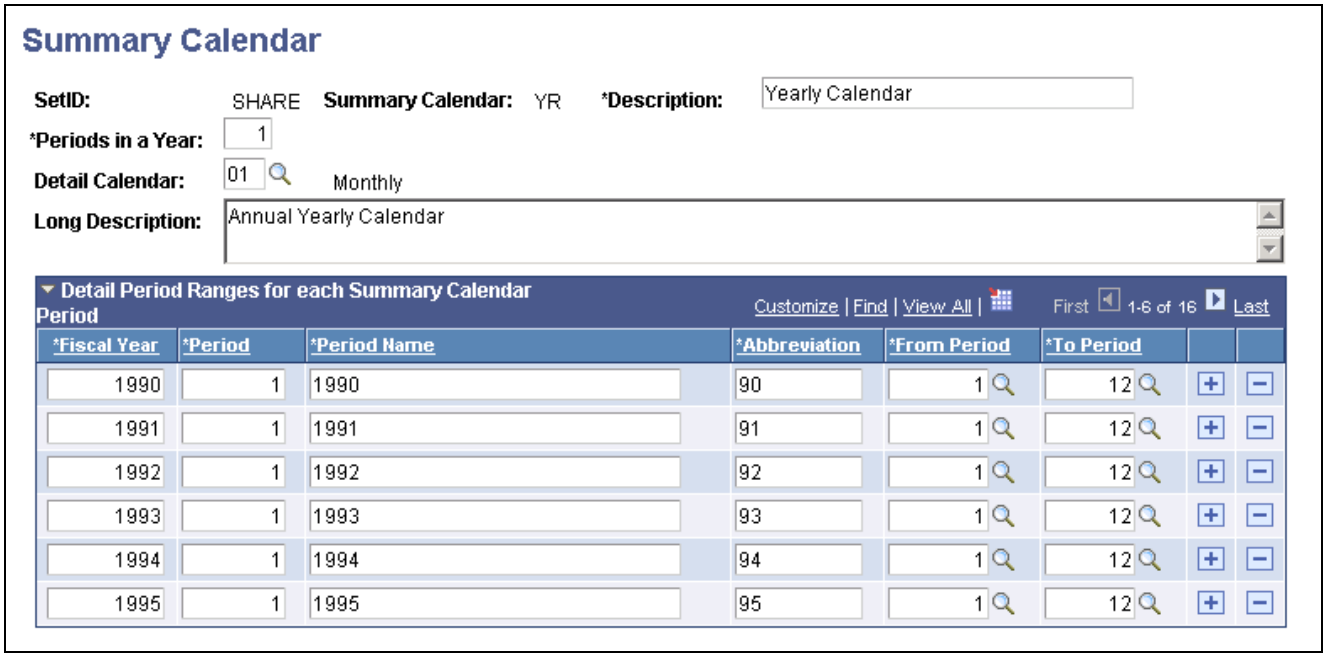
This section discusses how to set up summary calendars.

Page Used to Define Summary Calendars

Page Name	Object Name	Navigation	Usage
Summary Calendar	SUMMARY_CALENDAR	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Summary Calendar, Summary Calendar	Summarizes the detail calendar into a specified number of periods used with summary ledgers to produce summary reports.

Setting Up Summary Calendars

Access the Summary Calendar page.



Summary Calendar page

Summary Calendar Enter the calendar's name or title to appear on pages, reports, and online inquiries.

Periods in a Year Specify the number of periods in the accounting year for this calendar. PS/nVision reporting uses the number of periods to identify TimeSpans that roll from one year into another, such as a rolling 12-month report.

Detail Calendar Select a detail calendar. Every summary calendar must be based on a detail calendar.

Fiscal Year, Period, Period Name, and **Abbreviation** Enter the information for each summary fiscal year, each summary period in that year, and a period name and abbreviation for each period. You can define as many years on a calendar as necessary, including years for storing historical information.

From Period and To Period Enter the detail calendar periods to summarize in each summary period. In addition to grouping periods, such as combining monthly accounting periods into quarterly results, you can specify a from period of *1* in all ranges, and use this to store year-to-date balances in each summary period on your summary ledger. Your year-to-date summary periods can match your detail calendar periods. For example, a monthly detail calendar is summarized into a monthly year-to-date calendar. You can also combine detail periods such as a monthly detail calendar summarized into a quarterly year-to-date calendar.

See Also

Chapter 13, "Setting Up Ledgers," Using TimeSpans, page 434

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Making General Ledger Journal Entries," Posting to the Summary Ledgers Table and the Summary Ledger Staging Table

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Reviewing Financial Information," Specifying Ledger Criteria to Review Summary and Detail Information

Defining Business Calendars

To define business calendars, use the Business Calendar component (BUS_CALENDAR_HOL).

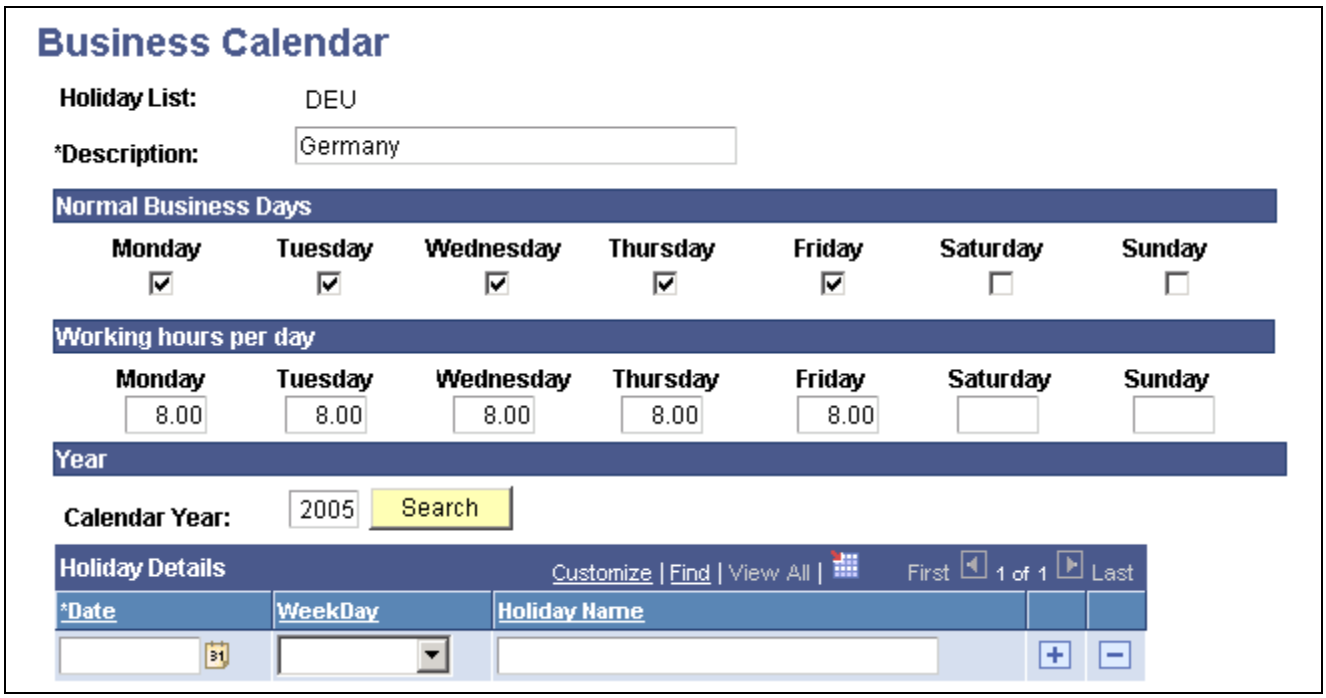
This section discusses how to set up a business calendar.

Page Used to Define Business Calendars

Page Name	Object Name	Navigation	Usage
Business Calendar	BUS_CALENDAR_HOL	Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Business Calendar, Business Calendar	Create a list of holidays and nonworking days for PeopleSoft applications. General Ledger uses the business calendar to verify that the journal date is a working day. You also assign business calendars to bank accounts to identify the normal working week and bank holidays.

Setting Up a Business Calendar

Access the Business Calendar page.



Business Calendar page

Setting Up a Business Calendar

To set up a business calendar:

1. Enter a description of the calendar, such as the name of a country or business unit.
2. Select the normal business days of the week to include.
3. Enter the total hours worked each day of the week.
4. Enter the calendar year of the holidays.
5. Click the Search button to enter, delete, or display holidays for the entered year.
6. Add rows with the date and holiday name for each holiday in that year.

   The system displays the day of the week.

Defining and Updating Open Periods and Adjustment Periods

To define and updated an Open Period, use the Open Period Update component (OPEN_PERIOD_UPDATE) and the Open Periods Mass Update component (OPEN_CLOSE_PERIODS).

This section discusses how to:

- Perform open period updates.
- Perform an open period mass update.

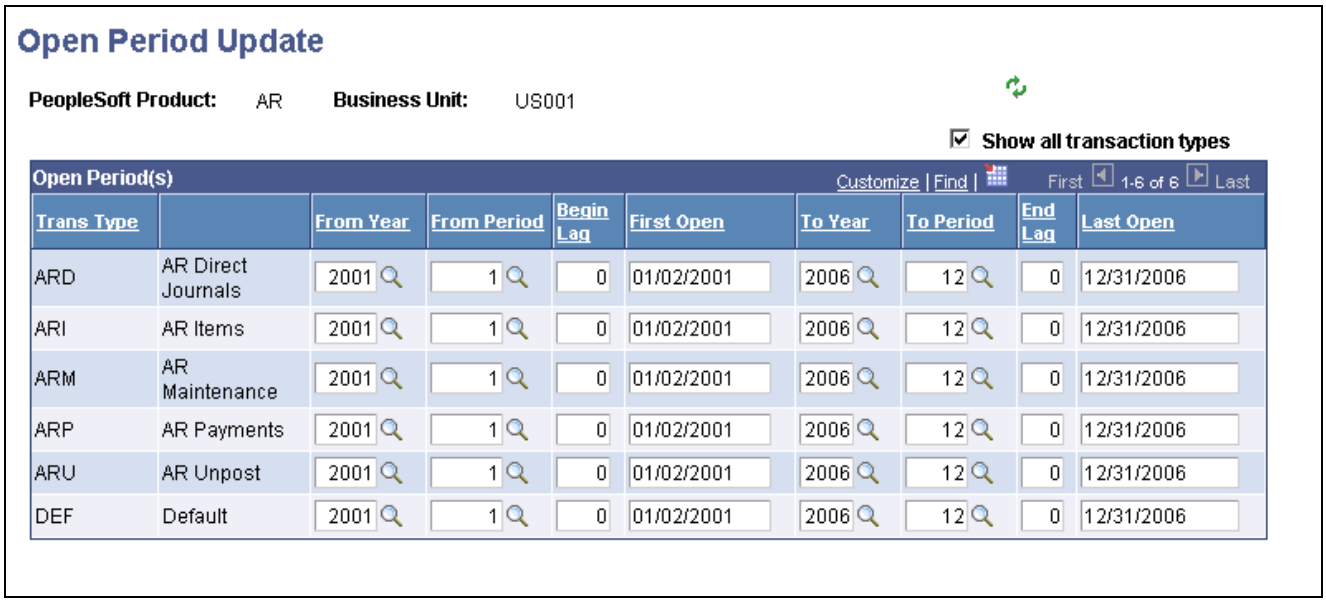
- Perform an adjustment period mass update.

Pages Used to Define and Update Open Periods and Adjustment Periods

Page Name	Object Name	Navigation	Usage
Open Period Update	OPEN_PERIOD_SINGLE	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Update, Open Period Update	Define open periods for a general ledger business unit and ledger group where you can set periods by transaction types, and then define these periods by ledger code and adjustment types.
Open Period Display	OPEN_PERIOD_SINGLE	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Display	View existing open periods and adjustment periods for a business unit and ledger group.
Open Period Mass Update	OPEN_CLOSE_PERIODS	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Periods Mass Update, Open Period Mass Update	Make mass changes to open periods for general ledger business units and ledger groups or an application's business units, and migrate General Ledger open period changes to specified applications. You can also make changes to the open periods for a single business unit and ledger group or business unit and transaction group.
Adjustment Period Mass Update	OPEN_ADJ_MASS_UPD	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Adjustment Periods Mass Update, Adjustment Period Mass Update	Make mass changes to adjustment periods for general ledger business units and ledger groups.

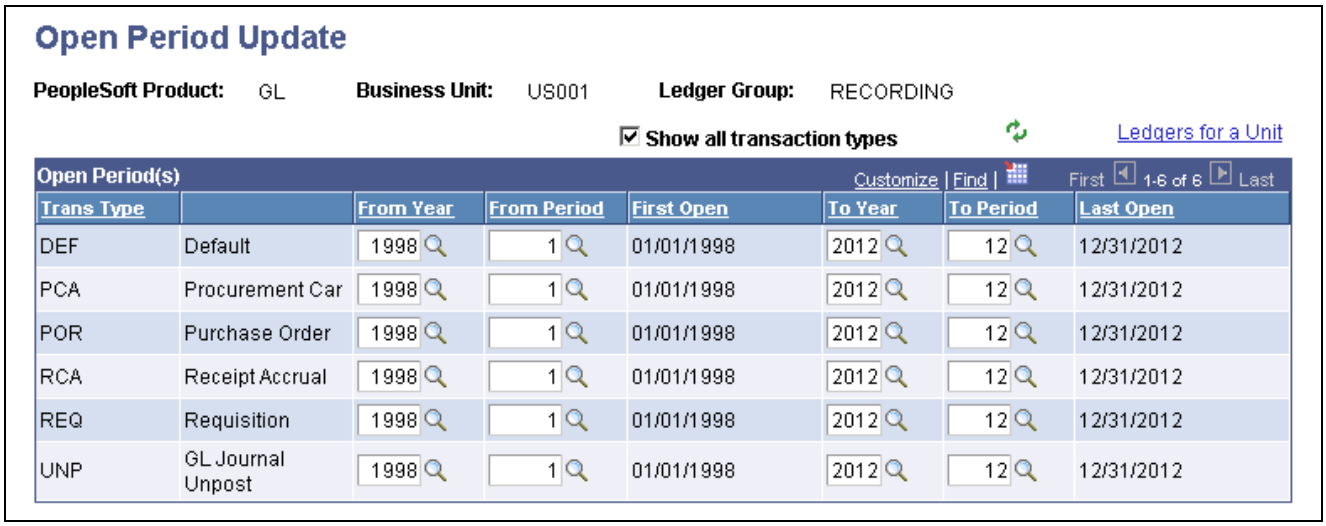
Performing Open Period Updates

Access the Open Period Update page.

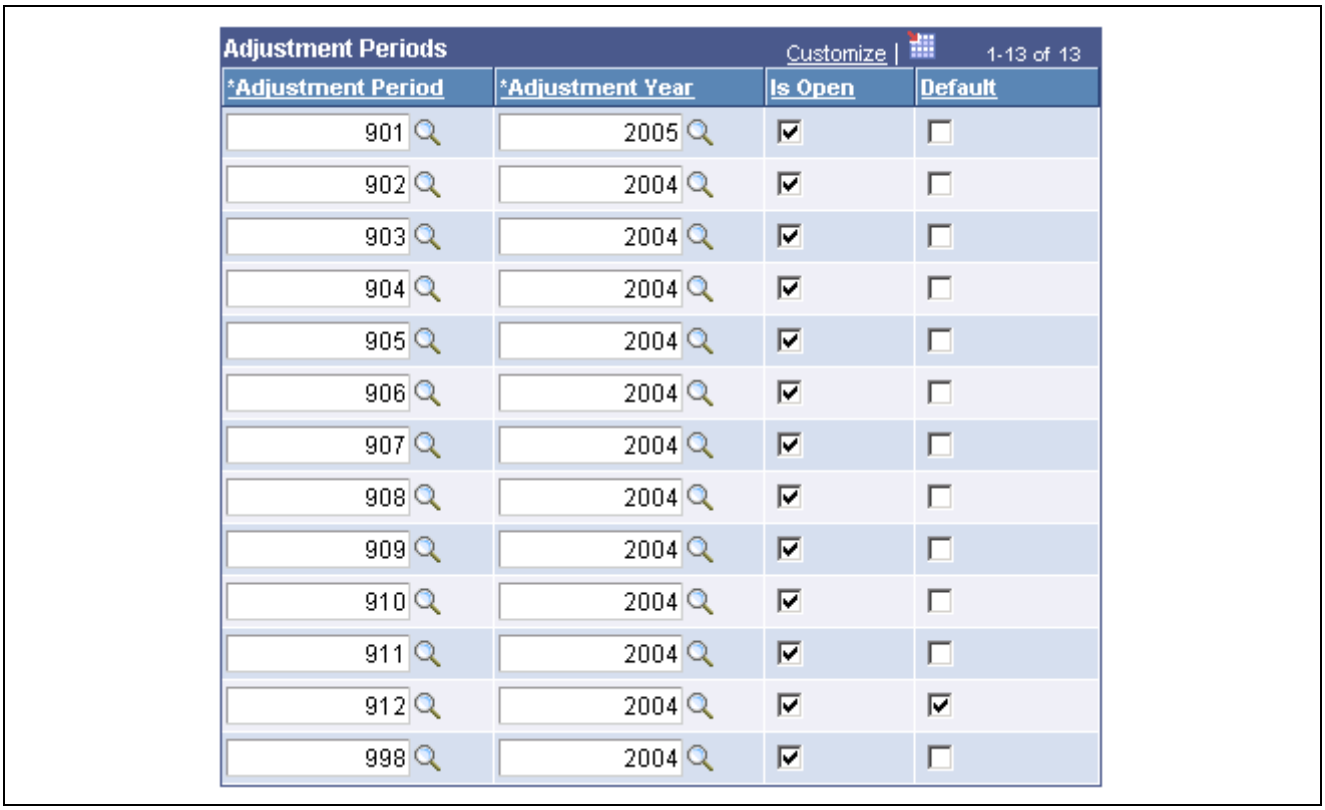


Open Period Update page for Receivables

Note. Adjustment periods are applicable only to General Ledger.



Open Period Update page (1 of 2)



Adjustment Periods — Customize | 1-13 of 13

*Adjustment Period	*Adjustment Year	Is Open	Default
901	2005	☑	☐
902	2004	☑	☐
903	2004	☑	☐
904	2004	☑	☐
905	2004	☑	☐
906	2004	☑	☐
907	2004	☑	☐
908	2004	☑	☐
909	2004	☑	☐
910	2004	☑	☐
911	2004	☑	☐
912	2004	☑	☑
998	2004	☑	☐

Open Period Update page (2 of 2)

You can post journal entries only to the open periods that you specify on the Open Period Update page.

PeopleSoft Product, Business Unit, and **Ledger Group**

When you set up a ledger group and ledger for a general ledger business unit, on the Ledgers For a Unit page, you can click Update Open Periods to access the Open Period page. You can set up the periods for this general ledger business unit and ledger group. For general ledger business units and ledgers, you can also set up open periods by ledger code and then define the open periods for general ledger transaction types by ledger code and adjustment types.

When you set up a business unit for an application, such as Receivables, click the Update Open Periods link on the Accounting Options 1 page to access the Update Periods page. You can enter the open period parameters for the application's business unit, display all of the application's transaction types, and set up the open periods for each type by using lag days.

Show all transactions types

Select this option for a subsystem application business unit and a list of all the transaction types defined for the specific application becomes available.

Ledgers for a Unit

Select this link to access the Ledgers for a Unit page to setup or to modify data for such things as Ledger Code, adjustment types, and open periods.

Trans Type (transaction types)

Define the beginning and ending period dates for each transaction type to control which transactions and subsystems are open and closed for further processing within a business cycle. Transaction types are system defined and cannot be accessed by the user.

When you enter a transaction with a specific business unit and ledger group in a journal entry in General Ledger or a transaction in one of the subsystem

applications, and you save the transaction, the system looks at the date of the transaction and the transaction type. It checks that the transaction date is within the open period set up for that transaction type. If the date is within the open period, processing can continue. If the date is outside the open period, an error message appears, and you cannot continue processing until you change the date.

Ledger Code

Select ledger codes for general ledger business unit transaction types only. You can set up open periods for detail ledgers by ledger code instead of ledger group on the Ledgers For A Unit Definition page. When you click Update Open Periods by Ledger Code for a general ledger business unit ledger, select the ledger code and adjustment type that you want this business unit to use.

Ledger codes group one or more book codes to create a subset of a ledger. Each subset can represent a balance maintained according to specific GAAP imposed on either a local or corporate entity or both. Each ledger code represents the balances for one particular GAAP reporting. Book codes and ledger codes enable you to set up open and close periods for multiple GAAPs.

The Ledger Code field becomes available when you activate the book code at the installation level and choose to update by ledger code on the Ledgers For a Unit page.

Note. Once you have decided to use the Book Code feature, do not change it from on to off in the normal course of operations. However, this might occur at installation or first use of the feature. The update open periods function and book code options work together; if you change the book code option, then a corresponding change and *save* for the open period is necessary.

Adjust Type (adjustment type)

If you select Update Open Periods by Ledger Code on the Ledger For A Unit Definition page, when you select a ledger code, select an adjustment type value for your General Ledger transaction types.

Specify an adjustment type for a selected ledger code, when the specified ledger code's period closes earlier than the periods of other ledger codes within the same ledger. (The ledger code that closes the latest should not have an adjustment type.) Adjustment types are defined for each combination of ledger code and book code that share accounts with other ledger code and book code combinations. These codes are used when working with multiple GAAPs and prior period adjustments that specify different rules regarding different closing dates and prior period adjustments.

From Year and **From Period**

Enter the beginning open year and period for each transaction type. You can open multiple fiscal years, but define the years in the calendar that this ledger uses.

Begin Lag

Enabled only for subsystem applications, not General Ledger. Use lag days to calculate accounting period start and end dates relative to General Ledger accounting period start and end dates. For example, if an application's period start date is defined in terms of –3 lag days, then the application's period start date is always 3 days earlier than the associated General Ledger open period start date. Enter lag days expressed as a negative number.

Important! Be careful when you enter lag days. For example, if you enter *-3* in the End Lag field, but *0* in the Begin Lag field, one period ends three days before the next period starts.

Note. If you have a business calendar associated with your business unit, the system calculations treats lag days as working days. For example, if the start date for a General Ledger period is June 1, 2004 (a Tuesday), and you enter *-3* lag days for the application, the system considers this to be –3 *working days*. The resulting close date for the application is May 27 (a Thursday).

First Open

The system calculates the first open date based on the information that you enter.

For General Ledger, the first open date is taken from the beginning date for the opening accounting period as defined on the detail calendar.

For other applications, first open is based on the beginning date for the from year and from period, plus lag days. For example, suppose that the period starts on April 1 and you specify *-3* as the begin lag value; the system calculates that the first open date of the period is March 29. You can change this date for each transaction type. Changing this date does not change the lag days. This enables you to override the calculated period start date for an application's period for one time only. When the next mass update occurs, the first open date is calculated as defined.

To Year and **To Period**

Select to indicate the last year and period that are currently open for the ledger or ledger code. You can open across multiple fiscal years, but you must define the years in the calendar that this ledger uses.

End Lag

Enabled only for subsystem applications, not General Ledger. Enter lag days expressed as a negative number. When you enter an end lag number such as –4, it subtracts the number of days from the to year and to period and displays the new date in the Last Open date field. For example, suppose that the to year and to period is December 2004, and you enter *−4* for the end lag value; when you save, the last open date becomes December 27, 2004.

Last Open

The system calculates this date similarly to the way that it calculates first open date. For products other than General Ledger, you can change this date. Changing the date does not change the lag days.

Adjustment Period

Set up adjustment periods on your detail calendars for a business unit. They are available for General Ledger open periods only. This enables you to selectively indicate that specific adjustment periods are either open or closed during the selected adjustment year and to select a default adjustment period.

Adjustment Year

Enter an adjustment year for each adjustment period. The year must be previously set up as a calendar. Identify the calendar on the Ledgers For A Unit Definition page.

Is Open

Select to indicate that each adjustment period is open. If cleared, the adjustment period is closed. This option gives you control over each adjustment period to prevent users from performing adjustments in the wrong period.

Default

Select to indicate the default adjustment period for this ledger. A default adjustment period must be selected and there can be only one.

Note. If you do not enable Use Book Code on the Ledgers for a Unit Definition page, the Update Open Periods by Ledger Code option is removed and you can open and close periods by ledger group only.

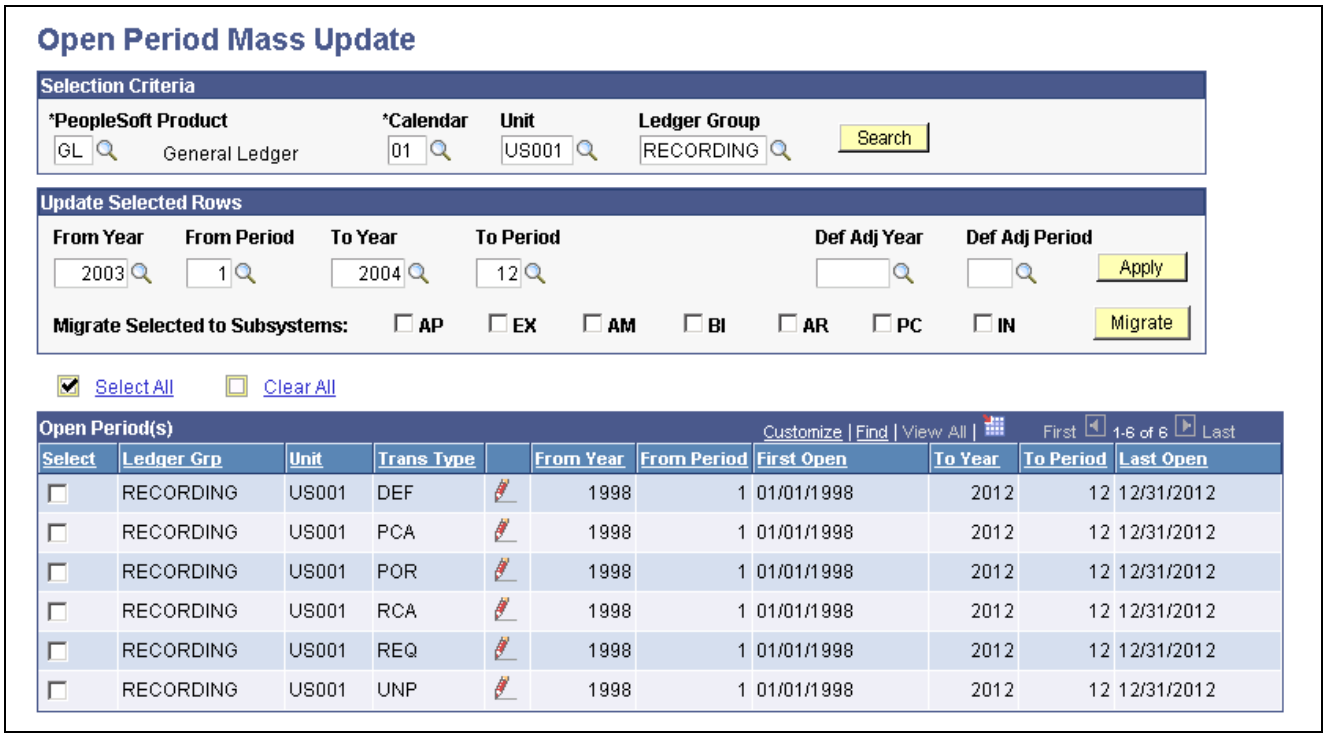
See Also

Chapter 12, "Defining Accounting Calendars," Adjustments and Other Special Periods, page 365

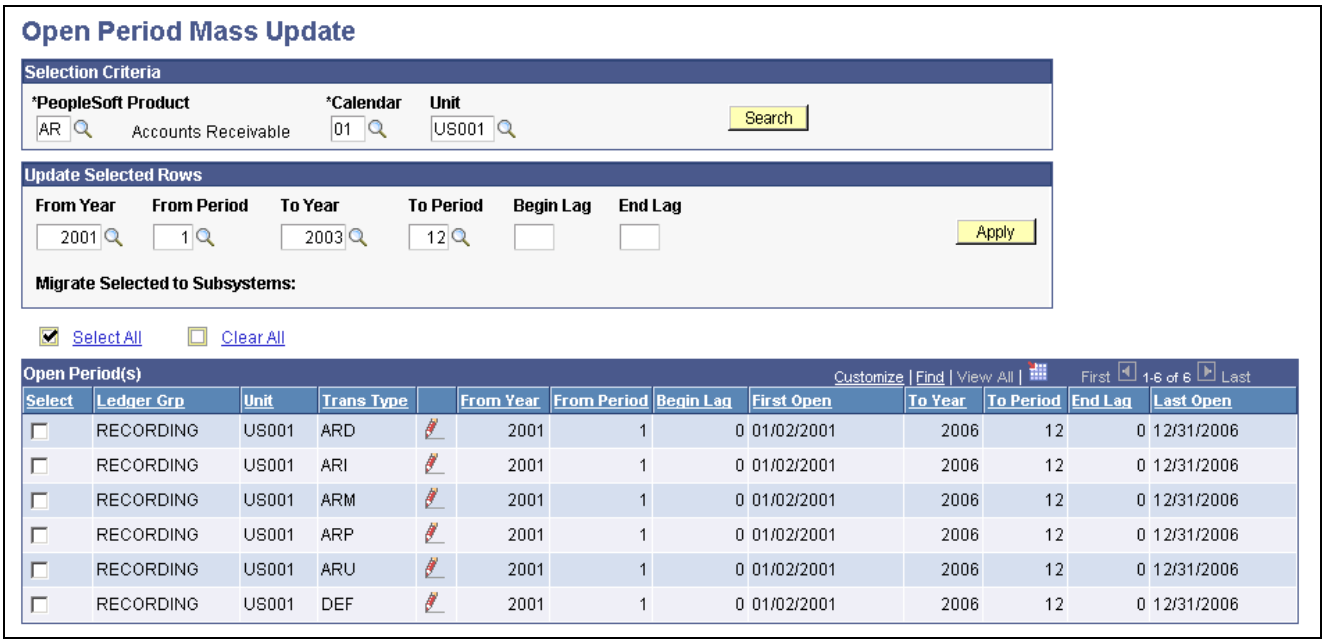
PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Managing Multiple GAAPs and Prior Period Adjustments"

Performing an Open Period Mass Update

Access the Open Period Mass Update page.



Open Period Mass Update page for General Ledger



Open Periods Mass Update page for Receivables

Performing a Mass Update

To perform a mass update:

1. Enter the selection criteria for General Ledger on the Open Periods page.

   Use a wildcard (%) to select all business units and all ledger groups, or select a specific business unit and enter a wildcard for all ledger groups, or enter a wildcard for all business units and a specific ledger group. Click the Search button. A list of open periods appears based on your selection criteria.

2. Click the Select All button to select every open period on the list for mass update.

   Click the Clear Allbutton to reverse this action and select rows individually.

3. Enter the open period changes in the Update Selected Rows group box, and click the Apply button.

   The system applies the changes to each selected business unit and ledger group.

Migrating Mass General Ledger Open Periods to Subsystems

To migrate mass General Ledger open periods to selected subsystems:

1. Enter *GL* as the product on the Open Periods page, complete the selection criteria, and click the Search button.
2. Select the business units and ledger groups whose changes you want to migrate to other applications.

   Note. When you activate the book code, multiple open periods exist for a general ledger business unit ledger group. If you select more than one during migration, the one in the lower row overrides the one in the higher row.

3. Select the applications in the Migrate Selected to Subsystems group box to which you want to migrate the current open period setup for General Ledger, and click the Apply button.

   The system migrates the open period changes to the selected subsystems associated with the selected business units and ledger groups.

Changing an Open Period for a Specific Business Unit and Ledger Group

To change an open period for a specific business unit and ledger group:

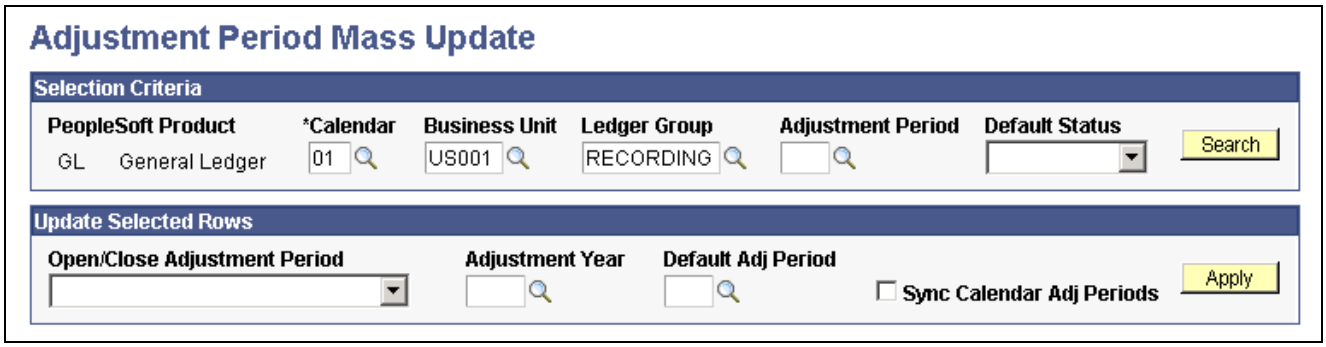
1. Enter selection criteria on the Open Periods page, and click the Search button.
2. Select the business unit and ledger group for General Ledger or a business unit for other applications that you want to change.
3. Click the Edit Current Row button, to make changes to the fields.

   When you enter a new from year, the system calculates the to year and the first open and last open dates. You can change these.
4. Click the Save button.

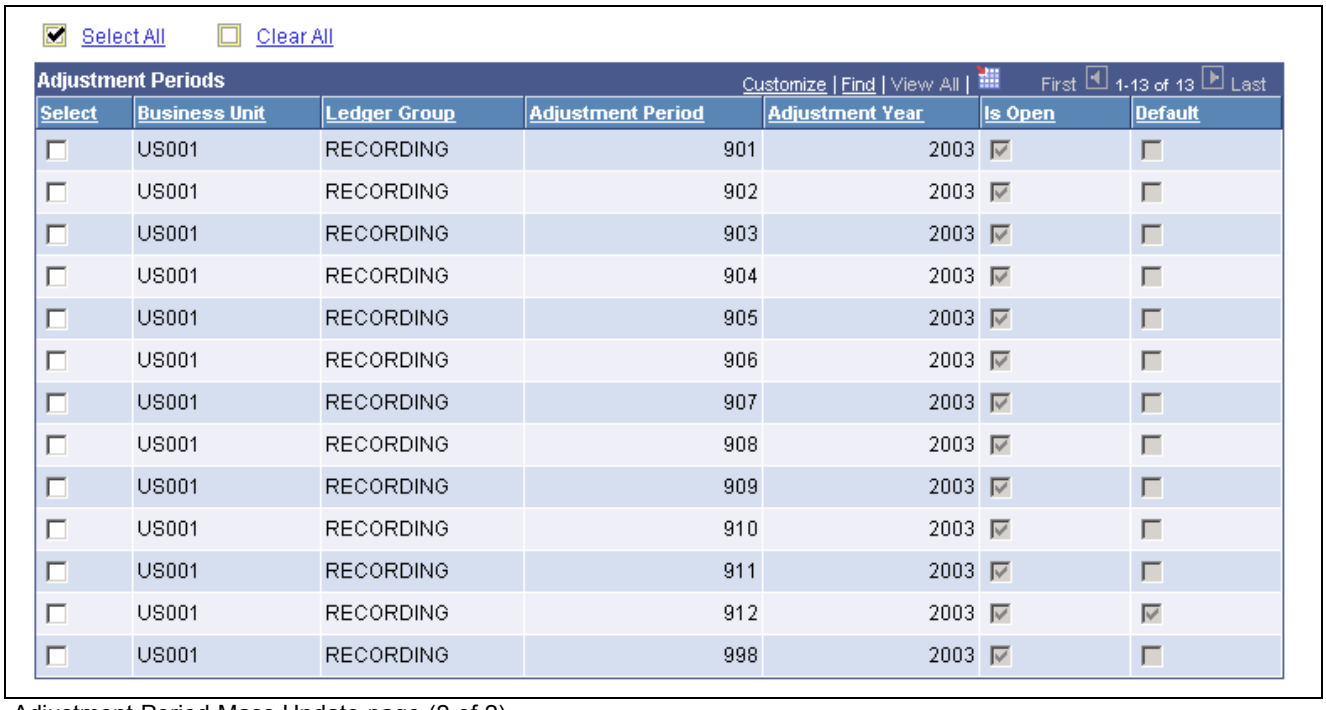
   The system calculates the first open and last open dates based on your change.

Performing An Adjustment Period Mass Update

Access the Adjustment Period Mass Update page.



Adjustment Period Mass Update page (1 of 2)



Adjustment Period Mass Update page (2 of 2)

Selection Criteria

The page is applicable only to General Ledger. You must select a calendar code for the Calendar field. All other criteria fields are optional and serve to narrow the range of adjustment periods returned in the adjustment periods section at the bottom of the page after you select the Search button.

Update Selected Rows

In this section you can choose to:

- Open or close an adjustment period or periods.
- Change the adjustment year for an adjustment period or periods.
- Change the default adjustment period to another period.
- Synchronize the adjustment periods for the selected business unit and ledger group with the adjustment periods from an updated detail calendar.

  While you can add and remove adjustment periods using the Detail Calendar component (DETAIL_CALENDAR), this type of change is not automatically reflected, or synchronized with the GL business unit and ledger group adjustment periods. You can synchronize this type of change by selecting the Sync Calendar Adj Periods check box, and then selecting the check box for each Business Unit and Ledger Group to be change. If you added an adjustment period to the detail calendar, it is added to the business unit and ledger group you selected. If you deleted an adjustment period from the detail calendar it is removed from the business unit and ledger group.

After selecting the Select check boxes for the rows you want to change, click the Apply button to update the selected rows.

See Chapter 12, “Defining Accounting Calendars,” Understanding Accounting Calendars Based on Open and Close Periods, page 363.

CHAPTER 13

Setting Up Ledgers

This chapter provides an overview of ledgers and discusses how to:

- Define a ledger template.
- Define a detail ledger.
- Link ledgers to a ledger group.
- Define ledgers for a business unit.
- Set up and use multibook ledgers.
- Combine accounts using summary ledgers.
- Use TimeSpans.
- Import and export ledgers.

Understanding Ledgers

A *ledger* consists of posted balances that represents a set of books for a business unit. Ledgers store the posted net activity for a set of ChartField values by accounting period and by fiscal year. Because a ledger supports a single chart of accounts, separate ledgers are defined for business units having a unique chart of accounts. Ledgers are maintained primarily through journal entries, and can store actual, budget, forecast, statistical, or other types of data at many levels.

General Ledger supports detail, multiple, and summary ledgers. You can define as many ledgers as necessary to record financial, budget, and nonfinancial transactions to maintain historical data.

This section discusses:

- Ledger templates
- Ledger tables
- Detail ledgers
- Ledger groups
- Ledgers for a unit
- Ledger error processing
- Multibook ledgers
- Summary ledgers
- TimeSpans
- Import and export ledgers

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. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit and the ledger template page.

Prerequisites

Before you set up ledgers:

- Clear the check boxes on the Installation Options - Products page for all products that you have not licensed.

  See Chapter 3, "Setting Installation Options for PeopleSoft Applications," Setting Overall Installation Options, page 52.

- Set up general ledger business units.
- Set up ChartField values.
- Set up accounting calendars.

Ledger Templates

PeopleSoft provides several ledger templates, each of which defines the physical attributes of a ledger. A ledger template is linked to multiple ledgers that you can then add to a *ledger group*. This template relationship ensures that all ledgers within a ledger group share the same physical layout. General Ledger uses these templates to identify all of the records and fields required to update and to report on their associated ledgers.

To store debit amounts separately from credit amounts in your ledgers, create the fields, modify the tables, and identify the fields in the ledger template according to the configuring instructions provided for the PeopleSoft Separate Debit/Credit feature.

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. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledger template.

Ledger Tables

Ledgers are stored in tables within a database. The key fields in a ledger table are Business Unit, Ledger, ChartFields, Fiscal Year, and Accounting Period; Net Period Activity is not a key field.

Before posting, General Ledger validates data posted to the ledger table against other tables in the system. You set up the tables used for validation to enable the system to post transactions to the ledger. Remember:

- When you post journal entries, the system stores net period activity (debits and credits combined) for each ChartField combination.
- The system does not store year-to-date balances, but calculates these balances for reports.
- The calendar for a ledger determines whether the amount of time in an accounting period is a week, a month, a quarter, or other period.

- You can store multiple ledgers (such as actuals, budgets, or statistics) with identical ChartFields on a single table.
- You can balance debits and credits for ledgers at the ledger level, business unit, or at the ChartField level.

Detail Ledgers

A *detail ledger* is used to store a journal's accounting transaction details. After setting up ledger templates, define detail ledgers and associate them with a ledger group. They are termed detail ledgers to distinguish them from summary ledgers, which are used to record summarized activity.

Ledger Groups

You combine ledger templates and detail ledgers in an appropriate ledger group. A ledger group can have one primary ledger and zero to nine secondary ledgers. Each ledger within the ledger group shares a common physical structure based on the ledger template, and also has unique characteristics, such as its own base currency. General Ledger posts to the ledgers within the group according to the rules that you establish. The application can also manage multibook transactions that post to all ledgers within a group simultaneously.

The ledger group name can be descriptive of the purpose or ledgers it contains (such as, ACTUALS or BUDGETS). The name is unique across all ledger groups defined for a business unit and forms a unique key on the ledger table. Typically, the names of the individual ledgers within the group describe the type of currency or use of the ledger within the group, such as local, functional, and reporting. The name of the ledger group can also be the name of the primary ledger. For example, if you are not using the multibook feature, you might name your ledger ACTUALS and also name the ledger group ACTUALS.

Non commitment control ledger group types include Average Daily Balance, Standard, Budget, and Translation. Commitment control only uses the ledger group types Commitment Control Expense and Commitment Control Revenue.

Average Daily Balance, Budget, and Translation ledger groups have only one primary ledger and no secondary ledgers, while Standard ledger groups have one primary ledger and from zero to nine secondary ledgers.

The Commitment Control Expense ledger group type typically contains a budget, pre-encumbrance, encumbrance, and expense ledger. The Commitment Control Revenue ledger group type typically contains a budget, recognized revenue, and collected revenue ledger.

The Keep Ledgers in Sync check box in combination with the AutoGenerate Lines option determines how the system posts transactions. If you select the Keep Ledgers in Sync option or the Auto-Generate Lines option, the system posts transactions to every ledger in the group. When you select either option, the Journal Edit process generates additional journal lines for the other ledgers within the ledger group. For example, when you enter a two line journal entry for a ledger group that contains three ledgers, the system creates four additional lines, two lines for each additional ledger. If you do not select the Keep Ledgers in Sync or the Auto-Generate Lines options, the system posts transactions only to those ledgers with transaction entries, and does not generate secondary lines for other ledgers in the ledger group.

The Inherit Base Currency of Business Unit option determines if the ledgers in the group use the base currency of the business unit for conversions. This feature adds the flexibility for sharing ledger groups across business units with different base currencies. For example, a multinational organization based in Canada has five subsidiaries located in different countries around the world. If the subsidiaries select theInherit Base Currency of Business Unit, option, they can each have a ledger group with a secondary ledger that has a currency code of CAD (Canadian dollars) for the Reporting ledger. The primary ledger shares the base currency of the business unit and represents the functional currency of each country where the business unit is located. If the organization does not select the Inherit Base Currency of Business Unit option, it must define five different ledger groups, each with a primary ledger that has a base currency that matches the base currency of the business unit.

You can define a secondary ledger as a translation ledger by selecting the Translation check box for ledger groups. This option is applicable only when you select the Keep Ledgers in Sync option (KLS) for the ledger group. You cannot define a primary ledger as a Translation ledger. You often use Translation ledgers for multibook ledgers.

Ledgers for a Unit

After you define your ledgers and calendars, specify in the Ledgers For A Unit component which detail ledgers, ledger groups, and calendars each general ledger business unit uses.

For each detail ledger to which a business unit posts, specify:

- Whether it is a balanced ledger.
- The periods that are currently open.
- The year and adjustment period for posting any adjustments.
- The rules for handling journal processing, currency, and approval options.

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. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit page.

By associating calendars to ledgers, to business units, and by sharing calendars and ledgers across business units, you can efficiently and effectively capture accounting data.

Ledger Error Processing

When you define a ledger in the Ledgers For A Unit component, you determine how to process a journal entry entered with errors for that ledger. In General Ledger, you can specify these error processing options in the following locations:

- For the business unit level, access the General Ledger Definition - Journal Options page.
- For the ledger and ledger group level, access the Ledgers For A Unit - Journal Edit Options page.
- For the source level, access the Journal Source Journal Options page.

Settings generally *override,* from the source to the ledger group and then to the business unit level. Conversely, the *default* is from the business unit to the ledger and then to the source level. For example, a ledger setting overrides a business unit setting, but a source setting overrides both a setting at the ledger level and at the business unit level for the same option.

When you enter and edit a journal entry, the system identifies any errors.

General Ledger cannot post a journal if one or more of the following error conditions exist:

Error	Cause
Closed Accounting Period	The journal entry date does not fall within an open period.

Error	Cause
Journal Balance Errors	There is an invalid ChartField value or ChartField combination.
Journal Amount Errors	The foreign amount has a different sign than the monetary amount (base amount).
Control Total Errors	The journal line totals do not match the control totals that you entered at the journal header level.

Multibook Ledgers

The PeopleSoft *Multibook* feature enables you to maintain multiple ledgers, sharing the same physical structure, in different base currencies, resulting in a real-time balance in multiple currencies. This functionality is also called *dual-book* due to the requirement for a company to carry one set of books in its local currency (functional currency) and another set of books in the currency of its parent company (reporting currency).

Multibook supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (an individual ledger). With multibook, the system automatically converts transactions to the applicable base currency and then posts to the corresponding ledger. This gives you full drill-down support and cross-currency comparisons at both the summary and the transaction levels.

You can use a secondary multibook ledger within a ledger group as a currency translation ledger. This ledger can function as your reporting ledger because it maintains real-time balances for all accounts in the specified currency during the accounting period. At the end of the accounting period, you can run the Translate Within Ledger process to generate a translation gain or loss adjustment within the multibook translation ledger for any selected account.

PeopleSoft maintains translation ledgers differently from other secondary ledgers within a multibook ledger group. Typically, when the system posts a transaction to a multibook ledger group, it uses the transaction currency amount of the primary ledger as the transaction amount of the secondary ledger. However, translation ledgers use the base currency amount of the primary ledger as the transaction amount. For multibook translation ledgers, the system generates lines with the transaction currency and foreign amount equal to that of the base currency and base amount of the primary ledger.

Within a ledger group, an *in-sync accounting entry* is a group of accounting entries for one transaction that the system distributes to different ledgers. These accounting entries have the same ChartFields, transaction currency, and foreign amounts. PeopleSoft applications support multibook and generate in-sync accounting entries to most ledgers within a ledger group. For the currency translation ledger, the Journal Edit process adds the in-sync entries before posting and creates completely in-sync journals. The Journal Generator recognizes these lines as in-sync accounting entries and generates the in-sync journal entries in General Ledger. You can specify the field order on the Journal Generator Accounting Entry Definition page. When generating the journal entry, the Journal Generator process uses these fields to determine how to group accounting entries for one transaction and generates an in-sync journal.

Note. Some PeopleSoft products may not include the currency translation ledger. Refer to the individual product documentation to see if this feature is available.

Summary Ledgers

Summary ledgers store combined account balances from detail ledgers. You use summary ledgers primarily in PS/nVision reporting. Summary ledgers increase reporting speed and efficiency by eliminating the need to summarize detail ledger balances each time that you request a report. Instead, General Ledger summarizes detail ledger balances in a background process according to the criteria that you select and stores them in summary ledgers.

You can incrementally update summary ledgers with changes made since the summary ledgers were last created or updated in one of two ways:

- Update the summary ledgers at the same time that you post changes to the detail ledgers as part of the Journal Post process.

  This updates only preexisting summary ledgers, which include business unit, summary ledger name, fiscal, and accounting period information.
- Start the Build Summary Ledger process using PeopleSoft Process Scheduler with an increment option to update summary ledgers.

TimeSpans

TimeSpans enable you to select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting. TimeSpans control the number of periods that you can extract and summarize data from the ledger table. Typical TimeSpans in General Ledger include activity for the current period, year-to-date amounts for the selected items, and balance forward amounts for balance sheet accounts.

You can express many TimeSpans relative to the current period, so that they automatically adapt the content of a report to the as of date that you specify when you execute the report. You can define other TimeSpans for specific periods.

General Ledger uses the calendar to validate absolute periods and years that you enter for a TimeSpan. These periods and years must exist on the calendar that you specify. Use TimeSpans to retrieve balance forward amounts and adjustments that the system stores in special calendar periods.

General Ledger includes many commonly used TimeSpans; however, you can define as many additional TimeSpans as necessary. Generate the FIN0003 report to list and display information about these TimeSpans.

Import and Export Ledgers

You can import and export flat file ledgers to and from third-party reporting software. A process in General Ledger enables you to import a flat file from another product or external system that contains rows of ledger data. This functionality is often used to combine distributed ledger data from different General Ledger systems to perform consolidation, summarization and corporate reporting.

You can also select or add a flat file format and create flat file ledgers using a general ledger process that exports them to third-party reporting software systems. This functionality is often used in those countries requiring delivery of ledger data in a particular format for use in producing statutory reports in a required format.

You can also exchange ledger data between distributed General Ledger systems using the Ledger Publish Enterprise Integration Point (IP) and Ledger Load processing. This functionality is designed to work together with Consolidation.

See Also

Appendix A, "Application Fundamentals Reports," page 597

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies"

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Multiple Currencies in General Ledger"

Chapter 16, "Processing Allocations," page 535

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Managing Interim and Year End Closing"

Chapter 12, "Defining Accounting Calendars," Adjustments and Other Special Periods, page 365

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Defining Journal Source, page 38

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Defining Your Operational Structure," Defining General Ledger Business Units

Chapter 13, "Setting Up Ledgers," Defining Ledgers for a Business Unit, page 408

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Multiple Currencies in General Ledger," Preparing for the Translate Within Ledger Process

Chapter 13, "Setting Up Ledgers," Using TimeSpans, page 434

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Performing Financial Consolidations," Using the Ledger Interface Utility

Defining a Ledger Template

PeopleSoft provides several ledger templates that include default records and fields that support the ChartFields and other field and record definitions delivered with the system. Do not change the system-generated set of default values unless you modify your system or if you have multiple sets of ChartFields.

To define ledger templates, use the Ledger Template component (LEDGER_TEMPLATE).

This section discusses how to:

- Create or modify ledger template record definitions.
- Create or modify ledger template field definitions.
- Modify tables to store separate debit and credit balances.

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. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledger template.

See Also

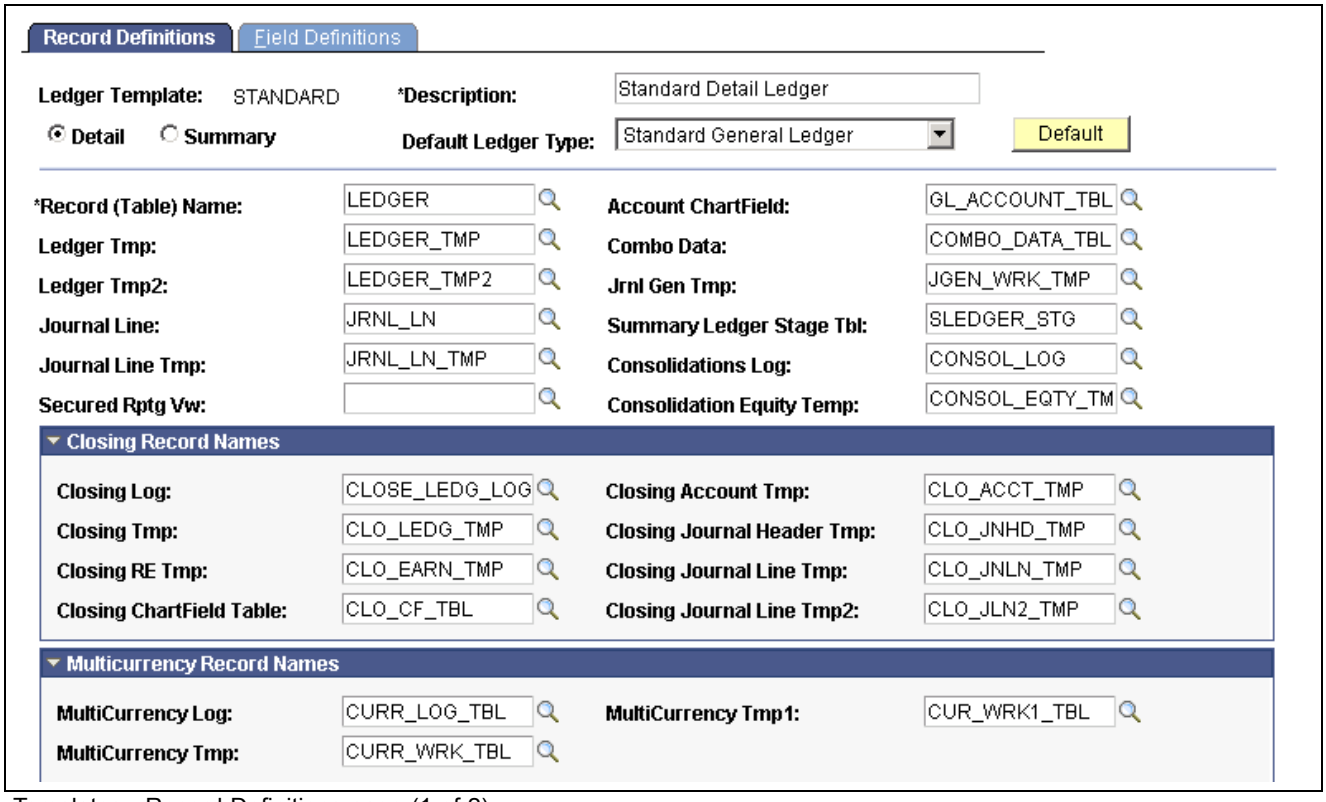
PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options"

Pages Used to Define a Ledger Template

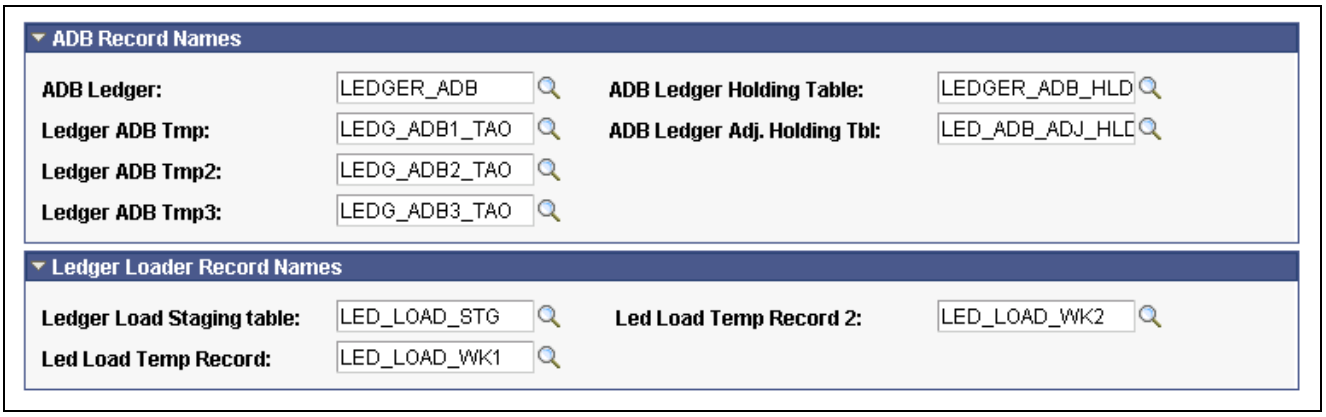
Page Name	Object Name	Navigation	Usage
Templates - Record Definitions	LEDGER_TEMPLATE1	General Ledger, Ledgers, Templates, Record Definitions	Specify the record names for a ledger template. Do this only if you are adding a new template or modifying the default records of the templates delivered with the system.
Templates - Field Definitions	LEDGER_TEMPLATE2	General Ledger, Ledgers, Templates, Field Definitions.	Specify the field names for a ledger template. Do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts.

Creating or Modifying Ledger Template Record Definitions

Access the Templates - Record Definitions page.



Templates - Record Definitions page (1 of 2)



Templates - Record Definitions page (2 of 2)

Note. Create or modify ledger template record definitions only if you are adding a new template or modifying the default records of the templates delivered with the system.

Description Enter a description of this ledger template to appear on pages, inquiries, prompt lists, and reports.

Detail Select if this ledger template represents a detail ledger.

Summary Select if this ledger template represents a summary ledger.

Default Ledger Type Select a default ledger type closest to the type of ledger template that you are creating. This selection determines the default record definitions that the system generates.

Default Click the Get Template Default button to apply a set of default records to every template in the system. You can modify these values.

If you select *Commitment Control* as the default ledger type, the system automatically populates the record and field names. These are required fields and cannot be modified.

Note. TheGet Template Default button is not available to a Commitment Control ledger type.

Record (Table) Name Represents the ledger record that you use to store the balances for each ChartField combination that has posted activity.

Ledger Tmp (ledger temporary) Indicates a worktable used in ledger processing. Detail and Summary templates both require this worktable.

Ledger Tmp2 (ledger temporary 2) Indicates a worktable used in ledger processing.

Journal Line Stores detail lines containing the monetary and statistical amounts for each journal entry.

Journal Line Tmp (journal line temporary) Indicates a worktable used in journal processing.

Secured Rptg Vw (secured reporting view) (Optional) Specifies a ledger reporting view (LED_RPTG_VW for General Ledger and LED_RPTG_KK_VW for Commitment Control) to secure access to the ledger by authorized user IDs during PS/nVision reporting. Because this

is an optional security field, if you do not specify a ledger reporting view, PS/nVision provides reporting directly against the ledger.

Note. Use the Ledger Security page to specify which user IDs have access to this ledger data. If you specify a reporting view and an unauthorized user tries to access the ledger, PS/nVision displays all zeros for ledger amounts on the report.

See Enterprise PeopleTools PeopleBook: PS/nVision, Setting Up PS/nVision Security, Implementing PS/nVision Ledger-Based Data security

Account ChartField Identifies the record that stores the account ChartField values. In the standard PeopleSoft General Ledger system, this is the GL_ACCOUNT_TBL.

Combo Data (combination data) Stores the data used for ChartField combination editing.

Jrnl Gen Tmp (journal generator temporary) Indicates a worktable used by Journal Generator process.

Summary Ledger Stage Tbl (summary ledger staging table) Acts as a holding table for ledger rows. After the system creates the summary ledger, the posting process stores additional rows here. When you run the Summary Ledger Incremental Posting process, the system incrementally updates the Summary Ledger Staging table with this stored data. This field is required only on Detail templates and not on Summary templates.

Consolidations Log Identifies the record to update for the consolidations log during the consolidation process.

Consolidation Equity Temp (consolidation equity temporary) Identifies the worktable used to calculate equity elimination in the consolidation process.

Closing Record Names

The following fields apply to the closing process.

Closing Log Identifies the record to update for the close log during the closing process.

Closing Tmp (closing temporary) Identifies a worktable that is used in the closing process. This table and the Closing RE Tmp table have the same structure, and both are required for the closing process.

Closing RE Tmp (closing retained earnings temporary) Identifies a retained earnings worktable that is used in the closing process. This table and the Closing Tmp table have the same structure; both are required for the close process.

Closing ChartField Table Identifies the table that stores the closing ChartFields values.

Closing Account Tmp (closing account temporary) Identifies a worktable that stores account information for the business unit being closed.

Closing Journal Header Tmp (closing journal header temporary) Identifies a worktable that stores the header of the source journal that results from the interim closing process or the yearn end closing process.

Closing Journal Line Tmp (closing journal line temporary) and **Closing Journal Line Tmp2** (closing journal line temporary 2)	Identifies worktables that store the lines of the source journal that results from the interim closing process or the year end closing process.

Multicurrency Record Names

The following fields apply to multicurrency processing.

MultiCurrency Log	Identifies the record to update for the currency log during the multicurrency process.
MultiCurrency Tmp (multicurrency temporary) and **MultiCurrency Tmp1** (multicurrency temporary 1)	Identifies worktables that are used in multicurrency processing.

ADB (Average Daily Balancing) Record Names

The following fields apply to ADB ledger processing.

ADB Ledger	Stores the balances in a daily ledger when ADB is activated.
Ledger ADB Tmp (ledger average daily balance temporary), **Ledger ADB Tmp2** (ledger ADB temporary 2), and **Ledger ADB Tmp3** (ledger ADB temporary 3)	Identifies a worktable that Ledger ADB Posting uses during ADB processing to post daily balances to the ADB Ledger Holding table.
ADB Ledger Holding Table	Stores daily balances from the Journal Post process. During ADB processing, the system posts the balances from this table to the ADB ledger table and deletes these balances from the holding table to prevent double posting.
ADB Ledger Adj. Holding Tbl (ADB ledger adjustments holding table) and **ADB Ledger Adj. Holding Tbl 2** (ADB ledger adjustments holding table 2)	Stores adjustments to daily balances from the Journal Post process. During ADB processing, the system posts the balances from these tables to the ADB ledger table.

Ledger Loader Record Names

The following fields apply to ledgers loaded from another PeopleSoft or third-party system.

Ledger Load Staging Table	Stores values used in ledger load processing (ChartField value mapping) and Ledger Publish Enterprise Integration Point (IP), which Consolidations uses.
Led Load Temp Record (ledger load temporary record) and **Led Load Temp Record 2** (ledger load temporary record 2)	Identifies work records used in ledger load processing

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Performing Financial Consolidations"

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Calculating Average Balances," Adjustments in ADB

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Calculating Average Balances," Understanding Average Balance Calculation

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Archiving for Ledgers and Journals"

Creating or Modifying Ledger Template Field Definitions

Access the Templates - Field Definitions page.

The system populates fields on the Field Definitions page with default values based on the default ledger type that you select on the Templates - Record Definitions page. You can modify these values and add fields to store debit amounts separate from credit amounts.

Account	Contains the field name of the account ChartField. The system uses this field name only for background processing. The online PeopleCode still refers to the Account field name.
Monetary Amount	A required field that contains the monetary (base currency) amount of the journal line.
Statistical Amount	(Optional) Contains the statistical amount of the journal line.
Posted Total Amount	Contains the net balance of the debit and credit amounts for each ChartField combination that has been posted to the ledger.
Posted Total Debits	If populated, and if you selected the Separate Debit/Credit option for the ledger on the Ledgers For A Unit - Definition page, the system populates these fields and tracks separate debit and credit balances. To use this option, add this amount field to the record.
Posted Total Credits	If populated this means that you selected the Separate Debit/Credit option for the ledger on the Ledgers For A Unit page, resulting in the tracking of separate debits and credits. To use this option, add this amount field to the record.
Combination Edit Template	Required for journal edit processing. Select *JOURNALS*.

Warning! Even if you are not using ChartField combination editing, select the *JOURNALS* combination template. You must populate this field to run the journal edit process.

See Also

Chapter 7, "Editing ChartField Combinations," page 237

Modifying Tables to Store Separate Debit and Credit Balances

The general ledger stores net balances in its ledgers. However, you can configure the system to store debit balances separate from credit balances. To use the Separate Debit/Credit feature:

1. Open PeopleSoft Application Designer for the database that you want to customize.

2. Open the GLSEPDRCR project.
3. Add the four additional fields to each of the records that are specified in the project GLSEPDRCR using the Bulk Operation Insert Function.

   You cannot use the drop down list, which is limited to character fields, to select the following fields.

   Manually enter the field names:

   POSTED_TOTAL_CR

   POSTED_TOTAL_DR

   POSTED_TRAN_CR

   POSTED_TRAN_DR

   Note. The Bulk Operation Insert function inserts the source field right after the model field.

   a. In PeopleSoft Application Designer, select Tools, Bulk Operations, Insert, Fields into Records.
   b. Enter *POSTED_TOTAL_CR* in the Field Name field.
   c. Enter *POSTED_TOTAL_AMT* in the Model Field field.
   d. Clear the Clone PeopleCode of Model Field check box.
   e. Populate Get Records from this project with the project name GLSEPDRCR.

      Note. The project name GLSEPDRCR contains all of the records that need to be customized.

   f. Click Okay to insert the source field under the model field.
4. Repeat the process detailed in step 3 to add the following fields:
   - POSTED_TOTAL_DR
   - POSTED_TRAN_CR
   - POSTED_TRAN_DR

   Note. POSTED_TRAN_DR and POSTED_TRAN_CR should model to POSTED_TRAN_AMT.

5. After the Bulk Operation Insert function runs, open a record to confirm that the new field order is as follows:
   - POSTED_TOTAL_AMT
   - POSTED_TOTAL_DR
   - POSTED_TOTAL_CR
   - POSTED_TRAN_AMT
   - POSTED_TRAN_DR
   - POSTED_TRAN_CR
6. Modify the SQL definition of the following views:
   - INQ_PER_ALTA_VW
   - INQ_SUM_BAL_VW
   - INQ_SUM_TOTALS
7. Add the following rows that are in bold font:

```
SUM(posted_total_dr),SUM(posted_total_cr) after SUM(posted_total_amt)
SUM(posted_tran_dr),SUM(posted_tran_cr) after SUM(posted_tran_amt)
```

For example:

```
SELECT business_unit
,ledger
,accounting_period
,account
,altacct
,' '
,deptid
,' '
,' '
,' '
,' '
,' '
,' '
,' '
,' '
,currency_cd
,statistics_code
,fiscal_year
,base_currency
,SUM(posted_total_amt)
,SUM(posted_total_dr)
,SUM(posted_total_cr)
,SUM(posted_base_amt)
,SUM(posted_tran_amt)
,SUM(posted_tran_dr)
,SUM(posted_tran_cr)
,''
,0
,0
,0
,''
FROM ps_ledger
```

8. To build a script to add the fields to the database, select Build, Project, Alter Tables, Build.

   This creates or overwrites a file in your C:\TEMP folder called PSBUILD.SQL.

9. To open the Query panel for the current version of SQL, select File, Open, PSBUILD.SQL.
10. Click Execute to run the query.
11. When the query finishes, open a new query window and do a SELECT * FROM PS_LEDGER to ensure that the new fields appear.
12. In PeopleSoft Application Designer, select Insert, Definitions into Project, Record to add the following views to your project:
    - CUR_BAL_VW
    - GL_PE_ACT_VW

- INQ_ACCOUNT_VW
- LED_CHRT_VW
- LED_PER_VW
- LED_RPTG_VW
- LED_RPTG2_VW

Note. The DR/CR amount fields do not need to be added to these views.

13. To build a script to recreate the views, select Build, Project, Create Views.

    This creates or overwrites a file in your C:\TEMP folder called PSBUILD.SQL.

    Note. The program picks up only the views. It does not affect the tables you entered previously.

14. To open the Query panel for the current version of SQL, select File, Open, PSBUILD.SQL.
15. Select Execute to run the query.
16. Modify the file layouts LEDGER and LEDGER_ADB that are used in conjunction with the ledger records listed in the project (GLSEPDRCR) to display the new fields.

    To do so:

    a. Open PeopleSoft Application Designer.
    b. Select File, Open, File Layout.
    c. Select the file layout name, LEDGER or LEDGER_ADB.
    d. Delete the file record that is attached to the file layout.
    e. After deleting the file record, right-click the file layout and select Insert Record.
    f. Add the file record that you just deleted back to the file layout.

       You should see the new fields (POSTED_TOTAL_DR, POSTED_TOTAL_CR, POSTED_TRAN_DR, and POSTED_TRAN_CR) that you inserted into the file record.
    g. Save the File Layout.

17. In PeopleSoft Application Designer, use the following instructions to display the message structures used with the records that you altered, confirm that the additional fields display, and that there is a check mark in the Include column.

    Note. The system automatically updates the message structure when you change a record. You are checking to make certain it works correctly.

    a. Select File, Open, Message, and then select LEDGER_LOAD.
    b. Highlight each record to display the list of fields on the right.
    c. Adjust the Field Name column to view the entire field name.

18. Select General Ledger, Ledgers, Templates, Field Definition.
19. For the Standard (STANDARD) and Summary Templates (S_ACCTS, S_ACTDEP, S_ACTDIV, S_ACTOPU, S_ACTPRJ, S_ALT, S_SUM), add the following field names:

Description	Object Name
Posted Total Debits	POSTED_TOTAL_DR
Posted Total Credits	POSTED_TOTAL_CR

20. Select Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Definition.
21. Select Enable Separate Debit/Credit for each ledger that is based on the ledger templates that you just modified.

    For example, the LOCAL and CORPORATE ledgers are based on the Standard template.
22. To view the debits and credits as separate amount fields on the Lines page for journal entries, also select the Separate DR/CR Amount Fields on the Ledgers For A Unit - Definition page.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Defining a Detail Ledger

General Ledger posts journal entries directly to detail ledgers (usually in a background process). There is no limit to the number or types of ledgers that you can define.

To define detail ledgers, use the Detail Ledger component (DETAIL_LEDGER).

This section discusses how to define a detail ledger.

Page Used to Define a Detail Ledger

Page Name	Object Name	Navigation	Usage
Detail Ledger	LEDGER_DETAIL1	General Ledger, Ledgers, Detail Ledgers, Detail Ledger	Define a detail ledger ID and name, and link the detail ledger to a ledger template.

Defining a Detail Ledger

Access the Detail Ledger page.

Ledger Description Enter a description of the selected detail ledger.

Ledger Template Link the detailed ledger to an appropriate ledger template.

Linking Ledgers to a Ledger Group

To link ledgers to a ledger group, use the Detail Ledger Group component (DETAIL_LEDGER_GROU).

This section discusses how to:

- Define a ledger group.
- Define ledger group ChartFields and default edit tables.
- Specify ChartField balancing options.

Pages Used to Set Up Ledger Groups

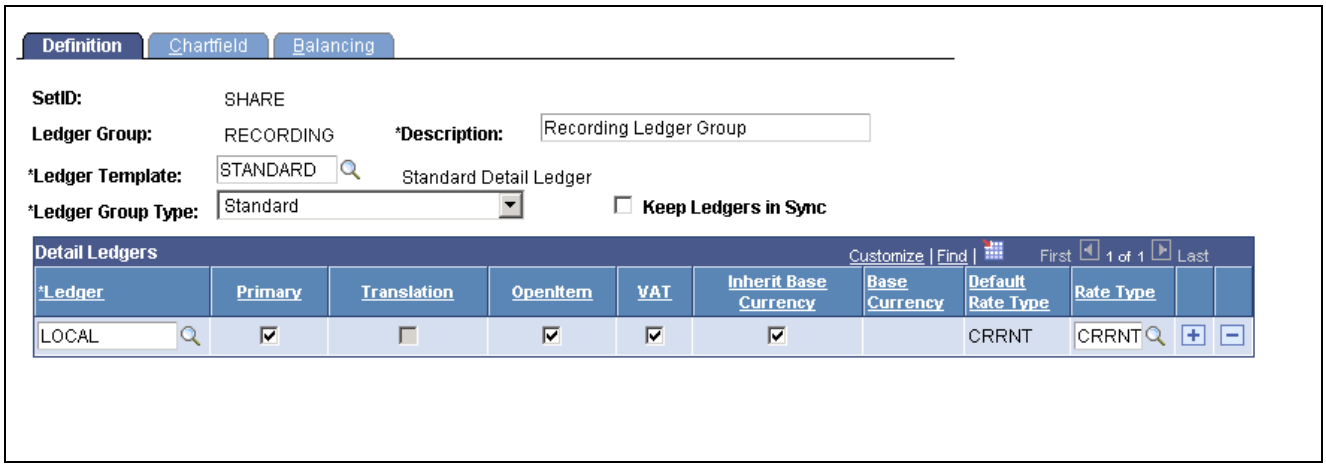
Page Name	Object Name	Navigation	Usage
Ledger Group - Definition	LEDGER_GROUP	General Ledger, Ledgers, Ledger Groups, Definition	Define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.
Ledger Group - Chartfield	LEDGER_GROUP2	General Ledger, Ledgers, Ledger Groups, Chartfield	Define ChartFields for this ledger group. The system generates a set of default edit tables, which you can modify.
Ledger Group - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Ledger Groups, Balancing	Specify the ChartField balancing options for the journals generated to the detail ledger.

See Also

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

Defining a Ledger Group

Access the Ledger Group - Definition page.



Ledger Group - Definition page

Description Enter a description for this detail ledger group to appear on pages, inquiries, prompt lists, and reports.

Ledger Template Select a ledger template to link to this ledger group.

Ledger Group Type The values are:

Average Daily Balance: Allows a primary ledger and no secondary ledgers.

Budget: Allows a primary ledger and no secondary ledgers.

Standard: Allows a primary ledger and up to nine secondary ledgers.

Translation: Allows a primary ledger and no secondary ledgers.

Commitment Control Expense: Used for Commitment Control budgets.

Commitment Control Revenue: Used for Commitment Control budgets.

The selection that you make here affects the choice of attributes in the Ledger Details grid. It also affects the set of ChartFields that appear on the Chartfield page.

Keep Ledgers in Sync Select to have the system post journal entries to all ledgers in the ledger group. Select the Balance by all Currencies option on the General Ledger Business Unit Definition - Currency Options page and the Journal Source - Currency Options page.

Clear to have the system post journal entries to all ledgers in the ledger group or to a single ledger based on your choices on the journal entry's Header page and on the Journal Generator Template - Defaults page.

Do not select if you need to distinguish prior period adjustments. For example, suppose that you keep one ledger to store entries for local reporting and another ledger for corporate reporting. Local regulations require that you post adjusting entries dated through the 15th of the month to the prior period, and corporate books require that the period closes on the 5th. When you make an adjusting entry dated the 10th, post the adjustment to different periods in the two ledgers—prior period for the local ledger, current for the corporate—resulting in an out-of-sync scenario.

Ledger Select the ledgers that you want to link to this ledger group from the list of detail ledgers associated with the ledger template (as you identified on the

Detail Ledger page). You can specify one primary ledger and up to nine secondary ledgers for ledger groups that have a group type of *Standard.*

Note. You can select only one ledger for Average Daily Balance, Translation, and static Budget ledger group types (this does not refer to commitment control ledgers.)

Primary Select if the ledger is the primary ledger in a group or if it is the only ledger in the ledger group.

Translation Select if this is a currency translation ledger. This option is available only when you select Keep Ledgers in Sync. You can define any non-primary ledger as a translation ledger.

Note. Journal processing and multicurrency processing handle currency translation ledgers differently from normal secondary ledgers.

OpenItem Select to enable the OpenItem accounting feature and to track OpenItem transactions in the ledger.

VAT Select to maintain VAT balances in the ledger.

Inherit Base Currency You can define a base currency for the ledger, or you can select this option to inherit the base currency of the business unit to use in the ledger.

Base Currency If you did not select Inherit Base Currency, specify the base currency to apply to this ledger.

Default Rate Type When you select Keep Ledgers in Sync for a ledger group, and you enter a journal against the primary ledger, the system automatically generates the journal entry lines for the secondary ledgers. The Default Rate Type influences the rate type that is used for the secondary lines.

The following hierarchy applies:

1. The system checks for a value in rate type for the ledger.

   If a value exists, the system populates the Default Rate Type with the Rate Type value and uses it for the secondary lines.

2. The system checks for a rate type on the primary journal line.

   If one exists, it uses that type for the secondary line.

3. If there is no value in Rate Type or on the primary journal line, the system uses the Default Rate Type value.

Rate Type Identifies the currency exchange rate type that is always used in the auto-generated journal lines for the secondary ledgers. (See the explanation under Default Rate Type for more information.)

Note. The setup for commitment control detail ledger groups differs slightly from other ledger types. See the commitment control documentation for additional instructions.

See Also

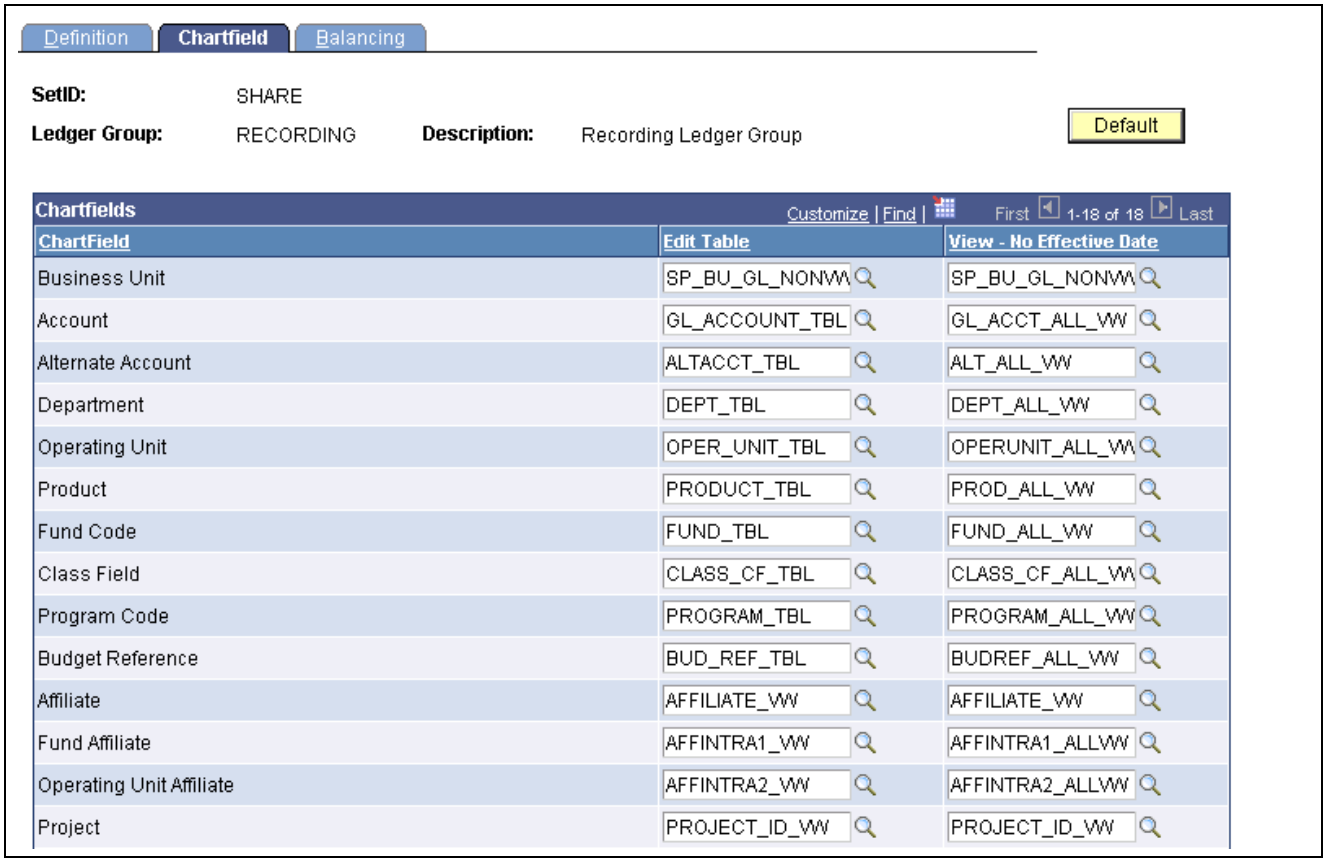
PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options," Establishing Commitment Control Ledgers

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Multiple Currencies in General Ledger," Preparing to Translate Ledger Balances

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Using Open Item Accounting"

Defining Ledger Group and Default Edit Tables

Access the Ledger Group - Chartfield page.



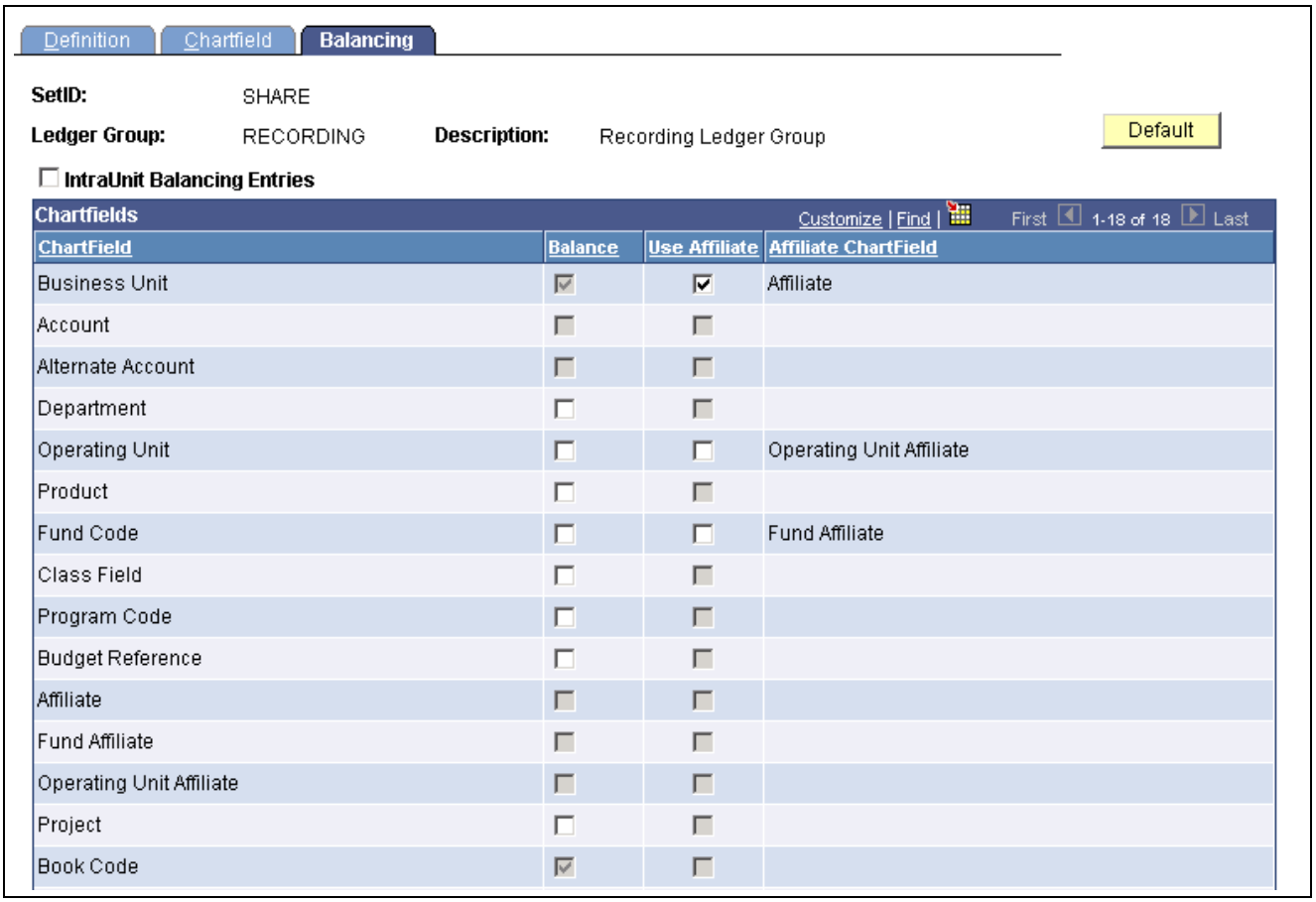
Ledger Group - Chartfield page

The set of ChartFields is based on the ledger group type that you select on the Ledger Group - Definition page.

Click the Use the Default ChartFields button to generate a set of default edit-table names and reporting views for the ChartFields in the ledger. The Edit Table field value comes from the effective-dated edit table that you specify on the Design ChartFields - Dynamic Edit Tables page. Use the View – No Effective Date fields for reporting prompts when you do not want to limit the selection by effective date, because historical rows might contain ChartFields that are no longer active. To change these values, click the Lookup button.

Specifying ChartField Balancing Options

Access the Ledger Group - Balancing page.



Ledger Group - Balancing page

Balancing fields control the totals on the Journal Entries - Total page. The Journal Edit process also requires that the amounts entered for these ChartFields be in balance.

When you select additional ChartFields for balancing, all unique occurrences of the combination of values must balance. If they do not, the Journal Edit process uses the rules set up for balancing journals (for example, suspend or recycle) on the Journal Edit Options page.

Default Click the Use Default ChartFields button to update and clear the current ChartFields group box information.

IntraUnit Balancing Entries Select to indicate that the selected balancing ChartFields for the detail ledgers in this ledger group include intraunit entries.

Balance Select to indicate that you want this ChartField to balance for the ledgers in this ledger group.

Use Affiliate Select to indicate that you want to use an affiliate ChartField, which identifies intercompany activity by tracking the business unit associated with the transaction. This provides a method to map transactions between business units while using a single intercompany account.

Business Unit Always selected to balance because General Ledger always balances detail ledgers by business unit.

Currency Code Always selected because General Ledger always balances detail ledgers by currency code.

Account	You cannot select this ChartField because PeopleSoft cannot balance a ledger by account.
Alternate Account	You cannot select this ChartField because cannot balance a ledger by alternate account.
Statistics Code	You cannot select this ChartField to balance a ledger by statistics code.
Book Code	This is a default ChartField for balancing because General Ledger always balances detail ledgers by book code, even if you do not enable the Book Code feature.
Adjustment Type	This is a default ChartField because General Ledger always balances detail ledgers by adjustment type, even if you do enable Book Code.

Defining Ledgers for a Business Unit

Because ledgers and calendars are stored in tables, you can share them with business units. This enables business units to share common ledger definitions while retaining their own unique calendars and closing schedules.

To define ledgers for a business unit, use the Ledgers For A Unit component (BUSINESS_UNIT_LED). Use the EM_BUS_UNIT_LED component interface to load data into the tables for this component.

This section discusses how to:

- Define ledgers for a business unit.
- Define journal edit error options for a ledger group.
- Define default currency options for a ledger.
- Define default journal post options for a ledger.
- Define default approval options for a ledger.
- Define default Commitment Control ledger options.

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. For example, if General Ledger is selected on the Products page and you have not licensed the product, there are fields that are only applicable to General Ledger that are then available for input of values on the ledgers for a unit page.

Pages Used to Define Ledgers for a Business Unit

Page Name	Object Name	Navigation	Usage
Ledgers For A Unit - Definition	BUSINESS_UNIT_LED1	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Definition	Identifies the detail ledgers, ledger groups, and calendars used by this business unit and identifies specific characteristics for each ledger.

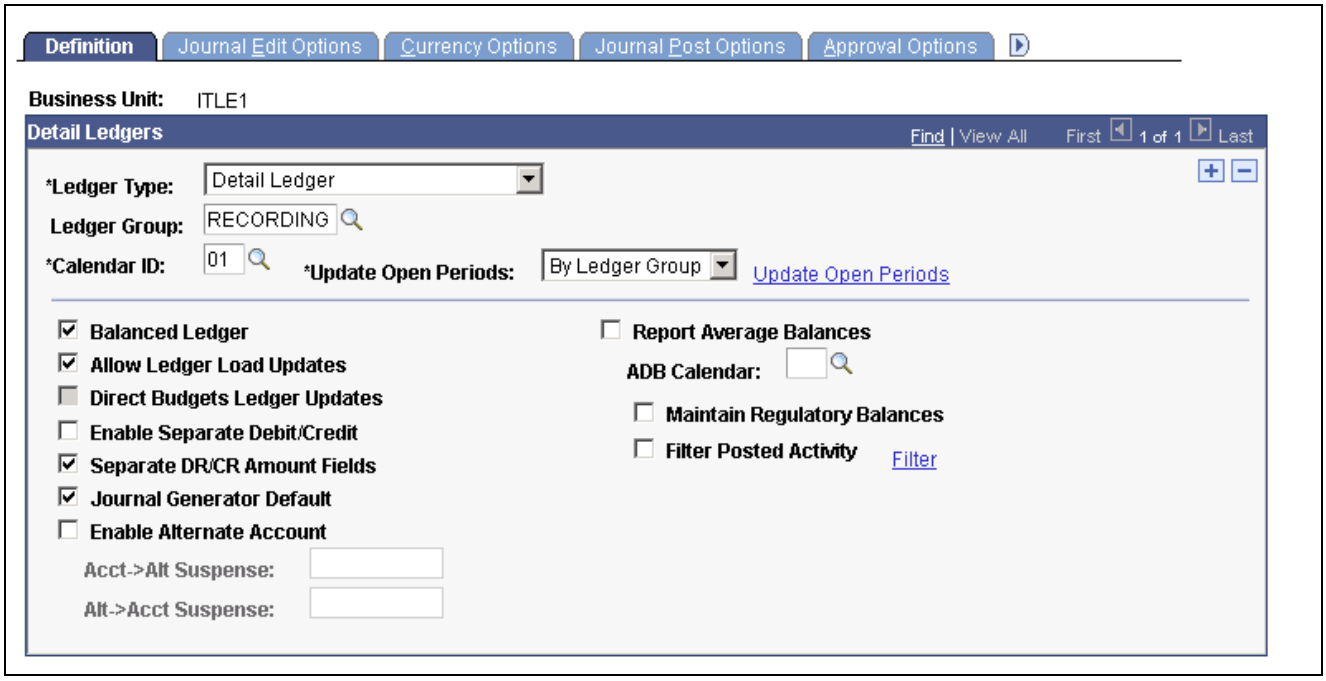
Page Name	Object Name	Navigation	Usage
Open Period	OPEN_PERIOD_SINGLE	Select a detail ledger, and click the Update Open Periods link.	Identify open periods and adjustment periods based on the ledger group and transaction type.
ADB Account Types	BU_LED_ADBACCT_SEC	Click the Filter link on the Ledgers For A Unit - Definition page.	Select account types to post to the ADB ledger.
Ledgers For A Unit - Journal Edit Options	BUSINESS_UNIT_LED2	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Edit Options	Define how the system processes journal error processing for the ledger.
Balance Suspense ChartFields	BUL_JE_BS_CFS_SEC	Click the Balance Suspense ChartFields link on the Ledgers For A Unit - Journal Edit Options page.	If you select Suspend for journal balance error, specify the suspense account for journal balance errors here.
Edit Suspense ChartFields	BUL_JE_ES_CFS_SEC	Click the Edit Suspense ChartFields link on the Ledgers For A Unit - Journal Edit Options page.	If you select Suspend for journal edit error, specify the suspense account for journal edit errors here.
Amount Suspense ChartFields	BUL_JE_AS_CFS_SEC	Click the Amount Suspense ChartFields link on the Ledgers For A Unit - Journal Edit Options page.	If you select Suspend for journal edit error, specify the suspense account for journal amount errors.
Ledgers For A Unit - Currency Options	BUSINESS_UNIT_LED3	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Currency Options	Specifies the currency default options for the specified ledger for this business unit.
Ledgers For A Unit - Journal Post Options	BUSINESS_UNIT_LED6	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Journal Post Options	Specifies journal post options for posting and unposting the journals that apply to the specified ledger.
Ledgers For A Unit - Approval Options	BUSINESS_UNIT_LED4	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Approval Options	Specifies default journal approval options for the specified ledger.
Ledgers For A Unit - Commitment Control Options	BUSINESS_UNIT_LED5	Setup Financials/Supply Chain, Business Unit Related, General Ledger, Ledgers For A Unit, Commitment Control Options	Specifies the default ledger options for the specified Commitment Control ledger.

See Also

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

Defining Ledgers for a Business Unit

Access the Ledgers For A Unit - Definition page.



Ledgers For A Unit - Definition page

Ledger Type Select the ledger type for this business unit. Values are:

Detail Ledger: Select to associate detail ledgers to this business unit.

Summary Ledger: Attach to business units using the Ledger Set for Summary Ledgers - Ledger Set page.

Commitment Control Ledger: Select to set up Commitment Control ledgers.

Ledger Group If you select *Detail Ledger* as the ledger type, select a ledger group from a list you defined in the Ledger Group component.

Ledger If you select *Summary Ledger* as the ledger type, this field becomes available. Although summary ledgers are listed in this field, you attach summary ledgers to business units using the Ledger Set for Summary Ledgers - Ledger Set page.

Calendar ID Select the calendar for this ledger from a list of calendars on the Calendar Period page.

Update Open Periods You can elect to Update Open Periods by selecting a ledger group or ledger code for detail ledgers. *By Ledger Group* is used to identify open periods and adjustment periods based on the ledger group and transaction type. *By Ledger Code* is used when working with multiple generally accepted accounting principles (GAAP) and prior-period adjustments. If you do not perform this activity, all periods in the ledger are closed and no journal posting is permitted.

If you specify an adjustment period, the Journal Entry page uses it as the default for adjusting journals. You can post year end adjustments to special adjustment periods separate from the last accounting period of the year. Typically, you want your adjustments year to match your fiscal year.

Balanced Ledger Select to indicate that this ledger is balanced ledger (debits equal credits) and to make available the journal balance error processing options on the Journal Options page.

Allow Ledger Load Updates Select to have the Flat File Ledger Import and Ledger Load (ChartField Value Mapping) processes to update detail ledgers, and Ledger Publish Enterprise Integration Point (IP) to subscribe and update summary ledgers.

Note. Ledger Publish processing always publishes ledger data into the IP regardless of this option. However, you must select this option for summary ledgers to enable the IPsubscription process to update the target table. For detail ledgers, the IP subscription process always processes detail ledger data and stores it in a staging table. Afterward, the Ledger Load process selects the detail ledger data for ledgers that have this option selected.

Direct Budgets Ledger Updates Select to update a standard budget ledger (not commitment control related) directly by using online pages and using the general ledger posting process. If cleared, the system will not perform online adjustments to standard budget ledgers.

Enable Separate Debit/Credit Select to enable the storing of credit and debit balances separately on the ledger. Normally, General Ledger posts net balances for all posted ChartField combinations to the ledger. To use this feature, first you must complete the table modifications for Separate Debit/Credit, discussed previously.

Separate DR/CR Amount Fields (separate debit and credit amount fields) Select to indicate upon journal entry whether a journal amount is a debit or credit. You must have previously selected the Enable Separate Debit/Credit option.

Normally, General Ledger determines whether a journal is a debit or a credit based on its sign. If the journal entry amount is positive, the system treats it as a debit; if negative, as a credit.

If you select this option , the system displays separate debit and credit entry fields on the Create/Update Journal Entries - Lines page. A negative entry in either of the amount fields is considered a reversal of that type of amount. For example, a negative 5.00 EUR in the debit amount field causes the ledger debit amount to be reduced by 5.00 EUR.

If you do not select Separate DR/CR Amount Fields but you select Enable Separate Debit/Credit, the Journal Entry - Lines page displays an N/R (normal/reversal) field, in which you indicate whether the amount entered is normal (positive is a debit, negative is a credit) or a reversal (positive is a credit reversal, negative is a debit reversal).

Note. The Separate DR/CR Amount Fields check box enables you to enter debits and credits only in their own fields on the journal entry pages. However, you cannot store these debits and credits and post them separately to the ledger. To store the fields separately in the ledger, select Enable Separate Debit/Credit.

Journal Generator Default (journal generator default ledger group)	Select to indicate that this is the default ledger group for this business unit. When the system generates journals from other PeopleSoft applications, it uses this ledger group when no ledger group is specified on an accounting entry line.
Enable Alternate Account	Select to enable the Acct -> Alt Suspense and Alt -> Acct Suspense fields.
Acct -> Alt Suspense (suspense alternate account for unmapped account)	Select to accommodate a transaction with an account that is not mapped to an alternate account.
Alt -> Acct Suspense (suspense account for unmapped alternate account)	Used if a transaction is entered with an alternate account that is not mapped to an account.
Report Average Balances	If selected, enables the Average Daily Balance (ADB) feature for this ledger.
ADB Calendar	If you selected Report Average Balances, select a detail calendar (typically the daily calendar) to use for calculating your average balance.
Maintain Regulatory Balances	Select to maintain separate daily balances for a period where one reflects the journal date and one reflects the ADB date.
	Warning! Selecting this option increases processing demand on the system.
Filter Posted Activity	Select to enable specifying of account types (such as asset, liability, expense, and so on) that you want to post to the ADB ledger.
Filter	After you select Filter Posted Activity, click this link to access the Include Account Types Posted to ADB Ledger page, where you select the account types that you want to post to the ADB ledger.

Warning! While you can also use the Ledgers For A Unit - Definition page to remove ledgers for a given business unit, you cannot remove a ledger if journal entries have already been posted for that business unit.

See Also

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

Chapter 12, "Defining Accounting Calendars," Adjustments and Other Special Periods, page 365

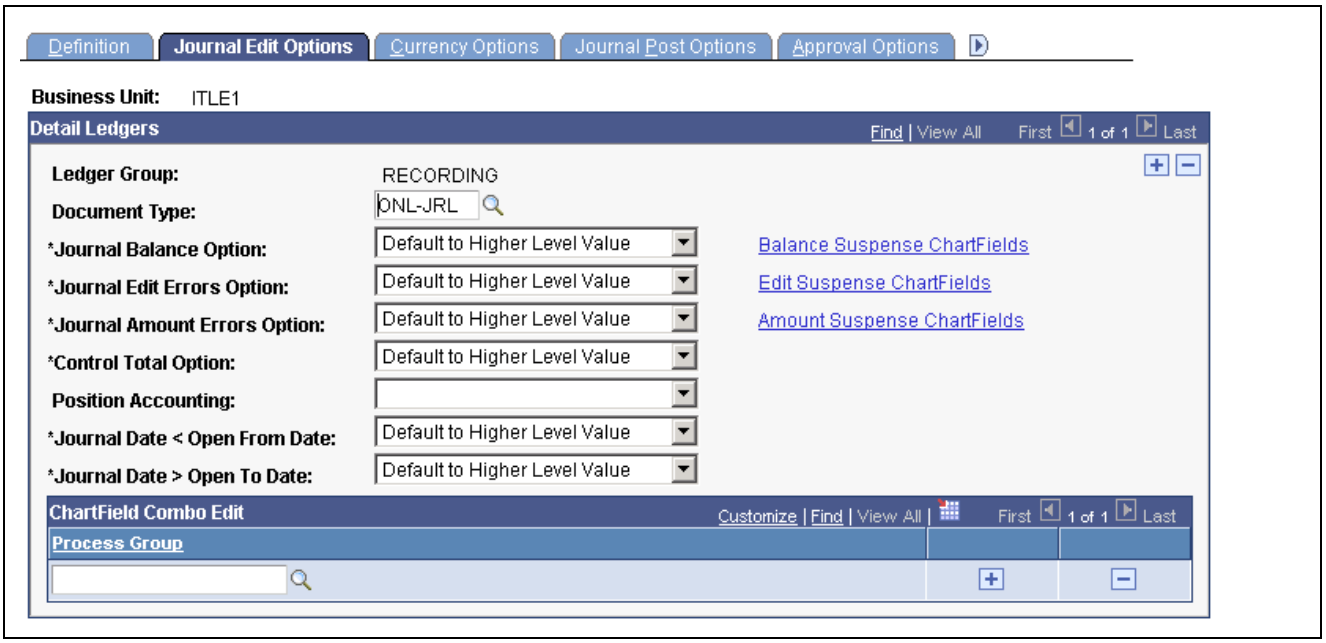
Chapter 13, "Setting Up Ledgers," Modifying Tables to Store Separate Debit and Credit Balances, page 398

Chapter 11, "Using Alternate Account," page 353

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Calculating Average Balances"

Defining Journal Edit Error Options for a Ledger Group

Access the Ledgers For A Unit - Journal Edit Options page.



Ledgers For A Unit - Journal Edit Options page

Note. If you define error processing at the ledger level, it overrides all error handling that you specify at the business unit level for journals using only the selected ledger.

Document Type If you use PeopleSoft Document Sequencing, specify a document type for every journal that you enter. If you specify a document type in this field, the system sets to this document type all journals for this ledger group entered through a journal entry.

Journal Balance Option Available only if you selected the Balanced Ledger option on the Ledgers For A Unit - Definition page.

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 you can post them. A journal balance error occurs when an unbalanced journal is targeted to a balanced ledger. You can post unbalanced journals only to ledgers that have been set up as unbalanced ledgers (such as a standard budget ledger).

Select from the following values to correct the balance error:

Default to Higher Level Value: Uses the error-processing options that you defined on the General Ledger Business Unit - Definition page.

Recycle: Marks journal entries containing errors as invalid and does not allow them to be posted. After you make the corrections and re-edit the journal, you can post the journal successfully.

Suspend: For journal balance and journal amount errors, posts the amount required to bring each journal into balance (if it is out of balance) to a suspense account. For journal edit errors, it posts the amounts from those lines that reference invalid ChartFields. This value is not available for control total errors.

Journal Edit Errors Option As you enter journal lines, General Ledger verifies that all ChartField values are valid as of the journal entry date.

Select from the following values to correct the edit error:

- *Default to Higher Level Value*
- *Recycle*
- *Suspend*

Journal Amount Errors Option

As you enter journal lines, General Ledger verifies that the foreign amounts and the monetary amounts are the same sign. A journal amount error occurs if the foreign amount has a different sign than the monetary amount (for example, if the journal has a foreign amount that is 10 and a monetary amount that is –200).

Select from the following values to correct the amount error:

- *Accept:* Indicates that you want the Journal Edit process to accept the monetary and foreign amounts as correct and continue processing, even though the amounts have different signs.
- *Default to Higher Level Value*
- *Recycle*
- *Suspend*

Control Total Errors

(Optional) As you enter journal lines, General Ledger displays a running total of the number of lines, debits, credits, and units that you entered in the journal. A control total error occurs if the journal line totals do not match the control totals that you entered at the journal header level.

Select from the following values to correct the control total error:

- *Default to Higher Level Value*
- *N/A:* Ignores any previously set control totals.
- *Recycle*

Position Accounting

Select to enable Position Accounting, which uses the options that you created on the Position Accounting - Position Account page. The Position Accounting feature enables the Journal Edit process to generate position accounting entries, which track profits and losses due to holding assets in multiple currencies.

Journal Date < Open From Date

The Accounting Period Closed error message appears if the journal date is outside of the date range that you set up. The journal date determines the period to which a journal is posted and must be within the range of the current open periods before it can be posted. You can define the beginning and ending dates for each period in the Detail Calendar - Calendar Periods page. Use the Open Period Updates page to define the range of periods that are currently open for each ledger group. The only exception to using the journal date to determine the period to which the journal should be posted is adjusting entries, which fall into special adjustment periods as defined on the detail calendar.

If the journal date is less than the open-from date, select from the following values to correct the error:

- *Change to Open From Date*
- *Default to Higher Level Value*
- *Recycle*

Journal Date > Open To Date

The Accounting Period Closed error message also appears if the journal date is greater than the open to date.

Select from the following values to correct the error:

- *Change to Open To Date*
- *Default to Higher Level Value*
- *Recycle*

Balance Suspense ChartFields

If you select *Suspend* for Journal Balance Option, click this link to access the Balance Suspense ChartFields page, where you specify the suspense account for journal balance errors for the ledger group. Define the entire ChartField combination.

Edit Suspense ChartFields

If you select *Suspend* for Journal Edit Errors Option, click this link to access the Edit Suspense ChartFields page, where you specify the suspense account for ChartField journal edit errors for the ledger group. Define the entire ChartField combination.

Amount Suspense ChartFields

If you select *Suspend* for Journal Amount Errors, click this link to access the Amount Suspense ChartFields page, where you specify the suspense account for journal amount errors for the ledger group. Define the entire ChartField combination.

Process Group

Select the process group that contains the multiple combination edit rules for this ledger group. Define process groups on the Combination Group page. During combination editing, the system references the ledger group indicated on a transaction to see which rules apply. It then applies these rules during the Journal Edit process. Journal lines that fail validation using one of the rules in the group are marked in error.

See Also

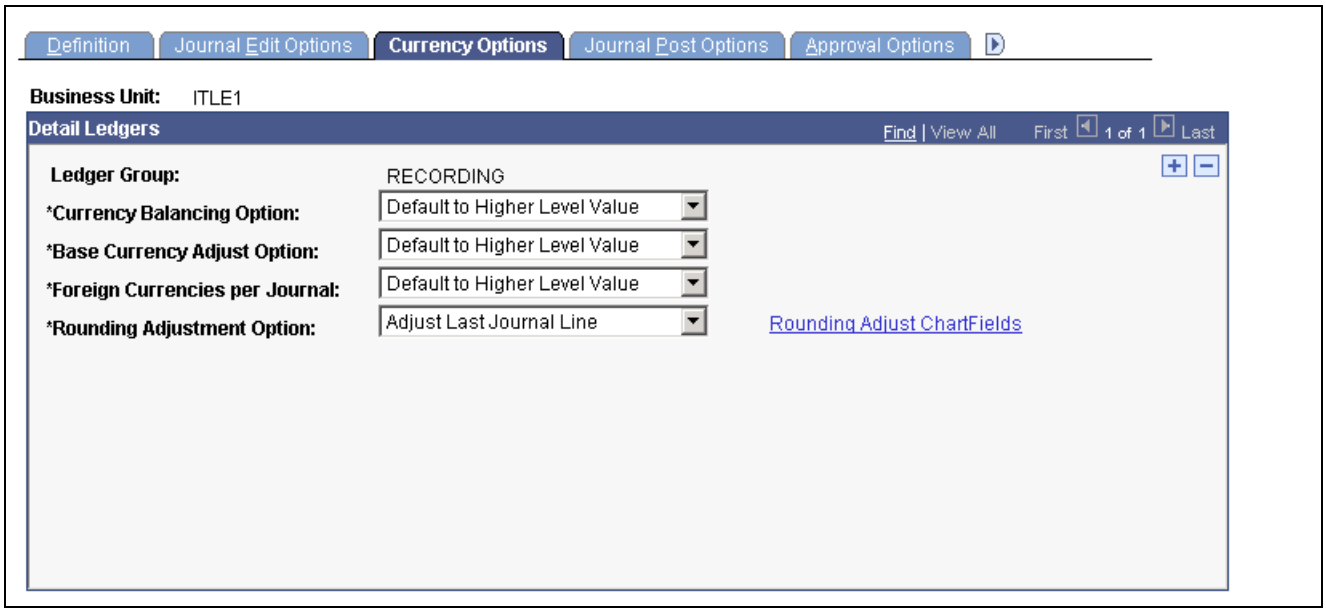
PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies," Setting Up Position Accounting

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Journals," Correcting Journal Errors

Chapter 7, "Editing ChartField Combinations," page 237

Defining Currency Options for a Ledger

Access the Ledgers For A Unit - Currency Options page.



Ledgers For A Unit - Currency Options page

Rounding Adjustment Option

This option is only available on this page.

Because the amount on each line is individually converted, base currency totals are potentially out of balance due to rounding. Depending on the option you select the difference for each foreign currency is:

- Applied to the last line for the currency if you selected the *Adjust Last Journal Line* option.
- Entered on a new base currency adjustment line if you selected the *Add Adjusting Journal Line* option.

Note. When a ledger group contains multiple ledgers with a secondary ledger or ledgers that have the same base currency as the primary ledger and if journals contain multiple foreign currency transactions, the following applies.

If you choose to use different rate types for currency conversion in primary and secondary ledgers having the same base currency and in a single ledger group or if imbalances occur because of rounding and truncation of foreign currency conversions, when you have journals with multiple currencies posting to the ledger group, you cannot use Add Adjusting Journal Line to handle the balancing of journals. If you attempt to do so, the journal edit process errors out the journal and issues an error message.

For example, assume you have a primary ledger and a secondary ledger in the same ledger group that use GBP as the base currency, you have KLS selected and require that journal entries balance by base currency. If you then generate a journal in various currencies and a journal edit returns the result that the base amount of the secondary ledger in GBP is out of balance, you must select Adjust Last Journal Line for that journal to be balanced by the system.

The system cannot use Add Adjusting Journal Line under the circumstances described in the example. Under these conditions, when you must use Adjust Last Journal Line, the system selects the last line in a balancing set for balance by base currency where the transaction currency is not equal to the base currency to add or subtract the amount necessary to balance the base currency of the secondary ledger.

The last line is not necessarily the last line of the journal. The system groups all lines in balancing sets when balancing the journal. The journal edit selects the last line for a balancing set where the transaction currency does not equal the base currency and calculates the amount necessary to balance the set. Each set must balance for the total journal to be in balance.

Rounding Adjust ChartFields

Select this link to access the Rounding Adjustment ChartFields page. When there is an unbalanced condition between the debit and credit rows due solely to rounding on conversion form foreign Amount to Base Amount, select a default balancing group, ChartField, and ChartField Value to be used during the editing process.

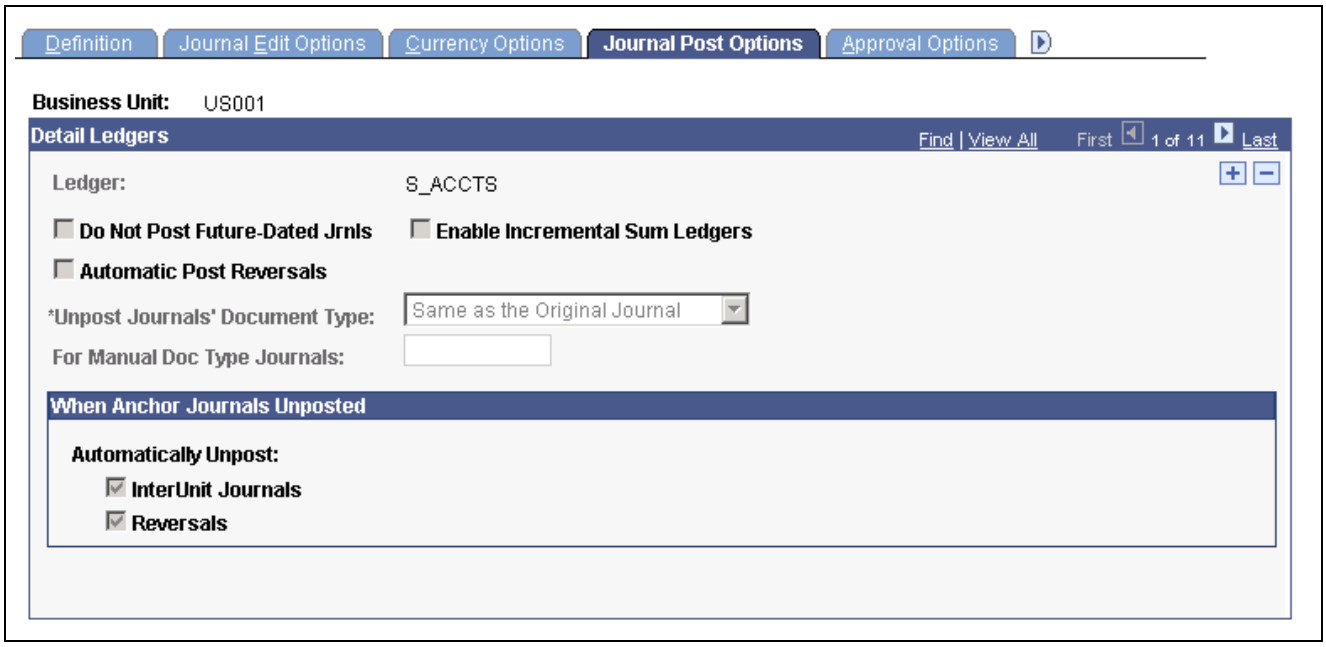
See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Processing Multiple Currencies,” Establishing Rounding Adjustment Controls

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, “Defining Your Operational Structure,” Defining Currency Options for a Business Unit

Defining Default Journal Post Options for a Ledger

Access the Ledgers For A Unit - Journal Post Options page.



Ledgers For A Unit - Journal Post Options

Do Not Post Future-Dated Jrnls (do not post future dated journals) Select to not post journals with a journal date past the journal process date. Define the journal process date on the General Ledger Business Unit Definition - Journal Options page.

Automatic Post Reversals Select to post accrued reversals automatically when you post the original journal entry. If you select Do Not Post Future-Dated Jrnls and the accrued reversals are for a future date, the system does not post them. If you do not select this check box, mark the reversals for posting separately from the original journals.

Enable Incremental Sum Ledgers (enable incremental summary ledgers) Select to enable summary ledgers that you defined on this detail ledger to be updated with incremental changes. The Journal Post process stores new rows for the summary ledger's use.

Note. Incremental ledger load is not supported for standard detail ledgers.

Unpost Journals' Document Type Select *Same as the Original Journal* to keep the same document type. (Select a manual document type from the For Manual Doc Type Journals field.)

Select *Specify a New Document Type* to assign a new document sequencing number. (Select a new document type from the Unpost Journals' Document Type field.)

For Manual Doc Type Journals (for manual document type journals) If you selected *Same as the Original* in the Unpost Journals' Document Type field, this field appears. Select a document type to use if you manually assigned the original journal's document type. This new document type must be set up for automatic numbering. If the system automatically assigned the original document type, the same document type that was in your original journal is used here.

Unpost Document Type If you selected *Specify a New Document Type* in the Unpost Journals' Document Type field, this field appears. Select a new document type that is set up for automatic numbering.

When Anchor Journals Is Unposted

InterUnit Journals System selected to automatically unpost related InterUnit journals when you unpost the anchor journals.

Reversals System selected to automatically unpost related accrued reversal journals when you unpost the anchor journals.

See Also

Chapter 13, "Setting Up Ledgers," Generating or Updating a Summary Ledger, page 431

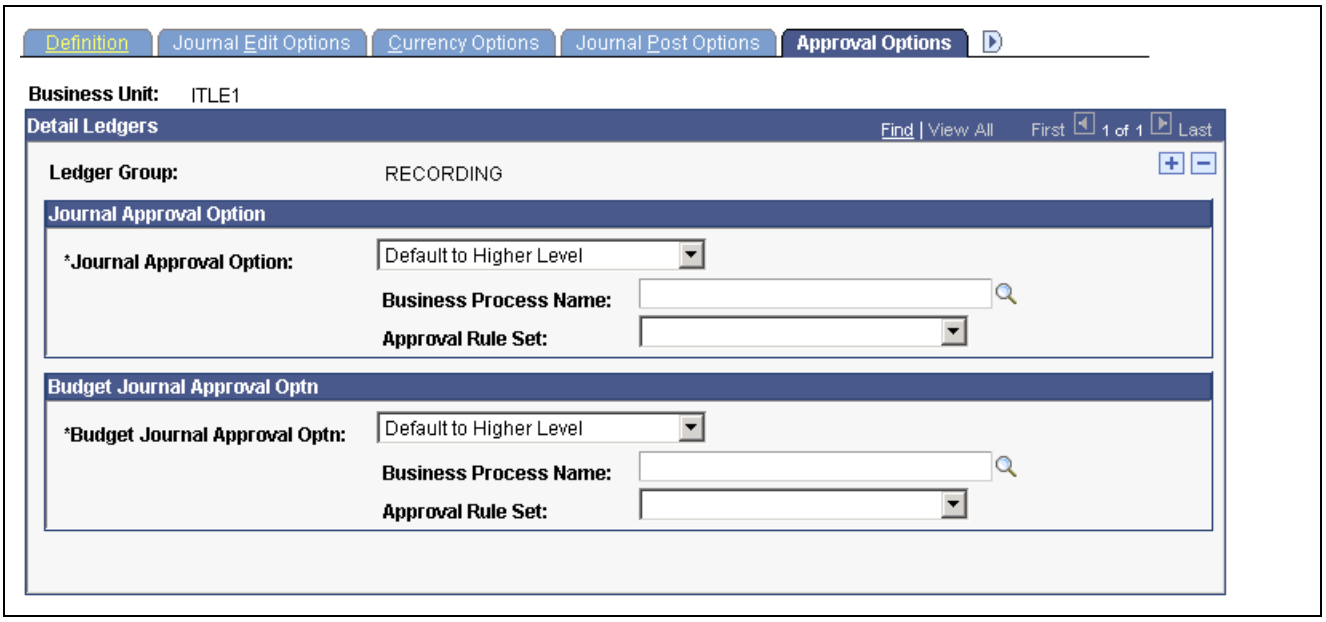
Chapter 13, "Setting Up Ledgers," Updating Summary Ledgers Incrementally Through Posting, page 433

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Performing Financial Consolidations"

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Journals," Unposting Journals

Defining Journal Approval Options for a Ledger

Access the Ledgers For A Unit - Approval Options page.



Ledgers For A Unit - Approval Options page

Journal Approval Option and **Budget Journal Approval Optn** (budget journal approval option) Select one of the following values:

Pre-Approved: Allows journal entry without approval through PeopleSoft Workflow. This allows you to select *Post* in the Process field on the Create/Update Journal Entries - Lines page.

Default to Higher Level: Uses the approval options that you define on the Business Unit General Ledger Definition page.

Specify Approval Rule: Requires approval through PeopleSoft Workflow. If you select this value, enter the business process name and the approval rule set, which enables the Process: Submit in the Journal Entry pages.

Business Process Name Select a workflow business process with which you approve journal entries.

Approval Rule Set Select a workflow approval rule set of the previously specified business process with which you approve journal entries.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Defining Your Operational Structure," Defining General Ledger Business Units

Defining Commitment Control Ledger Options

Access the Ledgers For A Unit - Commitment Control Options page.



Ledgers For A Unit - Commitment Control Options page

These files are described in the commitment control documentation.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Setting Up Basic Commitment Control Options," Setting Up Commitment Control for a Business Unit and General Ledger Ledger Group

Setting Up and Using Multibook Ledgers

To set up multibook ledgers, use the following components:

- Installation Options (INSTALLATION)
- Ledger Template (LEDGER_TEMPLATE)
- Detail Ledger (DETAIL_LEDGER)
- Detail Ledger Group (DETAIL_LEDGER_GROU)

This section lists prerequisites and discusses how to:

- Set up for multibook processing.
- Process Multibook Transactions—journal header page.
- Process Multibook Transactions—journal lines page.

Prerequisite

Before you set up and process multibook ledgers, set up base currencies.

Pages Used to Set Up and Use Multibook Ledgers

Page Name	Object Name	Navigation	Usage
Overall	INSTALLATION_FS1	Setting Up Financials/Supply Chain, Install, Installation Options Click the Overall link	Select the Create Multibook Accounting Entries in Subsystems option.
Templates - Record Definitions	LEDGER_TEMPLATE1	General Ledger, Ledgers, Templates, Record Definitions	You can create or modify the record names for a ledger template; however, do this only if you are adding a new template or modifying the default records of the templates delivered with the system.
Templates - Field Definitions	LEDGER_TEMPLATE2	General Ledger, Ledgers, Templates, Field Definitions	You can create or modify the field names for a ledger template; however, do this only if you are modifying the default fields or if you are adding the fields to store debit amounts separate from credit amounts (separate debit and credit configuration.)
Detail Ledger - Definition	LEDGER_DETAIL1	General Ledger, Ledgers, Detail Ledgers, Definition	Define a detail ledger ID and name, and link the detail ledger to a ledger template.
Ledger Group - Definition	LEDGER_GROUP	General Ledger, Ledgers, Ledger Groups, Definition	Define a ledger group, link it to a ledger template, assign ledger details to the group, and identify the unique attributes of each ledger within the group.
Ledger Group - Chartfield	LEDGER_GROUP2	General Ledger, Ledgers, Ledger Group, Chartfield	Define default ChartFields for this ledger group. The system generates a set of default values, which you can modify.

Page Name	Object Name	Navigation	Usage
Ledger Group - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Ledger Group, Balancing	Specify the ChartField balancing options for the journals generated to the detail ledger.
Create/Update Journal Entries - Header	JOURNAL_ENTRY1	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Header	Select the multibook transaction ledger group.
Create/Update Journal Entries - Lines	JOURNAL_ENTRY2_IE	General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines	Enter transaction amounts and currency codes for one or more ledgers included in the multibook ledger group.

Setting Up for Multibook Processing

Access the Overall page.

To set up your system for multibook processing:

1. Select the Create Multibook Accounting Entries in Subsystems check box only if you want other PeopleSoft applications to create in-sync accounting entries.
2. Review ledger templates and define detail ledgers.
3. Link multiple detail ledgers to a ledger group using the Ledger Group - Definition page.

See Also

Chapter 13, “Setting Up Ledgers,” Defining a Ledger Template, page 393

Chapter 13, “Setting Up Ledgers,” Defining a Detail Ledger, page 402

Chapter 13, “Setting Up Ledgers,” Linking Ledgers to a Ledger Group, page 403

Processing Multibook Transactions — Header Page

Access the Create/Update Journal Entries - Header page.

Access the Create/Update Journal Entries - Header page and select the ledger group that you set up for multibook transactions, or select the ledger group and a specific ledger within that group.

When you select Keep Ledgers in Sync on the Ledger Group - Definition page, the system automatically selects the AutoGenerate Lines option.

When you enter a transaction for the entire group, the system converts the transaction amount to the base currency of each ledger in the group and posts it to each ledger within the group. The conversion rate is determined at the transaction level. If the transaction is for one specific ledger in the group, the system posts the transaction only to that ledger.

Processing Multibook Transactions — Lines Page

Access the Create/Update Journal Entries - Lines page.

Enter the transaction amount and the transaction currency code as well as any other data relevant to the multibook transaction.

The Ledger field in the journal line record is an addition to the existing key fields: Business Unit, Journal ID, Journal Date, and Unpost Sequence. Based on the ledger group that you enter, the system determines how many secondary ledgers are in the ledger group; it creates one journal line for each ledger. The ChartField values and transaction amounts are the same on each of these lines, with the exception of the translation ledger. The translation ledger has different amounts that populate the Monetary (Base Currency) Amount, Currency Code, Exchange Rate Type, and Exchange Rate fields; the base currency in the ledger determines these values.

After you enter all of the transaction lines, select the Journal Edit process, which automatically generates journal lines as supporting transaction details for each ledger.

Example 1: Multibook Transaction

Assume that you have a Local ledger with NOK as the base currency and a Reports ledger with EUR as the base currency. Both are part of the ledger group Actuals. You enter the transaction in CHF with a CHF 100 debit to rent expense (account 1000) and a CHF 100 credit to accounts payable (account 2000). You enter the local lines, and the system automatically generates the reports lines. The four journal lines appear as follows:

Jrnl Ln	Ledger Group	Ledger	Acct	Frgn Amt	Frgn CC	Mntry Amt	CC	Rate Type	Excg Rate
1	ACTUALS	LOCAL	1000	100	CHF	50	NOK	CURR	0.5
1	ACTUALS	REPORTS	1000	100	CHF	25	EUR	CURR	0.25
2	ACTUALS	LOCAL	2000	<100>	CHF	<50>	NOK	CURR	0.5
2	ACTUALS	REPORTS	2000	<100>	CHF	<25>	EUR	CURR	0.25

Example 2: Translation Ledger

In this example, Reports is defined as a translation ledger. Both Local and Reports are part of the ledger group Actuals. The transaction was entered in CHF with the same amount as above. The four journal lines appear as follows:

Jrnl Ln	Ledger Group	Ledger	Acct	Frgn Amt	Frgn CC	Mntry Amt	CC	Rate Type	Exchg Rate
1	ACTUALS	LOCAL	1000	100	CHF	50	NOK	CURR	0.5
1	ACTUALS	REPORTS	1000	50	NOK	25	EUR	CURR	0.5
2	ACTUALS	LOCAL	2000	<100>	CHF	<50>	NOK	CURR	0.5
2	ACTUALS	REPORTS	2000	<50>	NOK	<25>	EUR	CURR	0.5

When you enter the Local lines, the system automatically generates the Report lines. For a translation ledger, the foreign amount and transaction currency of Reports are the monetary (base currency) amount and currency code of the primary ledger, Local.

The header record for the journal lines contains summary information including ledger, total debits, total credits, edit status, and posted status. The amounts carried on the header are in the denomination of the base currency for the business unit.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Making General Ledger Journal Entries," Creating Journal Entries

Chapter 13, "Setting Up Ledgers," Linking Ledgers to a Ledger Group, page 403

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Journals"

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies," Multibook

Combining Accounts Using Summary Ledgers

General Ledger has default summary ledgers in which you can store balances without additional modification. However, you can create additional summary ledgers and modify existing ledgers.

To combine accounts using summary ledgers, use the Summary Ledger component (SUMMARY_LEDGER) and the Ledger Set for Summary Ledgers component (LEDGER_SET_SLED).

This section lists prerequisites and discusses how to:

- Create a summary ledger table.
- Define a summary ledger.
- Set up ledger sets.
- Generate or update a summary ledger.
- Update summary ledgers incrementally through posting.
- View a summary ledger status table.

Prerequisites

Before you set up a summary ledger record and create a summary ledger table:

1. Decide how to summarize your data either directly from the detail ledger or from data that is rolled up in trees.

   Note. When you summarize data directly from the detail ledger, the field lengths for the summary ledger ChartFields must be the same as the detail ledger ChartFields that you summarize.

2. If you obtain summary ledger data from roll up trees, set up a tree for each ChartField that you want to summarize.

   For example, to create a table for a summary ledger that summarizes accounts by departments, set up one tree that rolls up the departments that you want to summarize and one tree that rolls up accounts. Also, when you summarize data using trees, the field lengths for summary ledger ChartFields must be exactly 20 characters long to accommodate the maximum length of a tree node name.

3. Determine which summary ledger record definitions are required fields.

Required Fields	Possible ChartFields to Summarize	Field Type
BUSINESS_UNIT		CHARACTER
LEDGER		CHARACTER
At least one ChartField to summarize. See next column.	ACCOUNT	CHARACTER
	OPERATING_UNIT	CHARACTER
	DEPTID	CHARACTER
	PRODUCT	CHARACTER
	PROJECT_ID	CHARACTER
	STATISTICS_CODE	CHARACTER
FISCAL_YEAR		NUMBER
ACCOUNTING_PERIOD		NUMBER
POSTED_TOTAL_AMT		SIGNED NUMBER
DTTMSTAMP_SEC		DATETIME
PROCESS_INTSTANCE		NUMBER

Note. When you set up your summary ledger record definition, position all ChartFields to be summarized between the LEDGER and FISCAL_YEAR fields to ensure that the system populates the summary ledger table correctly. This order is applicable only to the PeopleSoft Application Designer, not the physical storage of the table.

4. Define all of the ChartFields to summarize.

   Use unique naming conventions that differentiate them from detail ledger ChartFields, so that you can modify field specifications (such as field length) to accommodate the summary ledger without affecting tables that already use the detail ledger ChartField. This also creates a unique set of summary ledger fields that you can reuse in other summary ledger record definitions.

   For example, *ACCOUNT* might be *ACCOUNT_SUM.*

Note. Any modifications that you make to a detail ledger field's type, length, format, and description affects *every* table that uses the field.

5. Define all of the required fields, including new ones that you want to add to the table.
6. Determine whether you want to summarize balances in currencies other than the base currency.

   To summarize, include the *CURRENCY_CD* field in your summary ledger record definition.
7. Determine whether you want to summarize data based on the statistics code ChartField.

   To summarize, include the *STATISTICS_CD* field in your summary ledger record definition.

Note. If you do not include the *STATISTICS_CD* field in your summary ledger record definition, by default the system summarizes only detail ledger rows where the *STATISTICS_CD* field contains blank values and does not generate summarized balances for the ChartField.

8. Determine whether you want to use drill-down during PS/nVision reporting.

   To use drill-down, include the account ChartField in your summary ledger record definition. Although this ChartField is not required, summarize this ChartField to enable drill-down during PS/nVision reporting.
9. Determine whether you want to track the date and time of each summary ledger update.

   To track, include the *DTTM_STAMP_SEC* field.

See Also

Chapter 6, "Defining and Using ChartFields," Using Trees to Summarize ChartFields, page 226

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Understanding General Ledger Background Processes"

Pages Used to Combine Accounts Using Summary Ledgers

Page Name	Object Name	Navigation	Usage
Summary Ledger	LEDGER_SUMMARY1	General Ledger, Summary Ledgers, Define Summary Ledger, Summary Ledger	After you define a summary ledger table that stores the summary balances, use this page to specify the ledger template that defines the records and fields for the summary ledger and specify the ChartFields to summarize.
Ledger Set	LEDGER_SET	General Ledger, Summary Ledgers, Ledger Set for Summary Ledger, Ledger Set	Sets up the business unit and ledgers to use to build the summary ledger.
Build Summary Ledger Request	SUMMARY_REQUEST	General Ledger, Summary Ledgers, Build Summary Ledger, Build Summary Ledger Request	Either creates a new summary ledger or performs the incremental update process.
Review Summary Ledger Status	SLED_STAT_INQ	General Ledger, Summary Ledgers, Review Summary Ledger Status, Review Summary Ledger Status	View the status of a summary ledger.

Creating a Summary Ledger Table

To create or modify summary ledgers, create a summary ledger table in which to store summary ledger data.

To create a summary ledger table:

1. Create a new record for the summary ledger record definition.
2. Add summary ledger fields to the record.

   In the new record, add the required ChartFields and amount fields to the record definition, and to the ChartFields that you want to summarize. Ensure that you add the fields in the correct order.
3. Position the ChartFields that you want to summarize between the LEDGER and FISCAL_YEAR fields, and rename them.

   For example, if you are creating a summary ledger table that summarizes accounts by operating unit and department, add these fields:

   - BUSINESS_UNIT
   - LEDGER
   - ACCOUNT (a ChartField to be summarized that you should name *ACCOUNT_SUM*)
   - OPERATING_UNIT (a ChartField to be summarized that you should name *OPERATING_UNIT_SUM)*
   - DEPTID (a ChartField to be summarized that you should name *DEPTID_SUM*)
   - FISCAL_YEAR
   - ACCOUNTING_PERIOD
   - POSTED_TOTAL_AMT

- POSTED_BASE_AMT (for multicurrency purposes)
- POSTED_TRAN_AMT (for multicurrency purposes)
- BASE_CURRENCY (for multicurrency purposes)

Note. If you are using multicurrency in General Ledger, include all ledger amount fields (POSTED_TOTAL_AMT, POSTED_BASE_AMT, and POSTED_TRAN_AMT) for reporting in the summary ledgers. The summary ledger process definition and request reads the summary ledger table, and it summarizes amount fields that you include.

4. Insert existing fields (such as BUSINESS_UNIT and LEDGER) into the record definition.

   In the new file, select each field required for your summary ledger. PeopleSoft Application Designer adds the field with the correct parameters to your record definition.

5. Add the required fields exactly as they appear in the detail ledger.

   Do not rename or change the required field parameters.

6. Define new fields, and add them to the record definition.
7. Define the field in PeopleSoft Application Designer, add the new field to the record definition for the ChartFields that you want to summarize, and enter properties for the field.
8. Save the record definition frequently.
9. Specify which fields in your summary ledger record definition are key fields that uniquely identify rows of data.

   Designate BUSINESS_UNIT, LEDGER, FISCAL_YEAR, ACCOUNTING_PERIOD, CURRENCY_CD, and all of the ChartFields as key fields by selecting the Key check box. All key fields should be at the top of the record as defined in PeopleSoft Application Designer. Designate all ChartFields as *Summarized.*

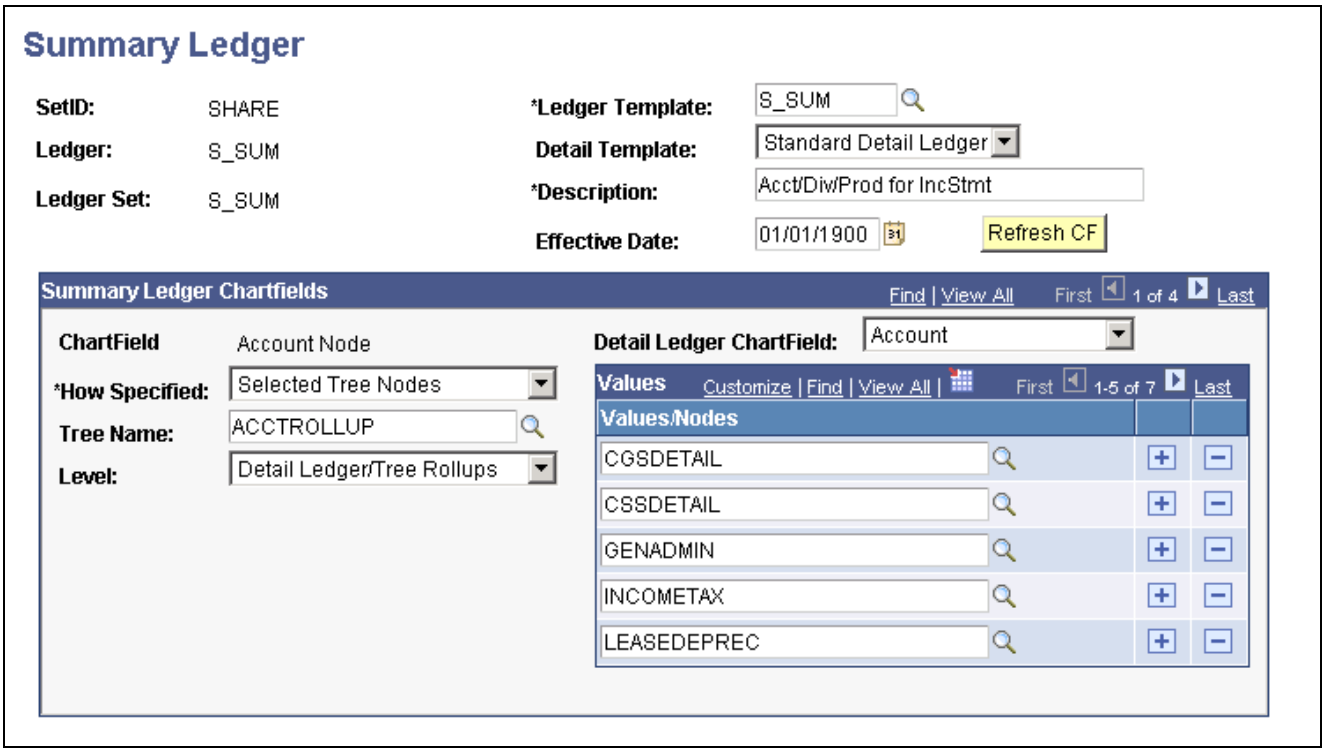
10. Save the summary ledger record definition.
11. Create the table using PeopleSoft Application Designer's Build feature.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer

Defining a Summary Ledger

Access the Summary Ledger page.



Summary Ledger page

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

Ledger Template Select the summary ledger template.

Detail Template Select the template that contains the detail ledgers that you are summarizing.

Refresh CF Click this button to reset the summary ledger ChartFields.

Detail Ledger ChartField Identify the detail ledger ChartField that you want to summarize.

How Specified Select from the following values:

All Detail Values: Retain detail ChartField values in that ChartField.

All Nodes at a Level: Summarizes every node at a selected tree level.

Children at a Level: Includes all tree nodes at a given tree level that are children of the specified tree nodes. In this case, you select the parent node names in the Values scroll area.

Detail - Selected Parents: and *Selected Tree Nodes:* Enter the tree to use (in Tree Name.) You can then select tree nodes (in Values/Nodes) that contain the detail values that you want to include in the summary ledger on the tree. The ledger includes all detail values summarized by that node. If you select a tree that uses levels, the system displays an optional Level edit box, enabling you to limit prompting in this field to selected levels.

Selected Detail Values: Select certain detail values (such as USA and Canada Sales departments, or all P&L accounts) in the Values/Nodes field.

Note. The field length for the summary ledger ChartFields is a critical factor in defining a summary ledger. It is dependent on whether you specify the summary ledger ChartFields by using detail values or tree nodes.

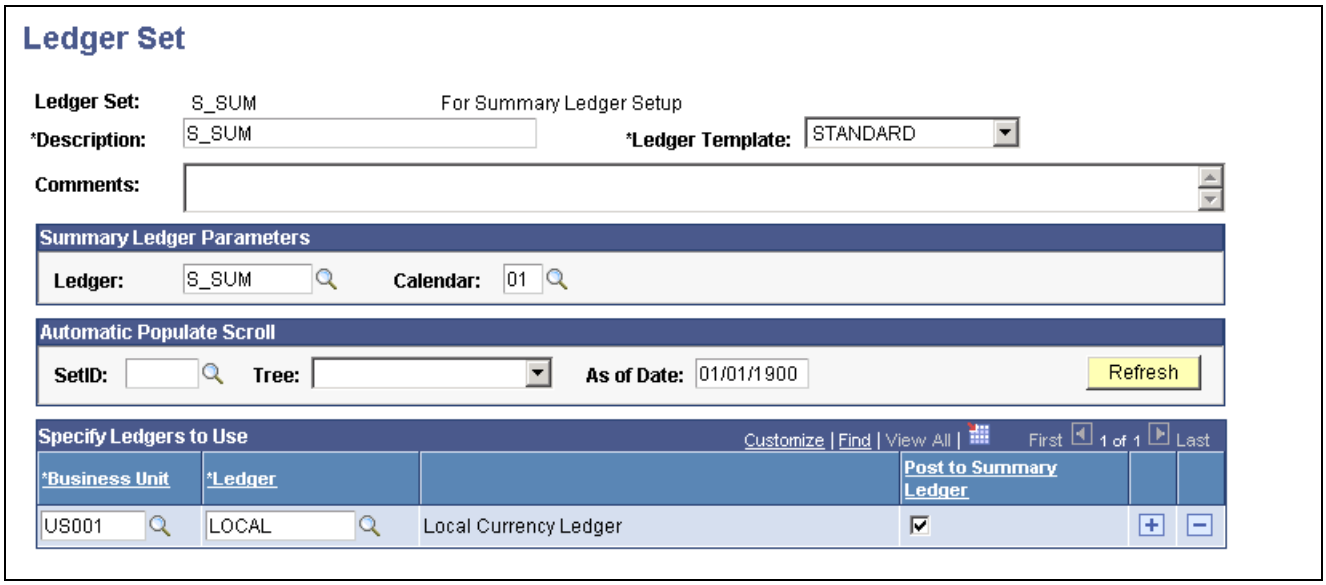
See Also

Chapter 2, "Defining Financials and Supply Chain Management Common Definitions," Using the Journal Entry Template to Show Journal Line Columns and Define Copy Down Options, page 36

Chapter 6, "Defining and Using ChartFields," Using Trees to Summarize ChartFields, page 226

Setting Up Ledger Sets

Access the Ledger Set for Summary Ledgers - Ledger Set page.



Ledger Set for Summary Ledgers - Ledger Set page

Ledger Template Select the Detail Ledger template that you identified on the Define Summary Ledger - Definition page with the summary ledger entered in Summary Ledger Parameters. You need only one ledger set for each defined summary ledger.

Summary Ledger Parameters Select a summary ledger for this ledger set, and select the calendar to associate with this summary ledger. The selected calendar applies to all business units that share this summary ledger definition.

Automatic Populate Scroll Select a tree value, enter an as-of (effective) date, and click Refresh. The system populates the Specify Ledgers to Use scroll area with the selected tree's business units that are valid as of the effective date and with their associated detail ledgers. You can modify the business unit or detail ledger on each row, and you can delete or add a row.

Select the Post to Summary Ledger check box to update the incremental summary ledger update during the Journal Post process. If you do not select this check box, run the summary ledger incremental process only from the Build Summary Ledger - Request page.

Note. Make sure that you select Enable Incremental Sum Ledgers on the Ledgers For A Unit - Journal Post Options page for the specific business unit and detail ledger.

If you enter an as-of date and click Refresh but *do not* select a tree value, the Specify Ledgers to Use scroll area displays only one row with one business unit; no detail ledger is selected.

In this case, you can:

- Select a detail ledger to associate with the business unit.
- Select a different business unit and ledger.
- Add or delete data rows.
- Select or leave blank the Post to Summary Ledgers check box.

The same rules apply as stated for the summary ledger set.

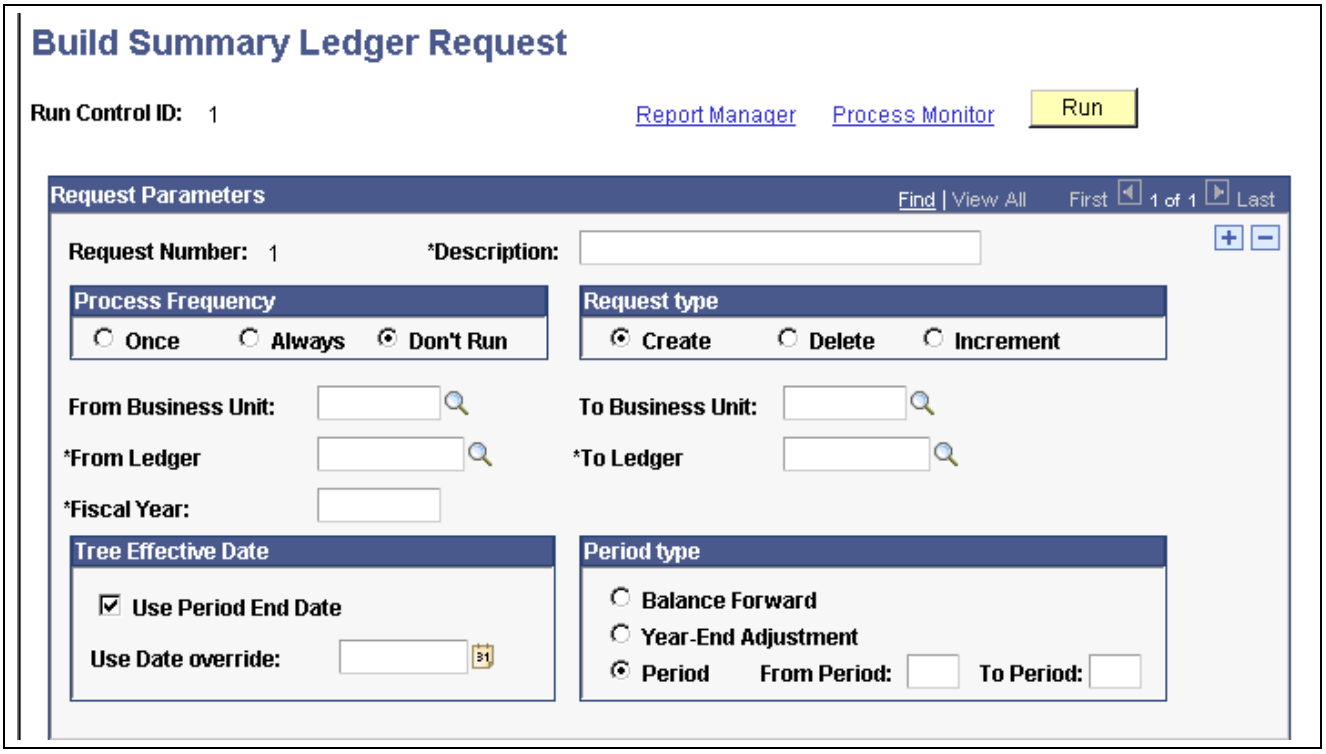
Click Save to associate the selected business units and detail ledgers with this summary ledger set.

See Also

Chapter 9, "Summarizing ChartFields Using Trees," page 315

Generating or Updating a Summary Ledger

Access the Build Summary Ledger Request page.



Build Summary Ledger Request page

General Ledger uses the information that you entered on the Define Summary Ledger - Definition page and on the Ledger Set for Summary Ledgers - Ledger Set page to update summary ledger balances. After you define all of your requests, run the background process each time that you want to generate or update a summary ledger. Each time the system processes a summary request, it erases the results of any earlier summary request of the same period.

Fiscal Year The year that the detail calendar uses to determine the summarized accounting periods.

Request Type

These options determine what you want the background process to do with the summary ledger.

Create Select to first delete any existing summary ledger and then create a new summary ledger.

Delete Select to delete an existing summary ledger.

Increment Select to update the summary ledgers incrementally with changes made since the summary ledger was last created or updated. The process checks the status table for an appropriate entry in which to apply the increment. If an entry is found, the process performs the increment action and updates the status row. If no row is found, the Create process runs and inserts a status row.

Note. To use the Increment option, select Enable Incremental Sum Ledgers option on the Ledgers For A Unit - Journal Post Options page for the detail ledger group.

Tree Effective Date

These fields determine the use of the effective date.

Use Period End Date Select to have the system use the version of the tree that is effective as of the end date of each period summarized.

Use Date override Select any past or future date.

You typically run summary ledgers for a single period as part of your monthly closing, but you can also use this field to select a range of periods. The periods are determined by the summary or detail calendar associated with this ledger. If you select a range of ledgers and not all of the ledgers contain the requested periods, only the valid combinations run. On the message log, the system identifies the successful completion or an error for each combination that you select. For example, suppose that you select a range of ledgers where the first two use a monthly calendar and the third is based on a quarterly calendar. If you select period 6, the first two summary ledgers run successfully, and the system indicates that an error occurred while processing the third ledger because there is no period 6 in a quarterly calendar. Refer to the Ledgers For A Unit page or to the summary ledger set to verify which calendar the system uses for each summary ledger.

Period Type

You identify the period and whether its period is a balance forward period or a year end adjustment period.

Balance Forward Select after each annual close to prepare for the new year's processing. General Ledger uses period 0 to store balance-forward amounts. Summarize the beginning balances loaded during the implementation process so that they are available for summary reporting.

Year-End Adjustment Select to summarize any adjustments that you entered. You typically summarize the year end adjustments before you run an annual close. If you select this option, you can specify the adjustment periods to include. Adjustment periods are not combined.

See Also

Chapter 12, "Defining Accounting Calendars," Adjustments and Other Special Periods, page 365

Updating Summary Ledgers Incrementally Through Posting

General Ledger provides the option to update summary ledgers incrementally. This reduces system processing time.

To update summary ledgers incrementally through posting:

1. On the Ledgers For A Unit - Journal Post Options page, select Enable Incremental Sum Ledgers for each business unit and detail ledger combination for which you want defined summary ledgers to be updated incrementally.
2. On the Ledger Set for Summary Ledgers - Ledger Set page for the appropriate ledger set, select Post to Summary Ledger for any combinations that you want to run through the posting process.

   Note. This option only allows summary ledger incremental updates. Whether the incremental updates actually occur depends on what you select for the Skip Summary Ledger Update option (see step 3).

3. Verify that the Skip Summary Ledger Update option on the User Preferences - General Ledger page is *not* selected.

   If you run posting through the Journal Post Request page, be sure that this option on that page is not selected.

   Note. Select the Skip Summary Ledger Update option on the User Preferences - General Ledger page when you run the Journal Post process and you do *not* want to incrementally update summary ledgers at the same time. You can always update the summary ledger incrementally later through posting or from the Build Summary Ledger - Request page.

   You can run posting through a remote call (clicking the Go button on the Create/Update Journal Entries - Lines page), as part of the Journal Edit process, or directly from other background processes that create and post journals (such as the Journal Generator process or the Currency Translation process). Do not select the Skip Summary Ledger Update option on the User Preferences - General Ledger page.

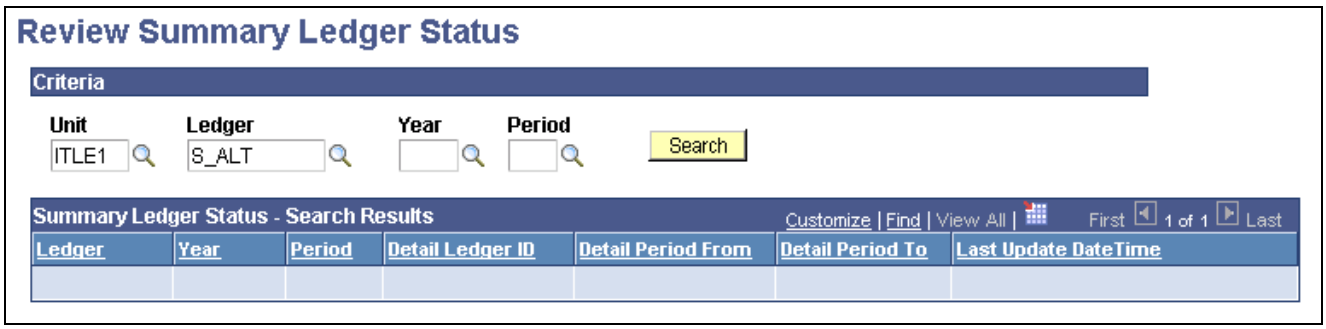
4. Run the posting process.

   Posting calls the summary ledger process for each business unit and ledger group requested. This process adds all defined summary ledgers that meet the following criteria:

   - The Post to Summary Ledger option on the Ledger Set for Summary Ledgers - Ledger Set page is selected.
   - There is a row in the status table, as determined by the BUSINESS_UNIT, LEDGER, FISCAL_YEAR, and ACCOUNTING_PERIOD fields.

Viewing a Summary Ledger Status Table

Access the Review Summary Ledger Status page.



Review Summary Ledger Status page

Use this page to view summary ledger status and search results for the criteria you select.

Using TimeSpans

When you select and retrieve ledger balances for use in allocations, inquiries, and PS/nVision reporting, TimeSpans control the number of periods for which data is extracted and summarized from the ledger table.

To define TimeSpans, use the TimeSpans component (TIME_SPAN).

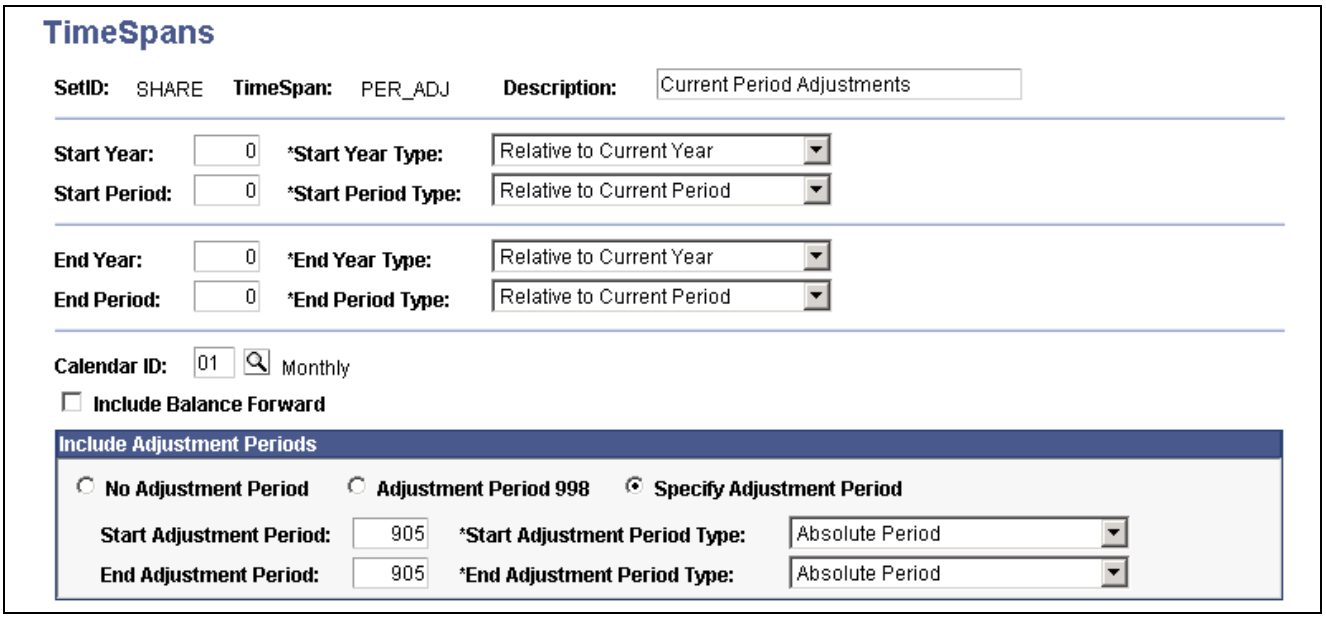
This section discusses how to set up TimeSpans.

Page Used to Set Up TimeSpans

Page Name	Object Name	Navigation	Usage
TimeSpans	TIME_SPAN	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans, TimeSpans	Define TimeSpans for ledger reports or inquiries.

Setting Up TimeSpans

Access the TimeSpans page.



TimeSpans page

Start Year and **End Year** Specify years based on the value that you select in the adjacent Type field.

Type Select from the following values:

Absolute Year: Enter any year defined in the calendar that you select for Calendar ID.

Relative to Current Year: Enter *0* to select the current year, *–1* to indicate the previous year, *1* to indicate the next year, and so forth.

Start Period and **End Period** Specify the period based on the value that you select in the adjacent Type field.

Type Select from the following values:

Absolute Period: Enter any period defined in the calendar that you select for Calendar ID.

Relative to Current Period: Enter *0* to select the current period, *−1* to indicate the previous period, *1* to indicate the next period, and so forth.

Include Balance Forward Select to include beginning balance amounts when using this TimeSpan. Because TimeSpans represent contiguous periods, if you include balance-forward amounts, you must also select period *1* and *Absolute Year* (the first period of the year) as the start period.

No Adjustment Period Select to exclude adjustment amounts from this TimeSpan.

Adjustment Period 998 Select to include adjustment amounts if you have only one adjustment period, the default period 998, defined for the selected calendar.

Specify Adjustment Period Select to include adjustment amounts if you have created multiple adjustment periods for the calendar selected in Calendar ID.

Start Adjustment Period and **End Adjustment Period** Specify the start and end adjustment periods for the TimeSpan. The values that you enter here depend on which values that you select in the adjacent Type fields: *Relative to Current Period* or *Absolute Period.*

To include specific adjustment periods such as the first quarter, enter *901* and *903* in these fields, and *Absolute* in the Type fields.

See Also

Chapter 12, "Defining Accounting Calendars," page 363

Importing and Exporting Ledgers

You can import a flat file from another product or external system that contains rows of ledger data using the Flat File Ledger Import component (LOAD_LED_PNL). This functionality is often used to combine distributed ledger data from different General Ledger systems to perform consolidation, summarization and corporate reporting.

You can also select or add a flat file format and export flat file ledgers to third-party reporting software systems. To export flat file ledgers, use the Export Ledger Data component (RUN_GLS7500) and Ledger File Formats component (LED_FILE_FORMATS). This functionality is often used in those countries requiring delivery of ledger data in a particular format for use in producing statutory reports in a required format.

This section discusses how to:

- Import ledger data from a flat file.
- Add flat file ledger export formats.
- Export ledger data to a flat file.

In addition to flat file import and export, you can also exchange ledger data between distributed General Ledger systems using the Ledger Publish Enterprise Integration Point (IP) and Ledger Load processing. This functionality is designed to work together with Consolidation. Please see Consolidation documentation for details of this process, and "Integrating and Transferring among Applications" documentation for integration details.

Pages Used to Import and Export Flat File Ledgers

Page Name	Object Name	Navigation	Usage
Flat File Ledger Import Request	LOAD_LED_PNL	General Ledger, Ledgers, Import Ledger from Flat File, Flat File Ledger Import Request	Import a flat file ledger.
Ledger File Formats	LEDGER_FILE_TBL	General Ledger, Ledgers, Ledger File Formats, Ledger File Formats	Add flat file export formats to be used by the Ledger File Creation process (GLS7500).
Export Ledger Data Request	RUN_GLS7500	General Ledger, Ledgers, Export Ledger Data, Export Ledger Data Request	Export a ledger file to another system.

Importing a Flat File Ledger

Access the Flat File Ledger Import Request page.

The PeopleSoft Application Engine process (GL_LED_IMP) imports detail ledger data from a flat file directly into a standard detail ledger or a standard budget ledger. This process imports data only into ledgers with Allow Ledger Load Updates option selected on the Ledgers for a Unit - Definition page.

Warning! The PeopleSoft Application Engine Flat File Ledger Import process performs minimal validation on the imported data. It does not check against combination editing or Commitment Control budgets during import.

To import data from a flat file ledger:

1. Click the Add Attachment button to upload and attach the ledger file.
2. Click View Attachment to review the file's contents online (or you can download the file to your computer).
3. Click Delete Attachment to remove the ledger file attached to this run control.
4. Select a Character Set for the flat file being imported. For example, you might specify ISO_8859-6 for Arabic or JIS_X_0208 for Japanese Kanji if the file was prepared in that character set.
5. Select the desired Validate ChartFields option for your import processing.

   You can choose to validate none of the ChartFields or you can choose to validate All Common ChartFields.
6. Click Run to import the flat file using the PeopleSoft Application Engine process.
7. Click Process Monitor to access the Process List page, where you can view the status and progress of the PeopleSoft Application Engine process.
8. Click Report Manager to access the Administration page, where you can view the process report online, check the status of the process, and see content details of the report and the distribution list.

File Format for the Flat File Ledger Import Process

The File Layout object (GL_LED_IMPORT) determines the file format.

The following table shows the file format for the Flat File Ledger Import process. The layout varies depending on the first column with the following meaning:

#	Comments.
S	Standard detail ledger. Data is imported into PS_LEDGER.
B	Standard budget ledger. Data is imported into PS_LEDGER_BUDG.

Note. The File Layout GL_LED_IMPORT is pre-defined as fixed column format as shown below. If you prefer the CSV format, you may customize it by changing the file format from FIXED to CSV using Application Designer. This change of format without modifying the fields will not affect the ledger import process.

Column	Length	Description
Column	Length	Description
1	1	#
2	100	Comments

Column	Length	Description
Standard Detail Ledger		
Column	Length	Description
1	1	S
2	5	Business Unit
7	10	Ledger
17	10	Account
27	10	Alternate Account
37	10	Department
47	8	Operating Unit
55	6	Product
61	5	Fund Code
66	5	Class Field
71	5	Program Code
76	8	Budget Reference
84	5	Affiliate
89	10	Fund Affiliate
99	10	Operating Unit Affiliate
109	10	ChartField 1
119	10	ChartField 2

Column	Length	Description
129	10	ChartField 3
139	15	Project ID
154	4	Book Code
158	4	Adjustment Type
162	3	Transaction Currency Code
165	3	Statistics Code
168	4	Fiscal Year
172	3	Accounting Period
175	28	Posted Total Amount
203	28	Posted Base Currency Amount
231	28	Posted Transaction Amount
259	28	Posted Total Debit Amount This field is only used in a separate Debit/Credit ledger
287	28	Posted Total Credit Amount This field is only used in a separate Debit/Credit ledger
315	28	Posted Transaction Debit Amount This field is only used in a separate Debit/Credit ledger
343	28	Posted Transaction Credit Amount This field is only used in a separate Debit/Credit ledger
Standard Budget Ledger		

Column	Length	Description
Column	Length	Description
1	1	B
2	5	Business Unit
7	10	Ledger
17	10	Account
27	10	Alternate Account
37	10	Department
47	8	Operating Unit
55	6	Product
61	5	Fund Code
66	5	Class Field
71	5	Program Code
76	8	Budget Reference
84	5	Affiliate
89	10	Fund Affiliate
99	10	Operating Unit Affiliate
109	10	ChartField 1
119	10	ChartField 2
129	10	ChartField 3

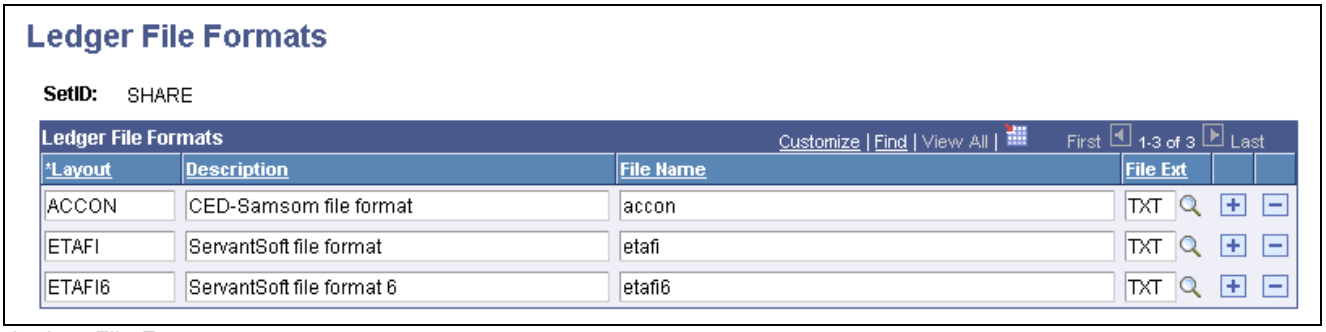
Column	Length	Description
139	15	Project ID
154	8	Budget Period
162	10	Scenario
172	4	Book Code
176	4	Adjustment Type
180	3	Transaction Currency Code
183	3	Statistics Code
186	4	Fiscal Year
190	3	Accounting Period
193	28	Posted Total Amount
221	28	Posted Base Currency Amount
249	28	Posted Transaction Amount

See Also

Chapter 13, “Setting Up Ledgers,” Defining Ledgers for a Business Unit, page 408

Adding Flat File Ledger Export Formats

Access the Ledger File Formats page.



Ledger File Formats page

PeopleSoft delivers ledger file formats for a group of financial regulatory reports that are required by organizations in France and Belgium. However, you can add new formats.

To add new formats:

1. Modify the Map-Output-File procedure of GLS7500.SQR.

   Typically you clone the code of the three other delivered formats in the Map-Output-File procedure and use a new layout of your own. This requires some SQR programming knowledge to write a few lines of code.

2. Add a ledger file format for the correct setID on the Ledger File Formats page.

   Ensure that the layout matches the one that you added to the SQR code in Step 2. Enter a description of the file, enter the name of the ledger export output file, and enter or select the file extension.

Exporting a Ledger File

Access the Export Ledger Data Requestpage.

To create a ledger file for export:

1. Enter the business unit, ledger, fiscal year, and period.

   Select the appropriate flat file in the Layout field to create the flat file.

2. Click Run to initiate the Ledger File Creation process.
3. Click Report Manager to view the report; click Process Monitor to monitor the status of the Ledger File Creation GLS7500 process.

Note. The Ledger File Creation process works only for ledgers on whose Ledgers For A Unit - Definition page you selected Enable Separate Debit/Credit.

See Also

Chapter 13, “Setting Up Ledgers,” Defining Ledgers for a Business Unit, page 408

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, “Performing Financial Consolidations,” Using the Ledger Interface Utility

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, “Integrating and Transferring Information Among Applications,” Transferring Ledgers for Consolidation

CHAPTER 14

Using Journal Generator

This chapter provides an overview of Journal Generator and discusses how to:

- Set up for Journal Generator.
- Generate journal entries.

Understanding Journal Generator

The Journal Generator process (FS_JGEN) creates journals from accounting entries from the following data sources:

- Non-PeopleSoft systems.
- PeopleSoft applications in the same database, such as Payables, Contracts, and Purchasing.
- PeopleSoft applications from another database, such as PeopleSoft Enterprise Payroll and Student Financials.

Journal Generator does the following:

- Transforms accounting entries into General Ledger journals.
- Optionally edits and posts the journals created in Journal Generator.
- Supports journals for multiple general ledger (GL) business units as well as multiple ledgers.
- Supports debit and credit entries and negative correcting entries.

For non-PeopleSoft systems, the following examples are provided to interact with Journal Generator:

- A generic accounting entry definition named GENERIC.
- A journal generator template named GENERIC.
- A generic accounting entry table (PS_JGEN_ACCT_ENTRY) used as an interface between external systems and Journal Generator.

  It is not used by delivered PeopleSoft subsystems.

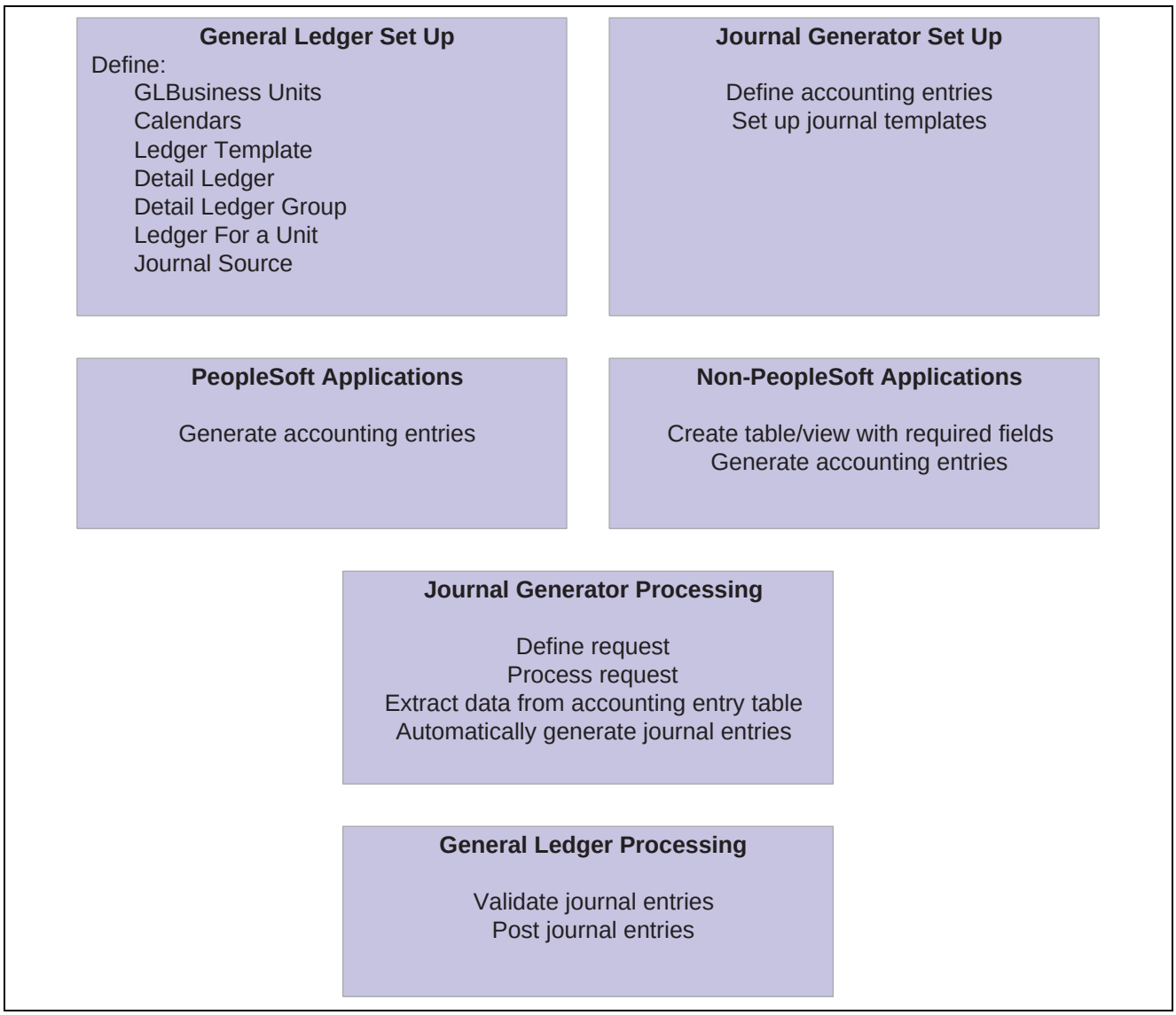
  Use it or clone it to load transactions to be processed by Journal Generator. Create journal entries using these generic definitions, or use your own modified definitions.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Integrating and Transferring Information Among Applications," Creating Journals from Accounting Entries Using Journal Generator

Convert Accounting Entries to PeopleSoft Journals

This diagram summarizes how PeopleSoft applications create journal entries:



How PeopleSoft applications create journal entries

Accounting entries are created in other application systems, both PeopleSoft and non-PeopleSoft.

PeopleSoft entry event and interunit and intraunit processes also create accounting entries that can be processed by Journal Generator.

If you have installed Commitment Control, budget checking can be done with journal edit and validation.

The Journal Generator process transforms accounting entries into general ledger journals. Subsystem applications can create journals from the application business unit to different general ledger business units, as well as to different ledger groups and ledgers for a General Ledger business unit.

General Ledger validates journals according to the criteria that you set up in your general ledger system. It automatically validates a journal when you request a journal edit. The Journal Entry Errors page displays any errors that the system encountered; you can then access the appropriate Journal Entry page to correct the errors. After the system validates the journals with no error, you can request posting to your general ledger. You can initiate the Journal Edit and Budget Check (GL_JEDIT2) and Journal Post (GLPPPOST) processes from Journal Generator, or initiate them later in a separate process.

See Also

Chapter 14, "Using Journal Generator," Defining Accounting Entries, page 451

Journal Generator Required Field Names

This table lists the fields that must be in the Accounting Entry table to run Journal Generator. Fields shown in upper case are exact field names that are required in the table. Mixed-case field names indicate that you can specify the field name on the Accounting Entry Definition page:

Field Name	Description
Accounting Date	Reflects the date of the accounting entry recognized in general ledger.
Foreign Amount	Foreign (transaction currency) amount.
Monetary Amount	Base currency amount.
ACCOUNTING_PERIOD and FISCAL_YEAR	The Journal Generator process populates the accounting period and fiscal year after it distributes the accounting entry to a general ledger journal based on the journal date.
APPL_JRNL_ID	Journal generator template ID. Identifies the journal defaults and summarization options for the accounting entry.
BUSINESS_UNIT	Application business unit.
BUSINESS_UNIT_GL	General Ledger business unit for the entry.
CURRENCY_CD	Currency code for the base currency amount.
FOREIGN_CURRENCY	Currency code of the foreign amount.
GL_DISTRIB_STATUS	General Ledger Distribution Status indicates the posting status for the distribution lines. The value is *N* (none) when the accounting entry is created and ready for the Journal Generator process. The Journal Generator process changes the value to *D* (distributed) when it distributes the accounting entry to a general ledger journal. The Journal Generator ignores any other values.
JOURNAL_ID and JOURNAL_DATE	The Journal Generator process populates the journal ID and journal date fields after it distributes the accounting entry to a general ledger journal.

Field Name	Description
JOURNAL_LINE	Populated by the Journal Generator after it distributes the accounting entry to a general ledger journal if the Cross Product Drill Down option on the Accounting Entry Definition page is selected.
LEDGER	Specific ledger to which an accounting entry posts. If this field is blank, Journal Generator uses by default the primary ledger of the ledger group.
LEDGER_GROUP	Ledger group to which an accounting entry posts. If this field is blank, the Journal Generator creates the journal to the default ledger group specified on the Ledger for a Unit - Definitions page.
PROCESS_INSTANCE	Populated by Journal Generator when it distributes the accounting entry to a general ledger journal.

This table lists optional fields for the Journal Generator process. Uppercase fields are exact field names that are used in the Accounting Entry table. Mixed-case names indicate that you can specify the field name on the Accounting Entry Definition page:

Field Name	Description
Statistical Amount	Statistical amount.
Journal Ref (journal reference)	Journal line reference used to track the source of the transaction.
Journal Descr (journal description)	Journal description used to describe a transaction.
Open Item Key	Open item key provides the link between related open item entries.
ChartFields	ChartFields that map directly to the General Ledger ChartFields. The Journal Generator process uses these ChartFields when it summarizes the accounting entries and creates journals.
KK_AMOUNT_TYPE	Commitment Control Amount Type provides commitment control accounting entries for budget checking in General Ledger on the journals created.
DOC_TYPE	Use document type for document sequencing. Use this field and the Document Type mapping feature on the journal generator template to group accounting entries according to the general ledger document type into different journals.
DOC_SEQ_NBR	Sequence number of the document.
DOC_SEQ_DATE	Date the document sequence number was assigned or validated.

Field Name	Description
MOVEMENT_FLAG	Defines the sign of the amount if you enabled the Separate Debit/Credit option. Otherwise Journal Generator ignores this flag. The values are: *N:* Natural sign of the monetary amount of the transaction. This is the default. For suspense balancing, base currency rounding adjustments, currency position, and interunit from and to lines, this field 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 you enabled separate debits and credits for your system, you can toggle this field to represent a reversing debit or credit amount.
ADB_DATE	If the Average Daily Balance Date field exists on the accounting entry table, Journal Generator uses it to populate the ADB date of the journal header.
BOOK_CODE	If the Book Code field exists in the accounting entry table and if Book Code has been activated on the Overall Installation Options page, Journal Generator groups accounting entries into different journals according to the Book Code.

Using Journal Generator with Commitment Control

Whether Journal Generator processing includes budget checking depends on the system source and the *Skip Commitment Control in GL* option in the accounting entry definition.

Accounting Entry Definition System Source with an Application Subsystem That Supports Commitment Control

General Ledger does not perform commitment control budget checking when journals are created with this type of definition because the entries are budget checked in the feeder, or subsystem.

The *Budget Check* option on the Journal Generator request page is not applicable for these entries.

Journal Generator processing occurs under these conditions:

- If KK_AMOUNT_TYPE exists on the accounting entry table:

  Journal Generator processes only those entries with a KK_AMOUNT_TYPE value of *1*, indicating actuals.
- If KK_AMOUNT_TYPE is not in the accounting entry table:

  Journal Generator assumes that all entries are actuals, and processes them.

Accounting Entry Definition System Source Without an Application Subsystem That Supports Commitment Control

The *Skip Commitment Control in GL* option determines if General Ledger performs budget checking for journals created from this definition.

The Budget Check option on the Journal Generator request page specifies if Journal Edit includes budget checking as part of its edit process, which is called by Journal Generator after it creates journals. This is applicable only to journals generated from an accounting entry definition with Skip Commitment Control in GL cleared.

Journal Generator processing occurs under these conditions:

- If KK_AMOUNT_TYPE exists on the accounting table:

  Only those entries specified in the accounting entry definition are processed. If you specify *Actualize,* then Journal Generator processes only those entries with KK_AMOUNT_TYPE = *1* for actuals. If you leave the option blank (which means all entries), then Journal Generator processes all entries. Journal Generator creates a journal for each different KK_AMOUNT_TYPE value that it finds in the source table.

- If KK_AMOUNT_TYPE is not in the accounting table:

  Journal Generator assumes that all entries are actuals, and processes them all.

Prerequisites

Before you begin:

- Define the date range for extracting accounting entries on the Open Period page.
- Review your record definitions for the ledger on the Ledger Template - Record Definitions page.

  Journal Generator uses the following record names to create the journals:

  - Journal line record (JRNL_LN).
  - Journal generator temporary record (JGEN_WRK_TMP).
  - Journal header record (JRNL_HEADER).

JRNL_HDR_REC is a field on LED_TMPLT_TBL to specify the journal header record. The JRNL_HDR_REC field is not on the Ledger Template - Record Definitions page because General Ledger does not support a journal header record name other than JRNL_HEADER. However, Journal Generator can support a dynamic journal header record name. You can use the recommended SQL tools to update LED_TMPLT_TBL.JRNL_HDR_REC with another journal header record name for the specified ledger template.

Warning! If you install General Ledger, do not change the journal header record name. Otherwise, the journals that you create will not post to General Ledger.

- On the Ledger Template - Field Definitions page, review the field definitions.

  For third-party system transactions, Journal Generator summarizes debits together and credits together instead of summarizing them to the net amount if the following conditions are true:

  - Posted Total Debits and Posted Total Credits fields contain values.
  - You selected the Enable Separate Debit/Credit option for the ledger on the Ledgers For A Unit page.

    Additionally, you can make adjustment entries for reversing debit and reversing credit in the accounting entries. Journal Generator summarizes these reversing entries separately.

- On the Detail Ledger - Definition page, verify :

  - That the ledger template and the detail ledger are linked.

- That multiple ledgers within the same journal belong to the same ledger group, as shown on the ledger group page.

  When Journal Generator creates journals, it posts accounting entries based on the settings for the ledger group. It creates a distinct journal header for each ledger group.

- That the Keep Ledgers in Sync field setting. The Keep Ledgers in Sync option determines if journal entries post to all ledgers in the ledger group or only to a single specified ledger.

  The journals that the Journal Generator process creates depend on whether this option is selected or cleared and whether the Accounting Entry in Sync option in the journal generator template is selected.

• Which journals Journal Generator creates depends on these settings:

- The Keep Ledgers in Sync option, on the Detail Ledger Group - Definition page, decides if journal entries post to a single specified ledger (clear) or to all ledgers in the ledger group (selected).
- The Accounting Entry in Sync option in the journal generator template, used for multibook, has many implications.
- Whether you specified the ledger group and ledger for the accounting entry lines.

• Review the Ledgers For a Unit pages.

- On the Definitions page, verify the ledger groups for the business unit. The Journal Generator process generates journals for different ledger groups for the same general ledger business unit. If the ledger group field is blank in the Accounting Entry table, Journal Generator uses the default ledger group defined on the Ledgers For a Unit - Definitions page for the journals of this general ledger business unit.
- On the Definitions page, verify the ledger definitions for the business unit.
- On the Journal Edit Options page, verify the journal edit option definitions.

  The journal balance option, journal edit errors option, journal amount errors option, and control total option determine the journal error processing.

- On the Currency Options page, verify the currency option definitions.

  The currency options determine the balancing, base currency adjustments, and rounding adjustments for the journals. The Foreign Currencies per Journal option determines if the Journal Generator process creates separate journals for each foreign currency. If you select Only One Foreign currency or No Foreign Currencies, the system creates one journal for each foreign currency.

- On the Journal Post Options page, verify the journal post options.
- On the Approval Options page, verify the approval options, which determine the approval rules for standard journals and budget journals.
- On the Commitment Control Options page, verify the commitment control options.

See Also

Chapter 14, “Using Journal Generator,” Defining Accounting Entries, page 451

Chapter 13, “Setting Up Ledgers,” page 387

Setting Up for Journal Generator

To set up the journal generator, use the Accounting Entry Definition component (JRNLGEN_DEFN), Journal Generator Template-Defaults component (JRNLGEN_APPL_ID) and the Journal Generator Template-Summarization component (JRNLGEN_APPL_ID).

This section provides an overview of Journal Generator setup and discusses how to:

- Define accounting entries.
- Define journal generator template defaults.
- Define journal generator template summarization.

Understanding Journal Generator Setup

The Journal Generator process creates general ledger journals for any application. The process uses the record and field names from the accounting entry definition to extract data from the Accounting Entry table and create journals.

It extracts data from any table in the database as long as the table contains the required fields listed in the Reviewing Journal Generator Required Field Names.

Your application may contain field names that are different from the required fields in the Accounting Entry table but have the same attributes. If this is the case, create a view in your system's distribution line table and point the Journal Generator to it by specifying its name in the Accounting Entry Record field on the Accounting Entry Definition page.

If you changed or added fields and want to pass values associated with these fields to journals—that is, retain detail—you insert the new fields in five tables: Accounting Entry, Journal Generator Work (JGEN_WRK_TMP), Journal Generator Dynamic State Records (FS_JGEN_UPD_AET and FS_JGEN_PRV_AET), and Journal Line. The fields must have the identical field names and attributes in each table. Finally, in the journal generator template select Retain Detail.

Non-PeopleSoft systems can use the GENERIC accounting entry definition or create their own modified accounting entry definition.

See Also

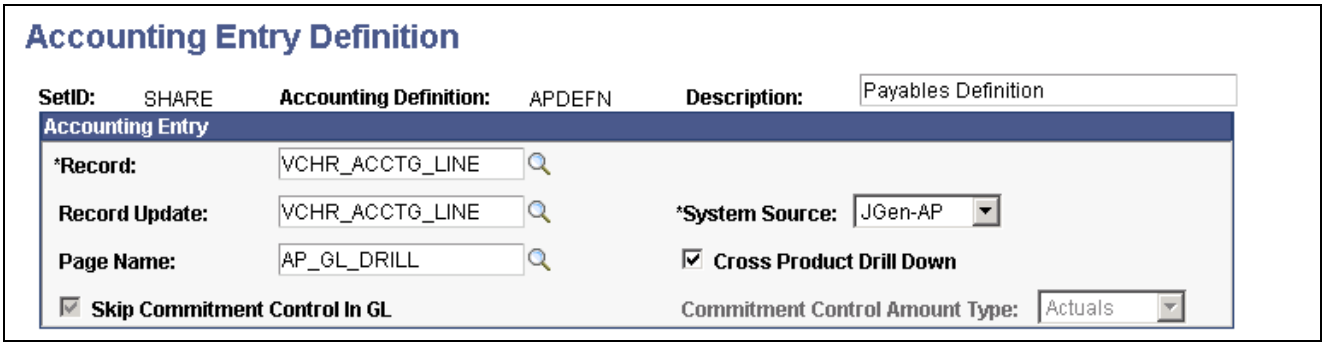
Chapter 14, "Using Journal Generator," Journal Generator Required Field Names, page 445

Pages Used to Set Up for Journal Generator

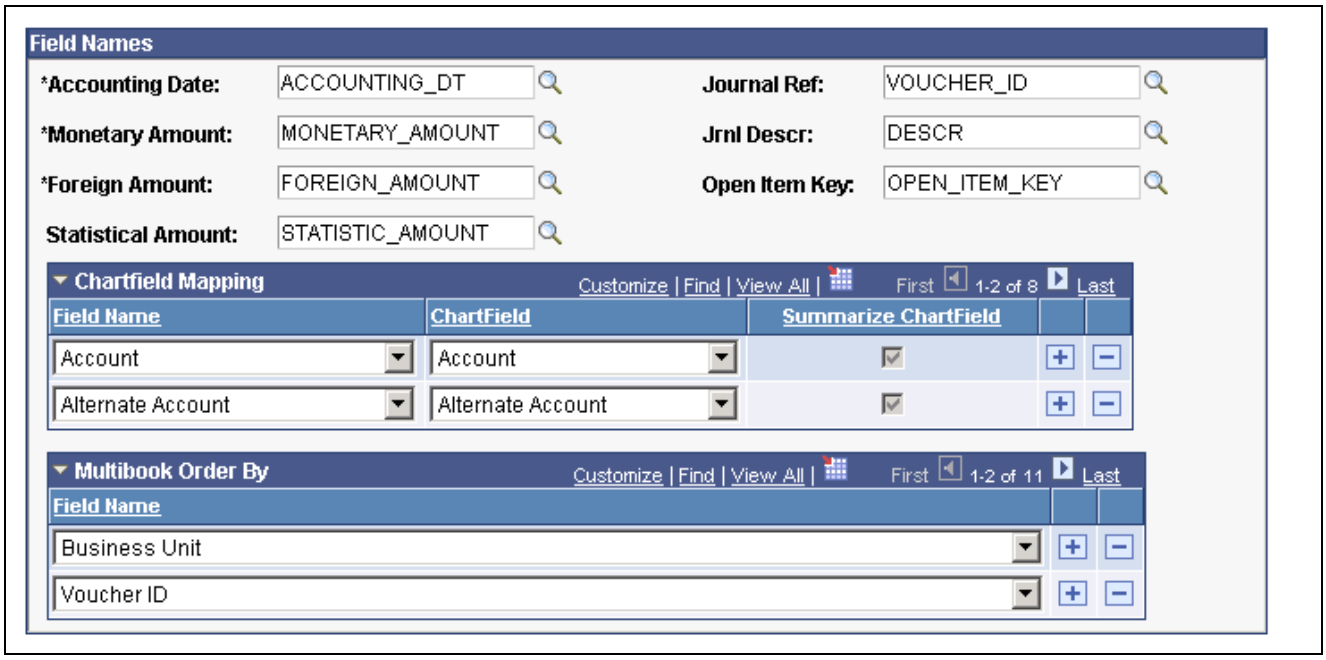
Page Name	Object Name	Navigation	Usage
Accounting Entry Definition	JRNL_GEN_ACCTG_DEF	General Ledger, Journals, Subsystem Journals, Accounting Entry Definition, Accounting Entry Definition	Identify the system source that distributes data to your general ledger and identify the record and field names for the Accounting Entry table.
Journal Generator Template - Defaults	JRNL_GEN_DEFAULTS	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults	Specify Journal Generator defaults.
Journal Generator Template - Summarization	JRNL_GEN_SUM	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Summarization	Define how Journal Generator summarizes accounting entries when it generates journals. Summarize at the account or ChartField level. The generator creates a distinct journal header for each ledger group; multiple ledgers can be in one journal as long as they belong to the same ledger group.

Defining Accounting Entries

Access the Accounting Entry Definition page.



Accounting Entry Definition page (1 of 2)



Accounting Entry Definition page (2 of 2)

Accounting Definition Use this unique name on the Journal Generator Request page to tie your request to an accounting entry table and field definition.

Accounting Entry

Record Select the record from which Journal Generator gets the information needed to create journals. This is the data source (accounting entry) table to be used when creating a journal. If you created a view of a third-party system table, enter its name here.

Record Update Select an accounting entry record update name. This is the record that Journal Generator updates. It is the accounting entry table that Journal Generator updates with journal information after it creates the journal.

System Source Identifies the source of an accounting entry from which a transaction arises. For example, the source of receivables transactions is Accounts Receivable.

Journal Generator uses system source to:

- Derive the prompt table for the application business units when it defines the request.
- Format the system source field on the journal header.
- Determine whether general ledger enables you to perform commitment control budget check for journals created from this system source.

  This works in conjunction with the Skip Commitment Control in GL check box.

For a PeopleSoft application, select one of the following values:

Jgen-Other: PeopleSoft other

Jgen-AM: PeopleSoft Asset Management

Jgen-AP: PeopleSoft Accounts Payable

Jgen-AR: PeopleSoft Accounts Receivable

Jgen-AV: PeopleSoft Contributor Relations

Jgen-BI: PeopleSoft Billing

Jgen-CA: PeopleSoft Contracts

Jgen-CB: PeopleSoft Claimbacks

Jgen-EEAP: PeopleSoft Entry Event AP

Jgen-EEAR: PeopleSoft Entry Event AR

Jgen-EEAdj: PeopleSoft Entry Event GL Adjust

Jgen-EEBD: PeopleSoft Entry Event GL Budgets

Jgen-EEPO: PeopleSoft Entry Event PO

Jgen-ELM: PeopleSoft Enterprise Learning Management

Jgen-EX: PeopleSoft Expenses

Jgen-GM: PeopleSoft Grants

Jgen-GP: PeopleSoft Global Payroll

Jgen-HR: PeopleSoft Human Resources

Jgen-IN: PeopleSoft Inventory

Jgen-PC: PeopleSoft Project Costing

Jgen-PO: PeopleSoft Purchasing

Jgen-SF: PeopleSoft Student Financials

Jgen-TD: PeopleSoft Trade Promotions

Jgen-TR: PeopleSoft Treasury

Note. For sources that are non-PeopleSoft applications, enter Jgen-Other.

Page Name

For cross-product drilldown, each product that generates journals to General Ledger can supply a drill page for each of its accounting line tables. In the Page Name field, enter the names of the drill pages to display the corresponding accounting line table.

Cross Product Drill Down

Select this check box to enable cross product drilldown. This feature enables you to identify the source of accounting transactions across product lines. This option causes Journal Generator to populate the journal line number and other journal key fields in the Accounting Entry table. Using these field values, the system enables you to drill down from account balances in General Ledger to specific transactions in other PeopleSoft applications for detailed supporting information.

Note. The accounting line table must have a unique index if you use the cross-product drilldown feature.

Skip Commitment Control in GL

When the system source supports commitment control, the system selects the Skip Commitment Control in GL check box and makes it unavailable for

clearing, because commitment control functions are done at the application level.

When the system source does not support commitment control, you can choose to do a commitment control budget check in general ledger by leaving this clear, or choose not to do so by selecting this option. Some of the applications that do not support commitment control include: Asset Management, Contracts, Global Payroll, Cash Management, and any external systems.

Commitment Control Amount Type The values that appear for this field depend on the contents of the accounting entry record. When you enter a value for the accounting entry record name, the system looks at that record's record definition to see if it contains a field named KK_AMOUNT_TYPE. Only if the system finds KK_AMOUNT_TYPE in the record definition, does the Commitment Control Amount Type field become enabled for you to enter data. If KK_AMOUNT_TYPE does not exist in the record table, then the system assumes that all accounting entries are actuals transactions.

Select one of the following values:

(none): All values are selected.

Actuals: The actual amount of the expenditure or the recognized revenue.

Collected: The amount of revenue collected.

Reg/Col: Combination of actuals and collected. For an expense transaction, the actual amount of the expenditure. For a revenue transaction, the actual amount of the recognized revenue and the amount of revenue collected.

Dynamic: Specify this amount type when you enter the transaction. Not applicable to generic transactions.

Encum: Encumbrance is often the second step in the procurement life cycle, and usually takes the form of a purchase order or contract. It is used to record the legal obligation to spend funds.

Planned: The amount that you plan to spend. This amount is only an estimate and the process does not use it to determine if you have exceeded the budgeted amount.

Pre-Encum: Preencumbrance is often the first step in the procurement life cycle, and usually takes the form of a requisition. It often precedes an encumbrance (purchase order), although it is not mandatory that a preencumbrance exist in order to create an encumbrance. The requisition is used to indicate the intent to consider, not the legal requirement, to make a purchase or to obligate funds.

Field Names

Enter the field names to identify the columns in the Accounting Entry table that the Journal Generator uses to create the journal.

Accounting Date Reflects the date of the accounting entry to be recognized in general ledger.

Note. ACCOUNTING_DT appears by default, but it can be changed to another field name from the Accounting Entry table.

Monetary Amount The base currency amount.

Foreign Amount	The foreign (transaction currency) amount.
Statistical Amount	(Optional) The statistical amount.
Journal Ref (journal reference)	(Optional) The journal line reference used to track the source of the transaction. The journal line reference is populated from the defined field name if you select the Retain Detail option on the Journal Generator Template - Summarization page. If no field name is defined, the system takes the journal line reference from the Journal Generator template defaults.
Journal Descr (journal description)	(Optional) Describe a transaction. This is populated from the defined field name if you select the Retain Detail option on the Journal Generator Template - Summarization page. If no field name is defined, the system takes the journal line description from the Journal Generator template defaults.
Open Item Key	If the open item key is mapped to a field in the subsystem table, then the Open Item value carries over to General Ledger if you select the Retain Detail summarization option on the Journal Generator Template - Summarization page. If no field name is defined, the system does not create an open item record even if the account of the transaction is an open item account.

ChartField Mapping

Expand this grid to perform mapping.

Field Name	Specify the accounting entry field names that map directly to the General Ledger ChartField names.
ChartField	Specify general ledger ChartField names. If you select the Summarize to All ChartField Level option on the Journal Generator Template - Summarization page, Journal Generator uses the listed ChartFields when it summarizes the accounting entries and creates journals. The ChartFields that are not listed have a blank value in the newly created journals.
Summarize ChartFields	Specifies the ChartFields that are summarized if the Summarize by Selected ChartFields on the Journal Generator Template - Summarization page is selected. The ChartFields that are not selected have a blank value in the newly created journals.

Note. Journal Generator limits you to mapping a field once. For example, you cannot map Journal Ref and Open Item Key to the same field name. They must be mapped to different field names.

MultiBook Order By

Specify the field names for in-sync multibook accounting.

Within a ledger group, the accounting entries for one transaction that are distributed to different ledgers are referred to as *in-sync* accounting entries. These accounting entries have the same ChartFields, foreign currency, and foreign amounts. PeopleSoft applications that support multibook generate in-sync accounting entries to all ledgers within a ledger group.

If the Accounting Entry In Sync option is selected in the journal generator template, Journal Generator recognizes the in-sync accounting entries and marks them for the Journal Edit process to create any missing in-sync journals. When it generates the journal, Journal Generator uses the MultiBook Order By fields to determine how to group accounting entries for one transaction.

If the application subsystem supports multibook in sync, it sends in-sync entries, including those for the translation ledger, to the Journal Generator process. Journal Generator uses the MultiBook Order By fields to determine multibook entries for the same transaction.

Field Names If you create new accounting entries from third party systems, you can enter field names in the sort order required to group the new accounting entries.

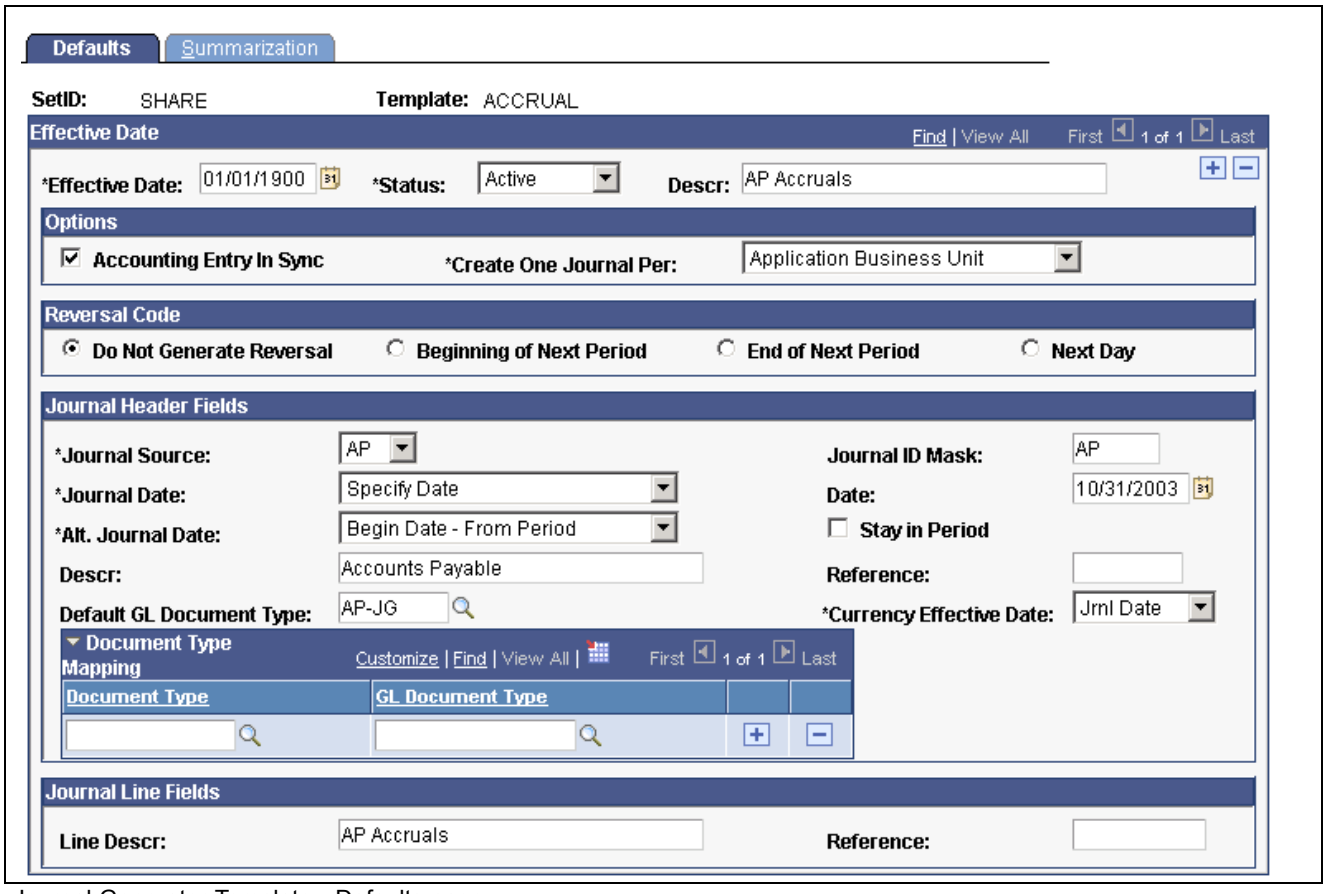
Warning! Do not change any of the values in these fields as delivered. The values are set for the delivered accounting entries and any changes can cause serious data problems.

See Also

Chapter 14, "Using Journal Generator," Journal Generator Required Field Names, page 445

Defining Journal Generator Template Defaults

Access the Journal Generator Template - Defaults page.



Journal Generator Template - Defaults page

The defaults and summarization options that you set up using the journal generator templates determine how journal generator summarizes accounting entries and creates journals. Typically, you set up Journal Generator templates for each application system source that distributes to the general ledger, as well as each *type* of transaction. For example, you can have a template for depreciation expense from Asset Management. For systems other than PeopleSoft systems, you can use the GENERIC journal generator template or create a modified journal generator template.

Journal Generator groups accounting entries together that share the same general ledger business unit, ledger group, book code (the field BOOK_CODE exists in the accounting entry table and Book Code has been activated on the Overall Installation Options page), journal template, journal date, general ledger document type, average daily balance date (the field ADB_DATE exists in the accounting entry table), and the commitment control amount type (field KK_AMOUNT_TYPE exists in the accounting entry table). Accounting entries with different foreign currencies might not be grouped in the same journal, depending on the currency balancing option for the:

- Source.
- Business unit ledger group.
- General ledger business unit.

Options

If a PeopleSoft application that supports the multibook feature has generated in-sync accounting entries for this template, select the Accounting Entry In Sync check box. PeopleSoft applications that support multibook generate in sync accounting entries to most ledgers within a ledger group. The exception is that some products may not include the currency translation ledger. See the individual product documentation to determine if this feature is available for your product. If the Accounting Entry In Sync check box is selected, Journal Generator recognizes in-sync accounting entries and generates in-sync journals. The journals created by Journal Generator depend on the following:

Accounting Entry In Sync If Accounting Entry In Sync is selected, the following occurs:

- Journal Generator recognizes in-sync accounting entries and generates in-sync journals.

  It groups in-sync accounting entries by the multibook accounting entries order by fields specified on the Accounting Entry Definition page if you select the Retain Detail option on the Journal Generator Template - Summarization page. It also groups in-sync accounting entries by the ChartFields and foreign currency if you select the summarized option (ChartField Account) on the Journal Generator Template - Summarization page.

- The system sets the Auto-Gen flag to *Yes* on the journal header.

  If Journal Generator creates journal lines to all the ledgers within the ledger group from the accounting entries, then the Journal Edit process (GL_JEDIT2) does not create new journal lines.

  However, if Journal Generator does not create journal lines to all the ledgers within the ledger group, then the Journal Edit process creates journal lines to ledgers that do not have matched journal lines.

- The default ledger group of the general ledger business unit is used by the system if the LEDGER_GROUP field on the Accounting Entry lines is blank.

  The system uses the primary ledger of the ledger group if the Ledger field on the accounting entry line is blank.

You must select the Accounting Entry In Sync check box if the subsystem is creating multibook in-sync accounting entries for Journal Generator.

If Keep Ledgers in Sync is selected and Accounting Entry In Sync is cleared, the following occurs:

- The lines in the Accounting Entry table are the entries from the primary ledger or another ledger.

  The Auto-Gen flag is set to *Yes* on the journal header. Journal Edit creates the lines for the rest of the ledgers within the ledger group.

- The system uses the default ledger group of the general ledger business unit if the ledger group on the accounting entry lines is blank.

  The primary ledger of the ledger group is used by the system if the ledger on the accounting entry line is blank.

If the Keep Ledgers in Sync check box is not selected, and the Accounting Entry In Sync field is also cleared, the following occurs:

- The Journal Generator process creates journal lines for the specified ledgers as *not* in-sync journals.
- The Journal Generator process sets the Auto-Gen field to *No* on the journal header and does not create new journal lines.

Create One Journal Per This controls how the source accounting entries are grouped into journals. Values are:

Application Business Unit: Creates one journal per general ledger business unit, per application business unit. This means that accounting entry lines with different application business units go into different journals.

General Ledger Business Unit: Creates one journal per general ledger business unit. This means that accounting lines with different values for the general ledger business unit go into different journals. Accounting lines having the same value in the BUSINESS_UNIT_GL field but different values in the BUSINESS_UNIT field (as in Accounts Payable or Accounts Receivable) results in one journal for the general ledger business unit.

For example, as this table shows the following accounting entries go into the same business unit journal for US003:

Application BU	Voucher ID	BU_GL	Foreign Amount
US001	VCHR1200	US003	300
US003	VCHR1202	US003	-300

Reversal Code

Select a Reversal Code option to specify when reversing entries are to be automatically generated. Reversal options become effective at the time this entry is posted.

Do Not Generate Reversal Journal Generator does not create the reversal entry, but it marks the journals with the reversal code. When the journals are posted later in a separate process, the system creates the reversal entry.

Beginning of Next Period Creates a reversing entry dated the first business day of the next accounting period. It 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. It 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. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day.

Journal Header Fields

Journal Source Identifies the originating entity responsible for the journal entries, and also determines how the foreign currencies are grouped for each journal.

Journal ID Mask Enter a *unique* journal ID mask to identify information such as the source or purpose of journal entries. Spaces are not allowed. A 10-character alphanumeric ID identifies PeopleSoft-system journals. The system automatically generates IDs based on the number or letter that you enter here. For example, if you enter *AP,* the system supplies the remaining eight characters based on the next available journal ID number. If you do not specify a journal ID mask, you can let the system automatically assign the journal IDs by accepting the default : *NEXT.*

Journal Date Determines the journal date for the journals created and indirectly the number of journals created. From the *Journal Date* options, select the source of the header and line date for journals that use a business calendar.

See Chapter 12, "Defining Accounting Calendars," Defining Business Calendars, page 375.

Accounting Date on Transaction: Uses the accounting date on the accounting entries as the journal date. This selection may result in multiple journals.

Begin Date - From Period: Uses the first open date of the From (year) Period set up on the Open Period page.

Begin Date - To Period: Uses the beginning date of the open To (year) Period set up on the Open Period page.

Current Date: Accepts the current system date when the process is run.

End Date − From Period: Uses the ending date of the open From (year) Period set up on the Open Period page.

End Date − To Period: Uses the last open date of the To (year) Period set up on the Open Period page.

Period End − Accounting Date: Uses the period-end date that corresponds to the accounting date. This selection might result in multiple journals.

Process Date: This refers to the Journal Process Date option specified on the General Ledger Business Unit Definition - Journal Options page. On that page, you can specify the process date defined for the business unit, or the current date.

Specify Date: If you select this, the Date field is available for you to enter a specific date.

Alt. Journal Date (alternate journal date)

Determines the journal date for the journals created if the journal date determined from the journal date option is not within the open accounting period's range. Select one of these values:

Begin Date - From Period: Uses the first open date of the From (year) Period set up on the Open Period page.

Begin Date - To Period: Uses the beginning date of the open To (year) Period set up on the Open Period page.

End Date − From Period: Uses the ending date of the open From (year) Period set up on the Open Period page.

End Date − To Period: Uses the last open date of the To (year) Period set up on the Open Period page.

Retain Primary Journal Date: The system uses the date that you specify as the journal date in this journal generator template.

Stay in Period

Journal Generator derives the journal date according to the journal date options previously described. However, if you select the Stay in Period check box and the derived journal date is a not a working day, Journal Generator uses the next working day for the journal date. If the next working day is not in the same period, Journal Generator uses the day prior to the derived journal date for the journal date.

If you clear the Stay in Period check box, Journal Generator changes journal dates that fall on nonworking days to the next working day, regardless of the accounting period.

Descr (description)

(Optional) Identifies information about the journal. It is useful for explaining any abnormalities in the journal.

Reference

Tracks the source of the transaction for the journal.

Default GL Document Type

The system uses the default GL document type to assign a document type on the journal header when you create journals through Journal Generator. Select a default GL document type.

Currency Effective Date

If you want to set the currency effective date on the journal header to be the average daily balance (ADB) date, select *ADB Date* in the template. Otherwise, the default is the journal date.

If the ADB date does not exist on your accounting entry table, or if it is null, then the ADB date on the Journal Header will default to journal date. In this instance, selecting a currency effective date option does not make any difference because the currency effective date is always equal to the journal date.

However, when the ADB date exists on your accounting table and it is not null, then Journal Generator can populate the ADB date from the accounting lines even if this date is different from the journal date.

In addition to other existing groupings, Journal Generator also groups accounting lines into different journals by ADB date.

Document Type Mapping

If you use document sequencing, expand the Document Type Mapping grid to map application document types to general ledger document types. Document type mapping applies to all journals generated, whether they are summarized or retain detail.

If the application document type is not found on this mapping, it is assigned to the default GL document type. You can map multiple application document types to one GL document type, but you cannot map multiple general ledger document types to a single application document type. Each of the different GL document types results in a different journal.

Document Type Select the application document type.

Note. The document type on the journal line is blank if you selected summarization. If you choose to retain detail, the document type on the journal line is the application document type. Otherwise, the document type on the journal line is the default general ledger document type.

GL Document Type (general ledger document type) Select the GL document type that corresponds to the value that you selected for the application document type.

Journal Line Fields

Line Descr (line description) Describes the transaction in more detail. Journal Generator uses the value entered here to populate the journal line description if one of the following is true:

- You selected the Retain Detail option on the Journal Generator Template - Summarization page and the Journal Descr field is blank on the Accounting Entry Definition page.
- You selected the Summarize to Account Level option, the Summarize to all ChartField Level option, or the Summarize by Selected ChartFields option on the Journal Generator Template - Summarization page.

Reference Refers each journal line back to a document, person, invoice, date, or any other information that helps to track the source of the transaction. Spaces are not allowed.

Journal Generator uses the value entered here if one of the following is true:

- You selected the Retain Detail option on the Journal Generator Template - Summarization page and you left the Journal Ref field blank on the Accounting Entry Definition page.
- You selected the Summarize to Account Level option, the Summarize to All ChartField Level option, or the Summarize by Selected ChartFields option on the Journal Generator Template - Summarization page.

See Also

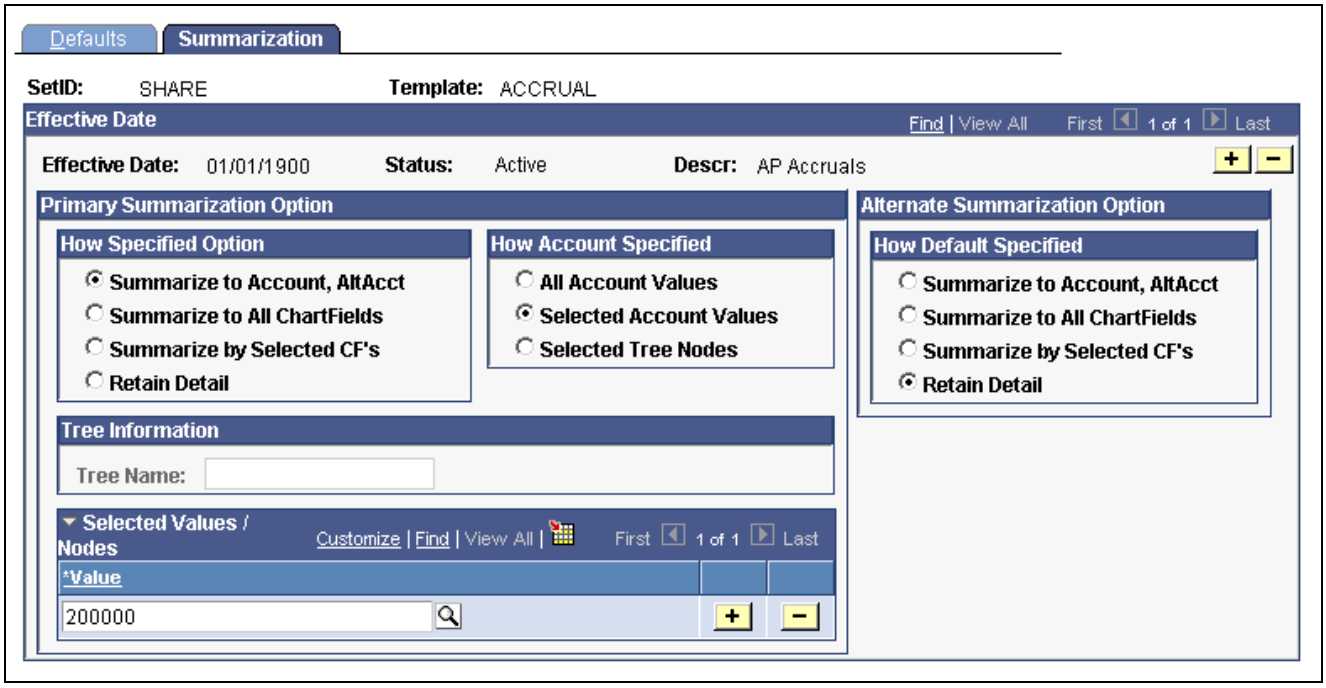
Chapter 12, “Defining Accounting Calendars,” Defining Business Calendars, page 375

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Defining Document Sequencing,” Defining Sequencing Options for Accounting Entries

Chapter 13, “Setting Up Ledgers,” page 387

Defining Journal Generator Template Summarization

Access the Journal Generator Template - Summarization page.



Journal Generator Template - Summarization page

Primary Summarization Option

These options identify how Journal Generator distributes account values from the application system source to General Ledger. In addition to the specified options, Journal Generator summarizes by entry event whenever that field exists on the accounting entry table and the summarization option is not Retain Detail.

How Specified Option Select to retain full details, or select a summarization level from the following values:

Summarize to Account, AltAcct: Summarizes accounting entries at the account and alternate account level. All other ChartFields are blank. If alternate account is disabled at the ledger group level, it summarizes to account level only.

Summarize to All ChartFields: Summarizes accounting entries to the level of all ChartFields that are listed on the Accounting Entry Definition page.

Summarize by Selected CF’s: Summarizes accounting entries by ChartFields that have the Summarize ChartField check box selected on the Accounting Entry Definition page.

Retain Detail: Distributes accounting entries in full detail. When this is selected, the Project ChartFields can be mapped on the Accounting Entry Definition page and Journal Generator populates the Project ChartFields in the journals that it creates.

How Account Specified Your selection in the How Specified Option group box affects the accounts selected in this option. You can specify accounts or a tree to indicate the accounts that you want. It is recommended that you use trees whenever possible to reduce future maintenance should ChartField values change. Select an option for How Account Specified from the following values:

All Account Values: Distributes all the accounting entries according to the how specified option.

Selected Account Values: Distributes the selected account values according to the how specified option. Activates the Selected Values/Nodes and the Alternate Summarization Option fields.

Selected Tree Nodes: Distributes the account values that are defined by the tree name, tree level, and selected nodes according to the how specified option. Activates the Selected Values/Nodes and Alternate Summarization Option fields, as well as the Tree Name and Level fields. Enter the name of the tree and the level to use for summarization.

Tree Name Specify the name of the tree to use for summarization.

Selected Values/Nodes Enter either accounts or tree nodes depending on the How Account Value Specified option.

Alternate Summarization Option

The Alternate Summarization Option check boxes provide the same options as the Primary Summarization option for the accounts that are not selected in the Selected Values/Nodes field. Select the How Default Specified value. Choose to retain detail, or to summarize one of three ways.

How Default Specified Select one of these values:

Summarize to Account, AltAcct: Summarizes accounting entries at the account and alternate account level if alternate account is selected for the ledger group. All other ChartFields are blank.

Summarize to All ChartFields: Summarizes accounting entries at the full ChartField level defined in the ChartField mapping fields on the Accounting Entry Definition page.

Summarize by Selected CF's: Summarizes accounting entries by ChartFields that have the Summarize ChartField check box selected on the Accounting Entry Definition page.

Retain Detail: Distributes accounting entries in full detail.

Generating Journal Entries

To generate journal entries, use the Generate Journals Request (JRNLGEN_REQUEST).

Selecting journals for Journal Generator processing is the final step required to process accounting entries. In this step, Journal Generator extracts accounting entries from the accounting entry tables to generate the actual journal entries for editing and posting.

Each time that you run Journal Generator, it creates journals for all or one application business unit or units as well as all or one ledger group or groups, and all or one Journal Generator template or templates set up for those business units, depending on the options that you define on the Journal Generator Request page.

This section discusses how to:

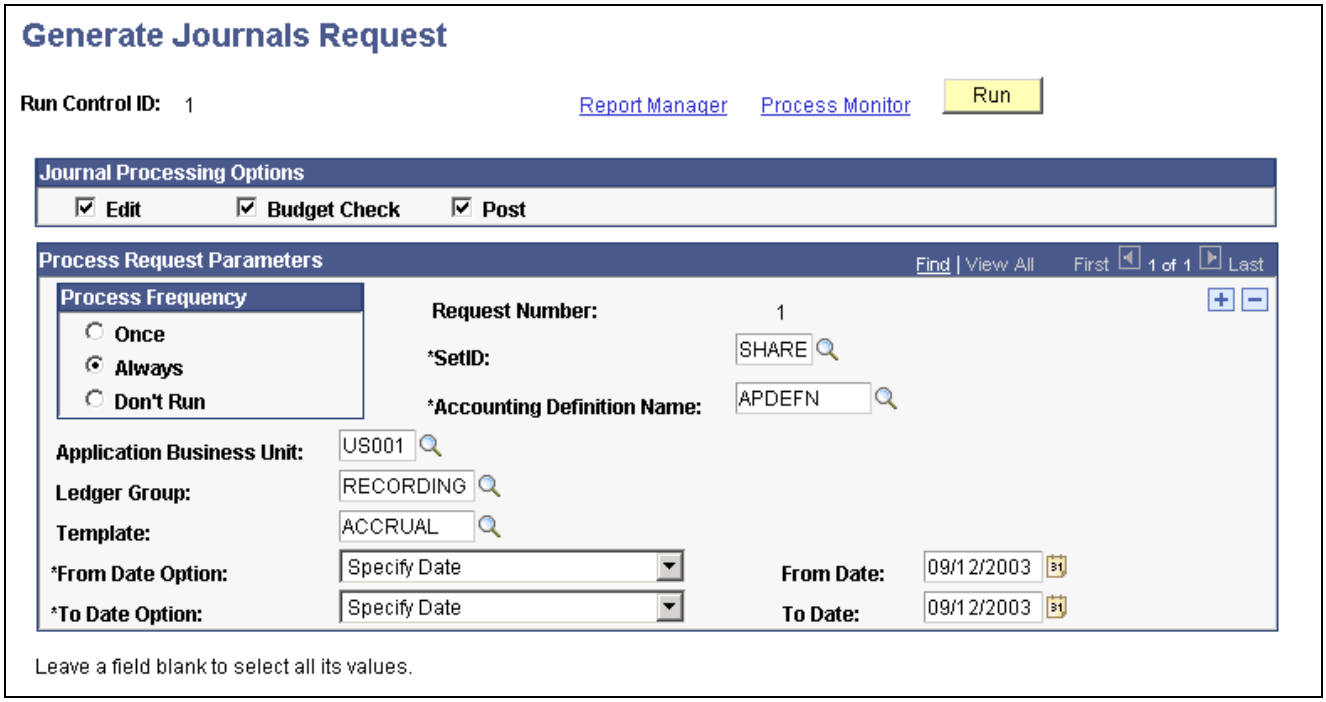
- Run Journal Generator processing.
- Change journals created by Journal Generator.
- Delete journals created by Journal Generator.

Page Used to Generate Journal Entries

Page Name	Object Name	Navigation	Usage
Generate Journals Request	JRNL_GEN_REQUEST	General Ledger, Journals, Subsystem Journals, Generate Journals, Generate Journals Request	Initiate Journal Generator processing.

Running Journal Generator Processing

Access the Generate Journals Request page.



Generate Journals Request page

Journal Processing Options Group Box

Edit Select this check box to run the Journal Edit process. No prerequisites are required.

Budget Check Select this check box to run the Budget Check process. You must run the Journal Edit process before running this budget check.

Post Select this check box to run the Post process. You must run edit and budget check before posting.

Note. If you select none of these check boxes, no additional processes are run.

Process Request Parameters

Request Number To identify the process request, the system assigns this unique number to each run. You can create multiple requests. Use the scroll arrows to view requests already set up for the current user ID and run control ID.

SetID This is required to extract the accounting entry definition for the request.

Accounting Definition Name Identify which accounting entry definition the system should use when it creates the journal header and lines.

Application Business Unit Journal Generator:

- Extracts accounting entries for the request according to the option that you select.
- Creates journal entries for one or all application business units.

The application business unit can be other than the general ledger business unit.

The prompt for this field depends on the system source of the accounting definition name. For example, if the system source of the accounting definition is JrnlGen-AP, Journal Generator uses the Payables business unit table. If the system source is JGen-Other, no prompt table is available.

Ledger Group Journal Generator creates journal entries for the specified General Ledger ledger group.

Template Journal Generator creates journal entries for the specified journal generator template. The setID of the prompt values is derived from the setID entered earlier on the page.

From Date Option Select a value to further define which accounting entries Journal Generator extracts with this request. Journal Generator compares these dates to the accounting dates associated with each accounting entry. Select from the following values:

Specify Date: Uses the date specified to identify the period.

Current Date: Uses the date on which Journal Generator is run.

Begin Date - From Period: Uses the beginning date of the from period in the ledger.

Begin Date - To Period: Uses the beginning date of the to period in the ledger.

No From Date: Uses all open dates of the ledger before the chosen to date. This means that the system processes all dates up to the date in the To Date field.

Process Date: Date specified on the business unit journal process date option. It can be a specified date defined on the business unit, or it can be the current date.

From Date Enter a to date if *Specify Date* is selected in the From Date Option field.

To Date Option Select a value to further define which accounting entries Journal Generator extracts with this request. Journal Generator compares these dates to the accounting dates associated with each accounting entry. Select from the following values:

Specify Date: Uses the date specified to identify the period.

Current Date: Uses the date on which Journal Generator is run.

End Date - From Period: Uses the ending date of the from period in the ledger.

End Date - To Period: Uses the ending date of the to period in the ledger.

Process Date: Date specified on the business unit journal process date option. It can be a specified date defined on the business unit, or it can be the current date.

To Date Enter a to date if *Specify Date* is selected in the To Date Option field.

Note. The application business unit and general ledger business unit that exist in the Accounting Entry table can differ. One business unit must be designated to derive the setIDs for the control records during the batch processing. The control records are ledger group and ledger definition tables, calendar tables, journal source table, and journal generator template table. The general ledger business unit is the business unit to derive the setIDs for these control records. In one particular request, whether all or one business unit is selected, Journal Generator might have multiple general ledger business units to process and cannot determine the associated setID at the point at which the request is defined. Therefore, the prompt setID that you see in the Ledger Group field and Journal Generator template may not necessarily be the same as the setIDs used by the batch programs.

Changing Journals Created by Journal Generator

When a journal comes from a subsystem, you can enable a specific user to change a journal that the Journal Generator process creates. On the Define User Preferences - General Ledger page, select this option, which allows a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process. The ChartFields can be changed, even though the budget status is valid for the journal. Otherwise, all the fields are unavailable and the user can only edit and post the journal.

However, the business unit field is unavailable and cannot be changed on journal lines created from Journal Generator.

Warning! If you select Change Journal from Journal Generator and then change the ChartField values and re-edit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supported Commitment Control, the journal does not budget check again even though the ChartField values or the amount are changed.

For example, if the ChartField entered in the subsystem is Account 5011, Fund 100, Dept ID 200, and you change the ChartField to Account 5011, Fund 100, Dept ID 300, the accounting entry created in the subsystem is different from the one posted in the ledger. If the transaction is impacting the budget for department 200 initially, after the modification, it still impacts department 200 instead of 300 because it was budget checked in the feeder application, or subsystem.

The Journal Generator process always skips budget checking under the following circumstances:

- When journals are generated by a subsystem that supports commitment control.
- When you select the Skip Commitment Control in GL check box on the Accounting Entry Definition page.

The system does not budget check again an altered journal generated journal, whether or not you select Change Journal from Journal Generator on the Define User Preferences - General Ledger page.

For subsystems that do not support commitment control, including external source non-PeopleSoft applications, you can select Skip Commitment Control in GL on the accounting entry definition page. In this case, the journal-generated journals must be budget checked in General Ledger.

See Also

Chapter 4, “Defining User Preferences,” Defining General Ledger User Preferences, page 142

Deleting Journals Created by Journal Generator

The Journal Generator process gets rows from the Accounting Entry table when the value in the GL_DISTRIB_STATUS field is N. The process changes this value to D when it distributes the accounting entry to a general ledger journal. When a journal that was created from Journal Generator has an error, you can delete the journal on the journal entry page, and the system changes the value in the GL_DISTRIB_STATUS field in the Accounting Entry table to N. Then you can correct the error at the accounting entry level and rerun the Journal Generator process to create a new journal.

CHAPTER 15

Using Interunit and Intraunit Accounting and ChartField Inheritance

This chapter provides an overview of PeopleSoft interunit and intraunit functionality and discusses how to:

- Set up interunit and intraunit processing.
- Run the centralized interunit and intraunit processor.
- Use mass maintenance for interunit pairs.
- Use ChartField inheritance.
- Verify interunit, intraunit and ChartField inheritance setup.

Understanding PeopleSoft Interunit and Intraunit Functionality

The PeopleSoft interunit and intraunit functionality includes common setup pages and shared processing to manage interunit and intraunit transactions across its products. You can create a transaction that crosses business units within the same ledger group, and entities, or balancing ChartFields without having to explicitly enter the interunit or intraunit balancing accounting entries. The interunit unit processor creates the interunit and intraunit balancing entries automatically when you have implemented this functionality.

With interunit and intraunit processing, the system uses the minimal number of accounting lines that you must provide and it automatically completes the entire transaction by generating the necessary balancing lines or entries for both the appropriate entities and accounts.

To use centralized interunit and intraunit processing effectively, your accounting environment must be such that you allow cross-entity entries directly to balance sheet, expense or to clearing accounts at some level or levels among the related entities in your organization. Once you establish the necessary accounting protocols to be used in conjunction with interunit and intraunit functionality, minimal input is required from you for the system to complete the cross entity balancing entries necessary when transactions occur between related entities or sets of balanced books.

Partial or minimal interunit and intraunit entries can be unbalanced or cross-entity and are created and processed by many procedures in the various PeopleSoft products.

This section discusses:

- Balancing ChartFields.
- Affiliate ChartFields.
- Balancing methods.
- Anchor entity.

- Product interface and system transaction categorization.
- Organizational and legal categorization of transactions.
- Inter/IntraUnit templates.
- Interunit pairs.
- Summarization of interunit and intraunit journal lines.
- Products using interunit and intraunit processing.

Balancing ChartFields

Balancing ChartFields and their relationship to a balanced set of accounts or books is central to interunit and intraunit processing and ChartField Inheritance.

Business unit and the ChartFields that you can designate to represent entities are said to be *balancing* when you require debit amounts to equal credit amounts for the purpose of maintaining a balanced set of accounts or books for a particular business unit and selected ChartField values. For example, if for a Business Unit, Department and Fund are Balancing ChartFields, then transactions involving values for any of these ChartFields must have debit amounts equal to credit amounts.

Affiliate ChartFields

You can use Affiliate ChartField values when interunit or intraunit transactions are maintained using the same Account ChartField value among several related entities (such as business units, funds or operating units). For example, each entity within your organization might use account 140000 as the common interunit receivable account and 201000 as the common interunit payable account. However, when using the same accounts for all entities, an Affiliate ChartField value must be assigned to the accounting line or journal line to readily identify the entity with which the receivable or payable is shared.

Affiliate ChartFields *cannot* be used as standard standalone ChartFields. They must be used in association with another *related* ChartField. This is because the Affiliate ChartField values are the values of the *related* ChartField. There is no separate Affiliate ChartField page where you enter Affiliate values as with the stand alone ChartFields, such as Account or Department.

For example, business unit is required as the InterUnit Related ChartField for Affiliate. It provides the values available in the drop down list box for the Affiliate field on the Journal Entry page. PeopleSoft also delivers intraunit affiliate ChartField functionality for the fund and operating unit ChartFields.

While you could assign each entity different accounts to identify entities among the various interunit or intraunit transactions, this probably entail a larger number of interunit or intraunit accounts having to be created and maintained. An advantage in using affiliate ChartFields is that you can have fewer accounts to maintain.

Balancing Methods

The Balancing Method is a means of ChartField value retrieval to complete *partial* or out of balance entries and is accomplished by the following methods:

Due To and Due From Balancing

In Due To and Due From Balancing the system generates additional interunit unit receivable and payable journal lines to bring the overall accounting transaction into balance from your partial cross-book interunit unit entry.

For example, assume that you create a cross-entity entry to transfer an asset from one business unit to another. The system generates the interunit receivable entry for the source or Anchor Business Unit and an interunit payable entry for the receiving or Non-Anchor Business Unit to bring the books for each business unit into balance.

There are three Due To and Due From Balancing methods for interunit transactions as follows:

Indirect Method The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from the affiliated business unit's Inter/IntraUnit Template definition.

Direct Method The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from the business unit's own Inter/IntraUnit Template definition.

Pairs Method The Due To and Due From ChartFields used to balance each business unit in the transaction are retrieved from a definition for the pair of business units involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

Offset Inheritance Balancing

For transactions that include system-generated entries (often as offset entries), the system-generated entries can be defined to inherit ChartField values from the other entries in the transaction (such as the distribution lines you entered) to create an expanded balanced transaction and distribute offsets as needed.

For example, you enter a voucher that records expenses for two different funds. Using Offset Inheritance, the offsetting entries are properly distributed by the system to the appropriate payable accounts for the two funds.

Edit Only Balancing

Even if you have not implemented interunit and intraunit functionality, a journal might not be in balance for reasons other than interunit activity. The Journal Edit process uses the rules that you set up for balancing journals on the Journal Edit Options page to either recycle such journals or do Edit-Only Balancing and provide a suspense account to automatically balance the entry.

Edit-Only Balancing is primarily applicable when a transaction is out of balance due to rounding or an error. It is not applicable to interunit and intraunit processing.

See Also

Chapter 8, "Configuring ChartFields," page 275

Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance, page 519

Chapter 6, "Defining and Using ChartFields," page 187

Anchor Entity

The following information describes an anchor entity and its purpose.

Interunit

Anchor Business Unit typically refers to what is termed the *source, sending, initiating, or charging* entity. For example, if business unit US001 pays rents for US002 and US003, US001 can be designated as the Anchor Business Unit.

Intraunit

Anchor values for balancing ChartFields serve a similar purpose. For example, within business unit US001, if cash from Fund 100 is used to pay expenses attributable to funds 200 and 300, Fund 100 can be designated the anchor.

Purpose of the Anchor Entity

When transactions involve three or more entities, the anchor designation is essential for determining which entity serves as the central *hub* for the inter and intraunit balancing entries. The anchor designation also affects the transaction currency in a multicurrency situation for the due to and from lines that are generated by the processor.

See Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Reviewing Sample Parameters Provided at Run Time, page 508.

Designating an Anchor Entity

In most of the subsystem applications, the anchor entity is determined by the nature of the transaction. For example, for an accounts payable voucher the anchor entity is always the entity to which the vendor liability is recorded. If there are distribution lines that are booked to different business units, these trigger the generation of interunit balancing entries.

In general ledger journal entry, the anchor business unit is the unit entered on the journal header.

Unless you select the IntraUnit Balancing Entries check box on the Detail Ledger Group − Balancing page, inter 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.

The Anchor Business Unit is readily apparent in interunit transactions; however, determining which is the Anchor Fund and how journal lines should be grouped when a transaction involves multiple funds requires additional steps. You can indicate on the journal entry which fund values are Anchors and assign a Group Number to journal lines to assist the inter and intraunit processor in creating the balancing lines.

For General Ledger Allocations, the pool values are used as the anchor values.

Product Interface and System Transaction Categorization

PeopleSoft delivers one or more System Transactions for each product primarily to provide the following:

- An interface to the Inter/IntraUnit Central Processor for each product or application and its transactions that might require system generated inter and intraunit balancing lines.
- Segregation of inter and intraunit payables and receivables by type of System Transaction, such as accounts payable voucher or general ledger journal.
- Definition of options that are appropriate only to a particular System Transaction, such as whether to create an AP (accounts payable) Voucher and an AR (accounts receivable) Item for an InterUnit Bill.

The System Transaction provides predefined information about the tables and fields involved in an application transaction and supplies run-time parameters to the Centralized Inter/IntraUnit Processor.

There are some cases where we have provided multiple System Transaction Codes for a product, even when all of the technical details for the interface to the central processor are the same, such as AP (accounts payable) Vouchers and AP (accounts payable) Payments. We have done this so that you are able to associate each system transaction with a different user defined Transaction Code, which is the key to how you setup ChartFields for inter and intraunit payable and receivable entries.

Transaction Codes are defined on the Transaction Code page. Each Transaction Code that you define can be mapped to one or more of the System Transactions on the System Transaction Map page, but each System Transaction can have only one Transaction Code for all products with the exception of general ledger. Once mapped, System Transactions determine the Transaction Codes available to a product for further categorization. If your inter and intraunit accounting does not differ across products and transactions you can define a single Transaction Code and map it to all the System Transactions.

Only the General Ledger System Transaction *GLJ* (general ledger journal) allows the mapping of multiple Transaction Codes so you can create additional subset categorizations for an inter and intraunit transaction. For example, you could create the following Transaction Codes and map them both to the General Ledger System Transaction.

- ADVANCES (Intercompany cash advances)
- INTEREST (Interest on Intercompany advances)

This enables you to further segregate and categorize interunit transactions within General Ledger by maintaining all advances in a separate category of interunit activity and inter company interest on these advances in another category.

Note. When setting up business units across products, you must include all business units in the same ledger group to use the interunit processor functionality.

Organizational and Legal Categorization of Transactions

PeopleSoft provides functionality to distinguish between Inter Entity and Intra Entity transactions within the interunit category, enabling you to apply the required accounting treatment. However, while there may be different legal entities all business unit in an interunit transaction must share the same ledger group name to generate interunit entries.

The following terms define transactions between and within business units:

InterEntity	A transaction involving two or more General Ledger business units, when each related business unit represents a separate legal entity.
IntraEntity	Transactions involving two or more General Ledger business units, when all business units are part of the same legal entity.
InterUnit	Any transactions involving two or more General Ledger business units within the same ledger group. These can be either InterEntity or IntraEntity, depending on how the business units are defined and how they are mapped in the legal entity hierarchy.
IntraUnit	A transaction within a single General Ledger business unit that involves more than one value in a lower level Balancing ChartField, such as a Fund or Department. The generic description of intraunit can be substituted with more specific terms, such as inter operating unit, inter department, or inter fund, depending on which ChartField requires balancing within a business unit.

For intraunit activity the available Accounting Entry Types on the IntraUnit Template page are intraunit receivable and intraunit payable. Additional Accounting Entry Types are available only for Transaction Codes mapped to specific System Transactions. These include intraunit expense and intraunit revenue for the Billing Invoice System Transaction, and IntraUnit In Transit for the Cost Management InterUnit Transfer System Transaction.

For interunit activity the available Accounting Entry Types on the InterUnit Template Page depends on whether you choose to use the legal entity option for your installation. The following table is an example of possible organizational and legal relationships between several business units:

Business Unit	Belongs to Legal Entity Unit
USLE1	USLE1
USLE2	USLE2
US001	US001
US002	USLE1
US003	USLE1
US004	US001
US005	US001
US006	USLE2

In this example USLE1 and USLE2 represent two legal entities to which several of the business units belong. Note that US004 and US005 belong to the US001 legal entity.

If you select the Use Legal Entity for InterUnit option on the Installation Options - Overall page, the following selected combinations illustrate possible Accounting Entry Types applicable to various combinations of inter and intraunit transactions for the business units involved:

Transactions Between	Applicable Accounting Entry Types Using Legal Entity
USLE1 and US003	IntraEntity Payable and Receivable
US004 and US005	IntraEntity Payable and Receivable
US001 and USLE2	InterEntity Payable and Receivable
US006 and US003	InterEntity Payable and Receivable

If you *do not* select the Use Legal Entity for interunit option, the following selected combinations illustrate the possible Accounting Entry Types applicable to various combinations of inter and intraunit transactions for the business units involved:

Transactions Between	Applicable Accounting Entry Types Not Using Legal Entity
USLE1 and US003	InterUnit Payable and Receivable
US004 and US005	InterUnit Payable and Receivable
US001 and USLE2	InterUnit Payable and Receivable
US006 and US003	InterUnit Payable and Receivable

Interunit and Intraunit Templates

interunit ChartFields are determined by the InterUnit Template when you use either the Direct or Indirect interunit method.

Intraunit ChartFields are always determined by the IntraUnit Template.

Note. interunit methods do not apply to *intra* unit transactions.

You provide the appropriate InterUnit and IntraUnit Template for a business unit on the General Ledger Definition − Definition page.

When the interunit method is Direct, the ChartFields for the balancing entries to one business unit are retrieved using its own setID and InterUnit Template Code.

When the interunit method is Indirect, the ChartFields for the balancing entries to one business unit are retrieved using its own setID, but the affiliate business unit's template. The prompting on the Business Unit Definition only ensure that the template is defined for the setID of the business unit being maintained, so you must ensure that the template is defined for each related business unit.

Note. If you use the pairs interunit method, the ChartField values are not determined by the template but are determined by the values that you enter on the InterUnit Pairs page.

Using InterUnit and IntraUnit Templates you associate Transaction Codes with Accounting Entry Types for which you provide ChartField values to complete the partial inter and intraunit entries.

To accommodate different ChartField values across business units, the InterUnit and IntraUnit Template tables are keyed by setID. The setID entered for the template is used as the Set Control Value to determine which setID is used to validate the ChartFields that you enter for the template.

When processing transactions, the general ledger business unit to which the entry is written is used as the Set Control Value to determine the setID used to access the appropriate InterUnit or IntraUnit Template.

Business units should only share the same inter and intraunit setID if they also share the same setIDs for all their ChartFields and their Detail Ledger definitions.

For example, consider the source of receivable accounting entry ChartField values for a transaction from business unit US001 to business unit LE001, when legal entity is not a factor.

Balancing Method	SetID	Template
Direct	The InterUnit setID of LE001, the To Unit.	The InterUnit Template on the Business Unit Definition for LE001, the To Unit.
Indirect	The InterUnit setID of LE001, the To Unit.	The InterUnit Template on the Business Unit Definition for US001, the From Unit.

Note. The setID used to retrieve the InterUnit Template is always the setID of the business unit to which the accounting entry is written. Only the template source differs in that the Direct method retrieves the template from the business unit to which the entries are written but the Indirect method retrieves the template from the affiliate business unit.

Interunit Pairs

You must define ChartFields and other options used for interunit transactions on the InterUnit Pairs page when you choose to use the Pairs Method. The Direct or Indirect Method does not apply to pairs.

An InterUnit Pairs definition is keyed by the from business unit, the to business unit and Transaction Code. For each of these combinations you specify the interunit receivable and interunit payable ChartFields. Separate InterEntity and IntraEntity definitions are not necessary because any given pair of business units can only be one or the other.

All ChartField validation is based on the setIDs associated with the business units. The business unit used as the Set Control Value for ChartField prompting and validation depends on the Accounting Entry Type. When maintaining interunit pair data, refer to the following table to determine which entry types belong to which business unit.

From Business Unit	To Business Unit
Receivables	Payable
Revenue (for Billing Invoices)	Expense (for Billing Invoices)
In Transit (for interunit transfers if the Source is the Ownership Unit	In Transit (for interunit transfers if the Destination is the Ownership Unit)
Cost of Goods (for interunit transfers)	Accrued Payables (for interunit transfers) Customer Shipments (for interunit transfers)

See Also

Chapter 15, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Using Mass Maintenance for Interunit Pairs, page 513

Summarization of Interunit and Intraunit Journal Lines

When you want to reduce the number of journal lines generated by interunit or intraunit processing and find that it is not necessary to maintain separate interunit or intraunit balancing, you can choose to use summarization on the Installation Options, Overall page. In addition, you must either not setup affiliates or deselect affiliates for account, fund or operating unit if you want to summarize interunit or intraunit journal lines.

All non-monetary fields on journal lines must be identical to successfully summarize them. Affiliate must not be used, otherwise journal lines cannot be identical and are not summarized by the system. This requirement enables you to selectively use summarization by specifying affiliates in some Ledger Groups but not in others.

You can use interunit with intraunit summarization together and interunit and intraunit journal lines are not combined. If you specify affiliate for business unit, you can summarize by business unit and not by fund or operating unit. Summarization can be selected at installation or at a later date. If selected at a later date, the result is that there will be additional and perhaps unnecessary journal lines.

Note. If you are using the Sybase database, there is a limitation of a maximum of 31 columns in a group by clause. For this reason system-generated lines even if sharing the same ChartField combination, will not be grouped or summarized together into a single journal line; but separate detail lines will be created.

MultiBook Considerations

When sequence numbers are assigned to lines generated by the interunit processor for multi-ledger ledger groups, it is normal for gaps to occur in the numbers. The happens because the sequence number calculated for a line is based on the number of lines that precede it, but it also gives secondary ledger lines the same sequence number as their corresponding primary ledger line. For example, if two interunit balancing lines are created for a multibook ledger group containing three ledgers, they are numbered as follows (assuming the first sequence number is 101):

Ledger Group	Ledger	Sequence Field
LEDGRP1	LED1	101
LEDGRP1	LED2	101
LEDGRP1	LED3	101
LEDGRP1	LED1	104
LEDGRP1	LED2	104
LEDGRP1	LED3	104

The first three lines have the same sequence number (101) because they all represent the same transaction line. The second three lines start with 104 because there are three lines before them (101 + 3 = 104).

If you use a multi-ledger ledger group in your interunit transactions that does *not* have the Keep Ledgers in Sync check box checked , each line within a transaction (such as, a payable and receivable line) must specify the same ledger name. The ledgers may be defined under different set control values, but the ledger names must be the same for lines within a transaction.

Products Using Interunit and Intraunit Processing

The inter and intraunit processor is automatically called from the general edger journal edit process and from each process in other products that generates accounting entries and feed transactions to General Ledger, such as PeopleSoft Accounts Payable Voucher Post and Receivables Update. The implementation of Centralized Inter/IntraUnit Processing and ChartField Inheritance impacts the following PeopleSoft products:

- General Ledger
- Payables
- Receivables - Deduction Management
- Asset Management
- Inventory - Cost Management
- Billing
- Projects
- Expenses
- Treasury - Cash Management
- Contracts
- Grants

Refer to documentation for the individual PeopleSoft products for specific information about setting up and using inter and intraunit processing and ChartField Inheritance for a particular product.

Setting Up Interunit and Intraunit Processing

To set up interunit and intraunit processing, use the following components:

- Installation Options (INSTALLATION)
- Detail Ledger Group (DETAIL_LEDGER_GROU)
- InterUnit Template (IU_INTER_TMPLT)
- IntraUnit Template (IU_INTRA_TMPLT)
- General Ledger Definition (BUS_UNIT_TBL_GL)
- InterUnit Pair Maintenance (IU_INTER_PR_BASIC)
- InterUnit Transaction Code (IU_TRAN_CD)
- Interunit Transaction Mapping (IU_TRAN_MAP)

This section discusses how to:

- Set Overall Interunit installation options.
- Set balancing options for ledger groups.
- Define transaction codes.
- Map transaction codes to system transactions.
- Provide additional options for billing invoices and interunit transfers.

- Define interunit templates.
- Select entries to insert for the interunit template.
- Define intraunit templates.
- Select entries to insert for the intraunit template.
- Review setup examples using the interunit and intraunit templates.
- Define interunit pairs.
- Define interunit pairs options for interunit billing and interunit transfers.
- Select entries to insert for interunit pairs.
- Specify interunit and intraunit settings for general ledger business units.

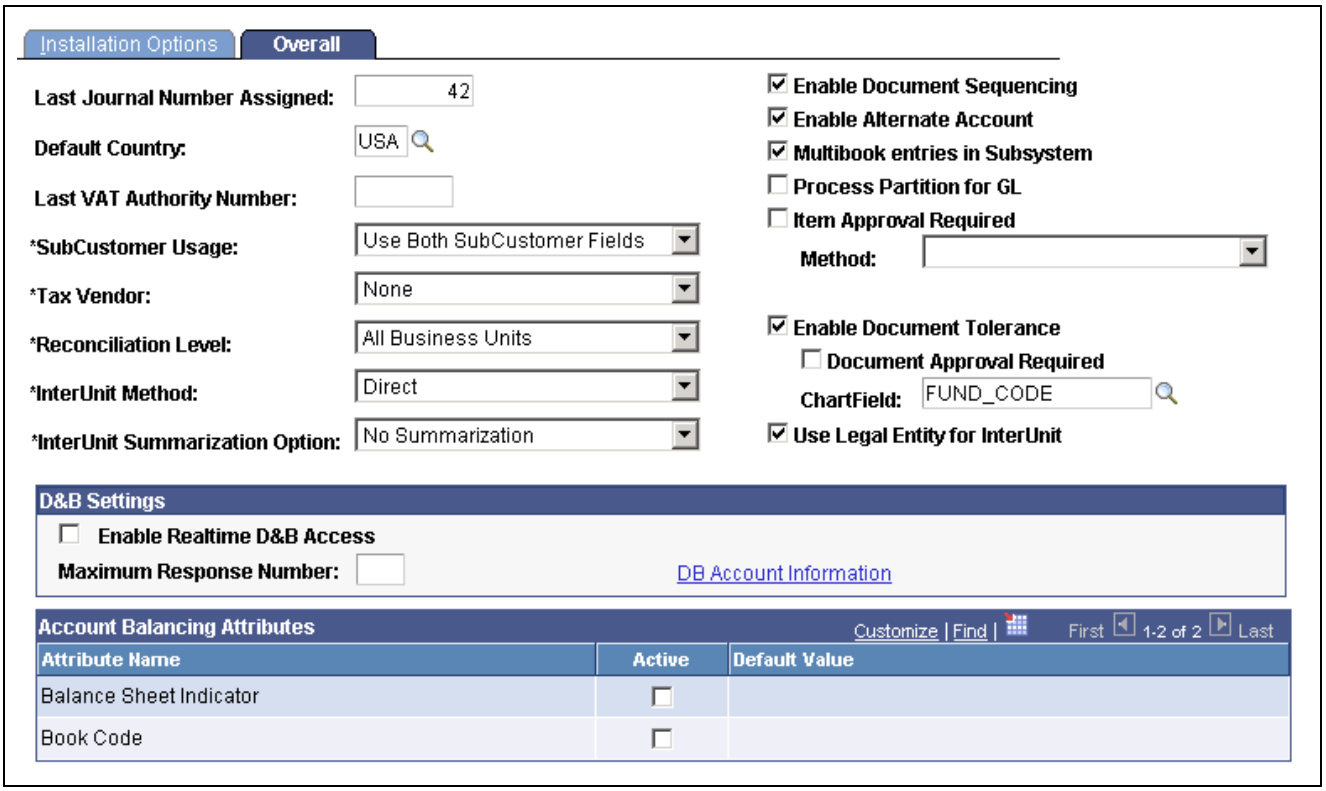
Pages Used to Set Up Centralized Interunit and Intraunit Processing

Page Name	Object Name	Navigation	Usage
General Options - Overall	INSTALLATION_FS1	Setup Financials/Supply Chain, Install, Installation Options, General Options, Overall	Select installation options to use legal entity for interunit, the interunit method and interunit summarization option for your system.
Ledger Groups - Balancing	LEDGER_GROUP 3	General Ledger, Ledgers, Ledger Groups, Balancing	Elect to use intraunit balancing entries, select balancing ChartFields and affiliates for a ledger group.
Transaction Code	IU_TRAN_CD	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, Transaction Code, Transaction Code	Define transaction codes that enable you to categorize interunit and intraunit balances.
System Transaction Map	IU_TRAN_MAP	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Map, System Transaction Map	Map transaction codes to system transactions, define the default transaction code, and access the transaction Options page.
Transaction Options	IU_TRAN_OPT1	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Map, Transaction Options Click an Options link.	Enter interunit and intraunit options for Billing and Inter/IntraUnit Transfers.
InterUnit Template	IU_INTER_TMPLT	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template	Provide ChartFields by transaction code for interunit balancing entries when using the direct or indirect interunit method.

Page Name	Object Name	Navigation	Usage
InterUnit Template - Select Entries to Insert	IU_INTER_ENTRY	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Template Click the Select Entries to Insert link.	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
IntraUnit Template	IU_INTRA_TMPLT	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, IntraUnit Template	Provide ChartFields by transaction code for intraunit balancing entries.
IntraUnit Template - Select Entries to Insert	IU_INTRA_ENTRY	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, IntraUnit Template Click the Select Entries to Insert link.	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.
General Ledger Definition - Inter/IntraUnit	BUS_UNIT_TBL_GL6	Setup Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Inter/IntraUnit	Select interunit and intraunit templates. Enter the legal entity to which the business unit belongs. Specify options for interunit billing and interunit transfer transactions.
InterUnit Pair	IU_INTER_PR_BASIC	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, InterUnit Pair	Define ChartFields by transaction code for interunit balancing entries when the interunit method is pairs. Override default options for interunit billing and interunit transfer transactions.
InterUnit Pair - Select Entries to Insert	IU_PAIR_ENTRY	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair, Select Entries to Insert Click the Select Entries to Insert link.	Select which entry types to insert into the page. An alternative to the Select all Applicable Entries button.

Setting Overall Interunit Installation Options

Access the General Options - Overall page.



Installation Options — Overall page

InterUnit Method Select one of three due to and due from balancing methods as your system wide setting. Values are *Direct, Indirect*, or *Pairs.*

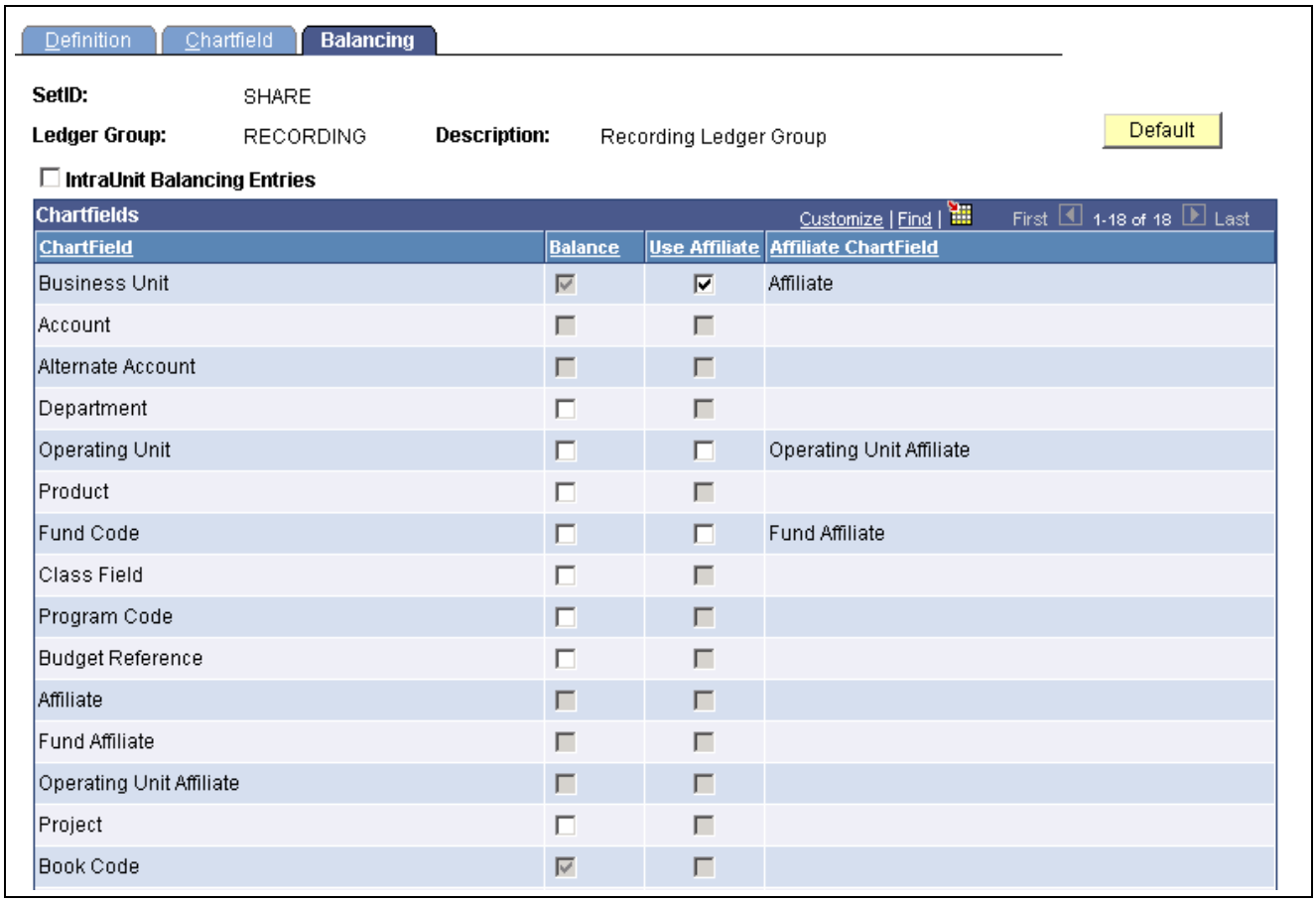
InterUnit Summarization Option

- *Summarize:* The Summarize option only affects processing if you are not using affiliate ChartFields . Selecting this option will cause the system-generated inter/intraunit offset lines to be summarized together whenever all the fields, except for the amount and line sequence fields, are equal. For example, if business unit A pays expenses for business units B and C, without interunit summarization, two interunit balancing lines are created for business unit A (one for B and one for C). However, with interunit summarization, interunit processing creates only one interunit receivable journal line for business unit A instead of two. If there is additional activity among business units A, B, and C, the interunit processor summarizes the activity to create a minimal number of interunit journal lines while maintaining the overall balance among the business units.
- *No Summarization:* Select if you do not wish to summarize system-generated inter/intraunit offset lines or if you are using affiliate ChartFields.

Use Legal Entity for InterUnit Select the check box if you want to use different ChartFields for interunit balancing entries depending on whether the two general ledger business units involved are part of the same or different legal entities. This field must remain clear (not selected) when the InterUnit Method is Pairs.

Setting Balancing Options for Ledger Groups

Access the Detail Ledger Group - Balancing page.



Ledger Group - Balancing page

IntraUnit Balancing Entries Select and the system automatically generates intraunit balancing entries for transactions that involve multiple values of a balanced ChartField. You cannot select this option unless at least one ChartField is balanced, that is, one Balance check box must be selected that is available. If you do not have this check box selected, or if the journal is not in balance for other reasons, then the journal edit process uses the rules that you set up for balancing journals on the Journal Edit Options page to either recycle or use a suspense account.

Balance A balanced detail ledger requires that debit amounts equal the credit amounts for business unit, base currency code, book code and adjustment type. To choose additional balancing ChartFields for the ledger group select the check box if it is available for another ChartField. Some ChartFields such as account and alternate account cannot be balancing ChartFields and the check box is unavailable.

When you change the value of this check box for a standard or translation ledger group, the system verifies that the new setting is valid for the existing ChartField inheritance groups.

See Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Dealing With ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields, page 523.

For balancing ChartFields, the system checks for business units that use the ledger group, as defined on the Ledgers for a Unit page in conjunction with the setIDs that business units use for ledger groups. If a business unit that

is tied to the ledger group has a blank inheritance value for the balancing ChartField, you receive a warning.

Use Affiliate

This field is available only if the ChartField has an affiliate associated with it on the Standard or Advanced ChartField Configuration page.

Affiliate is used when it is not apparent from the ChartField account value which entities are involved in an interunit or intraunit transaction.

For example business unit US001 uses the account ChartField value 114000 to designate interunit receivables from all other related business units.

If US001 has elected to Use affiliate and it paid rent for US002 of 200.00 USD and for US003 rent in the amount of 300.00 USD, the interunit and intraunit processor creates two interunit receivables for the books of US001. A debit is created of 200.00 USD to the 114000 account labeled with the affiliate value US002 and it also creates a debit of 300.00 USD in the 114000 account with the affiliate value US003.

The standard ChartFields shipped with PeopleSoft products include two intraunit affiliate ChartFields. One is associated with the Fund ChartField and the other with Operating Unit ChartField. You may add additional intraunit affiliate ChartFields and associate the standard ones with other related ChartFields using the Standard or Advanced ChartField Configuration page.

Affiliate ChartField

Displays and is derived from the Standard or Advanced ChartField Configuration page.

See Also

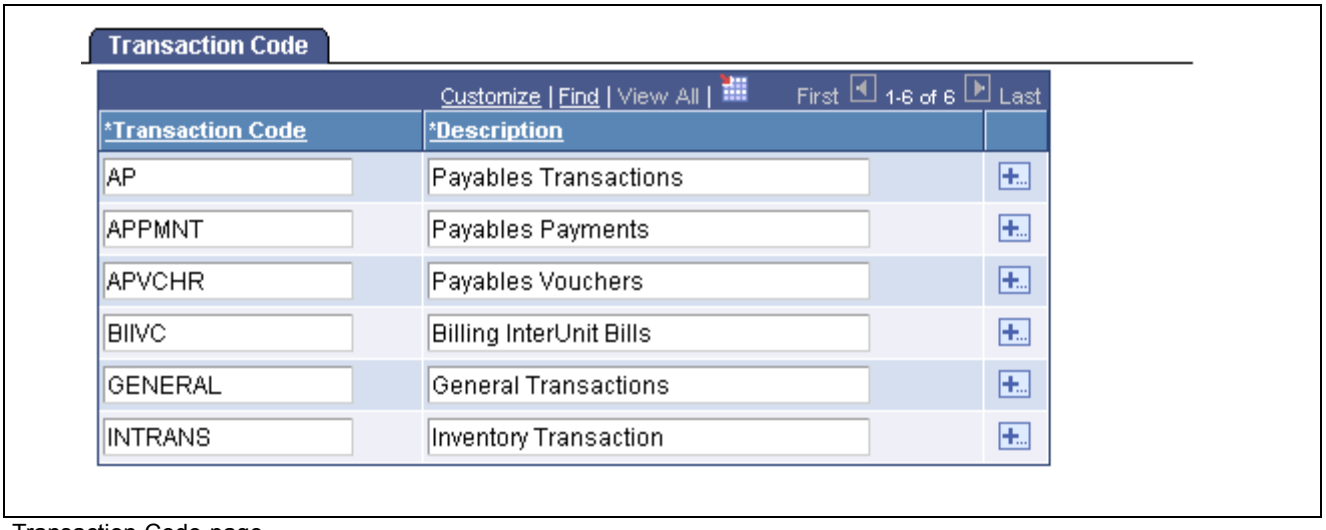
Chapter 6, “Defining and Using ChartFields,” Balancing ChartFields, page 194

Chapter 6, “Defining and Using ChartFields,” Choosing Affiliate ChartField Values, page 225

Chapter 8, “Configuring ChartFields,” Using Standard ChartField Configuration, page 283

Defining Transaction Codes

Access the Transaction Code page.



Transaction Code page

Note. PeopleSoft ships transaction codes and system transaction mapping as sample data only and not as system data. You must define transaction codes according to the level of segregation of interunit and intraunit balances that you require.



Click the Add Multiple New Rows at Row button to add additional rows for new transaction codes below the row selected. You can create one transaction code for each system transaction or create only as many as you need at the time to reflect the diversity of your interunit and intraunit accounting treatment. A transaction code can be associated with one or more system transactions. If you do not want to segregate transaction at this level of detail, you can use one transaction code and map it to all your system transactions.

Mapping Transaction Codes to System Transactions

Access the System Transaction Map page.

There is one row on the page for each system transaction, based on the PeopleSoft products you have installed. If you have created a new system transaction, for third party transactions for example, it appear here as well. If you insert a row—the System Transaction field is input capable—you can only select a system transaction that allows multiple transaction code instances. The only system transaction that allows multiple transaction codes is general ledger journal. You can only delete a row if it is not the default. This also applies only to general ledger journal.

Note. PeopleSoft ships transaction codes and system transaction mapping as sample data only and not as system data. You must define transaction codes according to the level of segregation of interunit and intraunit balances that you require.

System Transaction All system transactions are listed on this page for the PeopleSoft products you have installed. When you add a new row, this field is input capable, but the only system transactions available to select are those whose Allow Multiple Instances check box is selected on the System Transaction page (that is *GL Journals* only).

Transaction Code The first time you maintain this page, you must enter a default transaction code for every system transaction that is loaded onto the page. Additional transaction codes are only available if *Allow Multiple Instances* is selected on the System Transaction page. *Multiple Instances* is only available for the general ledger journal system transaction. However, the same transaction code can be used for multiple System Transactions.

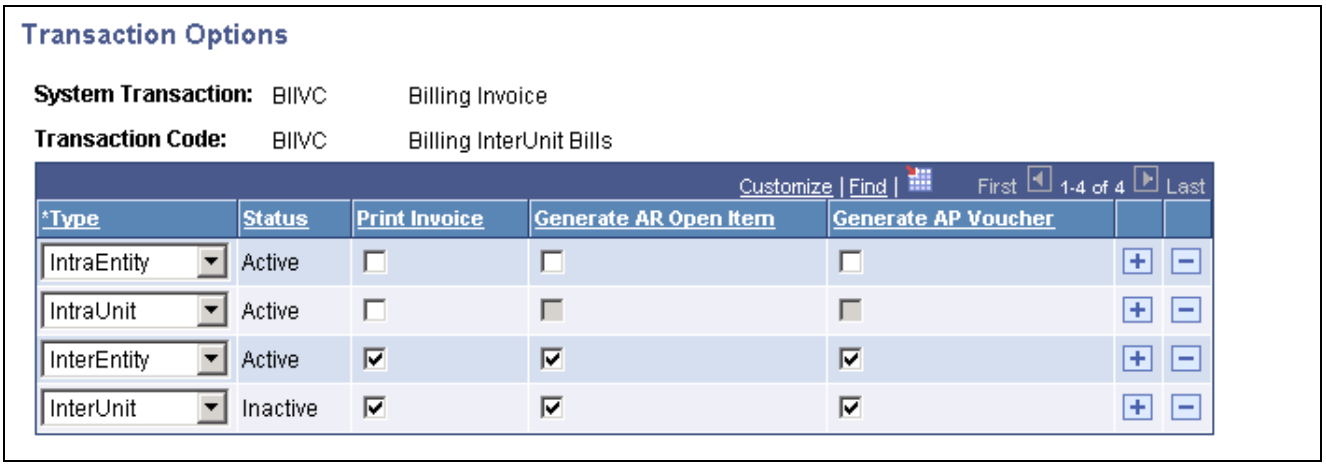
Default A default transaction code must be specified for each System Transaction that appears on this page.

A row may not be deleted if the default option is selected.

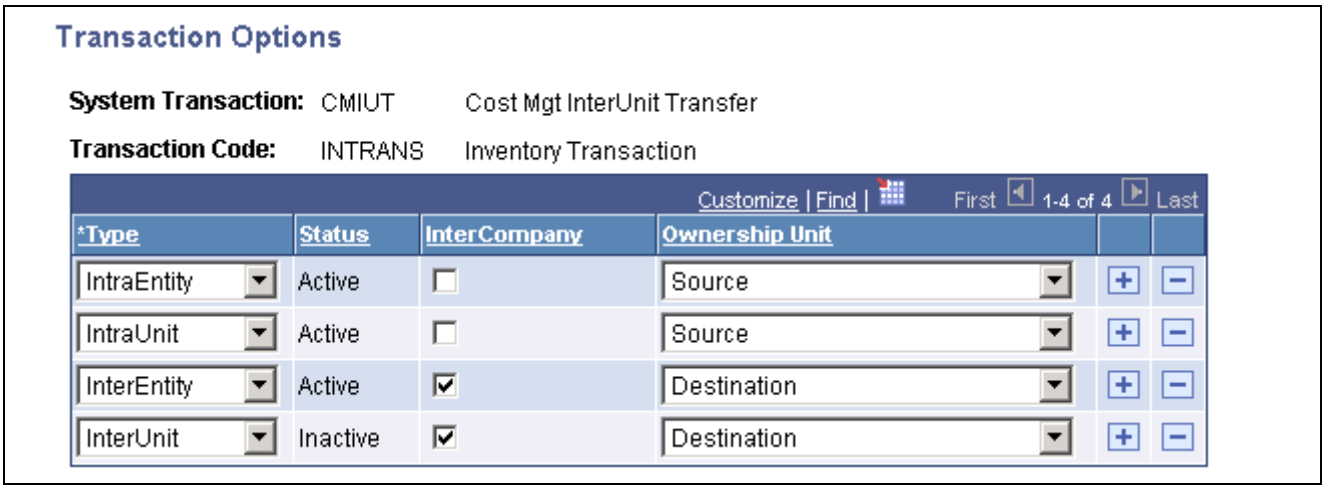
Options Click this link to provide additional settings for interunit billing and interunit transfer system transactions.

Providing Additional Options for Billing Invoices and Interunit Transfers

Access the Transaction Options page.



Transaction Options for InterUnit Billing



Transaction Options for InterUnit transfers

The Option link to access the Transaction Options page is present on the System Transaction Map page for the Billing Invoice and InterUnit Transfer System Transactions only. You can define different supporting document requirements for the applicable accounting entry types. If the legal entity distinction is enforced at the installation level you see *InterEntity, IntraEntity and IntraUnit* but if legal entity is not used you see *InterUnit* and *IntraUnit.*

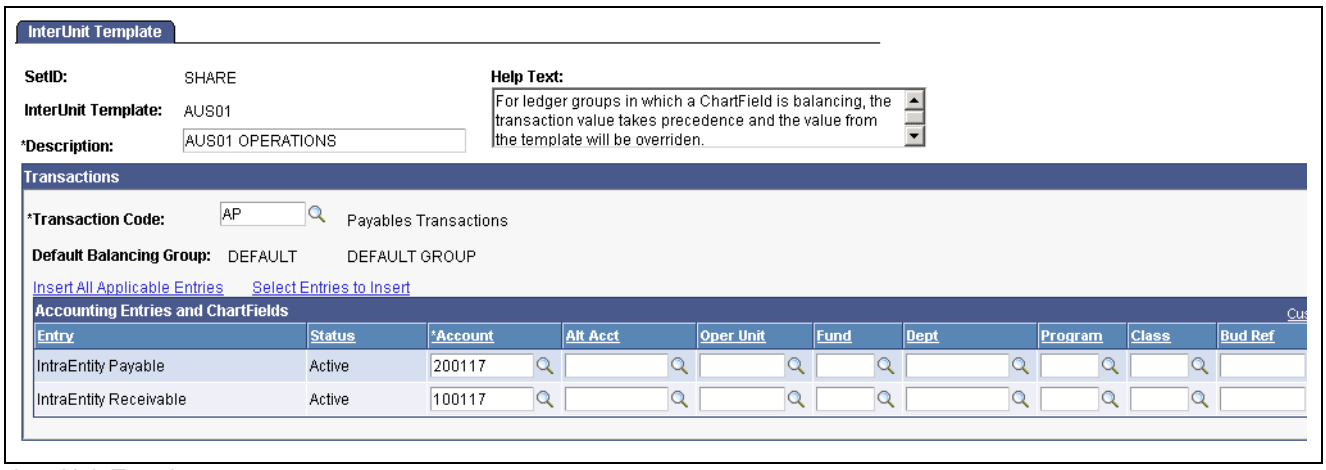
These options govern the creation of supporting documents when the InterUnit Method is Direct or Indirect and ChartField values are derived from the InterUnit or IntraUnit Template. For the Pairs method, these options merely provide defaults when a new interunit pair is defined. You can override any of them for a specific pair of business units.

For the transaction code mapped to the billing invoice system transaction you can choose to print an invoice, generate an accounts receivable open item, generate an AP (accounts payable) voucher, or any combination of the three. The accounts receivable option is available only if Receivables is installed. The accounts payable option is available only if Receivables and Payables are both installed. Both the accounts receivable and accounts payable options are not applicable for intraunit transactions.

For the transaction code mapped to the Cost Mgmt (management) InterUnit Transfer System Transaction you have the option to generate an intercompany bill, and define the ownership unit while the goods are in transit. The intercompany option is available only if Billing is installed, and if it is selected, the ownership unit must be the destination unit.

Defining Interunit Templates

Access the InterUnit Template page.



InterUnit Template page

Transaction Code Multiple transaction codes can be added to the interunit template and additional settings entered when applicable.

Default Balancing Group This field is displayed only when one or more account attributes are active, such as book code and balance sheet indicator. When any account attributes are active, the data on this page is only for the default balance group displayed.

Additional Balancing Groups Click to set up interunit ChartFields for additional Balance Groups for this Transaction Code. This link is available when one or more Account Attributes are active, such as Book Code and Balance Sheet Indicator.

Insert All Applicable Entries Select this link to insert the Entry types that are applicable for your system settings. Two factors affect which entry types are active. They are the Use Legal Entity option on the Installation page (interunit versus Inter Entity and Intra Entity) and the System Transactions to which the Transaction Code is mapped (Revenue and Expense for Billing Invoice, Cost of Goods, Accrued Payable, Customer Shipments, and In Transit for InterUnit Transfer).

Select Entries to Insert Click this link to manually select which Entry types are inserted into the page.

Entry Types The applicable Entry Types for a given Transaction Code depends on to which System Transaction or System Transactions this Transaction Code is linked. The Entry types that are available also vary depending on the Legal Entity option selected.

If you do not select the Use Legal Entity for InterUnit option on the Overall Installation options page, the following core Entry types are available:

- InterUnit Receivable
- InterUnit Payable

If the Use Legal Entity for interunit option is selected, the following core Entry types are available:

- InterEntity Receivable
- InterEntity Payable

- IntraEntity Receivable
- IntraEntity Payable

If the Transaction Code is mapped to the Billing Invoice System Transaction, then interunit or corresponding InterEntity and IntraEntity Revenue and Expense Entry types are also available.

If the Transaction Code is mapped to the Cost Mgt (Inventory) InterUnit Transfer System Transaction, then interunit or corresponding InterEntity and IntraEntity Cost of Goods, Accrued Payable, Customer Shipments and In Transit Entry types are also available.

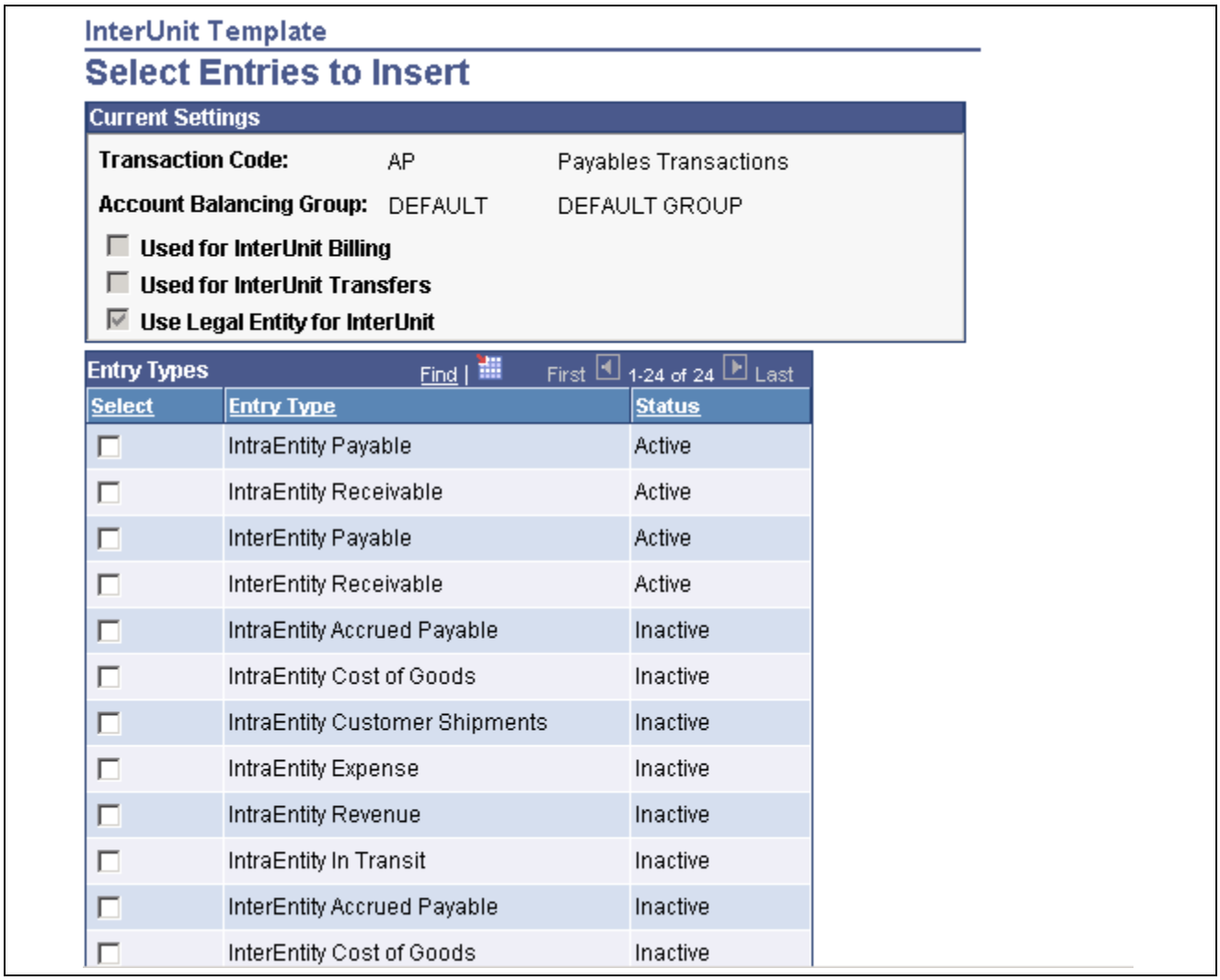
Status Indicates whether the accounting entry type is Active or Inactive based on the current system settings. For example, you added a row for interunit payable while the Use Legal Entity option is turned off. You then activate the Use Legal Entity option. When you return to this page, you see that the status of the interunit payable entry is now inactive, because you should be defining InterEntity and IntraEntity Payable entries instead.

The following applies to the ChartField grid on this page:

- There can be multiple rows in the grid depending on the product, System Transaction, Transaction Codes and Legal Entity option selected; however, only two rows are displayed in the grid at a time, unless you select the View All option on the grid.
- Account, AltAccount, the configurable ChartFields (except for the Affiliates), DeptID and Project ID are available on the grid.
- Affiliate ChartFields are not available because their values are automatically populated by the Central Inter/IntraUnit Processor.
- The setID for the template is used as the Set Control Value to determine which setID is used to prompt and validate each of the ChartFields in the grid.
- The Account ChartField is required. All other ChartFields are optional. If the ChartField is Balancing, its value on the Due To and Due From balancing entries is automatically inherited from the transaction without regard to the selection on this page.

Selecting Entries to Insert for the Interunit Template

Access the InterUnit Template - Select Entries to Insert page.



Select Entries to Insert page

Current Settings

Displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

Entry Types

Entry Type The *InterUnit, InterEntity and IntraEntity* Entry Types are available for selection, regardless of their status. This enables you assign ChartFields to entry types that are not currently active, but may become so in the future.

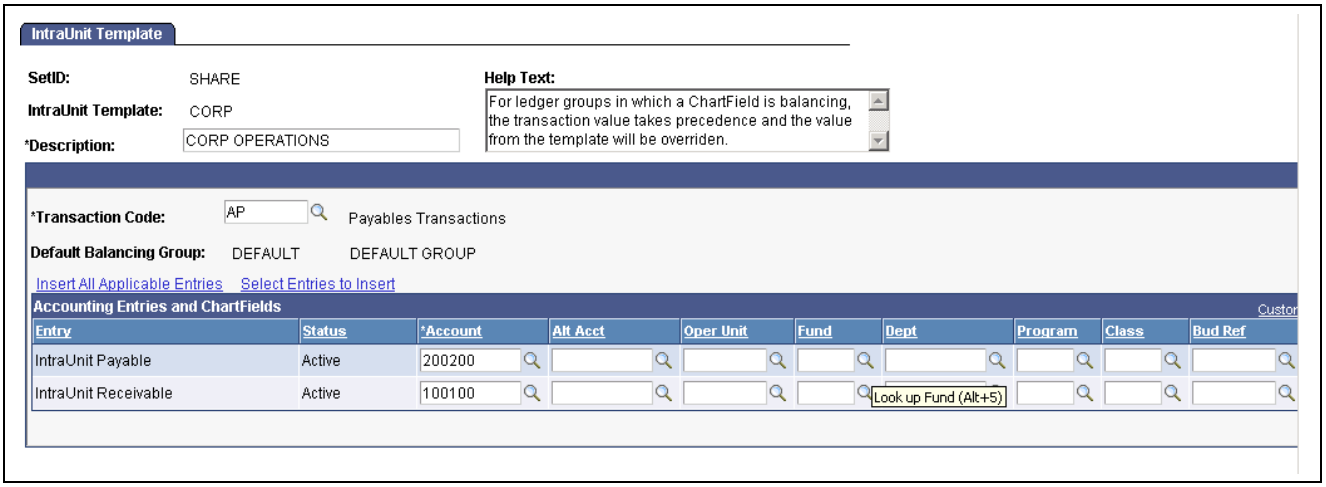
Status The status reflects whether the entry type is *Active* or *Inactive* given the current system settings. You can select entry types with an inactive status, but they are not used unless you change the settings. For example, you might be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you might still want to setup interunit revenue and expense entries in anticipation of changing the mapping at a later time.

See Also

Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates, page 489

Defining Intraunit Templates

Access the IntraUnit Template page.



IntraUnit Template page

Much of the set up information is the same as for the InterUnit Template. The following are exceptions:

Entry

The core Entry types that are available *include IntraUnit Payable* and *IntraUnit Receivable.*

If the transaction code is linked to the billing invoice system transaction, the intraunit revenue and expense entry types are also available.

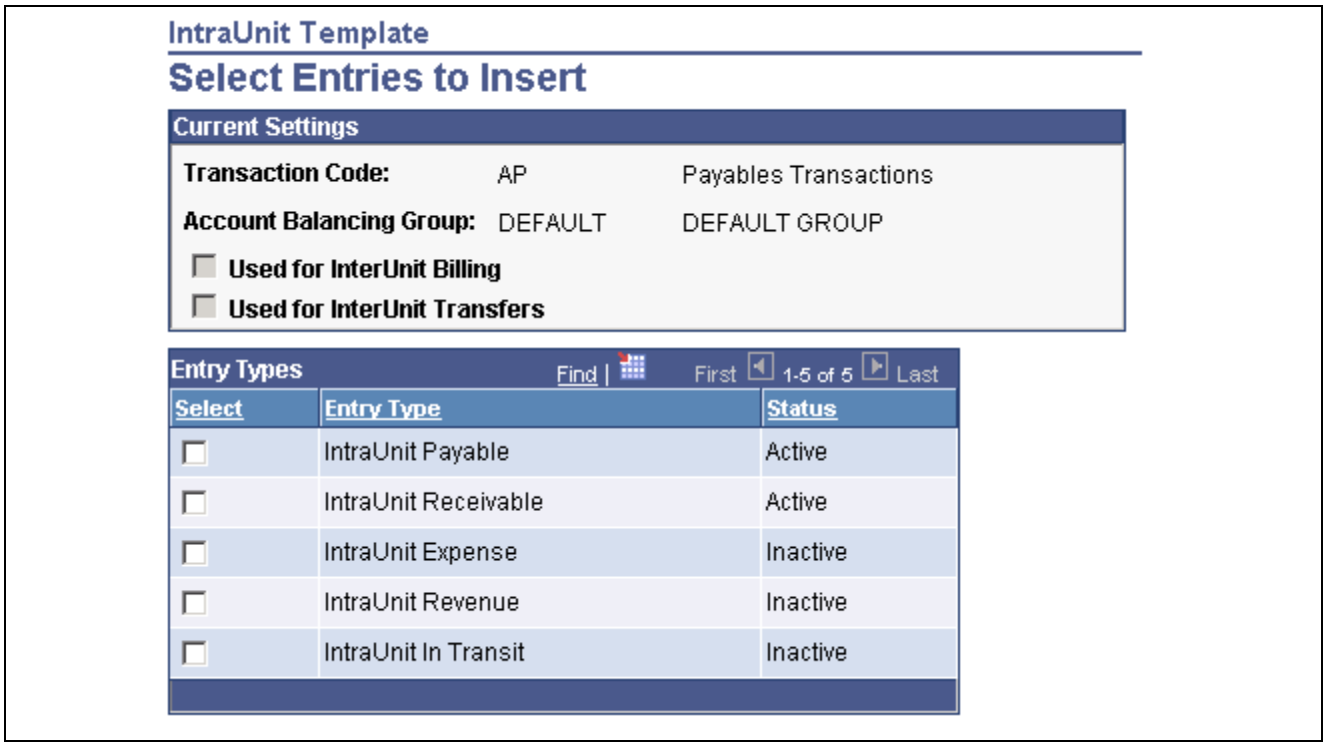
If the transaction code is linked to the cost mgt (inventory) interunit transfer system transaction, then the intraunit in transit entry type is available.

See Also

Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates, page 486

Selecting Entries to Insert for the Intraunit Template

Access the IntraUnit Template - Select Entries to Insert page.



IntraUnit Template - Select Entries to Insert page

The Current Settings group box displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

In the Entry Types group box all the intraunit Entry Types are available for selection, regardless of their status.

Status The status reflects whether the entry type is *Active* or *Inactive* given the current system settings. You may select entry types with an inactive status, but they will not be used unless you change the settings. For example, you might be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you might still want to setup interunit revenue and expense entries in anticipation of changing the mapping at a later time.

See Also

Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates, page 489

Reviewing Setup Examples Using the Interunit and Intraunit Templates

The following are three scenarios for setting up the interunit and intraunit template.

Scenario A

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US050.

- You use unique account values, rather than the affiliate ChartField, to segregate interunit balances by business unit trading partner.
- There is no segregation of interunit balances by the type of transaction.

Installation level options are:

- Interunit balancing method is indirect when unique account values are used to segregate balances by business unit, the method must be either indirect or pairs.
- Do not use legal entity.

Other assumed options are:

- Because all business units share the same corporate chart of accounts, all fifty business units can share the same setID.
- Because there is no segregation by type of transaction, only one transaction code is required and it can be mapped to all system transactions.
- A separate interunit template must be defined for each business unit because each requires a unique account value. On each template, the one transaction code is added, and all applicable entry types are defined for it.

Under scenario A, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the setID for US008 and the InterUnit Template for US009 because the interunit balancing method is indirect.

Scenario B

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US999.
- You want to segregate interunit balances into ten different accounts according to the type of transaction (AP (accounts payable) Voucher, GL (general ledger) Journal, for example).
- You use the affiliate ChartField, rather than unique accounts to segregate balances by business unit trading partner.

Installation level options are:

- Interunit balancing method is direct.
- Do not use legal entity.

Other assumed options are:

- Because all business units share the same corporate chart of accounts, all business units can share the same setID.
- Ten transaction codes are created and are mapped to the appropriate system transactions to segregate transactions in the ten desired categories.
- One interunit template can be used for all business units. On the one template, each of the ten transaction codes is added, and all applicable entry types are defined for each transaction code.

Under scenario B, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the setID and the interunit template for US008 because the interunit balancing method is direct.

Scenario C

The organizational and operational assumptions are:

- You use a corporate chart of accounts for business units ranging from US001 to US989 but US990 through US999 share a different chart of accounts.
- You want to segregate interunit balances into ten different accounts according to the type of transaction (AP (accounts payable) Voucher, GL (general ledger) Journal, for example).
- You use the affiliate ChartField, rather than unique accounts, to segregate balances by business unit trading partner.

Installation level options are:

- Interunit balancing method is direct.
- Do not use legal entity.

Other assumed options are:

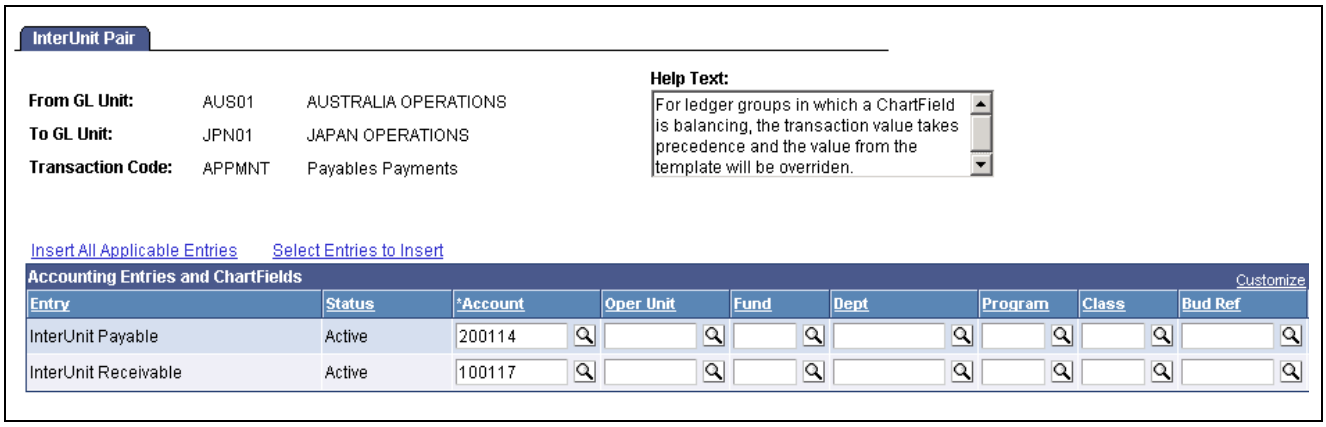
- Two interunit setIDs are required, one for each chart of accounts.
- Ten transaction codes are created and are mapped to the appropriate system transactions to segregate transactions in the ten desired categories.
- The same interunit template name can be used for all business units, but two interunit template definitions must be maintained, one for each setID. On each of the template definitions, each of the ten transaction codes is added, and all applicable entry types are defined for each transaction code.

Under scenario C, if there is processing between US008 and US009, when the system generates the balancing entry for US008, it gets the appropriate ChartFields using the setID and the interunit template for US008 because the interunit balancing method is direct.

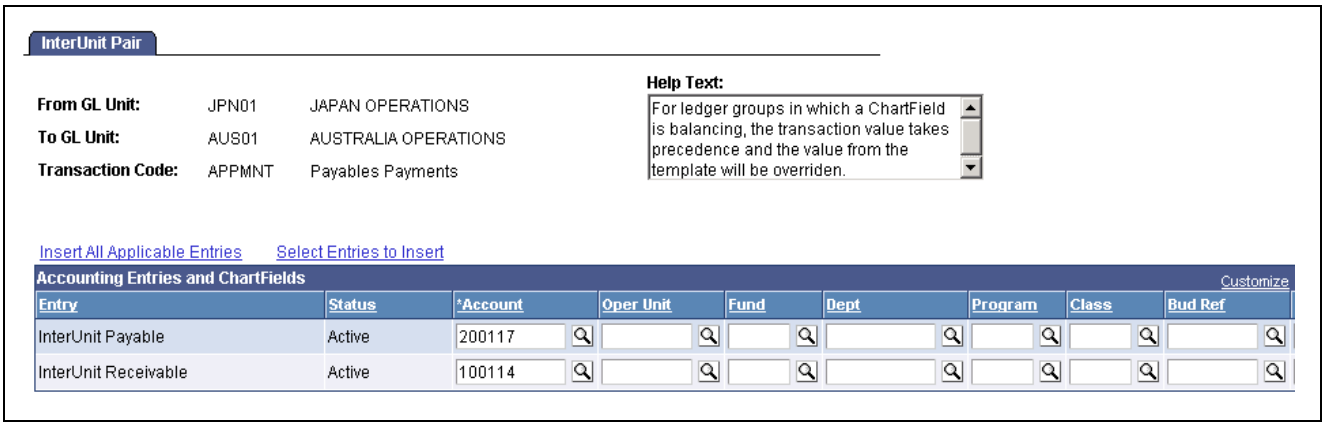
Under scenario C, for example, if there is processing between US989 and US999 when the system is generating the balancing entry for US989, it gets the appropriate ChartFields using the setID and the interunit template for US989 because the interunit balancing method is direct.

Defining Interunit Pairs

Access the InterUnit Pair page.



InterUnit Pair page (1 of 2)



InterUnit Pair page (2 of 2)

Interunit pairs are applicable if you choose to use the pairs balancing method. It requires a detailed level of setup because ChartField pairs must be established between all business units that may potentially have related transactions.

Note. If you have a large number of business units you may want to use the InterUnit Pair Mass Maintenance feature rather than this page to maintain your business unit pairs. See the section on Using Mass Maintenance for Interunit Pairs for more information.

See Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using Mass Maintenance for Interunit Pairs, page 513.

This page displays the Default Balance Group field and the Additional Balance Groups link if one or more account attributes are active.

From GL Unit and **To GL Unit**

The From GL Unit field indicates the business unit to which the interunit receivable is recorded.

The To GL Unit field indicates the business unit to which the InterUnit Payable is recorded.

The business unit used as the set control value for ChartField prompting and validation depends on the entry type.

For the Receivable, Revenue, and Cost of Goods Entry types, the From GL Unit field value is the set control value.

For the Payable, Expense, Accrued Payable, and Customer Shipments Entry types, the To GL Unit field value is the set control value.

For the In Transit Entry type, the From GL Unit field value is used if the Ownership Unit field value is *Source* and the To GL Unit field value is used if the Ownership Unit field value is *Destination.*

Accounting Entries and **ChartFields**

In the above example, AUS01 account 200114 is an interunit payable and its counterpart in JPN01, is account 100114 an interunit receivable. There is a similar relationship for accounts 200117 and 100117.

Account 200114 represents due to JPN01 from AUS01 and account 200117 represents due to AUS01 from JPN01.

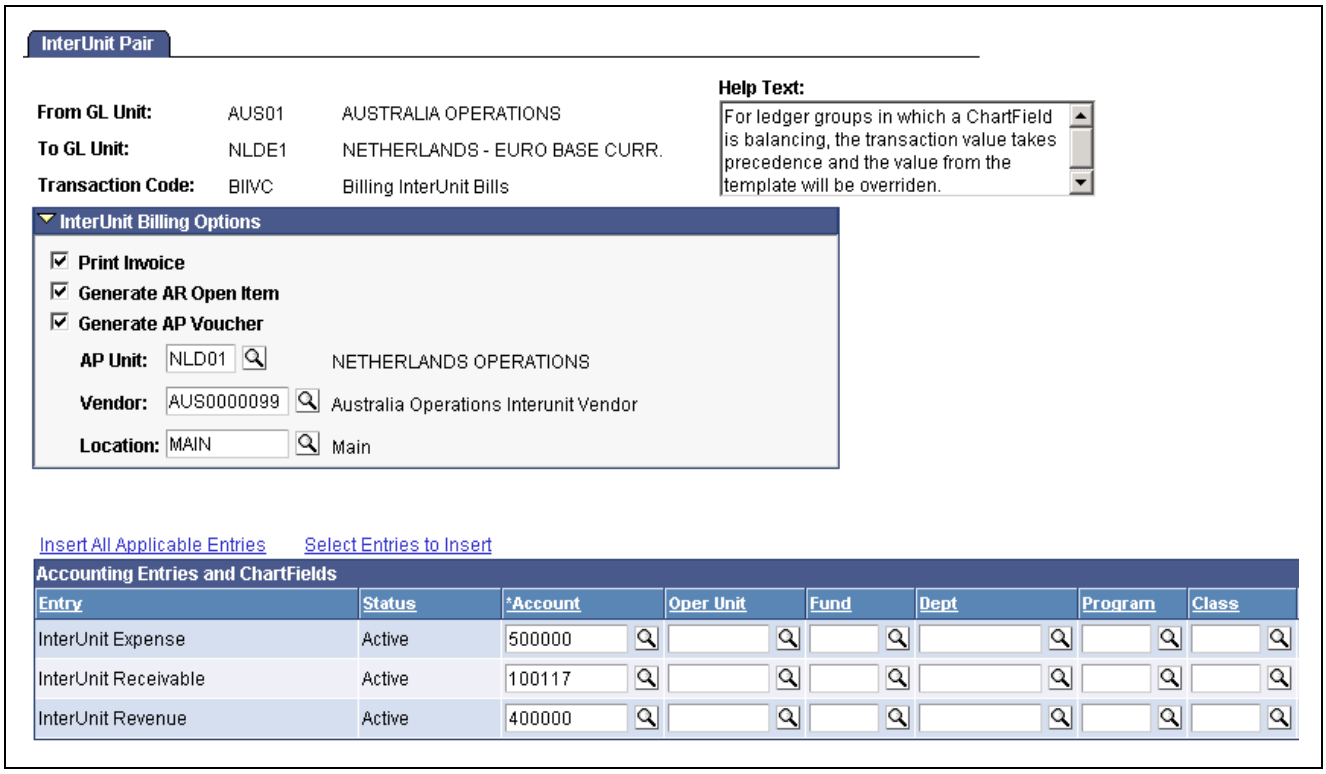
So, for the AUS01:JPN01 pair, the receivable is the AUS01 account for due from JPN01 (100117) and the payable is the JPN01 account for due to AUS01 (200114).

For the JPN01:AUS01 pair, the receivable is the JPN01 account for due from AUS01 (100114) and the payable is the AUS01 account for due to JPN01 (200117).

If you enter a voucher in AUS01 for an expense booked to JPN01, the processor goes to the AUS01: JPN01 pair to get both the AUS01 receivable and the JPN01 payable.

Defining Interunit Pairs Options for Interunit Billing and Interunit Transfers

Access the InterUnit Pair page.



InterUnit Pair page Using InterUnit Billing Options

Click to expand the Inter Unit Billing Options group box and see the following section for explanations of the field values that become available.

Interunit Billing Options

If the transaction code is linked to the billing invoice system transaction, there are additional entry types of interunit revenue and interunit expense. You may also override the default supporting document options, such as:

- Print Invoice
- Generate AR (accounts receivable) Open Item
- Generate AP (accounts payable) Voucher
- AP Unit (accounts payable business unit)
- Vendor (ID)

- Vendor Location

Interunit Transfer Options

If the transaction code is linked to the Cost Management InterUnit Transfer System Transaction, there are additional entry types of InterUnit In Transit, Cost of Sales, and Accrued Payable. You must also establish InterUnit Billing Options, such as:

- Ownership Unit
- InterCompany Processing flag
- BI Unit
- Customer

The default values for these options come from the system transaction map and the GL (general ledger) business unit definition.

The options to Print an Invoice, Generate an AP Voucher and Generate an AR Item default from the options defined for the transaction code, which is mapped to the billing invoice system transaction.

The AP Unit (accounts payable unit) for the AP Voucher (accounts payable voucher) defaults from the GL Business Unit (general ledger business unit) definition for the To GL Unit field value of the pair. The vendor and location for the AP Voucher default from the GL Business Unit definition for the From GL Unit field value of the pair.

You can override any of these options here for this specific Pair. Changes made later to the System Transaction Map options or the GL Business Unit options do not affect existing interunit pair definitions.

Selecting Entries to Insert for Interunit Pairs

Access the InterUnit Pair - Select Entries to Insert page

Current Settings

Displays all settings that affect the availability of entry types to the transaction code. If account attributes are active, such as book code and balance sheet indicator, the account balancing group is also displayed.

Entry Types

All interunit, interentity and intraentity entry types are available for selection, regardless of their status.

Status Indicates whether the accounting entry type is *Active* or *Inactive* based on the current system settings.

For example, you add a row for interunit payable while the Use Legal Entity option is turned clear. You then activate the Use Legal Entity option. When you return to this page, you see that the status of the interunit payable entry is now inactive, because you should be defining interentity and intraentity payable entries instead.

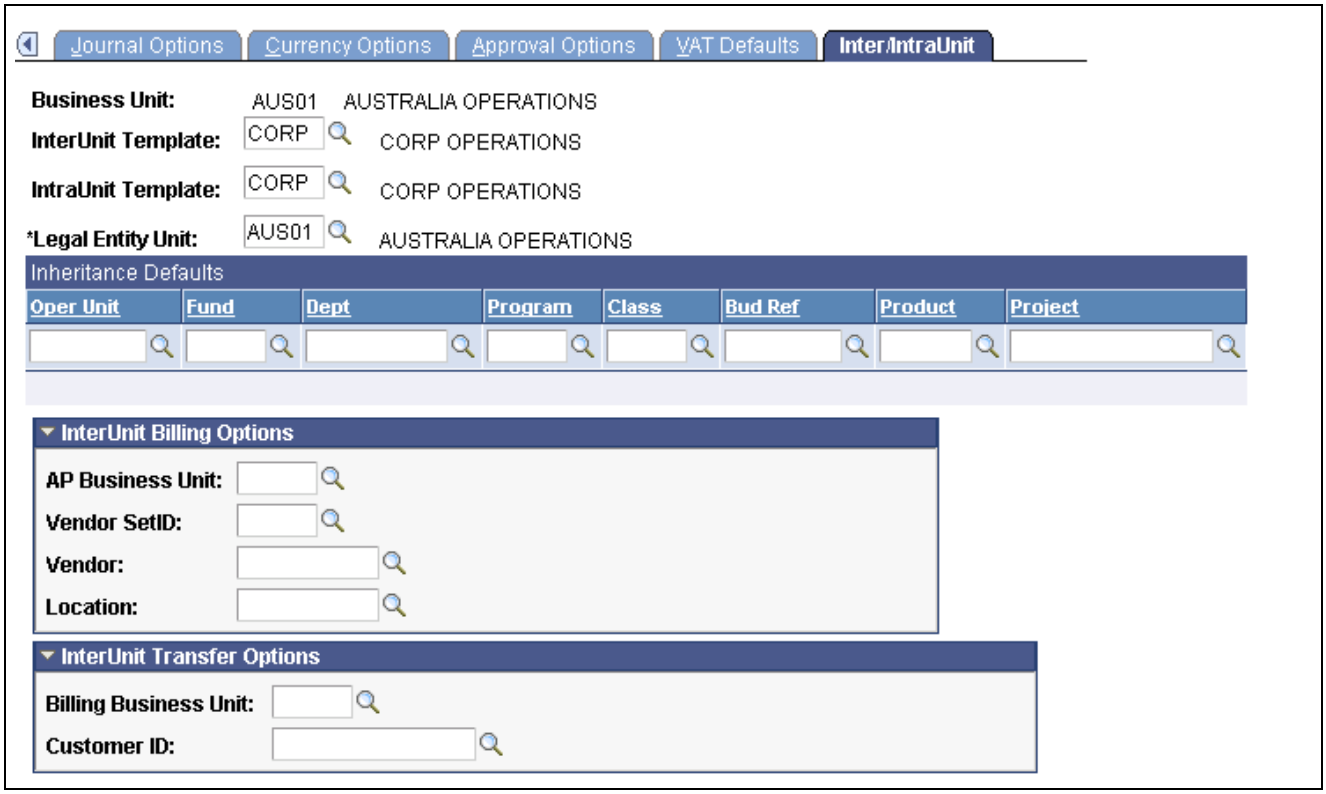
You might select entry types with an inactive status, but they will never be used unless you change the settings. For example, you may be setting up entries for a transaction code that is not currently mapped to the billing invoice system transaction, but you may still want to set up interunit revenue and expense entries in anticipation of changing the mapping at a later time.

See Also

Chapter 15, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using Mass Maintenance for Interunit Pairs, page 513

Specifying Interunit and Intraunit Settings for General Ledger Business Units

Access the General Ledger Definition - Inter/IntraUnit page.



General Ledger Definition - Inter/IntraUnit page

InterUnit Template

If the interunit method specified on the installation Overall page is *Direct* or *Indirect,* specify an interunit template.

Prompting and validation of your selection uses the *GL Business Unit* as the set control Value.

If the interunit method is indirect, the template entered is used by the other GL Business Units involved in the transaction, using their own setID. If this is the case, all business units with which this business unit might have transactions must either share the same interunit setID, or the template must also exist in their interunit setIDs.

IntraUnit Template

The field is required if there is at least one ledger group linked to this business unit that has intraunit balancing entries selected on the Detail Ledger Group − Balancing page. Prompting and validation of your selection uses the GL Business Unit as the set control Value.

Legal Entity Unit

If you select the Use Legal Entity for interunit option on the Installation Overall page, you must establish the legal entity hierarchy among your GL Business Units. Specify the legal entity unit to which the business unit belongs.

interunit transactions between business units within the same legal entity unit are treated as *IntraEntity*. Transactions between business units in different legal entity units are treated as *InterEntity*.

The valid values for the legal entity unit include the business unit being maintained, plus any other business unit that has itself as a legal entity unit

Inheritance Defaults

Used to establish default values for each ChartField to be used in product specific inheritance processing when the inheritance option is *Use Unit Default* or *Inherit Within Unit*.

It is advisable (but not required) to provide an inheritance default for a ChartField under the following circumstances:

- The business unit being maintained is linked on the Ledgers for a Unit page with a ledger group for which the ChartField is balanced.
- A ChartField inheritance group in the setID used by the business unit for ChartField inheritance has *Use Unit Default* or *Inherit Within Unit* as the inheritance option for the ChartField.

Interunit Billing Options

The following fields are used when supporting documents are created for an interunit bill, that is, when Generate an AP Voucher is selected on the System Transaction Map Options page. The fields provide default values for interunit pairs, but if these fields are changed they do not affect any existing InterUnit Pair definitions.

If both Billing and Payables are installed the following fields are displayed:

AP Business Unit

The AP (accounts payable) Business Unit is used when this General Ledger Business Unit is the Bill To Business Unit in an InterUnit Billing Transaction.

Only AP Business Units that are linked to this General Ledger Business Unit are valid.

Vendor SetID

Provides the setID, Vendor ID and Address of the vendor you are paying.

Vendor and **Vendor Location**

The Vendor and Location are used when this General Ledger Business Unit is the Bill From Business Unit in an InterUnit Billing Transaction. The entered AP Business Unit is used as the Set Control Value for the Vendor and Location. If the AP Business Unit is changed after the Vendor or Location is entered, values must be re-entered based on the new AP Business Unit.

The Vendor and Location must be valid for the setID of any AP Business Unit that is used to voucher invoices generated by the billing General Ledger Business Unit. Otherwise, the user must use the Pairs method to establish values at a more detailed level.

The Vendor must be designated an InterUnit Vendor and the Affiliate code on the vendor must be the same as the General Ledger Business Unit being maintained.

Interunit Transfer Options

The following fields are used when supporting documents are created for an interunit transfer, that is, when Intercompany Processing is selected on the System Transaction Map Options page. The options provide default values for interunit pairs, but if these fields are changed they do not affect any existing interunit pair definitions.

If both Cost Management and Billing are installed, the following fields are displayed:

Billing Business Unit and **Customer ID** (customer identification)

Used when this General Ledger Business Unit is the source of an Intercompany Inventory Transfer. Only Billing Business Units that are linked to this General Ledger Business Unit being maintained are valid.

Customer ID is used when this General Ledger Business Unit is the destination of an Intercompany Inventory Transfer. The entered Billing Business Unit is used as the Set Control Value for the Customer.

The Customer ID entered must be valid for the setID of any Billing Business Unit that is billing this business unit for an Intercompany transfer. Otherwise, you must use the Pairs method to establish values at a more detailed level.

The Customer ID must be both a ship to and bill to customer, and must be designated as an InterUnit Customer.

If the Billing Business Unit is changed after the Customer ID has been entered, the value must be re-entered based on the new Billing Business Unit.

For example:

- An InterUnit Billing transaction is record in which a billing business unit associated with general ledger business unit JPN01 is billing an interunit customer associated with general ledger business unit US001.
- The System Transaction Map for Billing Invoice has Generate an AP (accounts payable) Voucher selected on the InterUnit Billing Options, so a voucher must be created.
- The voucher is created in US001, so the US001 general ledger business unit definition provides the AP (accounts payable) Business Unit for the voucher.
- The Vendor and Location for the voucher come from the JPN01 general ledger business unit definition.

The supporting document options are independent of the interunit method. Whether you use the Direct or Indirect method, the options are derived from same sources, which are the Transaction Code and the GL Business Unit definitions.

Running the Centralized Interunit and Intraunit Processor

This section provides an overview discusses how to:

- View delivered system transactions.
- Access the system transaction page 1.
- Access the system transaction page 2.
- Review sample parameters provided at run time.

Understanding the Running of the Centralized Processor

In conjunction with centralized setup, PeopleSoft also provides centralized processing for inter and intraunit transactions. The centralized processor's primary function is the creation of due to and due from balancing entries for transactions that are not yet balanced from either or both an interunit and intraunit perspective.

Typically, a process in an individual PeopleSoft product generates an initial set of accounting entries that are functionally complete, but not yet balanced by business unit or any other balancing ChartField, (this includes all system-generated entries as well as those created by the ChartField Offset Inheritance process). You can also create cross entity online journal entries directly in General ledger.

Running of the Centralized Inter/IntraUnit Process (IU_PROCESSOR) varies from product to product. For example, in General Ledger the inter and intraunit processor is called as a part of the Journal Edit (GL_ JEDIT) process, but in Payables, voucher post (AP_PSTVCHR) and payment post (AP_PSTPYMENT) call the central processor to create inter and intraunit balancing accounting entries.

The central processor evaluates the entries by reading directly from product— specific tables defined by the System Transaction and its interface definition. Additional information, such as the Transaction Code and Anchor ChartField values, are passed to the central processor by these product specific tables.

The central processor determines which ChartFields are to be balanced, whether the transaction is in balance, and if it is not balanced, generates any necessary due to and due from balancing lines. The processor writes balancing lines directly to the accounting entry table for the product or to an interface table as specified by the product interface definition. For feeder applications, the balanced accounting lines are passed back to the application for later journal generation and edit before finally being posted to the General Ledger.

Refer to the documentation on individual products for application specific information about running the centralized inter and intraunit processor.

Pages Used to Process a Centralized Interunit and Intraunit Interface

Page Name	Object Name	Navigation	Usage
System Transaction Page 1	IU_SYS_TRAN	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Definition, System Transaction Page 1	Do not make changes to this page. Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system. System Transactions are predefined and delivered with the system for transactions that can generate inter and intraunit entries
System Transaction Page 2	IU_SYS_TRAN2	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, System Transaction Definition, System Transaction Page 2	Do not make changes to this page. Any change you make to this page is a customization of the system. Access to this page is for information only or in the rare event that you intend to implement a customization to your system.

Viewing Delivered System Transactions

Use the System Transaction component (IU_SYS_TRAN), System Transaction Map component (IU_TRAN_MAP), and Transaction Code component (IU_TRAN_CD) to view pages.

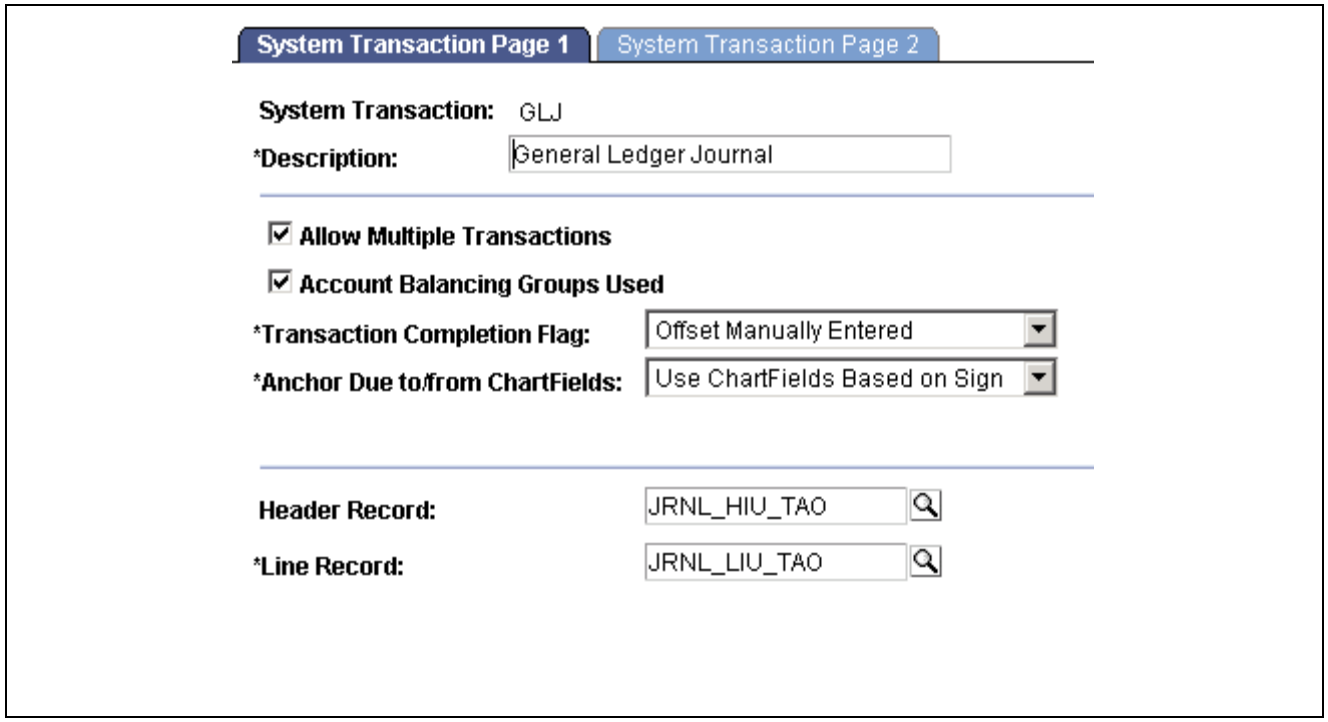
Each PeopleSoft application delivers System Transactions for major types of activities that can be expected to generate inter and intraunit entries. The variety of System Transactions that are provided enables you to segregate your inter and intraunit payable and receivable accounts by type of transaction, for example AP (accounts payable) Voucher, AP (accounts payable) Payment, GL (general ledger) Journal and Expense Sheet.

System Transactions provide information to your system that is necessary to support the interface between various application processes and the common PeopleSoft Centralized Inter/Intra Unit Processor.

Note. System Transactions are delivered and are not to be changed. Any changes to the delivered System Transactions are customizations. You need not access or make changes to the System Transaction pages. They are to be used as delivered. The following is provided for information only or for the use of your MIS personnel or consultants in the event that you intend to implement a customization.

Accessing the System Transaction Page 1

Access the System Transaction page 1.



System Transaction Page 1

Note. Do not make changes to any of the system transactions pages unless you intend to implement a customization.

Allow Multiple Transactions As delivered, this check box is selected for and is applicable only to General Ledger. It enables you to define additional Transaction Codes and associate or map them to the delivered System Transaction for the General Ledger product.

Account Balancing Groups Used As delivered, this check box is selected for and is applicable only to General Ledger. It indicates to the processor that the accounting entries on the input record could include accounts with attributes other than the default values.

Transaction Completion Flag This option determines how the processor calculates the base currency amounts on the interunit balancing entries for the anchor business unit when the corresponding non-anchor business unit has a different base currency.

If the option is set to *Offset Manually Entered*, then the processor calculates the base currency amount by converting the foreign currency amount using the exchange rate retrieved from the market rates table.

If the option is set to *Offset System Generated*, the processor assumes that the original entries were functionally balanced. It then calculates the base currency amount for the balancing entries for the anchor unit using an allocation of the total base currency amounts on all of the original entries for the anchor unit.

Anchor Due To/Due From ChartFields

There are three possible values:

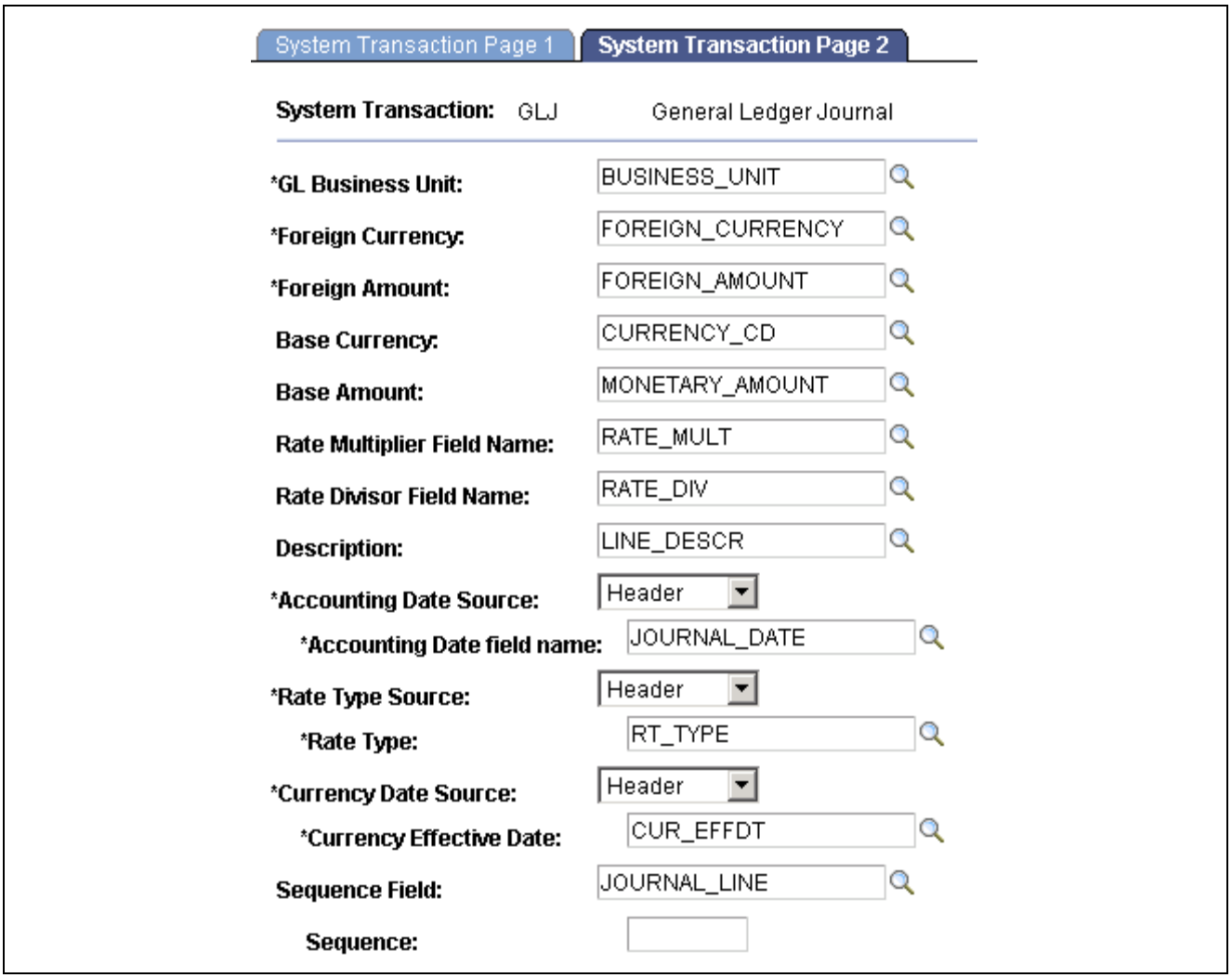
1. *Use ChartFields Based on Sign*means that the balancing entry with the positive sign is booked to the receivable entry type and the balancing entry with the negative sign is booked to the payable entry type.
2. *Use Payable ChartFields*means that the balancing entry for the anchor entity is booked to the payable entry type and the balancing entry for the non-anchor entity is booked to the receivable entry type, regardless of the sign of the entry.
3. *Use Receivable ChartField*means that the balancing entry for the anchor entity is booked to the receivable entry type and the balancing entry for the non anchor entity is booked to the payable entry type, regardless of the sign of the entry.

Header Record and Line Record

The names are for prompting only. The actual record and line names are passed to the inter and intraunit processor at run time.

Accessing the System Transaction Page 2

Access the System Transaction Page 2.

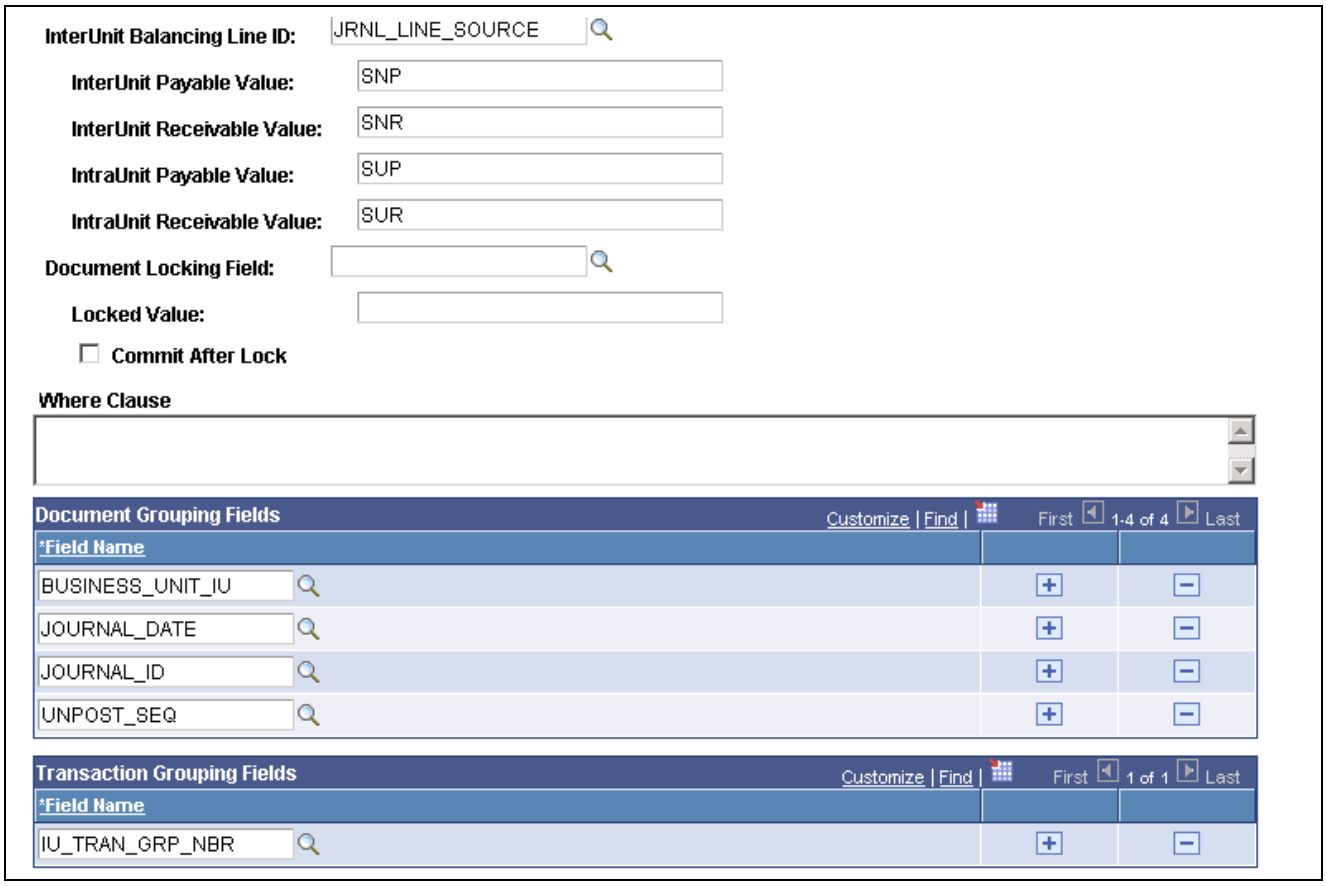


System Transaction Page 2 (1 of 5)

Sequence Field Name of the field on the line record that must be incremented for the new balancing entries created by the processor, if applicable.

Sequence Leave this field blank if the Sequence Field is blank, or if you want the processor to continue numbering based on the last sequence number used on the original input entries for each document group. Specify a value if you want the inter and intraunit balancing entries to always begin sequencing with a fixed value.

Sequence numbers assigned by the processor are typically consecutive. However, for multibook ledger group lines, it is normal to have gaps in the sequence numbers.



System Transaction Page 2 (2 of 5)

InterUnit Balancing Line ID The name of the field on the line record that identifies the type of entry, if applicable.

InterUnit Payable Value The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) payable balancing entries generated by the processor.

InterUnit Receivable Value The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) Receivable balancing entries generated by the processor.

IntraUnit Payable Value The value to be populated in the InterUnit Balancing Line ID field for the intraunit payable balancing entries generated by the processor.

IntraUnit Receivable Value The value to be populated in the InterUnit Balancing Line ID field for the intraunit (or InterEntity and IntraEntity) receivable balancing entries generated by the processor.

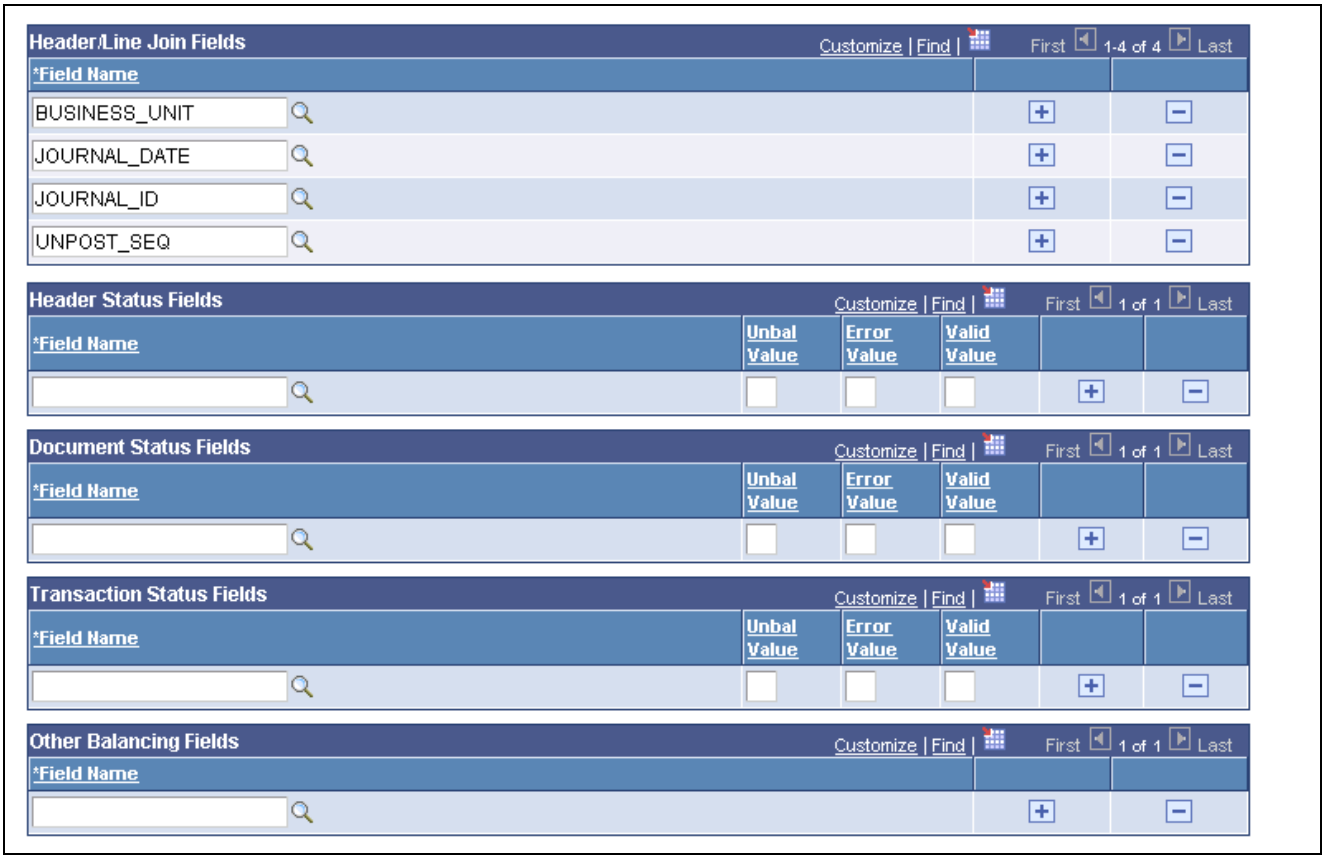
Document Locking Field Name of the field that is used to logically lock the transaction while it is being processed.

Commit After Lock Selected to commit the data after updating the Documenting Locking Field.

Where Clause Static part of the selection criteria. The Where Clause can refer to fields on both the line record and the optional header record. All references to fields from the line record use the record alias LN_A and all fields from the header record use the record alias HDR.

Document Grouping Fields The list of fields that together define a unique document, such as a general ledger Journal or an accounts payable voucher. If the optional Header Record is used, then the Document Grouping Fields must come from the Header Record. Otherwise, the fields come from the Line Record.

Transaction Grouping Fields List of fields that identify unique transaction groups within a document. Transaction grouping fields are optional unless you want to use a transaction level status. You do not repeat the Document Grouping fields in this section.



System Transaction Page 2 (3 of 5)

Header/Line Join Fields If the System Transaction utilizes the optional header record, list the fields that are used to link the header record with its corresponding line record.

Header Status Fields The field or fields on the header record that carry a status value for the document. You can specify different status values for Valid, Error (for example, setup related errors) or Unbalanced (non-setup related out of balance errors). The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.

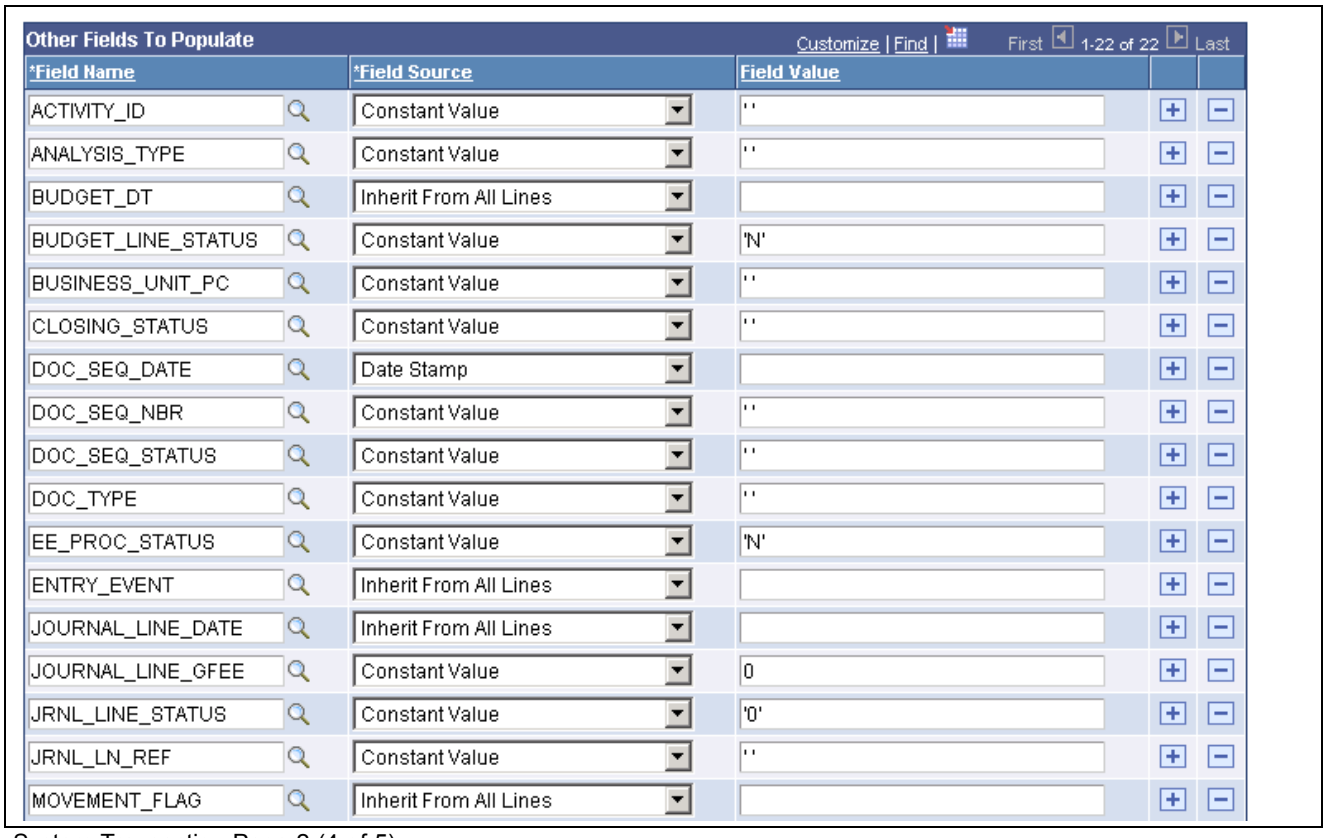
Document Status Fields The field or fields on the line record that carry a status value for the document. You can specify different status values for Valid, Error (for example, setup related errors) or Unbalanced (non-setup related out of balance errors). All of the accounting entry lines for the document, both the original entries and any balancing entries generated by the processor, are updated with the same status value. The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.

Transaction Status Fields The field or fields on the line record that carry a status value for the transaction group within a document. You can specify different status values for Valid, Error (such as setup related errors) or Unbalanced (non-setup related out of balance errors).

All of the accounting entry lines for the transaction group, both the original entries and any balancing entries generated by the processor, is updated with the same status value.

The Valid value is optional, and the processor performs more efficiently if this value is set in the calling application.

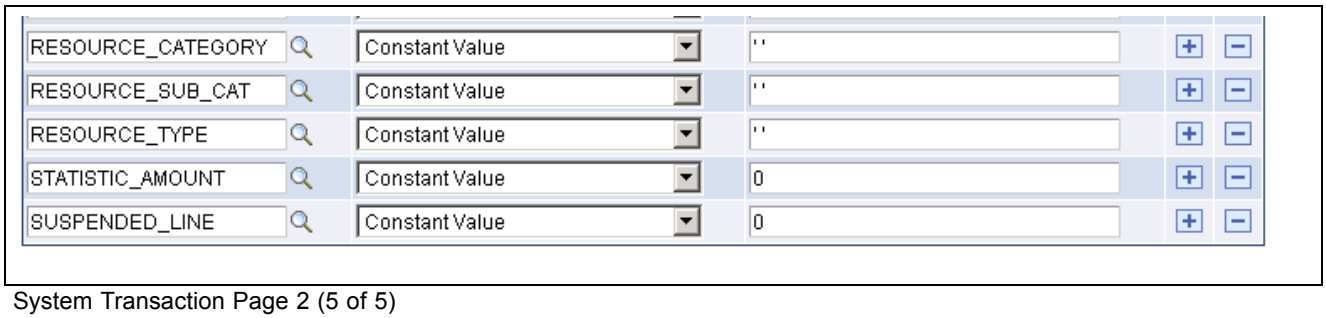
Other Balancing Fields Additional balancing fields can be specified; however the processor performs more efficiently if these values are set in the calling application.



Other Fields To Populate — Customize | Find | First 1-22 of 22 Last

*Field Name	*Field Source	Field Value
ACTIVITY_ID	Constant Value	''
ANALYSIS_TYPE	Constant Value	''
BUDGET_DT	Inherit From All Lines	
BUDGET_LINE_STATUS	Constant Value	'N'
BUSINESS_UNIT_PC	Constant Value	''
CLOSING_STATUS	Constant Value	''
DOC_SEQ_DATE	Date Stamp	
DOC_SEQ_NBR	Constant Value	''
DOC_SEQ_STATUS	Constant Value	''
DOC_TYPE	Constant Value	''
EE_PROC_STATUS	Constant Value	'N'
ENTRY_EVENT	Inherit From All Lines	
JOURNAL_LINE_DATE	Inherit From All Lines	
JOURNAL_LINE_GFEE	Constant Value	0
JRNL_LINE_STATUS	Constant Value	'0'
JRNL_LN_REF	Constant Value	''
MOVEMENT_FLAG	Inherit From All Lines	

System Transaction Page 2 (4 of 5)



RESOURCE_CATEGORY	Constant Value	''
RESOURCE_SUB_CAT	Constant Value	''
RESOURCE_TYPE	Constant Value	''
STATISTIC_AMOUNT	Constant Value	0
SUSPENDED_LINE	Constant Value	0

System Transaction Page 2 (5 of 5)

Other Fields to Populate List other fields on the line record that are not defined elsewhere on this page, and specify how they are to be formatted on the new inter and intraunit balancing entries created by the processor.

Field Name The name of the field to be populated.

Fields that are not be listed here include any field that is specified elsewhere on the System Transaction, including:

- GL (general ledger) Business Unit
- Foreign Currency and Amount
- Base Currency and Amount
- Description
- Accounting Date
- Rate Type
- Rate Multiplier and Divisor
- Sequence Field
- InterUnit Balancing Line ID
- Document Locking Field
- Document Grouping Fields
- Transaction Grouping Fields
- Status Fields (both Document and Transaction)
- ChartFields (those on standard subrecord, plus DeptID and Project ID)

Note. Project ID is included in the PCADJ system transaction which is a valid exception.

- Process Instance
- Ledger Group
- Ledger
- IU Anchor Flag
- IU System Transaction
- IU Transaction Code

Note. Currency Effective Date can be specified in the Other Fields to Populate definition as long as it is not the same field as the Accounting Date.

Field Source Specify how the field is to be populated. Valid values include:

- *Constant Value* - use the value entered in the Field Value field on this page.
- *Date Stamp* - use the current system date.
- *DateTime Stamp* - use the current system date and time.

- *Inherit from All Lines* - when writing the anchor balancing entry use the value from the original anchor entry and when writing the non-anchor balancing entry, use the value from the original non-anchor entry.
- *Inherit from Header* - when writing either the anchor or non-anchor balancing entry use the value from the corresponding header record.
- *Inherit from Non-anchor* - when writing either the anchor or non-anchor balancing entry use the value from the original non-anchor entry.

Field Value When the Field Source is *Constant Value*, specify the value to be populated in the Field.

Reviewing Sample Parameters Provided at Run Time

The following section describes the sample parameters that you may select before running the process.

Technical Requirements for calling the Centralized Inter and Intra Unit processor

If you are implementing a customization in which you want to utilize the Centralized Inter/IntraUnit Processor, consider the following requirements.

Calling the Centralized Interunit Processor

The Centralized Inter/IntraUnit processor (IU_PROCESSOR) is an application engine program. In most cases it is called from within another application engine program, such as AP Voucher Post or GL Journal Edit. In some cases it is called directly from PeopleCode using the CallAppEngine built-in function.

When calling the processor, you must first populate the fields on the state record (IU_PROCESS_AET), as described in the following section. If you are calling the processor from another application engine program you must specify the Inter/IntraUnit Processor State Record in the list of state records for your program.

The inter and intraunit processor uses a temporary table (IU_TRAN_TAO) for some of its internal processing. If you call the processor from another application engine program you specify this record in the list of temporary tables for the calling application engine program. In this way, the dedicated instance is allocated at the beginning of the process. Please refer to the PeopleTools Application Engine PeopleBook for additional information about allocating temporary tables.

When control is passed back to your application from the processor, check the value in the processor status field (IU_STATUS) on the state record to determine if the processor encountered any errors during processing.

The InterUnit Processor State Record (IU_PROCESS_AET)

The Inter/IntraUnit Processor State record is used to pass parameters between the calling program and the inter and intraunit processor. In Contains the Following Fields, list in the order that they appear on the record.

Process Instance (PROCESS_INSTANCE)

Process Instance is required on every application engine state record. This field is populated automatically by PeopleSoft tools.

Business Unit (BUSINESS_UNIT)

Insert a general ledger business unit value in this field if you want the inter and intraunit processor to generate balancing entries for just one business unit.

Header (Input) Record (HEADER_RECORD)

The Header Record is used to send related data for unprocessed accounting entries to the inter and intraunit processor for balancing. It may be a SQL Table, SQL View, or a Temporary Table.

Header Update Record (UPDATE_HEADER_REC)

The Header Update Record is used to update the Header Status fields. It may be a SQL Table or a Temporary Table, and in most cases is the same as the Header (Input) Record, unless the Header (Input) Record is a SQL View.

Line (Input) Record (LINE_RECORD)

The Line Record is used to send unprocessed accounting entries to the inter and intraunit processor for balancing. It may be a SQL Table, SQL View, or Temporary Table. It must contain the following fields:

- GL (general ledger) Business Unit.
- Foreign Currency.
- Foreign Amount.
- Accounting Date (may be on line or optional header).
- Rate Type (may be on line or optional header).
- Currency Effective Date (may be on line or optional header; may be the same as the accounting date).
- ChartFields (those on standard subrecord, plus DeptID and Project ID).
- Ledger Group (LEDGER_GROUP).
- Ledger (LEDGER).
- IU Anchor Flag (IU_ANCHOR_FLG).
- IU System Transaction (IU_SYS_TRAN_CD).
- IU Transaction Code (IU_TRAN_CD).

Note. Where a field name is not specified, any field name may be used because it is defined on the system transaction definition.

Line Update Record (UPDATE_LINE_REC)

The Line Update Record is used to update the Document and Transaction Status fields on the original accounting entries. It may be a SQL Table or a Temporary Table, and in most cases is the same as the Line (Input) Record, unless the Line (Input) Record is a SQL View.

Line Insert Record (INSERT_LINE_REC)

The Line Insert Record is the record to which the processor inserts the inter and intraunit balancing entries that it creates. It may be a SQL Table or a Temporary Table, and in most cases is the same as either the Line (Input) Record or the Line Update Record.

You may wish to use a different Line Insert Record if it is necessary for the calling application to perform additional manipulation of the inter and intraunit balancing entries prior to inserting them in the accounting entry table. For example, if the calling application has non-standard rules regarding sequence numbering, it might be better to perform this function after the processor creates the balancing entries, rather than having the processor assign sequence number.

Line Work Record (LINE_WRK_REC)

The Line Work Record is used internally within the Inter/IntraUnit Processor. It may be a SQL Table or a Temporary Table. It should contain all of the same fields as the Line Record, plus the following additional fields (if they are not already on the Line Record):

- Process Instance (PROCESS_INSTANCE).
- InterUnit Line Type (IU_LINE_TYPE).
- If the Account Balance Group option on the System Transaction is selected, then the work record must also contain the Account Balance Group (ACT_BAL_GRP) field.

Note. If there are fields on the Line Insert Record that should always be populated with the PeopleTools default value (the default specified on the record definition, or blank for character fields and zero for numeric fields), then these fields do not have to be included on the Line Work Record. If you do choose to leave the fields off the Line Work Record, then you should not specify them in the Other Fields to Populate section of the System Transaction definition.

Line Work Record #2 (LINE_WRK2_REC)

The Line Work Record #2 is used internally within the Inte/IntraUnit Processor. It may be a SQL Table or a Temporary Table. It should contain all of the same fields as the Line Work Record, plus the following additional fields (if they are not already on the Line Record):

Maximum Sequence Number (MAX_SEQ_NBR)

Error Message Set and Number (MESSAGE_SET_NBR and MESSAGE_NBR)

If the Status returned by the processor is Complete with Errors (IU_STATUS = 1), these fields contain the message set and message number for the appropriate error message.

Inter/IntraUnit Processor Status (IU_STATUS)

The IU Processor Status has the following valid values:

0 - Complete without errors.

1 - Complete with errors.

2 - Incomplete.

We recommend that you set the Status equal to 2 - Incomplete when you populate the state record prior to calling the Inter/IntraUnit Processor. When the processor returns control to the calling program, the status is set to either 0 - Complete without Errors or 1 - Complete with Errors.

Dynamic Where Clause, part 1 (SQL_STMT_254)

The Dynamic Where Clause is used to specify selection criteria that changes each time the processor is called. Selection criteria that is constant or static is typically defined on the System Transaction definition, but can also be included here if desired.

The where clause can refer to fields on both the line record and the optional header record. All references to fields from the line record use the record alias LN_A and all fields from the header record use the record alias HDR.

If the where clause exceeds 254 characters, you can use the field IU_WHERE_SQL below instead of or in addition to this field.

System Transaction Code (IU_SYS_TRAN_CD)

If all of the transactions on your Line (Input) Record are for the same InterUnit System Transaction Code, or if you want to process entries for a System Transaction only, then you specify the System Transaction Code in this field in the state record. This makes the processor run more efficiently.

If your Line (Input) Record contains transactions for more than one System Transaction and you want to process them with one call to the processor, you can leave this field blank.

Dynamic Where Clause, part 2 (IU_WHERE_SQL)

Continuation of the Dynamic Where Clause, as described above. If your *where* clause exceeds 254 characters, you can use this long character field instead of or in addition to the SQL_STMT_254 field described above.

Specifying Anchor Values for the Inter/IntraUnit Processor

The Inter/IntraUnit Processor looks for the accounting entry line whose InterUnit Anchor (IU_ANCHOR_FLG) is set equal to *Y* to determine the anchor business unit and anchor values for other balancing ChartFields for each transaction group (or document group if transaction group by fields are not used).

It is important that each transaction group (or document group if transaction group-by fields are not used) has one and only one accounting entry identified as the anchor entry per ledger.

The line marked as the *anchor* line (IU_ANCHOR_FLG = Y) affect how the due to and due from lines are formatted. For example, assume that you call the interunit and intraunit processor to process the following lines:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	−100	Y	
US002	60	N	
US003	40	N	

Based on the processing of the preceding information, the processor creates the following lines:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US002	−60	N	US001
US001	60	N	US002
US003	−40	N	US001
US001	40	N	US003

However, if you change the original assumption so that the second line and not the first line has the value *Y* and is the anchor, the due to and from lines created by the processor then appear as follows:

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	100	N	US002
US002	−100	N	US001

BUSINESS_UNIT	AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US003	−40	N	US002
US002	40	N	US003

The following example illustrates how the IU_ANCHOR_FLG determines the transaction (foreign) currency and amount of the due to and from lines for a cross currency transaction. The processor rule is that the due to and from lines have the transaction currency and amount of the non-anchor line. For example, assume the processor is run for the following transaction lines:

BUSINESS_UNIT	FOREIGN_ AMOUNT	BASE_AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US001	−100 USD	−100 USD	Y	
US002	150 CAD	100 USD	N	

The following lines are generated by the processor given the previous assumptions:

BUSINESS_UNIT	FOREIGN_ AMOUNT	BASE_AMOUNT	IU_ANCHOR_FLG	AFFILIATE
US002	−150 CAD	−100	N	US001
US001	150 CAD	100 USD	N	US002

MultiBook entries and the Inter/IntraUnit Processor

If the calling application supports PeopleSoft MultiBook processing, then the application typically generate accounting entries for both the primary and secondary ledgers prior to calling the processor. In this case, one entry for the primary ledger and all of its corresponding secondary ledger entries are all flagged as anchor entries for each transaction group (or document group if transaction group-by fields are not used).

The following is an example from General Ledger of the type of parameters provided at run-time when calling the Central Inter/IntraUnit Processor:

JRNL_HEADER	Header record name
JRNL_HEADER	Header Update record name
JRNL_LN joined with JRNL_HEADER	Line record name
JRNL_LN	Line Update record name
JRNL_LN or JRNL_LN_TMP	Line Insert record name Uses JRNL_LN_TMP if additional manipulation is needed. For example, re-assigning Journal Line numbers before inserting to JRNL_LN.
Additional WHERE clause for the journals.	Dynamic selection criteria
Process Business Unit	Process one business unit at a time

The JRNL_IU_ANCHOR table with the following fields maintains inter and intraunit anchor values:

BUSINESS_UNIT, JOURNAL_ID, JOURNAL_DATE, and **UNPOST_SEQ**	These fields provide the keys that link multiple journals together. Journals within the unique set of keys provide by these fields are pulled together into the Journal Entry page.
IU_TRAN_GRP_NBR	The key that links unique inter and intraunit transaction groups under the set of interunit journals.
BUSINESS_UNIT_IU	The key Anchor business unit.
Configurable ChartFields	Excludes ACCOUNT, ALTACCT, CURRENCY_CD, STATISTICS_CODE, for example.

The table is also used to identify inter and intraunit journals because non-interunit journals have no entries in this table.

The following fields in the JRNL_HEADER table support calling of the interunit processor:

IU_SYS_TRAN_CD	InterUnit System Transaction Code, for example *GLJ*.
IU_TRAN_CD	InterUnit Transaction Code, for example *JOURNAL* and *EXPALLOC*.

The following fields on the JRNL_LN table must be populated properly before calling the Iinter and intraunit processor:

IU_ANCHOR_FLG	Indicates which journal line contains the Anchor Business Unit value or anchor ChartField value.
IU_TRAN_GRP_NBR	Groups a set of journal lines as a set of intraunit transactions.

Using Mass Maintenance for Interunit Pairs

This section provides an overview and discusses how to:

- Export interunit pairs for mass maintenance.
- Make changes using Excel worksheets.
- Set up your system for import the Excel worksheets.
- Preview your changes and update the database.

Understanding Mass Maintenance for Interunit Pairs

When the sheer number of GL business unit pairs makes it impractical to update interunit pairs online, PeopleSoft provides mass maintenance capabilities using Microsoft Excel worksheets.

Using the Export to Excel feature you can export from one or both of the following InterUnit Pairs tables to Excel worksheets in the .xls file format to do your maintenance:

- IU_INTER_PR_TR contains interunit pairs with billing and transfer options.
- IU_INTER_PR_CF contains associated chartfield values.

After making your changes, save the worksheets in the CSV (comma delimited) file format. You can then preview the actions to be taken before updating your database tables using the Preview feature.

When you are ready to update your database, the changes are incorporated directly to the interunit pairs tables using the Application Engine process, IU_PAIRS_MAINT.

Warning! If a business unit pair has been exported for mass maintenance but not yet imported, no updates should be made to the pair using the online Interunit Pair page . Online updates made after the export are subsequently overwritten when data is imported with the same key values.

Prerequisites

Microsoft Excel 97 or a later version must be installed to use interunit pairs mass maintenance. Excel displays an error message when a worksheet exceeds 64k rows.

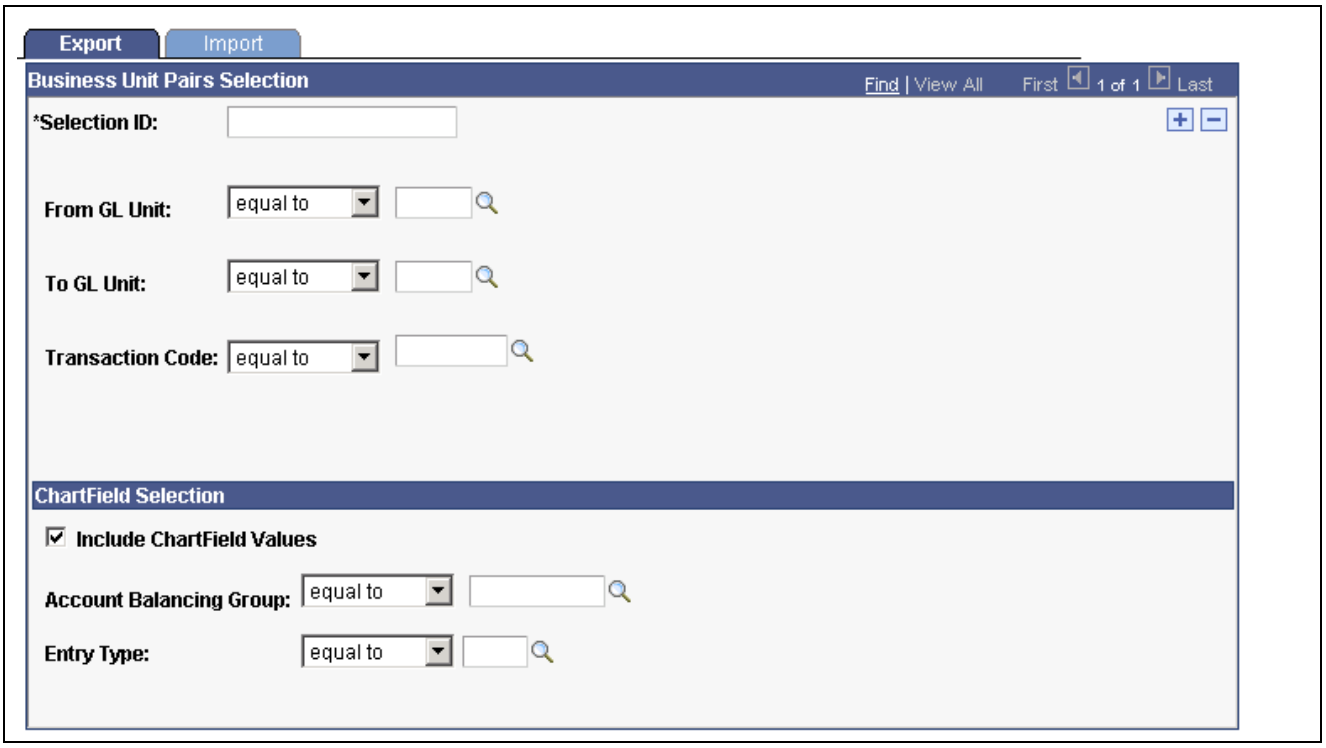
Because the Export page is subject to business unit row level security, you must have the appropriate level of security to access interunit pairs for mass maintenance.

Pages Used to Perform Interunit Pairs Mass Maintenance

Page Name	Object Name	Navigation	Usage
Export	IU_PAIRS_EXPORT	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair Mass Maint, Export	Enter criteria to query the InterUnit Pairs Billing and Transfer Options and, if you choose, the ChartField Values tables to generate a Microsoft Excel worksheet to do interunit pairs mass maintenance.
URL Maintenance	URL_TABLE	PeopleTools, Utilities, Administration, URLs	As an option, you might want to change the storage location of the file attachment to another location.
Import	IU_PAIRS_IMPORT	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, InterUnit Pair Mass Maint, Import	Preview your interunit pairs mass maintenance for actions to be taken. Import the final revision of your interunit pairs mass maintenance files to update the database.

Exporting Interunit Pairs for Mass Maintenance

Access the InterUnit Pairs Mass Maintenance – Export page.



InterUnit Pairs Mass Maintenance - Export page

Using the Business Unit Pairs Selection criteria you can create one or more files that contain the interunit pairs, associated transaction codes, billing options, and transfer options.

For each of the files created by your Business Unit Pairs Selection criteria, you can use the ChartField Selection criteria to optionally create an additional file to maintain the associated ChartField values.

Selection ID

Enter a user-defined value to uniquely identify the set of selection criteria you specify for interunit pairs and associated ChartFields to be exported. One or two Excel worksheets are produced for each Selection ID depending on whether you elect to Include ChartField Values in the mass maintenance. You can affect the size of the resulting Excel worksheets by limiting the number of business unit pairs specified for a particular Selection ID.

Do not define multiple Selection IDs which select the same pairs data or you may inadvertently overwrite previous updates when you import your data.

From GL Unit, **To GL Unit**, and **Transaction Code**

Using the following selection methods, enter a set or subset of your interunit pair criteria to produce a manageable worksheet.

In the initial drop down edit box, if you select these fields:

- *equal to* or *not equal to*- Select a specific value in the associated prompt edit box. If you leave this field blank, the system selects all values.
- In or Not In – Enter a comma delimited list in the free form edit box. You cannot enter a range of values. Enter each value and separate it from any following value by a comma. If you leave this field blank, the system selects all values.
- Like or Not Like – Enter a wildcard value in the free form edit box, for example FRA% to include all business units beginning with FRA. If you leave this field blank, the system selects all values.

Process Instance After the export to Excel is completed, the process instance for the file produced from the Business Unit Pairs Selection criteria for this Selection ID is displayed here and is also incorporated into the Excel file name for ease of identification.

Include ChartField Values If associated ChartField values are to be included in your pairs maintenance, select this check box and provide ChartField Selection criteria to produce a second worksheet for the same Selection ID and sharing the criteria specified in your Business Unit Pairs Selection criteria.

Account Balancing Group Select or enter criteria to identify any associated Account Balancing Group. If you leave this field blank, the system selects all values.

Entry Type Select or enter an associated Entry Type. If you leave this field blank, the system selects all values.

Process Instance After the export to Excel is completed, a process instance for the file produced from the ChartField Selection criteria for this Selection ID is displayed here and is also incorporated into the Excel file name for ease of identification.

Export to Excel When you select the Export to Excel button, the system returns an error message if the criteria you specify would result in a worksheet that exceeds the 64,000 row limit for Excel. This requires adjustment of the selection criteria to achieve the reduced worksheet size. One or two (if Include ChartField Values is selected) queries are run for each Selection ID specified. Each query generates a spreadsheet (.xls) that is posted to the Report Repository. Each field on the source pairs tables has an equivalent column on the worksheet. An additional column, labeled Delete, is added to each worksheet. Use it to specify that a row is to be deleted by the import process. Use Excel functionality to make other changes and additions to the data.

Pairs Maintenance Reports Click to access the Excel worksheets in the report repository. The process instance is incorporated in the worksheet file name for ready recognition of specific worksheets.

Process Monitor Access the Process Monitor to see the progress or status of the export process.

If your exported worksheet is empty this indicates no data met your selection criteria.

Note. Although data values may appear in fields that do not apply to particular transaction codes, these fields should be ignored for those transaction codes. For example, the Print Invoice field should be ignored for the *GENERAL* transaction code since it is not mapped to the Billing Invoice System Transaction.

Making Changes Using Excel Worksheets

Using the Pairs Maintenance Reports link on the Export page to access the report repository to locate and open the Excel (.xls) worksheet in which you want to make changes. You can manipulate the data using Excel worksheet functionality; however, to delete a row you must enter a *Y* in the Delete column, located to the far right of the worksheet after the interunit pairs data columns. Do not delete rows loaded from the interunit pairs source tables using the Excel row delete functionality.

Worksheets containing billing and transfer options (from the IU_INTER_PR_TR table) cannot be combined with worksheets containing ChartField values (from the IU_INTER_PR_CF table) . If you select to create a Chartfield value worksheet, each row must have a corresponding row in a billing and transfer options worksheet with the same values for:

- From GL Unit
- To GL Unit
- Transaction Code

The following fields in the billing and transfer options worksheet apply to a Transaction Code only if it is mapped to the Billing Invoice System Transaction:

- Print Invoice
- Generate AR Open Item
- Generate AP Voucher
- AP Unit
- Vendor
- Location

The following fields in the billing and transfer options worksheet apply to a Transaction Code only if it is mapped to the Cost Management InterUnit Transfer System Transaction:

- Ownership Unit
- InterCompany Processing
- BI Unit
- Customer

If values are specified in the fields above for Transaction Codes to which they do not apply, the import process will overwrite these values with either the field default (if one is defined) or blanks.

You can open, work on and save the worksheets in the file repository or copy the file to your local drive to do your changes in the .xls file format.

When you have completed your changes, save the worksheet either in the file repository or on your local drive as a CSV (comma delimited) Excel file.

Your can then either preview or immediately update your database using the Import page.

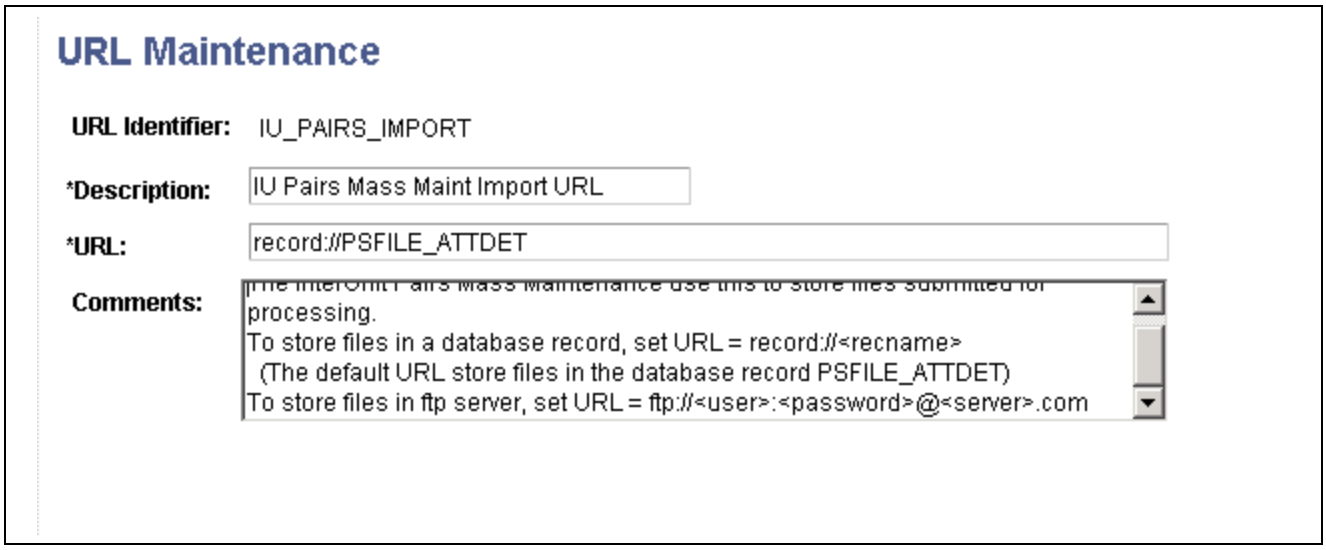
If further changes need to be made as a result of your preview, open the worksheet in the .xls format, make your changes and save the file in the CSV (comma delimited) format. You can again preview your changes and actions to be taken before updating your database.

Note: Do not modify column headings or insert/delete columns in the worksheet. The Import process requires that this column information remain unchanged.

Setting Up Your System For Importing the Excel Worksheets

Use the File Locations component (FILE_LOC) to setup file locations in conjunction with URL maintenance.

Access the URL Maintenance page.



URL Maintenance page

The interunit pairs text file import process (IU_PR_IMPORT) depends on the following setup.

The storage location of the file attachment is defined by the URL definition IU_PAIRS_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.

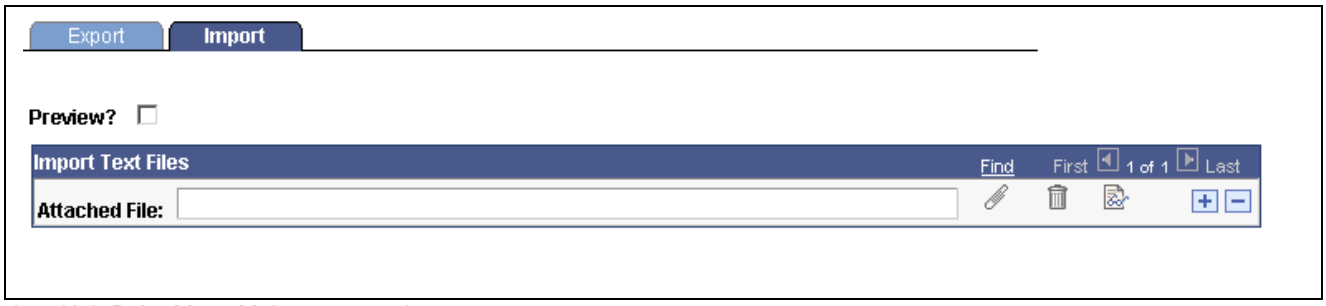
You are required to define an environmental variable, PS_FILEDIR. This variable defines the temporary flat file location on the process scheduler that runs the file import process. If you have a Unix or OS390 process scheduler, you define this in the psconfig.sh file. If you have an NT process scheduler, you define this in the control panel. Refer to the PeopleTools description for GetFile() PeopleCode for additional details, or consult your system administrator.

See Also

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

Previewing Your Changes and Updating the Database

Access the InterUnit Paris Mass Maintenance – Import page.



InterUnit Pairs Mass Maintenance – Import page

Preview Select to preview the actions to be taken by the system as the result of your changes before actually updating the interunit pairs tables in your database. Preview loads your worksheets, which you attach in CSV format, to a worktable when you click the Import button.

The system inserts an Action column to the right of the Delete column and assigns one of the following Action values to each row based on your changes:

- Insert – The row does not exist in the original interunit source table and will be inserted.
- Update – The row exists in the original interunit source table and the values in your worksheet will replace existing values in the source table.
- Duplicate – One or more rows in your worksheet have the same key values. Duplicate rows are errors and must be resolved before importing to the database.
- DUMMY TEXT for completeness check.

The Action column is for information purposes only. The import process ignores this column. Rows to be deleted are identified by a 'Y' in the Delete column and are not identified in the Action column.

When you are ready to update your database, clear the Preview check box prior to selecting the Import button.

Attached Files Attach worksheets in the CSV (comma delimited) file format. Enter a value or click Add Attachment to find your files. You can add multiple files to be processed in a single Import.

Note: If you have already imported a CSV file in a previous run and are re-importing it, you must delete the previous CSV file row from the Import page and insert a new row for the updated file.

Import Text Files When the Preview check box is not selected and you have attached files in the CSV (comma delimited) format, select this button to update the interunit pairs tables with your changes using the PeopleSoft Application Engine process, IU_PR_IMPORT.

Pairs Maintenance Reports Click to access the system generated Excel worksheets in the report repository. The process instance is incorporated in the worksheet file name for ready recognition of specific worksheets.

Process Monitor Access the Process Monitor to see the progress or status of the import process.

The import process (IU_PR_IMPORT) will produce an Excel worksheet as output for each worksheet imported. This worksheet will list up to 5 error messages for each row of data imported. These errors must be corrected before the data can be successfully imported. If no errors are listed for a row and the Preview check box was not checked for the import run, that row successfully updated the database.

The error message 'InterUnit Pairs transaction does not exist' occurs when importing a ChartField value worksheet row for a GL BU pair/Transaction Code that does not exist in the billing and transfer options (header) table nor in a billing and transfer options worksheet being imported.

Using ChartField Inheritance

To use and setup ChartField inheritance, use the ChartField Inheritance component (CF_INHERIT) and the Detail Ledger Group component (DETAIL_LEDGER_GROU).

This section provides an overview of ChartField Inheritance and discusses how to:

- Specify inheritance options.
- Deal with ChartField inheritance groups requiring special validation with balanced ChartFields.

Understanding ChartField Inheritance

ChartField inheritance, in and of itself, does not generate additional entries to complete a transaction. Instead it drives how the ChartFields are determined for the system-generated entries that are normally created for the transaction. In many cases this is an offset, such as AP (accounts payable) Vouchers, where the user enters the distribution lines and the system generates the vendor liability. Inheritance also applies to other system generated entries that are not offsets, like the VAT entries generated for a GL (general ledger) journal.

Note. Even if you do not want to inherit any ChartField values, you must access the ChartField inheritance page to setup Inheritance Groups for each setID, setting all Inheritance Options to *Do Not Inherit.*

ChartField Inheritance uses the ChartField Offset Balancing Method to complete transactions by *inheriting* ChartField values from partial entries, accounting lines or voucher lines to generate complete accounting entries. It is used extensively in education and governmental accounting, and to a lesser extent in commercial accounting.

It enables you to select automatically the source for certain ChartField values to complete partial entries for a given number of system generated accounting entries that are predefined by Inheritance Groups.

Inheritance functionality does not necessarily relate to centralized inter and intraunit processing. This is because it may or may not involve inter or intraunit transactions, and inheritance processing is performed by the individual general ledger feeder systems, such as Receivables and Payables to arrive at offset accounts before any inter and intraunit processing is required.

For example, when posting accounts payable vouchers, you can choose to have the Fund Code on the Vendor Liability entry derived from the Voucher Distribution Line, the GL Business Unit Definition ChartField Defaults, or the Accounting Entry Template.

When you balance on ChartFields other than business unit, and inherit ChartField values onto the system generated offset entries, the transaction often self-balances, making additional intraunit balancing entries unnecessary. For this reason, applications use inheritance functionality before calling the inter and intraunit processor.

The following terms and concepts are important to an understanding of ChartField Inheritance and the examples provided:

Fund A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equity or balances. Inheritance is often used with this ChartField, but can also be used for any ChartField.

Pooled Bank Account Pooled is a term used in education and governmental accounting to describe a single bank account that is used for multiple funds. When defining a pooled bank account, you do not associate it with any specific fund or funds. Instead, the fund from the item and or voucher being paid is carried forward (inherited) to the cash entry.

The PeopleSoft equivalent of a Pooled bank account is one in which the Inheritance Option for the Fund ChartField is set to Always Inherit or Inherit Within Unit.

Non-pooled Bank Account

Non-pooled is a term used in education and governmental accounting to describe a bank account that is for a single fund, which is identified on the bank account definition. If a non-pooled bank account is used for payments of items or vouchers belonging to other funds, then InterFund entries must be generated to balance the transaction.

The PeopleSoft equivalent of a Non-pooled bank account is one in which the Inheritance Option for the Fund ChartField is set to Do Not Inherit.

Offset Inheritance Balancing

For transactions that include system-generated entries (often as offset entries), the system generated entries can be defined to inherit ChartField values from the other entries in the transaction (such as the distribution lines you entered) to balance the transaction and distribute the offset as needed.

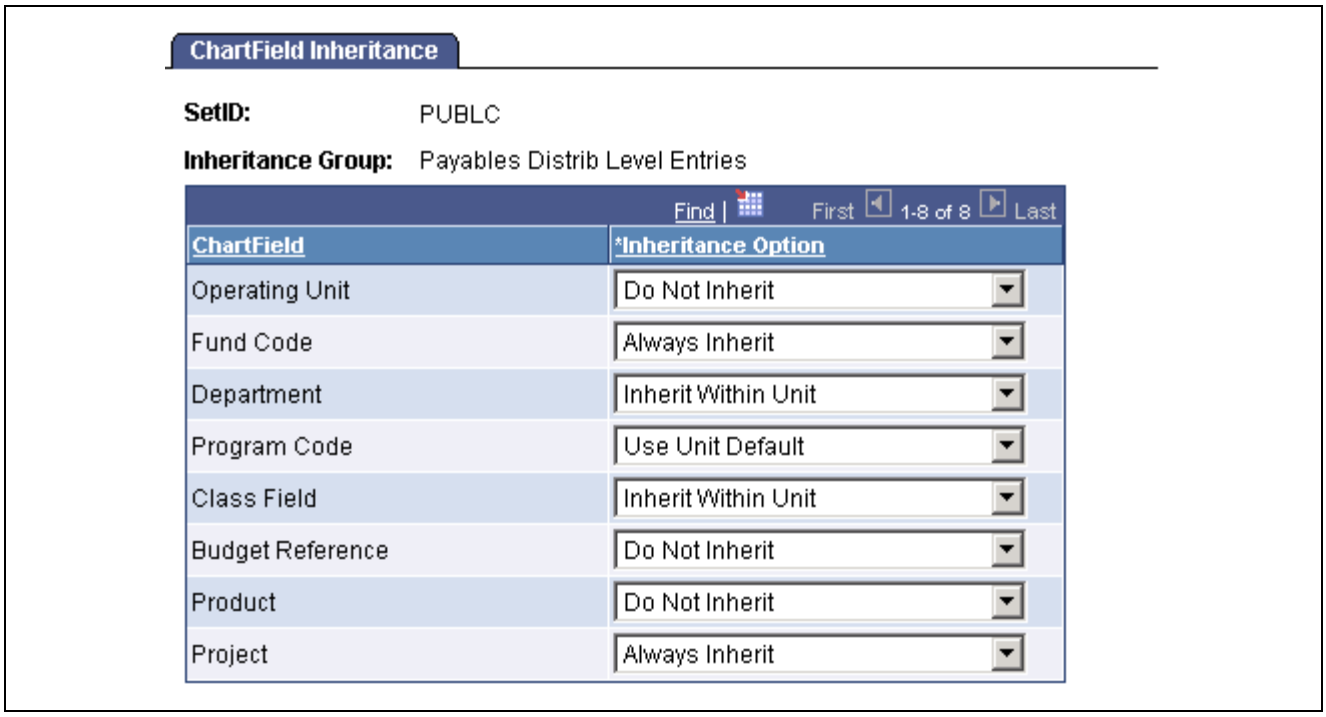
For example, you enter a voucher that records expenses to two different funds. Using Offset Inheritance, the offsetting entries are properly distributed by the system to the appropriate accounts payable accounts for the two funds.

Pages Used to Set Up ChartField Inheritance

Page Name	Object Name	Navigation	Usage
ChartField Inheritance	CF_INHERIT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, ChartField Inheritance	Use to maintain the Inheritance Options for an Inheritance Group.
Ledger Groups - Balancing	LEDGER_GROUP3	General Ledger, Ledgers, Detail Ledgers, Ledger Groups, Balancing	Elect to use IntraUnit Balancing Entries, and select Balancing ChartFields and Affiliates for a Ledger Group.

Specifying Inheritance Options

Access the ChartField Inheritance page.



ChartField Inheritance page

Inheritance Group

Along with setID, this it is a key field for the table. PeopleSoft delivers the following predefined Inheritance Groups for its various products:

- Expense Control Accounts
- Expenses Payroll Offset
- Expenses VAT Non-Recoverable
- GL Journal VAT Input Other
- GL Journal VAT Non-Recoverable
- GL Journal VAT Output
- Payables Header-Level Entries
- Payables Distrib-Level Entries (payables distribution - level entries)
- Payables VAT Non-Recoverable
- Promotions Mgmt (management) Accounts
- Purchasing Control Accounts
- Purchasing Expense Accounts
- Purchasing VAT Non-Recoverable
- Receivables Revaluation
- Receivables and Billing
- Treasury VAT Input Other
- Treasury VAT Non-Recoverable
- Treasury VAT Output

ChartField The page is pre-populated with the fully and partially configurable ChartFields other than Account, Alternate Account and the Affiliates.

Account and Alternate Account are not available for inheritance and Affiliate values are automatically supplied by the system.

Inheritance Option The following ChartField Inheritance options apply to all Inheritance Groups:

- *Do Not Inherit*– When this option is selected, you can specify a value for the ChartField on the product specific Accounting Entry Template or you can leave the value blank. This option would usually not be selected for a balanced ChartField, unless you select the Intra Unit Balancing Entries check box on the Detail Ledger Group - Balancing page.
- *Use Unit Default*– When this option is selected, the ChartField value is the default value that you enter in the Inheritance Defaults for the business unit on the General Ledger Definition − Inter/IntraUnit page. With this option, you do not enter a value for this ChartField on a product specific Accounting Entry Template.
- *Inherit within Unit*– If this option is selected, the ChartField value is inherited from one of the other entries on the transaction, but only if the other entry is in the same business unit. Otherwise, the business unit Default is used. You may want to select this option if the ChartField values are not shared across all business nits. With this option you do not enter a value for this ChartField on the product specific Accounting Entry Template page.
- *Always Inherit*– If you select this option, the ChartField value is always inherited from one of the other entries that make up the transaction, regardless of whether it is in the same business unit. This option should only be selected if all business units share the same ChartField values; otherwise, the inherited value might be invalid. With this option, you do not enter a value for the ChartField on the product specific Accounting Entry Template or setup page.

Some Inheritance Groups have edits that restrict which inheritance options are valid for each ChartField, often based on whether or not the ChartField is balanced. Refer to the next section for details.

Refer to the documentation for ChartField Inheritance for each product for variations in functionality or information specific to that product.

Dealing With ChartField Inheritance Groups Requiring Special Validation with Balanced ChartFields

For some Inheritance Groups, the Inheritance Options are restricted based on whether or not ChartFields are balanced ChartFields. For this reason, the Inheritance Options table shares the same Record Group control as the Ledger Group definition. There may be multiple Ledger Groups defined for a given setID. If any one of these Ledger Groups, having a Ledger Group Type of Standard or Translation, defines a ChartField as balanced, the ChartField is considered balanced for Inheritance Option validation.

This cross-validation occurs when you save the ChartField Inheritance page or the Detail Ledger Group page. If you change a ChartField from balancing to non-balancing or vice versa for a Ledger Group, the system checks whether the change has invalidated any existing ChartField inheritance groups. When you select Inheritance Options for an Inheritance Group, the system checks for balancing ChartFields that make the selected Option invalid.

The specific validation requirements for the individual product Inheritance Groups depends not only on whether balanced or non-balanced ChartFields are involved but in the case of accounts payable on whether the posting method is Summary Control or Detail Offset.

If you receive an error message when saving either the ChartField Inheritance page or the Detail Ledger Group - Inter/IntraUnit page, refer to the following table for correct settings:

Inheritance Group	Valid Options for a Balanced ChartField	Valid Options for a Non-Balanced ChartField
Payables (When the Post Method is Summary Control)		
APCA - Control	Use Unit Default	Use Unit Default, Do Not Inherit
APEA - Expense	Always Inherit	Any of the 4 options
APVN - Non-Recoverable VAT	Always Inherit, Inherit Within Unit	Any of the 4 options
Payables (When the Post Method is Detail Offset		
APCA - Control	Always Inherit, Inherit Within Unit	Any of the 4 options
APEA - Expense	Always Inherit	Any of the 4 options
APVN - Non-Recoverable VAT	Always Inherit, Inherit Within Unit	Any of the 4 options
Purchasing		
POCA - Control	Always Inherit	Any of the 4 options
POEA - Expense	Always Inherit	Any of the 4 options
POVN - Non-Recoverable VAT	Always Inherit	Any of the 4 options
Receivables		
ARRE - Revaluation Gain/Loss	Always Inherit	Any of the 4 options
Translate Gain/Loss	Always Inherit	Any of the 4 options

Inheritance Group	Valid Options for a Balanced ChartField	Valid Options for a Non-Balanced ChartField
Promotions Management		
TDAC - Promotions Mgt Accounts	Always Inherit	Any of the 4 options

Verifying Interunit, Intraunit and ChartField Inheritance Setup

The following section provides an overview and discusses how to select interunit and intraunit setup validation queries and run the audit program.

Understanding Verification of Interunit, Intraunit and ChartField Inheritance Setup

Verifying inter and intraunit setup is very important when first installing your system for inter and intraunit processing and it is also important when any of the following events occur:

- You add new business units.
- You change or restructure your chart of accounts.
- You migrate a subsidiary to your corporate chart of accounts.
- You add or remove Inter/IntraUnit Transaction Codes.

With these and any like events, you typically perform verification to indicate if and where inter and intraunit setup data might be missing. It is advisable to run inter and intraunit setup verification on a periodic basis to catch inadvertent errors as well as after any major maintenance activity.

Using the PeopleSoft Application Engine process (IU_AUDIT), you can identify missing setup data and run queries that download this data to Microsoft Excel worksheets to be printed, sorted or filtered as you choose.

The Application Engine program first validates inter and intraunit setup data and identifies missing setup data. It populates the following audit tables with the results:

Audit Table	Type of Audit	Summary of Missing Data Identified in Audit
IU_AUDIT_BU	Business Unit Audit	Identifies business units that require an InterUnit or IntraUnit Template but do not have them defined. It also lists business unit pairs that are not defined when the interunit balancing method is pairs.
IU_AUDIT_TR	Inter/IntraUnit Template Audit	Identifies missing InterUnit/ and IntraUnit Templates, Transaction Codes, Account Balance Groups and Entry Types.

Audit Table	Type of Audit	Summary of Missing Data Identified in Audit
IU_AUDIT_CF	ChartField Value Audits	Identifies missing ChartField values for a combination of Transaction Code, Account Balance Group and Entry Type for the general ledger business unit pair or Inter/IntraUnit Template indicated.
IU_AUDIT_INH	ChartField Inheritance Audits	Identifies missing ChartField Inheritance Groups and, if also missing, their corresponding SQL Definitions based on installed products. Also lists missing bank account ChartField inheritance SQL Definitions.

The application engine program then runs the queries selected by the user to extract the audit data and writes it to Microsoft Excel worksheets. A separate Excel worksheet is generated by each query and is posted to the Report Repository.

The Run Control page for the application engine program indicates the names of the queries that are available to run.

Setup validation queries lend themselves to use on an adhoc basis. For example, you enter a voucher involving business units US001 and FRAE1 and the post process fails due to missing interunit setup. In this instance you can run the application engine program, select the queries desired to see the data that is set up for each business unit and, if there is any missing data, go to the setup pages and make corrections.

Note. If you are using the InterUnit Pairs Method, you can use the related Inter/IntraUnit Mass Maintenance feature to facilitate correction of audit errors.

Prerequisites

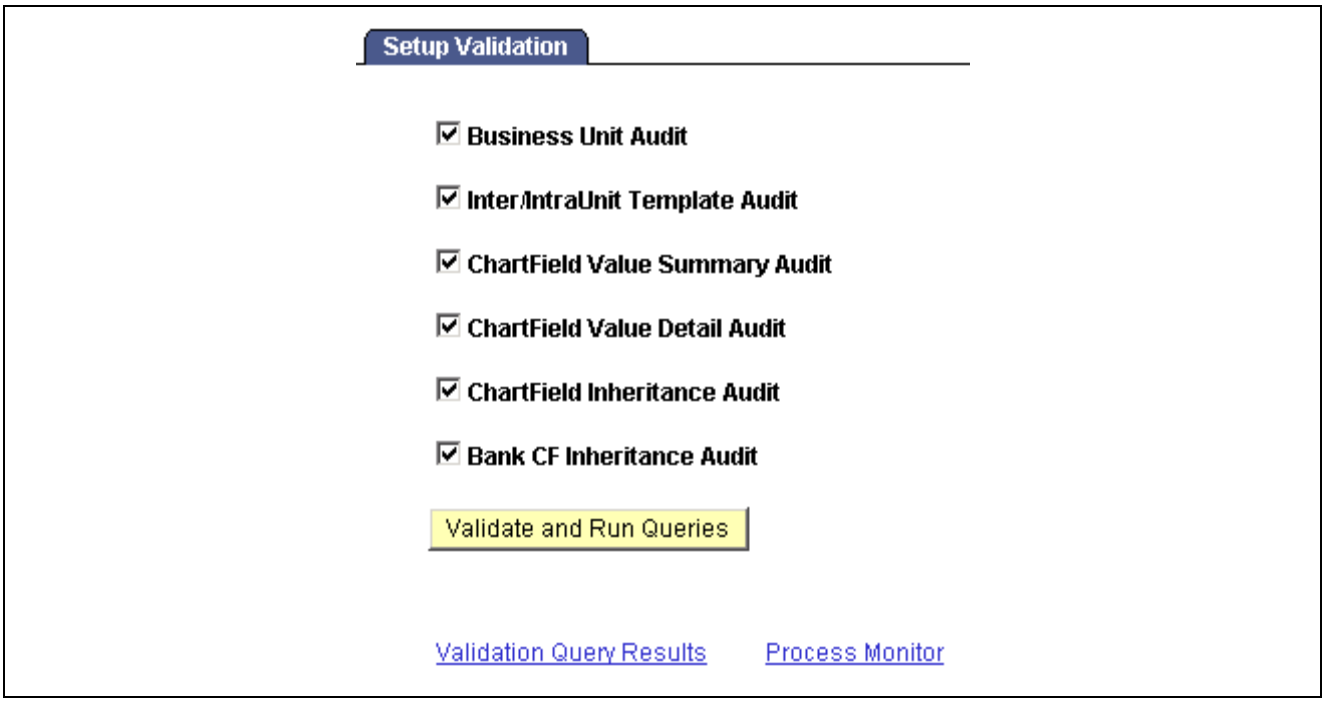
Microsoft Excel 97 or a later version must be installed to verify Inter/IntraUnit and ChartField Inheritance setup. Excel displays an error message when a worksheet exceeds 64,000 rows. If you receive this error message, it is necessary to correct some of the errors listed and rerun the application engine process (IU_AUDIT.)

Page Used to Verify Interunit, Intraunit and ChartField Inheritance Setup

Page Name	Object Name	Navigation	Usage
Setup Validation	IU_AUDIT	Setup Financials/Supply Chain, Common Definitions, Inter/Intra Unit, Setup Validation, Setup Validation	Run the application engine audit program and specify desired queries to review audit data.

Selecting Interunit and Intraunit Setup Validation Queries and Running the Audit Program

Access the Setup Validation page.



Setup Validation page

Note. To preclude the same errors being reported multiple times in subsequent audits, we recommend that you begin by running the audits one at a time, in the following order and correct any errors prior to running the next audit:

1. Business Unit Audit—Identify business units that require an InterUnit or IntraUnit Template but do not have them defined. It also lists business unit pairs that are not defined when the interunit balancing method is pairs.
2. Inter/IntraUnit Template Audit—Identify missing InterUnit and IntraUnit Templates, Transaction Codes, Account Balance Groups and Entry Types.
3. ChartField Value Summary Audit—Identify missing setID/ChartField values. Each setID/ChartField value is listed only once.
4. ChartField Value Detail Audit—Identify missing SetID/ChartField values for a combination of Transaction Code, Account Balance Group and Entry Type for the GL BU (general ledger business unit) pair or Inter/IntraUnit Template indicated.
5. ChartField Inheritance Audit—Identify missing ChartField Inheritance Groups and, if also missing, their corresponding SQL Definitions based on installed products.
6. Bank ChartField Inheritance Audit—Identify missing external bank account ChartField inheritance SQL Definitions.

The following provides an understanding the query results.

Query columns that do not apply based on the InterUnit Method selected are blank. For example, the From GL Unit and To GL Unit columns are blank if the InterUnit Method is not Pairs.

Business Unit Audit Select this query to verify the following:

- InterUnit Setup, Direct and Indirect Method—Verify each business unit has an InterUnit Template defined on the general ledger business unit definition. Excludes elimination units.

- InterUnit Setup, Pairs Method—Verify each business unit combination exists on the InterUnit Pairs definition.
- IntraUnit Setup—Based on Ledgers for a Unit, if a business unit is tied to a Ledger Group with the IntraUnit Balancing Entries option selected and that ledger group is valid in the setID specified under Record Group FS_04 for that business unit, verify that the business unit has an IntraUnit Template defined on the general ledger business unit definition. Excludes elimination units.

The Business Unit Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit (GL)
- Missing InterUnit Template? (Y=Yes)
- Missing IntraUnit Template? (Y=Yes)
- Missing GL BU Pair? (Y=Yes)

Inter/IntraUnit Template Audit

Select this query to verify the following:

- InterUnit Setup, Direct Method—Verify the InterUnit Template defined for each business unit is valid in the SetID specified under Record Group FS_59 for that business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on the InterUnit Template.
- InterUnit Setup, Indirect Method—For each business unit (called the *driving* business unit), verify the InterUnit Template defined for each other business unit is valid in the SetID specified under Record Group FS_59 for the *driving* business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on each of the InterUnit Templates identified above.
- InterUnit Setup, Pairs Method—Verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined for each BU pair defined on the InterUnit Pairs table.
- IntraUnit Setup—Based on Ledgers for a Unit, if a business unit is tied to a Ledger Group with the IntrUnit Balancing Entries option selected and that Ledger Group is valid in the SetID specified under Record Group FS_04 for that business unit, verify the business unit's IntraUnit Template is valid in the SetID specified under Record Group FS_59 for that business unit. Also verify all possible Transaction Code, Account Balance Group (if active Account Balance Groups are defined) and Entry Type combinations are defined on the IntraUnit Template.

The Inter/IntraUnit Template Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit

- Business Unit
- Set Control Value
- Template Setid (from FS_59 Record Group)
- InterUnit Template
- IntraUnit Template
- Transaction Code
- Account Balancing Group
- Entry Type

From GL Unit, To GL Unit and Business Unit are *driving* values that determine which template is being audited.

Set Control Value is used to retrieve the Template Setid. It varies depending on the Interunit Method selected.

Only Transaction Codes that are mapped to System Transactions are listed.

When multiple active Account Balancing Groups are defined, they are only listed for Transaction Codes mapped to the GLJ System Transaction.

Inter/IntraUnit Template, Transaction Code, Account Balance Group and Entry Type are hierarchical. If a higher level value is missing or invalid, there is no reason to validate the lower level values, so asterisks are placed in the lower level columns. For example, if an InterUnit Template is missing from a setID, asterisks are placed in the Transaction Code, Account Balance Group and Entry Type columns. In the same way, if Transaction Code is missing from an InterUnit Template, asterisks are placed in the Account Balance Group and Entry Type columns. Once the higher level values are corrected, the audit is rerun to validate any lower level values that are required.

ChartField Value Summary Audit and **ChartField Value Detail Audit**

These two audits do similar tasks.

ChartField Value Summary Audit summarizes data from the IU_AUDIT_CF audit table. It lists each missing SetID/ChartField Value one time.

ChartField Value Detail Audit lists detail data from the IU_AUDIT_CF audit table. It lists each missing SetID/ChartField Value for every Transaction Code, Account Balance Group and Entry Type combination.

Select these queries to verify the following:

- *InterUnit Setup, Direct Method*—For each General Ledger Business Unit/InterUnit Template combination defined, obtain the SetID specified under Record Group FS_59 for that business unit. Using the SetID obtained and the InterUnit Template being processed, validate each ChartField value on the Template, using the business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group.
- *InterUnit Setup, Indirect Method*—For each business unit (called the *driving* business unit), obtain the SetID specified under Record Group FS_59. Using the SetID obtained, validate the InterUnit Template defined for the other business unit. For each template, validate each ChartField value, using the *driving* business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group.

- *IntraUnit Templates*—For each Business Unit and IntraUnit Template combination defined, obtain the SetID specified under Record Group FS_59 for that business unit. Using the SetID obtained and the IntraUnit Template being processed, validate each ChartField value on the Template, using the business unit as the SetControlValue to obtain the SetID specified under that ChartField's Record Group.
- *InterUnit Pairs*—For each Business Unit pair defined on the InterUnit Pairs table, verify that the ChartField values for each populated ChartField are valid in the SetID specified under the Record Group for that ChartField using the From or To General Ledger Unit value as the Set Control Value as detailed in the topic InterUnit Pairs Audit Table A at the end of this section.

The ChartField Value Summary Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit
- Template Setid (from FS_59 Record Group)
- InterUnit Template
- IntraUnit Template
- Set Control Value
- ChartField Setid
- ChartField
- Invalid ChartField Value

The ChartField Value Detail Audit query produces a Microsoft Excel worksheet containing the following columns:

- From GL Unit
- To GL Unit
- Business Unit
- Template Setid
- InterUnit Template
- IntraUnit Template
- Transaction Code
- Account Balancing Group
- Entry Type
- Set Control Value
- ChartField Setid
- ChartField
- Invalid ChartField Value

Set Control Value is used to retrieve the ChartField Setid. It is equal to the *driving* GL Business Unit value.

ChartField Setid will come from the ChartField's Record Group.

Invalid ChartField Value was not found in the ChartField Setid.

ChartField Inheritance Audit

Select this query to verify the following:

- For each SetID to which a valid Ledger Group (a Ledger Group that is tied to at least one business unit in the Ledgers For a Unit page) is defined, verify that all the required ChartField Inheritance Groups are defined based on the products installed as detailed in the topic ChartField Inheritance Audit Table B at the end of this section.
- Also verify that field list and field override list SQL Definitions exist for each required SetID/Inheritance Group combination assuming the following SQL Definition Naming convention:
  - Field List SQL Definition—FS_CFI_FLST_<SETID>_<CF_INHERIT_GRP> (for example, FS_CFI_FLST_SHARE_APEA)
  - Field Override List SQL Definition—FS_CFI_FOVR_<SETID>_<CF_INHERIT_GRP> (for example, FS_CFI_FOVR_SHARE_APEA)

The ChartField Inheritance Audit query produces a Microsoft Excel worksheet containing the following columns:

- Ledger Group Setid
- Inheritance Group
- Missing CF Inheritance Group
- Missing List SQL Object
- Missing Override SQL Object

Bank ChartField Inheritance Audit

For each SetID/External Bank Account combination defined on the bank table, verify that field list and field override list SQL Definitions exist assuming the following SQL Definition Naming convention:

- Field List SQL Definition—BK_CFI_FLST_<SETID>_<BANK_CD>_<BANK_ACCT_KEY>_<BANK_ACCT_LED_TYPE> (for example, BK_CFI_FLST_SHARE_USBNK_CAN_H)
- Field Override List SQL Definition—BK_CFI_FOVR_<SETID>_<BANK_CD>_<BANK_ACCT_KEY>_<BANK_ACCT_LED_TYPE> (for example, BK_CFI_FOVR_SHARE_USBNK_CAN_H)

The Bank ChartField Inheritance Audit query produces a Microsoft Excel worksheet containing the following columns:

- Bank Setid
- Bank
- Bank Account
- Bank Account Type
- Description
- Missing List SQL Object
- Missing Override SQL Object

Validate and Run Queries Click this button to initiate the application engine process (IU_AUDIT) to create audit results and run the queries you select.

Validation Query Results Select to view the results of the queries in Excel worksheets.

Process Monitor Select to view the progress of the application engine process (IU_AUDIT.)

InterUnit Pairs Audit Table A

Use this table with the ChartField value audits information in the preceding section.

Entry Type	Ownership Unit	Set Control Value
Receivable, Revenue, Cost of Goods	N/A	From GL Unit value
Payable, Expense, Accrued Payable, Customer Shipments	N/A	To GL Unit value
In Transit	Source	From GL Unit value
In Transit	Destination	To GL Unit value

ChartField Inheritance Audit Table B

Use this table with the ChartField inheritance audit information in the preceding section.

Installed Product	Inheritance Group Translate Value	Inheritance Group Description
Expenses	EXCA	Expense Control Accounts
	EXPY	Expenses Payroll Offset
	EXVN	Expenses VAT Non-Recoverable
General Ledger	GLVI	GL Journal VAT Input Other
	GLVN	GL Journal VAT Non-Recoverable
	GLVO	GL Journal VAT Output
Payables	APCA	Payables Header-Level Entries
	APEA	Payables Distrib-Level Entries

Installed Product	Inheritance Group Translate Value	Inheritance Group Description
	APVN	Payables VAT Non-Recoverable
Promotions Management	TDAC	Promotions Mgmt Accounts
Purchasing	POCA	Purchasing Control Accounts
	POEA	Purchasing Expense Accounts
	POVN	Purchasing VAT Non-Recoverable
Receivables	ARRE	Receivables Revaluation
	ARBI	Receivables and Billing
Treasury	TRVI	Treasury VAT Input Other
	TRVN	Treasury VAT Non-Recoverable
	TRVO	Treasury VAT Output

CHAPTER 16

Processing Allocations

This chapter provides an overview of the PeopleSoft Allocations process (FS_ALLC) and discusses how to:

- Define allocation process steps.
- Define the allocation group.
- Copy, rename, or delete allocation steps.
- Create adjusting entry journals.
- Set up interunit and intraunit allocations.
- Use allocations with PeopleSoft Project Costing.
- Run an allocation request.
- Produce allocation reports.
- View process messages.
- Restart and recover the allocations process.

Understanding the PeopleSoft Allocations Process (FS_ALLC)

Most businesses have some expenses or assets that are held or accumulated in one entity but must be shared by more than one business unit, department, or other entity. Typically, you allocate these balances and statistical quantities across the entities within the organization so that they recognize an appropriate share of the amounts.

Using the PeopleSoft Allocations process, you can define multiple allocation steps or step-down allocations when amounts must be applied according to a hierarchy and in a precise order, which might include allocations to multinational, national, and regional levels for the organization. Step-down allocations are used to determine not only how much general and administrative expense to charge to each business unit and department, but also what portion of that expense to attribute to individual projects or products.

Allocations offers the following advantages:

- Save allocation specifications for such recurring items as rent, utilities, and administrative expenses each time that they are allocated.
- Use time spans (rolling time frames) to automate the determination of accounting periods for the allocations.
- Generate journal entries, edit, and post them to update ledgers from the allocations process or choose to post them later in a separate process.
- Create calculation logs for a complete audit trail.

When you are defining an allocation, first determine the desired end result. For example, the cost of renting an office building might be shared among the departments that are housed in that building. If rent is paid as a single amount and is initially charged to one department, you can allocate the expense to each department in proportion to its share of office space, personnel head count, or any other fixed, percentage, or statistical criteria.

After you determine the purposes of the allocations, gain a working knowledge of the records or tables that are involved and identify which ChartFields are affected.

Note. Carefully consider the types of accounts you propose to use with allocations. Allocation does not support open item accounting. In particular, do not select open item accounts on the Target Tab of the Allocation Step Definition Process.

These are important consideration as you establish the following basic elements of the allocation:

- Allocation type: This is the calculation method for the pool and basis and describes how the basis is used to distribute the pool amounts to the target.
- Pool: The amount or amounts to be allocated.

  This amount can originate from a ledger or table, or you can specify a fixed amount. If it comes from a ledger, allocations uses the ledger definition to determine its table name and other characteristics (such as calendar, multibook, and base currency). If the pool record is a table, specify the table name.
- Basis: Determines how and in what proportion the pool amounts are distributed to the various targets.
- Target: This is the destination where the amounts are allocated.
- Offset: Entries that balance the targets.

  These entries reflect the clearing of pool amounts as they are transferred to the targets or amounts that offset the target.
- Amount fields: Determine the mapping of the amount fields between the pool, basis, and target records.

For example, assume that you want to allocate rent expense that is originally debited against the rent account 640000 to administrative department 14000. The pool is the sum of the amounts that are in the ledger rows for that ChartField combination. The pool is divided among the ChartField values that are specified as the target (the other departments in the company) according to the basis, which in this case is the amount of floor space that each department uses as specified by a statistical account. As the target accounts are debited, the system generates an offset to balance them.

The PeopleSoft Allocations process uses background processing. It is also flexible in that you can update the target and offset tables directly, create and post allocation journals, or create journals that are to be posted later.

Ultimately, an allocation results in updated target and offset ledgers, but the output of the allocation can be to journal entries that you choose to post in allocations or later in a separate process to update the ledgers.

In PeopleSoft applications, you can also allocate among business units (interunit) or within business units (intraunit), such as between funds or departments.

See Also

Chapter 16, “Processing Allocations,” Setting Up Interunit and Intraunit Allocations, page 574

Chapter 13, “Setting Up Ledgers,” Using TimeSpans, page 434

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, “Understanding General Ledger Background Processes”

Defining Allocation Process Steps

To define steps in the PeopleSoft Allocations process, use the Define Allocation Step component (ALLOCATIONS).

The following section provides an overview of allocation steps and process group and discusses how to:

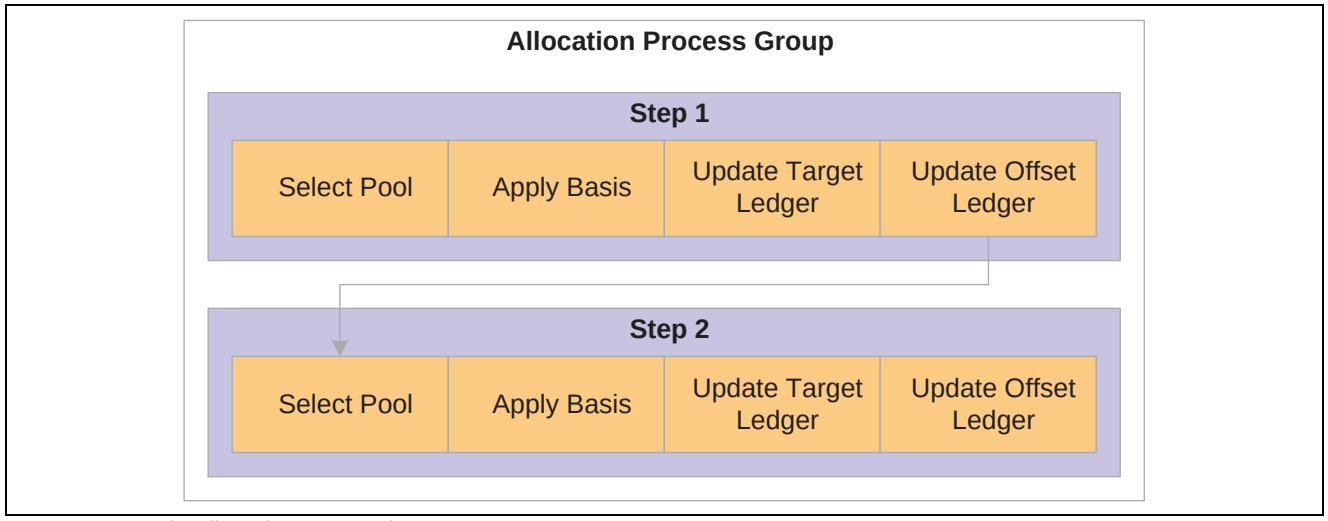
- Select the allocation type.
- Define the allocation pool.
- Define the allocation basis.
- Define the allocation target.
- Define the allocation offset.
- Select output options.
- Select rounding options.
- Specify batch records.
- Define amount fields.

Understanding Allocations Steps and Process Group

Depending on its complexity, you can define an allocation by one or more process steps. Multiple steps represent a step-down allocation. These steps together form a process group, with each allocation identified by a unique group ID.

Each allocation step represents a discrete stage in the PeopleSoft Allocations process, which means that the process updates the ledger balances or creates journals at the end of the step. For example, you can perform a rent expense allocation in one step because you update the ledger only once to accomplish this allocation. But for more complex allocations, such as the distribution of administrative expenses across sales departments followed by the allocation of sales expense across products, you need two steps.

This diagram illustrates multiple steps in an allocation processing:



Multiple steps in allocation processing

In this example, the first allocation step distributes administrative expense across the sales departments and then updates the ledger. If the ledger is not updated, the second step draws erroneous data from the ledger because the second step must allocate the newly updated sales expense across products.

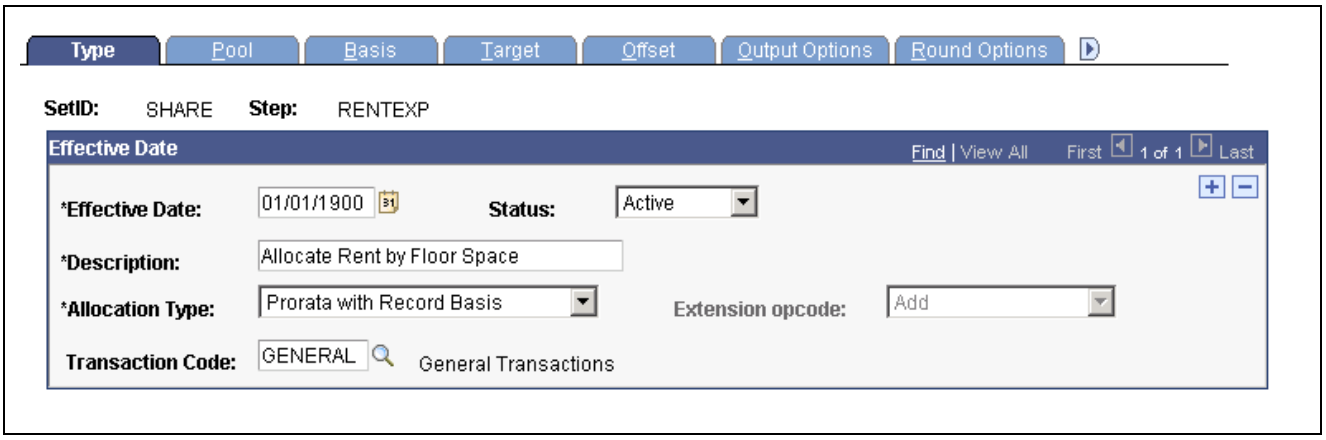
Pages Used for Allocation Steps

Page Name	Object Name	Navigation	Usage
Type	ALLOC_CALC_OPTN	Allocations, Define and Perform Allocations, Define Allocation Step Select the Type tab on the Define Allocation Step page.	Define one of five allocation types, as well as any special arithmetic operations that you want to perform by using the pool and basis. Select a transaction code for use in interunit and intraunit allocations.
Pool	ALLOC_POOL	Select the Pool tab on the Define Allocation Step page.	Define the allocation pool: pool record, selection criteria, and selection method. You can define the pool from ledger balances, any table, or a fixed amount.
Basis	ALLOC_BASIS	Select the Basis tab on the Define Allocation Step page.	Determine the basis of the allocation or how the pool amount is to be allocated to the target.
Target	ALLOC_TARGET	Select the Target tab on the Define Allocation Step page.	Define the destination for the allocation or the target record (journal or any table) and target field values.
Offset	ALLOC_OFFSET	Select the Offset tab on the Define Allocation Step page.	Define the offset entry that balances the target. Offset usually reflects the clearing of pool amounts as they are transferred to the targets. However, if the target record is not a balanced ledger, such as a budget ledger, there is usually no offset.
Output Options	ALLOC_OUT_JRL_OPTN	Select the Output Options tab on the Define Allocation Step page.	Define journal options if the target or offset record is journals, or define the Table Output Option if the target or offset record is table.
Round Options	ALLOC_ROUND_OPTN	Select the Round Options tab on the Define Allocation Step page.	Define the method for rounding the allocation amount and distributing odd cents. This option is valid for only these allocation types: *Spread Evenly, Allocate of Fixed Basis,* and *Prorata with Record Basis.*

Page Name	Object Name	Navigation	Usage
Batch Records	ALLOC_RECNAME	Select the Batch Records tab on the Define Allocation Step page.	Specify the batch temporary tables that are used in the PeopleSoft Allocations process.
Amount Fields	ALLOC_AMOUNT	Select the Amount Fields tab on the Define Allocation Step page.	Define the amount field mapping between the pool, basis, target, and offset records.

Selecting the Allocation Type

Access the Type page.



Type page

Allocation Type

Select a calculation option to determine the pool amounts that are going to the targets from one of the following allocation types:

- *Copy:* Copies pool amounts to the target or offset with possible percentage changes.
- *Spread Evenly:* Divides pool amounts equally by the specified basis fields to derive the target amounts. For example, this type can be used to divide the pool equally in thirds among department IDs 0100, 0200, and 0300.
- *Allocate on Fixed Basis:* Allocates on a fixed basis and percentage of *pro rata* allocation. It is based on the fixed allocation percentage that you specify in the *%* field in the Value/Node scroll area on the Basis page.
- *Prorata with Record Basis:* Divides the pool amount among the targets based on amounts that are stored in the basis record.
- *Arithmetic Operation:* Defines the allocation calculation as a mathematical operation between the pool and basis.

Extension opcode (extension operation code)

When you select *Arithmetic Operation,* the extension operation code field becomes active and you can select *Add, Subtract, Multiply,* or *Divide.*

Transaction Code

Select the appropriate code when you use interunit and intraunit allocation.

See Chapter 16, "Processing Allocations," Setting Up Interunit and Intraunit Allocations, page 574.

These tables illustrate the results of a simple rent allocation using the same pool of 400 GBP but different allocation types.

The following example illustrates the allocation type of spread evenly:

Basis and Target For a Pool of 400 GBP	Account	Department	Amount
Basis		11001	One of 4 departments
		12000	One of 4 departments
		13000	One of 4 departments
		22001	One of 4 departments
Target	RENT	11001	100 GBP
	RENT	12000	100 GBP
	RENT	13000	100 GBP
	RENT	22001	100 GBP

The following example illustrates the allocation type of fixed basis:

Basis and Target For a Pool of 400 GBP	Account	Department	Amount
Basis		11001	10 percent
		12000	20 percent
		13000	20 percent
		22001	50 percent
Target	RENT	11001	40 GBP
	RENT	12000	80 GBP

Basis and Target For a Pool of 400 GBP	Account	Department	Amount
	RENT	13000	80 GBP
	RENT	22001	200 GBP

The following example illustrates the allocation type of prorata:

Basis and Target For a Pool of 400 GBP	Account	Department	Amount
Basis	FLOORSPACE	11001	10 SQF
	FLOORSPACE	12000	20 SQF
	FLOORSPACE	13000	20 SQF
	FLOORSPACE	22001	50 SQF
Target	RENT	11001	40 GBP
	RENT	12000	80 GBP
	RENT	13000	80 GBP
	RENT	22001	200 GBP

The following example illustrates the allocation type of arithmetic operations of multiplication:

Basis and Target For a Pool of 400 GBP	Account	Department	Amount
Basis	FLOORSPACE	11001	10 SQF
	FLOORSPACE	12000	20 SQF
	FLOORSPACE	13000	20 SQF
	FLOORSPACE	22001	50 SQF

Basis and Target For a Pool of 400 GBP	Account	Department	Amount
Target	RENT	11001	4000 GBP
	RENT	12000	8000 GBP
	RENT	13000	8000 GBP
	RENT	22001	20000 GBP

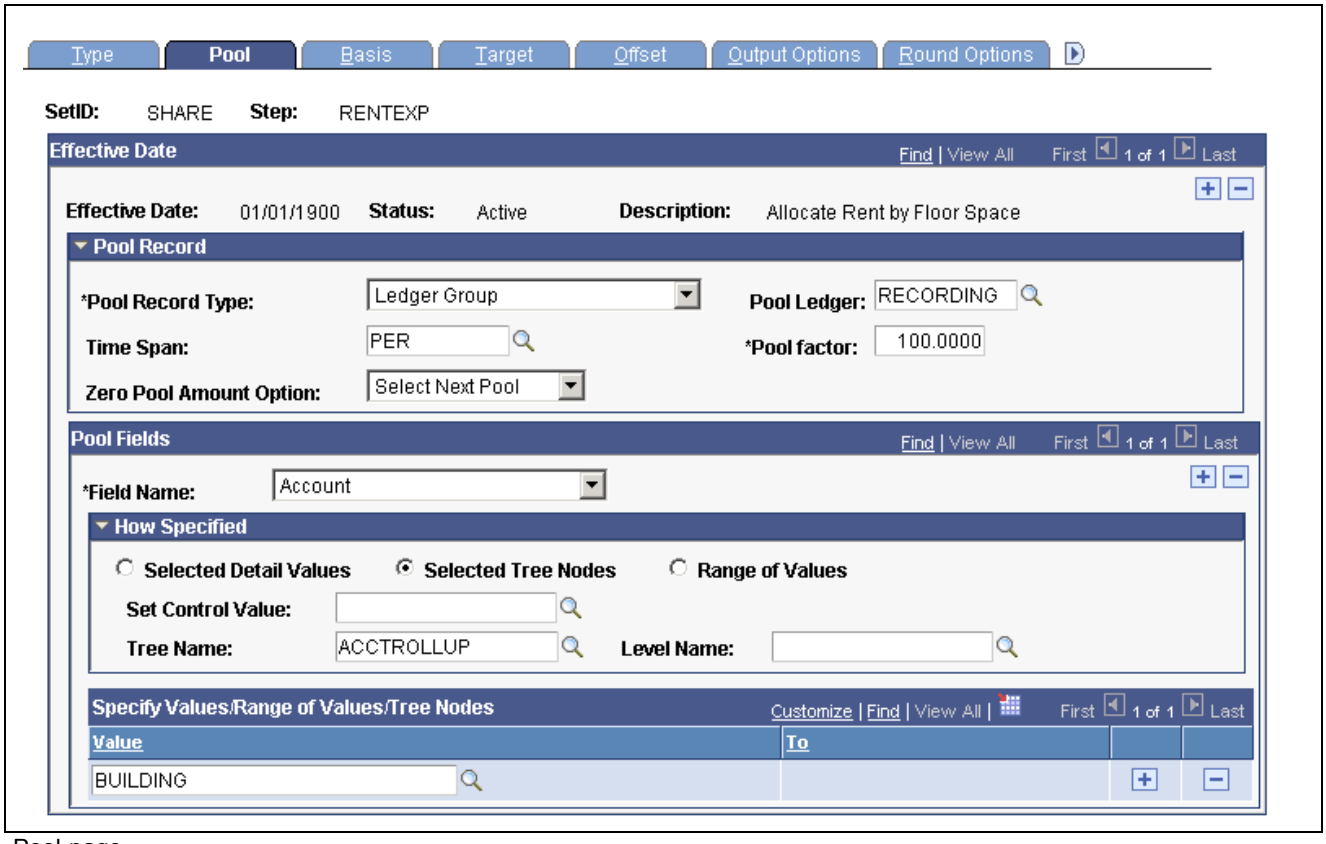
See Also

Chapter 16, "Processing Allocations," Defining the Allocation Basis, page 545

Chapter 16, "Processing Allocations," Setting Up Interunit and Intraunit Allocations, page 574

Defining the Allocation Pool

Access the Pool page.



Pool page

Pool Record Type Specify one of the following:

- If you are specifying the pool record for General Ledger, select the *Ledger Group* and enter the ledger group name.
- If you are defining the pool record for Project Costing, select *Any Table* and enter the table name.

Note. If you specify the value Any Table in the Pool Record Type field, add any additional fields that might be required to the delivered ALC_GL_P_TAO table.

- If you want to pool a specific amount, select *Fixed Amount.* While the pool amount is typically based on amounts from the ledger, you can choose to base it on any fixed amount, such as equipment cost of 40000.00 GBP allocated across departments. Specify the fixed amount on the Amounts Field page.

Note. The allocation process does not requires the currency control fields (such as FOREIGN_CURRRNCY and CURRENCY_CD) to be specified in the target and offset definitions when using a fixed pool amount.

Foreign Currency: The process defaults the target and offset foreign currency from the base currency of the pool primary ledger or from the base currency of the business unit of the request. If you specify a ledger group for the pool, the process selects the base currency of the primary ledger for the pool ledger group. If the pool ledger group is blank, the process gets the base currency from the business unit of the request.

Base Currency: The process defaults the base currency to the base currency of the target and offset business unit. This enables you to set up interunit allocation steps by using a fixed amount and targeting the results to different business units with different base currencies.

Pool factor Enter a percentage to apply to the pool amount. This option provides the flexibility to allocate a percentage of the pool amount. You can also allocate more than 100 percent of the pool amount.

Time Span Select to specify a period that is relative to the current period: the fiscal year and accounting period that are to be used to retrieve pool records. Enter a single or multiple period time span to determine the accounting periods that are used for the pool. Relative time spans, such as *PER* (current period activity), retrieve amounts that are relative to the as of date that you specify on the Allocation Request page. You are not required to specify a value in the Time Span field; if you do, the system retrieves only the pool amounts for the specified fiscal year and accounting periods. If you leave this field blank, the system retrieves all the pool amounts for all fiscal years and accounting periods. If you specify *Any Table* for the pool record, and the pool record does not have both FISCAL_YEAR and ACCOUNTING_PERIOD fields, you cannot specify a time span value here.

If you specify *Ledger Group* for the Pool Record Type field, the system determines the fiscal year and accounting period by using the calendar that is defined for the ledger group on the Ledgers for a Unit - Definition page. If you specify *Any Table* for the Pool Record Type , the system determines the fiscal year and accounting period by using the calendar that is defined on the Time Spans page.

If you specify a multiple period time span, the system adds together the pool amounts for all periods to get one single pool amount, regardless of the values that you enter in the Basis Time Span, Target Time Span, Basis Span Opt, and Target Span Opt fields. You cannot split pool amounts across periods to match basis or target periods.

Zero Pool Amount Option

Select one of the following options to tell the system how to proceed when the amount of the pool record retrieved is zero:

- *Calculate This Pool:* Proceed to calculate the amount when the pool is zero.
- *Select Next Pool:* Skip the zero amount pool record and select the next pool record for processing.
- *Stop Processing:* Issue an error message to indicate a zero amount pool record is selected, and stop the allocation step due to this error.
- *Calc No Rows as Zero* (calculate no rows as zero): If no pool rows are selected based on the time span and selection criteria that is specified in the Pool fields, the allocations process processes these rows as zero pool amounts. For rows that exist in the database, the system processes these rows the same as *Calculate This Pool.* When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the pool.

Before the allocation process selects pool records, it groups them based on how the target and offset fields are specified. The process uses the zero pool amount option logic only if the total amounts of the group of pool records totals zero. If some individual pool amounts are zero but the total amount of the group of the pool records is not zero, the system process this group of pool records.

Field Name

Enter, within the Pool Field group box, the field name that the PeopleSoft Allocations process uses in selecting only certain pool rows from the pool record. If the pool record type is a ledger group, the pool record name is the ledger record name that is defined in the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the pool record.

If no pool rows are selected based on the time span and selection criteria that you specify in the Pool Fields group box, the PeopleSoft Allocations process skips this step unless you specify *Calc No Rows as Zero* in the Zero Pool Amount Option field. You receive the message, “No record row exists for the pool,” and if this is a multiple step group, the system continues processing the next step in the group.

In the How Specified group box that follows, specify the appropriate option or select a combination of the three methods that are described to determine how values are to be provided for the field name that you select.

If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select pool rows.

Note. Use trees whenever possible to reduce future maintenance when the ChartField values change.

Selected Detail Values Select to activate the first Specify Values/Range of Values/Tree Nodes edit box so that you can list individual pool field values, such as specific departments or accounts.

Selected Tree Nodes Select to activate the tree information fields for you to specify a tree from which to select nodes. The Level Name field is optional and is used to limit the prompting to the selected level.

Use the Set Control Value field to select trees that are not keyed by setID. For example, some Project Costing trees are keyed by business unit. The system uses the value to identify which trees are available in the Tree Name field.

Range of Values Select to activate the Specify Values/Range of Values/Tree Nodes edit box for you to enter the beginning and ending pool field values. If you leave the fromValue field blank, the system selects all pool field values that are less than or equal to the To field value. You cannot leave the To field blank because the blank value is always the smallest value. You can insert multiple ranges of values.

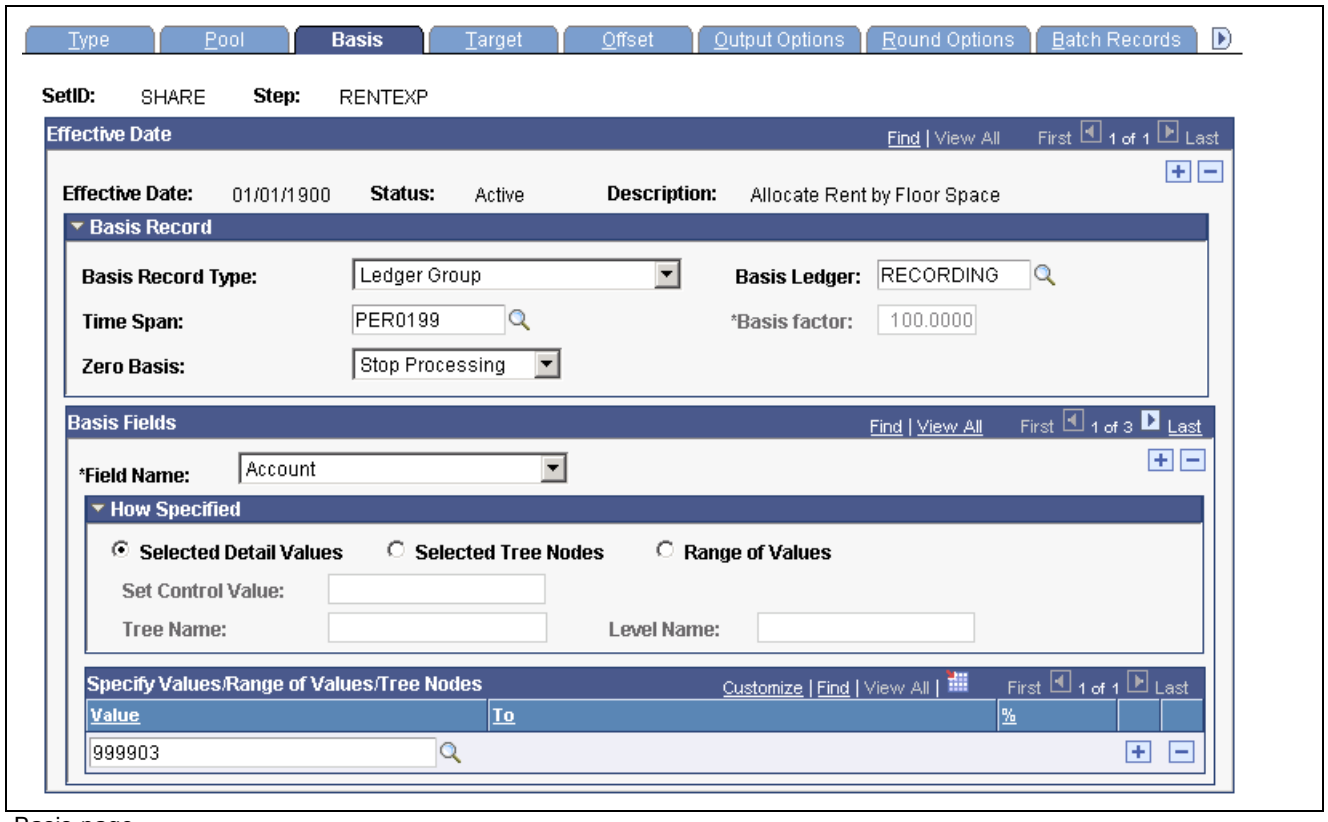
Note. The PeopleSoft Allocations process excludes period 999.

See Also

Chapter 13, "Setting Up Ledgers," Using TimeSpans, page 434

Defining the Allocation Basis

Access the Basis page.



Basis page

How you define the basis depends on the allocation type that you select on the Type page. The allocation type that you select determines much of the Basis page. The following describes what occurs for each allocation type:

- *Copy:* No basis is required and all fields on the Basis page are unavailable.
- *Spread Evenly:* The pool amount is divided evenly across the basis field values that are specified in the basis. No basis rows are required to exist in the basis record that is specified. You must still specify a value in the Basis Record Type field so that the system can provide a prompt table listing for the Field Name field in the Basis Fields group box.

  In the How Specified group box, you can use Selected Detail Values, Selected Tree Nodes, or Range of Values fields to specify field values.

  You can specify more than one field name; the system divides the pool amount evenly across all basis field value combinations.

  Suppose that you spread evenly across department IDs 0100 and 0200 and products A, B, and C. In this case, each department ID and product combination (that is, DeptID 0100 and Product A, DeptID 0100 and Product B, and so on) receives 1/6 of the pool amount.

  Note. This is a simplified example of spread evenly allocation type to illustrate how the amounts are distributed across the target. However, depending on the distribute odd cents option, one of the departments might contain the odd cents that are required to offset the allocated amount against the pool. The distribution of the odd cents is covered in the values in the Selecting Rounding Options section.

  See Chapter 16, "Processing Allocations," Selecting Rounding Options, page 556.

- *Allocate on Fixed Basis:* This is a variation of pro rata allocation, where the percentage of the prorate is fixed. As with*Spread Evenly,* no basis rows are required to exist in the basis record that is specified. You must still specify the basis record type so that the system can provide a prompt table listing on the basis field name.

  You can use only the Selected Detail Values field to specify basis field values, and you can specify more than one value in the Field Name field.

  You must also specify the fixed % (percent) for each field value in the Specify Value/Range of Values/Tree Nodes edit box. The total of the percentage for one field does not have to add up to 100 percent, but the system uses the percentages to calculate the actual percent-to-total for each value.

  For example, if you specify 10 percent for DeptID 0100 and 40 percent for DeptID 0200, the system allocates 20 percent of the pool amount to DeptID 0100 and 80 percent to DeptID 0200.

- *Prorata with Record Basis:* Specify basis fields in the same way that you do the pool. Basis rows are selected from the basis record, and their amounts are used to calculate a percent-to-total to distribute the pool amount to each target.
- *Arithmetic Operation:* Like *Prorata with Record Basis,* basis rows are selected from the basis record, and you specify basis in the same way that you do the pool. Target amounts are calculated by performing the mathematical operation between each pool and basis amount.

For example, suppose that the total November rent expense for US004 is 110,000.00 USD, paid through the administrative division. This expense must be divided among six divisions. The basis for the rent expense allocation is the amount of floor space that is occupied each month by each division. Floor space is maintained in statistical account 999903. Department ID is defined using the MFG_DEPARTMENTS tree, the DIVISION tree level, and the USA tree node. The following table indicates how much floor space each division uses:

Division	Floor Space	Preallocation Expense
Administration	4000	110000 USD
Sales/Marketing	4000	
Customer Service	2000	
Engineering	4000	
Manufacturing	6000	
Other (No Department Value)	2000	
Total	22,000 square feet	110000 USD

When the amounts are allocated, each division is debited for its share of the rent expense:

Division	Floor Space	Allocated Expense
Administration	4000	20000 USD
Sales/Marketing	4000	20000 USD
Customer Service	2000	10000 USD
Engineering	4000	20000 USD
Manufacturing	6000	30000 USD
Other (No Department Value)	2000	10000 USD
Total	22000 square feet	110000 USD

Basis Record Type Specify from the following values:

- *Ledger Group:* Select if you are specifying the basis record for General Ledger and enter the basis ledger name.
- *Any Table:* Select if you are defining the basis record for Project Costing and enter the table name.

TimeSpan Specify the basis time span if the allocation type is prorata with record basis or arithmetic operation. Basis time span works in the same way as the pool time

span, except that you have an option (Basis Span Opt) to combine or split basis amounts for a multiple periods' basis time span if you also specify a multiple periods target time span.

Basis Factor) Specify a percentage to apply against the basis. The factor is applicable only to arithmetic operations.

Zero Basis Select an option to indicate how the system should proceed when the amount of the basis record retrieved is zero if the allocation type is prorata with record basis or arithmetic operation:

- *Calculate This Basis:* Proceed to calculate the amount when the basis is zero, except for Arithmetic Operation - Divide, where the system issues an error message and stops this allocation step.
- *Select Next Basis:* Skip the zero amount basis record and select the next basis record for processing.
- *Stop Processing:* Issue an error message to indicate that a zero amount basis record is selected, and stop the allocation step due to this error.
- *Calc No Rows as Zero* (calculate no row as zero): If no basis rows are selected based on the time span and selection criteria that is specified in the Basis Fields field, the allocations process processes these rows as zero basis amounts. For rows that exist in the database, the process processes these rows the same way that it processes the *Calculate This Basis* field value.

When you use this option, any selection criteria field that you use for the basis must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the basis.

Before the PeopleSoft Allocations process selects basis records, it groups them based on how the target and offset fields are specified. It uses the Zero Basis option logic only if the total amounts of the group of basis records add up to zero. If some individual basis amounts are zero, but the total amounts of the group of the basis records are not zero, the system still process this group of basis records. The Zero Basis option works independently of the Zero Pool option. You can select different options for them, and the system proceeds based on those selections.

If no basis rows are selected based on the time span and selection criteria that is specified in the Basis Field field, allocations stops this step unless you select the *Calc No Rows as Zero* option in the Zero Basis Option field. You receive the message, "No record row exist for the basis …," and whether the system continues processing the next step in a group depends on the option that you specified in the Continue field on the Allocations Group page.

Field Name Enter the basis field name that the PeopleSoft Allocations process uses in selecting only certain rows from the basis record. If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select basis rows.

Refer to the Pool page for a description of the remaining fields on the Basis page.

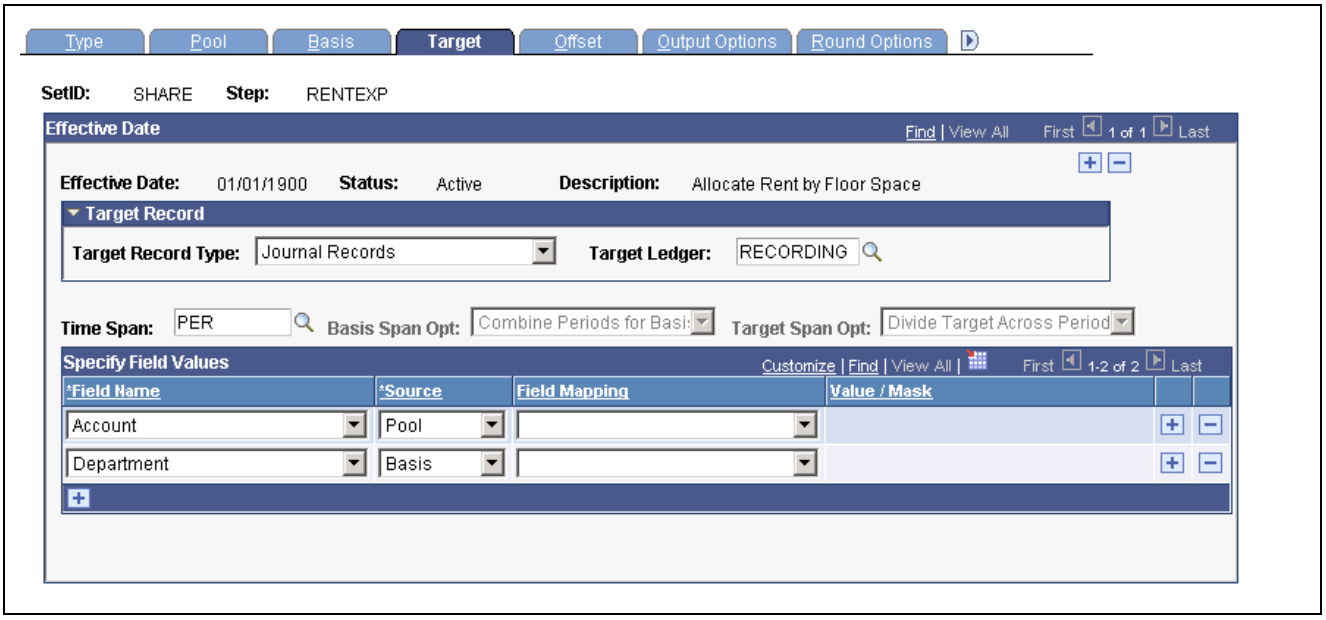
Note. Allocations does not support using summary ledgers in the basis.

See Also

Chapter 16, “Processing Allocations,” Defining the Allocation Basis, page 545

Defining the Allocation Target

Access the Target page.



Target page

Target Record Type

Select one of the following:

- For *Journals Records,* specify a target ledger group name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, multibook, and base currency).
- If the target is *Any Table,* specify the table name in the edit box that becomes available.

Time Span

Use to specify the output for a single or multiple accounting periods for the target. Relative time spans, such as *PER* (current period activity), create the target relative to the as of date that is specified on the Allocation Request page.

If the Target Record Type value is *Journals Records,* you must specify the time span value.

If the target record is a table that has both FISCAL_YEAR and ACCOUNTING_PERIOD fields, you have the option to specify the time span value.

If the target record is a table that does not have both FISCAL_YEAR and ACCOUNTING_PERIOD fields, you cannot specify the time span value. If you do not specify the time span value, the system populates both FISCAL_YEAR and ACCOUNTING_PERIOD with a zero value in the target record.

Basis Span Opt (basis span option)

If you use a multiperiod time span for the basis and target, select one of the following in the Basis Span Optfield:

- *Combine Periods for Basis:* Combines the basis amounts for each period that is defined by the time span into one virtual period, producing a single amount.
- *Split Basis by Period:* Maps the basis amount for each period one-to-one with the target periods. For this reason, the number of periods that is in the basis and target time span must match. When you select this option, the Target Span Opt field becomes inactive.

Target Span Opt (target span option)

If you select a multiple period time span for the target, you must specify the Target Span Opt field when the basis time span is either a single period or multiple periods (the Basis Span Opt field is *Combine Periods for Basis*):

- *Repeat Target Each Period:* Repeats the entire target amount for each period that is defined in the time span.
- *Divide Target Across Periods:* Divides the target amount by the number of periods that are defined in the time span and distributes it equally to each period.

Field Name

If the target record is journals, the target record name is actually the journal line record name that is defined on the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the target record.

The system validates the Field Name field value that is entered against the record when you save this allocation step definition. Typically, you include any fields that are required by the target record including all the keys and any fields that affect functionality and those that you might decide are mandatory.

Source

Provides a convenient way to populate the target field values, particularly if the values are from the pool or basis records. You need not reenter them here, just prompt for the appropriate option and choose from the following:

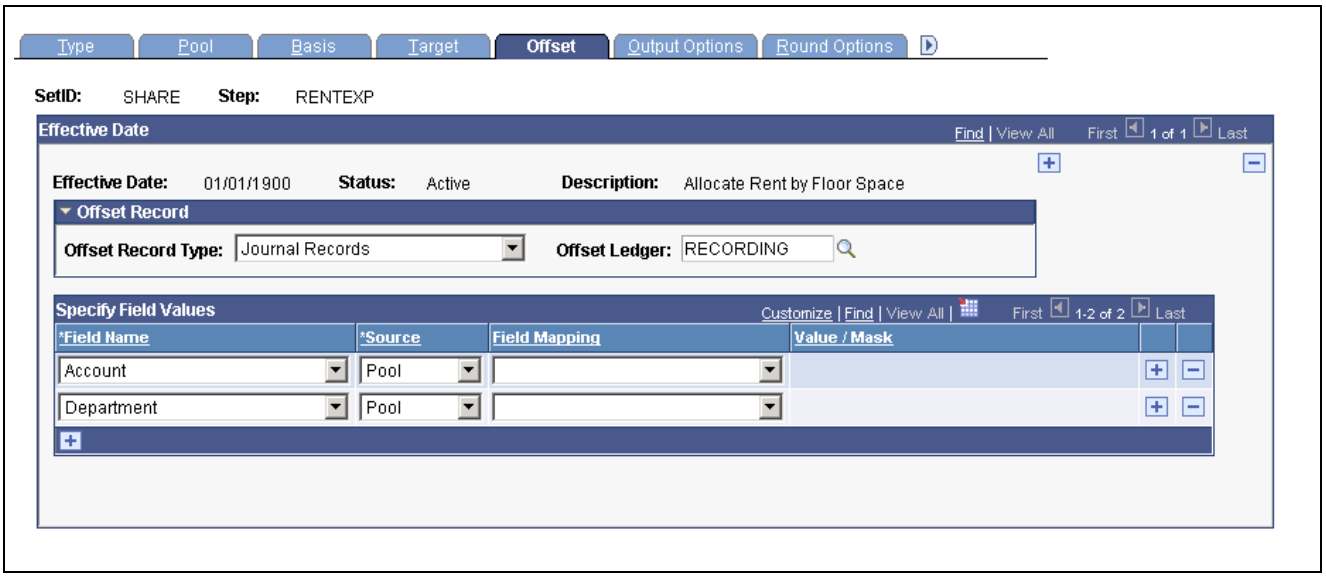
- *Pool:* Uses the field values from pool records.
- *Basis:* Uses the field values from basis records.
- *Group By:* Uses the matched field values from both the pool and basis records.
- *Value:* Specifies a fixed value for the target field. You can use this only for character- or date-type fields. You should enter a fixed date in one of these formats: mmddyy, mm/dd/yy, or mm/dd/yyyy. If you select this option, you enter the value in the Value/Mask field.
- *Begin Pd* (begin period): Uses the beginning date for the target accounting period. If you use this option, the target time span must be populated. Otherwise, the system cannot populate a date value.
- *End Period:* Uses the end date for the target accounting period. If you use this option, the target time span must be populated. Otherwise, the system cannot populate a date value.
- *Req Date* (request date): Uses the as of date that is specified on the Allocation Request page.
- *Seq Num* (sequence number): Uses the next field sequence number for the target records. The allocations process selects the maximum field sequence number for the specified target criteria and increments the number by one. This option is used if the Target Record Type field value is *Any Record.*

Field Mapping If the source is from *Pool, Basis,* or *Group by,* you can specify field mapping for those occasions when the field name for the pool or basis record differs from the field name that is in the target record. For example, this could occur if the Product field value for the target record must come from the Project field value of the pool record.

Value/Mask If you specify a fixed value in the Source field, use this Value/Mask field for character or date-type fields. You can enter a fixed date in one of the following formats: mmddyy, mm/dd/yy, or mm/dd/yyyy.

Defining the Allocation Offset

Access the Offset page.



Offset page

Offset Record Type Select *Journal Records* or *Any Table.* For journals, specify theOffset Ledger name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, multibook, and base currency). If the value in the Offset Record Type field is a table, specify the record name in theTable edit box that becomes available.

Note. If the allocation step does not require an offset, leave this field blank.

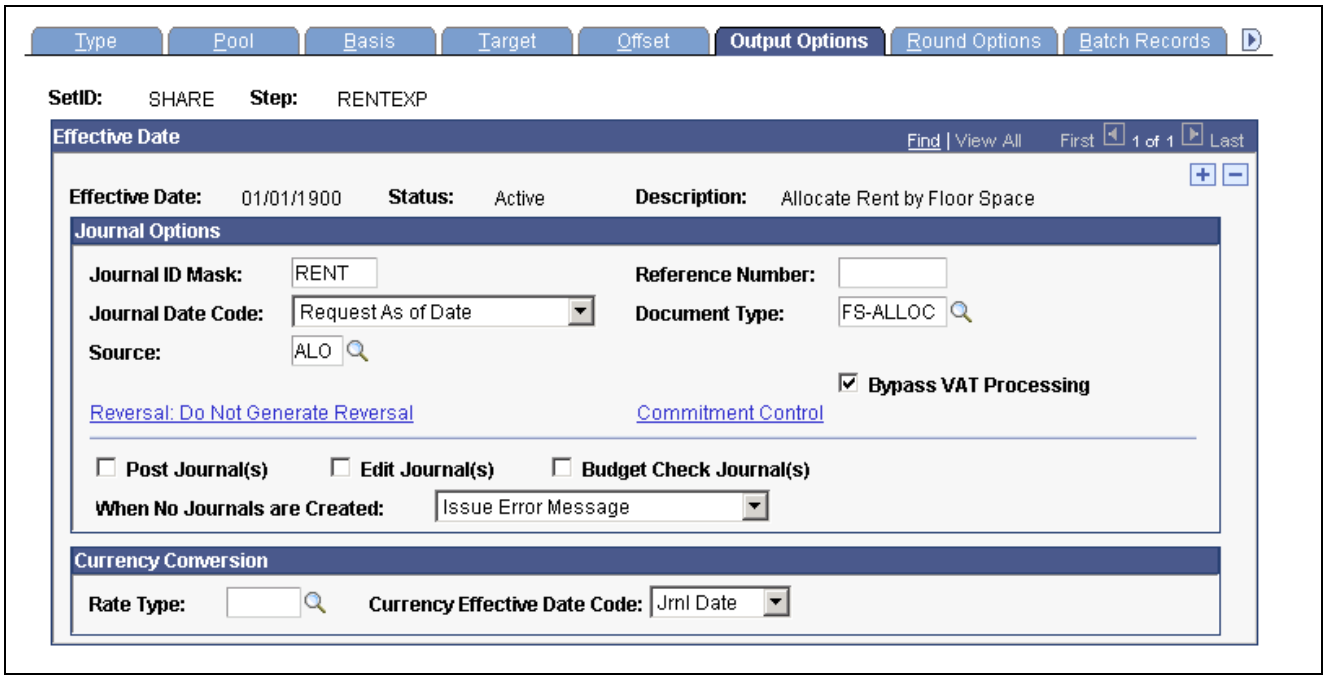
Specify Field Values Specify the offset field values. The offset fields can be directed to the pool record or a particular target table, but the purpose of the offset is always to prevent double counting.

See Also

Chapter 16, “Processing Allocations,” Defining the Allocation Target, page 549

Selecting Output Options

Access the Output Options page.



Output Options page

Journal Options

Journal ID Mask

If the target or offset is a journal that is on the Allocations Target or Allocations Offset pages, you must define the journal options.

The Journal ID Mask field enables you to specify a prefix for naming allocation 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 *ALLOC,* the allocation journal IDs might be ALLOC00001, ALLOC00002, and so on. Alternatively, the value *NEXT* causes the system to assign the next available journal ID number automatically.

Reserve a unique mask value for allocations to ensure that no other process creates the same journal ID.

Journal Date Code

You can assign a value based on the following options, all of which are adjusted to the prior working day if the next day is in the next period:

- *Request As of Date:* Uses the as of date that is specified in the Allocation Request page. As a result, the system dates all journals the same day as the allocation request. If you use the as of date, and the date is a not a working calendar day that you define on the Business Calendars page, the system adjusts the date to the next working calendar day.
- *Beginning of the Period:*Uses the beginning day of the periods that are defined in the target time span.
- *End of the Period:* Uses the last day of the periods that are defined in the target time span.

Note. You must use either the *Beginning of the Period* or *End of the Period* journal date options if you use multiple-period time spans for the target.

Source Enter the journal source. Unless you specify otherwise, the journal source moves by default to *ALO* (allocations).

Reversal Click to access the Journal Entry Reversal page.

You can set up a reversing entry for the current allocation by selecting the applicable option, which then appears in the link.

Options are:

- *Beginning of Next Period:* Creates a reversing entry that is dated the first business day of the next accounting period. It uses the business calendar that you assign to the business unit that is on the General Ledger Definition - Definition page to determine the first business day.
- *Do Not Generate Reversal:* The PeopleSoft Allocations process does not create the reversal entry, but it does mark the allocation journals with the reversal code. When the allocation journals are posted later in a separate process, the system creates the reversal entry.
- *End of Next Period:* Creates a reversing entry that is dated the last business day of the next accounting period. It uses the business calendar that you assign to the business unit on the General Ledger Definition - Definition page to determine the last business day.
- *Next Day:* Creates a reversing entry that is dated the next business day. It uses the holiday list ID that you assign to the business unit that is 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. Click in the drop-down list to display a list of valid adjustment periods (as defined on the Detail Calendar). When you select this option, you also must enter the Reversal Date. The reversal date value is used to populate the journal date and fiscal year of the reversing entry.
- *On Date Specified By User:* Enables you to select any date that is in the calendar. When you select this option, you also must enter the adjustment period and reversal date. If you enter a date on a nonworking day, and a holiday list ID is assigned to the business unit, you get an error message. The system does not reset the reversal date. You must reenter a date that is a working day.

Reference Number Enables you to refer each journal back to a document, person, invoice, date, or any other piece of information that is helpful to you when you track the source of the transaction.

Document Type If you run the PeopleSoft Allocations process for a business unit for which you enable document sequencing, you must select a document type. If you do not select a document type, you receive an error. If some of the business units require document sequencing, you assign a document type to the allocation rules regardless of whether you enable document sequencing for that business unit. If you do not enable document sequencing for any of the business units, the Document Type field is unavailable.

Bypass VAT Processing (bypass value added tax processing)

Click if you want the allocations process to skip VAT processing.

Even if Bypass VAT Processing is not selected, the journals that are created through allocations and edited do not create VAT rows for VAT applicable accounts. The VAT process processes VAT accounts that are created by the allocation process.

However, to prevent double counting, the VAT process does not create VAT lines for VAT applicable accounts that are created from allocations.

Post Journal (s)

Click to post the journals. If you select this option, the system automatically selects the Edit Journal(s) and Budget Check Journal(s) check boxes. You can clear the Budget Check Journal(s) check box if you want to run the Budget Processor later to update the commitment control ledgers.

Edit Journal (s)

Select to edit the journals that the PeopleSoft Allocations process creates so that you do not have to edit them later in a separate process. You select this option when you want to edit journals without posting them. Typically, you select this option in a multiple-step allocation process where the pool amount for the next step comes from the target of the previous step. If journals are not posted, the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the PeopleSoft Allocations process calls the Journal Edit process (GL_JEDIT) first to edit the journals.

If the journals fail in the Journal Edit process, the system does not post them to the ledger and the PeopleSoft Allocations process issues this error message: “Allocation step … is complete with journal created but not posted.” Journals can fail the Journal Edit process for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem, you might have to change the allocation step definition to avoid it.

Budget Check Journal (s)

Select this check box to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enable the commitment control option. If you select this option, the system automatically selects Edit Journal. You must edit journals before you budget check them.

When No Journals are Created

Specify what you want the PeopleSoft Allocations process to do:

- Issue the no journal message type Issue Error message.
- Issue the no journal message type Issue Warning message.

Commitment Control

Click the Commitment Control link to access the Commitment Control page.

In the Commitment Control Amount Type field, select from the following options:

Actuals and Recognized

Select for the actual amount of the expenditure or the recognized revenue transaction.

Encumbrance

Select if the journal is not an actuals transaction. Instead, it records the amount that you authorize to be spent. This usually occurs when you create a contract or a purchase order.

Pre-Encumbrance

Select if the journal is not an actual transaction. Instead, it records the amount that you expect to expend. This usually occurs when you create a requisition.

Collected Revenue Select if the journal records the collected amount from a prior revenue transaction.

Actuals, Recognize and Collect Select if the journal records both recognize and collect amounts on the revenue estimate budget ledger.

Planned Select if the journal records the amount that you plan to spend. This amount is only an estimate; it is not yet an actual transaction.

Bypassing or Overriding Budget Checking

Click the Commitment Control link to access the Commitment Control page.

Bypass Budget Checking You can select this option to temporarily allow the journal to bypass budget checking. This field is active only if you select the option on the Installation Options - GL/Budget page.

Override If selected, journal entries are allowed to pass budget checking if they exceed their budgeted amount. This field displays the override user ID and override date.

Budget Entry Type

The following options apply to commitment control budget journals:

Original Select to indicate an original budget journal entry. Used to record adopted or approved budgets.

Adjustment Select to indicate an adjustment to an original budget.

Parent Budget Options

Automatic generation of parent budget impacts revolves around the *originating* journal. The originating journal is a child level budget, budget adjustment, or transfer budget journal, entered manually or by journal import or allocations, on which parent or multiple parent budget level impacts are generated.

The automatic generation of parent budgets is discussed in the Commitment Control PeopleBook in the chapter dealing with posting of budgets.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Entering and Posting Commitment Control Budget Journals,” Generating Parent Budgets, Budget Adjustments and Budget Transfers Automatically.

Table Output Option

Table Output Option If the target or offset record that you select is *Any Table* on the Allocation Target or Allocation Offset pages, the Table Output Option field becomes available and you can select *Replace Existing Amount*or *Update Existing Amount.*

Currency Conversion

The currency conversion fields are used by the PeopleSoft Allocations process to convert the base currency amount of the target and offset. The process converts the base currency if the base currency of the target and offset is different from the base currency of the pool. When allocating to a table, the business unit of the target and offset must be a General Ledger business unit; otherwise, the process does not convert the base currency amount.

Rate Type Specify the currency conversion exchange rate type. When allocating to a journal, if the rate type is blank, the process uses the rate type from the primary ledger of the target and offset ledger group. When allocating to a table, if the rate type is blank, the process does not convert the base currency amount.

Currency Effective Date Code Select one of the following for the allocation:

- *Jrnl Date* (journal date)
- *Req Date* (request date)

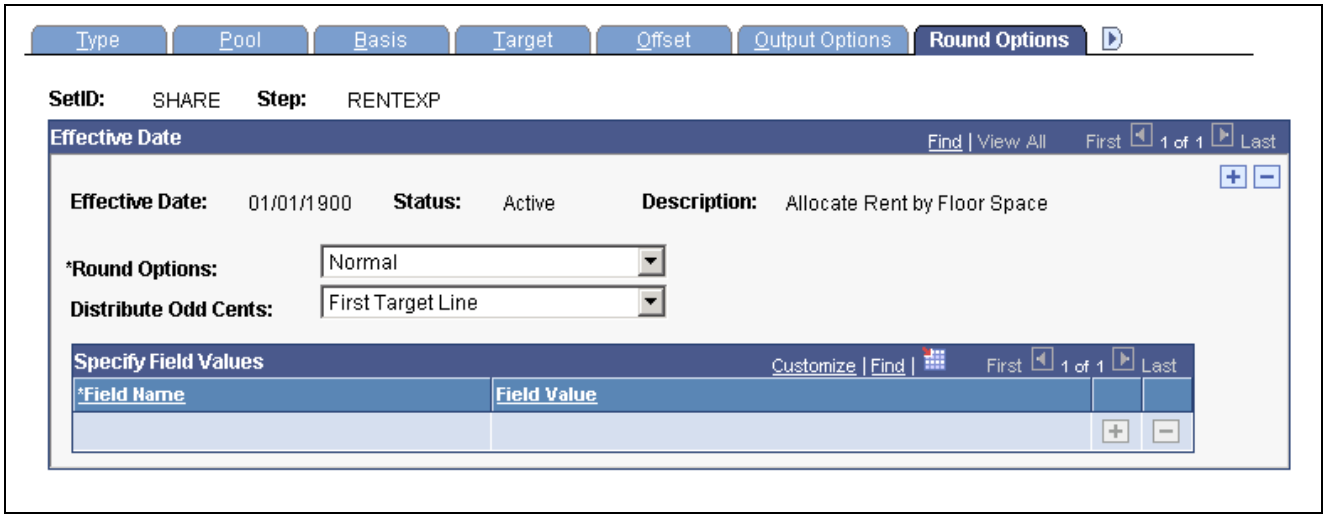
See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Processing Journals"

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

Selecting Rounding Options

Access the Round Options page.



Round Options page

Round Options Specify the method to use to round the allocation amount from the following options:

- *Normal:*This is the default. The process rounds the allocated amount based on the decimal precision of the currency control value. For example, 104.495 is rounded to 104.50 GBP.
- *Round Down:* The process rounds the allocated amount down to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 is rounded down to 104.49 GBP.
- *Round Up:* Rounds the allocated amount up to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 and 104.494 are both rounded up to 104.50 GBP.
- *Truncate:*Truncates the allocated amount after the decimal precision of the currency control value. For example, 104.495 and 104.4949 are truncated to 104.49 GBP.

Distribute Odd Cents For allocation types of prorata, spread even, and fixed basis, the process balances the target and offset amounts to the pool amount that is allocated. In other words, the process attempts to allocate 100 percent of the pool amount to the target and offset amount, sometimes resulting in odd cents. The Distribute Odd Cents option gives you the flexibility to determine where to distribute odd cents. Because allocation processing is set based rather than row-by-row to improve performance, this option is required for allocation types of prorata, spread even, and fixed basis.

- *First Target Line:* This is the default. Odd cents are distributed to the first target line.
- *Specify ChartFields:* Define the ChartFields to which the system distributes the odd cents.
- *Last Target Line:* Select to distribute odd cents to the last target line.
- *Largest Target:* Select to distribute odd cents to the target line with the largest amount.

If you are allocating within ChartFields or grouping by ChartFields in the definition, the process distributes odd cents with each group, ChartField value.

Note. PeopleSoft recommends that you select the first two options for optimum performance.

Field Name and **Field Value** If you select *Specify ChartFields* as the Distribute Odd Cents option, enter the ChartField combination to which you want to distribute the odd cents. Enter the ChartField in the Field Name field and the ChartField value in the Field Value field. For example, enter *ACCOUNT* for the field name and *100000* for the field value.

The following examples show how the process rounds the allocation amounts if you select one of the options on this page:

Allocation Type Spread evenly.

Pool Amount 1000.00 with a currency precision of two for USD.

Pool Factor 100.00.

Basis Dept ID: 11001, 12000, 13000, 14000, 15000, 16000.

Target Account: 100000.

Dept ID: values from basis.

Example 1

The first example shows how the process rounds the allocation amounts if you specify the following options:

Distribute Odd Cents Specify ChartField.

Account: 100004.

Dept ID: 41000.

Round Options Normal.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis).

(1000 (1/6)) = 166.67 rounded:

Account	Dept ID	Allocated Amount
100000	11001	166.67
100000	12000	166.67
100000	13000	166.67
100000	14000	166.67
100000	15000	166.67
100000	16000	166.67
100004	41000	-0.02

Example 2

The second example shows how the process rounds the allocation amounts if you specify the following options:

Distribute Odd Cents Last target line.

Round Options Round up.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis) + .005.

(1000 (1/6)) = 166.67 rounded:

Account	Dept ID	Allocated Amount
100000	11001	166.67
100000	12000	166.67
100000	13000	166.67
100000	14000	166.67

Account	Dept ID	Allocated Amount
100000	15000	166.67
100000	16000	166.65

Example 3

The third example shows how the process rounds the allocation amounts if you specify the following options:

Distribute Odd Cents Largest target.

Round Options Round down.

The process uses the following formula to calculate the amounts:

Allocated Amount = (Pool Amount (Pool Factor/100)) (Basis Amount/Total Basis) - .005.

(1000 (1/6)) = 166.67 rounded:

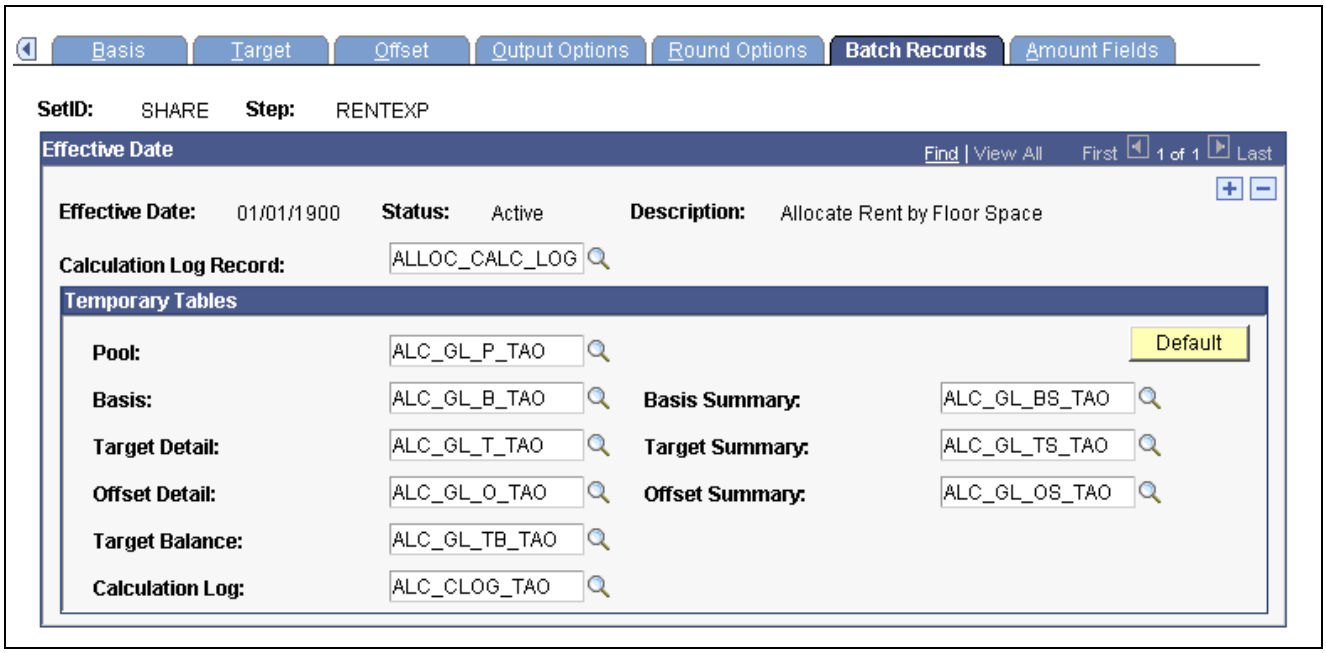
Account	Dept ID	Allocated Amount
100000	11001	166.70
100000	12000	166.66
100000	13000	166.66
100000	14000	166.66
100000	15000	166.66
100000	16000	166.66

See Also

Chapter 16, “Processing Allocations,” Selecting Rounding Options, page 556

Specifying Batch Records

Access the Batch Records page.



Batch Records page

Calculation Log Specify the temporary table (ALC_CLOG_TAO) to the calculation log.

Pool Specify the temporary table for the pool data. The PeopleSoft Allocations process uses this table to store the temporary data for the pool.

Basis Specify the temporary table for the basis data. The PeopleSoft Allocations process uses this table to store the temporary data for the basis.

Target Detail Specify the temporary table for the target detail data. The PeopleSoft Allocations process uses this table to store the temporary data for the target.

Target Summary Specify the temporary table for the target summary data. The PeopleSoft Allocations process uses this table to store the summarized data for the target and offset.

Offset Detail Specify the temporary table for the offset detail data. When allocating to a journal, sometimes the process uses a separate temporary table to store the offset data.

Offset Summary Specify the temporary table for the Offset Summary data. Data is summarized from the target record or journals. When allocating to a journal, sometimes the process uses a separate temporary table to store the offset summary data.

Target Balance Specify the temporary table for the target balance data. The PeopleSoft Allocations process uses this table to store the target balance lines, which are necessary to balance the target and offset against the pool amount.

Calculation Log Record Specify to create a calculation log for a complete audit trail for debugging. Select the Create Calculation Log option on the Allocation Request page. You can use the delivered calculation log record, ALLOC_CALC_LOG, for all allocation steps that are processed against the actuals ledger (but not the budgets ledger, which might have ChartFields that are different from the actuals ledger). If the allocation is not processed against the actuals ledger, modify the Calculation Log Record field or create a unique record.

Default

Click to assign the default temporary tables. The process assigns the temporary tables based on the setup of the pool, basis, target, and offset.

PeopleSoft delivers these standard temporary (TAO) tables:

Temporary Table	General Ledger	Projects
Calculation log	ALC_CLOG_TAO	ALC_CLOG_TAO
Pool	ALC_GL_P_TAO	ALC_PC_P_TAO
Basis	ALC_GL_B_TAO	ALC_PC_B_TAO
Basis Summary	ALC_GL_BS_TAO	ALC_PC_BS_TAO
Target Detail	ALC_GL_T_TAO	ALC_PC_T_TAO
Target Summary	ALC_GL_TS_TAO	ALC_PC_TS_TAO
Offset Detail	ALC_GL_O_TAO	ALC_PC_T_TAO
Offset Summary	ALC_GL_OS_TAO	ALC_PC_TS_TAO
Target Balance	ALC_GL_TB_TAO	ALC_PC_TB_TAO

Use the standard General Ledger TAO tables to allocate ledger (including all ledger, commitment control, projects, and budgets) and journal data.

Use the standard Project Costing TAO tables to allocate projects resource data.

Note. When allocating to a journal, the PeopleSoft Allocations process sometimes uses a separate temporary table for the offset detail and offset summary data in order to optimize the processing performance. The process determines if it must use a separate temporary table at runtime. Even if you specify a different table for the offset detail and summary, the process might not use a separate temporary table to process the offset data. There are no delivered offset detail and summary TAO tables for projects because these tables are not used to allocate to a journal.

PeopleSoft recommends that you use the standard delivered TAO tables.

Note. If you specify the value Any Table in the Pool Record Type field, add any additional fields that might be required to the delivered ALC_GL_P_TAO table.

If you are using your own customized TAO tables, use the delivered TAO tables as a model. Open the delivered TAO table and do a save as to create a TAO table. The following fields are required:

- PROCESS_INSTANCE, LOGICAL_RECORDS, BUSINESS_UNIT, BUSINESS_UNIT_IU.

- ChartField that are applicable to the process, such as Account, DEPTID, and so on.
- Amount Fields and the currency control fields that are applicable to the amounts that are allocated.

  This should also include the calculation log pool and basis amount fields, namely, ALLOC_POOL_AMT, ALLOC_POOL_PBA, ALLOC_POOL_PTR, ALLOC_BASIS_AMT, ALLOC_BASIS_TOT.
- Fields required for interunit processing, IU_TRAN_GRP_NBR, IU_ANCHOR_FLG.
- Fields required for intraunit processing, CF_VALUE1 to CF_VALUE10.
- Field required for base currency conversion, BASE_CURRENCY_POOL, RATE_MULT, RATE_DIV.
- Fields required for time span, ACCOUNTING_PERIOD, FISCAL_YEAR.
- Other fields that are applicable to the setup.

  For example, if you are allocating to a specific ledger, add field LEDGER to the TAO tables.

Note. To increase performance, the PeopleSoft Allocations process attempts to use a dedicated temporary table for all TAO tables. If you are using your own TAO tables, use dedicated temporary tables that are created in PeopleSoft Application Designer and define the record type as a temporary table. Define the temporary tables in the definition of the PeopleSoft Allocations process (FS_ALLC).

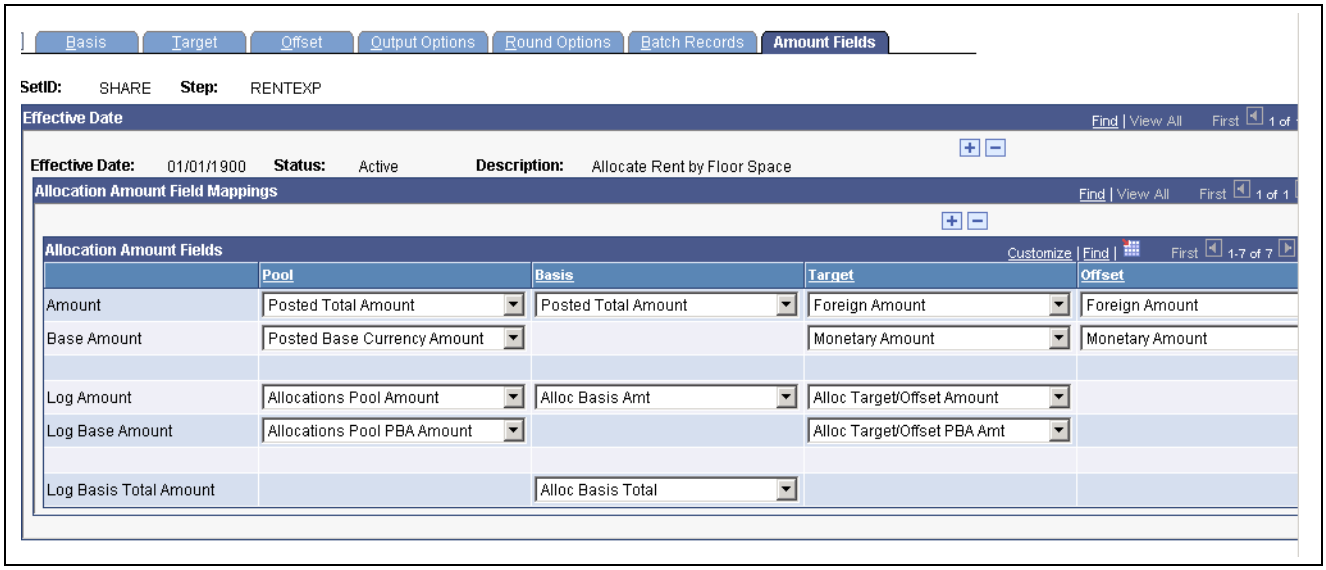
See Also

Chapter 16, "Processing Allocations," Defining the Allocation Basis, page 545

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Understanding General Ledger Background Processes"

Defining Amount Fields

Access the Amount Fields page.



Amount Fields page

Use this page to define the fields in the chosen pool record that store the pool amounts, the fields in the chosen basis record that store the basis amounts, and where the system is to put the calculated amounts in the chosen target and offset records.

You can specify many sets of amount fields to perform allocations. For example, Project Costing can allocate on both resource amount and resource quantity fields in the same allocations. You can allocate pool resource amounts by using the basis resource amount percentage-to-total ratio and the pool resource quantity by using the basis resource quantity percentage-to-total ratio. You can also allocate both the pool resource amount and resource quantity using the basis resource amount percentage-to-total ratio. This page gives you the flexibility to define how the amounts are distributed from the fields in the pool record to the fields in the target and offset record.

General Ledger provides information about the total balances in the base currency and in individual transaction currency balances. Use the posted total amount field to get the total balance in the base currency. You can use the Posted Transaction Amount field to get the individual transaction currency balances. The Posted Transaction Amount (POSTED_TRAN_AMT) and Posted Total Amount (POSTED_TOTAL_AMT) fields exist in the ledger table to store different currency information.

The following simplified example illustrates the totals as recorded in the ledger for three transactions in three currencies: 1000 EUR, 100 USD, and 1000 GBP. Assume that the base currency is USD. Also, assume that 1 EUR is equal to 1.10 USD and that 1 GBP is equal to 1.58 USD. After the three transactions are recorded, the balances in the ledger are as follows:

Currency	Posted Total Amount	Posted Base Currency Amount	Posted Transaction Amount
EUR	1000	1100	1000
USD	2780	100	100
GBP	1000	1580	1000

Note. The Foreign Amount (FOREIGN_AMOUNT) field on the journal line is the transaction currency amount and is ultimately recorded in the posted transaction amount. The Monetary Amount (MONETARY_AMOUNT) field on the journal line is the equivalent of the base currency amount and is recorded in the posted base amount. It is important to keep this relationship between ledger and journal line fields in mind when the target and offset are journal lines.

Fixed Pool Amount Enter an amount if the pool is not a record but a fixed amount. This field is not available if you do not specify *Fixed Amount* in the Pool Record Type field on the Pool page.

Amount Select amount fields for the Pool, Basis, Target, and Offset. Depending on the records and fields that you specify on the Pool, Basis, Target and Offset pages, the system displays possible fields for the amount in the drop-down menus. Following are values for a RENTEXP allocation example that uses the ledger group record and the Account field for pool and basis and is allocating the pool amount to the journal record for target and offset.

The values that are available in the drop-down menus differ depending on the records and fields that are specified for the basis, pool, target and offset, and thus for the product for which the allocation is intended. For example, the values are different for Project Costing and General Ledger allocations because the records and fields are different. You must thoroughly understand the relationship between records and fields in the product and between pool, basis, target, and offset before you can successfully complete the allocations.

- Pool amount: Select the field in the pool record that provides the amounts that are to be allocated to the target and offset.

For example, select the Posted Transaction Amount (POSTED_TRAN_AMT) in the ledger record when you are allocating transaction amounts to the target and offset.

- Basis amount: Select a field in the basis record that you can use to determine in what proportion the pool amounts are distributed to the target and offset.
- Target amount: Select the field in the target record where the pool amounts are to be distributed. For example, the transaction (FOREIGN_AMOUNT) field in the journal line record.
- Offset amount: Select a field in the offset record where the pool amounts that are distributed to the target are offset, or cleared.

  Offset is only necessary when you must prevent double counting. For example, FOREIGN_AMOUNT in the journal line record offsets (balances out) the amount that is distributed to the target in the FOREIGN_AMOUNT field when posted to the ledger.

Base Amount Select from the values for the Pool, Target, and Offset fields.

- Pool base amount: Select the field in the pool record that contains the amount that is the base currency that is equivalent to the pool Amount field.

  For example, POSTED_BASE_AMT is the base currency equivalent of POSTED_TOTAL_AMT in the ledger record and MONETARY_AMOUNT is the base currency equivalent of FOREIGN_AMOUNT in the journal line record. When you specify the base amount for the pool, the PeopleSoft Allocations process assumes that the amounts are monetary and uses the currency control fields that are defined for the Pool, Target and Offset records to determine the currency codes.
- Target base amount: Select the Amount field in the target record that contains amounts that are the base currency equivalent of the Target Amount field.

  For example, MONETARY_AMOUNT is the base currency equivalent of FOREIGN_AMOUNT in the journal line record.
- Offset base amount: Select the field in the offset record for which is the base currency equivalent of FOREIGN_AMOUNT on the journal line record.

  This field is optional. Its purpose is to support multicurrency functionality for monetary amount fields in allocations. If the target amount is a statistical amount or only one currency is involved, leave this field blank.

Transaction Amount Specify the *Posted Transaction Amount* to allocate the individual transaction currencies when the target record is specified as *Any Table* on the Target page. The allocation must be allocating to a record for this field to be available. It does not appear on the Amount page otherwise.

Log Amount Select the appropriate fields from the Calculation Log record used to store the pool, basis, and target amounts to provide an audit trail.

Log Base Amount Select the appropriate fields from the Calculation Log record:

- Pool log base amount: Select the field that is used to store the pool base currency amount for an audit trail.
- Target log base amount: Select the amount field that is used to store the calculated target base currency amount for an audit trail.

Log Basis Total Amount The amount field in the Calculation Log record that is used to store the total basis amount for the audit trail. Dividing the value stored in the Log Basis field by the value stored in the Log Basis Total field gives you the percentage of pool amount distributed to the target.

The following are examples of the setup for the amount fields for various allocation scenarios.

For example, if you are allocating on monetary amounts for General Ledger, the pool record might be Ledger Group ACTUALS and the Target record journals ACTUALS. The allocation fields are:

Allocation Amount Fields	Field Value
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT

The actual pool and target records are LEDGER and JRNL_LN, respectively. The currency control fields that are defined in PeopleSoft Application Designer for the POSTED_TOTAL_AMT, POSTED_TRAN_AMT, and POSTED_BASE_AMT fields are the CURRENCY_CD and BASE_CURRENCY fields for the LEDGER record. The currency control fields that are defined in PeopleSoft Application Designer for the FOREIGN_AMOUNT and MONETARY_AMOUNT fields are the FOREIGN_CURRENCY and CURRENCY_CD fields for the JRNL_LN record.

Using these currency control field definitions, allocations automatically determine that the target record's FOREIGN_CURRENCY field value source is from the pool record's CURRENCY_CD field value, and the target record's CURRENCY_CD field value source is from the pool record's BASE_CURRENCY field value. You need not define the currency field values explicitly for the Target and Offset fields.

These currency control field values also determine the currency precision and rounding feature in the PeopleSoft Allocations process. For example, if the target record FOREIGN_CURRENCY field value is USD, the system rounds the FOREIGN_AMOUNT to the second decimal. If the target record FOREIGN_CURRENCY field value is JPY (Japanese yen), the system rounds the FOREIGN_AMOUNT to the integer.

The PeopleSoft Allocations process uses the target record's currency control field values to determine the currencies that are for the target and offset records. If you are allocating on fixed pool amounts, there is no pool record; you must specify the target and offset records' currency field values in the Target and Offset fields. For example, if you are allocating 100.00 USD, you enter 100 in the Fixed Pool Amount field on the Amount page. On the Target and Offset pages, specify the FOREIGN_CURRENCY and CURRENCY_CD fields in the Specify Field Values group box. Set the Source field value on the Target and Offset page to *Value.*

The following table is an example of the fields that are used when allocating on monetary amounts in PeopleSoft applications:

Allocation Amount Field	Field Value
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Basis Amount	POSTED_TOTAL_AMT

Allocation Amount Field	Field Value
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	ALLOC_POOL_PBA
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

The following example shows fields used when allocating to statistics amounts in PeopleSoft applications:

Allocation Amount Field	Field Value
Pool Amount	POSTED_TOTAL_AMT
Pool Base Amount	optional
Basis Amount	POSTED_TOTAL_AMT
Target Amount	STATISTIC_AMOUNT
Target Base Amount	optional
Offset Amount	STATISTIC_AMOUNT
Offset Base Amount	optional
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	optional
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	optional

If you are multiplying a statistics pool amount (such as, hours) by a basis amount (such as , hourly rate) in PeopleSoft applications to create a monetary amount target, explicitly specify the FOREIGN_CURRENCY and CURRENCY_CD field values for the target and offset record. The amount fields are defined as follows:

Allocation Amount Field	Field Value
Pool Amount	POSTED_TOTAL_AMT
Pool Base Amount	optional
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY_AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT
Pool Log Base Amt	optional
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

If you are creating budgets for next year in PeopleSoft applications and you do not want to carry all foreign currencies in the budget ledger but instead you want to use the consolidated total amounts for all currencies, you can specify the currency code equal to the base currency for your pool. Define the amount fields as follows:

Allocation Amount Field	Field Value
Pool Amount	POSTED_TRAN_AMT
Pool Base Amount	POSTED_BASE_AMT
Basis Amount	POSTED_TOTAL_AMT
Target Amount	FOREIGN_AMOUNT
Target Base Amount	MONETARY AMOUNT
Offset Amount	FOREIGN_AMOUNT
Offset Base Amount	MONETARY_AMOUNT
Pool Log Amt	ALLOC_POOL_AMT

Allocation Amount Field	Field Value
Pool Log Base Amt	ALLOC_POOL_PBA
Basis Log Amt	ALLOC_BASIS_AMT
Basis Log Total	ALLOC_BASIS_TOT
Target Log Amt	ALLOC_TARG_OFF_AMT
Target Log Base Amt	ALLOC_TARG_OFF_PBA

Defining the Allocation Group

To define the allocation group, use the Define Allocation Group component (ALLOC_GROUP).

This section provides an overview of the allocation group and discusses how to put process steps in allocation groups.

Understanding the Allocation Group

You can define multiple allocation steps for step-down allocations across ChartFields. The target for each step can become the next step's pool or basis. You define an allocation group for these steps and then process the allocation on the group. If a step in the sequence fails, the Continue option determines if processing continues for the next step.

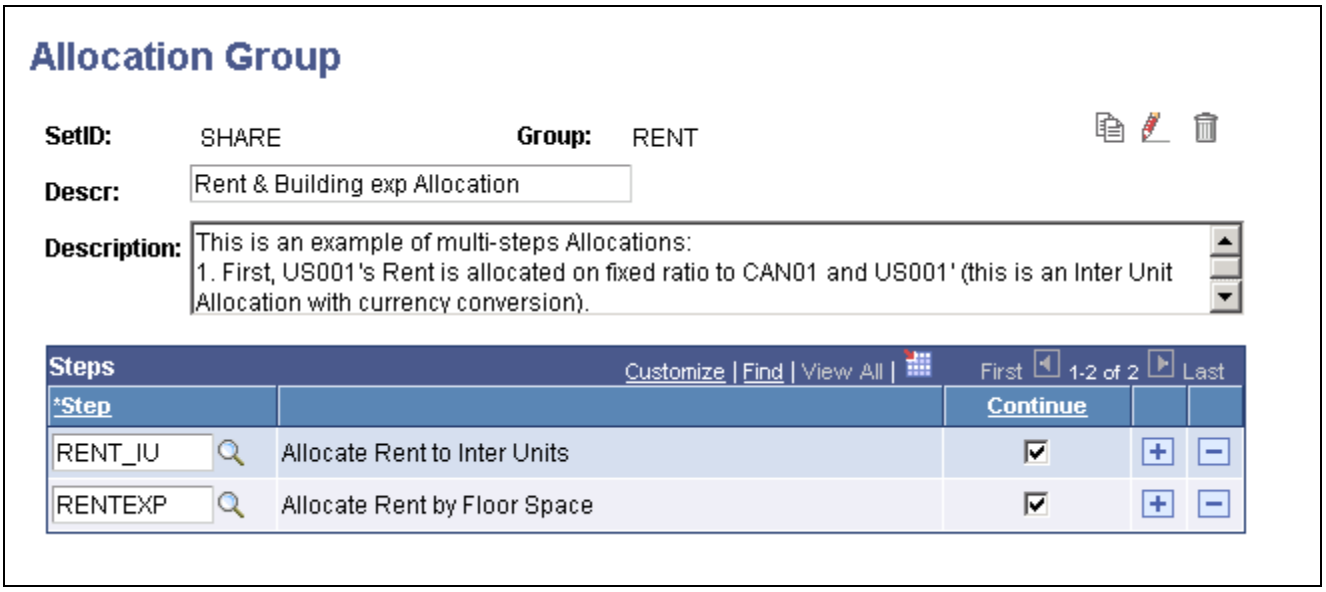
Note. Even if there is only one step in an allocation, you must define an allocation group.

Page Used to Define Allocation Group

Page Name	Object Name	Navigation	Usage
Allocation Group	ALLOC_GROUP	Allocations, Define and Perform Allocations, Define Allocation Group	Define multiple allocations across ChartFields.

Putting Process Steps in Allocation Groups

Access the Allocation Group page.



Allocation Group page

Use the icons in the upper right corner of the page to copy, rename, or delete the allocation group.

	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.
Descr (description)	Enter a short description to appear in prompt lists and reports and enter a long description in the Description box below. This is particularly useful for documenting the purpose of each step in a complex allocation.
Step	Enter the name of the process step that determines the various allocations processing options in addition to the pool, basis, target, and offset ChartFields. Define each allocation step in a series of pages. You must define a step before you can select it in the allocation process group sequence. After it's defined, you can use a step in any number of allocations. The sequence determines the order in which the PeopleSoft Allocations process performs the steps. It is important to enter them in the correct sequence because the target of each step becomes the pool for the next step (or basis if the journals are posted).
Continue	Select for a specific step to indicate that you want the system to continue processing even if that allocation step fails.

See Also

Chapter 16, "Processing Allocations," Defining Allocation Process Steps, page 537

Copying, Renaming, or Deleting Allocation Steps

This section provides an overview of copying, renaming, or deleting allocation steps and discusses how to copy, rename, or delete allocation steps.

Understanding Copying, Renaming, or Deleting Allocation Steps

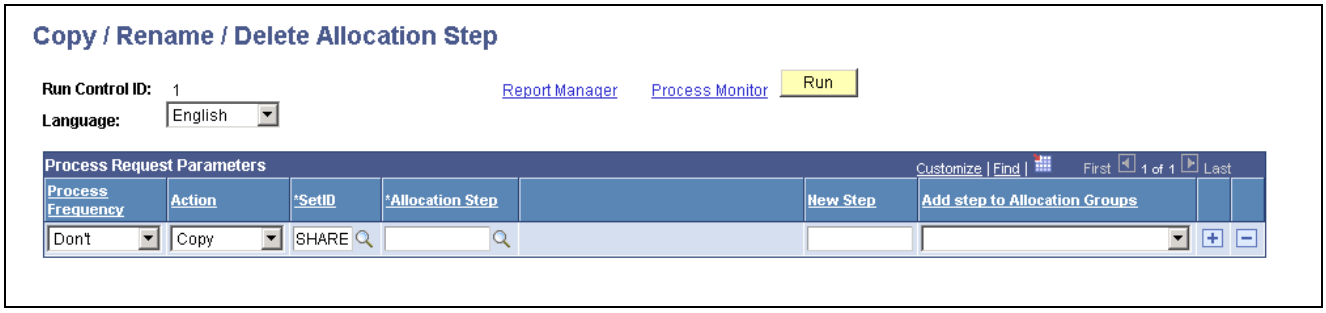
The PeopleSoft Allocations process requires several steps. Chances are that some of the steps in a single allocation—or even steps for a different allocation altogether—can be quite similar. It's possible to use identical steps in several allocations simply by specifying the step name; there is no limit to the number of times or places that you can use a given step.

Page Used to Copy, Rename, or Delete Steps

Page Name	Object Name	Navigation	Usage
Copy / Rename / Delete Allocation Step	GL_ALC_COPY	Allocations, Define and Perform Allocations, Copy / Rename / Delete Allocation Step	Create new steps that are identical or similar to the ones that you already defined. Also rename or delete an allocation step.

Specifying the Parameters for a Copy, Rename, or Delete

Access the Copy / Rename / Delete Allocation Step page.



Copy / Rename / Delete Allocation Step page

Action Select one of the action options:

For *Copy* or *Rename,* the New Step field is available. Use this field to identify the new step or rename the original one.

If you select *Delete,* the process purges the step definition from the system.

If you rename to delete a process step, the process automatically updates the allocation process groups.

Allocation Step Select the step that you want to manipulate.

Add Step to Allocation Groups When you copy a step, you can choose one of the following options to add the step to the process group where the process step, used to copy the new step, exists:

- Add after process step.

- Add first in group.
- Add last in group.
- Do not add in group.

Creating Adjusting Entry Journals

To create adjusting entry journals, use the TimeSpans component (TIME_SPAN).

This section provides an overview of allocations and adjusting entry journals and discusses how to:

- Set up time span definitions specifying absolute period.
- Set up time span definitions specifying relative period.
- Allocate to multiple adjustment periods.
- Specify the Adjusting Entry option.

Understanding Allocations and Adjusting Entry Journals

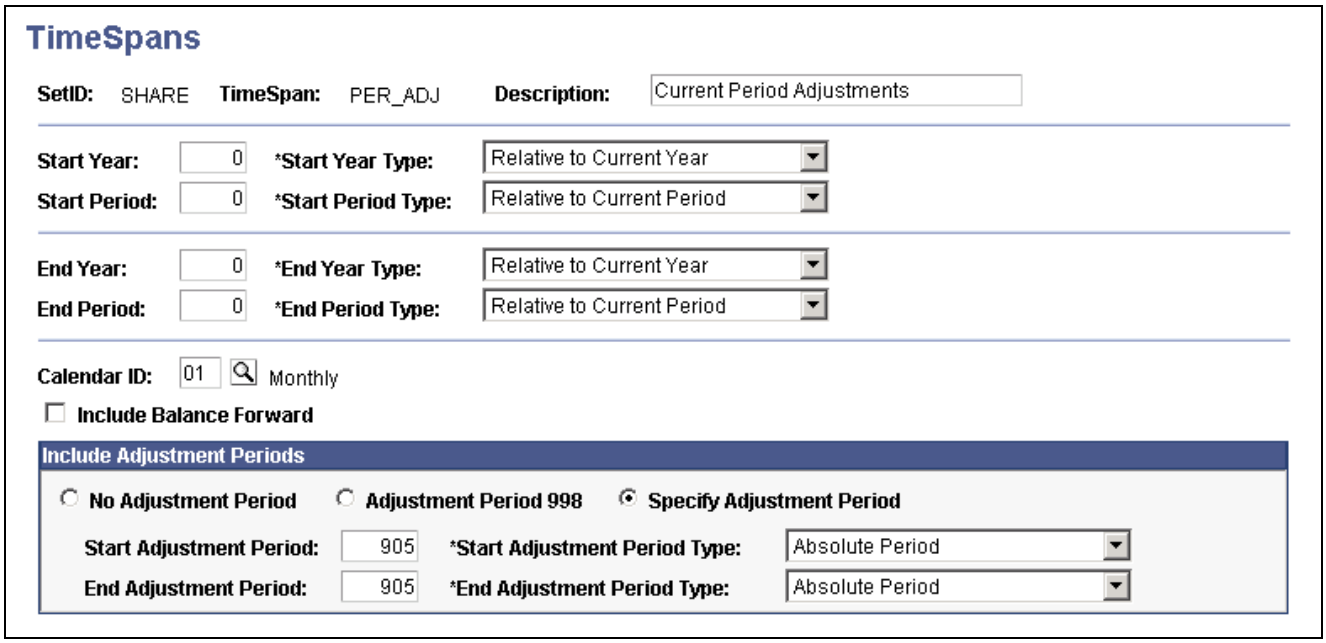
The PeopleSoft Allocations process supports creating adjusting entry journals, where the accounting period is an adjustment period. Adjustment periods can be defined as absolute period or relative to current period.

Page Used to Create Adjusting Entry Journals

Page Name	Object Name	Navigation	Usage
TimeSpans	TIME_SPAN	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans	Specify the adjusting period's type for the output.

Setting Up TimeSpan Definitions Specifying Absolute Period

Access the TimeSpans page.

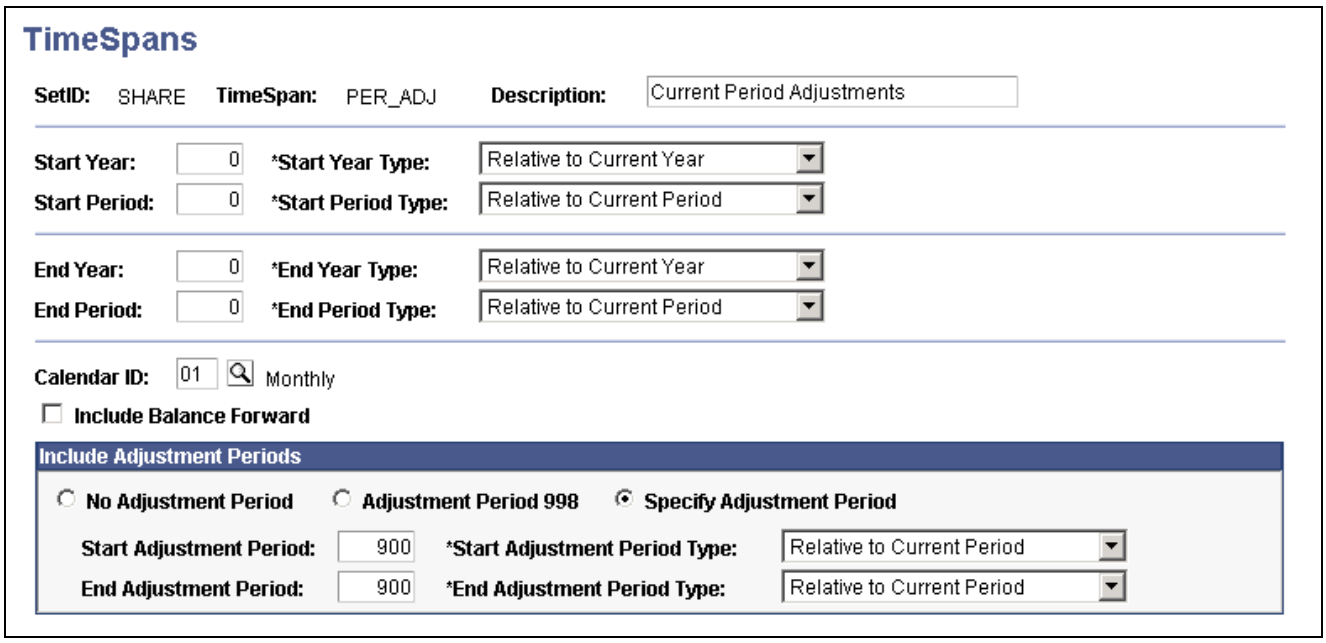


TimeSpans page

In this example, the adjustment period is set up for the absolute period of *905*.

Setting Up TimeSpan Definitions Specifying Relative Period

In the following example, the adjustment periods are defined relative to the current regular period:



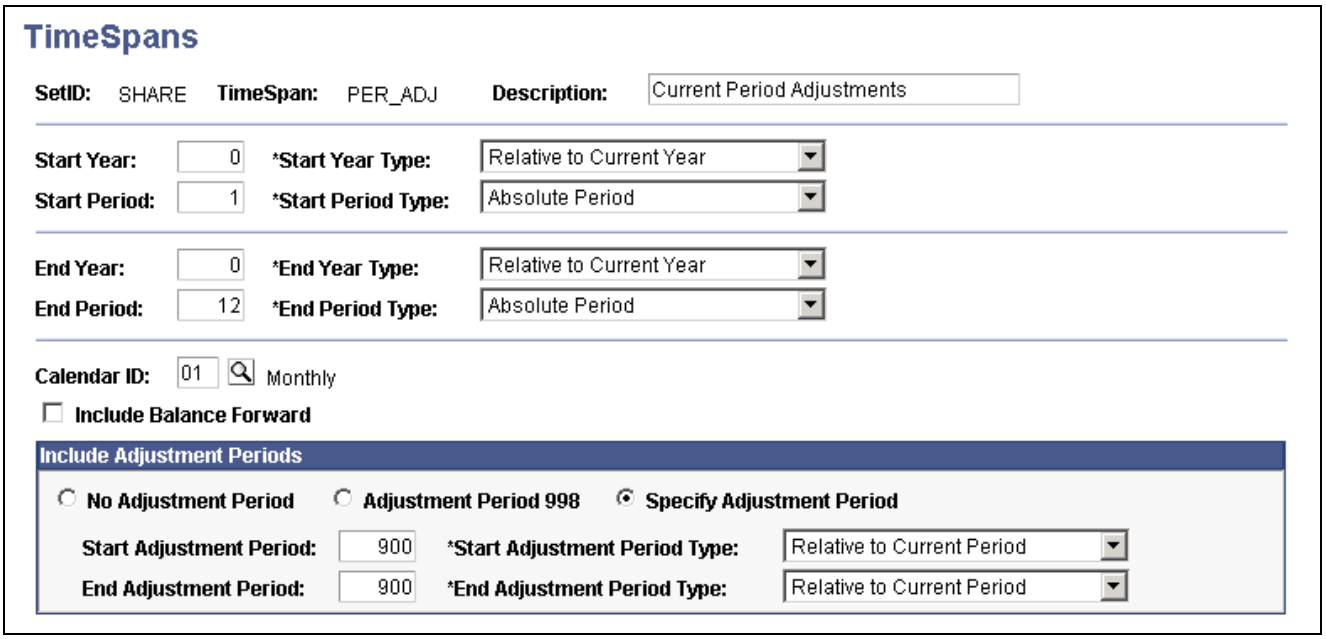
TimeSpan determined relative to current period

The adjustment period is the Start Adjustment Period/End Adjustment Period value that is specified, plus the current regular period. For example, suppose that you are processing allocations in March, then the current period is 03 (monthly calendar) and the adjustment period is 903.

The advantage of defining the adjustment period as relative to the current period is that you need not maintain the adjustment period value in the time span.

Allocating to Multiple Adjustment Periods

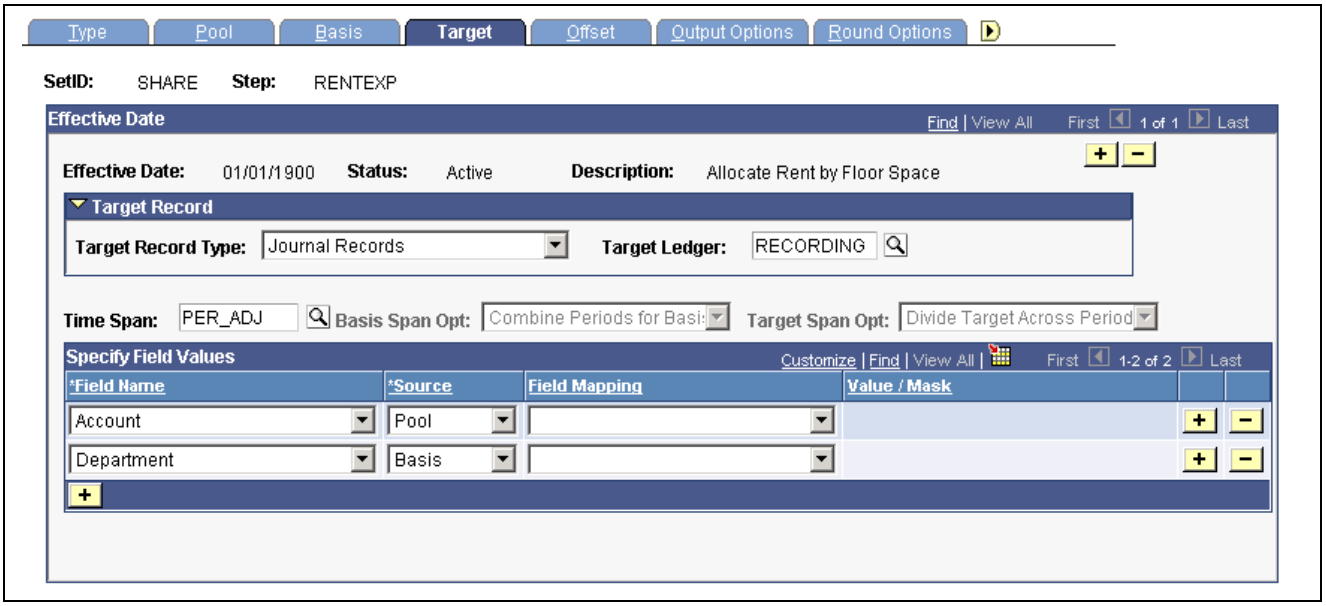
Use relative adjustment periods to allocate to multiple adjustment periods. In this example, the TimeSpans page is defined for allocations to create adjusting journal entries for adjustment periods 901 through 912:



TimeSpan for multiple adjustment periods

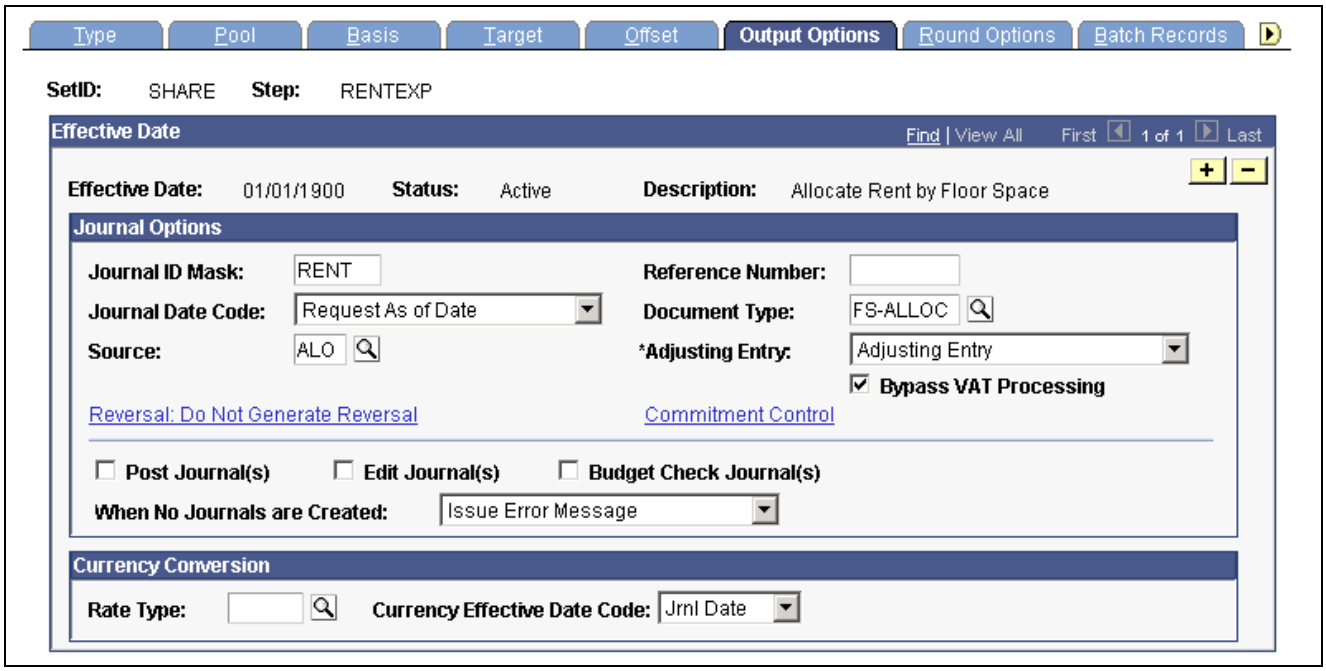
Specifying the Adjusting Entry Option

Select a time span that uses adjustment period on the allocations Target page.



Specifying the adjustment period time span on the Target page

If the time span that you select on the Target page is not set up to use adjustment periods, the Adjusting Entry options on the allocation Output Option page are not visible.



Selecting adjusting entry on the Output Options page

The PeopleSoft Allocations process uses this option to determine which accounting periods are used with the journals. If the Adjusting Entry option is selected, the PeopleSoft Allocations process creates the journal or journals with the adjustment period or periods that are defined in the target time span. If the option is not selected, allocations creates the journal or journals with the regular accounting period or periods.

Setting Up Interunit and Intraunit Allocations

The PeopleSoft Allocations process creates what are initially unbalanced allocation journal entries between legal entities (interentity), between business units (interunit), and among balancing ChartFields within a particular business unit (intraunit).

The PeopleSoft Allocations process does not create the interunit and intraunit balancing journal lines as a part of the process. The interunit and intraunit balancing transaction lines are created by the Inter/IntraUnit Processor, which is run from journal edit.

In the following example, business unit JP001 is allocating rent expense that is accumulated in its account 640000 in the amount of 1000000 JPY to JP001, JP002, and JP003 on a fixed basis of 50 percent, 20 percent, and 30 percent, respectively.

The following illustrates a simple allocation of this expense across multiple business units:

BU Pool	Fixed Basis	Target by Basis	Offset to BU Pool
JP001	50 percent to JP001	JP001	JP001

BU Pool	Fixed Basis	Target by Basis	Offset to BU Pool
	20 percent to JP002	JP002	
	30 percent to JP003	JP003	

You create an interunit and intraunit allocation much as you would any other, except that you must select an appropriate transaction code on the Allocation Type page. The PeopleSoft Allocations process populates this value on each journal entry line.

The transaction code is a means to categorize interunit and intraunit transactions. In this instance, we have used the delivered System Transaction for General Ledger journals (GLJ) and the Transaction Code JOURNALS.

If you want to distinguish the allocated interunit and intraunit rent receivables and payables from all others, you can create a transaction code (such as AllocJrnl) and map it to the GLJ System Transaction. You must also create interunit templates and intraunit templates that associate the new transaction code with accounting entry types for which you provide ChartField values that are used by the system to complete the partial interunit and intraunit entries.

The PeopleSoft Allocations process supplies the following information for the journal header:

Business Unit	Business Unit IU	System Transaction	Transaction Code
JP001	JP001	GLJ	JOURNALS
JP002	JP001	GLJ	JOURNALS
JP003	JP001	GLJ	JOURNALS

The PeopleSoft Allocations process creates the following journal line information:

IU Group	Anchor	Line #	BU	Acct	Amount
1	JP001	1	JP001	640000	-1000000
1		2	JP001	640001	500000
1		3	JP002	640001	200000
1		4	JP003	640001	300000

The anchor is the business unit or ChartField value around which the system completes the entry and determines such things as the balancing method and organizes the related journal lines in the same IU group (interunit group).

For intraunit allocation steps, the process always defines a unique IU group for each balancing ChartField value that is defined in the pool. For interunit, the process always uses an IU group number of 1.

The PeopleSoft Allocations process derives the anchor business unit based on the definition setup.

The process first checks to determine if the business unit is defined in the offset as a fixed value. If this condition is the case, the process uses the offset fixed value as the anchor.

If not, the business unit is not in the offset as a fixed value, the process checks if the business unit is defined in the target as a fixed value. If this condition is true, the process uses the target fixed value as the anchor.

If the business unit is not defined in the target or offset as a fixed value, then the process uses the business unit from the pool as the anchor.

Note. If there are multiple pool values, each is processed against the basis in turn. The result is a separate IU group for each pool value and its journal entry lines. Use any of the interunit business units that are defined in the pool when requesting interunit allocations.

At this point, the rent expense is allocated but the journal is not in balance because you have not yet created the due to and due from interunit or intraunit payables and receivables lines. When you run the Inter/IntraUnit Central Processor, it provides the following information or additional lines to balance the journal entry (lines 5 through 8):

IU Group	Anchor	Line#	BU	Acct	Affiliate	Amount
1		5	JP001	100000	JP002	200000
1		6	JP001	100000	JP003	300000
1		7	JP002	100000	JP001	-200000
1		8	JP003	100000	JP001	-300000

See Also

Chapter 15, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” page 469

Using Allocations with PeopleSoft Project Costing

There are two basic types of allocations that you can perform in PeopleSoft Project Costing by using the PeopleSoft Allocations process:

- Project-to-project allocations.
- General Ledger to Project Costing allocations.

The *PeopleSoft Enterprise Project Costing 8.9 PeopleBook* discusses using the PeopleSoft Allocations process in Project Costing and provides an example of a project-to-project allocation step.

See Also

Chapter 16, "Processing Allocations," Using Allocations with PeopleSoft Project Costing, page 576

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, "Processing Allocations in Project Costing"

Running an Allocation Request

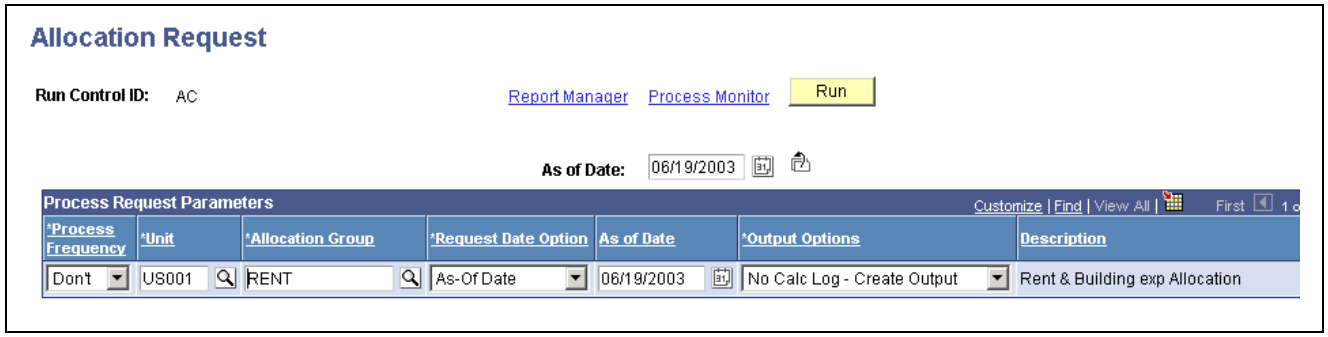
This section discusses how to run the allocation request.

Page Used to Run the Allocation Request

Page Name	Object Name	Navigation	Usage
Allocation Request	ALLOC_REQUEST	Allocations, Define and Perform Allocations, Request Allocation	Specify parameters for running the PeopleSoft Allocations process.

Specifying the Allocation Process Request Parameters

Access the Allocation Request page.



Allocation Request page

Run the request after you define the allocation steps and allocation group.

Unit Specify the business unit for the PeopleSoft Allocations process. For non-interunit steps, this business unit also determines the business unit value for the pool and basis rows that are selected. For interunit steps, use any one of the business units that are defined in the pool when requesting interunit allocations.

Process Group Identify the process group to be processed in this request.

Request Date Option Select the *As of Date* value in the Request Date Option field, and two additional As of Date fields become available. The as of date moves by default to the current system date; however, you can change the date for individual lines by using the As of Date field on each line or for all lines using the As of Date field for the request.

You can define individual steps in an allocation group using relative time spans, such as PER (Current Period Activity). A relative time span retrieves

ledger amounts relative to the Request Date Option that you specify. The request date options are:

- *Process Date:* Uses journals dated before the run date.
- *SYSDATE:* Uses journals dated before the system date for your computer.
- *As of Date:* Uses journals dated before the date that you specify in the As of Date field that appears for the line when you select this option.



Click the Update As of Date button to change the as of date for all lines in the run requests to the current date or the date that you specify.

Output Options Select one of the following options:

- *Create Calc Log - No Output* (create calculation log - no output): Serves as a *dry run* by creating a calculation log but no journals and ledger entries.
- *Create Calc Log and Output* (create calculation log and output): Creates a calculation log and generates journals and ledger entries.
- *No Calc Log - Create Output* (no calculation log - create output): Creates journals and ledger entries, but no calculation log. This is the system default value.

Note. Calculation logs are cleared using SQL scripts.

Start Step When errors occur and processing aborts, you can restart processing at the step that failed by selecting Start Step. This option appears only if an error occurred during processing.

See Also

Chapter 16, "Processing Allocations," Restarting and Recovering the Allocations Process, page 579

Producing Allocations Reports

The allocation reports provide information about the allocation setup and the results of a PeopleSoft Allocations process run.

Pages Used to Produce Allocation Reports

Page Name	Object Name	Navigation	Usage
Allocation Step	RUN_GLS6000	Allocations, Reports, Allocation Step	Define run parameters for the Allocation Step Definition report (GLS6000). An SQR, the report lists detailed information for allocation steps and provides a hard copy of the allocation steps that you define using the Allocation pages.
Allocation Group	RUN_GLC6001	Allocations, Reports, Allocation Group	Specify the run parameters for the Allocation Group Definition Report. A Crystal report (GLC6001) lists all allocation steps that are associated with a particular allocation group. The report provides a hard copy of the allocation groups that you define on the Allocation Group page.
Allocation Calculations Logs	RUN_GLS6002	Allocations, Reports, Allocation Calculation Logs	Specify the run parameters for the Allocation Calculations Log Report (GLS6002). An SQR, the report lists the allocation calculations that the specified process step performs within a process instance.

Viewing Process Messages

The run status in the process monitor appears as a warning if allocations generates any error messages for the request. Use the Message Log to view any system-generated messages when you process allocations. The Message Log can also help you to troubleshoot allocations and to audit allocation information.

Restarting and Recovering the Allocations Process

If the system encounters an error while it is processing a request, it sets the request status to error The program then continues with the next request. To rerun the canceled request, you must return to the online request page and initiate the request.

You can use the Message Log page to identify any request marked in error. When you correct the condition that caused the error, mark the request for processing and run the job again.

For allocations, the request specifies the allocation group to be processed and a commit is performed after each allocation step in that group. If the system encounters an error while it is processing a step, two factors determine whether the system continues with subsequent steps:

- The type of error.
- The Continue option on the Allocation Group page.

If the error is a system error, the allocation process aborts. If the error is a data error, the system checks the Step Continue option on the Allocation group definition.

If you select Continue for the step that failed, the system continues processing despite the failure. If you do not select Continue for that step, allocations proceeds with the next group on the request. After you correct the problem that caused the error, you can rerun the process for the same group.

The Start Step check box on the Allocation Request page enables you to specify whether the PeopleSoft Allocations process should restart processing at the step that failed. If you do not select this check box, allocations starts with the first step in the group. The Start Step option is available only if an error occurred during processing.

CHAPTER 17

Setting Up On-Demand Processing

This chapter provides an overview of on-demand processing and discusses how to:

- Set up on-demand processing options.
- Define process group user preferences.

Understanding Setting Up On-Demand Processing

Financial Management and Supply Chain Management provides on-demand process groups that certain users can run directly from transaction entry pages. These process groups generally consist of logically-related and sequentially-ordered processes that a transaction might require.

The process groups available depend on your user ID and whether or not a given transaction requires the processing. For example, if budget checking is not applicable to a particular voucher, the Budget Checking (BUDGET_CHK) process group is not available.

Warning! Some of the on-demand processing depends on products installed. For example, if General Ledger is licensed and installed, the Journal Generator (FS_JGEN) process will also execute the Journal Edit and Journal Post process. If you do not chose to license and install General Ledger, clear the check box for the General Ledger product on the Installation Options - Products page. This eliminates the wasted time your system will incur by executing the Journal Edit and Journal Post process when these processes are not needed. In general, clear all check boxes on the Installation Options - Products for all products that you have not licensed.

Payables

When you finish entering a voucher in Payables, you can either save the voucher and process it in batch, or you can process it on demand on the following pages:

- Match Exception Workbench Details (AP_MTCH_WB_EXCPTN)
- Match Overridden Workbench Details (AP_MTCH_WB_OVRD
- Payment Cancellation (PYMNT_CANCEL)
- Payment Escheatment (PYMNT_ESCHEAT)
- Quick Invoice Header (subpage) (VCHR_QV_HDR_SBP)
- Voucher Maintenance – Voucher Header (VCHR_HDRCORRECT_PG)
- Voucher Mass Maintenance – Close (VCHR_MMT_CLSE_SEC1)
- Voucher Mass Maintenance – Delete (VCHR_MMT_DLTE_SEC1)
- Voucher Mass Maintenance – Field Replace (VCHR_MMT_RPLC_SEC1)
- Voucher Mass Maintenance – UnPost (VCHR_MMT_UNPS_SEC1)

- Withholding Invoice Line Update (WTHD_LINE_UPDT)
- Withholding Vendor Update (VNDR_UPDT)
- Workbench (AP_MTCH_WB)

On-demand processing is also available from the Voucher On-Demand Process component for batch processing by process group, and the complete register voucher.

Note. The system automatically displays the on-demand processing functionality only to assigned users. Definitions configured on the User Preferences - Process Group page determine whether the system enables this functionality for a specific user, and further, a specific process.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online.

Receivables

In Receivables a process group is not associated with a process; it is associated with a posting action. The posting action that is associated with a process group determines which processes to run, and when to run those processes.

Each process group (posting action) is associated with six different source transactions, for example payment worksheets and maintenance worksheets.

See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Setting Up Receivable Update and Pending Group Generator".

Process Groups

This table shows the process groups, their associated processes and posting actions, and the products that use them:

Process Group	Processes and Posting Actions	Products
Budget Checking (BUDGET_CHK)	Runs the Commitment Control Budget Chk on-demand process (FS_BCHK), which in turn calls the Budget Processor Application Engine process (FS_BP).	Payables
Document Tolerance (DOC_TOL)	Runs the Document Tolerance Checking Application Engine process (FS_DOCTOL).	Payables
Voucher Mass Maintenance (MASSMAINT)	Runs the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT).	Payables
Mass Maintenance and Voucher Build (MASSMNTVB)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Build Application Engine Process (AP_VCHRBLD).	Payables

Process Group	Processes and Posting Actions	Products
Voucher Maintenance and Voucher Posting (MASSPOST)	Runs the same process as the Voucher Mass Maintenance process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Voucher Maintenance, Post and Journal Generator (MASSPOSTGL)	Runs the same process as the Voucher Maintenance and Voucher Posting process group, along with and the Journal Generator Application Engine process (FS_JGEN).	Payables
Matching (MATCHING)	Runs the Matching Application Engine process (AP_MATCHING).	Payables
Matching, Doc Tolerance, Budget Check (MTCH_DT_BC)	Runs the Matching process, the Document Tolerance Checking Application Engine process, and the Commitment Control Budget Chk on-demand process. Only the processes that apply to the voucher are run.	Payables
Payment Post and Journal Generator (PAYPOSTGL)	Runs the same process as the Payment Post process group, along with the Journal Generator Application Engine process (FS_JGEN).	Payables
Payment, Voucher Post and Journal Generator (PAYVCHRJG)	Runs the same processes as the Payment Post and Voucher Post process group, along with the Journal Generator Application Engine process (FS_JGEN).	Payables
Payment Post and Voucher Post (PAYVCHRPST)	Runs the same process as the Payment Post process group, along with the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Payment Post (PYMNTPOST)	Runs the Payment Posting Application Engine process (AP_PSTPYMNT).	Payables
Voucher Post (PST_VCHR)	Runs the same processes as the Matching, Doc Tolerance, Budget Check process group, and also runs the Voucher Posting Application Engine process (AP_PSTVCHR).	Payables
Journal Generate (PST_VCHRGL)	Runs the same processes as the Voucher Post process group and also runs the Journal Generator process (FS_JGEN).	Payables

Process Group	Processes and Posting Actions	Products
Voucher Post Load AM (POSTAPAM)	Runs the following Application Engine processes, in the order listed: • Matching. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting Only the processes that apply to the voucher are run. Runs the AP/AM Interface Application Engine process (INTFAPAM), and the Pre-Interface Loader process (AMPS1000), which in turn calls the Transaction Loader process (AMIF1000). This posts the voucher and sends asset information to Asset Management.	Payables
Journal Gen, Load AM (POSTAPGLAM)	Runs the same processes as the Voucher Post Load AM process group, with the addition of the Journal Generator process (FS_JGEN). This performs all possible voucher processes on the voucher, therefore there is no need to run any other process. This process sends the information to Asset Management, Payables, and General Ledger.	Payables
All Processes Through Budget Check (QVBUDGCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Commitment Control Budget Checking.	Payables

Process Group	Processes and Posting Actions	Products
All Processes through Budget Check (QVBUDGDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Document Tolerance Checking. • Commitment Control Budget Checking.	Payables
All Processes through doc tolerances (QVDOCDT)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Document Tolerance Checking.	Payables
All Processes through Doc Tol (QVDOCDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Document Tolerance Checking. • Commitment Control Budget Checking.	Payables

Process Group	Processes and Posting Actions	Products
All Processes through Journal Generate (QVJGEN)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Voucher Posting. • Journal Generator.	Payables
All Processes through Journal Generate (QVJGENCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator.	Payables
All Processes through Journal Generator (QVJGENDT)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Document Tolerance Checking. • Voucher Posting. • Journal Generator.	Payables

Process Group	Processes and Posting Actions	Products
All Processes through Journal Generate (QVJGENDTCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders. • Document Tolerance Checking. • Commitment Control Budget Checking. • Voucher Posting. • Journal Generator.	Payables
Matching (QVMTCH)	Runs the Matching Application Engine processes, only if vouchers have associated copied purchase orders.	Payables
All Process through Matching (QVMTCHCC)	Runs the following Application Engine processes, in the order listed: • Voucher Build. • Matching. **Note.** Matching runs only if vouchers have associated copied purchase orders.	Payables
Mass Maintenance & Journal Generator (UNPSTJGEN)	Runs the same processes as the Voucher Mass Maintenance and Journal Generate process groups, and also calls the Voucher UnPost Application Engine process (APVCHRUNPOST).	Payables
Voucher Post (VCHRPOST)	Runs the Voucher Posting Application Engine Process (AP_PSTVCHR).	Payables
Voucher Post and General Ledger (VCHRPOSTGL)	Runs the same process as the Voucher Post process group, with the addition of the and the Journal Generator Application Engine process (FS_JGEN).	Payables
Withhold Post and Update (WHUPDPST)	Runs the same process as the Withhold Update process group, along with the Withholding Posting Application Engine process (AP_WTHD).	Payables

Process Group	Processes and Posting Actions	Products
Withhold Update (WTHDUPD)	Runs the Withholding Update Application Engine process (AP_WTHD_UPDT).	Payables
Do Not Post (ARACTIONA)	Posting Action: Do Not Post Changes the posting status for the group so that the group is not processed by a scheduled run of the Receivable Update multiprocess job (ARUPDATE).	Receivables
Batch Standard (ARACTIONL)	Posting Action: Batch Standard Changes the posting status for the group so that the group is processed by the Receivable Update multiprocess job, which calls the Revenue Estimate and Budget Processor processes the next time it is scheduled to run. The Budget Processor process runs only if you have enabled the commitment control feature for Receivables and the business unit.	Receivables
Batch Priority (ARACTIONN)	Posting Action: Batch Priority Changes the posting status for the group so that the group is processed by the Receivable Update multiprocess job, which calls the Revenue Estimate and Budget Processor processes the next time it is scheduled to run with the RP_RUN_OPTIONS “PRIORITY” flag set. The Budget Processor process runs only if you have enabled commitment control for Receivables and the business unit.	Receivables

Process Group	Processes and Posting Actions	Products
Post Now (ARPOST)	Posting Action: Post Now Runs the Receivable Update job immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit.	Receivables
Post Now to GL (ARPOSTGL)	Posting Action: Post Now to GL Runs the Receivable Update job immediately, which calls the Revenue Estimate and Budget Processor processes if you have enabled the commitment control feature for Receivables and the business unit. Also runs the Journal Generator process (FS_JGEN), the Journal Edit process (GL_JEDIT), and the Journal Post process (GLPPPOST).	Receivables

Note. If a given voucher is not asset related, then neither the *Voucher Post Load AM* nor *Journal Gen, Load AM* process groups will be available. These process groups are only available for selection if the voucher is asset related.

Setting Up On-Demand Processing Options

To set up on-demand processing options, use the On-Demand Processing Options component (RTM_OPTIONS).

Before you can use on-demand processing, you must specify the accounting entry definitions that are used by each source transaction-process group combination, along with other options. Accounting entry definitions define the record and fields that the Journal Generator process uses to extract accounting entries from the system source.

To set up on-demand processing options, use the On-Demand Process Options component (RTM_OPTIONS).

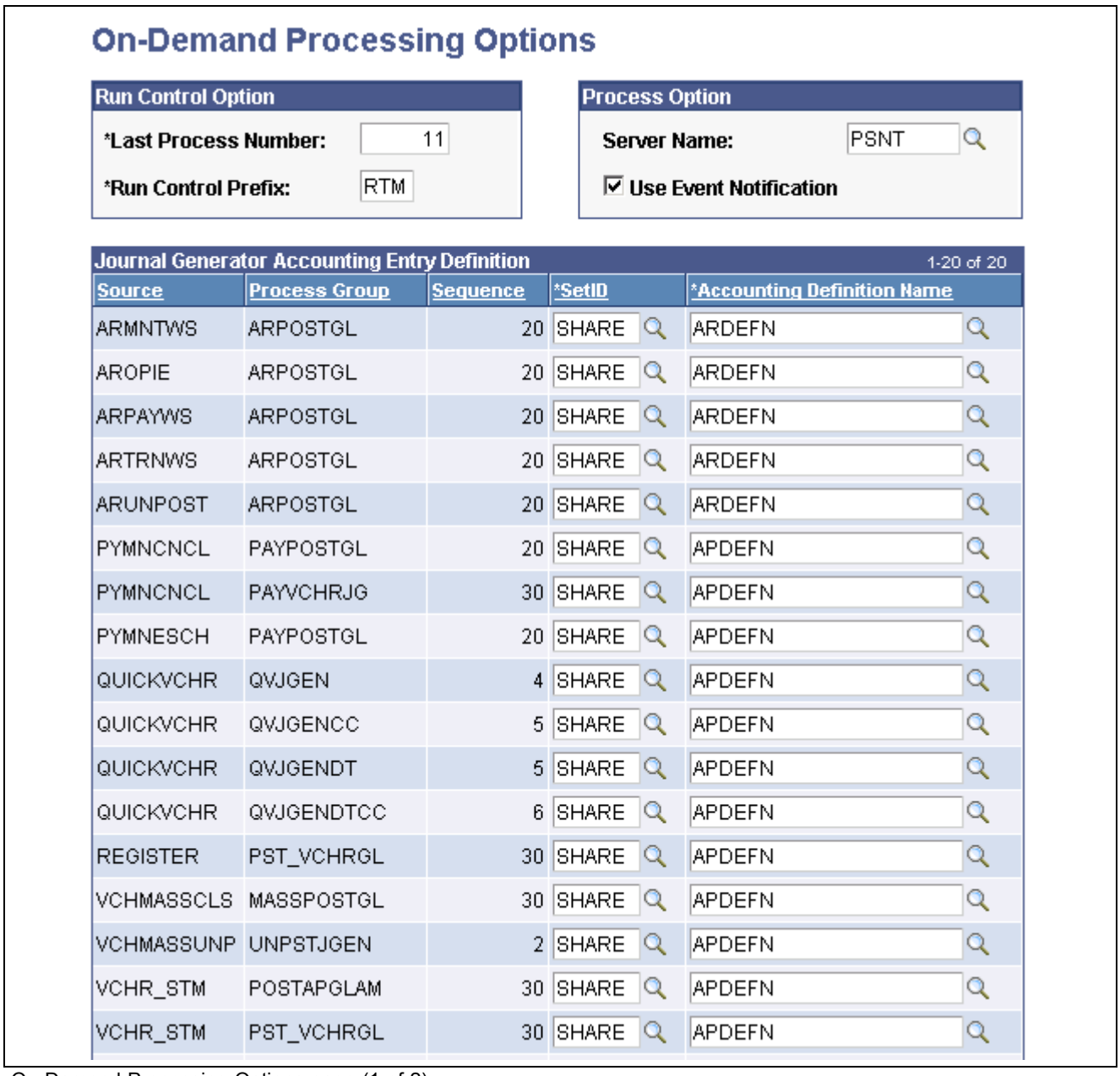
This section discusses how to set up on-demand processing options.

Page Used to Set Up On-Demand Processing Options

Page Name	Object Name	Navigation	Usage
On-Demand Processing Options	RTM_OPTIONS	Set Up Financials/Supply Chain, Common Definitions, On-Demand Processing, On-Demand Process Options, On-Demand Processing Options	Specify Journal Generator accounting entry definitions and other processing options for on-demand process groups.

Setting Up On-Demand Processing Options

Access the On-Demand Processing Options page.



On-Demand Processing Options

Run Control Option

*Last Process Number: 11

*Run Control Prefix: RTM

Process Option

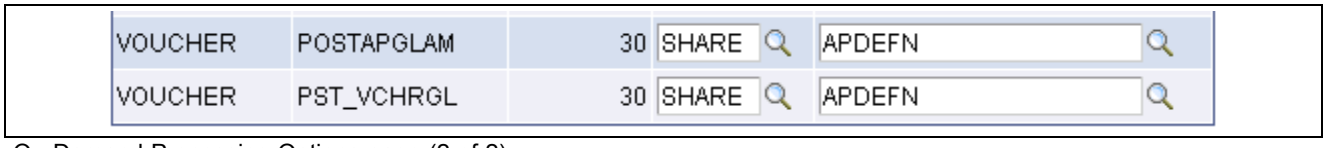
Server Name: PSNT

Use Event Notification

Journal Generator Accounting Entry Definition 1-20 of 20

Source	Process Group	Sequence	*SetID	*Accounting Definition Name
ARMNTWS	ARPOSTGL	20	SHARE	ARDEFN
AROPIE	ARPOSTGL	20	SHARE	ARDEFN
ARPAYWS	ARPOSTGL	20	SHARE	ARDEFN
ARTRNWS	ARPOSTGL	20	SHARE	ARDEFN
ARUNPOST	ARPOSTGL	20	SHARE	ARDEFN
PYMNCNCL	PAYPOSTGL	20	SHARE	APDEFN
PYMNCNCL	PAYVCHRJG	30	SHARE	APDEFN
PYMNESCH	PAYPOSTGL	20	SHARE	APDEFN
QUICKVCHR	QVJGEN	4	SHARE	APDEFN
QUICKVCHR	QVJGENCC	5	SHARE	APDEFN
QUICKVCHR	QVJGENDT	5	SHARE	APDEFN
QUICKVCHR	QVJGENDTCC	6	SHARE	APDEFN
REGISTER	PST_VCHRGL	30	SHARE	APDEFN
VCHMASSCLS	MASSPOSTGL	30	SHARE	APDEFN
VCHMASSUNP	UNPSTJGEN	2	SHARE	APDEFN
VCHR_STM	POSTAPGLAM	30	SHARE	APDEFN
VCHR_STM	PST_VCHRGL	30	SHARE	APDEFN

On-Demand Processing Options page (1 of 2)



VOUCHER	POSTAPGLAM	30	SHARE	APDEFN
VOUCHER	PST_VCHRGL	30	SHARE	APDEFN

On-Demand Processing Options page (2 of 2)

Run Control Option

Last Process Number Enter any three digits to define the number at which the system will begin numbering the run controls.

Run Control Prefix Enter any three letters to identify the run control ID.

Process Option

Server Name Enter the server on which you want to run on-demand process groups.

Use Event Notification Select this check box to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server.

This is the most typical mode of execution.

Journal Generator Accounting Entry Definition

For each combination of source transaction and process group that includes the Journal Generator process, specify the SetID of the accounting entry definition and the Accounting Definition Name.

See Also

Chapter 14, "Using Journal Generator," Defining Accounting Entries, page 451

Defining Process Group User Preferences

To define process group user preferences, use the User Preferences — Process Group component (OPR_DEFAULT).

This section provides an overview of process group user preferences and discusses how to define process group preferences.

Understanding Process Group User Preferences

Each user must be assigned access to a process group to use it for a particular type of transaction.

For Payables, you assign the process groups for each of these source transactions for defined users to enable on-demand processing functionality:

- All Process Through Budget Check (Payables) (QVBUDGCC).
- All Process through Budget Check (Payables) (QVBUDGDTCC).
- All Process through doc tolerance (Payables) (QVDOCDT).
- All Process through Doc Tol (Payables) (QVDOCDTCC).
- All Processes through Journal Generate (Payables) (QVJGEN).
- All Processes through Journal Generate (Payables) (QVJGENCC).
- All Processes through Journal Generator (Payables) (QVJGENDT).
- All Processes through Journal Generate (Payables) (QVJGENDTCC).
- All Processes through Matching (Payables) (QVMTCHCC).
- Complete Register Voucher (REGISTER).
- Matching (Payables) (QVMTCH).

- Payment Cancellation (PYMNCNCL).
- Payment Escheatment (PYMNESCH).
- Quick Invoice (QUICKVCHR).
- Voucher Close (VCHRCLOSE).
- Voucher Entry (VOUCHER).
- Voucher Maintenance (VCHR_MAINT).
- Voucher Mass Maintenance Close (VCHMASSCLS).
- Voucher Mass Maintenance Delete (VCHMASSDEL).
- Voucher Mass Maintenance Field Update (VCHMASSFLD).
- Voucher Mass Maintenance Unpost (VCHMASSUNP).
- Voucher On-Demand Processes (VCHR_STM).
- Withholding Invoice Line Update (LINEWTHD).
- Withholding Vendor Update (VNDRWTHD).

For Receivables you assign the appropriate process groups to each of these source transactions for all users based on the posting actions that you want to enable each user to perform:

- Item Split (ARITSPLT).
- Maintain Receivables (ARMNTWS).
- Online Pending Item Entry (AROPIE).
- Payment Worksheet (ARPAYWS).
- Transfer Worksheet (ARTRNWS).
- Unpost (ARUNPOST).

Note. All Receivables source transactions except Item Split (ARITSPLT) support all five process groups. Item Split (ARITSPLT) supports only Do Not Post (ARACTIONA), Batch Standard (ARACTIONL) and Post Now (ARPOST).

Page Used to Define Process Group Preferences

Page Name	Object Name	Navigation	Usage
User Preferences - Process Group	OPR_DEF_TBL_RTM	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Process Group	Specify, by source transaction, the process groups a user can use for on-demand processing.

Defining Process Group Preferences

Access the User Preferences - Process Group page.

Note. Ensure that the process groups you assign match the responsibilities of the user you are setting up.

Copy From User ID Enter an already-defined user ID from which the system is to copy the source transaction specifications. This enables you to set up template user ID's that can then be used to copy source transaction process groups to other users with the same responsibilities.

Allow Processing Select this check box to enable on-demand processing for this user ID.

Use Event Notification Select this check box to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server.

Source Transaction Select a source transaction for which to assign associated process groups:

- *ARITSPLT* (Item Split).
- *ARMNTWS* (Maintain Receivables Worksheet).
- *AROPIE* (Online Pending Item Entry).
- *ARPAYWS* (Payment Worksheet).
- *ARTRNWS* (Transfer Worksheet).
- *ARUNPOST* (Unpost Groups).
- *LINEWTHD* (Withholding Invoice Line Update).
- *MTCHEXPTN* (Match Exception).
- *MTCHOVRD* (Match Override).
- *PYMNCNCL* (Payment Cancellation).
- *PYMNESCH* (Payment Escheatment).
- *QUICKVCHR* (Quick Invoice).
- *REGISTER*(Complete Register Voucher).
- *VCHMASSCLS* (Voucher Mass Maintenance Close).
- *VCHMASSDEL* (Voucher Mass Maintenance Delete).
- *VCHMASSFLD* (Voucher Mass Maintenance Field Update).
- *VCHMASSUNP* (Voucher Mass Maintenance Unpost).
- *VCHR_MAINT* (Voucher Maintenance).
- *VCHRCLOSE* (Voucher Close).
- *VCHR_STM* (Voucher On-Demand Processes).
- *VNDRWTHD* (Withholding Vendor Update).
- *VOUCHER* (Voucher Entry).

Process Group Select the process groups that you want available for the user for the selected source transaction:

- *ARACTIONA:* Do Not Post (Receivables).
- *ARACTIONL:* Batch Standard (Receivables).
- *ARACTIONN:* Batch Priority (Receivables).
- *ARPOST:* Post Now (Receivables).

- *ARPOSTGL:* Post Now to GL (Receivables).
- *BUDGET_CHK:* Budget Checking (Payables).
- *DOC_TOL:* Document Tolerance (Payables).
- *ESMATCH:* Matching (eSettlements).
- *MATCHING:* Matching (Payables).
- *MTCH_DT_BC:* Matching, Doc Tolerance, Budget Check (Payables).
- *MASSMAINT:* Voucher Mass Maintenance (Payables).
- *MASSMNTVB:* Mass Maintenance and Voucher Build (Payables).
- *MASSPOST:* Voucher Maintenance and Voucher Posting (Payables).
- *MASSPOSTGL:* Voucher Maintenance, Post and Journal Generator (Payables).
- *PAYPOSTGL:* Payment Post and Journal Generator (Payables).
- *PAYVCHRJG:* Payment, Voucher Post and Journal Generator (Payables).
- *PAYVCHRPST:* Payment Post and Voucher Post (Payables).
- *POSTAPAM:* Voucher Post Load AM (Payables).
- *POSTAPGLAM:* Journal Generator, Load AM (Payables).
- *PST_VCHR:* Voucher Post (Payables).
- *PST_VCHRGL:* Journal Generate (Payables).
- *PYMNTPOST:* Payment Post (Payables).
- *QVBUDGCC:* All Process Through Budget Check (Payables).
- *QVBUDGDTCC:* All Process through Budget Check (Payables).
- *QVDOCDT:* All Process through doc tolerance (Payables).
- *QVDOCDTCC:* All Process through Doc Tol (Payables).
- *QVJGEN:* All Processes through Journal Generate (Payables).
- *QVJGENCC:*All Processes through Journal Generate (Payables).
- *QVJGENDT:* All Processes through Journal Generator (Payables).
- *QVJGENDTCC:* All Processes through Journal Generate (Payables).
- *QVMTCH:* Matching (Payables).
- *QVMTCHCC:* All Processes through Matching (Payables).
- *UNPSTJGEN:* Mass Maintenance & Journal Generator (Payables).
- *VCHRPOST:* Voucher Post (Payables).
- *VCHRPOSTGL:* Voucher Post and General Ledger (Payables).
- *WHUPDPST:* Withhold Post and Update (Payables).
- *WTHDUPD:* Withhold Update (Payables).

Note. You cannot select Payables groups for Receivables source transactions, and vice versa.

See Also

Chapter 17, “Setting Up On-Demand Processing,” Process Groups, page 582

APPENDIX A

Application Fundamentals Reports

This chapter lists the reports provided with the *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook* and includes general information and links to additional information about specific reports.

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

Application Fundamentals Reports: General Description

Use this table to find general information about PeopleSoft Application Fundamentals reports.

Report ID and Report Name	Description	Navigation	Run Control Page
APY0003 AP Operator Profile	Displays Payables User defaults by SetID. For each user, the default values for Business Unit, SetID and Origin as well as Vendor and Voucher Processing Authority display. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, User Preferences, AP User Preferences Report	RUN_APY0003
APY0012 Accounting Entry Template	Displays available accounting entry templates and shows template name, effective date, type, description, account, department, product, and project. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Template Report	RUN_APY0012
CFC001 ChartField Project	Displays steps to configure a ChartField to individual needs. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Configuration Steps	RUN_CFC001
EO9030 Cross/Reciprocal Rate Calc	Displays the cross rates calculated for selected currency exchange rates. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Market Rates, Cross/Reciprocal Rate Calc	RUN_EO9030

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0001 Installation Options	Displays the contents of the PeopleSoft Installation Table, which contains system-wide parameters used by the applications. (Crystal)	Set Up Financials/Supply Chain, Install, Installation Options Report	RUN_FIN0001
FIN0002 Detail Calendars	Displays information about detail calendars, including a description as well as a listing of the periods you have defined for the calendar. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Detail Calendar Report	RUN_FIN0002
FIN0003 TimeSpans	Displays the TimeSpan definitions for a SetID, including a description and information about the start year, start period, end year, and end period. The report also shows whether the TimeSpan includes forward balances and closing adjustments. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, TimeSpans Report	RUN_FIN0003
FIN0004 Account Types	Displays all the account types, including the long and short descriptive name, and indicates whether the system carries forward the balance for that account type. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Account Types	RUN_FIN0004
FIN0005 Statistics Units of Measure	Displays a standard, portrait-style report of the contents of the Statistics Units of Measure table. The report also contains the unit of measure and description. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure Report	RUN_FIN0005
FIN0006 User Preferences	Displays the values you enter for system users on the User Preference page. The User ID, business unit, SetID, ledger, source, and as-of date also display. These are the default settings that appear on the pages and reports used by each user. (SQR)	Set Up Financials/Supply Chain, Common Definitions, User Preferences, User Preferences Report	RUN_FIN0006

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0007 SpeedTypes	Displays a valid list of SpeedTypes. A SpeedType enables you to enter shorthand keys to trigger a system expansion into pre-specified values for one or more fields on a page. For each SpeedType, the report prints a description, the User ID or class, and associated values for account, department, product, project, and statistics code. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, SpeedTypes	RUN_FIN0007
FIN0008 Journal Sources	Displays valid journal entry sources. Source codes describe the origination of journal entries or the party responsible for generating the journal, define special processing, and make financial transactions easier to identify and report. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Journals, Source Report	RUN_FIN0008
FIN0010 Valid General Ledger Accounts	Displays the valid general ledger accounts by SetID. For each account, the report prints a description, short name, and the account type. Shows if the account is a statistical account and if so, what unit of measure is used. If the account contains open items, lists their descriptions as well as the edit record and field that apply. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Account	RUN_FIN0010
FIN0011 Valid Department Codes	Displays valid department codes by SetID. Prints the department ID and its description, along with each department manager's name. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Department	RUN_FIN0011
FIN0012 Valid Product Codes	Displays valid product codes by SetID. Prints the product ID and its description, in ascending order by ID. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Product	RUN_FIN0012
FIN0013 Valid Project IDs	Displays valid projects by SetID. For each project, prints the description, manager's name, and the project start and end dates. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Project	RUN_FIN0013

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0015 Valid Statistics Code	Produces a standard portrait style report that show the contents of the Statistics Codes table. Displays the code along with a description, the standard unit of measure, and the ledger update method. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Statistics Code	RUN_FIN0015
FIN0016 Record Groups	Displays tables by the record group they belong to. Displays a description and table name for each record group ID. (Crystal)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Record Groups	RUN_FIN0016
FIN0017 Valid Set IDs	Displays a short and long description of each SetID valid on a specific date. (Crystal)	Set Up Financials/Supply Chain, Business Unit Related, Reports, TableSet IDs	RUN_FIN0017
FIN0018 Table Set Controls	Displays the record groups associated with the TableSet you specify, including the field names and values you enter at the system prompt. Displays the trees designated for that TableSet. For each record group, shows the ID, description, SetID, and SetID description. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, TableSet Controls	RUN_FIN0018
FIN0020 Valid General Ledger Business Units	Displays a list of business units that are valid as of a specific date. For each business unit, prints a description of the unit, and the default as-of date. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, General Ledger Units	RUN_FIN0020
FIN0021 Ledgers for a Business Unit	Displays information about the ledgers that you have defined for a business unit. Shows information about each ledger, including type, ledger, definition, SetID, date of last update, and whether the ledger is balanced. Also shows open accounting periods, the adjustments year, and journal error handling options. (SQR)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Ledgers For A Unit	RUN_FIN0021
FIN0022 Detail Ledger Definition	Displays general information about detail ledgers. Includes a description, error handling options, accounting periods, record names, and a listing of the ChartFields associated with the ledger. (Crystal)	General Ledger, Ledgers, Detail Ledger Report	RUN_FIN0022

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0023 Detail Ledger Template Definition	Displays the records and fields included in detail ledger templates. (Crystal)	General Ledger, Ledgers, Template Report	RUN_FIN0023
FIN0024 Valid Budget Reference	Lists all valid Budget Reference ChartField values in a SetID. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Report, Select Budget Reference	RUN_FIN0024
FIN0025 Scenario	Lists by setID the current active budget scenario.	Set Up Financial/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Scenario	RUN_FIN0025
FIN0030 nVision Reports	Displays the PS/nVision reports for selected business units. For each report, shows the ID, description, layout, scope ID, scope description, business unit, last run date, as-of date type, as-of date, tree date type, and tree date. (Crystal)	General Ledger, General Reports, nVision Request Summary	RUN_FIN0030
FIN0031 nVision Scopes	Displays the details of each PS/nVision Scope definition. (Crystal)	General Ledger, General Reports, nVision Scope	RUN_FIN0031
FIN0032 Valid Operating Units	Displays the valid operating units for a selected SetID. For each SetID it shows the operating units, their description, their status, and the effective date of the status. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Operating Unit	RUN_FIN0032
FIN0033 Valid Alternate Account	Displays the valid Alternate Accounts for a SetID. For each alternate account, the report prints a description, account type, if it has open items, if it's a statistical account, any control flags, the current effective status and, its effective date. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Alternate Account	RUN_FIN0033
FIN0035 Currency Codes	Displays information about a currency, including code, effective date, description, symbol, country, and decimal point. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Currency, Currency Code Report	RUN_FIN0035
FIN0036 Alternate Account Cross Reference	Displays accounts with corresponding cross-referenced alternate accounts, by SetID and Effective Date. (SQR)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, Alt Acct Cross Reference	RUN_FIN0036

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0037 Chartfield 1	Displays the valid values for a selected setID.	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 1	RUN_FIN0037
FIN0038 Chartfield 2	Displays the valid values for a selected setID.	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 2	RUN_FIN0038
FIN0039 Chartfield 3	Displays the valid values for a selected setID.	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Chartfield 3	RUN_FIN0039
FIN0050 Valid Fund Codes	Displays a list of all valid fund code ChartField values. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Fund Code	RUN_FIN0050
FIN0052 Valid Program Codes	Displays a list of all valid program code ChartField values. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Program Code	RUN_FIN0052
FIN0053 Valid Class	Displays a list of all valid class ChartField values. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, select Class Field	RUN_FIN0053
FIN0057 Journal Types	Displays the various Journal Types defined on the Journal Types page for a particular SetID. Includes descriptions for each Journal Type and indicates whether they are sequenced by Document Type or Journal Code. Related to Document Sequencing. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Journal Type Report	RUN_FIN0057
FIN0058 Journal Codes	Displays the various Journal Codes defined on the Journal Codes page for a particular SetID-Journal Type combination. Includes descriptions for each Journal Code, as well as Sequence Range and Sequencing Type information. Related to Document Sequencing. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Journal Code Report	RUN_FIN0058

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0059 Document Types	Displays the various Document Types defined on the Document Type page for a particular SetID-Journal Type-Journal Code combination. Includes descriptions for each Document Type, as well as Sequence Range and Sequencing Type information. Related to Document Sequencing. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Document Type Report	RUN_FIN0059
FIN0060 Document Sequence Ranges	Displays the detail range(s) defined on the Document Sequence Range page for a specified Sequence Range. (Crystal)	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Sequence Range Report	RUN_FIN0060
FIN0061 ChartField Attribute Report	This report lists all or a selected list of ChartFields and their associated attributes, attribute descriptions, and attribute values. (SQR)	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Attributes	RUN_FIN0061
FIN1001 Message Log Report	Prints message logs for a process instance ID and batch report type, similar to the online query 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	Displays all journal entries 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 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
FIN5001 Reconciliation by System Source	This report consists of detailed subsystem and 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 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 Reconciliation Subsystem, Reconciliation by System Srce (source)	RUN_FIN5001
FIN5005 Reconciliation by ChartField	This 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

Report ID and Report Name	Description	Navigation	Run Control Page
GLC1001 Ledger Codes	List Ledger Codes with associated Book Code and provides description. (Crystal)	General Ledger, Ledgers, Ledger Codes Report	RUN_GLC1001
GLC4004 Adjustment Types	By setID, displays current active Adjustment Type ChartField values. (Crystal)	Setup Financials / Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Adjustment Type	RUN_GLC4004
GLC4005 Book Codes	By setID, displays current active Book Codes. (Crystal)	Setup Financials / Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Book Code	RUN_GLC4005
GLC4006 Balancing Groups	Display all Balancing Groups and describes whether they are active or inactive and shows the default balancing group. (Crystal)	Setup Financials / Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Account Balancing Group	RUN_GLC4006
GLC4007 Journal Entry Template Report	Displays Journal Entry Templates by the security applied that is available to a user. (Crystal)	Setup Financials / Supply Chain, Common Definitions, Journals, Journal Entry Template Report	RUN_GLC4007
APY0006 Tax Authorities Report	Displays tax authorities by setID. For each tax authority, the authority code, name, effective date, percentage and ChartField values appear.	Setup Financials/Supply Chain, Common Definitions, Sales and Use Tax, Authorities Report	RUN_APY0006
APY0007 Tax Codes Report	Displays tax codes by setID. For each tax code, a description, tax type, VAT reference, tax calculation information, taxing authority, effective date, and tax percentage appear.	Setup Financials/Supply Chain, Common Definitions, Sales and Use Tax, Codes Report	RUN_APY0007

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
	110	2000
	120	1000
Subtotal		*4000*

Account	Department	Amount
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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